



**SOUTH TEXAS
COLLEGE**

**Board of Trustees
Regular Board Meeting**

**Tuesday, February 25, 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, February 25, 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. Presentations..... 6 - 28**
 - 1. Report on the Association of Community College Trustees (ACCT) 2020 National Legislative Summit
 - 2. Presentation on Teach for America 2020 Institutional Catalyst Award
 - 3. Presentation on Spring 2020 Enrollment Report
 - 4. Presentation on Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) Reaccreditation Process
 - 5. Presentation on Delinquent Tax Collection Report for the Period Ending November 30, 2019

- VI. Consideration and Action on Consent Agenda**
 - A. Approval of Board Meeting Minutes 29 - 55
 - 1. January 28, 2020 Regular Board Meeting

 - B. Approval and Authorization to Accept Grant Awards and Agreements .. 56 - 57
 - 1) The Texas Higher Education Coordinating Board (THECB), Professional Nursing Shortage Reduction Program (NSRP) –Over 70 Program, additional funds in the amount of \$409,308.87
 - 2) Additional Grant(s) Received/Pending Official Award

VII. Consideration and Action on Non-Committee Items

1. Discussion and Action as Necessary on Approval of Certification of Unopposed Candidate for Trustee, South Texas College for District #5 58 - 59
2. Discussion and Action as Necessary on Approval of Order Declaring Unopposed Candidate for STC Trustee District #5 Elected 60 - 61
3. Approval to Amend Order Calling for May 2, 2020 Election of STC Trustees for Single-Member Trustee District #5 and Single-Member Trustee District #7 62 - 68
4. First Reading of Proposed Revisions to Policy #1520: Orientation and Training 69 - 71
5. Deliberation and Action as Necessary Regarding the Assessment of the College President and the Self-Assessment of the Board of Trustees... 72 - 78

VIII. Consideration and Action on Committee Items

A. Education and Workforce Development Committee

1. Review of Presentations Delivered at February 11, 2020 Education and Workforce Development Committee Meeting 79 - 92
 - (a) Review of Upcoming South Texas College Summer Camps
 - (b) Presentation on South Texas College Educational Pathways for Law Enforcement Professionals

B. Finance, Audit, and Human Resources Committee

1. Review and Action as Necessary on Award of Proposal, Purchases, Renewal, and Interlocal Agreement..... 93 - 100
 - A. Purchases and Renewal
 - a. Non-Instructional Items
 - 1) Furniture (Purchase)
 - 2) LED Lamps (Purchase)
 - 3) Network Cabling Services for Building Renovation Projects (Renewal)
 - 4) Risk Management Consultant Services (Renewal)
 - b. Technology Items
 - 5) Datacenter Brocade Switches (Purchase)
 - 6) Firewall Equipment (Purchase)
 - 7) Network Servers (Purchase)
 - B. Interlocal Agreement
 - 8) Facility Usage Interlocal Agreement (Lease/Rental)
 - C. Additional Award Not Reviewed by Committee
 - 9) Graduation Caps and Gowns (Award)
2. Review and Action as Necessary on Tuition and Fees Schedule for the Regional Center for Public Safety Excellence for FY 2019 – 2020 101 - 103

3. Review and Action as Necessary to Issue a Request for Proposals for a Faculty Cost and Productivity Study 104 - 109
4. Presentation and Action as Necessary Regarding Acceptance of South Texas College Law Enforcement Racial Profiling Report for Calendar Year 2019..... 110 - 117
5. Discussion and Action as Necessary on Terra-Gen Development Company, LLC, Tax Abatement Agreements..... 118 - 121
 - 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 Contracting Mechanical, Electrical, and Plumbing (MEP) Engineering Services for the Pecan Campus Information Technology Building M Generator Replacement 122 - 130
2. Review and Action as Necessary on Regional Center for Public Safety Excellence Evaluation of Site Improvements and Remediation.... 131 - 132
3. Review and Action as Necessary on Interagency Cooperation Contract between Baylor University Summer Reading Programs and South Texas College..... 133 - 138
4. Review and Action as Necessary on Remediation Plan and Request for Proposals to Provide Remediation for the Pecan Campus Sand Volleyball Courts Sand Material Issue..... 139 - 140
5. Review and Action as Necessary on Proposed Change Order for the Pecan Campus Student Activities Building H Renovation for Culinary Arts 141 - 146
6. Review and Action as Necessary on Liquidated Damages and Final Completion of the Pecan Campus Athletic Field Fence Enclosure 147 - 151
7. Review and Action as Necessary on Final Completion and Release of Retainage for the Portable Buildings Mechanical, Electrical, and Plumbing (MEP) Infrastructure at the Regional Center for Public Safety Excellence 152 - 155
8. Review and Action as Necessary on Evaluation Criteria for Construction Proposals..... 156 - 165
9. Update on Status of Unexpended Plant Fund Construction Projects 166 - 180

IX. Consideration and Approval of Checks and Financial Reports 181 - 182

X. Informational Items

- President's Report 183 - 190

XI. Announcements 191

A. Next Meetings:

- Tuesday, March 10, 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, March 31, 2020
 - 5:30 p.m. – Regular Board Meeting

B. Other Announcements:

- South Texas College Pecan Campus and South Texas College Nursing & Allied Health Campus will host polling places for Early Voting (February 17 – 28) and Election Day (March 3) for the Primary Elections conducted by the Hidalgo County Elections Department.
- 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 Texas Association of Community Colleges / Texas Success Center will host the Board of Trustees Institute on Monday, March 23 – Wednesday, March 25, 2020 in Cedar Creek, Texas.
- Texas Comptroller Glenn Hegar will visit the Pecan Campus Cooper Center on Tuesday, April 7, 2020, as part of the *Good for Texas Tour – Community College Edition*. Comptroller Hegar will present on the statewide impact of community colleges.
- Texas Higher Education Coordinating Board Commissioner Dr. Harrison Keller will visit the South Texas College Nursing and Allied Health Campus and the Technology Campus on Wednesday, April 8, 2020. Commissioner Keller will participate in roundtable discussion with students, faculty, and staff.

Presentations

1. Report on the Association of Community College Trustees (ACCT) 2020 National Legislative Summit

Ms. Rose Benavidez, Vice Chair, represented South Texas College at the Association of Community College Trustees (ACCT) 2020 National Legislative Summit in Washington D.C.

The Summit provides community college leaders with timely information on federal legislation and other initiatives, as well as the opportunity to meet with peer leaders and advocates from around the nation.

Ms. Benavidez also serves as Secretary-Treasurer on the ACCT Board of Directors and Chairs the ACCT Board Finance and Audit Committee.

2. Presentation on Teach for America 2020 Institutional Catalyst Award

On Friday, February 7, Dr. Shirley A. Reed joined Trustees Mr. Gary Gurwitz and Dr. Alejo Salinas, Jr., at the 2020 Teach for America Honor Roll Gala, where they accepted the Institutional Catalyst award on behalf of South Texas College.

This award recognizes “an institution, nonprofit, governmental entity, educational institution, or business which demonstrates collective leadership which advances educational excellence and equity for a large number of students through a sustained commitment to supporting students, schools, and the broader community.”

South Texas College is proud of its hard work and great success building partnerships with local school districts, and joining them in providing all students in Hidalgo and Starr County with accessible, affordable, high-quality pathways toward academic and workforce opportunities.

The College thanks Teach for America for this *Institutional Catalyst* recognition, and pledges to continue this important work.

3. Presentation on Spring 2020 Enrollment Report

Mr. Matthew Hebbard, Vice President of Student Affairs and Enrollment Management, will provide the Spring 2020 Enrollment Report

The presentation will provide a direct comparison of the Spring 2019 Enrollment with the Spring 2020 Enrollment, as well as a discussion of national and statewide enrollment trends.

4. Presentation on Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) Reaccreditation Process

Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) is the regional body for the accreditation of degree-granting higher education institutions in the Southern states. To gain or maintain accreditation with the Commission on Colleges, an institution must comply with the standards contained in the *Principles of Accreditation: Foundations for Quality Enhancement* and with the policies and procedures of the Commission on Colleges.

Dr. Fernando Chapa, Dean of Institutional Research, Effectiveness, & Strategic Planning, will review the upcoming SACSCOC reaffirmation visit.

SACSCOC 2021 Reaffirmation Activities and Timeline

South Texas College is preparing for upcoming reaffirmation. South Texas College is regionally accredited by the (SACSCOC). To maintain accreditation, South Texas College must be reaffirmed every ten years and submit an interim report at the fifth year between reaffirmation years. South Texas College is up for reaffirmation in 2021.

South Texas College has begun preparing for the reaffirmation process. The general reaffirmation timeline is provided:

- Completed: January 22 – 23, 2020 – Advisory Visit
- March 1st 2020 – Compliance Certification Due
- August 3rd 2020 – Focused Report and Quality Enhancement Plan Due
- September 14th – September 17th 2020 – SACSCOC On-Site Visit
- June 1st 2021 – Final Review and Decision by SACSCOC Board

Compliance Certification

The first phase of Reaffirmation process is to submit Compliance Certification. Compliance Certification is a document that is submitted to SACSCOC evaluators in which institutions are tasked to demonstrate compliance with all SACSCOC standards. Findings of compliance or non-compliance are given for each standard. SACSCOC Standards are grouped into 14 topic areas:

1. The Principle of Integrity
2. Mission
3. Basic Eligibility Standard
4. Governing Board
5. Administration and Organization
6. Faculty
7. Institutional Planning and Effectiveness
8. Student Achievement
9. Educational Program Structure and Content
10. Educational Policies, Procedures, and Practices
11. Library and Learning/Information Resources
12. Academic and Student Support Services

- 13. Financial and Physical Resources
- 14. Transparency and Institutional Representation

In December 2017, SACSCOC adopted the new *Principles of Accreditation: Foundations for Quality Enhancement* and with it, two new standards were introduced:

- Standard 4.2 (Board Self-Evaluation): The governing board defines and regularly evaluates its responsibilities and expectations
- Standard 12.6 (Student Debt): The institution provides information and guidance to help student borrowers understand how to manage their debt and repay their loans.

On-Site Visit

As part of reaffirmation, STC will also receive a site visit. The site visit will be conducted from September 14th through September 17th 2020. During the site visit, a group of SACSCOC peer reviewers will visit the college to interview various college constituents, visit and observe facilities, follow up on selected standards, and review the Quality Enhancement Plan. In June 2021 the SACSCOC Board will deliver its final decision on our continued reaffirmation.

Quality Enhancement Plan

Standard 7.2 requires that STC “has a Quality Enhancement Plan (QEP) that:

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

A QEP is required by the SACSCOC Principles of Accreditation. A QEP is a five-year focused commitment to enhance overall institutional quality and effectiveness by focusing on an in issue of great importance to the service to student learning outcomes and student success.

The College recently completed its past QEP “Math Today – the World Tomorrow” which led to dramatic improvements to the delivery of developmental education in mathematics, and the successful transition of developmental math students to college level math coursework.

STC is currently in the process of refining a QEP topic focuses on offering customized advising plans to connect students with key services and personnel and improve their persistence and success.

5. Presentation on Delinquent Tax Collection Report for the Period Ending November 30, 2019

Ms. Kelly R. Salazar from Linebarger Goggan Blair & Sampson, LLP, will provide the Board with the Delinquent Tax Collection Report through November 30, 2019.

The Delinquent Tax College Report is provided in the packet for the Board's review.

No action is required.

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

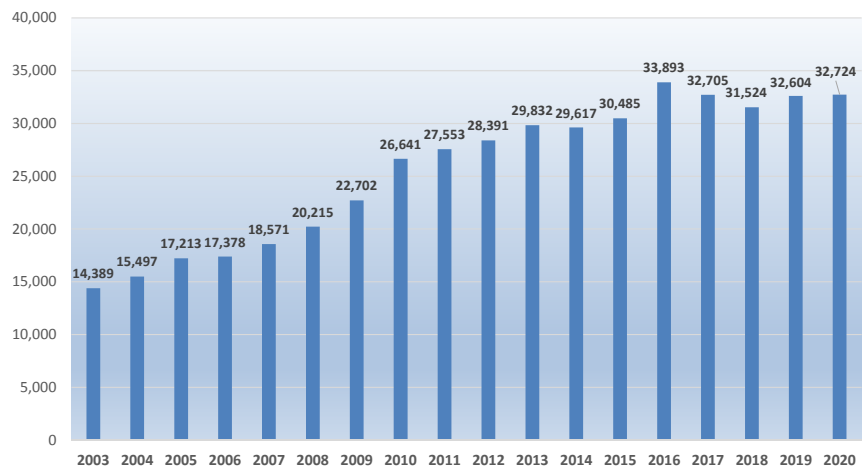
Spring 2020 Enrollment

EXPERIENCE UNSTOPPABLE
A higher education that never quits.
APPLY NOW!

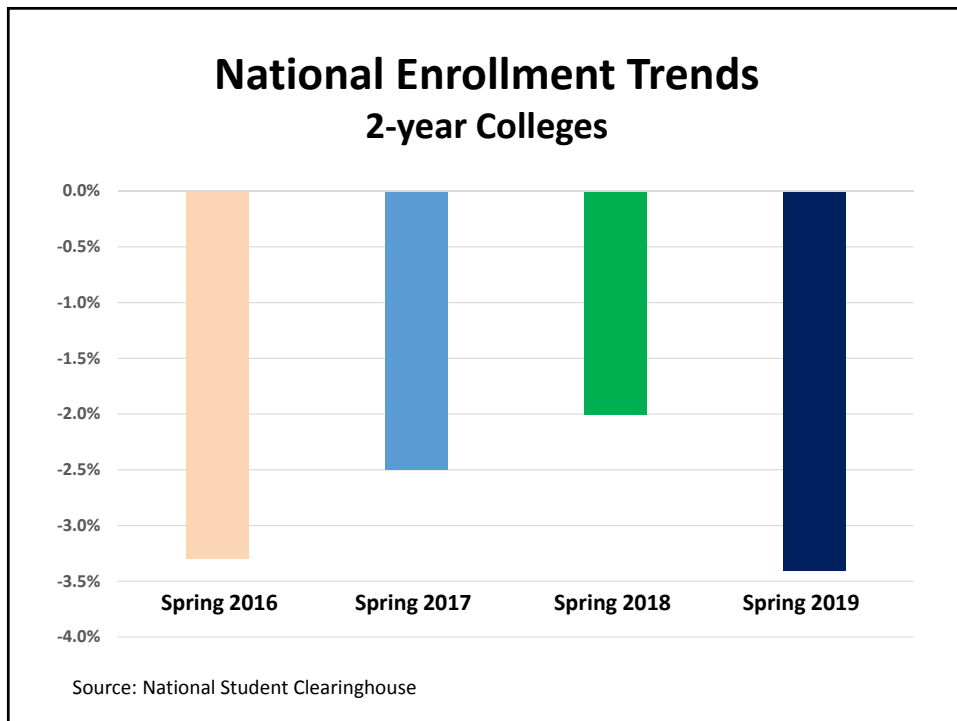
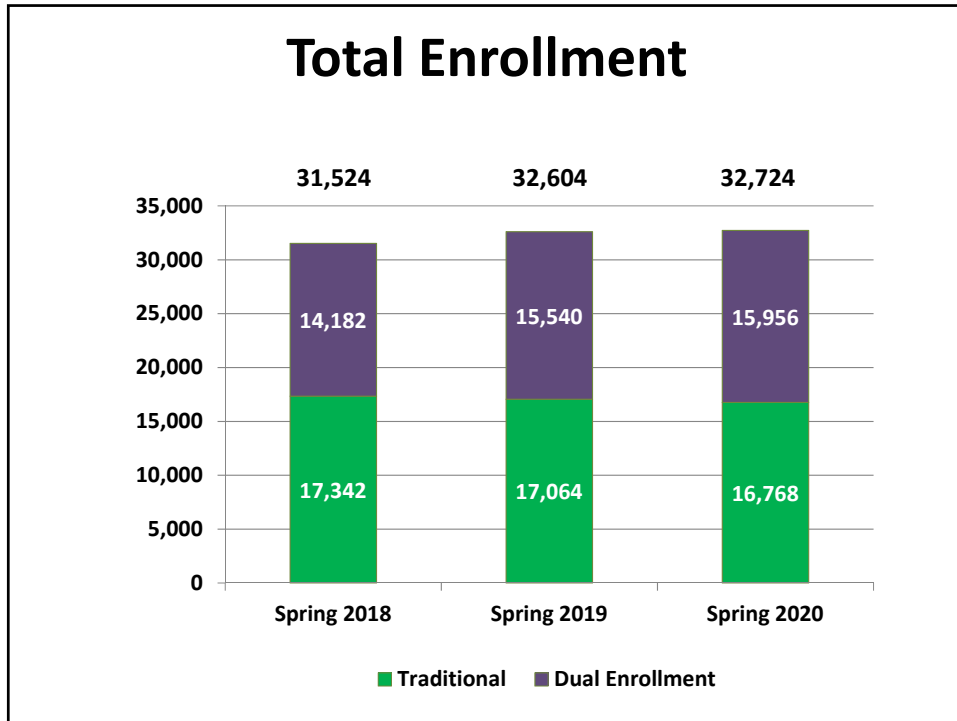
 **SOUTH TEXAS COLLEGE** | Experience Exceptional

1

Student Enrollment History



From Spring 2003 to Spring 2020



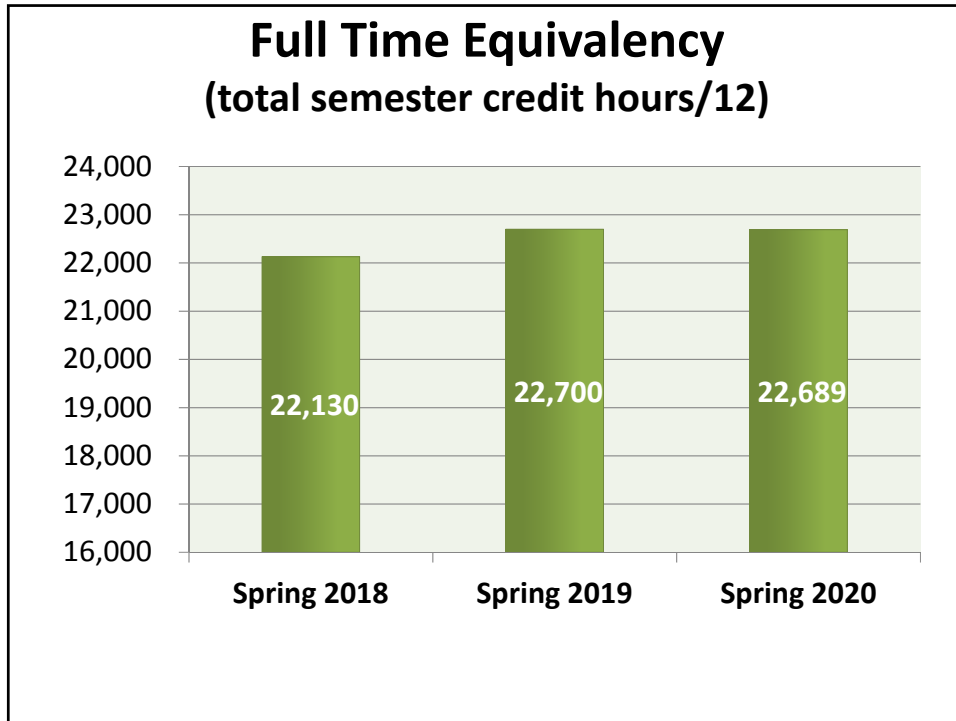
Campus Enrollment

Campus	Spring 2019	Spring 2020	+/-	%
Pecan	9,183	8,774	-409	-4.5%
Mid Valley	2,999	2,812	-187	-6.2%
Starr County	1,030	937	-93	-9.0%
NAH	1,619	1,734	115	7.1%
Technology	1,485	1,402	-83	-5.6%
Distance Learning	7,969	7,488	-481	-6.0%
Dual Enrollment at High School	14,373	15,088	715	5.0%
Total Headcount*	32,604	32,724	120	0.4%

- Some campus enrollments will not match total headcount because some students attend multiple campuses
- The total headcount includes other sites not listed in this table

Unduplicated Enrollment by Residence

County	Spring 2018	Spring 2019	Spring 2020
Central Hidalgo	20,562	21,330	21,944
Eastern Hidalgo	5,814	5,962	6,082
Western Hidalgo	1,962	2,012	1,475
Starr County	2,331	2,359	2,229
Out of District	798	883	957
Out of State	24	35	27
Out of Country	33	23	10
Total	31,524	32,604	32,724



Dual Enrollment – Hidalgo County

District	Spring 2018	Spring 2019	Spring 2020
DONNA ISD	377	396	528
EDCOUCH-ELSA HS	251	299	367
EDINBURG CISD	1,791	2,107	2,061
HIDALGO ISD	275	371	398
LA JOYA ISD	1,582	1,803	1,930
LA VILLA HS	46	52	47
MCALLEN ISD	1,217	1,186	1,051
MERCEDES ISD	424	455	482
MISSION ISD	1,058	1,031	1,028
MONTE ALTO ISD	66	65	61
PROGRESO HS	175	197	181
PSJA ISD	3,100	3,278	3,336
SHARYLAND ISD	665	744	857
SOUTH TEXAS ISD	478	542	579
VALLEY VIEW HS	372	465	425
WESLACO ISD	1,162	1,156	1,255
Subtotal	13,039	14,147	14,587

Dual Enrollment – Starr County

	Spring 2018	Spring 2019	Spring 2020
RIO GRANDE CITY ISD	661	758	757
ROMA HS	216	212	140
SAN ISIDRO ISD			5
Subtotal	877	970	902

Other – Districtwide

	Spring 2018	Spring 2019	Spring 2020
PRIVATE SCHOOLS	64	81	56
CHARTER SCHOOLS	196	318	408
HOME HS & OTHERS	6	24	3
Subtotal	266	423	467

	Spring 2018	Spring 2019	Spring 2020
Total Dual Credit	14,182	15,540	15,956

SACSCOC Reaffirmation Update

*Presented by: Dr. Fernando Chapa
Dean of Institutional Research, Effectiveness & Strategic Planning*

Southern Association of Colleges and Schools Commission on Colleges



SACSCOC Region

Regional Accreditation

Accreditation Purposes:

- Assure quality
- Provides private sector confidence
- Ease of transfer of credits
- Access to federal funds

3

Reaffirmation Timeline



4

Reaffirmation Organization

Reaffirmation Leadership (5 Executives)

Reaffirmation Leadership Committee
(15 Executives and Administrators)

Core Writing Team (7 Writers)

Reaffirmation Process

- Preparation is on-going and never-ending
- Started meeting in September 2018 to plan out the process
- Regular meeting and updates since September 2018

Compliance Certification

- Due March 2nd 2020
- Document is in final revision stage
- Addresses compliance with 75 standards
- Reviewed by Off-Site Committee for Compliance

7

Advisory Visit

- Visit from SACSCOC V.P. Dr. Young
- Held on 1/22/2020
- Met with Faculty, Staff, Administrators
- Discussed progress on reaffirmation

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On-Site Visit

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

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Campuses Selected for Review

DUAL HIGH SCHOOL SITES

- Juarez-Lincoln High School
- La Grulla High School
- Roma High School
- Weslaco East High School
- Weslaco High School
- Donna North High School

TRADITIONAL CAMPUS SITES

- Regional Center for Public Safety Excellence
- Technology Campus
- Nursing & Allied Health Campus

10



Quality Enhancement Plan (QEP)

11

What is QEP?

The institution has a Quality Enhancement Plan that:

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

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Timeline



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QEP Organization

Reaffirmation Leadership (5 Executives)

Reaffirmation Leadership Committee
(15 Executives and Administrators)

QEP Topic Selection Committee (17)

QEP Design Steering Committee (20)

Topic Selection Process

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

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My Advising Plan (MAP):
Connect, Persist, Succeed

Quality Enhancement Plan

QEP Focus

- Transition to a personalized advising model for first year, first time in college (FTIC) students
- Develop 'My Advising Plan' (MAP)
- Foster a greater sense of belonging by promoting students' connections with key services and personnel that form center of STC experience
- Improved persistence



QEP Next Steps

- What we know now:
 - Student Group – FTIC Students
 - Topic – Advising
 - Outcomes – Increased Persistence
- What we are still working on:
 - Resources
 - Operational Plan
 - Detailed Design (Breadth)
 - Detailed Timeline



THANK YOU!

Dr. Fernando Chapa



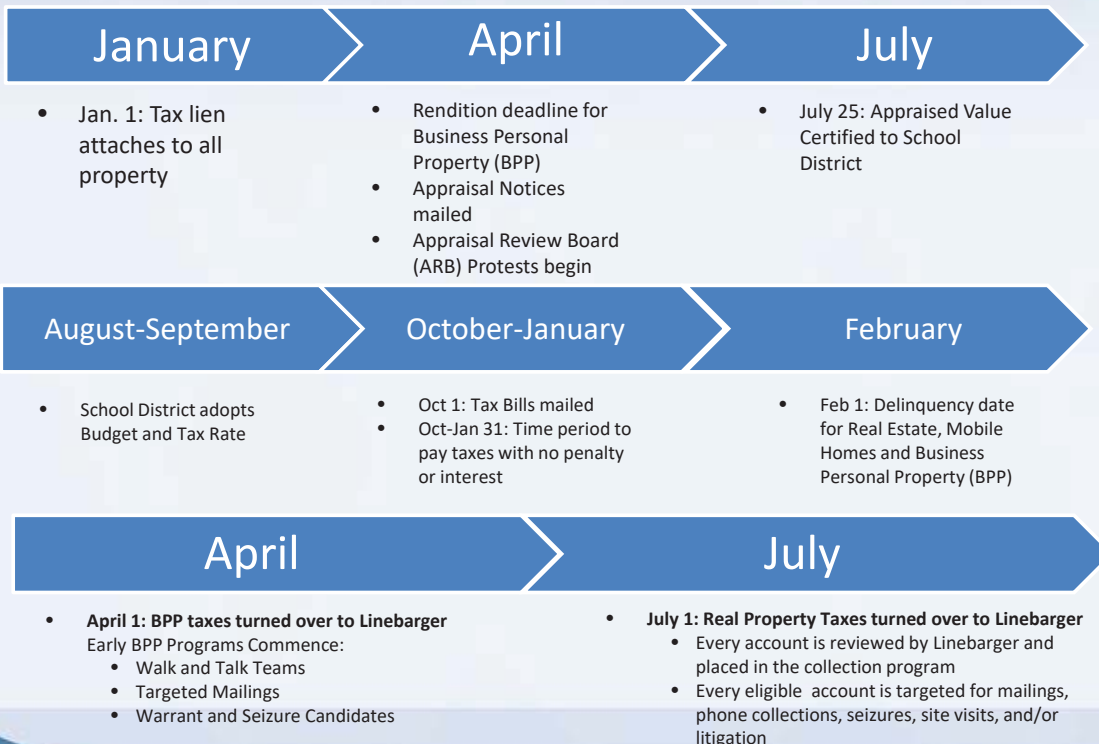
South Texas College Delinquent Tax Collection Report

Prepared for:

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



Important Tax Cycle Dates



Collection Activities –Hidalgo County

September 2019—November 2019

244 Lawsuits Filed—\$143,970

175 Lawsuits Disposed—\$130,392

2,657 In Office Taxpayer Assistance

16,017 Incoming/Outgoing Calls

2,590 Property Inspections/Home Visits

3 Mailings—52,319 Statements Mailed

Fiscal Year to Date
Linebarger collected

\$1,204,047

in base, penalty & interest
in Hidalgo County

3

Collection Activities –Starr County

September 2019—November 2019

60 Lawsuits Filed—\$69,179

14 Lawsuits Disposed—\$15,670

325 In Office Taxpayer Assistance

986 Incoming/Outgoing Calls

454 Property Inspections/Home Visits

2 Mailings—25,186 Statements Mailed

Fiscal Year to Date
Linebarger collected

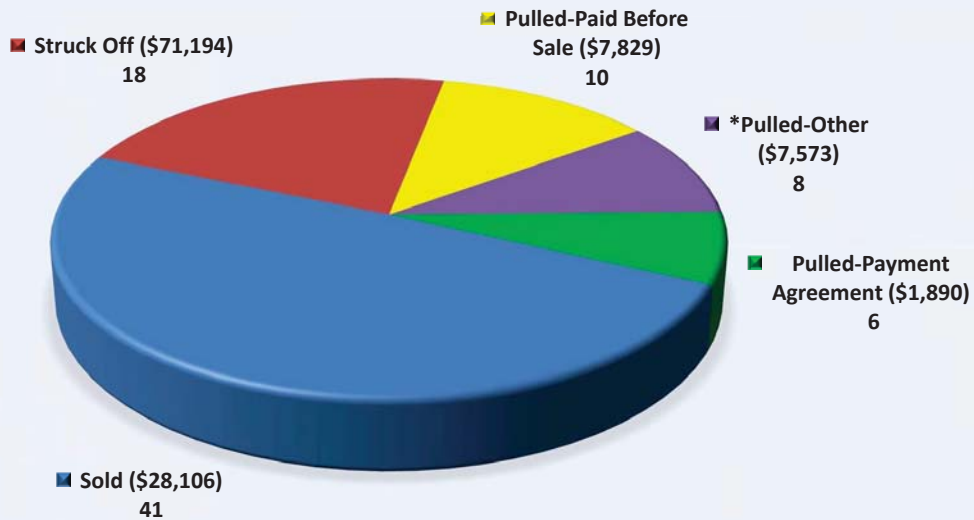
\$178,024

in base, penalty & interest
in Starr County

4

Tax Sale Results—Hidalgo County September 2019—November 2019

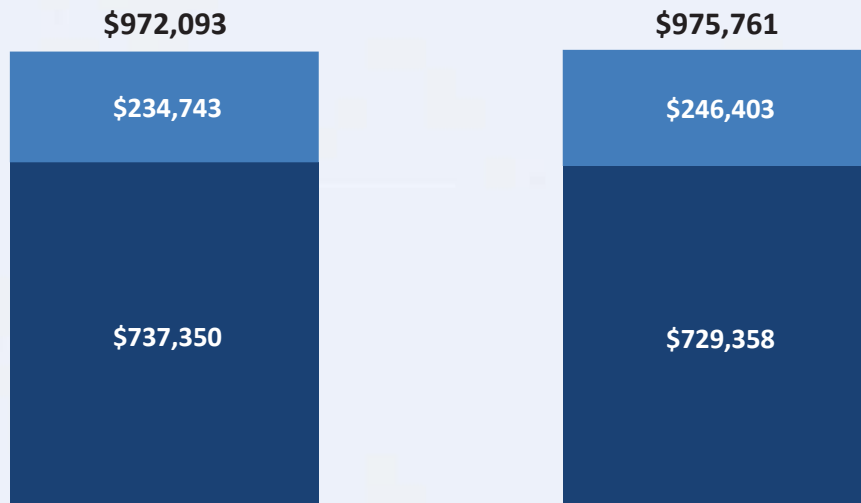
Base Tax, Penalty and Interest



5

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

Collection Comparison—Hidalgo County September through November



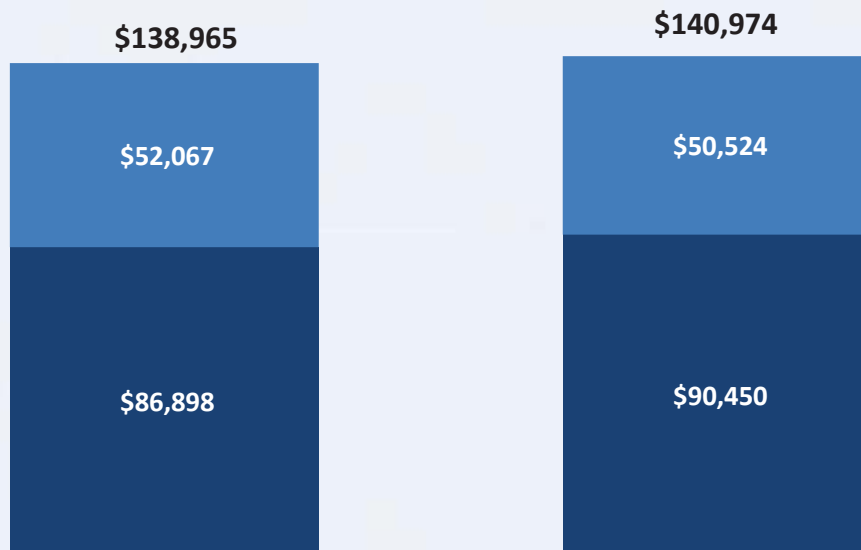
SEPTEMBER 2018 - NOVEMBER 2018
DTR: \$8,904,079

SEPTEMBER 2019 - NOVEMBER 2019
DTR: \$9,017,849

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Source: Hidalgo County Tax Office Data

Collection Comparison—Starr County September through November



SEPTEMBER 2018 - NOVEMBER 2018
DTR: \$3,736,542

SEPTEMBER 2019 - NOVEMBER 2019
DTR: \$3,839,156

Source: Starr County Tax Office Data



South Texas College Delinquent Tax Collection Report

Thank you

Approval of Board Meeting Minutes

The following Board Meeting Minutes are submitted for approval:

- 1) January 28, 2020 Regular Board Meeting

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and adopt the January 28, 2020 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 January 28, 2020 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, January 28, 2020 @ 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, January 28, 2020 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: Dr. Alejo Salinas, Jr.

Also present: Dr. Shirley A. Reed, Mr. Jesus Ramirez, Mrs. Mary Elizondo, Dr. David Plummer, Mr. Matthew Hebbard, Mr. Ricardo De La Garza, Mrs. Rebecca Cavazos, Mrs. Myriam Lopez, Dr. Ali Esmaeili, Dr. Enriqueta Cortez, Mr. Khalil Abdullah, Ms. Sara Lozano, Mr. Robert Cuellar, Mr. Daniel Ramirez, Dr. Virginia Champion, Ms. Nohemi Marroquin, Dr. Maria Cervantes, Dr. Thomas Ndolo, Ms. Leslie Howland, Mr. Martin Villarreal, Mr. Robert Gomez, Mr. Ben Briones, Mr. Peyton Oakley, Mr. Hugo Avila, Mr. Patricio Gonzales, Ms. Irasema Garcia, Mr. Alberto Morales, Ms. Susan Anderson, and Mr. Andrew Fish.

Determination of a Quorum

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

Invocation

Mr. Daniel Ramirez, Director of Public Relations and Marketing, said the invocation.

Public Comments

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

Presentations

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

Dr. Shirley Reed, College President, presented 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 deserve 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, reviewed 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 presented the 2019 Annual Grant Report. This report detailed each of the grants awarded to support South Texas College in FY 19, which totaled approximately \$9.5M in support.

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

Executive Session:

The South Texas College Board of Trustees convened into Executive Session at 5:58 p.m. in accordance with Chapter 551 of the Texas Government Code for the specific purpose provided in:

- Section 551.071, Consultations with Attorney
- 1. Discussion and Action as Necessary on Terra-Gen Development Company, LLC, Tax Abatement Agreements
- 2. Review and Action as Necessary on Outstanding Issues Action Plan

Open Session:

The South Texas College Board of Trustees returned to Open Session at 6:19 p.m. No action was taken in Executive Session.

4. Presentation on 2020 Census Efforts

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

Ms. Garcia was joined by Mr. Albert Morales, and together they outlined 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.

They discussed the 2020 Census timeline and procedures, and outlined 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 were 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, provided the Marketing Quarterly Report for the period of September – December 2019.

Mr. Ramirez highlighted 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 also discussed the challenges of staying relevant in the digital age, and strategies including the implementation of the chatbot initiative.

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

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

Approval of Board Meeting Minutes

The December 10, 2019 Regular Board Meeting Minutes were submitted for approval:

Upon a motion by Mr. Roy de León and a second by Mrs. Victoria Cantú, the Board of Trustees of South Texas College approve and adopt the December 10, 2019 Regular Board Meeting Minutes as presented. The motion carried.

Approval and Authorization to Accept Grant Awards and Agreements

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

1. The National Science Foundation, Scholarships in Science, Technology, Engineering and Mathematics (S-STEM) Grant, in the amount of \$649,369

The S-STEM grant would 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 aimed 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 was 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 had not received a grant directly from NSF, as the lead fiscal agent, for at least 14 years.

This grant aligned 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 funded 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 were 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 was from February 1, 2020 to June 1, 2020.

This grant was 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 was to improve graduation, retention, access, quality, and to provide for the expansion of Career and Technical Education

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(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 would be used for instructional resources and equipment for CTE programs. With this reallocation, the Perkins Basic Grant award for this funding period totaled \$2,082,963.

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

This award aligned 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 helped provide customized training to upskill 181 new and incumbent workers in the Advanced Manufacturing Industry. Training would 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. would receive customized training for various courses that are tailored to meet the needs of each workforce business partner.

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

This award was 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.

Summary of Grant Award Funding

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

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

1. The 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 motion carried.

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 was 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 would allow the College to coordinate with the Hidalgo County Elections Department to approve polling places within their counties.

The College would 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 would 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 would help the College coordinate as needed with these entities. Once this election was Ordered, the Board would 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 was included in the packet, and any further revisions provided by legal counsel would be distributed at the meeting.

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

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 was 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 were 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 was necessary to make this change, and administration further proposed formatting and organizational changes consistent with other recently approved Board Policies.

Enclosed Documents - The proposed policy revision 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 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.

Upon a motion by Mrs. Victoria Cantú and a second by Ms. Rose Benavidez, the Board of Trustees of South Texas College approved and authorized the proposed revisions to Policy #3803: *Conditions of Employment of Full-Time Faculty Teaching during Summer Terms*, as presented and which superseded any previously adopted Board policy. The motion carried.

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 was presented for the Board's review, and no action was 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, was presented. The Board was asked to approve the Investment Report as presented.

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

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

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

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

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

Upon a motion by Mr. Roy de León and a second by Ms. Rose Benavidez, the Board of Trustees of South Texas College approved and authorized the Quarterly Investment Report for the Quarter Ended November 30, 2019, as presented. The motion carried.

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 was requested.

Purpose – The Access Esperanza Clinics at the Mid Valley Campus provided 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 offered preventive health care services for the Mid Valley students, 18 years of age and older, which as convenient for easy student access for health services and a healthy lifestyle. The clinic also served 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 was available to all South Texas College students 18 years of age and older, and was open one day per week, unless the demand is greater. Students below the age of 18 were referred to another clinic as appropriate. The clinic also served faculty and staff, in addition to students.
- Access Esperanza Clinics covered all clinical and staffing costs and operated the clinic. South Texas College promoted the clinic's availability and provided 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 noted several concerns among students, including problems finding the clinic locations, which are set apart on the campus from their classrooms. Other students reported privacy concerns, stating that they did not want to be seen by their peers when visiting the clinic. Additionally, they 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 reported an increase in STC students visiting the Weslaco clinic across town from the campus.

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

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

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- 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 would 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 were provided 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 the January 28, 2020 Regular Board Meeting.

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.

Upon a motion by Mr. Roy de León and a second by Ms. Rose Benavidez, 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
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February 1, 2020 to January 31, 2021, with a yearly review and renewal of services as presented. The motion carried.

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

Approval of the following award of proposal, purchases and renewal was requested.

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

A. Award of 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.

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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.

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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 was \$602,156.85.

Upon a motion by Mr. Roy de León and a second by Mrs. Victoria Cantú, the Board of Trustees approved and authorized the award of proposal, purchases, and renewal in the amount of \$602,156.85 as presented. The motion carried.

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 was requested.

Purpose – The external auditor services contract renewal was 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 requested 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, attended the meeting to address any questions by the Trustees.

Funding Source - Expenditures were 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.

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

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 was provided in the packet for the Trustee's review.

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

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 Internal Audit Report in the area of Financial Aid as presented. The motion carried.

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

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 were provided in the packet for the Board’s information and review.

Upon a motion by Mr. Roy de León and a second by Mr. Rene Guajardo, the Board of Trustees of South Texas College approved and authorized Dr. Shirley A. Reed, College President, to negotiate final agreement terms with Terra-Gen Development Company, LLC. The motion carried.

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.

- On January 28, 2020, Mrs. Mary Elizondo was prepared to finish the presentation.
 - The Board did not request the presentation, and this item was deferred until a later meeting.

The presentation was provided in the Board packet.

No action was requested.

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 was 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 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 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 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 were provided 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.

Upon a motion by Ms. Rose Benavidez and a second by Mrs. Victoria Cantú, the Board of Trustees of South Texas College approved and authorized substantial completion of the Portable Buildings MEP Infrastructure at the RCPSE project as presented. The motion carried.

**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 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	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 was provided 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.

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

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 included an Outstanding Issues Action Plan as developed and maintained by administration.

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

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

Campus Specific Outstanding Issues:

1. Pecan Campus Sand Volleyball Courts

Upon a motion by Ms. Rose Benavidez and a second by Mr. Roy de León, the Board of Trustees of South Texas College approved and authorized termination of the current construction agreement for the Pecan Campus Sand Volleyball Courts project, and authorized legal counsel to initiate legal action as necessary. The motion carried.

2. Pecan Campus Athletic Field Fence Enclosure

Upon a motion by Ms. Rose Benavidez and a second by Mr. Roy de León, the Board of Trustees of South Texas College approved and authorized termination of the current construction agreement for the Pecan Campus Athletic Field Fence Enclosure project, and authorized legal counsel to initiate legal action as necessary. The motion carried.

Update on Status of Unexpended Plant Fund Construction Projects

The Facilities Planning and Construction staff provided a design and construction update. This update summarized the status of each capital improvement project currently in progress. Mary Elizondo and Rick de la Garza were available 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 December 2019. The approval was for checks submitted for release in the amount greater than \$125,000.00 and checks in the amount greater than \$25,000.00 that were released as authorized by Board Policy No. 5610.

Mrs. Mary Elizondo, Vice President for Finance and Administrative Services, was available to review of the Financial Report for the month of **December 2019**, and to respond to questions posed by the Board.

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

Upon a motion by Mr. Roy de León and a second by Ms. Rose Benavidez, 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 December 2019. The motion carried.

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

Adjournment

There being no further business to discuss, the Regular Meeting of the South Texas College Board of Trustees adjourned at 7:13 p.m.

I certify the foregoing are the true and correct minutes of the Tuesday, January 28, 2020 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 award(s), including the use of related funds and execution of related agreements as necessary for each grant is requested:

1. The Texas Higher Education Coordinating Board (THECB), Professional Nursing Shortage Reduction Program (NSRP) –Over 70 Program, additional funds in the amount of \$409,308.87

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

November 2019 Reimbursement - \$129,869

In the College's application for NSRP Funds, administration over-estimated the number of traditional track ADN graduates. While 127 graduates were projected, only 112 traditional track students successfully graduated the program in FY 18 – 19. The College was required to reimburse the THECB \$129,869 for the over-funded amount. On November 26, 2019, the Board ratified this reimbursement.

February 2020 Additional Funds - \$409,308.87

In that same application for NSRP Funds, administration under-estimated the number of transfer track ADN graduates. While 64 graduates were projected, 118 transfer track students successfully graduated from the program in FY 18 – 19. The THECB is now reconciling the difference by providing additional funding in the amount of \$409,308.87 to the College.

This allocation of additional funding is the final reconciliation of the College's FY 18 - 19 NSRP Program Funding, and reflects a net increase of \$279,439.87 in additional funds which will support nursing student success at South Texas College.

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

2. Any Additional Grant(s) Pending Official Award

Summary of Grant Award Funding

The presented grant(s) will provide up to \$409,308.87 in funding for the college to provide services and opportunities throughout the region.

Recommendation:

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

1. The Texas Higher Education Coordinating Board (THECB), Professional Nursing Shortage Reduction Program (NSRP) –Over 70 Program, additional funds in the amount of \$409,308.87

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

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

1. The Texas Higher Education Coordinating Board (THECB), Professional Nursing Shortage Reduction Program (NSRP) –Over 70 Program, additional funds in the amount of \$409,308.87

Approval Recommended:

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

Discussion and Action as Necessary on Approval of Certification of Unopposed Candidate for Trustee, South Texas College for District #5

The deadline to apply for a place on the ballot for the places of South Texas College Board of Trustees District 5 or District 7 passed on Friday, February 14th, 2020 at 5:00 p.m., as established by the May 2, 2020 Election Law Calendar created by the Texas Secretary of State.

In District 5, only one candidate filed for a place on the ballot. This single candidate, Dr. Alejo Salinas, Jr., would run unopposed. Therefore, the Board is asked to approve the attached Certification of Unopposed Status for this ballot.

Legal Counsel has prepared the Certification of Unopposed Candidates for Trustee as allowed by Texas Election Code.

As per Texas Election Code §2.052, the Board shall declare the unopposed candidate(s) elected, Texas Election Code requires that they first accept these Certifications (pursuant to), and then may issue an Order declaring the unopposed candidate elected (pursuant to Texas Election Code §2.053) as provided for in the next agenda item.

Recommendation:

It is recommended that the Board of Trustees approve and authorize the Certification of Unopposed Candidate for Trustee, South Texas College for District #5 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 Certification of Unopposed Candidate for Trustee, South Texas College for District #5 as presented.

Approval Recommended:

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

CERTIFICATION OF UNOPPOSED CANDIDATES
FOR TRUSTEE, SOUTH TEXAS
COLLEGE

*CERTIFICACIÓN DE CANDIDATOS INOPUESTOS
PARA MIEMBROS DE LA MESA DIRECTIVA,
COLEJIO DE SUR TEXAS*

To: Board of Trustees,
South Texas College

A: La Mesa Directiva,
Colejio de Sur Texas

As the authority responsible for preparing the official ballot for trustee election, South Texas College, I hereby certify that the following candidate is unopposed for election to office for the election scheduled to be held on May 2, 2020:

Place No. 5	Mr. Alejo Salinas
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Debido a mi responsabilidad de preparar la boleta para la eleccion de miembros de la mesa directiva del Colejio de Sur Texas, certfico que el siguiente candidato es inopuesto en la eleccion fechada para llevarse acabo el de 2 de Mayo de 2020:

Lugar No. 5	Don Alejo Salinas
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Signature

Paul R. Rodriguez

February , 2020

Date (Fecha)

Discussion and Action as Necessary on Approval of Order Declaring Unopposed Candidate for STC Trustee District #5 Elected

The deadline to apply for a place on the ballot for the places of South Texas College Board of Trustees District 5 or District 7 passed on Friday, February 14th, 2020 at 5:00 p.m., as established by the May 2, 2020 Election Law Calendar created by the Texas Secretary of State.

Once Certification(s) of Unopposed Status are approved by the Board, the Board may then approve an Order declaring unopposed candidate(s) elected.

Legal Counsel has prepared the following Order Declaring Unopposed Candidate Elected, anticipating Board approval of the Certification of Unopposed Status for Dr. Alejo Salinas, Jr. in Single-Member District #5.

This order also states that the election for Single-Member District Number Five shall not be held. A copy of this Order shall be posted at each Election Day polling place which would have been used if the elections were to be held.

Recommendation:

It is recommended that the Board of Trustees approve and authorize the Order Declaring Unopposed Candidate Elected for District #5 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 Declaring Unopposed Candidate Elected for District #5 as presented.

Approval Recommended:

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

STATE OF TEXAS

COUNTY OF HIDALGO

ORDER OF CANCELLATION
ORDEN DE CANCELACIÓN

South Texas College hereby cancels the election scheduled to be held on May 2, 2020 in accordance with Section 2.053(a) of the Texas Election Code. The following candidate has been certified as unopposed and is hereby elected as follows:

El Colejio South Texas College, por la presente, cancela la elección que, de lo contrario, se hubiera celebrado el día 2 de Mayo de 2020, de conformidad, con la Sección 2.053(a) del Código de Elecciones de Texas. El siguiente candidato ha sido certificado como candidato único y por la presente queda elegido como se haya indicado a continuación:

<i>Candidate (Candidato)</i> <i>Alejo Salinas, Jr.</i>	<i>Office Sought</i> <i>Trustee, Place 5</i>
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A copy of this order will be posted on Election Day at each polling place that would have been used in the election.

El Día de las Elecciones se exhibirá una copia de esta orden en todas las mesas electorales que se hubieran utilizado en la elección.

_____ Chairman (*Presidente*)

_____,Secretary (*Secretario*)

(seal) (*sello*)

Date of adoption (*Fecha de adopción*)

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

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 was approved by the Board on January 28, 2020.

The original 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 as they work with other entities planning to hold concurrent elections. This coordination promotes the best interests of voters in each community.

The original order will need to be amended to remove polling location designations for District #5, which will not be held upon declaration that the unopposed candidate for that seat is elected.

Additionally, the original January 28, 2020 order listed the Elsa Fire Station at 216 E 4th Street in Elsa, Texas as a polling place. The City of Elsa has informed staff that they will not use that location for their own local election. It will be necessary to amend the College's election order to remove that listing, as well as any other changes identified by the College.

Administration requests Board authorization for the College President to approve an amended Order for the May 2, 2020 Election for STC Trustees for Single-Member Trustee District #5 and Single-Member District #7 to delete the call for an election for Single-Member Trustee District #5 and to incorporate the final polling location list upon receipt by the County.

This amended Order will be presented to the Board for ratification at the next regular Board meeting.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the College President to amend 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 College President to amend 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

FIRST AMENDMENT TO THE 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 G I 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~~
~~UTRGV, 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 25 day of February, 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]

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

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

South Texas College revised Policy 1520: *Orientation and Training* on November 29, 2019. At that time, Dr. Alejo Salinas, Jr. noted that he would like to provide feedback to administration to strengthen the policy and the orientation and training procedures outlined therein.

Dr. Salinas has subsequently provided feedback, and it has been incorporated into the proposed revisions in the following draft. No additional suggestions were provided.

The Board is asked to review and provide feedback on this first reading of the proposed new policy. Any feedback would be incorporated into a final proposal for the Board's consideration in March 2020.

No action is requested at this time.

MANUAL OF POLICY

Title	Orientation and Training of Trustees	1520
Legal Authority	Approval of the Board of Trustees	Page 1 of 2
Date Approved by Board	As Amended by Board Minute Order Dated November 26, 2019 February 25, 2020	

I. Purpose

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

II. Policy

Information for Candidates for Board of Trustees

Application packets for candidates seeking a place on the ballot for election to the South Texas College Board of Trustees, or seeking consideration to be nominated to fill a vacancy on the South Texas College Board of Trustees, shall include ~~guidance on best practices for trustees, roles and responsibilities of trustees, and ethical governance~~ information related to the roles and responsibilities of community college trustees to help provide potential candidates with some understanding of the expectations of service. These application packets shall also include current South Texas College Board Policies ~~related to the authority and functions of the Board, goals for trustees, and conflicts of interest.~~

Training for New Trustees

Upon election or appointment to the Board, College administration will provide all new trustees with information and access to state-mandated training programs for Texas junior college governing board members. Board members are required by law to complete state-mandated training programs according to the state's established deadlines for each program. These training programs include~~ing~~ the following:

- Intensive Short Course for Appointed Members of Governing Board (Texas Education Code, Section 61.0841) – required prior to voting on budgetary or personnel matters
- Open Meetings Training (Texas Government Code, Section 551.005) – within ninety (90) days after Oath of Office
- Open Records Training (Texas Government Code, Section 552.012) – within ninety (90) days after Oath of Office
- Public Funds Investment (Texas Government Code, Section 2256.007) – within six (6) months after Oath of Office
- Training for Members of Governing Board (Texas Education Code, Section 61.084) – within first year after Oath of Office

Trustee Orientation and Training Manual

College administration will provide a *Trustee Orientation and Training Manual* to provide additional orientation information for trustees. The information will include:

- structure of Board and Committee meetings;
- communication procedures;
- organizational structure of the College and instructional programs;

MANUAL OF POLICY

Title	Orientation and Training of Trustees	1520
Legal Authority	Approval of the Board of Trustees	Page 2 of 2

- fiscal and accountability responsibilities;
- human resources operating procedures and responding to personnel matters; and,
- an overview of campuses and facilities.

Trustee Education Conferences

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

Parliamentary Procedures

South Texas College Board and Board Committee meetings are conducted according to Robert's Rules of Order, as proscribed by Board Policy #1620: Meeting Procedures. Orientation and Training on Robert's Rules of Order will be provided to trustees as needed.

III. History

Origination Date Approved by Board:
July 27, 1995

Date Amended and Approved by Board:
November 26, 2019
February 25, 2020

Deliberation and Action as Necessary Regarding the Assessment of the College President and the Self-Assessment of the Board of Trustees

The Board is asked to conduct an assessment of the College President and the self-assessment of the Board of Trustees.

These assessments are a valuable process to help the Board in their stewardship and to provide the College President with feedback as necessary. Additionally, the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) *Principles of Accreditation* calls for regular Board evaluation of the College President (Principle 4.2.c) and Board self-evaluation (Principle 4.2.g).

The previous assessment of the College President and the self-assessment of the Board of Trustees was conducted in 2019. The evaluation forms for the assessment of the College President and the self-assessment of the Board of Trustees are provided under separate cover for the Board's information and review.

Mr. Paul R. Rodriguez, Chairman of the Board, has asked that the Trustees complete the evaluation forms and submit them for his review by Tuesday, March 10, 2020.

The Board will be asked to review the assessments at a subsequent Board meeting and to recommend any action as necessary based upon the results.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the assessment of the College President and the self-assessment of the Board of Trustees and provide any required specific instructions regarding the questions, format, method, and time frame as appropriate.

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 assessment of the College President and the self-assessment of the Board of Trustees and provide any required specific instructions regarding the questions, format, method, and time frame as appropriate.

Approval Recommended:

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

**SOUTH TEXAS COLLEGE
ASSESSMENT OF THE PRESIDENT
FY 2019 - 2020**

Please rate the functioning of the President according to the following criteria and characteristics.

4 = Excellent 3 = Good 2 = Satisfactory 1 = Needs Improvement 0 = Not observed

A.	BOARD RELATIONS	SCORE
1	Keeps the Board adequately informed of College operations and activities on an ongoing basis	4 3 2 1 0
2	Keeps the Board adequately informed of major circumstances	4 3 2 1 0
3	Provides adequate concern for needs of individual Board members	4 3 2 1 0
4	Communicates effectively using both written and oral communication	4 3 2 1 0
5	Appropriately carries out the directions of the Board	4 3 2 1 0
6	Works productively and harmoniously with Trustees	4 3 2 1 0
7	Provides the Board with needed information soon enough to be read and assimilated	4 3 2 1 0
8	Provides sufficient information for the Board to make decisions	4 3 2 1 0

B.	COMMUNITY, STATE, & NATIONAL RELATIONS	SCORE
1	Provides effective institutional representation in community relations	4 3 2 1 0
2	Effectively interacts with community organizations in a leadership capacity as appropriate	4 3 2 1 0
3	Participates in appropriate community organizations and committee/task force activities	4 3 2 1 0
4	Maintains appropriate state and national professional affiliations	4 3 2 1 0
5	Provides institutional respectability/image	4 3 2 1 0

C.	FISCAL AND FACILITIES MANAGEMENT	SCORE
1	Develops sound financial plans and operates the College in a financially prudent manner	4 3 2 1 0
2	Is responsible for audit compliance and correcting any concerns	4 3 2 1 0
3	Maintains effective and legally sound purchasing procedures	4 3 2 1 0
4	Demonstrates knowledge of College budget	4 3 2 1 0
5	Is well informed regarding facility, equipment and supply needs and keeps Trustees apprised of needs and response to needs	4 3 2 1 0
6	Directs short-term and long-range planning of campus maintenance and operations	4 3 2 1 0

D.	INSTRUCTIONAL AND STUDENT SERVICE PROGRAMS	SCORE
1	Identifies and understands, and implements the academic mission and goals of the College	4 3 2 1 0
2	Effectively establishes, organizes, and operates instructional and student service programs	4 3 2 1 0
3	Is responsive and innovative with respect to changes in the community and in the delivery of educational services	4 3 2 1 0
4	Maintains appropriate academic standards	4 3 2 1 0
5	Understands and appropriately responds to the needs of students	4 3 2 1 0
6	Maintains a high degree of value for the student as a customer	4 3 2 1 0

E.	PERSONNEL/HUMAN RESOURCES OPERATION	SCORE
1	Maintains effective working relationship with College employees	4 3 2 1 0
2	Employs individuals whose abilities are well suited to their position	4 3 2 1 0
3	Effectively delegates responsibility to appropriate staff	4 3 2 1 0

4	Directs the development and implementation of personnel procedures and practices that comply with Board policy	4 3 2 1 0
5	Willing to make difficult personnel decisions	4 3 2 1 0
6	Demonstrates and promotes sensitivity to and support of EEO/Affirmative Action policies and procedures	4 3 2 1 0
7	Maintains accessibility	4 3 2 1 0

F.	LEADERSHIP	SCORE
1	Demonstrates ability to communicate and implement decisions	4 3 2 1 0
2	Demonstrates ability to handle crises	4 3 2 1 0
3	Demonstrates ability to initiate new ideas	4 3 2 1 0
4	Demonstrates a leadership style that inspires others	4 3 2 1 0
5	Demonstrates effective short and long-range planning	4 3 2 1 0
6	Engenders confidence as an educational leader	4 3 2 1 0
7	Exhibits a high level of knowledge and understanding of a comprehensive community college	4 3 2 1 0
8	Fosters an appropriate level of credibility in the community	4 3 2 1 0
9	Identifies and analyzes problems and issues confronting the College	4 3 2 1 0
10	Identifies potential areas of conflict	4 3 2 1 0
11	Incorporates the ideas of others in the decision-making process	4 3 2 1 0
12	Provides effectively maintained College facilities and seeks needed funding for future construction/renovation	4 3 2 1 0
13	Possess an appropriate degree of personal integrity	4 3 2 1 0

COMMENTS: _____

**SOUTH TEXAS COLLEGE
ASSESSMENT OF THE BOARD
FY 2019 - 2020**

Please rate the functioning of the Board according to the following criteria and characteristics.

4 = Excellent 3 = Good 2 = Satisfactory 1 = Needs Improvement 0 = Not observed

#	BOARD ASSESSMENT CRITERIA	SCORE
1	The quality of participation and discussion at Board meetings	4 3 2 1 0
2	The manner in which the agenda is planned in advance to assure interest and participation	4 3 2 1 0
3	The material and information that is sent in advance of the Board meeting to prepare trustees	4 3 2 1 0
4	The attendance at Board meetings	4 3 2 1 0
5	In terms of the institution's needs, the number of times the Board meets	4 3 2 1 0
6	The Board's working relationship with the chief executive officer	4 3 2 1 0
7	The Board's working relationship with the administrative staff	4 3 2 1 0
8	The Board's knowledge and understanding of the activity of major committees	4 3 2 1 0
9	Financial records of the institution are audited annually, and a certified report is presented in a timely fashion following the close of the fiscal year	4 3 2 1 0
10	The Board's understanding of its role in the development of broad institutional policies	4 3 2 1 0
11	Reports of major committees are presented in writing, and there is ample opportunity for understanding and discussion	4 3 2 1 0
12	The level of understanding and commitment of trustees of their responsibility to assure an adequately funded institution	4 3 2 1 0

#	BOARD ASSESSMENT CRITERIA	SCORE
13	The degree of attention and concern given to the proper investment of reserves and endowment funds	4 3 2 1 0
14	The practice and procedure of indoctrinating and orienting new Board members	4 3 2 1 0
15	The camaraderie and esprit of the Board	4 3 2 1 0
16	The practice of trustees to act as a team	4 3 2 1 0
17	The degree to which the institution's short-term objectives and long-range goals are in place and understood by trustees	4 3 2 1 0
18	The Board's understanding of the role and responsibilities of trustees	4 3 2 1 0
19	The Board's understanding, concern, and assessment of the institution's success in its service area	4 3 2 1 0
20	The Board's understanding, concern, and assessment of the institution's success against its competition	4 3 2 1 0
21	The Board's use of staff people to make reports and presentations at meetings	4 3 2 1 0
22	The Board's written policy and enforcement of possible conflict of interest with trustees and their business relationships	4 3 2 1 0
23	The level at which trustees take their responsibility and commitment of Board membership	4 3 2 1 0
24	The appropriateness and effectiveness of standing committees that meet and report on a regular basis	4 3 2 1 0
25	The regularity in which governing policies, By-laws and so forth, are reviewed for appropriateness and relevancy	4 3 2 1 0
26	The depth and pertinence of data and information provided trustees to properly understand and interpret the work of the institution	4 3 2 1 0
27	The Board's attentiveness and evaluation of the public relations of the institution	4 3 2 1 0

#	BOARD ASSESSMENT CRITERIA	SCORE
28	The Board's concern about the allocation of funds to assure the optimum operation of the institution	4 3 2 1 0
29	Before making decisions regarding policy and other important matters, the degree of opportunity the board has to review and discuss all appropriate data and information – whether positive or negative	4 3 2 1 0
30	The participation at Board meetings is open, candid, and reflects all possible opinions	4 3 2 1 0
31	At most meetings, trustees have an opportunity to hear information that is of an educational or interpretive nature about the institution and its work	4 3 2 1 0
32	The Board ensures that Board action results from discussion of the whole Board and that no individual member or committee takes unauthorized action on behalf of the Board	4 3 2 1 0
33	The Board retains a clear distinction between its role in establishing broad institutional policies and the administration's responsibility to administer and implement policy	4 3 2 1 0
34	All things considered, the overall effectiveness and dedication of the Board	4 3 2 1 0

COMMENTS: _____

Review of Presentations Delivered at February 11, 2020 Education and Workforce Development Committee Meeting

The following items were reviewed by the Education and Workforce Development Committee on Tuesday, February 11, 2020:

Review of Upcoming South Texas College Summer Camps

Dr. Rebecca De Leon, Dean for Dual Credit Programs and School District Partnerships, presented on the upcoming South Texas College Summer Camps under development for the Summer 2020 season.

Preparation for Summer 2019

On February 19, 2019, Dr. De Leon presented on a number of Summer Camps provided by:

- Academic and Workforce Departments;
- Continuing Professional & Workforce Education; and,
- Industry Training and Economic Development

Dr. De Leon presented a marketing booklet, which had been distributed to partnering school districts throughout the College's communities, and spoke about these programs with the Committee. At that time, the Committee noted some confusion in determining which programs were provided exclusively for a partnering district, and which were generally open to the public.

Conclusion of Summer 2019

On August 13, 2019, Dr. De Leon was joined by Dr. Carlos Margo, Associate Dean for Industrial Training and Economic Development, to update the Committee on the successful and varied camps presented throughout the summer season.

Dr. De Leon and Dr. Margo also reviewed their lessons learned, and discussed their plans for continued improvements, more diverse offerings, and increased public participation for the following year.

South Texas College Summer Camps - 2020

Under Dr. David Plummer's leadership, administration developed even more and varied camps to offer for Summer 2020, and implemented a new web-based marketing strategy.

This year's offerings included 24 camps in June and July, covering topics including:

- Art
- Music
- Science & Engineering
- Technology
- Continuing Education
- Recreational Activities

Camps would be offered for participants for select age ranges, serving learners as young as 2 years old, and with activities for students through 17 years old.

Dr. Plummer and Dr. Rebeca De Leon discussed the new marketing strategy, the website portal, and the wide variety of camps available to school districts and the general public in Summer 2020.

Presentation on South Texas College Educational Pathways for Law Enforcement Professionals

Ms. Maricruz Hinojosa, Coordinator of College Connections, presented on the educational pathways that South Texas College has established to serve law enforcement professionals, as well as the recruitment efforts marketing the programs toward local and federal agencies.

On April 24, 2019, South Texas College signed a training partnership agreement with the Federal Law Enforcement Training Centers (FLETC) and the United States Customs and Border Protection (USCBP). Under this agreement, the College has identified specific training programs offered by FLETC and USCBP, and has aligned them to educational pathways at the College.

Similarly, the College identified course equivalency guidelines for Texas Commission on Law Enforcement (TCOLE) certified Peace Officers, which recognizes specific training competencies that are part of the Peace Officer certification courses taught at Police Academies throughout Texas.

These equivalency guidelines allow the College to recognize prior training and give agents appropriate college credit for their experience and knowledge, as they work toward an associate or bachelor's degree.

The College has developed a specific website to quickly deliver important information to potential students from the law enforcement sector. Online marketing efforts, such as targeted YouTube and Facebook advertisements, lead law enforcement officers to a Regional Center for Public Safety Excellence landing page dedicated to giving them information on pathways specifically for law enforcement.

Finally, Ms. Hinojosa has attended a number of local events catering toward local and federal law enforcement, has hosted special events, and has visited them at their own stations.

Ms. Hinojosa reported on outreach efforts, the results thus far, and future opportunities to widen the scope of their outreach.

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



SOUTH TEXAS COLLEGE
SUMMER
CAMPS
FOR SUMMER 2020

Presentation for Education & Workforce Development Committee
 Tuesday, February 11, 2020

Presenter: Dr. Rebecca De Leon, Dean for Dual Credit Programs & School District Partnerships



OUTLINE

- Overview of Summer Camps 2020
- List of Camps Being Offered
- Marketing Efforts for Partnering School Districts and the Community
- Registration Process & Camp Pricing



*Summer
Camp*

OVERVIEW

SUMMER CAMPS 2020

- **24 Camps** being offered, totaling 55 sessions
 - *Art (4)*
 - *Music (2)*
 - *Science & Engineering (3)*
 - *Technology (6)*
 - *Continuing Education (4)*
 - *Recreational (5)*
- Dates range from the month of **June to July**
- Age groups range from **2yrs to 17yrs old**
- Held at Pecan, Technology, Mid-Valley, Starr County, & Pecan Plaza

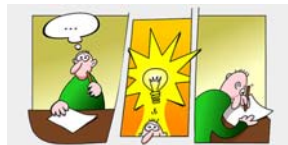


ART BASED CAMPS



Ceramics

Pecan Campus
 July 6 – 10
 July 13 – July 17
 July 20 – July 24
 14 – 17 years of age



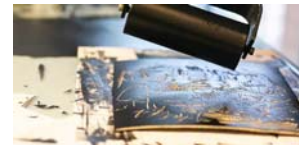
Comic Book Design

Pecan Campus
 July 6 – July 10
 11 – 17 years of age



Digital Art

Pecan Campus
 June 8 – June 12
 June 15 – June 19
 14 – 17 years of age



Printmaking

Pecan Campus
 June 1 – June 5
 June 8 – June 12
 14 – 17 years of age



MUSIC

BASED CAMPS



Guitar

Pecan Campus
 June 1 – June 4
 June 8 – June 11
 July 13 – July 17
 July 20 – July 24
 11 – 17 years of age



Piano

Pecan Campus
 June 1 – June 14
 June 8 – June 11
 11 – 17 years of age



SCIENCE & ENGINEERING

BASED CAMPS



ArchiAdventure

Technology Campus
 Mid-Valley Campus
 June 8 – June 12
 June 15 – June 19
 June 22 – June 26
 11 – 13 years of age



United Chemistry

Pecan Campus
 June 1 – June 5
 June 8 – June 12
 14 – 17 years of age



Waterbotics

Pecan Campus
 July 6 – July 10
 July 13 – July 17
 11 – 17 years of age



TECHNOLOGY

BASED CAMPS



App Development

Pecan Campus
July 13 – July 23
11 – 17 years of age



Game Development

Pecan Campus
June 1 – June 5
June 8 – June 12
14 – 17 years of age



Rockin' IT

Technology Campus
June 1 - 5
11 – 13 years of age



TECHNOLOGY

BASED CAMPS



CyberPatriot

Pecan Campus
Starr County Campus
Mid-Valley Campus
June 8 – June 12 (3)
June 15 – June 19 (2)
11 – 17 years of age



CyberPatriot Advanced

Pecan Campus
June 22 – June 26 (2)
11 – 17 years of age



CyberPatriot Coach

Pecan Campus
June 12
School District
Employees Only



CONTINUING EDUCATION BASED CAMPS



Aviation

Technology Campus
 June 1 – June 4
 June 8 – June 11
 June 15 – June 18
 July 7 – July 11
 July 15 – July 18
 July 22 – July 25
 11 – 17 years of age



Drones Piloting

Technology Campus
 Mid-Valley Campus
 July 6 – July 10
 July 13 – July 17
 11 – 17 years of age



Reading Enrichment

Pecan Plaza
 June 8 – June 11
 June 15 – June 18
 July 22- June 25
 3rd Grade



Sewing

Pecan Plaza
 June 1 – June 5
 June 15 – June 19
 July 8 – July 12
 July 22 - 26
 8 – 10 years of age



RECREATIONAL

BASED CAMPS

for 2 - 12 years of age, held at the Mid-Valley Child Care Center



Backyard Bugs

June 1 – June 5



Summer Safety

June 8 – June 12



Sports

June 15 – June 19



Camping Basics

June 22 – June 26



Boxes & Robots

June 29 – July 2



MARKETING EFFORTS

Dedicated Webpage
www.southtexascollege.edu/summer-camps



School District Partners

- Email
 - Superintendents
 - Principals
 - Counselors
- Flyer Distribution

Community

- Social Media Platforms
 - Facebook
- Flyer Distribution
- Homepage Ads
- Digital Signage around campus
- Print Ads
- Feature Story

REGISTRATION PROCESS



• Registration Process

- School District Partners will submit "contract" with student names
- Community will register via the website

• Camp Prices (based on Camp selected)

- Community member: varying from free admission to \$332.80 per participant
- School Districts (dedicated camps): vary from \$2,000 to \$6,916 per cohort

Note: School districts can sign students up at community member pricing, if they do not need a dedicated cohort

*Summer
Camp*

Thank you for your Support

Questions?





Educational Pathways for Law Enforcement Professionals Recruitment Efforts

Tuesday, February 11, 2020

Presentation by:
Maricruz Hinojosa, Coordinator of College Connections

1

Partnership Proclamation Signed on April 24, 2019

South Texas College's partnership with Federal Law Enforcement agencies to provide college credit for Federal Training Program completion.



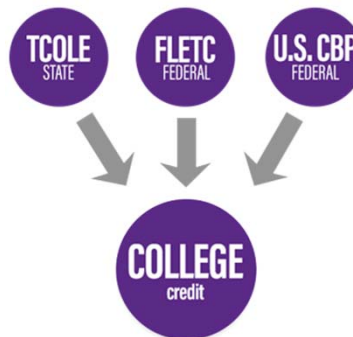
2

College Credits for Academy Training



Agents with TCOLE / FLETC / USCBP training certifications:

- Successfully complete two specific online courses
- Earn between 6 to 23 additional credit hours



3

Working together – PR & Marketing



Recruitment Efforts



Date	Activity
June	Border Patrol Festival, Mercedes
July	Veteran Educational Days, Falfurrias
July	Law Enforcement Information Session
August	Recorded a short clip shared through BP internal news
Monthly	<i>Presentations to Border Patrol Post Academy graduates</i>

Enrollment: Fall 2019 – 20 students

5

Recruitment Efforts Cont.



Month	Activity
October	Educational Days, Hebbronville
December	Presentation, McAllen Station
January	Presentation, McAllen Station

Enrollment: Spring 2020 - 32 students

6

Upcoming Border Patrol Station Visits



Month	Activity
January	Rio Grande City
February	McAllen
March	Weslaco
March	Edinburg
April	Harlingen
April	Border Patrol Festival, Mercedes
May	Brownsville
June	Fort Brown

7

Spring Enrollment Breakdown



✓ Student Type

21 New
11 Continuing
32 Total

✓ Breakdown by Agency

25 Border Patrol Agents
5 Local & State Agents
2 Customs Officers

✓ Program of Study

18 Associate Degree in Law Enforcement
14 Bachelor Degree in Organizational Leadership



8

Moving Forward



- ✓ Expand outreach efforts to Border Patrol Laredo Sector
- ✓ Arrange visits at Ports of Entry to recruit U.S. Customs
- ✓ Tap new markets such as: Local Police Departments, DPS and Sherriff's Offices in the Rio Grande Valley and beyond
- ✓ Allocate existing resources and staff to continue the expansion efforts

9



Thank you

Presentation by:
Maricruz Hinojosa, Coordinator of College Connections

10

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

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

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

A. Purchases and Renewal a. Non – Instructional Items

1) Furniture (Purchase)

Purchase furniture from the National Cooperative Purchasing Alliance (NCPA), OMNIA Partners, Sourcwell, and The Interlocal Purchasing System (TIPS) purchasing cooperatives approved vendors, at a total amount of \$122,653.23.

#	Vendor	Amount
A	Exemplis Corporation / Gateway Printing and Office Supply, Inc. (Cypress, CA/Edinburg, TX)	\$4,976.00
B	The Hon Company / Gateway Printing and Office Supply, Inc. (Muscatine, IA/Edinburg, TX)	\$4,341.72
C	Krueger International, Inc. / Gateway Printing and Office Supply, Inc. (Green Bay, WI/Edinburg, TX)	\$99,634.16
D	National Office Furniture / Gateway Printing and Office Supply, Inc. (Jasper, IN/Edinburg, TX)	\$2,592.19
E	Versteel / Gateway Printing and Office Supply, Inc. (Jasper, IN/Edinburg, TX)	\$11,109.16
Furniture Total		\$122,653.23

The purchases can be summarized as follows:

- Exemplis Corporation/Gateway Printing and Office Supply Inc. (Edinburg, TX)
 - ⇒ Pecan Campus
 - 2 Faculty/Staff Chairs for the Department of Resource Development Management and Compliance
 - 5 Faculty/Staff Chairs for the Culinary Arts Program
 - ⇒ Technology Campus
 - 3 Faculty/Staff Chairs for the Custodial Department
- The Hon Company/Gateway Printing and Office Supply Inc. (Edinburg, TX)
 - ⇒ Pecan Campus
 - 2 Storage Cabinets for the World Language Program
 - 5 Bookcases for the Culinary Arts Program
 - 1 Faculty/Staff Desk for the Medical Health Services Management Program
 - ⇒ Regional Center for Public Safety Excellence

- 1 Storage Cabinet for the Learning Commons and Open Labs
 - ⇒ Starr County Campus
 - 1 Storage Cabinet for the Centers for Learning Excellence
- Krueger International, Inc./Gateway Printing and Office Supply Inc. (Edinburg, TX)
 - ⇒ Pecan Campus
 - 2 Tables for Learning Commons and Open Labs
 - 5 Faculty and Staff Desks and 5 Chairs for the Culinary Arts Program
 - 3 Cubicle Workstations for Information Technology
 - 4 Chairs and 1 Table for Pecan Building Annex Lounge
 - ⇒ Starr County Campus
 - 22 Chairs and 40 Tables for Centers for Learning Excellence
 - 8 Chairs and 2 Tables for the Custodial Department
 - ⇒ Technology Campus
 - 8 Computer Tables for the Architectural & Engineering Design Technology Program
 - 1 Faculty/Staff Desk for the Custodial Department
- National Office Furniture/Gateway Printing and Office Supply Inc. (Edinburg, TX)
 - ⇒ Regional Center for Public Safety Excellence
 - 1 Table for the Learning Commons and Open Labs
 - ⇒ Starr County Campus
 - 1 Table for the Centers for Learning Excellence
- Versteel/Gateway Printing and Office Supply, Inc. (Edinburg, TX)
 - ⇒ Starr County Campus
 - 20 Tables for the Centers for Learning Excellence

Funds for these expenditures are budgeted in the requesting department budgets for FY 2019 - 2020 as follows: Architectural & Engineering Design Technology, Centers for Learning Excellence, Custodial, Information Technology, Learning Commons and Open Labs, Medical Health Services Management, New Furniture, Pecan Building H Cafeteria Reno – FFE, Resource Development, Management and Compliance and World Language Department.

2) LED Lamps (Purchase)

Purchases LED lamps from **Crawford Electric Supply** (Mission, TX), a Texas Association of School Boards – Buyboard approved vendor, at a total amount of \$109,950.00.

Purpose – Facilities Operations and Maintenance is requesting the purchase of four hundred and eighty (480) LED lamp retrofit kits and two hundred and fifty (250) LED emergency lamp retrofit kits, which will replace fluorescent lamps at Pecan, Technology, and Mid Valley campuses.

Justification and Benefit – As part of one of the 2020 projects, Facilities Operations and Maintenance would like to continue replacing fluorescent lamps with LED retrofit lamps at various campuses. This will be the third phase of several, which will help reduce energy consumption, improve maintenance since LED lights are designed to have long lives, and

improve safety since LED lamps do not contain any harmful chemicals, such as mercury, and are safer for the environment.

Funds for this expenditure are budgeted in the District Wide Interior LED Lighting Upgrade budget for FY 2019 – 2020.

3) Network Cabling Services for Building Renovation Projects (Renewal)

Renew the network cabling services for building renovation projects for the period beginning March 27, 2020 through March 26, 2021 at an estimated amount of \$232,000.00. The vendors are as follows:

- **BridgeNet Communications (Donna, TX)**
- **Telepro Communications (Mission, TX)**

Purpose – Information Technology (IT) and Facilities Planning and Construction are requesting networking cabling services for building renovation projects throughout the district. The renovation projects are listed below:

- Pecan Campus
 - ⇒ Building H Renovation
 - ⇒ Building M Office and Work Space Renovation
 - ⇒ Building G Physical Science Classroom Conversions
- Mid Valley Campus
 - ⇒ Student Services Renovation
 - ⇒ Conversion of Cafeteria to Supplemental Instruction
- Nursing and Allied Health Campus
 - ⇒ Building A Student Services Renovations
 - ⇒ Building A Cabling Infrastructure
- Starr County Campus
 - ⇒ Student Services Renovations

Justification and Benefit – The various renovation projects are scheduled for the upcoming year and due to the scope of work during the building renovations data drops and network cabling will need to be replaced or added. The new data drops and network cabling will enhance the network/internet services in the building scheduled for renovation or upgrade.

Background – The Board awarded the contract for network cabling services for building renovation projects at the March 26, 2019 Board of Trustees meeting for a one-year period with two one-year annual renewals. The first renewal period begins March 27, 2020 through March 26, 2021.

Award	Board Meeting Date	Original Term	Renewal Term
Original	3/26/19	3/27/19 – 3/26/20	2 – one-year options
1 st Renewal	2/25/20		3/27/20 – 3/26/21

Funds for this expenditure are budgeted in various Construction – Renovation Project budgets for FY 2019 – 2020 and FY 2020 – 2021 pending Board approval of the budget.

4) Risk Management Consultant Services (Renewal)

Renew the risk management consultant services contract with **Cameron Investment Company / dba Shepard Walton King Insurance Group** (McAllen, TX), for the period beginning May 1, 2020 through April 30, 2021, at an estimated amount of \$19,500.00.

Purpose – The Office of Accountability and Risk Management is requesting to renew the contract for risk management consultant services for the annual review and recommendations concerning the College’s insurances.

Justification and Benefit – The risk management services consultant will assist the College with identifying property and casualty risk, evaluating current insurance coverage, soliciting and evaluating proposals for insurance coverage, and providing safety training to staff as needed.

Background – The Board awarded the contract for risk management consultant services at the March 28, 2017 Board of Trustees meeting for a one-year period with four one-year annual renewals. The third renewal period begins May 1, 2020 through April 30, 2021.

Award	Board Meeting Date	Original Term	Renewal Term
Original	3/28/17	5/01/17 – 4/30/18	4 – one-year options
1 st Renewal	2/06/18		5/01/18 – 4/30/19
2 nd Renewal	2/26/19		5/01/19 – 4/30/20
3 rd Renewal	2/25/20		5/01/20 – 4/30/21

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

Funds for this expenditure are budgeted in the Insurance budget for FY 2019 – 2020 and FY 2020 – 2021 pending Board approval of the budget.

b. Technology Items

5) Datacenter Brocade Switches (Purchase)

Purchase datacenter brocade switches from **Netsync Network Solutions** (Houston, TX), a State of Texas Department of Information Resources (DIR) approved vendor, at a total amount of \$69,237.10.

Purpose – Information Technology is requesting to purchase two (2) datacenter switches to replace existing end of life and end of support datacenter switches. The brocade switches provide data connectivity to support storage for Banner applications and databases that support students, faculty, and staff district wide.

Justification and Benefit – These switches will provide critical data connectivity for email, Banner, and Jagnet applications.

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

6) Firewall Equipment (Purchase)

Purchase firewall equipment from **SHI Government Solutions** (Austin, TX), a State of Texas Department of Information Resources (DIR) approved vendor, at a total amount of \$478,837.00 with an initial payment of \$250,000.00 and four (4) annual payments of \$57,209.25. Significant savings will be realized by the college by accepting this multi-year agreement.

Purpose – Information Technology is requesting to purchase two (2) datacenter firewall devices to replace existing end of life firewalls. The firewall devices provide a secure layer of protection to the colleges' network. The firewall devices provide critical visibility when monitoring internet connectivity and also protect server applications such as Banner and Jagnet against external threats.

Justification and Benefit – The current firewalls have reached their end of life, out of warranty, and will no longer be supported. These devices will provide critical protection to the College's network, servers, and applications such as Banner and Jagnet. The new firewalls will stop external threats by providing policy-based visibility and control over applications, users, and threats.

Funds for this expenditure are budgeted in the Systems and Networking budget for FY 2019 – 2020. In the event that funding is unavailable for the four (4) subsequent years, the DIR contract allows the college to be released from this obligation with a ninety (90) days' notice. The college has the option to either return the equipment or pay the remaining balance.

7) Network Servers (Purchase)

Purchase network servers from **Dell Marketing, LP.** (Dallas, TX), a State of Texas Department of Information Resources (DIR) approved vendor, at a total amount of \$95,057.76.

Purpose – Information Technology is requesting to purchase six (6) servers and four (4) 10G network cards to replace existing devices that have reached its end of life and can no longer meet the intended needs. The servers and network cards will be installed at the Pecan Campus Building M Data Center to support many software applications.

Justification and Benefit – The servers will provide business continuity to applications used by students, faculty, and staff such as the Department of Public Safety surveillance system, Jagnet, and Banner applications and databases. These servers will replace hardware that is out of warranty and no longer supported.

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

B. Interlocal Agreement

8) Facility Usage Interlocal Agreement (Lease/Rental)

Lease/Rental facility usage interlocal agreement with **City of Mission – Mission Event Center** (Mission, TX), for the date of June 12, 2020, at an estimated amount of \$3,375.00.

Purpose – The Office of Professional Development is requesting lease/rental of facilities for a South Texas College professional development event.

Justification and Benefit – The facility usage interlocal agreement is for the South Texas College Office of Professional Development Spring Professional Development event for STC staff. The event is as follows:

Date	Location	Event	Amount
6/12/20	Mission Event Center	South Texas Leadership Academy for Staff (STLA)	\$3,375.00

Funds for this expenditure are budgeted in the Office of Professional Development budget for FY 2019 – 2020.

C. Additional Award Not Reviewed by Committee

9) Graduation Caps and Gowns (Award)

Award the proposal for graduation caps and gowns to **Zolnier Graduate Supply** (Union City, NJ) (New), for the period beginning March 1, 2020 through February 28, 2021 with two one-year options to renew, at an estimated amount of \$50,000.00, which is based on prior year expenditures.

Purpose – The Office of Admission and Records is requesting graduation caps and gowns, which will be used to distribute to South Texas College graduates.

Justification and Benefit – The graduation caps and gowns will be used for all South Texas College graduates attending the May 2020 and December 2020 commencement ceremonies.

Background – Proposal documents were advertised in January 29, 2020 and February 5, 2020 and issued to seven (7) vendors. Three (3) responses were received on February 13, 2020 and review by the Office of Admission and Records and the Purchasing Department.

Funds for this expenditure are budgeted in the Graduation budget for FY 2019 – 2020 and FY 2020 – 2021, pending Board approval of the budget.

Recommendation from Committee

The Finance, Audit, and Human Resources Committee recommended Board approval of the purchases, renewal, and interlocal agreement as listed below, except item C-9, an award for graduation caps and gowns, which was received after the publication of the committee packet:

A. Purchases and Renewal

a. Non-Instructional Items

- 1) Furniture (Purchase): purchase furniture from the National Cooperative Purchasing Alliance (NCPA), OMNIA Partners, Sourcewell, and The Interlocal Purchasing System (TIPS) purchasing cooperatives approved vendor, at a total amount of \$122,653.23.

#	Vendor	Amount
A	Exemplis Corporation / Gateway Printing and Office Supply, Inc. (Cypress, CA/Edinburg, TX)	\$4,976.00
B	The Hon Company / Gateway Printing and Office Supply, Inc. (Muscatine, IA/Edinburg, TX)	\$4,341.72
C	Krueger International, Inc. / Gateway Printing and Office Supply, Inc. (Green Bay, WI/Edinburg, TX)	\$99,634.16
D	National Office Furniture / Gateway Printing and Office Supply, Inc. (Jasper, IN/Edinburg, TX)	\$2,592.19
E	Versteel / Gateway Printing and Office Supply, Inc. (Jasper, IN/Edinburg, TX)	\$11,109.16
Furniture Total		\$122,653.23

- 2) **LED Lamps (Purchase):** purchase LED lamps from **Crawford Electric Supply** (Mission, TX), a Texas Association of School Boards – Buyboard approved vendor, at a total amount of \$109,950.00;
- 3) **Network Cabling Services for Building Renovation Projects (Renewal):** renew the network cabling services for building renovation projects for the period beginning March 27, 2020 through March 26, 2021 at an estimated amount of \$232,000.00. The vendors are as follows:
 - **BridgeNet Communications (Donna, TX)**
 - **Telepro Communications (Mission, TX)**
- 4) **Risk Management Consultant Services (Renewal):** renew the risk management consultant services contract with **Cameron Investment Company / dba Shepard Walton King Insurance Group** (McAllen, TX), for the period beginning May 1, 2020 through April 30, 2021, at an estimated amount of \$19,500.00;

b. Technology Items

- 5) **Datacenter Brocade Switches (Purchase):** purchase datacenter brocade switches from **Netsync Network Solutions** (Houston, TX), a State of Texas Department of Information Resources (DIR) approved vendor, at a total amount of \$69,237.10;

- 6) **Firewall Equipment (Purchase):** purchase firewall equipment from **SHI Government Solutions** (Austin, TX), a State of Texas Department of Information Resources (DIR) approved vendor, at a total amount of \$478,837.00 with an initial payment of \$250,000.00 and four (4) annual payments of \$57,209.25. Significant savings will be realized by the college by accepting this multi-year agreement;
- 7) **Network Servers (Purchase):** purchase network servers from **Dell Marketing, LP.** (Dallas, TX), a State of Texas Department of Information Resources (DIR) approved vendor, at a total amount of \$95,057.76;

B. Interlocal Agreement

- 8) **Facility Usage Interlocal Agreement (Lease/Rental):** lease/rental facility usage interlocal agreement with the **City of Mission – Mission Event Center** (Mission, TX), for the date of June 12, 2020, at an estimated amount of \$3,375.00.

C. Additional Award Not Reviewed by Committee

- 9) **Graduation Caps and Gowns (Award):** award the proposal for graduation caps and gowns to **Zolnier Graduate Supply** (Union City, NJ) (New), for the period beginning March 1, 2020 through February 28, 2021 with two one-year options to renew, at an estimated amount of \$50,000.00, which is based on prior year expenditures.

Recommend Action - The total for all award of proposal, purchases, renewal, and interlocal agreement is \$1,180,610.09.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the award of proposal, purchases, renewal, and interlocal agreement in the amount of \$1,180,610.09 as presented.

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

The Board of Trustees approves and authorizes the award of proposal, purchases, renewal, and interlocal agreement in the amount of \$1,180,610.09 as presented.

Approval Recommended:

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

Review and Action as Necessary on Tuition and Fees Schedule for the Regional Center for Public Safety Excellence for FY 2019 - 2020

Approval of Tuition and Fees Schedule for the Regional Center for Public Safety Excellence (RCPSE) for FY 2019 - 2020 is requested.

Purpose – To add a Tuition and Fees Schedule for the RCPSE for FY 2019 – 2020 for Continuing Education Law Enforcement Courses, Simulation Training, use of Emergency Vehicle Operations Course (EVOC), Skills Pad, and Classrooms.

Justification – The new Tuition and Fees Schedule for the RCPSE for FY 2019 – 2020 will be used to offset costs and expenses related to offering Continuing Education Law Enforcement Courses, Simulation Training, use of Emergency Vehicle Operations Course (EVOC), Skills Pad, and Classrooms.

Unlike law enforcement organizations, the College does not receive funds directly from federal, state, county, or municipal governments to cover continuing education activities at the Regional Center. Tuition, fees, and state contact hour funding will be limited for the Regional Center because much of the training will be tuition free and without contact hour reimbursement. As a result, it is necessary to charge tuition and fees to offset the costs associated with personnel and equipment.

The new Tuition and Fees Schedule rates are as follows:

Tuition:	Proposed Rate
Law Enforcement Courses (continuing education)	\$6.50 per contact hour, or variable tuition based on recovery of costs

Fees:	
• Firearms Scenario-Based Simulator Training	\$23 per student for 30 minutes
• Target Range Qualifier Simulator Training	\$18 per student for 30 minutes
• Driving Simulator Training	\$38 per student for 30 minutes
• Emergency Vehicle Operations Course (EVOC)	\$100 per agency per day or \$18 per agency per hour
• Skills Pad	\$25 per agency per hour
• Classroom w/Technology	\$114 per day beyond 3 days of consecutive usage

The proposed tuition and fees to be approved by the Board will allow the RCPSE to offer Continuing Education Law Enforcement Courses, Simulation Training, and use of the facility to the law enforcement community with sufficient revenue to offset personnel and equipment costs.

Reviewers – The new Tuition and Fees Schedule for the RCPSE for FY 2019 - 2020 has been reviewed by staff, the President’s Cabinet, and President’s Administrative Staff.

The new Tuition and Fees Schedule for the RCPSE for FY 2019 - 2020 follows in the packet for the Board’s information and review.

It is requested that the Finance, Audit, and Human Resources Committee recommend for Board approval, at the February 25, 2020 Board meeting, the new Tuition and Fees Schedule for the Regional Center for Public Safety Excellence for FY 2019 - 2020 as presented.

The Finance, Audit, and Human Resources Committee recommended Board approval of the new Tuition and Fees Schedule for the Regional Center for Public Safety Excellence for FY 2019 - 2020 as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the new Tuition and Fees Schedule for the Regional Center for Public Safety Excellence for FY 2019 - 2020 as presented.

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

The Board of Trustees approves and authorizes the new Tuition and Fees Schedule for the Regional Center for Public Safety Excellence for FY 2019 - 2020 as presented.

Approval Recommended:

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

**PROPOSED STUDENT TUITION AND FEES
FOR FY 2019-2020**

	Board Approved FY 2017-2018	Board Approved FY 2018-2019	PROPOSED for FY 2019-2020
Continuing Education Law Enforcement Courses			\$6.50 per contact hour, or variable tuition based on recovery of costs
Fees:			
• Firearms Scenario-Based Simulator Training (per student for 30 minutes)			23.00
• Target Range Qualifier Simulator Training (per student for 30 minutes)			18.00
• Driving Simulator Training (per student for 30 minutes)			38.00
• Emergency Vehicle Operations Course (EVO) (per agency)			100.00 per day or 18.00 per hour
• Skills Pad (per agency per hour)			25.00
• Classroom w/Technology (per day beyond 3 days of consecutive usage)			114.00

Review and Action as Necessary to Issue a Request for Proposals for a Faculty Cost and Productivity Study

Approval to issue a Request for Proposals (RFP) to solicit a firm to conduct a Faculty Cost and Productivity Study is requested.

Purpose – The College is seeking to solicit for proposals from qualified professional individuals and organizations for a Faculty Cost and Productivity Study. This study will analyze the College's faculty costs and productivity, identify benchmark data, obtain peer group comparisons, and identify best practices, standards, and targets. The results will be incorporated into future operations.

This study will also provide the College with an opportunity to evaluate and strengthen existing metrics and measures utilized to manage faculty costs and increase productivity.

Justification – This study is to provide a comprehensive Faculty Cost and Productivity Study. The study will strengthen the College's instruction structure and will provide valuable information for financial sustainability.

Background – In recent years, the enrollment at South Texas College has leveled off and, in some years, a slight decrease has been experienced for both traditional and dual credit programs. Faculty costs, however, have increased.

Various factors may be contributing to the enrollment fluctuations including increased competition across institutional types.

It is critical that the College aligns resources to meet changing enrollment patterns, which will benefit students and safeguard the future financial sustainability of the College. The strategies recommended by the proposed study will be implemented based on the College's mission and composition of its faculty and student body.

As Exhibit A reflects, the total faculty salary and benefits budget for FY 2020 is \$64,533,890, which represents 36.71% of the total budget amount of \$175,780,625. Exhibit B reflects the total faculty salary budget of \$50,695,485 and total faculty benefits budget of \$13,838,405, totaling \$64,533,890. Exhibit A and Exhibit B follow in the packet.

Scope of Work

The scope of work consists, at a minimum, of the items listed below deemed valuable in analyzing faculty costs and productivity. The quantitative and qualitative analysis will be based on traditional and dual credit academic and career technical education programs excluding Continuing, Professional, and Workforce Education.

Scope of Work
(At a Minimum)

Faculty Costs (excluding Continuing, Professional, and Workforce Education)

- Analysis of Costs – Faculty
 - ⇒ Analyze and compare the number of faculty and faculty costs between full-time faculty and part-time/adjunct faculty.
 - ⇒ Analyze faculty cost per class/student/student credit hours (SCH)/contact hours(C/H).
 - Analyze costs per student taught by part-time/adjunct.
 - Analyze costs per student taught by full-time faculty.
 - ⇒ Analyze faculty release time and cost.
 - ⇒ Review existing benchmarks and recommend new benchmarks as appropriate, including faculty to staff ratios among peer institutions.
 - ⇒ Analyze number and cost of faculty overload assignments.
 - ⇒ Analyze number and cost of faculty stipend assignments and special assignments.
 - ⇒ Identify measures for cost control.
 - ⇒ Produce a cost efficiency model.
 - ⇒ Analyze and recommend allocation of resources to areas in need of improvement and potential impact on student graduation and persistence.

Productivity

- Student to Faculty Ratio Analysis
 - ⇒ Analyze and measure student credit hour (SCH) and contact hours (CH) production per faculty for optimal capacity level, controlling for discipline.
 - ⇒ Analyze and recommend alignment of workload and schedules with student demand.
- Teaching Loads Analysis
 - ⇒ Analyze and compare faculty teaching workloads by full-time faculty/overloads/part-time/adjunct assignments.
 - ⇒ analyze and compare number of classes, student enrollment, and student credit hour (SCH) between full-time faculty and part-time faculty.
 - ⇒ Analyze and recommend credit hour production targets per full-time and part-time/adjunct faculty.
 - ⇒ Analyze existing standards for teaching loads with other community college's standards.
 - ⇒ Analyze the total number of underutilized sections/courses (course enrollment) including review of course inventory.
 - ⇒ Analyze faculty workload expectations including teaching and other service assignments.
 - ⇒ Analyze and recommend benchmark for classroom size and fill rates for optimal instructional capacity.
- Release Time Analysis
 - ⇒ Analyze course release time.
 - ⇒ Analyze faculty with approved course release and teaching courses including overloads.

- Compliance to Board Policies and Procedures
 - ⇒ Review policies and procedures related to faculty assignments and make recommendations as appropriate.
 - ⇒ Analyze policies and procedures for faculty workloads and compare to peer institutions.

Other Deliverables

- Review and provide recommendations of the College's methodology of program cost analysis.
- Analyze faculty costs and productivity trends by including at least three (3) years of data.
- Collection and analysis of qualitative data used to triangulate/support the study's quantitative-based recommendations.
- Review data and benchmarks with peer community colleges that have been reviewed with South Texas College.
- Review data and calculate elasticities of demand for traditional enrollment, online enrollment, and dual credit enrollment for south Texas.
- Recommend strategies for maximizing efficiencies, effectiveness, and allocation of instructional resources.
- Recommend benchmarks, metrics, targets, policies, and procedures derived from the analysis of the data.
- Recommend other strategies and key performance indicators to manage costs and increase productivity.

Utilization of Findings

The College will utilize the findings of the study to:

- Strengthen allocation of faculty resources, improve processes, identify benchmarks, reduce costs, and increase productivity.

Administration recommends advertising during the month of April 2020 and presenting for the Board committee to recommend approval in the May 2020 Board meeting.

The proposed timeline for the Request for Proposals (RFP) is as follows:

Description	Dates
RFP advertised:	April 8, 2020 and April 15, 2020
RFP due:	May 1, 2020
RFP evaluation:	May 4, 2020 through May 7, 2020
RFP awarded:	May 26, 2020
Study start date:	June 1, 2020
Study completion date:	January 4, 2021

Funding Source – Funds for this expenditure are funded in the Academic Affairs budget for FY 2019 - FY 2020.

Enclosed Documents – Budgeted Expenditures by Classification for FY 2020 (Exhibit A) and Faculty Salary and Benefits Budget for FY 2020 (Exhibit B) follow in the packet for the Board's information and review.

On February 11, 2020, Mrs. Mary Elizondo, Vice President for Finance and Administrative Services, reviewed the Request for Proposal for a Faculty Cost and Productivity Study with the Finance, Audit, and Human Resources Committee and responded to questions at the meeting.

The Finance, Audit, and Human Resources Committee recommended Board approval to issue a Request for Proposals (RFP) to solicit a firm to conduct a Faculty Cost and Productivity Study as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize issuance of a Request for Proposals (RFP) to solicit a firm to conduct a Faculty Cost and Productivity Study as presented.

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

The Board of Trustees approves and authorizes issuance of a Request for Proposals (RFP) to solicit a firm to conduct a Faculty Cost and Productivity Study as presented.

Approval Recommended:

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

Exhibit A

Budgeted Expenditures by Classification for FY 2020

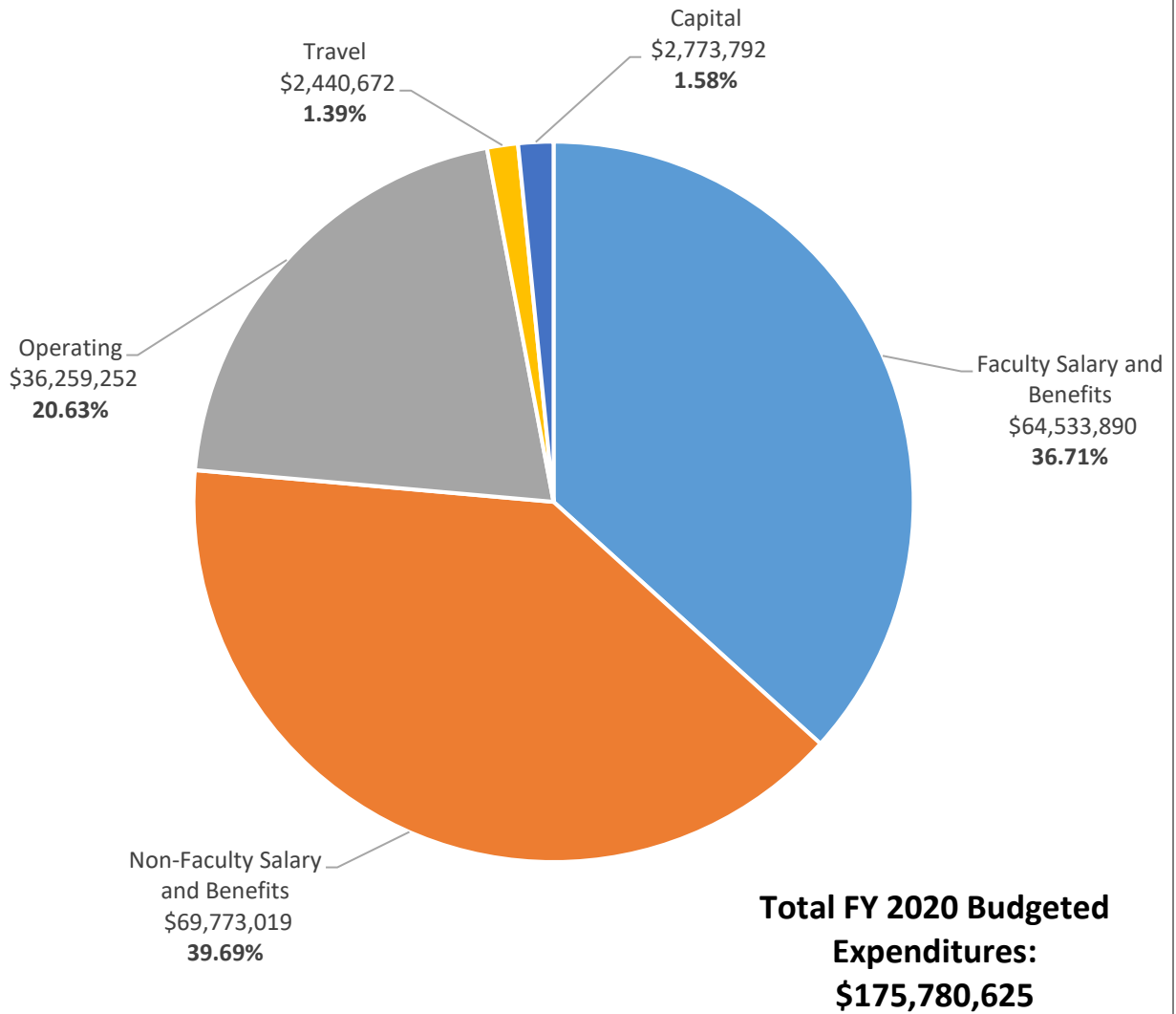
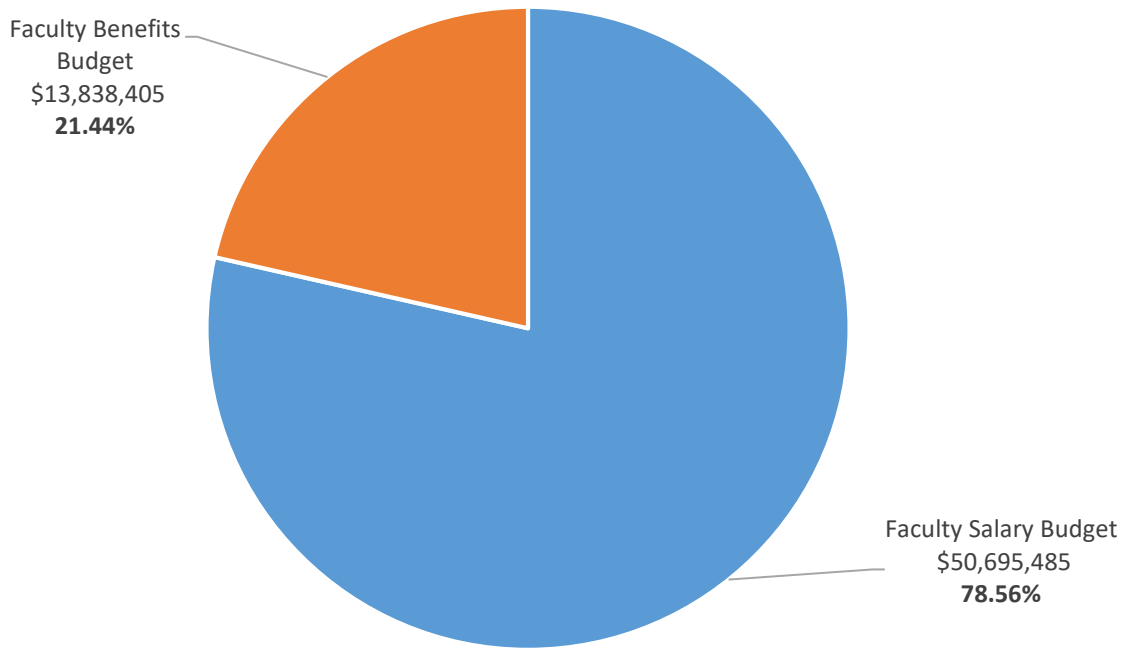


Exhibit B

Faculty Salary and Benefits Budget for FY 2020



**Faculty Salary and Benefits Budget
for FY 2020: \$64,533,890**

Presentation and Action as Necessary Regarding Acceptance of South Texas College Law Enforcement Racial Profiling Report for Calendar Year 2019

Acceptance of the South Texas College Law Enforcement Racial Profiling Report for Calendar Year 2019 will be requested at the February 25, 2020 Board of Trustees meeting.

Purpose - The [Code of Criminal Procedure Article 2.131-2.138](#) requires Chief administrators of law enforcement agencies to submit the racial profiling reports to their governing body, in addition to the Texas Commission on Law Enforcement (TCOLE).

Justification - During calendar year 2019, the South Texas College Department of Public Safety conducted traffic stops within its jurisdiction in accordance with Texas Education Code section 51.203.

Background - Pursuant to Texas Occupations Code 1701.164, TCOLE is required to collect incident-based data, including racial profiling reports based upon vehicle traffic stops, in accordance with the [Code of Criminal Procedure Article 2.131-2.138](#). Chief administrators of law enforcement agencies must submit the racial profiling reports to their governing body and TCOLE.

The Code of Criminal Procedure Article 2.132 is shown below:

Title 1. Code Of Criminal Procedure, Chapter 2. General Duties Of Officers, Art. 2.132. Law Enforcement Policy On Racial Profiling.

- (7) Require the chief administrator of the agency, regardless of whether the administrator is elected, employed, or appointed, to submit an annual report of the information collected under Subdivision (6) to:
 - (A) The Texas Commission on Law Enforcement; and
 - (B) The governing body of each county or municipality served by the agency, if the agency is an agency of a county, municipality, or other political subdivision of the state.

Explanation of Report Statistics - Additional information on the Racial Profiling Report is as follows:

- Race or Ethnicity known prior to stop

Traffic stops are conducted when a police officer observes an infraction and pulls over the vehicle to speak with the driver. Since infractions are normally observed when the police officer is behind the vehicle committing the infraction, the police officer is unaware of the ethnicity of the driver until the driver is approached.

The example of how to file a Racial Profiling Report on the Texas Commission on Law Enforcement (TCOLE) website shows a zero in the section to identify traffic stops in which the officer was aware of the ethnicity of the driver before the traffic stop was made. South Texas College police officers receive training

in traffic stops and the racial profiling prohibition. The statistics of those who are stopped by South Texas College police documents that the ethnicity is in line with the population of the college and the Rio Grande Valley and that there is no racial profiling being conducted.

- Search Conducted

One of the traffic stops resulted in a search when the operator was observed driving left of center of roadway onto opposite direction of travel while the vehicle's tires screech and driver's door swung open at the Pecan Campus. The operator, who had been consuming alcohol, appeared tense and indicated that he was upset at his ex-wife, a South Texas College student, and was looking for her, over a change to the child support he had to pay. It was also revealed that operator had a previous arrest for assaulting a police officer. With the totality of the circumstances the operator and operator's vehicle were frisked for any weapons for the officer's safety. Operator was subsequently issued a criminal trespass warning preventing from coming onto any South Texas College properties. It was later learned the student was hiding from the operator. The operator was issued a citation for Transportation Code 521 no driver's license and Texas Transportation Code 545.056 Driving Left of Center of Roadway.

Another traffic stop resulted in a search when the operator was observed speeding on an adjacent street to the Pecan Campus. A strong odor of marijuana was emitting from the operator's vehicle. The operator admitted to possessing a small amount of cannabis inside a lunch bag on the back seat. The vehicle was searched and subsequently the operator was arrested for Health and Safety Code 481.134 Possession of Marijuana in Drug Free Zones and issued a citation for Health and Safety Code 481.125 Possession of a Drug Paraphernalia and Transportation Code 545.352 Speeding.

- Street address or approximate location of the stop

Texas state law requires police officers to take action when they observe a danger to the public. The traffic stops on city streets were conducted when the officers observed violations that were a threat to the safety of the public, including driving to endanger and proceeding through red lights when required to stop. The traffic stops are as follows:

Description	Year 2018 Stops Conducted	Year 2019 Stops Conducted
Stops conducted adjacent to campuses on streets paralleling the campus to address safety threats to students	90	226
Stops conducted on entering/ leaving campuses - driving infractions on college property	10	47
Total	100	273

In an effort to address safety concerns of moving traffic violations, South Texas College increased traffic stops during Year 2019. These traffic stops are being conducted to proactively keep students, faculty, staff, and visitors safe. Ruben Suarez, Acting Chief of Police for the Department of Public Safety, advised that most of the violators are non-students, which confirms the importance of keeping the neighborhood around campus safe. Below is a breakdown of the stops conducted by the different categories as follows:

Description	Year 2018 Stops Conducted	Year 2019 Stops Conducted
Red Light	30	34
Speeding	31	109
Expired License Plates	4	16
Cell Phone Prohibited	1	-
Disregard Traffic Signal	1	3
Turned Where Prohibited	4	14
Reckless Driving	1	-
Unsafe Passing	2	-
Defective Equipment	5	19
No Visible License Plate	1	-
Failure to Stop/ Stop at Sign	3	42
Unsafe Lane Change	2	4
No Class M DL/No DL	1	7
Impeding Traffic	3	-
No Turn Signal	2	2
Failure to Yield	4	1
Driving Wrong Way	1	1
Excessive Acceleration	1	-
Improper Turn	-	9
Driving on Wrong Side	-	2
Cut Corner	-	1
Passing School Bus	-	1
Passing in No Passing Zone	-	1
Maintain Lane	-	2
Distracted Driving	-	1
Digging Out/Peeling Out	-	2
No Seat Belt		1
Verbal	3	1
Total	100	273

Reviewers - The Vice President for Finance and Administrative Services and the Acting Chief of Police for the Department of Public Safety have reviewed the information

being presented.

Enclosed Documents - The South Texas College Department of Public Safety Racial Profiling Report for calendar year 2019 and the Comparative Analysis follow in the packet for the Committee's information and review.

The state would utilize this report in any investigation of a complaint of racial profiling against a law enforcement agency. The South Texas College Department of Public Safety has received no racial profiling complaints.

South Texas College Acting Chief of Police for the Department of Public Safety, Ruben Suarez, present the report at the Committee Meeting, and will be available to respond to questions.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize acceptance of the South Texas College Law Enforcement Racial Profiling Report for Calendar Year 2019 as presented.

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

The Board of Trustees approves and authorizes acceptance of the South Texas College Law Enforcement Racial Profiling Report for Calendar Year 2019 as presented.

Approval Recommended:

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

Racial Profiling Report | Full

Reporting Date: 01/27/2020

Agency Name: South Texas College Department of Public Safety
TCOLE Agency Number: 215006

Chief Administrator: RUBEN SUAREZ

Agency Contact Information:

Phone: (956) 872-2589

Email: rsuarez8@southtexascollege.edu

Mailing Address:

2509 W. Pecan Blvd

McAllen, TX 78501

This Agency filed a full report

South Texas College Department of Public Safety has adopted a detailed written policy on racial profiling. Our policy:

- 1.) clearly defines acts constituting racial profiling;
- 2.) strictly prohibit peace officers employed by the South Texas College Department of Public Safety from engaging in racial profiling;
- 3.) implements a process by which an individual may file a complaint with the South Texas College Department of Public Safety if the individual believes that a peace officer employed by the South Texas College Department of Public Safety has engaged in racial profiling with respect to the individual;
- 4.) provides public education relating to the agency's complaint process;
- 5.) requires appropriate corrective action to be taken against a peace officer employed by the South Texas College Department of Public Safety who, after an investigation, is shown to have engaged in racial profiling in violation of the South Texas College Department of Public Safety policy adopted under this article;
- 6.) require collection of information relating to motor vehicle stops in which a citation is issued and to arrests made as a result of those stops, including information relating to:
 - a.) the race or ethnicity of the individual detained;
 - b.) whether a search was conducted and, if so, whether the individual detained consented to the search; and
 - c.) whether the peace officer knew the race or ethnicity of the individual detained before detaining that individual; and
- 7.) require the chief administrator of the agency, regardless of whether the administrator is elected, employed, or appointed, to submit an annual report of the information collected under Subdivision(6) to:
 - a.) the Commission on Law Enforcement; and
 - b.) the governing body of each county or municipality served by the agency, if the agency is an agency of a county, municipality, or other political subdivision of the state.

Executed by: Ruben Suarez, Acting Chief of Police

Date: 01/27/2020

Total stops: 273

Gender

Female	147
Male	126

Race / Ethnicity

Black	2
Asian / Pacific Islander	1
Hispanic / Latino	247
White	23
Alaska Native / American	0

Was race or ethnicity known prior to stop?

Yes	0
No	273

Reason for stop?

Violation of law	0
Preexisting knowledge	0
Moving traffic violation	242
Vehicle traffic violation	31

Street address or approximate location of the stop

City street	226
US highway	0
County road	0
State highway	0
Private property or other	47

Was a search conducted?

Yes	2
No	271

Reason for Search?

consent	0
contraband	0
probable	2
inventory	0

ncident to arrest	0
Was Contraband discovered?	
Yes	1
No	1
Description of contraband	
Drugs	1
Currency	0
Weapons	0
Alcohol	0
Stolen property	0
Other	0
Result of the stop	
Verbal warning	2
Written warning	201
Citation	69
Written warning and arrest	0
Citation and arrest	1
Arrest	0
Arrest based on	
Violation of Penal Code	1
Violation of Traffic Law	0
Violation of City Ordinance	0
Outstanding Warrant	0
Was physical force resulting in bodily injury used during stop?	
Yes	0
No	273

Submitted electronically to the



The Texas Commission on Law
Enforcement

South Texas College Department of Public Safety

2019 Racial Profiling Report Comparative Analysis

The ethnicity of South Texas College students reflects the large population of Hispanics in the Rio Grande valley. In addition, all college police officers are Hispanic.

Traffic Stops			College Students		
Ethnicity	Population	Percentage	Ethnicity	Population	Percentage
African	2	0.73%	African	126	0.38%
Asian	1	0.37%	Asian	246	0.74%
Caucasian	23	8.42%	Caucasian	759	2.30%
Hispanic	247	90.48%	Hispanic	31,439	95.21%
Middle Eastern	0	0.00%	Middle Eastern	0	0.00%
Native American	0	0.00%	Native American	23	0.07%
Other	0	0.00%	Other	461	1.39%
Total	273	100%	Total	33,054	100%

No person has filed a complaint of racial discrimination for a traffic stop since the department's inception in 2012.

Ruben Suarez

Acting Chief of Police for the South Texas College Department of Public Safety

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.

Background - 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 26, 2019, Terra-Gen requested revisions to the Agreements that were approved by the Board of Trustees on November 26, 2019 regarding the date of payments of the scholarships as follows:

Terms	Project	Current Agreement Approved on 11/26/19	Revisions Requested by Terra-Gen
Scholarship Contribution Due Date	a. Buenos Aires Windpower, LLC b. Monte Cristo Windpower, LLC c. La Joya Windpower, LLC d. West Willacy Windpower, LLC	Payable at execution of the tax abatement agreement. November 26, 2019 November 26, 2019 November 26, 2019 November 26, 2019	Payable at commencement of construction. June 30, 2021 June 30, 2021 December 30, 2020 December 30, 2020

On January 28, 2020, the Board of Trustees reviewed the requested revisions to the Agreements on the contribution to student scholarships submitted by Terra-Gen on their letter dated January 17, 2020. In that January 17th letter, Terra-Gen asked that the agreed-upon scholarship contributions of \$30,000 per project be payable upon commencement of each separate project, instead of payable upon execution of the agreements. The Board authorized Dr. Shirley A. Reed, College President, to move forward with reaching out to Terra-Gen with the options as listed below:

Option 1 – Terra-Gen Renewables Development can accept the agreements for each of the four projects as already approved by the Board; or,

Option 2 – Terra-Gen Renewables Development can accept the limited revision of each agreement increasing the contribution to student scholarships to \$40,000 per project, instead of \$30,000 per project, and with those contributions to be payable upon notice by the Owner of the Commencement of Construction of each project.

Dr. Reed sent a certified letter identifying these options to Mr. Milton Howard, and copied Mr. Robert Peña, on January 31, 2020. The USPS confirmed delivery to Mr. Peña's office on Tuesday, February 4, 2020. Additionally, Dr. Reed emailed a copy of this letter to Mr. Peña on Friday, January 31, 2020. Terra-Gen was advised in the letter that they had ten business days to formally respond to accept either Option 1 or Option 2, and a failure to respond would be considered a rejection of the terms of each of the four agreements. Tuesday, February 18th is the 10th business day after the letter was delivered to Mr. Peña's office, and Terra-Gen will have until 5 p.m. that day to respond to the options outlined in the letter.

On Friday, February 11, 2020, Mr. Milton Howard extended his gratitude to the Board of Trustees and accepted Option 2 on behalf of Terra-Gen Development Company. Mr. Howard asked that the College and legal counsel continue to work with Mr. Robert Peña to facilitate the signing of the agreements.

Enclosed Documents – The letter sent by South Texas College to Terra-Gen Development Company on Friday, January 31, 2020, and the responsive letter from Terra-Gen Development Company on February 11, 2020 follow in the packet for the Board's information and review.

The Finance, Audit, and Human Resources Committee did not take formal action, and asked administration to present this issue to the Board.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the execution of the final agreements as outlined and which supersede the agreements approved on November 26, 2019..

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

The Board of Trustees approves and authorizes the execution of the final agreements as outlined and which supersede the agreements approved on November 26, 2019.

Approval Recommended:

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



Office of the President

3201 W. Pecan Blvd.
McAllen, TX 78501
t 956-872-8366
f 956-872-8368

January 31, 2020

P.O. Box 9701, McAllen, TX 78502-9701
www.southtexascollege.edu

Terra-Gen Renewables Development
c/o Milton R. Howard, Vice President
11455 El Camino Real, Suite 160
San Diego, CA 92130

Re: Tax Abatements – Monte Alto LLC; Buenas Aires LLC; Monte Cristo LLC; and La Joya LLC Wind Projects

Dear Mr. Howard,

On Tuesday, January 28, 2020, the South Texas College Board of Trustees reviewed your letter dated January 17, 2020, requesting further revision to the agreements as approved by the Board of Trustees on May 30, 2019. On November 26, 2019, the Board of Trustees reaffirmed the terms they previously approved, after receiving your letter dated November 6, 2019.

The agreements approved by the College included contributions of \$30,000 for each of the four projects, to be used by the College for student scholarships, and stipulated that they were payable upon execution of the agreements. You requested that these contributions instead be *“payable upon notice by the Owner of the Commencement of Construction.”*

The South Texas College Board of Trustees has reviewed your request and given it serious consideration. They have proposed the following options:

Option 1 – Terra-Gen Renewables Development can accept the agreements for each of the four projects as already approved by the Board; or,

Option 2 – Terra-Gen Renewables Development can accept the limited revision of each agreement increasing the contribution to student scholarships to \$40,000 per project, instead of \$30,000 per project, and with those contributions to be payable upon notice by the Owner of the Commencement of Construction of each project.

The Board of Trustees of South Texas College has provided ten business days from the date of your receipt of this letter for your formal written response accepting either Option 1 or Option 2 as described. Failure to accept either of the proposed options within ten business days will be considered a rejection of the terms of each of the four agreements.

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

South Texas College

CC: Mr. Robert Peña, Texas Energy Consultants

Mr. Jesus Ramirez, South Texas College Legal Counsel



www.terra-gen.com

February 11, 2020

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

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

Dear Dr. Reed:

We have received your letter dated January 31, 2020 in response to our request for the one edit of the abatement agreement with South Texas College. Terra-Gen thanks you and the College Board of Trustees for this consideration.

In response to your letter, let this serve as our acceptance of *Option 2 whereby Terra-Gen accepts the limited revision of each agreement increasing the contribution to student scholarships to \$40,000 per project, instead of \$30,000 per project, and with those contributions to be payable upon notice by the Owner of the Commencement of Construction of each project.*

At completion of the final edit by your attorney, please continue to work with Robert Peña, Texas Energy Consultants to facilitate the signing of the original documents and delivery to the College. Again, please express our thanks and gratitude to the College Board.

Sincerely,

Milton R. Howard, Vice President
Terra-Gen Development Co., LLC

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

Review and Action as Necessary on Contracting Mechanical, Electrical, and Plumbing (MEP) Engineering Services for the Pecan Campus Information Technology Building M Generator Replacement

Approval to contract mechanical, electrical, and plumbing (MEP) engineering services for the Pecan Campus Information Technology Building M Generator Replacement is requested.

Purpose

The procurement of an engineer will provide for design services necessary for the Pecan Campus Information Technology Building M Generator Replacement project.

Justification

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

Scheduling Priority

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

Background

The Board of Trustees approved solicitation for design services on October 29, 2019. The proposed Pecan Campus Information Technology Building M Generator Replacement project is part of the College's FY 2019-2020 Renewals and Replacements projects. The project consists of replacing the existing diesel generator with a new natural gas generator. The existing generator has been in use since 2007 and is in need of replacement. The new generator will be using natural gas as the fuel source, which will provide continuous gas service in lieu of transporting and refueling of diesel fuel.

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

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

Solicitation for MEP engineering qualifications began on November 25, 2019 for the purpose of selecting an engineering firm to prepare the necessary plans and

specifications for the Pecan Campus Information Technology Building M Generator Replacement project. A total of seven (7) firms received a copy of the RFQ and a total of four (4) firms submitted their responses on December 11, 2019. One (1) firm submitted their Statement of Qualifications with incomplete information, so they were not considered or evaluated.

Timeline for Solicitation of Statements of Qualifications	
November 25, 2019	Solicitation of statements of qualifications began.
December 11, 2019	Four (4) statements of qualifications were received.

Funding Source

Funds for the Pecan Campus Information Technology Building M Generator Replacement Project 2020-014R are budgeted in the Renewals & Replacements fund for available use in fiscal year 2019-2020. A remaining budget balance of the FY20 Renewals & Replacements Fund considering this month's project may be found under the agenda item titled Update on Status of Unexpended Plant Fund.

Reviewers

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

Enclosed Documents

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

The Facilities Committee recommended Board approval to contract MEP engineering services with Half Associates, Inc. for the Pecan Campus Information Technology Building M Generator Replacement project as presented.

Recommendation:

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

The Following Minute Order is proposed for consideration by the Board of Trustees:
The Board of Trustees approves and authorizes contracting MEP engineering services with Halff Associates, Inc. for the Pecan Campus Information Technology Building M Generator Replacement project as presented.

Approval Recommended:

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

Project Proposed Site



Project Site

**SOUTH TEXAS COLLEGE
MECHANICAL, ELECTRICAL, AND PLUMBING ENGINEERING SERVICES -
PECAN CAMPUS BUILDING M GENERATOR REPLACEMENT
PROJECT NO. 19-20-1028**

VENDOR	DBR Engineering Consultants, Inc.	Ethos Holistique Holdings, LLC./ dba Ethos Engineering	Half Associates, Inc.
ADDRESS	200 S 10th St Ste 901	119 W Van Buren Ave Ste 101	5000 W Military Ste 100
CITY/STATE/ZIP	McAllen, TX 78501	Harlingen, TX 78550	McAllen, TX 78503
PHONE	956-683-1640	956-230-3435	956-664-0286
FAX	956-683-1903	956-720-0830	956-664-0282
CONTACT	Edward Puentes	Guillermo Quintanilla	Menton J. Murray III
3.1 Statement of Interest			
3.1.1 Statement of Interest for Project	Pointed out the work the firm has provided for STC. Indicated that they can begin work on new projects immediately.	Indicated the firm's highly qualified team has been providing MEP engineering services to higher education for about 20 years. Emphasized their previous work for STC and therefore their familiarity with the campuses and staff.	Indicated that their previous experience with STC, they have demonstrated their commitment to the College and the quality of work.
3.1.2 History and Statistics of Firm	- Providing services since 1972 - 140 staff member in 6 offices in Texas - 7 Managing Partners - Offices in Houston, San Antonio, Austin, McAllen, Dallas, and El Paso	- 5 Years in Operation - Headquarters Located in Harlingen, TX - 17 Full Time Employees, 4 Professional Engineers - Honored with Engineer of the Year and Consultant of the Year award	- Founded in Dallas in 1950 - McAllen office since 1993 - About 950 total staff - Ranked No 121 in Engineering News-Record Magazine list of top 500 design firms in the United States
3.1.3 Narrative describing the design team's unique qualifications and specialized design experience as it relates to the project	Stated that in addition to providing MEP services, they offer the following in-house consulting services: Design and Specification of Generators, Building Commissioning Services, Low-Voltage Technology & Security Consultants and Fire Protection Engineering.	Stated that they have successfully executed over 250 projects, and are collaborating with several high profile A/E teams across the State. Indicated they have designed exhaust systems for Automotive labs, fire stations, transportation buildings, and other workshops such as welding, carpentry that have systems that generate hazardous and noxious gases.	Stated they are a full-service firm with a full range staff including engineers, landscape architects, planners, architects, environmental scientists, surveyors and more.
3.1.4 Statement of Availability and Commitment	Indicated that the firm's design team meets each week to discuss project schedules and allocate staff to meet needs to project.	Indicated that they are available as soon as they are awarded and will make the STC projects their top priority.	Indicated that they are available and committed to providing exceptional client service to STC.
3.2 Prime Firm			
3.2.1 Resumes of Principals and Key Members	Included resumes for the following staff: - Edward Puentes, P.E. - Partner in Charge - Hugo H. Avila, P.E. - Project Manager - M. Antonio Leochico, Plumbing Designer - Juan De Dios Chavez, Electrical Designer - Maritza Garza, EIT, Senior Mechanical Designer	Included resumes for the following staff: - Rajesh Kapileshwari, P.E. LEED AP, Principal - Guillermo Quintanilla, Principal - Cesar Gonzalez, P.E. Principal - Mark Power Warren, P.E.	Included resumes for the following staff: - Menton J. Murray III, P.E. LEED AP, Principal In Charge - Jose Delgado, P.E. RCDD, LEED AP, QA/QC - Robert Tijerina, P.E. Mechanical - Jose Gonzalez, P.E. Electrical - Jose Silva, Construction Administration - Gabriel Benavides Jr., P.E. Project Manager
3.2.2 Project Assignments and Lines of Authority	Listed the assignments for the above named staff and the time commitment each will devote to the project. The partner in charge will commit 40% of his time to project. The others are indicated at 50% time commitment.	Indicated that all four principals will be involved in project. Included an organization chart that shows lines of authority.	Showed percentage time assignments for six named staff members who would be involved in the project.
3.2.3 Prime Firm's Proximity and ability to respond to unplanned meetings	Stated they are about 2.5 miles away from STC's Pecan Campus and will have no issues attending planned meetings.	Stated they are available to meet for face-to-face discussions within the hour. Since they have several projects in Hidalgo county, one of the principals or engineers is always in the area.	Indicated their office is located in McAllen and they are available to begin service within 24 Hours of notice to proceed.
3.2.4 Litigation that could affect firm's ability provide services	Firm states they are not involved in any litigation.	Indicated "Non Applicable" on response to this item.	Stated they can affirm there are no past or present matters which would adversely affect Half's ability to perform its obligations on any project.

**SOUTH TEXAS COLLEGE
MECHANICAL, ELECTRICAL, AND PLUMBING ENGINEERING SERVICES -
PECAN CAMPUS BUILDING M GENERATOR REPLACEMENT
PROJECT NO. 19-20-1028**

VENDOR	DBR Engineering Consultants, Inc.	Ethos Holistique Holdings, LLC./ dba Ethos Engineering	Halff Associates, Inc.
3.3 Project Team			
3.3.1 Organization chart with Role of Prime Firm and basic Services consultants	Included organization chart with the staff who will be assigned to project. Indicated that no sub-consultants will be used for project.	Included organization chart that showed all firm staff and which included the following sub consultants: - Boultinghouse Simpson Gates Architects - Architect - Green Rubiano & Associates - Structural Engineer - Perez Consulting Engineers - Civil Engineer	Included organization chart with the staff who will be assigned to the project and their roles. Indicated that no sub-consultants will be used for project.
3.4 Representative Projects			
3.4.1 Minimum of 5 projects firm has worked on	- South Texas College - Emergency Generator for Pecan Plaza (\$400,000) -South Texas College - Emergency Generator for Starr County Campus (\$400,000) - University of Texas at San Antonio - Emergency Generator for Carlos and Malú Alvarez Residence Hall (\$34.3M - \$150,000 - Generator Only) - Blinn College - Emergency Generators for Brenham and Bryan Campuses (\$227,000) - Texas A&M University - Kingsville - Necropsy Lab Transfer Switch (\$15,000)	- Tropical Texas Behavioral Health (\$8,850,000) - Idea Academy Headquarters (\$12,388,000) - City of Harlingen - Harlingen Fire Station (\$1,518,000) - Sharyland ISD - Transportation Building Renovation - Cameron County Precincts - Transportation Maintenance Workshops (\$2,858,956)	-South Texas College - STEM Building and South Academic Building (\$110,000) -UTRGV - Portable Buildings MEP Services (\$65,000) -Texas State Technical College-Central Chiller Plant Upgrade (\$100,000) - South Texas College - Pecan Campus Thermal Plant Expansion (\$4.25M) - Texas A&M Kingsville - Insect Resistant Structures Citrus Center (\$366,925)
3.5 References			
3.5.1 References	- Texas A&M University - McAllen - Texas A&M University - Corpus Christi - Texas A&M University - Kingsville - Texas A&M University - San Antonio - Texas State Technical College	- Cameron County - Brownsville ISD - Sharyland ISD - Valley International Airport - Harlingen CISD - Los Fresnos CISD	- C23Texas State Technical College - City of McAllen - UT-RGV - Texas A&M University -Kingsville - Hidalgo County
3.6 Project Execution			
3.6.1 Summary of approach to project that addresses interaction with STC staff, management of different phases of the project, how you maintain quality control, and final project close-out.	Stated that all successful projects begin with an effective project-management approach. They have developed a set of project management tools that would be utilized on proposed projects for STC. Included some examples of how they manage information in order to deliver successful projects with ease.	Included a brief description of their work process and phase scheduling. Stated that the three functions (quality, time, and cost) dictate our work process and project implementation.	Stated that careful planning fosters great project performance which includes identifying tasks, developing time frames, implementing strategies, developing project phases, and providing quality assurance.
3.6.2 Willingness and ability to expedite services. Ability to supplement production.	Indicated their ability to expedite design services. Stated that they do not foresee any need to supplement production capability, but can do so by utilizing staff from other offices.	Reiterated their commitment to fulfilling their responsibilities in a professional, timely, and reliable manner.	Stated that the McAllen office has the advantage of being able to reach out for assistance from any of their offices, should they need to.
Total Evaluation Points	549.50	557.63	561.07
Ranking	3	2	1

**SOUTH TEXAS COLLEGE
MECHANICAL, ELECTRICAL, AND PLUMBING ENGINEERING SERVICES -
PECAN CAMPUS BUILDING M GENERATOR REPLACEMENT
PROJECT NO. 19-20-1028
EVALUATION SUMMARY**



VENDOR	DBR Engineering Consultants, Inc.	Ethos Holistique Holdings, LLC./dba Ethos Engineering	Halff Associates, Inc.			
ADDRESS	200 S 10th St Ste 901	119 W Van Buren Ave Ste 101	5000 W Military Ste 100			
CITY/STATE/ZIP	McAllen, TX 78501	Harlingen, TX 78550	McAllen, TX 78503			
PHONE	956-683-1640	956-230-3435	956-664-0286			
FAX	956-683-1903	956-720-0830	956-664-0282			
CONTACT	Edward Puentes	Guillermo Quintanilla	Menton J. Murray III			
3.1 Statement of Interest (up to 100 points)						
3.1.1 Statement of interest on projects	98.75	93.96	92.5	92.58	97.5	94.25
3.1.2 Firm History including credentials	92		90		89	
3.1.3 Narrative describing the design team's unique qualifications and specialized design experience as it relates to the project	95		95		95	
3.1.4 Availability and commitment of firm and its principal(s), its consultants and key professionals	90		90		93	
	94		93		95	
	94		95		96	
3.2 Prime Firm (up to 100 points)						
3.2.1 Resumes giving the experience and expertise principles and key members for the prime firm that will be involved in the project(s), including their experience with similar projects and the number of years with the prime firm	97.5	92.58	93.75	92.79	98.75	94.46
	90		89		90	
3.2.2 Proposed project assignments, lines of authority, and communication for principals and key professional members of the prime firm that will be involved in the project(s). Indicate the estimated percent of time these individuals will be involved in the project(s).	93		94		93	
3.2.3 Prime Firm proximity and meeting availability	90		90		93	
3.2.4 Describe any litigation the prime firm is currently involved in which could affect the firm's ability to provide professional services to STC.	92		94		95	
	93		96		97	
3.3 Project Team (up to 100 points)						
3.3.1 Organizational chart showing, the roles of the prime firm and each consultant firm or individual included. --Identify the consultant and provide a brief history about the consultant --Describe the consultant's proposed role in the project and its related project experience	80	90.33	92.5	92.08	80	91.00
--List a project(s) that the prime firm and the consultant have worked together on during the last five years	91		91		90	
--Provide a statement of the consultant's availability for the project(s) --Provide resumes giving the experience and expertise of principals and key professional members for the consultant who will be assigned to the project(s)	93		92		93	
3.3.2 provide an organizational chart showing the roles of the prime firm and each specialized consultant firm(s) or individual(s) to be included if any. --Identify the consultant and provide a brief history about the consultant and their area of design expertise --Describe the consultant's proposed role in the project	90		90		94	
--List (3) projects the consultant has worked on during the last 5 years which best describe the firm's design expertise --List a project(s) that the prime firm and the specialized consultant have worked together on during the last 5 years	93		95		94	
--Provide a statement of the consultant's availability for the project --Provide resumes giving the experience and expertise of principals and key professional members for the consultant who will be assigned to the project	95		92		95	
3.4 Representative Projects (up to 100 points)						
3.4.1 Specific data on 5 projects the prime firm provided or is providing professional services in an educational setting --Project name and location; Project Owner and contact information; Project construction cost; Project size in gross square feet; Date project was started and completed; Professional services prime firm provided for the project; Project manager; Project architect; Project designer; Names of consultant firms and their expertise	97.73	93.12	99.55	94.43	98.18	93.53
	91		90		91	
	93		94		92	
	91		92		94	
	94		96		93	
	92		95		93	

**SOUTH TEXAS COLLEGE
MECHANICAL, ELECTRICAL, AND PLUMBING ENGINEERING SERVICES -
PECAN CAMPUS BUILDING M GENERATOR REPLACEMENT
PROJECT NO. 19-20-1028
EVALUATION SUMMARY**

VENDOR	DBR Engineering Consultants, Inc.	Ethos Holistique Holdings, LLC./dba Ethos Engineering	Halff Associates, Inc.			
3.5 Three References (up to 100 points)						
3.5.1 Provide references for 5 projects, other than STC, listed in response to Part four, 3.4.1. The references shall include: --Owner's name, Owner's representative who served as the day-to-day liaison during planning, design, and construction of the project, and the Owner representative's telephone number and email address	80	86.17	100	94.00	95	93.17
	85		92		91	
	92		93		92	
	85		90		92	
	85		95		94	
	90		94		95	
	3.6 Project Execution (up to 100 points)					
3.6.1 Provide a summary of your approach to the project that addresses key elements such as your interaction with STC staff, management of the different phases of the project, how you maintain quality control, and final project close-out. 3.6.2 Provide information as part of submission response to assure that Architectural firm is willing and able to expedite design services and construction administration for the project. Please provide insight if Architect is intending to supplement production capability in order to meet schedule demands.	100	93.33	82.5	91.75	100	94.67
	91		91		91	
	91		94		93	
	90		90		92	
	93		96		95	
	95		97		97	
	TOTAL EVALUATION POINTS		549.50			
RANKING	3		2		1	

Project Fact Sheet

2/6/2020

Project Name: Pecan Campus - Technology Building M Generator Replacement		Project No. 2020-014R	
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:	\$ 250,000	\$ -	\$ 250,000
Design:	25,000	-	25,000
Miscellaneous:	5,000	820	4,180
FFE:	-		-
Technology:	-		-
Total:	\$ 280,000	\$ 820	\$ 279,180
Engineer: TBD	Board Approval of Schematic Design TBD		
Contractor: TBD			
STC FPC Project Manager: Robert Gomez	<u>Substantial Completion</u>	TBD	<u>Board Acceptance</u> TBD
	<u>Final Completion</u>	TBD	<u>Board Acceptance</u> TBD
Project Description		Project Scope	
Replace the existing diesel generator with a natural gas generator that provides continuous power without the need to refuel.		Replacement of existing diesel generator with a natural gas generator, and providing new natural gas service to the new generator.	
Projected Timeline			
Board Approval of Engineer	Board Approval of Schematic Design	Board Approval of Contractor	Construction Start Date
2/25/2020	N/A	7/28/2020	8/2020
		Substantial Completion Date	Final Completion Date
		11/2020	12/2020
FFE Completion of Move In			
N/A			
Project Calendar of Expenditures by Fiscal Year			
Fiscal Year	Construction	Design	Misc.
2019-20	\$ -	\$ -	\$ 820
Project Total	\$ -	\$ -	\$ 820
Current Agenda Item			
2/11/20 Facilities Committee: Review and Recommend Action on Contracting Mechanical, Electrical, and Plumbing (MEP) Engineering Services for the Pecan Campus Information Technology Building M Generator Replacement			
			

Review and Action as Necessary on Regional Center for Public Safety Excellence Evaluation of Site Improvements and Remediation

An update on the status of the Regional Center for Public Safety Excellence (RCPSE) Evaluation of Site Improvements will be discussed at the February 25, 2020 Regular Board Meeting.

Background

In June 2017, the Board authorized adding the design and construction of the foundation for the asphalt Cityscape feature at the RCPSE. This was included to take advantage of state funding which was designated for the RCPSE and had to be spent by the end of the fiscal year.

After construction, significant cracking was observed in the asphalt. Broaddus & Associates, the Construction Program Manager, contracted independent firms to test the asphalt and found that the subgrade was not installed as per plans and specifications. Before the remediation of this issue, it was further recommended to make sure that drainage was adequate at the site to avoid any further issues after remediation was completed.

Perez Consulting Engineers (PCE) was contracted to perform the evaluation of the site drainage for the RCPSE site, including the Cityscape, and provide design documents for recommended site drainage improvements.

It may be advisable to postpone site drainage improvements until remediation of the asphalt Cityscape is resolved. Administration requests Board action as necessary.

Enclosed Documents

A site plan of the project is enclosed.

Presenters

Representatives from PCE and from Noble Texas Builders will be present at the meeting to respond to any questions from the Trustees.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize action as necessary on the RCPSE Site Improvements and remediation.

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

The Board of Trustees approves and authorizes action as necessary on the RCPSE Site Improvements and remediation.

Approval Recommended:

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

REGIONAL CENTER FOR PUBLIC SAFETY EXCELLENCE MASTER PLAN



Review and Action as Necessary on Interagency Cooperation Contract between Baylor University Summer Reading Programs and South Texas College

Approval of the Interagency Cooperation Contract between Baylor University and South Texas College for instructional use of specific space is requested.

Purpose

Authorization is requested to approve the new Interagency Cooperation Contract for the Baylor University Summer Reading Programs to use facilities at South Texas College Pecan Campus.

Justification

The agreement permits Baylor University to use general classrooms space on Fridays, Saturdays and Sundays from June 6, 2020 through July 12, 2020.

Background

The Interagency Cooperation Contract with the Baylor University Summer Reading Programs would be for the use of instructional facilities from June 6, 2020 through July 12, 2020. The Baylor Summer Reading Program has taken place on the South Texas College campus for the past several years. The Board approved a previous contract with Baylor University on April 24, 2018, for the use of instructional facilities at Pecan Campus between June 15, 2018 and July 15, 2018. This program provides reading enrichment to students who will be entering kindergarten through twelfth grade in the following fall.

Enclosed Documents

An agreement prepared by administration from South Texas College and Baylor University Summer Reading Program is enclosed.

The Facilities Committee recommended Board approval the new Interagency Cooperation Contract with Baylor University Summer Reading Programs for use of instructional facilities at the Pecan Campus from June 6, 2020 through July 12, 2020 as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the new Interagency Cooperation Contract with Baylor University Summer Reading Programs for use of instructional facilities at the Pecan Campus from June 6, 2020 through July 12, 2020 as presented.

The Following Minute Order is proposed for consideration by the Board of Trustees:
The Board of Trustees approves and authorizes the new Interagency Cooperation Contract with Baylor University Summer Reading Programs for use of instructional facilities at the Pecan Campus from June 6, 2020 through July 12, 2020 as presented.

Approval Recommended:

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

**THE BAYLOR SUMMER READING PROGRAMS
INTERAGENCY COOPERATION CONTRACT**

THIS CONTRACT is entered into by and between the agencies shown below as Contracting Parties, pursuant to the authority granted and in compliance with the provisions of “The Interagency Cooperation Act,” *Texas Government Code*, Chapter 771.

I. CONTRACTING PARTIES:

Receiving Party: Baylor University Summer Reading Programs (BUSRP)

Performing Party: South Texas College (STC)

II. STATEMENT OF SERVICES TO BE PERFORMED BY PERFORMING PARTY FOR BUSRP EMPLOYEES AND STUDENTS:

Provision of facilities and services for use by BUSRP for the purpose of providing a summer reading program to students enrolled during the Contract and generally include:

- a. Shared use of classrooms for the purposes of providing a summer reading program to students enrolled in said programs offered by BUSRP in McAllen, Texas. The number, requirements, and periods of utilization of the classrooms will be mutually agreed upon each summer session by the Parties.
- b. BUSRP will follow STC’s board approved academic calendar including the beginning and ending of semesters and holidays.
- c. Utilities (electricity, heating/air conditioning, phone, Ethernet) will be provided by STC for facilities used by BUSRP at STC.
- d. Utilities and custodial services at the facilities used by BUSRP shall be provided by STC at the same level as for all other STC facilities. STC makes no guarantee that utilities or custodial services will be without interruption at any time during the term of this Contract.
- e. ACCESS TO CAMPUS PARKING: BUSRP students and employees will have access to campus parking at STC campuses with an appropriate STC parking permit. Parking permits will be sold and issued to BUSRP students and employees. Parking fines will be assessed if the student does not purchase and display the appropriate STC parking permit and fines may be issued for parking and moving traffic violations.

III. BASIS FOR CALCULATING REIMBURSABLE COSTS:

The basis for calculating cost of facility use will be as follows:

- i. Cost Formula: $\$2.35 \times 728 \text{ sq ft} \times 30\% \text{ utilization} = \513.24
- ii. Per Square Foot Per Month Cost: Classrooms: **\$2.35**
- iii. % Utilization determined by the following formula:

$$\frac{\text{Total \# of sections used by}}{\text{Total \# of sections available}}$$

Estimated maximum facility use charges are included as Appendix A. Actual charges will be dependent upon the actual utilization.

V. CONTRACT AMOUNT:

The total amount of this Contract shall not exceed \$ 514.00.

VI. PAYMENT FOR SERVICES:

Receiving Party shall pay Performing Party for services received with a voucher or electronic transfer as prescribed by the uniform statewide accounting system drawn on appropriation items or accounts of Receiving Party from which Receiving Party would ordinarily make expenditures for similar services or resources.

Payment for services shall be billed and paid monthly.

Payments received by Performing Party shall be credited to its current appropriation item(s) or account(s) from which the expenditures were originally made.

VII. TERM OF CONTRACT:

This Contract is to begin June 6, 2020 and shall terminate July 12, 2020.

THE UNDERSIGNED CONTRACTING PARTIES do hereby certify that: (1) the services specified above are necessary and authorized for activities that are properly within the statutory functions and programs of the affected agencies of State Government, and (2) the services, materials, or equipment Contracted for are not required by Section 21 of Article XVI of the Constitution of Texas to be supplied under Contract given to the lowest responsible bidder.

Receiving Party further certifies that it has the authority to Contract for the above services by authority granted in *Texas Education Code* Chapter 86.

Performing Party further certifies that it has authority to perform the services Contracted for by authority granted in *Texas Government Code* Chapter 791 and *Texas Education Code* Chapter 130.

The undersigned Parties bind themselves to the faithful performance of this Contract.

RECEIVING PARTY:

Program Director

Date

PERFORMING PARTY:

South Texas College

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

Date

Points of Contact

Baylor Summer Reading Program:
Ms.Karen Mitchell
Program Director

STC:
Dr. Shirley A. Reed
President

Appendices

A. STC Facility Use Costs

STC Facility Use Charges Schedule

Baylor University Summer Reading Programs 2020 Summer Semester

Space	Size (sf)	Number of Classrooms/Labs	Weekly Sections	Weekly Sections per Utilization %	Average		
					Weekly Utilization Factor (%)	Monthly Rental Rate (\$/sq)	Monthly Rental Cost (\$)
36-Seat Classroom *(Note 1)	728	1	20	6	30%	\$ 2.35	\$ 513.24
Total Utilized Space	728	1				\$	513.24

*** Notes:**

- (1) The classroom availability at Pecan Campus South Academic Building J (728 sq. ft.): - J 1.214, J 1.308, J 1.406
Saturdays, 6/6-7/11 (skip 7/4) from 8:00AM-4:45PM
Sundays, 6/7-7/12 (skip 7/5) from 9:00AM-5:30PM
Mondays, 6/8-7/6 from 12:00PM-9:00PM

All space availability is contingent on STC's classroom use schedule .

Subject to change based on space availability and actual utilization

Review and Action as Necessary on Remediation Plan and Request for Proposals to Provide Remediation for the Pecan Campus Sand Volleyball Courts Sand Material Issue

Approval of a remediation plan and issuance of a request for proposals (RFP) to provide remediation for the Pecan Campus Sand Volleyball Courts project sand material issue is requested.

On January 28, 2020, the Board of Trustees voted to terminate the contract with NM Contracting, LLC and proceed with legal action. On February 3, 2020, College staff and the Architect's representative met with legal counsel to develop a plan to remediate the sand material replacement for the Pecan Campus Sand Volleyball Courts.

The proposed remediation plan includes the following steps:

- College staff will request a proposal from the architect for performing additional work for the remediation plans and specifications.
- The architect will prepare plans and specifications for soliciting construction proposals.
- Plans and specifications to include provisions for the protection of existing volleyball courts to prevent damaging College property.
- Facilities Planning & Construction and Purchasing departments coordinate to issue an RFP.
- RFP will include specific project scope outlining the removal and replacement of the sand material, the College's expectations for using the proper sand material, and protecting the existing College property.
- Construction proposals will be presented to the Facilities Committee and the Board of Trustees for approval.

The proposed timeline to complete the project is as follows:

Proposal from Architect for Additional Work	February 6, 2020
Architect Completion of Plans & Specs.	February 16, 2020
Issuance of RFP	March 2, 2020
Receive Construction Proposals	March 17, 2020
Facilities Committee Recommendation of Contractor	April 14, 2020
Board Approval of Contractor	April 28, 2020
Construction Start Date	May 2020
Substantial Completion	July 2020
Final Completion	August 2020

Staff is working with the architect to provide an estimated cost for the remediation and architect fees.

The Facilities Committee recommended Board approval of the remediation plan and issuance of an RFP to provide remediation for the Pecan Campus Sand Volleyball Courts project sand material issue as presented

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the remediation plan and issuance of an RFP to provide remediation for the Pecan Campus Sand Volleyball Courts project sand material issue as presented

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

The Board of Trustees approves and authorizes the remediation plan and issuance of an RFP to provide remediation for the Pecan Campus Sand Volleyball Courts project sand material issue as presented

Approval Recommended:

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

Review and Action as Necessary on Proposed Change Order for the Pecan Campus Student Activities Building H Renovation for Culinary Arts

Approval of a proposed change order with Noble Texas Builders for the Pecan Campus Student Activities Building H Renovation for Culinary Arts project is requested.

Purpose

The purpose of this change order is to request authorization to begin work on the proposed modifications to the construction scope.

Scheduling Priority

This project was submitted in 2018 by the Culinary Arts department and has been reviewed by the FPC department, the President's Cabinet, the Coordinated Operations Council, the Facilities Committee, and the Board of Trustees. This project is scheduled as an educational space improvement to renovate and expand the previously existing kitchen for use by the Culinary Arts program. The proposed change order would not interfere with the current schedule to complete this project in time for the 2020 fall semester.

Background

When the Culinary Arts renovation project was initially designed, College staff and the architect were concerned that the project would exceed the \$600,000 budget, and removed a portion of the scope of work.

This removed scope could be completed by College staff after completion of the contracted scope.

Noble Texas Builders was subsequently contracted for the project at \$555,000 which resulted in a remaining budget balance of \$45,000.

After the project began, College staff requested a change to the specification for a traditional water heater system, designating a tankless, on-demand hot water system that would be energy efficient, low maintenance, and would cost \$19,216 less than the previous system.

Noble Texas Builders proposed a Change Order to use the proposed savings and remaining construction budget to complete that reserved scope of work, in lieu of College staff.

While Change Order #1 would add 28 days to Noble Texas Builder's contract, the overall project completion would be shorter than mobilization and completion of additional scope by College staff.

- If the Board accepts Change Order #1, the construction budget is estimated to increase to \$599,963.
- If the Board rejects Change Order #1, the construction budget is estimated to reduce to \$535,784, plus an additional \$45,000 for College staff to complete the separate scope, for a total of \$580,784.

Although the proposed Change Order would add 28 days to the contractor's agreement, the work would still be completed more quickly than if College staff waited for the end of the contract before mobilizing to complete the scope of work set aside for internal completion. The 28 day increase to the contract is expected to reduce the overall renovation completion time.

Below is a description of the proposed change order item.

Pecan Campus Student Activities Building H Renovation for Culinary Arts			
Proposed Change Order No.	Item Description and Justification	Cost/ Days	Funding Source
1	<ul style="list-style-type: none"> Description: Renovation of Additional Areas for Office Space. Additional Work \$64,179 <u>Water Heater Credit (19,216)</u> Final Proposal Cost \$44,963	\$44,963 28 days	Unexpended Plant Fund
Total Proposed Change Order No. 1		\$44,963 28 days	Unexpended Plant Fund

Below is a table summarizing the construction budget and the change order proposal.

Pecan Campus Student Activities Building H Renovation for Culinary Arts Construction Budget with Change Order Proposal	
Construction Contract Amount	\$555,000
Change Order No. 1 Proposal:	
Office Renovation	64,179
Water Heater Credit	(19,216)
Revised Construction Contract Amount	\$599,963
Original Construction Budget	\$600,000
Revised Total Construction Cost	599,963
Construction Balance	\$37
Project Completion Timeline	
Original Completion Date:	4/24/2020
Contract time will be increased by:	28 days
Revised Completion Date:	5/26/2020

Additional Change Order Pending

There is also a separate, unrelated change order due to unforeseen site conditions, which staff expects can be covered fully by savings elsewhere in the project budget.

Funding Source

Funds for the Pecan Campus Student Activities Building H Renovation for Culinary Arts Project 2018-023C are budgeted in the Unexpended Construction Plant Fund for available use in fiscal year 2019-2020. A remaining budget balance of the FY20 Unexpended Plant Fund considering this month's proposed project may be found under the agenda item titled Update on Status of Unexpended Plant Fund.

Enclosed Documents

The change order proposal is enclosed.

The Facilities Committee recommended Board approval of the proposed change order with Noble Texas Builders in the amount of \$44,963 and twenty-eight (28) additional days for the Pecan Campus Student Activities Building H Renovation for Culinary Arts project as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the proposed change order with Noble Texas Builders in the amount of \$44,963 and twenty-eight (28) additional days for the Pecan Campus Student Activities Building H Renovation for Culinary Arts project as presented.

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

The Board of Trustees approves and authorizes the proposed change order with Noble Texas Builders in the amount of \$44,963 and twenty-eight (28) additional days for the Pecan Campus Student Activities Building H Renovation for Culinary Arts project as presented.

Approval Recommended:

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

Pecan Campus Student Activities Building H Renovation for Culinary Arts

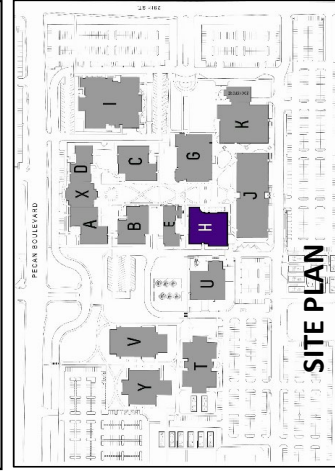


LEGEND

 CURRENT SCOPE OF WORK

 PROPOSED OFFICE SPACE AREAS TO BE RENOVATED

 EXISTING TO REMAIN



PROPOSED FLOOR PLAN 



February 3, 2018
South Texas College
McAllen, Texas

RE: STC Bldg. H for Culinary Arts Additional Scope

Mr. Vela,

Noble Texas Builders is pleased to provide you our proposal to remodel additional areas as per plans in McAllen, Texas. Below is an Assumptions and Clarifications based on the information provided to us and our understanding of the proposed scope of work.

1. INCLUSIONS:

- South Texas College Campus Building H, Renovation for Culinary Arts Job Scope Noted (By Others)
- Additional Scope as per Plans & Specifications Dated Sep 16, 2019 RFP#19-20-1008
- All labor, material, equipment to complete project included.
- Supervision for duration of the project.
- Payment & Performance Bond

2. ASSUMPTIONS AND CLARIFICATIONS

- Work to be done during normal business hours
- (4) Weeks will be added to the substantial completion for this additional work.

3. EXCLUSIONS

- Remodel Taxes

4. OWNER SUPPLIED

- Utilities
- Asbestos Report

5. PROPOSED BASE PRICE

Base Price:	\$64,179
Water Heater Credit:	\$19,216
Final Base Price:	\$44,963

Note: This proposal is valid for thirty (30) days only.

Jose Castro

Project Manager

NOBLE TEXAS BUILDERS, LLC

108 S. Main St. La Feria, Tx 78559

956.277.0708 (Ph) 956.277.0705 (Fax)

956.878.7070 (Cell)

www.nobletexasbuilders.com

Owner Approval

South Texas College



By: _____

Date: _____

END OF DOCUMENT

Project Fact Sheet

2/6/2020

Project Name: Pecan Campus - Building H Renovation for Culinary Arts		Project Nos. 2018-023C					
Funding Source(s): Unexpended Plant Fund		Total Project Budget		Actual Expenditures To Date		Variance of Project Budget vs. Actual Expenditures To Date	
		Construction:	\$ 600,000			\$ 600,000	
		Design:	60,000	42,461		17,539	
		Miscellaneous:	24,600	4,245		20,355	
		FFE:	225,000			225,000	
		Technology:	48,000			48,000	
		Total:	\$ 957,600	\$ 46,706		\$ 910,894	
Engineer: EGV Architects		Board Approval of Schematic Design 5/30/2019					
Contractor: TBD							
STC FPC Project Manager: Martin Villarreal		Substantial Completion TBD		Board Acceptance TBD			
		Final Completion TBD		Board Acceptance TBD			
Project Description				Project Scope			
Redesign of the previously existing cafeteria and kitchen spaces to be used for the Culinary Arts program.				Demolish existing walls and infrastructure, renovation of walls, flooring, ceiling, interior finishes, installation some of kitchen equipment, and adding electrical, data, and HVAC infrastructure for a 4,604 sq. ft. space.			
Projected Timeline							
Board Approval of Architect	Board Approval of Schematic Design	Board Approval of Contractor	Construction Start Date	Substantial Completion Date	Final Completion Date	FFE Completion of Move In	
7/24/2018	5/30/2019	11/26/2019	1/23/2020	5/23/2020	6/23/2020	7/23/2020	
Project Calendar of Expenditures by Fiscal Year							
Fiscal Year	Construction	Design	Misc.	FFE	Tech	Project Total	
2017-18	\$ -	\$ -	\$ 586	\$ -	\$ -	\$ 586	
2018-19	-	38,997	1,785	-	-	\$ 40,782	
2019-20	-	3,464	1,874	-	-	\$ 5,337	
Project Total	\$ -	\$ 42,461	\$ 4,245	\$ -	\$ -	\$ 46,706	
Current Agenda Item							
2/11/20 Facilities Committee: Review and Recommend Action on Proposed Change Order for the Pecan Campus Student Activities Building H Renovation for Culinary Arts							
							

Review and Action as Necessary on Liquidated Damages and Final Completion of the Pecan Campus Athletic Field Fence Enclosure

Approval of liquidated damages and final completion of the Pecan Campus Athletic Field Fence Enclosure project is requested.

	Project	Completion Recommended	Date Received
1.	Pecan Campus Athletic Field Fence Enclosure Project No. 2019-004C Contractor: NM Contracting, LLC	Final Completion Recommended	February 4, 2020

This project was submitted in 2019 by the Student Activities department, and has been reviewed by FPC department, the President’s Cabinet, the Coordinated Operations Council, the Facilities Committee, and the Board of Trustees. This project was prioritized as a non-educational space improvement to provide a fence to control access to the athletic fields on Pecan Campus.

Background

The contractor had achieved Substantial Completion on November 22, 2019 but did not meet the number of construction days per the construction contract. The contractor was late in completing the project by ninety-nine (99) days. Part of the close out is to finalize the amount of liquidated damages that can be imposed on the contractor for not meeting the amount of days allowed in the contract. The current Owner-Contractor agreement that is in place allows for liquidated damages of \$100 per day to be imposed when the contractor does not meet the number of construction days allowed in the contract. The total amount of liquidated damages allowed to be imposed is \$9,900.

Legal counsel advised that College staff negotiate the liquidated damages amount with NM Contracting, LLC. The contractor has offered to pay \$4,950 in liquidated damages and College staff considers the amount acceptable. Additionally, a credit in the amount of \$1,120 for the non-installation of work will be included. A change order will be processed to reduce the contract by the total amount of \$6,070.

Liquidated Damages	\$4,950
Credit	1,120
Total	\$6,070

On January 28, 2020, the Board of Trustees voted to terminate the contract for this project and proceed with legal action. A letter notifying the contractor of the termination was sent January 30, 2020, and was received by the contractor on January 31, 2020. The contractor notified College staff on February 3, 2020 that they had completed the punchlist items. College staff verified that the punchlist items were completed the following day.

Final Completion, including punch list items, was accomplished as required in the Owner/Contractor agreement for this project. College staff visited the project site on February 4, 2020 and verified that all remaining punchlist items were completed. It is

recommended that final completion and release of final payment for this project with NM Contracting, LLC be approved. The original cost approved for this project was in the amount of \$80,470.

Construction Budget	Approved Proposal Amount	Net Total Change Orders	Final Project Cost	Previous Amount Paid	Remaining Balance	Liquidated Damages and Credit	Final Amount Due
\$106,500.00	\$80,470.00	\$0	\$80,470.00	\$72,105.85	\$8,364.15	(\$6,070.00)	\$2,294.15

Enclosed Documents

Copies of the change order and the Final Completion letter are enclosed for the Board’s review and information.

The Facilities Committee recommended Board approval to impose liquidated damages in the amount of \$4,950, accept a credit in the amount of \$1,120, and approve final completion and release of final payment in the amount of \$2,294.15 to NM Contracting, LLC for the Pecan Campus Athletic Field Fence Enclosure project as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize imposing liquidated damages in the amount of \$4,950, acceptance of a credit in the amount of \$1,120, and final completion and release of final payment in the amount of \$2,294.15 to NM Contracting, LLC for the Pecan Campus Athletic Field Fence Enclosure project as presented.

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

The Board of Trustees approves and authorizes imposing liquidated damages in the amount of \$4,950, acceptance of a credit in the amount of \$1,120, and final completion and release of final payment in the amount of \$2,294.15 to NM Contracting, LLC for the Pecan Campus Athletic Field Fence Enclosure project as presented.

Approval Recommended:

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



P.O. BOX 9701
McAllen, TX 78502-9701

Facilities Planning & Construction
3200 W. Pecan Blvd. • McAllen, TX 78501

(956) 872-3737
(956) 872-3747

February 4, 2020

South Texas College
3200 W. Pecan Blvd., Bldg N. Suite 179
McAllen, TX 78501

Re: RFP 1819-1040 South Texas College Pecan Campus Athletic Field Fence Enclosure

South Texas College Facilities Planning and Construction recommends Final Completion of the South Texas College Pecan Campus Athletic Field Fence Enclosure and recommends release of final payment.

If you have any questions, please contact our office.

Sincerely,

Rick de la Garza, Director
Facilities Planning & Construction
3200 W. Pecan Blvd., Bldg. N. Suite 179
McAllen, TX 78501
Phone: 956-872-3737
Fax: 956-872-3747

SOUTH TEXAS COLLEGE
3201 W. Pecan Boulevard
McAllen, TX 78501

CHANGE ORDER

Change Order No.: 2

Agreement dated March 4, 2019 between the parties listed below (“Agreement”)

Project: Pecan Campus – Athletic Field Fence Enclosure - II

TO: NM Contracting, LLC
2022 Orchid Ave.
McAllen, TX 78504

The parties agree that the Contractor is obligated to pay the Owner the sum of \$4,950.00 as and for Liquidated Damages pursuant to Section 4.3 C (“Delivery – Liquidated Damages”) of RFP 18-19-1040 (“RFP”), which comprises part of the Contract Documents governing the Project, as a result of the Contractor’s failure to achieve substantial completion of the work by the Substantial Completion Date.

Furthermore, the parties agree that the Owner is entitled to receive from the Contractor, as a Project Credit, the sum of \$1,120.00 as a result of the reduction in scope of work for the project.

Therefore, in accordance with Section 3.8 (“Contract Amendments”) of the RFP, the following change is made and incorporated into the Contract:

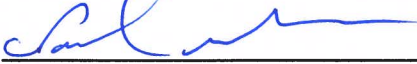
The Contract Sum of the Project as set forth in Article 3 of the Agreement is hereby decreased from Eighty Thousand Four Hundred and Seventy Dollars and Zero Cents (\$80,470.00) to Seventy-Four Thousand Four Hundred Dollars and Zero Cents (\$74,400.00).

All other terms and conditions of the Contract Documents remain in full force and effect.


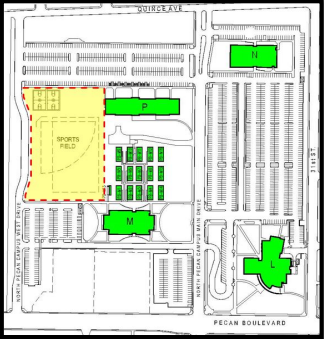
Owner: South Texas College

Approved by: _____ (date)
Name: Dr. Shirley A. Reed
Title: President

Contractor: NM Contracting, LLC

Accepted by:  1-8-20 (date)
Name: Noel Munoz Jr.
Title: President

Project Fact Sheet
2/6/2020

Project Name: Pecan Campus - Athletic Field Fence Enclosure		Project No. 2019-004C				
Funding Source(s): Unexpended Plant Fund	Original Budget		Actual Expenditures To Date			
	Construction:	\$ 106,500	\$ 72,106			
	Design:	-	\$ 3,075			
	Miscellaneous:	5,000	7,033			
	FFE:	-	-			
	Technology:	-	-			
	Total:	\$ 111,500	\$ 82,214			
Variance of Original Budget vs. Actual Expenditures To Date			\$ 34,394			
			(3,075)			
			(2,033)			
			-			
			-			
			29,286			
Architect/Engineer: N/A	Board Approval of Schematic Design 2/26/2019					
Contractor: NM Contracting						
STC FPC Project Manager: David Valdez	Substantial Completion	11/22/2019	Board Acceptance 12/10/2019			
	Final Completion	TBD	Board Acceptance TBD			
Project Description		Project Scope				
Construct a fence around the Pecan Campus athletic fields.		Provide fence enclosure at athletic fields to help monitor use of facility by Student Activities Department.				
Projected Timeline						
Board Approval of Architect	Board Approval of Schematic Design	Board Approval of Contractor	Construction Start Date	Substantial Completion Date	Final Completion Date	FFE Completion of Move In
N/A	2/26/2019	3/25/2019	4/26/2019	11/22/2019	2/4/2020	N/A
Project Calendar of Expenditures by Fiscal Year						
Fiscal Year	Construction	Design	Misc.	FFE	Tech	Project Total
2019-20	\$ 72,106	\$ 3,075	\$ 7,033	\$ -	\$ -	\$ 82,214
Project Total	\$ 72,106	\$ 3,075	\$ 7,033	\$ -	\$ -	\$ 82,214
Current Agenda Item						
2/11/20 Facilities Committee: Review and Recommend Action on Liquidated Damages and Final Completion for the Pecan Campus Athletic Field Fence Enclosure						
						

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

Approval of final completion and release of retainage for 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.	Final Completion Recommended	January 31, 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.

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 Metro Electric, Inc. be approved. The original cost approved for this project was in the amount of \$123,291.37.

The following chart summarizes the above information:

Construction Budget	Approved Proposal Amount	Net Total Change Orders	Final Project Cost	Previous Amount Paid	Remaining Balance
\$123,291.37	\$123,291.37	\$0	\$123,291.37	\$52,839.83	\$70,451.54

On January 31, 2020, DBR Engineering Consultants, 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 Portable Buildings MEP Infrastructure at the RCPSE project and release of final payment of \$70,451.54 to Metro Electric, Inc. as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize final completion of the Portable Buildings MEP Infrastructure at the RCPSE project and release of final payment of \$70,451.54 to Metro Electric, Inc. as presented.

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

The Board of Trustees approves and authorizes final completion of the Portable Buildings MEP Infrastructure at the RCPSE project and release of final payment of \$70,451.54 to Metro Electric, Inc. as presented.

Approval Recommended:

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

CERTIFICATE OF FINAL COMPLETION OF WORK

CONTRACT NO. RFP-18-19-1077

AGREEMENT DATE: August 15, 2019

CONTRACT DESCRIPTION: STC Regional Center for Public Safety – Portable Building Electrical

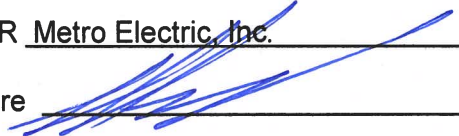
COMPLETION DATE PER AGREEMENT AND CHANGE ORDERS: January 31, 2020

FINAL CERTIFICATION OF CONTRACTOR

I hereby certify that the WORK as identified in the Final Estimate of Payment for construction CONTRACT WORK dated December 20, 2019, represents full compensation for the actual value of WORK completed. All WORK completed conforms to the terms of the AGREEMENT and authorized changes.

February 4, 2020
DATE

CONTRACTOR Metro Electric, Inc.

Signature 

Title Vice-President

FINAL CERTIFICATION OF ENGINEER

I have reviewed the CONTRACTOR'S Final Payment Request dated December 20, 2019, and hereby certify that to the best of my knowledge, the cost of the WORK identified on the Final Estimate represents full compensation for the actual value of WORK completed and that the WORK has been completed in accordance with the terms of the AGREEMENT and authorized changes. This certification is provided in accord with the terms of the GENERAL CONDITIONS.

February 4, 2020
DATE

ENGINEER DBR Engineering, Inc.

Signature 

Title Project Manager

FINAL ACCEPTANCE OF OWNER


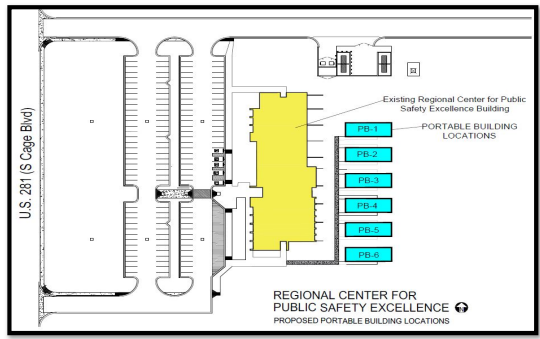
I, as representative of the OWNER, accept the above Final Certifications and authorize Final Payment in the amount of \$ 12,329.14, and direct the CONTRACTOR'S attention to the GENERAL CONDITIONS. The guaranty for all WORK completed subsequent to the date of SUBSTANTIAL COMPLETION, expires one (1) year from the date of this Final Acceptance.

South Texas College
OWNER

Authorized Representative

DATE

Project Fact Sheet
2/7/2020

Project Name: RCPSE - Portable Buildings MEP Infrastructure		Project No. 2019-018C				
Funding Source(s): Unexpended Plant Fund			Contract Budget		Actual Expenditures To Date	Variance of Original Budget vs. Actual Expenditures To Date
	Construction:	\$ 123,291	\$	52,840	\$	70,452
	Design:	5,900		5,782		118
	Miscellaneous:	-		3,008		(3,008)
	FFE:	-		-		-
	Technology:	-		-		-
	Total:	\$ 129,191		\$ 61,630		\$ 67,562
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	Substantial Completion Date	Final Completion Date	FFE Completion of Move In
3/26/2019	N/A	7/23/2019	7/29/2019	1/8/2020	1/31/2020	1/30/2020
Project Calendar of Expenditures by Fiscal Year						
Fiscal Year	Construction	Design	Misc.	FFE	Tech	Project Total
2019-20	\$ 52,840	\$ 5,782	\$ 3,008	\$ -	\$ -	\$ 61,630
Project Total	\$ 52,840	\$ 5,782	\$ 3,008	\$ -	\$ -	\$ 61,630
Current Agenda Item						
2/11/20 Facilities Committee: Review and Recommend Action on Final Completion and Release of Retainage of the Portable Buildings Mechanical, Electrical, and Plumbing (MEP) Infrastructure at the Regional Center for Public Safety Excellence						
						

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. On January 14, 2020, Mrs. Mary Elizondo presented on the evaluation process and responded to questions. Mrs. Elizondo will be available for further discussion of this issue at the February 11, 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. 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. 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. 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.

February 2020

- On February 11, 2020, Dr. Alejo Salinas, Jr. noted that a special committee had been appointed to look at the concerns regarding the evaluation criteria, without a designated Chair of that committee.
- Dr. Salinas recommended the appointment of a Chair to the committee to enable review of criteria and formal recommendation to the Board.

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

The Chairman of the Board is asked to consider any designation of a committee Chair or other action as necessary.

Construction Request for Proposal - Evaluation Process



Evaluation Criteria for Construction Proposals (RFP)



February 11, 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 (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 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 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

- 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.



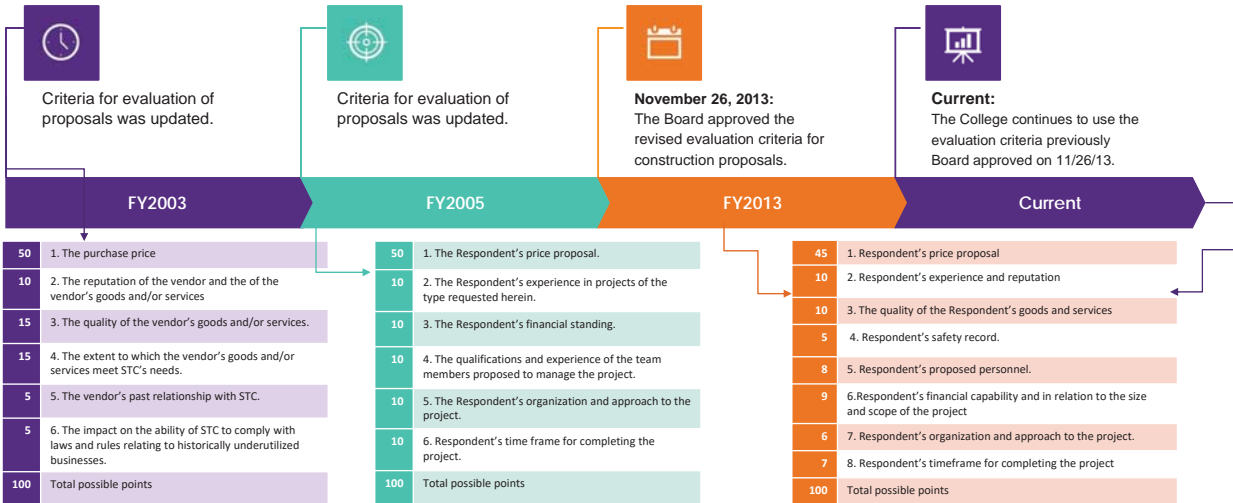
Construction Request for Proposal (RFP) Evaluation Peer Review

- 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 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.

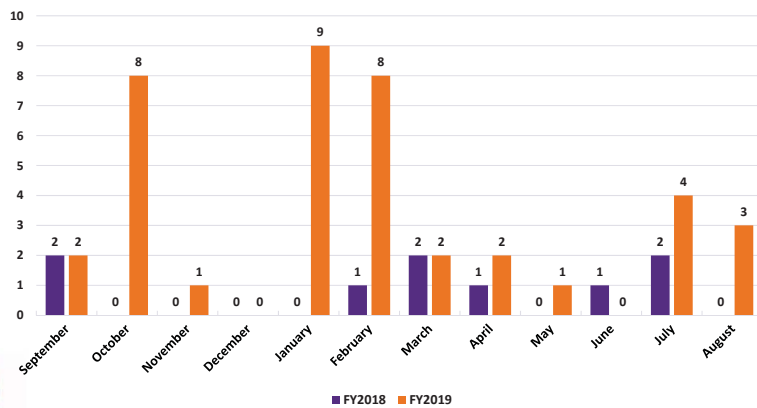
Construction RFP – Evaluation Criteria Timeline



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

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

Criteria	Evaluation Points
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.
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Questions?

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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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
Monthly Construction Report
Fiscal Year 2019 - 2020
As of February 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 - Jan. 2020)	(5,299,289)	(1,007,900)
Proposed Projects for the Month of February 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 February 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.

Status of Unexpended Plant Fund Construction Projects in Progress February 2020

Project	Current Activity	% Complete	Date to Complete	Total Project Budget	Amount Paid	Total Project Balance
Pecan Campus						
Sand Volleyball Courts	1. Construction Phase 2. Contract Terminated	90%	March 2020	\$ 113,008.00	\$ 90,350.28	\$ 22,657.72
Library Renovation	1. Project Development 2. Programming in Progress	10%	April 2020	\$ 1,466,000.00	\$ 703.20	\$ 1,465,296.80
Building H Cafeteria Renovation	1. Construction Phase 2. Construction in Progress	15%	April 2020	\$ 957,600.00	\$ 46,705.66	\$ 910,894.34
Building M Office and Work Space Renovation	1. Design Phase 2. Bidding Phase - Rebid	95%	March 2020	\$ 575,295.00	\$ 25,890.47	\$ 549,404.53
Athletic Field Fence Enclosure	1. Construction Phase 2. Contract Terminated	95%	September 2019	\$ -	\$ 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	Not Started	Not Started	June 2020	\$ 118,000.00	\$ -	\$ 118,000.00
Building G Physical Science Classroom Conversions	1. Project Development 2. Evaluations of Qualifications	90%	March 2020	\$ 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	\$ 243,479.27	\$ 3,965,746.73
Pecan Plaza						
Kinesiology Renovation	1. Design Phase 2. Contract Negotiation	5%	February 2020	\$ 143,800.00	\$ 761.80	\$ 143,038.20
Pecan Plaza Total				\$ 143,800.00	\$ 761.80	\$ 143,038.20

Status of Unexpended Plant Fund Construction Projects in Progress February 2020

Project	Current Activity	% Complete	Date to Complete	Total Project Budget	Amount Paid	Total Project Balance
Mid Valley Campus						
Thermal Plant Renovation	1. Design Phase 2. Bidding	100%	March 2020	\$ 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	1. Design Phase 2. Bidding	95%	March 2020	\$ 355,000.00	\$ 4,026.60	\$ 350,973.40
Center for Learning Excellence Building A Renovation of Space for Supplemental Instruction	1. A/E Contract Negotiation	5%	February 2020	\$ 224,200.00	\$ 937.60	\$ 223,262.40
Mid Valley Campus Total				\$ 980,212.00	\$ 6,808.30	\$ 973,403.70
Technology Campus						
Automotive Lab Exhaust System	1. Project Development 2. A/E Contract Negotiation	10%	March 2020	\$ 111,600.00	\$ 879.00	\$ 110,721.00
Building A & B Renovations	1. Contract Negotiations	60%	March 2020	\$ 1,323,050.00	\$ 820.40	\$ 1,322,229.60
Shipping and Receiving Building D Office Renovation	1. Construction Complete	100%	August 2019	\$ 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	1. Construction Complete	100%	Oct 2019	\$ 262,806.00	\$ 256,094.19	\$ 6,711.81
Student Services Renovation	1. Design Phase 2. Design in Progress	95%	February 2020	\$ 427,500.00	\$ 4,267.43	\$ 423,232.57
West Entry Campus Sign	1. Project Development 2. Bidding	95%	January 2020	\$ 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	1. Design Phase 2. Design in Progress	95%	February 2020	\$ 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	1. Design Phase 2. Contract Negotiation	5%	February 2020	\$ 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 February 2020

Project	Current Activity	% Complete	Date to Complete	Total Project Budget	Amount Paid	Total Project Balance
Regional Center for Public Safety Excellence						
Target Range-STC	1. Project Development 2. Contract Negotiations	5%	February 2020	\$ 634,312.00	\$ 2,167.21	\$ 632,144.79
Target Range-Grant	1. Project Development 2. Contract Negotiations	5%	February 2020	\$ 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	1. Construction Phase 2. Substantial Completion	95%	January 2020	\$ 1,000,000.00	\$ 863,630.40	\$ 136,369.60
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	1. Design Phase 2. Design in Progress	50%	February 2020	\$ -	\$ 879.00	\$ (879.00)
RCPSE Total				\$ 5,027,951.00	\$ 873,178.26	\$ 4,154,772.74
Higher Education Center La Joya						
Building and Wayfinding Signage	1. Design Phase 2. Contract Negotiation	95%	January 2020	\$ 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	1. Design Phase 2. Bidding Phase	95%	May 2020	\$ 50,000.00	\$ -	\$ 50,000.00
Removal of Existing Trees	1. Project Complete	100%	January 2020	\$ 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	1. Design Phase 2. Request for Qualifications	5%	April 2020	\$ 96,000.00	\$ -	\$ 96,000.00
Campus Master Plan	Not Started	Not Started	Not Started	\$ 375,000.00	\$ -	\$ 375,000.00
Fence Enclosures	Not Started	Not Started	Not Started	\$ 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	\$ 1,423,965.32	\$ 16,382,079.68

Status of Renewals & Replacements Projects in Progress February 2020

Project	Current Activity	% Complete	Date to Complete	Total Project Budget	Amount Paid	Total Project Balance
Pecan Campus						
Arbor Brick Columns Repairs and Replacement-Phase I	1. Construction Phase 2. Contract Negotiation	5%	April 2020	\$ 241,594.00	\$ 26,451.68	\$ 215,142.32
Building X Data Cabling Infrastructure Replacement	1. Project Complete	100%	December 2019	\$ 101,967.00	\$ 11,966.73	\$ 90,000.27
Building J Data Cabling Infrastructure Replacement	1. Project Complete	100%	December 2019	\$ 406,684.00	\$ 298,053.18	\$ 108,630.82
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	1. Project Development 2. Recommend Engineer	5%	February 2020	\$ 280,000.00	\$ 820.40	\$ 279,179.60
Reseeding and Regrading of Athletic Fields	1. Project Development 2. Request for Proposals	5%	May 2020	\$ 125,000.00	\$ -	\$ 125,000.00
Pecan Campus Total				\$ 1,425,245.00	\$ 337,291.99	\$ 1,087,953.01
Mid Valley Campus						
Resurfacing Parking Lot #3 (RR)	1. Project Development 2. Bidding	95%	February 2020	\$ 57,000.00	\$ 10,499.15	\$ 46,500.85
Resurfacing Parking Lot #7 (RR)	Not Started	Not Started	Not Started	\$ 106,000.00	\$ -	\$ 106,000.00
Resurfacing Northwest Drive (RR)	1. Project Development 2. Bidding	95%	February 2020	\$ 191,000.00	\$ 10,166.55	\$ 180,833.45
Roofing Replacement (RR)	1. Project Development 2. Site Evaluations	5%	February 2020	\$ 951,000.00	\$ -	\$ 951,000.00
Drainage Improvements Ph. I	1. Project Development 2. Bidding	95%	February 2020	\$ 334,203.00	\$ 19,728.70	\$ 314,474.30
Mid Valley Campus Total				\$ 1,639,203.00	\$ 40,394.40	\$ 1,598,808.60
Technology Campus						
Building B Concrete Floor Repairs (RR)	1. Construction Complete	100%	December 2019	\$ 95,207.00	\$ 90,896.89	\$ 4,310.11
Technology Campus Total				\$ 95,207.00	\$ 90,896.89	\$ 4,310.11

Status of Renewals & Replacements Projects in Progress February 2020

Project	Current Activity	% Complete	Date to Complete	Total Project Budget	Amount Paid	Total Project Balance
Nursing and Allied Health Campus						
West Side Window Waterproofing	1. Design Phase 2. Design in Progress	5%	July 2020	\$ 65,000.00	\$ -	\$ 65,000.00
West Side Elevators Refurbishment	1. Construction Phase 2. Bidding in Progress	5%	July 2020	\$ 159,000.00	\$ -	\$ 159,000.00
Roofing Replacement (RR)	1. Project Development 2. Site Evaluations	5%	February 2020	\$ 280,000.00	\$ -	\$ 280,000.00
Resurface Parking Lot #1 (RR)	1. Project Complete	100%	September 2019	\$ -	\$ 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)	1. Project Development 2. Site Evaluations	5%	February 2020	\$ 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 February 2020

Project	Current Activity	% Complete	Date to Complete	Total Project Budget	Amount Paid	Total Project Balance
District Wide						
Marker Boards Replacement (RR)	1. Design Phase 2. Bidding	95%	March 2020	\$ 327,372.00	\$ 6,263.00	\$ 321,109.00
Irrigation System Controls Upgrade (RR)	1. Construction Phase 2. Bidding in Progress	5%	August 2020	\$ 77,100.00	\$ -	\$ 77,100.00
Fire Alarm Panel Replacement / Upgrades (RR)	1. Construction Phase 2. Bidding in Progress	30%	August 2020	\$ 219,463.00	\$ 19,463.47	\$ 199,999.53
Interior LED Lighting Upgrade	1. Construction Phase 2. Bidding and Construction in Progress	30%	August 2020	\$ 309,862.00	\$ 109,862.35	\$ 199,999.65
Ext Walkway LED Lighting Upgrade Ph I	1. Construction Phase 2. Bidding and Construction in Progress	30%	August 2020	\$ 61,489.00	\$ 12,488.84	\$ 49,000.16
Interior Controls Upgrade (RR)	1. Construction Phase 2. Bidding and Construction in Progress	30%	August 2020	\$ 115,669.00	\$ 31,669.15	\$ 83,999.85
Flooring Replacement (RR)	1. Design Phase 2. Bidding Phase	20%	August 2020	\$ 571,367.00	\$ 15,193.00	\$ 556,174.00
Restroom Fixtures Replacement & Upgrade	1. Construction Phase 2. Bidding and Construction in Progress	5%	August 2020	\$ 38,143.00	\$ 13,143.00	\$ 25,000.00
Water Heater Replacement & Upgrade	1. Construction Phase 2. Bidding and Construction in Progress	5%	August 2020	\$ 30,387.00	\$ 10,386.51	\$ 20,000.49
HVAC Upgrades (RR)	1. Construction Phase 2. Bidding and Construction in Progress	5%	August 2020	\$ 710,327.00	\$ 50,327.16	\$ 659,999.84
Exterior Lighting Upgrade (RR)	1. Construction Phase 2. Bidding in Progress	5%	August 2020	\$ 324,912.00	\$ 45,912.00	\$ 279,000.00
Keyless Entry Access Upgrades (IT)	1. Construction Phase 2. Bidding in Progress	30%	August 2020	\$ 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	\$ 334,023.27	\$ 2,671,382.73
Renewal and Replacement Project Total				\$ 8,381,461.00	\$ 928,257.03	\$ 7,453,203.97

Facilities Planning & Construction Department
FY 2019-20 Master Schedule for Capital Improvement Projects (CIP)
and
Renewal and Replacement (R&R) Projects

LEGEND FOR PROJECT PHASES						STATUS	
	Pending Approval to Start		Bidding and Negotiations		Approved and In Progress		
	Project Development		Board Approval		Preparing for Approval		
	Project Start (RFQ, Ad, Bd App)		Construction Phase				
	Design Phase		Project Complete				
	Schematic Design Approval						

#	Status	Proposed Projects	Method	Budget	PM	FY2019 Jan. 19' - Aug. 19'												FY2020 Sept. 19' - Aug. 20'												FY2021 Sept. 20' - Aug. 21'												FY2022 Sept. 21' - Dec. 21'	
						Months																																					
						J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D		
Pecan Campus																																											
1	✓	Pecan - Sand Volleyball Courts	C	15,884	DV	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1																					
2	✓	Pecan - Library (Renovation/Expansion)	A	500,000	DV								1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1							
3	✓	Pecan - Building M Office and Work Space Renovation	A	420,000	MV	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1							
4	✓	Pecan - Athletic Field Fence Enclosure	FPC	TBD	DV	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1																			
5	COMPLETE	Pecan - Building D Renovation	A	180,000		1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1																			
6	✓	Pecan - Building H Cafeteria Renovation for Culinary Arts	A	600,000	MV	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1																		
7	ON HOLD	Pecan - Building H West Elevation Modifications	A	150,000	TBD																1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1							
8	ON HOLD	Pecan - Park and Ride Renovation and Fence Enclosure for College Vehicles	A	60,000																	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1							
9	ON HOLD	Pecan - Cooling Tower Screen Upgrades	A	275,000	TBD																1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1							
10	ON HOLD	Pecan - Site Improvements to North Pecan Campus	O&M	125,000																	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1							
11		Pecan - Business and Science Building G Classroom Renovation	A/MEP	188,000	SS															1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1							
12		Pecan - Entry Monument Sign	FPC	100,000	DV															1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1							
13	✓	Pecan - Arbor Brick Columns Repair & Replacement (RR)	O&M	200,000	MV	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1						
14	✓	Pecan - Building X Data Cabling Infrastructure Replacement (RR)	IT	90,000	RDLG											1	1	1	1	1	1	1	1	1																			
15	✓	Pecan - Building J Data Cabling Replacement (RR)	IT	200,000	RDLG											1	1	1	1	1	1	1	1	1																			
16		Pecan - Ann Richards Administration Building A Data Cabling Infrastructure Replacement (RR)	IT	80,000																	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1							
17		Pecan - Art Building B Data Cabling Infrastructure Replacement (RR)	IT	40,000																	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1							
18		Pecan - Student Activities Center Building H Data Cabling Infrastructure Replacement (RR)	IT	150,000																	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1							
19		Pecan - Information Technology Building M Generator Replacement (RR)	MEP	250,000	RG															1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1							
20		Pecan - Reseeding and Regrading of Athletic Fields (RR)	C	125,000	DV											1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1							

Facilities Planning & Construction Department FY 2019-20 Master Schedule for Capital Improvement Projects (CIP) and Renewal and Replacement (R&R) Projects

LEGEND FOR PROJECT PHASES				STATUS	
	Pending Approval to Start		Bidding and Negotiations	✓	Approved and In Progress
PD	Project Development		Board Approval		
	Project Start (RFQ,Ad,Bd App)		Construction Phase	+	Preparing for Approval
Design Phase			Project Complete		
	Schematic Design Approval				

#	Status	Proposed Projects	Method	Budget	PM	FY2019												FY2020												FY2021												FY2022																			
						Jan. 19' - Aug. 19'												Sept. 19' - Aug. 20'												Sept. 20' - Aug. 21'												Sept. 21' - Dec. 21'																			
						Months												J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D								
69	✓	DW - Automatic Doors Phase III		81,575		1	1	1	1	1	1																																																		
70	ON HOLD	DW - Campus Master Plan		375,000																																																									
71	COMPLETE	DW - Bus Drop Off Areas		35,000						1	1	1	1																																																
72	COMPLETE	DW - Additional Scope		3,000,000																																																									
73		DW - Renewals & Replacements (RR)		150,000																																																									
74	✓	DW - Marker Boards Replacement (RR)		200,000	SS																																																								
75	✓	DW - Interior LED Lighting Upgrade Ph I (RR)		110,000	O&M																																																								
76	✓	DW - Exterior Walkway LED Lighting Upgrade Ph I (RR)		35,000	O&M																																																								
77		DW - FOCUS on Active Learning Classroom (RR)		30,000																																																									
78	✓	DW - Interior Lighting Controls Upgrade (RR)		75,000	O&M																																																								
79	✓	DW - Flooring Replacement (RR)		500,000																																																									
80	✓	DW - Restroom Fixtures Replacement & Upgrade (RR)		25,000	O&M																																																								
81	✓	DW - Water Heater Replacement & Upgrade (RR)		20,000	O&M																																																								
82		DW - Door Access Controls Replacement (RR)		30,000	O&M																																																								
83	✓	DW - HVAC Upgrades (RR)		600,000	O&M																																																								
84		DW - Water Pump Stations (RR)		25,000	O&M																																																								
85	✓	DW - Exterior Lighting Upgrade (RR)		250,000	O&M																																																								
86		DW - Keyless Entry Access Upgrades (IT) (RR)		50,000	O&M																																																								
87	COMPLETE	Camera Replacement		98,000																																																									
88	COMPLETE	Basketball Court Repainting		55,000		1	1	1	1	1	1																																																		
District Wide - Proposed New Projects FY 2019 - 2020						J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D								
89		DW - Fence Enclosures		36,000																																																									
90		DW - Automatic Doors Phase IV		85,000																																																									
		Number of projects in progress				18	19	19	20	21	24	26	29																																																

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		3/10/2020	3/31/2020	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		3/10/2020	3/31/2020	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 Repaint Stucco Buildings	TBD	TBD				TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	N/A	TBD
21	2019-030R	Roofing Replacement	BEAM	TBD	N/A	N/A	N/A	5/14/2019	5/30/2019	N/A	3/10/2020	3/31/2020	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	3 months

*District Wide Projects not noted will be scheduled as needed throughout the year.

	Past Dates or N/A
	To Be Determined

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 January 2020. 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 **January 2020**, 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 January 2020.

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 January 2020.

Approval Recommended:

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

Consideration and Approval of Checks and Financial Reports

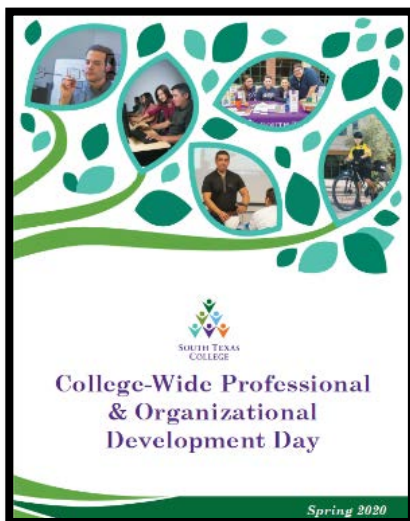
The Checks and the Financial Reports presented for approval are included in the Board Packet under SEPARATE COVER:

- A. Release of Checks for \$25,000.00 to less than \$125,000.00 Released Prior to Board Approval for January 2020
- B. Release of Checks for \$125,000.00 and Above Board of Trustees Approval Required for January 2020
- C. Release of Checks for \$125,000.00 and Above Released Prior to Board Approval (Policy 5610) for January 2020
- D. Release of Construction Fund Checks for January 2020
- E. Quarterly Investment Report for January 2020
- F. Summary of Revenue for January 2020
- G. Summary of State Appropriations Income for January 2020
- H. Summary of Property Tax Income for January 2020
- I. Summary of Expenditures by Classification for January 2020
- J. Summary of Expenditures by Function for January 2020
- K. Summary of Auxiliary Fund Revenues and Expenditures for January 2020
- L. Summary of Grant Revenues and Expenditures, January 2020
- M. Summary of Bid Solicitations
- N. Check Register for January 2020



On February 7, 2020, South Texas College was honored at the **Teach for America 2020 Honor Roll Gala** event. South Texas College was the recipient of the Institutional Catalyst Award for increasing the educational attainment levels in the Rio Grande Valley through the development of academic and workforce programs that have led to economic development and regional prosperity. South Texas College was one of three other recipients honored at the event. Dr. Luzelma Canales was the recipient of the Educational Champion award and JoAnn Gama was honored as the Alumni Leadership Award. Joining me to accept the award were, Dr. Alejo Salinas Jr. and Gary Gurwitz, Board of Trustee members.

The Texas Historical Commission unveiled two historic markers at the Starr County Campus to mark and recognize the 1966 strike and march by local melon farmworkers who protested the discrimination and inequality demonstrated to the farmworkers. Farmworkers completed a three month march, which began in Starr County and ended at the State Capitol in Austin. Starr County Campus is built on part of these farmlands, that serve as a reminder of the hardships endured by farmworkers. Two markers were unveiled on site, one detailing the event and another with the names of the farmworkers who participated in the protest and march. Guest speakers included Board Trustee, Ms. Rose Benavidez, Mayor Joel Villarreal from Rio Grande City, and U.S. Congressman Henry Cuellar. The event was held on January 31, 2020 and well attended by students, community members, and staff.



South Texas College held its semi-annual **College-Wide Professional Development and Organizational Development Day** on February 14, 2020. The morning activities for the Academic Affairs Division were held at the Edinburg Conference Center at Renaissance, Finance and Administrative Services Division met at the Pecan Campus, Student Union, and the Information Services, Planning, Performance, and Strategic Initiatives Division and Student Affairs and Enrollment Division held their activities at the Corinthian Kalos Event Center. Faculty and staff were provided an array of guest speakers and interactive activities that promote and enhance further understanding of the College's mission, vision, values, and collaborative work. Afternoon sessions were devoted to division meetings at their respective sites.

As part of **Welcome Week**, the Student Activities Center organized several activities at each of the campuses for students to celebrate the new semester with new and returning students. Activities included food, music, and games. Events planned to connect students with campus organizations and services offered included:

- Student Organization Recruitment Fair and Club Recruitment Fair – Students were provided an opportunity to meet representatives from student organizations such as Student Government Association, Student Leadership Academy, Student Fitness Academy, or join an intramural sports team.
 - January 28 at the Technology Campus
 - January 29 at the Starr County Campus
- Student Leadership Academy Kickoff.
 - January 28 at the Starr County Campus
 - January 30 at the Technology Campus
- Student Government Association Kickoff.
 - January 29 at the Technology Campus, Mid Valley Campus, and Starr County Campus
- Office of Student Rights and Responsibilities – Provided information regarding free services provided.
 - January 27 at the Pecan Campus and Tech Campus
 - January 28 at the Starr County Campus
 - January 29 at the Mid – Valley Campus
 - January 20 at the NAH Campus



Campus Visits

PECAN CAMPUS
Monday, January 27th, 2020
Information/Activity Booth 8:30AM-10:30AM
Bldg. "J" 1st Floor Lobby

TECHNOLOGY CAMPUS
Monday, January 27th, 2020
Information/Activity Booth 11:30am-1:30pm
Atrium Area

STARR COUNTY CAMPUS
Tuesday, January 28th, 2020
Information/Activity Booth 11:00am - 1:00pm
Bldg. "8" 1st Floor Lobby

MID-VALLEY CAMPUS
Wednesday, January 29th, 2020
Information/Activity Booth 11:00 am - 1:00 pm
Bldg. "10" Atrium

WINDENLAND ALLEED HEALTH CAMPUS
Thursday, January 30th, 2020
Information/Activity Booth 11:00 am - 1:00 pm
Bldg. "9" Cde



The Office of Student Rights and Responsibilities will be conducting information and activity booths this Spring, throughout all South Texas College Campuses. Come out and get informed on what our department has to offer!

OFFICE OF STUDENT RIGHTS AND RESPONSIBILITIES

PECAN CAMPUS, BLDG. K 2.1106
PHONE: 956-872-2180

Statement of Equal Opportunity: South Texas College is an equal education and equal employment opportunity/affirmative action employer. As an equal opportunity employer, the College does not discriminate on the basis of race, color, national origin, religion, age, sex, marital status, gender, genetic identity, disability, sexual orientation, or veteran status. Discrimination is prohibited and the College will comply with all applicable College policies, and state and federal legislation. This policy extends to individuals who are not employees of the College.



Students were provided notifications for these upcoming deadlines:

- Final payment deadline for Spring 2020 Courses: February 5, 2020.
- Stars Scholarship Fund: Scholarship funds for the advancement of education to academically gifted and highly motivated students. Dealine to apply: March 31, 2020
- Dual Enrollment Academy Programs: High School students seeking to earn and Associate's degree through one of the 7 academies offered at College. Deadline to apply: March 6, 2020.



The Public Relations and Marketing Department accepted casting call applications for students interested in being showcased in an upcoming marketing campaign. Students were encouraged to submit an application to be featured in upcoming marketing materials for the College.

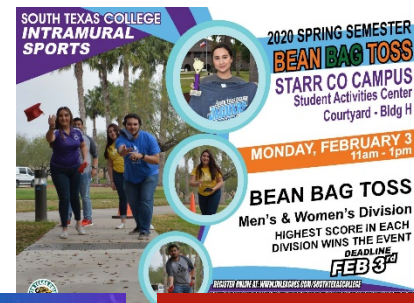
February is **Financial Aid Awareness Month**. In an effort to promote, the importance of submitting their Free Application for Federal Student Aid (FAFSA) or their Texas Application for State Financial Aid (TAFSA), the College's Student Financial Services Department will be hosting a Financial Aid Fair at the Pecan, Starr, and Mid-Valley Campuses in the upcoming weeks to assist students with submitting their applications and for any questions.



The **74th Annual Meeting of the Subtropical Agriculture and Environments Society** was held at the Mid-Valley Campus on February 7, 2020. The group's goals are to create an interest in research and its application to the production of crops and animals. A general admission fee to the day long forum was \$40 for students and \$90 for individuals.

The South Texas Student Activities held a number of tournaments and events for students through the month. Events included:

- Checkmate Tournament
Technology Campus
January 28, 2020
- 4v4 Flag Football Tournament
Mid-Valley Campus
One day event -February 7, 2020
- 7v7 Flag Football League – Men, Women, and Co-Ed League
Pecan Campus
Four Week League, Tuesdays and Thursdays beginning February 5, 2020
- Bean Bag Toss Tournament
Starr County Campus and NAH Campus
One day event – February 3, 2020
- Valentine's Day Celebration
Technology Campus – February 11, 2020
Starr County Campus -February 12, 2020
- Karaoke Party
Starr County Campus – February 17, 2020





The Office of Career and Employer Services hosted a workshop to provide information on services, career events, online platforms, and introduce staff available to assist students and alumni. Students were encouraged to attend to learn more about how the department may assist in connecting their academic preparation with a career. The event was held on February 7, 2020 at the Pecan, NAH, and Technology Campus.

The Library Art Galleries at both the Pecan and Mid Valley Campus will exhibit two unique exhibitions.

Pecan Campus: “Bruno: The Legacy of an Artist – Educator”

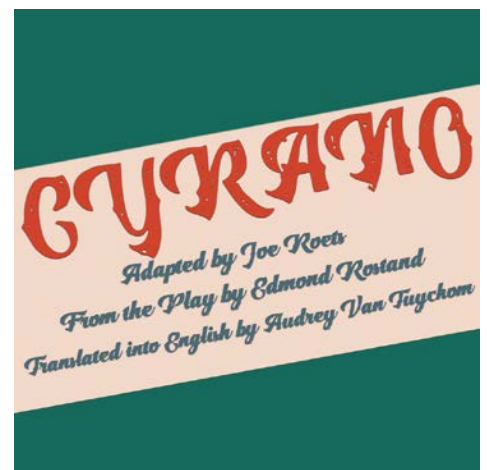
In collaboration with the Visual Art Department, the Pecan Campus Art Gallery will present an exhibition by the late Bruno Andrade. The exhibition is a collection of artwork from Mr. Andrade’s former students, many of whom are now professional artists. Our own faculty, Visual Art Professors, Luis Corpus and Richard Smith are former students of Mr. Andrade and attribute their artistic reflection to his teachings. The exhibit will be on display till February 27, 2020. The exhibit is free and open to the public.



Mid Valley Campus: “The Wound of the Malinches”

An exhibition by ceramic artist Leticia Lowry Garcilazo. Mrs. Garcilazo is an advocate for women’s rights and focused her work to reflect her personal life experiences of violence and in the advocacy of empowering women. The exhibit opened on January 28 and will run through April 2020. The exhibit is free and open to the public.

The South Texas College Theatre presented Jo Roets’ adaption of the play **Cyrano**. Originally written by Edmond Rostand, Cyrano is a story written about a cadet in the French Army and his inhibition to express his feelings toward a woman due to the physical abnormality of his nose. The production ran from February 20 -22 with a matinee on February 23. Performances will take place at the Cooper Center for Communication Arts with shows beginning at 7:00pm. Tickets were on sale for \$5.00 for students, faculty, military, and senior citizens and \$10.00 general admission.





Students were encouraged to attend a **Psychological Science Information Session** on February 18, 2020 at the Pecan Campus to learn about the field of study, career options available, and meet our psychology science faculty. Information was also provided about courses for the upcoming Spring 2020 minimester, Summer and Fall 2020 semesters, and program requirements.

With a room filled with colleagues and staff, Mario Reyna, Dean for Business, Public Safety, and Technology retired after 23 years of service to South Texas College, its students, and the community. A **Retirement Reception** was held on January 30, 2020 at the Technology Campus to celebrate Dean Reyna's accomplishments and contributions to the College and wish him well in his next chapter in life.



 Poll Everywhere



The Educational Technologies Department provided faculty and staff information regarding software available to enhance faculty teaching and student learning. These software platforms may be used to ask questions, begin discussions, create polls, create interactive presentation boards, provide real live feedback, and statistics to users. Trainings will be offered to faculty and staff on each of these software platforms.

The Office of Human Resources held a **Retirement Fair Event** on February 6, 2020 at the Pecan Campus for those interested in learning about retirement eligibilty, disability benefits, survivor benefits, deadlines for retirement, and answer any questions they may have. Representatives from TRS – Teacher Retirement System of Texas and ERS – Employee Retirement System were on site to assist.



Ready, Set, Retire!

The Office of Human Resources is hosting a
RETIREMENT FAIR

PECAN CAMPUS
THURSDAY, FEBRUARY 6, 2020
LIBRARY - RAINBOW ROOM
8:00AM - 12:00PM

LEARN ABOUT RETIREMENT BENEFITS
Representatives from TRS, Teacher Retirement System of Texas, ERS - Employee Retirement System and the Social Security Administration will be on campus to answer your retirement questions. Learn about retirement eligibility, disability benefits, survivor benefits, and important deadlines for retirement.

- Teacher Retirement System of Texas presentation at 8:00AM-9:30AM
- Employee Retirement System of Texas presentation at 9:45AM-10:30AM
- Social Security Administration presentation at 11:00AM-12:00PM

SOUTH TEXAS COLLEGE
QUESTIONS? Contact us at 936-472-4443
or email us here: 102_president@southtexascollege.edu

ERS
EMPLOYEE RETIREMENT SYSTEM OF TEXAS

- Participated in a conference call Stephanie Bell-Rose, head of the TIAA Institute and Anne Ollen, Director of TIAA to discuss details regarding the presentation of award for the 2020 TIAA Institute Hesburgh Award of Leadership Excellence in Higher Education.
- Met with Virginia Champion, Executive Director for Resource Development, Management, and Compliance to discuss the target range project, DHSI grant, and staffing needs.
- Participated in meeting with Robert Peche, Economic Development Representative for the U.S. Department of Commerce, Economic Development Administration Office and Virginia Champion, Executive Director for Resource Development, Management, and Compliance to discuss the opportunity for the Economic Development and Adjustment Grant.
- Participated in a conference call with Dr. Virginia Champion, Executive Director for Resource Development, Management, and Compliance and Sergio Contreras, President/CEO for RGV Partnership to discuss a matching grant in collaboration with the Texas Workforce Commission.
- Attended the *Buenas Tardes Luncheon* hosted by the Greater Mission Chamber of Commerce with keynote speaker, Texas Workforce Commissioner Julian Alvarez, III. Commissioner Alvarez discussed business development in the region and forecasting.
- Participated in the Risk Assessment Training presented by Ken Lyons, Risk Manager. Mr. Lyons provided a group activity to Executive and Administrative Staff to assist in the completion of their departmental risk assessment.
- Attended the Texas Historical Commission Marker Dedication Ceremony at the Starr County Campus to honor the 1966 strike and march by local farm workers in Starr County. U.S. Congressman Henry R. Cuellar was the special guest speaker.
- Attended the City of McAllen, State of the City address. This year's theme, "Celebration of Culture," focused on the cultural diversity of the city and its contribution to continued growth and prosperity.
- Attended the Edinburg Chamber of Commerce luncheon, "Public Affairs Luncheon – Superintendent's Resolution 2020," featuring Edinburg CISD Interim Superintendent, Gilbert Garza, Jr., PSJA Superintendent, Dr. Jorge Arredondo, and Mercedes ISD Superintendent, Carolyn Mendiola. The panel discussion highlighted the 2020 goals and strategic direction of each school district and briefly discussed the challenges and future of dual enrollment.
- Attended the Focus Group meeting developed by PSJA ISD, whose provided students, staff, parents, alumni, community members, and education partners the opportunity to collaborate on creating a new vision and mission that will assist in the strategic development of the District for the next 100 years.
- Participated in a conference call with Ted Mitchell, President of the American Council of Education. Dr. Mitchell wanted to extend congratulations on my being named the recipient of the TIAA Institute Hesburgh Award for Leadership Excellence in Higher Education.
- Met with Dr. Rebecca De Leon, Dean for Dual Credit Programs and School District Partnerships to discuss and review proposals for this year's 15th Annual Summit on College and Career Readiness.
- Met with Dr. Daniel King to discuss partnership opportunities with clients of his newly created consulting firm.
- Participated in the conference call with Jennifer Banfield, Senior Vice President and Emily Myers, Chief Executive Officer for Myers McRae Executive Search and Consulting to discuss current search for the Dean for Continuing Education, Workforce Training, and Economic Development position.

- Met with Laura Requena, Interim Director for Human Resources to review and discuss renewal and non-renewal notices and process for faculty.
- Met with Mary Elizondo, Vice President for Financial and Administrative Services to review the Financial Report for the Regional Center for Public Safety Excellence.
- Completed video interview for the “Our Strengthening Communities Across the Valley” Luncheon hosted by Valley Initiative for Development of Advancement (VIDA). The luncheon will honor training, investment, community, and alumni partners who have collaborated with VIDA over the last 24 years. Honorees include, Estella Garza, Valley Interfaith; Dr. Rebecca Lynch, Vice President for Curriculum, Program Development and Faculty Affairs, Doctors Hospital at Renaissance; Mayor Jim Darling, City of McAllen; and myself.
- Met with Rick De La Garza, Director of Facilities, Planning, and Construction and David Valdez, Facilities Planning and Construction Project Manager to discuss feasibility of campus expansion.
- Attended the RGV Focus Leadership Meeting at the Center for Education and Economic Development in Mission, TX to discuss new partnership opportunities.
- Provided welcoming remarks at the regional workshop for the Texas Commission of Law Enforcement participants. The workshop was hosted at the Pecan Campus, Rainbow Room. Participants were able to update their accounts, learn about new requirements, and provide feedback regarding agencies’ processes and procedures.
- 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 February 25, 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
 - Update on Discussion with P.S.J.A. Superintendent
 - Task Force on Use of College and University Center
 - Task Force on Education/Teaching Academy for Preparation of Future Teachers
 - Update on 2019 Department of Defense Voluntary Institutional Compliance Program Review
 - Discussion of Opportunity to Co-Host Regional Workshop with National Institute of Staff and Organizational Development (NISOD)
 - Discussion of Developing Hispanic Serving Institutions Grant Application
 - Discussion of Establishing Smoke-Free Environment on All Campuses
 - Discussion of New Leadership Team at Texas Higher Education Coordinating Board
 - Discussion of FY 2021 Budget Development Process
 - Continued Discussion of Custodial Responsibilities and Compliance for Public Information Requests
 - Discussion of Executive/Administrative Performance Evaluations as Required by SACSCOC
 - Discussion and Review of Annova LNG and Enbridge Pipeline Agreement

- Review and Discussion of Matching Scholarship Funds - RGV Partnership and Workforce Solutions
- Review and Discussion of EDA Grant Opportunities
- Discussion of Presentation Topic for CCATT Trustee Leadership Seminar
- Review and Discussion of Policy #4212: *Employment and Supervisory Relationship of Close Relatives*
- Review and Discussion of Request for Proposals (RFP) for Faculty Cost and Productivity Study
- Review and Discussion of SB18: Protected Expression on Campus
- Review and Discussion of Proposed Tuition and Fee Schedule for the Regional Center for Public Safety Excellence
- Discussion of Executive and Administrative Evaluations
- Review and Discussion of Board Committee Meetings
- Discussion of Creation of a Community College Finance Commission
- Discussion of Fall to Fall Retention by Major
- Review and Discussion of Texas Education Agency Early College High School Blueprint Revision for Public Comment
- Discussion of Call for Nominations: Examples of Excelencia
- Discussion of Edinburg Chamber of Commerce Public Affairs Luncheon: *Superintendents 2020 Resolution* Regarding Dual Enrollment Questions
- Continued Discussion of Policy Revision #4901: *Standards of Conduct*
- Discussion of Process and Timelines for Faculty Non-Renewal Decisions
- Review and Discussion of Spring 2020 Student Census Report
- Review and Discussion of Hotline Report
- Review and Discussion of Draft Guidelines for Investigating Complaints
- Review and Feedback on Spring Professional Development Day
- Continued Discussion of Faculty Cost and Productivity Study
- Continued Discussion of Records Retention and Public Information Requests
- Review and Discussion of Tuition and Fees for FY 2020-2021
- Review and Discussion of Dual Credit Tuition and Fees for FY 2020-2021
- Review and Discussion of Spring 2020 Enrollment Report to Board

Announcements

A. Next Meetings:

- Tuesday, March 10, 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, March 31, 2020
 - 5:30 p.m. – Regular Board Meeting

B. Other Announcements:

- South Texas College Pecan Campus and South Texas College Nursing & Allied Health Campus will host polling places for Early Voting (February 17 – 28) and Election Day (March 3) for the Primary Elections conducted by the Hidalgo County Elections Department.
- 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 Texas Association of Community Colleges / Texas Success Center will host the Board of Trustees Institute on Monday, March 23 – Wednesday, March 25, 2020 in Cedar Creek, Texas.
- Texas Comptroller Glenn Hegar will visit the Pecan Campus Cooper Center on Tuesday, April 7, 2020, as part of the *Good for Texas Tour – Community College Edition*. Comptroller Hegar will present on the statewide impact of community colleges.
- Texas Higher Education Coordinating Board Commissioner Dr. Harrison Keller will visit the South Texas College Nursing and Allied Health Campus and the Technology Campus on Wednesday, April 8, 2020. Commissioner Keller will participate in roundtable discussion with students, faculty, and staff.