



**SOUTH TEXAS
COLLEGE**

**Board of Trustees
Regular Board Meeting**

**Tuesday, December 10, 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, December 10, 2019 @ 5:30 p.m.
Ann Richards Administration Building Board Room
Pecan Campus, McAllen, Texas 78501

AGENDA

“At anytime during the course of this meeting, the Board of Trustees may retire to Executive Session under Texas Government Code 551.071(2) to confer with its legal counsel on any subject matter on this agenda in which the duty of the attorney to the Board of Trustees under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with Chapter 551 of the Texas Government Code. Further, at anytime during the course of this meeting, the Board of Trustees may retire to Executive Session to deliberate on any subject slated for discussion at this meeting, as may be permitted under one or more of the exceptions to the Open Meetings Act set forth in Title 5, Subtitle A, Chapter 551, Subchapter D of the Texas Government Code. At this meeting, the Board of Trustees may deliberate on and take any action deemed appropriate by the Board of Trustees on the following subjects:”

- I. Call Meeting to Order**
- II. Determination of Quorum**
- III. Invocation**
- IV. Public Comments**
- V. Presentation..... 6 - 12**
 - 1. Review of the South Texas College Faculty Spotlight for Academic Year 2018 - 2019
 - 2. Update on Accreditation Process

- VI. Consideration and Action on Consent Agenda**
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 - 1. November 26, 2019 Regular Board Meeting
 - B. Approval and Authorization to Accept Grant Awards and Agreements 62
 - 1) BBVA Foundation, Community Giving Program Grant in the amount of \$5,000
 - 2) Additional Grant(s) Received/Pending Official Award

- VII. Consideration and Action on Non-Committee Items**
 - 1. Review and Action as Necessary on Proposed Revisions to Policy #1001: *Authority & Functions of the Board, Committees, and Individual Trustees*.. 63 - 65
 - 2. Discussion and Action as Necessary on Resolution 2020-003 for Electing to Participate in Tax Abatement Agreements and Adopting Guidelines and Criteria..... 66 - 91

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 - A. Purchases and Renewal
 - a) Instructional Items
 - 1) Automated Tablet Packager System (Purchase)
 - 2) Clinical Skills Manikins (Purchase)
 - b) Non-Instructional Item
 - 3) Signs, Banners, and Related Products (Renewal)
 - c) Technology Items
 - 4) Information Technology Consultant Services Agreements (Purchase)
 - 5) On-Demand Subscription Library (Renewal)
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A. Next Meetings:	
• <u>Tuesday, January 14, 2020</u>	
➤ 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	
• <u>Tuesday, January 28, 2020</u>	
➤ 5:30 p.m. – Regular Board Meeting	

B. Other Announcements:

- 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 its annual *Board Appreciation Breakfast* recognizing Board Members at partnering school districts on Friday, January 24, 2019, at the Pecan Campus Student Union 2nd Floor.
- South Texas College will host the Community College Association of Texas Trustees' *Trustee Leadership Seminar* on Friday, February 28, 2020.

Presentation

1. Review of the South Texas College Faculty Spotlight for Academic Year 2018 - 2019

South Texas College invites students to *experience excellence*, and faculty serve as the foundation of the student experience. Faculty are integral to the College's fulfillment of its vision and mission, and the *Faculty Spotlight* recognizes a select few of the outstanding faculty members at South Texas College.

Each year, the Division of Academic Affairs solicits nominations of faculty for their commitment and contributions to excellence in teaching and learning, student success, and leadership. Awards and recognitions include:

- Faculty of the Year
- eFaculty of the Year
- Faculty Spotlight Profile
- Distinguished Teaching and Learning Award

The *Faculty Spotlight* also recognizes those faculty members who have earned an adjustment to Academic Classification, and those who have retired from South Texas College.

A copy of the *South Texas College Faculty Spotlight for Academic Year 2018 – 2019* is included with the Board Packet, under separate cover.

2. SACSCOC Reaffirmation Update

South Texas College is preparing for reaffirmation by the Southern Association of College and Schools Commission on Colleges (SACSCOC). While the official reaffirmation date is June 1, 2021, the lengthy process is already underway, and administration, faculty, and staff are busy preparing for the March 1, 2020 Compliance Certification.

Dr. Fernando Chapa, Dean of Institutional Research, Effectiveness and Strategic Planning, will highlight the reaffirmation activities and the importance to the College's continued successes.

Dr. Chapa will also discuss the Quality Enhancement Plan (QEP), required of each accredited institution and intended to drive continued innovation and improvement.

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

SACSCOC Reaffirmation Update

Presented by:

Dr. Fernando Chapa

Dean of Institutional Research, Effectiveness and Strategic Planning

12/10/2019

What is SACSCOC?

The Southern Association of Colleges and Schools Commission on Colleges is the regional body for the accreditation of degree-granting higher education institutions in the Southern states.

Reaffirmation Timeline

Advisory Visit
Jan 22-23,
2020

Compliance
Certification
March 1, 2020

On-Site Visit
Sept 14-17,
2020
(QEP and
Focused Report
Reviewed)

SACSCOC
Board Review
and Approval
June 1, 2021

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Compliance Certification

- Due March 1st 2020
- Document that demonstrates compliance with standards
- Document Reviewed by SACSCOC evaluators to determine compliance or non-compliance

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Principles of Accreditation

STANDARDS:

1. The Principle of Integrity
2. Mission
3. Basic Eligibility Standard
4. Governing Board
5. Administration and Organization
6. Faculty
7. Institutional Planning & Effectiveness
8. Student Achievement

STANDARDS:

9. Educational Program Structure & Content
10. Educational Policies, Procedures, & Practices
11. Library and Learning/Information Resources
12. Academic and Student Support Services
13. Financial and Physical Resources
14. Transparency and Institutional Representation

5

On-Site Visit

- Scheduled for Sept. 14, 2020 – Sept. 17, 2020
- On-Site Evaluators (10) Campus Visit
 - Quality Enhancement Plan
 - Assess facilities
 - Off-Site Campuses
 - Selected standards
 - Interview students, staff, faculty, Board of Trustees

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Progress on Compliance Certification

- Draft of Report Completed
- External Consultant Review of Documentation and Report

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Quality Enhancement Plan (QEP)

Activities & Outcomes

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What is QEP?

- The institution has a Quality Enhancement Plan that (a) has a topic identified through its ongoing, comprehensive planning and evaluation processes; (b) has broad-based support of institutional constituencies; (c) focuses on improving specific student learning outcomes and/or student success; (d) commits resources to initiate, implement, and complete the QEP; and (e) includes a plan to assess achievement. (*Quality Enhancement Plan*)

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Timeline

**Sept 2018 –
May 2019**
Topic
Selection

**Spring
2020**
Plan
Development

**August 3,
2020**
QEP Due

**Sept 14 –17,
2020**
On-Site Visit
(QEP Review)

June 1, 2021
SACSCOC
Board Review

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QEP


- Topic Selected
 - Advising
 - Development of Improvement Plan
 - Research, Student Interviews
 - Gathering Feedback
 - Plan Development set for Spring 2020

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THANK YOU!
Any questions?

Dr. Fernando Chapa

 (956) 872-53508

 fchapa@southtexascollege.edu

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Approval of Board Meeting Minutes

The following Board Meeting Minutes are submitted for approval:

- 1) November 26, 2019 Regular Board Meeting

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and adopt the November 26, 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 November 26, 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, November 26, 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, November 26, 2019 in the Ann Richards Administration Building Board Room at the Pecan Campus in McAllen, Texas. The meeting commenced at 5:32 p.m. with Mr. Paul R. Rodriguez presiding.

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

Members absent: Mr. Gary Gurwitz and Mr. Roy de León

Also present: Dr. Shirley A. Reed, Mr. Jesus Ramirez, Mrs. Mary Elizondo, Dr. David Plummer, Dr. Anahid Petrosian, Mr. Ricardo De La Garza, Mrs. Rebecca Cavazos, Mrs. Myriam Lopez, Mr. Mike Carranza, Dr. Jesus Campos, Ms. Laura Requena, Dr. Virginia Champion, Ms. Cynthia Blanco, Ms. Olivia De La Rosa, Sgt. Johnny Barboza, Ms. Monica Perez, Mr. Robert Cuellar, Mr. Samuel Saldana, Mr. Martin Villarreal, Mr. Robert Gomez, Mr. Brian Godinez, Ms. Kelly Salazar, Eddie G. Vela, Mr. Jorge Gonzalez, Ms. Jessica Rios, Mr. Abraham Longoria, 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.

Ms. Rose Benavidez and Mr. Paul R. Rodriguez reported on sessions 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 reported on the Leadership Conference.

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

Dr. Reed presented the Comprehensive Operational Plan and Annual Status Report for South Texas College, and discussed the College's local planning and its connection to statewide efforts such as the THECB's TX60x30.

The following documents were 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
- South Texas College Strategic Plan for 2019 - 2025

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

Approval of Board Meeting Minutes

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Mr. Rene Guajardo, the Minutes for the October 29, 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. The Texas Higher Education Coordinating Board (THECB), Nursing Shortage Reduction Program (NSRP) – Regular Grant in the amount of \$84,626.50

These funds were 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 would 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 was from October 1, 2019 to September 31, 2020.

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

These funds aligned 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 would 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 would be offered. These additional funds brought the grant total to \$315,000. The funding period was from November 12, 2019 to November 30, 2019.

This grant aligned 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 would utilize these funds to provide training for

11/26/2019

Regular Board Meeting Minutes

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 would be offered. The program would 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 was from December 1, 2019 to December 31, 2020.

This grant aligned 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) were 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 included working with Educate Texas to help define multiple measures placement. The funding period was from December 2, 2019 to March 31, 2021.

This grant aligned 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 would 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 would support continued dissemination of the CBE Handbook created by South Texas College to other Texas institutions of higher education. The funding period was from January 25, 2020 to August 31, 2019.

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

Summary of Grant Award Funding

The presented grants would provide up to \$530,626.50 in funding for the college to provide services and opportunities throughout the region.

Upon a motion by Mr. Rene Guajardo and a second by Mrs. Victoria Cantú, the Board of Trustees approved and authorized accepting the following grant award(s) 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 motion carried.

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 was requested.

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

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

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 nomination by written resolution, which was submitted to the Hidalgo County Appraisal District.

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

The fifteen candidates declared by the Chief Appraiser were:

- 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 were provided in the packet.

Upon a motion by Ms. Rose Benavidez and a second by Mrs. Victoria Cantú, the Board of Trustees of South Texas College approved and adopted 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 follows:

- 150 votes for Albert Cardenas
- 150 votes for Amador Requenez
- 20 votes for Pete Garcia
- 50 votes for Eddie Betancourt

The motion carried.

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

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

The 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 was required of the South Texas College Board of Trustees.

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

Upon a motion by Ms. Rose Benavidez and a second by Mrs. Victoria Cantú, the Board of Trustees of South Texas College approved and adopted 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 motion carried.

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

Administration requested 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 was 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 would support the College's efforts to secure grant funding from several federal agencies. These grants are highly competitive, and administration determined that Hanover Research can provide the training, information, and continued support necessary for the College to secure these federal grants.

Hanover was a highly experienced consulting firm with expertise to expand the current grant-seeking capacity of South Texas College. While the College was extremely successful in securing grants, it was 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 was 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 was presented without a committee recommendation.

Dr. Alejo Salinas, Jr. requested periodic updates on the support provided by Hanover Research and the impact of that support on the College's grant writing and attainment.

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 award of a grant consulting services contract with Hanover Research in the amount of \$45,000 as presented. The motion carried.

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

Administration requested 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 was 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 was submitted as required.

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

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Ms. Rose Benavidez, the Board of Trustees of South Texas College ratified the reimbursement of \$129,869 in Nursing Shortage Reduction Program funding to the Texas Higher Education Coordinating Board as presented. The motion carried.

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 were 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 complied with SACS requirements.

The proposed revisions to Policy 3312: Student Appeals of Course Grades, were provided in the packet, with revisions marked as follows:

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

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 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.

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 #3312: Student Appeal of Course Grades as presented, and which supersedes any previously adopted Board policy as presented. The motion carried.

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 10th 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, provided the Board with the Delinquent Tax Collection Report through August 31, 2019.

Ms. Salazar was 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 was 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 were provided in the packet for the Board's review.

The Board reviewed the presentation with Ms. Salazar. There were no concerns expressed regarding the proposed Tax Resale.

No action was required.

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 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, 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
Briggs Equipment (Pharr, TX)	Marentco, Inc./ dba Tejas Events and Tents (McAllen, TX)
Rental World (McAllen, TX)	Space Jump Rentals (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	Allsteel, Inc. / Broussard Group (Muscatine, IA / San Antonio, TX)	\$6,401.99
B	Computer Comforts, Inc. (Kemah, TX)	\$19,948.60
C	Datum Filing Systems, Inc. / Gateway Printing and Office Supply, Inc. (Emigsville, PA/Edinburg, TX)	\$1,690.26
D	The Hon Company / Gateway Printing and Office Supply, Inc. (Muscatine, IA / Edinburg, TX)	\$9,864.59
E	Krueger International, Inc. / Gateway Printing and Office Supply, Inc. (Green Bay, WI / Edinburg, TX)	\$67,652.73
F	Landscape Forms (Klamazoo, MI)	\$2,331.54
G	Wenger Corporation (Owatonna, MN)	\$3,167.00
Furniture Total		\$111,056.71

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 was \$1,235,889.84.

Upon a motion by Mr. Paul R. Rodriguez and a second by Ms. Rose Benavidez, the Board of Trustees of South Texas College approved and authorized the award of proposals, rejection of proposal, purchases, renewal, and interlocal agreement in the amount \$1,235,889.84 as proposed. The motion carried.

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

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

Purpose – The proposed policy revisions updated 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 recommended 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 had not been revised since its initial adoption.

Reviewers – The revised policy was 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 were provided 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.

Dr. Alejo Salinas, Jr. stated that the policy was lacking in any local effort to provide training for new Board Members. He suggested that the policy should address how the College will provide training, and requested an opportunity to review the policy further in 60 days.

Dr. Reed noted that the policy adopted on November 26, 2019 would be submitted with the responsive documentation as part of the accreditation process, and stated that the process was expected to be ongoing through September 2020. She asked for clarification of the 60 day time frame for further revisions and the impact that might have on the accreditation process.

Dr. Salinas stated that he wanted to review this policy again in 60 days, which would provide the most recently elected Trustees an opportunity to provide feedback on the training needs of new trustees.

Mr. Paul R. Rodriguez recommended that any comments from the newly elected or other trustees should be discussed at a subsequent Board Committee meeting.

Dr. Reed asked for guidance on the role of administration in this process. Mr. Rodriguez suggested that the trustees should be given the opportunity to provide their feedback first, at which time the feedback would be provided to administration for incorporation into the policy.

Upon a motion by Ms. Rose Benavidez and a second by Dr. Alejo Salinas, Jr., the Board of Trustees of South Texas College approved and authorized the proposed revisions to Policy #1520: *Orientation and Training* as presented and which supersedes any previously adopted Board policy. The motion carried.

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

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

Purpose – The proposed policy revisions were 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 was 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 were 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 as 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 verified that there was no clear statutory reason to use the word “motion” and made the correction identified by Dr. Salinas in the version proposed for the Board’s consideration.

Enclosed Documents - The revised policy was provided 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.

Upon a motion by Mr. Paul R. Rodriguez and a second by Ms. Rose Benavidez, the Board of Trustees of South Texas College approved and authorized the proposed revisions to Policy #1620: *Meeting Procedures* as presented and which supersedes any previously adopted Board policy. The motion carried.

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 recommended 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 was not revised since its initial adoption. This 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.

Proposed Adoption of New Policy #1512

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.

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 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 policies were 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 were combined into a single Board action item for clarity.

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

Upon a motion by Mr. Paul R. Rodriguez and a second by Dr. Alejo Salinas, Jr., the Board of Trustees of South Texas College approved and authorized:

- 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 motion carried.

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* was requested.

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

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

- To specify that the guidelines were maintained in the College’s website.
- To remove the word “committee” and insert “personnel” as this was 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 was reviewed by staff, the President’s Cabinet, President’s Administrative staff, and by Planning and Development Council (PDC) staff.

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 and the deletions were 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.

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

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

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

Purpose – The proposed policy revisions were 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 was 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 was not revised since its initial adoption.

Reviewers – The revised policy as 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 was provided in the packet for the Board's review and information.

The additions to the policy were highlighted in yellow and the deletions were 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.

Upon a motion by Mr. Paul R. Rodriguez and a second by Dr. Alejo Salinas, Jr., the Board of Trustees of South Texas College approved and authorized the proposed revisions to Policy #6225: *Safety* as presented and which supersedes any previously adopted Board policy. The motion carried.

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

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

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

Justification – The request for the revisions to the policy was 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 was 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 was provided 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 verified that the use of the word “surreptitious” was included in a Texas Commission on Law Enforcement (TCOLE) sample policy and was not a statutory requirement. The phrase was 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 were highlighted in yellow and the deletions were designated with a red strikeout. Language that was revised since the Committee’s review were 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.

Upon a motion by Mr. Paul R. Rodriguez and a second by Dr. Alejo Salinas, Jr., the Board of Trustees of South Texas College approved and authorized the revision of Policy #6313: *Vehicle and Body Cameras* as presented and which supersedes any previously adopted Board policy. The motion carried.

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

Approval of the Annual Investment Report for FY 2018 - 2019 was 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

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Investment report at least annually and the result of the review is to be reported to the Board of Trustees.

Justification – The Administration brought 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 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 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.

Upon a motion by Mr. Paul R. Rodriguez and a second by Mr. Rene Guajardo, the Board of Trustees of South Texas College approved and authorized filing the Annual Investment Report for FY 2018 – 2019, as presented. The motion carried.

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, was 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 was 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 were 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, reviewed this item, provided the proposed revisions, and was available to 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 were provided 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.

Mr. Paul R. Rodriguez moved for Board approval as recommended by the Finance, Audit, and Human Resources Committee, and Dr. Alejo Salinas, Jr. seconded the motion so that the Board could discuss the item further.

Dr. Alejo Salinas, Jr. observed that the guidelines and criteria included the language “Now, therefore, be it resolved...” Dr. Salinas noted that this was confusing, as a separate resolution was presented under the same agenda item.

Legal Counsel suggested that the language could be revised to “Now, therefore, be it agreed...” Dr. Salinas agreed that this would mitigate the ambiguity.

Dr. Salinas withdrew his second of the original motion, and Mr. Rodriguez amended his original motion to include the language as proposed by legal counsel. Dr. Salinas seconded this amended motion.

Legal counsel continued to consider the language, and proposed the further change: “Now, therefore the following guidelines and criteria are hereby adopted...”

Dr. Salinas again withdrew his second, and Mr. Rodriguez amended his motion such that the Board of Trustees of South Texas College approved and authorized the revisions to

guidelines and criteria for granting tax abatements, as revised by legal counsel. Dr. Salinas seconded the motion, and the motion carried.

Administration requested confirmation whether the resolution was also approved. The Board clarified that Resolution 2020-003 electing to participate in tax abatement agreements and adopting guidelines and criteria was not considered or approved under the Board's action. No further action was taken.

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.

On November 12, 2019, 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.

At the November 12, 2019 committee meeting, 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 submitted the revised letter including the specific acceptance of the sliding-scale model as requested. This letter was 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 was still reviewing the proposed agreements and resolutions. These agreements and resolutions were presented to the Board at the November 26, 2019 meeting.

Mr. Jesus Ramirez, Legal Counsel, commended Mrs Mary Elizondo and Mrs. Myriam Lopez, Comptroller, for their knowledge and expertise on laws and procedures related to the granting of tax abatements.

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.

Upon a motion by Mr. Paul R. Rodriguez and a second by Mrs. Victoria Cantú, the Board of Trustees of South Texas College approved and authorized 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 motion carried.

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 was requested.

Purpose

Approval was 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 would 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 of the facility were conducted in 2017 and 2018, which recommended the renovation and expansion of the existing library. This project was 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 was 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 proposed incorporating the feasibility phase into the architectural basic services fees. College staff, legal counsel, and ERO Architects reviewed this proposal and found that it was 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 would provide designs for Board approval prior to commencing the next phase.

ERO Architects proposed engaging the following firms, whose fees would be included within the architectural contract and would not be an additional cost to the College:

- Library Consultant: 720 Design
- Structural Engineer: ERO Architect
- Mechanical, Electrical, & Plumbing Engineer: Halff Associates, Inc.

ERO Architects also proposed engaging the following firms, whose fees were considered additional services to the architect's basic service fees. The architect would assess 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 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 was summarized in the following table:

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

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

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

Previous Proposal

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

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

Proposals Comparison

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

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

Responsibility of Architect to Meet 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 was \$15,550,000 and itemized in the table below:

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

Funding Source

Funds for the Renovation and Expansion of the Existing Pecan Campus Library Building F Project 2016-018C were budgeted in the Unexpended Construction Plant Fund for

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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.

Presenters

Representatives from ERO Architects attended the meeting to respond to questions from the Board of Trustees.

Enclosed Documents

The feasibility phase scope of work provided by ERO Architects was 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.

Upon a motion by Ms. Rose Benavidez and a second by Dr. Alejo Salinas, Jr., the Board of Trustees of South Texas College approved and authorized the Architectural Design Fees for the Renovation and Expansion of the Existing Pecan Campus Library Building F as presented. The motion carried.

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 was requested.

Purpose

Schematic design is the first phase of basic design services provided by the project design team. In this phase, the design team prepares schematic drawings based on the Owner's project program and design meetings with staff. The approval of this phase was necessary to establish the basis on which the project design team 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 was reviewed by the FPC department, the President's Cabinet, and the

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Coordinated Operations Council. This project was 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 was in operation since 2005, and staff planned to provide a one-stop shop for the enrollment process and provide renovation improvements to meet the College's current space design standards that were implemented at the Pecan, Mid Valley, and Starr County Campuses. In addition, the current state standards for ADA testing required revised accommodations which were incorporated into the design.

Justification

Once schematic design was approved, Gignac & Associates, LLP would 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 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.

Background

On February 26, 2019, the Board of Trustees approved contracting architectural services with Gignac & Associates, LLP for this project. The architect 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 were budgeted in the FY 2019-2020 Unexpended Construction Plant Fund in the amount of \$275,000 for construction.

Nursing and Allied Health Campus East Building A Student Services Renovation	
Construction Budget	Cost
Budgeted Amount	\$275,000
Schematic Design Estimated Amount	248,828
Variance	\$26,172

Reviewers

The proposed schematic design was 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 developed a schematic presentation describing the proposed design. The packet included drawings of the site plan, a floor plan, interior views, and fact sheet.

Presenters

Gignac & Associates, LLP 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.

Upon a motion by Ms. Rose Benavidez and a second by Mr. Rene Guajardo, the Board of Trustees of South Texas College approved and authorized the proposed schematic design of the Nursing and Allied Health Campus East Building A Student Services Renovation project as presented. The motion carried.

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 was requested.

If approved, Gignac & Associates, LLP would 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 would 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 requested approval to proceed with the bidding phase of soliciting construction proposals from contractors as soon as plans and specifications were completed by the Architect.

The Facilities Committee recommended Board approval 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.

Upon a motion by Ms. Rose Benavidez and a second by Mr. Rene Guajardo, the Board of Trustees of South Texas College approved and authorized proceeding with the solicitation of construction services for the Nursing and Allied Health Campus East Building A Student Services Renovation project as presented. The motion carried.

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 was requested.

Purpose

Schematic design is the first phase of basic design services provided by the project design team. In this phase, the design team prepares schematic drawings based on the Owner's project program and design meetings with staff. The approval of this phase was necessary to establish the basis on which the project design team 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 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 enhance Student Services and Cashiers areas to make more efficient and effective use of space.

Justification

Once schematic design was approved, Gignac & Associates, LLP would 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 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.

Background

On February 26, 2019, the Board of Trustees approved contracting architectural services with Gignac & Associates, LLP for this project. The architect worked with College staff to develop a schematic design to provide new spaces for the Cashiers and Veterans Affairs areas. The scope of work included 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 were budgeted in the FY 2019-2020 Unexpended Construction Plant Fund in the amount of \$160,000 for construction.

Starr County Campus Student Services Building G Cashiers and Veterans Affairs Areas Renovation	
Construction Budget	Cost
Budgeted Amount	\$160,000
Schematic Design Estimated Amount	168,880
Variance	(\$8,880)

Reviewers

The proposed schematic design was 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. The packet included drawings of the site plan, a floor plan, interior views, and fact sheet.

Presenters

Gignac & Associates, LLP developed a schematic presentation describing the proposed design. Representatives from Gignac & Associates, LLP attended the Facilities

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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.

Upon a motion by Mr. Rene Guajardo and a second by Dr. Alejo Salinas, Jr., the Board of Trustees of South Texas College approved and authorized the proposed schematic design of the Starr County Campus Student Services Building G Cashiers and Veterans Affairs Areas Renovation project as presented. The motion carried.

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 was requested.

If approved, Gignac & Associates, LLP would 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 would be issued for solicitation of construction proposals. Once received, construction proposals would be evaluated and submitted to the Board of Trustees with a recommendation to award a construction contract.

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

The Facilities Committee recommended Board approval 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.

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

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

This presentation was postponed until the December Facilities Committee meeting. No action was taken.

Appointment by Chairman of Committee to Review and Recommend Revisions to Construction Proposal Evaluation Criteria

The Facilities Committee 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.

Mr. Paul R. Rodriguez, Chairman of the Board, appointed a committee comprised of Mr. Gary Gurwitz, Dr. Alejo Salinas, Jr., and Ms. Rose Benavidez to review and propose revisions to the Construction Proposal Evaluation Criteria, and to report any recommendations to the Board of Trustees.

The formation of this committee did not require action or a vote by the Board of Trustees. No further 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.

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 accommodate staff from the Institutional Research & Effectiveness and Research & Analytical Services departments that would be relocated from the Pecan Plaza Human Resources Building A.

Background

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

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

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

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

Funding Source

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

Funds for the Pecan Campus Information Technology Building M Office and Work Space Renovation Project 2018-014C 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.

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 was presented to the Board without a committee recommendation.

Reviewers

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

Enclosed Documents

The packet included the project presentation, proposal ranking and evaluation, and fact sheet. Staff evaluated the proposal and provided a proposal summary.

The Board raised concerns about staff's recommendation of a highest-ranked proposal whose price was higher than a lower-ranked proposal. The Board discussed its options, including the rejection of staff's recommendation.

Ms. Rose Benavidez noted that once the proposals were unsealed, they became public record, and any bidding firm would have access to review competing bids.

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Dr. Alejo Salinas, Jr. moved to reject the recommendation made by staff for this project.

Dr. Shirley Reed, College President, requested clarification whether only the recommendation by staff was rejected, or whether all proposals were formally rejected.

After further discussion with the Board and legal counsel, Dr. Salinas modified his motion to include the rejection of all proposals for this project. Mr. Rene Guajardo seconded the motion, and the motion carried.

Dr. Reed asked for clarifying guidance on the next steps for this project. The Board advised that re-solicitation would not need to wait for any forthcoming revisions to the construction proposal evaluation criteria, and suggested that staff should follow the normal, routine process for soliciting new proposals for the current project, under the current criteria.

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 was requested.

Purpose

The procurement of a contractor would 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 was 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.

Timeline for Solicitation of Competitive Sealed Proposals	
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

Source of Funding	Estimated Budget	Highest Ranked Proposal Noble Texas Builders	Estimated Budget Variance
Unexpended Construction Plant Fund	\$600,000	555,000	\$45,000
Total Amount	\$600,000	555,000	\$45,000

Funds for the Pecan Campus Student Activities Building H Renovation for Culinary Arts Project 2018-023C 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 the architect and College staff from the Facilities Planning & Construction, Maintenance & Operations, and Purchasing departments.

Enclosed Documents

The packet included 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.

Upon a motion by Ms. Rose Benavidez and a second by Mrs. Victoria Cantú, the Board of Trustees of South Texas College approved and authorized 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 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 2013 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 soliciting 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. The proposed entry sign on McColl Boulevard would include "West Entrance" to distinguish the entry at its location from the south entrance on Vermont Avenue.

Additional vehicular and pedestrian wayfinding signs would 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 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 enclosed for the Board's review and information.

Presenters

Representatives from FPC staff were 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 expressed 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.

Upon a motion by Ms. Rose Benavidez and a second by Dr. Alejo Salinas, Jr., the Board of Trustees of South Texas College approved and authorized the installation and procurement for the Nursing and Allied Health Campus West Entry Campus Sign project as presented. The motion carried.

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 was requested.

Purpose

Authorization was 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 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 student support space improvement to enhance Student Services and make more efficient and effective use of space.

Justification

The Architect was compensated based on a percentage of the Construction Budget, and compensation adjustments were necessary once the construction costs were 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 stated an additional fee was required if the final construction cost exceeded 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 was within the normal range of construction costs for this type of project. The total project cost was \$173,640.47.

BSGA requested 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, was \$18,289.05, including additional services.

Original Fee:	\$11,136.00
Additional Fee:	<u>6,228.05</u>
Subtotal:	<u>\$17,364.05</u>
Reimbursable Expenses:	<u>925.00</u>
Total Revised Fee	\$18,289.05

Board approval was necessary to amend the current architectural agreement with BSGA to a revised fixed fee of \$18,289.05. No additional costs were 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 were 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.

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

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 was 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 was 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 was 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 was provided for the Board's review.

The Facilities Committee recommended Board approval of final completion of the Nursing and Allied Health Campus East Building A Center for Learning Excellence / Student

11/26/2019

Success Center Renovations project and release of final payment of \$8,681.55 to Tri-Gen Construction, LLC as presented.

Upon a motion by Ms. Rose Benavidez and a second by Mrs. Victoria Cantú, the Board of Trustees of South Texas College approved and authorized 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 motion carried.

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 followed internal steps and procurement procedures for each project. Projects were 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 was important to properly plan each project. A project should be submitted well in advance of when a project is needed to be operational. FPC followed 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 were 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 were categorized as one of four Levels, with Level 1 as the highest priority and Level 4 as the lowest. Once a project as designated with a Level, metrics were 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

The packet included 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 action was taken.

Update on Status of Unexpended Plant Fund Construction Projects

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

Consideration and Approval of Checks and Financial Reports

Board action was requested to approve the checks for release and the financial reports for the month of October 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, 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 Ms. Rose Benavidez 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 October 2019. The motion carried.

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.

Adjournment

There being no further business to discuss, the Regular Meeting of the South Texas College Board of Trustees adjourned at 7:43 p.m.

I certify the foregoing are the true and correct minutes of the Tuesday, November 26, 2019 Regular Board Meeting of the South Texas College Board of Trustees.

X

Mr Roy de León
Board Secretary

Approval and Authorization to Accept Grant Awards and Agreements

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

1. BBVA Foundation, Community Giving Program Grant in the amount of \$5,000

Ms. Gina Lobato, BBVA Senior Vice President and Deposit Services Relationship Manager, and Mr. Robert Rossel, Vice President and Community Relations Officer, will present a BBVA Foundation Community Giving Program check to the Board on December 10, 2019.

The grant from the from the BBVA Foundation, Community Giving Program will help underwrite The Institute for Advanced Manufacturing's (IAM) Industrial Automation and Robotics Training Program to offset tuition and fees for up to 12 new and incumbent workers. Participants will receive an industry-recognized credential from Festo Didactic. The award period is from November 4, 2019 to November 4, 2020.

This grant aligns to Strategic Direction #2, Access and Success, by providing students access to resources to enroll in South Texas College's Advanced Industrial Automation Training Program.

Any Additional Grant(s) Pending Official Award

Summary of Grant Award Funding

The presented grant will provide up to \$5,000 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. BBVA Foundation, Community Giving Program Grant in the amount of \$5,000

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. BBVA Foundation, Community Giving Program Grant in the amount of \$5,000

Approval Recommended:

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

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

Approval to revise Policy #1001: *Authority & Functions of the Board, Committees, and Individual Trustees* is requested.

With the College's focus on its upcoming accreditation reaffirmation, administration has noted that the Board's practice of conducting an annual self-evaluation is not included in policy.

Because ongoing self-evaluation by the Board of Trustees is emphasized in the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) *Principles of Accreditation*, administration recommends revising Policy #1001 to reflect and support the current practice and confirm the Board's commitment to the ongoing practice.

Other, non-substantive changes are recommended to bring the policy to a format used in other recent policy revisions and which have provided clarity and structure to the policies.

Enclosed Documents - The proposed revision to Policy #1001 is included in the packet for the Board's review and information. Proposed additions are highlighted in yellow, and there are no proposed deletions.

While policies directly applicable to the Board are generally presented for an initial reading at least once prior to presentation for Board action, administration requests Board approval of the proposed revision to Policy #1001 at this time, so that it can be submitted prior to the end of 2019 for review during the SACSCOC reaffirmation process.

Recommendation:

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

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

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

Approval Recommended:

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

MANUAL OF POLICY

Title	Authority & Functions of the Board, Committees and Individual Trustees	1001
Legal Authority	Approval of the Board of Trustees	Page 1 of 2
Date Approved by Board	As Amended by Board Minute Order Dated December 10, 2019	

I. Purpose

The purpose of this policy is to outline the authority and functions of the Board of Trustees in meeting the responsibilities and expectations of their governance of South Texas College.

II. Policy

Authority & Functions of the Board of Trustees

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

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

The general responsibilities of the Board are to:

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

MANUAL OF POLICY

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

Authority of Board Committees

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

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

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

Authority of Individual Trustees

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

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

Pertinent Information

Southern Association of Colleges and Schools Commission on Colleges – Principles of Accreditation Section 4: Governing Board.

IV. History

Origination Date Approved by Board	July 27, 1995
Date Reviewed and Approved by Board	July 27, 1995 February 18, 1999 July 15, 2004 August 21, 2008 January 15, 2009 August 27, 2019 December 10, 2019

Discussion and Action as Necessary on Resolution 2020-003 for Electing to Participate in Tax Abatement Agreements and Adopting Guidelines and Criteria

Approval of Resolution 2020-003 formally electing to participate in tax abatement agreements and adopting guidelines and criteria, is requested.

Purpose – On November 26, 2019, the Board adopted Guidelines and Criteria for Granting Tax Abatements.

During the discussion related to this action, it was noted that the guidelines included language similar to that of a formal resolution that would signify the College's election to participate in tax abatement agreements. The Board requested that the guidelines be clarified as distinct from the Resolution.

Upon further discussion, the Board decided to approve only the guidelines, and did not take action on the accompanying resolution.

Upon further review, administration has noted that Texas Tax Code 312.002 specifically prohibits a taxing entity from entering into a tax abatement agreement unless the governing body has established both (a) the guidelines and criteria governing tax abatement agreements and (b) a resolution stating that the taxing unit elects to become eligible to participate in tax abatement.

Administration requests the Board's consideration of Resolution 2020-003 for electing to participate in tax abatement agreements. This would not require any changes to the guidelines and criteria as approved by the Board on November 26, 2019.

Enclosed Documents – Resolution 2020-003 Electing to Participating in Tax Abatement Agreements follows in the packet for the Board's information and review.

Also included are the revised Guidelines and Criteria Governing Tax Abatement Agreements as approved by the Board on November 26, 2019.

Recommendation:

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

Resolution No. 2020-003

**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

December 2019 – November 2021
Guidelines and Criteria Governing
Tax Abatement Agreements by
South Texas College

Adopted by Resolution of the Board of Trustees of South Texas College
on December 10, 2019

**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 AGREED -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 miles thereof, with the capability of providing these services (a complete Schedule I and Schedule II).

- (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.
- (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.
- (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.
- (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.
- (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's 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.

- (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 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.

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 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 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 the County.

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.

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

See 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 B
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 C
Map of Project Area

Review and Action as Necessary to Offer the Proposed Associate of Applied Science Degree Program and Certificate Program for Cybersecurity Specialist in Fall 2020

The Board is asked to approve offering an Associate of Applied Science Degree program and a Certificate program in Cybersecurity Specialist in Fall 2020. This approval is necessary to secure further approvals from the Texas Higher Education Coordinating Board and for accreditation purposes.

The proposed Cybersecurity Specialist programs would allow students to gain the knowledge and skills necessary for certification and employment in local, state, and federal law enforcement, hospitals, the financial industry, and other public and private sector areas.

Students graduating from the proposed Certificate program could continue their education at South Texas College through the AAS in Cyber Security. Enrollment projections are included within the Program Development Packet.

The program developers have conducted student and employer surveys to document local demand for individuals with this certificate.

The following pages contain the Program Development Packet, which includes:

- Program Development Approval Checklist
- Curriculum & Student Learning Department Recommendation
- Program Development Checklist
- Program Summary
- Enrollment Management Plan
- Proposed Curriculum & Course Descriptions
- Instructional Costs and Projected Revenues
- Supporting Documents:
 - Advisory Committee Members List
 - Letters of Support
 - Competency Profile

The Education and Workforce Development Committee recommended Board approval to offer an Associate of Applied Science Degree program and a Certificate program in Cybersecurity Specialist in Fall 2020 as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize offering an Associate of Applied Science Degree program and a Certificate program in Cybersecurity Specialist in Fall 2020 as presented.

The Following Minute Order is proposed for consideration by the Board of Trustees:
The Board of Trustees approves and authorizes offering an Associate of Applied Science Degree program and a Certificate program in Cybersecurity Specialist in Fall 2020 as presented.

Approval Recommended:

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



SOUTH TEXAS
COLLEGE

Program Development Packet

for

Cybersecurity Specialist

Associate of Applied Science

&

Certificate

Academic Affairs Division

Office of Curriculum & Student Learning

November 26, 2019

Cybersecurity Specialist AAS & Certificate

Program Development Approval Checklist.....	3
Curriculum & Student Learning Department Recommendation	4
Program Development Checklist.....	6
Program Summary	9
Enrollment Management Plan.....	13
Proposed Curriculum & Course Descriptions	14
Instructional Costs and Projected Revenue	21
Supporting Documentation	24
• Advisory Committee Members List	
• Letters of Support	
• Competency Profile	

Cybersecurity Specialist AAS & Certificate

APPROVAL PROCESS FOR IMPLEMENTATION		DATE
✓	Department Chair Approval	8/21/2019
✓	Dean Approval	8/21/2019
✓	Advisory Committee	5/31/2019
✓	Division Committee	9/16/2019
✓	College-Wide Curriculum Committee	10/24/2019
✓	Academic Council	9/23/2019
✓	Planning and Development Council (PDC)	11/8/2019
<input type="checkbox"/>	Education and Workforce Development Committee (EWDC)	-
<input type="checkbox"/>	STC Board of Trustees (Certification Form)	-
<input type="checkbox"/>	Higher Education Regional Council	-
<input type="checkbox"/>	Texas Higher Education Coordinating Board (THECB)	-
<input type="checkbox"/>	Southern Association of Colleges and Schools – Commission on Colleges (SACSCOC)	-

Program Development Process

Proposed instructional programs at South Texas College are identified either at the college or divisional level through environmental scans, documented workforce needs, recommendations by Program Advisory Committees, or local business and industry demands. All proposed programs undergo a review process before being approved for development. The approval process includes reviews by department, division, and college-wide curriculum committees, and Academic Council. Programs that receive approval to proceed are then presented to the Planning and Development Council (PDC) for review and recommendation. A program that receives PDC approval to move forward is presented to the Board of Trustees' Education Workforce Development Committee (EWDC) for review and recommendation. Following review by the EWDC, programs are presented to the full Board of Trustees for final review and approval.

Recommendation: AAS & Certificate – Cybersecurity Specialist

At this point in the process, the AAS & Certificate in Cybersecurity Specialist has received a recommendation to proceed from the department's Program Advisory Committee, and the department, division, and college-wide curriculum committees. After reviewing all required documentation submitted by the department, the Office of Curriculum & Student Learning recommends that South Texas College continue with the established approval process for the Associate of Applied Science (AAS) & Certificate degrees in Cybersecurity Specialist.

The proposed AAS & Certificate degrees in Cybersecurity Specialist would allow graduates to gain the skills and competencies required for employment in sectors such as the local, state and federal level jobs in law enforcement, the private sector, hospitals, and the financial industry. According to Economic Modeling Specialists, Inc., which utilizes data from the Texas Workforce Commission, Cybersecurity-related positions are expected to grow by 34.5% from 2019 to 2029 in the Lower Rio Grande Regional Area. The current job posting intensity revealed that for every 2 job postings, there was 1 unique job to fill for a total of 146 unique job postings. Letters of support from City of Hidalgo, Rio Bank, University of Rio Grande Valley,

and NetSync have demonstrated strong employer support to address the importance of IT infrastructure in all sectors to combat cyberattacks and safeguard our data for the growing population of the Rio Grande Valley.

The Texas Legislature recently passed Senate Bill 64, which modifies Section 1, Subchapter C, Chapter 61 of the Education Code, by adding two sections that detail the strategies for the Texas Higher Education Coordinating Board (THECB) collaborating with the Department of Information Resources to incentivize institutions of higher education to develop degree programs in cybersecurity. This would also include working with community colleges in developing certificate programs or other courses of instruction leading towards the certification or credentials that may be offered by lower-division institutions of higher education. This bill was signed by the Governor and became effective September 1, 2019. This legislature supports and encourages the development of the AAS & Certificate Cybersecurity Specialist as a stand-alone program, rather than as a specialization under the Information Technology program.

Student demand exists and is documented through current enrollment data. Student enrollment for Cybersecurity courses totaled 490 students for the past two years and revealed a substantial growth during that time, from 83 student to 190 within the two-year period. Demand for the profession is evident in a statement released by the White House in which the President calls for a “strong cybersecurity workforce to defend our country and promote quality job opportunities” by signing an executive order directing the creation of programs to expand the cybersecurity workforce. This executive order will encourage the adoption of the cybersecurity workforce framework created by the National Initiative for Cybersecurity Education (NICE).

A review conducted by the Curriculum & Student Learning department indicates the program complies with the criteria set forth from the Texas Higher Education Coordinating Board and recommends the proposed Associate of Applied Science & Certificate in Cybersecurity Specialist continue through the approval process.

Career & Technical Education/Workforce Programs

Program Demand and Projected Outcomes must be documented prior to the development of any new workforce or academic program. The following questions and checklist serve as an initial guide for program developers that must be completed at the start of the development process.

Proposed Award:

Program Title: AAS – Cybersecurity Specialist & Cybersecurity Specialist Certificate

Program Location: Technology Campus

Academic Year to be Implemented: 2020-2021

Please list any similar programs currently offered by STC in this subject area, if applicable (stackable certificates or degrees, AAS Specializations, etc.)

Cybersecurity Specialist Certificate

AAS – Information Technology Specialization - Cybersecurity Specialist (Both currently under the Information Technology program)

For Curriculum Office Use Only

Program Developer Info:

Name: Francisco Salinas

Title: Program Chair - Cybersecurity

Division: BPS&T

Phone: 872-6277

Proposed CIP Code: 11.1003

Substantive Change: X
Yes No

1. Documentation of Program Checklist:

Category	Standard	Met the Standard	Did not meet the Standard	Comments
1. Occupational Need	A) *EMSI data (provided by the Office of Curriculum & Student Learning) projects at least a 15% occupational growth rate in South Texas, the state, and/or nationally.	✓		South Texas – 34.5% (+19 jobs) Texas – 27.3% (+2,402 jobs) Nation – 21.8% (+26,153 jobs)
	A-1)*Wage data			South Texas – \$29.70/hr Texas – \$48.31/hr National -\$47.28/hr
	A-2)*Job Posting Intensity (Average posting intensity is 6:1)			South Texas – 3:1 (96 unique postings out of a total 243 postings) Texas – 6:1 (15,214 unique postings out of a total of 96,094) This number is higher than the posting intensity for all other occupations and companies in the region, indicating they may be trying harder to hire for this position.
	<i>*Growth rates and wage data are estimated projections for a 10-year period from 2019-2029. Job Posting Intensity is derived from the time period of December 2018 – June 2019. Data sources include the U.S. Department of Commerce, U.S. Department of Labor, U.S. Census Bureau, U.S. Department of Education. For a complete list, refer to the EMSI Data Source Appendix.</i>			

Category	Standard	Met the Standard	Did not meet the Standard	Comments
	B) Occupational Outlook Handbook indicates graduates will have an average or above average job outlook for the next 5 to 10 years (national data).	✓		28% (Much faster than average)
	C) Program is on Targeted/In-Demand Occupations lists produced by the Texas Workforce Commission OR Program is an emerging and/or evolving occupation for the region or state in the Texas Workforce Commission's Labor Market and Career Information.		✓	Although Cybersecurity is not listed in the Targeted/In-Demand Occupations lists produced by the Texas Workforce Commission, it is supported by state legislature through SB64, which became effective September 1, 2019.
	D) Job demand and wage data is documented through the survey of 8-12 top local employers.	Pending		RAS to conduct an employer survey.
	E) High employer demand exists and is documented through letters of support.	✓		Letters of support received from City of Hidalgo, NetSync, Rio Bank and UTRGV
	F) Educational and/or employer publications or news articles document a growth in the industry or demand for employees.	✓		https://www.whitehouse.gov/briefings-statements/president-donald-j-trump-strengthening-americas-cybersecurity-workforce-secure-nation-promote-prosperity/ https://www.pasadenastarnews.com/2019/03/28/the-cybersecurity-industry-will-have-3-5-million-unfilled-jobs-by-2021/
2. Student Demand	Student demand exists and is documented through the use of student surveys .	N/A		Using current student enrollment data for the Cybersecurity Specialist specialization to support the development.
	High enrollment exists in related programs (Stackable certificates or degrees).	✓		During the Fall 2018 semester there were: 14 students enrolled in the Cybersecurity Specialist certificate and 49 students enrolled in the Cybersecurity Specialist AAS degree. Enrollment for the Cybersecurity Specialist AAS degree has increased in the past 5 years.
	High number of graduates are produced in related programs (Stackable certificates or degrees).	✓		Within the past 5 academic years there were: 53 graduates in the Cybersecurity Specialist certificate and 22 graduates in the Cybersecurity Specialist AAS degree.
3. Existing Programs	Similar programs do not exist within STC's service area – Hidalgo and Starr Counties (Please include documentation of the nearest similar programs).	✓		Houston Community College (which is approximately 340 miles from McAllen) offers a level one and two certificate in Network Systems & Cybersecurity.
4. Program Linkage & Opportunities	Courses are currently offered or can be offered within local high schools via the Dual Enrollment Program .	✓		Dual Enrollment Cybersecurity Academy scheduled for Fall 2019, which includes campuses such as

Category	Standard	Met the Standard	Did not meet the Standard	Comments
for Further Education	(Please provide a list of schools and/or districts)			Mission High School, McAllen High School and Juarez-Lincoln High School. Dual credit courses to be offered for the Cybersecurity program.
	Program-specific articulation agreements with other institutions of higher education (IHEs) currently exist or will be pursued in the future (Please include list of IHEs)	✓		<ul style="list-style-type: none"> Ashford University Western Governors University Bachelor’s of Applied Science in Organizational Leadership Bachelor’s of Applied Technology in Technology Management

2. Projected Outcomes:

Category	Standard	Met the Standard	Did not meet the Standard	Comments
1. Program Enrollment & Declared Majors	Program projects a steady increase in the number of declared majors in the program over the course of five years.	✓		Refer to Enrollment Management Plan
2. Number of Graduates	Program Review Standard: The Program will achieve a minimum of 5 graduates per year or 25 graduates during the most recent 5-year period.	✓		Refer to Enrollment Management Plan
3. Graduate Earnings	EMSI data (provided by the Office of Curriculum & Student Learning) projects that program graduates will earn a median hourly earnings wage that is above the “living wage” for South Texas, the state, and/or nationally.	✓		<p>South Texas – \$29.70/hr Texas – \$48.31/hr National -\$47.28/hr</p> <p>According to the Bureau of Labor Statistics, Information Security Analyst earned a median salary of \$98,350 as of May 2018.</p> <p>Living wage calculation for Texas: \$11.48 per hour Source: http://livingwage.mit.edu/states/48</p>

Program Summary

Institution: South Texas College, McAllen Texas

Proposed Award: Associate of Applied Science and Certificate in Cybersecurity Specialist

PROGRAM DESCRIPTION

Program Objective: The objective of the Cybersecurity Specialist program is to provide students with the knowledge and skills necessary for employment in sectors such as the local, state and federal level jobs in law enforcement, the private sector, hospitals and the financial industry, to a name a few. Job titles include Information Security Analysts, Security Specialists and Systems Analyst. These awards prepare students to learn practices that are designed to protect networks, computers, programs and data from attack, damage, or unauthorized access. Cybersecurity Specialists will learn about computer security, installing security software, network monitoring for security breaches, and responding to cyber-attacks.

Curriculum: The Associate of Applied Science in Cybersecurity Specialist degree is comprised of 60 semester credit hours (SCH) of course work. Fifteen credit hours are derived from the Academic Course Guide Manual for the general education requirement by the regional accreditation. Forty-five semester credit hours are derived from the Workforce Education Course Manual (WECM) to account for the technical coursework of the program. The Certificate in Cybersecurity Specialist is comprised of 32 semester credit hours of coursework derived from WECM. Students completing this award will be eligible for industry certifications through partnerships with Paraben Corporation, Cellebrite and EC-Council.

Admissions Requirements: The admissions requirements for this program would follow the general admissions policies set forth in the South Texas College catalog.

PROGRAM DEMAND

Occupational Need:

According to the United States Bureau of Labor Statistics the Employment growth from 2016 to 2026 is expected to be much faster than the average for all occupations at 28%. The Bureau of Labor Statistics explains, “Demand for information security analysts is expected to be very high, as these analysts will be needed to create innovative solutions to prevent hackers from stealing critical information or causing problems for computer networks.” Source:
<https://www.bls.gov/ooh/computer-and-information-technology/information-security-analysts.htm>

EMSI Summary of Data

According to Economic Modeling Specialists, Inc. (EMSI) which utilizes data from the Texas Workforce Commission, Information Security Analysts are expected to experience a 34.5%

growth from 2019 to 2029 in the Lower Rio Grande Regional Area (Cameron, Hidalgo, Starr and Willacy counties) with 19 additional job openings expected during this time period; a 27.3% growth between 2019 and 2029 in State of Texas with 2,402 additional job openings expected during this time period; and a 21.8% growth between 2019 and 2029 nationally with a total of 26,153 job openings expected during this time period. Sample reported job titles include Computer Security Specialist, Security Engineer, Network Security Analyst, Network Security Engineer, Information Systems Security Officer, Security Analyst, Information Security Manager, and Security Specialist.

According to the Economic Modeling Specialist Occupation, Inc. (EMSI), the median hourly earnings wage for Information Security Analyst is \$29.70/hr. for Cameron, Hidalgo, Starr and Willacy Counties; \$48.31/hr. for the State of Texas; and \$47.28/hr. as a national average.

According to the U.S. Department of Labor, Occupational Outlook Handbook, employment of Information Security Analysts (also known as Cybersecurity) are expected to grow by 28% over the 2016-2026 decade. The 2018 median annual earnings for Computer Information Analyst was \$98,350 nationally.

The job posting intensity for this occupation for the region was 2:1, meaning for every 2 job postings, there was 1 unique job to fill for a total of 146 unique job postings. The job posting intensity for the state was 6:1, with a total of 17,011 unique job postings. Job posting data is derived from a 6-month time period from January 2019 – July 2019. Data sources for EMSI are aggregated from U.S. Department of Commerce, U.S. Department of Labor and U.S. Census Bureau, among others.

Publications:

According to a fact sheet released by ¹the White House, President Donald Trump is supporting a “strong cybersecurity workforce to defend our country and promote quality job opportunities” by signing an executive order directing the creation of programs to expand the cybersecurity workforce. This executive order will encourage the adoption of the cybersecurity workforce framework created by the National Initiative for Cybersecurity Education (NICE). According to the fact sheet, more than 300,000 cybersecurity job vacancies exist in America. The lack of qualified individuals could threaten the infrastructure of the economy and the national defense.

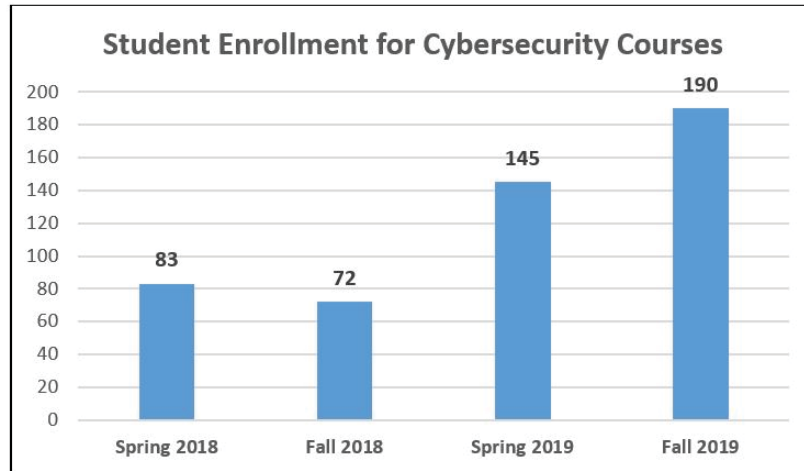
²The San Gabriel Valley Tribune reports there is a demand for cybersecurity workers “fueled by an increase in cybercrime.” The Cybersecurity industry is expected to grow a projected 3.5 million jobs by year 2021. This projection is derived from various sources including job boards, governments, media and other organizations. The article compares cybercrime as the “single biggest threat to humanity”, aside from nuclear weapons, due to the damage it could cause on the mainframe of large-scale companies, such as utility companies. What typically used to be cybercrime orchestrated by rogue attackers has now expanded to threats from nation states and international threats.

¹ Source: <https://www.whitehouse.gov> – Briefing Statement – May 2, 2019

² Source: <https://www.pasadenastarnews.com> – March 28, 2019

Student Demand:

Currently, Cybersecurity courses are offered under the Information Technology program.³ Student enrollment for Cybersecurity courses totaled **490** students for the past two years and revealed a substantial growth during that time.



Existing Programs:

- Houston Community College (which is approximately 340 miles from McAllen) offers a level one and level two certificate in Network Systems and Cybersecurity.

Program Linkage and Opportunities for Further Education: Coursework from the Workforce Education Course manual (WECM) should transfer to other community or technical colleges offering the same courses within a related program. Currently, the South Texas College Bachelors of Applied Technology in Technology Management and the Bachelors of Applied Science in Organizational Leadership would accept credits from the technical coursework for the Associate of Applied Science (AAS) in Cybersecurity Specialist towards the lower-division requirements for the degrees. The AAS for Cybersecurity Specialist would have a minimum 15-credit general education requirement to comply with the Southern Association of Colleges and Schools Commission on Colleges accreditation requirements. This 15-credit general education requirement could also be applied towards the Core Curriculum requirements of the Bachelor degrees.

South Texas College currently is in the process of developing articulation agreements for the AAS Cybersecurity Specialist award with Ashford University and Western Governors University. With Ashford University, it could potentially facilitate the transition of some of the course credits into a Bachelor of Science in Cyber and Data Security Technology (BSCDST).

³ Source: Course Schedules from Spring 2018 – Fall 2019 (as of 8/28/2019)

Expected Enrollment:

The projected enrollment is based on historical enrollment in Cybersecurity courses and enrollment projections of declared majors in the AAS/Certificate in Cybersecurity Specialist.

Projected Students Majoring in AAS/Certificate in Cybersecurity Specialist (based on currently offered specialization under Information Technology)

Years	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025
Certificate	7	12	17	22	27
Associate	10	15	20	25	30

PROGRAM SUPPORT

Faculty: Currently, the specialization under the Information Technology department has two full-time instructors. However, it is anticipated that with the growth of the program due to the demand of the profession and the utilization of coursework in the Bachelor's of Computer & Information Technology, it is expected that the number of sections will increase. This will warrant additional full-time instructors, starting with 3 instructors the first year of implementation. Adjunct faculty will be hired as needed.

Facilities and Equipment: Current classroom and lab facilities will be used for all courses required by this program. Office space and furniture cost will be allocated to accommodate the additional faculty hired. Costs for equipment will be used to cover the purchase of forensic workstations, software, servers, GPU PowerStations and firewalls. Professional development for faculty will consist of Cybersecurity conferences and trainings on Cybersecurity and Digital Forensics.

New Costs: Total costs for this program are projected to be \$933,540.25. The funding to defray the costs of this program will come from state appropriations: \$426,124.80 and tuition: \$708,400.00. The total projected 5-year revenue is \$1,134,524.80. See attached specific budget details.

INSTITUTIONAL EFFECTIVENESS

Program Review and Improvement Plans: The Program Review Process at South Texas College is embedded within the bi-annual Institutional Effectiveness Assessment Plan cycle. Every academic and technical program at South Texas College monitors and reports on the following standards: graduation numbers, transfer rate, job placement rate, professional accreditations or certifications, licensure/credential exam pass rate, and program advisory committee meetings. Action plans are created for each program that does not meet its targeted outcomes.

Accreditation: The Associate of Applied Science in Cybersecurity Specialist is designed to be consistent with the standards of the Southern Association of College and Schools Commission on Colleges and Schools (SACSCOC).

Enrollment Management Plan

POTENTIAL SOURCE OF STUDENTS

The number of students identified as potential participants for the Associate of Applied Science & Certificate in Cybersecurity Specialist include various sources. Students in the program will be comprised of the general current STC student body, veterans, dual credit students, STC graduates wishing to pursue a degree in Cybersecurity, and other industries seeking to advance their skillset, such as law enforcement agents.

MARKETING

The Associate of Applied Science & Certificate in Cybersecurity Specialist will be marketed to various members of the public for continued growth of potential applicants and graduates. Targeted individuals will include high school/dual enrollment students, STC student population and additional members of the law enforcement community. The program will be promoted through various activities that will include student advising sessions, high school career fairs, specialized events hosted by the STC Cybersecurity department, presentations at various STC campuses, distribution of flyers, brochures, rack cards, and additional advertisement of the program in coordination with the STC Public Relations and Marketing Department.

RETENTION

Faculty support, assistance, and tutoring will continue to be the primary resource for high retention and graduation rates for the program. Student involvement activities such as clubs, student workshops and industry networking events will be offered. The Cybersecurity Specialist program will continue creating partnerships with companies to offer industry certifications to students completing a Cybersecurity credential.

ENROLLMENT PROJECTIONS

The projected enrollment is based on historical enrollment in Cybersecurity courses and enrollment projections of declared majors in the AAS/Certificate in Cybersecurity Specialist.

Projected Students Majoring in AAS/Certificate in Cybersecurity Specialist (based on currently offered specialization under Information Technology)

Years	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025
Certificate	7	12	17	22	27
Associate	10	15	20	25	30

PROJECTED NUMBER OF GRADUATES

The department projects that at least 90% of students enrolled in the program will complete the certificate and associate degree in Cybersecurity Specialist.

Years	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025
Certificate	7	12	17	22	27
Associate	10	15	20	25	30
Graduates (90% target)	9	14	18	23	27

Proposed Curriculum & Course Descriptions

Cybersecurity Specialist

AAS & Certificate Proposal

AY 2020-2021

Program: Cybersecurity

FICE CODE: 031034

Specialization: N/A

CIP CODE: TBD

Award Title: Cybersecurity Specialist Certificate

Major: TBD

TSI Exempt

Semester One			Lecture Hours	Lab Hours	External Hours	Contact Hours	Credit Hours
ITSY	2400	Operating System Security	3	3	0	96	4
ITSE	2421	Object-Oriented Programming	3	3	0	96	4
ITSY	1400	Fundamentals of Information Security	3	3	0	96	4
ITNW	1416	Network Administration	3	3	0	96	4
Total Semester Hours:			12	12	0	384	16

Semester Two			Lecture Hours	Lab Hours	External Hours	Contact Hours	Credit Hours
ITSC	1416	Linux Installation and Configuration	3	3	0	96	4
ITSY	2445	Network Defense and Countermeasures	3	3	0	96	4
ITSY	2442	Incident Response and Handling	3	3	0	96	4
ITNW	1453	Supporting Network Server Infrastructure	3	3	0	96	4
Total Semester Hours:			12	12	0	384	16

Total Contact Hours:	768
Total Credit Hours:	32

Program: Cybersecurity
 Specialization: N/A
 Award Title: AAS Cybersecurity Specialist

FICE CODE: 031034
 CIP CODE: TBD
 Major: TBD

TSI LIABLE

Semester One			Lecture Hours	Lab Hours	External Hours	Contact Hours	Credit Hours
ITSY	2400	Operating System Security	3	3	0	96	4
ITSE	2421	Object-Oriented Programming	3	3	0	96	4
ITSY	1400	Fundamentals of Information Security	3	3	0	96	4
ITNW	1416	Network Administration	3	3	0	96	4
Total Semester Hours:			12	12	0	384	16

Semester Two			Lecture Hours	Lab Hours	External Hours	Contact Hours	Credit Hours
ITSC	1416	Linux Installation and Configuration	3	3	0	96	4
ITSY	2445	Network Defense and Countermeasures	3	3	0	96	4
ITSY	2442	Incident Response and Handling	3	3	0	96	4
ITNW	1453	Supporting Network Server Infrastructure	3	3	0	96	4
Total Semester Hours:			12	12	0	384	16

Semester Three			Lecture Hours	Lab Hours	External Hours	Contact Hours	Credit Hours
<u>PHIL</u>	<u>2306</u>	<u>Introduction to Ethics</u>	3	0	0	48	3
Total Semester Hours:			3	0	0	48	3

Semester Four			Lecture Hours	Lab Hours	External Hours	Contact Hours	Credit Hours
<u>SPCH</u>	<u>1318</u>	<u>Interpersonal Communications</u>	3	0	0	48	3
		<u>Social/Behavioral Sciences Elective</u>	3	0	0	48	3
ITSY	2459	Security Assessment and Auditing	3	3	0	96	4
ITSY	2443	Computer System Forensics	3	3	0	96	4
Total Semester Hours:			12	6	0	288	14

Semester Five			Lecture Hours	Lab Hours	External Hours	Contact Hours	Credit Hours
<u>ENGL</u>	<u>1301</u>	<u>Composition I</u>	3	0	0	48	3
<u>MATH</u>	<u>1332</u>	<u>Contemporary Mathematics or MATH 1414</u>	3	1	0	64	3
ITSY	2417	Wireless Security Development	3	3	0	96	4
ITSC	2166	Capstone: Cybersecurity Practicum	0	0	10	160	1
Total Semester Hours:			3	0	0	368	11

Identifies courses to fulfill minimum 15 credit hour general education requirement

Total Contact Hours: 1472
Total Credit Hours: 60

AAS & Certificate

Cybersecurity Specialist

Course Descriptions – Workforce Courses

ITSY 2400 – OPERATING SYSTEM SECURITY

CRT HRS:04 LEC HRS:03 LAB HRS:03

This course covers safeguard computer operating systems by demonstrating server support skills and designing and implementing a security system. Identify security threats and monitor network security implementations. Use best practices to configure operating systems to industry security standards.

Course Learning Outcomes

- Identify network security risks, security design, and monitoring solutions.
- Identify sources of computer threats, evaluate potential practices, tools, and technologies to protect individual network systems.
- Establish and sustain an operating system security plan utilizing systems and application security tools.
- Implement procedures to secure and monitor audit logs and set system administrator alerts.
- Develop an organizational operating system security plan that provides for periodic reviews of security policies, procedures, authorized users list, and software update patches.

ITSE 2421 – OBJECT-ORIENTED PROGRAMMING

CRT HRS:04 LEC HRS:03 LAB HRS:03

This course covers program design with classes, including development, testing, implementation, and documentation.

Course Learning Outcomes

- Develop executable programs.
- Create appropriate documentation.
- Write programs using classes and objects using object-oriented programming techniques.

ITSY 1400 – FUNDAMENTALS OF INFORMATION SECURITY

CRT HRS:04 LEC HRS:03 LAB HRS:03

This course is an introduction to information security including ethics, the legal environment and risk management. It covers basic information security goals of availability, integrity, accuracy, and confidentiality. Vocabulary and terminology specific to the field of information security are discussed. Identification of exposures and vulnerabilities and appropriate countermeasures are addressed. The importance of appropriate planning and administrative controls is also discussed.

Course Learning Outcomes

- Outline best practices for the information security goals of confidentiality, integrity and availability.
- Explain ethical practices.
- Define vocabulary/terminology related to information security.

- Explain the importance of planning and administrative controls.
- Identify security threats, vulnerabilities, and countermeasures.
- Identify procedures for security risk management.

ITNW 1416 – NETWORK ADMINISTRATION

CRT HRS:04 LEC HRS:03 LAB HRS:03

This course is an introduction to the basic concepts of network administration.

Course Learning Outcomes

- Describe a network.
- Explain the role of directory services.
- Set up and manage users.
- Distributed print services.
- File system and directory services security.

ITSC 1416 – LINUX INSTALLATION AND CONFIGURATION

CRT HRS:04 LEC HRS:03 LAB HRS:03

This course is an introduction to Linux operating system. Includes Linux installation, basic administration, utilities and commands, upgrading, networking, security, and application installation. Emphasizes on hands-on setup, administration, and management of Linux.

Course Learning Outcomes

- Install, administer, and manage a Linux system.
- Demonstrate proficiency with Linux utilities, commands, and applications.
- Identify and resolve security-based issues.
- Integrate a Linux system into an existing network.

ITSY 2445 – NETWORK DEFENSE AND COUNTERMEASURES

CRT HRS:04 LEC HRS:03 LAB HRS:03

This course is a practical application and comprehensive course that includes the planning, design, and construction of defenses for a complex network that will sustain an attack, document events, and mitigate the effects of the attack.

Course Learning Outcomes

- Assemble network defense tools.
- Differentiate between authorized and unauthorized activity on a network.
- Respond to a breach in security through the use of countermeasures designed to minimize the impact of the breach on the network.
- Document network events.
- Present an analysis of network breach and plan for remediation.

ITSY 2442 – INCIDENT RESPONSE AND HANDLING

CRT HRS:04 LEC HRS:03 LAB HRS:03

This course covers in-depth coverage of incident response and incident handling, including identifying sources of attacks and security breaches; analyzing security logs; recovering the system to normal; performing postmortem analysis; and implementing and modifying security measures.

Course Learning Outcomes

- Identify sources of attacks.
- Restore the system to normal operation.
- Identify and prevent security threats.
- Perform a postmortem analysis.
- Identify computer investigation issues.
- Identify the roles and responsibility of the incident response team.

ITNW 1453 – SUPPORTING NETWORK SERVER INFRASTRUCTURE

CRT HRS:04 LEC HRS:03 LAB HRS:03

This course covers installing, configuring, managing, and supporting a network infrastructure.

Course Learning Outcomes

- Install and configure DHCP, DNS, remote access, network security using public key infrastructure.
- Integrate network services.
- Deploy operating systems using remote installation services.

ITSY 2459 – SECURITY ASSESSMENT AND AUDITING

CRT HRS:04 LEC HRS:03 LAB HRS:03

This course is a comprehensive experience for the security curriculum. Synthesizes technical material covered in prior courses to monitor, audit, analyze, and revise computer and network security systems that ensure appropriate levels of protection are in place to assure regulatory compliance.

Course Learning Outcomes

- Appraise security plan to ensure appropriate level of protection.
- Assess network security design.
- Audit network system based on security design.
- Use relevant tools to assure security requirements.
- Review security policies and procedures on a regular basis.

ITSY 2443 – COMPUTER SYSTEM FORENSICS

CRT HRS:04 LEC HRS:03 LAB HRS:03

This course provides an in-depth study of system forensics including methodologies used for analysis of computer security breaches. Students will learn to gather and evaluate evidence to perform postmortem analysis of a security breach.

Course Learning Outcomes

- Identify computer investigation issues.
- Identify legal issues associated with computer investigations.
- Collect document evidence and evaluate evidence.

- Evaluate network traffic.

ITSY 2417 – WIRELESS SECURITY DEVELOPMENT

CRT HRS:04 LEC HRS:03 LAB HRS:03

This course covers development of information security policies, standards, and guidelines for an organization. Includes Demilitarized Zone (DMZ), antivirus, Virtual Private Network (VPN), wireless communications, remote access, and other critical administrative and operational security policies. Identification of exposures and vulnerabilities and appropriate countermeasures are addressed. Emphasizes wireless security goals of availability, integrity, and confidentiality in the design, planning, implementing, operating, and troubleshooting of wireless LAN along with administrative controls.

Course Learning Outcomes

- Develop information security policies, standards, and guidelines.
- Configure DMZ, antivirus, VPN, wireless communications, and remote access.
- Design, install, configure, monitor, maintain, and troubleshoot wireless solutions.
- Identify best practices and appropriate defenses including firewalls, encryption, physical security, intrusion detection, and biometrics; and demonstrate proper implementation and evaluation of wireless security using authentication and encryption protocols.

ITSC 2166 – CAPSTONE: CYBERSECURITY PRACTICUM

CRT HRS:01 LEC HRS:00 OTH LAB HRS:10

This course is a practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

Course Learning Outcomes

- As outlined in the learning plan, apply the theory, concepts, and skills involving specialized materials, tools, equipment, procedures, regulations, laws, and interactions within and among political, economic, environmental, social, and legal systems associated with the occupation and the business/industry.
- Will demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, and appropriate written and verbal communication skills using the terminology of the occupation and the business/industry.

Instructional Costs & Projected Revenue

**Instructional Costs and Projected Revenue
for
AAS & Certificate in Cybersecurity Specialist**

Faculty Salary & Benefits	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025	Totals
LHE Rate	\$ 625.00	\$ 625.00	\$ 625.00	\$ 625.00	\$ 625.00	
# of LHE's per Course	5.01	5.01	5.01	5.01	5.01	
Subtotal	\$ 3,131.25	\$ 3,131.25	\$ 3,131.25	\$ 3,131.25	\$ 3,131.25	
# of Sections Taught by Adjunct	2	4	8	8	8	
# of Sections Taught by F/T	10	15	18	21	21	
Adjunct Salary	\$ 6,262.50	\$ 12,525.00	\$ 25,050.00	\$ 25,050.00	\$ 25,050.00	
Multiplied by Benefits Rate	1.148	1.148	1.148	1.148	1.148	
Total Salary for Adjunct	\$ 7,189.35	\$ 14,378.70	\$ 28,757.40	\$ 28,757.40	\$ 28,757.40	
F/T Faculty @ \$42,000	\$126,000	\$84,000	\$42,000	\$42,000	\$0	
Benefit Rate (F/T Salary X 30%=\$12,600.00)	\$37,800	\$25,200	\$12,600	\$12,600	\$0	
Cost for Faculty Salary/Benefits	\$ 170,989.35	\$ 123,578.70	\$ 83,357.40	\$ 83,357.40	\$ 28,757.40	\$ 490,040.25

Projected Revenue	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025	Totals
State Appropriations *						
# of Sections	12	19	26	29	29	
# of Students per Section	20	20	20	20	20	
Total # of Students per Year	240	380	520	580	580	
# of Contact Hours per Student	96	96	96	96	96	
Total Contact Hours	23040	36480	49920	55680	55680	
Multiplied by State Funding Rate (2.74)	\$ 2.74	\$ 2.74	\$ 2.74	\$ 2.74	\$ 2.74	
State Appropriations Generated	\$ 63,129.60	\$ 99,955.20	\$ 136,780.80	\$ 152,563.20	\$ 152,563.20	
State Appropriations Received	\$ 63,129.60	\$ 63,129.60	\$ 63,129.60	\$ 99,955.20	\$ 136,780.80	\$ 426,124.80

* State Appropriations funding is based on average funding per contact hour from previous biennium

Tuition	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025	Totals
Enrollment # Projected	240	380	520	580	580	
Tuition Rate per Credit Hour	\$ 77.00	\$ 77.00	\$ 77.00	\$ 77.00	\$ 77.00	
Subtotal	\$ 18,480.00	\$ 29,260.00	\$ 40,040.00	\$ 44,660.00	\$ 44,660.00	\$ 177,100.00
# of Credit Hours per Course	4	4	4	4	4	
Total Tuition	\$ 73,920.00	\$ 117,040.00	\$ 160,160.00	\$ 178,640.00	\$ 178,640.00	\$ 708,400.00

Operating Costs and Revenue Projections

CATEGORY	INITIAL COST	BUDGET 2ND YEAR	BUDGET 3RD YEAR	BUDGET 4TH YEAR	BUDGET 5TH YEAR	TOTAL BUDGET
	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025	2020-2025
Faculty Salaries and Benefits	\$170,989.35	\$123,578.70	\$83,357.40	\$83,357.40	\$28,757.40	\$490,040.25
Supplies and Materials (Operating)	\$1,000.00	\$1,200.00	\$1,500.00	\$1,800.00	\$2,000.00	\$7,500.00
Library Resources	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Equipment and Software (Capital)	\$60,000.00	\$65,000.00	\$70,000.00	\$73,000.00	\$75,000.00	\$343,000.00
Facilities (Furniture) (Operating)	\$5,000.00	\$7,000.00	\$8,000.00	\$10,000.00	\$12,000.00	\$42,000.00
Faculty Professional Development/(Travel)	\$6,000.00	\$8,000.00	\$10,000.00	\$12,000.00	\$15,000.00	\$51,000.00
Subtotal - Instructional & Operating Budget	\$242,989.35	\$204,778.70	\$172,857.40	\$180,157.40	\$132,757.40	\$933,540.25
Total Budget Per Year	\$242,989.35	\$204,778.70	\$172,857.40	\$180,157.40	\$132,757.40	\$933,540.25

CATEGORY	REVENUE	REVENUE	REVENUE	REVENUE	REVENUE	TOTAL REVENUE
	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025	2020-2025
State Appropriations	\$ 63,129.60	\$ 63,129.60	\$ 63,129.60	\$ 99,955.20	\$ 136,780.80	\$ 426,124.80
Tuition	\$ 73,920.00	\$ 117,040.00	\$ 160,160.00	\$ 178,640.00	\$ 178,640.00	\$ 708,400.00
TOTAL REVENUE	\$ 137,049.60	\$ 180,169.60	\$ 223,289.60	\$ 278,595.20	\$ 315,420.80	\$ 1,134,524.80

Supporting Documentation

- Advisory Committee List
- Letters of Support
- Competency Profiles

AAS & Certificate Cybersecurity Specialist Advisory Committee Membership

Name	Title	Business	Email
Joel Olivares	Information Security Officer	Vantage Bank	joel.olivares@vantage.bank
Jaime Hinojosa	VP Information Technology	Rio Bank	j.hinojosa@riobk.com
Jonas del Angel	Security Analyst	UTRGV	jonas.delangel@utrgv.edu
Ricardo Mendoza	Information Security Officer	City of McAllen	rickpcfix@gmail.com
Diana Berger	Operations Manager	Netsync	dberger@netsyncnetwork.com



Sergio Coronado, Mayor
Gustavo "Gus" Sanchez, Mayor Pro-Tem

COUNCILMEMBERS

Abram Ramirez
Rodolfo (Rudy) Franz
Linda Ayala
Oziel Treviño

Julian J. Gonzalez, City Manager

March 7, 2019

To Whom It May Concern:

This letter is in support of South Texas College's Cybersecurity program. As a local government entity that is in charge with the responsibility of providing quality public services for the citizens of Hidalgo, a secure IT infrastructure needs to be in place. Knowledge of Cybersecurity in our environment is a must.

Implementing such a program as Cybersecurity within South Texas College is a great plus for future job opportunities to students throughout our South Texas communities. Such efforts will increase awareness and protection efforts of Information Technology within other local government entities.

The City of Hidalgo's IT Department understands the importance of providing students with a quality education to allow them to fill skilled workforce positions within Cybersecurity and contribute to the economic vitality of the whole South Texas region.

As an IT Director that serves on the advisory board for South Texas College Cybersecurity program, I fully support the endeavors of the program.

Should you have any questions, I can be reached at 956.239.3301 or by email at rick@rgvbstc.com

Sincerely,

A handwritten signature in black ink, appearing to read "Ricardo Mendoza".

Ricardo Mendoza
Director of Information Technology
City of Hidalgo



February 21, 2019

South Texas College
McAllen, TX

To Whom It May Concern:

On behalf of Netsync Network Solutions, a technology services company, we would like to extend our support for the South Texas College Cybersecurity program.

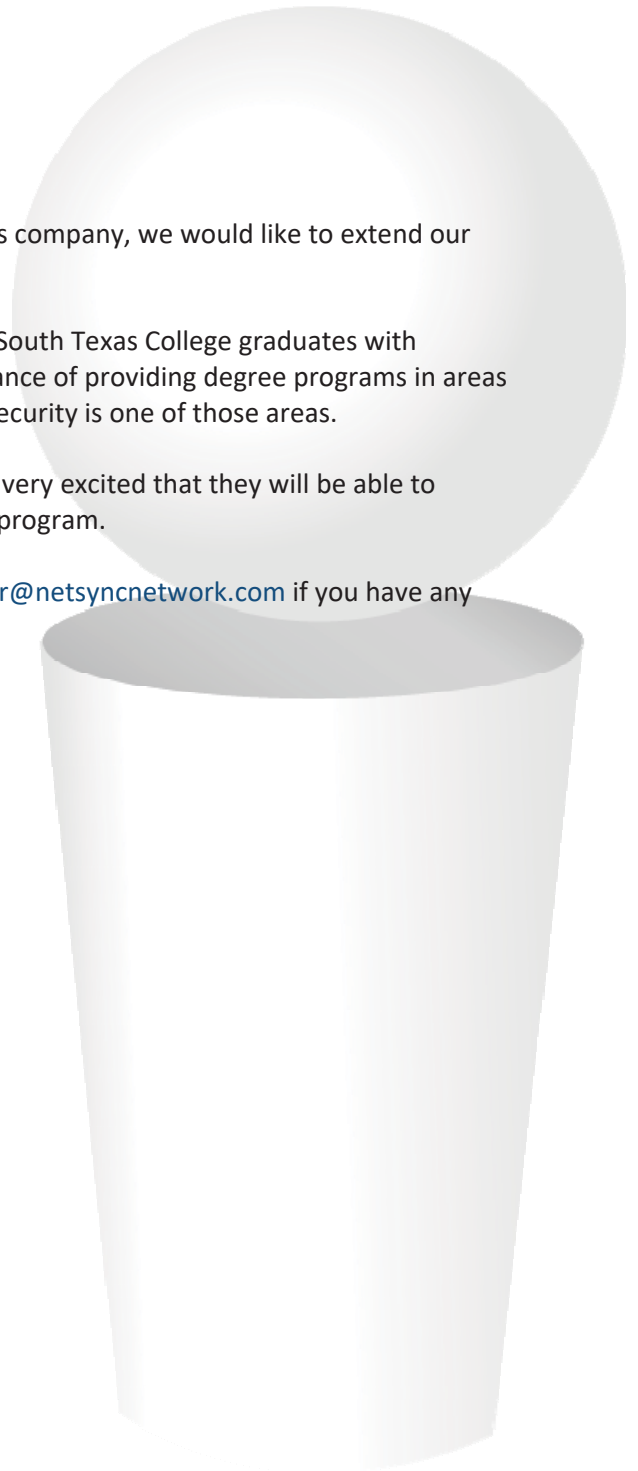
As a technology provider in the area and employer of several South Texas College graduates with technology-related degrees, Netsync understands the importance of providing degree programs in areas for which there are shortages in the local community. Cybersecurity is one of those areas.

We are committed to supporting South Texas College and are very excited that they will be able to improve our local job market by enhancing the Cybersecurity program.

Please feel free to reach out to me at 956.451.8628 or dberger@netsyncnetwork.com if you have any questions or need additional information.

Sincerely,

Diana Berger
Operations Manager, South/West Texas





Your Kind of Bank
Your Kind of Banker

To whom it may concern,

I wish to support the efforts of South Texas College to enhance its Cybersecurity Program. The world of Information Technology continues to march on depending more and more on cloud based services and the Internet of Things. Being in the I.T. field for over 18 years and as currently a Vice President of Information Technology with Rio Bank, I believe I can speak intelligently on the Rio Grande Valley's need for Cyber Security subject matter experts. The industry is at a point where more Cyber Security specialization is necessary and providing quality education in this field will certainly fill an existing and growing gap for cybersecurity experts and enhance the Valleys workforce and cyber safety.

Sincerely,

A handwritten signature in black ink that reads "Jaime Hinojosa". The signature is fluid and cursive, with the first name "Jaime" being larger and more prominent than the last name "Hinojosa".

Jaime Hinojosa
Vice President of Information Technology
Rio Bank

To whom it may concern:

This letter is in support of the proposed changes of the Cybersecurity program and the department's pursuit of updating the courses to more accurately match the kind of skills that are currently in demand for today's information security needs. Based on the need we as a higher education institution experience daily through technical analysis from various tools that run on different systems, the certification and associates in Cybersecurity will prepare students for a career in public services, higher education and local businesses as well as offer them an opportunity to serve their communities, university, or college.

There must be an organized effort to provide training for future Cybersecurity professionals in the Rio Grande Valley.

As a higher education institution that is charged with the responsibility of safeguarding student data and other types of sensitive information in the Rio Grande Valley, and that serves on the advisory board for STC's Cybersecurity Program, I fully support the establishment of the proposed curriculum changes. The best interests for higher education institutions and other types of business organizations in Hidalgo County, and the region will be served by promoting educational opportunities in Cybersecurity.

Should you have any questions, I can be reached at 956-665-2489 or by email at jonas.delangel@utrgv.edu.

Sincerely,



Jonas del Angel,
Security Analyst

Office of Information Security

1201 W University Dr.
Edinburg, Texas 78539
(956) 665-7823

utrgv.edu/is

Review and Action as Necessary to Offer the Proposed Associate of Arts Degree Program in Dance in Fall 2020

The Board is asked to approve offering an Associate of Arts Degree in Dance in Fall 2020. This approval is necessary to secure further approvals from the Texas Higher Education Coordinating Board and for accreditation purposes.

The proposed Associate of Arts Degree in Dance would prepare students with the academic, technical, and analytical skills that will provide them with a measurable foundation in the basics of sound dance practices. As with any liberal arts degree, salaries vary according to the career path chosen by the degree holder.

Students graduating with an Associate of Arts in Dance will have the pre-professional foundation skills necessary to compete for beginning positions as dance instructors and/or performers, or may pursue advanced degrees in related fields.

For the College, offering this degree will pave the way for potential articulation agreements with local and regional universities, providing graduates with a pathway to pursue further academic training.

The program developers have conducted student and employer surveys to document local demand for individuals with this certificate.

The following pages contain the Program Development Packet, which includes:

- Program Development Approval Checklist
- Program Development Process and Recommendation
- Program Development Checklist
- Program Development Summary
- Enrollment Management Plan
- Student Survey
- Proposed Curriculum & Course Descriptions
- Instructional Costs and Projected Revenues

The Education and Workforce Development Committee recommended Board approval to offer an Associate of Arts Degree program in Dance in Fall 2020 as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize offering an Associate of Arts Degree program in Dance in Fall 2020 as presented.

The Following Minute Order is proposed for consideration by the Board of Trustees:
The Board of Trustees approves and authorizes offering an Associate of Arts Degree program in Dance in Fall 2020 as presented.

Approval Recommended:

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



SOUTH TEXAS
COLLEGE

Program Development Packet

for

Dance

Associate of Art

Academic Affairs Division
Office of Curriculum & Student Learning

November 26, 2019



Dance AA

Program Development Approval Checklist.....3

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Student Survey16

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Instructional Costs and Projected Revenue27

Dance AA

APPROVAL PROCESS FOR IMPLEMENTATION		DATE
✓	Department Chair Approval	9/10/2019
✓	Dean Approval	9/10/2019
✓	Division Committee	9/10/2019
✓	College-Wide Curriculum Committee	9/17/2019
✓	Academic Council	10/21/2019
✓	Planning and Development Council (PDC)	11/8/2019
<input type="checkbox"/>	Education and Workforce Development Committee (EWDC)	-
<input type="checkbox"/>	STC Board of Trustees (Certification Form)	-
<input type="checkbox"/>	Higher Education Regional Council	-
<input type="checkbox"/>	Texas Higher Education Coordinating Board (THECB)	-
<input type="checkbox"/>	Southern Association of Colleges and Schools – Commission on Colleges (SACSCOC)	-

Program Development Process

South Texas College proposed instructional programs are identified either at the college or divisional level through environmental scans, documented workforce needs, recommendations by Program Advisory Committees, or local business and industry demands. All proposed programs undergo a review process before being approved for development. The approval process includes reviews by department, division, and college-wide curriculum committees, and Academic Council. Programs that receive approval to proceed are then presented to the Planning and Development Council (PDC) for review and recommendation. A program that receives PDC approval to move forward is presented to the Board of Trustees' Education Workforce Development Committee (EWDC) for review and recommendation. Following review by the EWDC, programs are presented to the full Board of Trustees for final review and approval.

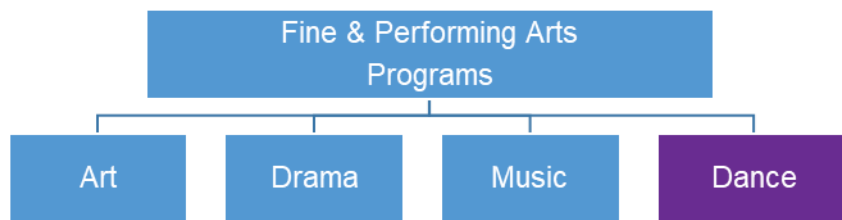
Recommendation: AA – Dance

At this point in the process, the AA in Dance has received a recommendation to proceed from the department, division, and college-wide curriculum committees. After reviewing all required documentation submitted by the department, the Office of Curriculum & Student Learning recommends that South Texas College continue with the established approval process for the Associate of Art (AA) degree in Dance.

The proposed degree will prepare students to develop the necessary academic, technical and analytical skills that will provide them with a measurable foundation in the basics of sound dance practices. The AA in Dance would require students to complete 60 semester credit hours (SCH) of course work from the Academic Course Guide Manual. The AA in Dance paves the way for potential articulation agreements with local and regional universities, including the University of Rio Grande Valley, University of Texas at Austin, and Texas Women's University, among others.

Data exists from four-year institutions indicating a demand for the program. This is evident through the 270 declared majors in the Theatre & Dance program at the University of Texas at Austin for Fall 2018, 62 declared majors at the University of Texas Rio Grande Valley for Fall 2018, and 156 declared majors at Texas Women’s University for Fall 2018. At South Texas College, two dance courses are currently offered as Creative Arts electives for the Core Curriculum requirement. Student enrollment for these courses has grown in the past two years. Currently DANC 1305 – World Dance and DANC 2303 – Dance Appreciation are offered as core curriculum elective options.

The addition of the AA in Dance would also complete the offerings in the Fine and Performing Arts area of the College:



The cost to implement the program is expected to be moderate with the budget allocating funding for the purchase of dance equipment. However, the expected reimbursement through tuition fees and state appropriations would more than cover the expenses. The proposed program anticipates offering new courses for the first year with a gradual increase in subsequent years. Three adjunct faculty and two full-time faculty are expected to be hired to support the demands of the curriculum. Current full-time faculty would teach the additional sections anticipated due to the requirement of DANC 1305 - World Dance for Creative Arts elective in the Core Curriculum.

A review conducted by the Curriculum & Student Learning department indicates the program complies with the criteria set forth by the Texas Higher Education Coordinating Board and recommends the proposed Associate of Art in Dance continue through the approval process.

Academic Programs

Program Demand and Projected Outcomes must be documented prior to the development of any new workforce or academic program. The following questions and checklist serve as an initial guide for program developers and must be completed at the start of the development process.

Proposed Award:

Program Title: AA - Dance

Program Location: Pecan Campus

Academic Year to be implemented: 2020-2021

Please list any related programs currently offered by South Texas College, if applicable:

N/A

Documentation of Academic Demand:

For Curriculum Office Use Only

Program Developer Info:

Name: Joel Jason Rodriguez

Title: Program Chair - Drama

Division: LASS

Phone: 872-2639

Proposed CIP Code: 50.0301

Substantive Change: X
Yes No

Category	Standard	Met the Standard	Did not meet the Standard	Comments
1. Academic Need	The Institution has identified at least 2 specific baccalaureate degree programs that the degree would lead into	✓		<ul style="list-style-type: none"> University of Texas Rio Grande Valley University of Texas at Austin Texas Women's University Sam Houston State University
	Data exists from four-year schools showing demand for the program and/or information exists demonstrating the emergence of a new discipline to support the transfer of programs	✓		
2. Student Demand	Related programs at South Texas College have increased enrollments in recent semesters/years	N/A		There are no currently related programs at STC.
	Related programs at South Texas College have an increased number of graduates in the past years.	N/A		There are no currently related programs at STC.
	High enrollment exists in similar programs at other institutions	✓		Refer to program summary.
	Student demand is documented through the use of student surveys	✓		Students expressed an average interest of 3.3 compared to 4.0 average in this major.

Category	Standard	Met the Standard	Did not meet the Standard	Comments
	An enrollment management plan exists for the program	✓		
	Enrollment projections reflect adequate student demand to ensure the financial self-sufficiency of the program	✓		Refer to Enrollment Management Plan and proposed budget.
3. Curriculum Quality & Articulations	The institution has or will initiate a process to establish transfer of credit articulation agreements for the program with senior-level institutions (Please include list of institutions)	✓		<ul style="list-style-type: none"> University of Texas Rio Grande Valley University of Texas at Austin Texas Women's University Sam Houston State University
4. Existing Programs	Similar programs do not exist within STC's service area – Hidalgo and Starr Counties (Please include documentation of the nearest similar programs)	✓		<p>Austin Community College (which is approximately 312 miles from McAllen) offers an AA in Dance.</p> <p>San Antonio College (which is approximately 238 miles from McAllen) offers an AA in Dance.</p> <p>Houston Community College (which is approximately 342 miles from McAllen) offers an AA in Dance.</p>
5. Program Linkage	Courses are currently offered or can be offered within local high schools via the Dual Enrollment Program. (Please provide a list of schools and/or districts)	✓		Currently DANC 2303 and DANC 1305 are offered at Juarez Lincoln High School.

Projected Outcomes:

Category	Standard	Met the Standard	Did not meet the Standard	Comments
1. Program Enrollment & Declared Majors	Program projects a steady increase in the number of declared majors in the program over the course of five years.	✓		Refer to Enrollment Management Plan
2. Number of Graduates	Program Review Standard: The program will achieve a minimum of 5 graduates per year or 25 graduates during the most recent 5-year period.	✓		Refer to Enrollment Management Plan
3. Transfers	Program Review Standard: The program will experience an increased transfer rate for its majors.	✓		We anticipate at the end of Year 1 the AA-Dance program will have between 0 – 1% transfer rate due to its first year out and there are no graduates as of yet. By Year 2, we hope to have a transfer rate of 5% and

				then increase by 2% each following year. Our intent is to establish articulation agreements with the universities noted in our program proposal to minimize loss of credit hours. If an FOS is created by THECB, we would pursue that option so our students' credits would transfer to any state four-year institution.
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Program Summary

Institution: South Texas College, McAllen Texas

Proposed Award: Associate of Art in Dance

PROGRAM DESCRIPTION

Program Objective: The Associate of Arts in Dance will prepare students to develop the necessary academic, technical and analytical skills that will provide them with a measurable foundation in the basics of sound dance practices. As with any liberal arts degree, salaries vary according to the career path chosen by the degree holder.

With an Associate of Arts in Dance from STC, students will have attained the pre- professional foundation skills necessary to compete for beginning positions as dance instructors and/or performers. In addition to career options in the field of Dance, students with an Associate of Arts in Dance may also choose to pursue advanced degrees in related fields such as Education, History & Criticism, Choreography, Arts Management, Directing, or Performance.

After receiving their associate's degree, students who desire a career as Dance educators and who earn a bachelor's degree in this field would be eligible for employment in most public school districts, providing they obtain the necessary teaching certification. Students who earn a Bachelor of Arts or a Bachelor of Fine Arts in Dance can also expect to be marketable in other areas of business and the arts requiring a combination of verbal, visual, and leadership skills. The associate and bachelor's degrees would serve as the foundation for specialized studies in Dance such as Scene & Lighting Design, Costume Design, Choreography, Directing, Performance, Arts Management, and Dramaturgy.

Curriculum: The Associate of Art in Dance would require students to complete 60 semester credit hours (SCH) of transferable course work from the Academic Course Guide Manual.

Admissions Requirements: The admissions requirements for this program would follow the general admissions policies set forth in the South Texas College catalog.

ACADEMIC NEED & PROGRAM DEMAND

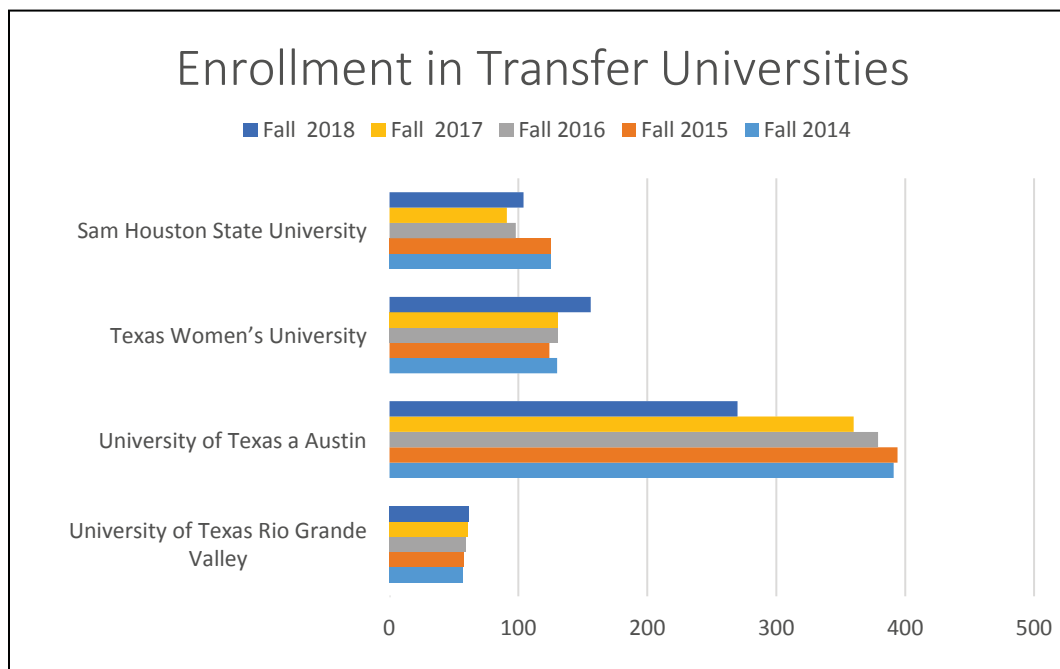
Academic Need:

Potential Articulation Agreements: This is a transfer-track program where graduates are encouraged to transfer to a four-year university offering a Bachelor's in Dance, which include the following:

- University of Texas Rio Grande Valley
- University of Texas at Austin
- Texas Women's University
- Sam Houston State University

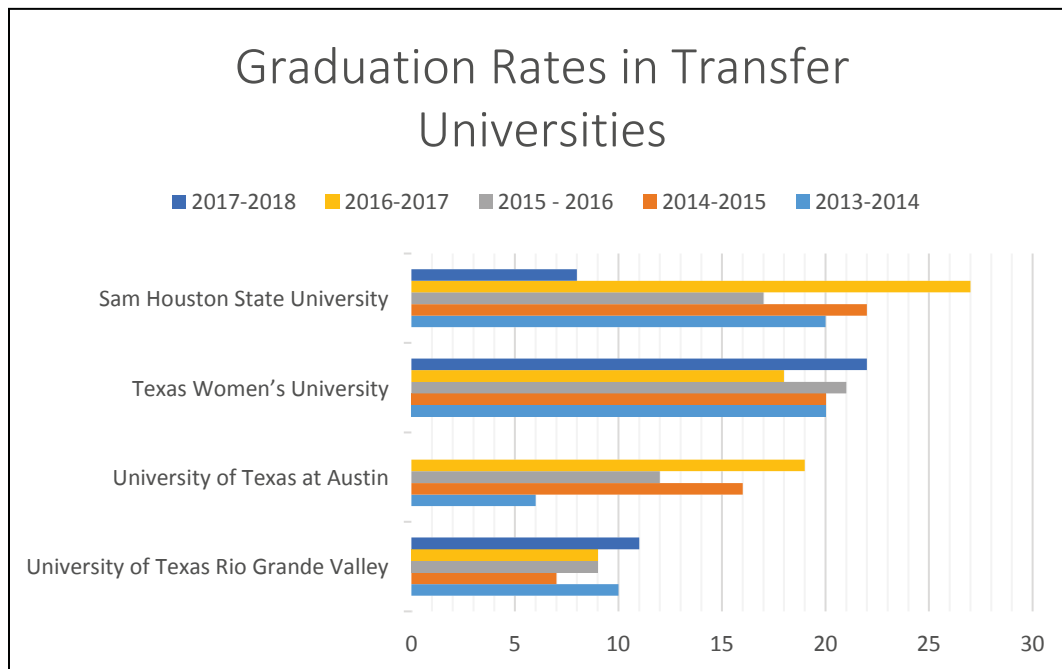
Program Demand: Enrollment and graduation data was collected for the four universities with potential articulation agreements. The data below demonstrates the Dance programs at these universities have maintained their numbers over the course of the past five years, revealing the potential demand and indicating the viability for this proposed credential at South Texas College.

Enrollment in Transfer Universities					
Major	Fall 2014	Fall 2015	Fall 2016	Fall 2017	Fall 2018
University of Texas Rio Grande Valley	57	58	59	61	62
University of Texas at Austin ¹	391	394	379	360	270
Texas Women's University	130	124	131	131	156
Sam Houston State University	125	125	98	91	104



¹ Enrollment figures include programs for BA in Theatre & Dance, BFA in Dance and Dance Education.

Graduation Rates in Transfer Universities					
Major	2013-2014	2014-2015	2015 - 2016	2016-2017	2017-2018
University of Texas Rio Grande Valley	10	7	9	9	11
University of Texas at Austin ²	6	16	12	19	N/A
Texas Women's University	20	20	21	18	22
Sam Houston State University	20	22	17	27	8



Student Demand:

Currently, DANC 1305 – World Dance and DANC 2303 – Dance Appreciation are offered as Creative Arts electives in the Core Curriculum. ³ Student enrollment for Dance courses totaled 42 students the past two years and revealed a significant growth during that time.

² Graduate data not yet available for AY 17-18.

³ Source: Course Schedules from Spring 2018 – Fall 2019 (as of 8/22/2019)

Student Survey:

A survey sample of 5000 student yielded 338 responses (7%). The margin of error associated with this survey is plus/minus 6%. The survey revealed the following results:

- Nineteen percent (19%) of students preferred AA Dance to their current major;
- Thirty-two percent (32%) felt it sounded like a good-paying job;
- Thirty-two percent (32%) felt it sounded like a job that would make their family proud; and
- Seventeen percent (17%) felt it sounded like the kind of job that employers are hiring for in the Rio Grande Valley.

Existing Programs:

- San Antonio College (approximately 238 miles from McAllen) offers an Associate of Art in Dance.
- Austin Community College (approximately 312 miles from McAllen) offers an Associate of Art in Dance.
- Houston Community College (approximately 342 miles from McAllen) offers an Associate of Art in Dance.

Program Linkage and Opportunities for Further Education: The 60 hours of coursework from the Academic Course Guide Manual are transferable to other Texas 4-year institutions. Furthermore, DANC 2303 – Dance Appreciation and DANC 1305 – World Dance are offered at Juarez Lincoln High School for dual credit.

PROGRAM SUPPORT

Faculty: The majority of the coursework offered for this proposed award would be new and therefore new faculty would need to be hired. The program anticipates hiring 3 adjunct faculty and 2 full-time faculty over the course of the first five years of inception. Additional sections of DANC 1305 – World Dance would be supported by current faculty teaching in the Drama department. The courses would average 18 students per course.

Facilities and Equipment: Funds will be used to cover the purchase of panel mirrors, dance floors (both permanent and portable) and additional dance equipment needed for the specialized courses, such as ballet. In addition, the budget would allocate funds for the purchase of portable sound systems. Current space at South Texas College would be used for facilities, in which options include the dance room at the wellness center, or the black box/conference room.

New Costs: Total costs for this program are projected to be \$539,811.86. The funding to defray the costs of this program will come from state appropriations: \$276,981.12 and tuition: \$632,806.02. The total projected 5-year revenue is \$909,787.14. Specific budget details begin on page 32 of this packet.

INSTITUTIONAL EFFECTIVENESS

Program Review and Improvement Plans: The Program Review Process at South Texas College is embedded within the bi-annual Institutional Effectiveness Assessment Plan cycle. Every academic and technical program at South Texas College monitors and reports on the following standards: graduation numbers, transfer rate, job placement rate, professional accreditations or certifications, licensure/credential exam pass rate, and program advisory committee meetings. Action plans are created for each program that does not meet its targeted outcomes.

Accreditation: The Associate of Art in Dance is designed to be consistent with the standards of the Southern Association of College and Schools Commission on Colleges and Schools (SACSCOC).

Enrollment Management Plan

POTENTIAL SOURCE OF STUDENTS

The number of students identified as potential participants for the Associate of Arts in Dance include the general current STC student body, the greater community in Hidalgo and Starr counties, and the numerous students currently involved in dance at their high schools who would want to further their skills and study in this field. The student applicant pool will include, but not be limited to: current students, high school graduates, dance instructors currently working in the Rio Grande Valley who do not have a degree, and individuals with degrees who are seeking an extension and/or change in career.

MARKETING

The Associate of Arts in Dance will be marketed to various members of the public for continued growth of potential applicants and graduates. Targeted individuals will include high school/dual enrollment students, STC student population, Hidalgo and Starr county residents, and those involved in recreation programs and dance studios throughout the valley. The program will be promoted through various activities which include student advising sessions, presentations at various STC campuses and high schools, distribution of flyers, brochures, promotional videos, social media, and additional advertisement of the program in coordination with the STC Public Relations and Marketing Department.

RETENTION

Faculty support, assistance, and tutoring will continue to be the primary resource for high retention and graduation rates for the program. Faculty will continue to utilize student-centered learning techniques, encourage active participation, and promote outside student learning activities. For additional resources, students will be referred to Advising and Counseling, Center for Learning Excellence (CLE), Library Services, and additional student services available within the college.

ENROLLMENT PROJECTIONS

The projected enrollment is based on availability of courses as the program develops the first five years in addition to the growing demand of DANC courses to meet the Visual and Performing Arts requirement for the Core Curriculum. Students will study and train under the supervision of their dance instructor.

Years	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025
Freshman	12	20	24	30	36
Sophomore		15	20	25	30

PROJECTED NUMBER OF GRADUATES

The department projects that 90% of students enrolled in the program will complete the associate degree.

Years	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025
Freshman	12	20	24	30	36
Sophomore		15	20	25	30
Graduates (90% target)		14	18	23	27

Student Survey



Research & Analytical Services Student Survey Dance New Program

Field Dates: April 5-17, 2019

Sample Size: 338, margin of error +/- 6%

Matt Dabrowski, Qualitative Researcher

Summary

Research & Analytical Services conducted a survey of students for the Curriculum & Student Learning Office. The eligible cohort was traditional students aged 18 and over, from which a sample of 5,000 was drawn. Three hundred and thirty-eight (n=338, 7%) responded. The sample was poststratified and weighted by gender and program division to create a representative portrait of all traditional students for the Spring 2019 semester. The margin of error associated with this survey is plus/minus 6%. The data reported in this document is weighted.

Student interest in an *AA Dance* program was assessed. RAS tested seven programs this semester, and the correct interpretation of the data is to compare against the average of this cohort.

For AA Dance, students expressed an average interest of 3.3 on a 1-to-10 scale, compared to 4.0 for the cohort average (cohort maximum 5.3). Liberal Arts (LA) majors expressed an average interest of 5.0. Students rated the program on attributes that included *Prefer this program to my current major* (19% vs. cohort average 28%, cohort maximum 42%, LA 30%), *Sounds like a good-paying job* (32% vs. cohort average 66%, cohort maximum 88%, LA 48%), *Sounds like the kind of job that would make my family proud* (32% vs. cohort average 56%, cohort maximum 75%, LA 39%), and *Sounds like the kind of job that employers are hiring for here in the Valley* (17% vs. cohort average 58%, cohort maximum 74%, LA 29%).

The core market for this program is Liberal Arts majors (5.0) and, to a lesser extent, female students (3.6). As noted, only 17% of students felt there's an active job market for Dance in the Valley and 32% felt this seemed like a good-paying job. The program may need to address these concerns.

Results

Weighted breakdown of respondents by program division, program degree type, county of residence, full-time/part-time status, and gender

Division	Percentage of Choices	Type	Percentage of Choices	FT/PT	Percentage of Choices
AH	20%	Academic	89%	PT	53%
BT	8%	Certificate	11%	FT	47%
BU	14%				
LA	10%	County	Percentage of Choices	Gender	Percentage of Choices
MS	10%	Hidalgo	85%	Female	57%
SS	28%	Starr	8%	Male	43%
TC	9%	Cameron	6%		
Und	1%	Other	1%		

I'd like to describe to you a type of program called the *Associate of Arts in Dance*.

Here's the description: The *Associate of Arts in Dance* provides students with a measurable foundation in the basics of sound dance practices. The program offers instruction in dance technique, performance, choreography, and history. This degree requires studio hours.



Proposed Curriculum & Course Descriptions

Dance
Associate of Art Degree
Field of Study Proposal
AY 2020-2021

TSI LIABLE

FIELD OF STUDY

18 Credits

DANC 1201	Dance Composition - Improvisation
DANC 1245	Beginning Modern
DANC 1247	Beginning Jazz
DANC 1241	Beginning Ballet
DANC 1301	Dance Composition – Choreography
DANC 1151	Freshman Dance Performance
DANC 1128	Ballroom and Social Dance
DANC 2151	Sophomore Dance Performance

Students must take 4 credits from the courses listed below:

DANC 2245	Intermediate Modern Dance
DANC 2241	Intermediate Ballet
DANC 2247	Intermediate Jazz

STC CORE CURRICULUM

42 Credits

In addition to the courses in the Field of Study, the student is required to take 42 hours from the STC Core Curriculum. **Dance majors must take DANC 1305 – World Dance to fulfill the Creative Arts component of the Core Curriculum.**

FIELD OF STUDY: 18

STC CORE CURRICULUM: 42

TOTAL CREDIT HOURS: 60

Dance
 Associate of Art Degree
 Field of Study Proposal
 AY 2020-2021
 RECOMMENDED COURSE SEQUENCE

FIRST SEMESTER	Credit Hours
DANC 1201 Dance Composition - Improvisation	2
DANC 1245 Beginning Modern	2
DANC 1247 Beginning Jazz	2
DANC 1305 World Dance	3
ENGL 1301 Composition	3
HIST 1301 United States History I OR HIST 2327	3
 SECOND SEMESTER	
DANC 1241 Beginning Ballet	2
DANC 1301 Dance Composition – Choreography	3
DANC 1151 Freshman Dance Performance	1
Social & Behavioral Sciences Elective – Core Curriculum	3
ENGL 1302 Composition II – Rhetoric	3
HIST 1302 United States History II OR HIST 2328	3
 THIRD SEMESTER	
Language, Philosophy & Culture Elective – Core Curriculum (Recommended: PHIL 2303)	3
DANC 1128 Ballroom and Social Dance	1
 FOURTH SEMESTER	
DANC 2245 Intermediate Modern Dance OR DANC 2247 Intermediate Jazz	2
DANC 2241 Intermediate Ballet OR DANC 2247 Intermediate Jazz	2
GOVT 2305 Federal Government	3
Life & Physical Sciences Elective – Core Curriculum	4
Mathematics Elective – Core Curriculum (Recommended: MATH 1414 OR MATH 1332)	3-4
 FIFTH SEMESTER	
DANC 2151 Sophomore Dance Performance	1
GOVT 2306 Texas Government	3
Speech Elective – Component Area Option – Core Curriculum (Recommended: SPCH 1311 OR SPCH 1315)	3
Life & Physical Sciences Elective – Core Curriculum	4
Component Area Option – Core Curriculum (if required) (Recommended: SPCH 1318 OR KINE 1164)	1

Dance

Associate of Art Degree

Field of Study Course Descriptions

DANC 1128 – BALLROOM AND SOCIAL DANCE

CRT HRS:01 LEC HRS:00 LAB HRS:03

Introductory instruction in the fundamental techniques and concepts associated with Ballroom and Social Dance. May be repeated for credit once.

Prerequisite: None

Course Learning Outcomes

- Recognize and exhibit dance class etiquette such as spatial awareness, active listening, personal responsibility, commitment to the practice, and respect for the larger community of dance.
- Demonstrate understanding of beginning social dance terminology and the associated movements.
- Exhibit understanding of the biomechanics related to social dance such as alignment and coordination.
- Exhibit increased facility in movement phrasing, rhythmic accuracy, and execution of learned movement (picking up material quickly).
- Articulate an understanding of the legacy of social dance as relevant to contemporary practice.

DANC 1151 – FRESHMAN DANCE PERFORMANCE

CRT HRS:01 LEC HRS:01 LAB HRS:03

This course is an instruction in dance performance through experiential projects at the freshman level. May be repeated for credit once.

Prerequisite: None

Course Learning Outcomes

- Recognize and exhibit dance rehearsal etiquette through active listening, personal responsibility, commitment to the practice, and respect for the larger community of dance.
- Demonstrate skills and etiquette necessary for dance performance including auditions, flexibility in the creative process, technical and dress rehearsal requirements, and performances.
- Utilize and articulate basic terminology necessary for performing in dance productions.
- Analyze basic performance skills and demonstrate ability to expand expressive artistry through performed movement.
- Adapt to different performance environments.

DANC 1201 – DANCE COMPOSITION - IMPROVISATION

CRT HRS:02 LEC HRS:01 LAB HRS:02

This course is an introduction to improvisation will investigate spontaneous problem solving as a means of generating movement for dance composition. Students will be called upon to explore and respond to various forms of stimuli in a safe and supportive learning environment within solo and group work.

Prerequisite: None

Course Learning Outcomes

- Execute basic improvisational skills.

- Demonstrate the ability to respond spontaneously to a variety of stimuli.
- Demonstrate an understanding of space, time, and energy through improvisational practices.
- Understand and generate a collaborative atmosphere.
- Analyze, evaluate, and articulate the creative process.

DANC 1241 – BEGINNING BALLET

CRT HRS:02 LEC HRS:01 LAB HRS:02

This course offers instruction in the fundamental techniques and concepts associated with ballet. May be repeated for credit once.

Prerequisite: None

Course Learning Outcomes

- Recognize and exhibit dance class etiquette such as spatial awareness, active listening, personal responsibility, commitment to the practice, and respect for the larger community of dance.
- Demonstrate understanding of beginning ballet terminology and the associated movements.
- Exhibit understanding of the biomechanics related to ballet such as alignment, coordination, femoral rotation, flexibility, and strength.
- Exhibit increased facility in movement phrasing, rhythmic accuracy, and execution of learned movement (picking up material quickly).
- Articulate an understanding of the legacy of ballet as relevant to contemporary practice.

DANC 1245 – BEGINNING MODERN

CRT HRS:02 LEC HRS:01 LAB HRS:03

This course offers instruction in the fundamental techniques and concepts associated with the concert form of modern dance. May be repeated for credit once.

Prerequisite: None

Course Learning Outcomes

- Recognize and exhibit dance class etiquette such as spatial awareness, active listening, personal responsibility, commitment to the practice, and respect for the larger community of dance.
- Demonstrate vocabulary related to modern dance both kinesthetically and verbally.
- Evaluate improvement in biomechanics related to alignment, traveling, coordination, flexibility, and strength/stamina in modern dance disciplines.
- Exhibit increased facility in movement phrasing, rhythmic accuracy, and execution of learned movement (picking up material quickly).
- Articulate an understanding of the legacy of modern dance as relevant to contemporary practices.

DANC 1247 – BEGINNING JAZZ

CRT HRS:02 LEC HRS:01 LAB HRS:02

This course offers instruction in the fundamental techniques and concepts associated with jazz dance. May be repeated for credit once.

Prerequisite: None

Course Learning Outcomes

- Recognize and exhibit dance class etiquette such as spatial awareness, active listening, personal responsibility, commitment to the practice, and respect for the larger community of dance.
- Demonstrate understanding of beginning jazz dance concepts and movement styles.

- Exhibit understanding of the biomechanics related to jazz dance such as alignment, isolations, flexibility, strength, speed, and rhythmic complexity.
- Exhibit increased facility in movement phrasing, rhythmic understanding and execution of learned movement (picking up material quickly).
- Articulate an understanding of the legacy of jazz dance as relevant to contemporary practice.

DANC 1301 – DANCE COMPOSITION - CHOREOGRAPHY

CRT HRS:03 LEC HRS:01 LAB HRS:03

This course is an examination of the principles of movement generation, phrasing, choreographic structure, and manipulation. Integration of choreographic principles will foster the growth of personal artistic style.

Prerequisite: None

Course Learning Outcomes

- Demonstrate choreographic principles such as motif, theme and variation, use of space, time, and energy, positive/negative space through creation of solo/group movement studies.
- Edit, refine, embellish, and amplify movement content.
- Analyze compositions through verbal and written self and peer assessments.
- Distinguish the responsibilities of choreographer and dancer in the symbiotic relationship.

DANC 1305 – WORLD DANCE

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course is a survey of dances from different cultures, their histories, and their influences on contemporary dance and society. Cultural origins, significance, motivations and techniques will be explored experientially.

Prerequisite: Eligible for ENGL 1301

Course Learning Outcomes

- Evaluate and discuss the influence of culture on dance movements.
- Recognize and appreciate cultural diversity through the aesthetics of movement.
- Compare and contrast musical accompaniment to cultural dances.
- Discuss the history and cultural relevance of world dance forms.
- Apply cross-cultural analysis to the study of dance.

DANC 2151 – SOPHMORE DANCE PERFORMANCE

CRT HRS:01 LEC HRS:01 LAB HRS:03

This course is an instruction in of dance performance through experiential projects at the sophomore level. May be repeated for credit once.

Prerequisite: DANC 1151

Course Learning Outcomes

- Recognize and exhibit dance rehearsal etiquette through active listening, personal responsibility, commitment to the practice, and respect for the larger community of dance.
- Demonstrate skills and etiquette necessary for dance performance including auditions, flexibility in the creative process, technical and dress rehearsal requirements, and performances.
- Utilize and articulate basic terminology necessary for performing in dance productions.
- Analyze basic performance skills and demonstrate ability to expand expressive artistry through performed movement.

- Adapt to different performance environments.

DANC 2241 – INTERMEDIATE BALLET

CRT HRS:02 LEC HRS:01 LAB HRS:02

This course is an instruction in the intermediate techniques and concepts associated with ballet. May be repeated for credit once.

Prerequisite: DANC 1241

Course Learning Outcomes

- Continue to recognize and exhibit dance class etiquette such as spatial awareness, active listening, personal responsibility, commitment to the practice, and respect for the larger community of dance.
- Demonstrate understanding of intermediate ballet terminology and the associated movements.
- Apply strategies linking biomechanics to ballet practices such as the adagio, pirouettes, petite allegro, and grand allegro.
- Effectively apply artistic choices such as musicality, focus, and use of energy to performed movement.
- Analyze personal progress within the legacy of ballet.

DANC 2245 –INTERMEDIATE MODERN DANCE

CRT HRS:02 LEC HRS:01 LAB HRS:03

This course is an instruction in the intermediate techniques and concepts associated with the concert form of modern dance. May be repeated for credit once.

Prerequisite: DANC 1245

Course Learning Outcomes

- Continue to recognize and exhibit dance class etiquette such as spatial awareness, active listening, personal responsibility, commitment to the practice, and respect for the larger community of dance.
- Demonstrate an expanded understanding of vocabulary both kinesthetically and verbally.
- Apply strategies linking biomechanics to modern dance practices such as the use of gravity, inversions, spirals, levels, and dynamic alignment.
- Effectively apply artistic choices such as musicality, focus, and use of energy to performed movement.
- Analyze personal progress within the legacy of modern dance.

DANC 2247 – INTERMEDIATE JAZZ

CRT HRS:02 LEC HRS:01 LAB HRS:02

This course is an instruction in the intermediate techniques and concepts associated with jazz dance. May be repeated for credit once.

Prerequisite: DANC 1247

Course Learning Outcomes

- Continue to recognize and exhibit dance class etiquette such as spatial awareness, active listening, personal responsibility, commitment to the practice, and respect for the larger community of dance.
- Demonstrate understanding of intermediate jazz dance concepts and movement styles.

- Apply strategies linking biomechanics to jazz dance practices at the intermediate level in alignment, isolations, flexibility, strength, speed, and rhythmic complexity.
- Effectively apply artistic choices such as relationship to music, rhythmic structures, and the dynamic qualities of jazz dance.
- Analyze personal progress within the legacy of jazz dance.

Instructional Costs & Projected Revenue

Instructional Costs and Projected Revenue for AA Dance

Faculty Salary & Benefits	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025	Totals
LHE Rate	\$ 750.00	\$ 750.00	\$ 750.00	\$ 750.00	\$ 750.00	
# of LHE's per Course	2.67	2.67	2.67	2.67	2.67	
Subtotal	\$ 2,002.50	\$ 2,002.50	\$ 2,002.50	\$ 2,002.50	\$ 2,002.50	
# of Sections Taught by Adjunct	12	12	18	18	18	
# of Sections Taught by F/T	1	16	19	27	30	
Adjunct Salary	\$ 24,030.00	\$ 24,030.00	\$ 36,045.00	\$ 36,045.00	\$ 36,045.00	
Multiplied by Benefits Rate	1.148	1.148	1.148	1.148	1.148	
Total Salary for Adjunct	\$ 27,586.44	\$ 27,586.44	\$ 41,379.66	\$ 41,379.66	\$ 41,379.66	
F/T Faculty @ \$46,000	\$0	\$46,000	\$0	\$46,000	\$0	
Benefit Rate (F/T Salary X 30%=\$13,800)	\$0	\$13,800	\$0	\$13,800	\$0	
Cost for Faculty Salary/Benefits	\$ 27,586.44	\$ 87,386.44	\$ 41,379.66	\$ 101,179.66	\$ 41,379.66	\$ 298,911.86

Projected Revenue	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025	Totals
State Appropriations *						
# of Sections	13	28	37	45	48	
# of Students per Section	18	18	18	18	18	
Total # of Students per Year	234	504	666	810	864	
# of Contact Hours per Student	54	54	54	54	54	
Total Contact Hours	12636	27216	35964	43740	46656	
Multiplied by State Funding Rate (2.74)	\$ 2.74	\$ 2.74	\$ 2.74	\$ 2.74	\$ 2.74	
State Appropriations Generated	\$ 34,622.64	\$ 74,571.84	\$ 98,541.36	\$ 119,847.60	\$ 127,837.44	
State Appropriations Received	\$ 34,622.64	\$ 34,622.64	\$ 34,622.64	\$ 74,571.84	\$ 98,541.36	\$ 276,981.12

* State Appropriations funding is based on average funding per contact hour from previous biennium

Tuition	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025	Totals
Enrollment # Projected	234	504	666	810	864	
Tuition Rate per Credit Hour	\$ 77.00	\$ 77.00	\$ 77.00	\$ 77.00	\$ 77.00	
Subtotal	\$ 18,018.00	\$ 38,808.00	\$ 51,282.00	\$ 62,370.00	\$ 66,528.00	\$ 237,006.00
# of Credit Hours per Course	2.67	2.67	2.67	2.67	2.67	
Total Tuition	\$ 48,108.06	\$ 103,617.36	\$ 136,922.94	\$ 166,527.90	\$ 177,629.76	\$ 632,806.02

Operating Costs and Revenue Projections

CATEGORY	INITIAL COST	BUDGET 2ND YEAR	BUDGET 3RD YEAR	BUDGET 4TH YEAR	BUDGET 5TH YEAR	TOTAL BUDGET
	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025	2020-2025
Faculty Salaries and Benefits	\$27,586.44	\$87,386.44	\$41,379.66	\$101,179.66	\$41,379.66	\$298,911.86
Supplies and Materials (Operating)	\$15,000.00	\$15,000.00	\$20,000.00	\$20,000.00	\$25,000.00	\$95,000.00
Library Resources	\$1,000.00	\$800.00	\$800.00	\$500.00	\$500.00	\$3,600.00
Equipment and Software (Capital)	\$7,000.00	\$0.00	\$1,300.00	\$0.00	\$0.00	\$8,300.00
Facilities (Furniture) (Operating)	\$33,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$33,000.00
Faculty Professional Development/(Travel)	\$0.00	\$5,000.00	\$8,000.00	\$8,000.00	\$8,000.00	\$29,000.00
Subtotal - Instructional & Operating Budget	\$83,586.44	\$108,186.44	\$71,479.66	\$129,679.66	\$74,879.66	\$467,811.86
Total Budget Per Year	\$83,586.44	\$108,186.44	\$71,479.66	\$129,679.66	\$74,879.66	\$467,811.86

CATEGORY	REVENUE	REVENUE	REVENUE	REVENUE	REVENUE	TOTAL REVENUE
	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025	2020-2025
State Appropriations	\$ 34,622.64	\$ 34,622.64	\$ 34,622.64	\$ 74,571.84	\$ 98,541.36	\$ 276,981.12
Tuition	\$ 48,108.06	\$ 103,617.36	\$ 136,922.94	\$ 166,527.90	\$ 177,629.76	\$ 632,806.02
TOTAL REVENUE	\$ 82,730.70	\$ 138,240.00	\$ 171,545.58	\$ 241,099.74	\$ 276,171.12	\$ 909,787.14

Review of Proposed Development of an Associate of Applied Science Degree Program and Certificate Program for Automotive Collision Repair & Refinishing

The Education and Workforce Development Committee reviewed the proposed development of an Associate of Applied Science Degree program and a Certificate program in Automotive Collision Repair & Refinishing.

Committee approval was necessary to authorize development of this new program. Due to the nature of this new program and its difference from current programs offered by the College, an extended, two-phase approval process is required by Texas Higher Education Coordinating Board:

- Phase I is the request for *approval to initiate the development of the program*. If approval to develop this program is granted by the required entities, up to and including the Education and Workforce Development Committee, Phase II of the process would begin.
- During Phase II, an Advisory Committee will be formally established that will guide the development of an appropriate curriculum that meets the business and industry workforce needs. Phase II is the request to *approve the program* as proposed by the Advisory Committee and will follow the same approval channels including Education and Workforce Development Committee and South Texas College Board of Trustees.

The proposed programs would include training in vehicle interiors, metal repair, basic body welding, vehicle structure analysis, alignment, color analysis, paint matching, and major collision and panel replacement. These programs would include a hands-on practicum partnering with local body shop under experienced technicians.

Students graduating from the proposed Certificate program could continue their education at South Texas College through the AAS. Students would be prepared to take the collision, structure, and refinishing exams offered by I-Car and ASE certifications.

The program developers have conducted student and employer surveys to document local demand for individuals with this certificate.

The Education and Workforce Development Committee approved Phase I so faculty can move forward to Phase II of the program development process for an Associate of Applied Science Degree program and a Certificate program in Automotive Collision Repair & Refinishing as presented.

No Board action is needed for the development of these programs, though the Committee and Board approval would be necessary to offer the programs once developed.

Review and Action as Necessary Regarding the Fiscal Year 2019 Financial Audit

On December 3, 2019, Mr. Aaron Rios, a Partner with Carr, Riggs & Ingram, LLC, reviewed the status of the Comprehensive Annual Financial Report for the Fiscal Years Ended August 31, 2019 and 2018 with the Committee and responded to questions.

Mr. Rios reported an “unmodified” opinion on each area audited.

The external financial auditors presented on the FY 2019 net position, revenues and expenditures, and on tuition, fees, and student enrollment trends.

The auditors also gave a strong commendation to the College’s business office for the implementation and adherence to strong fiscal controls.

No action was taken at the Committee meeting.

A draft of the Comprehensive Annual Financial Report for the Fiscal Years Ended August 31, 2019 and 2018 is included under separate cover.

The Fiscal Year 2019 Financial Audit will be presented at the December 10, 2019 Board Meeting for review and to take action.

Recommendation:

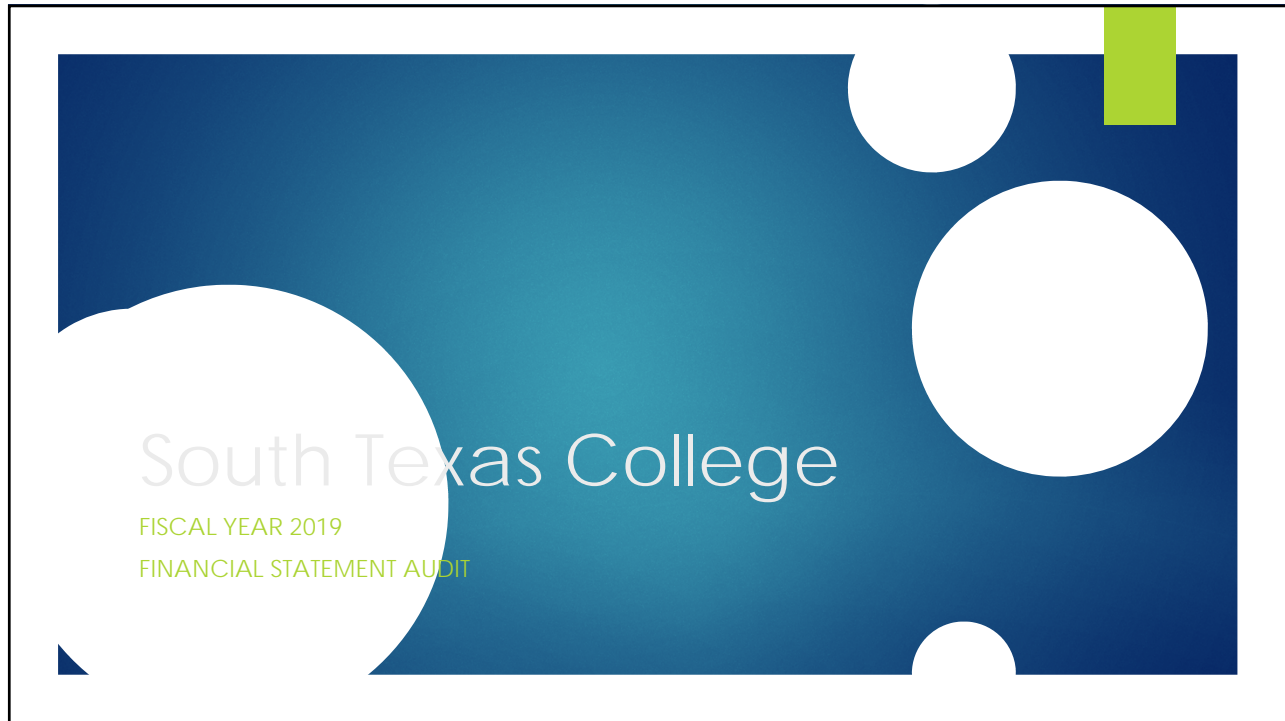
It is recommended that the Board of Trustees of South Texas College accept the Fiscal Year 2019 Financial Audit as presented.

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

The Board of Trustees accepts the Fiscal Year 2019 Financial Audit as presented.

Approval Recommended:

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



Summary of Audit Results

A. Financial Statements

- Unmodified Opinion
- No significant deficiencies or material weaknesses
- No noncompliance was identified that was material to the basic financial statements

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Summary of Audit Results- Continued

B. Audit of Federal Awards

- Unmodified Opinion
- No significant deficiencies or material weaknesses in internal control over compliance
- No findings of noncompliance required to be reported under the Uniform Guidance

Summary of Audit Results- Continued

Major Programs Audited

Student Financial Assistance Cluster

- 84.007- FSEOG
- 84.033- Federal College Workstudy
- 84.063- Federal Pell Grant

84.031S- Higher Education Institutional Aid

These programs comprised approximately 90% of Federal awards expended by the College.

Summary of Audit Results- Continued

c. Audit of State Awards

- Unmodified Opinion
- No significant deficiencies or material weaknesses
- No findings of noncompliance required to be reported under the Texas State Single Audit Circular

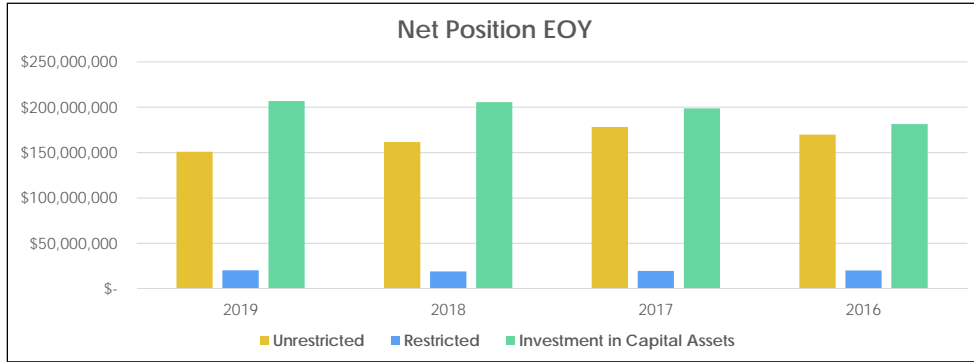
Major Programs Audited

Texas Educational Opportunity Grant (TEOG) Initial and Renewal Years

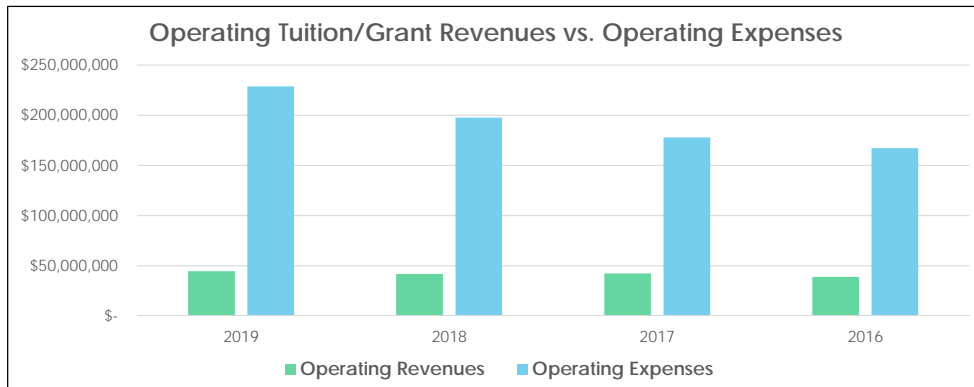
Financial Summary

	2019	2018	Change
Total Current Assets	\$135,439,936	\$158,693,609	\$(23,253,673)
Total Noncurrent Assets	\$480,332,270	\$452,268,020	\$28,064,250
Deferred Outflows	\$120,234,176	\$10,977,033	\$109,257,143
Total Assets and Deferred Outflows of Resources	\$736,006,382	\$621,938,662	\$114,067,720
Current Liabilities	\$33,876,742	\$33,090,070	\$786,672
Noncurrent Liabilities	\$282,128,623	\$190,116,951	\$92,011,672
Deferred Inflows	\$41,997,885	\$12,350,994	\$29,646,891
Total Liabilities and Deferred Inflows of Resources	\$358,003,250	\$235,558,015	\$122,445,235
Total Net Position	\$378,003,132	\$386,380,647	\$(8,377,515)

Financial Summary

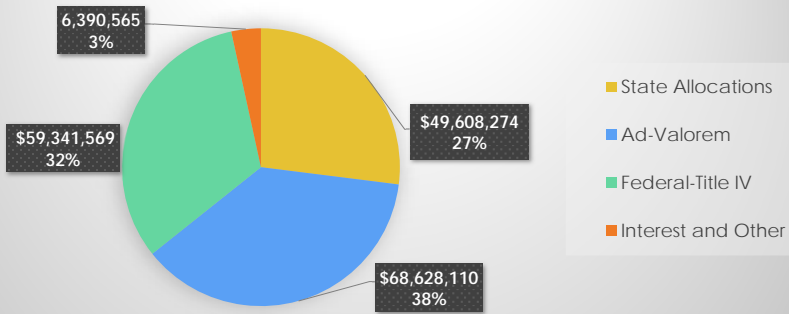


Financial Summary



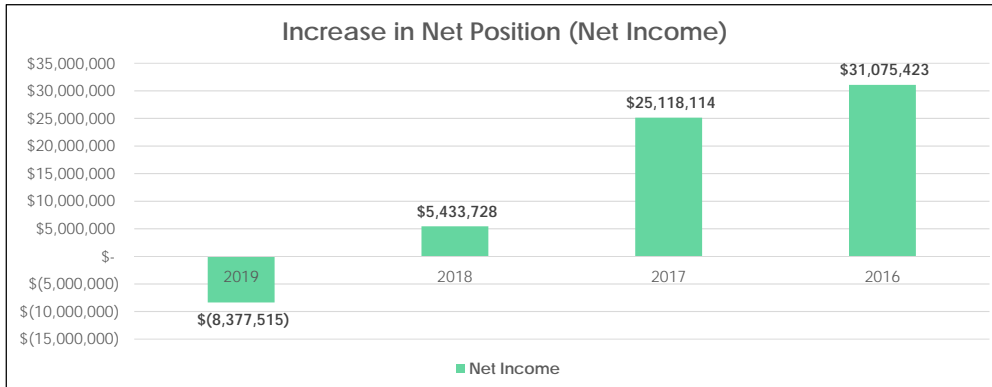
Financial Summary

Non-Operating Revenues



Financial Summary

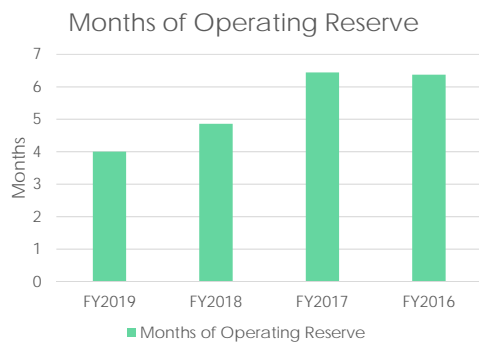
Exhibit 2 (pg.43)



Financial Summary

Net cash:	FY 2019	FY 2018	FY 2017
Operating Activities	(144,460,210)	(153,218,747)	(123,937,410)
Non-capital Financing Activities	156,598,803	155,501,929	144,475,241
Capital and Related Financing Activities	(7,041,041)	(67,448,574)	(85,993,863)
Investing Activities	(44,549,669)	26,791,848	43,920,538
Increase (Decrease) in cash and cash equivalents	(39,452,117)	(38,373,544)	(21,535,494)
Cash and cash equivalents- Sept 1	137,752,441	176,125,985	197,661,479
Cash and cash equivalents- Aug 31	\$98,300,324	\$137,752,441	\$176,125,985

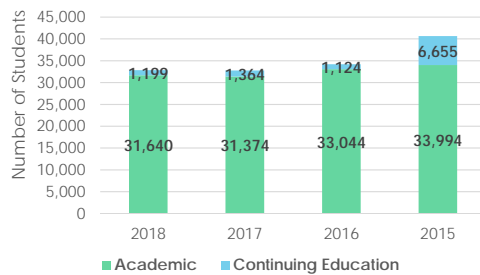
Unrestricted Net Assets Available for Operations



- ▶ Unrestricted net position has decreased as a result of large changes to OPEB liabilities beyond the control of the college.
- ▶ The College has 4.0 months of expenditures available in unrestricted net position, which is in compliance with the minimum standard of 4 months set by the College.
- ▶ Taking out the effects of pensions and OPEB, the college would be at 8.18 months.

Enrollment Trends

South Texas College Enrollment-Fall



- ▶ The number of students enrolled has declined slightly in recent years, primarily due to the recovery and expansion of the economy since the recession in 2008.
- ▶ Typically, there is a decrease in enrollment when the unemployment rate is low. This decrease has leveled out in the current period and enrollment has slightly increased.
- ▶ STC in-district tuition and fees have increased 1.63% over the prior period.
- ▶ State appropriation per FTSE was \$1,931, an increase of 3.76% over the prior period.

Audit Summary

- ▶ The College received an Unmodified Opinion, the highest opinion available, on its overall financial statements, including the single audit.
- ▶ The College has implemented effective processes and controls over financial statement reporting.
- ▶ CRI identified potential opportunities for improvement. These were communicated to management and management has developed responses.
- ▶ The College has received the GFOA Certificate of Excellence for the past 16 years and has applied for and will likely receive the certificate again.



Review and Action as Necessary on Purchases and Renewals

Approval of the following purchases and renewals is requested.

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

A. Purchases and Renewal

a. Instructional Items

1) Automated Tablet Packager System (Purchase)

Purchase an automated tablet packager system from **Parata Systems** (Durham, NC), a sole source vendor, at a total amount of \$124,245.00.

Purpose – The Pharmacy Technology Program in the Division of Nursing and Allied Health is requesting the purchase of an automated tablet packager system for student instruction at the Nursing and Allied Health Campus.

Justification and Benefit – This system is a high speed, unit-dose packaging system that is used in hospital and clinical pharmacies. It provides patients with individual packages of multiple medications that are needed in the morning, noon, and evening and reduces taking medications in error or at the wrong time.

The students will become proficient in automated packaging maintenance, recalibrating the system for the packaging and formulary needs of a pharmacy setting, and automated device inventory management system. These skills will expand the students' employability beyond the retail and hospital pharmacies into the mail order pharmacy and long-term pharmacy settings.

Funds for this expenditure are budgeted in the Pharmacy Technology budget for FY 2019 – 2020.

2) Clinical Skills Manikins (Purchase)

Purchase clinical skills manikins from **DiaMedical USA Equipment, LLC**. (West Bloomfield, MI), The Interlocal Purchasing System (TIPS) approved vendor, at a total amount of \$105,950.00.

Purpose – The Associate Degree Nursing program in the Division of Nursing and Allied Health is requesting the purchase of ten (10) clinical skills manikins for student instruction in the skill lab.

Justification and Benefit – Clinical skill manikins will offer students a fully immerse experience in patient care practice skills. This equipment is also part of the overall simulation experience that has become a widely accepted method of instruction by accrediting bodies to better help prepare students for real-life experiences in a safe and non-threatening environment. It is designed to provide “real” life experiences. It is equipped with realistic articulation, airway ventilation, oral/dental hygiene, breathing (chest rise and fall), cardiac defibrillation, and real monitoring 4-lead ECG, blood pressure

measurement, and ostomy care. This equipment will provide advanced training on how to handle different patient care practices that are critical in our community.

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

b. Non – Instructional Item

3) Signs, Banners, and Related Products (Renewal)

Renew the signs, banners, and related products contracts for the period beginning February 1, 2020 through January 31, 2021, at an estimated amount of \$50,000.00 which is based on prior year expenditures. The vendors are as follows:

- **FedEx Office** (McAllen, TX)
- **Huntington Sky Production/ dba Fastsigns** (McAllen, TX)
- **The Sign Depot** (McAllen, TX)

Purpose – The Office of Public Relations, Planning and Construction, Student Services, Continuing Education, and various departments request the purchase of signs, banners, and related products for identification purposes and event awareness.

Justification and Benefit – The signs, flags, and related products will be used by various departments’ college wide to promote and market instructional programs, departments, events, South Texas College in the community, and the public schools.

The proposal award to each vendor is based upon the services they provide, their pricing, and their availability (delivery timeline). It will include hanging banners, event directional year signs, table covers, metal signs, nameplates, and office entrance signs.

Background – The Board awarded the contracts for signs, banners, and related products at the December 12, 2017 Board of Trustees meeting for one year with two one-year annual renewals. The last renewal period begins February 1, 2020 and ends January 31, 2021.

Award	Board Meeting Date	Original Term	Renewal Term
Original	12/12/17	2/1/18 – 1/31/19	2 – one year options
1 st Renewal	11/27/18		2/1/19 – 1/31/20
2 nd Renewal	12/10/19		2/1/20 – 1/31/21

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

Funds for this expenditure are budgeted in the Public Relations and Marketing, Student Services, Continuing Education, Planning and Construction, and various department budgets for FY 2019 – 2020.

C. Technology Items

4) Information Technology Consultant Services Agreements (Purchase)

Purchase information technology consultant services agreements from **Ellucian Company, LP.** (Fairfax, VA), through Texas A & M University – Corpus Christi (Corpus Christi, TX) acting by and through the State of Texas Department of Information Resources (DIR) for Texas Connection Consortium (TCC), for the period beginning September 1, 2019 through August 31, 2020, at an estimated amount of \$47,918.00.

Purpose – Information Technology is requesting to purchase two (2) consulting services agreements for ongoing projects for the Business Office-Cashiers and Office of Human Resources.

Justification – The services are needed to upgrade the current software for the Loan Management System used by the Cashiers Office. This is necessary to remain compliant with new laws and security regulations.

The Office of Human Resources is requesting that the applicant system People Adm integrated with Banner. These services are necessary to reduce any interruption during the integration.

Funds for this expenditure are budgeted in the Information Technology, Project Management, Risk, and Security budget for FY 2019 – 2020.

5) On-Demand Subscription Library (Renewal)

Renew an on-demand subscription library from **Ellucian Company, LP.** (Fairfax, VA) through Texas A & M University – Corpus Christi (Corpus Christi, TX) acting by and through the State of Texas Department of Information Resources (DIR) for Texas Connection Consortium (TCC), for the period beginning October 1, 2019 through September 30, 2020, at an estimated amount of \$28,470.00.

Purpose – Information Technology is requesting to renew computer based, on-demand training for the Banner applications and existing 3rd party applications that work with the Banner system including Luminis and DegreeWorks.

Justification and Benefit – The computer-based training library is a set of over 4,000 lessons that can be accessed at any time by the College's Banner users. Lessons cover different Banner modules and provide a better understanding of the functionality of each module. Features include a frequently asked questions section that includes questions by Banner users from other institutions, exercises, and short quizzes to help users better understand what they have learned.

Funds for this expenditure are in the Information Technology, Project Management, Risk, and Security budget for FY 2019 – 2020.

Recommendation:

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

A. Purchases and Renewal

a) Instructional Items

- 1) Automated Tablet Packager System (Purchase):** purchase an automated tablet packager system from **Parata Systems** (Durham, NC), a sole source vendor, at a total amount of \$124,245.00;
- 2) Clinical Skills Manikins (Purchase):** purchase clinical skills manikins from **DiaMedical USA Equipment, LLC.** (West Bloomfield, MI), The Interlocal Purchasing System (TIPS) approved vendor, at a total amount of \$105,950.00;

b) Non-Instructional Item

- 3) Signs, Banners, and Related Products (Renewal):** renew the signs, banners, and related products contracts for the period beginning February 1, 2020 through January 31, 2021, at an estimated amount of \$50,000.00 which is based on prior year expenditures. The vendors are as follows:
 - **FedEx Office** (McAllen, TX)
 - **Huntington Sky Production/ dba Fastsigns** (McAllen, TX)
 - **The Sign Depot** (McAllen, TX)

c) Technology Items

- 4) Information Technology Consultant Services Agreements (Purchase):** purchase information technology consultant services agreements from **Ellucian Company, LP.** (Fairfax, VA), through Texas A & M University – Corpus Christi (Corpus Christi, TX) acting by and through the State of Texas Department of Information Resources (DIR) for Texas Connection Consortium (TCC), for the period beginning September 1, 2019 through August 31, 2020, at an estimated amount of \$47,918.00;
- 5) On-Demand Subscription Library (Renewal):** renew an on-demand subscription library from **Ellucian Company, LP.** (Fairfax, VA) through Texas A & M University – Corpus Christi (Corpus Christi, TX) acting by and through the State of Texas Department of Information Resources (DIR) for Texas Connection Consortium (TCC), for the period beginning October 1, 2019 through September 30, 2020, at an estimated amount of \$28,470.00.

Recommend Action - The total for all purchases and renewals is \$356,583.00.

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

The Board of Trustees approves and authorizes the purchases and renewals in the amount of \$356,583.00 as presented.

Approval Recommended:

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

Review and Action as Necessary to Revise Policy #4216: *Harassment, Discrimination, and Sexual Misconduct*

Approval to revise Policy #4216: Discrimination, Harassment, and Sexual Misconduct is requested.

Purpose – The proposed policy revisions update the current policy, which was last revised by the Board in August 2019.

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

- To remove the words “Licensed” and “Professional Licensed” when referring to Counselors, since there are no requirements under the state or federal laws that require a Counselor must be licenses in order for the conversation to be maintained confidential.
- To remove the Title IX Deputy Coordinator for Human Resources, since the Director of Human Resources is currently a vacant position. Replaced with Interim Director of Human Resources, who is being assigned as Title Deputy Coordinator.

Background – Policy #4216: Harassment, Discrimination, and Sexual Misconduct, was approved by the Board of Trustees on May 26, 2015, and was amended in December 2015, April 2016, April 2018, and August 2019.

The College's Title IX Team, consisting of the Title IX Coordinator, Deputy Title IX Coordinators, and Title IX Investigators, is continually monitoring updates to the Title IX requirements as issued by the Department of Education and investigation outcomes from current court cases.

Reviewers – The revised policy has been reviewed by staff, the Title IX Committee, and President's Cabinet.

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 strikethrough.

The Finance, Audit, and Human Resources Committee recommended Board approval of the proposed revisions to Policy #4216: *Harassment, Discrimination, and Sexual Misconduct*, as presented and which 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 #4216: *Harassment, Discrimination, and Sexual Misconduct*, 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 #4216: *Harassment, Discrimination, and Sexual Misconduct*, as presented and which supersedes any previously adopted Board policy.

Approval Recommended:

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

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I. Purpose

South Texas College is committed to providing an environment that respects the dignity and worth of every member of its community. Members of the campus community are entitled to an educational, learning, and working environment free of harassment, discrimination, sexual misconduct, and retaliation. To ensure compliance with federal and state civil rights laws and College policies, the College has developed internal policies that will provide a supportive process for individuals who report harassment, discrimination, sexual misconduct, and retaliation. These laws include, but are not limited to, Title II of the Americans with Disabilities Act of 1990, Title VII of the 1964 Civil Rights Act; Title IX of the Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973, the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, as amended by Section 304 of the Violence Against Women Reauthorization Act of 2013, H.B. 699 84th Texas Legislature, H.B. 968 85th Texas Legislature, and S.B. 212 86th Texas Legislature.

Nothing in this Policy is created to impair academic freedom and inquiry, principles of free speech, or the College's educational mission.

II. Non-Discrimination

South Texas College is an equal education and equal employment opportunity/affirmative action employer. As an equal education institution and equal opportunity employer, the College does not discriminate on the basis of race, color, national origin, religion, age, sex, sexual orientation, gender, gender identity, disability, genetic information, or veteran status. Discrimination is prohibited and the College will comply with all applicable College policies, and state and federal legislation. This statement extends to individuals seeking employment with and admission to the College.

Discrimination is defined as prohibited conduct directed at an employee or student on the basis of race, color, national origin, religion, age, sex, including pregnancy and parental status, sexual orientation, gender, gender identity, physical or mental disability, genetic information, veteran status, or any other basis prohibited by law, that adversely affects the employee's employment or that adversely affects the student.

III. Pregnancy and Parenting

The College prohibits discrimination on the basis of sex, including pregnancy and parental status, in any educational activity or program.

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Italics denote addition

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Employee:

The College prohibits discrimination on the basis of sex. The term 'on the basis of sex' includes, but is not limited to, because of or on the basis of pregnancy, childbirth, or related medical conditions; and women affected by pregnancy, childbirth, or related medical conditions shall be treated the same for all employment-related purposes, including receipt of benefits under fringe benefit programs, as other persons not so affected but similar in their ability or inability to work.

Student:

The College specifically prohibits discrimination against a student based on pregnancy, childbirth, false pregnancy, termination of pregnancy, or recovery from any of these conditions. The College prohibits applying any rule related to a student's parental, family, or marital status that treats students differently based on their sex.

The College prohibits excluding a pregnant student from participating in any part of an educational program. This prohibition applies to specific classes such as advanced placement or honors classes, extracurricular programs, interscholastic sports, honor societies, and opportunities for student leadership, among other activities. Pregnant students shall be allowed to participate in classes and extracurricular activities without having to present a doctor's note.

In addition, the College shall excuse a student's absences because of pregnancy or childbirth for as long as the student's doctor deems the absences medically necessary. When a student returns to school, the student must be allowed to return to the same academic and extracurricular status as before the medical leave began.

Pregnant students shall be provided reasonable academic, physical, and policy based adjustments necessary because of pregnancy, such as larger desks, elevator access, and more bathroom breaks as necessary. Pregnant students and those with medical needs following pregnancy or related conditions are to be provided support and accommodations in the same way as the college provides support for all temporary disabilities.

IV. Prohibited Conduct

South Texas College prohibits harassment, discrimination, sexual misconduct, and retaliation, even if the behavior does not rise to the level of criminal conduct. Specific acts of prohibited conduct are described in this policy. Prohibited conduct, by any person, is subject to disciplinary action up to and including dismissal or expulsion from the College.

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Harassment

Employee:

Prohibited harassment of an employee is defined as unwelcome physical, verbal, or nonverbal conduct based on an employee's race, color, national origin, religion, age, sex, sexual orientation, gender, gender identity, physical or mental disability, genetic information, veteran status, or any other basis prohibited by law, when the conduct is so severe, persistent, or pervasive and objectively offensive that the conduct unreasonably interferes with, denies or limits an employee's opportunities in the work environment or ability to participate in or benefit from the activities of the College.

Student:

Prohibited harassment of a student is defined as unwelcome physical, verbal, or nonverbal conduct based on the student's race, color, national origin, religion, age, sex, sexual orientation, gender, gender identity, physical or mental disability, genetic information, veteran status, or any other basis prohibited by law, when the conduct is so severe, persistent, or pervasive and objectively offensive that the conduct unreasonably interferes with, denies or limits student's ability to participate in or benefit from the educational programs and/or activities of the College.

A. Sexual Harassment

South Texas College assumes an affirmative position to prevent and eliminate sexual misconduct, including sexual harassment in any division, department, or any unit by any individual. It is the policy of South Texas College to provide an educational and working environment for its students, faculty, staff, guests and visitors that is free from sex discrimination and sexual harassment. It is the policy of the College that any practice or behavior that constitutes sexual harassment will not be tolerated.

Sexual Harassment is unwelcome conduct of a sexual nature, including but not limited to unwelcome sexual advances, requests for sexual favors, and other verbal or physical harassment of sexual nature when submission of such conduct:

- creates a hostile environment, that is intentionally directed towards a specific individual or a group of individuals, that is sufficiently severe, persistent, or pervasive and objectively offensive that unreasonably interferes with, denies, or limits someone's ability to participate in or benefit from the education or employment, and/or activities or other benefits of the College;
- based on power differentials (*quid pro quo*), which refers to sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature by a person having power or authority over another constitutes sexual harassment

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when submission to such sexual conduct is made either explicitly or implicitly a term or condition of rating or evaluating an individual's educational development or performance; or that is made either explicitly or implicitly a term or condition of a person's student status, employment, or participation in College activities; or

- is retaliation against an individual for raising an allegation of sexual or gender-based harassment, for cooperating in an investigation of such a complaint, or for opposing discriminatory practices, includes but not limited to intimidation, threats, or harassment against any complainant, witness, or third party.

This policy has been developed to reaffirm this principle and to provide recourse for those individuals whose rights have been violated.

B. Sexual Misconduct

This policy prohibits any form of sexual misconduct. Sexual misconduct includes, but is not limited to, behaviors often described as sexual harassment, non-consensual sexual contact, sexual exploitation, sexual violence, rape, stalking, and intimate partner violence, also known as dating violence and or domestic violence. It is a violation of policy and the law, including Title IX, to commit these acts or attempt to commit them. Sexual misconduct can occur in any sex or gender configuration regardless of sex and gender identity whether it be an employee or student.

Any employee or student who is found to have engaged in sexual misconduct shall be subject to appropriate disciplinary action, up to and including dismissal or expulsion and may be prosecuted under State law. This policy shall be applied without regard to the sexual orientation, gender and/or gender identity of the individual(s) involved.

a. Sexual Harassment (as defined in section B)

b. Consensual Relationships

It is the policy of South Texas College that supervisors and faculty shall not enter into any type of consensual romantic or sexual relationship with staff whom they supervise or with students enrolled in their courses.

The College prohibits supervisors from entering consensual romantic or sexual relationships with any subordinate employee under the supervisor's direct or indirect supervision, and prohibits faculty members from entering consensual romantic or sexual relationships with any student enrolled in the faculty member's class.

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A supervisor is prohibited from explicitly or implicitly suggesting or recommending to a subordinate employee that the employee transfer or be transferred to another position or that the subordinate employee leave employment with the intention of circumventing this policy.

A faculty member is prohibited from explicitly or implicitly suggesting or recommending to a student enrolled in the faculty member's class to drop the class or withdraw from enrollment in the College with the intention of circumventing this policy.

Employees with direct teaching, supervisory, advisory, or evaluative responsibility over other employees, students and/or student employees recognize and respect the ethical and professional boundaries that must exist in relationships with students or employees of the College.

c. **Sexual Violence**

South Texas College prohibits any unwelcome physical conduct perpetrated against a person's will or where a person is incapable of giving consent (e.g. due to the person's use of drugs or alcohol, or because an intellectual, mental or physical disability that prevents the person from having the capacity to give consent).

- Prohibited sexual misconduct and sexual violence could be committed by force, intimidation, or use of victim's incapacity (physical, mental, or through use of drugs or alcohol).
- All sexual contact between individuals must be with each person's consent, as defined in Section VII: Consent.

d. **Sexual Exploitation**

Sexual exploitation occurs when one person takes non-consensual or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of other sexual misconduct offenses.

Examples of sexual exploitation include, but are not limited to, engaging in the following activities without the other person(s) consent:

- Invasion of sexual privacy such as sexual voyeurism (such as watching a person undressing, using the bathroom, or engaging in sexual acts without the consent of the person observed).

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- Non-consensual digital, video or audio recording of nudity or sexual activity.
- Or in any other private activity or disseminating sexual pictures without the photographed person's consent.
- Exposing one's genitals or breasts in non-consensual circumstances or inducing another to expose his or her genitals or breasts.
- Prostituting another person.
- Engaging in sexual activity with another person while knowingly infected with human immunodeficiency virus (HIV) or other sexually transmitted disease (STD) and without informing the other person of the infection.
- Administering alcohol or drugs (such as "date rape" drugs) to another person.
- Going beyond the boundaries of consent (such as letting your friend hide in the closet to watch you having consensual sex).
- Sexually-based stalking and/or bullying may also be forms of sexual exploitation.

e. **Stalking**

Stalking is a course of conduct directed at a specific person on the basis of actual or perceived membership in a protected class that is unwelcome and that would cause a reasonable person to feel fear.

Stalking can be repetitive and menacing conduct, including pursuit, following, harassing, and/or interfering with the peace and/or safety of another.

f. **Other Prohibited Conduct**

This policy prohibits other offenses of a discriminatory, harassing, and/or retaliatory nature not included in the previous sections as follows:

- Intimidation, defined as implied threats or acts that cause a reasonable fear of harm in another on the basis of actual or perceived membership in a protected class.
- Hazing, defined under this policy as acts likely to cause physical or psychological harm or social ostracism to any person within the College community when related to the admission, initiation, pledging, joining, or any other group-affiliation activity on the basis of actual or perceived membership in a protected class.
- Bullying, defined under this policy as repeated and/or severe aggressive behavior likely to intimidate or intentionally hurt, control or diminish another person, physically or mentally on the basis of actual or perceived membership in a protected class.

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- Violation of any other College rule, when it is motivated by sex or gender or the actual or perceived membership of the victim in a protected class, may be pursued using this policy and process.

g. Coercion

Coercion is an unreasonable amount of pressure for sexual activity. When someone makes clear to you that they do not want sex, that they want to stop, or that they do not want to go past a certain point of sexual interaction, continued pressure beyond that point can be coercive.

There is no requirement that a party resists the sexual advance or request, but resistance is a clear demonstration of non-consent. The presence of force is not demonstrated by the absence of resistance. Sexual activity that is forced is by definition non-consensual, but nonconsensual sexual activity is not by definition forced.

h. Intimate Partner (Dating/Domestic) Violence

Defined as violence by a person who is or has been in a romantic or intimate relationship with the victim. Whether there was such a relationship will be gauged by its length, type and frequency of interaction.

Domestic violence includes offenses committed by the victim's current or former spouse, current or former cohabitant, person similarly situated under domestic or family violence law, or anyone else protected under domestic or family violence law.

i. Non-Consensual Sexual Intercourse

Defined as any sexual penetration or intercourse (anal, oral, or vaginal), however slight, with any object by a person upon another person that is without consent and/or by force.

Sexual penetration includes vaginal or anal penetration by a penis, tongue, finger, or object, or oral copulation by mouth-to-genital contact or genital-to-mouth contact.

j. Non-Consensual Sexual Contact

Defined as any intentional sexual touching, however slight, with any object by a person upon another person that is without consent and/or by force.

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Sexual touching includes any bodily contact with the breasts, groin, genitals, mouth, or other bodily orifice of another individual or any other bodily contact in a sexual manner.

V. Hostile Environment

A hostile environment may be created by oral, written, graphic or physical conduct that is sufficiently severe, persistent or pervasive and objectively offensive that interferes with, limits or denies the ability of an individual to participate in or benefit from educational programs, services, opportunities, or activities or the individual's employment access, benefits or opportunities. Mere subjective offensiveness, based on personal opinions, emotions, or point of view, is not enough to create a hostile environment.

In determining whether conduct is severe, persistent or pervasive and objectively offensive, based on facts, measurable, and observable, and thus creates a hostile environment, the following factors will be considered:

- i. the degree to which the conduct affected one or more individuals' education or employment;
- ii. the nature, scope, frequency, duration, and location of the incident(s);
- iii. the identity, number, and relationships of persons involved; or
- iv. the perspective of a "reasonable person" in the same situation as the person subjected to the conduct.

VI. Off Campus Conduct

Conduct that occurs off campus, including online activity, may be the subject of a complaint or report and will be evaluated to determine whether it violates this policy or other South Texas College policies. The off campus conduct will be evaluated to determine possible continuing effects that create a hostile environment on campus and whether the conduct occurred in the context of an education program or activity or affects a substantial College interest.

A substantial College interest includes but is not limited to any action that constitutes a criminal offense as defined by law or any situation where it appears that the responding party may present a danger or threat to the health or safety of self or others.

VII. Consent

South Texas College prohibits any physical conduct perpetrated against a person's will or where a person is incapable of giving consent (e.g. due to the person's use of drugs or alcohol,

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or because an intellectual, mental or physical disability that prevents the person from having the capacity to give consent).

Prohibited sexual misconduct and sexual violence could be committed by force, intimidation, or use of victim's incapacity (physical, mental, or through use of drugs or alcohol).

- Consent is knowing, voluntary, and clear permission by word or action to engage in mutually agreed upon sexual activity. Since individuals may experience the same interaction in different ways, it is the responsibility of each party to make certain that the other has consented before engaging in the activity.
- For consent to be valid, there must be a clear expression in words or actions that the other individual consented to that specific sexual conduct.
- Consent can be withdrawn once given, as long as the withdrawal is clearly communicated.
- Consent to some sexual contact (such as kissing or fondling) cannot be presumed to be consent for other sexual activity (such as intercourse).
- A current or previous dating relationship is not sufficient to constitute consent.
- The existence of consent is based on the totality of the circumstances, including the context in which the alleged incident occurred and any similar previous patterns that may be evidenced.

Sexual activity with someone who one should know to be -- or based on the circumstances should reasonably have known to be -- mentally or physically incapacitated (by alcohol or other drug use, unconsciousness or blackout), constitutes a violation of this policy.

NOTE: In order to give effective consent, one must be of legal age. In Texas, the age of consent is 17.

A. Incapacitation

South Texas College prohibits any unwelcome physical conduct perpetrated against a person's will or where a person is incapable of giving consent (e.g. due to the person's use of drugs or alcohol, or because an intellectual, mental or physical disability that prevents the person from having the capacity to give consent). When the individual seeking sexual access knows or reasonably should have known of the incapacity.

Incapacitation is defined as a state where someone cannot make rational, reasonable decisions because they lack the capacity to give knowing/informed consent (e.g., due to the person's use of drugs or alcohol, because an intellectual, mental or physical disability that prevents the person from having the capacity to give consent or to understand the "who, what, when, where, why or how" of their sexual interaction).

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This policy also covers a person whose incapacity results from mental disability, involuntary physical restraint and/or from the taking of incapacitating drugs. A person cannot consent if they are unable to understand what is happening or is disoriented, helpless, asleep or unconscious for any reason, including due to alcohol or drugs.

An individual who engages in sexual activity when the individual knows, or REASONABLY should know, that the other person is physically or mentally incapacitated has violated this policy. It is not an excuse that the responding party was intoxicated and, therefore, did not realize the incapacity of the reporting party.

VIII. Title IX Coordinator

Title IX implementing regulations, provide that each educational institution receiving federal funds shall designate at least one employee to coordinate its efforts to comply with and carry out its responsibilities under Title IX including any investigation of any complaint communicated to such recipient alleging its noncompliance with Title IX regulations or alleging any actions which would be prohibited by such regulations. The College hereby designates Mrs. Mary G. Elizondo, 3201 W. Pecan Blvd., McAllen, Texas 78501. Office Location: Annex - Pecan Campus; Second Floor Phone: (956) 872-3558 as the Title IX Coordinator.

Title IX Statement

Title IX of the Education Amendments 1972 (20 U.S.C. s1681 et seq.) and its implementing regulations, 34 C.F.R. Part 106 (Title IX), "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance."

The College strives to maintain a healthy and safe environment where all members of the community, students, faculty and staff feel welcome on College campuses and classrooms. Students, faculty and staff are thus prohibited from conducting themselves in a way that results in any form of sexual harassment, sex-based harassment and/or sexual violence.

IX. Title IX Procedures

Complaint procedures are found at the Office of Human Resources, the Office of Student Rights and Responsibilities, and the South Texas College Title IX website <http://www.southtexascollege.edu/about/notices/title-ix.html>.

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X. Reporting

All members of the South Texas College community, including but not limited to students, employees, applicants, vendors, guests and visitors are encouraged to report incidents of prohibited conduct.

Reporting Required for Sexual Harassment, Sexual Assault, Dating Violence or Stalking

Employees who, in the course and scope of employment, witness or receive information regarding the occurrence of an incident that the employee reasonably believes constitutes sexual harassment, sexual assault, dating violence, or stalking and is alleged to have been committed by or against a person who was a student enrolled at, or an employee of the institution, at the time of the incident, shall promptly report the incident to the Title IX Coordinator or Deputy Title IX Coordinator.

Report must include all information concerning the incident that is relevant to the investigation and, if applicable, redress of the incident, including whether an alleged victim has expressed a desire for confidentiality in reporting the incident.

Reporting Options

A. Report an Incident or Complaint Online

The College is required to provide students, employees, visitors, guests, vendors the option to electronically report an allegation of sexual harassment or sexual assault, dating violence, or stalking committed against, or witness by, the person on or off campus.

The option to report an incident or complaint online is anonymous and accessible through the College homepage.

B. Title IX Coordinator or Deputy Title IX Coordinator(s)

Inquiries or complaints may be addressed to the College's Title IX Coordinator. The Title IX Coordinator has primary responsibility for coordinating efforts related to investigation, resolution, and implementation of corrective measures and monitoring to stop, remediate, and prevent harassment, discrimination, sexual misconduct, or retaliation. The Title IX Coordinator will assign the investigation to a Deputy Title IX Coordinator or other appropriate College official.

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Title IX Coordinator and Title IX Deputy Coordinator Contact Information:

Title IX Role	STC Employee & Title	Email	Campus Phone
Title IX Coordinator	Maria G. Elizondo VP for Finance and Administrative Services	marve@southtexascollege.edu	(956) 872-3558
Title IX Deputy Coordinator	Brenda J. Balderaz Director of Human Resources	brendajb@southtexascollege.edu	(956) 872-5057
Title IX Deputy Coordinator	Janette Garcia Institutional Equity Manager	jgarcia_3213@southtexascollege.edu	(956) 872-2307
Title IX Deputy Coordinator	Santa E. Pena Director of Counseling	santaep@southtexascollege.edu	(956) 872-2140
Title IX Deputy Coordinator	Laura Requena Interim Director of Human Resources	lrequena@southtexascollege.edu	(956) 872-3646
Title IX Deputy Coordinator	Elizabeth G. Trevino Police Sergeant	etrev116@southtexascollege.edu	(956) 872- 3889

C. Responsible Employee

Under Title IX regulations, the South Texas College must designate “Responsible Employees” and must identify “Confidential Employees” to whom students may report incidents of sexual assault, sexual harassment, sex discrimination, retaliation, or other conduct prohibited by this policy (referred to herein as a “Title IX Violation”).

Every College employee, except for ~~licensed~~ Counselors, are defined as “responsible employees” and must promptly report incidents of prohibited conduct that come to their attention to either the Office of Human Resources, the Title IX Coordinator, Deputy Title IX Coordinator, or to the South Texas College Department of Public Safety. A “responsible employee” has the duty to report incidents of sexual misconduct to the Title IX Coordinator or other appropriate designee.

The responsible employee needs to:

- 1) advise the individual(s) of the employee’s obligation to report any information the individual(s) reveals to the Title IX coordinator,
- 2) explain to the individual(s) of their option(s) to ask that the institution nonetheless consider maintaining the confidentiality of that information, but that the institution may not be able to guarantee confidentiality, and

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- 3) advise the individual(s) of the option to instead share this information with counseling, advocacy, health, mental health or other sexual assault-related resources.

D. Confidential Employee

~~Licensed professional~~ eCounselors are considered “confidential employees” who are designated by the College as a person with whom students may speak confidentially concerning sexual harassment, sexual assault, dating violence, or stalking or who receives information regarding such an incident under circumstances that render the employee’s information confidential or privileged under other law.

Reporting Requirements for Confidential Employees:

In making a report of incidents of sexual harassment, sexual assault, dating violence and stalking, shall state only the type of incident reported and may not include any information that would violate a student’s expectation of privacy. This subsection does not affect the employee's duty to report an incident under any other law.

The College is required to collect non-identifying information on the incidents reported by confidential employees for reporting and statistical purposes.

E. Report to Law Enforcement

Complaints may also be filed with local law enforcement and/or South Texas College Department of Public Safety.

Nothing in this policy is intended to limit the right of any person to file a criminal complaint with the law enforcement authorities in conjunction with a complaint under this policy.

F. State and Federal Reporting Options

Complaints may also be filed with:

Office of Civil Rights

Dallas Office, U.S. Department of Education, 1999 Bryan St., Suite 1620, Dallas, TX 75201-6810, Telephone: (214) 661-9600 or National Office, Office of Civil Rights, Lyndon Baines Johnson Department of Education Bldg., 400 Maryland Avenue, SW, Washington, DC 20202-1100, Telephone: (800) 241-3481

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Equal Employment Opportunity Commission (EEOC)

Texas Office, Equal Employment Opportunity Commission, Legacy Oaks, Building A, 5410 Fredericksburg Road, Suite 200, San Antonio, TX 78229, Telephone: (800) 669-6820 or National Office, U.S. Equal Employment Opportunity Commission, 131 M. Street, NE, Washington, DC 20507, Telephone: (202) 663-4900

XI. Confidentiality

The identity of an alleged victim of an incident of sexual harassment, sexual assault, dating violence or stalking is confidential and not subject to disclosure under Chapter 552, Government Code, unless waived in writing by the alleged victim.

The identity may be disclosed only to:

- a) persons employed by or under contract with the College who are necessary to conduct an investigation of the report or any related hearings;
- b) a law enforcement officer as necessary to conduct a criminal investigation of the report;
- c) the person or persons alleged to have perpetrated the incident, to the extent required by other law; or
- d) potential witnesses to the incident necessary to conduct an investigation of the report.

Nothing in this section may be construed as prohibiting a victim from making a report to a law enforcement agency using the pseudonym form.

XII. Failure to Report or Filing of False Complaints

Any person who knowingly and intentionally files a false complaint under this policy is subject to disciplinary action up to and including dismissal or expulsion from the College.

An employee commits an offense, subject to criminal charges, if the employee knowingly fails to make a report of Sexual Harassment, Sexual Assault, Dating Violence or Stalking as required under Section X of this policy or knowingly makes a report with the intent to harm or deceive that is false.

An offense for failure to report is a Class B misdemeanor, except that the offense is a Class A misdemeanor if it is shown on the trial of the offense that the actor intended to conceal the incident that the actor was required to report.

~~Strikethrough denotes deletion~~

Italics denote addition

MANUAL OF POLICY

Title	Harassment, Discrimination, and Sexual Misconduct	4216
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The College shall terminate the employment of an employee whom the institution determines, in accordance with the institution's disciplinary procedure, to have committed an offense under this section.

Deliberately false and/or malicious accusations under this policy, as opposed to allegations which, even if erroneous, are made in good faith, are a serious offense and will be subject to appropriate disciplinary action up to and including dismissal or expulsion from the College, in accordance with existing policies.

XIII. Immunities

A person acting in good faith who reports or assists in the investigation of a report of an incident of Sexual Harassment, Sexual Assault, Dating Violence or Stalking or who testifies or otherwise participates in a disciplinary process or judicial proceeding arising from a report of such an incident:

- (1) is immune from civil liability, and from criminal liability for offenses punishable by fine only, that might otherwise be incurred or imposed as a result of those actions; and
- (2) may not be subjected to any disciplinary action by the College at which the person is enrolled or employed for any violation by the person of the College's code of conduct reasonably related to the incident for which suspension or expulsion from the institution is not a possible punishment.

Immunity does not apply to a person who perpetrates or assists in the perpetration of the incident of Sexual Harassment, Sexual Assault, Dating Violence or Stalking reported.

XIV. Effect on Pending Personnel Actions

The filing of a sexual misconduct or retaliation complaint will not stop or delay any evaluation or disciplinary action related to the complainant who is not performing up to acceptable standards or who has violated the College's rules, regulations, or policies.

XV. Relationship of Complaint Process to Outside Agency Time Limits

The filing of a sexual misconduct complaint under this policy does not excuse the complainant from meeting the time limits of outside agencies.

XVI. Retaliation

Retaliation is defined as any adverse action taken against a person participating in a protected activity because of their participation in that protected activity. Retaliation against an

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Italics denote addition

MANUAL OF POLICY

Title	Harassment, Discrimination, and Sexual Misconduct	4216
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individual for alleging harassment, supporting a party bringing an allegation or for assisting in providing information relevant to a claim of harassment is a serious violation of this policy and will be treated as another possible instance of harassment or discrimination. Acts of alleged retaliation should be reported immediately to the Title IX Coordinator and/or Title IX Deputy Coordinator(s) and will be promptly investigated. South Texas College is prepared to take appropriate steps to protect individuals who are subjected to retaliation.

Examples of an adverse action include conduct that:

- significantly disadvantages or restricts an individual as to his or her status as a student or employee, or his or her ability to gain the benefits or opportunities of the program;
- discourages one from making a discrimination claim, or
- could act as a deterrent to further protected activity.

The College prohibits retaliation against an employee or student who, in good faith, makes a claim alleging to have experienced discrimination or harassment, makes a report as required of an incident of Sexual Harassment, Sexual Assault, Dating Violence or Stalking, or cooperates with an investigation, a disciplinary process, or a judicial proceeding relating to a report of such incident.

The retaliation prohibition does not apply to an employee who reports an incident of Sexual Harassment, Sexual Assault, Dating Violence or Stalking perpetrated by the employee or in the cooperation of an investigation, a disciplinary process or a judicial proceeding relating to an allegation that the employee perpetrated such incident.

XVII. Compliance

Title IX Coordinator

Not less than once every three months, the Title IX Coordinator shall submit a written report to the College President of the reports received of Sexual Harassment, Sexual Assault, Dating Violence or Stalking, including information regarding:

- 1) the investigation of those reports;
- 2) the disposition, if any, of any disciplinary processes arising from those reports; and
- 3) the reports for which the College determined not to initiate a disciplinary process, if any.

The Title IX Coordinator or Title IX Deputy Coordinator shall immediately report to the College President an incident reported of Sexual Harassment, Sexual Assault, Dating Violence or Stalking if the Title IX Coordinator or Title IX Deputy Coordinator has cause to believe that the safety of any person is in imminent danger as a result of the incident.

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Italics denote addition

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College President

The College President shall submit to the Board of Trustees and post on the College's website a report concerning the reports received of Sexual Harassment, Sexual Assault, Dating Violence or Stalking, in accordance with SB 212 of the 86th Legislation.

The report may not identify any person and must include:

- a) the number of reports received of Sexual Harassment, Sexual Assault, Dating Violence or Stalking;
- b) the number of investigations conducted as a result of those reports;
- c) the disposition, if any, of any disciplinary processes arising from those reports;
- d) the number of those reports for which the institution determined not to initiate a disciplinary process, if any; and
- e) any disciplinary actions taken on incidents of Sexual Harassment, Sexual Assault, Dating Violence or Stalking.

The College President shall annually certify in writing to the Texas Higher Education Coordinating Board that the College is in substantial compliance with Texas Education Code, Subchapter E-2 in reporting required of incidents of Sexual Harassment, Sexual Assault, Dating Violence or Stalking.

If the Texas Higher Education Coordinating Board determines that the College is not in substantial compliance with Subchapter E-2 of Chapter 51 of the Education Code, the Texas Higher Education Coordinating Board may assess an administrative penalty against the College in an amount not to exceed \$2 million. In determining the amount of the penalty, the Texas Higher Education Coordinating Board shall consider the nature of the violation and the number of students enrolled at South Texas College.

If the Texas Higher Education Coordinating Board assesses an administrative penalty against the College, the Texas Higher Education Coordinating Board shall provide to the College with written notice of the Texas Higher Education Coordinating Board's reasons for assessing the penalty.

The College may appeal any penalty assessed by the Texas Higher Education Coordinating Board in the manner provided by Chapter 2001, Government Code.

The College may not pay an administrative penalty assessed using state or federal money.

An administrative penalty collected under this section shall be deposited to the credit of the sexual assault program fund established under Section 420.008, Government Code.

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Italics denote addition

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XVIII. Review

The College’s Board of Trustees will review this policy each biennium and will revise the policy as necessary.

XIX. History

Origination Date Approved by Board	May 26, 2015
Date Reviewed and Approved by Board	December 15, 2015 April 26, 2016 April 24, 2018 August 27, 2019 December 10, 2019

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Italics denote addition

Review and Action as Necessary to Revise Policy #4904: *Employee Complaint Procedure*

Approval to revise Policy #4904: *Employee Complaint Procedure* is requested.

Purpose – The proposed policy revisions update the current policy, which was last revised by the Board in 2016.

Justification – Policy #4904: *Employee Complaint Procedure* was previously presented at the November 12, 2019 Finance, Audit, and Human Resources Committee meeting where the Committee suggested an employee procedure form as an Exhibit.

Administration has included the changes requested by the Committee and also additional changes provided by South Texas College legal counsel for personnel issues, Mr. Jose Guerrero.

On November 20, 2019, Management met with a member of the Board of Trustees to continue to review the policy and, as a result, the policy was updated and was presented to the Committee on December 3, 2019.

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

- To remove the language regarding that the absence of a written notice within the prescribed time period would be a denial of the employee's grievance.
- Increase the number of days a written notice to the employee is required from 10 to 20 working days.
- To clarify when in Level Two a complaint may be presented to the Vice President and to the President.
- To clarify the steps involved in submitting a complaint.
- To include an Employee Complaint Procedure Form.

Background – South Texas College created Policy #4904: *Employee Complaint Procedure* on November 22, 2016.

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. A preliminary review was completed by South Texas College legal counsel for personnel issues, Mr. Jose Guerrero, and a final review is still pending.

Enclosed Documents - The revised policy and the Employee Complaint Procedure form follow 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 strikethrough. Changes that were completed at the further suggestion of legal counsel are highlighted in blue.

The Finance, Audit, and Human Resources Committee recommended Board approval of the proposed revisions to Policy #4904: *Employee Complaint Procedure* 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 #4904: *Employee Complaint Procedure* 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 #4904: *Employee Complaint Procedure* 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	Employee Complaint Procedure	4904
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I. Purpose

College employees have the right to present grievances concerning their wages, hours of employment, or conditions of work, either individually or through a representative that does not claim the right to strike. An employee having a grievance regarding his/her wages, hours of employment, or conditions of work may seek redress of such grievance by filing a complaint in accordance with this policy.

An employee may file a complaint after a disciplinary action, (other than termination) becomes final, or from placing a written response in his/her personnel file to any disciplinary action.

II. Policy

~~Employees have the option of selecting from the following three complaint processes: informal complaint process, formal complaint process, and other complaint processes.~~

In this policy, the terms “complaint” and “grievance” shall have the same meaning. A complaint or grievance is defined as an unresolved issue concerning an employee’s wages, hours of employment, or conditions of work. ~~the application of College policy, practice, or regulation.~~

OTHER COMPLAINT PROCESSES

~~This policy will be followed except where the employee believes there has been discrimination, harassment, retaliation, a sexual harassment or other harassment or illegal activity by a co-worker or supervisor or prohibited conduct as defined in Policy 4216 Harassment, Discrimination, and Sexual Misconduct; Policy 4204 Reporting Suspected or Known Fraud, 4204 Abuse and Other Improprieties, Policy 4205 Equal Education and Employment Opportunities or Policy 4209 The Whistleblower Act. In accordance with Policy 4216 Harassment, Discrimination, and Sexual Misconduct, if the employee’s immediate supervisor is the source of the complaint, the employee may present the initial complaint to the next level administrator with supervisory authority over the employee. Every College employee, except for licensed Counselors, must promptly report incidents of prohibited conduct that come to their attention to either the Office of Human Resources, the Title IX Coordinator, Deputy Title IX Coordinator, or to the South Texas College Police Department.~~

~~The process described in this policy shall not be construed to create new or additional rights beyond those granted by law or Board policy, nor is it intended to create constitutional due process rights or to require a full evidentiary hearing or “mini trial” at any level.~~

~~Complaints arising out of an event or a series of related events that occurred prior to the filing of the complaint shall be addressed in one complaint. Employees shall not bring separate or serial complaints arising from any event or series of events that have been or could have been addressed in a previous complaint.~~

No employee shall be penalized, disciplined or prejudiced for exercising the right to file and pursue

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Denotes addition

Additional changes from Finance Packet to Board

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a complaint under this policy.

INFORMAL COMPLAINT PROCESS

Employees are encouraged to seek resolution of their employment-related grievances within five (5) working days of the action which is the subject of the complaint as soon as possible, at the lowest administrative level, by discussing their concerns or complaints through informal conferences as follows: ~~with their supervisor or other supervisor within the chain of command.~~

1. Speak with the individual whom the complaint is against; or
2. Speak with the immediate supervisor or ~~other~~ next higher level supervisor; or ~~within the chain of command~~
3. Mediation between employees. The Office of Human Resources may facilitate the mediation.

The supervisor will provide written notice to the employee, within five (5) working days after the meeting, whether the remedy being requested by the employee is being granted or denied, or offer an alternative resolution. ~~The informal conferences shall be documented through a written statement or summary that is issued to the employee.~~

If an employee's complaint is not resolved through an informal conference or when the informal complaint process was bypassed, the employee may initiate the formal complaint process, as provided by this policy.

FORMAL COMPLAINT PROCESS

~~If an employee's complaint is not resolved through an informal conference, the employee may initiate the formal complaint process, as provided by this policy.~~

~~The steps to the procedure are as follows:~~

LEVEL ONE

1.

~~An~~ If the employee complaint is not resolved through an informal conference, the employee and/or the employee's representative shall complete an Employee Complaint Procedure Form ~~present the complaint, in writing,~~ and submit to the employee's own immediate supervisor within 20 working days from the date of the informal conference or if the informal conference was bypassed or from the date the employee becomes aware or should have been aware of the action which is the subject of the complaint.

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The Employee Complaint Procedure Form requires the following information: ~~A written complaint must provide:~~

1. A clear explanation of the employee's specific concern;
2. A description of how the employee's employment has been affected.
3. A description of the relief the employee is seeking.

The employee may submit the Employee Complaint Procedure Form via email, inter-office mail, or hand deliver the form.

If the complaint is against the employee's own immediate supervisor, the employee will submit the complaint to the respective next higher level supervisor. If the employee's next higher level supervisor is a Vice President or President, Level One shall be bypassed and the employee shall proceed to Level Two, accordingly.

LEVEL ONE (Immediate Supervisor)

~~2.~~ 1. The employee's immediate supervisor shall review the complaint. The immediate supervisor will meet with the next higher level supervisor and other supervisor in the employee's chain of command, including the Dean/Director, ~~and in consultation with the Director of Human Resources or Employee Relations Officer, and any other administrator who has supervisory authority over the employee, including~~ and may include the respective division Vice-President, to review the complaint. The immediate supervisor, Dean/Director, and any other administrator may consult with the Director of Human Resources or designee.

~~3.~~ 2. The employee's immediate supervisor will meet with the employee to discuss the complaint and the remedy requested, not later than 20 working days from date the complaint is filed. Any other ~~administrator~~ supervisor in the employee's chain of command, but not including the respective Vice-President, ~~who has supervisory authority over the employee, including the appropriate Vice President,~~ may attend this meeting with the employee. ~~If the complaint is not resolved to the employee's satisfaction at the immediate supervisor level, the employee may present the complaint to the next level supervisor in chain of command up to respective division Vice President.~~

4. 3. The employee's immediate supervisor, or other supervisor in the employee's ~~next level supervisor within the~~ chain of command, up to, but not including the Vice President, will provide written notice to the employee, within ~~10~~ 20 working days after the meeting, ~~of status of continuing review of complaint,~~ whether the remedy being requested by the employee is being granted or denied, or offer an alternative resolution. ~~If the employee does not receive the written notice within the prescribed time period, it shall be deemed a denial of the employee's grievance.~~

If the complaint is not resolved to the employee's satisfaction at Level One, the employee may proceed to present the complaint at Level Two.

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~~Denotes addition~~

~~Additional changes from Finance Packet to Board~~

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LEVEL TWO (Vice-President or President)

~~Employees that are not satisfied with the outcome in Level One may submit a written complaint to the respective division Vice President.~~

~~In instances where the respective department does not have a Vice President, the employee may present the written complaint to the President. A complaint concerning the proposed termination of an at-will employee may be presented to the President, if the employee has alleged unlawful retaliation, harassment, or discrimination in the complaint.~~

Vice-President

1. An employee may submit a written complaint to the respective division Vice-President, if the employee is not satisfied with the outcome in Level One or if Level One is bypassed as addressed by this policy. ~~If the complaint is not resolved to the employee's satisfaction at Level One, the employee may present the complaint to the respective division Vice President.~~ The written complaint must be submitted to the Vice-President not later than 10 working days from the date of the decision at Level One. The employee shall provide a clear and concise statement detailing the reason(s) why the Level One decision was not acceptable to the employee.
2. The Vice-President may consult with the Director of Human Resources or designee ~~Employee Relations Officer~~ and shall not later than 20 working days following receipt of the complaint, issue a written decision, which shall be mailed and/or emailed to the employee. The decision of the Vice-President may grant or deny the remedy being requested by the employee, or offer an alternative resolution. The employee complaint decision of the Vice-President is final and not appealable under this policy.

President

In instances where the respective department does not have a Vice-President, the employee may present the written complaint to the President. A complaint concerning the proposed termination of an at-will employee may be presented to the President, if the employee has alleged unlawful retaliation, harassment, or discrimination in the complaint.

1. If the complaint is not resolved to the employee's satisfaction at Level One and if the employee's supervisor is a Vice President or the employee's ~~the~~ respective department does not have a Vice President, the employee may present the complaint to the President. The complaint shall be submitted to the President not later than 10 working days from the date of the decision at Level One. The employee shall provide a clear and concise statement detailing the reason(s) why the Level One decision was not acceptable to the employee.
2. The President may consult with the Director of Human Resources or designee ~~Employee~~

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Denotes addition

Additional changes from Finance Packet to Board

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~~Relations Officer~~ and shall not later than 20 working days following receipt of the complaint, issue a written decision, which shall be mailed and/or emailed to the employee. The decision of the President may grant or deny the remedy being requested by the employee, or offer an alternative resolution. The employee complaint decision of the President is final and not appealable under this policy.

- ~~3. If the complaint is not resolved to the employee's satisfaction at Level One, the employee may present the complaint to the respective division Vice President except that a complaint concerning the proposed termination of an at-will employee may be presented to the President, if the employee has alleged unlawful retaliation, harassment, or discrimination in the complaint. The complaint must be submitted to the Vice President or the President, as the case may be, not later than 10 working days from the date of the decision at Level One. The employee shall provide a clear and concise statement detailing the reason(s) why the Level One decision was not acceptable to the employee.~~
- ~~4. The Vice President, or President, as the case may be, may consult with the Director of Human Resources or Employee Relations Officer and may, not later than 20 working days following receipt of the complaint, issue a written decision, which shall be mailed to the employee. The decision of the Vice President may grant or deny the remedy being requested by the employee, or offer an alternative resolution. The decision of the Vice President, or President as the case may be, is final and not appealable under this policy.~~

Proposed Termination of an At-Will Employee

An at-will employee who is proposed for termination may file a complaint concerning the proposed termination directly with the President, by-passing Level One and Level Two (Vice-President), if the employee's complaint alleges that the proposed termination constitutes unlawful retaliation, harassment, or discrimination. A complaint concerning the proposed termination of an at-will employee may be presented to the President within 3 working days from the date the employee was informed of the proposed termination, ~~if the employee has alleged unlawful retaliation, harassment, or discrimination in the complaint.~~ The decision of the President is final and not appealable under this policy.

OTHER COMPLAINT PROVISIONS PROCESSES

The process described in this policy shall not be construed to create new or additional rights beyond those granted by law or Board policy, nor is it intended to create constitutional due process rights or to require a full evidentiary hearing or "mini-trial" at any level.

Complaints arising out of an event or a series of related events that occurred prior to the filing of the complaint shall be addressed in one complaint. Employees shall not bring separate or serial complaints arising from any event or series of events that have been or could have been addressed in a previous complaint.

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~~This policy will be followed except where the employee believes there has been discrimination, harassment, retaliation, a sexual harassment or other harassment or illegal activity by a co-worker or supervisor or prohibited conduct as defined in Policy 4216 Harassment, Discrimination, and Sexual Misconduct; Policy 4204 Reporting Suspected or Known Fraud, Abuse and Other Improprieties, Policy 4205 Equal Education and Employment Opportunities or Policy 4209 The Whistleblower Act. In accordance with Policy 4216 Harassment, Discrimination, and Sexual Misconduct, if the employee's immediate supervisor is the source of the complaint, the employee may present the initial complaint to the next level administrator with supervisory authority over the employee. Every College employee, except for Counselors, must promptly report incidents of prohibited conduct that come to their attention to either the Office of Human Resources, the Title IX Coordinator, Deputy Title IX Coordinator, or to the South Texas College Department of Public Safety.~~

Retaliation

The College prohibits retaliation against an employee who files a complaint or grievance under this policy, serves as a witness, or otherwise participates in an investigation.

The provisions of the policy do not extend into a due process procedure. The policy is an internal procedure designed to provide employees with the opportunity to address complaints.

III. Definitions

In this policy, the terms "complaint" and "grievance" shall have the same meaning. A complaint or grievance is defined as an unresolved issue concerning an employee's wages, hours of employment, or conditions of work. ~~the application of College policy, practice, or regulation~~

IV. History

Origination Date Approved by Board	November 22, 2016
Date Reviewed and Approved by Board	December 10, 2019

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Denotes addition

Additional changes from Finance Packet to Board

Review and Action as Necessary on 2019 Tax Roll/Tax Levy for Hidalgo and Starr Counties

Approval of the 2019 Tax Roll/Tax Levy for Hidalgo and Starr Counties is requested.

Purpose – The Hidalgo County Tax Assessor-Collector and the Starr County Tax Assessor-Collector have provided the 2019 Tax Roll Totals for approval by the College’s governing body.

Justification - The 2019 Tax Roll/Tax Levy for Hidalgo and Starr Counties requires approval from the governing body in order to be in compliance with Section 26.09 Item (e) of the Property Tax Code, which reads:

“The assessor shall enter the amount of tax determined as provided by this section in the appraisal roll and submit it to the governing body of the unit for approval. The appraisal roll with amounts of tax entered as approved by the governing body constitutes the unit’s tax roll.”

Background - Mr. Pablo “Paul” Villarreal, Jr., RTA, Assessor-Collector of Hidalgo County, and Ms. Maria Amedia Salinas, TAC, Assessor-Collector of Starr County, have entered the amount of tax determined as provided by Section 26.09 Item (e) of the Property Tax Code and have submitted to South Texas College the tax roll/tax levy totaling \$68,722,111.38.

The tax rolls for Tax Year 2018 and 2019 are as follows:

	<u>Hidalgo County</u>	<u>Starr County</u>	<u>Total</u>
2018	\$63,236,679.08	\$4,058,100.49	\$67,294,779.57
2019	64,711,985.97	4,010,125.41	68,722,111.38
Increase/(Decrease)	<u>\$1,475,306.89</u>	<u>(\$47,975.08)</u>	<u>\$1,427,331.81</u>

Enclosed Documents - The 2019 Tax Roll Totals documents from each county follows in the packet for the Board’s information and review.

The Finance, Audit, and Human Resources Committee recommended Board approval of the 2019 Tax Roll/Tax Levy for Hidalgo and Starr Counties as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the 2019 Tax Roll/Tax Levy for Hidalgo and Starr Counties as presented.

The Following Minute Order is proposed for consideration by the Board of Trustees:
The Board of Trustees approves and authorizes the 2019 Tax Roll/Tax Levy for Hidalgo and Starr Counties as presented.

Approval Recommended:

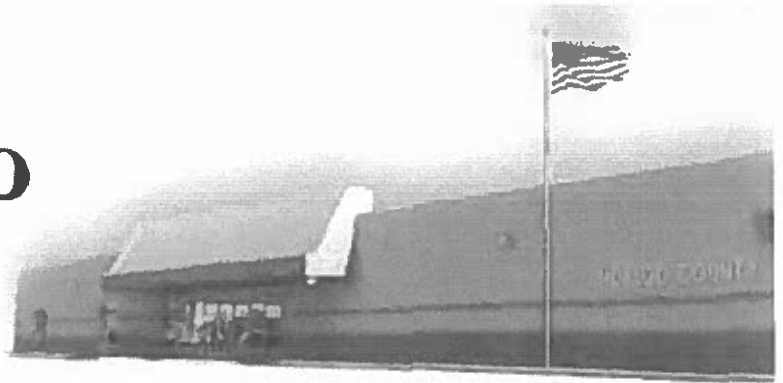
Shirley A. Reed, M.B.A., Ed.D.
President

South Texas College
2019 Tax Roll/Tax Levy
Fiscal Year 2019 - 2020

	Hidalgo County	Starr County	Total
Land	\$ 18,688,682,974.00	\$ 1,749,891,873.00	\$ 20,438,574,847.00
Improvements	25,134,798,582.00	906,281,575.00	26,041,080,157.00
Personal Property	4,841,196,365.00	1,096,222,760.00	5,937,419,125.00
Minerals & Utility Rolls	272,497,186.00	362,848,140.00	635,345,326.00
Gross - Total Market Value	\$ 48,937,175,107.00	\$ 4,115,244,348.00	\$ 53,052,419,455.00
Total Homestead Cap Adjustment	190,512,271.00	29,583,772.00	220,096,043.00
AG Exclusion	4,204,068,276.00	1,211,345,027.00	5,415,413,303.00
Total Assessed	\$ 44,542,594,560.00	\$ 2,874,315,549.00	\$ 47,416,910,109.00
Less Exemptions:			
Abatement	-	519,520,808.00	519,520,808.00
Total Exempt Property	5,673,349,862.00	1,257,290.00	5,674,607,152.00
Vet Full Exemption	235,359,180.00	4,779,494.00	240,138,674.00
Disable Veteran (Part)	41,455,836.00	2,135,779.00	43,591,615.00
House Bill 366	46,284.00	-	46,284.00
Freeport	451,703,245.00	-	451,703,245.00
Pollution	58,622,992.00	131,340.00	58,754,332.00
Community Housing Development Organizations (CHDO) Exemption	12,015,713.00	-	12,015,713.00
Primarily Charitable	1,988,648.00	-	1,988,648.00
Solar	31,730.00	-	31,730.00
Total Full Exemptions	56,541,635.00	-	56,541,635.00
Total Partial Exemptions	-	101,142,464.00	101,142,464.00
First Responder Surviving Spouse	72,403.00	-	72,403.00
Total Exemptions	\$ 6,531,187,528.00	\$ 628,967,175.00	\$ 7,160,154,703.00
2019 Taxable Value	38,011,407,032.00	2,245,348,374.00	40,256,755,406.00
2019 Tax Levy	\$ 67,660,304.52	\$ 4,194,138.01	\$ 71,854,442.53
Taxable Value	\$ 38,011,407,032.00	\$ 2,764,869,182.00	40,776,276,214.00
Taxable Value-Abatement (85%)	-	(519,520,808.00)	(519,520,808.00)
2019 Taxable Value	\$ 38,011,407,032.00	\$ 2,245,348,374.00	\$ 40,256,755,406.00
Frozen Taxable	(3,681,239,149.00)	(150,984,503.00)	(3,832,223,652.00)
New Imp/Pers with Ceiling	-	-	-
Net Taxable Value	\$ 34,330,167,883.00	\$ 2,094,363,871.00	\$ 36,424,531,754.00
Tax Rate	0.1733	0.1733	0.1780
Tax Rate (Abatement)	-	0.1400	0.1400
Levy (Before Frozen Levy Loss)	\$ 59,494,180.94	\$ 3,802,533.02	\$ 63,296,713.96
Unfrozen Levy Amount	6,379,587.22	261,656.14	6,641,243.36
Levy Loss due to Freeze	(1,239,280.74)	(54,063.75)	(1,293,344.49)
Frozen Levy Amount	5,140,306.48	207,592.39	5,347,898.87
Late AG	2,899.99	-	2,899.99
Late Rendition Amount	74,594.41	-	74,594.41
Adjustments	8.07	-	8.07
Rounding	(3.92)	-	(3.92)
Total Levy Amount	\$ 64,711,985.97	\$ 4,010,125.41	\$ 68,722,111.38
Percentages			
M&O 0.1400 / 0.1733 = 80.78%	\$ 52,277,426.63	\$ 3,239,570.59	\$ 55,516,997.23
I&S 0.0333 / 0.1733 = 19.22%	12,434,559.34	770,554.82	13,205,114.16
Total	\$ 64,711,985.97	\$ 4,010,125.41	\$ 68,722,111.38

Office of Tax Assessor - Collector
COUNTY of HIDALGO

Pablo "Paul" Villarreal, Jr. RTA



October 29, 2019

P.O. Box 178
Edinburg, Texas 78540-0178
Ph. (956) 318-2157
Fax (956) 318-2733
www.hidalgocountytax.org

Shirley A Reed, President
South Texas College
P.O. Box 9701
McAllen, TX. 78502

Dear Ms. Reed,

Enclosed please find the 2019 Tax Roll Totals for your district.

Be advised these totals do not include totals for accounts currently under protest. Those totals will be added once the protests are resolved.

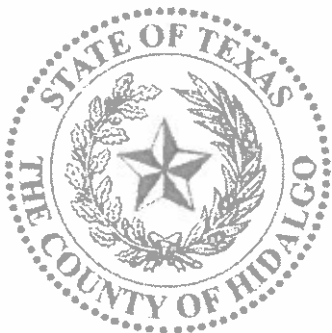
Please place this item on the agenda of your next meeting for approval by your governing body, as per Section 26.09(e), of the Texas Property Tax Code.

Should you have any questions in regards, do contact our office.

Sincerely,

Pablo (Paul) Villarreal Jr., PCC
Hidalgo County Tax Assessor-Collector

Xc: Hon. Maria Arcilia Duran, CPA
Hidalgo County Auditor



2804 S. Bus. Hwy 281 • Edinburg, Texas 78539

SOUTH TEXAS COLLEGE

ENTITY

The Following information is furnished as requested.

NOTE: IT IS IMPORTANT YOU COMPLETE EACH SECTION SEPARATELY.

Itemized 2019 Tax Rate (per \$100 valuation):

(A) Maintenance and Operation (M and O) \$ 0.1400

(B) Debt Service (I and S) \$ 0.0333

Total TAX RATE (A + B) FOR 2019 \$ 0.1733

Total TAX LEVY FOR 2019 \$ 64,711,985.97

Effective Tax Rate 2019 \$ 0.1732

Rollback Tax Rate 2019 \$ 0.1825

Average Residential Value 2019 \$ 104,821

10-17-19
DATE


SIGNATURE

HIDALGO COUNTY TAX ASSESSOR-COLLECTOR
TITLE

PLEASE RETURN AS SOON AS POSSIBLE TO:

HIDALGO COUNTY APPRAISAL DISTRICT
Attn: Lydia Elizondo, Finance/Personnel Director
PO BOX 208
EDINBURG, TX 78540-0208
FAX: (956) 289-2120

ENTITY South Texas College
 JURISDICTION 55

2019

EXEMPT VALUE (EXXV)		TOTAL PARCELS	343,144
AG EXCLUSION	4,204,068,276	TOTAL MARKET VALUE	48,937,175,107
HS CAPPED AMOUNT	190,512,271	TOTAL EXEMPT PROPERTY	- 10,925,768,075
ABATED AMOUNT		TAXABLE VALUE	= 38,011,407,032
FREEPORT VALUE	451,703,245	TAX RATE PER \$100	* 0.1733
HB368 VALUE	46,284	LEVY (Before Frozen Levy Loss)	= 65,873,768.39
POLLUTION VALUE	58,622,992	LEVY LOSS DUE TO FREEZE	- 1,239,280.74
CHDO EXEMPTION	12,015,713	LATE AG	+ 2,899.99
PRO CHARITABLE ORG	1,250,726	LATE RENDITION	+ 74,594.41
PRO CHARITBLE FUNCT	61,795	LEVY	= 64,711,982.05
VETERAN FULL EXEMP	235,359,180	TOTAL LEVY (From TC502)	= 64,711,985.97
HOMESTEAD OVER 65 HOMESTEAD EXEMPTION OVER 65 HOMESTEAD SURVIVING SPOUSE		VARIANCE	+/- -3.92
DISABLED			
VETERAN EXEMPTIONS SURVIVING SPOUSE 1ST RESPONDER	41,455,836 72,403		
PRORATED EXXV	5,587,698,355		
PRORATED EXXA			
PRO MISC EXEMPTS	32,627,092		
PRO YOUTH ASSOC	668,255		
SOLAR EXEMPTION	31,730		
PRO SCHOOLS	32,273,399		
EXEMPT	56,541,635		
PRO NON PROFIT	17,623,322		
CHARITABLE ORG	1,988,648		
VET CHARITABLE HS DP			
PRORATED EXXL	1,146,918		
TOTAL EXEMPT PROPERTY	10,925,768,075		

CERTIFIED TAX ROLL AS OF OCTOBER 1, 2019

TAX ASSESSMENT ROLLS OF SOUTH TEXAS COLLEGE FOR THE YEAR 2019 SHOW THE FOLLOWING SUMMARIES:

ROLL	NUMBER ACCTS	MARKET VALUE	TAXABLE VALUE	FREEZE LOSS	TOTAL LEVY
REAL PROPERTY	318,814	44,095,978,742	33,776,722,167	1,239,280.74	57,298,681.34
PERSONAL PROPERTY	24,530	4,841,196,365	4,234,684,865	.00	7,413,304.63
MOBILE HOME PROPERTY	0	0	0	.00	.00
MINERAL PROPERTY	0	0	0	.00	.00
OTHER PROPERTY	0	0	0	.00	.00
TOTAL	343,144	48,937,175,107	38,011,407,032	1,239,280.74	64,711,985.97

RATE OF TAXATION ASSESSMENT RATIO 100%
 TOTAL TAX RATE 00.173300

PABLO (PAUL) VILLARREAL JR., PCC
 TAX ASSESSOR - COLLECTOR HIDALGO COUNTY

BY:

Tax Collection System - HIDALGO COUNTY
 Certified Roll Jurisdiction Summary
 Processing For Tax Year: 2019 County Code: ALL Tax Unit: ALL

Jurisdiction: **55 SOUTH TEXAS COLLEGE**
 Total Parcels: 343,144 Tax Rate: 0.1733000
 Market Value: 48,937,175.107 State Hom: 0 Opt Hom: 0.0000000
 State O65: 0 Opt O65: 0
 Disabled: 0 Opt Disabled: 0

AG Exclusion Count: 20,252 AG Exclusion Amt: 4,204,068.276
 Timber Exclusion Count: 0 Timber Exclusion Amt: 0
 HS Capped Count: 23,624 HS Capped Amt: 190,512,271
 Assessed Value: 44,542,594,560

Exempt Count/Amt:	321	56,541,635	Pro Charitable Functions Count/Amt:	1	61,795
Prorated-Excl Count/Amt:	3	1,146,918	Surviving Spouse First Responder Count/Amt:	1	72,403
Pollution Control Count/Amt:	32	58,622,992	Chdo Count/Amt:	24	12,015,713
Freeport Count/Amt:	204	451,703,245	Pro Misc Exempts Count/Amt:	27	32,627,092
Pro Non Profit Count/Amt:	92	17,623,322			
Hb366 Count/Amt:	205	46,284	Solar Exemption Count/Amt:	1	31,730
Prorated-Erry Count/Amt:	8,551	5,587,698,355	Pro Schools Count/Amt:	18	32,273,399
100% Exempt Vet Count/Amt:	1,926	235,359,180	Charitable Org Count/Amt:	9	1,988,648
Pro Youth Associations Count/Amt:	1	668,255	Pro Charitable Org Count/Amt:	16	1,250,726

State Homestead Count:	127,010	State Homestead Amt:	0
Local Homestead Count:	0	Local Homestead Amt:	0
State Over 65 Count:	41,030	State Over 65 Amt:	0
Local Over 65 Count:	0	Local Over 65 Amt:	0
Surviving Spouse Count:	2,441	Surviving Spouse Amt:	0
State Disabled Count:	0	State Disabled Amt:	0
Local Disabled Count:	7,643	Local Disabled Amt:	0
Total VET Count:	3,943	Total VET Amt:	41,455,836
*VET Surviving Spouse Count:	233	*VET Surviving Spouse Amt:	2,240,560

Partial Exempt Values:	41,455,836
Taxable Value:	38,011,407,032
Total Levy Amt:	64,711,985,97
Late AG Penalty Count:	101
Late Rendition Penalty Count:	9,126
BPP Interstate Alloc. Penalty Count:	1
Frozen Account Count:	47,356
Frozen Homesite Value:	3,826,742,355
Frozen Taxable Value:	3,681,239,149
Unfrozen Levy Amt:	6,379,587,22
Frozen Levy Amt:	5,140,306,48
Frozen Levy Loss Amt:	1,239,280,74
Total Non-Exempt Parcel Count:	342,823



MA. AMEIDA SALINAS
Tax Assessor-Collector
STARR COUNTY
RIO GRANDE CITY, TEXAS 78582

COUNTY COURT HOUSE
STARR COUNTY

RIO GRANDE CITY, TEXAS 78582

November 13, 2019

Dr. Shirley A. Reed, President
South Texas College
P.O. Box 9701
McAllen, Texas 78502

Dear Dr. Reed:

Enclosed please find the 2019 Tax Roll totals for your district.

Please place this item on the agenda of your next meeting for approval by your governing body, as per Section 26.09(e), of the Texas Property Tax Code.

Should you have any questions in regards, do contact our office.

Sincerely,

Maria Ameida Salinas
Starr County Tax Assessor/Collector



COUNTY OF STARR
MA. AMEIDA SALINAS
TAX ASSESSOR-COLLECTOR

COUNTY OF



STARR

MA. AMEIDA SALINAS

Tax Assessor-Collector

STARR COUNTY

RIO GRANDE CITY, TEXAS 78582

COUNTY COURT HOUSE

STARR COUNTY

RIO GRANDE CITY, TEXAS 78582

11/7/2019

2019 Starr County Tax Levy

Entity	Tax Levy
Starr Co. M&O	\$ 11,135,022.35
Starr Co. FM/FC	\$ 5,216,937.53
Starr Co. Drainage District	\$ 276,515.35
Starr Co. Memorial Hospital	\$ 5,903,617.28
South Texas College	\$ 4,010,125.41 ✓
City of Escobares	\$ 176,175.93



COUNTY OF STARR
MA. AMEIDA SALINAS
TAX ASSESSOR-COLLECTOR


Ameida Salinas, Starr County TAC

2019 CERTIFIED TOTALS

Property Count: 83,927

62 - SO TEXAS COLLEGE
ARB Approved Totals

7/22/2019 9:58:59AM

Land		Value			
Homesite		164,758,972			
Non Homesite		304,170,782			
Ag Market		1,280,962,119			
Timber Market		0	Total Land	(+)	1,749,891,873
Improvement		Value			
Homesite		702,388,005			
Non Homesite		203,893,570	Total Improvements	(+)	906,281,575
Non Real		Count	Value		
Personal Property	3,727		1,096,222,760		
Mineral Property	30,976		362,848,140		
Autos	0		0		
			Total Non Real	(+)	1,459,070,900
			Market Value	=	4,115,244,348
Ag		Non Exempt	Exempt		
Total Productivity Market	1,280,962,119		0		
Ag Use	69,617,092		0	Productivity Loss	(-)
Timber Use	0		0	Appraised Value	=
Productivity Loss	1,211,345,027		0		
				Homestead Cap	(-)
				Assessed Value	=
				Total Exemptions Amount (Breakdown on Next Page)	(-)
				Net Taxable	=

Freeze	Assessed	Taxable	Actual Tax	Celling	Count		
DP	36,591,996	35,531,704	46,917.28	48,242.89	992		
OV65	117,708,540	115,452,799	161,852.93	165,783.95	3,073		
Total	154,300,536	150,984,503	208,770.21	214,026.84	4,065	Freeze Taxable	(-)
Tax Rate	0.178000						
						Freeze Adjusted Taxable	=

APPROXIMATE LEVY = (FREEZE ADJUSTED TAXABLE * (TAX RATE / 100)) + ACTUAL TAX
 3,936,737.90 = 2,094,363.871 * (0.178000 / 100) + 208,770.21

Tax Increment Finance Value: 0
 Tax Increment Finance Levy: 0.00

2019 CERTIFIED TOTALS

Property Count: 83,927

62 - SO TEXAS COLLEGE
ARB Approved Totals

7/22/2019

10:00:21AM

Exemption Breakdown

Exemption	Count	Local	State	Total
AB	7	519,520,808	0	519,520,808
DP	1,084	0	0	0
DV1	38	0	178,970	178,970
DV2	18	0	139,940	139,940
DV3	19	0	173,180	173,180
DV4	159	0	1,643,689	1,643,689
DVHS	76	0	4,779,494	4,779,494
EX	1,915	0	101,142,464	101,142,464
EX-XV	8	0	917,810	917,810
EX366	5,998	0	339,480	339,480
HS	12,826	0	0	0
OV65	3,473	0	0	0
OV65S	18	0	0	0
PC	1	131,340	0	131,340
Totals		519,652,148	109,315,027	628,967,175

Review and Action as Necessary on Appraisal District Allocated Cost Payments for Hidalgo and Starr Counties

Approval to process payments to the Hidalgo County Appraisal District and Starr County Appraisal District for allocated cost, as described below, is requested.

Purpose – The Hidalgo County Appraisal District and the Starr County Appraisal District perform property valuation assessments for taxes imposed during the tax year. The College’s allocated cost for property valuation services is provided annually.

Justification - The Hidalgo County Appraisal District and Starr County Appraisal District are considered a sole source and the College and other taxing entities are required to use their services to determine the assessed valuation of properties.

Background - Each year the chief appraiser prepares a proposed budget for the operations of the appraisal district for the following tax year. The County’s Appraiser submits copies of the budget to each taxing unit participating in the district and an estimate of the amount of the budget that will be allocated to each taxing unit.

Texas Property Tax Code Chapter 6 Section 6.06 (d) Appraisal District Budget and Financing indicates that the cost is allocated as follows: “Each taxing unit participating in the district is allocated a portion of the amount of the budget equal to the proportion that the total dollar amount of property taxes imposed in the district by the unit for the tax year in which the budget proposal is prepared bears to the sum of the total dollar amount of property taxes imposed in the district by each participating unit for that year.”

Each taxing unit pays its allocation in four equal payments.

The Tax Year 2019 estimated allocations, per the District’s budgets, are \$649,780.00 for Hidalgo County Appraisal District and \$111,265.26 for Starr County Appraisal District, for a total of \$761,045.26. The first quarterly invoice is due by December 31, 2019 for Starr County and by February 2, 2020 for Hidalgo County.

The Tax Year 2019 allocations changed from the Tax Year 2018 allocations as follows:

	<u>Hidalgo County</u>	<u>Starr County</u>	<u>Total</u>
2018	\$621,038.00	\$128,917.35	\$749,955.35
2019	649,780.00	111,265.26	761,045.26
Increase/(Decrease)	<u>\$ 28,742.00</u>	<u>\$(17,652.09)</u>	<u>\$11,089.91</u>

The changes are based on the new year budgets of each Appraisal District.

The budget for Hidalgo County increased by \$524,170 from \$8,703,876 to \$9,228,046 and the budget for Starr County decreased by \$193,020 from \$1,718,898 to \$1,525,878.

Funding Source – Funds for these expenditures are budgeted in the Hidalgo Appraisal/Collection Fee budget and the Starr Appraisal/Collection Fee budget for FY 2019-2020.

Enclosed Documents – The 2020 allocation payments for Tax Year 2019 follows in the packet for the Board's information and review.

The Finance, Audit, and Human Resources Committee recommended Board approval of the payments to the Hidalgo County Appraisal District and the Starr County Appraisal District for the allocated cost as stated in the Texas Property Tax Code, Chapter 6, Section 6.06 (e) and as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the payments to the Hidalgo County Appraisal District and the Starr County Appraisal District for the allocated cost as stated in the Texas Property Tax Code, Chapter 6, Section 6.06 (e) and as presented.

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

The Board of Trustees approves and authorizes the payments to the Hidalgo County Appraisal District and the Starr County Appraisal District for the allocated cost as stated in the Texas Property Tax Code, Chapter 6, Section 6.06 (e) and as presented.

Approval Recommended:

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

**2020 PROJECTED
ENTITY ASSESSMENT**

ENTITY:	2019 Tax Levied	2019 Percent	2019 Official Assessment	2020 Projected Assessment
Cities:				
Alamo	\$3,779,361	0.41%	\$ 34,494.00	\$ 37,948.00
Alton	\$2,145,045	0.23%	\$ 18,287.00	\$ 21,538.00
Donna	\$5,271,566	0.57%	\$ 50,508.00	\$ 52,932.00
Edcouch	\$574,564	0.06%	\$ 4,955.00	\$ 5,769.00
Edinburg	\$32,542,702	3.54%	\$ 276,412.00	\$ 326,763.00
Elsa	\$1,588,787	0.17%	\$ 15,254.00	\$ 15,953.00
Granjeno	\$21,821	0.002%	\$ 198.00	\$ 219.00
Hidalgo	\$2,294,552	0.25%	\$ 21,347.00	\$ 23,040.00
La Joya	\$923,557	0.10%	\$ 7,910.00	\$ 9,273.00
La Villa	\$247,799	0.03%	\$ 2,118.00	\$ 2,488.00
McAllen	\$49,916,376	5.43%	\$ 446,330.00	\$ 501,216.00
Mercedes	\$4,739,852	0.52%	\$ 44,334.00	\$ 47,594.00
Mission	\$22,947,927	2.50%	\$ 205,472.00	\$ 230,422.00
Palmview	\$2,744,013	0.30%	\$ 22,403.00	\$ 27,553.00
Penitas	\$1,335,049	0.15%	\$ 12,194.00	\$ 13,406.00
Progreso	\$777,967	0.08%	\$ 6,873.00	\$ 7,812.00
Pharr	\$22,493,509	2.45%	\$ 191,572.00	\$ 225,858.00
San Juan	\$7,793,729	0.85%	\$ 73,155.00	\$ 78,258.00
Sullivan City	\$521,947	0.06%	\$ 4,660.00	\$ 5,241.00
Weslaco	\$12,988,669	1.41%	\$ 121,495.00	\$ 130,421.00
Entity Totals	175,648,790	19.11%	\$ 1,559,971.00	\$ 1,763,704.00
Schools:				
Donna	\$18,330,703	1.99%	\$ 181,159.00	\$ 184,061.00
Edcouch-Elsa	\$4,563,110	0.50%	\$ 40,560.00	\$ 45,819.00
Edinburg	\$78,194,505	8.51%	\$ 763,151.00	\$ 785,159.00
Hidalgo	\$7,197,286	0.78%	\$ 75,976.00	\$ 72,269.00
La Joya	\$33,889,795	3.69%	\$ 307,094.00	\$ 340,291.00
La Villa	\$1,065,873	0.12%	\$ 8,888.00	\$ 10,703.00
Lyford	\$147,135	0.02%	\$ 1,304.00	\$ 1,477.00
McAllen	\$87,450,096	9.52%	\$ 822,654.00	\$ 878,096.00
Mercedes	\$7,368,858	0.80%	\$ 73,811.00	\$ 73,991.00
Mission	\$27,504,984	2.99%	\$ 270,883.00	\$ 276,180.00
Monte Alto	\$1,664,365	0.18%	\$ 13,072.00	\$ 16,712.00
PSJA	\$60,614,493	6.60%	\$ 618,965.00	\$ 608,636.00
Progreso	\$2,331,317	0.25%	\$ 24,826.00	\$ 23,409.00
Sharyland	\$43,423,624	4.72%	\$ 438,728.00	\$ 436,021.00
So Tx College	\$64,711,986 ✓	7.04%	\$ 644,139.00 ✓	\$ 649,780.00 ✓
South Texas ISD	\$18,945,856	2.06%	\$ 177,659.00	\$ 190,237.00
Valley View	\$8,711,982	0.95%	\$ 77,044.00	\$ 87,478.00
Weslaco	\$25,421,226	2.77%	\$ 268,927.00	\$ 255,257.00
Entity Total	491,537,194	52.48%	\$ 4,808,840.00	\$ 4,935,576.00
GRAND TOTALS	919,027,331	99%	\$ 8,703,876.00	\$ 9,228,046.00
BUDGET TOTAL			\$ 8,703,876.00	\$ 9,228,046.00

**2020 PROJECTED
ENTITY ASSESSMENT**

ENTITY:	2019 Tax Levied	2019 Percent	2019 Official Assessment	2020 Projected Assessment
Hidalgo County	\$211,067,372	22.97%	\$ 1,988,618.00	\$ 2,119,348.00
Drainage Dist.#1	\$38,358,813	4.17%	\$ 323,352.00	\$ 385,165.00
Entity Totals	<u>249,426,186</u>	<u>27.57%</u>	<u>\$ 2,311,970.00</u>	<u>\$ 2,504,513.00</u>
 <u>Fire Districts:</u>				
EMS District #1	\$185,591	0.02%	\$ 1,771.00	\$ 1,863.00
EMS District #2	\$321,968	0.04%	\$ 3,113.00	\$ 3,233.00
EMS District #3	\$498,021	0.05%	\$ 5,125.00	\$ 5,001.00
EMS District #4	\$225,142	0.02%	\$ 2,240.00	\$ 2,261.00
Entity Totals	<u>1,230,722</u>	<u>0.13%</u>	<u>\$ 12,249.00</u>	<u>\$ 12,358.00</u>
 <u>Irrigation Districts:</u>				
Donna #1	\$650,560	0.07%	\$ 6,363.00	\$ 6,533.00
Delta Lake	\$471,690	0.05%	\$ 3,824.00	\$ 4,736.00
Kennedy Co GCD	\$1,065	0.0001%	\$ 13.00	\$ 11.00
Brush Country GCD	\$512	0.00006%	\$ 4.00	\$ 6.00
Red Sands GCD	\$60,612	0.01%	\$ 642.00	\$ 609.00
Entity Totals	<u>1,184,439</u>	<u>0.14%</u>	<u>\$ 10,846.00</u>	<u>\$ 11,895.00</u>



STARR COUNTY APPRAISAL DISTRICT
100 N FM 3167, STE# 300
RIO GRANDE CITY, TEXAS 78582
PHONE: 956-487-5613 FAX: 956-487-8555

BOARD OF DIRECTORS

Arturo S. Perez, Chairman
Raul Pena III, Secretary
Eloy Garza, Director
Noe Castillo, Director
Eduaro Ramirez, Director

ROSALVA GUERRA
CHIEF APPRAISER

November 08, 2019

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

Dear Dr. Reed:

In accordance with Section 6.06 of the Texas Property Tax Code, I am hereby submitting a payment schedule for 2020 based on the 2020 Starr County Appraisal District budget and your tax levy for 2019-2020.

Total allocation for the year 2020 is	<u>\$ 111,265.26</u>
First quarter installment for 2020 is due 12/31/19	<u>\$ 27,816.31</u>
Second quarter installment for 2020 is due 3/31/20	<u>\$ 27,816.31</u>
Third quarter installment for 2020 is due 6/30/20	<u>\$ 27,816.32</u>
Fourth quarter installment for 2020 due 9/30/20	<u>\$ 27,816.32</u>

Please remit all payments to the Starr County Appraisal District, 100 N FM 3167 STE 300, Rio Grande City,

Texas 78582. If you have any questions, please feel free to contact me at this office. Your full cooperation in this matter is greatly appreciated.

Respectfully,

Rosalva Guerra
Chief Appraiser
Starr County Appraisal District

RG:ml
xc: Mr. Jesus Ramirez, Attorney
xc: Ms. Rose Benavidez, Chairwoman
xc: Ms. Maricarmen Ramirez, Accts Payable
xc: Ms. Yvette M. Ortiz, Business Office

Review and Action as Necessary on Authorization for Solicitation of Architectural Services for Pecan Campus Business and Science Building G Conversion of Two Classrooms to Geology Labs

Approval of authorization to proceed with the publication of a Request for Qualifications (RFQ) to solicit architectural services for the Pecan Campus Business and Science Building G Conversion of Two (2) Classrooms to Geology Labs project is requested.

Purpose

The Board is asked to approve the solicitation of architectural services for the conversion of Two (2) classrooms to Geology labs at the Pecan Campus Business and Science Building G.

Justification

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

Scheduling Priority

This project was submitted by the Physical Science department in 2019, and was reviewed by the FPC department, Coordinated Operations Council, and the President's Cabinet. It is scheduled as an educational space improvement to convert two classrooms in Building G to geology labs.

Background

The proposed Pecan Campus Business and Science Building G Conversion of Two (2) Classrooms to Geology Labs project is part of the College's FY 2019-2020 Capital Improvement projects.

The proposed scope of work is summarized as follows:

- Convert two (2) classrooms to Geology Labs
- Add new lab tables, lab chairs, flooring, sinks / cabinets, eye wash stations, and electrical service for lab tables
- 1,584 sq ft of space to be renovated

The total project budget is \$199,500 and itemized in the table below:

Business and Science Building G Conversion of Two (2) Classrooms to Geology Labs Total Project Budget	
Budget Item	Budget Amount
Construction	\$135,000
Design	13,500
Miscellaneous	6,000
FFE	45,000
Total Project Budget	\$199,500

Funding Source

Funds for the Pecan Campus Business and Science Building G Conversion of Two (2) Classrooms to Geology Labs Project 2020-008C are budgeted in the Unexpended Construction Plan 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 the Physical Science department attended the Facilities Committee to respond to questions.

Enclosed Documents

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

The Facilities Committee recommended Board approval to solicit architectural services for the Pecan Campus Business and Science Building G Conversion of Two (2) Classrooms to Geology Labs project as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the solicitation of architectural services for the Pecan Campus Business and Science Building G Conversion of Two (2) Classrooms to Geology Labs project as presented.

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

The Board of Trustees approves and authorizes the solicitation of architectural services for the Pecan Campus Business and Science Building G Conversion of Two (2) Classrooms to Geology Labs project as presented.

Approval Recommended:

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

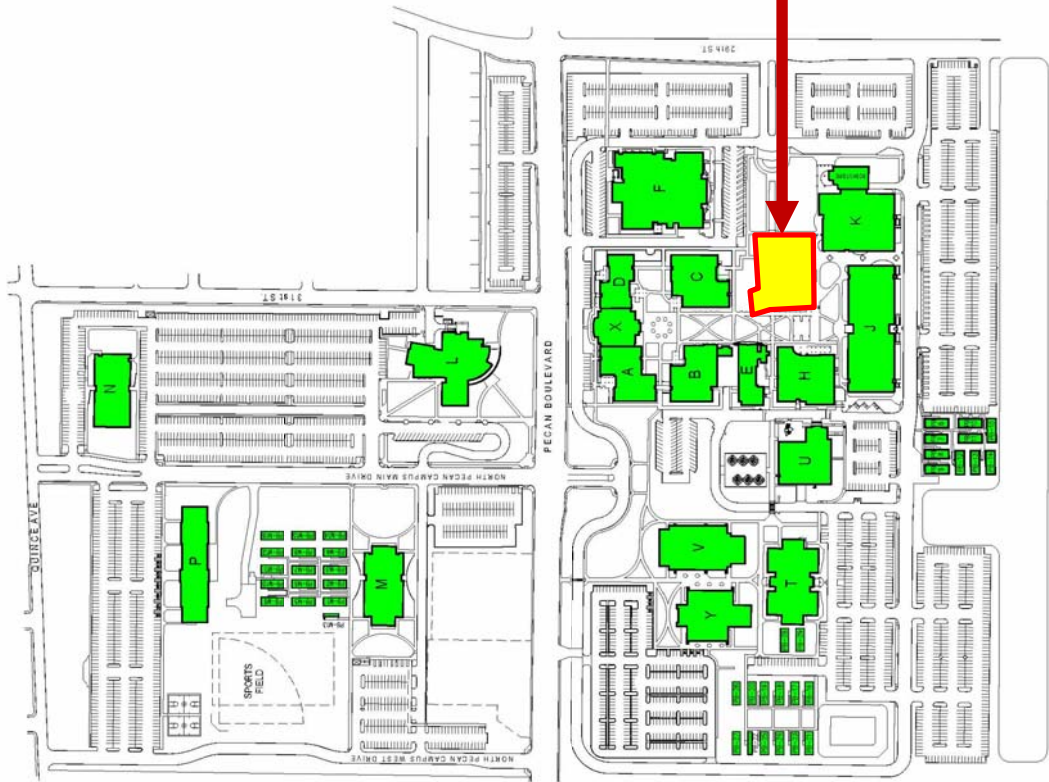


Pecan Campus
Business and Science Building G
Conversion of 2 Classrooms
to Geology Labs



**SOUTH TEXAS
COLLEGE**

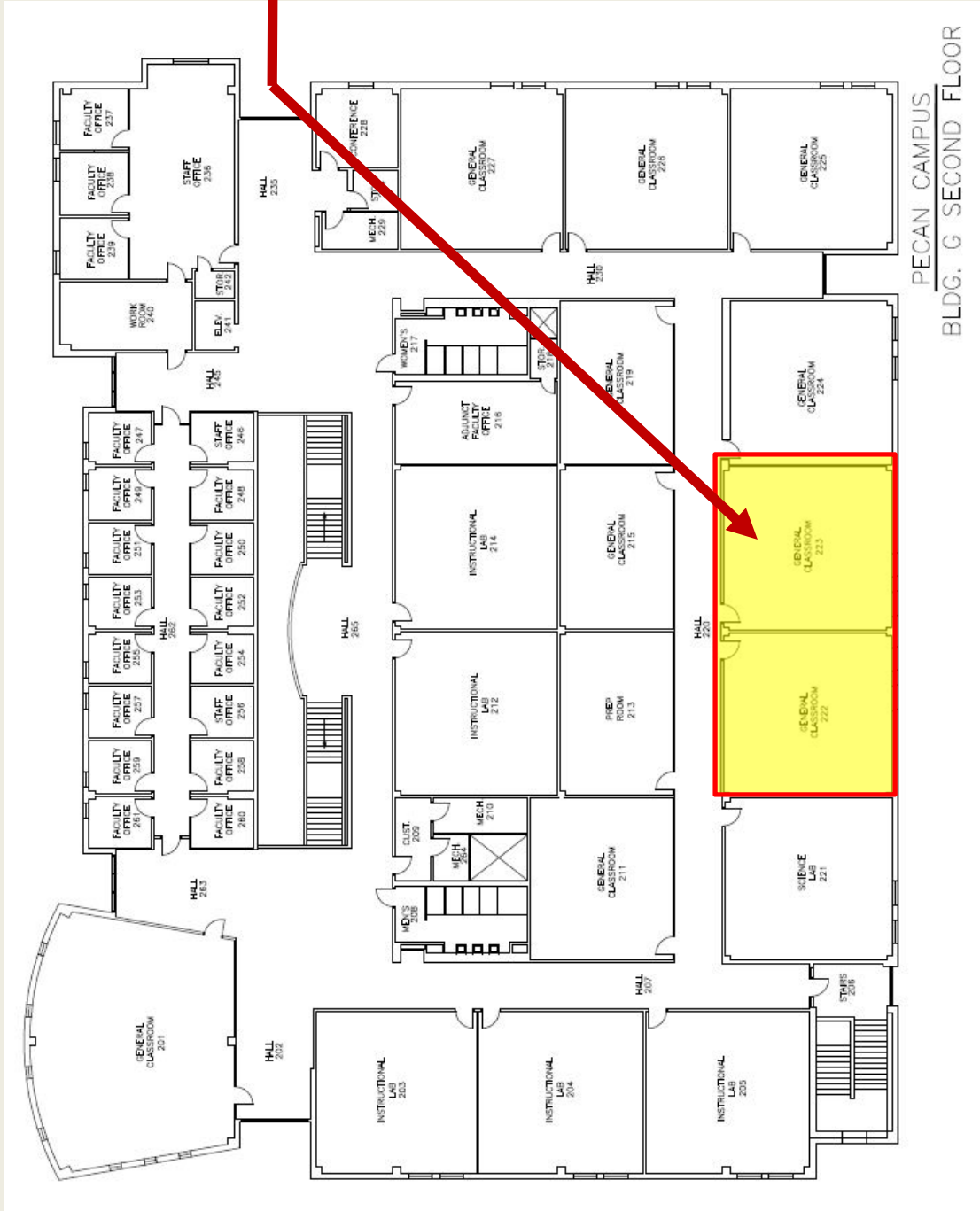
Project Proposed Site



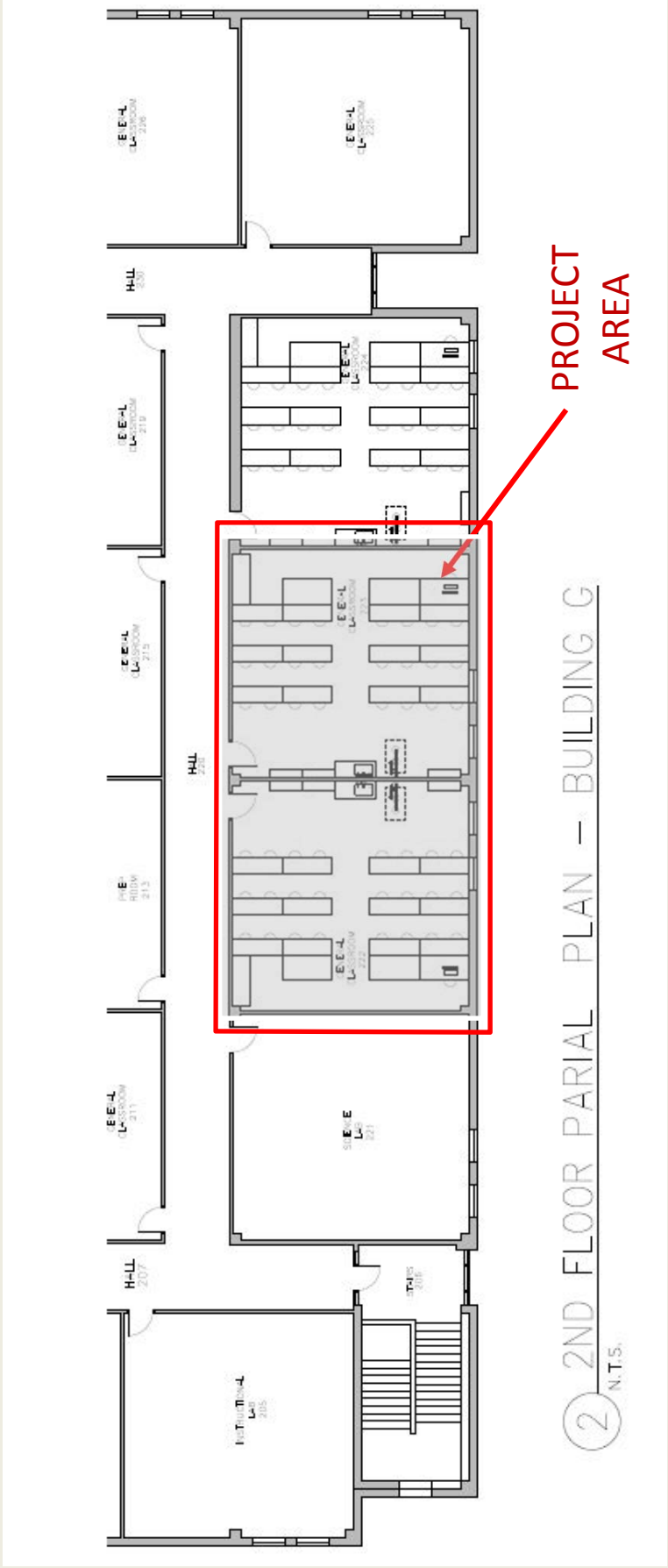
PROJECT LOCATION,
BUILDING G



Project Proposed Location



Conversion of 2 Classrooms to Geology Labs



Proposed Layout  North

Conversion of 2 Classrooms to Geology Labs



Existing Geology Lab

Conversion of 2 Classrooms to Geology Labs



**Classrooms to be
Renovated**

Proposed Scope & Budget



Requested By

Geology Department

Scope of work

1. Convert 2 Classrooms to Geology Labs
2. Add new lab tables, lab chairs, flooring, sinks / cabinets, eye wash stations, and electrical service for lab tables

Total Renovated Square Feet = 1,584 sq. ft.

Estimated Total Project Budget

Construction	\$ 135,000
Design	13,500
Miscellaneous	6,000
FFE	45,000
Total Project Budget	\$ 199,500



PROPOSED GEOLOGY LABORATORY EXPANSION PROJECT

PRESENTED TO FACILITIES COMMITTEE

DECEMBER 3, 2019



OUTLINE

- Background
- Geology Courses
- Geology Enrollment Trends 2014- 2019
- Justification for CIP Request
- Proposed Space Modification
- Growth Strategy Plan





PROGRAM BACKGROUND

- **Enrollment**
 - The enrollment in Geology courses has grown from over 170 students in Fall 2014 to **over 400** students as of Fall 2019
- **Faculty**
 - Current
 - Full-time Geology Faculty: 3
 - Full-time Science Faculty teaching Geology courses: 2
 - Adjunct Faculty: 1
 - Future
 - Planning to increase by 2 Full-time Faculty
- **Laboratory Space**
 - Current
 - G221—Dedicated Geology Laboratory (remodeled in 2010)
 - Future
 - Requesting to convert 2 classrooms into lab space





GEOLOGY COURSES

All Geology courses are lab-based:

- **Physical Geology**—Study of materials and processes that have modified and shaped the earth.
- **Historical Geology**—Comprehensive survey of the history of life and major events in physical development of the earth
- **Oceanography**—Explores the physical, chemical, geological, and biological processes that affect the ocean water, sea floor, and abundant life forms.
- **Meteorology**—Study of energy, temperature moisture, precipitation, and winds that combine to create weather

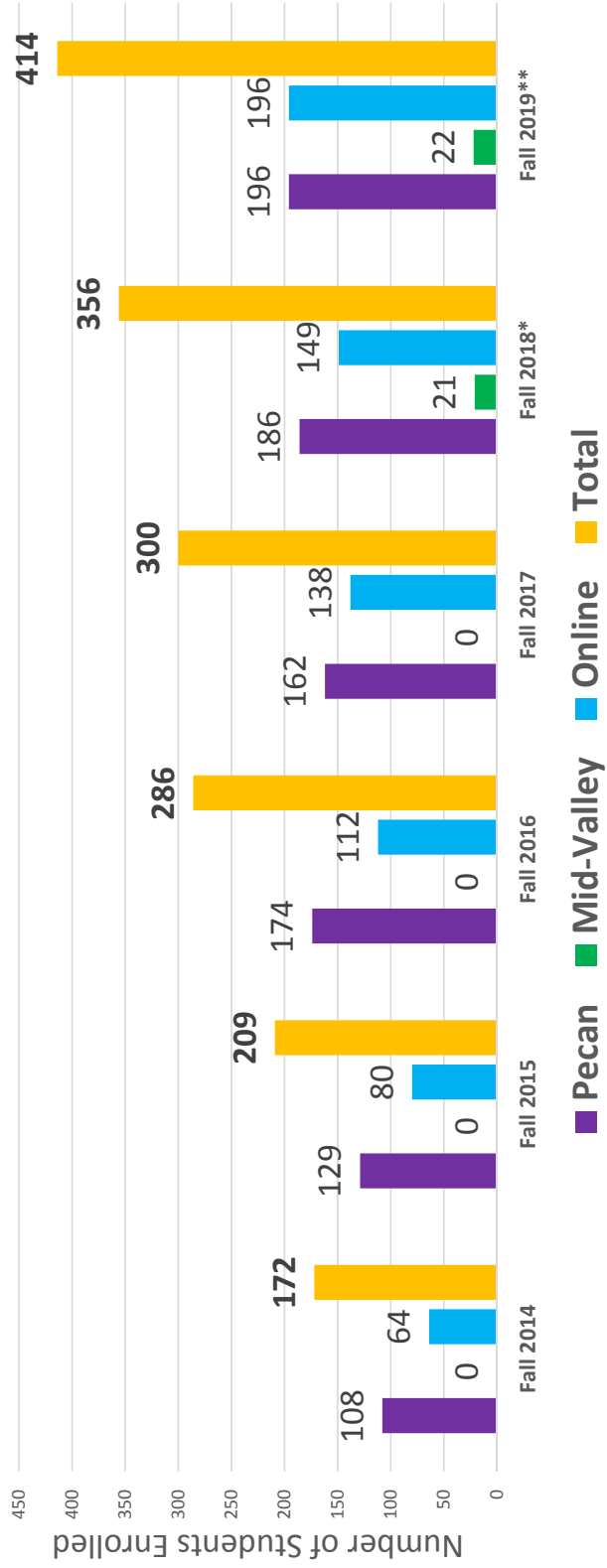




GEOLOGY ENROLLMENT TRENDS

Since 2014 the Enrollment in Geology courses has grown from 172 to 414 students
240% increase

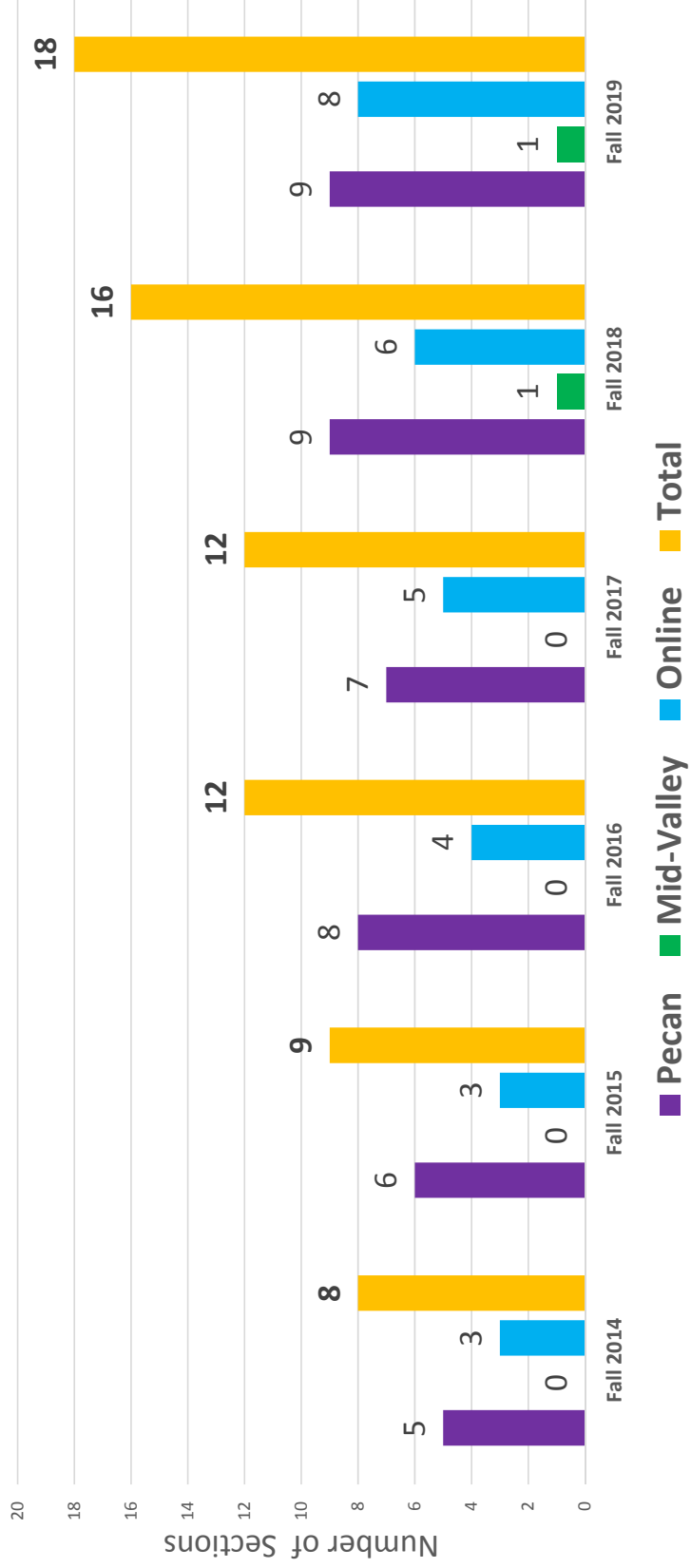
Geology Enrollment
Fall 2014 to Fall 2019





GEOLOGY SECTION TRENDS

Geology Sections
Fall 2014 to Fall 2019





JUSTIFICATION FOR CIP REQUEST

- To address the enrollment demands for Geology courses by increasing lab space availability. The proposed design is for enrollment growth projected for the Geology courses.
- Prioritized as **Level 2** based on the Priority Criteria for Capital Improvement Projects (CIP)
 - Educational Environment- Classroom/Lab Requirements
 - Student Enrollment Requirements





JUSTIFICATION FOR CIP REQUEST

- To accommodate geology enrollment growth
 - Geology traditional course enrollment has doubled over the last 6 years
 - Currently, only one dedicated Geology lab (G221)
 - Other science labs are used as a temporary solution
- To convert two classrooms into labs for Fall 2020
 - G-222
 - G-223





PROPOSED SPACE MODIFICATION

Current Layout G-222 and G-223



Proposed Layout for G-222 and G-223

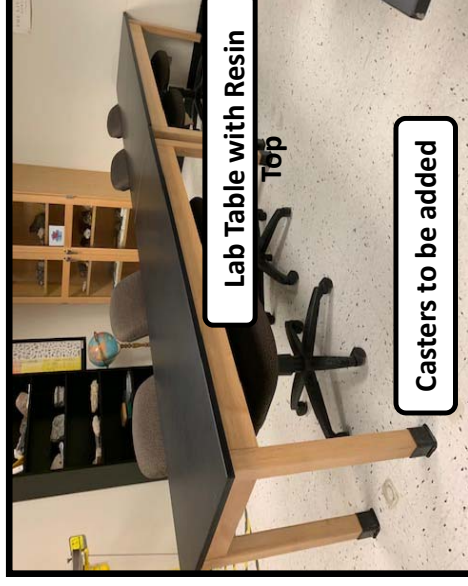
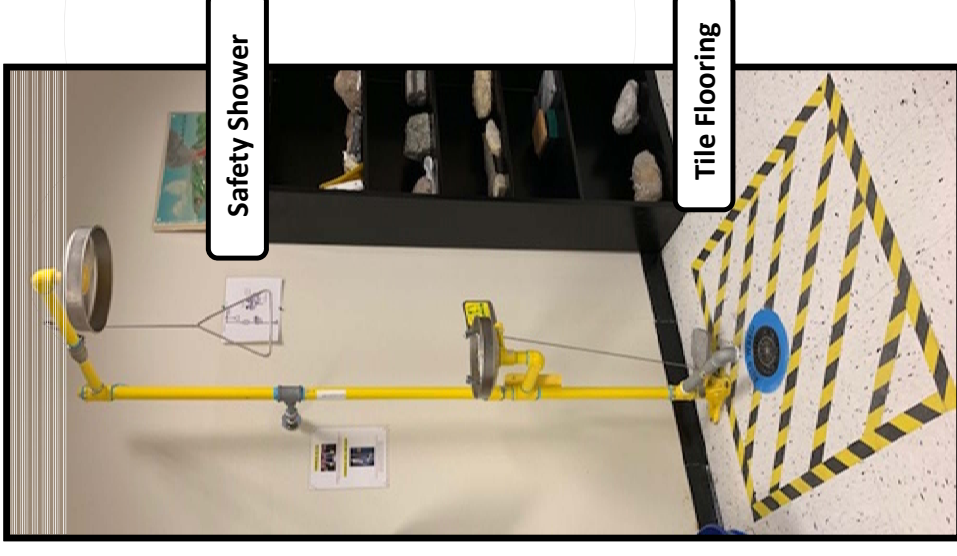




PROPOSED MODIFICATION

The proposed modifications include the following:

- Cabinet with a Sink
- Lab Tables with Resin Top and Casters
- Safety Shower
- Replacement of Carpet with Tile
- Placement of Electrical Wall Strip





GEOLOGY LAB EXPERIMENTS



Floating Rock



Ice Core: Air and Soil Sampling



Calcium Carbonate Testing



PHASES TO ACCOMMODATE GROWTH

Phase 1 Spring 2020

- Hire one (1) additional Faculty (in progress)
- Utilize G-111 and G-221 to increase number of traditional sections (2 to 3)
- Plan for conversion of G-222 and G-223 to lab (during summer 2020)

Phase 2 Fall 2020

- Hire one (1) additional Faculty (pending advertisement)
- Usage of new labs
 - G-222: accommodate relocated courses.
 - G-223: accommodate increase in traditional sections.

Phase 3 Fall 2022 – Fall 2025

- Monitor enrollment
- Add Faculty as needed
- Revisit remodeling G-224



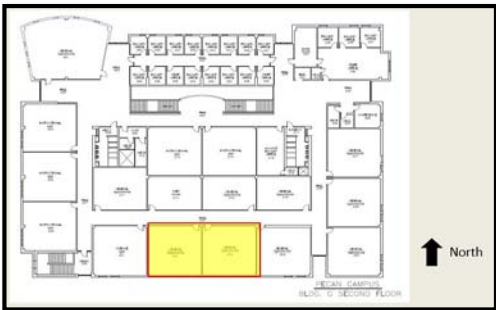
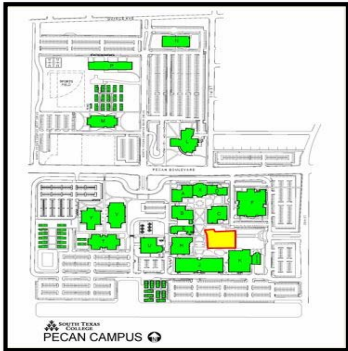
SOUTH TEXAS
COLLEGE



On behalf of the
Math & Science Division
Thank You for Your Support

Project Fact Sheet

11/26/2019

Project Name: Pecan Campus - Building G Geology Labs Conversion		Project No. 2020-008C				
Funding Source(s): Unexpended Plant Fund	<u>Original Budget</u>		<u>Actual Expenditures To Date</u>			
	<u>Variance of Original Budget vs. Actual Expenditures To Date</u>					
	Construction: \$ 135,000		\$ 135,000			
	Design: 13,500		- 13,500			
	Miscellaneous: 6,000		- 6,000			
	FFE: 45,000		- 45,000			
	Technology: -		- -			
	Total: \$ 199,500		\$ - \$ 199,500			
Architect: TBD	Board Approval of Schematic Design TBD					
Contractor: TBD						
STC FPC Project Manager: Samuel Saldana	Substantial Completion	TBD	Board Acceptance TBD			
	Final Completion	TBD	Board Acceptance TBD			
Project Description		Project Scope				
The project will consist of converting two (2) classrooms in the Business and Science Building G into Geology Labs to be used for Geology Classes by the Science Department.		Addition of Lab sink, eye wash station, lab tables, lab chairs and additional electrical outlets. Square feet for both labs is 1,584 sf.				
Projected Timeline						
Board Approval of Architect	Board Approval of Schematic Design	Board Approval of Contractor	Construction Start Date	Substantial Completion Date	Final Completion Date	FFE Completion of Move In
3/31/2020	6/23/2020	10/2020	11/2020	2/2021	3/2021	4/2021
Project Calendar of Expenditures by Fiscal Year						
Fiscal Year	Construction	Design	Misc.	FFE	Tech	Project Total
2019-20	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Project Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Current Agenda Item						
12/3/19 Facilities Committee: Review and Recommend Action on Authorization to Proceed with Solicitation of Architectural Services for the Pecan Campus Business and Science Building G Conversion of 2 Classrooms to Geology Labs						
						

Review and Action as Necessary on Contracting Architectural Services for the Pecan Plaza West Building C Kinesiology Storage and Restroom Renovations

Approval to contract architectural design services for the Pecan Plaza West Building C Kinesiology Storage and Restroom Renovations project is requested.

Purpose

Architectural design services are necessary for design and construction administration services for the Pecan Plaza West Building C Kinesiology Storage and Restroom Renovations project. The design scope of work includes, but is not limited to, design, analysis, preparation of plans and specifications, permit applications, construction administration, and inspection of the project.

Scheduling Priority

This project was submitted by the Kinesiology department in 2019, and was reviewed by the FPC department, Coordinated Operations Council, and the President's Cabinet. It is scheduled as an educational space improvement to provide more efficient storage space for staff and to renovate the restrooms.

Background

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

The proposed scope of work is summarized as follows:

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

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

Pecan Plaza West Building C Kinesiology Storage and Restroom Renovations Total Project Budget	
Budget Item	Budget Amount
Construction	\$122,000
Design	12,200
Miscellaneous	3,600
FFE	6,000
Total Project Budget	\$143,800

Funding Source

Funds for the Pecan Plaza West Building C Kinesiology Storage and Restroom Renovations Project 2020-002C are budgeted in the Unexpended Construction Plant Fund for available use in fiscal year 2019-2020. A remaining budget balance of the FY20 Unexpended Plant Fund considering this month's proposed project may be found under the agenda item titled Update on Status of Unexpended Plant Fund.

Reviewers

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

Enclosed Documents

Site plans indicating the location of the proposed Pecan Plaza West Building C Kinesiology Storage and Restroom Renovations project are enclosed. The evaluation team members completed evaluations for the firms and prepared the enclosed scoring and ranking summary.

The Facilities Committee recommended Board approval to contract architectural design services with Alvarado Architects & Associates, Inc. for the Pecan Plaza West Building C Kinesiology Storage and Restroom Renovations project as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize contracting architectural design services with Alvarado Architects & Associates, Inc. for the Pecan Plaza West Building C Kinesiology Storage and Restroom Renovations project as presented.

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

The Board of Trustees approves and authorizes contracting architectural design services with Alvarado Architects & Associates, Inc. for the Pecan Plaza West Building C Kinesiology Storage and Restroom Renovations project as presented.

Approval Recommended:

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



Pecan Plaza - West Building C

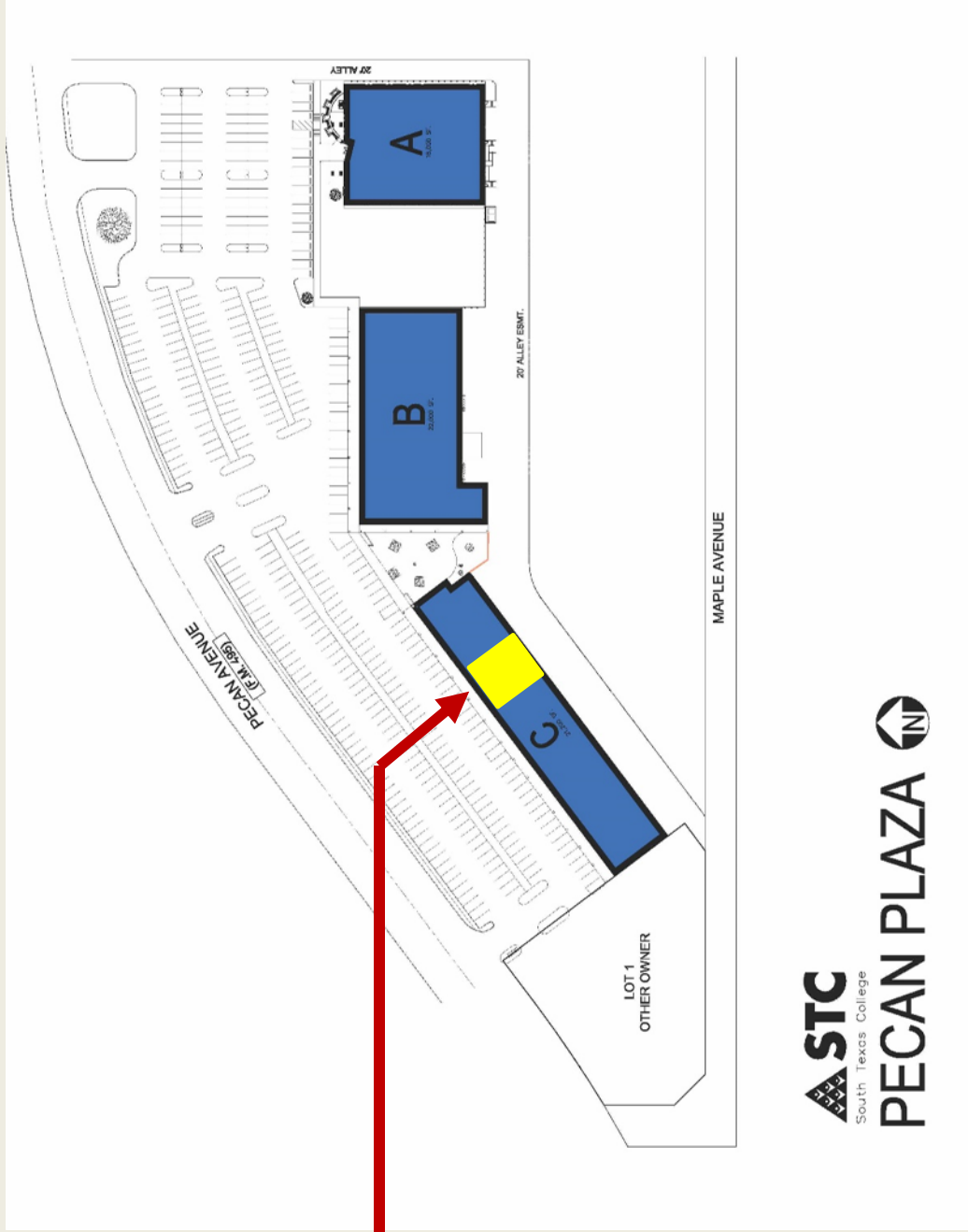
Kinesiology Renovation



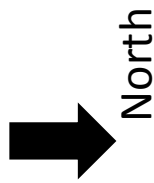
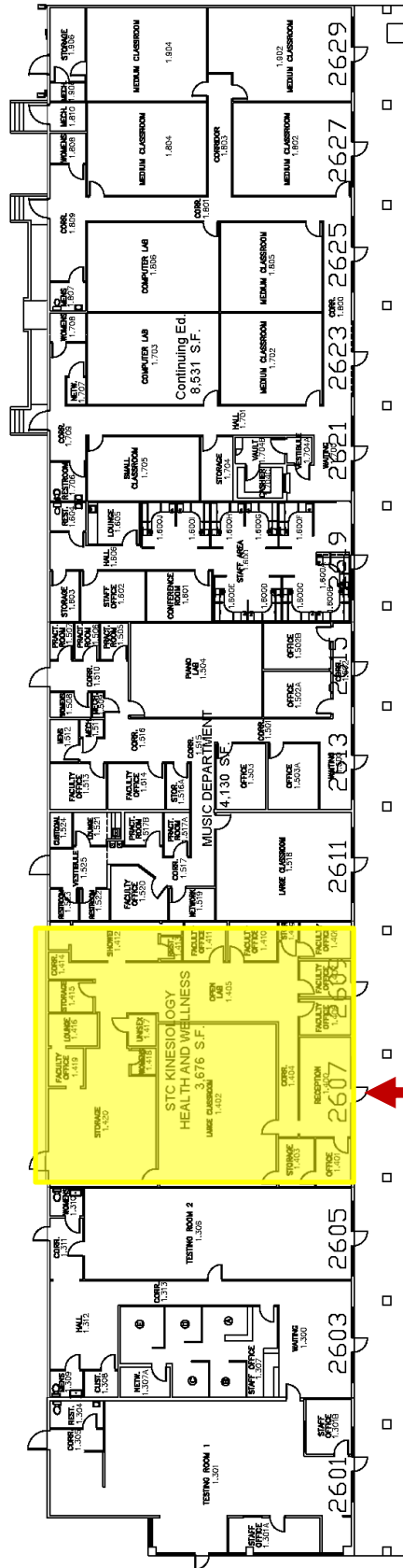


Project Proposed Site

**PROJECT
LOCATION**



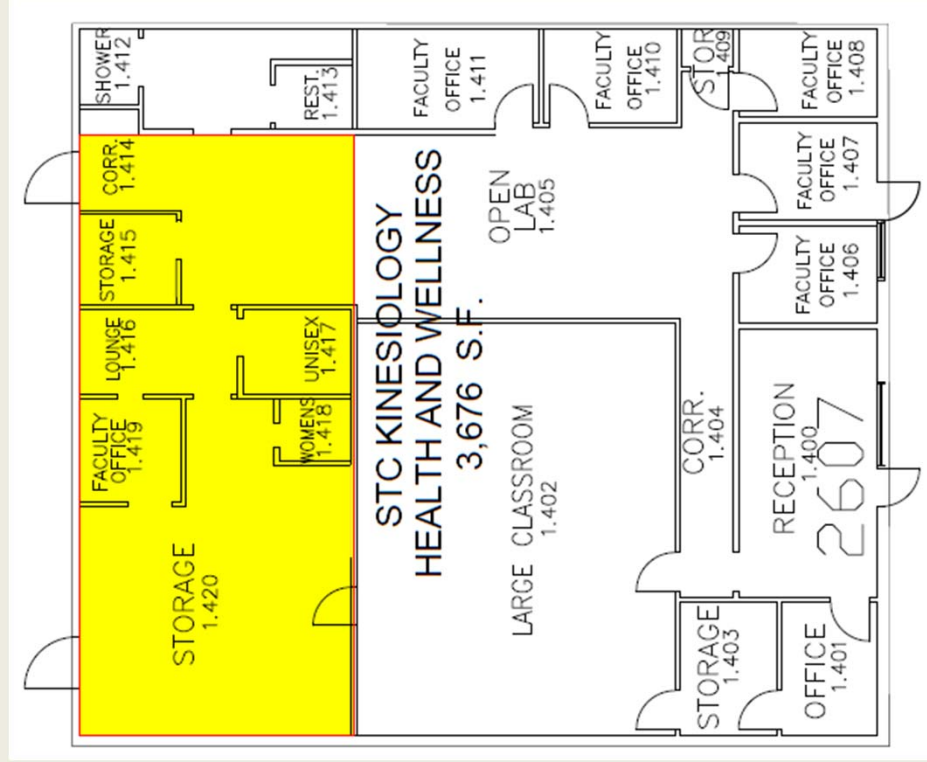
Project Proposed Location



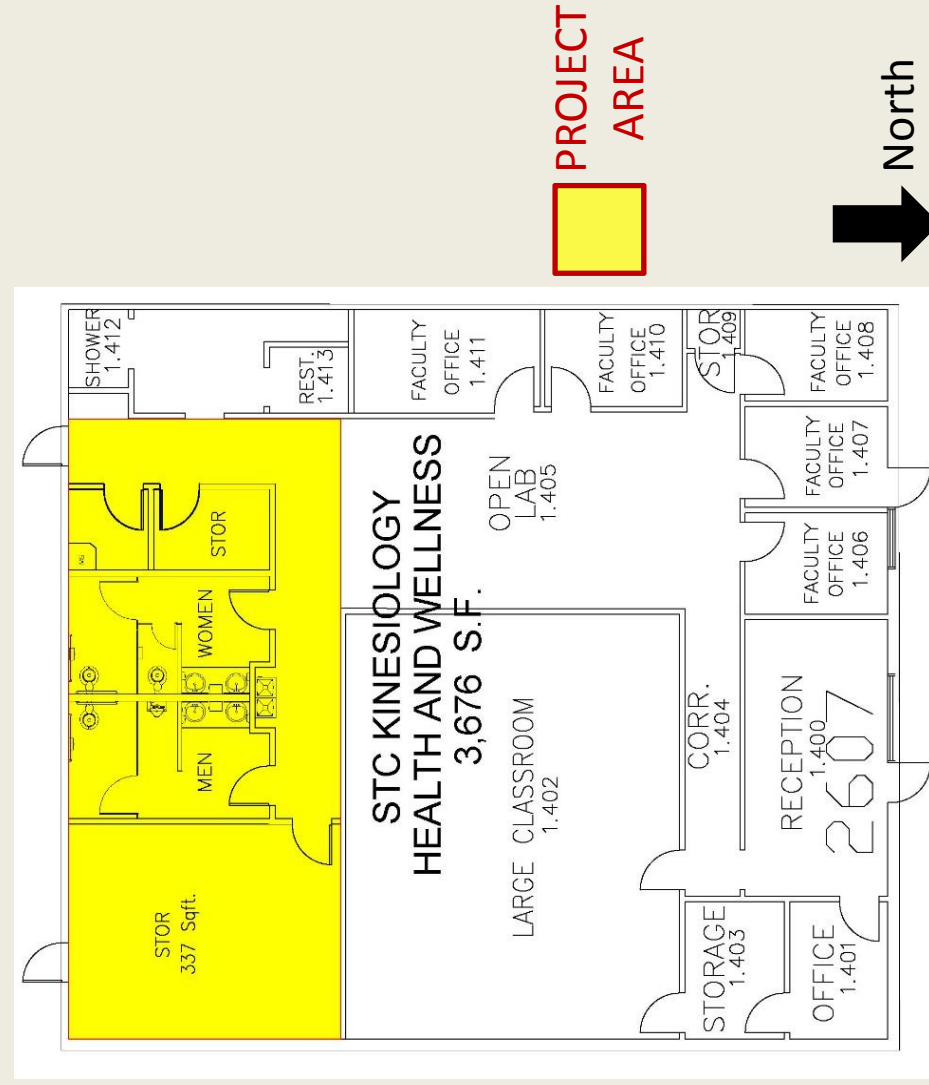
BUILDING C
PECAN PLAZA

PROJECT
LOCATION

Kinesiology Renovation



Existing Layout



PROJECT AREA



Proposed Layout

Interior Photos



Existing Restrooms

Interior Photos



Existing Storage Space

Proposed Scope & Budget



Requested By

Kinesiology Department

Scope of work

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

Total Renovated Square Feet = 1,090 sf

Estimated Total Project Budget

Construction	\$ 122,000
Design	12,200
Miscellaneous	3,600
FFE	<u>6,000</u>
Total Project Budget	\$ 143,800

**SOUTH TEXAS COLLEGE
ARCHITECTURAL SERVICES - PECAN PLAZA - KINESIOLOGY RENOVATION PHASE 1
PROJECT NO. 19-20-1025**

VENDOR	Alvarado Architects & Associates, Inc.	Boultinghouse Simpson Gates Architects	Gignac & Associates, LLP.	The Warren Group Architects, Inc.
ADDRESS	307 S Main St	3301 N McColl Rd	3700 N 10th St	1801 S 2nd St Ste 330
CITY/STATE/ZIP	Donna, TX 78537	McAllen, TX 78501	McAllen, TX 78504	McAllen, TX 78503
PHONE	956-464-8258	956-630-9494	956-686-0100	956-994-1900
FAX		956-630-2058	956-622-7313	956-994-1962
CONTACT	Erasmio Eli Alvarado III	Danny Boultinghouse	Raymond Gignac	Laura N. Warren
3.1 Statement of Interest				
3.1.1 Statement of Interest for Project	Pointed out that their team members have prior experience working in South Texas and that the selection of the consultants was based on their relevant experience and working relationship with South Texas College.	Made a statement of the firm's work on numerous renovation services on the STC Pecan Campus for over 18 years and therefore the familiarity of STC's requirements and expectations.	Pointed out their expertise with state-of-the-art educational spaces. Indicated that they are uniquely qualified for this project because of their extensive experience in designing educational facilities and expansions and renovations projects, coupled with Texas Architecture.	Pointed to the recent work the firm provided to STC and welcome the opportunity to continue providing services.
3.1.2 History and Statistics of Firm	- Firm founded in 1991 - Pointed out 25+ years of experience	- Firm established in 1990 - 600+ successful projects and 85% repeat client rate - Three registered architects	- Offices in Corpus Christi, Harlingen and McAllen - Established in 1988 - over 400 successful educational projects	- Established in 2004 - Offices in McAllen and Austin
3.1.3 Narrative describing the design team's unique qualifications and specialized design experience as it relates to the project	Stated that firm offers multiple services within a single source, which allows increased flexibility to react quickly to a variety of options and considerations.	Stated the firm's philosophy of being "client" oriented as much as "project" oriented.	Pointed out the firm's experience with educational facilities. Cited the firm's design of facilities in the Rio Grande Valley and their familiarity with geotechnical and civil engineering firms and their understanding of local codes and ordinances.	Indicated that the firm is known state-wide for educational and research facility design.
3.1.4 Statement of Availability and Commitment	Indicated their team is ready to begin work on the project immediately and ready to provide the proposed staff and any other resources necessary to perform architectural services for this project.	Indicated their availability and commitment to the project. Stated that project architect and project manager would be involved with the project until completed.	Stated that with multiple offices in South Texas they have the resources to complete the project on schedule and within budget.	Indicated their commitment to allocate the best members of the staff to STC projects.
3.2 Prime Firm				
3.2.1 Resumes of Principals and Key Members	Included resumes for the following: - Erasmo D. Alvarado, Jr - President/Architect - Erasmo Eli Alvarado, III - Vice-President - Pedro G. Ayala - Associate - Mario Garza, Jr - Project Manager/Construction Administration/Designer	Included resumes for the following: - Robert S. Simpson, Project Architect/Manager - John Gates, Project Architect/Manager	Included resumes for the following staff: - Raymond Gignac, Principal-In-Charge/Project Director - Rolando Garza, Architectural Design Manager - Carolyn James, Interior Designer - Nicholas Gignac, Associate AIA - Juan Mujica, Project Manager - Ana Salas-Luksa, Architectural Associate - Hector Guevara - Production/Architectural Intern	Included resumes for the following staff: - Laura Nassri Warren - President/Principal - Andrina De Anda - Associate Architect Director - Natanael Perez - Senior Project Manager - Maritza Cardenas - Senior Project Manager - Crystal Chavez - Project Manager - Nicole Reyman - Architectural Intern
3.2.2 Project Assignments and Lines of Authority	Duties and time assignments for each staff member were included, with 100% commitment from three of the named staff and 50% for the fourth named staff member.	Lines of authority and assignments within firm are shown in an organization chart that includes eleven staff members.	Lines of authority and assignments within firm are shown in an organization chart that includes seven staff members.	Duties and time assignments for firm staff and staff from consultant firms are summarized in a table. Time assignments for most of the staff range from 40% to 80%.
3.2.3 Prime Firm proximity and meeting availability	Firm is located in Donna, TX which is only 20 minutes away.	Indicated that their local presence gives them the opportunity to respond in a timely manner to any planned or unexpected meetings with STC.	Indicated they are located in McAllen, TX a 10 minute drive from STC campus and will be very accessible for meeting throughout the entire project.	Firm is located in McAllen and is about 10 minutes from work site.
3.2.4 Describe any litigation the prime firm is currently involved in which could affect the firm's ability to provide professional services to STC	Indicated that the firm is not involved in any litigation that would affect performance under a contract with STC.	Indicated that the firm is not involved in any litigation that would affect the firm's ability to provide professional services.	Indicated they are not currently involved in any litigation that will affect ability to provide services.	Indicated that firm has not been involved in litigation disputes.

**SOUTH TEXAS COLLEGE
ARCHITECTURAL SERVICES - PECAN PLAZA - KINESIOLOGY RENOVATION PHASE 1
PROJECT NO. 19-20-1025**

VENDOR	Alvarado Architects & Associates, Inc.	Boultinghouse Simpson Gates Architects	Gignac & Associates, LLP.	The Warren Group Architects, Inc.
3.3 Project Team				
3.3.1 Organization chart with Role of Prime Firm and each consultants firm	Included organization chart which showed the following consultants: - M Garcia Engineering - Civil - Chanin Engineering - Structural - Jones DBR - MEP Design - VME Engineering - MEP	Included organization chart which showed the following consultants: - Half Associates - MEP - Chanin Engineering - Structural	Included organization chart showing prime firm and the following consultants: - Chanin Engineering - Structural - Trinity Engineering - MEP - Melden & Hunt - Civil	Included organizational chart showing prime firm and the following consultants: - Chanin Engineering - Structural - MEP Solutions Engineering - MEP
3.4 Representative Projects				
3.4.1 Minimum of 5 projects firm has worked on	- Taft ISD - Taft High School Roof and HVAC Replacement (\$1,216,099) - UTB Texas Southmost College - Oliveira Library Interior Renovations (\$1,700,000) - South Texas College - Pecan Plaza Police Department Headquarters Renovation (\$864,000) - Texas A&M University at Kingsville - BES 100 Interiors Modifications (\$368,000) - Laredo Community College - Secord Campus (\$35,000,000)	- City of McAllen - McAllen Public Library and Dewey Park Trails (\$14,300,000) - South Texas College - Building K Renovations Admissions Welcome Center and Entrance (\$411,633) - UTRGV - Haggar Building Renovation (\$2,200,000) - STC - Building D Auditorium Remodel (\$565,802) - STC - 2501 Pecan Plaza Renovation (\$2,026,926) - UTRGV - Annex Building Renovation (\$2,727,000)	- Del Mar College - Emerging Technology Expansion Atrium (\$8 million) - PSJA ISD - Addition & Renovations to Longoria Elementary School (\$7.6M) - PSJA ISD Collegiate Academy Campus Re-purpose (\$17 M) - Corpus Christi ISD - Cunningham & South Park Middle School (\$30 M) - Susser Holdings - Stripes Headquarters Repurpose & Renovations (\$2.4M)	- South Texas College - Student Activities and Cafeteria Building (\$6,897,227) - UTRGV-DHR - Multi-Disciplinary Medical Research Facility (\$36,000,000) - City of Pharr and PSJA ISD - Northside Aquatic Facility (\$21M \$22M) - Juan Diego Academy - Catholic Regional High School, Gymnasium Building & Campus Master Plan (\$1,719,000) - City of McAllen - McAllen Miller International Airport Renovations and Additions (\$27,000,000)
3.5 References				
3.5.1 References for five (5) projects	- Taft ISD - Edinburg CISD - Texas State Technical College - Texas Southmost College - UTRGV	- UTRGV - City of McAllen	- Del Mar College - City of Corpus Christi - PSJA ISD - Corpus Christi ISD - Idea Public Schools	- UTRGV - Stanley Black & Decker - Hidalgo County Courthouse - McAllen Miller International Airport - City of Pharr
3.6 Project Execution				
3.6.1 Summary of approach to project that addresses interaction with STC staff, management of different phases of the project, how you maintain quality control, and final project close-out.	Stated that they have implemented step-by-step procedures to ensure a project stays on schedule. Will work closely with Owner to ensure project timelines are met.	Firm did not address this item.	Provided very detailed project approach process and part of it addresses timely completion of project.	Stated they provide all of their clients a different and successful approach that is unique to each of our projects while staying with-in budget and full code compliance.
3.6.2 Willingness and ability to expedite services. Ability to supplement production.	Indicated they will supplement production capability to meet schedule demands, if and when necessary.	Reiterated the availability of the firm's staff and agree to add staff if required by project demands.	Indicated they are able to adjust schedules and fast-track projects to meet owner deadlines.	Stated that staff can be assigned to the project immediately. Are able and committed to begin work on your project the moment we receive notice of award. Indicated that team has no need to supplement production capability as they are able to provide services through all phases of the project.
TOTAL EVALUATION POINTS	560.4	556.20	559.40	557.60
RANKING	1	4	2	3

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

**SOUTH TEXAS COLLEGE
ARCHITECTURAL SERVICES - PECAN PLAZA - KINESIOLOGY RENOVATION PHASE 1
PROJECT NO. 19-20-1025
EVALUATION SUMMARY**

VENDOR	Alvarado Architects & Associates, Inc.	Boultinghouse Simpson Gates Architects	Gignac & Associates, LLP.	The Warren Group Architects, Inc.
ADDRESS	307 S Main St	3301 N McColl Rd	3700 N 10th St	1801 S 2nd St Ste 330
CITY/STATE/ZIP	Donna, TX 78537	McAllen, TX 78501	McAllen, TX 78504	McAllen, TX 78503
PHONE	956-464-8258	956-630-9494	956-686-0100	956-994-1900
FAX		956-630-2058	956-622-7313	
CONTACT	Erasmio Eli Alvarado III	Danny Boultinghouse	Raymond Gignac	Laura N. Warren
3.1 Statement of Interest (up to 100 points)				
3.1.1 Statement of interest on projects	95	89	95	93
3.1.2 Firm History including credentials	96	95	95	95
3.1.3 Narrative describing the design team's unique qualifications and specialized design experience as it relates to the project	90	90	90	90
3.1.4 Availability and commitment of firm and its principal(s) and key professionals	94	94	94	93
	94	94	94	94
	93.80	92.40	93.60	93.00
3.2 Prime Firm (up to 100 points)				
3.2.1 Resumes giving the experience and expertise principles and key members for the prime firm that will be involved in the project(s), including their experience with similar projects and the number of years with the prime firm	93	94	95	93
	94	94	93	93
3.2.2 Proposed project assignments, lines of authority, and communication for principals and key professional members of the prime firm that will be involved in the project(s). Indicate the estimated percent of time these individuals will be involved in the project(s).	95	94	93	94
3.2.3 Prime Firm proximity and meeting availability	94	95	93	94
3.2.4 Describe any litigation the prime firm is currently involved in which could affect the firm's ability to provide professional services to STC	93	93	92	93
	93.80	94.00	93.20	93.40
3.3 Project Team (up to 100 points)				
3.3.1 Organizational chart showing, the roles of the prime firm and each consultant firm or individual included.	98	92	91	91
--Identify the consultant and provide a brief history about the consultant	93	93	93	92
--Describe the consultant's proposed role in the project and its related project experience	94	94	94	94
--List a project(s) that the prime firm and the consultant have worked together on during the last five years	95	95	95	95
--Provide a statement of the consultant's availability for the project(s)	93	93	93	93
--Provide resumes giving the experience and expertise of principals and key professional members for the consultant who will be assigned to the project(s)	93	93	93	93
	94.60	93.40	93.20	93.00
3.4 Representative Projects (up to 100 points)				
3.4.1 Specific data on 5 projects the prime firm provided or is providing professional services in an educational setting	96	95	98	94
--Project name and location; Project Owner and contact information; Project construction cost; Project size in gross square feet; Date project was started and completed; Professional services prime firm provided for the project; Project manager; Project architect; Project designer; Names of consultant firms and their expertise.	93	94	93	93
	95	95	95	95
	95	95	94	94
	93	94	92	92
	94.40	94.60	94.40	93.60



**SOUTH TEXAS COLLEGE
ARCHITECTURAL SERVICES - PECAN PLAZA - KINESIOLOGY RENOVATION PHASE 1
PROJECT NO. 19-20-1025
EVALUATION SUMMARY**

VENDOR	Alvarado Architects & Associates, Inc.		Boultinghouse Simpson Gates Architects		Gignac & Associates, LLP.		The Warren Group Architects, Inc.	
3.5 Five References (up to 100 points)								
3.5.1 Provide references for 5 projects, other than STC, listed in response to Part four, 3.4.1. The references shall include: --Owner's name, Owner's representative who served as the day-to-day liaison during planning, design, and construction of the project, and the Owner representative's telephone number and email address	85	91.00	85	90.20	90	91.80	85	91.20
	90		90		91		91	
	94		93		94		94	
	92		91		91		93	
	94		92		93		93	
3.6 Project Execution (up to 100 points)								
3.6.1 Provide a summary of your approach to the project that addresses key elements such as your interaction with STC staff, management of the different phases of the project, how you maintain quality control, and final project close-out. 3.6.2 Provide information as part of submission response to assure that Architectural firm is willing and able to expedite design services and construction administration for the project. Please provide insight if Architect is intending to supplement production capability in order to meet schedule demands.	93	92.80	90	91.60	95	93.20	95	93.40
	93		92		93		94	
	93		93		92		93	
	93		91		94		93	
	92		92		92		92	
TOTAL EVALUATION POINTS	560.40		556.20		559.40		557.60	
RANKING	1		4		2		3	

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

Project Fact Sheet

11/26/2019

Project Name: Pecan Plaza - West Building C Kinesiology Renovation		Project No. 2020-002C				
Funding Source(s): Unexpended Plant Fund	<u>Original Budget</u>		<u>Actual Expenditures To Date</u>			
	Construction: \$ 122,000 Design: 12,200 Miscellaneous: 3,600 FFE: 6,000 Technology: - Total: \$ 143,800		<u>Variance of Original Budget vs. Actual Expenditures To Date</u> \$ 122,000 12,200 3,600 6,000 - \$ 143,800			
Architect: TBD	Board Approval of Schematic Design N/A					
Contractor: TBD						
STC FPC Project Manager: Martin Villarreal	Substantial Completion TBD		Board Acceptance TBD			
	Final Completion TBD		Board Acceptance TBD			
Project Description		Project Scope				
Renovating Kinesiology existing restrooms and storage spaces.		Renovate the Kinesiology Department facilities to include an upgrade for the restrooms, a separate storage space for first aid and CPR, and storage areas for equipment. 1,090 square feet of space to be renovated.				
Projected Timeline						
Board Approval of Architect	Board Approval of Schematic Design	Board Approval of Contractor	Construction Start Date			
12/10/2019	2/25/2020	6/23/2020	7/15/2020			
		Substantial Completion Date	Final Completion Date			
		10/1/2020	11/1/2020			
		FFE Completion of Move In				
		11/1/2020				
Project Calendar of Expenditures by Fiscal Year						
Fiscal Year	Construction	Design	Misc.	FFE	Tech	Project Total
2019-20	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Project Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Current Agenda Item						
12/3/19 Facilities Committee: Review and Recommend Action on Contracting Architectural Services for the Pecan Plaza West Building C Kinesiology Storage and Restroom Renovations						
						
		Proposed Layout				

Review and Action as Necessary on Contracting Architectural Services for the Mid Valley Campus Center for Learning Excellence Building A Renovation of Space for Supplemental Instruction

Approval to contract architectural design services for the Mid Valley Campus Center for Learning Excellence Building A Renovation of Space for Supplemental Instruction project is requested.

Purpose

Architectural design services are necessary for design and construction administration services for the Mid Valley Campus Center for Learning Excellence Building A Renovation of Space for Supplemental Instruction project. The design scope of work includes, but is not limited to, design, analysis, preparation of plans and specifications, permit applications, construction administration, and inspection of the project.

Scheduling Priority

This project was submitted by the Library & Learning Support Services department in 2019, and was reviewed by the FPC department, the Coordinated Operations Council, and the President's Cabinet. It is scheduled as an educational space improvement to provide a supplemental learning environment for students in Building A.

Background

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

The proposed scope of work is summarized as follows:

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

On September 24, 2019, the Board of Trustees approved the solicitation for architectural services. Solicitation for architectural qualifications began on October 1, 2019, for the purpose of selecting an architectural firm to prepare the necessary plans and specifications for the Mid Valley Campus Center for Learning Excellence Building A Renovation of Space for Supplemental Instruction project. A total of fourteen (14) firms received a copy of the RFQ and a total of five (5) firms submitted their responses on October 16, 2019.

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

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

Funding Source

Funds for the Mid Valley Campus Center for Learning Excellence Building A Renovation of Space for Supplemental Instruction Project 2020-005C are budgeted in the Unexpended Construction Plant Fund for available use in fiscal year 2019-2020. A remaining budget balance of the FY20 Unexpended Plant Fund considering this month's proposed project may be found under the agenda item titled Update on Status of Unexpended Plant Fund.

Reviewers

The proposals have been reviewed by College staff from the Facilities Planning & Construction, Maintenance & Operations, Library & Learning Support Services, and Purchasing departments.

Enclosed Documents

Site plans indicating the location of the proposed Mid Valley Campus Center for Learning Excellence Building A Renovation of Space for Supplemental Instruction project are enclosed. The evaluation team members completed evaluations for the firms and prepared the enclosed scoring and ranking summary.

The Facilities Committee recommended Board approval to contract architectural design services with The Warren Group Architects, Inc. for the Mid Valley Campus Center for Learning Excellence Building A Renovation of Space for Supplemental Instruction project as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize contracting architectural design services with The Warren Group Architects, Inc. for the Mid Valley Campus Center for Learning Excellence Building A Renovation of Space for Supplemental Instruction project as presented.

The Following Minute Order is proposed for consideration by the Board of Trustees:
The Board of Trustees approves and authorizes contracting architectural design services with The Warren Group Architects, Inc. for the Mid Valley Campus Center for Learning Excellence Building A Renovation of Space for Supplemental Instruction project as presented.

Approval Recommended:

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

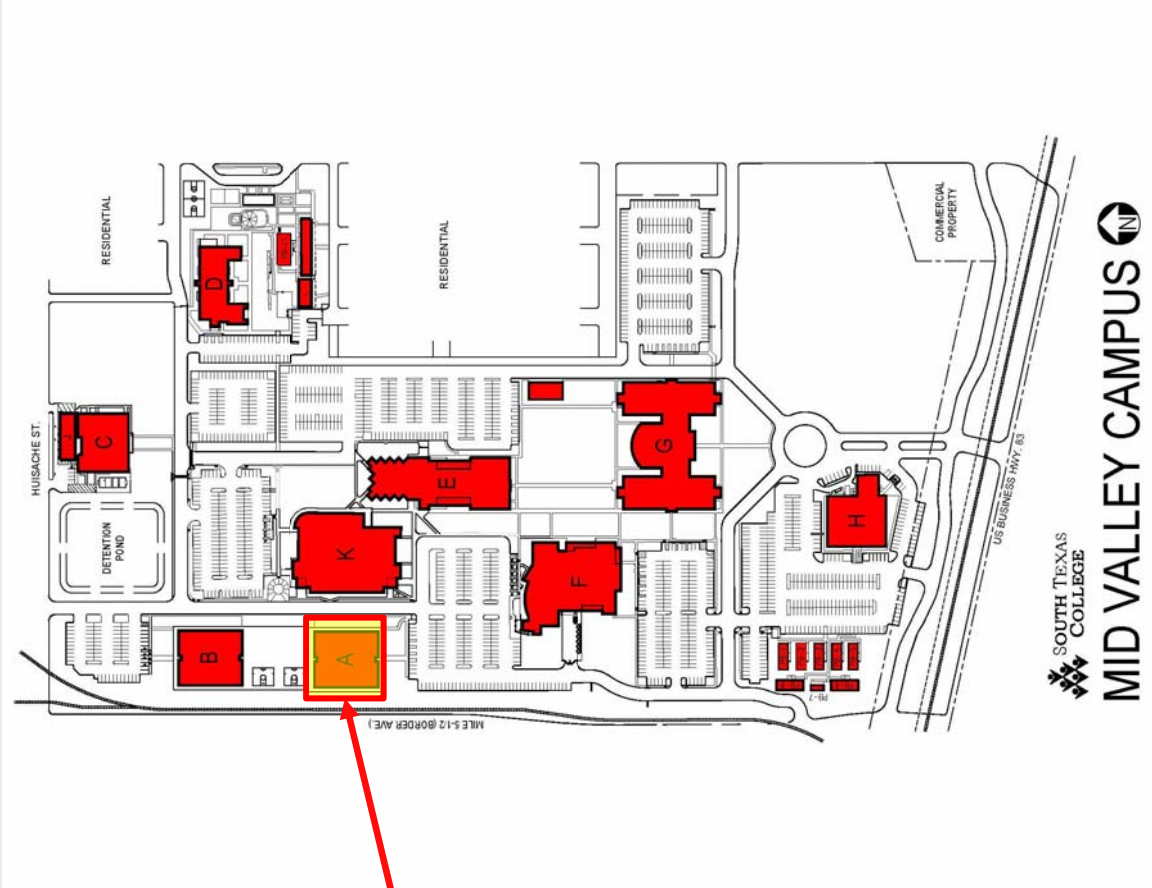


Mid-Valley Campus
Center for Learning Excellence - Building A
Renovation of Space for Supplemental
Instruction



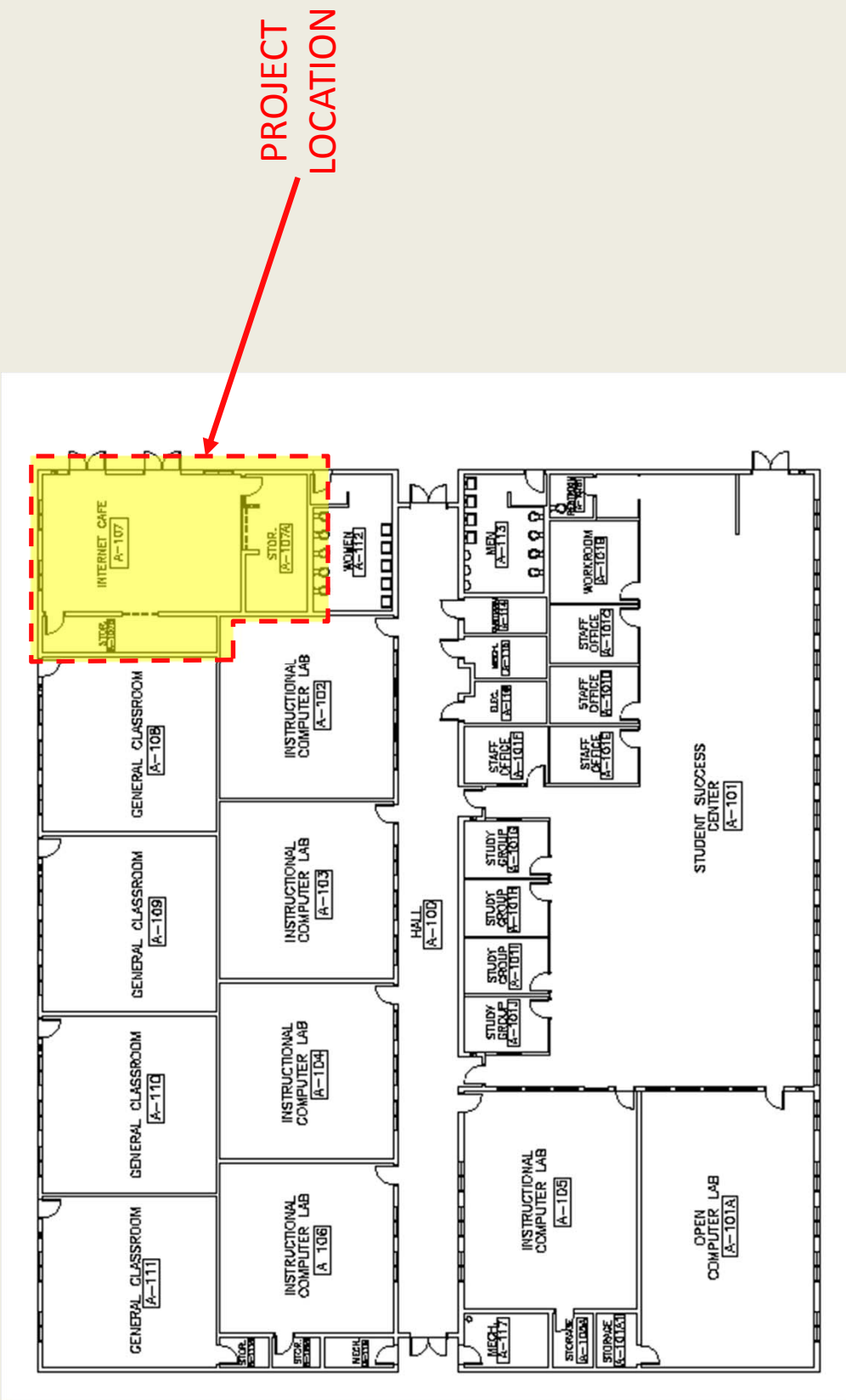
SOUTH TEXAS
COLLEGE

Project Proposed Site



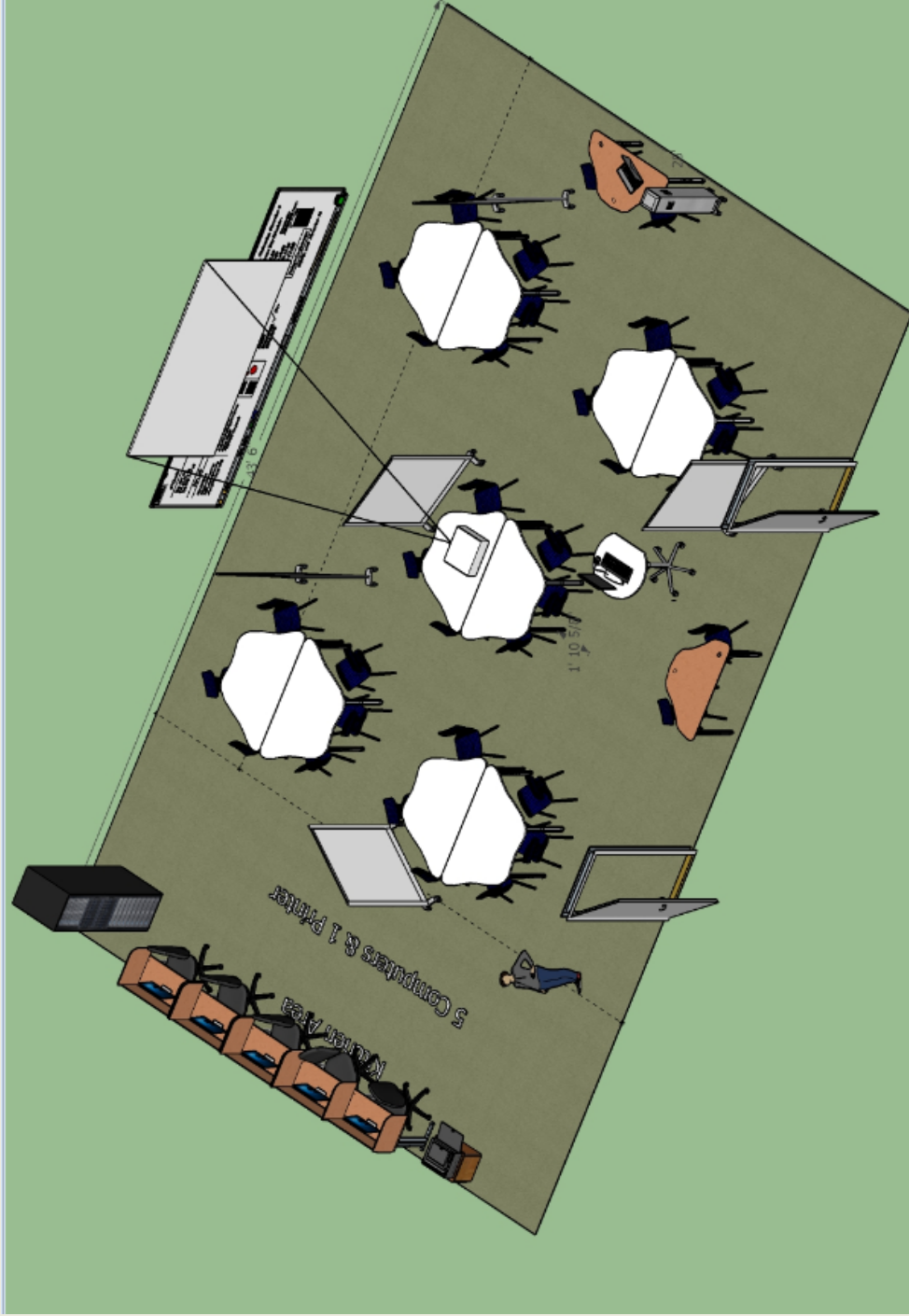
**PROJECT
LOCATION**

Project Proposed Location



CENTER FOR LEARNING EXCELLENCE
BUILDING A

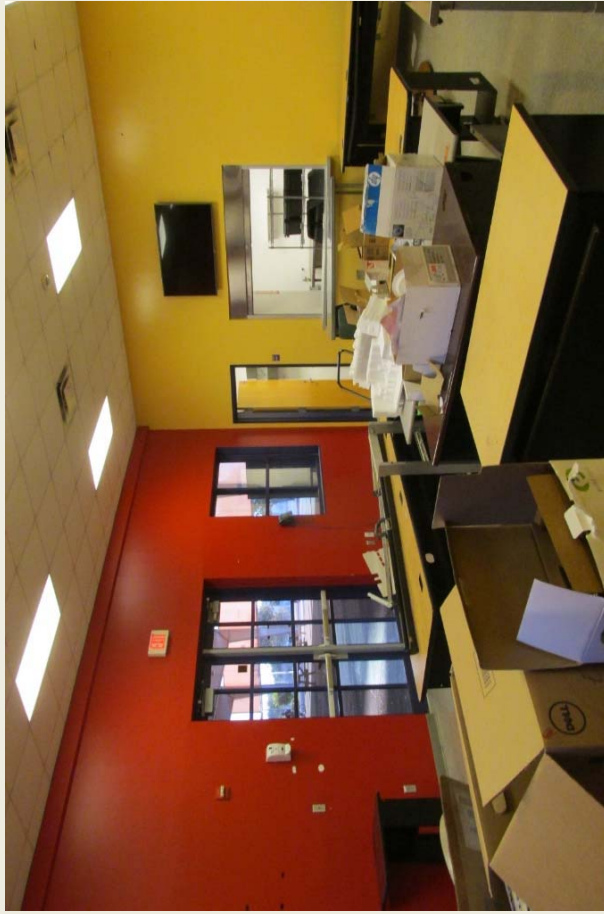
Renovation of Space for Supplemental Instruction



Proposed Layout

CENTER FOR LEARNING EXCELLENCE
BUILDING A

Interior Photos



Existing Space

Proposed Scope & Budget



Requested By

Library and Learning Support Services Department

Scope of work

Design and Renovation of Existing Cafeteria to a Supplemental Instruction Space

Total Renovated Square Feet = 1,320 sf

Estimated Total Project Budget

Construction	\$ 132,000
Design	13,200
Miscellaneous	4,000
FFE	50,000
<u>Technology</u>	<u>25,000</u>
Total Project Budget	\$224,200

SOUTH TEXAS COLLEGE
ARCHITECTURAL SERVICES - MID VALLEY CAMPUS CENTER FOR LEARNING EXCELLENCE BUILDING A RENOVATION OF SPACE FOR
SUPPLEMENTAL INSTRUCTION
PROJECT NO. 19-20-1022

VENDOR	Alvarado Architects & Associates, Inc.	Boultinghouse Simpson Gates Architects	Gignac & Associates, LLP.	Gomez Mendez Saenz, Inc.	The Warren Group Architects, Inc.
ADDRESS	307 S Main St	3301 N McColl Rd	3700 N 10th St	1150 Paredes Line Rd	1801 S 2nd St Ste 330
CITY/STATE/ZIP	Donna, TX 78537	McAllen, TX 78501	McAllen, TX 78504	Brownsville, TX 78521	McAllen, TX 78503
PHONE	956-464-8258	956-630-9494	956-686-0100	956-546-0110	956-994-1900
FAX		956-630-2058	956-622-7313		956-994-1962
CONTACT	Erasmus Eli Alvarado III	Danny Boultinghouse	Raymond Gignac	Rudy V. Gomez	Laura N. Warren
3.1 Statement of Interest					
3.1.1 Statement of Interest for Project	Pointed out that their team members have prior experience working in South Texas and that the selection of the consultants was based on their relevant experience and working relationship with South Texas College.	Made a statement of the firm's work on numerous renovation services on the STC Pecan Campus for over 18 years and therefore the familiarity of STC's requirements and expectations.	Pointed out their expertise with state-of-the-art educational spaces. Indicated that they are uniquely qualified for this project because of their extensive experience in designing educational facilities and expansions and renovations projects, coupled with Texas Architecture.	Firm stated their location in Brownsville and the advantages of hiring a local architectural firm.	Pointed to the recent work the firm provided to STC and welcome the opportunity to continue providing services.
3.1.2 History and Statistics of Firm	- Firm founded in 1991 - Pointed out 25+ years of experience	- Firm established in 1990 - 600+ successful projects and 85% repeat client rate - Three registered architects	- Offices in Corpus Christi, Harlingen and McAllen - Established in 1988 - over 400 successful educational projects	- Founded in 1998, but this company has been in existence under different name since 1976 - have three licensed architects and staff of nine.	- Established in 2004 - Offices in McAllen and Austin
3.1.3 Narrative describing the design team's unique qualifications and specialized design experience as it relates to the project	Stated that firm offers multiple services within a single source, which allows increased flexibility to react quickly to a variety of options and considerations.	Stated the firm's philosophy of being "client" oriented as much as "project" oriented.	Pointed out the firm's experience with educational facilities. Cited the firm's design of facilities in the Rio Grande Valley and their familiarity with geotechnical and civil engineering firms and their understanding of local codes and ordinances.	Did not specifically address this item, but included information on the firm's experience and its consultants.	Indicated that the firm is known state-wide for educational and research facility design.
3.1.4 Statement of Availability and Commitment	Indicated their team is ready to begin work on the project immediately and ready to provide the proposed staff and any other resources necessary to perform architectural services for this project.	Indicated their availability and commitment to the project. Stated that project architect and project manager would be involved with the project until completed.	Stated that with multiple offices in South Texas they have the resources to complete the project on schedule and within budget.	Stated that firm has the staff and expertise to meet or exceed the project schedule.	Indicated their commitment to allocate the best members of the staff to STC projects.
3.2 Prime Firm					
3.2.1 Resumes of Principals and Key Members	Included resumes for the following: - Erasmo D. Alvarado, Jr - President/Architect - Erasmo Eli Alvarado, III - Vice President - Pedro G. Ayala - Associate - Mario Garza, Jr - Project Manager	Included resumes for the following: - Robert S. Simpson, Project Architect/Manager - John Gates, Project Architect/Manager	Included resumes for the following staff: - Raymond Gignac, Principal-In-Charge/Project Director - Rolando Garza, Architectural Design Manager - Carolyn James, Interior Designer - Nicholas Gignac, Associate AIA - Juan Mujica, Project Manager - Ana Salas-Luksa, Architectural Associate - Hector Guevara - Production/Architectural Intern	Included Resumes for the following staff: - Rudolph V. Gomez, President - Roan G. Gomez, Vice President - Secretary - David Monreal, Partner	Included resumes for the following staff: - Laura Nassri Warren - President/Principal - Andrina De Anda - Associate Architect Director - Natanael Perez - Senior Project Manager - Maritza Cardenas - Senior Project Manager - Crystal Chavez - Project Manager - Nicole Reyman - Architectural Intern
3.2.2 Project Assignments and Lines of Authority	Duties and time assignments for each staff member were included, with 100% commitment from three of the named staff and 50% for the fourth named staff member	Lines of authority and assignments within firm are shown in an organization chart that includes eleven staff members.	Lines of authority and assignments within firm are shown in an organization chart that includes seven staff members.	Indicated the staff who will be involved in the project and their percentage time participation.	Duties and time assignments for firm staff and staff from consultant firms are summarized in a table. Time assignments for most of the staff range from 40% to 80%.
3.2.3 Prime Firm proximity and meeting availability	Firm is located in Donna, TX which is only 20 minutes away from the STC Pecan Campus. Available for planned and/or unplanned meetings during all phases of the project.	Indicated that their local presence give them the opportunity to respond in a timely many to any planned or unexpected meetings with STC.	Indicated they are located in McAllen, TX a 10 minute drive from STC campus and will be very accessible for meeting throughout the entire project.	Indicated that they are one hour away from STC, however they are readily available to be at the job site at a moment's notice.	Firm is located in McAllen and is about 20 minutes from work site.
3.2.4 Describe any litigation the prime firm is currently involved in which could affect the firm's ability to provide professional services to STC	Indicated that the firm is not involved in any litigation that would affect performance under a contract with STC.	Indicated that the firm is not involved in any litigation that would affect the firm's ability to provide professional services.	Indicated they are not currently involved in any litigation that will affect ability to provide services.	Mentioned a suit in 2016 in which they are a third party to the suit.	Indicated that firm has not been involved in litigation disputes.

**SOUTH TEXAS COLLEGE
ARCHITECTURAL SERVICES - MID VALLEY CAMPUS CENTER FOR LEARNING EXCELLENCE BUILDING A RENOVATION OF SPACE FOR
SUPPLEMENTAL INSTRUCTION
PROJECT NO. 19-20-1022**

VENDOR	Alvarado Architects & Associates, Inc.	Boultinghouse Simpson Gates Architects	Gignac & Associates, LLP.	Gomez Mendez Saenz, Inc.	The Warren Group Architects, Inc.
3.3 Project Team					
3.3.1 Organization chart with Role of Prime Firm and each consultants firm	Included organization chart which showed the following consultants: - M Garcia Engineering - Civil - Chanin Engineering - Structural - Jones DBR - MEP Design VME Engineering - MEP	Included organization chart which showed the following consultants: - Half Associates - MEP - Chanin Engineering - Structural	Included organization chart showing prime firm and the following consultants: - Chanin Engineering - Structural - Trinity Engineering - MEP - Melden & Hunt - Civil	Included organizational chart showing prime firm and the following consultants: - Ethos Engineering, LLC - MEP Engineers - M Garcia Eng., LLC - Civil - Raba-Kistner Consultants Inc. - Geotechnical Engineer - SSP Design, LLC - Landscape Designer - Green Rubiano & Assoc Structural Engineers	Included organizational chart showing prime firm and the following consultants: - Chanin Engineering - Structural - Perez Consulting Engineers - Civil
3.4 Representative Projects					
3.4.1 Minimum of 5 projects firm has worked on	- Taft ISD - Taft High School Roof and HVAC Replacement (\$1,216,099) - UTB Texas Southmost College - Oliveira Library Interior Renovations (\$1,700,000) - South Texas College - Pecan Plaza Police Department Headquarters Renovation (\$864,000) - Texas A&M University at Kingsville - BES 100 Interiors Modifications (\$368,000) - Laredo Community College - Secord Campus (\$35,000,000)	- City of McAllen - McAllen Public Library and Dewey Park Trails (\$14,300,000) - South Texas College - Building K Renovations Admissions Welcome Center and Entrance (\$411,633) - UTRGV - Haggard Building Renovation (\$2,200,000) - STC - Building D Auditorium Remodel (\$565,802) - STC - 2501 Pecan Plaza Renovation (\$2,026,926) - UTRGV - Annex Building Renovation (\$2,727,000)	- Del Mar College - Emerging Technology Expansion Atrium (\$8 million) - PSJA ISD - Addition & Renovations to Longoria Elementary School (\$7.6M) - Corpus Christi ISD - Veterans Memorial High School Library (\$93,204,494) - La Joya ISD Juarez - Lincoln High School Library (\$57.3 million) - Suser Holdings - Stripes Headquarters Repurpose & Renovations (\$2.4M)	- University of Texas at Brownsville - Student Union Improvements (\$1,000,000) - University of Texas at Brownsville - UTB/TSC Incubator (\$2,948,375) - University of Texas at Brownsville - Prax Orive Jr. Technical Training Center (\$4,147,714) - University of Texas Pan American - Student Services Bldg. Phase I and II (\$3,160,952) - University of Texas Pan American - Student Dining Services (\$206,500)	- South Texas College - Student Activities and Cafeteria Building (\$6,897,227) - UTRGV-DHR - Multi-Disciplinary Medical Research Facility (\$36,000,000) - Sacred Oak Medical Center - State of the Art Behavioral Center (\$443,630) - Mission EDC - CEED Mission Economic Development Corporation (\$3,602,638) - City of McAllen - McAllen Miller International Airport Renovations and Additions (\$27,000,000)
3.5 References					
3.5.1 References for five (5) projects	- Taft ISD - Edinburg CISD - Mission CISD - Texas State Technical College - Texas Southmost College - UTRGV	- UTRGV - City of McAllen	- Del Mar College - City of Corpus Christi - PSJA ISD - Corpus Christi ISD - Idea Public Schools	- Brownsville ISD - Harlingen ISD - Idea Public Schools - Los Fresnos CISD - Sharyland ISD - South Texas ISD - Weslaco ISD - Cameron County - City of Brownsville - City of Harlingen - City of Las Fresnos	- UTRGV - Stanley Black & Decker - Hidalgo County Courthouse - McAllen Miller International Airport Renovations and Additions - North Side Library - Development Research Center Master Plan
3.6 Project Execution					
3.6.1 Summary of approach to project that addresses interaction with STC staff, management of different phases of the project, how you maintain quality control, and final project close-out.	Stated that they have implemented step-by-step procedures to ensure a project stays on schedule. Will work closely with Owner to ensure project timelines are met.	Firm did not address this item.	Provided very detailed project approach process and part of it addresses timely completion of project.	Stated they use a collaborative design process that involves the owner, users, project manager, consultants and contractors. They do not begin design until the client's goals have been documented and the project requirements are thoroughly understood and tested against the budget.	Stated they provide all of their clients a different and successful approach that is unique to each of our projects while staying with-in budget and full code compliance.
3.6.2 Willingness and ability to expedite services. Ability to supplement production.	Indicated they will supplement production capability to meet schedule demands, if and when necessary.	Reiterated the availability of the firm's staff and agree to add staff if required by project demands.	Indicated they are able to adjust schedules and fast-track projects to meet owner deadlines.	Reiterated their ability to meet or exceed the project schedule. They anticipate no difficulty in this.	Stated that staff can be assigned to the project immediately. Are able and committed to begin work on your project the moment we receive notice of award. Indicated that team has no need to supplement production capability as they are able to provide services through all phases of the project.
TOTAL EVALUATION POINTS	560.8	558.80	562.00	560.60	567.20
RANKING	3	5	2	4	1

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

**SOUTH TEXAS COLLEGE
ARCHITECTURAL SERVICES - MID VALLEY CAMPUS CENTER FOR LEARNING EXCELLENCE BUILDING A RENOVATION OF SPACE FOR
SUPPLEMENTAL INSTRUCTION
PROJECT NO. 19-20-1022
EVALUATION SUMMARY**

VENDOR	Alvarado Architects & Associates, Inc.	Boultinghouse Simpson Gates Architects	Gignac & Associates, LLP.	Gomez Mendez Saenz, Inc.	The Warren Group Architects, Inc.					
ADDRESS	307 S Main St	3301 N McColl Rd	3700 N 10th St	1150 Paredes Line Rd	1801 S 2nd St Ste 330					
CITY/STATE/ZIP	Donna, TX 78537	McAllen, TX 78501	McAllen, TX 78504	Brownsville, TX 78521	McAllen, TX 78503					
PHONE	956-464-8258	956-630-9494	956-686-0100	956-546-0110	956-994-1900					
FAX		956-630-2058	956-622-7313							
CONTACT	Erasmio Eli Alvarado III	Danny Boultinghouse	Raymond Gignac	Rudy V. Gomez	Laura N. Warren					
3.1 Statement of Interest (up to 100 points)										
3.1.1 Statement of interest on projects	100		100		100		100		100	94.40
3.1.2 Firm History including credentials	94	93.60	94	94.60	95	93.80	95	93.80	93	
3.1.3 Narrative describing the design team's unique qualifications and specialized design experience as it relates to the project	94		94		94		94			
3.1.4 Availability and commitment of firm and its principal(s) and key professionals	90		90		90		90			
	90		95		90		90			
3.2 Prime Firm (up to 100 points)										
3.2.1 Resumes giving the experience and expertise principles and key members for the prime firm that will be involved in the project(s), including their experience with similar projects and the number of years with the prime firm	89	92.60	90	93.20	85	92.00	90	91.40	95	94.20
3.2.2 Proposed project assignments, lines of authority, and communication for principals and key professional members of the prime firm that will be involved in the project(s). Indicate the estimated percent of time these individuals will be involved in the project(s).	93		94		95		91			
3.2.3 Prime Firm proximity and meeting availability	92		93		92		92			
3.2.4 Describe any litigation the prime firm is currently involved in which could affect the firm's ability to provide professional services to STC	94		94		93		94			
	95		95		95		90			
3.3 Project Team (up to 100 points)										
3.3.1 Organizational chart showing, the roles of the prime firm and each consultant firm or individual included. --Identify the consultant and provide a brief history about the consultant --Describe the consultant's proposed role in the project and its related project experience --List a project(s) that the prime firm and the consultant have worked together on during the last five years --Provide a statement of the consultant's availability for the project(s) --Provide resumes giving the experience and expertise of principals and key professional members for the consultant who will be assigned to the project(s)	100	93.20	100	94.20	100	93.40	100	93.20	100	95.00
	95		95		95		95			
	92		92		93		92			
	94		94		94		94			
	85		90		85		85			
3.4 Representative Projects (up to 100 points)										
3.4.1 Specific data on 5 projects the prime firm provided or is providing professional services in an educational setting --Project name and location; Project Owner and contact information; Project construction cost; Project size in gross square feet; Date project was started and completed; Professional services prime firm provided for the project; Project manager; Project architect; Project designer; Names of consultant firms and their expertise.	100	94.00	100	95.00	100	94.20	100	94.20	100	95.40
	93		94		94		95			
	93		93		93		92			
	94		95		94		94			
	90		93		90		90			
3.5 Five References (up to 100 points)										
3.5.1 Provide references for 5 projects, other than STC, listed in response to Part four, 3.4.1. The references shall include: --Owner's name, Owner's representative who served as the day-to-day liaison during planning, design, and construction of the project, and the Owner representative's telephone number and email address	100	93.80	100	92.40	100	93.80	98	93.60	95	93.00
	92		91		91		94			
	93		92		94		94			
	94		94		94		94			
	90		85		90		88			

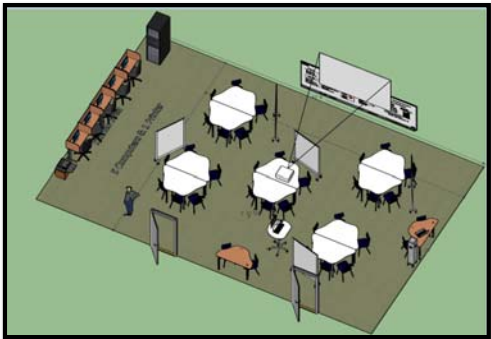

**SOUTH TEXAS COLLEGE
 ARCHITECTURAL SERVICES - MID VALLEY CAMPUS CENTER FOR LEARNING EXCELLENCE BUILDING A RENOVATION OF SPACE FOR
 SUPPLEMENTAL INSTRUCTION
 PROJECT NO. 19-20-1022
 EVALUATION SUMMARY**

VENDOR	Alvarado Architects & Associates, Inc.	Boultinghouse Simpson Gates Architects	Gignac & Associates, LLP.	Gomez Mendez Saenz, Inc.	The Warren Group Architects, Inc.					
3.6 Project Execution (up to 100 points)										
3.61 Provide a summary of your approach to the project that addresses key elements such as your interaction with STC staff, management of the different phases of the project, how you maintain quality control, and final project close-out. 3.6.2 Provide information as part of submission response to assure that Architectural firm is willing and able to expedite design services and construction administration for the project. Please provide insight if Architect is intending to supplement production capability in order to meet schedule demands.	95	93.60	85	89.40	100	94.80	100	94.40	100	95.20
	93		91		94		93		95	
	92		93		93		93		93	
	93		93		92		93		93	
	95		85		95		93		95	
TOTAL EVALUATION POINTS	560.80		558.80		562.00		560.60		567.20	
RANKING	3		5		2		4		1	

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

Project Fact Sheet

11/26/2019

Project Name: MV Campus - Bldg A Renovation of Space for Supplemental Instruction		Project No. 2020-005C																													
Funding Source(s): Unexpended Plant Fund		<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;"></th> <th style="text-align: right;"><u>Original Budget</u></th> <th style="text-align: right;"><u>Actual Expenditures To Date</u></th> <th style="text-align: right;"><u>Variance of Original Budget vs. Actual Expenditures To Date</u></th> </tr> </thead> <tbody> <tr> <td>Construction:</td> <td style="text-align: right;">\$ 132,000</td> <td></td> <td style="text-align: right;">\$ 132,000</td> </tr> <tr> <td>Design:</td> <td style="text-align: right;">13,200</td> <td style="text-align: right;">-</td> <td style="text-align: right;">13,200</td> </tr> <tr> <td>Miscellaneous:</td> <td style="text-align: right;">4,000</td> <td style="text-align: right;">-</td> <td style="text-align: right;">4,000</td> </tr> <tr> <td>FFE:</td> <td style="text-align: right;">50,000</td> <td></td> <td style="text-align: right;">50,000</td> </tr> <tr> <td>Technology:</td> <td style="text-align: right;">25,000</td> <td></td> <td style="text-align: right;">25,000</td> </tr> <tr> <td>Total:</td> <td style="text-align: right;">\$ 224,200</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ 224,200</td> </tr> </tbody> </table>			<u>Original Budget</u>	<u>Actual Expenditures To Date</u>	<u>Variance of Original Budget vs. Actual Expenditures To Date</u>	Construction:	\$ 132,000		\$ 132,000	Design:	13,200	-	13,200	Miscellaneous:	4,000	-	4,000	FFE:	50,000		50,000	Technology:	25,000		25,000	Total:	\$ 224,200	\$ -	\$ 224,200
	<u>Original Budget</u>	<u>Actual Expenditures To Date</u>	<u>Variance of Original Budget vs. Actual Expenditures To Date</u>																												
Construction:	\$ 132,000		\$ 132,000																												
Design:	13,200	-	13,200																												
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Technology:	25,000		25,000																												
Total:	\$ 224,200	\$ -	\$ 224,200																												
Architect/Engineer: TBD		Board Approval of Schematic Design: N/A																													
Contractor: TBD																															
STC FPC Project Manager: David Valdez		<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;"></th> <th style="text-align: right;"><u>Board Completion</u></th> <th style="text-align: right;"><u>Board Acceptance</u></th> <th style="text-align: right;"></th> </tr> </thead> <tbody> <tr> <td>Substantial Completion</td> <td style="text-align: right;">TBD</td> <td style="text-align: right;">Board Acceptance</td> <td style="text-align: right;">TBD</td> </tr> <tr> <td>Final Completion</td> <td style="text-align: right;">TBD</td> <td style="text-align: right;">Board Acceptance</td> <td style="text-align: right;">TBD</td> </tr> </tbody> </table>			<u>Board Completion</u>	<u>Board Acceptance</u>		Substantial Completion	TBD	Board Acceptance	TBD	Final Completion	TBD	Board Acceptance	TBD																
	<u>Board Completion</u>	<u>Board Acceptance</u>																													
Substantial Completion	TBD	Board Acceptance	TBD																												
Final Completion	TBD	Board Acceptance	TBD																												
Project Description		Project Scope																													
Renovate the available space for use as a supplemental instruction area.		Demolish existing walls and infrastructure, renovation of walls, flooring, ceiling, and interior finishes, and adding electrical and data infrastructure. 1,320 sq ft of space to be renovated.																													
Projected Timeline																															
Board Approval of Architect	Board Approval of Schematic Design	Board Approval of Contractor	Construction Start Date	Substantial Completion Date	Final Completion Date	FFE Completion of Move In																									
12/10/2019	3/31/2020	8/25/2020	9/1/2020	11/1/2020	12/1/2020	1/1/2021																									
Project Calendar of Expenditures by Fiscal Year																															
Fiscal Year	Construction	Design	Misc.	FFE	Tech	Project Total																									
2019-20	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -																									
Project Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -																									
Current Agenda Item																															
12/3/19 Facilities Committee: Review and Recommend Action on Contracting Architectural Services for the Mid Valley Campus Center for Learning Excellence Building A Renovation of Space for Supplemental Instruction																															
																															

Review and Action as Necessary on Contracting Architectural Services for the Starr County Campus Workforce Center Building D Welding Lab Expansion

Approval to contract architectural design services for the Starr County Campus Workforce Center Building D Welding Lab Expansion project is requested.

Purpose

Architectural design services are necessary for design and construction administration services for the Starr County Campus Workforce Center Building D Welding Lab Expansion project. The design scope of work includes, but is not limited to, design, analysis, preparation of plans and specifications, permit applications, construction administration, and inspection of the project.

Scheduling Priority

This project was submitted by the Welding department in 2019, and was reviewed by the FPC department, Coordinated Operations Council, and the President's Cabinet. It is scheduled as an educational space improvement to provide additional and renovated welding lab stations in Building D.

Background

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

The proposed scope of work is summarized as follows:

- Design to expand the existing welding lab
- Expansion will add an additional ten (10) welding stations
- 1,000 sq ft of space to be expanded
- Design the space to allow for additional automotive equipment for the automotive program that is adjacent to the welding lab space

On September 24, 2019, the Board of Trustees approved the solicitation for architectural services. Solicitation for architectural qualifications began on October 14, 2019, for the purpose of selecting an architectural firm to prepare the necessary plans and specifications for the Starr County Campus Workforce Center Building D Welding Lab Expansion project. A total of nine (9) firms received a copy of the RFQ and a total of five (5) firms submitted their responses on October 30, 2019.

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

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

Funding Source

Funds for the Starr County Campus Workforce Center Building D Welding Lab Expansion Project 2019-014C are budgeted in the Unexpended Construction Plant Fund for available use in fiscal year 2019-2020. A remaining budget balance of the FY20 Unexpended Plant Fund considering this month's proposed project may be found under the agenda item titled Update on Status of Unexpended Plant Fund.

Reviewers

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

Enclosed Documents

Site plans indicating the location of the proposed Starr County Campus Workforce Center Building D Welding Lab Expansion project are enclosed. The evaluation team members completed evaluations for the firms and prepared the enclosed scoring and ranking summary.

The Facilities Committee recommended Board approval to contract architectural design services with Gignac & Associates, LLP. for the Starr County Campus Workforce Center Building D Welding Expansion project as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize contracting architectural design services with Gignac & Associates, LLP. for the Starr County Campus Workforce Center Building D Welding Expansion project as presented.

The Following Minute Order is proposed for consideration by the Board of Trustees:
The Board of Trustees approves and authorizes contracting architectural design services with Gignac & Associates, LLP. for the Starr County Campus Workforce Center Building D Welding Expansion project as presented.

Approval Recommended:

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

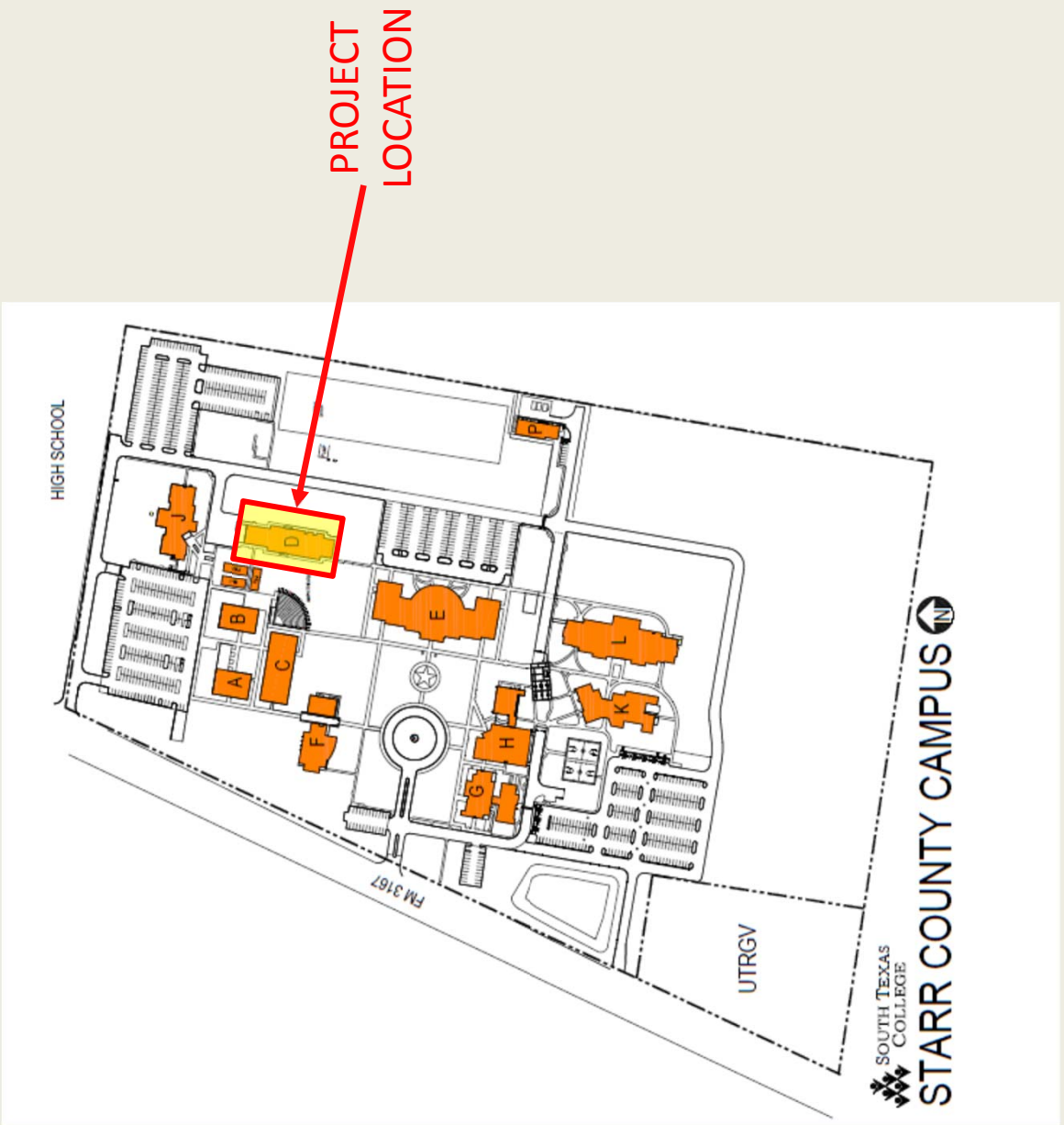


Starr County Campus
Workforce Center - Building D
Welding Lab Expansion

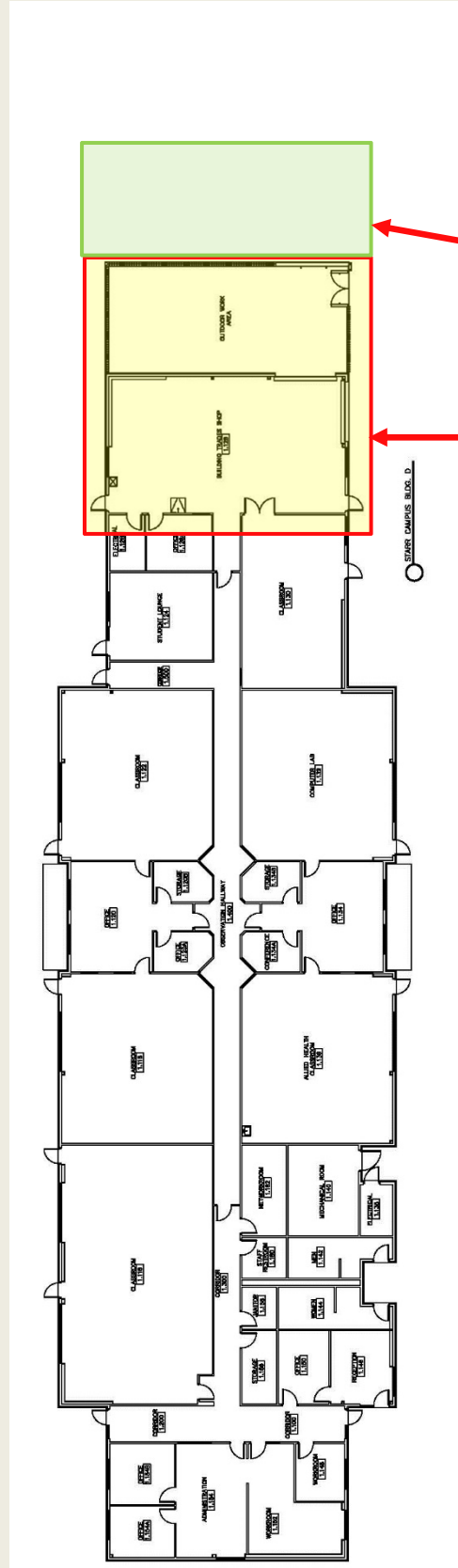


SOUTH TEXAS
COLLEGE

Project Proposed Site



Project Proposed Location



EXISTING
WELDING
LAB

PROPOSED
WELDING LAB
EXPANSION

WORKFORCE CENTER
BUILDING D

Interior Photos



Existing Welding Lab

Proposed Scope & Budget



Requested By

Welding Department

Scope of work

Design and Construction of Welding Lab Expansion for Additional Welding Stations

Total Square Feet Area = 1,000

Estimated Total Project Budget

Construction	\$ 150,000
Design	15,000
Miscellaneous	5,000
FFE	50,000
Technology	<u>10,000</u>
Total Project Budget	\$ 230,000

**SOUTH TEXAS COLLEGE
ARCHITECTURAL SERVICES - STARR COUNTY CAMPUS WELDING LAB EXPANSION
PROJECT NO. 19-20-1026**

VENDOR	Alvarado Architects & Associates, Inc.	Boultinghouse Simpson Gates Architects	EGV Architects, Inc.	Gignac & Associates, LLP.	Sam Garcia Architect, LLC.
ADDRESS	307 S Main St	3301 N McColl Rd	220 S Bridge St	3700 N 10th St	200 S 10th St Ste 1602
CITY/STATE/ZIP	Donna, TX 78537	McAllen, TX 78501	Hidalgo, TX 78557	McAllen, TX 78504	McAllen, TX 78501
PHONE	956-464-8258	956-630-9494	956-843-2987	956-686-0100	956-212-4930
FAX		956-630-2058	956-843-9726	956-622-7313	
CONTACT	Erasmus Eli Alvarado III	Danny Boultinghouse	Eduardo G. Vela	Raymond Gignac	Sam R. Garcia
3.1 Statement of Interest					
3.1.1 Statement of Interest for Project	Pointed out that their team members have prior experience working in South Texas and that the selection of the consultants was based on their relevant experience and working relationship with South Texas College.	Made a statement of the firm's work on numerous renovation services on the STC Pecan Campus for over 18 years and therefore the familiarity of STC's requirements and expectations.	The firm emphasized their quality control program in their projects. They indicated that they have worked on 7 different welding labs projects across STC.	Pointed out their expertise with state-of-the-art educational spaces. Indicated that they are uniquely qualified for this project because of their extensive experience in designing educational facilities and expansions and renovations projects, coupled with Texas Architecture.	Indicated they have over 16 years of experience in the industry on a wide variety of projects small and large, both public and private.
3.1.2 History and Statistics of Firm	- Firm founded in 1991 - Pointed out 25+ years of experience	- Firm established in 1990 - 600+ successful projects and 85% repeat client rate - Three registered architects	- Established in 1994 - Specializes in educational facilities	- Offices in Corpus Christi, Harlingen and McAllen - Established in 1988 - over 400 successful educational projects	- Founded in 2013 - Based in McAllen, TX
3.1.3 Narrative describing the design team's unique qualifications and specialized design experience as it relates to the project	Stated that firm offers multiple services within a single source, which allows increased flexibility to react quickly to a variety of options and considerations.	Stated the firm's philosophy of being "client" oriented as much as "project" oriented.	Pointed out the following five items that sets firm apart: 1) designed over 100 educational projects; 2) local firm which always makes itself available; 3) personalized attention at every phase of project; 4) collaboration between all members of design team; and 5) emphasis on design of construction documents to minimize changes.	Pointed out the firm's experience with educational facilities. Cited the firm's design of facilities in the Rio Grande Valley and their familiarity with geotechnical and civil engineering firms and their understanding of local codes and ordinances.	Cited the principal's 15 years' experience and his personal involvement in a project throughout the entire process.
3.1.4 Statement of Availability and Commitment	Indicated their team is ready to begin work on the project immediately and ready to provide the proposed staff and any other resources necessary to perform architectural services for this project.	Indicated their availability and commitment to the project. Stated that project architect and project manager would be involved with the project until completed.	Stated that they are available for any planning and design work for South Texas College.	Stated that with multiple offices in South Texas they have the resources to complete the project on schedule and within budget.	Indicated they are ready and available to execute assignments associated with the project and commit to the timely execution of this project.

**SOUTH TEXAS COLLEGE
ARCHITECTURAL SERVICES - STARR COUNTY CAMPUS WELDING LAB EXPANSION
PROJECT NO. 19-20-1026**

VENDOR	Alvarado Architects & Associates, Inc.	Boultinghouse Simpson Gates Architects	EGV Architects, Inc.	Gignac & Associates, LLP.	Sam Garcia Architect, LLC.
3.2 Prime Firm					
3.2.1 Resumes of Principals and Key Members	Included resumes for the following: - Erasmo D. Alvarado, Jr - President/Architect - Erasmo Eli Alvarado, III - Vice-President - Pedro G. Ayala - Associate - Mario Garza, Jr - Project Manager/Construction Administration/Designer	Included resumes for the following: - Robert S. Simpson, Project Architect/Manager - John Gates, Project Architect/Manager	Included resumes for the following: - Eduardo G. Vela, Principal/ Registered Architect - Alejandra Mina, Senior Project Manager - Rebecca Acuña, Project Manager/Administrative Assistant - Ramiro E. Ramos, Project Manager - Yahaira N. Davila, Project Manager	Included resumes for the following staff: - Raymond Gignac, Principal-In-Charge/Project Director - Rolando Garza, Architectural Design Manager - Carolyn James, Interior Designer - Nicholas Gignac, Associate AIA - Juan Mujica, Project Manager - Ana Salas-Luksa, Architectural Associate - Hector Guevara - Production/Architectural Intern	Included resumes for the following: - Sam R. Garcia, Principal Project Manager - Sergio Castillo, Production Manager - Zuri Rivera - Interior Design
3.2.2 Project Assignments and Lines of Authority	Duties and time assignments for each staff member were included, with 100% commitment from three of the named staff and 50% for the fourth named staff member.	Lines of authority and assignments within firm are shown in an organization chart that includes eleven staff members.	Listed key personnel for projects in order of authority and their titles. Indicated that they adjust staff to different lines of duty depending on specific project needs.	Lines of authority and assignments within firm are shown in an organization chart that includes seven staff members.	Indicated duties and time assignments for the key team members.
3.2.3 Prime Firm proximity and meeting availability	Firm is located in Donna, TX which is only 20 minutes away.	Indicated that their local presence gives them the opportunity to respond in a timely many to any planned or unexpected meetings with STC.	Firm is local located in Hidalgo, Texas. Indicated that their proximity has allowed them to immediately meet to resolve any unforeseen circumstances.	Indicated they are located in McAllen, TX a 10 minute drive from STC campus and will be very accessible for meeting throughout the entire project.	Indicated that he firm is 1.67 miles away from the Pecan Campus.
3.2.4 Describe any litigation the prime firm is currently involved in which could affect the firm's ability to provide professional services to STC	Indicated that the firm is not involved in any litigation that would affect performance under a contract with STC.	Indicated that the firm is not involved in any litigation that would affect the firm's ability to provide professional services.	Indicated that they are involved in a claim that will not affect any of our current projects or potential projects.	Indicated they are not currently involved in any litigation that will affect ability to provide services.	Indicated that the firm is not involved in any litigation.
3.3 Project Team					
3.3.1 Organization chart with Role of Prime Firm and each consultants firm	Included organization chart which showed the following consultants: - Melden & Hunt - Civil - Chanin Engineering - Structural - Jones DBR - MEP Design - VME Engineering - MEP	Included organization chart which showed the following consultants: - Half Associates - MEP - Chanin Engineering - Structural	Included organizational chart showing prime firm and the following consultants: - Chanin Engineering - Structural - DBR Engineering - MEP	Included organization chart showing prime firm and the following consultants: - Chanin Engineering - Structural - Trinity Engineering - MEP - Melden & Hunt - Civil	Included organizational chart showing prime firm and the following consultant: - SAMES - Civil/Surveying - MEG Engineers - Geotechnical - DBR- MEP - Green, Rubiano & Associates - Structural

**SOUTH TEXAS COLLEGE
ARCHITECTURAL SERVICES - STARR COUNTY CAMPUS WELDING LAB EXPANSION
PROJECT NO. 19-20-1026**

VENDOR	Alvarado Architects & Associates, Inc.	Boultinghouse Simpson Gates Architects	EGV Architects, Inc.	Gignac & Associates, LLP.	Sam Garcia Architect, LLC.
3.4 Representative Projects					
3.4.1 Minimum of 5 projects firm has worked on	<ul style="list-style-type: none"> - Donna ISD - Donna North High School: C.T.E. Facility (\$52,124,890) - Mission CISD - Mission High School Renovations: Welding Shop (\$2,000,000) - Mission CISD - Veterans Memorial High School Welding Shop (\$1,800,000) - South Texas College - Pecan Plaza Police Department Headquarters Renovation (\$864,000) - Weslaco ISD - Pavilions and Restroom Addition (\$1,200,000) 	<ul style="list-style-type: none"> - City of McAllen - McAllen Public Library and Dewey Park Trails (\$14,300,000) - South Texas College - Building K Renovations Admissions Welcome Center and Entrance (\$411,633) - UTRGV - Haggard Building Renovation (\$2,200,000) - STC - Building D Auditorium Remodel (\$565,802) - UTRGV - Annex Building Renovation (\$2,727,000) 	<ul style="list-style-type: none"> - Mission CISD - Mission Collegiate High School (\$13,626,000) - South Texas College - La Joya Jimmy Carter Teaching Site (\$1,515,500) - South Texas College - Technology Campus Welding Lab Expansion (\$116,000) - PSJA ISD - LBJ Middle School Remodeling Additions & Site Improvements (\$18,249,900) - South Texas College - Technology Campus Expansion \$12,000,000) 	<ul style="list-style-type: none"> - Del Mar College - Emerging Technology Expansion (\$8 million) - PSJA ISD Collegiate Academy Campus Re-purpose (\$17 M) - Corpus Christi ISD - Veterans Memorial High School Welding Labs & CATE Shops (\$93,204,494) - La Joya ISD - Juarez-Lincoln High School Welding Labs & CATE Labs (\$57.3M) 	<ul style="list-style-type: none"> - Alamo System Industries - College of Healthcare Professionals (\$1.6M) - IDEA Public Schools IDEA Camp Rio (\$6.7M) - Cavazos Sports Institute (\$1.5M) - Tres Lagos Community Center & Pool (\$3,395,600) - TX Department of Public Safety - DPS Drivers License Center (\$3,400,000)
3.5 References					
3.5.1 References for five (5) projects	<ul style="list-style-type: none"> - Donna ISD - Mission CISD - Weslaco ISD - Edinburg CISD - UTRGV - Taft ISD 	<ul style="list-style-type: none"> - UTRGV - City of McAllen 	<ul style="list-style-type: none"> - PSJA ISD - Mission CISD - Roma ISD - Hidalgo County Urban County Program - City of Hidalgo 	<ul style="list-style-type: none"> - Edinburg CISD - Harlingen ISD - PSJA ISD - Region One ESC 	<ul style="list-style-type: none"> - Alamo System Industries - IDEA Public Schools - Cavazos Sports Institute - Rhodes Enterprises, Inc. - City of Mercedes
3.6 Project Execution					
3.6.1 Summary of approach to project that addresses interaction with STC staff, management of different phases of the project, how you maintain quality control, and final project close-out.	<p>Stated that they have implemented step-by-step procedures to ensure a project stays on schedule. Will work closely with Owner to ensure project timelines are met.</p>	<p>Firm did not address this item.</p>	<p>Stated their process of "architecture-by-team" approach in which client, architect and consultants to exchange ideas and all work together to establish goals for the project.</p>	<p>Provided very detailed project approach process and part of it addresses timely completion of project.</p>	<p>Firm emphasized communication between the design team, the client and other stakeholders.</p>
3.6.2 Willingness and ability to expedite services. Ability to supplement production.	<p>Indicated they will supplement production capability to meet schedule demands, if and when necessary.</p>	<p>Reiterated the availability of the firm's staff and agree to add staff if required by project demands.</p>	<p>Stated that they will acquire additional help as necessary to ensure on time delivery of project.</p>	<p>Indicated they are able to adjust schedules and fast-track projects to meet owner deadlines.</p>	<p>Indicated they have completed projects requiring expedited design services on projects that have accelerated timelines. Stated they can and will do what needs to be done from a staffing and manpower perspective to meet client's project deadlines.</p>
TOTAL EVALUATION POINTS	556.20	553.40	561.60	563.60	550.20
RANKING	3	4	2	1	5

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

**SOUTH TEXAS COLLEGE
ARCHITECTURAL SERVICES - STARR COUNTY CAMPUS WELDING LAB EXPANSION
PROJECT NO. 19-20-1026
EVALUATION SUMMARY**

VENDOR	Alvarado Architects & Associates, Inc.	Boultinghouse Simpson Gates Architects	EGV Architects, Inc.	Gignac & Associates, LLP.	Sam Garcia Architect, LLC.
ADDRESS	307 S Main St	3301 N McColl Rd	220 S Bridge St	3700 N 10th St	200 S 10th St Ste 1602
CITY/STATE/ZIP	Donna, TX 78537	McAllen, TX 78501	Hidalgo, TX 78557	McAllen, TX 78504	McAllen, TX 78501
PHONE	956-464-8258	956-630-9494	956-843-2987	956-686-0100	956-212-4930
FAX		956-630-2058	956-843-9726	956-622-7313	
CONTACT	Erasmio Eli Alvarado III	Danny Boultinghouse	Eduardo G. Vela	Raymond Gignac	Sam R. Garcia
3.1 Statement of Interest (up to 100 points)					
3.1.1 Statement of interest on projects	89	90	96	95	90
3.1.2 Firm History including credentials	95	94	95	95	95
3.1.3 Narrative describing the design team's unique qualifications and specialized design experience as it relates to the project	94	93	93	94	94
3.1.4 Availability and commitment of firm and its principal(s) and key professionals	94	94	94	95	90
	90	90	90	90	90
3.2 Prime Firm (up to 100 points)					
3.2.1 Resumes giving the experience and expertise principles and key members for the prime firm that will be involved in the project(s), including their experience with similar projects and the number of years with the prime firm	88	90	96	95	85
3.2.2 Proposed project assignments, lines of authority, and communication for principals and key professional members of the prime firm that will be involved in the project(s). Indicate the estimated percent of time these individuals will be involved in the project(s).	94	93	94	94	92
3.2.3 Prime Firm proximity and meeting availability	94	94	93	94	94
3.2.4 Describe any litigation the prime firm is currently involved in which could affect the firm's ability to provide professional services to STC	94	95	95	93	94
	92	92	94	95	92
3.3 Project Team (up to 100 points)					
3.3.1 Organizational chart showing, the roles of the prime firm and each consultant firm or individual included.	88	90	90	90	90
--Identify the consultant and provide a brief history about the consultant	92	93	93	93	92
--Describe the consultant's proposed role in the project and its related project experience	93	94	94	94	93
--List a project(s) that the prime firm and the consultant have worked together on during the last five years	95	95	95	95	95
--Provide a statement of the consultant's availability for the project(s)	94	94	94	94	94
--Provide resumes giving the experience and expertise of principals and key professional members for the consultant who will be assigned to the project(s)					
3.4 Representative Projects (up to 100 points)					
3.4.1 Specific data on 5 projects the prime firm provided or is providing professional services in an educational setting	93	90	90	95	90
--Project name and location; Project Owner and contact information; Project construction cost; Project size in gross square feet; Date project was started and completed	95	94	96	95	94
Professional services prime firm provided for the project; Project manager; Project architect; Project designer; Names of consultant firms and their expertise.	93	94	93	94	94
	93	91	95	94	90
	95	95	95	95	95
3.5 Five References (up to 100 points)					
3.5.1 Provide references for 5 projects, other than STC, listed in response to Part four, 3.4.1. The references shall include:	90	85	96	95	85
--Owner's name, Owner's representative who served as the day-to-day liaison during planning, design, and construction of the project, and the Owner representative's telephone number and email address	92	92	91	93	90
	93	92	92	93	92
	94	91	95	94	91
	94	94	94	94	88


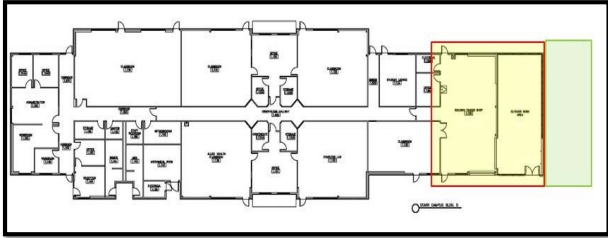
**SOUTH TEXAS COLLEGE
 ARCHITECTURAL SERVICES - STARR COUNTY CAMPUS WELDING LAB EXPANSION
 PROJECT NO. 19-20-1026
 EVALUATION SUMMARY**

VENDOR	Alvarado Architects & Associates, Inc.	Boultinghouse Simpson Gates Architects	EGV Architects, Inc.	Gignac & Associates, LLP.	Sam Garcia Architect, LLC.					
3.6 Project Execution (up to 100 points)										
3.6.1 Provide a summary of your approach to the project that addresses key elements such as your interaction with STC staff, management of the different phases of the project, how you maintain quality control, and final project close-out. 3.6.2 Provide information as part of submission response to assure that Architectural firm is willing and able to expedite design services and construction administration for the project. Please provide insight if Architect is intending to supplement production capability in order to meet schedule demands.	90	92.60	88	91.60	90	93.00	95	94.00	90	92.40
	93		93		94		94		93	
	94		93		94		94		93	
	93		91		94		95		93	
	93		93		93		92		93	
TOTAL EVALUATION POINTS	556.20		553.40		561.60		563.60		550.20	
RANKING	3		4		2		1		5	

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

Project Fact Sheet

11/26/2019

Project Name: Starr County Campus - Building D Welding Lab Expansion		Project No. 2019-014C				
Funding Source(s): Unexpended Plant Fund	<u>Original Budget</u>		<u>Actual Expenditures To Date</u>	<u>Variance of Original Budget vs. Actual Expenditures To Date</u>		
	Construction:	\$ 150,000		\$ 150,000		
	Design:	15,000	-	15,000		
	Miscellaneous:	5,000	-	5,000		
	FFE:	50,000		50,000		
	Technology:	10,000		10,000		
Total:	\$ 230,000		\$ -	\$ 230,000		
Architect: TBD	Board Approval of Schematic Design N/A					
Contractor: TBD						
STC FPC Project Manager: Martin Villarreal	Substantial Completion	TBD	Board Acceptance	TBD		
	Final Completion	TBD	Board Acceptance	TBD		
Project Description		Project Scope				
Expansion and renovation of the existing welding lab.		Expansion of existing welding lab to add approximately 1,000 sq ft to accommodate ten (10) more welding stations. The existing space will be renovated to incorporate automotive lab space and welding lab space.				
Projected Timeline						
Board Approval of Architect	Board Approval of Schematic Design	Board Approval of Contractor	Construction Start Date	Substantial Completion Date	Final Completion Date	FFE Completion of Move In
12/10/2019	4/28/2020	9/22/2020	10/14/2020	2/2021	3/2021	4/2021
Project Calendar of Expenditures by Fiscal Year						
Fiscal Year	Construction	Design	Misc.	FFE	Tech	Project Total
2019-20	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Project Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Current Agenda Item						
12/3/19 Facilities Committee: Review and Recommend Action on Contracting Architectural Services for the Starr County Campus Workforce Center Building D Welding Lab Expansion						
						

Review and Action as Necessary on Contracting Construction Services for the Pecan Campus Arbor Brick Columns Repair and Replacement

Approval to contract construction services for the Pecan Campus Arbor Brick Columns Repair and Replacement is requested.

Purpose

The procurement of a contractor will provide for construction services necessary for the renovation of the Pecan Campus Arbor Brick Columns Repair and Replacement.

Scheduling Priority

This project was submitted as a Renewals & Replacements project by the Operations & Maintenance department in 2017, and was reviewed by the FPC and Operations & Maintenance departments. It is scheduled as a routine improvement to repair and replace the arbor brick columns throughout the Pecan Campus.

Background

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

Expedited repairs were conducted at the arbor location on the south side of the Ann Richards Administration Building D due to the condition of those columns. College staff proposes to continue repairing the arbor brick columns in the remaining eleven (11) Pecan Campus locations as follows:

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

The project budget for FY 2019-2020, including amounts paid and pending payments from the completed expedited repairs, is summarized in the table below:

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

Solicitation of competitive sealed proposals for this project began on October 8, 2019. A total of four (4) to general contractors. A total of one (1) proposal was received on October 24, 2019.

Timeline for Solicitation of Competitive Sealed Proposals	
October 8, 2019	Solicitation of competitive sealed proposals began.
October 24, 2019	One (1) proposal was received.

College staff reviewed and evaluated the competitive sealed proposal and recommend Limon Masonry, LLC as the highest ranked in the amount of \$148,000.

Funding Source

Source of Funding	Remaining Budget	Highest Ranked Proposal Limon Masonry, LLC	Estimated Budget Variance
Renewals & Replacements Fund	\$198,218	148,000	\$50,218
Total Amount	\$198,218	148,000	\$50,218

Funds for the Pecan Campus Arbor Brick Columns Repair and Replacement Project 2017-016R are budgeted in the Renewals & Replacements fund for available use in fiscal year 2019-2020. A remaining budget balance of the FY20 Unexpended Plant Fund considering this month's proposed project may be found under the agenda item titled Update on Status of Unexpended Plant Fund.

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.

The Facilities Committee recommended Board approval to contract construction services with Limon Masonry, LLC in the amount of \$148,000 for the Pecan Campus Arbor Brick Columns Repair and Replacement project as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize contracting construction services with Limon Masonry, LLC in the amount of \$148,000 for the Pecan Campus Arbor Brick Columns Repair and Replacement project 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 Limon Masonry, LLC in the amount of \$148,000 for the Pecan Campus Arbor Brick Columns Repair and Replacement project as presented.

Approval Recommended:

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



Pecan Campus Arbor Brick Columns Repair and Replacement



**SOUTH TEXAS
COLLEGE**



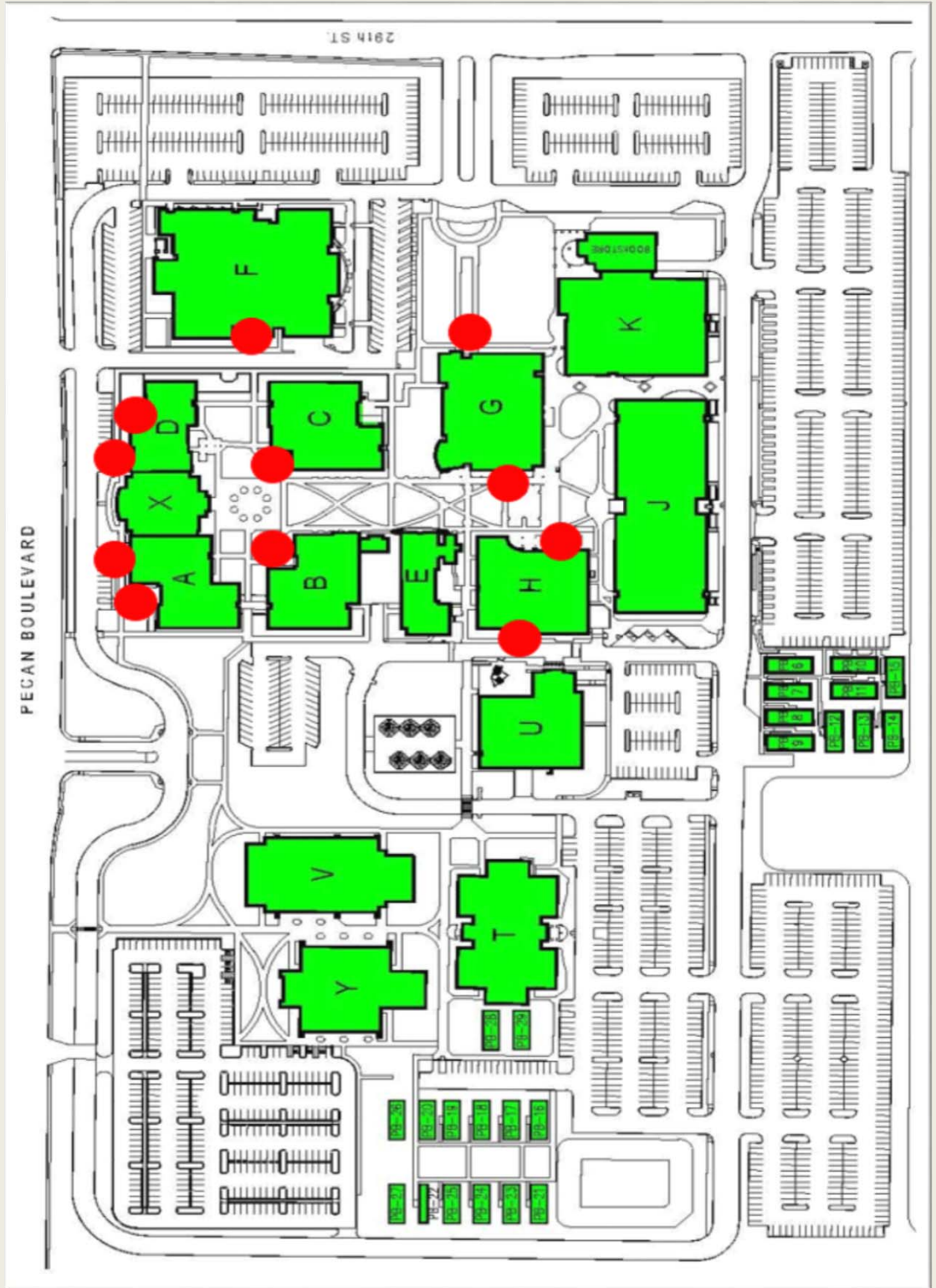
Project Proposed Site



PROJECT
LOCATION



Project Proposed Location





Photos



Proposed Scope & Budget



Requested By

FPC and Maintenance

Scope of work

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

Total Square Feet Area = N/A

Estimated Total Project Budget

Construction	\$ 200,000
Design	11,000
Miscellaneous	10,000
FFE	0
Technology	<u>0</u>
Total Project Budget	\$ 221,000

**SOUTH TEXAS COLLEGE
 PECAN CAMPUS – ARBOR BRICK COLUMNS REPAIR AND
 REPLACEMENT PHASE II
 PROJECT NO. 19-20-1021**

NAME		Limon Masonry, LLC.
ADDRESS		614 E Frontage Rd
CITY/STATE/ZIP		Alamo, TX 78516
PHONE		956-685-5252
FAX		956-258-5178
CONTACT		Rolando Leal
#	Description	Proposed
1	Pecan Campus – Arbor Brick Columns Repair and Replacement Phase II	\$ 148,000.00
2	Bid Bond	Yes
3	Begin Work Within	14 Working Days
4	Completion of Work Within	42 Calendar Days*
TOTAL AMOUNT PROPOSED		\$ 148,000.00
TOTAL EVALUATION POINTS		90.9
RANKING		1

*Cast stonehead could potentially take an extra 14 days



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

**SOUTH TEXAS COLLEGE
PECAN CAMPUS – ARBOR BRICK COLUMNS REPAIR AND
REPLACEMENT PHASE II
PROJECT NO. 19-20-1021**

VENDOR		Limon Masonry, LLC.	
ADDRESS		614 E Frontage Rd	
CITY/STATE/ZIP		Alamo, TX 78516	
PHONE		956-685-5252	
FAX		956-258-5178	
CONTACT		Rolando Leal	
1	The Respondent's price proposal. (up to 45 points)	45	45
		45	
		45	
		45	
		45	
2	The Respondent's experience and reputation. (up to 10 points)	9	8.4
		8	
		8	
		9	
		8	
3	The quality of the Respondent's goods or services. (up to 10 points)	9	8.4
		9	
		8	
		8	
		8	
4	The Respondent's safety record. (up to 5 points)	4	3.8
		3	
		4	
		4	
		4	
5	The Respondent's proposed personnel. (up to 8 points)	6	6.6
		7	
		7	
		6	
		7	
6	The Respondent's financial capability in relation to the size and scope of the project. (up to 9 points)	8.5	7.7
		8	
		8	
		6	
		8	
7	The Respondent's organization and approach to the project. (up to 6 points)	4	4
		4	
		4	
		4	
		4	
8	The Respondent's time frame for completing the project. (up to 7 points)	7	7
		7	
		7	
		7	
		7	
TOTAL EVALUATION POINTS		90.9	
RANKING		1	

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

Project Fact Sheet 11/26/2019

Project Name: Pecan Campus - Arbor Brick Column Repairs and Replacement		Project No. 2017-016R				
Funding Source(s): Renewals & Replacements	<u>Project Budget</u> FY 2019-2020		<u>Actual Expenditures</u> <u>To Date</u>	<u>Variance of Original Budget vs. Actual Expenditures To Date</u>		
	Construction:	\$ 200,000	\$ 1,782	\$ 198,218		
	Design:	11,000	-	11,000		
	Miscellaneous:	10,000	-	10,000		
	FFE:	-	-	-		
	Technology:	-	-	-		
	Total:	\$ 221,000	\$ 1,782	\$ 219,218		
Architect/Engineer: Solorio Inc.	Board Approval of Schematic Design N/A					
Contractor - Expedited Work: Limon Masonry, LLC						
Contractor - Remaining Work: TBD						
STC FPC Project Manager: Martin Villarreal	Substantial Completion TBD	Board Acceptance TBD				
	Final Completion TBD	Board Acceptance TBD				
Project Description		Project Scope				
Repairing and replacement of the damaged arbor brick columns at the exterior entry arbors throughout Pecan Campus.		Demolish existing arbor brick columns that have developed cracks and rebuild brick columns with new brick veneer and steel columns at the twelve arbor locations.				
Projected Timeline						
Board Approval of Architect	Board Approval of Schematic Design	Board Approval of Contractor	Construction Start Date	Substantial Completion Date	Final Completion Date	FFE Completion of Move In
N/A	N/A	12/10/2019	1/2/2020	8/2/2020	9/2/2020	N/A
Project Calendar of Expenditures by Fiscal Year						
Fiscal Year	Construction	Design	Misc.	FFE	Tech	Project Total
2019-20	\$ 1,782	\$ -	\$ -	\$ -	\$ -	\$ 1,782
Project Total	\$ 1,782	\$ -	\$ -	\$ -	\$ -	\$ 1,782
Current Agenda Item						
12/3/19 Facilities Committee: Review and Recommend Action on Contracting Construction Services for the Pecan Campus Arbor Brick Columns Repair and Replacement						
						

Review and Action as Necessary on Substantial Completion of the Pecan Campus Athletic Field Fence Enclosure

Approval of substantial completion of the Pecan Campus Athletic Field Fence Enclosure project is requested.

Project		Completion Recommended	Date Received
1.	Pecan Campus Athletic Field Fence Enclosure Project No. 2019-004C Contractor: NM Contracting, LLC	Substantial Completion Recommended	November 22, 2019

This project was submitted in 2019 by the Student Activities department, 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 fence to control access to the athletic fields on Pecan Campus.

College staff visited the site and developed a construction punch list on November 22, 2019. A Certificate of Substantial Completion has been issued. Substantial Completion was not accomplished within the time allowed in the Owner/Contractor agreement for this project by NM Contracting, LLC. Staff will work with the contractor regarding the issue of potentially imposing liquidated damages.

Enclosed Documents

A copy of the Substantial Completion Certificate and photos are enclosed for the Board's review and information. A remaining budget balance of the FY20 Unexpended Plant Fund considering this month's proposed project may be found under the agenda item titled Update on Status of Unexpended Plant Fund.

The Facilities Committee recommended Board approval of substantial completion of the Pecan Campus Athletic Field Fence Enclosure project as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize substantial completion of the Pecan Campus Athletic Field Fence Enclosure project as presented.

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

The Board of Trustees approves and authorizes substantial completion of the Pecan Campus Athletic Field Fence Enclosure project as presented.

Approval Recommended:

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

Substantial Completion Acceptance

Project Name: Pecan Campus Athletic Field Fence Enclosure - II

Project No.: 18-19-1040

Owner: South Texas College

Contractor: NM Contracting, LLC

A/E Firm: N/A

Scope of Work Covered by This Acceptance:

Athletic Fielce Fence Enclosure

Effective Date of Acceptance: 11/22/2019

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

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

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

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

The Contractor shall complete/correct the items identified on the punch list(s) within _____		
Calendar days from the Effective Date of this Acceptance.		
Printed Name and Title	Signature	Date

The Architect/Engineer agrees that the Work noted in this Acceptance is sufficiently complete to be used as intended.		
Printed Name and Title	Signature	Date

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







Pecan Campus Athletic Field Fence Enclosure

Project Fact Sheet

11/26/2019

Project Name: Pecan Campus - Athletic Field Fence Enclosure		Project No. 2019-004C				
Funding Source(s): Unexpended Plant Fund	Original Budget		Actual Expenditures To Date			
	Construction:	\$ 106,500	\$ 72,106			
	Design:	-	1,500			
	Miscellaneous:	5,000	5,467			
	FFE:	-	-			
	Technology:	-	-			
	Total:	\$ 111,500	\$ 79,073			
Architect/Engineer: N/A		Variance of Original Budget vs. Actual Expenditures To Date				
Contractor: NM Contracting		\$ 34,394				
		(1,500)				
		(467)				
		-				
		-				
STC FPC Project Manager: David Valdez						
		Board Approval of Schematic Design	2/26/2019			
		Substantial Completion	TBD			
		Board Acceptance	TBD			
		Final Completion	TBD			
Project Description		Project Scope				
Construct a fence around the Pecan Campus athletic fields.		Provide fence enclosure at athletic fields to help monitor use of facility by Student Activities Department.				
Projected Timeline						
Board Approval of Architect	Board Approval of Schematic Design	Board Approval of Contractor	Construction Start Date	Substantial Completion Date	Final Completion Date	FFE Completion of Move In
N/A	2/26/2019	3/25/2019	4/26/2019	11/22/2019	12/22/2019	N/A
Project Calendar of Expenditures by Fiscal Year						
Fiscal Year	Construction	Design	Misc.	FFE	Tech	Project Total
2019-20	\$ 72,106	\$ 1,500	\$ 5,467	\$ -	\$ -	\$ 79,073
Project Total	\$ 72,106	\$ 1,500	\$ 5,467	\$ -	\$ -	\$ 79,073
Current Agenda Item						
12/3/19 Facilities Committee: Review and Recommend Action on Substantial Completion of the Pecan Campus Athletic Field Fence Enclosure						
<div style="display: flex; justify-content: space-around;">   </div>						

Review and Action as Necessary on Substantial Completion of the Technology Campus Concrete Floor Repairs in Advanced Technical Careers Building B

Approval of substantial completion of the Technology Campus Concrete Floor Repairs in Advanced Technical Careers Building B project is requested.

	Project	Completion Recommended	Date Received
1.	Technology Campus Concrete Floor Repairs in Advanced Technical Careers Building B Project No. 2016-020R Engineer: CLH Engineering, Inc. Contractor: 5 Star GC Construction, LLC	Substantial Completion Recommended	November 1, 2019

This project was submitted as a Renewals & Replacements project by the Operations & Maintenance department in 2016, and was reviewed by the FPC and Operations & Maintenance departments. This project was prioritized as a routine improvement to repair the concrete floor issues in Building B.

College staff visited the site and developed a construction punch list on November 1, 2019. A Certificate of Substantial Completion has been issued. Substantial Completion was accomplished within the time allowed in the Owner/Contractor agreement and approved change orders for this project by 5 Star GC Construction, LLC.

Enclosed Documents

A copy of the Substantial Completion Certificate and photos are enclosed for the Board's review and information. A remaining budget balance of the FY20 Unexpended Plant Fund considering this month's proposed project may be found under the agenda item titled Update on Status of Unexpended Plant Fund.

The Facilities Committee recommended Board approval of substantial completion of the Technology Campus Concrete Floor Repairs in Advanced Technical Careers Building B project as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize substantial completion of the Technology Campus Concrete Floor Repairs in Advanced Technical Careers Building B project as presented.

The Following Minute Order is proposed for consideration by the Board of Trustees:
The Board of Trustees approves and authorizes substantial completion of the Technology Campus Concrete Floor Repairs in Advanced Technical Careers Building B project as presented.

Approval Recommended:

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



701 S 15th Street
McAllen, TX 78501
P: (956) 687 5560
F: (956) 687 5561

CERTIFICATE OF SUBSTANTIAL COMPLETION

Project: STC Technology Building B Concrete Floor Repairs
Owner: South Texas College
Contractor: 5 Star GC Construction, LLC

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

Cloromiro Hinojosa Jr., P.E.
Engineer

By:

November 1, 2019
Date of Issuance

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

5 Star GC Construction, LLC
Contractor

By:

Date

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

South Texas College
Owner

By:

Date



Technology Campus Building B Concrete Floor Repairs

Project Fact Sheet

12/4/2019

Project Name: Technology Campus - Building B Concrete Floor Repairs		Project No. 2016-020R		
Funding Source(s): Renewals & Replacements Fund	<u>Original Budget</u>		<u>Actual Expenditures To Date</u>	<u>Variance of Original Budget vs. Actual Expenditures To Date</u>
	Construction:	\$ 80,000	\$ 57,742	\$ 22,258
	Design:	4,800	3,200	1,600
	Miscellaneous:	10,407	8,690	1,717
	FFE:	-		-
	Technology:	-		-
Total:	\$ 95,207	\$ 69,632	\$ 25,575	
Architect/Engineer: CLH Engineering	Board Approval of Schematic Design N/A			
Contractor: 5 Star GC Construction, LLC				
STC FPC Project Manager: David Valdez	Substantial Completion	TBD	Board Acceptance	TBD
	Final Completion	TBD	Board Acceptance	TBD
Project Description		Project Scope		
Repair the concrete floors in Building B.		Repair of concrete floor in Building B (West Building) due to subgrade movement.		

Projected Timeline

Board Approval of Architect	Board Approval of Schematic Design	Board Approval of Contractor	Construction Start Date	Substantial Completion Date	Final Completion Date	FFE Completion of Move In
N/A	N/A	10/30/2018	12/22/2018	11/1/2019	12/1/2019	N/A

Project Calendar of Expenditures by Fiscal Year

Fiscal Year	Construction	Design	Misc.	FFE	Tech	Project Total
2019-20	\$ 57,742	\$ 3,200	\$ 8,690	\$ -	\$ -	\$ 69,632
Project Total	\$ 57,742	\$ 3,200	\$ 8,690	\$ -	\$ -	\$ 69,632

Current Agenda Item

12/3/19 Facilities Committee: Review and Recommend Action on Substantial Completion of the Technology Campus Concrete Floor Repairs in Advanced Technical Careers Building B



**Review and Action as Necessary on Substantial and Final Completion
 of the Portable Buildings Civil Infrastructure at the Regional Center
 for Public Safety Excellence**

Approval of substantial and final completion for the Portable Buildings Civil Infrastructure at the Regional Center for Public Safety Excellence (RCPSE) project is requested.

Project		Completion Recommended	Date Received
1.	Portable Buildings Civil Infrastructure at the Regional Center for Public Safety Excellence Project No. 2019-018C Engineer: Dannenbaum Engineering Company–McAllen, LLC. Contractor: Roth Excavating, Inc.	Substantial and Final Completion Recommended	November 5, 2019

This project 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 an educational space improvement to provide the necessary civil infrastructure for the installation of portable buildings at the RCPSE.

Final Completion, including punch list items, was accomplished as required in the Owner/Contractor agreement for this project. It is recommended that substantial and final completion and release of final payment for this project with Roth Excavating, Inc. be approved. The original cost approved for this project was in the amount of \$50,000.

The following chart summarizes the above information:

Construction Budget	Approved Proposal Amount	Net Total Change Orders	Final Project Cost	Previous Amount Paid	Remaining Balance
\$50,000.00	\$50,000.00	\$2,000.00	\$52,000.00	\$46,930.95	\$5,069.05

On November 25, 2019, Dannenbaum Engineering Company–McAllen, LLC. inspected the site to confirm that all punch list items were completed.

Enclosed Documents

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

On December 3, 2019, staff requested additional time to review the Final Completion letter provided for this project. Due to the request for additional time, staff requested a Committee recommendation for substantial completion only, and agreed to update the Board regarding any action related to final completion and the release of the final payment of \$5,069.05.

The Facilities Committee recommended Board approval of substantial completion of the Portable Buildings Civil Infrastructure at the Regional Center for Public Safety Excellence project, as presented.

Administration will be ready on December 10, 2019, to make any recommendation as appropriate regarding the pending issues and Board action as necessary on final completion and release of final payment of \$5,069.05 to Roth Excavating, Inc.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize substantial completion of the Portable Buildings Civil Infrastructure at the Regional Center for Public Safety Excellence project, as presented.

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

The Board of Trustees approves and authorizes substantial completion of the Portable Buildings Civil Infrastructure at the Regional Center for Public Safety Excellence project, as presented.

Approval Recommended:

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

DANNENBAUM ENGINEERING COMPANY – McALLEN, LLC.

1109 W. NOLANA AVE., SUITE 208 * McALLEN, TEXAS 78504 (956) 682-3677

November 5, 2019

South Texas College
3200 West Pecan BLVD, BLDG. N 179
McAllen, Texas 78502

ATTN: *Mr. Samuel Saldana*

REF: South Texas College – Portable Buildings – Site Infrastructure

SUBJ: *Substantial Completion Walkthrough*

Dear Mr. Saldana,

On November 5, 2019 at 1:30 P.M. at the request of the Site Civil Contractor, Roth Excavation, Dannenbaum Engineering Company-McAllen, LLC conducted a Substantial Completion Walk Through of the work completed to date on the above referenced project.

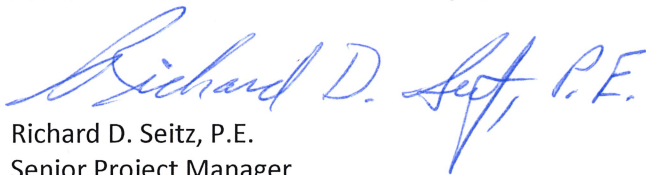
The following is a list of items of work that are not currently complete.

1. Pick up of electrical debris [Electrical Subcontractor]
2. Clean dirt off of trailer skirts [Landscaping/Irrigation Subcontractor]
3. Level dirt adjacent to trailers [Landscaping/Irrigation Subcontractor]
4. Complete installation of underground electrical conduit [Electrical Subcontractor]
5. Complete installation of drip irrigation system [Landscaping/Irrigation Subcontractor]
6. Complete landscaping (mulch flowerbeds, seed disturbed areas) [Landscaping/Irrigation Subcontractor]
7. Cleanup minor concrete debris along sidewalk and trailer [Site Civil Contractor, Roth Excavation]

The only item of work not complete attributable to the Site Civil Contractor (Roth Excavation) is **ITEM 7**. Therefore, Dannenbaum finds the site civil work to be substantially complete and Roth Excavation’s one year warranty period shall commence as of today November 5, 2019.

Respectfully,

DANNENBAUM ENGINEERING COMPANY – McALLEN, LLC.




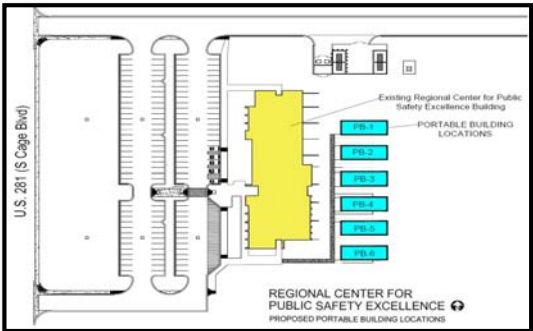
Richard D. Seitz, P.E.
Senior Project Manager

Attachments: Attendees Sign-in Sheet

Cc:

Ricardo De La Garza	Director of Facilities, Planning, & Construction	South Texas College
Tyler Wulf	Construction Manager	Roth Excavation
Julio Macias	Project Engineer	Dannenbaum
Mirna Santana	Document Control Clerk	Dannenbaum
Dannenbaum	Project File No. 5213-01	

Project Fact Sheet
11/26/2019

Project Name: RCPSE - Portable Buildings Civil Infrastructure		Project No. 2019-018C				
Funding Source(s): Renewals & Replacements Fund			Contract Budget		Actual Expenditures To Date	Variance of Original Budget vs. Actual Expenditures To Date
	Construction:	\$ 50,000	\$ 46,931	\$ 3,069		
	Design:	3,510	5,136	(1,627)		
	Miscellaneous:	-	-	-		
	FFE:	-	-	-		
Technology:	-	-	-			
Total:	\$ 53,510		\$ 52,067	\$ 1,442		
Architect/Engineer: DBR / Dannenbaum Eng.			Board Approval of Schematic Design N/A			
Contractor: Roth Excavating Inc. & Metro Electric						
STC FPC Project Manager: Samuel Saldaña	Substantial Completion		TBD	Board Acceptance	TBD	
	Final Completion		TBD	Board Acceptance	TBD	
Project Description			Project Scope			
Provide civil infrastructure for the installation of portable buildings.			Installation of Fire line and new fire hydrant. Installation of site utilities which include domestic water and sewer line. Installation of site sidewalks and fire truck drive.			
Projected Timeline						
Board Approval of Architect	Board Approval of Schematic Design	Board Approval of Contractor	Construction Start Date	Substantial Completion Date	Final Completion Date	FFE Completion of Move In
7/30/2019	N/A	7/23/2019	7/29/2019	11/5/2019	12/18/2019	1/18/2020
Project Calendar of Expenditures by Fiscal Year						
Fiscal Year	Construction	Design	Misc.	FFE	Tech	Project Total
2019-20	\$ 46,931	\$ 5,136	\$ -	\$ -	\$ -	\$ 52,067
Project Total	\$ 46,931	\$ 5,136	\$ -	\$ -	\$ -	\$ 52,067
Current Agenda Item						
12/3/19 Facilities Committee: Review and Recommend Action on Substantial and Final Completion for the Portable Buildings Civil Infrastructure at the Regional Center for Public Safety Excellence						
						

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)



December 3, 2019 Facilities Committee Meeting

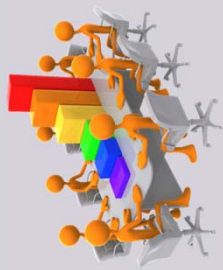
Mary Elizondo, MBA, CPA, CFE, CGMA
Vice President for Finance and Administrative Services

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



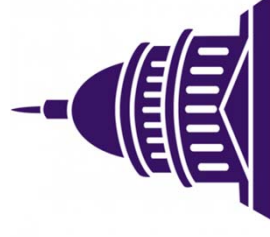
- **Texas Government Code Chapter 2267: Public and Private Facilities and Infrastructure**
- In determining the award of a contract under this chapter, the governmental entity may consider:
 - The price;
 - The offeror's experience and reputation;
 - The quality of the offeror's goods or services;
 - 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.

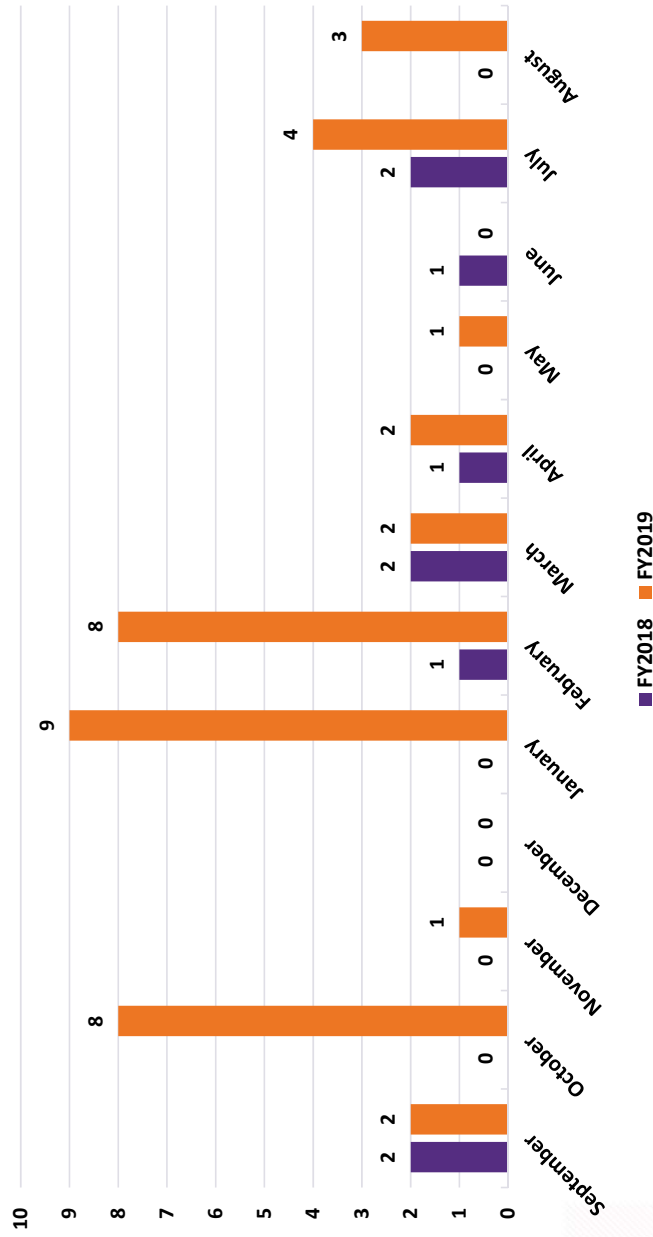


Construction Request for Proposal (RFP) Evaluation Request for Public Information

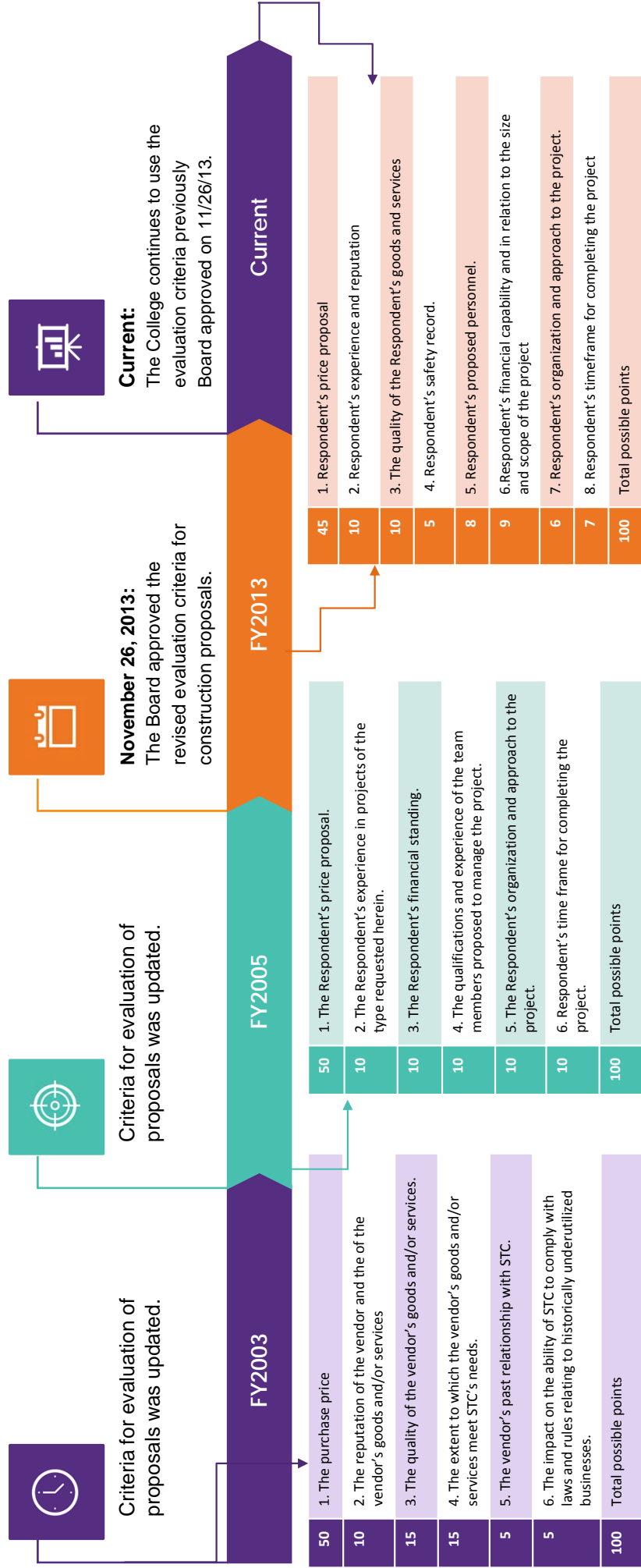
- Requests for Public Information are received by the College and complies with Texas Public Information Act and Board Policy 2510: Requests for Public Information
 - In FY2018, a total of 9 construction related open record requests were received by the College.
 - In FY2019, a total of 40 construction 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
100 Points	

Construction RFP Respondent Questionnaire

Criteria		Evaluation Points	
1. Criterion: The Respondent's price proposal		Maximum 45 points	
a. Refer to RFP Section 4, Pricing and Delivery Schedule.		Score will be calculated based on proposals submitted	
2. Criterion: Respondent's experience and reputation.		Maximum 10 Points	
a. Provide total number of current company employees.	<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>Points scale:</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.			
Excellent – respondent provided information which fully addressed or exceeded the requirements	Acceptable – respondent provided information which addressed most but not all of the requirements	Marginal – respondent provided minimal information on requirements	Poor/no response – respondent provided inadequate responses to requirements or did not respond.

Construction RFP Respondent Questionnaire

Criteria		Evaluation Points
3. Criterion: The quality of the Respondent's goods or services.		Maximum 10 Points
<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>Points scale: 9 to 10 excellent 6 to 8 acceptable 3 to 5 marginal 0 to 2 poor/no response</p>	
4. Criterion: Respondent's safety record.		Maximum 5 Points
<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>Points scale: 5 excellent 4 acceptable 2 to 3 marginal 0 to 1 poor/no response</p>	
Excellent – respondent provided information which fully addressed or exceeded the requirements	Acceptable – respondent provided information which addressed most but not all of the requirements	Marginal – respondent provided minimal information on requirements
		Poor/no response – respondent provided inadequate responses to requirements or did not respond.

Construction RFP Respondent Questionnaire

Criteria		Evaluation Points	
<p>5. Criterion: The Respondent's proposed personnel.</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>Maximum 8 Points</p> <p>Points scale: 8 excellent 6 to 7 acceptable 3 to 5 marginal 0 to 2 poor/no response</p>	
<p>6. Criterion: Respondent's financial capability and relation to the size and scope of the project.</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>Maximum 9 Points</p> <p>Points scale: 8 to 9 excellent 6 to 7 acceptable 3 to 5 marginal 0 to 2 poor/no response</p>	
<p>Excellent – respondent provided information which fully addressed or exceeded the requirements</p>	<p>Acceptable – respondent provided information which addressed most but not all of the requirements</p>	<p>Marginal – respondent provided minimal information on requirements</p>	<p>Poor/no response – respondent provided inadequate responses to requirements or did not respond.</p>

Construction RFP Respondent Questionnaire

Criteria	Evaluation Points
<p>7. Criterion: The Respondent's organization and approach to the project.</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>Maximum 6 Points</p> <p>Points scale: 6 excellent 4 to 5 acceptable 2 to 3 marginal 0 to 1 poor/no response</p>
<p>8. Criterion: Respondent's time frame for completing the project</p> <p>a. Refer to RFP Section 4, Pricing and Delivery Schedule</p>	<p>Maximum 7 Points</p> <p>Score will be calculated based on proposals submitted</p>
<p>Total possible points</p>	<p>100 Points</p>

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



Questions?



Update on Status of Unexpended Plant Fund Construction Projects

The Facilities Planning and Construction staff prepared the attached design and construction update. This update summarizes the status of each capital improvement project currently in progress. Mary Elizondo and Rick de la Garza will be present to respond to questions and address concerns of the trustees.

**Facilities Planning & Construction Department
FY 2019-20 Master Schedule for Capital Improvement Projects (CIP)
and
Renewal and Replacement (R&R) Projects**

LEGEND FOR PROJECT PHASES						STATUS	
	Pending Approval to Start		Bidding and Negotiations	✓	Approved and In Progress		
	Project Development		Board Approval	+	Preparing for Approval		
	Project Start (RFQ,Ad,Bd App)		Construction Phase				
	Design Phase		Project Complete				
	Schematic Design Approval						

#	Status	Proposed Projects	Method	Budget	PM	FY2019 Jan. 19' - Aug. 19'												FY2020 Sept. 19' - Aug. 20'												FY2021 Sept. 20' - Aug. 21'												FY2022 Sept. 21' - Dec. 21'			
						Months												Months												Months												Months			
						J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	S	O	N	D
Starr County Campus																																													
44		Starr - Student Services Building G Renovation	A	160,000	SS		1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1																						
45	ON HOLD	Starr - Cultural Arts Center Renovations	A	100,000	TBD																																								
46		Starr - Worforce Center D Welding Expansion	A	150,000	MV										1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1											
47	ON HOLD	Starr - Repaint Stucco Buildings (RR)	FPC	80,000																																									
48	✓	Starr - Roofing Replacement (RR)	O&M	770,000	MV	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1										
49		Starr - Administration/Bookstore Building A Data Cabling Infrastructure Replacement (RR)	IT	40,000	RDLG																					1	1	1	1																
50		Starr - Center for Learning Excellence Building B Data Cabling Infrastructure Replacement (RR)	IT	40,000	RDLG																					1	1	1	1																
51		Starr - North Academic Building C Data Cabling Infrastructure Replacement (RR)	IT	40,000	RDLG																					1	1	1	1																
Regional Center for Public Safety Excellence																																													
52	✓	RCPSE -Target Range	A	374,531	RC																																								
53	✓	RCPSE - Portables	A	315,188	SS		1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1																					
54	✓	RCPSE - Chiller Relocation	O&M	TBD	RC																				1	1	1																		
55	See Note #1	RCPSE - Canopy for Safety Training Vehicles	FPC	85,000	TBD																																								
56	See Note #1	RCPSE - Canopy for Students/Instructors	FPC	250,000	TBD																																								
57	See Note #1	RCPSE - Fire Training Area	A	426,000	TBD																																								
58	See Note #1	RCPSE - Running and Exercise Track	C	150,000	TBD																																								
59	See Note #1	RCPSE - Additional Parking Lot	C	266,000	TBD																																								
Higher Education Center La Joya																																													
60	✓	HEC LJ - Exterior Building and Wayfinding Signage	A	50,000	DV																																								
District Wide																																													
61	✓	DW - Irrigation System Controls Upgrade (RR)	O&M	70,000	O&M																																								
62		DW - Fire Alarm Panel Replacement/Upgrades (RR)	O&M	180,000	O&M																																								
63		DW - Land		3,000,000																																									
64		DW - Renovations and Contingencies		750,000																																									
65	✓	DW - Outdoor Furniture	FPC	25,000		1	1																																						
66		DW - Facility Signage		50,000																																									
67	✓	DW - Removal of Existing Trees		25,000																																									
68	ON HOLD	DW - Facilities Condition Assessment		50,000																																									

**South Texas College
Unexpended Plant Fund - Capital Improvement Projects (CIP)
Project Schedule**

#	Project No.	Projects	Architect/Engineer	Contractor	COC	Authorization to Solicit for Design Services		Architect/Engineer Recommendation and Approval		COC	Schematic Design and Authorization to Solicit for Construction Services		Contractor Recommendation and Approval		Construction Start Date	Substantial Completion Date	Final Completion Date	FFE Completion of Move In	Estimated Project Duration
					Review & Approval	Facilities Committee Review & Approval	Board Approval	Architect/Engineer Recommendation and Approval	Board Approval of A/E	Review & Approval of Schematic Design	Facilities Committee Recommendation	Board Approval	Facilities Committee Contractor Recommendation	Board Approval of Contractor					
Pecan Campus																			
1	2016-014C	Sand Volleyball Courts	Alvarado Architects	NM Contracting, LLC.	N/A	N/A	N/A	2/6/2018	2/27/2018	N/A	N/A	N/A	12/4/2018	12/13/2018	2/21/2019	12/27/2019	1/27/2020	N/A	23 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	20 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	10 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	13 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	3/10/2020	3/31/2020	5/20/2020	9/20/2020	10/20/2020	11/20/2020	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	17months
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	17months
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	17months
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	17months
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	18 months
12	2020-010C	Entry Monument Sign	FPC	TBD	N/A	N/A	N/A	N/A	N/A	2/4/2020	3/10/2020	3/31/2020	5/12/2020	5/26/2020	6/1/2020	9/1/2020	10/1/2020	N/A	7 months
Pecan Plaza																			
13	2020-002C	Building C Kinesiology Renovation	TBD	TBD	9/3/2019	9/10/2019	9/24/2019	12/3/2019	12/10/2019	2/4/2020	2/11/2020	2/25/2020	6/9/2020	6/23/2020	7/15/2020	10/2020	11/2020	11/2020	14 months
Dr. Ramiro R. Casso Nursing & Allied Health Campus																			
14	2018-009C	East Building A Student Success Center Renovation	Boultinghouse Simpson Gates Architects (BSGA)	Tri-Gen	N/A	N/A	N/A	4/10/2018	4/24/2018	N/A	N/A	N/A	3/5/2019	3/26/2019	4/26/2019	10/3/2019	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	8 months
Technology Campus																			
17	2016-011C	Automotive Lab Exhaust System	TBD	TBD	N/A	7/9/2019	7/23/2019	10/8/2019	10/29/2019	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	5/5/2020	6/9/2020	6/23/2020	12/2020	12/2020	1/2021	2/2022	3/2022	4/2022	30 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	9/1/2020	9/8/2020	9/22/2020	11/1/2020	11/1/2020	1/2021	04/2021	5/2021	N/A	15 months
Mid-Valley Campus																			
21	2017-012C	Thermal Plant Building J Renovation	ROFA	TBD	N/A	N/A	N/A	10/16/2018	10/30/2018	7/2/2019	8/13/2019	8/27/2019	2/11/2020	2/25/2020	3/2/2020	5/2/2020	6/2/2020	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	3/2/2021	5/2/2021	6/2/2021	7/2/2020	20 months
23		East Loop Drive - ON HOLD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD
24	2020-005C	Center for Learning Excellence Building A Renovation of Space for Supplemental Instruction	TBD	TBD	9/3/2019	9/10/2019	9/24/2019	12/3/2019	12/10/2020	2/4/2020	3/10/2020	3/31/2020	9/8/2020	9/22/2020	10/2020	12/2020	1/2021	2/2021	17 months
Starr County Campus																			
25	2018-020C	Student Services Building G Renovation	Gignac & Associates	TBD	N/A	N/A	N/A	2/12/2019	2/26/2019	11/5/2019	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	12/3/2019	12/10/2019	3/3/2020	4/14/2020	4/28/2020	9/8/2020	9/22/2020	10/2020	2/2021	3/2021	4/2021	19 months
Regional Center for Public Safety Excellence																			
28	2019-015C	Target Range	PBK	TBD	N/A	N/A	N/A	2/12/2019	2/26/2019	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD
29	2019-018C	Portables	DBR/Dannenbaum	TBD	3/4/2019	3/4/2019	N/A	3/12/2019	3/26/2019	3/4/2019	N/A	N/A	7/9/2019	7/23/2019	08/3/2019	11/3/2019	12/3/2019	1/3/2020	9 months
30	2019-019C	Chiller Relocation	TBD	TBD	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	3/10/2020	3/31/2020	4/6/2020	5/7/2020	6/8/2020	N/A	3 months
31	2019-016C	Canopy for Safety Training Vehicles **	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	N/A	TBD
32	2019-017C	Canopy for Students/Instructors **	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	N/A	TBD
33	2019-020C	Fire Training Area **	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	N/A	TBD
34	2020-009C	Running and Exercise Track **	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	N/A	TBD
35	2020-011C	Additional Parking Lot **	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	N/A	TBD
Higher Education Center La Joya																			
36	2020-012C	Exterior Building and Wayfinding Signage	FPC	TBD	7/2/2019	N/A	N/A	N/A	N/A	N/A	9/10/2019	9/24/2019	1/14/2020	1/28/2020	2/3/2020	3/3/2020	4/3/2020	TBD	9 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

 Past Dates or N/A
 To Be Determined

**South Texas College
Renewal and Replacement Projects
Project Schedule**

#	Project No.	Projects	Architect/Engineer	Contractor	COC	Authorization to Solicit for Design Services		Architect/Engineer Recommendation and Approval		COC	Schematic Design and Authorization to Solicit for Construction Services		Contractor Recommendation and Approval		Construction Start Date	Substantial Completion Date	Final Completion Date	FFE Completion of Move In	Estimated Project Duration
					Review & Approval	Facilities Committee Review & Approval	Board Approval	Facilities Committee A/E Recommendation	Board Approval of A/E	Review & Approval of Schematic Design	Facilities Committee Recommendation	Board Approval	Facilities Committee Contractor Recommendation	Board Approval of Contractor					
Pecan Campus																			
1	2017-016R	Arbor Brick Column Repairs & Replacement	Solorio Engineering	TBD	N/A	N/A	N/A	N/A	N/A	N/A	9/10/2019	9/24/2019	12/3/2019	12/10/2019	1/2020	8/2020	9/2020	N/A	12 months
2	2019-025R	Ann Richards Administration Building X Data Cabling Infrastructure Replacement	IT	TBD	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	12/2019	1/2020	2/2020	N/A	2 months
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	12/2019	1/2020	2/2020	N/A	2 months
4	2020-017R	Ann Richards Administration Building A Data Cabling Infrastructure Replacement	IT	TBD	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	6/2020	8/2020	9/2020	N/A	3 months
5	2019-018R	Art Building B Data Cabling Infrastructure Replacement	IT	TBD	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	6/2020	8/2020	9/2020	N/A	3 months
6	2020-013R	Student Activities Center Building H Data Cabling Infrastructure Replacement	IT	TBD	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	6/2020	8/2020	9/2020	N/A	3 months
7	2020-014R	Information Technology Building M Generator Replacement	TBD	TBD	10/1/2019	10/8/2019	10/29/2019	2/11/2020	2/25/2020	N/A	N/A	N/A	7/14/2020	7/28/2020	8/2020	11/2020	12/2020	N/A	14 months
8	2020-007R	Reseeding and Regrading of Athletic Fields	TBD	TBD	N/A	N/A	N/A	10/8/2019	10/29/2019	N/A	N/A	N/A	2/11/2020	2/25/2020	3/2020	5/2020	6/2020	N/A	8 months
Dr. Ramiro R. Casso Nursing & Allied Health Campus																			
9	2015-023R	NAH East Building A West Side Window Waterproofing	TBD	TBD	N/A			N/A	N/A				12/3/2019	12/10/2019	1/2020	2/2020	3/2020	N/A	3 months
10	2016-019R	NAH East Building A Westside Elevators Refurbishment	O&M	TBD	N/A			N/A	N/A				7/14/2020	7/28/2020	8/3/2020	9/3/2020	10/5/2020	N/A	2 months
11	2019-028R	NAH East Building A Roofing Replacement	BEAM	TBD	10/1/2019			5/14/2019	5/30/2019				2/11/2020	2/25/2020	3/2020	6/2020	7/2020	N/A	9 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	3 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	3 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	10 months
Mid Valley Campus																			
15	2016-005R	Resurfacing Parking Lot #3	Perez Consulting Engineers	TBD	N/A	N/A	N/A	6/6/2018	6/20/2018	N/A	N/A	N/A	1/14/2020	1/28/2020	2/2020	4/2020	5/2020	N/A	23 months
16	2016-005R	Resurfacing Parking Lot #7	TBD	TBD	N/A	N/A	N/A	TBD	TBD	10/1/2019	10/8/2019	10/29/2019	TBD	TBD	TBD	TBD	TBD	N/A	TBD
17	2018-019R	Resurfacing Northwest Drive	Perez Consulting Engineers	TBD	N/A	N/A	N/A	6/6/2018	6/20/2018	N/A	N/A	N/A	1/14/2020	1/28/2020	2/2020	4/2020	5/2020	N/A	23 months
18	2019-027R	Roofing Replacement	BEAM	TBD				5/14/2019	5/30/2019				2/11/2020	2/25/2020	3/2020	6/2020	7/2020	N/A	14 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	1/14/2020	1/28/2020	2/11/2020	2/25/2020	3/2020	5/2020	6/2020	N/A	14 months
Starr County Campus																			
20	2019-029R	Starr Repaint Stucco Buildings	TBD	TBD				TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	N/A	TBD
21	2019-030R	Roofing Replacement	BEAM	TBD	N/A	N/A	N/A	5/14/2019	5/30/2019	N/A	N/A	N/A	2/11/2020	2/25/2020	3/2020	6/2020	7/2020	N/A	14 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	9/1/2020	9/8/2020	9/22/2020	N/A	N/A	06/2020	08/2020	09/2020	N/A	5 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	3 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	14 months

*District Wide Projects not noted will be scheduled as needed throughout the year.

	Past Dates or N/A
	To Be Determined

Status of Unexpended Plant Fund Construction Projects in Progress December 2019

Project	% Complete	Date to Complete	Current Activity	Total Project Budget	Amount Paid	Total Project Balance
Pecan Campus						
Sand Volleyball Courts	90%	December 2019	1. Construction Phase 2. Construction in Progress	\$ 113,008.00	\$ 90,350.28	\$ 22,657.72
Library Renovation	10%	November 2019	1. Project Development 2. A/E Services Contract	\$ 1,466,000.00	\$ 703.20	\$ 1,465,296.80
Building H Cafeteria Renovation	5%	March 2019	1. Construction Phase 2. Contract Negotiation	\$ 957,600.00	\$ 43,242.16	\$ 914,357.84
Building M Office and Work Space Renovation	5%	April 2019	1. Construction Phase 2. Contract Negotiation	\$ 575,295.00	\$ 25,890.47	\$ 549,404.53
Athletic Field Fence Enclosure	95%	December 2019	1. Construction Phase 2. Substantial Completion	\$ -	\$ 78,473.66	\$ (78,473.66)
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
Pecan Campus Total				\$ 4,209,226.00	\$ 238,659.77	\$ 3,970,566.23
Pecan Plaza						
Kinesiology Renovation	5%	December 2019	1. Design Phase 2. Solicitation of Architect	\$ 143,800.00	\$ -	\$ 143,800.00
Pecan Plaza Total				\$ 143,800.00	\$ -	\$ 143,800.00

Status of Unexpended Plant Fund Construction Projects in Progress December 2019

Project	% Complete	Date to Complete	Current Activity	Total Project Budget	Amount Paid	Total Project Balance
Mid Valley Campus						
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	60%	December 2019	1. Design Phase 2. Design in Progress	\$ 355,000.00	\$ 4,026.60	\$ 350,973.40
Excellence Building A Renovation of Space for Supplemental Instruction	5%	January 2020	1. Design Phase 2. Solicitation of Architect	\$ 224,200.00		\$ 224,200.00
Mid Valley Campus Total				\$ 980,212.00	\$ 5,870.70	\$ 974,341.30
Technology Campus						
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
Technology Campus Total				\$ 1,503,650.00	\$ 37,654.52	\$ 1,465,995.48
Nursing and Allied Health Campus						
Student Success Center Renovation	100%	November 2019	1. Construction Phase 2. Final Completion	\$ 262,806.00	\$ 228,446.30	\$ 34,359.70
Student Services Renovation	30%	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
Nursing and Allied Health Campus Total				\$ 766,306.00	\$ 232,713.73	\$ 533,592.27
Starr County Campus						
Student Services Renovation	30%	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
Starr County Campus Total				\$ 618,000.00	\$ 1,721.55	\$ 616,278.45

Status of Unexpended Plant Fund Construction Projects in Progress December 2019

Project	% Complete	Date to Complete	Current Activity	Total Project Budget	Amount Paid	Total Project Balance
Regional Center for Public Safety Excellence						
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	80%	December 2019	1. Construction Phase 2. Construction in Progress	\$ 1,000,000.00	\$ 630,321.57	\$ 369,678.43
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)
RCPSE Total				\$ 5,027,951.00	\$ 639,869.43	\$ 4,388,081.57
Higher Education Center La Joya						
Building and Wayfinding Signage	5%	November 2019	1. Design Phase 2. Bidding	\$ 52,000.00	\$ -	\$ 52,000.00
Starr County Campus Total				\$ 52,000.00	\$ -	\$ 52,000.00
District Wide						
Land	Not Started	Not Started	Not Started	\$ 3,000,000.00	\$ -	\$ 3,000,000.00
Renovations and Contingencies	Not Started	Not Started	Not Started	\$ 847,000.00	\$ -	\$ 847,000.00
Outdoor Furniture	Not Started	Not Started	Not Started	\$ 25,000.00	\$ -	\$ 25,000.00
Facility Signage	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
District Wide Total				\$ 4,504,900.00	\$ -	\$ 4,504,900.00
Unexpended Plant Fund Construction Project Total				\$ 17,806,045.00	\$ 1,156,489.70	\$ 16,649,555.30

Status of Renewals & Replacements Projects in Progress December 2019

Project	% Complete	Date to Complete	Current Activity	Total Project Budget	Amount Paid	Total Project Balance
Pecan Campus						
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	10%	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	75%	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
Pecan Campus Total				\$ 1,425,245.00	\$ 218,649.98	\$ 1,206,595.02
Mid Valley Campus						
Resurfacing Parking Lot #3 (RR)	60%	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)	60%	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. Evaluation Phase	\$ 951,000.00	\$ -	\$ 951,000.00
Drainage Improvements Ph. I	60%	December 2019	1. Project Development 2. Design in Progress	\$ 334,203.00	\$ 703.20	\$ 333,499.80
Mid Valley Campus Total				\$ 1,639,203.00	\$ 2,138.90	\$ 1,637,064.10
Technology Campus						
Building B Concrete Floor Repairs (RR)	100%	December 2019	1. Construction Phase 2. Final Completion	\$ 95,207.00	\$ 69,268.08	\$ 25,938.92
Technology Campus Total				\$ 95,207.00	\$ 69,268.08	\$ 25,938.92

Status of Renewals & Replacements Projects in Progress December 2019

Project	% Complete	Date to Complete	Current Activity	Total Project Budget	Amount Paid	Total Project Balance
Nursing and Allied Health Campus						
West Side Window Waterproofing	5%	July 2019	1. Design Phase 2. Design in Progress	\$ 65,000.00	\$ -	\$ 65,000.00
West Side Elevators Refurbishment	5%	July 2020	1. Construction Phase 2. Bidding in Progress	\$ 159,000.00	\$ -	\$ 159,000.00
Roofing Replacement (RR)	5%	January 2020	1. Project Development 2. Evaluation Phase	\$ 280,000.00	\$ -	\$ 280,000.00
Resurface Parking Lot #1 (RR)	100%	September 2019	1. Construction Phase 2. Final Completion	\$ -	\$ 125,650.48	\$ (125,650.48)
Building A Analog to Digital Conversion	Not Started	Not Started	Not Started	\$ 500,000.00	\$ -	\$ 500,000.00
Building A Data Cabling Infrastructure Replacement	Not Started	Not Started	Not Started	\$ 150,000.00	\$ -	\$ 150,000.00
Nursing and Allied Health Campus Total				\$ 1,154,000.00	\$ 125,650.48	\$ 1,028,349.52
Starr County Campus						
Repair Stucco Buildings	Not Started	Not Started	Not Started	\$ 90,400.00	\$ -	\$ 90,400.00
Roofing Replacement (RR)	5%	January 2020	1. Project Development 2. Evaluation 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
Starr County Campus Total				\$ 1,062,400.00	\$ -	\$ 1,062,400.00

Status of Renewals & Replacements Projects in Progress December 2019

Project	% Complete	Date to Complete	Current Activity	Total Project Budget	Amount Paid	Total Project Balance
District Wide						
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
District Wide Total				\$ 3,005,406.00	\$ 312,567.27	\$ 2,692,838.73
Renewal and Replacement Project Total				\$ 8,381,461.00	\$ 728,274.71	\$ 7,653,186.29

**South Texas College
Monthly Construction Report
Fiscal Year 2019 - 2020
As of December 2019**

Total Project Budget Summary	FY20 Unexpended Plant Fund	FY20 Renewals & Replacements
Total Construction Project Budget	\$ 17,037,045	\$ 7,624,000
Previous Approved Projects (Sept. 2019 - Nov. 2019)	(4,012,556)	(702,000)
Proposed Projects for the Month of December 2019	(1,286,733)	(305,900)
Total Project Budget Balance	\$ 11,737,756	\$ 6,616,100

Project Reference #	Project Name	Total Project Budget/Actual*	
		CIP Fund	R&R Fund
Board Approved on September 24, 2019			
2020-002C	Pecan Plaza West Bldg C. Kinesiology Renovation	\$ 143,800	\$ -
2020-005C	Mid Valley Campus Center for Learning Excellence Building A Renovation of Space for Supplemental Instruction	224,200	-
2019-014C	Starr County Campus Workforce Center Building D Welding Lab Expansion	230,000	-
2017-016R	Pecan Campus Arbor Brick Column Repairs & Replacement	-	221,000
Total Board Approved for the Month of September 2019		\$ 598,000	\$ 221,000
Board Approved on October 29, 2019			
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
Total Board Approved for the Month of October 2019		\$ 325,856	\$ 481,000
Board Approved on November 26, 2019			
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	-
2018-023C	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	-
Total Board Approved on November 26, 2019		\$ 3,088,700	\$ -
Pending Board Approval on December 10, 2019			
2020-008C	Pecan Campus Business and Science Building G Conversion of Two Classrooms to Geology Labs	\$ 199,500	\$ -
2020-002C	Pecan Plaza West Building C Kinesiology Storage and Restroom Renovations	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	228,200	-
2017-016R	Pecan Campus Arbor Brick Columns Repair and Replacement (CO)	-	221,000
2016-020R	Technology Campus Concrete Floor Repairs in Advanced Technical Careers Building B	-	84,900
2019-018C	Portable Buildings Civil Infrastructure at the Regional Center for Public Safety Excellence	491,033	-
Pending Board Approval on December 10, 2019		\$ 1,286,733	\$ 305,900
Current Total Project Budget		\$ 5,299,289	\$ 1,007,900

* 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 November 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 **November 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 November 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 November 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 November 2019
- B. Release of Checks for \$125,000.00 and Above Board of Trustees Approval Required for November 2019
- C. Release of Checks for \$125,000.00 and Above Released Prior to Board Approval (Policy 5610) for November 2019
- D. Release of Construction Fund Checks for November 2019
- E. Quarterly Investment Report for November 2019
- F. Summary of Revenue for November 2019
- G. Summary of State Appropriations Income for November 2019
- H. Summary of Property Tax Income for November 2019
- I. Summary of Expenditures by Classification for November 2019
- J. Summary of Expenditures by Function for November 2019
- K. Summary of Auxiliary Fund Revenues and Expenditures for November 2019
- L. Summary of Grant Revenues and Expenditures, November 2019
- M. Summary of Bid Solicitations
- N. Check Register for November 2019

BACHELOR OF SCIENCE IN NURSING (BSN) DEGREE, NOW A REALITY!



With much delight and great enthusiasm, South Texas College announced the start of the **Bachelor of Science in Nursing (BSN)** degree on November 25, 2019 at the Nursing and Allied Health Campus. Due to the the increasing complexity of patient care needs and evolving growth in our regions' health care systems, South Texas College sought to provide the BSN degree to meet the demands of developing bachelor degreed nurses who possess advanced competencies and skillsets to address the needs of patients and staffing vacancies in our region. The three year process was long and intense involving the passage of Texas Senate Bill 2118 during the 85th Legislative Session authorizing public junior colleges to offer baccalaureate degree programs in applied science, applied technology, and nursing, with approval by the Texas Higher Education Coordinating Board, Texas Board of Nursing, and the Southern Association of Colleges and Schools. Courses for the program will be a hybrid of online and traditional setting. This degree marks the fifth baccalaureate degree program offered by the College.

In addition to a room filled with supporters and contributors to the realization of this degree, present were also the 30 students who constitute this Spring's first cohort. Dr. Jayson Valerio, Dean of Nursing and Allied Health, Paul Rodriguez, Chairman, STC Board of Trustees, Dr. Christie Candelaria, Program Chair for the Associate Degree Nursing Program, and I provided remarks.



An **Institutional Grant Award Presentation** was held on December 2, 2019 at the Board Room for the Making a Difference in Student Success and Retention (MADISSAR) grant. The grant is intended to supplement new or enhance existing programs, department services, and activities. Recipients of the grant included the Continuing Education and Workforce Education and History Department. The History Department was presented with a \$20,466 check for its Early College Supplemental Instruction Program, which provides

academic assistance utilizing peer-assisted study sessions. The Continuing Education Department was presented with a \$14,524 check for its Student Success Assistant Program, which will provide counseling and case management services to non-credit students enrolled in a continuing education career training program and high school equivalency program. Olivia De La Rosa, Director of Professional and Workforce Education and Juan C. Rodriguez, History Faculty member were present to receive the award.



A **Graduate and Professional School Fair** was held at the Pecan Campus December 3-4, 2019. Students were provided the opportunity to meet with recruiters to discuss master degree programs, admission requirements, deadlines, tuition, and program formats. Participating schools included:

- Lamar University
- Our Lady of the Lake University
- Texas A & M University
- Texas A & M International University
- University of Texas Rio Grande Valley
- Western Governors University - Texas

In partnership with RGV Brew, the College offered, **The Art of Home Brewing**, a basic training class for participants to learn about the brewing process, equipment used by homebrewers, and ingredients used. The class will be instructed by Rudy Mayer, owner of RGV Homebrew Supply. Mr. Mayers has over 20 years of homebrewing experience and is a recipient of several awards from homebrewing competitions. A class fee of \$40.00 will be required. The course will be held December 9, 2019 at the Technology Campus.



The Office of Professional and Organizational Development is currently registering faculty for its **Spring 2020 FOCUS Academy**. The FOCUS Academy provides faculty seven sessions to explore new learning strategies and instructional technologies that will assist in helping engage students to take an active role in learning. Faculty are provided an opportunity to collaborate, exchange ideas, best practices, and will receive a certification upon successful completion of the sessions. The FOCUS Academy meets every Friday and will begin January 24, 2020.

The annual **Tech 4 Toys 1 mile walk/run** will be held on December 6, 2019 at the Technology Campus at 8:30 am. Participants are encouraged to bring a new, unwrapped toy in lieu of a registration fee to benefit underprivileged children in the Valley.

T E C H 4 T O Y S
1 MILE Walk/Run

Bring a New Unwrapped Toy*

Friday Dec. 6, 2019 @ 8:30 am

STC Technology Campus Parking Lot

Register at https://southtexascollege-wjcao.formstack.com/forms/tech_4_toys

Registration @ 8:00 am

For more information contact Evelyn P. (956) 872-2760

Toy donations will benefit underprivileged children in the Valley

*No food containing or weapon-like toys please

- Held a conference call with Emily Myers, President and CEO and Jennifer Barfield, Senior Vice President for Myers McRae Executive Search and Consulting regarding initiating a second search for the Dean for Continuing Education, Workforce Training and Economic Development.
- Attended the Accreditation Celebration at the Nursing and Allied Health Campus to celebrate the Associate Degree Nursing Program accreditation from the Accreditation Commission for Education in Nursing. NAH faculty and key staff involved in the process were invited to attend.
- Attended the retirement celebration for Dr. Margaretha Bischoff, Dean for Liberal Arts and Social Sciences who served the College for twenty years. Dr. Bischoff served the College in various capacities including: Psychology faculty, Academic Assistant to the Dean of Liberal Arts and Social Sciences, and Chair Department of Criminal Justice, Social Sciences, and Interdisciplinary Studies. The retirement celebration was well attended and was held at the Cooper Center.
- Met with Jesse Trevino, former Executive Director of COSTEP to discuss donation toward a scholarship fund at South Texas College.
- Attended the 7th Annual Junior Jaguar Leadership Conference to provide the welcome address to 70 fifth grade students from 7 different districts and their parents. The Junior Jaguar Leadership Conference is an outreach program through our College Connections Department that assists in instilling a college going culture by commissioning students as ambassadors of South Texas College. Students and parents both learn about leadership, financial literacy, and college knowledge at the one-day workshop.
- 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 December 10, 2019 Regular Board meeting.
- Continue to meet with South Texas College's President's Cabinet to:
 - facilitate administrative planning on a weekly basis;
 - review and address issues of concern;
 - formulate strategic direction and problem solving; and
 - provide communication and feedback among the President and the Vice Presidents
- Continue to meet with South Texas College's President's Administrative Staff. The purpose of the President's Administrative Staff is to communicate information to all administrative staff and to provide the opportunity for discussion on areas of concern regarding the leadership and strategic direction for the College.
- Continue to meet with the College's Vice Presidents, Administrators, Planning and Development Council, Coordinated Operations Council, and other Councils to address immediate concerns and issues facing the College.
 - Student Enrollment Update – Spring 2020
 - Review and Discussion of Committee and Board Actions
 - Review and Discussion of Student Receivable Write-Offs
 - Update on Summer Camps
 - Continued Discussion of Incident Reporting Procedures
 - Continued Discussion of Status of Facilities Video
 - Continued Discussion of Introductory Video of South Texas College for Southern Association of Colleges and Schools Commission on Colleges (SACSCOC)
 - Discussion of Grant Consulting Contract with Hanover Research
 - Announcement of Sgt. Jose Moroles as Director for the Regional Center for Public Safety Excellence

President's Report

November 23 – December 6, 2019



South Texas College will be closed from
December 16, 2019 to January 1, 2020

Announcements

A. Next Meetings:

- Tuesday, January 14, 2020
 - 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, January 28, 2020
 - 5:30 p.m. – Regular Board Meeting

B. Other Announcements:

- 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 its annual *Board Appreciation Breakfast* recognizing Board Members at partnering school districts on Friday, January 24, 2019, at the Pecan Campus Student Union 2nd Floor.
- South Texas College will host the Community College Association of Texas Trustees' *Trustee Leadership Seminar* on Friday, February 28, 2020.

*The following documents
were provided as
handouts at the meeting.*



**Revised 12/10/19
in yellow highlight**



**SOUTH TEXAS
COLLEGE**

SOUTH TEXAS COLLEGE DISTRICT

Comprehensive Annual Financial Report

Fiscal Years Ended August 31, 2019 and 2018
Serving Hidalgo and Starr County, Texas



**South Texas College District
Comprehensive Annual Financial Report
Fiscal Years Ended August 31, 2019 and 2018**

Revisions to the Comprehensive Annual Financial Report (CAFR) provided to the Board of Trustees are required due to changes on presentation of net deferred outflows and deferred inflows related to GASB 68 (pension). These revisions were requested by the External Auditors and do not have an effect on net position.

Revisions are noted in the following sections of the CAFR:

- Management's Discussion and Analysis (pages 22, 24, and 26)
- Financial Statements (pages 41, 42, and 45)
- Notes to the Basic Financial Statements (pages 53 and 74)

**South Texas College District
Management's Discussion and Analysis
August 31, 2019 and 2018**

Assumptions, methods, and plan changes were also updated from FY 2018. The Net Pension Liability and deferred outflows increased significantly since the prior measurement date due to a change in the following actuarial assumptions:

- The total pension liability for TRS as of August 31, 2018 was developed using a roll-forward method from the August 31, 2017 valuation.
- Demographic assumptions including postretirement mortality, termination rates, and rates of retirement were updated based on the experience study performed for TRS for the period ending August 31, 2017.
- Economic assumptions including rates of salary increase for individual participants was updated based on the same experience study.
- The discount rate changed from 8.0% at August 31, 2018 to 6.9% as of August 31, 2019.
- The long term assumed rate of return changed from 8.0% to 7.3%.

As a result of the change in methodology, the District's net pension liability increased by \$24.1 million to \$50.8 million, the Deferred outflows related to pensions increased by \$19.8 million to \$26.1 million and Deferred inflows related to pensions decreased by \$1.6 million to \$3.7 million. The total impact on the net position was a reduction of \$2.7 million.

The financial statements of this annual report consist of three parts: The Statements of Net Position provide a summary of assets, liabilities, and net position as of August 31, 2019; the Statements of Revenues, Expenses, and Changes in Net Position provide a summary of operations for the fiscal year; and the Statements of Cash Flows provide categorized information about cash inflows and outflows for the fiscal year.

These statements are prepared in accordance with the Governmental Accounting Standards Board Statements No. 34 (GASB 34), *Basic Financial Statements and Management's Discussion and Analysis for State and Local Governments*; and Statement No. 35 (GASB 35), *Basic Financial Statements and Management's Discussion and Analysis for Public Colleges and Universities*.

These three statements will assist the reader in determining whether the District, as a whole, is performing financially better this year as compared to last year. The financial statements are presented using the accrual basis of accounting whereby revenues are recognized when earned and expenses are recorded when an obligation has been incurred.

This discussion and analysis of the District's financial statements provides an overview of its financial activities for the fiscal year. The 2019 financial focal points of the fiscal year are as follows:

- Capital assets, net of accumulated depreciation, at August 31, 2019, had a decrease of \$5.9 million from August 31, 2018.

**South Texas College District
Management's Discussion and Analysis
August 31, 2019 and 2018**

considered one year or less. Deferred inflows and outflows are transactions occurring in the current or prior periods although are related to future periods and are not assets or liabilities. The District's deferred outflows of resources include deferred charges on debt refunding and deferred outflows related to pensions and other post-employment benefits (OPEB). The District's deferred inflows of resources are related to pensions and OPEB. The focus is to report the total net resources available to finance future services. Assets and liabilities are presented in the order of liquidity.

The following is prepared from the District's Statements of Net Position and provides a summary of its assets, deferred outflows of resources, liabilities, deferred inflows of resources, and the change in net position for the years ended August 31:

Condensed Statement of Net Position					
(in millions)					
	2019	2018	2017	2018-2019 Change	2017-2018 Change
Assets					
Current assets	\$ 135.4	\$ 158.7	\$ 153.0	\$ (23.3)	\$ 5.7
Capital assets, net	345.7	351.6	308.2	(5.9)	43.4
Noncurrent assets	134.6	100.7	171.1	33.9	(70.4)
Total Assets	615.7	611.0	632.3	4.7	(21.3)
Deferred Outflows of Resources					
Deferred outflows of resources	117.6	6.8	10.4	110.8	(3.6)
Total Deferred Outflows of Resources	117.6	6.8	10.4	110.8	(3.6)
Liabilities					
Current liabilities	33.9	33.1	53.2	0.8	(20.1)
Noncurrent liabilities	282.1	190.1	186.6	92.0	3.5
Total Liabilities	316.0	223.2	239.8	92.8	(16.6)
Deferred Inflows of Resources					
Deferred inflows related to pension & OPEB	39.6	8.3	6.5	31.3	1.8
Total Deferred Inflows of Resources	39.6	8.3	6.5	31.3	1.8
Net investment in capital assets	206.8	205.6	198.7	1.2	6.9
Restricted expendable	20.0	18.8	19.2	1.2	(0.4)
Restricted non-expendable	0.3	0.3	0.3	-	-
Unrestricted	150.9	161.7	178.2	(10.8)	(16.5)
Total Net Position	\$ 378.0	\$ 386.4	\$ 396.4	\$ (8.4)	\$ (10.0)

**South Texas College District
Management's Discussion and Analysis
August 31, 2019 and 2018**

active employees and retirees, which had an enormous impact on the College, as it is a relatively young institution and does not have many retirees. The new allocation caused the deferred outflows related to OPEB to increase by \$91.1 million from \$0.4 million at August 31, 2018 to \$91.5 million at August 31, 2019. In addition to the new allocation method by ERS, TRS changed their assumed rate of return from 8.0% to 7.3%, combined with the change in the single discount rate from 8.0% down to 6.9%. Assumptions, methods, and plan changes were also updated from fiscal year 2018, which led to a \$19.8 million increase in deferred outflows related to pensions from \$6.3 million at August 31, 2018 to \$26.1 million at August 31, 2019, with the primary increase due to changes in actuarial assumptions.

The deferred inflow of resources was also drastically impacted by the change in allocation method by ERS, discussed above. Deferred inflows related to OPEB increased by \$32.7 million from \$2.9 million at August 31, 2018 to \$35.6 million at August 31, 2019, primarily due to differences between employer's contributions and the proportionate share of contributions and changes in actuarial assumptions. Deferred inflow of resources related to pension decreased by \$1.6 million, largely due to differences between projected and actual investment earnings. Total deferred inflows increased \$31.2 million or 376.6%.

In 2018, the deferred inflow section was directly impacted by the implementation of GASB 75 of \$2.9 million primarily due to changes in actuarial assumptions. Total deferred inflows increased by \$1.8 million or 27.4% from \$6.5 million at August 31, 2017 to \$8.3 million at August 31, 2018. In addition to the deferred inflows related to OPEB, the deferred inflows related to pensions also increased by \$2.9 million due the difference in expected and actual investment earnings and actuarial experience.

During fiscal year 2019, current liabilities remained stable with a slight increase of \$0.8 million or 2.4%. Unearned revenue increased by \$0.9 million from \$15.7 million at August 31, 2018 to \$16.6 million at August 31, 2019 compared accrued liabilities increased by \$0.4 million compared to fiscal year 2018, and the College reported a current portion of the Net OPEB liability of \$1.3 million for the first time in fiscal year 2019. These increases were offset by a decrease in accounts payable of \$2.1 million, primarily due to a decrease in vendor payable of \$1.9 million.

Noncurrent liabilities increased by \$92.0 million or 48.4%, primarily due to the change in allocation method by ERS and the change of assumption by TRS as discussed previously. The net OPEB liability increased \$76.0 million from \$13.2 million at August 31, 2018 to \$89.3 million at August 31, 2019 due to the change of the allocation method on employer contributions related to both active and retirees. At August 31, 2018 the net pension liability balance was \$26.6 million and it increased during fiscal 2019 by \$24.1 million to \$50.7 million at August 31, 2019, due to that TRS change to their assumed rate of return from 8.0% to 7.3%, combined with the change in the single discount rate from 8.0% down to 6.9%. These noncurrent liabilities increases were offset by a \$8.1 million decrease in bonds payable attributed to debt service payments.

During fiscal year 2018, the liability section of the District's Statements of Net Position was also impacted by the implementation of GASB 75. Total liability decreased \$16.6 million or 6.9% from

South Texas College District
Statements of Net Position
August 31, 2019 and 2018

Exhibit 1

	FY 2019	FY 2018
ASSETS		
Current Assets:		
Cash and cash equivalents	\$ 93,308,873	\$ 130,648,246
Restricted cash and cash equivalents	4,991,451	7,083,238
Short-term investments	11,683,436	5,049,348
Restricted short-term investments	12,500,000	3,027,158
Accounts receivable (net of allowance for doubtful accounts of \$4,616,841 in 2019 and \$4,576,249 in 2018)	4,830,374	4,908,956
Taxes receivable (net of allowance for doubtful accounts of \$6,704,080 in 2019 and \$6,434,600 in 2018)	6,533,815	6,561,500
Deposits in escrow	126,801	126,801
Prepaid expenses	1,465,186	1,288,362
Total Current Assets	135,439,936	158,693,609
Noncurrent Assets:		
Restricted cash and cash equivalents	-	20,957
Endowment investments	5,590	5,590
Long-term investments	134,281,970	93,783,136
Restricted short-term investments	331,900	331,900
Restricted long-term investments	-	6,565,106
Deferred bond issuance costs (net of related amortization of \$0 in 2019 and \$644 in 2018)	-	644
Capital assets, net (Note 5)	345,712,810	351,560,687
Total Noncurrent Assets	480,332,270	452,268,020
Total Assets	615,772,206	610,961,629
DEFERRED OUTFLOWS OF RESOURCES		
Deferred charges on debt refundings	-	165,629
Deferred outflows related to pensions	26,100,324	6,294,843
Deferred outflows related to OPEB	91,496,176	423,629
Total Deferred Outflows of Resources	117,596,500	6,884,101
Total Assets & Deferred Outflows of Resources	733,368,706	617,845,730
LIABILITIES		
Current Liabilities:		
Accounts payable	3,300,117	5,429,785
Accrued liabilities	3,240,020	2,852,826
Lease liabilities - current portion	68,527	68,527
Accrued compensable absences - current portion	910,507	720,674
Funds held for others	305,917	301,482
Unearned revenue	16,609,083	15,696,748
Bonds payable - current portion	8,109,737	8,020,028
OPEB liability -current portion	1,332,834	-
Total Current Liabilities	33,876,742	33,090,070

The accompanying notes are an integral part of the financial statements.

**South Texas College District
Statements of Net Position
August 31, 2019 and 2018**

Exhibit 1

	FY 2019	FY 2018
Noncurrent Liabilities:		
Accrued compensable absences	161,848	153,131
Lease liability	1,233,478	1,302,005
Bonds payable, net	140,703,152	148,812,889
Net pension liability	50,754,514	26,614,054
Net OPEB liability	89,275,631	13,234,872
Total Noncurrent Liabilities	282,128,623	190,116,951
Total Liabilities	\$ 316,005,365	\$ 223,207,021
 DEFERRED INFLOWS OF RESOURCES:		
Deferred inflows related to pensions	\$ 3,719,284	\$ 5,331,767
Deferred inflows related to OPEB	35,640,925	2,926,295
Total Deferred Inflows of Resources	39,360,209	8,258,062
 NET POSITION		
Net investment in capital assets	206,861,404	205,569,611
Restricted for:		
Expendable		
Student aid	2,429,767	3,104,327
Instructional programs	78,318	89,936
Institutional activities	112,247	113,636
Loans	1,518,959	1,423,070
Debt service	15,817,687	14,017,689
Non-expendable		
Endowment	339,500	339,472
Unrestricted	150,845,250	161,722,906
Total Net Position (Schedule D)	378,003,132	386,380,647
Total Liabilities, Deferred Inflows of Resources & Net Position	\$ 733,368,706	\$ 617,845,730

The accompanying notes are an integral part of the financial statements.

**South Texas College District
Statements of Cash Flows
For the Years Ended August 31, 2019 and 2018**

Exhibit 3

	FY 2019	FY 2018
Reconciliation of net operating loss to net cash used		
by operating activities:		
Operating loss	\$ (184,116,855)	\$ (155,717,750)
Adjustments to reconcile net operating loss to net cash used		
by operating activities:		
Depreciation expense	12,009,110	9,917,643
Payments made directly by state for benefits	6,759,210	5,740,268
Payments for non-operating construction costs	(2,023,578)	(10,642,236)
Payments for non-operating transactions	(250,329)	(33,469)
Changes in assets and liabilities:		
Receivables, net	(24,107)	(491,807)
Prepaid expenses	(176,824)	(139,868)
Deferred outflow related to pension	(15,712,549)	3,683,810
Deferred outflow related to OPEB	(91,072,547)	(59,741)
Accounts payable	(42,585)	143,550
Accrued liabilities	401,907	197,044
Compensable absences	198,550	(39,361)
Unearned revenues	1,067,119	(1,217,478)
Pension NECE	-	(716,058)
Net pension liability	24,140,460	(3,027,882)
Net OPEB liability	77,373,593	(2,577,986)
Deferred inflow related to pensions	(5,705,415)	(1,163,721)
Deferred inflow related to OPEB	32,714,630	2,926,295
Net cash used by operating activities	\$ (144,460,210)	\$ (153,218,747)

Noncash investing, capital, and financing activities for fiscal year 2019:

During the fiscal year, General Motors donated to the Automotive Technology a 2016 GM Chevrolet Silverado vehicle valued at \$11,165.

The Library Art Gallery Department received several work of art donations amounting to a net value of \$3,945. Seven pieces of art work were individually valued at \$2,500, \$500, \$350, \$300, \$175, \$80, and \$40 and entitled respectively as follows: "Slate", "Las Frutas de my Vida", " In His Place", "Untitled", "Tea Bowl with Tray", "Stormy Skies Plate", and "Ukrainian Skycutter Pigeon".

In-kind contributions provided by vendors for the Valley Scholars Program during the fiscal year amounted to \$35,921

Bond discount and premiums are amortized over the debt repayment period for the following bond series.

Premium - MTR Bond Series 2007	\$ 1,666
Premium - LTR Bond Series 2010	248,625
Premium - LT Bond Series 2014	332,905
Premium - LT Bond Series 2015	481,832

South Texas College District
Notes to the Basic Financial Statements
August 31, 2019 and 2018

Note 2 – Summary of Significant Accounting Policies (Continued)

W. Gain or Loss on Retirement of Debt

The gain or loss on the early retirement of debt is deferred and amortized over the shorter of (1) the remaining amortization period that was used in the original refunding or (2) the life of the newly issued debt. This deferred amount is reported as a deduction from the new debt liability on the statement of net position.

X. Prior- Year Reclassification

A reclassification in the Statement of Net Position was necessary in the section of the deferred outflows and inflows in order to net the differences between projected and actual investment earnings related to pension.

Note 3 – Authorized Investments

The District is authorized to invest in obligations and instruments as defined in the Public Funds Investment Act (Sec. 2256.001 Texas Government Code). Such investments include (1) obligations, including letters of credit, of the United States or its agencies and instrumentalities, (2) direct obligations of the State of Texas, or its agencies and instrumentalities, (3) obligations of political subdivisions rated not less than A or its equivalent by a nationally recognized investment rating firm, (4) financial institution deposits issued by a depository institution, (5) no-load government money market mutual funds registered with and regulated by the Securities and Exchange Commission, (6) eligible investment pools organized and operating in compliance with the Public Funds Investment Act and continuously rated no lower than AAA or AAAM or at an equivalent rating by at least one nationally recognized rating service, and (7) other obligations, the principal and interest on which are unconditionally guaranteed or insured by, or backed by the full faith and credit of, the State of Texas or the United States or their respective agencies and instrumentalities, including obligations that are fully guaranteed or insured by the FDIC or by the explicit full faith and credit of the United States.

Note 4 – Cash, Cash Equivalents and Investments

The Public Funds Investment Act allows funds belonging to South Texas College District to be invested. District policy delegates this authority to three investment officers. It is the policy of the District to invest its funds in a manner which will provide the highest investment return with the maximum security while meeting the daily cash flow demands of the District and conforming to all state and local statutes governing the investment of public funds, using the “prudent person” standard for managing the overall portfolio. The primary objectives of the policy are preservation of capital, safety of District funds, and maintenance of sufficient liquidity, maximization of return within acceptable risk constraints and diversification of investments.

At August 31, 2019, and 2018, the carrying amount of South Texas College’s District bank deposits were \$86,798,355 and \$125,775,741 respectively, and total bank balances equaled \$90,046,844 and \$129,713,082, respectively. Federal Deposit Insurance Corporation (FDIC) deposit insurance of \$250,000

South Texas College District
Notes to the Basic Financial Statements
August 31, 2019 and 2018

Note 9 – Employees’ Retirement Plan (Continued)

At August 31, 2019 and 2018, the District reported its proportionate share of the TRS’ deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	FY 2019		FY 2018	
	Deferred Outflows of Resources	Deferred Inflows of Resources	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual economic experience	\$ 316,362	\$ 1,245,315	\$ 389,376	\$ 1,435,261
Changes in actuarial assumption	18,299,447	571,858	1,212,312	694,021
Difference between projected and actual investment earnings, net	-	963,030	-	1,939,575
Changes in proportion and difference between the employer’s contributions and the proportionate share of contributions	3,922,993	939,081	1,546,241	1,262,910
Contributions paid to TRS subsequent to the measurement date	3,561,522	-	3,146,914	-
Total	\$ 26,100,324	\$ 3,719,284	\$ 6,294,843	\$ 5,331,767

The net amounts of the District’s balances of deferred outflows and inflows of resources related to pensions will be recognized in pension expense (income) as follows:

Year ended August 31:	Increase (Reduction) of Pension Expense
2020	\$ 4,470,733
2021	2,444,121
2022	2,028,823
2023	3,872,365
2024	3,688,950
Thereafter	2,314,524

The District is dependent upon information provided by the TRS Plan for recognizing the Pension liability, deferred inflows and deferred outflows of resources, and expenses. Future changes, if any, to the current methodology or actuarial assumptions being utilized, could result in significant changes in accounting and financial reporting in future periods.



Employee Complaint Procedure Form

Policy 4904: Employee Complaint Procedure

Employee Name: _____

Employee A#: _____

Employee Title: _____

Department: _____ Phone: _____

Employee's Immediate Supervisor: _____

Date of Event or Action: _____

*Give specific details for each section and continue on reverse side if necessary.
Employee to send via email, inter-office mail, or hand delivery.*

1. Provide a clear explanation of your specific concern and the person/department it is against.

2. Provide a description of how your employment has been affected.

3. Provide a description of the relief you are seeking.

Employee Signature: _____ Date Submitted: _____

Received by Signature: _____ Date Received: _____

Title of Receiving Party: _____