SOUTH TEXAS COLLEGE
BOARD OF TRUSTEES REGULAR MEETING
Tuesday, September 24, 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 - 11

A. Presentation on the Valley Scholars Program *A Night with the Stars* Gala

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

C. Presentation on Fall 2019 Enrollment Report

VI. Consideration and Action on Consent Agenda

A. Approval of Board Meeting Minutes ..... 12 - 61

1. August 27, 2019 Public Hearing and Special Board Meeting
2. August 27, 2019 Regular Board Meeting

B. Approval and Authorization to Accept Grant Awards and Agreements .. 62 - 64

1) Region One Education Service Center Agreement for Instructional Services for the Adult Education and Family Literacy Grant in the amount of $254,044.35.
2) Texas Workforce Commission, High Demand Job Training Grant in the amount of $24,058.
3) Lower Rio Grande Valley Workforce Development Board - Workforce Solutions, Child Development Associates Credential Program (CDA) in the amount of $40,575
4) The Child and Adult Care Food Program (CACFP) Grant from the Texas Department of Agriculture in the amount of $57,351.98.
5) Texas Higher Education Coordinating Board (THECB) Work-Study Student Mentorship program allocation in the amount of $91,299
6) Additional Grant(s) Received/Pending Official Award

VII. Consideration and Action on Non-Committee Items

A. Review and Action as Necessary to Ratify the Interlocal Agreement with Pharr-San Juan-Alamo ISD to Support the South Texas College Cyber Security Program ..... 65 - 66

B. Approval of Resolution to Submit Nominees for the Hidalgo County Appraisal District Board of Directors for FY 2020-2021..... 67 - 69

C. Approval of Resolution to Submit Nominees for the Starr County Appraisal District Board of Directors for FY 2020-2021..... 70 - 73

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   A. Presentation on the Approval Process for South Texas College to Offer the Bachelor of Science in Nursing "RN-to-BSN" Program
   B. Review and Discussion of the Bachelor of Science in Nursing "RN-to-BSN" Prospective Student Guide
   C. Presentation on South Texas College Summer Leadership Institute (SLI)
2. Presentation and Action as Necessary to Approve and Support the Working Draft of the South Texas College Strategic Plan for 2019 – 2025. 131 - 145

B. Finance, Audit, and Human Resources Committee

1. Review and Action as Necessary on Award of Proposal, Purchases, Renewals, and Interlocal Agreement ..... 146 - 153
   A. Award of Proposal
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   B. Purchases and Renewals (B-a. Non-Instructional Items)
      2) Chiller Maintenance Agreement (Purchase)
      3) Maintenance Equipment, Parts, and Supplies (Purchase)
      4) Institutional Membership - TACC (Renewal)
   B. Purchases and Renewal (B-b. Technology Items)
      5) Audio Visual Equipment and Supplies (Purchase)
      6) Computer Components, Peripherals, Software, and Supplies (Purchase)
   C. Interlocal Agreement
      7) State Records Inquiry Access Agreement (Interlocal Agreement/Purchase)
   D. Additional Purchases Not Reviewed by Committee
      8) Forensic Hardware and Software (Purchase)
      9) Networking Hardware and Software (Purchase)
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C. Facilities Committee

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5. Review and Action as Necessary on Substantial Completion of the Nursing and Allied Health Campus Parking Lot 1 Resurfacing ..... 195 - 198
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8. Update on Status of Unexpended Plant Fund Construction Projects ..... 210 - 221

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X. Executive Session Discussion

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1. Buenos Aires Windpower, LLC
2. Monte Cristo Windpower, LLC
3. La Joya Windpower, LLC
4. West Willacy Windpower, LLC (Monte Alto)

XI. Informational Items

- President's Report ..... 225 - 231

XII. Announcements 232

A. Next Meetings:

- *Tuesday, October 8, 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, October 29, 2019*
  - 5:30 p.m. – Regular Board Meeting

B. Other Announcements:

- The College will be closed on Friday, September 27, 2019, for College Wide Professional and Organizational Development
- The Valley Scholars Program will host the *A Night with the Stars* gala at 6:00 p.m. on Thursday, October 10, 2019 at the Corinthian Event Center, 1516 E Expy 83, Mission, Texas
- The Association of Community College Trustees 2019 National Leadership Congress will be held October 16 – 19, 2019 in San Francisco, California.
- 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 Valley Scholars Program A Night with the Stars Gala**

   Ms. Jessica S. Garcia, Academic Excellence Programs Officer, will present on the upcoming Valley Scholars Program's 14th Annual "A Night with the Stars" scholarship gala, which will be held on Thursday, October 10th, 2019. The gala is held annually to raise scholarship funds for the Valley Scholars Program.

   For the past 22 years, the Valley Scholars Program has provided personal advisement, leadership development, scholarships, and community engagement to high achieving students from Hidalgo and Starr counties. Since 1997, over $1.5 Million in scholarships have been awarded to more than 965 Rio Grande Valley students. Many successful alumni have graduated from the Program, continued their education, and moved on to successful careers. This Fall 2019, the Program welcomed its twenty-third class of Valley Scholars.

   The Program is currently accepting sponsorships and tickets are on sale for $50. All net proceeds will benefit Valley Scholars Program scholarships.

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.

3. **Presentation of Fall 2019 Enrollment Report**

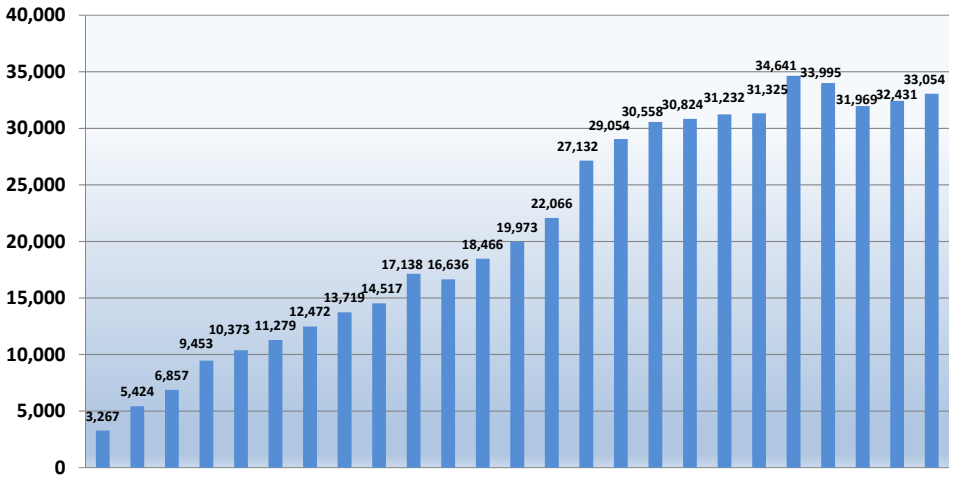
   Mr. Matthew Hebbard, Vice President for Student Affairs and Enrollment Management, will provide the Board with the Fall 2019 Enrollment Report.

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

Fall 2019 Enrollment

1

Student Enrollment History



Fall 1995 to Fall 2019

2

Campus Enrollment

Campus	Fall 2018	Fall 2019	+/-	% Change
Pecan	9,991	9,825	-166	-1.7%
Mid Valley	3,397	3,205	-192	-5.7%
Starr County	1,132	997	-135	-11.9%
NAH	1,965	1,878	-87	-4.4%
Technology	1,470	1,451	-19	-1.3%
Distance Learning	8,265	7,738	-527	-6.4%
Dual Enrollment Taking Class at High School	12,657	13,441	784	6.2%

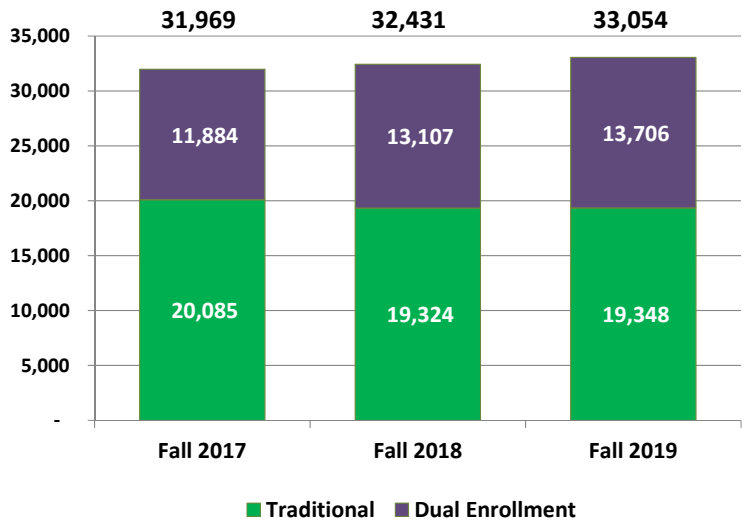
3

Campus Enrollment

Campus	Fall 2018	Fall 2019	+/-	% Change
Regional Center for Public Safety Excellence	49	63	14	28.6%
SAIL Center – Delta Region	23	48	25	108.7%
Higher Education Center - La Joya	91	38	-53	-58.2%
Higher Education Center - Pharr	51	16	-35	-68.6%
Total Duplicated	39,250	38,843	-407	-1.0%
Total Unduplicated	**32,431**	**33,054**	**623**	**1.9%**

4

Total Enrollment



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Unduplicated Enrollment by Residence

County	Fall 2017	Fall 2018	Fall 2019	% Change '18 –'19
Central Hidalgo	19,000	19,288	21,487	11%
Eastern Hidalgo	5,955	6,032	6,179	2%
Western Hidalgo	3,679	3,796	2,038	-46%
Starr County	2,435	2,530	2,306	-9%
Out of District and Country	900	965	1,044	8%
TOTAL	**31,969**	**32,431**	**33,054**	**2%**

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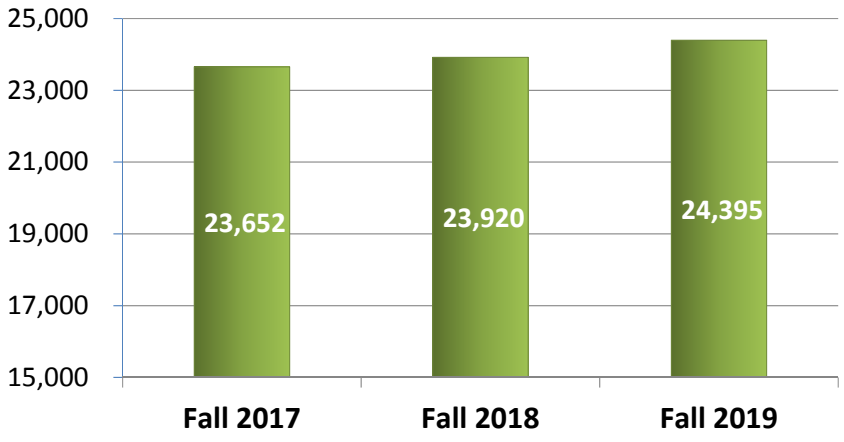
Full Time Equivalency
(total semester credit hours/12)



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Dual Credit – Hidalgo County

1	Fall 2017	Fall 2018	Fall 2019
DONNA ISD	384	385	511
EDCOUCH-ELSA ISD	186	246	245
EDINBURG CISD	1,637	2,005	2,010
HIDALGO ISD	224	295	338
LA JOYA ISD	1,306	1,481	1,531
LA VILLA ISD	45	46	34
MCALLEN ISD	1,080	1,072	947
MERCEDES ISD	374	366	4,00
MISSION CISD	948	970	947
MONTE ALTO ISD	43	41	35
PROGRESO ISD	145	149	154
PSJA ISD	2,254	2,465	2,719
SHARYLAND ISD	585	638	751
SOUTH TEXAS ISD	453	514	571
VALLEY VIEW ISD	293	308	327
WESLACO ISD	980	1,073	1,095
Subtotal	**10,937**	**12,054**	**12,615**

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Dual Credit – Starr County

	Fall 2017	Fall 2018	Fall 2019
RIO GRANDE CITY CISD	546	530	594
ROMA ISD	218	226	161
SAN ISIDRO ISD			4
Subtotal	**764**	**756**	**759**

Other – District-wide

	Fall 2017	Fall 2018	Fall 2019
PRIVATE SCHOOLS	72	64	60
CHARTER SCHOOLS	100	219	266
HOME SCHL & OTHERS	11	14	6
Subtotal	**183**	**297**	**332**

	Fall 2017	Fall 2018	Fall 2019
Total Dual Credit	**11,884**	**13,107**	**13,706**

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Approval of Board Meeting Minutes

The following Board Meeting Minutes are submitted for approval:

1) August 27, 2019 Public Hearing and Special Board Meeting
2) August 27, 2019 Regular Board Meeting

Recommendation:
It is recommended that the Board of Trustees of South Texas College approve and adopt the August 27, 2019 Public Hearing and Special Board Meeting Minutes and the August 27, 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 August 27, 2019 Public Hearing and Special Board Meeting Minutes and the August 27, 2019 Regular Board Meeting Minutes as presented.

Approval Recommended:

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

SOUTH TEXAS COLLEGE
PUBLIC HEARING AND SPECIAL BOARD MEETING
Tuesday, August 27, 2019 @ 5:00 p.m.
Ann Richards Administration Building Board Room
Pecan Campus, McAllen, Texas 78501

Minutes

Call Meeting to Order:

The Public Hearing and Special Board Meeting of the South Texas College Board of Trustees was held on Tuesday, August 27, 2019 in the Ann Richards Administration Building Board Room at the Pecan Campus in McAllen, Texas. The meeting commenced at 5:03 p.m. with Mr. Paul R. Rodriguez presiding.

Members present: Mr. Paul R. Rodriguez, Ms. Rose Benavidez, Mr. Roy de León, Mr. Gary Gurwitz, and Dr. Alejo Salinas, Jr.

Members absent: Mrs. Victoria Cantú and Mr. Rene Guajardo

Also present: Dr. Shirley A. Reed, Mr. Jesus Ramirez, Mrs. Mary Elizondo, Mr. Matthew Hebbard, Mrs. Rebecca Cavazos, Mr. George McCaleb, Mrs. Myriam Lopez, Mr. Tom Bryant, and Mr. Andrew Fish.

Determination of a Quorum

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

The Public Hearing on FY 2019 - 2020 Budget

Mrs. Mary Elizondo, Vice President for Finance and Administrative Services, will present the FY 2019 - 2020 Budget to the public and Board of Trustees during the public hearing and prior to the formal adoption of the Budget by the Board.

Mrs. Mary Elizondo, Vice President for Finance and Administrative Services, presented the FY 2019 - 2020 Budget to the public and Board of Trustees during the public hearing and prior to the formal adoption of the Budget by the Board.

The Public Hearing on the FY 2019 - 2020 Budget opened at 5:05 p.m. and consisted of:

- Presentation of Overview of FY 2019 - 2020 Budget

  Mrs. Elizondo presented the Overview of the proposed FY 2018 - 2019 Budget and responded to questions from the Board.

- Public Comments

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

- Closing of the Public Hearing on FY 2019 - 2020 Budget

  The Public Hearing closed at 5:33 p.m.

The Budget was included under separate cover in the Board packet.

Consideration and Approval of Resolution 2019-006 Adopting the Budget for FY 2019 - 2020

It was recommended that the Board of Trustees approve Resolution 2019-006 adopting the Budget for FY 2019 - 2020 as presented.

A Notice of the Public Hearing on South Texas College's proposed budget for FY 2019 - 2020 was advertised on August 7, 2019 in the Starr County Town Crier, the Mid Valley Town Crier, and The Monitor. The Hearing gave the general public the opportunity to make comments and have input with regard to the adoption of the budget. A copy of the budget was included under separate cover.

Resolution 2019-006 adopting the Budget for FY 2019 - 2020 and a presentation on the Budget were provided in the packet for the Board's information and review.

A copy of the proposed budget was made available for viewing at the Office of the Vice President for Finance and Administrative Services located in the Administration Building in Room 230 at the Pecan Campus prior to the Public Hearing. Copies of the budget were made available at the Public Hearing.

The Finance, Audit, and Human Resources Committee reviewed the FY 2019 - 2020 Proposed Budget, which included all Funds at their August 13, 2019 meeting and recommended approval.

Upon a motion by Ms. Rose Benavidez and a second by Dr. Alejo Salinas, Jr., the Board of Trustees of South Texas College approved Resolution 2019-006 adopting the Budget for FY 2019 - 2020 as presented. The motion carried.

Adjournment:

There being no further business to discuss, the Public Hearing and Special Board Meeting of the South Texas College Board of Trustees adjourned at 5:34 p.m.

I certify the foregoing are the true and correct minutes of the Tuesday, August 27, 2019 Public Hearing and Special Board Meeting of the South Texas College Board of Trustees.

_____

Mr. Roy de León
Secretary

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

Minutes

Call Meeting to Order:

The Special Board Meeting of the South Texas College Board of Trustees was held on Tuesday, August 27, 2019 in the Ann Richards Administration Building Board Room at the Pecan Campus in McAllen, Texas. The meeting commenced at 5:37 p.m. with Mr. Paul R. Rodriguez presiding.

Members present: Mr. Paul R. Rodriguez, Ms. Rose Benavidez, Mr. Roy de León, Mr. Gary Gurwitz, and Dr. Alejo Salinas, Jr.

Members absent: Mrs. Victoria Cantú and Mr. Rene Guajardo

Also present: Dr. Shirley A. Reed, Mr. Jesus Ramirez, Mrs. Mary Elizondo, Dr. David Plummer, Mr. Matthew Hebbard, Mrs. Wanda Garza, Mr. Ricardo De La Garza, Mrs. Rebecca Cavazos, Mrs. Myriam Lopez, Dr. Ety Bischoff, Dr. Eric Reittinger, Dr. Jesus Campos, Mrs. Brenda Balderaz, Dr. Virginia Champion, Ms. Alicia Gomez, Mr. Khalil Abdullah, Ms. Olivia De La Rosa, Mr. Robert Cuellar, Mr. David Valdez, Mr. Martin Villarreal, Mr. Ray Pedraza, Ms. Monica Perez, Mr. Eddie Vela, Mr. Eli Alvarado, Mr. Miguel Martinez, Mr. Tom Logan, Mr. Tom Byrne, Mrs. Kelly Salazar, and Mr. Andrew Fish.

Determination of a Quorum

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

Invocation

Dr. Virginia Champion, Director of Grant Development, Management, and Compliance, said the invocation.

Public Comments

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

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 provided a brief report on the activities and their impact on future opportunities for South Texas College.

The presentation was 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 Dr. Alejo Salinas, Jr., the Board of Trustees of South Texas College approves and adopted the July 23, 2019 Regular Board Meeting Minutes as written. The motion carried.

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 was requested:

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

   This grant focused 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 would 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 was from September 1, 2019 to August 31, 2020.

   This award aligned 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 was to implement a 5-year project that would 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 would 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 was from July 1, 2019 to June 30, 2024.

This award aligned 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 was to support the Rio Grande Valley public safety community by providing First Responder Certification training to individuals that were 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 would be conducted through the Continuing Education department in collaboration with the Emergency Medical Technology Program. Funds would be used for personnel, textbooks, supplies and certification fees in support of 40 new certificates and 40 re-certifications. The funding period was from September 2019 to August 2020.

This award aligned 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 planned 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 would 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 aligned with Strategic Direction #5, Collaboration, by advancing mutually beneficial community and educational partnerships to create a collective impact on student success. This award also aligned 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 was 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 supported 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 were 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 would not exceed $274,847, which included initial funds previously authorized in the amount of $75,000. The funding was from August 15, 2018 to August 31, 2020.

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

Summary of Grant Award Funding
The presented grants would provide up to $3,933,230 in funding for the college to provide services and opportunities throughout the region.

Upon a motion by Mr. Roy de León and a second by Dr. Alejo Salinas, Jr., the Board of Trustees approved and authorized 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. The motion carried.

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 subsequently provided additional feedback on the policy, and his proposed revisions were included in the packet. Changes from the language presented to the Board on July 23, 2019 were highlighted in blue.

Institutional Vision, Mission, and Core Values

Since the last revision of Policy #1001 in January 2009, the College restructured its institutional documentation, and no longer maintained 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.

On August 27, 2019, the Board was 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.

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Mr. Roy de León, the Board of Trustees of South Texas College approved and authorized the proposed revisions to Policy #1001: *Authority & Functions of the Board, Committees, and Individual Trustees* as presented, and which supersede any previously adopted Board policy. The motion carried.

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: V*acancy on the Board of Trustees*.

Board Policy #1220: V*acancy 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 received an Attorney General Opinion, while seeking to fill a vacancy on the Board. The Attorney General Opinion is paraphrased below, and was 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 subsequently provided additional feedback on the policy, and his proposed revisions were included in the packet. Changes from the language presented to the Board on July 23, 2019 were 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 outlined 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.

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.

Upon a motion by Mr. Roy de León and a second by Mr. Gary Gurwitz, the Board of Trustees of South Texas College approved and authorized the proposed revision to Policy #1220: V*acancy on the Board of Trustees* as presented, and which supersedes any previously adopted Board policy. The motion carried.

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:

Dates	**Activity**
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 presentation was included for the Board's review, and no action was 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, provided the Board with the Delinquent Tax Collection Report through May 31, 2019.

No action was requested.

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 was 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 were 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 represented 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 was intended to establish an intercampus bus route to serve all of the College's campuses. The bus routes would 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 were free of charge to the students, faculty, and staff of South Texas College.

The FY 2018 and FY 2019 Ridership Report Comparison provided 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 would be:

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 were 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 was provided 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.

Upon a motion by Ms. Rose Benavidez and a second by Dr. Alejo Salinas, Jr., the Board of Trustees of South Texas College approved and authorized the proposed Interlocal Agreement between South Texas College and the Lower Rio Grande Valley Development Council (LRGVDC), as presented. The motion carried.

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 was 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 required 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 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 included Board ratification and approval of all contractual agreements for educational services that complied 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.

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

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 was requested.

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

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

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)
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;

D. 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 was $3,406,762.11.

Mr. Roy de León and Mr. Gary Gurwitz noted that they abstained from all deliberation and action related to items B-4 and C-5.

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 award of proposals, purchases, renewals, and interlocal agreements in the amount of $3,252,562.11 as presented, and excluding items B-4 and C-5. The motion carried.

Upon a motion by Ms. Rose Benavidez and a second by Dr. Alejo Salinas, Jr., the Board of Trustees of South Texas College approved and authorized item B-4, the rejection of proposal for merchant services, and item C-5, the contract extension for merchant services, in the estimated annual amount of $154,200.00 as presented. The motion carried, with Mr. Roy de León and Mr. Gary Gurwitz abstaining.

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 was 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 was 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, included 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 were provided in the packet for the Board's review and consideration.

The best and final offers were reviewed by Mr. Byrne, Campus Bookstore Consulting, Corp., George McCaleb, Director of Purchasing, and Becky Cavazos, Director of Purchasing and it was proposed that the contract for the operation of the College Bookstore be awarded to Barnes and Nobles College Bookstore, LLC.

Upon a motion by Mr. Roy de León and a second by Mr. Gary Gurwitz, the Board of Trustees of South Texas College approved and authorized 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 motion carried.

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 was 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 had not been officially confirmed by The Employees Retirement System of Texas (ERS).

Administration requested Board acknowledgement that if the impact of GASB 75 due to the change of ERS allocation methodology, resulted in the College not meeting the metric as required by Board Policy #5350: Unrestricted Fund Balance, administration would 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 would 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 attended the meeting to address any questions.

Enclosed Documents – Policy # 5350: Unrestricted Fund Balance was provided 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.

Upon a motion by Mr. Roy de León and a second by Dr. Alejo Salinas, Jr., the Board of Trustees of South Texas College acknowledged that if the implementation of GASB 75 resulted in the College not meeting the metric as required by Board Policy #5350: Unrestricted Fund Balance, administration would 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 motion carried.

Review and Action as Necessary on Guidelines for Use of Student Activities Fee

Approval of the Guidelines for Use of Student Activities Fee was 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 was 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 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 were 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, attended the meeting to address any questions.

Enclosed Documents – The proposed Guidelines for Use of Student Activities Fee were provided 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.

Upon a motion by Mr. Roy de León and a second by Ms. Rose Benavidez, the Board of Trustees of South Texas College approved and authorized the Guidelines for Use of Student Activities Fee as presented. The motion carried.

Review and Action as Necessary on Proposed New Policy #5545: *Student Activities Fee*

Approval of proposed new Policy #5545: *Student Activities Fee* was requested.

Purpose – The new policy was 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 were reviewed by staff, President's Cabinet, Planning and Development Council (PDC), and/or by Legal Counsel.

Enclosed Documents – The proposed new policy was 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.

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 proposed new Policy #5545: *Student Activities Fee* as presented and which supersede any previously adopted Board policy. The motion carried.

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* was requested.

Purpose – The proposed revisions were 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 were reviewed by staff, President's Cabinet, Planning and Development Council (PDC), and/or by Legal Counsel.

Enclosed Documents – The proposed revised policy was provided in the packet for the Board's information and review. The additions to the policy were highlighted in yellow, information moved within the policy was highlighted in green, and the deletions were 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.

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 revisions to Policy #4216: *Harassment, Discrimination, and Sexual Misconduct* as presented and which supersede any previously adopted Board policy. The motion carried.

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
Proposed Tax Rate	***$0.1400***	***$0.0333***	***$0.1733***	***$69,068,061***

The proposed maintenance and operations (M&O) tax rate of $0.1400 was the maximum rate that the College could adopt as approved by the voters on November 5, 2013 and was the rate levied for the last four years.

The proposed debt rate of $0.0333 was 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 was not required to hold public hearings and publish special notices before adopting the proposed tax rate of $0.1733, since this rate did 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 were provided in the packet for the Board's information and review.

No action was necessary under this agenda item.

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 was requested. Approval of the Order was necessary to levy the tax for the 2019 tax year.

Mrs. Mary Elizondo, Vice President for Finance and Administrative Services, was available to present 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
Rollback Tax Rate	$0.1472	$0.0333	$0.1805	$71,711,587
Proposed Tax Rate	***$0.1400***	***$0.0333***	***$0.1733***	***$69,068,061***

Determination of Tax Rates (M&O Rate and Debt Rate)

The proposed maintenance and operations (M&O) tax rate of $0.1400 was the maximum rate that the College may adopt as approved by the voters on November 5, 2013. The College would maintain the 2018 M&O rate of $0.1400.

The proposed debt rate of $0.0333 was the amount necessary to fully fund all the debt service payments, including the M&O Tax Bond Program 2013. The College would decrease the 2018 debt rate of $0.0380 to $0.0333.

The proposed tax rate of $0.1733, which included a rate of $0.1400 for M&O and a rate of $0.0333 for debt service, did not exceed the lower than the effective tax rate and the rollback tax rate. Thus, the College was not required to conduct public hearings adopting the proposed tax rate.

The proposed tax rate reflected a tax decrease of nearly ½ cent per hundred dollars in property value.

Approval of the Order would require a record vote of the members of the Board. A copy of the Order was provided 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.

Dr. Alejo Salinas, Jr. made the following motion: "I move that the Board of Trustees of South Texas College approve and authorize by record vote the Order establishing the tax rate of $0.1733 for the 2019 tax year as presented." Mr. Gary Gurwitz seconded the motion.

Mr. Paul R. Rodriguez, Chairman, asked Dr. Shirley A. Reed, College President, to call a roll-call vote of the Board Members. All five Trustees present voted in favor of the motion, and Mrs. Victoria Cantú and Mr. Rene Guajardo were not present. The motion carried.

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 was 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 was 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) was 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 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 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**

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:

- the Division of Social and Behavioral Sciences, and
- the Division of Liberal Arts.

The size of these two new Divisions would 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 proposed 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 approval of a title change and the creation of a new position were 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:

Approximate Dates	**Activity**
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 was 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 was provided 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, attended the 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.

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 Amendment to the Staffing Plan for FY 2019 - 2020, as presented. The motion carried.

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 had 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.

Mr. Jesus Ramirez, Legal Counsel, advised the Board that he had received a counter-offer to the College's proposal. Mr. Ramirez requested additional time to meet with Terra-Gen and discuss the issue further.

No action was taken.

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 was 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 provided 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 included 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 was provided 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 included 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.

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 acceptance of the Internal Audit Annual Report for FY 2019 as presented. The motion carried.

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 was 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 was necessary to establish the basis on which the project design team would be given authorization to proceed with design development and construction document phases.

Justification
Once schematic design was approved, ROFA would 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 would then be issued for solicitation of construction proposals. Once received, construction proposals would 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 was 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 consisted of the Cashiers department moving into the vacated Admissions & Records area and Career & Employer Services department would move 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 needed 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 worked with College staff and 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 was $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, was $355,000.

The construction budget for this project was $200,000. ROFA 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 were 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 were based on Architect's estimated construction cost from the proposed schematic design. The contractor to whom the project was awarded would provide the actual costs.

The renovation included 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 was 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 developed a schematic presentation describing the proposed design. The packet included drawings of the site plan and floor plans.

Presenters
ROFA developed a schematic presentation describing the proposed design. Representatives from ROFA attended 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.

Upon a motion by Mr. Gary Gurwitz and a second by Mr. Roy de León, the Board of Trustees of South Texas College approved and authorized 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 motion carried.

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 was requested.

On August 27, 2019, the Board of Trustees was asked to approve the schematic design of the project. If approved, Rike Ogden Figueroa Allex Architects, Inc. would 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 would be evaluated and submitted to the Board of Trustees with a recommendation to award a construction contract.

College staff requested approval to proceed with the bidding phase of soliciting construction proposals from contractors as soon as plans and specifications were 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.

Upon a motion by Mr. Gary Gurwitz and a second by Mr. Roy de León, the Board of Trustees of South Texas College approved and authorized 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 motion carried.

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 was requested.

Purpose
The existing outdoor Mid Valley Campus Thermal Plant structure was no longer in use and would need to be demolished due to the existing condition of the structure.

Justification
A recommendation to the Board was required to proceed with the demolition of the existing outdoor Mid Valley Campus Thermal Plant structure that was no longer in use.

Once the recommendation to demolish was approved, Rike Ogden Figueroa Allex Architects, Inc. (ROFA) would 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 would then be issued for solicitation of proposals. Once received, proposals would 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 was 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 was shown to remain in its current location. However, the location was 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 had estimated the probable demolition cost at $60,000. The total revised probable demolition project cost, including demolition, design, and miscellaneous, was 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 were based on Architect's estimated demolition costs. The contractor to whom the project was awarded would provide the actual costs.

Reviewers
The proposal was reviewed by staff from the Facilities Planning & Construction and Facilities Operations & Maintenance departments, and the Coordinated Operations Council.

Enclosed Documents
The packet included 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.

Upon a motion by Mr. Gary Gurwitz and a second by Mr. Roy de León, the Board of Trustees of South Texas College approved and authorized 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 motion carried.

Review and Action as Necessary on Authorization to Proceed with Solicitation of Construction 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 was requested.

On August 27, 2019, the Board of Trustees was asked to approve the demolition of the existing thermal plant facility. If approved, Rike Ogden Figueroa Allex Architects, Inc. would 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 would be issued for solicitation of demolition proposals. Once received, demolition proposals would be evaluated and submitted to the Board of Trustees with a recommendation to award a demolition contract.

College staff requested approval to proceed with the bidding phase of soliciting demolition proposals from contractors as soon as plans and specifications were completed by the Architect.

The Facilities Committee took no action on this item, awaiting staff's verification of the budget information.

Upon a motion by Mr. Gary Gurwitz and a second by Mr. Roy de León, the Board of Trustees of South Texas College approved and authorized 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 motion carried.

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 was requested.

Purpose

Engineering services were necessary to evaluate and obtain recommendations for the Regional Center for Public Safety Excellence drainage conditions. The design scope of work included, but was 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 would be available in the FY 2019 – 2020 Unexpended Construction Plant Fund budget.

Reviewers

The Statements of Qualifications were 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 was included in the packet. The evaluation team members completed evaluations for the firms and provided scoring and ranking summary.

Due to timing and urgency to engage an engineer, this item was presented to the Board without prior review by the Facilities Committee.

Mr. Gary Gurwitz abstained from deliberation and action on this item.

Mr. Jesus Ramirez, Legal Counsel, recommended that the engineer may undertake a comprehensive review of the properties surrounding the Regional Center for Public Safety Excellence. He noted that the Hidalgo County Drainage District, PSJA ISD, and the City of Pharr may be undertaking drainage projects in the area. Some of these projects could support the College's plans, or could affect the College's options in diverting drainage off-site. Mr. Ramirez further noted that the engineer would have the opportunity to discuss planning with these other entities and to incorporate their projects into the College's construction plans.

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Ms. Rose Benavidez, the Board of Trustees of South Texas College approved and authorized 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 motion carried.

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 was 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 were available in the FY 2018 – 2019 Facilities Maintenance budget.

Enclosed Documents
A presentation detailing the damage and remediation was provided to the Committee, and was reprinted for the Board'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.

Upon a motion by Mr. Gary Gurwitz and a second by Mr. Roy de León, the Board of Trustees of South Texas College approved and authorized 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 motion carried.

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 was requested.

Purpose
Authorization was 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 was compensated based on a percentage of the Construction Budget, and compensation adjustments were 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 stated an additional fee would be required if the final construction cost exceeded 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 was $203,792.

EGV Architects requested 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, was $21,487.25, including additional services.

Original Fee:	$17,550.00
Additional Fee:	2,319.72
Subtotal:	$19,869.72
Reimbursable Expenses:	1,617.53
Total Revised Fee	**$21,487.25**

Board approval was necessary to amend the current architectural agreement with EGV Architects to a revised fixed fee of $21,487.25. No additional costs were anticipated for this project.

EGV Architects was 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 were 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.

Upon a motion by Mr. Gary Gurwitz and a second by Mr. Roy de León, the Board of Trustees of South Texas College approved and authorized 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 motion carried.

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 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	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 was 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 was provided 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.

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

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 was requested.

Purpose
Approval of annual facility usage agreements for various locations that host student instruction was requested for FY 2019 – 2020.

Justification
Various locations were needed to accommodate the Kinesiology program courses offered at South Texas College. The facilities needed were course specific (ex. golf, swimming, tennis, weight training, etc.).

Background
Below is a list of facilities which were leased on an annual basis and used for various instructional purposes. The facilities would 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 were 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 were 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

Upon a motion by Mr. Gary Gurwitz and a second by Mr. Roy de León, the Board of Trustees of South Texas College approved and authorized the FY 2019 – 2020 annual facility usage agreements for use by the kinesiology program 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.

No action was taken.

Consideration and Approval of Checks and Financial Reports

Board action was requested to approve the checks for release and the financial reports for the month of July 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 **July 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 July 2019. The motion carried.

Executive Session:

The South Texas College Board of Trustees convened into Executive Session at 7:04 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 on the Regional Center for Public Safety Excellence City Scape Asphalt Issue
2. Review and Action as Necessary on the Pecan Campus Sand Volleyball Courts Issue
3. 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

Open Session:

The South Texas College Board of Trustees returned to Open Session at 7:38 p.m. No action was taken in Executive Session.

Mr. Gary Gurwitz departed prior to the return to open session, and did not participate in the following items:

Review and Action as Necessary on the Regional Center for Public Safety Excellence City Scape Asphalt Issue

The Board reviewed and discussed issues regarding the Regional Center for Public Safety Excellence City Scape Asphalt Issue

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Mr. Roy de León, the Board of Trustees of South Texas College approved and authorized that Phase I of the engineering contract related to the Regional Center for Public Safety Excellence City Scape Asphalt Issue and drainage concerns be done. The motion carried.

Review and Action as Necessary on the Pecan Campus Sand Volleyball Courts Issue

The Board reviewed and discussed issues regarding the Pecan Campus Sand Volleyball Courts Issue.

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Mr. Roy de León, the Board of Trustees of South Texas College approved and authorized the declaration of a breach of contract, filing of a performance bond, and delegating authority to the College President to complete the project, as related to the Pecan Campus Sand Volleyball Courts Issue. The motion carried.

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 entered into 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 advised the Board of any action as necessary at this time.

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Mr. Roy de León, the Board of Trustees of South Texas College approved and authorized the settlement as offered 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 motion carried.

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.

Adjournment

There being no further business to discuss, the Regular Meeting of the South Texas College Board of Trustees adjourned at 7:42 p.m.

I certify the foregoing are the true and correct minutes of the Tuesday, August 27, 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. **Region One Education Service Center (Region One ESC) Agreement for Instructional Services for the Adult Education and Family Literacy Grant in the amount of $254,044.35**

   This agreement provides funding for post-secondary education/training services through an Integrated Education and Training model for a total of 168 students. Region One ESC will provide High School Equivalency services and South Texas College (STC) will provide training for 124 individuals in all of the following areas: Certified Nurse Assistant, EKG Technician, Phlebotomy Technician, Forklift Operator, and Welding, which lead to an Industry Recognized Certification. In addition, 44 students will participate in both Medical Office Specialist and Precision Manufacturing Technology Certificate Programs. This award is for the period of October 1, 2019 to June 30, 2020.

   This award aligns to Strategic Directions #5, Collaboration, by advancing mutually beneficial community and educational partnerships with Region One Education Service Center.

2. **Texas Workforce Commission, High Demand Job Training Grant in the amount of $24,058**

   This award through the Lower Rio Workforce Development Board in partnership with South Texas College and the Weslaco Economic Development Corporation (EDC) provides funding for training and equipment for 24 participants enrolled in Machinery Mechanics, an industry recognized certification program. This $24,058 from TWC added to the $28,608 previously awarded from The Weslaco Economic Development Corporation has contributed in matching funds, allows for total funds of $52,666 for this grant. The High Demand Job Training Grant from the Texas Workforce Commission is for the period of September 4, 2019 to April 30, 2020.

   This award aligns to 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 High Demand Job Training Grant from TWC.

3. **Lower Rio Grande Valley Workforce Development Board - Workforce Solutions, Child Development Associates Credential Program (CDA) in the amount of $40,575**

   This grant from Workforce Solutions provides funding for Child Development Associates Credential courses to be taken by employees of Child Care Services Vendors in Starr, Hidalgo and Willacy Counties. These funds will be used for tuition, fees and textbooks for up to 25 candidates for the Spring 2020 semester. If more participants express interest in the CDA program, Workforce Solutions will allow South

Texas College to request additional funds. This award is for the period of October 1, 2019 to September 30, 2020.

This grant aligns to Strategic Direction #2, Access and Success, through coordinated efforts with Workforce Solutions to outreach prospective students to enroll at South Texas College in a Child Development Program.

4. **The Child and Adult Care Food Program (CACFP) Grant from the Texas Department of Agriculture in the amount of $57,351.98.**

   Funding from this grant renewal is used to lower the cost of food services so that we can bring the cost of care down and therefore impacting our low-income families by providing them with nutritious meals and snacks for their children. Part of the standards for national accreditation is to maintain high standards in food service and this aligns with operating the highest quality program for our students and their children. Support from this grant allows center management to purchase food, supplies, equipment, and service for preparing and serving nutritious meals for children enrolled in the Mid Valley Child Care Center. The funding period is from October 1, 2019 through September 30, 2020.

   This award aligns to Strategic Direction #3.5 providing exemplary services for children and their student/parents will make a positive impact on their overall academic success. Strategic Direction #6.3 and 6.5 Reducing child care cost for students helps them more likely to continue their educational goals. By identifying and obtaining funding sources that reduce student's costs helps break down barriers in achieving those goals

5. **Texas Higher Education Coordinating Board (THECB) Work-Study Student Mentorship program allocation in the amount of $91,299**

   The funding through this program is for work-study mentors to work with high school students at College and Career Centers located at high schools in the college's service area and at South Texas College campuses. Mentorship activities will promote the development of a college-going culture and improvement to the retention and completion rates of college students. The funding period for this grant is from September 1, 2019 to August 31, 2020.

   This award is aligned to Strategic Direction #2, Access and Success by providing opportunities for students to participate in a Work-Study Mentorship Program.

6. **Any Additional Grant(s) Pending Official Award**

Summary of Grant Award Funding
The presented grants will provide up to $467,328.33 in additional 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) and use of related funds and execution of related agreements as necessary for each grant contingent upon official award as appropriate.

1. Region One Education Service Center Agreement for Instructional Services for the Adult Education and Family Literacy Grant in the amount of $254,044.35.
2. Texas Workforce Commission, High Demand Job Training Grant in the amount of $24,058.
3. Lower Rio Grande Valley Workforce Development Board - Workforce Solutions, Child Development Associates Credential Program (CDA) in the amount of $40,575
4. The Child and Adult Care Food Program (CACFP) Grant from the Texas Department of Agriculture in the amount of $57,351.98.
5. Texas Higher Education Coordinating Board (THECB) Work-Study Student Mentorship program allocation in the amount of $91,299

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 and using related funds as authorized by each grant, contingent upon official award as appropriate:

1. Region One Education Service Center Agreement for Instructional Services for the Adult Education and Family Literacy Grant in the amount of $254,044.35.
2. Texas Workforce Commission, High Demand Job Training Grant in the amount of $24,058.
3. Lower Rio Grande Valley Workforce Development Board - Workforce Solutions, Child Development Associates Credential Program (CDA) in the amount of $40,575
4. The Child and Adult Care Food Program (CACFP) Grant from the Texas Department of Agriculture in the amount of $57,351.98.
5. Texas Higher Education Coordinating Board (THECB) Work-Study Student Mentorship program allocation in the amount of $91,299

Approval Recommended:

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

Review and Action as Necessary to Ratify the Interlocal Agreement with Pharr-San Juan-Alamo ISD to Support the South Texas College Cyber Security Program

The Board of Trustees is asked to ratify the interlocal agreement executed with Pharr-San Juan-Alamo (PSJA) ISD to support the South Texas College Cyber Security Program.

On May 30, 2019, the Board of Trustees approved the acceptance of the Texas Education Agency's Carl D. Perkins Reserve Grant Sub-award from PSJA ISD in the amount of $500,923. The District was awarded this grant to support a partnership with South Texas College in conjunction with Hidalgo ISD, Valley View ISD, and the Texas Valley Communities Foundation, as well as industry/employer partners:

- Frontera Consulting, LLC;
- Code RVG;
- The City of Pharr;
- AFT Federal Credit Union;
- RGV Med, LLC (dba Doctors Hospital at Renaissance); and
- R3STCyber Compliance Solutions.

The grant supports the College and Career Regional Cybersecurity Pathway (CCRCP) program. Under the CCRCP, South Texas College will create and maintain a cross-sector partnership and provide training aligned to the needs of new and incumbent cybersecurity professionals in a variety of supported industries.

The CCRCP project will provide students with a pathway to earn a Cybersecurity Specialist Certificate, which can be built upon to pursue an associate or baccalaureate degree in Computer Information Technologies.

Board ratification of the interlocal agreement is necessary to codify the responsibilities and rights of South Texas College and PSJA ISD and to provide clear guidance on the grant-funded establishment of the CCRCP. The grant sub-award of $500,923 Is substantially dedicated to equipping a Cybersecurity Laboratory at the Regional Center for Public Safety Excellence (RCPSE).

Specific equipment to be purchased under the CCRCP program will need separate Board approval, and those items have been included and identified within the list of procurement items provided separately for Board action.

Recommendation:
It is recommended that the Board of Trustees of South Texas College ratify the interlocal agreement executed with Pharr-San Juan-Alamo (PSJA) ISD to support the South Texas College Cyber Security Program as presented.

The Following Minute Order is proposed for consideration by the Board of Trustees:
The Board of Trustees ratifies the interlocal agreement executed with Pharr-San Juan-Alamo (PSJA) ISD to support the South Texas College Cyber Security Program as presented.

Approval Recommended:

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

Approval of Resolution to Submit Nominees for the Hidalgo County Appraisal District Board of Directors for FY 2020-2021

Approval of a Resolution to submit nominees for the Hidalgo County Appraisal District Board of Directors is requested.

The Appraisal District Board of Directors consists of six (6) members: five (5) voting members who are appointed by vote and one (1) nonvoting member, which is the County Tax Assessor/Collector, Pablo "Paul" Villarreal, Jr.

The current 2018 - 2019 Appraisal District Board of Directors include:

- Richard A. Garza, Chair
- David Hernandez, Vice-Chair
- Amador Requenez, Secretary
- Albert D. Cardenas, Member
- Pete Garcia, Member
- Pablo "Paul" Villarreal, Jr. (Non-voting member, County Tax Assessor)

A voting taxing entity may nominate one (1) but no more than five (5) candidates for the election. Each voting unit shall determine its nomination by written resolution and submit it to the Chief Appraiser before October 15, 2019.

The Resolution follows in the packet.

The Chief Appraiser will prepare and deliver a listing of all candidates properly nominated, and each voting entity will be allowed to vote from this pool of candidates to elect the Board of Directors. This list will be delivered to each entity by October 30, 2019, and the governing bodies of the taxing entities will need to submit a formal resolution announcing their final vote before December 15, 2019.

Recommendation:
It is recommended the Board of Trustees approve and adopt the Resolution to submit nominees for the Hidalgo County Appraisal District Board of Directors.

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 Resolution to submit nominees for the Hidalgo County Appraisal District Board of Directors as presented.

Approval Recommended:

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

HIDALGO COUNTY APPRAISAL DISTRICT

ADMINISTRATION
Rolando Garza, Chief Appraiser
Jorge Gonzalez, Asst. Chief Appraiser
Brent E Cavazos, Associate Chief Appraiser
PO Box 208
Edinburg, TX 78540-0208
(956) 381-8466 (956) 565-2461

www.hidalgoad.org

BOARD OF DIRECTORS
Richard A. Garza — Chairman
David Hernandez — Vice-Chairman
Amador Requenez — Secretary
Albert D. Cardenas — Member
Pete Garcia — Member
Pablo "Paul" Villarreal, Jr. — Member

September 3, 2019

South Texas College
Attn: Mr. Andrew Fish
3201 W. Pecan Blvd.
McAllen, TX 78501

Re: Selection of Board of Directors 2020-2021

Dear Mr. Fish:

The deadline to submit a resolution nominating a candidate or candidate(s) for the Board of Directors of the Hidalgo County Appraisal District for 2020-2021 is **October 15, 2019.** Once you have nominated someone please forward the resolution(s) to our office as soon as possible. Please note that your jurisdiction may nominate one or as many as five (5) candidates. An example of a resolution is attached or you may submit one prepared by your office.

The ballots will be prepared and forwarded to all voting entities as soon as practical after October 15, 2019 but before October 30, 2019. Voting entities will have until December 15, 2019 to submit their votes by written resolution to our office. The winners will then be declared and all entities will be notified by December 30, 2019.

Should you have any questions or need any guidance in this process please do not hesitate to contact me at (956) 381-8466.

Sincerely,

Rolando Garza

Rolando Garza, RPA
Chief Appraiser

RG:je

Attachment

RESOLUTION – 2020-001

A RESOLUTION OF THE BOARD OF TRUSTEES FOR SOUTH TEXAS COLLEGE EXPRESSING ITS NOMINATION FOR APPRAISAL DISTRICT DIRECTORS FOR 2020 - 2021 ON THE HIDALGO COUNTY APPRAISAL DISTRICT BOARD OF DIRECTORS:

WHEREAS, the Board of Trustees for South Texas College are authorized to make nominations for each position to be filled in the Hidalgo County Appraisal District Board of Directors; and

WHEREAS, these directors shall serve a two (2) year term beginning January 1, 2020 and that all taxing entities associated with the Hidalgo County Appraisal District are authorized to nominate one person for said Board; and

WHEREAS, the Board of Trustees for South Texas College must submit the names of the nominee(s) by written resolution to the Chief Appraiser by October 15, 2019.

NOW, THEREFORE, BE IT RESOLVED BY SOUTH TEXAS COLLEGE, that the name(s) of:

1. _____
2. _____
3. _____
4. _____
5. _____

are hereby nominated by the South Texas College Board of Trustees to the Hidalgo County Appraisal District Board of Directors.

FURTHER, the South Texas College directs the Chief Appraiser to submit said nomination(s) for consideration by all taxing entities within the Hidalgo County Appraisal District in the upcoming district election.

PASSED AND APPROVED this the 24th day of September, 2019.

_____
Ms. Rose Benavidez, STC Board Vice Chair

ATTEST:

_____
Mr. Roy de León, STC Board Secretary

Approval of Resolution to Submit Nominees for the Starr County Appraisal District Board of Directors for FY 2020-2021

Approval of a Resolution to submit nominees for the Starr County Appraisal District Board of Directors is requested.

The Appraisal District Board of Directors consists of five (5) directors who serve a two-year term beginning January 1 of each even year.

A voting taxing entity may nominate one (1) but no more than five (5) candidates for the election. Each voting unit shall determine its nomination by written resolution and submit it to the Chief Appraiser before October 15, 2019.

The Resolution follows in the packet.

The Chief Appraiser will prepare and deliver a listing of all candidates properly nominated, and each voting entity will be allowed to vote from this pool of candidates to elect the Board of Directors. This list will be delivered to each entity by October 30, 2019, and the governing bodies of the taxing entities will need to submit a formal resolution announcing their final vote before December 15, 2019.

Recommendation:
It is recommended the Board of Trustees approve and adopt the Resolution to submit nominees for the Starr County Appraisal District Board of Directors.

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 Resolution to submit nominees for the Starr County Appraisal District Board of Directors as presented.

Approval Recommended:

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

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July 15, 2019

Dear Starr County Taxing Units:

It is time once again to start with the process of the selection of appraisal district directors. Our appraisal district consists of five (5) directors who serve a two-year term beginning January 1 of each even year. The selection process for appraisal district directors is established in Section 6.03 of the Property Tax Code. I have calculated the number of votes to which each taxing unit is entitled. I am attaching the formula along with the number of votes each unit is entitled as prescribed by subsection (d) of said section.

Please keep in mind the following datelines. A summary of the datelines is as follows:

Before October 1st: Chief Appraiser submits written notice of voting entitlement.

Before October 15th: Presiding officer of governing body submits names of nominees.

Before October 30th: Chief Appraiser prepares a ballot and delivers to each voting entity.

Before December 15th: Voting entity submits votes by WRITTEN RESOLUTION to the Chief Appraiser.

Before December 31st: Chief Appraiser shall count votes and submit the results to the governing Body of each taxing unit and to the candidates.

The new directors will be serving 2020-2021 term. If you have any questions, please contact me anytime.

Sincerely yours,

Rosalva Guerra, RPA CTA CCA

Chief Appraiser Starr County Appraisal District

STARR COUNTY APPRAISAL DISTRICT

BOARD OF DIRECTORS

VOTING ENTITLEMENT 2019

FORMULA:

TAXING UNIT'S LEVY/TOTAL LEVY = PERCENTAGE
PERCENTAGE X 1000 X 5 (# OF MEMBERS) = NUMBER OF VOTES

TAXING UNIT	2018 TAX LEVY	PERCENTAGE	NUMBER OF VOTES
COUNTY OF STARR	16155611	.3339	1670
RIO GRANDE CITY ISD	14762216	.3051	1525
ROMA ISD	7119317	.1471	736
SAN ISIDRO ISD	2470133	.0510	255
CITY OF RIO GRANDE	2471217	.0511	256
CITY OF ROMA	1212149	.0250	125
CITY OF ESCOBARES	140828	.0029	14
SOUTH TEXAS COLLEGE	4058100	.0839	419
TOTAL LEVY	48389571	100%	5000

*NOTE: STARR COUNTY HOSPITAL DOES NOT PARTICIPATE IN THE ELECTION PROCESS.

RESOLUTION – 2020-002

A RESOLUTION OF THE BOARD OF TRUSTEES FOR SOUTH TEXAS COLLEGE EXPRESSING ITS NOMINATION FOR APPRAISAL DISTRICT DIRECTORS FOR 2020 - 2021 ON THE STARR COUNTY APPRAISAL DISTRICT BOARD OF DIRECTORS:

WHEREAS, Section 6.03 of the Texas Property Tax Code outlines the selection procedure of County Appraisal District Directors;

AND WHEREAS, the Board of Trustees for South Texas College are authorized to make nominations for each position to be filled in the Board of Directors of the Starr County Appraisal District;

AND WHEREAS, these directors shall serve a two (2) year term beginning January 1, 2020 and that all taxing entities associated with the Starr County Appraisal District are authorized to nominate one person for said Board;

AND WHEREAS, the Board of Trustees for South Texas College must submit the names of the nominee(s) by written resolution to the Chief Appraiser by October 15, 2019.

NOW, THEREFORE, BE IT RESOLVED BY SOUTH TEXAS COLLEGE, that the name(s) of:

1. _____
2. _____
3. _____
4. _____
5. _____

are hereby nominated by the South Texas College Board of Trustees to the Starr County Appraisal District Board of Directors.

FURTHER, the South Texas College directs the Chief Appraiser to submit said nomination(s) for consideration by all taxing entities within the Starr County Appraisal District in the upcoming district election.

PASSED AND APPROVED this the 24th day of September, 2019.

_____
Ms. Rose Benavidez, STC Board Vice Chair

ATTEST:

_____
Mr. Roy de León, STC Board Secretary

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. Presentation on the Approval Process for South Texas College to Offer the Bachelor of Science in Nursing "RN-to-BSN" Program

South Texas College sought to provide a pathway for currently licensed registered nurses to attain a Bachelor of Science in Nursing (BSN) degree and to meet the increasing demand for bachelor degreed nurses in the Rio Grande Valley.

Registered Nurses – ADN and BSN

Upon completion of either an Associate Degree Nursing (ADN) and Bachelor of Science in Nursing (BSN) program, a graduate is eligible to take the National Council for Licensure Examination for Registered Nurses (NCLEX-RN). The same Registered Nurse (RN) licensure is granted upon successful completion, regardless whether the examinee holds the ADN or BSN degree.

- ADN programs focus on fundamental nursing skills, knowledge, and clinical experiences that provide the students adequate training for entry into the nursing profession.
- BSN programs provide additional clinical and academic training beyond the ADN program, which includes:
  - Evidence-based nursing practice and research;
  - Interprofessional communication;
  - Professionalism;
  - Health promotion;
  - Community and population health;
  - Leadership for quality care and patient safety;
  - Management of information and patient care technology; and
  - Healthcare policy.

Employers in the Rio Grande Valley are encouraging working nurses with ADN degrees and current RN licensure to attain a BSN. A BSN will open new career opportunities to working nurses who lack that academic credential and training. South Texas College is proud to provide that pathway to the Valley's nurses, and is eager to start meeting the incredible local demand.

Approval Process for South Texas College

The 85th Texas Legislature passed SB 2118, which provided the legal authorization for South Texas College and other qualified colleges to offer a BSN Program. With the legal authority granted, the College undertook the necessary steps to receive approval from the Texas Board of Nursing, Texas Higher Education Coordinating

Board, and the Southern Association of Colleges and Schools Commission on Colleges to offer the curriculum and confer the BSN degree.

Initial Delay

The approval process began with a comprehensive review of the proposed program by the South Texas College Board of Trustees in August 2017, which resulted in Board approval for administration to begin the application process.

As administration undertook the process, they determined that there were several ambiguities in the procedure. No community college in Texas had previously secured authorization to offer a Bachelor of Science in Nursing program, and the necessary procedural steps had not yet been codified by the Texas Board of Nursing (TBON) and the Texas Higher Education Coordinating Board (THECB). Administration subsequently withdrew their application and informed the Board of Trustees that the process was delayed while administration waited for additional clarification from the THECB and TBON.

Administration continued to work with the TBON and the THECB to resolve concerns and questions about the application process, and rallied further support from stakeholders in the region.

Successful Application Approval of the South Texas College RN-to-BSN Program

On January 15, 2019, the South Texas College Board of Trustees once again approved and authorized the proposed Bachelor of Science in Nursing Program, which authorized a new start on the application process.

The College submitted applications to the THECB, TBON, and SACSCOC:

THECB – Approval received March 29, 2019
The THECB application required documentation supporting:

- Need for the program
  - Employer Need including letters of support
  - Student demand including student need survey
  - Explanation of how the program does not duplicate but complement existing programs in the region
- Enrollment Projections
- Evidence of Success for ADN program
- Description of program
- Plans to evaluate program to include student learning outcomes
- List Faculty and qualifications
- List student support services for student persistence and completion
- Library Services and Learning Support
- Physical Facilities

- Plans for Programmatic Accreditation
- Financial Support
- Articulation Agreements with other institutions
- Clinical Site agreements

TBON – Approval received March 29, 2019
The TBON application required documentation supporting:

- demonstrated evidence for the BSN's need in the area;
- detailed descriptions of the proposed program,
- provided evidence of the financial and administrative support,
- described each faculty member's credentials and experience,
- included proof of students' input to the curriculum design.

In addition, as part of the program description, the college identified all the differentiated competencies, included the syllabi for all the proposed courses, and fully explained the policies and procedures for the management of Clinical Learning Experiences.

SACSCOC – Approval Received August 2, 2019
The SACSCOC application required documentation supporting:

- How we determined need for the program
- Specific details of the program
- How we will assess student learning
- How we will evaluate the program
- Description of Faculty and their qualifications
- Library and Learning Resources provided for program
- Student Services for program
- Financial Support for program
- Physical Facilities for program

With the August 2, 2019 SACSCOC approval, the College completed the approval process and was prepared to move forward with the first cohort in Spring 2020!

B. Review and Discussion of the Bachelor of Science in Nursing "RN-to-BSN" Prospective Student Guide

South Texas College was preparing to offer the RN-to-BSN Program in Spring 2020, and needed to begin accepting and evaluating applications to the first cohort of 30 students by early November 2019.

Recruitment of Prospective Applicants

The South Texas College Nursing & Allied Health Division would use social media and the Division website to announce upcoming information sessions. Staff had already fielded a number of inquiries from recent ADN program graduates and other regional registered nurses who expressed an interest in the RN-to-BSN Program.

Staff was advising callers to watch for scheduled information sessions. The information sessions would provide each of these potential students with information on the application and selection process.

Prospective Student Guide

In March 2016, administration reviewed a detailed ADN Prospective Student Guide with the Education and Workforce Committee, and received feedback on improving this document. The purpose of the guide was to ensure clear and consistent information was provided to all interested applicants, the process was transparent and well-explained, and the selection criteria for the high-demand ADN Program was reasonable and evenly applied to all candidates.

With the recent final approvals for South Texas College to offer the BSN Program, administration developed an appropriate application process and selection process, and developed the Prospective Student Guide for the RN-to-BSN Program.

Administration presented the Prospective Student Guide to the Education and Workforce Committee, and discuss the application process, selection criteria, and other program elements with the trustees.

The Committee members noted that administration proposed giving graduates of South Texas College's ADN program a preferential advantage by awarding one point to those applicants during the evaluation process. The Committee was split on whether this was an appropriate and fair process.

Administration noted that a similar process was in place during the evaluation of applicants for the ADN program, wherein South Texas College graduates from the following programs would be awarded 1 point during the evaluation process:

- Patient Care Assistant – Certificate
- Licensed Vocation Nurse – Certificate
- EMT – Paramedic – Associate/Certificate

Upon further discussion with the Committee, administration agreed to discuss this evaluation preference for South Texas College graduates with legal counsel.

Administration conducted additional research, and noted that courts have traditionally granted institutions of higher education the discretionary authority to establish admission standards, so long as those standards did not discriminate on the basis of any protect class, such as race or gender. Administration also identified a number of universities in Texas and across the nation that operate RN-to-BSN programs and grant preferential admissions to graduates from partnering institutions.

Legal counsel has reviewed the proposed evaluation rubric and the preferential advantage for South Texas College graduates and has opined that the admission standard is presumptively legal. Legal counsel further noted that the evaluation scale

did not give rise to any concern that it would have any discernable impact on any protect class.

Administration is confident that the recommended evaluation process is legal and serves the intention of providing preferential access to highly experienced RNs who graduated from the South Texas College ADN Program, without prohibiting access to unexperienced nurses or those educated elsewhere.

Dr. Alejo Salinas, Jr., Education and Workforce Development Committee Chair, provided additional revisions to clarify and strengthen the Prospective Student Guide for the RN-to-BSN Program. Those revisions have been incorporated into the draft guide included in the following pages.

C. Presentation on South Texas College Summer Leadership Institute (SLI)

The Summer Leadership Institute (SLI) is held annually, and provides local school district personnel from Hidalgo and Starr counties with the opportunity to learn more about South Texas College, and specifically to learn about the programs and opportunities available to their students upon enrollment at South Texas College.

While the SLI was originally developed specifically for counselors at the high school campuses, it was expanded to also include other leaders within the districts. The engagement of these front-line district personnel helps them better understand the value that South Texas College offers to their students, and the tremendous resources that the College has available to assist with registration, financial aid, and other enrollment services. Prepared with this understanding and appreciation, the SLI graduates are the foundation of a network of colleagues helping students find their pathway toward academic and workforce training at South Texas College.

During the Summer Leadership Institute, the participants were provided with 12 days of intensive training sessions and tours of South Texas College's campus. During these sessions and tours, they met and developed connections with South Texas College administration and staff in the student services departments and educational programs, and were also introduced to the state-of-the-art facilities at South Texas College.

Counselors received a $2,000 stipend for participating in the Summer Leadership Institute and were able to use the training as a part of their required professional development hours. The stipend rate was based upon the hourly rate Counselors receive at the school district.

Graduates of the Summer Leadership Institute are prepared to advocate on behalf of the College, including helping students overcome barriers to access and success, informing students of support services available at South Texas College, and encouraging a college-going culture at their home districts. In turn, College personnel learn from the participants by engaging them in discussions of best practices and the

needs of their students, helping the College continue to improve its services and offerings.

Mr. Pablo Hernandez Jr, Dean of Student Affairs, Dr. Nancy Garcia, Director of Comprehensive Advising and Mentoring Services and Mr. Willie Johnson, Coordinator of Academic Advising, provided the Committee with an in-depth review of the SLI Objectives and Mr. Hebbard reviewed the data gathered through assessments conducted before- and after each SLI. These assessments help gauge each participants understanding of South Texas College, and their preparedness and confidence in guiding students toward a pathway to and through South Texas College.

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

SOUTH TEXAS COLLEGE

Bachelor of Science in Nursing
RN-to-BSN Program
Development and Approval Process

Education & Workforce Development Committee
Tuesday, September 10, 2019

Presenter: Dr. Anahid Petrosian
Interim Vice President for Academic Affairs

Outline

RN-to-BSN Degree Program

- **Senate Bill 2118**
- **Program Development Process**
  - **Local & Regional Support**
- **Application Timeline**
- **Approval Timeline**
- **Next Phase: RN-to-BSN Program Accreditation**

Bachelor of Science in Nursing

Texas Legislative Authorization

- In June 2017, 85th Texas Legislature enacted **SB 2118** that provided legislative authority for Texas Community Colleges to offer the Bachelor of Science in Nursing.

Program Development Process

The RN-to-BSN Program Development Justification:

- To provide opportunities for registered nurses in Hidalgo and Starr counties to pursue a Bachelor of Science in Nursing (BSN) degree.
- To address the projected shortage for bachelor-level educated nurses in health care facilities in the Rio Grande Valley.

Program Development Process

College Entities involved in the Program Development Process:

- Associate Degree Nursing Department Faculty
- Nursing & Allied Health Division Curriculum Committee
- Institutional Research, Effectiveness, and Strategic Planning
- College Curriculum Committee
- Academic Affairs Counsel
- Planning and Development Council

Local & Regional Support

South Texas College received Letters of Support from the following Health Care Organizations in support of the RN-to-BSN Program

- South Texas Health System
- Mission Regional Medical Center
- Rio Grande Regional Hospital
- Doctors Hospital at Renaissance
- Cornerstone Regional Hospital
- Knapp Medical Center
- McAllen Heart Hospital
- Starr County Memorial Hospital
- Valley Baptist Medical Center
- Presidente Home Care

RN-to-BSN Application Timeline

Texas Higher Education Coordinating Board	
Timeline	
Application Development 6 Months	Submission Date February 1, 2019

Texas Board of Nursing	
Timeline	
Application Development 2 Years	Submission Date February 12, 2019

Southern Association of Colleges & Schools Commission on Colleges	
Timeline	
Application Development 6 Months	Submission Date May 1, 2019

RN-to-BSN Approval Timeline

Approval Date	Internal Approval
January 15, 2019	Education & Workforce Development Committee
January 29, 2019	South Texas College Board of Trustees
Approval Date	**External Approval**
March 29, 2019	Associate Degree Nursing Accreditation (ACEN)
March 29, 2019	Texas Higher Education Coordinating Board
March 29, 2019	Texas Board of Nursing
August 2, 2019	Southern Association of Colleges and Schools Commission on Colleges

Next Phase: RN-to-BSN Program Accreditation

South Texas College will be eligible to apply for ACEN accreditation of the RN-to-BSN program a semester before the first cohort of students graduate.

Activities	Timeline
Submit Application for Candidacy	March 2020
Submit Candidacy Report	June 2020
Prepare Self-Study Report	Summer 2020
Submit Self-Study Report	September 2020
Schedule Site Visit	October 2020
Evaluation Review Panel	January 2021
ACEN Accreditation	March 2021

SOUTH TEXAS COLLEGE

Thank you for your Support!

SOUTH TEXAS COLLEGE

Bachelor of Science in Nursing
RN-to-BSN Program
Prospective Student Guide & Selection Process

Education & Workforce Development Committee
Tuesday, September 10, 2019

Presenter:
Dr. Jayson Valerio, Dean of Nursing and Allied Health

Outline

- **Bachelor of Science in Nursing**
- **Program Description**
- **RN-to-BSN Degree Requirements**
- **Program Application Requirements**
- **Recruitment & Application Timeline**
- **Program Selection Process**
- **Prospective Student Guide**

SOUTH TEXAS COLLEGE

Bachelor of Science in Nursing
RN-to-BSN Program

- 85th Texas Legislature enacted **SB 2118** that provided legislative authority for Texas community colleges that meet selective criteria to offer the BSN Program
- **South Texas College has received approval** from the following entities to offer the RN-to-BSN Degree Program
  - Texas Board of Nursing (TBON)
  - Texas Higher Education Coordinating Board
  - Southern Association of Colleges and Schools Commission on Colleges (SACSCOC)

Program Description

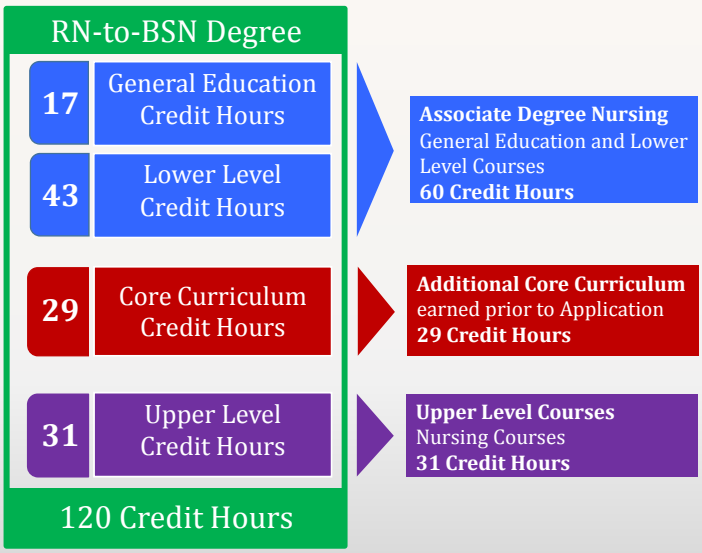
- The RN-to-BSN Program is designed to respond to the increased demand for baccalaureate-level nurses in Hidalgo and Starr counties.
- The program will provide increased access to the BSN degree for applicants who already possess a current:
  - Unencumbered RN License to practice in Texas, or
  - Enhanced Nurse Licensure Compact RN License (eNLC)*
- The program will be delivered in a hybrid instructional model along with clinical coursework.
  - Hybrid model is a combination of face-to-face classroom instruction and online learning

** RN who can practice in their home state and other eNLC states*

RN-to-BSN Degree Requirements

Students applying to the RN-to-BSN Program with an Associate Degree Nursing must have completed the **Core Curriculum of 29 Credit Hours**.

Students accepted into the RN-to-BSN will then complete the remaining **31 upper level** hours to earn their **Bachelor of Science in Nursing**.



Program Application Requirements

RN-to-BSN Program

TO QUALIFY

- ✓ Associate Degree Nursing (AAS-ADN) from a regionally accredited institution with a minimum GPA of 2.5 on a 4.0 scale
- ✓ Completion of required core curriculum courses with a minimum GPA of 2.5 on a 4.0 scale
- ✓ Current, unencumbered RN License to practice in Texas ***or*** an Enhanced Nurse Licensure Compact RN License

TO SUBMIT

- ✓ Information Session Certificate of Completion
- ✓ Letter of Intent and Professional Resume
- ✓ Three letters of professional recommendation
- ✓ Completed and Signed Functional Abilities Standard Requirements Form
- ✓ Proof of required immunizations and clinical requirements

Recruitment & Application Timeline
Spring 2020

The program will begin offering information sessions for prospective students in September 2019.

Application Timeline, Submission & Review	
Activity	**Dates**
Application Submission Period	November 4-8, 2019
Application Review Period	November 11-14, 2019
Notification of Applicant Status	November 15, 2019
Deadline to Accept or Deny Admission	November 20, 2019
Mandatory Orientation for Admitted Cohort	November 25, 2019
Spring 2020 Classes Begin	January 21, 2020

Program Selection Process
RN-to-BSN Program

Selection Criteria

Required Points

1. **Cumulative GPA - Associate Degree Nursing**
2. **Cumulative GPA - Core Curriculum Courses**

Additional Points (Optional)

3. **STC Associate Degree in Nursing Graduate**
4. **RN Work Experience**

Cohort Selection

Spring 2020 Cohort

- **30 Students**
- **Mixed cohort of Full-Time and Part-Time Students**
- **No quota for enrollment status, selection is based solely on the Point System**

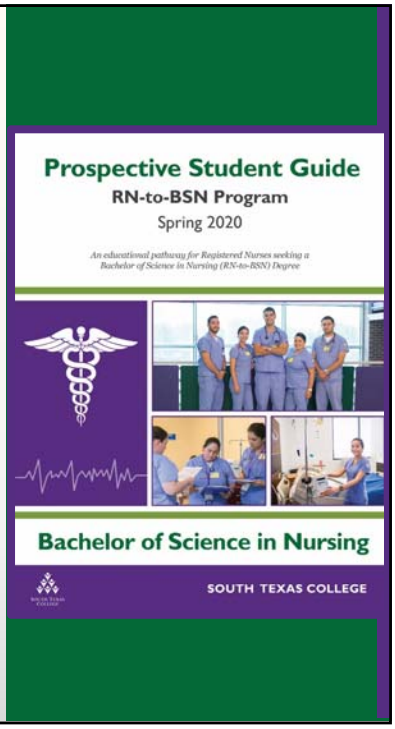
Selection Criteria Point System

POINTS BASED ON ACADEMIC RECORD		Points	Enter Points
1. Cumulative GPA upon conferral of Associate of Applied Science – Associate Degree Nursing (AAS-ADN)	4.00 - 3.50	1.5	
	3.49 - 3.00	1	
	2.90 - 2.50	.5	
2. Cumulative GPA - Core Curriculum As calculated on GPA Calculation Worksheet	4.00 - 3.50	1.5	
	3.49 - 3.00	1	
	2.90 - 2.50	.5	
ADDITIONAL POINTS **The following items are not required to apply for the program; however, it will assist the applicant to earn additional points.**		**Points**	**Enter Points**
3. South Texas College Graduates who have completed an Associate of Applied Science – Associate Degree Nursing		1	
4. Evidence of Registered Nurse Work Experience (see curriculum vitae)	6 years and above	1	
	3-5 years	.5	
	0-2 years	.25	
Maximum Points: 5		**Total Points:**	

Prospective Student Guide

South Texas College has developed a **Prospective Student Guide** for the Registered Nurse (RN) to Bachelor of Science in Nursing (BSN) Degree Program (RN-to-BSN) to provide:

- ✓ **General information about the program**
- ✓ **Guidance for the application process**
  - Admission to South Texas College
  - Program Information
  - Degree Plans
  - Application Requirements
  - Notification of Application Status
  - Appendices: Additional Resources



SOUTH TEXAS
COLLEGE
Thank you for your Support!

Prospective Student Guide

RN-to-BSN Program

Spring 2020

DRAFT
September 17, 2019

An educational pathway for Registered Nurses seeking a Bachelor of Science in Nursing (RN-to-BSN) Degree

Bachelor of Science in Nursing

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H. Clinical Requirements

PROGRAM SUMMARY

Approval to Offer RN-to-BSN Program and Program Description

South Texas College has received approval from the Texas Board of Nursing, Texas Higher Education Coordinating Board, and the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to offer the Registered Nurse-to-Bachelor of Science in Nursing (RN-to-BSN) Program.

Program Description

The RN-to-BSN Program is designed to respond to the increased demand for baccalaureate-level nurses in Hidalgo and Starr counties by providing increased access to the BSN degree to applicants who already possess a current, unencumbered RN License to practice in Texas or an Enhanced Nurse Licensure Compact RN License. The program focuses on advancing competencies, skills, and values needed to meet the demands of the current healthcare system.

The degree consists of 47 hours of lower-division coursework, 42 hours of core curriculum, and 31 hours of upper-division coursework (total 120 credit hours). Prospective students must have earned an Associate of Applied Science – Associate Degree Nursing (AAS-ADN) and completed the core curriculum. Therefore, to earn the BSN, a student will need to complete the remaining 29 core curriculum credit hours and the 31 additional credit hours beyond the Associate Degree in Nursing. The upper-division coursework focuses on the BSN role in evidence-based nursing practice and research, interprofessional communication, professionalism, health promotion, community and population health, leadership for quality care and patient safety, management of information and patient care technology, and healthcare policy. The program coursework will be delivered in a hybrid instructional model through a carefully planned blend of both classroom and online learning activities, and clinicals.

The program will begin recruiting prospective students in September 2019, and begin receiving applications in November 2019, in order to accept the first 30 student cohort for the Spring 2020 semester.

Program Degree Plans and Selection Process

Prospective students may apply for the Spring 2020 semester as either full-time or part-time students. Both full-time and part-time degree plans will be offered once per year for a cohort of 30 students, and full-time and part-time students accepted into the program will be part of one mixed cohort. There is no quota for each status, as selection is based solely on the Point System described below.

Selection Process

The RN-to-BSN Program selection process is Competitive Entry based on a Point System. Points are given for the following selection criteria: cumulative GPA upon conferral of AAS-ADN, core curriculum cumulative GPA, and additional points as listed on the Application Form. A Cutoff Score is calculated for each application period based on the qualified applicant pool, the number of slots available, and may vary for each application period. Completed applications are ranked from highest to lowest points and admission is based solely on this ranking.

Information Session, Application Requirements, and Notification of Status

The RN-to-BSN Program, a selective admissions program, requires students to meet all program application requirements before applying to the RN-to-BSN Program. To be considered for program admission, completed applications must be received during the application periods indicated in the RN-to-BSN timeline section of this

summary. Due to limited resources, some applicants who meet all program application requirements may not be admitted to the program for the application period in which they apply. Applicants who are not admitted for the current period are encouraged to meet with the RN-to-BSN Program Academic Coach for guidance on their potential next steps.

Prospective Student Information Session

Prospective students are required to attend an Information Session to learn more about the program and the application process prior to submission of an application. Students who successfully complete the *Information Session Assessment* at the end of the session will receive a Certificate of Completion. This certificate must be submitted with the RN-to-BSN Program Application.

RN-to-BSN Program Application Requirements

- Admitted to South Texas College through submission of an online application (ApplyTexas.Org)
  - Issued a South Texas College ID Number (A#)
  - Issued a JagMail account
- Documents Required:
  - Current, unencumbered RN License to practice in Texas or an Enhanced Nurse Licensure Compact RN License
  - Official transcripts of record that include the following:
    - Conferred Associate of Applied Science – Associate Degree Nursing (AAS-ADN)
    - with a cumulative GPA of 2.5 or higher
    - Completed Core Curriculum with a cumulative GPA of 2.5 or higher
  - Information Session Certificate of Completion
  - Personal letter of intent and curriculum vitae detailing academic career and professional experience
  - Three letters of professional recommendation from faculty members or employers
  - Official documentation of all required immunizations and clinical requirements
  - Completed and signed Functional Abilities Standard Requirements Form

Notification of Application Status

Qualified applicants will be notified of their application status through their JagMail account. Should any of the admitted applicants decline admission, an alternate applicant will be offered admission to the program. A random draw (through a lottery system) of alternate applicants will be used as needed.

Application Timeline for Spring 2020 Semester

Application Submission Period	November 4-8, 2019
Application Review Period	November 11-14, 2019
Notification of Applicants (admitted, alternate, or denied)	November 15, 2019
Deadline to Accept or Deny Admission	November 20, 2019
Mandatory Orientation for Admitted Cohort	November 25, 2019
Spring 2020 Classes Begin	January 21, 2020

FLOWCHART OF
RN-to-BSN APPLICATION PROCESS

FLOWCHART of RN-to-BSN APPLICATION PROCESS

STEP 1:

Requirements Prior to Applying to the RN-to-BSN Degree Program

- Attend required **"Prospective Student Information Session"**
- Complete the *Information Session Assessment* to receive **Certificate of Completion**

- Submit an online **application for admission to STC** through ApplyTexas.Org
- Submit **all required documentation and official transcripts** to the Office of Admissions & Records

Applicant must:

- Have earned an Associate of Applied Science - Associate Degree Nursing from a regionally accredited institution with a minimum GPA of 2.5 on a 4.0 scale
- Have completed the State core curriculum requirements with a minimum GPA of 2.5 on a 4.0 scale
- Have a current, unencumbered RN License to practice in Texas or an Enhanced Nurse Licensure Compact RN License
- Have been admitted by South Texas College and issued an ID Number and JagMail account

STEP 2:

Applying to the RN-to-BSN Degree Program

Complete and sign RN-to-BSN Degree Program Application

Submit application with the following documentation:

- Copy of current RN License
- Information Session Certificate of Completion
- Personal letter of intent and curriculum vitae detailing academic career and professional experience
- Three letters of professional recommendation from faculty members or employers
- Official transcripts indicating conferral of AAS-ADN and core curriculum requirements
- Record of immunizations
- PPD results or chest x-ray
- Copy of CPR-HCP-BLS Certification
- Completed and signed Functional Abilities Standard Form
- Proof of Health Insurance

FLOWCHART of RN-to-BSN APPLICATION PROCESS

STEP 3:

Notification of Application Status

Admitted

Applicant must officially accept admission to the program **by November 20, 2019.**

Admitted applicant must **attend Mandatory Orientation**.

Admitted applicant must **meet Clinical Requirements before starting classes:**

- Pass an Alcohol & 10-Panel drug screen
- Influenza vaccine
- TB screen
- Current Driver's License, State ID, Passport, or Military ID
- Social Security Card
- Completed Disclosure Statement
- Signed Manual of Policy 3337 (NAH Policy Document of Acknowledgement)
- Complete "Student Clinical/ Practicum Hospital Orientation"

RN-to-BSN Program Academic Coach will register admitted applicant for approved courses.

Notification of Application Status:
A **Cutoff Score** is calculated for each application period based on the qualified applicant pool and the number of slots available, and may vary for each application period. Qualified applicants with total points **above** the cutoff score will be **accepted** and applicants with total points **below** the cutoff score will be **denied**. Applicants with total points **equal** to the cutoff score will be designated as **alternates**.

Alternates: Should any of the admitted applicants decline admission, an alternate will be offered admission to the program. A random draw (through a lottery system) of alternate applicants will be used as needed.

Denied

Initial Consultation:
Applicant is encouraged to meet with the RN-to-BSN Program Academic Coach to discuss re-application process.

Further Consultation:
Applicant may request further consultation.

Phase One

RN-to-BSN Program Director:

- Applicant can meet with the RN-to-BSN Program Director after applicant has met with RN-to-BSN Program Academic Coach.

Phase Two

NAH Division Dean:

- Applicant can meet with the NAH Division Dean after applicant has met with the RN-to-BSN Program Academic Coach and RN-to-BSN Program Director.

ADMISSION TO SOUTH TEXAS COLLEGE

ADMISSION TO SOUTH TEXAS COLLEGE

Students are admitted to South Texas College through the provisions of *Board Policy 3200, Student Admissions*. General admission to the College does not imply admission to all programs of the College. The Nursing and Allied Health Division offers selective programs with application requirements. Prospective students must meet all program application requirements before being eligible to apply to selective programs.

South Texas College has developed a checklist to assist prospective students with the process of admission. Please follow the Admission to South Texas College Checklist *(Appendix A)*. Please complete the admission process with the Office of Admissions & Records (OAR). For more information or assistance, contact the OAR at 956-872-8311 and/or visit a South Texas College Admissions Office.

Prospective students must **complete and submit** the following documents required to apply to South Texas College.

- Application for admission to South Texas College through ApplyTexas.org.
- Official transcripts submitted to the Office of Admissions & Records.
- Proof of vaccination – beginning January 2012, all new students who did not attend South Texas College in the Fall of 2011 are required to show proof of immunization against bacterial meningitis

Transfer Students

Students transferring from another accredited college or university are eligible for admission and adhere to the same application requirements. Transfer students must also comply with *Board Policy 3200 and 3320*. For more information or assistance, contact the OAR at 956-872-8311 and/or visit a South Texas College Admissions Office.

Note to transfer students: When transferring credits from former colleges/universities to South Texas College, only the credits transfer, not the GPA.

International Students

The college is authorized under federal law to enroll students who are valid F-1 or M-1 visa holders under the Student Exchange and Visitor Information System (SEVIS) and authorized by the United States Citizenship and Immigration Services (USCIS). Upon initial admission to the College, international students must comply with all federal regulations in order to obtain a student visa prior to enrollment, and must remain in compliance throughout the duration of their study. For assistance contact the Office of Admissions & Records, Residency Specialist at 956-872-2250.

It is recommended that international students schedule their TOEFL Exam during the application process. For more information or assistance, contact the International Toll Free number at 866-665-7822.

RN-to-BSN PROGRAM INFORMATION

Marketable Skills

Prospective Student Information Session

RN-to-BSN PROGRAM INFORMATION

The Bachelor of Science in Nursing RN-to-BSN Program focuses on advancing competencies, skills, and values needed to meet the demands of the current healthcare system. The degree consists of 47 credit hours of lower division courses accepted from the Associate Degree Nursing track, 42 required credit hours for the Core Curriculum, and 31 hours comprised of upper-division coursework to be offered at the Nursing and Allied Health Campus in McAllen, Texas. The upper-division coursework includes the BSN role in evidence-based, nursing practice and research, interprofessional communication, professionalism, health promotion, community and population health, leadership for quality care and patient safety, management of information and patient care technology, and healthcare policy.

The Bachelor of Science in Nursing RN-to-BSN Program will prepare graduates for leadership and management positions in a health care facility. The Program will be delivered in a **hybrid instructional model** through a carefully planned blend of both classroom and online learning activities, and **clinical coursework**.

Through the Bachelor of Science in Nursing, RN-to-BSN Program outcomes, the student will be able to:

1. Apply clinical judgment and knowledge based on the nursing program of study, evidenced-based practice outcomes, and research studies as the basis for decision-making and comprehensive, safe patient and population care.
2. Deliver safety and quality improvement initiatives as a provider of patient care, and as part of the interdisciplinary healthcare team, as an advocate, and as a manager of nursing care.
3. Demonstrate clinical inquiry and analysis in applying patient care technologies and information systems to support safe nursing practice and population risk reduction.
4. Participate in monitoring institutional, professional, and public healthcare policy to maintain adherence to standards of practice within legal, ethical, and regulatory frameworks of the professional nurse.
5. Manage care transitions across the healthcare continuum and promote a culture of health in the community and population with diverse communities in collaboration with members of the interdisciplinary health care team.
6. Demonstrate effective leadership and advocacy that reflects the values, ethics, and continuing competence of the nursing profession.
7. Provide leadership skills to financial resources, human resources, clinical management, and professional issues in providing and evaluating care.

Marketable Skills

After completion of the RN-to-BSN Program, students are able to increase their value to a hospital or healthcare organization, as it makes them a more skilled asset to the health care team. A South Texas College RN-to-BSN graduate will acquire the following skills making them more appealing to employers:

a. Strengthened Management Skills
Through targeted coursework, RN-to-BSN students are provided an in-depth training in staffing, leadership and management skills, budgeting, and cost-effective day-to-day operations.

b. Effective Leadership Skills
In today's complex health care delivery system, RN-to-BSN students boost their leadership skills as they are expected to run departments efficiently, act as role models, and adapt to the pressures confronted in today's healthcare environment.

c. Proficient in Applying Evidence-Based Practice (EBP)
The RN-to-BSN Program is focused on applying the principles of EBP in the workplace. The RN-to-BSN degree plan has a separate capstone course on EBP where students are required to formulate

a capstone project designed to yield better patient outcomes in the health care setting/department where the students work.

d. Foster an Attitude of Continuous (Continued) Learning
This is an effective trait rather than a skill that South Texas College has nurtured in the ADN program. In today's ever-evolving and rapid-pace healthcare environment, students need to develop this trait to keep abreast with the latest trends in their field of specialty and expand their knowledge to stay ahead.

e. Effective Financial Skills
The RN-to-BSN coursework provides a solid foundation of instruction in healthcare fiscal planning and accountability for costs and outcomes. This instruction is designed to produce a budget manager equipped with the knowledge, skills, and principles in financial management, as well as knowledge of the political, economic, and social factors that affect healthcare.

The RN-to-BSN Program at South Texas College is approved by the Texas Board of Nursing, the Texas Higher Education Coordinating Board, and the Southern Association of Colleges and Schools.

Prospective Student Information Session

The RN-to-BSN Program offers **Information Sessions** for prospective students. Prospective students are **required** to complete an Information Session, either face-to-face or online, to learn about program information and requirements, program tracks, point system evaluation, application period, and clinical requirements. Prospective students who complete the Information Session (face-to-face or online) will need to successfully complete the *Information Session Assessment* and print a **Certificate of Completion.** This certificate must be submitted with the RN-to-BSN Program Application.

The dates and times of Information Sessions are published on the RN-to-BSN Webpage.

Face-to-Face Information Session

Information Sessions are offered at the Nursing and Allied Health (NAH) Campus, 1101 E Vermont in McAllen, Texas. Sessions are scheduled approximately one (1) hour and students are recommended to "book a session" via the RN-to-BSN Webpage. Applicants must bring proper identification, and have a copy of their official or unofficial college or university transcript for review if applicable. During the face-to-face session, the applicant will be able to ask questions regarding the RN-to-BSN Program.

Online Information Session

An Online Information Session is designed for those applicants who are not able to attend a face-to-face Information Session. Once the applicant has completed the online session, the applicant can email the RN-to-BSN Program Academic Coach any questions he/she may have.

Certificate of Completion

Applicants who complete the Information Session, either face-to-face or online, and successfully complete the *Information Session Assessment*, will be able to attain the Certificate of Completion online. This certificate is one of the required documents for applying to the RN-to-BSN Program. The certificate must be within the academic year of application submission.

DEGREE PLANS

Full-Time

Part-Time

DEGREE PLANS

Full-Time Degree Plan

The full-time degree plan for the RN-to-BSN Program is designed for individuals who would like to pursue the program on a full-time basis.

DEGREE PLAN Bachelor of Science in Nursing RN-to-BSN Degree Program **Course Sequence: Full-Time Track**			
FIRST YEAR - SPRING			**Credit Hours**
First Minimester			
NURS	3370	Professional Development & Interprofessional Collaboration	3
NURS	3302	Contemporary Issues in Nursing & Healthcare	3
Second Minimester			
NURS	3304	Holistic Assessment Across the Lifespan	3
NURS	3312	Nursing Informatics	3
FIRST YEAR - SUMMER			
First Minimester			
NURS	3401	Population Focused Community Health Care	4
NURS	3102	Population Focused Community Health Care - Clinical	1
Second Minimester			
NURS	3310	Evidence-Based Nursing Practice and Research	3
NURS	3320	Public and Global Health Policy	3
SECOND YEAR – FALL			
NURS	3408	Leadership and Management in Professional Nursing	4
NURS	3108	Leadership and Management in Professional Nursing - Clinical	1
Second Minimester			
NURS	3301	Nursing Capstone - Capstone	3
TOTAL CREDIT HOURS			**31**

Part-Time Degree Plan

The part-time degree plan for the RN-to-BSN Program is designed for individuals who would like to pursue the program on a part-time basis.

DEGREE PLAN Bachelor of Science in Nursing RN-to-BSN Degree Program **Course Sequence: Part-Time Track**			
FIRST YEAR - SPRING			**Credit Hours**
First Minimester			
NURS	3370	Professional Development & Interprofessional Collaboration	3
Second Minimester			
NURS	3302	Contemporary Issues in Nursing & Healthcare	3
NURS	3304	Holistic Assessment Across the Lifespan	3
FIRST YEAR - SUMMER			
NURS	3401	Population Focused Community Health Care	4
NURS	3102	Population Focused Community Health Care - Clinical	1
SECOND YEAR - FALL			
First Minimester			
NURS	3312	Nursing Informatics	3
Second Minimester			
NURS	3310	Evidence-Based Nursing Practice and Research	3
NURS	3320	Public and Global Health Policy	3
SECOND YEAR - SPRING			
First Minimester			
NURS	3408	Leadership and Management in Professional Nursing	4
NURS	3108	Leadership and Management in Professional Nursing - Clinical	1
Second Minimester			
NURS	3301	Nursing Capstone - Capstone	3
		TOTAL CREDIT HOURS	**31**

PROGRAM REQUIREMENTS

Selection Process and Criteria
Application Requirements
Point System Evaluation Form
Prospective Student Application Checklist

PROGRAM REQUIREMENTS

The Registered Nurse (RN) to Bachelor of Science in Nursing (BSN) [RN-to-BSN] Program is a **selective admissions program** with program application requirements. Prospective students must meet all program application requirements before being eligible to apply to the program. To be considered for program admission, applications must be submitted during the application periods as published on the RN-to-BSN Program webpage. Due to limited resources, some applicants who meet all program application requirements may not be admitted to the program for the application period in which they apply. Applicants who are not admitted for the current period are encouraged to meet with the RN-to-BSN Program Academic Coach.

Selection Process

The RN-to-BSN Program selection process **is Competitive Entry based on a Point System**. Points are given for the following selection criteria: cumulative GPA upon conferral of AAS-ADN, core curriculum cumulative GPA, and additional points as listed on the Application Form. A **Cutoff Score** is calculated for each application period based on the qualified applicant pool, the number of slots available, and may vary for each application period. Completed applications are ranked from highest to lowest points and admission is based solely on this ranking. Applicants with total points **equal** to the cutoff score will be designated as alternates. Should any of the admitted applicants decline admission, an alternate will be offered admission to the program. A random draw (through a lottery system) of alternate applicants will be used as needed. Alternate applicants not selected for the application period must re-apply to be considered for the next application cycle.

Selection Criteria

The selection criteria are used to assess the applicant's score. Points are given for the following selection criteria:

1. Cumulative GPA upon conferral of AAS-ADN degree
2. Cumulative GPA of State required core curriculum, and
3. Additional points as listed on the evaluation form.

Additional Points

The RN-to-BSN Program offers applicants the opportunity to earn **Additional Points**, which are not required for applying to the program; however, they will assist applicants to earn additional points towards the total score. For a list of the additional points, review the Point System Evaluation Form on page 19 of this Guide.

Application Requirements

Prospective students must meet all program application requirements in order to be eligible to apply to the RN-to-BSN Program. However, meeting the program application requirements is not a guarantee of program admission. Requirements are listed below.

RN-to-BSN Program Application Requirements

- Admitted to South Texas College through submission of an online application (ApplyTexas.Org)
  - Issued a **South Texas College ID Number** (A#)
  - Issued a **JagMail account**
- Documents Required:
  - Current, unencumbered **RN License** to practice in Texas or an Enhanced Nurse Licensure Compact RN License
  - **Official transcripts** of record that include the following:
    - Conferred Associate of Applied Science – Associate Degree Nursing (AAS-ADN)
    - with a cumulative GPA of 2.5 or higher
    - Completed Core Curriculum with a cumulative GPA of 2.5 or higher
  - Information Session **Certificate of Completion**

- Personal **letter of intent and curriculum vitae** detailing academic career and professional experience
- **Three letters of professional recommendation** from faculty members or employers
- Official documentation of all **required immunizations and clinical requirements**
- Completed and signed **Functional Abilities Standard Requirements Form**

Functional Abilities Standard *

The Functional Abilities Standard includes the essential functions, which every South Texas College NAH student is expected to perform and are necessary for successful participation in the RN-to-BSN Program. These are necessary in order to provide healthcare services in a safe, ethical, and legal manner. Students participating in a South Texas College NAH Program are expected to demonstrate the essential functions listed below, with or without reasonable accommodation.

- Read
- Arithmetic Competence
- Critical Thinking
- Communication
- Behavior Social Skills
- Fine Motor
- Motor Control
- Visual
- Auditory
- Smell
- Tactile
- Ability to use computers
- Ability to complete tasks/examinations within required time limits

These are applicable in classroom, laboratories, and clinical/practicum settings. The South Texas College NAH Program uses independent clinical education sites that may or may not be able to offer the same reasonable accommodations that are made available by the College.

* **NOTE:** Any student wishing to request reasonable accommodations due to a documented disability must initiate the process by contacting an ADA representative from the South Texas College Office of Disability Support Services for information and procedures at 956-683-3137 or 956-872-2513. A complete list of the required Functional Abilities Standard of the Nursing & Allied Health programs can be found in *Appendix G*.

Clinical Requirements

Once a prospective student is admitted into the RN-to-BSN Program, they will be required to fulfill additional immunizations and clinical requirements. For a full list of clinical requirements, please refer to *Appendix H: Clinical Requirements*.

Program Cost

The total program cost for each RN-to-BSN Program track is provided in *Appendix F: Program Cost*. The Lippincott-Kluwer platform for all RN-to-BSN Program textbooks is $974.76.

Point System Evaluation Form

Program Selection Process: The RN-to-BSN Program selection process is based on a Point System Evaluation. The following selection criteria are used to determine the applicant's points.

	POINTS BASED ON ACADEMIC RECORD		Points	Enter Points
1.	**Cumulative GPA upon conferral of Associate of Applied Science – Associate Degree Nursing (AAS-ADN)**	4.00 - 3.50	1.5	
		3.49 - 3.00	1	
		2.90 - 2.50	.5	
2.	**Core Curriculum Cumulative GPA** As calculated on GPA Calculation Worksheet	4.00 - 3.50	1.5	
		3.49 - 3.00	1	
		2.90 - 2.50	.5	

	ADDITIONAL POINTS The following items are not required to apply for the program; however, it will assist the applicant to earn additional points.		Points	Enter Points
3.	**South Texas College Graduates** who have completed an Associate of Applied Science – Associate Degree Nursing		1	
4.	**Evidence of Registered Nurse Work Experience** (see curriculum vitae)	6 years and above	1	
		3-5 years	.5	
		0-2 years	.25	

Maximum Points:	**5**	**Total Points:**	

Cumulative GPA Calculation Worksheet – Core Curriculum

This worksheet is provided to prospective students to calculate the cumulative GPA for core curriculum courses. First, using the grading system below for converting letter grades to points, enter your grade points for each course listed. Then multiply the grade points by the number of credit hours for each course and enter the total points. The final step will be to calculate your cumulative GPA by (1) adding the total points and (2) dividing that number by 42, enter result as your cumulative GPA.

Grading System: A=4 points B=3 points C=2 points

COURSE		**GRADE POINTS**	**Multiply**	**CREDIT HOURS**	**TOTAL POINTS**
ENGL 1301	Composition I		x	3	
ENGL 1302	Composition II – Rhetoric		x	3	
BIOL 2401	Anatomy and Physiology I		x	4	
BIOL 2402	Anatomy and Physiology II		x	4	
HIST 1301 or HIST 2327	United States History I or Mexican-American History I		x	3	
HIST 1302 or HIST 2328	United States History II or Mexican-American History II		x	3	
GOVT 2305	Federal Government		x	3	
GOVT 2306	Texas Government		x	3	
PSYC 2301 or PSYC 2314	General Psychology or Lifespan Growth and Development		x	3	
MATH 1442	Elementary Statistical Methods		x	4	
Component Area Option: Course Name			x	3	
Creative Arts Elective: Course Name			x	3	
Language, Philosophy & Culture Elective: Course Name			x	3	
				TOTAL GRADE POINTS	
Calculate cumulative GPA for core curriculum courses: Total the points earned then divide by 42 (total number of credit hours)					**÷ 42**
				Cumulative GPA	

Prospective Student Application Checklist

Prospective students must meet all application requirements to apply to the RN-to-BSN Program. Meeting the application requirements is not a guarantee of program admission. **Below is a list of items and documents required to submit a completed application.**

	Check Mark (√)	List of Requirements
1.		**Prospective Student Information Session**
		• I have received my Certificate of Completion for attending the Information Session and successfully completing the Information Session Assessment
2.		**Requirements to be Eligible to Apply**
		• I have submitted an online application for admission online through ApplyTexas.Org and provided all required documents including official college transcripts to the Office of Admissions & Records
		• I have been issued an South Texas College ID Number (A#) and JagMail account
		• I have earned an Associate of Applied Science – Associate Degree Nursing (AAS-ADN) with a cumulative GPA of 2.5 or higher
		• I have completed 42 hours of transferable State required core curriculum credits with a minimum GPA of 2.5 on a 4.0 scale
		• I have a current, unencumbered RN License to practice in Texas or Enhanced Nurse Licensure Compact RN License
3.		**Required Documents**
		• Printed copy of current, unencumbered RN License or Enhanced Nurse Licensure Compact RN License
		• Certificate of Completion for attending the Information Session and successfully completing the Information Session Assessment
		• Personal letter of intent and curriculum vitae detailing academic career and professional experience
		• Three letters of professional recommendation from faculty members or employers
		• Official transcripts of record that include the following: o Conferred Associate of Applied Science – Associate Degree Nursing (AAS-ADN) o Completed Core Curriculum o If applicable, all prerequisite courses have been transferred and are listed on the Official South Texas College transcript
		• Official documentation of all required immunizations or proof of positive serology: o Tetanus/Diphtheria/Pertussis (Tdap) – within the last 10 years o Hepatitis B – 3 vaccine series is required or proof of positive serology o MMR – 2 doses are required or proof of positive serology o Varicella – 2 doses are required or positive serology o Meningitis (MCV4) for entering students under the age of 22 – 1 dose is accepted if within the last 5 years or must have 2 completed doses
		• PPD result (repeated every year) or chest X-ray every two (2) years
		• CPR-HCP-BLS Certification by the American Heart Association
		• Completed Functional Abilities Standard Requirements Form
		• Proof of Health Insurance

NOTIFICATION OF APPLICATION STATUS

Admitted Status
Alternate Status
Denied Status

NOTIFICATION OF APPLICATION STATUS

The South Texas College RN-to-BSN Program communicates via JagMail to inform all applicants of their admission status. Notification Letters will be emailed on the specified date listed on the Application Form. Applicants should make sure their JagMail account is working in order to receive notification of application status. Please contact the IT Service Desk if you are not receiving JagMail or your account needs to be reset.

Email: isphelp@southtexascollege.edu
Phone: 956-872-2111

Qualified applicants with total points **above** the cutoff score will be pre-admitted and applicants with total points **below** the cutoff score will be denied. Applicants with total points **equal** to the cutoff score will be designated as alternates. Should any of the admitted applicants decline admission, an alternate will be offered admission to the program. The program ***does not*** have a **waiting-list**. Applicants who are not admitted for the current period are encouraged to meet with the RN-to-BSN Program Academic Coach.

Admitted Status

Applicants with total points above the cutoff score will be accepted and notified of their application status through JagMail. Applicants must officially accept their admission to the program on or before the mandatory orientation by submitting the acceptance form (emailed with the admittance letter). The mandatory orientation will outline all the details of the program, including but not limited to additional requirements like immunizations, uniform, and class registration.

Alternate Status

Applicants with total points equal to the cutoff score will be designated as alternates and notified of their application status through JagMail. Should any of the admitted applicants decline, an alternate will be offered admissions to the program. A random draw (through a lottery system) of alternate applicants will be used as needed.

Denied Status

Applicants with total points below the cutoff score will be denied admission to that year's RN-to-BSN Program cohort and notified of their application status through JagMail. Denied applicants are encouraged to meet with the RN-to-BSN Program Academic Coach.

Upon the denied applicant's request, further consultation can be held to meet with the:

- RN-to-BSN Program Director
  - Applicant can meet with the RN-to-BSN Program Director after the applicant has met with the RN-to-BSN Program Academic Coach.
- NAH Division Dean
  - Applicant can meet with the NAH Division Dean after the applicant has met with the RN-to-BSN Program Academic Coach and RN-to-BSN Program Director.

RN-to-BSN PROGRAM APPLICATION FORM

RN-to-BSN Program
APPLICATION FORM
Spring 2020

Application Instructions
The applicant is responsible for submitting a complete and signed application along with all required documents. Incomplete applications will not be considered. Please print legibly.

Submission Protocol
Prospective students must complete the following parts of the application:

Part A: Student Information
Part B: Application Requirements
Part C: Point System Evaluation Form
Part D: Acknowledgement Form

Applications are to be submitted to the RN-to-BSN Program Academic Coach at the NAH campus (*Office 120 or 122)*, ONLY during the application period. The Academic Coach will verify that all sections of the application form are complete and all required documents have been submitted with the application form. This section is completed jointly by the applicant and the RN-to-BSN Program Academic Coach during the application submission period.

Selective Program
The RN-to-BSN Program is a selective admissions program requiring students to meet all program application requirements before being eligible to apply. To be considered for program admission, applications must be submitted during the application periods. Due to limited resources, some applicants who meet all program application requirements may not be admitted to the program for the application period in which they apply.

Application Timeline for Spring 2020 Semester

Application Submission Period	November 4-8, 2019
Application Review Period	November 11-14, 2019
Notification of Applicants (admitted, alternate, or denied)	November 15, 2019
Deadline to Accept or Deny Admission	November 20, 2019
Mandatory Orientation for Admitted Cohort	November 25, 2019
Spring 2020 Classes Begin	January 21, 2020

Program Selection Process
The RN-to-BSN Program selection process is **Competitive Entry based on a Point System**. Points are given for the following selection criteria: cumulative GPA upon conferral of AAS-ADN, core curriculum cumulative GPA, and additional points as listed on the Application Form. A **Cutoff Score** is calculated for each application period based on the qualified applicant pool, the number of slots available, and may vary for each application period. Completed applications are ranked from highest to lowest points and admission is based solely on this ranking.

Notification of Application Status
Applicants will be notified of application status through JagMail. Applicants with total points **above** the cutoff score will be admitted and applicants with total points **below** the cutoff score will be denied admission to that year's RN-to-BSN Program cohort. Applicants with total points **equal** to the cutoff score will be designated as alternates. Should any of the admitted applicants decline admission, an alternate will be offered admission to the program. A random draw (lottery system) of alternate applicants will be used as needed. Alternate applicants not selected for the application period must re-apply for the next application cycle.

Part A: Student Information

South Texas College ID Number (A#) _____**Date** _____

Student Name (Last Name, First Name, MI) _____

Address _____

City_____ State _____ Zip Code _____

Primary Phone # _____ **Other Phone #** _____

JagMail _____@stu.southtexascollege.edu

Degree Plan ☐ Full-time ☐ Part-time

Part B: Application Requirements

Use this checklist to confirm all necessary requirements are completed and required documents are being submitted with this application.

☐ I have been admitted to South Texas College through submission of an online application (ApplyTexas.Org)
- I have been issued a **South Texas College ID Number** (A#)
- I have been issued a **JagMail account**

Documents Required:

☐ Current, unencumbered **RN License** to practice in Texas or an Enhanced Nurse Licensure Compact RN License

☐ Information Session **Certificate of Completion**

☐ Personal **letter of intent and curriculum vitae** detailing academic career and professional experience

☐ **Three letters of professional recommendation** from faculty members or employers

☐ **Official transcripts** of record that include the following:
- Conferred Associate of Applied Science – Associate Degree Nursing (AAS-ADN) with a cumulative GPA of 2.5 or higher
- Completed Core Curriculum with a cumulative GPA of 2.5 or higher
- If applicable, all prerequisite courses have been transferred and are listed on the Official South Texas College transcript

☐ Official documentation of all **required immunizations** or proof of positive serology:
- Tetanus/Diphtheria/Pertussis (Tdap) – within the last 10 years
- Hepatitis B – 3 vaccine series is required or proof of positive serology
- MMR – 2 doses are required or proof of positive serology
- Varicella – 2 doses are required or positive serology
- Meningitis (MCV4) for entering students under the age of 22 – 1 dose is accepted if within the last 5 years or must have 2 completed doses

☐ **PPD result** (repeated every year) **or chest X-ray** every two (2) years

☐ **CPR-HCP-BLS Certification** by the American Heart Association

☐ Completed and signed **Functional Abilities Standard Requirements Form**

☐ Proof of **Health Insurance**

Part C: Point System Evaluation Form

	POINTS BASED ON ACADEMIC RECORD		Points	Enter Points
1.	**Cumulative GPA upon conferral of Associate of Applied Science – Associate Degree Nursing (AAS-ADN)**	4.00 - 3.50	1.5	
		3.49 - 3.00	1	
		2.90 - 2.50	.5	
2.	**Cumulative GPA - Core Curriculum** As calculated on GPA Calculation Worksheet	4.00 - 3.50	1.5	
		3.49 - 3.00	1	
		2.90 - 2.50	.5	

	ADDITIONAL POINTS The following items are not required to apply for the program; however, it will assist the applicant to earn additional points.		Points	Enter Points
3.	**South Texas College Graduates** who have completed an Associate of Applied Science – Associate Degree Nursing		1	
4.	**Evidence of Registered Nurse Work Experience** (see curriculum vitae)	6 years and above	1	
		3-5 years	.5	
		0-2 years	.25	

Maximum Points:	**5**	**Total Points:**	

Part D: Acknowledgement Form

This section is completed jointly by the applicant and the Academic Coach during the application submission period. The RN-to-BSN Program Academic Coach will verify that all sections of the application form are complete and that all required documents have been submitted with the application form.

*Acknowledgement by **Applicant**:*

(Applicant will initial the following statements during the meeting with the RN-to-BSN Program Academic Coach)

_____ I have completed the application process and submitted all required documents for the RN-to-BSN Program.

_____ I understand the selection criteria for the RN-to-BSN Program.

_____ I understand that due to limited program resources, some applicants who meet all the admission requirements may not be granted admission to the RN-to-BSN Program.

_____ I understand that if my application is denied for the current application period, I must re-apply to be considered for the next application period.

_____ I understand that the Cutoff Score may vary every application period and I am currently applying with _____ points.

_____ I understand that *upon official acceptance* to the RN-to-BSN Program and before I can begin the program, I must meet all clinical requirements in order to attend the clinical sites/affiliates, and/or any other clinical requirements stipulated by clinical affiliates.

_____ I understand I will be notified by South Texas College JagMail.

_____ I understand that **upon acceptance** to the RN-to-BSN Program, and **before I can start my classes, I must**:

- Complete an Alcohol and 10-Panel Drug Screen (urinalysis); results must be negative
- Complete the "Student Clinical/Practicum Hospital Orientation" online
- Comply with any other clinical requirements stipulated by clinical affiliates

I certify that the information provided within this application is true and understand that reporting false information will result in my disqualification from the applicant pool and program. I further understand that I will not be eligible to re-apply.

_____ A00_____ **DATE:** _____

Applicant's Signature *ID Number*

*Acknowledgement by **RN-to-BSN Program Academic Coach**:*

(RN-to-BSN Program Academic Coach will initial the following statements during the meeting with the applicant)

_____ Applicant has submitted a complete application form.

_____ Applicant has submitted all required documents.

_____ I have verified the Point System Evaluation Form completed by applicant.

_____ I have provided a signed copy of this document to the applicant for his/her record.

_____ **DATE:** _____

Signature, RN-to-BSN Program Academic Coach

_____

Please print, RN-to-BSN Program Academic Coach

APPENDICES

APPENDIX A
ADMISSION TO SOUTH TEXAS COLLEGE CHECKLIST

☐ **Application – Transcripts - Vaccination**

Complete an Application for Admission. Apply online at **www.applytexas.org**. Provide official transcripts from your high school, or proof of GED completion (test scores or certificate) and any college transcripts. Contact your previous education institution(s) to request official transcripts. Transcripts may be delivered in person or mailed to the Office of Admissions and Records. Beginning January 2012, all new students who did not attend South Texas College in the Fall of 2011 will be required to show proof of immunization against bacterial meningitis. Please visit **https://www.southtexascollege.edu/info/vaccinate/** for more information.

☐ **Financial Aid**

Free cash, scholarships, work opportunities and emergency loans are available to eligible students. Complete the financial aid application online at **https://www.fafsa.ed.gov**, or in person at the financial aid office. FAFSA Federal School Code: 031034. Prospective students and parents may visit **http://www.southtexascollege.edu/stcdps/** to view institutional reports and information regarding FERPA, campus safety and student success.

☐ **Testing**

If you are required to take a state-mandated reading, writing and/or math assessment test (TSI Exam), please logon to the South Texas College Marketplace at **https://secure.touchnet.com/C20193_ustores/web/index.jsp**, select a testing site/center and register for an exam. Once you have received your test scores, visit the Advising office to complete the advisement process and to prepare for registration.

☐ **Advising**

Advisors will assist you in reviewing test requirements, managing your degree plan, and ensuring that you are aware of campus tools and resources that will assist you in becoming a successful student. Visit the advising center at a campus near you to plan your schedule and review your degree plan. You must fulfill the state-mandated assessment test requirements before completing the advisement process.

☐ **Registration**

Use the Advisement Form to select courses from the current **course schedule**. You may register in person or use the online student portal JagNet: **https://jagnet.southtexascollege.edu**. Username and PIN are required for online registration. You will not receive a registration confirmation. You should verify your schedule online, by phone or in person before classes start.

☐ **Orientation**

Complete the mandatory new student orientation **First Year Connection**. Orientation sessions are held before each semester, and are scheduled according to division/major. You must attend your academic division orientation. Visit the Welcome Center, or sign up online at **http://life.southtexascollege.edu/activities/fyc/**.

☐ **Tuition & Fees**

Pay tuition and fees. Enrollment is complete only upon full payment of tuition and fees, financial aid award or approved installment plan. Tuition must be paid in full by the due date or you risk being dropped from your classes. Financial Aid awards are posted to your account on or before the tuition due date. Continue to check JagNet for the most current information regarding your financial aid status. Emergency loans are subject to availability.

☐ **Books**

Buy your books. You may buy your books at the campus bookstore. The bookstore may have used books for sale which can save you money.

☐ **Go to Class - Student Life**

Be in class, not in line the first class day. Attendance is mandatory for students receiving financial aid. You must be attending class to be eligible for your final refund. Check out Student Life! Get connected and meet people through intramural sports, activities, cultural events, clubs, Student Government, volunteer and leadership opportunities.

☐ **Graduate**

Stay on track for graduation! Make sure that you take courses in your degree plan - it is your roadmap to graduation. If you have questions about your degree plan, changing your major, or planning your schedule please visit an Advising office at a campus near you.

APPENDIX B
CORE CURRICULUM REQUIREMENTS

Completion of Core Curriculum is required to apply to the RN-to-BSN Program.

South Texas College Core Curriculum		
Prefix and Number	**Course Title**	**Semester Credit Hrs.**
ENGL 1301	Composition I	3
ENGL 1302	Composition II – Rhetoric	3
BIOL 2401	Anatomy and Physiology I	4
BIOL 2402	Anatomy and Physiology II	4
HIST 1301 or HIST 2327	United States History I or Mexican-American History I	3
HIST 1302 or HIST 2328	United States History II or Mexican-American History II	3
GOVT 2305	Federal Government	3
GOVT 2306	Texas Government	3
PSYC 2301 or PSYC 2314	General Psychology or Lifespan Growth and Development	3
MATH 1442	Elementary Statistical Methods	4
	Component Area Option – See Appendix E	3
	Creative Arts Elective – See Appendix D	3
	Language, Philosophy & Culture Elective – See Appendix C	3
	TOTAL CREDIT HOURS	**42**

APPENDIX C
LANGUAGE, PHILOSOPHY & CULTURE ELECTIVES

ARTS 1304 Art History II
ENGL 2321 British Literature
ENGL 2326 American Literature
ENGL 2331 World Literature
ENGL 2341 Introduction to Forms of Literature
ENGL 2351 Mexican American Literature
HUMA 1301 Introduction to Humanities I – Western
HUMA 1305 Introduction to Mexican-American Studies
HUMA 2319 American Minority Studies
HUMA 2323 World Cultures
MUSI 1307 Music Literature
PHIL 1301 Introduction to Philosophy
PHIL 1304 Introduction to World Religions
PHIL 2303 Introduction to Logic
PHIL 2306 Introduction to Ethics
PHIL 2307 Introduction to Social and Political Philosophy
PHIL 2316 Classical Philosophy
PHIL 2321 Philosophy of Religion
SGNL 2301 Intermediate American Sign Language I
SPAN 2311 Intermediate Spanish I
SPAN 2312 Intermediate Spanish II
SPAN 2313 Spanish for Native/ Heritage Speakers I
SPAN 2315 Spanish for Native/ Heritage Speakers II

APPENDIX D
CREATIVE ARTS ELECTIVES

ARCH 1301 Architectural History I
ARCH 1302 Architectural History II
ARTS 1301 Art Appreciation
ARTS 1303 Art History I
DANC 1305 World Dance
DANC 2303 Dance Appreciation
DRAM 1310 Introduction to Theater
DRAM 2366 Introduction to Cinema
HUMA 1302 Introduction to Humanities II – NonWestern
HUMA 1311 Mexican-American Fine Arts Appreciation
MUSI 1306 Music Appreciation
MUSI 1310 American Music

APPENDIX E
COMPONENT AREA OPTIONS

BCIS 1305 Business Computer Applications
BIOL 1322 Nutrition and Diet Therapy I
BIOL 2406 Environmental Biology
BIOL 2416 Genetics
BIOL 2421 Microbiology for Science Majors
CHEM 2423 Organic Chemistry I
CHEM 2425 Organic Chemistry II
COSC 1301 Introduction to Computing
COSC 1320 C Programming
COSC 1337 Programming Fundamentals II
COSC 1436 Programming Fundamentals I
COSC 2425 Computer Organization
COSC 2436 Programming Fundamentals III
EDUC 1100 Learning Framework
EDUC 1300 Learning Framework
ENGR 1201 Introduction to Engineering
ENGR 1304 Engineering Graphics
ENGR 2301 Engineering Mechanics – Statics
ENGR 2302 Engineering Mechanics – Dynamics
ENGR 2405 Electrical Circuits I
KINE 1164 Introduction to Physical Fitness and Wellness
MATH 2305 Discrete Mathematics
MATH 2418 Linear Algebra
MATH 2420 Differential Equations
PSYC 1300 Learning Framework
SPCH 1311 Introduction to Speech Communication
SPCH 1315 Public Speaking
SPCH 1318 Interpersonal Communications
SPCH 1321 Business and Professional Communication
SPCH 2333 Discussion and Small Group Communication
SPCH 2335 Argumentation and Debate

APPENDIX F
PROGRAM COST

PROGRAM COST Spring 2020							
	RN-to-BSN Full-time Track			RN-to-BSN Part-time Track			
	Semester			Semester			
	1	2	3	1	2	3	4
	Credit Hours			Credit Hours			
	12	11	8	9	5	9	8
Tuition	$924.00	$847.00	$616.00	$693.00	$385.00	$693.00	$616.00
Differential Tuition	$900.00	$825.00	$600.00	$675.00	$375.00	$675.00	$600.00
Registration Fee	$150.00	$150.00	$150.00	$150.00	$150.00	$150.00	$150.00
Information Tech Fee	$360.00	$330.00	$240.00	$270.00	$150.00	$270.00	$240.00
Learning Support Fee	$144.00	$132.00	$96.00	$108.00	$60.00	$108.00	$96.00
Student Activity Fee	$48.00	$44.00	$32.00	$36.00	$20.00	$36.00	$32.00
Other Fees	$246.00	$218.00	$157.00	$186.00	$154.00	$227.00	$157.00
Insurance Fee	$200.00	$200.00	$200.00	$200.00	$200.00	$200.00	$200.00
Books	$600.00	$521.00	130.00	$473.00	$270.00	$380.00	$127.00
Supplies	$170.00	$50.00	$50.00	$170.00	$50.00	$50.00	$50.00
Equipment, Tools & Other Expenses	$100.00	$50.00	$50.00	$100.00	$50.00	$50.00	$50.00
Total Credit Hours	**31**			**31**			
Program Semester Cost	$3842.00	$3367.00	$2321.00	$3061.00	$1864.00	$2839.00	$2318.00
Program Total Cost	**$9,530.00**			**$10,082.00**			

Source: South Texas College Student Financial Services and Division of Nursing & Allied Health

APPENDIX G
FUNCTIONAL ABILITIES STANDARD REQUIREMENTS FORM

Standard for Functional Abilities of Nursing & Allied Health Programs

The Functional Abilities Standard includes the essential functions which every South Texas College NAH student is expected to perform for successful participation in the Program. These are necessary in order to provide healthcare services in a safe, ethical, and legal manner. Students participating in a South Texas College NAH Program are expected to demonstrate the essential functions listed below, with or without reasonable accommodation. These are applicable in classroom, laboratories, and clinical/practicum settings. The South Texas College NAH Program uses independent clinical education sites that may or may not be able to offer the same reasonable accommodations that are made available by the College. Any student wishing to request reasonable accommodations due to a documented disability must initiate the process by contacting an ADA representative from the South Texas College Office of Disability Support Services for information and procedures at (956) 683-3137 or (956) 872-2513.

Please initial each item.

1.____**READ:** I am able to read and understand printed materials used in the classroom and health care settings such as textbooks, signs, medical supply packages, policy and procedure manuals, and patient records.

2.____**ARITHMETIC COMPETENCE:** I am able to read and understand columns of numbers and measurement marks, count rates, tell time, use measuring tools, write numbers in records, and calculate (add, subtract, multiply, divide) mathematical information such as fluid volumes, weights and measurements, and vital signs.

3.____**CRITICAL THINKING**: I possess sufficient ability to:

- comprehend and process information in a timely manner
- acquire and apply information from classroom instruction, skills laboratory experiences, independent learning, and group projects
- prioritize multiple tasks, process information, and make decisions
- collect, interpret, and assess data about patients
- observe, measure, and interpret normal and abnormal patient responses to interventions, and appropriately modify treatment interventions
- act safely and ethically in the lab and clinical/practicum setting

4.____**COMMUNICATION**: I am able to:

- communicate effectively, in English, in oral and written form with peers, instructors, patients, and other health care professionals
- complete assignments and tests in both written and oral formats
- give directions, explain procedures, give oral reports, speak on the telephone, and interact with others
- document care using appropriate terminology, accuracy, efficiency, and in a legible manner
- comprehend, interpret, and follow oral and written instructions
- recognize, interpret, and respond to nonverbal behavior of self and others
- interpret and communicate information regarding the status, safety, and care of patients

5.____**BEHAVIORAL SOCIAL SKILLS**: I am able to:

- develop therapeutic relationships with patients and others
- work in stressful situations with multiple patients and colleagues at the same time
- interact appropriately with individuals of all ages, genders, races, socio-economic, religious, and cultural backgrounds

- establish rapport and work effectively with peers, patients/clients, and instructors (ask advice, seek information, and share)
- negotiate interpersonal conflicts
- cope with the fast pace of class/lab/clinic, heavy workloads, classroom and/or patient demands, changes in schedule; motivate a sometimes discouraged patient; and demonstrate patience and empathy with patients
- focus attention on task, monitor own emotions, perform multiple responsibilities concurrently, deal with the unexpected, handle strong emotions (i.e. grief, revulsion), manage impulses
- tolerate close physical contact with co-workers and sick or injured patients who may have multiple problems and diagnoses
- cope with patients who may be terminally ill
- exercise appropriate work ethics, including the maintenance of confidentiality
- recognize and respond appropriately to potentially dangerous situations
- maintain the emotional health and stability required to fully utilize intellectual capabilities, demonstrate good judgment, and render patient care

6.____**FINE MOTOR**: I possess manual dexterity necessary to palpate muscles and/or bony prominences, pick up objects with hands, grasp small objects, write with pen or pencil, and squeeze fingers.

7.____**MOTOR CONTROL:** I am in good physical condition and have a moderate amount of strength in order to:

- safely adjust, move, position, and lift patients and equipment
- safely assist and protect patients who are walking with and without assistive devices, exercising, or performing other activities
- provide for the patient's safety in all patient care activities
- reach arms above head and below waist, stoop/twist, stretch, bend, kneel, squat, push, pull, walk, sit, or crawl as the need arises; move quickly (respond to emergency) while maintaining safe posture/body mechanics
- perform bimanual activities easily
- obtain and maintain CPR certification (American Heart Association CPR for Healthcare Providers)
- use proper body mechanics for all skills related to patient care, and apply standard precautions when rendering patient care treatment
- possess the endurance necessary to perform 40-hour work weeks during clinical education courses
- stand and maintain balance during classroom or therapeutic procedures/activities for long periods of time, and maintain a high energy level throughout the day

8.____**VISUAL**: I am able to:

- read small numbers/scales and fine print on goniometers, other measuring devices and computer screens accurately to ensure safe treatment
- recognize and interpret facial expressions and body language
- discriminate differences and changes in skin and soft tissue
- recognize a patient's physiological status
- assess a patient's environment
- recognize depths and use peripheral vision

9.____**AUDITORY**: I am able to:

- recognize and respond to normal speaking level sounds/verbal communication, auditory equipment timers, and alarms in an environment with a moderate level of background noise
- effectively use equipment to assess blood pressure, pulse rate, and breath sounds

10.___**SMELL**: I am able to detect odors from client, such as smoke, gases or noxious smells.

11.___**TACTILE:** I am able to:

- feel vibrations (palpate pulses)
- detect and assess changes or abnormalities in skin texture, skin temperature, muscle tone, and joint movement
- detect environmental temperature (drafts, cold and hot)
- adjust physical therapy equipment

12.___I have the ability to use computers and complete computer-based assignments.

13.___I have the ability to complete tasks/examinations within required time limits in the classroom, laboratory and in the clinical areas.

Student signature	If under the age of 18, parent or guardian signature required
Print name	Print name of parent or legal guardian
Date	Date

Revised 7/10/19

APPENDIX H
CLINICAL REQUIREMENTS

There will be additional clinical requirements **once you are admitted** into the RN-to-BSN Program. Please use the list below to prepare for submission of these additional requirements.

Alcohol and 10-Panel Drug Screen (urinalysis) results must be negative
Influenza vaccine (required from **August – April**) **MUST** have vial lot # and vial expiration date documented
Tuberculosis screen – must be Negative; expires annually; students with positive TB screen must provide negative chest x-ray report every 2 years
Current Driver's License, State ID, Passport, or US Military ID with visible signature
Social Security Card for verification purposes (required by some clinical affiliates and state licensing boards) **must be signed**
Complete **Disclosure Statement**
Complete **Manual of Policy 3337 (NAH Policy)**
Complete **"Student Clinical/Practicum Hospital Orientation" –** instructions will be given at orientation

South Texas College
Nursing & Allied Health Division
1101 E. Vermont
McAllen, TX 78501
T: 956-872-3100
W: insert NAH web link
E: insert RN-to-BSN info link

Presentation and Action as Necessary to Approve and Support the Working Draft of the South Texas College Strategic Plan for 2019 – 2025

The Board of Trustees is asked to formally approve and support the working draft of the STC Strategic Plan for 2019 – 2025. This plan has been designed based upon environmental scanning and input from faculty, staff, students, and Board of Trustees. With Board support of the proposed working draft, administration would continue on to the next steps toward finalizing the document.

Development

In December 2018, the Board reviewed and adopted proposed revisions to the Vision, Mission, and Core Values of South Texas College, as developed through a series of stakeholder engagement sessions, research, and continued review and discussion by institutional committees, such as:

- President's Cabinet,
- President's Administrative Staff,
- Planning & Development Committee,
- Academic Council,
- SWOT Analysis Discussions,
- Professional Development Day Fall 2018

The Board Members were further engaged during the February 2019 Board Retreat, where they undertook an analysis of the Opportunities and Threats that the College should consider while developing its long-term strategic plan. Below are additional research and engagement sessions conducted in development of the strategic plan:

- Environmental Scan of Economic, Social, Regulatory, & Technical Environments,
- Institutional Key Performance Indicators,
- Student Engagement, and
- Consulting Services,

At each engagement session, further feedback and comment were solicited and incorporated as appropriate. This feedback and guidance was used by the Strategic Planning Committee as a guide in developing the formal 2019 – 2025 Strategic Directions and Strategic Goals for South Texas College.

Following is a proposal draft of the South Texas College Strategic Plan for 2019 – 2025, including the following elements:

- Vision
- Institutional Mission
- Core Values
- Strategic Goals
- Strategic Directions

A copy of the working draft of the South Texas College Strategic Plan for 2019 – 2025 is provided within the Board packet for the members' review.

Dr. David Plummer, Interim Executive Vice President for Educational Program and Student Achievement, and Dr. Fernando Chapa, Dean for Institutional Research, Effectiveness, and Strategic Planning, presented the proposed South Texas College Strategic Plan for 2019 – 2025 and solicited feedback from the Education and Workforce Development Committee on September 10, 2019.

Dr. Alejo Salinas, Jr. noted that the structure of the strategic goals and directives would be useful to measure the accountability of programs against the South Texas College Strategic Plan for 2019 – 2025. Administration agreed with his observation, and would develop accountability metrics which would be included within the final plan.

The Education and Workforce Development Committee recommended Board approval and support of the working draft of the South Texas College Strategic Plan for 2019 – 2025 as presented.

Next Steps

With Board approval and support of the working draft of the South Texas College Strategic Plan for 2019 – 2025, administration would continue to develop metrics to evaluate the successful completion of strategic goals, and would prepare a final draft of the document for review.

Recommendation:
It is recommended that the Board of Trustees of South Texas College approve and support the working draft of the South Texas College Strategic Plan for 2019 – 2025 as presented.

The Following Minute Order is proposed for consideration by the Board of Trustees:
The Board of Trustees approves and supports the working draft of the South Texas College Strategic Plan for 2019 – 2025 as presented.

Approval Recommended:

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

2019-2025

SOUTH TEXAS COLLEGE

Strategic Plan

Dr. David C. Plummer
VP for Infoformation Services, Planning, Performance & Strategic Initiatives

1

Laying the Foundation: Developing the 2019-2025 Strategic Plan

Strategic planning at South Texas College is a systematic and collaborative process that establishes the future direction for the college and translates its vision into specific achievable goals and objectives.

Dynamic | Collaborative | Continuous Process

Planning Development

Leadership Team

Academic Affairs

Dr. Maricela Silva
Dr. Christopher Nelson, LASS
Dr. Theresa Garza, NAH
Dr. Maria Cervantes, MSB
Yvonne Chapa, LASS
Charles Neumann, LASS
Pablo Cortez, MSB
Sharon Rice, NAH
Magdalena Handy, NAH
Sara Lozano, BPST

Finance and Administrative Services

Katarina Bugariu
Laura Requena
Martha N. Perez

Student Affairs & Enrollment Management

Dr. Larry Barroso
Elibariki Nguma

IS, Planning, Performance & SI

Dr. Lelia Salinas
Dr. Fernando Chapa
Nancy M. González

Campus Administrators

Dr. Arturo Montiel, Starr County Campus
Daniel Montez, Mid-Valley Campus

Distance Education

Ana Peña

Dual Credit

Dr. Rebecca de Leon

Faculty Senate

Shannon Perales

Public Relations & Marketing

Daniel Ramirez

Continuing Education

Lorena Treviño

Strategic Planning Information Reviewed

- IPEDs Research
- EMSI: Environmental Scan of Economic, Social, Regulatory, & Technical Environments
- SWOT
- Focus Groups
- President's Cabinet
- Board Retreat Feedback
- Key Performance Indicators
- Student Engagement Data
- Consultant Feedback
- PDC Planning Retreat
- PAS Feedback
- Academic Council Feedback

Board Retreat
February 16, 2019

Opportunities
- Program Alignment with Workforce
- Parental Communication
- Community Communication
- ISD Partner Communication

Threats
- Competing Institutions
- Legislative Influences
- Communication Issues
- Feeble Human Resources (unfilled positions & retention of employees)

External Consultant

Participation

- Administration
- Faculty
- Staff
- Students

7 Campus Sessions

- Mid-Valley (1)
- Nursing & Allied Health (1)
- Starr (1)
- Pecan (4)

SOUTH TEXAS COLLEGE

Strategic Plan

2019–2025

Strategic Goals and Directions

Lead Community Engagement: South Texas College is the catalyst for engaging and strengthening the communities through diverse efforts.

1. Enhance and leverage partnerships with school districts to improve college matriculation.
2. Strengthen and develop partnerships with local organizations to align educational opportunities with community and workforce needs.
3. Improve community awareness of South Texas College's educational options, programs and services.

Strategic Goals and Directions

Promote Academic Integrity and Excellence: South Texas College is dedicated to creating a dynamic and innovative educational environment based on excellence, academic honesty, rigor, and continuous improvement.

1. Promote, support, develop and expand the use of dynamic, innovative, and engaging classroom instruction.
2. Recruit and retain excellent faculty and staff.
3. Expand professional development for all faculty and staff.
4. Nurture a culture that values meaningful assessment of student learning.

Strategic Goals and Directions

Create Educational Opportunities for Students: South Texas College is committed to providing accessible and inclusive educational opportunities that enable a seamless transfer to advanced degrees or align with emerging workforce needs.

1. Strengthen college readiness for all students in our region.
2. Align programs with emerging technologies and changing needs in the job market.
3. Deliver world class online programs and student experiences.
4. Expand and enhance transfer opportunities.

SOUTH TEXAS COLLEGE

Strategic Plan

2019–2025

Strategic Goals and Directions

Foster Student Success: South Texas College is devoted to providing students with accessible pathways and effective support structures that promote persistence, educational attainment, academic achievement, personal and professional growth.

1. Develop pathways to academic and educational achievement to encompass all students.
2. Construct a network of support systems to help students enter and stay on a path leading to employment and/or further education.
3. Provide educational guidance, student mentoring, internship program opportunities, and other experiences.

SOUTH TEXAS COLLEGE

Strategic Plan

2019–2025

Strategic Goals and Directions

Cultivate Institutional Excellence: South Texas College creates a culture of excellence through integrity, collaboration, transparency, accountability, fiscal responsibility, and leveraging technology.

1. Establish a streamlined, well-structured, and efficient set of communication processes at the College.
2. Improve leadership and personal accountability at every level of the institution to better facilitate regular and effective cross-functional teamwork and dialogue.
3. Safeguard the sound financial condition and financial management of the College.
4. Deliver high level innovative customer-oriented services and business practices.

THANK YOU!

Any questions?

13

SOUTH TEXAS COLLEGE

2019 – 2025 Strategic Plan

Mission Statement

South Texas College is a public institution of higher education that provides educational opportunities through excellence in teaching and learning, workforce development, cultural enrichment, community service, and regional and global collaborations.

Vision Statement

South Texas College will be a global model in educational innovation serving as a catalyst to drive regional prosperity, economic development, and the social mobility of those we serve.

Core Values

Student Success: We are committed to the personal, academic and career goals of each student.

Excellence: We are committed to excellence and innovation in teaching, learning, and services.

Opportunity: We are committed to providing access and support for students to achieve their academic and career goals.

Community: We are committed to equitable results through inclusion, diversity, collaboration, and engagement.

Integrity: We are committed to being respectful, professional, honest, accountable, and transparent.

Working Draft

Board Approved: December 2018

Proposed Strategic Goals & Directions

Strategic Goal

Lead Community Engagement: South Texas College is the catalyst for engaging and strengthening the communities through diverse efforts.

Strategic Directions

1) Enhance and leverage partnerships with school districts to improve college matriculation.
2) Strengthen and develop partnerships with local organizations to align educational opportunities with community and workforce needs.
3) Improve community awareness of South Texas College's educational options, programs and services.

Working Draft

Strategic Goal

Promote Academic Integrity and Excellence: South Texas College is dedicated to creating a dynamic and innovative educational environment based on excellence, academic honesty, rigor, and continuous improvement.

Strategic Directions

1) Promote, support, develop and expand the use of dynamic, innovative, and engaging classroom instruction.
2) Recruit and retain excellent faculty and staff.
3) Expand professional development for all faculty and staff.
4) Nurture a culture that values meaningful assessment of student learning.

Working Draft

Strategic Goal

Create Educational Opportunities for Students: South Texas College is committed to providing accessible and inclusive educational opportunities that enable a seamless transfer to advanced degrees or align with emerging workforce needs.

Strategic Directions

1) Strengthen college readiness for all students in our region.
2) Align programs with emerging technologies and changing needs in the job market.
3) Deliver world class online programs and student experiences.
4) Expand and enhance transfer opportunities.

Working Draft

Strategic Goal

Foster Student Success: South Texas College is devoted to providing students with accessible pathways and effective support structures that promote persistence, educational attainment, academic achievement, personal and professional growth.

Strategic Directions

1) Develop pathways to academic and educational achievement to encompass all students.
2) Construct a network of support systems to help students enter and stay on a path leading to employment and/or further education.
3) Provide educational guidance, student mentoring, internship program opportunities, and other experiences.

Working Draft

Strategic Goal

Cultivate Institutional Excellence: South Texas College creates a culture of excellence through integrity, collaboration, transparency, accountability, fiscal responsibility, and leveraging technology.

Strategic Directions

1) Establish a streamlined, well-structured, and efficient set of communication processes at the College.
2) Improve leadership and personal accountability at every level of the institution to better facilitate regular and effective cross-functional teamwork and dialogue.
3) Safeguard the sound financial condition and financial management of the College.
4) Deliver high level innovative customer-oriented services and business practices.

Working Draft

Review and Action as Necessary on Award of Proposal, Purchases, Renewals, and Interlocal Agreement

Approval of the following award of proposal, purchases, renewals, and interlocal agreement is requested.

The Finance, Audit, and Human Resources Committee reviewed a proposal to purchase classified ads, but requested additional information from administration and declined to recommend board action on that item. Administration will bring this issue back to the Finance, Audit, and Human Resources Committee in October 2019, and it is not included for the Board's consideration at this time.

Purchasing Items #8 and #9 were not ready in time for review by the Finance, Audit and Human Resources Committee, but are provided for review and approval by the Board. These purchases are for grant-funded equipment necessary to build the Cybersecurity lab at the Regional Center for Public Safety Excellence.

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 Proposal

1) Purchase of Welding Supplies (Award)

Award the proposal for the purchase of welding supplies for the period beginning October 1, 2019 through September 30, 2020 with two one-year options to renew, at an estimated amount of $125,000.00. The vendors are as follows:

- **Alamo Iron Works** (Brownsville, TX)
- **Airgas USA, LLC.** (McAllen, TX)
- **Industrial Supplier Larey, Inc./ dba International Industrial Supply, Co.** (Brownsville, TX)
- **Matheson** (San Benito, TX)
- **Praxair Distribution, Inc.** (Pharr, TX)

Purpose – The Welding Program in the Division of Technology and the Continuing Professional and Workforce Education are requesting the purchase of welding supplies.

Justification and Benefit – The welding supplies will be used for student instruction by the Welding Program in the Division of Technology and Continuing Education. The purchases will include gases and classroom/lab supplies used by students for hands on instruction in welding classes throughout the district.

Background – Proposal documents were advertised on July 22, 2019 and July 29, 2019 and issued to eight (8) vendors. Five (5) responses were received on August 6, 2019 and reviewed by the Welding Program, Continuing Education, and Purchasing Department.

Funds for this expenditure are budgeted in the Welding Program and Continuing Education budgets for FY 2019 – 2020.

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

2) Chiller Maintenance Agreement (Purchase)
Purchase a chiller maintenance agreement with **Johnson Controls, Inc.** (Milwaukee, WI), a The Interlocal Purchasing System (TIPS) purchasing cooperative approved vendor, for the period beginning November 21, 2019 through November 20, 2020, at an annual amount of $51,900.00 for scheduled services and an estimated amount of $70,000.00 for as needed repair services. The total annual amount is $121,900.00.

Purpose – Facilities Operations and Maintenance is requesting an agreement to service the air-cooled and water-cooled chillers district-wide.

Justification and Benefit – The chiller maintenance agreement includes scheduled preventive maintenance inspections and emergency service calls for the various chiller units located throughout the College district.

- Quarterly Inspections – 18 Chillers
  - ⇒ Check refrigerant circuit for leaks
  - ⇒ Check operating pressures and temperatures
  - ⇒ Conduct oil analysis
  - ⇒ Check electrical connections
- Annual Inspection – 18 Chillers
  - ⇒ Inspect and verify operating controls
  - ⇒ Inspect thermal insulation for integrity
  - ⇒ Clean condenser tubes
  - ⇒ Clean control panel interior

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

3) Maintenance Equipment, Parts, and Supplies (Purchase)
Purchase maintenance equipment, parts, and supplies through the Texas Association of School Boards (TASB) – Buyboard approved vendors, for the period beginning September 1, 2019 through August 31, 2020, at an estimated amount of $95,000.00, with the following vendors:

- **Carrier Enterprise, LLC.** (Houston, TX/Pharr, TX)
- **Crawford Electric Supply** (San Antonio, TX/Mission, TX)
- **McCoy's Building Supply** (San Marcos, TX/Pharr, TX)

Purpose – Facilities Operations and Maintenance is requesting the purchase of maintenance equipment, parts, and supplies for district-wide daily work order requests.

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

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

4) Institutional Membership – TACC (Renewal)
Renew the institutional membership – TACC with the **Texas Association of Community Colleges** (TACC) (Austin, TX), a sole source vendor, for the period beginning September 1, 2019 through August 31, 2020, at a total amount of $79,155.00.

Purpose – The Office of the President is requesting to renew the institutional membership, which includes the annual association membership, telecommunication membership, building assessment, and mathways assessment.

Justification and Benefit – TACC is comprised of all fifty (50) public community college districts in the state and represents the interests of the colleges before the Texas Legislature and state agencies. The General Appropriations Bill and legislation affecting public community colleges in general have been and remain the principal concern of TACC.

Funds for this expenditure are budgeted in the Non-Public Fund Project budget for FY 2019 – 2020.

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

5) Audio Visual Equipment and Supplies (Purchase)
Purchase audio visual equipment and supplies for the period beginning September 1, 2019 through August 31, 2020, at an estimated amount of $190,000.00, which is based on prior year expenditures, with the following purchasing cooperative vendors:

Vendor/Purchasing Cooperative	Amount
Audio Fidelity Communications, Corp./dba Whitlock (Austin, TX) – State of Texas Department of Information Resources (DIR)	$10,000.00
Audio Visual Aids (San Antonio, TX) – Texas Association of School Boards (TASB) – Buyboard and The Interlocal Purchasing System (TIPS)	$80,000.00
B & H Foto & Electronics, Corp./B & H Photo Video (New York, NY) – Texas Association of School Boards (TASB) – Buyboard, The Interlocal Purchasing System (TIPS), Omnia Public Sector, and E & I Cooperative Services	$80,000.00
Howard Technology Solutions (Ellisville, MS) Texas Association of School Boards (TASB) – Buyboard and The Interlocal Purchasing System (TIPS)	$20,000.00

Purpose – The audio visual equipment and supplies purchases are requested district-wide as needed to support classroom instruction, staff presentations, office operations, and communication with internal and external individuals or groups.

Justification and Benefit – The audio visual equipment and supplies are purchased district-wide for the day- to- day operation of departments and instructional programs. Below are some of the items requested by programs/departments:

- Headphones – Distance Education, Educational Technologies, and Academic programs
- Digital Cameras, Lenses, Camera Cases – Art Program, Public Relations and Marketing, Facilities Planning and Construction, and all other requesting departments and academic programs
- Dome Cameras/Camcorders – Nursing and Allied Health Programs, Public Relations and Marketing, and Educational Technologies
- Computer Cables, Printer Cables, and Projector Cables – Information Technology and all other requesting departments and academic programs
- Sound Equipment – Educational Technologies and all other requesting departments and academic programs
- Projector Screens and Parts – Educational Technologies and all other requesting departments and academic programs

Funds for this expenditure are budgeted in the requesting department budgets for FY 2019 – 2020.

6) Computer Components, Peripherals, Software, and Supplies (Purchase)
Purchase computer components, peripherals, software, and supplies for the period beginning September 1, 2019 through August 31, 2020, at an estimated amount of $390,000.00, which is based on prior year expenditures, with the following purchasing cooperative vendors:

Vendor/Purchasing Cooperative	Amount
CDW Government (Vernon Hills, IL) – State of Texas Information Resources (DIR), Harris County Dept of Ed – Choice Partners, E&I Cooperative Services, OMNIA Public Sector, Sourcewell, and The Interlocal Purchasing System (TIPS)	$140,000.00
CRC Computer Repair Center (McAllen, TX) – State of Texas Department of Information Resources (DIR)	$80,000.00
Dell Marketing, LP. (Dallas, TX) – State of Texas Department of Information Resources (DIR)	$80,000.00
GovConnection (Merrimack, NH) – Harris County Dept of Ed – Choice Partners and The Interlocal Purchasing System (TIPS)	$10,000.00
SHI Government Solutions, Inc. (Austin, TX) – Texas Association of School Boards (TASB) – Buyboard, State of Texas Department of Information Resources (DIR), Harris County Dept of Ed – Choice Partners, E & I Cooperative Services, OMNIA Public Sector, Purchasing Association of Cooperative Entities, and The Interlocal Purchasing System (TIPS)	$80,000.00

Purpose – The computer components, peripherals, software, and supplies purchases are requested district-wide as needed to support classroom instruction, staff office operations, and communication with internal and external individuals or groups.

Justification and Benefit – The computer components, peripherals, software, and supplies are purchased district-wide for the day-to-day operation of departments and instructional programs. Below are some of the items requested by programs/departments:

- Scanners, Printers, Storage Media, Surge Protectors, Toner Cartridges, and Cables – All programs and departments district-wide
- Barcode Scanner – Library Services, Security, Central Receiving, and Educational Technologies
- Memory – Business Computer Systems Program and All Departments District-Wide
- Head Phones – Open Labs, Center for Learning Excellence, and Distance Education
- Web Cameras – Distance Education and All Departments District Wide
- Computer Parts – Business Computer Systems Program and other departments and programs
- Software – Instructional and Business packages – All programs and departments district-wide

Funds for this expenditure are budgeted in the Educational Technologies, Library Services, Central Receiving, Distance Education, Information Technology, and other departments and academic programs budgets for FY 2019 – 2020.

C. Interlocal Agreement

7) State Records Inquiry Access Agreement (Interlocal Agreement/Purchase)
Enter into a state records inquiry access agreement with the **Texas Department of Public Safety** (Austin, TX), for the period beginning September 1, 2019 through August 31, 2020, at an estimated amount of $10,000.00.

Purpose – The Office of Human Resources and the Department of Public Safety are requesting to enter into an interlocal agreement to access records as needed and as part of their day-to-day operation.

Justification and Benefit – The access is needed to verify driving records for faculty and staff that drive College owned vehicles. This verification process has been conducted since the College opened and driving records are verified semi-annually.

Funds for this expenditure are budgeted in the Office of Human Resources and Department of Public Safety budgets for FY 2019 – 2020.

D. Additional Purchases Not Reviewed by Committee

8) Forensic Hardware and Software (Purchase)
Purchase forensic hardware and software from **Digital Intelligence, Inc.** (New Berlin, WI), a sole source vendor, at a total amount of $143,703.40.
Purpose - The Division of Technology Cybersecurity program is requesting the purchase of forensic hardware and software for student instruction at the Regional Center for Public Safety Excellence (RCPSE) instructional classroom.

Justification and Benefit – The Forensic Recovery Evidence Device (FRED) workstations are a high-powered workstation to process evidence used in the classroom to complete activities. The thirteen (13) workstations include an Ultrabay which is a built-in write blocker needed to maintain the integrity of evidence collected from a suspect drive. The GPU PowerStation is needed to decrypt passwords and has been specifically designed to work to its peak performance when used with the FRED workstation. These items will be installed and setup at the South Texas College RCPSE.

Funds for this expenditure are budgeted in the Carl D. Perkins Reserve grant sub-award budget for FY 2019 – 2020. The funds are pending to be received from the PSJA Independent School District.

9) Network Hardware and Software (Purchase)
Purchase network hardware and software from **Insight Public Sector** (Tempe, AZ), a State of Texas Department of Information Resources (DIR) approved vendor, at a total amount of $127,970.15.

Purpose – The Division of Technology Cybersecurity program is requesting the purchase of network hardware and software for student instruction at the Regional Center for Public Safety Excellence (RCPSE) instructional classroom.

Justification and Benefit – The hardware and software are needed to support the instructional classroom. It will include switches, routers, and software which are required for the classroom instructional equipment to properly function.

Funds for this expenditure are budgeted in the Carl D. Perkins Reserve grant sub-award budget for FY 2019 – 2020. The funds are pending to be received from the PSJA Independent School District.

Recommendation:
The Finance, Audit, and Human Resources Committee recommend for Board approval at the September 24, 2019 Board meeting the award of proposal, purchases, renewals, and interlocal agreement as listed below, except for items #8 and #9, which are included by administration and are requested for the installation of the cybersecurity laboratory at the Regional Center for Public Safety Excellence:

A. Award of Proposal

1) **Purchase of Welding Supplies (Award):** award the proposal for the purchase of welding supplies for the period beginning October 1, 2019 through September 30, 2020 with two one-year options to renew, at an estimated amount of $125,000.00. The vendors are as follows:

- **Alamo Iron Works** (Brownsville, TX)
- **Airgas USA, LLC.** (McAllen, TX)
- **Industrial Supplier Larey, Inc./ dba International Industrial Supply, Co.** (Brownsville, TX)
- **Matheson** (San Benito, TX)

- **Praxair Distribution, Inc.** (Pharr, TX)

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

2) **Chiller Maintenance Agreement (Purchase):** purchase a chiller maintenance agreement with **Johnson Controls, Inc.** (Milwaukee, WI), a The Interlocal Purchasing System (TIPS) purchasing cooperative approved vendor, for the period beginning November 21, 2019 through November 20, 2020, at an annual amount of $51,900.00 for scheduled services and an estimated amount of $70,000.00 for as needed repair services. The total annual amount is $121,900.00;

3) **Maintenance Equipment, Parts, and Supplies (Purchase)**: purchase maintenance equipment, parts, and supplies through the Texas Association of School Boards (TASB) – Buyboard approved vendors, for the period beginning September 1, 2019 through August 31, 2020, at an estimated amount of $95,000.00, from the following vendors:

- **Carrier Enterprise, LLC.** (Houston, TX/Pharr, TX)
- **Crawford Electric Supply** (San Antonio, TX/Mission, TX)
- **McCoy's Building Supply** (San Marcos, TX/Pharr, TX)

4) **Institutional Membership - TACC (Renewal):** renew the institutional membership – TACC with the **Texas Association of Community Colleges (TACC)** (Austin, TX), a sole source vendor, for the period beginning September 1, 2019 through August 31, 2020, at a total amount of $79,155.00;

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

5) **Audio Visual Equipment and Supplies (Purchase):** purchase audio visual equipment and supplies for the period beginning September 1, 2019 through August 31, 2020, at an estimated amount of $190,000.00, which is based on prior year expenditures, with the following purchasing cooperative vendors:

Vendor/Purchasing Cooperative	Amount
Audio Fidelity Communications, Corp./dba Whitlock (Austin, TX) – State of Texas Department of Information Resources (DIR)	$10,000.00
Audio Visual Aids (San Antonio, TX) – Texas Association of School Boards (TASB) – Buyboard and The Interlocal Purchasing System (TIPS)	$80,000.00
B & H Foto & Electronics, Corp./B & H Photo Video (New York, NY) – Texas Association of School Boards (TASB) – Buyboard, The Interlocal Purchasing System (TIPS), Omnia Public Sector, and E & I Cooperative Services	$80,000.00
Howard Technology Solutions (Ellisville, MS) Texas Association of School Boards (TASB) – Buyboard and The Interlocal Purchasing System (TIPS)	$20,000.00

6) **Computer Components, Peripherals, Software, and Supplies (Purchase):** purchase computer components, peripherals, software, and supplies for the period beginning September 1, 2019 through August 31, 2020, at an estimated amount of $390,000.00, which is based on prior year expenditures, with the following purchasing cooperative vendors:

Vendor/Purchasing Cooperative	Amount
CDW Government (Vernon Hills, IL) – State of Texas Information Resources (DIR), Harris County Dept of Ed – Choice Partners, E&I Cooperative Services, OMNIA Public Sector, Sourcewell, and The Interlocal Purchasing System (TIPS)	$140,000.00
CRC Computer Repair Center (McAllen, TX) – State of Texas Department of Information Resources (DIR)	$80,000.00
Dell Marketing, LP. (Dallas, TX) – State of Texas Department of Information Resources (DIR)	$80,000.00
GovConnection (Merrimack, NH) –Harris County Dept of Ed – Choice Partners, and The Interlocal Purchasing System (TIPS)	$10,000.00
SHI Government Solutions, Inc. (Austin, TX) – Texas Association of School Boards (TASB) – Buyboard, State of Texas Department of Information Resources (DIR), Harris County Dept of Ed – Choice Partners, E & I Cooperative Services, OMNIA Public Sector, Purchasing Association of Cooperative Entities, and The Interlocal Purchasing System (TIPS)	$80,000.00

C. Interlocal Agreement

7) **State Records Inquiry Access Agreement (Interlocal Agreement/Purchase):** enter into a state records inquiry access agreement with the **Texas Department of Public Safety** (Austin, TX), for the period beginning September 1, 2019 through August 31, 2020, at an estimated amount of $10,000.00.

D. Additional Purchases Not Reviewed by Committee

8) Forensic **Hardware and Software (Purchase):** Purchase forensic hardware and software from **Digital Intelligence, Inc.** (New Berlin, WI), a sole source vendor, at a total amount of $143,703.40.
9) Network **Hardware and Software (Purchase):** Purchase network hardware and software from **Insight Public Sector** (Tempe, AZ), a State of Texas Department of Information Resources (DIR) approved vendor, at a total amount of $127,970.15.

Recommend Action - The total for all award of proposal, purchases, renewals, and interlocal agreement is $1,282,728.55.

The Following Minute Order is proposed for consideration by the Board of Trustees:
The Board of Trustees approves and authorizes the award of proposal, purchases, renewals, and interlocal agreement in the amount of $1,282,728.55 as presented.

Approval Recommended:

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

Review and Action as Necessary on Disposal of Surplus Property Valued at $5,000 and Over

Approval to dispose of surplus property valued at $5,000 and over through a live auction is requested.

Purpose – The Fixed Assets Department is requesting the disposal through a live auction of surplus property valued at $5,000 and over. These assets are part of the College's inventory through the Banner system; therefore, it is also requested that these assets be removed from inventory and the general ledger.

Justification and Benefit – It is necessary to dispose of obsolete, damaged, malfunctioning, and surplus property for safety purposes and due to the lack of storage.

Background – The surplus property goes through an evaluation process by the departments to determine if the items are damaged beyond repair and unable to utilized district wide. After this evaluation process, the department submits a request to have the property removed from the department and relocated to the Shipping and Receiving Warehouse for auction.

The auction items are located at the South Texas College Receiving Department, 3700 W. Military Hwy., McAllen, TX. The auction will be scheduled in the Fall at the auctioneers' site due lack of space at the Central Receiving Warehouse.

Enclosed Documents - The listing of the items to be auctioned is included in the packet for the Board's review and information.

The Finance, Audit, and Human Resources Committee recommended Board to dispose of surplus property valued at $5,000 and over through a live auction and for these capital assets to be removed from the College's fixed assets ledger as presented.

Recommendation:
It is recommended that the Board of Trustees of South Texas College approve and authorize the disposal of surplus property valued at $5,000 and over through a live auction and for these capital assets to be removed from the College's fixed assets ledger as presented.

The Following Minute Order is proposed for consideration by the Board of Trustees:
The Board of Trustees approves and authorizes the disposal of surplus property valued at $5,000 and over through a live auction and for these capital assets to be removed from the College's fixed assets ledger as presented.

Approval Recommended:

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

SOUTH TEXAS COLLEGE
SURPLUS PROPERTY VALUED AT $5,000 AND OVER - LIST #71
AUGUST 27, 2019

Pallet	Qty	Description	Serial Number	Silver Tag	Green Tag	Purchase Date	Amount	Net Book Value	Ptag	Condition
39	1 EA	Hampden H-CRT-1 Commercial Refrigeration Trainer	39149	0000000019		8/31/1993	$ 5,631.00	$ -	000001061	Obsolete
72	1 EA	Commercial Refrigerator Trainer	39149	0000000019		8/31/1993	$ 5,631.00	$ -	000001061	Obsolete
GT 11	1 EA	Hampden H-PCT-1 Pneumatic Control Trainer	65880	0000000307	Carl Perkins Tag	12/16/1995	$ 8,090.00	$ -	000001549	Obsolete
GT 12	1 EA	Hampden H-PCT-1 Pneumatic Control Trainer	65881	0000000308	Carl Perkins Tag	12/16/1995	$ 8,090.00	$ -	000001550	Obsolete
60	1 EA	Hampden H-ACD-1 Conditioning Demonstration	67328	0000000791		10/16/1996	$ 12,088.00	$ -	000000791	Obsolete
GT 2	1 EA	Hampden H-IRT-I Industrial Refrigeration Trainer	67327	0000000781	5000002395	10/16/1996	$ 13,731.00	$ -	000000781	Obsolete
GT 8	1 EA	Hampden H-IMD-1 Ice Machine Demonstrator	71390	0000002951	5000000187	10/2/1998	$ 7,694.75	$ -	000003002	Obsolete
GT 9	1 EA	Hampden H-MACK-9C Refrigeration Demonstrator	71391	0000002953	5000000186	10/2/1998	$ 5,632.00	$ -	000003003	Obsolete
61	1 EA	Hill Rom Retractable Bed Advanced Series	1105-50-M44-A	0000002956		2/5/1999	$ 5,800.20	$ -	000012638	Obsolete
62	1 EA	Hill Rom Retractable Bed Advanced Series	110557M33A	0000002961		2/5/1999	$ 5,800.20	$ -	000003011	Obsolete
64	1 EA	Hill Rom Retractable Bed Advanced Series	110556M89A	0000002962		2/5/1999	$ 5,800.20	$ -	000003012	Obsolete
66	1 EA	Hill Rom Retractable Bed Advanced Series	110557M07A	0000002960		2/5/1999	$ 5,800.20	$ -	000003010	Obsolete
GT 3	1 EA	Hill Rom Advance Retract Bed	1105-47M97-A	0000002965	5000000223	2/15/1999	$ 5,113.08	$ -	000003014	Obsolete
63	1 EA	Hill Rom Hospital Bed	1105-40P89A	0000003634		4/12/2000	$ 6,217.69	$ -	000004335	Obsolete
65	1 EA	Hill Rom Hospital Bed	1105-40P90A	0000003633		4/12/2000	$ 6,217.69	$ -	000004334	Obsolete
GT 5	1 EA	Hampden H-CRT-3 Refrigeration Demonstrator	79675	0000006097	5000002646	7/10/2001	$ 9,235.30	$ -	000006461	Obsolete
GT 4	1 EA	Hampden H-IMD-1 Ice Machine Demonstrator	80333	0000005736	5000001137	8/20/2001	$ 5,917.00	$ -	000006632	Obsolete
GT 13	1 EA	Single Zone Control System	87721	0000008853	5000005365	5/21/2004	$ 5,665.50	$ -	000009807	Obsolete
GT 14	1 EA	Single Zone Control System	87724	0000008851	5000005363	5/21/2004	$ 5,665.50	$ -	000009805	Obsolete
GT 15	1 EA	Single Zone Control System	87719	0000008850	5000005362	5/21/2004	$ 5,665.50	$ -	000009804	Obsolete
GT 15	1 EA	Single Zone Control System	87720	0000008854	5000005366	5/21/2004	$ 5,665.50	$ -	000009808	Obsolete
GT 17	1 EA	Single Zone Control System	87722	0000008848	5000005360	5/21/2004	$ 5,665.50	$ -	000009802	Obsolete
GT 17	1 EA	Single Zone Control System	87723	0000008849	5000005361	5/21/2004	$ 5,665.50	$ -	000009803	Obsolete
GT 17	1 EA	Single Zone Control System	87725	0000008852	5000005364	5/21/2004	$ 5,665.50	$ -	000009806	Obsolete
GT 13	1 EA	Hampden Trainers H-SZCT	89615	0000010172	5000005630	2/8/2005	$ 5,665.50	$ -	000011046	Obsolete
GT 14	1 EA	Hampden Trainers H-SZCT	89613	0000010170	5000005628	2/8/2005	$ 5,665.50	$ -	000011044	Obsolete
GT 14	1 EA	Hampden Trainers H-SZCT	89617	0000010177	5000005635	2/8/2005	$ 5,665.50	$ -	000011051	Obsolete
GT 14	1 EA	Hampden Trainers H-SZCT	89608	0000010178	5000005636	2/8/2005	$ 5,665.50	$ -	000011052	Obsolete
GT 15	1 EA	Hampden Trainers H-SZCT	89614	0000010176	5000005634	2/8/2005	$ 5,665.50	$ -	000011050	Obsolete

Grant Funded Asset

SOUTH TEXAS COLLEGE
SURPLUS PROPERTY VALUED AT $5,000 AND OVER - LIST #71
AUGUST 27, 2019

Pallet	Qty	Description	Serial Number	Silver Tag	Green Tag	Purchase Date	Amount	Net Book Value	Ptag	Condition
GT 15	1 EA	Hampden Trainers H-SZCT	89611	0000010168	5000005626	2/8/2005	$ 5,665.50	$ -	000011042	Obsolete
GT 16	1 EA	Hampden Trainers H-SZCT	89607	0000010169	5000005627	2/8/2005	$ 5,665.50	$ -	000011043	Obsolete
GT 16	1 EA	Hampden Trainers H-SZCT	89609	0000010173	5000005631	2/8/2005	$ 5,665.50	$ -	000011047	Obsolete
GT 16	1 EA	Hampden Trainers H-SZCT	89610	0000010174	5000005632	2/8/2005	$ 5,665.50	$ -	000011048	Obsolete
GT 17	1 EA	Hampden Trainers H-SZCT	89616	0000010171	5000005629	2/8/2005	$ 5,665.50	$ -	000011045	Obsolete
GT 16	1 EA	Hampden Trainers H-SZCT	89612	0000010175	5000005633	4/11/2005	$ 8,255.00	$ -	000011079	Obsolete
GT 1	1 EA	MegaCode Kelly 200-05050 Vital Sim Capable Manikin	306460	17453	5000005992	3/1/2006	$ 5,663.20	$ -	N00012822	Damage
GT 1	1 EA	Laerdal SimBaby Infant Training Manikin		13221	5000005943	4/4/2006	$ 29,026.70	$ -	N00012793	Obsolete
GT 7	1 EA	Drykor UDT 7.5 Dehumidifier	1527-04	15868	5000007441	4/21/2006	$ 5,025.00	$ -	N00012792	Obsolete
GT 10	1 EA	QS/1 Dispensing Machine	43H5248	16329	5000007546	8/8/2007	$ 27,550.00	$ -	N00015888	Obsolete
GT 13	1 EA	Hampden Multi-Zone Building Management	97430	13788	5000010732	8/29/2008	$ 15,148.00	$ -	N00017048	Obsolete
GT 1	1 EA	Nursing Anne Female Training Manikin	325M22090019	17671	5000019056	6/19/2009	$ 5,195.00	$ -	N00017595	Damage
GT 1	1 EA	MegaCode Kid Advanced VitalSim Capable with FST 1908	231M16100009	18808	5000010330	4/27/2010	$ 6,462.52	$ 539.01	N00017925	Damage
71	1 EA	Honda BAGJ110817 Engine - Donation	SFI/HO25	25363		2/16/2015	$ 5,000.00	$ 2,833.19	N00022884	Obsolete
59	1 EA	Honeywell HCCM474M Security Camera	P8120461	9000045669		FY2009		$ -		Obsolete
59	1 EA	Honeywell HCCM474M Security Camera	P8110556			FY2010		$ -		Obsolete
40	25 BX	Library Books						$ -		Obsolete
41	34 BX	Library Books						$ -		Obsolete
42	36 BX	Library Books						$ -		Obsolete
43	24 BX	Library Books						$ -		Obsolete
45	36 BX	Library Books						$ -		Obsolete
46	30 BXS	Library Books						$ -		Obsolete
47	24 BX	Library Books						$ -		Obsolete
49	37 BX	Library Books						$ -		Obsolete
50	35 BX	Library Books						$ -		Obsolete
51	24 BX	Library Books						$ -		Obsolete
52	30 BX	Library Books						$ -		Obsolete
53	32 BX	Library Books						$ -		Obsolete
52	25 BX	Library Books						$ -		Obsolete
53	25 BX	Library Books						$ -		Obsolete

Grant Funded Asset

SOUTH TEXAS COLLEGE
SURPLUS PROPERTY VALUED AT $5,000 AND OVER - LIST #71
AUGUST 27, 2019

Pallet	Qty	Description	Serial Number	Silver Tag	Green Tag	Purchase Date	Amount	Net Book Value	Ptag	Condition
59	27 EA	Honeywell HHC12WM Security Camera Housing						$ -		Obsolete
59	10 EA	Black Security Camera Mounts						$ -		Obsolete
59	1 EA	Honeywell HCCM474M Security Camera	P7050297					$ -		Obsolete
59	1 EA	Honeywell HCCM474M Security Camera	P6110049					$ -		Obsolete
59	1 EA	Honeywell HCCM474M Security Camera	P7050280					$ -		Obsolete
59	1 EA	Honeywell HCCM474M Security Camera	P6110024					$ -		Obsolete
59	1 EA	Honeywell HCCM474M Security Camera	P6110019					$ -		Obsolete
59	1 EA	Honeywell HCCM474M Security Camera	P5120117					$ -		Obsolete
59	1 EA	Honeywell HCCM474M Security Camera	P7050295					$ -		Obsolete
59	1 EA	Honeywell HCCM474M Security Camera	P4004627					$ -		Obsolete
59	1 EA	Honeywell HCCM474M Security Camera	P5121145					$ -		Obsolete
59	1 EA	Honeywell HCCM474M Security Camera	P5004781					$ -		Obsolete
59	1 EA	Honeywell HCCM474M Security Camera	P7050288					$ -		Obsolete
59	1 EA	Honeywell HCCM474M Security Camera	P6110021					$ -		Obsolete
59	1 EA	Honeywell HCCM474M Security Camera	P7060843					$ -		Obsolete
59	1 EA	Honeywell HCCM474M Security Camera	P7050283					$ -		Obsolete
59	1 EA	Honeywell HCCM474M Security Camera	P6091339					$ -		Obsolete
59	1 EA	Honeywell HCCM474M Security Camera	P7060937					$ -		Obsolete
59	1 EA	Honeywell HCCM474M Security Camera	P5121037					$ -		Obsolete
59	1 EA	Honeywell HCCM474M Security Camera	P6091341					$ -		Obsolete
59	1 EA	Honeywell HCCM474M Security Camera	P6110025					$ -		Obsolete
59	1 EA	Honeywell HCCM474M Security Camera	P6110009					$ -		Obsolete
59	1 EA	Honeywell HCCM474M Security Camera	P6010019					$ -		Obsolete
59	1 EA	Honeywell HCCM474M Security Camera	P6091305					$ -		Obsolete
59	1 EA	Honeywell HCCM474M Security Camera	P6010022					$ -		Obsolete
59	1 EA	Honeywell HCCM474M Security Camera	P7060833					$ -		Obsolete
59	1 EA	Honeywell HCCM474M Security Camera	P6110036					$ -		Obsolete
59	1 EA	Honeywell HCCM474M Security Camera	P4002564					$ -		Obsolete
59	1 EA	Honeywell HCCM474M Security Camera	P7060839					$ -		Obsolete
59	1 EA	Honeywell HCCM474M Security Camera	P4002848					$ -		Obsolete

Grant Funded Asset

SOUTH TEXAS COLLEGE
SURPLUS PROPERTY VALUED AT $5,000 AND OVER - LIST #71
AUGUST 27, 2019

Pallet	Qty	Description	Serial Number	Silver Tag	Green Tag	Purchase Date	Amount	Net Book Value	Ptag	Condition
59	1 EA	Honeywell HCCM474M Security Camera	P6110013					$ -		Obsolete
59	1 EA	Honeywell HCCM474M Security Camera	P6110008					$ -		Obsolete
59	1 EA	Honeywell HCCM474M Security Camera	P6110003					$ -		Obsolete
59	1 EA	Honeywell HCCM474M Security Camera	P6110015					$ -		Obsolete
59	1 EA	Honeywell HCCM474M Security Camera	P4002846					$ -		Obsolete
59	1 EA	Honeywell HCCM474M Security Camera	P5100142					$ -		Obsolete
59	1 EA	Honeywell HCCM474M Security Camera	P5090013					$ -		Obsolete
59	1 EA	Honeywell HCCM474M Security Camera	P6010252					$ -		Obsolete
59	1 EA	Honeywell HCCM474M Security Camera	P6010153					$ -		Obsolete
59	1 EA	Honeywell HCCM474M Security Camera	P6010163					$ -		Obsolete
59	1 EA	Honeywell HCCM474M Security Camera	P6010155					$ -		Obsolete
59	1 EA	Honeywell HCCM474M Security Camera	P6010253					$ -		Obsolete
59	1 EA	Honeywell HCCM474M Security Camera	P6010098					$ -		Obsolete
59	1 EA	Honeywell HCCM474M Security Camera	P6010161					$ -		Obsolete
59	1 EA	Honeywell HCCM474M Security Camera						$ -		Obsolete
59	1 EA	Honeywell Dome Security Camera ORB0012-00	F03-051640					$ -		Obsolete
59	1 EA	Honeywell Dome Security Camera ORB0012-00	F03-132009					$ -		Obsolete
59	1 EA	Honeywell Dome Security Camera G18XNVC1-00	H03-200960					$ -		Obsolete
59	1 EA	Honeywell Dome Security Camera G18CNVC1-00	G06-179528					$ -		Obsolete
59	1 EA	Honeywell Dome Security Camera ORB0012-00	F03-051671					$ -		Obsolete

Grant Funded Asset

Review and Action as Necessary on Authorization to Proceed with Solicitation of Architectural Services for the Pecan Plaza West Building C Kinesiology Renovation

Approval of authorization to proceed with the publication of a Request for Qualifications (RFQ) to solicit architectural services for the Pecan Plaza West Building C Kinesiology Renovation project is requested.

Purpose
The Board is asked to approve the solicitation of architectural services for the renovation of the Pecan Plaza West Building C Kinesiology area.

Justification
Solicitation of Request for Qualifications (RFQ) for architectural services is necessary to procure a design team to prepare all necessary design development drawings and specifications in preparation for construction. Once the statements of qualifications are received, an evaluation team would evaluate the responses using the currently approved procurement process and propose an architect to the Facilities Committee at a later date.

Background
The proposed Pecan Plaza West Building C Kinesiology Renovation project is part of the College's FY 2019-2020 Capital Improvement Projects. The project consists of renovating the existing restrooms and storage spaces. The restrooms are outdated and have had plumbing issues in the past. The spaces, including the restrooms and the storage area, are proposed to be renovated to meet the current ADA standards and College standards. The storage spaces will be updated for better use by the Kinesiology department to store equipment needed as part of their Kinesiology program.

The proposed scope of work is summarized as follows:

- Design to renovate the existing restrooms and storage space
- Demolition of existing space
- Construction of new restrooms and storage space
- 1,090 sq ft of space to be renovated

The total project budget is $143,800 and itemized in the table below:

Pecan Plaza West Building C Kinesiology Renovation Total Project Budget	
Budget Item	**Budget Amount**
Construction	$122,000
Design	12,200
Miscellaneous	3,600
FFE	6,000
Total Project Budget	**$143,800**

A proposed layout of the renovation of the restrooms and storage spaces has been designed that incorporates a potential future renovation of offices and classrooms for Kinesiology program use.

Funding Source
Funds are budgeted in the FY 2019-2020 Unexpended Construction Plant Fund budget.

Reviewers
The proposed renovation has been reviewed by Kinesiology staff and the Coordinated Operations Council.

Enclosed Documents
Facilities Planning & Construction staff has prepared a presentation of the project and a preliminary layout of the space for the Board's review and information.

On September 10, 2019, the Facilities Committee reviewed the proposed renovation project, and asked about the currently proposed work as contrasted to plans that highlighted future expansion projects. Administration clarified that the current project was specifically for the renovation of storage and restroom areas, and the proposed layout for a future, more comprehensive project to renovate the kinesiology area would not be included in the current design.

Facilities Committee Chairman Mr. Gary Gurwitz asked administration how the projects budgeted for FY 2019 – 2020 were prioritized and selected for work to begin. This information is being prepared, and will be presented at a subsequent Facilities Committee meeting.

The Facilities Committee recommended Board approval to solicit architectural services for the Pecan Plaza West Building C Kinesiology Renovation as presented.

Recommendation:
It is recommended that the Board of Trustees of South Texas College approve and authorize the solicitation of architectural services for the Pecan Plaza West Building C Kinesiology Renovation as presented.

The Following Minute Order is proposed for consideration by the Board of Trustees:
The Board of Trustees approves and authorizes the solicitation of architectural services for the Pecan Plaza West Building C Kinesiology Renovation as presented.

Approval Recommended:

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

SOUTH TEXAS COLLEGE

Project Fact Sheet
9/5/2019

Project Name:	Pecan Plaza - West Building C Kinesiology Renovation					
Funding Source(s):	Unexpended Plant Fund		**Original Budget**	**Amended Budget**	**Actual Expenditures To Date**	**Variance of Amended Budget vs. Actual Expenditures To Date**
		Construction:	$ 122,000			
		Design:	12,200			
		Miscellaneous:	3,600			
		FFE:	6,000			
		Technology:	-			
		Total:	**$ 143,800**	**$ -**	**$ -**	**$ -**
Architect:	TBD	**Board Approval of Schematic Design**	N/A			
Contractor:	TBD					
STC FPC Project Manager:	Martin Villarreal	**Substantial Completion**	TBD	**Board Acceptance**	TBD	
		Final Completion	TBD	**Board Acceptance**	TBD	

Project Description

Renovating Kinesiology existing restrooms and storage spaces.

Project Scope

Renovate the Kinesiology Department facilities to include an upgrade for the restrooms, a separate storage space for first aid and CPR, and storage areas for equipment.

Projected Timeline

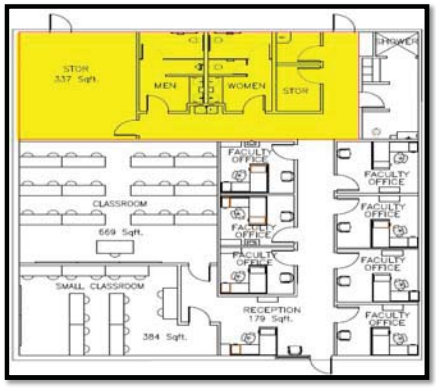
Board Approval of Architect	Board Approval of Schematic Design	Board Approval of Contractor	Construction Start Date	Substantial Completion Date	Final Completion Date	FFE Completion of Move In
12/10/2019	2/25/2020	6/23/2020	7/15/2020	10/1/2020	11/1/2020	11/1/2020

Project Calendar of Expenditures by Fiscal Year

Fiscal Year	Construction	Design	Misc.	FFE	Tech	Project Total
2019-20	$ -	$ -	$ -	$ -	$ -	$ -
Project Total	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**

Current Agenda Item

9/10/19 Facilities Committee: Review and Recommend Action on Authorization to Proceed with Solicitation of Architectural Services for the Pecan Plaza West Building C Kinesiology Renovation



Proposed Layout

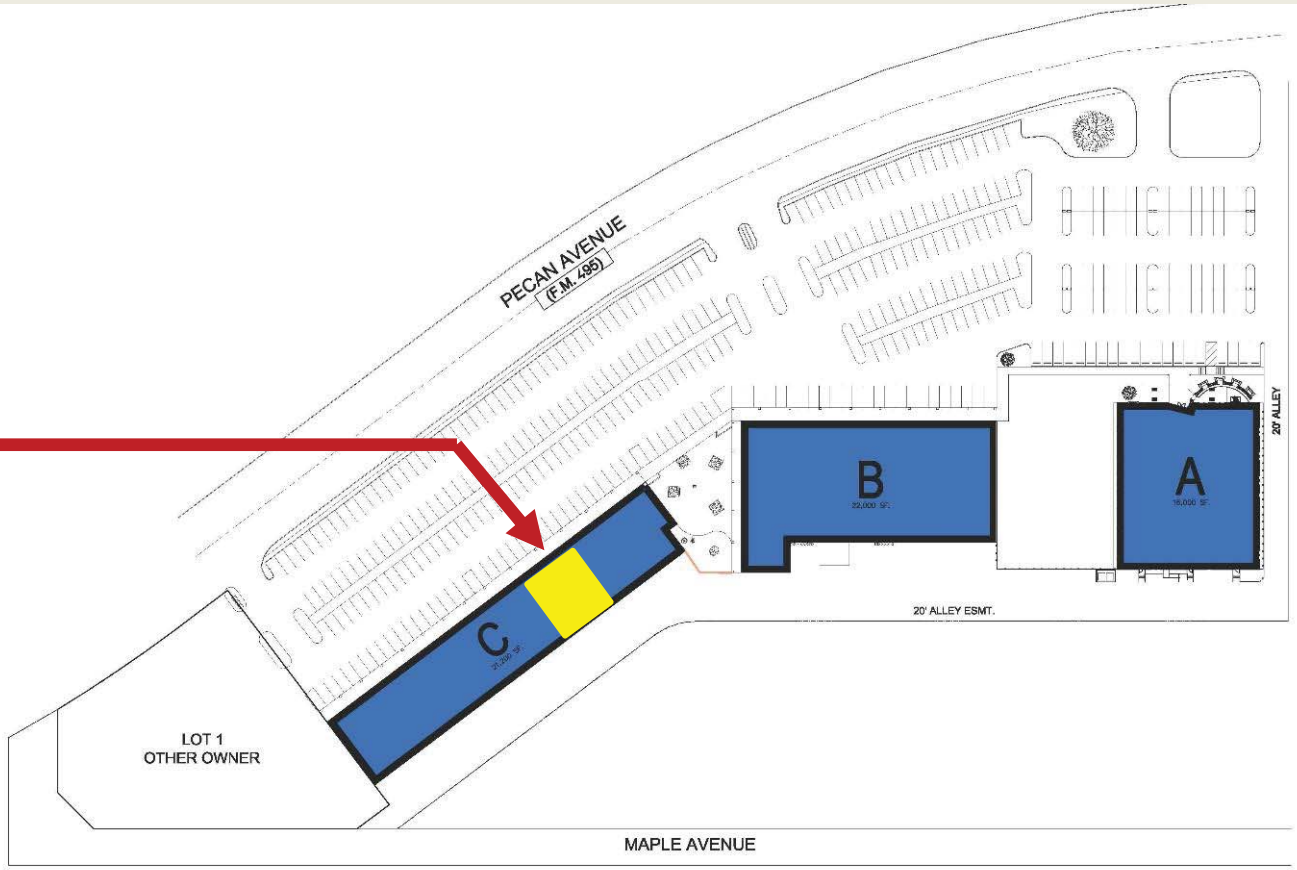
SOUTH TEXAS COLLEGE

Pecan Plaza – West Building C

Kinesiology Renovation

Project Proposed Site

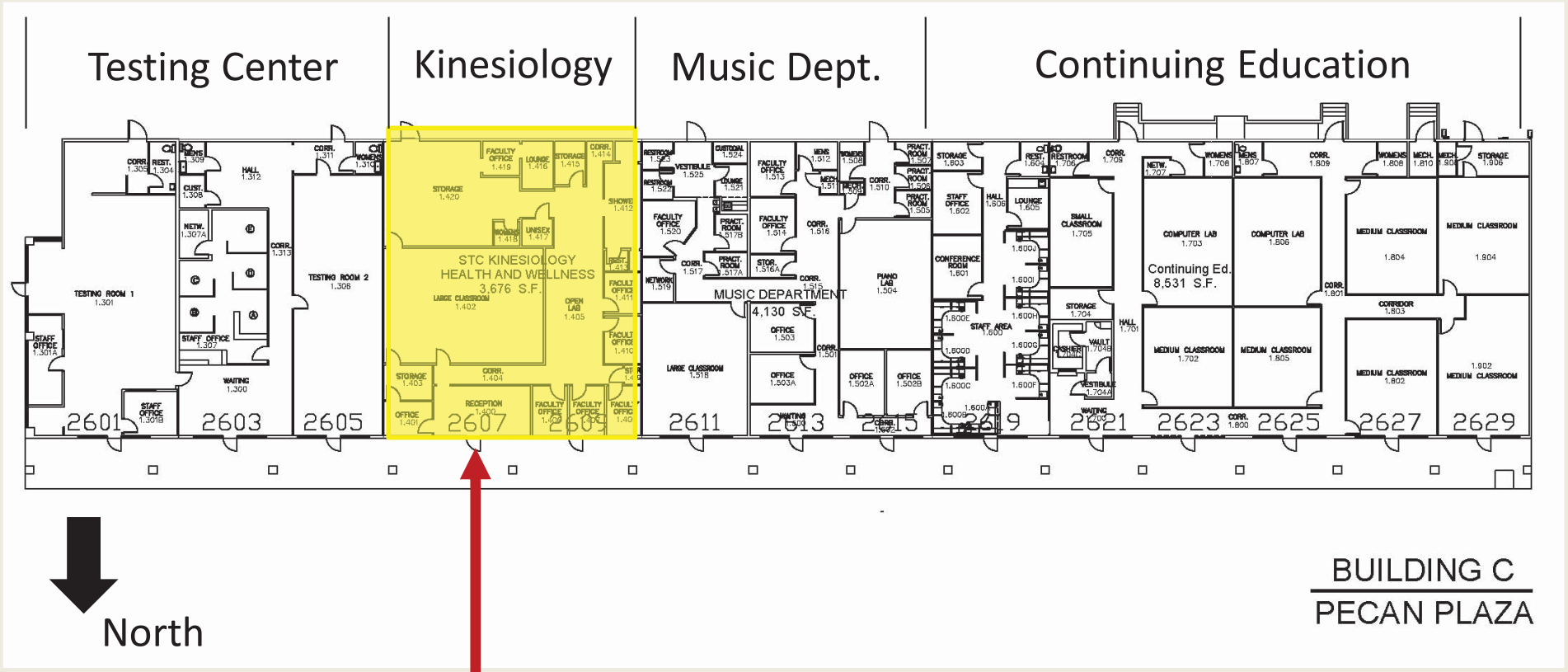
PROJECT LOCATION



STC
South Texas College

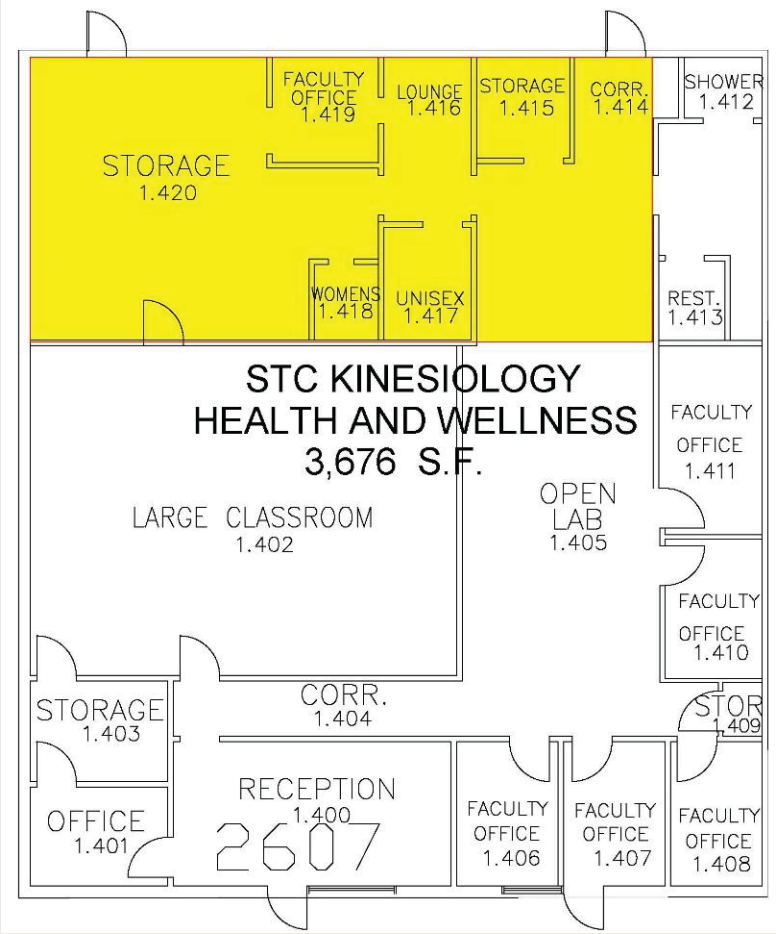
PECAN PLAZA

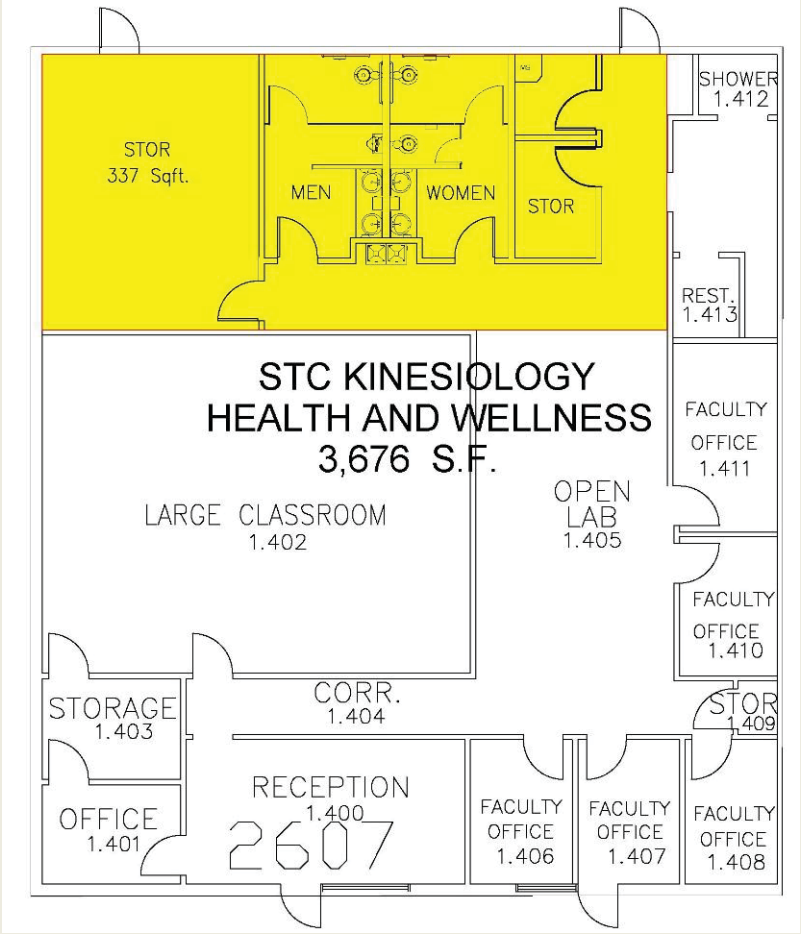
Project Proposed Location



Kinesiology Renovation

SOUTH TEXAS COLLEGE





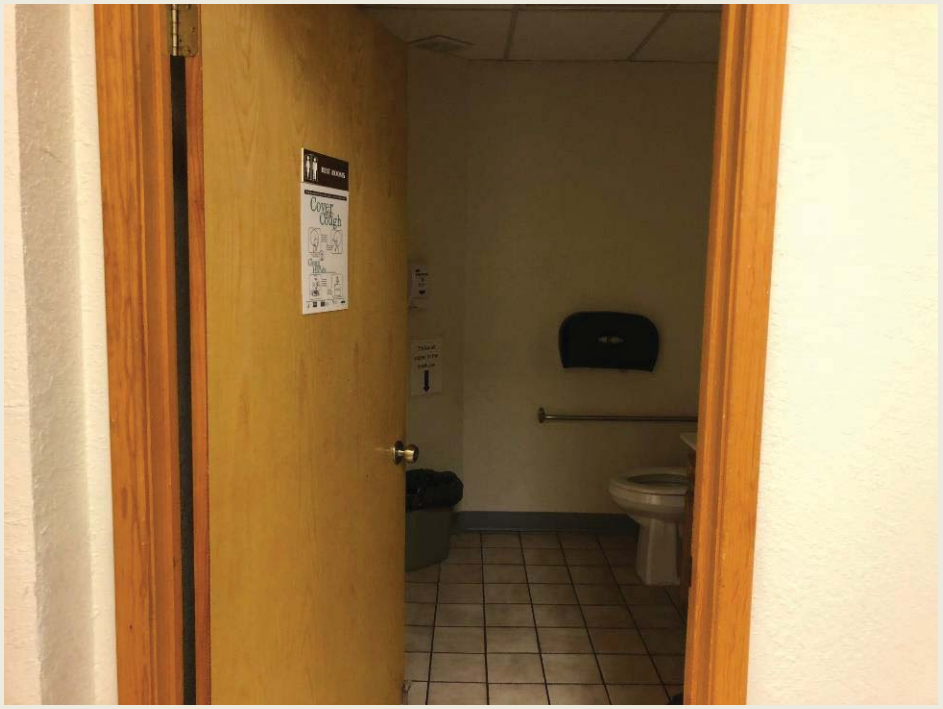
PROJECT AREA

North

Existing Layout

Proposed Layout

Interior Photos



Existing Restrooms

Interior Photos

Existing Storage Space

Proposed Scope & Budget

Requested By

Kinesiology Department

Scope of work

1. Design to Renovate the Existing Restrooms and Storage Space
2. Demolition of Existing Space
3. Construction of New Restrooms and Storage Space

Total Renovated Square Feet = 1,090 sf

Estimated Construction Cost per Square Foot = $112/sq ft

Estimated Total Project Budget

Construction	$ 122,000
Design	12,200
Miscellaneous	3,600
FFE	6,000
Total Project Budget	$ 143,800

Review and Action as Necessary on Authorization to Proceed with Solicitation of Architectural Services for the Mid Valley Campus Center for Learning Excellence Building A Renovation of Space for Supplemental Instruction

Approval of authorization to proceed with the publication of a Request for Qualifications (RFQ) to solicit architectural services for the Mid Valley Campus Center for Learning Excellence (CLE) Building A Renovation of Space for Supplemental Instruction project is requested.

Purpose
The Board is asked to approve the solicitation of architectural services for the renovation of the Mid Valley Campus Center for Learning Excellence Building A space for use as a supplemental instruction area.

Justification
Solicitation of Request for Qualifications (RFQ) for architectural services is necessary to procure a design team to prepare all necessary design development drawings and specifications in preparation for construction. Once the statements of qualifications are received, an evaluation team would evaluate the responses using the currently approved procurement process and propose an architect to the Facilities Committee at a later date.

Background
The proposed Mid Valley Campus Center for Learning Excellence Building A Renovation of Space for Supplemental Instruction project is part of the College's FY 2019-2020 Capital Improvement Projects. Library & Learning Support Services staff has requested to renovate the existing unused space to provide supplemental instruction, test proctoring services, and related collaborative CLE functions. The existing CLE is within the same facility and this space will provide additional collaborative support for student success in traditionally challenging courses.

The proposed scope of work is summarized as follows:

- Design to renovate the existing unused space for supplemental instruction
- Demolition of existing walls and infrastructure
- Renovation of walls, flooring, ceiling, and interior finishes
- Renovation to add electrical and data infrastructure
- 1,320 sq ft of space to be renovated

The total project budget is $224,200 and itemized in the table below:

Mid Valley Campus Center for Learning Excellence Building A Renovation of Space for Supplemental Instruction Total Project Budget	
Budget Item	**Budget Amount**
Construction	$132,000
Design	13,200
Miscellaneous	4,000
FFE	50,000
Technology	25,000
Total Project Budget	**$224,200**

Funding Source
Funds are budgeted in the FY 2019-2020 Unexpended Construction Plant Fund budget.

Reviewers
The proposed renovation has been reviewed by Library & Learning Support Services staff and the Coordinated Operations Council.

Enclosed Documents
College staff has prepared a presentation of the project and a preliminary layout of the space for the Board's review and information.

The Facilities Committee recommended Board approval to solicit architectural services for the Mid Valley Campus Center for Learning Excellence Building A Renovation of Space for Supplemental Instruction project as presented.

Recommendation:
It is recommended that the Board of Trustees of South Texas College approve and authorize the solicitation of architectural services for the Mid Valley Campus Center for Learning Excellence Building A Renovation of Space for Supplemental Instruction project as presented.

The Following Minute Order is proposed for consideration by the Board of Trustees:
The Board of Trustees approves and authorizes the solicitation of architectural services for the Mid Valley Campus Center for Learning Excellence Building A Renovation of Space for Supplemental Instruction project as presented.

Approval Recommended:

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

Project Fact Sheet
9/5/2019

Project Name:	Mid Valley Campus - Building A Renovation of Space for Supplemental Instruction					
Funding Source(s):	Unexpended Plant Fund		**Original Budget**	**Amended Budget**	**Actual Expenditures To Date**	**Variance of Amended Budget vs. Actual Expenditures To Date**
		Construction:	$ 132,000			
		Design:	13,200			
		Miscellaneous:	4,000			
		FFE:	50,000			
		Technology:	25,000			
		Total:	**$ 224,200**	$ -	$ -	$ -
Architect/Engineer:	TBD	**Board Approval of Schematic Design**	N/A			
Contractor:	TBD					
STC FPC Project Manager:	David Valdez	**Substantial Completion**	TBD	**Board Acceptance**	TBD	
		Final Completion	TBD	**Board Acceptance**	TBD	

Project Description

Renovate the available space for use as a supplemental instruction area.

Project Scope

Demolish existing walls and infrastructure, renovation of walls, flooring, ceiling, and interior finishes, and adding electrical and data infrastucture.

Projected Timeline

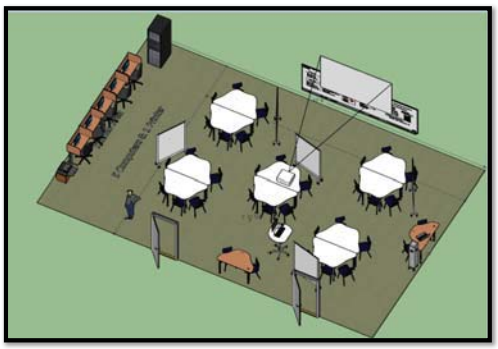
Board Approval of Architect	Board Approval of Schematic Design	Board Approval of Contractor	Construction Start Date	Substantial Completion Date	Final Completion Date	FFE Completion of Move In
12/10/2019	3/31/2020	8/25/2020	9/1/2020	11/1/2020	12/1/2020	1/1/2021

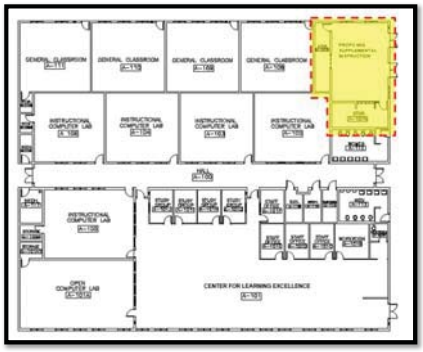
Project Calendar of Expenditures by Fiscal Year

Fiscal Year	Construction	Design	Misc.	FFE	Tech	Project Total
2019-20	$ -	$ -	$ -	$ -	$ -	$ -
Project Total	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**

Current Agenda Item

9/10/19 Facilities Committee: Review and Recommend Action on Authorization to Proceed with Solicitation of Architectural Services for the Mid Valley Campus Center for Learning Excellence Building A Renovation of Space for Supplemental Instruction





SOUTH TEXAS COLLEGE

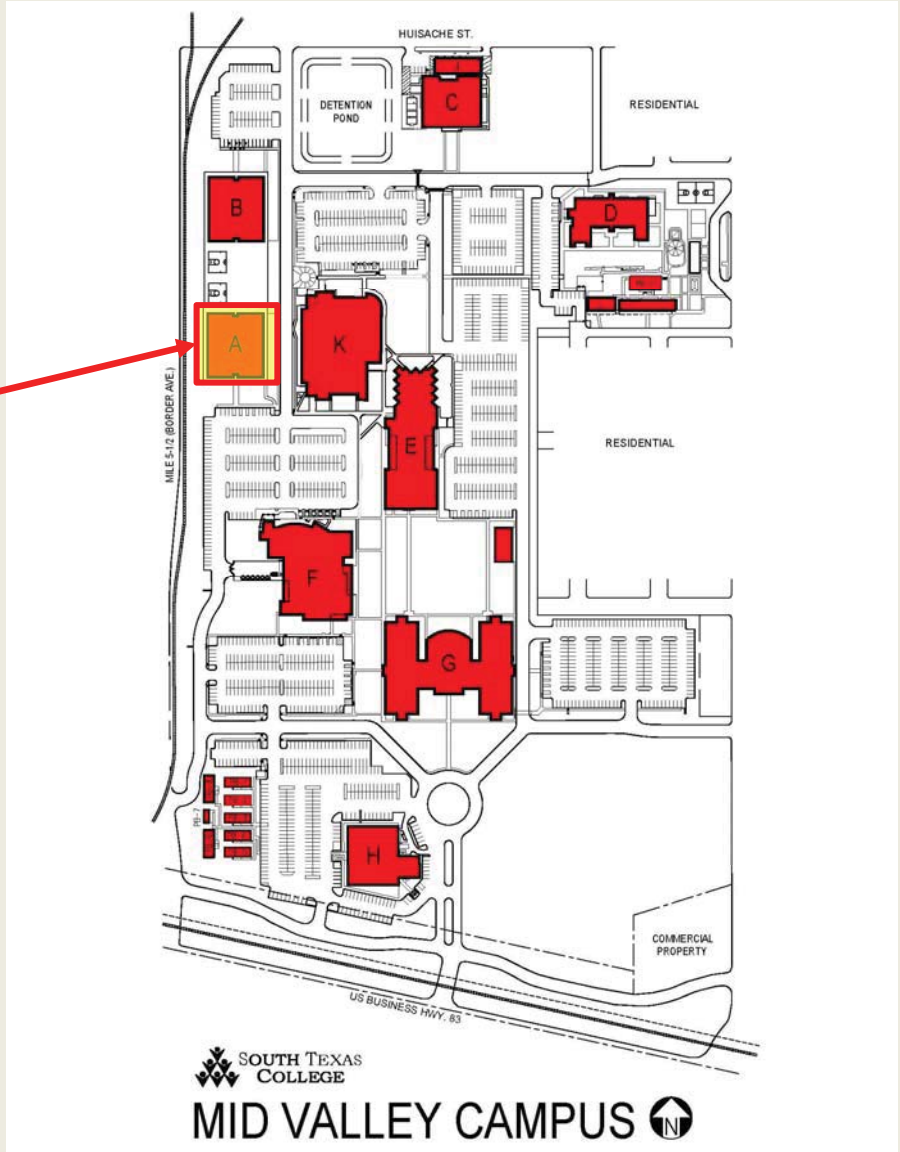
Mid-Valley Campus

Center for Learning Excellence - Building A

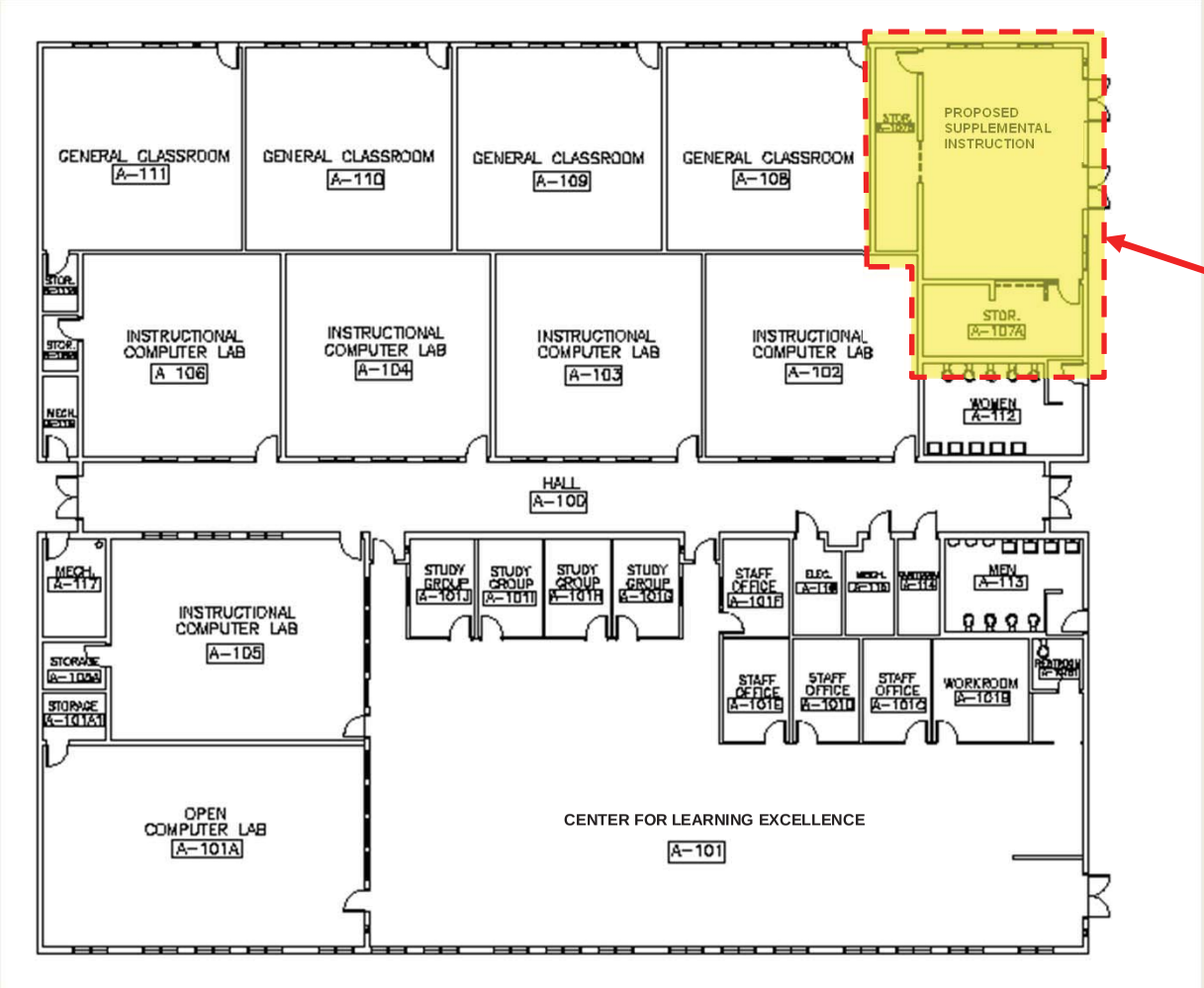
Renovation of Space for Supplemental Instruction

Project Proposed Site

PROJECT LOCATION



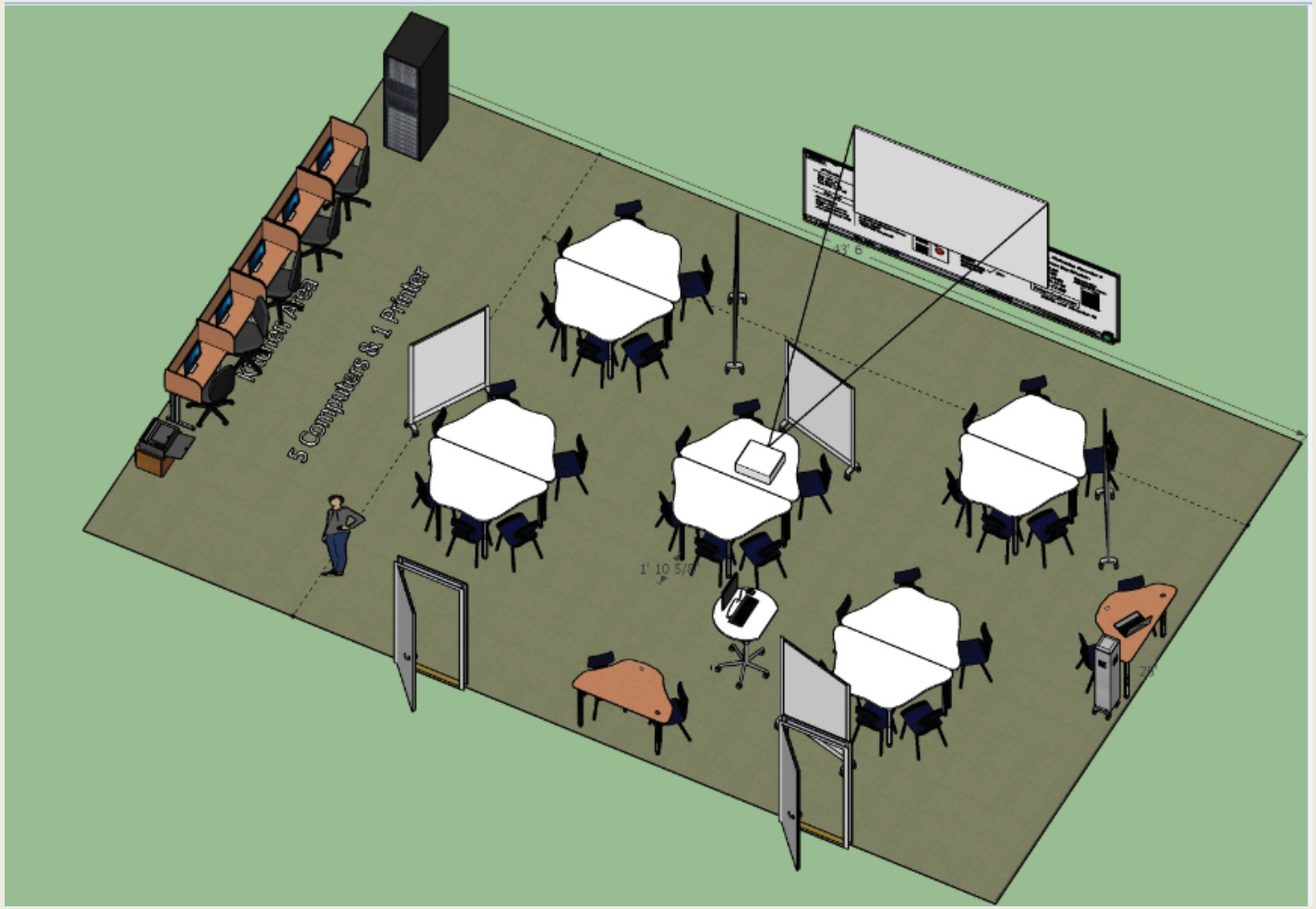
Project Proposed Location



PROJECT LOCATION

CENTER FOR LEARNING EXCELLENCE
BUILDING A

Renovation of Space for Supplemental Instruction



Proposed Layout

CENTER FOR LEARNING EXCELLENCE
BUILDING A

Interior Photos

Existing Space

Proposed Scope & Budget

Requested By

Library and Learning Support Services Department

Scope of work

Design and Renovation of Existing Space for Supplemental Instruction

Total Renovated Square Feet = 1,320 sf

Estimated Construction Cost per Square Foot = $100/sq ft

Estimated Total Project Budget

Construction	$ 132,000
Design	13,200
Miscellaneous	4,000
FFE	50,000
Technology	25,000
Total Project Budget	$224,200

Review and Action as Necessary on Authorization to Proceed with Solicitation of Architectural Services for the Starr County Campus Workforce Center Building D Welding Lab Expansion

Approval of authorization to proceed with the publication of a Request for Qualifications (RFQ) to solicit architectural services for the Starr County Campus Workforce Center Building D Welding Lab Expansion project is requested.

Purpose
The Board is asked to approve the solicitation of architectural services for the expansion of the Starr County Campus Workforce Center Building D welding lab.

Justification
Solicitation of Request for Qualifications (RFQ) for architectural services is necessary to procure a design team to prepare all necessary design development drawings and specifications in preparation for construction. Once the statements of qualifications are received, an evaluation team would evaluate the responses using the currently approved procurement process and propose an architect to the Facilities Committee at a later date.

Background
The proposed Starr County Campus Workforce Center Building D Welding Lab Expansion project is part of the College's FY 2019-2020 Capital Improvement Projects. The College's Welding Program at Starr County Campus has experienced a growth in enrollment and needs more space to accommodate demand. The Welding Department has requested expanding the existing Welding Lab to allow for ten (10) more welding stations. Renovations of the existing welding lab will also be included.

The proposed scope of work is summarized as follows:

- Design to expand the existing welding lab
- Expansion will add an additional ten (10) welding stations
- 1,000 sq ft of space to be expanded

The total project budget is $230,000 and itemized in the table below:

Starr County Campus Workforce Center Building D Welding Lab Expansion Total Project Budget	
Budget Item	**Budget Amount**
Construction	$150,000
Design	15,000
Miscellaneous	5,000
FFE	50,000
Technology	10,000
Total Project Budget	**$230,000**

Funding Source
Funds are budgeted in the FY 2019-2020 Unexpended Construction Plant Fund budget.

Reviewers
The proposed expansion has been reviewed by Welding Department staff and the Coordinated Operations Council.

Enclosed Documents
Facilities Planning & Construction Staff has prepared a presentation of the project and a preliminary layout of the space for the Board's review and information.

The Facilities Committee recommended Board approval to solicit architectural services for the Starr County Campus Workforce Center Building D Welding Lab Expansion project as presented.

Recommendation:
It is recommended that the Board of Trustees of South Texas College approve and authorize the solicitation of architectural services for the Starr County Campus Workforce Center Building D Welding Lab Expansion project as presented.

The Following Minute Order is proposed for consideration by the Board of Trustees:
The Board of Trustees approves and authorizes the solicitation of architectural services for the Starr County Campus Workforce Center Building D Welding Lab Expansion project as presented.

Approval Recommended:

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

Project Fact Sheet
9/5/2019

Project Name:	Starr County Campus - Building D Welding Lab Expansion							
Funding Source(s):	Unexpended Plant Fund		**Original Budget**		**Amended Budget**		**Actual Expenditures To Date**	**Variance of Amended Budget vs. Actual Expenditures To Date**
		Construction:	$ 150,000					
		Design:	15,000					
		Miscellaneous:	5,000					
		FFE:	50,000					
		Technology:	10,000					
		Total:	**$ 230,000**		$ -		$ -	$ -
Architect:	TBD							
Contractor:	TBD	**Board Approval of Schematic Design**	N/A					
STC FPC Project Manager:	Martin Villarreal	**Substantial Completion**	TBD		**Board Acceptance**	TBD		
		Final Completion	TBD		**Board Acceptance**	TBD		

Project Description

Expansion and renovation of the existing welding lab.

Project Scope

Expansion of existing welding lab to add approximately 1,000 sq ft to accommodate ten (10) more welding stations. The existing space will be renovated to incorporate automotive lab space and welding lab space.

Projected Timeline

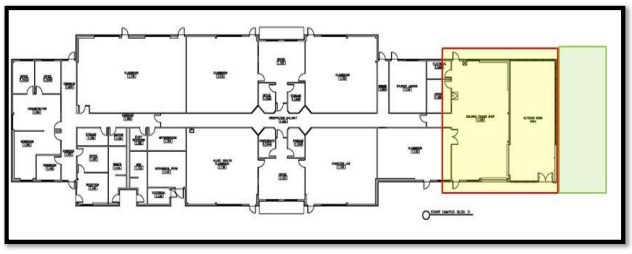
Board Approval of Architect	Board Approval of Schematic Design	Board Approval of Contractor	Construction Start Date	Substantial Completion Date	Final Completion Date	FFE Completion of Move In
12/10/2019	4/28/2020	9/22/2020	10/14/2020	2/1/2021	3/1/2021	4/1/2021

Project Calendar of Expenditures by Fiscal Year

Fiscal Year	Construction	Design	Misc.	FFE	Tech	Project Total
2019-20	$ -	$ -	$ -	$ -	$ -	$ -
Project Total	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**

Current Agenda Item

9/10/19 Facilities Committee: Review and Recommend Action on Authorization to Proceed with Solicitation of Architectural Services for the Starr County Campus Workforce Center Building D Welding Lab Expansion



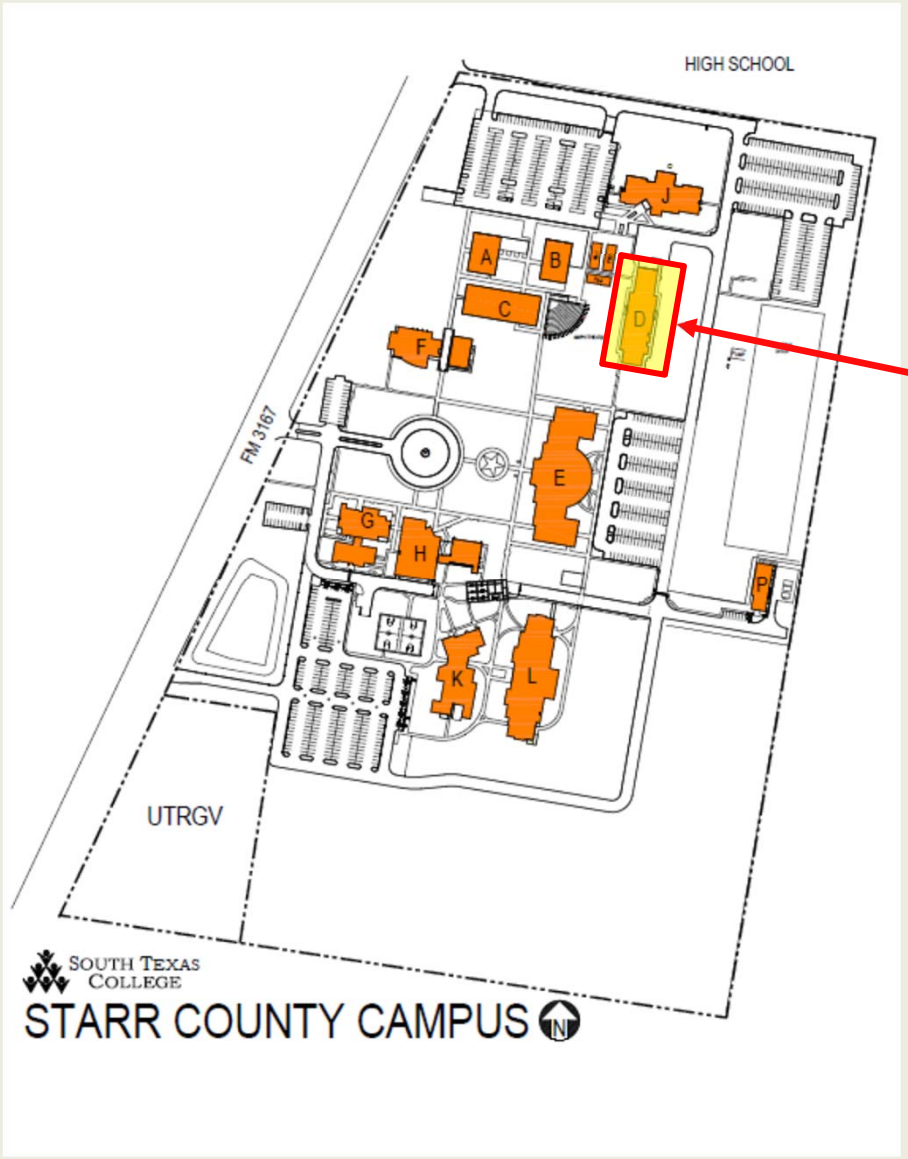
SOUTH TEXAS COLLEGE

Starr County Campus

Workforce Center - Building D

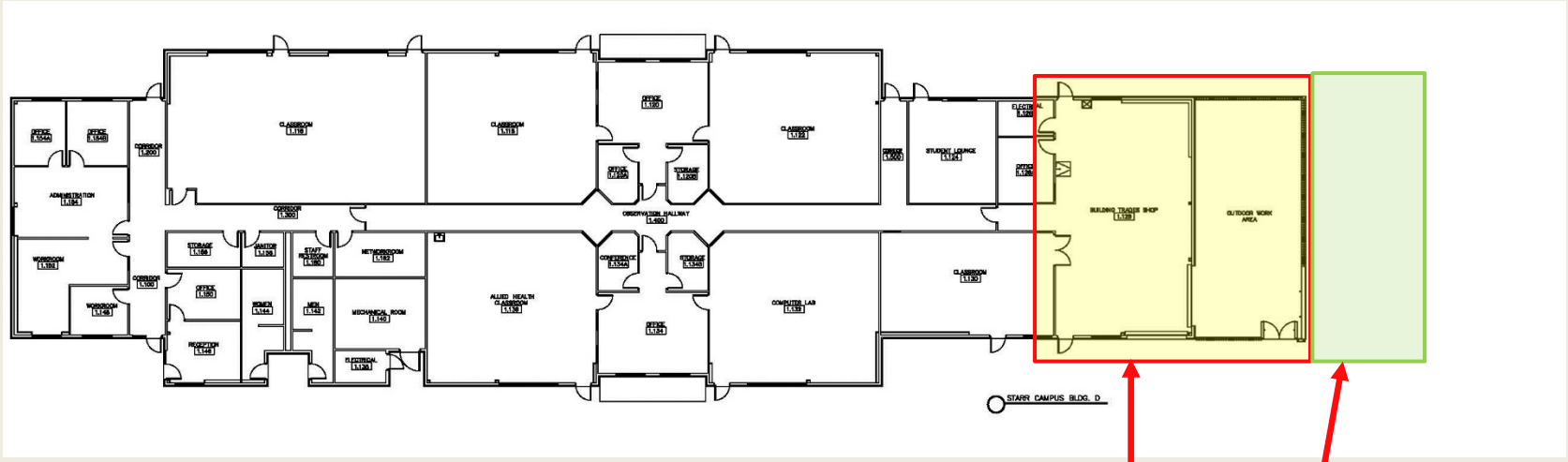
Welding Lab Expansion

Project Proposed Site



PROJECT LOCATION

Project Proposed Location



EXISTING WELDING LAB

PROPOSED WELDING LAB EXPANSION

WORKFORCE CENTER BUILDING D

Interior Photos

Existing Welding Lab

Interior Photos

Existing Welding Lab

Interior Photos

Existing Welding Lab

Interior Photos

Existing Welding Lab

Proposed Scope & Budget

Requested By

Welding Department

Scope of work

Design and Construction of Welding Lab Expansion for Additional Welding Stations

Total Square Feet Area = 1,000

Estimated Construction Cost per Square Foot = $150/sq ft

Estimated Total Project Budget

Construction	$ 150,000
Design	15,000
Miscellaneous	5,000
FFE	50,000
Technology	10,000
Total Project Budget	$ 230,000

Review and Action as Necessary on Authorization to Proceed with Solicitation of Construction Services for the Pecan Campus Arbor Brick Column Repairs & Replacement

Approval of authorization to proceed with the solicitation of construction services for the Pecan Campus Arbor Brick Column Repairs & Replacement project is requested.

Background
The Pecan Campus Arbor Brick Column Repairs & Replacement is a Renewals & Replacements project to repair and replace the arbor brick columns, many of which have developed multiple cracks. Through the College President's authority, College staff contracted design services with Solorio Inc. to evaluate, provide recommendations, provide construction drawings, and provide construction administration for all repairs of the arbor brick columns for a total fee of $8,500.

Expedited Repairs
The brick columns at the arbor location on the south side of the Ann Richards Administration Building D were made a priority and their repair was expedited due to the extent of the cracks. The completed construction repairs in this location were performed by Limon Masonry, LLC, and expended from the FY 2018-2019 Renewals & Replacements budget in the amount of $17,594.

The project expenditures to date are summarized in the table below:

Pecan Campus Arbor Brick Column Repairs and Replacement Total Project Budget – FY 2018-2019				
Budget Item	**Budget**	**Total Costs**	**Amount Paid to Date**	**Pending Payments**
Construction	$46,000	$17,594	$15,812	$1,782
Design	0	8,500	7,000	1,500
Miscellaneous	1,000	1,098.88	1,098.88	0
Total	**$47,000**	**$26,094**	**$23,910.88**	**$3,282**

Remaining Repairs
College staff proposes to continue repairing the arbor brick columns in the remaining eleven (11) Pecan Campus locations as follows:

- North sides of Ann Richards Administration Building A
- North side of Art Building B
- North side of Sylvia Esterline Center for Learning Excellence Building C
- North sides of Ann Richards Administration Building D
- West side of Library Building F
- East and west sides of Business and Science Building G
- East and west sides of Student Activities Center Building H

The project budget for FY 2019-2020 is summarized in the table below:

Pecan Campus Arbor Brick Column Repairs and Replacement Total Project Budget – FY 2019-2020			
Budget Item	**Budget**	**Pending Payments from FY 2018-2019**	**Remaining Budget**
Construction	$200,000	$1,782	$198,218
Design	11,000	1,500	9,500
Miscellaneous	10,000	0	10,000
Total	**$221,000**	**$3,282**	**$217,718**

Solorio, Inc. has developed construction documents using College design standards as well as all applicable codes and ordinances for the solicitation of construction services. The construction documents will be issued for solicitation of construction proposals. Once received, construction proposals will be evaluated and submitted to the Board of Trustees with a proposal to award a construction contract.

College staff is requesting approval to proceed with the bidding phase of soliciting construction proposals from contractors.

Funding Source
As part of the FY 2019-2020 Renewals & Replacements budget, the total project cost, including construction, design, and miscellaneous, is $221,000.

The Facilities Committee recommended Board approval to proceed with the solicitation of construction services for the Pecan Campus Arbor Brick Column Repairs & Replacement project as presented.

Recommendation:
It is recommended that the Board of Trustees of South Texas College approve and authorize proceeding with the solicitation of construction services for the Pecan Campus Arbor Brick Column Repairs & Replacement project as presented.

The Following Minute Order is proposed for consideration by the Board of Trustees:
The Board of Trustees approves and authorizes proceeding with the solicitation of construction services for the Pecan Campus Arbor Brick Column Repairs & Replacement project as presented.

Approval Recommended:

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

SOUTH TEXAS COLLEGE

Project Fact Sheet
9/5/2019

Project Name:	Pecan Campus - Arbor Brick Column Repairs and Replacement				
Funding Source(s):	Renewals & Replacements		**Original Budget**		**Actual Expenditures To Date**
		Construction:	$ 200,000		$ 15,812
		Design:	11,000		7,000
		Miscellaneous:	10,000		
		FFE:	-		
		Technology:	-		
		Total:	**$ 221,000**		**$ 22,812**
Architect/Engineer:	Solorio Inc.	**Board Approval of Schematic Design**	N/A		
Contractor - Expedited Work:	Limon Masonry, LLC				
Contractor - Remaining Work:	TBD				
STC FPC Project Manager:	Martin Villarreal	**Substantial Completion**	TBD	**Board Acceptance**	TBD
		Final Completion	TBD	**Board Acceptance**	TBD

Project Description

Repairing and replacement of the damaged arbor brick columns at the exterior entry arbors throughout Pecan Campus.

Project Scope

Demolish existing arbor brick columns that have developed cracks and rebuild brick columns with new brick veneer and steel columns at the twelve arbor locations.

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
N/A	N/A	11/26/2019	12/1/2019	7/1/2020	8/1/2020	N/A

Project Calendar of Expenditures by Fiscal Year

Fiscal Year	Construction	Design	Misc.	FFE	Tech	Project Total
2018-19	$ 15,812	$ 7,000	$ -	$ -	$ -	**$ 22,812**
2019-20	$ -	$ -	$ -	$ -	$ -	$ -
Project Total	**$ 15,812**	**$ 7,000**	**$ -**	**$ -**	**$ -**	**$ 22,812**

Current Agenda Item

9/10/19 Facilities Committee: Review and Recommend Action on Authorization to Proceed with Solicitation of Construction Services for the Pecan Campus Arbor Brick Column Repairs & Replacement

Indicates Locations of Arbor Brick Column Repairs

SOUTH TEXAS COLLEGE

PECAN CAMPUS

Arbor Brick Column Repair and Replacements

SOUTH TEXAS COLLEGE

Existing Arbor Brick Column Photos

Example: Ann Richards Administration Building A

Existing Arbor Brick Column Photos

Example: Ann Richards Administration Building A

Review and Action as Necessary on Substantial Completion of the Nursing and Allied Health Campus Parking Lot 1 Resurfacing

Approval of substantial completion of the Nursing and Allied Health Campus Parking Lot 1 Resurfacing project is requested.

	Project	Completion Recommended	Date Received
1.	Nursing and Allied Health Campus Parking Lot 1 Resurfacing Engineer: R. Gutierrez Engineering Contractor: Gonzalez Enterprises, LLC	Substantial Completion Recommended	August 23, 2019

College staff visited the site and developed a construction punch list on August 23, 2019. A Certificate of Substantial Completion has been issued. Substantial Completion was accomplished within the time allowed in the Owner/Contractor agreement for this project by Gonzalez Enterprises, LLC.

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

The Facilities Committee recommended Board approval substantial completion of the Nursing and Allied Health Campus Parking Lot 1 Resurfacing project as presented.

Recommendation:
It is recommended that the Board of Trustees of South Texas College approve and authorize substantial completion of the Nursing and Allied Health Campus Parking Lot 1 Resurfacing project as presented.

The Following Minute Order is proposed for consideration by the Board of Trustees:
The Board of Trustees approves and authorizes substantial completion of the Nursing and Allied Health Campus Parking Lot 1 Resurfacing project as presented.

Approval Recommended:

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

R. Gutierrez Engineering Corporation

Engineering Firm Number: F-486
Surveying Firm Number: 101650-00

Certificate of Substantial Completion

PROJECT: **STC NURSING & ALLIED HEALTH CAMPUS – PARKING LOT #1 RESURFACING**
PROJECT NUMBER: **ENG18.002**
OWNER: **SOUTH TEXAS COLLEGE**
CONTRACTOR: **GONZALEZ ENTERPRISES, LLC**

The Work performed under this Contract has been reviewed and found, to the Engineer's best knowledge, information and belief, to be substantially complete. Substantial Completion is the stage in the progress of the Work when the Work or designated portion is sufficiently complete in accordance with the Contract Documents so that the owner can occupy or utilize the Work for its intended use. The date of Substantial Completion of the Project or portion designated above is the date of issuance established by this Certificate, which is also the date of commencement of applicable warranties required by the Contract Documents, except as stated below: Construction time is stopped at the day of Issuance.

Ramiro Gutierrez, P.E.		08/23/2019
Engineer	By:	Date of Issuance

A list of items to be completed or corrected is attached hereto. The failure to include any items on such list does not alter the responsibility of the Contractor to complete all Work in accordance with the Contract Documents. Unless otherwise agreed to in writing, the date of commencement of warranties for items on the attached list will be the date of issuance of the final Certificate of Payment or the date of final payment.

The Contractor will complete or correct the Work on the list of items attached hereto and complete the work by September 23, 2019.

Gonzalez Enterprises, LLC		
Contractor	By	Date

The Owner accepts the Work or designated portion as substantially complete and will assume full possession thereof, in accordance with the contract documents.

SOUTH TEXAS COLLEGE		
Owner	By:	Date

130 East Park Avenue – Pharr, Texas 78577 – Phone: 956-782-2557 – Fax: 956-782-2558 – E-mail: rgutierrez@rgec.net

Project Fact Sheet
9/6/2019

Project Name:	Nursing and Allied Health Campus - Parking Lot 1 Resurfacing					
Funding Source(s):	Renewals & Replacements		**Original Budget**	**Amended Budget**	**Actual Expenditures To Date**	**Variance of Amended Budget vs. Actual Expenditures To Date**
		Construction:	$ 250,000	$ 90,941	$ -	$ 90,941
		Design:	25,000	27,330	23,792	3,538
		Miscellaneous:	7,000	7,000	2,883	4,117
		FFE:	-		-	-
		Technology:	-		-	-
		Total:	**$ 282,000**	**$ 125,271**	**$ 26,674**	**$ 98,597**
Engineer:	R. Gutierrez Engineering Corp.	**Board Approval of Schematic Design**	N/A			
Contractor:	Gonzalez Enterprises					
STC FPC Project Manager:	David Valdez	**Substantial Completion**	8/23/2019	**Board Acceptance**	9/24/2019	
		Final Completion	9/23/2019	**Board Acceptance**	TBD	

Project Description

Resurfacing of Parking Lot #1.

Project Scope

Resurfacing of approximately 53,000 square feet of the existing asphalt parking lot #1 at the Dr. Ramiro R. Casso Nursing and Allied Health Campus as part of the Renewal and Replacement deffered maintenance program.

Projected Timeline

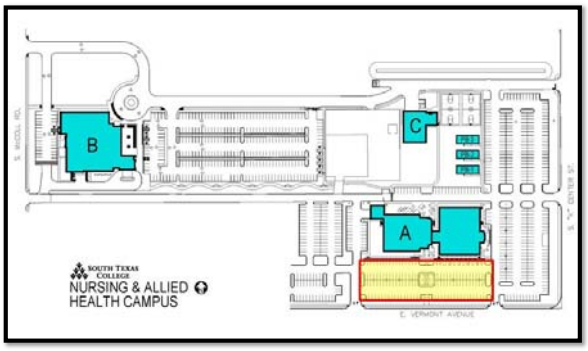
Board Approval of Architect	Board Approval of Schematic Design	Board Approval of Contractor	Construction Start Date	Substantial Completion Date	Final Completion Date	FFE Completion of Move In
12/13/2018	N/A	5/30/2019	6/1/2019	8/23/2019	9/23/2019	N/A

Project Calendar of Expenditures by Fiscal Year

Fiscal Year	Construction	Design	Misc.	FFE	Tech	Project Total
2018-19	$ -	$ 23,792	$ 2,883	$ -	$ -	**$ 26,674**
Project Total	**$ -**	**$ 23,792**	**$ 2,883**	**$ -**	**$ -**	**$ 26,674**

Current Agenda Item

9/10/19 Facilities Committee: Review and Recommend Action on Substantial Completion of the Nursing and Allied Health Campus Parking Lot 1 Resurfacing



Nursing and Allied Health Campus
Parking Lot 1 Resurfacing

Review and Action as Necessary on Substantial Completion of the District Wide Markerboard Replacements

Approval of substantial completion of the District Wide Marker Board Replacements project is requested.

	Project	Completion Recommended	Date Received
1.	District Wide Marker Board Replacements Contractor: Noble Texas Builders	Substantial Completion Recommended	September 3, 2019

College staff visited the site and developed a construction punch list on September 3, 2019. A Certificate of Substantial Completion has been issued. Substantial Completion was accomplished within the time allowed in the Owner/Contractor agreement for this project by Noble Texas Builders.

The marker board replacement locations are listed below:

Technology Campus

- Emerging Technologies Building A

Starr County Campus

- Workforce Center Building D
- South Academic Building E

Enclosed Documents

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

The Facilities Committee recommended Board approval of substantial completion of the District Wide Marker Board Replacements project as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize substantial completion of the District Wide Marker Board Replacements project as presented.

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

The Board of Trustees approves and authorizes substantial completion of the District Wide Marker Board Replacements project as presented.

Approval Recommended:

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

Substantial Completion Acceptance

Project Name: District Wide - Marker Board Replacement-Starr County Campus-Technology Campus

Project No.: 19-0446-00

Owner: South Texas College

Contractor: Noble Texas Builders, LLC

A/E Firm: N/A

Scope of Work Covered by This Acceptance:

Removal of existing Speak Easy Boards from two walls, replace them with new marker boards, provide new texture and paint on effected walls in all classrooms and labs.

Effective Date of Acceptance: 9/3/2019

This constitutes the Owner's acceptance for Beneficial Occupancy: Yes [X] No [ ]

In accordance with plans and specifications of the Contract, this is to confirm the results of the substantial completion inspection(s). The "punch list(s)" of items remaining to be completed or corrected as of the effective date of this acceptance, is formally issued under separate cover. It is expressly understood that the failure to include any items on such list (s) does not alter the responsibility of the Contractor to complete all Work in accordance with the Contract Documents. In accordance with the Contract, the Date of Substantial Completion is that Date jointly certified by the Architect/Engineer, owner and Contractor that the Work is sufficiently completed for the Owner to utilize it, or designated portion thereof, for the intended purpose.

As of the effective date noted above, the Contractor is relieved of the responsibilities for utilities, maintenance, security, custodial services, and insurance coverage, which may pertain specifically to the Work, covered by this acceptance. The Contractor remains responsible; however, to maintain full insurance coverage as required by the Contract for any areas of the project not yet accepted, and such coverage as may be necessary for its employees and subcontractors while engaged in completion of the punch list items as identified above.

The Owner and A/E will continue to inspect the entire project, including the work accepted herein, until final completion and acceptance of all elements of the work. This inspection will cover such defects as may have been overlooked as well as the items currently remaining on the punch list (s). The date of Substantial Completion Acceptance of the Project or portion designated above is the date of issuance established by this document, which is also the date of commencement of applicable warranties required by the Contract Documents.

The **Contractor** shall complete/correct the items identified on the punch list(s) within 30 Calendar days from the Effective Date of this Acceptance.

Printed Name and Title	Signature	Date
Jose L. Castro Project Manager		9/3/2019

The **Architect/Engineer** agrees that the Work noted in this Acceptance is sufficiently complete to be used as intended.

Printed Name and Title	Signature	Date
N/A		

With the exception of those items noted on the attached "punch list(s)", the **Owner** accepts the Work designated herein as Substantially Complete as of the Effective Date of this Acceptance.

Printed Name and Title	Signature	Date
		9/3/2019

SOUTH TEXAS COLLEGE

fpc - 6/01/2015

SOUTH TEXAS COLLEGE

Project Fact Sheet
9/6/2019

Project Name:	District Wide - Marker Board Replacements					
Funding Source(s):	Renewals & Replacements		**Original Budget**	**Amended Budget**	**Actual Expenditures To Date**	**Variance of Amended Budget vs. Actual Expenditures To Date**
		Construction:	$ 210,841	$ 125,260	$ 89,588	$ 35,672
		Design:	-	-	-	$ -
		Miscellaneous:	1,000	1,000	762	$ 238
		FFE:	-	-	-	$ -
		Technology:	-	-	-	$ -
		Total:	**$ 211,841**	**$ 126,260**	**$ 90,350**	**$ 35,910**
Architect:	TBD					
Contractor:	TBD	**Board Approval of Schematic Design**	N/A			
STC FPC Project Manager:	Samuel Saldaña	**Substantial Completion**	9/3/2019	**Board Acceptance**	9/24/2019	
		Final Completion	10/3/2019	**Board Acceptance**	10/29/2019	

Project Description

Replacing marker boards district-wide.

Project Scope

Upgrading existing marker boards to new standard marker boards at Starr County Campus, Technology Campus, and Mid Valley Campus.

Projected Timeline

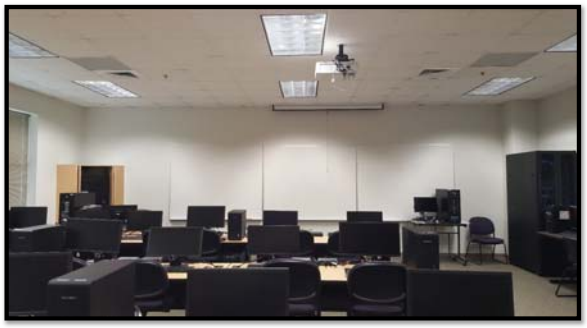
Board Approval of Architect	Board Approval of Schematic Design	Board Approval of Contractor	Construction Start Date	Substantial Completion Date	Final Completion Date	FFE Completion of Move In
N/A	N/A	3/26/2019	4/1/2019	9/3/2019	10/3/2019	N/A

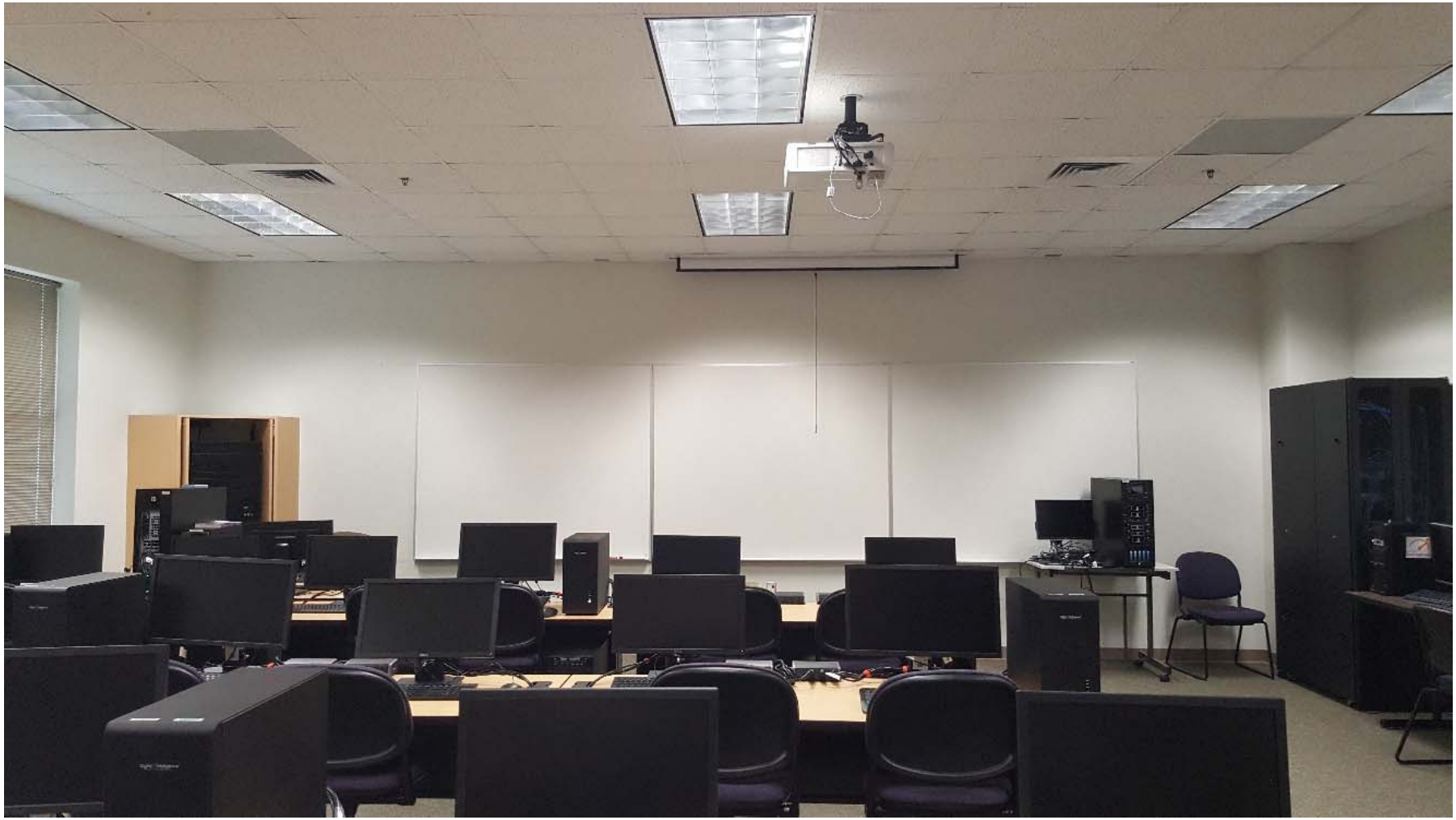
Project Calendar of Expenditures by Fiscal Year

Fiscal Year	Construction	Design	Misc.	FFE	Tech	Project Total
2018-19	$ 89,588	$ -	$ 762	$ -	$ -	**$ 90,350**
Project Total	**$ 89,588**	**$ -**	**$ 762**	**$ -**	**$ -**	**$ 90,350**

Current Agenda Item

9/10/19 Facilities Committee: Review and Recommend Action on Substantial Completion of the District Wide Marker Board Replacements





District Wide Marker Board Replacement

Review and Discussion Regarding Phase I Feasibility and Phase II Architectural Design Fees for Proposed Architectural Contract for the Renovation and Expansion of the Existing Pecan Campus Library Building F

The Board is asked to review and discuss the Phase I Feasibility and Phase II Architectural Design fees for the Renovation and Expansion of the Existing Pecan Campus Library Building F.

Chairman Paul R. Rodriguez has asked that the Board refrain from action on this item at this time, but that further discussion be undertaken as necessary. This item can be presented to the Facilities Committee in October 2019 for any further updates that might be required.

Purpose
Authorization is requested to finalize the architectural services contract negotiations for the Phase I Feasibility and Phase II Architectural Design fees with ERO Architects for architectural design services for the Renovation and Expansion of the Existing Pecan Campus Library Building F project.

Justification
Approval of the negotiated fees with ERO Architects will allow execution of the Owner/Architect Agreement for the architect to proceed with design services.

Background
On June 25, 2019, the Board approved to contract architectural design services with ERO Architects for the feasibility study, design, and construction administration services for the Renovation and Expansion of the Existing Pecan Campus Library Building F project. The project will consist of two phases for the renovation and expansion of the existing Library and Center for Learning Excellence facilities. The first phase of the project would be to assess at least three expansion options, including expansion to the west, south, or east of the current Library, and to recommend Board approval of an expansion option. Upon Board approval of an expansion option, the second phase of the project would be to serve as the architect of record, including the development of construction documents, solicitation of construction services, and oversight of construction for the project.

Staff has been in contract and fee negotiations with ERO Architects in an effort to finalize design fees based on the College's previously approved architectural fee schedule. ERO Architects will be incorporating the services of consultants for library design, technology and acoustics, civil engineering, and landscape architecture.

Phase 1 – Pecan Campus Library Expansion Feasibility Study
ERO Architects will conduct a comprehensive feasibility study to analyze and recommend options for the expansion of the Pecan Campus Library Building F, including at least options to expand eastward, southward, or by creating a structural connection to Building C.

ERO Architects proposed engaging the following firms, whose fees would be included within the architectural contract and would not be an additional cost to the College:

- Library Consultant: 720 Design
- Structural Engineer: ERO Architects
- Mechanical, Electrical, & Plumbing Engineer: Halff Associates, Inc.
- Technology & Acoustics: The Sextant Group
- Civil Engineer: Perez Consulting Engineers, LLC.

ERO Architect's estimated fee for phase 1, including the subcontracted firms, would be $186,360.

Phase 2 – Pecan Campus Library Expansion Design and Construction
ERO Architects will design and supervise construction of the selected expansion option, and will maintain a construction budget of $11,500,000.

Mr. Ochoa further noted that while Phase 1 would analyze at least three expansion options and make a recommendation for the Board's consideration, the additional service fees for design consultants might change depending on the Board's ultimate decision of an expansion option. He explained that some options may incur higher civil engineering costs, for instance.

ERO Architects proposed engaging the following firms, whose fees would be included within the architectural contract and would not be an additional cost to the College:

- Library Consultant: 720 Design
- Technology & Acoustics: The Sextant Group
- Civil Engineer: Perez Consulting Engineers, LLC.
- Landscape Architect: Stephen P. Walker Landscape Architect
- Structural Engineer: ERO Architects
- Mechanical, Electrical, & Plumbing Engineer: Halff Associates, Inc.

ERO Architects' base fee would be $833,750, calculated at 7.25% of the construction budget.

ERO Architects has added $146,000 in additional service fees as required for contracted consultants.

ERO Architects has also added a management fee of $14,600, calculated at 10% of the consultants' fees, for administration of those consultants for the duration of the project.

Evaluation of Design Fees Compared to Construction Budget

The following table summarizes the design fees for Phase I and Phase II, and provides a comparison to the total Construction Budget:

Phase I Feasibility Study		
	ERO Architects	
Architect Basic Service including consultants	$186,360	
Total:	**$186,360**	
Percent of $11.5M Budget:	1.62%	
Phase II Design and Construction		
	ERO Architects	**Consultant**
Architect Basic Service including Library Consultant	$833,750	
Technology & Acoustics		$84,000
Civil Engineering		$51,180
Landscape Architect		$10,220
Additional Svcs. Management	$14,600	
Total:	**$848,350**	**$146,000**
Percent of $11.5M Budget:	7.38%	1.27%

When the design fees for Phase I and Phase II are added together, they total $1,180,710, which represents 10.27% of the $11.5M Construction Budget.

Responsibility of Architect to Meet Budget

On September 10, 2019, the Facilities Committee noted that ERO Architects would be responsible to provide a design within construction budget.

Mr. Eli Ochoa noted that the contract stipulated that if construction proposals were more than 3% beyond the budget, ERO Architects would undertake the redesign at no cost to the College.

Funding Source

Funds for these expenditures are budgeted and available in the unexpended construction budget for FY 2019-2020.

The Facilities Committee recommended Board approval of action as necessary regarding the Phase I Feasibility and Phase II Architectural Design fees for the Renovation and Expansion of the Existing Pecan Campus Library Building F as presented.

No action is requested at this time.

Renovation and Expansion of the Existing Pecan Campus Library

September 24, 2019 Board Meeting

Rick De La Garza, Director of Facilities Planning & Construction

Mary Elizondo, Vice President for Finance and Administration Services

SOUTH TEXAS COLLEGE

Architect's Proposed Consultants

- **Phase I Comprehensive Feasibility Study Consultants**
  - Library Consultant: 720 Design
  - Structural Engineer: ERO Architects
  - Mechanical, Electrical, & Plumbing Engineer: Halff Associates, Inc.
  - Technology & Acoustics: The Sextant Group
  - Civil Engineer: Perez Consulting Engineers, LLC.

- **Phase II Design and Construction**
  - Library Consultant: 720 Design
  - Technology & Acoustics: The Sextant Group
  - Civil Engineer: Perez Consulting Engineers, LLC.
  - Landscape Architect: Stephen P. Walker Landscape Architect
  - Structural Engineer: ERO Architects
  - Mechanical, Electrical, & Plumbing Engineer: Halff Associates, Inc.

Phase I Library Expansion Feasibility Study

- Board Approved April 23, 2019
- Architect to determine best options for expansion of the Pecan Campus Library Building F
  - A minimum of (3) three options will be provided for Board review and selection
  - The architect will provide designs based on the current construction budget of $11,500,000.
- Estimated cost is $186,360
  - Architect's fees will be a lump sum fee to include the architect's fees and all consultant's fees

Phase II: Design and Construction

- Includes Design, Bidding, and Construction Administration Services for the Board approved selected option
- Architect has proposed a 7.25% fee percentage based on the current construction budget of $11,500,000 which includes a library consultant as part of the architect's basic services

  Architect Basic Services Fee 7.25% x $11,500,00 = $833,750

  - Architect has also provided additional service fees for each of the following consultants:
    - The Sextant Group (Technology & Acoustics) $84,000
    - Perez Consulting Engineers (Civil Engineering) $51,180
    - Stephen P. Walker Landscape Architect(Landscape Architect) $10,220

    Total Additional Services $146,000
  - Architect will contract directly with each of the consultants
  - Architect will be compensated cost plus 10% for additional services of approximately $14,600
  - Architect has also noted an option to provide services for furniture layout, selection, bid documents, bidding, and installation coordination

RENOVATION AND EXPANSION OF THE EXISTING PECAN CAMPUS LIBRARY

Architect's Fee Proposal Summary

- **Phase I: Feasibility Phase**
  - Proposed Lump Sum for Phase I Feasibility Study **$186,360**
- **Phase II: Design and Construction**
  - Architects Basic Services Fee **833,750**
  - Total Additional Services **160,600**
- **Total Fees for Phase I and Phase II** **$1,180,710**

Optional: Architect has also proposed an additional service fee for FFE (furniture) consulting services using 720 Design

- 7.9% times the Cost of the Work for FFE (TBD)

Pecan Campus Renovation and Expansion of the Existing Library Bldg. F.

Owner's Estimated Construction Budget: **$ 11,500,000**

Draft #3 - Received 9/9/2019

	Phase I Feasibility Study		Phase II Design and Construction		Total Phase I & II	
Professional Firms	Professional Fees	% Fees	Professional Fees	% Fees	Professional Fees	% Fees
Board Approved Fee Schedule			$ 833,750	7.25%		
ERO Architects	$ 186,360	1.62%	$ 833,750	7.25%	$ 1,020,110	8.87%
720 Designs - Library Consultant	-		-	0.00%	-	0.00%
Total Professional Fees	$ 186,360	1.62%	$ 833,750	7.25%	$ 1,020,110	8.87%
Difference - Board Approved vs ERO			$ -	0.00%		
Total Additional Services			$ 160,600	1.40%	$ 160,600	1.40%
Grand Total	$ 186,360	1.62%	$ 994,350	8.65%	$ 1,180,710	10.27%

Pecan Campus Renovation and Expansion of the Existing Library Bldg. F.

Owner's Estimated Construction Budget: **$ 11,500,000**

Draft #3 - Received 9/9/2019

Professional Firms	Phase I Feasibility Study Professional Fees	Phase I % Fees	Phase II Design and Construction Professional Fees	Phase II % Fees	Total Phase I & II Professional Fees	Total Phase I & II % Fees
DETAIL - Additional Services - Specialty Consultants						
720 Designs - Library Consultant	$ -	0.00%	$ -	0.00%	$ -	0.00%
ERO's Markup	-	0.00%	-	0.00%	-	0.00%
Halff Associates, Inc.	-	0.00%	-	0.00%	-	0.00%
ERO's Markup	-	0.00%	-	0.00%	-	0.00%
The Sextant Group - AVIT Consultant	-	0.00%	84,600	0.74%	84,600	0.74%
ERO's Markup	-	0.00%	8,460	0.07%	8,460	0.07%
Perez Consulting Engineers, LLC	-	0.00%	51,180	0.45%	51,180	0.45%
ERO's Markup	-	0.00%	5,118	0.04%	5,118	0.04%
Stephen P. Walker Landscape Architect	-	0.00%	10,220	0.09%	10,220	0.09%
ERO's Markup	-	0.00%	1,022	0.01%	1,022	0.01%
Total Additional Services	**$ -**	**0.00%**	**$ 160,600**	**1.40%**	**$ 160,600**	**1.40%**
Optional Additional Services			**7.9% of FFE**			

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.

Facilities Planning & Construction Department
FY 2019-20 Master Schedule for Capital Improvement Projects (CIP)
and
Renewal and Replacement (R&R) Projects

LEGEND FOR PROJECT PHASES				STATUS	
	Pending Approval to Start		Bidding and Negotiations	√	Approved and In Progress
PD	Project Development		Board Approval		
	Project Start (RFQ,Ad,Bd App)		Construction Phase	+	Preparing for Approval
	Design Phase		Project Complete		
	Schematic Design Approval				

#	Status	Proposed Projects	Method	Budget	PM	FY2019 Jan. 19' - Aug. 19'								FY2020 Sept. 19' - Aug. 20'												FY2021 Sept. 20' - Aug. 21'												FY2022 Sept. 21' - Dec. 21'			
		Months				J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D
Pecan Campus																																									
1	✓	Pecan - Sand Volleyball Courts	C	15,884	DV	1	1	1	1	1	1	1	1	1																											
2	✓	Pecan - Library (Renovation/Expansion)	A	500,000	RC						1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
3	✓	Pecan - Building M Office and Work Space Renovation	A	420,000	MV	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1																				
4	✓	Pecan - Athletic Field Fence Enclosure	FPC	TBD	DV	1	1	1	1	1	1	1	1	1																											
5	✓	Pecan - Building D Renovation	A	180,000		1	1	1	1	1	1	1	1																												
6	✓	Pecan - Building H Cafeteria Renovation for Culinary Arts	A	600,000	MV	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1																
7	ON HOLD	Pecan - Building H West Elevation Modifications	A	150,000	TBD													1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1						
8	ON HOLD	Pecan - Park and Ride Renovation and Fence Enclosure for College Vehicles	A	60,000	MV													1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1						
9	ON HOLD	Pecan - Cooling Tower Screen Upgrades	A	275,000	TBD													1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1						
10	ON HOLD	Pecan - Site Improvements to North Pecan Campus	C	35,000	MV													1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1						
11		Pecan - Business and Science Building G Classroom Renovation	A/MEP	188,000										1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1												
12		Pecan - Entry Monument Sign	FPC	100,000										1	1	1	1	1	1	1	1	1																			
13	✓	Pecan - Arbor Brick Columns Repair & Replacement (RR)	O&M	200,000	MV	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1																
14	✓	Pecan - Building X Data Cabling Infrastructure Replacement (RR)	IT	90,000	RDLG										1	1	1																								
15	✓	Pecan - Building J Data Cabling Replacement (RR)	IT	200,000	RDLG				1	1	1	1	1	1																											
16		Pecan - Ann Richards Administration Building A Data Cabling Infrastructure Replacement (RR)		80,000																	1	1	1	1																
17		Pecan - Art Building B Data Cabling Infrastructure Replacement (RR)		40,000																	1	1	1	1																
18		Pecan - Student Activities Center Building H Data Cabling Infrastructure Replacement (RR)		150,000																	1	1	1	1																
19		Pecan - Information Technology Building M Generator Replacement (RR)		250,000										1	1	1	1	1	1	1	1	1	1																		
20		Pecan - Reseeding and Regrading of Athletic Fields (RR)	C	125,000										1	1	1	1	1	1	1	1																				

Facilities Planning & Construction Department
FY 2019-20 Master Schedule for Capital Improvement Projects (CIP)
and
Renewal and Replacement (R&R) Projects

LEGEND FOR PROJECT PHASES				STATUS	
	Pending Approval to Start		Bidding and Negotiations	√	Approved and In Progress
PD	Project Development		Board Approval		
	Project Start (RFQ,Ad,Bd App)		Construction Phase	+	Preparing for Approval
	Design Phase		Project Complete		
	Schematic Design Approval				

#	Status	Proposed Projects	Method	Budget	PM	FY2019 Jan. 19' - Aug. 19'								FY2020 Sept. 19' - Aug. 20'												FY2021 Sept. 20' - Aug. 21'												FY2022 Sept. 21' - Dec. 21'			
		Months				J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D
Pecan Plaza																																									
21		Pecan Plaza - Kinesiology Renovation	A	122,000										1	1	1	1	1	1	1	1	1	1	1	1	1	1															
Dr. Ramiro R. Casso Nursing and Allied Health Campus																																									
22	✓	NAH - Student Success Center Renovations	A	130,000	SS	1	1	1	1	1	1	1	1	1	1																											
23	✓	NAH - Student Services Renovation	A	275,000	MV		1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1																	
24		NAH - West Entry Campus Sign	FPC	75,000	DV										1	1	1	1	1	1	1	1	1																		
25	✓	NAH - West Side Window Waterproofing (RR)	O&M	50,000	RDLG									1	1	1	1	1																							
26	✓	NAH - Westside Elevators Refurbishment (RR)	O&M	150,000	RDLG								1	1	1	1																									
27	✓	NAH - Resurface Parking Lot #1 (RR)	C	250,000	DV	1	1	1	1	1	1	1	1	1																											
28	✓	NAH - Roofing Replacement (RR)	O&M	250,000	MV	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1																			
29		NAH - NAH East Building A Analog to Digital Conversion (RR)		500,000	RDLG																	1	1	1	1															
30		NAH - NAH East Building A Data Cabling Infrastructure Replacement (RR)		150,000	RDLG																	1	1	1	1															
Technology Campus																																									
31	✓	TC - Automotive Lab Exhaust System		100,000								1	1	1	1	1	1	1	1	1	1	1	1	1																
32	✓	TC - Building A & B Renovations	A	750,000	SS							1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
33	✓	TC - Shipping and Receiving Building D Office Renovation	O&M	50,000	RC	1	1	1	1	1	1	1	1																											
34		TC - Technology Campus Site Improvements	C	35,000	TBD																1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
Mid-Valley Campus																																									
35	✓	MV - Thermal Plant Renovation	A	80,000	SS	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1																		
36	✓	MV- Student Service Renovation	A	200,000	SS	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1																
37	ON HOLD	MV - East Loop Drive	C	187,000																																				
38		MV- Center for Learning Excellence Building A Renovation of Space for Supplemental Instruction	A	132,000	DV									1	1	1	1	1	1	1	1	1	1	1	1	1	1													
39	✓	MV - Resurfacing Parking Lot #3 (RR)	C	50,000	SS						1	1	1	1	1	1	1	1	1	1	1																		
40	ON HOLD	MV - Resurfacing Parking Lot #7 (RR)	C	90,000																																				
41	✓	MV - Resurfacing Northwest Drive (RR)	C	180,000	SS						1	1	1	1	1	1	1	1	1	1	1																		
42	✓	MV - Roofing Replacement Buildings D,E, & F (RR)	FPC	860,000	MV	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1																		
43		MV - Drainage Improvements Phase I (RR)		290,000							1	1	1	1	1	1	1	1	1	1	1																		

Facilities Planning & Construction Department
FY 2019-20 Master Schedule for Capital Improvement Projects (CIP)
and
Renewal and Replacement (R&R) Projects

LEGEND FOR PROJECT PHASES				STATUS	
	Pending Approval to Start		Bidding and Negotiations	√	Approved and In Progress
PD	Project Development		Board Approval		
	Project Start (RFQ,Ad,Bd App)		Construction Phase	+	Preparing for Approval
	Design Phase		Project Complete		
	Schematic Design Approval				

#	Status	Proposed Projects	Method	Budget	PM	FY2019 Jan. 19' - Aug. 19'								FY2020 Sept. 19' - Aug. 20'												FY2021 Sept. 20' - Aug. 21'												FY2022 Sept. 21' - Dec. 21'			
		Months				J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D
Starr County Campus																																									
44		Starr - Student Services Building G Renovation	A	160,000	SS		1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1																			
45	ON HOLD	Starr - Cultural Arts Center Renovations	A	100,000	TBD																																				
46		Starr - Worforce Center D Welding Expansion	A	230,000										1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1									
47	ON HOLD	Starr - Repaint Stucco Buildings (RR)	FPC	80,000	DV																																				
48	✓	Starr - Roofing Replacement (RR)	O&M	770,000	MV	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1																				
49		Starr - Administration/Bookstore Building A Data Cabling Infrastructure Replacement (RR)		40,000																		1	1	1	1																
50		Starr - Center for Learning Excellence Building B Data Cabling Infrastructure Replacement (RR)		40,000																		1	1	1	1																
51		Starr - North Academic Building C Data Cabling Infrastructure Replacement (RR)		40,000																		1	1	1	1																
Regional Center for Public Safety Excellence																																								
52	✓	RCPSE -Target Range	A	706,000	RC		1																																		
53	✓	RCPSE - Portables	A	682,000	TBD			1	1	1	1	1	1	1	1	1																									
54	✓	RCPSE - Chiller Relocation	O&M	150,000	RC										1	1	1	1																								
55	See Note #1	RCPSE - Canopy for Safety Training Vehicles	FPC	75,500	TBD																																				
56	See Note #1	RCPSE - Canopy for Students/Instructors	FPC	75,500	TBD																																				
57	See Note #1	RCPSE - Fire Training Area	A	582,000	TBD																																				
58	See Note #1	RCPSE -Running and Exercise Track	C	150,000																																					
59	See Note #1	RCPSE - Additional Parking Lot	C	266,000	TBD																																				
Higher Education Center La Joya																																								
60	✓	HEC LJ - Exterior Building and Wayfinding Signage	A	-	DV							1	1	1	1	1	1	1	1																						

Note #1: Project on hold until site drainage evaluation is complete

South Texas College
Unexpended Plant Fund - Capital Improvement Projects (CIP)
Project Schedule

				COC	Authorization to Solicit		Architect/Engineer Recommendation and Approval		COC	Schematic Design		Contractor Recommendation and Approval					
#	Projects	Architect/Engineer	Contractor	Review & Approval	Facilities Committtee 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	Construction Start Date	Substantial Completion Date	Final Completion Date	FFE Completion of Move In	Estimated Project Duration
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	9/27/2019	10/27/2019	N/A	17 months
2	Library Building F Renovation and Expansion	ERO Architects	TBD	N/A	N/A	N/A	6/13/2019	6/25/2019	2/4/2020 5/5/2020	3/10/2020 6/9/2020	3/31/2020 6/23/2020	7/2021	7/2021	8/2021	4/2023	5/2023	6/2023	48 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	11/12/2019	11/26/2019	12/11/2019	4/11/2020	5/11/2020	6/11/2020	17 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	11/12/2019	11/26/2019	12/11/2019	7/18/2020	8/18/2020	9/18/2020	24 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	12/3/2019 3/3/2020	1/14/2020 4/14/2020	1/28/2020 4/28/2020	7/14/2020	7/28/2020	8/3/2020	9/2021	10/2021	11/2021	28 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	2/21/2020	4/21/2020	5/21/2020	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	2/11/2020	2/25/2020	3/2/2020	6/2/2020	7/2/2020	8/2/2020	20 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 Renovation of Space for Supplemental Instruction	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	8/2019	9/2019	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 Engineeers	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
September 2019

Project	% Complete	Date to Complete	Current Activity	Total Project Budget	Amount Paid	Total Project Balance
Pecan Campus						
Sand Volleyball Courts	90%	September 2019	1. Construction Phase 2. Construction in Progress	$ 60,500.00	$ 89,588.48	$ (29,088.48)
Library	5%	September 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	$ 124,540.73	$ 30,459.27
Building M Office and Work Space Renovation	100%	September 2019	1. Project Development 2. Bidding Phase	$ 433,800.00	$ 1,510.30	$ 432,289.70
Athletic Field Fence Enclosure	88%	September 2019	1. Construction Phase 2. Construction in Progress	$ 111,500.00	$ 26,160.74	$ 85,339.26
Building D Renovations	100%	August 2019	1. Construction Complete	$ 247,800.00	$ 277,664.24	$ (29,864.24)
Building H West Elevation Modification	Not Started	Not Started	Not Started	$ 183,750.00	$ -	$ 183,750.00
Building H Renovations	99%	September 2019	1. Design Phase 2. Design in Progress	$ 833,000.00	$ 41,368.34	$ 791,631.66
Demolition of Dr. Casso Property	100%	June 2019	1. Construction Complete	$ 74,000.00	$ 74,600.05	$ (600.05)
Virtual Teaching Environment Training Room	95%	January 2020	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%	January 2020	1. Project Development 2. Design in Progress	$ 118,000.00	$ -	$ 118,000.00
Cooling Towers Screen Upgrades	TBD	TBD	TBD	$ 309,375.00	$ 13,198.00	$ 296,177.00
Site Improvements to North Pecan Campus	Not Started	Not Started	Not Started	$ 37,000.00	$ -	$ 37,000.00
Pecan Campus Total				**$ 3,190,725.00**	**$ 649,334.08**	**$ 2,541,390.92**
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**

Status of Unexpended Plant Fund Construction Projects in Progress
September 2019

Project	% Complete	Date to Complete	Current Activity	Total Project Budget	Amount Paid	Total Project Balance
Mid Valley Campus						
Covered Walkway for Bus Drop Off	100%	March 2019	1. Construction Complete	$ 88,900.00	$ 46,816.06	$ 42,083.94
Thermal Plant Renovation	15%	October 2019	1. Design Phase 2. Design in Progress	$ 95,200.00	$ 1,011.60	$ 94,188.40
East Loop Drive	Not Started	Not Started	Not Started	$ 214,200.00	$ -	$ 214,200.00
Student Services Renovation	15%	November 2019	1. Design Phase 2. Design in Progress	$ 355,000.00	$ 1,251.60	$ 353,748.40
Mid Valley Campus Total				**$ 753,300.00**	**$ 49,079.26**	**$ 704,220.74**
Technology Campus						
Automotive Lab Exhaust System	10%	September 2019	1. Project Development 2. Request Solicitation for A/E	$ 111,600.00	$ 439.50	$ 111,160.50
Buildings A & B Renovations	5%	November 2019	1. Contract Negotiations	$ 3,604,250.00	$ 820.40	$ 3,603,429.60
Site Improvements	Not Started	Not Started	Not Started	$ 40,000.00	$ -	$ 40,000.00
Shipping and Receiving Building D Office Renovation	100%	August 2019	1. Construction Complete	$ 82,000.00	$ 35,955.12	$ 46,044.88
Technology Campus Total				**$ 3,837,850.00**	**$ 37,215.02**	**$ 3,800,634.98**
Nursing and Allied Health Campus						
Student Success Center Renovation	90%	Oct 2019	1. Construction Phase 2. Construction in Progress	$ 197,066.00	$ 119,542.39	$ 77,523.61
Student Services Renovation	5%	November 2019	1. Design Phase 2. Design in Progress	$ 427,500.00	$ 1,988.37	$ 425,511.63
West Entry Campus Sign	5%	January 2020	1. Project Development 2. Programming in Progress	$ 26,000.00	$ -	$ 26,000.00
Nursing and Allied Health Campus Total				**$ 650,566.00**	**$ 121,530.76**	**$ 529,035.24**
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
Cultural Arts Renovation	Not Started	Not Started	Not Started	$ 160,000.00	$ -	$ 160,000.00
Welding Expansion	5%	December 2019	1. Program Development	$ 230,000.00	$ -	$ 230,000.00
Student Services Renovation	5%	November 2019	1. Design Phase 2. Design in Progress	$ 225,000.00	$ 395.55	$ 224,604.45
Starr County Campus Total				**$ 946,477.00**	**$ 319,478.00**	**$ 626,999.00**

Status of Unexpended Plant Fund Construction Projects in Progress
September 2019

Project	% Complete	Date to Complete	Current Activity	Total Project Budget	Amount Paid	Total Project Balance
Regional Center for Public Safety Excellence						
Target Range	5%	October 2019	1. Project Development 2. Contract Negotiations	$ 349,625.00	$ 761.80	$ 348,863.20
Target Range (TxPWD)	5%	October 2019	1. Project Development 2. Contract Negotiations	$ 713,313.00	$ -	$ 713,313.00
PSJA ISD Building	100%	September 2018	1. Construction Complete	$ 1,000,000.00	$ 1,103,458.43	$ (103,458.43)
Signage	100%	September 2018	1. Construction Complete	$ 77,000.00	$ 75,260.00	$ 1,740.00
Portables	25%	November 2019	1. Construction Phase 2. Construction in Progress	$ 682,000.00	$ 522,317.66	$ 159,682.34
Canopy for Safety Training Vehicles	Not Started	Not Started	Not Started	$ 75,500.00	$ -	$ 75,500.00
Canopy for Students/Instructors	Not Started	Not Started	Not Started	$ 75,500.00	$ -	$ 75,500.00
Fire Training Area	Not Started	Not Started	Not Started	$ 200,000.00	$ -	$ 200,000.00
Chiller Relocation	50%	October 2019	1. Construction Phase 2. Construction in Progress	$ 170,000.00	$ -	$ 170,000.00
RCPSE Total				**$ 3,342,938.00**	**$ 1,701,797.89**	**$ 1,641,140.11**
District Wide						
Automatic Doors Phase III	100%	June 2019	1. Construction Complete	$ 81,575.00	$ 140,377.75	$ (58,802.75)
Land	100%	August 2019	1. Project Complete	$ 3,000,000.00	$ 2,100.00	$ 2,997,900.00
Renovations	100%	August 2019	1. Project Complete	$ 597,000.00	$ 67,107.99	$ 529,892.01
Removal of Existing Trees	100%	August 2019	1. Construction Complete	$ 25,900.00	$ 1,050.00	$ 24,850.00
Facilities Conditional Assessment	Not Started	Not Started	Not Started	$ 50,000.00	$ -	$ 50,000.00
Master Plan	Not Started	Not Started	Not Started	$ 375,000.00	$ -	$ 375,000.00
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	95%	August 2019	1. Construction Phase 2. Substantial Completion	$ 35,000.00	$ 3,808.00	$ 31,192.00
District Wide Total				**$ 4,239,475.00**	**$ 214,443.74**	**$ 4,025,031.26**
Unexpended Plant Fund Construction Project Total				**$17,348,024.00**	**$ 3,390,204.15**	**$ 13,957,819.85**

Status of Renewals & Replacements Projects in Progress
September 2019

Project	% Complete	Date to Complete	Current Activity	Total Project Budget	Amount Paid	Total Project Balance
Pecan Campus						
Arbor Brick Columns Repair and Replacement	95%	September 2019	1. Construction Phase 2. Construction in Progress	$ 47,000.00	$ 7,598.88	$ 39,401.12
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 Infrasture Replacement	100%	August 2019	1. Construction Complete	$ 500,000.00	$ 206,683.25	$ 293,316.75
Pecan Campus Total				**$ 637,000.00**	**$ 226,248.86**	**$ 410,751.14**
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)	15%	November 2019	1. Project Development 2. Design in Progress	$ 59,308.00	$ 307.65	$ 59,000.35
Resurfacing Parking Lot #7 (RR)	Not Started	Not Started	Not Started	$ 106,000.00	$ -	$ 106,000.00
Resurfacing Northwest Drive (RR)	15%	November 2020	1. Project Development 2. Design in Progress	$ 194,308.00	$ 1,128.05	$ 193,179.95
Roofing Replacement (RR)	5%	September 2019	1. Project Development 2. Contract Negotiations	$ 860,000.00	$ -	$ 860,000.00
Mid Valley Campus Total				**$ 1,285,616.00**	**$ 47,409.47**	**$ 1,238,206.53**
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)	85%	October 2019	1. Construction Phase 2 Construction in Progress	$ 422,750.00	$ 10,426.81	$ 412,323.19
Building B Domestic/Fire Sprinkler Lines (RR)	100%	March 2019	1. Construction Complete	$ 874,275.00	$ 707,915.34	$ 166,359.66
Technology Campus Total				**$ 1,331,325.00**	**$ 729,550.93**	**$ 601,774.07**
Nursing and Allied Health Campus						
West Side Window Waterproofing	5%	July 2019	1. Design Phase 2. Design in Progress	$ 25,000.00	$ -	$ 25,000.00
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)	95%	August 2019	1. Construction Phase 2. Substantial Completion	$ 282,000.00	$ 25,449.38	$ 256,550.62
Roofing Replacement (RR)	5%	September 2019	1. Project Development 2. Contract Negotiations	$ 250,000.00	$ -	$ 250,000.00
Nursing and Allied Health Campus Total				**$ 716,000.00**	**$ 25,449.38**	**$ 690,550.62**

Status of Renewals & Replacements Projects in Progress
September 2019

Project	% Complete	Date to Complete	Current Activity	Total Project Budget	Amount Paid	Total Project Balance
Starr County Campus						
Repaint Stucco Buildings	5%	September 2019	1. Project Development 2. Contract Negotiations	$ 90,400.00	$ -	$ 90,400.00
Roofing Replacement (RR)	5%	September 2019	1. Project Development 2. Contract Negotiations	$ 770,000.00	$ -	$ 770,000.00
Starr County Campus Total				**$ 860,400.00**	**$ -**	**$ 860,400.00**
District Wide						
Marker Boards Replacement (RR)	95%	August 2019	1. Construction Phase 2. Contstruction in Progress	$ 211,841.00	$ 90,349.65	$ 121,491.35
Irrigation System Controls Upgrade (RR)	Not Started	Not Started	Not Started	$ 76,200.00	$ -	$ 76,200.00
Renewals & Replacements	100%	August 2019	1. Project Complete	$ 150,000.00	$ 761.80	$ 149,238.20
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 Contstruction 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 Contstruction in Progress	$ 45,687.00	$ 12,488.84	$ 33,198.16
FOCUS on Active Learning (RR)	50%	August 2019	1. Construction Phase 2. Contstruction in Progress	$ 30,977.00	$ 4,677.33	$ 26,299.67
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	$ 67,367.23	$ 545,615.77
Restroom Fixtures Replacement & Upgrade	5%	August 2019	1. Construction Phase 2. Bidding and Contstruction in Progress	$ 29,048.00	$ 13,143.00	$ 15,905.00
Water Heater Replacement & Upgrade	5%	August 2019	1. Construction Phase 2. Bidding and Contstruction 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 Contstruction in Progress	$ 38,308.00	$ 18,169.76	$ 20,138.24
HVAC Upgrades (RR)	5%	August 2019	1. Construction Phase 2. Bidding and Contstruction 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

Status of Renewals & Replacements Projects in Progress
September 2019

Project	% Complete	Date to Complete	Current Activity	Total Project Budget	Amount Paid	Total Project Balance
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 Complete	$ 55,000.00	$ 53,828.20	$ 1,171.80
District Wide Total				**$ 2,864,373.00**	**$ 639,741.24**	**$ 2,224,631.76**
Renewal and Replacement Project Total				**$ 7,694,714.00**	**$ 1,668,399.88**	**$ 6,026,314.12**

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 August 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 **August 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 August 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 August 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 August 2019
B. Release of Checks for $125,000.00 and Above Board of Trustees Approval Required for August 2019
C. Release of Checks for $125,000.00 and Above Released Prior to Board Approval (Policy 5610) for August 2019
D. Release of Construction Fund Checks for August 2019
E. Quarterly Investment Report for August 2019
F. Summary of Revenue for August 2019
G. Summary of State Appropriations Income for August 2019
H. Summary of Property Tax Income for August 2019
I. Summary of Expenditures by Classification for August 2019
J. Summary of Expenditures by Function for August 2019
K. Summary of Auxiliary Fund Revenues and Expenditures for August 2019
L. Summary of Grant Revenues and Expenditures, August 2019
M. Summary of Bid Solicitations
N. Check Register for August 2019

Discussion and Action as Necessary on Terra-Gen Development Company, LLC, Tax Abatement Applications, Agreements, and Resolutions

1. Buenos Aires Windpower, LLC
2. Monte Cristo Windpower, LLC
3. La Joya Windpower, LLC
4. West Willacy Windpower, LLC (Monte Alto)

On September 5, 2019, Mr. Jesus Ramirez, South Texas College's Legal Counsel, and Mary Elizondo, Vice President for Finance and Administrative Services, met 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 from Mr. Peña or Terra-Gen representatives.

The Finance, Audit, and Human Resources Committee did not take action on this issue on September 10, 2019.

Recommendation:
It is recommended that the Board of Trustees of South Texas College approve and authorize action as necessary related to the terms and/or the proposed agreement with Terra-Gen Development Company, LLC.

The Following Minute Order is proposed for consideration by the Board of Trustees:
The Board of Trustees approves and authorizes as necessary related to the terms and/or the proposed agreement with Terra-Gen Development Company, LLC.

Approval Recommended:

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

President's Report

August 24 – September 20, 2019

33,054 STRONG!

The Fall 2019 Semester offically initiated August 26, 2019, and the campuses were filled with anxious students and eager faculty and staff. Students were encouraged to use the First Week resource guide to assist with any questions.

The offical enrollment numbers based on the Census date is 33,054, an increase of 1.9% over last year.

The Students Activities and Wellness Division kicked off the semester by hosting events for new and returning students to encourage student organization participation and provide opportunities to connect to other students. *Welcome Week* activities were held August 28-29 at all campuses to welcome students to all campuses with fun and entertainment activities. The *Club Recruitment Fair* was held September 4-9. Students were encouraged to stop by and learn about the various clubs and activities offered and how they can get involved. Students have an opportunity to meet representatives from the many clubs, student government, learn how to create their own club, or join an intramural sports team. The event was held at Starr County, Pecan, Mid-Valley, and Technology Campus.

South Texas College received over $1.9 million in federal funds through the U.S. Department of Education's *High School Equivalency Program (HEP)* to support migrant and seasonal farmworkers from Hidalgo and Starr County to obtain their high school equivalency diploma and training in a career pathway. The program will serve 500 migrant and seasonal farmworkers, with funds allocated over the span of five years. The funds will be used for tuition, fees, supplies, fuel allowances for participants, coordination of the project, and external evaluation of the project. A check presentation and signing ceremony was held on August 30th at the Cooper Center with U.S. Congressman Henry Cuellar in attendance to present the check.

President's Report

August 24 – September 20, 2019

The annual *Superintendent's Leadership Meeting* was held on September 13. The collaborative meeting has become an annual event that provides school district and College administrators the opportunity to discuss priorities for the school year, data review, and key Dual program revisions and changes. This year's meeting focused on the upcoming accreditation process by the National Alliance of Concurrent Enrollment Partnerships (NACEP), the sole national accrediting body for dual enrollment partnerships. STC is one of two colleges in the state of Texas who submitted an application in its quest to become the first higher education institution to receive the accreditation and become a model for all dual credit programs across the nation. Other topics discussed included the Texas Pathways project, student advising, and a presentation of our Dual Program accomplishments.

The Dual Credit Programs and School District Partnerships Division hosted the *Starr County Leadership Meeting* on September 10. Superintendents, assistant superintendents, guidance counselors, and other leadership staff from Rio Grande City CISD, Roma ISD, and San Isidro ISD were invited to participate and learn about the different initiatives and processes the College offers. Topics covered included a review of the Dual Credit Programs at Starr County, Career and Technical Education Programs offered, enrollment process, course request and scheduling process, and financial aid. The event was well attended, fostered, and fortified partnerships with Starr County school district partners.

The Regional Center for Public Safety Excellence (RCPSE) hosted the FBI's Law Enforcement Executive Development Association (LEEDA) four-and-a-half-day training for local law enforcement supervisors and managers from various law enforcement agencies. The LEEDA courses provide trainings with vital leadership concepts and information geared toward developing skillsets and interpersonal relations required for such roles. The training gathered over 56 supervisors and managers from agencies all over the state. The trainings are part of the Regional Center for Public Service Excellence goals of offering educational opportunities and instructions that address key issues for local, state, and federal partners.

President's Report

August 24 – September 20, 2019

On campus visits and open forums were held on September 12 for the Dean for Continuing Education, Workforce Training and Economic Development position. After a national competitive search which attracted over 60 applicants, three finalists were selected. Finalists had an opportunity to tour the Pecan, Technology, and Mid-Valley campus, meet with the Continuing Education and Industrial Training and Economic Development staff, participated in faculty and staff forums, and met with the Search Committee.

The Office of Career and Employer Services hosted a guest speaker leadership series on September 12. Students were provided the opportunity to discuss with U.S. Marshal, Border Patrol, and The Wounded Warrior Project representative's best practices on the federal application process. Representatives also shared inspiring stories regarding their challenges with obstacles to entering the federal system and how to overcome them.

As part of Hispanic Heritage month, the STC Center for Mexican American Studies, History Department, and the Library Art Gallery presented the *Latinx Comix Book Exhibit* featuring the work of five artists. The exhibit will be on display at the Pecan Campus Library Rainbow Room beginning September 15, 2019. The exhibit will include sixteen posters by the five artists. The Art Gallery organizes exhibits to help engage students in the understanding of different forms of art and its role in culture.

To celebrate its 10th anniversary, the South Texas College Theatre will be providing a season of classics and comedy productions. Auditions for roles were held on September 3 and September 4. The public is encouraged to become a Season Pass subscriber. All productions will be held at the Cooper Center for Communication Arts. The season will open with William Shakespeare's *The Taming of the Shrew.* The productions cast is composed of a mixture of STC, UTRGV students, graduates, and community members.

President's Report

August 24 – September 20, 2019

The Library Art Gallery and the Art Department have collaborated to bring rotating exhibits and art talks to the Starr County region. The Starr County Academic Building upstairs corridor gallery will exhibit the first collaboration with local artist, Jose Suarez. Mr. Suarez will display nine of his paintings. Jose is a current student at STC pursuing a Bachelor of Fine Arts degree and a graduate from Juarez-Lincoln High School in La Joya. The exhibit opened September 10th and will run through December 2019.

A Remembrance and Flag Raising Ceremony was held on September 11 at all campuses to honor all lives lost in the September 11, 2001 attacks. The ceremonies serve as a way to honor those who lost their lives and appreciate the work of all public safety responders who sacrifice their safety for others.

The Institute for Advance Manufacturing hosted a free OSHA Safety and Health Orientation on August 29 for faculty and staff. The two-part orientation session provided participants on the importance of responsibility and awareness regarding safety in the workplace and potential consequences to the employer and employee. All participants attending were provided a certificate of attendance at the end of the session.

The Department of Political Science presented *Conversation on the Constitution* on September 16 and 17 at the Pecan Campus Ballroom. Dr. Christopher Marshall, Dr. Kevin Holton, Dr. Matthew Wester, and Dr. Andres Ochoa discussed and presented following issues:

- Citizenship and the 14th Amendment
- Gun Control and the 2nd Amendment
- The Electoral College: Some Modest Proposals to Keep it Revalent
- The Politicization and Legitimacy of the Judiciary

President's Report

August 24 – September 20, 2019

- Participated in a conference call with Ana Gonzalez, Executive Director for Teach for America – Rio Grande Valley regarding the upcoming Teach for America *2020 Honor Roll Gala* event.
- Met with Search Committee for the Dean for Continuing Education, Workforce Training and Economic Development to discuss and review candidate recommendations and on campus visit and forum schedule.
- Attended the U.S.-Mexico-Canada Agreement forum to discuss the modernization of the North American Free Trade Agreement (NAFTA) and discuss local and federal perspectives with federal policymakers and local business leaders.
- Met with Dr. Virginia Champion, Director of Grant Development, Management and Compliance and Mary McQueen, Executive Director for Deal Mar College Foundation to discuss fundraising opportunities and the status of the former South Texas Community College Education Foundation.
- Participated in a conference call with James Lious, Sydney Ganon, and Anand Vaishnav from the Gates Foundation in collaboration with RGV Focus to host a panel discussion about the collaborative work between secondary and post-secondary institutions to support successful student pathways from K-12 and into the workforce.
- Participated in a conference call with Dr. Virginia Champion, Director of Grant Development, Management and Compliance and Mason Grist, Director of Higher Education for Hanover Research, an education market research and grant development organization to discuss strategic priorities and provide resources from Hanover's library that can assist in the submission of more competitive federal, state, and foundation grants.
- Met with Gary Gurwitz, Mary Elizondo, Vice President for Finance and Administrative Services and Rick Del La Garza, Director of Facilities, Planning, and Construction to discuss architect and consultant services for the proposed Pecan Campus Library Project.
- Met with Wanda Garza, Executive Officer for External Affairs to discuss the Regional Center for Public Safety Excellence development and transition of duties.
- Met with Jessica Galloso, Associate Dean of Professional and Organizational Development, and Eric Vasquez, Video Production Coordinator to film videos for College Wide Professional Development Day presentation.
- Attended the on campus forum for the Dean for Continuing Education, Workforce Training and Economic Development and met with the Search Committee to conduct second interviews with three finalists.
- Met with Dr. Rodney Rodriguez, Senior Director for RGV FOCUS to discuss new implementation of goals and strategies through RGV FOCUS and existing partnership with the College.
- Participated in conference call with Jennifer Barfield, Senior Vice President of Myers McRae Executive Search and Consulting Firm to discuss outcome of campus visit, forum, and selection of candidate for the Dean of Continuing Education, Workforce Training, and Economic Development.
- Participated in a follow-up conference call with Dr. Virginia Champion, Director of Grant Development, Management and Compliance and Mason Grist, Director of Higher Education for Hanover Research to discuss review of partnership model presented and potential for collaborative work opportunities.
- Participated in various conference calls to attain reference checks for finalist candidates for the Dean of Continuing Education, Workforce Training, and Economic Development.
- Met with Search Committee for the Dean for Continuing Education, Workforce Training and Economic Development to discuss finalist candidates and make a recommendation of selection of a candidate.
- Met with Matt Hebbard, Vice President for Student Affairs and Enrollment Management, Mike Carranza, Associate Dean of Student Financial Services, Testing and Veteran Affairs, and Daniel Ramirez, Director of Public Relations and Marketing to discuss UTRGV's Tuition Advantage program. Agreed on the urgency of a short and long term plan for addressing immediate enrollment concern.

President's Report

August 24 – September 20, 2019

- 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 September 24, 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.
  - Discussion of Pathways Coach Visit and Feedback
  - Review and Update on Proposed TxDOT Contract
  - Review and Discussion of Latest Version of 2019-2025 Strategic Plan
  - Student Enrollment Update – Fall 2019
  - Discussion of Dr. Vince Tinto's Video Discussion of Student Success Programs
  - Discussion of Participation in PJSA ISD "College for All" Conference
  - Discussion of Encouraging IDEA's Participation in Cybersecurity Dual Credit Program
  - Discussion of Texas Higher Education Coordinating Board Texas Core Curriculum Assessment Report Due Spring 2020
  - Discussion of Texas Higher Education Coordinating Board Star Award Finalists
  - Update on Status of Dean for Continuing Education, Workforce Training and Economic Development Search and Interview Process
  - Discussion of Census Day Final Numbers
  - Discussion of Jorge Luis Arredondo as Lone Finalist for PSJA ISD Superintendent
  - Review and Discussion of Planning and Development Council (PDC) Membership List for FY 2019-2020
  - Review and Discussion of Senate Bill 64 - Changes to Cybersecurity Law for Community Colleges
  - Review and Discussion of Fall 2019 Student Enrollment
    - Retention Strategies for Students who Drop
    - Strategies for Students on Unpaid List
    - Student Composition Report
    - Outreach to Students not Enrolled – Returning Students
  - Review and Discussion of Pre and Post Perceptions of STC by Summer Leadership Participants
  - Review and Discussion of Perceptions of Dual Credit Students and Their Parents
  - Discussion and Participation in Annual Fraud Survey
  - Update on SACSCOC Reaffirmation
  - Review and Discussion of First Comprehensive Graduate Survey and What Data Is Available for Departments
  - Selection and Discussion on Quality Enhancement Plan (QEP)
  - Updates:
    - Student Affairs and Enrollment Management
    - Finance and Administrative Services
    - Academic Affairs
    - Information Services, Planning, Performance and Strategic Initiatives

Announcements

A. Next Meetings:

- *Tuesday, October 8, 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, October 29, 2019*
  - 5:30 p.m. – Regular Board Meeting

B. Other Announcements:

- The College will be closed on Friday, September 27, 2019, for College Wide Professional and Organizational Development
- The Valley Scholars Program will host the *A Night with the Stars* gala at 6:00 p.m. on Thursday, October 10, 2019 at the Corinthian Event Center, 1516 E Expy 83, Mission, Texas
- The Association of Community College Trustees 2019 National Leadership Congress will be held October 16 – 19, 2019 in San Francisco, California.
- South Texas College will host the Community College Association of Texas Trustees' *Trustee Leadership Seminar* on Friday, February 28, 2020.