



**SOUTH TEXAS
COLLEGE**

**Board of Trustees
Regular Board Meeting**

**Tuesday, August 27, 2019
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, August 27, 2019 @ 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:”

- I. Call Meeting to Order**
- II. Determination of Quorum**
- III. Invocation**
- IV. Public Comments**
- V. Presentations..... 6**
 - A. Presentation on the ACCT Board of Directors Strategic Planning Meeting
 - B. Presentation on the ACCT Governance Leadership Institute for New Trustees
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 - 1. July 23, 2019 Regular Board Meeting
 - B. Approval and Authorization to Accept Grant Awards and Agreements .. 59 - 61
 - 1) Texas Higher Education Coordinating Board, Carl D. Perkins Basic Grant in the amount of \$1,876,900
 - 2) United States Department of Education, High School Equivalency Program, in the amount of \$1,919,976
 - 3) The AT&T Foundation, AT&T Aspire Initiative, in the amount of \$101,570
 - 4) Eastfield College, Dallas County Community College District, Carl D. Perkins State Leadership Subaward, in the amount of \$10,025
 - 5) Texas Higher Education Coordinating Board (THECB), 2018 College Readiness and Success Models for 60x30TX, Additional Funds in the amount of \$24,759
 - 6) Additional Grant(s) Received/Pending Official Award
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 - 2) Printing Projects (Award)
 - 3) Purchase and Installation of Irrigation System Equipment (Award)
 - B. Rejection of Proposal
 - 4) Merchant Services (Reject)
 - C. Contract Extension
 - 5) Merchant Services (Contract Extension)
 - D. Purchases and Renewals
 - D-a. Instructional Item
 - 6) Testing Materials (Purchase)
 - D-b. Non-Instructional Items
 - 7) Beverage Products (Renewal)
 - 8) Custodial Supplies (Renewal)
 - 9) Office Supplies (Renewal)
 - 10)Pest Control Services (Renewal)
 - 11)Professional Recruitment Services (Renewal)
 - D-c. Technology
 - 12)Banner Application Maintenance Agreement (Renewal)
 - 13)Data Hosting and Maintenance Agreement (Renewal)
 - 14)Email Security Software License Agreement (Renewal)
 - 15)Enterprise Software License and Maintenance Agreements (Renewal)
 - 16)Internet Service – Pecan Campus (Renewal)

- 17) Network Hardware and Software Maintenance Agreement (Renewal)
- 18) Oracle License Maintenance Agreement (Renewal)
- 19) Public Website Hosting Services (Renewal)
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A. Next Meetings:

- Tuesday, September 10, 2019
 - 3:30 p.m. – Education and Workforce Development Committee
 - 4:30 p.m. – Facilities Committee
 - 5:30 p.m. – Finance, Audit, and Human Resources Committee
- Tuesday, September 24, 2019
 - 5:30 p.m. – Regular Board Meeting

B. Other Announcements:

- Everyone is invited to join STC and U.S. Representative Henry Cuellar (TX 28) at the South Texas College Pecan Campus Cooper Center on August 30, 2019 at 3 p.m., to announce the U.S. Department of Education's High School Equivalency Program Grant Award to South Texas College
- The College will be closed on Monday, September 2, 2019, in observance of Labor Day.
- The College will be closed on Friday, September 27, 2019, for College Wide Professional and Organizational Development
- South Texas College will host the Community College Association of Texas Trustees' *Trustee Leadership Seminar* on Friday, February 28, 2020.

Presentations

1. Presentation on the ACCT Board of Directors Strategic Planning Meeting

From August 1 – 4, 2019, Ms. Rose Benavidez attended the Association of Community College Trustees (ACCT) Board of Directors meeting in Council Bluffs, Iowa.

As a Board Member for the ACCT, Ms. Benavidez participated in the strategic planning, review of policies and procedures, and other governance activities that help the ACCT provide guidance and services to the leadership at South Texas College and community colleges across the nation.

Ms. Benavidez will provide a brief report on the activities and their impact on future opportunities for South Texas College.

2. Presentation on the ACCT Governance Leadership Institute for New Trustees

From August 7 – 10, 2019, Mrs. Victoria Cantu attended the Association of Community College Trustees (ACCT) Governance Leadership Institute (GLI) for New Trustees in Washington D.C.

The GLI is an annual program provided by the ACCT to help newly elected community college trustees learn about the role and opportunities that trustees have in leading and serving their institutions. At the GLI, lessons are provided on fundamentals of effective trusteeship, fiduciary responsibility, policy governance, student success, and other important topics for trustees to consider.

Mrs. Cantu will provide a brief report on her experience at the GLI for New Trustees.

The presentations are for the Board's information, and no action is requested.

Approval of Board Meeting Minutes

The following Board Meeting Minutes are submitted for approval:

- 1) July 23, 2019 Regular Board Meeting

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and adopt the July 23, 2019 Regular Board Meeting Minutes as presented.

The following Minute Order is proposed for consideration by the Board of Trustees:

The Board of Trustees of South Texas College approves and adopts the July 23, 2019 Regular Board Meeting Minutes as presented.

Approval Recommended:

Shirley A. Reed, M.B.A., Ed.D.
President

**SOUTH TEXAS COLLEGE
BOARD OF TRUSTEES REGULAR MEETING
Tuesday, July 23, 2019 @ 5:30 p.m.
Ann Richards Administration Building Board Room
Pecan Campus, McAllen, Texas 78501**

Minutes

Call Meeting to Order:

The Special Board Meeting of the South Texas College Board of Trustees was held on Tuesday, July 23, 2019 in the Ann Richards Administration Building Board Room at the Pecan Campus in McAllen, Texas. The meeting commenced at 5:31 p.m. with Mr. Paul R. Rodriguez presiding.

Members present: Mr. Paul R. Rodriguez, Ms. Rose Benavidez, Mr. Roy de León, Mrs. Victoria Cantú, Mr. Rene Guajardo, and Dr. Alejo Salinas, Jr.

Members absent: Mr. Gary Gurwitz

Also present: Dr. Shirley A. Reed, Mr. Jesus Ramirez, Mrs. Mary Elizondo, Dr. Anahid Petrosian, Dr. David Plummer, Mr. Ricardo De La Garza, Mrs. Rebecca Cavazos, Mr. George McCaleb, Mrs. Myriam Lopez, Dr. Ety Bischoff, Mr. Mario Reyna, Mr. Mike Carranza, Mrs. Brenda Balderaz, Dr. Virginia Champion, Dr. Rebecca De Leon, Dr. Jesus Campos, Mr. Khalil Abdullah, Mr. Frank Jason Gutierrez, Mr. Ken Lyons, Mr. Robert Cuellar, Mr. David Valdez, Mr. Martin Villarreal, Mr. Lucio Gonzalez, Ms. Jessica Garcia, Mr. Joey Gomez, Ms. Gina Lobato, Mr. Robert Rossell, Mr. Raul Cabaza, Ms. Arnetta Oropeza, Mr. Ramon Montalvo, Ms. Susan Anderson, Mr. Eddie Vela, Mr. Hugo Avila, Mr. Jose Castro, Mr. Juan Delgado, Mr. Eli Alvarado, Mr. Chris Lopez, Mr. John Hoang, and Mr. Andrew Fish.

Determination of a Quorum

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

Invocation

Mr. Paul R. Rodriguez, Chairman of the Board, said the invocation.

Public Comments

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

Presentations

1. Presentation of Donation to Valley Scholars Program by BBVA

BBVA has provided a generous donation of \$5,000 for the Valley Scholars Program.

Ms. Gina Lobato, BBVA Senior Vice President and Deposit Relationship Manager, and Robert Rosell, BBVA Vice President and Community Relations Officer – Texas Border Region, presented this donation to the Board on behalf of the Valley Scholars Program.

Mr. Paul R. Rodriguez acknowledged BBVA's long standing support of South Texas College and the Valley Scholars Program.

2. Presentation on the Starr County Economic Development Summit

The Starr County Industrial Foundation (SCIF) partnered with South Texas College, and was supported by funding from the U.S. Economic Development Administration (EDA), to develop a plan for economic growth and prosperity for Starr County.

On Friday, July 12, 2019, SCIF and the College jointly hosted the Starr County Economic Development Summit, bringing together higher education, government, and private sector leaders to create a roadmap for the development and implementation of these opportunities.

The Summit included a series of panels addressing key issues in infrastructure, healthcare, workforce, education, economic development, and industry.

The Summit represented the final in a series of forums conducted throughout the county, which collectively served to gather vital data on the areas strengths and opportunities, as well as the challenges.

The next step is a digital asset mapping process, which will improve recruitment of expansion opportunities that build toward regional prosperity.

Ms. Rose Benavidez serves as the President of the Starr County Industrial Foundation and the Vice Chair of the South Texas College Board of Trustees, and provided a report on the Summit, and the future in Starr County.

Mr. Paul R. Rodriguez joined in the report, noting that he was able to attend the Summit, and noted that it was a phenomenal success, well-attended and with engaging sessions that will contribute to the success of the planning project.

Ms. Benavidez also acknowledged Dr. David Plummer for his involvement and support of the planning project, as well as specific support for the Summit. She

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further noted that South Texas College Information Technology resources provided innovative support, allowing interactive technology to support the conference and to better engage participants.

3. Presentation of the Texas Higher Education Coordinating Board Report on the Fiscal Year 2018 Financial Condition Analysis of Texas Public Community College Districts

Mrs. Mary Elizondo, Vice President for Finance and Administrative Services, reviewed the Texas Higher Education Coordinating Board Report on the Fiscal Year 2018 Financial Condition Analysis of Texas Public Community College Districts.

Background - The Texas Higher Education Coordinating Board collects financial documents for Texas Public Institutions of higher education, including community colleges. The Texas Higher Education Coordinating Board's annual report on the financial condition of the state's community colleges is required as referenced in the General Appropriations Act, House Bill 1 (H.B. 1), 85th Texas Legislature, Section 13 (page III-211). The rider states the following:

“Each community college shall provide to the Texas Higher Education Coordinating Board financial data related to the operation of each community college using the specific content and format prescribed by the Coordinating Board. Each community college shall provide the report no later than January 1st of each year.

The Coordinating Board shall provide an annual report due on May 1 to the Legislative Budget Board and Governor's Office about the financial condition of the state's community college districts.”

With the implementation of Governmental Accounting Standards Board (GASB) pronouncements 68 and 75, community college districts experienced significant turbulence in the financial condition metrics for Fiscal Year FY 2015 and FY 2018. Statements 68 and 75 are summarized below:

GASB 68 Summary

“The primary objective of this Statement is to improve accounting and financial reporting by state and local governments for pensions. It also improves information provided by state and local governmental employers about financial support for pensions that is provided by other entities. This Statement results from a comprehensive review of the effectiveness of existing standards of accounting and financial reporting for pensions with regard to providing decision-useful information, supporting assessments of accountability and interperiod equity, and creating additional transparency.”

GASB 75 Summary

“The primary objective of this Statement is to improve accounting and financial reporting by state and local governments for postemployment benefits other than pensions (other postemployment benefits or OPEB). It also improves information provided by state and local governmental employers about financial support for OPEB that is provided by other entities. This Statement results from a comprehensive review of the effectiveness of existing standards of accounting and financial reporting for all postemployment benefits (pensions and OPEB) with regard to providing decision-useful information, supporting assessments of accountability and inter-period equity, and creating additional transparency.”

To create additional transparency, the GASB 68 and 75 implementation transferred pension and other post-employment benefit (OPEB) liability from the state-level financial statements of the Teachers Retirement System (TRS) and Employers Retirement System (ERS) to the individual financial statements of the institutions. This transfer increased the visibility of pension and OPEB liability at the community college district level. The overall effect to statewide financial ratios and to the financial condition of community college districts was substantial.

For the purpose of this report, the implementation of GASB 68 and 75 have been removed from the calculation of these metrics for FY 2018, based on the updated KPMG report¹.

Justification - The objective of this report was to provide an assessment of the overall financial health of public community colleges and to identify institutions in which the potential for financial stress exists.

Enclosed Documents - The PowerPoint presentation and a copy of the report were provided in the packet for the Board’s review and discussion.

The presentations were for the Board’s information, and no action was requested.

Approval of Board Meeting Minutes

Upon a motion by Mr. Roy de León and a second by Mr. Rene Guajardo, the Minutes for the June 25, 2019 Regular Board Meeting were approved as written. The motion carried.

Approval and Authorization to Accept Grant Awards and Agreements

Authorization to accept and approve the following grant awards and use of related funds as authorized by each grant was requested:

1. John G. and Marie Stella Kenedy Memorial Foundation, Scholarship Funds in the amount of \$15,000

Funding from the Kenedy Memorial Foundation would provide scholarships for students that are in need of financial assistance to help support the completion of an Associate of Applied Science degree in a technical field through the Division of Business, Public Safety, and Technology. The funding period was from June 1, 2019 to August 31, 2020.

This grant aligned with Strategic Direction #2, Access and Success, by providing scholarships to students wishing to pursue an Associate of Applied Science Degree.

2. Texas Higher Education Coordinating Board, Carl D. Perkins State Leadership, Advancing Completion and Employment in Information Technology (ACE-IT) Grant in the amount of \$196,145

Funding from the Texas Higher Education Coordinating Board would help advance the 60x30TX state plan for the development of a replicable CTE Pathway, based on a Competency-Based Education (CBE) framework for high-wage/high-demand occupations in Information Technology career clusters.

The program would help to increase the completion of Computer Network Specialist and Computer User Support Specialist Certifications for the creation of a replicable IT work-based learning model that includes a Pre-apprenticeship to Apprenticeship design with a Prior Learning Assessment (PLA), direct classroom instruction, and CBE coursework that leads to postsecondary credential completion. The funding period was from September 1, 2019 to August 31, 2021.

This award aligned with Strategic Direction #1, Clear Pathways, by providing students with opportunities in career and technical education, including extensive support for completing programs successfully. This award also aligned to Strategic Direction #2, Access and Success, by increasing community awareness and access to Career and Technical Education programs.

Summary of Grant Award Funding

The presented grants would provide up to \$211,145 in funding for the college to offer and expand services and opportunities throughout the region.

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Mr. Roy de León, the Board of Trustees approved and authorized accepting the following grant award(s) and use of related funds as authorized by each grant, contingent upon official award as appropriate.

1. John G. and Marie Stella Kenedy Memorial Foundation, Scholarship Funds in the amount of \$15,000
2. Texas Higher Education Coordinating Board, Carl D. Perkins State Leadership, Advancing Completion and Employment in Information Technology (ACE-IT) Grant in the amount of \$196,145

The motion carried.

Review and Action as Necessary on Proposed Revision of Policy #1001: *Authority & Functions of the Board, Committees, and Individual Trustees*

Board Policy #1001: *Authority & Functions of the Board, Committees, and Individual Trustees*, identifies responsibilities of the Board of Trustees. The third responsibility was to periodically review, revise, and adopt the Comprehensive Mission Incorporating the Institutional Vision, Purpose, Core Values, Guiding Principles, and Strategic Directions. This was an outdated reference, and should be updated.

This policy was last revised in January 2009, and since that time, the College has revised its institutional documentation, in line with best practices.

Institutional Vision, Mission, and Core Values

Since the last revision of Policy #1001 in January 2009, the College has restructured its institutional documentation, and no longer maintains an institutional *Purpose, Guiding Principles, or Strategic Directions*. The essential functions of these documents were incorporated into other documents. The College further adopted an institutional *Mission*.

On November 6, 2018, the Education and Workforce Development Committee reviewed the process by which administration worked with faculty, staff, and students to continually solicit stakeholder feedback and refine the proposed revisions to the Vision, Mission, and Core Values of South Texas College.

On December 13, 2018, the Board of Trustees reviewed and adopted proposed revisions to the Vision, Mission, and Core Values of South Texas College.

The Board had the opportunity to revisit these documents at the February 16, 2019 Board Retreat, and will have further opportunities to review these documents on an on-going basis.

On March 26, 2019, the Board adopted a revision to Policy #900: *Comprehensive Mission Incorporating Institutional Vision, Mission, and Core Values*, which updated the language to match the revisions to the Vision, Mission, and Core Values as approved.

Other Revisions to Policy #1001

While it was necessary to revise Policy #1001 to update the aforementioned reference, administration reviewed several peer institutions to compare similar policy or bylaws, and proposed additional minor changes that updated other areas of Board responsibility.

The Board was asked on July 23, 2019 to update Policy #1001: *Authority & Functions of the Board, Committees, and Individual Trustees*, to update the language to match the current documentation maintained by the College.

Chairman Rodriguez noted that fellow trustees had recommended that any board governance policies should be presented twice to the Board of Trustees, once for a first reading and no action, and then again for a second reading and action as necessary. In line with that recommendation, he advised that no action would be taken during this first reading.

Chairman Rodriguez asked for any feedback on the proposed policy from the Board and from legal counsel.

Legal counsel noted that the proposed phrasing for item #15 indicated that the Board would bear legal responsibility for all aspects of the operation of the College. He suggested that it may be more appropriate to change this to reflect the Board's responsibility to provide oversight, and he agreed to propose new language as necessary.

Chairman Rodriguez requested that the proposed policy revisions be presented again in August 2019 for a second reading and action as necessary.

No action was taken.

Review and Action as Necessary on Proposed Revision of Policy #1220: *Vacancy on the Board of Trustees*

The Board was asked to approve the proposed revisions to update Policy #1220: *Vacancy on the Board of Trustees*.

Board Policy #1220: *Vacancy on the Board of Trustees* outlines the process by which the Board may fill vacancies in the Board of Trustees.

In 2010, Mr. Mike Allen representing Single-Member District No. 3 passed away, leaving a vacancy on the Board, with a five-and-one-half year unexpired term.

The Board noted a conflict in laws regarding the filling of vacancies, with two major points of contention between the laws:

- Would the South Texas College Board of Trustees fill the vacancy by appointment or through a special election?
- Would the appointed/elected trustee serve the full unexpired term, or only through the next general election held by the Board of Trustees?

Attorney General Opinion

Working through its legal counsel and Texas Senator Eddie Lucio, Jr., South Texas College sought an opinion from the Attorney General on the legal conflict.

On January 23, 2012, the Office of the Attorney General (AG) delivered the opinion (GA-0907) that the vacancy needed to be filled by an appointment by the sitting Trustees, and the appointment would be for the remainder of the unexpired term.

The AG opined that Texas Education Code 130.082 does not apply to South Texas College for the purposes of filling a vacancy, because it conflicts with the more specific Texas Education Code 130.0822, which applies to governing boards whose trustees are elected from single-member districts. A copy of GA-0907 is included in the packet, following the proposed policy revision.

The College subsequently followed the opinion to fill the vacancy, and on July 24, 2012, appointed Mr. Paul R. Rodriguez to the vacancy. Mr. Rodriguez formally assumed the seat on August 29, 2012.

Need to Revise Policy #1220: Vacancy on the Board of Trustees

Policy #1220 was not updated pursuant to the AG Opinion, and still outlined the option to fill vacancies on the Board through a special election and included a reference to Education Code 130.082, which the AG opined does not apply to South Texas College in this context.

Upon review of this policy in preparation for the upcoming accreditation visit, administration recommended the policy be revised to reflect the AG opinion and the process used to fill the most recent vacancy on the Board in 2012.

Chairman Rodriguez noted that fellow trustees had recommended that any board governance policies should be presented twice to the Board of Trustees, once for a first reading and no action, and then again for a second reading and action as necessary. In line with that recommendation, he advised that no action would be taken during this first reading.

No action was taken.

Review and Action as Necessary on Proposed FY 2019 – 2020 Board and Board Committee Meeting Schedule

The Board of Trustees for South Texas College was asked to approve and adopt the following schedule of Board and Board Committee meetings for the period from September 2019 through September 2020.

The proposed meeting schedule for the Board of Trustees was as follows:

Month	Committee Meeting Date	Board Meeting Date
September 2019	September 10, 2019	September 24, 2019
October 2019	October 8, 2019	October 29, 2019
November 2019	November 12, 2019	November 26, 2019
December 2019	December 3, 2019	December 10, 2019
January 2020	January 14, 2020	January 28, 2020
February 2020	February 11, 2020	February 25, 2020
March 2020	March 10, 2020	March 31, 2020
April 2020	April 14, 2020	April 28, 2020
May 2020	May 12, 2020	May 26, 2020
June 2020	June 9, 2020	June 23, 2020
July 2020	July 14, 2020	July 28, 2020
August 2020	August 11, 2020	August 25, 2020
September 2020	September 8, 2020	September 22, 2020

A full calendar view of the proposed Committee and Board meeting schedule was provided in the packet for the Board's information.

There may be some variation during the scheduled period, to accommodate agenda items for scheduled meetings as necessary. This schedule was reviewed by during the July 9, 2019 Committee meetings.

Upon a motion by Mr. Roy de León and a second by Dr. Alejo Salinas, Jr., the Board of Trustees of South Texas College approved and adopted the Board and Board Committee meeting schedule for FY 2019 - 2020 as presented. The motion carried.

Review and Action to Comply with the Department of Education's Early Implementation to Rescind the Gainful Employment Regulations

In 2014, the Department of Education approved rules requiring certain institutions to report employment information to the Department of Education as well as disclose employment information to current and prospective students. This requirement is known as the Gainful Employment Regulations.

Under these regulations, the College was required to report and disclose employment information only for certificate programs that qualify for federal financial aid. The College complied with all reporting and disclosure requirements under the Gainful Employment Regulations.

Effective July 1st 2020, the Department of Education would fully rescind all Gainful Employment Regulations including all reporting and disclosure requirements. In addition, the Department of Education published a final rule on July 1st, 2019 which allows institutions to implement the rescission of the Gainful Employment Regulations early prior to the July 1st, 2020 final official rescission.

Justification

College Administration reviewed all of the final rules and recommended that the College move forward with the early rescission as permitted by the Department of Education, effective as of August 1st, 2019. This would ensure that the College was in compliance with the rescission of the Gainful Employment Regulations.

All Gainful Employment reporting and disclosure requirements for the College would no longer be required as of the effective date of August 1st, 2019. The Department of Education did not require an official notification from institutions of the decision to implement the rescission early; however, institutions that decided to implement early rescission must have internal documentation that the decision was made and must make this documentation available upon request by the Department of Education.

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Mr. Roy de León, the Board of Trustees of South Texas College approve and authorize the early rescission of the Gainful Employment Regulations as presented. The motion carried.

Review of Presentations Delivered at May 14, 2019 Education and Workforce Development Committee Meeting

On July 9, 2019, the Education and Workforce Development Committee received the following presentation:

A. Presentation on the South Texas College Library Services 2018 Annual Report Highlights

Dr. Jesus Campos, Dean of Library and Learning Support Services, reviewed the South Texas College Library Services – 2018 Annual Report.

This report includes data that highlights trends in the use of the library and learning support services at South Texas College. Dr. Campos illustrated the role of libraries in supporting academic careers by providing the space, services, and resources necessary for successful college completion.

Changing Role of Libraries

Dr. Campos also provided data that illustrates the changing role of libraries, as access to technology changes how students use the provided resources. He reviewed the changes in specific areas of library utilization by students, and the correlating needs that have arisen.

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This included a review of the transition into a new age of digital information and the distractions that come with it, where some students are in many cases best served by a quiet place to study and direct access to curated, reputable sources of information.

Dr. Campos discussed library collection and usage trends, the library art gallery exhibits and events, and the role of library services in directly supporting the academic disciplines.

B. Presentation on the South Texas College – College Connections’ Jaguar Pride: Making Exceptional Connections

Dr. Larry Barroso, Director of College Connections, presented College Connections’ Jaguar Pride: Making Exceptional Connections.

The College Connections team manages recruitment and outreach activities that include:

- Graduating dual credit students who seek to continue higher education at STC;
- First time in college (FTIC) students looking for higher education or workforce training;
- Non-traditional students, such as returning students, or working adults seeking training in new fields.

The strategies of the College Connections team align with the College’s focus on developing a culture within our communities that values going to college and successfully attaining a credential. This is also in line with the state-wide TX60x30, which seeks to have 60% of young adults in Texas holding a higher education credential by the year 2030.

College Connections is central in the establishment of enrollment strategies, and the recruitment efforts that support those strategies. This includes working with families, rather than strictly with prospective students, to develop an understanding of the incredible value of higher education and the opportunities provided by college credentials.

Dr. Barroso reviewed the research that supports the value of early college connections in enrollment strategies, and the impact of these strategies on actual enrollment.

Finally, Dr. Barroso highlighted events throughout the district and with various audiences, promoting a College going culture in Hidalgo and Starr Counties.

The presentations were included for the Board’s review, and no action was requested.

Review and Action as Necessary on Proposed Memorandum of Understanding and Interlocal Agreement for Dual Credit Programs with Local School Districts

The Board of Trustees was asked to approve the memorandum of understanding and interlocal agreement (MOU) for dual credit program partnerships with local school districts for academic year 2019 – 2020.

Background

South Texas College has required partnering school districts to execute an (MOU in previous years, which outlined the partnership terms that help the College and Districts maintain a high level of quality and service to participating dual credit high school students. The MOU was updated annually, and included all Board-approved changes to the tuition and fee structures and policies that impacted dual credit programs.

There have been concerns regarding non-compliance with the MOU by several school districts. Administration sought an opportunity to help the partnering Districts and the College hold one another accountable to the MOU while avoiding disruption of the opportunities and services these partnerships offer to the students of the region.

McAllen ISD Interlocal Agreement in Lieu of MOU

For several years, McAllen ISD required an Interlocal Agreement, in lieu of an MOU. This Interlocal Agreement closely paralleled the MOU signed with other partnering districts, but was submitted to and approved by the McAllen ISD School Board and the South Texas College Board of Trustees.

Proposed Memorandum of Understanding and Interlocal Agreement

Based on this approach and seeking Board-level support for the terms of the Dual Credit Program partnership terms, administration recommended the approval and adoption of the MOU for academic year 2019 - 2020 by the South Texas College Board of Trustees, as well as the governing board of each partnering district. It was hoped that this would assist in the communication of and response to any compliance concerns with administration of partnering districts and the College.

Recognition of Dual Credit Program Partnership

Section 2 of the proposed MOU included a requirement that the school district recognize their higher education partner when reporting and publicizing high school students' completion of dual credit courses, degrees, or certificates, and the waiving of tuition and fees.

This section included specific requirements to ensure that South Texas College and School District Partners adequately recognized one another while publicizing the opportunities provided through this dual credit partnership. The packet included some examples of school district publications, with varying compliance toward this recognition of the partnership.

Non-compliance with the terms of the proposed agreement would be reported to the District's Superintendent and the College President.

The South Texas College Board of Trustees was asked to approve the form and content of the MOU for academic year 2019 - 2020, which would then be sent to each partnering district for review and approval by the governing boards.

Mr. Gary Gurwitz was the sole Committee member in attendance at the July 9, 2019 Education and Workforce Development Committee Meeting. Mr. Gurwitz took no action, and asked that the memorandum of understanding and interlocal agreement (MOU) for dual credit program partnerships with local school districts for academic year 2019 – 2020 be presented to the Board for consideration.

The Board recommended that administration reach out to local school district partners and discuss opportunities to represent the College and speak to the need for this memorandum of understanding and interlocal agreement, and its specific elements.

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Mrs. Victoria Cantú, the Board of Trustees of South Texas College approved and authorized the memorandum of understanding and interlocal agreement (MOU) for dual credit program partnerships with local school districts for academic year 2019 – 2020 as presented. The motion carried.

Review and Action as Necessary on Quarterly Investment Report for the Quarter Ended May 31, 2019

A report on the College's Quarterly Investment Report for the Quarter Ended May 31, 2019, was presented. The Board was then asked to approve the Investment Report as presented.

Purpose – Ms. Susan Anderson from Valley View Consulting, L.L.C. presented on the status of the College's Quarterly Investment Report for the Quarter Ended May 31, 2019. Ms. Anderson presented an overview of the investments, the annual interest earnings, the quarterly interest earnings, and economic overview.

Justification – The report provided a brief review and update of the College's Quarterly Investment Report for the Quarter Ended May 31, 2019 to the College's Board of Trustees.

Ms. Anderson noted that rates were falling and spoke of the College's investment-laddering strategy, which will help protect the College's investments appropriately, in compliance with law and best practices.

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 quarterly.

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

Enclosed Documents – A copy of the Quarterly Investment Report for the Quarter Ended May 31, 2019 was provided in the packet for the Board’s information and review.

Dr. Shirley A. Reed, President, and Mary Elizondo, Vice President for Finance and Administrative Services, attended the Board Meeting to address any questions.

Upon a motion by Mr. Roy de León and a second by Mr. Rene Guajardo, the Board of Trustees of South Texas College approved and authorized the Quarterly Investment Report for the Quarter Ended May 31, 2019, as presented. The motion carried.

Review and Action as Necessary on Proposal for Voluntary Student Accident Insurance and Workforce Training Programs Student Accident Insurance

Approval to award the student insurance proposals for Voluntary Student Accident Insurance and Workforce Training Programs Student Accident Insurance was requested.

Purpose - The basic purpose of the student insurances are as follows:

- Voluntary Student Accident Insurance - provides students with a low cost option for accident insurance
- Workforce Training Programs Student Accident Insurance - provides coverage for those students enrolled in the Continuing Education Training Programs

Justification - Every year, the College requests proposals for an insurance program that provides the broadest coverage at the most competitive price available in accordance with approved or acceptable insurance practices in the State of Texas.

The College’s Risk Management Consultant, Mr. Raul Cabaza III, attended the July 9, 2019 Finance, Audit, and Human Resources Committee meeting to address questions from the Board. Mr. Cabaza recommended the following awards:

- **Voluntary Student Accident Insurance:**
Student Assurance Services, Inc. / Ameritas Life Insurance Corporation for the period beginning August 26, 2019 through August 26, 2020. The student accident insurance limit is \$25,000. **This is a voluntary product, so there is no cost to the College.**

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Workforce Training Programs Student Accident Insurance:

Student Assurance Services / Ameritas Life Insurance Corporation for the period beginning August 26, 2019 through August 26, 2020. The student accident insurance coverage limit is \$25,000. The annual premium is \$2,700 and includes all participants. The Workforce Training premium is based on 589 participants. These participants are enrolled in non-credit Continuing Education Training Programs such as Phlebotomy, Welding, Emergency Care Assistant, Certified Nurse Assistant, Medication Aide, Welding and Building Trades. **The premium is paid by the students.**

Background - The request for proposals was advertised on April 29, 2019 and issued to five (5) vendors. One (1) response was received and was reviewed by Mr. Raul Cabaza, III, Risk Management Consultant.

Reviewers – This item was evaluated and recommendations prepared by Mr. Raul Cabaza, III, Risk Management Consultant. Mrs. Mary Elizondo, Vice President for Finance and Administrative Services, Frank Jason Gutierrez, Director of Accountability, Risk, & Compliance, Ken Lyons, Risk Manager and the Purchasing Department reviewed the recommendations furnished by the Risk Management Consultant.

Enclosed Documents - The recommendation and spreadsheets provided by Mr. Raul Cabaza, III, were provided in the packet for the Board's information and review.

The Finance, Audit, and Human Resources Committee recommended Board approval to award the proposals for Voluntary Student Accident Insurance and Workforce Training Programs Student Accident Insurance as presented.

Upon a motion by Mr. Roy de León and a second by Mr. Rene Guajardo, the Board of Trustees of South Texas College approved and authorized awarding the proposals for Voluntary Student Accident Insurance and Workforce Training Programs Student Accident Insurance, with both awards to Student Assurance Services / Ameritas Life Insurance Corporation, as presented. The motion carried.

Review and Action as Necessary on Proposals for Property / Inland Marine / Boiler & Machinery, Crime, General Liability, Law Enforcement, School Leaders E&O, Automobile, Workers Compensation, Foreign Liability, and Cyber Liability Insurance

Approval to award the proposals for Property / Inland Marine / Boiler & Machinery, Crime, General Liability, Law Enforcement, School Leaders E&O, Automobile, Workers Compensation, Foreign Liability, and Cyber Liability Insurance for the period beginning September 1, 2019 through August 31, 2020 at a total cost of **\$1,153,391** was requested.

Purpose - The purpose of insurance is to anticipate catastrophic losses that could financially impair South Texas College. Insurance allows the College to minimize risk of loss from circumstances beyond its control.

Justification - Every year, prior to fiscal year end, the College requests proposals for an insurance program that provides the broadest coverage at the most competitive price available in accordance with approved or acceptable insurance practices in the State of Texas.

The College's Risk Management Consultant, Mr. Raul Cabaza III, attended the July 9, 2019 Finance, Audit, and Human Resources Committee meeting to address questions from the Committee.

The Finance, Audit, and Human Resources Committee requested that the Risk Management Consultant seek higher coverage limits for both Crime Insurance and Cyber Liability Insurance. As such, Mr. Cabaza has obtained new quotes with higher limits and will be recommending the following for Board Approval.

The premiums for Crime and Cyber Liability increased as a result of the increase in coverage being recommended.

- The coverage for Social Engineering under the Crime Insurance increased from \$100,000 to \$500,000 resulting in an increase in premium of \$351, from \$7,137 to \$7,488.
- Additionally, options for Cyber Liability Insurance were requested to increase the policy aggregate from \$1,000,000 to \$2,000,000 and increase the legal, forensic, and public relations/crisis management limit from \$1,000,000 to \$2,000,000 (outside of policy aggregate limit) resulting in an increase in premium of \$3,990, from \$15,980 to \$19,970.
- An option for an increased fraudulent instruction (social engineering) limit of \$250,000 under Cyber Liability Insurance is pending.

Mr. Cabaza recommended the following awards:

- **Property / Inland Marine / Boiler & Machinery**

- ⇒ Request award of Property / Inland Marine / Boiler & Machinery Insurance coverage to The Hartford Fire Insurance Co. (Montalvo) at a total cost of **\$723,000**. The policy offers a 2% named storm deductible and 1% all other wind/hail deductible applied separately to each building that sustains loss and a \$100,000 deductible for all other perils.
- ⇒ Flood insurance is included with a deductible of \$50,000 or \$500,000 per occurrence.

- **Crime Insurance**

⇒ Request award of Crime Insurance coverage to Traveler’s Casualty & Surety Company of America (Montalvo) at a cost of **\$7,488**.

- **General Liability, Law Enforcement, School Leaders E&O and Automobile**

⇒ General Liability, Law Enforcement, School Leaders E&O, and Automobile Insurance to Texas Association of School Boards (TASB) at a cost of **\$196,434**. The program offers a \$1,000,000 limit for School Leaders E&O, General Liability and Law Enforcement with deductibles of \$50,000 for School Leaders E&O, \$0 for General Liability, \$0 for Employee Benefits Liability and \$0 for Law Enforcement Liability. The Automobile Liability limit is \$300,000 with a \$1,000 deductible applicable to both the liability and physical damage.

⇒ Per legal counsel, the College’s exposure is shown in the table below:

Liability Exposure	
State	Sovereign immunity except for injuries arising out of operation of motor vehicles. Limits: \$100,000/\$300,000.
Federal	Claims arising under US Constitution and federal statutes (covered under trustee coverage) No limits.

⇒ Per legal counsel, under state law, the College is immune from liability except for injuries arising from a motor vehicle accident (\$100,000 per person / \$300,000 per accident). Under Federal Law, the College has exposure under Section 1983 Clauses of Action (Civil Rights Statute); there is theoretically no limit of liability. Legal counsel advises that though there is no ceiling under civil rights cases, the Board may, based on history, develop a risk policy. Given the College’s comprehensive practices and procedures to avoid liability and the experience of the College with these cases, the primary purpose is first to ensure the College has competent legal defense and coverage is within limits. Based on the College’s claim history, a \$250,000 limit policy would be reasonable and sufficient coverage.

- **Workers Compensation Insurance**

⇒ Workers Compensation Insurance to Texas Association of School Boards (TASB) at a total cost of **\$198,298**.

- **Foreign Liability Insurance**

⇒ Foreign Liability Insurance to Ace American Insurance Co. (Montalvo) at a total cost of **\$8,201**.

⇒ Due to employee travel to Mexico and to other countries such as Spain, to accompany students in study abroad programs, and territory restrictions under the domestic policies, the purchase of an international insurance policy is recommended.

⇒ Foreign Liability Insurance provides General Liability, Auto, Accidental Death & Dismemberment, and Property coverage in specific countries for employees during the normal scope of business, College-owned vehicles, vehicles leased by South Texas College, and equipment. General Liability is a standard insurance policy issued to business organizations to protect them against liability claims for bodily injury (BI) and property damage (PD) arising out of premises, operations, products, and completed operations; and advertising and personal injury (PI) liability.

- **Cyber Liability Insurance**

⇒ Cyber Liability Insurance to Beazley Insurance Company (Montalvo) at a total cost of **\$19,970**.

⇒ Cyber insurance covers network and information security liability, communications and media liability, regulatory defense expenses, crisis management expenses, computer program and electronic data restoration expenses, e-commerce extortion, and business interruption expenses.

⇒ The underwriter included an option to increase the “Fraudulent Instruction” limit from \$100,000 to \$250,000, at no additional cost to the College.

The total recommended award to Montalvo was **\$758,659**. The total recommended award to TASB is **\$394,732**.

Background - The request for proposals for these insurances was advertised on May 23, 2019 and issued to seven (7) vendors. Three (3) responses were received on June 18, 2019 and were reviewed by Mr. Raul Cabaza, III, Risk Management Consultant. In addition, responses were evaluated by Frank Jason Gutierrez, Director of Accountability, Risk & Compliance, Ken Lyons, Risk Manager, and Fernando Lamas, Associate Director of Purchasing.

Funding Source - Funds for this expenditure were budgeted in the Insurance and Benefits budgets for FY 2019 - 2020, pending Board approval of the budget.

Reviewers – This item was evaluated and recommendations prepared by Mr. Raul Cabaza, III, Risk Management Consultant. Mrs. Mary Elizondo, Vice President for Finance and Administrative Services, Frank Jason Gutierrez, Director of Accountability, Risk, & Compliance, Ken Lyons, Risk Manager, the Purchasing Department, and South Texas College legal counsel reviewed the recommendations furnished by the Risk Management Consultant.

Enclosed Documents – The recommendations and spreadsheets provided by Mr. Raul Cabaza, III, were provided in the packet for the Board's information and review.

The Finance, Audit, and Human Resources Committee recommended Board approval to award the proposals for Property / Inland Marine / Boiler & Machinery (\$723,000), Crime (\$7,137), General Liability, Law Enforcement, School Leaders E&O, and Automobile (\$196,434), Workers Compensation (\$198,298), Foreign Liability (\$8,201) and Cyber Liability (\$15,980) Insurance for the period September 1, 2019 through August 31, 2020 at a total cost of \$1,149,050.

The Finance, Audit, and Human Resources Committee also recommended that the Risk Management Consultant request details regarding higher coverage limits for both Crime Insurance and Cyber Liability Insurance. As such, Mr. Cabaza has obtained new quotes with higher limits and has updated his recommendations for the aforementioned coverages.

The premiums for Crime and Cyber Liability had increased as a result of the increase in coverage being recommended. The increase for the Cyber Liability policy's "Fraudulent Instruction" limit from \$100,000 to \$250,000 did not increase the premium.

Upon a motion by Mr. Roy de León and a second by Mr. Rene Guajardo, the Board of Trustees of South Texas College approve and authorize awarding the proposals for

- Property / Inland Marine / Boiler & Machinery - \$723,000 to Montalvo,
- Crime - \$7,488 to Montalvo,
- General Liability, Law Enforcement, School Leaders E&O, and Automobile - \$196,434 to TASB,
- Workers Compensation - \$198,298 to TASB,
- Foreign Liability - \$8,201 to Montalvo, and
- Cyber Liability - \$19,970 to Montalvo

for the period September 1, 2019 through August 31, 2020 at a total cost of \$1,153,391. The motion carried.

Review and Action as Necessary on Award of Proposals, Purchases, Renewals, and Interlocal Agreements

The Finance, Audit, and Human Resources Committee recommended Board approval of the award of proposals, purchases, renewals, and interlocal agreements as listed below:

A. Award of Proposals

- 1) **Audio Visual Installation Projects (Award):** award the proposal for audio visual installation projects to **Audio Visual Aids** (San Antonio, TX), at a total amount of \$29,018.00;
- 2) **Childcare Services (Award):** award the proposal for childcare services for the period beginning September 1, 2019 through August 31, 2020, at an estimated amount of \$152,850.00 with the following fifty (50) qualifying vendors:

Vendors (City, State)			
Blessings Learning Academy (Alamo, TX)	iKids Academy (Alamo, TX)	Little Explorers Dev & Learning Center II (Alamo, TX)	
New Generation Child Care Center (Alamo, TX)	Super Kids Academy, LLC. (Alamo, TX)	Alpha Learning Center (Alton, TX)	
Kid'z First Child Care Center, Inc. #2 (Alton, TX)	Garza's Childcare and Development Center (Donna, TX)	Stepping Stones Day Care II (Donna, TX)	
Monte Cristo Learning Center (Edcouch, TX)	Alma's Daycare Center (Edinburg, TX)	Amando, Inc. /dba Genesis Learning Center (Edinburg, TX)	
Brighter Future Learning Center (Edinburg, TX)	Little U Learning Center (Edinburg, TX)	Learning Path Day School (Edinburg, TX)	
The Children's College Learning Center (Edinburg, TX)	The Learning Journey Day School (Edinburg, TX)	VIP Learning Center (Edinburg, TX)	
Play, Learn, Construct & Conserve Child Care (La Joya, TX)	Brackenridge Children's Center, LLC. (McAllen, TX)	Bright Beginnings (McAllen, TX)	
Easter Seals Child Development Center (McAllen, TX)	Kids Cloud Academy (McAllen, TX)	Little Loves Educare (McAllen, TX)	
Little Shining Stars Daycare, Inc. (McAllen, TX)	Loving Angels Child Development Center, LLC. (McAllen, TX)	Michelle's Playhouse (McAllen, TX)	
Mommyland Bilingual Academy (McAllen, TX)	Star Kids Learning Center (McAllen, TX)	Tony's Playhouse (McAllen, TX)	
Bright Beginnings Learning Center (Mission, TX)	Honey's Little Bee's Learning Center (Mission, TX)	Kidz Crusade Academy, LLC. (Mission, TX)	

Vendors (City, State)			
Kinder Academy Daycare (Mission, TX)	Martha Alicia Garcia / Precious Moments (Mission, TX)	Stepping Stones (Mission, TX)	
Fisher Kids Academy (Palmview, TX)	Lily's Little Kids Daycare Center (Palmview, TX)	Building Minds Learning Academy (Pharr, TX)	
Campanitas Day Care (Pharr, TX)	Kids Academy Daycare (Pharr, TX)	Little Explorers Development & Learning Center (Pharr, TX)	
Kami's Cuddling Center (Rio Grande City, TX)	Learning Central, LLC. (Rio Grande City, TX)	Learning Zone (Rio Grande City, TX)	
Learning Zone II (Rio Grande City, TX)	Little Stars Learning Center, LLC. (Rio Grande City, TX)	Miss Becky's School House (Rio Grande City, TX)	
EI Shaddai International Christian Day Care Ctr (Weslaco, TX)	Mid-Valley Early Childhood Education Center (Weslaco, TX)		

- 3) **Library Serials (Award):** award the library serials to **EBSCO Information Services** (Birmingham, AL), for the period beginning September 1, 2019 through August 31, 2020, with two one-year options to renew, at an estimated amount of \$42,341.18;
- 4) **Purchase of Audio Visual Equipment (Award):** award the proposal for purchase of audio visual equipment, at a total amount of \$112,994.35 as follows:
 - a. **AMSYS Innovative Solutions** (Houston, TX) \$63,998.35
 - b. **Audio Visual Aids** (San Antonio, TX) \$22,492.00
 - c. **Howard Technology Solutions** (Ellisville, MS) \$26,504.00
- 5) **Purchase of Audio Visual Equipment II (Award):** award the proposal for the purchase of audio visual equipment II to **Pro Sound, Inc./ dba Pro Sound & Video** (Pensacola, FL), at a total amount of \$86,989.05;

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

- 6) **Instructional Equipment (Purchase):** purchase instructional equipment from **Technical Laboratory System, Inc.** (Houston, TX), a Choice Partners Purchasing Cooperative approved vendor, at a total amount of \$24,058.00;
- 7) **Library Materials (Renewal):** renew the library materials contracts for the period beginning September 1, 2019 through August 31, 2020, at an estimated amount of \$249,267.00, with the following vendors:

Vendors (City, State)			
ABDO Publishing Company (Edina, MN)	Apple Books (Mankato, MN)	Bearport Publishing (New York, NY)	

Vendors (City, State)		
Bound to Stay Bound Books, Inc. (Jacksonville, IL)	Capstone (North Mankato, MN)	Cavendish Square Publishing, LLC. (New York, NY)
CBM, LLC./ dba Cherry Lake Publishing /dba Sleeping Bear Press (North Mankato, MN)	Complete Book and Media Supply, LLC. (Cedar Park, TX)	Enslow Publishing (New York, NY)
Lektro, Inc./ dba Escue & Associates (Robstown, TX)	Gareth Stevens Publishing, LLP. (New York, NY)	GOBI Library Solutions from EBSCO (Contoocook, NH)
Greenhaven Publishing, LLC. (New York, NY)	Central Programs, Inc. /dba Gumdrop Books (Bethany, MO)	Ingram Library Services, Inc. (La Vergne, TN)
J. Appleseed (Mankato, MN)	KAMICO Instructional Media, Inc. (Salado, TX)	Midwest Library Service (Bridgeton, MO)
Perma Bound Books (Jacksonville, IL)	Scholastic Library Publishing, Inc. (Danbury, CT)	The Rosen Publishing Group, Inc. (New York, NY)

- 8) **Science Laboratory Supplies (Renewal):** renew the science laboratory supplies contracts, for the period beginning September 1, 2019 through August 31, 2020, at an estimated amount of \$200,000.00, with the following vendors:

Vendors (City, State)	
Bio Corporation (Alexandria, MN)	Carolina Biological Supply, Company (Burlington, NC)
Chemglass Life Sciences (Vineland, NJ)	Cynmar, LLC. (Yulee, CO)
Flinn Scientific, Inc. (Batavia, IL)	Jameco Electronics (Belmont, CA)
Midsci (Valley Park, MO)	Nebraska Scientific (Omaha, NE)
PASCO Scientific (Roseville, CA)	VWR International, LLC. (Radner, PA)

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

- 9) **Mail Services (Renewal):** renew the mail services contract with **Upper Valley Mail Services, LLP** (McAllen, TX), for the period beginning September 1, 2019 through August 31, 2020, at an estimated amount of \$73,000.00, which is based on prior year expenditures;

- 10) **Rental of Storage Facilities (Renewal):** renew the rental of storage facilities contracts for the period beginning August 1, 2019 through July 31, 2020, at an estimated amount of \$28,000.00 with the following vendors:

- **Affordable Attic III LP** (McAllen, TX/Harlingen, TX)
- **Affordable Attic V LP** (Mission, TX/ Harlingen, TX)
- **Affordable Attic IX LP** (McAllen, TX/ Harlingen, TX)
- **McAllen Foreign Trade Zone** (McAllen, TX)

- **Move It Management, LLP** (Mission, TX/Dallas, TX)

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

11) Student Enrollment Management System Agreement (Renewal): renew the student enrollment management system agreement with **Admissions US, LLC., a wholly owned subsidiary of Campus Management, Corp.** (Boca Raton, FL), a sole source vendor, for the period beginning September 27, 2019 through September 26, 2020, at a total amount of \$50,727.50;

C. Interlocal Agreements

12) Clinical Education Facilities Agreement (Interlocal Agreement): interlocal agreement for clinical education facilities agreement with the **County of Hidalgo, Texas** (Edinburg, TX), for the period beginning May 7, 2019 through May 6, 2022 with two one-year options to renew, at no cost of the College;

13) Training Services Agreement (Interlocal Agreement): interlocal agreement for training services with **Hidalgo County Drainage District No. 1** (Edinburg, TX), in July or August of 2019, at no cost to the College. Hidalgo County will pay the College a services fee of \$154.56.

Recommend Action - The total for all award of proposals, purchases, renewals, and interlocal agreement was \$1,049,245.08.

Upon a motion by Mr. Roy de León and a second by Dr. Alejo Salinas, Jr., the Board of Trustees approved and authorized the award of proposals, purchases, renewals, and interlocal agreement in the amount of \$1,049,245.08, as presented. The motion carried.

Review and Action as Necessary on Revisions to the Student Tuition and Fees Schedule for FY 2019 – 2020

Approval of revisions to the Student Tuition and Fees Schedule for FY 2019 - 2020 was requested.

Purpose – To revise the Student Tuition and Fees Schedule for FY 2019 – 2020 with proposed changes.

Justification – The revisions to the Schedule were needed as follows:

- Increase the tuition for all Competency-Based courses (Certificate, Associate, Bachelor) and eliminate inconsistencies in tuition between the Bachelor of Applied Science in Organizational Leadership and other competency-based programs.
- Add a Competency-Based courses Tuition Rate for out-of district students.
- Add a Competency-Based courses Tuition Rate for out-of state students.
- Clarify the assessment of the Registration Fee, which is by semester/session.

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- Clarify the assessment of the Child Development Registration Fee and Supply Fee, which is by semester/session.
- Reclassify fees to proper categories in the schedule.

The adjustments to the Bachelor of Applied Science in Organizational Leadership (BASOL) tuition were needed to cover operating costs, as these programs required a larger percentage of faculty with terminal degrees, which increases salary costs.

The new Competency-Based courses (Certificate, Associate, Bachelor) tuition was necessary to mirror the Bachelor of Applied Science in Organizational Leadership, as other Bachelor degrees have been converted to Competency-Based with THECB grant funding. Additionally, Certificate and Associate degree courses feed into all these Bachelor degrees. Competency-Based education is an individualized approach to education that awards credit on the basis of a student’s demonstrated mastery of competencies, regardless of how long the learning takes. This type of educational method allows for students with previous personal and professional experience to accelerate their progress to completion. Competency-Based courses were one of the College’s initiatives that aligned with the state of the Texas 60x30TX completion goal.

By charging the same tuition for all competency-based courses, there would be less confusion by students. In addition, treating them all similarly would ease the transition of new course offerings into competency-based curricula, when necessary.

The Registration Fee was assessed per semester/session for the Fall Semester, Spring Semester, and Summer Minimesters based on start dates.

The Child Development Center Registration Fee and Supply Fee was assessed when students enrolled their children in the program and the wording needed to specify which semester it covers.

On March 26, 2019, the Board of Trustees approved the Tuition and Fees Schedule for Student Tuition and Fees for FY 2019 – 2020. The proposed changes for FY 2019 – 2020 are as follows:

	Board Approved FY 2018-2019	Proposed FY 2019-2020
BACHELOR OF APPLIED SCIENCE IN ORGANIZATIONAL LEADERSHIP TUITION:		
Bachelor of Applied Science in Organizational Leadership Competency-Based Format For Seven Week Term	750.00	Deleted
Bachelor of Applied Science in Organizational Leadership Competency-Based Format For Seven Week Term (Fall 2019 Semester) (Texas Residents)	0.00	750.00
COMPETENCY-BASED COURSES (CERTIFICATE, ASSOCIATE, BACHELOR) – FLAT TUITION:		

	Board Approved FY 2018-2019	Proposed FY 2019-2020
Competency-Based Format Courses Offered during Seven-Week Accelerated Terms* (per Term) (In-District) (Effective Spring 2020)	0.00	850.00
Competency-Based Format Courses Offered during Seven-Week Accelerated Terms* (per Term) (Out-of District) (Effective Spring 2020)	0.00	910.00
Competency-Based Format Courses Offered during Seven-Week Accelerated Terms* (per Term) (Out-of-State) (Effective Spring 2020)	0.00	1,500.00
*All fees will be assessed, except for mandatory and course fees.		
MANDATORY FEES:		
Registration Fee: Fall and Spring:		
• Registration Fee per student per semester	0.00	150.00
Summer Minimesters:		
• Registration Fee (one-time fee) per student for Summer Minimesters with start dates of May 15 th through June 30 th	0.00	150.00
• Registration Fee (one-time fee) per student for Summer Minimesters with start dates of July 1 st through August 10 th	0.00	150.00
CHILD DEVELOPMENT CENTER FEES:		
Registration Fee: (per semester/session)		
• Fall and Spring Semesters	40.00	40.00
• Spring Semester	40.00	40.00
• Summer Session	20.00	20.00
Supply Fee: (per semester/session)		
• Fall and Spring Semesters	30.00	30.00
• Spring Semester	30.00	30.00
• Summer Session	10.00	10.00

On June 13, 2019, the Finance, Audit, and Human Resources Committee reviewed and recommended Board approval of administration’s proposal to revise the Student Tuition and Fees Schedule for FY 2019 – 2020. Upon further review of the proposed tuition structure for the competency-based courses, administration requested that the Board delay formal action on the proposal and present again to the Finance, Audit, and Human Resources Committee.

Reviewers - The revised Tuition and Fees Schedule for Student Tuition and Fees for FY 2019 – 2020 were reviewed by staff, President’s Cabinet, and Planning and Development Council (PDC) staff.

Enclosed Documents – The Tuition and Fees Schedule for Student Tuition and Fees for FY 2019 – 2020 was provided in the packet for the Board’s information and review.

The Finance, Audit, and Human Resources Committee recommended Board approval to revise the Student Tuition and Fees Schedule for FY 2019 - 2020 as presented.

Upon a motion by Mr. Roy de León and a second by Mr. Rene Guajardo, the Board of Trustees of South Texas College approve and authorize the revised Student Tuition and Fees Schedule for FY 2019 - 2020 as presented. The motion carried.

Review and Update of Proposed Preliminary FY 2019 - 2020 Budget

The packet included the Proposed Preliminary FY 2019 – 2020 (Next Year) Budget Summary of Projected Revenues and Expenditures with comparison to the FY 2018 - 2019 (Current Year) approved budget for your information and review. Also included is the Preliminary FY 2019 – 2020 (Next Year) Budget Summary with comparison to the Preliminary FY 2019 – 2020 (Next Year) Budget Summary presented at the June 13, 2019 Finance, Audit, and Human Resources Committee meeting.

At the July 9, 2019 Finance, Audit, and Human Resources Committee meeting, the Committee requested to see the updated Preliminary FY 2019 – 2020 (Next Year) Budget Summary with Comparison to the Preliminary FY 2019 – 2020 (Next Year) Budget Summary presented at the June 13, 2019 Finance, Audit, and Human Resources Committee meeting.

The information regarding the FY 2019 – 2020 Budget was presented as follows:

- A. Preliminary FY 2019 – 2020 (Next Year) Budget Summary with Comparison to FY 2018 – 2019 (Current Year)
- B. Updated Preliminary FY 2019 – 2020 (Next Year) Budget Summary with Comparison to the Preliminary FY 2019 – 2020 (Next Year) Budget Summary presented at the June 13, 2019 Finance, Audit, and Human Resources Committee meeting
 - Reduction of HEGI State Revenue Appropriation and Offsetting Increases to Revenues and Decreases to Expenditures
 - Other Budget Projection Updates

A. Preliminary FY 2019 – 2020 (Next Year) Budget Summary with Comparison to FY 2018 – 2019 (Current Year)

Exhibit A

The preliminary FY 2019 – 2020 budget included the following assumptions:

Revenues:

- State appropriation revenue is projected to increase from the FY 2018 – 2019 level by \$1,946,048. An increase is projected in other state revenues consisting of Optional Retirement Plan (ORP) and Teacher Retirement System (TRS) for FY 2020, in the amounts of \$19,651 and \$80,816, respectively, totaling \$100,467. The state appropriation for the Higher Education Employees Group Insurance (HEGI) was reduced by \$2,152,224. The state appropriation and the HEGI appropriation amounts are based on the state allocation schedules and other state revenues are based on projected funding for eligible employees. In total, state appropriation revenue is projected to decrease approximately \$105,709 in FY 2020.
- In total, tuition is projected to increase approximately \$3,348,041 in FY 2020. Tuition for FY 2020 is based on projected enrollment of 19,115 traditional students, a 1% decrease from Fall 2018, and 13,304 dual enrollment tuition free students for Fall 2019. The projections include the Board approved increases of \$7 per semester credit hour for In-District and Out-of-District tuition rates. The FY 2020 tuition increase also includes increases and additions to differential tuition rates. The FY 2020 tuition also includes the increase of \$100 for the Bachelor of Applied Science in Organizational Leadership tuition.
- The projections indicate an increase in fees of approximately \$954,132 in FY 2020. Fees for FY 2020 are based on projected enrollment of 19,115 traditional students, a 1% decrease from Fall 2018, and 13,304 dual enrollment tuition free students for Fall 2019. The projections include the Board approved removal of the Registration Fee Before Deadline and Registration Fee After Deadline, and the implementation of the Registration Fee per student per semester in the amount of \$150.
- Other revenues are expected to increase \$515,749 in FY 2020. The projected increase is mainly due to the increases in interest revenue, the Dual Credit Academy Participation Fee, and Administrative Costs and Shuttle System Contribution offsetting decreased revenues for Dual Enrollment Cost Reimbursements, Book Royalties, and Testing Commissions.
- Tax revenue for FY 2020 is expected to increase \$1,191,214, due to an increase in tax appraised values and tax collections.
- Carryover Allocations is projected to decrease \$8,154,676 in FY 2020. The decrease resulted from the decrease of \$6,019,404 in the Prior Year M&O Tax Bond Program carryover funded from FY 2015, FY 2016, and FY 2017 M&O tax revenue, the decrease of \$1,793,628 in the Capital Purchases carryover, the decrease of \$186,217 in the Contingency Fund carryover, the decrease of

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\$150,000 in the Continuing Education carryover, and the decrease of \$5,427 in Instructional Book Royalties.

Expenditures:

- The Salary expenditures budget is proposed to increase by \$3,585,276 in FY 2020 due to the 3% annual salary increases for faculty and non-faculty personnel approved by the Board on April 23, 2019, new non-faculty staff positions, non-faculty salary adjustments and reclassifications, a new student direct wage pool for student employees, a salary pool increase related to increasing the direct wage hourly rate by \$1, an increase to the instructional pools, and changes in salaries due to vacancies and new hires.

Additional modifications to salary expenditures including reductions may be necessary prior to final approval of the Staffing Plan by the Board and based on revised revenue projections and subject to the availability of funding and Board approval of the final budget.

- The Benefits expenditures budget for FY 2020 is proposed to increase by \$181,553.
- The Operating expenditures budget for FY 2020 is proposed to decrease by \$6,433,235.
 - ⇒ The operating budget is proposed to decrease by \$380,433 based on the needs of the College's departments.
 - ⇒ The operating budget is proposed to decrease by \$6,052,802 for furniture and equipment for the new bond buildings funded from bond M&O tax revenue.
- The Travel expenditures budget for FY 2020 is proposed to increase by \$61,834.
- The Capital Outlay expenditures budget for FY 2020 is proposed to increase by \$983,804.
 - ⇒ The capital budget is proposed to decrease by \$202,196 based on the needs of the College's departments.
 - ⇒ The capital budget is proposed to increase by \$1,186,000 for equipment for the new bond buildings funded from bond M&O tax revenue.
- The Transfers and Contingencies budget for FY 2020 is proposed to decrease by \$630,481. The decrease is primarily due to the projected decrease in the MTR Bond Series 2007 debt service of \$395,200 and the decrease in the Transfer to the Office of Industry Training and Economic Development (ITED) of \$235,281.

B. Updated Preliminary FY 2019 – 2020 (Next Year) Budget Summary with Comparison to the Preliminary FY 2019 – 2020 (Next Year) Budget Summary Presented at the June 13, 2019 Finance, Audit, and Human Resources Committee Meeting

Exhibit B

A comparison of the updated Preliminary FY 2019 – 2020 (Next Year) Budget Summary to the Preliminary FY 2019 – 2020 (Next Year) Budget Summary presented at the June 13, 2019 Finance, Audit, and Human Resources Committee meeting is discussed below.

Higher Education Group Insurance (HEGI) Appropriation Reduction

Total adjustments to the Revenues and Expenditures that offset the HEGI appropriation reduction were as follows:

Revenues	Amount	Expenditures	Amount
State Appropriations (HEGI)	\$(2,152,224)	Benefits	\$(646,906)
Other Revenues (Interest)	525,000	Operating	(480,318)
Tax Revenues	500,000		
Total Revenues	\$(1,127,224)	Total Expenditures	\$(1,127,224)

Updates to the Preliminary FY 2019 – 2020 Budget Summary related to the HEGI appropriation reduction in detail were as follows.

Revenues:

- The state appropriation revenue decreased \$2,152,224 due to the decrease in HEGI funding, as provided in the final appropriation allocation schedule.
- Other revenues increased \$525,000 due to updated budget projections for interest revenue.
- Tax revenues increased \$500,000 due to updated budget projections.

Expenditures:

- Benefits expenditures decreased \$646,906 due to the reduction in projected benefits expenditures.
- Operating expenditures decreased \$480,318 due to the reduction in the projected expenditures.

Other Budget Projection Updates

In addition to the updates to the Preliminary FY 2019 – 2020 Budget Summary mentioned above, other budget projection updates were as follows:

Revenues	Other Budget Projection Updates	Expenditures	Other Budget Projection Updates
State Appropriations	\$(77)	Salary	\$(2,735)
Tuition	(181,679)	Benefit	(728)
Other Revenues	(7,271)	Operating	(372,470)
Carryover Allocations	(155,427)	Travel	(2,543)
		Capital	269,303
		Transfers & Reserves	(235,281)
Total Revenues	\$(344,454)	Total Expenditures	\$(344,454)

Other budget projection updates made to the Preliminary FY 2019 – 2020 Budget Summary in detail were as follows.

Revenues:

- State appropriation revenue decreased \$77 due to updated budget projections for eligible ORP and TRS employees.
- Tuition revenue decreased \$181,679 due to updated budget projections for Continuing Education, Alternative Teacher Certification, and the Office of Industry Training and Economic Development.
- Other revenues decreased \$7,271 due to updated budget projections for Dual Credit Enrollment Cost Reimbursement, the Dual Credit Academy Participation Fee, Book Royalties, Administrative Costs, and testing commissions.
- Carryover Allocations decreased \$155,427 due to updated revenue projections for the Book Royalties carryover and the Continuing Education carryover.

Expenditures:

- Salary expenditures decreased \$2,735 due to updates made to the staffing plan related to vacancies and new hires.
- Benefit expenditures decreased \$728 due to the updates made to the staffing plan.
- Operating expenditures decreased \$372,470 due to changes in expenditures requested by financial managers.

- Travel expenditures decreased \$2,543 due to changes in expenditures requested by financial managers.
- Capital expenditures increased \$269,303 due to changes in expenditures requested by financial managers.
- Transfers and Reserves decreased \$235,281 due to changes in expenditures based on updated budget projections for the Office of Industry Training and Economic Development.

The Preliminary FY 2019 – 2020 (Next Year) Budget Summary of Projected Revenues and Expenditures with Comparison to the FY 2018 – 2019 (Current Year) approved budget, the Preliminary FY 2019 – 2020 (Next Year) Budget Summary with comparison to the Preliminary FY 2019 – 2020 (Next Year) Budget Summary presented at the June 13, 2019 Finance, Audit, and Human Resources Committee meeting, and the Proposed Budget PowerPoint presentation follow in the packet for the Board's review and information.

Additional changes may be required to the budget revenue and expenditure projections, prior to final presentation to the Board based on revised revenue and expenditures projections.

Mrs. Mary Elizondo, Vice President for Finance and Administrative Services, presented the Proposed Preliminary FY 2019 – 2020 Budget Summary of Projected Revenues and Expenditures.

This item was included for review by the Board, and no action was taken.

Discussion and Action as Necessary on Proposed Budget Amendment for FY 2018 - 2019

Approval of a proposed budget amendment for FY 2018 – 2019 was requested.

The proposed budget amendment was necessary to fund and process transfers from the Unrestricted Fund to the Plant Funds for the purpose of funding capital improvement projects and deferred maintenance.

Since FY 1997, the Board of Trustees have approved budget transfers from the Unrestricted Fund to the Unexpended Plant Fund – Construction and to the Renewals and Replacement Plant Fund, totaling \$122,710,860 and \$34,713,236, respectively. These transfers have been processed through the annual budget or through budget amendments.

The budget amendment was proposed as follows:

1. Budget Amendment – Increase Unrestricted Fund Balance Carryover and Increase Unrestricted Fund Balance Transfer to Plant Funds

A budget amendment was proposed to increase the Unrestricted Fund Balance Carryover Allocations by \$3,000,000 for the purpose of transferring funds from the Unrestricted Fund Balance to the Unexpended Plant Fund - Construction and to the Renewals and Replacements Plant Fund, as follows:

**Fiscal Year 2018 - 2019
 Unrestricted Fund Balance Carryover Allocations**

Fund	Original Budget	Proposed Amendment	Amended Budget
Unrestricted Fund Balance Carryover Allocations	\$14,609,914	\$ 3,000,000	\$ 17,609,914

The budget amendment was proposed to increase the transfer out from the Unrestricted Fund to the Unexpended Plant Fund –Construction and to the Renewal and Replacement Plant Fund in the amounts of \$2,000,000 and \$1,000,000, respectively.

**Fiscal Year 2018 - 2019
 Unrestricted Fund Transfers & Reserves**

Transfers	Original Budget	Proposed Amendment	Amended Budget
Transfer to Unexpended Plant Fund	\$ 3,000,000	\$ 2,000,000	\$ 5,000,000
Transfer to Renewals & Replacements Plant Fund	\$ -	\$ 1,000,000	\$ 1,000,000
Total Transfers & Reserves	\$ 3,000,000	\$ 3,000,000	\$ 6,000,000

2. Budget Amendment – Transfer Fund Balance from the Unrestricted Fund to the Plant Funds

A budget amendment was proposed to transfer fund balance from the Unrestricted Fund to the Plant Funds for the purpose of funding capital improvement projects and deferred maintenance, as follows:

- Transfer to the Unexpended Plant Fund - Construction from the Unrestricted Fund in the amount of \$2,000,000.
- Transfer to the Renewal and Replacement Plant Fund from the Unrestricted Fund in the amount of \$1,000,000.

3. Summary of Proposed Transfers from Unrestricted Fund to Plant Funds

**Fiscal Year 2018 - 2019
 Summary of Proposed Transfers to Plant Funds**

Fund	Original Budget Transfer In/(Out)	Amendment Transfer In/(Out)	Amended Budget Total Transfer In/(Out)
Unrestricted Fund	\$ (3,000,000)	\$ (3,000,000)	\$ (6,000,000)
Unexpended Plant Fund - Construction	\$ 3,000,000	\$ 2,000,000	\$ 5,000,000
Renewal and Replacement Plant Fund	\$ --	\$ 1,000,000	\$ 1,000,000

4. Summary of Proposed Budget Amendment - Revenues and Expenditures/Fund Balance

As a result of the proposed budget amendment, the total budgeted revenues and expenditures/fund balance for fiscal year 2018 - 2019 would increase as follows:

**Fiscal Year 2018 - 2019
 Budgeted Revenues and Expenditures/Fund Balance**

Fund	Exh.	Original Budget	Proposed Amendment	Amended Budget
Unrestricted Fund	A	\$183,811,500	\$ 3,000,000	\$186,811,500
Unexpended Plant Fund - Construction	B	\$ 18,672,848	\$ 2,000,000	\$ 20,672,848
Renewals and Replacements Plant Fund	C	\$ 7,121,600	\$ 1,000,000	\$ 8,121,600

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

Mrs. Mary Elizondo, Vice President for Finance and Administrative Services, presented the Proposed Budget Amendment for FY 2018 – 2019.

The Finance, Audit, and Human Resources Committee recommended Board approval of the proposed budget amendment for FY 2018 - 2019, as presented.

Upon a motion by Mr. Roy de León and a second by Dr. Alejo Salinas, Jr., the Board of Trustees of South Texas College approved and authorized the proposed budget amendment for FY 2018 - 2019, as presented. The motion carried.

Review and Action as Necessary on Proposed Employee Pay Plan for FY 2019 – 2020

Approval of the Proposed Employee Pay Plan for FY 2019 - 2020 was requested.

Purpose - The Proposed Employee Pay Plan for FY 2019 - 2020 for all employee groups was presented for the Board's review and consideration. The Employee Pay Plan included the proposed pay grade ranges for Classified, Professional Technical (exempt and non-exempt), Administrative, Executive, and Faculty and other compensation information.

Justification - The Employee Pay Plan information was prepared by the Office of Human Resources to reflect the College's proposed compensation structure for FY 2019 - 2020.

Background – The Proposed Salary Pay Plan for FY 2019 – 2020 is approved on an annual basis and includes information to comply with State and Federal compensation regulations, ensure compensation consistency, enhance the ability to attract and retain qualified faculty and staff and to provide a clear and concise reference for compensation decisions as follows:

- Guidelines for Recruiting, Screening, and Hiring Support Staff
- Educational Supplements
- Pay Grades for Classified, Professional/Technical, Administrative, and Executive employees
- Direct Wage Employees Salary Plan
- Centers for Learning Excellence (CLE) Salary Plan
- Faculty Roles, Compensation Rates, and Faculty Salary Plan

Reviewers - The President and all the Vice Presidents reviewed the Plan and approved the proposed revisions. New positions included within the Plan were reviewed and approved by the Board of Trustees in June 2019.

Enclosed Documents - A copy of the Proposed Employee Pay Plan for FY 2019 - 2020 was included under separate cover for the Board's review and information.

Dr. Shirley A. Reed, President, and Mary Elizondo, Vice President for Finance and Administrative Services, attended the July 9, 2019 Finance, Audit, and Human Resources Committee meeting to address any questions by the committee.

The Finance, Audit, and Human Resources Committee recommended Board approval of the Proposed Employee Pay Plan for FY 2019 - 2020, as presented.

Upon a motion by Mr. Roy de León and a second by Dr. Alejo Salinas, Jr., the Board of Trustees of South Texas College approved and authorized the Proposed Employee Pay Plan for FY 2019 - 2020, as presented. The motion carried.

Review and Action as Necessary on Proposed Staffing Plan for FY 2019 – 2020

Approval of the Proposed Staffing Plan for FY 2019 - 2020 was requested.

Purpose - The Proposed Staffing Plan for FY 2019 – 2020 for all employee groups was presented for the Board's review and consideration. The Staffing Plan includes all positions, titles, classifications, salaries, and salary pools under each Division and Organization of the College.

Justification - The Staffing Plan information was prepared by the Office of Human Resources, in collaboration with Business Office and all other organizational divisions of the College, to reflect the College's comprehensive proposed staffing and salary structure for FY 2019 - 2020.

Background – As indicated in Policy 4100, College Staffing Plan, the Staffing Plan is the official document listing position titles, classifications, employees, and salaries for each fiscal year. The Staffing Plan is not a contract between the College and any person listed on it, and neither the Staffing Plan nor any action taken by the Board of Trustees concerning it should be considered creating contract rights, expectations of continued employment, or a property interest for any person listed in the Staffing Plan.

New positions, Faculty Salary Adjustments, and Non-Faculty Salary Adjustments, Reclassifications and Title Changes were included within the Plan and were reviewed and approved by the Board of Trustees in June 2019.

Funding Source – The budget to fund each position was reflected in the appropriate department and listed on the Staffing Plan and was subject to Board approval of the FY 2019 – 2020 Budget.

Reviewers - The President and all the Vice Presidents reviewed the Plan and approved the proposed revisions.

Enclosed Documents - A copy of the Staffing Plan for FY 2019 - 2020 was included under separate cover for the Board's review and information.

Dr. Shirley A. Reed, President, and Mary Elizondo, Vice President for Finance and Administrative Services, attended the July 9, 2019 Finance, Audit, and Human Resources Committee meeting to address any questions by the committee.

The Finance, Audit, and Human Resources Committee recommended Board approval of the Proposed Staffing Plan for FY 2019 - 2020, as presented.

Upon a motion by Mr. Roy de León and a second by Dr. Alejo Salinas, Jr., the Board of Trustees of South Texas College approve and authorize the Proposed Staffing Plan for FY 2019 - 2020, as presented. The motion carried.

Review and Action as Necessary to Accept Internal Auditor's Annual Statement of Organizational Independence

Mr. Khalil Abdullah, Internal Auditor, confirmed the organizational independence of the internal audit activity to the Finance, Audit, and Human Resources Committee as required by applicable IIA *Standard* 1110 as listed below.

The Board was asked to formally accept this confirmation of organizational independence as submitted.

The audit organization and the individual auditor should be free in both fact and appearance from personal, external, and organizational impairments to independence. Internal auditors are independent when they can carry out their work freely and objectively. Independence permits internal auditors to render the impartial and unbiased judgments essential to the proper conduct of audits. It is achieved through organizational structure and objectivity.

South Texas College's Office of Internal Audits expects its auditors to comply with professional standards and internal policies and procedures; maintain independence of mental attitude in the conduct of all assigned work; to be objective, fair, and impartial; and to conduct themselves so that auditees and third parties will see our office in this way. Each staff member must promptly notify the Chief Audit Executive (CAE), in writing, concerning any situation that would impair the staff member's or the office's independence on an audit, or that might lead others to question it. The Chief Audit Executive (CAE) describes the person responsible for effectively managing the internal audit activity. At South Texas College, those responsibilities reside with the Internal Auditor.

IIA *Standard* 1110 *Organizational Independence* – The CAE must report to a level within the organization that allows the internal audit activity to fulfill its responsibilities. The CAE must confirm to the board, at least annually, the organizational independence of the internal audit activity.

IIA *Standard* 1100 *Independence and Objectivity* – The internal audit activity must be independent, and internal auditors must be objective in performing their work.

Interpretation of *Standard* 1100 – "Independence is the freedom from conditions that threaten the ability of the internal audit activity to carry out internal audit responsibilities in an unbiased manner. To achieve the degree of independence necessary to effectively carry out the responsibilities of the internal audit activity, the chief audit executive has direct and unrestricted access to senior management and the board. This can be achieved through a dual-reporting relationship. Threats to independence must be managed at the individual auditor, engagement, functional, and organizational levels. Objectivity is an unbiased mental attitude that allows internal auditors to perform engagements in such a manner that they believe in their work product and that no quality compromises are made. Objectivity requires that internal auditors do not subordinate their judgment on audit matters to others. Threats to objectivity must be managed at the individual auditor, engagement, functional, and organizational levels."

The Finance, Audit, and Human Resources Committee recommended acceptance of the Internal Auditor's Statement of Organizational Independence as presented.

Upon a motion by Mr. Roy de León and a second by Dr. Alejo Salinas, Jr., the Board of Trustees of South Texas College accepted the Internal Auditor's Statement of Organizational Independence as presented. The motion carried.

Review and Action as Necessary on Internal Audit Charter

Approval of the Internal Audit Charter for the period of September 1, 2019 through August 31, 2020 was requested.

Purpose – An Internal Audit Charter is required by the Institute of Internal Auditors (IIA) *Standards*. Specifically IIA Attribute Standard 1000 states that “The purpose, authority, and responsibility of the internal audit activity must be formally defined in an internal audit charter, consistent with the Mission of Internal Audit and the mandatory elements of the International Professional Practices Framework (the Core Principles for the Professional Practice of Internal Auditing, the Code of Ethics, the *Standards*, and the Definition of Internal Auditing). The chief audit executive must periodically review the Internal Audit Charter and present it to senior management and the board for approval.”

Justification – Approval of the Internal Audit Charter aligns South Texas College's internal audit function with the IIA *Standards* as prescribed in Manual of Policy 5460.

Background – The Internal Audit Charter is a formal document that defines the internal audit activity's purpose, authority, and responsibility. The charter establishes the internal audit activity's position within the organization, including the nature of the internal auditor's functional reporting relationship with the board; authorizes access to records, personnel, and physical properties relevant to the performance of engagements; and defines the scope of internal audit activities. Final approval of the Internal Audit Charter resides with the Board.

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

Dr. Shirley A. Reed, President, Mary Elizondo, Vice President for Finance and Administrative Services, and Khalil Abdullah, Internal Auditor, attended the July 9, 2019 Finance, Audit, and Human Resources Committee meeting to address any questions by the committee.

The Finance, Audit, and Human Resources Committee recommended Board approval of the Internal Audit Charter for the period of September 1, 2019 through August 31, 2020 as presented.

Upon a motion by Mr. Roy de León and a second by Dr. Alejo Salinas, Jr., the Board of Trustees of South Texas College approved and authorized the Internal Audit Charter for the period of September 1, 2019 through August 31, 2020 as presented. The motion carried.

Review and Action as Necessary on Proposed Projects for Internal Auditor for FY 2019 – 2020

Approval of proposed projects for the Internal Auditor for FY 2019 - 2020 was requested.

Purpose – Staff recommended projects for the Board’s consideration for the Internal Auditor’s review for Fiscal Year 2019 - 2020. The projects listed below were proposed as the assignments for the Internal Auditor.

- FY 2019 - 2020 (Scheduled)
 1. Fraud Survey
 2. Financial Aid – Third Party Programs (Carry forward)
 3. Banner Computer System Security and Access (Carry forward)
 4. Clery Act, Title IX, and Violence Against Women Act (VAWA) (Carry forward)
 5. Travel
 6. Memorandum of Understanding (MOU’s) for Early College High Schools and Dual Credit;
 7. Blueprint Expectations for Early College High Schools;
 8. Science Lab Safety and Storage Compliance
 9. Human Resources Processes – Faculty Credentials
 10. Contractor Adherence to Prevailing Wage Rate Determination
 11. Faculty Overloads & Stipends
 12. Office of Internal Audit – Quality Assurance and Improvement Program – Internal Assessment

Enclosed Documents - The list of Internal Audits conducted for FY 2005 - 2006 through FY 2019 - 2020 was provided in the packet for the Board’s information and review.

Dr. Shirley A. Reed, President, Mary Elizondo, Vice President for Finance and Administrative Services, and Khalil Abdullah, Internal Auditor, attended the July 9, 2019 Finance, Audit, and Human Resources Committee meeting to address any questions by the committee.

The Finance, Audit, and Human Resources Committee recommended Board approval of the proposed projects for the Internal Auditor for FY 2019 - 2020 as presented.

Upon a motion by Mr. Roy de León and a second by Dr. Alejo Salinas, Jr., the Board of Trustees of South Texas College approved and authorized the proposed projects for the Internal Auditor for FY 2019 - 2020 as presented. The motion carried.

Review and Action as Necessary on Contracting Architectural Services for the Master Planning of Renovations at the Technology Campus Emerging Technologies Building A and Advanced Technical Careers Building B and the Design of Phase I Construction of the Building B Cafeteria and Atrium Areas

Approval to contract architectural design services to master-plan the renovations at the Technology Campus Emerging Technologies Building A and Advanced Technical Careers Building B and to design and prepare plans for Phase I construction of the Building B Cafeteria and Atrium Areas was requested.

Purpose

Architectural design services were necessary for:

- Master-planning of Technology Campus Emerging Technologies Building A and Advanced Technical Careers Building B, and
- The design and construction administration services for the Technology Campus Advanced Technical Careers Building B Renovation of the Cafeteria and Atrium Areas for Phase I of the 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 for Technology Campus Advanced Technical Careers Building B Renovation of Cafeteria and Atrium Areas – Phase I.

Background

The Technology Campus Emerging Technologies Building A and Advanced Technical Careers Building B Renovation of the Cafeteria and Atrium Areas – Phase I project was discussed during meetings with Administration and the Coordinated Operations Council, and it was recommended that a master plan be developed to include the two facilities and to meet the current and future needs of the campus.

The project as advertised would consist of two parts.

- The first part would be for the architect to perform services to master-plan the renovation of Emerging Technologies Building A and Advanced Technical Careers Building B.
- The second part of the project would be to provide full architectural services for renovating the Cafeteria/Kitchen area and the Atrium area in Advanced Technical Careers Building B.

Phase I of this project would not include any plans or specifications for construction work in Emerging Technologies Building A.

On May 27, 2019, South Texas College began soliciting for architectural design services for the purpose of selecting a firm to master-plan the renovations at the Technology Campus Emerging Technologies Building A and Advanced Technical Careers Building B and to prepare the necessary plans and specifications for Phase I construction of the Building B Cafeteria and Atrium Areas. A total of fifteen (15) firms received a copy of the RFQ and a total of ten (10) firms submitted their responses on June 11, 2019.

Funding Source

Funds were budgeted in the Unexpended Construction Plant Fund budget for fiscal year 2018-2019.

Reviewers

The proposals were reviewed by College staff from the Facilities Planning & Construction, Maintenance & Operations, and Purchasing departments.

Enclosed Documents

Site plans indicating the location of the proposed Technology Campus Emerging Technologies Building A & Advanced Technical Careers Building B Renovation of the Cafeteria and Atrium Areas – Phase I project were provided in the packet. The evaluation team members completed evaluations for the firms and provided a scoring and ranking summary.

Mr. Gary Gurwitz was the sole Committee member in attendance at the July 9, 2019 Facilities Committee Meeting. As the Committee Chair and the sole member present, Mr. Gurwitz recommended Board approval to contract architectural design services with EGV Architects, Inc. to master-plan the renovations at the Technology Campus Emerging Technologies Building A and Advanced Technical Careers Building B and to design and prepare plans for Phase I construction of the Building B Cafeteria and Atrium Areas as presented.

Upon a motion by Ms. Rose Benavidez and a second by Mr. Roy de León, the Board of Trustees of South Texas College approved and authorized contracting architectural design services with EGV Architects, Inc. to master-plan the renovations at the Technology Campus Emerging Technologies Building A and Advanced Technical Careers Building B and to design and prepare plans for Phase I construction of the Building B Cafeteria and Atrium Areas as presented. The motion carried.

Review and Action as Necessary on Solicitation of Request for Qualifications (RFQ) for Mechanical, Electrical, and Plumbing (MEP) Engineering Services for the Technology Campus Automotive Lab Exhaust System

Approval to solicit Mechanical, Electrical, and Plumbing (MEP) engineering design services for the Technology Campus Automotive Lab Exhaust System project was requested.

Purpose

Authorization was requested to solicit MEP engineering services for the Technology Campus Automotive Lab Exhaust System project.

Justification

Solicitation of Request for Qualifications (RFQ) for MEP engineering services was necessary to procure a design team to prepare all necessary design development drawings and specifications in preparation for construction. Once the RFQ's were received, an evaluation team would evaluate the RFQ's using the currently approved procurement process and would recommend a design team to the Facilities Committee at a later date.

Background

The proposed Technology Campus Automotive Lab Exhaust System project was an approved Capital Improvement Project (CIP) and has been budgeted for Fiscal Year 2018-2019.

This project was needed to improve the existing Automotive Ford Lab at the Advanced Technical Careers Building B. The new exhaust system would assist exhausting carbon monoxide from the current automotive lab to the outside. Currently, the lab was not equipped with any exhaust system and this would benefit the students and staff during class training.

Staff from the Facilities Planning & Construction (FPC) department requested for the Facilities Committee to recommend approval to solicit MEP engineering services to select a firm to design and issue the necessary plans and specifications for the solicitation of competitive sealed proposals for this project.

Funding Source

Funds for these expenditures were available in the Unexpended Construction Plant Fund for FY 2018 - 2019.

Enclosed Documents

Site plans indicating the location of the proposed Technology Campus Advanced Technical Careers Building B for Automotive Lab Exhaust System project were provided.

Mr. Gary Gurwitz was the sole Committee member in attendance at the July 9, 2019 Facilities Committee Meeting. As the Committee Chair and the sole member present, Mr.

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Gurwitz recommended Board approval of the solicitation of MEP engineering services for the Technology Campus Automotive Lab Exhaust System project as presented.

Upon a motion by Ms. Rose Benavidez and a second by Mr. Roy de León, the Board of Trustees of South Texas College approved and authorized the solicitation of MEP engineering services for the Technology Campus Automotive Lab Exhaust System project as presented. The motion carried.

Review and Action as Necessary on Contracting Construction Services for Portable Buildings Civil Infrastructure at the Regional Center for Public Safety Excellence

Approval to contract construction services for portable buildings civil infrastructure at the Regional Center for Public Safety Excellence (RCPSE) was requested.

Purpose

The procurement of a contractor would provide for construction services necessary for the portable buildings civil infrastructure at the RCPSE.

Background

On March 26, 2019, the Board of Trustees approved the expansion plan to provide five (5) portable buildings at the RCPSE and the engagement of engineering firms to provide engineering design for the infrastructure necessary for the portable buildings. On May 30, 2019, the Board approved the recommendation from College staff to purchase six (6) portable buildings in lieu of the originally planned five (5) portable buildings. Dannenbaum Engineering Company-McAllen, LLC. was contracted to provide the civil engineering design for the infrastructure needed for the portable buildings as required by the City of Pharr. The civil infrastructure scope included:

- New Fire Line
- New Fire Hydrant
- New Temporary Caliche Fire Access Drive
- New Sidewalk
- Sanitary Sewer Line Service

Dannenbaum Engineering Company-McAllen, LLC. prepared and issued the necessary plans and specifications for the solicitation of competitive sealed proposals for this phase.

Solicitation of competitive sealed proposals for this project began on June 15, 2019. A total of four (4) sets of construction documents were issued to plan rooms and one (1) to a general contractor. A total of one (1) proposal was received on July 1, 2019.

Timeline for Solicitation of Competitive Sealed Proposals	
June 15, 2019	Solicitation of competitive sealed proposals began.
July 1, 2019	One (1) proposal was received.

College staff reviewed and evaluated the competitive sealed proposal and recommend Roth Excavating, Inc. as the highest ranked in the amount of \$50,000.

Funding Source

Source of Funding	Estimated Budget	Highest Ranked Proposal Roth Excavating, Inc.	Estimated Budget Variance
Unexpended Construction Plant Fund	\$73,000	\$50,000	\$23,000
Total Amount	\$73,000	\$50,000	\$23,000

Funds were budgeted and available in the Unexpended Construction Plant Fund budget for fiscal year 2018-2019.

Reviewers

The proposals were reviewed by College staff from the Facilities Planning & Construction, Maintenance & Operations, and Purchasing departments.

Enclosed Documents

Staff evaluated the proposal and provided a proposal summary. It was recommended that the top ranked contractor be recommended for Board approval.

Mr. Gary Gurwitz was the sole Committee member in attendance at the July 9, 2019 Facilities Committee Meeting. As the Committee Chair and the sole member present, Mr. Gurwitz recommended Board approval to contract construction services with Roth Excavating, Inc. in the amount of \$50,000 for the portable buildings civil infrastructure at the RCPSE as presented

Upon a motion by Ms. Rose Benavidez and a second by Mr. Roy de León, the Board of Trustees of South Texas College approved and authorized contracting construction services with Roth Excavating, Inc. in the amount of \$50,000 for the portable buildings civil infrastructure at the RCPSE as presented. The motion carried.

Review and Action as Necessary on Contracting Construction Services for Portable Buildings Mechanical, Electrical, and Plumbing (MEP) Infrastructure at the Regional Center for Public Safety Excellence

Approval to contract construction services for portable buildings mechanical, electrical, and plumbing (MEP) infrastructure at the Regional Center for Public Safety Excellence (RCPSE) was requested.

Purpose

The procurement of a contractor would provide for construction services necessary for the portable buildings MEP infrastructure at the RCPSE.

Background

On March 26, 2019, the Board of Trustees approved the expansion plan to provide five (5) portable buildings at the RCPSE and the engagement of engineering firms to provide engineering design for the infrastructure necessary for the portable buildings. On May 30, 2019, the Board approved the recommendation from College staff to purchase six (6) portable buildings in lieu of the originally planned five (5) portable buildings. DBR Engineering Consultants, Inc. was contracted to provide the MEP engineering design for the infrastructure needed for the portable buildings as required by the City of Pharr.

DBR Engineering Consultants, Inc. prepared and issued the necessary plans and specifications for the solicitation of competitive sealed proposals for this phase.

Solicitation of competitive sealed proposals for this project began on June 15, 2019. A total of four (4) sets of construction documents were issued to plan rooms and one (1) to a general contractor. A total of two (2) proposals were received on July 1, 2019.

Timeline for Solicitation of Competitive Sealed Proposals	
June 15, 2019	Solicitation of competitive sealed proposals began.
July 1, 2019	Two (2) proposals were received.

College staff reviewed and evaluated the competitive sealed proposal and recommend Metro Electric, Inc. as the highest ranked in the amount of \$123,291.37.

Funding Source

Source of Funding	Estimated Budget	Highest Ranked Proposal Metro Electric, Inc.	Budget Variance
Unexpended Construction Plant Fund	\$110,000	\$123,291.37	(\$13,291.37)
Total Amount	\$110,000	\$123,291.37	(\$13,291.37)

Funds were budgeted and available in the Unexpended Construction Plant Fund budget for fiscal year 2018-2019.

Reviewers

The proposals were reviewed by College staff from the Facilities Planning & Construction, Maintenance & Operations, and Purchasing departments.

Enclosed Documents

Staff evaluated the proposal and provided a proposal summary. It was recommended that the top ranked contractor be recommended for Board approval.

Mr. Gary Gurwitz was the sole Committee member in attendance at the July 9, 2019 Facilities Committee Meeting. As the Committee Chair and the sole member present, Mr. Gurwitz recommended Board approval to construction services with Metro Electric, Inc. in the amount of \$123,291.37 for the portable buildings MEP infrastructure at the RCPSE as presented.

Upon a motion by Ms. Rose Benavidez and a second by Mr. Roy de León, the Board of Trustees of South Texas College approved and authorized contracting construction services with Metro Electric, Inc. in the amount of \$123,291.37 for the portable buildings MEP infrastructure at the RCPSE as presented. The motion carried.

Review and Action as Necessary on Substantial Completion for the Pecan Campus Ann Richards Administration Building D Renovation of East Side Office Space

Approval of substantial completion for the Pecan Campus Ann Richards Administration Building D Renovation of East Side Office Space project was requested.

	Project	Completion Recommended	Date Received
1.	Pecan Campus Ann Richards Administration Building D Renovation of East Side Office Space Architect: EGV Architects Contractor: Noble Texas Builders	Substantial Completion Recommended	June 20, 2019

EGV Architects and College staff visited the site and developed a construction punch list on June 20, 2019. A Certificate of Substantial Completion was issued. Substantial Completion was accomplished within the time allowed in the Owner/Contractor agreement for this project by Noble Texas Builders.

Enclosed Documents

A copy of the Substantial Completion Certificate and a photo were enclosed for the Board's review and information.

Mr. Gary Gurwitz was the sole Committee member in attendance at the July 9, 2019 Facilities Committee Meeting. As the Committee Chair and the sole member present, Mr. Gurwitz recommended Board approval of substantial completion of the Pecan Campus Ann Richards Administration Building D Renovation of East Side Office Space project as presented.

Upon a motion by Ms. Rose Benavidez and a second by Mr. Roy de León, the Board of Trustees of South Texas College approved and authorized the substantial completion of the Pecan Campus Ann Richards Administration Building D Renovation of East Side Office Space project as presented. The motion carried.

Review and Action as Necessary on Substantial Completion for the Pecan Campus Sand Volleyball Courts

Approval of substantial and final completion for the Pecan Campus Sand Volleyball Courts project was requested.

	Project	Completion Recommended	Date Received
1.	Pecan Campus Sand Volleyball Courts Architect: Alvarado Architects & Associates, Inc. Contractor: NM Contracting, LLC	Substantial Completion Recommended	June 27, 2019

Alvarado Architects & Associates and College staff have visited the site and developed a construction punch list on June 27, 2019. A Certificate of Substantial Completion was issued. Substantial Completion was accomplished within the time allowed in the Owner/Contractor agreement for this project.

Enclosed Documents

A copy of the Substantial Completion Certificate and a photo were enclosed for the Board’s review and information.

Mr. Gary Gurwitz was the sole Committee member in attendance at the July 9, 2019 Facilities Committee Meeting. As the Committee Chair and the sole member present, Mr. Gurwitz recommended Board approval of substantial completion of the Pecan Campus Sand Volleyball Courts project as presented.

Ms. Rose Benavidez moved for Board approval of the substantial completion of the Pecan Campus Sand Volleyball Courts project as presented, and Mr. Roy de León seconded the motion.

During discussion, legal counsel noted that additional information had surfaced, and requested the opportunity to discuss the issues in executive session. Legal counsel advised that no action be taken until that executive session.

Mr. Roy de León withdrew his second, and Ms. Rose Benavidez withdrew her motion. No action was taken.

Review and Action as Necessary on Substantial and Final Completion for the Pecan Campus Demolition of Dr. Casso Property

Approval of substantial and final completion for the Pecan Campus Demolition of Dr. Casso Property project was requested.

Project		Completion Recommended	Date Received
1.	Pecan Campus Demolition of Dr. Casso Property Engineer: Perez Consulting Engineers, LLC Contractor: RL Abatement, Inc.	Substantial and Final Completion Recommended	June 19, 2019

Final Completion, including punch list items, was accomplished as required in the Owner/Contractor agreement for this project. It was recommended that substantial and final completion and release of final payment for this project with RL Abatement, Inc. be approved. The original cost approved for this project was in the amount of \$47,775.

The following chart summarizes the above information:

Construction Budget	Approved Proposal Amount	Net Total Change Orders	Final Project Cost	Previous Amount Paid	Remaining Balance
\$60,000	\$47,775	\$0	\$47,775	\$45,386.25	\$2,388.75

On June 19, 2019, Perez Consulting Engineers, LLC. and College staff inspected the site to confirm that all punch list items were completed.

Enclosed Documents

Copies of the Certificate of Substantial Completion and Final Completion Letter were provided for the Board's review and information.

Mr. Gary Gurwitz was the sole Committee member in attendance at the July 9, 2019 Facilities Committee Meeting. As the Committee Chair and the sole member present, Mr. Gurwitz recommended Board approval of substantial and final completion of the Pecan Campus Demolition of Dr. Casso Property project and release of final payment of \$2,388.75 to RL Abatement, Inc. as presented.

Upon a motion by Ms. Rose Benavidez and a second by Mr. Roy de León, the Board of Trustees of South Texas College approved and authorized the substantial and final completion of the Pecan Campus Demolition of Dr. Casso Property project and release of final payment of \$2,388.75 to RL Abatement, Inc. as presented. The motion carried.

Review and Action as Necessary on Renewal of Lease Agreement with Pharr-San Juan-Alamo Independent School District

Approval of the renewal of the facility lease agreement with Pharr-San Juan-Alamo Independent School District (PSJA ISD) for use of space in the College, Career & Technology Academy (CCTA) building in Pharr by South Texas College was requested.

Purpose

Authorization was requested to renew the current facility lease agreement for use by South Texas College as classroom facilities.

Justification

The renewal of the lease of this facility was needed to continue to accommodate classes being offered by South Texas College.

Background

At the July 24, 2018 Board meeting, the Board approved the initial facility lease agreement with PSJA ISD for the period of August 15, 2018 to August 14, 2019 with the option to renew for four (4) successive terms. Staff recommended approval of the first of four renewals of the facility lease agreement for use starting August 15, 2019 to August 14, 2020.

Facility	Initial Term	Optional Renewal Periods	Lease Cost
PSJA ISD – CCTA Building – Classrooms, Science Labs, Construction Labs, Electronic Lab, Welding Lab, and Staff Offices	8/15/18 – 8/14/19	8/15/19-8/14/20 8/15/20-8/14/21 8/15/21-8/14/22 8/15/22-8/14/23	\$1 annually plus prorated cost of security, custodial, and utilities

Funding Source

Funds for these expenditures were budgeted in the Facilities Lease budget for FY 2019-2020.

Mr. Gary Gurwitz was the sole Committee member in attendance at the July 9, 2019 Facilities Committee Meeting. As the Committee Chair and the sole member present, Mr. Gurwitz recommended Board approval of the renewal of the classroom lease agreement with PSJA ISD for use of the CCTA building by South Texas College for the period of August 15, 2019 to August 14, 2020 as presented.

Upon a motion by Ms. Rose Benavidez and a second by Mr. Roy de León, the Board of Trustees of South Texas College approved and authorized the renewal of the classroom lease agreement with PSJA ISD for use of the CCTA building by South Texas College for the period of August 15, 2019 to August 14, 2020 as presented. The motion carried.

Review and Action as Necessary on Proposed Exterior Signage for the Higher Education Center - La Joya

Board approval of the proposed exterior signage for the Higher Education Center - La Joya was requested.

Purpose

The College proposed providing South Texas College signage on an east wall of the Higher Education Center - La Joya. The sign would have the College's logo and would have electrical lighting built into it. The sign would signify the current name and logo of the College at the Higher Education Center - La Joya. The existing building did not have any branding of the College. The signage as proposed would be illuminated with the use of LED lighting for long term durability.

In addition, the College proposed installation of the College's standard directional wayfinding signs. These signs would include vehicular signage and parking lot signage. A monument sign was previously installed on Expressway 83 in April of 2018.

The College provided renderings of the proposed signage to La Joya Administration and they were planning to present it to the La Joya Independent School District Facilities Committee later in July 2019.

Enclosed Documents

A presentation of the proposed signage and their proposed locations was provided in the packet.

On July 9, 2019, the Facilities Committee reviewed the proposal and provided feedback on the locations of wayfinding signage.

Upon a motion by Ms. Rose Benavidez and a second by Mrs. Victoria Cantú, the Board of Trustees of South Texas College approved and authorized the proposed signage and their proposed locations as presented. The motion carried.

Update on Status of Unexpended Plant Fund Construction Projects

The Facilities Planning and Construction staff provided a design and construction update. This update summarized the status of each capital improvement project currently in progress. Mary Elizondo and Rick de la Garza were present to respond to questions and address concerns of the trustees.

Consideration and Approval of Checks and Financial Reports

Board action was requested to approve the checks for release and the financial reports for the month of June 2019. The approval was for checks submitted for release in the amount greater than \$125,000.00 and checks in the amount greater than \$25,000.00 that were released as authorized by Board Policy No. 5610.

Mrs. Mary Elizondo, Vice President for Finance and Administrative Services, provided a review of the Financial Report for the month of **June 2019**, and responded to questions posed by the Board.

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

Upon a motion by Mr. Roy de León and a second by Dr. Alejo Salinas, Jr., the Board of Trustees approved and authorized the submitted checks for release in an amount over \$125,000.00, the checks that were released as authorized by Board Policy #5610, and the financial reports submitted for the month of June 2019. The motion carried.

Executive Session:

The South Texas College Board of Trustees convened into Executive Session at 7:31 p.m. in accordance with Chapter 551 of the Texas Government Code for the specific purpose provided in:

- Section 551.071, Consultations with Attorney
- 1. Review and Action as Necessary Regarding Additional Paving and Drainage Concerns at the South Texas College Regional Center for Public Safety Excellence
- 2. Review and Action as Necessary on Substantial Completion for the Pecan Campus Sand Volleyball Courts

Open Session:

The South Texas College Board of Trustees returned to Open Session at 8:03 p.m. No action was taken in Executive Session.

Review and Action as Necessary Regarding Additional Paving and Drainage Concerns at the South Texas College Regional Center for Public Safety Excellence

The Board entered an Executive Session to discuss additional concerns raised about the paving and drainage infrastructure installed at the South Texas College Regional Center for Public Safety Excellence under the 2013 Bond Construction Program.

Legal Counsel will advise the Board of any action as necessary at this time.

Upon a motion by Ms. Rose Benavidez and a second by Mr. Roy de León, the Board of Trustees of South Texas College approved and authorized administration to solicit requests for qualifications for engineering services to conduct a comprehensive drainage study and to provide design services and supervision for necessary construction at the Regional Center for Public Safety Excellence. The motion carried.

Review and Action as Necessary on Substantial Completion for the Pecan Campus Sand Volleyball Courts

No action was taken.

Announcements

A. Next Meetings:

- Tuesday, August 13, 2019
 - 3:30 p.m. – Education and Workforce Development Committee
 - 4:30 p.m. – Facilities Committee
 - 5:30 p.m. – Finance, Audit, and Human Resources Committee

- Tuesday, August 27, 2019
 - 5:30 p.m. – Regular Board Meeting

Adjournment

There being no further business to discuss, the Regular Meeting of the South Texas College Board of Trustees adjourned at 8:05 p.m.

I certify the foregoing are the true and correct minutes of the Tuesday, July 23, 2019 Regular Board Meeting of the South Texas College Board of Trustees.

X

Mr Roy de León
Board Secretary

Approval and Authorization to Accept Grant Awards and Agreements

Authorization to accept and approve the following grant awards, including the use of related funds and execution of related agreements as necessary for each grant is requested:

1. Texas Higher Education Coordinating Board, Carl D. Perkins Basic Grant, in the amount of \$1,876,900

This grant focuses on improving the academic and technical achievement of Career and Technical Education (CTE) students, strengthening the connections between secondary and postsecondary education, and improving accountability. Funds will be used for instructional equipment, examination training services, professional development, CTE personnel and other program activities for Career and Technical Education in the Division of Academic Affairs (Nursing and Allied Health; Business and Technology; and Liberal Arts & Social Sciences), Student Affairs & Enrollment Management, Continuing and Professional Workforce Education, and Information Services and Planning. The funding period is from September 1, 2019 to August 31, 2020.

This award aligns to Strategic Directions #1, Clear Pathways, and Strategic Direction #2, Access and Success, by increasing community awareness and access to career and technical education training and educational programs that align to the purpose and intent of the Carl D. Perkins Career and Technical Education Act.

2. United States Department of Education, High School Equivalency Program, in the amount of \$1,919,976

The purpose of this grant is to implement a 5-year project that will assist a total of 500 Migrant and Seasonal Farmworkers (MSFW) and eligible family members to obtain the equivalent of a secondary school diploma with opportunities to enroll in a post-secondary Industry Recognized Certification Career Pathway Training Program at South Texas College and to continue to complete a certificate or degree program. Funds will be used for personnel to provide oversight, coordination of the project, individualized case management support, supplies, tuition, fees, fuel allowances for HEP participants, and the external evaluation of the project. The funding period is from July 1, 2019 to June 30, 2024.

This award aligns to Strategic Directions #1, Clear Pathways, by providing students with clear college and career pathways that lead to completion and jobs.

3. The AT&T Foundation, AT&T Aspire Grant, in the amount of \$101,570

The purpose of the grant is to support the Rio Grande Valley public safety community by providing First Responder Certification training to individuals that are new to the field and First Responder Re-Certification training for First Responders employed by local county and city police, fire, and emergency management services. Training will be conducted through the Continuing Education department in collaboration with the

Emergency Medical Technology Program. Funds will be used for personnel, textbooks, supplies and certification fees in support of 40 new certificates and 40 re-certifications. The funding period is from September 2019 to August 2020.

This award aligns to Strategic Directions #5, Collaboration, by advancing mutually beneficial community and educational partnerships with the public safety community.

4. Eastfield College, Dallas County Community College District, Carl D. Perkins State Leadership Subaward, in the amount of \$10,025

Eastfield College plans to develop competency-based education (CBE) Blended Pathways options with the mentor support of South Texas College as a primary partner for the project. Funds from this subaward will be used for STC personnel to serve as subject-matter experts and for travel costs to provide training and guidance at Eastfield College for faculty and staff in the development of the Competency-based Education (CBE) Blended Pathways model.

This award aligns with Strategic Direction #5, Collaboration, by advancing mutually beneficial community and educational partnerships to create a collective impact on student success. This award also aligns to Strategic Direction #2, Access and Success, by increasing community awareness and access to Career and Technical Education programs.

5. Texas Higher Education Coordinating Board (THECB), 2018 College Readiness and Success Models for 60x30TX, Additional Funds in the amount of \$24,759

This grant is to enhance and scale co-requisite model offerings for Integrated Reading and Writing classes with History, Political Science, Arts, and Academic English to meet or exceed the requirements of House Bill 2223. The proposed project supports student success by offering co-requisite models concurrently leading to successful course completion of both academic and developmental classes. At the time of initial Board approval, the Board was informed that there was a possibility of additional funds being provided by THECB. These additional funds are being awarded to add to the 25% (\$66,638) of funds requested in the application and 50% (\$108,450) for anticipated completion funding as requested in the application. Total funding from THECB for this grant will not exceed \$274,847, which includes initial funds previously authorized in the amount of \$75,000. The funding period is from August 15, 2018 to August 31, 2020.

This grant aligns to Strategic Direction #2, Access and Success by increasing the college going and college completing rates in the region.

6. Any Additional Grant(s) Pending Official Award

Summary of Grant Award Funding

The presented grants will provide up to \$3,908,471 in funding for the college to provide services and opportunities throughout the region.

Recommendation:

It is recommended the Board of Trustees approve and authorize accepting the following grant award(s) including the use of related funds and execution of related agreements as necessary for each grant, contingent upon official award as appropriate.

1. Texas Higher Education Coordinating Board, Carl D. Perkins Basic Grant in the amount of \$1,876,900
2. United States Department of Education, High School Equivalency Program, in the amount of \$1,919,976
3. The AT&T Foundation, AT&T Aspire Initiative, in the amount of \$101,570
4. Eastfield College, Dallas County Community College District, Carl D. Perkins State Leadership Subaward, in the amount of \$10,025
5. Texas Higher Education Coordinating Board (THECB), 2018 College Readiness and Success Models for 60x30TX, Additional Funds in the amount of \$24,759

The following Minute Order is proposed for consideration by the Board of Trustees:

The Board of Trustees of South Texas College approves and authorizes accepting the following grant awards, including the use of related funds and execution of related agreements as necessary for by each grant, contingent upon official award as appropriate:

1. Texas Higher Education Coordinating Board, Carl D. Perkins Basic Grant in the amount of \$1,876,900
2. United States Department of Education, High School Equivalency Program, in the amount of \$1,919,976
3. The AT&T Foundation, AT&T Aspire Initiative, in the amount of \$92,336
4. Eastfield College, Dallas County Community College District, Carl D. Perkins State Leadership Subaward, in the amount of \$10,025
5. Texas Higher Education Coordinating Board (THECB), 2018 College Readiness and Success Models for 60x30TX, Additional Funds in the amount of \$24,759

Approval Recommended:

Shirley A. Reed. M.B.A., Ed.D.
President

Second Reading and Action as Necessary on Proposed Revision of Policy #1001: *Authority & Functions of the Board, Committees, and Individual Trustees*

Board Policy #1001: *Authority & Functions of the Board, Committees, and Individual Trustees*, identifies responsibilities of the Board of Trustees. The third responsibility is to periodically review, revision, and adoption of the Comprehensive Mission Incorporating the Institutional Vision, Purpose, Core Values, Guiding Principles, and Strategic Directions. This is an outdated reference, and should be updated.

Policy Review History

This policy was last revised in January 2009, and since that time, the College has revised its institutional documentation, in line with best practices.

The proposed policy revision was presented to the Board on July 23, 2019, and the Board undertook a first reading and review of the policy.

Legal counsel noted that the proposed phrasing for item #15 indicated that the Board would bear legal responsibility for all aspects of the operation of the College. He suggested that it may be more appropriate to change this to reflect the Board's oversight, and he agreed to propose new language as necessary.

No further revisions or concerns were voiced at that meeting.

Chairman Paul R. Rodriguez noted that members of the Board had requested that Board Governance Policies be presented for two readings to the Board of Trustees when applicable.

Chairman Rodriguez has subsequently provided additional feedback on the policy, and his proposed revisions have been included in the packet. Changes from the language presented to the Board on July 23, 2019 are highlighted in blue.

Institutional Vision, Mission, and Core Values

Since the last revision of Policy #1001 in January 2009, the College has restructured its institutional documentation, and no longer maintains an institutional *Purpose, Guiding Principles, or Strategic Directions*. The essential functions of these documents have been incorporated into other documents. The College has further adopted an institutional *Mission*.

On November 6, 2018, the Education and Workforce Development Committee reviewed the process by which administration worked with faculty, staff, and students to continually solicit stakeholder feedback and refine the proposed revisions to the Vision, Mission, and Core Values of South Texas College.

On December 13, 2018, the Board of Trustees reviewed and adopted proposed revisions to the Vision, Mission, and Core Values of South Texas College.

The Board had the opportunity to revisit these documents at the February 16, 2019 Board Retreat, and will have further opportunities to review these documents on an on-going basis.

On March 26, 2019, the Board adopted a revision to Policy #900: *Comprehensive Mission Incorporating Institutional Vision, Mission, and Core Values*, which updated the language to match the revisions to the Vision, Mission, and Core Values as approved.

The Board is now asked to update Policy #1001: *Authority & Functions of the Board, Committees, and Individual Trustees*, to update the language to match the current documentation maintained by the College.

Other Revisions to Policy #1001

While it was necessary to revise Policy #1001 to update the aforementioned reference, administration reviewed several peer institutions to compare similar policy or bylaws, and has proposed minor changes that update other areas of Board responsibility.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the proposed revision to Policy #1001: *Authority & Functions of the Board, Committees, and Individual Trustees* as presented, and which supersedes any previously adopted Board policy.

The Following Minute Order is proposed for consideration by the Board of Trustees:

The Board of Trustees approves and authorizes the proposed revision to Policy #1001: *Authority & Functions of the Board, Committees, and Individual Trustees* as presented, and which supersedes any previously adopted Board policy.

Approval Recommended:

Shirley A. Reed, M.B.A., Ed.D.
President

MANUAL OF POLICY

Title	Authority & Functions of the Board, Committees and Individual Trustees	1001
Legal Authority	Approval of the Board of Trustees	Page 1 of 2
Date Approved by Board	Board Minute Order Dated July 27, 1995 As Amended by Board Minute Order Dated February 18, 1999 As Amended by Board Minute Order Dated July 15, 2004 As Amended by Board Minute Order Dated August 21, 2008 As Amended by Board Minute Order Dated January 15, 2009 As Amended by Board Minute Order Dated August 27, 2019	

Authority & Functions of the Board of Trustees

The Board, within the limits imposed by law, has complete and full control of the College. The Board has final authority to formulate and interpret the policies that govern the College.

The written policies adopted by the Board shall serve as authority for implementation of Board decisions and actions by the College administration.

The general responsibilities of the Board are to:

1. Determine the boundaries of the Single-Member Districts from which Trustees are to be elected.
2. Call and hold elections pursuant to statute.
3. Periodically review, revise and adopt the Comprehensive Mission Incorporating the Institutional Vision, Purpose, Mission, and Core Values. , Guiding Principles, and Strategic Directions.
4. Determine the quality of professional leadership needed to carry out the administration and operation of the College.
5. Select, appoint, and annually evaluate the performance of the President of the College.
6. ~~Approve the policies necessary for supporting operations of the College. Establish upon recommendation of the College President, the policies which govern the organization and operation.~~ Establish policies which govern the organization and operation of the College based on current best practices, advise from legal counsel, operational requirements, legal mandates, and administrative input.
7. Review and take appropriate action on matters relating to site selection, acquisition of real and personal property, and facilities development.
8. Approve the annual budget, review and approve expenditures as required under College policy and State law and authorize and review the annual audit of the College.
9. Approve degree and certificate programs of study.
10. Receive and review administrative reports concerning the appointment, promotion, retention, or dismissal of College employees.
11. Receive and review administrative reports concerning academic, continuing education, programs and workforce training programs.
12. Consider inquiries and requests from citizens, students, employees, faculty and organizations on matters of policy and administration affecting the College.
13. Provide a forum for students, employees, faculty, and citizen comments on matters of Board policy.
14. Enhance the public image of South Texas College.
15. ~~Bear the legal~~ Assume responsibility, based on Board oversight, for all aspects of the operation of the College.
16. Perform other duties authorized by applicable laws or regulations.

Yellow Highlight – addition to current policy

Red Strike through – deletion from policy

Blue Highlight – change to version presented to Board on July 23, 2019

MANUAL OF POLICY

Title	Authority & Functions of the Board, Committees and Individual Trustees	1001
Legal Authority	Approval of the Board of Trustees	Page 2 of 2

Authority of Board Committees

Committees may be created by the Board **Chair** to advise the Board and facilitate the efficient operation of the Board.

Beyond the Board's ongoing operational committees such as the Education and Workforce Development Committee, Facilities Committee, and Finance, Audit, and Human Resources Committee, the Chair may appoint ad-hoc committees to deal with specific items. These committees will be dissolved upon the completion of their work, which may result in recommendations to the Board.

The Board is not bound by the action of a Board Committee or any of its individual members.

Authority of Individual Trustees

A member of the Board (a 'Trustee') has no authority except when in an official meeting or except when acting with official authorization of the Board.

Yellow Highlight – addition to current policy

~~Red Strike through~~ – deletion from policy

Blue Highlight – change to version presented to Board on July 23, 2019

Review and Action as Necessary on Proposed Revision of Policy #1220: *Vacancy on the Board of Trustees*

The Board is now asked to approve the proposed revisions to update Policy #1220: *Vacancy on the Board of Trustees*.

Board Policy #1220: *Vacancy on the Board of Trustees* outlines the process by which the Board may fill vacancies in the Board of Trustees.

Policy Review History

This policy was last revised in July 2004, and since that time, the College has received an Attorney General Opinion, while seeking to fill a vacancy on the Board. The Attorney General Opinion is paraphrased below, and provided in this packet for the Board's review.

In 2010, Mr. Mike Allen representing Single-Member District No. 3 passed away, leaving a vacancy on the Board, with a five-and-one-half year unexpired term.

The Board noted a conflict in laws regarding the filling of vacancies, with two major points of contention between the laws:

- Would the South Texas College Board of Trustees fill the vacancy by appointment or through a special election?
- Would the appointed/elected trustee serve the full unexpired term, or only through the next general election held by the Board of Trustees?

The proposed policy revision was presented to the Board on July 23, 2019, and the Board undertook a first reading and review of the policy.

No further revisions or concerns were voiced at that meeting.

Chairman Paul R. Rodriguez noted that members of the Board had requested that Board Governance Policies be presented for two readings to the Board of Trustees when applicable.

Chairman Rodriguez has subsequently provided additional feedback on the policy, and his proposed revisions have been included in the packet. Changes from the language presented to the Board on July 23, 2019 are highlighted in blue.

Attorney General Opinion

South Texas College, working through its legal counsel and Texas Senator Eddie Lucio, Jr., sought an opinion from the Attorney General on the legal conflict.

On January 23, 2012, the Office of the Attorney General (AG) delivered the opinion (GA-0907) that the vacancy needed to be filled by an appointment by the sitting Trustees, and the appointment would be for the remainder of the unexpired term.

The AG opined that Texas Education Code 130.082 does not apply to South Texas College for the purposes of filling a vacancy, because it conflicts with the more specific Texas Education Code 130.0822, which applies to governing boards whose trustees are elected from single-member districts. A copy of GA-0907 is included in the packet, following the proposed policy revision.

The College subsequently followed the opinion to fill the vacancy, and on July 24, 2012, appointed Mr. Paul R. Rodriguez to the vacancy. Mr. Rodriguez formally assumed the seat on August 29, 2012.

Need to Revise Policy #1220: *Vacancy on the Board of Trustees*

Policy #1220 was not updated pursuant to the AG Opinion, and still outlines the option to fill vacancies on the Board through a special election and includes a reference to Education Code 130.082, which the AG opined does not apply to South Texas College in this context.

Upon review of this policy in preparation for the upcoming accreditation visit, administration has recommended the policy be revised to reflect the AG opinion and the process used to fill the most recent vacancy on the Board in 2012.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the proposed revision to Policy #1220: *Vacancy on the Board of Trustees* as presented, and which supersedes any previously adopted Board policy.

The Following Minute Order is proposed for consideration by the Board of Trustees:

The Board of Trustees approves and authorizes the proposed revision to Policy #1220: *Vacancy on the Board of Trustees* as presented, and which supersedes any previously adopted Board policy.

Approval Recommended:

Shirley A. Reed, M.B.A., Ed.D.
President

MANUAL OF POLICY

Title	Vacancy on the Board of Trustees	1220
Legal Authority	Approval of the Board of Trustees	Page 1 of 1
Date Approved by Board	Board Minute Order Dated September 14, 1995 As Amended by Board Minute Order Dated July 15, 2004 As Amended by Board Minute Order Dated August 27, 2019	

I. Purpose

The purpose of the policy is to provide the process for filling a vacancy on the South Texas College Board of Trustees.

II. Policy

A vacancy shall occur in the manner and as of the dates set by statute.

Any vacancy occurring on the Board shall be filled by ~~a special election ordered by the Board or by~~ appointment **made by the remaining members of the Board.** ~~The determination of whether a vacancy may be filled by appointment or by special election is within the discretion of the Board. However, a vacancy may be filled by appointment only until the next regular election of members to the Board, at which time the position shall be filled by election for a term appropriately shortened (if necessary) to conform to what regularly would have been the length of the term for that position. Tex. Educ. Code §130.082~~

When a vacancy occurs on the Board, the Board shall announce the vacancy through the news media. The Board, in its discretion, also may announce the vacancy to other individuals and organizations that it feels may have an interest in the vacancy. The announcement shall specify ~~whether~~ the vacancy is to be filled by appointment ~~or by special election, and shall specify how a person seeking appointment or election may request such position (in the case of appointment) or place their name on the ballot (in the case of election).~~ Any person desiring appointment to fill a vacancy shall submit a resume to the Board Chair within the time frame as set by the Board. The Board may request additional documentation and interview candidates, as it deems advisable. However, the act of accepting resumes and interviewing candidates shall not require the Board of Trustees to fill a vacancy ~~by appointment~~ **from within that pool of candidates.**

~~If the vacancy is to be filled by special election, the election is to be conducted in the same manner as the district's general election except as provided by the applicable provisions of the Texas Election Code.~~

The person appointed ~~or elected~~ to fill an unexpired term must meet the requirements for serving as a Trustee, as specified herein, including residency requirements.

III. History

Origination Date Approved by Board:

September 14, 1995

Date Amended and Approved by Board:

July 15, 2004

August 27, 2019

Yellow Highlight – addition to current policy

Red Strike through – deletion from policy

Blue Highlight – change to version presented to Board on July 23, 2019



ATTORNEY GENERAL OF TEXAS
GREG ABBOTT

January 23, 2012

The Honorable Eddie Lucio, Jr.
Chair, Senate Committee on International
Relations and Trade
Post Office Box 12068
Austin, Texas 78711-2068

Opinion No. GA-0907

Re: Vacancies on a junior college district's board of
trustees (RQ-0987-GA)

Dear Senator Lucio:

You ask two questions about a vacancy on a junior college district's board of trustees. Your first question is, "What legal procedures are available to determine whether a member of the board of trustees of a junior college district whose trustees are elected from single-member trustee districts has vacated the position by ceasing to reside in the single-member district from which the member was elected?"¹ One available legal action would be an application for a writ of quo warranto, which "is an ancient prerogative writ through which the State acts to protect itself and the good of the public generally through its chosen agents as provided by its constitution and laws . . . to challenge the authority of a public officer." *Lewis v. Drake*, 641 S.W.2d 392, 394 (Tex. App.—Texarkana 1982, no writ). Some "authorities in this State indicate that a proceeding in quo warranto is the exclusive legal remedy afforded to the public by which it may protect itself against the usurpation or unlawful occupancy of a public office by an illegal occupancy." *Hamman v. Hayes*, 391 S.W.2d 73, 74 (Tex. Civ. App.—Beaumont 1965, writ ref'd) (citing several Texas cases, including a Texas Supreme Court case, *Williams v. Castleman*, 247 S.W. 263 (Tex. 1922)). However, we have not found, and no briefing submitted on this matter has identified, a Texas constitutional provision or statute providing that it is the exclusive remedy. See TEX. CONST. art. V, § 3(a) (authorizing the Legislature to grant the Texas Supreme Court original jurisdiction over writs of quo warranto in specified cases), TEX. CIV. PRAC. & REM. CODE ANN. § 66.001 (West 2008) (listing who may seek a writ of quo warranto). Therefore, unless or until a statutory or constitutional provision provides that a writ of quo warranto is the exclusive remedy for the illegal occupancy of an office, courts may determine whether it is the exclusive remedy. See, e.g., *Robinson et al. v. Neeley et al.*, 192 S.W.3d 904, 909 (Tex. App.—Dallas 2006, no pet.).

¹Letter from Honorable Eddie Lucio, Jr., Chair, Senate Committee on International Relations and Trade, to Honorable Greg Abbott, Attorney General of Texas at 1 (July 15, 2011), https://www.oag.state.tx.us/opin/index_rq.shtml ("Request Letter").

Since the *Hamman* decision, some courts have indicated that other legal remedies might be available in particular circumstances. *Id.* For example, a Texas appeals court has held that an independent school district's board of trustees could seek a declaratory judgment on whether a trustee vacated his office by ceasing to reside in his district. *See Tovar v. Bd. of Trs. of Somerset Indep. Sch. Dist.*, 994 S.W.2d 756, 759–760 (Tex. App.—Corpus Christi 1999, pet. denied).

Another Texas appeals court has held that an injunction was a proper way to restrain some trustees of an independent school district from filling vacancies that the trustees supposed had been created when other trustees resigned from office. *Garcia v. Angelini*, 412 S.W.2d 949, 951 (Tex. Civ. App.—Eastland 1967, no writ). *See also id.* (stating that quo warranto was not the exclusive way to determine whether the trustees who had resigned were still trustees).

Accordingly, we advise you that, depending on the facts of a particular case, an application for a writ of quo warranto, a declaratory judgment, or an injunction could be a legal action in which a court would determine whether a board member vacated his or her position. Because this office cannot resolve fact questions, we cannot determine whether any of those legal actions would be available in any particular instance. *See Tex. Att'y Gen. Op. No. GA-0884* (2011) at 1 n.2 (explaining that attorney general opinions cannot resolve questions of fact).

Your second question is, “May the board of trustees of a junior college district whose trustees are elected from single-member trustee districts order a special election to fill a vacancy on the board? If so, what term would the trustee elected at the special election serve?” Request Letter at 1. The first part of that question is based on a discrepancy between two sections of the Education Code. *Id.* at 2. Section 130.0822(i) provides that “[a]ny vacancy on the board shall be filled by appointment made by the remaining members of the board.” TEX. EDUC. CODE ANN. § 130.0822(i) (West 2002). Section 130.082 provides that “[a]ny vacancy occurring on the board through death, resignation, or otherwise, shall be filled by a special election ordered by the board or by appointment by resolution or order of the board.” *Id.* § 130.082(d) (West Supp. 2011).

In attempting to resolve that discrepancy, we note that section 130.0822 applies specifically to “single-member trustee districts.” *Id.* § 130.0822(a), (d) (West 2002) (entitled “Election From Single-Member Trustee Districts”). *See also* Request Letter at 1 (asking about “single-member trustee districts”). In contrast, section 130.082 does not apply specifically to single-member districts. TEX. EDUC. CODE ANN. § 130.082 (West Supp. 2011) (applying to the “Governing Board of Junior College of Other than Independent School District”); *id.* § 130.082(d)–(f) (applying to “at large districts”). If, as you suggest, there is an irreconcilable conflict between sections 130.082 and 130.0822 regarding elections in single-member trustee districts, the provisions in section 130.0822, which specifically address single-member trustee districts, would prevail over the provisions of section 130.082, which do not specifically address single-member trustee districts. *See Bradley v. State ex rel. White*, 990 S.W.2d 245, 251 (Tex. 1999) (noting that, under Texas law, when a specific statutory provision is in irreconcilable conflict with a general statutory provision, the specific provision prevails over the general). *See also id.* (explaining that section 311.026 of the Texas Government Code is a codification of the common-law doctrine of *in pari materia*, which provides

that specific statutory provisions prevail over general ones). Accordingly, “[a]ny vacancy on the board shall be filled by appointment made by the remaining members of the board.” TEX. EDUC. CODE ANN. § 130.0822(i) (West 2002). Furthermore, section 130.0822 provides that “[t]he appointment and election of trustees of the junior college district are subject to Section 130.082 of this code, except as otherwise provided by this section.” *Id.* § 130.0822(c). Section 130.0822 provides otherwise from section 130.082 regarding elections in single-member trustee districts. TEX. EDUC. CODE ANN. §§ 130.082(d) (West Supp. 2011), 130.0822(i) (West 2002).

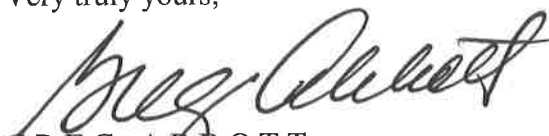
The second part of your last question is based on another discrepancy between sections 130.082 and 130.0822. Request Letter at 3. Section 130.082(d) provides that “[t]he person appointed to fill the unexpired term shall serve until the next regular election of members to the board” and section 130.0822(i) provides that “[t]he appointed person serves for the unexpired term.” TEX. EDUC. CODE ANN. §§ 130.082(d) (West Supp. 2011), 130.0822(i) (West 2002). Neither statute discusses how long an elected officer must serve, but article XVI, section 27 of the Texas Constitution requires that all elections to fill vacancies of office in this State be for the unexpired term only. TEX. CONST. art. XVI, § 27. In any event, the person filling the vacancy would perform the duties of office until his or her successor is duly qualified, whenever that may be. *Id.* art. XVI, § 17.

S U M M A R Y

Depending on the facts of the case and the circumstances surrounding any particular litigation, an application for a writ of quo warranto, a declaratory judgment, or an injunction might allow a court to determine whether a member of a board of trustees of a junior college district vacated his or her position.

A vacancy on the board of trustees of a junior college district whose trustees are elected from single-member trustee districts must be filled by appointment made by the remaining members of the board. A person elected or appointed to fill a vacancy on a junior college district's board of trustees must perform the duties of office until his or her successor is duly qualified.

Very truly yours,



GREG ABBOTT
Attorney General of Texas

DANIEL T. HODGE
First Assistant Attorney General

DAVID J. SCHENCK
Deputy Attorney General for Legal Counsel

JASON BOATRIGHT
Chair, Opinion Committee

Jason Boatright
Assistant Attorney General, Opinion Committee

Review of Presentations Delivered at August 13, 2019 Education and Workforce Development Committee Meeting

On August 13, 2019, the Education and Workforce Development Committee received the following presentation:

A. Review and Discussion on Proposed Reorganization of Division of Liberal Arts and Social Sciences

The Education and Workforce Development Committee was asked to review and discuss the proposed reorganization of the Division of Liberal Arts and Social Sciences, and to provide feedback to administration.

Background

South Texas College offered over 120 academic and workforce degree and certificate programs, organized under four instructional divisions. The instructional divisions were:

- Division of Business, Public Safety, and Technology
- Division of Liberal Arts and Social Sciences
- Division of Math, Science, and Bachelor Programs
- Division of Nursing and Allied Health

Growth within Division of Liberal Arts and Social Sciences

The Division of Liberal Arts and Social Sciences (LASS) was always the largest instructional division within the College. During the course of the past several years, the development of new programs, increased enrollment within specific disciplines, and increased faculty have caused substantial growth within LASS.

Based on the number of course sections, full-time faculty, and part-time faculty during the Spring 2019 semester, the LASS Division was nearly twice the size of the next largest Division of Math, Science, and Bachelor Programs.

Spring 2019		Number of Faculty		
Division	Course Sections	Full Time	Part Time: Adjunct / Dual Credit	Total Faculty
Business, Public Safety and Technology	1,013	140	80	220
Liberal Arts and Social Sciences	2,470	262	196	458
Math, Science and Bachelor Program	1,290	137	135	272
Nursing and Allied Health	502	107	16	123
Total	5,275	646	427	1,073

Designation of Assistant Deans

Academic Affairs has implemented special assignments for three faculty to serve as Assistant Deans to the LASS Division to provide administrative support in the

management of the divisions. These special assignments were not formal positions, and were compensated through a partial course release and a monthly stipend, as per the Board-approved Pay Plan.

Timing of Proposed Reorganization

With the announced retirement of Dr. Margaretha Bischoff, Dean of Liberal Arts and Social Sciences, in December 2019, there was the opportunity to reorganize the Division into two separate divisions that are more manageable.

Proposed Reorganization

Working with department chairs, faculty, and staff within the division, administration proposed splitting LASS into two separate divisions:

- Division of Social & Behavioral Sciences
- Division of Liberal Arts

Staffing Needs for Proposed Reorganization

The current Dean for Liberal Arts and Social Sciences position could be re-designated as a Dean for Social & Behavioral Sciences position; however, a new Dean position would be necessary for Liberal Arts.

Administration recommended the creation of a new Dean position for the Liberal Arts Division.

Both new Division Deans would be supported by existing Assistant Dean special assignments, with two Assistant Deans supporting the Dean for Liberal Arts and one Assistant Dean supporting the Dean for Social and Behavioral Sciences.

The Finance, Audit, and Human Resources Committee would be asked to review this proposal, and to recommend Board approval of a proposed amendment to the Staffing Plan for FY 2019 – 2020 to:

- Change the current position title of Dean for Liberal Arts and Social Sciences position to Dean for Social and Behavioral Sciences; and
- Create a new position for Dean for Liberal Arts.

Timeline to complete the proposed search for two Deans:

<u>Dates</u>	<u>Activity</u>
8/15/2019 to 9/20/2019	Advertise Both Positions
9/3/2019 to 9/6/2019	Create Two Search Committees
9/23/2019 to 9/30/2019	Search Committees Meet to Select Candidates for Interview
10/8/2019 to 10/11/2019	Search Committees Conduct Interviews
10/28/2019 to 10/31/2019	On Campus Candidate Forum: Liberal Arts
11/4/2019 to 11/8/2019	On Campus Candidate Forum: Social & Behavioral Sciences
11/18/2019 to 11/26/2019	Make Official Offers to Start January 2020

B. Presentation on South Texas College Summer Camps

On February 19, 2019, Dr. Rebecca De Leon, Dean for Dual Credit Programs and School District Partnerships, presented to the Education and Workforce Development Committee a proposed schedule of South Texas College Summer Camps scheduled for summer 2019.

These camps were designed for elementary-, middle-, and high-school aged students, with some camps open to all students, and others designed in partnership with specific school districts. Dr. De Leon reviewed the Summer Camps booklet that identified partnering districts and other entities to provide awareness and registration information about these fantastic opportunities for local students.

Dr. De Leon, joined by Dr. Carlos Margo, Associate Dean for Industrial Training and Economic Development, provided an update to the Committee on the success of the wide variety of camps.

Dr. De Leon and Dr. Margo described the community engagement through Academic Summer Camps, Advanced Manufacturing Career Summer Camps, and Continuing Education Summer Camps.

Many of these camps were conducted through engagements by local school districts and limited to students designated by those districts, while others were open to public participation. The College also partnered with several local vendors to offer specialized programs, such as aviation and drone piloting, as summer camps.

After their review of the summer camps completed this season, Dr. De Leon and Dr. Margo reviewed the lessons learned by South Texas College administration this year, and how they planned for even greater offerings and enhanced public participation for Summer 2020.

The presentations are included for the Board's review, and no action is requested.

**Presentation of the Quarterly Delinquent Tax Collection Report for the
Period Ending May 31, 2019**

Ms. Kelly R. Salazar from Linebarger Goggan Blair & Sampson, LLP, will provide the Board with the Delinquent Tax Collection Report through May 31, 2019.

No action is required.



South Texas College Delinquent Tax Collection Report

Prepared for:

Dr. Shirley A. Reed, President
 Mr. Paul R. Rodriguez, Chairman
 Rose Benavidez, Vice Chair
 Roy de León, Secretary
 Victoria Cantú, Member
 Gary Gurwitz, Member
 Dr. Alejo Salinas, Jr., Member
 Rene Guajardo, Member



LINEBARGER
ATTORNEYS AT LAW

Important Tax Cycle Dates

January

- Jan. 1: Tax lien attaches to all property

April

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

July

- July 25: Appraised Value Certified to School District

August-September

- School District adopts Budget and Tax Rate

October-January

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

February

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

April

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

July

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

Collection Activities –Hidalgo County

March 2019—May 2019

411 Lawsuits Filed—\$258,014

375 Lawsuits Disposed—\$227,614

2,454 In Office Taxpayer Assistance

12,545 Incoming/Outgoing Calls

2,383 Property Inspections/Home Visits

2 Mailings—13,300 Statements Mailed

Fiscal Year to Date
Linebarger collected

\$2,961,164

in base, penalty & interest
in Hidalgo County

3

Collection Activities –Starr County

March 2019—May 2019

106 Lawsuits Filed—\$95,673

10 Lawsuits Disposed—\$9,213

401 In Office Taxpayer Assistance

848 Incoming/Outgoing Calls

350 Property Inspections/Home Visits

2 Mailings—31,755 Statements Mailed

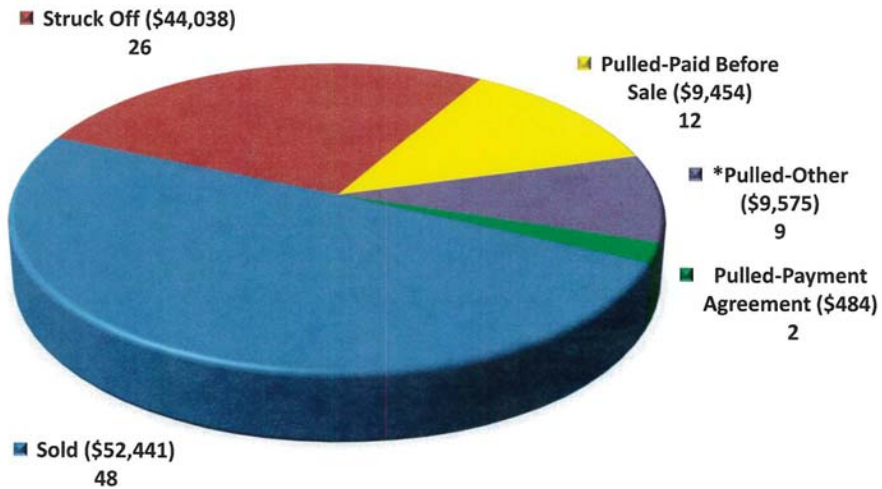
Fiscal Year to Date
Linebarger collected

\$528,725

in base, penalty & interest
in Starr County

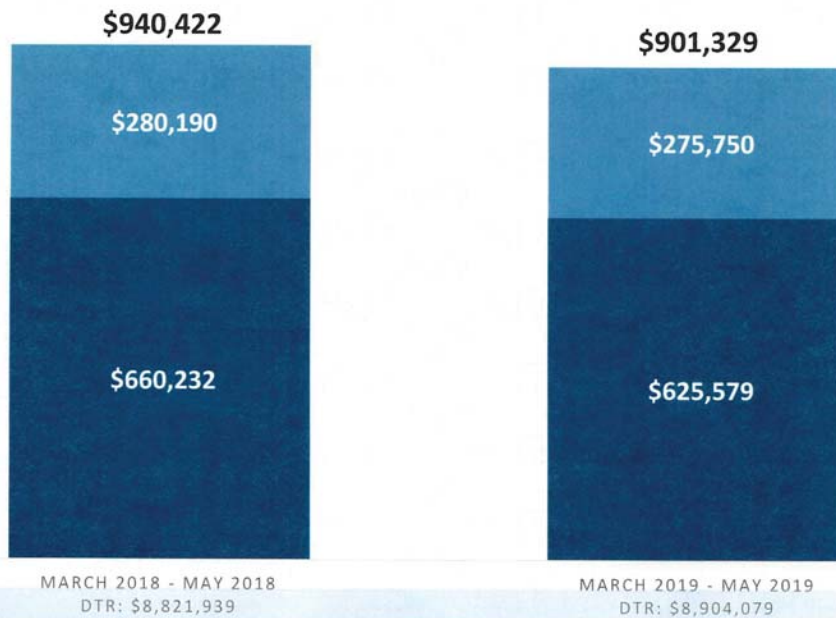
4

Tax Sale Results—Hidalgo County March 2019—May 2019 Base Tax, Penalty and Interest



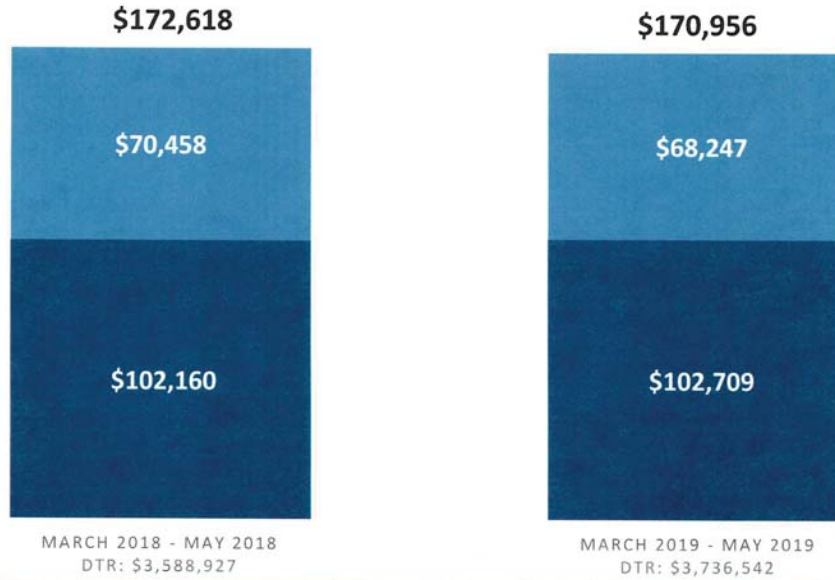
*Pulled—Other: Bankruptcy, Letters of Commitment & Deferrals

Collection Comparison—Hidalgo County March through May



Source: Hidalgo County Tax Office Data

Collection Comparison—Starr County March through May



Source: Starr County Tax Office Data



South Texas College Delinquent Tax Collection Report

Thank you

Review and Action as Necessary on Interlocal Agreement for Transportation Services between South Texas College and the Lower Rio Grande Valley Development Council

Approval of the Interlocal Agreement for the Jag Express Intercampus Transportation Services between South Texas College and the Lower Rio Grande Valley Development Council (LRGVDC) for a one year period of September 1, 2019 through August 31, 2020 is requested.

Background – The Interlocal Agreement for the Jag Express Intercampus Transportation Services was approved on August 28, 2018 for the period of September 1, 2018 through August 31, 2019.

The services include the Circulator (Yellow) and Park & Ride routes operated by the College. The Circulator route provides transportation between the College’s Pecan Campus, Technology Campus and Nursing and Allied Health Campus. The Park & Ride routes provides transportation between the Park & Ride Facility directly to and from Pecan Campus and Pecan Plaza.

In addition, the services include routes to the Mid Valley Campus (Purple Line) and Starr County Campus (Green Line), which are operated by the LRGVDC.

The annual operating costs for the services are as follows:

	Amount
Total Operating Cost for Services	\$1,531,028
Contributions:	
State/Federal Operating	(696,729)
City of Weslaco and Weslaco EDC Contribution	(78,292)
Total Contributions	\$775,021
Total Net Cost to STC	\$756,007
STC In-Kind and Direct Expenditures	558,360
STC Payment to LRGVDC	197,647
Total Net Cost to South Texas College	\$756,007

Annual Costs by transportation routes are as follows:

Transportation Routes	Total Operating Cost for System	Contributions	STC In-Kind & Direct Expenditures	STC Payment to LRGVDC
Mid Valley (Purple)	\$166,567	\$147,921	\$0	\$18,645
Starr (Green)	474,075	197,629	97,443	179,002
Circulator (Yellow)	514,225	227,239	286,986	0
Park & Ride	376,161	202,231	173,931	0
Total	\$1,531,028	\$775,021	\$558,360	\$197,647

The State/Federal Contributions in the amount of \$696,729 represent 50 percent of operating expenses, such as fuel, and salaries and benefits from bus drivers and other transportation staff, and 80 percent of expenses related to preventive maintenance such as tire maintenance, full service oil changes, vehicle battery replacement, and yearly vehicle state inspection.

In Fiscal Year 2019, the cost to the College totaled \$526,141 for the Jag Express Intercampus Transportation Services. The City of Weslaco and the Economic Development Corporation of Weslaco contributed the amounts of \$39,236 and \$39,000, respectively.

Justification - The Interlocal Agreement is intended to establish an intercampus bus route to serve all of the College's campuses. The bus routes will benefit students, faculty, and staff of South Texas College and thereby serve the goals of both organizations by facilitating access to the College and its educational programs and increasing the use of public transportation in the area.

The bus routes will be free of charge to the students, faculty, and staff of South Texas College.

The FY 2018 and FY 2019 Ridership Report Comparison shows the number of riders using the South Texas College Jag Express routes. The ridership increased by 8,921 or 13.2%, from 67,377 in FY 2018 to 76,298 in FY 2019.

The responsibilities of South Texas College in this Agreement will be to:

- 1) To operate and maintain eight (8) buses owned by the College and three buses leased from LRGVDC for the Circulator (yellow) and Park & Ride transportation routes during the College's business days and hours of service according to a schedule;
- 2) To promote ridership by College students, faculty and staff (promotion efforts will include publicizing the service through newsletters, email notifications, signage at special events and semester registration, and other means it determines would be beneficial to increase participation and raise awareness of the service); and
- 3) To designate boarding locations at each campus with appropriate signage at each of its campus stop locations.

Funding Source - Funds for this expenditure are budgeted in the Student Transportation Services budget for FY 2019 - 2020.

Reviewers – The Interlocal Agreement was reviewed by Mr. Tom Logan, Director of Valley Metro at the Lower Rio Grande Valley Development Council, Vice President for Finance and Administrative Services, Chief Administrator for Department of Public Safety, Comptroller, and by the College's Legal Counsel.

Enclosed Documents - A copy of the Interlocal Agreement and Ridership follows in the packet for the Board's information and review.

Presenters – Ms. Maribel Contreras and Tom Logan from the Lower Rio Grande Development Council (LRGVDC) attended the August 13, 2019 Finance and Human Resources committee meeting to address any questions by the committee.

The Finance, Audit, and Human Resources Committee recommended Board approval of the proposed Interlocal Agreement between South Texas College and the Lower Rio Grande Valley Development Council (LRGVDC), as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the proposed Interlocal Agreement between South Texas College and the Lower Rio Grande Valley Development Council (LRGVDC), as presented.

The Following Minute Order is proposed for consideration by the Board of Trustees:

The Board of Trustees approves and authorizes the proposed Interlocal Agreement between South Texas College and the Lower Rio Grande Valley Development Council (LRGVDC), as presented.

Approval Recommended:

Shirley A. Reed, M.B.A., Ed.D.
President

**South Texas College
FY 2018 and FY 2019 Ridership Report Comparison**

FY2019

Routes	Description	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
Connecting Service												
60	Greenline Roma	833	886	694	284	348	727	535	764	358	263	5,692
61	RGC West	56	85	101	51	81	89	52	77	62	37	691
62	RGC East	28	78	99	48	49	90	53	96	71	49	661
DR-RGC	Demand Response - RGC	53	91	86	70	42	48	21	19	37	-	467
STC Direct Service												
Routes	Description	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
Purple Line	Mid Valley/Nursing	913	1,129	848	322	494	1,163	743	900	401	146	7,059
Green Line	Starr/Pecan	2,913	3,436	2,632	1,075	1,189	2,366	1,740	2,416	644	579	18,990
Yellow Line	Pecan/Tech/Nursing	3,247	4,582	2,918	1,152	1,219	2,669	3,369	2,450	1,149	282	23,037
Park & Ride	Park & Ride	4,047	3,848	2,920	1,003	1,416	2,286	1,516	1,697	760	208	19,701
Total		12,090	14,135	10,298	4,005	4,838	9,438	8,029	8,419	3,482	1,564	76,298

FY2018

Routes	Description	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
Connecting Service												
60	Greenline Roma	905	1,014	900	405	392	671	437	679	215	306	5,924
61	RGC West	237	303	197	170	171	211	189	270	194	77	2,019
62	RGC East	116	148	117	90	103	134	118	152	112	17	1,107
DR-RGC	Demand Response - RGC	235	17	77	5	-	-	-	-	-	-	334
STC Direct Service												
Routes	Description	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
Purple Line	Mid Valley/Nursing	918	967	840	320	411	695	476	752	435	244	6,058
Green Line	Starr/Pecan	2,311	2,640	2,444	1,109	1,352	1,305	1,694	2,347	967	971	17,140
Yellow Line	Pecan/Tech/Nursing	3,055	3,262	2,719	1,075	1,606	2,533	1,795	2,373	762	399	19,579
Park & Ride	Park & Ride	3,399	3,424	2,396	717	1,299	1,603	917	1,173	288	-	15,216
Total		11,176	11,775	9,690	3,891	5,334	7,152	5,626	7,746	2,973	2,014	67,377

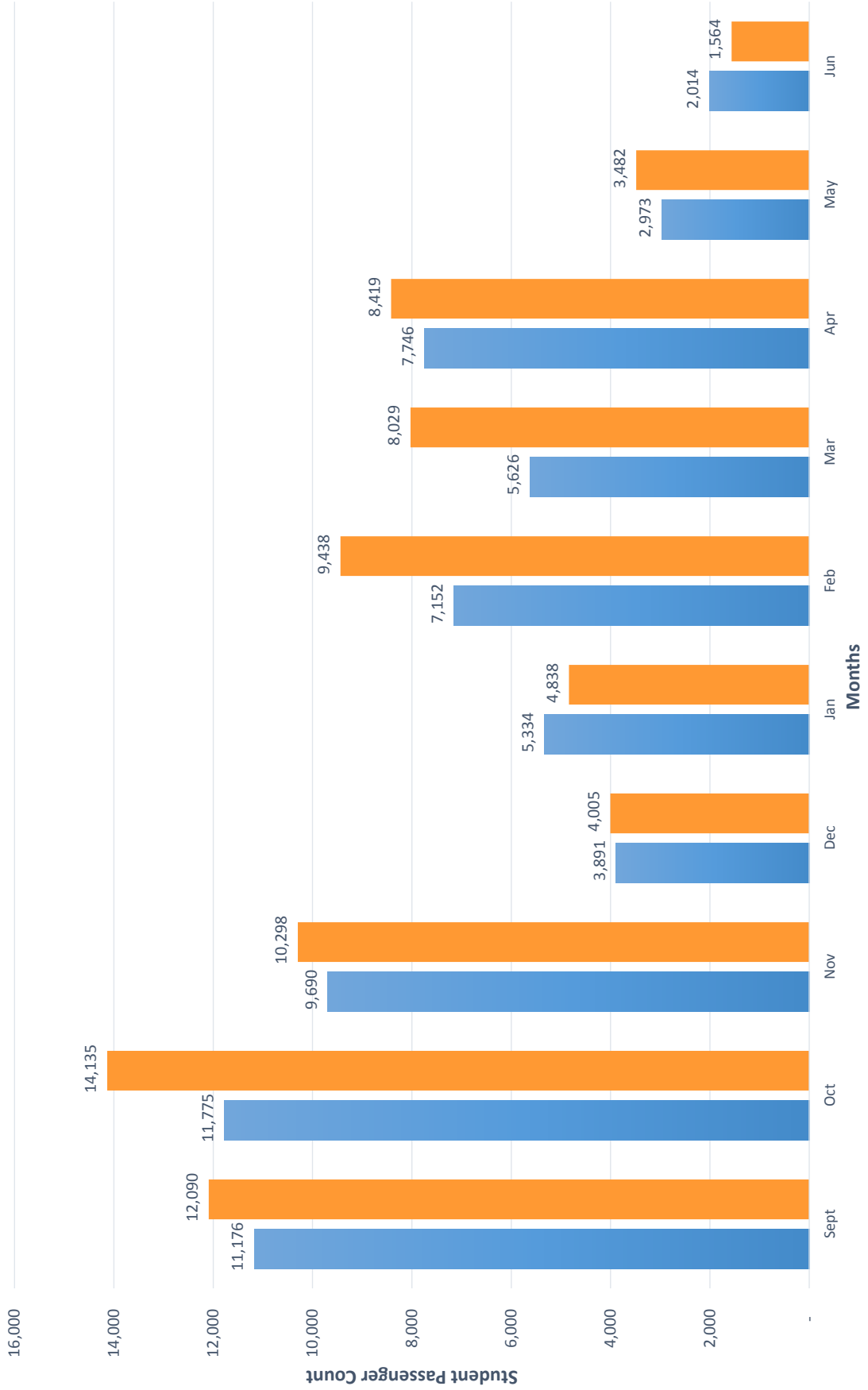
Difference between FY19 & FY18 914 2,360 608 114 (496) 2,286 2,403 673 509 (450) 8,921

**Comparison - STC Student Passenger Count
FY2018 and FY2019**

September 1 through June 30

Based on LRGVDC Ridership Reports

■ FY2018 ■ FY2019

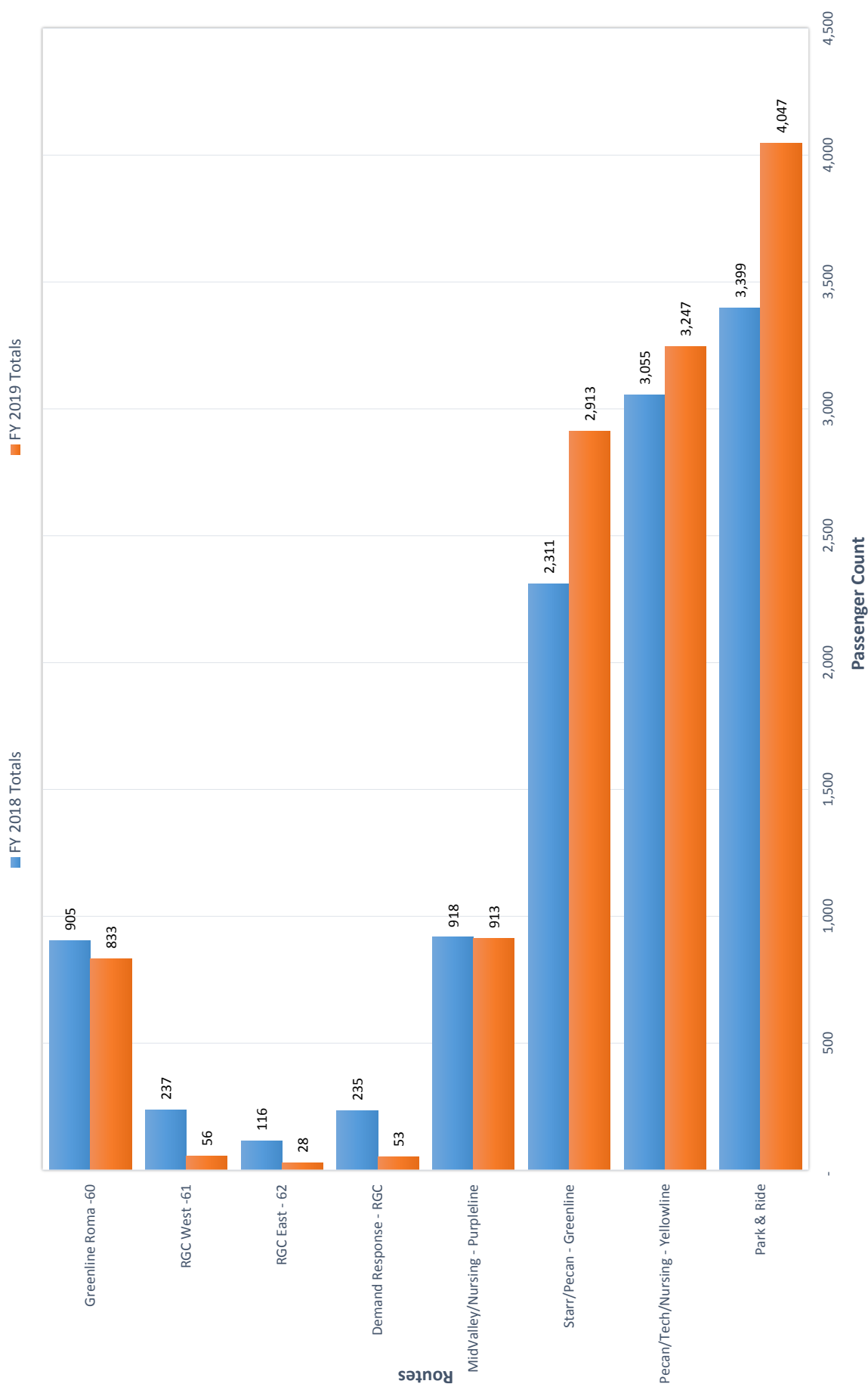


Ridership Comparison

FY2018 - FY2009

September 1 through June 30

Based on LRGVDC Ridership Reports



Services

MONDAY – FRIDAY

With Limited Service on Friday

OPEN TO THE PUBLIC

JagExpress Intercampus Routes are **FREE** and Sponsored by **STC**

Limited Service is defined as only 1 Yellow Line bus*

SERVING

- STC Pecan Campus
- City of Mission - La Placita
- STC Technology Campus
- City of Roma
- STC Nursing & Allied Health Campus
- Pharr City Hall
- STC Starr County Campus
- Border Town
- STC Mid Valley Campus
- Jesse's Meat Market
- Stripes Convenience Store
- Higher Education Center at La Joya

87

YELLOW LINE

This JagExpress Line is completely operated by South Texas College, meaning all its stops are at the McAllen campuses. Five buses **operate from Monday through Thursday and only one bus operates on Friday.**

GREEN LINE

Like our Yellow Line, the Valley Metro-operated Green Line **operates Monday - Friday with limited service on Fridays.** You can catch a ride with the Green Line at various locations throughout the Valley including HEB, Stripes and Border Town. Green line routes are from Roma to McAllen.

PURPLE LINE

The Valley Metro Purple Line operates **one bus from Monday through Friday.** Purple line routes are from Weslaco to McAllen.

Exhibit A

Free Park & Ride Service

4100 W. Pecan Blvd., McAllen
Monday – Thursday • 7 a.m. – 6 p.m.
*No Parking Permit Required

A Program of South Texas College
southtexascollege.edu/jagexpress

South Texas College JagExpress
956-872-2589



JAG EXPRESS

Equal Education and Equal Employment Opportunity (EEO)
South Texas College is an equal education and equal employment opportunity/affirmative action employer. As an equal opportunity employer, the College does not discriminate on the basis of race, color, national origin, religion, age, sex, sexual orientation, gender, gender identity, disability, genetic information, or veteran status. Discrimination is prohibited and the College will comply with all applicable College policies, and state and federal legislation. This policy extends to individuals seeking employment with and admission to the College.
FY 17-18 LF 8/18

Semester Breakdown

FALL 2019

Limited Service Fri. Schedule Begins Aug. 19, 2019
Full Service Begins August 26, 2019
Full Service Ends December 15, 2019

SPRING 2020

Limited Service Fri. Schedule Begins Jan. 13, 2020
Full Service Begins January 21, 2020
Full Service Ends May 17, 2020

SUMMER 2020

Limited Service Begins Fri. Schedule Begins June 1, 2020
Limited Service Ends Fri. Schedule Ends Aug. 9, 2020

BREAKS IN SERVICE

Labor Day September 2, 2019
Professional Development Day September 27, 2019
Thanksgiving Nov. 28 - Dec. 1, 2019
Winter Break Dec. 16, 2019 - Jan. 12, 2019
**Please note South Texas College opens on January 21. Classes begin January 21.*
MLK Day January 20, 2020
Professional Development Day February 14, 2020
Spring Break March 16 - 22, 2020
Semester Break April 9 - 12, 2020
Memorial Day May 25, 2020
Independence Day July 3, 2020



YELLOW LINE

*Only 1 bus operates on Fridays

- ROUTE 1:** Monday - Thursday
Pecan → Tech → Pecan
7:00 AM to 5:00 PM
- Monday - Thursday
Pecan → Tech → NAH → Pecan
5:00 PM to 8:00 PM
- Friday:**
Tech → NAH → Pecan
7:00 AM to 6:00 PM
Friday Lunch: 12 PM - 1 PM
- Friday Schedule Times
* Color variation for AM and PM

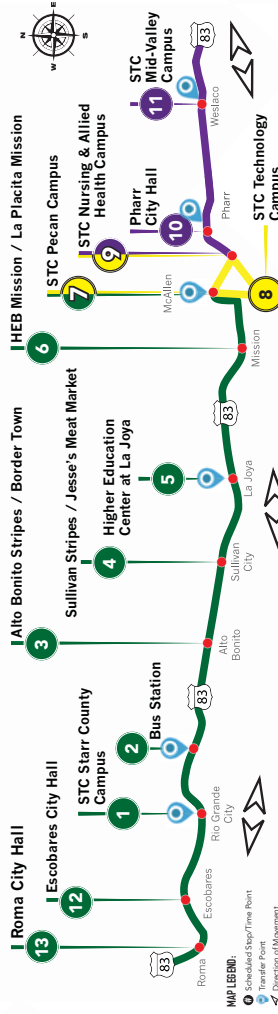
Route	Pecan	NAH	Tech	NAH	Pecan
1	7:00	7:20	7:40	7:40	7:40
2	7:00	7:20	7:40		8:00
1	7:40		8:00		8:20
2	8:00		8:20	8:40	8:40
1	8:20		8:40		9:00
2	8:40		9:00		9:20
1	9:00		9:20	9:40	9:40
2	9:20		9:40		10:00
1	9:40		10:00		10:20
2	10:00		10:20	10:40	10:40
1	10:20		10:40		11:00
2	10:40		11:00		11:20
1	11:00		11:20	11:40	11:40
2	11:20		11:40		12:00
LUNCH : 11:45 am - 12:45 pm					
1	12:00		12:20		12:40
2	12:00		12:20		12:40
1	1:00		1:20		1:40
2	1:00		1:20		1:40
LUNCH : 12:45 pm - 1:45 pm					
1	1:40		2:00		2:20
2	2:00		2:20	2:40	2:40
1	2:20		2:40		3:00
2	2:40		3:00		3:20
1	3:00		3:20	3:40	3:40
2	3:20		3:40		4:00
1	3:40		4:00		4:20
2	4:00		4:20	4:40	4:40 (END)
1	4:20		4:40		5:00
2	5:00		5:20	5:40	6:00 (END)
1	6:00		6:20	6:40	7:00
2	7:00		7:20	7:40	8:00 (END)



Route	Pecan	NAH	Tech	NAH	Pecan
3	7:00	7:25			7:50
4	7:25	7:50			8:15
3	7:50	8:15			8:40
4	8:15	8:40			9:05
3	8:40	9:05			9:30
4	9:05	9:30			9:55
3	9:30	9:55			10:20
4	9:55	10:20			10:45
3	10:20	10:45			11:10
4	10:45	11:10			11:35
LUNCH : 11:15 am - 12:15 pm					
3	11:35	12:00			12:25
4	12:35	1:00			1:25
3	1:25	1:50			2:15
4	1:50	2:15			2:40
3	2:15	2:40			3:05
4	2:40	3:05			3:30
3	3:05	3:30			3:55
4	3:30	3:55			4:20
3	3:55	4:20			4:45 (END)
4	4:20	4:45			5:10 (END)

Route	Pecan	NAH	Tech	NAH	Pecan
5	7:20		7:40		8:00
5			8:20		8:40
5			9:00		9:20
5			9:40		10:00
5			10:20		10:40
5			11:00		11:20
5			11:40		12:00
LUNCH : 12:00 pm - 1:00 pm					
5			1:40		2:00
5			2:20		2:40
5			3:00		3:20
5			3:40		4:00
5			4:20		4:40
5			5:00		5:20
5			5:40		6:00 (END)

ALL SHUTTLE BUS ROUTES



PURPLE LINE

*Only 1 bus operates Monday - Friday / Line Routes from Weslaco to McAllen

STC Mid-Valley Campus	Pharr City Hall	NAH	Pharr City Hall	STC Mid-Valley Campus
6:40	7:05	7:25	7:25	7:50
7:55	8:20	8:30	8:40	9:05
9:10	9:35	9:45	9:55	10:20
10:25	10:50	11:00	11:10	11:35
1:00	1:25	1:35	1:45	2:10
2:15	2:40	2:50	3:00	3:25
3:30	3:55	4:05	4:15	4:40
4:45	5:10	5:20	5:30	5:55
6:00	6:25	6:35	6:45	7:10
7:15	7:40	7:50	8:00	8:25

Download the **DoubleMap** app to your smartphone for real time GPS tracking of buses

Indicates that the bus has free wifi service.

GREEN LINE

*Monday - Friday / Limited Service on Friday's / Line Routes from Roma to McAllen

1	2	3	4	5	6	7	8	9	10	11	12	13
STC Starr County Campus	STC Starr County Campus	Escobares City Hall	Roma City Hall	Escobares City Hall	STC Starr County Campus	STC Starr County Campus	STC Starr County Campus	STC Starr County Campus	STC Starr County Campus	STC Starr County Campus	STC Starr County Campus	STC Starr County Campus
8:00	8:15	8:35	8:45	9:00	9:00	9:15	9:35	9:45	10:00	10:00	10:00	10:00
10:00	10:15	10:35	10:45	11:00	11:00	11:15	11:35	11:45	12:00	12:00	12:00	12:00
1:00	1:15	1:35	1:45	2:00	2:00	2:15	2:35	2:45	3:00	3:00	3:00	3:00
4:00	4:15	4:35	4:45	5:00	5:00	5:15	5:35	5:45	6:00	6:00	6:00	6:00

**INTERLOCAL AGREEMENT FOR TRANSPORTATION SERVICES
BETWEEN SOUTH TEXAS COLLEGE AND
THE LOWER RIO GRANDE VALLEY DEVELOPMENT COUNCIL**

I. INTRODUCTION

This Interlocal Agreement for Transportation Services (“Agreement”) entered into to be effective as of **September 1, 2019**, is between South Texas College, a political subdivision of the State of Texas (“College”), and the Lower Rio Grande Valley Development Council, a voluntary association of local governments in Cameron, Hidalgo, Starr, and Willacy Counties (“LRGVDC”). This agreement is made pursuant to chapter 791 of the Texas Government Code (the Interlocal Cooperation Act), as amended.

RECITALS

WHEREAS, the College currently owns eight (8) transportation buses to serve its students’ transportation needs to and from College campuses through the Circulator (Yellow) and Park & Ride transportation routes; and

WHEREAS, LRGVDC owns and operates a regional public transportation system;

WHEREAS, the College and LRGVDC wish to join efforts to establish a more efficient and economical bus transportation service which can connect the campuses of the College for the benefit of College students, staff and faculty; and

WHEREAS, the transportation service will advance the objective of improving access to the College’s educational programs by increasing public transportation use in the Lower Rio Grande Valley;

NOW THEREFORE, in consideration of the promises and of the mutual covenants contained herein, the parties agree as follows:

II. ROLE OF THE LRGVDC (for Mid Valley (Purple) and Starr (Green) transportation routes)

LRGVDC shall have the following responsibilities:

1. Provide bus routes to serve the Mid Valley and Starr County campuses during the College’s business days and hours of service according to the attached schedule on Exhibit A;
2. Operate and maintain its public transit system in compliance with regulations and guidelines of the LRGVDC and the Texas Department of Transportation (“TxDOT”) and Federal Transit Administration (“FTA”) as referenced in the attached LRGVDC Federal Transit Administration Certification and Assurances on Exhibit B;
3. Comply with Title VI (Circular 4702.1B “Title VI Requirements and Guidelines) of the Civil Rights Act of 1964 in accordance with Federal Transit Administration (FTA) grant recipient requirements;
4. To annually provide certifications and assurances that it will abide by all federal rules and regulations when using FTA funds for a project;
5. To assure that College students, faculty and staff board the buses free of charge upon presentation of an official identification card upon boarding;
6. Track all trips by College students, faculty and staff;
7. Provide College with monthly ridership participation reports within ten (10) working days after the last day of the prior month;
8. Develop initiatives in coordination with the College to ensure that all reasonable efforts are undertaken to increase use of the transportation services;
9. Lease three (3) buses to the College which will be operated and maintained by the College to perform its obligations under this Agreement; and
10. Maintain primary liability (within the limits of the Texas Tort Claims Act) and property

insurance coverage on all its buses operating the Purple and Green Line routes, in compliance with TxDOT and FTA requirements; and upon request, to supply evidence of such to the College.

III. ROLE OF COLLEGE

The College shall have the following responsibilities:

1. Operate and maintain eight (8) buses owned by the College and three (3) buses leased from LRGVDC, as listed on Exhibit C, for the Circulator (Yellow) and Park & Ride transportation routes during the College's business days and hours of service according to the attached schedule on Exhibit A;
2. Promote ridership by College students, faculty and staff (promotion efforts will include publicizing the service through newsletters, email notifications, signage at special events and semester registration, and other means it determines would be beneficial to increase participation and raise awareness of the service); and
3. Designate boarding locations at each campus with appropriate signage at each of its campus stop locations.
4. Maintain primary liability (within the limits of the Texas Tort Claims Act) and property insurance coverage on all its buses, including buses being leased to the College, in compliance with TxDOT and FTA requirements; and upon request, to supply evidence of such to LRGVDC; and
5. Operate and maintain its public transit system in compliance with regulations and guidelines of the LRGVDC and the Texas Department of Transportation ("TxDOT").

IV. CONTRACT AMOUNT AND COMPENSATION

A. Expense Reimbursement and Payment

On a quarterly-annual basis, the College will submit to LRGVDC expense reimbursement vouchers with supporting documentation for its operations, maintenance, and capital expenses arising from operation of the Circulator (Yellow) and Park & Ride transportation routes. LRGVDC shall remit payment to the College for approximately \$429,470.11 (50 percent of the operation and 80 percent of the maintenance). Each report will be on College letterhead and approved and signed by an individual with the authority to request payment.

As consideration for the services to be provided by LRGVDC under this agreement, the College will remit payment to LRGVDC in the amount of \$98,823.84 for the Fall 2019 semester and \$98,823.83 for the Spring 2020 semester.

LRGVDC will request contributions from the City of Weslaco in the amount of \$39,292.00 and from the Economic Development Corporation of Weslaco in the amount of \$39,000.00 for the Fall 2019 and Spring 2020 semesters.

B. Match/In-Kind Report

Match/In-Kind Report "Match/In-Kind Report" refers to:

- (a) The personnel services provided by the College in performing its obligations under this Agreement. The amount of "in-kind" will be reported as the employee's gross hourly compensation multiplied by the actual hours dedicated by an employee to perform work essential to the implementation and operation of the transportation services hereunder, and
- (b) The College's actual operation and maintenance expenses incurred in connection with operation of the transportation services.

The College will submit to LRGVDC Match/In-Kind reports and supporting documentation thirty (30) days after the ending of each fiscal year quarter (November, February, May, and August). The report will contain the following supporting documentation:

1. Documentation of any activity claimed as Match/In-Kind. All expenses claimed as Match/In-Kind must be incurred only after the effective date of this agreement.
2. For staff time, the College must provide signed documentation that the individual staff person worked the time that is stated in the report. All time must be matched to an officially signed or electronic College employee approved timesheet.
3. Documentation that the Match/In-Kind is drawn from local funds; the expenditure is not credited or allocated to any other program or project for which a matching expenditure is required and is eligible as match. The source must be identified.

V. TERM

The term of this Agreement begins on **September 1, 2019** and expires on **August 31, 2020**. This Agreement may be amended or extended by mutual agreement of the parties.

VI. TERMINATION

In the event of a material breach of this Agreement by one of the parties, the non-breaching party, without waiving any other remedy, may terminate this Agreement upon ten (10) days advance written notice of termination to the breaching party setting forth the nature of the material breach. The termination will not be effective if the material breach is fully cured prior to the ten (10) day period.

VII. AMENDMENT

This Agreement may be renewed for two additional one-year periods by mutual agreement of the parties.

VIII. COOPERATION

The parties understand and agree that the services described in this Agreement depend upon timely and open communications between the parties. In this regard, communication of issues, changes, or problems that arise should occur as early as possible. Each party agrees to work cooperatively and in good faith in a manner that ensures timely resolution of issues.

IX. NOTICES

Except as otherwise specifically provided in this Agreement, all notices, consents, approvals, demands, requests or other communications provided for or permitted under this Agreement will be in writing and will be deemed to have been duly given or served when delivered by hand delivery, email or fax or deposited in the U.S. Mail by registered or certified mail, return receipt requested, postage prepaid, and addressed as follows:

If to College: South Texas College
3201 W. Pecan Blvd.
McAllen, TX 78501
Attention: Lt. Ruben Suarez, Acting Chief of Police
Phone: 956-872-2300
Email: rsuarez8@southtexascollege.edu

With copy to: South Texas College
3201 W. Pecan Blvd.
McAllen, TX 78501
Attention: Mary G. Elizondo, VP for Finance & Administrative Services
Phone: 956-872-3559
Email: marye@southtexascollege.edu

If to LRGVDC: Lower Rio Grande Valley Development Council
301 W. Railroad
Weslaco, TX 78596
Attention: Ron Garza, Executive Director for LRGVDC
Phone: 956-682-3481
Email: rongarza@lrgvdc.org

With copy to: Lower Rio Grande Valley Development Council
510 S Pleasantview Dr.
Weslaco, TX 78596
Attention: Tom Logan, Director for Valley Metro
Phone: 956-969-5761
Email: tlogan@lrgvdc.org

X. GENERAL PROVISIONS

A. Special Provisions

1. This Agreement shall be interpreted, construed and enforced in accordance with the laws of the State of Texas. Venue for any action under this Agreement shall be Hidalgo County, Texas.
2. This Agreement may not be assigned except upon written approval by LRGVDC and College.
3. In case any provision in this Agreement shall, for any reason, be held invalid or unenforceable in any respect, such invalidity or unenforceability shall not affect any other provision hereof, and this Agreement shall be construed as if such invalid or unenforceable provision had not been included herein.
4. No joint venture or partnership is formed as a result of this Agreement. No employees, agents, or subcontractors of one party shall be deemed, or represent themselves to be, employees or agents of the other party. All transportation services provided by LRGVDC are on an independent contractor basis.
5. This Agreement may be amended only by a written instrument executed by both parties.
6. This Agreement constitutes the entire agreement and understanding between the parties with respect to the subject matter hereof.
7. The College will maintain records of all documents and materials related to this project. The College agrees to allow LRGVDC to inspect and evaluate the work performed and any records under this agreement.
8. LRGVDC shall provide Mid Valley (Purple) and Starr (Green) shuttle buses preventive maintenance, fueling, and inspections.
9. The College shall provide Circulator (Yellow) and Park & Ride shuttle buses preventative maintenance, and shall provide preventative maintenance reports to LRGVDC, fueling, and inspections.
10. The College may place advertising wraps on buses; subject to their removal upon termination of the Agreement.
11. Valley Metro logo and the LRGVDC name will be included on the exterior of buses used in service and owned by Valley Metro and operated by the College for the Circulator (Yellow) and Park & Ride transportation routes.
12. The College may request Valley Metro to provide training to the College's staff regarding FTA and TXDOT requirements and expectations under this Agreement.
13. The College will designate a person as its lead representative for the project. An additional person will serve as the backup contact. Designated representatives will be expected to meet periodically for the purpose of exchanging project updates, requesting information, providing technical assistance, and engaging in project oversight.
14. LRGVDC will perform all grant management activities regarding this Agreement, including submission of a grant application to FTA for project funds, fiscal management, periodic reporting to FTA and triennial review reporting.
15. LRGVDC will perform periodic oversight and compliance of College activities for Circulator (Yellow) Line & Park and Ride transportation routes to ensure that the service is operated as public transportation and that all elements of this Agreement are followed. This will include inspections of buses, inspections of facilities, safety & security reviews, drug and alcohol reviews, annual reviews, report generation, and similar activities.
16. LRGVDC will claim the College's ridership, mileage, hours, and other statistical numbers in its reports and will publicize, market, and otherwise include the College services as part of its public transportation network.
17. LRGVDC will institute a complaint process to record and address customer complaints, including discrimination complaints.
18. The College will record and submit any complaints to LRGVDC representative person within 24 hours for documentation purpose.
19. For the duration of this Agreement, LRGVDC shall, at no separate cost to the College, lease three buses to the College to be operated in the Circulator (Yellow) and Park & Ride transportation routes. The maintenance and operation costs thereof are elsewhere provided for in this Agreement.

B. Circulator (Yellow) and Park & Ride Transportation Routes

1. The College will operate the Circulator (Yellow) and Park & Ride transportation routes as public

transportation for the benefit of the College community. In this regard it is acknowledged that if space is available, a person who is not a College student, faculty or staff, may be provided ridership, but only from and to an official College campus location, consistent with 49 United States Code (USC), Chapter 53, as described in Exhibit A.

2. The College will use its own staff and buses to provide public transportation services for the Circulator (Yellow) and Park & Ride transportation routes. College staff will at all times remain employees of the College.
3. Buses must be parked in a safe and secure location. LRGVDC maintenance staff will have access to these buses to ensure buses are properly maintained and operating in good conditions.
4. The College will provide service reports for Circulator (Yellow) and Park & Ride shuttles.
5. The College will maintain auto primary liability on all College owned buses and leased buses within the limits of the Texas Tort Claims Act.

C. Maintenance - Starr (Green) and Mid Valley (Purple) Transportation Routes

1. LRGVDC will provide maintenance services with its own staff for buses used in the project. These maintenance activities will adhere to the *LRGVDC Vehicle Maintenance Plan*. Activities will include:
 - a. Responding to road calls;
 - b. Providing routine preventive maintenance according to the manufacturer's specified maintenance schedule and FTA standards;
 - c. Detailing/cleaning buses once a week;
 - d. Providing tire replacement service according to the manufacturer's schedule;
 - e. Providing brake maintenance according to the manufacturer's schedule;
 - f. Providing out-of-cycle repairs as necessary;
 - g. Coordinating warranty work according to manufacturer guidelines;
 - h. Keeping an inventory of all tools, equipment, parts, materials, and supplies;
 - i. Keeping maintenance records of all activities, including work orders;
 - j. Ensuring that all maintenance activities are safe and secure; and
 - k. Adhering to the maintenance plan.

If a major repair or other repair is needed that will exceed the established maintenance budget, LRGVDC will present the College a plan of action to address the repair, including the cost and timeline for repair.

2. LRGVDC will perform periodic oversight of the College activities to ensure that the service is operated as public transportation and that all elements of this Agreement are followed. This will include inspections of buses, inspections of facilities, safety and security reviews, annual reviews, report generation, and similar activities.

D. Warranties

1. The College warrants that (a) the transportation services are necessary and authorized for activities that are properly within its statutory functions and programs; (b) it has the authority to contract for the services under authority granted in § 130.022, 130.010, and 130.084, *Texas Education Code*, and Chapter 791, *Texas Government Code*; (3) it has all necessary legal authority and has received all necessary approvals to execute and deliver this agreement; and (4) the officer signing this agreement on its behalf is authorized by its governing body to sign this agreement.
2. LRGVDC warrants that (1) it has authority to perform the services under authority granted in Chapter 791, *Texas Government Code*; (2) it has all necessary legal authority and has received all necessary approvals to execute and deliver this agreement; and (3) the officers signing this agreement on its behalf is authorized by its governing body to sign this agreement.

E. Capital

1. LRGVDC will initiate the process of procuring capital improvements under this contract upon request of the College.

The following parties attest to the contents of this document and agree to implement the provisions contained herein.

South Texas College

**Lower Rio Grande Valley Development
Council**

Shirley A. Reed, M.B.A., Ed. D.
President

Ron Garza
Executive Director

Date

Date

EXHIBIT B

FEDERAL TRANSIT ADMINISTRATION CERTIFICATION AND ASSURANCES page 1 of 2

FTA FISCAL YEAR 2019 CERTIFICATIONS AND ASSURANCES

FEDERAL FISCAL YEAR 2019 CERTIFICATIONS AND ASSURANCES FOR FTA ASSISTANCE PROGRAMS

(Signature pages alternate to providing Certifications and Assurances in TrAMS.)

Name of Applicant: Lower Rio Grande Valley Development Council

The Applicant certifies to the applicable provisions of categories 01-18.

Or,

The Applicant certifies to the applicable provisions of the categories it has selected:

Category	Certification
01 Certifications and Assurances Required of Every Applicant	_____
02 Tax Liability and Felony Convictions	_____
03 Lobbying	_____
04 Private Sector Protections	_____
05 Transit Asset Management Plan	_____
06 Rolling Stock Buy America Reviews and Bus Testing	_____
07 Urbanized Area Formula Grants Program	_____
08 Formula Grants for Rural Areas	_____
09 Fixed Guideway Capital Investment Grants and the Expedited Project Delivery for Capital Investment Grants Pilot Program	_____
10 Grants for Buses and Bus Facilities and Low or No Emission Vehicle Deployment Grant Programs	_____
11 Enhanced Mobility of Seniors and Individuals with Disabilities Programs	_____
12 State of Good Repair Grants	_____
13 Infrastructure Finance Programs	_____
14 Alcohol and Controlled Substances Testing	_____
15 Rail Safety Training and Oversight	_____
16 Demand Responsive Service	_____
17 Interest and Financing Costs	_____
18 Construction Hiring Preferences	_____

EXHIBIT B

FEDERAL TRANSIT ADMINISTRATION CERTIFICATION AND ASSURANCES page 2 of 2

FEDERAL FISCAL YEAR 2019 FTA CERTIFICATIONS AND ASSURANCES SIGNATURE

PAGE

(Required of all Applicants for federal assistance to be awarded by FTA in FY 2019)

AFFIRMATION OF APPLICANT

Name of the Applicant: Lower Rio Grande Valley Development Council (LRGVDC)

BY SIGNING BELOW, on behalf of the Applicant, I declare that it has duly authorized me to make these Certifications and Assurances and bind its compliance. Thus, it agrees to comply with all federal laws, regulations, and requirements, follow applicable federal guidance, and comply with the Certifications and Assurances as indicated on the foregoing page applicable to each application its Authorized Representative makes to the Federal Transit Administration (FTA) in federal fiscal year 2019, irrespective of whether the individual that acted on his or her Applicant's behalf continues to represent it.

FTA intends that the Certifications and Assurances the Applicant selects on the other side of this document should apply to each Award for which it now seeks, or may later seek federal assistance to be awarded during federal fiscal year 2019.

The Applicant affirms the truthfulness and accuracy of the Certifications and Assurances it has selected in the statements submitted with this document and any other submission made to FTA, and acknowledges that the Program Fraud Civil Remedies Act of 1986, 31 U.S.C. § 3801 *et seq.*, and implementing U.S. DOT regulations, "Program Fraud Civil Remedies," 49 CFR part 31, apply to any certification, assurance or submission made to FTA. The criminal provisions of 18 U.S.C. § 1001 apply to any certification, assurance, or submission made in connection with a federal public transportation program authorized by 49 U.S.C. chapter 53 or any other statute

In signing this document, I declare under penalties of perjury that the foregoing Certifications and Assurances, and any other statements made by me on behalf of the Applicant are true and accurate.

Signature _____

Date: 3/20/19

Name Ron Garza, Executive Director – LRGVDC

Authorized Representative of Applicant

AFFIRMATION OF APPLICANT'S ATTORNEY

For (Name of Applicant): Lower Rio Grande Valley Development Council (LRGVDC)

As the undersigned Attorney for the above-named Applicant, I hereby affirm to the Applicant that it has authority under state, local, or tribal government law, as applicable, to make and comply with the Certifications and Assurances as indicated on the foregoing pages. I further affirm that, in my opinion, the Certifications and Assurances have been legally made and constitute legal and binding obligations on it.

I further affirm that, to the best of my knowledge, there is no legislation or litigation pending or imminent that might adversely affect the validity of these Certifications and Assurances, or of the performance of its FTA assisted Award.

Signature _____

Date: 3-23-19

Name Juan J. Hinojosa

Attorney for Applicant

Each Applicant for federal assistance to be awarded by FTA must provide an Affirmation of Applicant's Attorney pertaining to the Applicant's legal capacity. The Applicant may enter its electronic signature in lieu of the Attorney's signature within TrAMS, provided the Applicant has on file and uploaded to TrAMS this hard-copy Affirmation, signed by the attorney and dated this federal fiscal year.

EXHIBIT C VEHICLE LISTING

STC Shuttle Buses										
Bus #	Year	Make	MODEL	VIN	Fuel	License Plate #	Owner	UNIT #	Route Assignment	
1	2010	Ford	E-450	1FDFF4FS7ADA69981	Gas	1033686	STC	31	Both	
2	2010	Ford	E-450	1FDFF4FS8ADA69987	Gas	1033687	STC	32	Both	
3	2012	Ford	E-550	1FDGF5GY8CEA33854	Gas	1134132	STC	57	Both	
4	2015	Chevrolet	4500	1GBG65BGXF1210173	Gas	1190616	VM	1511	Both	
5	2015	Chevrolet	4500	1GBG65BG1F1209980	Gas	1190618	VM	1512	Both	
6	2015	Chevrolet	4500	1GBG65BG2F1224861	Gas	1190619	VM	1513	Both	
7	2017	Freightliner	Glaval Concorde II	4UZAARDU7HCHZ3848	Diesel	1366988	STC	89	Both	
8	2017	Freightliner	Glaval Concorde II	4UZAARDU3HCJA0881	Diesel	1337711	STC	90	Both	
9	2016	Ford	E-450	1FDFF4FSXHD01285	Gas	1137712	STC	91	Both	
10	2017	Ford	E-450	1FDFF4F57JDC2651	Gas	1387939	STC	146	Both	
11	2018	Ford	E-450	1FDFF4F56JDC31311	Gas	35115G2 (temp plate)	STC	171	Both	

received Summer
2018

received April 2019

Review and Action as Necessary on Resolution 2019-005 Delegating Authority for the Purpose of Entering and Administrating Contractual Agreements for Educational Services

The Board will be asked to approve and adopt Resolution 2019-005, delegating authority to the College President for the purpose of entering and administrating contractual agreements for educational services.

Background

State law requires all contractual agreements between public entities be approved by their respective governance bodies.

South Texas College enters into numerous agreements to provide training and other educational services through contractual agreements with a variety of public entities, including but not limited to public school districts, municipalities, and economic development corporations.

- Training services under these agreements are provided by South Texas College's Continuing Professional and Workforce Education Department, the Industry Training and Economic Development Department, and through Division of Academic Affairs.
- Training may be provided to the employees of public entities, or may be contracted on behalf of their students or partnering third parties.

In FY 2018 – 2019, there were over 100 separate engagements for such services.

Proposed Delegation of Authority

Administration has conferred with Legal Counsel, who proposed the explicit delegation of authorization to the College President to enter into and administrate contractual agreements for educational services, including with public entities, within reasonable guidelines approved by the Board.

Legal Counsel proposed the following guidelines:

1. The contractual agreement must be for educational services which the College is authorized to perform by the State of Texas.
2. The estimated income paid by the contracting party or the estimated expenditures by South Texas College may not exceed Fifty Thousand Dollars (\$50,000).
3. Tuition and fees for services provided shall be consistent with the Board's approval as set out annually in its Student Tuition and Fee Schedule.

The resolution further includes Board ratification and approval of all contractual agreements for educational services that comply with the aforementioned guidelines and were approved and executed in FY 2018 – 2019.

The Finance, Audit, and Human Resources Committee recommended Board approval and adoption of Resolution 2019-005, delegating authority to the College President for

the purpose of entering and administrating contractual agreements for educational services as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and adopt Resolution 2019-005, delegating authority to the College President for the purpose of entering and administrating contractual agreements for educational services as presented.

The Following Minute Order is proposed for consideration by the Board of Trustees:

The Board of Trustees approves and adopts Resolution 2019-005, delegating authority to the College President for the purpose of entering and administrating contractual agreements for educational services as presented.

Approval Recommended:

Shirley A. Reed, M.B.A., Ed.D.
President

A Resolution Delegating Authority for the Purpose of Entering and Administering Contractual Agreements for Educational Services

Whereas, South Texas College (the “College”) provides a myriad of educational services including, but not limited to its Continuing Professional Workforce Education, Academic Programs, and Industry Training and Economic Development;

Whereas, the Board of Trustees (the “Board”) of the College annually adopts a Student Tuition and Fee Schedule for providing these services and has traditionally delegated discretion to the President and the College Administration to enter into educational services agreements with local government entities, non-profit organizations, and private firms; and

Whereas, the Board recognizes the importance of these services and desires to continue these services, THEREFORE, BE IT RESOLVED:

1. The Board expressly delegates authority to the President, and authorizes the President to administer all contractual agreements with parties for educational services, which the College is authorized by the State of Texas to perform.
2. The authority hereby delegated is limited to contracts, which do not exceed an estimated income or an estimated expenditure of Fifty Thousand Dollars (\$50,000). This cap represents the tuition and fees to be paid by the contracting party.
3. Tuition and fees for services provided shall be consistent with the Board’s approval as set out annually in its Student Tuition and Fee Schedule.
4. All contractual agreements for educational services heretofore approved and executed during the 2018-2019 fiscal year are hereby ratified and approved.

Adopted this _____ of August, 2019

Chairman

Review and Action as Necessary on Award of Proposals, Rejection of Proposal, Contract Extension, Purchases, Renewals, and Interlocal Agreements

Approval of the following award of proposals, rejection of proposal, contract extension, purchases, renewals, and interlocal agreements is requested.

These items are being purchased to prepare for the upcoming Fall semester, pending Board approval of the FY 2019 – 2020 Budget.

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

A. Award of Proposals

1) Maintenance and Repair Parts, Materials, and Supplies (Award)

Award the proposal for maintenance and repair parts, materials, and supplies for the period beginning September 1, 2019 through August 31, 2020 with two one-year options to renew, at an estimated amount of \$160,000.00, which is based on prior year expenditures.

The vendors are as follows:

Vendors (City, State)	
Architectural Division 8, Inc. (Harlingen, TX)	Burton Companies (Weslaco, TX)
Bush Supply Company (Edinburg, TX)	Central Plumbing & Electric Supply (Weslaco, TX)
Dealers Electrical Supply (McAllen, TX)	Diaz Floors & Interior's, Inc. (Pharr, TX)
Ewing Irrigation (McAllen, TX)	Fairway Supply, Inc. (Austin, TX)
Fastenal Company (McAllen, TX)	Ferguson Enterprise (Pharr, TX)
International Supplier Larey, Inc./dba International Industrial Supply, Co. (Brownsville, TX)	Interstate Batteries of the RGV (McAllen, TX)
Johnson Supply (Pharr, TX)	Johnstone Supply (Pharr, TX)
Lewis Mechanical Sales (Corpus Christi, TX)	Luna Glass, LLC. (McAllen, TX)
Martin Peña/dba Delta Specialties Sign & Supply (Edinburg, TX)	Morrison Supply Company (McAllen, TX)
MSC Industrial Supply, Co. (Harlingen, TX)	Sherwin Williams, Co. (McAllen, TX)
Trane U.S.A. (Edinburg, TX)	Valley Armature & Electric (Edinburg, TX)

Purpose – Facilities Operations and Maintenance is requesting parts, materials, and supplies for district wide daily maintenance and repair work order requests.

Justification and Benefit – The maintenance and repair parts, materials, and supplies are needed for the day-to-day repairs and improvements in the areas of plumbing, painting, irrigation, electrical, door locks, vehicle and equipment batteries, and air conditioning.

Background – Proposal documents were advertised on June 17, 2019 and June 24, 2019 and issued to forty (40) vendors. Twenty-two (22) responses were received on July 2, 2019 and reviewed by Facilities Operations and Maintenance and the Purchasing Department and are included in the above table.

Funds for this expenditure are budgeted in the Facilities Maintenance budget for FY 2019 – 2020 pending Board approval of the budget.

2) Printing Projects (Award)

Award the proposal for printing projects and general purpose printing, for the period beginning September 1, 2019 through August 31, 2020, at an estimated amount of \$183,910.00.

Purpose – The Office of Public Relations and Marketing is requesting services for printing of publications and general purpose printing for the new fiscal year.

Justification and Benefit – The printing services are needed for various projects that are completed and distributed to faculty, staff, students, and the community to provide information related to upcoming events, past events, registration, course schedules, graduation programs, etc.

- a. Printing Projects – At an estimated amount of \$83,910.00 to the following vendors in the amounts listed below:

Projects FY 2019 - 2020	Vendor	Amount
Official College Stationary / Business Cards	Copy Craft Printers/ dba Slate Group (Lubbock, TX)	\$20,000.00
Student Catalog	EP Graphics, Inc. (Berne, IN)	\$14,090.00
Graduation (Commencement) Announcements and Envelopes	UBEO, LLC./ dba Copy Zone (McAllen, TX)	\$1,020.00
Graduation (Commencement) Programs	San Antonio Printing (McAllen, TX)	\$48,800.00

- b. General Purpose Printing – At an estimated amount of \$100,000.00 to the following six (6) vendors:

Vendors (City/State)	
Copy Craft Printers/ dba Slate Group (Lubbock, TX)	Copy Plus, LLC. (McAllen, TX)

Vendors (City/State)	
FedEx Office (McAllen, TX)	Gateway Printing & Office Supply, Inc. (San Antonio, TX)
San Antonio Printing (McAllen, TX)	UBEO, LLC./ dba Copy Zone (McAllen, TX)

Vendors submitting proposals for the general purpose printing projects provide quotes dependent on the number of copiers, types of paper (weight and color), single or double-sided copying, hole punched, bound, glued, and any other vehicles that might impact a particular project. The proposal award to each vendor will be based upon the services they provide, their pricing, and their availability (delivery timeline).

Background – Proposal documents were advertised on June 24, 2019 and July 1, 2019 and issued to nine (9) vendors. Eight (8) responses were received on July 9, 2019 and reviewed by Public Relations and Marketing and the Purchasing Department, and six (6) vendors are included in the above table.

Funds for this expenditure are budgeted in the Public Relations and Marketing budget and various requesting department budgets for FY 2019 – 2020 pending Board approval of the budget.

3) Purchase and Installation of Irrigation System Equipment (Award)

Award the proposal for purchase and installation of irrigation system equipment to **Aqua Tech** (McAllen, TX), at a total amount of \$65,000.00.

Purpose – Facilities Operations and Maintenance is requesting the purchase and installation of irrigation system equipment to be installed at the Pecan, Mid Valley, Nursing and Allied Health, Starr County, and Technology campuses. The systems will be for the existing buildings not the new bond buildings.

Justification and Benefit – The purchase is necessary to upgrade antiquated equipment to improve the irrigation system to enhance the beautification of each of the South Texas College campuses. The new equipment will allow better control of zones through the district as well as provide access to multiple users who can provide faster assistance and response as needed.

Background – Proposal documents were advertised on June 24, 2019 and July 1, 2019 and issued to eleven (11) vendors. Five (5) responses were received on July 16, 2019 and reviewed by Facilities Operations and Maintenance and the Purchasing Department.

Funds for this expenditure are budgeted in the Facilities Maintenance budget for FY 2019 – 2020 pending Board approval of the budget.

B. Rejection of Proposal

4) Merchant Services (Reject)

Reject the proposals received for merchant services due to the incomplete documentation that was received from the vendors.

C. Contract Extension

5) Merchant Services (Contract Extension)

Approve contract extension for merchant services (card processing) with **BBVA Compass** (McAllen, TX), for the period beginning September 1, 2019 through January 31, 2020, at an estimated annual amount of \$154,200.00.

Purpose – The Business Office is requesting to extend the current merchant services contract for an additional five (5) months. The Board awarded the current contract at the October 28, 2014 Board of Trustees meeting for two years with three one-year options to renew.

Justification and Benefit – The contract extension is needed to continue the merchant services that allow the College to accept credit card or bank debit card transactions using online payments, in-person payments or point of sale systems without interruption. Credit and debit card payments are processed at the cashiers and cafeterias throughout the College district.

It is also needed to allow time for re-solicitation and evaluation of proposals and the implementation period, which may be required under a new contract.

Funds for this expenditure are budgeted in the Business Office-Credit Card Charges budget for FY 2019 – 2020 pending Board approval of the budget.

D. Purchases and Renewals (D-a. Instructional Item)

6) Testing Materials (Purchase)

Purchase testing materials for the Texas Success Initiative (TSI), which uses the Accuplacer Platform from the **The College Board** (New York, NY), a sole source vendor, for the period beginning September 1, 2019 through August 31, 2020, at an estimated amount of \$50,000.00.

Purpose – The Student Assessment Center is requesting the purchase of thirty-five thousand (35,000) tests units, which will be used through Fall 2019, Spring 2020, and Summer 2020 semesters.

Justification and Benefit – The Texas Success Initiative (TSI) is used for all South Texas College students to obtain results in the areas of reading, writing, and math so that they are able to complete advisement and registration.

Funds for this expenditure are budgeted in the TSI Examination budget for FY 2019 – 2020 pending Board approval of the budget.

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

7) Beverage Products (Renewal)

Renew the beverage products contract with **PepsiCo** (Hidalgo, TX), for the period beginning October 13, 2019 through October 12, 2020, at an estimated amount of

\$52,000.00, which is based on prior year expenditures. PepsiCo will also include a \$20,000.00 annual discretionary payment to the College.

Purpose – Food Service is requesting to renew the contract for beverage products, which will be sold at the cafeterias operated by South Texas College.

Justification and Benefits – The beverage products will be purchased by the South Texas College Cafeterias located at the Pecan, Mid Valley, Nursing and Allied Health, and Technology campuses to provide fountain drinks for students, faculty, and staff. This also includes the selling of 20 oz. carbonated drinks, 20 oz. water, 20 oz. Gatorade, 20 oz. tea, 16 oz. energy drinks, and 15.2 oz. juices.

Background – The Board awarded the contract for beverage products at the August 22, 2017 Board of Trustees meeting for one year with two one-year annual renewals. The last renewal period begins October 13, 2019 and ends October 12, 2020.

Award	Board Meeting Date	Original Term	Renewal Term
Original	8/22/17	10/13/17 – 10/12/18	2 – one year options
1 st Renewal	8/28/18		10/13/18 – 10/12/19
2 nd Renewal	8/27/19		10/13/19 – 10/12/20

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 Food Services budget for FY 2019 – 2020 pending Board approval of the budget.

8) Custodial Supplies (Renewal)

Renew the custodial supplies contracts for the period beginning August 18, 2019 through August 17, 2020, at an estimated amount of \$250,000.00 based on prior year expenditures. The vendors are as follows:

- Primary: **Gulf Coast Paper, Co.** (Brownsville, TX)
- Secondary: **Rio Paper and Supply, LLC.** (Pharr, TX)

Purpose – Facilities Operations and Maintenance – Custodial Department is requesting to renew the contract for custodial supplies used throughout the district, which includes cleaners, hand towels, tissues, mops, brooms, gloves, trash bags, and other miscellaneous supplies.

Justification and Benefit – The custodial supplies are needed for the day-to-day cleaning and maintenance of all South Texas College facilities.

Background – The Board awarded the contracts for custodial supplies at the August 28, 2018 Board of Trustees meeting for one year with two one-year annual renewals. The first renewal period begins August 18, 2019 and ends August 17, 2020.

Award	Board Meeting Date	Original Term	Renewal Term
Original	8/28/18	8/18/18 – 8/17/19	2 – one year options
1 st Renewal	8/27/19		8/18/19 – 8/17/20

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

Funds for this expenditure are budgeted in the Custodial budget for FY 2019 – 2020 pending Board approval of the budget.

9) Office Supplies (Renewal)

Renew the office supplies contracts for the period beginning October 1, 2019 through September 30, 2020, at an estimated amount of \$475,000.00 based on prior year expenditures. The vendors are as follows:

- Primary: **Gateway Printing & Office Supply, Inc.** (Edinburg, TX)
- Secondary: **Cielo Office Products** (McAllen, TX) and **Copy Plus, LLC.** (McAllen, TX)

Purpose – It is requested to renew the contracts for office supplies, which will include but not limited to paper, pens, markers, folders, indexes, batteries, binders, labels, dividers, post it notes, and tape.

Justification and Benefit – The office supplies are needed for the day-to-day operation of the College’s instructional programs and support services departments. Consideration when purchasing products includes delivery services, pricing, and availability of items.

Background – The Board awarded the office supplies at the September 19, 2017 Board of Trustees meeting for one year with two one-year annual renewals. The last renewal period begins October 1, 2019 and September 30, 2020.

Award	Board Meeting Date	Original Term	Renewal Term
Original	9/19/17	10/1/17 – 9/30/18	2 – one year options
1 st Renewal	8/28/18		10/1/18 – 9/30/19
2 nd Renewal	8/27/19		10/1/19 – 9/30/20

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

Funds for this expenditure are budgeted in the various requesting department budgets for FY 2019 – 2020 pending Board approval of the budget.

10) Pest Control Services (Renewal)

Renew the pest control services contract with **Bug Works Termite & Pest Control Company** (McAllen, TX), for the period beginning September 1, 2019 through August 31, 2020, at an estimated amount of \$18,719.00.

Purpose – Facilities Operations and Maintenance is requesting to renew the district wide pest control services, which will be scheduled throughout the year for all South Texas College campuses and centers.

Justification and Benefit – The pest control services includes monthly service at all six (6) cafeterias and warehouse, quarterly pest control service and annual termites/fleas service for all buildings through the College district.

Background – The Board awarded the contract for pest control services at the August 28, 2018 Board of Trustees meeting for one year with two one-year annual renewals. The first renewal period begins September 1, 2019 and ends August 31, 2020.

Award	Board Meeting Date	Original Term	Renewal Term
Original	8/28/18	9/1/18 – 8/31/19	2 – one year options
1 st Renewal	8/27/19		9/1/19 – 8/31/20

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 Maintenance budget for FY 2019 – 2020 pending Board approval of the budget.

11) Professional Recruitment Services (Renewal)

Renew the professional recruitment services contracts for the period beginning September 1, 2019 through August 31, 2020, at an estimated amount of \$65,000.00 per position. The vendors are as follows:

- **Myers McRae, Inc.** (Macon, GA)
- **Gold Hill Associates** (Jackson, MS)
- **Greenwood/Asher & Associates, Inc.** (Miramar Beach, FL)

Purpose – The Office of Human Resources, Vice Presidents, and Office of the President are requesting to renew the professional recruitment services to assist the College with recruitment efforts to fill current and anticipated vacancies for various mid to high level management positions and/or difficult to recruit specialized positions.

Justification and Benefit – The College seeks to retain the services of qualified talent search firms with experience in recruitment of high-level executive positions in higher education. These firms have access to databases of available talent and maintain contact with a nationwide network of potential candidates. This gives them the ability to expedite the identification of talent the College seeks and will supplement the recruiting efforts of the College’s Office of Human Resources.

Background – The Board awarded the contracts for professional recruitment services at the August 28, 2018 Board of Trustees meeting for one year with two one-year annual renewals. The first renewal period begins September 1, 2019 through August 31, 2020.

Award	Board Meeting Date	Original Term	Renewal Term
Original	8/28/18	9/1/18 – 8/31/19	2 – one year options
1 st Renewal	8/27/19		9/1/19 – 8/31/20

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

Funds for this expenditure are budgeted in the Human Resources budget for FY 2019 – 2020 pending Board approval of the budget.

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

12) Banner Application Maintenance Agreement (Renewal)

Renew the Banner application maintenance agreement with Ellucian, Inc. through **Texas A & M University – Corpus Christi** (Corpus Christi, TX) acting by and through the State of Texas Department of Information Resources (DIR), for the Texas Connection Consortium (TCC), for the period beginning September 1, 2019 through August 31, 2020, at an estimated amount of \$383,218.86.

Purpose – Information Technology is requesting to renew the maintenance and support agreement for the Banner applications and existing third party applications that work with the Banner System.

Justification and Benefit – The applications included in the renewal agreement are Banner Financial Aid, Banner Finance, Banner Finance Self-Service, Banner Human Resources, Banner Employee Self-Service, Banner Student, Banner Student Self-Service, Banner Faculty Self-Service, Electronic Data Interchange (EDI) Smart, Banner Workflow, Campus Loan Manager, Operational Data Store, Luminis Basic, Enterprise Data Warehouse, Enrollment Management Recruiting, Banner Recruiting and Admission Performance, Degree Works, Degree Works Transfer Equivalency, Financial Aid Federal Methodology (FM) Need Analysis, Xtender Solutions, Application Xtender, AppWorx, Document Management Suite, Application Xtender Test Bundle, Banner Enterprise Job Scheduler, Application Xtender Web Services, and Banner Document Management Suite. The agreement is a standing maintenance agreement with Ellucian, a sole source vendor. The contract is purchased through the Texas Connection Consortium (TCC) in order to purchase at a substantially discounted rate.

Funds for this expenditure are budgeted in the Application Development budget for FY 2019 – 2020 pending Board approval of the budget.

13) Data Hosting and Maintenance Agreement (Renewal)

Renew the data hosting and maintenance agreement with **TouchNet Information Systems, Inc.**, (Atlanta, GA), a sole source vendor, for the period beginning September 1, 2019 through August 31, 2020, at an estimated amount of \$244,475.67.

Purpose – Information Technology is requesting to renew the annual hosting and maintenance services for the College's cashiering system that is used throughout the College district.

Justification and Benefit – The data hosting services provide a data secure environment for all payments received at the College. All personal, bank, and credit card information must be stored in a PCI-certified data center to prevent fraud. The maintenance covers

support issues for the cashiering system including online payments by credit cards and checks and for the equipment used by the South Texas College staff.

Funds for this expenditure are budgeted in the Application Development budget for FY 2019 – 2020 pending Board approval of the budget.

14) Email Security Software License Agreement (Renewal)

Renew the email security software license agreement with **SHI Government Solutions** (Austin, TX), a State of Texas Department of Information Resource (DIR) approved vendor, for the period beginning September 30, 2019 through September 29, 2020, at an estimated amount of \$47,423.70.

Purpose – Information Security is requesting to renew the agreement for email security cloud solution, Proofpoint, to protect Office 365 email services from inbound cyber-attacks, and to protect email users from malware, spam, and phishing attempts. It also provides secure messaging capabilities to be able to send sensitive data through email.

Justification and Benefit – Email is widely used as a method to deliver malware, trick people into providing login credentials, and is constantly targeted by spammers. We need to protect the service for sharing sensitive information securely with trusted parties. The software provides a service that can greatly reduce the probability of a successful phishing attempt.

Funds for this expenditure are budgeted in the Information Security budget for FY 2019 – 2020 pending Board approval of the budget.

15) Enterprise Software License and Maintenance Agreements (Renewal)

Renew the enterprise software license and maintenance agreements with **SHI Government Solutions** (Austin, TX), a State of Texas Department of Information Resources (DIR) and Texas Association of School Boards – Buyboard approved vendor, for the period beginning September 1, 2019 through January 11, 2021, at an estimated amount of \$81,164.00.

Purpose – Information Technology is requesting to renew the enterprise software license and maintenance agreements used on computers at all campuses, ticketing system license used by the Information Services and Planning (IS&P) Help Desk, and monitoring and alert systems in the College's data backup storage systems.

Justification and Benefit – The software license are installed on the student lab computers and classroom computers throughout all the college's campuses and remote sites. The software retains the computer's original settings and configurations in order to keep them running efficiently and to prevent hardware failures or downtime.

The ticketing system license is used by the IT Help Desk to keep track of any technical support issue called in by the South Texas College faculty, staff, and students using the support ticketing system license.

The UPS devices provide uninterrupted power supply to datacenter equipment and the brocade switches provide critical data connectivity from some of the major applications such as E-mail, Banner, and JagNet. The maintenance includes 24-hour, year round support for the hardware and software.

Information Technology uses the monitoring and alert system to continuously monitor all systems (servers and switches) to prevent any service interruptions for the faculty, staff, and students.

Funds for this expenditure are budgeted in the IT Risk and Security, Client Services, Technology Support Services, and Systems and Networking budgets for FY 2019 – 2020 pending Board approval of the budget.

16) Internet Service – Pecan Campus (Renewal)

Renew the internet service - Pecan Campus contract with Time Warner Cable Texas, LLC. (Spectrum Enterprise) through the **State of Texas Department of Information Resources – TEXAN** (DIR) (Austin, TX), for the period beginning September 1, 2019 through August 31, 2020, at a monthly amount of \$15,000.00 and an estimated annual amount of \$180,000.00.

Purpose – Information Technology is requesting to renew the agreement for direct internet service to the Pecan Campus. This service is also distributed throughout the College district from the Pecan Campus.

Justification and Benefit – The service will be utilized by students, faculty, and staff to access the internet for use in classrooms, labs, and offices at all campuses and centers.

Funds for this expenditure are budgeted in the Systems and Networking budget for FY 2019 – 2020 pending Board approval of the budget.

17) Network Hardware and Software Maintenance Agreement (Renewal)

Renew the network hardware and software maintenance agreement with **Insight Public Sector, Inc.** (Tempe, AZ/McAllen, TX), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning September 1, 2019 through August 31, 2020, at an estimated amount of \$192,608.22.

Purpose – Information Technology is requesting to renew the network hardware and software maintenance agreement for the College network hardware and software.

Justification and Benefit – The network equipment and software maintenance agreement will provide online phone support and software upgrades for all Cisco network equipment. It will cover equipment failure by providing equipment replacements within the next business day. The equipment is critical to the network infrastructure, which provides faculty, staff, and students connectivity to the internet and intranet applications and services such as Blackboard and Banner.

Funds for this expenditure are budgeted in the Systems and Networking budget for FY 2019 – 2020 pending Board approval of the budget.

18) Oracle License Maintenance Agreement (Renewal)

Renew the Oracle license maintenance agreement with **Oracle America, Inc.** (Reston, VA), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning September 1, 2019 through August 31, 2020, at an estimated amount of \$475,000.00.

Purpose – Information Technology is requesting to renew the support for database licenses, database security licenses, and database backup licenses at a quantity of 24,318 for each type of license, which is used for the College's administrative computing system.

Justification and Benefit – The support services include maintenance and upgrades to the database licenses. The upgrades are needed so that the College stays up to date with the latest version of the software that supports the Banner system as well as other enterprise level software throughout the College.

Funds for this expenditure are budgeted in the Systems and Networking budget for FY 2019 – 2020 pending Board approval of the budget.

19) Public Website Hosting Services (Renewal)

Renew the public website hosting services with **Rackspace US, Inc./ dba Rackspace Hosting, Inc.** (San Antonio, TX), a sole source vendor, for the period beginning September 1, 2019 through August 31, 2020, at an estimated amount of \$92,551.32.

Purpose – Information Technology is requesting to renew the maintenance agreement for the College's website hosting service.

Justification and Benefit – The public website hosting service hosts the South Texas College public and library websites in a secure off-site location. The maintenance agreement provides 24 x 7 technical support and the ability to keep the websites running during events such as hurricanes or routine system maintenance. The service also provides redundancy to the College's public website in the event of a shutdown of computing resources at the College.

Funds for this expenditure are budgeted in the Systems and Networking budget for FY 2019 – 2020 pending Board approval of the budget.

20) Server Maintenance Agreements (Renewal)

Renew the server maintenance agreements with **Dell Marketing, LP.** (Dallas, TX), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning September 1, 2019 through August 31, 2020, at an estimated amount of \$134,901.67.

Purpose – Information Technology is requesting to renew the server maintenance agreements for all the Dell servers.

Justification and Benefit – The agreements will include maintenance and support that is provided twenty-four (24) hours year round for the College’s computer servers. It will also include the servers used by the surveillance cameras located throughout the district.

Funds for this expenditure are budgeted in the Systems and Networking budget for FY 2019 – 2020 pending Board approval of the budget.

21) Systems Appliance Maintenance Agreement (Renewal)

Renew the systems appliance maintenance agreement with **Dell Marketing, LP.** (Dallas, TX), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning September 1, 2019 through August 31, 2020, at an estimated amount of \$54,786.92.

Purpose – Information Technology is requesting to renew the maintenance agreement for the F5 system appliances.

Justification and Benefit – The F5 appliances provide high availability, security, and performance for critical business applications such as Luminis, JagPride, Outlook Web Access, JagParking, and Dual Enrollment. The agreement covers the maintenance and technical support of the appliances and provides twenty (24) hour year round support.

Funds for this expenditure are budgeted in the Systems and Networking budget for FY 2019 – 2020 pending Board approval of the budget.

22) VMware Maintenance Agreement (Renewal)

Renew the VMware maintenance agreement with **Dell Marketing, LP.** (Dallas, TX), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning September 1, 2019 through August 31, 2020, at an estimated amount of \$41,444.17.

Purpose – Information Technology is requesting to renew the maintenance agreement for the College’s virtual server infrastructure.

Justification and Benefit – The maintenance agreement offers twenty-four (24) hour, year round technical support for the College’s virtual servers. These virtual servers host many applications and websites that are used college wide by various departments.

Funds for this expenditure are budgeted in the Systems and Networking budget for FY 2019 – 2020 pending Board approval of the budget.

E. Interlocal Agreements

23) Training Services (Interlocal Agreements)

Approve interlocal agreements for training services with various districts, for the period beginning September 1, 2019 through August 31, 2020, at zero tuition.

Purpose – Through interlocal agreements, Continuing Professional, and Workforce Education is requesting to provide training services with the following nine (9) districts: Edcouch-Elsa ISD, La Joya ISD, McAllen ISD, Mission ISD, Pharr San Juan Alamo ISD, Rio Grande City ISD, Sharyland ISD, Weslaco ISD, and Vanguard Academy. The agreement is to provide courses at the high school districts with an intent to provide skills that will allow juniors and seniors an opportunity to gain employment.

Justification and Benefit – South Texas College will provide curriculum, professional development, and pay a stipend to the high school trainer, while the school district provides the facility and designated trainer. This partnership will provide an open opportunity to local district (juniors and seniors) an opportunity to acquire skills needed for a gainful employment opportunity.

Recommendation:

The Finance, Audit, and Human Resources Committee recommended Board approval of the award of proposals, rejection of proposal, contract extension, purchases, renewals, and interlocal agreements as listed below:

A. Award of Proposals

- 1) **Maintenance and Repair Parts, Materials, and Supplies (Award):** award the proposal for maintenance and repair parts, materials, and supplies for the period beginning September 1, 2019 through August 31, 2020 with two one-year options to renew, at an estimated amount of \$160,000.00, which is based on prior year expenditures. The vendors are as follows:

Vendors (City, State)	
Architectural Division 8, Inc. (Harlingen, TX)	Burton Companies (Weslaco, TX)
Bush Supply Company (Edinburg, TX)	Central Plumbing & Electric Supply (Weslaco, TX)
Dealers Electrical Supply (McAllen, TX)	Diaz Floors & Interior's, Inc. (Pharr, TX)
Ewing Irrigation (McAllen, TX)	Fairway Supply, Inc. (Austin, TX)
Fastenal Company (McAllen, TX)	Ferguson Enterprise (Pharr, TX)
International Supplier Larey, Inc./dba International Industrial Supply, Co. (Brownsville, TX)	Interstate Batteries of the RGV (McAllen, TX)
Johnson Supply (Pharr, TX)	Johnstone Supply (Pharr, TX)

Vendors (City, State)	
Lewis Mechanical Sales (Corpus Christi, TX)	Luna Glass, LLC. (McAllen, TX)
Martin Peña/dba Delta Specialties Sign & Supply (Edinburg, TX)	Morrison Supply Company (McAllen, TX)
MSC Industrial Supply, Co. (Harlingen, TX)	Sherwin Williams, Co. (McAllen, TX)
Trane U.S.A. (Edinburg, TX)	Valley Armature & Electric (Edinburg, TX)

2) **Printing Projects (Award):** award the proposal for printing projects and general purpose printing, for the period beginning September 1, 2019 through August 31, 2020, at an estimated amount of \$183,910.00.

a. Printing Projects – At an estimated amount of \$83,910.00 to the following vendors in the amounts listed below:

Projects FY 2019 - 2020	Vendor	Amount
Official College Stationary / Business Cards	Copy Craft Printers/ dba Slate Group (Lubbock, TX)	\$20,000.00
Student Catalog	EP Graphics, Inc. (Berne, IN)	\$14,090.00
Graduation (Commencement) Announcements and Envelopes	UBEO, LLC./ dba Copy Zone (McAllen, TX)	\$1,020.00
Graduation (Commencement) Programs	San Antonio Printing (McAllen, TX)	\$48,800.00

b. General Purpose Printing – At an estimated amount of \$100,000.00 to the following six (6) vendors:

Vendors (City/State)	
Copy Craft Printers/ dba Slate Group (Lubbock, TX)	Copy Plus, LLC. (McAllen, TX)
FedEx Office (McAllen, TX)	Gateway Printing & Office Supply, Inc. (San Antonio, TX)
San Antonio Printing (McAllen, TX)	UBEO, LLC./ dba Copy Zone (McAllen, TX)

3) **Purchase and Installation of Irrigation System Equipment (Award):** award the proposal for purchase and installation of irrigation system equipment to **Aqua Tech** (McAllen, TX), at a total amount of \$65,000.00;

B. Rejection of Proposal

4) **Merchant Services (Reject):** reject the proposals received for merchant services due to the incomplete documentation that was received from the vendors;

C. Contract Extension

5) **Merchant Services (Contract Extension):** approve contract extension for merchant services (card processing) with **BBVA Compass** (McAllen, TX), for the

period beginning September 1, 2019 through January 31, 2020, at an estimated annual amount of \$154,200.00;

D. Purchases and Renewals (D-a. Instructional Item)

- 6) Testing Materials (Purchase):** purchase testing materials for the Texas Success Initiative (TSI), which uses the Accuplacer Platform from **The College Board** (New York, NY), a sole source vendor, for the period beginning September 1, 2019 through August 31, 2020, at an estimated amount of \$50,000.00;

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

- 7) Beverage Products (Renewal):** renew the beverage products contract with **PepsiCo** (Hidalgo, TX), for the period beginning October 13, 2019 through October 12, 2020, at an estimated amount of \$52,000.00, which is based on prior year expenditures. PepsiCo will also include a \$20,000.00 annual discretionary payment to the College;

- 8) Custodial Supplies (Renewal):** renew the custodial supplies contracts for the period beginning August 18, 2019 through August 17, 2020, at an estimated amount of \$250,000.00 based on prior year expenditures. The vendors are as follows:

- Primary: **Gulf Coast Paper, Co.** (Brownsville, TX)
- Secondary: **Rio Paper and Supply, LLC.** (Pharr, TX)

- 9) Office Supplies (Renewal):** renew the office supplies contracts for the period beginning October 1, 2019 through September 30, 2020, at an estimated amount of \$475,000.00 based on prior year expenditures. The vendors are as follows:

- a. Primary: **Gateway Printing & Office Supply, Inc.** (Edinburg, TX)
- b. Secondary: **Cielo Office Products** (McAllen, TX) and **Copy Plus, LLC.** (McAllen, TX)

- 10) Pest Control Services (Renewal):** renew the pest control services contract with **Bug Works Termite & Pest Control Company** (McAllen, TX), for the period beginning September 1, 2019 through August 31, 2020, at an estimated amount of \$18,719.00;

- 11) Professional Recruitment Services (Renewal):** renew the professional recruitment services contracts for the period beginning September 1, 2019 through August 31, 2020, at an estimated amount of \$65,000.000 per position. The vendors are as follows:

- a. **Myers McRae, Inc.** (Macon, GA)
- b. **Gold Hill Associates** (Jackson, MS)
- c. **Greenwood/Asher & Associates, Inc.** (Miramar Beach, FL)

D. Purchases and Renewals (D-c. Technology)

- 12) Banner Application Maintenance Agreement (Renewal):** renew the Banner application maintenance agreement with Ellucian, Inc. through **Texas A & M University – Corpus Christi** (Corpus Christi, TX) acting by and through the State of Texas Department of Information Resources (DIR), for the Texas Connection Consortium (TCC), for the period beginning September 1, 2019 through August 31, 2020, at an estimated amount of \$383,218.86;

- 13) Data Hosting and Maintenance Agreement (Renewal):** renew the data hosting and maintenance agreement with **TouchNet Information Systems, Inc.** (Atlanta,

GA), a sole source vendor, for the period beginning September 1, 2019 through August 31, 2020, at an estimated amount of \$244,475.67;

- 14) Email Security Software License Agreement (Renewal):** renew the email security software license agreement with **SHI Government Solutions** (Austin, TX), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning September 30, 2019 through September 29, 2020, at an estimated amount of \$47,423.70;
- 15) Enterprise Software License and Maintenance Agreements (Renewal):** renew the enterprise software license and maintenance agreements with **SHI Government Solutions** (Austin, TX), a State of Texas Department of Information Resources (DIR) and Texas Association of School Boards – Buyboard approved vendor, for the period beginning September 1, 2019 through January 11, 2021, at an estimated amount of \$81,164.00;
- 16) Internet Service – Pecan Campus (Renewal):** renew the internet service - Pecan Campus contract with Time Warner Cable Texas, LLC. (Spectrum Enterprise) through the **State of Texas Department of Information Resources – TEXAN** (DIR) (Austin, TX), for the period beginning September 1, 2019 through August 31, 2020, at a monthly amount of \$15,000.00 and an estimated annual amount of \$180,000.00;
- 17) Network Hardware and Software Maintenance Agreement (Renewal):** renew the network hardware and software maintenance agreement with **Insight Public Sector, Inc.** (Tempe, AZ/McAllen, TX), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning September 1, 2019 through August 31, 2020, at an estimated amount of \$192,608.22;
- 18) Oracle License Maintenance Agreement (Renewal):** renew the Oracle license maintenance agreement with **Oracle America, Inc.** (Reston, VA), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning September 1, 2019 through August 31, 2020, at an estimated amount of \$475,000.00;
- 19) Public Website Hosting Services (Renewal):** renew the public website hosting services with **Rackspace US, Inc./ dba Rackspace Hosting, Inc.** (San Antonio, TX), a sole source vendor, for the period beginning September 1, 2019 through August 31, 2020, at an estimated amount of \$92,551.32;
- 20) Server Maintenance Agreements (Renewal):** renew the server maintenance agreements with **Dell Marketing, LP.** (Dallas, TX), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning September 1, 2019 through August 31, 2020, at an estimated amount of \$134,901.67;
- 21) Systems Appliance Maintenance Agreement (Renewal):** renew the systems appliance maintenance agreement with **Dell Marketing, LP.** (Dallas, TX), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning September 1, 2019 through August 31, 2020, at an estimated amount of \$54,786.92;
- 22) VMware Maintenance Agreement (Renewal):** renew the VMware maintenance agreement with **Dell Marketing, LP.** (Dallas, TX), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning September 1, 2019 through August 31, 2020, at an estimated amount of \$41,444.17;

F. Interlocal Agreements

23) Training Services (Interlocal Agreements): approve interlocal agreements for training services with various districts, for the period beginning September 1, 2019 through August 31, 2020, at zero tuition.

Recommend Action - The total for all award of proposals, rejection of proposal, contract extension, purchases, renewals, and interlocal agreements is \$3,406,762.11.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the award of proposals, rejection of proposal #4 for merchant services, contract extension, purchases, renewals, and interlocal agreements in the amount of \$3,406,762.11 as presented.

The Following Minute Order is proposed for consideration by the Board of Trustees:

The Board of Trustees approves and authorizes the award of proposals, rejection of proposal #4 for merchant services, contract extension, purchases, renewals, and interlocal agreements in the amount of \$3,406,762.11 as presented.

Approval Recommended:

Shirley A. Reed, M.B.A., Ed.D.
President

Review and Action as Necessary on Proposal for Vendor to Operate the College Bookstore

Approval of a vendor for the operation of the College Bookstore is requested.

Purpose – The College requested proposals for the management of the South Texas College bookstores located at the Pecan, Mid Valley, Nursing and Allied Health, Starr County, and Technology campuses. A term of five (5) years beginning November 1, 2019 through October 31, 2024 was requested.

Background – The bookstore services contract has been awarded to an outsourced vendor since 1999. The bookstore vendors have been Follett Higher Education Group, Inc., from 1999 to 2004 and Barnes and Noble College Bookseller, LLC, from 2004 to 2019.

Proposals were advertised on May 13, 2019 and May 20, 2019 and issued to eleven (11) vendors. Three (3) responses were received on June 21, 2019 and reviewed by the Bookstore Consultant, Facilities Operations and Maintenance, Purchasing Department, and Bookstore Committee (Faculty and Staff).

Justification and Benefit – The bookstore services must be available for students, faculty, and staff district wide to purchase books, reference materials, and testing forms related to all coursework.

The bookstore proposal analysis prepared by the Bookstore Consultant was provided to the South Texas College evaluation committee. The South Texas College evaluation committee then completed an evaluation for each proposal.

The current contract with Barnes and Noble College Bookseller, LLC, includes the following provisions:

Provision	Provision Amounts
5 Year Term Percentage Commission	13.5% to \$2M 14.5% from \$2M to \$3M 16% over \$3M
Minimum Annual Guarantee	Year 1 - \$550,000 Years 2-5 - 90% of calculated commission on gross sales of the immediately preceding year
One-Time Unrestricted Donation	\$575,000.00
Facility Investment	\$30,000.00
Technology Investment	N/A
Annual Textbook Scholarship	\$15,000.00

A bookstore consultant, Tom Byrne from Campus Bookstore Consulting (CBC), was contracted to review and analyze the proposals. Mr. Byrne attended the August 13, 2019 Finance, Audit, and Human Resources Committee meeting to discuss the proposals and answer questions. Mr. Byrne supported administration's plan to request a best and final offer from each of the three original respondents, before making a formal recommendation to the Board.

On August 13, 2019, the Finance, Audit, and Human Resources Committee authorized administration to request a best and final offer from the three original respondents, which were due on Friday, August 16, 2019.

Enclosed documents - The proposal summary including the best and final offers, the financial summary including the best and final offers, and the committee evaluation summary follows in the packet for the Board's review and consideration.

The best and final offers were reviewed by Mr. Bryne, Campus Bookstore Consulting, Corp., George McCaleb, Director of Purchasing, and Becky Cavazos, Director of Purchasing and it is proposed that the contract for the operation of the College Bookstore be awarded to Barnes and Nobles College Bookstore, LLC.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize to contract for the Operation of the College Bookstore with Barnes and Nobel College Bookseller, LLC. (Basking Ridge, NJ) for a term of five (5) years, beginning November 1, 2019 through October 31, 2024 as presented.

The Following Minute Order is proposed for consideration by the Board of Trustees:

The Board of Trustees approves and authorizes to contract for the Operation of the College Bookstore with Barnes and Nobel College Bookseller, LLC. (Basking Ridge, NJ) for a term of five (5) years, beginning November 1, 2019 through October 31, 2024 as presented.

Approval Recommended:

Shirley A. Reed, M.B.A., Ed.D.
President

**SOUTH TEXAS COLLEGE
OPERATION OF COLLEGE BOOKSTORE - BEST AND FINAL OFFERS
PROJECT NO. 19-20-1001**

VENDOR	Barnes and Noble College Bookseller, LLC.	Barnes and Noble College Bookseller, LLC.	Follett Higher Education Group, Inc.	Texas Book Company
ADDRESS	120 Mountain View Blvd	120 Mountain View Blvd	3 Westbrook Corp Ctr Ste 200	8501 Technology Circle
CITY/STATE/ZIP	Basking Ridge, NJ 07920	Basking Ridge, NJ 07920	Westchester, IL 60154	Greenville, TX 75402
PHONE	972-899-3140	972-899-3140	708-884-0000	800-527-1016
FAX			708-884-0715	903-454-6691
CONTACT	Kim Otte	Kim Otte	Clay Wahl	Darren Croom
	Current Contract	Option 1: Refresh Bookstore	Option 2: Full Renovation and New Storefront	
1	Commission Percentage: 13.5% to \$2M 14.5% from \$2M to \$3M 16% over \$3M	Commission as a percent of commissionable sales: 11.0% up to \$3.0M 12.0% over \$3.0M ***** Commission as a percent of Pure Digital Course Materials sales: 7.0%	Commission as a percent of commissionable sales: 8.5% up to \$3.0M 9.5% over \$3.0M ***** Commission as a percent of Pure Digital Course Materials sales: 7.0%	Commission as a percent of commissionable sales: 12.0% up to \$2.0M 13.0% over \$2.0M ***** Commission as a percent of Pure Digital Course Materials sales: 7.1%
1a		Commission as a percent of commissionable sales: 14.5% up to \$2.0M 15.5% from \$2.0M - \$3.0M 17.0% over \$3.0M ***** Commission as a percent of Pure Digital Course Materials sales: 7.0%	Commission as a percent of commissionable sales: 9% up to \$3.0M 10% over \$3.0M ***** Commission as a percent of Pure Digital Course Materials sales: 7.0%	Commission as a percent of commissionable sales: 11% from \$0.00 to \$2.0M 13% of gross sales over \$2.0M ***** 7.1% of all gross sales of digital course materials with a gross margin over 20%
2	Year 1 - \$550,000 Years 2-5 - 90% of calculated commission on gross sales of the immediately preceding year	Year 1 - \$500,000 Years 2-5 - 90% of the calculated sales commission of the immediately preceding year	Year 1 - \$260,000 Years 2-5 - 90% of the calculated commission on commissionable sales of the immediately preceding year	Year 1 - \$400,000 Years 2-5 - 90% of earned commissions on gross sales of the immediately preceding year
2a	Minimum Annual Guarantee - Best and Final	Year 1 - \$500,000 thereafter 90% of the previous year's calculated commissions	Year 1 - \$200,000 thereafter 90% of the previous year's calculated commissions	Year 1 - \$400,000 Years 2-5 - 90% of earned commissions on gross sales of the immediate preceding year or a commission on gross sales as stated in the Best and Final for Item 1

Note: The red font is the best and final offer change from the original proposal

**SOUTH TEXAS COLLEGE
OPERATION OF COLLEGE BOOKSTORE - BEST AND FINAL OFFERS
PROJECT NO. 19-20-1001**

VENDOR	Barnes and Noble College Bookseller, LLC.	Barnes and Noble College Bookseller, LLC.	Follet Higher Education Group, Inc.	Texas Book Company
ADDRESS	120 Mountain View Blvd	120 Mountain View Blvd	3 Westbrook Corp Ctr Ste 200	8501 Technology Circle
CITY/STATE/ZIP	Basking Ridge, NJ 07920	Basking Ridge, NJ 07920	Westchester, IL 60154	Greenville, TX 75402
PHONE	972-899-3140	972-899-3140	708-884-0000	800-527-1016
FAX			708-884-0715	903-454-6691
CONTACT	Kim Otte	Kim Otte	Clay Wahl	Darren Croom
	Current Contract		Option 1: Refresh Bookstore	Option 2: Full Renovation and New Storefront
3	Signing Bonus/Transition Payment One-Time Unrestricted Donation \$575,000	N/A	--\$50,000 within 180 days of the successful implementation of the ConnectOnce integration -- Depreciated on a straight-line basis over a 5-year period, with an annual depreciation expense of \$10,000, beginning in Year 1 of the contract	N/A --\$100,000 in an unrestricted contribution to be used at the discretion of the College --Depreciated on a straight-line basis over a 5-year period, with an annual depreciation expense of \$20,000, beginning in Year 1 of the contract
3a	Signing Bonus/Transition Payment - Best and Final		\$50,000	N/A
4	Additional Financial Incentives	\$15,000 Annual Scholarship	\$2,000 Annual Textbook Scholarship	\$2,000 Annual Textbook Scholarship
4a	Additional Financial Incentives - Best and Final	\$15,000 Annual Textbook Scholarships	\$2,000 Annual Textbook Scholarship	\$2,000 Annual Textbook Scholarship
				\$5,000 Annual Textbook Scholarship Advertising and Promotions: up to \$14,000 for the contract term

Note: The red font is the best and final offer change from the original proposal

**SOUTH TEXAS COLLEGE
OPERATION OF COLLEGE BOOKSTORE - BEST AND FINAL OFFERS
PROJECT NO. 19-20-1001**

VENDOR	Barnes and Noble College Bookseller, LLC.	Barnes and Noble College Bookseller, LLC.	Follet Higher Education Group, Inc.	Texas Book Company
ADDRESS	120 Mountain View Blvd	120 Mountain View Blvd	3 Westbrook Corp Ctr Ste 200	8501 Technology Circle
CITY/STATE/ZIP	Basking Ridge, NJ 07920	Basking Ridge, NJ 07920	Westchester, IL 60154	Greenville, TX 75402
PHONE	972-899-3140	972-899-3140	708-884-0000	800-527-1016
FAX			708-884-0715	903-454-6691
CONTACT	Kim Otte	Kim Otte	Clay Wahl	Darren Croom
	Current Contract		Option 1: Refresh Bookstore	Option 2: Full Renovation and New Storefront
5	Facility Investment \$30,000	--\$100,000 to renovate and fixture the Pecan Campus store facility --Depreciated on a straight-line basis over a 5-year period, with an annual depreciation expense of \$20,000, beginning in Year 1 of the contract	--\$120,000 to create a beautiful and efficient retail space --Depreciated on a straight-line basis over a 5-year period, with an annual depreciation expense of \$24,000, beginning in Year 1 of the contract	--\$50,000 for Starr County Campus smart lockers and a store refresh at the Mid-Valley Campus --Depreciated on a straight-line basis over a 5-year period, with an annual depreciation expense of \$10,000, beginning in Year 1 of the contract
5a	Best and Final	Up to \$100,000	\$120,000	\$370,000
6	Technology Investment	N/A	\$57,000 for the installation of the JDA/Windows DDS Point-of-Sale and store management systems	Up to \$135,000 for the state-of-the-art computerization, point of sale, eCommerce equipment, fees, and maintenance
6a	Best and Final	\$0.00 - We already invested	\$57,000	Up to \$135,000

Note: The red font is the best and final offer change from the original proposal

**SOUTH TEXAS COLLEGE
OPERATION OF COLLEGE BOOKSTORE - BEST AND FINAL OFFERS
PROJECT NO. 19-20-1001
FINANCIAL SUMMARY**

VENDOR	Barnes and Noble College Bookseller, LLC.	Follet Higher Education Group, Inc.	Texas Book Company
ADDRESS	120 Mountain View Blvd	3 Westbrook Corp Ctr Ste 200	8501 Technology Circle
CITY/STATE/ZIP	Basking Ridge, NJ 07920	Westchester, IL 60154	Greenville, TX 75402
PHONE	972-899-3140	708-884-0000	800-527-1016
FAX		708-884-0715	903-454-6691
CONTACT	Kim Otte	Clay Wahl	Darren Croom
		Option 1: Refresh Bookstore	Option 2: Full Renovation and New Storefront
1	Five-Year Commission to South Texas College (Commission) \$ 2,091,136.00	\$ 1,530,180.00	\$ 1,193,946.00
1a	Five-Year Commission to South Texas College (Commission) - Best and Final \$ 2,500,000.00	\$ 1,597,427.00	\$ 1,261,193.00
2	Five-Year Total Financial Return to South Texas College (commission, minimum guarantee, one-time payment, signing bonus, textbook scholarships, facility investment) \$ 2,266,136.00	\$ 1,710,180.00	\$ 1,573,946.00
2a	Five-Year Total Financial Return to South Texas College (commission, minimum guarantee, one-time payment, signing bonus, textbook scholarships, facility investment) - Best and Final \$ 2,750,000.00	\$ 1,777,427.00	\$ 1,641,193.00
3	Comments Related to Item #2 <ul style="list-style-type: none"> ● Commission Percentage ● Minimum Annual Guarantee for Year 1 ● Signing Bonus/Transition Payment ● Annual - Textbook Scholarships ● Facility Investment ● Technology Investment 	This includes commission, one-time payment, textbook scholarships, and facility investment. Commission \$260,000 \$50,000 \$2,000 \$120,000 \$57,000	This includes commission, signing bonus, textbook scholarships, and facility investment. Commission \$400,000 \$100,000 \$5,000 \$50,000 up to \$135,000

Commission is based on the average of the three respondents sales projections.

**SOUTH TEXAS COLLEGE
OPERATION OF COLLEGE BOOKSTORE
PROJECT NO. 19-20-1001 -- EVALUATION SUMMARY**

	VENDOR		Option 1		Option 2		Texas Book Company	
	ADDRESS	CITY/STATE/ZIP						
	Barnes and Noble College Bookseller, LLC. 120 Mountain View Blvd Basking Ridge, NJ 07920 972-899-3140						8501 Technology Circle Greenville, TX 75402 800-527-1016 903-454-6691	
			Kim Otte	Clay Wahl			Darren Croom	
1	The respondent's financial proposal -Minimum Annual Financial Guarantee -Percentage commission on commissionable sales and pure digital course material sales -Capital investment plan for Bookstore Facilities -Additional Financial Incentives (up to 35 points)	35 30 35 35 35 33 35	34	26	20 20 20 25 24 29 24	23.14	30 25 30 35 29 31 29	29.85
2	The respondent's demonstrated ability and experience in providing the services requested -Experience of staff/staffing plan for STC -Experience in providing similar services to other institutions of higher education -Financial standing and resources of organization (up to 15 points)	15 15 10 15 15 13 14	13.85	11.85	15 15 15 10 12 12 14	13.28	15 15 15 15 12 13 14	14.14
3	The respondent's management plan and its responsiveness to the needs of the STC community -Operations, Customer service program, Textbook/course materials programs and strategy. Overall textbook/course materials affordability. Used textbook/textbook rental/buyback program, Textbook/course materials pricing policy. General merchandise (clothing, gifts, supplies, technology products, convenience, etc.) and marketing strategy, facility plans/store ambience, technology and financial reporting systems, and tender types/discounts. (up to 35 points)	25 35 25 30 34 20 33	28.85	25.85	20 30 25 25 20 18 33	24.42	25 30 35 26 25 20 34	27.85
4	The quality and reputation of the respondent's goods and services -quality of references -quality of proposed services -conformance to RFP specifications (up to 10 points)	10 10 10 10 8 8.5	9.5	8	7 10 7 6 7 9	8.42	10 8 10 10 7 8 9	8.85
5	The respondent's transition plan (up to 5 points)	5 5 5 5 5 4 5	4.85	4.14	5 5 5 3 3 3 5	3.71	5 5 5 4 3 4 5	4.42
TOTAL EVALUATION POINTS		91.05		75.84	72.97		85.11	
RANKING		1		3	4		2	

Discussion and Action as Necessary on Use of Fund Balance and Proposed Revised Metric to Determine the Minimum Unrestricted Fund Financial Reserve Level

The Employee Retirement System of Texas (ERS) is considering changes to the allocation methodology under GASB 75 – Accounting and Financial Reporting for Post-Employment Benefits Other than Pensions.

ERS' current GASB 75 allocation methodology calculated each entity's liability based on the number of retirees that entity has booked. Due to the College's relatively young age and limited number of retirees, this methodology has had a lesser impact on South Texas College than many other public entities.

Administration is awaiting a decision from ERS on their allocation methodology under GASB 75 for next year, and its impact on South Texas College's fund balance. If ERS changes its implementation, those changes would be retroactive to August 31, 2019. A change of ERS allocation methodology may require a significant use and decrease in fund balance, resulting in the College not meeting the minimum required fund balance threshold of four months per Board Policy #5350: Unrestricted Fund Balance.

Board Policy #5350: *Unrestricted Fund Balance* indicates the following; "The College shall maintain an unrestricted fund balance sufficient to cover no less than four months of budgeted expenditures, unless the Board of Trustees approves the use, transfer, or designation of fund balance, and a plan to restore the fund balance to the minimum amount".

Justification –The final impact of GASB 75, at the time of publication of the board meeting packet has not been officially confirmed by The Employees Retirement System of Texas (ERS).

Administration requests Board acknowledgement that if the impact of GASB 75 due to the change of ERS allocation methodology, results in the College not meeting the metric as required by Board Policy #5350: Unrestricted Fund Balance, administration will develop and present a revised proposed metric and any necessary revisions to the policy for a recommendation of Board action at the next Finance Committee Meeting.

This acknowledgement will be established as a formal record, and would be presented to any future auditor to justify any non-compliance with #5350 due to ERS' allocation methodology.

Dr. Shirley A. Reed, President, and Mary Elizondo, Vice President for Finance and Administrative Services will attend the meeting to address any questions.

Enclosed Documents – Policy # 5350: Unrestricted Fund Balance follows in the packet for the Board's information and review.

The Finance, Audit, and Human Resources Committee recommended Board acknowledgement that if the implementation of GASB 75 results in the College not meeting the metric as required by Board Policy #5350: Unrestricted Fund Balance, administration will develop and present a revised proposed metric and any necessary revisions to the policy for a recommendation of Board action at the next Finance Committee Meeting as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College acknowledge that if the implementation of GASB 75 results in the College not meeting the metric as required by Board Policy #5350: Unrestricted Fund Balance, administration will develop and present a revised proposed metric and any necessary revisions to the policy for a recommendation of Board action at the next Finance Committee Meeting as presented.

The Following Minute Order is proposed for consideration by the Board of Trustees:

The Board of Trustees acknowledges that if the implementation of GASB 75 results in the College not meeting the metric as required by Board Policy #5350: Unrestricted Fund Balance, administration will develop and present a revised proposed metric and any necessary revisions to the policy for a recommendation of Board action at the next Finance Committee Meeting as presented.

Approval Recommended:

Shirley A. Reed, M.B.A., Ed.D.
President

MANUAL OF POLICY

Title	Unrestricted Fund Balance	5350
Legal Authority	Approval of the Board of Trustees	Page 1 of 1
Date Approved by Board	Board Minute Order dated October 28, 2013 Board Minute Order dated November 26, 2013	

Maintaining an adequate level of unrestricted fund balance is a necessary component of the College's overall financial management strategy and long-term financial planning. An adequate level of unrestricted fund balance is a key factor in assessing the College's financial strength.

The College shall maintain an unrestricted fund balance sufficient to cover no less than four months of budgeted expenditures, unless the Board of Trustees approves the use, transfer, or designation of fund balance, and a plan to restore the fund balance to the minimum amount. This level of fund balance shall provide protection against the need to reduce service levels resulting from possible revenue shortfalls or unanticipated expenditures due to federal government shutdowns, weather-related property damages from hail storms or hurricanes, or other fiscal uncertainties.

The College's fund balance will be reviewed by the Board of Trustees on an annual basis at the time the Comprehensive Annual Financial Report is presented to the Board by the external auditors.

Review and Action as Necessary on Guidelines for Use of Student Activities Fee

Approval of the Guidelines for Use of Student Activities Fee is requested.

Purpose – To obtain approval for the Student Activity Fee Guidelines prepared by the Business Office and the Department of Student Activities and Wellness. The purpose of the Student Activities Fee Guidelines for the expenditures funded by the Student Activity Fee assessed to all students is to ensure compliance with Texas Education Code 54.503. As per Texas Education Code 54.503, student activities and services funded by the Student Activities Fee must be authorized and approved by the governing board of the institution of higher education. The College is also proposing as a separate agenda item the approval of a proposed new policy, Student Activities Fee.

Texas Education Code 54.503 – Student Services Fee permits the College to assess a Student Services Fee for student services activities that are separate and apart from the regularly scheduled academic functions of the institution and directly involve or benefit students, including textbook rentals, recreational activities, health and hospital services, medical services, intramural and intercollegiate athletics, artists and lecture series, cultural entertainments series, debating and oratorical activities, student publications, student government, the student fee advisory committee, student transportation services other than services under Section 54.504, Incidental Fees, of this code, and any other student activities and services specifically authorized and approved by the governing board of the institution of higher education.

Background – The Student Activity Fee was approved on January 27, 2015 by the Board of Trustees for Fiscal Year 2016 at a rate of \$2 per semester credit hour. For Fiscal Year 2018, the Board of Trustees approved a \$2 per semester credit hour increase to a rate of \$4 per semester credit hour, since Fiscal Year 2018 the Student Activities Fee has remained at \$4 per semester credit hour.

Background – In the Fiscal Year 2019 budget, the Student Activity Fee revenues and expenditures are reported in the Auxiliary Fund per Texas Education Code Chapter 54 Section 54.503 (d) Student Services Fees that indicates the following:

“All money collected as student services fees shall be reserved and accounted for in an account or accounts kept separate and apart from educational and general funds of the institution and shall be used only for the support of student services. All the money shall be placed in a depository bank or banks designated by the governing board and shall be secured as required by law. Each year the governing board shall approve for the institution a separate budget for student activities and services financed by fees authorized in this section. The budget shall show the fees to be assessed, the purpose or functions to be financed, the estimated income to be derived, and the proposed expenditures to be made. Copies of the budgets shall be filed annually with the coordinating board, the governor, the legislative budget board, and the state library.”

The Fiscal Year 2019 budgeted Student Activity Fee revenues and expenditures are as follows:

Auxiliary Fund		
Classification	FY 2018-2019 Budget	FY 2019-2020 Budget
Revenue	\$ 1,651,835	\$ 1,651,835
Expenditures		
Salary	828,103	848,141
Benefits	243,544	254,443
Operating	492,188	469,251
Travel	70,000	70,000
Capital	18,000	10,000
Total	\$ 1,651,835	\$ 1,651,835

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

Enclosed Documents – The proposed Guidelines for Use of Student Activities Fee follow in the packet for the Board’s information and review.

The Finance, Audit, and Human Resources Committee recommended Board approval of the Guidelines for Use of Student Activities Fee as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the Guidelines for Use of Student Activities Fee as presented.

The Following Minute Order is proposed for consideration by the Board of Trustees:

The Board of Trustees approves and authorizes the Guidelines for Use of Student Activities Fee as presented.

Approval Recommended:

Shirley A. Reed, M.B.A., Ed.D.
President

Guidelines for Use of Student Activities Fee

Effective Date: August 27, 2019

Purpose The guidelines for the Student Activity Fee provide guidance on the expenses funded by the Student Activities Fee assessed to all students.

General Guidelines are needed to comply with the Board of Trustees Student Activities Fee policy and to establish allowable and unallowable expenses funded by the Student Activities Fee in accordance with the requirements of Texas Education Code 54.503 – Student Services Fee. The revenue generated and expenses funded by this fee must be recorded in the Auxiliary Fund Student Activities organization. The Business Office will maintain the Student Activity Fee Guidelines.

Procedures The Student Activities Fee is used to support services and activities that are separate and apart from the regularly scheduled academic functions of the College and directly involve and benefit current students at South Texas College. Allowable and unallowable expenses for the Student Activity Fee are as follows:

Allowable Expenses

1. Activities that support the Office of Student Activities such as staff salaries and clerical support, support for student activities and services provided directly to students, office supplies and other items to fund the Office of Student Activities.
2. New student orientation activities and materials
3. Student handbooks and other publications beneficial to students enrolled
4. Leadership development activities, including attending conferences
5. Activities supportive of campus initiatives that directly benefit students
6. Food for students at student activity events
7. Cultural and humanitarian activities
8. Student Government and student organizations
9. Student travel to attend student activities and conferences
10. Recreational activities for students
11. Textbook rentals for specific student activities
12. Intramural and intercollegiate athletics
13. Artists and lecture series
14. Cultural entertainments series
15. Debating and oratorical activities
16. Rent or lease of equipment for student activities events
17. Student publications
18. Student fee advisory committee expenses
19. Student transportation services other than services under Section 54.504, Incidental Fees, of this code

20. T-shirts and other promotional items for students
21. Any other student activities and services specifically authorized and approved by the Board of Trustees
22. Incidental or minimal use by faculty/staff/community members is permitted

Unallowable Expenses

1. Permanent Structures (i.e. portables, fencing, construction, etc.)
2. Furniture, fixtures and equipment (benches, desks, chairs, bleachers, display boards)
3. Vehicles or utility vehicles
4. Campus events that charge admission or a fee to attendees.
5. Prize money or gift cards
6. Expenses to support academic classes and/or academic functions
7. Charitable contributions or other donations
8. Fundraising activities and/or events
9. Lecture fees for any political organization
10. Marketing purposes
11. Event favors or souvenirs
12. Faculty salaries
13. Staff salaries outside of the Office of Student Activities
14. Alcoholic beverages
15. Accumulated consumables inventory
16. Rent or lease of office equipment
17. Student scholarship or tuition expenses
18. Computers

**Review and Action as Necessary on Proposed New Policy #5545:
*Student Activities Fee***

Approval of proposed new Policy #5545: *Student Activities Fee* is requested.

Purpose – The new policy is necessary to ensure compliance with Texas Education Code 54.503, which calls for authorization and approval from the governing board of the institution of higher education for student activities and services funded by the Student Activities Fee assessed to all students.

Reviewers – The proposed new policy have been reviewed by staff, President’s Cabinet, Planning and Development Council (PDC), and/or by Legal Counsel.

Enclosed Documents – The proposed new policy is provided in the packet for the Board’s information and review.

The Finance, Audit, and Human Resources Committee recommended Board approval of proposed new Policy #5545: *Student Activities Fee* as presented and which supersede any previously adopted Board policy.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize proposed new Policy #5545: *Student Activities Fee* as presented and which supersede any previously adopted Board policy.

The Following Minute Order is proposed for consideration by the Board of Trustees:

The Board of Trustees approves and authorizes proposed new Policy #5545: *Student Activities Fee* as presented and which supersede any previously adopted Board policy.

Approval Recommended:

Shirley A. Reed, M.B.A., Ed.D.
President

MANUAL OF POLICY

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

I. Purpose

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

II. Policy

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

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

III. Guidelines

The Business Office maintains the Student Activities Fee Guidelines.

IV. Definitions

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

**Review and Action as Necessary on Revision of Policy #4216:
*Harassment, Discrimination, and Sexual Misconduct***

Approval of the proposed revision to Policy #4216: *Harassment, Discrimination, and Sexual Misconduct* is requested.

Purpose – The proposed revisions are necessary to be in compliance with Texas Senate Bill 212 and to update the Federal Title IX contact information.

Background – Policy #4216: *Harassment, Discrimination, and Sexual Misconduct*, was last amended by the Board on April 24, 2018.

Reviewers – The proposed revisions have been reviewed by staff, President's Cabinet, Planning and Development Council (PDC), and/or by Legal Counsel.

Enclosed Documents – The proposed revised policy is provided in the packet for the Board's information and review. The additions to the policy are highlighted in yellow, information moved within the policy is highlighted in green, and the deletions are designated with a red strikeout

The Finance, Audit, and Human Resources Committee recommended Board approval of the proposed revisions to Policy #4216: *Harassment, Discrimination, and Sexual Misconduct* as presented and which supersede any previously adopted Board policy.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the proposed revisions to Policy #4216: *Harassment, Discrimination, and Sexual Misconduct* as presented and which supersede any previously adopted Board policy.

The Following Minute Order is proposed for consideration by the Board of Trustees:

The Board of Trustees approves and authorizes the proposed revisions to Policy #4216: *Harassment, Discrimination, and Sexual Misconduct* as presented and which supersede any previously adopted Board policy.

Approval Recommended:

Shirley A. Reed, M.B.A., Ed.D.
President

MANUAL OF POLICY

Title	Harassment, Discrimination, and Sexual Misconduct	4216
Legal Authority	Approval Of The Board Of Trustees	Page 1 of 18
Date Approved By Board	Board Minute Order Dated May 26, 2015 As Amended By Board Minute Order Dated December 15, 2015 As Amended By Board Minute Order Dated April 26, 2016 As Amended By Board Minute Order Dated April 24, 2018 <i>As Amended By Board Minute Order Dated August 27, 2019</i>	

I. Purpose

South Texas College is committed to providing an environment that respects the dignity and worth of every member of its community. Members of the campus community are entitled to an educational, learning, and working environment free of harassment, discrimination, sexual misconduct, and retaliation. To ensure compliance with federal and state civil rights laws and College policies, the College has developed internal policies that will provide a supportive process for individuals who report harassment, discrimination, sexual misconduct, and retaliation. These laws include, but are not limited to, Title II of the Americans with Disabilities Act of 1990, Title VII of the 1964 Civil Rights Act; Title IX of the Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973, the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, as amended by Section 304 of the Violence Against Women Reauthorization Act of 2013, and H.B. 699 84th Texas Legislature, *H.B. 968 85th Texas Legislature, and S.B. 212 86th Texas Legislature.*

Nothing in this Policy is created to impair academic freedom and inquiry, principles of free speech, or the College's educational mission.

II. Non-Discrimination

~~The College prohibits discrimination, including harassment, against any employee, applicant for employment, student or applicant for admission on the basis of any protected class or any other basis prohibited by law. Protected classes at South Texas College include: race, color, national origin, religion, age, sex, sexual orientation, gender, gender identity, physical or mental disability, genetic information, veteran status or any other basis prohibited by law.~~

South Texas College is an equal education and equal employment opportunity/affirmative action employer. As an equal education institution and equal opportunity employer, the College does not discriminate on the basis of race, color, national origin, religion, age, sex, sexual orientation, gender, gender identity, disability, genetic information, or veteran status. Discrimination is prohibited and the College will comply with all applicable College policies, and state and federal legislation. This statement extends to individuals seeking employment with and admission to the College.

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MANUAL OF POLICY

Title **Harassment, Discrimination, and Sexual Misconduct** 4216
Legal Authority Approval of the Board of Trustees Page 2 of 18

Discrimination is defined as prohibited conduct directed at an employee or student on the basis of race, color, national origin, religion, age, sex, including pregnancy and parental status, sexual orientation, gender, gender identity, physical or mental disability, genetic information, veteran status, or any other basis prohibited by law, that adversely affects the employee's employment or that adversely affects the student.

III. Pregnancy and Parenting

The College prohibits discrimination on the basis of sex, including pregnancy and parental status, in any educational activity or program.

Employee:

The College prohibits discrimination on the basis of sex. The term 'on the basis of sex' includes, but is not limited to, because of or on the basis of pregnancy, childbirth, or related medical conditions; and women affected by pregnancy, childbirth, or related medical conditions shall be treated the same for all employment-related purposes, including receipt of benefits under fringe benefit programs, as other persons not so affected but similar in their ability or inability to work.

Student:

The College specifically prohibits discrimination against a student based on pregnancy, childbirth, false pregnancy, termination of pregnancy, or recovery from any of these conditions. The College prohibits applying any rule related to a student's parental, family, or marital status that treats students differently based on their sex.

The College prohibits excluding a pregnant student from participating in any part of an educational program. This prohibition applies to specific classes such as advanced placement or honors classes, extracurricular programs, interscholastic sports, honor societies, and opportunities for student leadership, among other activities. Pregnant students shall be allowed to participate in classes and extracurricular activities without having to present a doctor's note.

In addition, the College shall excuse a student's absences because of pregnancy or childbirth for as long as the student's doctor deems the absences medically necessary. When a student returns to school, the student must be allowed to return to the same academic and extracurricular status as before the medical leave began.

Pregnant students shall be provided reasonable academic, physical, and policy based adjustments necessary because of pregnancy, such as larger desks, elevator access, and more bathroom breaks as necessary. Pregnant students and those with medical needs following pregnancy or related conditions are to be provided support and accommodations in the same way as the college provides support for all temporary disabilities.

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IV. Prohibited Conduct

South Texas College prohibits harassment, discrimination, sexual misconduct, and retaliation, even if the behavior does not rise to the level of criminal conduct. Specific acts of prohibited conduct are described in this policy. Prohibited conduct, by any ~~employee or student~~ **person**, is subject to disciplinary action up to and including dismissal or expulsion from the College.

Harassment

Employee:

Prohibited harassment of an employee is defined as unwelcome physical, verbal, or nonverbal conduct based on an employee’s race, color, national origin, religion, age, sex, sexual orientation, gender, gender identity, physical or mental disability, genetic information, veteran status, or any other basis prohibited by law, when the conduct is so severe, persistent, or pervasive and objectively offensive that the conduct unreasonably interferes with, denies or limits an employee’s opportunities in the work environment or ability to participate in or benefit from the activities of the College.

Student:

Prohibited harassment of a student is defined as unwelcome physical, verbal, or nonverbal conduct based on the student’s race, color, national origin, religion, age, sex, sexual orientation, gender, gender identity, physical or mental disability, genetic information, veteran status, or any other basis prohibited by law, when the conduct is so severe, persistent, or pervasive and objectively offensive that the conduct unreasonably interferes with, denies or limits student’s ability to participate in or benefit from the educational programs and/or activities of the College.

A. Sexual Harassment

South Texas College assumes an affirmative position to prevent and eliminate sexual misconduct, including sexual harassment in any division, department, or any unit by any individual. It is the policy of South Texas College to provide an educational and working environment for its students, faculty, staff, guests and visitors that is free from sex discrimination and sexual harassment. It is the policy of the College that any practice or behavior that constitutes sexual harassment will not be tolerated.

Sexual Harassment is unwelcome conduct of a sexual nature, including but not limited to unwelcome sexual advances, requests for sexual favors, and other verbal or physical harassment of sexual nature when submission of such conduct:

- creates a hostile environment, that is intentionally directed towards a specific individual or a group of individuals, that is sufficiently severe, persistent, or pervasive and objectively offensive that unreasonably interferes with, denies, or limits someone’s ability to participate in or benefit from the education or employment, and/or activities or other benefits of the College;

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Title **Harassment, Discrimination, and Sexual Misconduct**

4216

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- based on power differentials (quid pro quo), which refers to sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature by a person having power or authority over another constitutes sexual harassment when submission to such sexual conduct is made either explicitly or implicitly a term or condition of rating or evaluating an individual's educational development or performance; or that is made either explicitly or implicitly a term or condition of a person's student status, employment, or participation in College activities; or
- is retaliation against an individual for raising an allegation of sexual or gender-based harassment, for cooperating in an investigation of such a complaint, or for opposing discriminatory practices, includes but not limited to intimidation, threats, or harassment against any complainant, witness, or third party.

This policy has been developed to reaffirm this principle and to provide recourse for those individuals whose rights have been violated.

B. Sexual Misconduct

This policy prohibits any form of sexual misconduct. Sexual misconduct includes, but is not limited to, behaviors often described as sexual harassment, non-consensual sexual contact, sexual exploitation, sexual violence, rape, stalking, and intimate partner violence, also known as dating violence and or domestic violence. It is a violation of policy and the law, including Title IX, to commit these acts or attempt to commit them. Sexual misconduct can occur in any sex or gender configuration regardless of sex and gender identity whether it be an employee or student.

Any employee or student who is found to have engaged in sexual misconduct shall be subject to appropriate disciplinary action, up to and including dismissal or expulsion and may be prosecuted under State law. This policy shall be applied without regard to the sexual orientation, gender and/or gender identity of the individual(s) involved.

a. **Sexual Harassment** (as defined in section B)

b. **Consensual Relationships**

It is the policy of South Texas College that supervisors and faculty shall not enter into any type of consensual romantic or sexual relationship with staff whom they supervise or with students enrolled in their courses.

The College prohibits supervisors from entering consensual romantic or sexual relationships with any subordinate employee under the supervisor's direct or indirect supervision, and prohibits faculty members from entering consensual romantic or sexual relationships with any student enrolled in the faculty member's class.

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Title **Harassment, Discrimination, and Sexual Misconduct**

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A supervisor is prohibited from explicitly or implicitly suggesting or recommending to a subordinate employee that the employee transfer or be transferred to another position or that the subordinate employee leave employment with the intention of circumventing this policy.

A faculty member is prohibited from explicitly or implicitly suggesting or recommending to a student enrolled in the faculty member's class to drop the class or withdraw from enrollment in the College with the intention of circumventing this policy.

Employees with direct teaching, supervisory, advisory, or evaluative responsibility over other employees, students and/or student employees recognize and respect the ethical and professional boundaries that must exist in relationships with students or employees of the College.

c. **Sexual Violence**

South Texas College prohibits any unwelcome physical conduct perpetrated against a person's will or where a person is incapable of giving consent (e.g. due to the person's use of drugs or alcohol, or because an intellectual, mental or physical disability that prevents the person from having the capacity to give consent).

- Prohibited sexual misconduct and sexual violence could be committed by force, intimidation, or use of victim's incapacity (physical, mental, or through use of drugs or alcohol).
- All sexual contact between individuals must be with each person's consent, as defined in Section VII: Consent.

d. **Sexual Exploitation**

Sexual exploitation occurs when one person takes non-consensual or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of other sexual misconduct offenses.

Examples of sexual exploitation include, but are not limited to, engaging in the following activities without the other person(s) consent:

- Invasion of sexual privacy such as sexual voyeurism (such as watching a person undressing, using the bathroom, or engaging in sexual acts without the consent of the person observed).
- Non-consensual digital, video or audio recording of nudity or sexual activity.
- Or in any other private activity or disseminating sexual pictures without the photographed person's consent.

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- Exposing one's genitals or breasts in non-consensual circumstances or inducing another to expose his or her genitals or breasts.
- Prostituting another person.
- Engaging in sexual activity with another person while knowingly infected with human immunodeficiency virus (HIV) or other sexually transmitted disease (STD) and without informing the other person of the infection.
- Administering alcohol or drugs (such as "date rape" drugs) to another person.
- Going beyond the boundaries of consent (such as letting your friend hide in the closet to watch you having consensual sex).
- Sexually-based stalking and/or bullying may also be forms of sexual exploitation.

e. **Stalking**

Stalking is a course of conduct directed at a specific person on the basis of actual or perceived membership in a protected class that is unwelcome and that would cause a reasonable person to feel fear.

Stalking can be repetitive and menacing conduct, including pursuit, following, harassing, and/or interfering with the peace and/or safety of another.

f. **Other Prohibited Conduct**

This policy prohibits other offenses of a discriminatory, harassing, and/or retaliatory nature not included in the previous sections as follows:

- Intimidation, defined as implied threats or acts that cause a reasonable fear of harm in another on the basis of actual or perceived membership in a protected class.
- Hazing, defined under this policy as acts likely to cause physical or psychological harm or social ostracism to any person within the College community when related to the admission, initiation, pledging, joining, or any other group-affiliation activity on the basis of actual or perceived membership in a protected class.
- Bullying, defined under this policy as repeated and/or severe aggressive behavior likely to intimidate or intentionally hurt, control or diminish another person, physically or mentally on the basis of actual or perceived membership in a protected class.
- Violation of any other College rule, when it is motivated by sex or gender or the actual or perceived membership of the victim in a protected class, may be pursued using this policy and process.

g. **Coercion**

Coercion is an unreasonable amount of pressure for sexual activity. When someone makes clear to you that they do not want sex, that they want to stop, or

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that they do not want to go past a certain point of sexual interaction, continued pressure beyond that point can be coercive.

There is no requirement that a party resists the sexual advance or request, but resistance is a clear demonstration of non-consent. The presence of force is not demonstrated by the absence of resistance. Sexual activity that is forced is by definition non-consensual, but nonconsensual sexual activity is not by definition forced.

h. Intimate Partner (Dating/Domestic) Violence

Defined as violence by a person who is or has been in a romantic or intimate relationship with the victim. Whether there was such a relationship will be gauged by its length, type and frequency of interaction.

Domestic violence includes offenses committed by the victim’s current or former spouse, current or former cohabitant, person similarly situated under domestic or family violence law, or anyone else protected under domestic or family violence law.

i. Non-Consensual Sexual Intercourse

Defined as any sexual penetration or intercourse (anal, oral, or vaginal), however slight, with any object by a person upon another person that is without consent and/or by force.

Sexual penetration includes vaginal or anal penetration by a penis, tongue, finger, or object, or oral copulation by mouth-to-genital contact or genital-to-mouth contact.

j. Non-Consensual Sexual Contact

Defined as any intentional sexual touching, however slight, with any object by a person upon another person that is without consent and/or by force.

Sexual touching includes any bodily contact with the breasts, groin, genitals, mouth, or other bodily orifice of another individual or any other bodily contact in a sexual manner.

V. Hostile Environment

A hostile environment may be created by oral, written, graphic or physical conduct that is sufficiently severe, persistent or pervasive and objectively offensive that interferes with, limits or denies the ability of an individual to participate in or benefit from educational programs, services, opportunities, or activities or the individual’s employment access, benefits or opportunities. Mere subjective offensiveness, based on personal opinions, emotions, or point of view, is not enough to create a hostile environment.

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In determining whether conduct is severe, persistent or pervasive and objectively offensive, based on facts, measurable, and observable, and thus creates a hostile environment, the following factors will be considered:

- i. the degree to which the conduct affected one or more individuals' education or employment;
- ii. the nature, scope, frequency, duration, and location of the incident(s);
- iii. the identity, number, and relationships of persons involved; or
- iv. the perspective of a "reasonable person" in the same situation as the person subjected to the conduct.

VI. Off Campus Conduct

Conduct that occurs off campus, including online activity, may be the subject of a complaint or report and will be evaluated to determine whether it violates this policy or other South Texas College policies. The off campus conduct will be evaluated to determine possible continuing effects that create a hostile environment on campus and whether the conduct occurred in the context of an education program or activity or affects a substantial College interest.

A substantial College interest includes but is not limited to any action that constitutes a criminal offense as defined by law or any situation where it appears that the responding party may present a danger or threat to the health or safety of self or others.

VII. Consent

South Texas College prohibits any physical conduct perpetrated against a person's will or where a person is incapable of giving consent (e.g. due to the person's use of drugs or alcohol, or because an intellectual, mental or physical disability that prevents the person from having the capacity to give consent).

Prohibited sexual misconduct and sexual violence could be committed by force, intimidation, or use of victim's incapacity (physical, mental, or through use of drugs or alcohol).

- Consent is knowing, voluntary, and clear permission by word or action to engage in mutually agreed upon sexual activity. Since individuals may experience the same interaction in different ways, it is the responsibility of each party to make certain that the other has consented before engaging in the activity.
- For consent to be valid, there must be a clear expression in words or actions that the other individual consented to that specific sexual conduct.
- Consent can be withdrawn once given, as long as the withdrawal is clearly communicated.
- Consent to some sexual contact (such as kissing or fondling) cannot be presumed to be consent for other sexual activity (such as intercourse).
- A current or previous dating relationship is not sufficient to constitute consent.

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MANUAL OF POLICY

- The existence of consent is based on the totality of the circumstances, including the context in which the alleged incident occurred and any similar previous patterns that may be evidenced.

Sexual activity with someone who one should know to be -- or based on the circumstances should reasonably have known to be -- mentally or physically incapacitated (by alcohol or other drug use, unconsciousness or blackout), constitutes a violation of this policy.

NOTE: In order to give effective consent, one must be of legal age. In Texas, the age of consent is 17.

A. Incapacitation

South Texas College prohibits any unwelcome physical conduct perpetrated against a person's will or where a person is incapable of giving consent (e.g. due to the person's use of drugs or alcohol, or because an intellectual, mental or physical disability that prevents the person from having the capacity to give consent). When the individual seeking sexual access knows or reasonably should have known of the incapacity.

Incapacitation is defined as a state where someone cannot make rational, reasonable decisions because they lack the capacity to give knowing/informed consent (e.g., due to the person's use of drugs or alcohol, because an intellectual, mental or physical disability that prevents the person from having the capacity to give consent or to understand the "who, what, when, where, why or how" of their sexual interaction).

This policy also covers a person whose incapacity results from mental disability, involuntary physical restraint and/or from the taking of incapacitating drugs. A person cannot consent if they are unable to understand what is happening or is disoriented, helpless, asleep or unconscious for any reason, including due to alcohol or drugs.

An individual who engages in sexual activity when the individual knows, or REASONABLY should know, that the other person is physically or mentally incapacitated has violated this policy. It is not an excuse that the responding party was intoxicated and, therefore, did not realize the incapacity of the reporting party.

VIII. Title IX Coordinator

Title IX implementing regulations, provide that each educational institution receiving federal funds shall designate at least one employee to coordinate its efforts to comply with and carry out its responsibilities under Title IX including any investigation of any complaint communicated to such recipient alleging its noncompliance with Title IX regulations or alleging any actions which would be prohibited by such regulations. The College hereby designates Mrs. Mary G. Elizondo, 3201 W. Pecan Blvd., McAllen, Texas 78501. Office Location: Annex - Pecan Campus; Second Floor Phone: (956) 872-3558 as the Title IX Coordinator.

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MANUAL OF POLICY

~~Inquiries or complaints may be addressed to the College’s Title IX Coordinator. The Title IX Coordinator has primary responsibility for coordinating efforts related to investigation, resolution, and implementation of corrective measures and monitoring to stop, remediate, and prevent harassment, discrimination, sexual misconduct, or retaliation. The Title IX Coordinator will assign the investigation to a Deputy Title IX Coordinator or other appropriate College official.~~

~~Title IX Coordinator and Title IX Deputy Coordinator Contact Information:~~

Title IX Role	STC Employee & Title	Email	Campus Phone
Title IX Coordinator	Maria G. Elizondo VP for Finance and Administrative Services	marye@southtexascollege.edu	(956) 872-3558
Title IX Deputy Coordinator	Brenda J. Balderaz Director of Human Resources	brendajb@southtexascollege.edu	(956) 872-5057
Title IX Deputy Coordinator	Janette Garcia Institutional Equity Manager	jgarcia_3213@southtexascollege.edu	(956) 872-2307
Title IX Deputy Coordinator	Santa E. Pena Director of Counseling	santaep@southtexascollege.edu	(956) 872-2140
Title IX Deputy Coordinator	Paul B. Varville Chief Administrator for Department of Public Safety and Regional Center for Public Safety Excellence	pvarvil@southtexascollege.edu	(956) 872-2330

~~Complaints may also be filed with the Office for Civil Rights, Dallas Office, U.S. Department of Education, 1999 Bryan St., Suite 1620, Dallas, Texas 75201-6810, Telephone: (214) 661-9600~~

Title IX Statement

Title IX of the Education Amendments 1972 (20 U.S.C. s1681 et seq.) and its implementing regulations, 34 C.F.R. Part 106 (Title IX), “No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.”

The College strives to maintain a healthy and safe environment where all members of the community, students, faculty and staff feel welcome on College campuses and classrooms. Students, faculty and staff are thus prohibited from conducting themselves in a way that results in any form of sexual harassment, sex- based harassment and/or sexual violence.

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MANUAL OF POLICY

Title Harassment, Discrimination, and Sexual Misconduct 4216
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IX. Title IX Procedures

Complaint procedures are found at the Office of Human Resources, the Office of Student Rights and Responsibilities, and the South Texas College Title IX website <http://www.southtexascollege.edu/about/notices/title-ix.html>.

X. Reporting

All members of the South Texas College community, including but not limited to students, employees, applicants, vendors, guests and visitors are encouraged to report incidents of prohibited conduct.

Reporting Required for Sexual Harassment, Sexual Assault, Dating Violence or Stalking

Employees who, in the course and scope of employment, witness or receive information regarding the occurrence of an incident that the employee reasonably believes constitutes sexual harassment, sexual assault, dating violence, or stalking and is alleged to have been committed by or against a person who was a student enrolled at, or an employee of the institution, at the time of the incident, shall promptly report the incident to the Title IX Coordinator or Deputy Title IX Coordinator.

Report must include all information concerning the incident that is relevant to the investigation and, if applicable, redress of the incident, including whether an alleged victim has expressed a desire for confidentiality in reporting the incident.

Reporting Options

A. Report an Incident or Complaint Online

The College is required to provide students, employees, visitors, guests, vendors the option to electronically report an allegation of sexual harassment or sexual assault, dating violence, or stalking committed against, or witness by, the person on or off campus.

The option to report an incident or complaint online is anonymous and accessible through the College homepage.

B. Title IX Coordinator or Deputy Title IX Coordinator(s)

Inquiries or complaints may be addressed to the College's Title IX Coordinator. The Title IX Coordinator has primary responsibility for coordinating efforts related to investigation, resolution, and implementation of corrective measures and monitoring to stop, remediate, and prevent harassment, discrimination, sexual misconduct, or retaliation. The Title IX Coordinator will assign the investigation to a Deputy Title IX Coordinator or other appropriate College official.

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MANUAL OF POLICY

Title IX Coordinator and Title IX Deputy Coordinator Contact Information:

Title IX Role	STC Employee & Title	Email	Campus Phone
Title IX Coordinator	Maria G. Elizondo VP for Finance and Administrative Services	marve@southtexascollege.edu	(956) 872-3558
Title IX Deputy Coordinator	Brenda J. Balderaz Director of Human Resources	brendajib@southtexascollege.edu	(956) 872-5057
Title IX Deputy Coordinator	Janette Garcia Institutional Equity Manager	jgarcia_3213@southtexascollege.edu	(956) 872-2307
Title IX Deputy Coordinator	Santa E. Pena Director of Counseling	santaep@southtexascollege.edu	(956) 872-2140
Title IX Deputy Coordinator	Elizabeth G. Trevino Police Sergeant	etrev116@southtexascollege.edu	(956) 872- 3889

C. Responsible Employee

Under Title IX regulations, the South Texas College must designate “Responsible Employees” and must identify “Confidential Employees” to whom students may report incidents of sexual assault, sexual harassment, sex discrimination, retaliation, or other conduct prohibited by this policy (referred to herein as a “Title IX Violation”).

Every College employee, except for licensed Counselors, are defined as “responsible employees” and must promptly report incidents of prohibited conduct that come to their attention to either the Office of Human Resources, the Title IX Coordinator, Deputy Title IX Coordinator, or to the South Texas College Department of Public Safety. A “responsible employee” has the duty to report incidents of sexual misconduct to the Title IX Coordinator or other appropriate designee.

The responsible employee needs to:

- 1) advise the individual(s) of the employee’s obligation to report any information the individual(s) reveals to the Title IX coordinator,
- 2) explain to the individual(s) of their option(s) to ask that the institution nonetheless consider maintaining the confidentiality of that information, but that the institution may not be able to guarantee confidentiality, and
- 3) advise the individual(s) of the option to instead share this information with counseling, advocacy, health, mental health or other sexual assault-related resources.

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D. Confidential Employee

Licensed professional counselors are considered “confidential employees” who are designated by the College as a person with whom students may speak confidentially concerning sexual harassment, sexual assault, dating violence, or stalking or who receives information regarding such an incident under circumstances that render the employee’s information confidential or privileged under other law.

Reporting Requirements for Confidential Employees:

In making a report of incidents of sexual harassment, sexual assault, dating violence and stalking, shall state only the type of incident reported and may not include any information that would violate a student’s expectation of privacy. This subsection does not affect the employee’s duty to report an incident under any other law.

The College is required to collect non-identifying information on the incidents reported by confidential employees for reporting and statistical purposes.

E. Report to Law Enforcement

Complaints may also be filed with local law enforcement and/or South Texas College Department of Public Safety.

Nothing in this policy is intended to limit the right of any ~~student~~ person to file a criminal complaint with the law enforcement authorities in conjunction with a complaint under this policy.

F. State and Federal Reporting Options

Complaints may also be filed with:

Office of Civil Rights

Dallas Office, U.S. Department of Education, 1999 Bryan St., Suite 1620, Dallas, TX 75201-6810, Telephone: (214) 661-9600 or National Office, Office of Civil Rights, Lyndon Baines Johnson Department of Education Bldg, 400 Maryland Avenue, SW, Washington, DC 20202-1100, Telephone: (800) 241-3481

Equal Employment Opportunity Commission (EEOC)

Texas Office, Equal Employment Opportunity Commission, Legacy Oaks, Building A, 5410 Fredericksburg Road, Suite 200, San Antonio, TX 78229, Telephone: (800) 669-6820 or National Office, U.S. Equal Employment Opportunity Commission, 131 M. Street, NE, Washington, DC 20507, Telephone: (202) 663-4900

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- ~~A. Students are encouraged to report incidents to the Title IX Coordinator or Title IX Deputy Coordinators, the Office of Student Rights and Responsibilities, the Office of the Dean of Student Affairs the South Texas College Department of Public Safety, or file a report online.~~
- ~~B. Guests and visitors are encouraged to report incidents to the Office of Human Resources, to the South Texas College Department of Public Safety, or file a report online.~~
- ~~C. Employees are encouraged to report incidents to the Title IX Coordinator or Title IX Deputy Coordinators, Office of Human Resources, or file a report online.~~

~~XI. Responsible Employee~~

~~Under Title IX regulations, the South Texas College must designate “Responsible Employees” and must identify “Confidential Employees” to whom students may report incidents of sexual assault, sexual harassment, sex discrimination, retaliation, or other conduct prohibited by this policy (referred to herein as a “Title IX Violation”).~~

~~Every College employee, except for licensed Counselors, are defined as “responsible employees” and must promptly report incidents of prohibited conduct that come to their attention to either the Office of Human Resources, the Title IX Coordinator, Deputy Title IX Coordinator, or to the South Texas College Department of Public Safety. A “responsible employee” has the duty to report incidents of sexual misconduct to the Title IX Coordinator or other appropriate designee.~~

~~The responsible employee needs to:~~

- ~~4) advise the individual(s) of the employee’s obligation to report any information the individual(s) reveals to the Title IX coordinator,~~
- ~~5) explain to the individual(s) of their option(s) to ask that the institution nonetheless consider maintaining the confidentiality of that information, but that the institution may not be able to guarantee confidentiality, and~~
- ~~6) advise the individual(s) of the ability to instead share this information with counseling, advocacy, health, mental health or other sexual assault related resources who are not obligated to report it to the Title IX coordinator.~~

~~Licensed professional counselors are considered “confidential employees” who are not obligated to report incidents of sexual misconduct to the Title IX Coordinator or other appropriate designee unless the safety of an individual is at risk.~~

~~Nothing in this policy is intended to limit the right of any student to file a criminal complaint with the law enforcement authorities in conjunction with a complaint under this policy.~~

Confidential Employees

~~If a student desires to report a Title IX violation but desires to preserve confidentiality of the incident and of the student’s identity, the student should report the incident to a “Confidential~~

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~~Employee” of the College. With some exceptions, a “Confidential Employee” does not have to report any Title IX complaint brought to his/her attention to the Title IX Coordinator. Reporting a Title IX violation to a “Confidential Employee” does not trigger the College’s Title IX obligations to timely investigate the complaint. “Confidential Employees” are not required to report any information regarding a Title IX violation to the Title IX coordinator or other appropriate school designee in a way that discloses the reporting student’s identity.~~

~~However, the College must still collect non-identifying information on the incident for reporting and statistical purposes.~~

XII. Confidentiality

The identity of an alleged victim of an incident of sexual harassment, sexual assault, dating violence or stalking is confidential and not subject to disclosure under Chapter 552, Government Code, unless waived in writing by the alleged victim.

The identity may be disclosed only to:

- a) persons employed by or under contract with the College who are necessary to conduct an investigation of the report or any related hearings;*
- b) a law enforcement officer as necessary to conduct a criminal investigation of the report;*
- c) the person or persons alleged to have perpetrated the incident, to the extent required by other law; or*
- d) potential witnesses to the incident necessary to conduct an investigation of the report.*

Nothing in this section may be construed as prohibiting a victim from making a report to a law enforcement agency using the pseudonym form.

XIII. Failure to Report or Filing of False Complaints

Any person who knowingly and intentionally files a false complaint under this policy is subject to disciplinary action up to and including dismissal or expulsion from the College.

An employee commits an offense, subject to criminal charges, if the employee knowingly fails to make a report of Sexual Harassment, Sexual Assault, Dating Violence or Stalking as required under Section X of this policy or knowingly makes a report with the intent to harm or deceive that is false.

An offense for failure to report is a Class B misdemeanor, except that the offense is a Class A misdemeanor if it is shown on the trial of the offense that the actor intended to conceal the incident that the actor was required to report.

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The College shall terminate the employment of an employee whom the institution determines, in accordance with the institution's disciplinary procedure, to have committed an offense under this section.

Deliberately false and/or malicious accusations under this policy, as opposed to allegations which, even if erroneous, are made in good faith, are a serious offense and will be subject to appropriate disciplinary action up to and including dismissal or expulsion from the College, in accordance with existing policies.

XIV. Immunities

A person acting in good faith who reports or assists in the investigation of a report of an incident of Sexual Harassment, Sexual Assault, Dating Violence or Stalking or who testifies or otherwise participates in a disciplinary process or judicial proceeding arising from a report of such an incident:

(1) is immune from civil liability, and from criminal liability for offenses punishable by fine only, that might otherwise be incurred or imposed as a result of those actions; and

(2) may not be subjected to any disciplinary action by the College at which the person is enrolled or employed for any violation by the person of the College's code of conduct reasonably related to the incident for which suspension or expulsion from the institution is not a possible punishment.

Immunity does not apply to a person who perpetrates or assists in the perpetration of the incident of Sexual Harassment, Sexual Assault, Dating Violence or Stalking reported.

XV. Effect on Pending Personnel Actions

The filing of a sexual misconduct or retaliation complaint will not stop or delay any evaluation or disciplinary action related to the complainant who is not performing up to acceptable standards or who has violated the College's rules, regulations, or policies.

XVI. Relationship of Complaint Process to Outside Agency Time Limits

The filing of a sexual misconduct complaint under this policy does not excuse the complainant from meeting the time limits of outside agencies.

XVII. Retaliation

Retaliation is defined as any adverse action taken against a person participating in a protected activity because of their participation in that protected activity. Retaliation against an individual for alleging harassment, supporting a party bringing an allegation or for assisting in providing information relevant to a claim of harassment is a serious violation of this policy and will be treated as another possible instance of harassment or discrimination. Acts of alleged

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retaliation should be reported immediately to the Title IX Coordinator and/or Title IX Deputy Coordinator(s) and will be promptly investigated. South Texas College is prepared to take appropriate steps to protect individuals who are subjected to retaliation.

Examples of an adverse action include conduct that:

- significantly disadvantages or restricts an individual as to his or her status as a student or employee, or his or her ability to gain the benefits or opportunities of the program;
- discourages one from making a discrimination claim, or
- could act as a deterrent to further protected activity.

The College prohibits retaliation against an employee or student who, *in good faith*, makes a claim alleging to have experienced discrimination or harassment, *makes a report as required of an incident of Sexual Harassment, Sexual Assault, Dating Violence or Stalking, or cooperates with an investigation, a disciplinary process, or a judicial proceeding relating to a report of such incident.* ~~or against another employee or student who, in good faith, makes a report, serves as a witness, or otherwise participates in an investigation.~~

The retaliation prohibition does not apply to an employee who reports an incident of Sexual Harassment, Sexual Assault, Dating Violence or Stalking perpetrated by the employee or in the cooperation of an investigation, a disciplinary process or a judicial proceeding relating to an allegation that the employee perpetrated such incident.

XVIII. Compliance

Title IX Coordinator

Not less than once every three months, the Title IX Coordinator shall submit a written report to the College President of the reports received of Sexual Harassment, Sexual Assault, Dating Violence or Stalking, including information regarding:

- 1) *the investigation of those reports;*
- 2) *the disposition, if any, of any disciplinary processes arising from those reports; and*
- 3) *the reports for which the College determined not to initiate a disciplinary process, if any.*

The Title IX Coordinator or Title IX Deputy Coordinator shall immediately report to the College President an incident reported of Sexual Harassment, Sexual Assault, Dating Violence or Stalking if the Title IX Coordinator or Title IX Deputy Coordinator has cause to believe that the safety of any person is in imminent danger as a result of the incident.

College President

The College President shall submit to the Board of Trustees and post on the College's website a report concerning the reports received of Sexual Harassment, Sexual Assault, Dating Violence or Stalking, in accordance with SB 212 of the 86th Legislation.

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The report may not identify any person and must include:

- a) the number of reports received of Sexual Harassment, Sexual Assault, Dating Violence or Stalking;*
- b) the number of investigations conducted as a result of those reports;*
- c) the disposition, if any, of any disciplinary processes arising from those reports;*
- d) the number of those reports for which the institution determined not to initiate a disciplinary process, if any; and*
- e) any disciplinary actions taken on incidents of Sexual Harassment, Sexual Assault, Dating Violence or Stalking.*

The College President shall annually certify in writing to the Texas Higher Education Coordinating Board that the College is in substantial compliance with Texas Education Code, Subchapter E-2 in reporting required of incidents of Sexual Harassment, Sexual Assault, Dating Violence or Stalking.

If the Texas Higher Education Coordinating Board determines that the College is not in substantial compliance with Subchapter E-2 of Chapter 51 of the Education Code, the Texas Higher Education Coordinating Board may assess an administrative penalty against the College in an amount not to exceed \$2 million. In determining the amount of the penalty, the Texas Higher Education Coordinating Board shall consider the nature of the violation and the number of students enrolled at South Texas College.

If the Texas Higher Education Coordinating Board assesses an administrative penalty against the College, the Texas Higher Education Coordinating Board shall provide to the College with written notice of the Texas Higher Education Coordinating Board's reasons for assessing the penalty.

The College may appeal any penalty assessed by the Texas Higher Education Coordinating Board in the manner provided by Chapter 2001, Government Code.

The College may not pay an administrative penalty assessed using state or federal money.

An administrative penalty collected under this section shall be deposited to the credit of the sexual assault program fund established under Section 420.008, Government Code.

XIX. Review

The College's Board of Trustees will review this policy each biennium and will revise the policy as necessary.

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Review and Discussion of South Texas College Proposed 2019 Tax Rate

Chapter 26 of the Property Tax code requires taxing units to comply with truth-in-taxation laws in adopting the tax rate. The laws have two purposes: to make taxpayers aware of tax rate proposals and to allow taxpayers, in certain cases, to roll back or limit a tax increase. The truth-in-taxation requires a taxing unit to calculate two (2) tax rates, the effective tax rate and the rollback tax rate, after receiving its certified appraisal roll from the chief appraiser.

Comparing a proposed tax rate to these two (2) rates determines which truth-in-taxation steps apply. A taxing unit must publish special notices and hold public hearings before adopting a tax rate that exceeds the lower of the effective tax rate or the rollback tax rate. The College is proposing to adopt a tax rate that does not exceed the lower of the effective tax rate or the rollback tax rate and therefore, is not required to hold two public hearings.

The notice of effective tax rate concerning the 2019 Property Tax Rate was published on August 7, 2019 in accordance with the Truth-In-Taxation requirements in the Monitor and the Starr County and Mid Valley Town Crier. A copy is enclosed for your information and review.

The compiled data for both counties and the Truth-in-Taxation calculation used to determine the tax rates is reflected below:

	M&O RATE	DEBT RATE	RATE	REVENUE
Effective Tax Rate			\$0.1733	\$69,068,061
Rollback Tax Rate	\$0.1472	\$0.0333	\$0.1805	\$71,711,587
<i>Proposed Tax Rate</i>	<i>\$0.1400</i>	<i>\$0.0333</i>	<i>\$0.1733</i>	<i>\$69,068,061</i>

The proposed maintenance and operations (M&O) tax rate of \$0.1400 is the maximum rate that the College can adopt as approved by the voters on November 5, 2013 and is the rate levied for the last four years.

The proposed debt rate of \$0.0333 is the amount necessary to fully fund all the debt service payments that consist of the 2013 Tax Bond Program, including Bonds Series 2014 and Bond Series 2015.

South Texas College is not required to hold public hearings and publish special notices before adopting the proposed tax rate of \$0.1733, since this rate does not exceed the lower of the effective tax rate or the rollback tax rate.

The Notice of Effective Tax Rate for 2019 and a Presentation follow in the packet for your information and review.

Proposed 2019 Property Tax Rates

Board of Trustees Meeting
August 27, 2019

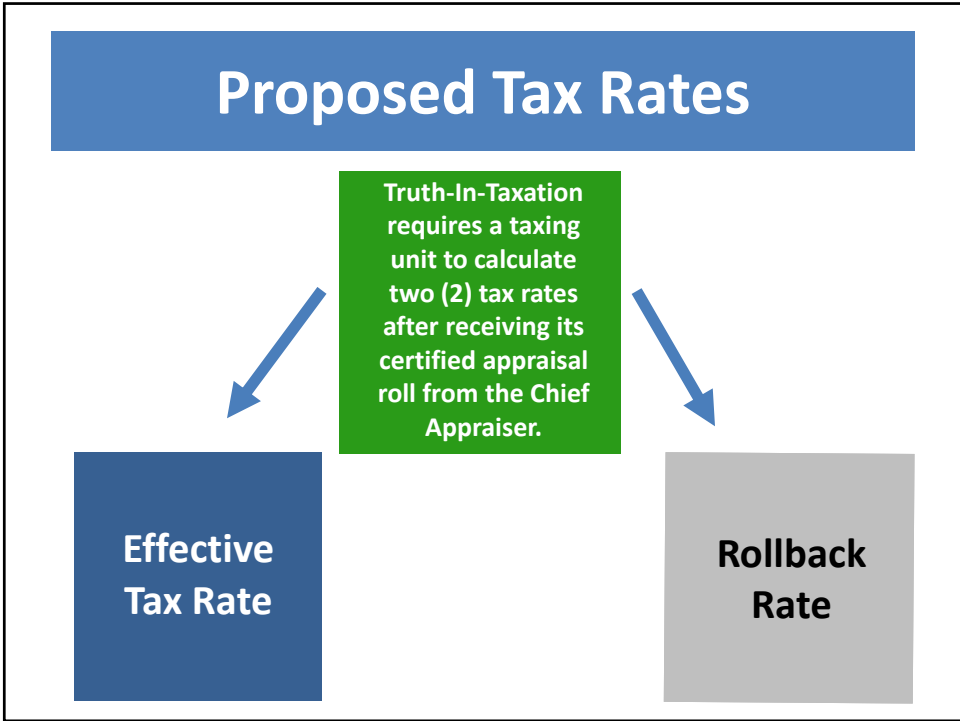


Proposed Tax Rates



Chapter 26 of the Property Tax Code requires taxing units to comply with truth-in-taxation laws in adopting the tax rate.

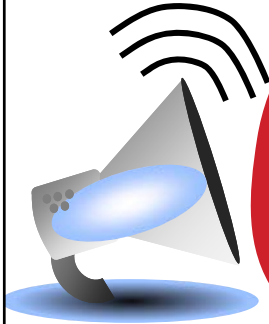
Truth in taxation is designed to inform the public of increases in total tax revenues assessed by taxing units.



Tax Rates Calculations

	M&O Rate	Debt Rate	Rate	Revenue
Effective Tax Rate			\$0.1733	\$69,068,061
Rollback Tax Rate	\$0.1472	\$0.0333	\$0.1805	\$71,711,587
Proposed Tax Rate	\$0.1400	\$0.0333	\$0.1733	\$69,068,061

Proposed Total Tax Rate: \$0.1733



The College is not required to hold two public hearings and publish special notices before adopting the proposed tax rate since the proposed rate (\$0.1733) does not exceed the lower of:

- the effective tax rate of (\$0.1733) or;
- the rollback tax rate of (\$0.1805)

Required Steps:

- July 25, 2019 - Deadline for chief appraiser to certify rolls to taxing units
- Certification of anticipated collection rate by collector
- Calculation of effective and rollback tax rates
- August 7, 2019- Publication of effective and rollback tax rates, statement, and schedules
- August 27, 2019 - Meeting of governing body to discuss tax rate
- August 27, 2019 – Meeting to adopt tax rate

Thank You Questions?



2019 Property Tax Rates in South Texas College

This notice concerns the 2019 property tax rates for South Texas College. It presents information about three tax rates. Last year's tax rate is the actual tax rate the taxing unit used to determine property taxes last year. This year's *effective* tax rate would impose the same total taxes as last year if you compare properties taxed in both years. This year's *rollback* tax rate is the highest tax rate the taxing unit can set before taxpayers start rollback procedures. In each case these rates are found by dividing the total amount of taxes by the tax base (the total value of taxable property) with adjustments as required by state law. The rates are given per \$100 of property value.

Last year's tax rate:

Last year's operating taxes	\$48,968,208
Last year's debt taxes	\$13,291,371
Last year's total taxes	\$62,259,579
Last year's tax base	\$34,977,291,573
Last year's total tax rate	\$0.1780/\$100

This year's effective tax rate:

Last year's adjusted taxes (after subtracting taxes on lost property)	\$62,126,862
÷ This year's adjusted tax base (after subtracting value of new property)	\$35,840,116,145
=This year's effective tax rate	\$0.1733/\$100

(Maximum rate unless unit publishes notices and holds hearings.)

This year's rollback tax rate:

Last year's adjusted operating taxes (after subtracting taxes on lost property and adjusting for any transferred function, tax increment financing, state criminal justice mandate, and/or enhanced indigent healthcare expenditures)	\$48,857,624
÷ This year's adjusted tax base	\$35,840,116,145
=This year's effective operating rate	\$0.1363/\$100
x 1.08 =this year's maximum operating rate	\$0.1472/\$100
+ This year's debt rate	\$0.0333/\$100
= This year's total rollback rate	\$0.1805/\$100

Statement of Increase/Decrease

If South Texas College adopts a 2019 tax rate equal to the effective tax rate of 0.1733 per \$100 of value, taxes would increase compared to 2018 taxes by \$1,368,608.

Schedule A - Unencumbered Fund Balance

The following estimated balances will be left in the unit's property tax accounts at the end of the fiscal year. These balances are not encumbered by a corresponding debt obligation.

Type of Property Tax Fund	Balance
Interest and Sinking Money Market Account	11,773,390

Schedule B - 2019 Debt Service

The unit plans to pay the following amounts for long-term debts that are secured by property taxes. These amounts will be paid from property tax revenues (or additional sales tax revenues, if applicable).

Description of Debt	Principal or Contract Payment to be Paid from Property Taxes	Interest to be Paid from Property Taxes	Other Amounts to be Paid	Total Payment
South Texas College District Limit Tax Bonds, Series 2014	2,385,000	2,573,750	0	4,958,750
South Texas College District Limited Tax Bonds, Series 2015	4,910,000	3,859,606	0	8,769,606
 Total required for 2019 debt service		 \$13,728,356		
- Amount (if any) paid from Schedule A		\$1,500,000		
- Amount (if any) paid from other resources		\$0		
- Excess collections last year		\$0		
= Total to be paid from taxes in 2019		\$12,228,356		
+ Amount added in anticipation that the unit will collect only 100.00% of its taxes in 2019		\$0		
= Total debt levy		\$12,228,356		

This notice contains a summary of actual effective and rollback tax rates' calculations. You can inspect a copy of the full calculations at 3201 W. Pecan, McAllen, Texas.

Name of person preparing this notice: Mary G. Elizondo
 Title: Vice President for Finance and Administrative Services
 Date Prepared: 08/05/2019

Review and Action as Necessary on Order Adopting the Tax Rate for 2019

Approval of the Order adopting the tax rate for 2019 by taking record vote of the members of the Board is requested. Approval of the Order is necessary to levy the tax for the 2019 tax year.

Mrs. Mary Elizondo, Vice President for Finance and Administrative Services, will provide a presentation on the proposed 2019 tax rate for South Texas College to the public and Board of Trustees.

Chapter 26 of the Property Tax Code requires taxing units to comply with truth-in-taxation laws in adopting the tax rate. The laws have two purposes: to make taxpayers aware of tax rate proposals and to allow taxpayers, in certain cases, to rollback or limit a tax increase. The truth-in-taxation requires a taxing unit to calculate two (2) tax rates after receiving the certified appraisal roll from the chief appraiser, the effective tax rate and the rollback tax rate.

Comparing a proposed tax rate to these two (2) rates determines which truth-in-taxation steps apply. A taxing unit must publish special notices and hold two public hearings before adopting a tax rate that exceeds the lower of the effective tax rate or the rollback tax rate. South Texas College is not required to hold public hearings and publish special notices before adopting the proposed tax rate of \$0.1733 since this rate does not exceed the lower of the effective tax rate or the rollback tax rate.

The Notice concerning the 2019 Property Tax Rates has been published in accordance with the Truth-In-Taxation requirements in the Monitor and the Starr County and Mid Valley Town Crier. Attached are copies of the Proposed 2019 Tax Presentation, 2019 Property Tax Rates for your information and review.

The tax rate for 2018 Tax Year was as follows:

2018 Tax Rate			
	M&O Rate	Debt Rate	Total Rate
2018 Tax Rate	\$0.1400	\$0.0380	\$0.1780

The Tax Assessors for Hidalgo County and Starr County determined South Texas College's tax rates to be the following:

2019 Tax Rates				
	M&O Rate	Debt Rate	Total Rate	Revenue
Effective Tax Rate	-	-	\$0.1733	\$69,068,061

2019 Tax Rates				
Rollback Tax Rate	\$0.1472	\$0.0333	\$0.1805	\$71,711,587
<i>Proposed Tax Rate</i>	<i>\$0.1400</i>	<i>\$0.0333</i>	<i>\$0.1733</i>	<i>\$69,068,061</i>

Determination of Tax Rates (M&O Rate and Debt Rate)

The proposed maintenance and operations (M&O) tax rate of \$0.1400 is the maximum rate that the College may adopt as approved by the voters on November 5, 2013. The College will maintain the 2018 M&O rate of \$0.1400.

The proposed debt rate of \$0.0333 is the amount necessary to fully fund all the debt service payments, including the M&O Tax Bond Program 2013. The College will decrease the 2018 debt rate of \$0.0380 to \$0.0333.

The proposed tax rate of \$0.1733 which includes a rate of \$0.1400 for M&O and a rate of \$0.0333 for debt service does not exceed the lower than the effective tax rate and the rollback tax rate. Thus, the College is not required to conduct public hearings adopting the proposed tax rate.

The proposed tax rate reflects a tax decrease of nearly ½ cent per hundred dollars in property value.

Approval of the Order will require a record vote of the members of the Board. A copy of the Order follows in the packet for the Board’s review.

The Finance, Audit, and Human Resources Committee recommended Board approval of the Order adopting the tax rate for 2019 by taking record vote of the members of the Board as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the Order adopting the tax rate for 2019 by taking record vote of the members of the Board as presented.

The Following Minute Order is proposed for consideration by the Board of Trustees:

The Board of Trustees approves and authorizes the Order adopting the tax rate for 2019 by taking record vote of the members of the Board as presented.

Approval Recommended:

Shirley A. Reed, M.B.A., Ed.D.
President

ORDER

AN ORDER ADOPTING THE TAX RATE AND LEVYING AD VALOREM TAXES FOR THE SOUTH TEXAS COLLEGE DISTRICT FOR THE FISCAL YEAR ENDING AUGUST 31, 2020 AND THE TAX YEAR 2019 IN CONFORMITY WITH THE PROPERTY TAX CODE OF THE STATE OF TEXAS; AND ORDERING OTHER PROVISIONS RELATED TO THE SUBJECT MATTER HEREOF.

NOW, THEREFORE, BE IT ORDERED BY THE BOARD OF TRUSTEES OF THE SOUTH TEXAS COLLEGE DISTRICT THAT:

SECTION I: There shall be and is hereby levied for the fiscal year ending August 31, 2020, and the Tax Year 2019, upon the assessed value of all property of every description subject to taxation within the South Texas College District on the 1st day of January A.D. 2019, the following taxes rates, to wit:

- (a) An ad valorem tax to be computed at the rate of \$ 0.1400 per \$100 of the assessed value thereof estimated in lawful currency of the United States of America for the purpose of paying the annual maintenance expense of the College for the period ending August 31, 2020 as provided in the Appropriation Order adopted by the Board of Trustees of the South Texas College District, and when collected such monies are to be deposited in the fund therefore and disbursed for the purposes stated in said Order.
- (b) An ad valorem tax of be computed at the rate of \$ 0.0333 per \$ 100 of the assessed value thereof estimated in lawful currency of United States of America for the purpose of paying the interest and principal on the outstanding series 2014, and series 2015 bonds issue of the South Texas College District, such levy being in conformity with the requirement of the levy of taxes hereof made by Order of the Board of Trustees of the South Texas College District relating to such indebtedness.
- (c) THIS TAX RATE WILL RAISE MORE TAXES FOR MAINTENANCE AND OPERATIONS THAN LAST YEAR'S TAX RATE.
- (d) THE TAX RATE WILL EFFECTIVELY BE RAISED BY 2.71 PERCENT AND WILL RAISE TAXES FOR MAINTENANCE AND OPERATIONS ON A \$100,000 HOME BY APPROXIMATELY \$0.00.

SECTION II: All Orders or parts of Orders in conflict herewith are hereby repealed.

SECTION III: This Order shall be and remain in full force and effect from and after its passage by the Board of Trustees.

SECTION IV: If any part or parts of this Order are found to be invalid or unconstitutional by a court having competent jurisdiction, then such invalidity or unconstitutionality shall not affect the remaining parts hereof and such remaining parts shall remain in full force and effect, and to that extent this Order is considered severable.

CONSIDERED, PASSED, AND APPROVED this 27th day of August, 2019 at a meeting of the Board of Trustees of the South Texas College District at which a quorum was present and which was held in accordance with Chapter 551, Texas Government Code.

SIGNED this 27th August, 2019

South Texas College District

By: _____
Paul R. Rodriguez, Chairman

I hereby certify that the above Order passed on August 27th, 2019 by the following record vote:

Paul R. Rodriguez:	Yea___	Nay___	Absent___
Rose Benavidez:	Yea___	Nay___	Absent___
Roy de León:	Yea___	Nay___	Absent___
Victoria Cantú:	Yea___	Nay___	Absent___
Gary Gurwitz:	Yea___	Nay___	Absent___
Alejo Salinas, Jr.:	Yea___	Nay___	Absent___
Rene Guajardo:	Yea___	Nay___	Absent___

ATTEST:

By: _____
Rose Benavidez, Vice-Chair

Review and Action as Necessary on Proposed Amendment to the Staffing Plan for FY 2019 – 2020

Approval of the Proposed Amendment to the Staffing Plan for FY 2019 - 2020 is requested.

Purpose - The Staffing Plan for FY 2019 – 2020 for all employee groups was presented for the Board’s review, consideration, and approval on June 25, 2019. An amendment is necessary to request review and consideration of the proposed reorganization of the Liberal Arts and Social Sciences division.

Justification -- The Division of Liberal Arts and Social Sciences (LASS) is the largest instructional division within the College. During the course of the past several years, the development of new programs, increased enrollment within specific disciplines, and increased faculty have caused substantial growth within the Division of Liberal Arts and Social Sciences.

Based on the number of course sections, full-time faculty, and part-time faculty during the Spring 2019 semester, the current LASS Division is nearly twice the size of the next largest Division of Math, Science, and Bachelor Programs.

Spring 2019				
Division	Course Sections	Number of Faculty		
		Full Time	Part Time (Adjunct / Dual Credit)	Total Faculty
Business, Public Safety and Technology	1,013	140	80	220
Liberal Arts and Social Sciences	2,470	262	196	458
Math, Science and Bachelor Program	1,290	137	135	272
Nursing and Allied Health	502	107	16	123
Total	5,275	646	427	1,073

Timing of Proposed Reorganization

With the announced retirement of Dr. Margaretha Bischoff, Dean of Liberal Arts and Social Sciences, in December 2019, there is the opportunity to reorganize the Division into two separate divisions:

- the Division of Social and Behavioral Sciences, and
- the Division of Liberal Arts.

The size of these two new Divisions will be equitable with the other Divisions of the College and would be more manageable.

The Staffing Plan information was prepared by the Office of Human Resources, in collaboration with Business Office and all other organizational divisions of the College, to

reflect the College’s comprehensive proposed staffing and salary structure for FY 2019 - 2020.

Background - Per Policy 4100, College Staffing Plan, the Staffing Plan is the official document listing position titles, classifications, employees, and salaries for each fiscal year. The Staffing Plan is not a contract between the College and any person listed on it, and neither the Staffing Plan nor any action taken by the Board of Trustees concerning it should be considered creating contract rights, expectations of continued employment, or a property interest for any person listed in the Staffing Plan.

Staffing Needs for Proposed Reorganization

Working with department chairs, faculty, and staff within the division, administration proposes splitting the Division of LASS into two separate divisions:

- Division of Social & Behavioral Sciences
- Division of Liberal Arts

Both divisions would require Division Dean positions; therefore, the request for a title change and the creation of a new position are needed as follows:

- Change current title of Dean for Liberal Arts & Social Sciences (Position #700150) to ***Dean for Social & Behavioral Sciences***
- Create a new position for the Liberal Arts division as ***Dean for Liberal Arts***

Timeline to complete the proposed search for two Deans:

<u>Approximate Dates</u>	<u>Activity</u>
08/15/2019 to 09/20/2019	Advertise Both Positions
09/03/2019 to 09/06/2019	Create Two Search Committees
09/23/2019 to 09/30/2019	Search Committees Meet to Select Candidates for Interview
10/08/2019 to 10/11/2019	Search Committees Conduct Interviews
10/28/2019 to 10/31/2019	On Campus Candidate Forum: Liberal Arts
11/04/2019 to 11/08/2019	On Campus Candidate Forum: Social & Behavioral Sciences
11/18/2019 to 11/26/2019	Make Official Offers to Start January 2020

Funding Source – The budget to fund the existing position (#700150) requiring a title change is reflected in the appropriate Department and listed on the Staffing Plan and is subject to Board approval of the FY 2019 – 2020 Budget. The new Dean position would be scheduled to be filled in January 2020, and the partial year salary would be funded from salary savings.

Reviewers - The President and all the Vice Presidents reviewed the restructure of the Division of Liberal Arts & Social Science and approved the proposed revisions.

Enclosed Documents - An organizational chart showing the proposed restructuring of the Division of Liberal Arts and Social Sciences follows in the packet for the Board's review and discussion.

Dr. Shirley A. Reed, President, and Mary Elizondo, Vice President for Finance and Administrative Services, will attend meeting to address any questions.

The Finance, Audit, and Human Resources Committee recommended Board approval of the Proposed Amendment to the Staffing Plan for FY 2019 - 2020, as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the Proposed Amendment to the Staffing Plan for FY 2019 - 2020, as presented.

The Following Minute Order is proposed for consideration by the Board of Trustees:

The Board of Trustees approves and authorizes the Proposed Amendment to the Staffing Plan for FY 2019 - 2020, as presented.

Approval Recommended:

Shirley A. Reed, M.B.A., Ed.D.
President

**Office of the Vice President for Academic Affairs
(Dr. Anahid Petrosian, Interim)**

**Division of Liberal Arts
(New Dean Position)**
Assistant Deans (2)
(Faculty Special Assignments)
Programs 11; Faculty 160; Sections 1,626

History, Philosophy, and Mexican American Studies
(Sean Kennedy)
Faculty 40;
Sections 380

English
(Richard Coronado)
Faculty 47;
Sections 544

Communication Arts
(Rosalinda Cantu)
Faculty 14;
Sections 135

Developmental Reading and Writing
(Florinda Rodriguez)
Faculty 19;
Sections 135

World Languages, Humanities & Sign Language
(Delia Magdaleno)
Faculty 10;
Sections 169

Music
(William Buhidar)
Faculty 10;
Sections 112

Arts
(vacant)
Faculty 18;
Sections 130

Drama
(Joel J. Rodriguez)
Faculty 2;
Sections 21

Dance
IN DEVELOPMENT
(Chair – TBD)
Faculty: TBD
Sections TBD

**Division of Social & Behavioral Sciences
(Reclassification of Existing Dean Position)**
Assistant Dean (1)
(Faculty Special Assignment)
Programs 9; Faculty 109; Sections 772

Sociology/ Social Work Anthropology
Rolando Longoria
Faculty 14;
Sections 94

Psychological Science
(Carlos Gonzalez)
Faculty 19;
Sections 137

Political Science
(Dr. Robert Ballinger)
Faculty 35;
Sections 243

Criminal Justice
(James Blair)
Faculty 19;
Sections 106

Education/ College Success
(Rene Zuniga)
Faculty 12;
Sections 107

Child Development Early Childhood
(Veronica Rodriguez)
Faculty 4;
Sections 41

Kinesiology
(Dr. Rebecca de los Santos)
Faculty 6;
Sections 44

Departments/ Programs-
Division of Liberal Arts

Departments/Programs-
Division of Social & Behavioral Sciences

Discussion and Action as Necessary on Terra-Gen Development Company, LLC, Tax Abatement Applications, Agreements, and Resolutions

- A. Buenos Aires Windpower, LLC
- B. Monte Cristo Windpower, LLC
- C. La Joya Windpower, LLC
- D. West Willacy Windpower, LLC (Monte Alto)

On June 27, 2019, Mr. Jesus Ramirez, South Texas College's Legal Counsel, and Mary Elizondo, Vice President for Finance and Administrative Services, held a conference call with Mr. Robert Peña, President of Texas Energy, to discuss the terms of the proposed agreement with Terra-Gen Development Company, LLC.

As of publishing date of the Board packet, the College has not received any additional updates or comments from Mr. Peña or Terra-Gen representatives.

The Finance, Audit, and Human Resources committee took no action regarding the Terra-Gen Development Company, LLC, Tax Abatement, and instructed administration to place this item on the Board agenda for any update or action as necessary.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize action as necessary regarding the Terra-Gen Development Company, LLC, Tax Abatement if needed.

The Following Minute Order is proposed for consideration by the Board of Trustees:

The Board of Trustees approves and authorizes action as necessary regarding the Terra-Gen Development Company, LLC, Tax Abatement if needed.

Approval Recommended:

Shirley A. Reed, M.B.A., Ed.D.
President

Review and Action as Necessary on Acceptance of Internal Audit Annual Report for FY 2019

Acceptance of the Internal Audit Annual Report for FY 2019 is requested.

Purpose – “Texas Government Code Section 2102.015 *Publication of Audit Plan and Annual Report on Internet* requires state agencies and institutions of higher education to post certain information on their website. To comply with Texas Government Code 2102.015, an Internal Audit Annual Report for FY 2019 has been completed.”

Justification – The Internal Audit Annual Report for FY 2019 provides the Finance, Audit, and Human Resources Committee with information related to the Internal Audit Function’s activities over the past fiscal year. Specifically, the annual report includes the prior year’s approved projects and audit plan; a summary of findings; management’s plan for corrective action; implementation status of corrective action; and next fiscal year’s approved projects and audit plan.

Enclosed Documents - A copy of the Internal Audit Annual Report for FY 2019 follows in the packet for the Board’s information and review.

Presenters – Mr. Khalil Abdullah, Internal Auditor, attended the August 13, 2019 Finance, Audit, and Human Resources committee meeting to address questions by the committee.

The Internal Audit Annual Report for FY 2019 includes a summary of findings along with management’s planned corrective actions for the following completed audits: Time Keeping System Compliance; Fleet Fuel Card; AP Commercial Card Use; and Custodial Services Work Orders.

The Finance, Audit, and Human Resources Committee recommended Board approval of the acceptance of the Internal Audit Annual Report for FY 2019 as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the acceptance of the Internal Audit Annual Report for FY 2019 as presented.

The Following Minute Order is proposed for consideration by the Board of Trustees:

The Board of Trustees approves and authorizes the acceptance of the Internal Audit Annual Report for FY 2019 as presented.

Approval Recommended:

Shirley A. Reed, M.B.A., Ed.D.
President



**SOUTH TEXAS
COLLEGE**

Internal Audit Annual Report Fiscal Year 2019

Prepared by:
The Office of Internal Audits
Khalil M. Abdullah



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I. Compliance with TGC, Sec 2102.015

Texas Government Code Section 2102.015 was added by House Bill 16 (83rd. Legislature) on June 14, 2013. House Bill 16 amended the Internal Auditing Act to require state agencies and institutions of higher education, as defined in the bill, to post agency internal audit plans, internal audit annual reports, and any weaknesses or concerns resulting from the audit plan or annual report on the entities' website, at the time and in the manner provided by the State Auditor's Office. Specifically, the College must post the following information within 30 days of approval by the Board of Trustees:

- The approved audit plan for the current fiscal year;
- The annual audit plan for the previous fiscal year;
- Detailed summary of the weaknesses, deficiencies, wrongdoings, or other concerns raised by the audit plan or annual report;
- A summary of the action taken by the College to address concerns raised by the audit plan or annual report.

To comply with the requirements, South Texas College's Office of Internal Audits will submit its Internal Audit Annual Report to the website coordinators to be posted on the Internal Audit section of the College's website no later than 30 days after the Board of Trustees approves the current year audit plan at its July meeting. This report includes all the elements required by Texas Government Code Section 2102.015.

II. Internal Audit Plan for Fiscal Year 2019

The Board of Trustees approved the internal audit plan for fiscal year 2019 on July 24, 2018. The audit plan was prepared using risk assessment techniques as required by the Institute of Internal Auditor (IIA) *Standards*. All audits that were not completed in FY 2019 were carried forward and included in the FY 2020 audit plan.

FY 2019 (Scheduled)

1. Fraud Survey
2. Financial Aid – Third Party Programs
3. Banner Computer System Security and Access
4. Clery Act, Title IX, and Violence Against Women Act (VAWA)
5. Accounts Payable Commercial Card Use
6. Fleet Fuel Card Use
7. Time Keeping System Compliance
8. Enrollment Audit (Traditional and Continuing Education)
9. Memorandum of Understanding for Early College High Schools and Dual Credit
10. Blueprint Expectations for Early College High Schools
11. Science Lab Safety and Storage Compliance
12. Human Resources Processes
13. Custodial Services Work Orders
14. Travel



Office of Internal Audits
Fiscal Year 2019 Audit Plan

FY 2019 Audit Plan - Engagements	Status of Plan
Risk Based Audits	
Time Keeping System Compliance Audit	10/4/2018
Fleet Fuel Card Use	10/23/2018
AP Commercial Card Use	1/29/2019
Enrollmet Audit (Traditional & CE)	7/26/2018
Custodial Services	6/3/2019
Human Resources Processes - Faculty Crentials	In Process
Banner Computer System Security and Access Audit	In Process
Financial Aid - Third Party Programs Audit	In Process
Clery Act / Title IX / VAWA Audit	In Process
Travel	Moved to FY 2020
MOUs for Early College High School and Dual Credit	Moved to FY 2020
Blueprint Expectations for Early College High Schools	Moved to FY 2020
Science Lab Safety and Storage Compliance	Moved to FY 2020
Follow Up	
Time Keeping System Compliance Audit	10/31/2018
Enrollmet Audit (Traditional & CE)	11/7/2018
Custodial Services	7/11/2019
Other Audit Responsibilities and Special Projects	
Fraud Survey	9/30/2018
Administration (e.g. set up activity, IA Protocols, Process swimlane, etc.)	Ongoing
Annual Financial Report [CAFR]	N/A
Misc. data analytics / fraud detection procedures	N/A
Align Office of Internal Audits with IIA Standards (QAIP)	N/A
Professional Development & Training (40 hrs.CPE)	Ongoing
Annual Risk Assessment & Risk Based Audit Plan Development	6/27/2019
Annual Report [Texas Govt. Code Sec. 2102.015]	8/13/2019
Unassigned/Unplanned/Mgmt. Special Requests	N/A

III. Consulting and Nonaudit Services

The Office of Internal Audit's staff worked on one consulting engagement in FY 2019:

- Late submission and processing of Notice of Employment (NOEs) related to the HEAL2/i3 grant

IV. External Quality Assurance Review (Peer Review)

IIA *Standard* 1312 requires an external assessment of an internal audit activity be conducted at least once every five years by a qualified, independent assessor or assessment team from outside the organization. The Office of Internal Audits is approaching completing its fourth year of operations. *Standards* allows for the completion of a self-assessment that includes a comprehensive and fully documented assessment process completed by the CAE with independent external validation. The FY 2020 audit plan includes an engagement to complete a self-assessment, summarize the results, and present the information to the Board. The results of self-assessment to be completed in FY 2020 will subsequently be validated by a qualified, independent external assessor in FY 2021.

V. Summary of Findings and Management's Corrective Action Plan

Report No.	Report Date	Project Name	Summary of Finding	Summary of Corrective Action Plan	Status of Correction Action Plan
19-01	10/4/2018	Time Keeping System Compliance	12 out of 16 (75%) instances when a hard copy timecard was required to be completed, we found that the supervisor's failed to complete and maintain a signed hard copy timecard.	The Business Office will continue to offer TimeClock Plus trainings to all employees and supervisors of the College (the payroll and human resources team conducted 79 trainings college-wide through 2017 and 2018) and emphasized the requirement to retain a hard copy of employee timecards.	Fully Implemented
19-01	10/4/2018	Time Keeping System Compliance	Employees working in payroll held system access that was incompatible with their job responsibilities - Lack of separation of duties.	The Business Office and HR are in the process of conducting a comprehensive review of all employees' system access related to Finance and HR payroll forms.	Fully Implemented
19-02	10/23/2018	Fleet Fuel Card	No reported exceptions	No reported exceptions	N/A

Report No.	Report Date	Project Name	Summary of Finding	Summary of Corrective Action Plan	Status of Correction Action Plan
19-03	1/29/2019	AP Commercial Card Use	No reported exceptions	No reported exceptions	N/A
19-04	6/6/2019	Custodial Services Work Orders	Management should est. record retention requirements for support documentation and ensure that all responsible employees are made aware of those requirements	Documentation will be uploaded to the dept. share drive. Related support documentation will be retained for a minimum for 3 years.	Fully Implemented

VI. Internal Audit Plan for Fiscal Year 2020

In accordance with the Institute of Internal Auditor's (IIA) *Standard* 2010, a formal audit plan is required for fiscal year (FY) 2020. An entity-wide risk assessment was conducted to evaluate each area based on current conditions, circumstances, and management concerns. Input to the annual plan was requested from the Board, the President, Vice presidents, and other senior managers. Major goals and institutional objectives were reviewed to identify areas where value-added audit services could be provided. On July 23, 2019 South Texas College's Board of Trustees approved the following projects for FY 2020.

FY 2020 (Scheduled)

1. Fraud Survey
2. Financial Aid – Third Party Programs
3. Banner Computer System Security and Access
4. Clery Act, Title IX, and Violence Against Women Act
5. Travel
6. Memorandum of Understanding (MOUs) for Early College High Schools and Dual Credit
7. Blueprint Expectations for Early College High Schools
8. Science Lab Safety and Storage Compliance
9. Human Resources Processes – Faculty Credentials
10. Contractor Adherence to Prevailing Wage Rate Determination
11. Faculty Overloads & Stipends
12. Office of Internal Audit – Quality Assurance and Improvement Program – Internal Assessment



Office of Internal Audits
Fiscal Year 2020 Audit Plan

FY 2020 Audit Plan - Engagements		
Risk Based Audits	Hours	Percent
Financial Aid - Third Party Programs	25	1%
Banner Computer System Security and Access	50	2%
Clery Act, Title IX, and Violence Against Women Act	60	2%
Travel	200	8%
MOUs for Early College High Schools and Dual Credit	200	8%
Blueprint Expectations for Early College High Schools	200	8%
Science Lab Safety and Storage Compliance	150	6%
Human Resources Processes - Faculty Credentials	200	8%
Contractor Adherence to Prevailing Wage Rate Determination	200	8%
Faculty Overloads & Stipends	200	8%
Office of Internal Audit - QAIP - Internal Assessment	200	8%
Subtotal	1685	70%
Other Audit Responsibilities and Special Projects	Hours	Percent
Fraud Survey	50	2%
Administration (e.g. set up activity, IA Protocols, Process swimlane, etc)	100	4%
Annual Financial Report [CAFR]	50	2%
Misc. data analytics / fraud detection procedures	25	1%
Professional Development & Training (40 hrs.CPE)	100	4%
Annual Risk Assessment & Risk Based Audit Plan Development	150	6%
Annual Report [Texas Govt. Code Sec. 2102.015]	50	2%
Follow-up on reported findings	100	4%
Unassigned/Unplanned/Mgmt. Special Requests	100	4%
Subtotal	725	30%
Total	2410	100%

VII. External Audit Services – Fiscal Year 2019

All external audit services that were procured or were ongoing in fiscal year 2019 by South Texas College are listed below.

- Carr, Riggs & Ingram - Annual Financial Statement Audit;
- Veteran's Affairs – Education Compliance Survey

VIII. Reporting Suspected Fraud and Abuse

South Texas College has taken the following actions to implement the fraud detection and reporting requirements of Section 7.09 of the 84th Legislature's General Appropriations Act, and Texas Government Code, Section 321.022:

- A confidential fraud hotline is available for employees to report suspected fraud.
- South Texas College solicits feedback from employees related to fraud through an annual fraud survey.
- Established formal guidelines for reporting and investigating suspected or known fraud, waste, abuse and other improprieties;
- South Texas College's *Guidelines for Reporting and Investigating Suspected or Known Fraud, Waste, Abuse and Other Improprieties* describes how to report suspected fraud to the State Auditor's Office and includes information on the State Auditor's Office Fraud, Waste, and/or Abuse Hotline.

Review and Action as Necessary on Schematic Design for the Mid Valley Campus Student Union Building F Renovation of Cashiers and Career & Employer Services Areas

Approval of schematic design by Rike Ogden Figueroa Allex Architects, Inc. (ROFA) for the Mid Valley Campus Student Union (formerly Student Services) Building F Renovation of Cashiers and Career & Employer Services Areas project is requested.

Purpose

Schematic design is the first phase of basic design services provided by the project design team. In this phase, the design team prepares schematic drawings based on the Owner's project program and design meetings with staff. The 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.

Justification

Once schematic design is approved, ROFA 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.

The Mid Valley Campus Student Union Building F Renovation of Cashiers and Career & Employer Services Areas is a re-purpose project due to the Admissions & Records staff moving to the new Student Enrollment Center as part of the 2013 Bond Construction Program. The project consists of the Cashiers department moving into the vacated Admissions & Records area and Career & Employer Services department will be moving into the existing Cashiers area.

Background

As part of the 2013 Bond Construction Program, the Mid Valley Campus Student Union Building F was expanded and included a new Student Enrollment Center space into which the Admissions & Records department was planned to relocate. The Cashiers department has been planned to occupy the vacated Admissions & Records space to accommodate the growth in the department. In addition, the Career & Employer Services department would relocate to the vacated Cashiers space to create a permanent presence on the campus. The existing vacated spaces need to be renovated and redesigned to accommodate the functions of the relocated departments.

On October 30, 2018, the Board of Trustees approved to contract with ROFA to prepare plans for the Mid Valley Campus Student Union Building F Renovation of Cashiers and Career & Employer Services Areas project. ROFA has been working with College staff and has prepared a schematic presentation of the proposed design for the Facilities Committee's review and recommendation to the Board for approval. The Architect's construction estimate of the schematic design as prepared is \$210,840.00.

Funding Source

As part of the FY 2018-2019 Unexpended Construction Plant Fund, the total project cost, including construction, design, miscellaneous, FFE, and technology, is \$355,000.

The construction budget for this project is \$200,000. ROFA has estimated the construction cost at \$210,840.

The Facilities Committee requested clarification of the proposed project budget and justification of the estimated costs. Further details have been provided as below:

Mid Valley Campus Student Union Building F Renovation of Cashiers and Career & Employer Services Areas Total Project Budget						
Item	Construction	Design	Misc.	FFE	Technology	Total
Project Budget	\$200,000	\$20,000	\$5,000	\$80,000	\$50,000	\$355,000
Estimated Cost *	210,840	21,084	5,271	80,000	50,000	367,195
Variance	(\$10,840)	(\$1,084)	(\$271)	\$0	\$0	(\$12,195)

*Estimated costs are based on Architect's estimated construction cost from the proposed schematic design. The contractor to whom the project is awarded will provide the actual costs.

The renovation includes costs for items such as:

- New bullet-resistant glass windows
- Bullet-resistant walls at Cashiers windows
- Upgrades for HVAC items and LED lighting
- Items related to ADA compliance
- New ceilings and walls
- The addition of 240 sq. ft.

Reviewers

The proposed schematic design has been reviewed by staff from the Facilities Planning & Construction, Facilities Operations & Maintenance, Cashiers, and Career & Employer Services departments, and the Coordinated Operations Council.

Enclosed Documents

ROFA has developed a schematic presentation describing the proposed design. Enclosed are drawings of the site plan and floor plans.

Presenters

ROFA has developed a schematic presentation describing the proposed design. Representatives from ROFA will be present at the Facilities Committee meeting to present the schematic design of the proposed improvement project and respond to questions from the Committee.

The Facilities Committee recommended Board approval of the proposed schematic design of the Mid Valley Campus Student Union Building F Renovation of Cashiers and Career & Employer Services Areas project as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the proposed schematic design of the Mid Valley Campus Student Union Building F Renovation of Cashiers and Career & Employer Services Areas project as presented.

The Following Minute Order is proposed for consideration by the Board of Trustees:

The Board of Trustees approves and authorizes the proposed schematic design of the Mid Valley Campus Student Union Building F Renovation of Cashiers and Career & Employer Services Areas project as presented.

Approval Recommended:

Shirley A. Reed, M.B.A., Ed.D.
President

Mid Valley Campus Student Union (Formerly Student Services) Building F Renovation

Fact Sheet

As of August 9, 2019

Project Name: Mid Valley Campus - Student Union (Formerly Student Services) Building F Renovation																																				
Funding Source(s): Unexpended Plant Fund	<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;"></th> <th style="width: 15%; text-align: right;"><u>Original Budget</u></th> <th style="width: 15%; text-align: right;"><u>Amended Budget</u></th> <th style="width: 15%; text-align: right;"><u>Actual Expenditures To Date</u></th> <th style="width: 15%; text-align: right;"><u>Variance of Original Budget vs. Actual Expenditures To Date</u></th> </tr> </thead> <tbody> <tr> <td>Construction:</td> <td style="text-align: right;">\$ 200,000</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ 200,000</td> </tr> <tr> <td>Design:</td> <td style="text-align: right;">20,000</td> <td style="text-align: right;">-</td> <td style="text-align: right;">-</td> <td style="text-align: right;">20,000</td> </tr> <tr> <td>Miscellaneous:</td> <td style="text-align: right;">5,000</td> <td style="text-align: right;">-</td> <td style="text-align: right;">1,251</td> <td style="text-align: right;">3,749</td> </tr> <tr> <td>FFE:</td> <td style="text-align: right;">80,000</td> <td style="text-align: right;">-</td> <td style="text-align: right;">-</td> <td style="text-align: right;">80,000</td> </tr> <tr> <td>Technology:</td> <td style="text-align: right;">50,000</td> <td style="text-align: right;">-</td> <td style="text-align: right;">-</td> <td style="text-align: right;">50,000</td> </tr> <tr> <td>Total:</td> <td style="text-align: right;">\$ 355,000</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ 1,251</td> <td style="text-align: right;">\$ 353,749</td> </tr> </tbody> </table>		<u>Original Budget</u>	<u>Amended Budget</u>	<u>Actual Expenditures To Date</u>	<u>Variance of Original Budget vs. Actual Expenditures To Date</u>	Construction:	\$ 200,000	\$ -	\$ -	\$ 200,000	Design:	20,000	-	-	20,000	Miscellaneous:	5,000	-	1,251	3,749	FFE:	80,000	-	-	80,000	Technology:	50,000	-	-	50,000	Total:	\$ 355,000	\$ -	\$ 1,251	\$ 353,749
	<u>Original Budget</u>	<u>Amended Budget</u>	<u>Actual Expenditures To Date</u>	<u>Variance of Original Budget vs. Actual Expenditures To Date</u>																																
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Total:	\$ 355,000	\$ -	\$ 1,251	\$ 353,749																																
Architect: Rike Ogden Figueroa Allex Architects, Inc. - 10/30/18	Board Approval of Schematic Design: 08/27/2019																																			
Contractor: TBD																																				
STC FPC Project Manager: Samuel Saldana	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Substantial Completion</td> <td style="width: 20%;">TBD</td> <td style="width: 20%;">Board Acceptance</td> <td style="width: 30%;">TBD</td> </tr> <tr> <td>Final Completion</td> <td>TBD</td> <td>Board Acceptance</td> <td>TBD</td> </tr> </table>	Substantial Completion	TBD	Board Acceptance	TBD	Final Completion	TBD	Board Acceptance	TBD																											
Substantial Completion	TBD	Board Acceptance	TBD																																	
Final Completion	TBD	Board Acceptance	TBD																																	

Project Description

This project will be a renovation to the existing Cashiers and Admissions area in the Student Union Building F.

Project Scope

Project scope includes the renovation of the cashiers and admissions area of the Student Union Building F. It will be renovated to create a larger space for the cashiers department, which will include a new SPIRIT office, supervisors office, work area, storage area, and payment lab. Career and Employer services will move into the cashiers area to create a small computer lab, reception area, small storage area, offices, and interview room.

Projected Timeline

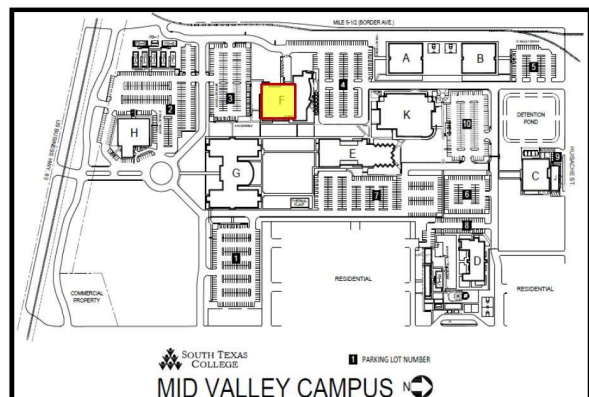
Board Approval of Architect	Board Approval of Schematic Design	Board Approval of Contractor	Construction Start Date	Substantial Completion Date	Final Completion Date	FFE Completion of Move In
10/30/2018	8/27/2019	1/28/2020	2/21/2020	5/21/2020	6/21/2020	7/21/2020

Project Calendar of Expenditures by Fiscal Year

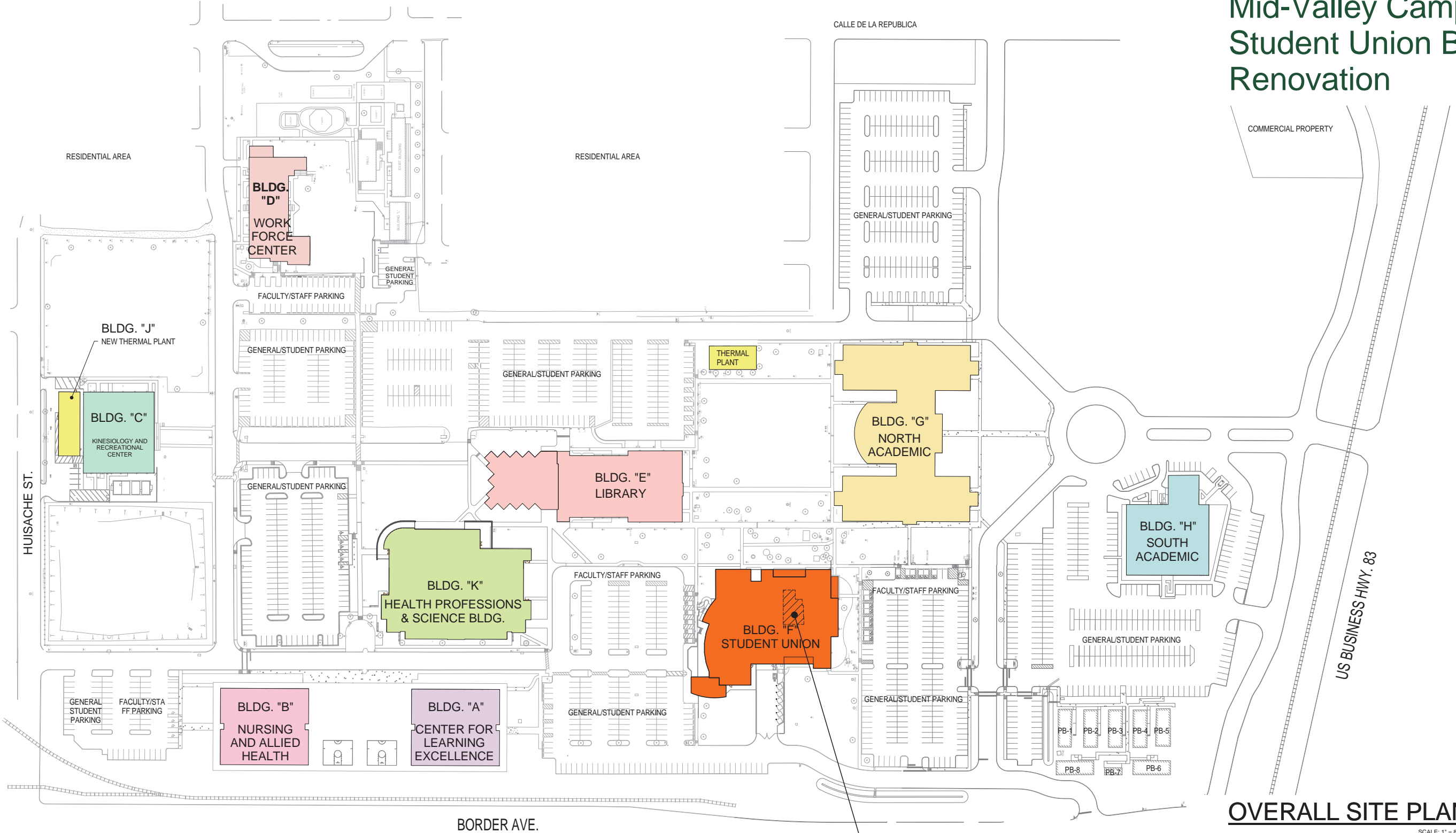
Fiscal Year	Construction	Design	Misc.	FFE	Tech	Project Total
2018-19	\$ -	\$ -	\$ 1,251	\$ -	\$ -	1,251
2019-20	-	-	-	-	-	-
Project Total	\$ -	\$ -	\$ 1,251	\$ -	\$ -	1,251

Current Agenda Item

8/13/19 Facilities Committee: Review and Recommend Action on Schematic Design for the Mid Valley Campus Student Union Building F Renovation of Cashiers and Career & Employer Services Areas



South Texas College Mid-Valley Campus Student Union Building Renovation



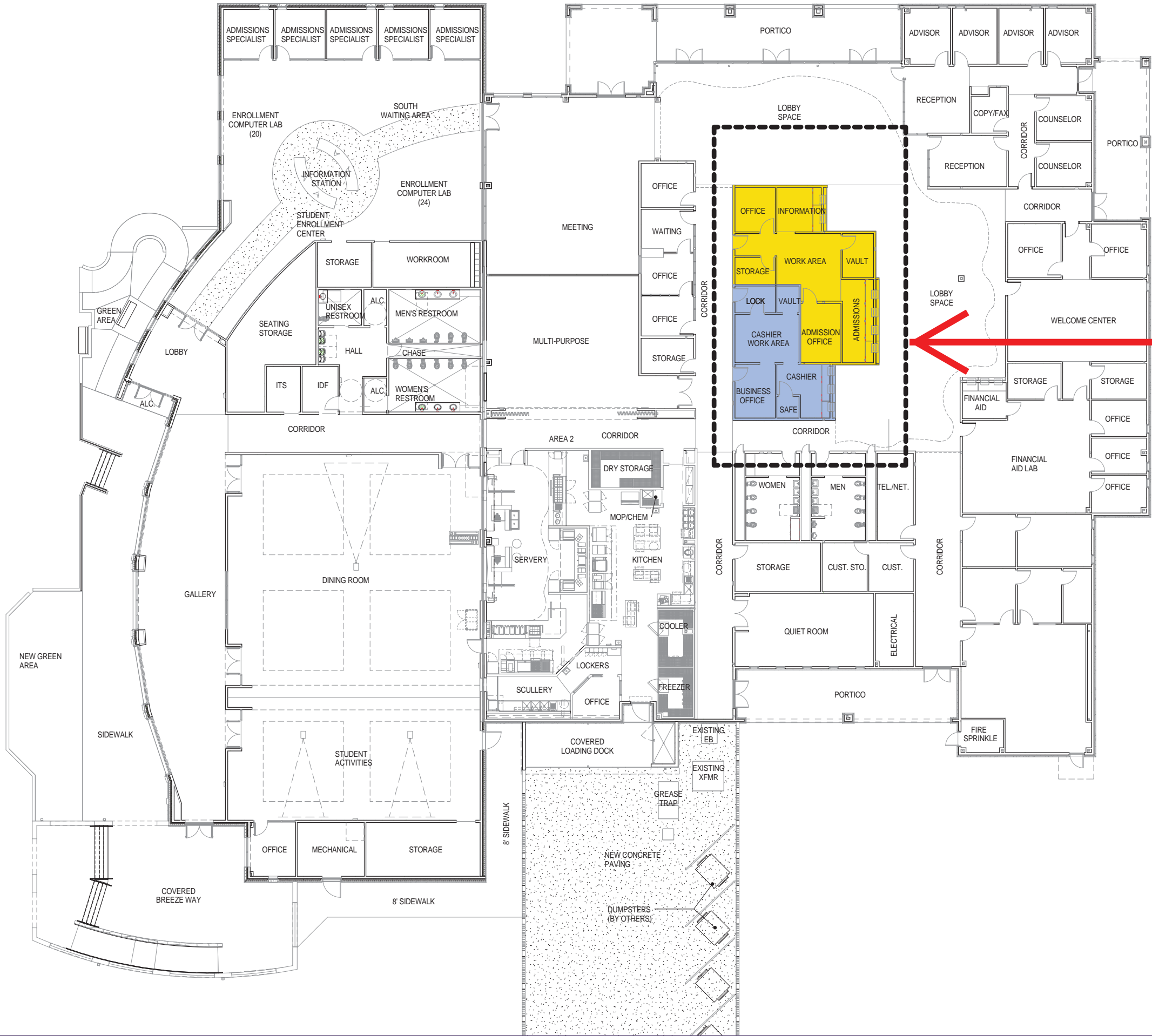
OVERALL SITE PLAN
SCALE: 1" = 80'-0" 



South Texas College Mid-Valley Campus Student Union Building Renovation

- EXISTING ADMISSIONS AREA
- EXISTING CASHIERS AREA

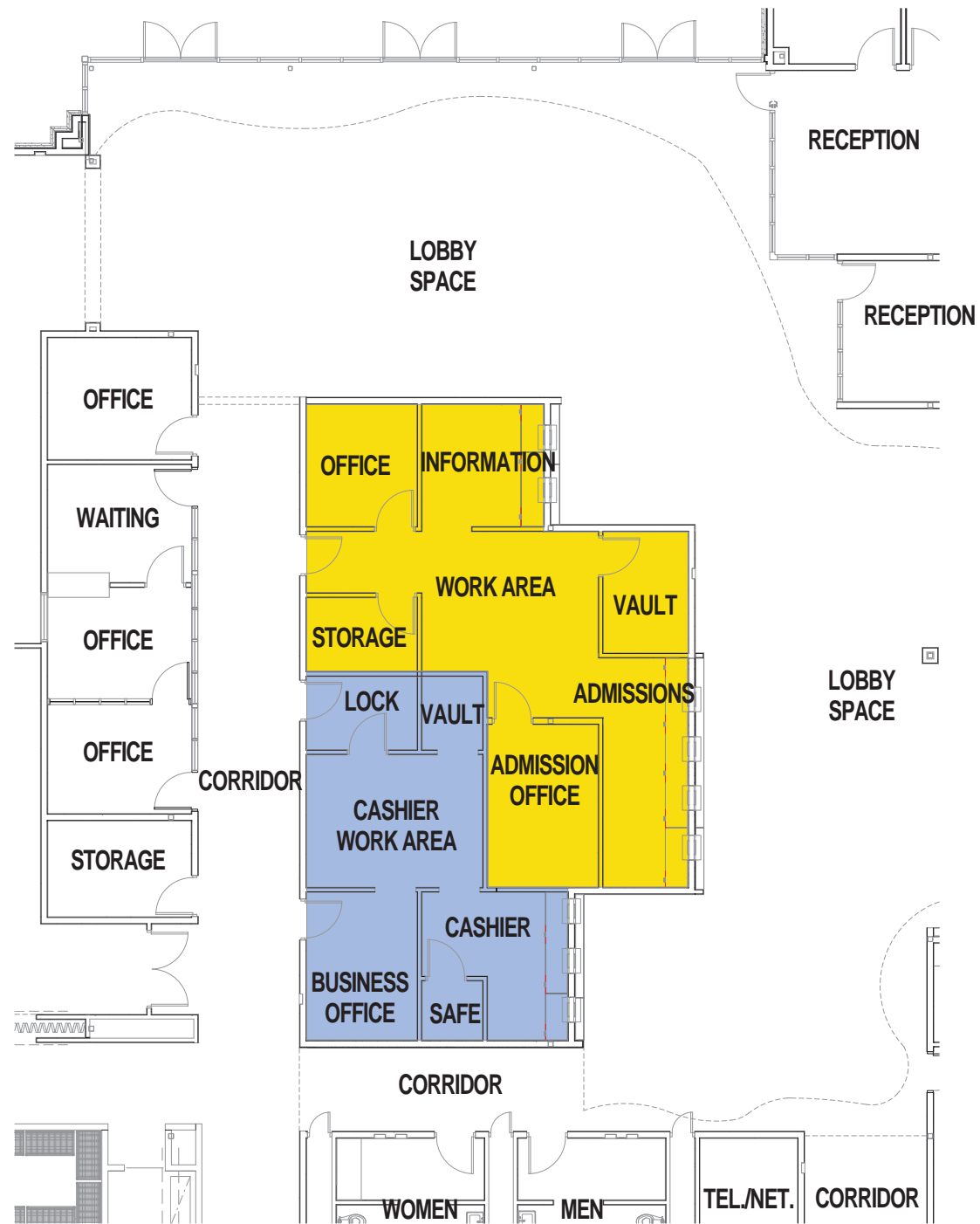
**PROPOSED
RENOVATION
AREA**



**EXISTING OVERALL PLAN
BUILDING "F"** SCALE: 3/32" = 1'-0"



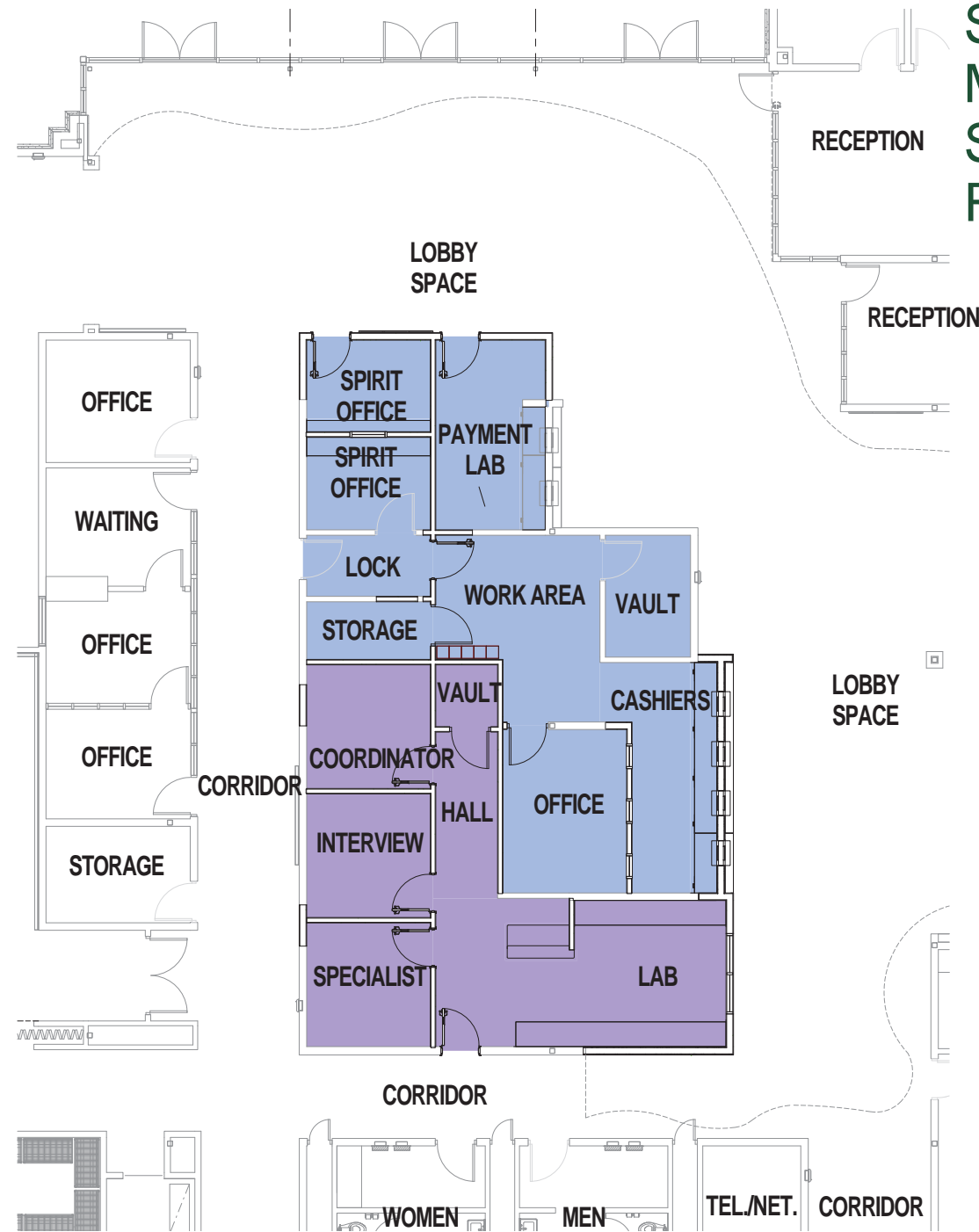
South Texas College Mid-Valley Campus Student Union Building Renovation



**EXISTING PARTIAL
FLOOR PLAN
BUILDING "F"**
SCALE: 7/32" = 1'-0"

LEGEND

- EXISTING ADMISSIONS AREA
- EXISTING CASHIERS AREA



**PROPOSED PARTIAL
FLOOR PLAN
BUILDING "F"**
SCALE: 7/32" = 1'-0"

LEGEND

- NEW CASHIERS
1,008 SQ. FT.
- NEW CAREER & EMPLOYER SVCS
776 SQ. FT.



South Texas College Mid-Valley Campus Student Union Building Renovation



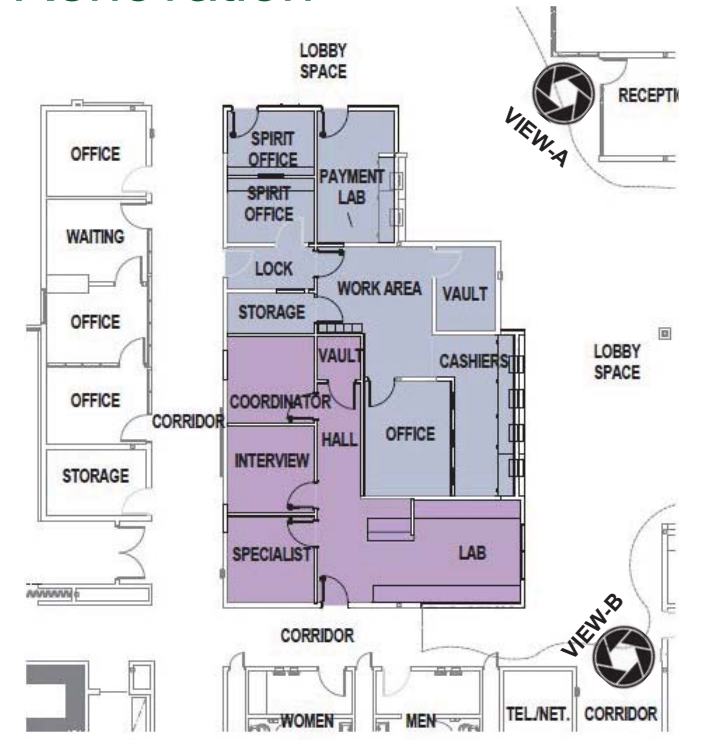
EXISTING CASHIERS & PAYMENT LAB (VIEW-A)



BEFORE



AFTER



EXISTING CAREER & EMPLOYER SVCS & CASHIERS (VIEW-B)



BEFORE



AFTER



SOUTH TEXAS
COLLEGE



**South Texas College
Probable Cost Budget
July 22, 2019
SCHEMATIC DESIGN**

Item	2	SF	X	UNIT PRICE	Total
BUILDING - 'F' IMPROVEMENTS					
SELECTIVE DEMOLITION		1,600	x	\$22.00	\$35,200.00
NEW IMPROVEMENTS - FINISHES		1,800	x	\$90.00	\$162,000.00
ON-SITE IMPROVEMENTS, DRIVEWAYS, PARKING, SIDEWALKS AND LANDSCAPING:					
Fire Protection System		1,800	x	\$2.00	\$3,600.00
Water Distribution System					\$0.00
Sanitary Sewer Collection System					\$0.00
Parking Lot Improvements					\$0.00
Landscape & Irrigation					\$0.00
Total Probable Cost					\$200,800.00
Contingency Allowance			x	5%	\$10,040.00
Total Project Cost					\$210,840.00

COSTS NOT INCLUDED :

MATERIALS TESTING
SECURITY/SURVEILLANCE
LAUNDROMAT EQUIPMENT
TAS PLAN REVIEW & INSPECTIONS

IMPORTANT NOTE: The Statement of Budget costs shown above are "Ball Park" figures and cannot be relied upon as statements of actual final costs. Actual costs can only be determined after bids for the construction work are received.



Review and Action as Necessary on Authorization to Proceed with Solicitation of Construction Services for the Mid Valley Campus Student Union Building F Renovation of Cashiers and Career & Employer Services Areas

Approval of authorization to proceed with the solicitation of construction services for the Mid Valley Campus Student Union (formerly Student Services) Building F Renovation of Cashiers and Career & Employer Services Areas project is requested.

On August 27, 2019, the Board of Trustees will be asked to approve the schematic design of the project. If approved, Rike Ogden Figueroa Alex Architects, Inc. will then proceed with design development drawings and specifications in preparation for the construction documents phase using College design standards as well as all applicable codes and ordinances. Upon the architect's completion of the construction documents, the documents can 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.

College staff is requesting approval to proceed with the bidding phase of soliciting construction proposals from contractors as soon as plans and specifications are completed by the Architect.

The Facilities Committee recommended Board approval authorizing staff to proceed with the solicitation of construction services for the Mid Valley Campus Student Union Building F Renovation of Cashiers and Career & Employer Services Areas project as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize staff to proceed with the solicitation of construction services for the Mid Valley Campus Student Union Building F Renovation of Cashiers and Career & Employer Services Areas project as presented.

The Following Minute Order is proposed for consideration by the Board of Trustees:

The Board of Trustees approves and authorizes staff to proceed with the solicitation of construction services for the Mid Valley Campus Student Union Building F Renovation of Cashiers and Career & Employer Services Areas project as presented.

Approval Recommended:

Shirley A. Reed, M.B.A., Ed.D.
President

Review and Action as Necessary on Demolition of the Existing Outdoor Mid Valley Campus Thermal Plant

Approval of the demolition of the existing outdoor Mid Valley Campus Thermal Plant is requested.

Purpose

The existing outdoor Mid Valley Campus Thermal Plant structure is no longer in use and will need to be demolished due to the existing condition of the structure.

Justification

A recommendation to the Board is required to proceed with the demolition of the existing outdoor Mid Valley Campus Thermal Plant structure that is no longer in use.

Once the recommendation to demolish is approved, Rike Ogden Figueroa Alex Architects, Inc. (ROFA) will proceed to prepare all necessary design development drawings and specifications in preparation for the documents phase using College design standards as well as all applicable codes and ordinances. Documents will then be issued for solicitation of proposals. Once received, proposals will be evaluated and submitted to the Board of Trustees with a recommendation to award a demolition contract.

Background

As part of the 2013 Bond Construction Program, the new Mid Valley Campus Physical Plant Building J was constructed to replace the existing outdoor thermal plant. College staff proposed renovating the obsolete existing thermal plant structure into a covered storage space that is not air-conditioned. Upon inspection by ROFA, it was stated that the existing structure may not be able to support the addition of a roof due to the cracks and expansion joint issues that were found in the existing concrete masonry unit (CMU) walls. College staff directed ROFA to explore the options of the feasibility to renovate and reinforce the walls to support a new roof or to demolish the facility as proposed. ROFA provided cost proposals for each option. The option to renovate the facility was estimated at \$202,020 and the budget was at \$80,000.

Based on the findings from ROFA, it is recommended to demolish the structure due to the existing wall conditions and the associated costs to renovate the space into a covered unconditioned storage space. In addition, based on the College's 2010 District-Wide Campus Expansion Master Plan, the thermal plant is shown to remain in its current location. However, the location is considered less than ideal for a storage facility since it is in the main campus "mall".

Funding Source

As part of the FY 2018-2019 Unexpended Construction Plant Fund, the total project cost for the original renovation project, including construction, design, miscellaneous, and technology, was budgeted at \$95,200. ROFA has estimated the probable demolition cost at \$60,000. The total revised probable demolition project cost, including demolition, design, and miscellaneous, is estimated at \$67,200.

Mid Valley Campus Thermal Plant Demolition Total Project Budget					
Item	Construction	Design	Misc.	Technology	Total
Original Renovation Project Budget	\$80,000	\$8,000	\$1,200	\$6,000	\$95,200
Estimated Demolition Cost *	60,000	6,000	1,200	0	67,200
Variance	\$20,000	\$2,000	\$0	\$6,000	\$28,000

*Estimated costs are based on Architect's estimated demolition costs. The contractor to whom the project is awarded will provide the actual costs.

Reviewers

The proposal has been reviewed by staff from the Facilities Planning & Construction and Facilities Operations & Maintenance departments, and the Coordinated Operations Council.

Enclosed Documents

Enclosed is the proposal and photos of the existing structure from ROFA for the Board's review and information.

The Facilities Committee did not recommend Board action on this item.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the demolition of the existing outdoor Mid Valley Campus Thermal Plant at an estimated cost of \$60,000, and a total demolition project cost estimated at \$67,200, as presented.

The Following Minute Order is proposed for consideration by the Board of Trustees:

The Board of Trustees approves and authorizes the demolition of the existing outdoor Mid Valley Campus Thermal Plant at an estimated cost of \$60,000, and a total demolition project cost estimated at \$67,200, as presented.


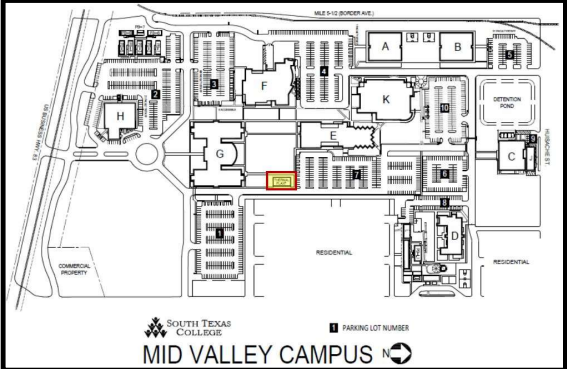
Approval Recommended:

Shirley A. Reed, M.B.A., Ed.D.
President

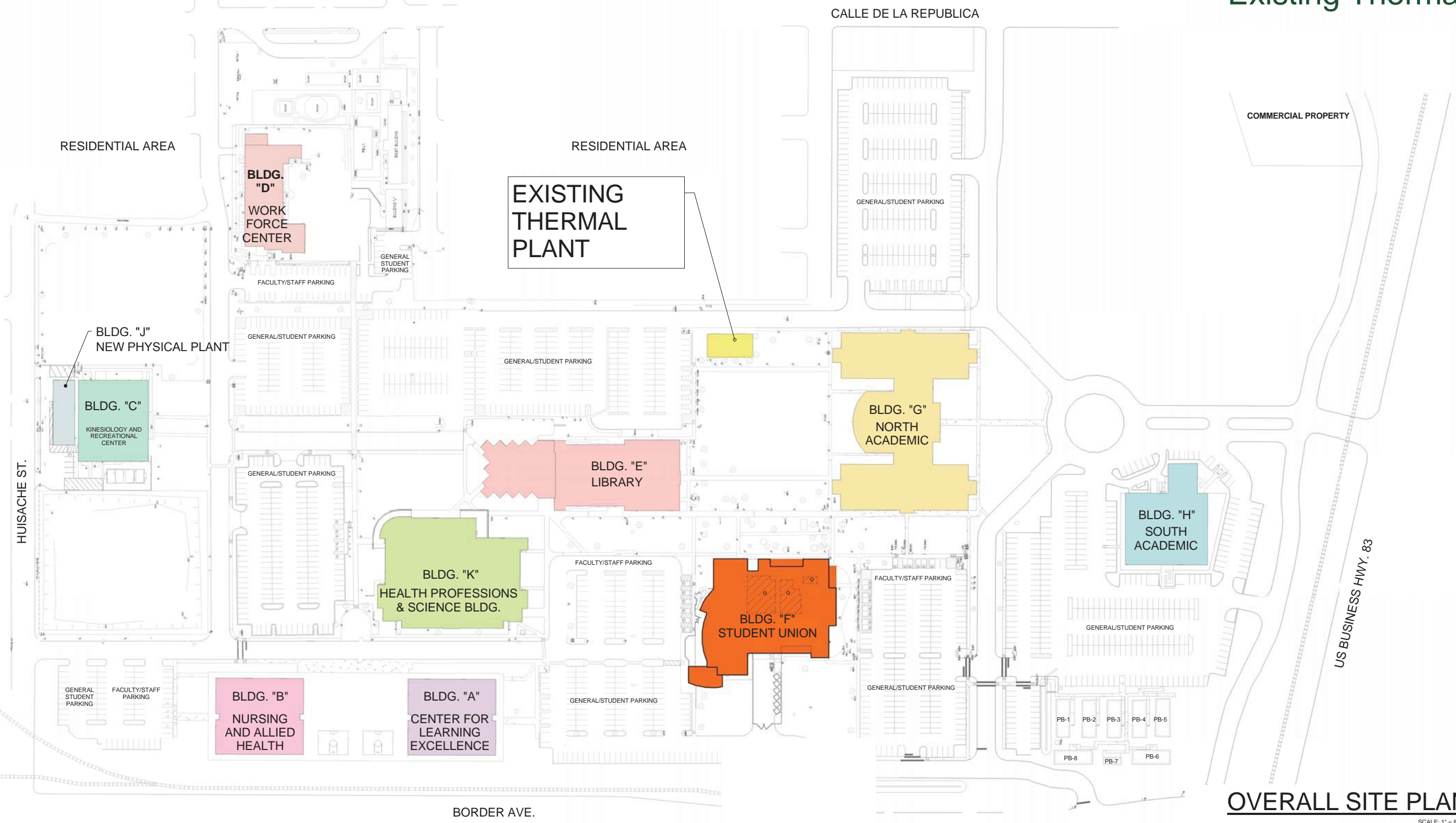
Mid Valley Campus Thermal Plant Renovation

Fact Sheet

As of August 9, 2019

Project Name: Mid Valley Campus - Thermal Plant Building Renovation																																				
Funding Source(s): Unexpended Plant Fund	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;"></th> <th style="width: 15%;"><u>Original Budget</u></th> <th style="width: 15%;"><u>Amended Budget</u></th> <th style="width: 15%;"><u>Actual Expenditures To Date</u></th> <th style="width: 15%;"><u>Variance of Amended Budget vs. Actual Expenditures To Date</u></th> </tr> </thead> <tbody> <tr> <td>Construction:</td> <td style="text-align: right;">\$ 80,000</td> <td style="text-align: right;">\$ 80,000</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ 80,000</td> </tr> <tr> <td>Design:</td> <td style="text-align: right;">8,000</td> <td style="text-align: right;">8,000</td> <td style="text-align: right;">-</td> <td style="text-align: right;">8,000</td> </tr> <tr> <td>Miscellaneous:</td> <td style="text-align: right;">1,200</td> <td style="text-align: right;">3,200</td> <td style="text-align: right;">1,011</td> <td style="text-align: right;">2,189</td> </tr> <tr> <td>FFE:</td> <td style="text-align: right;">-</td> <td style="text-align: right;">-</td> <td style="text-align: right;">-</td> <td style="text-align: right;">-</td> </tr> <tr> <td>Technology:</td> <td style="text-align: right;">6,000</td> <td style="text-align: right;">4,000</td> <td style="text-align: right;">-</td> <td style="text-align: right;">4,000</td> </tr> <tr> <td>Total:</td> <td style="text-align: right;">\$ 95,200</td> <td style="text-align: right;">\$ 95,200</td> <td style="text-align: right;">\$ 1,011</td> <td style="text-align: right;">\$ 94,189</td> </tr> </tbody> </table>		<u>Original Budget</u>	<u>Amended Budget</u>	<u>Actual Expenditures To Date</u>	<u>Variance of Amended Budget vs. Actual Expenditures To Date</u>	Construction:	\$ 80,000	\$ 80,000	\$ -	\$ 80,000	Design:	8,000	8,000	-	8,000	Miscellaneous:	1,200	3,200	1,011	2,189	FFE:	-	-	-	-	Technology:	6,000	4,000	-	4,000	Total:	\$ 95,200	\$ 95,200	\$ 1,011	\$ 94,189
	<u>Original Budget</u>	<u>Amended Budget</u>	<u>Actual Expenditures To Date</u>	<u>Variance of Amended Budget vs. Actual Expenditures To Date</u>																																
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Total:	\$ 95,200	\$ 95,200	\$ 1,011	\$ 94,189																																
Architect: Rike Ogden Figueroa Allex Architects, Inc. - 10/30/18	Board Approval of Schematic Design: N/A																																			
Contractor: TBD																																				
STC FPC Project Manager: Samuel Saldana	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;"></th> <th style="width: 15%;"><u>Substantial Completion</u></th> <th style="width: 15%;"><u>Board Acceptance</u></th> <th style="width: 15%;"></th> <th style="width: 15%;"><u>Board Acceptance</u></th> <th style="width: 15%;"></th> </tr> </thead> <tbody> <tr> <td></td> <td style="text-align: center;">TBD</td> <td style="text-align: center;">TBD</td> <td></td> <td style="text-align: center;">TBD</td> <td></td> </tr> <tr> <td></td> <td style="text-align: center;">TBD</td> <td style="text-align: center;">TBD</td> <td></td> <td style="text-align: center;">TBD</td> <td></td> </tr> </tbody> </table>		<u>Substantial Completion</u>	<u>Board Acceptance</u>		<u>Board Acceptance</u>			TBD	TBD		TBD			TBD	TBD		TBD																		
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	TBD	TBD		TBD																																
	TBD	TBD		TBD																																
Project Description																																				
The existing Thermal Plant was requested to be renovated as non-air conditioned covered space and used as a storage area for the Mid Valley Campus. The feasibility and cost for renovation vs the cost of demolishing the space had been requested. It was recommendation by the Architects to have the space demolished.																																				
Project Scope																																				
Existing Thermal Plant to be demolished. Area will be cleaned, landscaped, and irrigated.																																				
Projected Timeline																																				
Board Approval of Architect	Board Approval of Schematic Design	Board Approval of Contractor	Construction Start Date	Substantial Completion Date	Final Completion Date	FFE Completion of Move In																														
10/30/2018	8/27/2019	1/28/2020	2/21/2020	4/21/2020	5/21/2020	N/A																														
Project Calendar of Expenditures by Fiscal Year																																				
Fiscal Year	Construction	Design	Misc.	FFE	Tech	Project Total																														
2018-19	\$ -	\$ -	\$ 1,011	\$ -	\$ -	\$ 1,011																														
Project Total	\$ -	\$ -	\$ 1,011	\$ -	\$ -	\$ 1,011																														
Current Agenda Item																																				
8/13/19 Facilities Committee: Review and Recommend Action on Demolition of the Original Outdoor Mid Valley Campus Thermal Plant																																				
																																				

Mid-Valley Campus Existing Thermal Plant



OVERALL SITE PLAN
SCALE: 1" = 80'-0" 



South Texas College Mid-Valley Campus Thermal Plant Repurpose



EXISTING THERMAL PLANT BUILDING



**South Texas College
Probable Cost Budget
June 27, 2019
SCHEMATIC DESIGN**

Item	1	SF	X	UNIT PRICE	Total
PHYSICAL PLANT REPURPOSE					
PRE-MANUFACTURED BLDG		3,200	x	\$18.50	\$59,200.00
DEMOLITION STRCT & MEP		3,200	x	\$6.25	\$20,000.00
NEW FOUNDATION WORK		3,200	x	\$7.25	\$23,200.00
NEW IMPROVEMENTS - FINISHES		3,200	x	\$25.00	\$80,000.00
ON-SITE IMPROVEMENTS, DRIVEWAYS, PARKING, SIDEWALKS AND LANDSCAPING:					
Fire Protection System					\$0.00
Water Distribution System					\$0.00
Sanitary Sewer Collection System					\$0.00
Parking Lot Improvements					\$0.00
Landscape & Irrigation		1	x	\$10,000.00	\$10,000.00
Total Probable Cost					\$192,400.00
Contingency Allowance			x	5%	\$9,620.00
Total Project Cost					\$202,020.00
Option to Demolish Structure		1	x	\$60,000.00	\$60,000.00

IMPORTANT NOTE: The Statement of Budget costs shown above are "Ball Park" figures and cannot be relied upon as statements of actual final costs. Actual costs can only be determined after bids for the construction work are received.



Review and Action as Necessary on Authorization to Proceed with Solicitation of Demolition Services for the Demolition of the Existing Outdoor Mid Valley Campus Thermal Plant

Approval of authorization to proceed with the solicitation of demolition services for the Demolition of the Existing Outdoor Mid Valley Campus Thermal Plant project is requested.

On August 27, 2019, the Board of Trustees will be asked to approve the demolition of the existing thermal plant facility. If approved, Rike Ogden Figueroa Alex Architects, Inc. will then proceed with design development drawings and specifications in preparation for the documents phase using College design standards as well as all applicable codes and ordinances. Upon the architect's completion of the documents, the documents can be issued for solicitation of demolition proposals. Once received, demolition proposals will be evaluated and submitted to the Board of Trustees with a recommendation to award a demolition contract.

College staff is requesting approval to proceed with the bidding phase of soliciting demolition proposals from contractors as soon as plans and specifications are completed by the Architect.

The Facilities Committee took no action on this item, awaiting staff's verification of the budget information.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize staff to proceed with the solicitation of demolition services for the Demolition of the Existing Outdoor Mid Valley Campus Thermal Plant project as presented.

The Following Minute Order is proposed for consideration by the Board of Trustees:

The Board of Trustees approves and authorizes staff to proceed with the solicitation of demolition services for the Demolition of the Existing Outdoor Mid Valley Campus Thermal Plant project as presented.

Approval Recommended:

Shirley A. Reed, M.B.A., Ed.D.
President

Review and Recommend Action on Contracting Engineering Services for the Regional Center for Public Safety Excellence Evaluation of Site Drainage and Design for Drainage Improvements

Approval to contract engineering services to evaluate, make recommendations, and design construction drawings for the Regional Center for Public Safety Excellence Evaluation of Site Drainage and Design for Drainage Improvements is requested.

Purpose

Engineering services are necessary for evaluating and obtaining recommendations for the Regional Center for Public Safety Excellence drainage conditions. The design scope of work includes, but is not limited to, evaluation, design, analysis, surveys, preparation of plans and specifications, permit applications, construction administration, and inspection of the project.

Background

The solicitation of qualifications for engineering services for the Regional Center for Public Safety Excellence Evaluation of Site Drainage and Design for Drainage Improvements project was approved by the Board on July 23, 2019. The scope of services included conducting a comprehensive drainage study, and providing design services and construction administration for any necessary drainage improvements.

On July 29, 2019, South Texas College began soliciting for engineering design services for the purpose of selecting a firm to prepare the necessary plans and specifications for the Regional Center for Public Safety Excellence Evaluation of Site Drainage and Design for Drainage Improvements project. A total of fifteen (15) firms received a copy of the RFQ and a total of eight (8) firms submitted their responses on August 14, 2019.

The timeline for this project is summarized as follows:

- 7/23/2019 Board approval to solicit engineering services
- 7/29/2019 Began solicitation for engineering services
- 8/14/2019 Received responses from eight (8) firms
- 8/27/2019 Request approval for contracting engineering services

Funding Source

Funds will be available in the FY 2019 – 2020 Unexpended Construction Plant Fund budget.

Reviewers

The Statements of Qualifications have been reviewed by staff from the Facilities Planning and Construction, Operations and Maintenance, and Purchasing departments.

Enclosed Documents

A site plan of the Regional Center for Public Safety Excellence is enclosed. The evaluation team members completed evaluations for the firms and prepared the enclosed scoring and ranking summary.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize contracting engineering services with Perez Consulting Engineers for evaluation, recommendations, and design construction drawings for the Regional Center for Public Safety Excellence Evaluation of Site Drainage and Design for Drainage Improvements project as presented.

The Following Minute Order is proposed for consideration by the Board of Trustees:

The Board of Trustees approves and authorizes contracting engineering services with Perez Consulting Engineers for evaluation, recommendations, and design construction drawings for the Regional Center for Public Safety Excellence Evaluation of Site Drainage and Design for Drainage Improvements project as presented.

Approval Recommended:

Shirley A. Reed, M.B.A., Ed.D.
President

**SOUTH TEXAS COLLEGE
CIVIL ENGINEERING SERVICES - REGIONAL CENTER FOR PUBLIC SAFETY EXCELLENCE - EVALUATION OF SITE DRAINAGE AND DESIGN SERVICES FOR DRAINAGE IMPROVEMENTS
PROJECT NO. 19-20-1012
EVALUATION SUMMARY**

VENDOR	Dannenbaum Engineering Corporation	Guzman & Munoz Engineering and Surveying, Inc.	Half Associates, Inc.	LEMC, Inc.	Perez Consulting Engineers, L.L.C.	R. Gutierrez Engineering Corporation	SAMES, Inc.	South Texas Infrastructure Group, L.L.C.
ADDRESS	3100 W Alabama	2020 E Expway 83	5000 W Military Hwy Ste 100	P O Box 729	808 Dallas Ave	130 E Park Ave	200 S 10th St Ste 1500	900 S Stewart Rd Ste 13
CITY/STATE/ZIP	Houston, TX 77098	Mercedes, TX 78570	McAllen, TX 78503	Mission, TX 78573	McAllen, TX 78501	Pharr, TX 78577	McAllen, TX 78501	Mission, TX 78572
PHONE	713-520-9570	956-565-4637	956-664-0286	956-270-8030	956-631-4482	956-782-2557	956-702-8880	956-900-8699
FAX	956-429-0550	956-565-4636	956-664-0282	956-627-3688	956-682-1545	956-782-2558	956-702-8883	956-424-3132
CONTACT	Wayne G. Ahrens	Jose L. Munoz	Robert Saenz	Hilario Ortiz, Jr.	J. David Perez	Ramiro Gutierrez	Saul D. Maldonado	Julio Cerda
3.1 Statement of Interest (up to 100 points)								
3.1.1 Statement of interest on projects	89	88	90	89	93	93	90	92
3.1.2 Firm History including credentials	90	85	95	85	92	93	88	88
3.1.3 Narrative describing the design team's unique qualifications and specialized design experience as it relates to the project	89	92	92	88	92	90	90	92
3.1.4 Availability and commitment of firm and its principal(s), its consultants and key professionals	90	85	93	90	94	93	90	90
	90	90	93	89	95	95	95	90
3.2 Prime Firm (up to 100 points)								
3.2.1 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	89	90	91	89	92	91	91	92
3.2.2 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).	94	93	95	92	95	93	90	92
3.2.3 Prime Firm proximity and meeting availability	90	90	90	88	92	92	91	90
3.2.4 Describe any litigation the prime firm is currently involved in which could affect the firm's ability to provide professional services to STC.	90	85	93	90	94	93	90	90
	91	95	93	90	95	96	95	88
3.3 Project Team (up to 100 points)								
3.3.1 Organizational chart showing, the roles of the prime firm and each consultant firm or individual included.	88	86	90	90	92	92	90	89
--Identify the consultant and provide a brief history about the consultant								
--Describe the consultant's proposed role in the project and its related project experience	90	93	94	90	93	90	90	90
--List a project(s) that the prime firm and the consultant have worked together on during the last five years								
--Provide a statement of the consultant's availability for the project(s)								
--Provide resumes giving the experience and expertise of principals and key professional members for the consultant who will be assigned to the project(s)	90	90	92	87	90	90	91	90
3.3.2 provide an organizational chart showing the roles of the prime firm and each specialized consultant firm(s) or individual(s) to be included if any.								
--Identify the consultant and provide a brief history about the consultant and their area of design expertise								
--Describe the consultant's proposed role in the project								
--List (3) projects the consultant has worked on during the last 5 years which best describe the firm's design expertise	92	85	93	90	94	93	90	90
--List a project(s) that the prime firm and the specialized consultant have worked together on during the last 5 years								
--Provide a statement of the consultant's availability for the project								
--Provide resumes giving the experience and expertise of principals and key professionals members for the consultant who will be assigned to the project	90	92	92	90	93	94	92	91
3.4 Representative Projects (up to 100 points)								
3.4.1 Specific data on 5 projects the prime firm provided or is providing professional services in an educational setting	88	86	88	89	91	92	90	91
--Project name and location; Project Owner and contact information; Project construction cost; Project size in gross square feet; Date project was started and completed; Professional services prime firm provided for the project; Project manager; Project architect; Project designer; Names of consultant firms and their expertise	90	94	90	94	97	93	90	94
	90	92	92	90	93	91	92	89
	92	87	93	90	94	93	90	90
	90	90	90	91	94	92	93	90
3.5 Five References (up to 100 points)								
3.5.1 Provide references for 5 projects, other than STC, listed in response to Part four, 3.4.1. The references shall include:	89	80	89	90	94	94	93	93
--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	88	85	93	95	95	95	91	91
	90	87	90	91	92	93	90	91
	90	75	93	90	94	93	90	90
	88	85	93	93	95	95	93	93
3.6 Project Execution (up to 100 points)								
3.6.1 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.	85	90	88	90	93	92	90	91
3.6.2 Provide information as part of submission response to assure that Architectural firm is willing and able to expedite design services and construction administration for the project. Please provide insight if Architect is intending to supplement production capability in order to meet schedule demands.	90	92	95	90	95	93	92	90
	90	90	91	92	93	94	91	90
	90	85	90	90	90	90	90	90
	88	90	93	90	95	97	90	91
TOTAL EVALUATION POINTS	538	529.4	550.8	540.4	560.2	557	545.6	543.6
RANKING	7	8	3	6	1	2	4	5

**SOUTH TEXAS COLLEGE
CIVIL ENGINEERING SERVICES FOR REGIONAL CENTER FOR PUBLIC SAFETY EXCELLENCE - EVALUATION OF SITE DRAINAGE AND DESIGN FOR DRAINAGE IMPROVEMENTS
PROJECT NO. 19-20-1012**

VENDOR	Dannenbaum Engineering Corporation	Guzman & Muñoz Engineering and Surveying, Inc.	Half Associates, Inc.	LEMC, Inc.	Perez Consulting Engineers, LLC.	R. Gutierrez Engineering Corporation	SAMES, Inc.	South Texas Infrastructure Group, LLC.
ADDRESS	3100 W Alabama	2020 E Expway 83	5000 W Military Hwy Ste 100	P O Box 729	808 Dallas Ave	130 E Park Ave	200 S 10th St Ste 1500	900 S Stewart Rd Ste 13
CITY/STATE/ZIP	Houston, TX 77098	Mercedes, TX 78570	McAllen, TX 78503	Mission, TX 78573	McAllen, TX 78501	Pharr, TX 78577	McAllen, TX 78501	Mission, TX 78572
PHONE	713-520-9570	956-565-4637	956-664-0286	956-270-8030	956-631-4482	956-782-2557	956-702-8880	956-900-8699
FAX	956-429-0550	956-565-4636	956-664-0282	956-627-3688	956-682-1545	956-782-2558	956-702-8883	956-424-3132
CONTACT	Wayne G. Ahrens	Jose L. Muñoz	Robert Saenz	Hilario Ortiz, Jr.	J. David Perez	Ramiro Gutierrez	Saul D. Maldonado	Julio Cerda
3.1 Statement of Interest								
3.1.1 Statement of Interest for Project	Stated the firm's eagerness to work on the project. They emphasized their firm's ability to coordinate work with other organizations involved in the project and their ability to complete the project on time and within budget.	The firm expressed their interest in the project and summarized the firm's different types of services it provides to show their capabilities.	The firm indicated they were honored to provide platting services for this site and would consider it a privilege to provide the needed professional civil engineering services.	They are excited about the opportunity to serve STC with their unique qualifications, approach and passion for service.	Stated they are very interested in assisting STC with the Evaluation and recommendation of existing site drainage at the RCPSE. 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 firm's capability in various aspects of services required for the project.	Firm stated their interest in the project and summarized the firm's history and capabilities. The included a listing of the firm's services.	Firm stated their interest in the project and summarized the firm's history and capabilities. They included a listing of the areas in which firm has experience.
3.1.2 History and Statistics of Firm	- Originally founded in Houston in 1945 - Composed of Texas based consulting engineering companies that has been providing professional services to municipal, State and federal agencies, and private clients for over 70 years.	- Located in Mercedes, Texas - Has been providing services since 1973 - Staff of approx. 15 employees	- Founded in 1950 - 24 Offices throughout Texas, Louisiana, Oklahoma, Florida and Arkansas - Staff of over 895	- Established in 2007 - Located in Mercedes and Alton, as well as the DFW metroplex	- Established in 1991 - Located in McAllen, TX - Principal has been providing services since 1976	- Established in 1998 - Staff of 10 Employees - Located in Pharr, Texas	- Established in 2008 - Located in McAllen, Texas - has three licensed engineers - has 50 total employees	- 6 years in business - Located in Mission, Texas - has 13 total employees
3.1.3 Narrative describing the design team's unique qualifications and specialized design experience as it relates to the project	Pointed out the firm's work in other projects within the cities where STC has campuses, which has given them the knowledge of the ordinances and regulations governing construction within those cities.	Indicated that firm has a broad range of engineering, surveying, and construction and inspection related services and have provided services to may non-profit organizations.	Indicated they have completed several drainage projects for local school districts, as well as many projects for Texas State Technical College, UTRGV, and STC.	Indicated their experience includes decades in public infrastructure from small projects to Capital Improvement Plans and program management. Stated they specializes in providing engineering services to small and mid-size municipalities, public and private entities, commercial developers, school districts, and universities.	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.	Made a statement of firm's complete range of professional services they provide, including grant application assistance, planning and development, surveying, design, preparation of construction approved documents, bid procurement and construction management.	Made a statement of firm's complete range of professional services and their focus on delivering experience in a capacity of multi-disciplined engineering services.
3.1.4 Statement of Availability and Commitment	Stated their team will provide experienced professional and technical personnel to competently and efficiently perform the work required to successfully meet or exceed the project schedule.	Indicated there is no potential conflicts with current work. Stated that key personnel are working under an average 60% workload.	Stated they are committed to providing exceptional client service to STC.	Stated they are a small local firm which strides to provide quality over quantity and as such they will make themselves available to suit the needs of this project.	Indicated that are involved in other work, but is approx. 85% complete. They can assign a project engineer as soon as awarded and can add personnel as workload increases.	Stated they consider STC to be an extremely valuable and important client and it will receive the best in priority and attention.	Made a general statement of committing the firm's team to work alongside South Texas College.	Provided a list of staff that will be working on the project along with their roles and availability.
3.2 Prime Firm								
3.2.1 Resumes of Principals and Key Members	Included resumes for the following: - Wayne G. Ahrens, P.E. - Principal-In-Charge - Richard D. Seitz, P.E., Project Manager/Project Engineer/Drainage - Johan Petterson, P.E. - QA Officer - Nathaniel Olivarez, P.E., Project Engineer/Civil - Alejandro C. Flores, PE, CFM, D.WRE, Hydrology/Hydraulics - Ashish Waghray, P.E., CFM, Drainage Analysis, Modeling & Design - Michel Maksoud, PH.D., P.E., Structural Design - Keith A. Fredrickson, Schedule/Budget Control - Jenna Gardner, E.I.T., Hydraulic & Hydrologic Studies - Adrian Figueroa, EIT, ROW/Utilities - Arturo Garcia, CFM- Roads/Streets Design	Included resumes for the following staff: - Jose L. Muñoz, P.E., S.I.T., President - Rodolfo Montero, P.E., Senior Project Manager - Carlos Aguilar, P.E., R.P.L.S., Registered Professional Land Surveyor - Eli Gonzalez, GIS Analyst	Included Resumes for the following staff: - Menton "Trey" Murray, III, P.E. LEED AP, Principal-In-Charge - Robert L. Saenz, PE, CFM, PMP, Project Manager - Michael Moya, PE, CFM, Chairman of the Board/Technical Advisor - Jessica Baker, P.E., CFM, PMP, QA/QC - Josh Logan, PE, Hydrology/Hydraulics - Raul Garcia, PE, CFM, Civil Improvements - Mariel Torres, PE, Utility Coordination - Kristina Leal, PE, Construction Administration - Paul Rielly, PE, SE, SECB, Structural Design - Juan Castillo, RPLS, Surveying	Included resumes for the following staff: - Hilario Ortiz, Jr. - Chris Franke, PE, Vice President - Israel Gaona, E.I.T., CFM, Project Engineer	Included resumes for the following staff: - J. David Perez, P.E., President - Jorge D. Perez, P.E., Vice President - Alfonso A. Gonzalez, P.E., Project Engineer	Included resumes for the following staff: - Ramiro Gutierrez, PE, President/Principal in Charge - Hernan A. Lugo, PE, CFM - Pablo Soto, Jr. PE, RPLS, Survey Project Manager	Included resumes for the following staff: - Saul D. Maldonado, PE, SIT, Principal/President - Samuel D. Maldonado, PE, RPLS, RME, Project Surveyor - Jessica M. Maldonado, PE, PMP, Director of Professional Services - Ricardo A. Leal, EIT, Project Engineer/Construction Inspector - Gustavo Rea Jr., EIT - Arlett Rodriguez, Assistant Project Engineer - Samantha Yolibeth Lopez, Assistant Project Engineer	Included resumes for the following staff: - Julio C. Cerda, PE, Project Manager - Victor Trevino, P.E. - Jonathan D. Garcia Zamudio, Graduate Engineer
3.2.2 Project Assignments and Lines of Authority	Listed key personnel, role and percent of time they can commit to this project.	Listed three key personnel who would be involved in the project and indicated the percentage time assignments.	Listed key personnel, role and percent of time they can commit to this project.	Named three key personnel and the roles each will play in the project.	Named key personnel in an organization chart.	Named two key personnel and the roles each will play in the project. Indicated that the percentage time of the project team will be as much as may be needed.	Listed five 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.	Listed three 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.
3.2.3 Prime Firm proximity and meeting availability	Firms McAllen office is located within three miles of the Building N on STC's Pecan Campus.	The firm is located in Mercedes, Texas. The indicated that they can respond STC quickly and efficiently for planned and unexpected meetings.	Indicated office is located in south McAllen. They are a 15 minute drive from PCN Campus and a 20 minute drive to the RCPSE.	Firm did not address this item.	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 5 minutes of departure from our base of operations.	Firm is located in McAllen, Texas and is 7 minutes from STC.	Firm is located in Mission, Texas and is 6 miles from STC.
3.2.4 Describe any litigation the prime firm is currently involved in which could affect the firm's ability to provide professional services to STC	Indicated "Non Applicable" on response to this item.	Indicated that they have no pending litigations.	Firm stated that they are not involved in any litigations that would affects their ability to preform its obligations on any project.	Firm did not address this item.	Firm states they are not involved in any litigation.	Firm is not currently involved in any litigation.	Indicated that firm has not been involved in litigation disputes.	Indicated that firm has only had one automobile insurance claim and no other types of claims.

**SOUTH TEXAS COLLEGE
CIVIL ENGINEERING SERVICES FOR REGIONAL CENTER FOR PUBLIC SAFETY EXCELLENCE - EVALUATION OF SITE DRAINAGE AND DESIGN FOR DRAINAGE IMPROVEMENTS
PROJECT NO. 19-20-1012**

VENDOR	Dannenbaum Engineering Corporation	Guzman & Muñoz Engineering and Surveying, Inc.	Half Associates, Inc.	LEMC, Inc.	Perez Consulting Engineers, LLC	R. Gutierrez Engineering Corporation	SAMES, Inc.	South Texas Infrastructure Group, LLC
3.3 Project Team								
3.3.1 Organization chart with Role of Prime Firm and each consultants firm	Included organizational chart showing prime firm and the following consultants: - Mark Iglesias - CSR Environmental Consulting LLC - Anthony Covacevich - Accessibility Checks and Controls - David O. Salinas - Salinas Engineering & Associates	Included organizational chart showing firm staff and indicated if there is a need for any additional service GMES is unable to provide, they will utilize the consultants procured as per the local government code requirements.	Included organizational chart showing prime firm. They did not include any sub consultants.	Organizational chart was not included. The following consultants were included: - Carrizales Lan Surveying, LLC - MEG Engineers Group, Inc.	Included organizational chart showing prime firm and the following consultants: - Rio Delta Surveyors - Surveying - GeoGraff - Aerial/LIDAR	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.	Included organizational chart showing prime firm. They provided the following consultant: - R.O.W. Surveying Services (ROW)
3.4 Representative Projects								
3.4.1 Minimum of 5 projects firm has worked on	- South Texas College - Regional Center for Public Safety Excellence Parking and Site Improvements (\$2,013,388.45) - La Joya ISD - Diaz Villarreal, Kika De La Garza & Bensen Elementary (\$164,740.80) - Edinburg High School Drainage Reconfiguration (\$250,000) - South Texas Educational Technologies, Inc. - Horizon Montessori McAllen Middle School (\$875,000.00) - South Texas College - Pecan Campus Parking Lot Expansion and Parking and Street Improvements (\$121,947.49)	- Weslaco ISD - Parking Lot, Sidewalks, Drainage, Gutters and Site Improvements (\$415,000) - Harlingen CISD - Parking Lot, Sidewalks and Site Improvements at Various Schools in the District (\$800,000) - University of Texas at Brownsville - Business and Education Complex (\$19,655,000) - City of Raymondville - Rural Technology Building (\$1,863,250) - St. Joseph Academy - New Middle School Gymnasium and Administration Building (\$5,330,000)	- Texas A&M University Kingsville - West Campus Preliminary Drainage (\$2,073,588) - Texas A&M University Kingsville - Civil Improvements (\$1.5M) - McAllen ISD - McAllen Veterans Memorial Stadium Improvements (\$4,050,000) - Texas State Technical College - Central Chiller Plant Upgrade (\$100,000) - South Texas College - 600 Space Remote Parking Lot (\$1.4M)	- University of North Texas - UNT Coliseum Drainage & Flood proofing (\$153,000) - Edcouch-Elsa ISD - High School Drainage Improvements Project (\$720,000) - Brooks County ISD - 2012 Bond Projects (\$40M) - La Joya ISD - Jimmy Carter Early College - Drainage Improvements (\$175,000) - Edcouch-Elsa ISD - Environmental Phase One Report (\$720,000) - City of Forth Worth - Burton Hill Trinity Trails Neighborhood Flood Study (\$500,000) - City of Forth Worth - Dry Branch Creek Regional Detention Basin (\$1.7M)	- City of Edinburg - Stadium and Dawson Drive Drainage Project - South Texas College - North Pecan Campus Infrastructure Improvements Project (\$3 Million) - South Texas College - Mid Valley Drainage Report - PSJA ISD - T-STEM Early College & Football Stadium Parking Lot - (\$576,000) - South Texas College - North Pecan Campus Infrastructure Improvements Project (\$3M) - UTRGV - Lamar and ITT Parking Lot (\$1.965M)	- South Texas College - Nursing and Allied Health Center Campus Parking and Site Improvements (\$2.2 Million) - PSJA ISD - Liberty Middle School for Police Vehicles (\$202,500) - PSJA ISD - Jaime Escalante Middle School (\$3,694,980) - PSJA ISD - LBJ Middle School Renovations and Additions (\$1,100,000)	- Hidalgo County Urban County Program - TxGLO Flood and Drainage Improvements - Delta Area Connector/East Lateral Colonia Infrastructure I (\$1.2M) - Hidalgo County Urban County Program - TxGLO 2015 Floods Grant - Alamo and Edinburg Area Storm water Relief Projects (\$2.7M) - City of Escobares - TXGLO-DR Flood and Drainage Improvements (\$906,000) - IDEA Academy Public Schools - Parking Lot Expansion Project (\$219,000.00) - Starr County - TXGLO-DR Rad III Paving and Drainage Improvements (\$844,000) - City of Pharr Public Works - TxGLO Downtown Drainage Improvements (\$2.2M)	- Sharyland ISD - Pioneer High School Subdivision (\$40,500,000) - Sharyland ISD - Support Services Bus and Staff Parking Lot Improvements (\$460,000) - IDEA Public Schools - McAllen Subdivision (\$4,788,000) - Hidalgo County Precinct 4 - Endowment Center at San Carlos Phase II (\$1,000,000)
3.5 References								
3.5.1 References for five projects	- Edinburg CISD - Hidalgo County Drainage District No 1 - Burns Brothers LTD - City of McAllen - City of Edinburg	- International Boundary & Water Commission - Harlingen CISD - Weslaco ISD - Mercedes ISD - City of Raymondville	- McAllen ISD - Texas State Technical College - Texas A&M University Kingsville - UTRGV	- Edcouch-Elsa ISD - Brooks County ISD - La Joya ISD - City of Forth Worth - City of Cedar Hill	- City of Edinburg - Boultinghouse Simpson Architects - UTRGV - PSJA ISD	- PSJA ISD - City of Pharr	- City of Pharr - Hidalgo County Precinct 2 - City of Escobares - Edinburg CISD - Hidalgo County Urban County Program	- Orchard States - Marval Plaza - Rockingham Subdivision - City of Mission - City of Edinburg
3.6 Project Execution								
3.6.1 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.	Proposes the use of the Critical Path Scheduling and Task Status Reporting. Presented their techniques for controlling costs and their Design Quality Management Plan to maintain quality control.	Included a detailed description, in phases, of the methodology followed on projects. Also provided a summary of the steps taken to maintain quality control.	Stated the technical approach to the project can be summarized in four main focus areas: - Drainage Assessment - Existing System Capacity/Problem Identification - Alternative Mitigation Solutions/Improvement Feasibility Analysis - Design and Budget - Construction of Improvements	Firm presented the following five tasks as the steps for each: 1) Study and Report Phase; 2) Preliminary Phase; 3) Design Phase; 4) Bidding/Negotiating Phase and 5) Construction	Presented step-by-step approaches for performing work on the project and for maintaining quality control.	Provided a brief summary of the phases/stages they will follow on the project, including the interaction they will have with STC staff. Stated that they will develop up to 3 alternative solutions to the drainage issues.	Provided the phases of what they term their "technical systematic approach" for the project, which includes the following: 1) Site Surveying Data Collection; 2) Planning and Preliminary Design; 3) Engineering and Design; 4) Permitting; and 5) Construction Phase Services; and Project Close-out.	Firm presented three phases of the project and summarized the work under each. They also presented a statement on the criteria that are used to maintain quality control on the project.
3.6.2 Willingness and ability to expedite services. Ability to supplement production.	Stated that they have more than adequate personnel from which to supplement the Team they will assign to the project. They pointed to the use of Critical Path Scheduling to complete the project on time.	Stated that firm brings extensive capabilities in the area of professional services for all disciplines of consulting, engineering, surveying, design, construction management, inspection and construction.	Stated that the work schedule will be one of the elements that will define success for this contract. Their key to a successful project execution is developing the project schedule up front and identifying the required staffing levels.	Firm did not address this item.	Stated that firm is cognizant of deadline and schedules and is committed to partner with STC staff to assure timely and quality results.	Stated the firm's willingness and ability to commence work on the project. The do not foresee a need to supplement work capability, but they have the resources to do so in needs presents itself.	Stated that they are dedicated to assisting STC achieve their project goals and will provide engineering solutions that are sensitive to the problem.	Stated that the firm will provide a creative approach and will develop the project in three phases which will include Planning and Schematic Phase, Design Phase and the Construction Phase Services.
Total Evaluation Points	538	529.4	550.8	540.4	560.2	557	545.6	543.6
Ranking	7	8	3	6	1	2	4	5

REGIONAL CENTER FOR PUBLIC SAFETY EXCELLENCE MASTER PLAN



Review and Action as Necessary on Ratification of Services for the Water Line Break at the Technology Campus Advanced Technical Careers Building B

Ratification of the remediation services for the water line break at the Technology Campus Advanced Technical Careers Building B is requested.

Background

On July 24, 2019, a significant break in the main domestic water service line occurred at the Technology Campus Advanced Technical Careers Building B, causing damage to the carpeting, ceiling tiles, furniture, and audio/visual equipment in office spaces, computer labs, and conference rooms. A custodian heard a disturbance, encountered the water leak, and immediately notified the supervisor. The appropriate channels of notification brought the College's response team to the building, who then identified and repaired the leak, moved assets and personnel as needed, and began the cleanup process by that same afternoon.

The Facilities Operations and Maintenance Department contacted RL Abatement to inspect the building and determined the area had high moisture levels due to the water break. The Facilities Operations and Maintenance Department approved the authorization to secure services and requested that water damages restoration of the Technology Campus Advanced Technical Career Building B begin immediately.

Due to this emergency, RL Abatement mobilized their team and began removing carpet and cove base on Wednesday, July 24, 2019. Dehumidifying and specialized equipment were placed in each room of the affected area to remove moisture beginning on Thursday, July 25, 2019 through Tuesday, July 30, 2019.

All water-damaged debris was removed by Thursday, July 25, 2019.

The College requested three (3) quotes from the following contractors for repairing drywall and painting walls in the affected areas:

Vendor	Cost
Noble Texas Builders	\$14,500
5 Star GC Construction	\$21,455
Castcon Construction	No Bid

College staff selected the drywall repair and wall painting proposal from Noble Texas Builders in the amount of \$14,500.

College staff requested quotes through a purchasing cooperative from Diaz Flooring, a Texas Association of School Boards – Buyboard approved vendor, on the replacement of carpet and cove base in the damaged area. Installation began once the repair of drywall and painting has been completed.

Once the carpet and cove base were installed, the Facilities Operations and Maintenance Department installed all furniture that was removed due to the restoration. The computers in each of the labs and offices will be installed by the Information Technology Department.

Insurance Coverage

The College notified Montalvo Insurance Agency, property insurance provider, on Wednesday, July 24, 2019 of the water line break. The deductible cost for Technology Campus Advanced Technical Careers Building B is \$100,000.

Areas Affected

- Technology Campus Advanced Technical Careers Building B East Wing - conference rooms, computer labs, and offices. Items to be repaired within these areas include flooring and painting.

Estimated Costs:

Type of Work	Vendor	Cost
Water Damage Mitigation	RL Abatement	\$19,800
Drywall Repair and Paint	Noble Texas Builders	14,500
Carpet and Cove Base	Diaz Flooring	25,721
Technology Equipment	Multiple	9,943
Total Cost		\$69,964

Proposed Timeline for Completion of the Repairs:

- August 16, 2019

Funding Source

Funds are available in the FY 2018 – 2019 Facilities Maintenance budget.

Enclosed Documents

A presentation detailing the damage and remediation is enclosed for the Committee's review and information.

Presenters

George McCaleb, Director of Facilities Operations and Maintenance, provided a report on the incident for the Committee's review and information. Mr. McCaleb recognized a number of departments who reacted efficiently and appropriately, thereby minimizing both the water damage and the remediation time.

Administration and the Committee members recognized the outstanding performance by the teams identified by Mr. McCaleb.

The Facilities Committee recommended Board ratification of the remediation services for the water line break at the Technology Campus Advanced Technical Careers Building B, including water damage restoration by RL Abatement in the amount of \$19,800, drywall and paint repair by Noble Texas Builders in the amount of \$14,500, carpet and cove base replacement by Diaz Flooring in the amount of \$25,721, and technology equipment replacement by various vendors in the amount of \$9,943.38, at a total cost of \$69,964 as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize ratification of the remediation services for the water line break at the Technology Campus Advanced Technical Careers Building B, including water damage restoration by RL Abatement in the amount of \$19,800, drywall and paint repair by Noble Texas Builders in the amount of \$14,500, carpet and cove base replacement by Diaz Flooring in the amount of \$25,721, and technology equipment replacement by various vendors in the amount of \$9,943.38, at a total cost of \$69,964 as presented.

The Following Minute Order is proposed for consideration by the Board of Trustees:

The Board of Trustees approves and authorizes ratification of the remediation services for the water line break at the Technology Campus Advanced Technical Careers Building B, including water damage restoration by RL Abatement in the amount of \$19,800, drywall and paint repair by Noble Texas Builders in the amount of \$14,500, carpet and cove base replacement by Diaz Flooring in the amount of \$25,721, and technology equipment replacement by various vendors in the amount of \$9,943.38, at a total cost of \$69,964 as presented.

Approval Recommended:

Shirley A. Reed, M.B.A., Ed.D.
President

July 2019 Water Line Break Update

**Facilities Committee Meeting
08.13.19**

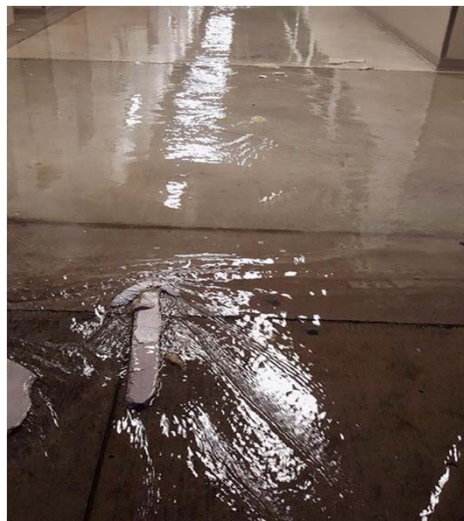
Technology Campus

- July 24, 2019 @ 6:30 am
- 4" Water Line – Ruptured above Ceiling

Conference Room 142



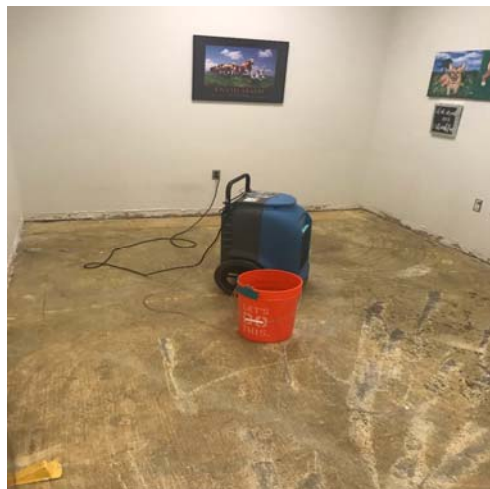
Hallway



Water Extraction - Office



Mitigation – Office



Mitigation - Lab



Timeline

- 6:30 am – Custodian found the water break and notified Supervisor
- 6:55 - 7:00 am – Plumbing Team arrived and isolated water line
- 7:30 am – Custodial Team began to extract water from affected area
- 8:00 am
 - Pecan Custodial Team arrived with personnel and equipment
 - IT Team arrived and began to disconnect computer equipment

Timeline

- 8:30 am – Insurance Provider was notified
- 9:20 am – RL Abatement arrived to investigate
- 10:45 am – Custodial Team removed all water
- 2:00 pm – All furniture/equipment was removed
- 2:30 pm – Temporary Offices were set up
- 4:00 pm – RL Abatement removed all carpet and cove base
- 5:00 pm – RL Abatement – began installing dehumidifying equipment

Temporary Office Space



Departments Involved

- Facilities Operations and Maintenance
 - Custodial Department
 - Pecan and Technology Campuses
 - Maintenance Department
 - Carpentry
 - Electrical
 - HVAC
 - Plumbing
- Facilities Planning and Construction
- Information Technologies
- Educational Technologies
- Purchasing/Shipping and Receiving
- Accountability, Risk, and Compliance
- Student Services

Repair Costs

• RL Abatement	\$ 19,800
• Diaz Flooring	\$ 25,721
• Painting Vendor	\$ 14,500
• Audio/Visual Equipment Damage	\$ 9,943
Total	\$ 69,964

Questions

Review and Action as Necessary on Architectural Fee Adjustments for the Pecan Campus Ann Richards Administration Building D Renovation of East Side Office Space

Approval to amend the current architectural agreement with EGV Architects to adjust the architectural fee based on the final construction cost for the Pecan Campus Ann Richards Administration Building D Renovation of East Side Office Space project is requested.

Purpose

Authorization is requested to amend the current architectural agreement with EGV Architects to adjust their architectural fee based on the final construction cost for the Pecan Campus Ann Richards Administration Building D Renovation of East Side Office Space.

Justification

The Architect is compensated based on a percentage of the Construction Budget, and compensation adjustments are necessary once the construction costs are finalized.

Background

The current architectural agreement with EGV Architects for the Pecan Campus Ann Richards Administration Building D Renovation of East Side Office Space states an additional fee is required if the final construction cost exceeds the Owner's original budget for the Cost of Work.

The original budget for the project was \$180,000, and the fee was negotiated at 9.75%, for a total of \$17,550 plus a reimbursable cost of \$1,617.53. The total project cost is \$203,792.

EGV Architects is requesting an additional fee of \$2,319.72, which would result in an adjusted fee of \$19,869.72. The total revised fee, including the reimbursable expenses of \$1,617.53, is 21,487.25, including additional services.

Original Fee:	\$17,550.00
Additional Fee:	<u>2,319.72</u>
Subtotal:	\$19,869.72
Reimbursable Expenses:	<u>1,617.53</u>
Total Revised Fee	\$21,487.25

Board approval is necessary to amend the current architectural agreement with EGV Architects to a revised fixed fee of \$21,487.25. No additional costs are anticipated for this project.

EGV Architects has previously been paid \$14,142.58, and upon approval of the fee adjustment as presented EGV Architects would be owed a remaining balance totaling \$7,344.67.

Total Revised Fee	Previous Amount Paid	Remaining Balance
\$21,487.25	\$14,142.58	\$7,344.67

Funding Source

Funds are budgeted FY 2018-2019 Unexpended Construction Plant Fund.

The Facilities Committee recommended Board approval to amend the current architectural agreement with EGV Architects for the Pecan Campus Ann Richards Administration Building D Renovation of East Side Office Space project to a revised fixed fee of \$21,487.25, and the payment of the outstanding balance to EGV Architects.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the amendment of the current architectural agreement with EGV Architects for the Pecan Campus Ann Richards Administration Building D Renovation of East Side Office Space project to a revised fixed fee of \$21,487.25, and the payment of the outstanding balance to EGV Architects.

The Following Minute Order is proposed for consideration by the Board of Trustees:

The Board of Trustees approves and authorizes the amendment of the current architectural agreement with EGV Architects for the Pecan Campus Ann Richards Administration Building D Renovation of East Side Office Space project to a revised fixed fee of \$21,487.25, and the payment of the outstanding balance to EGV Architects.

Approval Recommended:

Shirley A. Reed, M.B.A., Ed.D.
President

EGV Architects - Fee Adjustment Summary
Pecan Campus Ann Richards Administration Building D Renovation

Company Name: EGV Architects
 Campus: Pecan Campus
 Project Name: Building D Renovation

Original Construction Budget:	\$180,000.00	Approved Construction Cost:	\$204,925.00
		Less Change Orders	(1,133.00)
		Total Adjusted Cost of Work:	\$203,792.00
Original Fee Percent:	9.75%	Fee Percent:	9.75%
Calculated Fee:	<u>\$17,550.00</u>	Adjusted Contract Fee:	<u>\$19,869.72</u>

Original Contract Fee:	\$17,550.00	Original Contract Fee:	\$17,550.00
Additional Fee Requested	2,319.72	Additional Fee Requested	2,319.72
Adjusted Contract Fee:	<u>\$19,869.72</u>	Adjusted Contract Fee:	<u>\$19,869.72</u>
Reimbursable Expenses	1,617.53	Reimbursable Expenses	1,617.53
Total Adjusted Fee:	<u>\$21,487.25</u>	Total Adjusted Fee:	<u>\$21,487.25</u>

*Total Original Fee: \$17,550.00
 *Without reimbursable expenses

Total Original Fee:	\$17,550.00	Total Original Fee:	\$17,550.00
Additional Fee Requested	2,319.72	Additional Fee Requested	2,319.72
Reimbursable Expenses	<u>1,617.53</u>	Reimbursable Expenses	<u>1,617.53</u>
Net Fee Adjustment:	3,937.25	Net Fee Adjustment:	3,937.25
Total Adjusted Fee:	<u>\$21,487.25</u>	Total Adjusted Fee:	<u>\$21,487.25</u>

Review and Action as Necessary on Final Completion of the Pecan Campus Ann Richards Administration Building D Renovation of East Side Office Space

Approval of final completion of the Pecan Campus Ann Richards Administration Building D Renovation of East Side Office Space project is requested.

	Project	Completion Recommended	Date Received
1.	Pecan Campus Ann Richards Administration Building D Renovation of East Side Office Space Architect: EGV Architects Contractor: Noble Texas Builders	Final Completion Recommended	July 29, 2019

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 Noble Texas Builders be approved. The original cost approved for this project was in the amount of \$180,000.

The following charts summarize the above information:

Pecan Campus Ann Richards Administration Building D Renovation of East Side Office Space					
Construction Budget	Approved Proposal Amount	Net Total Change Orders	Final Project Cost	Previous Amount Paid	Remaining Balance
\$180,000	\$204,925	(\$1,133)	\$203,792	\$96,687.20	\$107,104.80

Enclosed Documents

A copy of the letter of Final Completion is enclosed for the Board's review and information.

The Facilities Committee recommended Board approval of final completion of the Pecan Campus Ann Richards Administration Building D Renovation of East Side Office Space project and release of final payment in the amount of \$107,104.80 to Noble Texas Builders as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the final completion of the Pecan Campus Ann Richards Administration Building D Renovation of East Side Office Space project and release of final payment in the amount of \$107,104.80 to Noble Texas Builders as presented.

The Following Minute Order is proposed for consideration by the Board of Trustees:

The Board of Trustees approves and authorizes the final completion of the Pecan Campus Ann Richards Administration Building D Renovation of East Side Office Space project and release of final payment in the amount of \$107,104.80 to Noble Texas Builders as presented.

Approval Recommended:

Shirley A. Reed, M.B.A., Ed.D.
President

**Pecan Campus Ann Richards Administration Building D Renovation
of East Side Office Space Fact Sheet
As of August 9, 2019**

Project Name: Pecan Campus - Ann Richards Administration Building D Renovation of East Side Office Space																																				
Funding Source(s): Unexpended Plant Fund	<table border="1"> <thead> <tr> <th></th> <th><u>Original Budget</u></th> <th><u>Amended Budget</u></th> <th><u>Actual Expenditures To Date</u></th> <th><u>Variance of Amended Budget vs. Actual Expenditures To Date</u></th> </tr> </thead> <tbody> <tr> <td>Construction:</td> <td>\$ 180,000</td> <td>\$ 211,637</td> <td>\$ 96,687</td> <td>\$ 114,950</td> </tr> <tr> <td>Design:</td> <td>18,000</td> <td>21,880</td> <td>14,142</td> <td>7,738</td> </tr> <tr> <td>Miscellaneous:</td> <td>4,500</td> <td>6,533</td> <td>3,323</td> <td>3,210</td> </tr> <tr> <td>FFE:</td> <td>30,000</td> <td>46,000</td> <td>9,453</td> <td>36,547</td> </tr> <tr> <td>Technology:</td> <td>15,300</td> <td>11,774</td> <td>-</td> <td>11,774</td> </tr> <tr> <td>Total:</td> <td>\$ 247,800</td> <td>\$ 297,824</td> <td>\$ 123,605</td> <td>\$ 174,219</td> </tr> </tbody> </table>		<u>Original Budget</u>	<u>Amended Budget</u>	<u>Actual Expenditures To Date</u>	<u>Variance of Amended Budget vs. Actual Expenditures To Date</u>	Construction:	\$ 180,000	\$ 211,637	\$ 96,687	\$ 114,950	Design:	18,000	21,880	14,142	7,738	Miscellaneous:	4,500	6,533	3,323	3,210	FFE:	30,000	46,000	9,453	36,547	Technology:	15,300	11,774	-	11,774	Total:	\$ 247,800	\$ 297,824	\$ 123,605	\$ 174,219
	<u>Original Budget</u>	<u>Amended Budget</u>	<u>Actual Expenditures To Date</u>	<u>Variance of Amended Budget vs. Actual Expenditures To Date</u>																																
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Technology:	15,300	11,774	-	11,774																																
Total:	\$ 247,800	\$ 297,824	\$ 123,605	\$ 174,219																																
Architect: EGV Architects Inc. - 7/24/18 Contractor: Noble Texas Builders - 2/26/19	Board Approval of Schematic Design N/A																																			
STC FPC Project Manager: Roberto Cuellar Martin Villarreal	Substantial Completion 6/20/2019 Board Acceptance 7/23/2019 Final Completion 7/29/2019 Board Acceptance 8/27/2019																																			

Project Description

Existing space was in need of renovation to meet the College's material and design standards including the concrete infill of an existing floor space void.

Project Scope

The project scope included demolition of the existing space, infilling the concrete void in existing floor, and renovating the area to provide an updated, well lit, and functional space including a Receptionist Area, a Conference Room, a Storage Room, Riser Room, and nine (9) Staff Offices.

Projected Timeline

Board Approval of Architect	Board Approval of Schematic Design	Board Approval of Contractor	Construction Start Date	Substantial Completion Date	Final Completion Date	FFE Completion of Move In
7/24/2018	N/A	2/26/2019	4/10/2019	6/20/2019	7/29/2019	7/26/2019

Project Calendar of Expenditures by Fiscal Year

Fiscal Year	Construction	Design	Misc.	FFE	Tech	Project Total
2018-19	\$ 96,687	\$ 14,142	\$ 3,323	\$ 9,453	\$ -	\$ 123,605
Project Total	\$ 96,687	\$ 14,142	\$ 3,323	\$ 9,453	\$ -	\$ 123,605

Current Agenda Item

8/13/19 Facilities Committee: Review and Recommend Action on Final Completion for the Pecan Campus Ann Richards Administration Building D Renovation of East Side Office Space





August 1, 2019

South Texas College
Mr. Ricardo De La Garza, Director of
Facilities Planning and Construction
P. O. Box 9701
McAllen, TX 78501

Re: South Texas College Pecan Campus Building D Renovation

Dear Mr. De La Garza,

To the best of our knowledge, all work has been performed as per manufacturer's specifications. Noble Texas Builders has completed the punch list items. We recommend release of final payment to Noble Texas Builders for the above referenced project once the closing documents have been submitted.

If you have any questions please call at (956) 843-2987.

Sincerely,

A handwritten signature in blue ink, appearing to read 'E. Vela', is written over a blue horizontal line.

Eduardo G. Vela, Architect

XC: Noble Texas Builders

Review and Action as Necessary on Annual Facility Usage Agreements

Approval of the FY 2019 – 2020 annual facility usage agreements for use by the kinesiology program is requested.

Purpose

Approval of annual facility usage agreements for various locations that host student instruction will be requested for FY 2019 – 2020.

Justification

Various locations are needed to accommodate the Kinesiology program courses offered at South Texas College. The facilities needed are course specific (ex. golf, swimming, tennis, weight training, etc.).

Background

Below is a list of facilities which are leased on an annual basis and used for various instructional purposes. The facilities will provide for Weight Training, Bowling, Golf, Basketball, Volleyball, Swimming, and Tennis courses in the Kinesiology Program for the fall 2019, spring 2020, and summer 2020.

In FY 2018 - 2019 a total of 1,904 students enrolled in kinesiology courses and a Physical Education Special Activity fee of \$55 was charged per student for each course taken. A total of \$24,607.08 was spent on facility usage fees in FY 2018 - 2019.

The following are facilities at which kinesiology courses may be offered.

- City of McAllen
 - Boys and Girls Club Othal Brand Center
 - Boys and Girls Club Roney Center
 - Boys and Girls Club Pool
 - Las Palmas Park
 - Los Encinos Park Tennis Courts
 - Municipal Baseball Complex
 - Municipal Pool
 - Palm View Golf Course
 - Parks and Recreation Bicentennial Soccer Field
 - Westside Park
- City of Mission
 - Bannworth Park
 - Parks & Recreation North Side Pool
- City of Weslaco
 - City Park Tennis Courts
- Flamingo Bowl (McAllen, TX)
- McAllen ISD – McHi Tennis Courts
- Ultimate Fitness Center (Weslaco, TX)

- Mighty Joe's Gym (Weslaco, TX)
- Weslaco Fitness Center (Weslaco, TX)
- Harlon Block Park (Weslaco, TX)

Funding Source

Funds have been budgeted in the proposed FY 2019 - 2020 Physical Education Facility Rental budget.

The Facilities Committee recommended Board approval of the FY 2019 – 2020 annual facility usage agreements for use by the kinesiology program as presented

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the FY 2019 – 2020 annual facility usage agreements for use by the kinesiology program as presented

The Following Minute Order is proposed for consideration by the Board of Trustees:

The Board of Trustees approves and authorizes the FY 2019 – 2020 annual facility usage agreements for use by the kinesiology program as presented

Approval Recommended:

Shirley A. Reed, M.B.A., Ed.D.
President

Update on Status of Unexpended Plant Fund Construction Projects

The Facilities Planning and Construction staff prepared the attached design and construction update. This update summarizes the status of each capital improvement project currently in progress. Mary Elizondo and Rick de la Garza will be present to respond to questions and address concerns of the trustees.

South Texas College
Unexpended Plant Fund - Capital Improvement Projects (CIP)
Project Schedule

#	Projects	Architect/Engineer	Contractor	COC	Authorization to Solicit		Architect/Engineer Recommendation and Approval		COC	Schematic Design		Contractor Recommendation and Approval		Construction Start Date	Substantial Completion Date	Final Completion Date	FFE Completion of Move In	Estimated Project Duration
				Review & Approval	Facilities Committee Review & Approval	Board Approval	Architect/Engineer Recommendation and Approval	Board Approval of A/E	Review & Approval of Schematic Design	Facilities Committee Recommendation	Board Approval	Facilities Committee Contractor Recommendation	Board Approval of Contractor					
Pecan Campus																		
1	Sand Volleyball Courts	Alvarado Architects	NM Contracting, LLC.	N/A	N/A	N/A	2/6/2018	2/27/2018	N/A	N/A	N/A	12/4/2018	12/13/2018	2/21/2019	6/27/2019	7/27/2019	N/A	16 months
2	Library Building F Renovation and Expansion	ERO Architects	TBD	N/A	N/A	N/A	6/13/2019	6/25/2019	10/1/2019	11/12/2019	11/26/2019	10/2020	10/2020	11/2020	11/2021	12/2021	1/2022	28 months
3	Information Technology Building M Office and Work Space Renovation	Boultinghouse Simpson Gates Architects (BSGA)	TBD	N/A	10/30/2018	12/13/18	12/4/2018	12/13/2018	N/A	5/14/2019	5/30/2019	10/8/2019	10/29/2019	11/18/2019	3/18/2020	4/18/2020	5/18/2020	16 months
4	Athletic Field Fence Enclosure	Chanin Engineering	NM Contracting, LLC.	N/A	N/A	N/A	N/A	N/A	N/A	2/12/2019	2/26/2019	3/5/2019	3/25/2019	4/26/2019	7/24/2019	8/24/2019	N/A	5 months
5	Building D Renovation	EGV Architects	Noble Texas Builders	N/A	N/A	N/A	7/10/2018	7/24/2018	N/A	N/A	N/A	2/12/2019	2/26/2019	4/10/2019	6/20/2019	7/20/2019	8/15/2019	11 months
6	Student Activities Center Building H Cafeteria Renovations	EGV Architects	TBD	N/A	N/A	N/A	7/10/2018	7/24/2018	5/7/2019	5/14/2019	5/30/2019	10/8/2019	10/29/2019	11/18/2019	6/18/2020	7/18/2020	8/18/2020	23 months
7	Student Activities Center Building H West Elevation Modifications	TBD	TBD	1/7/2020	2/11/2020	2/25/2020	3/10/2020	3/31/2020	6/2/2020	7/14/2020	7/28/2020	1/2021	1/2021	2/2021	5/2021	6/2021	N/A	15 months
8	Park & Ride Portable Renovation and Fence Enclosure for College Vehicles	TBD	TBD	1/7/2020	2/11/2020	2/25/2020	3/10/2020	3/31/2020	6/2/2020	7/14/2020	7/28/2020	1/2021	1/2021	2/2021	5/2021	6/2021	N/A	15 months
9	Cooling Tower Screen Upgrades	TBD	TBD	1/7/2020	2/11/2020	2/25/2020	3/10/2020	3/31/2020	6/2/2020	7/14/2020	7/28/2020	1/2021	1/2021	2/2021	5/2021	6/2021	N/A	15 months
10	Site Improvements to North Pecan Campus	TBD	TBD	1/7/2020	2/11/2020	2/25/2020	3/10/2020	3/31/2020	6/2/2020	7/14/2020	7/28/2020	1/2021	1/2021	2/2021	5/2021	6/2021	N/A	15 months
11	Business and Science Building G Classroom Renovation	TBD	TBD	10/1/2019	10/8/2019	10/29/2019	1/14/2020	1/28/2020	3/3/2020	4/14/2020	4/28/2020	8/11/2020	8/25/2020	9/21/2020	12/2020	1/2021	1/2021	14 months
12	Entry Monument Sign	TBD	TBD	10/1/2019	N/A	N/A	N/A	N/A	11/5/2019	12/3/2019	12/10/2019	2/11/2020	2/25/2020	3/15/2020	6/15/2020	7/15/2020	N/A	8 months
Pecan Plaza																		
13	Building C Kinesiology Renovation	TBD	TBD	9/3/2019	9/10/2019	9/24/2019	12/3/2019	12/10/2019	2/4/2020	2/11/2020	2/25/2020	6/9/2020	6/23/2020	7/15/2020	10/2020	11/2020	11/2020	12 months
Dr. Ramiro R. Casso Nursing & Allied Health Campus																		
14	East Building A Student Success Center Renovation	Boultinghouse Simpson Gates Architects (BSGA)	Tri-Gen	N/A	N/A	N/A	4/10/2018	4/24/2018	N/A	N/A	N/A	3/5/2019	3/26/2019	4/26/2019	10/13/2019	11/13/2019	12/13/2019	18 months
15	East Building A Student Services Renovation	Gignac & Associates	TBD	N/A	N/A	N/A	2/12/2019	2/26/2019	10/1/2019	10/8/2019	10/29/2019	2/11/2020	2/25/2020	3/25/2020	6/25/2020	7/25/2020	8/25/2020	16 months
16	West Entry Campus Sign	FPC	TBD	10/1/2019	N/A	N/A	N/A	N/A	11/5/2019	12/3/2019	12/10/2019	2/11/2020	2/25/2020	3/15/2020	6/15/2020	7/15/2020	N/A	8 months
Technology Campus																		
17	Automotive Lab Exhaust System	TBD	TBD	N/A	7/9/2019	7/23/2019	10/8/2019	10/29/2019	9/3/2019	12/3/2019	12/13/2019	3/10/2020	3/31/2020	4/30/2020	7/30/2020	8/30/2020	N/A	12 months
18	Emerging Technologies Building A & Advanced Technical Careers Building B Renovation	TBD	TBD	N/A	N/A	N/A	7/9/2019	7/23/2019	10/1/2019	11/12/2019	11/26/2019	12/2020	12/2020	1/2021	9/2021	10/2021	11/2021	26 months
19	Shipping and Receiving Building D Office Renovation	FPC	M&O	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	1/4/2019	7/30/2019	8/30/2019	N/A	6 months
20	Site Improvements	TBD	TBD	9/3/2019	9/10/2019	9/24/2019	12/3/2019	12/10/2019	2/4/2019	3/10/2020	3/31/2020	6/9/2020	6/23/2020	7/23/2020	9/23/2020	10/2020	N/A	12 months
Mid-Valley Campus																		
21	Thermal Plant Building J Renovation	ROFA	TBD	N/A	N/A	N/A	10/16/2018	10/30/2018	7/2/2019	8/13/2019	8/27/2019	1/14/2020	1/28/2020	02/21/2020	04/21/2020	05/21/2020	N/A	18 months
22	Student Services Building F Renovation	ROFA	TBD	N/A	N/A	N/A	10/16/2018	10/30/2018	7/2/2019	8/13/2019	8/27/2019	1/14/2020	1/28/2020	02/21/2020	05/21/2020	06/21/2020	07/21/2020	19 months
23	East Loop Drive - ON HOLD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD
24	Center for Learning Excellence Building A Conversion of Cafeteria to CLE	TBD	TBD	9/3/2019	9/10/2019	9/24/2019	12/3/2019	12/10/2019	2/4/2020	3/10/2020	3/31/2020	8/11/2020	8/25/2020	09/2020	11/2020	12/2020	1/2021	14 months
Starr County Campus																		
25	Student Services Building G Renovation	Gignac & Associates	TBD	N/A	N/A	N/A	2/12/2019	2/26/2019	10/1/2019	10/8/2019	10/29/2019	2/11/2020	2/25/2020	3/25/2020	6/25/2020	7/25/2020	8/25/2020	16 months
26	Cultural Arts Center Building F Renovation - ON HOLD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD
27	Workforce Center Building D Welding Expansion	TBD	TBD	9/3/2019	9/10/2019	9/24/2019	12/3/2019	12/10/2019	3/3/2020	4/14/2020	4/28/2020	9/8/2020	9/22/2020	10/14/2020	2/2021	3/2021	4/2021	17 months
Regional Center for Public Safety Excellence																		
28	Target Range	PBK	TBD	N/A	N/A	N/A	2/12/2019	2/26/2019	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD
29	Portables	DBR/Dannenbaum	TBD	3/4/2019	3/4/2019	N/A	3/12/2019	3/26/2019	3/4/2019	N/A	N/A	7/9/2019	7/23/2019	08/3/2019	11/3/2019	12/3/2019	1/3/2019	7 months
30	Chiller Relocation	TBD	TBD	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	11/12/2019	11/26/2019	12/15/2019	01/15/2020	02/15/2020	N/A	2 months
31	Canopy for Safety Training Vehicles **	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	N/A	TBD
32	Canopy for Students/Instructors **	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	N/A	TBD
33	Fire Training Area **	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	N/A	TBD
34	Running and Exercise Track **	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	N/A	TBD
35	Additional Parking Lot **	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	N/A	TBD
Higher Education Center La Joya																		
36	Exterior Building and Wayfinding Signage	FPC	TBD	7/2/2019	N/A	N/A	N/A	N/A	N/A	9/10/2019	9/24/2019	12/3/2019	12/10/2019	01/15/2020	02/15/2020	03/15/2020	TBD	7 months

*District Wide Projects not noted will be scheduled as needed throughout the year.

**Note #1: Project on hold until site drainage evaluation is complete

**South Texas College
Renewal and Replacement Projects
Project Schedule**

#	Projects	Architect/Engineer	Contractor	Architect/Engineer Recommendation and Approval		Contractor Recommendation and Approval		Construction Start Date	Substantial Completion Date	Final Completion Date	FFE Completion of Move In	Estimated Project Duration
				Facilities Committee A/E Recommendation	Board Approval of A/E	Facilities Committee Contractor Recommendation	Board Approval of Contractor					
Pecan Campus												
1	Arbor Brick Column Repairs & Replacement	Solorio Engineering	TBD	N/A	N/A	11/12/2019	11/26/2019	12/2019	7/2020	8/2020	N/A	8 months
2	Ann Richards Administration Building X Data Cabling Infrastructure Replacement	IT	TBD	N/A	N/A	N/A	N/A	12/2019	1/2020	2/2020	N/A	1 month
3	South Academic Building J Data Cabling Infrastructure Replacement	IT	TBD	N/A	N/A	N/A	N/A	5/2019	9/2019	10/2019	N/A	4 months
4	Ann Richards Administration Building A Data Cabling Infrastructure Replacement	IT	TBD	N/A	N/A	N/A	N/A	6/2020	8/2020	9/2020	N/A	2 months
5	Art Building B Data Cabling Infrastructure Replacement	IT	TBD	N/A	N/A	N/A	N/A	6/2020	8/2020	9/2020	N/A	2 months
6	Student Activities Center Building H Data Cabling Infrastructure Replacement	IT	TBD	N/A	N/A	N/A	N/A	6/2020	8/2020	9/2020	N/A	2 months
7	Information Technology Building M Generator Replacement	TBD	TBD	10/8/2019	10/29/2019	3/10/2020	3/31/2020	4/2020	7/2020	8/2020	N/A	8 months
8	Reseeding and Regrading of Athletic Fields	TBD	TBD	10/8/2019	10/29/2019	2/11/2020	2/25/2020	3/2020	5/2020	6/2020	N/A	6 months
Dr. Ramiro R. Casso Nursing & Allied Health Campus												
9	NAH East Building A West Side Window Waterproofing	TBD	TBD	N/A	N/A	11/12/2019	11/26/2019	12/2019	1/2020	02/2020	N/A	3 months
10	NAH East Building A Westside Elevators Refurbishment	O&M	TBD	N/A	N/A	9/10/2019	9/24/2019	10/2019	11/2019	12/2019	N/A	2 months
11	NAH East Building A Roofing Replacement	BEAM	TBD	5/14/2019	5/30/2019	12/3/2019	12/10/2019	1/2020	4/2020	5/2020	N/A	10 months
12	NAH East Building A Analog to Digital Conversion	IT	TBD	N/A	N/A	N/A	N/A	6/2020	8/2020	9/2020	N/A	2 months
13	NAH East Building A Data Cabling Infrastructure Replacement	IT	TBD	N/A	N/A	N/A	N/A	6/2020	8/2020	9/2020	N/A	2 months
14	NAH Resurfacing Parking Lot #1	R. Gutierrez Engineers	Gonzalez Enterprises	12/4/2018	12/13/2018	5/14/2019	5/30/2019	6/2019	8/2019	9/2019	N/A	7 months
Technology Campus												
15	Resurfacing Parking Lot #3	Perez Consulting Engineers	TBD	6/6/2018	6/20/2018	1/14/2020	1/28/2020	2/2020	4/2020	5/2020	N/A	21 months
16	Resurfacing Parking Lot #7	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	N/A	TBD
17	Resurfacing Northwest Drive	Perez Consulting Engineers	TBD	6/6/2018	6/20/2018	1/14/2020	1/28/2020	2/2020	4/2020	5/2020	N/A	21 months
18	Roofing Replacement	BEAM	TBD	5/14/2019	5/30/2019	12/3/2019	12/10/2019	1/2020	4/2020	5/2020	N/A	10 months
19	Drainage Improvements Phase I	Perez Consulting Engineers	TBD	6/11/2019	6/25/2019	1/14/2020	1/28/2020	2/2020	4/2020	1/2020	N/A	9 months
Starr County Campus												
20	Starr Repaint Stucco Buildings	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	N/A	TBD
21	Roofing Replacement	BEAM	TBD	5/14/2019	5/30/2019	TBD	TBD	01/2020	04/2020	05/2020	N/A	10 months
22	Administration/Bookstore Building A Data Cabling Infrastructure Replacement	IT	TBD	N/A	N/A	N/A	N/A	06/2020	08/2020	09/2020	N/A	2 months
23	Center for Learning Excellence Building B Data Cabling Infrastructure Replacement	IT	TBD	N/A	N/A	N/A	N/A	06/2020	08/2020	09/2020	N/A	2 months
24	North Academic Building C Data Cabling Infrastructure Replacement	IT	TBD	N/A	N/A	N/A	N/A	06/2020	08/2020	09/2020	N/A	2 months

* District Wide Projects not noted will be scheduled as needed throughout the year.

Status of Unexpended Plant Fund Construction Projects in Progress August 2019

Project	% Complete	Date to Complete	Current Activity	Total Project Budget	Amount Paid	Total Project Balance
Pecan Campus						
Sand Volleyball Courts	90%	August 2019	1. Construction Phase 2. Construction in Progress	\$ 60,500.00	\$ 89,230.98	\$ (28,730.98)
Library	5%	July 2019	1. Project Development 2. A/E Services Contract Negotiation in Progress	\$ 497,000.00	\$ 703.20	\$ 496,296.80
Building A Renovation	100%	November 2018	1. Construction Complete	\$ 155,000.00	\$ 110,740.73	\$ 44,259.27
Building M Office and Work Space Renovation	90%	August 2019	1. Project Development 2. Design in Progress	\$ 433,800.00	\$ 1,510.30	\$ 432,289.70
Athletic Field Fence Enclosure	30%	August 2019	1. Construction Phase 2. Construction in Progress	\$ 111,500.00	\$ 4,805.64	\$ 106,694.36
Building D Renovations	95%	August 2019	1. Construction Phase 2. Substantial Completion	\$ 247,800.00	\$ 123,605.55	\$ 124,194.45
Building H Renovations	75%	August 2019	1. Design Phase 2. Design in Progress	\$ 833,000.00	\$ 27,913.28	\$ 805,086.72
Demolition of Dr. Casso Property	100%	June 2019	1. Construction Phase 2. Final Completion	\$ 74,000.00	\$ 64,494.30	\$ 9,505.70
Virtual Teaching Environment Training Room	95%	August 2019	1. Project Development 2. Design in Progress	\$ 130,000.00	\$ -	\$ 130,000.00
Park and Ride Portable Renovation and Fence Enclosure for College Vehicles	5%	August 2019	1. Project Development 2. Design in Progress	\$ 118,000.00	\$ -	\$ 118,000.00
Pecan Campus Total				\$ 2,660,600.00	\$ 423,003.98	\$ 2,237,596.02
Pecan Plaza						
Pecan Plaza Police Department Emergency Generator	100%	January 2019	1. Construction Complete	\$ 230,043.00	\$ 239,247.00	\$ (9,204.00)
Building C 2601 Test Site Renovation	100%	November 2018	1. Construction Complete	\$ 156,650.00	\$ 58,078.40	\$ 98,571.60
Pecan Plaza Total				\$ 386,693.00	\$ 297,325.40	\$ 89,367.60
Mid Valley Campus						
Covered Walkway for Bus Drop Off	100%	March 2019	1. Construction Complete	\$ 88,900.00	\$ 46,816.00	\$ 42,084.00
Thermal Plant Renovation	15%	August 2019	1. Design Phase 2. Design in Progress	\$ 95,200.00	\$ 1,011.60	\$ 94,188.40
Student Services Renovation	15%	August 2019	1. Design Phase 2. Design in Progress	\$ 355,000.00	\$ 1,251.60	\$ 353,748.40
Mid Valley Campus Total				\$ 539,100.00	\$ 49,079.20	\$ 490,020.80

Status of Unexpended Plant Fund Construction Projects in Progress August 2019

Project	% Complete	Date to Complete	Current Activity	Total Project Budget	Amount Paid	Total Project Balance
Technology Campus						
Ford Lab Exhaust System	5%	August 2019	1. Project Development 2. Request Solicitation for A/E	\$ 111,600.00	\$ -	\$ 111,600.00
Shipping and Receiving Building D Office Renovation	95%	July 2019	1. Construction Phase 2. Construction in Progress	\$ 82,000.00	\$ 33,045.12	\$ 48,954.88
Technology Campus Total				\$ 193,600.00	\$ 33,045.12	\$ 160,554.88
Nursing and Allied Health Campus						
Student Success Center Renovation	30%	Oct 2019	1. Construction Phase 2. Construction in Progress	\$ 197,066.00	\$ 55,062.02	\$ 142,003.98
Student Services Renovation	5%	September 2019	1. Design Phase 2. Design in Progress	\$ 427,500.00	\$ 1,988.37	\$ 425,511.63
West Entry Campus Sign	5%	August 2019	1. Project Development 2. Programming in Progress	\$ 26,000.00	\$ -	\$ 26,000.00
Nursing and Allied Health Campus Total				\$ 650,566.00	\$ 57,050.39	\$ 593,515.61
Starr County Campus						
Bldg E & J Crisis Management Center with Generator	100%	January 2019	1. Construction Complete	\$ 331,477.00	\$ 319,082.45	\$ 12,394.55
Student Services Renovation	5%	September 2019	1. Design Phase 2. Design in Progress	\$ 225,000.00	\$ 395.55	\$ 224,604.45
Starr County Campus Total				\$ 556,477.00	\$ 319,478.00	\$ 236,999.00
Regional Center for Public Safety Excellence						
Target Range	5%	September 2019	1. Project Development 2. Contract Negotiations	\$ 349,625.00	\$ 761.80	\$ 348,863.20
Signage	100%	September 2018	1. Construction Complete	\$ 77,000.00	\$ 75,260.00	\$ 1,740.00
Portables	10%	September 2019	1. Construction Phase 2. Construction in Progress	\$ 682,000.00	\$ 32,072.84	\$ 649,927.16
Chiller Relocation	50%	September 2019	1. Construction Phase 2. Construction in Progress	\$ 170,000.00	\$ -	\$ 170,000.00
RCPSE Total				\$ 1,278,625.00	\$ 108,094.64	\$ 1,170,530.36
District Wide						
Automatic Doors Phase III	100%	June 2019	1. Construction Phase 2. Final completion	\$ 81,575.00	\$ 133,998.86	\$ (52,423.86)
Outdoor Furniture	100%	February 2019	1. Construction Complete	\$ 25,000.00	\$ -	\$ 25,000.00
Directional Signage Updates	0%	September 2019	1. Construction Phase 2. Construction in Progress	\$ 50,000.00	\$ -	\$ 50,000.00
Bus Drop Off Areas	5%	August 2019	1. Construction Phase 2. Construction in Progress	\$ 35,000.00	\$ -	\$ 35,000.00
District Wide Total				\$ 191,575.00	\$ 133,998.86	\$ 57,576.14
Unexpended Plant Fund Construction Project Total				\$ 6,457,236.00	\$ 1,421,075.59	\$ 5,036,160.41

Status of Renewals & Replacements Projects in Progress August 2019

Project	% Complete	Date to Complete	Current Activity	Total Project Budget	Amount Paid	Total Project Balance
Pecan Campus						
Arbor Brick Columns Repair and Replacement	5%	August 2019	1. Construction Phase 2. Construction in Progress	\$ 47,000.00	\$ -	\$ 47,000.00
Building X Data Cabling Infrastructure Replacement	5%	December 2019	1. Design Phase 2. Design in Progress	\$ 90,000.00	\$ 11,966.73	\$ 78,033.27
Building J Data Cabling Infrastructure Replacement	65%	August 2019	1. Construction Phase 2. Construction in Progress	\$ 500,000.00	\$ -	\$ 500,000.00
Pecan Campus Total				\$ 637,000.00	\$ 11,966.73	\$ 625,033.27
Mid Valley Campus						
Childcare Canopy Replacement (RR)	100%	March 2019	1. Construction Complete	\$ 66,000.00	\$ 45,973.77	\$ 20,026.23
Resurfacing Parking Lot #3 (RR)	95%	August 2019	1. Project Development 2. Contract Negotiations	\$ 59,308.00	\$ 307.65	\$ 59,000.35
Resurfacing Northwest Drive (RR)	95%	August 2019	1. Project Development 2. Contract Negotiations	\$ 194,308.00	\$ 1,128.05	\$ 193,179.95
Roofing Replacement (RR)	5%	August 2019	1. Project Development 2. Contract Negotiations	\$ 860,000.00	\$ -	\$ 860,000.00
Mid Valley Campus Total				\$ 1,179,616.00	\$ 47,409.47	\$ 1,132,206.53
Technology Campus						
Repair Concrete Floor Mechanical Room (RR)	100%	December 2018	1. Construction Complete	\$ 34,300.00	\$ 11,208.78	\$ 23,091.22
Building B Concrete Floor Repairs (RR)	75%	August 2019	1. Construction Phase 2. Construction in Progress	\$ 422,750.00	\$ 10,306.62	\$ 412,443.38
Building B Domestic/Fire Sprinkler Lines (RR)	100%	February 2019	1. Construction Complete	\$ 874,275.00	\$ 707,915.34	\$ 166,359.66
Technology Campus Total				\$ 1,331,325.00	\$ 729,430.74	\$ 601,894.26
Nursing and Allied Health Campus						
West Side Window Waterproofing	5%	July 2019	1. Design Phase 2. Design in Progress	\$ 5,000.00	\$ -	\$ 5,000.00
West Side Elevators Refurbishment	5%	July 2020	1. Construction Phase 2. Bidding in Progress	\$ 159,000.00	\$ -	\$ 159,000.00
Resurface Parking Lot #1 (RR)	40%	August 2019	1. Construction Phase 2. Construction in Progress	\$ 282,000.00	\$ 25,449.38	\$ 256,550.62
Roofing Replacement (RR)	5%	August 2019	1. Project Development 2. Contract Negotiations	\$ 250,000.00	\$ -	\$ 250,000.00
Nursing and Allied Health Campus Total				\$ 696,000.00	\$ 25,449.38	\$ 670,550.62

Status of Renewals & Replacements Projects in Progress August 2019

Project	% Complete	Date to Complete	Current Activity	Total Project Budget	Amount Paid	Total Project Balance
Starr County Campus						
Roofing Replacement (RR)	5%	August 2019	1. Project Development 2. Contract Negotiations	\$ 770,000.00	\$ -	\$ 770,000.00
Starr County Campus Total				\$ 770,000.00	\$ -	\$ 770,000.00
District Wide						
Marker Boards Replacement (RR)	75%	August 2019	1. Construction Phase 2. Construction in Progress	\$ 211,841.00	\$ 761.80	\$ 211,079.20
Fire Alarm Panel Replacement / Upgrades (RR)	30%	August 2019	1. Construction Phase 2. Bidding in Progress	\$ 200,000.00	\$ 19,463.47	\$ 180,536.53
Interior LED Lighting	30%	August 2020	1. Construction Phase 2. Bidding and Construction in Progress	\$ 187,750.00	\$ 109,862.35	\$ 77,887.65
Ext Walkway LED Lighting Upgrade	30%	August 2019	1. Construction Phase 2. Bidding and Construction in Progress	\$ 45,687.00	\$ 12,488.84	\$ 33,198.16
FOCUS on Active Learning (RR)	50%	August 2019	1. Construction Phase 2. Construction in Progress	\$ 30,977.00	\$ 528.75	\$ 30,448.25
Interior Controls Upgrade (RR)	30%	August 2019	1. Construction Phase 2. Bidding and Construction in Progress	\$ 106,907.00	\$ 31,669.15	\$ 75,237.85
Flooring Replacement Phase I (RR)	100%	August 2019	1. Construction Phase 2. Final Completion for FY19	\$ 612,983.00	\$ 65,972.03	\$ 547,010.97
Restroom Fixtures Replacement & Upgrade	5%	August 2019	1. Construction Phase 2. Bidding and Construction in Progress	\$ 29,048.00	\$ 13,143.00	\$ 15,905.00
Water Heater Replacement & Upgrade	5%	August 2019	1. Construction Phase 2. Bidding and Construction in Progress	\$ 23,533.00	\$ 10,386.51	\$ 13,146.49
Door Access Controls Replacement (RR)	5%	August 2019	1. Construction Phase 2. Bidding and Construction in Progress	\$ 38,308.00	\$ 18,169.76	\$ 20,138.24
HVAC Upgrades (RR)	5%	August 2019	1. Construction Phase 2. Bidding and Construction in Progress	\$ 654,139.00	\$ 50,327.16	\$ 603,811.84
Water Pump Stations (RR)	5%	August 2019	1. Construction Phase 2. Bidding in Progress	\$ 15,000.00	\$ -	\$ 15,000.00
Exterior Lighting Upgrade (RR)	5%	August 2019	1. Construction Phase 2. Bidding in Progress	\$ 279,000.00	\$ 45,912.00	\$ 233,088.00
Keyless Entry Access Upgrades	30%	August 2020	1. Construction Phase 2. Bidding in Progress	\$ 50,000.00	\$ 19,314.79	\$ 30,685.21
Camera Replacement	100%	June 2019	1. Construction Complete	\$ 98,000.00	\$ 92,020.00	\$ 5,980.00
Basketball Court Repairing (RR)	100%	June 2019	1. Construction Phase 2. final Completion	\$ 55,000.00	\$ 53,828.20	\$ 1,171.80
District Wide Total				\$ 2,638,173.00	\$ 543,847.81	\$ 2,094,325.19
Renewal and Replacement Project Total				\$ 7,252,114.00	\$ 1,358,104.13	\$ 5,894,009.87

Consideration and Approval of Checks and Financial Reports

Board action is requested to approve the checks for release and the financial reports for the month of July 2019. The approval is for checks submitted for release in the amount greater than \$125,000.00 and checks in the amount greater than \$25,000.00 that were released as authorized by Board Policy No. 5610.

Mrs. Mary Elizondo, Vice President for Finance and Administrative Services, will provide a review of the Financial Report for the month of **July 2019**, and will respond to questions posed by the Board.

The checks and the financial reports submitted for approval are included in the Board packet under separate cover.

Recommendation:

It is recommended that the Board of Trustees approve and authorize the submitted checks for release in an amount over \$125,000.00, the checks that were released as authorized by Board Policy #5610, and the financial reports submitted for the month of July 2019.

The following Minute Order is proposed for consideration by the Board of Trustees:

The Board of Trustees of South Texas College approves and authorizes the submitted checks for release in an amount over \$125,000.00, the checks that were released as authorized by Board Policy #5610, and the financial reports submitted for the month of July 2019.

Approval Recommended:

Shirley A. Reed, M.B.A., Ed.D.
President

Consideration and Approval of Checks and Financial Reports

The Checks and the Financial Reports presented for approval are included in the Board Packet under SEPARATE COVER:

- A. Release of Checks for \$25,000.00 to less than \$125,000.00 Released Prior to Board Approval for July 2019
- B. Release of Checks for \$125,000.00 and Above Board of Trustees Approval Required for July 2019
- C. Release of Checks for \$125,000.00 and Above Released Prior to Board Approval (Policy 5610) for July 2019
- D. Release of Construction Fund Checks for July 2019
- E. Quarterly Investment Report for July 2019
- F. Summary of Revenue for July 2019
- G. Summary of State Appropriations Income for July 2019
- H. Summary of Property Tax Income for July 2019
- I. Summary of Expenditures by Classification for July 2019
- J. Summary of Expenditures by Function for July 2019
- K. Summary of Auxiliary Fund Revenues and Expenditures for July 2019
- L. Summary of Grant Revenues and Expenditures, July 2019
- M. Summary of Bid Solicitations
- N. Check Register for July 2019

Review and Action as Necessary on the Regional Center for Public Safety Excellence City Scape Asphalt Issue

The Board will review and discuss issues regarding the Regional Center for Public Safety Excellence City Scape Asphalt Issue

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize action as necessary related to the Regional Center for Public Safety Excellence City Scape Asphalt Issue.

The Following Minute Order is proposed for consideration by the Board of Trustees:

The Board of Trustees approves and authorizes action as necessary related to the Regional Center for Public Safety Excellence City Scape Asphalt Issue.

Approval Recommended:

Shirley A. Reed, M.B.A., Ed.D.
President

Review and Action as Necessary on the Pecan Campus Sand Volleyball Courts Issue

The Board will review and discuss issues regarding the Pecan Campus Sand Volleyball Courts Issue.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize action as necessary related to the Pecan Campus Sand Volleyball Courts Issue.

The Following Minute Order is proposed for consideration by the Board of Trustees:

The Board of Trustees approves and authorizes action as necessary related to the Pecan Campus Sand Volleyball Courts Issue.

Approval Recommended:

Shirley A. Reed, M.B.A., Ed.D.
President

Review and Action as Necessary on Cause No. CL-18-3669-A; South Texas College v. D. Wilson Construction Company, D & F Industries, Inc. and JF Trenching & Paving Construction, LLC

The Board will enter an Executive Session to discuss Cause No. CL-18-3669-A; South Texas College v. D. Wilson Construction Company, D & F Industries, Inc. and JF Trenching & Paving Construction, LLC.

Legal Counsel will advise the Board of any action as necessary at this time.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize action as necessary related to Cause No. CL-18-3669-A; South Texas College v. D. Wilson Construction Company, D & F Industries, Inc. and JF Trenching & Paving Construction, LLC.

The Following Minute Order is proposed for consideration by the Board of Trustees:

The Board of Trustees approves and authorizes action as necessary related to Cause No. CL-18-3669-A; South Texas College v. D. Wilson Construction Company, D & F Industries, Inc. and JF Trenching & Paving Construction, LLC.

Approval Recommended:

Shirley A. Reed, M.B.A., Ed.D.
President



A check signing ceremony for two grants from Texas Workforce Commission and Workforce Solutions was held on August 1, 2019 at the Nursing and Allied Health Campus. South Texas College was awarded a \$ 1 million Skills Development Fund (SDF) grant from Texas Workforce Commission and Doctors Hospital at Renaissance (DHR) Health and \$140,860 Self Sufficiency Fund (SSF) grant from Workforce Solutions. The SDF grant will provide customized training to an estimated 4,000 new and existing employees from Doctors Hospital at Renaissance in a variety of healthcare areas. This is the second grant in partnership with DHR and the 27th SDF grant awarded to the College from Texas Workforce Commission. The SDF grant will provide training to an estimated 70 participants in the areas of phlebotomy, welding, and EKG. This SDF grant is the eight grant received by South Texas College. Present at the ceremony were Commissioner Representing Labor for the Texas Workforce Commission, Julian Alvarez III, Senator Juan “Chuy” Hinojosa, Dr. R. Armour Forse, DHR Chief Academic Officer, and Arcelia Sanchez, Workforce Solutions Strategy and Engagement Deputy Director. Chariman Paul R. Rodriguez, Gary Gurwitz and Dr. Alejo Salinas, South Texas Board Trustees were also in attendance.



A second check signing ceremony was held on August 1, 2019 at the Nursing and Allied Health Campus for a grant from the Texas Workforce Solutions. South Texas College was awarded \$75,000 for a Jobs and Education for Texas (JET) grant. This grant will facilitate the purchase of Juno Mannequins which are designed to portray realistic human anatomy which provides students the ability to experience simulated patient care scenarios.



In partnership with the Lower Rio Grande Valley Workforce Development Board, Texas Workforce Commission presented a \$199,390 check at the check signing ceremony to South Texas College for the Apprenticeship Texas Expansion Grant. The grant funds will be utilized to assist in launch of new or existing Registered Apprenticeship Programs in the area. The Registered Apprenticeship Program is geared to focus on career areas such as auto service technicians, HVAC, and machinists. This check signing ceremony also included the partnerships of the Lower Rio Grande Valley Workforce Commission and the Edinburg and Pharr Economic Development Boards. Both Boards participated in the event and were provided High Demand Job Training Grants. Texas Workforce Commission Commissioner Representing Labor Julian Alvarez III, Texas Higher Education Coordinating Board Commissioner Raymund A. Paredes and Vice-Chair Dr. Fred Farias III, Edinburg EDC Interim Executive Director Ruben Ramirez, Pharr EDC Executive Director Victor Perez, and STC Board Trustee Chairman Paul Rodriguez were in attendance. The check signing ceremony was held on August 2, 2019 at the Technology Campus.

South Texas College held its first **Folklorico and Contemporary Dance Summer Workshop** from July 22-26 at the Mission Event Center. Over 100 students participated with instructors from the Mexican states of San Luis Potosi, Sinaloa, Veracruz and Mexcio City who taught *danzas* or cultural dances from all areas across Mexico. The Center for Mexcian American Studeits and Ballet Folklorico strive to provide an educational opportunity where students and instructors collaborate on the history of various *danzas* and incorporate the dance in their own programs. The learning of each *danza* includes its history, music, costuming, and formations that are unique to each area. A total of five school districts and several private dance academies from Fort Worth, Dallas, Houston and Round Rock sent students to the workshop. On Saturday July 27th, students participated in a dance recital to present *danzas* learned.





The **Governor's Summer Merit Program TexPrep Engineering Program** came to an end for students. The Governor's Summer Merit Program intends to inspire students to pursue STEM-related careers. The program introduces students to science, technology, pre-engineering, and math to better prepare them for future high-skill, high-demand jobs in careers. Students in year IV of the program celebrated with a banquet held at the Student Union. Over 50 freshman and sophomore students participated in the six week program.

The Distance Learning Department held the annual **Distance Learning Symposium** on August 22, 2019. The Learning Symposium has served as a platform for faculty members to learn best practices and strategies for teaching in an online environment. The online learning space for the College has significantly grown, to include 32 online programs, 250 faculty, 700 online courses, and 6,000 students. The event includes breakout sessions for collaboration and keynote speakers.



Fifteen new courses and one new certificate for Fall 2019 will be available for students. The Kinesiology Department will be offering a Personal Trainer Certificate. The certificate will be a 19 hour course focused on one-to-one training with other skills needed in the field such as marketing, legal aspects, and psychology.

Departments adding courses include Kinesiology, Drama, Public Safety, and Culinary Arts. Addition of courses to programs are to provide student up to date knowledge and techniques as these industries change and grow.

An Apply Texas and Financial Aid drive for Hidalgo Precinct 2 office staff interested in returning to college and completing their degree was held at Precinct 2 offices. This outreach effort was the first of its kind for the College to reach out to non-traditional adult learners from the community and for employer commitment to assisting their employees in succeeding at attaining a higher education degree. The Precinct will be assisting employees by modifying schedules so they can attend classes. Hidalgo County Pct. 2 Commissioner Eddie Cantu was very supportive of the initiative.





Fall Semester Preparations

Classes being August 26th

The Student Affairs and Enrollment Management Division continues offering extended registration hours to facilitate students with registration, advisement, financial aid, and payment options. The Pecan, Mid-Valley, and Starr County Campus has opened every Saturday during the month of August from 10am to 2pm to assist students.

Several outreach efforts to promote programs and facilitate registration were provided at different sites. The Enrollment Management and Student Services and Academic Affairs staff assisted to register and provide information on College programs.

Higher Education Center at La Joya Registration Round-Up:

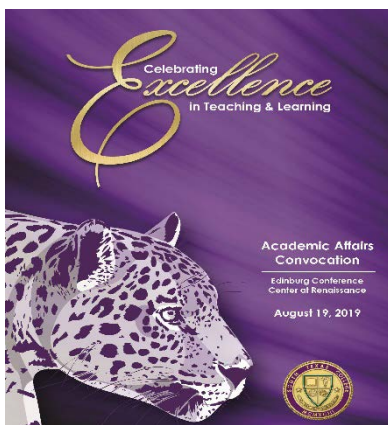
Highlighted programs included: Criminal Justice, Education, and Welding

Delta Area Registration Round-Up:

Target areas included Edcouch, Elsa, La Villa, Montel Alto, La Blanca, and Hargill.

Starr County Registration Event

Two sessions were held at Starr County on Friday, August 16th. The Dual Credit Programs and College Connections Department held registration events to target traditional and dual credit students from the Rio Grande City, La Grulla, Roma, and San Isidro areas. A total of 105 parents, high school students, and traditional students attended the events.



The Academic Affairs Division held the following orientations for faculty:

- August 15th – New Faculty Orientation
- August 16th – Chair's Leadership Meeting
- August 19th – Academic Affairs Convocation
- August 22nd – Distance Learning Symposium
- August 22nd – Orientation to New Faculty Teaching Dual Credit Courses
- August 24th – Adjunct and Dual Credit Professional Development Day

- Met with Daniel Ramirez, and Dr. David Plummer to discuss marketing priorities for programs of the College.
- Met with Dr. Mark A. Hussey, President of Texas A&M Kingsville to explore educational opportunities between institutions and current articulation agreement partnership.
- Participated in a conference call with David Armendariz, Associate, Pirkey Barber, PLLC to discuss co-existence agreement for the Regional Center for Public Safety Excellence.
- Met with Mary Elizondo, Vice President for Finance and Administrative Services, Carlos Margo, Associate Dean of Industry Training and Economic Development, and Olivia De La Rosa, Director of Professional and Workforce Education to review Continuing Education's revenues and expenditures.
- Participated in a conference call with Jennifer Barfield, Senior Vice President of Myers McRae Executive Search and Consulting Firm and the Search Committee for the Dean of Continuing Education, Workforce Training, and Economic Development position to review resumes of candidates and select date for interviews.
- Met with Jessica Galloso, Associate Dean of Professional and Organizational Development, Erika Leal, Professional Development Manager, Eric Vasquez, Video Production Coordinator, and April Castaneda, School District Partnership Relations Manager to discuss concept and review agenda for College Wide Professional Development Day.
- Met with Velma Garza, Rio Grande City CISD Superintendent and Rose Benavidez, Board Trustee Vice-Chair to discuss concerns regarding Dual Credit Program with District.
- Met with external auditor and Mary Elizondo, Vice President for Finance and Administrative Services to discuss the Cleary Act audit.
- Met with J.D. Salinas, Assistant Vice President for External and Legislative Affairs for AT&T, Dr. Virginia Champion, Director of grant Development, Management and Compliance to discuss AT&T Foundation Grant.
- Met with Dr. Narciso Garcia, Vanguard Academy Superintendent, and Dr. David Plummer, Interim Executive Vice President for Educational Programming and Student Achievement and Vice President for Information Services, Planning, Performance and Strategic Initiatives to discuss partnership opportunities.
- Coordinated and participated in candidate interviews for the Dean of Continuing Education, Workforce Training, and Economic Development.
- Coordinated the agendas and back-up materials for the Facilities, Education and Workforce Development, and Finance, Audit, and Human Resources Committees, as well as the August 27, 2019 Regular Board meeting.
- Continue to meet with South Texas College's President's Cabinet to:
 - facilitate administrative planning on a weekly basis;
 - review and address issues of concern;
 - formulate strategic direction and problem solving; and
 - provide communication and feedback among the President and the Vice Presidents
- Continue to meet with South Texas College's President's Administrative Staff. The purpose of the President's Administrative Staff is to communicate information to all administrative staff and to provide the opportunity for discussion on areas of concern regarding the leadership and strategic direction for the College.
- Continue to meet with the College's Vice Presidents, Administrators, Planning and Development Council, Coordinated Operations Council, and other Councils to address immediate concerns and issues facing the College.
 - Student Enrollment Update – Fall 2019
 - Review and Feedback on Board Meeting
 - Discussion of Proposed Deletion of Policy #4322: *Donation of Sick Leave*

- Discussion of Proposed Revision of Policy #4216: *Harassment, Discrimination, and Sexual Misconduct*
- Discussion of Proposed Policy: *Student Activities Fee*
- Discussion of Folkloric Funding Structure
- Review of Position Announcement for Director for Regional Center for Public Safety Excellence
- Review and Discussion on Proposed Strategic Goals for 2019-2025
- Review and Discussion of ATD Optional Services
- Review of Position Responsibilities for Temporary Special Assignment
 - Assistant to the President for Continuing Education
- Review of SACS Policy Changes Regarding Interpretation of Core Requirement 9.3 (General Education Requirements) Courses in Basic Composition
- Update by Dr. Young on SACS Advisory Visit
- Discussion and Review of Timeline for Possible Re-Organization of Liberal Arts and Social Sciences Division
- Update on Proposed Strategic Goals for 2019-2025
- Discussion and Review on ERP Study
- Discussion of Options for Display of “Seal of Excelencia”
- Kudos: RN-BSN Approval by SACSCOC
- Discussion of Texas Pathways Round 2 Application
- Continued Discussion of Non-Credit CTE Programs
- Discussion of Meeting with Superintendent Garza with Rio Grande City CISD regarding Dual Credit Enrollment
- Update on Selection of Quality Enhancement Plan (QEP)
- Update on Creating Magic: Faculty and Staff Scholarship Fund for Students
- Discussion of Study Results Regarding Dual Credit Students’ Perceptions of South Texas College and the Factors Influencing Their Decision Whether or Not to Enroll at South Texas College after Graduating High School
- Update on Policy 3650: Student Conduct and Discipline
- Review and Discussion of Timelines for Submitting Materials for Board and Committee Meetings
- Discussion of Guidance and Insights from SACS Summer Institute in Preparation for SACS Reaffirmation Process
- Updates:
 - Student Affairs and Enrollment Management
 - Finance and Administrative Services
 - Academic Affairs
 - Information Services, Planning, Performance and Strategic Initiatives

Announcements

A. Next Meetings:

- Tuesday, September 10, 2019
 - 3:30 p.m. – Education and Workforce Development Committee
 - 4:30 p.m. – Facilities Committee
 - 5:30 p.m. – Finance, Audit, and Human Resources Committee
- Tuesday, September 24, 2019
 - 5:30 p.m. – Regular Board Meeting

B. Other Announcements:

- Everyone is invited to join STC and U.S. Representative Henry Cuellar (TX 28) at the South Texas College Pecan Campus Cooper Center on August 30, 2019 at 3 p.m., to announce the U.S. Department of Education's High School Equivalency Program Grant Award to South Texas College
- The College will be closed on Monday, September 2, 2019, in observance of Labor Day.
- The College will be closed on Friday, September 27, 2019, for College Wide Professional and Organizational Development
- South Texas College will host the Community College Association of Texas Trustees' *Trustee Leadership Seminar* on Friday, February 28, 2020.