



**SOUTH TEXAS
COLLEGE**

**Board of Trustees
Regular Board Meeting**

**Tuesday, January 28, 2020
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, January 28, 2020 @ 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 5 - 32**
 - 1. Expression of Appreciation to Trustees for Their Service and Contributions to South Texas College
 - 2. Review of the December 2019 Commencement Ceremonies
 - 3. Review of the Annual Grant Report for FY 2019
 - 4. Presentation on 2020 Census Efforts
 - 5. Presentation on Public Relations and Marketing at South Texas College

- VI. Consideration and Action on Consent Agenda**
 - A. Approval of Board Meeting Minutes 33 - 62
 - 1. December 10, 2019 Regular Board Meeting
 - B. Approval and Authorization to Accept Grant Awards and Agreements .. 63 - 65
 - 1) The National Science Foundation, Scholarships in Science, Technology, Engineering and Mathematics (S-STEM) Grant, in the amount of \$649,369
 - 2) University of Texas – Austin, Charles A. Dana Center, Interagency Cooperation Agreement with South Texas College in the amount of \$4,000
 - 3) Texas Higher Education Coordinating Board (THECB), Carl D. Perkins Basic Grant, Additional Funds (Reallocation) in the amount of \$206,063
 - 4) The Skill Development Fund from the Texas Workforce Commission in the amount of \$340,000
 - 5) Additional Grant(s) Received/Pending Official Award

VII. Consideration and Action on Non-Committee Items

1. Approval of Order Calling for May 2, 2020 Election of STC Trustees for Single-Member Trustee District #5 and Single-Member Trustee District #7..... 66 - 72

VIII. Consideration and Action on Committee Items

A. Education and Workforce Development Committee

1. Review and Action as Necessary on Proposed Revision to Policy #3803: *Conditions of Employment of Full-Time Faculty Teaching during Summer Terms*..... 73 - 74
2. Review of Presentation Delivered at January 14, 2020 Education and Workforce Development Committee Meeting 75
 - (a) Review of the South Texas College Making a Difference in Student Success and Retention (MADISSAR) Grant Program

B. Finance, Audit, and Human Resources Committee

1. Review and Action as Necessary on Quarterly Investment Report for Period Ending November 30, 2019 76 - 82
2. Review and Action as Necessary on Renewal Agreement with Access Esperanza Clinics on Outpatient Clinic at the Mid Valley Campus 83 - 108
3. Review and Action as Necessary on Award of Proposal, Purchases and Renewal..... 109 - 114
 - A. Award of Proposal
 - 1) Business Skills Training Services (Proposal)
 - B. Purchases and Renewal
 - (a) Non-Instructional Item
 - 2) Content Marketing Services (Purchase)
 - (b) Technology Items
 - 3) Computers, Laptops, and Tablets (Purchase)
 - 4) Network Equipment (Purchase)
 - 5) Red Hat Licenses Maintenance and Support Agreement (Renewal)
4. Discussion and Action as Necessary on External Auditor Services 115 - 116
5. Review and Acceptance of Internal Audit Report in the Area of Financial Aid 117 - 126
6. Discussion and Action as Necessary on Terra-Gen Development Company, LLC, Tax Abatement Agreements..... 127 - 137
 - (a) Buenos Aires Windpower, LLC
 - (b) Monte Cristo Windpower, LLC
 - (c) La Joya Windpower, LLC
 - (d) West Willacy Windpower, LLC (Monte Alto)

C. Facilities Committee

1. Review and Action as Necessary on Evaluation Criteria for Construction Proposals..... 138 - 147
2. Review and Action as Necessary on Substantial Completion of the Portable Buildings Mechanical, Electrical, and Plumbing (MEP) Infrastructure at the Regional Center for Public Safety Excellence..... 148 - 151
3. Review and Action as Necessary on Final Completion of the Technology Campus Concrete Floor Repairs in Advanced Technical Careers Building B 152 - 155
4. Review and Action as Necessary on Outstanding Issues Action Plan 156 - 157
5. Update on Status of Unexpended Plant Fund Construction Projects 158 - 172

IX. Consideration and Approval of Checks and Financial Reports 173 - 174

X. Informational Items

- President’s Report 175 - 181

XI. Announcements 182

A. Next Meetings:

- Tuesday, February 11, 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, February 25, 2020
 - 5:30 p.m. – Regular Board Meeting

B. Other Announcements:

- Enrollment Census Day will be Wednesday, February 5, 2020
- The College will be closed Friday, February 15, 2020 for College-Wide Organizational Development Day
- South Texas College will host the Community College Association of Texas Trustees’ *Trustee Leadership Seminar* on Friday, February 28, 2020
- The College will be closed on Monday, March 16, 2020 – Sunday, March 22, 2020 in observance of Spring Break

Presentations

1. Expression of Appreciation to Trustees for Their Service and Contributions to South Texas College

Dr. Shirley Reed, College President, will present an expression of appreciation to the Board of Trustees on the behalf of faculty, staff, and students of South Texas College.

The South Texas College Trustees merit recognition and appreciation for their high quality and committed leadership that has established South Texas College as a world-class and innovative community college that remains responsive to the needs of the Rio Grande Valley.

2. Review of the December 2019 Commencement Ceremonies

Mr. Matthew Hebbard, Vice President for Student Affairs and Enrollment Management, will review the December 2019 Commencement Ceremonies, held on Saturday, December 14, 2019 at the Payne Arena in Hidalgo, Texas.

The following credentials were awarded and recognized at the December 2019 Commencement Ceremonies:

Certificates of Completion:	600
Associate Degrees:	1,249
Baccalaureate Degrees:	<u>223</u>
Total:	2,072

There were 141 dual credit students and 1,862 traditional students earning credentials for the December 2019 Commencement Ceremonies, for a total of 2,003 graduates. Of these graduates, 1,494 participated in the ceremonies.

Some students were awarded more than one credential, leading to a larger total number of credentials than unique graduates.

3. Review on the Annual Grant Report for FY 2019

Dr. Virginia Champion, Executive Director for Resource Development, Management, and Compliance will present the 2019 Annual Grant Report. This report details each of the grants awarded to support South Texas College in FY 19, which totaled approximately \$9.5M in support.

The grant detail reports provide information about the grantors, the funding amount, and the stakeholders served by each opportunity provided by each program.

4. Presentation on 2020 Census Efforts

Ms. Irasema Garcia, Partnership Specialist with the U.S. Census Bureau, has requested the opportunity to present on the 2020 Census efforts to the South Texas College Board of Trustees.

Ms. Garcia will outline the purpose of the decennial census, highlighting the impact on federal voting, funding, and planning, as well as other public and private decisions driven by population data.

Ms. Garcia will discuss the 2020 Census timeline and procedures, and will outline opportunities for organizations to help promote census participation.

Ms. Garcia has already met with South Texas College staff to discuss the formation of a Complete Count Committee, which would allow the College to identify further opportunities to support the 2020 Census efforts.

College staff organizing for the Complete Count Committee will be available to assist Ms. Garcia in responding to questions from the Board as they gear up for the March 12, 2020 start of the census efforts.

5. Presentation on Public Relations and Marketing at South Texas College

Mr. Daniel Ramirez, Director of Public Relations and Marketing, will provide the Marketing Quarterly Report for the period of September – December 2019.

Mr. Ramirez will highlight his department's winning the National Council for Marketing & Public Relations 2019 District 4 Medallion Award, including:

Gold

- Website
- Print Advertisement Single/Series
- Successful Marketing Plan

Silver

- Digital Ad Series

Bronze

- Electronic Newsletter
- Original Photography (Manipulated)

Mr. Ramirez will then discuss the challenges of staying relevant in the digital age. He will discuss the implementation of the chatbot initiative and will review the results.

Mr. Ramirez will also review the updated marketing tactics and metrics from the quarter of September – December 2019.

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

Annual Grant Report: Fiscal Year 2019

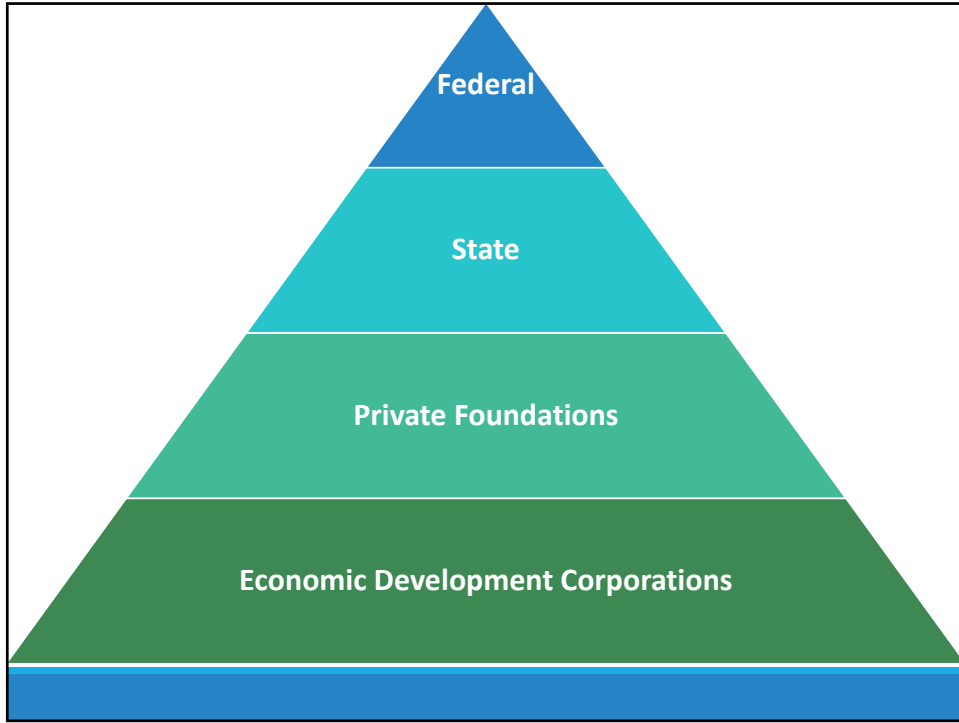
DEPARTMENT OF RESOURCE DEVELOPMENT,
MANAGEMENT AND COMPLIANCE



Report Details

Awards authorized by the Board of Trustees
between September 1, 2018 and August 31, 2019

- ✓ Title
- ✓ Amount Requested
- ✓ Amount Awarded
- ✓ Funding Period
- ✓ Division/Department
- ✓ Project Director
- ✓ Financial Manager
- ✓ Purpose of the grant
- ✓ Photographs
- Three-year comparison of total award amounts for FY17-19



Sample Award Projects

GOVERNOR'S SUMMER MERIT PROGRAM, \$46,552

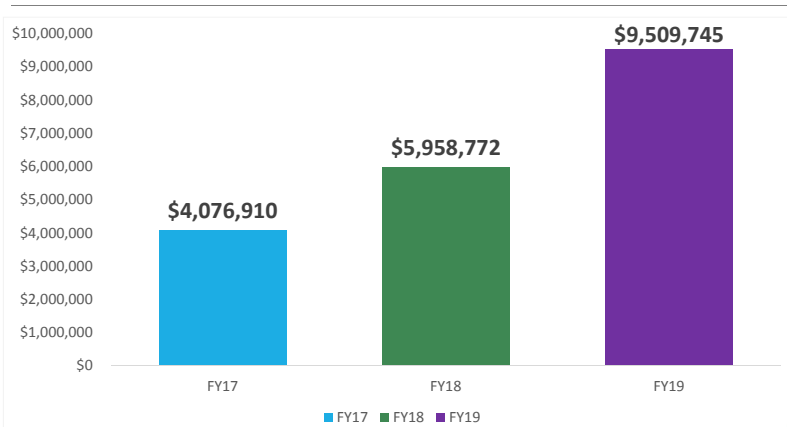
HIGH SCHOOL EQUIVALENCY PROGRAM, \$1,919,976



- 50 high school students (WISD, PSJA, and Roma ISDs)
- 6 week Pre-Freshman Engineering Program (TexPREP)

- 5-years, 500 Migrant and Seasonal Farmworkers
- Obtain the equivalent of a high school diploma and enroll in post-secondary program

Awards FY17 - FY19



Exceptional Partnerships



Presenter:

Irasema Garcia, Partnership Specialist
 U.S. Census Bureau-Denver Region
 956-572-1009
 irasema.garcia@2020census.gov



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 Economics and Statistics Administration
 U.S. CENSUS BUREAU
 census.gov

Why We Do a Census?

Article 1, Section 2 of the US Constitution

The actual enumeration shall be made within three years after the first meeting of the Congress of the United States, and within every subsequent term of ten years, in such manner as they shall by law direct.



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The Decennial Census

Conduct a census of population and housing
Disseminate results to the President, the states and the American people

Uses of census data:

- **Apportion** representation among states
- **Draw** congressional and state legislative districts, school districts and voting precincts
- **Enforce** voting rights and civil rights legislation
- **Distribute** federal dollars to states
- **Inform** planning decisions of federal, tribal, state and local government
- **Inform** organizational decisions (e.g., where to locate, size of market, etc.) of businesses and non-profits

United States™
Census
2020

United States
Census
 Bureau

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FUNDING



\$675 BILLION
FEDERAL FUNDING
ANNUALLY

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Largest Programs Using Census Bureau Data to Distribute Funds

Program Name	Federal Executive Department or Agency	Fiscal Year 2015 Funds	Program Name	Federal Executive Department or Agency	Fiscal Year 2015 Funds
Medical Assistance Program	HHS	\$311,805,244,413	Section 8 Housing Choice Voucher	HUD	\$15,761,488,440
SNAP	USDA	\$71,035,786,000	Title 1 Grants to Local Educational Agencies	ED	\$14,253,154,251
Medicare Part B Physicians Fee Schedule Services	HHS	\$70,300,000,000	Special Education Grants to States	ED	\$11,382,885,850
Highway Planning and Construction	DOT	\$38,479,013,855	Head Start	HHS	\$8,538,887,781
Federal Pell Grant Program	ED	\$29,916,694,438	Special Supplemental Nutrition Program for Women, Infants, and Children	USDA	\$6,062,899,861
National School Lunch Program	USDA	\$18,915,944,292	Federal Transit Formula Grants	DOT	\$5,452,882,796
Temporary Assistance for Needy Families	HHS	\$17,225,738,021	Foster Care Title IV-E	HHS	\$5,409,221,818



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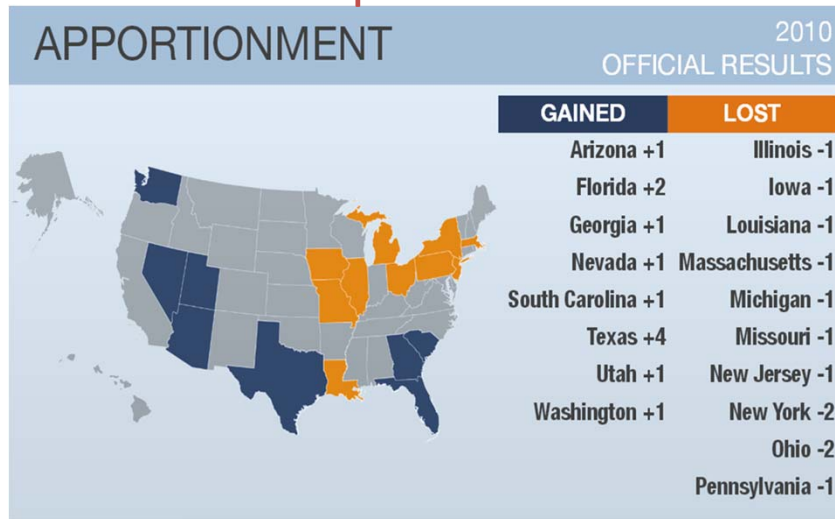
Largest Programs Using Census Bureau Data to Distribute Funds

Program Name	Federal Executive Department or Agency	Fiscal Year 2015 Funds
Child Care Mandatory and Matching Funds of the Child Care and Development Fund	HHS	\$5,314,103,129
Section 8 Housing Assistance Payments Program	HUD	\$4,367,081,456
State Children's Health Insurance Program	HHS	\$4,212,457,713
School Breakfast Program	USDA	\$4,057,189,000
Low-Income Home Energy Assistance	HHS	\$3,387,315,199
Hurricane Sandy CDB Grant Disaster Recovery Grants	HUD	\$3,347,522,549



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Representation



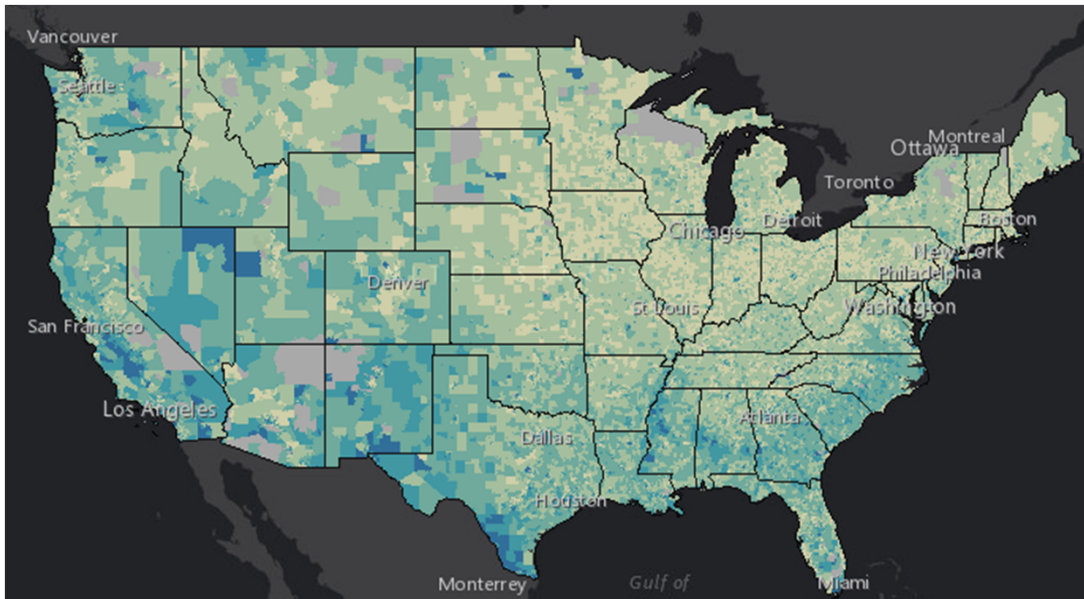
Confidentiality

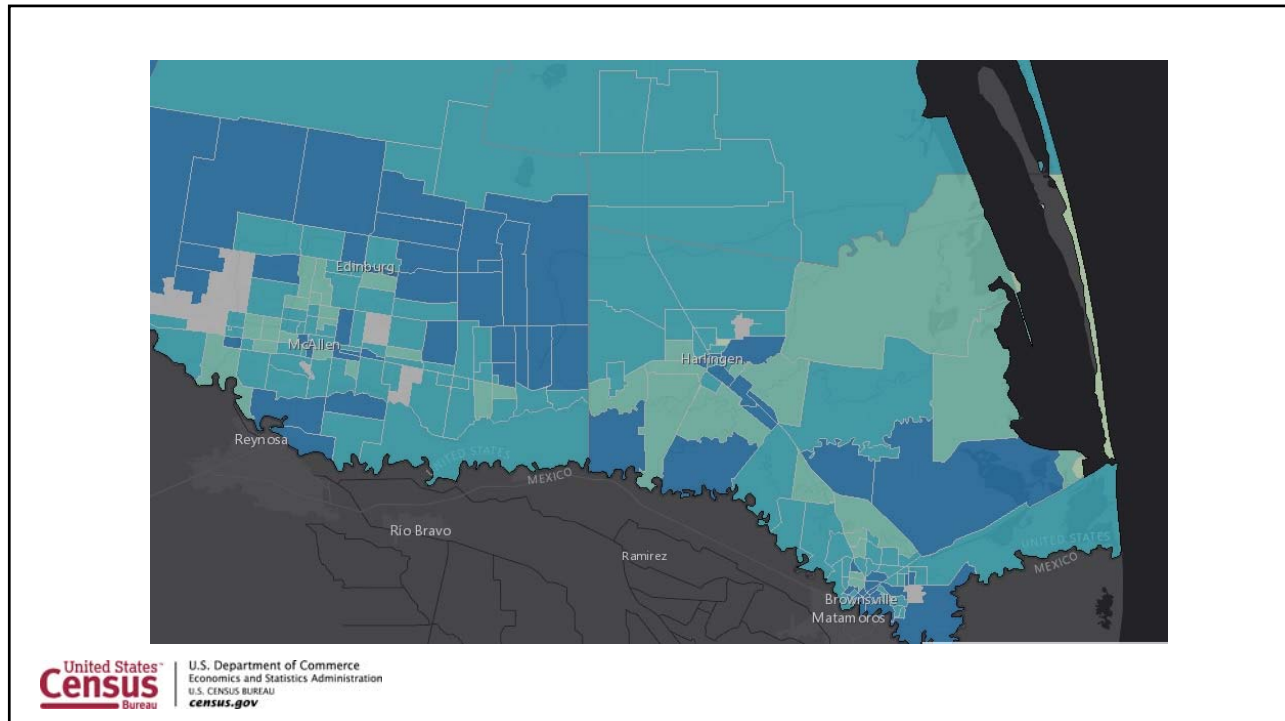
- The Census is confidential and required by law
- All responses to Census Bureau surveys and censuses are confidential and protected under Title 13 of the U.S. Code
- The results from any census or survey are reported in statistical format only.



Confidentiality

- Title 13, U.S. Code, all Census Bureau employees swear a lifetime oath to protect respondent data.
- It is a felony for any Census Bureau employee to disclose any confidential census information during or after employment.
- Penalty for wrongful disclosure is up to 5 years imprisonment and/or a fine of \$250,000.





New Ability to Self Respond Starting March 12, 2020

- Internet
- Phone
- Paper Form



Last day to respond July 31, 2020

Invitation to Respond

WHAT WE WILL SEND IN THE MAIL	
On or between	You'll receive:
March 12-20	An invitation to respond online to the 2020 Census. (Some households will also receive paper questionnaires.)
March 16-24	A reminder letter.
	If you haven't responded yet:
March 26-April 3	A reminder postcard.
April 8-16	A reminder letter and paper questionnaire.
April 20-27	A final reminder postcard before we follow up in person.



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[census.gov](https://www.census.gov)

How can organizations help?

- Create a Census Complete Count committee
 - 2 hr. Training
 - Census Embassadors
 - Monthly Meeting (8 months)
- Invite Census to speak with staff/public



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How can organizations help?

- Share Census information and Census jobs in your location
- Share Census information and Census jobs digitally (Facebook, Twitter, Youtube, Instagram, LinkedIn, Website, Email blast)



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[census.gov](https://www.census.gov)

How can organizations help?

- Be a response site (computer/tablet/kiosk/lab/phone)
- Census reminder on bulletin/news/mailers
- Host Census Day Event



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How can organizations help?

- Encourage participation
- Allow Census presence at events
- Cobrand



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2020 Census

March 12 – July 31

April 1, 2020 Census Day



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Resources

- www.census.gov
- Community Outreach Tool Kit
<https://www.census.gov/partners/toolkit.pdf>
- Census on Social Media-YouTube, FB, Twitter, Instagram, LinkedIn
- Media Tool Kit



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Work for the US Census!



Apply Today, make your next job count!

Apply Online! 2020 Census Jobs

The 2020 Census is taking applications now for positions starting soon. The 2020 Census has a wide variety of positions requiring various levels of experience and training, offering temporary full time to flexible part time positions. Make your next job count.

For more information about
our Field or Office positions
please visit us at:

2020census.gov/jobs
1-855-JOB-2020

(1-855-562-2020)

- Clerks / Supervisory Clerks
- Listers / Enumerators
- First Line Supervisors

For more information about
Professional and Management
positions please visit us at:

usajobs.gov
census.gov/fieldjobs

- Office Managers
- Partnership Specialists



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Thank You

Irasema Garcia

irasema.garcia@2020census.gov

(956)572-1009



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SOUTH TEXAS COLLEGE
Experience Exceptional

Quarterly Campaign Update

September - December 2019

We Are Here Today...

Agenda

- NCMPR Medallion and Paragon Awards
- Staying Relevant in a Digital Age
- Engaging Students via Chatbot
- Review quarterly campaign efforts and results



**SOUTH TEXAS
COLLEGE**

**Experience
Exceptional**

The National Council for Marketing & Public Relations

2019 District 4 Medallion Award

Gold

- Website
- Print Advertisement Single/Series
- Successful Marketing Plan

Silver

- Digital Ad Series

Bronze

- Electronic Newsletter
- Original Photography (Manipulated)

Presented on college branding and sat on panel discussing college website.



The National Council for Marketing & Public Relations

National Paragon Awards

Placed in the following categories:

- Newsletter
- Original Photography (Manipulated)

Breakout Session:

- Using Chatbots for More Meaningful Student Connections



Awards will be announced at the national conference on March 22-24 in Orlando, FL



Experience
Exceptional

Staying Relevant In A Digital Age Is Becoming Harder

15 years ago the average student typically used **2 touch-points** when researching a college

Today students use an average of **10+ touch-points**, which means there is more complexity to stay in front of your potential students.



Experience
Exceptional

Staying Relevant In A Digital Age Is Becoming Harder

8 billion

2018



20 billion

2020



Connected Devices



Experience
Exceptional

Staying Relevant In A Digital Age Is Becoming Harder

Early engagement is critical when students are most influenceable

3.6

of schools in initial consideration set (avg.)

75%

Of prospective students do not consider beyond their initial school & program list

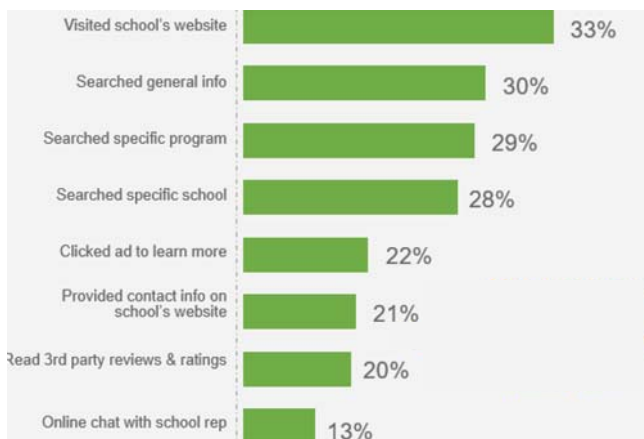
Google Case Study



Experience
Exceptional

Staying Relevant In A Digital Age Is Becoming Harder

However, it's important to have an online presence all year round.



Over 51% of prospective students spend over a year researching

Google Case Study



Experience
Exceptional

To succeed, we must deliver experiences to students that are **fast** and **frictionless**.

We Must Reach Our Audiences ***Where They Are***



AdmitHub Chatbot



AdmitHub



AdmitHub Chatbot

Background

- Lead generation - paid / organic
- 2,000-3000 inquiries / semester
- Lead management - Radius CRM
- ≈ 7% matriculation for leads

Tell us a little about yourself
and then we'll email you tips & reminders about the enrollment process

* First Name Middle Name

* Last Name

* Email Address * Phone (555-555-5555)

I would like to schedule a phone call from a recruiter

* Program of Interest * Term of Interest

* I want to know about:

I would like to receive regular communications from South Texas College via Email Newsletter

Submit



Experience
Exceptional

AdmitHub Chatbot

Jerry the Chatbot

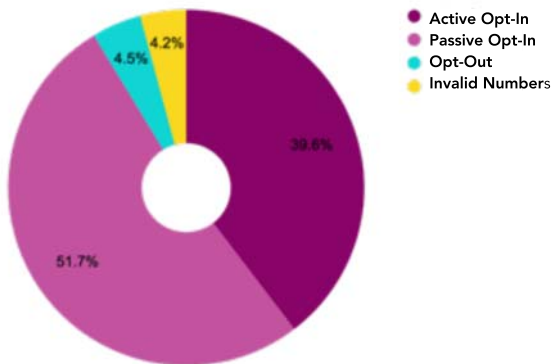


Experience
Exceptional



Goal 1

Alleviate common questions coming through the call center



*Students Texted: **2,951**

Messages Sent by Bot: **26,349

AdmitHub Chatbot Update

Messages sent to Jerry:

3467

Messages forwarded to staff:

43

98.8%
Messages handled by Jerry and AdmitHub

57+ Hours of Staff Time Saved
(given a minute per response)

34 campaigns sent



Experience
Exceptional

AdmitHub Chatbot Update

Goal 2

Increase inquiry matriculation from 7% to 10%

Final Results

Summer '19: 13.72%

Fall '19: 22.2%



Experience
Exceptional

New Audiences for 2019-2020

2018-2019

- Traditional Transfer
- Workforce
- Non-Traditional
- Parents of Youths
- Dual Enrollment Conversion
- Applied Not Enrolled
- Customs and Border Protection
(*Summer 2019*)

2019-2020

- Traditional Transfer
- Workforce
- Non-Traditional
- Parents of Youths
- Dual Enrollment Conversion
- Current Students
- Proprietary Schools
- Stop Outs
- Public Safety



Experience
Exceptional

Foundational Products for Reaching Target Audiences



Search Engine Marketing (PPC / PPC Competitor)

Traditional High School Transfer, Workforce, Non-Traditional Students, Parents, Dual Enrollment

Display/OTT/GeoFence/YouTube

Spanish & English Video Ads & Static Ads

Traditional High School Transfer, Workforce, Non-Traditional Students, Parents, Dual Enrollment, Lookalike Audience, Proprietary Schools, Public Safety

Custom Facebook/Instagram

Spanish & English Video Ads & Static Ads

Traditional High School Transfer, Workforce, Non-Traditional Students, Parents, Dual Enrollment & Current Students, Lookalike Audience, Proprietary Schools, Stop Outs

Snapchat

Spanish & English Video Ads & Static Ads

Traditional High School Transfer, Workforce, Non-Traditional Students, Parents, Dual Enrollment

Local Directory Management

Maintain 50+ local directories for each campus location for optimal SEO results



Experience
Exceptional

Campaign Overview

Billboards

- 9 billboard locations
- Est. 10,323,496 impressions per month

Television (November/December)

- 144 commercials
- Reach: 44%
- Frequency: 3

Radio (November/December)

- 1,020 broadcast spots including
- Over 90% Reach

- Frequency: 6

Pandora (November/December)

- 323,438 impressions
- 330,388 reach
- Frequency: 2.7

Spotify (November/December)

- 267,368 impressions
- 68,097 reach
- Frequency: 4.375



Campaign Highlights

Unique Pageviews

- Homepage: 1,621,876
- Campaign landing pages: 46,027
- Enrollment funnel entry pages: 157,513

Inquiries (Organic and Paid)

- 2,569 online inquiries
- 4,630 calls
- 253 chats



Display, GeoFence, OTT, Retargeting Campaign

Campaign Highlight: September 1 - December 31				
Spend	Impressions	Clicks	Click Thru Rate	Walk-ins
\$25,225.00	3,518,668	6,333	0.18%	1,828
Border Patrol / Public Safety				
\$4,000.00	931,463	1,321	0.14%	0



Pay-Per-Click (PPC) Campaign

Campaign Highlight: September 1 - December 31						
Spend	Impressions	Clicks	Click-Through-Rate	Calls	Form Submits	Total Leads
\$18,000.00	83,215	8,580	10.31%	452	137	589
Competitor Campaign: September 1 - December 31						
\$4,800.00	41,587	4,289	10.31%	261	53	314



Social Media

Facebook/Instagram Highlight: September 1 - December 31								
Spend	Reach	Impressions	Clicks	Click-Through-Rate (CTR)	Link Clicks	Post Engagement	Post Reaction	Post Share
\$18,244.60	1,106,544	1,779,305	21,209	1.19%	7,787	131,344	1,425	107

YouTube: September 1 - December 31							
Spend	Impressions	Views	Clicks	View Through Rate	Click Through Rate	Watches at 100%	
\$10,025.00	348,482	142,587	786	40.92%	0.23%	40.74%	
YouTube Spanish: September 1 - December 31							
\$4,000.00	112,430	53,170	404	47.29%	0.36%	47.53%	



SOUTH TEXAS
COLLEGE

SnapChat English & Spanish

Campaign Highlight: October 1 - December 31 (Didn't run in September)

Spend	Impressions	Swipes
\$9,000.00	1,461,771	15,516

Graduation Filters

Spend	Swipes	Uses	Views	Usage
\$2,000.00	1,700	817	58,900	48.06%



QUESTIONS?



Approval of Board Meeting Minutes

The following Board Meeting Minutes are submitted for approval:

- 1) December 10, 2019 Regular Board Meeting

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and adopt the December 10, 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 December 10, 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, December 10, 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, December 10, 2019 in the Ann Richards Administration Building Board Room at the Pecan Campus in McAllen, Texas. The meeting commenced at 5:31 p.m. with Mr. Paul R. Rodriguez presiding.

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

Members absent: Mrs. Victoria Cantú

Also present: Dr. Shirley A. Reed, Mr. Jesus Ramirez, Mrs. Mary Elizondo, Dr. Anahid Petrosian, Mr. Ricardo De La Garza, Mrs. Rebecca Cavazos, Mrs. Myriam Lopez, Mr. George McCaleb, Dr. Arturo Montiel, Dr. Lelia Salinas, Dr. Rebecca De Leon, Ms. Laura Requena, Dr. Ali Esmaeili, Dr. Eric Reittinger, Dr. Brett Millan, Dr. Enriqueta Cortez, Mr. Joel Jason Rodriguez, Mr. Francisco Salinas, Dr. Fernando Chapa, Ms. Alicia Gomez, Dr. Carlos Margo, Dr. Ravindra Nandigam, Ms. Monica Perez, Ms. Lisa Aleman, Mr. Robert Cuellar, Ms. Lynell Williams, Ms. Jessica Galloso, Ms. Nohemi Marroquin, Mr. Samuel Saldana, Mr. Martin Villarreal, Mr. Robert Gomez, Mr. David Valdez, Mr. Ben Briones, Mr. Joey Gomez, Mr. Roy Trevino, Mr. Aaron Rios, Mr. Robert Rosell, Mr. Abraham Longoria, Ms. Diandra Vargas, and Mr. Andrew Fish.

Determination of a Quorum

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

Invocation

Mr. Mario Reyna, Dean of Business, Public Safety, and Technology, said the invocation.

Public Comments

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

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* was included with the Board Packet, under separate cover.

Chairman of the Board Paul R. Rodriguez praised the Faculty Spotlight and noted that the high quality of faculty represented within were a point of pride for him as a Trustee of the College.

2. SACSCOC Reaffirmation Update

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

Dr. Fernando Chapa, Dean of Institutional Research, Effectiveness and Strategic Planning, highlighted the reaffirmation activities and the importance to the College's continued successes. Dr. Chapa also discussed the Quality Enhancement Plan (QEP), required of each accredited institution and intended to drive continued innovation and improvement.

Dr. Alejo Salinas, Jr., Trustee, noted that the ongoing reaffirmation efforts by administration seemed well-organized and comprehensive.

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

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Approval of Board Meeting Minutes

The following Board Meeting Minutes were submitted for approval:

- 1) November 26, 2019 Regular Board Meeting

Upon a motion by Mr. Roy de León and a second by Ms. Rose Benavidez, the Board of Trustees of South Texas College approved and adopted the November 26, 2019 Regular Board Meeting Minutes as written. The motion carried.

Approval and Authorization to Accept Grant Awards and Agreements

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

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

Mr. Robert Rossel, Vice President and Community Relations Officer, presented 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 would 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 was from November 4, 2019 to November 4, 2020.

This grant aligned 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.

Summary of Grant Award Funding

The presented grant would provide up to \$5,000 in funding for the college to provide services and opportunities throughout the region.

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Ms. Rose Benavidez, 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. BBVA Foundation, Community Giving Program Grant in the amount of \$5,000

The motion carried.

The following item was considered out of the posted agenda order to accommodate the presenter's schedule conflict:

**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 was included under separate cover.

Mr. Rios presented the Fiscal Year 2019 Financial Audit at the December 10, 2019 Board Meeting for review action as necessary.

Upon a motion by Mr. Roy de León and a second by Mr. Rene Guajardo, the Board of Trustees of South Texas College accepted the Fiscal Year 2019 Financial Audit as presented. The motion carried.

**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* was requested.

With the College's focus on its upcoming accreditation reaffirmation, administration noted that the Board's practice of conducting an annual self-evaluation was 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 recommended revising Policy #1001 to reflect and support the current practice and confirm the Board's commitment to the ongoing practice.

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

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

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

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

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, was 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 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.

On December 10, 2019, administration requested 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 was provided in the packet for the Board's information and review.

The revised Guidelines and Criteria Governing Tax Abatement Agreements as approved by the Board on November 26, 2019 were also provided.

At the December 10, 2019 Board Meeting, Dr. Alejo Salinas, Jr. noted that the resolution specifically required a three-fourths vote of the Board of Trustees for any further amendment or repeal within the next two years, and noted that a seven-member board could not achieve a three-fourths vote.

Administration confirmed that the requirement of a three-fourths vote of the governing board was statutory language. Legal counsel opined that this statutory language be maintained, and advised that this could be interpreted to mean "at least three-fourths" in any instance where a governing board could not be evenly split into a three-fourths ratio.

Upon a motion by Mr. Roy de León and a second by Mr. Gary Gurwitz, the Board of Trustees of South Texas College approved and authorized Resolution 2020-003 for electing to participate in tax abatements agreements and adopting guidelines and criteria, as presented. The motion carried.

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 was asked to approve offering an Associate of Applied Science Degree program and a Certificate program in Cybersecurity Specialist in Fall 2020. This approval was 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 were included within the Program Development Packet.

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

The packet contained the Program Development Packet, which included:

- 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.

Upon a motion by Mr. Gary Gurwitz and a second by Ms. Rose Benavidez, the Board of Trustees of South Texas College approved and authorized offering an Associate of Applied Science Degree program and a Certificate program in Cybersecurity Specialist in Fall 2020 as presented. The motion carried.

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

The Board was 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.

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For the College, offering this degree would 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 conducted student and employer surveys to document local demand for individuals with this certificate.

The packet contained the Program Development Packet, which included:

- 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.

Upon a motion Mr. Gary Gurwitz XX and a second by Mr. Rene Guajardo, the Board of Trustees of South Texas College approved and authorized offering an Associate of Arts Degree program in Dance in Fall 2020 as presented. The motion carried.

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 was 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 on Purchases and Renewals

Approval of the following purchases and renewals was requested.

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

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 was \$356,583.00.

Upon a motion by Mr. Roy de León and a second by Ms. Rose Benavidez, the Board of Trustees approved and authorized the purchases and renewals in the amount of \$356,583.00 as presented. The motion carried.

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

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

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

Justification – The request for the revision to the policy was 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.

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- 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, was 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 were reviewed by staff, the Title IX Committee, and President's Cabinet.

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 of the proposed revisions to Policy #4216: *Harassment, Discrimination, and Sexual Misconduct*, as presented and which supersedes any previously adopted Board policy.

Upon a motion by Mr. Roy de León and a second by Ms. Rose Benavidez, the Board of Trustees of South Texas College approved and authorized the proposed revisions to Policy #4216: *Harassment, Discrimination, and Sexual Misconduct*, as presented and which supersedes any previously adopted Board policy. The motion carried.

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

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

Purpose – The proposed policy revisions updated 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 included the changes requested by the Committee and also additional changes provided by South Texas College legal counsel for personnel issues, Mr. Jose Guerrero.

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Regular Board Meeting Minutes

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 was 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 was 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 was still pending.

Enclosed Documents - The revised policy and the Employee Complaint Procedure form were 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. Changes that were completed at the further suggestion of legal counsel were 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.

Upon a motion by Mr. Roy de León and a second by Dr. Alejo Salinas, Jr., the Board of Trustees of South Texas College approved and authorized the proposed revisions to Policy #4904: *Employee Complaint Procedure* as presented and which supersedes any previously adopted Board policy. The motion carried.

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 was requested.

Purpose – The Hidalgo County Tax Assessor-Collector and the Starr County Tax Assessor-Collector 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 required 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, entered the amount of tax determined as provided by Section 26.09 Item (e) of the Property Tax Code and 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	<u>64,711,985.97</u>	<u>4,010,125.41</u>	<u>68,722,111.38</u>
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 were provided 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.

Upon a motion by Mr. Roy de León and a second by Dr. Alejo Salinas, Jr., the Board of Trustees of South Texas College approved and authorized the 2019 Tax Roll/Tax Levy for Hidalgo and Starr Counties as presented. The motion carried.

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, was 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 was provided annually.

Justification - The Hidalgo County Appraisal District and Starr County Appraisal District were considered a sole source and the College and other taxing entities were 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, were \$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 was 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 were 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.

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Funding Source – Funds for these expenditures were 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 were provided 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.

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

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 was requested.

Purpose

The Board was 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 was 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 were received, an evaluation team would evaluate the responses using the currently approved procurement process and propose an architect to the Facilities Committee at a later date.

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 was 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 was part of the College's FY 2019-2020 Capital Improvement projects.

The proposed scope of work was 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 was \$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 were 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 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.

Upon a motion by Mr. Gary Gurwitz and a second by Dr. Alejo Salinas, Jr., the Board of Trustees of South Texas College approved and authorized the solicitation of architectural services for the Pecan Campus Business and Science Building G Conversion of Two (2) Classrooms to Geology Labs project as presented. The motion carried.

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 was requested.

Purpose

Architectural design services were 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 included, but was 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 was 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 was part of the College’s FY 2019-2020 Capital Improvement Projects. The project consisted of renovating the existing restrooms and storage spaces. The restrooms were outdated and had plumbing issues in the past. The spaces, including the restrooms and the storage area, were proposed to be renovated to meet the current ADA standards and College standards. The storage spaces would be updated for better use by the Kinesiology department to store equipment needed as part of their Kinesiology program.

The proposed scope of work was summarized as follows:

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

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

Pecan Plaza West Building C Kinesiology 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 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 may be found under the agenda item titled Update on Status of Unexpended Plant Fund.

Reviewers

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

Enclosed Documents

Site plans indicating the location of the proposed Pecan Plaza West Building C Kinesiology Storage and Restroom Renovations project were provided in the packet. The evaluation team members completed evaluations for the firms and provided 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.

Upon a motion by Mr. Gary Gurwitz and a second by Ms. Rose Benavidez, the Board of Trustees of South Texas College approved and authorized 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 motion carried.

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 was requested.

Purpose

Architectural design services were 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 included, but was 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,
12/10/2019

and the President's Cabinet. It was 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 was part of the College's FY 2019-2020 Capital Improvement Projects. Library & Learning Support Services staff requested to renovate the existing unused space to provide supplemental instruction, test proctoring services, and related collaborative CLE functions. The existing CLE was within the same facility and this space would provide additional collaborative support for student success in traditionally challenging courses.

The proposed scope of work is summarized as follows:

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

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 was \$224,200 and itemized in the table below:

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

Funding Source

Funds for the Mid Valley Campus Center for Learning Excellence Building A Renovation of Space for Supplemental Instruction Project 2020-005C 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 may be found under the agenda item titled Update on Status of Unexpended Plant Fund.

12/10/2019

Reviewers

The proposals were 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 were provided. The evaluation team members completed evaluations for the firms and prepared the 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.

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

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 was requested.

Purpose

Architectural design services were 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 included, but was 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 was 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 was part of the College's FY 2019-2020 Capital Improvement Projects. The College's Welding Program at Starr County Campus experienced a growth in enrollment and needed more space to accommodate demand. The Welding Department requested expanding the existing Welding Lab to allow for ten (10) more welding stations. Renovations of the existing welding lab would also be included.

The proposed scope of work is summarized as follows:

- Design to expand the existing welding lab
- Expansion will add an additional ten (10) welding stations
- 1,000 sq ft of space to be expanded
- 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 was \$230,000 and itemized in the table below:

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

Funding Source

Funds for the Starr County Campus Workforce Center Building D Welding Lab Expansion Project 2019-014C 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 may be found under the agenda item titled Update on Status of Unexpended Plant Fund.

Reviewers

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

Enclosed Documents

Site plans indicating the location of the proposed Starr County Campus Workforce Center Building D Welding Lab Expansion project were provided. The evaluation team members completed evaluations for the firms and prepared a 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.

Upon a motion by Mr. Gary Gurwitz and a second by Dr. Alejo Salinas, Jr., the Board of Trustees of South Texas College approved and authorized contracting architectural design services with Gignac & Associates, LLP. for the Starr County Campus Workforce Center Building D Welding Expansion project as presented. The motion carried.

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 was requested.

Purpose

The procurement of a contractor would 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 was 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 was a Renewals & Replacements project to repair and replace the arbor brick columns, many of which had 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 proposed to continue repairing the arbor brick columns in the remaining eleven (11) Pecan Campus locations as follows:

- North sides of Ann Richards Administration Building A

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

The project budget for FY 2019-2020, 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 recommended 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 were budgeted in the Renewals & Replacements fund for available use in fiscal year 2019-2020. A remaining budget balance of the FY20 Unexpended Plant Fund considering this month's proposed project may be found 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 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.

Upon a motion by Mr. Gary Gurwitz and a second by Ms. Rose Benavidez, the Board of Trustees of South Texas College approved and authorized 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 motion carried.

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 was 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 was 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 was issued. Substantial Completion was not accomplished within the time allowed in the Owner/Contractor agreement for this project by NM Contracting, LLC. Staff would work with the contractor regarding the issue of potentially imposing liquidated damages.

Enclosed Documents

A copy of the Substantial Completion Certificate and photos were provided 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.

Upon a motion by Mr. Gary Gurwitz and a second by Mr. Roy de León, the Board of Trustees of South Texas College approved and authorized substantial completion of the Pecan Campus Athletic Field Fence Enclosure project as presented. The motion carried.

**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 was 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 was 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 were enclosed for the Board’s review and information. A remaining budget balance of the FY20 Unexpended Plant Fund considering this month’s proposed project 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.

Upon a motion by Mr. Gary Gurwitz and a second by Dr. Alejo Salinas, Jr., the Board of Trustees of South Texas College approved and authorized substantial completion of the Technology Campus Concrete Floor Repairs in Advanced Technical Careers Building B project as presented. The motion carried.

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 was 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 was 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 was 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 was provided 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.

On December 10, 2019, administration reported that all of the project documentation was in order and recommended Board approval of final completion and release of final payment of \$5,069.05 to Roth Excavating, Inc.

Upon a motion by Mr. Gary Gurwitz and a second by Mr. Roy de León, the Board of Trustees of South Texas College approved and authorized substantial and final completion of the Portable Buildings Civil Infrastructure at the Regional Center for Public Safety Excellence project and release of the remaining unpaid balance of \$5,069.05, 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. Due to time constraints, the presentation was postponed.

Update on Status of Unexpended Plant Fund Construction Projects

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

Consideration and Approval of Checks and Financial Reports

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

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

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

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

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.

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

Adjournment

There being no further business to discuss, the Regular Meeting of the South Texas College Board of Trustees adjourned at 6:36 p.m.

I certify the foregoing are the true and correct minutes of the Tuesday, December 10, 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. The National Science Foundation, Scholarships in Science, Technology, Engineering and Mathematics (S-STEM) Grant, in the amount of \$649,369

The S-STEM grant will provide scholarships to two cohorts of 20 undergraduate students pursuing an associate's degree in biology, chemistry, computer science, engineering, mathematics, and physics. The project aims to increase student persistence, retention, transfer, and graduation in STEM fields by linking scholarships with structured student professional development activities, including faculty mentoring, tutoring, undergraduate research experiences, internships, and participation in discipline-specific conferences. The funding period is from January 1, 2020 to December 31, 2024.

Prior to pursuing this grant, the Department of Resource Development, Management and Compliance and the Division for Math, Science, and Bachelor Programs coordinated efforts and the college invested in providing professional development for faculty and Grant Development Officers focused on developing strong proposals for NSF grants. In 2018, The Grant Training Center conducted training titled *Designing Winning National Science Foundation (NSF) Proposals*. South Texas College has not received a grant directly from NSF, as the lead fiscal agent, for at least 14 years.

This grant aligns with Strategic Direction #3, to Create Educational Opportunities for Students and Strategic Direction #4, Foster Student Success, by providing educational opportunities that enable a seamless transfer to advanced degrees and by providing effective a support structure that promote persistence, educational attainment, academic achievement, personal and professional growth.

2. The University of Texas – Austin, Charles A. Dana Center with funding from the Trellis Foundation Grant, Interagency Cooperation Agreement with South Texas College in the amount of \$4,000

This award fund costs associated with professional development for Transfer Partnership Strategy (TPS) on topics such as improving collaboration and strengthening applicability advising. South Texas College is one of 26 institutions invited to participate in TPS, which will allow access to technical expertise from three national partners (HCM Strategists, Aspen, and SOVA) providing customized data reports that include metrics, transfer student outcomes, and opportunities to contribute to improving transfer at our institution, as well as across the state.

Participating institutions are expected to:

- Identify a transfer team responsible for attending a April 2020 convening and participating in TPS technical assistance and events

- Set (or reaffirm existing) institutional transfer goals using the Institutional Practice Framework and Tools co-developed with our national partners; and
- Contribute to a shared communications campaign that elevates the work of the TPS institutions in the state of national media.

The period for this agreement is from February 1, 2020 to June 1, 2020.

This grant is aligned to Strategic Direction #1, Lead Community Engagement, to strengthen and develop partnerships with local organizations to align educational opportunities with community and workforce needs.

3. Texas Higher Education Coordinating Board (THECB), Carl D. Perkins Basic Grant, Additional Funds (Reallocation) in the amount of \$206,063

The purpose of the Carl D. Perkins Basic Grant is to improve graduation, retention, access, quality, and to provide for the expansion of Career and Technical Education (CTE) programs. Each year, after initial allocations to awarded applicants, the THECB issues a reallocation of available remaining funds to applicants who have met or exceeded the state target rates on Core Indicators 2P1: Credential, Certificate, or Diploma; 3P1: Student Retention or Transfer; and, 4P1: Student Placement. These funds are to be used for instructional resources and equipment for CTE programs. With this reallocation, the Perkins Basic Grant award for this funding period totals to \$2,082,963.

The funding period is from September 1, 2019 to August 31, 2020.

This award aligns with Strategic Direction #3, Create Educational Opportunities for Students, by providing students with opportunities in career and technical education, including extensive support to complete programs successfully.

4. Texas Workforce Commission, Skill Development Fund in the amount of \$340,000

Funding from this award will help to provide customized training to upskill 181 new and incumbent workers in the Advanced Manufacturing Industry. Training will consist of related positions for: Business Technical (Blue Print Reading and Fundamentals of Robotics), General Technical (Continuous Improvement Skills, OSHA 10-30 Certification and Non-Technical positions that include Customer Service, Team Building and Productive Group Skills. Employees from Alps Logistics USA Inc., Kenneth Fox Supply Company and Universal Metal Products Inc. will receive customized training for various courses that are tailored to meet the needs of each workforce business partner.

The funding period is from February 1, 2020 to July 31 2021.

This award is aligned to Strategic Direction #1, Lead Community Engagement, to strengthen and develop partnerships with local organizations to align educational opportunities with community and workforce needs.

5. Any Additional Grant(s) Pending Official Award

Summary of Grant Award Funding

The presented grants will provide up to \$1,199,432 in funding for the college to provide services and opportunities throughout the region.

Recommendation:

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

1. The National Science Foundation, Scholarships in Science, Technology, Engineering and Mathematics (S-STEM) Grant, in the amount of \$649,369
2. University of Texas – Austin, Charles A. Dana Center, Interagency Cooperation Agreement with South Texas College in the amount of \$4,000
3. Texas Higher Education Coordinating Board (THECB), Carl D. Perkins Basic Grant, Additional Funds (Reallocation) in the amount of \$206,063
4. The Skill Development Fund from the Texas Workforce Commission in the amount of \$340,000

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

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

1. The National Science Foundation, Scholarships in Science, Technology, Engineering and Mathematics (S-STEM) Grant, in the amount of \$649,369
2. University of Texas – Austin, Charles A. Dana Center, Interagency Cooperation Agreement with South Texas College in the amount of \$4,000
3. Texas Higher Education Coordinating Board (THECB), Carl D. Perkins Basic Grant, Additional Funds (Reallocation) in the amount of \$206,063
4. The Skill Development Fund from the Texas Workforce Commission in the amount of \$340,000

Approval Recommended:

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

Approval of Order Calling for May 2, 2020 Election of STC Trustees for Single-Member Trustee District #5 and Single-Member Trustee District #7

Approval of the Order Calling for the May 2, 2020 Election of an STC Trustee for single-member trustee District #5 and single-member trustee District #7 is requested.

South Texas College legal counsel, Mr. Jesus Ramirez, prepared the Order Calling for the General Election of Board members for single-member trustee District #5 and single-member trustee District #7 and advised administration that the election must be called by February 14, 2020 in order to proceed with the Saturday, May 2, 2020 election.

The proposed order authorized Dr. Shirley Reed as College President to take action as necessary to contract with Hidalgo County. This will allow the College to coordinate with the Hidalgo County Elections Department to approve polling places within their counties.

The College will have the opportunity to make further amendments to the Order as needed in response to concurrent elections and coordination with the Hidalgo County Elections Department.

Other entities will have until February 14, 2020 to call any elections for May 2, 2020. Should this occur, the authorization of the College President to adjust polling locations, dates, and times will help the College coordinate as needed with these entities. Once this election is Ordered, the Board will have further opportunity to amend the Order should the need arise.

Enclosed Documents:

The Election Order Calling for the May 2, 2020 Election of an STC Trustee for single-member trustee District #5 and single-member trustee District #7 as presented is included in the packet, and any further revisions provided by legal counsel will be distributed at the meeting.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the Order Calling for the May 2, 2020 Election of an STC Trustee for single-member trustee District #5 and single-member trustee District #7 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 authorizes the Order Calling for the May 2, 2020 Election of an STC Trustee for single-member trustee District #5 and single-member trustee District #7 as presented.

Approval Recommended:

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

ORDER CALLING GENERAL ELECTION

IT IS ORDERED BY THE BOARD OF TRUSTEES OF THE SOUTH TEXAS COLLEGE DISTRICT THAT:

Section 1. Call of Election; Date; Eligible Electors; and Hours. A general election shall be held on **Saturday, May 2, 2020**, within and throughout single-member trustee District No. 5 and single-member trustee District No. 7 of the South Texas College District. At this general election, only the resident, qualified electors of single-member trustee District No. 5 shall be entitled to vote for a trustee to represent District No. 5 on the Board of Trustees of the South Texas College District and only the resident, qualified electors of single-member trustee District No. 7 shall be entitled to vote for a trustee to represent District No. 7 on the Board of Trustees of the South Texas College District (the "Election").

The hours during which the polling places for each voting precinct within each single-member trustee district are to be open at the Election shall be from 7:00 o'clock a.m. to 7:00 o'clock p.m.

Section 2. Single-Member Trustee Districts; Boundaries Thereof. The geographical boundaries of single-member trustee District No. 5, and of single-member trustee District No. 7 are designated as follows:

SINGLE-MEMBER TRUSTEE DISTRICT NO. 5

ALL OF THE TERRITORY in Hidalgo County, Texas lying within the boundary line that begins at a point where South I-Road intersects with U.S. Highway 83; then east along the centerline of Expressway 83 to the canal that intersects Expressway 83 near the intersection with Santa Fe Street; then, north along the centerline of the canal to the point at which the canal intersects FM 495; then, east along the centerline of FM 495 to the point where FM 495 intersects with North Cesar Chavez Road; then, north along the centerline of North Cesar Chavez Road to the point where North Cesar Chavez Road intersects with East University Drive (SH 107); then, east along the centerline of East University to a point of intersection with North Tower Road; then, north along the centerline of North Tower to a point where North Tower Road intersects with Monte Cristo Road; then, east along the center line of Monte Cristo Road to the point of intersection with Brush Line Road; then, north along the centerline of Brush Line Road to the point of intersection with GI Road; then, east along the centerline of G I Road to the county boundary line between Hidalgo County and Willacy County; then, north east along the county boundary; then, north along the county boundary line to the point of intersection with the boundary line between Hidalgo County and Brooks County; then, west along said county boundary line to the point of intersection with the boundary line between Hidalgo County and Starr County; then, south – southwest along said county boundary line to the point of intersection with 14-Mile Road; then, east along the centerline of 14-Mile Road (FM 681) to the point of intersection with Cantu Road; then, south along the centerline of Cantu Road to the point of intersection with Monte Cristo Street; then, east along the centerline of Monte Cristo Street to the point of intersection with Ware Road; then, south along the centerline of Ware Road to the point of intersection with W. State Hwy. 107; then east along the centerline of W. State Highway 107 to the point of intersection with north 10th Street; then, south along the centerline of north 10th Street to a point of intersection with Sprague Street; then, east along the centerline of Sprague Street to a point of intersection with S. McColl Road;

then, south along the centerline of S. McColl Road to the point of intersection with Freddy Gonzalez; then east along the centerline of Freddy Gonzalez to the point of intersection with Bus. Highway 281; then, south along the centerline of Bus. Highway 281 to the point of intersection with Owassa Road; then, west along the centerline of Owassa Road to the point of intersection with N. Jackson Road; then, south along the centerline of N. Jackson Road to the point of intersection with Sioux Road; then, east along the centerline of Sioux Road to the point of intersection with North I – Road; then, south along the centerline of North I – Road to the point of intersection with east U.S. Highway 83; to the point of origin , and as more accurately described in the map made part of the redistricting resolution adopted by the Board of Trustees of the South Texas College District on January 31, 2012.

SINGLE-MEMBER TRUSTEE DISTRICT NO. 7

ALL OF THE TERRITORY in Hidalgo County, Texas lying within the boundary line that begins at a point where South Cesar Chavez Road intersects with U.S. Highway 83; then, east along the centerline of U.S. Highway 83 to a point approximately one-half the distance between Cesar Chavez Road and North 12th Street (Alamo, Texas); then, north along an imaginary line to the point of intersection with Nebraska Ave.; then, east along the centerline of Nebraska Ave. to the point where Nebraska Ave. intersects with North 12th Street; then, north along the centerline of North 12th Street to a point approximately one-half the distance between Nebraska Ave. and FM 495; then, east along an imaginary line to North Alamo Road; then, south along the centerline of North Alamo Road to the point where North Alamo Road intersects with Bus. Highway 83; then, east along the center line of Bus. Highway 83 to the point where Bus. Highway 83 intersects with Border Road; then, north along the centerline of Border Road to the point where Border Road intersects with Sioux Road; then, east along the centerline of Sioux Road to a point approximately one-half the distance between Border Road and Val Verde Road; then, south along an imaginary line to a point approximately one-half the distance between Sioux Road and F.M. 495; then, east along an imaginary line to the point of intersection with Val Verde Road; then, south along the centerline of Val Verde Road to the point where Val Verde Road intersects with F.M. 495; then, east along the centerline of F.M. 495 to a point just east of North Hutto Road; then, south along an imaginary line to Swallow Drive; then due east along an imaginary line to Golie Road; then, north along the centerline of Golie Road to the point where Golie Road intersects with 10-Mile Line Road; then, east along the centerline of 10-Mile Line Road to a point just east of Victoria Road; then due south along an imaginary line to Mile 9 Road; then, east along the centerline of Mile 9 Road to the point where Mile 9 Road intersects with Mile 5 ½ Road West; then, north along the centerline of Mile 5 ½ Road West to a street lying approximately one-half the distance between Mile 9 Road and 10-Mile Line Road; then, east along the centerline of said street to the point of intersection with Mile 5 Road West; then, north along the centerline of Mile 5 Road West to the point where Mile 5 Road West intersects with 10-Mile Line Road; then, east along the centerline of 10-Mile Line Road to the point where 10-Mile Line Road intersects with Mile 3 Road West; then, south along the centerline of Mile 3 Road West (International Boulevard) to a point approximately ¼ mile north of 34th Street (5 Mile Road North); then, east by northeast along a meandering line to the boundary line between Hidalgo County and Cameron County; then, north along the Hidalgo county boundary line to the point of intersection with County Line Road; then, north along the county boundary; then, north along the county boundary line to the point of intersection with the boundary line between Hidalgo County and Willacy County; then, west along the center of County Line Road to the point at which the boundary line between Hidalgo and Willacy County turns north; then, along the county boundary line to the centerline of G-I Road; then west along the centerline of G-I Road to the point where G-I Road intersects with Brush Line Road; then, south along the centerline of Brush Line Road to the point where Brush Line Road intersects with Monte

Cristo Road, then west along the centerline of Monte Cristo Road to the point where Monte Cristo Road intersects with North Tower Road; then, south along the centerline North Tower Road to the point where North Tower Road intersects with East University Drive (SH 107); then, west along the centerline of East University Drive to the point where East University Drive intersects with North Cesar Chavez Road; then, south along the centerline of North Cesar Chavez Road to the point where North Cesar Chavez Road intersects with U.S. Highway 83 at the point of origin, and as more accurately described in the map made part of the redistricting resolution adopted by the Board of Trustees of the South Texas College District on January 31, 2012.

Section 3. Early Voting Clerk and Deputy Early Voting Clerk(s). The Early Voting Clerk and the Deputy Early Voting Clerk(s) shall be the following:

Early Voting Clerk: Yvonne Ramón

Deputy Early Voting Clerk(s): to be appointed by the Early Voting Clerk

The duties of the Early Voting Clerk and the Deputy Early Voting Clerk(s) shall be those prescribed by the Texas Election Code. The early voting clerk's office shall remain open for early voting activities during the hours the polls are required to be open for voting on Election Day.

Section 4. Early Voting Days, Dates, Hours, And Polling Places: Early voting by personal appearance shall commence on **Monday, April 20, 2020** and terminate on **Tuesday, April 28, 2020**. The **main early voting polling place** and each **temporary branch early voting polling places**, for early voting by personal appearance, shall be as follows:

MAIN EARLY VOTING POLLING PLACE

Hidalgo County Elections Department Annex Bldg.
317 N. Closner "Rear"
Edinburg, Texas

TEMPORARY BRANCH EARLY VOTING POLLING PLACES

Single-Member Trustee District No. 5

Immaculate Parish Hall (Main Entrance), 28212 S. FM 2058, McCook, Texas
Volunteer Fire Department Meeting Room, 21661 TX 186, San Manuel, Texas
UTPA Student Union Bldg., 1201 W. University, Edinburg, Texas
PSJA North High School, 500 E. Nolana Loop, Pharr, Texas
San Juan Fire Station #2, 2301 N. Longoria Road, San Juan, Texas

Single-Member Trustee District No. 7

Mercedes Civic Center, 530 W. 2nd St., Mercedes, Texas

Multi Purpose Building Classroom, 500 E. 9th St., La Villa, Texas

Hargill Elementary School, 11 Miles North of Edinburg on Hwy. 281, Hargill, Texas

Elsa Municipal Building, 216 E. 4th St., Elsa, Texas

Edcouch Fire Station, 200 W. Santa Rosa Ave., Edcouch, Texas

Sgt. Fernando de la Rosa Library, 416 N. Tower Rd., Alamo, Texas

Any voter who is entitled to vote an early voting ballot by personal appearance may do so at the **main early voting polling place** or at any **temporary branch early voting polling place** in the voter's trustee district of residence, established herein. Early voting shall be conducted in accordance with the Texas Election Code on the following days, dates, and hours during the early voting period:

<u>Day and Date</u>	-	<u>Hours</u>
Monday, April 20, 2020	-	7:00 a.m. to 7:00 p.m.
Tuesday, April 21, 2020	-	8:00 a.m. to 6:00 p.m.
Wednesday, April 22, 2020	-	8:00 a.m. to 6:00 p.m.
Thursday, April 23, 2020	-	8:00 a.m. to 6:00 p.m.
Friday, April 24, 2020	-	8:00 a.m. to 6:00 p.m.
Saturday, April 25, 2020	-	8:00 a.m. to 5:00 p.m.
Sunday, April 26, 2020	-	Closed
Monday, April 27, 2020	-	8:00 a.m. to 7:00 p.m.
Tuesday, April 28, 2020	-	7:00 a.m. to 7:00 p.m.

Section 5. Early Voting Clerk; Application for Ballot Voted by Mail. The mailing and physical address of the Early Voting Clerk for the Election where an application for a ballot to be voted by mail is to be submitted shall be as follows:

STC Early Voting Clerk
Election Administration
County of Hidalgo
P.O. Box 1356
Edinburg, Texas 78539

Section 6. Election Day Polling Places District-wide voting is permitted in Hidalgo County and voters may vote at any designated voting place, as set forth below:

Sgt. Fernando de la Rosa Library, Lg. Mtg. Rm. N. side, 416 N. Tower Rd., Alamo, Texas

W. A. Todd Middle School, Gym, 400 N. Salinas Blvd., Donna, Texas

Edcouch Fire Station, Main Entrance, 200 W. Santa Rosa Ave, Edcouch, Texas
Elections Annex Building, Warehouse Room, 317 N. Closner Blvd. "Rear", Edinburg, Texas
UTRGV, Student Union Bldg., 1201 W. University, Edinburg, Texas
South Middle School, 601 W. Freddy Gonzalez, Edinburg, Texas
Jefferson Elementary School, 904 S. 12th Street, Edinburg, Texas
Edinburg North High School, 3101 N. Closner, Edinburg, Texas
Memorial Middle School, 3105 N. Doolittle Rd., Edinburg, Texas
Francisco Barrientes School, 1100 E. Ebony Lane, Edinburg, Texas
B.L. Garza Middle School, 1201 N. Mon Mack Rd., Edinburg, Texas
Lincoln Elementary School, 1319 Lovett Street, Edinburg, Texas
Elsa Municipal Chambers, 216 E Veterans St., Elsa, Texas
Elsa Fire Station, 216 E. 4th Street, Elsa, Texas
Hargill Elementary School, Library, 13394 4th St., Hargill, Texas
Multi Purpose Building, Classroom, 500 E. 9th St., La Villa, Texas
Immaculate Conception Parish Hall, Parish Hall, 28212 S. FM 2058, McCook, Texas
Mercedes Civic Center, 520 E. 2nd St., Mercedes, Texas
Mercedes City Hall, Commissioner's Room, 400 S. Ohio Avenue, Mercedes, Texas
Mercedes Early Childhood Center, 950 W. 6th, Mercedes, Texas
Monte Alto Fire Dept., Main Entrance, 25141 FM 188, Monte Alto, Texas
PSJA North High School, 500 E. Nolana Loop, Pharr, Texas
San Carlos Endowment Center, 107 N. Sunflower Rd., San Carlos, Texas
San Juan Fire Station #2, Meeting Rm., 2301 N. Longoria Road, San Juan, Texas
Volunteer Fire Department, Meeting Room, 21661 TX 186, San Manuel, Texas
Business Visitor & Event Ctr., 275 S. Kansas, Weslaco, Texas
Mary Hoge Middle School, Library, 3202 N. International Blvd., Weslaco, Texas

Section 7. Notice of Election. Notice of the Election shall be given in the manner prescribed by the Texas Election Code.

Section 8. Authorized to Execute. The Chairperson of the Board of Trustees of South Texas College District is authorized to execute this Order, and the Secretary of the Board of Trustees is authorized to attest the same on behalf of the Board of Trustees of the South Texas College District. The President of South Texas College is authorized to do all other things legal and necessary in connection with the holding and consummation of the Election.

Section 9. Delegation of Authority to President. The President of the College is delegated the authority of approving the final precinct voting locations in conjunction with the Hidalgo County Elections Administrator.

PASSED AND APPROVED on the 28 day of January, 2020.

SOUTH TEXAS COLLEGE DISTRICT

By: _____
Mr. Paul R. Rodriguez
Chairman, Board of Trustees

ATTEST:

Mr. Roy de León
Secretary, Board of Trustees

[S E A L]

**Review and Action as Necessary on Proposed Revision to Policy
#3803: Conditions of Employment of Full-Time Faculty Teaching
during Summer Terms**

The Board of Trustees is asked to approve the proposed revision to Policy #3803: *Conditions of Employment of Full-Time Faculty Teaching during Summer Terms*.

Justification – The proposed policy revisions are necessary to delete an outdated reference to Policy #3802, which was deleted entirely in July 2005. The provisions of policy #3802 were incorporated into and are still included within Policy #3800: *Full Time Regular Faculty (On Board Approved Staffing Plan) Assignments and Workloads as Conditions of Employment*.

It is necessary to make this change, and administration further proposes formatting and organizational changes consistent with other recently approved Board Policies.

Enclosed Documents - The proposed policy revision is provided in the packet for the Board's review and information. The additions to the policy are highlighted in yellow and the deletions are designated with a red strikeout.

The Education and Workforce Development Committee recommended Board approval of the proposed revisions to Policy #3803: *Conditions of Employment of Full-Time Faculty Teaching during Summer Terms*, 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 #3803: *Conditions of Employment of Full-Time Faculty Teaching during Summer Terms*, 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 #3803: *Conditions of Employment of Full-Time Faculty Teaching during Summer Terms*, as presented and which supersedes any previously adopted Board policy.

Approval Recommended:

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

Review of Presentation Delivered at January 14, 2020 Education and Workforce Development Committee Meeting

The following item was reviewed by the Education and Workforce Development Committee on Tuesday, January 14, 2020, including a presentation by Dr. Virginia Champion, Executive Director of Resource Development, Management, and Compliance.

Review of the South Texas College Making a Difference in Student Success and Retention (MADISSAR) Grant Program

The South Texas College *Making a Difference in Student Success and Retention* (MADISSAR) Grant program uses institutional funds to support student progress and completion. Approximately \$35,000 is budgeted annually to support MADISSAR Grant awards.

Purpose of the MADISSAR Grant Program

The MADISSAR Grant was initially conceived over a decade ago to provide funding to encourage faculty to develop innovative approaches to solve student success and retention issues. The grant has since been evolved to include initiatives proposed by faculty or staff, and specifically focused on addressing the Key Performance Indicators (KPIs) of Progress and Completion:

Progress evaluates:

- Persistence;
- First College-Level Course Completion;
- Credits Earned; and
- Successful Course Completion.

Completion evaluates:

- Graduation Rates and
- Degrees & Certificates Awarded

MADISSAR Grant Program – Under New Management

Starting in Fiscal Year 2016 – 2017, The Department of Resource Development, Management, and Compliance (RDMC) was assigned to provide administrative oversight of the MADISSAR Institutional Grant program. RDMC has successfully formalized the application and award process. RDMC post-award compliance staff also support MADISSAR award recipients with guidance for effective management and they conduct Grant Status Reviews of funded projects.

Dr. Champion reviewed the procedural changes implemented by RDMC, and identified five previously awarded programs and two recently awarded programs that have been supported by the MADISSAR Institutional Grant program.

This information is presented for the Board's review, and no action is necessary.

Review and Action as Necessary on Quarterly Investment Report for Period Ending November 30, 2019

A report on the College's Quarterly Investment Report for the Quarter Ended November 30, 2019, will be presented. The Board is asked to approve the Investment Report as presented.

Purpose – Ms. Susan Anderson from Valley View Consulting, L.L.C. will present on the status of the College's Quarterly Investment Report for the Quarter Ended November 30, 2019 and provide a further update at the meeting. Ms. Anderson will present an overview of the investments, the annual interest earnings, the quarterly interest earnings, and economic overview.

Justification – The report being presented will provide a brief review and update of the College's Quarterly Investment Report for the Quarter Ended November 30, 2019 to the College's Board of Trustees.

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

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

Enclosed Documents – A copy of the Quarterly Investment Report for the Quarter Ended November 30, 2019 follows in the packet for the Board's information and review.

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

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the Quarterly Investment Report for the Quarter Ended November 30, 2019, as presented.

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

The Board of Trustees approves and authorizes the Quarterly Investment Report for the Quarter Ended November 30, 2019, as presented.

Approval Recommended:

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



QUARTERLY INVESTMENT REPORT

For the Quarter Ended

November 30, 2019

Prepared by

Valley View Consulting, L.L.C.

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

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

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

Summary

Quarter End Results by Investment Category:

Asset Type	August 31, 2019		November 30, 2019		
	Book Value	Market Value	Book Value	Market Value	Ave. Yield
DDA/MMA/NOW	\$ 90,046,844.05	\$ 90,046,844.05	\$ 87,435,484.15	\$ 87,435,484.15	1.30%
Pools	11,490,159.41	11,490,159.41	11,545,173.59	11,545,173.59	1.68%
CD/Security	158,788,152.99	158,788,152.99	154,728,948.67	154,728,948.67	2.48%
Totals	\$ 260,325,156.45	\$ 260,325,156.45	\$ 253,709,606.41	\$ 253,709,606.41	

Quarterly Portfolio Performance

Average Quarterly Yield	2.04%
Rolling Three Month Treasury	1.73%
Rolling Six Month Treasury	1.89%
TexPool	1.67%

Year-to-Date Portfolio Performance

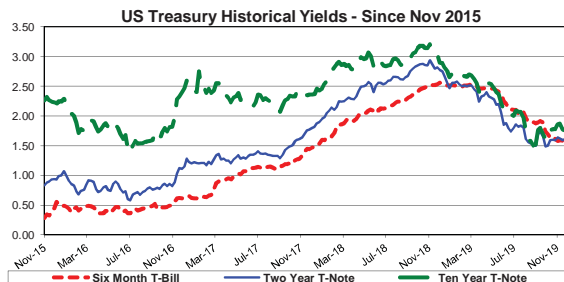
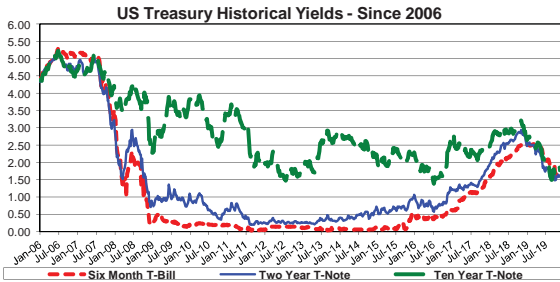
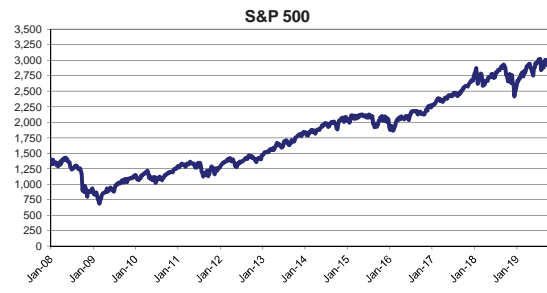
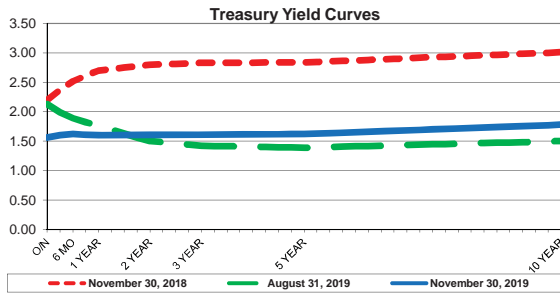
Average Quarter End Yield	2.04%
Rolling Three Month Treasury	1.73%
Rolling Six Month Treasury	1.89%
TexPool	1.67%

INTEREST EARNINGS

	<u>PRIOR YEAR</u>	<u>CURRENT YEAR</u>
Quarterly Interest Received	\$1,180,168.05 (Unaudited)	\$1,397,482.98 (Unaudited)
Accrued Interest-End of Quarter	\$128,871.60 (Unaudited)	\$159,223.44 (Unaudited)
Fiscal YTD Interest Received	\$1,180,168.05 (Unaudited)	\$1,397,482.98 (Unaudited)

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

The Federal Open Market Committee (FOMC) held the Fed Funds target range at 1.50% - 1.75% (Effective Fed Funds are trading +/-1.56%). The Futures Market has reduced the probability of additional decreases until summer 2020. October Non Farm Payroll added 128,000 new jobs, with the rolling three month averaging 176,000. Crude oil trades +/- \$55. The Stock Markets remain at or near historic highs. Consumer spending has steadied. Overall economic activity remains positive, 3rd Quarter GDP was revised up to 2.1%. The Brexit voting is pending and Chinese trade concerns remain unresolved. The Yield Curve shifted to slightly positive.



Valley View Consulting, L.L.C.

Investment Holdings
November 30, 2019

Description	Rating	Coupon/Discount	Maturity Date	Settlement Date	Original Face/Par Value	Book Value	Market Price	Market Value	Life (Days)	Yield
BBVA - Operating		1.41%	12/01/19	11/30/19	\$ 20,072,795.62	\$ 20,072,795.62	1.00	\$ 20,072,795.62	1	1.41%
BBVA - Payroll		1.41%	12/01/19	11/30/19	209,627.62	209,627.62	1.00	209,627.62	1	1.41%
BBVA - Student		1.41%	12/01/19	11/30/19	274,107.03	274,107.03	1.00	274,107.03	1	1.41%
BBVA - Operating Reserve (3)		0.00%	12/01/19	11/30/19	20,000,000.00	20,000,000.00	1.00	20,000,000.00	1	0.00%
BBVA - I&S Bond 96,02,03,04,07,10,14,15		1.41%	12/01/19	11/30/19	1,622,646.36	1,622,646.36	1.00	1,622,646.36	1	1.41%
BBVA - I&S Bond 99 & 07		1.41%	12/01/19	11/30/19	0.01	0.01	1.00	0.01	1	1.41%
BBVA - Construction E&G Transfer		1.41%	12/01/19	11/30/19	3,665,133.22	3,665,133.22	1.00	3,665,133.22	1	1.41%
Veritex (Green) Bank MMA		1.91%	12/01/19	11/30/19	10,458,324.98	10,458,324.98	1.00	10,458,324.98	1	1.91%
NexBank MMA		1.85%	12/01/19	11/30/19	31,130,862.56	31,130,862.56	1.00	31,130,862.56	1	1.85%
TexPool LGIP	AAAm	1.68%	12/01/19	11/30/19	11,545,173.59	11,545,173.59	1.00	11,545,173.59	1	1.68%
LegacyTexas Bank CD		2.67%	01/07/20	09/11/18	515,808.53	515,808.53	100.00	515,808.53	38	2.67%
BBVA Compass Bank CD		2.67%	01/07/20	05/09/19	1,556,407.71	1,556,407.71	100.00	1,556,407.71	38	2.67%
East West Bank CD		1.88%	01/07/20	10/04/19	1,002,991.78	1,002,991.78	100.00	1,002,991.78	38	1.88%
East West Bank CD		2.91%	01/07/20	10/23/18	1,032,732.31	1,032,732.31	100.00	1,032,732.31	38	2.91%
BBVA Compass Bank CD		2.05%	01/31/20	08/22/19	3,518,131.22	3,518,131.22	100.00	3,518,131.22	62	2.05%
BBVA Compass Bank CD		2.30%	03/02/20	07/11/19	5,038,902.77	5,038,902.77	100.00	5,038,902.77	93	2.30%
LegacyTexas Bank CD		2.55%	03/20/20	03/28/18	5,217,451.08	5,217,451.08	100.00	5,217,451.08	111	2.55%
LegacyTexas Bank CD		2.68%	04/01/20	05/04/18	5,205,433.33	5,205,433.33	100.00	5,205,433.33	123	2.68%
LegacyTexas Bank CD		2.70%	05/01/20	05/04/18	5,206,995.96	5,206,995.96	100.00	5,206,995.96	153	2.70%
East West Bank CD		2.71%	06/02/20	02/07/19	7,156,067.30	7,156,067.30	100.00	7,156,067.30	185	2.71%
East West Bank CD		2.99%	07/01/20	10/23/18	5,168,235.57	5,168,235.57	100.00	5,168,235.57	214	2.99%
East West Bank CD		2.72%	07/02/20	02/07/19	10,223,784.88	10,223,784.88	100.00	10,223,784.88	215	2.72%
BBVA Compass Bank CD		1.98%	07/31/20	08/22/19	9,045,027.21	9,045,027.21	100.00	9,045,027.21	244	1.98%
LegacyTexas Bank CD		2.94%	08/03/20	09/11/18	5,174,327.22	5,174,327.22	100.00	5,174,327.22	247	2.94%
LegacyTexas Bank CD		2.66%	08/03/20	03/08/19	4,071,979.54	4,071,979.54	100.00	4,071,979.54	247	2.66%
BBVA Compass Bank CD		1.93%	08/31/20	08/31/19	15,148.78	15,148.78	100.00	15,148.78	275	1.93%
BBVA Compass Bank CD		1.93%	08/31/20	08/31/19	117,238.80	117,238.80	100.00	117,238.80	275	1.93%
BBVA Compass Bank CD		1.93%	08/31/20	08/31/19	201,030.83	201,030.83	100.00	201,030.83	275	1.93%
LegacyTexas Bank CD		2.96%	09/01/20	09/11/18	5,175,532.21	5,175,532.21	100.00	5,175,532.21	276	2.96%
BTH Bank CD		2.72%	09/02/20	03/08/19	3,055,212.09	3,055,212.09	100.00	3,055,212.09	277	2.72%
LegacyTexas Bank CD		2.68%	09/02/20	03/08/19	2,036,262.50	2,036,262.50	100.00	2,036,262.50	277	2.68%
East West Bank CD		3.06%	10/01/20	10/23/18	10,344,482.19	10,344,482.19	100.00	10,344,482.19	306	3.06%
East West Bank CD		2.73%	11/02/20	02/07/19	10,224,200.85	10,224,200.85	100.00	10,224,200.85	338	2.73%
BBVA Compass Bank CD		2.66%	03/02/21	05/09/19	5,067,495.66	5,067,495.66	100.00	5,067,495.66	458	2.66%
BTH Bank CD		2.76%	03/02/21	03/08/19	5,093,384.39	5,093,384.39	100.00	5,093,384.39	458	2.76%
BBVA Compass Bank CD		2.65%	04/02/21	05/09/19	5,067,240.21	5,067,240.21	100.00	5,067,240.21	489	2.65%
BBVA Compass Bank CD		2.64%	05/03/21	05/09/19	5,066,984.79	5,066,984.79	100.00	5,066,984.79	520	2.64%
BBVA Compass Bank CD		2.09%	06/02/21	07/11/19	5,035,338.36	5,035,338.36	100.00	5,035,338.36	550	2.09%
BBVA Compass Bank CD		2.07%	07/02/21	07/11/19	3,020,999.41	3,020,999.41	100.00	3,020,999.41	580	2.07%

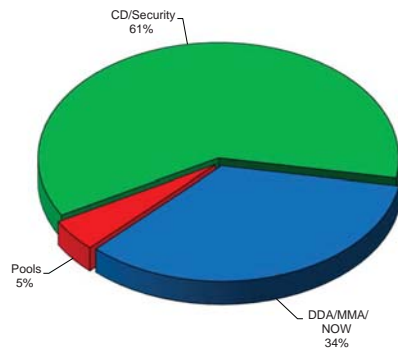
Valley View Consulting, L.L.C.

Investment Holdings
November 30, 2019

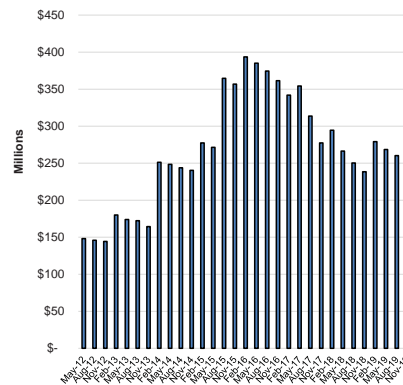
Description	Coupon/ Rating	Discount	Maturity Date	Settlement Date	Original Face/ Par Value	Book Value	Market Price	Market Value	Life (Days)	Yield
East West Bank CD	1.80%		08/02/21	10/04/19	10,028,643.00	10,028,643.00	100.00	10,028,643.00	611	1.80%
East West Bank CD	1.79%		09/02/21	10/04/19	10,028,483.63	10,028,483.63	100.00	10,028,483.63	642	1.79%
East West Bank CD	1.78%		10/04/21	10/04/19	3,008,497.28	3,008,497.28	100.00	3,008,497.28	674	1.78%
East West Bank CD	1.78%		10/04/21	10/04/19	3,008,497.28	3,008,497.28	100.00	3,008,497.28	674	1.78%
					\$ 253,709,606.41	\$ 253,709,606.41		\$ 253,709,606.41	207	2.04%
									(1)	(2)

- (1) **Weighted average life** - Pools, Money Market Funds, and Bank Deposits are assumed to have a one day maturity.
- (2) **Weighted average yield to maturity** - The weighted average yield to maturity is based on Adjusted Book Value, adviser fees and realized and unrealized gains/losses are not considered. The pool and mutual fund yields are the average for the last month of the quarter. Bank deposit yields are estimated from the monthly allocated earnings.
- (3) **Compensating Balances** - although shown as a 0% coupon/discount, the account generates an earnings credit to offset depository bank fees.

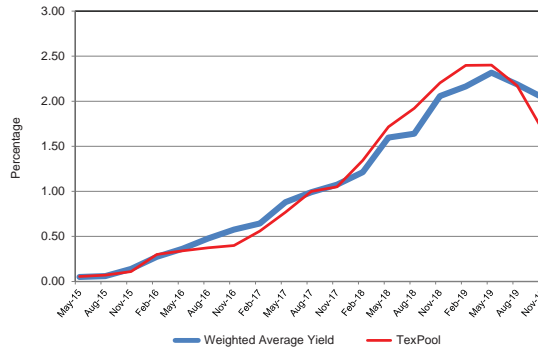
Portfolio Composition



Quarter-End Book Value



Total Portfolio Performance



Book and Market Value Comparison

Description	Coupon/ Discount	Maturity Date	August 31, 2019			November 30, 2019		
			Original Face\		Purchases/ Adjustments	Sales/Adjus/ Maturities	Original Face\	
			Par Value	Book Value			Par Value	Book Value
BBVA - Operating	1.41%	12/01/19	\$ 24,591,101.68	\$ 24,591,101.68	\$ -	\$ (4,518,306.06)	\$ 20,072,795.62	\$ 20,072,795.62
BBVA - Payroll	1.41%	12/01/19	213,185.78	213,185.78		(3,558.16)	209,627.62	209,627.62
BBVA - Student	1.41%	12/01/19	948,144.42	948,144.42		(674,037.39)	274,107.03	274,107.03
BBVA - Operating Reserve (3)	0.00%	12/01/19	20,000,000.00	20,000,000.00			20,000,000.00	20,000,000.00
BBVA - Federal Draw Down	1.41%	12/01/19	476,299.96	476,299.96		(474,313.21)	1,986.75	1,986.75
BBVA - I&S Bond 96,02,03,04,07,10,14,15	1.41%	12/01/19	325,747.81	325,747.81	1,296,898.55		1,622,646.36	1,622,646.36
BBVA - I&S Bond 99 & 07	1.41%	12/01/19	0.81	0.81		(0.80)	0.01	0.01
BBVA - Construction E&G Transfer	1.41%	12/01/19	2,125,871.38	2,125,871.38	1,539,261.84		3,665,133.22	3,665,133.22
Veritex (Green) Bank MMA	1.91%	12/01/19	10,397,255.81	10,397,255.81			10,458,324.98	10,458,324.98
NexBank MMA	1.85%	12/01/19	30,969,236.40	30,969,236.40	161,626.16		31,130,862.56	31,130,862.56
TexPool LGIP	1.68%	12/01/19	11,490,159.41	11,490,159.41	55,014.18		11,545,173.59	11,545,173.59
LegacyTexas Bank CD	2.42%	09/03/19	5,174,524.00	5,174,524.00		(5,174,524.00)	-	-
Southside Bank CD	1.50%	09/06/19	5,132,577.93	5,132,577.93		(5,132,577.93)	-	-
LegacyTexas Bank CD	2.16%	10/01/19	10,347,036.87	10,347,036.87		(10,347,036.87)	-	-
East West Bank CD	2.87%	11/01/19	5,118,537.54	5,118,537.54		(5,118,537.54)	-	-
LegacyTexas Bank CD	2.21%	11/01/19	3,106,561.09	3,106,561.09		(3,106,561.09)	-	-
LegacyTexas Bank CD	2.35%	11/01/19	3,101,637.76	3,101,637.76		(3,101,637.76)	-	-
LegacyTexas Bank CD	2.67%	01/07/20	512,352.73	512,352.73	3,455.80		515,808.53	515,808.53
BBVA Compass Bank CD	2.67%	01/07/20	1,545,968.85	1,545,968.85	10,438.86		1,556,407.71	1,556,407.71
East West Bank CD	1.88%	01/07/20	-	-	1,002,991.78		1,002,991.78	1,002,991.78
East West Bank CD	2.91%	01/07/20	1,025,267.18	1,025,267.18	7,465.13		1,032,732.31	1,032,732.31
BBVA Compass Bank CD	2.05%	01/31/20	3,500,000.00	3,500,000.00	18,131.22		3,518,131.22	3,518,131.22
BBVA Compass Bank CD	2.30%	03/02/20	5,009,776.36	5,009,776.36	29,126.41		5,038,902.77	5,038,902.77
LegacyTexas Bank CD	2.55%	03/20/20	5,184,059.64	5,184,059.64	33,391.44		5,217,451.08	5,217,451.08
LegacyTexas Bank CD	2.68%	04/01/20	5,170,428.04	5,170,428.04	35,005.29		5,205,433.33	5,205,433.33
LegacyTexas Bank CD	2.70%	05/01/20	5,171,720.03	5,171,720.03	35,275.93		5,206,995.96	5,206,995.96
East West Bank CD	2.71%	06/02/20	7,107,882.51	7,107,882.51	48,184.79		7,156,067.30	7,156,067.30
East West Bank CD	2.99%	07/01/20	5,129,853.67	5,129,853.67	38,381.90		5,168,235.57	5,168,235.57
East West Bank CD	2.72%	07/02/20	10,154,690.77	10,154,690.77	69,094.11		10,223,784.88	10,223,784.88
BBVA Compass Bank CD	1.98%	07/31/20	9,000,000.00	9,000,000.00	45,027.21		9,045,027.21	9,045,027.21
LegacyTexas Bank CD	2.94%	08/03/20	5,136,171.99	5,136,171.99	38,155.23		5,174,327.22	5,174,327.22
LegacyTexas Bank CD	2.66%	08/03/20	4,044,799.90	4,044,799.90	27,179.64		4,071,979.54	4,071,979.54
BBVA Compass Bank CD	1.93%	08/31/20	15,100.00	15,100.00	48.78		15,148.78	15,148.78
BBVA Compass Bank CD	1.93%	08/31/20	116,700.00	116,700.00	538.80		117,238.80	117,238.80
BBVA Compass Bank CD	1.93%	08/31/20	200,100.00	200,100.00	930.83		201,030.83	201,030.83
LegacyTexas Bank CD	2.96%	09/01/20	5,137,109.76	5,137,109.76	38,422.45		5,175,532.21	5,175,532.21
BTH Bank CD	2.72%	09/02/20	3,034,361.27	3,034,361.27	20,850.82		3,055,212.09	3,055,212.09
LegacyTexas Bank CD	2.68%	09/02/20	2,022,569.13	2,022,569.13	13,693.37		2,036,262.50	2,036,262.50
East West Bank CD	3.06%	10/01/20	10,265,867.28	10,265,867.28	78,614.91		10,344,482.19	10,344,482.19
East West Bank CD	2.73%	11/02/20	10,154,977.34	10,154,977.34	69,223.51		10,224,200.85	10,224,200.85
BBVA Compass Bank CD	2.66%	03/02/21	5,033,634.70	5,033,634.70	33,860.96		5,067,495.66	5,067,495.66

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Book and Market Value Comparison

Description	Coupon/ Discount	Maturity Date	August 31, 2019			November 30, 2019		
			Original Face\		Purchases/ Adjustments	Sales/Adjus/ Maturities	Original Face\	
			Par Value	Book Value			Par Value	Book Value
BTH Bank CD	2.76%	03/02/21	5,058,114.88	5,058,114.88	35,269.51		5,093,384.39	5,093,384.39
BBVA Compass Bank CD	2.65%	04/02/21	5,033,507.83	5,033,507.83	33,732.38		5,067,240.21	5,067,240.21
BBVA Compass Bank CD	2.64%	05/03/21	5,033,380.97	5,033,380.97	33,603.82		5,066,984.79	5,066,984.79
BBVA Compass Bank CD	2.09%	06/02/21	5,008,882.97	5,008,882.97	26,455.39		5,035,338.36	5,035,338.36
BBVA Compass Bank CD	2.07%	07/02/21	3,000,000.00	3,000,000.00	20,999.41		3,020,999.41	3,020,999.41
East West Bank CD	1.80%	08/02/21	-	-	10,028,643.00		10,028,643.00	10,028,643.00
East West Bank CD	1.79%	09/02/21	-	-	10,028,483.63		10,028,483.63	10,028,483.63
East West Bank CD	1.78%	10/04/21	-	-	3,008,497.28		3,008,497.28	3,008,497.28
East West Bank CD	1.78%	10/04/21	-	-	3,008,497.28		3,008,497.28	3,008,497.28
TOTAL			\$ 260,325,156.45	\$ 260,325,156.45	\$ 31,035,540.77	\$ (37,651,090.81)	\$ 253,709,606.41	\$ 253,709,606.41

Valley View Consulting, L.L.C.

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Allocation
November 30, 2019
Book & Market Value

	Total	Operating	Operating Construction	Endowment	Interest & Sinking
BBVA - Operating	\$ 20,072,795.62	\$ 20,072,795.62	\$ -	\$ -	\$ -
BBVA - Payroll	209,627.62	209,627.62	-	-	-
BBVA - Student	274,107.03	274,107.03	-	-	-
BBVA - Operating Reserve	20,000,000.00	20,000,000.00	-	-	-
BBVA - Federal Draw Down	1,986.75	1,986.75	-	-	-
BBVA - I&S Bond 96,02,03,04,07,10,14,15	1,622,646.36	-	-	-	1,622,646.36
BBVA - I&S Bond 99 & 07	0.01	-	-	-	0.01
BBVA - Construction E&G Transfer	3,665,133.22	-	3,665,133.22	-	-
Veritex (Green) Bank MMA	10,458,324.98	-	10,458,324.98	-	-
NexBank MMA	31,130,862.56	30,012,545.51	-	-	1,118,317.05
TexPool LGIP	11,545,173.59	-	10,916,470.89	-	628,702.70
01/07/20-LegacyTexas Bank CD	515,808.53	-	515,808.53	-	-
01/07/20-BBVA Compass Bank CD	1,556,407.71	-	1,556,407.71	-	-
01/07/20-East West Bank CD	1,002,991.78	-	1,002,991.78	-	-
01/07/20-East West Bank CD	1,032,732.31	-	1,032,732.31	-	-
01/31/20-BBVA Compass Bank CD	3,518,131.22	-	-	-	3,518,131.22
03/02/20-BBVA Compass Bank CD	5,038,902.77	5,038,902.77	-	-	-
03/20/20-LegacyTexas Bank CD	5,217,451.08	5,217,451.08	-	-	-
04/01/20-LegacyTexas Bank CD	5,205,433.33	5,205,433.33	-	-	-
05/01/20-LegacyTexas Bank CD	5,206,995.96	5,206,995.96	-	-	-
06/02/20-East West Bank CD	7,156,067.30	7,156,067.30	-	-	-
07/01/20-East West Bank CD	5,168,235.57	-	5,168,235.57	-	-
07/02/20-East West Bank CD	10,223,784.88	10,223,784.88	-	-	-
07/31/20-BBVA Compass Bank CD	9,045,027.21	-	-	-	9,045,027.21
08/03/20-LegacyTexas Bank CD	5,174,327.22	5,174,327.22	-	-	-
08/03/20-LegacyTexas Bank CD	4,071,979.54	4,071,979.54	-	-	-
08/31/20-BBVA Compass Bank CD	15,148.78	-	-	15,148.78	-
08/31/20-BBVA Compass Bank CD	117,238.80	-	-	117,238.80	-
08/31/20-BBVA Compass Bank CD	201,030.83	-	-	201,030.83	-
09/01/20-LegacyTexas Bank CD	5,175,532.21	5,175,532.21	-	-	-
09/02/20-BTH Bank CD	3,055,212.09	3,055,212.09	-	-	-
09/02/20-LegacyTexas Bank CD	2,036,262.50	2,036,262.50	-	-	-
10/01/20-East West Bank CD	10,344,482.19	10,344,482.19	-	-	-
11/02/20-East West Bank CD	10,224,200.85	10,224,200.85	-	-	-
03/02/21-BBVA Compass Bank CD	5,067,495.66	5,067,495.66	-	-	-

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Allocation
November 30, 2019
Book & Market Value

	Total	Operating	Operating Construction	Endowment	Interest & Sinking
03/02/21-BTH Bank CD	5,093,384.39	-	5,093,384.39	-	-
04/02/21-BBVA Compass Bank CD	5,067,240.21	5,067,240.21	-	-	-
05/03/21-BBVA Compass Bank CD	5,066,984.79	5,066,984.79	-	-	-
06/02/21-BBVA Compass Bank CD	5,035,338.36	5,035,338.36	-	-	-
07/02/21-BBVA Compass Bank CD	3,020,999.41	3,020,999.41	-	-	-
08/02/21-East West Bank CD	10,028,643.00	10,028,643.00	-	-	-
09/02/21-East West Bank CD	10,028,483.63	10,028,483.63	-	-	-
10/04/21-East West Bank CD	3,008,497.28	3,008,497.28	-	-	-
10/04/21-East West Bank CD	3,008,497.28	-	3,008,497.28	-	-
Totals	\$ 253,709,606.41	\$ 195,025,376.79	\$ 42,417,986.66	\$ 333,418.41	\$ 15,932,824.55

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Allocation
August 31, 2019
Book & Market Value

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

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Allocation
August 31, 2019
Book & Market Value

	Total	Operating	Operating Construction	Endowment	Interest & Sinking
09/02/20-BTH Bank CD	3,034,361.27	3,034,361.27	-	-	-
09/02/20-LegacyTexas Bank CD	2,022,569.13	2,022,569.13	-	-	-
10/01/20-East West Bank CD	10,265,867.28	10,265,867.28	-	-	-
11/02/20-East West Bank CD	10,154,977.34	10,154,977.34	-	-	-
03/02/21-BBVA Compass Bank CD	5,033,634.70	5,033,634.70	-	-	-
03/02/21-BTH Bank CD	5,058,114.88	-	5,058,114.88	-	-
04/02/21-BBVA Compass Bank CD	5,033,507.83	5,033,507.83	-	-	-
05/03/21-BBVA Compass Bank CD	5,033,380.97	5,033,380.97	-	-	-
06/02/21-BBVA Compass Bank CD	5,008,882.97	5,008,882.97	-	-	-
07/02/21-BBVA Compass Bank CD	3,000,000.00	3,000,000.00	-	-	-
Totals	\$ 260,325,156.45	\$ 205,668,514.30	\$ 39,760,774.81	\$ 331,900.00	\$ 14,563,967.34

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Review and Action as Necessary on Renewal Agreement with Access Esperanza Clinics on Outpatient Clinic at the Mid Valley Campus

Approval of renewal agreement with Access Esperanza Clinics on outpatient clinic at the Mid Valley Campus starting on February 1, 2020 to January 31, 2021, with a yearly review and renewal of services is requested.

Purpose – The Access Esperanza Clinics at the Mid Valley Campus is to provide students, faculty, and staff easy access to healthcare education, affordable, and high-quality preventive health care at no cost or at very low cost.

Justification – The outpatient clinic at the Mid Valley Campus will offer preventive health care services for the Mid Valley students, 18 years of age and older, which will be convenient for easy student access for health services and a healthy lifestyle. The clinic will also serve faculty and staff, in addition to students.

Students, faculty, and staff would have access to following services:

- health screening services, testing, and basic management for diabetes, high cholesterol, and high blood pressure
- urinary tract infection testing and treatment
- cancer screening exams both men and women
- HIV screening test
- sexually transmitted infections testing and treatment
- pregnancy testing and educational instruction
- health care education
- community referral for complex medical treatment and social services

Current Terms

- The clinic is available to all South Texas College students 18 years of age and older, and is open one day per week, unless the demand is greater. Students below the age of 18 are referred to another clinic as appropriate. The clinic also serves faculty and staff, in addition to students.
- Access Esperanza Clinics covers all clinical and staffing costs and operates the clinic. South Texas College promotes the clinic's availability and provides two adjacent classrooms as the clinic site.
- The clinic uses classrooms 211 and 213 at the Mid Valley Campus Nursing and Allied Health Building B and are charged a monthly facility use rate of \$0.50 per square feet. The charge is based on two classrooms of 672 square feet each, for a total monthly charge of \$672.00 and a total annual charge of \$8,064.00. The Nursing and Allied Health Building B is located in the North West corner of the campus.

Renewal Terms Requested by Access Esperanza Clinics

Access Esperanza Clinics did not request any changes to the lease agreement.

The goal of Access Esperanza Clinics was to serve 200 students, but only 48 students received services during both Spring and Fall 2019. Access Esperanza Clinics has noted several concerns among students, including problems finding the clinic locations, which are set apart on the campus from their classrooms. Other students report privacy concerns, stating that they do not want to be seen by their peers when visiting the clinic. Additionally, they have postponed clinics where only one or two students were on the schedule, or advised those students to visit the Weslaco Clinic instead. Access Esperanza Clinics has reported an increase in STC students visiting the Weslaco clinic across town from the campus.

Working with Mid Valley Campus administration, Access Esperanza Clinics has increased promotions focused on wellness and diabetes screening. Clinic staff have conducted campus outreach, including classroom presentations and participation at campus events, and have partnered with student groups.

In an effort to increase participation, Access Esperanza Clinics is ready to commit to another year, and is requesting the continuation of the following outreach and awareness efforts for Spring 2020:

- Host an open house the first week of classes
- Co-host an event with Student Engagement (brand awareness)
- Update clinic flyers to focus more on diabetes testing and management services
- Give presentations to the student leadership and the Student Ambassador groups and encourage members to distribute clinic flyers
- Promote clinic on campus TV screens
- Promote clinic to students, faculty, and staff at the Pecan campus
- Give more class presentations (core classes)

Background - The Board awarded the contract to enter into an agreement with Access Esperanza Clinics at the September 19, 2017 Board of Trustees meeting for one year with a yearly review and renewal of services. The renewal period will be for February 1, 2020 to January 31, 2021.

Award	Board Meeting Date	Original Term	Renewal Term
Original	9/19/17	2/01/18 – 1/31/19	
Renewal	01/29/19		2/01/19 – 1/31/20
Renewal	01/28/20		2/01/20 – 1/31/21

Reviewers – The renewal agreement with Access Esperanza Clinics was reviewed by Mary Elizondo, Vice President for Finance and Administrative Services, Purchasing Department staff, and previously by South Texas College’s legal counsel.

Enclosed Documents – The items below follow in the packet for the Board’s information and review:

1. Draft Lease Agreement prepared by administration from South Texas College
2. Exhibit A - STC Facility Use Charges Schedule
3. Exhibit B - Collaboration Letter from Access Esperanza Clinics
4. Exhibit C – Exhibit to the Agreement
5. Exhibit D – Statement of Confidentiality Acknowledgment Statement

Patricio Gonzales, Chief Executive Officer (CEO) from Access Esperanza Clinics, attended the January 14, 2020 Finance, Audit, and Human Resources Committee meeting and was available to address questions by the committee.

The Finance, Audit, and Human Resources Committee recommended Board approval of renewal of the agreement with Access Esperanza Clinics on outpatient clinic at the Mid Valley Campus starting on February 1, 2020 to January 31, 2021, with a yearly review and renewal of services as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize renewal of the agreement with Access Esperanza Clinics on outpatient clinic at the Mid Valley Campus starting on February 1, 2020 to January 31, 2021, with a yearly review and renewal of services as presented.

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

The Board of Trustees approves and authorizes renewal of the agreement with Access Esperanza Clinics on outpatient clinic at the Mid Valley Campus starting on February 1, 2020 to January 31, 2021, with a yearly review and renewal of services as presented.

Approval Recommended:

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

**AGREEMENT
BETWEEN ACCESS ESPERANZA CLINICS INC. AND
SOUTH TEXAS COLLEGE**

This Agreement is made this 1st day of February, 2019~~2020~~, by and between Access Esperanza Clinics Inc., a Texas nonprofit corporation, hereinafter referred to as “Access Esperanza Clinics” or “Lessee”, and SOUTH TEXAS COLLEGE, a political subdivision of the State of Texas, hereinafter referred to as “STC”, “the College” or “Lessor”, each a “Party” and collectively “Parties”.

WHEREAS, Access Esperanza Clinics desires to enter into a lease agreement (“Agreement”) with STC at its Mid Valley Campus, located at 400 North Border Ave, Weslaco, TX 78596;

WHEREAS, Access Esperanza Clinics and STC have agreed it will be mutually beneficial to both parties to lease such real property on the terms and conditions herein contained;

NOW THEREFORE, in consideration of the foregoing and the following, Access Esperanza Clinics and STC hereby agree as follows:

ARTICLE 1 - LEASE

1.01. Lease. For and in consideration of the rents, covenants, and promises herein contained to be kept, performed, and observed by Lessee, Lessor does hereby lease and demise to Lessee and Lessee does hereby rent and accept from Lessor, lease space located in Weslaco, TX, Mid Valley Campus, comprising an area of 1,344 square feet in the Nursing Allied Health Building B and more particularly described in Exhibit A, which is attached hereto and made a part hereof for all purposes (hereinafter referred to as the “Leased Premises”).

ARTICLE 2 – TERM AND TERMINATION

2.01. Term. This Lease shall be for a term (the “Term”), commencing on February 1, 2019 and ending on January 31, 2020-2021 (the “Termination Date”), unless sooner terminated as provided herein.

2.02. Termination without Cause. This Agreement may be terminated by either Party upon sixty (60) days’ written notice to the other Party.

2.03. Termination for Default. This Agreement may be terminated for default pursuant

to Article 14 herein.

2.04 Notice of Termination. Notice of termination by a Party shall be delivered to the other Party pursuant to Article 18 herein.

ARTICLE 3 – RENT

3.01. Rent. Lessee agrees to pay Lessor a monthly rental of one dollar (\$0.50) per square foot. The rental shall be paid in advance on or before the first day of each month. The rent will be prorated for the first month accordingly (depending on the number of days of the month).

ARTICLE 4 – UTILITIES

4.01. Utilities. Lessor shall pay or cause to be paid all charges for heat, gas, electricity and trash removal and Lessor shall pay or cause to be paid all charges for water and sewer. Lessee shall not be responsible for any utility charges used in and about the Leased Premises during the term of this Agreement. Utilities are included as part of space usage fees.

4.02. Services. Utilities and custodial services at the facilities used by Lessee shall be provided by Lessor at the same level as for all other Lessor facilities. Lessor makes no guarantee that utilities or custodial services will be without interruption at any time during the term of this Agreement.

ARTICLE 5 – RENOVATIONS, IMPROVEMENTS & FIXTURES

5.01. Renovations & Improvements. Lessee shall not make any alterations, additions, or improvements to the Leased Premises without the prior written consent of Lessor. Any and all plans for any improvements to the Leased Premises shall be submitted for approval to Lessor in writing.

5.02. Furniture, Fixtures and Equipment. Subject to review and approval by Lessor, Lessee shall, as necessary to carry out its purposes set forth under this Agreement, have the right to install shelves, temporary office partitions, machinery, equipment, or other fixtures, in, on or about the Leased Premises, provided that Lessee complies with all applicable governmental laws, ordinances, codes and regulations regarding such fixtures. Lessee has the right to remove such fixtures at the termination of this Agreement. Lessee shall repair, at its own expense, any damage to the Leased Premises cause by the removal of fixtures.

5.03. Use of Lessor Furniture. Lessor agrees to lend desks, tables, and chairs to Lessee with the express condition that said items be returned to STC upon termination of this Agreement.

5.04. Ownership of Improvements & Fixtures. It is expressly understood and agreed that, during the term of this Lease any and all buildings, improvements and fixtures, of whatsoever nature at any time constructed, placed, or maintained on any part of the Leased Premises, if not removed by Lessee on or before the date of termination of the Agreement, shall become the property of Lessor.

ARTICLE 6 – PERMITTED USE OF LEASED PREMISES AND OTHER SERVICES

6.01. Permitted Use. Lessee may use the Leased Premises exclusively for the purpose for which Lessee has been organized and as described in Exhibit B, which will be primarily for the provision of individualized preventative health care and wellness education to South Texas College students of eighteen years and older and College employees.

6.02. Keys. Lessor will provide Lessee a set of key(s) to the Leased Premises. Upon termination of the Lease Agreement, key(s) shall be returned to the South Texas College Director of Facilities Operations and Maintenance or College of Facilities Operations and Maintenance designee.

6.03. Access to Campus Parking. Lessee employees will have access to campus parking with an appropriate parking permit. Six parking permits will be issued to Lessee's employees by the STC Department of Public Safety. Parking fines will be assessed if the Lessee employee does not display the appropriate parking permit and fines may be issued for parking and moving traffic violations.

6.04. Food Services. Lessee employees will have access to Lessor's on-campus cafeteria facilities for the purchase of food and beverages.

6.05. Emergency Notification System. Lessee's employees will be included in the Lessor's Emergency Notification System upon Lessee providing the Lessor's Information Technology Department with the Lessee's employees' email addresses, preferred email addresses, and cell phone numbers.

6.06. Public Safety Law Enforcement and Security Services. The STC Department of Public Safety is a public police department and will respond to Lessee's employees on the same basis as it does to STC employees and students.

ARTICLE 7 – MAINTENANCE & CUSTODIAL SERVICES

7.01. Maintenance. Lessor agrees to maintain and repair, at the Lessor's expense, any portion/part of the Leased Premises as may be needed to continue the intended use of the Leased Premises under this Agreement other than repairs for damages deemed to have been caused through unreasonable abuse by Lessee and/or its associated occupants. If caused through unreasonable abuse by Lessee, the results of such damage will be repaired by Lessor to conform to the condition of the premises on the commencement date of the lease, but those reasonable costs of repairs will be reimbursed to the Lessor by the Lessee.

7.02. Custodial. Lessor agrees to provide usual custodial services for any portion of the Leased Premises as may be needed to continue the intended use of the Leased Premises under this Agreement, subject to the exception for care and disposal of medical waste, as described in Section 7.03.

7.03. Clean Medical Waste. Lessee agrees to clean, sanitize, and disinfect the space and provide and dispose all of medical and lab supplies and waste as required. Lessee shall comply with the required Texas Commission of Environmental Quality (TCEQ)/United States Environmental Protection Agency (EPA) Waste Guidelines.

ARTICLE 8 – TECHNOLOGY & COMMUNICATIONS

8.01. Technology & Communications. Lessor agrees to provide a telephone and local area telephone/fax connectivity at Lessor's expense. Lessee will provide internet connectivity at Lessee's expense. At its cost, Lessee may add the necessary lines and cables required for internet connection within the leased space. Lessor will not provide any computer software, hardware, or equipment, such as, but not limited to, laptops, desktops, scanners, or copiers, etc. Lessor agrees to post contact information, including the telephone number for the Lessee, on its official webpage.

ARTICLE 9 – SIGNS

9.01. Signs. Subject to the written approval of Lessor, and to the extent necessary under the terms of this Agreement and subject to applicable laws, ordinances and regulations, Lessee shall have the right to install signs on the Leased Premises, with prior approval from Lessor. Lessee must remove all signs at the termination of this Agreement and repair any damage resulting from the erection or removal of the signs.

ARTICLE 10 – LESSEE'S PERSONAL PROPERTY INSURANCE

10.01. Insurance. Lessee shall maintain all insurance for Lessee's personal property located within the Leased Premises and Lessee covenants and agrees that Lessor shall have no responsibility for damage or destruction of Lessee's personal property located

within the Leased Premises except for damage caused by the Lessor's sole negligence.

ARTICLE 11 – LIABILITY INSURANCE AND INDEMNIFICATION

11.01. Liability Insurance. (a) The parties acknowledge that Lessor's liability to Lessee's officers, employees and third parties for negligent acts of Lessor is limited by the Texas Tort Claims Act. Lessor shall, during the term of the Lease, provide and maintain insurance in sufficient amounts to cover Lessor's liability, if any. Lessee shall, during the term of the Lease provide and maintain in force during the term of this Agreement liability insurance in the amounts deemed adequate by Lessee. A copy of the Certificate of Insurance must be presented to the Lessor. (See Exhibit C to Lease between Access Esperanza Clinics and South Texas College.)

ARTICLE 12 – NOTICE OF DAMAGE

12.01. Notice of Damage. If the Leased Premises, or any structures or improvements on the Leased Premises, should be damaged or destroyed by fire, tornado, or other casualty, Lessee shall give immediate written notice of the damage or destruction to Lessor, including a description of the damage and, as far as known to Lessee, the cause of the damage.

ARTICLE 13 – DAMAGE OR DESTRUCTION

13.01. Damage or Destruction. If the building on the Leased Premises should be totally destroyed by fire, tornado, or other casualty, or if it should be so damaged that rebuilding or repairs cannot reasonably be completed within thirty (30) working days from the date of the occurrence of the damage, this Agreement, at the option of either party, shall terminate, effective as of the date of said occurrence.

ARTICLE 14 – DEFAULT

14.01. Default by Lessee. If Lessee shall remain in default under any condition of this Agreement for a period of thirty (30) days after written notice from Lessor, Lessor may at its option, upon notice to Lessee, terminate this Agreement.

14.02. Default by Lessor. If Lessor shall remain in default under any condition of this Agreement for a period of thirty (30) days after written notice from Lessee, Lessee may at its option, upon notice to Lessor, terminate this Agreement.

ARTICLE 15 – OPERATIONS AND SERVICES PROVIDED BY LESSEE

15.01. Operations and Services provided by Lessee. Operations and Services provided by Lessee are included as Exhibit B.

15.02. Services. Lessee shall provide preventive health care services exclusively for students enrolled at South Texas College’s Mid-Valley Campus at Weslaco, Texas and employees employed by South Texas College.

- a) Lessee will follow Lessor’s board approved academic calendar including the beginning and ending of semesters and holidays.
- b) The preventive health services shall be provided free of charge for Medicaid-qualifying students and employees. Lessee will charge and report its services to Medicaid.

15.03. Required License(s) and Credential(s). Lessor requires Lessee to possess required license(s), certification(s), and credential(s) to operate and provide services at Lessor’s premises, and to prominently display such licenses, certifications and credentials. Lessee agrees to employ only individuals with the required licenses, certifications or credentials to perform the medical services being provided.

ARTICLE 16 – CONDUCT AND COMPLAINT CASES, INCLUDING TITLE IX

16.01. Title IX Statement. Title IX of the Education Amendments 1972 (20 U.S.C. Section 1681, et seq.) and its implementing regulations, 34 C.F.R. Part 106 (Title IX), state, “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.”

16.02. Conduct and Complaint Cases, Including Title IX. Lessee and Lessor will cooperate and collaborate in addressing conduct cases and complaints, including Title IX, involving Lessee patients and employees and Lessor students, faculty, staff, and/or property.

16.03. Communication, Coordination, and Collaboration

- a) **Confidentiality.** All services provided by Lessee to patients will be kept confidential except for the following circumstances:
 - i. If the patient wants information shared with the College or campus security, campus or local law enforcement, the Lessee must obtain consent for release of the information. When

releases of information are required, it will be written, informed, and reasonably promptly handled.

- ii. Lessee will engage in a good faith presentation of the remedial support Lessor and their agents may provide to a patient who has experienced any form of sexual based unwelcome conduct and will encourage patient to report the conduct to Lessor or allow Lessee to present such information. The support provided by Lessor may include academic assistance and adjustments, counseling and other customized support. Additionally, Lessee agrees to provide all patients experiencing unwelcome sexual misconduct with Lessor's Resource Brochure outlining on-campus support and reporting protocol.
- iii. Lessee will report to Lessor when the student or employee being treated poses an imminent risk of harm to self or others, or reveals that he/she is at an imminent risk of harm.
- iv. Lessor agrees to maintain and provide to Lessee a current list of the names of all entities whom Lessor allows to access the space leased by Lessee and their reason for access, (ex. "custodial staff"). This does not apply to patients receiving treatment. Lessor will ensure that everyone whom Lessor allows to access the Mid-Valley Campus space leased by Lessee will sign and abide by the Statement of Confidentiality agreement (South Texas/Access Esperanza Clinics Statement of Confidentiality Acknowledgement Statement) (attached as Exhibit D). Lessor agrees to provide to Lessee a copy of those signed statements within 14 days of their signature.

b) Trainings. Lessee is required to participate in all identified trainings provided by Lessor related to Title IX and sexual misconduct, including but not limited to dating violence, discrimination, domestic violence, harassment, intimate partner abuse, sexual harassment, sexual violence, stalking, and retaliation. The Parties agree to keep each other informed about current trends and patterns in sexual assault both on and off campus.

c) Lessor Resources and Support Services. Lessee agrees to provide patients the informational resources and materials provided by Lessor related to Title IX and sexual misconduct, including but not limited to dating violence, discrimination, domestic violence, harassment, intimate partner abuse, sexual harassment, sexual violence, stalking, and retaliation. Lessee also agrees to provide patients information regarding Lessor's Counseling and Support Services and other resources available, including academic support and assistance.

d) Aggregate Non-Personally Identifiable Data. Lessee agrees to provide

aggregate non-personally identifiable data, as permitted by law and as requested by Lessor, to the Title IX Coordinator related to incidents of sexual misconduct and other reportable offenses to include in its annual Clery Act security report and to help the college identify patterns or systemic problems related to sexual violence. Once this Agreement becomes effective, the data must be submitted the first of every month, beginning with March 1, 2019. The data should include number of patients with cases involving sexual misconduct, the location of the violation (i.e. on or off campus), the nature of each violation, the gender of the parties (that is, how many victims identified as female, how many as male, how many accused were identified as female, how many as male). This information should be provided in aggregate form so that the information is not linkable to a specific individual.

e) **Lessor's Department of Public Safety.** To the extent allowed and as required by law and Lessor policy, Lessee agrees to promptly share information about crimes that may pose an imminent serious threat to the health and safety of a member or members of campus or near-campus communities, as is necessary to facilitate the issuance of Clery Act requirements on timely warnings, emergency notifications, and the legally mandatory reporting of crime statistics.

f) **Title IX Staff Contact Information.**

Title IX Coordinator

Mary Elizondo, MBA, CPA, CFE, CGMA

Vice President for Finance and Administrative Services

3201 West Pecan Blvd. X224

McAllen, Texas 78501

956-872-3558

marye@southtexascollege.edu

Title IX Deputy Coordinator

Brenda J. Balderaz

Director of Human Resources

2501 West Pecan Blvd.

McAllen, TX 78501

956-872-5057

brendajb@southtexascollege.edu

Title IX Deputy Coordinator

Janette Garcia

Institutional Equity Manager
3201 West Pecan Blvd. X 223
McAllen, TX 7801
3201 West Pecan Blvd.
956-872-2307
jgarcia_3213@southtexascollege.edu

Title IX Deputy Coordinator

Santa E. Pena

Director of Counseling
3201 West Pecan Blvd. K2.900
McAllen, Texas 78573
956-872-2140
santaep@southtexascollege.edu

Title IX Deputy Coordinator

Paul Varville

Chief Administrator for Department Public Safety and Regional Center for
Public Safety Excellence
2509 West Pecan Blvd.
McAllen, TX 78501
956-872-2330
pbvarvil@southtexascollege.edu

Title IX Deputy Coordinator

Laura Requena

Interim Director of Human Resources
2501 West Pecan Blvd.
McAllen, Texas 78573
956-872-3646
lrequena@southtexascollege.edu

Title IX Deputy Coordinator

Elizabeth G. Trevino

Police Sergeant
2509 West Pecan Blvd.
McAllen, Texas 78573
956-872-3889
etrev116@southtexascollege.edu

ARTICLE 17 – REPRESENTATIONS

17.01. Representation of Agency. Lessee will provide medical services to identified students enrolled at South Texas College and College employees as described in the attached Exhibit B. Lessee is not an agent of the College and may not represent itself as an agent of the College.

17.02. Employees of Lessee. Individuals employed by Lessee, whether to provide medical services or perform administrative tasks, are not employees of the College and may not represent themselves as employees of the College. There is no agency relationship between the College and employees of Lessee.

ARTICLE 18 - NOTICE

18.01. Notice. Except as may be otherwise specifically provided in this Agreement, all notices, demands, requests or communications required or permitted hereunder shall be in writing and shall either be (i) personally delivered against a written receipt, or (ii) addressed to the parties at the addresses set forth below, or (iii) at such other addresses as may have been specified by written notice delivered in accordance herewith:

If to Lessor: South Texas College
 Attention: Dr. Shirley A. Reed, President
 3201 West Pecan Blvd.
 McAllen, Texas 78501

If to Lessee: Access Esperanza Clinics
 Attention: Mr. Patricio Gonzales, CEO
 916 E. Hackberry Ave, Suite A
 McAllen, Texas 78501

ARTICLE 19 - MISCELLANEOUS

19.01 Transferability. Neither Party may transfer or assign this Agreement, in whole or in part, without the prior written consent of the other Party.

19.02 Entire Agreement. This Agreement constitutes the entire agreement and understanding of the parties with respect to the matters contained herein and supersedes all prior agreements and contracts.

19.03 Governing Law and Venue. This Agreement shall be governed by, and interpreted in accordance with, the laws of the State of Texas. Hidalgo County, Texas, shall be the sole and exclusive venue for any litigation, special proceeding or other proceeding as between the parties that may be brought under, or arises out of, this Agreement.

19.04. Cumulative Remedies. All rights and remedies of Lessor and Lessee under this Agreement shall be cumulative, and none shall exclude any other right or remedy provided by law or by any other provision of this Agreement. All such rights and remedies may be exercised and enforced concurrently and whenever, and as often, as occasion for their exercise arises.

19.05. Waiver of Breach. A waiver by either Lessor or Lessee of a breach or default of any provision under this Agreement by the other Party shall not constitute a continuing waiver or a waiver of any subsequent breach or default.

19.06. Responsibility for Negligence and Third Party Claims. To the extent authorized by the laws and Constitution of the State of Texas, each Party to this Agreement shall be responsible for damages to persons or property resulting from negligence on the part of its employees, agents, or officers. Neither Party assumes any responsibility to the other Party for the consequences of any act or commission of any person, firm, or other entity not a party to this Agreement.

IN WITNESS WHEREOF, Lessor and Lessee approve the execution of this Lease Agreement by a motion duly made, seconded, and adopted by the appropriate governing bodies thereof.

SOUTH TEXAS COLLEGE

By: _____
Dr. Shirley A. Reed, President

ACCESS ESPERANZA CLINICS INC.

By: _____
Mr. Patricio Gonzales, CEO

Access Esperanza Clinics

Exhibit A

STC Facility Use Charges Schedule

Space	Size (sf)	Number of Classrooms/Labs	Monthly		Monthly Rental Cost (\$)	Number of Months	Annual Rental Cost (\$)
			Utilization Factor (%)	Rental Rate (\$/sq)			
Classroom*	672	1	100%	\$ 0.50	\$ 336.00	12	\$ 4,032.00
Classroom *	672	1	100%	\$ 0.50	\$ 336.00	12	\$ 4,032.00
Total Utilized Space	1,344	2			\$ 672.00		\$ 8,064.00

***Notes:**

Mid Valley Campus-Building B, Room 211 and Room 213



916 E. Hackberry Ave, McAllen, TX 78501 | 956.688.3700
www.AccessClinics.org | Patricio.Gonzales@AccessClinics.org

Campus Clinic Collaboration

Access Esperanza Clinics, Inc. and South Texas College

Contact Information

Access Esperanza Clinics, Inc.

916 E. Hackberry Ave, Suite A, McAllen, TX 78501

O: 956.688.3700 | F: 956.618.3718

Website: www.AccessClinics.org

Patricio Gonzales, MSSW-LMSW - patricio.gonzales@accessclinics.org

Mission Statement

The mission of Access Esperanza Clinics Inc. (AEC) is to provide education, advocacy, and affordable high-quality health care to ensure all individuals in our community can access sexual and reproductive health care services.

Since its founding by members of the First United Methodist Church in 1964, AEC has championed its mission of helping low-income women stay healthy and prevent unplanned pregnancies, improving quality of life in the community. AEC aspires to continue this trajectory and expand its efforts to prevent chronic illness. AEC operates as an independent 501(c)(3) non-profit organization and qualifies as a state health program provider to serve low-income women, men, and teens.

Agency Overview

Continuing the founders' legacy, AEC operates five health clinics in Hidalgo County, including the Rev. English Clinic in McAllen, the Rev. Galloway Clinic in Mission, and clinics in Edinburg, Weslaco, and San Juan. Clinics are expected to serve at least 15,000 people during 2020.

AEC's typical clinic patient is Latina, in her mid-20s, who lives at or below the federal poverty level. She comes to the clinic for reproductive life planning, mainly to prevent unplanned pregnancies. Most patients are uninsured and report AEC as their only health care provider.

Nurse practitioners and physician assistants provide day-to-day patient care. Services focus on family planning and preventive health care, including physical exams, clinical exams for the breast, cervix, and testes, and testing and treatment for STIs. A full range of contraceptives, including long acting reversible contraceptives, are available at each clinic site. AEC's expanded family planning program offers preventive wellness screenings that include testing and basic

management for diabetes, high cholesterol, and hypertension. Over 95 percent of clients qualify for state or federal family planning programs and pay little or nothing for their care.

The local medical community strongly supports AEC. Ob-Gyn Dr. Fernando Otero volunteers as the agency's Medical Director, overseeing clinical protocols and providing colposcopy services. Surgeon Dr. Fredricka Borland evaluates patients with suspicious breast masses.

AEC's award-winning community education programs promote family planning and healthy lifestyles and will reach 18,000 people by the end of 2020. Promotora community health workers participate in over 150 community fairs annually and conduct weekly outreach at WIC centers, colleges, community centers, and social service agencies. Small group discussions or "platicas" are held in homes and at social service agencies to teach healthy life habits. Family communication workshops are held several times each year to help parents and their children or teens learn about growing up and healthy lifestyles.

AEC supports a university student organization at the University of Texas Rio Grande Valley that meets each week for training on family planning and healthy relationship issues. The group promotes healthy relationships to over 1,000 students a year through campus outreach and awareness events.

Primary program funding comes from the federal Title X program contracted through the Women's Health and Family Planning Association of Texas, the state's Healthy Texas Women program, and the Texas Family Planning Program. The agency is also supported through private foundations grants, Medicaid, private insurance, and private pay patient fees.

Project Need

Preventive healthcare, education, and timely management are important to maintaining good health, especially for younger individuals. According to a 2015 Institute of Medicine and National Research Council report, young adulthood - ages 18 to 26 - is a critical developmental period during which lifestyle choices can have implications on future employment, financial security, health, and well-being. Freshly independent, young adults must manage new responsibilities that can lead to neglecting healthy lifestyle choices. These challenges coupled with high local rates of diabetes put young adults in this community at especially high risk for chronic diseases.

There is a tremendous need for affordable healthcare services in this community. The Texas Department of State Health Services' 2013 report shows a higher prevalence of prediabetes and diabetes in Hidalgo County compared to the state, which puts local residents at greater risk for complications of diabetes along with cardiovascular disease and stroke. Unfortunately many people in this community cannot afford the care they need. According to the 2011 U.S. Census,

Hidalgo County has the highest rate of uninsured adults of any urban county in the U.S. This high rate along with the county's chronically high 30 percent plus poverty rate (U.S. Census) creates serious barriers for people needing care.

A wide body of evidence indicates when women can plan their pregnancies, they have safer births, are healthier, have healthier children, stay in school longer, and get better paying jobs. Making family planning available and accessible is good public policy. According to the Guttmacher Institute, a leading reproductive health researcher, every \$1 invested in public programs to help low-income women prevent unplanned pregnancies, saves taxpayers \$7 in Medicaid-paid births and associated costs (as of 2010).

The need for family planning services in Hidalgo County is great. The Guttmacher Institute estimated in 2014 that only one in three women in Hidalgo County needing family planning had access to care. This includes lack of access for pregnancy prevention, preventive health screenings, and STI testing and treatment. These services are especially important to college students. The National Campaign to Prevent Teen and Unplanned Pregnancy reports that 61 percent of college students in their 20s who have a child after enrolling in a community college drop out before finishing a degree or credential.

Project Description

This project will continue hosting a preventive health clinic at the STC campus in Weslaco to help students live healthier lives and achieve their educational goals. The part-time clinic will open one day a week during the school's spring and summer semesters and will be available to students ages 18 and older, along with STC faculty and staff.

Clinic services will focus on preventive health and wellness, with an eye on early detection of chronic diseases. The clinic will offer many of the same preventive health services currently provided at AEC's full-time Weslaco clinic. Patients needing full physical exams or more invasive procedures will be referred to AEC's other clinics.

Campus Clinic Services:

- General health assessment

- Birth control instruction and method supplies

- Limited to birth control pill, patch, ring, shot, over-the-counter methods, and Plan B

- Lipids panel testing

- Includes diabetes, cholesterol, triglycerides testing

- A1C diabetes testing (reflects average blood sugar level several weeks prior)

- Basic management of diabetes, high cholesterol, and hypertension

- Diet and nutrition counseling

- Initial and basic prescription medication as medically indicated

STD testing and treatment

Testing for chlamydia, gonorrhea, syphilis, herpes, HPV

Treatment for chlamydia, gonorrhea, syphilis, herpes, HPV (treatment plan)

HIV rapid testing (results in minutes), confirmatory testing (results in five days)

Referrals for treatment

Urinary tract infection (UTI) treatment

Pregnancy testing

Working under the agency's Medical Director, Dr. Fernando Otero, the campus clinic will utilize nurse practitioners and physician assistants to conduct patient assessments and make diagnoses. The project will establish a Class D pharmacy on site to dispense medications, including contraceptives, directly through the clinic. Clinicians will write prescriptions for medications not available through the clinic's pharmacy.

AEC maintains a referral network for patients needing health and social services outside of the scope of its clinics. The campus clinic will utilize STC as a primary referral source. Clinic staff will work with STC staff on the availability of services, especially counseling services.

The majority of students are expected to qualify for free clinic services through AEC's governmental grants, including the federal Title X program, the state's Healthy Texas Women program, and the Texas Family Planning Program. To be eligible for free services, students must be Texas residents, uninsured, age 64 or younger, and have a household income of 250 percent or less of the federal poverty level (\$2,603 a month for family household size of one). U.S. citizenship, legal residency, and gender will not be barriers to free services. The clinic will also accept payment for services through Medicaid, private insurance, and private fees.

The clinic requires at two rooms that are secured and dedicated to the project, along with close access to restrooms. One room will be used for intake and initial counseling, and the second would work as space for the clinician to conduct assessments. AEC has secured internet access in the rooms with an outside vendor. AEC staff will continue to coordinate custodial services, clinic signage, and on-campus promotion with STC staff.

This Campus Clinic Collaboration eliminates many barriers STC students currently face when needing basic healthcare services. The clinic gives students regular access to preventive health care at no or very low cost to them allowing students to maintain good health and be able to continue their education.

EXHIBIT C TO AGREEMENT BETWEEN ACCESS ESPERANZA CLINICS AND SOUTH TEXAS COLLEGE

I. Insurance

1.1 Coverages

Access Esperanza Clinics Inc. ("Clinic") shall purchase and maintain during the duration of this Agreement, and after this Agreement as provided in Section 1.1(c) below, the following insurance coverages:

- (a) Worker's Compensation or accidental disability and employers liability coverage with minimum limits of liability at \$500,000 for damages due to bodily injuries either by accident or disease occurring to Clinic's employees, agents, servants or professional staff as a result of this Agreement.
- (b) General Liability covering Clinic's agents, employees and servants for bodily injury, personal injury or property damage claims arising out of the premises, products or activities of Clinic or its employees with minimum limits of liability of **\$1,000,000** per occurrence and **\$3,000,000** annual aggregate.
- (c) Professional Liability covering Clinic's agents, employees and servants for bodily and personal injury claims arising out of the Clinic's activities for the rendering or failure to render care by professional staff, Clinic or its agents, employees and servants with minimum limits of liability of **\$1,000,000** per occurrence and **\$3,000,000** aggregate. In the event such coverage is through a "claims made" policy and is either cancelled, replaced or non-renewed, Clinic shall obtain and maintain extended coverage ("tail") insurance covering occurrences during the effective period expiration or earlier termination of this Agreement.
- (d) Automobile liability covering Clinic's agents, employees and servants for bodily injury resulting from operation of motorized vehicles with minimum limits of \$1,000,000 per occurrence and \$3,000,000 annual aggregate.
- (e) Cyber liability insurance for data breaches covering Clinic's agents,

employees, and servants with minimum limits of \$1,000,000.

II. Certificate

2.1 Certificate Required

Clinic shall provide South Texas College (“College”) with current certificates of insurance or renewal of insurance for all policies required under Section 1.1 during the term of this Agreement so that College has evidence of required insurance being effective at all times.

III. Compensation

3.1 No Compensation

College will not be charged for any services performed by Clinic.

IV. Additional Obligations

4.1 Notification of Claims

Clinic agrees to notify College as soon as reasonably practicable, of any occurrence, liability, judgment, claim, or other matter arising out of any allegedly intentional act, negligence, medical or professional malpractice, or other act or omission of Clinic or its employees or agents in connection with the provision of services or representatives or warranties hereunder regarding the Clinic’s services at the College’s Weslaco campus.

4.2 Corporate Compliance

Clinic represents and warrants that it, its employees and providers at the Clinic will conduct their activities in full compliance with applicable state, local, and federal law including the Medicare/Medicaid Anti-Fraud and Abuse Laws and the Texas Medical Practice Act and Health & Safety Code. Notwithstanding any

unanticipated effect of any of the provisions herein, the Clinic and its staff will conduct themselves in a manner not to constitute a violation of Medicare/Medicaid Anti-Fraud and Abuse Law or Texas Medical Practice Act and Health & Safety Code provisions.

4.3 Compliance with Applicable Health Care Law

The Clinic will at all times comply with applicable state, local and federal laws, including, but not limited to, the “Stark” law (42 U.S.C. § 1395nn), the Anti-Fraud and Abuse Statute (42 U.S.C. § 1320a-7b(b)), the Health Insurance Portability and Accountability Act of 1996 (“HIPAA”), and the Texas Patient Non-Solicitation Law (Texas Occ. Code Ann. § 102.001) and this Agreement shall be construed in accord with applicable The Joint Commission standards.

4.4 Compliance with Law as to Use of Leased Premises

The Clinic (i.e. the Lessee) shall comply with all laws, orders, ordinances, and other public requirements now or hereafter pertaining to Lessee’s use of the Leased Premises. The College (i.e. the Lessor) shall comply with all laws, orders, ordinances, and other public requirements now or hereafter affecting the Leased Premises (the clinic held at the College’s Weslaco campus).

4.5 Compliance with STC Regulations

Clinic’s employees will abide by all applicable rules of conduct applicable to South Texas College employees, staff, and students regarding the use of and access to common areas on the South Texas College Weslaco campus.

V.

Records and Information

5.1 Patient Information

Clinic warrants and covenants to College that neither Clinic nor any Clinic staff shall disclose to any third party, except where permitted or required by law, any confidential information, including patient or medical record information regarding Clinic’s patients, and Clinic and Clinic’s staff shall comply with all federal and state laws and regulations, and all rules, regulations, and policies of Clinic and its medical staff, regarding the confidentiality of such information. Clinic acknowledges that in receiving or otherwise dealing with any records or

information from patients receiving treatment of alcohol or drug abuse, Clinic and all Clinic employees are fully bound by the provisions of the federal regulations governing Confidentiality for Alcohol and Drug Abuse Patient Records (42 C.F.R. Part, as amended from time to time) as well as any state laws that govern HIV/AIDS and mental health treatment. In addition, Clinic warrants and covenants to College that, if necessary, Clinic and all Clinic staff will resist judicial proceedings and efforts to obtain access to such records or information except such access as is expressly permitted by the aforementioned federal regulations and/or Texas law.

5.2 HIPAA Requirements

Clinic agrees to comply with the Health Insurance Portability and Accountability Act of 1996, as codified at 42 U.S.C. § 1320d ("HIPAA") and any current and future regulations promulgated thereunder including without limitation the federal privacy regulations contained in 45 C.F.R. Parts 160 and 164 (the "Federal Privacy Regulations"), the federal security standards contained in 45 C.F.R. Part 142 (the "Federal Security Regulations"), and the federal standards for electronic transactions contained in 45 C.F.R. Parts 160 and 162, all collectively referred to herein as "HIPAA Requirements." Clinic agrees not to use or further disclose any Protected Health Information (as defined in 45 C.F.R. Section 164.501) or Individually Identifiable Health Information (as defined in 42 U.S.C. Section 1320d), other than as permitted by HIPAA Requirements and the terms of this Agreement.

VI.

Term and Termination

6.1 Provisions Surviving Termination

The obligations of the parties relating to hold harmless, compliance with federal and state law and regulations, non-disclosure of and maintaining confidential information, access to records, and all other obligations that by their very nature are usually and customarily enforceable after the termination of an agreement shall survive the termination of this Agreement.

VII.
MISCELLANEOUS

7.4 Public Safety Law Enforcement and Security Services

Lessor's Public Safety and Law Enforcement and Security Services will:

- i. Assist in contacting the appropriate jurisdiction to obtain a protective order, and provide assistance with issuance of criminal protective orders, as appropriate;
- ii. Enforce any protective orders on Lessor's campuses;
- iii. Provide assistance in issuing no-contact restrictions, if requested through a complaint alleging sexual assault, dating violence, domestic violence, and/or stalking;
- iv. Provide the Lessor's All Hazards Emergency Plan outline for use by Lessee's employees. Lessee's employees will be integrated into the plan.



Facilities Operations & Maintenance

3201 W. Pecan McAllen, TX 78502-9701

PH: (956) 872-2556 FAX: (956) 872-3464

South Texas College / Access Esperanza Clinics Statement of Confidentiality Acknowledgment Statement

As a College employee, my job duties require me to conduct maintenance at the Access Esperanza Clinic Inc. (the "Clinic") and therefore come in contact with Clinic correspondence, records, and other documents, all of which I have been instructed are confidential and contain sensitive, health, or other private information.

I understand and acknowledge the importance of the confidential nature of the information which I may observe.

I acknowledge that I have been advised by my supervisor, and I agree, that as a condition of my employment, or continued employment, I will not open any folder, file or container where files or documents are kept and will not obtain and will not reveal to any person any information of a confidential nature as herein described of which I may become aware during my course of employment with South Texas College. Confidential information includes information concerning any Clinic employee, student, staff, faculty, or administrative personnel.

For purposes of this acknowledgement, official communications and statements which are presumed to be confidential, include, but are not limited to the following:

1. Communications and statements regarding student body health issues;
2. Other communications and statements made in the furtherance of official College business dealing with sensitive topics which would lead one to reasonably believe that the matters in question are intended to be kept private.

I acknowledge that the presumption of confidentiality may only be overcome by express instruction from senior College administrative or executive staff.

I further understand and agree to abide by all state and federal statutes and laws, which protect the confidentiality of information, related to students'

records held by educational agencies, specifically including, but not limited to, Texas Public Information Act Sections 552.026 and 552.114, the Family Education Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99), and the Red Flags Rule.

I further acknowledge that I have been advised that I shall refrain from releasing and/or otherwise disseminating any confidential information, and that prior to releasing information which I suspect might be confidential and protected information, I will seek instructions from any immediate supervisor and obtain my immediate supervisor's written permission to release such information prior to doing so.

I further acknowledge that I have been advised that improper release and/or dissemination of confidential information may create civil and criminal liability for South Texas College and/or me. I further acknowledge that I have been advised that failure to comply with this agreement by improperly disclosing confidential information may subject me to disciplinary action, which might result in the termination of my employment.

I acknowledge that I have understood the foregoing, (and if I speak Spanish and not English) it has been explained to me in Spanish).

Employee Name: _____

Employee Signature: _____

Employee ID#: A _____

Date: _____

Review and Action as Necessary on Award of Proposal, Purchases and Renewal

Approval of the following award of proposal, purchases and renewal will be requested at the January 28, 2020 Board meeting.

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

A. Award of Proposal

1) Business Skills Training Services (Award)

Award the proposal for business skills training services for the period beginning February 1, 2020 through January 31, 2021 with two one-year options to renew. The vendors are as follows:

Vendor	Course Rates	STC Commission	Courses
Leadership Empowerment Group (Mercedes, TX) (New)	Full Day - \$2,000 Half Day - \$1,000 ***** Materials Included		Leadership: Executive, Nurse, Teacher, Parent, Student, Business, and Etiquette; Written Communication, Oral Communication, Customer Service, Organizational Skills, CPR, Conflict Management, Sexual Harassment, Strategic Planning, etc.
World-Class Training (Brownsville TX)	\$300 per hour Minimum - Half Day ***** Materials Included	\$18 per instructional hour	Communication, Human Resources, Leadership, Management/Supervisory, Self-Management, Technical Skills, Office Support, Business Writing, Customer Service, etc.

Purpose – The Office of Continuing Professional and Workforce Education is requesting proposals for corporate and business skills training services to serve the community and College.

Justification and Benefit – The business skills training services provide the development of skills used in corporate and business workplace settings. These trainings are to be provided to staff of client firms through the College’s Department of Continuing Professional and Workforce Education. The proposal award to each vendor will be based upon the services provided, pricing, and availability to provide required services.

If the proposal by Leadership Empowerment Group is awarded, the South Texas College Continuing and Professional Workforce Education team would be responsible for registration and other administrative duties. The College would then receive a thirty (30)

percent service fee, based upon tuition, for this administrative service. The College has used their services to a limited expense and this recovery of charge has been accessed and collected in the past.

Background – Proposal documents were advertised on November 11, 2019 through November 18, 2019 and issued to seven (7) vendors. Two (2) responses were received on November 26, 2019 which were reviewed by the Office of Continuing Professional and Workforce Education and Purchasing Department.

B. Purchases and Renewal

a. Non – Instructional Item

2) Content Marketing Services (Purchase)

Purchase content marketing services from **Aperture Content Marketing (ACM)** (Oak Park, MI), a sole source vendor, at a total amount of \$84,693.66.

Purpose – The Office of Public Relations and Marketing is requesting to purchase content marketing services which streamlines the creation, printing and strategic distribution of two magazines, Career Focus and College Focus. The enrollment driven, turnkey platform will give Public Relations and Marketing staff access to an edition builder, a production team, an online edition microsite and an online library of customizable articles to be used for print, web, and social media platforms. These services will strategically target households of traditional and non-traditional students, to build positive perceptions in the community and drive enrollment.

Justification - With more and more higher education institutions in the market recruiting students, this will bolster and elevate South Texas College's current efforts to reach households with traditional and non-traditional students with a more streamlined, strategic and cost-effective approach.

Content Marketing will help shift perceptions about community colleges and play a vital role in overcoming enrollment declines with publication of well-crafted and well researched content. Online platform will provide for more innovative and efficient approach versus manual, less efficient process currently in place.

Public Relations and Marketing will have the ability to:

- Target adult learners with Career Focus magazine (mailout to non-traditional age households), released in the Spring 2020
- Target traditional students with College Focus magazine (mailout to household ages 11-17), released in the Fall 2020
- Work with a single vendor for printing, postage, and distribution, with greater reach
- Commit Public Relations and Marketing staff members to other priority project requests
- Have access to hundreds of carefully researched, enrollment-driven articles, and infographics

- Work collaboratively as a team on a platform, with real time updates
- Showcase all or select content electronically

Funds for this expenditure are budgeted in the Public Relations and Marketing budget for FY 2019 – 2020.

b. Technology Items

3) Computers, Laptops, and Tablets (Purchase)

Purchase of computers, laptops, and tablets from the State of Texas Department of Information Resources (DIR) approved vendors **Dell Marketing, LP.** (Dallas, TX) and **Apple, Inc.** (Dallas, TX), at a total amount of \$69,767.98.

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

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

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

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

The purchases can be summarized as follows:

- Student Computers
 - ⇒ 68 Computers for Computer Science Program
- Staff Computers
 - ⇒ 2 Computers for Purchasing Department
 - ⇒ 3 Computers for Facilities Planning and Construction
 - ⇒ 3 Computers for Custodial Department
- Student Laptops
 - ⇒ 13 Laptops for Information Technology Program
 - ⇒ 12 Laptops for Developmental Math Program
- Staff Laptops
 - ⇒ 4 Laptops for Safety and Security Department
- Staff Tablets
 - ⇒ 2 Tablets for Educational Technologies

Funds for these expenditures are budgeted in the requesting department budgets for FY 2020 - 2021 as follows: Computer Science, Purchasing Department, Facilities Planning and Construction, Custodial Department, Information Technology, Developmental Math Program, Safety and Security, and Educational Technologies.

4) Network Equipment (Purchase)

Purchase network equipment from **Insight Public Sector** (Tempe, AZ/McAllen, TX), a State of Texas Department of Information Resources (DIR) approved vendor, at a total amount of \$364,733.15.

Purpose – Information Technology is requesting the purchase of the following network equipment: network switches (50), access points (20), uninterruptible power supplies (UPS) (48), and desktop phones (270). This equipment will replace end of life and out of support equipment district wide.

Justification and Benefit – The network switches provide network connectivity to our different buildings as well as to connect security cameras for surveillance. The access points provide wireless connectivity to students, faculty and staff district wide. The UPS are used to prevent data loss on network devices due to power outages, power surges, and power spikes. The desktop phones will be used to replace existing outdated office phones. This equipment will be installed district wide to support College's day to day operation.

Funds for this expenditure are budgeted in the Systems and Networking budget for FY 2019 – 2020.

5) Red Hat Licenses Maintenance and Support Agreement (Renewal)

Renew the Red Hat licenses maintenance and support agreement with **Netsync Network Solutions** (Houston, TX), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning February 27, 2020 through February 26, 2021, at a total amount of \$82,962.06.

Purpose – Information Technology is requesting to renew the college wide Red Hat licenses maintenance and support agreement for two thousand one hundred eighteen (2,118) licenses. This renewal will provide one-year support and maintenance to the servers running on Red Hat software.

Justification and Benefit – The support provides critical updates and patches to mitigate security risks along with support for the servers running the Red Hat software. The servers running on Red Hat provides support to applications such as Banner and Jagnet serving the students, faculty, and staff district wide.

Funds for this expenditure are budgeted in Systems and Networking budget for FY 2019 - 2020.

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

A. Award of Proposal

a) Business Skills Training Services: award the proposal for business skills training services for the period beginning February 1, 2020 through January 31, 2021 with two one-year options to renew. The vendors are as follows:

Vendor	Course Rates	STC Commission	Courses
Leadership Empowerment Group (Mercedes, TX) (New)	Full Day - \$2,000 Half Day - \$1,000 ***** Materials Included		Leadership: Executive, Nurse, Teacher, Parent, Student, Business, and Etiquette. Written Communication, Oral Communication, Customer Service, Organizational Skills, CPR, Conflict Management, Sexual Harassment, Strategic Planning, etc.
World-Class Training (Brownsville TX)	\$300 per hour Minimum - Half Day ***** Materials Included	\$18 per instructional hour	Communication, Human Resources, Leadership, Management/Supervisory, Self-Management, Technical Skills, Office Support, Business Writing, Customer Service, etc.

B. Purchases and Renewal

a) Non-Instructional Item

2) Content Marketing Services (Purchase): purchase content marketing services from **Aperture Content Marketing (ACM)** (Oak Park, MI), a sole source vendor, at a total amount of \$84,693.66;

b) Technology Items

3) 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 \$69,767.98;

4) Network Equipment (Purchase): purchase network equipment from **Insight Public Sector** (Tempe, AZ/McAllen, TX), a State of Texas Department of Information Resources (DIR) approved vendor, at a total amount of \$364,733.15;

5) Red Hat Licenses Maintenance and Support Agreement (Renewal): renew the Red Hat licenses maintenance and support agreement with **Netsync Network Solutions** (Houston, TX), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning February 27, 2020 through February 26, 2021, at a total amount of \$82,962.06.

Recommend Action - The total for all award of proposal, purchases, and renewal is \$602,156.85.

The Following Minute Order is proposed for consideration by the Board of Trustees:
The Board of Trustees approves and authorizes the award of proposal, purchases, and renewal in the amount of \$602,156.85 as presented.

Approval Recommended:

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

Discussion and Action as Necessary on External Auditor Services

Approval to renew the contract with Carr, Riggs & Ingram, LLC. (McAllen, TX) for the external auditor services for the fiscal year ending August 31, 2020 is requested.

Purpose – The external auditor services contract renewal is requested to perform the College’s annual financial audit and issue an opinion on the financial statements prepared by the College Business Office staff. The audited Comprehensive Annual Financial Report (CAFR) must be submitted annually to the Texas Higher Education Coordinating Board by December 31st.

Justification – The Vice President for Finance and Administrative Services and the Comptroller are requesting the contract renewal for external auditors to start the interim audit work related to the financial audit prior to fiscal year end.

Background - The Board awarded the contract for the external auditor services at the April 24, 2017 Board of Trustees meeting for one year with four one-year annual renewals. The third renewal period will be for the fiscal year ending August 31, 2020 for the audit of Fiscal Year 2019 - 2020.

Award	Board Meeting Date	Original Term	Renewal Term	Audit Period
Original	4/24/2017	4/25/17- 12/31/17	4 – one year options	9/01/16 – 8/31/17
1 st Renewal	2/27/2018		1/1/18 – 12/31/18	9/01/17 – 8/31/18
2 nd Renewal	1/29/2019		1/1/19 – 12/31/19	9/01/18 – 8/31/19
3 rd Renewal	1/28/2020		1/1/20 – 12/31/20	9/01/19 – 8/31/20

The total amount paid in FY 2018 and FY 2019, was \$141,000 and \$138,000, respectively.

Dr. Shirley A. Reed, President, and Mary Elizondo, Vice President for Finance and Administrative Services, will attend the meeting to address any questions by the Trustees.

Funding Source - Expenditures are budgeted in the Audit Services budget for FY 2019 - 2020 budget and FY 2020 - 2021 pending Board approval of the budget.

The Finance, Audit, and Human Resources Committee recommended Board approval to renew the contract with Carr, Riggs, & Ingram, LLC. for the external auditor services at a cost of approximately \$140,000.00 for the fiscal year ending August 31, 2020 as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize renewal of the contract with Carr, Riggs, & Ingram, LLC. for the external auditor services at a cost of approximately \$140,000.00 for the fiscal year ending August 31, 2020 as presented.

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

The Board of Trustees approves and authorizes renewal of the contract with Carr, Riggs, & Ingram, LLC. for the external auditor services at a cost of approximately \$140,000.00 for the fiscal year ending August 31, 2020 as presented.

Approval Recommended:

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

Review and Acceptance of Internal Audit Report in the Area of Financial Aid

Mr. Khalil Abdullah, Internal Auditor, attended the January 14, 2020 Finance, Audit, and Human Resources Committee meeting to discuss the procedures, findings, and recommendations of the internal audit report in the area of Financial Aid.

The Internal Audit Report follows in the packet for the Trustee's review.

No action is required from the Committee. This item is presented for information and feedback to staff.

The Finance, Audit, and Human Resources Committee recommended Board acceptance of the Internal Audit Report in the area of Financial Aid as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College accept the Internal Audit Report in the area of Financial Aid as presented.

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

The Board of Trustees accepts the Internal Audit Report in the area of Financial Aid as presented.

Approval Recommended:

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

OFFICE OF INTERNAL AUDITS
FINANCIAL AID AUDIT REPORT



SOUTH TEXAS
COLLEGE

JANUARY 7, 2020



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EXECUTIVE SUMMARY

The Financial Aid Audit was included on the Finance, Audit, and Human Resources Committee's approved FY 2019 Audit Plan. The audit included a review of Student Financial Service's controls over financial aid awards from the State as well as progress made on implementing management's stated corrective actions related to 2 findings detailed in the FY 2018 Comprehensive Annual Financial Report.

The objective of the audit is to evaluate the adequacy and effectiveness of internal controls designed to provide management with a reasonable assurance of compliance with financial aid awards from the State and to determine whether appropriate corrective actions were taken related to issues identified in the 2018 Comprehensive Annual Financial Report (e.g. Finding 2018-1 and Finding 2018-2).

The scope of the audit included activity from September 1, 2015 – June 30, 2019. The audit was not designed nor intended to be a detailed study of every relevant control system, procedure, or transaction. Accordingly, any opportunities for improvement presented in this report may not be all-inclusive of areas where improvements could be made.

The audit generally conformed to guidelines set forth by the Institute of Internal Auditor's *Standards* and South Texas College's Policy 5460 *Internal Audit Function*.

Overall, South Texas College's Student Financial Services and Admissions and Records departments established an adequate systems of internal controls over financial aid awards from the State and reporting student information to the National Student Clearinghouse.

Over the course of the audit we observed the following:

- Effective controls related to ensuring student eligibility requirements are met related to TEOG awards;
- Updated procedures to ensure compliance with TAC §22.260(b)(4) and (TEC) §56.407;
- Appropriate corrective actions taken by management to resolve *Finding 2018-1 & 2018-2*

Additionally, the audit identified the following area where improvements could be made:

- The Handbook of Operating Procedures was not updated to reflect recent changes in Admission and Records processes related to transmitting reports to the National Student Clearinghouse.

BACKGROUND

South Texas College's Student Financial Services department is committed to helping students attain their education goals by providing quality assistance in addressing their financial needs. The primary source of financial aid from the Texas Higher Education Coordinating Board is the Texas Education Opportunity Grant (TEOG). The purpose of TEOG is to provide financial aid to students enrolled in a Texas public two-year college and who demonstrate a financial need. The total TEOG financial aid for fiscal year 2017 and 2018 accounted for 79% and 76% respectively of the total amounts awarded from the Coordinating Board. For fiscal year 2018 the initial and renewal year financial aid from the TEOG amounted to \$2,585,404.

In completing last year's financial audit, external auditors from Carr, Riggs & Ingram LLC identified 2 issues. The first issue (e.g. Finding 2018-1) was related to the completeness of enrollment reports sent to the National Student Clearinghouse, and the second issue (e.g. Finding 2018-2) was related to incorrectly utilizing Pell grant funds for matching purposes (e.g. instances when TEOG fails to cover all of a recipient's tuition and fees).

AUDIT OBJECTIVE

The objective of the audit is to evaluate the adequacy and effectiveness of internal controls designed to provide management with a reasonable assurance of compliance with financial aid awards from the State and to determine whether appropriate corrective actions were taken related to issues identified in the 2018 Comprehensive Annual Financial Report (e.g. Finding 2018-1 and Finding 2018-2).

AUDIT SCOPE & METHODOLOGY

The scope of the audit included activity from September 1, 2015 – May 31, 2019. To accomplish the audit objective, the internal auditors performed the following:

- Reviewed the external auditor's financial report or CAFR related to Financial Aid (e.g. Schedule F);
- Reviewed student eligibility requirements for the Texas Education Opportunity Grant Program (TEOG) for initial and renewal year awards;
- Reviewed Student Financial Services' Handbook of Operating Procedures sections 4.2 and 4.3 on internal controls;



- Reviewed Texas Administrative Code (TAC) §22.260(b)(4);
- Reviewed Texas Education Code (TEC) §56.407 (f-g);
- Reviewed National Student Clearinghouse (NSC) Audit Guide;

The audit generally conformed to guidelines set forth by the Institute of Internal Auditor's *Standards* and South Texas College's Manual of Policy 5460 *Internal Audit Function*.

AUDIT RESULTS

TEOG Eligibility

To receive an initial year award through the Texas Education Opportunity Grant (TEOG) program a student must meet several eligibility requirements. We randomly selected a sample of 25 initial year recipients within the audit scope and tested to verify that each of the selected students met all TEOG eligibility requirements. To receive TEOG funds in a renewal year, students must meet similar eligibility requirements to initial year recipients as well as maintain satisfactory academic progress. To verify that students also met renewal year eligibility requirements we selected an additional 25 students that received a renewal year TEOG award and tested those students against the TEOG renewal year eligibility requirements. Based on our testing we determined that all of the students within our sample met the TEOG eligibility requirements. No exceptions were noted in this area.

Other State Awards

The College receives several other awards from the state such as the Nursing Innovation Grant, Texas Workforce Commission, Accelerate Texas-Mentor College, etc. Many of these awards are not processed by Student Financial Services (SFS). Any awards paid to students as financial aid without SFS's knowledge could impact the student's cost of attendance (COA) and Expected Family Contribution (EFC) calculations resulting in an over-award. In order to confirm that other awards were not being provided to students as financial aid without SFS's knowledge, we requested responses from each of the departments/offices responsible for overseeing awards not processed by SFS. We received confirmations from each of the departments stating that either no part of these awards was provided to students as financial aid or that the students were instructed to go through SFS to receive further instructions on how to receive the funds related to financial aid. No exceptions were noted in this area.



Verification of Management’s Corrective Actions to address the External Audit’s Finding 2018-1: Compliance with Enrollment Reporting Requirements presented in the FY 2018 Comprehensive Annual Financial Report:

The National Student Clearinghouse (NSC) is a nonprofit organization established in 1993 that is widely considered a trusted source for higher education enrollment and degree verifications. NSC serves as a single point of contact for the collection and timely exchange of accurate and comprehensive enrollment, degree, and certificate records on behalf of 3,600+ participating institutions of higher education. In completing the FY 2018 financial audit, external auditors found that 3 out of a sample of 40 (7.5%) students was not reported to the NSC.

The Director of Student Records and Registrar indicated in her response to finding 2018-1 that changes would be implemented to their existing procedures to ensure that the circumstances which led to the issue were resolved. Upon further inquiry and review of support provided by the department, we determined that the Admissions and Records department changed their procedures related to the frequency of reports sent to the NSC. We requested to review the updated procedures, however we were informed that while the new process was in place, the changes to the procedures were not formally documented in the department’s Handbook of Operating Procedures.

Recommendation:

1. The Handbook of Operating Procedures should be updated to reflect recent adjustments put into practice within the department related to the frequency of enrollment report submissions to the National Student Clearinghouse.

Management Response:

Accept audit recommendation as presented

1. Management agrees with the recommendation and the following action has been taken. The National Student Clearinghouse enrollment and graduate reporting process and timelines have been added to the Handbook of Operating Procedures manual.

Responsible Individual:

Dir. of Student Records and Registrar

Implementation Date:

7/23/2019

Management stated that during the time period which led to the issue, the department had several employees absent. In response, Admissions and Records sought to hire a Graduation Analyst on 6/18/2018 to assist with ensuring that report deadlines were met. We were able to confirm through Human Resources that the Graduation Analyst was hired to work in the department and tasked with assisting in the submission of student enrollment reports to NSC.

Additionally, we selected a sample of 50 students with recent changes in their enrollment status to verify that they were included in the reports distributed to NSC. We compared the student information from our sample to the enrollment status listed on the NSC website. Based on our testing we were able to verify that all of the students selected in our sample were appropriately included in the reports sent to NSC. No exceptions were noted in this area.

Verification of Management’s Corrective Actions to address the External Audit’s *Finding 2018-2 Compliance with Matching Requirements* presented in the FY 2018 Comprehensive Annual Financial Report:

In completing last year’s financial audit, external auditors also found that South Texas College used Pell grant funds to cover student’s tuition and fees in excess of the student’s TEOG award. Texas Administrative Code (TAC) 22.260 (b) (4) states that “An approved institution may not charge a person receiving a TEOG award through that institution, an amount of tuition and required fees in excess of the amount of the TEOG award received by the person. If an institution’s tuition and fee charge exceeds the TEOG award amount, it may address the shortfall in one of two ways:

- a) It may use other available sources of financial aid, other than a loan or Pell grant to cover any difference in the amount of a TEOG award and the student’s actual amount of tuition and required fees at the institution; or
- b) It may waive the excess charges for the student. However, if a waiver is used, the institution may not report the recipient’s tuition and fees in a way that would increase the general revenue appropriations to the institution.”

In an interview with the Director of Financial Services, we discovered that the practice of using Pell grant funds for matching (e.g. to pay a student’s remaining balance of tuition and fees not fully covered by their TEOG award) was previously allowed by the state and that the regulations requiring the use of funds other than a loan or Pell did not go into effect until sometime around FY 2016. At the time management was unaware of the change and incorrectly continued to use money from student’s Pell grant for matching. The application of Pell awards for matching purposes



caused a group of students to be impacted and receive less of their total eligible award in FY 2016, 2017 and 2018. In order to correct for this, Financial Aid utilized The Texas Public Education Grant (TPEG) or institutional funds as a source for matching rather than funds from Pell. Once the TPEG matching funds were awarded, checks were disbursed to each of the impacted students in FY 2016, 2017 and 2018. Details of the total number of impacted students from FY 2016 – 2018 are provided in the table below:

Semester	Num. of TEOG Awards	Num. of Under Matched	Amt.
Fall 2015	911	473	\$102,852.70
Spring 2016	795	391	\$93,585.20
Fall 2016	1038	569	\$128,881.40
Spring 2017	836	474	\$109,801.59
Fall 2017	1051	574	\$122,290.75
Spring 2018	857	478	\$116,261.25
Total	5488	2959	\$673,672.89

Student Financial Services no longer uses Pell awards for matching and the department’s new procedures require matching funds be paid from an allowable source of financial aid under TAC 22.206 (e.g. TPEG).

In order to verify that management has effectively implemented their stated corrective actions, we selected a sample of 60 students from FY 2016 – 2018 whose tuition and fee charges exceeded their TEOG award. We verified through the system (e.g. Banner) that each student’s shortfall was covered by an available source of financial aid other than loans or Pell grant (e.g. TPEG). We then verified that the students in our sample received a disbursement check from the College that agreed to the amount shown in Banner. The Business Office was able to provide us with check stubs for each of the students selected in our test and we were able to verify that the amount of the checks tied to the information presented in Banner.

We also tested a sample of 40 students that received a TEOG award during fiscal year 2019 to verify that the new procedure for utilizing TPEG funds for matching was implemented. For each of the students within our sample that required matching funds, we were able to verify that TPEG funds were used in accordance with the department’s new procedures. Based on our testing we



determined that the College's new procedures comply with Texas Administrative Code (TAC) §22.260 (b) (4) and Texas Education Code §56.407. No exceptions were noted in this area.

The corrective action plan from the College's Director of Student Financial Services indicated that changes would be made to their existing procedures. We requested to review the updated procedures. Management provided us section 8.3 of the Handbook of Operating Procedures which detailed the department's new procedures for awarding TEOG funds including details to utilize TPEG funds in instances where a student's TEOG funds fail to cover all tuition and fee charges. The related procedure manual was last updated on 12/6/2018. No exceptions were noted in this area.

CONCLUSION

Overall it was determined that Student Financial Services and Admissions and Records established an adequate system of internal controls over State Awards and ensuring that student information is reported timely to the National Student Clearinghouse. Opportunities exist to strengthen internal controls related to ensuring that recent changes to department procedures are formally documented in the Handbook of Operating Procedures manual.

Khalil M. Abdullah CPA, CIA, CGAP, MAcc
Internal Auditor

1/7/2020

Jose Luis Silva CIA, CFE, CGAP
Staff Audit Specialist

1/7/2020

Discussion and Action as Necessary on Terra-Gen Development Company, LLC, Tax Abatement Agreements

- (a) **Buenos Aires Windpower, LLC**
- (b) **Monte Cristo Windpower, LLC**
- (c) **La Joya Windpower, LLC**
- (d) **West Willacy Windpower, LLC (Monte Alto)**

Mary Elizondo will provide an update at the meeting on the Terra-Gen Development Company, LLC, Tax Abatement Agreements and will address any questions from the Board.

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
- 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 terms as authorized by the Board on May 30, 2019. On November 27, 2019, the College received an email from Robert Pena, President of Texas Energy, requesting a revision to each of the Terra-Gen Agreements that were approved by the Board of Trustees on November 26, 2019. The revision requested was regarding the scholarship payout date to change from “payable on date of execution” to “payable at commencement of construction”.

On January 17, 2020, the College received the signed letter from Terra-Gen’s Vice President requesting a revision to each of the Terra-Gen Agreements on the scholarship payout date. The revision requested is to change “payable on the date of execution hereof” to “payable upon notice by the Owner of the Commencement of Construction” and will be as follows:

Terms	Project	Current Agreement Approved on 11/26/19	Revisions Requested by Terra-Gen
Scholarship Contribution Due Date		Payable on the date of execution hereof.	Payable upon notice by the Owner of the Commencement of Construction.
	a. Buenos Aires Windpower, LLC	November 26, 2019	June 30, 2021
	b. Monte Cristo Windpower, LLC	November 26, 2019	June 30, 2021
	c. La Joya Windpower, LLC	November 26, 2019	December 30, 2020
	d. West Willacy Windpower, LLC	November 26, 2019	December 30, 2020

The Finance, Audit, and Human Resources discussed this item under executive session on January 14, 2020, and did not make any recommendation for Board action.

Enclosed Documents – The Terra-Gen Development Company, LLC Tax Abatement letter dated January 17, 2020 to request changes in the terms on the Scholarships payment dates and the tax abatement agreement pages with requested revisions for the four projects follow in the packet for the Committee’s information and review.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize action as needed.

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

The Board of Trustees approves and authorizes action as needed.

Approval Recommended:

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

January 17, 2020

South Texas College Board of Trustees
c/o Dr. Shirley Reed
3201 West Pecan Blvd.
McAllen, TX 78501

Re: Tax Abatements – Monte Alto LLC, Buenos Aires LLC, Monte Cristo LLC, La Joya LLC Wind Projects

Dear Chairman Rodriguez & Trustees:

On behalf of Terra-Gen Renewables Development Company we sincerely thank you and express our gratitude in the recent approval of the tax abatement agreements for the referenced projects. We appreciate the time and numerous hours you, college staff, and legal counsel spent in working with us.


Please know we are ready to sign off on the agreements, however, we have one final request. Terra-Gen is requesting the Board re-consider a change to Section IV, paragraph D, from *“the Owner agrees to make an initial contribution in the amount of \$30,000, to be used by the College for student scholarships, payable on the date of execution hereof.”* changed to *“payable upon notice by the Owner of the Commencement of Construction.”*

The primary reason for this request is the project companies, or LLC’s, have yet to be financed and presently do not have operating income. As we have stated previously, the completion of the abatements is paramount to achieve financial close, finance of the LLC’s, & construction of the project. Upon financial close & commencement of construction, the LLC’s will experience an injection of cash flow from whereby it will be able to meet its obligations and we will gladly submit payment to STC for student scholarships.

Dating back to September 2019 as the draft agreement was being circulated, we submitted this request in red-line format of the agreement draft. With various changes ongoing up to and through the approval in November, and at the fault of no one, it was simply missed in the final process.

Thank You again for this final consideration, as the projects would not become a reality without the assistance of STC. In fact, it is because of your thoughtful attention that the projects will have a lasting positive impact not only on the Rio Grande Valley, but also to South Texas College students.

Sincerely,


Milton R. Howard, Vice President
Terra-Gen Renewables Development

Cc: Robert Peña, Texas Energy Consultants
Mr. Jesus ‘Chuy’ Ramirez, Attorney

Tax Abatement Agreement
between
South Texas College and
Buenos Aires Windpower, LLC

State of Texas

County of Hidalgo

This Tax Abatement Agreement (this “Agreement”) is made and entered into by and between South Texas College (the “College”), acting through its duly elected officers, and Buenos Aires Windpower, LLC, a Texas limited liability company (the “Owner”) as owner of Eligible Property (as hereinafter defined) to be located on the tract of land within the Hidalgo County Enterprise Zone more specifically described in Attachment A to this Agreement. This Agreement becomes effective upon final execution by both parties (the “Effective Date”).

I. Authorization

This Agreement is authorized and its terms governed by Chapter 312 of the Texas Tax Code, as amended, and by the College’s Tax Abatement Guidelines and Criteria, adopted November 28, 2017. The Agreement remains in effect until fulfillment of the obligations described in Paragraph IV (D) herein, unless terminated earlier as provided herein.

II. Definitions

As used in this Agreement, the following terms shall have the meanings set forth below, and any undefined terms shall be given the meanings provided in the Owner’s Application for Chapter 312 Tax Abatement Agreement, a copy of which is attached hereto as Exhibit A, and the College’s Tax Abatement Guidelines and Criteria, as applicable

- A. “Abatement” means the full or partial abatement from ad valorem Maintenance Taxes levied by the College on property in an Enterprise Zone as provided herein, commencing on the date of Final Completion of Construction of the Eligible Property and in no event will the duration of the Abatement period exceed 10 years.
- B. “Act” shall mean Chapter 312 of the Texas Tax Code.
- C. “Calendar Year” means each year beginning on January 1 and ending on December 31.
- D. “Certificate” means a letter, provided by the Owner to the College, certifying that Owner has completed construction of the wind power project or any phase thereof described herein (the “Project”), outlining the Improvements and stipulating the overall Turbine Nameplate Capacity of the Project. Upon receipt of the Certificate, and upon reasonable notice to the Owner, the College may inspect the

- D. As partial consideration for granting tax abatement in Paragraph IV(B) hereof, the Owner agrees to make an initial contribution in the amount of \$30,000, to be used by the College for student scholarships, payable ~~on the date of execution hereof~~ *upon notice by the Owner of the Commencement of Construction*. Owner shall pay the College the sum of \$10,000 and a like amount each year thereafter payable on or before December 31st thereafter for a total sum of \$100,000.

In the event the amounts due under this Paragraph IV(D) are not paid by December 31 of the year in which they are due, the College shall notify the Owner that such payments are due and owing by January 15 of the following year. Delinquent payments shall accrue penalty and interest as provided in the Texas Tax Code commencing thirty days after receipt of notice of such delinquency from the College. A continuing breach hereunder may subject Owner to a default.

In consideration of the Owner's performance of its obligations under this Agreement, the College agrees that the Owner shall receive a tax abatement relative to the Added Value of the Eligible Property located on the Site based on the percentage amounts set out in Exhibit B attached hereto during the Incentive Period for the College's Maintenance and Operation's ad valorem taxes. The tax abatement does not apply to the College's interest and sinking fund tax. The PILOT amount shall be paid in ANNUAL installments no later than December 31, of each Operational Year during the abatement period (the "**PILOT Payments**").

- E. Owner agrees, warrants and represents that the Improvements described in Paragraph III hereof, once constructed, will remain in place until at least twenty (20) Calendar Years after the date the Certificate for such Improvements is provided to the College by the Owner ("Term"); provided that nothing herein prevents Owner from replacing equipment or fixtures comprising the Improvements prior to that date, as long as such replacement does not result in a reduction of the Certified Appraised Value of the Improvements. In the event that Owner removes Improvements (comprising in the aggregate amount of more than 5% of all Improvements), the Owner's removal shall not be deemed a default under this Agreement if Owner pays to the College liquidated damages for such removal (a) within thirty (30) days after demand, amounts equal to the pro rata portion of maintenance and debt taxes relating to such removed Improvements which otherwise would have been paid to the College through the date of such removal without the benefit of a tax abatement, and (b) during the remaining term of the abatement period, payable by Owner and recoupable by College, an amount equal to the maintenance and debt taxes which would otherwise be payable to College on the projected Residual Value of the Property less the Removed Improvements at the maintenance and debt rates then in effect on the date of the removal of Improvements. Notwithstanding the amendment to address the reduction in taxable value, College may assert its right to recoup abatements based on the lesser residual value of the Eligible Property after the abatement period. IN THE EVENT OF A BREACH OF THIS PARAGRAPH IV(E), THE SOLE REMEDY OF THE COLLEGE, AND OWNER'S SOLE LIABILITY,

**Tax Abatement Agreement
between
South Texas College and
Monte Cristo Windpower, LLC**

State of Texas

County of Hidalgo

This Tax Abatement Agreement (this “Agreement”) is made and entered into by and between South Texas College (the “College”), acting through its duly elected officers, and Monte Cristo Windpower, LLC, a Texas limited liability company (the “Owner”) as owner of Eligible Property (as hereinafter defined) to be located on the tract of land within the Hidalgo County Enterprise Zone more specifically described in Attachment A to this Agreement. This Agreement becomes effective upon final execution by both parties (the “Effective Date”).

I. Authorization

This Agreement is authorized and its terms governed by Chapter 312 of the Texas Tax Code, as amended, and by the College’s Tax Abatement Guidelines and Criteria, adopted November 28, 2017. The Agreement remains in effect until fulfillment of the obligations described in Paragraph IV (D) herein, unless terminated earlier as provided herein.

II. Definitions

As used in this Agreement, the following terms shall have the meanings set forth below, and any undefined terms shall be given the meanings provided in the Owner’s Application for Chapter 312 Tax Abatement Agreement, a copy of which is attached hereto as Exhibit A, and the College’s Tax Abatement Guidelines and Criteria, as applicable

- A. “Abatement” means the full or partial abatement from ad valorem Maintenance Taxes levied by the College on property in an Enterprise Zone as provided herein, commencing on the date of Final Completion of Construction of the Eligible Property and in no event will the duration of the Abatement period exceed 10 years.
- B. “Act” shall mean Chapter 312 of the Texas Tax Code.
- C. “Calendar Year” means each year beginning on January 1 and ending on December 31.
- D. “Certificate” means a letter, provided by the Owner to the College, certifying that Owner has completed construction of the wind power project or any phase thereof described herein (the “Project”), outlining the Improvements and stipulating the overall Turbine Nameplate Capacity of the Project. Upon receipt of the Certificate, and upon reasonable notice to the Owner, the College may inspect the

- D. As partial consideration for granting tax abatement in Paragraph IV(B) hereof, the Owner agrees to make an initial contribution in the amount of \$30,000, to be used by the College for student scholarships, payable ~~on the date of execution hereof~~ *upon notice by the Owner of the Commencement of Construction*. Owner shall pay the College the sum of \$10,000 and a like amount each year thereafter payable on or before December 31st thereafter for a total sum of \$100,000.

In the event the amounts due under this Paragraph IV(D) are not paid by December 31 of the year in which they are due, the College shall notify the Owner that such payments are due and owing by January 15 of the following year. Delinquent payments shall accrue penalty and interest as provided in the Texas Tax Code commencing thirty days after receipt of notice of such delinquency from the College. A continuing breach hereunder may subject Owner to a default.

In consideration of the Owner's performance of its obligations under this Agreement, the College agrees that the Owner shall receive a tax abatement relative to the Added Value of the Eligible Property located on the Site based on the percentage amounts set out in Exhibit B attached hereto during the Incentive Period for the College's Maintenance and Operation's ad valorem taxes. The tax abatement does not apply to the College's interest and sinking fund tax. The PILOT amount shall be paid in ANNUAL installments no later than December 31, of each Operational Year during the abatement period (the "**PILOT Payments**").

- E. Owner agrees, warrants and represents that the Improvements described in Paragraph III hereof, once constructed, will remain in place until at least twenty (20) Calendar Years after the date the Certificate for such Improvements is provided to the College by the Owner ("Term"); provided that nothing herein prevents Owner from replacing equipment or fixtures comprising the Improvements prior to that date, as long as such replacement does not result in a reduction of the Certified Appraised Value of the Improvements. In the event that Owner removes Improvements (comprising in the aggregate amount of more than 5% of all Improvements), the Owner's removal shall not be deemed a default under this Agreement if Owner pays to the College liquidated damages for such removal (a) within thirty (30) days after demand, amounts equal to the pro rata portion of maintenance and debt taxes relating to such removed Improvements which otherwise would have been paid to the College through the date of such removal without the benefit of a tax abatement, and (b) during the remaining term of the abatement period, payable by Owner and recoupable by College, an amount equal to the maintenance and debt taxes which would otherwise be payable to College on the projected Residual Value of the Property less the Removed Improvements at the maintenance and debt rates then in effect on the date of the removal of Improvements. Notwithstanding the amendment to address the reduction in taxable value, College may assert its right to recoup abatements based on the lesser residual value of the Eligible Property after the abatement period. IN THE EVENT OF A BREACH OF THIS PARAGRAPH IV(E), THE SOLE REMEDY OF THE COLLEGE, AND OWNER'S SOLE LIABILITY,

**Tax Abatement Agreement
between
South Texas College and
La Joya Windpower, LLC**

State of Texas

County of Hidalgo

This Tax Abatement Agreement (this “Agreement”) is made and entered into by and between South Texas College (the “College”), acting through its duly elected officers, and La Joya Windpower, LLC, a Texas limited liability company (the “Owner”) as owner of Eligible Property (as hereinafter defined) to be located on the tract of land within the Hidalgo County Enterprise Zone more specifically described in Attachment A to this Agreement. This Agreement becomes effective upon final execution by both parties (the “Effective Date”).

I. Authorization

This Agreement is authorized and its terms governed by Chapter 312 of the Texas Tax Code, as amended, and by the College’s Tax Abatement Guidelines and Criteria, adopted November 28, 2017. The Agreement remains in effect until fulfillment of the obligations described in Paragraph IV (D) herein, unless terminated earlier as provided herein.

II. Definitions

As used in this Agreement, the following terms shall have the meanings set forth below, and any undefined terms shall be given the meanings provided in the Owner’s Application for Chapter 312 Tax Abatement Agreement, a copy of which is attached hereto as Exhibit A, and the College’s Tax Abatement Guidelines and Criteria, as applicable

- A. “Abatement” means the full or partial abatement from ad valorem Maintenance Taxes levied by the College on property in an Enterprise Zone as provided herein, commencing on the date of Final Completion of Construction of the Eligible Property and in no event will the duration of the Abatement period exceed 10 years.
- B. “Act” shall mean Chapter 312 of the Texas Tax Code.
- C. “Calendar Year” means each year beginning on January 1 and ending on December 31.
- D. “Certificate” means a letter, provided by the Owner to the College, certifying that Owner has completed construction of the wind power project or any phase thereof described herein (the “Project”), outlining the Improvements and stipulating the overall Turbine Nameplate Capacity of the Project. Upon receipt of the Certificate, and upon reasonable notice to the Owner, the College may inspect the

- D. As partial consideration for granting tax abatement in Paragraph IV(B) hereof, the Owner agrees to make an initial contribution in the amount of \$30,000, to be used by the College for student scholarships, payable ~~on the date of execution hereof~~ *upon notice by the Owner of the Commencement of Construction*. Owner shall pay the College the sum of \$10,000 and a like amount each year thereafter payable on or before December 31st thereafter for a total sum of \$100,000.

In the event the amounts due under this Paragraph IV(D) are not paid by December 31 of the year in which they are due, the College shall notify the Owner that such payments are due and owing by January 15 of the following year. Delinquent payments shall accrue penalty and interest as provided in the Texas Tax Code commencing thirty days after receipt of notice of such delinquency from the College. A continuing breach hereunder may subject Owner to a default.

In consideration of the Owner's performance of its obligations under this Agreement, the College agrees that the Owner shall receive a tax abatement relative to the Added Value of the Eligible Property located on the Site based on the percentage amounts set out in Exhibit B attached hereto during the Incentive Period for the College's Maintenance and Operation's ad valorem taxes. The tax abatement does not apply to the College's interest and sinking fund tax. The PILOT amount shall be paid in ANNUAL installments no later than December 31, of each Operational Year during the abatement period (the "**PILOT Payments**").

- E. Owner agrees, warrants and represents that the Improvements described in Paragraph III hereof, once constructed, will remain in place until at least twenty (20) Calendar Years after the date the Certificate for such Improvements is provided to the College by the Owner ("Term"); provided that nothing herein prevents Owner from replacing equipment or fixtures comprising the Improvements prior to that date, as long as such replacement does not result in a reduction of the Certified Appraised Value of the Improvements. In the event that Owner removes Improvements (comprising in the aggregate amount of more than 5% of all Improvements), the Owner's removal shall not be deemed a default under this Agreement if Owner pays to the College liquidated damages for such removal (a) within thirty (30) days after demand, amounts equal to the pro rata portion of maintenance and debt taxes relating to such removed Improvements which otherwise would have been paid to the College through the date of such removal without the benefit of a tax abatement, and (b) during the remaining term of the abatement period, payable by Owner and recoupable by College, an amount equal to the maintenance and debt taxes which would otherwise be payable to College on the projected Residual Value of the Property less the Removed Improvements at the maintenance and debt rates then in effect on the date of the removal of Improvements. Notwithstanding the amendment to address the reduction in taxable value, College may assert its right to recoup abatements based on the lesser residual value of the Eligible Property after the abatement period. IN THE EVENT OF A BREACH OF THIS PARAGRAPH IV(E), THE SOLE REMEDY OF THE COLLEGE, AND OWNER'S SOLE LIABILITY,

**Tax Abatement Agreement
between
South Texas College and
Monte Alto Windpower, LLC**

State of Texas

County of Hidalgo

This Tax Abatement Agreement (this “Agreement”) is made and entered into by and between South Texas College (the “College”), acting through its duly elected officers, and Monte Alto Windpower, LLC, a Texas limited liability company (the “Owner”) as owner of Eligible Property (as hereinafter defined) to be located on the tract of land within the Hidalgo County Enterprise Zone more specifically described in Attachment A to this Agreement. This Agreement becomes effective upon final execution by both parties (the “Effective Date”).

I. Authorization

This Agreement is authorized and its terms governed by Chapter 312 of the Texas Tax Code, as amended, and by the College’s Tax Abatement Guidelines and Criteria, adopted November 28, 2017. The Agreement remains in effect until fulfillment of the obligations described in Paragraph IV (D) herein, unless terminated earlier as provided herein.

II. Definitions

As used in this Agreement, the following terms shall have the meanings set forth below, and any undefined terms shall be given the meanings provided in the Owner’s Application for Chapter 312 Tax Abatement Agreement, a copy of which is attached hereto as Exhibit A, and the College’s Tax Abatement Guidelines and Criteria, as applicable

- A. “Abatement” means the full or partial abatement from ad valorem Maintenance Taxes levied by the College on property in an Enterprise Zone as provided herein, commencing on the date of Final Completion of Construction of the Eligible Property and in no event will the duration of the Abatement period exceed 10 years.
- B. “Act” shall mean Chapter 312 of the Texas Tax Code.
- C. “Calendar Year” means each year beginning on January 1 and ending on December 31.
- D. “Certificate” means a letter, provided by the Owner to the College, certifying that Owner has completed construction of the wind power project or any phase thereof described herein (the “Project”), outlining the Improvements and stipulating the overall Turbine Nameplate Capacity of the Project. Upon receipt of the Certificate, and upon reasonable notice to the Owner, the College may inspect the

- D. As partial consideration for granting tax abatement in Paragraph IV(B) hereof, the Owner agrees to make an initial contribution in the amount of \$30,000, to be used by the College for student scholarships, payable ~~on the date of execution hereof~~ *upon notice by the Owner of the Commencement of Construction*. Owner shall pay the College the sum of \$10,000 and a like amount each year thereafter payable on or before December 31st thereafter for a total sum of \$100,000.

In the event the amounts due under this Paragraph IV(D) are not paid by December 31 of the year in which they are due, the College shall notify the Owner that such payments are due and owing by January 15 of the following year. Delinquent payments shall accrue penalty and interest as provided in the Texas Tax Code commencing thirty days after receipt of notice of such delinquency from the College. A continuing breach hereunder may subject Owner to a default.

In consideration of the Owner's performance of its obligations under this Agreement, the College agrees that the Owner shall receive a tax abatement relative to the Added Value of the Eligible Property located on the Site based on the percentage amounts set out in Exhibit B attached hereto during the Incentive Period for the College's Maintenance and Operation's ad valorem taxes. The tax abatement does not apply to the College's interest and sinking fund tax. The PILOT amount shall be paid in ANNUAL installments no later than December 31, of each Operational Year during the abatement period (the "**PILOT Payments**").

- E. Owner agrees, warrants and represents that the Improvements described in Paragraph III hereof, once constructed, will remain in place until at least twenty (20) Calendar Years after the date the Certificate for such Improvements is provided to the College by the Owner ("Term"); provided that nothing herein prevents Owner from replacing equipment or fixtures comprising the Improvements prior to that date, as long as such replacement does not result in a reduction of the Certified Appraised Value of the Improvements. In the event that Owner removes Improvements (comprising in the aggregate amount of more than 5% of all Improvements), the Owner's removal shall not be deemed a default under this Agreement if Owner pays to the College liquidated damages for such removal (a) within thirty (30) days after demand, amounts equal to the pro rata portion of maintenance and debt taxes relating to such removed Improvements which otherwise would have been paid to the College through the date of such removal without the benefit of a tax abatement, and (b) during the remaining term of the abatement period, payable by Owner and recoupable by College, an amount equal to the maintenance and debt taxes which would otherwise be payable to College on the projected Residual Value of the Property less the Removed Improvements at the maintenance and debt rates then in effect on the date of the removal of Improvements. Notwithstanding the amendment to address the reduction in taxable value, College may assert its right to recoup abatements based on the lesser residual value of the Eligible Property after the abatement period. IN THE EVENT OF A BREACH OF THIS PARAGRAPH IV(E), THE SOLE REMEDY OF THE COLLEGE, AND OWNER'S SOLE LIABILITY,

Review and Action as Necessary on 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.

Timeline

This item was first included on the Board agenda on October 29, 2019, but was deferred to a later date due to time constraints. It was included in the Facilities Committee and Board agendas for November 2019, at which the Chairman of the Board appointed a committee to review and propose revisions to the evaluation criteria, comprised of Mr. Gary Gurwitz, Dr. Alejo Salinas, Jr., and Ms. Rose Benavidez. Although discussed generally at the December 3, 2019 Facilities Committee, the item was deferred to the December 10, 2019 Board meeting, at which it was ultimately deferred to the January 14, 2020 Facilities Committee meeting. Below is a bulleted timeline of the above information:

October 2019

- On October 8, 2019, Dr. Alejo Salinas, Jr. asked that the criteria for the evaluation of construction proposals be presented for review and consideration by the Board.
- On October 29, 2019, Mrs. Mary Elizondo was prepared to deliver the presentation.
 - Due to time constraints, the presentation was deferred to the November 12, 2019 Facilities Committee meeting

November 2019

- On November 12, 2019, Mrs. Elizondo was prepared to deliver the presentation detailing the process to receive and evaluate construction proposals.
 - The Committee discussed the process in broad terms.
 - The Committee further recommended that the Chairman of the Board appoint a committee to review Construction Proposal Evaluation Criteria.
 - The Committee deferred the presentation to the November 26, 2019 Regular Board Meeting.
- On November 26, 2019, Mrs. Mary Elizondo was prepared to deliver the presentation.
 - Chairman Rodriguez appointed a committee comprised of Mr. Gary Gurwitz, Dr. Alejo Salinas, Jr., and Ms. Rose Benavidez to an ad-hoc

committee for the purpose of reviewing and proposing revisions to the Construction Proposal Evaluation Criteria.

- Due to time constraints, the Board deferred the presentation to the December 3, 2019 Facilities Committee meeting

December 2019

- On December 3, 2019, Mrs. Elizondo was prepared to deliver the presentation detailing the process to receive and evaluate construction proposals.
 - The Committee discussed the process in broad terms, including the inclusion of contracted design professionals on the team evaluating construction proposals.
 - The Committee deferred the presentation to the December 10, 2019 Regular Board Meeting.
- On December 10, 2019, Mrs. Mary Elizondo was prepared to deliver the presentation.
 - Due to time constraints, the Board deferred the presentation to the January 14, 2020 Facilities Committee meeting

January 2020

- On January 14, 2020, Mrs. Elizondo presented on the evaluation process and responded to questions about:
 - relevant procurement laws,
 - the makeup and procedures of the evaluation committee, and
 - the inclusion of the design professional serving as architect/engineer of record on a project within the evaluation committee.
- The Committee ran short of time before any discussion of the actual evaluation criteria metrics used in the review of construction proposals.

The presentation is provided in the Board packet.

No action is requested.

Evaluation Criteria for Construction Proposals (RFP)



January 14, 2020 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



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 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 Architect – AIA Document

- The Architect is involved with the procurement of construction services based on the AIA Document B101-2017 Standard Form of Agreement Between the Owner and Architect provided by Legal Counsel.
- **3.5.3.2 Construction Services Procurement Phase**
 - The Architect shall assist the Owner in the procurement of construction services, as follows:
 - 1 together with the Owner's representative (s) shall publicly open the competitive sealed proposals and read aloud the names of the Offerors and the monetary proposals, if any, stated in each proposal;
 - 2 together with the Owner's representative (s) shall evaluate and rank each proposal submitted, in relation to the published selection criteria, and offers its opinion if one is requested as to the Offeror that offers the best value to the Owner's Board of Trustees for the district based on the published selection criteria and on its ranking evaluation; and
 - 3 together with the Owner's representatives, discuss with the selected Offeror options for a scope or time modification and any price change associated with the modification, attempt to negotiate a contract with the selected Offeror.

Construction Request for Proposal (RFP) Evaluation Engineer – Contract Agreement

- The Engineer is involved with the procurement of construction services based on the Contract Agreement Between the Owner and Engineer.
- **1.4.4 Bidding or Negotiating Phase**
 - Assist the Owner in obtaining bids, prepare and evaluate tabulations of bid received; and submit the Engineer's recommendation for the award of contract to the Owner.

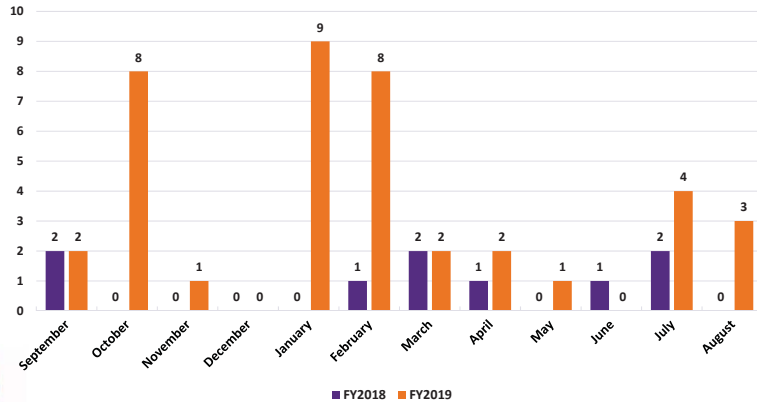
Construction Request for Proposal (RFP) Evaluation Peer Review

- STC contacted other community colleges and received 5 responses.
 - Architects and engineers serve in different capacities as follows:
 - Advisory role to the evaluation committee
 - Non voting member of the evaluation committee
 - An evaluator in the evaluation committee
 - Review and opine on technical requirements

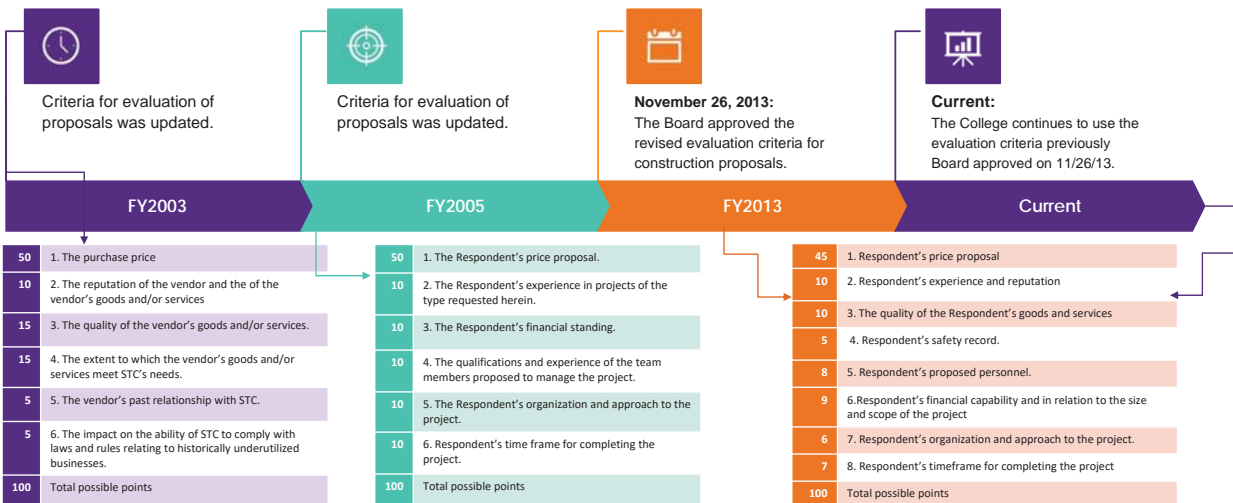
Construction Request for Proposal (RFP) Evaluation Request for Public Information

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

Construction RFP Respondent Questionnaire

Criteria	Evaluation Points		
3. Criterion: The quality of the Respondent's goods or services.	Maximum 10 Points		
<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 an minimum of 3 points for item (e) unless it is determined that past performance is poor). References for similar projects will be contacted and responses will be considered as part of this evaluation.</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		
5. Criterion: The Respondent's proposed personnel.	Maximum 8 Points		
<p>a. Provide resumes of the Respondent's team that will be directly involved in the project. The resume must include experience in similar projects, number of years with the firm and city of residence.</p> <p>b. Describe the project assignments and the percent of time each team member will be involved in the project.</p> <p>c. Provide list of member(s) on your staff, directly involved in managing the project, who are Certified Construction Manager through the Construction Management Association of America (CMAA) or similar.</p> <p>d. Within 24 hours after the proposal delivery date and time, provide a list of key subcontractors to be used including a list of five projects recently completed by each subcontractor.</p>	<p>Points scale: 8 excellent 6 to 7 acceptable 3 to 5 marginal 0 to 2 poor/no response</p>		
6. Criterion: Respondent's financial capability and relation to the size and scope of the project.	Maximum 9 Points		
<p>a. Attach a letter of intent from a surety company indicating your company's ability to bond for the entire construction cost of the project and total bonding limitation.</p> <p>b. Is your company currently in default on any loan agreement or financing agreement with any bank, financial institution or other entity? If yes, provide details and prospects for resolution.</p> <p>c. Provide a list and description of all construction projects currently under contract including total cost and start and end dates.</p> <p>d. Attach a Dunn and Bradstreet Analysis or current financial statements, preferably audited.</p>	<p>Points scale: 8 to 9 excellent 6 to 7 acceptable 3 to 5 marginal 0 to 2 poor/no response</p>		
Excellent – respondent provided information which fully addressed or exceeded the requirements	Acceptable – respondent provided information which addressed most but not all of the requirements	Marginal – respondent provided minimal information on requirements	Poor/no response – respondent provided inadequate responses to requirements or did not respond.

Construction RFP Respondent Questionnaire

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

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

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

Approval of substantial completion of the Portable Buildings MEP Infrastructure at the Regional Center for Public Safety Excellence (RCPSE) project is requested.

	Project	Completion Recommended	Date Received
1.	Portable Buildings MEP Infrastructure at the Regional Center for Public Safety Excellence Project No. 2019-018C Engineer: DBR Engineering Consultants, Inc. Contractor: Metro Electric, Inc.	Substantial Completion Recommended	January 8, 2020

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 MEP infrastructure for the installation of portable buildings at the RCPSE.

College staff visited the site and developed a construction punch list on January 8, 2020. A Certificate of Substantial Completion has been issued. Substantial Completion was accomplished within the time allowed in the Owner/Contractor agreement for this project by Metro Electric, Inc.

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 Portable Buildings MEP Infrastructure at the RCPSE project as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize substantial completion of the Portable Buildings MEP Infrastructure at the RCPSE 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 MEP Infrastructure at the RCPSE project as presented.

Approval Recommended:

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

NOTICE OF SUBSTANTIAL COMPLETION

PROJECT NO. 198012.000

PROJECT: RCPSE Portable Buildings

DATE OF SUBSTANTIAL COMPLETION: January 8, 2020

To:
Metro Electric
1901 Industrial Dr
McAllen, TX 78504

Gentlemen:

This is to advise you that the Work has been reviewed, inspected and determined, to the best knowledge, information and belief of the Engineer, to be substantially complete as of the date noted above in accordance with the criteria outlined in The General Conditions of the Contract and the Specifications, including without limitation a) suitable for occupancy, b) determined to be fully and comfortably usable, and c) fully cleaned and appropriate for presentation to the public.

A punch list of work to be completed, work not in compliance with the Drawings or Specifications, and unsatisfactory work is attached. The Contractor shall complete each and every item identified on the punch list specifying the Subcontractor or trade responsible for the work, and the dates that the completion or correction will be commenced and finished prior to Final Acceptance

Except as stated in this Notice of Substantial Completion, all manufacturers' warranties, other special warranties and the Contractor's one-year obligation to perform remedial work, shall commence on the Date of Substantial Completion noted above.

This Notice of Substantial Completion shall be effective and establish the Date of Substantial Completion.



By: Hugo H. Avila, P.E.
Project Manager


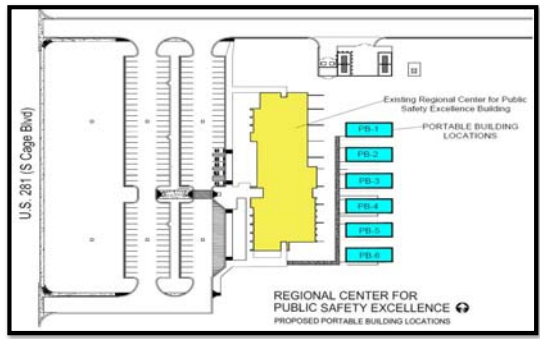
Date: January 8, 2020



Regional Center for Public Safety Excellence
Portable Buildings MEP Infrastructure

Project Fact Sheet

1/8/2020

Project Name: RCPSE - Portable Buildings MEP Infrastructure		Project No. 2019-018C	
Funding Source(s): Renewals & Replacements Fund	Contract Budget		Actual Expenditures
	Construction: \$ 123,291	Design: 5,900	Variance of Original Budget vs. Actual Expenditures To Date
	Miscellaneous: -	FFE: -	To Date
	Technology: -	Total: \$ 129,191	Expenditures To Date
			\$ 52,840 \$ 70,452
			4,720 1,180
			3,008 (3,008)
			- -
			- -
			\$ 60,568 \$ 68,624
Architect/Engineer: DBR / Dannenbaum Eng.	Board Approval of Schematic Design N/A		
Contractor: Metro Electric, Inc.			
STC FPC Project Manager: Samuel Saldaña	Substantial Completion TBD	Board Acceptance TBD	
	Final Completion TBD	Board Acceptance TBD	
Project Description		Project Scope	
Provide MEP infrastructure for the installation of portable buildings.		Installation of electrical, mechanical, plumbing, and communication infrastructure for the portable buildings, including wiring, conduit, panels, data cabling, and HVAC drains.	
Projected Timeline			
Board Approval of Architect	Board Approval of Schematic Design	Board Approval of Contractor	Construction Start Date
3/26/2019	N/A	7/23/2019	7/29/2019
			Substantial Completion Date
			1/9/2020
			Final Completion Date
			12/18/2019
			FFE Completion of Move In
			1/18/2020
Project Calendar of Expenditures by Fiscal Year			
Fiscal Year	Construction	Design	Misc.
2019-20	\$ 52,840	\$ 4,720	\$ 3,008
Project Total	\$ 52,840	\$ 4,720	\$ 3,008
			FFE
			\$ -
			Tech
			\$ -
			Project Total
			\$ 60,568
			\$ 60,568
Current Agenda Item			
1/14/20 Facilities Committee: Review and Recommend Action on Substantial Completion for the Portable Buildings Mechanical, Electrical, and Plumbing (MEP) Infrastructure at the Regional Center for Public Safety Excellence			
			

Review and Action as Necessary on Final Completion of the Technology Campus Concrete Floor Repairs in Advanced Technical Careers Building B

Approval of final 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	Final Completion Recommended	January 6, 2020

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.

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 5 Star GC Construction, LLC be approved. The original cost approved for this project was in the amount of \$64,300.

The following chart summarizes the above information:

Construction Budget	Approved Proposal Amount	Net Total Change Orders	Final Project Cost	Previous Amount Paid	Remaining Balance
\$80,000.00	\$64,300.00	\$14,375.00	\$78,675.00	\$74,741.25	\$3,933.75

On January 6, 2020, CLH Engineering, Inc. inspected the site to confirm that all punch list items were completed.

Enclosed Documents

A copy of the Final Completion is enclosed for the Board's review and information.

The Facilities Committee recommended Board approval of final completion of the Technology Campus Concrete Floor Repairs in Advanced Technical Careers Building B project and release of final payment of \$3,933.75 to 5 Star GC Construction, LLC as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the final completion of the Technology Campus Concrete Floor Repairs in Advanced Technical Careers Building B project and release of final payment of \$3,933.75 to 5 Star GC Construction, LLC as presented.

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

The Board of Trustees approves and authorizes the final completion of the Technology Campus Concrete Floor Repairs in Advanced Technical Careers Building B project and release of final payment of \$3,933.75 to 5 Star GC Construction, LLC 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

January 6, 2020

Mr. Ricardo de la Garza
Director of Facilities Planning and Construction
P.O. Box 9701
McAllen, TX 78501

Project: STC Technology Building B Concrete Floor Repairs
Owner: South Texas College
Contractor: 5 Star GC Construction, LLC

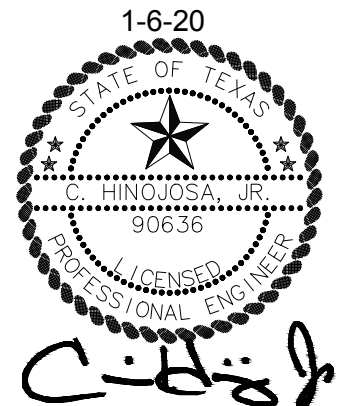
Dear Mr. de la Garza,

A final inspection of the “STC Technology Building B Concrete Floor Repairs” project was conducted today, January 6, 2020, to determine construction completion. All work was found to be in substantial conformance with the plans and specifications of the project’s contract documents. We recommend the construction project to be accepted as complete. But, we do not recommend the release of the final payment to 5 Star GC Construction, LLC until the closeout documents have been submitted and accepted.

It has been a pleasure to be able to serve you in this matter, should any questions arise, please feel free to call my office at (956) 687-5560.

Respectfully submitted,

Cloromiro Hinojosa Jr., P.E.
CLH Engineering, Inc.



Project Fact Sheet

1/9/2020

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	\$ 74,741	\$ 5,259
	Design:	4,800	3,200	1,600
	Miscellaneous:	10,407	9,022	1,385
	FFE:	-		-
	Technology:	-		-
Total:	\$ 95,207	\$ 86,963	\$ 8,244	
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	\$ 74,741	\$ 3,200	\$ 9,022	\$ -	\$ -	\$ 86,963
Project Total	\$ 74,741	\$ 3,200	\$ 9,022	\$ -	\$ -	\$ 86,963

Current Agenda Item

1/14/20 Facilities Committee: Review and Recommend Action on Final Completion of the Technology Campus Concrete Floor Repairs in Advanced Technical Careers Building B



Review and Action as Necessary on Outstanding Issues Action Plan

College staff from Finance and Administrative Services and Facilities Planning and Construction have prepared a list outlining outstanding issues that are pending for various construction projects.

The Board packet includes an Outstanding Issues Action Plan as developed and maintained by administration.

Campus Specific Outstanding Issues:

1. Pecan Campus Sand Volleyball Courts
2. Pecan Campus Athletic Field Fence Enclosure

The Facilities Committee reviewed these items on January 14, 2020, and did not provide any recommendations for Board action at that time.

Staff is prepared to provide a new update as necessary on January 28, 2020.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize action as necessary regarding the outstanding issues action plan items.

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

The Board of Trustees approves and authorizes action as necessary regarding the outstanding issues action plan items.

Approval Recommended:

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

Outstanding Issues Action Plan
January 28, 2020 Facilities Committee Meeting
as of 1/23/20

#	Description of Issues	Responsible Parties	Status	Due Date	Comments/Notes	Resolution / Action Item
<i>Pecan Campus</i>						
1	Pecan Campus Sand Volleyball Court Issues	NM Contracting	Pending	11/26/2019 1/13/2020 1/23/2020	<p>5/30/2019: Sand issue was brought to the attention of the NM Contracting by Alvarado Architects & Associates</p> <p>7/9/19: Substantial completion was presented to the Facilities Committee</p> <p>7/23/19: Board of Trustees took no action in regards to the substantial completion.</p> <p>8/27/19: Executive Session: The Board approved and authorized the declaration of a breach of contract, filling of a performance bond and delegating authority to the College President to complete the project.</p> <p>9/4/19: The College President issued formal notice to both contractor and bonding company for this project.</p> <p>10/2/19: Terracon (Construction Material Testing Company) issued statement regarding performed sand material tests and conversation held with Fordyce Pit.</p> <p>11/20/19: Legal counsel reviewing all pertinent documents regarding sand material issue, including but not limited to agreements, contract documents, submittals, testing reports, and correspondence. Legal counsel to provide direction on how to proceed once review has been completed. Staff has maintained a detailed timeline of the issue.</p> <p>11/26/19: Staff consulted with legal counsel and was instructed to notify the contractor that the nonconforming sand will need to be replaced to conform with plans and specifications.</p> <p>11/27/19: Drafts of resolution of sand material issue to the contractor and a claim on the performance bond to the surety company were reviewed by legal counsel and to be forwarded to administration on 12/2/2019 for review and signature.</p> <p>11/29/19: Contractor issued an email stating that NM Contracting would move forward on replacing the sand material in its entirety.</p> <p>12/3/19: College President issued a formal letter in response to the contractor's email dated 11/29/19. Specific items were requested and a deadline of 1/13/2020 was established. 12/17/19: Contractor sent email stating they had requested a sample from the sand material supplier that they had not received.</p> <p>12/23/19: College staff issued a reminder by email that the contractor's deadline was January 13, 2020.</p> <p>1/7/2020: NM Contracting, LLC stated in an email that the sand supplier will be reopened on 1/8/2020 so they can provide a sand sample for testing and approval by the Architect. The contractor stated that due to the sand supplier not operating during the holiday break, they will not be able to complete the work by the January 13, 2020 deadline. A timeline for completion was not provided.</p> <p>1/7/2020: Contractor provided a preliminary estimated schedule that has 2/28/20 as the completion date for the sand replacement.</p> <p>1/13/2020: The College's legal counsel reached out to the contractor's legal counsel to determine the status of the project. NM Contracting, LLC. has stated that they intend to replace the sand to meet the College's requirements</p> <p>1/21/2020: The College's legal counsel reached out to NM Contracting, LLC's legal counsel for status of the replacement sand to develop an agreement that specifies a deadline to complete the project and has a liquidated damages stipulation.</p> <p>1/23/2020: The College's legal counsel has developed a draft agreement for settling the completion of the project and has forwarded it to NM Contracting, LLC's legal counsel for their consideration.</p>	Staff will request direction from Legal Counsel.
2	Non-conforming sand material	NM Contracting	Pending	11/26/2019 1/13/2020 1/23/2020	<p>Date of Substantial Completion by Contract: August 15, 2019</p> <p>11/20/19: Substantial Completion walk-thru scheduled for November 22, 2019. Contractor has passed the established Substantial Completion date and may be subject to liquidated damages of \$100 per day as per the owner/contractor agreement. Staff will discuss with legal counsel to determine direction on how to proceed. Staff has maintained a detailed timeline of the issue.</p> <p>11/26/19: Legal counsel has provided direction to possibly negotiate a liquidated damages amount.</p> <p>1/7/2020: NM Contracting, LLC has not provided closeout documents or requested a final completion walkthrough to verify that the punchlist items have been completed.</p> <p>1/10/2020: It was verified that the punchlist was still not complete and closeout documents were still not provided.</p> <p>1/17/2020: It was verified that the punchlist was still not complete. Contractor has provided the Closeout Documents.</p> <p>1/23/2020: It was verified that some punchlist items are still pending. (damaged fence panels and incorrect bolts)</p>	Staff has notified the contractor that the final completion walkthrough and closeout documents are still pending.

Update on Status of Unexpended Plant Fund Construction Projects

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

South Texas College
Unexpended Plant Fund - Capital Improvement Projects (CIP)
Project Schedule

#	Project No.	Projects	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	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	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	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	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	1/10/2020	N/A	10 months
5	2018-025C	Building D Renovation	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	N/A	N/A	N/A	7/10/2018	7/24/2018	5/7/2019	5/14/2019	5/30/2019	11/12/2019	11/26/2019	1/20/2020	4/20/2020	5/20/2020	6/20/2020	19 months
7	2019-001C	Student Activities Center Building H West Elevation Modifications	6/2/2020	7/14/2020	7/28/2020	9/8/2020	9/22/2020	11/2020	12/2020	12/2020	4/2021	4/2021	5/2021	8/2021	9/2021	N/A	20 months
8	2019-003C	Park & Ride Portable Renovation and Fence Enclosure for College Vehicles	6/2/2020	7/14/2020	7/28/2020	9/8/2020	9/22/2020	11/2020	12/2020	12/2020	4/2021	4/2021	5/2021	8/2021	9/2021	N/A	20 months
9	2019-002C	Cooling Tower Screen Upgrades	6/2/2020	7/14/2020	7/28/2020	9/8/2020	9/22/2020	11/2020	12/2020	12/2020	4/2021	4/2021	5/2021	8/2021	9/2021	N/A	20 months
10	2019-005C	Site Improvements to North Pecan Campus	6/2/2020	7/14/2020	7/28/2020	9/8/2020	9/22/2020	11/2020	12/2020	12/2020	4/2021	4/2021	5/2021	8/2021	9/2021	N/A	20 months
11	2020-008C	Business and Science Building G Classroom Renovation	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	N/A	N/A	N/A	N/A	N/A	3/3/2020	4/14/2020	4/28/2020	8/11/2020	8/25/2020	9/20/2020	12/20/2020	1/20/2021	N/A	11 months
Pecan Plaza																	
13	2020-002C	Building C Kinesiology Renovation	9/3/2019	9/10/2019	9/24/2019	12/3/2019	12/10/2019	3/3/2020	3/10/2020	3/31/2020	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	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	N/A	N/A	N/A	2/12/2019	2/26/2019	11/1/2019	11/12/2019	11/26/2019	4/14/2020	4/28/2020	5/25/2020	8/25/2020	9/25/2020	10/25/2020	17 months
16	2019-013C	West Entry Campus Sign	N/A	N/A	N/A	N/A	N/A	11/5/2019	11/12/2019	11/26/2019	3/10/2020	3/31/2020	4/15/2020	7/15/2020	8/15/2020	N/A	9 months
Technology Campus																	
17	2016-011C	Automotive Lab Exhaust System	N/A	7/9/2019	7/23/2019	10/8/2019	10/29/2019	12/3/2019	3/10/2020	3/31/2020	6/14/2020	6/28/2020	7/20/2020	10/20/2020	11/20/2020	N/A	16 months
18	2019-010C	Emerging Technologies Building A & Advanced Technical Careers Building B Renovation	N/A	N/A	N/A	7/9/2019	7/23/2019	6/2/2020	7/14/2020	7/28/2020	12/2020	12/2020	1/2021	2/2022	3/2022	4/2022	30 months
19	2019-046C	Shipping and Receiving Bldg D Office Renovation	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	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	N/A	N/A	N/A	10/16/2018	10/30/2018	7/2/2019	8/13/2019	8/27/2019	3/10/2020	3/31/2020	4/20/2020	8/20/2020	9/20/2020	N/A	23 months
22	2019-009C	Student Services Building F Renovation	N/A	N/A	N/A	10/16/2018	10/30/2018	7/2/2019	8/13/2019	8/27/2019	3/10/2020	3/31/2020	4/20/2020	9/20/2020	10/20/2020	11/20/2020	24 months
23		East Loop Drive - ON HOLD	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	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	12/2020	1/2021	2/2021	17 months
Starr County Campus																	
25	2018-020C	Student Services Building G Renovation	N/A	N/A	N/A	2/12/2019	2/26/2019	11/5/2019	11/12/2019	11/26/2019	4/14/2020	4/28/2020	5/25/2020	8/25/2020	9/25/2020	10/25/2020	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
27	2019-014C	Workforce Center Building D Welding Expansion	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	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	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	01/10/2019	01/31/2020	1/10/2020	10 months
30	2019-019C	Chiller Relocation	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	N/A	TBD
32	2019-017C	Canopy for Students/Instructors **	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	N/A	TBD
34	2020-009C	Running and Exercise Track **	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	N/A	TBD
Higher Education Center La Joya																	
36	2020-012C	Exterior Building and Wayfinding Signage	7/2/2019	N/A	N/A	N/A	N/A	N/A	9/10/2019	9/24/2019	3/10/2020	3/31/2020	4/20/2020	7/20/2020	8/20/2020	TBD	12 months

*District Wide Projects not noted will be scheduled as needed throughout the year.
 **Note #1: Project on hold until site drainage evaluation is complete

**South Texas College
Renewal and Replacement Projects
Project Schedule**

#	Project No.	Projects	Architect/Engineer	Contractor	COC		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	Authorization to Solicit for Design Services	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					
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	1/20/2020	4/20/2020	5/20/2020	N/A	8 months
2	2019-025R	Ann Richards Administration Building X Data Cabling Infrastructure Replacement	IT	TBD	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	12/16/2019	1/16/2020	1/31/2020	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	12/16/2019	1/16/2020	1/31/2020	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	N/A	N/A	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	N/A	N/A	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				6/9/2020	6/9/2020	7/2020	8/2020	9/2020	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	5/12/2020	5/26/2020	6/15/2020	8/15/2020	9/15/2020	N/A	16 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	4/14/2020	4/28/2020	5/20/2020	7/20/2020	8/20/2020	N/A	26 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	4/14/2020	4/28/2020	5/20/2020	7/20/2020	8/20/2020	N/A	26 months
18	2019-027R	Roofing Replacement	BEAM	TBD				5/14/2019	5/30/2019		2/11/2020	2/25/2020	5/12/2020	5/26/2020	6/15/2020	8/15/2020	9/15/2020	N/A	16 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	N/A	N/A	4/14/2020	4/28/2020	5/20/2020	7/20/2020	8/20/2020	N/A	17 months
Starr County Campus																			
20	2019-029R	Starr Repair 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	2/11/2020	2/25/2020	5/12/2020	5/26/2020	6/15/2020	8/15/2020	9/15/2020	N/A	16 months
22	2020-019R	Administration/Bookstore Building A Data Cabling Infrastructure Replacement	IT	TBD	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	5/12/2020	5/26/2020	06/2020	08/2020	09/2020	N/A	3 months
23	2020-020R	Center for Learning Excellence Building B Data Cabling Infrastructure Replacement	IT	TBD	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	5/12/2020	5/26/2020	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	N/A	N/A	N/A	5/12/2020	5/26/2020	06/2020	08/2020	09/2020	N/A	3months

*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 January 2020

Project	% Complete	Date to Complete	Current Activity	Total Project Budget	Amount Paid	Total Project Balance
Pecan Campus						
Sand Volleyball Courts	90%	January 2020	1. Construction Phase 2. Construction in Progress	\$ 113,008.00	\$ 90,350.28	\$ 22,657.72
Library Renovation	5%	January 2020	1. Project Development 2. Contract in Progress	\$ 1,466,000.00	\$ 703.20	\$ 1,465,296.80
Building H Cafeteria Renovation	5%	April 2020	1. Construction Phase 2. Contract in Progress	\$ 957,600.00	\$ 46,017.16	\$ 911,582.84
Building M Office and Work Space Renovation	95%	March 2020	1. Project Development 2. Bidding Phase - Rebid	\$ 575,295.00	\$ 25,890.47	\$ 549,404.53
Athletic Field Fence Enclosure	95%	September 2019	1. Construction Phase 2. Substantial Completion	\$ -	\$ 79,829.66	\$ (79,829.66)
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%	March 2020	1. Project Development 2. Request for Qualifications	\$ 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	\$ 242,790.77	\$ 3,966,435.23
Pecan Plaza						
Kinesiology Renovation	5%	January 2020	1. Design Phase 2. Solicitation of Architect	\$ 143,800.00	\$ -	\$ 143,800.00
Pecan Plaza Total				\$ 143,800.00	\$ -	\$ 143,800.00

Status of Unexpended Plant Fund Construction Projects in Progress January 2020

Project	% Complete	Date to Complete	Current Activity	Total Project Budget	Amount Paid	Total Project Balance
Mid Valley Campus						
Thermal Plant Renovation	95%	January 2020	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	95%	January 2020	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. A/E Contract Negotiation	\$ 224,200.00	\$ -	\$ 224,200.00
Mid Valley Campus Total				\$ 980,212.00	\$ 5,870.70	\$ 974,341.30
Technology Campus						
Automotive Lab Exhaust System	10%	January 2020	1. Project Development 2. A/E Contract Negotiation	\$ 111,600.00	\$ 879.00	\$ 110,721.00
Building A & B Renovations	60%	January 2020	1. 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%	Oct 2019	1. Construction Phase 2. Construction Complete	\$ 262,806.00	\$ 256,094.19	\$ 6,711.81
Student Services Renovation	95%	February 2020	1. Design Phase 2. Design in Progress	\$ 427,500.00	\$ 4,267.43	\$ 423,232.57
West Entry Campus Sign	50%	January 2020	1. Project Development 2. Design in Progress	\$ 76,000.00	\$ -	\$ 76,000.00
Nursing and Allied Health Campus Total				\$ 766,306.00	\$ 260,361.62	\$ 505,944.38
Starr County Campus						
Student Services Renovation	95%	February 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%	January 2020	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 January 2020

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%	February 2020	1. Project Development 2. Contract Negotiations	\$ 634,312.00	\$ 2,167.21	\$ 632,144.79
Target Range-Grant	5%	February 2020	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	90%	January 2020	1. Construction Phase 2. Construction in Progress	\$ 1,000,000.00	\$ 706,030.71	\$ 293,969.29
Fire Training Area	Not Started	Not Started	Not Started	\$ 582,100.00		\$ 582,100.00
Running and Exercise Track	Not Started	Not Started	Not Started	\$ 219,500.00		\$ 219,500.00
Additional Parking Lot	Not Started	Not Started	Not Started	\$ 300,600.00		\$ 300,600.00
Site Drainage Improvements	30%	February 2020	1. Design Phase 2. Design in Progress	\$ -	\$ 879.00	\$ (879.00)
RCPSE Total				\$ 5,027,951.00	\$ 715,578.57	\$ 4,312,372.43
Higher Education Center La Joya						
Building and Wayfinding Signage	85%	January 2020	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	5%	January 2020	1. Request for Proposals	\$ 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	\$ 1,263,977.73	\$ 16,542,067.27

Status of Renewals & Replacements Projects in Progress January 2020

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	5%	April 2020	1. Construction Phase 2. Contract Negotiation	\$ 241,594.00	\$ 26,451.68	\$ 215,142.32
Building X Data Cabling Infrastructure Replacement	90%	December 2019	1. Construction in Progress	\$ 101,967.00	\$ 11,966.73	\$ 90,000.27
Building J Data Cabling Infrastructure Replacement	95%	December 2019	1. Construction in Progress	\$ 406,684.00	\$ 206,683.25	\$ 200,000.75
Building A Data Cabling Infrastructure Replacement	Not Started	Not Started	Not Started	\$ 80,000.00		\$ 80,000.00
Building B Data Cabling Infrastructure Replacement	Not Started	Not Started	Not Started	\$ 40,000.00		\$ 40,000.00
Building H Data Cabling Infrastructure Replacement	Not Started	Not Started	Not Started	\$ 150,000.00		\$ 150,000.00
Building M Generator Replacement	50%	February 2020	1. Project Development 2. A/E Solitation	\$ 280,000.00	\$ 410.20	\$ 279,589.80
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	\$ 245,511.86	\$ 1,179,733.14
Mid Valley Campus						
Resurfacing Parking Lot #3 (RR)	95%	February 2020	1. Project Development 2. Design in Progress	\$ 57,000.00	\$ 6,228.65	\$ 50,771.35
Resurfacing Parking Lot #7 (RR)	Not Started	Not Started	Not Started	\$ 106,000.00		\$ 106,000.00
Resurfacing Northwest Drive (RR)	95%	February 2020	1. Project Development 2. Design in Progress	\$ 191,000.00	\$ 6,377.05	\$ 184,622.95
Roofing Replacement (RR)	5%	February 2020	1. Project Development 2. Site Evaluations	\$ 951,000.00	\$ -	\$ 951,000.00
Drainage Improvements Ph. I	95%	February 2020	1. Project Development 2. Design in Progress	\$ 334,203.00	\$ 9,660.20	\$ 324,542.80
Mid Valley Campus Total				\$ 1,639,203.00	\$ 22,265.90	\$ 1,616,937.10
Technology Campus						
Building B Concrete Floor Repairs (RR)	100%	December 2019	1. Construction Phase 2. Construction Complete	\$ 95,207.00	\$ 86,693.14	\$ 8,513.86
Technology Campus Total				\$ 95,207.00	\$ 86,693.14	\$ 8,513.86

Status of Renewals & Replacements Projects in Progress January 2020

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 2020	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%	February 2020	1. Project Development 2. Site Evaluations	\$ 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%	February 2020	1. Project Development 2. Site Evaluations	\$ 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 January 2020

Project	% Complete	Date to Complete	Current Activity	Total Project Budget	Amount Paid	Total Project Balance
District Wide						
Marker Boards Replacement (RR)	85%	March 2020	1. Design Phase 2. Design in Progress	\$ 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	\$ 792,688.65	\$ 7,588,772.35

South Texas College
Monthly Construction Report
Fiscal Year 2019 - 2020
As of January 2020

Total Project Budget Summary	FY20 Unexpended Plant Fund	FY20 Renewals & Replacements Fund
Total Construction Project Budget	\$ 17,037,045	\$ 7,624,000
Previous Approved Projects (Sept. 2019 - Dec. 2019)	(5,299,289)	(1,007,900)
Proposed Projects for the Month of January 2020	-	-
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	-

South Texas College
Monthly Construction Report
Fiscal Year 2019 - 2020
As of January 2020

Project Reference #	Project Name	Total Project Budget/Actual*	
		CIP Fund	R&R Fund
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	\$ -
Board Approved 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	-
Total Board Approved 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 December 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 **December 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 December 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 December 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 December 2019
- B. Release of Checks for \$125,000.00 and Above Board of Trustees Approval Required for December 2019
- C. Release of Checks for \$125,000.00 and Above Released Prior to Board Approval (Policy 5610) for December 2019
- D. Release of Construction Fund Checks for December 2019
- E. Quarterly Investment Report for December 2019
- F. Summary of Revenue for December 2019
- G. Summary of State Appropriations Income for December 2019
- H. Summary of Property Tax Income for December 2019
- I. Summary of Expenditures by Classification for December 2019
- J. Summary of Expenditures by Function for December 2019
- K. Summary of Auxiliary Fund Revenues and Expenditures for December 2019
- L. Summary of Grant Revenues and Expenditures, December 2019
- M. Summary of Bid Solicitations
- N. Check Register for December 2019



The December commencement ceremonies, held December 14, 2019 at the Payne Arena gathered nearly 3,000 students who anxiously and eagerly awaited to receive their degrees. This year's December commencement ceremonies depicted quite a number of unique graduates, from husband and wife couples, triplet sisters, to a formal engagement request. A sincere appreciation and well deserved recognition to our South Texas College's Board of Trustees, faculty and staff, department/program chairs, Vice Presidents, and Deans who continuously support the Colleges' endeavors to provide an exceptional college experience and support services. Staff from Student Affairs and Enrollment Management, Academic Affairs, Instructional Technologies, Technology Resources, Public Relations and Marketing, Department of Public Safety, Operations and Maintenance, Business Office, and Purchasing provided stellar commitment to the organization and effective execution of the three successful ceremonies. I recognized the retirement of two of our long standing Dean's, Mario Reyna, Dean of Business, Public Safety, and Technology Division and Dr. Margaretha Bischoff, Dean of Liberal Arts and Social Sciences Division. Thank you to all!



The Texas Workforce Commission (TWC) presented South Texas College the **Adult Education Employer Partnerships Award** in recognition of its Adult Education and Literacy (AEL) programs funded through TWC. The AEL programs provide English language, reading, math, and writing instruction to students to assist them in developing skills to enter the workforce, earn a high school equivalency, or enter a career training school or college. Olivia De La Rosa, Director of Continuing Professional and Workforce Education and Dr. Carlos Margo, Associate Dean of Industry Training and Economic Development were present at the Annual Texas Workforce Conference on December 4-6, 2019 to receive the award.



Students were encouraged to attend Last Chance Saturday on Jan. 14 from 10 a.m. to 2 p.m. at the Pecan, Mid-Valley and Starr campuses for a one-stop registration.

Advisors were on hand to help arrange schedules that work around students' life, and assist them with budget-friendly payment plan options. Registration was also available 24/7 via JagNet and at SouthTexasCollege.edu.

Spring 2020 Semester officially started January 21st and all campuses were busy with new and returning students. Staff was readily available and eager to assist students with questions. To assist students with general questions, students were encouraged to visit the First Week webpage to explore tools to services at the college.



A grant award announcement ceremony was held on Thursday, January 23, 2020 at the Regional Center for Public Safety Excellence to recongize the **AT&T Aspire Grant**. AT&T President, Leslie Ward presented South Texas College with a \$101,570 award to help support the Rio Grande Valley public safety community by providing First Responder Certification training to new students and existing employees employed by local county and city police, fire, and emergency management departments. Funds will be used for textbooks and supplies for 40 new certifications and 40 re-certifications of existing public safety professionals. I extended words of appreciation to all involved in bringing this grant to fruition. Speakers included Dr. Ambrosio Hernandez, Mayor, City of Pharr, Gary Gurwitz, South Texas College Board of Trustee, Senator Eddie Lucio Jr, District 27, Representative Sergio Munoz, Jr. District 36, Representative Armando Martinez, Distrcit 39, J.D. Salinas, III, Director of External Affairs, AT&T, and Leslie Ward, President, AT&T Texas. The event was well attended.



In celebration of Board Appreciation Month, South Texas College hosted its annual **Board Appreciation Breakfast** on Friday, January 24, 2020 at the Student Union. South Texas College Board of Trustees gathered with superintendents and board members from partnering school districts to acknowledge the longstanding partnerships, hard work, and leadership provided to students. The event included presentations from Ms. Rose Benavidez, Vice Chair for South Texas College Board of Trustees, Dr. Rebecca De Leon, Dean of Dual Credit Programs and School District Partnerships, and a student success story highlighting former student, Dr. Krystal

Flores, Instructional Assistant Professor, Texas A&M University Higher Education Center at McAllen. The program also included a panel discussion regarding dual credit opportunities and challenges with the following panelists, Dr. Narciso Garcia, Vanguard Academy Superintendent, Dr. Carolina Perez, Mission CISD Superintendent, Dr. Hafedh Azaiez, Donna ISD Superintendent, and Mr. Alejos Salazar, La Villa ISD Superintendent. The event was very well attended.



The Office of Professional and Organization Development offered the following trainings and academies to faculty and staff. Trainings included:

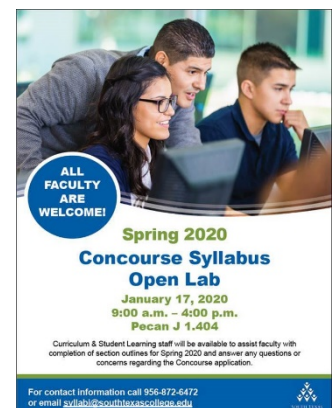
Finding your Voice: Friday, January 3, 2020 – Pecan Campus

Participants explored a various communication styles to determine best method of communication to use to deliver an effective message. Workshop was a combination of both presentation and a skills exceries.

DELTA Online: Begins Monday, January 6, 2020 – Pecan Campus

On-line training for new Dual Credit and Adjunct Faculty that provides faculty guidance, support, and information regarding faculty expectations, resources, policies, and procedures.

The Office of Curriculum and Student Learning launched **Concourse Syllabi Management** in Spring 2020. Concourse Syllabi Management is a cloud based application that mangages the centralization of master syllabi and section outlines. Training sessions were offered from January 7 to January 16 at the Pecan Campus.





On Friday, January 17, 2020, the Department of Public Safety conducted a free **CPR and First Aid** training for employees. Upon completion of the training, participants received a certificate from the American Heart Association. The class was held at the Department of Public Safety.

The Office of Comprehensive Advising and Mentoring Services held a presentation session for the **Beacon Mentoring Program** on Thursday, January 16, 2020 at the Pecan Campus. Beacon Mentors are employees are recruited and trained to work with students who require guidance and assistance in achieving their educational goals.



In partnership with the McAllen Chamber of Commerce, the Office of Industry Training and Economic Development held an **Apprenticeship Program Information Session** on Thursday, January 16, 2020 at the Cooper Center. Participants were encouraged to learn about the different apprenticeship programs and how they address the filling the job vacancies in the community.

Faculty and staff were encouraged to contribute to the Faculty and Staff Student Scholarship Program, **Creating Magic for Jags**. Dr. Esmaili, Dean for Math, Science, and Bachelor Programs was recognized for his support and donation to the scholarship program. Dr. Esmaili was the the first to register to the program. Staff and faculty have the ability to donate through a recurring payroll deduction or a one-time lump sum donation. The Creating Magic for Jags program seeks to award schoarships to students who may be experienceing financial hardships as they pursue their education at South Texas College. Scholarships awarded include awards up to \$300.00.





**SOUTH TEXAS COLLEGE
INTRAMURAL
SPORTS**

**2020 SPRING SEMESTER
5v5 BASKETBALL
LEAGUE**

MID-VALLEY CAMPUS
Health & Wellness Center
Gymnasium 1 & 2 - Bldg C

TUESDAYS & THURSDAYS
JANUARY 28 through FEBRUARY 20

FOUR WEEK LEAGUE
TWELVE PLAYERS MAX
COED - 14 (7M/7F) PLAYER MAX
Men's, Women's & COED Division

PRIZES FOR 1st PLACE IN EACH DIVISION!

**DEADLINE
JAN 24th**

REGISTER ONLINE AT: WWW.MVLEAGUE.COM/SOUTHTEXASCOLLEGE

The Student Activities and Wellness Office organized a 5x5 basketball four-week tournament at the Mid-Valley Campus Wellness Center. Students were encouraged to register by Friday, January 24, 2020, and tournament is scheduled to begin Tuesday, January 28, 2020. The tournament was open to men, women, and co-ed leagues.

Representatives from the following higher education institutions were on hand during the month of January to meet with students interested in transfer opportunities:

- University of Texas Rio Grande Valley
- Lamar University
- Grand Canyon University



The Nursing and Allied Health Campus held several information sessions on Wednesday, January 22, 2020 to provide program information and requirements to students on various healthcare programs at the campus. Programs showcased included:

- Diagnostic Medical Sonography
- Radiology Technology
- Pharmacy Technology

- Participated in the filming of video to be utilized at the Teach for America Honor Roll Gala event.
- Participated in a conference call with Daniel Wellbelove, reporter for the Rio Grande Valley Dossier for an article regarding the educational opportunities created by South Texas College and its regional impact on education.
- Met with Tony Alvarez, Dr. David Plummer, Executive Vice-President for Educational Programming and Student Achievement and Vice-President for Information Services, Planning, Performance & Strategic Initiatives, Matthew Hebbard, Vice President for Student Affairs and Enrollment Management, and Daniel Ramirez, Director of Public Relations and Marketing to discuss a fundraising project in relation to Continuing Education, Workforce Training and Economic Development.

- Participated in a conference call with Olivia de La Rosa and Carlos Margo to discuss a request from Texas Comptroller of Public Accounts Office regarding an economic impact study of community colleges in Texas.
- Met with Jesse Trevino, former Executive Director of COSTEP to discuss donation toward a scholarship fund at South Texas College.
- Met with Dr. Rebecca De Leon to review preparation for upcoming events, Board Breakfast and Dual Credit Summit.
- Participated in the South Texas College and UTRGV Collaborative Leadership Meeting. Dr. Bailey and I provided welcoming remarks and a presentation and overview of the collaboration between institutions was presented by various staff.
- Met with Gayle Runnels, President of the local Philanthropic Education Organization (P.E.O) Chapter, an organization whose mission is the advancement of women through education. I was invited as the honorary speaker for their meeting, and I addressed a group of over 180 women at the McAllen Country Club on January 18, 2020.
- Attended the City of Pharr – State of the City Address. Mayor Hernandez addressed guests on the growth, progress, and development of the city over the last year.
- Met with Dr. Jose Luis Arredondo, Superintendent for Pharr San Juan Alamo ISD to discuss and review partnership and collaborative work between institutions regarding the various programs.
- Attended and provided appreciation remarks at the AT&T Grant Award announcement. The AT&T grant award will provide First Responder Certification training to individuals new to the field and for first responders employed by city and county public safety departments.
- 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 January 28, 2020 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 Board Actions
 - Continued Discussion of Student Receivable Write-Offs
 - Discussion of Options for Modifying Financial Aid Disbursement and Potential Impact on Student Success
 - Continued Discussion of Capital Improvement Project Requests
 - Update on Status of Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) Reaccreditation
 - Update on Status of Target Range Grant from Texas Parks and Wildlife Department



President's Report

December 7, 2019 – January 24, 2020

- Review and Discussion of Quarterly Report on Sexual Harassment, Sexual Assault, Dating Violence, and Stalking as Required by SB 212
- Discussion of Staffing Plan and Budget Development Process for FY 2020-2021
- Discussion of Core Curriculum Approval and Evaluation Process
- Discussion of McAllen ISD's Recent T.V. Ad and Compliance with Dual Credit Marketing and Advertising Guidelines
- Discussion of Feasibility of Soliciting Competitive Proposals for Contracting Cosmetology Training and Licensure Services
- Discussion of Feasibility of Offering Certified Court Reporter Program
- Discussion of Participation in Title V Competitive Grant
- Update on Formula Funding Recommendations from Formula Advisory Committee
- Discussion of Issues Related to Public Information Requests for Emails and Text Messages Related to College Business
- Continued Discussion of Opportunity for New Program Development:
 - Certified Court Reporter
 - Cosmetology
- Continued Discussion Regarding School District Compliance with South Texas College's Memorandum of Understanding (MOU) and Interlocal Agreement for Dual Credit and Early College High Schools
- Update and Discussion of Title V Grant Proposal
- Discussion of Call for Presentation Proposals for 2020 Summit on College and Career Readiness
- Update on:
 - SACSCOC Reaffirmation
 - Quality Enhancement Plan (QEP)
 - Strategic Plan 2019-2025 & IE Planning 2019-2021
- Presentation and Discussion: Role and Responsibility of Supervisors for Establishing Controls for Supervision of Time Clock Plus
- Discussion of New Requirements for Compliance with Requests for Public Information from Personal Cellphones, Laptops, and Home Computers

Announcements

A. Next Meetings:

- Tuesday, February 11, 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, February 25, 2020
 - 5:30 p.m. – Regular Board Meeting

B. Other Announcements:

- Enrollment Census Day will be Wednesday, February 5, 2020
- The College will be closed Friday, February 15, 2020 for College-Wide Organizational Development Day
- South Texas College will host the Community College Association of Texas Trustees' *Trustee Leadership Seminar* on Friday, February 28, 2020
- The College will be closed on Monday, March 16, 2020 – Sunday, March 22, 2020 in observance of Spring Break

*The following document
was provided as a
handout at the meeting.*

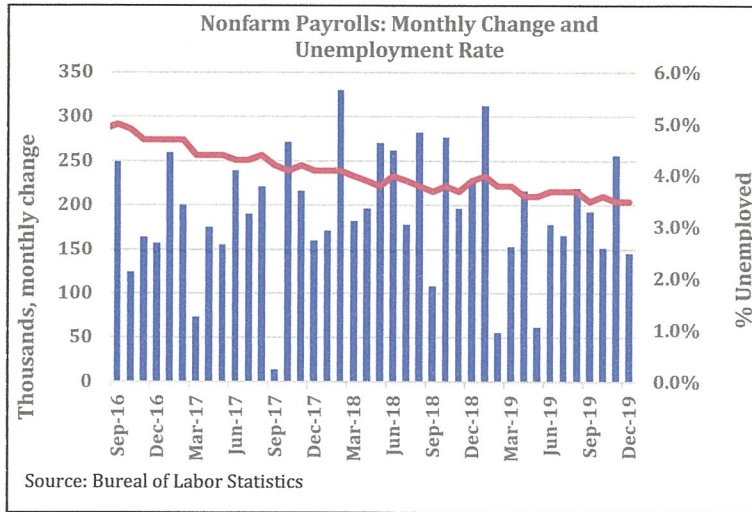


Market Outlook

January 10, 2020

The reports in December showed more moderate results but not enough to discourage the markets. Spending during the Holiday season appears to have shifted from the normal November uptick and may have more positively impacted December results (that have not yet been reported). The calendar condensed the shopping period and may have shifted the surge into December. The White House has telegraphed that a major trade agreement between the U.S. and China is scheduled to occur when they meet on January 15th, but no details have been shared. As the trade war enters its 19-month anniversary, the market is ready for a resolution and to get back to some measure of normalcy. It is extremely difficult for businesses and producers to set their business plans when there are concerns about markets for their products. Things to keep an eye on over the next several weeks are the anticipated Brexit deadline date of January 31 and the current turmoil in the Middle East. Both situations could impact domestic markets depending upon how they play out.

The December Employment report added 145,000 jobs (the market was expecting +160,000). The report also lowered the previous two months by a net of 14,000 jobs. November was revised to +256,000 jobs from the previously reported +266,000 and October was revised to +152,000 from the previous report of +156,000 jobs. The three-month average came in at +184,000 per month (the previous three-month average was +205,000 per month). The sectors with significant gains were Retail (+41,000), Health Care (+28,000), Professional/Business (+10,000), Leisure/Hospitality (+40,000), and Construction (+20,000). The Retail sector additions likely included temporary positions which may reverse in January. Manufacturing shed 12,000 jobs and Transportation dropped 10,000 jobs. Government added 6,000 jobs after rising 12,000 last month. The private sector gained 139,000 jobs compared with +243,000 jobs in November. The current Labor Participation Rate, a measure of the percentage of eligible workers that hold jobs, remained at 63.2%. The Unemployment Rate also remained at 3.5%. The U6 rate (or the under-employed rate – those that are either over-qualified for their job or working fewer hours than they desire) fell to 6.7% from the previous 6.9% in November. This is a record low for the U6. Average Hourly Earnings (AHE) rose 0.1% in December after a rise of 0.2% in November. Year-over-year AHE dropped to 2.9% (lowest level since July 2018) from November's 3.1% dropping below the 3.0% level where inflationary forces generally begin to increase.



The housing sector continues to benefit from lower mortgage rates. Existing Home Sales dropped 1.7% in November after rising 1.9% in October. This is a normal occurrence each year as Existing Home Sales generally wane during the Holiday season. Year-over-year, Existing Sales are up 2.7%. The number of units for sale fell slightly to 3.7 months from 3.9 months' supply in October, still well below the normal balance point of 6-months. The median home price for Existing Homes is up 5.4% from November 2018. New Home Sales had a strong report and rose 1.3% in November after falling 2.7% in October and is up 16.9% from November 2018. Supply remained at 5.4 months. Median prices are 5.4% higher than prices in November 2018. The S&P Case Shiller report of home prices in the 20 metropolitan areas, reported a 0.4% increase in home values during October, and the Federal Housing Finance Agency (FHFA), the entity that analyzes all domestic home prices, reported a rise of 0.2%. Housing Starts rose 3.2% in November

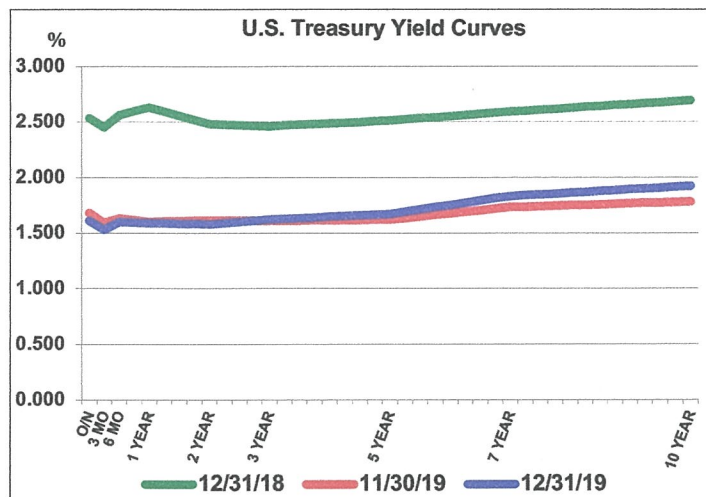
and Permits rose 1.4% in November. Construction Spending rose 0.6% in November after rising 0.1% in October. Builders remain optimistic and reported their best outlook since June 1999.

The production and manufacturing sectors were mixed once again. The final report for Gross Domestic Product (GDP) for the third quarter 2019 rose to 2.1% versus the second quarter result of +2.0%. Business inventories rose 0.2% in October after falling 0.1% in September. Industrial Production rose 1.1% in November after falling 0.9% in October. The main driver of this improved report is the resolution of the General Motors strike that brought automobile production back online. Durable Goods Orders dropped 2.0% in November after rising 0.2% in October. Factory Orders fell 0.7% in November after rising 0.2% in October. Purchasing managers' expectations rose slightly in the service sector but declined in the manufacturing sector as the struggles in manufacturing continue. The Producer Price Index (PPI) was flat in November after rising 0.4% in October. It is up 1.1% year-over-year which is unchanged from October. The Consumer Price Index (CPI) rose 0.3% in November after rising 0.4% in October. Year-over-year CPI rose to +2.1% from +1.8% in October. Core CPI year-over-year, or the results after food and energy numbers are excluded (due to price volatility), remained at 2.3%.

On the consumption front, Retail Sales posted a gain of +0.2% in November after posting a rise of 0.4% in October. This report was a disappointment to the market that had expected a rise of 0.6%, particularly since it included Black Friday results. The report indicated significant declines in spending on clothing, restaurants, gasoline and vehicles. The Retail Sales report for December could demonstrate a more positive outcome. Consumers' attitudes as measured by the Consumer Confidence and Consumer Sentiment indices remained strong during December. Core Personal Consumption Expenditure Index (PCE), one of the inflation indicators that the Federal Open Market Committee (FOMC) pays close attention to, remained at 1.6% in November and is below the FOMC's target rate of 2.0%.

The Federal Open Market Committee (FOMC) met on December 10th and 11th. Upon adjournment, the Committee announced no change in the Fed Funds rate which remains in the range of 1.50% to 1.75%. Furthermore, the Committee currently expects that it is likely to remain at that range until late 2020. They perceive economic growth to be in the moderate range with a strong labor market continuing. They will remain vigilant to monitor global developments and muted domestic inflation. The current probabilities set a rate cut probability of 54.1% in September 2020 which has slipped from a similar expectation of 50% in July 2020 that was projected one month ago.

Government Security Investment Pool rates dropped in December, starting the month at a rate of 1.68% and ranged between 1.68% and 1.59% during the month with month-end rates at 1.60% to 1.63%. Overall, the Treasury yield curve remained flat over the month. After closing November at 1.60%, the 1-year Treasury closed slightly lower in December at 1.59%. The 2-year Treasury closed December at 1.58%; three basis-points lower than November's 1.61% close. The current 2-year yield is 1.57%. CD rates were slightly higher in November with the 2-year ranging between +/-1.67% to +/-1.70%. The 1-year CD rates ranged between +/-1.70% to +/-1.73% during the month. We are encouraging our clients to seek investment opportunities for tax revenues and other funds as they become available. As we have begun investing in 2020, we have seen more bank appetite for deposits, but with public funds receiving significant revenues and placing positions at banks, this appetite may not remain robust.



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