

**SOUTH TEXAS COLLEGE
BOARD OF TRUSTEES REGULAR MEETING
Tuesday, October 29, 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. Presentation..... 6**
 - A. Review and Reflections on the ACCT National Leadership Congress

- VI. Consideration and Action on Consent Agenda**
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 - 1. September 24, 2019 Regular Board Meeting
 - B. Approval and Authorization to Accept Grant Awards and Agreements .. 40 - 43
 - 1) Lower Rio Grande Valley Workforce Development Board - Workforce Solutions, Child Development Associates Credential Program (CDA) additional funds in the amount of \$12,400
 - 2) Lower Rio Grande Valley Workforce Development Board - Workforce Solutions, Childhood Conferences Participant Scholarship Funds in the amount of \$10,000
 - 3) The National Science Foundation, Campus Cyberinfrastructure, LoneStar Education and Research Network (LEARN) Consortium Sub-award in the amount of \$57,188
 - 4) The Rea Charitable Trust Foundation of Wells Fargo Bank, South Texas College Music Department in the amount of \$5,000
 - 5) Texas Higher Education Coordinating Board (THECB), Work-Study Student Mentorship program allocation additional funds in the amount of \$22,199
 - 6) The City of McAllen Development Corporation Grant in the amount of \$259,440
 - 7) Additional Grant(s) Received/Pending Official Award

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 - e. Policy #3342: Graduation Requirements for the B.A.S, B.A.T., **B.S.N.**, A.A., A.S. and A.A.S. Degrees and Certificate of Completion
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 - 2) Fire Suppression Systems Service (Award)
 - 3) Truck Driver/Bus Driver Training (Award)
 - B. Purchases and Renewals
 - a. *Instructional Item*
 - 4) Industrial Supplies, Materials, and Accessories (Renewal)

b. Non-Instructional Item

- 5) Reprographic Services (Renewal)

c. Technology Items

- 6) Course Management Support Services (Purchase)
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C. Interlocal Agreements

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A. Next Meetings:

- Tuesday, November 12, 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, November 26, 2019
 - 5:30 p.m. – Regular Board Meeting

B. Other Announcements:

- The College will be closed on Thursday, November 28 – Sunday, December 1, 2019 in observance of Thanksgiving.
- South Texas College will hold Commencement Ceremonies on Saturday, December 14, 2019 at the Payne Arena in Hidalgo, Texas.
 - 9:00 a.m. – Bachelor Programs; Business, Public Safety, and Technology
 - 1:00 p.m. – Liberal Arts & Social Sciences
 - 5:00 p.m. – Liberal Arts & Social Sciences (AA-Interdisciplinary Studies); Math and Science; Nursing and Allied Health
- The College will be closed on Monday, December 16, 2019 – Wednesday, January 1, 2020 in observance of Winter Break.
- South Texas College will host the Community College Association of Texas Trustees’ *Trustee Leadership Seminar* on Friday, February 28, 2020.

Presentation

1. Review and Reflections on the ACCT National Leadership Congress

A delegation of South Texas College Trustees attended the Association of Community College Trustees (ACCT) 2019 National Leadership Congress in San Francisco, California.

The Trustees attended presentations delivered to an audience of Trustees, CEOs, and administration from among the ACCT's 1200 member colleges.

Members of the trustee delegation will be invited to report on learnings and insights gained from their participation at the National Leadership Congress.

Additionally, Ms. Rose Benavidez was elected as to serve on the ACCT Board of Director's Executive Committee, as the Treasurer-Secretary, and will represent the constituents of South Texas College and the great State of Texas in this prestigious national forum.

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

Approval of Board Meeting Minutes

The following Board Meeting Minutes are submitted for approval:

- 1) September 24, 2019 Regular Board Meeting

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and adopt the September 24, 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 September 24, 2019 Regular Board Meeting Minutes as presented.

Approval Recommended:

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

**SOUTH TEXAS COLLEGE
BOARD OF TRUSTEES REGULAR MEETING
Tuesday, September 24, 2019 @ 5:30 p.m.
Ann Richards Administration Building Board Room
Pecan Campus, McAllen, Texas 78501**

Minutes

Call Meeting to Order:

The Regular Board Meeting of the South Texas College Board of Trustees was held on Tuesday, September 24, 2019 in the Ann Richards Administration Building Board Room at the Pecan Campus in McAllen, Texas. The meeting commenced at 5:31 p.m. with Ms. Rose Benavidez presiding.

Members present: Ms. Rose Benavidez, Mrs. Victoria Cantú, Mr. Gary Gurwitz, Dr. Alejo Salinas, Jr., and Mr. Rene Guajardo

Members absent: Mr. Paul R. Rodriguez and Mr. Roy de León

Also present: Dr. Shirley A. Reed, Mr. Jesus Ramirez, Mrs. Mary Elizondo, Dr. David Plummer, Mr. Matthew Hebbard, Dr. Anahid Petrosian, Mr. Ricardo De La Garza, Mr. George McCaleb, Mrs. Rebecca Cavazos, Mr. Mike Carranza, Dr. Ali Esmaeili, Dr. Ety Bischoff, Dr. Jayson Valerio, Dr. Art Montiel, Dr. Rebecca De Leon, Mrs. Jessica S. Garcia, Dr. Jesus Campos, Dr. Fernando Chapa, Mr. David Passero, Mr. Daniel Ramirez, Mr. Hector Cavazos, Mr. Robert Cuellar, Mr. David Valdez, Mr. Martin Villarreal, Mr. Robert Gomez, Mr. Eli Ochoa, and Mr. Andrew Fish.

Determination of a Quorum

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

Invocation

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

Public Comments

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

Presentations

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

Ms. Jessica S. Garcia, Academic Excellence Programs Officer, presented 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 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 was accepting sponsorships and tickets were on sale for \$50. All net proceeds would 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 provided 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, provided the Board with the Fall 2019 Enrollment Report.

Mr. Hebbard noted that attendance by Western Hidalgo County residents had dropped significantly. He stated that this was a data error. In previous years, residents of San Juan, Texas, were incorrectly reported within the data for Western Hidalgo County. For the Fall 2019 Enrollment Report, that error had been caught and corrected, and residents of San Juan, Texas were now correctly reported within the data for Central Hidalgo County. Mr. Hebbard noted that once this correction was accounted for, the actual Western Hidalgo County enrollment had not changed significantly.

Ms. Rose Benavidez noted the decline in dual credit enrollment at some districts, and stated that the College needed to communicate better with the districts, and to work harder to meet the districts' needs. She observed that proprietary alternatives for workforce training were heavily courting the school districts, and the College needed to improve its responsiveness and better demonstrate its value as a Career and Technical Education partner to these districts.

Mrs. Victoria Cantú questioned the declining enrollment at the Higher Education Center at La Joya. She reported that community events at the center were not well attended, and recommended that additional outreach efforts be taken to events out in the community.

Mrs. Cantu also informed administration that students had reported to her that the courses they wished to take at the Center were simply not offered. Administration noted that a wide selection of courses were offered each semester at the Center, but minimum enrollment numbers were not reached, which meant that course sections needed to be consolidated, or sections cancelled and students provided with alternate options. Administration stated that some concessions were made, allowing class sections to proceed that were below but near the cut-off threshold, but that when enrollment was at 3 or 4 students for a section, it was not economically feasible to maintain that section.

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

Approval of Board Meeting Minutes

The following Board Meeting Minutes were submitted for approval:

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

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Mrs. Victoria Cantú, the Board of Trustees of South Texas College approved and adopted the August 27, 2019 Public Hearing and Special Board Meeting Minutes and the August 27, 2019 Regular Board Meeting Minutes as presented. 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. 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 provided funding for post-secondary education/training services through an Integrated Education and Training model for a total of 168 students. Region One ESC would provide High School Equivalency services and South Texas College (STC) would 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 would participate in both Medical Office Specialist and Precision Manufacturing Technology Certificate Programs. This award was for the period of October 1, 2019 to June 30, 2020.

This award aligned 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) provided 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 contributed in matching funds, allowing for total funds of \$52,666 for this grant. The High Demand Job Training Grant from the Texas Workforce Commission was for the period of September 4, 2019 to April 30, 2020.

This award aligned 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 provided 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 would be used for tuition, fees and textbooks for up to 25 candidates for the Spring 2020 semester. If more participants expressed interest in the CDA program, Workforce Solutions would allow South Texas College to request additional funds. This award was for the period of October 1, 2019 to September 30, 2020.

This grant aligned 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 was used to lower the cost of food services to bring the cost of care down and therefore impact 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 aligned with operating the highest quality program for students and their children. Support from this grant allowed 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 was from October 1, 2019 through September 30, 2020.

This award aligned to Strategic Direction #3.5 providing exemplary services for children and their student/parents would 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 helped 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 was 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 would 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 was from September 1, 2019 to August 31, 2020.

This award was 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 would provide up to \$467,328.33 in additional funding for the college to provide services and opportunities throughout the region.

Upon a motion by Mr. Rene Guajardo and a second by Mrs. Victoria Cantú, the Board of Trustees approved and authorized 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 motion carried.

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 was 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 supported the College and Career Regional Cybersecurity Pathway (CCRCP) program. Under the CCRCP, South Texas College would 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.

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The CCRCP project would 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 was 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 was 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 would need separate Board approval, and those items were included and identified within the list of procurement items provided separately for Board action.

Upon a motion by Mr. Rene Guajardo and a second by Mr. Gary Gurwitz, the Board of Trustees of South Texas College ratified the interlocal agreement executed with Pharr-San Juan-Alamo (PSJA) ISD to support the South Texas College Cyber Security Program as presented. The motion carried.

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 was 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 included:

- 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 was provided in the packet.

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

Ms. Rose Benavidez noted that the Board of Trustees has previously nominated the currently serving members, unless any trustee was interested in nominating someone new for candidacy.

Ms. Rose Benavidez asked whether there were any nominations by trustees for members not currently serving on the Appraisal District Board of Directors.

Mrs. Victoria Cantú asked whether a person currently serving on another taxing entity's governing board was eligible for nomination, and legal counsel advised that they did not see a legal issue with such a nomination.

Mrs. Victoria Cantú nominated Mr. Alejandro Cantu, currently serving on the La Joya ISD Board of Trustees.

Ms. Rose Benavidez called for any other nominations, and hearing none, proposed the nomination of current members of the Hidalgo County Appraisal District Board of Directors Mr. Amador Requenez and Mr. Albert Cardenas

Dr. Alejo Salinas, Jr. then proposed the nomination of current members of the Hidalgo County Appraisal District Board of Directors Mr. Richard Garza and Mr. David Hernandez.

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Mrs. Victoria Cantú, the Board of Trustees approved and adopted the Resolution to submit Mr. Alejandro Cantu, Mr. Amador Requenez, Mr. Albert Cardenas, Mr. Richard Garza, and Mr. David Hernandez as nominees for the Hidalgo County Appraisal District Board of Directors. The motion carried.

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 was 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.

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The Resolution was provided in the packet.

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

Ms. Rose Benavidez called for any other nominations, and hearing none, proposed the nomination of current Starr County Commissioners serving concurrently on the Starr County Appraisal District Board of Directors Mr. Eloy Garza and Mr. Roy Peña, III.

There were no further nominations.

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Mrs. Victoria Cantú, the Board of Trustees approved and adopted the Resolution to submit Mr. Eloy Garza and Mr. Roy Peña, III as nominees for the Starr County Appraisal District Board of Directors. 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 presentations:

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.

At the September 24, 2019 Regular Board Meeting, Dr. Alejo Salinas, Jr. noted that the Prospective Student Guide was a strong document, but noted that he would like a follow-up review after the first cohort of students for the RN-to-BSN Program has been recruited under the current guide.

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 were included for the Board's review, and no action was requested.

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 was asked to formally approve and support the working draft of the STC Strategic Plan for 2019 – 2025. This plan was 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.

The Board packet contained 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 was 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.

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Mr. Gary Gurwitz, the Board of Trustees of South Texas College approved and supported the working draft of the South Texas College Strategic Plan for 2019 – 2025 as presented. The motion carried.

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 was 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 would bring this issue back to the Finance, Audit, and Human Resources Committee in October 2019, and it was 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 were provided for review and approval by the Board. These purchases were for grant-funded equipment necessary to build the Cybersecurity lab at the Regional Center for Public Safety Excellence.

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

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:

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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 was \$1,282,728.55.

Upon a motion by Ms. Rose Benavidez and a second by Dr. Alejo Salinas, Jr., the Board of Trustees approved and authorized the award of proposal, purchases, renewals, and interlocal agreement in the amount of \$1,282,728.55 as presented. The motion carried.

**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 was requested.

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

Justification and Benefit – It was 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 were located at the South Texas College Receiving Department, 3700 W. Military Hwy., McAllen, TX. The auction would 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 was 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.

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 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 motion carried.

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 was requested.

Purpose

The Board was 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 was necessary to procure a design team to prepare all necessary design development drawings and specifications in preparation for construction. Once the statements of qualifications were 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 was part of the College's FY 2019-2020 Capital Improvement Projects. The project consisted of renovating the existing restrooms and storage spaces. The restrooms were outdated and had plumbing issues in the past. The spaces, including the restrooms and the storage area, were proposed to be renovated to meet the current ADA standards and College standards. The storage spaces would be updated for better use by the Kinesiology department to store equipment needed as part of their Kinesiology program.

The proposed scope of work was 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 was \$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 was designed that incorporates a potential future renovation of offices and classrooms for Kinesiology program use.

Funding Source

Funds were budgeted in the FY 2019-2020 Unexpended Construction Plant Fund budget.

Reviewers

The proposed renovation was reviewed by Kinesiology staff and the Coordinated Operations Council.

Enclosed Documents

Facilities Planning & Construction staff 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.

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 solicitation of architectural services for the Pecan Plaza West Building C Kinesiology Renovation as presented. The motion carried.

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 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 was requested.

Purpose

The Board was 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 was necessary to procure a design team to prepare all necessary design development drawings and specifications in preparation for construction. Once the statements of qualifications were 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 was part of the College's FY 2019-2020 Capital Improvement Projects. Library & Learning Support Services staff requested renovation of existing unused space to provide supplemental instruction, test proctoring services, and related collaborative CLE functions. The existing CLE was within the same facility and this space would 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 was \$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 were budgeted in the FY 2019-2020 Unexpended Construction Plant Fund budget.

Reviewers

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

Enclosed Documents

College staff 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.

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 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 motion carried.

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 was requested.

Purpose

The Board was 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 was necessary to procure a design team to prepare all necessary design development drawings and specifications in preparation for construction. Once the statements of qualifications were 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 was part of the College's FY 2019-2020 Capital Improvement Projects. The College's Welding Program at Starr County Campus experienced a growth in enrollment and needed more space to accommodate demand. The Welding Department requested expansion of the existing Welding Lab to allow for ten (10) more welding stations. Renovations of the existing welding lab would 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 was \$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 were budgeted in the FY 2019-2020 Unexpended Construction Plant Fund budget.

Reviewers

The proposed expansion was reviewed by Welding Department staff and the Coordinated Operations Council.

Enclosed Documents

Facilities Planning & Construction Staff 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.

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 solicitation of architectural services for the Starr County Campus Workforce Center Building D Welding Lab Expansion project as presented. The motion carried.

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 was requested.

Background

The Pecan Campus Arbor Brick Column Repairs & Replacement was 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 proposed 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. developed construction documents using College design standards as well as all applicable codes and ordinances for the solicitation of construction services. The construction documents would be issued for solicitation of construction proposals. Once received, construction proposals would be evaluated and submitted to the Board of Trustees with a proposal to award a construction contract.

College staff requested 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, was \$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.

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 proceeding with the solicitation of construction services for the Pecan Campus Arbor Brick Column Repairs & Replacement project as presented. The motion carried.

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 was 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 was 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 were 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.

Upon a motion by Mr. Gary Gurwitz and a second by Mr. Rene Guajardo, the Board of Trustees of South Texas College approved and authorized substantial completion of the Nursing and Allied Health Campus Parking Lot 1 Resurfacing project as presented. The motion carried.

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 was 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 was 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 were 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 was provided for the Board's review and information.

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

Upon a motion by Mr. Gary Gurwitz and a second by Mr. Rene Guajardo, the Board of Trustees of South Texas College approved and authorized substantial completion of the District Wide Marker Board Replacements project as presented. The motion carried.

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 was 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 had previously asked that the Board refrain from action on this item at this time, but that further discussion be undertaken as necessary. This item would be presented to the Facilities Committee in October 2019 for any further updates that might be required.

Purpose

The discussion centered around 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.

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 would consist of two phases for the renovation and expansion of the existing Library and Center for Learning Excellence facilities.

1. 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.
2. 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 was 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 would incorporate 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 would conduct a comprehensive feasibility study to analyze and recommend options for the expansion of the Pecan Campus Library Building F, including at least three 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:

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- 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, was \$186,360.

Phase 2 – Pecan Campus Library Expansion Design and Construction

ERO Architects would design and supervise construction of the selected expansion option, and would 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 added \$146,000 in additional service fees as required for consultants.

ERO Architects 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 were added together, they totaled \$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 to bring the project within construction budget, at no cost to the College.

Funding Source

Funds for these expenditures were 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.

Facilities Committee Chairman Mr. Gary Gurwitz noted that the consultants subcontracted by the architect for work under both Phase I and Phase II might have reduced cost and effort in Phase II, due to the work completed during Phase I. Mr. Gurwitz asked staff to work with the architect to review the scope of work and proposed fees for both project phases, to ensure that the College was not being asked to overpay for duplicative time and effort.

Mr. Eli Ochoa, ERO Architects, confirmed that he would undertake a review of the proposed fees with staff, and would present any results at the October 8, 2019 Facilities Committee meeting.

No action was taken.

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.

Mr. Rick de la Garza noted that he would present information to the Facilities Committee on the prioritization and scheduling of budgeted projects, as requested by the Committee Chairman.

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 August 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, was available to provide a review of the Financial Report for the month of **August 2019**, and to respond 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. Rene Guajardo and a second by Mrs. Victoria Cantú, 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 August 2019. The motion carried.

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.

The Finance, Audit, and Human Resources Committee did not take action on this issue on September 10, 2019.

No action was taken.

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.

Adjournment

There being no further business to discuss, the Regular Meeting of the South Texas College Board of Trustees adjourned at 6:58 p.m.

I certify the foregoing are the true and correct minutes of the Tuesday, September 24, 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. Lower Rio Grande Valley Workforce Development Board - Workforce Solutions, Child Development Associates Credential Program (CDA) additional funds in the amount of \$12,400

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. These additional funds of \$12,400 will be added to the already approved Board amount of \$40,575 for a total of \$52,975 this cycle. 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.

2. Lower Rio Grande Valley Workforce Development Board - Workforce Solutions, Childhood Conferences Participant Scholarship Funds in the amount of \$10,000

This grant provides funding for registration for 100 participants to attend the Sensory Sensitive Curriculum Toddler/Preschool (English and Spanish tracks available) and for 100 participants to attend La Salud Mental del Nino Training, which is hosted by South Texas College's Child Development and Early Childhood Department. If additional participants express interest in registering for the conferences, Workforce Solutions will allow South Texas College to request additional funds. Conferences will take place on the following dates: April 2020 and October 2020. This award is for the period of January 1, 2020 to December 31, 2020.

This grant aligns to Strategic Direction #2, Access and Success, by promoting a college-going culture through proactive outreach targeting prospective students to attend conferences.

3. The National Science Foundation, Campus Cyberinfrastructure, Lonestar Education and Research Network (LEARN) Consortium Sub-award in the amount of \$57,188

Funds from the National Science Foundation will be used to develop a program for regional network connectivity. South Texas College (STC) will participate in a consortium with five Texas colleges as part of the Lonestar Education and Research Network (LEARN). The LEARN consortium will focus on bringing sophisticated

technology and accompanying expertise to students and faculty choosing to pursue STEM research focused opportunities at South Texas College.

South Texas College's Information Services, Planning, Performance & Strategic Initiatives Division will also contribute \$42,450 in infrastructure support costs to participate in training, professional development and educational activities, increased connectivity and network upgrades that promote better academic data flow for Campus Cyberinfrastructure. The funding period is October 1, 2019 to September 30, 2021.

This grant aligns to Strategic Direction #5, Collaboration, by advancing mutually beneficial community and educational partnerships to create a collective impact on student success.

4. The Rea Charitable Trust Foundation of Wells Fargo Bank, for the Music Department in the amount of \$5,000

This grant will help fund high-quality band instruments for the Music Department in an effort to expand access to the performing arts in the Rio Grande Valley. A vibraphone, concert bass drum and other percussion instruments will be purchased for the South Texas College Symphonic Band. The funding period is September 19, 2019 to August 31, 2020.

This grant aligns to Strategic Direction # 2, Access and Success by providing students an opportunity to learn and engage in the visual and performing arts at South Texas College.

5. Texas Higher Education Coordinating Board (THECB), Work-Study Student Mentorship program allocation additional funds in the amount of \$22,199

This award 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. These additional funds will be added to the previously Board-approved award in the amount of \$91,299, which totals to \$113,498 for this project. 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. The City of McAllen Development Corporation Grant in the amount of \$259,440

This grant will help to increase the total number of high skilled, high wage manufacturing jobs in the Rio Grande Valley by providing customized upskill training for new and incumbent workers in occupations in Advanced Manufacturing or Robotics who are employed in the City of McAllen. Funds will be used for materials and supplies, salaries, and travel expenses for the Institute of Advanced Manufacturing. This grant is subject to approval by the City of McAllen, City Commissioners meeting. The funding period for this grant is from October 1, 2019 to September 30, 2020.

This award aligns to Strategic Direction #3, High Success Rate by providing training that develops skills to meet employer needs and contributes toward the economic mobility of the region.

7. Any Additional Grant(s) Pending Official Award

Summary of Grant Award Funding

The presented grants will provide up to \$366,227 in funding for the college to provide services and opportunities throughout the region.

Recommendation:

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

1. Lower Rio Grande Valley Workforce Development Board - Workforce Solutions, Child Development Associates Credential Program (CDA) additional funds in the amount of \$12,400
2. Lower Rio Grande Valley Workforce Development Board - Workforce Solutions, Childhood Conferences Participant Scholarship Funds in the amount of \$10,000
3. The National Science Foundation, Campus Cyberinfrastructure, Lonestar Education and Research Network (LEARN) Consortium Sub-award in the amount of \$57,188
4. The Rea Charitable Trust Foundation of Wells Fargo Bank, South Texas College Music Department in the amount of \$5,000
5. Texas Higher Education Coordinating Board (THECB), Work-Study Student Mentorship program allocation additional funds in the amount of \$22,199
6. The City of McAllen Development Corporation Grant in the amount of \$259,440

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

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

1. Lower Rio Grande Valley Workforce Development Board - Workforce Solutions, Child Development Associates Credential Program (CDA) Additional funds in the amount of \$12,400
2. Lower Rio Grande Valley Workforce Development Board - Workforce Solutions, Childhood Conferences Participant Scholarship Funds in the amount of \$10,000
3. The National Science Foundation, Campus Cyberinfrastructure, Lonestar Education and Research Network (LEARN) Consortium Sub-award in the amount of \$57,188
4. The Rea Charitable Trust Foundation of Wells Fargo Bank, South Texas College Music Department in the amount of \$5,000
5. Texas Higher Education Coordinating Board (THECB), Work-Study Student Mentorship additional funds in the amount of \$22,199
6. The City of McAllen Development Corporation Grant in the amount of \$259,440

Approval Recommended:

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

Review and Action as Necessary on Contract with United States Customs and Border Protection for Proposed Emergency Medical Technology Basic Certificate Program

The Board is asked to authorize administration to execute a contract with the United States Customs and Border Protection (USCBP) to offer a proposed Continuing Education Emergency Medical Technology Basic Certificate Program.

Background

USCBP Personnel receive highly technical training for a variety of issues that may arise in the field, including the response to medical or trauma emergencies. This Continuing Education training can provide the framework to prepare these employees to earn state and national EMT certifications, and can provide a pathway toward further certification or an Associate of Applied Science degree in Emergency Medical Technology.

This training will improve USCBP Personnel's ability to deliver "out-of-hospital" emergency care.

Proposed Benefit

This program would provide the following benefits to USCBP personnel:

- Prior Learning Assessment: students could receive course credit for demonstration of competencies acquired through previous training;
- Eligibility for National Registry of Emergency Medical Technicians (NREMT) Basic exam certification;
- Eligibility for Texas Department of State Health Services Texas EMT Basic Certification.
- Credit for up to six semester credit hours toward an academic Emergency Medical Technology degree upon full admission to South Texas College

Proposed Curriculum

The Continuing Education EMT Basic Course Program would be composed of 400 contact hours, including face-to-face courses supported by clinical and practicum coursework. The curriculum would be delivered over a 10-week term.

Proposed Cohort Structure

South Texas College proposes to deliver the Continuing Education EMT Basic Course Program to cohorts of 20 students, at an anticipated cost of \$78,965.60 per cohort. South Texas College has proposed a schedule to deliver this program to five total cohorts of USCBP personnel from January 2020 – December 2020.

The program would be scalable should USCBP wish to continue with additional cohorts.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize execution of a contract with the United States Customs and Border Protection (USCBP) to offer a proposed Continuing Education Emergency Medical Technology Basic Certificate Program, contingent upon acceptance of the contract by USCBP.

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

The Board of Trustees approves and authorizes execution of a contract with the United States Customs and Border Protection (USCBP) to offer a proposed Continuing Education Emergency Medical Technology Basic Certificate Program, contingent upon acceptance of the contract by USCBP.

Approval Recommended:

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

Review and Action as Necessary on Interagency Cooperation Contract with Texas Department of Transportation (TxDOT) for Proposed Academic Program Pathways for TxDOT Personnel

The Board is asked to authorize administration to execute an Interagency Cooperation Contract with the Texas Department of Transportation (TxDOT) to provide TxDOT employees with primarily online South Texas College Distance Learning programs for academic degrees and certificates leading to academic degrees.

Background

TxDOT is seeking opportunities to support their personnel with career development, recruitment, and retention opportunities to meet their institutional goals under the 60x30TX program.

The Texas Higher Education Coordinating Board's 60x30TX plan establishes, in part, that 60% of Texans between the ages of 24 and 35 should hold a college credential by the year 2030. TxDOT is committed to helping their personnel attain higher education credentials that will contribute meaningfully to 60x30TX.

Proposed Academic Programs

TxDOT has approved seven Associate of Arts (AA) Degree and Associate of Science (AS) Degree Programs as part of this agreement. Employees would be supported on pathways toward earning one of the following degrees:

AA in Business Administration	AA in Communication Studies
AA in Interdisciplinary Studies	AS in Computer Information Systems
AS in Computer Science	AS in Interdisciplinary Studies
AS in Mathematics	

Proposed TxDOT Enrollment

The Interagency Cooperation Contract would provide these South Texas College program opportunities to up to five hundred (500) full-time TxDOT employees living and working throughout the state. Each employee is expected to complete his or her selected associate degree under this program within three years.

TxDOT has budgeted funds to support five hundred employees, at an estimated average cost of \$12,275.00 per employee, which includes tuition, fees, and textbooks/materials, and anticipates each employee completing their selected associate degree program in three-year period. Actual participation will be subject to the availability of appropriated funds and final approval by TxDOT.

South Texas College Legal Counsel has reviewed the proposed Interagency Cooperation Contract, and administration recommends Board approval.

With Board approval, the proposed Interagency Cooperation Contract will be presented to the Executive Director of TxDOT on October 31, 2019. Recruitment would begin upon

approval by the College and TxDOT, with an anticipated Spring 2020 start for the first cohort of program participants.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the execution of an Interagency Cooperation Contract with the Texas Department of Transportation (TxDOT) as presented.

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

The Board of Trustees approves and authorizes the execution of an Interagency Cooperation Contract with the Texas Department of Transportation (TxDOT) as presented.

Approval Recommended:

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

First Reading of Proposed New Policy #1512: Nepotism: Public Officials

The Board of Trustees is asked to review the proposed new policy #1512: *Nepotism: Public Officials*.

South Texas College adopted Policy 4211: *Nepotism* on November 9, 1995. That policy attempts to cover two separate and legally distinct issues:

1. the employment of relatives within a prohibited degree of relationship to public officials; and
2. the employment of family members in positions at the College such that one family member would supervise, directly or indirectly, another family member.

The Office of Human Resources has proposed deleting Policy 4211: *Nepotism*, and the creation of two new policies to each focus on the relevant issues. They have undertaken this process with the guidance of STC Legal Counsel for personnel issues, Mr. Jose Guerrero.

The Office of Human Resources has proposed new policy #1512: *Nepotism: Public Officials* to address the legal issue of nepotism as it relates to the employment of relatives of trustees or the College President.

This policy has been further reviewed by STC General Counsel Jesus Ramirez, who recommends approval as presented.

Administration has proposed a separate new policy to address the prohibition of employment of individuals into positions with supervisory responsibility over family members. This will be presented to the Finance, Audit, and Human Resources Committee in November 2019.

The Board is asked to review and provide feedback on this first reading of the proposed new policy. Any feedback would be incorporated into a final proposal for the Board's consideration in November 2019.

No action is requested at this time.

MANUAL OF POLICY

Title	Nepotism: Public Officials	1512
Legal Authority	Approval of the Board of Trustees	Page 1 of 2
Date Approved by Board	Board Minute Order dated October 29, 2019	

I. Purpose

The purpose of this policy is to provide provisions regarding nepotism prohibition of public officials as defined by the consanguinity and affinity relationship.

II. Policy

A. Nepotism Prohibitions Applicable to Public Officials

As public officials, the members of the Board of Trustees and the College President are subject to the nepotism prohibitions of Chapter 573 of the Texas Government Code.

South Texas College shall not employ any person related within the second degree by affinity (marriage) or within the third degree by consanguinity (blood) to any member of the Board or the College President when the salary, fees, or compensation of the employee is paid from public funds or fees of office.

A nepotism prohibition is not applicable to the employment of an individual with the College if:

- 1) the individual is employed in the position immediately before the election or appointment of the public official to whom the individual is related in a prohibited degree; and
- 2) that prior employment of the individual is continuous for at least:
 - a. 30 days, if the public official is appointed;
 - b. six months, if the public official is elected at an election other than the general election for state and county officers; or
 - c. one year, if the public official is elected at the general election for state and county officers.

If an individual whose employment is not subject to the nepotism prohibition continues in a position, the College President or the member of the Board of Trustees to whom the individual is related in a prohibited degree may not participate in any deliberation or voting on the employment, reemployment, change in status, compensation, or dismissal of the individual if that action applies only to the individual and is not taken regarding a bona fide class or category of employees.

MANUAL OF POLICY

Title	Nepotism: Public Officials	1512
Legal Authority	Approval of the Board of Trustees	Page 2 of 2
Date Approved by Board	Board Minute Order dated October 29, 2019	

B. Method of Computing Degree of Consanguinity and Affinity Relationship

The method of computing degrees of relationship is the civil law method, as follows:

CONSANGUINITY (blood relatives)

1st degree of consanguinity: parents or children (includes adopted children)

2nd degree of consanguinity: brother, sister, grandparents, or grandchildren

3rd degree of consanguinity: great grandparents, great-grandchild, aunt who is a sister of a parent of the individual, uncle who is a brother of a parent of the individual, nephew who is a child of a brother or sister of the individual, or niece who is a child of a brother or sister of the individual.

There is no distinction between half-blood and full-blood relations. Half-blood relations fall within the same degree as those of full-blood.

AFFINITY (relatives by marriage)

1st degree of affinity: spouse, mother-in-law, father-in-law, daughter-in-law, son-in-law, step-children while married to the stepchild's mother;

2nd degree of affinity: brother-in-law or sister-in-law (spouse's brother or sister; or brother or sister's spouse), spouse's grandparents, and step-grandchildren.

III. Key Accreditation Agency, Federal, and/or State Statutes

Pertinent Information

Chapter 573 of the Texas Government Code (Chapter 573) which governs Nepotism prohibitions is adapted to this policy. In the event of any conflict between this policy and Texas Government Code Chapter 573, the latter shall govern.

IV. History

Origination Date Approved by Board	October 29, 2019
Date Reviewed and Approved by Board	

MANUAL OF POLICY

Title	Nepotism	4211
Legal Authority	Approval of the Board of Trustees	Page 1 of 2
Date Approved by Board	Board Minute Order dated November 9, 1995	

No member of the Board of Trustees or President shall appoint, or vote for, or confirm the appointment to any office, position, or employment of any person related within the second degree by affinity (marriage) or within the third degree by consanguinity (blood) to the person appointing or voting, or to any other member of the Board when the salary, fees, or compensation of the employee is paid from public funds.

Members of the same family (spouse, siblings, or parents, and children) or immediate household members may be employed by the College except under the following circumstances:

1. When one member of a family would be responsible for institutional decisions involving possible direct benefit (including initial appointment, retention, promotion, salary, leave of absence, etc.) to another member of the same family; or
2. When one member of a family would be responsible for supervising, evaluating, or auditing the work of another member of the same family.

In those instances in which one member of a family is excluded from employment by the College pursuant to this policy, the family members shall have the right to decide which member will continue in employment with the College. If, however, the family members fail to make the necessary decision within a reasonable time, the College shall use a neutral standard to determine which family member will continue in employment with the College.

When circumstances or relationships conflict or threaten the best interests of the College, the President may make transfers and/or reassignments as needed.

Pertinent Information

Article 5996a., V.A.C.S., prohibits the appointment or employment of an individual related to the appointing officer within the second degree by marriage (affinity) or within the third degree by blood (consanguinity).

The method of computing degrees of relationship is the civil law method. Two persons are related to each other by consanguinity if one is a descendant of the other or if they share the same ancestor. An adopted child is treated as a natural child of the adoptive parent where applicable. The degree of relationship by consanguinity between a person and the person's descendant is determined by the number of generations that separate them. If a person and the person's relative are related by consanguinity, but neither is a descendant from the other, the degree of relationship is determined by adding the number of generations between the person and the nearest common ancestor of the person and the person's relative, and the number of generations between the relative and the nearest common ancestor.

MANUAL OF POLICY

Title	Nepotism	4211
Legal Authority	Approval of the Board of Trustees	Page 2 of 2
Date Approved by Board	Board Minute Order dated November 9, 1995	

Two persons are related to each other by affinity if they are married to each other or the spouse of one of the persons is related by consanguinity to the other person. Termination of a marriage by divorce or the death of a spouse terminates relationships by affinity created by that marriage unless a child of that marriage is living, in which case the marriage is treated as continuing to exist as long as a child of that marriage lives.

A husband and wife are related to each other in the first degree by affinity. For other affinity relationships, the degree of relationship is the same as that by consanguinity, i.e., if A and B are related to each other in the second degree by consanguinity, then A's spouse is related to B in the second degree by affinity.

Relatives within the third degree by consanguinity include the person's:

- parent or child (relatives in the first degree);
- brother, sister, grandparent, or grandchild (relatives in the second degree); and
- great-grandparent, great-grandchild, aunt who is a sister of a parent of the person, uncle who is a brother of a parent of the person, nephew or niece who is a child of a brother or sister of the person (relatives in the third degree).

Relatives within the third degree by affinity include:

- anyone related by consanguinity to the person's spouse in one of the ways named under 1, 2, or 3 of that section; and
- the spouse of anyone related to the person by consanguinity in one of the ways named under 1, 2, or 3 of that section.

An exception to the nepotism provision is made if the relative of the officer or institution head, who is related within the second degree by affinity (marriage) or within the third degree by consanguinity (blood), has been continuously employed for 30 days, if the officer/member is appointed as in the case of members of the Board of Trustees.

When a person is allowed to continue in an office or employment because of an exception to the nepotism rules, the appointing official cannot participate in deliberations or voting on the change in status, compensation, or dismissal of that person unless the actions apply to a class or category of employees and not just to the individual.

If, and in the event, this policy is determined to be in conflict with the laws of the State of Texas as defined in Article 5996h, then in that event, the statute shall control. All other terms and provisions of this policy and procedure shall remain in full force and effect as modified by the change in Article 5996h and only that portion in conflict will be deemed inoperative.

First Reading of Proposed Revisions to Policy #1520: Orientation and Training

The Board of Trustees is asked to review the proposed revisions to policy #1520: *Orientation and Training*.

South Texas College adopted Policy 1520: *Orientation and Training* on July 27, 1995. The policy has not been revised since its initial adoption.

Due to significant changes in state law and the practices at South Texas College, administration recommends wholly deleting the text of Policy #1520 and replacing it with new text, as follows.

- The revised policy would outline the information to be presented to any person considering to apply for a place on the ballot or to apply for consideration for appointment to the Board of Trustees.
- The revised policy would further outline the training requirements established by Texas law.
- Finally, the revised policy would require administration to provide trustees with ongoing notification of conferences and other opportunities to network with and learn from fellow trustees across the state and nation.

The Board is asked to review and provide feedback on this first reading of the proposed new policy. Any feedback would be incorporated into a final proposal for the Board's consideration in November 2019.

No action is requested at this time.

MANUAL OF POLICY

Title	Orientation and Training of Trustees	1520
Legal Authority	Approval of the Board of Trustees	Page 1 of 1
Date Approved by Board	Board Minute Order Dated July 27, 1995 As Amended by Board Minute Order Dated November 26, 2019	

I. Purpose

The purpose of the policy is to provide the process for the orientation and training of trustees serving on the South Texas College Board of Trustees.

II. Policy

Information for Candidates for Board of Trustees

Application packets for candidates seeking a place on the ballot for election to the South Texas College Board of Trustees, or seeking consideration to be nominated to fill a vacancy on the South Texas College Board of Trustees, shall include guidance on best practices for trustees, roles and responsibilities of trustees, and ethical governance.

These application packets shall also include current South Texas College Policies related to the authority and functions of the Board, goals for trustees, and conflicts of interest.

Training for New Trustees

Upon election or appointment to the Board, College administration will provide all new trustees with information and access to state-mandated training programs for Texas junior college governing board members, including the following:

- Intensive Short Course for Appointed Members of Governing Board (Texas Education Code, Section 61.0841)
- Open Meetings Training (Texas Government Code, Section 551.005)
- Open Records Training (Texas Government Code, Section 552.012)
- Public Funds Investment (Texas Government Code, Section 2256.007)
- Training for Members of Governing Board (Texas Education Code, Section 61.084)

Trustee Education Conferences

College administration will provide trustees with ongoing notification of conferences and other opportunities to network with and learn from fellow trustees across the state and the nation, including but not limited to those coordinated by the Community College Association of Texas Trustees (CCATT) and the Association of Community College Trustees (ACCT).

III. History

Origination Date Approved by Board:
July 27, 1995

Date Amended and Approved by Board:
November 26, 2019

MANUAL OF POLICY

Title	Orientation and Training	1520
Legal Authority	Approval by the Board of Trustees	
Date Approved by Board	Board Minute Order Dated July 27, 1995	

Annual Workshop

An annual workshop will be conducted to address the training needs of Trustees. Topics include, but are not limited to: community college history and philosophy; governance, ethics, legal issues; accreditation; finance; audits; legislative relations; planning (strategic, short-term, and long-range); evaluations (Board, President, institution and educational programs); Board policies and bylaws; Boardsmanship; state and national trends on educational, social, and technological issues; and Texas government operations (executive and legislative branches, the Texas Higher Education Coordinating Board, and other state agencies).

Orientation for New Trustees

The Board and the President shall provide an orientation for new Trustees within the calendar year of their initial election to assist them in understanding the Board's function, policies, and procedures. Assistance given in the orientation of new Trustees may include the following, as appropriate or available:

1. Selected materials on the responsibilities of being a contributing member of the Board.
2. Material pertinent to meetings and an explanation of its use.
3. Invitations to meet with the President and other administrative personnel designated by the President to discuss services the administration performs for the Board.
4. A review of the Board's policies and administrative regulations and other documents and information currently in use by other Trustees.
5. Information regarding appropriate meetings and workshops.
6. A formal orientation on legal and budgetary oversight responsibilities of the Board.
7. Other information and activities as the Board or the President deem useful in fulfilling the role of Trustee.

First Reading of Proposed Revisions to Policy #1620: Meeting Procedures

The Board of Trustees is asked to review the proposed new policy #1620: *Meeting Procedures*.

South Texas College last revised Policy 1620: *Meeting Procedures* on July 15, 2004. It is necessary to update this policy to reflect the current practices relating to the broadcast of live meetings, and public access to an online archive of past meeting broadcasts.

This policy has been further reviewed by STC General Counsel Jesus Ramirez, who recommends approval as presented.

In addition to clarifying the policy guidelines around procedures for broadcast streams and online archives, Mr. Ramirez identified guidelines that would allow the Board to hold deliberative Work Sessions, separate from the conduct of regular Board business. These guidelines have been made recently available due to the clarification of state law regarding the broadcast and archive requirements.

The Board is asked to review and provide feedback on this first reading of the proposed new policy. Any feedback would be incorporated into a final proposal for the Board's consideration in November 2019.

No action is requested at this time.

MANUAL OF POLICY

Title	Meeting Procedures	1620
Legal Authority	Approval of the Board of Trustees	Page 1 of 3
Date Approved by Board	Board Minute Order Dated July 27, 1995 As Amended by Board Minute Order Dated November 19, 1996 As Amended by Board Minute Order Dated July 15, 2004 As Amended by Board Minute Order Dated November 26, 2019	

I. Purpose

The purpose of the policy is to provide the meeting procedures to be used by the Board of Trustees for all Board and Board Committee meetings and work sessions.

II. Policy

Parliamentary Procedures

Unless otherwise provided by law or bylaws or policies of the Board, the Board shall conduct its meeting to the extent practical in accord with Robert's Rules of Order. The failure to strictly follow Robert's Rules of Order shall not act to invalidate any action of the Board for which a quorum was present otherwise held in accordance with the law.

Passing Resolutions or Orders

No action shall be taken by the Board without a motion. No action shall be taken by the Board except by affirmative vote of a majority of a quorum. Each Trustee exercises one vote.

Method of Voting

Votes by all members of the Board may be made orally or by show of hands. Upon request of a Trustee, the vote shall be by show of hands. No vote shall be taken by secret ballot.

Adequate Information to Precede Action

The Board shall take every precaution to assure itself of full and adequate information prior to action. The President shall be given an opportunity to examine and evaluate all information received by the Board from any source and to recommend action before the Board makes any decision.

Public Participation in Regular Board Meetings

Regular Board meetings are held to transact the business of the College and are open to the public except when executive sessions are permitted by law. Members of the public (including employees and students) having concerns relating to the College may request that their concerns be added on the agenda. To be placed on the agenda, application must be made in writing through the President's Office at least seven (7) days prior to the scheduled meeting. In addition, the Board shall designate a portion of its regular monthly meeting to hear comments from individuals who have not requested a place on the agenda. Persons who wish to participate in this portion of the meeting shall sign up prior to the start of the meeting, and indicate the topic about which they wish to speak.

Public participation is limited to those persons who have requested and been placed on the agenda, to those persons who have otherwise been specifically invited by the Board to make comments concerning items on the agenda, and to that portion of the meeting designated for public comments. At all other times during Board meetings, the audience shall not enter into discussions or debate on matters being considered by the Board.

MANUAL OF POLICY

Title	Meeting Procedures	1620
Legal Authority	Approval of the Board of Trustees	Page 2 of 3

No public presentation shall exceed five (5) minutes. Delegations of more than five (5) persons shall appoint one person to present their views to the Board.

Public Comments

The following provisions shall apply in the preparation of Board Agendas and the transaction of official business at **Regular** Board Meetings:

1. Regular meetings of the Board shall be held in public for the conduct of the public business. It is not a public hearing unless so designated by the Board.
2. Groups and individuals may appear before the Board to present their views or to make proposals for consideration by the Board. To be placed on the agenda, application must be made in writing through the President's Office at least 7 days prior to the scheduled meeting.
3. Discussion before the Board shall be limited to five (5) minutes per individual and fifteen (15) minutes per delegation unless waived by a majority of the Board.
4. Time limitations shall not preclude the Board from requesting specific reports from anyone attending the Board meeting and having information desired by the Board pertaining to a specific topic under discussion.

Board's Response to Public Comment

Specific factual information or recitation of existing policy may be furnished in response to public inquiries, but the Board may not deliberate, discuss, or make any decision on any subject not on the agenda.

Recording by Attendee

All or any part of the proceedings in any open meeting may be recorded by any person in attendance by means of a tape recorder, video camera, or any other means of aural or visual reproduction. The disclosure of information regarding executive sessions is limited by law, as described elsewhere herein. The Board may impose reasonable rules to maintain order at the meeting, including rules relating to the location of any recording equipment and the manner in which the recording is conducted. Such rules shall not have the effect of preventing or unreasonably impairing camera coverage or tape recording.

Broadcast Stream and Online Archive – Regular Board Meetings and Public Hearings

In compliance with Texas Government Code Sec. 551.1282, (b)(2), all regularly scheduled meetings of the Board and Board Committees shall be broadcast over the College's website, except for those portions closed to the public as authorized by law.

In compliance with Texas Government Code Sec. 551.1282 (b)(3), these broadcast meetings shall be recorded and made publicly available in an online archive on the College's website.

In compliance with Texas Government Code Sec. 551.128 (b-4)(2), the College shall maintain these recordings in the publicly available online archive for not less than two years after the date the recording was first made available.

MANUAL OF POLICY

Title	Meeting Procedures	1620
Legal Authority	Approval of the Board of Trustees	Page 3 of 3

After removal from the publicly available online archive, these recordings will be maintained in compliance with the College's Records Management Procedures.

Board Work Sessions

Board Work Sessions will be called as needed for special circumstances, and not for the deliberation or action on regular Board business.

- Public Notice of Board Work Sessions will be provided in compliance with Board Policy: 1625: Notice of Meeting: Contents of Notice, and with the Texas Open Meetings Act.
- Board Work Sessions will be held for deliberative purposes only. Board Work Sessions will not include any agenda items that will call for a vote by the Board of Trustees, nor will they include periods of public comment or testimony.
- In compliance with Texas Government Code Sec. 551.128 (b-1)(1)(B)(ii), Board Work Sessions that do not include a vote on any matter or allow public comment or testimony will not be required to be broadcast or audio/video recorded.

Meetings by Conference Call

The Board may hold a meeting by telephone conference call if:

1. The meeting is a special called meeting and immediate action is required; and
2. The convening at one location of a quorum of the governing board is difficult or impossible. A meeting by telephone conference call is subject to the notice requirements applicable to other motions.

III. History

Origination Date Approved by Board:
July 27, 1995

Date Amended and Approved by Board:
November 19, 1996
July 15, 2004
November 29, 2019

Review and Action as Necessary on Revisions to 2019-2020 Academic Calendar and 2020-2021 Academic Calendar

The Board is asked to approve and authorize the proposed revisions to the 2019-2020 Academic Calendar and 2020-2021 Academic Calendar to accurately reflect that the College will be closed for Memorial Day, a federal holiday, on:

- Monday, May 25, 2020 and
- Monday, May 31, 2021

In previous years, Memorial Day has been explicitly identified on the Academic Calendar as a day that the College is closed. This is consistent with the College's observance of federal holidays. There was an error in a revision to the 2019-2020 Academic Calendar that led to the unintentional removal of the designated observance of Memorial Day in that calendar, and this error was carried over to the 2020-2021 Academic Calendar.

Administration has revised their calendar review procedures to avoid similar errors moving forward.

Enclosed Documents

The proposed revisions to the 2019-2020 Academic Calendar and 2020-2021 Academic Calendar are provided in the following pages. The revisions are proposed specifically to reflect that the College would be closed on Memorial Day each year, in observance of the federal holiday.

As Chair and sole member of the Education and Workforce Development Committee in attendance, Dr. Alejo Salinas, Jr. recommended Board approval of the proposed revisions to the 2019-2020 Academic Calendar and the 2020-2021 Academic Calendar as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the proposed revisions to the 2019-2020 Academic Calendar and the 2020-2021 Academic Calendar as presented.

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

The Board of Trustees approves and authorizes the proposed revisions to the 2019-2020 Academic Calendar and the 2020-2021 Academic Calendar as presented.

Approval Recommended:

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

2019-2020 Calendar



Revised: 07/31/2019

Fall Semester 2019 (August 26 - December 15)

August 14 (Wednesday)	New Faculty Start Date – New Faculty Benefits & Orientation (Human Resources)
August 15 (Thursday)	New Faculty Orientation
August 16 (Friday)	New Faculty Service Area Tour
August 19 (Monday)	Faculty Return – Academic Affairs Convocation / Division Meetings
August 20 (Tuesday)	Faculty Preparation Day / Departmental Meetings
August 21 (Wednesday)	Faculty Preparation Day / Departmental Meetings
August 22 (Thursday)	Faculty Preparation Day / Distance Learning Symposium / Full-Time Faculty Teaching Dual Credit Courses PD Day / Departmental Meetings
August 23 (Friday)	Faculty Preparation Day / Departmental Meetings
August 24 (Saturday)	Adjunct & Dual Credit Faculty Development Day
August 26 (Monday)	Classes Begin
September 2 (Monday)	College Closed – Labor Day
September 11 (Wednesday)	Census Day - Twelfth Class Day
September 27 (Friday)	College Closed – College-Wide Organizational Development Day
November 15 (Friday)	Last Day to Withdraw
November 28 – Dec. 1 (Thursday – Sunday)	College Closed - Thanksgiving Holiday
December 9 – 15 (Monday – Sunday)	Finals
December 14 (Saturday)	Certificate and Degree Award Date
December 14 (Saturday)	Commencement Ceremonies*
December 15 (Sunday)	End of Term
December 16 (Monday)	Grades Due Date
December 16 – January 1 (Mon. – Wed.)	Winter Break (College Closed)

* May vary depending on facility availability.

Spring Semester 2020 (January 21 – May 14)

January 2 (Thursday)	College Opens – Staff return
January 13 (Monday)	Faculty Return – Division / Department Meetings
January 14 (Tuesday)	Faculty Preparation Day / New Faculty Start Date - New Faculty Benefits & Orientation – (Human Resources)
January 15-17 (Wednesday-Friday)	Faculty Preparation Day / Departmental Meetings
January 18 (Saturday)	Adjunct / Dual Credit Faculty Professional Development Day
January 20 (Monday)	Martin Luther King, Jr. Day – College Closed
January 21 (Tuesday)	Classes Begin
February 5 (Wednesday)	Census Day - Twelfth Class Day
February 14 (Friday)	College Closed - College-Wide Organizational Development Day
March 16 – 22 (Monday - Sunday)	College Closed - Spring Break
April 9 – 12 (Thursday – Sunday)	College Closed - Semester Break
April 20 (Monday)	Last Day to Withdraw
May 8 – 14 (Friday – Thursday)	Finals
May 14 (Thursday)	End of Term
May 15 – 16 (Friday - Saturday)	Commencement Ceremonies*
May 15 – 16 (Friday - Saturday)	Certificate and Degree Award Date
May 18 (Monday)	Grades Due Date
May 25 (Monday)	College Closed – Memorial Day

*May vary depending on facility availability.

Summer Session 2020 (June 1 – August 7)

June 1 (Monday)	Classes Begin
June 9 (Tuesday)	Census Day - Seventh Class Day
July 3 (Friday).....	College Closed-Independence Day
July 6 – 7 (Monday & Tuesday)	No classes
July 22 (Wednesday).....	Last Day to Withdraw
August 6 (Thursday)	Last day of Term/Finals (Classes Meeting M-R)
August 7 (Friday).....	Last day of Term /Finals (Classes Meeting M-F)
August 10 (Monday).....	Grades Due Date

SI – Minimester (June 1 – July 1)

June 1 (Monday)	Classes Begin
June 4 (Thursday)	Census Day - Fourth Class Day
June 24 (Wednesday).....	Last Day to Withdraw
June 30 (Tuesday).....	End of Classes
July 1 (Wednesday).....	Finals / End of Term
July 3 (Friday).....	College Closed-Independence Day
July 6 (Monday).....	Grades Due Date

SII – Minimester (July 8 – August 7)

July 8 (Wednesday)	Classes Begin
July 13 (Monday).....	Census Day - Fourth Class Day
July 30 (Thursday)	Last Day to Withdraw
August 6 (Thursday)	Last day of Term/Finals (Classes Meeting M-R)
August 7 (Friday).....	Last day of Term /Finals (Classes Meeting M-F)
August 10 (Monday).....	Grades Due Date

2020-2021 Calendar



Revised: 07/31/2019

Fall Semester 2020 (August 24 - December 13)

August 12 (Wednesday)	New Faculty Start Date – New Faculty Benefits & Orientation (Human Resources)
August 13 (Thursday)	New Faculty Orientation
August 14 (Friday)	New Faculty Service Area Tour
August 17 (Monday)	Faculty Return – Academic Affairs Convocation / Division Meetings
August 18 (Tuesday)	Faculty Preparation Day / Departmental Meetings
August 19 (Wednesday)	Faculty Preparation Day / Departmental Meetings
August 20 (Thursday)	Faculty Preparation Day / Distance Learning Symposium / Full-Time Faculty Teaching Dual Credit Courses PD Day / Departmental Meetings
August 21 (Friday)	Faculty Preparation Day / Departmental Meetings
August 22 (Saturday)	Adjunct & Dual Credit Faculty Development Day
August 24 (Monday)	Classes Begin
September 7 (Monday)	College Closed – Labor Day
September 9 (Wednesday)	Census Day - Twelfth Class Day
September 25 (Friday)	College Closed – College-Wide Organizational Development Day
November 13 (Friday)	Last Day to Withdraw
November 26 – 29 (Thursday – Sunday)	College Closed - Thanksgiving Holiday
December 7 – 13 (Monday – Sunday)	Finals
December 12 (Saturday)	Commencement Ceremonies*
December 12 (Saturday)	Certificate and Degree Award Date
December 13 (Sunday)	End of Term
December 14 (Monday)	Grades Due Date
December 17 – January 3 (Thurs. – Sun.)	Winter Break (College Closed)

* May vary depending on facility availability.

Spring Semester 2021 (January 19 – May 13)

January 4 (Monday)	College Opens – Staff return
January 6 (Wednesday)	New Faculty Start Date – New Faculty Benefits & Orientation (Human Resources)
January 11 (Monday)	Faculty Return – Division / Department Meetings
January 12 – 15 (Tuesday-Friday)	Faculty Preparation Day / Departmental Meetings
January 16 (Saturday)	Adjunct / Dual Credit Faculty Professional Development Day
January 18 (Monday)	Martin Luther King, Jr. Day – College Closed
January 19 (Tuesday)	Classes Begin
February 3 (Wednesday)	Census Day - Twelfth Class Day
February 12 (Friday)	College Closed - College-Wide Organizational Development Day
March 15 – 21 (Monday - Sunday)	College Closed - Spring Break
April 1 – 4 (Thursday – Sunday)	College Closed - Semester Break
April 19 (Monday)	Last Day to Withdraw
May 7 – 13 (Friday – Thursday)	Finals
May 13 (Thursday)	End of Term
May 14 – 15 (Friday - Saturday)	Commencement Ceremonies*
May 14 – 15 (Friday - Saturday)	Certificate and Degree Award Date
May 17 (Monday)	Grades Due Date
May 31 (Monday)	College Closed – Memorial Day

*May vary depending on facility availability.

Summer Session 2021 (June 7 – August 13)

June 7 (Monday) Classes Begin

June 15 (Tuesday) Census Day - Seventh Class Day
 July 5 (Monday) College Closed-Independence Day
 July 12 – 13 (Monday & Tuesday) No classes
 July 29 (Thursday) Last Day to Withdraw
 August 12 (Thursday) End of Term/Finals (Classes Meeting M-R)
 August 13 (Friday) End of Term /Finals (Classes Meeting M-F)
 August 16 (Monday) Grades Due Date

SI – Minimester (June 7 – July 8)

June 7 (Monday) Classes Begin

June 10 (Thursday) Census Day - Fourth Class Day
 June 30 (Wednesday) Last Day to Withdraw
 July 5 (Monday) College Closed-Independence Day
 July 8 (Thursday) End of Term/Finals
 July 12 (Monday) Grades Due Date

SII – Minimester (July 14 – August 13)

July 14 (Wednesday) Classes Begin

July 19 (Monday) Census Day - Fourth Class Day
 August 6 (Friday) Last Day to Withdraw
 August 12 (Thursday) End of Term/Finals (Classes Meeting M-R)
 August 13 (Friday) End of Term /Finals (Classes Meeting M-F)
 August 16 (Monday) Grades Due Date

Review and Action as Necessary on Proposed Revisions to Instruction and Student Services Policies:

Administration requests Board approval of the proposed revisions to the following Instruction and Student Service Policies:

a. Policy #3200: Student Admissions

The revisions are necessary to:

- Update non-discrimination language;
- Update terminology used;
- Clarify that Dual Enrollment Academy Programs are selective admission programs; and
- Add the Bachelor of Science in Nursing (RN-to-BSN) program to the Selective Admission programs.

This complies with SACS requirements.

b. Policy #3204: Student Records

The revisions are necessary to:

- Specify that disciplinary notations resulting from violations of the Student Code of Conduct are included as student records.

This complies with Texas State Law HB 449.

c. Policy #3311: Reporting Grades and Transcript Maintenance

The revisions are necessary to:

- Specify that South Texas College transcripts may include disciplinary notations as mandated by state law.

This complies with Texas State Law HB 449.

d. Policy #3313: Student Grievance or Complaint

The revisions are necessary to:

- Update the list of classes protected from discrimination by College policy;
- Establish that a student complaint is a formal process, rather than an informal process; and
- Direct students toward the Student Handbook for more information on the grievance and complaint process.

This complies with SACS requirements.

- e. Policy #3342: Graduation Requirements for the B.A.S, B.A.T., **B.S.N.**, A.A., A.S. and A.A.S. Degrees and Certificate of Completion

The revisions are necessary to:

- Update the policy to include the Bachelor of Science in Nursing degree;
- Update the policy to reflect current information about Commencement Exercises;
- Provide clarification on baccalaureate degree programs generally, including:
 - A minimum of 120 hours are required; and
 - The Core Curriculum requirements must be met with a minimum 2.0 G.P.A.
- Provide clarification on associate degree programs generally, including:
 - The Core Curriculum requirements must be met with a minimum 2.0 G.P.A.
 - Graduates from an associate degree program may earn an additional associate degree of a different degree type.

This complies with SACS requirements.

- f. Policy #3650: Student **Rights and Responsibilities**, Conduct and Discipline

The revisions are necessary to:

- Update the policy to include a purpose statement, and to clarify that the Student Handbook is the definitive document outlining inappropriate behavior and disciplinary procedures.
- Update the policy to support the College's focus on students' Rights and Responsibilities
- Establish a requirement for the College to publish procedures, guidelines and other information on Students' Rights regularly, including online, via email, and through hard copy as appropriate.

This complies with SACS requirements.

The proposed changes have been reviewed by President's Cabinet and President's Administrative Staff committee, as well as the departments/stakeholders that administer each policy.

The proposed revisions are noted in the following pages, with proposed additions highlighted in yellow and proposed deletions indicated with red strikethrough.

At the Education and Workforce Development Committee meeting, Dr. Alejo Salinas, Jr. provided feedback to administration, but refrained from making a recommendation for Board action. Dr. Salinas' feedback has been incorporated into the proposals presented for the Board's review, with those changes highlighted in blue.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the proposed revisions to the following policies:

- a. Policy #3200: Student Admissions
- b. Policy #3204: Student Records
- c. Policy #3311: Reporting Grades and Transcript Maintenance
- d. Policy #3313: Student Grievance or Complaint
- e. Policy #3342: Graduation Requirements for the B.A.S, B.A.T., **B.S.N.**, A.A., A.S. and A.A.S. Degrees and Certificate of Completion
- f. Policy #3650: Student **Rights and Responsibilities**, Conduct and Discipline

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

The Board of Trustees approves and authorizes the proposed revisions to the following policies:

- a. Policy #3200: Student Admissions
- b. Policy #3204: Student Records
- c. Policy #3311: Reporting Grades and Transcript Maintenance
- d. Policy #3313: Student Grievance or Complaint
- e. Policy #3342: Graduation Requirements for the B.A.S, B.A.T., **B.S.N.**, A.A., A.S. and A.A.S. Degrees and Certificate of Completion
- f. Policy #3650: Student **Rights and Responsibilities**, Conduct and Discipline

Approval Recommended:

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

MANUAL OF POLICY

Title	Student Admissions	3200
Legal Authority	Approval of the Board of Trustees	Page 1 of 4
Date Approved by Board	Board Minute Order dated November 9, 1995 As Amended by Board Minute Order dated March 12, 1998 As Amended by Board Minute Order dated December 17, 1998 As Amended by Board Minute Order dated February 17, 2000 As Amended by Board Minute Order dated July 19, 2001 As Amended by Board Minute Order Dated January 16, 2003 As Amended by Board Minute Order Dated June 24, 2004 As Amended by Board Minute Order Dated July 28, 2005 As Amended by Board Minute Order Dated June 15, 2006 As Amended by Board Minute Order Dated November 16, 2006 As Amended by Board Minute Order Dated March 29, 2016 As Amended by Board Minute Order Dated MMDDYY	

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

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

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

High School Graduation

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

Examination

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

Individual Approval

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

Transfer from Another College

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

The following conditions apply regarding transfer from another college:

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

Dual Enrollment Credit

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

International Student

The college is authorized under federal law to enroll students who are valid F-1 or M-1 visa holders under the Student Exchange and Visitor Information System (SEVIS) and authorized by the United

States Citizenship and Immigration Services (USCIS). Upon initial admission to the College, international students must comply with all federal regulations in order to obtain a student visa prior to enrollment and must remain in compliance throughout the duration of study. International students may seek general admission to the College or admission to selective programs.

SELECTIVE ~~PROGRAMS~~ ADMISSIONS

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

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

Bachelor Degree Programs

Bachelor of Applied Technology

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

Bachelor of Applied Science

- Bachelor of Applied Science in Organizational Leadership

Bachelor of Science in Nursing

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

Public Safety Selective Admission Programs

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

Nursing & Allied Health Selective Admission Programs

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

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

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

- Associate Degree Nursing
- Occupational Therapy Assistant
- Physical Therapy Assistant
- Radiologic Technology

MANUAL OF POLICY

Title

Student Admissions

3200

Legal Authority

Approval of the Board of Trustees

Page 4 of 4

- Diagnostic Medical Sonography
Respiratory Therapy
Vocational Nursing

MANUAL OF POLICY

Title	Student Records	3204
Legal Authority	Approval of the Board of Trustees	
Date Approved by Board	Board Minute Order November 19, 1996 As Amended by Board Minute Order dated May 6, 2004 As Amended by Board Minute Order dated MMDDYYYY	

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

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

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

MANUAL OF POLICY

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

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

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

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

Transcript narrative statements may include:

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

~~The President has the authority to approve other narrative remarks.~~

MANUAL OF POLICY

Title	Student Grievance or Complaint	3313
Legal Authority	Approval of the Board	
Date Approved by Board	Board Minute Order dated December 17, 1998 As Amended by Board Order Dated July 20, 2006 As Amended by Board Order Dated MMDDYY	

Students at South Texas College have the right to file a complaint or grievance when they believe that they were unjustly or improperly treated by the College, College ~~employees~~ **faculty or staff**, or other students.

~~A complaint is an informal process used to resolve an issue (dissatisfaction with a procedure, policy, application of a policy or actions of an individual) through which a student's rights were not violated.~~

A student grievance **or complaint** is a formal process involving written documentation and is utilized by the student complainant when there has been a violation, a misinterpretation, an arbitrary or discriminatory application of College policy, regulation, or procedure which applies personally to the student complainant or the student complainant has been discriminated against on the basis of race, color, national origin, religion, age, sex, **sexual orientation, gender, gender identity**, disability, genetic information, or veteran status.

A student who files a frivolous or retaliatory complaint or grievance may be subject to disciplinary action **as outlined in the Student Handbook** ~~up to and including dismissal from the College~~. The College will not retaliate against any student filing a complaint or grievance in “good faith.”

~~A complaint is an informal process used to resolve an issue (dissatisfaction with a procedure, policy, application of a policy or actions of an individual) through which a student's rights were not violated. A student complaint is handled informally by following the student complaint procedures.~~

~~A student grievance is a formal process involving written documentation. The student complainant must demonstrate that the issue meets specific criteria to file a formal grievance; otherwise the student complainant must follow the complaint procedures.~~

The procedures for filing a grievance or complaint against a student are available in the Student Handbook. The procedures for filing a grievance or complaint against an employee are readily available in the Employee Handbook.

MANUAL OF POLICY

Title	Graduation Requirements for the B.A.S, B.A.T., B.S.N., A.A., A.S. and A.A.S. Degrees and Certificate of Completion	3342
Legal Authority	Approval of the Board of Trustees	Page 1 of 4
Date Approved by Board	Board Minute Order dated July 27, 1995 As Amended by Minute Order dated June 13, 1996 As Amended by Minute Order dated June 12, 1997 As Amended by Board Minute Order dated February 17, 2000 As Amended by Board Minute Order dated September 26, 2002 As Amended by Board Minute Order dated March 18, 2004 As Amended by Board Minute Order dated March 26, 2013 As Amended by Board Minute Order dated MMDDYYYY	

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

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

Those who have satisfied the following requirements may be graduated.

~~Bachelor of Applied Science and Bachelor of Applied Technology~~ **Bachelor Degrees**

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

- 1) Complete **a minimum of 120 total credit hours in** the appropriate course of study for a ~~Bachelor of Applied Science or Bachelor of Applied Technology~~ **declared** program as specified in the College catalog. Developmental or other non-credit coursework does not apply toward graduation requirements.

MANUAL OF POLICY

Title	Graduation Requirements for the B.A.S, B.A.T., B.S.N., A.A., A.S. and A.A.S. Degrees and Certificate of Completion	3342
Legal Authority	Approval of the Board of Trustees	Page 2 of 4
Date Approved by Board	Board Minute Order dated July 27, 1995 As Amended by Minute Order dated June 13, 1996 As Amended by Minute Order dated June 12, 1997 As Amended by Board Minute Order dated February 17, 2000 As Amended by Board Minute Order dated September 26, 2002 As Amended by Board Minute Order dated March 18, 2004 As Amended by Board Minute Order dated March 26, 2013 As Amended by Board Minute Order dated MMDDYYYY	

- 2) South Texas College will accept a maximum of 90 semester credits of applicable course work transferred from another accredited college or university toward a **Bachelor degree** ~~Bachelor of Applied Science or Bachelor of Applied Technology~~ granted by STC.
- 3) **Complete core curriculum requirements as outlined in the College Catalog with at least a 2.0 G.P.A.**
- 4) Maintain a minimum average of "C" (2.0 G.P.A.) for all courses in the area of specialization and a minimum overall cumulative average of "C" (2.0 G.P.A. in all other courses).
- 5) Pay all debts to the College prior to graduation.

Associate of Art

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

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

MANUAL OF POLICY

Title	Graduation Requirements for the B.A.S, B.A.T., B.S.N., A.A., A.S. and A.A.S. Degrees and Certificate of Completion	3342
Legal Authority	Approval of the Board of Trustees	Page 3 of 4
Date Approved by Board	Board Minute Order dated July 27, 1995 As Amended by Minute Order dated June 13, 1996 As Amended by Minute Order dated June 12, 1997 As Amended by Board Minute Order dated February 17, 2000 As Amended by Board Minute Order dated September 26, 2002 As Amended by Board Minute Order dated March 18, 2004 As Amended by Board Minute Order dated March 26, 2013 As Amended by Board Minute Order dated MMDDYYYY	

5. Pay all debts to the College prior to graduation.

Associate of Science

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

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

Associate of Applied Science

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

1. Complete the appropriate course of study for a 2 year Associate of Applied Science program as specified in the College catalog. Developmental or other non-credit coursework does not apply toward graduation requirements.
2. South Texas College will accept a maximum of 45 semester credits of applicable course work transferred from another accredited college or university toward an AAS granted by STC.
3. Maintain a minimum average of "C" (2.0 GPA) for all courses in the area of specialization and

MANUAL OF POLICY

Title	Graduation Requirements for the B.A.S, B.A.T., B.S.N., A.A., A.S. and A.A.S. Degrees and Certificate of Completion	3342
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a minimum overall cumulative average of "C" (2.0 GPA) in all other courses.

4. Pay all debts to the College prior to graduation.

Additional Associate Degrees

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

Certificate of Completion

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

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

MANUAL OF POLICY

Title: Student **Rights and Responsibilities,** 3650
Conduct and Discipline

Legal Authority: Approval of the Board of Trustees Page 1 of 2

Date Approved by Board: Board Minute Order dated November 9, 1995
As Amended by Board Minute Order dated December 17, 1998
As Amended by Board Minute Order dated July 20, 2006
As Amended by Board Minute Order dated MMDDYYYY

I. Purpose

Students and student learning are central to the institutional mission of South Texas College. The College is committed to maintain an environment that recognizes and supports students' rights, while providing a guide for defining inappropriate behaviors and delineated disciplinary procedures in the Student Handbook.

II. Policy

To provide an effective learning environment, the College affirms that it shall do the following:

1. Acknowledge its obligation to provide for the safety of students, faculty, and staff in all College related matters, whether on or off campus.
2. Provide student conduct and discipline procedures that are clearly stated and rationally related to the goal of providing an effective environment for students to learn and for faculty to teach. The student conduct and discipline procedures are detailed in the Student Handbook ~~Code of Conduct~~ and include the following elements:
 - a. An impartial process for students to appeal disciplinary sanctions imposed by the College;
 - b. A statement of purpose for the procedures;
 - c. A partial list of actions, whether committed on or off campus, ~~which that~~ will render a student subject to disciplinary action;
 - d. A list of authorized disciplinary actions that may be imposed upon a student;
 - e. A detailed statement of clearly defined procedures ~~which that~~ will be followed when a student is alleged to have violated campus regulations;
 - f. A list of student rights to ensure that students are treated with fundamental fairness and personal dignity.
3. Actively pursue legal action and cooperate with law enforcement authorities in the investigation and prosecution for actions by students and non-students that violate federal, state or local criminal laws and initiate appropriate civil litigation for the recovery of damages or actions that occur on the campus, extended facilities, or during a college related activity.
4. ~~Procedures are readily available in the Student Handbook.~~ Publish disciplinary procedures, appeal processes, guidelines for student conduct, and student rights in the

MANUAL OF POLICY

Title: Student **Rights and Responsibilities,** 3650
Conduct and Discipline

Legal Authority: Approval of the Board of Trustees Page 1 of 2

Date Approved by Board: Board Minute Order dated November 9, 1995
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As Amended by Board Minute Order dated July 20, 2006
As Amended by Board Minute Order dated MMDDYYYY

Student Handbook and on the College's webpage. Regularly disseminate Student Handbook to all faculty, students and staff via email notification and have print copies available upon request.

III. Definitions

None.

IV. History

Origination Date Approved by Board:
November 9, 1995

~~Date Amended and Approved by Board:~~

POLICY TEMPLATE

**Presentation on Delinquent Tax Collections for Period Ending August
31, 2019**

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

No action is required.



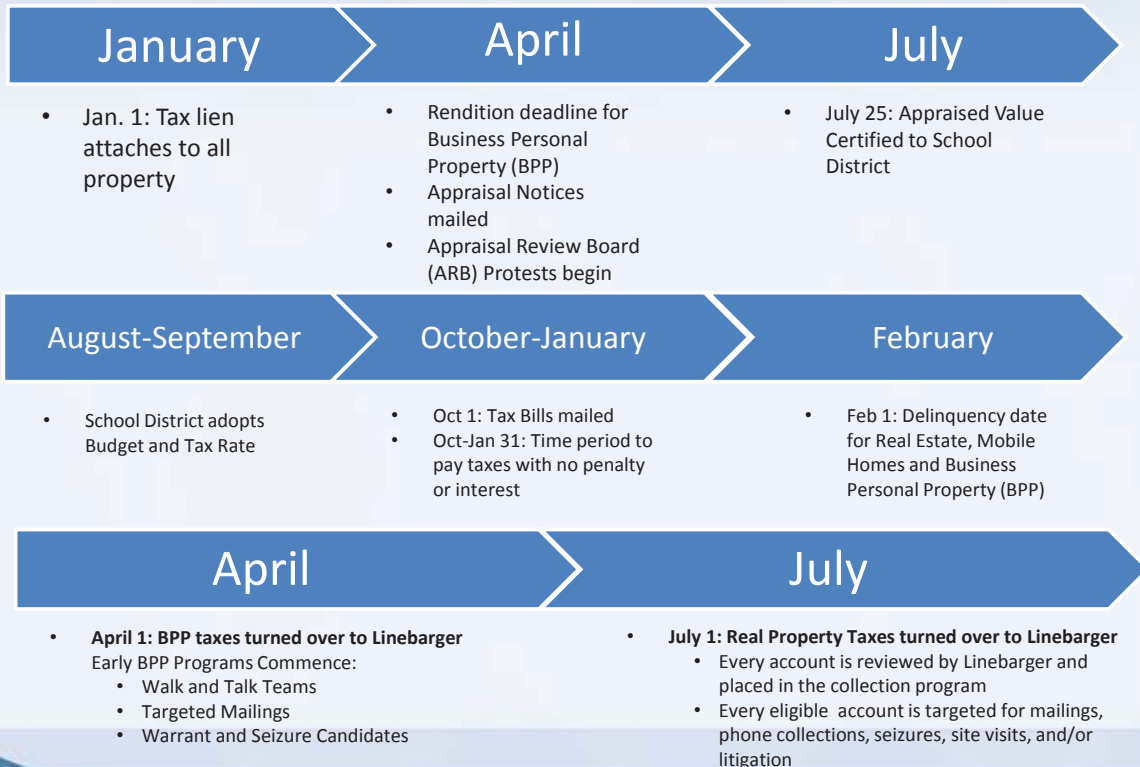
South Texas College Delinquent Tax Collection Report

Prepared for:

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



Important Tax Cycle Dates



Collection Activities –Hidalgo County

June 2019 — August 2019



3

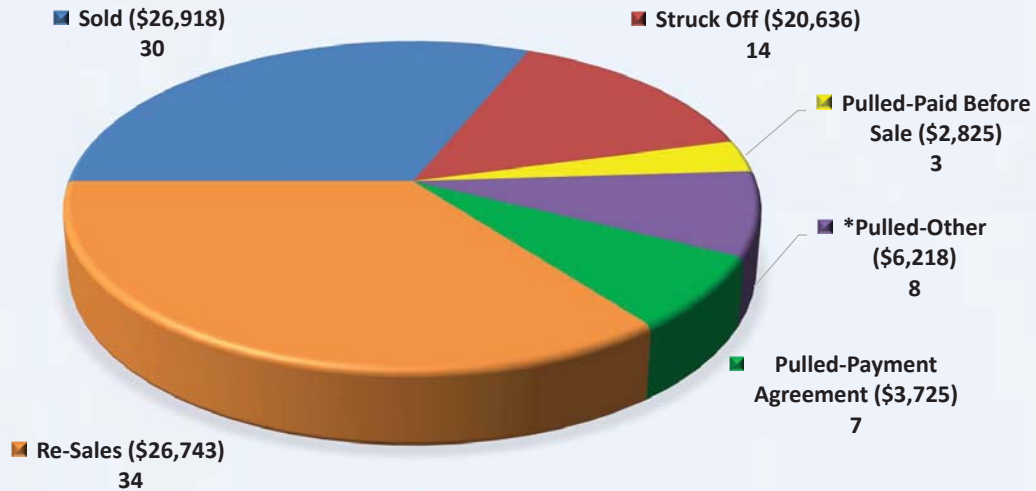
Collection Activities –Starr County

June 2019 — August 2019



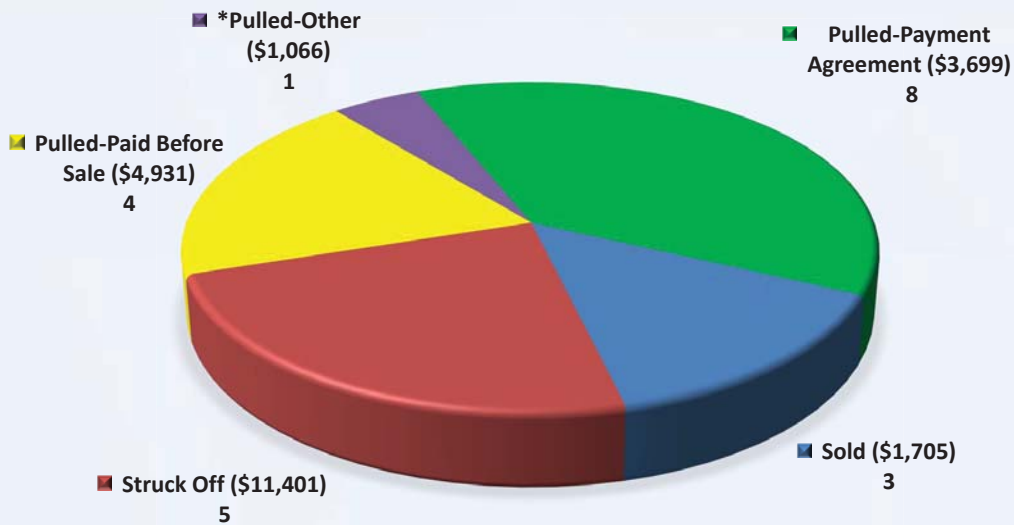
4

Tax Sale Results — Hidalgo County June 2019 — August 2019 Base Tax, Penalty and Interest



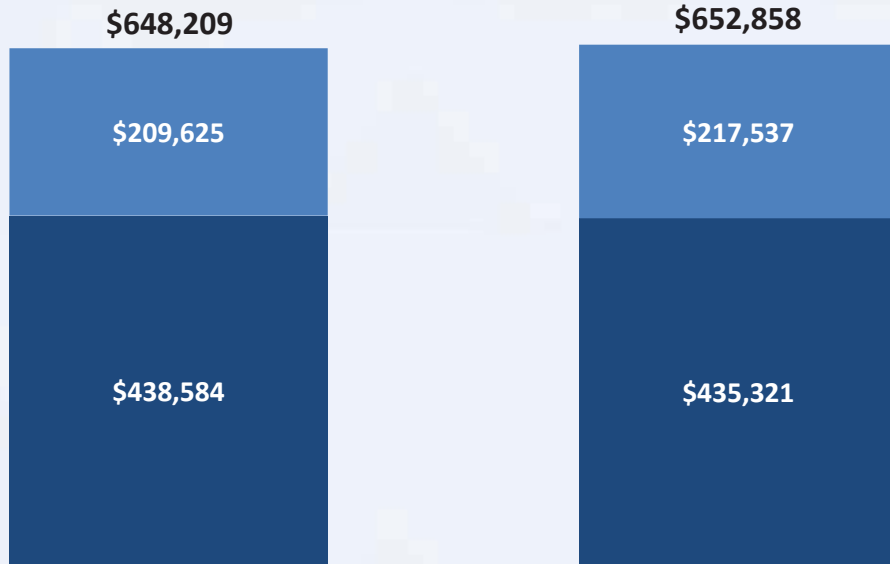
*Pulled—Other: Bankruptcy, Letters of Commitment & Deferrals ⁵

Tax Sale Results — Starr County June 2019 — August 2019 Base Tax, Penalty and Interest



*Pulled—Other: Bankruptcy, Letters of Commitment & Deferrals ⁶

Collection Comparison—Hidalgo County June through August

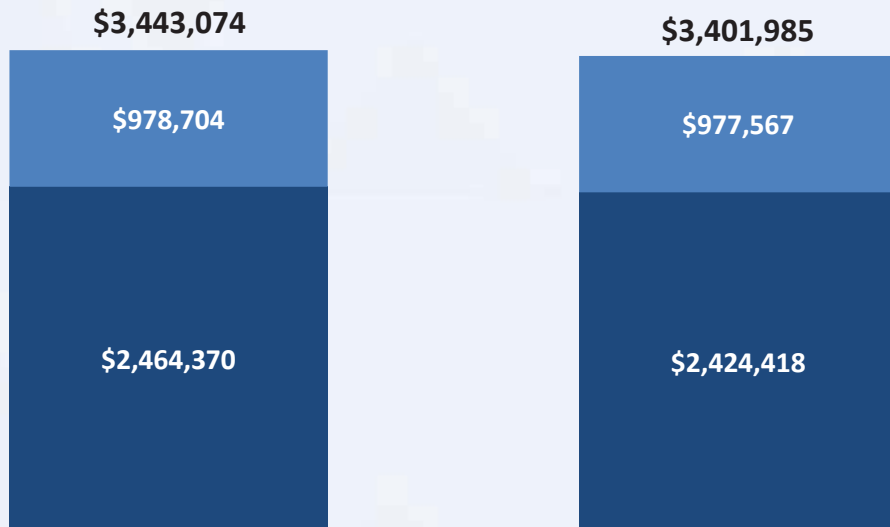


JUNE 2018 - AUG. 2018
ADJ. DTR: \$8,561,648

JUNE 2019 - AUG. 2019
ADJ. DTR: \$8,580,172

Source: Hidalgo County Tax Office Data ⁷

Fiscal Year Collections Comparison Hidalgo County

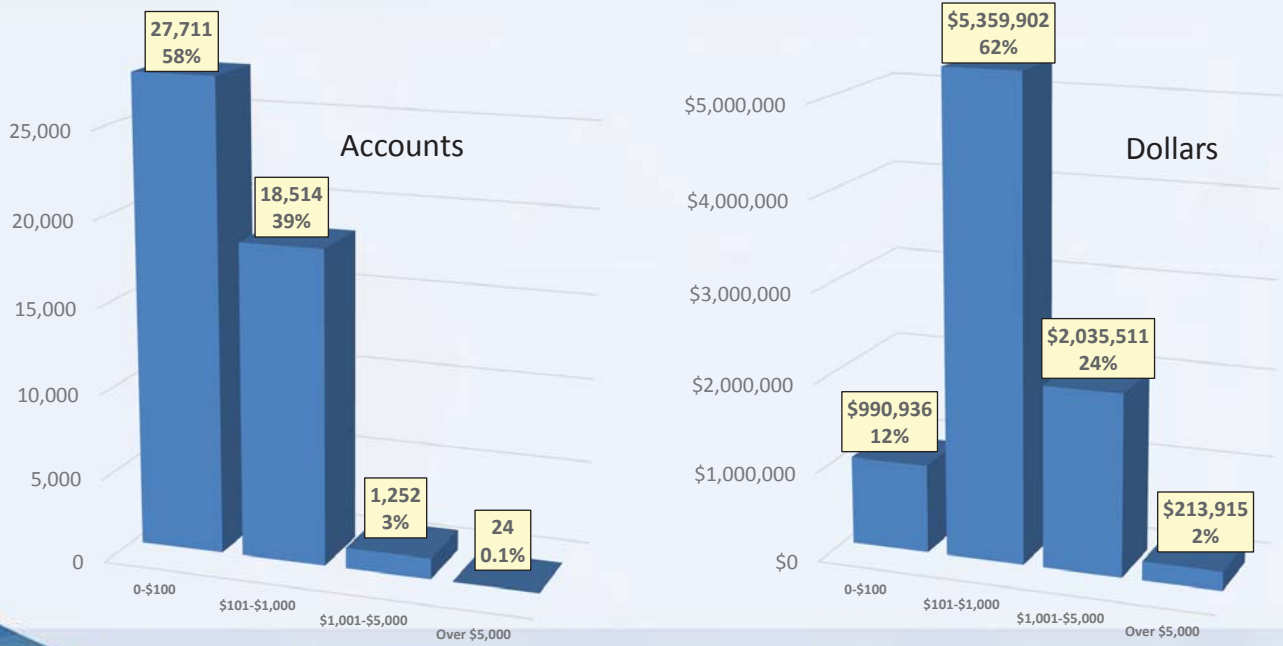


SEPT. 2017 - AUG. 2018
ADJ. DTR: \$8,561,648

SEPT. 2018 - AUG. 2019
ADJ. DTR: \$8,580,172

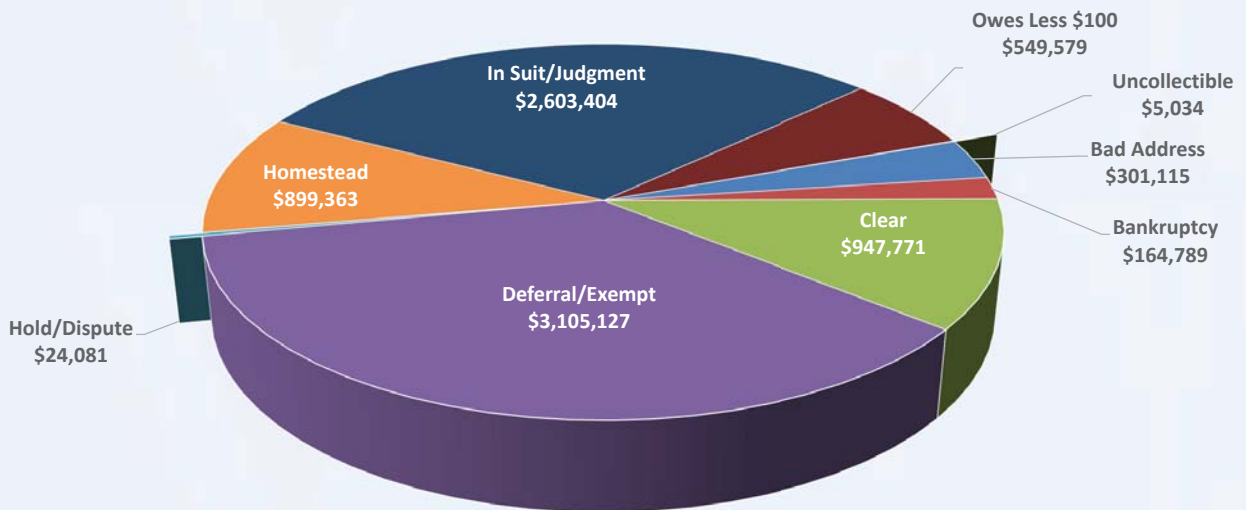
Source: Hidalgo County Tax Office Data ⁸

Tax Roll Analysis by Size of Delinquent Accounts 2018 and Prior Base Tax Only South Texas College - Hidalgo County



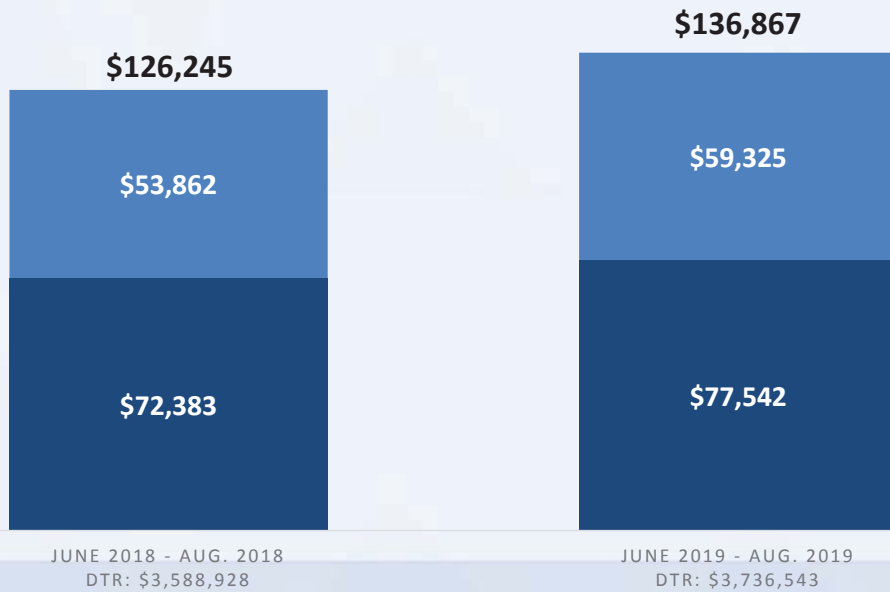
Source: Hidalgo County Tax Office Data

Tax Roll Analysis by Status of Accounts Base Tax Only as of October 2019 South Texas College - Hidalgo County



Source: Hidalgo County Tax Office Data

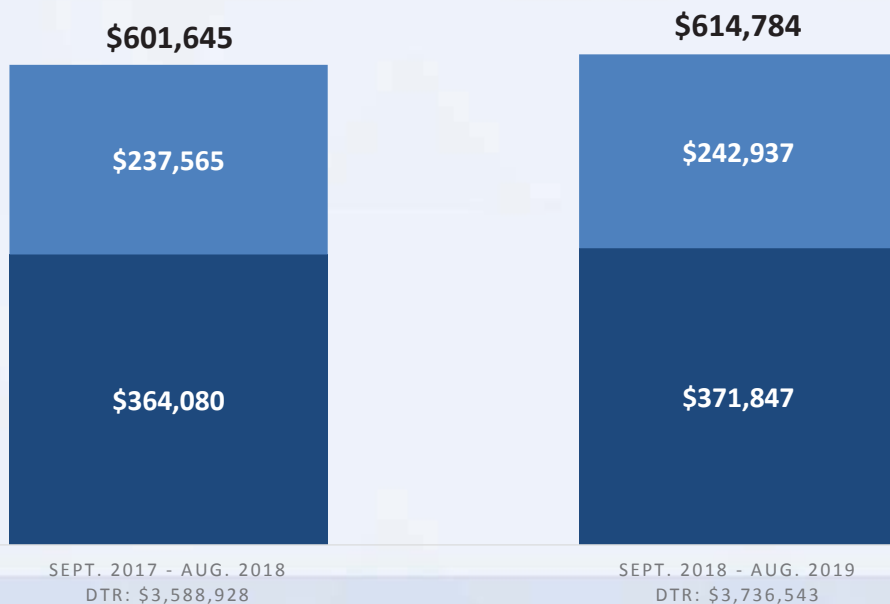
Collection Comparison — Starr County June through August



Source: Starr County Tax Office Data

11

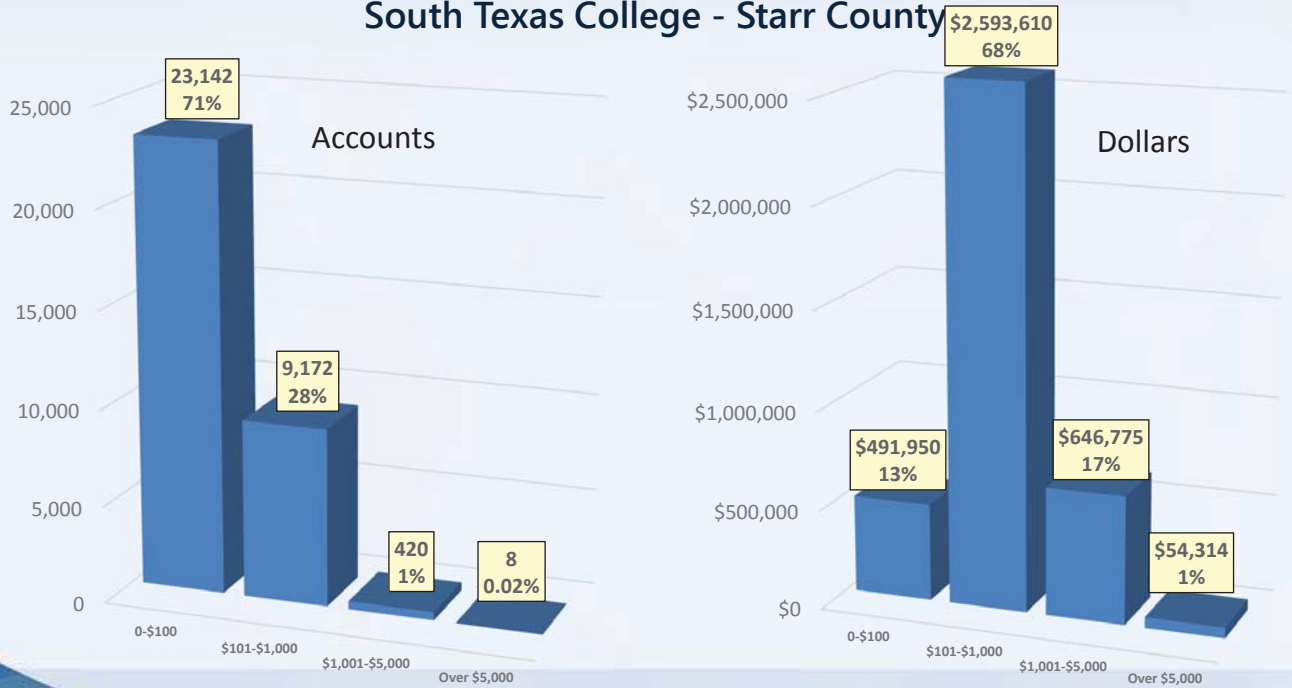
Fiscal Year Collections Comparison Starr County



Source: Starr County Tax Office Data

12

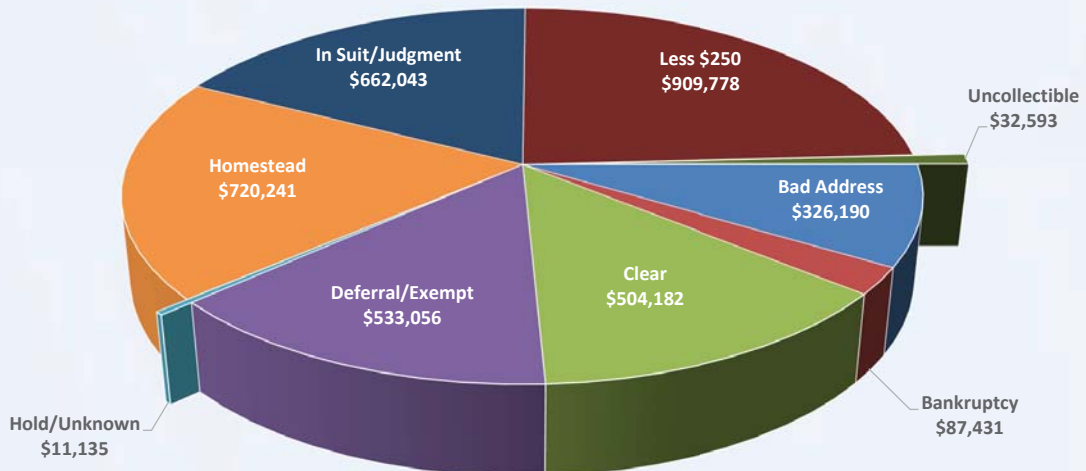
Tax Roll Analysis by Size of Delinquent Accounts 2018 and Prior Base Tax Only South Texas College - Starr County



Source: Starr County Tax Office Data

13

Tax Roll Analysis by Status of Accounts Base Tax Only as of October 2019 South Texas College - Starr County



Source: Starr County Tax Office Data

14



South Texas College
Delinquent Tax Collection Report

Thank you



LINEBARGER
ATTORNEYS AT LAW

Review and Action as Necessary on Quarterly Investment Report for Period Ending August 31, 2019

A report on the College's Quarterly Investment Report for the Quarter Ended August 31, 2019, will be presented. The Board is asked to approve the Investment Report as presented.

Purpose – Ms. Susan Anderson from Valley View Consulting, L.L.C. will present on the status of the College's Quarterly Investment Report for the Quarter Ended August 31, 2019 and provide a further update at the meeting. Ms. Anderson will present an overview of the investments, the annual interest earnings, the quarterly interest earnings, and economic overview.

Justification – The report being presented will provide a brief review and update of the College's Quarterly Investment Report for the Quarter Ended August 31, 2019 to the College's Board of Trustees.

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

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

Enclosed Documents – A copy of the Quarterly Investment Report for the Quarter Ended August 31, 2019 follows in the packet for the Board's information and review.

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

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the Quarterly Investment Report for the Quarter Ended August 31, 2019, as presented.

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

The Board of Trustees approves and authorizes the Quarterly Investment Report for the Quarter Ended August 31, 2019, as presented.

Approval Recommended:

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



QUARTERLY INVESTMENT REPORT

For the Quarter Ended

August 31, 2019

Prepared by

Valley View Consulting, L.L.C.

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

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

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

Annual Comparison of Portfolio Performance

FYE Results by Investment Category:

	August 31, 2018			August 31, 2019		
Asset Type	Ave. Yield	Book Value	Market Value	Ave. Yield	Book Value	Market Value
DDA/MMA/NOW	1.36%	\$ 129,694,895.36	\$ 129,694,895.36	1.55%	\$ 90,046,844.05	\$ 90,046,844.05
Pools	1.92%	11,964,874.86	11,964,874.86	2.17%	11,490,159.41	11,490,159.41
CD/Security	1.94%	108,710,326.64	108,710,326.64	2.55%	158,788,152.99	158,788,152.99
Totals		\$ 250,370,096.86	\$ 250,370,096.86		\$ 260,325,156.45	\$ 260,325,156.45
Fourth Quarter-End Yields	1.64%			2.19%		
Average Quarter-End Yields - Fiscal Year (1)				2019 Fiscal Year		
South Texas College	1.38%			2.18%		
Rolling Three Mo. Treas. Yield	1.60%			2.31%		
Rolling Six Mo. Treas. Yield	1.64%			2.38%		
Quarterly TexPool Yield	1.51%			2.29%		
Fiscal YTD Interest Earnings		\$3,668,728.39	(unaudited)		\$ 5,515,722.01	(unaudited)

(1) Average Quarterly Yield calculated using quarter-end report average yield and adjusted book value.

Summary

Quarter End Results by Investment Category:

Asset Type	May 31, 2019			August 31, 2019		
	Book Value	Market Value	Ave. Yield	Book Value	Market Value	Ave. Yield
DDA/MMA/NOW Pools	\$ 73,166,171.69	\$ 73,166,171.69	1.55%	\$ 90,046,844.05	\$ 90,046,844.05	1.55%
CD/Security	11,921,823.92	11,921,823.92	2.17%	11,490,159.41	11,490,159.41	2.17%
	183,385,416.90	183,385,416.90	2.55%	158,788,152.99	158,788,152.99	2.55%
Totals	\$ 268,473,412.51	\$ 268,473,412.51		\$ 260,325,156.45	\$ 260,325,156.45	

Quarterly Portfolio Performance

Average Quarterly Yield	2.19%
Rolling Three Month Treasury	2.12%
Rolling Six Month Treasury	2.26%
TexPool	2.17%

Year-to-Date Portfolio Performance

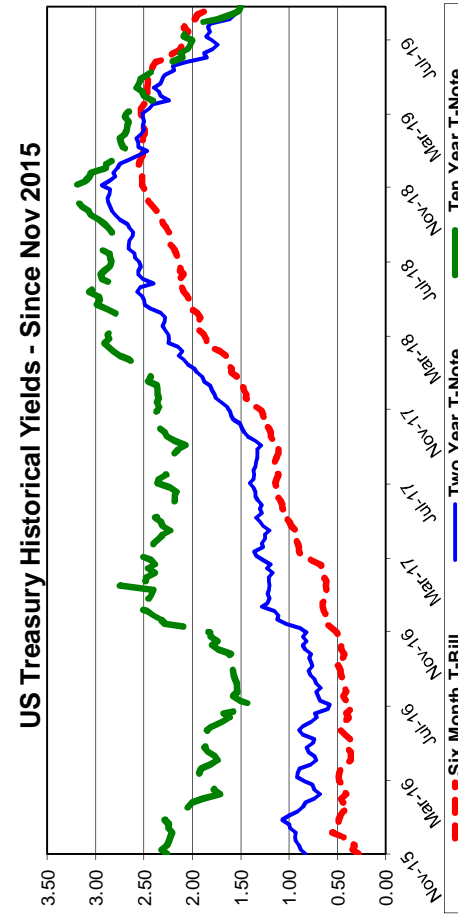
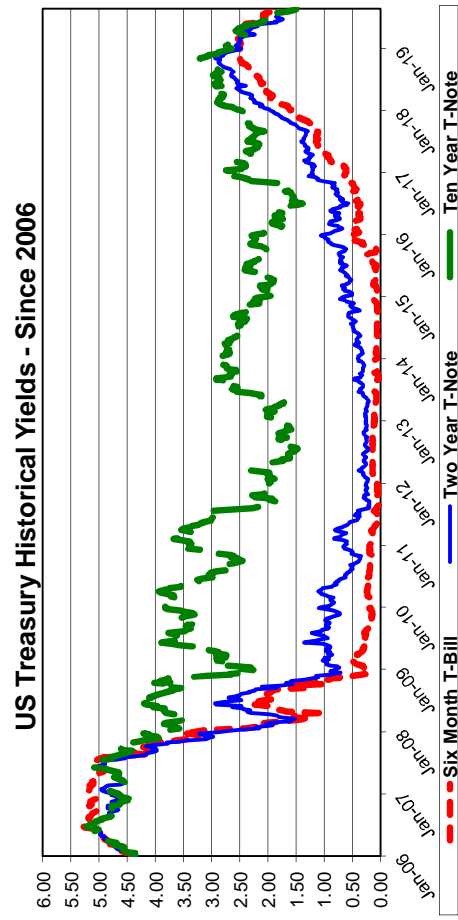
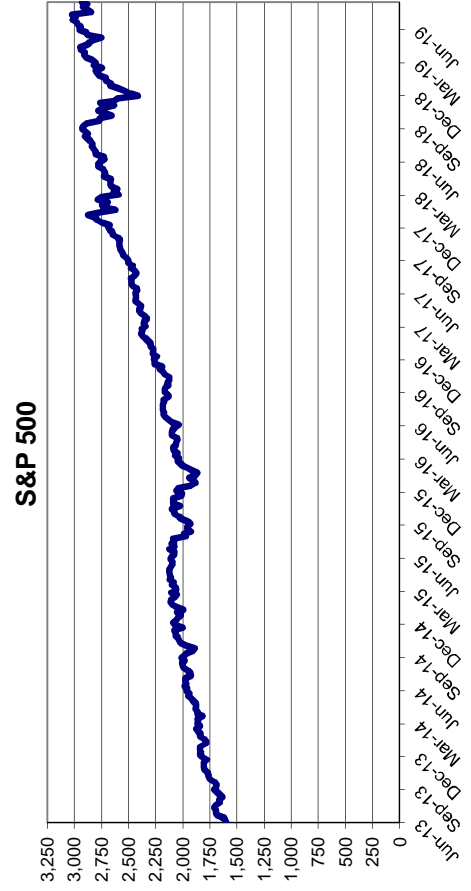
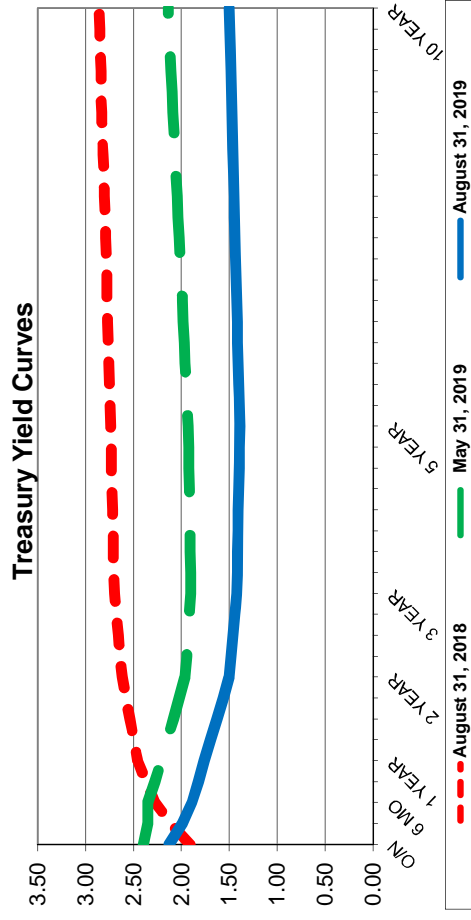
Average Quarter End Yield	2.18%
Rolling Three Month Treasury	2.31%
Rolling Six Month Treasury	2.38%
TexPool	2.29%

INTEREST EARNINGS

	PRIOR YEAR	CURRENT YEAR
Quarterly Interest Received	\$1,039,972.79 (Unaudited)	\$1,502,332.60 (Unaudited)
Accrued Interest-End of Quarter	\$180,405.36 (Unaudited)	\$206,654.46 (Unaudited)
Fiscal YTD Interest Received	\$3,668,728.39 (Unaudited)	\$5,515,722.01 (Unaudited)

Note: Average yields calculated using quarter end report average yield and adjusted book value, but do not include adviser fees and realized and unrealized gains or losses.

The Federal Open Market Committee (FOMC) maintained the Fed Funds target range at 2.00% - 2.25% (Effective Fed Funds are trading +/-2.15%). The Futures Market continues to project multiple, additional decreases. Gradual FRB portfolio reduction will cease this fall. July Non Farm Payroll added 164,000 new jobs, but the three month rolling average declined to 142k. Crude oil traded +/- \$55. The Stock Markets recovered slightly after the FOMC announcement sell off. Consumers increased spending. Overall economic activity remains mostly positive with 2nd Quarter GDP recorded at 2.0%. But Brexit, Chinese trade concerns and growth outlook, and other factors weigh on US growth. The inverted Yield Curve persists with yields declining.



**Investment Holdings
August 31, 2019**

Description	Coupon/ Rating	Discount	Maturity Date	Settlement Date	Original Face/ Par Value	Book Value	Market Price	Market Value	Life (Days)	Yield
BBVA - Operating	1.41%		09/01/19	08/31/19	\$ 24,591,101.68	\$ 24,591,101.68	1.00	\$ 24,591,101.68	1	1.41%
BBVA - Payroll	1.41%		09/01/19	08/31/19	213,185.78	213,185.78	1.00	213,185.78	1	1.41%
BBVA - Student	1.41%		09/01/19	08/31/19	948,144.42	948,144.42	1.00	948,144.42	1	1.41%
BBVA - Operating Reserve (3)	0.00%		09/01/19	08/31/19	20,000,000.00	20,000,000.00	1.00	20,000,000.00	1	0.00%
BBVA - I&S Bond 96,02,03,04,07,10,14,15	1.41%		09/01/19	08/31/19	325,747.81	325,747.81	1.00	325,747.81	1	1.41%
BBVA - I&S Bond 99 & 07	1.41%		09/01/19	08/31/19	0.81	0.81	1.00	0.81	1	1.41%
BBVA - Construction E&G Transfer	1.41%		09/01/19	08/31/19	2,125,871.38	2,125,871.38	1.00	2,125,871.38	1	1.41%
Veritex (Green) Bank MMA	2.48%		09/01/19	08/31/19	10,397,255.81	10,397,255.81	1.00	10,397,255.81	1	2.48%
NexBank MMA	2.37%		09/01/19	08/31/19	30,969,236.40	30,969,236.40	1.00	30,969,236.40	1	2.37%
TexPool LGIP	AAA	2.17%	09/01/19	08/31/19	11,490,159.41	11,490,159.41	1.00	11,490,159.41	1	2.17%
LegacyTexas Bank CD	2.42%		09/03/19	03/28/18	5,174,524.00	5,174,524.00	100.00	5,174,524.00	3	2.42%
Southside Bank CD	1.50%		09/06/19	09/18/17	5,132,577.93	5,132,577.93	100.00	5,132,577.93	6	1.50%
LegacyTexas Bank CD	2.16%		10/01/19	01/30/18	10,347,036.87	10,347,036.87	100.00	10,347,036.87	31	2.16%
East West Bank CD	2.87%		11/01/19	11/07/18	5,118,537.54	5,118,537.54	100.00	5,118,537.54	62	2.87%
LegacyTexas Bank CD	2.21%		11/01/19	01/30/18	3,106,561.09	3,106,561.09	100.00	3,106,561.09	62	2.21%
LegacyTexas Bank CD	2.35%		11/01/19	03/06/18	3,101,637.76	3,101,637.76	100.00	3,101,637.76	62	2.35%
LegacyTexas Bank CD	2.67%		01/07/20	09/11/18	512,352.73	512,352.73	100.00	512,352.73	129	2.67%
BBVA Compass Bank CD	2.67%		01/07/20	05/09/19	1,545,968.85	1,545,968.85	100.00	1,545,968.85	129	2.67%
East West Bank CD	2.91%		01/07/20	10/23/18	1,025,267.18	1,025,267.18	100.00	1,025,267.18	129	2.91%
BBVA Compass Bank CD	2.05%		01/31/20	08/22/19	3,500,000.00	3,500,000.00	100.00	3,500,000.00	153	2.05%
BBVA Compass Bank CD	2.30%		03/02/20	07/11/19	5,009,776.36	5,009,776.36	100.00	5,009,776.36	184	2.30%
LegacyTexas Bank CD	2.55%		03/20/20	03/28/18	5,184,059.64	5,184,059.64	100.00	5,184,059.64	202	2.55%
LegacyTexas Bank CD	2.68%		04/01/20	05/04/18	5,170,428.04	5,170,428.04	100.00	5,170,428.04	214	2.68%
LegacyTexas Bank CD	2.70%		05/01/20	05/04/18	5,171,720.03	5,171,720.03	100.00	5,171,720.03	244	2.70%
East West Bank CD	2.71%		06/02/20	02/07/19	7,107,882.51	7,107,882.51	100.00	7,107,882.51	276	2.71%
East West Bank CD	2.99%		07/01/20	10/23/18	5,129,853.67	5,129,853.67	100.00	5,129,853.67	305	2.99%
East West Bank CD	2.72%		07/02/20	02/07/19	10,154,690.77	10,154,690.77	100.00	10,154,690.77	306	2.72%
BBVA Compass Bank CD	1.98%		07/31/20	08/22/19	9,000,000.00	9,000,000.00	100.00	9,000,000.00	335	1.98%
LegacyTexas Bank CD	2.94%		08/03/20	09/11/18	5,136,171.99	5,136,171.99	100.00	5,136,171.99	338	2.94%
LegacyTexas Bank CD	2.66%		08/03/20	03/08/19	4,044,799.90	4,044,799.90	100.00	4,044,799.90	338	2.66%
BBVA Compass Bank CD	1.93%		08/31/20	08/31/19	15,100.00	15,100.00	100.00	15,100.00	366	1.93%
BBVA Compass Bank CD	1.93%		08/31/20	08/31/19	116,700.00	116,700.00	100.00	116,700.00	366	1.93%
BBVA Compass Bank CD	1.93%		08/31/20	08/31/19	200,100.00	200,100.00	100.00	200,100.00	366	1.93%
LegacyTexas Bank CD	2.96%		09/01/20	09/11/18	5,137,109.76	5,137,109.76	100.00	5,137,109.76	367	2.96%
BTH Bank CD	2.72%		09/02/20	03/08/19	3,034,361.27	3,034,361.27	100.00	3,034,361.27	368	2.72%
LegacyTexas Bank CD	2.68%		09/02/20	03/08/19	2,022,569.13	2,022,569.13	100.00	2,022,569.13	368	2.68%
East West Bank CD	3.06%		10/01/20	10/23/18	10,265,867.28	10,265,867.28	100.00	10,265,867.28	397	3.06%
East West Bank CD	2.73%		11/02/20	02/07/19	10,154,977.34	10,154,977.34	100.00	10,154,977.34	429	2.73%
BBVA Compass Bank CD	2.66%		03/02/21	05/09/19	5,033,634.70	5,033,634.70	100.00	5,033,634.70	549	2.66%

**Investment Holdings
August 31, 2019**

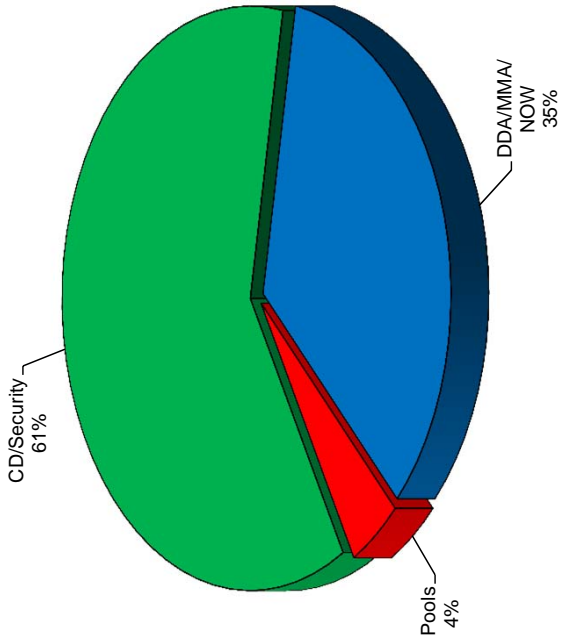
Description	Coupon/		Maturity	Settlement	Original Face\		Book	Market	Life	
	Rating	Discount			Date	Par Value				Value
BTH Bank CD		2.76%	03/02/21	03/08/19	5,058,114.88	5,058,114.88	100.00	5,058,114.88	549	2.76%
BBVA Compass Bank CD		2.65%	04/02/21	05/09/19	5,033,507.83	5,033,507.83	100.00	5,033,507.83	580	2.65%
BBVA Compass Bank CD		2.64%	05/03/21	05/09/19	5,033,380.97	5,033,380.97	100.00	5,033,380.97	611	2.64%
BBVA Compass Bank CD		2.09%	06/02/21	07/11/19	5,008,882.97	5,008,882.97	100.00	5,008,882.97	641	2.09%
BBVA Compass Bank CD		2.07%	07/02/21	07/11/19	3,000,000.00	3,000,000.00	100.00	3,000,000.00	671	2.07%
					<u>\$ 260,325,156.45</u>	<u>\$ 260,325,156.45</u>			<u>185</u>	<u>2.19%</u>
									<u>(1)</u>	<u>(2)</u>

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

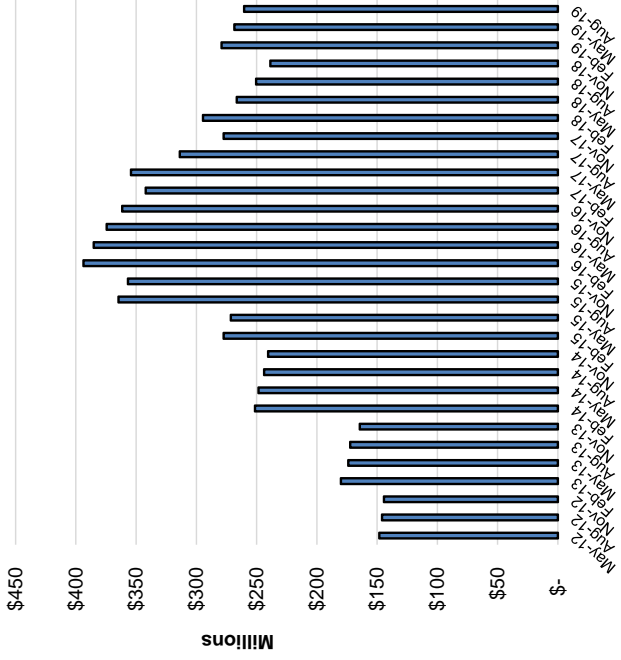
(2) **Weighted average yield to maturity** - The weighted average yield to maturity is based on Adjusted Book Value, adviser fees and realized and unrealized gains/losses are not considered. The pool and mutual fund yields are the average for the last month of the quarter. Bank deposit yields are estimated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

(3) **Compensating Balances** - although shown as a 0% coupon/discount, the account generates an earnings credit to offset depository bank fees.

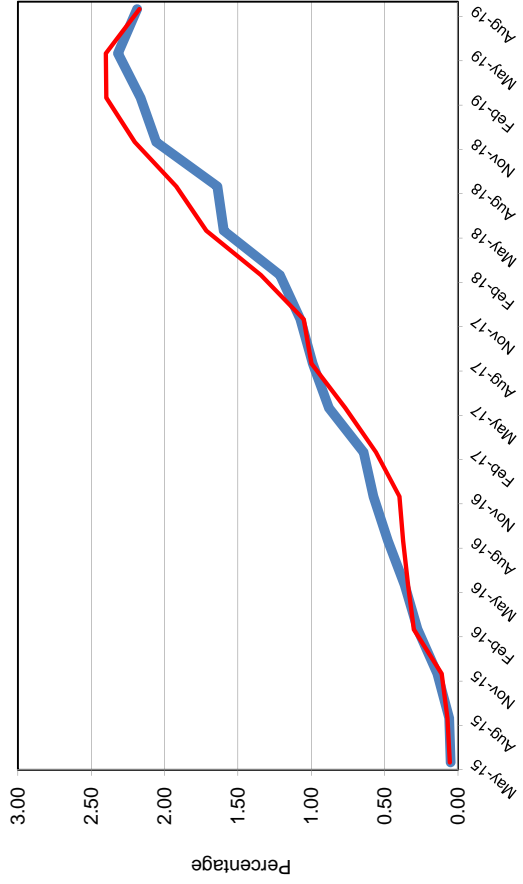
Portfolio Composition



Quarter-End Book Value



Total Portfolio Performance



Book and Market Value Comparison

Description	Coupon/ Discount	Maturity Date	May 31, 2019			August 31, 2019		
			Original Face		Purchases/ Adjustments	Original Face		
			Par Value	Book Value		Par Value	Book Value	
BBVA - Operating	1.41%	09/01/19	\$ 8,088,745.03	\$ 8,088,745.03	\$ 16,502,356.65	\$ -	\$ 24,591,101.68	\$ 24,591,101.68
BBVA - Payroll	1.41%	09/01/19	569,831.28	569,831.28		(356,645.50)	213,185.78	213,185.78
BBVA - Student	1.41%	09/01/19	633,025.74	633,025.74	315,118.68		948,144.42	948,144.42
BBVA - Operating Reserve (3)	0.00%	09/01/19	20,000,000.00	20,000,000.00			20,000,000.00	20,000,000.00
BBVA - Federal Draw Down	1.41%	09/01/19	686,484.75	686,484.75		(210,184.79)	476,299.96	476,299.96
BBVA - I&S Bond 96,02,03,04,07,10,14,15	1.41%	09/01/19	1,835,290.01	1,835,290.01		(1,509,542.20)	325,747.81	325,747.81
BBVA - I&S Bond 99 & 07	1.41%	09/01/19	682.50	682.50		(681.69)	0.81	0.81
BBVA - Construction E&G Transfer	1.41%	09/01/19	207,225.20	207,225.20	1,918,646.18		2,125,871.38	2,125,871.38
BBVA - Construction LT Bonds Series 2015	0.00%	09/01/19	44,229.58	44,229.58		(44,229.58)	-	-
Veritex (Green) Bank MMA	2.48%	09/01/19	10,330,756.65	10,330,756.65	66,499.16		10,397,255.81	10,397,255.81
NexBank MMA	2.37%	09/01/19	30,769,900.95	30,769,900.95	199,335.45		30,969,236.40	30,969,236.40
TexPool LGIP	2.17%	09/01/19	11,921,823.92	11,921,823.92		(431,664.51)	11,490,159.41	11,490,159.41
LegacyTexas Bank CD	1.63%	06/03/19	5,144,406.93	5,144,406.93		(5,144,406.93)	-	-
East West Bank CD	2.74%	06/03/19	5,066,115.79	5,066,115.79		(5,066,115.79)	-	-
LegacyTexas Bank CD	1.65%	07/01/19	5,153,414.95	5,153,414.95		(5,153,414.95)	-	-
East West Bank CD	2.78%	07/01/19	5,079,064.95	5,079,064.95		(5,079,064.95)	-	-
LegacyTexas Bank CD	2.38%	07/31/19	6,682,900.97	6,682,900.97		(6,682,900.97)	-	-
East West Bank CD	2.65%	07/31/19	9,578,952.14	9,578,952.14		(9,578,952.14)	-	-
BBVA Compass Bank CD	2.56%	07/31/19	4,000,000.00	4,000,000.00		(4,000,000.00)	-	-
LegacyTexas Bank CD	2.12%	08/01/19	10,285,448.96	10,285,448.96		(10,285,448.96)	-	-
BBVA Compass Bank CD	2.72%	08/31/19	15,410.33	15,410.33		(15,410.33)	-	-
BBVA Compass Bank CD	2.72%	08/31/19	204,168.12	204,168.12		(204,168.12)	-	-
BBVA Compass Bank CD	2.72%	08/31/19	119,072.29	119,072.29		(119,072.29)	-	-
LegacyTexas Bank CD	2.42%	09/03/19	5,143,088.75	5,143,088.75	31,435.25		5,174,524.00	5,174,524.00
Southside Bank CD	1.50%	09/06/19	5,113,245.66	5,113,245.66	19,332.27		5,132,577.93	5,132,577.93
LegacyTexas Bank CD	2.16%	10/01/19	10,290,907.49	10,290,907.49	56,129.38		10,347,036.87	10,347,036.87
East West Bank CD	2.87%	11/01/19	5,081,645.24	5,081,645.24	36,892.30		5,118,537.54	5,118,537.54
LegacyTexas Bank CD	2.21%	11/01/19	3,089,320.34	3,089,320.34	17,240.75		3,106,561.09	3,106,561.09
LegacyTexas Bank CD	2.35%	11/01/19	3,083,338.18	3,083,338.18	18,299.58		3,101,637.76	3,101,637.76
LegacyTexas Bank CD	2.67%	01/07/20	508,920.08	508,920.08	3,432.65		512,352.73	512,352.73
BBVA Compass Bank CD	2.67%	01/07/20	1,535,600.00	1,535,600.00	10,368.85		1,545,968.85	1,545,968.85
East West Bank CD	2.91%	01/07/20	1,017,774.87	1,017,774.87	7,492.31		1,025,267.18	1,025,267.18
BBVA Compass Bank CD	2.05%	01/31/20	-	-	3,500,000.00		3,500,000.00	3,500,000.00
BBVA Compass Bank CD	2.30%	03/02/20	-	-	5,009,776.36		5,009,776.36	5,009,776.36
LegacyTexas Bank CD	2.55%	03/20/20	5,150,881.91	5,150,881.91	33,177.73		5,184,059.64	5,184,059.64
LegacyTexas Bank CD	2.68%	04/01/20	5,135,658.16	5,135,658.16	34,769.88		5,170,428.04	5,170,428.04
LegacyTexas Bank CD	2.70%	05/01/20	5,136,683.09	5,136,683.09	35,036.94		5,171,720.03	5,171,720.03
East West Bank CD	2.71%	06/02/20	7,059,498.02	7,059,498.02	48,384.49		7,107,882.51	7,107,882.51
East West Bank CD	2.99%	07/01/20	5,091,339.73	5,091,339.73	38,513.94		5,129,853.67	5,129,853.67
East West Bank CD	2.72%	07/02/20	10,085,312.06	10,085,312.06	69,378.71		10,154,690.77	10,154,690.77
BBVA Compass Bank CD	1.98%	07/31/20	-	-	9,000,000.00		9,000,000.00	9,000,000.00

Book and Market Value Comparison

Description	Coupon/ Discount	Maturity Date	May 31, 2019			August 31, 2019		
			Original Face/ Par Value	Book Value	Purchases/ Adjustments	Sales/Adjust/ Maturities	Original Face/ Par Value	Book Value
LegacyTexas Bank CD	2.94%	08/03/20	5,098,298.12	5,098,298.12	37,873.87			5,136,171.99
LegacyTexas Bank CD	2.66%	08/03/20	4,017,801.67	4,017,801.67	26,998.23			4,044,799.90
BBVA Compass Bank CD	1.93%	08/31/20	-	-	15,100.00			15,100.00
BBVA Compass Bank CD	1.93%	08/31/20	-	-	116,700.00			116,700.00
BBVA Compass Bank CD	1.93%	08/31/20	-	-	200,100.00			200,100.00
LegacyTexas Bank CD	2.96%	09/01/20	5,098,972.56	5,098,972.56	38,137.20			5,137,109.76
BTH Bank CD	2.72%	09/02/20	3,013,652.75	3,013,652.75	20,708.52			3,034,361.27
LegacyTexas Bank CD	2.68%	09/02/20	2,008,967.84	2,008,967.84	13,601.29			2,022,569.13
East West Bank CD	3.06%	10/01/20	10,186,995.79	10,186,995.79	78,871.49			10,265,867.28
East West Bank CD	2.73%	11/02/20	10,085,469.56	10,085,469.56	69,507.78			10,154,977.34
BBVA Compass Bank CD	2.66%	03/02/21	5,000,000.00	5,000,000.00	33,634.70			5,033,634.70
BTH Bank CD	2.76%	03/02/21	5,023,089.60	5,023,089.60	35,025.28			5,058,114.88
BBVA Compass Bank CD	2.65%	04/02/21	5,000,000.00	5,000,000.00	33,507.83			5,033,507.83
BBVA Compass Bank CD	2.64%	05/03/21	5,000,000.00	5,000,000.00	33,380.97			5,033,380.97
BBVA Compass Bank CD	2.09%	06/02/21	-	-	5,008,882.97			5,008,882.97
BBVA Compass Bank CD	2.07%	07/02/21	-	-	3,000,000.00			3,000,000.00
TOTAL			\$ 268,473,412.51	\$ 268,473,412.51	\$ 45,733,647.64	\$ (53,881,903.70)	\$ 260,325,156.45	\$ 260,325,156.45

**Allocation
August 31, 2019
Book & Market Value**

	Total	Operating	Operating Construction	Endowment	Interest & Sinking	Bonds GO 2015
BBVA - Operating	\$ 24,591,101.68	\$ 24,591,101.68	\$ -	\$ -	\$ -	\$ -
BBVA - Payroll	213,185.78	213,185.78	-	-	-	-
BBVA - Student	948,144.42	948,144.42	-	-	-	-
BBVA - Operating Reserve	20,000,000.00	20,000,000.00	-	-	-	-
BBVA - Federal Draw Down	476,299.96	476,299.96	-	-	-	-
BBVA - I&S Bond 96,02,03,04,07,10,14,15	325,747.81	-	-	-	325,747.81	-
BBVA - I&S Bond 99 & 07	0.81	-	-	-	0.81	-
BBVA - Construction E&G Transfer	2,125,871.38	-	2,125,871.38	-	-	-
BBVA - Construction LT Bonds Series 2015	-	-	-	-	-	-
Veritex (Green) Bank MMA	10,397,255.81	-	10,397,255.81	-	-	-
NexBank MMA	30,969,236.40	29,856,724.54	-	-	1,112,511.86	-
TexPool LGIP	11,490,159.41	-	10,864,452.55	-	625,706.86	-
09/03/19-LegacyTexas Bank CD	5,174,524.00	5,174,524.00	-	-	-	-
09/06/19-Southside Bank CD	5,132,577.93	5,132,577.93	-	-	-	-
10/01/19-LegacyTexas Bank CD	10,347,036.87	10,347,036.87	-	-	-	-
11/01/19-East West Bank CD	5,118,537.54	5,118,537.54	-	-	-	-
11/01/19-LegacyTexas Bank CD	3,106,561.09	3,106,561.09	-	-	-	-
11/01/19-LegacyTexas Bank CD	3,101,637.76	-	3,101,637.76	-	-	-
01/07/20-LegacyTexas Bank CD	512,352.73	-	512,352.73	-	-	-
01/07/20-BBVA Compass Bank CD	1,545,968.85	-	1,545,968.85	-	-	-
01/07/20-East West Bank CD	1,025,267.18	-	1,025,267.18	-	-	-
01/31/20-BBVA Compass Bank CD	3,500,000.00	-	-	-	3,500,000.00	-
03/02/20-BBVA Compass Bank CD	5,009,776.36	5,009,776.36	-	-	-	-
03/20/20-LegacyTexas Bank CD	5,184,059.64	5,184,059.64	-	-	-	-
04/01/20-LegacyTexas Bank CD	5,170,428.04	5,170,428.04	-	-	-	-
05/01/20-LegacyTexas Bank CD	5,171,720.03	5,171,720.03	-	-	-	-
06/02/20-East West Bank CD	7,107,882.51	7,107,882.51	-	-	-	-
07/01/20-East West Bank CD	5,129,853.67	-	5,129,853.67	-	-	-
07/02/20-East West Bank CD	10,154,690.77	10,154,690.77	-	-	-	-
07/31/20-BBVA Compass Bank CD	9,000,000.00	-	-	-	9,000,000.00	-
08/03/20-LegacyTexas Bank CD	5,136,171.99	5,136,171.99	-	-	-	-
08/03/20-LegacyTexas Bank CD	4,044,799.90	4,044,799.90	-	-	-	-
08/31/20-BBVA Compass Bank CD	15,100.00	-	-	15,100.00	-	-
08/31/20-BBVA Compass Bank CD	116,700.00	-	-	116,700.00	-	-
08/31/20-BBVA Compass Bank CD	200,100.00	-	-	200,100.00	-	-
09/01/20-LegacyTexas Bank CD	5,137,109.76	5,137,109.76	-	-	-	-
09/02/20-BTH Bank CD	3,034,361.27	3,034,361.27	-	-	-	-
09/02/20-LegacyTexas Bank CD	2,022,569.13	2,022,569.13	-	-	-	-

**Allocation
August 31, 2019
Book & Market Value**

	Total	Operating	Operating Construction	Endowment	Interest & Sinking	Bonds GO 2015
10/01/20–East West Bank CD	10,265,867.28	10,265,867.28	-	-	-	-
11/02/20–East West Bank CD	10,154,977.34	10,154,977.34	-	-	-	-
03/02/21–BBVA Compass Bank CD	5,033,634.70	5,033,634.70	-	-	-	-
03/02/21–BTH Bank CD	5,058,114.88	-	5,058,114.88	-	-	-
04/02/21–BBVA Compass Bank CD	5,033,507.83	5,033,507.83	-	-	-	-
05/03/21–BBVA Compass Bank CD	5,033,380.97	5,033,380.97	-	-	-	-
06/02/21–BBVA Compass Bank CD	5,008,882.97	5,008,882.97	-	-	-	-
07/02/21–BBVA Compass Bank CD	3,000,000.00	3,000,000.00	-	-	-	-
Totals \$	260,325,156.45	\$ 205,668,514.30	\$ 39,760,774.81	\$ 331,900.00	\$ 14,563,967.34	\$ -

**Allocation
May 31, 2019
Book & Market Value**

	Total	Operating	Operating Construction	Endowment	Interest & Sinking	Bonds GO 2015
BBVA - Operating	\$ 8,088,745.03	\$ 8,088,745.03	\$ -	\$ -	\$ -	\$ -
BBVA - Payroll	569,831.28	569,831.28	-	-	-	-
BBVA - Student	633,025.74	633,025.74	-	-	-	-
BBVA - Operating Reserve	20,000,000.00	20,000,000.00	-	-	-	-
BBVA - Federal Draw Down	686,484.75	686,484.75	-	-	-	-
BBVA - I&S Bond 96,02,03,04,07,10,14,15	1,835,290.01	-	-	-	1,835,290.01	-
BBVA - I&S Bond 99 & 07	682.50	-	-	-	682.50	-
BBVA - Construction E&G Transfer	207,225.20	-	207,225.20	-	-	-
BBVA - Construction LT Bonds Series 2015	44,229.58	-	-	-	-	44,229.58
Veritex (Green) Bank MMA	10,330,756.65	-	10,330,756.65	-	-	-
NexBank MMA	30,769,900.95	29,664,549.04	-	-	1,105,351.91	-
TexPool LGIP	11,921,823.92	-	11,299,750.36	-	622,073.56	-
06/03/19-LegacyTexas Bank CD	5,144,406.93	5,144,406.93	-	-	-	-
06/03/19-East West Bank CD	5,066,115.79	5,066,115.79	-	-	-	-
07/01/19-LegacyTexas Bank CD	5,153,414.95	5,153,414.95	-	-	-	-
07/01/19-East West Bank CD	5,079,064.95	5,079,064.95	-	-	-	-
07/31/19-LegacyTexas Bank CD	6,682,900.97	-	-	-	6,682,900.97	-
07/31/19-East West Bank CD	9,578,952.14	-	-	-	9,578,952.14	-
07/31/19-BBVA Compass Bank CD	4,000,000.00	-	-	-	4,000,000.00	-
08/01/19-LegacyTexas Bank CD	10,285,448.96	10,285,448.96	-	-	-	-
08/31/19-BBVA Compass Bank CD	15,410.33	-	-	15,410.33	-	-
08/31/19-BBVA Compass Bank CD	204,168.12	-	-	204,168.12	-	-
08/31/19-BBVA Compass Bank CD	119,072.29	-	-	119,072.29	-	-
09/03/19-LegacyTexas Bank CD	5,143,088.75	5,143,088.75	-	-	-	-
09/06/19-Southside Bank CD	5,113,245.66	5,113,245.66	-	-	-	-
10/01/19-LegacyTexas Bank CD	10,290,907.49	10,290,907.49	-	-	-	-
11/01/19-East West Bank CD	5,081,645.24	5,081,645.24	-	-	-	-
11/01/19-LegacyTexas Bank CD	3,089,320.34	3,089,320.34	-	-	-	-
11/01/19-LegacyTexas Bank CD	3,083,338.18	-	3,083,338.18	-	-	-
01/07/20-LegacyTexas Bank CD	508,920.08	-	508,920.08	-	-	-
01/07/20-BBVA Compass Bank CD	1,535,600.00	-	1,535,600.00	-	-	-
01/07/20-East West Bank CD	1,017,774.87	-	1,017,774.87	-	-	-
03/20/20-LegacyTexas Bank CD	5,150,881.91	5,150,881.91	-	-	-	-
04/01/20-LegacyTexas Bank CD	5,135,658.16	5,135,658.16	-	-	-	-
05/01/20-LegacyTexas Bank CD	5,136,683.09	5,136,683.09	-	-	-	-
06/02/20-East West Bank CD	7,059,498.02	7,059,498.02	-	-	-	-
07/01/20-East West Bank CD	5,091,339.73	-	5,091,339.73	-	-	-
07/02/20-East West Bank CD	10,085,312.06	10,085,312.06	-	-	-	-

**Allocation
May 31, 2019
Book & Market Value**

	Total	Operating	Operating Construction	Endowment	Interest & Sinking	Bonds GO 2015
08/03/20–LegacyTexas Bank CD	5,098,298.12	5,098,298.12	-	-	-	-
08/03/20–LegacyTexas Bank CD	4,017,801.67	4,017,801.67	-	-	-	-
09/01/20–LegacyTexas Bank CD	5,098,972.56	5,098,972.56	-	-	-	-
09/02/20–BTH Bank CD	3,013,652.75	3,013,652.75	-	-	-	-
09/02/20–LegacyTexas Bank CD	2,008,967.84	2,008,967.84	-	-	-	-
10/01/20–East West Bank CD	10,186,995.79	10,186,995.79	-	-	-	-
11/02/20–East West Bank CD	10,085,469.56	10,085,469.56	-	-	-	-
03/02/21–BBVA Compass Bank CD	5,000,000.00	5,000,000.00	-	-	-	-
03/02/21–BTH Bank CD	5,023,089.60	-	5,023,089.60	-	-	-
04/02/21–BBVA Compass Bank CD	5,000,000.00	5,000,000.00	-	-	-	-
05/03/21–BBVA Compass Bank CD	5,000,000.00	5,000,000.00	-	-	-	-
Totals \$	268,473,412.51	\$ 206,167,486.43	\$ 38,097,794.67	\$ 338,650.74	\$ 23,825,251.09	\$ 44,229.58

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

Approval of the following award of proposals, purchases, renewals, and interlocal agreements is requested.

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

A. Award of Proposals

1) Catering Services (Award)

Award the proposal for catering services for the period beginning November 28, 2019 through November 27, 2020 with two one-year options to renew, at an estimated amount of \$85,000.00, which is based on prior year expenditures. The vendors are as follows:

Vendors	Vendors
Amigos Del Valle, Inc. (Edinburg, TX) (New)	Atencion Selecta, LLC./ dba Teresita's at Los Lagos (Edinburg, TX)
Bread and Butter Bakery Caffe (McAllen, TX) (New)	Luis Magdaleno/ dba Chick-Fil-A 27th & Nolana (McAllen, TX)
Chick-Fil-A Sharyland Towne Crossing (Mission, TX)	Coastal Deli, Inc./ dba Jason's Deli (Corpus Christi, TX)
Cornerstone Catering (Mission, TX)	Pizza Hut Muy Pizzas Tejas (San Antonio, TX)
Pizza Properties, Inc./ dba Peter Piper Pizza (El Paso, TX)	Siempre Natural (Mission, TX) (New)

Purpose – Various college departments and instructional programs are requesting to purchase food and drinks for meetings and events attended by faculty, staff, students, and the community.

Justification and Benefit – The catering services are necessary throughout the district for student activities events, professional development events, South Texas College sponsored events, and division meetings. The vendors provide sandwiches, salads, soups, pizza, variety of trays, wraps, breakfast tacos, plate lunches, pastries, desserts, and drinks.

Background – Proposal documents were advertised on August 8, 2019 and September 5, 2019 and issued to thirty-six (36) vendors. Ten (10) responses were received on September 13, 2019 and reviewed by the Purchasing Department.

Funds for this expenditure are budgeted in various auxiliary budgets for FY 2019 – 2020.

2) Fire Suppression Systems Service (Award)

Award the proposal for fire suppression systems service to the following vendors, for the period beginning November 29, 2019 through November 28, 2020 with two one-year options to renew, at an estimated amount of \$211,587.00:

#	Services	Vendor	Amount
1	Fire Alarm Panels	Strongline Security & Fire (San Juan, TX)	\$20,300.00
2	Fire Alarm Repairs	Strongline Security & Fire (San Juan, TX)	\$60,000.00
3	Kitchen Hoods	1st FP McAllen, LLC. (McAllen, TX)	\$1,202.00
4	Kitchen Hoods Repairs	1st FP McAllen, LLC. (McAllen, TX)	\$10,000.00
5	Fire Sprinklers Inspections	1st FP McAllen, LLC. (McAllen, TX)	\$16,125.00
6	Fire Sprinklers Repairs	1st FP McAllen, LLC. (McAllen, TX)	\$70,000.00
7	Clean Agent Fire Suppression System Inspection	1st FP McAllen, LLC. (McAllen, TX)	\$3,960.00
8	Fire Extinguishers / Inspection Rates	EI Fire & Safety, Inc. (Mission, TX)	\$10,000.00
9	Hydro Test Rates	EI Fire & Safety, Inc. (Mission, TX)	\$10,000.00
10	Recharge Rates	EI Fire & Safety, Inc. (Mission, TX)	\$10,000.00

Purpose – Facilities Operations and Maintenance is requesting fire suppression systems service and repairs for all campuses district wide.

Justification and Benefit – The building fire suppression systems are inspected and repaired on an annual basis, which includes the fire alarm system, fire sprinkler system, kitchen hoods, and portable fire extinguishers.

Background – Proposal documents were advertised on September 4, 2019 and September 11, 2019 and issued to thirteen (13) vendors. Five (5) responses were received on September 19, 2019 and reviewed by Facilities Operations and Maintenance and the Purchasing Department.

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

3) Truck Driver/Bus Driver Training (Award)

Award the proposal for truck driver/bus driver training to **Vision Truck Driving School** (Dallas, TX) (New), for the period beginning November 1, 2019 through October 31, 2020 with two one-year options to renew, at an 18% commission to the College retained from each student’s tuition. This amount is the same for all the following trainings: Truck Driver, Bus Driver, and Truck Driver/Bus Driver combination.

Purpose – Continuing Professional and Workforce Education is requesting truck driver/bus driver training which will provide hands-on skill development and instruction in preparation for the Commercial Driver’s License (CDL) examination.

Justification and Benefit – The truck driver/bus driver training contractor will provide training instruction and preparation for the Commercial Driver’s License Exam which requires a minimum of 200 clock hours and related services in support of such training in McAllen, Weslaco, and Rio Grande City for student in Hidalgo and Starr counties.

Background – Proposal documents were advertised on August 19, 2019 and August 26, 2019 and issued to twenty-eight (28) vendors. Three (3) responses were received on September 4, 2019 and reviewed by Continuing Professional and Workforce Education and the Purchasing Department.

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

4) Industrial Supplies, Materials, and Accessories (Renewal)

Renew the industrial supplies, materials, and accessories contracts for the period beginning November 25, 2019 through November 24, 2020, at an estimated amount of \$90,000.00, which is based on prior year expenditures. The vendors are as follows:

- **Burton Companies** (Weslaco, TX)
- **Industrial Supplier Larey, Inc./ dba International Industrial Supply Company** (Brownsville, TX)
- **MSC Industrial Supply Company** (Harlingen, TX)
- **Rex Supply Company** (Pharr, TX)

Purpose – The Institute for Advanced Manufacturing (IAM) and Advanced Manufacturing Technology Program are requesting to purchase industrial supplies, materials, and accessories for student instruction.

Justification and Benefit – The industrial supplies, materials, and accessories included steel rods, aluminum rods, steel rods, and drill rods used in the instructional labs.

Background – The Board awarded the contracts for industrial supplies, materials, and accessories at the October 30, 2018 Board of Trustees meeting for one year with two one-year annual renewals. The first renewal period begins November 25, 2019 through November 24, 2020.

Award	Board Meeting Date	Original Term	Renewal Term
Original	10/30/18	11/25/18 – 11/24/19	2 – one year options
1 st Renewal	10/29/19		11/25/19 – 11/24/20

Funds for this expenditure are budgeted in the IAM and Advance Manufacturing Technology budgets for FY 2019 – 2020.

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

5) Reprographic Services (Renewal)

Renew the reprographic services contract with **RGV Reprographic, Inc.** (McAllen, TX), for the period beginning December 12, 2019 through December 11, 2020, at an estimated amount of \$15,000.00, which is based on prior year expenditures.

Purpose – Facilities Planning and Construction is requesting reprographic services for the various construction and renovation projects.

Justification and Benefit – The reprographic services will include the printing of construction or renovation project documents and specification manuals for the

contractors that are interested in submitting a proposal. These documents and manuals are various sizes, which require these services. It is also required that all documents and manuals be tracked when released. At the time of release, the contractors will be required to provide a deposit to obtain the documents.

Background – The Board awarded the contracts for reprographic services at the December 4, 2018 Board of Trustees meeting for one year with two one-year annual renewals. The first renewal period begins December 12, 2019 through December 11, 2020.

Award	Board Meeting Date	Original Term	Renewal Term
Original	12/04/18	12/12/18 – 12/11/19	2 – one year options
1 st Renewal	10/29/19		12/12/19 – 12/11/20

Funds for this expenditure are budgeted in Facilities Planning and Construction and various Construction budgets for FY 2019 – 2020.

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

6) Course Management Support Services (Purchase)

Purchase a course management support services from **Blackboard, Inc.** (Indianapolis, IN), a sole source vendor, for the period beginning November 1, 2019 through October 31, 2020, at a total amount of \$65,000.00.

Purpose – Distance Learning is requesting the purchase of a course management support services software named Blackboard Ally. It is a new accessibility tool that integrates with Blackboard to support faculty and students.

Justification and Benefit – The software automatically scans uploaded files and course materials and looks for common accessibility issues. It provides immediate insight into the level of accessibility in the course and feedback on how the content can be improved for better quality and usability for everyone. Some of the additional benefits include auto-generated explanations of the problem related to accessibility for each file and provides a recommended resolution to the problem by including steps to make the file an accessible version.

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

7) Microsoft Campus License Agreement (Renewal)

Renew the Microsoft campus license agreement with **Software House International (SHI) Government Solutions, Inc.** (Austin, TX), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning November 1, 2019 through October 31, 2020, at a total amount of \$174,139.86.

Purpose - Information Technologies is requesting to purchase Microsoft non-perpetual licenses that includes a one-year price assurance and a non-perpetual license that

includes upgrades for currently used software products to ensure that all of the College-owned computers have copyright complaint software installed. These software licenses are used by faculty, staff, and students for instructional and operational purposes.

Justification and Benefit – The Microsoft Campus License agreement includes the following softwares: Windows 10 Enterprise Upgrade, Microsoft Office Professional Plus 2019 and Office for Mac 2019, Microsoft Enterprise Client Access License (CAL) Suite, CAL for: Office 365 Pro Plus for faculty and staff, Office Pro Plus and Office 365 A3 for students, Microsoft Exchange Online advanced Thread Protection for faculty, staff, and students, one hundred and seventy (170) Microsoft Windows Server DC Core Licenses, four hundred (400) Windows Server Standard Core Licenses, two hundred (200) Microsoft Windows Virtual Desktop Access, twenty (20) Microsoft Visual Studio Professional with MSDN licenses, and fifty (50) Microsoft Windows Remote Desktop Services License and Software assurance.

Funds for this expenditure are budgeted in the Information Technology Client Services budget for FY 2019 - 2020.

C. Interlocal Agreements

8) Facility Usage Interlocal Agreements (Lease/Rental)

Lease/Rental facility usage interlocal agreements with the **City of Edinburg** (Edinburg, TX), **City of McAllen** (McAllen, TX), and **City of Mission** (Mission, TX), for the period beginning November 1, 2019 through July 31, 2020, at an estimated amount of \$27,224.00.

Purpose – The Center for Mexican American Studies and Ballet Folklorico South Texas College are requesting the lease/rental of various facilities for several events.

Justification and Benefit – The Center for Mexican American Studies and Ballet Folklorico South Texas College is hosting their annual Amistades Concert Series in an effort to continue sharing the stage with local school districts and community performing groups. This is a concert series in which our student dancers get to interact and share their skills and knowledge in dance with grade school students. It is highly successful as those students get to perform alongside our dancers and are aware that they can continue dancing upon entering South Texas College as academic students. This event is scheduled for November 2019 and January 2020. In February 2020, we are scheduled to host our Tradiciones 2020 concert. This is our main concert in which we are accompanied by musicians across Mexico and we get to showcase the dances we have learned and prepared throughout the academic year.

The March 2020 rental of the McAllen Convention Center is for our annual Folklorico and Contemporary Dance competition. This will be our 7th consecutive year in hosting this event where the local school districts and community performing groups come together to showcase their best dances and skills. Finally, given the success of the July 2019 summer dance workshops, we are looking to hosting these workshops again in July

2020. We hosted groups from across Texas and hope it continues to grow in number of attendees, as we host this summer event year after year.

Date	Event	Location	Amount
November 9, 2019	Amistades Concert Series	City of Edinburg - Edinburg Municipal Auditorium	\$800.00
January 25, 2020	Amistades Concert Series	City of Edinburg - Edinburg Municipal Auditorium	\$800.00
February 1, 2020	Tradiciones 2020	City of McAllen – McAllen Performing Arts Center	\$6,624.00
March 27-28, 2020	STC Folkloric & Contemporary Dance Competition 2020	City of McAllen – McAllen Convention Center	\$9,000.00
July 20-25, 2020	STC Folkloric & Contemporary Dance Workshops	City of Mission – Mission Events Center	\$10,000.00

Fund for this expenditure are budgeted in the Center for Mexican American Studies, Folkloric Dance, and Ballet Folkloric Auxiliary budgets for FY 2019 – 2020.

Recommendation:

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

A. Award of Proposals

- 1) Catering Services (Award):** award the proposal for catering services for the period beginning November 28, 2019 through November 27, 2020 with two one-year options to renew, at an estimated amount of \$85,000.00, which is based on prior year expenditures. The vendors are as follows:

Vendors	Vendors
Amigos Del Valle, Inc. (Edinburg, TX) (New)	Atencion Selecta, LLC./ dba Teresita’s at Los Lagos (Edinburg, TX)
Bread and Butter Bakery Caffee (McAllen, TX) (New)	Luis Magdaleno/ dba Chick-Fil-A 27th & Nolana (McAllen, TX)
Chick-Fil-A Sharyland Towne Crossing (Mission, TX)	Coastal Deli, Inc./ dba Jason’s Deli (Corpus Christi, TX)
Cornerstone Catering (Mission, TX)	Pizza Hut Muy Pizzas Tejas (San Antonio, TX)
Pizza Properties, Inc./ dba Peter Piper Pizza (El Paso, TX)	Siempre Natural (Mission, TX) (New)

- 2) Fire Suppression Systems Service (Award):** award the proposal for fire suppression systems service to the following vendors, for the period beginning November 29, 2019 through November 28, 2020 with two one-year options to renew, at an estimated amount of \$211,587.00:

#	Services	Vendor	Amount
1	Fire Alarm Panels	Strongline Security & Fire (San Juan, TX)	\$20,300.00
2	Fire Alarm Repairs	Strongline Security & Fire (San Juan, TX)	\$60,000.00
3	Kitchen Hoods	1st FP McAllen, LLC. (McAllen, TX)	\$1,202.00
4	Kitchen Hoods Repairs	1st FP McAllen, LLC. (McAllen, TX)	\$10,000.00
5	Fire Sprinklers Inspections	1st FP McAllen, LLC. (McAllen, TX)	\$16,125.00
6	Fire Sprinklers Repairs	1st FP McAllen, LLC. (McAllen, TX)	\$70,000.00
7	Clean Agent Fire Suppression System Inspection	1st FP McAllen, LLC. (McAllen, TX)	\$3,960.00
8	Fire Extinguishers / Inspection Rates	EI Fire & Safety, Inc. (Mission, TX)	\$10,000.00
9	Hydro Test Rates	EI Fire & Safety, Inc. (Mission, TX)	\$10,000.00
10	Recharge Rates	EI Fire & Safety, Inc. (Mission, TX)	\$10,000.00

- 3) Truck Driver/Bus Driver Training (Award):** award the proposal for truck driver/bus driver training to **Vision Truck Driving School** (Dallas, TX) (New), for the period beginning November 1, 2019 through October 31, 2020 with two one-year options to renew, at an 18% commission to the College retained from each student's tuition. This amount is the same for all the following trainings: Truck Driver, Bus Driver, and Truck Driver/Bus Driver combination;

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

- 4) Industrial Supplies, Materials, and Accessories (Renewal):** renew the industrial supplies, materials, and accessories contracts for the period beginning November 25, 2019 through November 24, 2020, at an estimated amount of \$90,000.00, which is based on prior year expenditures. The vendors are as follows:

- **Burton Companies** (Weslaco, TX)
- **Industrial Supplier Larey, Inc./ dba International Industrial Supply Company** (Brownsville, TX)
- **MSC Industrial Supply Company** (Harlingen, TX)
- **Rex Supply Company** (Pharr, TX)

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

- 5) Reprographic Services (Renewal):** renew the reprographic services contract with **RGV Reprographic, Inc.** (McAllen, TX), for the period beginning December 12, 2019 through December 11, 2020, at an estimated amount of \$15,000.00, which is based on prior year expenditures;

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

- 6) Course Management Support Services (Purchase):** purchase course management support services from **Blackboard, Inc.** (Indianapolis, IN), a sole source vendor, for the period beginning November 1, 2019 through October 31, 2020, at a total amount of \$65,000.00;

- 7) **Microsoft Campus License Agreement (Renewal):** renew the Microsoft campus license agreement with **Software House International (SHI) Government Solutions, Inc.** (Austin, TX), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning November 1, 2019 through October 31, 2020, at a total amount of \$174,139.86;

C. Interlocal Agreements

- 8) **Facility Usage Interlocal Agreements (Lease/Rental):** lease/rental facility usage agreements with **the City of Edinburg** (Edinburg, TX), **City of McAllen** (McAllen, TX), and **City of Mission** (Mission, TX), for the period beginning November 1, 2019 through July 31, 2020, at an estimated amount of \$27,224.00;

Recommend Action - The total for all award of proposals, purchases, renewals, and interlocal agreements is \$667,950.86.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the award of proposals, purchases, renewals, and interlocal agreements for \$667,950.86 as presented.

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

The Board of Trustees approves and authorizes the award of proposals, purchases, renewals, and interlocal agreements for \$667,950.86 as presented.

Approval Recommended:

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

Review and Action as Necessary to Revise Policy #5120: Investment Policy and Investment Strategy Statement

Approval of Policy #5120: Investment Policy and Investment Strategy Statement is requested.

Purpose – The Public Funds Investment Act (PFIA), Chapter 2256.005 (e) and the College's Policy requires the governing body of an investing entity to review its Investment Policy and Investment Strategy Statement not less than annually. The governing body must adopt a written instrument by rule, order, ordinance, or resolution stating that it has reviewed the Investment Policy and Investment Strategy Statement and that the written instrument so adopted shall record any changes made to either the Investment Policy or Investment Strategy Statement.

Justification – Revisions to Policy #5120: Investment Policy and Investment Strategy Statement were last approved and authorized on October 30, 2018. The administration brings the Investment Policy and Investment Strategy Statement to the Board of Trustees annually, as required.

Background – The College's Investment Policy and Investment Strategy Statement was submitted and reviewed by the Government Treasurers' Organization of Texas (GTOT). In May 2018, the College was awarded the Certificate of Distinction by the Government Treasurers' Organization of Texas (GTOT) for the Investment Policy. This Certificate is for a two-year period ending May 31, 2020.

Reviewers – The Investment Policy and the Investment Strategy Statement have been reviewed by staff and by South Texas College's legal counsel, Valley View Consulting, LLC (Investment Advisor) and Carr, Riggs & Ingram, LLC (external auditors).

The current Investment Policy complies with the Public Funds Investment Act and requires no revisions. While there are no revisions proposed, a formal record of the Board's approval will demonstrate that the Policy was reviewed in compliance with state law and policy.

Enclosed Documents – The Investment Policy and Investment Strategy Statement follows in the packet for the Board's information and review.

Dr. Shirley A. Reed, President, and Mary Elizondo, Vice President for Finance and Administrative Services, will be present at meeting to address any questions.

The Finance, Audit, and Human Resources Committee recommended Board approval of Policy #5120: Investment Policy and Investment Strategy Statement as presented and which supersedes any previously adopted Board Policy.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the Policy #5120: Investment Policy and Investment Strategy Statement as presented and which supersedes any previously adopted Board Policy.

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

The Board of Trustees approves and authorizes Policy #5120: Investment Policy and Investment Strategy Statement as presented and which supersedes any previously adopted Board Policy.

Approval Recommended:

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

MANUAL OF POLICY

Title	Investment Policy	5120
Legal Authority	Approval of the Board of Trustees	Page 1 of 12
Date Approved by Board	As Amended by Board Minute Order Dated October 29, 2019	

PREFACE

It is the policy of South Texas College that, giving due regard to the safety and risk of investment, all available funds shall be invested in conformance with State and Federal Regulations, applicable Tax Exempt Bond Issue requirements, adopted Investment Policy and adopted Investment Strategy Statement.

Effective cash management is recognized as essential to good fiscal management. Aggressive cash management and effective investment strategy development will be pursued to take advantage of interest earnings as viable and material revenue to all South Texas College funds. The South Texas College portfolio shall be designed and managed in a manner responsive to the public trust and consistent with this Policy.

Investments shall be made with the primary objectives of:

Preservation of capital and safety of South Texas College funds,
Maintenance of sufficient liquidity,
Maximization of return within acceptable risk constraints, and
Diversification of investments.

I. PURPOSE

A. Formal Adoption

This Investment Policy (hereinafter “Investment Policy” or “Policy”) is adopted by South Texas College in accordance with Chapter 2256, Texas Government Code, the Public Funds Investment Act (hereinafter the “Act,” “Public Funds Investment Act,” or “PFIA”) and shall be interpreted at all times to comply with the Act.

B. Scope

This Investment Policy applies to all financial assets of South Texas College and includes the following funds or fund types: Unrestricted, Auxiliary, Restricted, Loan, Endowment, Agency, Funds for Renewal and Replacement, Unexpended Plant Funds, Funds for Retirement of Indebtedness, and any other funds which have been contractually delegated to South Texas College for management purposes.

This Policy establishes guidelines for:

- 1) Designation of Investment Officers and Investment Committee to invest South Texas College funds,
- 2) Authorized investments, and
- 3) Review and oversight of investments.

In addition to this Policy, bond funds (as defined by the Internal Revenue Service) shall be managed in accordance with their issuing documentation and all applicable State and Federal Laws.

All investments made with South Texas College (hereinafter “South Texas College” or the “College”) funds prior to the adoption of this Investment Policy shall be held or liquidated as determined by the Investment

MANUAL OF POLICY

Title	Investment Policy	5120
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B. Maintenance of Adequate Liquidity

The investment portfolio will remain sufficiently liquid to meet the cash flow requirements that might be reasonably anticipated. Liquidity shall be achieved by matching investment maturity with forecasted cash flow requirements; investing in securities with active secondary markets; and maintaining appropriate portfolio diversification.

C. Market Rate of Return (Yield)

The College's investment portfolio shall be designed with the objective of attaining a rate of return throughout budgetary and economic cycles, consistent with the College's investment risk constraints and the cash flow needs projected. Return on investment is of secondary importance compared to the safety and liquidity objectives described above. The core of investments is limited to relatively low risk securities in anticipation of earning a fair return relative to the risk being assumed. Weighted Average Yield to Maturity shall be the standard for calculating portfolio rate of return.

III. INVESTMENT POLICIES

A. Authorized Investments

Investments described below are authorized by the Public Funds Investment Act as eligible securities. South Texas College restricts its investments to the following, as authorized by the Public Funds Investment Act.

- 1) Obligations, including letters of credit, of the United States or its agencies and instrumentalities, including the Federal Home Loan Banks.
- 2) Direct obligations of the State of Texas, or its agencies and instrumentalities.
- 3) Other obligations, the principal and interest on which are unconditionally guaranteed or insured by, or backed by the full faith and credit of, the State of Texas or the United States or their respective agencies and instrumentalities, including obligations that are fully guaranteed or insured by the Federal Deposit Insurance Corporation or by the explicit full faith and credit of the United States.
- 4) Obligations of states, agencies, counties, cities, and other political subdivisions of any State rated as to investment quality by a nationally recognized investment rating firm not less than "A" or its equivalent. The College will take all prudent measures that are consistent with its Investment Policy to liquidate an investment that does not have the minimum rating.
- 5) Financial institution deposits issued by a depository institution that has its main office or branch in Texas and is:
 - a) guaranteed or insured by the Federal Deposit Insurance Corporation (FDIC) or its successors or the National Credit Union Share Insurance Fund or its successor;
 - b) secured by obligations that are described by the Public Funds Collateral Act (Chapter 2257, Texas Government Code), including mortgage backed securities directly issued by a federal agency or instrumentality that have a market value of not less than 102% of the principal amount plus accrued interest of the deposit less the applicable level of FDIC insurance, or by Letters of Credit issued by the Federal Home Loan Bank with a value of 100% of the principal amount plus accrued interest of the deposit less the applicable level of FDIC insurance; or
 - c) secured in any other manner and amount provided by law for deposits of the College.
 - d) Issued in a manner consistent with the Act that distributes the deposit among multiple financial institutions to effectively provide FDIC insurance for the entire deposit;

MANUAL OF POLICY

Title	Investment Policy	5120
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E. Protection of Principal

South Texas College shall seek to control the risk of loss due to the failure of a security issuer or grantor. Such risk shall be controlled by investing only in the safest types of securities as defined in the Policy; by qualifying the broker, dealer, and financial institution with whom the College will transact; by collateralization as required by law; and through portfolio diversification by maturity and type.

The purchase of individual securities shall be executed “delivery versus payment” (DVP) through the South Texas College Safekeeping Agent. By so doing, South Texas College’s funds are not released until South Texas College has received, through the Safekeeping Agent, the securities purchased.

1. Diversification by Investment Type

Diversification by investment type shall be maintained by ensuring an active and efficient secondary market in portfolio securities and by opportunity risks associated with specific security types.

Diversification by investment type shall be established by the following maximum percentages of investment type to the total South Texas College investment portfolio at the time of each investment transaction:

- a. U.S. Treasury Bills/Notes/Bonds 100%
- b. U.S. Agencies and Instrumentalities 100%
- c. States, Counties, Cities, and Other 25%
- d. Financial Institution Deposits 100%
- e. Government Money Market Mutual Funds 25%
- f. Eligible Investment Pools 50%

Bond proceeds may be invested in a single security or investment if the Investment Committee determines that such an investment is necessary to comply with Federal arbitrage restrictions or to facilitate arbitrage record-keeping and calculations.

2. Diversification by Investment Maturity

In order to minimize risk of loss due to interest rate fluctuations, investment maturities will not exceed the anticipated cash flow requirements of the funds. Maturity guidelines by fund are as follows: (Investment transactions made prior to the adoption of this Policy are not subject to these guidelines).

a) Unrestricted, Auxiliary, Restricted, Loan, Endowment, Agency and Plant Renewal and Replacement Funds

The weighted average days to maturity for the portfolio of these funds shall be less than 365 days and the maximum allowable maturity shall be two years for any investment type.

b) Unexpended Plant Funds

The investment maturity of Unexpended Plant Funds, allocable to a bond issue, shall generally be limited to the anticipated cash flow requirements or the “Temporary Period,” as defined by the U.S. Tax Code and the regulations thereunder. During the Temporary Period, bond proceeds may be invested at an unrestricted

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- the Agreement states the securities and collateral will be held in South Texas College's name as evidenced by safekeeping receipts of the institution with which the securities are deposited.

a) Allowable Collateral

Eligible securities for collateralization of deposits are defined by the Public Funds Collateral Act, Chapter 2257, Texas Government Code, as amended, and those that meet the constraints of this Policy.

b) Collateral Levels

The market value of the principal portion of securities that are pledged as collateral must at all times be equal to or greater than 102%, or 100% for Letters of Credit issued by a Federal Home Loan Bank, of par value of the time and demand deposits plus accrued interest, less the applicable level of FDIC insurance.

c) Monitoring Collateral Adequacy

South Texas College shall require monthly reports with market values of pledged securities from all financial institutions with which South Texas College has collateralized deposits. The bank shall be responsible and liable for monitoring and maintaining the collateral and collateral margins on a daily basis and for reporting these activities monthly. The Investment Officers will monitor adequacy of collateralization levels to verify market values and total collateral positions.

d) Additional Collateral

If the market value of the securities pledged as collateral for a deposit falls below 102%, or 100% for Letters of Credit issued by a Federal Home Loan Bank, of par value of time and demand deposits plus accrued interest, less the applicable level of FDIC insurance, the institution holding the deposit will be notified by the Investment Officers and will be required to pledge additional allowable collateral as defined above no later than the end of the next succeeding business day.

e) Security Substitution

Collateralized deposits often require substitution of securities. Any financial institution requesting substitution must contact the Investment Officers for approval and settlement. The substituted security's value will be calculated and substitution approved if the substitution maintains a pledged value equal to or greater than the required security level. An Investment Officer must provide written notification of the decision to the bank or the safekeeping agent holding the security prior to any security release. Substitution is allowable for all transactions, but should be limited, if possible, to minimize potential administrative problems and transfer expense. The Investment Officers may limit substitution and assess appropriate fees if substitution becomes excessive or abusive.

5. Safekeeping

a) Safekeeping Agreement

South Texas College shall contract with a bank or banks for the safekeeping and custody of securities either owned by South Texas College as a part of its investment portfolio or as part of its depository agreements or held as collateral to secure time and demand deposits. Securities and collateral will be held in South

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Texas College's name as evidenced by safekeeping receipts of the institution with which the securities are deposited.

b) Safekeeping of Deposit Collateral

All collateral securing bank and savings and loan deposits must be held by a third-party banking institution acceptable to and under contract with South Texas College or by the Federal Reserve Bank.

6. Competitive Bidding

The College will require at least three competitive offers or bids for all individual security purchases and sales (excluding those transactions with financial institution deposits, eligible money market mutual funds, and eligible investment pools (Section III.A) and require any investment advisor to do the same. Rather than relying solely on yield, investments in financial institution deposits, eligible money market mutual funds, and eligible investment pools shall be based on criteria determined by the Investment Officers.

F. Investment Advisors and Investment Providers

Investment Advisors shall adhere to the spirit, philosophy, and terms of this Policy and shall invest within the same "Standard of Care." Investment Providers shall adhere to the spirit and philosophy of this Policy and shall avoid recommending or suggesting transactions outside that "Standard of Care."

Selection of Investment Advisors and Investment Providers will be performed by the Board of Trustees. The Board of Trustees may contract with an investment management firm registered under the Investment Advisers Act of 1940 or with the State Securities Board to provide for the investment and management of public funds under its control. The contract period will be for a maximum of two years, and a renewal or extension of the contract must be made by the Board of Trustees by order, ordinance, or resolution. The criteria to evaluate Investment Advisors and Investor Providers include the following:

- a) Adherence to South Texas College's policies and strategies,
- b) Investment performance and transaction pricing within accepted risk constraints,
- c) Responsiveness to South Texas College's requests for services, information and open communication,
- d) Understanding of the inherent fiduciary responsibility of investing public funds, and
- e) Similarity in philosophy and strategy with South Texas College's objectives.

Selected Investment Advisors and Investment Providers shall provide timely transaction confirmations and monthly activity reports.

Business organizations eligible to transact investment business with South Texas College shall be presented a written copy of this Investment Policy. Local Government Investment Pools and discretionary investment management firms seeking to transact investment business shall execute a written instrument substantially to the effect that the qualified representative has:

- 1) received and thoroughly reviewed this Investment Policy, and
- 2) acknowledged that the organization has implemented reasonable procedures and controls in an effort to preclude investment transactions conducted between South Texas College and the organization that are not authorized by the College's Investment Policy, except to the extent that

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this authorization is dependent on an analysis of the makeup of the College's entire portfolio or requires an interpretation of subjective investment standards, or relates to investment transactions that are not made through accounts or other contractual arrangements over which the business organization has accepted discretionary investment authority .

South Texas College shall not enter into an investment transaction with a Local Government Investment Pool or discretionary investment advisor prior to receiving the written instrument described above.

The Board of Trustees of South Texas College shall, at least annually, review, revise, and adopt a list of qualified Investment Providers (brokers/dealers/banks/pools) that are authorized to engage in investment transactions with the College.

G. Responsibility and Controls

1. Authority to Invest

South Texas College's "Investment Officers" are the Vice President for Finance and Administrative Services, the Comptroller, and one of South Texas College's elected officials (selected by the Board of Trustees). The Investment Officers are authorized to deposit, withdraw, invest, transfer, execute documentation, and otherwise manage South Texas College's funds according to this Policy. The Investment Officers may authorize one Investment Officer to deposit, withdraw, or transfer funds out of or into financial institution deposits, an investment pool or money market mutual fund in order to meet daily operating needs of South Texas College.

The Board of Trustees' Finance and Human Resources Committee shall be the Investment Committee. The Investment Committee shall review the investment portfolio's status and performance, determine and implement appropriate portfolio adjustments, review brokers/dealers/banks/pools and independent training sources, oversee South Texas College's Investment Advisor, monitor compliance with the Investment Policy and Investment Strategy Statement, and perform other duties as necessary to manage South Texas College's funds.

Each member of the Board of Trustees and the Investment Officers shall attend at least one training session, relating to the person's responsibilities under the Act within six months after taking office or assuming duties. The Texas Higher Education Coordinating Board shall provide the training.

The Investment Officers shall receive not less than 10 hours of instruction within the first twelve months after taking office or assuming duties. The Investment Officer shall prepare a report on any changes in the Public Funds Investment Act and deliver the report to the Board of Trustees not later than the 180th day after the last day of each regular session of the legislature.

To ensure qualified and capable investment management, the Investment Officers shall attend an investment training session not less than once each state fiscal biennium, and receive not less than 10 hours of instruction relating to investment responsibilities that addresses investment controls, security risks, strategy risks, market risks, diversification of investment portfolio and compliance with the Public Funds Investment Act. The investment training session shall be provided by the following approved training sources: the Texas Higher Education Coordinating Board, the Government Finance Officers Association of Texas, the Government Treasurers Organization of Texas, the Texas Municipal League, or the University of North Texas Center for Public Management.

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2. Prudent Investment Management

The Investment Officers shall perform their duties in accordance with the adopted Investment Policy and internal procedures. In determining whether an Investment Officer has exercised prudence with respect to an investment decision, the investment of all funds over which the Investment Officer had responsibility, rather than the prudence of a single investment, shall be considered. Investment Officers acting in good faith and in accordance with these policies and procedures shall be relieved of personal liability.

3. Standard of Care

The standard of care used by the College shall be the “prudent person rule” and shall be applied in the context of managing the overall portfolio within the applicable legal constraints. The Public Funds Investment Act states:

“Investments shall be made with judgment and care, under circumstances then prevailing, that a person of prudence, discretion, and intelligence would exercise in the management of the person’s own affairs, not for speculation, but for investment, considering the probable safety of capital and the probable income to be derived.”

4. Standard of Ethics and Conflicts of Interest

The Investment Officers shall act as custodians of the public trust avoiding any transaction which might involve a conflict of interest, the appearance of a conflict of interest, or any activity which might otherwise discourage public confidence. Investment Officers shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions. If the Investment Officer has a personal business relationship with a business organization offering to engage in an investment transaction with South Texas College, the Investment Officer shall file a statement disclosing that personal business interest. If the Investment Officer is related within the second degree by affinity or consanguinity, as determined under Chapter 573 of the Texas Government Code, to an individual seeking to sell an investment to South Texas College, the Investment Officer shall file a statement disclosing that relationship as stated in the Public Funds Investment Act Chapter 2256.005 (i). This disclosure statement must be filed with the Texas Ethics Commission and the Board of Trustees. An Investment Officer has a personal business relationship with a business organization if:

- a) the Investment Officer owns 10 percent or more of the voting stock or shares of the business organization or owns \$5,000 or more of the fair market value of the business organization;
- b) funds received by the Investment Officer from the business organization exceed 10 percent of the Investment Officer’s gross income for the previous year; or
- c) the Investment Officer has acquired from the business organization during the previous year investments with a book value of \$2,500 or more for the personal account of the Investment Officer.

5. Establishment of Internal Controls

South Texas College’s Investment Officers will maintain a system of internal controls over the investment activities of South Texas College.

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South Texas College, in conjunction with its annual financial audit, shall perform a compliance audit of management controls on investments and adherence to South Texas College's Investment Policy and Investment Strategy Statement. The annual compliance audit performed by the College's independent auditor shall include a review of all quarterly reports.

6. Reporting

Investment performance will be monitored and evaluated by the Investment Officers. The Investment Officers shall submit an investment report to the Board of Trustees and the President quarterly. This investment report shall:

- 1) describe in detail the investment position of South Texas College;
- 2) be prepared jointly by all Investment Officers of the College;
- 3) be signed by each Investment Officer of the College;
- 4) contain a summary statement of each pooled fund group that states the:
 - a. beginning market value for the reporting period;
 - b. ending market value for the period; and
 - c. fully accrued interest for the reporting period;
- 5) state the book value and market value of each separately invested asset at the end of the reporting period by the type of asset and fund type invested;
- 6) state the maturity date of each separately invested asset that has a maturity date;
- 7) state the account or fund or pooled group fund in the College for which each individual investment was acquired;
- 8) provide the credit rating for each separately invested asset that has a required minimum rating; and
- 9) state the compliance of the investment portfolio of the College as it relates to:
 - a) the investment strategy expressed in the College's Investment Policy; and
 - b) relevant provisions of the Act.

7. Methods used to Monitor the Market Price of Acquired Investments

The methods/sources to be used to monitor the market price of investments that have been acquired with public funds shall be from sources deemed reliable by an Investment Advisor, including safekeeping agent, brokers/dealers, the Wall Street Journal, Bloomberg, or other market pricing services.

8. Investment Transactions must be Settled on a Delivery Versus Payment Basis

Investment transactions will be settled on a delivery versus payment (DVP) basis with the exception of financial institution deposits, investment pool funds and mutual funds.

9. Review by Independent Auditor

In conjunction with its annual financial audit, the auditor shall perform a compliance audit of management controls on investments and adherence to the College's established Investment Policy. The annual compliance audit performed by the College's independent auditor shall include a review of all quarterly reports. The results of the audit shall be reported to the College's Board of Trustees by the auditor.

If the College invests in other than money market mutual funds, investment pools or accounts offered by its depository bank in the form of certificates of deposit, or money market accounts or similar accounts, the

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Title	Investment Policy	5120
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reports prepared by the investment officers must be formally reviewed at least annually by an independent auditor, and the result of the review shall be reported to the Board of Trustees by the auditor.

10. Investment Policy Adoption

The Investment Policy and Investment Strategy Statement shall be reviewed annually by the Investment Committee and any modifications made thereto must be approved by the Board of Trustees. The Board of Trustees shall review the Investment Policy and Investment Strategy Statement not less than annually. The Board shall adopt a written instrument by rule, order, ordinance, or resolution stating that it has reviewed the Investment Policy and Investment Strategy Statement and that the written instrument so adopted shall record any changes made to either the Investment Policy or Investment Strategy Statement.

IV. HISTORY

Origination Date Approved by Board	October 12, 1995
Date Amended and Approved by Board	August 8, 1996 December 11, 1997 October 15, 1998 October 17, 2002 October 16, 2003 October 21, 2004 November 17, 2005 October 19, 2006 February 15, 2007 October 18, 2007 October 13, 2008 June 25, 2009 November 23, 2009 October 25, 2010 October 27, 2011 October 30, 2012 October 28, 2013 October 28, 2014 October 27, 2015 October 25, 2016 October 24, 2017 October 30, 2018 October 29, 2019

INVESTMENT STRATEGY STATEMENT

PAGE 1

PREFACE

It is the policy of South Texas College that, giving due regard to the safety and risk of investment, all available funds shall be invested in conformance with State and Federal Regulations, applicable Bond Resolution requirements, adopted Investment Policy and adopted Investment Strategy Statement.

In accordance with the Public Funds Investment Act, South Texas College's investment strategies shall address the following priorities (in order of importance):

- * Understanding of the suitability of the investment to the financial requirements of South Texas College,
- * Preservation and safety of principal,
- * Liquidity,
- * Marketability of the investment if the need arises to liquidate the investment prior to maturity,
- * Diversification of the investment portfolio, and
- * Yield

Effective investment strategy development coordinates the primary objectives of South Texas College's Investment Policy and cash management procedures to enhance interest earnings and reduce investment risk. Aggressive cash management will increase the available "investment period" and subsequently interest earnings. Maturity selections shall be based on cash flow and market conditions to take advantage of various interest rate cycles. South Texas College's portfolio shall be designed and managed in a manner responsive to the public trust and consistent with the Investment Policy.

Each major fund type has varying cash flow requirements and liquidity needs. Therefore, specific strategies shall be implemented considering the fund's unique requirements. South Texas College's funds shall be analyzed and invested according to the following fund types:

- a) Unrestricted,
- b) Auxiliary,
- c) Restricted,
- d) Loan,
- e) Endowment,
- f) Agency,
- g) Funds for Renewal and Replacement,
- h) Unexpended Plant Funds, and
- i) Funds for Retirement of Indebtedness

INVESTMENT STRATEGY

In order to minimize risk of loss due to interest rate fluctuations, investment maturities will not exceed the anticipated cash flow requirements of the fund. Investment guidelines for all fund-types are as follows:

A. Funds

South Texas College's funds include:

- Unrestricted Fund
- Auxiliary Fund
- Restricted Fund
- Loan Fund
- Endowment Fund
- Agency Fund

INVESTMENT STRATEGY STATEMENT

PAGE 2

Funds for Renewal and Replacement
Unexpended Plant Funds
Funds for Retirement of Indebtedness

Suitability: Any investment eligible in the Investment Policy is suitable for all fund types.

Safety of Principal: All investments shall be of high quality with no perceived default risk. Market price fluctuations will occur, however by managing the weighted average days to maturity for all fund types, except for Unexpended Plant Funds and Funds for Retirement of Indebtedness, to less than 365 days for all investments and restricting the maximum allowable maturity to two years for any investment type, the price volatility of the overall portfolio will be minimized. Unexpended Plant Funds investments should be as per Section III.E.2.b and Funds for Retirement of Indebtedness investments should be as per Section III.E.2.c.

Marketability: Securities with active and efficient secondary markets are necessary in the event of an unanticipated cash requirement. Historical market “spreads” between the bid and offer prices of a particular security-type of less than a quarter of a percentage point shall define an efficient secondary market. Unexpended Plant Funds investment should be as per Section III.E.2.b and Funds for Retirement of Indebtedness investment should be as per Section III.E.2.c.

Liquidity: All fund types, except for Unexpended Plant Funds and Funds for Retirement of Indebtedness require the greatest short-term liquidity of any of the fund types. Short-term investment pools, bank deposits, and eligible money market mutual funds shall provide daily liquidity and may be utilized as a competitive yield alternative to fixed maturity investments.

Diversification: Investment maturities shall be staggered throughout the budget cycle to provide cash flow based on the anticipated operating needs of South Texas College. Market cycle risk will be reduced by diversifying the appropriate maturity structure out over two years.

Yield: Attaining a competitive market yield for comparable security-types and portfolio restrictions is the desired objective. The yield of a, rolling three months Treasury bill portfolio shall be the minimum yield objective.

Review and Action as Necessary to Revise Policy #5220: Contractors: Consultant Services, Professional Services and Honoraria

Approval to revise Policy #5220: *Contractors: Consultant Services, Professional Services and Honoraria*, is requested.

Purpose – The proposed policy revisions update the current policy, which was last revised by the Board in 1995.

Justification – The request for the revisions to the policy is necessary for the following reasons:

- To demonstrate compliance with:
 - ⇒ **Texas Education Code Section 130.089, Prohibited Employment of or Contracting With Former Trustees**, which states: “A public junior college may not employ or contract with an individual who was a member of the board of trustees of the junior college before the first anniversary of the date the individual ceased to be a member of the board of trustees.”
 - ⇒ **SACSCOC Principles of Accreditation Standard 4.1 (c)**, which requires, in part, that the presiding officer of the board and a majority of other voting board members are free of contractual and employment interest in the organization.

Background – Policy #5220: *Contractors: Consultant Services, Professional Services and Honoraria*, was approved by the Board of Trustees on November 9, 1995.

Reviewers – The revised policy has been reviewed by staff, the President’s Cabinet, President’s Administrative Staff, and/or by South Texas College legal counsel, Mr. Jesus Ramirez.

Enclosed Documents - The revised policy follows in the packet for the Board’s review and information.

The additions to the policy are highlighted in yellow.

The Finance, Audit, and Human Resources Committee recommended Board approval of the proposed revision to Policy #5220: *Contractors: Consultant Services, Professional Services and Honoraria*, as presented and which supersedes any previously adopted Board policy.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the proposed revision to Policy #5220: *Contractors: Consultant Services, Professional Services and Honoraria*, as presented and which supersedes any previously adopted Board policy.

The Following Minute Order is proposed for consideration by the Board of Trustees:
The Board of Trustees approves and authorizes the proposed revision to Policy #5220:
Contractors: Consultant Services, Professional Services and Honoraria, as presented and
which supersedes any previously adopted Board policy.

Approval Recommended:

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

MANUAL OF POLICY

Title	Contractors: Consultant Services, Professional Services and Honoraria	5220
Legal Authority	Approval of the Board of Trustees	
Date Approved by Board	Board Minute Order dated November 9, 1995 As Amended by Board Minute Order Dated October 29, 2019	

Consultant services and professional services greater than \$5,000 require advance approval, in writing, by the College President. Honoraria in any amount require advance approval, in writing, by the College President.

Individuals, groups, or firms providing services to the College under a consultant service or professional services contract cannot begin work before a written agreement is fully executed.

Consultant Services are defined as services provided by persons or firms that perform a task(s) for which they have special expertise or background which results in a finished or written evaluation.

Professional Services are defined as services provided by individuals or firms with highly specialized technical skills which the College does not have available through internal personnel sources. Professional services are those generally provided by architects, attorneys, and auditors.

Honoraria are provided to individuals or groups who conduct work that directly supports the College's instructional programs. These funds would generally be available for guest lecturers, guest speakers, and/or artistic performances.

Grant contractors shall not be paid at a higher rate than College contractors with a similar assignment.

Employees of the College cannot be engaged as contractors.

A member of the Board of Trustees may not be employed or engaged as a contractor of the College before the first anniversary of the date the member ceased to be on the Board of Trustees.

Review and Action as Necessary to Revise Resolution 2020-004 Authorizing Investment Brokers, Dealers, Banks, and Investment Pools

Approval to revise Resolution 2020-004 Authorizing Investment Brokers, Dealers, Banks, and Investment Pools is requested.

Purpose – Green Bank, Inter National Bank and Wallis State Bank are authorized banks that may engage in investment transactions with the college. The names for these banks have changed. Green Bank is now Veritex Bank, Inter National Bank is now Vantage Bank and Wallis State Bank is now Wallis Bank.

In addition, Coastal Securities, an authorized broker/dealer, changed its name to FTN Securities. The name changes, three additional banks, Bank OZK, Bank of South Texas, and BOK Financial, and one broker/dealer, Multi-Bank Securities, are being recommended to be added to the approved bank list.

The Texas Public Funds Investment Act (PFIA) requires that the Board of Trustees approve any broker and dealer firms that will be used to transact investment business with the College. In addition, the College's Investment Policy requires that the Board of Trustees approve any banks and investment pools that will be used to transact investment business with the College. As per Policy #5120: *Investment Policy* and Investment Strategy Statement and in accordance with the PFIA, the Board of Trustees shall at least annually, review, revise, and adopt a list of qualified Investment Providers.

Justification – The Resolution Authorizing Investment Brokers, Dealer, Banks, and Investment Pools was approved and authorized on August 28, 2018, as amended. A revised list of brokers, dealers, banks and investment pools, which contains the name changes for Green Bank, Inter National Bank, Wallis State Bank, and Coastal Securities, three additional banks, Bank OZK, Bank of South Texas, and BOK Financial, and one additional new broker/dealer Multi-Bank Securities, is included on Exhibit "A".

Background – The Board adopted specific limitations on banks that could be used for College deposits with the adoption of Resolution Authorizing Investment Brokers, Dealers, Banks, and Investment Pools on August 28, 2018, as amended. Valley View Consulting, LLC, the investment advisor under contract with the College, has identified Veritex Bank, Vantage Bank, Wallis State Bank, Bank OZK, Bank of South Texas, BOK Financial, FTN Securities and Multi-Bank Securities and their offerings to be favorable to the College.

Reviewers – The Resolution was reviewed by Valley View Consulting, LLC (Investment Advisor) and was previously reviewed by South Texas College's legal counsel. No changes are being presented except the name changes for Green Bank, Inter National Bank, Wallis State Bank, and Coastal Securities, and the three additional banks Bank OZK, Bank of South Texas, and BOK Financial and one additional broker/dealer Multi-Bank Securities.

Enclosed Documents – The revised Resolution Authorizing Investment Brokers, Dealers, Banks, and Investment Pools follows in the packet for the Board’s information and review.

Dr. Shirley A. Reed, President, and Mary Elizondo, Vice President for Finance and Administrative Services, will be present at the Board meeting to address any questions.

The Finance, Audit, and Human Resources Committee recommended Board approval of Resolution 2020-004 Authorizing Investment Brokers, Dealers, Banks, and Investment Pools as presented, and which supersedes any previously adopted Board Resolution.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize Resolution 2020-004 Authorizing Investment Brokers, Dealers, Banks, and Investment Pools as presented, and which supersedes any previously adopted Board Resolution.

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

The Board of Trustees approves and authorizes Resolution 2020-004 Authorizing Investment Brokers, Dealers, Banks, and Investment Pools as presented, and which supersedes any previously adopted Board Resolution.

Approval Recommended:

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

Resolution No. 2020-004

A RESOLUTION BY THE SOUTH TEXAS COLLEGE RELATING TO THE COLLEGE'S ADOPTION AND ANNUAL REVIEW OF ITS LIST OF AUTHORIZED BROKER/DEALERS/BANKS/INVESTMENT POOLS AND AMENDING SUCH BROKER/DEALER/BANK/INVESTMENT POOL LIST AS REQUIRED BY BOARD POLICY AND STATE LAW; AND AUTHORIZING OTHER MATTERS INCIDENT AND RELATED THERETO.

WHEREAS, the Board of Trustees (the "Board") of the South Texas College (the "College") has adopted a written Investment Policy which primarily emphasizes safety of principal and liquidity and addresses investment diversification, yield, and maturity and the quality and capability of investment management provisions in accordance with the Public Funds Investment Act, Texas Government Code Chapter 2256, Subchapter A, as amended, (the *Act*); and

WHEREAS, the Board must annually review the list of authorized broker/dealers/banks/investment pools that are authorized to engage in investment transactions with the College and adopt a written instrument stating that it has reviewed such list of authorized broker/dealers/banks/investment pools; and

WHEREAS, a written copy of the College's Investment Policy must be presented to any person offering to engage in an investment transaction with an investment entity or to an investment management firm under contract with an investing entity to invest or manage the entity's investment portfolio; and

WHEREAS, the authorized representatives of a business organization offering to engage in an investment transaction with the College must provide a written acknowledgement that the business organization has received the College's Investment Policy; now, therefore,

BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE SOUTH TEXAS COLLEGE THAT:

SECTION 1: The Board has reviewed list of authorized broker/dealers/banks/investment pools authorized to engage in investment transactions with the College (Exhibit "A" attached hereto), and the Board further wishes to memorialize this review by the adoption of this Resolution.

SECTION 2: Prospective authorized broker/dealers/banks/investment pools will be provided with written copies of the College's Investment Policy and such authorized representatives will provide written acknowledgments of receipt of the College's Investment Policy.

SECTION 3: This Resolution may be relied upon by all appropriate government officials and others interested in this Resolution and establishes the College's compliance with the requirements of the Act and the College's Investment Policy.

SECTION 4: The recitals contained in the preamble hereof are hereby found to be true, and such recitals are hereby made a part of this Resolution for all purposes and are adopted as a part of the judgment and findings of the Board.

SECTION 5: All ordinances and resolutions, or parts thereof, which are in conflict or inconsistent with any provision of this Resolution are hereby repealed to the extent of such conflict, and the provisions of this Resolution shall be and remain controlling as to the matters resolved herein.

SECTION 6: This Resolution shall be construed and enforced in accordance with the laws of the State of Texas and the United States of America.

SECTION 7: If any provision of this Resolution or the application thereof to any person or circumstance shall be held to be invalid, the remainder of this Resolution and the application of such provision to other persons and circumstances shall nevertheless be valid, and the Board hereby declares that this Resolution would have been enacted without such invalid provision.

SECTION 8: It is officially found, determined, and declared that the meeting at which this Resolution is adopted was open to the public and public notice of the time, place, and subject matter of the public business to be considered at such meeting, including this Resolution, was given, all as required by Chapter 551, as amended, Texas Government Code.

PASSED AND APPROVED this the ____ day of _____, 2019.

SOUTH TEXAS COLLEGE

President, Board of Trustees

ATTEST:

Secretary, Board of Trustees

(COLLEGE SEAL)

Exhibit “A”

List of Authorized Broker/Dealers:

FTN Securities
Duncan Williams
Multi-Bank Securities
Raymond James
Rice Financial
Wells Fargo Securities

List of Authorized Banks:

BBVA Compass
Bank of Texas
Bank OZK
Bank of South Texas
BTH Bank
BOK Financial
Capital One Bank
Comerica Bank
East West Bank
Falcon Bank
First Community Bank
Frost Bank
Greater South Texas Bank
Veritex Bank
Independent Bank
International Bank of Commerce
Vantage Bank
JPMorgan Chase
LegacyTexas Bank
Lone Star National Bank
NexBank
PlainsCapital Bank
Prosperity Bank
Rio Bank
Southwest Bank
Southside Bank
Texas Regional Bank
Wallis Bank
Wells Fargo Bank

List of Authorized Investment Pools:

TexPool
TexStar

Review and Discussion of Previous Feasibility Studies for the Expansion of the Pecan Campus Library

The College has been working toward the expansion of the Pecan Campus Library for many years, including a Master Plan conducted in 2010, and two feasibility studies, one in 2017 and another in 2018, to assess the level of need and establish a sense of the College's options and potential costs related to renovation or new construction.

After the second assessment, the Board supported staff's recommendation to engage an architect to conduct a thorough, formal feasibility study including at least three options to renovate and expand the current Pecan Campus Library. This is the first phase of a two-phase contract being negotiated with ERO Architects, with the second phase incorporating design and construction supervision.

At the October 8, 2019 Facilities Committee meeting, administration discussed ongoing negotiations with the Committee and ERO Architects, and offered to provide the architect with those preliminary studies to help their review.

Dr. Jesus Campos, Dean of Library & Learning Support Services, has provided detailed summaries of the previous assessments to ERO Architects. He has also provided an executive summary of those previous assessments for review with the Board of Trustees. This executive summary is provided in the following pages.

The current negotiations with ERO Architects, including their incorporation of these completed studies into their Phase I project, will be discussed in a subsequent agenda item.

No action is requested.

Pecan Campus Library Feasibility Studies: Executive Summary

Project Background

The Pecan Campus Library (Building F) is a two-story 65,990 square foot building. Since 1993, Building F has undergone two construction additions in an effort to keep up with needs at South Texas College (the College) Pecan Campus. In the 13 years since its last addition, library users, operations, and services have evolved and expanded.

With Board approval, administration has sought the development of a Master Plan in 2010, and two additional assessments in Fall 2017 and Fall 2018 to identify affordable options to meet student needs and accreditation standards.

1. 2010 - Freese and Nichols 2010 Master Plan
 - a. Recommended expansion to 75,375 assignable square feet (ASF)

2. Fall 2017 – Consultant Patrick Deaton Assessment
 - a. Recommended new construction or renovation to 102,375 ASF
 - more quiet and group study spaces and other types of spaces are needed;
 - Previous expansions of Building F have resulted in inefficient use of existing space.

3. Fall 2018 –Godfrey’s Associates Assessment
 - a. Recommended renovation/expansion to 79,747 ASF
 - Building F is in good condition;
 - Previous expansions of the building exceeded minimum code requirements;
 - Building F can be renovated/expanded to improve efficiency and meet needs;

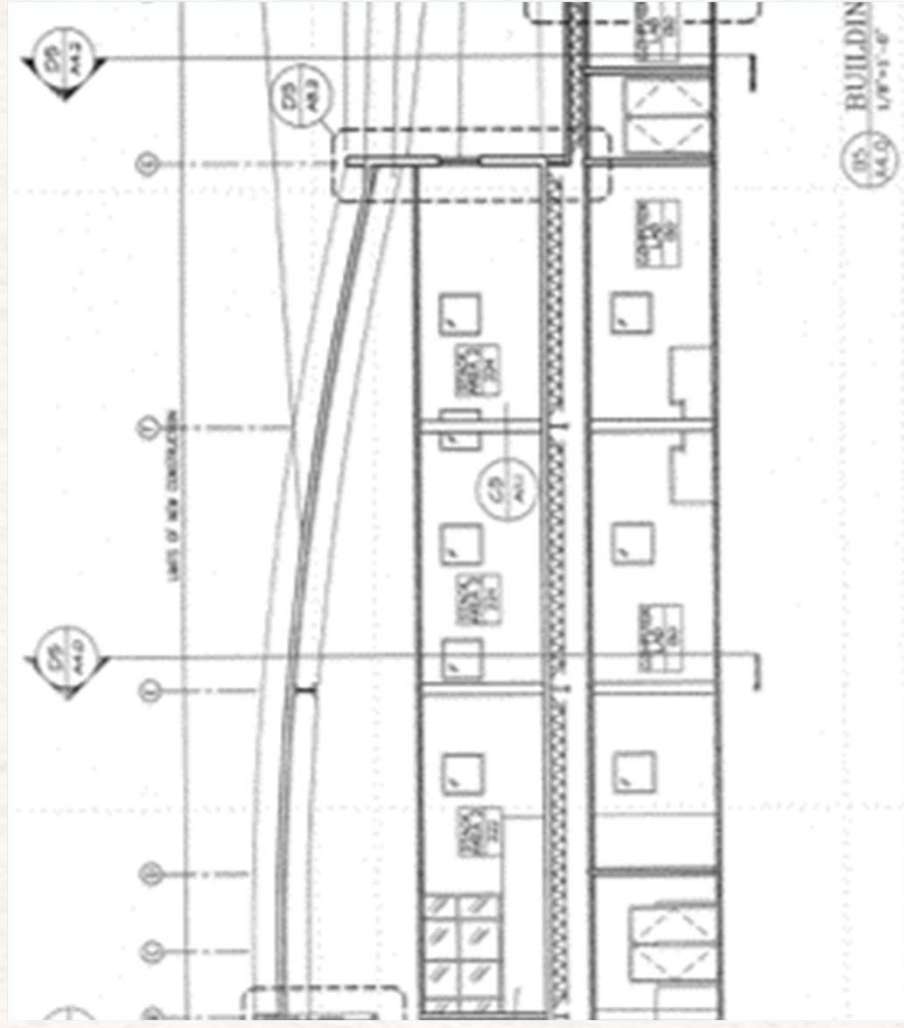
 - b. Three layout options identified:
 - i. 3-story expansion/renovation (~\$31.5M)
 - ii. All new Library on current site (~\$42.7M)
 - iii. Limited 2-story expansion/renovation (~\$20.6M)

After being briefed on Godfrey’s Associates Assessment, the Board accepted staff’s recommendation to explore options for renovating the current Pecan Campus Library.

Moving Forward – ERO Architect’s Feasibility Study

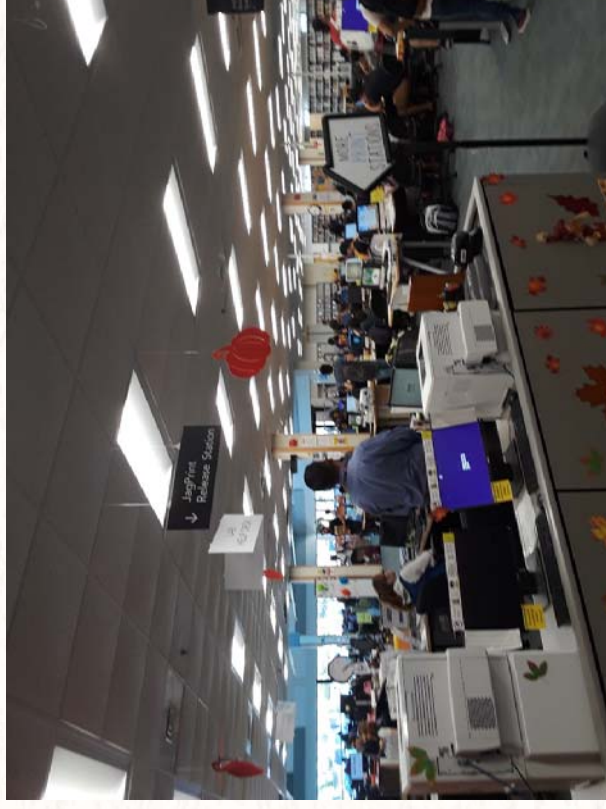
ERO Architects will be able to reduce the scope of its feasibility study by incorporating prior studies, verifying current conditions with stakeholders, and using this information as the basis for their analysis of at least three expansion options identified by the Board, and the recommendation of one expansion option for the Board’s consideration.

Pecan Campus Library Facilities: Feasibility Studies Review October 2019



Overview of Briefing

- Pecan Campus Library Building highlights
- Background of Renovation Project
- Deaton Study Highlights
- Godfrey's Associates Study Highlights
- Renovation Objectives



Building F Highlights



- Gross Square Feet (GSF): 65,990 sq. ft. (46,070 1st floor, 19,920 2nd floor)
- Assignable (usable) Square Feet (ASF): 41,840 sq. ft.
- GSF to ASF efficiency ratio: approximately 63%
- Existing building houses library public services operations such as circulation, reference, and reserves; collection of about 69,000 print books; materials processing and library automation; a computer lab, staff offices, an internet café, art gallery, multi-purpose space, quiet study spaces, study rooms, humanities tutoring, and Educational Technologies operations.
- Since 1993, it has undergone two construction additions, the last of which was completed in 2004.
- Seats approximately 616 students

2010

Freese and Nichols 2010 Master Plan

- Recommended 75,375 assignable square feet (ASF)

September 2017

Pecan Library assessment authorized

- Board approves assessment of adequacy of existing Pecan Campus Library

January 2018

Consultant report accepted

- In Fall 2017, consultant Patrick Deaton determined Library was severely overcrowded. Board accepted Deaton Report and authorized another study to determine whether exiting Library Building can be renovated to accommodate necessary additional space.

October 9, 2018

Godfrey's Associates Facilities Briefing

- Facilities Committee was briefed on Godfrey's Associates determination that Building F could be renovated to accommodate the additional space.

April 23, 2019

Architectural Services RFQ Authorized

- STC Board approved the solicitation of architectural services to conduct an expansion feasibility study, make a recommendation on the proposed expansion of the Pecan Campus Library and to serve as the architect for the subsequent design for construction of any approved expansion proposal.

Deaton Study, 2017

Patrick Deaton, AIA, NCARB, LEED AP

Assessed adequacy of existing Pecan Campus Library

Findings:

1. The existing Pecan Campus Library (in Building F) is severely overcrowded. Statistics show a high usage of the library's spaces and services. Consultant's observations confirmed this.

The study determined, based on comments from students, faculty, and staff, that

- more quiet study space is needed,
- more group study spaces are needed,
- other types of spaces are needed

Deaton Findings

2. Shelving for the physical collection would be 100% full by 2023 if it grows at 6% annually.

Note that physical collection growth is currently being contained at about 2% per year.

3. The two earlier expansions of Building F, have resulted in several structural inefficiencies in the building floorplan including extra toilets, extra stairwells, extra elevators, and more entrances than are needed.
4. The south entrance of the library is compressed, disorienting, and does not provide a visual connection with the 2nd floor.

Deaton Findings

5. Two areas on the first floor take up a lot of space adjacent to the busiest areas in the building:
 - Educational Technologies Offices (approximately 2,356 SF) on the first floor, and
 - Wide exit corridor, server room, and storage area (approximately 2,108 SF)
6. The Rainbow Room (event room) and the library art gallery spaces are in the second floor, but might be better located on the 1st floor where they can be accessed more easily and cause less disruption to quieter spaces of the library.
7. Staff spaces are inefficiently scattered through the building, in some cases occupying space that was originally intended for student use.

Deaton Recommendations

Enrollment	Assignable Square Feet	Seats
11,111	72,221	1,111
12,250	79,625	1,225
15,750	102,375	1,575

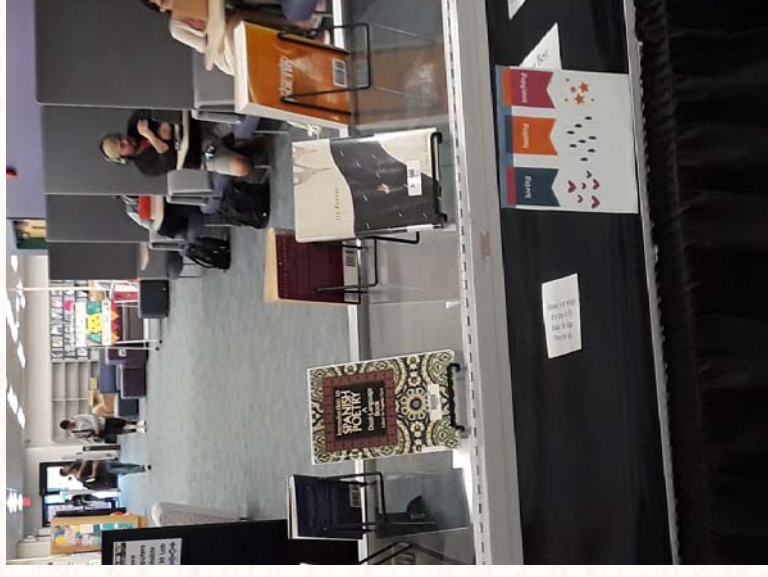


Deaton Recommendation for New Spaces

- Coffee shop/snack bar is the overwhelming number-one request of students
- Second tutoring space for STEM courses, enclosed in a glass wall to allow visibility and control for acoustics
- A dedicated Quiet Reading Room with traditional features like book shelves and long tables with power and light
- A second library instruction classroom
- A makerspace enclosed in glass to allow visibility and acoustic control
- More group study rooms, including messy group study rooms such a for art projects
- A quiet dimly lit space with lounge furniture for rest and meditation
- A space where it is acceptable for students to talk loudly and play video games
- Media production and presentation practice rooms

Deaton Recommendation for Size and Seating

1. The existing facility is inadequately sized to meet the needs of the current student population. The existing facility should provide approximately 6.5 assignable square feet (ASF) per student if most of the collection is stored in compact shelving.
2. The existing facility's seat count is insufficient to meet the needs of the current student population. The consultant recommends a goal of seating for 10% of enrollment.



Godfrey's Associates, 2018

Godfrey's Associates, consisting of Richard (Dick) Waters, MLS (Library Consultant) and Bradley A. Brad Waters (Registered Architect), was hired on February 5, 2018 to

- (1) assess whether the Pecan Campus Library Building (Building F) can be expanded to accommodate a library of approximately 110,000 gross square feet; and, if it can be expanded,
- (2) provide a general layout of how the space could be prepared for expansion and whether and which areas of the building spaces would need to be changed or demolished.

Godfrey's Findings and Recommendations

Findings

- Building F is in good condition
- Previous expansions of Building F exceeded minimum building code
- Building F can be efficiently expanded
- Highest & Best Use of Building F site is a multi-story building
- Deaton Report may have overstated 2030 space needs

Summary of 3 Concepts

Option 1: 3-Story

Expansion/ Renovation

- 54,129 GSF new
- 45,775 GSF existing
- 79,747 ASF
- 79.8% efficiency
- \$31.5 million

Option 2: All New Library

on Building F Site

- 96,108 GSF new
- 0 GSF existing
- 79,770 ASF
- 83.0% efficiency
- \$42.7 million

Option 3: Limited 2-Story

Expansion/Renovation

- 29,489 GSF new
- 45,775 GSF existing
- 60,560 ASF
- 80.5% efficiency
- \$20.6 million

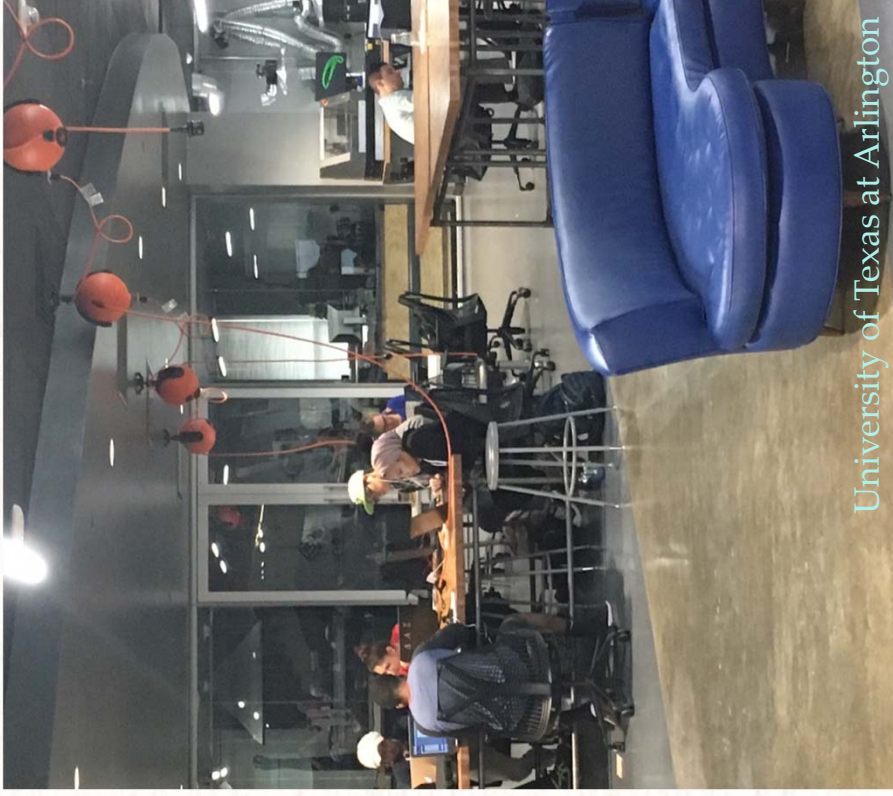
Library Spaces: Group Study Rooms

- 18 to 26 four-, five-, six- & seven-person rooms
- Glass walls
- Collaborative technology
- Automated reservation system



- Library Spaces:
- Traditional library space
- Potential silent study room
- Reading Room
- Tables, chairs, books



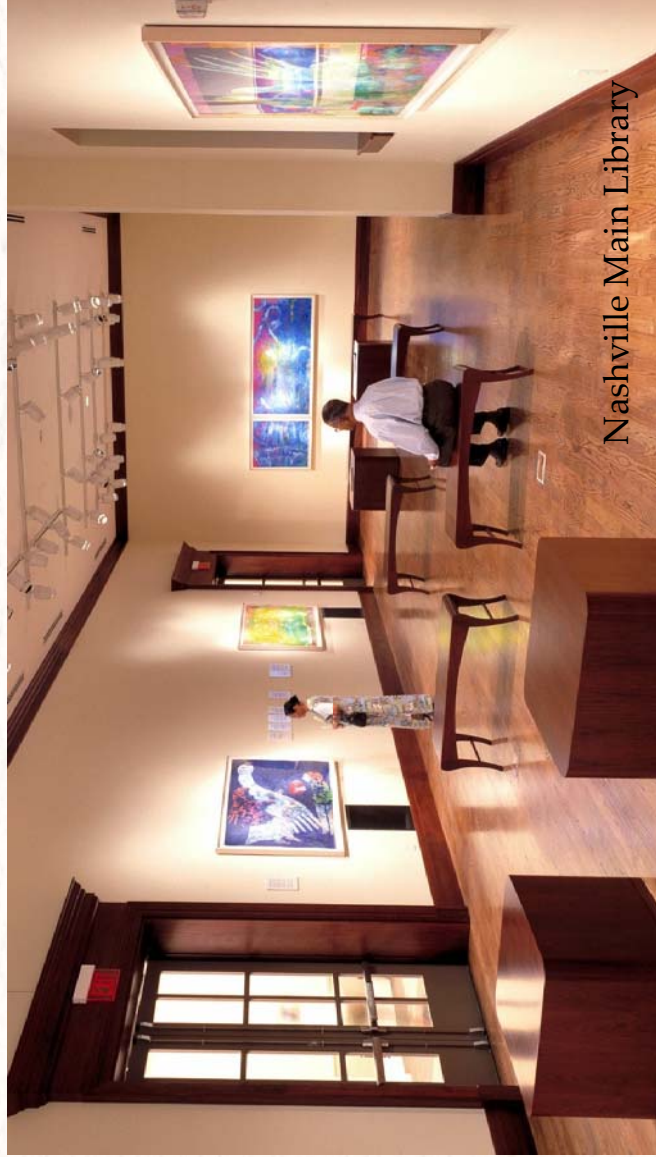


Library Spaces: Makerspaces

- 3D printers
- Augmented reality (AR)
- Virtual reality (VR)
- Potential for laser cutters, computer numerical control (CNC) machines, and/or other technologies
- Supporting all academic programs & majors at STC

Library Spaces: Art Gallery

- Rotating exhibits
- Discrete space along a primary pedestrian route
- In addition to Lobby display areas
- Supported by an Art Gallery Work Room



Nashville Main Library

Key Project Objectives

- Increase the number of students the facility can accommodate from 616 to approximately 1,300 if possible
- Update the functionality of the space to keep up with changes in the types of spaces that are conducive to student learning
- Improve the adjacency and flow of functions and spaces
- Provide an adequate library facility that appropriately serves the College's educational and mission-related activities in compliance with SACSCOC standard (13.7)

Action as Necessary Regarding Architectural Design Fees for Proposed Architectural Contract for the Renovation and Expansion of the Existing Pecan Campus Library Building F

Action as necessary regarding the Architectural Design Fees for the Renovation and Expansion of the Existing Pecan Campus Library Building F is requested.

Purpose

Action as necessary is requested to finalize the architectural services contract negotiations for the 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.

Scheduling Priority

This project was requested by Library staff based on meeting future SACSCOC requirements. Two previous library adequacy assessments were conducted of the facility in 2017 and 2018, which recommended the renovation and expansion of the existing library. This project is scheduled as an educational space improvement to enhance Library and Learning Support Services, add additional space for students and staff, and make more efficient and effective use of space. This project has been previously reviewed by Library and College staff, the Coordinated Operations Council, the President's Cabinet, the Facilities Committee, and the Board of Trustees.

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.

On October 8, 2019, the Facilities Committee discussed with ERO Architects the use of the two previous building assessments as a means of reducing the feasibility scope in the architect's current proposal. The Facilities Committee also requested for College staff to provide an executive summary of the previous building assessments.

In an effort to reduce the architectural fees, the architect has proposed incorporating the feasibility phase into the architectural basic services fees. College staff, legal counsel, and ERO Architects have reviewed this proposal and find that it is acceptable and in accordance with the project description in the Request for Qualifications (RFQ) initially advertised for this project. The proposal would include the following phases:

- Feasibility Phase
- Schematic Design Phase
- Design Development Phase
- Construction Documents Phase
- Construction Services Procurement Phase
- Construction Phase

The Feasibility Phase would include a preliminary design study to determine the best option for expanding and renovating the current Pecan Campus Library. The feasibility phase would still provide the previously proposed services, but in a reduced capacity and scope. The architect's study would provide, at a minimum, the following elements:

- Suitability of the improvement of the site for an addition to the library;
- Identification of site constraints and additional demands on campus facilities;
- Presentation of municipal, state & federal regulation impact on design and construction;
- Presentation of a minimum of three (3) expansion options;
- Presentation of cost analysis for each option.

As part of the feasibility phase and schematic design phase, ERO Architects will provide designs for Board approval prior to commencing the next phase.

ERO Architects has 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 Architect
- Mechanical, Electrical, & Plumbing Engineer: Halff Associates, Inc.

ERO Architects has also proposed engaging the following firms, whose fees are considered additional services to the architect's basic service fees. The architect will be assessing a 10% fee for these additional services.

- Technology Consultant: Halff Associates, Inc.*
- Civil Engineer: Perez Consulting Engineers, LLC.
- Landscape Architect: Stephen P. Walker Landscape Architect

*As part of the renegotiation, ERO has proposed to use Halff Associates, Inc. as their technology consultant in lieu of The Sextant Group as part of their design fees reduction.

ERO Architects has also proposed additional fees for the technology consultant and civil engineer, which were originally part of the Phase I Feasibility Study, to be added as part of the architect's additional services fees.

Current Proposal

The new proposal is summarized in the following table:

Feasibility, Design, and Construction Administration – October 22, 2019		
	ERO Architects	Consultants
Architect Basic Service including Library Consultant (7.25% of total construction budget)	\$833,750	\$0
Civil Engineering	-	60,420
Landscape Architect	-	9,198
Technology Consultant	-	55,467
Additional Svcs. Management (10% of total consultant fees)	12,508.50	-
Total:	\$846,258.50	\$125,085
Percent of \$11.5M Budget:	7.36%	1.09%

When the design fees for ERO Architects and the consultants are added together, they total \$971,343.50, which represents 8.45% of the \$11.5M Construction Budget.

Architect and Consultant Fees Total	
ERO Architect Fees	\$846,258.50
Consultant Fees	125,085
Total of Architect and Consultant Fees	\$971,343.50
Percent of \$11.5M Budget:	8.45%

Previous Proposal

ERO Architect's previous proposal, which still separated the Phase I Feasibility Study and Phase II Design and Construction Administration Services, was presented at the October 8, 2019 Facilities Committee meeting. The proposed fees were as follows:

Previous Proposal – October 8, 2019	
Proposal Item	Fees
Phase I	\$168,741
Phase II – ERO Architects Basic Services	822,250
Phase II – ERO Architects Additional Services Mgmt.	10,073
Phase II – Consultants	100,727
Total	\$1,101,791
Percentage of \$11.5M Budget	9.58%

Proposals Comparison

The following table provides a comparison of the proposal submitted at the October 8, 2019 Facilities Committee meeting to the current fee proposal:

Previous and Current Proposals Comparison			
Proposal Item	Previous	Current	Variance
ERO Architects Fees	\$1,001,064	\$846,258.50	154,805.50
Consultants Fees	100,727	125,085	(24,358)
Total	\$1,101,791	\$971,343.50	\$130,447.50
Percentage of \$11.5M Budget	9.58%	8.45%	1.13%

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 to bring the project within construction budget, at no cost to the College.

ERO will be at the Board meeting to present a detailed report on the current fee proposal.

The total project budget is \$15,550,000 and itemized in the table below:

Renovation and Expansion of the Existing Pecan Campus Library Building F Total Project Budget	
Budget Item	Budget Amount
Construction	\$11,500,000
Design	1,150,000
Miscellaneous	345,000
FFE	920,000
Technology	1,035,000
Contingency	600,000
Total Project Budget	\$15,550,000

Funding Source

Funds for the Renovation and Expansion of the Existing Pecan Campus Library Building F Project 2016-018C are budgeted in the Unexpended Construction Plant Fund for available use in fiscal year 2019-2020. A remaining budget balance of the FY20 Unexpended Plant Fund considering this month's proposed project may be found under the agenda item titled Update on Status of Unexpended Plant Fund.

Presenters

Representatives from ERO Architects will be at the meeting and present the proposal to the Board of Trustees.

Enclosed Documents

The proposal for the services provided by ERO Architects is included for the Board's review and information.

On October 8, 2019, the Facilities Committee deferred this issue to the Board of Trustees.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize action as necessary regarding the Architectural Design fees for the proposed Architectural Services contract with ERO Architects for the Renovation and Expansion of the Existing Pecan Campus Library Building F as presented.

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

The Board of Trustees approves and authorizes action as necessary regarding the Architectural Design fees for the proposed Architectural Services contract with ERO Architects for the Renovation and Expansion of the Existing Pecan Campus Library Building F as presented.

Approval Recommended:

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

Proposal to South Texas College for the Pecan Campus Main Library Preliminary Design / Feasibility Study:

FEASIBILITY PHASE

Conduct a preliminary design study to determine a best option for expansion of the library. The study will include, at a minimum, the following elements:

- *Suitability of the improvement of the site for an addition to the library;*
- *Identification of site constraints and additional demands on campus facilities;*
- *Presentation of municipal, state & federal regulation impact on design and construction;*
- *Presentation of a minimum of three (3) expansion options;*
- *Presentation of cost analysis for each option.*

PROJECT OBJECTIVES:

Provide a preliminary design study that will facilitate phased space planning service improvements and expansion to the existing Pecan Campus Library and meet the current and future trends and needs of students and faculty through open, comfortable and modern flexible spaces; taking into account previous studies, needs assessments, strategic plans and staff worksessions.

SCOPE OF SERVICES & DELIVERABLES:

A. Data Gathering, Inputting and Review

- Coordinate design team consultants with regards to review of architecture drawings and documents, feasibility studies, plans, assessments, focus groups and interviews, etc.
- Input the existing library into REVIT in order to understand existing conditions.

** Design team will request the following data from South Texas College including:*

- Plans for Building F: Library (floor plan, power plan, RCP);
- Other data that has been provided per the RFQ requests

B. Kick Off Meeting

- Coordinate design team consultants and stakeholders
- Kick off session to review success factors and overall building goals
- Tour the library with library staff and other key stakeholders
- Program validation and library/other staff interviews

C. Program and Technology

- Coordinate design team consultants and stakeholders
- Coordinate a design charrete with library, other staff and stakeholders
- Review program development, adjacency and stacking options for a minimum of three (3) expansion options
- Review the location of the proposed improvement relative to the existing telecommunications service. Identify any conflicts that the proposed structure would have with the telecom service
- Review the distributed site ITS components (generally cameras) and identify any conflicts that the proposed structure would have with them
- Submit draft ITS Program report to be used as a guide for Phase II, consisting of:

- Narrative descriptions of recommended solutions for structured cabling, fire alarm, intrusion detection, surveillance system, audio / visual, and intercom for the applicable spaces
- Space planning considerations and relevant trends
- Suitable details and sketches to support intent
- Up to a minimum of three (3) expansion options

D. Furniture Schemes and Test Fits

- Coordinate design team consultants and stakeholders
- Review furniture test fit options for new space planning with stakeholders
- Prepare furnishings requirements
- Review preliminary budget

E. Municipal, State and Federal Regulation Impact on Design And Construction

- Coordinate design team consultants and stakeholders
- Means of Egress code analysis
- General Building Heights and Areas code analysis
- Use and Occupancy Classification code analysis
- Building set back requirements
- Submit analysis

F. Site Analysis and Suitability

- Coordinate design team consultants and stakeholders
- Suitability of the improvement of the site for an addition to the library
- Identification of site constraints and additional demands on campus facilities
- Review utilities, flood plain, parking and landscaping
- Review vehicular and pedestrian circulation
- Review optimum views and vistas
- Submit analysis

G. Presentation of Cost Analysis

- Coordinate all design team consultants and stakeholders
- Uniformat II-ASTM E-1557 cost estimate
- Develop cost estimates for a minimum of three (3) expansion options
- Identify general enabling issues
- Submit analysis

H. Final Presentations and Visualization:

- Provide a program of requirements
- Provide site plan for a minimum of three (3) expansion options
- Submit analysis for a minimum of three (3) expansion options
- Provide architectural mass modeling for a minimum of three (3) expansion options
- Prepare final preliminary design study and presentation
- Provide presentation boards



EXHIBIT A
South Texas College
 Renovation & Expansion of the Existing Pecan Campus Library
 Feasibility Phase Scope of Work
 Revised: October 24, 2019



- Present to Staff
- Present to COC
- Present to Facilities Committee
- Present to the Board

DELIVERABLE:

Final printed preliminary design study including an electronic PDF copy (plus final presentation and boards).

KEY PERSONNEL:

- Eli R. Ochoa with ERO will serve as Principal-in-Charge and lead the design team.
- Maureen Arndt with 720 Design will serve as the Library Consultant.
- Robert Pruneda with ERO will serve as the Interior Designer
- Trey Murray with Halff will serve as the MEP and IT Project Manager

ADDITIONAL SERVICES:

Hourly Rates:

Principal/Partner	\$225.00
Principal Project Manager	\$200.00
Interior Designer	\$200.00
Architectural Designer	\$155.00
Senior Contract Administrator	\$155.00
Production/Drafter	\$120.00
Graphic Designer	\$110.00
Copy Writer	\$ 90.00
Clerical	\$ 75.00



Change of Service: Services that are required of ERO Architects that are not defined in the scope of work above shall be considered a change of service. Prior approval from the Owner will be received before any additional services are executed.

SCHEDULE:

The schedule will be developed in conjunction with the design team and all stakeholders for this project. All meetings and presentations as itemized above shall take place at the Pecan Campus Library unless specified otherwise.

Project Fact Sheet

10/2/2019

Project Name: Pecan Campus - Reno. and Exp. of the Existing Library Building F		Project Nos. 2016-018C				
Funding Source(s): Unexpended Plant Fund	Total Project Budget		Actual Expenditures To Date	Variance of FY20 Budget vs. Actual Expenditures To Date		
	Construction:	\$ 11,500,000	\$ 500,000	\$ 500,000		
	Design:	1,150,000	862,500	847,500		
	Miscellaneous:	345,000	103,500	101,000		
	FFE:	920,000	15,000	-		
	Technology:	1,035,000	2,500	-		
	Contingency:	600,000				
Total:	\$ 15,550,000	\$1,466,000	\$ 17,500	\$ 1,448,500		
Engineer: ERO Architects	Board Approval of Schematic Design TBD					
Contractor: TBD						
STC FPC Project Manager: David Valdez	Substantial Completion		Board Acceptance			
	TBD		TBD			
	Final Completion		Board Acceptance			
TBD		TBD				
Project Description		Project Scope				
A feasibility study for renovating and expanding the existing library will be conducted, followed by the design and construction of the best option identified in the feasibility study.		Renovation of the interior and expansion of the existing library facility. Project is in two phases; Phase I to include a feasibility study and Phase II to include the design and construction of the renovation and expansion. Construction for this project to include demolition of the existing walls and infrastructure, renovation of walls, flooring, ceiling, and interior finishes, and adding electrical, data, and HVAC infrastructure as necessary to meet proposed design requirements of the approved Phase I design option from the architect.				
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
6/25/2019	6/23/2020	7/1/2021	8/1/2021	4/1/2023	5/1/2023	6/1/2023
Project Calendar of Expenditures by Fiscal Year						
Fiscal Year	Construction	Design	Misc.	FFE	Tech	Project Total
2018-19	\$ -	\$ 15,000	\$ 2,500	\$ -	\$ -	\$ 17,500
2019-20	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Project Total	\$ -	\$ 15,000	\$ 2,500	\$ -	\$ -	\$ 17,500
Current Agenda Item						
10/8/19 Facilities Committee: Recommend Action as Necessary 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						
						

Review and Action as Necessary on Authorization to Proceed with Solicitation of Mechanical, Electrical, and Plumbing (MEP) Engineering Services for the Pecan Campus Information Technology Building M Generator Replacement

Approval of authorization to proceed with the publication of a Request for Qualifications (RFQ) to solicit mechanical, electrical, and plumbing (MEP) engineering services for the Pecan Campus Information Technology Building M Generator Replacement project is requested.

Purpose

The Board is asked to approve the solicitation of MEP engineering services for the generator replacement at the Pecan Campus Information Technology Building M.

Justification

Solicitation of Request for Qualifications (RFQ) for MEP engineering 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 engineer to the Facilities Committee at a later date.

Scheduling Priority

This was submitted as a Renewals & Replacements project by the IS&P Division in 2019, and was reviewed by the FPC, Operations & Maintenance, and the IT departments. It is scheduled as a routine improvement to upgrade the power supply redundancy to a backup generator that provides continuous power without the need to refuel.

Background

The proposed Pecan Campus Information Technology Building M Generator Replacement project is part of the College's FY 2019-2020 Renewals and Replacements projects. The project consists of replacing the existing diesel generator with a new natural gas generator. The existing generator has been in use since 2007 and is in need of replacement. The new generator will be using natural gas as the fuel source, which will provide continuous gas service in lieu of transporting and refueling of diesel fuel.

The total project budget is \$280,000 and itemized in the table below:

Pecan Information Technology Building M Generator Replacement Total Project Budget	
Budget Item	Budget Amount
Construction	\$250,000
Design	25,000
Miscellaneous	5,000
Total Project Budget	\$280,000

Funding Source

Funds for the Pecan Campus Information Technology Building M Generator Replacement Project 2020-014R are budgeted in the Renewals & Replacements fund for available use

in fiscal year 2019-2020. A remaining budget balance of the FY20 Unexpended Plant Fund considering this month's proposed project may be found under the agenda item titled Update on Status of Unexpended Plant Fund.

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 of the solicitation of MEP engineering services for the Pecan Campus Information Technology Building M Generator Replacement project as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the solicitation of MEP engineering services for the Pecan Campus Information Technology Building M Generator Replacement 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 MEP engineering services for the Pecan Campus Information Technology Building M Generator Replacement project as presented.

Approval Recommended:

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



Pecan Campus - Information Technology Building M Generator Replacement



**SOUTH TEXAS
COLLEGE**

Project Proposed Site



Project Site

Photo



Proposed Scope & Budget



Requested By

Information Services & Planning and Operations & Maintenance Department

Scope of work

Replacement of diesel fuel generator with a natural gas generator.



Total Renovated Square Feet = N/A

Estimated Total Project Budget

Construction	\$ 250,000
Design	25,000
Miscellaneous	<u>5,000</u>
Total Project Budget	\$ 280,000

Project Fact Sheet

10/2/2019

Project Name: Pecan Campus - Information Technology Bldg M Generator Replacement		Project No. 2020-014R	
Funding Source(s): Renewals & Replacements	<u>Original Budget</u>		<u>Actual Expenditures To Date</u>
	Construction:	\$ 250,000	\$ -
	Design:	25,000	-
	Miscellaneous:	5,000	-
	FFE:	-	-
Technology:	-	-	
Total:	\$ 280,000	\$ -	\$ -
Engineer: TBD	Board Approval of Schematic Design N/A		
Contractor: TBD			
STC FPC Project Manager: Robert Gomez	Substantial Completion	TBD	Board Acceptance TBD
	Final Completion	TBD	Board Acceptance TBD
Project Description		Project Scope	
Replacing the generator at Information Technology Building M.		Replacing the existing diesel generator and upgrading to a natural gas generator.	
Projected Timeline			
Board Approval of Architect	Board Approval of Schematic Design	Board Approval of Contractor	Construction Start Date
12/10/2019	N/A	5/26/2020	6/1/2020
			Substantial Completion Date
			9/1/2020
			Final Completion Date
			10/1/2020
			FFE Completion of Move In
			N/A
Project Calendar of Expenditures by Fiscal Year			
Fiscal Year	Construction	Design	Misc.
2018-19	\$ -	\$ -	\$ -
Project Total	\$ -	\$ -	\$ -
			FFE
			\$ -
			Tech
			\$ -
			Project Total
			\$ -
Current Agenda Item			
10/8/19 Facilities Committee: Review and Recommend Action on Authorization to Proceed with Solicitation of Mechanical, Electrical, and Plumbing (MEP) Engineering Services for the Pecan Campus Information Technology Building M Generator Replacement			
			

Review and Action as Necessary on Contracting Mechanical, Electrical, and Plumbing (MEP) Engineering Services for the Technology Campus Advanced Technical Careers Building B Automotive Lab Exhaust System

Approval to contract mechanical, electrical, and plumbing (MEP) engineering services for the Technology Campus Advanced Technical Careers Building B Automotive Lab Exhaust System will be requested at the October 29, 2019 Board meeting.

Purpose

The procurement of an engineer will provide for design services necessary for the Technology Campus Advanced Technical Careers Building B Automotive Lab Exhaust System project.

Justification

The procurement of an engineer will allow for the engineer to work with staff to prepare all necessary design development drawings and specifications in preparation for the construction documents phase using college design standards and all applicable codes and ordinances. Construction documents will then be issued for solicitation of construction proposals. Once received, construction proposals will be evaluated and submitted to the Board of Trustees with a recommendation to award a construction contract.

Scheduling Priority

This project was submitted in 2016 by the Automotive Department and has been reviewed by the FPC department, the President's Cabinet, the Coordinated Operations Council, the Facilities Committee, and the Board of Trustees. This project is scheduled in an effort to improve the indoor air quality of the space by removing the exhaust from training vehicles.

Background

The proposed Technology Campus Advanced Technical Careers Building B Automotive Lab Exhaust System project is an approved Capital Improvement Project (CIP) and has been budgeted for Fiscal Year 2019-2020.

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

The scope of work includes the following:

- Installation of exhaust fans, duct work, and flexible exhaust extraction hoses

On July 23, 2019, the Board of Trustees approved the solicitation for MEP engineering services. Solicitation for MEP engineering qualifications began on July 30, 2019, for the purpose of selecting an engineering firm to prepare the necessary plans and specifications for the Technology Campus Advanced Technical Careers Building B

Automotive Lab Exhaust System project. A total of nine (9) firms received a copy of the RFQ and a total of six (6) firms submitted their responses on August 15, 2019.

The total project budget is \$111,600 and itemized in the table below:

Technology Campus Advanced Technical Careers Building B Automotive Lab Exhaust System Total Project Budget	
Budget Item	Budget Amount
Construction	\$100,000
Design	10,000
Miscellaneous	1,600
Total Project Budget	\$111,600

Funding Source

Funds for the Technology Campus Advanced Technical Careers Building B Automotive Lab Exhaust System Project 2016-011C are budgeted in the Unexpended Construction Plant Fund for available use in fiscal year 2019-2020. A remaining budget balance of the FY20 Unexpended Plant Fund considering this month's proposed project may be found under the agenda item titled Update on Status of Unexpended Plant Fund.

Reviewers

The Requests for Qualifications have been reviewed by staff from the Facilities Planning and Construction, Operations and Maintenance, and Purchasing departments.

Enclosed Documents

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

The Facilities Committee recommended Board approval of contracting of MEP engineering services with Ethos Engineering for the Technology Campus Advanced Technical Careers Building B Automotive Lab Exhaust System project as presented.

Recommendation:

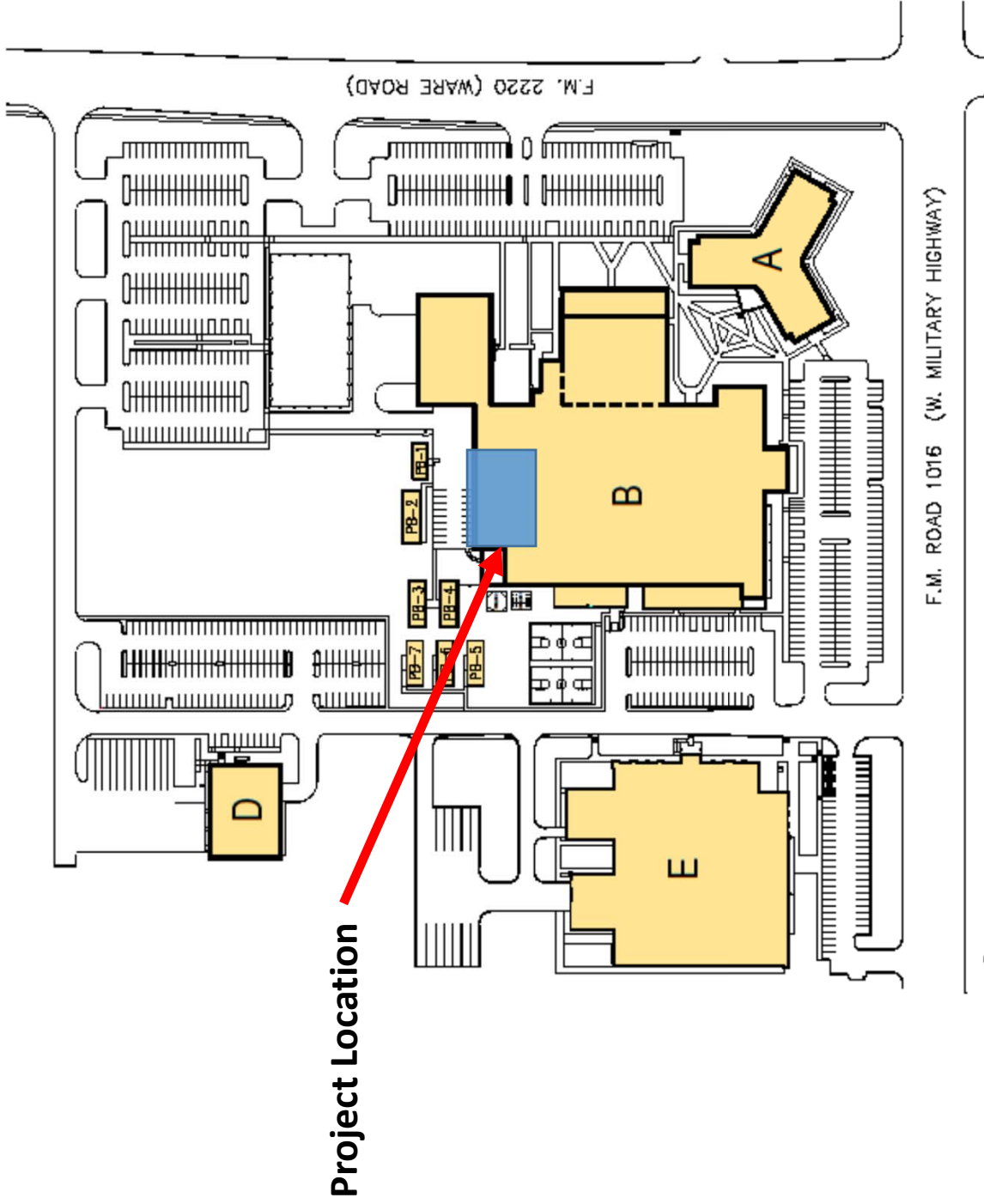
It is recommended that the Board of Trustees of South Texas College approve and authorize contracting MEP engineering services with Ethos Engineering for the Technology Campus Advanced Technical Careers Building B Automotive Lab Exhaust System project as presented.

The Following Minute Order is proposed for consideration by the Board of Trustees:
The Board of Trustees approves and authorizes contracting MEP engineering services with Ethos Engineering for the Technology Campus Advanced Technical Careers Building B Automotive Lab Exhaust System project as presented.

Approval Recommended:

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

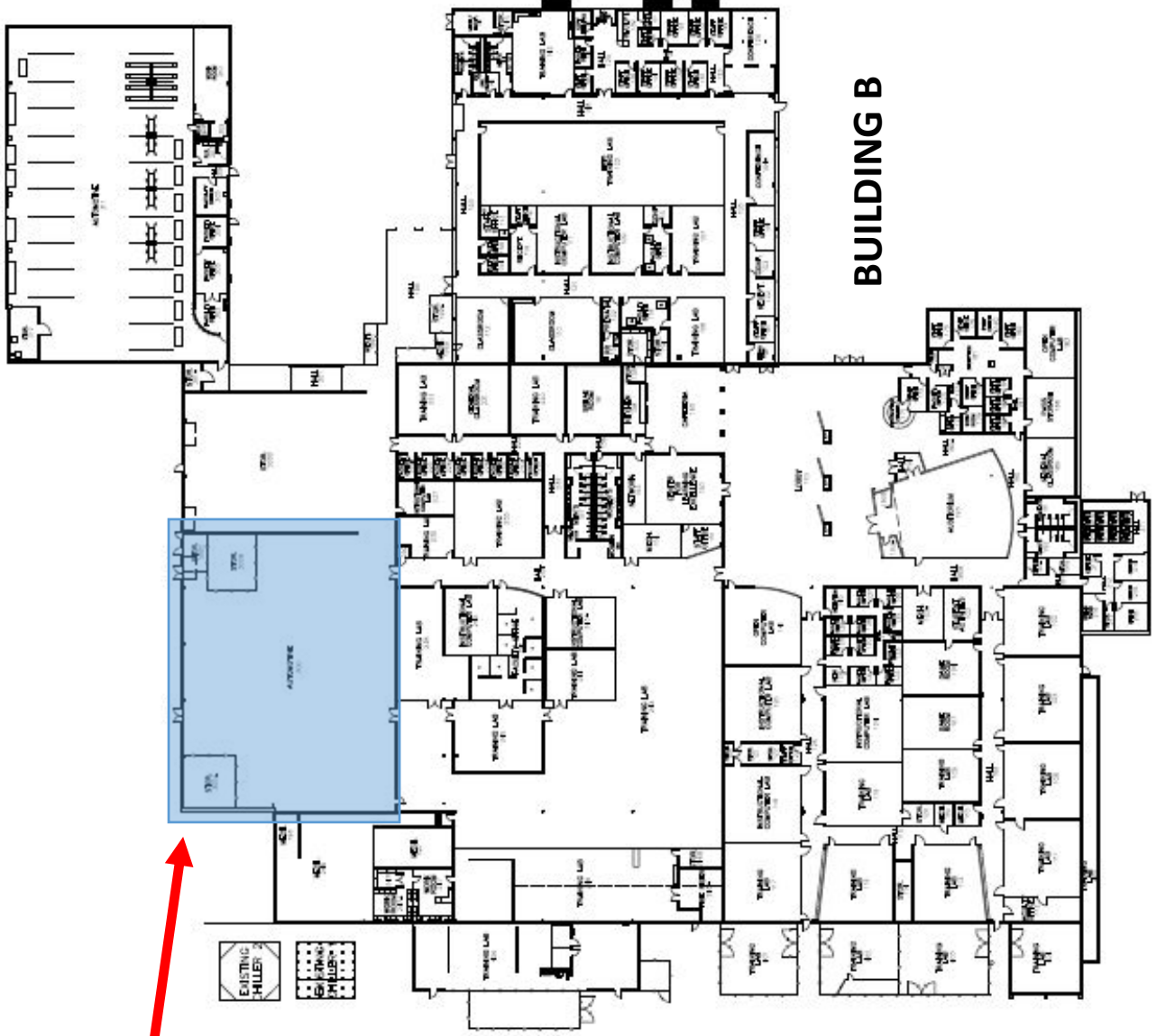
Technology Campus Automotive Lab Exhaust System



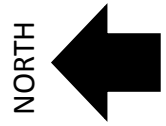
TECHNOLOGY CAMPUS 

Technology Campus Automotive Lab Exhaust System

Project Location



BUILDING B



FLOOR PLAN

Technology Campus Automotive Lab Exhaust System



**SOUTH TEXAS COLLEGE
MECHANICAL, ELECTRICAL, AND PLUMBING ENGINEERING SERVICES -
TECHNOLOGY CAMPUS AUTOMOTIVE LAB EXHAUST SYSTEM
PROJECT NO. 19-20-1013**

VENDOR	DOR Engineering Consultants, Inc. 200 S 10th St Ste 901 McAllen, TX 78501 956-683-1640	Ethos Holistique Holdings LLC dba Ethos Engineering 119 W Van Buren Ave Ste 101 Harlingen, TX 78550 956-230-3435	Half Associates, Inc. 5000 W Military Ste 100 McAllen, TX 78503 956-664-0286	LEAF Engineers 601 NW Loop 410 Ste 400 San Antonio, TX 78214 713-940-3300	Sigma HN Engineers, PLLC 701 S 15th St McAllen, TX 78501 956-332-3206	Trinity MEP Engineering, LLC 3533 Moreland St, Ste A Weslaco, TX 78756 956-376-6408
PHONE	956-683-1640	956-230-3435	956-664-0286	713-940-3300	956-332-3206	956-376-6408
FAX		956-720-0830	956-664-0282			956-351-5750
CONTACT	Edward Puentes	Guillermo Quintanilla	Menton J. Murray III	Joe Daher	Jesus Gabriel Hinojosa	Leonardo Munoz
3.1 Statement of Interest						
3.1.1 Statement of Interest for Project	Pointed out the work the firm has provided for STC. Indicated that they can begin work on new projects immediately.	Indicated the firm's highly qualified team has been providing MEP engineering services to higher education for about 20 years. Emphasized their previous work for STC and therefore their familiarity with the campuses and staff.	Indicated that their previous experience with STC, they have demonstrated their commitment to the College and the quality of work.	Stated they enjoy working with clients to find the most sustainable, cost-effective options for their facility.	The firm emphasized the experience of the two principals within the firm. They indicated that STC would be working directly with the two principals and pointed out that the firm's size would be better able to meet the needs in a cost-effective manner.	Indicated they are knowledgeable, experienced, and capable of providing STC with MEP Engineering Services. Stated they have provided MEP services to STC in the past years and have a proven track record of meeting deadlines, and obtaining client satisfaction.
3.1.2 History and Statistics of Firm	- Providing services since 1972 - 140 staff member in 7 offices in Texas - 8 Managing Partners - Offices in Houston, San Antonio, Austin, McAllen, Dallas El Paso, and Corpus Christi	- 5 Years in Operation - Headquarters Located in Harlingen, TX - 16 Full Time Employees, 4 Professional Engineers - Honored with Engineer of the Year and Consultant of the Year award	- Founded in Dallas in 1950 - McAllen offices since 1993 - About 900 total staff - Ranked No 121 in Engineering News-Record Magazine list of top 500 design firms in the United States	- Provided services since 2002 - 70+ Staff Members firm wide	- Established in 2012 - Over 15 Years of combined experience - Completed over 300 projects, 45 of which were for Higher Education	- Firm was established in 2008 - Has 15 employees - Located in Weslaco, TX.
3.1.3 Narrative describing the design team's unique qualifications and specialized design experience as it relates to the project	Stated that in addition to providing MEP services, they offer the following in-house consulting services: Automotive Lab Exhaust Consulting, Building Commissioning Services, Low-Voltage Technology & Security Consultants and Fire Protection Engineering.	Stated that they have successfully executed over 250 projects, and are collaborating with several high profile A/E teams across the State. Indicated they have designed exhaust systems for Automotive labs, fire stations, transportation buildings, and other workshops such as welding, carpentry that have systems that generate hazardous and noxious gases.	Stated they are a full-service firm with a full range staff including engineers, landscape architects, planners, architects, environmental scientists, surveyors and more.	Indicated that they use energy modeling as a basis for system selection. STC design guidelines will serve as a blueprint for system components requirements.	Stated they have gained familiarity with STC over the course of our careers. To date, they have been personally involved on over 40 projects with STC.	Stated that we can expect affordability, dependability, and professionalism. They believe in staff development and continued education.
3.1.4 Statement of Availability and Commitment	Indicated that the firm's design team meets each week to discuss project schedules and allocate staff to meet needs to project.	Indicated that they are available as soon as they are awarded and will make the STC projects their top priority.	Indicated that they are available and committed to providing exceptional client service to STC.	Indicated STC is the top priority and summon additional staff as needed to complete all aspects of the project. STC will get the same team throughout the entire project. Stated that their reputation for follow-through means any post-project issues are resolved - on many occasions, even after the warranty period has expired.	Indicated that firm has the resources to perform work immediately for STC. Listed a staff of seven, including the principals. Stated that they will ensure the necessary resources for the project.	Indicated they are composed of 15 valuable and eager employees that have a proven track record of meeting deadlines. Early morning and late day work hours are required and expected in order to meet project deadlines.

**SOUTH TEXAS COLLEGE
MECHANICAL, ELECTRICAL, AND PLUMBING ENGINEERING SERVICES -
TECHNOLOGY CAMPUS AUTOMOTIVE LAB EXHAUST SYSTEM
PROJECT NO. 19-20-1013**

VENDOR	DDB Engineering Consultants, Inc.	Echos Holistique Holdings LLC dba Ethos Engineering	Hafl Associates, Inc.	LEAF Engineers	Sigma HN Engineers, PLLC	Trinity MEP Engineering, LLC
3.2 Prime Firm	Included resumes for the following staff: - Edward Puentes, PE, Partner in Charge - Hugo H. Avila, PE, Project Manager - M. Antonio Lechico, Plumbing Designer - T. Joey Beltz, Electrical Designer - Maritza Garza, EIT, Senior Mechanical Designer	Included resumes for the following staff: - Rajesh Kapilshwari, PE, LEED AP, Principal - Guillermo Quintanilla, Principal - Cesar Gonzalez, PE, Principal - Mark Power Warren, P.E.	Included resumes for the following staff: - Menton J. Murray III, PE, LEED AP, Principal in Charge - Jose Delgado, PE, RCDD, LEED AP, Project Manager - Robert Tijerina, PE, Mechanical - Jose Gonzalez, PE, Electrical - Jose Silva, Construction Administration - Gabriel Benavides Jr., PE, QA/QC	Included resumes for the following staff: - Joe Daher, LEED AP BD+C, Client Executive - Tae Hwang, LEED AP BD+C, Plumbing Engineer/Project Manager - Mark Montez, Electrical Designer - Matthew Trevino, Plumbing Designer - Yasser Wahab, Mechanical Engineer - Anthony Cruz, Technology Consultant - John Arevalo, Construction Administration - Scott Heivly, BIM Coordinator - Roxanna Kosales, Administrative Assistant	Provided resumes for the two principals: - Jesus Gabriel Hinojosa, PE, LEED AP, Principal - Jose Antonio Nicanor, PE, LEED AP, Principal	Provided resumes for the following staff: - Leonardo Muñoz, PE, RME, CEO/President - Fidencio Alvarado, Lead Project Manager/Senior Electrical Designer
3.2.1 Resumes of Principals and Key Members	Listed the assignments for the above named staff and the time commitment each will devote to the project. The partner in charge will commit 40% of his time to project. The others are indicated at 50% time commitment.	Indicated that all four principals will be involved in project. Included an organization chart that shows lines of authority.	Showed percentage time assignments for six named staff members who would be involved in the project.	Listed key personnel, role and percent of time they can commit to this project.	Indicated a 100% time commitment from both principals for the project and provided the time commitments from the six staff.	Stated that all projects go through a project manager. The project manager attends all project meetings, and keeps the team informed of all updates, assignments, and deadlines. The percentage of time involvement will be based on the complexity of the project.
3.2.2 Project Assignments and Lines of Authority	Stated they are available to meet for face-to-face discussions within the hour. Since they have several projects in Hidalgo county, one of the principals or engineers is always in the area.	Indicated "Non Applicable" on response to this item.	Firm stated that they are not involved in any litigations that would affect their ability to perform its obligations on any project.	Office is located in San Antonio and will be able to respond quickly to any item that may arise. Stated they are known in the industry for our rapid response time.	Stated they are located in Weslaco, TX. Therefore in close proximity to STC and available to readily respond to planned and/or unexpected meetings.	Indicated "Non Applicable" on response to this item.
3.2.3 Prime Firm's Proximity and ability to respond to unplanned meetings	Firm states they are not involved in any litigation.	Firm states they are not involved in any litigation.	Firm states they are not involved in any litigation.	Firm states they are not involved in any litigation.	Firm states they are not involved in any litigation.	Indicated "Non Applicable" on response to this item.
3.2.4 Litigation that could affect firm's ability provide services	Included organization chart that showed all firm staff and which included the following sub consultants: - Green Rubiano & Associates - Structural Engineer - Perez Consulting Engineers - Civil Engineer	Included organization chart with the staff who will be assigned to project. Indicated that no sub-consultants will be used for project.	Included organization chart with the staff who will be assigned to the project and their roles.	Included organization chart with the staff who will be assigned to the project and their roles.	Organization chart was included showing the primary roll of the two principals and the following sub consultants: - CLH Engineering	Included organization chart with the staff who will be assigned to the project and their roles.
3.3 Project Team	Included organization chart with the staff who will be assigned to project. Indicated that no sub-consultants will be used for project.	Included organization chart with the staff who will be assigned to the project and their roles.	Included organization chart with the staff who will be assigned to the project and their roles.	Included organization chart with the staff who will be assigned to the project and their roles.	Organization chart was included showing the primary roll of the two principals and the following sub consultants: - CLH Engineering	Included organization chart with the staff who will be assigned to the project and their roles.
3.3.1 Organization chart with Role of Prime Firm and basic Services consultants	Included organization chart with the staff who will be assigned to project. Indicated that no sub-consultants will be used for project.	Included organization chart with the staff who will be assigned to the project and their roles.	Included organization chart with the staff who will be assigned to the project and their roles.	Included organization chart with the staff who will be assigned to the project and their roles.	Organization chart was included showing the primary roll of the two principals and the following sub consultants: - CLH Engineering	Included organization chart with the staff who will be assigned to the project and their roles.

**SOUTH TEXAS COLLEGE
MECHANICAL, ELECTRICAL, AND PLUMBING ENGINEERING SERVICES -
TECHNOLOGY CAMPUS AUTOMOTIVE LAB EXHAUST SYSTEM
PROJECT NO. 19-20-1013**

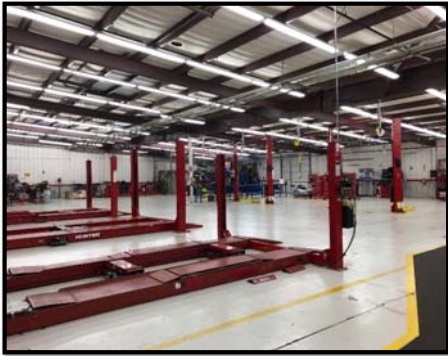

VENDOR	DBR Engineering Consultants, Inc.	Elhos Holistique Holdings LLC dba Ethos Engineering	Hafl Associates, Inc.	LEAF Engineers	Sigma HN Engineers, PLLC	Trinity MEP Engineering, LLC
3.4 Representative Projects	<ul style="list-style-type: none"> - South Texas College - Mid Valley Campus - Central Thermal Plant (\$4.4M) - South Texas College-Mid Valley Campus- Health Profession and Science Building (\$14.4M) - PSJA ISD - Collegiate Academies (\$17M) - Rio Grande City CISD (\$52,768,703) - Alvin ISD - District - Wide Career & Technology Education Center (\$3.1M) 	<ul style="list-style-type: none"> - Brownsville ISD - Pace High School and Porter High School (\$660,000) - Los Fresnos CISD - 2015 SECO HVAC Pilot Program at Villarreal Elementary & Los Cuates JHS (\$211,900) - Hidalgo ISD - Early College and Kelly Elementary School (\$469,700) - Harlingen CISD - HVAC Upgrades at Harlingen High School (\$3,107,400) - Cameron County - Renovations at County Jail and Elevator Upgrades at 3 buildings (\$1,848,000) - City of Harlingen - Harlingen Fire Station (\$1,518,000) - Sharyland ISD - Transportation Building Renovation - Cameron County Precincts - Transportation Maintenance Workshops (\$2,838,956) 	<ul style="list-style-type: none"> - South Texas College - STEM Building and South Academic Building (\$110,000) - UTRGV - Vaquero Plaza Renodel (\$1.8M) - Central Chiller Plant Upgrade (\$100,000) - South Texas College - Pecan Campus Thermal Plant Expansion (\$4,25M) - UTRGV - Library HVAC Renovations (\$1.3M) 	<ul style="list-style-type: none"> - University of Mary Hardin-Baylor - Hardy Hall Building Addition (\$7,800,000) - University of Mary-Baylor - Lord Hall-Freshman Residence Hall (\$12,750,000) - Baylor University - SID Richardson Renovation (\$1,000,000) - San Felipe Del Rio CISD - Career and Technical Education Center (\$9,200,690.05) - Jourdanton ISD - New AGRIL- Science/Transportation Building (\$5,388,135) 	<ul style="list-style-type: none"> - La Joya ISD - William J. Clinton Elementary School Improvements (\$125,000) - Edinburg CISD - High School Condenser Water Piping Retrofit (\$504,000) - Harlingen CISD - HVAC Improvements at Long and Wilson Elementary Schools (\$87,000) - UT-RGV - Administration Building (\$3,000,000) - Brownsville ISD - Cummings Middle School Renodel 	<ul style="list-style-type: none"> - South Texas College - Science Lab Renodel (\$300,000) - South Texas College - Nursing Pharmacy (\$250,000) - PSJA ISD - Liberty Middle School Chiller Replacements (\$790,000) - UT-RGV - Administration Building (\$3,000,000)
3.5 References	<ul style="list-style-type: none"> - Texas A&M University - McAllen - Texas A&M University - Corpus Christi - Kingsville - Texas A&M University - San Antonio - Texas State Technical College 	<ul style="list-style-type: none"> - Cameron County - Brownsville ISD - Sharyland ISD - Valley International Airport - Harlingen CISD - Los Fresnos CISD 	<ul style="list-style-type: none"> - Texas State Technical College - McAllen ISD - UTRGV - Texas A&M University - Kingsville - Hidalgo County Drainage District No. 1 	<ul style="list-style-type: none"> - University of Mary Hardin-Baylor - Jourdanton ISD - Central Texas College - Baylor University - St. Mary's University 	<ul style="list-style-type: none"> - La Joya ISD - UT-RGV -Edinburg CISD -Brownsville ISD -Harlingen CISD 	<ul style="list-style-type: none"> - Mission CISD - PSJA ISD - Monte Alto ISD - University of Texas System
3.6 Project Execution	<p>3.6.1 Summary of approach to project that addresses interaction with STC staff, management of different phases of the project, how you maintain quality control, and final project close-out.</p>	<p>3.6.1 Summary of approach to project that addresses interaction with STC staff, management of different phases of the project, how you maintain quality control, and final project close-out.</p>	<p>3.6.1 Summary of approach to project that addresses interaction with STC staff, management of different phases of the project, how you maintain quality control, and final project close-out.</p>	<p>3.6.1 Summary of approach to project that addresses interaction with STC staff, management of different phases of the project, how you maintain quality control, and final project close-out.</p>	<p>3.6.1 Summary of approach to project that addresses interaction with STC staff, management of different phases of the project, how you maintain quality control, and final project close-out.</p>	<p>3.6.1 Summary of approach to project that addresses interaction with STC staff, management of different phases of the project, how you maintain quality control, and final project close-out.</p>
3.6.1 Summary of approach to project that addresses interaction with STC staff, management of different phases of the project, how you maintain quality control, and final project close-out.	<p>Stated that all successful projects begin with an effective project-management approach. They have developed a set of project management tools that would be utilized on proposed projects for STC. Included some examples of how they manage information in order to deliver successful projects with ease.</p>	<p>Included a brief description of their work process and phase scheduling. Stated that the three functions (quality, time, and cost) dictate our work process and project implementation.</p>	<p>Stated that careful planning fosters great project performance which includes identifying tasks, developing time frames, implementing strategies, developing project phases, and providing quality assurance.</p>	<p>Stated that during the construction phase we can decide if weekly or biweekly construction meetings are needed. The Project Manager will be attending all the construction meetings and providing construction quality control reports and coordinating with LEAF Construction Manager.</p>	<p>Stated that to complete projects within budget we communicate with our clients and visit the job site to clearly define a scope of work. They prepare an engineering cost estimate and establish a budget. The basic elements of effective budget control allow us to provide quality designs, which minimize unanticipated cost in the construction phase such as change orders.</p>	<p>Stated that communication between the managerial team and STC staff is the most critical. It is imperative that the clients requirements/project scope are thoroughly and clearly understood by our team.</p>
3.6.2 Willingness and ability to expedite design services. Ability to supplement production.	<p>Indicated their ability to expedite design services. Stated that they do not foresee any need to supplement production capability but can do so by utilizing staff from other offices.</p>	<p>Reiterated their commitment to the project, including commitment by their sub consultants.</p>	<p>Stated that the McAllen office has the advantage of being able to reach out for assistance from any of their offices, should they need to.</p>	<p>Stated that their San Antonio office will be the primary contact, but they can also utilize any of our 70+ staff members, firm wide, to meet the demands of your schedule and project needs.</p>	<p>Stated that they are willing and able to expedite services. Pointed to a proven track record for the two principals.</p>	<p>Indicated their willingness and ability to expedite design services. Pointed out their staff of 15 employees.</p>
Total Evaluation Points	544.00	550.80	547.20	537.60	549.20	549.40
Ranking	5	1	4	6	3	2

**SOUTH TEXAS COLLEGE
MECHANICAL, ELECTRICAL, AND PLUMBING ENGINEERING SERVICES -
TECHNOLOGY CAMPUS AUTOMOTIVE LAB EXHAUST SYSTEM
PROJECT NO. 19-20-1013
EVALUATION SUMMARY**

VENDOR	DBR Engineering Consultants, Inc.	Ethos Holistique Holdings, LLC./dba Ethos Engineering	Halif Associates, Inc.	LEAF Engineers	Sigma HN Engineers, PLLC.	Trinity MEP Engineering, LLC.
ADDRESS	200 S 10th St Ste 901 McAllen, TX 78501	119 W Van Buren Ave Ste 101 Harlingen, TX 78550	5000 W Military Ste 100 McAllen, TX 78503	601 NW Loop 410 Ste 400 San Antonio, TX 78216	701 S 15th St McAllen, TX 78501	3533 Moreland St Ste A Westaco, TX 78596
CITY/STATE/ZIP						
PHONE	956-683-1640	956-230-3435	956-664-0286	713-940-3300	956-332-3206	956-376-6408
FAX		956-720-0830	956-664-0282			956-351-5750
CONTACT	Edward Puentes	Guillermo Quintanilla	Menton J. Murray III	Joe Daher	Jesus Gabriel Hinojosa	Leonardo Munoz
3.1 Statement of Interest (up to 100 points)						
3.1.1 Statement of interest on projects	87	86	88	86	86	88
3.1.2 Firm History including credentials	92	90	92	90	90	90
3.1.3 Narrative describing the design team's unique qualifications and specialized design experience as it relates to the project	93	93	92	92	93	94
3.1.4 Availability and commitment of firm and its principal(s), its consultants and key professionals	91	95	93	85	93	92
	90	92	92	92	91	92
3.2 Prime Firm (up to 100 points)						
3.2.1 Resumes giving the experience and expertise principles and key members for the prime firm that will be involved in the project(s), including their experience with similar projects and the number of years with the prime firm	95	87	88	86	95	90
3.2.2 Proposed project assignments, lines of authority, and communication for principals and key professional members of the prime firm that will be involved in the project(s). Indicate the estimated percent of time these individuals will be involved in the project(s).	85	90	85	85	90	90
3.2.3 Prime Firm proximity and meeting availability	90	92	90	91	94	94
3.2.4 Describe any litigation the prime firm is currently involved in which could affect the firm's ability to provide professional services to STC.	89	92	93	88	94	95
	92	92	93	90	91	93
3.3 Project Team (up to 100 points)						
3.3.1 Organizational chart showing the roles of the prime firm and each consultant firm or individual included.	85	85	85	90	85	90
-Identify the consultant and provide a brief history about the consultant	90	95	90	80	89	89
-Describe the consultant's proposed role in the project and its related project experience	93	94	93	92	93	95
-List a project(s) that the prime firm and the consultant have worked together on during the last five years	91	95	94	93	95	94
-Provide a statement of the consultant's availability for the project(s)	90	90	93	90	92	94
-Provide resumes giving the experience and expertise of principals and key professional members for the consultant who will be assigned to the project(s)						
3.3.2 provide an organizational chart showing the roles of the prime firm and each specialized consultant firm(s) or individual(s) to be included if any.						
-Identify the consultant and provide a brief history about the consultant and their area of design expertise						
-Describe the consultant's proposed role in the project						
-List (3) projects the consultant has worked on during the last 5 years which best describe the firm's design expertise						
-List a project(s) that the prime firm and the specialized consultant have worked together on during the last 5 years						
-Provide a statement of the consultant's availability for the project						
-Provide resumes giving the experience and expertise of principals and key professionals members for the consultant who will be assigned to the project						
3.4 Representative Projects (up to 100 points)						
3.4.1 Specific data on 5 projects the prime firm provided or is providing professional services in an educational setting	95	95	95	95	95	88
-Project name and location; Project Owner and contact information; Project construction cost; Project size in gross square feet; Date project was started and completed; Professional services prime firm provided for the project; Project manager; Project architect; Project designer; Names of consultant firms and their expertise	90	90	90	89	90	90
	93	93	94	92	94	92
	95	94	92	91	93	95
	93	91	91	89	90	92
3.5 Three References (up to 100 points)						
3.5.1 Provide references for 5 projects, other than STC, listed in response to Part four, 3.4.1. The references shall include:	85	95	85	86	88	86
-Owner's name, Owner's representative who served as the day-to-day liaison during planning, design, and construction of the project, and the Owner representative's telephone number and email address	87	95	87	89	90	90
	92	94	92	93	93	94
	90	94	90	90	93	93
	89	91	89	89	91	92
3.6 Project Execution (up to 100 points)						
3.6.1 Provide a summary of your approach to the project that addresses key elements such as your interaction with STC staff, management of the different phases of the project, how you maintain quality control, and final project close-out.	87	86	95	90	95	88
3.6.2 Provide information as part of submission response to assure that Architectural firm is willing and able to expedite design services and construction administration for the project. Please provide insight if Architect is intending to supplement production capability in order to meet schedule demands.	93	90	92	90	90	90
	95	94	95	94	92	93
	93	93	96	91	91	93
	90	91	92	90	90	91
TOTAL EVALUATION POINTS	544.00	550.80	547.20	537.60	549.20	549.40
RANKING	5	1	4	6	3	2

Project Fact Sheet

10/2/2019

Project Name: Technology Campus Bldg B Automotive Lab Exhaust System		Project No. 2016-011C	
Funding Source(s): Unexpended Plant Fund	<u>Original Budget</u>		<u>Actual Expenditures To Date</u>
	Construction:	\$ 100,000	\$ 100,000
	Design:	10,000	10,000
	Miscellaneous:	1,600	879
	Total:	\$ 111,600	\$ 879
MEP Engineer: 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		Project Scope	
Addition of an exhaust system to assist exhausting automotive fumes from the automotive lab to the outside.		Exhaust systems for the Automotive Lab area in Advanced Technical Careers Building B consists of exhaust fans, exhaust ductwork, flexible hoses to exhaust vehicle fumes, and associated electrical work. The automotive area is 11,615 square feet.	
Estimated Projected Timeline			
Board Approval of MEP Engineer	Board Approval of Schematic Design	Board Approval of Contractor	Construction Start Date
10/29/2019	12/3/2019	3/31/2020	4/30/2020
			Substantial Completion Date
			7/30/2020
			Final Completion Date
			8/30/2020
			FFE Completion of Move In
			N/A
Project Calendar of Expenditures by Fiscal Year			
Fiscal Year	Construction	Design	Misc.
2018-19	\$ -	\$ -	\$ 879
Project Total	\$ -	\$ -	\$ 879
			FFE
			\$ -
			Tech
			\$ -
			Project Total
			\$ 879
Current Agenda Item			
10/8/19 Facilities Committee: Review and Recommend Action on Contracting Mechanical, Electrical, and Plumbing (MEP) Engineering Services for the Technology Campus Automotive Lab Exhaust System			
			

Review and Action as Necessary on Installation and Procurement of the Nursing and Allied Health Campus West Entry Campus Sign

Approval of installation and procurement for the Nursing and Allied Health Campus West Entry Campus Sign project is requested.

Purpose

Authorization is requested to install signage at the west entrance of the Nursing and Allied Health Campus.

Justification

The College is in need of appropriate signage to clearly identify the Nursing and Allied Health Campus to the public on the west side of the newly expanded NAH West & Simulation Center Building B.

Scheduling Priority

This project has been reviewed by the FPC department and the Coordinated Operations Council. This project is scheduled as a non-educational space improvement to provide identification and branding of the NAH West & Simulation Center Building B.

Background

The NAH West & Simulation Center Building B was built as part of the 2010 Bond Construction Program and a new northwest entrance and drive was provided as part of the site work. Appropriate signage is necessary to provide for the formal identification and presence of the newly expanded facilities along McColl Boulevard.

South Texas College Facilities Planning and Construction staff have developed the preliminary design of the sign and the Coordinated Operations Council has reviewed the proposed sign. FPC and Purchasing staff propose to solicit construction services for the proposed sign. The awarded vendor would provide the final design, material, and installation of the sign. Once the proposals are received, they will be evaluated and submitted to the Facilities Committee for recommendation to the Board to award a construction contract. Facilities Planning & Construction will work with the College's lawn maintenance vendor to relocate any existing trees that may obscure the visibility of the sign as necessary.

Funding Source

Funds for the Nursing and Allied Health Campus West Entry Campus Sign Project 2019-013C are budgeted in the FY 2019-2020 Unexpended Construction Plant Fund in the amount of \$75,000 for construction. A remaining budget balance of the FY20 Unexpended Plant Fund considering this month's proposed project may be found under the agenda item titled Update on Status of Unexpended Plant Fund.

Reviewers

The proposed signage has been reviewed by FPC staff and the Coordinated Operations Council.

Enclosed Documents

A presentation of the proposed sign is enclosed for the Board's review and information.

Presenters

Representatives from FPC staff will be present to respond to questions from the Board.

The Facilities Committee recommended Board approval of the installation and procurement for the Nursing and Allied Health Campus West Entry Campus Sign project as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the installation and procurement for the Nursing and Allied Health Campus West Entry Campus Sign project as presented.

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

The Board of Trustees approves and authorizes the installation and procurement for the Nursing and Allied Health Campus West Entry Campus Sign project as presented.

Approval Recommended:

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



Dr. Ramiro R. Casso Nursing and Allied Health Campus Sign

West Entry Campus Sign

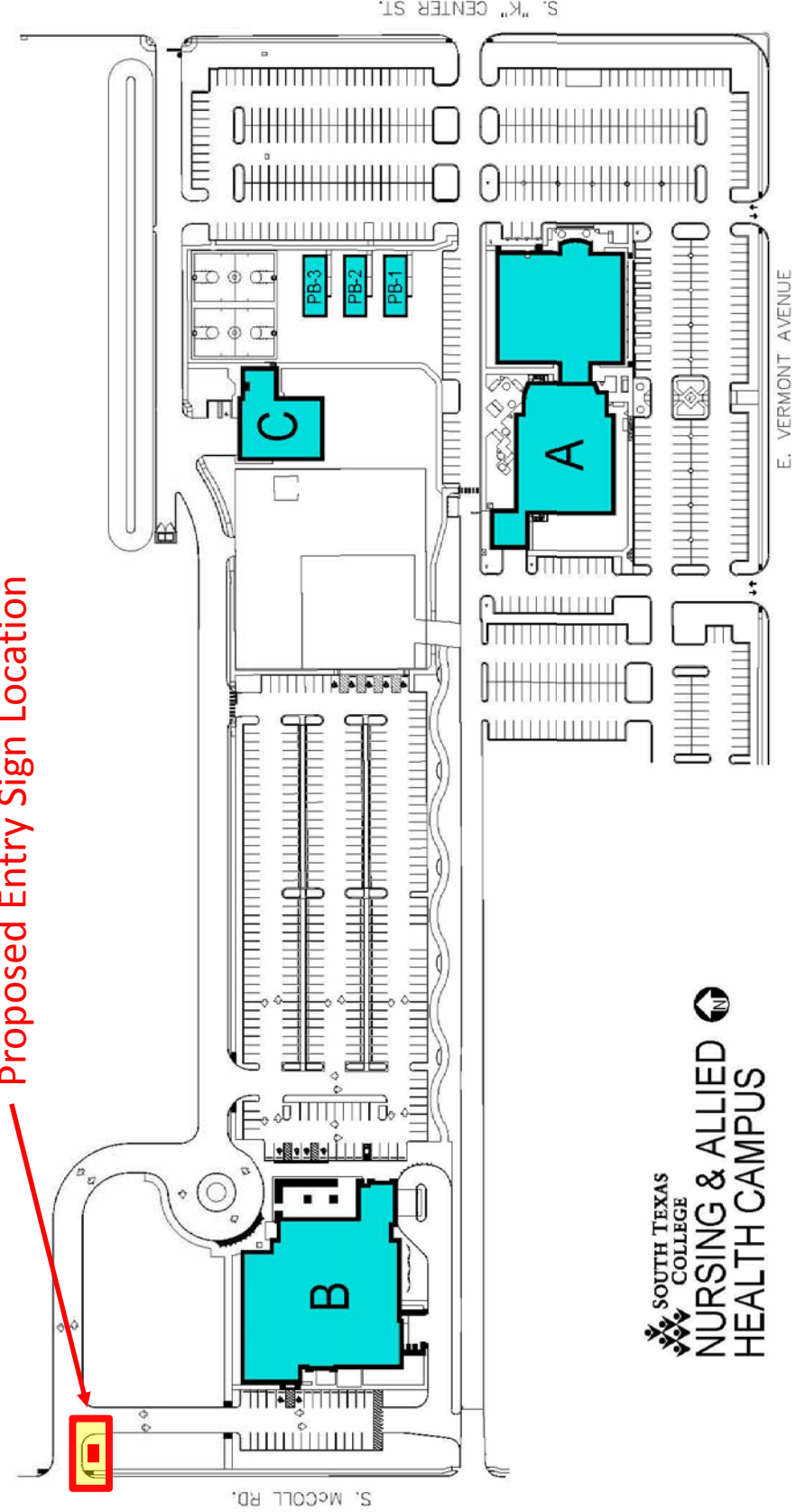


**SOUTH TEXAS
COLLEGE**

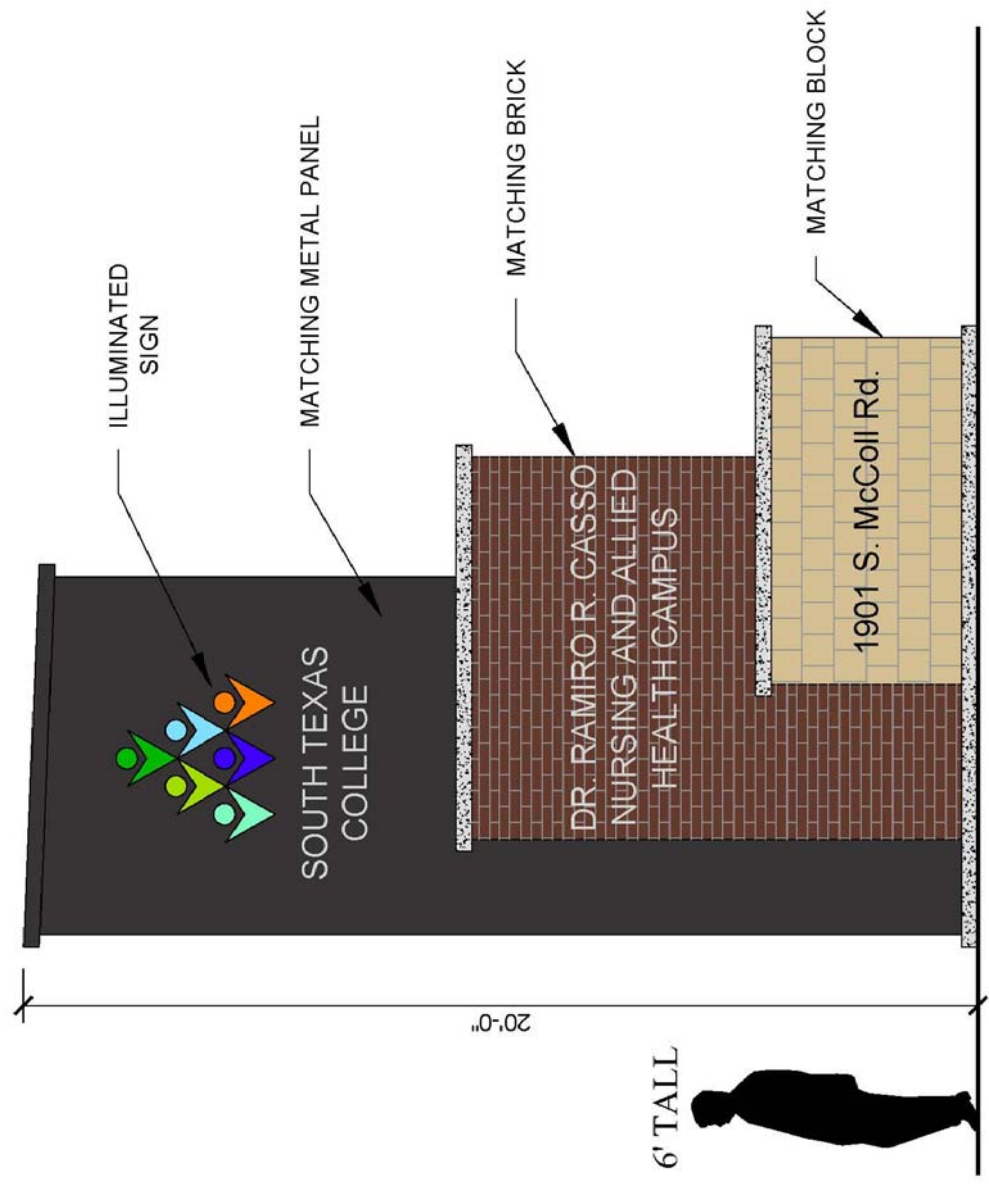
Proposed Project Site



Proposed Entry Sign Location



Proposed Project Location





Proposed Project Location



Proposed Scope & Budget



Scope of work


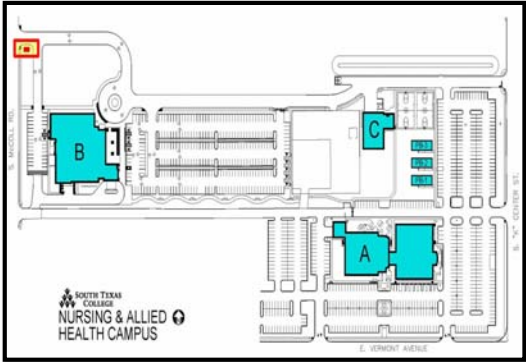
Construct a monument sign to identify the west entrance to the campus on McColl Boulevard

Estimated Total Project Budget

Construction	\$ 75,000
Miscellaneous	<u>1,000</u>
Total Project Budget	\$ 76,000

Project Fact Sheet

10/2/2019

Project Name: Nursing and Allied Health Campus - West Entry Campus Sign		Project No. 2019-013C				
Funding Source(s): Unexpended Plant Fund	<u>Original Budget</u>		<u>Actual Expenditures To Date</u>			
	<u>Variance of Original Budget vs. Actual Expenditures To Date</u>					
	Construction: \$ 75,000		\$ -			
	Design: -		-			
	Miscellaneous: 1,000		-			
	FFE: -		-			
	Technology: -		-			
	Total: \$ 76,000		\$ - \$ -			
Architect: N/A	Board Approval of Schematic Design TBD					
Contractor: TBD						
STC FPC Project Manager: David Valdez	Substantial Completion TBD	Board Acceptance TBD				
	Final Completion TBD	Board Acceptance TBD				
Project Description		Project Scope				
The installation of an monument sign at the main entrance to campus.		Installation of a pre-fabricated metal sign with it's associated masonry.				
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	12/10/2019	2/25/2020	3/15/2020	6/15/2020	7/15/2020	N/A
Project Calendar of Expenditures by Fiscal Year						
Fiscal Year	Construction	Design	Misc.	FFE	Tech	Project Total
2018-19	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Project Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Current Agenda Item						
10/8/19 Facilities Committee: Review and Recommend Action on Installation and Procurement of the Nursing and Allied Health Campus West Entry Campus Sign						
 <p style="text-align: center;">Rendering</p>						

Review and Discussion of Evaluation Criteria for Construction Proposals

At the Facilities Committee meeting on October 8, 2019, College staff was asked to provide an update on the current process and scoring used for the evaluation of construction proposals.

The current evaluation process was approved by the Board of Trustees on November 26, 2013. The process includes forming an evaluation committee that reviews the proposals and scores them based on responses for each of the eight (8) questions on the Respondent Questionnaire that is included in the advertised Request for Proposals (RFP). The scoring is based on a point system for each criterion which is published in the RFP.

Staff has prepared a presentation detailing the process and scoring for the Board's review and information.

Evaluation Criteria for Construction Proposals (RFP)



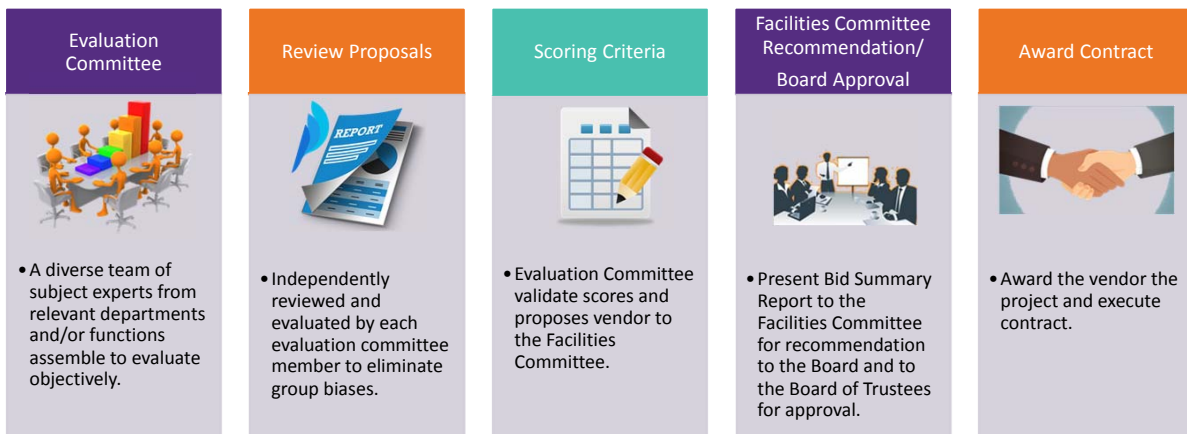
October 29, 2019 Board Meeting

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

Rick De La Garza
Director of Facilities Planning and Construction

Rebecca Cavazos
Director of Purchasing and Distribution Services

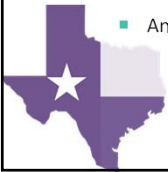
Construction Request for Proposal - Evaluation Process



Construction Request for Proposal (RFP) Evaluation Criteria Selection

■ Texas Government Code Chapter 2267: Public and Private Facilities and Infrastructure

- In determining the award of a contract under this chapter, the governmental entity may consider:
 - The price;
 - The offeror's experience and reputation;
 - The quality of the offeror's goods or services;
 - The impact on the ability of the governmental entity to comply with rules relating to historically underutilized businesses;
 - The offeror's safety record;
 - The offeror's proposed personnel;
 - Whether the offeror's financial capability is appropriate to the size and scope of the project; and
 - Any other relevant factor specifically listed in the request for bids, proposals or qualifications.



Construction Request for Proposal (RFP) Evaluation Competitive Sealed Proposal

■ Texas Government Code Chapter 2269: Contracting and Delivery Procedures for Construction Projects

- (a) The governmental entity shall select the offeror that submits the proposal that offers the **best value** for the governmental entity based on:
 - (1) Selection criteria in the request for proposal and the weighted value for those criteria in the request for proposal; and
 - (2) Its ranking evaluation.
- (b) The governmental entity shall first attempt to negotiate a contract with the selected offeror. The governmental entity and its architect or engineer may discuss with the selected offeror options for a scope or time modification and any price change associated with the modification.
- (c) If the governmental entity is unable to negotiate a satisfactory contract with the selected offeror, the governmental entity shall, formally and in writing, end negotiations with that offeror and proceed to the next offeror in the order of the selection ranking until a contract is reached or all proposals are rejected.



Construction Request for Proposal (RFP) Evaluation

- Evaluations are conducted by employees who are knowledgeable on the subject matter and professionals, such as the project architect, and adhere to the following codes:
 - Texas Government Code 2267
 - Texas Government Code 2269
- The evaluators carefully consider all the information presented by the vendor in the RFP.

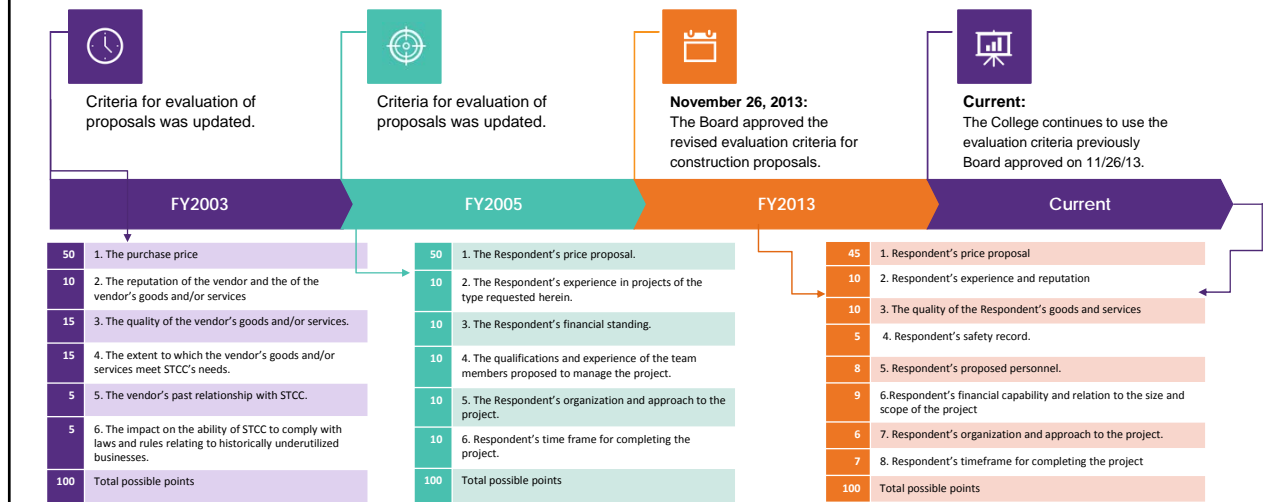


Construction Request for Proposal (RFP) Evaluation Request for Public Information

- Requests for Public Information are received by the College and complies with Texas Public Information Act and Board Policy 2510: Requests for Public Information
- Since July 2019, a total of 7 construction related open record requests were received by the College. The information was released to the requestor by the Purchasing Department after President's approval.
 - Released information includes tabulation and the evaluation summary.



Construction RFP – Evaluation Criteria Timeline



Construction RFP – Evaluation Criteria Scoring Summary

45 Points	1. Respondent's price proposal
10 Points	2. Respondent's experience and reputation
10 Points	3. The quality of the Respondent's goods and services
5 Points	4. Respondent's safety record
8 Points	5. Respondent's proposed personnel
9 Points	6. Respondent's financial capability and relation to the size and scope of the project
6 Points	7. Respondent's organization and approach to the project
7 Points	8. Respondent's timeframe for completing the project
100 Points	

Construction RFP Respondent Questionnaire

Criteria	Evaluation Points		
1. Criterion: The Respondent's price proposal	Maximum 45 points		
a. Refer to RFP Section 4, Pricing and Delivery Schedule.	Score will be calculated based on proposals submitted		
2. Criterion: Respondent's experience and reputation.	Maximum 10 Points		
a. Provide total number of current company employees.	Points scale: 9 to 10 excellent 6 to 8 acceptable 3 to 5 marginal 0 to 2 poor/no response		
b. Provide dollar amounts for each project contracted in the past twenty four months.			
c. Provide number of years your company has been in business.			
d. Are there currently or in the past five years, any judgments, claims, arbitration proceedings, claim on bonds or suits pending or outstanding against your organization or its officers?			
e. Provide a customer reference list of no less than five (5 organizations for whom your organization has previously provided services of equal type and scope within the past five (5) years as requested in this RFP. Reference list is to include company name, contact person, telephone number and description of the project. References will be contacted as part of this evaluation.			
Excellent – respondent provided information which fully addressed or exceeded the requirements	Acceptable – respondent provided information which addressed most but not all of the requirements	Marginal – respondent provided minimal information on requirements	Poor/no response – respondent provided inadequate responses to requirements or did not respond.

Construction RFP Respondent Questionnaire

Criteria	Evaluation Points		
3. Criterion: The quality of the Respondent's goods or services.	Maximum 10 Points		
a. Describe your company's quality control program.	Points scale: 9 to 10 excellent 6 to 8 acceptable 3 to 5 marginal 0 to 2 poor/no response		
b. Explain the methods used to maintain quality control in the construction project.			
c. Describe company's process for addressing warranty claims?			
d. Describe the experience of key personnel responsible for maintaining quality control.			
e. Provide examples of past STC construction projects or other similar projects. (all respondents will receive an minimum of 3 points for item (e) unless it is determined that past performance is poor). References for similar projects will be contacted and responses will be considered as part of this evaluation.			
4. Criterion: Respondent's safety record.	Maximum 5 Points		
a. Provide copy of your company's safety program or describe how job site safety is managed. Include safety policies which employees must be in compliance with.	Points scale: 5 excellent 4 acceptable 2 to 3 marginal 0 to 1 poor/no response		
b. What is your company's Experience Modifier Rate (EMR) for the three (3) most recent annual insurance-year ratings?			
c. Have you had any OSHA fines within the last three (3) years? If yes, provide details.			
Excellent – respondent provided information which fully addressed or exceeded the requirements	Acceptable – respondent provided information which addressed most but not all of the requirements	Marginal – respondent provided minimal information on requirements	Poor/no response – respondent provided inadequate responses to requirements or did not respond.

Construction RFP Respondent Questionnaire

Criteria	Evaluation Points
5. Criterion: The Respondent's proposed personnel.	Maximum 8 Points
<p>a. Provide resumes of the Respondent's team that will be directly involved in the project. The resume must include experience in similar projects, number of years with the firm and city of residence.</p> <p>b. Describe the project assignments and the percent of time each team member will be involved in the project.</p> <p>c. Provide list of member(s) on your staff, directly involved in managing the project, who are Certified Construction Manager through the Construction Management Association of America (CMAA) or similar.</p> <p>d. Within 24 hours after the proposal delivery date and time, provide a list of key subcontractors to be used including a list of five projects recently completed by each subcontractor.</p>	<p>Points scale: 8 excellent 6 to 7 acceptable 3 to 5 marginal 0 to 2 poor/no response</p>
6. Criterion: Respondent's financial capability and relation to the size and scope of the project.	Maximum 9 Points
<p>a. Attach a letter of intent from a surety company indicating your company's ability to bond for the entire construction cost of the project and total bonding limitation.</p> <p>b. Is your company currently in default on any loan agreement or financing agreement with any bank, financial institution or other entity? If yes, provide details and prospects for resolution.</p> <p>c. Provide a list and description of all construction projects currently under contract including total cost and start and end dates.</p> <p>d. Attach a Dunn and Bradstreet Analysis or current financial statements, preferably audited.</p>	<p>Points scale: 8 to 9 excellent 6 to 7 acceptable 3 to 5 marginal 0 to 2 poor/no response</p>

Excellent – respondent provided information which fully addressed or exceeded the requirements	Acceptable – respondent provided information which addressed most but not all of the requirements	Marginal – respondent provided minimal information on requirements	Poor/no response – respondent provided inadequate responses to requirements or did not respond.
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Construction RFP Respondent Questionnaire

Criteria	Evaluation Points
7. Criterion: The Respondent's organization and approach to the project.	Maximum 6 Points
<p>a. Provide a statement of the project approach.</p> <p>b. Submit a work schedule with key dates and milestones.</p> <p>c. Do you anticipate difficulties in serving STC and how do you plan to manage these? What assistance will you require from STC?</p>	<p>Points scale: 6 excellent 4 to 5 acceptable 2 to 3 marginal 0 to 1 poor/no response</p>
8. Criterion: Respondent's time frame for completing the project	Maximum 7 Points
<p>a. Refer to RFP Section 4, Pricing and Delivery Schedule</p>	Score will be calculated based on proposals submitted
Total possible points	100 Points

Excellent – respondent provided information which fully addressed or exceeded the requirements	Acceptable – respondent provided information which addressed most but not all of the requirements	Marginal – respondent provided minimal information on requirements	Poor/no response – respondent provided inadequate responses to requirements or did not respond.
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Questions?



Review and Action as Necessary on Contracting Construction Services for the Pecan Campus Information Technology Building M Office and Work Space Renovation

Approval to contract construction services for the Pecan Campus Information Technology Building M Office and Work Space Renovation will be requested at the October 29, 2019 Board meeting.

Purpose

The procurement of a contractor will provide for construction services necessary for the renovation of the Pecan Campus Information Technology Building M Office and Work Space.

Scheduling Priority

This project was submitted in 2018 by the IS&P Division and has been reviewed by the FPC department, the President’s Cabinet, the Coordinated Operations Council, the Facilities Committee, and the Board of Trustees. This project is scheduled as a non-educational space improvement to make more efficient and effective use of space for staff from the Institutional Research & Effectiveness and Research & Analytical Services departments that will be relocated from the Pecan Plaza Human Resources Building A.

Background

On May 28, 2019, the Board of Trustees approved the schematic design from Boultinghouse Simpson Gates Architects, Inc. and the solicitation of construction services for this project.

Solicitation of competitive sealed proposals for this project began on August 19, 2019. A total of four (4) sets of construction documents were issued to plan rooms and seven (7) to a general contractor. A total of eleven (11) proposals were received on September 5, 2019.

Timeline for Solicitation of Competitive Sealed Proposals	
August 19, 2019	Solicitation of competitive sealed proposals began.
September 5, 2019	Eleven (11) proposals were received.

College staff reviewed and evaluated the competitive sealed proposal and recommend 5 Star GC Construction, LLC as the highest ranked in the amount of \$379,000.

Funding Source

Source of Funding	Estimated Budget	Highest Ranked Proposal 5 Star GC Construction, LLC	Estimated Budget Variance
Unexpended Construction Plant Fund	\$420,000	379,000	\$41,000
Total Amount	\$420,000	379,000	\$41,000

Funds for the Pecan Campus Information Technology Building M Office and Work Space Renovation Project 2018-014C are budgeted in the Unexpended Construction Plant Fund for available use in fiscal year 2019-2020. A remaining budget balance of the FY20 Unexpended Plant Fund considering this month's proposed project may be found under the agenda item titled Update on Status of Unexpended Plant Fund.

Reviewers

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

Enclosed Documents

Staff evaluated the proposal and prepared the enclosed proposal summary. It is recommended that the top ranked contractor be recommended for Board approval.

On October 8, 2019, Dr. Alejo Salinas, Jr. noted that the contractor with the lowest price proposal was not the highest ranked respondent, and asked for clarification of the construction proposal evaluation criteria. Pending a review of the evaluation criteria, the Facilities Committee deferred to the Board and no recommendation was made.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize contracting construction services with 5 Star GC Construction, LLC in the amount of \$379,000 for the Pecan Campus Information Technology Building M Office and Work Space Renovation as presented.

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

The Board of Trustees approves and authorizes contracting construction services with 5 Star GC Construction, LLC in the amount of \$379,000 for the Pecan Campus Information Technology Building M Office and Work Space Renovation as presented.

Approval Recommended:

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

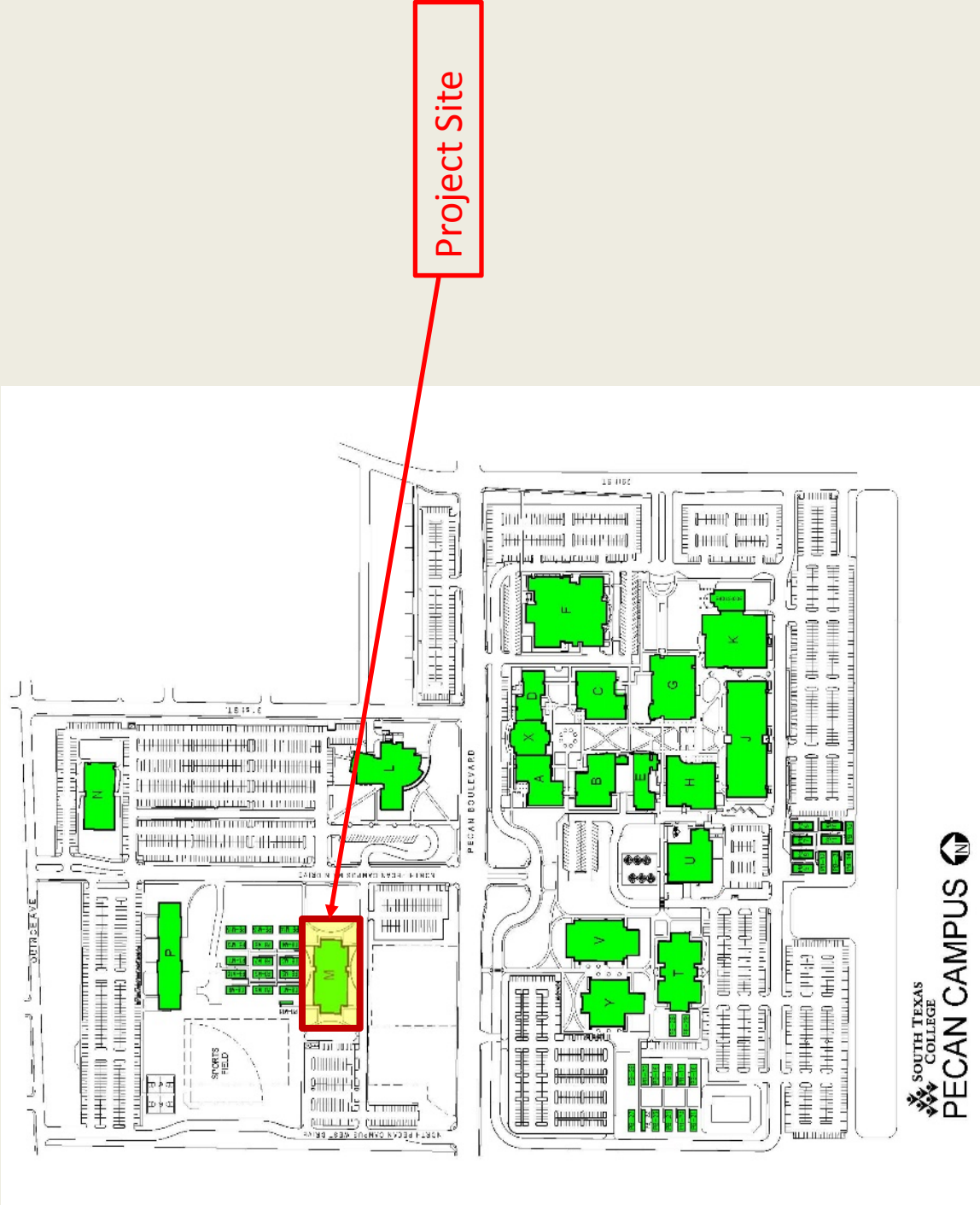


Pecan Campus - Information Technology Building M Office and Work Space Renovation

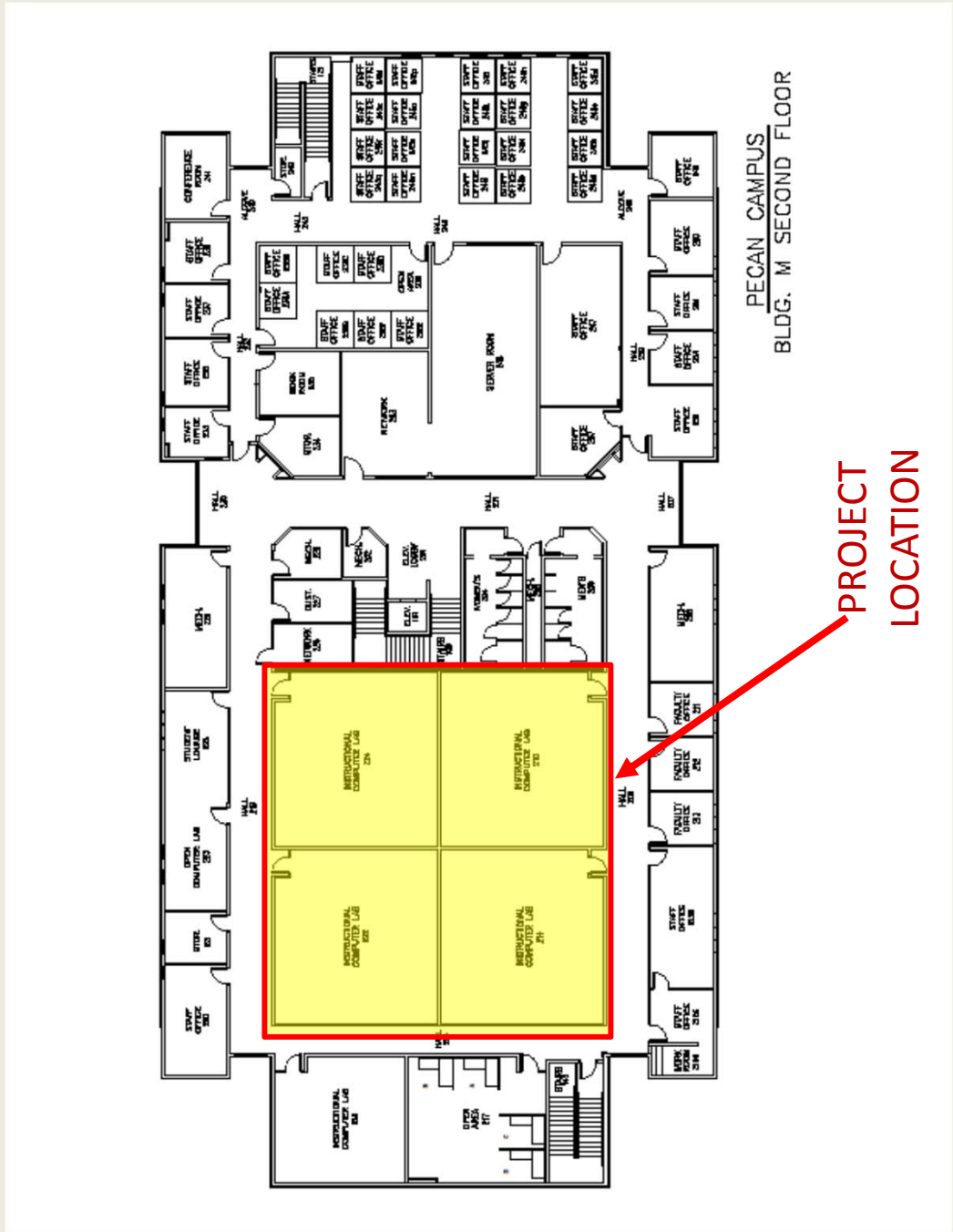


**SOUTH TEXAS
COLLEGE**

Project Proposed Site



Project Proposed Location



Approximately
4,222 sq. ft.

Office and Work Space Renovation



Interior Renderings



Proposed Scope & Budget



Requested By

Information Services & Planning Department

Scope of work

1. Demolish existing walls and infrastructure
2. Renovate walls, flooring, ceiling, and interior finishes
3. Add electrical, data, and HVAC infrastructure

Total Renovated Square Feet = 4,222 sq. ft.

Estimated Total Project Budget

Construction	\$ 420,000
Design	42,000
Miscellaneous	5,755
FFE	80,000
Technology	<u>27,540</u>
Total Project Budget	\$ 575,295

**SOUTH TEXAS COLLEGE
PECAN CAMPUS - BUILDING M OFFICE AND WORK SPACE RENOVATION
PROJECT NO. 19-20-1010**

NAME	5 Star GC Construction, LLC.	Gerlach Builders, LLC./ dba WIL-CON	Holchemont, Ltd.	J. Pena Construction, Ltd.	J.T. Vaughn Construction, LLC.	NM Contracting, LLC.	Noble Texas Builders	RE Freidrichs Company/ Austin Connor Friedrichs	RGVCM Group, LLC./ Jose Lopez	Synergy Builders of Texas	Tri-Gen Construction, LLC.	
ADDRESS	3209 Melody Ln	918 Big Horn Dr	900 N Main St	5808 N 23rd St	2202 N Schunior Ste 3	2022 Orchid Ave	108 S Main St	3409 S Jackson Rd	601 S 10th Ave Unit A	P O Box 4292	2900 N Texas Blvd Ste 201	
CITY/STATE/ZIP	Mission, TX 78574	Edinburg, TX 78542	McAllen, TX 78501	McAllen, TX 78501	Edinburg, TX 78541	McAllen, TX 78504	La Feria, TX 78559	Pharr, TX 78577	Edinburg, TX 78539	Edinburg, TX 78540	Weslaco, TX 78599	
PHONE	956-867-5040	956-781-9781	956-686-2901	956-971-8705	713-243-8300	956-631-5667	956-277-0708	956-687-8261	956-329-1118	956-222-6624	956-447-1048	
FAX	956-599-9055		956-686-2925		713-243-8350	956-627-3959	956-277-0705	956-687-6164		956-513-0688	956-447-2003	
CONTACT	Alan Oakley	Ted Gerlach	Michael C. Montalvo	Jose Pena	J. Thomas Vaughn	Noel Muñoz	Alfredo Garcia, Jr.	Austin Connor Freidrichs	Jose A. Lopez	Dagoberto Perez, Jr.	Jorge Gonzalez	
#	Description	Proposed	Proposed	Proposed	Proposed	Proposed	Proposed	Proposed	Proposed	Proposed	Proposed	
1	Pecan Campus - Building M Office and Work Space Renovation	\$ 379,000.00	\$ 430,000.00	\$ 407,000.00	\$ 440,000.00	\$ 462,000.00	\$ 369,500.00	\$ 506,000.00	\$ 450,000.00	\$ 421,012.33	\$ 345,000.00	\$ 424,900.00
2	Bid Bond	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
3	Begin Work Within	10 Working Days	5 Working Days	10 Working Days	10 Working Days	7 Working Days	5 Working Days	5 Working Days	No Response	10 Working Days	2 Working Days	15 Working Days
4	Completion of Work Within	110 Calendar Days	150 Calendar Days	90 Calendar Days	120 Calendar Days	103 Calendar Days	120 Calendar Days	80 Calendar Days	No Response	120 Calendar Days	120 Calendar Days	160 Calendar Days
TOTAL AMOUNT PROPOSED		\$ 379,000.00	\$ 430,000.00	\$ 407,000.00	\$ 440,000.00	\$ 462,000.00	\$ 369,500.00	\$ 506,000.00	\$ 450,000.00	\$ 421,012.33	\$ 345,000.00	\$ 424,900.00
TOTAL EVALUATION POINTS		87.14	79.74	84.41	77.32	80.24	80.83	79	69.05	76.08	81.6	79.66
RANKING		1	6	2	9	5	4	8	11	10	3	7

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



**SOUTH TEXAS COLLEGE
PECAN CAMPUS - BUILDING M OFFICE AND WORK SPACE RENOVATION
PROJECT NO. 19-20-1010**

VENDOR	5 Star GC Construction, LLC.	Gerlach Builders, LLC/ dba WIL-CON	Holchemont, Ltd.	J. Peña Construction, Ltd.	J.T. Vaughn Construction, LLC.	NM Contracting, LLC.	Noble Texas Builders	RE Friedrichs Company	RGVCM Group, LLC.	Synergy Builders of Texas	Tri-Gen Construction, LLC.												
ADDRESS	3209 Melody Ln	918 Big Horn Dr	900 N Main St	5808 N 23rd St	2202 N Schunior Ste 3	2022 Orchid Ave	108 S Main St	3409 S Jackson Rd	601 S 10th Ave Unit A	P O Box 4292	2900 N Texas Blvd Ste 201												
CITY/STATE/ZIP	Mission, TX 78574	Edinburg, TX 78542	McAllen, TX 78501	McAllen, TX 78501	Edinburg, TX 78541	McAllen, TX 78504	La Feria, TX 78559	Pharr, TX 78577	Edinburg, TX 78539	Edinburg, TX 78540	Weslaco, TX 78599												
PHONE	956-867-5040	956-781-9781	956-686-2901	956-971-8705	713-243-8300	956-631-5667	956-277-0708	956-687-8261	956-329-1118	956-222-6624	956-447-1048												
FAX	956-599-9055		956-686-2925		713-243-8350	956-627-3959	956-277-0705	956-687-6164		956-513-0688	956-447-2003												
CONTACT	Alan Oakley	Ted Gerlach	Michael C. Montalvo	Jose Peña	J. Thomas Vaughn	Noel Muñoz	Alfredo Garcia Jr.	Austin Connor Freidrichs	Jose A. Lopez	Dagoberto Perez Jr.	Jorge Gonzalez												
1	The Respondent's price proposal. (up to 45 points)	40.96	40.96	36.1	36.1	38.14	38.14	35.28	35.28	33.6	33.6	42.01	42.01	30.68	30.68	34.5	34.5	36.87	36.87	45	45	36.53	36.53
				36.1		38.14		35.28		33.6		42.01		30.68		34.5		36.87		45		36.53	
				36.1		38.14		35.28		33.6		42.01		30.68		34.5		36.87		45		36.53	
				36.1		38.14		35.28		33.6		42.01		30.68		34.5		36.87		45		36.53	
				36.1		38.14		35.28		33.6		42.01		30.68		34.5		36.87		45		36.53	
				36.1		38.14		35.28		33.6		42.01		30.68		34.5		36.87		45		36.53	
2	The Respondent's experience and reputation. (up to 10 points)	9	8.83	8.5	8.58	9	8.5	7	7.66	9	8.83	6	6.66	9	8.75	6	7.16	7.5	7.08	6.5	6.25	9	8.58
				8.5		8		8		8		5		8		7		5.5		8			
				8.5		8.5		8		8		8.5		9		7.5		6		6		9	
				9		9		8		8		9		9		7.5		6.5		6.5		9	
				9		9		8		8		9		9		7		7		7		8.5	
				9		8.5		9		8		9		9		9		9		7		7	
3	The quality of the Respondent's goods or services. (up to 10 points)	9	8.58	8	8.33	9	8.5	7.5	7.91	9	8.58	5	6	9	8.66	5	6.66	7	6.83	5	5.91	7	8.16
				8.5		8		8		8		5		8		7		6		8			
				8.5		8		8		8		5		9		7		6		9			
				8		9		8		8		7.5		9		8		6.5		9			
				9		9		8		8		6		8.5		7		6		8			
				8.5		8		8.5		8		6		8.5		7		6		8			
4	The Respondent's safety record (up to 5 points)	4.5	4.33	4	4.16	4	4.16	4	4.16	4	4.25	3	3.66	4	4.08	4	3.91	3.5	3.91	3.5	3.91	4	4.08
				4		4		4		4		3		4		4		4		4			
				4.5		4		4		4		4		4		3.5		4		4			
				5		5		5		5		4		5		4		4		4			
				4		4		4		4		4		4		3.5		4		4			
				4		4		4		4		4		4		4		4		4			
5	The Respondent's proposed personnel. (up to 8 points)	7.5	7.16	7	7	7.5	7	6	6.33	6.5	7.08	5	6.16	7.5	7.33	6	6.16	6	6.25	5	5.83	7	6.58
				6.5		6		6.5		6.5		4		7.5		5.5		5		6			
				7		7		7		7		7		7		7		6		6			
				7		7		7		7		7		7		7		6.5		6			
				7.5		7		7.5		7		7		7.5		7		6.5		6			
				7.5		7		7.5		7		7.5		7.5		7		6		6			
6	The Respondent's financial capability in relation to the size and scope of the project. (up to 9 points)	7	7.33	8	7.58	7	7.16	7	7.16	6	7.5	7	7.33	8	7.5	6	6.5	7.5	6.16	6	5.83	7.5	7.58
				7.5		7		7.5		7.5		7		7.5		8		5		6			
				7.5		8		7		7		8		8		7		6		8			
				8		8		8		8		7.5		7		7		6.5		7			
				7		7		7		7.5		8		7		7		6.5		6			
				7		7		7		7.5		8		8		7		6.5		7			
7	The Respondent's organization and approach to the project. (up to 6 points)	5.5	5	3.5	4.16	5.5	5	3.5	4.25	5	5	3	4.25	5.5	5	3	4.16	4	4.41	4	4	4	4.75
				5.5		4.5		4		5		3		5		4		3.5		4			
				5		4.5		4		5		5		5		4.5		4.5		4			
				4		5		4		5		5		4		5		4.5		4			
				5		5		4		5		4.5		5.5		4.5		4.5		4			
				5		5.5		5		5		5		5		5		5		4			
8	The Respondent's time frame for completing the project. (up to 7 points)	4.95	4.95	3.83	3.83	5.95	5.95	4.57	4.57	5.4	5.4	4.76	4.76	7	7	0	0	4.57	4.57	4.87	4.87	3.4	3.4
				3.83		5.95		4.57		5.4		4.76		7		0		4.57		4.87			
				3.83		5.95		4.57		5.4		4.76		7		0		4.57		4.87			
				3.83		5.95		4.57		5.4		4.76		7		0		4.57		4.87			
				3.83		5.95		4.57		5.4		4.76		7		0		4.57		4.87			
				3.83		5.95		4.57		5.4		4.76		7		0		4.57		4.87			
TOTAL EVALUATION POINTS	87.14	79.74	84.41	77.32	80.24	80.83	79	69.05	76.08	81.6	79.66												
RANKING	1	6	2	9	5	4	8	11	10	3	7												

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

Project Fact Sheet

10/2/2019

Project Name: Pecan Campus - Building M Office and Work Space Renovation		Project No. 2018-014C	
Funding Source(s): Unexpended Plant Fund	<u>Original Budget</u>		<u>Actual Expenditures To Date</u>
	<u>Variance of Original Budget vs. Actual Expenditures To Date</u>		
Construction:	\$ 420,000		\$ 420,000
Design:	42,000	22,200	19,800
Miscellaneous:	5,755	2,749	3,006
FFE:	80,000		80,000
Technology:	27,540		27,540
Total:	\$ 575,295		\$ 24,949 \$ 550,346
Architect: BSG Architects	Board Approval of Schematic Design 5/28/2019		
Contractor: TBD			
STC FPC Project Manager: Martin Villarreal	<u>Substantial Completion</u>	TBD	<u>Board Acceptance</u> TBD
	<u>Final Completion</u>	TBD	<u>Board Acceptance</u> TBD
Project Description		Project Scope	
The project will consist of renovating four (4) classrooms in Information Technology Building M into office spaces and a conference room for use by IS&P.		Demolish existing walls and infrastructure, renovation of walls, flooring, ceiling, and interior finishes, and adding electrical, data, and HVAC infrastructure for a 4,222 sq. ft. space.	
Projected Timeline			
Board Approval of Architect	Board Approval of Schematic Design	Board Approval of Contractor	Construction Start Date
12/13/2018	5/28/2019	10/29/2019	11/18/2019
			Substantial Completion Date
			3/18/2020
			Final Completion Date
			4/18/2020
			FFE Completion of Move In
			5/18/2020
Project Calendar of Expenditures by Fiscal Year			
Fiscal Year	Construction	Design	Misc.
2018-19	\$ -	\$ 22,200	\$ 2,749
Project Total	\$ -	\$ 22,200	\$ 2,749
			FFE
			\$ -
			Tech
			\$ -
			Project Total
			\$ 24,949
			\$ 24,949
Current Agenda Item			
10/8/19 Facilities Committee: Review and Recommend Action on Contracting Construction Services for the Pecan Campus Information Technology Building M Office and Work Space Renovation			
 <p style="text-align: center;">ENLARGED PROPOSED FLOOR PLAN</p>		 <p style="text-align: center;">PECAN CAMPUS</p>	

**Review and Action as Necessary on Substantial Completion of the
 Nursing and Allied Health Campus East Building A Center for
 Learning Excellence / Student Success Center Renovations**

Approval of substantial completion of the Nursing and Allied Health Campus East Building A Center for Learning Excellence / Student Success Center Renovations project is requested.

	Project	Completion Recommended	Date Received
1.	Nursing and Allied Health Campus East Building A Center for Learning Excellence / Student Success Center Renovations Project No. 2018-009C Architect: Boultinghouse Simpson Gates Architects Contractor: Tri-Gen Construction, LLC	Substantial Completion Recommended	October 3, 2019

This project was submitted in 2018 by the Nursing and Allied Health Division, and has been reviewed by FPC department, the President’s Cabinet, the Coordinated Operations Council, the Facilities Committee, and the Board of Trustees. This project was prioritized as a non-educational space improvement to provide a centralized location for advising and counseling students.

College staff visited the site and developed a construction punch list on October 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 Tri-Gen Construction, LLC.

Enclosed Documents

A copy of the Substantial Completion Certificate and photos are enclosed for the Board’s review and information. A remaining budget balance of the FY20 Unexpended Plant Fund considering this month’s proposed project may be found under the agenda item titled Update on Status of Unexpended Plant Fund.

The Facilities Committee recommended Board approval of substantial completion of the Nursing and Allied Health Campus East Building A Center for Learning Excellence / Student Success Center Renovations 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 East Building A Center for Learning Excellence / Student Success Center Renovations 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 East Building A Center for Learning Excellence / Student Success Center Renovations project as presented.

Approval Recommended:

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

Certificate of Substantial Completion

PROJECT: *(name and address)*
 STC Nursing and Allied Health
 Campus for Learning Excellence
 1101 E. Vermont
 McAllen, Texas 78503
 STC#18-19-1037

CONTRACT INFORMATION:
 Contract For: General Construction
 Date:

CERTIFICATE INFORMATION:
 Certificate Number: 01
 Date: Oct. 3, 2019

OWNER: *(name and address)*
 South Texas College
 3201 Pecan Blvd
 McAllen, Texas 78501

ARCHITECT: *(name and address)*
 Boultinghouse Simpson
 Gates Architects
 3301 N. McColl Road
 McAllen, TX 78501

CONTRACTOR: *(name and address)*
 Tri-Gen Construction, LLC
 2900 N. Texas Blvd. , Suite 201
 Weslaco, Texas 78596

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

Entire project. See attached punch list for the remaining items to be repaired or remedied.

Boultinghouse
 Simpson
 Gates Architects



John Gates, AIA

October 3, 2019

ARCHITECT *(Firm Name)*

SIGNATURE

PRINTED NAME AND TITLE

DATE OF SUBSTANTIAL COMPLETION

WARRANTIES

The date of Substantial Completion of the Project or portion designated above is also the date of commencement of applicable warranties required by the Contract Documents, except as stated below:
(Identify warranties that do not commence on the date of Substantial Completion, if any, and indicate their date of commencement.)

WORK TO BE COMPLETED OR CORRECTED

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

See attached punch list for remaining items to be repaired or remedied.

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

Cost estimate of Work to be completed or corrected: \$2,000.00

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

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

MAINTENANCE

As of 5:00 p.m. on October 3, 2019 the responsibility for Maintenance of the Building shall be as follows:
For completed work and areas of the building which will be occupied by the Owner, the Owner will assume full responsibility. For incomplete work such as those items remaining on the Certificate of Substantial Completion, the Contractor will retain responsibility, but must obtain permission from the Owner for access to the building.

DAMAGES TO THE WORK

As of 5:00 p.m. on October 3, 2019 the responsibility for damages to the Work shall be as follows:
The Owner will assume the responsibility for any damages which occur. If the Contractor damages any of the Work during the completion of the punch-list items, he shall be responsible for correcting them.

INSURANCE

The Contractor's insurance coverage will continue in effect until the Date of Final Completion.

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

Tri-Gen Construction, LLC

CONTRACTOR (*Firm Name*)

SIGNATURE

PRINTED NAME AND TITLE

DATE

South Texas
College

OWNER (*Firm Name*)

SIGNATURE

PRINTED NAME AND TITLE

DATE

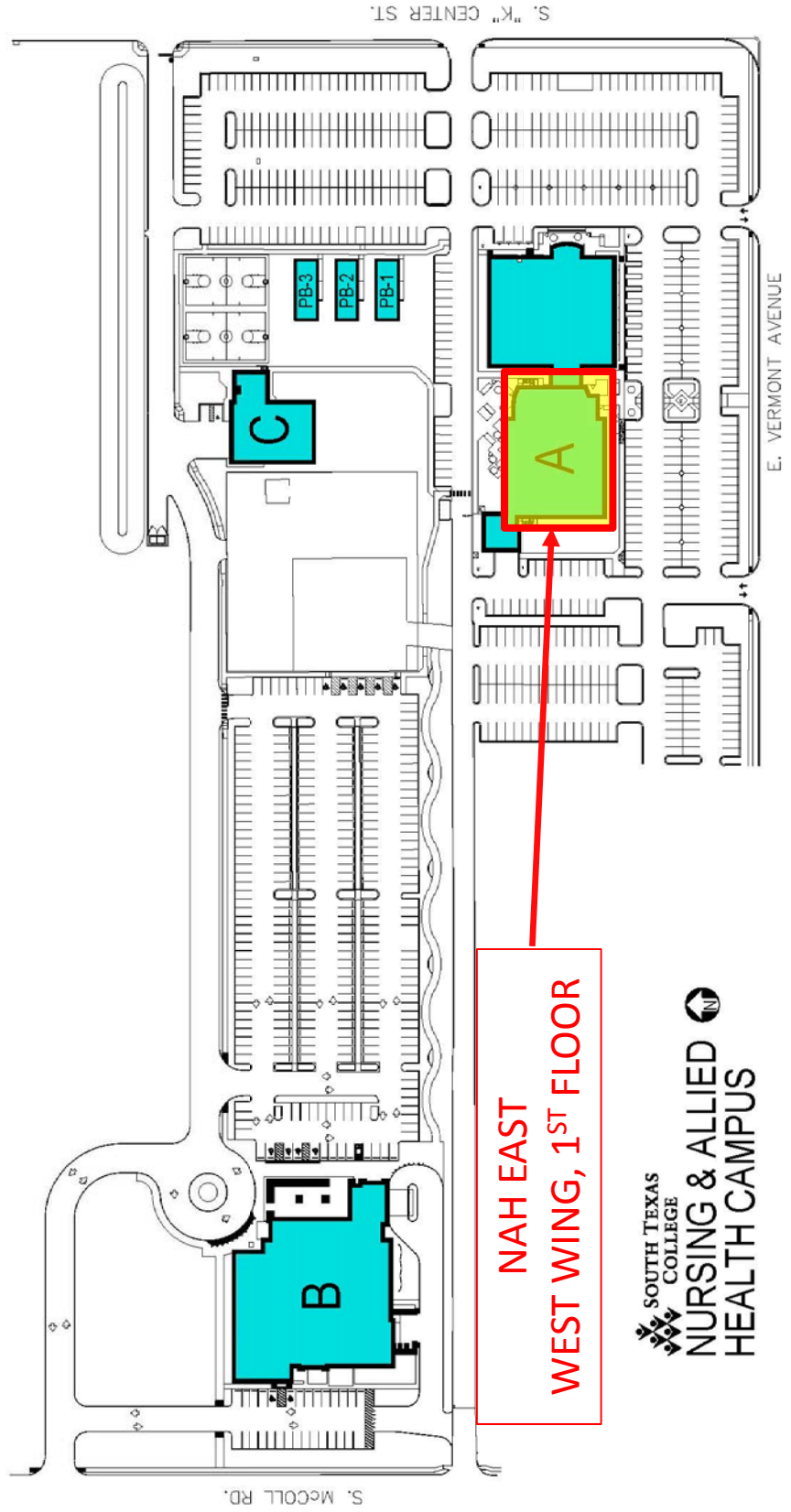


Nursing Allied Health Campus Center for Learning Excellence Conversion



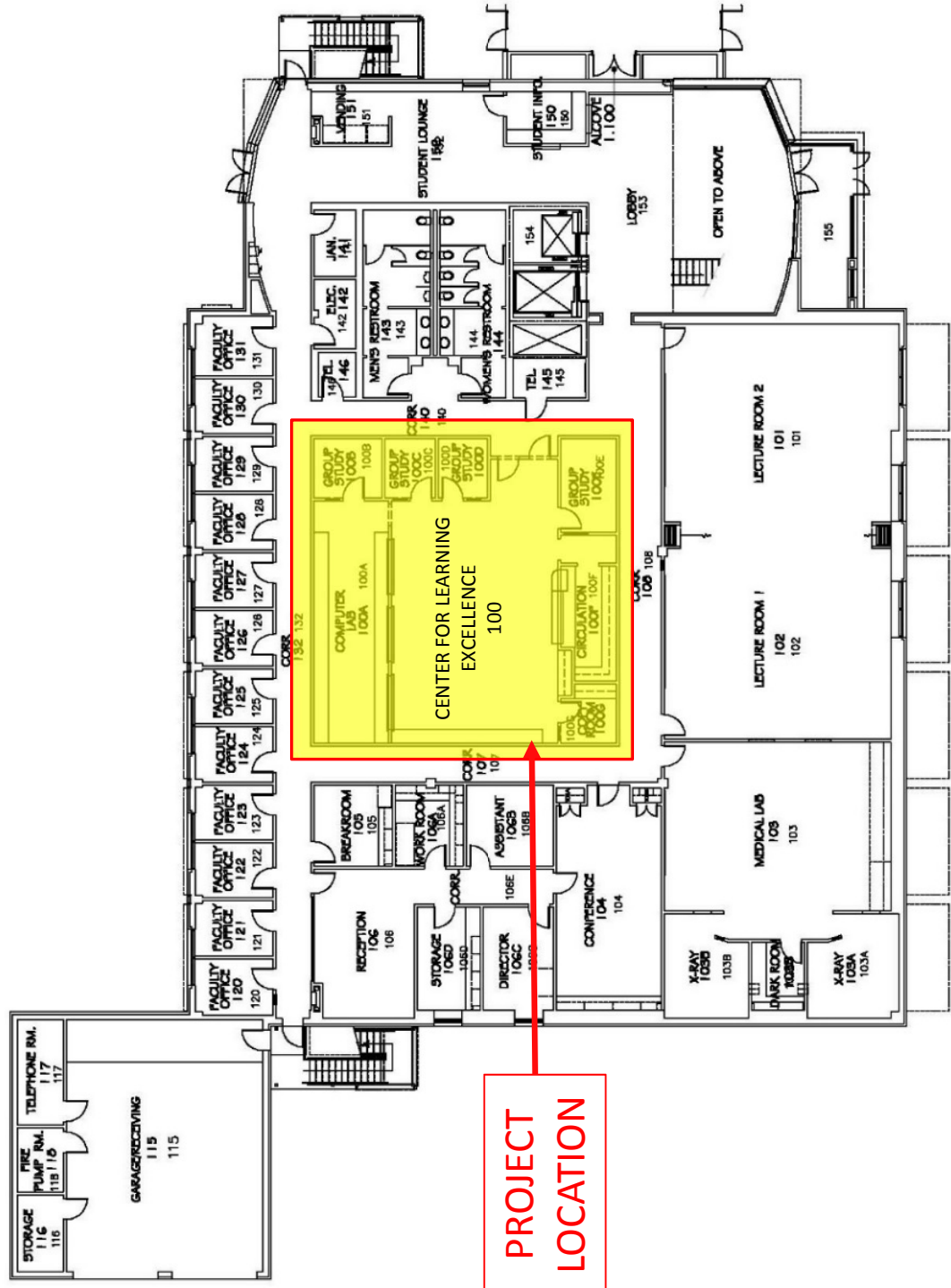
**SOUTH TEXAS
COLLEGE**

Building Location



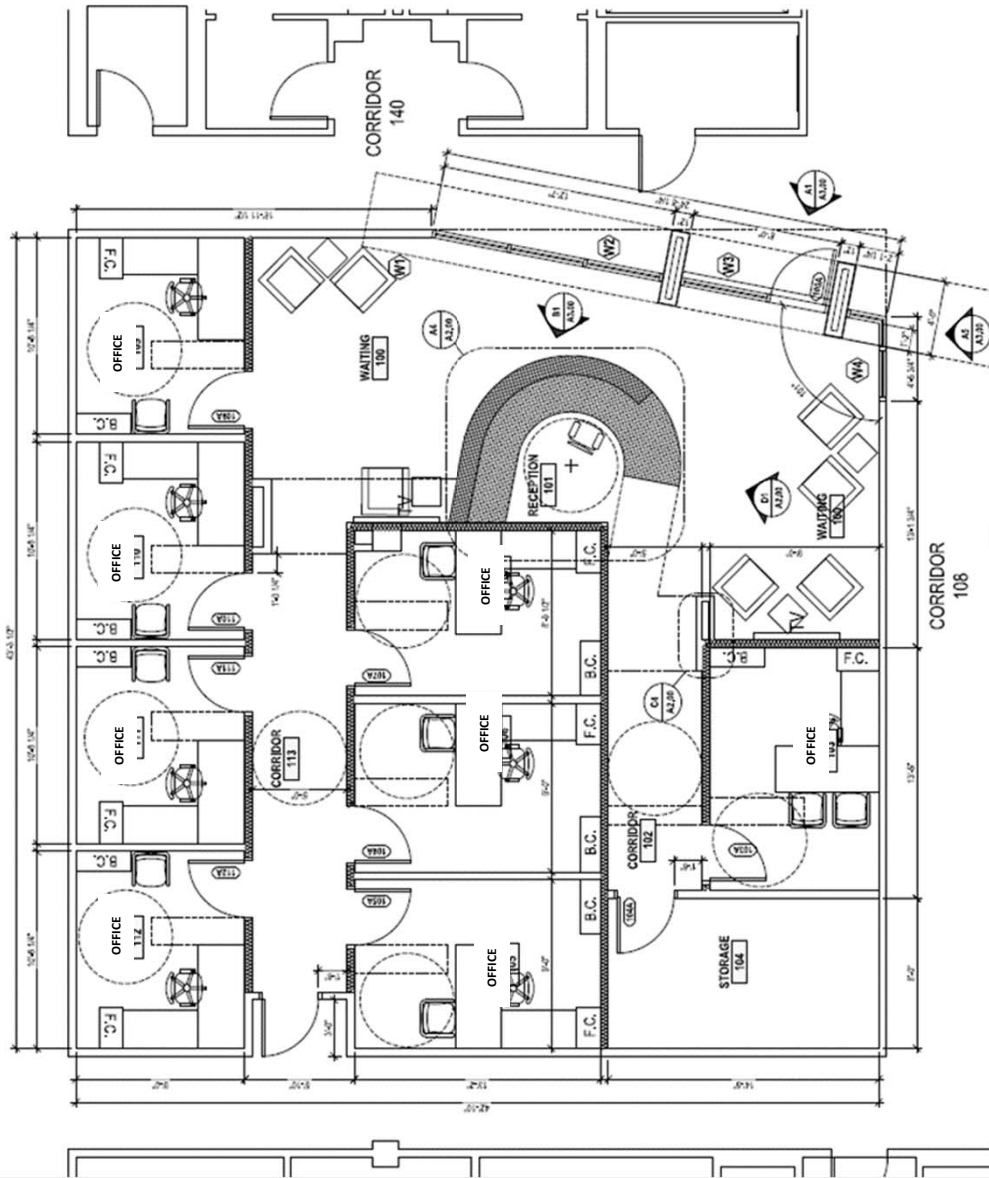
Nursing and Allied Health Campus Center for Learning Excellence Renovations

Project Location



Nursing and Allied Health Campus Center for Learning Excellence Renovations

Floor Plan



Nursing and Allied Health Campus Center for Learning Excellence Renovations



Interior Photos




Interior Photos



Project Fact Sheet

10/2/2019

Project Name: Nursing and Allied Health Campus - CLE Renovations		Project No. 2018-009C	
Funding Source(s): Unexpended Plant Fund	Original Budget		Actual Expenditures To Date
	Construction:	\$ 170,000	\$ 173,640
	Design:	17,000	11,794
	Miscellaneous:	5,100	-
	FFE:	61,241	33,129
	Technology:	9,465	-
Total:		\$ 262,806	\$ 187,613
Engineer: BSG Architects	Board Review of Schematic Design and Approval of GC 3/26/2019		
Contractor: Tri-Gen Construction, LLC			
STC FPC Project Manager: Samuel Saldaña	Substantial Completion	TBA	Board Acceptance TBA
	Final Completion	TBA	Board Acceptance TBA
Project Description		Project Scope	
Redesign existing Center for Learning Excellence space to offices for use by Advising Programs.		Demolish existing walls and infrastructure, renovation of walls, flooring, ceiling, and interior finishes, and adding electrical, data, and HVAC infrastructure for a 1,926 sq. ft. space.	
Projected Timeline			
Board Approval of Architect	Board Review of Schematic Design	Board Approval of Contractor	Construction Start Date
4/24/2018	3/26/2019	3/26/2019	4/26/2019
		Substantial Completion Date	Final Completion Date
		TBA	TBA
Project Calendar of Expenditures by Fiscal Year			
Fiscal Year	Construction	Design	Misc.
2018-19	\$ 142,690	\$ 11,794	\$ -
Project Total	\$ 142,690	\$ 11,794	\$ -
Current Agenda Item			
10/8/19 Facilities Committee: Review and Recommend Action on Substantial Completion of the Nursing and Allied Health Campus Center for Learning Excellence / Student Success Center Renovations			
			

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

Approval of final completion for 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 Project No. 2017-029R Engineer: R. Gutierrez Engineering Contractor: Gonzalez Enterprises, LLC	Final Completion Recommended	September 24, 2019

This project was submitted in 2017 as part of the Deferred Maintenance Plan from the Operations & Maintenance and FPC departments, and has been reviewed by the President’s Cabinet, the Coordinated Operations Council, the Facilities Committee, and the Board of Trustees. This project was prioritized as an exterior improvement to maintain the condition of Parking Lot 1 and the associated drive.

Final Completion, including punch list items, was accomplished as required in the Owner/Contractor agreement for this project. It is recommended that final completion and release of final payment for this project with Gonzalez Enterprises, LLC be approved. The original cost approved for this project was in the amount of \$90,650.

The following chart summarizes the above information:

Construction Budget	Approved Proposal Amount	Net Total Change Orders	Final Project Cost	Previous Amount Paid	Remaining Balance
\$250,000.00	\$90,650.00	\$291.00	\$90,941.00	\$81,846.90	\$9,094.10

On September 23, 2019, R. Gutierrez Engineering and College staff inspected the site to confirm that all punch list items were completed.

Enclosed Documents

A copy of the Final Completion Letter is enclosed for the Board’s review and information.

The Facilities Committee recommended Board approval of final completion of the Nursing and Allied Health Campus Parking Lot 1 Resurfacing project and release of final payment of \$9,094.10 to Gonzalez Enterprises, LLC as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize final completion of the Nursing and Allied Health Campus Parking Lot 1 Resurfacing project and release of final payment of \$9,094.10 to Gonzalez Enterprises, LLC as presented.

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

The Board of Trustees approves and authorizes final completion of the Nursing and Allied Health Campus Parking Lot 1 Resurfacing project and release of final payment of \$9,094.10 to Gonzalez Enterprises, LLC as presented.

Approval Recommended:

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

October 2, 2019

Mr. Ricardo de la Garza
Director of Facilities Planning and Construction
P.O. Box 9701
McAllen, TX 78501

Subject: Construction Completion Letter – STC NAHC Parking Lot #1

Dear Mr. de la Garza:

A final inspection of the “STC NAHC Parking Lot #1” project was conducted today, September 24, 2019, to determine construction completion. All work was found to be in substantial conformance with the plans and specifications of the project’s contract documents. We recommend the construction project to be accepted as complete. But, we do not recommend the release of the final payment to Gonzalez Enterprises, LLC until the closeout documents have been submitted and accepted.

There were a few items noted during our final inspection. These items will be treated as “warranty items” and will be monitored during the warranty period for possible action to be taken by the contractor.

WARRANTY ITEMS LIST:

1. Add glass beads to all striping areas which lack the material.
2. Remove black tire marks at brick paver area near West entrance to El Milagro Clinic.
3. Add thermoplastic to far West pedestrian striping (pitting and can see tire marks) at West concrete apron entrance.
4. Add sand to East truncated dome brick pavers at West concrete apron entrance.
5. Clean perimeter edges to all pedestrian striping (West and East concrete apron entrance as well as intermediate pedestrian striping in middle of parking lot).

Please do not hesitate to call me at my office at 956-782-2557 if you have any questions or need additional information.

Sincerely,


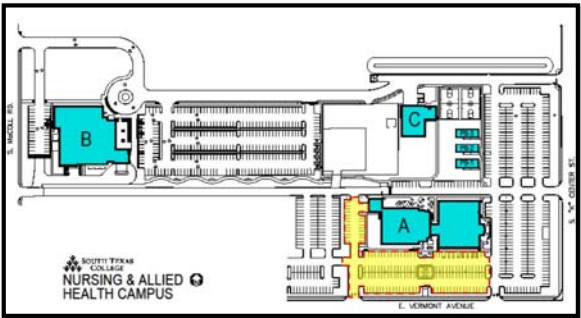


Ramiro Gutierrez, P.E.
President

cc RGEF Files
David Valdez, South Texas College

Project Fact Sheet

10/2/2019

Project Name: Nursing and Allied Health Campus - Parking Lot 1 Resurfacing		Project No. 2017-029R				
Funding Source(s): Renewals & Replacements			Actual	Variance of Amended		
			Amended	Expenditures		
			Budget	To Date		
			Budget vs. Actual			
			Expenditures To Date			
			Expenditures To Date			
		Original Budget				
		Construction:	\$ 250,000	\$ 90,941 \$ 81,847 \$ 9,094		
		Design:	25,000	27,330 28,317 (987)		
		Miscellaneous:	7,000	7,000 2,883 4,117		
		FFE:	-	-		
		Technology:	-	-		
		Total:	\$ 282,000	\$ 125,271 \$ 113,046 \$ 12,225		
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 10/29/2019		
Project Description		Project Scope				
Resurfacing of Parking Lot #1.		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 deferred 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	\$ 81,847	\$ 28,317	\$ 2,883	\$ -	\$ -	\$ 113,046
Project Total	\$ 81,847	\$ 28,317	\$ 2,883	\$ -	\$ -	\$ 113,046
Current Agenda Item						
10/8/19 Facilities Committee: Review and Recommend Action on Final Completion for the Nursing and Allied Health Campus Parking Lot 1 Resurfacing						
						

Review and Action as Necessary on Final Completion of the District Wide Marker Board Replacements

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

Project		Completion Recommended	Date Received
1.	District Wide Marker Board Replacements Project No. 2019-031R Contractor: Noble Texas Builders	Final Completion Recommended	TBD

This project was submitted in 2019 as part of the Deferred Maintenance Plan from the Operations & Maintenance and FPC departments, and has been reviewed by the President's Cabinet, the Coordinated Operations Council, the Facilities Committee, and the Board of Trustees. This project was prioritized as a routine improvement to replace the marker board surfaces with new marker boards to meet the College's standard and provide proper writing surface.

Marker boards were replaced in various buildings at the following campuses:

- Starr County Campus
- Technology Campus

Final Completion, including punch list items, was accomplished as required in the Owner/Contractor agreement for this project. It is recommended that final completion and release of final payment for this project with Noble Texas Builders be approved, pending receipt of one (1) marker board. The original cost approved for this project was in the amount of \$122,500.

The following chart summarizes the above information:

Construction Budget	Approved Proposal Amount	Net Total Change Orders	Final Project Cost	Previous Amount Paid	Remaining Balance
\$210,841.00	\$122,500.00	\$2,760.00	\$125,260.00	\$118,997.00	\$6,263.00

Enclosed Documents

A copy of the Final Completion Letter is enclosed for the Board's review and information. A remaining budget balance of the FY20 Unexpended Plant Fund considering this month's proposed project may be found under the agenda item titled Update on Status of Unexpended Plant Fund.

The Facilities Committee recommended Board approval of final completion of the District Wide Marker Board Replacements project and release of final payment of \$6,263 to Noble Texas Builders, pending receipt of one (1) marker board, as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize final completion of the District Wide Marker Board Replacements project and release of final payment of \$6,263 to Noble Texas Builders, pending receipt of one (1) marker board, as presented.

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

The Board of Trustees approves and authorizes final completion of the District Wide Marker Board Replacements project and release of final payment of \$6,263 to Noble Texas Builders, pending receipt of one (1) marker board, as presented.

Approval Recommended:

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

October 2, 2019

South Texas College
3200 W. Pecan Blvd., Bldg N. Suite 179
McAllen, TX 78501

Re: RFP 1819-1044 STC District Wide Marker Board Replacements

STC Facilities Planning and Construction recommends Final Completion of the STC District Wide Marker Board Replacements and recommends release of final payment, pending receipt of one (1) marker board.



If you have any questions, please contact our office.

Sincerely,

Rick de la Garza
3200 W. Pecan Blvd., Bldg N. Suite 179
McAllen, TX 78501
Phone: 956-872-3737
Fax: 956-872-3747

Project Fact Sheet

10/2/2019

Project Name: District Wide - Marker Board Replacements		Project No. 2019-031R				
Funding Source(s): Renewals & Replacements		<u>Original Budget</u>	<u>Actual Amended Budget</u>	<u>Actual Expenditures To Date</u>	<u>Variance of Amended Budget vs. Actual Expenditures To Date</u>	
	Construction:	\$ 210,841	\$ 125,260	\$ 118,997	\$ 6,263	
	Design:	-	-	-	-	
	Miscellaneous:	1,000	1,000	761	\$ 239	
	FFE:	-	-	-	-	
	Technology:	-	-	-	-	
Total:	\$ 211,841	\$ 126,260	\$ 119,758	\$ 6,502		
Architect: N/A	Board Approval of Schematic Design N/A					
Contractor: Noble Texas Builders						
STC FPC Project Manager: Samuel Saldaña	<u>Substantial Completion</u>	9/3/2019	<u>Board Acceptance</u>	9/24/2019		
	<u>Final Completion</u>	10/3/2019	<u>Board Acceptance</u>	10/29/2019		
Project Description			Project Scope			
Replacing marker boards district-wide.			Upgrading existing marker boards to new standard marker boards. 69 marker boards were replaced at the Starr County Campus, and 50 were replaced at the Technology 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	\$ 118,997	\$ -	\$ 761	\$ -	\$ -	\$ 119,758
Project Total	\$ 118,997	\$ -	\$ 761	\$ -	\$ -	\$ 119,758
Current Agenda Item						
10/8/19 Facilities Committee: Review and Recommend Action on Final Completion for the District Wide Marker Board Replacements						
						

Update on Status of Unexpended Plant Fund Construction Projects

The Facilities Planning and Construction staff prepared the attached design and construction update. This update summarizes the status of each capital improvement project currently in progress. Mary Elizondo and Rick de la Garza will be present to respond to questions and address concerns of the trustees.

South Texas College
Unexpended Plant Fund - Capital Improvement Projects (CIP)
Project Schedule

#	Project No.	Projects	Architect/Engineer	Contractor	COC	Authorization to Solicit for Design Services		Architect/Engineer Recommendation and Approval		COC	Schematic Design and Authorization to Solicit for Construction Services		Contractor Recommendation and Approval		Construction Start Date	Substantial Completion Date	Final Completion Date	FFE Completion of Move In	Estimated Project Duration
					Review & Approval	Facilities Committee Review & Approval	Board Approval	Architect/Engineer Recommendation and Approval	Board Approval of A/E	Review & Approval of Schematic Design	Facilities Committee Recommendation	Board Approval	Facilities Committee Contractor Recommendation	Board Approval of Contractor					
Pecan Campus																			
1	2016-014C	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	2016-018C	Library Building F Renovation and Expansion	ERO Architects	TBD	N/A	N/A	N/A	6/13/2019	6/25/2019	2/4/2020	3/10/2020	3/31/2020	7/2021	7/2021	8/2021	4/2023	5/2023	6/2023	48 months
3	2018-014C	Information Technology Building M Office and Work Space Renovation	Boultinghouse Simpson Gates Architects (BSGA)	TBD	N/A	10/30/2018	12/13/18	12/4/2018	12/13/2018	N/A	5/14/2019	5/30/2019	10/12/2019	10/29/2019	12/11/2019	4/11/2020	5/11/2020	6/11/2020	17 months
4	2019-004C	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	10/31/2019	11/30/2019	N/A	6 months
5	2018-025C	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	2018-023C	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	2019-001C	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	2019-003C	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	2019-002C	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	2019-005C	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	2020-008C	Business and Science Building G Classroom Renovation	TBD	TBD	10/1/2019	11/8/2019	11/29/2019	2/11/2020	2/25/2020	4/3/2020	5/14/2020	5/28/2020	9/8/2020	9/22/2020	10/22/2020	1/2021	2/2021	3/2021	14 months
12	2020-010C	Entry Monument Sign	FPC	TBD	N/A	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	2020-002C	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	2018-009C	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	2019-006C	East Building A Student Services Renovation	Gignac & Associates	TBD	N/A	N/A	N/A	2/12/2019	2/26/2019	11/1/2019	11/12/2019	11/26/2019	3/10/2020	3/24/2020	4/25/2020	7/25/2020	8/25/2020	9/25/2020	17 months
16	2019-013C	West Entry Campus Sign	FPC	TBD	N/A	N/A	N/A	N/A	N/A	10/1/2019	12/3/2019	12/10/2019	2/11/2020	2/25/2020	3/15/2020	6/15/2020	7/15/2020	N/A	9 months
Technology Campus																			
17	2016-011C	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	2019-010C	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	1/14/2020	1/28/2020	7/14/2020	7/28/2020	8/3/2020	9/2021	10/2021	11/2021	28 months
19	2019-046C	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	2019-011C	Site Improvements	TBD	TBD	4/7/2020	4/14/2020	4/28/2020	6/9/2020	6/23/2020	September	September	September	November	November	January	April	May	N/A	12 months
Mid-Valley Campus																			
21	2017-012C	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	2019-009C	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	2020-005C	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	2018-020C	Student Services Building G Renovation	Gignac & Associates	TBD	N/A	N/A	N/A	2/12/2019	2/26/2019	11/1/2019	11/12/2019	11/26/2019	3/10/2020	3/24/2020	4/25/2020	7/25/2020	8/25/2020	9/25/2020	17 months
26	2018-026C	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	2019-014C	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	2019-015C	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	2019-018C	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	2019-019C	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	2019-016C	Canopy for Safety Training Vehicles **	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	N/A	TBD
32	2019-017C	Canopy for Students/Instructors **	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	N/A	TBD
33	2019-020C	Fire Training Area **	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	N/A	TBD
34	2020-009C	Running and Exercise Track **	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	N/A	TBD
35	2020-011C	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	2020-012C	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**

#	Project No.	Projects	Architect/Engineer	Contractor	COC	Authorization to Solicit for Design Services		Architect/Engineer Recommendation and Approval		COC	Schematic Design and Authorization to Solicit for Construction Services		Contractor Recommendation and Approval		Construction Start Date	Substantial Completion Date	Final Completion Date	FFE Completion of Move In	Estimated Project Duration
					Review & Approval	Facilities Committee Review & Approval	Board Approval	Facilities Committee A/E Recommendation	Board Approval of A/E	Review & Approval of Schematic Design	Facilities Committee Recommendation	Board Approval	Facilities Committee Recommendation	Board Approval of Contractor					
Pecan Campus																			
1	2017-016R	Arbor Brick Column Repairs & Replacement	Solorio Engineering	TBD	N/A	N/A	N/A	N/A	N/A	N/A	9/10/2019	9/24/2019	11/12/2019	11/26/2019	12/2019	7/2020	8/2020	N/A	8 months
2	2019-025R	Ann Richards Administration Building X Data Cabling Infrastructure Replacement	IT	TBD	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	12/2019	1/2020	2/2020	N/A	1 month
3	2019-026R	South Academic Building J Data Cabling Infrastructure Replacement	IT	TBD	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	5/2019	8/2019	9/2019	N/A	4 months
4	2020-017R	Ann Richards Administration Building A Data Cabling Infrastructure Replacement	IT	TBD	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	6/2020	8/2020	9/2020	N/A	2 months
5	2019-018R	Art Building B Data Cabling Infrastructure Replacement	IT	TBD	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	6/2020	8/2020	9/2020	N/A	2 months
6	2020-013R	Student Activities Center Building H Data Cabling Infrastructure Replacement	IT	TBD	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	6/2020	8/2020	9/2020	N/A	2 months
7	2020-014R	Information Technology Building M Generator Replacement	TBD	TBD	10/1/2019	10/29/2019	12/3/2019	12/10/2019	N/A	N/A	N/A	N/A	5/12/2020	5/26/2020	6/2020	9/2020	10/2020	N/A	11 months
8	2020-007R	Reseeding and Regrading of Athletic Fields	TBD	TBD	N/A	N/A	N/A	10/8/2019	10/29/2019	N/A	N/A	N/A	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	2015-023R	NAH East Building A West Side Window Waterproofing	TBD	TBD	1/7/2020			N/A	N/A				11/12/2019	11/26/2019	12/2019	1/2020	02/2020	N/A	3 months
10	2016-019R	NAH East Building A Westside Elevators Refurbishment	O&M	TBD	1/7/2020			N/A	N/A				9/10/2019	9/24/2019	10/2019	11/2019	12/2019	N/A	2 months
11	2019-028R	NAH East Building A Roofing Replacement	BEAM	TBD	10/1/2019			5/14/2019	5/30/2019				12/3/2019	12/10/2019	1/2020	4/2020	5/2020	N/A	10 months
12	2020-015R	NAH East Building A Analog to Digital Conversion	IT	TBD	N/A			N/A	N/A				N/A	N/A	6/2020	8/2020	9/2020	N/A	2 months
13	2020-016R	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	2017-029R	NAH Resurfacing Parking Lot #1	R. Gutierrez Engineers	Gonzalez Enterprises	9/3/2019			12/4/2018	12/13/2018				5/14/2019	5/30/2019	6/2019	8/2019	9/2019	N/A	7 months
Mid Valley Campus																			
15	2016-005R	Resurfacing Parking Lot #3	Perez Consulting Engineers	TBD	N/A	N/A	N/A	6/6/2018	6/20/2018	N/A	N/A	N/A	1/14/2020	1/28/2020	2/2020	4/2020	5/2020	N/A	21 months
16	2016-005R	Resurfacing Parking Lot #7	TBD	TBD	N/A	N/A	N/A	TBD	TBD	10/1/2019	10/8/2019	10/29/2019	TBD	TBD	TBD	TBD	TBD	N/A	TBD
17	2018-019R	Resurfacing Northwest Drive	Perez Consulting Engineers	TBD	N/A	N/A	N/A	6/6/2018	6/20/2018	11/5/2019	12/3/2019	12/10/2019	1/14/2020	1/28/2020	2/2020	4/2020	5/2020	N/A	21 months
18	2019-027R	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	2019-047R	Drainage Improvements Phase I	Perez Consulting Engineers	TBD	N/A	4/10/2019	4/23/2019	6/11/2019	6/25/2019	9/3/2019	12/3/2019	12/13/2019	1/14/2020	1/28/2020	2/2020	4/2020	1/2020	N/A	9 months
Starr County Campus																			
20	2019-029R	Starr Repaint Stucco Buildings	TBD	TBD				TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	N/A	TBD
21	2019-030R	Roofing Replacement	BEAM	TBD	N/A	N/A	N/A	5/14/2019	5/30/2019	N/A	N/A	N/A	TBD	TBD	01/2020	04/2020	05/2020	N/A	10 months
22	2020-019R	Administration/Bookstore Building A Data Cabling Infrastructure Replacement	IT	TBD	4/7/2020	4/14/2020	4/28/2020	N/A	N/A	September	September	September	N/A	N/A	06/2020	08/2020	09/2020	N/A	2 months
23	2020-020R	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	2020-021R	North Academic Building C Data Cabling Infrastructure Replacement	IT	TBD	N/A	N/A	N/A	N/A	N/A	7/2/2019	8/13/2019	8/27/2019	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.

South Texas College
Monthly Construction Report
Fiscal Year 2019 - 2020
As of October 2019

Total Project Budget Summary	FY20 Unexpended Plant Fund	Renewals & Replacements Fund
Total Construction Project Budget	\$ 17,037,045	\$ 7,624,000
Previous Approved Projects (Sept. 2019)	(598,000)	(221,000)
Proposed Projects for the Month of October	(2,402,196)	(481,000)
Total Project Budget Balance	\$ 14,036,849	\$ 6,922,000

Project Reference #	Project Name	Total Project Budget/Actual*	
		CIP Fund	R&R Fund
Board Approved in September 24, 2019			
2020-002C	Pecan Plaza West Bldg C. Kinesiology Renovation	\$ 143,800	\$ -
2020-005C	Mid Valley Campus Center for Learning Excellence Building A Renovation of Space for Supplemental Instruction	224,200	-
2019-014C	Starr County Campus Workforce Center Building D Welding Lab Expansion	230,000	-
2017-016R	Pecan Campus Arbor Brick Column Repairs & Replacement	-	221,000
Total Board Approved for the Month of September 2019		598,000	221,000
Pending Board Approval in October 29, 2019			
2020-020C	Renovation and Expansion of the Existing Pecan Campus Library Building F	\$ 1,448,500	\$ -
2020-014R	Pecan Campus Information Technology Building M Generator Replacement	-	280,000
2018-014C	Pecan Campus Information Technology Building M Office and Work Space Renovation	551,840	-
2016-011C	Technology Campus Advanced Technical Careers Building B Automotive Lab Exhaust System	111,600	-
2019-XXX	Nursing and Allied Health Campus West Entry Campus Sign	76,000	-
2018-009C	Nursing and Allied Health Campus East Building A Center for Learning Excellence/Student Success Center Renovations	214,256	-
2019-031R	District Wide Marker Board Replacement (CO)	-	201,000
Pending Board Approval on October 29, 2019		\$ 2,402,196	\$ 481,000

Current Total Project Budget	\$ 3,000,196	\$ 702,000
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* Actuals costs will be updated as project progresses.
CO - Carry over project from previous year.

Status of Unexpended Plant Fund Construction Projects in Progress October 2019

Pecan Campus						
Sand Volleyball Courts	90%	October 2019	1. Construction Phase 2. Construction in Progress	\$ 113,008.00	\$ 89,588.48	\$ 23,419.52
Library Renovation	5%	September 2019	1. Project Development 2. A/E Services Contract Negotiation in Progress	\$ 1,466,000.00	\$ 703.20	\$ 1,465,296.80
Building H Cafeteria Renovation	100%	October 2019	1. Design Phase 2. Bidding Phase	\$ 957,600.00	\$ 41,368.34	\$ 916,231.66
Building M Office and Work Space Renovation	100%	September 2019	1. Project Development 2. Bidding Phase	\$ 575,295.00	\$ 1,510.30	\$ 573,784.70
Athletic Field Fence Enclosure	90%	September 2019	1. Construction Phase 2. Construction in Progress	\$ -	\$ 26,160.74	\$ (26,160.74)
Building H West Elevation Modification	Not Started	Not Started	Not Started	\$ 183,750.00	\$ -	\$ 183,750.00
Cooling Towers Screen Upgrades	Not Started	Not Started	Not Started	\$ 322,573.00	\$ -	\$ 322,573.00
Site Improvements to North Pecan Campus	Not Started	Not Started	Not Started	\$ 37,000.00	\$ -	\$ 37,000.00
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
Building G Physical Science Classroom Conversions	5%	January 2020	1. Project Development	\$ 333,000.00	\$ -	\$ 333,000.00
Entry Monument Sign	Not Started	Not Started	Not Started	\$ 103,000.00	\$ -	\$ 103,000.00
Pecan Campus Total				\$ 4,209,226.00	\$ 159,331.06	\$ 4,049,894.94
Pecan Plaza						
Kinesiology Renovation	5%	January 2020	1. Design Phase 2. Solicitation of Architect	\$ 143,800.00		\$ 143,800.00
Pecan Plaza Total				\$ 143,800.00	\$ -	\$ 143,800.00

Status of Unexpended Plant Fund Construction Projects in Progress October 2019

Mid Valley Campus						
Thermal Plant Renovation	20%	October 2019	1. Design Phase 2. Design in Progress	\$ 186,812.00	\$ 1,011.60	\$ 185,800.40
East Loop Drive	Not Started	Not Started	Not Started	\$ 214,200.00		\$ 214,200.00
Student Services Renovation	20%	November 2019	1. Design Phase 2. Design in Progress	\$ 355,000.00	\$ 1,251.60	\$ 353,748.40
Center for Learning Excellence Building A Renovation of Space for Supplemental Instruction	5%	January 2020	1. Design Phase 2. Solicitation of Architect	\$ 224,200.00		\$ 224,200.00
Mid Valley Campus Total				\$ 980,212.00	\$ 2,263.20	\$ 977,948.80

Status of Unexpended Plant Fund Construction Projects in Progress October 2019

Technology Campus						
Automatic Lab Exhaust System	10%	September 2019	1. Project Development 2. Recommending A/E	\$ 111,600.00	\$ 439.50	\$ 111,160.50
Building A & B Renovations	50%	October 2019	1. Design Phase 2. Contract Negotiations	\$ 1,323,050.00		\$ 1,323,050.00
Shipping and Receiving Building D Office Renovation	100%	August 2019	1. Construction Complete	\$ 12,000.00	\$ 35,955.12	\$ (23,955.12)
Site Improvements	Not Started	Not Started	Not Started	\$ 57,000.00		\$ 57,000.00
Technology Campus Total				\$ 1,503,650.00	\$ 36,394.62	\$ 1,467,255.38
Nursing and Allied Health Campus						
Student Success Center Renovation	95%	Oct 2019	1. Construction Phase 2. Construction in Progress	\$ 262,806.00	\$ 119,542.39	\$ 143,263.61
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	\$ 76,000.00	\$ -	\$ 76,000.00
Nursing and Allied Health Campus Total				\$ 766,306.00	\$ 121,530.76	\$ 644,775.24
Starr County Campus						
Student Services Renovation	5%	November 2019	1. Design Phase 2. Design in Progress	\$ 225,000.00	\$ 395.55	\$ 224,604.45
Cultural Arts Center Renovation	Not Started	Not Started	Not Started	\$ 163,000.00	\$ -	\$ 163,000.00
Welding Expansion	5%	January 2020	1. Design Phase 2. Solicitation of Architect	\$ 230,000.00	\$ -	\$ 230,000.00
Starr County Campus Total				\$ 618,000.00	\$ 395.55	\$ 617,604.45
Regional Center for Public Safety Excellence						
Target Range-STC	5%	October 2019	1. Project Development 2. Contract Negotiations	\$ 634,312.00	\$ 190.45	\$ 634,121.55
Target Range-Grant	5%	October 2019	1. Project Development 2. Contract Negotiations	\$ 1,902,939.00	\$ 571.35	\$ 1,902,367.65
Canopy for Safety Training Vehicles	Not Started	Not Started	Not Started	\$ 103,500.00		\$ 103,500.00
Canopy for Students/Instructors	Not Started	Not Started	Not Started	\$ 285,000.00		\$ 285,000.00
Portables	35%	November 2019	1. Construction Phase 2. Construction in Progress	\$ 1,000,000.00	\$ 522,317.66	\$ 477,682.34
Fire Training Area	Not Started	Not Started	Not Started	\$ 582,100.00		\$ 582,100.00
Running and Exercise Track	Not Started	Not Started	Not Started	\$ 219,500.00		\$ 219,500.00
Additional Parking Lot	Not Started	Not Started	Not Started	\$ 300,600.00		\$ 300,600.00
Site Drainage Improvements	30%	October 2019	1. Design Phase 2. Contract Negotiations	\$ -		\$ -
RCPSE Total				\$ 5,027,951.00	\$ 523,079.46	\$ 4,504,871.54

Status of Unexpended Plant Fund Construction Projects in Progress October 2019

Higher Education Center La Joya						
Building and Wayfinding Signage	5%	November 2019	1. Design Phase 2. Bidding	\$ 52,000.00	\$ -	\$ 52,000.00
Starr County Campus Total				\$ 52,000.00	\$ -	\$ 52,000.00
District Wide						
Land	Not Started	Not Started	Not Started	\$ 3,000,000.00	\$ -	\$ 3,000,000.00
Renovations and Contingencies	Not Started	Not Started	Not Started	\$ 847,000.00	\$ -	\$ 847,000.00
Outdoor Furniture	Not Started	Not Started	Not Started	\$ 25,000.00	\$ -	\$ 25,000.00
Facility Signage	15%	December 2019	1. Design Phase 2. Design in Progress	\$ 50,000.00	\$ -	\$ 50,000.00
Removal of Existing Trees	Not Started	Not Started	Not Started	\$ 25,900.00	\$ -	\$ 25,900.00
Facilities Conditional Assessment	Not Started	Not Started	Not Started	\$ 50,000.00	\$ -	\$ 50,000.00
Automatic Doors Phase IV	Not Started	Not Started	Not Started	\$ 96,000.00	\$ -	\$ 96,000.00
Campus Master Plan	Not Started	Not Started	Not Started	\$ 375,000.00	\$ -	\$ 375,000.00
Fence Enclosures	5%	January 2020	1. Project Development	\$ 36,000.00	\$ -	\$ 36,000.00
District Wide Total				\$ 4,504,900.00	\$ -	\$ 4,504,900.00
Unexpended Plant Fund Construction Project Total				\$ 17,806,045.00	\$ 842,994.65	\$ 16,963,050.35

Status of Renewals & Replacements Projects in Progress October 2019

Pecan Campus						
Arbor Brick Columns Repairs and Replacement-Phase I	100%	September 2019	1. Construction Phase 2. Construction Complete	\$ 241,594.00	\$ 7,598.88	\$ 233,995.12
Building X Data Cabling Infrastructure Replacement	5%	December 2019	1. Design Phase 2. Design in Progress	\$ 101,967.00	\$ 11,966.73	\$ 90,000.27
Building J Data Cabling Infrastructure Replacement	100%	August 2019	1. Construction Complete	\$ 406,684.00	\$ 206,683.25	\$ 200,000.75
Building A Data Cabling Infrastructure Replacement	Not Started	Not Started	Not Started	\$ 80,000.00		\$ 80,000.00
Building B Data Cabling Infrastructure Replacement	Not Started	Not Started	Not Started	\$ 40,000.00		\$ 40,000.00
Building H Data Cabling Infrastructure Replacement	Not Started	Not Started	Not Started	\$ 150,000.00		\$ 150,000.00
Building M Generator Replacement	5%	December 2019	1. Project Development 2. Solicitation of Engineer	\$ 280,000.00		\$ 280,000.00
Reseeding and Regrading of Athletic Fields	Not Started	Not Started	Not Started	\$ 125,000.00		\$ 125,000.00
Pecan Campus Total				\$ 1,425,245.00	\$ 226,248.86	\$ 1,198,996.14
Mid Valley Campus						
Resurfacing Parking Lot #3 (RR)	50%	November 2019	1. Project Development 2. Design in Progress	\$ 57,000.00	\$ 307.65	\$ 56,692.35
Resurfacing Parking Lot #7 (RR)	Not Started	Not Started	Not Started	\$ 106,000.00		\$ 106,000.00
Resurfacing Northwest Drive (RR)	50%	November 2020	1. Project Development 2. Design in Progress	\$ 191,000.00	\$ 1,128.05	\$ 189,871.95
Roofing Replacement (RR)	5%	September 2019	1. Project Development 2. Contract Negotiations	\$ 951,000.00	\$ -	\$ 951,000.00
Drainage Improvements Ph. I	50%	November 2020	1. Project Development 2. Design in Progress	\$ 334,203.00		
Mid Valley Campus Total				\$ 1,639,203.00	\$ 1,435.70	\$ 1,303,564.30

Status of Renewals & Replacements Projects in Progress October 2019

Technology Campus						
Building B Concrete Floor Repairs (RR)	90%	October 2019	1. Construction Phase 2. Construction in Progress	\$ 95,207.00	\$ 10,426.81	\$ 84,780.19
Technology Campus Total				\$ 95,207.00	\$ 10,426.81	\$ 84,780.19
Nursing and Allied Health Campus						
West Side Window Waterproofing	5%	July 2019	1. Design Phase 2. Design in Progress	\$ 65,000.00	\$ -	\$ 65,000.00
West Side Elevators Refurbishment	5%	July 2020	1. Construction Phase 2. Bidding in Progress	\$ 159,000.00	\$ -	\$ 159,000.00
Roofing Replacement (RR)	5%	September 2019	1. Project Development 2. Contract Negotiations	\$ 280,000.00	\$ -	\$ 280,000.00
Resurface Parking Lot #1 (RR)	100%	September 2019	1. Construction Phase 2. Final Completion	\$ -	\$ -	\$ -
Building A Analog to Digital Conversion	Not Started	Not Started	Not Started	\$ 500,000.00	\$ -	\$ 500,000.00
Building A Data Cabling Infrastructure Replacement	Not Started	Not Started	Not Started	\$ 150,000.00	\$ -	\$ 150,000.00
Nursing and Allied Health Campus Total				\$ 1,154,000.00	\$ -	\$ 1,154,000.00
Starr County Campus						
Repaint Stucco Buildings	Not Started	Not Started	Not Started	\$ 90,400.00	\$ -	\$ 90,400.00
Roofing Replacement (RR)	5%	September 2019	1. Project Development 2. Contract Negotiations	\$ 852,000.00	\$ -	\$ 852,000.00
Building A Data Cabling Infrastructure Replacement	Not Started	Not Started	Not Started	\$ 40,000.00	\$ -	\$ 40,000.00
Building B Data Cabling Infrastructure Replacement	Not Started	Not Started	Not Started	\$ 40,000.00	\$ -	\$ 40,000.00
Building C Data Cabling Infrastructure Replacement	Not Started	Not Started	Not Started	\$ 40,000.00	\$ -	\$ 40,000.00
Starr County Campus Total				\$ 1,062,400.00	\$ -	\$ 1,062,400.00

Status of Renewals & Replacements Projects in Progress October 2019

District Wide						
Marker Boards Replacement (RR)	95%	August 2019	1. Construction Phase 2. Substantial Completion	\$ 327,372.00	\$ 90,349.65	\$ 237,022.35
Irrigation System Controls Upgrade (RR)	5%	August 2019	1. Construction Phase 2. Bidding in Progress	\$ 77,100.00	\$ -	\$ 77,100.00
Fire Alarm Panel Replacement / Upgrades (RR)	30%	August 2019	1. Construction Phase 2. Bidding in Progress	\$ 219,463.00	\$ 19,463.47	\$ 199,999.53
Interior LED Lighting Upgrade	30%	August 2020	1. Construction Phase 2. Bidding and Construction in Progress	\$ 309,862.00	\$ 109,862.35	\$ 199,999.65
Ext Walkway LED Lighting Upgrade Ph I	30%	August 2019	1. Construction Phase 2. Bidding and Construction in Progress	\$ 61,489.00	\$ 12,488.84	\$ 49,000.16
Interior Controls Upgrade (RR)	30%	August 2019	1. Construction Phase 2. Bidding and Construction in Progress	\$ 115,669.00	\$ 31,669.15	\$ 83,999.85
Flooring Replacement (RR)	100%	August 2019	1. Construction Phase 2. Final Completion for FY19	\$ 571,367.00	\$ 67,367.23	\$ 503,999.77
Restroom Fixtures Replacement & Upgrade	5%	August 2019	1. Construction Phase 2. Bidding and Construction in Progress	\$ 38,143.00	\$ 13,143.00	\$ 25,000.00
Water Heater Replacement & Upgrade	5%	August 2019	1. Construction Phase 2. Bidding and Construction in Progress	\$ 30,387.00	\$ 10,386.51	\$ 20,000.49
HVAC Upgrades (RR)	5%	August 2019	1. Construction Phase 2. Bidding and Construction in Progress	\$ 710,327.00	\$ 50,327.16	\$ 659,999.84
Exterior Lighting Upgrade (RR)	5%	August 2019	1. Construction Phase 2. Bidding in Progress	\$ 324,912.00	\$ 45,912.00	\$ 279,000.00
Keyless Entry Access Upgrades (IT)	30%	August 2020	1. Construction Phase 2. Bidding in Progress	\$ 69,315.00	\$ 19,314.79	\$ 50,000.21
Renewals & Replacements	Not Started	Not Started	Not Started	\$ 150,000.00		\$ 150,000.00
District Wide Total				\$ 3,005,406.00	\$ 470,284.15	\$ 2,535,121.85
Renewal and Replacement Project Total				\$ 8,381,461.00	\$ 708,395.52	\$ 7,338,862.48

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 September 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 **September 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 September 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 September 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 September 2019
- B. Release of Checks for \$125,000.00 and Above Board of Trustees Approval Required for September 2019
- C. Release of Checks for \$125,000.00 and Above Released Prior to Board Approval (Policy 5610) for September 2019
- D. Release of Construction Fund Checks for September 2019
- E. Quarterly Investment Report for September 2019
- F. Summary of Revenue for September 2019
- G. Summary of State Appropriations Income for September 2019
- H. Summary of Property Tax Income for September 2019
- I. Summary of Expenditures by Classification for September 2019
- J. Summary of Expenditures by Function for September 2019
- K. Summary of Auxiliary Fund Revenues and Expenditures for September 2019
- L. Summary of Grant Revenues and Expenditures, September 2019
- M. Summary of Bid Solicitations
- N. Check Register for September 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 October 8, 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



The Valley Scholars Program celebrated its **14th Annual A Night with the Stars Gala** on October 10, 2019. Established in 1997 to recognize and promote academic excellence by providing financial assistance, academic support services, mentoring, and leadership development to academically gifted and highly motivated students, the gala event is hosted to appreciate the numerous supporters of the program.

The Valley Scholars Program has received a total of \$1.87 million in donations from business and individuals since 1997. This year's event recognized Class 23, composed of 38 students from 17 high schools, two businesses who have provided continuous support of the program since its inception, and two independent school districts for being outstanding educational partners and supporters of the program.

The two businesses recognized were Halff Associates, Inc. and Linebarger Goggan Blair & Sampson, LLP. The two independent school districts recognized for their outstanding partnership in contributing student participation for the program were: Roma ISD and Rio Grande City CISD. A combined total of 158 students from both districts have participated.

I had the pleasure of providing welcoming remarks and recognizing this year's honorees. The event was well attended and performances by the Center of Mexican American Studies' Ballet Folklorico, College's Music Department were included. The Culinary Arts Department provided an array of delicious desserts. The evening was delightful.



In collaboration with the National Threat Assessment Center (NTAC), a component of the U.S. Secret Service, the Regional Center for Public Safety Excellence hosted a training for identifying potential threats within schools on October 10, 2019.

Over 80 attendees from various cities, ISD's, and agencies assisted the four-hour course presented by Secret Service Special Agent in Charge, Paul Duran and Agent Brian Gibson from the McAllen's Secret Service office. Dr. Ambrosio Hernandez, Pharr Mayor provided welcome remarks.

The training is part of the Regional Center for Public Safety Excellence mission in providing local, county, state and

federal law enforcement, public safety, fire science, and homeland security professionals the necessary education and integrative training required for their profession.

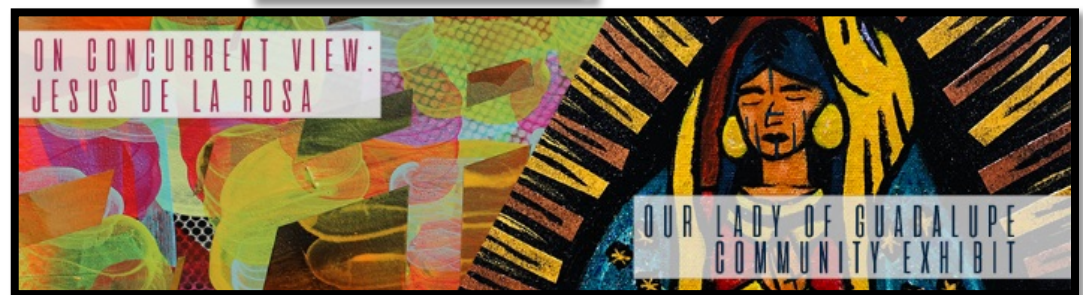
The Information Services, Planning, Performance and Strategic Initiatives Division presented the **Retention and Persistence Summit** on October 11, 2019 at the Pecan Campus. Achieving the Dream Coach, Dr. Connie Green was the guest speaker and facilitator. Dr. Green discussed best practices for student retention and persistence for completion of college goals. The executive and administrative staff and faculty were encouraged to participate in this interactive event to provide feedback for improvements.



The Mid-Valley Campus held its **Fall Festival** on Tuesday, October 22, 2019. The festival provided students and their families food, fun, and a costume contest. The event was free and open to the public.



The South Texas College Library Art Gallery presented several exhibits by various artists and events as a method to engage the community and students to the understanding of art and its role in culture and for engagement with artists, scholars, and original works of art. Exhibits will open October 17, 2019 and run through December 12, 2019.



Borderigena: Located at the Pecan Campus Library, Rainbow Room

Borderigena is an exhibit with layered mixed media paintings by Jesus De La Rosa. Mr. De La Rosa is an Associate Professor of Art at Texas A&M University-Kingsville and teaches introductory and advanced courses in printmaking and graphic design. Mr. De La Rosa will conduct an opening art talk on October 17, 2019 from 1:00pm to 2:00pm regarding his pieces.

Our Lady of Guadalupe Community Exhibit: Located at the Pecan Campus, Art Gallery

A combination of artwork depictions inspired by La Virgen De Guadalupe that allow various artists to share their artistic vision of La Virgen of Guadalupe in preparation for her day of apparition, December 12.

The Mid Valley Campus hosted the annual **Family Reading Night** on October 23, 2019. The event is held in conjunction with Reading Week. The festivities included an array of arts and crafts activities, book distribution by South Texas Literacy Coalition, and booths by various departments as outreach efforts on the programs offered by the College. The event was free and open to the public.



The **Fall 2019 College Fair, Start here; Go Anywhere** was held October 14 – October 16 at the Pecan, Starr County, and Mid Valley Campuses. Universities that participated include:



**FALL 2019
COLLEGE FAIR**
Start Here; Go Anywhere
Meet face-to-face with representatives from several universities!

Mon., Oct. 14
Pecan Campus, Bldg. H
Student Activities Center
10am - 2pm

Tues., Oct. 15
Starr County Campus, Bldg. E
9am - 1pm

Wed., Oct 16
Mid-Valley Campus, Bldg. G
North Academic
10am - 2pm

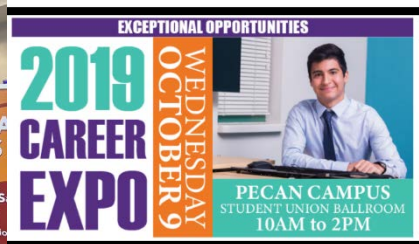
- Aspen University
- Our Lady of the Lake University
- Texas A&M International University
- Texas A&M University
- University of Houston Victoria
- University of Texas San Antonio
- Western Governors University – Texas

- Lamar University
- Texas A&M Corpus Christi
- Texas A&M University
- Kingsville TX State University
- University of Texas -RGV
- Wayland Baptist University

In preparation for the upcoming flu season, the Benefits Department coordinated various **Immunication Clinics** throughout the different campuses on October 18, 2019. Various vendors were available to administer vaccines. Staff were required to present their immunization record and copy of their insurance card.



**IMMUNIZATION
CLINIC FALL 2019**

EXCEPTIONAL OPPORTUNITIES
2019 CAREER EXPO
**WEDNESDAY
OCTOBER 9**
PECAN CAMPUS
STUDENT UNION BALLROOM
10AM to 2PM

On October 9, the Career and Employer Services department hosted the **2019 Career Expo** at the Pecan Campus, Student Union Building to provide students, graduates, and businesses the opportunity to come together

to discuss employment prospects, internships, job market trends, career advice, and information regarding their profession. Students were encouraged to bring their resumes and dress accordingly. Over 75 employers were on site to meet and recruit our talented students.

On October 1, 2019, the Federal Application for Federal Students Aid (FAFSA) for the 2020-2021 school year began to be accepted by the Department of Education. In an effort to promote and assist the students with their FAFSA, the College held **Super Saturday** on October 12, 2019 at the Pecan, Mid-Valley, and Starr County Campuses. Students were provided free one-to-one help with filling both their FAFSA and TASFA (Texas Application for State Financial Aid) forms. All students were encouraged to attend to avoid any financial aid delays.



The Math, Science, & Bachelor Programs hosted a **STEM Summit** on October 11, 2019. The event was held in the Pecan Campus H Building. Students were provided information regarding opportunities in the science, technology, engineering, and math field.

Ms. Vanessa Ortega, a University of Florida graduate with a Master's degree in Forensic Toxicology was the guest speaker. Ms. Ortega is currently employed as a DNA Analyst for the Texas Department of Public Safety.

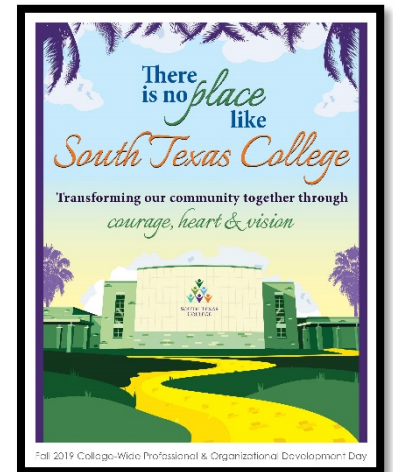
Students were also provided a chemistry demonstration by Dr. Ludivina Avila, Chemistry Instructor and information tables from various clubs were also available.

In celebration of Hispanic Heritage Month, the World Languages Department in collaboration with the Student Activities Department organized the **17th Annual Hispanic Food Festival**. Students provided an array of food representative of different countries around the world. Live music was provided by La Incomparable Sonora Bakarash.



In support of National Voter Registration Week, the Pecan Campus provided the opportunity for students, faculty, and staff to register to vote. Stations were provided at the Student Union and Student Activities Center from September 24 – September 26, 2019.

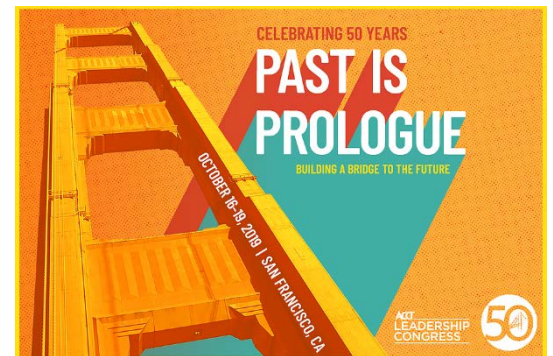
- Participated in a conference call with Dean McWilliams, Founder of McWilliams Governmental Affairs Consultants regarding consulting and government relations services for the College.
- Attended the P-16 Kickoff Meeting in Harlingen, TX by RGV FOCUS for the Bill & Melinda Gates Foundation grant. The meeting was held with the grant partners and beneficiaries to review grant expectations, deliverables, outcomes, and evaluation and action commitments.
- Met with Jessica Galloso, Associate Dean for Professional and Organizational Development to discuss the agenda for the College Wide Professional and Organizational Development Day and presentation strategy for the State of the College address.
- Met with Khalil Abdullah, Internal Auditor to review results of the Fraud Survey and complaint received from the State Auditor's Office.
- Presented the **State of the College: There is No Place Like South Texas College** at the Fall 2019 College-Wide Professional & Organizational Development Day event. This year's theme focused on transforming our community together through courage, heart, and vision.
- Hosted a retirement luncheon with Vice-Presidents for Wanda Garza, Executive Officer for External Affairs. Ms. Garza retired from the College effective September 30, 2019.
- Toured a Biology class taught by Dr. Ndolo. Students were conducting live experiments where they introduced viruses to bacteria and studied the interactions whereby viruses were able to destroy bacteria. The learning outcome is the potential for the use of viruses to destroy bacteria immune to anti-bacterial drug treatment.
- Attended a luncheon hosted by Educational Results Partnership and the Texas Business Leadership Council to discuss opportunities and challenges related to implementation of HB 3, cradle through career linkages, dual enrollment, early college high school, non-remedial college placement, and workforce transitions.
- Attended a reception hosted by Educational Results Partnership honoring the K-12 school and district Honor Roll awardees for the 2018-2019 year. Awardees demonstrated consistently high levels of student achievement, improvement in achievement levels over time, and a reduction in achievement gaps for low income and ethnic minority students.
- Met with Olivia De La Rosa, Director of Professional and Workforce Education, Juan C. Aguirre, Assistant to the President for Continuing Education, Dr. David C. Plummer, Interim Executive Vice President for Educational Programming and Student Achievement, Norma Reyna, Accounting Group Manager, and Myriam Lopez, Comptroller to discuss and review Key Performance Indicator reports.
- Attended the City of Pharr's Emergency Dispatch Center Ribbon Cutting Ceremony with Dr. David C. Plummer, Interim Executive Vice President for Educational Programming and Student Achievement to celebrate the collaborative Emergency Dispatch Center and STC's offering of Emergency Dispatch Training as a certification program.
- Attended the kick-off meeting for the college's Integrated Communication Plan with partner agency, Interact Communications. Dr. Pam Cox-Otto, CEO for Interact Communications presented the overview of the process, expectations, and next steps.



- Presented the **College Mission, Philosophy, and Points of Pride** for the Jaguar Academy: Onboard for Success class. The Academy was created to provide new employees with an orientation of the College. This year's Academy consisted of 30 Professional/Technical and Classified employees. My presentation provided new employees the ability to learn about the College's comprehensive mission and how STC serves our students and community. Participants learned of the accomplishments and service of the College to our region and instills a sense of pride in becoming part of the team.



- Met with the Achieving the Dream Coach, Dr. Connie Green and Dr. David Plummer, Interim Executive Vice President for Educational Programming and Student Achievement to discuss agenda and activities for the Retention and Persistence Summit. Mrs. Green was the guest speaker and facilitator for the Summit.
- Participated in the Search Committee for the Dean for Distance Learning. Search Committee met to review applications and select candidates for interviews.
- Chaired the Search Committee meeting for the Director of Regional Center for Public Safety Excellence to review applications and select candidates for interviews. Interviews with selected candidates were held on October 24, 2019 and October 25, 2019.
- Attended the ACCT Leadership Congress Conference in San Francisco, CA to learn about current information and ideas on new models, innovations, programs, strategies, and to actively network with other community college leaders from across the country.
- Participated in a phone conference regarding the upcoming panel discussions for the Bill & Melinda Gates Foundation site visit to the Rio Grande Valley. The Gate Foundations has collaborated with RGV Focus to hear from system leaders about how institutions are working together to strengthen these pathways from high school into postsecondary institutions, and for students transitioning from community college to a four-year institution. I have been invited to serve on the panel representing school districts, two-year colleges, and four-year colleges. The event is scheduled for October 29, 2019 at the Pecan Campus.
- Attended the Texas A&M founder's Day Luncheon at the Texas A&M Higher Education Center on October 21, 2019 celebrating the one-year anniversary of the Center at Tres Lagos. Texas A&M Chancellor John Sharp provided remarks regarding the educational services of the center for the region, future plans, and expected growth of the Center. I was recognized as a Founder in the establishment of the Texas A&M Higher Education Center.
- Provided welcome remarks at the Super Woman in the Making Speaker Series at the Technology Campus. The event provided a panel of local business leaders sharing their experience, stories, and successes. The event aims to expose and encourage students to pursue a career in the field of science, technology, engineering, and mathematics. Students from Mission, P.S.J.A., Hidalgo ISD's and STC were in attendance.
- 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 October 29, 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.
 - Review and Discussion of Fall 2019 Student Enrollment Report
 - Discussion of UTRGV Tuition Advantage Program
 - Discussion of Protocols and Procedures for Use of College Facilities
 - Discussion of Email Concerns
 - Attorney-Client Privilege
 - Retention of Emails and Other Electronic Records
 - Use of Carbon Copy to Forward Email
 - Review and Debriefing of College Wide Professional and Organizational Development Day
 - Discussion of Proposed Revision of Policy #1520: *Orientation and Training of Trustees*
 - Review of Proposed Publications Related to Starr County Leadership Meeting
 - Review and Discussion of Seal of Excelencia Regional Institute
 - Update on SACSCOC Policy Review
 - Discussion of Non-Renewal of Memorandum of Understanding with Premier Palmview and Edinburg Campuses
 - Review of Dallas Community College Partnership with Amazon for Cloud Computing
 - Review and Continued Discussion of New Program Development Briefs:
 - Associate of Applied Science in Law Enforcement: Criminal Investigator
 - Certificate: Cybersecurity
 - Associate of Applied Science: Cybersecurity
 - Certificate: Automotive Collision Repair and Refinishing
 - Associate of Applied Science: Collision Repair and Refinishing
 - Review and Discussion of Retention and Persistence Summit Event
 - Discussion of New Legislative Requirements Regarding Epinephrine Auto-Injectors and Prescription Asthma Medication
 - Discussion on S.B. 944 Relating to the Public Information Act
 - Update on Pending Policy Revisions for SACS
 - Review and Discussion of UTRGV's Enrollment Initiatives
 - Continuing Education
 - Bachelor of Applied Technology
 - Math and Science Academy
 - Student Enrollment Update– Spring 2020
 - Final Request: Any Additional Policy Revisions for Board Consideration
 - Review and Discussion of Proposed New Policies:
 - Policy 4212: *Prohibition of Employment of Family Members*
 - Policy 1512: *Nepotism: Public Officials*
 - Review and Discussion of Proposed Policy Revisions:
 - Policy 6225: *Safety*
 - Policy 6313: *Vehicle and Body Cameras*
 - Review and Discussion of Public Awareness Campaign for Community Colleges: *Make it Movement*
 - Reflections on Achieving the Dream Coaches' Visit and Consulting Activities
 - Review and Discussion of REAL ID Requirement for Airline Travel in 2020

- Review and Discussion of New Department of Labor Regulations Designating Non-Faculty Employees Earning Less Than \$35,568 Be Designated as Non-Exempt Employees
- Discussion of Continued Use of Request for Proposals for CTE Training by Public School Districts
- Review and Feedback on Non-Credit Career and Technical Education (CTE) Program Brochure
- Distribution of Materials: ACCT Legal Academy: The Role of the Community College Legal Representative and Emerging Trends In Higher Education Law
- Review and Discussion of Purpose Statement for Planning and Development Council (PDC)
- Update on SACS Reaffirmation
- Presentation on Services Offered by Food Services Department
- Overview and Discussion of Institutional Risk Assessment
- Review and Discussion of College Wide Professional Development Day and Direct Application to Student Success for FY 2019-2020
- Review and Discussion of Proposed Revised Policies:
 - Policy #3200: Student Admissions
 - Policy #3204: Student Records
 - Policy #3311: Reporting Grades and Transcript Maintenance
 - Policy #3312: Student Appeal of Course Grades
 - Policy #3313: Student Grievance or Complaint
 - Policy #3342: Graduation Requirements for the B.A.S, B.A.T., A.A., A.S. and A.A.S. Degrees and Certificate of Completion
 - Policy #3650: Student Conduct and Discipline
 - Policy #5220: Contractors: Consultant Services, Professional Services and Honoraria
- Review and Discussion of Pecan Campus Business and Science Building G Conversion of 3 Classrooms to Geology Labs
- Review and Discussion of Upgrading Pecan Campus Memorial Signage
- Review and Discussion of Nursing and Allied Health Campus Entry Monument Sign
- Review and Update on Regional Center for Public Safety Excellence Portable Buildings
- Review and Discussion of Priority Criteria for Capital Improvement Projects (CIP) and Renewal & Replacement Projects (R&R)

Announcements

A. Next Meetings:

- Tuesday, November 12, 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, November 26, 2019
 - 5:30 p.m. – Regular Board Meeting

B. Other Announcements:

- The College will be closed on Thursday, November 28 – Sunday, December 1, 2019 in observance of Thanksgiving.
- South Texas College will hold Commencement Ceremonies on Saturday, December 14, 2019 at the Payne Arena in Hidalgo, Texas.
 - 9:00 a.m. – Bachelor Programs; Business, Public Safety, and Technology
 - 1:00 p.m. – Liberal Arts & Social Sciences
 - 5:00 p.m. – Liberal Arts & Social Sciences (AA-Interdisciplinary Studies); Math and Science; Nursing and Allied Health
- The College will be closed on Monday, December 16, 2019 – Wednesday, January 1, 2020 in observance of Winter Break.
- South Texas College will host the Community College Association of Texas Trustees' *Trustee Leadership Seminar* on Friday, February 28, 2020.

*The following document
was provided as a
handout at the meeting.*



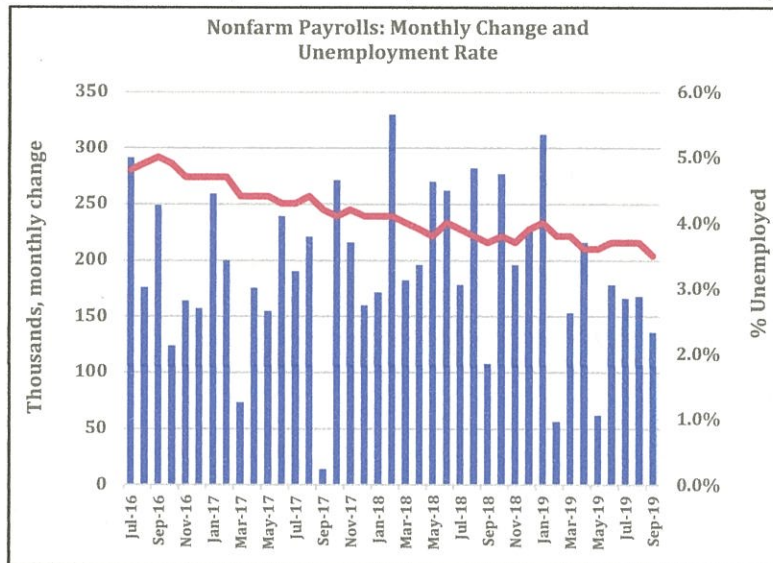
Market Outlook

October 4, 2019

Warning signs for the economy continued in September. The Brexit ordeal has not yet been resolved and the clock is ticking toward the October 31 deal deadline. It remains to be seen how this outcome will impact the already stressed European economic situation. As more of our trading partners experience economic contraction, our opportunities for improving trade conditions wane. Domestically, the U.S. economy is also showing signs of contraction, but not at a distressing level. The Federal Open Market Committee (FOMC) is reacting to market changes and lowered the Federal Funds rate on September 18 by another 25 basis-points (new range 1.75% - 2.00%).

The September Non-Farm Payroll report showed a respectable employment environment and added 136,000 jobs (the market was expecting +145,000). The report raised the previous two months' results by a net of 45,000 jobs. July was revised to +166,000 jobs from the previously reported +159,000 and August was revised to +168,000 from the previous report of +130,000 jobs. The three-month average new jobs rose to +157,000 per month (the previous three-month average was +156,000 per month).

The major sectors reported the following results: Health Care (+39,000), Professional/Business (+34,000), Leisure/Hospitality (+21,000) and Construction (+7,000). The Retail sector had another negative month and fell 11,000, which is the eighth consecutive month of declines. Manufacturing, a sector that has been struggling lately, lost 2,000 jobs. Government added 22,000 jobs. The Government sector will continue to positively impact the Employment results as hiring for census workers ramps up. The private sector gained 114,000 jobs compared with +122,000 jobs in August. The current Labor Participation Rate, a measure of the percentage of eligible workers that hold jobs, remained at 63.2%. The Unemployment Rate dropped to a fifty-year low of 3.5% from August's 3.7%. The U6 rate (or the underemployed rate – those that are either over-qualified for their job or working fewer hours than they desire) fell to 6.9% from August's 7.2%. Average Hourly Earnings (AHE) was flat in September after a rise of 0.4% in August. Year-over-year AHE dropped to 2.9% from August's 3.2%, falling below the 3.0% level where inflationary forces generally begin to increase.



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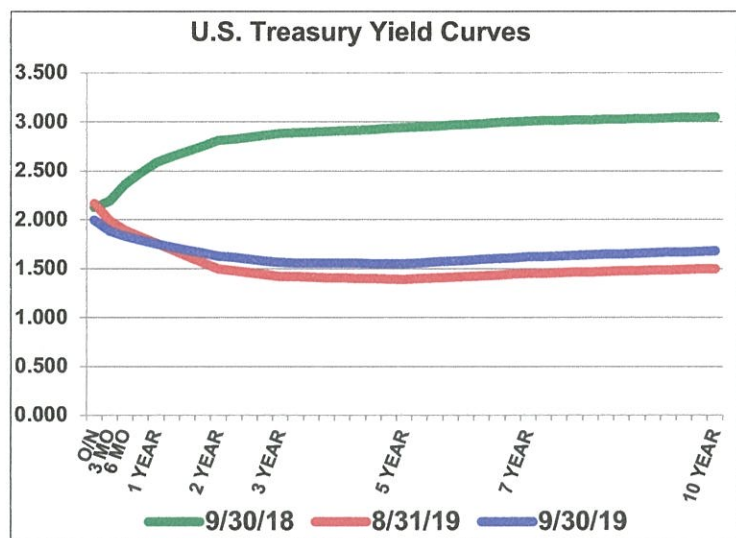
Reports from the Housing Sector were positive during the month. Existing Home Sales rose 1.3% during August after rising 2.5% in July. Year-over-year Existing Homes are up 2.6%. The average median price slipped during August but remains 4.7% higher than last year. The number of units for sale fell to 4.1 months from 4.2 months' supply in July, still below the normal balance point of 6-months. New Home Sales reports continued to adjust and rose 7.1% after a decline of 8.6% in July (previously reported as a decline of 12.8%). Supply of New Homes fell to 5.5 months from 5.9 months in July. Builders were buoyed this month as falling mortgage rates encourage more buyers into the market. Housing Starts were up 12.3% during August (July was negative 1.5%) and Housing Permits rose 7.7% compared to up 6.9% in July. Construction Spending rose 0.1% in August after a flat July. Year-over-year, Construction Spending is down 1.9%. The S&P Case Shiller report of home prices in the 20 metropolitan areas reported a 0.1% increase in home values during July, and the Federal Housing Finance Agency (FHFA), the entity that analyzes all domestic home prices, reported a rise of 0.4%. Year-over-year the FHFA report was +5.0%.

Production reports were mixed this month. The final Gross Domestic Product (GDP) report for second quarter came in at +2.0% which was lower than the first quarter's 3.1%. Business Inventories rose 0.4% in July after a flat June. Sales slowed, so businesses may have an untended build-up of inventories. Durable Goods Orders were much more moderate in August and rose 0.2% compared to +2.0% in July. Aircraft orders were the driver behind the surge in July. Industrial Production was much more favorable, rising 0.6% in August after a decline of 0.1% in July. This was the third gain for the index in four months. Factory Orders contracted 0.1% in August after a +1.4% report in July. A decline in orders for core capital goods was the most negative component of this report. Purchasing Managers' expectations are beginning to insert angst into the markets with more negative reports. Managers in the Manufacturing sector were mixed with one index showing minimal growth (51.1) while the other dropped to 47.8 (50 is the pivot point with everything above being positive and everything below being negative). Managers in the Service sector have historically been more optimistic than their Manufacturing peers, but during September, reports were the lowest assessment in three years. The Producer Price Index (PPI) rose 0.1% in August following a rise of 0.2% in July. Year-over-year, PPI net of food and energy rose to +2.3% after a report of +2.1% in July. The Consumer Price Index (CPI) rose 0.1% in August after rising 0.3% in July. Year-over-year CPI net of food and energy rose to +2.4% from +2.2% in July.

On the consumption front, the consumer continues to spend, but recent reports indicate that many are beginning to feel less secure. August Retail Sales rose another 0.4% following a rise of 0.8% in July. Weakness continues in the automobile sector, but all other sectors were strong. Consumers' attitudes as measured by the Consumer Confidence and Consumer Sentiment were mixed during the month, with Consumer Sentiment recovering slightly after showing the lowest response since October 2016 last month. The Consumer Confidence report fell sharply in September and respondents cited concerns about their job and salary outlook as a negative. Core Personal Consumption Expenditure Index (PCE), one of the inflation indicators that the FOMC pays close attention to, rose 0.1% in August after rising 0.2% in July and increased to 1.8% year-over-year in August from 1.6% in July. The FOMC is targeting 2.0% year-over-year for this indicator.

The FOMC met on September 17th and 18th and upon adjournment announced that they were lowering the Fed Funds Rate by 25 basis-points to a new range of 1.75% to 2.00%. They cited slower growth abroad and trade policies as situations that pose the most risks to the domestic economy. They also indicated that their outlook for moderate domestic economic and employment growth is still in place, but stated that they will take necessary action to sustain expansion should the need arise. The vote was not unanimous with seven members voting for a 25 basis-point decrease, two members voting for no change and one member voting for a 50 basis-point decrease. The FOMC will meet again on October 30 and the current probabilities are at 77% for an additional 25 basis-point decrease at that meeting.

Government Security Investment Pool rates fell during the month. The rates began the month at 2.16% and fell to 1.97% at month-end. After closing August at 1.76%, the 1-year Treasury closed September at 1.75% (at publication the rate is 1.61%). The 2-year Treasury closed September at 1.63%, 13 basis-points higher than August's close of 1.50% (the 2-year rate at publication is 1.42%). CD rates were also higher during September with the 2-year +/-1.75% at month-end (August rates were +/-1.65%). We are assisting our clients to analyze all offers to determine how to allocate maturities given the uncertainties in the market.



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