



**SOUTH TEXAS  
COLLEGE**

**Board of Trustees  
Regular Board Meeting**

**Tuesday, November 26, 2019  
5:30 p.m.**

**Pecan Campus  
Ann Richards Administration Building  
Board Room  
McAllen, Texas**

**Online Board Packet**

**SOUTH TEXAS COLLEGE**  
**BOARD OF TRUSTEES REGULAR MEETING**  
**Tuesday, November 26, 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..... 7 - 17**
  - 1. Review and Reflections on the ACCT National Leadership Congress
  - 2. Report on THECB 2019 Governing Board Leadership Conference
  - 3. Presentation on Comprehensive Operational Plan and Annual Status Report for South Texas College
  
- VI. Consideration and Action on Consent Agenda**
  - A. Approval of Board Meeting Minutes ..... 18 - 50
    - 1. October 29, 2019 Regular Board Meeting
  - B. Approval and Authorization to Accept Grant Awards and Agreements .. 51 - 53
    - 1) The Texas Higher Education Coordinating Board (THECB), Nursing Shortage Reduction Program (NSRP) – Regular Grant in the amount of \$84,626.50
    - 2) The Texas Workforce Commission, Skills for Small Business Fund Grant additional funds in the amount of \$78,500
    - 3) The Texas Workforce Commission, Skills for Small Business Fund Grant in the amount of \$262,500
    - 4) Educate Texas Agreement with South Texas College in the amount of \$70,000
    - 5) The Texas Higher Education Foundation (THEF), Texas Affordable Baccalaureate Grant (TAB) in the amount of \$35,000
    - 6) Additional Grant(s) Received/Pending Official Award

**VII. Consideration and Action on Non-Committee Items**

1. Approval of Resolution and Ballot Casting Votes for Members of the Hidalgo County Appraisal District Board of Directors for Calendar Years 2020 - 2021 ..... 54 - 75
2. Action as Necessary to Acknowledge Suspension of Election and Appointment of Members of the Starr County Appraisal District Board of Directors for Calendar Years 2020 - 2021 ..... 76 - 78
3. Review and Action as Necessary on Proposed Contract with Hanover Research for Grant Consulting Services ..... 79 - 99
4. Ratification of Reimbursement Submitted for Nursing Shortage Reduction Program (NSRP) Grant Overpayment..... 100

**VIII. Consideration and Action on Committee Items**

**A. Education and Workforce Development Committee**

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2. Review of Presentations Delivered at November 12, 2019 Education and Workforce Development Committee Meeting ..... 104 - 105
  - A. Presentation on Perceptions of Dual Credit Students and Their Parents
  - B. Presentation on the 2019-2020 /10<sup>th</sup> Anniversary Season of the South Texas College Drama Department

**B. Finance, Audit, and Human Resources Committee**

1. Presentation on Delinquent Tax Collections for Period Ending August 31, 2019 and Proposed Tax Resale Authorized by the County of Starr ..... 106 - 127
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  - A. Award of Proposals
    - 1) Equipment Rental Services (Award)
    - 2) In-Store Purchase of Materials and Supplies (Award)
    - 3) Merchant Services (Award)
  - B. Rejection of Proposal
    - 4) Multifunction Copier Equipment and Services (Reject)
  - C. Purchases and Renewals
    - a. Instructional Items
      - 5) Instructional Training System (Purchase)
    - b. Non-Instructional Items
      - 6) Furniture (Purchase)
      - 7) Network Cabling Services (Purchase)
      - 8) Vehicle Fuel Program (Renewal)
    - c. Technology Items

- 9) Computers, Laptops, and Tablets (Purchase)
- 10) Network Switches (Purchase)

D. Interlocal Agreement

- 11) Graduation Facility (Lease Agreement)

- 3. Second Reading and Action as Necessary to Revise Policy #1520: Orientation and Training of Trustees ..... 138 - 141
- 4. Second Reading and Action as Necessary to Revise Policy #1620: Meeting Procedures ..... 142 - 146
- 5. Action as Necessary to Delete Policy #4211: Nepotism; Second Reading and Adoption of Proposed New Policy #1512: Nepotism: Public Officials; and Adoption of Proposed New Policy #4212: Employment and Supervisory Relationship of Close Relatives ..... 147 - 156
- 6. Review and Action as Necessary to Revise Policy #4204: Reporting **and Investigating** Suspected or Known Fraud, Abuse, and Other Improprieties ..... 157 - 159
- 7. Review and Action as Necessary to Revise Policy #6225: Safety 160 - 163
- 8. Review and Action as Necessary to Revise Policy #6313: Vehicle and Body Cameras ..... 164 - 170
- 9. Review and Action as Necessary on Annual Investment Report for FY 2018 – 2019..... 171 - 173
- 10. Discussion and Action as Necessary on Revisions to Guidelines and Criteria for Granting Tax Abatements and Approval of Resolution 2020-003 for Electing to Participate in Tax Abatement Agreements and Adopting Guidelines and Criteria ..... 174 - 200
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**C. Facilities Committee**

- 1. Action as Necessary Regarding Architectural Design Fees for Proposed Architectural Contract for the Renovation and Expansion of the Existing Pecan Campus Library Building F ..... 203 - 211
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- 3. Review and Action as Necessary on Authorization to Proceed with Solicitation of Construction Services for the Nursing and Allied Health Campus East Building A Student Services Renovation ..... 228

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9. Review and Action as Necessary on Contracting Construction Services for the Pecan Campus Student Activities Building H Renovation for Culinary Arts .....	272 - 282
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<b>X. Informational Items</b>	
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A. Next Meetings:

- Tuesday, December 3, 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, December 10, 2019
  - 5:30 p.m. – Regular Board Meeting
  - 7:00 p.m. – Board Holiday Dinner

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.

### **2. Report on THECB 2019 Governing Board Leadership Conference**

Mr. Paul R. Rodriguez, Chairman of the Board, attended the Texas Higher Education Coordinating Board (THECB) 2019 Governing Board Leadership Conference on November 21 and 22, 2019 in Austin, Texas.

Mr. Rodriguez will be invited to report on learnings and insights gained at the Leadership Conference.

### **3. Presentation on Comprehensive Operational Plan and Annual Status Report for South Texas College**

Dr. Reed will present the Comprehensive Operational Plan and Annual Status Report for South Texas College, and will discuss how the College's local planning ties to statewide efforts such as the THECB's TX60x30.

The following documents are provided under separate cover:

- South Texas College Comprehensive Operational Plan FY 2019-2020 to FY 2020-2021
- South Texas College Comprehensive Operational Plan Status Report for FY 2018 - 2019

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



# Update on Comprehensive Operational Plan and Annual Status Report

*Presented by: Dr. Shirley A. Reed*

**November 26, 2019 Board Meeting**

“ If the plan doesn’t work, change the plan  
... never the goal. ”

-Unknown





**60x30TX**

*By 2030, at least 60 percent of Texans ages 25-34 will have a certificate of degree.*



## THE TEXAS HIGHER EDUCATION STRATEGIC PLAN

**60x30TX**

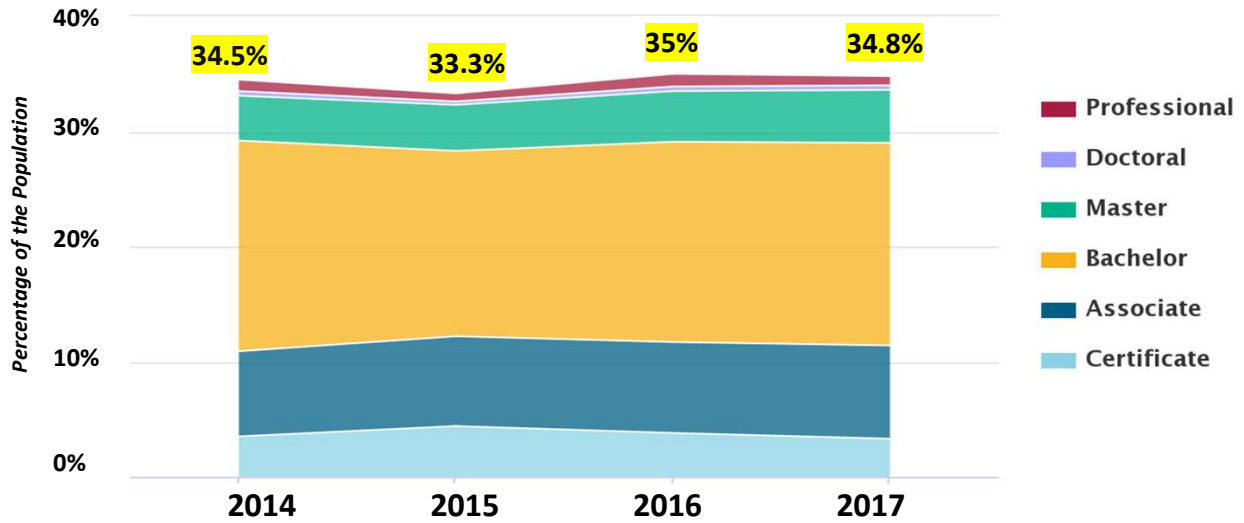
– founded on the critical need for an educated Texas workforce that is able to adapt to change and successfully compete in the global economy.

- **Overreaching goal that 60% of 25-34 year olds, will have a postsecondary credential or degree by 2030.**
- **Success rests on collaboration and creativity among higher education, K-12 education, and the workforce.**



### 60x30: EDUCATED POPULATION

#### Percent of South Texas Region Population Age 25-34 with a Postsecondary Credential

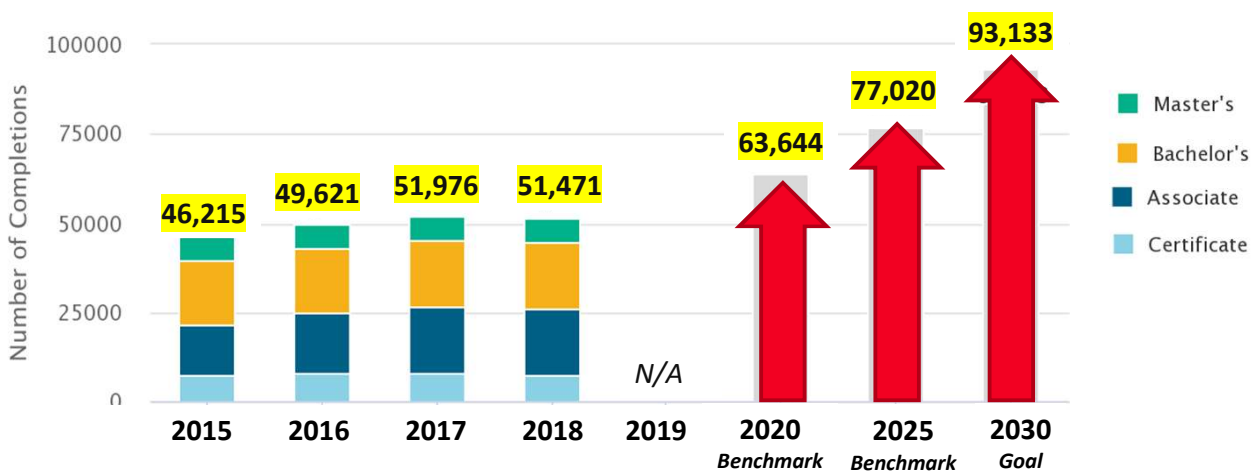


American Community Survey (US Census).



### 60x30: EDUCATED POPULATION

#### Certificate, Associate, Bachelor's or Master's Completions in South Texas Region



Texas Higher Education Coordinating Board

*Traditional  
Enrollment  
Planning  
Assumptions*

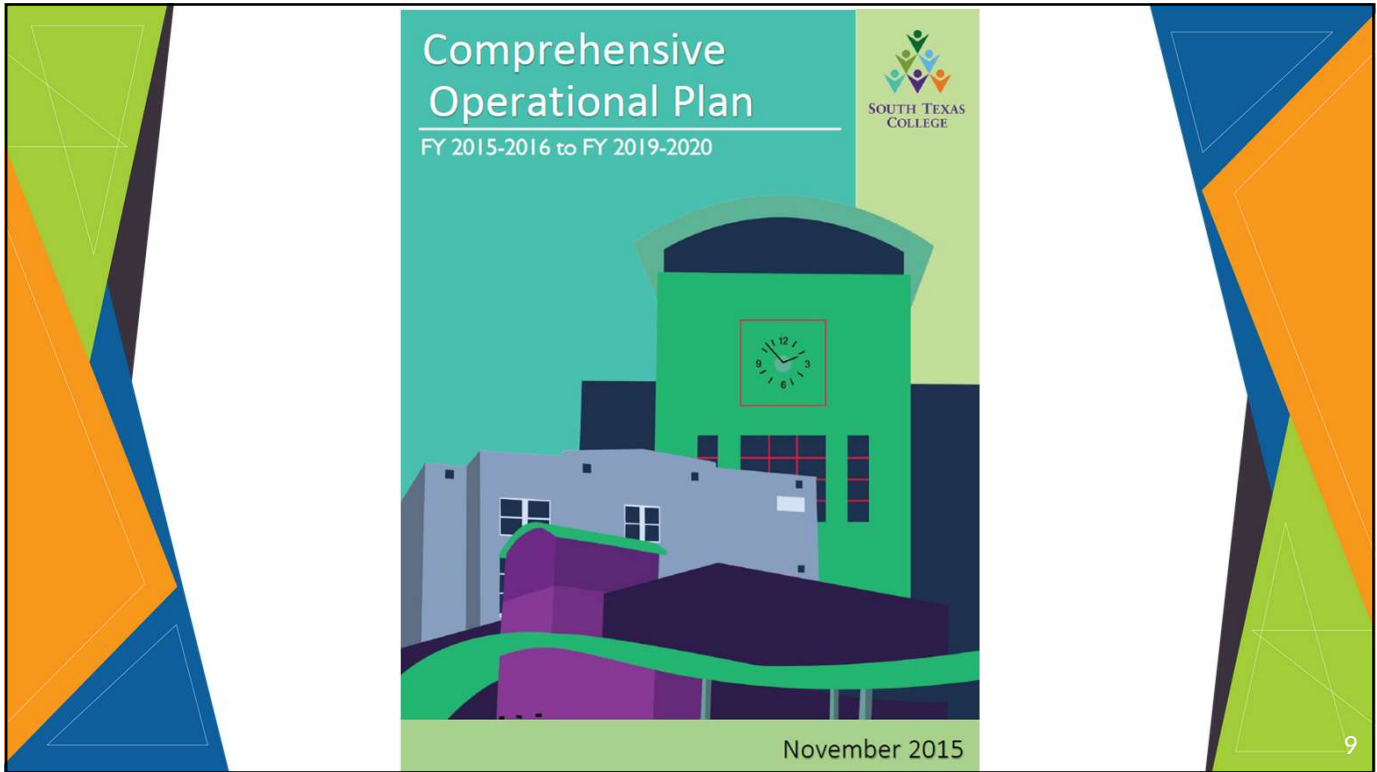


*2019 Update*

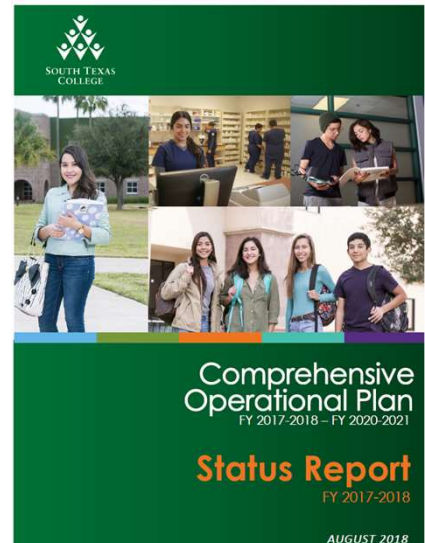
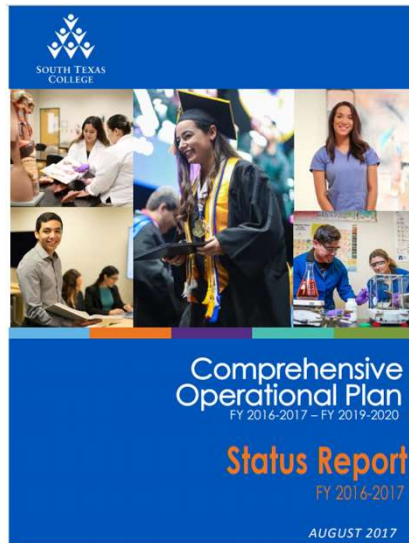
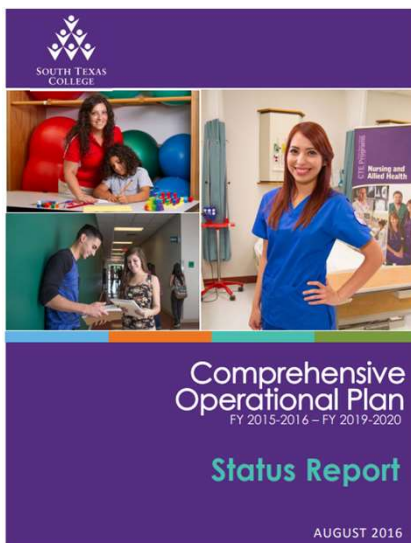
**TRADITIONAL  
ENROLLMENT**  
Planning Assumptions  
Fiscal Years 2016-2017 TO 2019-2020

# Comprehensive Operational Plan

*5 Year Planning Cycle*



# Annual Status Reports



**SOUTH TEXAS COLLEGE**

**Comprehensive Operational Plan**  
FY 2018-2019 – FY 2020-2021

**Status Report**  
FY 2018-2019

AUGUST 2019

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*Last Year of 5-Year Planning Cycle*

**Comprehensive Operational Plan**  
FY 2019-2020 to FY 2020-2021

**SOUTH TEXAS COLLEGE**

August 2019

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## *Strategic Plan 2019 - 2025*

### **Spring 2018**

Revise:

- Mission
- Vision
- Core Values

### **Fall 2019**

Develop:

- Strategic Goals
- Directions
- Outcomes

### **Spring 2020**

Complete:

- Strategic Plan
- Institutional Effectiveness Plans

# Focus on Outcomes

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## ASSESSING PROGRESS

*So . . . how are we doing?*

### Institutional Effectiveness Cycle

Continuous planning, evaluation, and quality improvement allows units to monitor their progress.

- *How well is each unit of the college doing in completing their specific unit goals?*
- *Are units getting better at reaching goals?*
- *Are unit mission and goals aligned with overall institutional Comprehensive Mission?*

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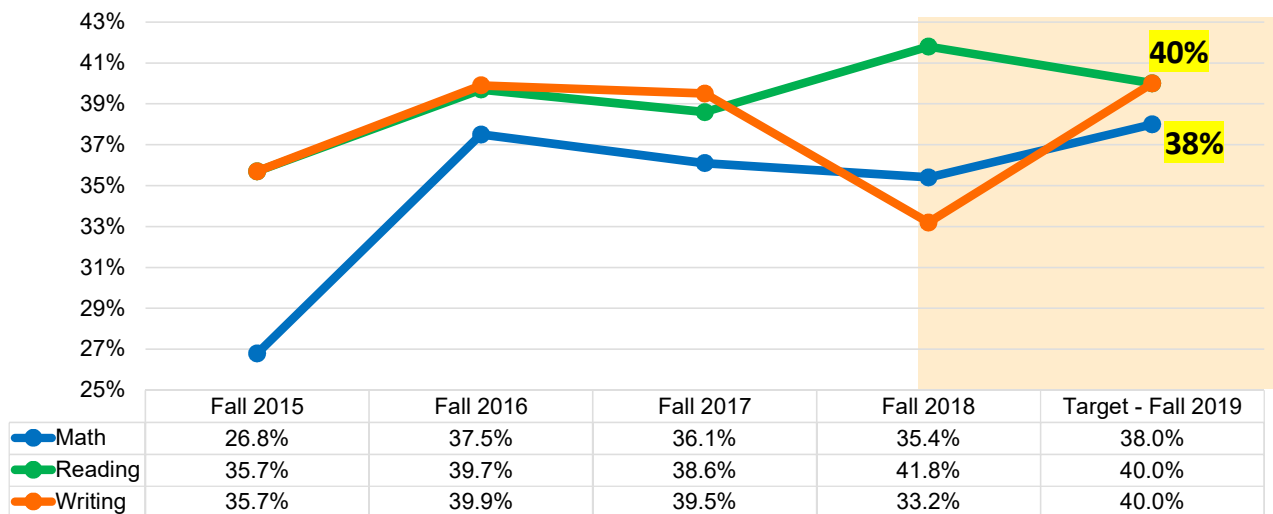
# Sample Key Performance Indicators

- **Enrollment**
- **College Readiness**
- **Progress**
- **Completion**
- **Transfer**

**Set Target  
Measure Annually**

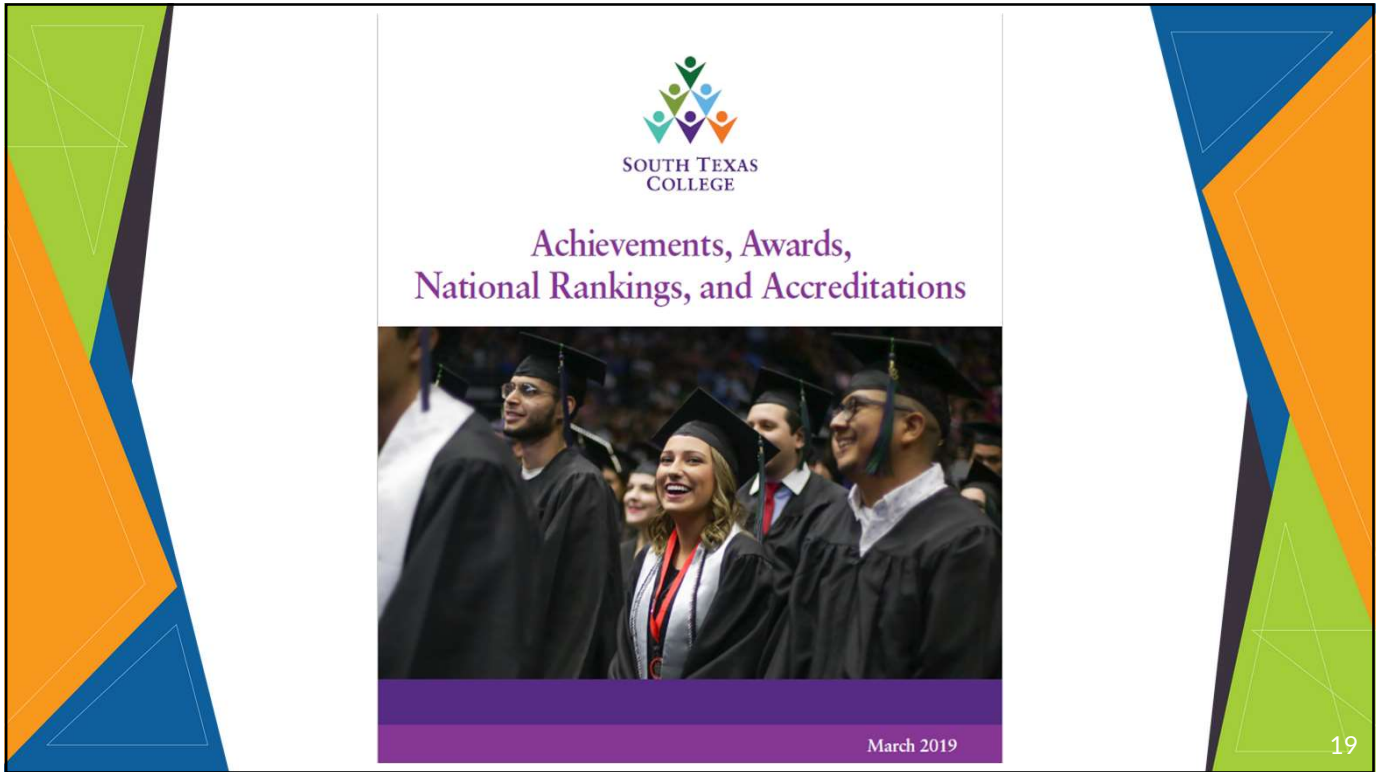
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## Attained College Readiness in First Year



**Students who meet Texas Success Initiative (TSI) Obligation:** % of underprepared students (from FTIC credential seeking students) who satisfied TSI obligation within 1 year.





## **Approval of Board Meeting Minutes**

The following Board Meeting Minutes are submitted for approval:

- 1) October 29, 2019 Regular Board Meeting

### **Recommendation:**

It is recommended that the Board of Trustees of South Texas College approve and adopt the October 29, 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 October 29, 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, October 29, 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, October 29, 2019 in the Ann Richards Administration Building Board Room at the Pecan Campus in McAllen, Texas. The meeting commenced at 5:30 p.m. with Mr. Paul R. Rodriguez presiding.

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

Members absent: Ms. Rose Benavidez

Also present: Dr. Shirley A. Reed, Mr. Jesus Ramirez, Mrs. Mary Elizondo, Dr. David Plummer, Mr. Matthew Hebbard, Mr. Ricardo De La Garza, Mr. George McCaleb, Mrs. Rebecca Cavazos, Ms. Katarina Bugariu, Mr. Mike Carranza, Dr. Jayson Valerio, Mr. Carlos Tello, Dr. Jesus Campos, Dr. Virginia Champion, Ms. Monica Perez, Mr. Robert Cuellar, Mr. Samuel Saldana, Mr. Martin Villarreal, Mr. Robert Gomez, Mr. Brian Godinez, Mr. Bob Simpson, Ms. Susan Anderson, Mr. Johnathan Salinas, and Mr. Andrew Fish.

**Determination of a Quorum**

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

**Invocation**

Mr. Miguel Carranza, Interim Dean for Enrollment Services, said the invocation.

**Public Comments**

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

## **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 were scheduled to report on learnings and insights gained from their participation at the National Leadership Congress; however, due to time conflicts, this report was postponed until the November 2019 Board Meeting.

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

## **Approval of Board Meeting Minutes**

Upon a motion by Mr. Rene Guajardo and a second by Mr. Roy de León, the Minutes for the September 24, 2019 Regular Board Meeting were approved as written. The motion carried.

## **Approval and Authorization to Accept Grant Awards and Agreements**

Authorization to accept and approve the following grant awards, including the use of related funds and execution of related agreements as necessary for each grant was 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 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. These additional funds of \$12,400 would be added to the already approved Board amount of \$40,575 for a total of \$52,975 this cycle. 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.

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

This grant provided 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 expressed interest in registering for the conferences, Workforce Solutions would allow South Texas College to request additional funds. Conferences would take place on the following dates: April 2020 and October 2020. This award was 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 would be used to develop a program for regional network connectivity. South Texas College (STC) would participate in a consortium with five Texas colleges as part of the Lonestar Education and Research Network (LEARN). The LEARN consortium would 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 would 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 was October 1, 2019 to September 30, 2021.

This grant aligned 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 would 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 would be purchased

for the South Texas College Symphonic Band. The funding period was September 19, 2019 to August 31, 2020.

This grant aligned 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 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. These additional funds would be added to the previously Board-approved award in the amount of \$91,299, which totaled to \$113,498 for this project. The funding period for this grant was from September 1, 2019 to August 31, 2020.

This award 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 would 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 would be used for materials and supplies, salaries, and travel expenses for the Institute of Advanced Manufacturing. This grant was subject to approval by the City of McAllen, City Commissioners meeting. The funding period for this grant was from October 1, 2019 to September 30, 2020.

This award aligned 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.

Upon a motion by Mr. Rene Guajardo and a second by Mr. Roy de León, the Board of Trustees approved and authorized accepting the following grant award(s) including the use of related funds and execution of related agreements as necessary for each grant, contingent upon official award as appropriate. The motion carried.

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

The Board was 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.

10/29/2019

## **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 would 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 proposed 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 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.

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

## **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 was 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 was 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 was committed to helping their personnel attain higher education credentials that would contribute meaningfully to 60x30TX.

### **Proposed Academic Programs**

TxDOT 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 was expected to complete his or her selected associate degree under this program within three years.

TxDOT 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 would be subject to the availability of appropriated funds and final approval by TxDOT.

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

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

10/29/2019



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

Upon a motion by Mr. Rene Guajardo and a second by Mr. Roy de León, the Board of Trustees of South Texas College approved and authorized the execution of an Interagency Cooperation Contract with the Texas Department of Transportation (TxDOT) as presented. The motion carried.

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

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

South Texas College adopted Policy 4211: *Nepotism* on November 9, 1995. That policy attempted 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 proposed deleting Policy 4211: *Nepotism*, and creating 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 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 was further reviewed by STC General Counsel Jesus Ramirez, who recommends approval as presented.

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

The Board was 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 was requested at this time.

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

The Board of Trustees was 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 had not been revised since its initial adoption.

Due to significant changes in state law and the practices at South Texas College, administration recommended wholly deleting the text of Policy #1520 and replacing it with new text, to accomplish the following:

- 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 was 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 was requested at this time.

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

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

South Texas College last revised Policy 1620: *Meeting Procedures* on July 15, 2004. It was 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 was further reviewed by STC General Counsel Jesus Ramirez, who recommended 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 were made recently available due to the clarification of state law regarding the broadcast and archive requirements.

The Board was 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 was requested at this time.

**To accommodate scheduling conflicts, the following items were deliberated by the Board out of the posted agenda order:**

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

Ms. Kelly R. Salazar from Linebarger Goggan Blair & Sampson, LLP, was scheduled to provide the Board with the Delinquent Tax Collection Report through August 31, 2019. This presentation was postponed until a following Board meeting.

### **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 was asked to approve the Investment Report as presented.

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

Justification – The report provided a brief review and update of the College's Quarterly Investment Report for the Quarter Ended 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, required an Investment Report to be prepared and submitted to the Board of Trustees and the President quarterly.

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

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

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

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

### **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 was requested.

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 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
<b>Amigos Del Valle, Inc.</b> (Edinburg, TX) (New)	<b>Atencion Selecta, LLC./ dba Teresita’s at Los Lagos</b> (Edinburg, TX)
<b>Bread and Butter Bakery Caffee</b> (McAllen, TX) (New)	<b>Luis Magdaleno/ dba Chick-Fil-A 27<sup>th</sup> &amp; Nolana</b> (McAllen, TX)
<b>Chick-Fil-A Sharyland Towne Crossing</b> (Mission, TX)	<b>Coastal Deli, Inc./ dba Jason’s Deli</b> (Corpus Christi, TX)
<b>Cornerstone Catering</b> (Mission, TX)	<b>Pizza Hut Muy Pizzas Tejas</b> (San Antonio, TX)
<b>Pizza Properties, Inc./ dba Peter Piper Pizza</b> (El Paso, TX)	<b>Siempre Natural</b> (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	<b>Strongline Security &amp; Fire</b> (San Juan, TX)	\$20,300.00
2	Fire Alarm Repairs	<b>Strongline Security &amp; Fire</b> (San Juan, TX)	\$60,000.00
3	Kitchen Hoods	<b>1<sup>st</sup> FP McAllen, LLC.</b> (McAllen, TX)	\$1,202.00
4	Kitchen Hoods Repairs	<b>1<sup>st</sup> FP McAllen, LLC.</b> (McAllen, TX)	\$10,000.00
5	Fire Sprinklers Inspections	<b>1<sup>st</sup> FP McAllen, LLC.</b> (McAllen, TX)	\$16,125.00
6	Fire Sprinklers Repairs	<b>1<sup>st</sup> FP McAllen, LLC.</b> (McAllen, TX)	\$70,000.00
7	Clean Agent Fire Suppression System Inspection	<b>1<sup>st</sup> FP McAllen, LLC.</b> (McAllen, TX)	\$3,960.00
8	Fire Extinguishers / Inspection Rates	<b>EI Fire &amp; Safety, Inc.</b> (Mission, TX)	\$10,000.00
9	Hydro Test Rates	<b>EI Fire &amp; Safety, Inc.</b> (Mission, TX)	\$10,000.00
10	Recharge Rates	<b>EI Fire &amp; Safety, Inc.</b> (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 was \$667,950.86.

Upon a motion by Mr. Rene Guajardo and a second by Mr. Roy de León, the Board of Trustees of South Texas College approved and authorized the award of proposals, purchases, renewals, and interlocal agreements for \$667,950.86 as presented. The motion carried.

**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 was 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 brought 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).

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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 was for a two-year period ending May 31, 2020.

Reviewers – The Investment Policy and the Investment Strategy Statement were 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 complied with the Public Funds Investment Act and required no revisions. While there were no revisions proposed, a formal record of the Board's approval would demonstrate that the Policy was reviewed in compliance with state law and policy.

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

Dr. Shirley A. Reed, President, and Mary Elizondo, Vice President for Finance and Administrative Services, were 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 superseded any previously adopted Board Policy.

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Mr. Roy de León, the Board of Trustees of South Texas College approved and authorized the Policy #5120: Investment Policy and Investment Strategy Statement as presented and which superseded any previously adopted Board Policy. The motion carried.

### **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*, was requested.

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

Justification – The request for the revisions to the policy was 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 was 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 was provided in the packet for the Board’s review and information. The additions to the policy were 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.

Upon a motion by Mr. Rene Guajardo and a second by Mr. Roy de León, the Board of Trustees of South Texas College approved and authorized the proposed revision to Policy #5220: *Contractors: Consultant Services, Professional Services and Honoraria*, as presented and which superseded any previously adopted Board policy. The motion carried.

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

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

Purpose – Green Bank, Inter National Bank, and Wallis State Bank were authorized banks that may engage in investment transactions with the college. The names for these banks changed since they were initially added. Green Bank changed to Veritex Bank, Inter National Bank changed to Vantage Bank, and Wallis State Bank changed to 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, were 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 contained 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, was 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 were 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 was provided in the packet for the Board's information and review.

Dr. Shirley A. Reed, President, and Mary Elizondo, Vice President for Finance and Administrative Services, were 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.

Mr. Rene Guajardo moved for Board approval and authorization of Resolution 2020-004 as presented, and Mr. Roy de León seconded the motion. While the proposed action did not mention or impact BBVA USA, Mr. de León's employer, he recognized that the attached exhibit did include BBVA USA among all other listed entities. For that reason, Mr. Roy de León withdrew his second of the motion and abstained from the action.

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Upon a motion by Mr. Rene Guajardo and a second by Mrs. Victoria Cantú, the Board of Trustees of South Texas College approved and authorized Resolution 2020-004 Authorizing Investment Brokers, Dealers, Banks, and Investment Pools as presented, and which superseded any previously adopted Board Resolution. The motion carried.

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

The Board was 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 was explicitly identified on the Academic Calendar as a day that the College is closed. This was 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 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 were provided in the packet. The revisions were 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.

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Mr. Roy de León, the Board of Trustees of South Texas College approved and authorized the proposed revisions to the 2019-2020 Academic Calendar and the 2020-2021 Academic Calendar as presented. The motion carried.

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

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

a. Policy #3200: Student Admissions

The revisions were 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 complied with SACS requirements.

b. Policy #3204: Student Records

The revisions were necessary to:

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

This complied with Texas State Law HB 449.

c. Policy #3311: Reporting Grades and Transcript Maintenance

The revisions were necessary to:

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

This complied with Texas State Law HB 449.

d. Policy #3313: Student Grievance or Complaint

The revisions were 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 complied 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 were 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 complied with SACS requirements.

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

The revisions were 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 complied with SACS requirements.

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

The proposed revisions were 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 was incorporated into the proposals presented for the Board's review, with those changes highlighted in blue.

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Mr. Rene Guajardo, the Board of Trustees of South Texas College approved and authorized the proposed revisions to Policy #3200: Student Admissions as presented and which superseded any previously adopted Board policy. The motion carried.

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Mr. Rene Guajardo, the Board of Trustees of South Texas College approved and authorized the proposed revisions to Policy #3204: Student Records as presented and which superseded any previously adopted Board policy. The motion carried.

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Mr. Rene Guajardo, the Board of Trustees of South Texas College approved and authorized the proposed revisions to Policy #3311: Reporting Grades and Transcript Maintenance as presented and which superseded any previously adopted Board policy. The motion carried.

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Mr. Roy de León, the Board of Trustees of South Texas College approved and authorized the proposed revisions to Policy #3313: Student Grievance or Complaint as presented and which superseded any previously adopted Board policy. The motion carried.

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Mr. Rene Guajardo, the Board of Trustees of South Texas College approved and authorized the proposed revisions to 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 as presented and which superseded any previously adopted Board policy. The motion carried.

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Mr. Roy de León, the Board of Trustees of South Texas College approved and authorized the proposed revisions to Policy #3650: Student **Rights and Responsibilities**, Conduct and Discipline as presented and which superseded any previously adopted Board policy. The motion carried.

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

The College was 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, provided detailed summaries of the previous assessments to ERO Architects. He 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.

Review of the executive summary was postponed until the November 12, 2019 Facilities Committee Meeting. No action was taken.

### **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 was requested.

Deliberation and action related to the architectural design fees for the proposed architectural contract for the renovation and expansion of the existing Pecan Campus Library Building F was postponed until the November 12, 2019 Facilities Committee Meeting. No action was taken.

### **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 was requested.

#### **Purpose**

The Board was 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 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

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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 was 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 was part of the College's FY 2019-2020 Renewals and Replacements projects. The project consisted of replacing the existing diesel generator with a new natural gas generator. The existing generator was in use since 2007 and was in need of replacement. The new generator would use natural gas as the fuel source, which would provide continuous gas service in lieu of transporting and refueling of diesel fuel.

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

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

### **Funding Source**

Funds for the Pecan Campus Information Technology Building M Generator Replacement Project 2020-014R were 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 was provided under the agenda item titled Update on Status of Unexpended Plant Fund.

### **Enclosed Documents**

Facilities Planning & Construction staff provided 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.

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 MEP engineering services for the Pecan Campus Information Technology Building M Generator Replacement project as presented. The motion carried.

## **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 was requested at the October 29, 2019 Board meeting.

### **Purpose**

The procurement of an engineer would 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 would 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 would then be issued for solicitation of construction proposals. Once received, construction proposals would be evaluated and submitted to the Board of Trustees with a recommendation to award a construction contract.

### **Scheduling Priority**

This project was submitted in 2016 by the Automotive Department and was reviewed by the FPC department, the President's Cabinet, the Coordinated Operations Council, the Facilities Committee, and the Board of Trustees. This project was 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 was an approved Capital Improvement Project (CIP) and has been budgeted for Fiscal Year 2019-2020.

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

The scope of work included 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

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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 was \$111,600 and itemized in the table below:

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

### **Funding Source**

Funds for the Technology Campus Advanced Technical Careers Building B Automotive Lab Exhaust System Project 2016-011C were 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 was provided under the agenda item titled Update on Status of Unexpended Plant Fund.

### **Reviewers**

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

### **Enclosed Documents**

A site plan of the project was provided. The evaluation team members completed evaluations for the firms and provided 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.

Upon a motion by Mr. Gary Gurwitz and a second by Mr. Roy de León, the Board of Trustees of South Texas College approved and authorized contracting MEP engineering services with Ethos Engineering for the Technology Campus Advanced Technical Careers Building B Automotive Lab Exhaust System project as presented. The motion carried.

### **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 was requested.

### **Purpose**

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

### **Justification**

The College needed 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 was reviewed by the FPC department and the Coordinated Operations Council. This project was 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 was 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 developed the preliminary design of the sign and the Coordinated Operations Council reviewed the proposed sign. FPC and Purchasing staff proposed solicitation of construction services for the proposed sign. The awarded vendor would provide the final design, material, and installation of the sign. Once the proposals were received, they would be evaluated and submitted to the Facilities Committee for recommendation to the Board to award a construction contract. Facilities Planning & Construction would 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 were 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 was provided under the agenda item titled Update on Status of Unexpended Plant Fund.

### **Reviewers**

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

### **Enclosed Documents**

A presentation of the proposed sign was provided for the Board's review and information.

### **Presenters**

Representatives from FPC staff were present to respond to questions from the Board.

The Board noted that additional signage may be needed at the campus, and asked administration to propose further revisions to the Nursing and Allied Health Campus West Entry Campus Sign project at the November 12, 2019 Facilities Committee Meeting. No action was taken.

### **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.

On October 29, 2019, the review and discussion of the evaluation criteria for construction proposals was postponed until the November 12, 2019 Facilities Committee Meeting. No action was taken.

### **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 was requested at the October 29, 2019 Board meeting.

#### **Purpose**

The procurement of a contractor would 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 was reviewed by the FPC department, the President's Cabinet, the Coordinated Operations Council, the Facilities Committee, and the Board of Trustees. This project was 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)

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to a general contractor. A total of eleven (11) proposals were received on September 5, 2019.

<b>Timeline for Solicitation of Competitive Sealed Proposals</b>	
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**

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

Funds for the Pecan Campus Information Technology Building M Office and Work Space Renovation Project 2018-014C were 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 was provided under the agenda item titled Update on Status of Unexpended Plant Fund.

### **Reviewers**

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

### **Enclosed Documents**

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

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.

On October 29, 2019, the discussion of the Pecan Campus Information Technology Building M Office and Work Space Renovation project was postponed until the November 12, 2019 Facilities Committee Meeting. No action was taken.

**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 was requested.

	<b>Project</b>	<b>Completion Recommended</b>	<b>Date Received</b>
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 was 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 were enclosed for the Board’s review and information. A remaining budget balance of the FY20 Unexpended Plant Fund considering this month’s proposed project was provided 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.

Upon a motion by Mr. Gary Gurwitz and a second by Mr. Roy de León, the Board of Trustees of South Texas College approved and authorized substantial completion of the Nursing and Allied Health Campus East Building A Center for Learning Excellence / Student Success Center Renovations project as presented. The motion carried.

## 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 was 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 was 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 was provided 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.

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 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 motion carried.

### **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 was requested.

	<b>Project</b>	<b>Completion Recommended</b>	<b>Date Received</b>
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 was 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 was 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 was provided for the Board's review and information. A remaining budget balance of the FY20 Unexpended Plant Fund

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considering this month's proposed project was provided 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.

On October 29, 2019, staff confirmed that the pending marker board had been installed as necessary, and the project was complete.

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

### **Update on Status of Unexpended Plant Fund Construction Projects**

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

No action was taken.

### **Consideration and Approval of Checks and Financial Reports**

Board action was requested to approve the checks for release and the financial reports for the month of September 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, will provide a review of the Financial Report for the month of **September 2019**, and responded to questions posed by the Board.

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

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

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.

No action was taken.

## **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.

### Adjournment

There being no further business to discuss, the Regular Meeting of the South Texas College Board of Trustees adjourned at 6:12 p.m.

I certify the foregoing are the true and correct minutes of the Tuesday, October 29, 2019 Regular Board Meeting of the South Texas College Board of Trustees.

X

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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. The Texas Higher Education Coordinating Board (THECB), Nursing Shortage Reduction Program (NSRP) – Regular Grant in the amount of \$84,626.50**

These funds are for the fiscal year 2020 for the Division of Allied Nursing and Health to recruit and retain students enrolled in the Associate Degree Nursing Program. Funds will be used for costs exclusively related to enrolling additional students, nursing faculty enhancement, recruitment and retention strategies, development and implementation of innovative methods involving curriculum and/or preceptorships. The funding period is from October 1, 2019 to September 31, 2020.

NSRP allocations are based on two-year graduation projections. After the final graduation data is calculated, recipients may be required to reimburse over-allocations if projections were not met.

These funds align to Strategic Direction #2, Access and Success, by increasing the college-going culture in the region through community outreach for the nursing program at STC.

### **2. The Texas Workforce Commission, Skills for Small Business Fund Grant additional funds in the amount of \$78,500**

South Texas College's Department of Continuing, Professional Workforce Education and the Institute for Advanced Manufacturing will utilize these additional funds to provide training for employees of small businesses to upgrade employment skills. Courses in accounting, computers, strategic management, Health Insurance Portability, and Accountability Act (HIPPA) regulations, and customer service will be offered. These additional funds bring the grant total to \$315,000. The funding period is from November 12, 2019 to November 30, 2019.

This grant aligns to Strategic Direction # 3, High Success Rate, by providing training that will help employees increase their economic and social mobility.

### **3. The Texas Workforce Commission, Skills for Small Business Fund Grant in the amount of \$262,500**

South Texas College's Department of Continuing, Professional Workforce Education and the Institute for Advanced Manufacturing will utilize these funds to provide training for employees of small businesses to upgrade employment skills. Courses in accounting, computers, strategic management, Health Insurance Portability, and Accountability Act (HIPPA) regulations, and customer service will be offered. The program will cover tuition and fees for course offerings provided by South Texas College up to \$1,800 in a 12 month period for a new employee and up to \$900 for an existing employee. The funding period is from December 1, 2019 to December 31, 2020.

This grant aligns to Strategic Direction # 3, High Success Rate, by providing training that will help employees increase their economic and social mobility.

**4. Educate Texas Agreement with South Texas College in the amount of \$70,000**

These funds from Educate Texas, a public-private initiative of Communities Foundation of Texas in coordination with Educational Resources Partnership (ERP) are for South Texas College to provide a collection of data, reports on transitions, predictive analytics, multiple measures, placement projections and convene with IHE partners to understand data and analytics. Additional services include working with Educate Texas to help define multiple measures placement. The funding period is from December 2, 2019 to March 31, 2021.

This grant aligns to Strategic Direction #5, Collaboration by improving the value of data sharing among collaborative partners of South Texas College to create an impact on student success.

**5. The Texas Higher Education Foundation (THEF), Texas Affordable Baccalaureate Grant (TAB) in the amount of \$35,000**

This grant will support a marketing campaign and advertising for Competency-based Education (CBE) programs that have been developed by South Texas College with financial support from previous grants from THEF. Additionally, funds will support continued dissemination of the CBE Handbook created by South Texas College to other Texas institutions of higher education. The funding period is from January 25, 2020 to August 31, 2019.

This grant aligns to Strategic Direction #4, Collective Responsibility, by promoting internal and external collaboration and sharing information to promote Competency-based Education Programs.

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

**Summary of Grant Award Funding**

The presented grants will provide up to \$530,626.50 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. The Texas Higher Education Coordinating Board (THECB), Nursing Shortage Reduction Program (NSRP) – Regular Grant in the amount of \$84,626.50
2. The Texas Workforce Commission, Skills for Small Business Fund Grant additional funds in the amount of \$78,500

3. The Texas Workforce Commission, Skills for Small Business Fund Grant in the amount of \$262,500
4. Educate Texas Agreement with South Texas College in the amount of \$70,000
5. The Texas Higher Education Foundation (THEF), Texas Affordable Baccalaureate Grant (TAB) in the amount of \$35,000

**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. The Texas Higher Education Coordinating Board (THECB), Nursing Shortage Reduction Program (NSRP) – Regular Grant in the amount of \$84,626.50
2. The Texas Workforce Commission, Skills for Small Business Fund Grant additional funds in the amount of \$78,500
3. The Texas Workforce Commission, Skills for Small Business Fund Grant in the amount of \$262,500
4. Educate Texas Agreement with South Texas College in the amount of \$70,000
5. The Texas Higher Education Foundation (THEF), Texas Affordable Baccalaureate Grant (TAB) in the amount of \$35,000

**Approval Recommended:**

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

## **Approval of Resolution and Ballot Casting Votes for Members of the Hidalgo County Appraisal District Board of Directors for Calendar Years 2020 - 2021**

Approval of a Resolution and Ballot casting votes for members of the Hidalgo County Appraisal District Board of Directors for Calendar Years 2020 - 2021 is requested.

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

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

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

At the September 24, 2019 Special Board meeting, the Board of Trustees approved a nominated by written resolution, which was submitted to the Hidalgo County Appraisal District.

Since that time, fifteen (15) candidates have been declared by Mr. Rolando Garza, Chief Appraiser, and the South Texas College Board of Trustees is asked to cast their votes by written resolution prior to December 16, 2019. South Texas College is allowed 370 votes. Votes can be cast for one candidate or distributed among any number of candidates. A voting unit can only cast its votes for candidates named on the ballot. There is no provision for write-in candidates.

The fifteen candidates declared by the Chief Appraiser are:

- Albert Cardenas
- Alejandro Cantu
- Amador Requenez
- Col Roberto Perez
- David Hernandez
- Eddie Betancourt
- Henry Howell
- Joe Olivarez
- Mario Flores
- Monte Churchill
- Orlando Lozano
- Pete Garcia
- Reynaldo Perez
- Richard A. Garza
- Shavi Mahtani

The Ballot, Candidate Biographies, and the Resolution follow in the packet.

### **Recommendation:**

It is recommended the Board of Trustees of South Texas College approve and adopt Resolution 2020-005 casting their votes on the official ballot for the members of the Hidalgo County Appraisal District Board of Directors for Calendar Years 2020 - 2021 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 Resolution 2020-005 casting their votes on the official ballot for the members of the Hidalgo County Appraisal District Board of Directors for Calendar Years 2020 - 2021 as presented.

**Approval Recommended:**

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

# HIDALGO COUNTY APPRAISAL DISTRICT

## ADMINISTRATION

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



## BOARD OF DIRECTORS

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

[www.hidalgoad.org](http://www.hidalgoad.org)

October 16, 2019

Mr. Andrew Fish  
South Texas College  
PO Box 9701  
McAllen, TX 78501-9701

Re: Election Ballot 2020-2021 Appraisal District Board of Directors

Dear Mr. Fish:

As prescribed by Section 6.03 of the Texas Property Tax Code enclosed you will find the "Official Ballot" with the candidate's names and the number of votes that you are authorized to cast in the election for Board of Directors for the Hidalgo County Appraisal District. In addition, for your review, I have provided a condensed biography of each candidate that provided such, and a list of the total vote distribution for all entities.

There are five Board of Directors, who are elected by the taxing units that participate in the District, which governs Hidalgo County Appraisal District. In addition to the five elected Board of Directors, the County Tax Assessor-Collector, Mr. Pablo "Paul" Villarreal Jr. serves on the Board as a non-voting Director.

The governing body of a taxing unit may cast all its votes for one candidate or distribute them among any number of candidates. Each voting unit shall determine its vote by written resolution and submit it to the Chief Appraiser before **DECEMBER 16, 2019**. A voting unit can only cast its votes for candidates named on the ballot. There is no provision for write-in candidates. The Chief Appraiser will not count votes cast for someone not listed on the official ballot.

The Chief Appraiser will count all the votes timely submitted and declare the five candidates who received the largest cumulative vote totals elected, and submit the results before **DECEMBER 31, 2019** to the governing body of each taxing unit in the district and to the candidates.

If you should have any questions, or I can provide additional information, please do not hesitate to contact me at (956) 381-8466.

Sincerely,

A handwritten signature in cursive script that reads "Rolando Garza".

Rolando Garza, RPA  
Chief Appraiser

RG: je

Enclosures



**2020-2021  
VOTING ENTITLEMENT  
HCAD BOARD OF DIRECTORS**

	2018	2018	2018		2020-2021	2020-2021
	Tax Levied	Total Levy	Percent	Votes	Directorships	Official Votes
<b>Entity</b>						
Hidalgo County	\$ 203,193,192	\$ 850,866,492	23.881%	239	5	1195
<b>Cities</b>						
Alamo	\$ 3,622,302	\$ 850,866,492	0.426%	4	5	20
Alton	\$ 1,885,942	\$ 850,866,492	0.222%	2	5	10
Donna	\$ 4,960,553	\$ 850,866,492	0.583%	6	5	30
Edcouch	\$ 572,171	\$ 850,866,492	0.067%	1	5	5
Edinburg	\$ 29,606,027	\$ 850,866,492	3.480%	35	5	175
Elsa	\$ 1,560,207	\$ 850,866,492	0.183%	2	5	10
Granjeno	\$ 19,960	\$ 850,866,492	0.002%	1	5	5
Hidalgo	\$ 2,162,192	\$ 850,866,492	0.254%	3	5	15
La Joya	\$ 862,428	\$ 850,866,492	0.101%	1	5	5
La Villa	\$ 487,614	\$ 850,866,492	0.057%	1	5	5
McAllen	\$ 45,726,885	\$ 850,866,492	5.374%	54	5	270
Mercedes	\$ 4,457,348	\$ 850,866,492	0.524%	5	5	25
Mission	\$ 20,411,954	\$ 850,866,492	2.399%	24	5	120
Palmview	\$ 2,302,781	\$ 850,866,492	0.271%	3	5	15
Penitas	\$ 1,315,925	\$ 850,866,492	0.155%	2	5	10
Progreso	\$ 737,636	\$ 850,866,492	0.087%	1	5	5
Pharr	\$ 19,278,101	\$ 850,866,492	2.266%	23	5	115
San Juan	\$ 7,286,364	\$ 850,866,492	0.856%	9	5	45
Sullivan City	\$ 503,925	\$ 850,866,492	0.059%	1	5	5
Weslaco	\$ 11,882,540	\$ 850,866,492	1.397%	14	5	70
<b>Schools</b>						
Donna	\$ 17,946,700	\$ 850,866,492	2.109%	21	5	105
Edcouch-Elsa	\$ 4,473,700	\$ 850,866,492	0.526%	5	5	25
Edinburg	\$ 80,697,816	\$ 850,866,492	9.484%	95	5	475
Hidalgo	\$ 7,646,793	\$ 850,866,492	0.899%	9	5	45
La Joya	\$ 32,996,007	\$ 850,866,492	3.878%	39	5	195
La Villa	\$ 1,507,530	\$ 850,866,492	0.177%	2	5	10
Lyford	\$ 127,050	\$ 850,866,492	0.015%	1	5	5
McAllen	\$ 83,161,525	\$ 850,866,492	9.774%	98	5	490
Mercedes	\$ 7,476,700	\$ 850,866,492	0.879%	9	5	45
Mission	\$ 27,205,632	\$ 850,866,492	3.197%	32	5	160
Monte Alto	\$ 1,602,155	\$ 850,866,492	0.188%	2	5	10
PSJA	\$ 61,817,366	\$ 850,866,492	7.265%	73	5	365
Progreso	\$ 2,392,794	\$ 850,866,492	0.281%	3	5	15
Sharyland	\$ 43,634,593	\$ 850,866,492	5.128%	51	5	255
So Tx College	\$ 63,236,679	\$ 850,866,492	7.432%	74	5	370
South Texas ISD	\$ 18,054,952	\$ 850,866,492	2.122%	21	5	105
Valley View	\$ 7,775,818	\$ 850,866,492	0.914%	9	5	45
Weslaco	\$ 26,276,635	\$ 850,866,492	3.088%	31	5	155
<b>Grand Total</b>	<b>\$ 850,866,492</b>		<b>100.000%</b>	<b>1006</b>		<b>5030</b>

# HIDALGO COUNTY APPRAISAL DISTRICT

**ADMINISTRATION**

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



**BOARD OF DIRECTORS**

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

[www.hidalgoad.org](http://www.hidalgoad.org)

<p><b>Hidalgo County Appraisal District</b>                  4405 S. Professional Drive                  PO Box 208                  Edinburg, TX 78540-0208</p> <p><b>“OFFICIAL BALLOT”</b></p> <p><b>Election of 2020-2021</b>  <b>Appraisal District Board of Directors</b></p>	
<b>Entity: South Texas College</b>	<b>Authorized Votes: 370</b>
<b>Nominee</b>	<b># Of Votes</b>
Albert Cardenas	
Alejandro Cantu	
Amador Requenez	
Col Roberto Perez	
David Hernandez	
Eddie Betancourt	
Henry Howell	
Joe Olivarez	
Mario Flores	
Monte Churchill	
Orlando Lozano	
Pete Garcia	
Reynaldo Perez	
Richard A. Garza	
Shavi Mahtani	

\_\_\_\_\_  
 Date Resolution Passed  
 (Attach Resolution)

\_\_\_\_\_  
 Authorized Representative

cc: Finance Director of each entity

**RESOLUTION 2020-005**

**STATE OF TEXAS**

**COUNTY OF HIDALGO**

**WHEREAS**, the Chief Appraiser of Hidalgo County Appraisal District has called for the election of the Hidalgo County Appraisal District Board of Directors: and

**WHEREAS**, South Texas College is entitled to cast a total of 370 votes in said election; and

**WHEREAS**, ballots must be returned by December 16, 2019 which is the deadline for accepting votes.

**NOW THEREFORE BE IT RESOLVED** South Texas College does hereby cast

- |                                 |                                |
|---------------------------------|--------------------------------|
| ___ votes for Albert Cardenas   | ___ votes for Mario Flores     |
| ___ votes for Alejandro Cantu   | ___ votes for Monte Churchill  |
| ___ votes for Amador Requenez   | ___ votes for Orlando Lozano   |
| ___ votes for Col Roberto Perez | ___ votes for Pete Garcia      |
| ___ votes for David Hernandez   | ___ votes for Reynaldo Perez   |
| ___ votes for Eddie Betancourt  | ___ votes for Richard A. Garza |
| ___ votes for Henry Howell      | ___ votes for Shavi Mahtani    |
| ___ votes for Joe Olivarez      |                                |

for Hidalgo County Appraisal Board of Directors for 2020 - 2021.

**READ. PASSED AND APPROVED** at a regular meeting by the Board of Trustees for South Texas College on this the 26<sup>th</sup> day of November, 2019.

BY: \_\_\_\_\_  
Mr. Paul R. Rodriguez  
Chairman, Board of Trustees

ATTEST:

BY: \_\_\_\_\_  
Mr. Roy de León  
Secretary, Board of Trustees

**Alejandro Cantu**

**No Bio or Photo Provided**

**Albert Cardenas  
McAllen**



Current Board member of McAllen Public Utility Board

Current member Boys & Girls Club

Vice-President Easton Construction, dealing mainly with commercial projects with offices in McAllen and San Antonio

Served 6 years on the McAllen Planning & Zoning Board

Board Member Hidalgo County Appraisal District Board of Directors 2014-Current

**Henry Howell**

**No Bio or Photo Provided**

**Pete Garcia**  
**San Juan**



San Juan EDC Boar, 2015 Member

Region ESL Member

Head Start Advisory Member 2013-2015

San Juan Housing Authority Member 2015

PSJA School Board Member 2004-2013

Hidalgo County Appraisal District Board of Directors Board Member 2009-2013

**Joe Olivarez**

**No Bio or Photo Provided**



**Mario Flores**

**No Bio or Photo Provided**

**Richard A. Garza  
Edinburg**



Hidalgo County Appraisal District is responsible for appraising all real and business personal property within Hidalgo County. The district appraises property according to the Texas Property Tax Code and the Uniform Standards of Professional Appraisal practices (USPAP).

Lifelong Resident of Rio Grande Valley

Received Real Estate License at age 18

BBA in Finance, Pan American University

Married to Sylvia Sanchez Garza for 17 years with four sons

Real Estate Broker, BIC Realty for over 35 years

President of BIC Investment, GR Land Co., GarCo Ltd., BIC Development Co., Gold Star Holdings, Ice House Ranches, GR Inverciones & Anacahuillas Investment Co.

Chairman of Cuartitos.com, a cargo shipping container leasing co.

Longtime member of McAllen Board of Realtors & Edinburg Board of Realtors

Texas Association of Realtors since 1977

Past Zoning Commissioner McAllen Planning & Zoning Board

Past Vice-President of Finance Discovery Montessori School Board

Plazas Del Lago HOA Finance Director

Chairman, Hidalgo County Appraisal District Board of Directors 1991 to Present

Boy Scouts of America – Troup Leader

Current Director, Texas Land Developers Association

Member of Santa Gertrudis Breeders International

Previous Member Edinburg Hospital Authority Board of Directors

Member of Las Villas at South Padre Island Board of Directors

Member of Holy Spirit Catholic Church

Previous Director of Edinburg Chamber of Commerce Board of Directors

Current Member of Edinburg Chamber of Commerce

Current Member of McAllen Chamber of Commerce

Current Member of McAllen Hispanic Chamber of Commerce

**David Hernandez  
Weslaco**



President/Owner & Operator of Holiday Wine & Liquors

Partner/Owner Pop-A-Top, Harlingen

Partner The Good Ice Company Weslaco

Owner of Hernandez Farms, OCT Distributing

Vice-Chairman, Hidalgo County Appraisal Board of Directors 2006 to Present

Served 6 years as Director Weslaco Economic Corporation

Served 7 years as Director Weslaco Economic Corporation

Served 25 years and continue to serve on Weslaco Planning & Zoning Commission

Currently Chairman on Weslaco Planning Weslaco Planning & Zoning Commission

Former Weslaco ISD Board Member

Former McAllen Boys & Girls Club Member

Former Palm Valley Animal Shelter Board Member

Board Member McAllen Chamber of Commerce

Member Hispanic Chamber of Commerce

Member Weslaco Chamber of Commerce

Member Rio Grande Valley Partnership

## **Monte Churchill**

Worked for Mercedes ISD from 1964-1997

The last 17 years served as Superintendent

Retired and began as an Administrator for South Texas Community College

Retired from STC January 1, 2013

In 2004 was elected to the Mercedes Board of Education and served until 2012

He has been married to Kathryn Blake for 53 years. Has one son, Edward who is presently the Superintendent of Crystal City ISD.

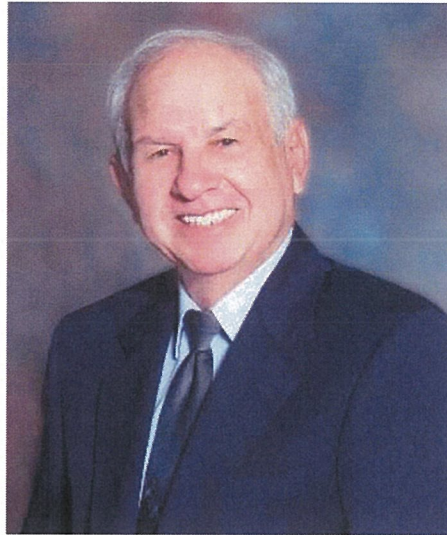
**Orlando Lozano**

**No Bio or Photo Provided**

**Reynaldo Perez**

**No Bio or Photo Provided**

**Amador Requenez  
Mission**



Owner & operator of Valley Welding Steel & Steel Fabrication in Mission since 1970  
Owner & Operator of Valley Crane Service since 1970  
Member of the (AGC) Associated General Contractors of America for 43 years  
Member of Mission Chamber of Commerce for 20 and Director for 4 years  
Member of Mission Rotary for 20 years  
Served on Board of Hidalgo County Water District #6  
Served on the Hidalgo PIC (Private Industry Council)  
Served on Hidalgo County Appraisal District Board of Directors from 1992 to 2009  
Current Secretary Hidalgo County Appraisal District Board of Directors 2012 to Present



## Shavi Mahtani



President and Founder of Domain Development Corp.

Has over 20 years of experience in developing commercial and residential real estate including Shopping Centers, Single-Family Subdivisions, Multi-Family Subdivisions as well as various other creative land development projects.

Mr. Mahtani has amassed over 15 shopping centers and 13 Subdivisions as well as 5 new real estate projects, which are currently under construction.

His company Domain Development specializes in developing higher-end type of properties all in the Hidalgo County region.

He enjoys being a part of the progression and growth of his community and looks forward to a bright future for the RGV.

## **Eddie Betancourt**

**EDUCATION:** University Of Texas Pan American  
B.B.A., 1994  
Major (Marketing & International Business)

### **Professional Overview**

Large Scale Construction Projects  
Real Estate License Holder (since 1994)  
Realty and Construction management  
Retail Management Experience  
Automotive (Tire Wheel & Accessories) experience  
Currently own and operate multiple business Real Estate ventures

### **BUSINESS EXPERIENCE:**

#### **Aug 1984 to Present**

R & B General Construction Co, Inc.  
McAllen TX. ( President )

Administer construction budgets and supervise a staff of 60 full-time employees. Plan & design industrial warehouses and commercial ventures. Assist in the development of industrial facilities in various industrial parks. Coordinate construction of residential homes and renovations of commercial projects. Work closely with city municipalities, engineers, architects. Often present viable projects to city and county entities, and city officials to obtain necessary variances and permits for various private projects to meet city ordinances and overall building codes. Development and Management of multi-million dollar investment projects, specializing in the Cold Storage warehouse industry.

#### **Oct 2015 to Present National Tire and Wheel, LLC**

Co-owner and President.  
Purchased existing business on 10/22/2015.  
Current sales have exceeded historical sales.

#### **Feb 2012 to Present**

E2H Investments, LLC  
General Retail Partner Manager.  
Manage a Rent To Own Business.  
Account Management  
Sales  
Marketing

**Sep 2004 – March 2010**

EZ Rim & Tire

Oversaw General Management of Rent To Own Wheel and tires

Managed Budget and advertising campaigns

Start up business that was profitable in 6 months.

Established business from startup to 750,000 in sales within 16 months.

**January 1992 –to 1998**

Century Forwarding Agency, Inc

Hidalgo, Texas (Vice-President)

Manage export operation of the Agency specializing in exporting general goods for various Mexican and American corporations as well as managing. Just In-Time inventories for various fortune 500 companies. Successfully implemented all logistics for Wal-Mart Mexico and Wal-Mart USA specializing in their produce sector through various U.S and Mexican custom brokers with strict adherence to the NAFTA rules and regulations.

**Aug 1987 to 1992**

Technics Construction of Texas Inc.

McAllen, TX.

Vice-President Administered construction budgets and supervised a staff of 30 full-time employees. Designed and Build warehouse storage facilities. Assisted in the Development of Industrial facilities. Coordinated all aspects of construction for residential homes and renovations of commercial projects.

**COMMUNITY SERVICES:**

- **Appointed Member to Hidalgo County Appraisal Review Board 2007 - 2012**
- Positions Held on Board**
  - ❖ Member
  - ❖ Secretary
  - ❖ Chairman

**PROFESSIONAL DEVELOPMENT:**

University of Texas Pan-American

School of Business Continuing Education

Real Estate, Appraisals, Marketing, Real Estate principles, Law and Contracts

Mathematics, and Finance.

State Licensed in Real Estate # 0440351(1994)

Fluent in Reading and Writing Spanish

**EXTRA CURRICULAR ACTIVITIES:**

- ENACTUS Advisory Board (Student In Free Enterprise early 90's Alumni)
- Chairman entrepreneurship workshops,
- Small business development conference Invitee speaker
- Active supporter of Higher Education
- Golfing Activities, Fishing,
- Active in Daughter's School Programs (Outreach)
- Enjoy Family Trips

## **Acknowledgement of Suspension of Election and Appointment of Members of the Starr County Appraisal District Board of Directors for Calendar Years 2020 - 2021**

Ms. Rosalva Guerra, Starr County Chief Appraiser, has provided a memo certifying that the statutory deadline for membership nominations for the term 2020-2021 Starr County Appraisal District Board of Directors has closed, with only 5 individuals nominated.

With only five openings on the Board of Directors, Ms. Guerra has announced that the formal election for the Board of Directors is not required and is hereby suspended.

The current 2020 – 2021 Appraisal District Board of Directors shall consist of:

- Clarissa B. Alvarez
- Daria “Dr. B” Babineaux
- Eloy Garza
- Roy Pena, III
- Eleazar Velasquez, Jr.

Due to the suspension of the election and appointment of members of the Starr County Appraisal District Board of Directors, no formal action is required of the South Texas College Board of Trustees.

Administration recommends formal Board acknowledgement of the facts established by the Starr County Chief Appraiser to create a clear record of these events for future reference.

### **Recommendation:**

It is recommended the Board of Trustees of South Texas College approve and adopt resolution 2020-006 acknowledging the suspension of the election and appointment of members of the Starr County Appraisal District Board of Directors for Calendar Years 2020 - 2021 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 resolution 2020-006 acknowledging the suspension of the election and appointment of members of the Starr County Appraisal District Board of Directors for Calendar Years 2020 - 2021 as presented.

### **Approval Recommended:**


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

*Starr County Appraisal District  
100 N. FM 3167, Ste. 300  
Rio Grande City, Texas 78582*



*Rosalva Guerra, RPA  
Starr County Chief Appraiser  
www.starrcad.org*

*Tel. 956-487-5613  
Fax 956-487-8555  
rguerra@starrcad.org*

To: Participating Tax Entities - Starr County Appraisal District  
Fr: Rosalva Guerra, Chief Appraiser   
Re: Composition of Board of Directors – Service Term Years 2020-2021  
Da: October 16, 2019

The statutory deadline for membership nominations for the term 2020-2021 Starr County Appraisal District Board of Directors has closed. I have received 5 nominations for 5 openings on the Board of Directors.

Therefore, please be advised that the necessity of a formal election for the Board of Directors is not required and is hereby suspended. The Board of Directors for the service term, years 2020-2021 shall be consist of the following individuals:

- (1) Clarissa B. Alvarez – Roma ISD
- (2) Daria “Dr. B” Babineaux – Rio Grande City CISD
- (3) Eloy Garza – Starr County Commissioner, Pct. 3
- (4) Roy Pena, III – Starr County Commissioner, Pct. 2
- (5) Eleazar Velasquez, Jr. – Rio Grande City CISD

(\* ) Statutory Non-voting member is: Ameida Salinas, Starr County Tax Assessor Collector

The new Board of Directors will be sworn in for the new term of service in January 2020 on a date to be announced. Thank you for your attention to this matter.

**RESOLUTION 2020-006**

**STATE OF TEXAS**

**COUNTY OF HIDALGO**

**WHEREAS**, the Chief Appraiser of Starr County Appraisal District has announced that the statutory deadline for membership nominations for the term 2020-2021 Starr County Appraisal District Board of Directors has closed; and

**WHEREAS**, the Chief Appraiser of Starr County Appraisal District has announced that exactly five nominations were received and there are exactly five openings on the Board of Directors; and

**WHEREAS**, the Chief Appraiser of Starr County Appraisal District has announced the suspension of the formal election for the Starr County Appraisal District Board of Directors and appointed the five nominees as Members.

**NOW THEREFORE BE IT RESOLVED** South Texas College does hereby acknowledge the appointment of

- Clarissa B. Alvarez;
- Daria “Dr. B” Babineaux;
- Eloy Garza;
- Roy Pena, III; and
- Eleazar Velasquez, Jr

To the Starr County Appraisal Board of Directors for 2020 - 2021.

**READ. PASSED AND APPROVED** at a regular meeting by the Board of Trustees for South Texas College on this the 26<sup>th</sup> day of November, 2019.

BY: \_\_\_\_\_  
Mr. Paul R. Rodriguez  
Chairman, Board of Trustees

ATTEST:

BY: \_\_\_\_\_  
Mr. Roy de León  
Secretary, Board of Trustees

## **Review and Action as Necessary on Proposed Contract with Hanover Research for Grant Consulting Services**

Administration requests authorization to contract grant consulting services with Hanover Research, a sole-source provider who can provide proprietary online tools, research data, and consulting services related to specific federal grant opportunities. The firm is deeply experienced with grant writing and grant research analysis necessary to identify opportunities and strategies to support South Texas College's interest in submitting federal grant proposals.

This contract would provide South Texas College with ongoing access to a team of professional staff, who will support the College's efforts to secure grant funding from several federal agencies. These grants are highly competitive, and administration has determined that Hanover Research can provide the training, information, and continued support necessary for the College to secure these federal grants.

Hanover is a highly experienced consulting firm with expertise to expand the current grant-seeking capacity of South Texas College. While the College has been extremely successful in securing grants, it is time to step up to the next level by expanding the College's capacity to secure highly-competitive multi-million dollar federal grants.

The proposal and contract from Hanover Research is included in the packet. Their services would cost \$45,000, for a thirteen month engagement from December 1, 2019 through December 30, 2020. Options for renewal and extensions would be at the sole discretion of the College.

Services provided by Hanover would include:

- Grant-seeking capacity development;
- Proposal development;
- Strategic advising;
- Customized proposal review;
- Prospecting for federal grant opportunities; and
- Alignment of institutional priorities with funding trends and grant opportunities.

Grants considered during the consultancy agreement period would include:

### **US Department of Education – TRIO Student Support Services Grant**

- Average award - \$280K per year for 5 years (approx. \$1.4M total)
- This program provides academic support services to recipients of Federal Pell grants, first generation college students, and students with disabilities to increase retention and graduation.

**US Department of Education – College Assistance Migrant Program (CAMP)**

- Average award - \$180k-\$425k per year for 5 years (approx. \$900,000 - \$2.1M total)
- This program assists students who are migratory or seasonal farmworkers (or children of such workers) enrolled in their first year of undergraduate studies at an IHE. The funding supports completion of the first year of studies.

**US Department of Education – TRIO Educational Talent Search Grant**

- Average award - \$230K per year for 5 years (approx. \$1.15M total)
- This program supports the identification of and focused support for individuals from disadvantaged backgrounds with high potential to succeed in higher education. This program encourages completion of a high school equivalency and continuation to postsecondary education.

**US Department of Education – Title III Strengthening Institutions Grant Program**

- Average award - \$400K per year for 5 years (approx. \$2M total)
- This program supports the expansion of capacity among eligible institutions of higher education to serve low-income students by improving and strengthening the academic quality, institutional management, and fiscal stability of institutions. Funds are directed for strengthening programs for student retention, curriculum development, administrative management, faculty development, and technology.

In addition to providing material support and guidance, Hanover Research would provide training to South Texas College staff to improve grant research and grant writing skills which will continue to serve the institution after the consultancy period.

This proposal is presented without a committee recommendation.

**Recommendation:**

It is recommended that the Board of Trustees of South Texas College approve and authorize the award of a grant consulting services contract with Hanover Research in the amount of \$45,000 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 a grant consulting services contract with Hanover Research in the amount of \$45,000 as presented

**Approval Recommended:**

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





# HANOVER GRANTS PROPOSAL

Prepared for South Texas College  
October 2019



SOUTH TEXAS  
COLLEGE

# REPRESENTATIVE MEMBERS



Montcalm Community College





# MARKET LEADERS IN GRANTS SUPPORT

Hanover provides grant development and strategic advising support to education and healthcare organizations. Our grants professionals deliver customized proposal review, revision, and production support, while also helping to align their needs and strategic priorities to funding trends and federal, state, and foundation grant opportunities.

**GRANTS WON**

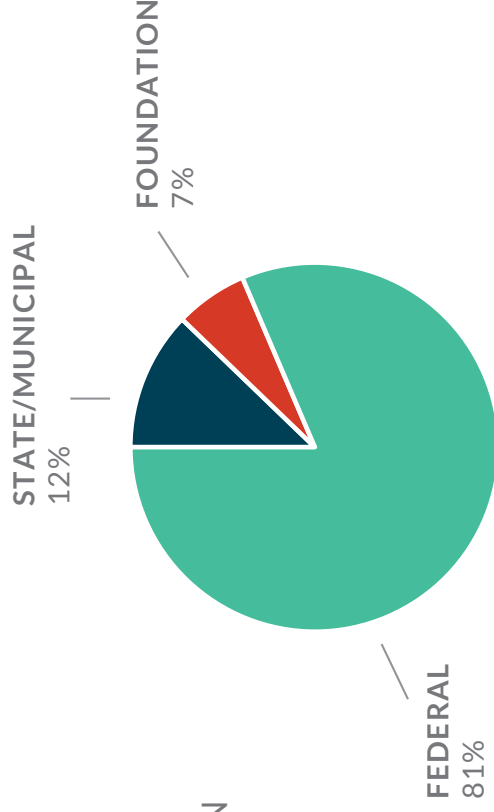
**\$500+**  
MILLION

MORE THAN \$450 MILLION IN  
TOTAL GRANT FUNDING FOR  
MEMBERS SINCE 2012

**RETURN ON INVESTMENT**

**10 to 1**

FOR EVERY \$1 INVESTED IN HANOVER MEMBERSHIPS,  
WE HAVE SUPPORTED \$10 IN GRANT-FUNDED PROJECTS





# YOUR PRIORITIES

Even high-performing institutions struggle to consistently maintain the ideal internal capacity for grantseeking. To address shifting support needs, strategic priorities, and staffing levels, Hanover developed a flexible service to fill gaps in these operations while helping institutions compete more effectively for grant funding. Hundreds of organizations have leveraged the deep and diverse expertise of our Grants team to help them overcome unique challenges.



SUBMIT MORE  
COMPETITIVE  
GRANTS



DEVELOP  
GRANTSEEKING  
CULTURE AND  
COMPETENCY



STRATEGICALLY  
POSITION YOUR  
GRANTS  
OPERATION



COMPETE FOR  
LARGE-SCALE  
CENTER  
FUNDING



FIND THE  
RIGHT GRANT  
OPPORTUNITIES



FILL RESOURCE  
AND EXPERTISE  
GAPS



BUILD  
RELATIONSHIPS  
THAT LEAD TO  
FUNDING

**GRANTSEEKING  
CAPACITY  
DEVELOPMENT**

Supporting the development of organizational capacity to pursue and manage grant funding, through training, strategic assessment, and benchmarking.

**FUNDING  
RESEARCH**

Identifying and evaluating grant opportunities aligned to member projects and funding needs, while facilitating planning through funded project research and forecasting.

**PRE-PROPOSAL  
SUPPORT**

Facilitating the assessment and development of competitive project concepts, helping to navigate funder requirements and build relationships prior to completing submissions

**PROPOSAL  
SUPPORT**

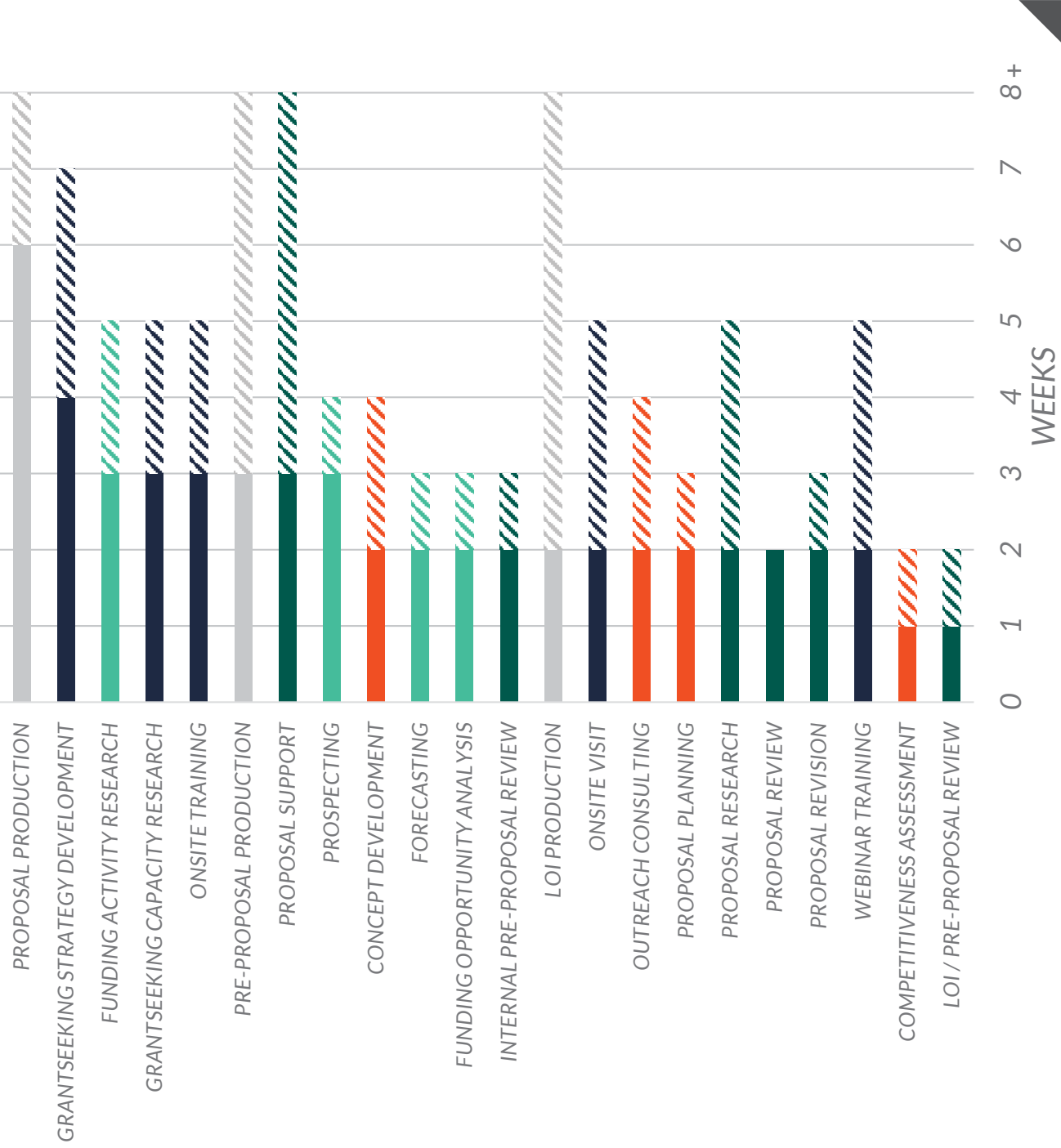
Supporting member-led grant proposal projects by providing review and revision services designed to ensure the strongest possible proposals are submitted.

**PROPOSAL  
DEVELOPMENT**

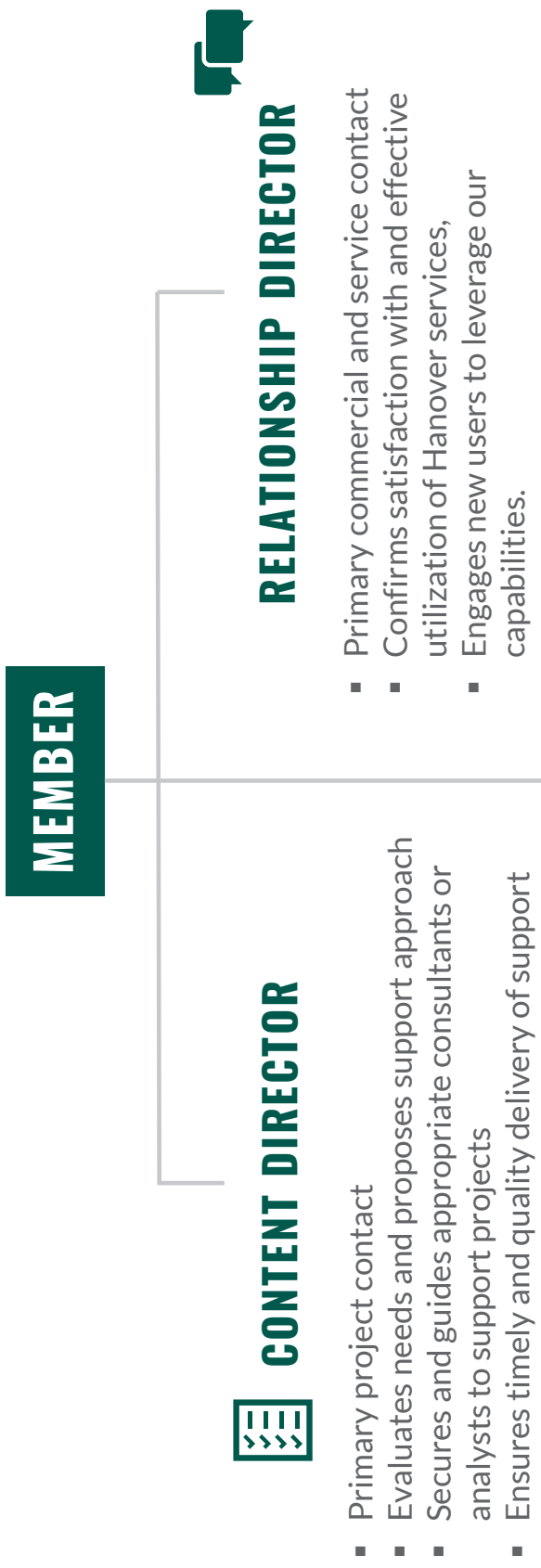
For programmatic grants, leading proposal production projects as primary writer in close coordination with member teams, developing iterative narrative drafts over a defined timeline towards a polished submission.

**Our project windows represent our standard best practices for completion of projects based on typical timeframes needed to produce quality results. Project windows may be impacted by evolving member needs, varying stakeholder participation, or other factors.**

Solid blocks represent the standard minimum project timelines; shaded pieces reflect the typical outside limit for larger projects.



Each account has a **dedicated account management team**. They gain a deep understanding of your needs and connect you with the right people to support your projects.



**CONTENT DIRECTOR**

- Primary project contact
- Evaluates needs and proposes support approach
- Secures and guides appropriate consultants or analysts to support projects
- Ensures timely and quality delivery of support

**RELATIONSHIP DIRECTOR**

- Primary commercial and service contact
- Confirms satisfaction with and effective utilization of Hanover services,
- Engages new users to leverage our capabilities.



**GRANTS SUPPORT TEAM**

- **Grants Consultants** are deeply experienced grant writing professionals who work with members to complete a range of strategic planning, training, and grant development support projects.
- **Grants Research Analysts** execute a variety of prospecting research, benchmarking, and literature review projects for members.

AWARDS RANGING FROM \$5,000 TO \$30 MILLION, FROM FEDERAL, STATE, AND FOUNDATION FUNDING SOURCES.



ED Title III Strengthening Institutions Program \$2.1 million	NSF Scholarships in STEM (S-STEM) \$600,000	American Heart Association Scientist Development Grant \$230,000	HRSA Rural Health Network Development Planning Program \$100,000	ED Native American-Serving Nontribal Institutions (NASNTI) Program \$2 million	Patient-Centered Outcomes Research Institute (PCORI) PCORI Engagement Awards \$225,000
NSF Faculty Early Career Development Program (CAREER) \$730,000	NSF Partnerships for International Research and Education (PIRE) \$650,000	NSF Research Experiences for Undergraduates (REU) \$325,000	USAID International Food Relief Partnership (IFRP) \$560,000	NIH R24 \$460,000	NSF Dynamics of Coupled Natural and Human Systems (CNH) \$330,000
ED Gaining Early Awareness and Readiness for Undergraduate Programs (GEAR-UP) \$4.2 million	HRSA Advanced Nursing Education \$260,000	NIH R15 \$430,000	ED HSI – STEM Program \$4.3 million	DOD MSI STEM Research & Development Consortium (MSRDC) \$380,000	CDC HIV Prevention \$1.75 million
NASA Minority University Research and Education Program \$400,000	NIH R21 \$325,000	ED Student Support Services \$500,000	NIH Small Business Innovation Research (SBIR) Phase 1 \$145,000	ED Educational Opportunity Centers \$1.6 million	Hearst Foundations \$50,000
NSF Research Traineeship (NRT) \$500,000	NSF Improving Undergraduate STEM Education (IUSE) \$255,000	NSF INCLUDES \$300,000	HRSA Advanced Nursing Education (ANE) \$2.1 million	NIH Scholarly Works in Biomedicine and Health \$120,000	NIH Support of Competitive Research (SCORE) Pilot Project Award \$165,000
DOD Congressionally Directed Medical Research Programs \$950,000	ED Title V Developing Hispanic Serving Institutions Program \$3.25 million	NIH R01 \$2.8 million	ARC Partnerships for Opportunity and Workforce and Economic Revitalization (POWER) \$1 million	ED Promise Neighborhoods \$30 million	DOL Trade Adjustment Assistance Community College and Career Training (TAACCCT) Grant \$3 million



**Grants Memberships** provide access to Hanover’s Grants Project Capabilities, which are designed to increase our members’ success pursuing grant funding. Memberships are offered for a fixed annual fee, with projects completed one at a time.

**GRANTSEEKING CAPACITY DEVELOPMENT**

- Grantsmanship Training
- Grantseeking Strategy Development
- Grantseeking Capacity Research

**PRE-PROPOSAL SUPPORT**

- Concept Development
- Competitiveness Assessment
- Outreach Consulting

**FUNDING RESEARCH**

- Prospecting
- Funding Opportunity Analysis
- Funding Activity Research
- Forecasting

**PROPOSAL SUPPORT**

- Proposal Review
- Proposal Revision
- LOI / Pre-proposal Review
- Proposal Support
- Proposal Research
- Internal Pre-Proposal Review

**PROPOSAL DEVELOPMENT**

- Proposal Production
- Letter of Inquiry Production
- Pre-Proposal Production
- Proposal Planning



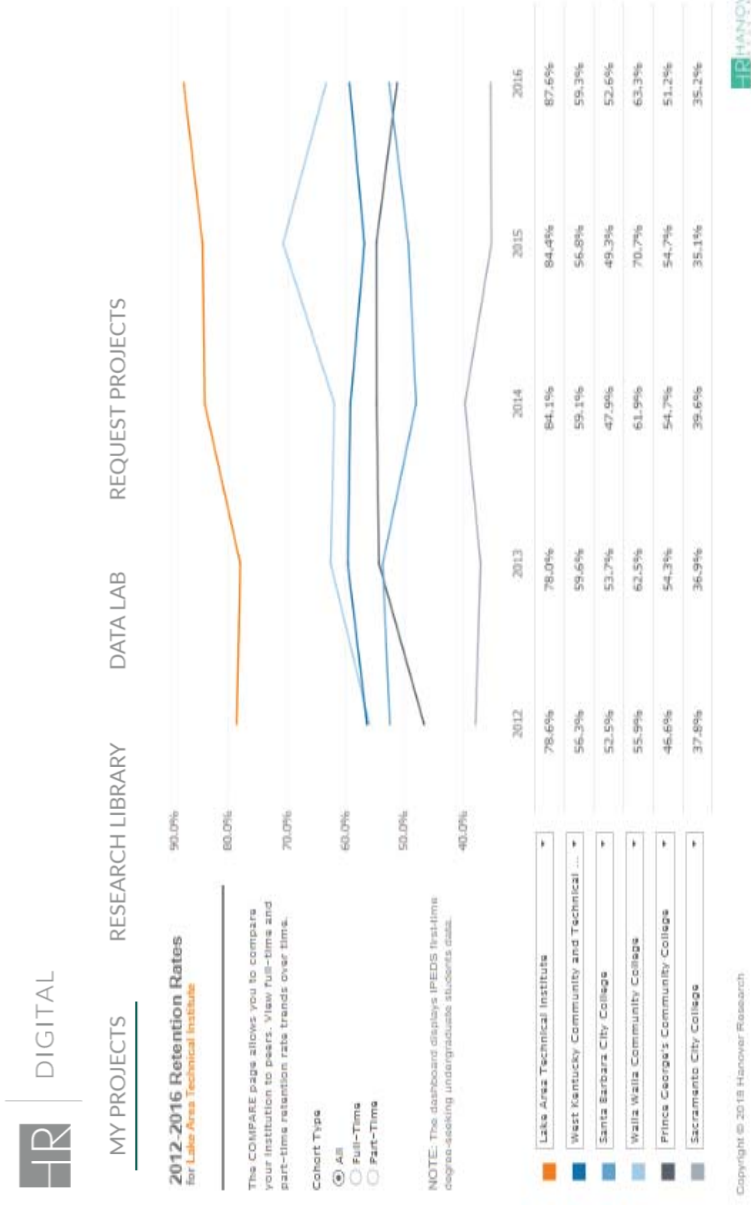
### Option 1

- Cost: \$45,000 (**\$4,500 in cost savings**)
- Start Date: 12/1/2019
- End Date: 12/30/2020 (**one free month**)
- Invoicing (Net 30):
  - 12/1/2019: \$45,000

*\* The Terms of this proposal are contingent upon contract execution on or before Friday, November 29<sup>th</sup>, 2019*

Hanover’s online client portal comprises a suite of tools and resources designed to complement members’ custom research queues.

- Access to actionable research and tools 24/7
- Share user access across your team
- Explore Hanover Research news and thought leadership
- Request new projects
- Receive alerts for upcoming events
- Connect to custom dashboards



RESEARCH LIBRARY

- Access a repository of more than 1,400 research studies
- Share relevant studies with others in your institution
- Receive weekly Research Spotlight emails with the latest available reports

DATA LAB

- More than 12 million data points
- 3,000+ institution peer comparisons
- Connect to 7 on-demand dashboards



## Contact:

Mason Grist  
Director, Higher Education  
[mgrist@hanoverresearch.com](mailto:mgrist@hanoverresearch.com)  
540.460.3734



SOUTH TEXAS  
COLLEGE

## Client Services Agreement

Date of Agreement: 11/15/2019

The Hanover Research Council LLC (“Hanover”) is pleased to provide South Texas College (“Client”) the Grant Development Services as described below:

### 1. Agreement Term

Effective Date: 12/1/2019

End Date: 12/30/2020

**The terms of this agreement are contingent upon contract execution on or before Friday, November 29<sup>th</sup>, 2019.**

### 2. Term

This agreement (“Agreement”) with Hanover runs for a subscription period from the Effective Date to the End Date (the “Term”). During the Term of this Agreement, Client will be able to access the research services provided by Hanover (the “Research Services”) in accordance with the terms and conditions set forth below. Client will have the authority to request Research Services on any topic throughout the Term within the confines of one (1) sequential queue(s), i.e., Hanover will work on one (1) Research Services project at a time. Client understands and agrees that this Agreement may not be terminated during the Term, except as may otherwise be set forth in this Agreement. Either party may terminate this Agreement should the other party materially breach the terms and conditions of this Agreement, and such breach goes uncured for a period of thirty (30) or more days after the non-breaching party has notified the breaching party in writing.

### 3. Grant Services

All Services are available to Client on a subscription basis within the confines of a sequential workflow queue, in that Hanover will perform up to one (1) Services project at a time. The Services provided by Hanover to Client (the “Services”) may include the following:

#### **Grantseeking Funding Strategy**

Hanover may support the identification of grants that support the mission, priorities, and needs of the Client. Hanover may use information gathered from the Client to propose a grantseeking strategy.

#### **Grants Prospecting**

Hanover may develop customized grant-prospecting reports for areas of particular need. Reports may include government and/or private opportunities, and may propose strategies for maximizing all available funding streams. Hanover may conduct feasibility assessments of open grant opportunities to ensure Clients’ projects or initiatives are eligible and competitive.

#### **Program Development Guidance**

Hanover may provide guidance on the development of both new and existing programs based on years of relevant industry expertise. Hanover may identify model programs, analyze their strengths and weaknesses, and suggest refinements which reflect the unique characteristics of the client organization. Hanover may incorporate secondary research to strengthen proposed methods and activities, and mine program data to demonstrate effectiveness.

#### **Grant Proposal Development**

Hanover's grant proposal development services may include grant application development, writing, review, and rewriting. Hanover may also draft letters of inquiry for private grantmakers. Hanover may serve as the project manager for Client's internal team of subject-matter experts as they generate a grant proposal, and contribute to the production of pre-proposal data analysis and other content such as best practice and literature reviews.

### **Grant Alerts**

Hanover may provide identification and prioritization of significant funding opportunities as needed at regular intervals coinciding with funding cycles and predetermined areas of focus.

Client shall, in its discretion, prioritize the projects that form the basis of the Services as it deems appropriate. Although work is completed in a sequential fashion, Client may submit requests at any time. Individual Services projects will generally be commenced by the submission of a project request that will describe the project, the expected Deliverables (as defined below), any information or materials to be provided by Client and any other information anticipated to be relevant to the proposed project. The parties will negotiate in good faith and agree upon the proposed Deliverables, approach and timetable for the project, subject to assumptions regarding the availability of information and any third party participants and materials. If Hanover anticipates that it will not be able to provide the Services on the agreed upon schedule, Hanover shall keep Client regularly informed of the status of the Services and any delay in delivery or any proposed revised schedule of delivery. Hanover will not be responsible for any delay in timelines due to (i) Client's modification of a project's goals or proposed Deliverables, (ii) Client's delay in providing relevant materials or responses, or (iii) the delayed provision of any third-party materials with respect to the Services. Client has sole authority in deciding which grants to pursue through Hanover, and Client acknowledges and agrees that Hanover will not file grant applications on behalf of Client and that Hanover does not guarantee that Client will be awarded any specific grants.

Client also has full access to phone-based consultations with a Hanover account team member. Client agrees to designate a primary point of contact who will, to the best of his/her ability, conduct periodic calls with the assigned Hanover account team member to review performance against our shared objectives, prioritize projects within the queue, and discuss current and future projects. Deliverables will be provided in PowerPoint, PDF, Word, Excel or Tableau formats. Should Client wish to receive Deliverables in any additional format, e.g., infographics, Hanover may provide those Deliverables to Client for an additional fee in the requested format.

The Research Services may include Client's access to Hanover's research library (the "Research Library") on the Client Portal (as defined below). The Research Library uses Hanover's extensive research capabilities to provide an archive of redacted and/or anonymized reports to supplement the research commissioned by Client as well to assist in idea generation for new research. If Client's partnership with Hanover includes access to the Research Library, then Client understands and agrees that any reports provided by Hanover to Client under this Agreement may be used by Hanover for distribution through the Research Library, so long as Hanover appropriately de-identifies and/or anonymizes any Confidential Information of Client.

## **4. Intellectual Property Rights**

Hanover acknowledges and agrees that Client owns the deliverables provided to Client as part of the Research Services under this Agreement (the "Deliverables"), except as may otherwise be set forth in this Section 4. Hanover Deliverables may consist of publications, surveys, data, reports, and other Hanover information and services that are custom commissioned by and for Client. In order for Hanover to provide to Client certain syndicated products, materials and information ("Syndicated Materials"), Hanover retains a non-exclusive, royalty-free, worldwide license to use, reproduce, and distribute the data or information created or developed by Hanover in the service of this Agreement, so long as Hanover does not repurpose or use any Confidential Information of Client. Client acknowledges and agrees that Hanover owns all intellectual property rights in the methodologies, processes or trade secrets used by Hanover to create the Deliverables and Research Services ("Hanover IP"). Hanover grants

Client a non-exclusive, royalty-free, worldwide, irrevocable, non-transferable license to use, reproduce, and distribute the Hanover IP for its internal business purposes solely to the extent contained within the Deliverables. Client may not modify, reverse engineer or use the Hanover IP in any way to provide services that would be in competition with the Research Services. Deliverables may also contain third party data or materials, of which Hanover may not convey ownership to Client but may convey a license. Hanover, or its third party provider, may transfer or sublicense to Client usage rights. Certain types of sensitive personal data may be subject to additional usage restrictions as conveyed by Hanover or such third party provider to Client, and Client agrees to comply with any such restrictions of which it has been notified. Client also acknowledges and agrees that it will not own any publicly sourced information contained within the Deliverables, but that it may use such information in accordance with applicable law, including fair use under Section 107 of the Copyright Act. Client may distribute the Deliverables on an ad-hoc basis, including but not limited to any form of online distribution, so long as it is in compliance with the terms of this Agreement. Client may not modify any of the disclaimer language included in any Deliverables, and Client agrees not to resell the Deliverables in any way.

If Client's partnership with Hanover includes Syndicated Materials provided by Hanover (including any Syndicated Materials on the Client Portal), Client agrees that it will not distribute the Syndicated Materials and that such Syndicated Materials are for its internal use only. Syndicated Materials may not be published or reproduced without Hanover's prior written consent.

#### 5. Service Fees, Invoicing & Additional Services

The fee payable by Client for the Term is \$45,000 (the "Service Fee"). Client agrees to pay the Service Fee in accordance with the below invoicing schedule and net 30 days from receipt of an accurate invoice. Failure to pay promptly may result in project postponement.

Invoicing:

- 12/1/2019 - \$45,000

Client understands and agrees that there may from time to time be incidental costs not included in the Service Fee set forth above ("Additional Services"). Such Additional Services may include purchased database access, panel costs, survey incentives, translation costs, infographic development costs, postage/printing for mass mailings, etc. In the event such incidental costs are required to complete a project for Client, Hanover will discuss the details with Client and obtain written approval prior to engaging in those Additional Services. Client agrees to pay for all such Additional Services to either Hanover or directly to such third party vendor if requested. If Additional Services are estimated to cost more than \$10,000, Client shall either (1) contract directly with the third party vendor(s) for such Additional Services, or (2) pre-pay to Hanover the estimated costs for the Additional Services prior to the project kick-off.

#### 6. Warranties; Liabilities

Hanover hereby warrants that the Research Services shall be performed in a competent and professional manner in accordance with industry standards by qualified personnel. Hanover agrees to indemnify and hold Client harmless against any and all claims that the Deliverables infringe the intellectual property right of a third party, provided that the relevant claim: (i) does not arise from any modification of the Deliverable, or (ii) does not arise from the combination of the Deliverable with any other information, services, products or technology not supplied by Hanover. If the relevant claim is based on any content or materials contained in the Deliverables that are provided by a third party, Hanover agrees to indemnify and hold Client harmless only to the extent that such third party has agreed to indemnify Hanover and its licensees. Client must provide prompt notice of such claim to Hanover. If and to the extent allowed by Texas law, Client agrees to indemnify and hold Hanover harmless against any and all claims that any materials provided by Client infringe the intellectual property or privacy rights of a third



party, provided that Hanover provides prompt notice of such claim to Client. EXCEPT AS OTHERWISE PROVIDED IN THE AGREEMENT, THE RESEARCH SERVICES ARE PROVIDED ON AN “AS IS” BASIS AND THERE ARE NO EXPRESS OR IMPLIED WARRANTIES, INCLUDING THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE. IN PARTICULAR, HANOVER DOES NOT WARRANT THE ACCURACY OR COMPLETENESS OF THE DATA PROVIDED AS PART OF THE RESEARCH SERVICES. CLIENT’S SOLE AND EXCLUSIVE REMEDY FOR ANY MATERIAL BREACH OF PERFORMANCE UNDER THIS AGREEMENT SHALL BE EITHER: (1) RE-PERFORMANCE OF THE DEFECTIVE RESEARCH SERVICES OR (2) A REFUND OF MONIES PAID FOR THE DEFECTIVE RESEARCH SERVICES. CLIENT AND HANOVER BOTH AGREE THAT NEITHER PARTY SHALL BE LIABLE TO THE OTHER FOR ANY LOST PROFITS, LOSS OF BUSINESS OR OTHER CONSEQUENTIAL, SPECIAL OR INCIDENTAL, PUNITIVE, OR INDIRECT DAMAGES UNDER THIS AGREEMENT. CLIENT AND HANOVER ALSO AGREE THAT NEITHER PARTY SHALL BE LIABLE TO THE OTHER PARTY IN ANY EVENT FOR AN AMOUNT GREATER THAN THE CURRENT YEAR’S SERVICE FEE UNDER THIS AGREEMENT.

## 7. Confidentiality & Non-Disclosure

The parties acknowledge and agree that as part of this Agreement, certain Confidential Information of the parties will be exchanged. “Confidential Information” means, with respect to the disclosing party, any non-public, commercially proprietary or sensitive information or materials of that party, including any proprietary intellectual property of that party. Confidential Information shall not include information which (i) is already in the public domain at the time of disclosure or becomes so at any time thereafter through no act of the receiving party, (ii) is already lawfully in the receiving party’s possession at the time of disclosure, (iii) is received independently by the receiving party from a third party free to make such disclosure, or (iv) is independently developed by the receiving party. Each party under this Agreement shall hold the Confidential Information of the other party in strict confidence using at least the same degree of care as the receiving party uses to protect its own Confidential Information.

If Hanover has access to student records in connection with the Research Services, Hanover agrees to comply with the Family Educational Rights and Privacy Act of 1974 (“FERPA”), and all requirements imposed by FERPA or pursuant to regulation of the Department of Education with respect to the privacy of student information. The provisions of FERPA include, but are not limited to, ensuring that: (i) no identification of students or their parent/guardians by persons other than representatives of Hanover is permitted; (ii) the individual student data will be destroyed when no longer needed for the purpose(s) for which they were obtained; (iii) no access to individual student data shall be granted by Hanover to any other person, persons, agency or organization without the written consent of Client, except for sharing with other representatives of either Client or Hanover so long as those persons have a legitimate interest in the information. Hanover recognizes and agrees that such access will be extended by Client in reliance on representations made in this assurance, and that Client shall have a right of revocation of such access (including return of all physical forms of such data and destruction of all such electronic data) immediately upon evidence of noncompliance by Hanover.

Upon written request by the disclosing party, the receiving party shall return or destroy, at the disclosing party’s option, all tangible materials that disclose or embody the Confidential Information; provided, however, that the receiving party may retain one copy of the disclosing party’s Confidential Information for archival purposes.

Notwithstanding the foregoing, the receiving party may disclose Confidential Information as required by law, including any governmental, judicial, or administrative order, subpoena, discovery request, regulatory request or similar method, provided that the receiving party makes reasonable efforts to promptly notify the disclosing party in writing of such demand so that the disclosing party may seek, at its sole expense, to make such disclosure subject to a protective order or other appropriate remedy to preserve its confidentiality.

#### 8. Records and Audit

Hanover will maintain complete records of its operations and its arrangements with any subcontractors for Additional Services, and will provide such records to Client upon reasonable request for audit and review in accordance with applicable law.

#### 9. Miscellaneous

This Agreement and the performance of the Services do not create any agency, partnership, or joint venture between Client and Hanover. Except as permitted under Section 11, neither party may assign its rights or obligations under this Agreement without the prior written approval of the other party. Hanover agrees to maintain adequate liability insurance coverage, and provide evidence of such coverage to Client when requested, for claims that may be asserted by any party as a result of the Hanover's performance of the Services. This Agreement does not confer any benefits on any third party unless it expressly states that it does. The terms and conditions of the Agreement that by their nature require performance by either party after the termination of this Agreement, including, without limitation, confidentiality obligations, limitations of liability, exclusions of damages, indemnification obligations, and governing law, and any other provision or partial provision that by its nature would reasonably extend beyond the termination of this Agreement, shall be and remain enforceable after such termination of this Agreement for any reason whatsoever.

#### 10. Governing Law, Venue and Non-waiver

This Agreement shall be governed by the laws of the State of Texas without regard to its conflict of laws principles. Unless subject to mandatory dispute resolution procedures under Texas law, the state and federal courts of Hidalgo County, Texas shall have exclusive jurisdiction to resolve any disputes arising hereunder, and the parties consent to personal jurisdiction in those courts. By entering into this Agreement, Client and its governing body do not waive any privilege or immunity arising under the Constitution or other laws of the State of Texas and fully retain all immunities and defenses provided by law with respect to any action based on or occurring as a result of this Agreement.

11. Confirmation

Each person signing this Agreement represents and warrants that he or she is duly authorized and has legal capacity to execute and deliver this Agreement.

Both parties understand and agree that the contractual obligations of payment and services being rendered shall apply to any entity that acquires all or substantially all of either Hanover's or Client's assets as a successor to the business.

---

Signature:  
Date:  
Name:  
Title:  
THE HANOVER RESEARCH COUNCIL LLC  
4401 Wilson Boulevard, 4<sup>th</sup> Floor  
Arlington, VA 22203

Signature:  
Date:  
Name:  
Title:  
South Texas College  
3201 West Pecan Blvd  
McAllen, TX 78501

---

## **Ratification of Reimbursement Submitted for Nursing Shortage Reduction Program (NSRP) Grant Overpayment**

Administration requests Board ratification of the \$129,869 reimbursement to the Texas Higher Education Coordinating Board (THECB), for an over payment of Nursing Shortage Reduction Program (NSRP) grant funds to South Texas College.

The THECB uses several grants to support Texas nursing schools in training Associate Degree Nursing (ADN) students. This funding is awarded based upon projected program graduates from the following programs:

- Traditional 2-Year Associate Degree Nursing Track
- Transfer Track for students with EMT and/or LVN Licensure

### **Traditional Track – Over-Projected**

For FY 2018 – 2019, the College projected the graduation of 127 traditional track nursing students. Over the course of the fiscal year, only 112 traditional track ADN students graduated, leaving a deficit of 15 students under the projection.

### **Transfer Track – Under-Projected**

For FY 2018 – 2019, the College projected the graduation of 64 transfer track nursing students (those entering the program with an EMT and/or LVN licensure). Over the course of the fiscal year, 118 transfer track ADN students graduated, exceeding the projection by 54 graduates.

### **Funding Reimbursement Requirement**

Traditional track support is funded separately from transfer track support, and THECB required the reimbursement of \$129,869 for the over payment of traditional track graduate funding. This payment was due by Friday, November 22, 2019, and has been submitted.

Subsequent funding is anticipated for the additional transfer track graduates that exceeded the projected target.

### **Recommendation:**

It is recommended that the Board of Trustees of South Texas College ratify the reimbursement of \$129,869 in Nursing Shortage Reduction Program funding to the Texas Higher Education Coordinating Board as presented.

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

The Board of Trustees ratifies the reimbursement of \$129,869 in Nursing Shortage Reduction Program funding to the Texas Higher Education Coordinating Board as presented.

### **Approval Recommended:**

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

## **Review and Action as Necessary on Proposed Revisions to Policy 3312: Student Appeal of Course Grades**

On October 8, 2019, administration brought seven Instruction and Student Service Policies to the Education and Workforce Development Committee for review of proposed revisions. Six of those seven policies were presented for the Board's consideration, and the proposed revisions were adopted as recommended by the Education and Workforce Development Committee.

The seventh policy, Policy #3312: Student Appeal of Course Grades, was not presented to the Board of Trustees on October 29, 2019, as administration continued to discuss the feedback received from the Committee, and worked to incorporate that feedback into strengthening the policy.

The revisions are necessary to:

- Clearly establish that the responsibility to initiate the grade appeal process resides with the student, and outlines the timeframe and process by which students may initiate the grade appeal process.

This complies with SACS requirements.

The proposed revisions to Policy 3312: Student Appeals of Course Grades, are noted on the following page, with revisions marked as follows:

- Yellow highlighting indicates proposed new language that was presented to the Education and Workforce Development Committee on October 8, 2019.
- Blue highlighting indicates further revisions stemming from the Committee discussion on October 8, 2019.
- Blue highlighting of red-strikethrough text indicates text that would be deleted from the version initially reviewed by the Committee on October 8, 2019.

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 Education and Workforce Development Committee recommended Board approval of the proposed revisions to Policy #3312: Student Appeal of Course Grades as presented, and which supersedes any previously adopted Board policy as presented.

### **Recommendation:**

It is recommended that the Board of Trustees of South Texas College approve and authorize the proposed revisions to Policy #3312: Student Appeal of Course Grades as presented, and which supersedes any previously adopted Board policy 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 Policy #3312: Student Appeal of Course Grades as presented, and which supersedes any previously adopted Board policy as presented.

**Approval Recommended:**

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

# MANUAL OF POLICY

Title Student Appeal of **Final** Course Grades 3312  
Legal Authority Approval of the Board of Trustees  
Date Approved by Board **As Amended by Board Minute Order Dated November 26, 2019**

## I. Purpose

The purpose of this policy is to provide provisions for the administrative process for final course grade appeals.

## II. Policy

Students at South Texas College have the right to appeal **final course** ~~academic~~ grades, ~~which they consider manifestly unjust or erroneous in cases where there is a grade dispute or possible grading error.~~ It is the responsibility of the student to initiate the grade appeal process by contacting the faculty member directly no later than 30 calendar days after the end of the semester in which the grade was issued.

The ~~primary~~ responsibility for assigning grades in a course belongs to the faculty member, ~~and the~~ **The only grounds for appealing a course grade would be** ~~appealing in the absence of~~ compelling evidence of discrimination, differential treatment, **grading error,** ~~and/or~~ **other** procedural irregularities. ~~, the judgment of the faculty member responsible for the course must remain determinant final.~~ In circumstances where the faculty member of record is no longer an active employee of the college, this responsibility will rest with the program chair.

In the event of an appeal, the South Texas College Grade Appeal Process must be followed. Appeals reaching the final level of review will be heard by the STC Grade Appeal Committee.

Procedures for appealing course grades are ~~readily~~ available in the Student Handbook and on the South Texas College web site. The decision of the STC Grade Appeal Committee is final and concludes the approved South Texas College grade appeal process.

## III. Definitions

Not Applicable

## IV. History

Origination Date Approved by Board	November 9, 1995
Date Reviewed and Approved by Board	July 20, 2006 August 21, 2008 November 26, 2019

Proposed Additions presented to Committee  
~~Proposed Deletions presented to Committee~~  
Proposed Revisions from Committee feedback

## **Review of Presentations Delivered at November 12, 2019 Education and Workforce Development Committee Meeting**

The following presentations were delivered at the November 12, 2019 Education and Workforce Development Committee:

### **A. Presentation on Perceptions of Dual Credit Students and Their Parents**

South Texas College and local school district partners have been successful at helping students earn academic or workforce credentials through a variety of dual credit programs.

#### **Qualitative Survey of Dual Credit Seniors**

In an effort to better understand and increase the matriculation of dual credit students into South Texas College upon graduation from high school, the STC Research and Analytical Studies (RAS) team has conducted a survey on the students' perception of the dual credit program, as well as how those students believe their parents feel.

The RAS study was motivated by peer-reviewed research on Hispanic Serving Institutions (HSI) that indicated family support and approval was significantly important in the student's decision-making process.

- If parental perceptions are a drag on dual-to-traditional matriculation, we should see a difference between student and parent opinions of STC today.

RAS surveyed 4,661 high school seniors scheduled to graduate in 2019 and enrolled in a dual credit program course in the Spring 2019 semester. 877, or 19% of those students, participated in the study.

#### **Results of Survey**

The survey revealed the following positive news:

- Sixty-one percent (61%) of participants reported a *very favorable* opinion of STC.
- Sixty-three percent (63%) of participants reported that their parents or guardians had a *very favorable* opinion.
- Since these figures are essentially the same, this suggests parental perceptions are not a drag on matriculation.

Participant responses were also examined to determine whether the student held a more favorable, similarly favorable, or less favorable view of STC than their parent or guardian.

- Sixty-nine percent (69%) reported that their opinion of STC matched that of their parent or guardian.
- Seventeen percent (17%) reported that their opinion of STC was more favorable than that of their parent or guardian.



- Fourteen percent (14%) reported that their opinion of STC was less favorable than that of their parent or guardian. These two figures are likewise essentially the same, given the survey's 3% margin of error.

Mr. Matt Dabrowski, Qualitative Researcher with RAS, presented this survey and its results to the Education and Workforce Development Committee. This presentation was provided for the Committee's review and feedback to administration

## **B. Presentation on the 2019-2020 /10th Anniversary Season of the South Texas College Drama Department**

Mr. Joel Jason Rodriguez, Department Chair for Drama, presented on the 2019 – 2020 Season of the South Texas College Drama Department. This also marked their 10<sup>th</sup> Anniversary Season.

Founded in 2008 by Dr. John F. Carroll, the South Texas College Drama Department initially offered five courses and staged one production each semester. A year after its foundation, the first five students declared themselves as Drama Majors.

Now, in Fall 2019, there were 68 Drama Majors at South Texas College, with hundreds more taking courses and participating in productions. These students were supported by 2 full time faculty, 2 adjunct instructors, and 2 full time staff. Another 5 dual credit adjunct instructors offered drama courses with school district partners. Altogether, students and community members come together to stage 5 productions at South Texas College each year:

- 2 each fall semester,
- 2 each spring semester, and
- 1 during the summer.

Mr. Rodriguez discussed the courses that comprise the South Texas College Drama Program. The coursework and the stage productions provided a great variety of experience on stage and behind the scenes. These experiences helped prepare students for a variety of fields in stage, film, television, and other related fields.

Mr. Rodriguez also spoke to the impact of a generous memorial scholarship honoring Dr. Carroll and through which two drama majors receive direct financial aid at South Texas College.

Finally, Mr. Rodriguez provided a brief review of the past productions, and invited the committee members and audience to support the South Texas College Drama Department as patrons of upcoming performances.

This review of presentations was provided for the Board's information, and no action was taken.

**Presentation on Delinquent Tax Collections for Period Ending August 31, 2019 and Proposed Tax Resale Authorized by the County of Starr**

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

Ms. Salazar will also be available to respond to questions on Tax Resale authorized by the County of Starr and scheduled for December 3, 2019. While Linebarger Goggan Blair & Sampson, LLP has advised that no formal action is required by the South Texas College Board of Trustees, they have provided the information in the event that the College has an interest in or concern with the proposed proceedings.

The Delinquent Tax College Report and the proposed tax resale property information are provided in the packet for the Board's review.

No action is required.



# South Texas College Delinquent Tax Collection Report

## Prepared for:

Dr. Shirley A. Reed, President

Mr. Paul R. Rodriguez, Chairman

Rose Benavidez, Vice Chair

Roy de León, Secretary

Victoria Cantú, Member

Gary Gurwitz, Member

Dr. Alejo Salinas, Jr., Member

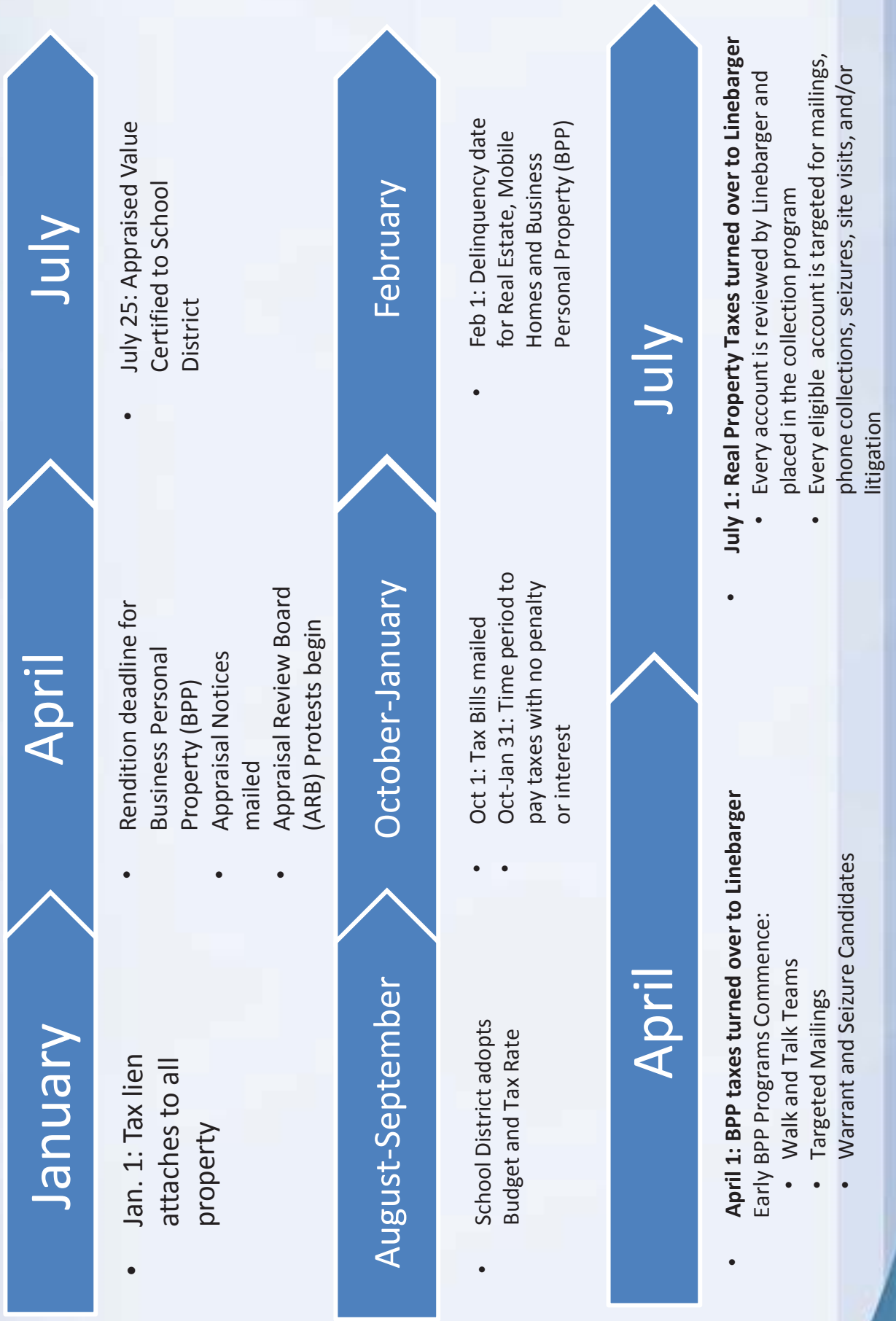
Rene Guajardo, Member



**LINEBARGER**

ATTORNEYS AT LAW

# Important Tax Cycle Dates



# Collection Activities –Hidalgo County

June 2019 — August 2019



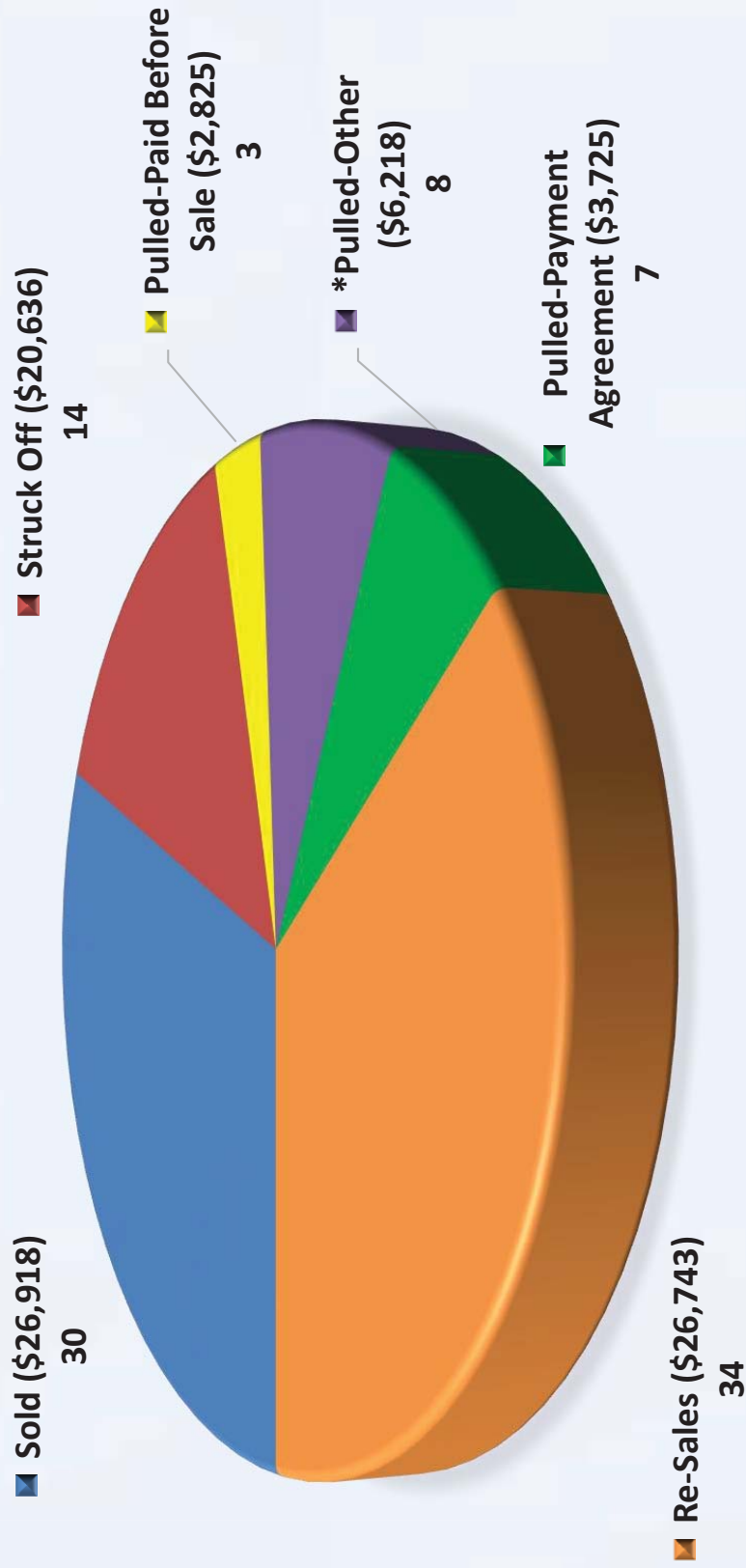
# Collection Activities – Starr County

June 2019 — August 2019



# Tax Sale Results — Hidalgo County June 2019 — August 2019

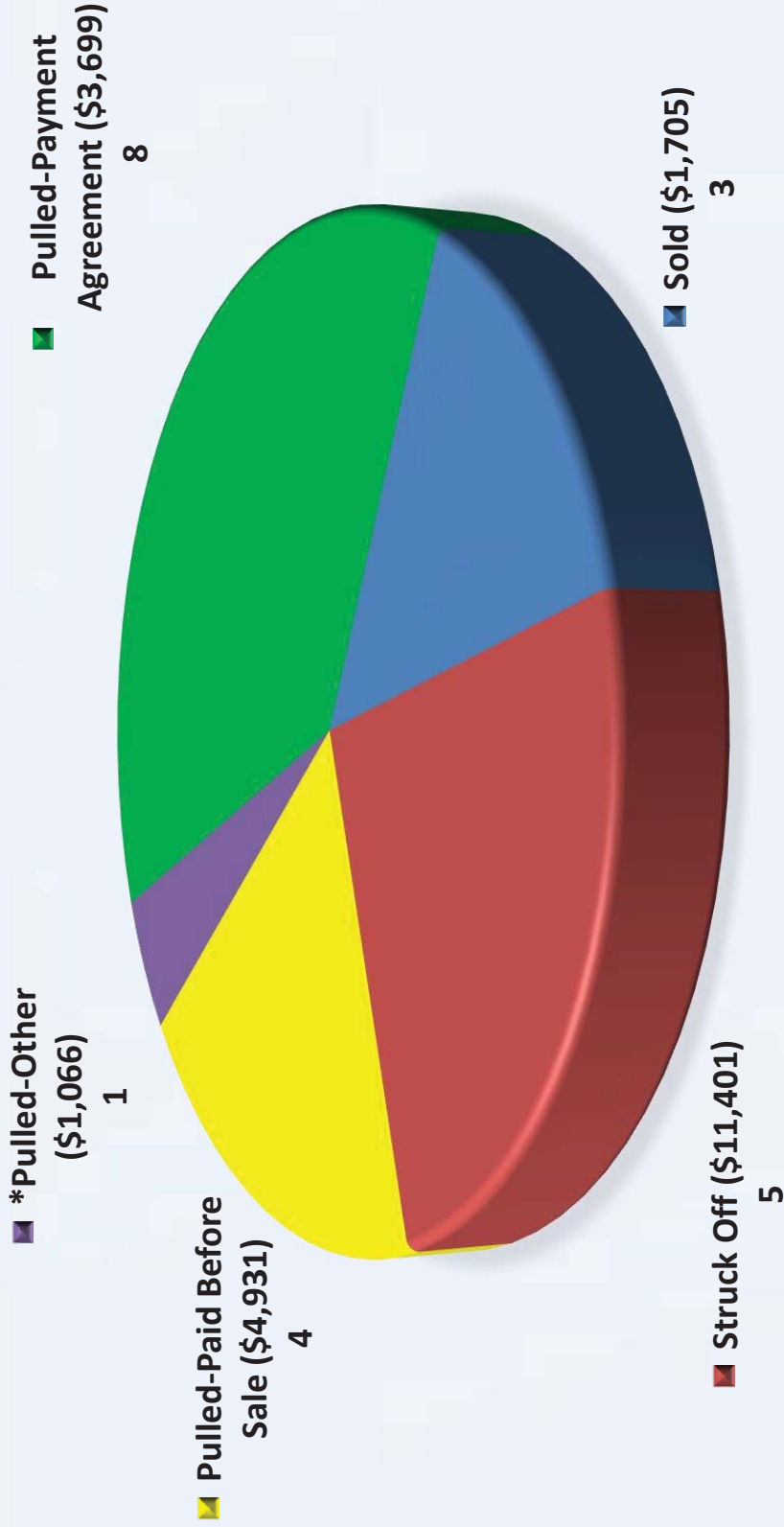
Base Tax, Penalty and Interest



# Tax Sale Results — Starr County

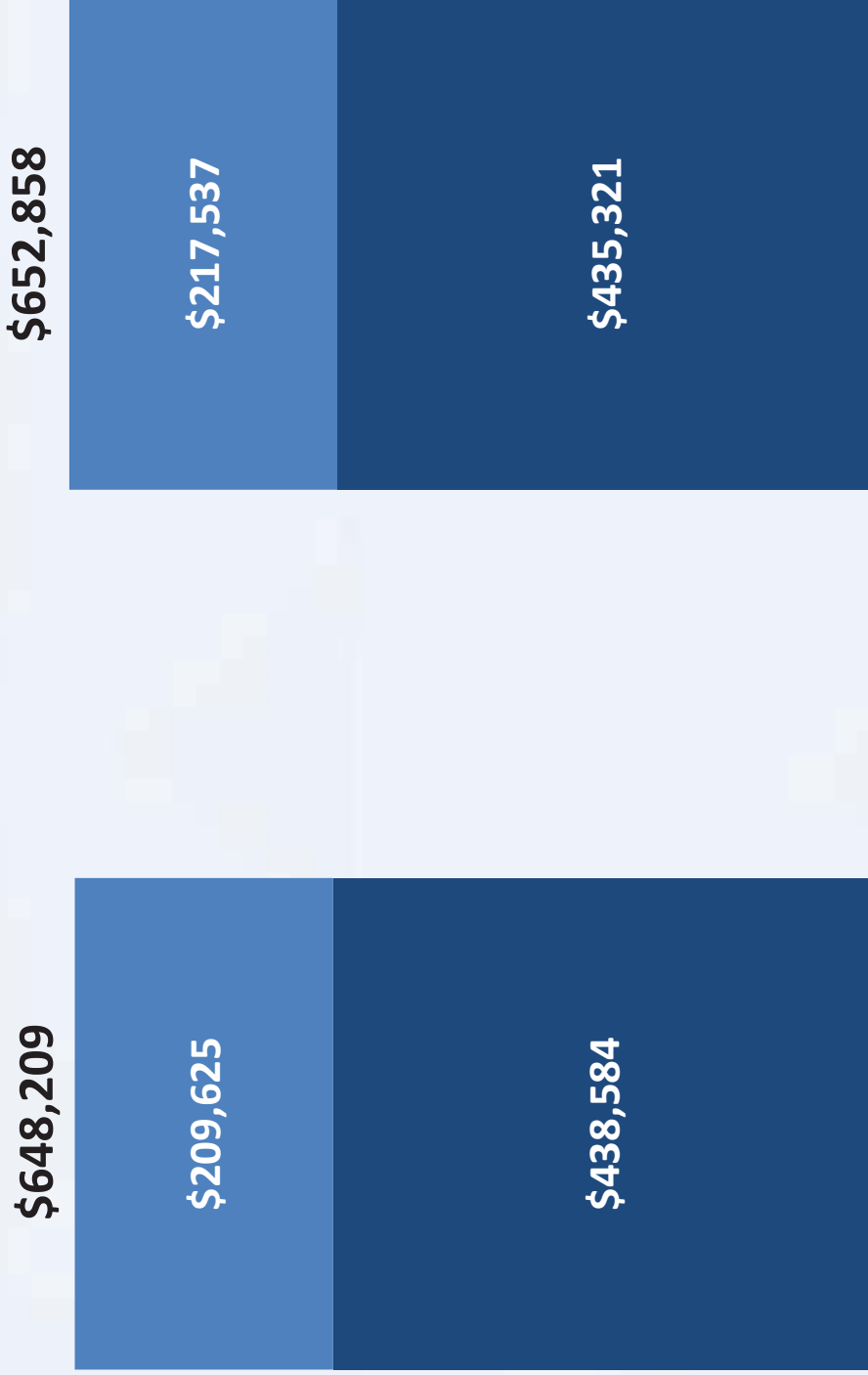
## June 2019 — August 2019

Base Tax, Penalty and Interest





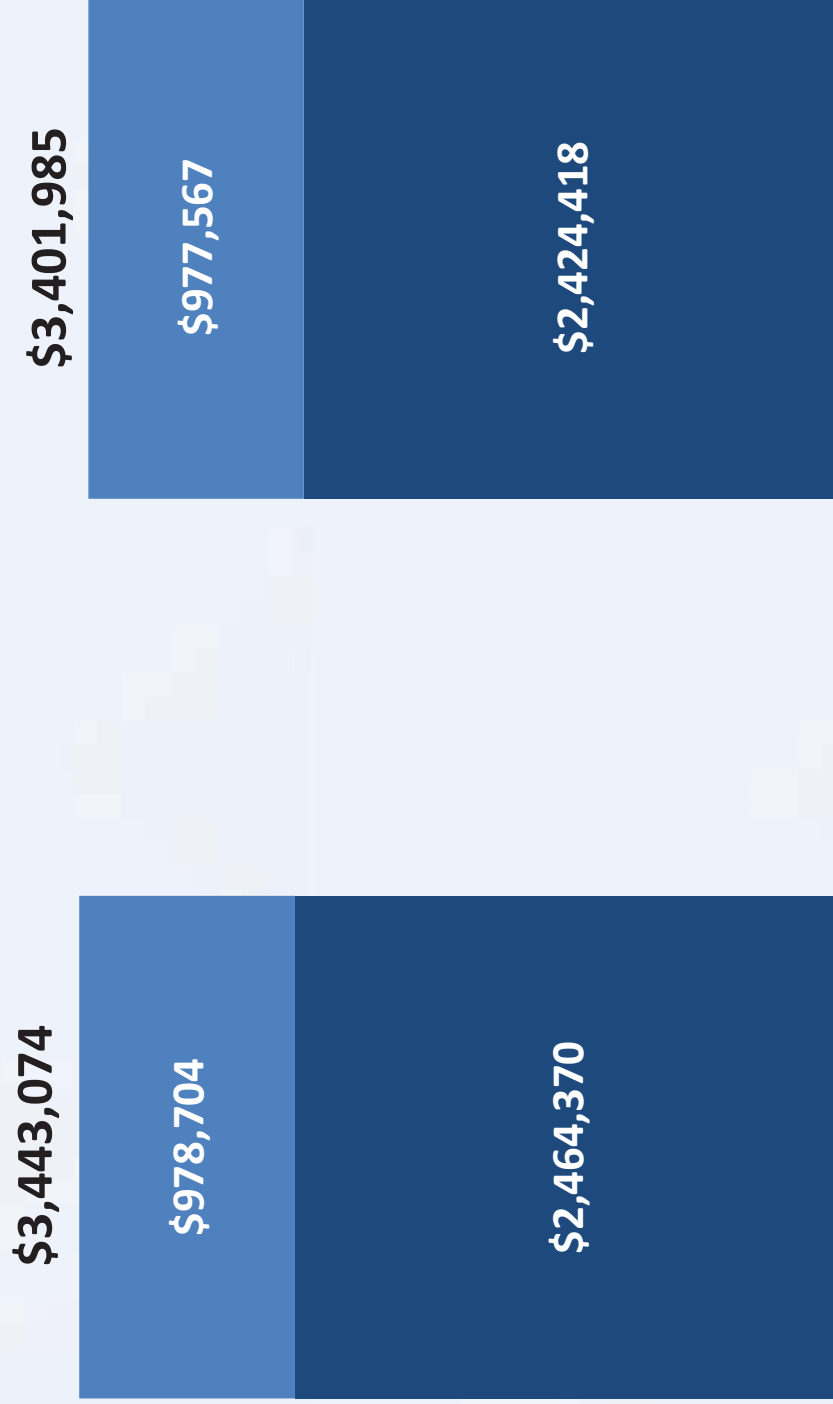
## Collection Comparison—Hidalgo County June through August



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

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

## Fiscal Year Collections Comparison Hidalgo County



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

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

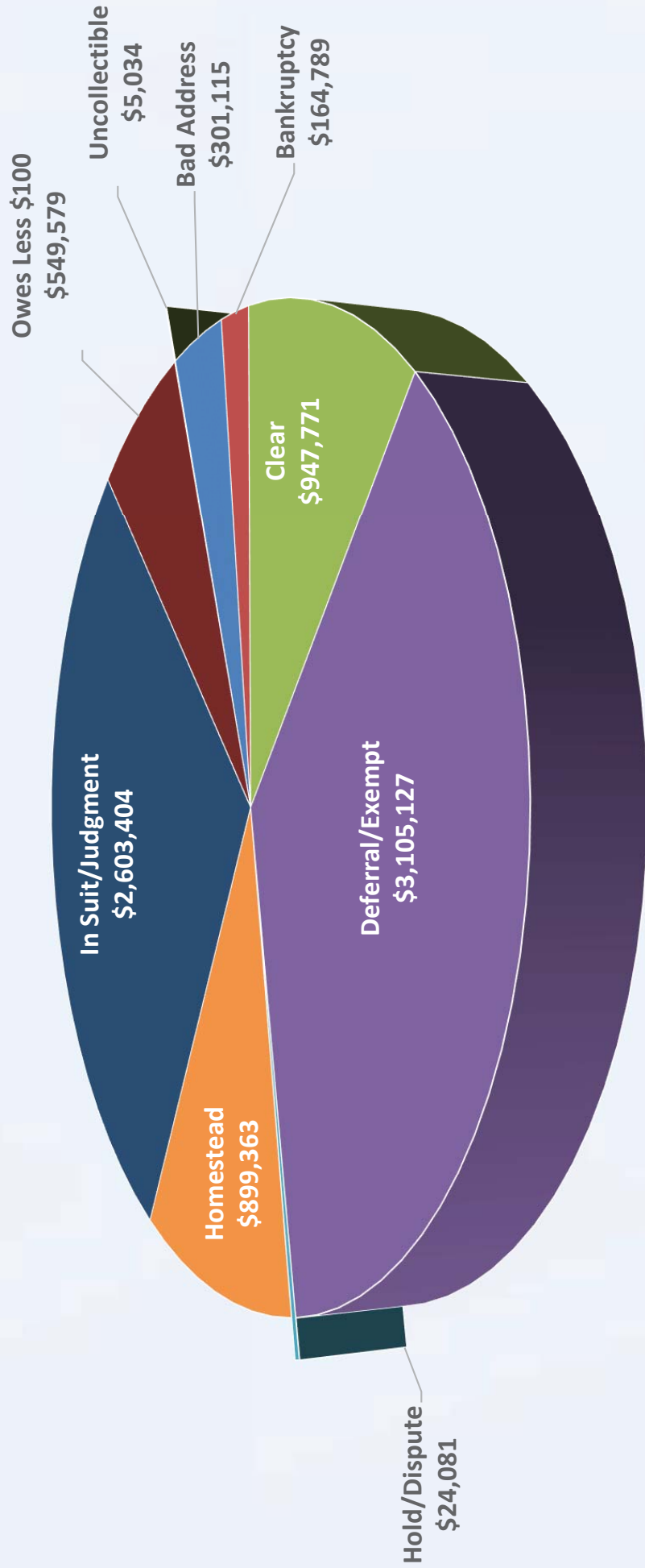
# Tax Roll Analysis by Size of Delinquent Accounts

## 2018 and Prior Base Tax Only

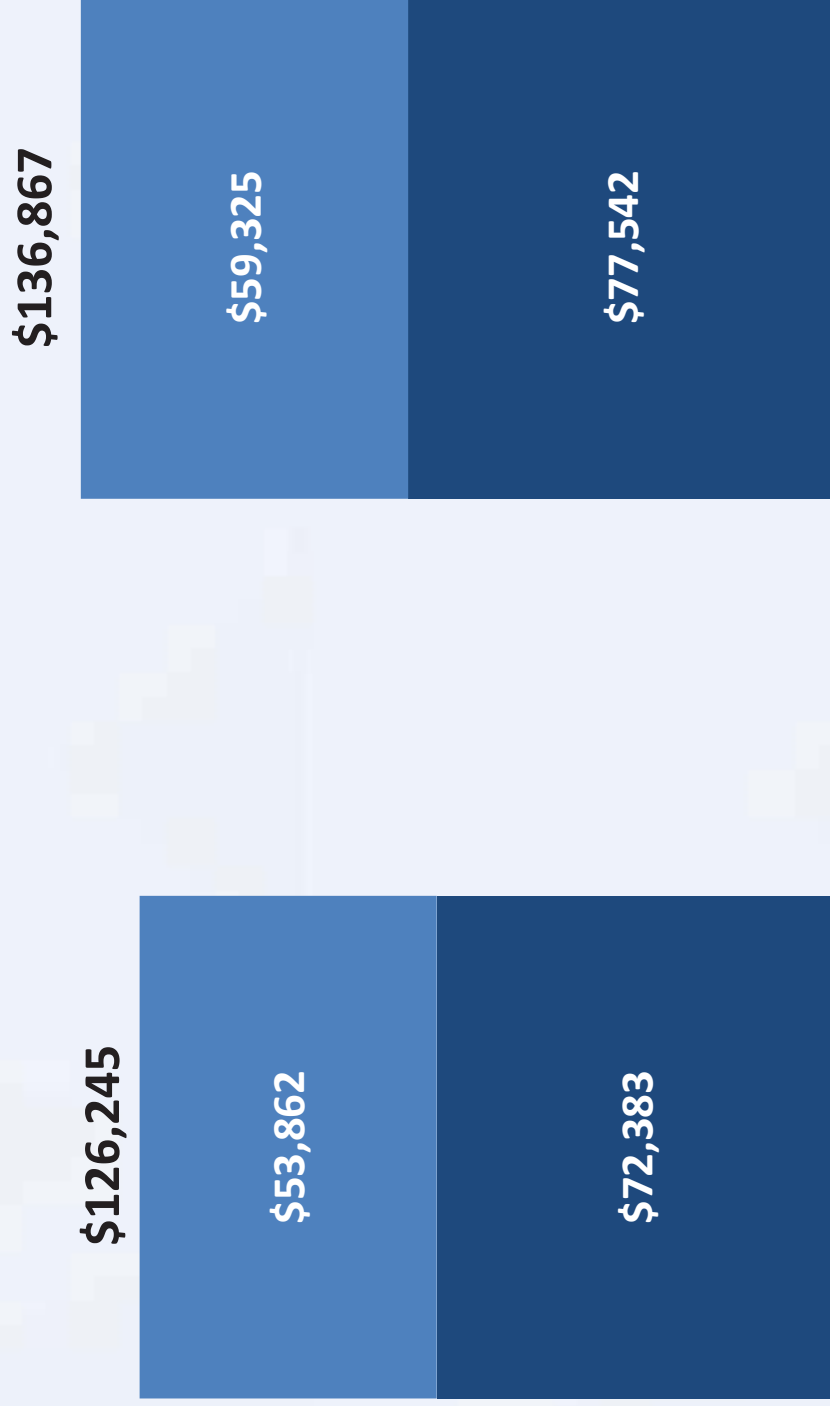
### South Texas College - Hidalgo County



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



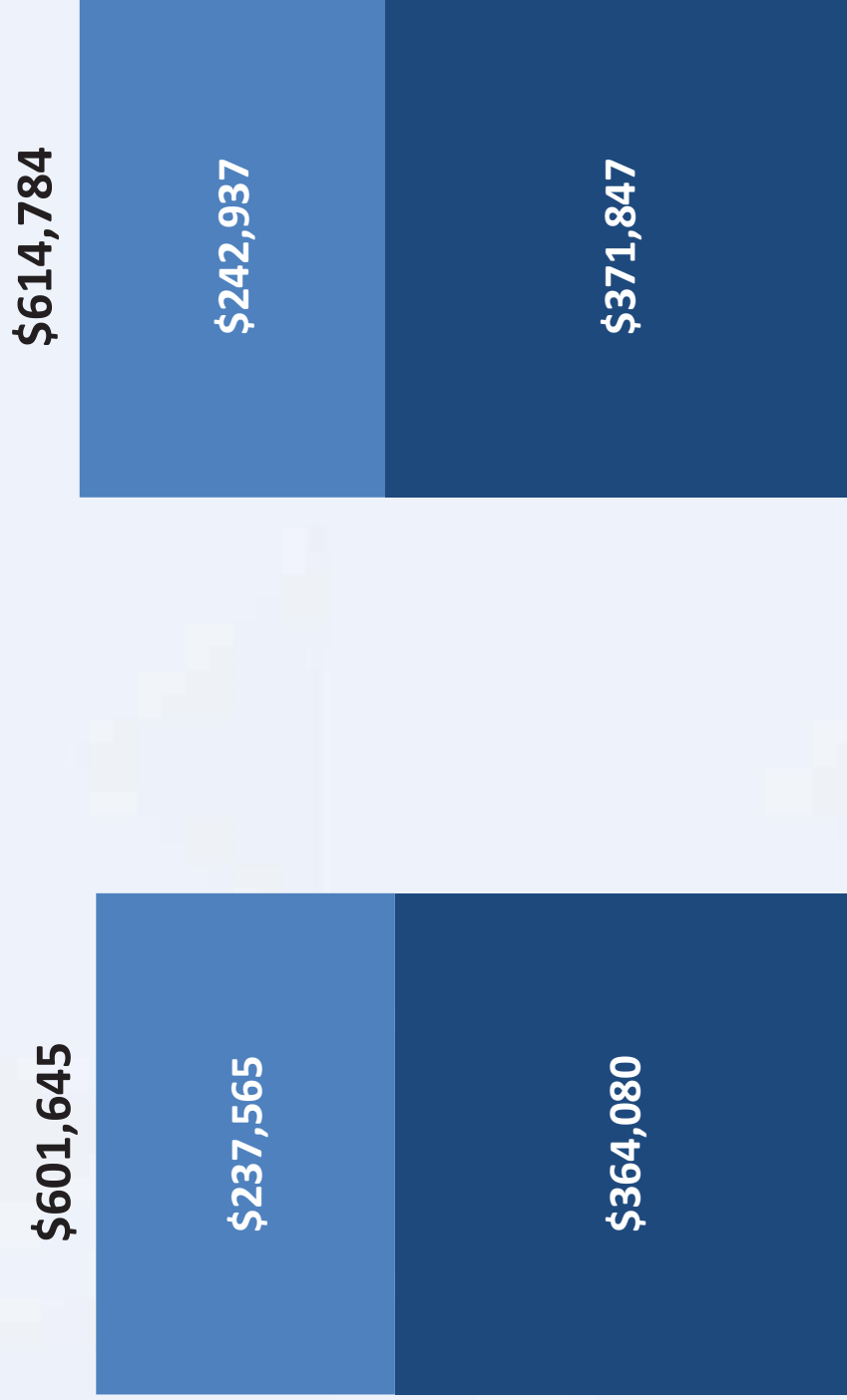
## Collection Comparison — Starr County June through August



JUNE 2018 - AUG. 2018  
DTR: \$3,588,928

JUNE 2019 - AUG. 2019  
DTR: \$3,736,543

## Fiscal Year Collections Comparison Starr County

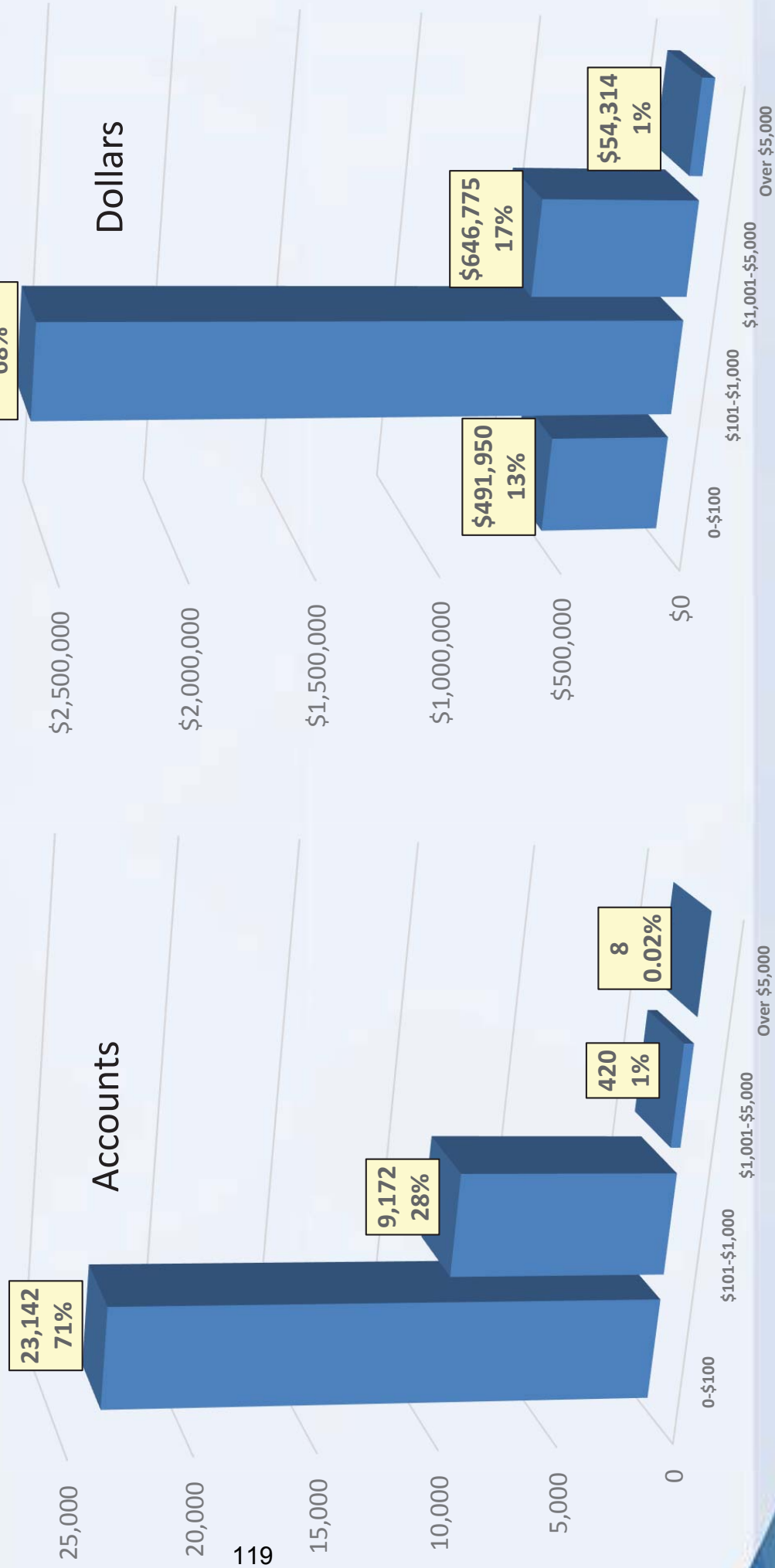


SEPT. 2017 - AUG. 2018  
DTR: \$3,588,928

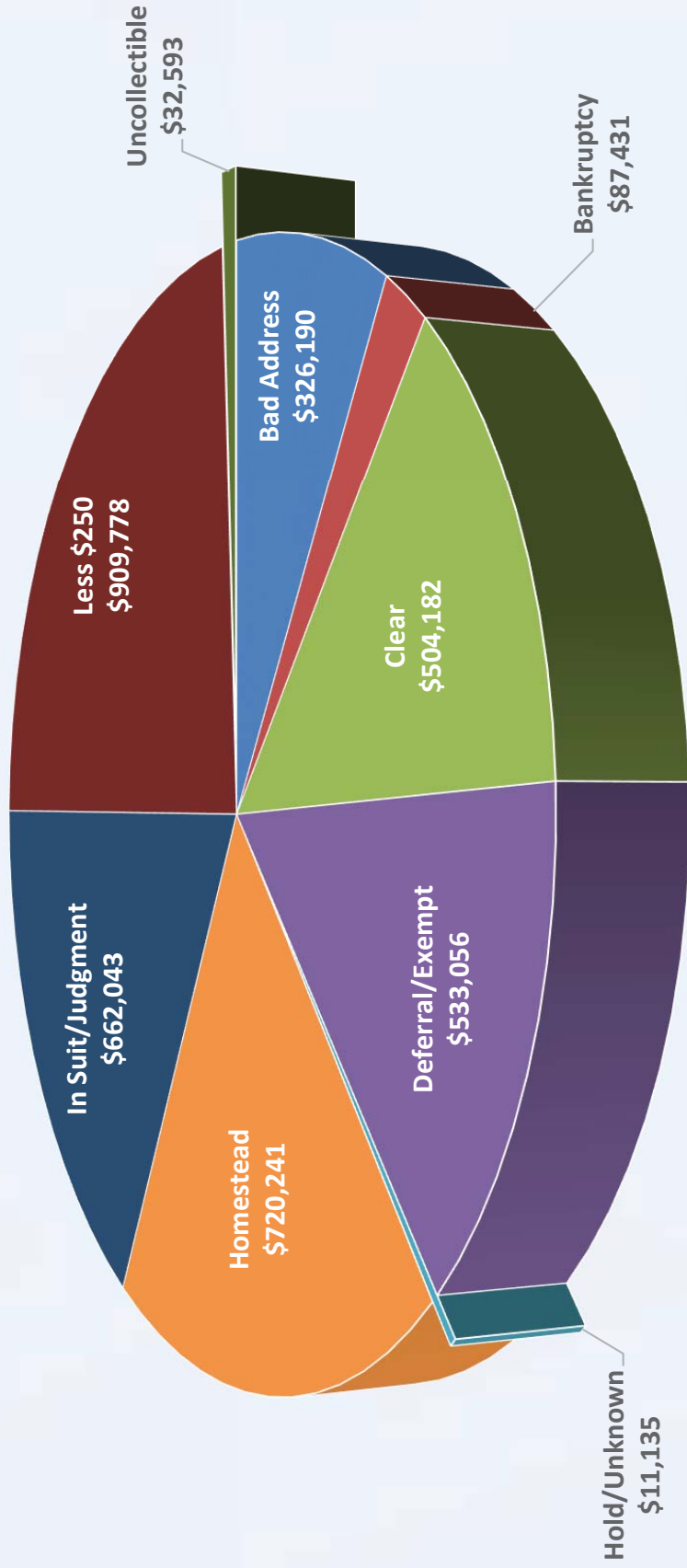
SEPT. 2018 - AUG. 2019  
DTR: \$3,736,543

# Tax Roll Analysis by Size of Delinquent Accounts 2018 and Prior Base Tax Only

## South Texas College - Starr County



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

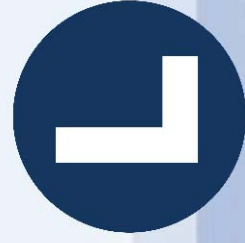






# South Texas College Delinquent Tax Collection Report

# Thank you



**LINEBARGER**

ATTORNEYS AT LAW

LAW OFFICES  
OF  
**LINEBARGER GOGGAN BLAIR & SAMPSON, LLP**  
ATTORNEYS AT LAW  
1512 S. Lone Star Way  
EDINBURG, TEXAS 78539

Telephone: (956) 383-4500  
Facsimile: (956) 383-7820

October 15, 2019

Dr. Shirley A. Reed  
President  
South Texas College  
3201 W. Pecan Blvd.  
McAllen, Texas 78501

RE: TAX RESALE PROPERTIES

Dear Dr. Reed,

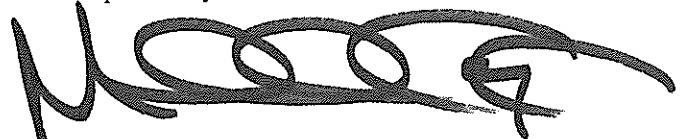
Enclosed is a signed resolution recently approved by Starr County Commissioners Court authorizing our firm to proceed with the tax resale of the struck-off properties listed on attached Exhibit A. The tax resale will take place at the Starr County Courthouse (by public auction) on Tuesday, **December 3, 2019** at 10:00 am.

All of the properties listed on Exhibit A were previously foreclosed upon and put up for tax sale, but the properties failed to receive the required minimum bids and were therefore struck-off to the taxing entities. Additionally, all of the properties were *non-homestead* designated properties and therefore no longer have a right of redemption. Therefore, in accordance with Sec. 34.05 of the Texas Property Tax Code, our firm will proceed to place the properties up for *resale* at a public auction on December 03, 2019 and the proceeds will be applied pro-rata amongst *all* of the taxing entities respective interest in each property.

This item does not need to be placed on your agenda for official approval; it is being provided to you for *informational* purposes only. However, I strongly recommend reviewing the attached Exhibit A and *immediately* contact my office if your taxing entity has an interest/concern in a particular property and wishes that it not be sold. Otherwise, all of the properties will be sold on December 3, 2019 without any further approval by any of the interested taxing entities.

If you have any questions about any particular property and/or about the tax sale/resale process, please do not hesitate to contact me.

Respectfully,



Michael G. Cano  
Partner

RESOLUTION NO.

AUTHORIZING THE RESALE OF PROPERTIES ON THE ATTACHED AND INCORPORATED EXHIBIT A, WHICH WERE ALL FORECLOSED ON UPON MORE THAN SIX (6) MONTHS AGO FOR FAILURE TO PAY AD VALOREM TAXES DUE TO THE COUNTY OF STARR, IN ACCORDANCE WITH SEC. 34.05 (C) OF THE TEXAS PROPERTY TAX CODE.

WHEREAS, the County of Starr is a taxing entity in the State of Texas and is duly authorized to levy and collect taxes on property located within its taxing jurisdiction; and

WHEREAS, the taxing authorities located within the County of Starr hold in trust all properties in their jurisdiction that were previously foreclosed upon and not sold at tax sale ("struck-off") because the opening bid was not met; and

WHEREAS, the County of Starr, as a taxing jurisdiction that is entitled to receive proceeds of the sale of such previously struck-off properties, desires that such properties be placed for resale in accordance with Sec. 34.05 of the Texas Property Code; and

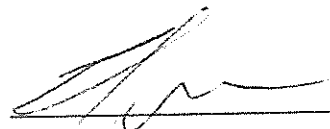
WHEREAS, the County of Starr desires to receive the highest possible bid for each struck-off property so that such properties may be returned to the tax rolls; and

NOW THEREFORE, BE IT RESOLVED BY THE COUNTY OF STARR THAT

1. The governing body of the County of Starr authorizes its County Sheriff to resale the struck-off properties on the attached Exhibit A by public auction in accordance with Sec. 34.05 (c) of the Texas Property Tax Code and to accept the highest bid for each struck-off property.
2. After such resale is conducted and monies received, the County of Starr authorizes its ad valorem tax attorneys (Linebarger) to pay all costs of resale in accordance with the Texas Property Tax Code and to prorate the remaining monies amongst all of the taxing jurisdictions in accordance with the balances found to be owed in the final judgment, which was approved by a court of proper jurisdiction.

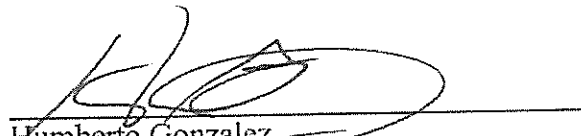
3. The County of Starr authorizes its County Sheriff to execute the necessary resale deeds upon the payment of its prorated share of the tax resale proceeds without further action from this governing body.
4. This resolution is adopted in accordance with all requirements and is in effect as of October 15, 2019.

**County of Starr**



Hon. Eloy Vera  
County Judge, County of Starr

ATTEST:



Humberto Gonzalez  
County Clerk, County of Starr

**LINEBARGER GOGGAN BLAIR & SAMPSON, LLP**  
**STARR COUNTY TAX RESALE LIST**  
**DECEMBER 3, 2019**

#	SUIT NUMBER	LEGAL DESCRIPTION	ACCOUNT NUMBER
1	TS-04-41	0.344 acre, more or less, being Lot 1, Block 6, Community of Salineno, Starr County, Texas, as described in Volume 830, Page 786, Official Records of Starr County, Texas.	(0003819) 21000-00600-00100-000000
2	TS-07-91	All that certain tract of land being Lot 1 and consisting of 0.16 acre, more or less, Hackberry Subdivision, a subdivision in Starr County, Texas, according to the map or plat thereof, recorded in Volume 2, Page 253, Official Records of Starr County, Texas; SAVE & EXCEPT however, 0.032 acre, more or less, described in Volume 606, Page 370, Deed Records of Starr County, Texas, leaving herein a residue of 0.128 acre, more or less, Starr County, Texas.	(0055742) 10150-00000-00100-000000
3	TS-08-102	Tract 2: Lot 1, Block 10, Los Olmos Addition, Original Townsite of Rio Grande City, Starr County, Texas, according to the map or plat thereof recorded in Volume 62, Page 323, Map Records of Starr County, Texas.	(0054466) 13200-01000-00100-000000
4	TS-08-102	Tract 3: Lot 2, Block 10, Los Olmos Addition, Original Townsite of Rio Grande City, Starr County, Texas, according to the map or plat thereof recorded in Volume 62, Page 323, Map Records of Starr County, Texas.	(0054467) 13200-01000-00200-000000
5	TS-08-102	Tract 4: Lot 3, Block 10, Los Olmos Addition, Original Townsite of Rio Grande City, Starr County, Texas, according to the map or plat thereof recorded in Volume 62, Page 323, Map Records of Starr County, Texas.	(0054468) 13200-01000-00300-000000
6	TS-08-102	Tract 5: Lot 4, Block 10, Los Olmos Addition, Original Townsite of Rio Grande City, Starr County, Texas, according to the map or plat thereof recorded in Volume 62, Page 323, Map Records of Starr County, Texas.	(0054469) 13200-01000-00400-000000
7	TS-08-102	Tract 6: Lot 5, Block 10, Los Olmos Addition, Original Townsite of Rio Grande City, Starr County, Texas, according to the map or plat thereof recorded in Volume 62, Page 323, Map Records of Starr County, Texas.	(0054470) 13200-01000-00500-000000
8	TS-08-102	Tract 7: Lot 12, Block 10, Los Olmos Addition, Original Townsite of Rio Grande City, Starr County, Texas, according to the map or plat thereof recorded in Volume 62, Page 323, Map Records of Starr County, Texas.	(0054477) 13200-01000-01200-000000
9	TS-10-61	Lot 12, Block "B", Sanchez Subdivision, an addition to the City of Rio Grande City, Starr County, Texas, as described in Volume 1210, Page 73, Official Records of Starr County, Texas.	(0017285) 15609-00002-01200-000000
10	TS-10-61	Lot 7, Block "J", Clarke Subdivision, an addition to the City of Rio Grande City, Starr County, Texas, as described in Volume 522, Page 492, Official Records of Starr County, Texas.	(0046622) 06200-00010-00700-001000
11	TS-10-112	Tract 1: Lot 4, of the South half of Block 49, Town of Rio Grande City, Starr County, Texas, as described in Volume 530, Page 848, Official Records of Starr County, Texas	(0002356) 14500-04900-00400-000100
12	TS-10-112	Tract 2: Lot 5, of the South half of Block 49, Town of Rio Grande City, Starr County, Texas, as described in Volume 530, Page 848, Official Records of Starr County, Texas	(0062374) 14500-04900-00500-000100
13	TS-10-112	Tract 3: Lot 6, of the South half of Block 49, Town of Rio Grande City, Starr County, Texas, as described in Volume 530, Page 848, Official Records of Starr County, Texas	(0062376) 14500-04900-00600-000100

14	TS-11-73	Lot 9, Block 8, Santa Cruz # 2 Subdivision, a subdivision in Starr County, Texas, according to the map or plat thereof, recorded in Volume 2, Page 207, Map Records of Starr County, Texas; SAVE & EXCEPT however, that certain South 10.00 feet of said Lot 9, as described in deed dated December 26, 1989, from Glenn H. Ramey to Manuel Everardo Lopez Garcia, in Volume 606, Page 590, Official Records of Starr County, Texas.	(0035258) 16300-00800-00900-000000
15	TS-12-78 & TS-97-34	Tract 2: 0.1650 acre, more or less, out of Tract 71, Porcion 74, Ancient Jurisdiction of Mier, Starr County, Texas, being Lot 40, Robinson Subdivision, as described in deed dated April 25, 1997, from Javier C. Sanchez to Fred Regalado, in Volume 786, Page 770, Official Records of Starr County, Texas. & Improvements consisting of Building Only situated on Lot 40, Robinson Subdivision, located in Starr County, Texas.	(0056268) 14850-00000-04000-000000 & (0061831) 14850-00000-04000-000100
16	TS-12-78	Tract 1: Lot 11, Block 93-A, Original Townsite to the City of Rio Grande City, Starr County, Texas, as described in Volume 689, Page 786, Official Records of Starr County, Texas.	(0015926) 14500-09301-01100-000000
17	TS-15-145	0.119 acre, more or less, out of Tract 63, Porcion 74, Geronimo Saenz Survey, Abstract 165, Starr County, Texas, as described in deed dated September 8, 2007, from Alonzo Emede Barrera to Rosalba B. Cortez, in Volume 1161, Page 145, Official Records of Starr County, Texas.	(0057654) 00165-07400-00900-002250
18	TS-16-91	Tract 1: Lot 23, Guadalupe Guerra Subdivision, a subdivision in Starr County, Texas, according to the map or plat thereof, recorded in Volume 2, Page 243, Map Records of Starr County, Texas, & Tract 2: Lot 24, Guadalupe Guerra Subdivision, a subdivision in Starr County, Texas, according to the map or plat thereof, recorded in Volume 2, Page 243, Map Records of Starr County, Texas & Tract 3: Building located in Lots 23 and 24, Guadalupe Guerra Subdivision.	(0054138) 09925-00000-02300-000000 & (0054139) 09925-00000-02400-000000 & (0071937) 09925-00000-02300-002400
19	TS-16-142	Lot 35, Rio Vista Estates, Inc., Falconaire Subdivision, Unit 2, a subdivision in Starr County, Texas, according to the map or plat thereof, recorded in Volume 1, Page 181, Deed and Plat Records of Starr County, Texas	(0015649) 08600-00000-03500-000000
20	TS-16-180	0.1515 acre, more or less, being Lot 11, Jose F. Villarreal Subdivision, a subdivision in Starr County, Texas, as described in deed dated April 16, 1995, from Javier Garcia Flores et al to Ines Pena, in Volume 776, Page 216, Official Records of Starr County, Texas.	(0061176) 10475-00000-01100-000000
21	TS-17-78	0.907 acre, more or less, out of Share 98, Porcion 77, Ancient Jurisdiction of Mier, an addition to Starr County, Texas, as described in deed dated November 18, 1994, from Concepcion Delao to Rogelio Herrera, in Volume 895, Page 715, Official Records of Starr County, Texas.	(0078987) 00042-07700-04505-000000
22	TS-17-136	Lot 4, Block 5, Garza-Salinas Subdivision No. 3, a subdivision in Starr County, Texas, as described in Volume 1029, Page 212, Official Records of Starr County, Texas.	(0046744) 09410-00500-00400-000000
23	TS-17-201	Lot 23, Addition No 1, Santa Cruz Industrial Park Subdivision, a subdivision in Starr County, Texas, according to the map or plat thereof, recorded in Volume 2, Page 249-A, Map Records of Starr County, Texas.	(0056373) 16350-00000-02300-000000
24	TS-17-239	Tract 1: Lot 5, Block 4, Northwest Industrial Park Subdivision # 1, a subdivision in Starr County, Texas, according to the map or plat thereof, recorded in Volume 2, Page 213A, Plat Records of Starr County, Texas.	(0043614) 13000-00400-00500-000000

25	TS-17-239	Tract 2: Lot 4, Block 4, Northwest Industrial Park Subdivision # 1, a subdivision in Starr County, Texas, according to the map or plat thereof, recorded in Volume 2, Page 213A, Plat Records of Starr County, Texas,	(0043613) 13000-00400-00400-000000
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**DISCLAIMER—RESALE LIST IS PRELIMINARY AND SUBJECT TO CHANGE**

## **Review and Action as Necessary on Award of Proposals, Rejection of a Proposal, Purchases, Renewal, and an Interlocal Agreement**

Approval of the following award of proposals, rejection of proposal, purchases, renewal, and interlocal agreement will be requested at the November 26, 2019 Board meeting.

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) Equipment Rental Services (Award)**

Award the proposal for equipment rental services for the period beginning December 1, 2019 through November 30, 2020 with two one-year options to renew, at an estimated amount of \$120,000.00, which is based on prior year expenditures. The vendors are as follows:

Vendors	Vendors
<b>Briggs Equipment</b> (Pharr, TX)	<b>Marentco, Inc./ dba Tejas Events and Tents</b> (McAllen, TX)
<b>Rental World</b> (McAllen, TX)	<b>Space Jump Rentals</b> (Pharr, TX)

Purpose – Student Activities and the Office of Public Relations & Marketing rent various types of equipment, tables, chairs, linens, and stages for various College events.

Justification and Benefit – The rental services will be used for South Texas College sponsored events and student events at all campuses.

Background – Proposal documents were advertised on September 23, 2019 and September 30, 2019 and issued to thirteen (13) vendors. Five (5) responses were received on October 8, 2019 and reviewed by the Purchasing Department. One response was incomplete, therefore was not considered.

Funds for this expenditure are budgeted in Student Activities and the Office of Public Relations & Marketing budgets for FY 2019 – 2020.

#### **2) In-Store Purchase of Materials and Supplies (Award)**

Award the proposal for in-store purchase of materials and supplies for the period beginning November 27, 2019 through November 26, 2020 with two one-year options to renew, at an estimated amount of \$160,000.00, which is based on prior year expenditures. The vendors are as follows:

- **HEB Grocery, Co.** (McAllen, TX)
- **Hobby Lobby Store** (McAllen, TX)
- **Sam’s Club** (McAllen, TX)
- **Walmart** (Mission, TX)

Purpose – The in-store purchases of materials, supplies, and miscellaneous items are necessary throughout the College district for the Culinary Arts Program, Food Services,



Science Programs (Biology and Chemistry) instructional labs, student activities events, professional development, South Texas College sponsored events, and division meetings.

Justification and Benefit – These items are needed for hosted events and meetings held at all South Texas College’s campuses for faculty, staff, students, and the community.

Background – Proposal documents were advertised on September 30, 2019 and October 7, 2019 and issued to five (5) vendors. Four (4) responses were received on October 15, 2019 and reviewed by the Purchasing Department.

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

### **3) Merchant Services (Award)**

Award the proposal for merchant services (credit card processing) to **BBVA Merchant Services provided by First Data Merchant Services, LLC.** (Atlanta, GA), for the period beginning December 1, 2019 through November 30, 2021 with three one-year options to renew, at an estimated annual cost of \$360,000.00, which is based on projected transactions.

Purpose – The Business Office is requesting a merchant services contract, which will permit students, faculty, staff, and the general public to pay for services provided by South Texas College with credit/debit cards.

Justification and Benefit – The merchant services contract will allow the college to accept credit card or bank debit card transactions using online payments, in-person payments or point of sale systems without interruption. Credit and debit card payments are processed at the cashier stations and cafeterias throughout the college district.

Background – Proposal documents were advertised on September 10, 2019 and September 17, 2019 and issued to seven (7) vendors. Four (4) responses were received on September 25, 2019 and reviewed by the Business Office and Purchasing Department.

Funds for this expenditure are budgeted in the Business Office – Credit Card Charges budget for FY 2019 – 2020 and FY 2020 – 2021 pending Board approval of the budget.

## **B. Rejection of Proposal**

### **4) Multifunction Copier Equipment and Services (Reject)**

Reject the proposals received for the multifunction copier equipment and services, since staff was unable to properly evaluate the proposals due to the variety of equipment that the vendors provided pricing on and the price ranges submitted by the vendors.

**C. Purchases and Renewals (C-a. Instructional Item)**

**5) Instructional Training System (Purchase)**

Purchase an instructional training system from **Technical Laboratory Systems, Inc.** (Houston, TX), a Choice Partners Cooperative (Division of the Harris County Department of Education) approved vendor, at a total amount of \$62,295.00.

Purpose – The Electrician Technology Program in the Division of Business and Technology is requesting a turbine generator control troubleshooting learning system for student instruction at the Technology Campus.

Justification and Benefit – The training system allows students to gain adaptive skills for generator system operation, adjustment, and troubleshooting in a wide variety of situations. It helps develop and practice both wind turbine component and system level skills in the classroom and with hands-on experience required in this emerging and growing field. The system includes realistic control problems and provides the student with feedback on their progress.

Funds for this expenditure are budgeted in the Carl Perkins grant budget for FY 2019 – 2020.

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

**6) Furniture (Purchase)**

Purchase furniture from OMNIA Partners formerly National Intergovernmental Purchasing Alliance (NIPA), National Cooperative Purchasing Alliance (NCPA), Texas Association of School Boards – Buyboard, Sourcewell, and The Interlocal Purchasing System (TIPS), at a total amount of \$111,056.71.

#	Vendor	Amount
A	<b>Allsteel, Inc. / Broussard Group</b> (Muscatine, IA / San Antonio, TX)	\$6,401.99
B	<b>Computer Comforts, Inc.</b> (Kemah, TX)	\$19,948.60
C	<b>Datum Filing Systems, Inc. / Gateway Printing and Office Supply, Inc.</b> (Emigsville, PA/Edinburg, TX)	\$1,690.26
D	<b>The Hon Company / Gateway Printing and Office Supply, Inc.</b> (Muscatine, IA / Edinburg, TX)	\$9,864.59
E	<b>Krueger International, Inc. / Gateway Printing and Office Supply, Inc.</b> (Green Bay, WI / Edinburg, TX)	\$67,652.73
F	<b>Landscape Forms</b> (Kalamazoo, MI)	\$2,331.54
G	<b>Wenger Corporation</b> (Owatonna, MN)	\$3,167.00
<b>Furniture Total</b>		<b>\$111,056.71</b>

The purchases can be summarized as follows:

- Allsteel Inc. / Broussard Group (Muscatine, IA / San Antonio, TX)
  - ⇒ Technology Campus
    - 12 Conference Chairs for Shipping and Receiving
- Computer Comforts, Inc. (Kemah, TX)
  - ⇒ Pecan Campus
    - 21 Mobile White Boards for the Centers for Learning Excellence
- Datum Filing Systems, Inc. / Gateway Printing and Office Supply, Inc. (Edinburg, TX)
  - ⇒ Regional Center for Public Safety Excellence
    - 4 Storage Shelves for the Police Academy
- The Hon Company / Gateway Printing and Office Supply, Inc. (Edinburg, TX)
  - ⇒ La Joya Jimmy Carter Campus
    - 1 Vertical File for the Learning Commons and Open Labs
  - ⇒ Mid Valley Campus
    - 1 Storage Cabinet for Centers for Learning Excellence
  - ⇒ Pecan Campus
    - 2 Bookcases for Curriculum & Student Learning
    - 1 Lateral File for Career & Employer Services
    - 2 Vertical Files for Political Science Program
    - 1 Desk for the Office Administration Program
    - 2 Lateral File Cabinets for the Office of Institutional Equity
    - 19 Round Tables for the Library
  - ⇒ Regional Center for Public Safety Excellence
    - 1 Storage Cabinet for the Police Academy
  - ⇒ Technology Campus
    - 2 Storage Cabinets for the Electrician Assistant Program
    - 2 Storage Cabinets for the Center for Learning Excellence
- Krueger International, Inc. / Gateway Printing and Office Supply, Inc. (Edinburg, TX)
  - ⇒ Mid Valley Campus
    - 8 Chairs and 4 Classroom Tables for the Division of Nursing and Allied Health
  - ⇒ Nursing and Allied Health Campus
    - 37 Chairs for the Learning Commons and Open Labs
  - ⇒ Pecan Campus
    - 4 Workstations for Distance Learning
    - 1 Desk and 1 Workstation for the Student Assessment Center
    - 3 Tables and 2 Guest Chairs for the College Success Program
    - 1 File Cabinet for the Cashier's Office
    - 1 Workspace surface for the Business Office
  - ⇒ Regional Center for Public Safety Excellence
    - 16 Chairs and 8 Tables for the Portables
  - ⇒ Starr County Campus
    - 1 Reception/Circulation Desk for the Centers for Learning Excellence
  - ⇒ Technology Campus
    - 2 Conference Chairs for Shipping and Receiving

- Landscape Forms (Klamazoo, MI)
  - ⇒ Regional Center for Public Safety Excellence
    - 2 Benches for the Police Academy
- Wenger Corporation (Owatonna, MN)
  - ⇒ Pecan Campus
    - 2 Instrument Storage Cabinets for the Music Program

Fund for these expenditures are budgeted in the requesting department budgets for FY 2019 - 2020 as follows: Business Office, Career and Employment Services, Cashiers Office, Center for Learning Excellence, College Success, Curriculum and Student Learning, Distance Learning, Electrician Assistant, FFE Unallocated – Academic Support, Learning Commons and Open Labs, Office Administration, Political Science, Student Assessment Center, Music, New Furniture, Regional Center for Public Safety Excellence, and Technology Shipping & Receiving Building D Office Renovation – FFE.

### **7) Network Cabling Services (Purchase)**

Purchase network cabling services from **Telepro Communications** (Mission, TX), a Board approved vendor, at a total amount of \$51,093.00.

Purpose – Facilities Planning and Construction and Systems and Networking are requesting network cabling services for internet connections at the Regional Center for Public Safety Excellence portables.

Justification and Benefit – The services are needed to run data lines for transmission of data for computers, technical equipment, and phone service for the portables.

Funds for this expenditure are budgeted in the RSPSE – Portables budget for FY 2019 – 2020.

### **8) Vehicle Fuel Program (Renewal)**

Renew the vehicle fuel program with **U. S. Bank/Voyager Fleet Systems** (Kansas City, MO), a State of Texas Procurement and Support Services (TPASS) approved vendor, acting by and through the State of Texas Council of Competitive Government (CCG), for the period beginning January 1, 2020 through December 31, 2020, at an estimated amount of \$130,000.00, which is based on prior year expenditures.

Purpose – The vehicle fuel program is used for College owned vehicles used by Mail Services, Central Receiving, Operations and Maintenance, Nursing and Allied Health Emergency Medical Technician Program, Policy Academy, Fire Science Program, Educational Technologies, Student Activities, and the South Texas College Department of Public Safety for the day-to-day operations of the College.

Justification and Benefit – Use of the fuel cards is controlled by the Business Office and Purchasing Department in coordination with supervisors, financial managers, and program chairs using the cards. The Business Office has the ability to monitor online all fuel purchase transactions.

The advantages of using the vehicle fuel program are as follows:

- Each card is set up with a dollar amount limit
- Each employee using the card has a personal identification number, transaction limit and dollar amount limit
- Odometer readings are required at the pump
- Business Office staff monitors transactions online
- Rebates/Discounts are paid quarterly
- 40,000 approved locations, which include locations less than a mile from the College's campuses
- The gas station with the best price is selected
- Net 30 days from monthly payment with no additional charge
- Various reports are available online for reference

The College is billed for the actual fuel charges on a monthly basis with no other type of fees assessed. As per the Agreement, a quarterly Rebate will be sent to the College.

Voyager's rebate is calculated by using their sales volume average for Texas, which can range from 1.150% to 1.760% per gallon, as stated in the agreement.

The rebate amounts vary based on the state average volume and usage. The College has received \$2,459.42 for fiscal year 2019, \$2,584.80 for fiscal year 2018, \$1,610.82 for fiscal year 2017, and \$1,435.84 for fiscal year 2016, which brings the overall amount paid per gallon to be reduced by \$.02 to \$.052.

Funds for this expenditure are budgeted in various programs and department budgets for FY 2019 – 2020.

## **C. Purchases and Renewals (C-c. Technology Items)**

### **9) Computers, Laptops, and Tablets (Purchase)**

Purchase of computers, laptops, and tablets from the State of Texas Department of Information Resources (DIR) approved vendors **Dell Marketing, LP.** (Dallas, TX) and **Apple, Inc.** (Dallas, TX), at a total amount of \$111,575.20.

All purchase requests for computers, laptops, and tablets have been evaluated by the Information Technology and the Chief Information Officer. Information Technology does not have refurbished systems available for new hires. Instructional and/or business need must be clearly identified/justified for any equipment that is outside standard configuration or does not replace existing office systems. (Ex. mobile devices)

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

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

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

The purchases can be summarized as follows:

- Student Computers
  - ⇒ 23 Computers for Regional Center for Public Safety Excellence Portables
- Faculty Computers
  - ⇒ 1 Computer for Political Science Program
  - ⇒ 3 Computers for Biology Program
  - ⇒ 20 Computers for Regional Center for Public Safety Excellence Portables
- Student Laptops
  - ⇒ 7 Laptops for Biology Program
  - ⇒ 12 Laptops for Physical Science Program
- Faculty Laptops
  - ⇒ 3 Laptops for Biology Program
  - ⇒ 2 Laptops for Chemistry Program
- Student Tablets
  - ⇒ 19 Tablets for Technology Support

Funds for these expenditures are budgeted in the requesting department budgets for FY 2019 - 2020 as follows: RCPSE Portables, Political Science Program, Biology Program, Physical Science Program, Chemistry Program, and Technology Support.

**10) Network Switches (Purchase)**

Purchase network switches from **Insight Public Sector** (Tempe, AZ/McAllen, TX), a State of Texas Department of Information Resources (DIR) approved vendor, at a total amount of \$91,369.93.

Purpose – Information Technology is requesting the purchase of nineteen (19) network switches for the Pecan Campus Building J data infrastructure replacement project.

Justification and Benefit – The switches are needed to support the upgraded category-6AH network cabling infrastructure in Building J at the Pecan campus. The equipment will support higher speed network connections and align with the new network cabling that was installed during the Summer of 2019.

Funds for this expenditure are budgeted in the Construction – Pecan Campus Building J Data Infrastructure Replacement for FY 2019 – 2020.

**D. Interlocal Agreement**

**11) Graduation Facility (Lease Agreement)**

Lease the graduation facility from the **City of Hidalgo/ dba Payne Arena** (Hidalgo, TX) through an interlocal license agreement from May 14, 2020 at 8:00 a.m. through May 17, 2020 at midnight, at an estimated amount of \$38,500.00.

Purpose – The Division of Student Services is requesting an interlocal license agreement for the graduation ceremonies, which will be held on Friday, May 15, 2020 and Saturday, May 16, 2020.

Justification and Benefit - The facility will be used for all the South Texas College May 2020 graduation ceremonies. The cost includes the use of the facility, audio visual equipment, and event personnel.

Fund for this expenditure are budgeted in the Graduation Account budget for FY 2019 – 2020.

**Recommendation:**

The Finance, Audit, and Human Resources Committee recommended Board approval of the award of proposals, rejection of proposal, purchases, renewal, and interlocal agreement as listed below:

**A. Award of Proposals**

- 1) **Equipment Rental Services (Award):** award the proposal for equipment rental services for the period beginning December 1, 2019 through November 30, 2020 with two one-year options to renew, at an estimated amount of \$120,000.00, which is based on prior year expenditures. The vendors are as follows:

Vendors	Vendors
<b>Briggs Equipment</b> (Pharr, TX)	<b>Marentco, Inc./ dba Tejas Events and Tents</b> (McAllen, TX)
<b>Rental World</b> (McAllen, TX)	<b>Space Jump Rentals</b> (Pharr, TX)

- 2) **In-Store Purchase of Materials and Supplies (Award):** award the proposal for in-store purchase of materials and supplies for the period beginning November 27, 2019 through November 26, 2020 with two one-year options to renew, at an estimated amount of \$160,000.00. The vendors are as follows:
  - A. **HEB Grocery, Co.** (McAllen, TX)
  - B. **Hobby Lobby Store** (McAllen, TX)
  - C. **Sam’s Club** (McAllen, TX)
  - D. **Walmart** (Mission, TX)
- 3) **Merchant Services (Award):** award the proposal for merchant services (credit card processing) to **BBVA Merchant Services provided by First Data Merchant Services, LLC.** (Atlanta, GA), for the period beginning December 1, 2019 through November 30, 2021 with three one-year options to renew, at an estimated annual cost of \$360,000.00, which is based on projected transactions;

**B. Rejection of Proposal**

- 4) Multifunction Copier Equipment and Services (Reject):** reject the proposals received for the multifunction copier equipment and services, since staff was unable to properly evaluate the proposals due to the variety of equipment that the vendors provided pricing on and the price ranges submitted by the vendors;

**C. Purchases and Renewals**

**a. Instructional Item**

- 5) Instructional Training System (Purchase):** purchase an instructional training system from **Technical Laboratory Systems, Inc.** (Houston, TX), a Choice Partner Cooperative (Division of the Harris County Department of Education) approved vendor, at a total amount of \$62,295.00;

**b. Non-Instructional Items**

- 6) Furniture (Purchase):** purchase furniture from OMNIA Partners formerly National Intergovernmental Purchasing Alliance (NIPA), National Cooperative Purchasing Alliance (NCPA), Texas Association of School Boards – Buyboard, Sourcewell, and The Interlocal Purchasing System (TIPS), at a total amount of \$111,056.71.

#	Vendor	Amount
A	<b>Allsteel, Inc. / Broussard Group</b> (Muscatine, IA / San Antonio, TX)	\$6,401.99
B	<b>Computer Comforts, Inc.</b> (Kemah, TX)	\$19,948.60
C	<b>Datum Filing Systems, Inc. / Gateway Printing and Office Supply, Inc.</b> (Emigsville, PA/Edinburg, TX)	\$1,690.26
D	<b>The Hon Company / Gateway Printing and Office Supply, Inc.</b> (Muscatine, IA / Edinburg, TX)	\$9,864.59
E	<b>Krueger International, Inc. / Gateway Printing and Office Supply, Inc.</b> (Green Bay, WI / Edinburg, TX)	\$67,652.73
F	<b>Landscape Forms</b> (Klamazoo, MI)	\$2,331.54
G	<b>Wenger Corporation</b> (Owatonna, MN)	\$3,167.00
<b>Furniture Total</b>		<b>\$111,056.71</b>

- 7) Network Cabling Services (Purchase):** purchase network cabling services from **Telepro Communications** (Mission, TX), a Board approved vendor, at a total amount of \$51,093.00;
- 8) Vehicle Fuel Program (Renewal):** renew the vehicle fuel program with **U.S. Bank/Voyager Fleet Systems** (Kansas City, MO), a State of Texas Procurement and Support Services (TPASS) approved vendor, acting by and through the State of Texas Council of Competitive Government (CCG), for the period beginning January 1, 2020 through December 31, 2020, at an estimated amount of \$130,000.00, which is based on prior year expenditures;



**c. Technology Items**

- 9) Computers, Laptops, and Tablets (Purchase):** purchase computers, laptops, and tablets from the State of Texas Department of Information Resources (DIR) approved vendors **Dell Marketing, LP.** (Dallas, TX) and **Apple, Inc.** (Dallas, TX), at a total amount of \$111,575.20;
- 10) Network Switches (Purchase):** purchase network switches from **Insight Public Sector** (Tempe, AZ/McAllen, TX), a State of Texas Department of Information Resources (DIR) approved vendor, at a total amount of \$91,369.93;

**D. Interlocal Agreement**

- 11) Graduation Facility (Lease Agreement):** lease the graduation facility from the **City of Hidalgo/ dba Payne Arena** (Hidalgo, TX) through an interlocal license agreement from May 14, 2020 at 8:00 a.m. through May 17, 2020 at midnight, at an estimated amount of \$38,500.00.

Recommend Action - The total for all award of proposals, rejection of proposal, purchases, renewal, and interlocal agreement is \$1,235,889.84.

**Recommendation:**

It is recommended that the Board of Trustees of South Texas College approve and authorize the award of proposals, rejection of proposal, purchases, renewal, and interlocal agreement in the amount \$1,235,889.84 as proposed.

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

The Board of Trustees approves and authorizes the award of proposals, rejection of proposal, purchases, renewal, and interlocal agreement in the amount \$1,235,889.84 as proposed.

**Approval Recommended:**

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

## **Second Reading and Action as Necessary to Revise Policy #1520: Orientation and Training of Trustees**

Approval to revise Policy #1520: *Orientation and Training* is requested.

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

Justification – 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.

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

Reviewers – The revised policy has been reviewed by staff and was also presented at the October 29, 2019 Board Meeting for first reading and for feedback, and to the Finance, Audit, and Human Resources Committee on November 12, 2019.

At the November 12, 2019 Finance, Audit, and Human Resources Committee meeting, Dr. Alejo Salinas, Jr. noted that he had thoughts on the proposed revision and would like additional time to consider them.

Administration noted that they hoped to have the policy revisions ready for preliminary submission as part of the SACSCOC accreditation review.

The Finance, Audit, and Human Resources Committee agreed that they could recommend Board approval of the policy as presented, while recognizing that the Board might make future additional revisions as the Board determines appropriate.

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

The Finance, Audit, and Human Resources Committee recommended Board approval of the proposed revisions to Policy #1520: *Orientation and Training* 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 revisions to Policy #1520: *Orientation and Training* 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 revisions to Policy #1520: *Orientation and Training* as presented and which supersedes any previously adopted Board policy.

**Approval Recommended:**

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

## MANUAL OF POLICY

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

### **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

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

### **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.

## **Second Reading and Action as Necessary to Revise Policy #1620: Meeting Procedures**

Approval to revise Policy #1620: *Meeting Procedures* is requested.

Purpose – The proposed policy revisions are 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.

Justification – 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.

Background – South Texas College last revised Policy # 1620: *Meeting Procedures* on July 15, 2004.

Reviewers – The revised policy has been reviewed by staff and was also presented at the October 29, 2019 Board Meeting for first reading and for feedback, and to the Finance, Audit, and Human Resources Committee on November 12, 2019.

At the November 12, 2019 Finance, Audit, and Human Resources Committee meeting, Dr. Alejo Salinas, Jr. noted a potential error in the existing policy, which used the word “motion” in lieu of the word “meeting.”

Administration has verified that there is no clear statutory reason to use the word “motion” and has made the correction identified by Dr. Salinas in the version proposed for the Board’s consideration.

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

The Finance, Audit, and Human Resources Committee recommended Board approval of the proposed revisions to Policy #1620: *Meeting Procedures* 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 revisions to Policy #1620: *Meeting Procedures* 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 revisions to Policy #1620: *Meeting Procedures* as presented and which supersedes any previously adopted Board policy.

**Approval Recommended:**

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

## MANUAL OF POLICY

<b>Title</b>	<b>Meeting Procedures</b>	<b>1620</b>
<b>Legal Authority</b>	<b>Approval of the Board of Trustees</b>	<b>Page 1 of 3</b>
<b>Date Approved by Board</b>	<b>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</b>	

### **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

<b>Title</b>	<b>Meeting Procedures</b>	<b>1620</b>
<b>Legal Authority</b>	<b>Approval of the Board of Trustees</b>	<b>Page 2 of 3</b>

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

<b>Title</b>	<b>Meeting Procedures</b>	<b>1620</b>
<b>Legal Authority</b>	<b>Approval of the Board of Trustees</b>	<b>Page 3 of 3</b>

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 meetings.

### **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

**Action as Necessary to Delete Policy #4211: Nepotism; Second Reading and Adoption of Proposed New Policy #1512: Nepotism: Public Officials; and Adoption of Proposed New Policy #4212: Employment and Supervisory Relationship of Close Relatives**

Administration recommends the deletion of existing Policy #4211: *Nepotism* and adoption of two proposed new policies that would address the content currently within Policy #4211. The proposed new policies would be Policy #1512: *Nepotism: Public Officials*, which is presented for its second reading, and Policy #4212: *Employment and Supervisory Relationship of Close Relatives*.

**Proposed Deletion of Policy #4211**

Background – South Texas College adopted Policy 4211: Nepotism on November 9, 1995. The policy has not been revised since its initial adoption. This 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.

**Proposed Adoption of New Policy #1512**

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.

The proposed Policy 1520 was first presented at the October 29, 2019 Board Meeting for first reading and for feedback, and was then presented to the Finance, Audit, and Human Resources Committee on November 12, 2019.

**Proposed Adoption of New Policy #4212**

The Office of Human Resources has proposed new Policy #4212: *Employment and Supervisory Relationship of Close Relatives* to address the issue of nepotism as it relates to the employment of close relatives.

At the November 12, 2019 Finance, Audit, and Human Resources Committee meeting, Dr. Alejo Salinas, Jr. noted that he had thoughts on the proposed new policy and would like additional time to consider them.

Administration noted that with the deletion of Policy 4211, the proposed new policy 4212 would be necessary to provide clear policy guidelines regarding employment and supervisory relationships of close relatives.

The Finance, Audit, and Human Resources Committee agreed that they could recommend Board approval of the policy as presented, while recognizing that the Board might make future additional revisions as the Board determines appropriate.

### **Review of Policies**

Reviewers – The revised policy has been reviewed by staff, the President’s Cabinet, Planning and Development Council Staff, President’s Administrative Staff, and/or by South Texas College legal counsel, Mr. Jesus Ramirez and Mr. Jose Guerrero, legal counsel for personnel issues.

On November 12, 2019, under separate agenda items, the Finance, Audit, and Human Resources Committee recommended Board approval to:

- delete Policy #4211: *Nepotism* and adopt proposed new Policy #1512: *Nepotism: Public Officials* as presented and which supersedes any previously adopted Board policy; and
- adopt proposed Policy #4212: *Employment and Supervisory Relationship of Close Relatives* presented and which supersedes any previously adopted Board policy.

These separate committee actions have been combined into a single Board action item for clarity.

Enclosed Documents – The packet includes Policy #4211, proposed for deletion, as well as proposed new policies #1512 and #4212, for the Board’s review and consideration.

### **Recommendation:**

It is recommended that the Board of Trustees of South Texas College approve and authorize:

- Deletion of Policy #4211: *Nepotism*;
- Adoption of proposed new Policy #1512: *Nepotism: Public Officials*; and
- Adoption of proposed new Policy #1412: *Employment and Supervisory Relationship of Close Relatives*

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:

- Deletion of Policy #4211: *Nepotism*;
- Adoption of proposed new Policy #1512: *Nepotism: Public Officials; and*
- Adoption of proposed new Policy #1412: *Employment and Supervisory Relationship of Close Relatives*

as presented and which supersedes any previously adopted Board policy.

**Approval Recommended:**

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

## MANUAL OF POLICY

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

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

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

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.

## MANUAL OF POLICY

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

### **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**

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

**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)**

1<sup>st</sup> degree of consanguinity: parents or children (includes adopted children)

2<sup>nd</sup> degree of consanguinity: brother, sister, grandparents, or grandchildren

3<sup>rd</sup> 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)**

1<sup>st</sup> 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;

2<sup>nd</sup> 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	

<b>Title</b>	<b>Employment and Supervisory Relationship of Close Relatives</b>	<b>4212</b>
<b>Legal Authority</b>	<b>Approval of the Board of Trustees</b>	<b>Page 1 of 3</b>
<b>Date Approved by Board</b>	<b>Board Minute Order Dated November 26, 2019</b>	

## **I. Purpose**

The purpose of this policy is to provide provisions regarding prohibition of certain employment relationships between close relatives.

## **II. Policy**

### **A. Employment of Close Relatives**

Close relatives are persons related to each other within the third degree of consanguinity (blood relatives) or second degree of affinity (relatives by marriage), as computed under the civil law method. Close relatives shall not be employed by the College in the following employment relationships:

1. When one relative would be responsible for directly or indirectly supervising, evaluating, or auditing the work of another relative.
2. When one relative would be directly or indirectly responsible for institutional decisions that could result in a direct employment benefit to the close relative. A direct employment benefit includes, but is not limited to, initial employment or assignment, employee evaluation, salary, course or work assignments, leave of absence, or approval of employee actions.
3. When one relative would have direct or indirect authority over the terms or conditions of employment of another close relative.

### **B. Disclosure of Close Relatives**

#### **1. Initial Hiring**

Individuals applying for employment with the College, shall be required to disclose in the application for employment all of the individual's close relatives employed by the College.

#### **2. Employee Reassignment, Transfers:**

An employee who is being assigned, reassigned, transferred, or promoted to any position shall be required, prior to being assigned, reassigned, transferred, or promoted to disclose in writing all of the individual's close relatives employed by the College to the Director of Human Resources.

#### **3. Existing Employment Relationships:**

Employees who are in an existing employment relationship that is not in violation of this policy but who, subsequently, become close relatives shall notify the Director of Human Resources within three (3) business days of having become close relatives to determine whether or not the employment relationship is in violation of this policy.

**C. Administration and Enforcement of Policy**

The Director of Human Resources shall be primarily responsible for administration and enforcement of this policy.

No person may be employed, and no employee may be transferred, assigned, reassigned, or promoted to a position which would result in an employment relationship that violates this policy. Any employment relationship which is in violation of this policy shall be terminated.

If the violation results from an applicant's or an employee's failure to disclose a close relative relationship, the applicant or employee shall be disqualified from employment or assignment to the position and shall be subject to termination from employment with the College.

Employees who are in an existing employment relationship that is not in violation of this policy but who, subsequently, become close relatives resulting in the employment relationship being in violation of this policy shall be disqualified from continued employment with the College. These employees have option of correcting the violation by one of the employees resigning his or her position within the days stipulated in Policy 4922 Separation of Employment and Re-Employment.

Any employee who exercises authority to recommend or to approve the hiring of an individual or the assignment, reassignment, transfer, or promotion of an employee shall exercise due diligence to ensure that such hiring, assignment, reassignment, transfer or promotion does not result in an employment relationship that violates this policy. Failure to exercise due diligence shall subject the employee to sanctions, including, termination of employment.

The provisions of this Policy shall be cumulative to the provisions of Policy 4216 Harassment, Discrimination, and Sexual Misconduct which prohibits certain employee consensual relationships.

**III. Definitions**

Close relatives – shall mean persons related to each other within the third degree of consanguinity (blood relatives) or second degree of affinity (relatives by marriage), as computed under the civil law method.

Directly – shall mean if employee A supervises employee B, and employee B supervises employees C, D, and E, then, employee A directly supervises employee B, and employee B directly supervises employees C, D, and E.

Indirectly – shall mean if employee A supervises employee B, and employee B supervises employees C, D, and E, then employee A indirectly supervises employees C, D, and E and any other employee being supervised by the chain of command under Employee B.

**Method of Computing Degree of Consanguinity and Affinity Relationship**

The method of computing degrees of consanguinity and affinity relationship of individuals is the civil law method, as follows:

**CONSANGUINITY (blood relatives)**

- 1<sup>st</sup> degree of consanguinity: parents or children (includes adopted children)
- 2<sup>nd</sup> degree of consanguinity: brother, sister, grandparents, or grandchildren
- 3<sup>rd</sup> 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 the full blood.

**AFFINITY (relatives by marriage)**

- 1<sup>st</sup> degree of affinity: spouse, mother-in-law, father-in-law, daughter-in-law, son-in-law, step-son, step-daughter, step-mother, and step-father;
- 2<sup>nd</sup> degree of affinity: brother-in-law or sister-in-law (spouse’s brother or sister; or brother or sister’s spouse), spouse’s grandparents, step-grandchildren; grandchildren’s spouses.

**IV. History**

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

## **Review and Action as Necessary to Revise Policy #4204: Reporting and Investigating Suspected or Known Fraud, Abuse, and Other Improprieties**

Approval to revise Policy #4204: *Reporting and Investigating Suspected or Known Fraud, Abuse, and Other Improprieties* is requested.

Purpose – The proposed policy revisions are necessary to update the current policy to reflect the current practices.

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

- To specify that the guidelines are maintained in the College’s website.
- To remove the word “committee” and insert “personnel” as this is the current practice.
- To change the title from Reporting Suspected or Known Fraud, Abuse and Other Improprieties to Reporting *and Investigating* Suspected or Known Fraud, Abuse, and Other Improprieties
- Added non-substantive grammatical corrections.

Background – South Texas College adopted Policy #4204: *Reporting Suspected or Known Fraud, Abuse and Other Improprieties* on October 24, 2005.

Reviewers – The revised policy has been reviewed by staff, the President’s Cabinet, President’s Administrative staff, and by Planning and Development Council (PDC) staff.

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 and the deletions are designated with a red strikeout.

The Finance, Audit, and Human Resources Committee recommended Board approval to revise Policy #4204: *Reporting and Investigating Suspected or Known Fraud, Abuse, and Other Improprieties* 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 of Policy #4204: *Reporting and Investigating Suspected or Known Fraud, Abuse, and Other Improprieties* 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 of Policy #4204:  
*Reporting **and Investigating** Suspected or Known Fraud, Abuse, and Other Improprieties*  
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 Reporting and Investigation of Suspected or Known Fraud, Abuse, and Other Improprieties 4204

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

Date Approved by Board Minute Order dated October 24, 2005 As Amended by Board Minute order dated November 26, 2019

I. Purpose

The purpose of this policy is to provide provisions regarding South Texas College’s commitment to an environment free from fraud, abuse, and other improprieties.

II. Policy

The College maintains written guidelines for reporting and investigating suspected or known fraud, abuse, and other improprieties. Fraud, abuse, and other improprieties shall be defined as a deliberate act or failure to act with the intention of obtaining an unauthorized benefit, destruction of property, or otherwise fraudulent behavior or the use of one’s occupation for personal enrichment through the deliberate misuse or misapplication of the College’s resources or assets.

These guidelines are maintained on the College’s website and apply to all College employees. The guidelines establish the procedures and responsibilities for reporting and investigating potential incidents, taking remedial actions, and reporting evidence to the appropriate authorities. The guidelines require that employees act in good faith when reporting incidents.

Reports of incidents of fraud, abuse, and other improprieties and investigations thereto, shall be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

The President or designee has the authority and responsibility, with participation of the appropriate personnel committee, to develop, and administer the guidelines.

III. Definitions

Not Applicable

IV. History

Table with 2 columns: Action (Origination Date Approved by Board, Date Reviewed and Approved by Board) and Date (October 24, 2005, October 24, 2005, November 26, 2019)

Proposed Additions presented to Committee
Proposed Deletions presented to Committee
Proposed Revisions from Committee feedback

## **Review and Action as Necessary to Revise Policy #6225: Safety**

Approval to revise Policy #6225: *Safety* is requested.

Purpose – The proposed policy revisions are necessary to update the current policy to reflect the College's current operations, procedures, and plans in connection to environmental, health, and safety.

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

- To align the current operations of the college as it relates to environmental, health, and safety procedures and plans.
- To include state statute, Texas Education Code Sec. 37.108.
- To designate the Vice President of Finance and Administrative Services as the individual accountable for delegating environmental, health, and safety procedures and plans.

Background – South Texas College adopted Policy #6225: *Safety* on November 9, 1995. The policy has not been revised since its initial adoption.

Reviewers – The revised policy has been reviewed by staff, the President's Cabinet, President's Administrative staff, Planning and Development Council (PDC) 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 and the deletions are designated with a red strikeout.

The Finance, Audit, and Human Resources Committee recommended Board approval to revise Policy #6225: *Safety* 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 revisions to Policy #6225: *Safety* 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 revisions to Policy #6225:  
*Safety* 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** Safety 6225  
**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 November 26, 2019

~~South Texas College endeavors to provide and maintain safe and healthful working conditions, and to follow operating practices which provide safe working conditions and efficient operation.~~

## I. Purpose

The purpose of the Safety policy is to provide provisions regarding South Texas College's commitment for a safe and healthy environment for all students, employees, and visitors.

## II. Policy

South Texas College endeavors to provide and maintain a safe and supportive learning and working environment and is committed to protecting the health and safety of its students, employees, and visitors as well as the environment.

The College maintains environmental, health, and safety procedures and plans focusing on the following areas, including, but not limited to, workplace safety, campus security, emergency preparedness, and fire safety. The procedures and plans shall meet or exceed applicable laws, standards, and best practices. Plans and procedures are maintained on the College's website and by individual departmental units.

The administration and dissemination of environmental, health, and safety procedures and plans are delegated to the Vice President of Finance and Administrative Services.

Employees, students, and visitors shall cooperate fully with all aspects of the environmental, health, and safety policies, procedures, and plans.

The College conducts a safety and security audit of the College's facilities, pursuant to Texas Education Code, Sec. 37.108, at least once every three years. The College shall follow safety and security audit procedures developed by the Texas School Safety Center. The results of the safety and security audit shall be reported to the College's Board of Trustees and to the Texas School Safety Center.

## III. Definitions

Not Applicable

## IV. History

Origination Date Approved by Board	March 27, 2018
Date Reviewed and Approved by Board	March 27, 2018 April 23, 2019

~~Accident prevention and efficient production go hand in hand. All levels of management have a primary~~

~~Strikethrough denotes deletion~~  
*Italics denotes addition*

## MANUAL OF POLICY

<b>Title</b>	<b>Safety</b>	<b>6225</b>
<b>Legal Authority</b>	<b>Approval of the Board of Trustees</b>	<b>Page 2 of 2</b>
<b>Date Approved By Board</b>	<b>Board Minute Order Dated November 9, 1995 As Amended by Board Minute Order dated November 26, 2019</b>	

~~responsibility for the safety and well being of all employees. This responsibility can be met only by working continuously to promote safe work practices among all employees and to maintain property and equipment in safe operating condition.~~

~~Safety is primarily an operating function, and the Director of Facilities is the key person in this safety program because the Director is directly responsible for facilities management. Likewise, no foreman, supervisor, or individual employee may ever be relieved of appropriate responsibility for safety.~~

~~Safe practices on the part of all employees must be part of all operations. No job shall be considered efficiently completed unless the worker has followed every precaution and safety rule to protect the worker, fellow workers, and the public.~~

~~Strikethrough denotes deletion~~  
*Italics denotes addition*

## **Review and Action as Necessary to Revise Policy #6313: Vehicle and Body Cameras**

Approval to revise Policy #6313: *Vehicle and Body Cameras* is requested.

Purpose – The proposed policy revisions update the current policy to comply with House Bill 4236.

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

- To comply with House Bill 4236 (Regular Session of the 86th Texas Legislature), where an addition was added to Occupation Code, Chapter 1701.660 that deals with Recordings of Evidence.
- Added non-substantive grammatical corrections and the order of policy content was corrected/changed.

Background – South Texas College adopted Policy #6313: *Vehicle and Body Cameras* on April 26, 2016.

Reviewers – The revised policy has been reviewed by staff, the President's Cabinet, President's Administrative staff, Planning and Development Council (PDC) 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.

### **Revisions Since Committee Review**

At the November 12, 2019 Finance, Audit, and Human Resources Committee meeting, Dr. Alejo Salinas, Jr. questioned the clarity of the phrase "surreptitious recording devices" used in the policy, and suggested a more commonly used word might be appropriate.

Administration has verified that the use of the word "surreptitious" was included in a Texas Commission on Law Enforcement (TCOLE) sample policy and is not a statutory requirement. The phrase has been rewritten as "concealed recording devices" as suggested by Dr. Salinas.

Dr. Salinas also questioned the use of the uncommon word "excepted" in the policy, and while it was determined that this word stems from statutory use, legal counsel suggested adding "exempt" to clarify the intention, as included in the proposed revision.

Finally, legal counsel recommended clarification of the circumstances and process for an officer to use their discretion and document when cameras might not be activated or might be deactivated during an encounter.

The additions to the policy are highlighted in yellow and the deletions are designated with a red strikeout. Language that has been revised since the Committee's review are highlighted in blue.

The Finance, Audit, and Human Resources Committee recommended Board approval to revise Policy #6313: *Vehicle and Body Cameras* 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 revision of Policy #6313: *Vehicle and Body Cameras* 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 revision of Policy #6313: *Vehicle and Body Cameras* as presented and which supersedes any previously adopted Board policy.

**Approval Recommended:**

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

## MANUAL OF POLICY

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

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

### I. Purpose

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

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

### II. Policy

~~It is the policy of~~ South Texas College ~~that employed~~ police officers shall, in the performance of their official duties, use vehicle and body worn cameras ~~when as~~ appropriate ~~as required by~~ ~~in the proper performance of official duties and where the recordings are consistent with~~ this policy and Texas Occupations Code, Chapter 1701, Subchapter N. This policy does not govern the use of ~~concealed surreptitious~~ recording devices used in undercover operations.

### III. Requirements of the Texas Occupation Code

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

## MANUAL OF POLICY

Title	Vehicle and Body Cameras	6313
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- c. Service of search or arrest warrants
- d. Suspect statements
- e. Witness/Victim statements
- f. Pursuits
- g. Response to complaints or calls for service
- h. When non-enforcement contacts with the public become confrontational, assaultive, or enforcement-oriented.
- i. When the officer feels the use is appropriate and beneficial in documenting an incident.
- ~~j. There may be instances where it is neither practical nor possible for the officer to activate the recording device. The safety of the officer and of the public is the foremost priority and the recording should not be made if it is an impediment of safety. An officer should not activate or deactivate the recording device based solely upon the request or demand of a citizen; but rather rely on training, experience, and policy to determine the necessity of activation.~~

### B. Discontinuance of Recordings

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

### C. Exercise of Reasonable Discretion

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

The safety of the officer and of the public is the foremost priority and the recording should not be made if it is an impediment of safety. An officer should not activate or

# MANUAL OF POLICY

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deactivate the recording device based solely upon the request or demand of a citizen; but rather rely on TCOLE certified training, experience, and policy to determine the necessity of activation.

## 2. Data Retention

- A. Files ~~will~~ *shall* be securely stored in accordance with Texas record retention laws shown below and no longer than useful for purposes of training or for use in an investigation or prosecution.
- (1) Class C Misdemeanors – 6 months
  - (2) Class A and B Misdemeanors – 2 years
  - (3) Second and Third Degree Felonies – 10 years
  - (4) First Degree and Capital Felonies – 50 years
  - (5) Driving While Intoxicated Offences – 10 years
  - (6) Any Classification Offense – Date of Death
  - (7) Video recordings will be maintained for a minimum of 90 days

## 3. Storage of Recordings

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

## 4. *Recording of Evidence*

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

## 5. Public Access

- A. A member of the public requesting information concerning a camera recording is required to provide the following information in writing:



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- (1) Date and approximate time of recording.
  - (2) Specific location where the recording occurred.
  - (3) The name of one or more persons known to be a subject of the recording.
- B. Pursuant to Article 2.139 of the Texas Code of Criminal Procedure, pertaining to video recordings of arrests for intoxication offenses, a person stopped or arrested on suspicion of an offense under Section 49.04, 49.045, 49.07, or 49.08, Penal Code, is entitled to receive from a law enforcement agency employing the peace officer who made the stop or arrest, a copy of any video made by or at the direction of the officer that contains footage of:
- (1) The stop
  - (2) The arrest
  - (3) The conduct of the person stopped during any interaction with the officer
  - (4) The procedure in which a specimen of the person's breath or blood is taken
- C. A law enforcement recording made in a private space or involving the investigation of conduct that constitutes a misdemeanor punishable by fine only and does not result in an arrest will not be released without written authorization from the person who is the subject of that portion of the recording, or if the person is deceased, from the person's authorized representative.
- D. A recording is confidential and excepted *(exempt)* from requirements of *Chapter 552 Public Information, Government Code, if the recording:*
- (1) It was not required to be made by law or under a policy adopted by South Texas College, *and*
  - (2) Does not relate to a law enforcement purpose
- E. A response to a written request for camera recordings shall be made within 20 business days after the date of the receipt of the written request.
- F. Response to Voluminous Requests for Camera Recordings.
- (1) A voluminous request is defined as follows:
    - a. A request involving more than *five (5)* separate incidents, *-*
    - b. More than *five (5)* separate requests from the same person in a 24-hour period, regardless of the number of incidents included in each request, *or -*
    - c. Multiple requests from the same person within a 24-hour period, that if taken together, constitute more than *five (5)* total hours of video footage.
  - (2) Actions needed to respond to a voluminous request for video recordings must be undertaken within 21 business days after the date of receipt of the written request.



## **Review and Action as Necessary on Annual Investment Report for FY 2018 – 2019**

Approval of the Annual Investment Report for FY 2018 - 2019 is requested.

Purpose – The State Auditor’s Office (SAO) requires that higher education institutions report to the SAO certain investment information prescribed by General Appropriations Act (82nd Legislature), Article III, Rider 5-Investment Reports. The governing board of each of the educational institutions is required to file with the SAO, Comptroller of Public Accounts, Legislative Budget Board, and the Governor an annual report of all investment transactions involving endowment funds, short-term and long-term investment funds, and all other securities transactions. The College’s Policy #5120: Investment Policy and Investment Strategy Statement, requires the independent auditor to review the Investment report at least annually and the result of the review is to be reported to the Board of Trustees.

Justification – The Administration brings the Annual Investment Report to the Board of Trustees annually, as required.

Reviewers – The College’s Investments were reviewed by Carr, Riggs & Ingram, LLC (external auditors).

Enclosed Documents – The Annual Investment Report prepared for the State Auditor’s Office 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 meeting to address any questions by the Board.

The Finance, Audit, and Human Resources Committee recommended Board approval of the Annual Investment Report for FY 2018 – 2019, as presented.

### **Recommendation:**

It is recommended that the Board of Trustees of South Texas College approve and authorize filing the Annual Investment Report for FY 2018 – 2019, as presented.

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

The Board of Trustees approves and authorizes filing the Annual Investment Report for FY 2018 – 2019, as presented.

### **Approval Recommended:**

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

**Name of Institution**  
**Annual Investment Report (Including Deposits)**

August 31, 2019  
Market Value

**Investment or Deposit Type**

<b>Publicly Traded Equity and Similar Investments</b>	
Common Stock (U.S. and foreign stocks held in separately managed accounts or internally managed by institution investment staff; exclude mutual or commingled funds)	
Equity/Stock Mutual Funds	
Balanced Mutual Funds (where target allocation is > 50% equities)	
"Commonfund" Equity Commingled Funds	
Other Equity Commingled Funds (if primarily invested in publicly traded equities)	
Preferred Stock	
<b>Other - list by type</b>	
<b>Total Publicly Traded Equity and Similar Investments</b>	<b>0.00</b>

<b>"Other" Investments - Other than Publicly Traded Equity and Debt Investments</b>	
Real Estate (include direct ownership & investments in real estate limited partnerships, private REITs, or similar vehicles; include a portfolio of publicly traded REITs if managed as a separate asset allocation category rather than comprising part of a broadly diversified stock portfolio )	
Other Real Asset Investments (e.g. investments in infrastructure funds)	
Private Equity	
Hedge Funds	
"Commonfund" Alternative Asset Commingled Funds (Real Estate, Private Equity, Hedge Funds, Commodities, etc.)	
Annuities	
Commodities	
Collectibles	
<b>Other - Miscellaneous Coins</b>	<b>5,589.70</b>
<b>Total "Other" Investments - Other than Publicly Traded Equity &amp; Debt Investments</b>	<b>5,589.70</b>

<b>Publicly Traded Debt &amp; Similar Investments &gt;1 year maturity</b>	
U.S. Government Securities ("Treasuries")	
U.S. Government Agency Securities ("Agencies")	
Mortgage Pass-Throughs - "Agency"	
Mortgage Pass-Throughs - "Private Label"	
Asset-Backed Securities (ABS) (other than mortgage-backed securities)	
Sovereign Debt (non-U.S.)	
Municipal Obligations	
<b>Collateralized Mortgage Obligations (CMOs) - list below by category</b>	
Interest Only Strips (IOs)	
Principal Only Strips (POs)	
Inverse Floaters	
Stated Final Maturity longer than 10 years	
Other CMOs - "Agency"	
Other CMOs - "Private Label"	
<b>Corporate Obligations (U.S. or foreign companies) - list below by rating</b>	
Highly Rated (AAA/AA or equivalent)	
Other Investment Grade (A/BBB or equivalent)	
High Yield Bonds (<BBB or equivalent)	
Not Rated (NR)	
Fixed Income/Bond Mutual Funds (longer term; registered with the SEC)	
Balanced Mutual Funds (where target allocation is > 50% bonds or other debt securities)	
"Commonfund" Fixed Income/Bond Commingled Funds	
Other Fixed Income/Bond Commingled Funds (primarily invested in publicly traded debt securities; not registered with the SEC)	
GICs (Guaranteed Investment Contracts)	
<b>Other - list by type</b>	
<b>Total Publicly Traded Debt &amp; Similar Investments &gt;1 year</b>	<b>0.00</b>

**Name of Institution**  
**Annual Investment Report (Including Deposits)**

**August 31, 2019**  
**Market Value**

**Investment or Deposit Type**

Investment or Deposit Type	Market Value
<b>Short-Term Investments &amp; Deposits</b>	
U.S. Government Securities ("Treasuries")	
U.S. Government Agency Securities ("Agencies")	
Bankers' Acceptances	
Commercial Paper - A1/P1 (or equivalent)	
Other Commercial Paper - lower rated	
Repurchase Agreements (Repos)	
Money Market Mutual Funds (registered with the SEC)	
Short-Term Mutual Funds Other than Money Market Mutual Funds (registered with the SEC)	
Public Funds Investment Pool Created to Function as a Money Market Mutual Fund (not registered w/ SEC but "2a7-like")	
TexPool (and TexPool Prime)	11,490,159.41
Other Public Funds Investment Pools Functioning as Money Market Mutual Funds	
Other Investment Pools - Short-Term (not created to function as a money market mutual fund)	
Certificates of Deposit (CD) - Nonnegotiable	158,797,306.17
Certificates of Deposit (CD) - Negotiable	
Bank Deposits	86,798,354.71
Cash Held at State Treasury	
Securities Lending Collateral Reinvestments (direct investments or share of pooled collateral)	
<b>Other - Cash on Hand</b>	11,810.00
<b>Total Short-Term Investments &amp; Deposits</b>	<u>257,097,630.29</u>
<b>TOTAL INVESTMENTS and DEPOSITS</b>	<u><u>257,103,219.99</u></u>

**Discussion and Action as Necessary on Revisions to Guidelines and Criteria for Granting Tax Abatements and Approval of Resolution 2020-003 for Electing to Participate in Tax Abatement Agreements and Adopting Guidelines and Criteria**

Approval of revisions to guidelines and criteria for granting tax abatements and resolution 2020-003 for electing to participate in tax abatement agreements and adopting guidelines and criteria, is requested.

Purpose – The College’s Guidelines and Criteria for Granting Tax Abatements are effective for a two year period from the adoption date. Approval to renew the Revisions and Criteria for Granting Tax Abatements is needed in order to continue granting tax abatements.

Justification – Property Tax Code Chapter 32 authorizes a taxing unit to enter into a tax abatement agreement in order to offer a temporary real property and/or tangible personal property tax abatement for a limited period of time as an inducement for financial investment in the development or redevelopment of certain taxable property. The property tax code requires that a taxing unit establish guidelines and criteria governing tax abatements agreements and approve a resolution to allow the College to participate in tax abatements.

The revisions to the Guidelines and Criteria for Granting Tax Abatement are as follows:

- Section 3 (d) and Section 5 (d) -- Application Fee. There is a non-refundable application fee of \$2,500.00 due at the time of the application submission. The application fee does not imply that the proposed Abatement will be approved.

Background – The Board of Trustees adopted the guidelines, criteria, and resolution electing to participate in Tax Abatements Agreements on November 28, 2017 for two years, December 2017 through November 2019, and on May 26, 2015 for two years, June 2015 through May 2017.

Reviewers – The College’s staff and Mr. Jesus Ramirez, South Texas College’s Legal Counsel, has reviewed this item, provided the proposed revisions, and will discuss and provide additional information and address questions by the Board as needed.

Enclosed Documents – Resolution 2020-003 Electing to Participating in Tax Abatement Agreements and the Guidelines and Criteria Governing Tax Abatement Agreements follow in the packet for the Board’s information and review.

The Finance, Audit, and Human Resources Committee recommended Board approval of the revisions to guidelines and criteria for granting tax abatements and resolution 2020-003 for electing to participate in tax abatements agreements and adopting guidelines and criteria, as presented.

**Recommendation:**

It is recommended that the Board of Trustees of South Texas College approve and authorize the revisions to guidelines and criteria for granting tax abatements and resolution 2020-003 for electing to participate in tax abatements agreements and adopting guidelines and criteria, as presented.

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

The Board of Trustees approves and authorizes the revisions to guidelines and criteria for granting tax abatements and resolution 2020-003 for electing to participate in tax abatements agreements and adopting guidelines and criteria, as presented.

**Approval Recommended:**

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

**December 2019 – November 2021**

**~~2017—2020~~**

**Guidelines and Criteria Governing  
Tax Abatement Agreements by  
South Texas College**

Adopted by Resolution of the Board of Trustees of South Texas College  
on November 26 28, 2019 2017



**SOUTH TEXAS COLLEGE  
GUIDELINES AND CRITERIA GOVERNING TAX ABATEMENT AGREEMENTS**

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**SOUTH TEXAS COLLEGE  
GUIDELINES AND CRITERIA  
FOR GRANTING TAX ABATEMENT**

WHEREAS, South Texas College finds that tax abatement provides a valuable economic tool for use by the College and other governmental entities interested in supporting and creating jobs in Hidalgo and Starr Counties;

WHEREAS, South Texas College finds that a tax abatement policy is in the public interest and will contribute to the economic development of Hidalgo and Starr Counties;

WHEREAS, South Texas College has considered playing a limited, but significant, role in the development of substantial renewable energy and scientific investment in South Texas;

WHEREAS, Chapter 312 of the Texas Tax Code, popularly known as the Property Redevelopment and Tax Abatement Act (the “Act”), authorizes junior college districts to join a municipality or a county in offering a temporary real property and/or tangible personal property tax abatement for limited periods of time as an inducement for financial investment in the development or redevelopment of certain taxable property; and

WHEREAS, the Act grants South Texas College great discretion to adopt guidelines and criteria identifying the types of development or redevelopment suitable to the educational and financial goals of the College;

WHEREAS, the Act requires eligible taxing jurisdictions to establish guidelines and criteria as to eligibility for tax abatement agreements prior to granting any future tax abatements, said guidelines and criteria to be unchanged for a two-year period unless amended or repealed by a three-fourths vote of the Board of Trustees;

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of South Texas College that the following Guidelines and Criteria for granting tax abatements be adopted:

**Section 1. Definitions.**

- (a) “Abatement” means the temporary, full or partial exemption from ad valorem maintenance taxes pursuant to the Act by the Counties of Hidalgo and Starr of certain added value to real and personal property in a zone designated for economic development purposes.
- (b) “Act” means Property Tax Code, chapter 312, popularly referred to as the Tax Abatement Act.
- (c) “Added Value” means the increase in the Appraised Value of an Eligible Property as a result of “Expansion” or “Modernization” of an existing facility or construction of a “New Facility.” Added Value does not mean or include “Deferred Maintenance.”

- (d) “Appraised Value” means the appraised value for property tax purposes as determined by a County Appraisal District, subject to the appeal procedures set forth in the Texas Tax Code.
- (e) “Agreement” means a contractual agreement between a property owner and/or lessee in an Eligible Jurisdiction for the purposes of tax abatement. Any Agreement shall be in conformity with these Guidelines and Criteria, including any variance granted under Section 3(g) set out herein. Upon the adoption of a resolution authorizing an Agreement and the execution of same by the parties, the Agreement shall be deemed to embody all of the terms of the Abatement, except, no Agreement shall be deemed to supersede any terms of the Guidelines and Criteria or any requirements or conditions imposed of state law.
- (f) “Base Year Value” means the Appraised Value of Eligible Property as of the date specified in the Agreement.
- (g) “Basic Manufacturing or Service Facility” means buildings and structures, including fixed machinery and equipment used or to be used for the production of renewable energy.
- (h) “College” means South Texas College.
- (i) “Construction Phase” means the period during which a material and substantial improvement of the property occurs which represents a separate and distinct construction operation undertaken for the purpose of erecting the improvements. The Construction Phase ends upon the earliest to occur of the following events:
- (1) when a certificate of occupancy is issued for the Facility by and appropriate governmental entity;
  - (2) when the Facility has achieved commercial production of a product; provision of a service or start up for production of electrical power; or
  - (3) when the architect or engineer supervising construction issues a certificate of substantial completion, or some similar instrument.
- The final determination of the end of the Construction Phase shall be made by the College, in its sole and absolute discretion, based upon the above criteria and such other factors as the College may deem relevant. The determination of the completion of the Construction Phase shall be conclusive, and any judicial review of such determination shall be governed by the substantial evidence rule.
- (j) “County” means Hidalgo County, Texas and/or Starr County, Texas
- (k) “Deferred Maintenance” means improvements necessary for continued operations which do not improve productivity or alter the process technology.

- (l) “Economic Life” means the number of years a property improvement is expected to be in service in a Facility.
- (m) “Eligible Property” means property to which Abatement may be extended to the value of the improvements to real property, including buildings, structures, fixed machinery and equipment, and site improvements, plus that office space and related fixed improvements necessary to the operation and administration of the Facility.
- (n) “Expansion” means the addition of buildings, structures, fixed machinery or equipment for the purposes of increasing capacity.
- (o) “Facility” means property improvements completed or in the process of construction which together compromise an integral whole comprising the project as described in the agreement for temporary tax abatement.
- (p) “Force Majeure” means circumstances beyond the control of Owner which shall include casualty losses, national economic factors, shutdowns due to governmental regulations, strikes, acts of war, and the like.
- (q) “Ineligible Property” The following types of property shall be fully taxable and ineligible for abatement: land; inventories; supplies; tools; furnishings and other forms of movable personal property; vehicles; vessels; aircraft; housing; hotel accommodations; Deferred Maintenance investments; property to be rented or leased except as provided in Section 1(k); improvements to real property which have an economic life of less than 20 years; property owned or used by the State of Texas or its political subdivisions or by any organization owned, operated or directed by a political subdivision of the State of Texas; unless specifically authorized by the Eligible Jurisdiction.
- (r) “Modernization” means the replacement and upgrading of existing facilities which increase the productive input or output, updates the technology or substantially lowers the unit cost of the operation, and extends the economic life of the facilities. Modernization may result from the construction, alteration or installation of buildings, structures, fixed machinery or equipment. It shall not be for the purpose of reconditioning, refurbishing, repairing or completion of Deferred Maintenance.
- (s) “New Capital Investment” means the total value of expenditures capitalized for the Facility on the Owner’s books, prior to depreciation, whether relating to exempt or non-exempt property, including all buildings, structures, site improvements, fixed equipment, intangibles, and pollution control equipment.
- (t) “New Facility” means a property previously undeveloped which is placed into service by means other than or in conjunction with an Expansion or Modernization.
- (u) “Owner” means the owner of a Facility subject to Abatement. If the Facility is constructed on leased property, the owner shall be the party which owns the property subject to Abatement. The other party to the lease shall join in the execution of

Agreement but shall not be obligated to assure performance of the party receiving Abatement.

- (v) “Research and Development” means Owner’s collaboration of research and development with South Texas College to undertake scientific, technical or educational endeavors of alternative energy programs aimed at research and development.

**Section 2. Abatement Authorized.**

- (a) Authorized Facilities. A Facility may be eligible for tax incentives in the form of tax abatement if it is substantially designed and constructed or manufactured for construction or installation, (i) is operated exclusively for the production, of renewable energy, including solar, geothermal, wind and hydro and (ii) the estimated proposed New Capital Investment shall exceed \$200 million. Abatement may be granted for New Facilities and improvements to existing facilities for the purpose of Modernization or Expansion.
- (b) Creation of New Value. Abatement may only be granted for the Added Value of Eligible Property improvements made subject to and listed in an Agreement between the College and the property owner or lessee (if required), subject to such limitations as the College may require. The economic life of the improvements must exceed the term of the Agreement by ten (10) years. An Agreement shall not be entered into unless Owner has provided a certified valuation of the economic life of the improvements and depreciation schedule.
- (c) Period of Abatement. Abatement shall be granted effective with the January 1 valuation date specified in the Agreement. Abatement shall be allowed for a period of up to ten years following the certification of completion of construction; provided that, in no event shall the period of Abatement, not inclusive of the Construction Phase exceed ten (10) years. Prior to the effective date of the tax abatement any improvements under construction should be taxed in full in accordance with the Tax Code
- (d) Abatement Percentage. The percentage of the total tax to be abated (1% to 100%) which is authorized by the College on a case by case basis is the Abatement Percentage.
- (e) Rehabilitation Projects. The \$200 million minimum Added Value or Capital Investment requirement for Abatement shall not apply to Rehabilitation Projects which involve the adaptive reuse of an existing structure or building for a Facility. In order to qualify as a Rehabilitation Project under this provision, the Project must involve a minimum New Capital Investment of at least \$100 million. Any Rehabilitation Project must involve the adaptive reuse of an existing structure or building currently on the property tax rolls so that the Base Year Value associated with the Project will include both the value of the land and the existing improvements. For such Rehabilitation Projects, all Eligible Property in excess of the Base Year Value shall be subject to Abatement. The value of personal property such as furniture and movable equipment (as set out in the Act) shall be considered Ineligible Property.

- (f) Estimated Added Value Requirement. At the time of execution of the Agreement, the Owner shall reasonably estimate the Added Value or Capital Investment projected upon completion of construction of any improvements to real property or tangible personal property in connection with the Facility. This “Estimated Added Value” shall be certified to by Owner and stated in the Agreement.
- (g) Economic Qualification. In order to be eligible for Abatement, the Facility:
  - (1) must create no later than the January 1 following the completion of construction and maintain throughout the remainder of the term of the Agreement the minimum required number of permanent jobs in the District set out in the Agreement;
  - (2) must not adversely affect competition in the local market with established local businesses.
- (h) Taxability. From the commencement of the Abatement period to the end of the Abatement period, taxes shall be payable as follows:
  - (1) The value of Ineligible Property shall be fully taxable and;
  - (2) The Added Value of new Eligible Property (and certain personal property added in connection with a Rehabilitation Project) shall be taxable in the manner described in Section 2(d) above.
- (i) Environmental and Worker Safety Qualifications. In determining whether to grant an Abatement, consideration will be given to compliance by the Facility with all state and federal laws designed to protect human health, welfare and the environment (“environmental laws”) that are applicable to all facilities in the State of Texas owned or operated by the owner of the Facility or lessee, its parent, subsidiaries and, if a joint venture or partnership, every member of the joint venture or partnership (“applicants”). Consideration may also be given to compliance with environmental and worker safety laws by applicants at other facilities within the United States.

### Section 3. **Application.**

- (a) Written Application. Any current or potential owner of taxable property may request Abatement by filing a written application with the President of the College.
- (b) Contents of Application. The application shall consist of a completed application form accompanied by: a general description of the new improvements to be undertaken; a descriptive list of the improvements for which Abatement is requested; a list of the kind, number and location of all proposed improvements of the property; a map and property description; proposed turbine location (if a wind turbine Facility); and a time schedule for undertaking and completing the proposed improvements. In the case of a Modernization or Expansion Project, a statement of the Appraised Value of the Facility, separately stated

for real and personal property, shall be given for the tax year immediately preceding the application. The application form may require such financial and other information as the College or other Eligible Jurisdiction, as applicable, deems appropriate for evaluating the financial capacity and other relevant factors of the applicant.

(c) Local Employment and Procurement. Owner shall, as part of the Application, provide: (i) a list and description of all component parts and equipment which are included in the construction and/or installation of the Facility, (ii) a list of maintenance and operations personnel or professional services anticipated or required for the operation and maintenance of the Facility on an on-going basis; and (iii) the identify of all persons or firms in Starr County and Hidalgo County, or within 100 files thereof, with the capability of providing these services (a complete Schedule I and Schedule II).

~~(e)~~(d) Application Fee. There is a non-refundable application fee of \$2,500.00 due at the time of the application submission. The application fee does not imply that the proposed Abatement will be approved.

~~(d)~~(e) Written Notification. Upon receipt of a completed application, the President shall evaluate the application for a determination of the proposed Facility's compliance with these Guidelines.

~~(e)~~(f) Feasibility. After receipt of an application for Abatement, the College shall consider the feasibility and the impact of the proposed Abatement. The study of feasibility shall include, but not be limited to, an estimate of the economic effect of the Abatement of taxes and the benefit to the College and the Facility to be covered by such Abatement.

~~(f)~~(g) No Abatement if Construction has been Completed. No Agreement shall be approved if the application for the Abatement was filed after the completion of construction, alteration or installation of improvements related to the proposed Modernization, Expansion or New Facility.

~~(g)~~(h) Variance. Requests for variance from the provisions of these Guidelines and Criteria may be made in written form; provided, however, that no variance may extend the term of Abatement beyond five (5) years after completion of the Construction Phase. Such requests shall include a complete description of the circumstances explaining why the applicant should be granted a variance. Approval of a request for variance requires a three-fourths (3/4ths) vote of the board of trustees of the College.

#### Section 4. **College Approval.**

(a) Designation of Zone. An Abatement shall be granted only for Facilities in a zone designated for Abatement under the Act by a County.

(b) Required Findings. The College must adopt findings that the proposed abatement terms of the proposed Agreement meet the College's Guidelines and Criteria.

- (c) Reservation of Rights. Nothing shall be construed to limit the authority of the College to examine each application for Abatement on a case-by-case basis and determine in its sole and absolute discretion whether or not abatement of the tax on the proposed Facility should be granted; whether or not the Facility will comply with these Guidelines and Criteria; whether it is financially feasible for the College, and whether or not the proposed temporary abatement of taxes will inure to the long-term benefit of the College. On matters of interpretation of the Tax Code or the Tax Abatement Act, the College may request an Attorney General' Opinion. The College's final determination shall not be subject to judicial review.

## Section 5. **Agreement.**

- (a) Contents of Tax Abatement Agreement. The Agreement with the Owner shall include:
- (1) the estimated value to be subject to Abatement and the Base Year Value;
  - (2) the percentage of value to be abated each year as provided in Section 2(d);
  - (3) the commencement date and termination date of Abatement;
  - (4) the proposed use of the Facility, time schedule, map, proposed turbine location, property description and improvements list as provided in the application as required;
  - (5) the contractual obligations in the event of default, delinquent taxes, recapture, administration and assignment as provided in these Guidelines and Criteria or other provisions that may be required for uniformity or by state law;
  - (6) the amount of Added Value as set out in 2(c) and required number of permanent jobs;
  - (7) a requirement that Owner shall certify to the board of trustees of the College on or before April 1 each year that the Owner is in compliance with each applicable term of the agreement;
  - (8) a requirement that the owner or lessee will obtain and maintain all required permits and other authorizations from all local, state and federal agencies with jurisdiction over the licensing or permitting, the design, construction, manufacture and operation of the Facility and for the storage, transport and disposal of waste, if any;
  - (9) a limitation that the uses of the property must be consistent with the general purpose of encouraging development or redevelopment of the zone during the period that property tax exemptions are in effect;



- (10) provision of access to and authorization to inspect the property by employees or authorized agents of the College to ensure that the improvements or repairs are made according to the specifications and conditions of the agreement; and
  - (11) a provision that the board of trustees of the College may cancel or modify the Agreement if the Owner fails to comply with the Agreement.
- (b) Time of Execution. The Agreement shall normally be executed within 60 days after the applicant has provided all necessary information and documentation.
  - (c) Attorney's Fees. In the event any attorney's fees are incurred by the College in the preparation of an Agreement, said fees shall be paid by the applicant upon execution of the Agreement.
  - ~~(e)~~(d) Application Fee. There is a non-refundable application fee of \$2,500.00 due at the time of the application submission. The application fee does not imply that the proposed Abatement will be approved.

#### Section 6. **Recapture.**

- (a) Failure to Commence Operation During Term of Agreement. In the event that the Facility is not completed and does not begin operation as provided in the Agreement, no Abatement shall be given for that tax year, and the full amount of taxes assessed against the property shall be due and payable for that tax year. In the event that the Owner of such a Facility fails to begin operation with the minimum required number of permanent jobs by the next January 1, then the Agreement shall be subject to termination and all abated taxes during the period of construction shall be recaptured and paid within 60 days of such termination. Notwithstanding the foregoing, in the event that the above defaults are due to a Force Majeure condition, the College may grant extensions if the Owner is diligently proceeding to cure such defaults.
- (b) Discontinuance of Operations During Term of Agreement. In the event the Facility is completed and begins operation but subsequently discontinues operations during any four (4) consecutive weeks during the term of the Agreement, for any reason except on a temporary basis due to a Force Majeure condition, the Agreement may be terminated by the College, and all taxes previously abated by virtue of the Agreement during the preceding four years shall be recaptured and paid within 60 days of such termination.
- (c) Delinquent Taxes. In the event that the Owner allows its ad valorem taxes to become delinquent and fails to timely and properly follow the legal procedures for their protest and/or contest, the Agreement shall be subject to termination and so shall the Abatement of the taxes for the tax year of the delinquency. The total taxes assessed without Abatement, for that tax year shall be paid within 60 days from the date of termination.
- (d) Notice of Default. Should the College determine that the Owner is in default according to the terms and conditions of its Agreement, it shall notify the Owner in writing at the

address stated in the Agreement that if such is not cured within 60 days from the date of such notice (the “Cure Period”), then the Agreement may be terminated. In the event the Owner fails to cure said default during the Cure Period and the Agreement is terminated, the taxes abated by virtue of the Agreement will be recaptured and paid as provided herein.

- (e) Actual Capital Investment. Should the College determine that the total level of New Capital Investment is lower than provided in the Agreement, the difference between the tax abated and the tax which should have been abated based upon the actual New Capital Investment as determined shall be paid to the taxing agencies within 60 days of notification to the Owner of such determination.
- (f) Reduction in Rollback Tax Rate. If during any year of the period of Abatement with respect to any property any portion of the abated value for the Eligible Property which is added to the current total value of the College is not treated as “new property value” (as defined in Section 26.012(17) of the Texas Tax Code) for the purpose of establishing the “effective maintenance and operations rate” (as defined in Section 26.012(16) of the Texas Tax Code) in calculating the “rollback tax rate” in accord with Section 26.04(c)(2) of the Texas Tax Code and if the College’s budget calculations indicate that a tax rate in excess of the “rollback tax rate” is required to fund the operations of the College for the succeeding year, then the College shall recapture from the taxpayer a tax in an amount equal to the lesser of the following:
  - (1) The amount of the taxes abated for that year by the College with respect to such property.
  - (2) The amount obtained by subtracting the rollback tax rate computed without the abated property value being treated as new property value from the rollback tax rate computed with the abated property value being treated as new property value and multiplying the difference by the total Appraised Value of the College.

If the College has granted an Abatement of taxes to more than one taxpayer, then the amount of the recapture calculated in accord with subparagraph (2) above shall be prorated on the basis of the amount of the Abatement with respect to each taxpayer.

All recaptured taxes must be paid within thirty (30) days after notice thereof has been given to the affected taxpayer. Penalties and interest applicable under the Tax Code shall not begin to accrue upon such sum until the first day of the month following such thirty (30) day notice, at which time penalty and interest shall accrue in accord with the laws of the State of Texas.

- (g) Statutory Tax Lien. The amount of tax abated each year under the terms of these Guidelines and the Agreement shall continue to be secured by the statutory tax lien pursuant to Section 32.01 of the Texas Tax Code which shall continue in existence from year to year throughout the entire term of the Agreement or until all taxes, whether assessed or recaptured, are paid in full.

- (h) Automatic Termination. The Agreement shall automatically terminate on and as of the date any of the following events occur: the filing of a petition in bankruptcy by the Owner; or the making by the Owner of an assignment for the benefit of creditors; or if any involuntary petition in bankruptcy or petition for an arrangement pursuant to the federal bankruptcy code is filed against the Owner; or if a receiver is appointed for the business of the Owner. In the event of automatic termination for any of the above reasons, the prior notice of default provisions in subsection (d) above shall not apply. Owner shall immediately notify the College should any of the foregoing events occur.

**Section 7. Administration.**

- (a) Annual Assessment. The Starr County Appraisal District or the Hidalgo County Appraisal District, as applicable, shall annually determine the Appraised Value of the real and personal property subject to an Agreement. Each year, the Owner shall furnish the Appraisal District with such information as may be necessary for the Abatement. Once value has been established, the Appraisal District shall notify the affected jurisdictions which levy taxes of the amount of the Appraised Value and the Abatement. Owner shall, on the anniversary date of the Agreement provide the College the Appraised Values of the Property and a certificate of taxes paid to each jurisdiction.
- (b) Access to Facility. The Agreement shall stipulate that employees and/or designated representatives of the College will have access to the Facility during the term of the Agreement to inspect the Facility to determine if the terms and conditions of the Agreement are being met. All inspections will be made only after giving 24 hours prior notice and will only be conducted in such manner as to not unreasonably interfere with the construction and/or operation of the Facility. All inspections will be made with one or more representatives of the Owner and in accordance with all applicable safety standards.
- (c) Annual Evaluation. Upon completion of construction, the College, individually or in conjunction with other affected jurisdictions, shall annually evaluate each Facility receiving Abatement to ensure compliance with the Agreement and report possible violations of the Agreement.
- (d) Annual Reports. Owner shall certify to the governing body of the College on or before April 1 each year that Owner is in compliance with each applicable term of the Agreement. Additionally, during the initial four years of the term of Abatement, the Owner shall provide to the College approving the Abatement an annual report covering those items listed on Schedule 1 in order to document its efforts to acquire goods and services on a local basis. Such annual report shall be prepared on a calendar year basis and shall be submitted to the College no later than ninety (90) days following the end of each such calendar year. The annual report shall be accompanied by an audit letter prepared by an independent accounting firm which has reviewed the report.

- (e) “Buy Local” Provision. Each recipient of Abatement shall additionally agree to give preference and priority to local manufacturers, suppliers, contractors and labor for the materials, equipment and labor described on Schedule 1, except where not reasonably possible to do so without added expense, substantial inconvenience, or sacrifice in operating efficiency. In any such exceptional cases involving purchases over \$1,000,000 during construction and over \$50,000 during operations, a justification for such purchase shall be included in the annual report. Each such recipient shall further acknowledge that it is a legal and moral obligation of persons receiving Abatement to favor local manufacturers, suppliers, contractors and labor, all other factors being equal. For the purposes of this provision, the terms “materials” and “labor” shall have the meaning set out in Schedule 1. For the purposes of this provision, the term “local” as used to describe manufacturers, suppliers, contractors and labor shall include firms, businesses, and persons who reside in or maintain an office in either Hidalgo County or Starr County. In the event of a breach of the buy-local provision, the percentage of Abatement shall be proportionately reduced equal to the amount the disqualified contract bears to the total construction cost (materials and labor) for the Facility. In the event that Owner contracts the supply and construction of the Facility to an affiliate or other non-local contractor, Owner shall use commercially reasonable efforts to ensure compliance with this Section by including in such contract a flow-through provision requiring such compliance.

## SCHEDULE I

### “Buy Local” Annual Reports

The following information shall be reported to the College on a calendar-year basis during the first four years of the tax abatement program:

1. Dollar amount spent for materials\* (local).
2. Dollar amount spent for materials\* (total).
3. Dollar amount spent for labor\*\* (local).
4. Dollar amount spent for labor\*\* (total).
5. Number of jobs created in the construction of the Facility (local).
6. Number of jobs created in the construction of the Facility (total).
7. Number of jobs created on a permanent basis (local).
8. Number of jobs created on a permanent basis (total).

\* The term “materials” is defined to include all materials used in excavation, site improvement, demolition, concrete, structural steel, fire proofing, piping, electrical, instruments, paintings and scaffolding, insulation, temporary construction facilities, supplies, equipment rental in construction, small tools and consumables. This term does not include major items of machinery and equipment not readily-available locally.

\*\* The term “labor” is defined to include all labor in connection with the excavation, site improvement, demolition, concrete construction, structural steel, fire proofing, equipment placement, piping, electrical, instruments, painting and scaffolding, insulation, construction services, craft benefits, payroll burdens, and related labor expenses. This term does not include engineering services in connection with the design of the Facility.

The term “local” as used to describe manufacturers, suppliers, contractors and labor shall include firms, businesses, and persons who reside in or maintain an office in either Hidalgo County or Starr County.

## **SCHEDULE II**

### **ADDITIONAL INFORMATION REQUIRED OF APPLICANT FOR TAX ABATEMENT**

#### **Section 1. Eligibility Criteria**

1. To be eligible for consideration by College for a tax abatement under these Guidelines, an Owner of the Facility must meet or exceed all of the criteria described below:

- The Facility must be one that will generate renewable energy;
- The minimum amount of new real and/or personal property capital investment shall exceed \$200 million (at start of project or by year 2017);
- Shall exceed minimum levels of full-time job creation;
- Provide employee and dependent access to health care benefits;
- Provide a minimum living and all-industry wage requirements for new and existing employees at project site;

#### **Section 2. Amount and Terms of Tax Abatement Subject to Additional Commitments**

- 2.1 The amount and term of the tax abatement offered will be dependent upon the Owner's commitment to exceed the minimum eligibility criteria, consideration of other public incentives offered for the same project and the overall benefit to the College and the community.
- 2.2 What resources will the Owner commit to the following:
- (a) Sponsorship of scientific events, teacher research grants to the College; materials and equipment, teaching materials to the College; R&D collaboration with local college;
  - (b) Total number of jobs created and maintained in the area;
  - (c) Number of high-wage jobs.

#### **Section 3. Wage Requirements**

Companies receiving a tax abatement from the College must meet certain minimum wage requirements for all new and existing (i.e., retained) jobs at the project site.

3.1 Living Hourly Wage Requirement: In order to be eligible for a tax abatement, one hundred percent (100%) of the company’s new and existing employees *at the project location* must earn no less than a “living wage” throughout the full term of the Tax Abatement Agreement. This wage is based on the poverty level for a family of four, as determined annually (January) by the U.S. Department of Health and Human Services (HHS). As of January 22, 2015, the living wage requirement is \$11.66 per hour.

3.2 All Industries Median Hourly Wage Requirement: In addition to the “Living Wage” requirement, after one year of initiating full operations at the project location, but not more than two years after execution of the Tax Abatement Agreement with the College, at least seventy percent (70%) of all new and existing employees, with at least one year of full employment with the company at the project location, must earn a cash wage at or exceeding the annual Edinburg, Pharr McAllen Metropolitan Statistical Area (MSA) Median Hourly Wage for All Industries (Companies) for the most recent year available. This wage is compiled by the Bureau of Labor Statistics (BLS) Occupational Employment Survey and published annually by the Texas Workforce Commission (TWC). This wage is updated annually, and for 2014 the current applicable wage is \$11.32 per hour.

High-Wage Jobs: High-wage jobs are either: (1) Qualified professional jobs reported in high-wage industries (e.g., advanced business services, aerospace, life sciences, renewable energy, high-tech/IT); or (2) Jobs for which earnings are above the **Starr** County average weekly wage (average for the most recent four quarters) as reported quarterly by the Bureau of Labor Statistics (currently \$31,941 in 2014).

3.3 If the company does not meet and maintain these wage requirements for all new and existing employees at the project location, the company will be in default of its Tax Abatement Agreement, which could result in termination of the Agreement and the recapture of all or a portion of the previously abated property taxes.

#### **Section 4. Targeted and Qualifying Industries/Business Activities or Project team**

The majority of the company’s business at the project location must be engaged in one of the following qualifying industries, business activities, or Project team:

Targeted Industries:

- Energy

## Section 5. Local Assessment: County and Community:

- 5.1 Describe how has the company's plan been prepared in consultation with the local community, property owners and local political leaders?
- (a) Local Community:
  - (b) Property Owners:
  - (c) Local Political Leaders:
- 5.2 Identify the local, state and federal bodies that have jurisdiction over the design, construction, licensing, regulation and operation of the Facility and here any public records of review of the Facility may be accessed by the College and the public:
- a. Local:
  - b. State:
  - c. Federal:
- 5.3 Outline what processes, if any, were followed for community consultation for the Facility's development.
- 5.4 Is there an Environmental Impact Statement and Clearance required for the Facility? If so, identify where any public records of environmental review may be assessed by the College and members of the public.
- 5.5 If the Facility is a wind farm, did the assessment of the Facility by any governmental agency measure and assess potential environmental noise impacts from wind turbines? If so, please provide copies of any records with the Application.
- 5.6 Identify the Texas agency, if any, which has on-going regulatory authority over the Facility. Describe any approval process which has taken place in connection with locating the Facility.
- 5.7 Please state whether any of the following were considered in the assessment and location of wind turbines, and if so, how any negative impacts have/or will be addressed:
- landscape and visual amenity:



- noise impacts (have noise guidelines been developed to assess regulate noise):
- health issues (what health issues, if any, have been identified and what guidelines or policies have been adopted to address potential health impacts, if any):
- economic issues, including potential impacts on property values:
- ecological issues, including potential impacts on threatened species:
- decommissioning and rehabilitation:

The College will rely on the review of the applicable County and on state agencies with regulatory responsibility over the compatibility of the Facility site(s) with the surrounding uses, to include noise impacts, visual amenity and ecological issues.

### **Section 6. Life of Facility and Decommissioning**

Include life projections for the Facility, depreciation schedules for income tax purposes and the decommissioning plan. State if the Owner on the Application is a “pass-through” owner or intends to assign its interest in the Facility and the Abatement Agreement, include proposed contractual language that obligates Owner and any future assignee to comply with the decommissioning plan. To assure the College that the Owner, or Owner’s assignee, will perform the decommissioning plan, what financial security, bond or enforceable pledge does the Owner proposed.

### **Section 7. Noise Auditing and compliance:**

Has applicant developed a plan on procedure to undertake compliance monitoring and auditing. If so, please describe and submit relevant documents.

- Does Owner propose to maintain noise monitoring facilities? Will Special audible characteristics such as excessive amplitude modulation (including the van den Berg effect) together with cumulative impacts be considered?
- What noise standards and reporting of noise records have been developed? Does Owner propose to prepare and submit a noise compliance report on a regular basis? If so, to whom? Will Owner make noise compliance reports publicly available.

**EXHIBIT A**

**Application for Tax Abatement**

**SOUTH TEXAS COLLEGE**

Please submit the answers to the following questions and attach any additional pages as needed. Please complete and attach to the application completed Schedules I and II.

Applicant name:

Applicants address and phone number:

Applicant organization:

Type of Business:

Organization address and phone:

Organization Contact:

Contact address and phone:

Proposed project or facility address: **[Need to add address or location]**

1. Provide brief description of project or facility for which tax abatement is sought.

2. Does this property fall under the definition of “Eligible Property” provided in the \_\_\_\_\_ County Guidelines & Criteria?

Yes

No

3. This application is for (choose one):

new plant

Expansion

Modernization

4. Please list all the taxing jurisdictions in which the proposed project or facility is located.

**[Are applications for tax abatement being submitted to all these jurisdictions?]**

5. Please describe the nature and scope of the tax abatement that is sought. What is the total estimated taxable value or total range of taxable values of the project or facility for which abatement is sought?

**[What is the extent of the abatement being requested?]**

**[Does (company) contemplate that the Project will be completed in Phases?]**

6. What will be the total estimated taxable value or total range of taxable values of the project or facility in the first year after the expiration of the abatement?

**[The (amount) represents 5% depreciation over 10 years.]**

7. Please attach information describing how the proposed project or facility meets the minimum Requirement for tax abatement outlined in the Guidelines & Criteria.

See Attachment 1

8. Please attach information on the following aspects of the proposed project or facility:

- (1) current value of land and existing improvements, if any;
- (2) type, value and purpose of proposed improvements;
- (3) productive life of proposed improvements;
- (4) impact of proposed improvements and other expenditures on existing jobs;
- (5) number and type of new jobs, if any, to be created by proposed improvements and expenditures;
- (6) costs to be incurred by ~~Star~~ the County, if any, to provide facilities or services directly resulting from the new improvements;
- (7) types and values of public improvements, if any, to be made by applicant seeking abatement;
- (8) estimation of the amount of ad valorem property taxes to be paid to ~~Star~~ the County after expiration of the abatement agreement;
- (9) the impact on the business opportunities of existing businesses and the attraction of new businesses to the area, if any;
- (10) the overall compatibility with the zoning ordinances and comprehensive plan, if any, for the area;
- (11) whether the applicant's proposed facility or improvement or modernization is an industry which is new to ~~Star~~ the County.

See Attachment 1

9. Please attach the following information to this application:
- (1) A map and description of the property for which abatement is sought;
  - (2) A time schedule for completing the planned improvements; and
  - (3) Basic financial information about yourself and your organization sufficient to enable evaluation of the applicant's financial capacity.

See Attachment 1

10. Please describe the proposed or existing Reinvestment Zone in which this project will be located.

DEGS seeks the County's approval of the Reinvestment Zone attached as Exhibit. The Project will be located in the center portion of the Zone, Although the Project could expand north and northwest into other areas inside the zone boundary shown on the attached Exhibit B.

11. Please attach a copy of the County's approved Tax Abatement Agreement with applicant, or, if not yet approved, a copy of the proposed County's Tax Abatement Agreement.

I attest that the information provided in this application is true and correct to the best of my knowledge.

Applicant Signature:

\_\_\_\_\_  
Authorized Representative

Name of Applicant:

Date of application submission:

**Exhibit A**  
**Legal Description of Reinvestment Zone**  
**Containing Proposed Project**

Please attach a copy of the map of the County's Reinvestment Zone and the location(s) of the facility (ies)

The real property in \_\_\_\_\_ County, being all of the (lots, block/section) in the \_\_\_\_\_.

**Exhibit B**  
**Map of Project Area**

ADDENDUM A

~~A RESOLUTION OF THE BOARD OF TRUSTEES OF SOUTH TEXAS COLLEGE ELECTING TO PARTICIPATE IN TAX ABATEMENT AGREEMENTS AND ADOPTING GUIDELINES AND CRITERIA FOR GRANTING TAX ABATEMENTS.~~

~~STATE OF TEXAS \_\_\_\_\_ §  
COUNTY OF STARR \_\_\_\_\_ §  
AND HIDALGO \_\_\_\_\_ §  
SOUTH TEXAS COLLEGE \_\_\_\_\_ §~~

~~DISTRICT~~

~~WHEREAS, the Board of Trustees of South Texas College, is authorized to enter into Tax Abatement Agreements for Commercial Industrial purposes as authorized in Chapter 312 of the~~

~~Texas Tax Code, "Property Redevelopment and Tax Abatement Act" (The "Act");~~

~~WHEREAS, the Act requires South Texas College to establish Guidelines and Criteria for the designation for reinvestment zones and the entering into Tax Abatement Agreements; and~~

~~WHEREAS, the Act requires eligible taxing jurisdictions to establish Guidelines and Criteria as to eligibility for tax abatement agreements prior to granting any future tax abatements, said Guidelines and Criteria to be unchanged for a two year period unless amended or repealed by a~~

~~three-fourths vote of the Board of Trustees;~~

~~NOW, THEREFORE, BE IT RESOLVED that South Texas College declares it is eligible to participate in a Tax Abatement Program.~~

~~FURTHER, BE IT RESOLVED that South Texas College hereby adopts the attached Guidelines and Criteria for Tax Abatement for use in all Tax Abatement Programs.~~

~~CONSIDERED, PASSED, APPROVED, AND SIGNED this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ at a regular meeting of the Board of Trustees of South Texas College at which a quorum was present and which was held in accordance with the provisions of Texas Government Code~~

~~Chapter 551.~~

~~SOUTH TEXAS COLLEGE~~

~~BY: \_\_\_\_\_  
\_\_\_\_\_ Chairman~~

~~ATTEST:~~

~~BY: \_\_\_\_\_  
\_\_\_\_\_ Secretary~~





## **Discussion and Action as Necessary on Terra-Gen Development Company, LLC, Tax Abatement Applications, Agreements, and Resolution 2020-007 Approving the Agreements**

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

On May 30, 2019, the Board of Trustees authorized an offer to Terra-Gen with the following terms:

- 50% tax abatement for each of the four projects for a period not to exceed ten years, and including a sliding scale for the abatement percentage in the event that actual depreciation exceeded the projections provided by Terra-Gen.
- A lump sum payment to the College of \$30,000 per project for scholarships
- A \$10,000 Payment in Lieu of Taxation (PILOT) to the College per project for each of the ten years of the abatement period

On November 6, 2019, Terra-Gen accepted the Board's May 30, 2019 terms. The Terra-Gen letter was provided on November 12, 2019, for the Committee's reference.

The Finance, Audit, and Human Resources Committee reviewed the letter from Terra-Gen, and noted that their letter did not include the sliding-scale model for the abatement tied to depreciation value. Ms. Rose Benavidez noted that any approval by the College should be contingent upon including this model in writing.

Mrs. Mary Elizondo agreed to request an updated letter from Terra-Gen to specifically include this sliding-scale abatement model, and agreed to work with legal counsel to ensure the appropriate language was included within the proposed agreements.

Terra-Gen has submitted the revised letter including the specific acceptance of the sliding-scale model as requested. This letter is provided under separate cover along with the applications submitted for each of the four projects proposed by Terra-Gen.

At the time of publication of the Board packet, legal counsel is still reviewing the proposed agreements and resolutions. Legal counsel will be asked to review the proposed agreements and resolutions with the Board.

The Finance, Audit, and Human Resources committee recommended Board approval of the Terra-Gen Development Company, LLC, Tax Abatement agreements, contingent upon the inclusion, in writing, of the sliding-scale abatement model as described.

**Recommendation:**

It is recommended that the Board of Trustees of South Texas College approve and authorize action as necessary on the tax abatement applications, proposed agreements, and related resolutions for the four projects as presented by 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 action as necessary on the tax abatement applications, proposed agreements, and related resolutions for the four projects as presented by Terra-Gen Development Company, LLC.

**Approval Recommended:**

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

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

Approval of the Architectural Design Fees for the Renovation and Expansion of the Existing Pecan Campus Library Building F is requested.

### **Purpose**

Approval 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 was to 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 have been 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 have been 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:

<b>Feasibility, Design, and Construction Administration – October 22, 2019</b>		
	<b>ERO Architects</b>	<b>Consultants</b>
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	-
<b>Total:</b>	<b>\$846,258.50</b>	<b>\$125,085</b>
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.

<b>Architect and Consultant Fees Total</b>	
ERO Architect Fees	\$846,258.50
Consultant Fees	125,085
<b>Total of Architect and Consultant Fees</b>	<b>\$971,343.50</b>
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:

<b>Previous Proposal – October 8, 2019</b>	
<b>Proposal Item</b>	<b>Fees</b>
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
<b>Total</b>	<b>\$1,101,791</b>
<b>Percentage of \$11.5M Budget</b>	<b>9.58%</b>

### 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:

<b>Previous and Current Proposals Comparison</b>			
<b>Proposal Item</b>	<b>Previous</b>	<b>Current</b>	<b>Variance</b>
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 Construction 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.

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

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

### 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 to respond to questions from the Board of Trustees.

### Enclosed Documents

The feasibility phase scope of work provided by ERO Architects is included for the Board's review and information.

On October 29, 2019, the Board of Trustees deferred this item to be presented to the Facilities Committee in November for further review and recommendation to the Board of Trustees.

On November 12, 2019, the Facilities Committee reviewed the proposed revisions to the project structure, including the combination of the previous Phase I and Phase II scopes into a single project. The Committee also reviewed the fees proposed by ERO Architects.

The Facilities Committee recommended Board approval of the Architectural Design Fees for the Renovation and Expansion of the Existing Pecan Campus Library Building F as presented.

**Recommendation:**

It is recommended that the Board of Trustees of South Texas College approve and authorize the Architectural Design Fees 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 the Architectural Design Fees 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 charrette 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

### 11/8/2019

<b>Project Name:</b> Pecan Campus - Reno. and Exp. of the Existing Library Building F		<b>Project Nos.</b> 2016-018C				
<b>Funding Source(s):</b> Unexpended Plant Fund	<b>Total Project Budget</b>		<b>FY20 Budget</b>	<b>Actual Expenditures To Date</b>	<b>Variance of FY20 Budget vs. Actual Expenditures To Date</b>	
	Construction:	\$ 11,500,000	\$ 500,000	\$	500,000	
	Design:	1,150,000	847,500		847,500	
	Miscellaneous:	345,000	101,000		101,000	
	FFE:	920,000			-	
	Technology:	1,035,000			-	
	Contingency:	600,000				
<b>Total:</b>	<b>\$ 15,550,000</b>	<b>\$1,448,500</b>	<b>\$ -</b>	<b>\$</b>	<b>1,448,500</b>	
<b>Engineer:</b> ERO Architects	<b>Board Approval of Schematic Design</b> TBD					
<b>Contractor:</b> TBD						
<b>STC FPC Project Manager:</b> David Valdez	<b>Substantial Completion</b>		TBD	<b>Board Acceptance</b> TBD		
	<b>Final Completion</b>		TBD	<b>Board Acceptance</b> TBD		
<b>Project Description</b>			<b>Project Scope</b>			
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 will include a feasibility study to determine the best option for expansion, and the design and construction of the approved option for 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.			
<b>Projected Timeline</b>						
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
<b>Project Calendar of Expenditures by Fiscal Year</b>						
<b>Fiscal Year</b>	<b>Construction</b>	<b>Design</b>	<b>Misc.</b>	<b>FFE</b>	<b>Tech</b>	<b>Project Total</b>
2019-20	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Project Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Current Agenda Item</b>						
<b>11/12/19 Facilities Committee:</b> Review and Discussion of Previous Feasibility Studies for the Expansion of the Pecan Campus Library <b>11/12/19 Facilities Committee:</b> Review and Recommend Action Regarding 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 Schematic Design of the Nursing and Allied Health Campus East Building A Student Services Renovation**

Approval of schematic design by Gignac & Associates, LLP for the Nursing and Allied Health Campus East Building A Student Services Renovation project is requested.

### **Purpose**

Schematic design is the first phase of basic design services provided by the project design team. In this phase, the design team prepares schematic drawings based on the Owner's project program and design meetings with staff. The approval of this phase is necessary to establish the basis on which the project design team is given authorization to proceed with design development and construction document phases.

### **Scheduling Priority**

This project was originally submitted in 2017 and expanded in 2018 by the Student Services department to include the entire Student Services and Cashiers areas. The project has been reviewed by the FPC department, the President's Cabinet, and the Coordinated Operations Council. This project is scheduled as a non-educational space improvement to provide more efficient and effective use of space for the Student Services areas and Cashiers area. The existing Student Services area has been in operation since 2005, and staff would like to provide a one-stop shop for the enrollment process and provide renovation improvements to meet the College's current space design standards that have been implemented at the Pecan, Mid Valley, and Starr County Campuses. In addition, the current state standards for ADA testing require revised accommodations which have also been incorporated into the design.

### **Justification**

Once schematic design is approved, Gignac & Associates, LLP will proceed to prepare all necessary design development drawings and specifications in preparation for the construction documents phase using STC design standards as well as all applicable codes and ordinances. Construction documents will then be issued for solicitation of construction proposals. Once received, construction proposals will be evaluated and submitted to the Board of Trustees with a recommendation to award a construction contract.

### **Background**

On February 26, 2019, the Board of Trustees approved contracting architectural services with Gignac & Associates, LLP for this project. The architect has worked with College staff to develop a schematic design to meet the current Student Services and Cashiers Department needs.

### **Program Scope**

- Renovate 2,136 square feet of existing spaces in the southeast portion on the first floor of the Nursing and Allied Health Campus East Building A.

### **Spaces**

- Enrollment Center
- ADA Testing Area

- Cashiers Area
- Six (6) Offices – Admissions/Advising/Counseling/Financial Aid/Career & Employer Services/Student Services Specialist
- Storage Space

**Funding Source**

Funds for the Nursing and Allied Health Campus East Building A Student Services Renovation Project 2019-006C are budgeted in the FY 2019-2020 Unexpended Construction Plant Fund in the amount of \$275,000 for construction.

<b>Nursing and Allied Health Campus East Building A Student Services Renovation</b>	
<b>Construction Budget</b>	<b>Cost</b>
Budgeted Amount	\$275,000
Schematic Design Estimated Amount	248,828
<b>Variance</b>	<b>\$26,172</b>

**Reviewers**

The proposed schematic design has been reviewed by staff from the Student Services, Cashiers, Facilities Planning & Construction, and Facilities Operations & Maintenance departments, and the Coordinated Operations Council.

**Enclosed Documents**

Gignac & Associates, LLP has developed a schematic presentation describing the proposed design. Enclosed are drawings of the site plan, a floor plan, interior views, and fact sheet.

**Presenters**

Gignac & Associates, LLP has developed a schematic presentation describing the proposed design. Representatives from Gignac & Associates, LLP attended the Facilities Committee meeting to present the schematic design of the proposed improvement project.

The Facilities Committee recommended Board approval of the proposed schematic design of the Nursing and Allied Health Campus East Building A Student Services Renovation project as presented.

**Recommendation:**

It is recommended that the Board of Trustees of South Texas College approve and authorize the proposed schematic design of the Nursing and Allied Health Campus East Building A Student Services Renovation project as presented.

**The Following Minute Order is proposed for consideration by the Board of Trustees:**  
The Board of Trustees approves and authorizes the proposed schematic design of the Nursing and Allied Health Campus East Building A Student Services Renovation project as presented.

**Approval Recommended:**

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



# Nursing and Allied Health Campus East Building A Student Services Renovation



**SOUTH TEXAS  
COLLEGE**

# Proposed Scope & Budget



## **Requested By**

Student Services and Cashiers Departments

## **Scope of work**

Design and Renovation of Existing Student Services and Cashiers Areas to accommodate current needs

Total Renovated Square Feet = 2,136 sq. ft.

## **Estimated Total Project Budget**

Construction	\$ 275,000
Design	27,500
Miscellaneous	5,000
FFE	75,000
<u>Technology</u>	<u>45,000</u>
Total Project Budget	\$427,500

## **Architect's Construction Estimate**

Construction	\$ 248,892
Estimated Cost	\$116/sq. ft.
	per square foot



# Interior Photos



Existing Spaces

# Interior Photos



Existing Cashiers Window Area

# Interior Photos



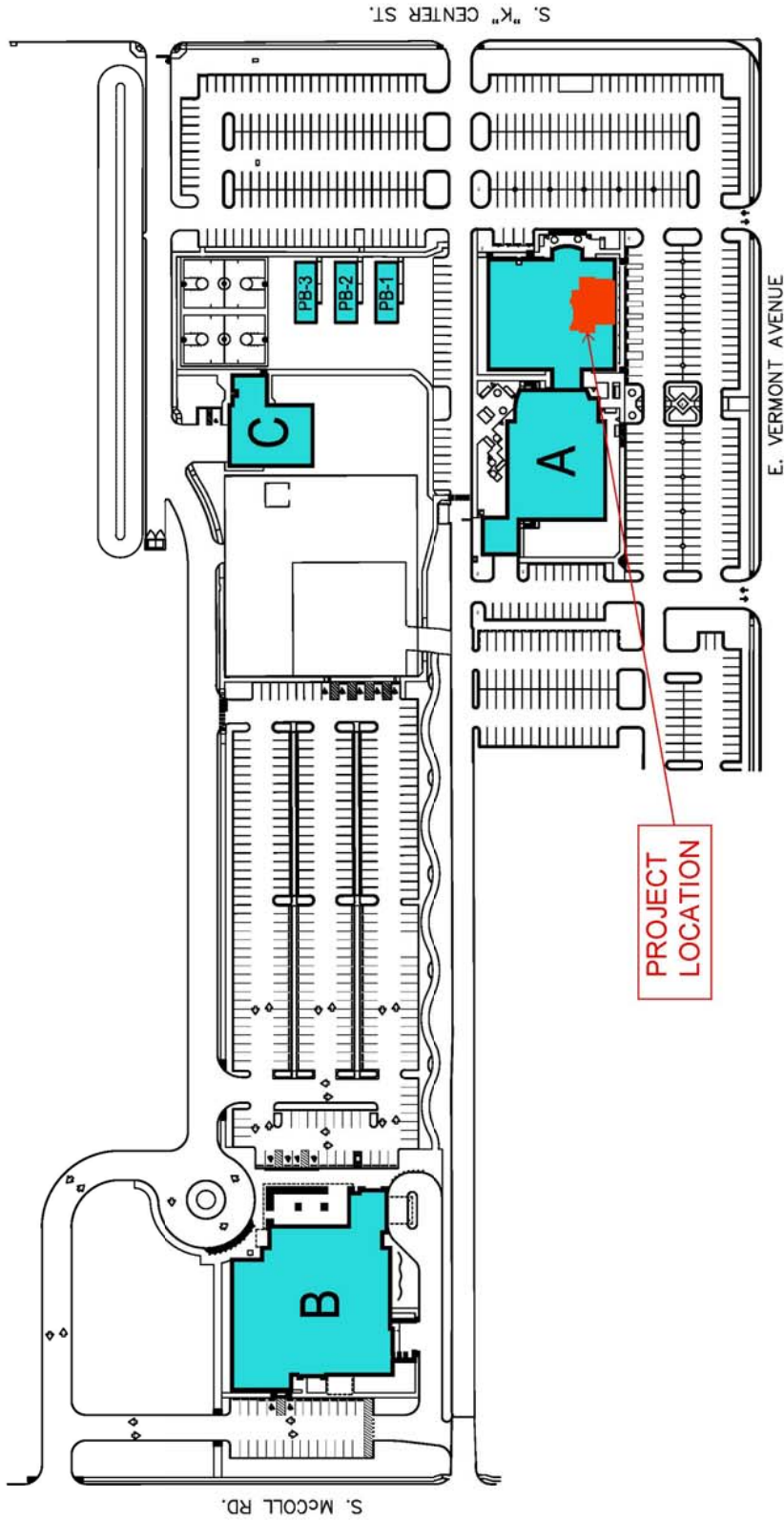
Existing Testing  
Lab

# STC NAHC CAMPUS STUDENT SERVICES RENOVATIONS

SCHEMATIC DESIGN PHASE PRESENTATION

NOVEMBER 5, 2019

**GIGNAC**  
**ARCHITECTS**  
ARCHITECTURE | CONSTRUCTION MANAGEMENT



 NAHC - CAMPUS SITE PLAN  
 DATE: OCT. 1, 2019

**GIGNAC**  
**ARCHITECTS**  
ARCHITECTURE · CONSTRUCTION MANAGEMENT

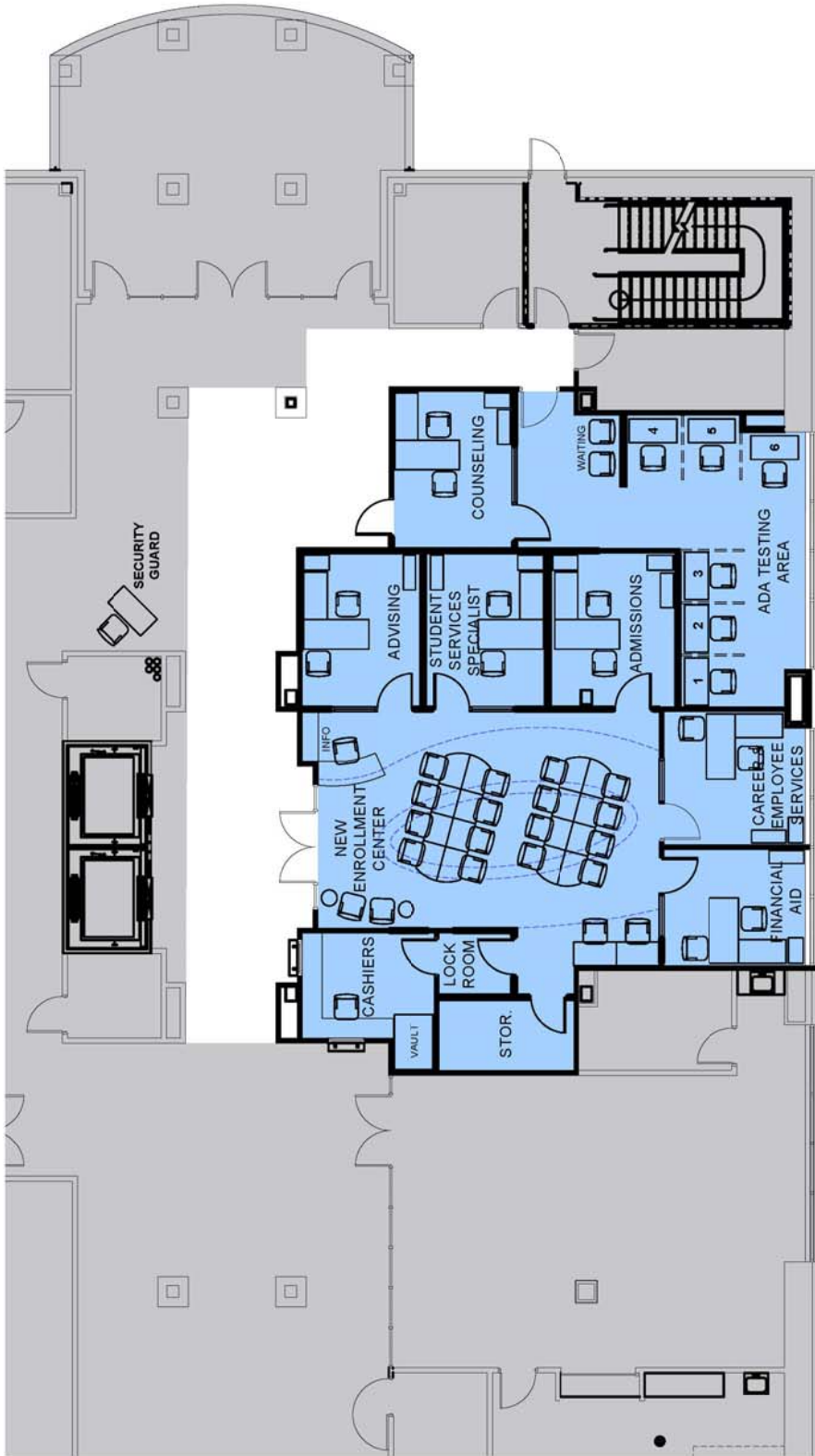


EXISTING PLAN

NAHC - STUDENT SERVICES INTERIOR RENOVATION

DATE: OCT. 1, 2019

DEMOLITION AREA



PROPOSED PLAN

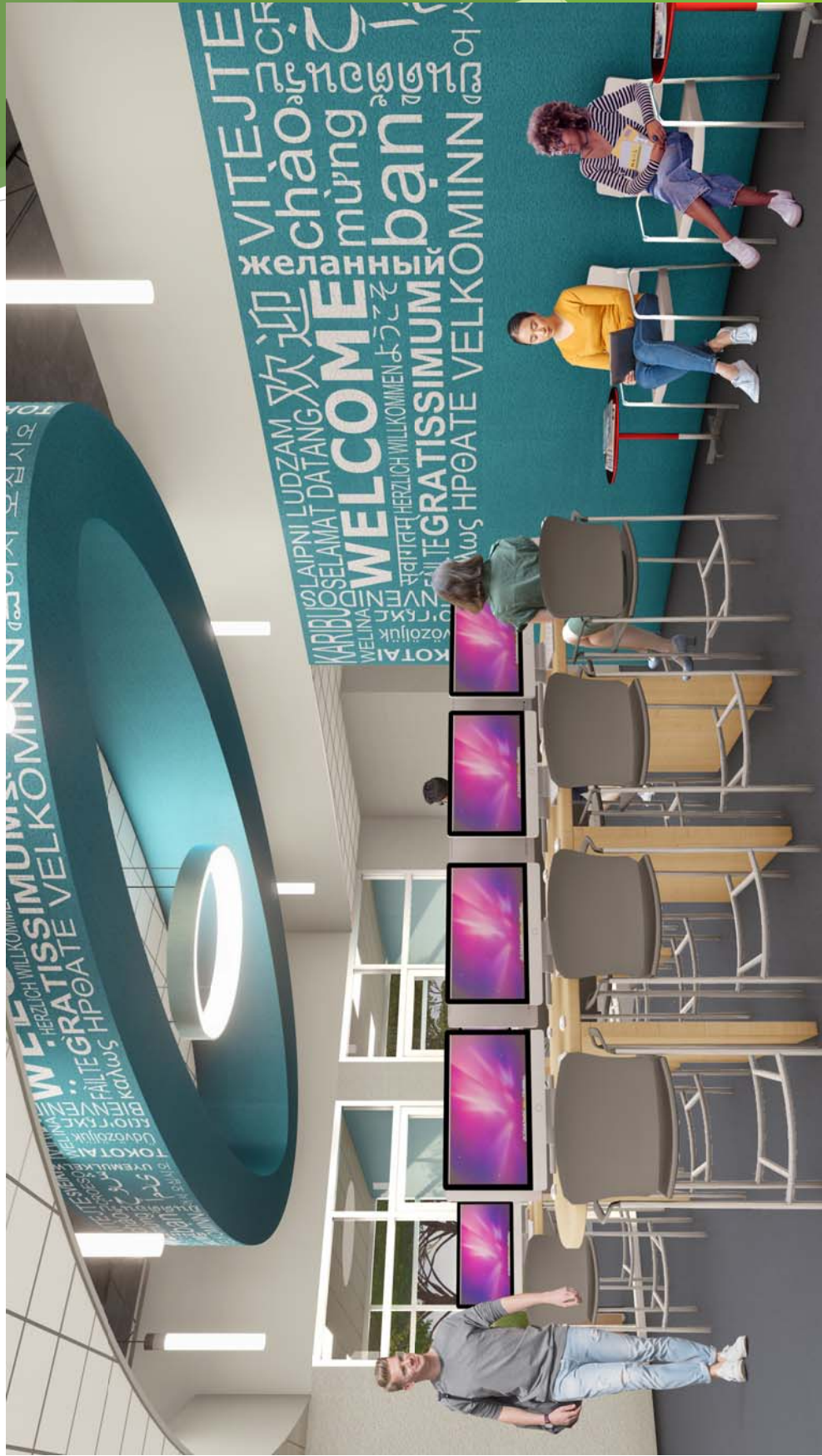
NAHC - STUDENT SERVICES INTERIOR RENOVATION

DATE: OCT. 10, 2019



NEW ENROLLMENT CENTER

**GIGNAC**  
**ARCHITECTS**  
 ARCHITECTURE CONSTRUCTION MANAGEMENT







# STUDENT SERVICES RENOVATIONS

## NAH CAMPUS

McALLEN, TEXAS

SD Opinion of Construction Cost

September 26, 2019



## ARCHITECTS

ARCHITECTURE | CONSTRUCTION MANAGEMENT

### GENERAL REQUIREMENTS

CONSTRUCTION COSTS ESTIMATE		QTY	UNIT EACH	SF	Unit Price	Cost
<b>A. NEW CONSTRUCTION COSTS</b>						
No new construction						
<b>SUBTOTAL NEW CONSTRUCTION</b>						
<b>B. INTERIOR NEEDS</b>						
General Requirements						
	1	LS			\$ 22,200.00	\$ 22,200.00
	1	LS			\$ 5,000.00	\$ 5,000.00
	1	LS			\$ 3,000.00	\$ 3,000.00
	1	LS			\$ 8,000.00	\$ 8,000.00
	1	2212	2212	8.00	\$ 17,696.00	\$ 17,696.00
			6000	6000	\$ 42,000.00	\$ 42,000.00
		LS			\$ 16,000.00	\$ 16,000.00
	1	2212	2212	14.00	\$ 30,968.00	\$ 30,968.00
	1	2212	2212	25.00	\$ 55,300.00	\$ 55,300.00
	1	2212	2212	20.00	\$ 44,240.00	\$ 44,240.00
	0				\$ -	\$ -
	1	2212	2212	2.00	\$ 4,424.00	\$ 4,424.00
<b>SUBTOTAL INTERIOR NEEDS</b>						
\$ 248,828.00						
<b>C. EXTERIOR NEEDS</b>						
No exterior work in scope						
<b>SUBTOTAL EXTERIOR NEEDS</b>						
\$ -						
<b>TOTAL ESTIMATED CONSTRUCTION COST</b>						
\$ 248,828.00						

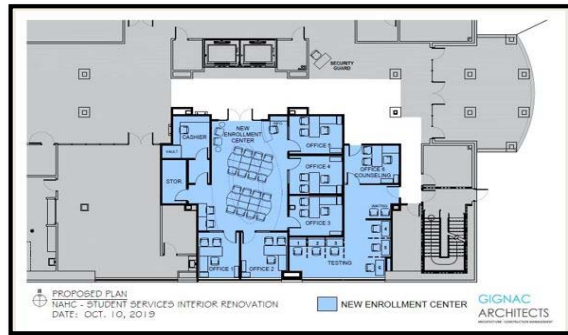
THANK YOU

GIGNAC  
ARCHITECTS  
ARCHITECTURE | CONSTRUCTION MANAGEMENT

### Project Fact Sheet

11/8/2019

<b>Project Name:</b> Nursing and Allied Health Campus - East Bldg A Student Svcs Renovation		<b>Project No.</b> 2019-012C				
<b>Funding Source(s):</b> Unexpended Plant Fund	<u>Original Budget</u>		<u>Actual Expenditures To Date</u>			
	Construction:	\$ 275,000	\$ 275,000			
	Design:	27,500	25,221			
	Miscellaneous:	5,000	5,000			
	FFE:	75,000	75,000			
	Technology:	45,000	45,000			
<b>Total:</b>	<b>\$ 427,500</b>	<b>\$ - \$ 2,279</b>	<b>\$ 425,221</b>			
<b>Engineer:</b> Gignac & Associates, LLP	<b>Board Approval of Schematic Design</b> 11/26/2019					
<b>Contractor:</b> TBD						
<b>STC FPC Project Manager:</b> Samuel Saldaña	<b>Substantial Completion</b>	TBD	<b>Board Acceptance</b> TBD			
	<b>Final Completion</b>	TBD	<b>Board Acceptance</b> TBD			
<b>Project Description</b>		<b>Project Scope</b>				
Redesign of the Existing Counseling, Testing, Admissions, Information area and Cashier's area.		Demolish existing walls and infrastructure, renovation of walls, flooring, ceiling, and interior finishes, and adding electrical, data, and HVAC infrastructure for a 2,136 sq. ft. space.				
<b>Projected Timeline</b>						
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
2/26/2019	11/26/2019	3/24/2020	4/25/2020	7/25/2020	8/25/2020	9/25/2020
<b>Project Calendar of Expenditures by Fiscal Year</b>						
<b>Fiscal Year</b>	<b>Construction</b>	<b>Design</b>	<b>Misc.</b>	<b>FFE</b>	<b>Tech</b>	<b>Project Total</b>
2019-20	\$ -	\$ 2,279	\$ -	\$ -	\$ -	\$ 2,279
<b>Project Total</b>	<b>\$ -</b>	<b>\$ 2,279</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,279</b>
<b>Current Agenda Item</b>						
11/12/19 Facilities Committee: Review and Recommend Action on Schematic Design of the Nursing and Allied Health Campus East Building A Student Services Renovation						
11/12/19 Facilities Committee: Review and Recommend Action on Authorization to Proceed with Solicitation of Construction Services for the Nursing and Allied Health Campus East Building A Student Services Renovation						



**Review and Action as Necessary on Authorization to Proceed with Solicitation of Construction Services for the Nursing and Allied Health Campus East Building A Student Services Renovation**

Approval of authorization to proceed with the solicitation of construction services for the Nursing and Allied Health Campus East Building A Student Services Renovation project is requested.

If approved, Gignac & Associates, LLP will proceed with design development drawings and specifications in preparation for the construction documents phase using College design standards as well as all applicable codes and ordinances.

Upon the architect's completion of the construction documents, the documents can be issued for solicitation of construction proposals. Once received, construction proposals will be evaluated and submitted to the Board of Trustees with a recommendation to award a construction contract.

College staff requests approval to proceed with the bidding phase of soliciting construction proposals from contractors as soon as plans and specifications are completed by the Architect.

The Facilities Committee recommended Board approval of authorization to proceed with the solicitation of construction services for the Nursing and Allied Health Campus East Building A Student Services Renovation project as presented.

**Recommendation:**

It is recommended that the Board of Trustees of South Texas College approve and authorize proceeding with the solicitation of construction services for the Nursing and Allied Health Campus East Building A Student Services Renovation project as presented.

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

The Board of Trustees approves and authorizes proceeding with the solicitation of construction services for the Nursing and Allied Health Campus East Building A Student Services Renovation project as presented.

**Approval Recommended:**

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

## **Review and Action as Necessary on Schematic Design of the Starr County Campus Student Services Building G Cashiers and Veterans Affairs Areas Renovation**

Approval of schematic design by Gignac & Associates, LLP for the Starr County Campus Student Services Building G Cashiers and Veterans Affairs Areas Renovation project is requested.

### **Purpose**

Schematic design is the first phase of basic design services provided by the project design team. In this phase, the design team prepares schematic drawings based on the Owner's project program and design meetings with staff. The approval of this phase is necessary to establish the basis on which the project design team is given authorization to proceed with design development and construction document phases.

### **Scheduling Priority**

This project was requested due to the available space when expansion of the Student Enrollment Center as part of the 2013 Bond Construction Program. The Admissions area was vacated and the Cashiers area was planned to use the available space. In addition, due to the planned vacating of the Cashiers area, a Veterans Affairs area was to be created in the vacated space. The initial planning was provided as part of the Bond Construction Program. The project 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 enhance Student Services and Cashiers areas to make more efficient and effective use of space.

### **Justification**

Once schematic design is approved, Gignac & Associates, LLP will proceed to prepare all necessary design development drawings and specifications in preparation for the construction documents phase using STC design standards as well as all applicable codes and ordinances. Construction documents will then be issued for solicitation of construction proposals. Once received, construction proposals will be evaluated and submitted to the Board of Trustees with a recommendation to award a construction contract.

### **Background**

On February 26, 2019, the Board of Trustees approved contracting architectural services with Gignac & Associates, LLP for this project. The architect has worked with College staff to develop a schematic design to provide new spaces for the Cashiers and Veterans Affairs areas. The scope of work includes the following:

#### **Program Scope**

- Renovate 1,566 square feet of existing Admissions and Cashiers spaces in the northwest portion of the Starr County Campus Student Services Building G.

**Cashiers Spaces**

- Cashiers Area
- Payment Lab
- SPIRIT Office
- Counting Room
- Storage Space
- Lock Room
- Staff Office

**Veterans Affairs Spaces**

- Open Lab
- Staff Office

**Funding Source**

Funds for the Starr County Campus Student Services Building G Cashiers and Veterans Affairs Areas Renovation Project 2018-020C are budgeted in the FY 2019-2020 Unexpended Construction Plant Fund in the amount of \$160,000 for construction.

<b>Starr County Campus Student Services Building G Cashiers and Veterans Affairs Areas Renovation</b>	
<b>Construction Budget</b>	<b>Cost</b>
Budgeted Amount	\$160,000
Schematic Design Estimated Amount	168,880
<b>Variance</b>	<b>(\$8,880)</b>

**Reviewers**

The proposed schematic design has been reviewed by staff from the Student Services, Cashiers, Facilities Planning & Construction, and Facilities Operations & Maintenance departments, and the Coordinated Operations Council.

**Enclosed Documents**

Gignac & Associates, LLP has developed a schematic presentation describing the proposed design. Enclosed are drawings of the site plan, a floor plan, interior views, and fact sheet.

**Presenters**

Gignac & Associates, LLP has developed a schematic presentation describing the proposed design. Representatives from Gignac & Associates, LLP attended the Facilities Committee meeting to present the schematic design of the proposed improvement project.

The Facilities Committee recommended Board approval of the proposed schematic design of the Starr County Campus Student Services Building G Cashiers and Veterans Affairs Areas Renovation project as presented.

**Recommendation:**

It is recommended that the Board of Trustees of South Texas College approve and authorize the proposed schematic design of the Starr County Campus Student Services Building G Cashiers and Veterans Affairs Areas Renovation project as presented.

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

The Board of Trustees approves and authorizes the proposed schematic design of the Starr County Campus Student Services Building G Cashiers and Veterans Affairs Areas Renovation project as presented.

**Approval Recommended:**

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



**SOUTH TEXAS  
COLLEGE**

**Starr County Campus  
Student Services Building G  
Cashiers and Veterans Affairs Renovations**



# Proposed Scope & Budget



## Requested By

Veterans and Cashiers Departments

## Scope of work

Design and Renovation of Existing Admissions and Cashiers Areas to accommodate current needs

Total Renovated Square Feet = 1,566 sq. ft.

## Estimated Total Project Budget

Construction	\$ 160,000
Design	12,800
Miscellaneous	2,700
FFE	30,000
<u>Technology</u>	<u>15,000</u>
Total Project Budget	\$220,500

## Architect's Construction Estimate

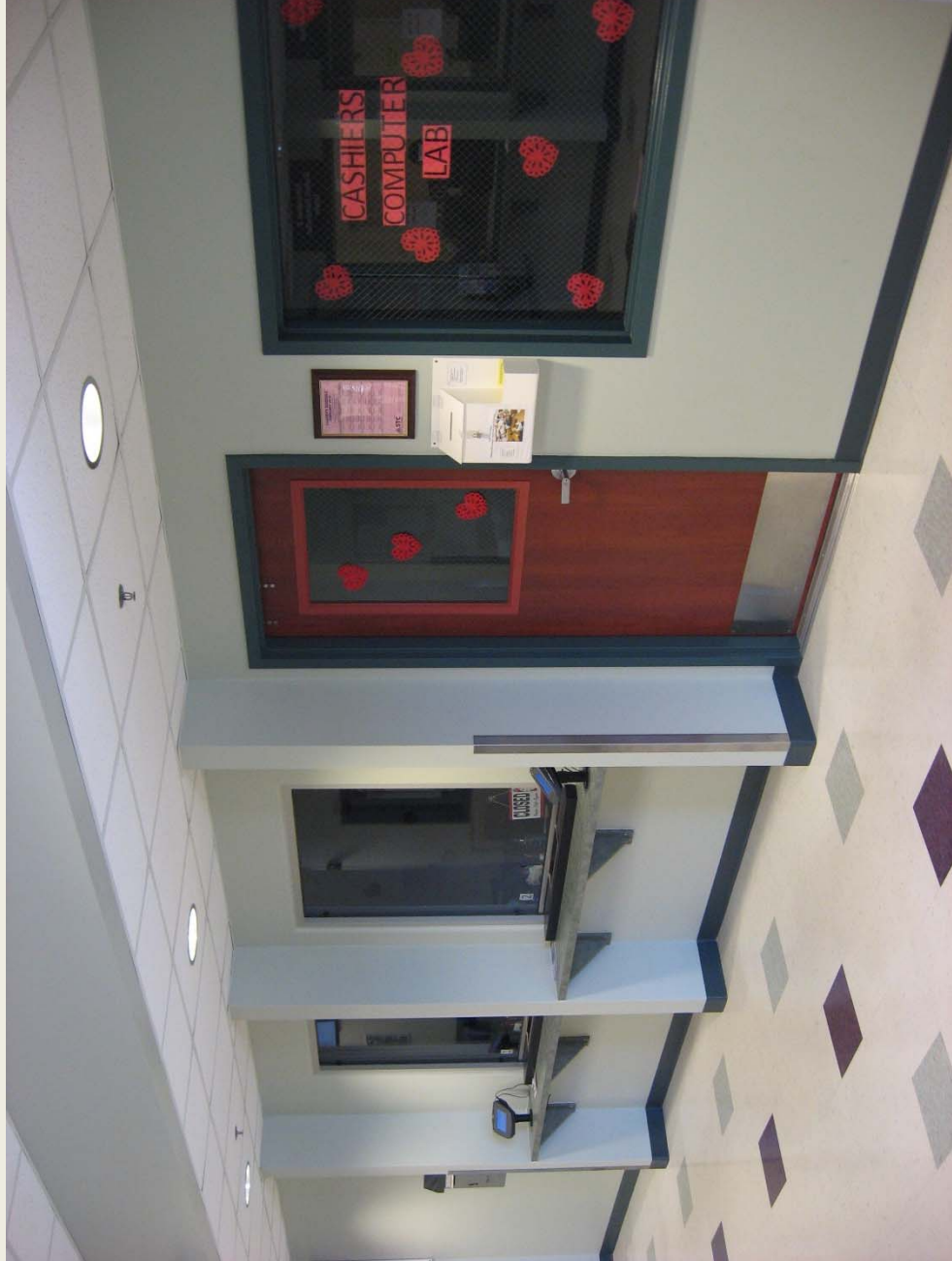
Construction	\$ 168,880
Estimated Cost	\$108/sq. ft.
per square foot	

# Interior Photos



## Existing Admissions

# Interior Photos



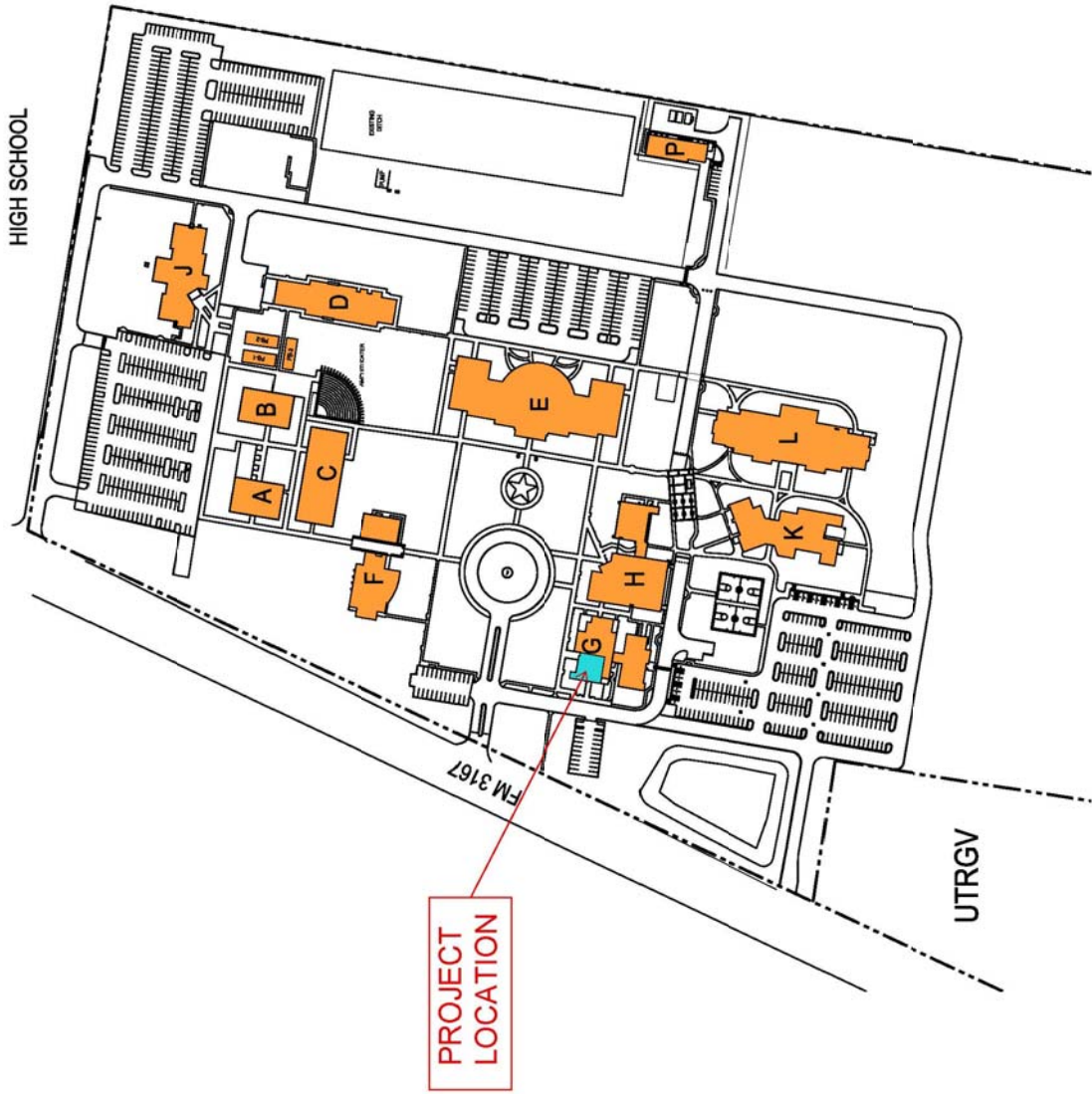
Existing Cashiers

STC  
STARR COUNTY CAMPUS  
STUDENT SERVICES  
RENOVATIONS

SCHEMATIC DESIGN PHASE PRESENTATION

NOVEMBER 5, 2019

GIGNAC  
ARCHITECTS  
ARCHITECTURE | CONSTRUCTION MANAGEMENT



STARR COUNTY  
CAMPUS SITE PLAN

DATE: OCT. 1, 2019

**GIGNAC**  
**ARCHITECTS**  
ARCHITECTURE CONSTRUCTION MANAGEMENT



EXISTING PLAN

STARR COUNTY  
 CAMPUS - STUDENT  
 SERVICES  
 INTERIOR RENOVATION

DATE: OCT. 1, 2019

■ DEMOLITION  
 AREA

**GIGNAC**  
**ARCHITECTS**  
 ARCHITECTURE | CONSTRUCTION MANAGEMENT



PROPOSED PLAN

STARR COUNTY  
 CAMPUS - STUDENT  
 SERVICES  
 INTERIOR RENOVATION

DATE: OCT. 1, 2019

NEW CASHIERS

NEW VETERANS

**GIGNAC**  
**ARCHITECTS**  
ARCHITECTURE | CONSTRUCTION MANAGEMENT






**STUDENT SERVICES RENOVATIONS**  
**STARR COUNTY CAMPUS**  
**RIO GRANDE CITY, TEXAS**  
 SOUTH TEXAS COLLEGE  
 SD Opinion of Construction Cost

November 04, 2019



**ARCHITECTS**

ARCHITECTURE / CONSTRUCTION MANAGEMENT


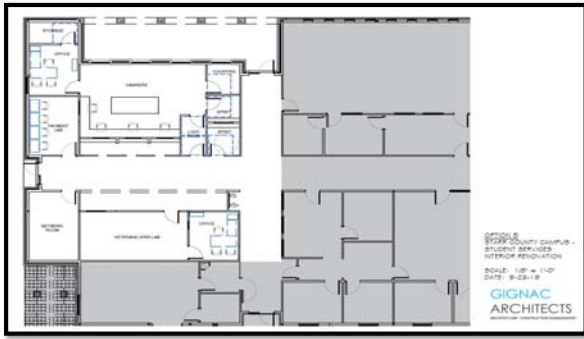
GENERAL REQUIREMENTS						
CONSTRUCTION COSTS ESTIMATE:		QTY	UNIT EACH	SF	Unit Price	Cost:
<b>A. NEW CONSTRUCTION COSTS</b>						
No new construction						
<b>SUBTOTAL NEW CONSTRUCTION</b>						
<b>B. INTERIOR NEEDS</b>						
General Requirements	1	LS			\$ 15,000.00	\$ 15,000.00
Bonds / Insurances	1	LS			\$ 2,000.00	\$ 2,000.00
Permits / Inspections	1	LS			\$ 1,200.00	\$ 1,200.00
Mobilization	1	LS			\$ 4,000.00	\$ 4,000.00
Demolition	1	1680		1680	\$ 8.00	\$ 13,440.00
Drywall & Paint	1	4600		4600	\$ 7.00	\$ 32,200.00
Doors, Frames & Windows	1	LS			\$ 12,000.00	\$ 12,000.00
Finishes (floor & ceiling)	1	1680		1680	\$ 12.00	\$ 20,160.00
Mechanical	1	1680		1680	\$ 23.00	\$ 38,640.00
Electrical	1	1680		1680	\$ 16.00	\$ 26,880.00
Plumbing	0					\$ -
Fire Protection	1	1680		1680	\$ 2.00	\$ 3,360.00
<b>SUBTOTAL INTERIOR NEEDS</b>						<b>\$ 168,880.00</b>
<b>C. EXTERIOR NEEDS</b>						
No exterior work in scope						
<b>SUBTOTAL EXTERIOR NEEDS</b>						<b>\$ 0.00</b>
<b>TOTAL ESTIMATED CONSTRUCTION COST</b>						<b>\$ 168,880.00</b>

THANK YOU

GIGNAC  
ARCHITECTS  
ARCHITECTURE | CONSTRUCTION MANAGEMENT

## Project Fact Sheet

### 11/8/2019

<b>Project Name:</b> Starr CC - Student Svcs Bldg G Cashiers and Vet. Affairs Areas Renovations		<b>Project No.</b> 2018-020C				
<b>Funding Source(s):</b> Unexpended Plant Fund	<u>Original Budget</u>		<u>Actual Expenditures To Date</u>			
	Construction:	\$ 160,000	\$ 160,000			
	Design:	16,000	14,674			
	Miscellaneous:	4,000	3,604			
	FFE:	30,000	30,000			
Technology:	15,000	15,000				
<b>Total:</b>	<b>\$ 225,000</b>	<b>\$ 1,722</b>	<b>\$ 223,278</b>			
<b>Engineer:</b> Gignac & Associates, LLP	<b>Board Approval of Schematic Design</b> 11/26/2019					
<b>Contractor:</b> TBD						
<b>STC FPC Project Manager:</b> Samuel Saldaña	<u>Substantial Completion</u>	TBD	<u>Board Acceptance</u> TBD			
	<u>Final Completion</u>	TBD	<u>Board Acceptance</u> TBD			
<b>Project Description</b>		<b>Project Scope</b>				
Redesign of the Existing Admissions area and Cashiers area.		Demolish existing walls and infrastructure, renovation of walls, flooring, ceiling, and interior finishes, and adding electrical, data, and HVAC infrastructure for a 1,566 sq. ft. space.				
<b>Projected Timeline</b>						
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
2/26/2019	11/26/2019	3/24/2020	4/25/2020	7/25/2020	8/25/2020	9/25/2020
<b>Project Calendar of Expenditures by Fiscal Year</b>						
<b>Fiscal Year</b>	<b>Construction</b>	<b>Design</b>	<b>Misc.</b>	<b>FFE</b>	<b>Tech</b>	<b>Project Total</b>
2018-19	\$ -	\$ -	\$ 396	\$ -	\$ -	\$ 396
2019-20	\$ -	\$ 1,326	\$ -	\$ -	\$ -	\$ 1,326
<b>Project Total</b>	<b>\$ -</b>	<b>\$ 1,326</b>	<b>\$ 396</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,722</b>
<b>Current Agenda Item</b>						
11/12/19 Facilities Committee: Review and Recommend Action on Schematic Design of the Starr County Campus Student Services Building G Cashiers and Veterans Affairs Areas Renovations						
11/12/19 Facilities Committee: Review and Recommend Action on Authorization to Proceed with Solicitation of Construction Services for the Starr County Campus Student Services Building G Cashiers and Veterans Affairs Areas Renovations						
						

**Review and Action as Necessary on Authorization to Proceed with Solicitation of Construction Services for the Starr County Campus Student Services Building G Cashiers and Veterans Affairs Areas Renovation**

Approval of authorization to proceed with the solicitation of construction services for the Starr County Campus Student Services Building G Cashiers and Veterans Affairs Areas Renovation project is requested.

If approved, Gignac & Associates, LLP will proceed with design development drawings and specifications in preparation for the construction documents phase using College design standards as well as all applicable codes and ordinances.

Upon the architect's completion of the construction documents, the documents can be issued for solicitation of construction proposals. Once received, construction proposals will be evaluated and submitted to the Board of Trustees with a recommendation to award a construction contract.

College staff is requesting approval to proceed with the bidding phase of soliciting construction proposals from contractors as soon as plans and specifications are completed by the Architect.

The Facilities Committee recommended Board approval of authorization to proceed with the solicitation of construction services for the Starr County Campus Student Services Building G Cashiers and Veterans Affairs Areas Renovation project as presented.

**Recommendation:**

It is recommended that the Board of Trustees of South Texas College approve and authorize proceeding with the solicitation of construction services for the Starr County Campus Student Services Building G Cashiers and Veterans Affairs Areas Renovation project as presented.

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

The Board of Trustees approves and authorizes proceeding with the solicitation of construction services for the Starr County Campus Student Services Building G Cashiers and Veterans Affairs Areas Renovation project as presented.

**Approval Recommended:**

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

## **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)



## November 12, 2019 Facilities Committee Meeting

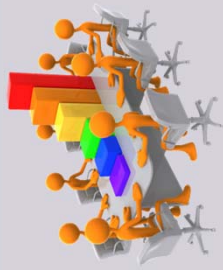
**Mary Elizondo, MBA, CPA, CFE, CGMA**  
Vice President for Finance and Administrative Services

**Rick De La Garza**  
Director of Facilities Planning and Construction

**Rebecca Cavazos**  
Director of Purchasing and Distribution Services

# Construction Request for Proposal - Evaluation Process

## Evaluation Committee



- A diverse team of subject experts from relevant departments and/or functions assemble to evaluate objectively.

## Review Proposals



- Independently reviewed and evaluated by each evaluation committee member to eliminate group biases.

## Scoring Criteria



- Evaluation Committee validate scores and proposes vendor to the Facilities Committee.

## Facilities Committee Recommendation/ Board Approval



- Present Bid Summary Report to the Facilities Committee for recommendation to the Board and to the Board of Trustees for approval.

## Award Contract



- Award the vendor the project and execute contract.

# 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.

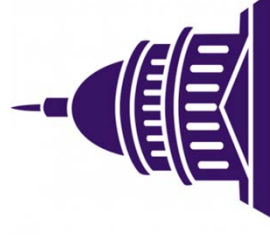




# Construction Request for Proposal (RFP) Evaluation

## Competitive Sealed Proposals

- **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 a 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.

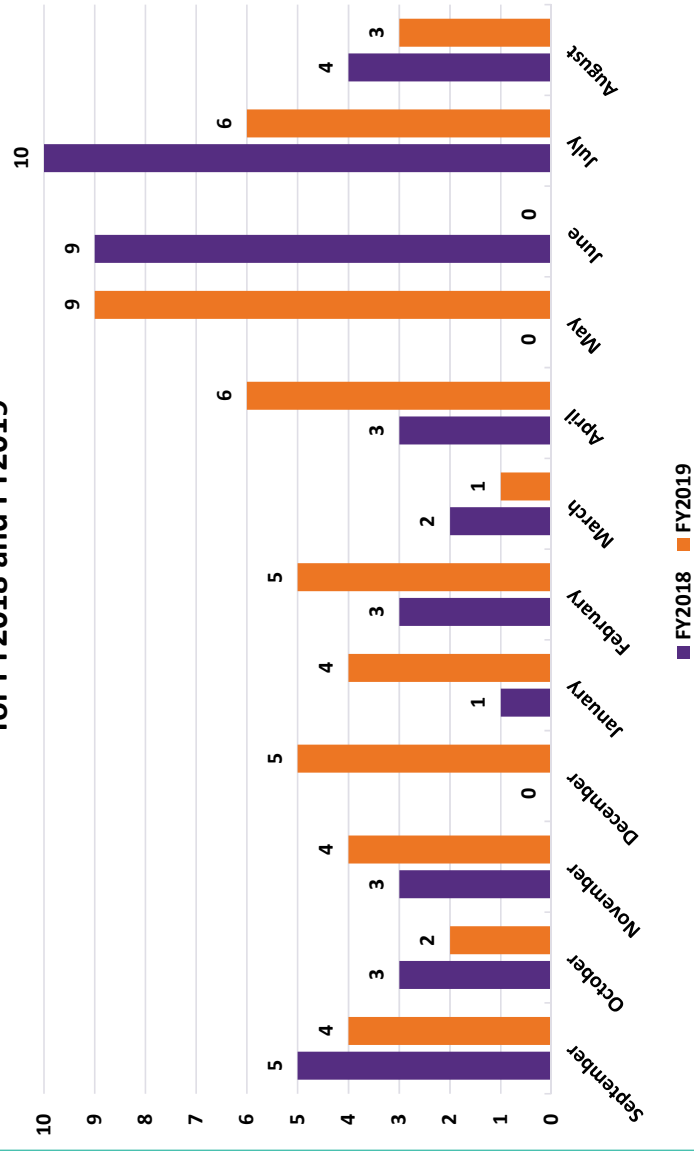


# Construction Request for Proposal (RFP) Evaluation Request for Public Information

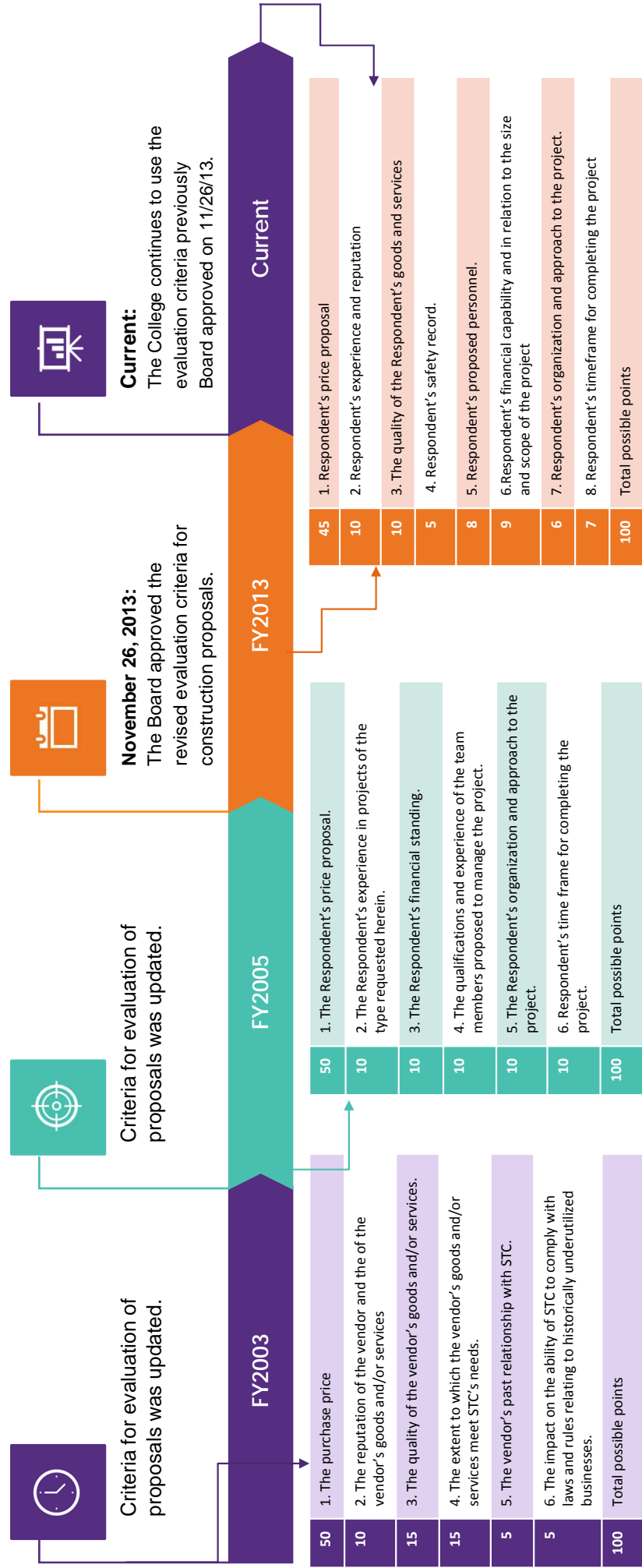
- Requests for Public Information are received by the College and complies with Texas Public Information Act and Board Policy 2510: Requests for Public Information
  - In FY2018, a total of 43 construction related open record requests were received by the College.
  - In FY2019, a total of 49 construction 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.



Number of Open Records Request Received for FY2018 and FY2019



# 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 in 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
<b>100 Points</b>	

# Construction RFP Respondent Questionnaire

Criteria		Evaluation Points	
<b>1. Criterion: The Respondent's price proposal</b>		<b>Maximum 45 points</b>	
a. Refer to RFP Section 4, Pricing and Delivery Schedule.		Score will be calculated based on proposals submitted	
<b>2. Criterion: Respondent's experience and reputation.</b>		<b>Maximum 10 Points</b>	
a. Provide total number of current company employees.	<p>b. Provide dollar amounts for each project contracted in the past twenty four months.</p> <p>c. Provide number of years your company has been in business.</p> <p>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?</p> <p>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.</p>	<p><b>Points scale:</b></p> <p>9 to 10 excellent</p> <p>6 to 8 acceptable</p> <p>3 to 5 marginal</p> <p>0 to 2 poor/no response</p>	
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.			
<b>Excellent</b> – respondent provided information which fully addressed or exceeded the requirements	<b>Acceptable</b> – respondent provided information which addressed most but not all of the requirements	<b>Marginal</b> – respondent provided minimal information on requirements	<b>Poor/no response</b> – respondent provided inadequate responses to requirements or did not respond.

# Construction RFP Respondent Questionnaire

Criteria		Evaluation Points
<b>3. Criterion: The quality of the Respondent's goods or services.</b>		<b>Maximum 10 Points</b>
<p>a. Describe your company's quality control program.</p> <p>b. Explain the methods used to maintain quality control in the construction project.</p> <p>c. Describe company's process for addressing warranty claims?</p> <p>d. Describe the experience of key personnel responsible for maintaining quality control.</p> <p>e. Provide examples of past STC construction projects or other similar projects. (all respondents will receive a 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.</p>	<p><b>Points scale:</b>            9 to 10 excellent            6 to 8 acceptable            3 to 5 marginal            0 to 2 poor/no response</p>	
<b>4. Criterion: Respondent's safety record.</b>		<b>Maximum 5 Points</b>
<p>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.</p> <p>b. What is your company's Experience Modifier Rate (EMR) for the three (3) most recent annual insurance-year ratings?</p> <p>c. Have you had any OSHA fines within the last three (3) years? If yes, provide details.</p>	<p><b>Points scale:</b>            5 excellent            4 acceptable            2 to 3 marginal            0 to 1 poor/no response</p>	
<b>Excellent</b> – respondent provided information which fully addressed or exceeded the requirements	<b>Acceptable</b> – respondent provided information which addressed most but not all of the requirements	<b>Marginal</b> – respondent provided minimal information on requirements
		<b>Poor/no response</b> – respondent provided inadequate responses to requirements or did not respond.

# Construction RFP Respondent Questionnaire

Criteria		Evaluation Points	
<p><b>5. Criterion: The Respondent's proposed personnel.</b></p> <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><b>Maximum 8 Points</b></p> <p><b>Points scale:</b>            8 excellent            6 to 7 acceptable            3 to 5 marginal            0 to 2 poor/no response</p>	
<p><b>6. Criterion: Respondent's financial capability and relation to the size and scope of the project.</b></p> <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><b>Maximum 9 Points</b></p> <p><b>Points scale:</b>            8 to 9 excellent            6 to 7 acceptable            3 to 5 marginal            0 to 2 poor/no response</p>	
<p><b>Excellent</b> – respondent provided information which fully addressed or exceeded the requirements</p>	<p><b>Acceptable</b> – respondent provided information which addressed most but not all of the requirements</p>	<p><b>Marginal</b> – respondent provided minimal information on requirements</p>	<p><b>Poor/no response</b> – respondent provided inadequate responses to requirements or did not respond.</p>



# Construction RFP Respondent Questionnaire

Criteria	Evaluation Points
<p><b>7. Criterion: The Respondent's organization and approach to the project.</b></p> <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><b>Maximum 6 Points</b></p> <p><b>Points scale:</b>            6 excellent            4 to 5 acceptable            2 to 3 marginal            0 to 1 poor/no response</p>
<p><b>8. Criterion: Respondent's time frame for completing the project</b></p> <p>a. Refer to RFP Section 4, Pricing and Delivery Schedule</p>	<p><b>Maximum 7 Points</b></p> <p>Score will be calculated based on proposals submitted</p>
<p><b>Total possible points</b></p>	<p><b>100 Points</b></p>

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



## **Appointment by Chairman of Committee to Review and Recommend Revisions to Construction Proposal Evaluation Criteria**

The Facilities Committee has raised questions and concerns with the construction proposal evaluation criteria used by staff in the evaluation of competitive sealed proposals received by the College. Concerns included the weight assigned to specific criteria and the fair application of the criteria to all respondents.

The criteria, last formally reviewed and approved by the Board on November 26, 2013, must comply with state procurement law, but can be revised by the Board at any time. Requests for Proposals following any such revision would communicate new criteria, and proposals would be evaluated under those criteria.

On November 12, 2019, Dr. Alejo Salinas, Jr. also confirmed with staff that design professionals under contract with the College for a specific project consistently join staff in evaluating construction proposals received for their projects. Dr. Salinas stated that this was not clear in previous discussions, and indicated that this practice should be reviewed by the Board.

The Facilities Committee informally recommended that Board Chairman Paul R. Rodriguez appoint a committee to review the current Construction Proposal Evaluation Criteria. This committee would have no binding authority, and would make a recommendation to the Board of Trustees for any proposed revisions.

Under Board Policy #1110: *Board Committees*, the Chairman of the Board may create committees to advise the Board and facilitate the efficient operation of the Board. Membership to the committees is established by action of the Chair.

The Board of Trustees is asked to provide clarifying feedback on their concerns with the current evaluation criteria and any suggestions they may have for the committee's consideration.

### **Recommendation:**

It is recommended that the Chairman of the Board appoint a committee comprised of no more than three trustees to review and propose revisions to the Construction Proposal Evaluation Criteria, and to report any recommendations to the Board of Trustees.

**The Following Minute Order is proposed for consideration by the Board of Trustees:**  
The Chairman of the Board appoints a committee comprised of no more than three trustees to review and propose revisions to the Construction Proposal Evaluation Criteria, and to report any recommendations to the Board of Trustees.

**Approval Recommended:**

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

## 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 is requested.

### 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 accommodate 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.

<b>Timeline for Solicitation of Competitive Sealed Proposals</b>	
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

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

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.

On October 29, 2019, the Board of Trustees deferred this item to be presented to the Facilities Committee in November for further review and recommendation to the Board of Trustees.

On November 12, 2019, the Facilities Committee reviewed this item and took a vote on the proposed recommendation for Board approval. That motion failed, and it is presented to the Board without a committee recommendation.

### **Reviewers**

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

### **Enclosed Documents**

Enclosed are the project presentation, proposal ranking and evaluation, and fact sheet. Staff evaluated the proposal and prepared the enclosed proposal summary.

### **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**

# 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

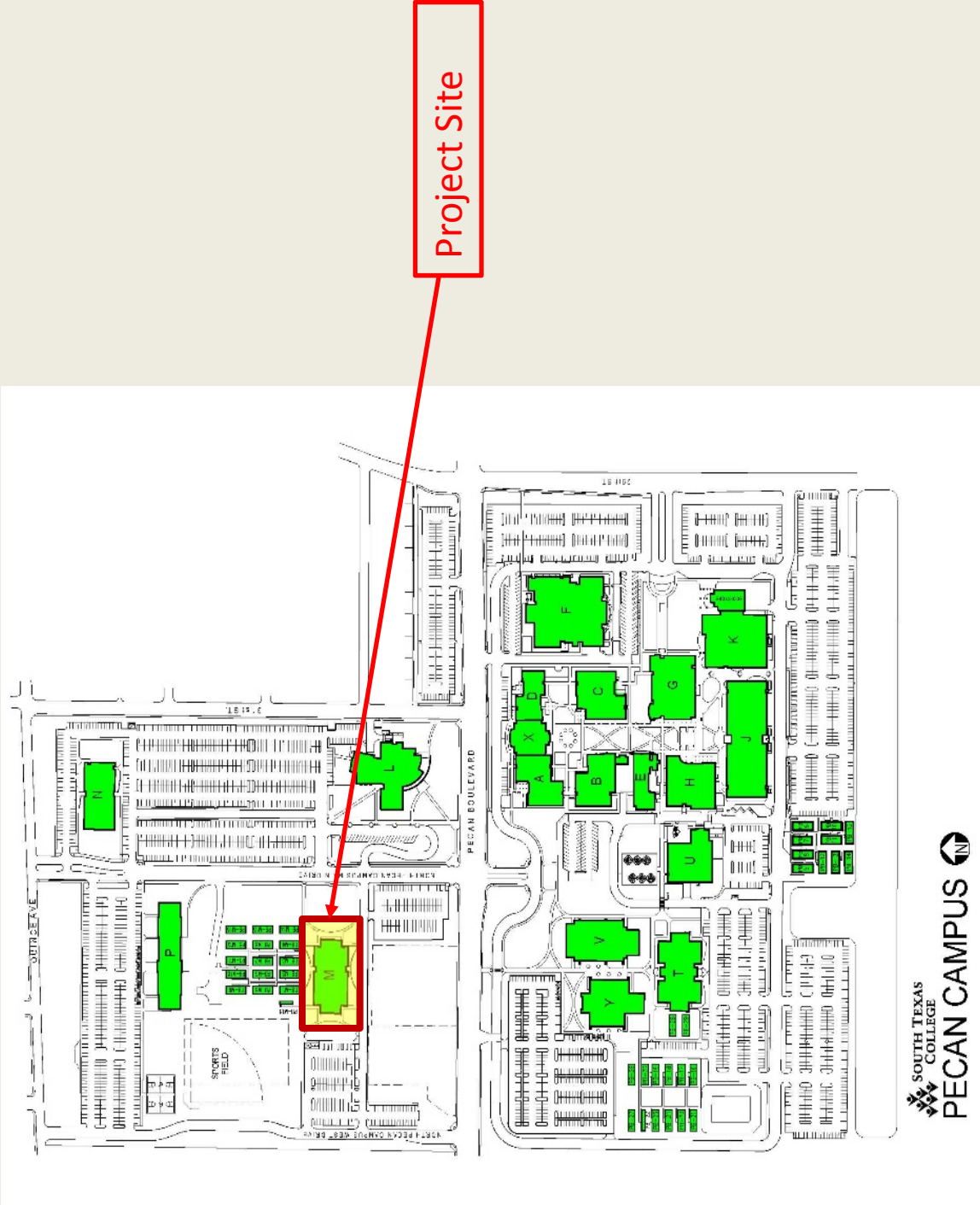
Total Renovated Square Feet = 4,222 sq. ft.

## 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

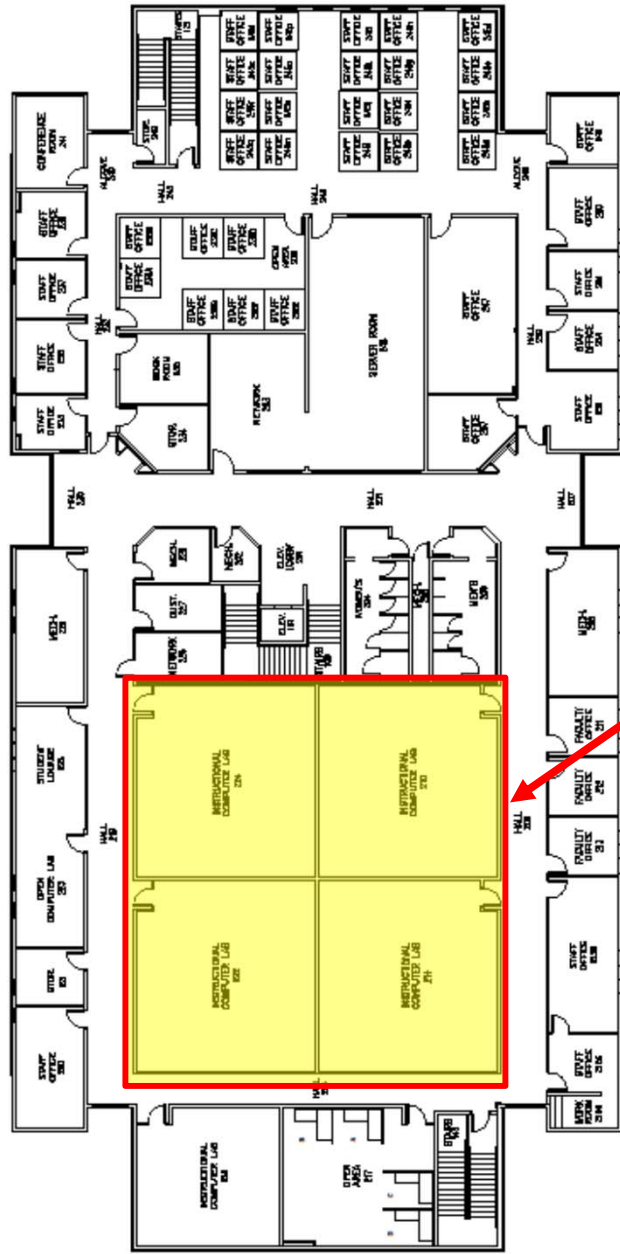


# Project Proposed Site





# Project Proposed Location



PECAN CAMPUS  
BLDG. M SECOND FLOOR

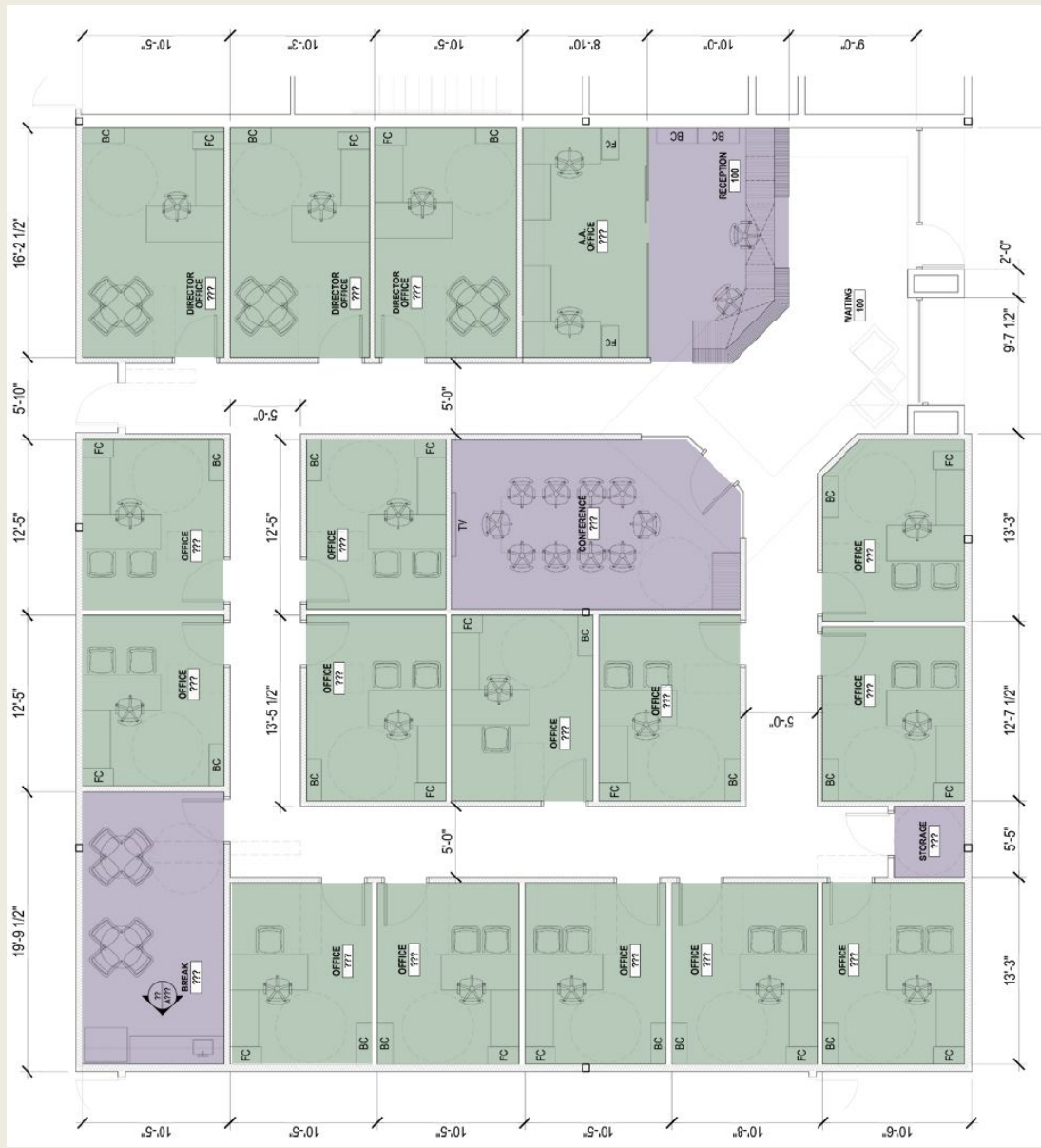


PECAN CAMPUS  
BUILDING M  
SECOND FLOOR

Approximately  
4,222 sq. ft.

**PROJECT  
LOCATION**

# Office and Work Space Renovation



# Interior Renderings



**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
<b>TOTAL AMOUNT PROPOSED</b>		\$ 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
<b>TOTAL EVALUATION POINTS</b>		87.14	79.74	84.41	77.32	80.24	80.83	79	69.05	76.08	81.6	79.66
<b>RANKING</b>		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	36.1	36.1	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
		40.96																			
		40.96																			
		40.96																			
		40.96																			
		40.96																			
2	The Respondent's experience and reputation. (up to 10 points)	9	8.5	8.58	9	7	7.66	9	8.83	6	6.66	9	8.75	7.5	7.16	7.5	7.08	6.5	6.25	8	8.58
		8.5																			
		8.5																			
		9																			
		9																			
		9																			
3	The quality of the Respondent's goods or services. (up to 10 points)	9	8	8.33	9	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																			
		8.5																			
		8																			
		9																			
		8.5																			
4	The Respondent's safety record (up to 5 points)	4.5	4	4.16	4	4.16	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																			
		4.5																			
		5																			
		4																			
		4																			
5	The Respondent's proposed personnel. (up to 8 points)	7.5	7	7	7.5	6	6.33	7	7.08	5	6.16	7.5	7.33	6	6.16	6	6.25	5	5.83	7	6.58
		6.5																			
		7																			
		7																			
		7.5																			
		7.5																			
6	The Respondent's financial capability in relation to the size and scope of the project. (up to 9 points)	7	8	7.58	7	7.16	7.16	7	7.5	7	7.33	8	7.5	6	6.5	7.5	6.16	6	5.83	7.5	7.58
		7.5																			
		7.5																			
		7																			
		8																			
		7																			
7	The Respondent's organization and approach to the project. (up to 6 points)	5.5	3.5	4.16	5.5	4	4.25	5	5	3	4.25	5.5	5	4	4.16	4	4.41	4	4	4	4.75
		5.5																			
		5																			
		4																			
		5																			
		5																			
8	The Respondent's time frame for completing the project. (up to 7 points)	4.95	3.83	3.83	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
		4.95																			
		4.95																			
		4.95																			
		4.95																			
		4.95																			
<b>TOTAL EVALUATION POINTS</b>		87.14	79.74	84.41	77.32	80.24	80.83	79	69.05	76.08	81.6	79.66									
<b>RANKING</b>		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

### 11/8/2019

<b>Project Name:</b> Pecan Campus - Building M Office and Work Space Renovation		<b>Project No.</b> 2018-014C	
<b>Funding Source(s):</b> 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
<b>Total:</b>	<b>\$ 575,295</b>		<b>\$ 24,949 \$ 550,346</b>
<b>Architect:</b> BSG Architects	<b>Board Approval of Schematic Design</b> 5/28/2019		
<b>Contractor:</b> TBD			
<b>STC FPC Project Manager:</b> Martin Villarreal	<u>Substantial Completion</u>	TBD	<u>Board Acceptance</u> TBD
	<u>Final Completion</u>	TBD	<u>Board Acceptance</u> TBD
<b>Project Description</b>		<b>Project Scope</b>	
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.	
<b>Projected Timeline</b>			
Board Approval of Architect	Board Approval of Schematic Design	Board Approval of Contractor	Construction Start Date
12/13/2018	5/28/2019	11/26/2019	1/15/2020
		Substantial Completion Date	Final Completion Date
		5/15/2020	6/15/2020
<b>Project Calendar of Expenditures by Fiscal Year</b>			
<b>Fiscal Year</b>	<b>Construction</b>	<b>Design</b>	<b>Misc.</b>
2018-19	\$ -	\$ 22,200	\$ 2,749
<b>Project Total</b>	<b>\$ -</b>	<b>\$ 22,200</b>	<b>\$ 2,749</b>
<b>Current Agenda Item</b>			
11/12/19 <b>Facilities Committee:</b> 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 Contracting Construction Services for the Pecan Campus Student Activities Building H Renovation for Culinary Arts

Approval to contract construction services for the Pecan Campus Student Activities Building H Renovation for Culinary Arts is requested.

### Purpose

The procurement of a contractor will provide for construction services necessary for the renovation of the Pecan Campus Student Activities Building H Renovation for Culinary Arts.

### Scheduling Priority

This project was submitted in 2018 by the Culinary Arts 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 as an educational space improvement to renovate and expand the previously existing kitchen for use by the Culinary Arts program.

### Background

On May 30, 2019, the Board of Trustees approved the schematic design from EGV Architects and the solicitation of construction services for this project.

Solicitation of competitive sealed proposals for this project began on September 16, 2019. A total of four (4) sets of construction documents were issued to plan rooms and seven (7) to general contractors. A total of five (5) proposals were received on October 3, 2019.

<b>Timeline for Solicitation of Competitive Sealed Proposals</b>	
September 16, 2019	Solicitation of competitive sealed proposals began.
October 3, 2019	Five (5) proposals were received.

College staff reviewed and evaluated the competitive sealed proposal and recommend Noble Texas Builders as the highest ranked in the amount of \$555,000.

### Funding Source

<b>Source of Funding</b>	<b>Estimated Budget</b>	<b>Highest Ranked Proposal Noble Texas Builders</b>	<b>Estimated Budget Variance</b>
Unexpended Construction Plant Fund	\$600,000	555,000	\$45,000
<b>Total Amount</b>	<b>\$600,000</b>	<b>555,000</b>	<b>\$45,000</b>

Funds for the Pecan Campus Student Activities Building H Renovation for Culinary Arts Project 2018-023C 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 the architect and College staff from the Facilities Planning & Construction, Maintenance & Operations, and Purchasing departments.

### **Enclosed Documents**

Enclosed are the project presentation, proposal ranking and evaluation, and fact sheet. Staff evaluated the proposal and prepared the enclosed proposal summary.

On November 12, 2019, Mr. Gary Gurwitz abstained from the Facilities Committee's deliberation and action on this item.

The Facilities Committee recommended Board approval to contract construction services with Noble Texas Builders in the amount of \$555,000 for the Pecan Campus Student Activities Building H Renovation for Culinary Arts as presented.

### **Recommendation:**

It is recommended that the Board of Trustees of South Texas College approve and authorize contracting construction services with Noble Texas Builders in the amount of \$555,000 for the Pecan Campus Student Activities Building H Renovation for Culinary Arts 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 Noble Texas Builders in the amount of \$555,000 for the Pecan Campus Student Activities Building H Renovation for Culinary Arts as presented.

### **Approval Recommended:**

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



# Pecan Campus - Student Activities Center Building H Renovation For Culinary Arts



**SOUTH TEXAS  
COLLEGE**

# Proposed Scope & Budget



## Requested By

Culinary Arts 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 = 4,715 sq. ft.

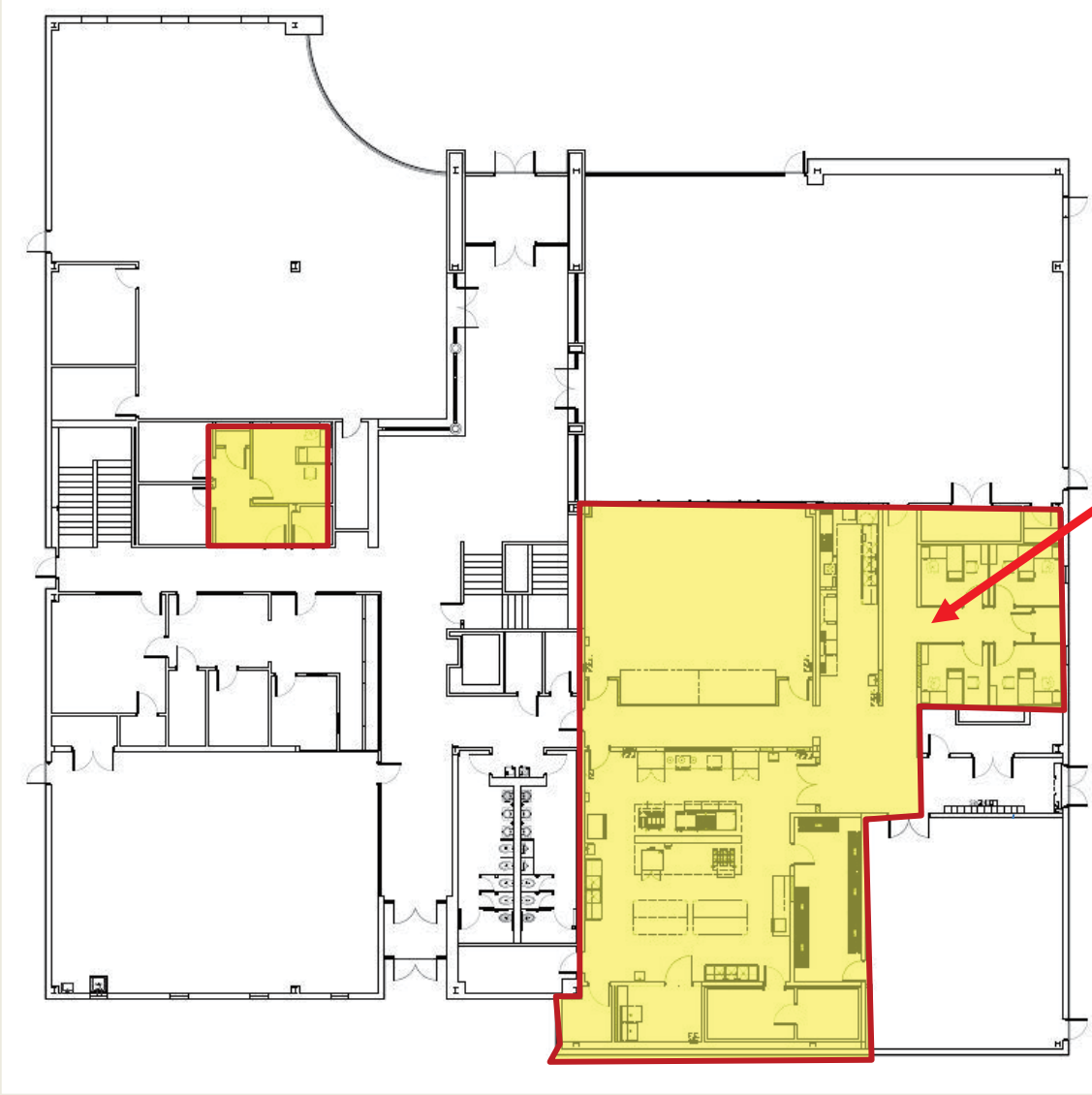
## Estimated Total Project Budget

Construction	\$ 600,000
Design	60,000
Miscellaneous	24,600
FFE	225,000
Technology	<u>48,000</u>
Total Project Budget	\$ 957,600

# Project Proposed Site



# Project Proposed Location



PECAN CAMPUS  
BUILDING H  
FIRST FLOOR

Approximately  
4,715 sq. ft.

**PROJECT  
LOCATION**

# Interior Renderings



**SOUTH TEXAS COLLEGE  
PECAN CAMPUS - BUILDING H RENOVATION FOR CULINARY ARTS  
PROJECT NO. 19-20-1008**

<b>NAME</b>	5 Star GC Construction, LLC.	Holchemont, Ltd.	J.T. Vaughn Construction, LLC.	NM Contracting, LLC.	Noble Texas Builders, LLC.	
<b>ADDRESS</b>	3209 Melody Ln	900 N Main St	2202 N Schunior Ste 3	2022 Orchid Ave	108 S Main St	
<b>CITY/STATE/ZIP</b>	Mission, TX 78574	McAllen, TX 78501	Edinburg, TX 78541	McAllen, TX 78504	La Feria, TX 78559	
<b>PHONE</b>	956-867-5040	956-686-2901	713-243-8300	956-631-5667	956-277-0708	
<b>FAX</b>	956-599-9055	956-686-2925	713-243-8350	956-627-3959	956-277-0705	
<b>CONTACT</b>	Alan Oakley	Michael Montalvo	Mike Simpson	Noel Muñoz	Alfredo Garcia, Jr.	
<b>#</b>	<b>Proposed</b>	<b>Proposed</b>	<b>Proposed</b>	<b>Proposed</b>	<b>Proposed</b>	
1	Pecan Campus - Building H Renovation for Culinary Arts	\$ 642,000.00	\$ 647,000.00	\$ 690,000.00	\$ 549,500.00	\$ 555,000.00
2	Bid Bond	Yes	Yes	Yes	Yes	Yes
3	Begin Work Within	10 Working Days	10 Working Days	10 Working Days	5 Working Days	5 Working Days
4	Completion of Work Within	220 Calendar Days	95 Calendar Days	96 Calendar Days	150 Calendar Days	90 Calendar Days
<b>TOTAL AMOUNT PROPOSED</b>		\$ 642,000.00	\$ 647,000.00	\$ 690,000.00	\$ 549,500.00	\$ 555,000.00
<b>TOTAL EVALUATION POINTS</b>		77.98	84.62	84.01	81.94	93.53
<b>RANKING</b>		5	2	3	4	1

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

**SOUTH TEXAS COLLEGE  
PECAN CAMPUS - BUILDING H RENOVATION FOR CULINARY ARTS  
PROJECT NO. 19-20-1008  
EVALUATION SUMMARY**

	VENDOR	5 Star GC Construction, LLC.	Holchemont, Ltd.	J.T. Vaughn Construction, LLC.	NM Contracting, LLC.	Noble Texas Builders, LLC.
	<b>ADDRESS</b>	3209 Melody Ln	900 N Main St	2202 N Schunior Ste 3	2022 Orchid Ave	108 S Main St
	<b>CITY/STATE/ZIP</b>	Mission, TX 78574	McAllen, TX 78501	Edinburg, TX 78541	McAllen, TX 78504	La Feria, TX 78559
	<b>PHONE</b>	956-867-5040	956-686-2901	713-243-8300	956-631-5667	956-277-0708
	<b>FAX</b>	956-599-9055	956-686-2925	713-243-8350	956-627-3959	956-277-0705
	<b>CONTACT</b>	Alan Oakley	Michael Montalvo	Mike Simpson	Noel Muñoz	Alfredo Garcia, Jr.
1	The Respondent's price proposal. (up to 45 points)	38.52 38.52 38.52 38.52 38.52 38.52	38.22 38.22 38.22 38.22 38.22 38.22	35.84 35.84 35.84 35.84 35.84 35.84	45 45 45 45 45 45	44.55 44.55 44.55 44.55 44.55 44.55
2	The Respondent's experience and reputation. (up to 10 points)	9 8.5 6 9 9 8	9 8 8 8.5 9 8	9 9 9 9 9 9	7.5 6.5 4 6 7 4	8.5 9 9 9 9 8
3	The quality of the Respondent's goods or services. (up to 10 points)	8 8.5 6 8.5 8.5 6	9 8 7 8.5 9 8	9 8 8 8.5 9 9	7.5 6.5 5 6 6 5	9 9 9 9 9 8
4	The Respondent's safety record (up to 5 points)	4 3.5 3 4 3.5 2	4 4 4 4 4 4	4.5 4 5 4.5 4.5 4	5 4 3 4 4 3	4 4 5 4 4 4





**SOUTH TEXAS COLLEGE  
PECAN CAMPUS - BUILDING H RENOVATION FOR CULINARY ARTS  
PROJECT NO. 19-20-1008  
EVALUATION SUMMARY**

VENDOR	5 Star GC Construction, LLC.		Holchemon, Ltd.		J.T. Vaughn Construction, LLC.		NM Contracting, LLC.		Noble Texas Builders, LLC.	
5 The Respondent's proposed personnel. (up to 8 points)	7	6.33	7	7	7	7	7	6.08	7	7.16
	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)	7.5	6.75	9	7.66	8	7.83	8	6.91	8	8
	7.5									
	6									
	7.5									
	7									
	5									
7 The Respondent's organization and approach to the project. (up to 6 points)	4.5	4.33	5	4.75	5.5	5.08	4.5	4	5.5	5.08
	4.5									
	4									
	5									
	5									
	3									
8 The Respondent's time frame for completing the project. (up to 7 points)	2.89	2.89	6.33	6.33	6.27	6.27	4.29	4.29	7	7
	2.89									
	2.89									
	2.89									
	2.89									
	2.89									
<b>TOTAL EVALUATION POINTS</b>		77.98	84.62	84.01	81.94	93.53				
<b>RANKING</b>		5	2	3	4	1				

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

## Project Fact Sheet

### 11/8/2019

<b>Project Name:</b> Pecan Campus - Building H Renovation for Culinary Arts		<b>Project Nos.</b> 2018-023C				
<b>Funding Source(s):</b> Unexpended Plant Fund	<b>Total Project Budget</b>		<b>Actual Expenditures To Date</b>		<b>Variance of Project Budget vs. Actual Expenditures To Date</b>	
	Construction:	\$ 600,000			\$ 600,000	
	Design:	60,000		38,997	21,003	
	Miscellaneous:	24,600		3,191	21,409	
	FFE:	225,000			225,000	
	Technology:	48,000			48,000	
	<b>Total:</b>	<b>\$ 957,600</b>		<b>\$ 42,189</b>	<b>\$ 915,411</b>	
<b>Engineer:</b> EGV Architects	<b>Board Approval of Schematic Design</b> 5/30/2019					
<b>Contractor:</b> TBD						
<b>STC FPC Project Manager:</b> Martin Villarreal	<b>Substantial Completion</b>		<b>Board Acceptance</b>			
	TBD		TBD			
		<b>Final Completion</b>		<b>Board Acceptance</b>		
		TBD		TBD		
<b>Project Description</b>			<b>Project Scope</b>			
Redesign of the previously existing cafeteria and kitchen spaces to be used for the Culinary Arts program.			Demolish existing walls and infrastructure, renovation of walls, flooring, ceiling, interior finishes, installation some of kitchen equipment, and adding electrical, data, and HVAC infrastructure for a 4,604 sq. ft. space.			
<b>Projected Timeline</b>						
Board Approval of Architect	Board Approval of Schematic Design	Board Approval of Contractor	Construction Start Date	Substantial Completion Date	Final Completion Date	FFE Completion of Move In
7/24/2018	5/30/2019	11/26/2019	1/23/2020	5/23/2020	6/23/2020	7/23/2020
<b>Project Calendar of Expenditures by Fiscal Year</b>						
<b>Fiscal Year</b>	<b>Construction</b>	<b>Design</b>	<b>Misc.</b>	<b>FFE</b>	<b>Tech</b>	<b>Project Total</b>
2017-18	\$ -	\$ -	\$ 586	\$ -	\$ -	\$ 586
2018-19	\$ -	\$ 38,997	\$ 1,785	\$ -	\$ -	\$ 40,782
2019-20	\$ -	\$ -	\$ 820	\$ -	\$ -	\$ 820
<b>Project Total</b>	<b>\$ -</b>	<b>\$ 38,997</b>	<b>\$ 3,191</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 42,189</b>
<b>Current Agenda Item</b>						
11/12/19 Facilities Committee: Review and Recommend Action on Contracting Construction Services for the Pecan Campus Student Activities Building H Renovation for Culinary Arts						
						

## **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 needs 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 2013 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. The proposed entry sign on McColl Boulevard will include "West Entrance" to distinguish the entry at its location from the south entrance on Vermont Avenue.

Additional vehicular and pedestrian wayfinding signs will also be incorporated to provide information and guidance to navigate the various facilities on the campus.

### **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 Board.

On November 12, 2019, the Facilities Committee questioned the sufficiency of the proposed single monument sign on McColl and the internal wayfinding signage proposed by administration. The Committee recommended that administration provide new overhead maps clarifying the intended signage for presentation to the Board of Trustees.

The Committee did express general support for the design of the proposed signage, and simply wanted clarification of the placement of signs.

The Committee refrained from formal action on this item, pending the updated documentation outlining the proposed placement of signs.

**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

West Entry Campus Sign



SOUTH TEXAS  
COLLEGE

# 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

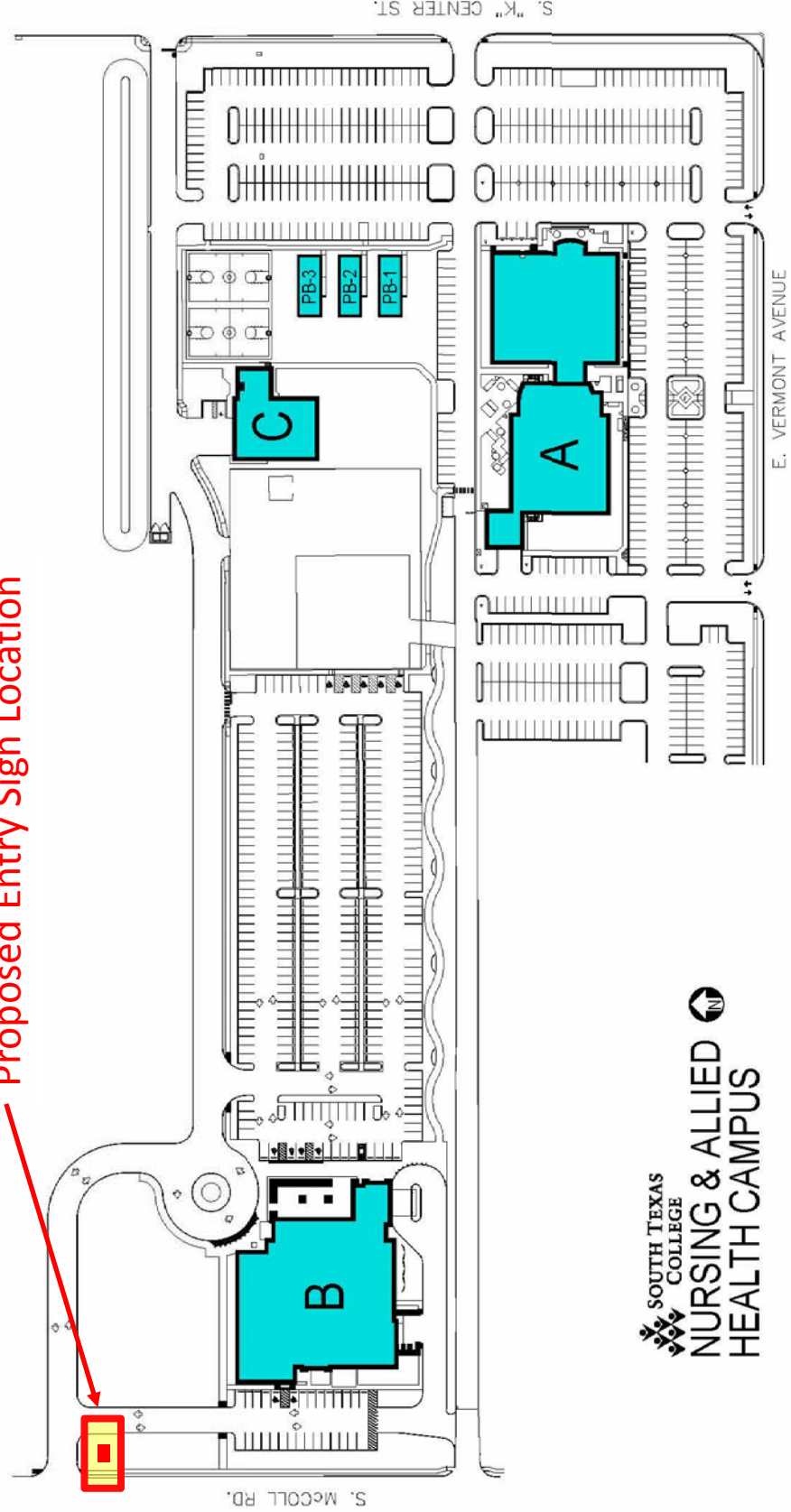
Construction	\$ 75,000
Miscellaneous	<u>1,000</u>
Total Project Budget	\$ 76,000

Funds for wayfinding signs are available in the District Wide Facility Signage budget. Estimated cost is \$12,000.

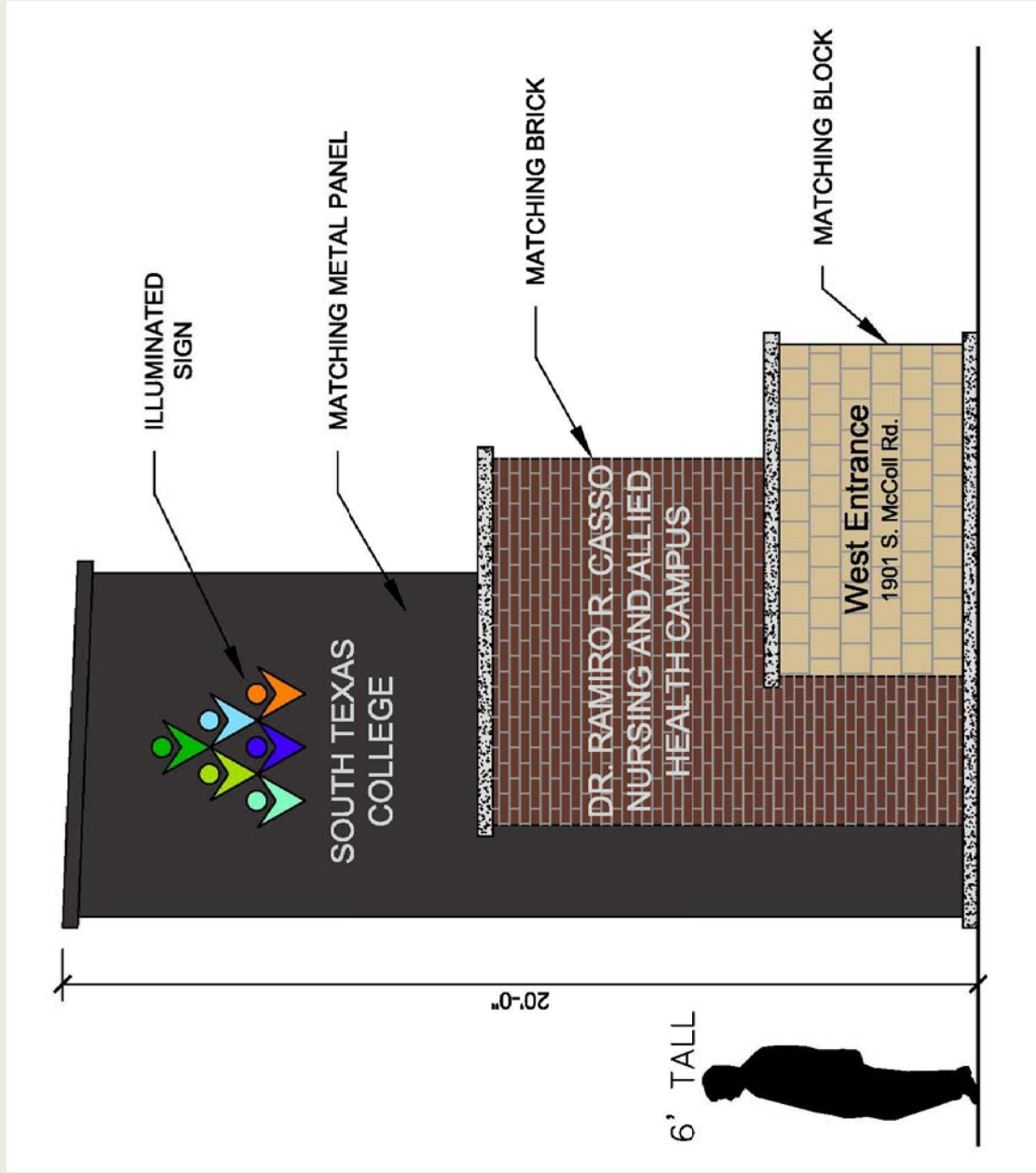
# Proposed Project Site



Proposed Entry Sign Location



# Proposed Project Design







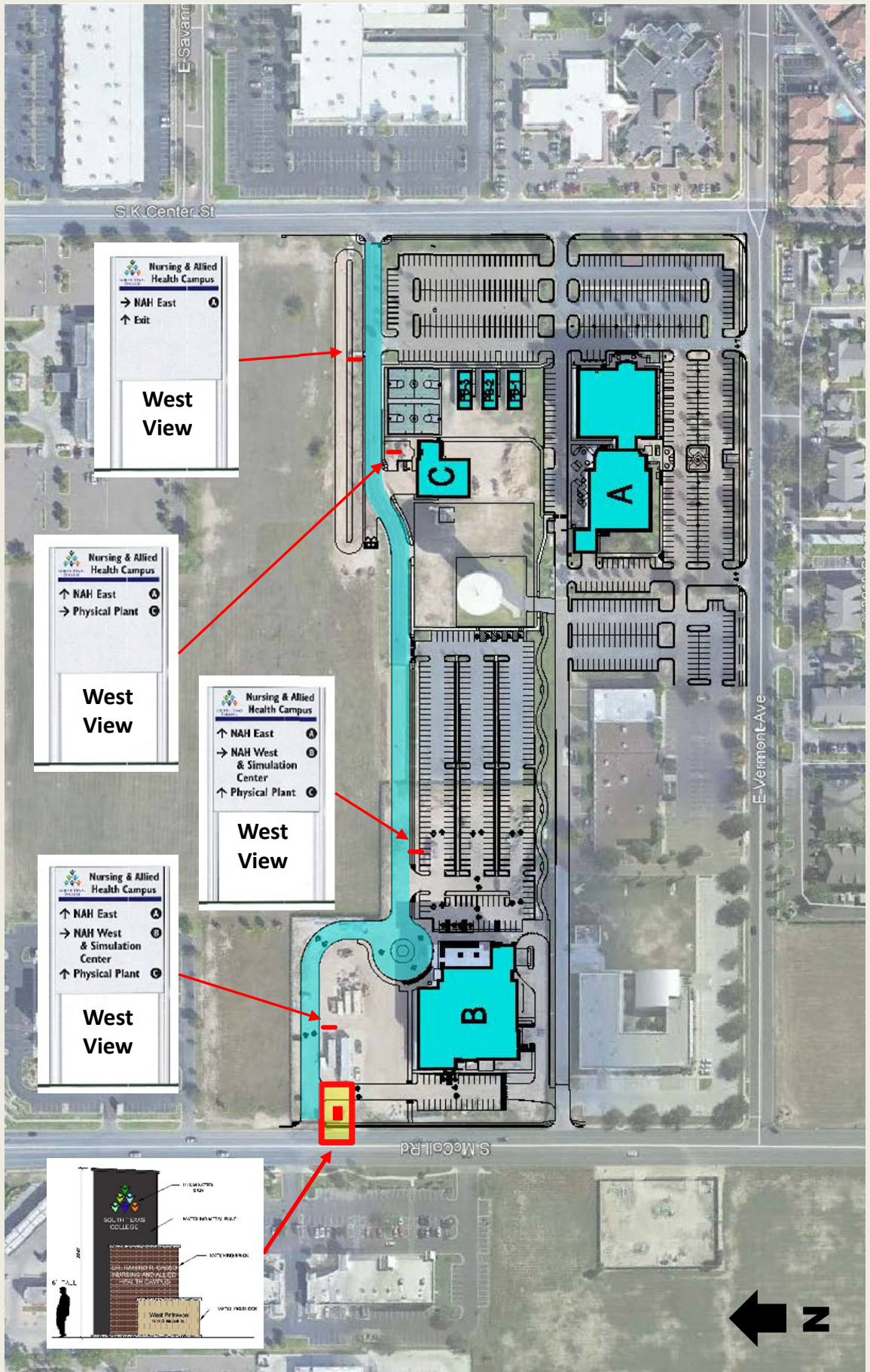
# Proposed Project Location





SOUTH TEXAS COLLEGE

# Propose Campus Signage

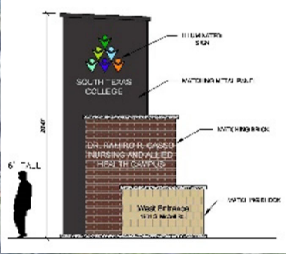


Nursing & Allied Health Campus  
 → NAH East  
 ↑ Exit  
**West View**

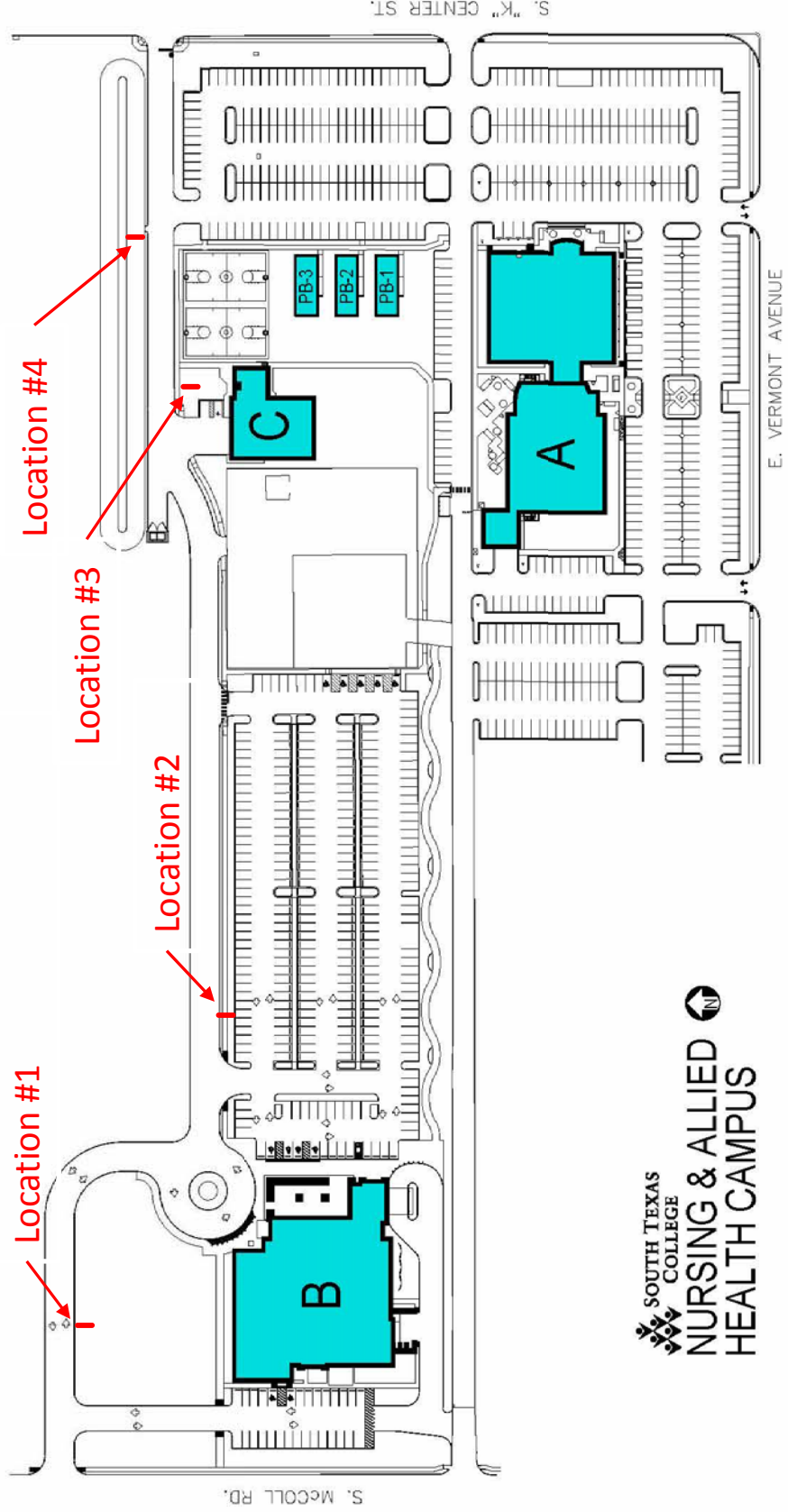
Nursing & Allied Health Campus  
 ↑ NAH East  
 → Physical Plant  
**West View**

Nursing & Allied Health Campus  
 ↑ NAH East  
 → NAH West & Simulation Center  
 ↑ Physical Plant  
**West View**

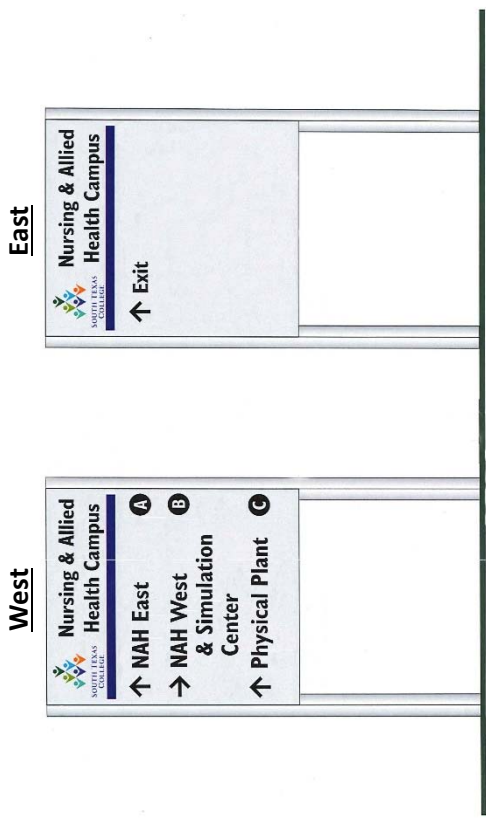
Nursing & Allied Health Campus  
 ↑ NAH East  
 → NAH West & Simulation Center  
 ↑ Physical Plant  
**West View**



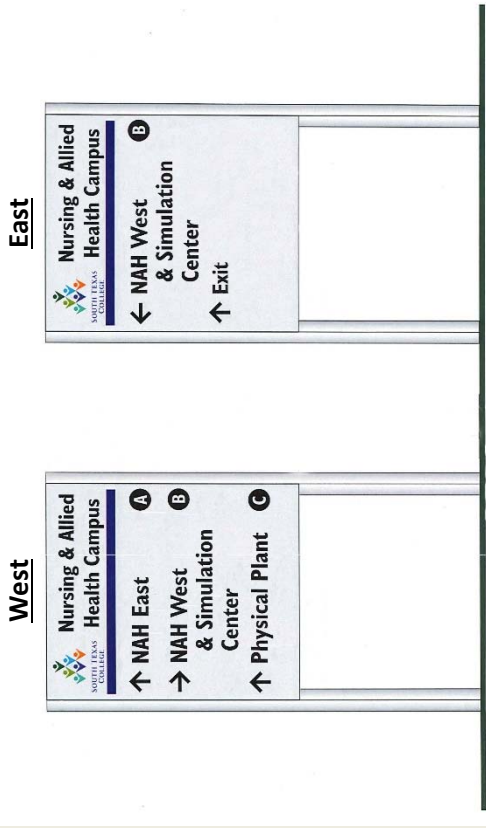
# Additional Vehicular Signage



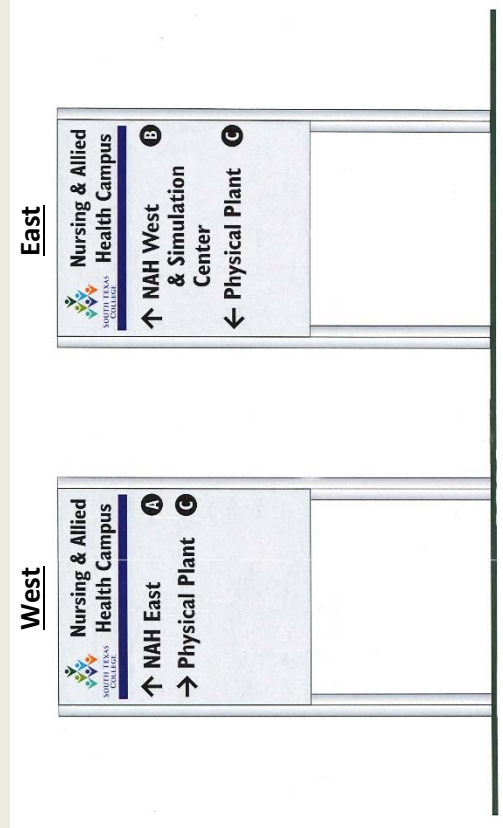
# Additional Vehicular Signage



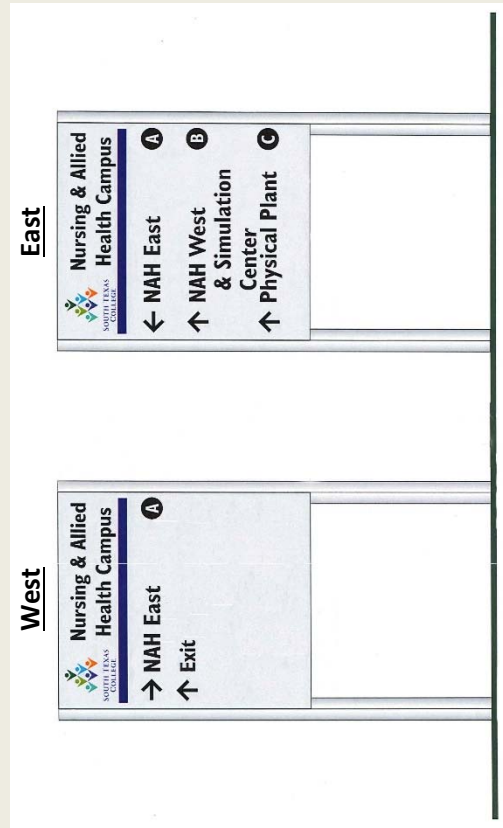
Location #1



Location #2

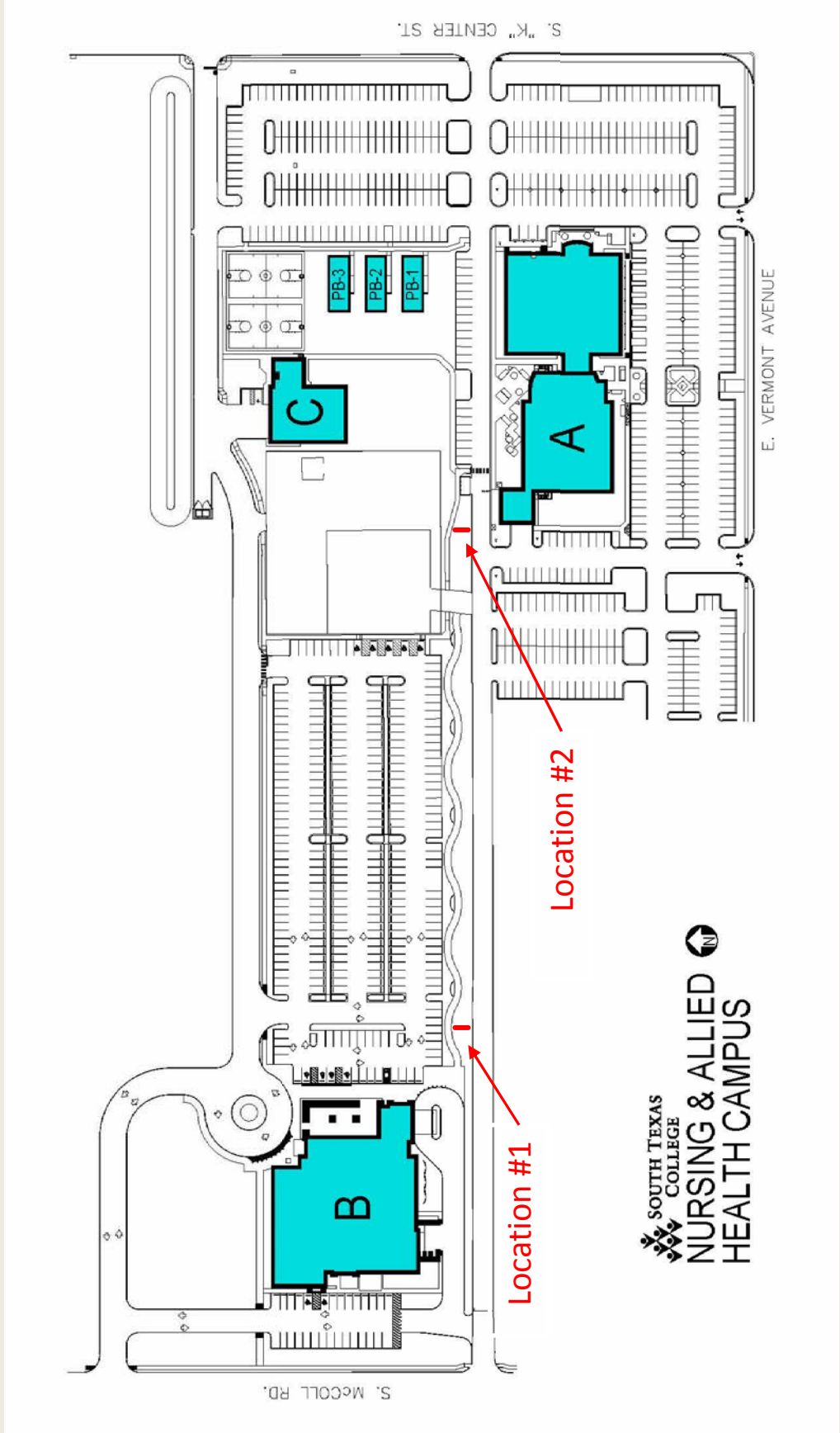


Location #3



Location #4

# Additional Pedestrian Signage



# Additional Pedestrian Signage



West

Nursing & Allied  
Health Campus  
↑ NAH East **A**  
↖ Physical Plant **C**

East

Nursing & Allied  
Health Campus  
↑ NAH West **B**  
& Simulation  
Center

West

Nursing & Allied  
Health Campus  
→ NAH East **A**  
← Physical Plant **C**

East

Nursing & Allied  
Health Campus  
↑ NAH West **B**  
& Simulation  
Center

Location #1

Location #2

## **Review and Action as Necessary on Architectural Fee Adjustment for Nursing and Allied Health Campus East Building A Center for Learning Excellence / Student Success Center Renovations**

Approval to amend the current architectural agreement with Boultinghouse Simpson Gates Architects (BSGA) to adjust the architectural fee based on the final construction cost for the Nursing and Allied Health Campus East Building A Center for Learning Excellence / Student Success Center Renovations project is requested.

### **Purpose**

Authorization is requested to amend the current architectural agreement with BSGA to adjust their architectural fee based on the final construction cost for the Nursing and Allied Health Campus East Building A Center for Learning Excellence / Student Success Center Renovations.

### **Scheduling Priority**

This project was submitted in 2017 by NAH Advising staff at the Nursing and Allied Health Campus 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 student support space improvement to enhance Student Services and make more efficient and effective use of space.

### **Justification**

The Architect is compensated based on a percentage of the Construction Budget, and compensation adjustments are necessary once the construction costs are finalized.

### **Background**

The current architectural agreement with BSGA for the Nursing and Allied Health Campus East Building A Center for Learning Excellence / Student Success Center Renovations states an additional fee is required if the final construction cost exceeds the Owner's original budget for the Cost of Work.

The original budget for the project was \$111,360, and the fee was negotiated at 10%, for a total of \$11,136. On March 26, 2019, the Board of Trustees approved contracting construction services with Tri-Gen Construction, LLC in the amount of \$170,000. The architect informed College staff that the project's mechanical, electrical, and plumbing (MEP) infrastructure was extensive which accounted for the additional costs. The cost per square foot was \$88/sq. ft. which is within the normal range of construction costs for this type of project. The total project cost is \$173,640.47.

BSGA is requesting an additional fee of \$6,228.05, which would result in an adjusted fee of \$17,364.05. The total revised fee, including the reimbursable expenses of \$925, is \$18,289.05, including additional services.

Original Fee:	\$11,136.00
Additional Fee:	<u>6,228.05</u>
Subtotal:	\$17,364.05
Reimbursable Expenses:	<u>925.00</u>
<b>Total Revised Fee</b>	<b>\$18,289.05</b>

Board approval is necessary to amend the current architectural agreement with BSGA to a revised fixed fee of \$18,289.05. No additional costs are anticipated for this project.

**Funding Source**

Funds for the Nursing and Allied Health Campus East Building A Center for Learning Excellence / Student Success Center Renovations Project 2019-009C are budgeted in the FY 2019-2020 Unexpended Construction Plant Fund.

The Facilities Committee recommended Board approval to amend the current architectural agreement with BSGA for the Nursing and Allied Health Campus East Building A Center for Learning Excellence / Student Success Center Renovations project to a revised fixed fee of \$18,289.05 and payment of any amount that has not yet been paid.

**Recommendation:**

It is recommended that the Board of Trustees of South Texas College approve and authorize amending the current architectural agreement with BSGA for the Nursing and Allied Health Campus East Building A Center for Learning Excellence / Student Success Center Renovations project to a revised fixed fee of \$18,289.05 and payment of the unpaid balance of \$6,495.31.

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

The Board of Trustees approves and authorizes amending the current architectural agreement with BSGA for the Nursing and Allied Health Campus East Building A Center for Learning Excellence / Student Success Center Renovations project to a revised fixed fee of \$18,289.05 and payment of the unpaid balance of \$6,495.31.

**Approval Recommended:**

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



**BOULTINGHOUSE - SIMPSON - GATES ARCHITECTS - Fee Adjustment Summary**  
**Nursing Allied Health Building A West - Student Success Center Renovation**

---

Company Name: BSG Architects  
 Campus: NAH Campus  
 Project Name: Building A - West Student Success Center Renovation

Original Construction Budget:	\$111,360.00	Approved Construction Cost:	\$170,000.00
Original Fee Percent:	10.00%	Change Orders	3,640.47
Calculated Fee:	\$11,136.00	Total Adjusted Cost of Work:	\$173,640.47
		Fee Percent:	10.00%
		Adjusted Contract Fee:	\$17,364.05
		Original Contract Fee:	\$11,136.00
		Additional Fee Requested	6,228.05
		Adjusted Contract Fee:	\$17,364.05
		Reimbursable Expenses	925.00
		Total Adjusted Fee:	\$18,289.05



\*Total Original Fee: \$11,136.00

\*Contract allows for reimbursable expenses

Total Original Fee:	\$11,136.00
Additional Fee Requested	6,228.05
Reimbursable Expenses	925.00
Net Fee Adjustment:	7,153.05
<b>Total Adjusted Fee:</b>	<b>\$18,289.05</b>

## Project Fact Sheet

11/8/2019

<b>Project Name:</b> Nursing and Allied Health Campus - CLE Renovations		<b>Project No.</b> 2018-009C				
<b>Funding Source(s):</b> Unexpended Plant Fund	<b>Original Budget</b>		<b>Actual Expenditures To Date</b>			
	Construction:	\$ 111,360	\$ 173,640			
	Design:	11,000	17,000			
	Miscellaneous:	4,000	5,100			
	FFE:	61,241	61,241			
	Technology:	9,465	9,465			
<b>Total:</b>	<b>\$ 197,066</b>	<b>\$ 266,446</b>	<b>\$ 228,446</b>			
<b>Engineer:</b> BSG Architects	<b>Board Review of Schematic Design and Approval of GC</b> 3/26/2019					
<b>Contractor:</b> Tri-Gen Construction, LLC						
<b>STC FPC Project Manager:</b> Samuel Saldaña	<b>Substantial Completion</b>	10/29/2019	<b>Board Acceptance</b> TBA			
	<b>Final Completion</b>	TBA	<b>Board Acceptance</b> TBA			
<b>Project Description</b>		<b>Project Scope</b>				
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.				
<b>Projected Timeline</b>						
Board Approval of Architect	Board Review of Schematic Design	Board Approval of Contractor	Construction Start Date	Substantial Completion Date	Final Completion Date	FFE Completion of Move In
4/24/2018	3/26/2019	3/26/2019	4/26/2019	10/29/2019	10/31/2019	11/5/2019
<b>Project Calendar of Expenditures by Fiscal Year</b>						
<b>Fiscal Year</b>	<b>Construction</b>	<b>Design</b>	<b>Misc.</b>	<b>FFE</b>	<b>Tech</b>	<b>Project Total</b>
2017-18	\$ -	\$ -	\$ 2,080	\$ 33,129	\$ -	\$ 35,209
2018-19	\$ 142,690	\$ 11,794	\$ -	\$ -	\$ -	\$ 154,484
2019-20	\$ 22,268	\$ -	\$ -	\$ -	\$ 16,485	\$ 38,753
<b>Project Total</b>	<b>\$ 164,958</b>	<b>\$ 11,794</b>	<b>\$ 2,080</b>	<b>\$ 33,129</b>	<b>\$ 16,485</b>	<b>\$ 228,446</b>
<b>Current Agenda Item</b>						
11/12/19 Facilities Committee: Review and Recommend Action on Final 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 East Building A Center for Learning Excellence / Student Success Center Renovations**

Approval of final completion for 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. 2019-006C  Architect: Boultinghouse Simpson Gates Architects Contractor: Tri-Gen Construction, LLC	Final Completion Recommended	October 31, 2019

This project was originally submitted in 2017 by NAH Advising staff at the Nursing and Allied Health Campus 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 student support space improvement to enhance Student Services and make more efficient and effective use of space.

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 Tri-Gen Construction, LLC be approved. The original budget approved for this project was in the amount of \$111,360. The approved construction proposal amount was \$170,000.

The following chart summarizes the above information:

Construction Budget	Approved Proposal Amount	Net Total Change Orders	Final Project Cost	Previous Amount Paid	Remaining Balance
\$111,360	\$170,000	\$3,640	\$173,640	\$164,958	\$8,681.55

On October 30, 2019, Boultinghouse Simpson Gates Architects 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 East Building A Center for Learning Excellence / Student

Success Center Renovations project and release of final payment of \$8,681.55 to Tri-Gen Construction, 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 East Building A Center for Learning Excellence / Student Success Center Renovations project and release of final payment of \$8,681.55 to Tri-Gen Construction, 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 East Building A Center for Learning Excellence / Student Success Center Renovations project and release of final payment of \$8,681.55 to Tri-Gen Construction, LLC as presented.

**Approval Recommended:**

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



11-4-2019

Mr. Rick de la Garza  
Interim Director of Facilities Planning and Construction  
South Texas College  
P.O. Box 9701  
McAllen, Tx. 78502-9701

Re: STC Nursing and Allied Health Building Center for Learning Excellence Conversion  
#18-19-1037 Pecan Campus

Mr. De la Garza,

As of October 31st, 2019, Trigen Construction has completed construction and has addressed all punch list items for the South Texas College Nursing and Allied Health building Center for Learning Excellence Conversion project.

To the best of my knowledge, the work has been performed in accordance with the Contract Documents and I recommend final acceptance.

If you have any questions or need any additional information, please don't hesitate to call me.

Sincerely,

A handwritten signature in black ink that reads "John Gates, AIA". The signature is written in a cursive, flowing style.

John Gates, AIA  
Boultinghouse Simpson Gates Architects

cc: ncl/file

## **Review and Discussion of Priority Criteria for Capital Improvement Projects (CIP) and Renewals & Replacements Projects (R&R)**

At the Facilities Committee meeting on September 10, 2019, College staff was asked to provide information on the prioritization of Capital Improvements Projects (CIP) and Renewals & Replacements Projects (R&R).

### **Priority Methodology**

The Facilities Planning & Construction (FPC) department manages projects of various types and sizes. The number of projects annually usually exceed 60 projects and many are at different project stages during the fiscal year. FPC follows internal steps and procurement procedures for each project. Projects are started based on their priority and when a project can be constructed to allow College operations to continue with minimal disruptions. Projects should be planned and requested well in advance of when a project is needed in order for FPC to properly develop and execute a project.

### **Schedules**

It is important to properly plan each project. A project should be submitted well in advance of when a project is needed to be operational. FPC follows various steps needed for approving, scoping, designing, budgeting, bidding, permitting, constructing, closing out, and furnishing, and occupying a project.

### **Reviewers**

All project scopes, budgets, and schedules are reviewed by the stakeholders, FPC and College departments, FAS staff, Coordinated Operations Council, President's Cabinet, President's Administrative Staff, Facilities Committee, and the Board of Trustees.

### **Prioritization Process**

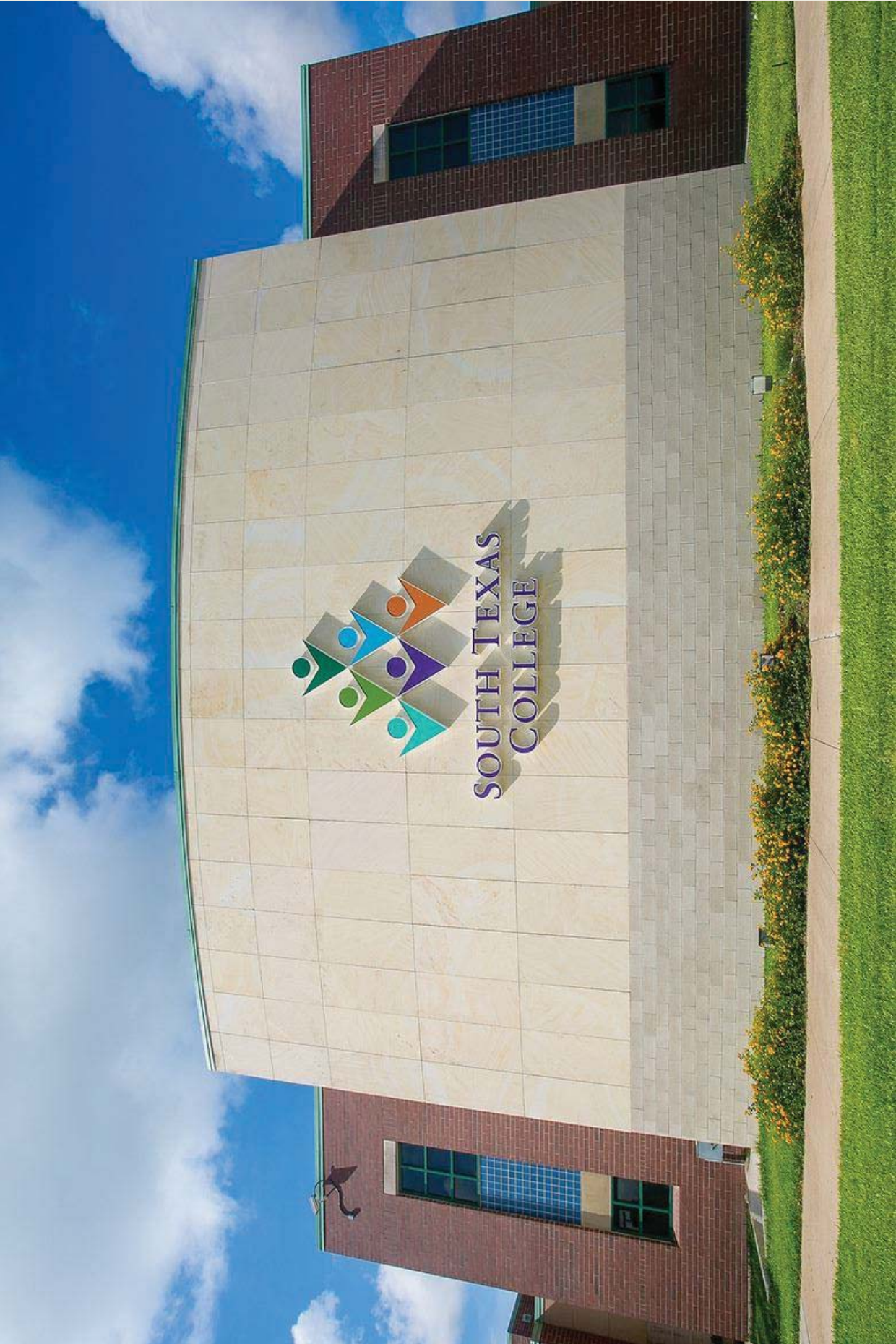
Projects are categorized as one of four Levels, with Level 1 as the highest priority and Level 4 as the lowest. Once a project is designated with a Level, metrics are applied depending on the Scheduling, a Needs Assessment, and the nature of the Maintenance Improvements to determine the optimal construction timeline for the project.

### **Enclosed Documents**

Enclosed is a presentation outlining the priority levels for the Board's review and information.

On November 12, 2019, the Facilities Committee instructed administration to deliver this presentation to the Board of Trustees.

No recommendation is requested.



Priority Criteria for Capital Improvements Projects (CIP)  
and Renewals & Replacements Projects (R&R)



# Prioritization of Projects



## Prioritization Process

- Projects are categorized as one of four Levels, with Level 1 as the highest priority and Level 4 as the lowest.
- Once a project is designated with a Level, metrics are applied depending on the **Scheduling**, a **Needs Assessment**, and the nature of the **Maintenance Improvements** to determine the optimal construction timeline for the project.



# Prioritization of Projects

<p><b>LEVEL 1</b></p> <p><b>EMERGENCY</b></p> <ul style="list-style-type: none"> <li>• Life Safety</li> <li>• Code Compliance or Deficiencies</li> <li>• Natural Disasters</li> <li>• Special Projects – Time Based</li> </ul>
<p><b>URGENT – BASIC HUMAN NEEDS</b></p> <ul style="list-style-type: none"> <li>• Potable Water</li> <li>• Indoor Air Quality</li> <li>• Properly Functioning Facilities – Plumbing Leaks / Fire Protection Systems / Data Repairs</li> <li>• Protection from the Elements – Water Intrusion (Roof/Window Leaks)</li> </ul>
<p><b>LEVEL 2</b></p> <p><b>EXPEDITE – EDUCATIONAL SPACE IMPROVEMENTS</b></p> <ul style="list-style-type: none"> <li>• Educational Environment – Classroom/Lab Requirements</li> <li>• Student Enrollment Requirements</li> <li>• Accreditation Compliance</li> </ul>
<p><b>LEVEL 3</b></p> <p><b>EXPEDITE – NONEDUCATIONAL SPACE IMPROVEMENTS</b></p> <ul style="list-style-type: none"> <li>• Student Services Environment</li> <li>• Faculty / Staff Space Requirements</li> <li>• Workplace Environment – HVAC/Electrical &amp; Lighting Requirements</li> </ul>
<p><b>LEVEL 4</b></p> <p><b>ROUTINE IMPROVEMENTS – RENEWAL &amp; REPLACEMENT</b></p> <ul style="list-style-type: none"> <li>• Finishes / Flooring / Paint</li> <li>• Lighting Upgrades</li> <li>• HVAC Upgrades</li> <li>• Plumbing Upgrades</li> <li>• Data Upgrades</li> </ul> <p><b>EXTERIOR – RENEWAL &amp; REPLACEMENT</b></p> <ul style="list-style-type: none"> <li>• Exterior Finish Repairs</li> <li>• Landscaping and Hardscape</li> <li>• Walkways</li> <li>• Roadways and Parking</li> </ul>



**SOUTH TEXAS  
COLLEGE**

# Prioritization of Projects



## Scheduling

- Expected Delivery Deadlines
- Duration of Project
- Timing for Construction
- Current Occupancy of Space vs Construction Requirements
- Current Occupancy of Space vs Available Alternate Space
- Requirements for Board Approvals
- Tree Removal Requirements

## Needs Assessment

- Compliance with College Master Plan
- Current Needs of the Program
- Any other Compelling Need

## Maintenance Improvements

- Improvements to Safety, Security, and/or Accessibility
- Deferred Maintenance
- Condition of Existing Facility, Space, or Site

# Prioritization of Projects



## Scheduling Process - Example

- Expected Delivery Deadlines
  - Completion Date by Requestor
- Duration of Project
  - Project Duration vs. Requested Completion Date
  - Board Approvals
- Timing for Construction
  - Ongoing College Operations
    - Fall Semester
    - Winter Break
    - Spring Semester
    - Spring Break
    - Summer Semesters
    - Federal Compliance

### **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					
<b>Pecan Campus</b>																			
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	12/27/2019	1/27/2020	N/A	20 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	11/12/2019	11/26/2019	1/6/2020	5/6/2020	6/6/2020	7/6/2020	18 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	11/30/2019	12/31/2019	N/A	7 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	1/23/2020	5/23/2020	6/23/2020	7/23/2020	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	12/3/2019	12/10/2019	3/10/2020	3/31/2020	5/5/2020	6/9/2020	6/23/2020	10/2020	10/2020	11/2020	2/2021	3/2021	4/2021	15 months
12	2020-010C	Entry Monument Sign	FPC	TBD	N/A	N/A	N/A	N/A	N/A	12/3/2019	1/14/2020	1/28/2020	3/10/2020	3/31/2020	4/15/2020	7/15/2020	8/15/2020	N/A	9 months
<b>Pecan Plaza</b>																			
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
<b>Dr. Ramiro R. Casso Nursing &amp; Allied Health Campus</b>																			
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	10/3/2019	11/3/2019	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	11/5/2019	11/12/2019	11/26/2019	2/11/2020	2/25/2020	3/15/2020	6/15/2020	7/15/2020	N/A	9 months
<b>Technology Campus</b>																			
17	2016-011C	Automotive Lab Exhaust System	TBD	TBD	N/A	7/9/2019	7/23/2019	10/8/2019	10/29/2019	12/3/2019	1/14/2020	1/28/2020	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
<b>Mid-Valley Campus</b>																			
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	2/11/2020	2/25/2020	3/21/2020	5/21/2020	6/21/2020	N/A	19 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	1/14/2020	1/28/2020	3/5/2020	4/14/2020	4/28/2020	9/8/2020	9/22/2020	10/2020	12/2020	1/2021	2/2021	15 months
<b>Starr County Campus</b>																			
25	2018-020C	Student Services Building G Renovation	Gignac & Associates	TBD	N/A	N/A	N/A	2/12/2019	2/26/2019	11/5/2019	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	1/14/2020	1/28/2020	4/7/2020	5/12/2020	5/26/2020	10/1/2020	10/1/2020	11/2020	3/2021	4/2021	5/2021	18 months
<b>Regional Center for Public Safety Excellence</b>																			
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
<b>Higher Education Center La Joya</b>																			
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 Recommendation	Board Approval of A/E	Review & Approval of Schematic Design	Facilities Committee Recommendation	Board Approval	Facilities Committee Recommendation	Board Approval of Contractor							
<b>Pecan Campus</b>																					
1	2017-016R	Arbor Brick Column Repairs & Replacement	Solorio Engineering	TBD	N/A	N/A	N/A	N/A	N/A	N/A	N/A	9/10/2019	9/24/2019	12/3/2019	12/10/2019	1/2020	8/2020	9/2020	N/A	9 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	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	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	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	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	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	10/8/2019	10/29/2019	1/14/2020	1/28/2020	N/A	N/A	N/A	N/A	N/A	N/A	7/2020	10/2020	11/2020	N/A	12 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	N/A	N/A	N/A	3/2020	5/2020	6/2020	N/A	6 months	
<b>Dr. Ramiro R. Casso Nursing &amp; Allied Health Campus</b>																					
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					1/14/2020	1/28/2020	2/2020	5/2020	6/2020	N/A	11 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	7/19/2019	9/24/2019	10/24/2019	N/A	8 months	
<b>Mid Valley Campus</b>																					
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	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	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					1/14/2020	1/28/2020	2/2020	5/2020	6/2020	N/A	11 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
<b>Starr County Campus</b>																					
20	2019-029R	Starr Repaint Stucco Buildings	TBD	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	1/14/2020	1/28/2020	2/2020	5/2020	6/2020	N/A	11 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.

## Status of Unexpended Plant Fund Construction Projects in Progress November 2019

Project	% Complete	Date to Complete	Current Activity	Total Project Budget	Amount Paid	Total Project Balance
<b>Pecan Campus</b>						
Sand Volleyball Courts	90%	December 2019	1. Construction Phase 2. Construction in Progress	\$ 113,008.00	\$ 90,350.28	\$ 22,657.72
Library Renovation	5%	November 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%	November 2019	1. Design Phase 2. Bidding Phase	\$ 957,600.00	\$ 42,188.74	\$ 915,411.26
Building M Office and Work Space Renovation	100%	November 2019	1. Project Development 2. Bidding Phase	\$ 575,295.00	\$ 25,874.35	\$ 549,420.65
Athletic Field Fence Enclosure	90%	November 2019	1. Construction Phase 2. Construction in Progress	\$ -	\$ 76,973.66	\$ (76,973.66)
Building H West Elevation Modication	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%	December 2019	1. Project Development 2. Solicitation of Architect	\$ 333,000.00	\$ -	\$ 333,000.00
Entry Monument Sign	Not Started	Not Started	Not Started	\$ 103,000.00	\$ -	\$ 103,000.00
<b>Pecan Campus Total</b>				<b>\$ 4,209,226.00</b>	<b>\$ 236,090.23</b>	<b>\$ 3,973,135.77</b>
<b>Pecan Plaza</b>						
Kinesiology Renovation	5%	December 2019	1. Design Phase 2. Solicitation of Architect	\$ 143,800.00	\$ -	\$ 143,800.00
<b>Pecan Plaza Total</b>				<b>\$ 143,800.00</b>	<b>\$ -</b>	<b>\$ 143,800.00</b>

## Status of Unexpended Plant Fund Construction Projects in Progress November 2019

Project	% Complete	Date to Complete	Current Activity	Total Project Budget	Amount Paid	Total Project Balance
<b>Mid Valley Campus</b>						
Thermal Plant Renovation	30%	November 2019	1. Design Phase 2. Design in Progress	\$ 186,812.00	\$ 1,844.10	\$ 184,967.90
East Loop Drive	Not Started	Not Started	Not Started	\$ 214,200.00		\$ 214,200.00
Student Services Renovation	45%	November 2019	1. Design Phase 2. Design in Progress	\$ 355,000.00	\$ 4,026.60	\$ 350,973.40
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
<b>Mid Valley Campus Total</b>				<b>\$ 980,212.00</b>	<b>\$ 5,870.70</b>	<b>\$ 974,341.30</b>
<b>Technology Campus</b>						
Automatic Lab Exhaust System	5%	November 2019	1. Design Phase 2. Contract Negotiation	\$ 111,600.00	\$ 879.00	\$ 110,721.00
Building A & B Renovations	50%	November 2019	1. Design Phase 2. Contract Negotiations	\$ 1,323,050.00	\$ 820.40	\$ 1,322,229.60
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
<b>Technology Campus Total</b>				<b>\$ 1,503,650.00</b>	<b>\$ 37,654.52</b>	<b>\$ 1,465,995.48</b>
<b>Nursing and Allied Health Campus</b>						
Student Success Center Renovation	95%	November 2019	1. Construction Phase 2. Construction in Progress	\$ 262,806.00	\$ 228,446.30	\$ 34,359.70
Student Services Renovation	20%	January 2020	1. Design Phase 2. Design in Progress	\$ 427,500.00	\$ 4,267.43	\$ 423,232.57
West Entry Campus Sign	5%	November 2019	1. Project Development 2. Programming in Progress	\$ 76,000.00	\$ -	\$ 76,000.00
<b>Nursing and Allied Health Campus Total</b>				<b>\$ 766,306.00</b>	<b>\$ 232,713.73</b>	<b>\$ 533,592.27</b>
<b>Starr County Campus</b>						
Student Services Renovation	20%	January 2020	1. Design Phase 2. Design in Progress	\$ 225,000.00	\$ 1,721.55	\$ 223,278.45
Cultural Arts Center Renovation	Not Started	Not Started	Not Started	\$ 163,000.00	\$ -	\$ 163,000.00
Welding Expansion	5%	December 2019	1. Design Phase 2. Solicitation of Architect	\$ 230,000.00	\$ -	\$ 230,000.00
<b>Starr County Campus Total</b>				<b>\$ 618,000.00</b>	<b>\$ 1,721.55</b>	<b>\$ 616,278.45</b>

## Status of Unexpended Plant Fund Construction Projects in Progress November 2019

Project	% Complete	Date to Complete	Current Activity	Total Project Budget	Amount Paid	Total Project Balance
<b>Regional Center for Public Safety Excellence</b>						
Target Range-STC	5%	November 2019	1. Project Development 2. Contract Negotiations	\$ 634,312.00	\$ 2,167.21	\$ 632,144.79
Target Range-Grant	5%	November 2019	1. Project Development 2. Contract Negotiations	\$ 1,902,939.00	\$ 6,501.65	\$ 1,896,437.35
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	65%	November 2019	1. Construction Phase 2. Construction in Progress	\$ 1,000,000.00	\$ 596,884.72	\$ 403,115.28
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	5%	February 2020	1. Design Phase 2 Drainage Study	\$ -	\$ 879.00	\$ (879.00)
<b>RCPSE Total</b>				<b>\$ 5,027,951.00</b>	<b>\$ 606,432.58</b>	<b>\$ 4,421,518.42</b>
<b>Higher Education Center La Joya</b>						
Building and Wayfinding Signage	5%	November 2019	1. Design Phase 2. Bidding	\$ 52,000.00	\$ -	\$ 52,000.00
<b>Starr County Campus Total</b>				<b>\$ 52,000.00</b>	<b>\$ -</b>	<b>\$ 52,000.00</b>
<b>District Wide</b>						
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	95%	November 2019	1. Design Phase 2. Bidding Phase	\$ 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
<b>District Wide Total</b>				<b>\$ 4,504,900.00</b>	<b>\$ -</b>	<b>\$ 4,504,900.00</b>
<b>Unexpended Plant Fund Construction Project Total</b>				<b>\$ 17,806,045.00</b>	<b>\$ 1,120,483.31</b>	<b>\$ 16,685,561.69</b>

## Status of Renewals & Replacements Projects in Progress November 2019

Project	% Complete	Date to Complete	Current Activity	Total Project Budget	Amount Paid	Total Project Balance
<b>Pecan Campus</b>						
Arbor Brick Columns Repairs and Replacement-Phase I	95%	December 2019	1. Design Phase 2. Bidding Phase	\$ 241,594.00	\$ -	\$ 241,594.00
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	95%	December 2019	1. Construction in Progress	\$ 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	50%	January 2020	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
<b>Pecan Campus Total</b>				<b>\$ 1,425,245.00</b>	<b>\$ 218,649.98</b>	<b>\$1,206,595.02</b>
<b>Mid Valley Campus</b>						
Resurfacing Parking Lot #3 (RR)	50%	December 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%	December 2019	1. Project Development 2. Design in Progress	\$ 191,000.00	\$ 1,128.05	\$ 189,871.95
Roofing Replacement (RR)	5%	January 2020	1. Project Development 2. Design Phase	\$ 951,000.00	\$ -	\$ 951,000.00
Drainage Improvements Ph. I	50%	December 2019	1. Project Development 2. Design in Progress	\$ 334,203.00	\$ 703.20	\$ 333,499.80
<b>Mid Valley Campus Total</b>				<b>\$ 1,639,203.00</b>	<b>\$ 2,138.90</b>	<b>\$1,637,064.10</b>

## Status of Renewals & Replacements Projects in Progress November 2019

Project	% Complete	Date to Complete	Current Activity	Total Project Budget	Amount Paid	Total Project Balance
<b>Technology Campus</b>						
Building B Concrete Floor Repairs (RR)	95%	November 2019	1. Construction Phase 2. Substantial Completion	\$ 95,207.00	\$ 69,268.08	\$ 25,938.92
<b>Technology Campus Total</b>				<b>\$ 95,207.00</b>	<b>\$ 69,268.08</b>	<b>\$ 25,938.92</b>
<b>Nursing and Allied Health Campus</b>						
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%	January 2020	1. Project Development 2. Design Phase	\$ 280,000.00	\$ -	\$ 280,000.00
Resurface Parking Lot #1 (RR)	100%	September 2019	1. Construction Phase 2. Final Completion	\$ -	\$ 116,317.32	\$ (116,317.32)
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
<b>Nursing and Allied Health Campus Total</b>				<b>\$ 1,154,000.00</b>	<b>\$ 116,317.32</b>	<b>\$1,037,682.68</b>
<b>Starr County Campus</b>						
Repaint Stucco Buildings	Not Started	Not Started	Not Started	\$ 90,400.00	\$ -	\$ 90,400.00
Roofing Replacement (RR)	5%	January 2020	1. Project Development 2. Design Phase	\$ 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
<b>Starr County Campus Total</b>				<b>\$ 1,062,400.00</b>	<b>\$ -</b>	<b>\$1,062,400.00</b>

## Status of Renewals & Replacements Projects in Progress November 2019

Project	% Complete	Date to Complete	Current Activity	Total Project Budget	Amount Paid	Total Project Balance
<b>District Wide</b>						
Marker Boards Replacement (RR)	100%	October 2019	1. Construction Phase 2. Construction Complete	\$ 327,372.00	\$ -	\$ 327,372.00
Irrigation System Controls Upgrade (RR)	5%	August 2020	1. Construction Phase 2. Bidding in Progress	\$ 77,100.00	\$ -	\$ 77,100.00
Fire Alarm Panel Replacement / Upgrades (RR)	30%	August 2020	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 2020	1. Construction Phase 2. Bidding and Construction in Progress	\$ 61,489.00	\$ 12,488.84	\$ 49,000.16
Interior Controls Upgrade (RR)	30%	August 2020	1. Construction Phase 2. Bidding and Construction in Progress	\$ 115,669.00	\$ 31,669.15	\$ 83,999.85
Flooring Replacement (RR)	10%	August 2020	1. Design Phase 2. Bidding Phase	\$ 571,367.00	\$ -	\$ 571,367.00
Restroom Fixtures Replacement & Upgrade	5%	August 2020	1. Construction Phase 2. Bidding and Construction in Progress	\$ 38,143.00	\$ 13,143.00	\$ 25,000.00
Water Heater Replacement & Upgrade	5%	August 2020	1. Construction Phase 2. Bidding and Construction in Progress	\$ 30,387.00	\$ 10,386.51	\$ 20,000.49
HVAC Upgrades (RR)	5%	August 2020	1. Construction Phase 2. Bidding and Construction in Progress	\$ 710,327.00	\$ 50,327.16	\$ 659,999.84
Exterior Lighting Upgrade (RR)	5%	August 2020	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
<b>District Wide Total</b>				<b>\$ 3,005,406.00</b>	<b>\$ 312,567.27</b>	<b>\$2,692,838.73</b>
<b>Renewal and Replacement Project Total</b>				<b>\$ 8,381,461.00</b>	<b>\$ 718,941.55</b>	<b>\$7,662,519.45</b>



**South Texas College**  
**Monthly Construction Report**  
**Fiscal Year 2019 - 2020**  
**As of November 2019**

<b>Total Project Budget Summary</b>	<b>FY20 Unexpended Plant Fund</b>	<b>FY20 Renewals &amp; Replacements</b>
Total Construction Project Budget	\$ 17,037,045	\$ 7,624,000
Previous Approved Projects (Sept. 2019 & Oct. 2019)	(923,856)	(702,000)
<b>Proposed Projects for the Month of November 2019</b>	<b>(3,640,540)</b>	<b>-</b>
<b>Total Project Budget Balance</b>	<b>\$ 12,472,649</b>	<b>\$ 6,922,000</b>

Project Reference #	Project Name	Total Project Budget/Actual*	
		CIP Fund	R&R Fund
<b>Board Approved on September 24, 2019</b>			
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
<b>Total Board Approved for the Month of September 2019</b>		<b>\$ 598,000</b>	<b>\$ 221,000</b>
<b>Board Approved on October 29, 2019</b>			
2020-014R	Pecan Campus Information Technology Building M Generator Replacement	\$ -	\$ 280,000
2016-011C	Technology Campus Advanced Technical Careers Building B Automotive Lab Exhaust System	111,600	-
2018-009C	Nursing and Allied Health Campus East Building A Center for Learning Excellence/Student Success Center Renovations (CO)	214,256	-
2019-031R	District Wide Marker Board Replacement (CO)	-	201,000
<b>Total Board Approved for the Month of October 2019</b>		<b>\$ 325,856</b>	<b>\$ 481,000</b>
<b>Pending Board Approval on November 26, 2019</b>			
2020-020C	Renovation and Expansion of the Existing Pecan Campus Library Building F	\$ 1,448,500	\$ -
2019-006C	Nursing and Allied Health Campus East Building A Student Services Renovation (CO)	420,000	-
2018-020C	Starr County Campus Student Services Building G Cashiers and Veterans Affairs Areas Renovation (CO)	220,500	-
2018-014C	Pecan Campus Information Technology Building M Office and Work Space Renovation	551,840	-
2018-023C	Pecan Campus Student Activities Building H Renovation for Culinary Arts (CO)	923,700	-
2019-013C	Nursing and Allied Health Campus West Entry Campus Sign	76,000	-
<b>Pending Board Approval on November 26, 2019</b>		<b>\$ 3,640,540</b>	<b>\$ -</b>
<b>Current Total Project Budget</b>		<b>\$ 4,564,396</b>	<b>\$ 702,000</b>

\* Actuals costs will be updated as project progresses.  
CO - Carry over project from previous year.

## **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 October 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 **October 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 October 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 October 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 October 2019
- B. Release of Checks for \$125,000.00 and Above Board of Trustees Approval Required for October 2019
- C. Release of Checks for \$125,000.00 and Above Released Prior to Board Approval (Policy 5610) for October 2019
- D. Release of Construction Fund Checks for October 2019
- E. Quarterly Investment Report for October 2019
- F. Summary of Revenue for October 2019
- G. Summary of State Appropriations Income for October 2019
- H. Summary of Property Tax Income for October 2019
- I. Summary of Expenditures by Classification for October 2019
- J. Summary of Expenditures by Function for October 2019
- K. Summary of Auxiliary Fund Revenues and Expenditures for October 2019
- L. Summary of Grant Revenues and Expenditures, October 2019
- M. Summary of Bid Solicitations
- N. Check Register for October 2019



After a very long and rigorous process, the Associate Degree Nursing (ADN) Program has officially received accreditation from the Accreditation Commission for Education in Nursing (ACEN)! The accreditation makes South Texas College's ADN program the only ACEN-accredited program in the Rio Grande Valley. The accreditation standard is crucial for students and employers who seek a high standard, quality level nursing program that delivers professionals with proficient knowledge and high skillsets. The multi-step process involved a candidacy process, site visit, Evaluation Review Panel, and final approval from the Board of Commissioners. The accreditation of the ADN demonstrates the College's ability to prepare future health care professionals who can meet the challenges of the healthcare industry.



The **President's Advisory Council** for the Regional Center for Public Safety Excellence had their biannual meeting on Thursday, November 19, 2019 at the Cooper Center for Communication Arts. Since its formation in 2018, the President's Advisory Council entered a second year of collaborative planning with local, state, and national law enforcement, public safety, and homeland security leaders. The Council members have been instrumental in providing their advice and recommendations on matters related to the workforce and professional training needs of professionals in these industries. The meeting focused on providing a status on upcoming and completed training opportunities, review of progress of established goals, and a planning activity to identify the new 2020-2022 goals for the Regional Center for Public Safety Excellence. Council members were eager to exchange ideas and propose development of new trainings to address training needs currently absent. A review and development of new goals and trainings will be created based on their feedback. The next meeting is scheduled for March 26, 2020. The meeting was very well attended with local, state, federal, and school district representatives.

The **Career and Technical Education (CTE) Summit** hosted by the Dual Credit Programs was held at the Nursing and Allied Health Campus on November 1, 2019. School district CTE directors and counselors were invited to participate in presentations by South Texas College administrators regarding CTE course options, non-credit to credit, new CTE initiatives, and a tour of the Nursing and Allied Health Campus. A total of 22 ISD partners were invited to the event which was well attended.



“A New Era of Manufacturing in South Texas and Northern Mexico” was this year’s theme at the **7<sup>th</sup> Annual Binational Innovation Conference** held November 1, 2019 at the Technology Campus. This year’s theme was based on the 24 year old NAFTA agreement (North American Free Trade Agreement) between the United States, Mexico, and Canada and how the modernization of the agreement, now known as the United States-Mexico-Canada Agreement (USMCA) will promote new innovations for economic growth. South Texas College plays an integral part to the economic growth of the region by channeling and preparing students for the future workforce needs that agreements, such as the USMCA bring forth. The event consisted of speakers and a panel discussion that discuss the importance, regional impact, and future preparations that must be made to fulfill the USMCA’s purpose. Speakers included: Blake Hastings, Economist with the Federal Reserve Bank of Dallas, Jose Espinosa Alvarez, Instructor with the Universidad de Autonoma de Tamaulipas, Dr. Salvador Contreras, Associate Professor of Economics and Director of the

Center for Border Economic Studies at the University of Texas Rio Grande Valley. Panelists included: Salvador Dominguez, Regional Manager with Emerson Electric, Adrain Gonzalez, International Trade Consultant and Licensed Customs Broker, Jose Luis Vera, Instructor at Universidad Autonoma de Tamaulipas, and Jorge Kuri, General Manager for Trostel Ldt’s Plan in Reynosa, Tamaulipas.

The Information Technology Department and Cybersecurity Program collaborated with the City of Pharr to hosted Cybersecurity event on October 29, 2019 at the Technology Campus. Students were encouraged to attend and learn about the Information Technology, Computer Science, and Cybersecurity programs at South Texas College. A total of 8 school districts were invited and a total of 92 students were in attendance.





The Student Wellness and Activities Department held a variety of Intramural Sport activities for students. Activities included:

Co-Ed Softball – 4-week softball league to be held at Pecan Campus.

5x5 Basketball – 4-week basketball league held every Tuesday and Thursday at the Pecan Campus

Ping-Pong Tournament. A 2-4 day single elimination tournament to be hosted at Pecan, NAH, Starr County, and Mid-Valley Campuses.

In collaboration with the Career and Employer Services Department, the Dual Credit Programs hosted the **first Career and Exploration Day** event on November 6, 2019 at the Pecan Campus Student Union, Ballroom. The event provided students the opportunity to learn about South Texas College programs and then meet industry professionals in those areas. Over 60 program representatives were in attendance to provide information regarding the various career pathways offered, and representatives from various industries were also present and provided interactive booths for students to learn regarding their professions. The event was a great success, with over 825 middle and high school students participating in the event.



On November 14, 2019, the Nursing and Allied Health Campus hosted the **12<sup>th</sup> Annual Harvest of Health Event**. The community outreach event provided participants an afternoon of full-filled activities that included puppet shows, photo booths, silent auction, cake walk, talent show, dancing lessons, karaoke, and a Dementia Tour. The event was free and open to the public.

The Regional Center for Public Safety Excellence **First Responders Expo** was held on Friday, November 15, 2019. The event provided an opportunity to showcase our public safety programs with the assistance of local, state, and federal agencies. Participants were able to interact and learn from representatives about their initiatives, career pathways, and employment possibilities. Students from various school districts were in attendance.



The **14<sup>th</sup> Annual Turkey Trot** was held on November 23, 2019 at the Pecan Campus. The Kinesiology Department has successfully organized and hosted this family oriented event with the goal of raising awareness of living an active, healthy lifestyle and to assist in giving to others in need during this holiday season. The race consists of 2.2 miles around the Pecan Campus. Participants are provided goody bags and t-shirts for their participation and turkey prizes are provided to the top 3 females and males of the race. A small, generous registration fee consisting of a donation of non-perishable food items is required. The Kinesiology donates all food items to the Food Bank of the Rio Grande Valley. The race has yielded over 12,000 pounds of food over the last decade!

The Office of the President and Office of the Vice President for Academic Affairs held various Candidate Forums to provide faculty and staff an opportunity to hear from the candidates, their background, experience, and ability to fulfill the expectation of the position they are applying for. Faculty and staff were provided evaluation forms to provide their feedback. Candidate forums were held at the Pecan Campus with live streams from all other campuses.

Candidate Forums:

- November 18 and 19 – Dean for Social Behavioral Sciences
- November 15 – Director of the Regional Center for Public Safety Excellence
- November 12 – Dean for Distance Learning





South Texas College Distance Learning Department joined the United States Distance Learning Association to celebrate **National Distance Learning Week** November 4-8, 2019. The recognition provided greater awareness of distance learning as a method conducting classes, recognition of faculty, and to share best practices in the field. A number of faculty webinars were held during the week with guest speakers scheduled. The Distance Learning Staff hosted an open house event and visited the Technology, Mid-Valley, and Pecan Campus. Through this week of recognition, students were exposed to the opportunity of utilizing distance learning courses as an option to beginning or continuing their education.

- Participated in Bill & Melinda Gates Foundation K12 and Higher Education Pathways Panel Discussion at the Pecan Campus. Besides myself, panelists included Dr. Kristin Brown, Superintendent, Lyford CISD; Erica Enriquez, Student, South Texas College; Phillip Garza, Chief College and Diversity Officer, IDEA Public Schools; Jean Lashbrook, Associate Provost, Texas State Technical College; and Dr. Patricia Alvarez McHatton, Executive Vice President for Academic Affairs, Student Success, and P-16 Integration, University of Texas Rio Grande Valley. Mr. Patrick Methvin, Director, Postsecondary Success, U.S. Program, Bill & Melinda Gates Foundation was the facilitator. The discussion provided the ability for panelists to highlight the successes and challenges of the partnership among school districts, community colleges, technical colleges, and universities and how working together educational pathways have been strengthened to successfully transition students from institution to institution.
- Met with Mary Elizondo, Vice President for Administrative and Financial Services to discuss Tax Abatement Agreements with Terragen for four turbine energy projects in Hidalgo and Starr counties.
- Participated in the Strategic Plan Appreciation event for staff and committee members who worked on the 2019-2020 Vision, Mission, and Values.
- Attended the groundbreaking ceremony for the Rio Grande Village Ground retail space located in Rio Grande City.
- Met with the Search Committee for the Director of the Regional Center for Public Safety Excellence for review of candidates, selection of finalists, and possible alternates if finalists withdraw during the selection process.
- Met with Matthew Hebbard, Vice President for Student Affairs and Enrollment Management, Mary Elizondo, Vice President for Finance and Administrative Services, and Miguel Carranza, Associate Dean for Student Financial Services, Testing, and Veteran Affairs to discuss Financial Aid Audit Report.
- Met with Matthew Hebbard, Vice President for Student Affairs and Enrollment Management, Miguel Carranza, Associate Dean for Student Financial Services, Testing, and Veteran Affairs, and Dr. David Plummer to discuss FAFSA completion and outreach efforts by staff.
- Attended the McAllen Chamber of Commerce 65<sup>th</sup> Annual Man and Woman of the Year event at the Embassy Suites McAllen Convention Center.
- Attended the Veteran's Day Celebration honoring our veterans who have served at our Campuses.



- Participated in the Search Committee Interviews with the final two candidates for the Dean for Distance Learning position. Final two candidates participated in campus visits and forums as well.
- Participated in conference call with Dr. Carlos Margo, Associate Dean for Industry Training and Economic Development regarding an appreciation dinner event proposal.
- Participated in a one to one interview with Dr. Pam Cox Otto with Interact to discuss marketing strategies and opportunities.
- Attended the Greater Pharr Chamber of Commerce Inaugural Ceremony Luncheon honoring Dr. Daniel King, former PSJA ISD Superintendent
- Participated in a conference call with Dr. Tod Allen Farmer from Weatherford College regarding their fire science online Associate of Applied Science degree program
- 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 November 26, 2019 Regular Board meeting.
- Continue to meet with South Texas College's President's Cabinet to:
  - facilitate administrative planning on a weekly basis;
  - review and address issues of concern;
  - formulate strategic direction and problem solving; and
  - provide communication and feedback among the President and the Vice Presidents
- Continue to meet with South Texas College's President's Administrative Staff. The purpose of the President's Administrative Staff is to communicate information to all administrative staff and to provide the opportunity for discussion on areas of concern regarding the leadership and strategic direction for the College.
- Continue to meet with the College's Vice Presidents, Administrators, Planning and Development Council, Coordinated Operations Council, and other Councils to address immediate concerns and issues facing the College.
  - Discussion of Responses to Fraud Survey
  - Discussion and Review of Whistleblower Hotline Executive Summary Report
  - Review of Board and Committee Deadlines for December Meetings
  - Discussion of Social Media Blog – Únete 956
  - Continued Review and Discussion of Proposed New and Revised Policies
    - Policy 4204: *Reporting Suspected or Known Fraud, Abuse, and Other Improprieties*
    - Policy 4212: *Prohibitions on Employment of Family*
    - Policy 4904: *Employee Complaint Procedure*
    - Policy 4922: *Separation of Employment and Re-Employment*
    - Policy 6313: *Vehicle and Body Cameras*
  - Review and Discussion of Texas Senate Interim Committee Charges Related to Higher Education
  - Update on SACSCOC Accreditation
  - Interact Communications - Interview with Dr. Pam Cox-Otto
  - Review and Discussion of Board Committee Meetings
  - Review and Discussion of TACC Fall 2019 Enrollment Survey
  - Discussion of Opportunity to Co-Host NISOD Regional Workshop
  - Discussion of Google Maps Labeling Options for Campus Buildings
  - Further Discussion of Proposed New and Revised Policies
  - Discussion of Senate Bill 25 – University Reporting Requirements on Course Credits that Do Not Transfer from a Community College

- Review and Discussion on Repeal of Texas Higher Education Coordinating Board's Rules Regarding Sexual Misconduct Policies and Procedures and Replacement with New Rules
- Review and Status Report of Comprehensive Operational Plan and Revised Plan for FY18-20
- Discussion of Dream 2020 Complimentary Registrations
- Discussion of Policy Detailing Student's Rights and Responsibilities Regarding Expressive Activities at the Institution in Response to SB18
- Discussion of Role and Expectations for the Delivery of CTE Courses to Public Schools by South Texas College
- Discussion of PAS and PDC Meeting Schedule
- Review and Discussion of Statement of Purpose for President's Administrative Staff (PAS)
- Review and Discussion of New Legislative Requirement Regarding Epinephrine Auto-Injectors and Prescription Asthma Medication
- Discussion on Quality Enhancement Plan (QEP)
- Discussion of Qualitative Results of Achieving the Dream Summit Fall 2019 Regarding Student Retention
- Review and Discussion of Fraud Survey
- Review and Discussion of Proposed New Policies:
  - Policy 4212: Prohibition of Employment of Family Members
- Review and Discussion of Proposed Policy Revisions:
  - Policy 4904: Employee Complaint Procedure
  - Policy 6225: Safety
  - Policy 6313: Vehicle and Body Cameras
  - Policy 4204: Reporting Suspected or Known Fraud, Abuse, and Other Improprieties
- Policy 6322: Smoke, Tobacco, E-Cigarette Free Environment
- Review and Discussion of Program Development Briefs
  - Approval for Implementation Fall 2020
    - Associate of Applied Science – Cybersecurity
    - Associate of Arts – Dance
  - Approval for Development
    - Associate of Applied Science – Automotive Collision Repair and Refinishing
- Review and Discussion on Statement of Purpose for Coordinated Operations Council (COC)
- Review and Discussion of Use of College Facilities Procedures
- Update on Pecan Campus Memorial Garden
- Review and Discussion of Pecan Campus Business and Science Building G Conversion of 3 Classrooms to Geology Labs
- Review and Discussion on Pecan Campus North Entry Campus Sign
- Continued Discussion on NAH Campus Sign
- Review and Discussion of Schematic Design for Nursing and Allied Health Campus East Building A Student Services
- Review and Discussion of Schematic Design for Starr County Campus Student Services Building G Cashiers and Veterans Affairs Areas Renovation
- Review and Update on RCPSE Portable Buildings
- Review and Discussion of Use of District Wide Portable Buildings

## Announcements

### A. Next Meetings:

- Tuesday, December 3, 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, December 10, 2019
  - 5:30 p.m. – Regular Board Meeting
  - 7:00 p.m. – Board Holiday Dinner

### 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.