



**SOUTH TEXAS  
COLLEGE**

**Board of Trustees  
Regular Board Meeting**

**Tuesday, March 31, 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, March 31, 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:”

**COVID-19 Public Health / Attendance Measures**

Due to COVID-19 and Social Distancing recommendations, members of the public are encouraged to watch the live broadcast of the meeting at: <https://admin.southtexascollege.edu/president/agendas/live.html>.

- Anyone wishing to make Public Comments as provided in the agenda is asked to sign up prior to the meeting, and they will be called into the Board Room individually when it is their turn to make comments.
- Anyone who wishes to be available to respond to questions that may arise on an agenda item will be asked to wait outside the Board Room until their agenda item is called upon by the Board of Trustees. Pecan Campus Room D-106 will be open and televising the live stream, and guests are invited to wait for their items there.
- Essential staff will be on standby in an adjacent area, and ready to be called into the meeting as needed.

- I. Call Meeting to Order**
- II. Determination of Quorum**
- III. Invocation**
- IV. Public Comments**
- V. Presentation..... 6 - 7**
  - 1. Presentation on South Texas College Response to COVID-19
- VI. Consideration and Action on Consent Agenda**
  - A. Approval of Board Meeting Minutes ..... 8 - 47
    - 1. February 25, 2020 Regular Board Meeting

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

1. Discussion and Action as Necessary regarding the Postponement of the May 2, 2020 South Texas College General Election for Single-Member Trustee District #7 until the November 3, 2020 Uniform Election Date..... 48 - 55
2. Consideration and Action as Necessary on Resolution 2020-010 Granting Authority to the College President, until July 1, 2020, to Implement Measures, Execute Procedures, and Make Decisions as Necessary and Appropriate to Combat the Spread of COVID-19 and to Facilitate the Continuity of College Operations during the COVID-19 State of Emergency and its Aftermath ..... 56 - 58

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

**A. Education and Workforce Development Committee**

1. Review of Presentations Delivered at March 10, 2020 Education and Workforce Development Committee Meeting ..... 59 - 60
  - (a) Presentation on South Texas College STEM Connection Newsletter
  - (b) Presentation on South Texas College SEA-PHAGES Program

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

1. Review and Action as Necessary on Firm for Delinquent Tax Collection Services for Hidalgo County and Starr County ..... 61 - 70
2. Review and Action as Necessary on Resolution to Impose an Additional Penalty for Collection of Delinquent Taxes as Authorized Under Section 33.07 of the Texas Property Tax Code for Delinquent Tax Attorney Compensation..... 71 - 74
3. Discussion and Action as Necessary on Starr County Tax Resale Private Bid and Resolution #2020-009 Authorizing Tax Resale Bid..... 75 - 85
4. Discussion and Action as Necessary to Waive Student Reinstatement Fees and Student Late Payment Fees for Student Installment Plans and Emergency Loans Incurred on or After March 13, 2020 for the Spring 2020 Semester ..... 86 - 87
5. Discussion and Action as Necessary on Proposed Revisions to Tuition and Fee Schedules for FY 2020 – 2021 ..... 88 - 106
6. Review and Action as Necessary on Award of Proposals, Purchases, and Renewals ..... 107 - 113
  - A. Award of Proposals
    - 1) Asset Management, Chemical Inventory, and Inspection Software System (Award)
    - 2) Food and Related Non-Food Products (Award)
  - B. Purchases and Renewals (B-a. Instructional Item)
    - 3) Instructional Trainers (Purchase)

- B. Purchases and Renewal (B-b. Non-Instructional Items)
  - 4) Building Moving Services (Renewal)
  - 5) Engineering Services – Geotechnical and Materials Testing (Renewal) B. Purchases and Renewal (B-c. Technology Items)
  - 6) Computers, Laptops, Monitors, and Printers (Purchase)
  - 7) Adobe License Subscription Agreement (Renewal/Purchase)
- 7. Discussion and Action as Necessary on Interlocal Agreement for Policy Management Services between South Texas College and Texas Association of School Boards ..... 114 - 128
- 8. Discussion and Action as Necessary on Potential Refunding of the Series 2014 Bonds and Series 2015 Bonds ..... 129 – 136

**C. Facilities Committee**

- 1. Review and Action as Necessary on Contracting Architectural Services for the Pecan Campus Business and Science Building G Conversion of Two Classrooms to Geology Labs ..... 137 - 152
- 2. Review and Action as Necessary on Contracting Construction Services for the Rebid of Pecan Campus Information Technology Building M Office and Work Space Renovation ..... 153 - 163
- 3. Review and Action as Necessary on Rejection of Construction Proposals for the Pecan Campus South Academic Building J Flooring Replacement First Floor..... 164
- 4. Review and Action as Necessary on Contracting Construction Services for Signage at the West Entry of the Nursing and Allied Health Campus ..... 165 - 174
- 5. Review and Action as Necessary on Contracting Construction Services for the Mid Valley Campus Existing Thermal Plant Demolition ..... 175 - 183
- 6. Review and Action as Necessary on Contracting Construction Services for the Mid Valley Campus Student Union Building F Renovation of Cashiers and Career & Employer Services Areas ..... 184 - 194
- 7. Review and Action as Necessary on Contracting Construction Services for the District Wide Exterior Building Lettering..... 195 - 215
- 8. Update on Status of Unexpended Plant Fund Construction Projects ..... 216 - 232

**IX. Consideration and Approval of Checks and Financial Reports ..... 233 - 234**

**X. Informational Items**

- President’s Report ..... 235 - 240

**XI. Announcements** ..... 241

A. Next Meetings:

- *Committee meetings scheduled for Tuesday, April 14, 2020 are cancelled.*

- Tuesday, April 28, 2020

- 5:30 p.m. – Regular Board Meeting

B. Other Announcements:

- The College will be closed on Thursday, April 9, 2020 – Sunday, April 12, 2020 in observance of Semester Break

Out of an abundance of caution in preparation for coronavirus/COVID-19, the following meetings and events have been cancelled:

- Mar. 23-25 Board of Trustees Institute
- Mar. 24 T-STEM Workshop
- Mar. 25 Valley Nature Speaker Series
- Mar. 25 House of Representatives – Higher Education Committee Meeting
- Mar. 26 Women in Technology Public Event
- Mar. 26 RCPSE President’s Advisory Council
- Mar. 27 Women in Technology High School Event
- Mar. 27 Physics Advising Social
- Mar. 27 Catch the Next Ascender Reception/Fundraiser
- Mar. 28-30 AACC Annual Conference
- Mar. 30 Culinary and Conversations
- Apr. 3 Preparing Healthful Meals
- Apr. 3 STEM Summit
- Apr. 3 Book Study and Round Table Discussion
- Apr. 4 5K Heroes Fun Run
- Apr. 6 Summit on College and Career Readiness
- Apr. 7 Dual Credit Programs Preview Day
- Apr. 8 Visit with Texas Higher Education Commissioner Dr. Harrison Keller
- Apr. 8 Visit with Texas Comptroller Glenn Hegar
- Apr. 14 Program Fair
- Apr. 15 Unmasking your Superpowers
- Apr. 16 ACTA Graduation Ceremony for Spring 2020 participants
- Apr. 17 T-STEM Workshop
- Apr. 17 Rio Grande Valley Hurricane Ready Expo
- Apr. 20 Culinary and Conversations
- Apr. 24 High School Dual Students Competition
- Apr. 24-25 Great Teacher's Seminar
- Apr. 29 Faculty Retirement Ceremony
- Apr. 30 Academy Programs Cord Ceremony
- May. 4 Culinary and Conversations
- May. 6 Graduation Luncheon
- May. 18-19 Distinguished Scholars Recognition

## **Presentations**

### **1. Presentation on South Texas College Response to COVID-19**

Mr. George McCaleb, Director of Facilities Operations and Maintenance, and Co-Lead of the Crisis Management Team, will provide an update on South Texas College's Crisis Management Team and the ongoing institutional response to COVID-19.

No action is required.

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

**South Texas College Crisis Management Team  
Action Plan and Activities for COVID-19 – March 26, 2020**

<b>Description of Issues</b>	<b>Date Completed</b>
<b>Facilities Operations and Maintenance</b>	
• Disinfecting Classrooms and Offices	On-going
• Clorox Total 360 - An Electrostatic Sprayer	On-going
• Post CDC Flyers on Restrooms, Breakrooms, and Computer Labs	03.10.2020
• Distribute Clorox 4 In 1 District Wide	03.11.2020
<b>Public Relations</b>	
• Develop and Approve General Statement on Coronavirus to be placed on STC Website	03.06.2020
• Develop and Approve Update on College Coronavirus Preparation Statement	03.10.2020
• Add additional CDC Information on STC Emergency Preparedness Page	03.10.2020
<b>Divisional Vice Presidents</b>	
• Academic Affairs - Contingency Plan	03.13.2020
• Finance and Administrative Services - Contingency Plan	03.13.2020
• Information Services, Planning, Performance, and Strategic Initiatives - Contingency Plan	03.13.2020
• Student Affairs and Enrollment Management - Contingency Plan	03.13.2020
<b>Additional Items</b>	
• Message from the President: Update on COVID-19	03.12.2020
• Message from the President to Students	03.12.2020
• Message from the President: Update on COVID-19	03.13.2020
• Message from the President: Update on COVID-19	03.18.2020
• Message from the President: Update on COVID-19	03.20.2020
• Message from the President: Update on COVID-19	03.26.2020

## **Approval of Board Meeting Minutes**

The following Board Meeting Minutes are submitted for approval:

- 1) February 25, 2020 Regular Board Meeting

### **Recommendation:**

It is recommended that the Board of Trustees of South Texas College approve and adopt the February 25, 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 February 25, 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, February 25, 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, February 25, 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: Mrs. Victoria Cantú

Also present: Dr. Shirley A. Reed, Mr. Jesus Ramirez, Mrs. Mary Elizondo, Dr. David Plummer, Mr. Matthew Hebbard, Dr. Anahid Petrosian, Mr. Ricardo De La Garza, Mrs. Rebecca Cavazos, Mr. George McCaleb, Mrs. Myriam Lopez, Dr. Jesus Campos, Dr. Fernando Chapa, Mr. Jose Moroles, Mr. Lucio Gonzalez, Mrs. Laura Requena, Lt. Ruben Suarez, Mr. Robert Cuellar, Mr. Martin Villarreal, Mr. Robert Gomez, Mr. Eddy Vela, Mr. Juan de Dios Chavez, Mr. Hugo Avila, Mrs. Kelly Salazar, and Mr. Andrew Fish.

**Determination of a Quorum**

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

**Invocation**

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

**Public Comments**

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

## Presentations

### 1. 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.

Ms. Benavidez provided an update to the Board, including news on short-term Pell Grants, maximum Pell Grant distribution, and 2<sup>nd</sup> Chance Pell Grants, each of which could offer students new opportunities to pursue and achieve higher education.

### 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, presented the Spring 2020 Enrollment Report

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

Ms. Rose Benavidez asked about the impact of proprietary schools on the College's enrollment, and Mr. Hebbard confirmed that there is significant impact from competition by proprietary schools. Administration noted that there are also concerns about the debt incurred by students of proprietary schools, the lack of rigor in many of those programs and students' inability to complete certification exams.

Mr. Rene Guajardo noted that it was vital that South Texas College continue to maintain its academic rigor, and administration agreed.

Mr. Paul R. Rodriguez commented that UTRGV had recently earned national attention for graduating students with very low debt. Mr. Rodriguez commented that many of these graduates may have come through South Texas College's dual credit program, where the College waives all tuition and fees. Mr. Rodriguez asked what role the College played in UTRGV's ability to deliver low-cost higher education and limit student debt. Administration agreed with Mr. Rodriguez' observations, and noted that there were ongoing efforts to identify accurate data to determine the College's role.

#### **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, reviewed 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 1<sup>st</sup> 2020 – Compliance Certification Due
- August 3<sup>rd</sup> 2020 – Focused Report and Quality Enhancement Plan Due
- September 14<sup>th</sup> – September 17<sup>th</sup> 2020 – SACSCOC On-Site Visit
- June 1<sup>st</sup> 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 14<sup>th</sup> through September 17<sup>th</sup> 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 was 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, provided the Board with the Delinquent Tax Collection Report through November 30, 2019.

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

No action was required.

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

**Approval of Board Meeting Minutes**

The January 28, 2020 Board Meeting Minutes were submitted for approval:

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 adopted the January 28, 2020 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 award, including the use of related funds and execution of related agreements as necessary for the grant, was 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 were 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 would be used for costs exclusively related to enrolling additional students, nursing faculty enhancement, recruitment and retention strategies, development and implementation of innovative methods involving curriculum and/or preceptorships.

#### **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 was now reconciling the difference by providing additional funding in the amount of \$409,308.87 to the College.

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

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

### **Summary of Grant Award Funding**

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

Upon a motion by Mr. Rene Guajardo and a second by Mr. Roy de León, the Board of Trustees approved and authorized accepting the following grant award including the use

of related funds and execution of related agreements as necessary for the 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 motion carried.

### **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 14<sup>th</sup>, 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 was asked to approve the attached Certification of Unopposed Status for this ballot.

Legal Counsel 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.

Upon a motion by Mr. Roy de León and a second by Mr. Rene Guajardo, the Board of Trustees approved and authorized the Certification of Unopposed Candidate for Trustee, South Texas College for District #5 as presented. The motion carried.

### **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 14<sup>th</sup>, 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 prepared the 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 stated 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.

Upon a motion by Ms. Rose Benavidez and a second by Mr. Rene Guajardo, the Board of Trustees approved and authorized the Order Declaring Unopposed Candidate Elected for District #5 as presented. The motion carried.

### **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 would 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 promoted the best interests of voters in each community.

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

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

Administration requested 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 would be presented to the Board for ratification at the next regular Board meeting.

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

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

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

South Texas College 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 subsequently provided feedback, and it was incorporated into the proposed revisions in the provided draft. No additional suggestions were provided.

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

Mr. Gary Gurwitz noted that the title of the policy did not cover providing information to candidates for a trustee position.

Dr. Alejo Salinas, Jr. noted that he had a concern regarding compliance with Texas Education Code, Section 61.0841, which requires the Texas Higher Education Coordinating Board to offer an intensive short course for new Trustees taking office on or after January 1, 2016, and which must be completed by new Trustees before they can vote on budgetary or personnel matters..

Mr. Paul R. Rodriguez noted that he would provide additional feedback as well.

No action was requested at this time.

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

The Board was 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 were provided under separate cover for the Board's information and review.

Mr. Paul R. Rodriguez, Chairman of the Board, asked that the Trustees complete the evaluation forms and submit them for his review by Tuesday, March 31, 2020.

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

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

## **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 was presented for the Board's review, and no action was necessary.

### **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 was requested.

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

The Finance, Audit, and Human Resources Committee recommended Board approval of the 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	<b>Exemplis Corporation / Gateway Printing and Office Supply, Inc.</b> (Cypress, CA/Edinburg, TX)	\$4,976.00
B	<b>The Hon Company / Gateway Printing and Office Supply, Inc.</b> (Muscatine, IA/Edinburg, TX)	\$4,341.72
C	<b>Krueger International, Inc. / Gateway Printing and Office Supply, Inc.</b> (Green Bay, WI/Edinburg, TX)	\$99,634.16
D	<b>National Office Furniture / Gateway Printing and Office Supply, Inc.</b> (Jasper, IN/Edinburg, TX)	\$2,592.19
E	<b>Versteel / Gateway Printing and Office Supply, Inc.</b> (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 was \$1,180,610.09.

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 award of proposal, purchases, renewal, and interlocal agreement in the amount of \$1,180,610.09 as presented. The motion carried.

## **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 was 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 would 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 would be limited for the Regional Center because much of the training would be tuition free and without contact

hour reimbursement. As a result, it was necessary to charge tuition and fees to offset the costs associated with personnel and equipment.

The new Tuition and Fees Schedule rates were as follows:

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

<b>Fees:</b>	
• 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 would 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 was 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 was provided in the packet for the Board’s information and review.

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.

Upon a motion by Mr. Roy de León and a second by Mr. Gary Gurwitz, the Board of Trustees of South Texas College approved and authorized the new Tuition and Fees Schedule for the Regional Center for Public Safety Excellence for FY 2019 - 2020 as presented. The motion carried.

### **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 was requested.

Purpose – The College sought proposals from qualified professional individuals and organizations for a Faculty Cost and Productivity Study. This study would analyze the

College's faculty costs and productivity, identify benchmark data, obtain peer group comparisons, and identify best practices, standards, and targets. The results would be incorporated into future operations.

This study would 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 was designed to provide a comprehensive Faculty Cost and Productivity Study. The study would strengthen the College's instruction structure and 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 was critical that the College aligned its resources to meet changing enrollment patterns, which would benefit students and safeguard the future financial sustainability of the College. The strategies recommended by the proposed study would be implemented based on the College's mission and composition of its faculty and student body.

As shown in Exhibit A, the total faculty salary and benefits budget for FY 2020 was \$64,533,890, which represented 36.71% of the total budget amount of \$175,780,625. Exhibit B reflected 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 were provided in the packet.

#### Scope of Work

The scope of work consisted, at a minimum, of the items listed below deemed valuable in analyzing faculty costs and productivity. The quantitative and qualitative analysis would 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 would utilize the findings of the study to:

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

Administration recommended 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) was as follows:

<b>Description</b>	<b>Dates</b>
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 were 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) were provided 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.

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 issuance of a Request for Proposals (RFP) to solicit a firm to conduct a Faculty Cost and Productivity Study as presented. The motion carried.

### **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 was requested.

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 were as follows:

<b>Description</b>	<b>Year 2018 Stops Conducted</b>	<b>Year 2019 Stops Conducted</b>
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
<b>Total</b>	<b>100</b>	<b>273</b>

In an effort to address safety concerns of moving traffic violations, South Texas College increased traffic stops during Year 2019. These traffic stops were 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 were non-students, which confirmed the importance of keeping the neighborhood around campus safe. Below is a breakdown of the stops conducted by the different categories as follows:

<b>Description</b>	<b>Year 2018 Stops Conducted</b>	<b>Year 2019 Stops Conducted</b>
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
<b>Total</b>	<b>100</b>	<b>273</b>

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 were provided 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, presented the report at the February 11, 2020 Finance Committee Meeting, and was available to respond to questions.

Upon a motion by Mr. Roy de León and a second by Dr. Alejo Salinas, Jr., the Board of Trustees of South Texas College approved and authorized acceptance of the South Texas College Law Enforcement Racial Profiling Report for Calendar Year 2019 as presented. The motion carried.

### **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 provided an update at the meeting on the Terra-Gen Development Company, LLC, Tax Abatement Agreements.

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
<b>Scholarship Contribution Due Date</b>	a. Buenos Aires Windpower, LLC	Payable at execution of the tax abatement agreement. November 26, 2019	Payable at commencement of construction. 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

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 17<sup>th</sup> 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 were provided 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.

Upon a motion by Mr. Roy de León and a second by Dr. Alejo Salinas, Jr., the Board of Trustees of South Texas College approved and authorized the execution of the final agreements as outlined and which superseded the agreements approved on November 26, 2019. The motion carried.

**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 was scheduled as a routine improvement to upgrade the power supply redundancy to a backup generator that provides continuous power without the need to refuel.

**Background**

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

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

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

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.

<b>Timeline for Solicitation of Statements of Qualifications</b>	
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 were 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 was provided separately under the agenda item titled Update on Status of Unexpended Plant Fund.

### **Reviewers**

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

### **Enclosed Documents**

A site plan of the project was 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 Halff Associates, Inc. for the Pecan Campus Information Technology Building M Generator Replacement project as presented.

Upon a motion by Mr. Gary Gurwitz and a second by Dr. Alejo Salinas, Jr., the Board of Trustees of South Texas College approved and authorized contracting MEP engineering services with Halff Associates, Inc. for the Pecan Campus Information Technology Building M Generator Replacement project as presented. The motion carried.

The following item was postponed for discussion later in the agenda:

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

### **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 was requested.

### **Purpose**

Authorization was 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 permitted 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 was 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.

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

The following item was postponed for discussion later in the agenda:

### **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**

### **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 was requested.

### **Purpose**

The purpose of this change order was 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 was reviewed by the FPC department, the President's Cabinet, the Coordinated Operations Council, the Facilities Committee, and the Board of Trustees. This project was scheduled as 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.

<b>Pecan Campus Student Activities Building H Renovation for Culinary Arts</b>									
<b>Proposed Change Order No.</b>	<b>Item Description and Justification</b>	<b>Cost/ Days</b>	<b>Funding Source</b>						
1	<ul style="list-style-type: none"> <li><b>Description:</b> Renovation of Additional Areas for Office Space.</li> </ul> <table border="0"> <tr> <td>Additional Work</td> <td>\$64,179</td> </tr> <tr> <td><u>Water Heater Credit</u></td> <td><u>(19,216)</u></td> </tr> <tr> <td>Final Proposal Cost</td> <td>\$44,963</td> </tr> </table>	Additional Work	\$64,179	<u>Water Heater Credit</u>	<u>(19,216)</u>	Final Proposal Cost	\$44,963	\$44,963 28 days	Unexpended Plant Fund
Additional Work	\$64,179								
<u>Water Heater Credit</u>	<u>(19,216)</u>								
Final Proposal Cost	\$44,963								
<b>Total Proposed Change Order No. 1</b>		\$44,963 28 days	Unexpended Plant Fund						

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

<b>Pecan Campus Student Activities Building H Renovation for Culinary Arts Construction Budget with Change Order Proposal</b>	
Construction Contract Amount	\$555,000
Change Order No. 1 Proposal:	
Office Renovation	64,179
Water Heater Credit	(19,216)
Revised Construction Contract Amount	<b>\$599,963</b>
Original Construction Budget	\$600,000
Revised Total Construction Cost	599,963
Construction Balance	<b>\$37</b>
<b>Project Completion Timeline</b>	
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 was also a separate, unrelated change order due to unforeseen site conditions, which staff expected could be covered 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 were budgeted in the Unexpended Construction Plant Fund for available use in fiscal year 2019-2020. A remaining budget balance of the FY20 Unexpended Plant Fund considering this month's proposed project was provided separately under the agenda item titled Update on Status of Unexpended Plant Fund.

**Enclosed Documents**

The change order proposal was 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.

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

**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 was 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 was 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 was in place allowed 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 was \$9,900.

Legal counsel advised that College staff negotiate the liquidated damages amount with NM Contracting, LLC. The contractor offered to pay \$4,950 in liquidated damages and

College staff considered the amount acceptable. Additionally, a credit in the amount of \$1,120 for the non-installation of work would be included. A change order would be processed to reduce the contract by the total amount of \$6,070.

Liquidated Damages	\$4,950
Credit	1,120
<b>Total</b>	<b>\$6,070</b>

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 was 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 were 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.

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

## 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 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.	Final Completion Recommended	January 31, 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.

Final Completion, including punch list items, was accomplished as required in the Owner/Contractor agreement for this project. It was recommended that substantial and final completion and release of final payment for this project with 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 was 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.



Upon a motion by Mr. Gary Gurwitz and a second by Dr. Alejo Salinas, Jr., 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 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. 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.

Mr. Paul R. Rodriguez, Chairman of the Board, appointed Dr. Alejo Salinas, Jr. as Chairman of the Evaluation Criteria Committee.

No other action was taken.

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

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

No action was taken.

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

Board action was requested to approve the checks for release and the financial reports for the month of January 2020. The approval was for checks submitted for release in the amount greater than \$125,000.00 and checks in the amount greater than \$25,000.00 that were released as authorized by Board Policy No. 5610.

Mrs. Mary Elizondo, Vice President for Finance and Administrative Services, provided a review of the Financial Report for the month of **January 2020**, and was available 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 Mr. Rene Guajardo, 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 January 2020. The motion carried.

### **Executive Session:**

The South Texas College Board of Trustees convened into Executive Session at 7:03 p.m. in accordance with Chapter 551 of the Texas Government Code for the specific purpose provided in:

- Section 551.071, Consultations with Attorney

Mr. Gary Gurwitz abstained from discussion and action on the following items:

1. 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
2. Review and Action as Necessary on Regional Center for Public Safety Excellence Evaluation of Site Improvements and Remediation

### **Open Session:**

The South Texas College Board of Trustees returned to Open Session at 7:34 p.m. No action was taken in Executive Session.

### **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 was 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 requested Board action as necessary.

#### **Enclosed Documents**

A site plan of the project was enclosed.

#### **Presenters**

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

Mr. Gary Gurwitz abstained from the executive session discussion and subsequent action regarding this item.

Upon a motion by Ms. Rose Benavidez and a second by Dr. Alejo Salinas, Jr., the Board of Trustees of South Texas College approved and authorized the College President to approve a remediation plan with Noble Texas Builders, and to amend the contract with PCE to include finalizing remediation plans for the project, including roadway and drainage issues in conjunction with any adjacent drainage projects as necessary, and also to ensure that there is a construction superintendent available during construction to ensure compliance with the scope of work as detailed. The motion carried.

### **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 was 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 included the following steps:

- College staff would request a proposal from the architect for performing additional work for the remediation plans and specifications.
- The architect would 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 would 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 would be presented to the Facilities Committee and the Board of Trustees for approval.

The proposed timeline to complete the project was 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

Proposal from Architect for Additional Work	February 6, 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 was 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

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Mr. Roy de León, the Board of Trustees of South Texas College approved and authorized the remediation plan and issuance of an RFP to provide remediation for the Pecan Campus Sand Volleyball Courts project sand material issue as presented. The motion carried.

## 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.

### **Adjournment**

There being no further business to discuss, the Regular Meeting of the South Texas College Board of Trustees adjourned at 7:38 p.m.

I certify the foregoing are the true and correct minutes of the Tuesday, February 25, 2020 Regular Board Meeting of the South Texas College Board of Trustees.

X

---

Mr Roy de León  
Board Secretary

## **Discussion and Action as Necessary regarding the Postponement of the May 2, 2020 South Texas College General Election for Single-Member Trustee District #7 until the November 3, 2020 Uniform Election Date**

The Board is asked to take action as necessary regarding the postponement of the May 2, 2020 South Texas College General Election for Single-Member Trustee District #7 until the November 3, 2020 Uniform Election Date

The South Texas College Board of Trustees ordered the Saturday, May 2, 2020 election on January 28, 2020.

### **COVID-19 and Postponement of Elections**

On March 13, 2020, and in response to the growing COVID-19 crisis, Texas Governor Gregg Abbott issued a Disaster Declaration. Subsequently, on March 18, 2020, Governor Abbott issued a proclamation authorizing all entities who planned to hold their general election on May 2, 2020 to postpone their elections until the November 3, 2020 General Election.

On March 17, 2020, Hidalgo County Judge Richard Cortez issued a Local State of Disaster and Public Health Emergency in response to the growing COVID-19 crisis.

On March 19, 2020, Hidalgo County Elections Administrator Yvonne Ramon informed South Texas College that the County would not conduct May 2, 2020 elections for any political subdivisions. This decision was made in accordance with state and county crisis responses.

On March 23, 2020, the City of Mercedes postponed their general municipal election until November 3, 2020.

On March 18, 2020 Mr. Keith Ingram, Director of Elections for the Texas Secretary of State office, issued Election Advisory No. 2020-12, which included clear guidance on the effects of postponement of an election. Included among these was the preservation of all candidate filings and ballot order actions, already taken; this postponement would not reopen candidate filing periods. This election advisory is included in the packet.

### **Procedure for Postponement**

Election Advisory No. 2020-12 outlined the necessary elements of an election Order to postpone the election. This Order should contain:

1. A reference to the March 18, 2020 proclamation authorizing the College to postpone the election date, and clearly stating that the College is exercising this authority;
2. Confirmation that the candidate filings for the election will remain valid, and that the filing period will not be re-opened for the November election date;
3. Confirmation that all Applications for Ballots By Mail (ABBM) requested due to a voter being over the age of 65 or due to disability will still be valid for the postpone election, but that ABBMs requested due to an expected absence from the County



for the original May 2, 2020 election would not be valid for the November election date; and,

4. The major relevant dates for the November election, including:
  - a. Voter Registration Deadline – October 5, 2020
  - b. Deadline to Submit an ABBM – October 23, 2020
  - c. Dates for Early Voting – October 19, 2020 through October 30, 2020.

Legal Counsel has provided the Election Order as outlined in Election Advisory 2020-12, for the Board's consideration.

### **Candidates for Single-Member District #7 Election**

The statutory deadline to order the election was February 14, 2020. Two applications were received for District #7, from Mr. Roy de León and Mr. Danny Guzman.

On February 25, 2020, a drawing for a place on the ballot was conducted at the South Texas College Mid Valley Campus, and both candidates attended. Mr. Daniel Guzman drew for first place on the ballot, and Mr. Roy de León drew for second place on the ballot.

### **Recommendation:**

It is recommended that the Board of Trustees of South Texas College approve and authorize the postponement of the May 2, 2020 South Texas College General Election for Single-Member Trustee District #7 until the November 3, 2020 Uniform Election Date.

### **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 postponement of the May 2, 2020 South Texas College General Election for Single-Member Trustee District #7 until the November 3, 2020 Uniform Election Date.

### **Approval Recommended:**

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

AN ORDER BY SOUTH TEXAS COLLEGE POSTPONING THE MAY 2, 2020 ELECTION UNTIL NOVEMBER 3, 2020 PURSUANT TO THE GOVERNOR'S PROCLAMATION DATED MARCH 18, 2020 AND EXERCISING CERTAIN AUTHORITY GRANTED TO THE COLLEGE THEREUNDER; CONFIRMING THAT CANDIDATE FILINGS FOR ELECTION TO THE COLLEGE'S BOARD OF TRUSTEES REMAIN VALID; AND APPROVING AND ADOPTING OTHER MATTERS RELATED OR INCIDENT THERETO

BE IT ORDERED BY THE BOARD OF TRUSTEES OF SOUTH TEXAS COLLEGE:

SECTION 1.

This Order is adopted by South Texas College under provisions of a proclamation issued by the Governor of Texas, dated March 18, 2020, relating to the postponement by political subdivisions of their May 2, 2020 elections (the "Proclamation"). The Order takes effect upon its adoption.

SECTION 2.

The May 2, 2020 Trustee Election for Place No. 7 is postponed until the November 3, 2020 uniform election date. The Proclamation's guidelines are adopted herein as follows:

- (a) By postponing the May 2, 2020 election date, the College preserves the candidate filings for Place No. 7 which have taken place. Deadlines for candidate filings applicable to the May 2, 2020 Election shall apply to the November 3, 2020 Election. The candidate filing period shall not be reopened for the November election date.
- (b) All applications for ballot by mail which have been submitted for the May 2, 2020 Election that are marked "annual" shall be valid and shall apply to the November 3, 2020 Election. All single-use applications for ballot by mail which have been submitted on the basis of age or disability shall apply and shall be valid for the November 2, 2020 Election.
- (c) Single-use applications for ballot by mail submitted solely on the basis of absence for the county shall not be valid for the November 3, 2020

since the election date has changed. The College directs its election officials to notify, by mail, accompanied by an application for ballot by mail, to all voters who have submitted applications for ballot by mail on the basis of absence from the County, that if the circumstances surrounding their absence from the county are still valid, or the voter is otherwise eligible to vote by mail, they should apply anew by submitting a new application for ballot by mail for the November 3, Election.

### SECTION 3.00

The following dates and deadlines are applicable to the November 3, 2020 Election:

- (a) Voter registration deadline to qualify to vote at the November 3, 2020 Election: October 23, 2020;
- (b) Deadline to submit an application for ballot by mail: October 23, 2020;
- (c) Early voting period: October 19, 2020 to October 30, 2020.

PASSED AND APPROVED ON THIS THE \_\_\_\_ DAY OF MARCH, 2020.

APPROVED:

\_\_\_\_\_  
CHAIRMAN

# The State of Texas

Elections Division  
P.O. Box 12060  
Austin, Texas 78711-2060  
www.sos.texas.gov




Phone: 512-463-5650  
Fax: 512-475-2811  
Dial 7-1-1 For Relay Services  
(800) 252-VOTE (8683)

Ruth R. Hughs  
Secretary of State

## ELECTION ADVISORY

### NO. 2020-12

TO: Election Officials

FROM: Keith Ingram, Director of Elections 

DATE: March 18, 2020

RE: Actions for May 2, 2020 Uniform Election Date

---

The purpose of this advisory is to provide guidance to local political subdivisions regarding their options for any general or special elections that have been ordered for the May 2, 2020 uniform election date. Pursuant to Section 418.016 of the Texas Government Code, the Governor has issued a proclamation suspending certain provisions of the Texas Election Code and the Texas Water Code to allow all local political subdivisions that are utilizing the May 2, 2020 uniform election date to postpone their election to the November 3, 2020 uniform election date. Pursuant to Texas Election Code 31.003 and 31.004, our office has issued the following guidelines for entities that choose to exercise this authority and postpone their election to the November uniform election date.

### **Effect of Postponement of Election**

- **Candidate Filings:** By postponing their election date, the political subdivision is preserving all candidate filings and ballot order actions that have already been taken. The postponement does **not** have the effect of reopening candidate filings.
  - **Deadlines related to Candidate Filings, Declarations of Ineligibility, Withdrawals or Death:** The deadlines that apply to the November 3, 2020 election would apply to all candidates who are currently on the ballot for the May 2, 2020 election.
- **Ballot By Mail Requests:** All applications for a ballot by mail (ABBM) that were filed for the May 2, 2020 election that are marked annual would apply for the November 3, 2020 election. All single use ABBMs that were submitted for reasons of age or disability would still be valid for the November 3, 2020 election. If a single use ABBM was submitted and indicated the reason for voting by mail was due to absence from the county, this ABBM would not be valid as the applicable election date has changed. However, we would recommend that the political subdivision send a letter to these voters along with a new ABBM in case the circumstances

surrounding their absence from the county are still valid or the voter is otherwise eligible to vote by mail.

- **Ballots by Mail:** If a political subdivision has already sent out mail ballots, those mail ballots that are returned would still be valid for the November 3, 2020 postponed election date.
- **Election Records:** All records, including candidate filings, applications to vote by mail, ballot proofs, and printed ballots shall be retained and preserved.
  - **Printed Ballots:** If your ballots have already been printed up, you may be able to reuse them for November. However, if you must change your ballot to reflect any corrections or changes that occur between now and November, you would treat the original ballots as you would in a traditional ballot correction and those ballots should be destroyed in accordance with Section 52.0064 of the Texas Election Code.
- **Requirement to use County Election Precincts in November 2020:** Per Section 42.002 of the Texas Election Code, county election precincts are required for all elections occurring in November 2020. You will need to work with your county election officer to determine whether you need to make any modifications to your ballot in light of this requirement.
- **Requirement for County Election Officer to contract with Local Political Subdivisions:** All county election officers are required to contract with local political subdivisions that postponed their May 2, 2020 election and that request a contract for election services or a joint election agreement with their county election officer pursuant to the Governor's suspension of certain Texas Election Code provisions.
- **Office Hours:** The relevant dates for maintaining office hours for election purposes will be based on the November uniform election date rather than the May election date. Under Section 31.122 of the Texas Election Code, those office hours will need to be maintained for at least three hours each day, during regular office hours, on regular business days between September 14, 2020 and December 13, 2020. However, these entities should post contact information for individuals to contact their office about election-related issues during the timeframe that those offices may be closed over the coming months.
- **Holdovers in Public Office:** Under Art. XVI, Sec. 17 of the Texas Constitution, the individuals who currently hold public offices that are scheduled to be on the ballot on the May uniform election date will continue to exercise the duties of those offices until the new officers take their oaths of office, following the November uniform election date.
- **Campaign Finance Filings:** Please contact the Texas Ethics Commission for further guidance on how these modified timelines will affect any campaign finance reporting requirements. Their office can be reached at (512) 463-5800.
- **Candidates on the ballot in both May and November:** For candidates that may be running for two offices (one normally occurring in May and one normally occurring in November), these candidates will not be removed from the ballot as they are separate elections that are normally not occurring on the same date.

### **Required Action by Governing Body to Move Election Date**

In order to utilize this move, the governing body of the political subdivisions holding the elections must **order** the postponement of their election to the November 3, 2020 uniform election date. The order for this official action should contain the following items:

1. A reference to the proclamation that authorizes the entity to postpone their election date, and the fact that the political subdivision is exercising this authority.
2. Confirmation that the candidate filings for the election will remain valid for the election held on the November date and that the filing period will not be re-opened for the November election date.
3. Confirmation that all ABBMs for voters that are voting by mail due to being over the age of 65 or due to disability will still be valid for the postponed election, and that ABBMs for voters who submitted ABBMs based on expected absence from the county would not be valid for the postponed election.
4. The major relevant dates for the November election, including the voter registration deadline (October 5, 2020), the deadline to submit an ABBM (October 23, 2020), and the dates for early voting (October 19, 2020 – October 30, 2020).

### **Necessary Revisions to Order of Election**

In addition, the entity will need to meet by August 17, 2020 to make any necessary revisions to the entity's original order of election. Those revisions may include:

1. The change to the date of the election;
2. Any change in location of the main early voting location;
3. Any changes to early voting dates and hours, including weekend early voting;
4. Any changes to the identity of the early voting clerk and their contact information; or
5. Any changes to branch early voting locations.

If you are holding a bond election, you may need to make additional revisions to your order of election for that bond election. If this is the case, we recommend reaching out to your bond counsel for additional guidance.

### **Securing Election Records**

All election records should be stored and secured during the postponement period. This may require your entity to use preservation methods that are similar to the methods you would use during the preservation period after the election has occurred. This includes:

- Storing returned ballots by mail in locked, sealed ballot boxes.
- Securely storing any unused ballots.
- Securely retaining any relevant election records, including candidate applications and ABBMs.

### **Voting System Equipment**

If you are leasing voting system equipment from the county or directly from the vendor, then you may need to contact your vendor or your county regarding any necessary modifications to those lease agreements or to modify your procedures and timelines for receiving that equipment.

### **Open Meeting Requirements**

The Governor has suspended and modified certain open meeting requirements pursuant to his disaster declaration. These changes include allowing the entity to establish procedures for telephonic or videoconferenced meetings of governmental bodies that are accessible to the public.

These procedures must include a process for members of the public to participate and address the governmental body in those meetings, notice to the public on the means of participating remotely, and access to the public for recordings of those meetings.

For more information, please review the applicable [documentation](#) from the Governor's Office or contact the Office of the Attorney General.

### **Update Official Websites and Notify Media**

Any entities that are exercising this authority to postpone their election date must post notice on the entity's website and should alert any local media organizations regarding this change to their election date.

The entity must also provide notice to their county election officer regarding this change, as the county is required to post the entity's notice of election on the county's website no later than the 60th day before the date of the election under Election Code 4.008. If that election date will be changing due to the entity's decision to postpone the election then the entity must provide a revised notice to the county for posting on the county's website.

If you have any questions regarding this advisory, please contact the Elections Division at 1-800-252-2216.

KI:CA:CP

**Consideration and Action as Necessary on Resolution 2020-010  
Granting Authority to the College President, until July 1, 2020, to  
Implement Measures, Execute Procedures, and Make Decisions as  
Necessary and Appropriate to Combat the Spread of COVID-19 and to  
Facilitate the Continuity of College Operations during the COVID-19  
State of Emergency and its Aftermath**

Federal, state, and local governments have declared a state of emergency in their efforts to combat the outbreak of COVID-19 novel coronavirus. The impact of emergency measures on the students, employees, vendors, and other stakeholders of South Texas College is not fully known. Further emergency measures may be forthcoming, potentially leading to additional disruptions to College operations and continuity.

In order to facilitate timely and flexible responses to changing conditions, the Board is asked to grant the College President temporary authority, through July 1, 2020, to implement measures, execute procedures, and make decisions that she deems necessary and appropriate.

This temporary authority is necessary to support the on-going operations, ensure a stable workforce, authorize the continuation of wage payments, and take actions within the existing Board-approved budget to address operations, business, and academic continuity priorities while responding to the pandemic emergency.

The College President will make reasonable effort to consult with the Chairman of the Board and/or the Vice Chair before any extraordinary course of action.

A reporting of the actions taken under this authority will be presented to the Board, including requests for ratification of actions as appropriate.

A copy of proposed Resolution 2020-010 is provided in the packet for the Board's review.

**Recommendation:**

It is recommended that the Board of Trustees of South Texas College approve and authorize Resolution 2020-010 granting authority to the College President, until July 1, 2020, to implement measures, execute procedures, and make decisions as necessary and appropriate to combat the spread of COVID-19 and to facilitate the continuity of College operations during the COVID-19 State of Emergency and its aftermath.



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

The Board of Trustees approves and authorizes Resolution 2020-010 granting authority to the College President, until July 1, 2020, to implement measures, execute procedures, and make decisions as necessary and appropriate to combat the spread of COVID-19 and to facilitate the continuity of College operations during the COVID-19 State of Emergency and its aftermath.

**Approval Recommended:**

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

## RESOLUTION 2020-010

### STATE OF TEXAS

### COUNTY OF HIDALGO

**WHEREAS**, federal, state, and local governments have declared a state of emergency in their efforts to combat the outbreak of COVID-19 novel coronavirus; and,

**WHEREAS**, as a public entity, South Texas College has been encouraged to adjust its operations to minimize the spread of COVID-10 within the community; and,

**WHEREAS**, appropriate operational adjustments may include actions that differ from portions of the established South Texas College Board of Trustees Policy Manual; and,

**WHEREAS**, the College President has requested that the Board of Trustees grant temporary authority through July 1, 2020, to implement measures, execute procedures, and make decisions as necessary and appropriate to combat the spread of COVID-19 and to facilitate the continuity of South Texas College operations during the state of emergency and its aftermath; and,

**WHEREAS**, this temporary authority is necessary to support the on-going operations, ensure a stable workforce, authorize the continuation of wage payments, and take actions within the existing Board-approved budget to address operations, business, and academic continuity priorities while responding to the pandemic emergency; and,

**WHEREAS**, the College President will make reasonable effort to consult with the Board Chairman and/or Vice Chair before any extraordinary course of action; and,

**WHEREAS**, the College President will provide reporting of the actions taken under this authority to the Board, including requests for ratification of actions as appropriate.

**NOW THEREFORE BE IT RESOLVED THAT** the South Texas College Board of Trustees grants to the College President temporary authority, until July 1, 2020, to implement measures, execute procedures, and make decisions as necessary and appropriate to combat the spread of COVID-19 and to facilitate the continuity of South Texas College operations during the COVID-19 State of Emergency and its aftermath, and the College President is hereby directed to report to the Board of Trustees on actions undertaken in accordance with the foregoing authority at the next meeting of the Board of Trustees occurring after July 1, 2020.

**READ, PASSED, AND APPROVED** at a regular meeting by the Board of Trustees for South Texas College on this the 31<sup>st</sup> day of March, 2020.

ATTEST:

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

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

## **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, March 10, 2020:

### **(a) Presentation on South Texas College STEM Connection Newsletter**

Dr. Ali Esmaeili, Dean for Math, Science, and Bachelor Programs, and Mrs. Sandra Espinoza, Biology Instructor, presented on South Texas College's Science, Technology, Engineering, and Mathematics (STEM) Connection Newsletter.

Initially conceived in 2019, the STEM Connection Newsletter promotes STEM programs each Fall and Spring semester, showcasing current activities and highlighting recent success stories for current students, alumni, and faculty. Editions are available digitally on the College's website as well as in printed editions.

Dr. Esmaeili and Mrs. Espinoza were proud to present the Fall 2019 STEM Connection Newsletter, which was included under separate cover. This edition included a highlight on the SEA-PHAGES program, student and alumni profiles, and a faculty spotlight.

Administration sought feedback from the Committee, and looks forward to leveraging this and future editions of STEM Connection Newsletter to market the College's programs and recruit students into the STEM fields.

### **(b) Presentation on South Texas College SEA-PHAGES Program**

Dr. Ali Esmaeili, Dean for Math, Science, and Bachelor Programs, and Dr. Maria Cervantes, Biology Program Chair, presented on South Texas College's participation in the nationwide SEA-PHAGES research program, which provides STC students with active research experiences in the classroom.

SEA-PHAGE is an acronym for: **Science Education Alliance Phage Hunters Advancing Genomics & Evolutionary Science.**

Administered by the University of Pittsburgh and the Howard Hughes Medical Institute's Science Education Division, the SEA-PHAGES program was designed to increase interest and retention in biological sciences by providing hands-on research experience.

South Texas College was the only institution of higher education in the Rio Grande Valley, and one of only 14 institutions state-wide, to gain admission to this program. 19 dual enrollment students from nine local high schools participated in Fall 2019, supported by faculty and staff at South Texas College.

### **SEA-PHAGES Program Description**

The program was structured as a two-semester sequence, including discovery-based research, education on advanced laboratory techniques, and the opportunity for students to publish their work and present at conferences.

The research began with students sampling soil to locate and identify phages present. A “phage” is a virus that destroys cells, generally. A “bacteriophage” is a virus that specifically attacks bacterial cells.

The process of isolating phages in the sample, and then the genetic analysis to identify the specific phage and compare it to the database of known phages, is quite complex.

Identifying bacteriophages is a potentially valuable medical process, as they may prove useful in fighting infectious diseases that are showing increasing resistance to traditional antibiotics.

This was an incredible opportunity for undergraduate students generally, and South Texas College’s dual credit students performed extremely well.

### **A New Discovery!**

On January 21, 2020, South Texas College was notified that dual credit student Daniela De la Garza had successfully identified a previously unknown phage. As the discoverer, she was allowed to name the organism, which is now known as the phage “DelaGarza” in honor of her father.

### **Opportunities for Faculty**

In addition to the students’ experiences, STC faculty were also provided professional development opportunities, including participation at the 11<sup>th</sup> Annual Science Education Alliance Symposium and participation in related workshops.

Dr. Esmaili and Dr. Cervantes spoke with the Committee about this program, its impact on students, and the fantastic achievement by Ms. De la Garza in her discovery of a previously unidentified organism.

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

## **Review and Action as Necessary on Firm for Delinquent Tax Collection Services for Hidalgo County and Starr County**

Approval of action as necessary to award a contract for delinquent tax collection services for Hidalgo and Starr Counties for the period of May 1, 2020 through April 30, 2021, with two (2) one-year renewal options, and at a fee based on the amount of delinquent tax, penalty, and interest collected, is requested.

Purpose – The delinquent tax collection services contract with Linebarger Goggan Blair & Sampson, LLP expires on April 30, 2020. Approval to approve a firm for the contract for delinquent tax collection services is needed in order to provide collection services for delinquent property taxes that are owed to the College.

Justification - Property Tax Code Section 6.30 (c) states that the governing body of a taxing unit may contract with any competent attorney to represent the unit to enforce the collection of delinquent taxes. The attorney's compensation is set in the contract, but the total amount of compensation provided may not exceed 20 percent of the amount of delinquent tax, penalty, and interest collected. The Board of Trustees previously approved a 15 percent penalty fee.

Background - The contract for delinquent tax collection services was awarded to Linebarger Goggan Blair & Sampson, LLP at the January 31, 2017 Board meeting for the period ending April 30, 2018 with two (2) one-year renewal options. At the January 30, 2018 meeting, the Board approved the first of the two (2) one-year renewal options for the period beginning May 1, 2018 through April 30, 2019. The last of the two (2) one-year renewal options for the period of May 1, 2019 through April 30, 2020 was reviewed and approved by the Board at the January 29, 2019 meeting.

A request for proposals for delinquent tax collection services was advertised February 3, 2020 and February 10, 2020, and two (2) requests for proposals were emailed to delinquent tax collection firms.

On February 21, 2020, the College received responses from Linebarger Goggan Blair & Sampson, LLP and Perdue Brandon Fielder Collins & Mott, LLP.

**Funding Source** – The delinquent tax collection services fee, at a rate determined by the Board-approved Delinquent Tax Collection Services vendor, is paid to the delinquent tax attorney from the delinquent tax collection revenues from Hidalgo County and Starr County.

**Enclosed Documents** - A Proposal Summary and Evaluation prepared by staff, a Summary of Cumulative Delinquent Tax Levy Collections by Fiscal Year, a Summary Total Tax Levy Uncollected, and a summary of Public Notice Requirements follows in the packet for the Board's information and review.

The Finance, Audit, and Human Resources Committee recommended a special meeting for presentations and interviews with both firms at a Special Finance, Audit, and Human Resources Committee Meeting to be held on March 31, 2020 at 4:30 p.m.

Legal counsel has advised the College must consider the staff evaluation, presentations by the firms, and responses to questions by both firms while selecting a firm for the contract award.

**Recommendation:**

It is recommended that the Board of Trustees of South Texas College approve and authorize action as necessary to award a contract for delinquent tax collection services for Hidalgo and Starr Counties for the period of May 1, 2020 through April 30, 2021, with two (2) one-year renewal options, and at a \_\_\_\_% fee based on the amount of delinquent tax, penalty, and interest collected.

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

The Board of Trustees approves and authorizes action as necessary to award a contract for delinquent tax collection services for Hidalgo and Starr Counties for the period of May 1, 2020 through April 30, 2021, with two (2) one-year renewal options, and at a \_\_\_\_% fee based on the amount of delinquent tax, penalty, and interest collected.

**Approval Recommended:**

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

**SOUTH TEXAS COLLEGE  
DELINQUENT TAX COLLECTION SERVICES  
PROJECT NO. 19-20-1043**

<b>VENDOR</b>	Linebarger Goggan Blair & Sampson, LLP.	Perdue Brandon Fielder Collins & Mott, LLP.
<b>ADDRESS</b>	1512 S Lone Star Way	2805 Fountain Plaza Blvd Ste B
<b>CITY/STATE/ZIP</b>	Edinburg, TX 78539	Edinburg, TX 78539
<b>PHONE</b>	956-383-4500	956-631-4026
<b>FAX</b>	956-383-7820	956-289-1023
<b>CONTACT</b>	Lucy G. Canales	Hiram Gutierrez
<b>1. Years In Business</b>	44 years; Established: 1976	50 years; Established: 1970
<b>2. Type of Operation</b>	Limited Liability Partnership	Limited Liability Partnership
<b>3. Staff</b>	<p>Listed the following as those who would comprise the project team:</p> <ul style="list-style-type: none"> <li>8 Attorneys (5 local; 3 out of the area)</li> <li>1 Operations Manager</li> <li>1 Auditor/Litigation/Bankruptcy Coordinator</li> <li>1 Local Network Administrator</li> <li>1 Tax Warrant Manager</li> <li>24 Area managers (Senior, Area, and Assistant)</li> <li>1 Post Judgment Manager</li> <li>1 Tax Sale Manager</li> <li>1 Tax Resale Manager</li> <li>1 Data Specialist</li> <li>2 District Court Manager</li> <li>2 Document Production</li> <li>2 Payment Clerk</li> <li>1 Courier</li> <li>3 Client Services Managers</li> <li>1 Assistant Office Manager</li> <li>1 Purchasing Manager</li> <li>1 Administrative Secretary</li> <li>1 Receptionist</li> <li>1 File Clerk</li> </ul> <p>Number of full-time attorneys employed: 130 Number of full-time employees excluding attorneys: 1,848</p>	<p>Listed the following as those who would comprise the project team:</p> <ul style="list-style-type: none"> <li>6 Attorneys (2 local; 4 out of the area)</li> <li>1 Chief Financial Officer</li> <li>1 Office Manager, Client Service</li> <li>1 Suit Prep Supervisor</li> <li>1 Call Center Supervisor</li> <li>1 Director of Computer and Information Services</li> <li>1 Director of Communications, Tax Sale Web Content</li> <li>Legal Support Staff</li> <li>IT Staff</li> <li>Data Transfers &amp; Reconciling</li> <li>Mailing and Invoicing</li> <li>Call Center/Skip Tracing</li> </ul> <p>Number of full-time attorneys employed: 53 Number of full-time employees excluding attorneys: 372</p>
<b>4. Key Team Members</b>	<p>Listed the following as key team members:</p> <ul style="list-style-type: none"> <li>Lucy G. Canales, Capital Partner and Management Committee Member</li> <li>Michael G. Cano, Partner</li> <li>Kelly Rivera Salazar, Partner</li> <li>Jaime "Jimmy" Eduardo Gonzalez, Attorney</li> <li>John David Franz, Local Counsel</li> <li>Diane W. Sanders, Partner (out of area)</li> <li>Anthony W. Nims, Capital Partner (out of area)</li> <li>Lori Gruver, Capital Partner and Chief Compliance Officer (out of area)</li> <li>Tito Salinas, Director of Operations</li> <li>Martha Lopez, Auditor/Bankruptcy Manager</li> <li>Gonzalo Villagomez, Local Network Administrator</li> <li>Elvira Hernandez, Assistant Office Manager</li> <li>Anissa L. de la Garza, Data Specialist</li> </ul>	<p>Listed the following as key team members:</p> <ul style="list-style-type: none"> <li>Hiram Gutierrez, Partner, Project Manager</li> <li>Thelma Banduch, Partner, Contract Oversight</li> <li>John Banks, Partner, Bankruptcy and Complex Litigation</li> <li>Michael J. Darlow, Partner, Perdue Brandon Executive Committee Chairperson</li> <li>Carl Sandin, Partner, Complex Title and Research</li> <li>Donald Roseman, Partner, Administration</li> <li>Mark Common, Chief Financial Officer</li> <li>Marisa Cortez, Edinburg Office Manager, Client Services</li> <li>Rachel Salinas, Suit Prep Supervisor</li> <li>Veronica Mendoza, Call Center Supervisor</li> <li>Mitch Shadix, Director of Computer and Information Services</li> <li>Amanda Ritchey, Director of Communications, Tax Sale Web Content</li> </ul>
<b>5. Contracts with Taxing Jurisdictions in Texas</b>	Indicated that they represent over 1,772 delinquent tax clients, including 451 school districts in Texas.	Indicated that they represent over 1,606 delinquent tax clients, including 346 school districts in Texas.

**SOUTH TEXAS COLLEGE  
DELINQUENT TAX COLLECTION SERVICES  
PROJECT NO. 19-20-1043**

<b>VENDOR</b>	Linebarger Goggan Blair & Sampson, LLP.	Perdue Brandon Fielder Collins & Mott, LLP.
<b>6. Tax Collection Efforts</b>	Listed the delinquent taxes rate collected after adjustments (Base, P & I) and litigation rate collected on a the last 3-year average for the following clients: Del Mar College: 50.8% and 21.4% El Paso Community College: 27.6% and 194.5% Pharr-San Juan-Alamo ISD- Hidalgo County: 45.2% and 0.4%	Listed the delinquent taxes rate collected after adjustments (Base, P & I) and litigation rate collected on a the last 3-year average for the following clients: Alvin ISD: 73.8% and 68.1% Ford Bend ISD: 61.0% and 33.4% Garland ISD: 49.4% and 28.1%
<b>7. Reports</b>	Indicated they can provide the following reports: -Annual performance report -Annual report summarizing and documenting the July turnover and mailing -Periodic report detailing tax sale collection activities and results -Bankruptcy activity reports -Special reports upon request -Quarterly and yearly reports -Work with STC to design any other reports deemed necessary (Title Repot and Legislative Report)	Indicated they can provide the following reports: -Litigation Reports -Bankruptcy Reports/Pending Bankruptcy Report -Collection Report (Monthly/Annual) -Client Analysis/Inventory Report -Property Analysis Report -Top Account Reports -Bad Address Report -Installment Agreement Report (Default) -Descending and Alpha Order Tax Rolls -Progress Reports -Customizable Client Reports
<b>8. References</b>	El Paso Community College Dr. William Serrata President Contract Period: 1986 - Present	La Joya ISD Dr. Gisela Saenz Superintendent of Schools Contract Period: 2017 - Present
	Del Mar College Kevin Kieschnick Nueces County Tax Assessor-Collector Contract Period: 1985 - Present	Weslaco ISD Dr. Priscilla Canales Superintendent of Schools Contract Period: 2015 - Present
	Mission ISD Ms. Rumalda Ruiz Asst Superintendent for Finance (956) 323-5515 Contract Started: 2009 - Present	City of Weslaco David Suarez Mayor Contract Period: 2015 - Present
<b>9. Bilingual Collection Services</b>	Provide bilingual collection notices and have bilingual customer services personnel. Edinburg office has 50 staff who can assist Spanish-speaking citizens. Toll free number is (800) 414-3961	Employs a diverse group of collection professionals, including qualified multilingual staff members. Many of our staff speak Spanish and are available to assist taxpayers. Also utilize a language line that provided translation services in virtually any language.  Toll free number is (877) 631-4026
<b>10. Fees</b>	15% of the total tax, penalty, and interest collected by firm. The fee includes all mailings, title and address research, publication costs associated with our collection program and comprehensive delinquent tax litigation.  It also includes unlimited legal advice in response to telephone or letter inquiries, attendance at official meetings, and appearances at other, non-litigation functions where our presence is requested or required.  Provide comprehensive delinquent tax bankruptcy litigation services are included.	Proposed fee for delinquent tax attorney services is 13.5%.  Page 29 - These mailings are at no cost to STC Page 61 and 70 - Provides representation in all tax collection lawsuits at no additional cost to STC. Rather, we only are paid if we collect our fee through the bankruptcy court. Page 32 - When suit is filed, all title research charges are collected from the delinquent taxpayer as authorized by law.
<b>11. Tax Suit Procedures</b>	Provided detailed tax suit procedures described in writing and summarized in a flowchart.	Provided detailed tax suit procedures described in writing and summarized in a flowchart.



**SOUTH TEXAS COLLEGE  
DELINQUENT TAX COLLECTION SERVICES  
PROJECT NO. 19-20-1043**

<b>VENDOR</b>	Linebarger Goggan Blair & Sampson, LLP.	Perdue Brandon Fielder Collins & Mott, LLP.
<b>12. Tax Collection Procedures</b>	<p>Provided detailed tax collection procedures, which include the following:</p> <ul style="list-style-type: none"> <li>- Send a tax collection letter to every eligible account.</li> <li>- Follow with second letter 60 days later if no payment is made.</li> <li>- Real property lawsuits are often filed simultaneously with the second mailing to ensure that the collection process maintains credibility.</li> <li>- Meet with taxpayers - All Edinburg office personnel are available to meet with taxpayers in person and to respond to all phone inquiries and letters from taxpayers.</li> <li>- Use of several national electronic database programs to increase the likelihood of finding delinquent taxpayers that move frequently.</li> </ul>	<p>Provided detailed tax collection procedures, which included the following:</p> <ul style="list-style-type: none"> <li>- Send a professional, polite letter reminding the property owner of the delinquency and giving the owner the opportunity to contact us.</li> <li>-Meet with taxpayers - attorneys and assigned staff can schedule meetings to meet with taxpayers. Employ a diverse group of collection professionals, including qualified multilingual staff members to provide taxpayers with information needed to determine course of action based on their individual situation.</li> <li>-Use of several national electronic database programs to find the current address of the owners and after correcting the their records, they forward changes and resource information to the tax office and to the appraisal district.</li> </ul>
<b>TOTAL EVALUATION POINTS</b>	91.32	93.82
<b>RANKING</b>	2	1

**SOUTH TEXAS COLLEGE  
DELINQUENT TAX COLLECTION SERVICES  
PROJECT NO. 19-20-1043  
EVALUATION SUMMARY**

<b>VENDOR</b>		Linebarger Goggan Blair & Sampson, LLP.		Perdue Brandon Fielder Collins & Mott, LLP.	
<b>STREET</b>		1512 S Lone Star Way		2805 Fountain Plaza Blvd Ste B	
<b>CITY/STATE/ZIP</b>		Edinburg, TX 78539		Edinburg, TX 78539	
<b>PHONE</b>		956-383-4500		956-631-4026	
<b>FAX</b>		956-383-7820		956-289-1023	
<b>CONTACT</b>		Lucy G. Canales		Hiram Gutierrez	
1	The purchase price. (up to 35 points)	31.5	31.5	35	35
		31.5		35	
		31.5		35	
2	The reputation of the vendor and the vendor's goods and/or services. (up to 18 points)	17	17.33	16	16.66
		17		17	
		18		17	
3	The quality of the vendor's goods and/or services. (up to 18 points)	14	15.66	18	17
		17		16	
		16		17	
4	The extent to which the goods and/or services meet the District's needs. (up to 15 points)	13.5	13.83	12.5	13.16
		14		14	
		14		13	
5	The vendor's past relationship with the College. (up to 3 points)	3	3	2	2
		3		2	
		3		2	
6	The impact on the ability of the College to comply with laws and rules relating to Historically Underutilized Businesses. (up to 1 point)	0	0	0	0
		0		0	
		0		0	
7	The total long-term cost to the College to acquire the vendor's goods or services. (up to 5 points)	5	5	5	5
		5		5	
		5		5	
8	The experience of the firm in the area of tax collection. (up to 5 points)	5	5	5	5
		5		5	
		5		5	
<b>TOTAL EVALUATION POINTS</b>		91.32		93.82	
<b>RANKING</b>		2		1	

\*See Proposal Criteria for further explanation of each criteria.

**SOUTH TEXAS COLLEGE  
PROPOSAL CRITERIA - SERVICE ONLY**

		Service Only		
		Points	Score Key	
<b>1</b>	<b>Criterion 1: The purchase price</b> a. The low bidder gets the maximum points b. Divide the lowest proposal by each of the other proposal(s)	35		
<b>2</b>	<b>Criterion 2: The reputation of the vendor and of the vendor's goods or services</b> a. Number of Years in Business b. References (similar projects) c. Services/Installation d. Professional Licenses/Certifications	18	15-18 10-14 5-9 0-4	Excellent Acceptable Marginal Poor/No Response
<b>3</b>	<b>Criterion 3: The quality of the vendor's goods or service</b> a. Warranty b. Service Support/Response Time c. Goods/Product (manufacturer life) d. Product Performance	18	15-18 10-14 5-9 0-4	Excellent Acceptable Marginal Poor/No Response
<b>4</b>	<b>Criterion 4: The extent to which the goods or services meet the district's needs</b> a. Time Frame to complete the project b. Delivery Time Frame of product(s) c. Number of staff d. Meet or exceed the specifications	15	12-15 7-11 3-6 0-2	Excellent Acceptable Marginal Poor/No Response
<b>5</b>	<b>Criterion 5: The vendor's past relationship with the district</b> a. Quality of Past Performances with STC  ****New Vendors will receive two points	3	3 2 1 0	Excellent Acceptable/New Vendor Marginal Poor/No Response
<b>6</b>	<b>Criterion 6: The impact on the ability of the district to comply with laws and rules relating to Historically Underutilized Businesses</b> a. Provided the Certification	1	1 0	Yes No
<b>7</b>	<b>Criterion 7: The total long-term cost to the district to acquire the vendor's goods or services; and</b> a. Annual Escalation Increase	5	5 3-4 1-2 0	Excellent Acceptable Marginal Poor/No Response
<b>8</b>	<b>Criterion 8: Any other relevant factor specifically listed in the request for bids or proposals, e.g.:</b> a. The experience of the firm in the area of property tax collection.	5	5 3-4 1-2 0	Excellent Acceptable Marginal Poor/No Response
<b>Total Points</b>		<b>100</b>		

**Definitions of evaluation terms:**

- 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

Date: 3/25/20

Re: STC Delinquent Tax Counsel

From: Chuy Ramirez

---

This summary is suggested as supplementary to any notice (including posted bulletin notice and internet-notice) which the College has previously issued in order to comply with the public notice requirements of HB 2826 and Section 2254.101, Government Code, as amended (the “Act”). Previously posted bulletin notice and written materials providing some Notice required under HB 2826 and Section 2254.101 have been attached to agendas of College meetings. Thus, the following material, satisfies the remainder of the public notice requirement. This public notice may be placed directly under the College trustee’s meeting Agenda Item: “Engagement of Bond Counsel” and/or may be attached to the agenda and/or the District’s notice in its webpage, prior to the next board meeting. Such procedures will satisfy the requirement that “Public Notice” be issued under the Act.

**The Public Notice Requirements Under HB 2826 are the following:**

This public notice is issued as required by Government Code Section 2254.10, et. Seq., as amended by provisions of HB 2826 (the “Act”). Such notice is required on or before the time of giving written notice of the meeting at which a contingency fee contract for legal services is to be approved.

The College seeks to engage the services of delinquent tax counsel, which may be a contingency fee agreement, with fees determined as provided under the Act. In that regard, the College needs to engage the services of delinquent tax counsel who has demonstrated competence, qualifications and experience in the requested services. The College has included in its Request for Proposals for Delinquent Tax Counsel which have been fully disclosed to the public prior to the trustee’s meeting (and thus satisfied) the matters required to be disclosed under sections (A) through (C) below. Further notice is provided in sections (D) through (F) below:

- (A) the services sought by the College;
- (B) the competence, qualifications and experience demonstrated by the law firm which would be selected as counsel;
- (C) the terms of the engagement agreement, which included counsel's obligations, fees and the right of the College to terminate or continue the agreement beyond the initial term and the relationship between the parties;

The following notices are provided:

- (D) the legal services sought by the College cannot be adequately performed by the College's general counsel, other counsel regularly engaged by the College and the supporting personnel of the College. The tax collection services require competences, experience and legal knowledge which are not normally had by general counsel and the College's supporting personnel. Specifically, the College's Request for Qualifications sets out these competences, experience and legal knowledge essential to the delinquent tax collection services which the College seeks. Further, the specialized legal services required by the fee agreement require a high cost of implementing the appropriate infrastructure and technology and employing sufficient in-house attorneys and staff with the level of experience and competence necessary to perform the myriad of services.
- (E) for the same reasons described in (D) above, a contingent fee contract for legal services is in the best interest of the residents of the College. In HB 2826, the Texas Legislature expressly recognizes that delinquent tax collection services are unique and particularly limited given the financial stability and technological resources and competences, experience and legal knowledge that are required to be had in order for legal counsel to perform its services in an efficient manner. The areas of legal practice which delinquent counsel typically is required to engage in in order to perform its services include: Texas constitutional, statutory and common law as it relates to legal titles, probate, encumbrances mortgages, foreclosures; collection procedures; interest and usury; federal tax law and bankruptcy law;

(F) the engagement of delinquent tax collection counsel on a contingency fee basis is in the best interest of the College and of its residents on the basis of the following: (1) the College has the benefit of receiving and relying on the legal advice of a qualified and experienced legal counsel; (2) the College avoids having to pay significant amounts of money as fees for a multiplicity of legal services and reimburseable costs and expenses; (3) a contingency fee allows the College to pay for legal fees as they are earned by legal counsel rather than to rely on its Maintenance and Operations Fund. Further, Texas Tax Code Sections 6.30, 33.07, 33.08, 33.11, and 33.48 specifically provide for an additional penalty imposed on delinquent taxes to compensate collection attorneys

**Review and Action as Necessary on Resolution to Impose an Additional Penalty for Collection of Delinquent Taxes as Authorized Under Section 33.07 of the Texas Property Tax Code for Delinquent Tax Attorney Compensation**

Approval of the Resolution to impose an additional penalty for collection of delinquent taxes as authorized under Section 33.07 of the Texas Property Tax Code for delinquent tax attorney compensation is requested.

Purpose – A resolution authorizing the College to levy a penalty to the delinquent 2019 district taxes is needed in order to recover the cost of delinquent tax attorney fees and expenses for the collection of delinquent taxes, penalty, and interest, which will remain delinquent on July 1, 2020.

Justification – Board action will be necessary on the Resolution previously prepared by legal counsel to approve the penalty for the attorney compensation for the collection cost of delinquent taxes for Hidalgo County and Starr County collection services.

According to Section 6.30 (c), Attorneys Representing Taxing Units, of the Texas Property Tax Code, the total amount of the contracted attorney's compensation may not exceed 20% of the amount of delinquent tax, penalty, and interest collected.

Background – The Resolution to impose an additional penalty for the collection of delinquent taxes outstanding through tax year 2018 was approved by the Board on January 29, 2019.

Enclosed Documents – The Resolution to be completed with the delinquent tax attorney firm awarded for the collection of Delinquent Taxes is provided in the packet.

The Finance, Audit, and Human Resources Committee did not take action on this item on March 10, 2020, deferring to the Board's selection of a contract to determine the appropriate penalty rate.

**Recommendation:**

It is recommended that the Board of Trustees of South Texas College identify the penalty tax rate and approve and authorize the Resolution to impose an additional penalty for collection of delinquent taxes as authorized under Section 33.07 of the Texas Property Tax Code for attorney compensation as presented.

**The Following Minute Order is proposed for consideration by the Board of Trustees:**  
The Board of Trustees identifies the penalty tax rate and approves and authorizes the Resolution to impose an additional penalty for collection of delinquent taxes as authorized under Section 33.07 of the Texas Property Tax Code for attorney compensation as presented.

**Approval Recommended:**

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



**RESOLUTION NO. 2020-008**

**A RESOLUTION OF THE BOARD OF TRUSTEES OF SOUTH TEXAS COLLEGE LEVYING AN ADDITIONAL PENALTY OF \_\_\_% TO THE DELINQUENT 2019 DISTRICT TAXES PURSUANT TO SECTION 33.07 OF THE STATE OF TEXAS PROPERTY TAX CODE.**

**STATE OF TEXAS** §  
**COUNTY OF STARR** §  
**AND HIDALGO** §  
**SOUTH TEXAS COLLEGE** §  
**DISTRICT**

WHEREAS, South Texas College (the “College”) has an amount of uncollected delinquent taxes due and owing the College for the tax year 2019; and

WHEREAS, pursuant to Section 33.07 of the Texas Property Code, the Board of Trustees is authorized to levy an additional penalty to recover the cost of collection of the amount of taxes, penalty, and interest due on 2019 taxes which remain delinquent on July 1, 2020; and,

WHEREAS, the College has contracted \_\_\_\_\_ for delinquent tax collection in Hidalgo County and Starr County; and

WHEREAS, both contracts provide for compensation, pursuant to Section 6.30 of the Texas Property Tax Code, at a rate of \_\_\_\_\_ percent of collections.

NOW, THEREFORE BE IT RESOLVED BY THE BOARD OF TRUSTEES OF SOUTH TEXAS COLLEGE, THAT;

1. Pursuant to Section 33.07 of the Texas Property Tax Code, there is hereby levied on all 2018 delinquent taxes, the penalty of \_\_\_\_\_ percent on the amount of taxes, penalty and interest due as of July 1, 2020, and thereafter for taxes levied for the tax year 2019. Such penalty is for the purpose of defraying costs of collection under the contract with the attorneys representing the College pursuant to the authority of Section 6.30 of the Texas Property Tax Code.

2. The Tax Assessor-Collectors for the College are hereby ordered and authorized to deliver a Notice of Delinquency and Notice of Additional Penalty to the property owners who have outstanding delinquent taxes for the tax year 2019 at least thirty (30) and not more than sixty (60) days before July 1, 2020.
3. A tax lien shall attach to the property on which the 2019 tax is imposed to secure payment of the penalty herein adopted and levied.

CONSIDERED, PASSED, APPROVED AND SIGNED this \_\_\_\_\_ day of \_\_\_\_\_, 2020 at a regular meeting of the Board of Trustees of South Texas College at which a quorum was present and which was held in accordance with the provisions of Texas Government Code Chapter 551.

SOUTH TEXAS COLLEGE

BY: \_\_\_\_\_  
Chairman

ATTEST:

BY: \_\_\_\_\_  
Secretary

## **Discussion and Action as Necessary on Starr County Tax Resale Private Bid and Resolution #2020-009 Authorizing Tax Resale Bid**

Approval of a Starr County Tax Resale Private Bid and Resolution #2020-009 Authorizing the Tax Resale Bid is requested.

Purpose – The law office of Linebarger Goggan Blair & Sampson, LLP is requesting consideration and possible action on the tax resale private bid for one (1) property in Starr County.

Justification – The Texas Property Tax Code requires approval from all taxing entities for the resale of a property for an amount that is less than the appraised value on a resale auction.

Background - On October 17, 2019, Linebarger Goggan Blair & Sampson, LLP received a Private Bid from the City of Roma for one (1) struck off property located within Starr County and it is presented for consideration.

Linebarger Goggan Blair & Sampson, LLP is submitting for the Board of Trustees' consideration the analysis of the bid received. The total amount the College will receive for this property is \$317.82.

In accordance with Texas Tax Code Sec. 34.05(i), any private bid received must have the approval of all taxing entities. The private bid has been approved by Starr County and Roma ISD.

Enclosed Documents - Resolution #2020-009 Authorizing the Tax Resale, a list of the bid, the legal description of the property, as well as the amount of the bid, the South Texas College amount, and the Analysis of the Bid Received follow in the packet for the Board's information and review.

A representative from Linebarger Goggan Blair & Sampson, LLP will be present at the meeting to address any questions by the Board.

The Finance, Audit, and Human Resources Committee recommended Board approval of the Starr County Tax Resale Private Bid and the Resolution Authorizing the Tax Resale to Linebarger Goggan Blair & Sampson, LLP as presented. Resolution #2020-009 has been corrected as suggested during the Finance, Audit, and Human Resources Committee meeting.

### **Recommendation:**

It is recommended that the Board of Trustees of South Texas College approve and authorize the Starr County Tax Resale Private Bid and Resolution #2020-009 Authorizing the Tax Resale to Linebarger Goggan Blair & Sampson, LLP as presented.

**The Following Minute Order is proposed for consideration by the Board of Trustees:**  
The Board of Trustees approves and authorizes the Starr County Tax Resale Private Bid and Resolution #2020-009 Authorizing the Tax Resale to Linebarger Goggan Blair & Sampson, LLP as presented.

**Approval Recommended:**

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

**SOUTH TEXAS COLLEGE**

**RESOLUTION NO. 2020-009**

On the \_\_\_\_\_ day of \_\_\_\_\_, 2020 at the regularly scheduled Board of Trustees meeting of South Texas College, a motion was duly made and seconded to resell the property described on the attached list, which was acquired by South Texas College through previous tax foreclosure proceedings. The property was sold in accordance with Texas Tax Code Ann. §34.05.

Discussion was then conducted, and upon completion of the same, the South Texas College Board Chairman called for a vote on the motion, and the same was passed by majority. Now therefore:

**BE IT RESOLVED** that the South Texas College Board of Trustees approved the bid received on the property described in the attached list and authorizes the South Texas College Board Chairman to execute the tax resale deed conveying the approved property.

SIGNED on this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

\_\_\_\_\_  
Paul R. Rodriguez  
Board Chairman  
South Texas College

**ATTEST:**

\_\_\_\_\_  
Mr. Roy de León  
Board Secretary



**LINEBARGER**

**ATTORNEYS AT LAW**

SOUTH TEXAS COLLEGE

MARCH 10, 2020

TAX RESALE PRIVATE BID

LINEBARGER GOGGAN BLAIR & SAMPSON, LLP  
ATTORNEYS AT LAW  
1512 S. LONE STAR WAY  
EDINBURG, TEXAS 78539  
PHONE: 956.383.4500  
FAX: 956.383.7820  
[www.lgbs.com](http://www.lgbs.com)

**LINEBARGER GOGGAN BLAIR & SAMPSON, LLP**  
**PROPERTY INFORMATION**  
**STARR COUNTY**

<b>SUIT NUMBER</b>	<b>LEGAL DESCRIPTION</b>	<b>ACCOUNT NUMBER</b>
TS-07-91	All that certain tract of land being Lot 1 and consisting of 0.16 acre, more or less, Hackberry Subdivision, a subdivision in Starr County, Texas, according to the map or plat thereof, recorded in Volume 2, Page 253, Official Records of Starr County, Texas; SAVE & EXCEPT however, 0.032 acre, more or less, described in Volume 606, Page 370, Deed Records of Starr County, Texas, leaving herein a residue of 0.128 acre, more or less, Starr County, Texas.	(0055742) 10150-00000-00100-000000

<b>PROPERTY INFORMATION</b>			
<b>CASE No. / STYLE:</b>	TS-07-91; Roma Independent School District, South Texas College and Starr County vs Esequiel Cortez a/k/a Ezequiel Cortez, Et Al.		
<b>LEGAL DESCRIPTION:</b>	All that certain tract of land being Lot 1 and consisting of 0.16 acre, more or less, Hackberry Subdivision, a subdivision in Starr County, Texas, according to the map or plat thereof, recorded in Volume 2, Page 253, Official Records of Starr County, Texas; SAVE & EXCEPT however, 0.032 acre, more or less, described in Volume 606, Page 370, Deed Records of Starr County, Texas, leaving herein a residue of 0.128 acre, more or less, Starr County, Texas.		
<b>TAX ACCT. No.:</b>	10150-00000-00100-000000	<b>PROPERTY ADDRESS:</b>	U.S. HWY 83 Roma, TX 78584
<b>JUDGMENT DATE:</b>	August 17, 2009	<b>JUDGMENT YEARS:</b>	1993 – 1997, 1999 - 2008
<b>TAX SALE DATE:</b>	December 7, 2010	<b>SHERIFF'S DEED RECORDED DATE:</b>	March 25, 2011

<b>TAX / BID INFORMATION</b>			
<b>TOTAL BID AMT:</b>		\$10,000.00	
<b>TOTAL JUDGMENT AMT:</b>	\$37,765.73	<b>APP. VALUE AT JUDGMENT:</b>	\$55,500.00
<b>Est. Costs of Sale:</b>	\$1,734.00	<b>CURRENT APP. VALUE:</b>	\$58,190.00
<b>TAXING ENTITIES:</b>	<b>JUDGMENT AMOUNT DUE:</b>	<b>PERCENTAGE TO BE RECEIVED</b>	<b>AMOUNT YOU WILL RECEIVE</b>
Roma I.S.D	\$23,567.13	62.40%	\$5,158.27
Starr County	\$12,746.55	33.75%	\$2,789.91
South Texas College	\$1,452.05	03.85%	\$317.82

**NOTE:** All resale proceeds will be distributed pursuant to TEXAS PROPERTY TAX CODE Sec. 34.06 (b-e).



# Starr CAD

Property Search Results > 55742

Tax Year:

## ROMA INDEPENDENT SCHOOL DISTRICT for Year 2019

### Property

#### Account

Property ID:	55742	Legal Description:	PT LT 1 HACKBERRY S/D#1194 (A2650-A)
Geographic ID:	10150-00000-00100-000000	Zoning:	
Type:	Real	Agent Code:	
Property Use Code:			
Property Use Description:			

#### Location

Address:	U.S. HWY 83 ROMA, TX 78584	Mapsco:	
Neighborhood:	HACKBERRY	Map ID:	
Neighborhood CD:	10150		

#### Owner

Name:	ROMA INDEPENDENT SCHOOL DISTRICT	Owner ID:	2080
Mailing Address:	TRUSTEE PO BOX 3289 ROMA, TX 78584	% Ownership:	100.0000000000%
		Exemptions:	EX

### Values

(+) Improvement Homesite Value:	+	\$0	
(+) Improvement Non-Homesite Value:	+	\$40,390	
(+) Land Homesite Value:	+	\$0	
(+) Land Non-Homesite Value:	+	\$17,800	Ag / Timber Use Value
(+) Agricultural Market Valuation:	+	\$0	<input type="text" value="\$0"/>
(+) Timber Market Valuation:	+	\$0	<input type="text" value="\$0"/>
-----			
(=) Market Value:	=	\$58,190	

(-) Ag or Timber Use Value Reduction:	-	\$0
-----		
(=) Appraised Value:	=	\$58,190
(-) HS Cap:	-	\$0
-----		
(=) Assessed Value:	=	\$58,190

### Taxing Jurisdiction

Owner: ROMA INDEPENDENT SCHOOL DISTRICT  
 % Ownership: 100.000000000000%  
 Total Value: \$58,190

Entity	Description	Tax Rate	Appraised Value	Taxable
01	STARR COUNTY	0.521900	\$58,190	
01IS	XXXXXSTARR COUNTY I&S	0.000000	\$58,190	
01R	STARR COUNTY FM & FC	0.246500	\$58,190	
02	STARR COUNTY DRAINAGE DISTRICT	0.010000	\$58,190	
10	ROMA CITY	0.531372	\$58,190	
31	ROMA I.S.D.	1.561950	\$58,190	
61	STARR CO HOSP DIST	0.268163	\$58,190	
62	SO TEXAS COLLEGE	0.178000	\$58,190	
CAD	STARR COUNTY APPR DIST	0.000000	\$58,190	
Total Tax Rate:		3.317885		
				Taxes w/Current Exempt
				Taxes w/o Exemptions:

### Improvement / Building

**Improvement #1:** Misc Imp **State Code:** XV **Living Area:** 144.0 sqft **Value:** \$40,390

Type	Description	Class CD	Exterior Wall	Year Built	SQFT
GAR	PNA-GAR	C2		1990	2544.0
OFF	PNA-OFF	C2		1990	144.0
SHED	PNA-SHED	SM+		0	544.0

### Land

#	Type	Description	Acres	Sqft	Eff Front	Eff Depth	Market Value	Prod. Value
1	HWY101C	HWY101C	0.1630	7120.00	0.00	0.00	\$17,800	\$0

### Roll Value History

Year	Improvements	Land Market	Ag Valuation	Appraised	HS Cap	Assessed
2020	N/A	N/A	N/A	N/A	N/A	N/A
2019	\$40,390	\$17,800	0	58,190	\$0	\$58,190
2018	\$37,700	\$17,800	0	55,500	\$0	\$55,500

### Deed History - (Last 3 Deed Transactions)

#	Deed Date	Type	Description	Grantor	Grantee	Volume	Page
1	3/25/2011			CORTEZ JUAN JR & ESMERALDA CORTEZ	ROMA INDEPENDENT SCHOOL DISTRICT	1304	51
2	9/18/2008	GWD	GENERAL WARRANTY DE	CORTEZ ESEQUIEL	CORTEZ JUAN JR & ESMERALDA CORTEZ	1208	812
3	9/8/2008			VELA ROBERTO & MRS	CORTEZ ESEQUIEL	0	0

### Tax Due

Property Tax Information as of 09/16/2019

Amount Due if Paid on:  ↓

Year	Taxing Jurisdiction	Taxable Value	Base Tax	Base Taxes Paid	Base Tax Due	Discount / Penalty & Interest	Attorney Fees	Amount Due

NOTE: Penalty & Interest accrues every month on the unpaid tax and is added to the balance. Attorney fees may also increase your tax liability if not paid by July 1. If you plan to submit payment on a future date, make sure you enter the date and RECALCULATE to obtain the correct total amount due.

**Questions Please Call (956) 487-5613**





12/16/2015 23:12

## **Discussion and Action as Necessary to Waive Student Reinstatement Fees and Student Late Payment Fees for Student Installment Plans and Emergency Loans Incurred on or After March 13, 2020 for the Spring 2020 Semester**

Approval to waive student reinstatement fees and student late payment fees for Student Installment Plans and Emergency Loans incurred on or after March 13, 2020 for the Spring 2020 semester is requested.

Purpose – The waiver of the Board approved Student Reinstatement Fees and Student Late Payment Fees for Student Installment Plans and Emergency Loans, being assessed to students when payments are not made by the established due date or assessed to students who were dropped for non-payment after census date, and wish to be re-enrolled in any dropped courses is requested.

Justification – The due dates for tuition and fees, and student installment plans and emergency loans payment were set and advertised prior to the start of the Spring 2020 term. The TouchNet Bill Payment system and the CRC (Campus Receivable Collector) system automatically assess the late fees to students when payments are not made by the established due date. A reinstatement fee is charged to students to re-enroll in any dropped courses due to non-payment by established due date, and when the student was dropped from all classes. If a student is dropped from one class, but remains in at least one other class, the reinstatement fee is not assessed to the student's account.

South Texas College students and families are facing hardships and/or many not have the ability to physically make the required payments as a result of the current COVID-19. In an effort to accommodate the needs of students, Business Office is requesting approval to waive student reinstatement fees and student late payment fees for student Installment Plans and Emergency Loans incurred on Spring 2020 term Installment Plans and Emergency Loans late payments, assessed after March 13, 2020.

The Board approved late payment fees for Spring 2020 term are as follows:

- Installment Plan Late Payment Fee      \$35.00
- Emergency Loan Late Payment Fee      \$35.00
- Reinstatement Fee      \$200.00

Approximately \$75,350 in late payment fees and \$3,200 in reinstatement fees are anticipated to be assessed through the end of the semester.

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

**Recommendation:**

It is recommended that the Board of Trustees of South Texas College approve and authorize waiving student reinstatement fees and student late payment fees for Student Installment Plans and Emergency Loans incurred on or after March 13, 2020 for the Spring 2020 semester.

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

The Board of Trustees approves and authorizes waiving student reinstatement fees and student late payment fees for Student Installment Plans and Emergency Loans incurred on or after March 13, 2020 for the Spring 2020 semester.

**Approval Recommended:**

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

## Discussion and Action as Necessary on Proposed Revisions to Tuition and Fee Schedules for FY 2020 – 2021

- a) **Student Tuition and Fees**
- b) **Dual Credit Tuition and Fees for Students Sponsored by Partnering School Districts**
- c) **Regional Center for Public Safety Excellence Tuition and Fees**
- d) **Employee Fees**
- e) **Other (Non-Student/Non-Employee) Fees**

Approval to adopt the revised Tuition and Fees Schedules for FY 2020 - 2021 for students, dual credit students sponsored by partnering school districts, Regional Center for Public Safety Excellence, employees, and other (non-student/non-employee) is requested.

The recommended changes for FY 2020 - 2021 are as follows:

### a. Student Tuition and Fees

- No changes recommended in base student tuition and fee rates.
- New and increase differential tuition per credit hour as follows:

Differential Tuition per credit hour	Current Rate	Increase	Proposed Rate
Fire Science	\$5.00	\$5.00	\$10.00
Drama	\$10.00	\$10.00	\$20.00
Law Enforcement	\$0.00	\$10.00	\$10.00
Welding	\$0.00	\$15.00	\$15.00

- Increase Workforce / Continuing Education Tuition as follows:

Workforce / Continuing Education Tuition per contact hour	Current Rate	Increase	Proposed Rate
Continuing Education Tuition	\$6.00 or variable tuition including zero	\$1.00	\$7.00 or variable tuition including zero

- Increase Mandatory Fees as follows:

Mandatory Fees per credit hour	Current Rate	Increase	Proposed Rate
Information Technology	\$30.00	\$1.00	\$31.00
Learning Support	\$12.00	\$2.00	\$14.00

- New and revised Testing Fees as follows:

Testing Fees	Current Rate	Increase	Proposed Rate
Basic Peace Officer Exam	\$25.00	\$10.00	\$35.00
Basic Jailer Exam	\$0.00	\$35.00	\$35.00
Telecommunicator Exam	\$0.00	\$35.00	\$35.00
Police Officer to Jailer Exam	\$0.00	\$35.00	\$35.00



<b>Testing Fees</b>	<b>Current Rate</b>	<b>Increase</b>	<b>Proposed Rate</b>
TSI Assessment Exam Fee – English, Language Arts, Reading Only	\$10.00	\$5.00	\$15.00
TSI Assessment Exam Fee – Math Only	\$10.00	\$5.00	\$15.00
TSI Assessment Exam Fee – Retesting English, Language Arts, Reading Only	\$10.00	\$5.00	\$15.00
TSI Assessment Exam Fee – Retesting Math Only	\$10.00	\$5.00	\$15.00
New Testing Fees for American Welding Society Certification Testing and Materials, for test takers who are not currently enrolled at South Texas College in one of the five academic welding courses: WLDG 1312, WLDG 1457, WLDG 1428, WLDG 2406, WLDG 2451.	\$0.00	\$250.00	\$250.00

- Increase Child Development Center Fees as follows:

<b>Mandatory Fees</b>	<b>Current Rate</b>	<b>Increase</b>	<b>Proposed Rate</b>
Tuition fee per week	\$120.00	\$5.00	\$125.00 / week \$25.00 / day
Registration Fee: (per semester / or summer session) <ul style="list-style-type: none"> <li>• Fall Semester</li> <li>• Spring Semester</li> <li>• Summer Session</li> </ul>	\$40.00 \$40.00 \$20.00	\$10.00 \$10.00 \$5.00	\$50.00 \$50.00 \$25.00
Supply Fee: (per semester / or summer session) <ul style="list-style-type: none"> <li>• Fall Semester</li> <li>• Spring Semester</li> <li>• Summer Session</li> </ul>	\$30.00 \$30.00 \$20.00	\$10.00 \$10.00 \$10.00	\$40.00 \$40.00 \$20.00
Reservation Fee <ul style="list-style-type: none"> <li>• Summer Session</li> </ul>	\$20.00	\$5.00	\$25.00

- Increase Program Specific Fees as follows:

<b>New Program Specific Fees:</b>	<b>Current Rate</b>	<b>Increase</b>	<b>Proposed Rate</b>
Fire Academy – per student/semester	\$705.00	\$355.00	\$1,060.00
Policy Academy – per student/course	\$0.00	\$165.00	\$165.00
Welding Certification	\$0.00		Recovery of costs and processing fees
Information Technologies	\$0.00		Recovery of costs and processing fees

**b. Dual Credit Tuition and Fees for Students Sponsored by Partnering School Districts**

- Delete differential tuition per credit hour for courses offered on a South Texas College campus or facility as follows:

<b>Differential Tuition</b>	<b>Current Rate</b>	<b>Proposed Rate</b>
Associate Degree Nursing	\$75.00	Deleted
Emergency/Medical Technology (EMT)	\$55.00	Deleted
Occupational Therapy Assistant	\$55.00	Deleted
Patient Care Assistant	\$35.00	Deleted
Pharmacy Tech	\$55.00	Deleted
Physical Therapist Assistant	\$55.00	Deleted
Radiologic Technology/Sonography	\$65.00	Deleted
Respiratory Therapy	\$65.00	Deleted
Vocational Nursing	\$75.00	Deleted

- New American Welding Society Certification Testing and Material Fee (per certification)

<b>American Welding Society Certification Testing and Material Fee (per certification)</b>	<b>Current Rate</b>	<b>Increase</b>	<b>Proposed Rate</b>
Dual Credit Students enrolled in the following Academic Welding courses are eligible to take the industry certifications aligned with each course. Should Districts have the option to schedule the test dates and transport students to STC Technology Campus for Certification testing for the following courses: WLDG 1312, WLDG 1457, WLDG 1428, WLDG 2406, WLDG 2451.	\$0.00	\$50.00	School Districts will be responsible for the following fees:  <ul style="list-style-type: none"> <li>• \$50.00 Testing fee paid directly to South Texas College per certification/per student.</li> </ul> Registration and associated fees as determined by AWS and paid directly to AWS for each student upon successful completion of each certification test.

**c. Regional Center for Public Safety Excellence Tuition and Fees**

- Revise TCOLE Licensing Examination Fees as follows:

	<b>Current Rate</b>	<b>Increase</b>	<b>Proposed Rate</b>
Basic Peace Officer Exam	\$25.00	\$10.00	\$35.00
Basic Jailer Exam	\$0.00	\$35.00	\$35.00
Basic Telecommunicator Exam	\$0.00	\$35.00	\$35.00
Police Officer to Jailer Exam	\$0.00	\$35.00	\$35.00

**d. Employee Fees**

- Increase Child Development Center Fees as follows:

<b>Mandatory Fees</b>	<b>Current Rate</b>	<b>Increase</b>	<b>Proposed Rate</b>
Tuition fee per week	\$120.00	\$5.00	\$125.00 / week \$25.00 / day
Registration Fee: (per semester / or summer session)			
• Fall Semester	\$40.00	\$10.00	\$50.00
• Spring Semester	\$40.00	\$10.00	\$50.00
• Summer Session	\$20.00	\$5.00	\$25.00
Supply Fee: (per semester / or summer session)			
• Fall Semester	\$30.00	\$10.00	\$40.00
• Spring Semester	\$30.00	\$10.00	\$40.00
• Summer Session	\$20.00	\$10.00	\$20.00
Reservation Fee			
• Summer Session	\$20.00	\$5.00	\$25.00

**e. Other (Non-Student/Non-Employee) Fees**

- Increase Child Development Center Fees as follows:

<b>Mandatory Fees</b>	<b>Current Rate</b>	<b>Increase</b>	<b>Proposed Rate</b>
Tuition fee per week	\$120.00	\$5.00	\$125.00 / week \$25.00 / day
Registration Fee: (per semester / or summer session)			
• Fall Semester	\$40.00	\$10.00	\$50.00
• Spring Semester	\$40.00	\$10.00	\$50.00
• Summer Session	\$20.00	\$5.00	\$25.00
Supply Fee: (per semester / or summer session)			
• Fall Semester	\$30.00	\$10.00	\$40.00
• Spring Semester	\$30.00	\$10.00	\$40.00
• Summer Session	\$20.00	\$10.00	\$20.00
Reservation Fee			
• Summer Session	\$20.00	\$5.00	\$25.00

Reviewers - The revised Tuition and Fees Schedules for FY 2020 - 2021 for students, dual credit students sponsored by partnering school districts, Regional Center for Public Safety Excellence, employees, and other (non-student/non-employee) have been reviewed by staff, the President's Cabinet, and President's Administrative Staff.

The five (5) proposed Tuition and Fees Schedules for FY 2020 - 2021 follow in the packet for the Board's information and review. The proposed revisions for FY 2020 - 2021 are highlighted in yellow.

This item has not gone to the Finance, Audit, and Human Resources Committee. Administration requested expedited approval in anticipation of difficulties making necessary and timely adjustments in the future. It is vital that the FY 2020 – 2021 Tuition and Fee Schedules be finalized and programmed into the Banner system to enable students to register online for Fall 2021 courses.

**Recommendation:**

It is recommended that the Board of Trustees of South Texas College approve and authorize the revised Tuition and Fees Schedules for FY 2020 - 2021 for students, dual credit students sponsored by partnering school districts, Regional Center for Public Safety Excellence, employees, and other (non-student/non-employee) as presented.

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

The Board of Trustees approves and authorizes the revised Tuition and Fees Schedules for FY 2020 - 2021 for students, dual credit students sponsored by partnering school districts, Regional Center for Public Safety Excellence, employees, and other (non-student/non-employee) as presented.

**Approval Recommended:**

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

	<b>Board Approved FY 2018-2019</b>	<b>Board Approved FY 2019-2020</b>	<b>PROPOSED FOR FY 2020-2021</b>
--	--	--	--

<b>RESIDENT TUITION - IN-DISTRICT HIDALGO &amp; STARR COUNTIES PER CREDIT HOUR:</b>			
• In-District per credit hour	70.00	77.00	77.00
<b>RESIDENT TUITION - OUT OF DISTRICT-OTHER TEXAS COUNTIES PER CREDIT HOUR:</b>			
• Out-of-District per credit hour	80.00	87.00	87.00
<b>NON-RESIDENT TUITION - OUT OF STATE/INTERNATIONAL PER CREDIT HOUR:</b>			
• Out-of-State/ International per credit hour	200.00	200.00	200.00
<b>DIFFERENTIAL TUITION PER CREDIT HOUR:</b>			
Biology	15.00	15.00	15.00
Chemistry	15.00	20.00	20.00
Physics	10.00	20.00	20.00
Astronomy	10.00	10.00	10.00
3000/4000 level courses	30.00	30.00	30.00
Associate Degree Nursing	55.00	75.00	75.00
Emergency Medical Technology	45.00	55.00	55.00
Occupational Therapy Assistant	45.00	55.00	55.00
Patient Care Assistant	25.00	35.00	35.00
Pharmacy Tech	45.00	55.00	55.00
Physical Therapist Assistant	45.00	55.00	55.00
Radiologic Technology/Sonography	45.00	65.00	65.00
Respiratory Therapy	45.00	65.00	65.00
Vocational Nursing	55.00	75.00	75.00
Physical Science	15.00	20.00	20.00
Geology	15.00	20.00	20.00
Engineering	10.00	20.00	20.00
Architectural & Engineering Design Technology	20.00	30.00	30.00
Automotive & Diesel Technology	10.00	20.00	20.00
Culinary Arts	15.00	15.00	15.00
Electronic Equipment & Computer	15.00	15.00	15.00
Electrician Assistant	10.00	10.00	10.00
Fire Science	5.00	5.00	10.00
Heating, Ventilation & Air Conditioning	10.00	20.00	20.00
Legal Assisting		10.00	10.00
Manufacturing Technology		10.00	10.00
Child Care and Development		20.00	20.00
Drama		10.00	20.00
Law Enforcement			10.00
Welding			15.00
<b>COMPETENCY-BASED COURSES (CERTIFICATE, ASSOCIATE, BACHELOR) – FLAT TUITION</b>			
Competency-Based Format Courses Offered during Seven-Week Accelerated Terms* (per Term) (In-District)	0.00	850.00	850.00
Competency-Based Format Courses Offered during Seven-Week Accelerated Terms* (per Term) (Out-of District)	0.00	910.00	910.00

	<b>Board Approved FY 2018-2019</b>	<b>Board Approved FY 2019-2020</b>	<b>PROPOSED FOR FY 2020-2021</b>
Competency-Based Format Courses Offered during Seven-Week Accelerated Terms* (per Term) (Out-of-State)	0.00	1,500.00	1,500.00
*All fees will be assessed, except mandatory and course fees	-	-	-
<b>WORKFORCE/CONTINUING EDUCATION TUITION AND</b>			
Workforce/Continuing Education Non-Credit Tuition per contact hour or variable tuition including zero tuition	6.00 or variable tuition including zero	6.00 or variable tuition including zero	7.00 or variable tuition including zero
Workforce/Continuing Education Non-Credit Late	10.00	10.00	10.00
Continuing Education Installment Plan Fee	5.00	5.00	5.00
Continuing Education Non-Credit Installment Plan Late Payment Fee	10.00	10.00	10.00
Workforce/Continuing Education, Conferences/Seminars/Summer Camps /Workshops/Customized Training/ Other Training Activities and Events	Negotiated recovery of costs and processing fees including exemption of both	Negotiated recovery of costs and processing fees including exemption of both	Negotiated recovery of costs and processing fees including exemption of both
<b>INDEPENDENT DUAL CREDIT TUITION PER CREDIT</b>			
In-district dual credit students who are enrolled in a school district with a Memorandum of Understanding or an Interlocal Agreement with South Texas College <u>who do not receive approval</u> to enroll in a regular (non-S) section(s).	50.00 Plus applicable differential tuition	50.00 Plus applicable differential tuition	50.00 Plus applicable differential tuition
In-district home schooled or dual credit students who are not enrolled in a school district with a Memorandum of Understanding or an Interlocal Agreement with South Texas College	50.00 Plus applicable differential tuition	50.00 Plus applicable differential tuition	50.00 Plus applicable differential tuition
Out-of-district home schooled or dual credit students who are not enrolled in a school district with a Memorandum of Understanding or an Interlocal Agreement with South Texas College	80.00 Plus applicable differential tuition	80.00 Plus applicable differential tuition	80.00 Plus applicable differential tuition
<b>INDEPENDENT DUAL CREDIT FEES:</b>			
In-district dual credit students who are enrolled in a school district with a Memorandum of Understanding or an Interlocal Agreement with South Texas College <u>who do not receive approval</u> to enroll in a regular (non-S) section(s).	All fees, including course and incidental fees are applicable and will not be waived	All fees, including course and incidental fees are applicable and will not be waived	All fees, including course and incidental fees are applicable and will not be waived

	<b>Board Approved FY 2018-2019</b>	<b>Board Approved FY 2019-2020</b>	<b>PROPOSED FOR FY 2020-2021</b>
In-district home schooled or dual credit students who are not enrolled in a school district with a Memorandum of Understanding or an Interlocal Agreement with South Texas College	All fees, including course and incidental fees are applicable and will not be waived	All fees, including course and incidental fees are applicable and will not be waived	All fees, including course and incidental fees are applicable and will not be waived
Out-of-district home schooled or dual credit students who are not enrolled in a school district with a Memorandum of Understanding or an Interlocal Agreement with South Texas College	All fees, including course and incidental fees are applicable and will not be waived	All fees, including course and incidental fees are applicable and will not be waived	All fees, including course and incidental fees are applicable and will not be waived
<b>DUAL CREDIT ACADEMIES PARTICIPATION FEES:</b>			
Dual Credit Academies Participation Fee – Fall and Spring, per student per semester (charged to School District)	\$600 for recovery of costs and processing fees	\$600 for recovery of costs and processing fees	\$600 for recovery of costs and processing fees
Dual Credit Academies Participation Fee – Summer, per student per credit hour (charged to School District)	\$50 for recovery of costs and processing fees	\$50 for recovery of costs and processing fees	\$50 for recovery of costs and processing fees
<b>DUAL CREDIT REIMBURSEMENT OF COSTS:</b>			
School Districts Requesting South Texas College Faculty to Teach Dual Credit Courses, per course per semester	Recovery of faculty salaries, fringe benefits, mileage, and other associated costs and processing fees	Recovery of faculty salaries, fringe benefits, mileage, and other associated costs and processing fees	Recovery of faculty salaries, fringe benefits, mileage, and other associated costs and processing fees
<b>MANDATORY FEES:</b>			
Registration Fee: Fall and Spring: • Registration Fee per student per semester	0.00	150.00	150.00
Summer Minimesters: • Registration Fee (one-time fee) per student for Summer Minimesters with start dates of May 15 <sup>th</sup> through June 30 <sup>th</sup>	0.00	150.00	150.00
• Registration Fee (one-time fee) per student for Summer Minimesters with start dates of July 1 <sup>st</sup> through August 10 <sup>th</sup>	0.00	150.00	150.00
Information Technology Fee per credit hour	30.00	30.00	<b>31.00</b>
Learning Support Fee per credit hour	12.00	12.00	<b>14.00</b>

	<b>Board Approved FY 2018-2019</b>	<b>Board Approved FY 2019-2020</b>	<b>PROPOSED FOR FY 2020-2021</b>
Student Activity Fee per credit hour	4.00	4.00	4.00
<b>COURSE FEES:</b>			
Lab Fee per lab credit hour for applicable courses with labs	24.00	24.00	24.00
Electronic Distance Learning/VCT Course Fee per credit hour	10.00	10.00	10.00
Hybrid Course Fee per credit hour	0.00	0.00	0.00
Physical Education Special Activity Fee per course	55.00	55.00	55.00
<b>LIBRARY FEES:</b>			
Lost or Damaged Library Item	Cost of item plus processing fee	Cost of item plus processing fee	Cost of item plus processing fee
Lost or Damaged Library Item Processing Fee per item	30.00	30.00	30.00
Overdue Library Book/Media Fee per day	0.00	0.00	0.00
Overdue Library Reserve Item per hour	0.00	0.00	0.00
Overdue Library Equipment per day	0.00	0.00	0.00
Overdue Inter-Library Loan or TexShare Item per day	Fine as assessed and charged by lending library	Fine as assessed and charged by lending library	Fine as assessed and charged by lending library
Lost or Damaged Inter-Library Loan or TexShare Item per day	Fine and/or replacement cost as assessed and charged by lending library	Fine and/or replacement cost as assessed and charged by lending library	Fine and/or replacement cost as assessed and charged by lending library
<b>INSTALLMENT PLAN/EMERGENCY LOAN FEES:</b>			
Installment Plan Fee	35.00	35.00	35.00
Installment Plan Late Payment Fee	35.00	35.00	35.00
Emergency Loan Late Payment Fee	35.00	35.00	35.00
<b>PARKING/MOVING TRAFFIC VIOLATIONS FEES:</b>			
Parking Permit Fee (except when parking at Pecan Campus Park and Ride location during scheduled operating hours)	25.00	25.00	25.00
Parking Permit Replacement Fee	25.00	25.00	25.00
Parking Permit Violations:			
<i>First</i>	30.00	30.00	30.00
<i>Second</i>	50.00	50.00	50.00
<i>Third</i>	80.00	80.00	80.00
<i>Fourth</i>	100.00	100.00	100.00
<i>Fifth</i>	120.00	120.00	120.00
Handicap Parking Violations	150.00	150.00	150.00
Moving Traffic Violations:			
<i>First</i>	30.00	30.00	30.00
<i>Second</i>	50.00	50.00	50.00
<i>Third</i>	90.00	90.00	90.00



	<b>Board Approved FY 2018-2019</b>	<b>Board Approved FY 2019-2020</b>	<b>PROPOSED FOR FY 2020-2021</b>
Vehicle Boot Removal Fee	100.00	100.00	100.00
Proposed Skateboard and Other Appliance Violation:			
<i>First</i>	Warning	Warning	Warning
<i>Second</i>	30.00	30.00	30.00
<i>Third</i>	50.00	50.00	50.00
<i>Fourth</i>	70.00	70.00	70.00
<i>Fifth</i>	90.00	90.00	90.00
<b>TESTING FEES:</b>			
Health Education Services Inc. (HESI) Exam Fee	45.00 Students will register and pay fees for each attempt when signing up for the exam through the Market Place website. The College purchases the units through Elsevier Inc. Fees will be subject to change	45.00 Students will register and pay fees for each attempt when signing up for the exam through the Market Place website. The College purchases the units through Elsevier Inc. Fees will be subject to change	45.00 Students will register and pay fees for each attempt when signing up for the exam through the Market Place website. The College purchases the units through Elsevier Inc. Fees will be subject to change.
Proctoring/Professional Testing Services Fee	Recovery of costs and processing fees to be negotiated	Recovery of costs and processing fees to be negotiated	Recovery of costs and processing fees to be negotiated
TCOLE Licensing Examination (per exam) <ul style="list-style-type: none"> <li>Basic Peace Officer Exam</li> <li>Basic Jailer Exam</li> <li>Telecommunicator Exam</li> <li>Police Officer to Jailer Exam</li> </ul>	-	-	35.00 35.00 35.00 35.00
Credit By Examination	Tuition	Tuition	Tuition
GED Exam Fee – <b>1<sup>st</sup> and 4<sup>th</sup> Attempts</b> <ul style="list-style-type: none"> <li>GED Exam Fee – <b>\$36.25</b> English Language Arts</li> <li>GED Exam Fee – <b>\$36.25</b> Mathematics only</li> <li>GED Exam Fee – <b>\$36.25</b> Science only</li> <li>GED Exam Fee – <b>\$36.25</b> Social Studies only</li> </ul>	Students will register and pay fees to Pearson VUE for GED on- line testing services and subject to change	Students will register and pay fees to Pearson VUE for GED on- line testing services and subject to change	Students will register and pay fees to Pearson VUE for GED on- line testing services and subject to change

	<b>Board Approved FY 2018-2019</b>	<b>Board Approved FY 2019-2020</b>	<b>PROPOSED FOR FY 2020-2021</b>
<b>GED Retest Exam Fee – 2<sup>nd</sup>, 3<sup>rd</sup>, 5<sup>th</sup>, and 6<sup>th</sup> Attempts</b> <ul style="list-style-type: none"> <li>GED Retest Exam Fee – <b>\$16.25</b> English Language Arts</li> <li>GED Retest Exam Fee – <b>\$16.25</b> Mathematics only</li> <li>GED Retest Exam Fee – <b>\$16.25</b> Science only</li> <li>GED Retest Exam Fee – <b>\$16.25</b> Social Studies only</li> </ul>	Students will register and pay fees to Pearson VUE for GED on- line testing services and subject to change	Students will register and pay fees to Pearson VUE for GED on- line testing services and subject to change	Students will register and pay fees to Pearson VUE for GED on- line testing services and subject to change
<b>HiSET Exam Fee (All Five Exams – 1<sup>st</sup> and 4<sup>th</sup> Attempts)</b> <ul style="list-style-type: none"> <li>HiSET Exam Fee – Reading only \$25.00</li> <li>HiSET Exam Fee – Writing only \$25.00</li> <li>HiSET Exam Fee – Math only \$25.00</li> <li>HiSET Exam Fee – Science only \$25.00</li> <li>HiSET Exam Fee – Social Studies only \$25.00</li> </ul>	Students will register through the ETC website and pay all applicable fees online, including Test Center Fees. Fees subject to change.	Students will register through the ETC website and pay all applicable fees online, including Test Center Fees. Fees subject to change.	Students will register through the ETC website and pay all applicable fees online, including Test Center Fees. Fees subject to change.
<b>HiSET Exam Fee (All Five Exams – 2<sup>nd</sup>, 3<sup>rd</sup>, 5<sup>th</sup> and 6<sup>th</sup> Attempts)</b> <ul style="list-style-type: none"> <li>HiSET Exam Fee – Reading only \$15.00</li> <li>HiSET Exam Fee – Writing only \$15.00</li> <li>HiSET Exam Fee – Math only \$15.00</li> <li>HiSET Exam Fee – Science only \$15.00</li> <li>HiSET Exam Fee – Social Studies only \$15.00</li> </ul>	Students will register through the ETS website and pay all applicable fees online, including Test Center Fees. Fees will be subject to change.	Students will register through the ETS website and pay all applicable fees online, including Test Center Fees. Fees will be subject to change.	Students will register through the ETS website and pay all applicable fees online, including Test Center Fees. Fees will be subject to change.
TSI Assessment Reservation Fee	25.00	25.00	25.00
TSI Assessment Exam – Both Exams	29.00	29.00	29.00
<ul style="list-style-type: none"> <li>TSI Assessment Exam Fee – English, Language Arts, Reading only</li> </ul>	10.00	10.00	<b>15.00</b>
<ul style="list-style-type: none"> <li>TSI Assessment Exam Fee – Math only</li> </ul>	10.00	10.00	<b>15.00</b>
TSI Assessment Exam Retesting Fee – Both Exams	29.00	29.00	29.00
<ul style="list-style-type: none"> <li>TSI Assessment Exam Fee – Retesting English, Language Arts, Reading only</li> </ul>	10.00	10.00	<b>15.00</b>
<ul style="list-style-type: none"> <li>TSI Assessment Exam Fee – Retesting Math only</li> </ul>	10.00	10.00	<b>15.00</b>
American Welding Society Certification Testing and Material Fee, per course for test takers who are not currently enrolled in any of the following courses: <ul style="list-style-type: none"> <li>WLDG 1312, WLDG 1457, WLDG 1428, WLDG 2406, WLDG 2451</li> </ul>			<b>250.00</b>
<b>CHILD DEVELOPMENT CENTER FEES:</b>			
Tuition fee per week	120.00	120.00	<b>125.00/week 25.00/day</b>

	<b>Board Approved FY 2018-2019</b>	<b>Board Approved FY 2019-2020</b>	<b>PROPOSED FOR FY 2020-2021</b>
Registration Fee: (per semester/session)			
• Fall Semester	40.00	40.00	50.00
• Spring Semester	40.00	40.00	50.00
• Summer Session	20.00	20.00	25.00
Late Pick-up Fee	\$5/first 5 minutes and \$1/ea. Add'l. minute	\$5/first 5 minutes and \$1/ea. Add'l. minute	\$5/first 5 minutes and \$1/ea. Add'l. minute
Supply Fee: (per semester/session)			
• Fall Semester	30.00	30.00	40.00
• Spring Semester	30.00	30.00	40.00
• Summer Session	10.00	10.00	20.00
Reservation Fee: (per semester/session)			
• Fall Semester	65.00	65.00	65.00
• Spring Semester	65.00	65.00	65.00
• Summer Session	20.00	20.00	25.00
<b>INCIDENTAL FEES:</b>			
Audit Fee	Tuition and Lab Fees	Tuition and Lab Fees	Tuition and Lab Fees
Drop Fee (one-time fee) – 1 <sup>st</sup> class day through Census date	25.00	25.00	25.00
Course Repeat Fee per credit hour			
• Third or more attempt (Excludes Developmental)	125.00	125.00	125.00
• Enrollment in Developmental Studies Courses (>18 credit hours)	125.00	125.00	125.00
Developmental Studies Fee: One-time fee per semester	29.00	29.00	29.00
Fee per credit hour for dual credit students attempting a course three or more times	125.00	125.00	125.00
Dual Credit Late Processing Fee per course per student after Census Day	200.00	200.00	200.00
Reinstatement Fee (after Census date)	200.00	200.00	200.00
Returned Check	30.00	30.00	30.00
Student ID Replacement Fee	15.00	15.00	15.00
Withdrawal Fee (from all courses - one-time fee) – after Census date	50.00	50.00	50.00
Student Insurance Fee (voluntary)	Fee is paid to approved insurance carrier. Subject to change.	Fee is paid to approved insurance carrier. Subject to change.	Fee is paid to approved insurance carrier. Subject to change.
<b>PROGRAM SPECIFIC FEES:</b>			
Fire Academy Fees: (per student/per semester) includes:			
• Gear Rental	\$280/4 weeks	\$280/4 weeks	1,060.00
• Self-Contained Breathing Apparatus	\$360/Semester	\$360/Semester	
• Testing	85.00	85.00	

	<b>Board Approved FY 2018-2019</b>	<b>Board Approved FY 2019-2020</b>	<b>PROPOSED FOR FY 2020-2021</b>
Police Academy Fees: (per student/per course) Includes: Ammunition (pistol, rifle, and shotgun), less lethal (taser cartridges, OC canisters), duty gear (holster, pouches, handcuffs, etc.) <ul style="list-style-type: none"> <li>For the following courses: CJLE 1501, CJLE 1502, CJLE 1518, CJLE 1524, CJLE 1429</li> </ul>			<b>165.00</b>
NAH and Other Course Fees: <i>Liability Insurance/Exams/Booklets/ Badges/ Special Program ID/Certificates/Pinning Ceremony/Other Activities</i>	Recovery of costs and processing fees	Recovery of costs and processing fees	Recovery of costs and processing fees
Welding and Other Course Fees: Certification (per course) <ul style="list-style-type: none"> <li>For the following courses: WLDG 1312, WLDG 1457, WLDG 1428, WLDG 2406, WLDG 2451</li> </ul>	-	-	<b>Recovery of costs and processing fees</b>
Information Technology and Other Course Fees: Certification (per course) <ul style="list-style-type: none"> <li>For the following courses: CPMT 1166 and CPMT 2350</li> </ul>	-	-	<b>Recovery of costs and processing fees</b>

**PROPOSED TUITION AND FEES FOR DUAL CREDIT  
STUDENTS SPONSORED BY PARTNERING SCHOOL  
DISTRICTS  
FOR FY 2020-2021**

	<b>Board Approved FY 2018-2019</b>	<b>Board Approved FY 2019-2020</b>	<b>PROPOSED FY 2020-2021</b>
<b>DUAL CREDIT TUITION:</b>			
Per credit hour tuition for in-district dual credit students sponsored by partnering school districts	0.00	0.00	0.00
<b>DIFFERENTIAL TUITION PER CREDIT HOUR FOR COURSES OFFERED ON A SOUTH TEXAS COLLEGE CAMPUS OR FACILITY:</b>			
Associate Degree Nursing	55.00	75.00	0.00
Emergency Medical Technology	45.00	55.00	0.00
Occupational Therapy Assistant	45.00	55.00	0.00
Patient Care Assistant	25.00	35.00	0.00
Pharmacy Tech	45.00	55.00	0.00
Physical Therapist Assistant	45.00	55.00	0.00
Radiologic Technology/Sonography	45.00	65.00	0.00
Respiratory Therapy	45.00	65.00	0.00
Vocational Nursing	55.00	75.00	0.00
<b>COURSE FEES:</b>			
Electronic Distance Learning/VCT Course Fee per credit hour	10.00	10.00	10.00
Hybrid Course Fee per credit hour	0.00	0.00	0.00
NAH and Other Course Fees: <i>Liability Insurance/Exams/Booklets/Badges/ Special Program ID/Certificates/Pinning Ceremony/Other Activities</i>	Recovery of costs and processing fees	Recovery of costs and processing fees	Recovery of costs and processing fees
American Welding Society Certification Testing and Material Fee (per certification) <ul style="list-style-type: none"> <li>• Dual Credit Students enrolled in the following Academic Welding courses are eligible to take the industry certifications aligned with each course. School Districts have the option to schedule the test dates and transport students to STC Technology Campus for certification testing for the following courses: <ul style="list-style-type: none"> <li>• WLDG 1312</li> <li>• WLDG 1457</li> <li>• WLDG 1428</li> <li>• WLDG 2406</li> <li>• WLDG 2451</li> </ul> </li> </ul>			<p>School Districts will be responsible for the following fees:</p> <ul style="list-style-type: none"> <li>• 50.00 Testing fee paid directly to South Texas College per certification/per student.</li> <li>Registration and associated fees as determined by AWS and paid directly to AWS for each student upon successful completion of each certification exam.</li> </ul>

	<b>Board Approved FY 2018-2019</b>	<b>Board Approved FY 2019-2020</b>	<b>PROPOSED FY 2020-2021</b>
<b>INCIDENTAL FEES:</b>			
Fee per credit hour for dual credit students attempting a course three or more times	125.00	125.00	125.00
Dual Credit Late Processing Fee per course per student after	200.00	200.00	200.00



**PROPOSED REGIONAL CENTER FOR  
PUBLIC SAFETY EXCELLENCE (RCPSE)  
TUITION AND FEES  
FOR FY 2020-2021**

	Board Approved FY 2018-2019	Board Approved FY 2018-2019	PROPOSED for FY 2020-2021
Continuing Education Law Enforcement Courses		\$6.50 per contact hour, or variable tuition based on recovery of costs	\$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	23.00
• Target Range Qualifier Simulator Training (per student for 30 minutes)		18.00	18.00
• Driving Simulator Training (per student for 30 minutes)		38.00	38.00
• Emergency Vehicle Operations Course (EVOC) (per agency)		100.00 per day or 18.00 per hour	100.00 per day or 18.00 per hour
• Skills Pad ( per agency per hour)		25.00	25.00
• Classroom w/Technology (per day beyond 3 days of consecutive usage)		114.00	114.00
• TCOLE Licensing Certification Exam			
• Basic Peace Officer Exam			35.00
• Basic Jailer Exam			35.00
• Telecommunicator Exam			35.00
• Police Officer to Jailer Exam			35.00

**PROPOSED EMPLOYEE FEES  
FOR FY 2020 -2021**

	<b>Board Approved for FY 2018-2019</b>	<b>Board Approved for FY 2019-2020</b>	<b>PROPOSED FOR FY 2020- 2021</b>
Child Development Center:			
Tuition fee per week	120.00	120.00	125.00/week 25.00/day
Registration Fee:			
• Fall Semester	40.00	40.00	50.00
• Spring Semester	40.00	40.00	50.00
• Summer Session	20.00	20.00	25.00
Late Pick-up Fee	\$5/first 5 minutes and \$1/ea. Add'l minute	\$5/first 5 minutes and \$1/ea. Add'l minute	\$5/first 5 minutes and \$1/ea. Add'l minute
Supply Fee: (per semester/session)			
• Fall Semester	30.00	30.00	40.00
• Spring Semester	30.00	30.00	40.00
• Summer Session	10.00	10.00	20.00
Reservation Fee: (per semester/session)			
• Fall Semester	65.00	65.00	65.00
• Spring Semester	65.00	65.00	65.00
• Summer Session	20.00	20.00	25.00
Parking Permit Fee	25.00	25.00	25.00
Parking Permit Replacement Fee	25.00	25.00	25.00
Parking Violations:			
<i>First</i>	30.00	30.00	30.00
<i>Second</i>	50.00	50.00	50.00
<i>Third</i>	80.00	80.00	80.00
<i>Fourth</i>	100.00	100.00	100.00
<i>Fifth</i>	120.00	120.00	120.00
Handicap Parking Violations	150.00	150.00	150.00
Moving Traffic Violations:			
<i>First</i>	30.00	30.00	30.00
<i>Second</i>	50.00	50.00	50.00
<i>Third</i>	90.00	90.00	90.00
Vehicle Boot Removal Fee		100.00	100.00
Keyless Access Card Replacement Fee	10.00	10.00	10.00
Returned Check	30.00	30.00	30.00
Lost or Damaged Library Item	Cost of item plus processing fee	Cost of item plus processing fee	Cost of item plus processing fee



	<b>Board Approved for FY 2018-2019</b>	<b>Board Approved for FY 2019-2020</b>	<b>PROPOSED FOR FY 2020- 2021</b>
Lost or Damaged Library Item Processing Fee per item	30.00	30.00	30.00
Lost or Damaged Inter-Library Loan or TexShare Item	Fine and/or replacement cost as assessed and charged by lending library	Fine and/or replacement cost as assessed and charged by lending library	Fine and/or replacement cost as assessed and charged by lending library

**PROPOSED OTHER (NON-STUDENT/NON-EMPLOYEE)  
FEES FOR FY 2020 -2021**

	<b>Board Approved for FY 2018-2019</b>	<b>Board Approved for FY 2019-2020</b>	<b>PROPOSED FEES FOR FY 2020 -2021</b>
Returned Check	30.00	30.00	30.00
Lost or Damaged Library Item	Cost of item plus processing fee	Cost of item plus processing fee	Cost of item plus processing fee
Lost or Damaged Library Item Processing Fee per item	30.00	30.00	30.00
Parking violations:			
<i>First</i>	30.00	30.00	30.00
<i>Second</i>	50.00	50.00	50.00
<i>Third</i>	80.00	80.00	80.00
<i>Fourth</i>	100.00	100.00	100.00
<i>Fifth</i>	120.00	120.00	120.00
Handicap Parking Violations	150.00	150.00	150.00
Moving Traffic Violations:			
<i>First</i>	30.00	30.00	30.00
<i>Second</i>	50.00	50.00	50.00
<i>Third</i>	90.00	90.00	90.00
Vehicle Boot Removal Fee	100.00	100.00	100.00
Child Development Center:			
Tuition fee per week	120.00	120.00	125.00/week 25.00/day
Registration Fee: (per semester/per session)			
• Fall Semester	40.00	40.00	50.00
• Spring Semester			50.00
• Summer Session	20.00	20.00	25.00
Late Pick-up Fee	\$5/first 5 minutes and \$1/ea. add'l minute	\$5/first 5 minutes and \$1/ea. add'l minute	\$5/first 5 minutes and \$1/ea. add'l minute
Supply Fee: (per semester/per session)			
• Fall Semester	30.00	30.00	40.00
• Spring Semester	30.00	30.00	40.00
• Summer Session	10.00	10.00	20.00
Reservation Fee: (per semester/per session)			
• Fall Semester	65.00	65.00	65.00
• Spring Semester	65.00	65.00	65.00
• Summer Session:	20.00	20.00	25.00

## **Review and Action as Necessary on Award of Proposals, Purchases, and Renewals**

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

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

- A. Award of Proposals**
- B. Purchases and Renewals**
  - a. Instructional Item**
  - b. Non-Instructional Items**
  - c. Technology Items**

### **A. Award of Proposals**

#### **1) Asset Management, Chemical Inventory, and Inspection Software System (Award)**

Award the proposal for the asset management, chemical inventory, and inspection software system to **SafetyStratus, Inc.** (Plano, TX) (New), for the period beginning April 1, 2020 through March 31, 2021 with two one-year options to renew, at a total amount of \$20,000.00.

Purpose – Facilities Operations and Maintenance is requesting the purchase of an asset management, chemical inventory, and inspection software system for safety compliance in various areas throughout the College districts.

Justification and Benefit – The system is necessary to assist the Environmental, Health and Safety Program with the management of life safety equipment, compliance inspections, inventorying chemicals from purchase to disposal in all science laboratories, and provide access to Safety Data Sheets (SDS).

Background – Proposal documents were advertised on February 7, 2020 and February 14, 2020 and issued to five (5) vendors. Two (2) responses were received on February 25, 2020 and reviewed by Facilities Operations and Maintenance and the Purchasing Department.

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

#### **2) Food and Related Non-Food Products (Award)**

Award the proposal for food and related non-food products for the period beginning April 27, 2020 through April 26, 2021 with two one-year options to renew, at an estimated amount of \$400,000.00, which is based on prior year history. The vendors are as follows:

- **Ben E. Keith Company** (Fort Worth, TX)
- **Devin Distributing & Packaging, Inc.** (McAllen, TX)

- **Labatt Food Service** (Harlingen, TX)
- **Sysco Central Texas, Inc.** (New Braunfels, TX)

Purpose – Food Services and the Mid-Valley Childcare Center are requesting the purchase of food products and supplies for the operation of the Pecan Campus, Technology Campus, Nursing and Allied Health Campus, and Mid-Valley Campus cafeterias and the Mid-Valley Childcare Center.

Justification and Benefit – The food products are necessary for the operation of the South Texas College cafeterias. It is in the best interest of the College to have multiple vendors to be able to purchase at the lowest price to keep food cost down, to obtain the best quality products, and to ensure availability.

Background – Proposal documents were advertised on February 3, 2020 and February 10, 2020 and issued to ten (10) vendors. Four (4) responses were received on February 19, 2020 and reviewed by Food Services and the Purchasing Department.

Funds for this expenditure are budgeted in the Food Services – Auxiliary and Mid-Valley Childcare Center – Auxiliary budgets for FY 2019 – 2020 and FY 2020 – 2021 pending Board approval of the budget.

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

### **3) Instructional Trainers (Purchase)**

Purchase instructional trainers from **Technical Laboratory Systems, Inc.** (Houston, TX), a Choice Partners Cooperative approved vendor, at a total amount of \$100,200.00.

Purpose – The Heating, Ventilation, Air Conditioning, and Refrigeration Program is requesting to purchase six (6) instructional trainers for student instruction at the Technology (2), Mid-Valley (2), and Starr County (2) campuses. They will provide students with an understanding of heating and cooling systems.

Justification and Benefit – The trainers provide a variety of skills ranging from simple concepts to advanced troubleshooting and servicing techniques. This equipment will aid in the delivery of the courses and support the students in completing their degree.

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

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

### **4) Building Moving Services (Renewal)**

Renew the building moving services contract with **Zuniga's House Mover, LLC.** (San Juan, TX), for the period beginning May 1, 2020 through April 30, 2021, at an estimated amount of \$50,000.00.

Purpose – Facilities Planning and Construction is requesting building moving services for the relocation of portable buildings throughout the College district as needed.

Justification and Benefit – It is necessary to move portable buildings to accommodate enrollment needs at various campuses.

Background – The Board awarded the contract for building moving services at the April 23, 2019 Board of Trustees meeting for a one-year period with two one-year annual renewals. The first renewal period begins May 1, 2020 and ends April 30, 2021.

Award	Board Meeting Date	Original Term	Renewal Term
Original	4/23/19	5/1/19 – 4/30/20	2 – one-year options
1 <sup>st</sup> Renewal	3/31/20		5/1/20 – 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 Construction – Portable Building Relocation and Moving Services budgets for FY 2019 – 2020 and FY 2020 – 2021 pending Board approval of the budget.

**5) Engineering Services – Geotechnical and Materials Testing (Renewal)**

Renew the engineering services – geotechnical and materials testing contracts, for the period beginning May 22, 2020 through May 21, 2021 with the following vendors:

- a. **Millennium Engineers Group, Inc.** (Pharr, TX)
- b. **Raba Kistner, Inc.** (McAllen, TX)
- c. **Terracon Consultants, Inc.** (Pharr, TX)

Purpose – Facilities Planning and Construction is requesting to renew the engineering services – geotechnical and materials testing contracts for district wide projects.

Justification and Benefit – The services will include some of the following tests: soil conditions for proper foundation design, select fill dirt for proper compaction, concrete samples for concrete pours, sub-grades, caliche base and asphalt parking areas, structural steel reinforcing, steel welding, floors for levelness, fireproof materials, environmental conditions including air quality, and identifying asbestos type materials.

Background – The Board awarded the contract for engineering services – geotechnical and materials testing at the May 29, 2018 Board of Trustees meeting for a one-year period with two one-year annual renewals. The last renewal period begins May 22, 2020 and ends May 21, 2021.

Award	Board Meeting Date	Original Term	Renewal Term
Original	5/29/18	5/22/18 – 5/21/19	2 – one-year options
1 <sup>st</sup> Renewal	4/23/19		5/22/19 – 5/21/20
2 <sup>nd</sup> Renewal	3/31/20		5/22/20 – 5/21/21

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

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

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

### **6) Computers, Laptops, Monitors, and Printers (Purchase)**

Purchase of computers, laptops, monitors, and printers from the State of Texas Department of Information Resources (DIR) approved vendors **Dell Marketing, LP.** (Dallas, TX), **Apple, Inc.** (Dallas, TX), and **CRC** (McAllen, TX), at a total amount of \$113,530.00.

All purchase requests for computers, laptops, monitors, and printers 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  
 ⇒ 87 Computers for Learning Commons & Open Labs
- Faculty Computer  
 ⇒ 1 Computer for Music Program
- Staff Computers  
 ⇒ 1 Computer for Division of Finance & Administrative Services  
 ⇒ 2 Computers for Public Relations/Marketing Department

- Student Laptops  
⇒ 12 Laptops for Engineering Program
- Staff Laptops  
⇒ 4 Laptops for Judicial Affairs Department
- Faculty Laptops  
⇒ 1 Laptop for Political Science Program  
⇒ 1 Laptop for Social Work Program  
⇒ 3 Laptops for Psychological Science Program  
⇒ 4 Laptops for Automotive Technology Program
- Student Lab Printers  
⇒ 8 Printers for Computer Science Program
- Staff Monitors  
⇒ 22 Monitors for Centers for Learning Excellence

Funds for these expenditures are budgeted in the requesting department budgets FY 2019 – 2020 follows: Learning Commons & Open Labs, Music Program, Finance & Administrative Services, Public Relations and Marketing, Engineering Program, Judicial Affairs, Political Science Program, Social Work Program, Psychological Science Program, Automotive Technology Program, Computer Science Program, and Centers for Learning Excellence.

#### **7) Adobe License Subscription Agreement (Renewal/Purchase)**

Renew/purchase the Adobe license subscription agreement with **Software House International (SHI) Government Solutions, Inc.** (Austin, TX), a State of Texas Department of Information Resources (DIR) and/or Texas Association of School Boards – Buyboard approved vendor, for the period beginning April 4, 2020 through April 3, 2021, at an estimated amount of \$84,000.00.

Purpose – Various South Texas College instructional programs and departments are requesting to renew existing licenses and purchase new licenses of a non-perpetual license with a one-year software assurance that includes upgrades for the currently used Adobe software that will be expiring soon. The software is used throughout the district by faculty, staff, and students. Therefore, the renewal is required to remain in compliance.

Justification and Benefit – These licenses are used for student instruction by faculty in the Art Program, Architectural and Engineering Design Technology (AEDT) Program, by the students in the AEDT Program labs for assignments, the Center for Learning Excellence, student labs, and staff in the Public Relations and Marketing, Client Services, Vice President for Finance and Administrative Services, Division of Nursing and Allied Health, Purchasing Department, Financial Aid Office, Institute for Advanced Manufacturing, and various other instructional programs and departments.

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

**Recommendation:**

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

**A. Award of Proposals**

- 1) **Asset Management, Chemical Inventory, and Inspection Software System (Award):** award the proposal for the asset management, chemical inventory, and inspection software system to **SafetyStratus, Inc.** (Plano, TX) (New), for the period beginning April 1, 2020 through March 31, 2021 with two one-year options to renew, at an estimated amount of \$20,000.00;
- 2) **Food and Related Non-Food Products (Award):** award the proposal for food and related non-food products for the period beginning April 27, 2020 through April 26, 2021 with two one-year options to renew, at an estimated amount of \$400,000.00, which is based on prior year history. The vendors are as follows:
  - **Ben E. Keith Company** (Fort Worth, TX)
  - **Devin Distributing & Packaging, Inc.** (McAllen, TX)
  - **Labatt Food Service** (Harlingen, TX)
  - **Sysco Central Texas, Inc.** (Brownsville TX)

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

- 3) **Instructional Trainers (Purchase):** purchase instructional trainers from **Technical Laboratory Systems, Inc.** (Houston, TX), a Choice Partners Cooperative approved vendor, at a total amount of \$100,200.00;

**B. Purchases and Renewal (B-b. Non-Instructional Items)**

- 4) **Building Moving Services (Renewal):** renew the building moving services contract with **Zuniga's House Mover, LLC.** (San Juan, TX), for the period beginning May 1, 2020 through April 30, 2021, at an estimated amount of \$50,000.00;
- 5) **Engineering Services – Geotechnical and Materials Testing (Renewal):** renew the engineering services – geotechnical and materials testing contracts, for the period beginning May 22, 2020 through May 21, 2021 with the following vendors:
  - a. **Millennium Engineers Groups, Inc.** (Pharr, TX)
  - b. **Raba Kistner, Inc.** (McAllen, TX)
  - c. **Terracon Consultants, Inc.** (Pharr, TX)

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

- 6) **Computers, Laptops, Monitors, and Printers (Purchase):** purchase computers, laptops, monitors, and printers from the State of Texas Department of Information Resources (DIR) approved vendors **Dell Marketing, LP.** (Dallas, TX), **Apple, Inc.** (Dallas, TX), and **CRC** (McAllen, TX), at a total amount of \$113,530.00;
- 7) **Adobe License Subscription Agreement (Renewal/Purchase):** renew/purchase the Adobe license subscription agreement with **Software House International (SHI) Government Solutions, Inc.** (Austin, TX), a State of Texas



Department of Information Resources (DIR) and/or Texas Association of School Boards – Buyboard approved vendor, for the period beginning April 4, 2020 through April 3, 2021, at an estimated amount of \$84,000.00;

Recommend Action - The total for all award of proposals, purchases, and renewals is \$767,730.00.

**Recommendation:**

It is recommended that the Board of Trustees of South Texas College approve and authorize the award of proposals, purchases, and renewals totaling \$767,730.00 as presented.

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

The Board of Trustees approves and authorizes the award of proposals, purchases, and renewals totaling \$767,730.00 as presented.

**Approval Recommended:**

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

## **Discussion and Action as Necessary on Interlocal Agreement for Policy Management Services between South Texas College and Texas Association of School Boards**

Approval on interlocal agreement for policy management services between South Texas College and Texas Association of School Boards is requested.

Mary Elizondo, Vice President for Finance and Administrative Services, will present on entering into an interlocal agreement with the Texas Association of School Boards (TASB) for policy management services to maintain a legally sound policy manual for the College.

Purpose –The College has maintained a Board Policy Manual since its inception and is considering entering into an interlocal agreement with TASB policy management services to produce a comprehensive and current policy manual that will include legal and local provisions and updates for the College.

Justification – The College administration proposes entering into an interlocal agreement with TASB to provide policy manual maintenance and update services. TASB policy services' mission is to assist members with timely, expert, and economical development and updating of Board Policy. TASB is a voluntary, non-profit, statewide educational association that provides legal expertise and comprehensive policy development and maintenance responsive to the needs of Texas community colleges and school districts.

College administration proposes entering into an interlocal agreement with TASB due to the various benefits including, but not limited to, the following:

- Continuous Monitoring of Legal Landscape
  - ⇒ TASB initiates semiannual updates and ensures policies follow the latest compliance requirements from state and federal law regulations, SACSCOC requirements, the Texas Higher Education Board, Attorney General Opinions, and Case Laws.
  - ⇒ TASB continually monitors changes in the legal landscape and prepares recommended revisions to the policy manual when changes are warranted, eliminating inefficient and outdated policies.
- Policy Development and Management
  - ⇒ The goal of localizing a college's policy manual is to produce a comprehensive, current, and legally sound policy manual for use by the board and administration.
  - ⇒ TASB has in-house attorneys dedicated to policy development for community colleges.
  - ⇒ TASB converts the policies to a standard template.
  - ⇒ TASB prepares both legal and local policies. Legal policies include all applicable laws, and local policies include requirements specific to the College, as requested.
  - ⇒ TASB maintains local board policy manuals under Community College Services.

- ⇒ Updates are uniquely tailored to the individual college.
- ⇒ Assists in completing college-initiated policy development initiatives.
- ⇒ Quick and easy access to board policy manual published on the Policy On-Line tool.
- Development of Local and Legal policies
  - ⇒ TASB divide policies into legal policies, which summarize the law on a topic, and local policies, which outline local board mandates regarding governance issues.
  - ⇒ TASB prepares local policies that are unique and consistent with College practices. This provides the college the opportunity to incorporate provisions that are in accordance with the College mission, vision, and Board of Trustee's preferences.
- Legal Policies contain citations to the statutes, rules, and case law governing a particular topic. They are compiled by TASB Community College Services to provide the legal framework for key areas of the college operations. (Appendix A)
- Local Policies are needed in several specific circumstances, such as to respond to a legal requirement to adopt a policy, reduce potential legal risk by mandating consistent practices across the college or clarify administrative authority for managing college operations.
- Streamline of Policy Management Process
  - ⇒ Professional resources to supplement staff working on the policy management process.
  - ⇒ Policy review cycle and timely updates.
  - ⇒ Staff solely designated to maintain, manage, track and keep abreast of all the changes made to federal and state regulations.
  - ⇒ Reduction in the timeframe for completing updates and revisions.
  - ⇒ Proactive preparation of policy manual updates.
  - ⇒ Conversion of all policies to a standardize policy template with consistent well define language.

Background – TASB is a voluntary, non-profit, statewide educational association. TASB was established in 1949 with two main goals:

- To share information through publications and training to help Texas board members serve their communities more effectively.
- To speak with a unified voice to decision-makers to chart the best future for Texas public schools.

TASB represents the largest group of publicly elected officials in the state that serves more than 5.4 million Texas students. TASB members include the following:

- 1,025 Texas school districts (TASB provides 99% of ISD a customized policy manual services)
- 20 regional education service centers

- 50 community colleges
- 19 central appraisal districts
- 133 shared service arrangements

Thirty-five out of fifty or 70% of Texas Community Colleges have their policy manual maintained by TASB. (Appendix B) The College staff contacted five (5) Community Colleges currently utilizing TASB's Policy Management Services to request information regarding their experience in implementing and maintaining such services. The comments received were highly favorable in every regard.

Each Texas Legislative session results in house and senate bills that require new or revised policies. After each legislative session, TASB prepares new and revised policies as applicable and provides them to each community college using their services. In addition, to the Texas Legislature, Congress, the U.S. Department of Education, the Texas Higher Education Coordinating Board, and the courts may issue decisions that impact Board policies.

TASB provides a policy development process that is consistent to guarantee the College's policy manual stays updated consistent with college practices.

TASB policy consultants are policy experts with access to attorneys that are assigned to a college to provide individualized service-based on the unique characteristics of each college. The consultant will:

- Answer policy questions;
- Consult via telephone and e-mail;
- Provide sample policies;
- Draft policy language and revisions that meet legal requirements and local needs while ensuring internal consistency within the manual; and
- Prepares drafts for presentation to the board.

A policy consultant with access to attorneys that are assigned to each college to provide individualized services can help identify areas of concern the administration might not have considered, point out inconsistencies or redundancies with other policies in the manual, and help administrators determine what should be addressed by board policy, and the appropriate code for each new policy.

Entering into an interlocal agreement with TASB will provide the College with an opportunity to strengthen the current policy management process. The policy manual under TASB will continue to adhere to the College's vision, mission, and core values for the continued commitment of excellence.

Funding Source – Funds for this expenditure are funded in the Accountability, Risk, and Compliance budget for FY 2019 – FY 2020.

Reviewers –The TASB Policy Management Services have been reviewed by the President's Administrative Staff and by the President's Cabinet.

Enclosed Documents – A PowerPoint Presentation on TASB services and the TASB Legal Policies on Student Rights and Responsibilities Student Expression and Freedom From Discrimination, Harassment, and Retaliation follow in the packet for the Board’s review and information.

Dr. Reed, President, and Mary Elizondo, Vice President for Finance and Administrative Services, presented this issue to the Finance, Audit and Human Resources Committee meeting on March 10, 2020.

The Finance, Audit, and Human Resources Committee recommended Board approval of the interlocal agreement for policy management services between South Texas College and Texas Association of School Boards as presented.

**Recommendation:**

It is recommended that the Board of Trustees of South Texas College approve and authorize the interlocal agreement for policy management services between South Texas College and Texas Association of School Boards as presented.

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

The Board of Trustees approves and authorizes the interlocal agreement for policy management services between South Texas College and Texas Association of School Boards as presented.

**Approval Recommended:**

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




**SOUTH TEXAS COLLEGE**

# Policy Management Services

**Office of the President**  
Dr. Shirley Reed, M.B.A., Ed.D

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

March 10, 2020



**SOUTH TEXAS COLLEGE**

The College has maintained a Board Policy Manual since its inception and is proposing to contract with the Texas Association of School Boards (TASB) to produce a comprehensive and current policy manual that will include legal and local provisions and updates for the College.

Texas Association of School Boards (TASB)

- The College administration proposes contracting with TASB to provide policy manual maintenance and update services.
- The mission of TASB Community College Services is to assist members with timely, expert, and economical development and updating of Board Policies.

**SOUTH TEXAS COLLEGE** 2



## About TASB

TASB is a voluntary, nonprofit, statewide educational association established in 1949 with two main goals:

- To share information through publications and training to help Texas board members serve their communities more effectively.
- To speak with a unified voice to decision-makers to chart the best future for Texas public schools.

TASB represents the largest group of publicly elected officials in Texas. Members include:

- 1,025 Texas school districts (TASB provides 99% of ISDs a customized policy manual services)
- 20 regional education service centers
- 50 community colleges
- 19 central appraisal districts
- 133 shared service arrangements

## Expertise:



TASB Community College Services assist with the maintenance of policy manuals for Community Colleges.



TASB provides legal expertise related to College policies.



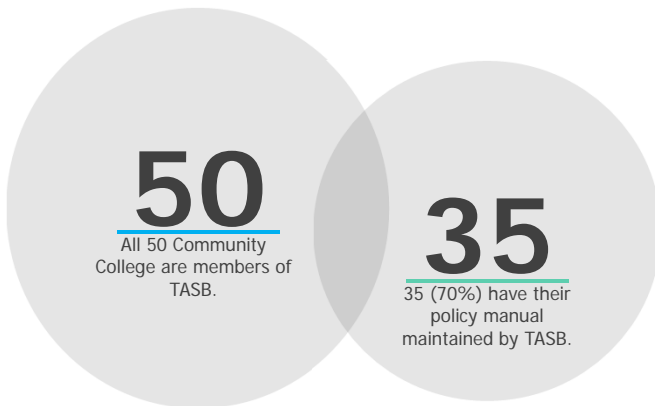
TASB's goal is to produce a comprehensive, current, and legally sound policy manual.



A policy expert is assigned to the College to provide individualized services.



## TASB Policy Manual Statistics



### Community colleges with policy manuals maintained by TASB:

- Alvin Community College
- **Austin Community College**
- Blinn College
- Brazosport College
- Coastal Bend College
- College of the Mainland
- **Collin College**
- **Dallas County Community College District**
- Frank Phillips College
- Galveston College
- Grayson College
- Hill College
- **Houston Community College System**
- Laredo College
- Lee College
- Midland College
- North Central Texas College
- Northeast Texas Community College
- Odessa College
- Panola College
- Paris Junior College
- Ranger College
- **San Jacinto College**
- Southwest Texas Junior College
- **Tarrant County College**
- Temple College
- Texarkana College
- Texas Southmost College District
- Trinity Valley Community College
- Tyler Junior College
- Vernon College
- Victoria College
- Weatherford College
- Western Texas College
- Wharton County Junior College



## Benefits of Partnering with TASB



### Monitoring and Updating

- TASB monitors changes in the legal landscape and prepares recommended revisions to the policy manual.
- TASB initiates semiannual updates and ensures policies follow the latest compliance with state and federal regulations SACSCOC requirements, the Texas Higher Education Board, Attorney General Opinions, and Case Laws.
- Each Texas Legislative session results in house and senate bills that require new or revised policies TASB prepares new and revised policies as applicable.



### Policy Development and Management

- The goal is to produce a comprehensive, current, and legally sound policy manual for use by the board and administration.
- TASB has in-house attorneys dedicated to policy development.
- TASB converts the policies to a standard template.
- Updates are uniquely tailored to the individual college.



### Development of Local and Legal policies

- TASB prepares both local and legal policies.
- TASB prepares local policies that are unique and consistent with College practices.



## Benefits of Partnering with TASB (continued)



### Legal Policies

- **Legal Policies** contain citations to the statutes, rules, and case law governing a particular topic. They are compiled by TASB Community College Services to provide the legal framework for key areas of the college operations.



### Local Policies

- **Local Policies** are needed in several specific circumstances, such as to respond to a legal requirement to adopt a policy, reduce potential legal risk by mandating consistent practices across the college or clarify administrative authority for managing college operations. Local policies may contain exhibits to assist in explanation of the policy.



### Streamline of Policy Management Process

- **Professional resources** to supplement staff working on the policy management process.
- **Policy review cycle** and timely updates.
- Staff solely designated to maintain, manage, track and keep abreast of all the changes made to federal and state regulations.
- **Reduction in the timeframe** for completing updates and revisions.
- **Proactive preparation** of policy manual updates.
- Conversion of all policies to a **standardize policy template** with consistent well define language.



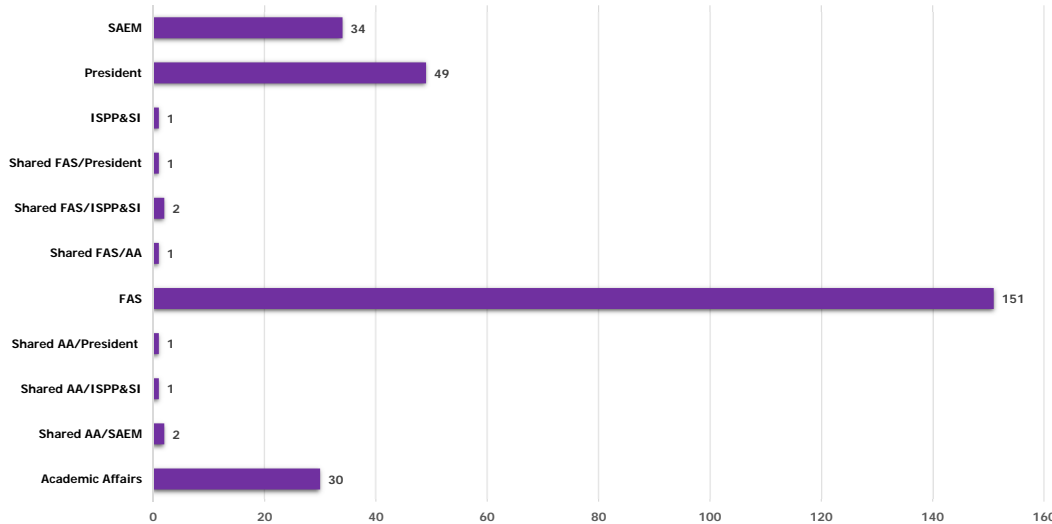


## Benefits of Partnering with TASB (continued)

- **TASB policy consultants** are assigned to a college to provide individualized service-based on the unique characteristics of each college. The services include:
  - Answer policy questions;
  - Consult via telephone and e-mail;
  - Provide sample policies;
  - Draft policy language and revisions that meet legal requirements and local needs while ensuring internal consistency within the manual; and
  - Prepares drafts for presentation to the board.
  - Point out inconsistencies or redundancies with other policies in the manual, and help administrators determine what should be addressed by board policy, and the appropriate code for each new policy.

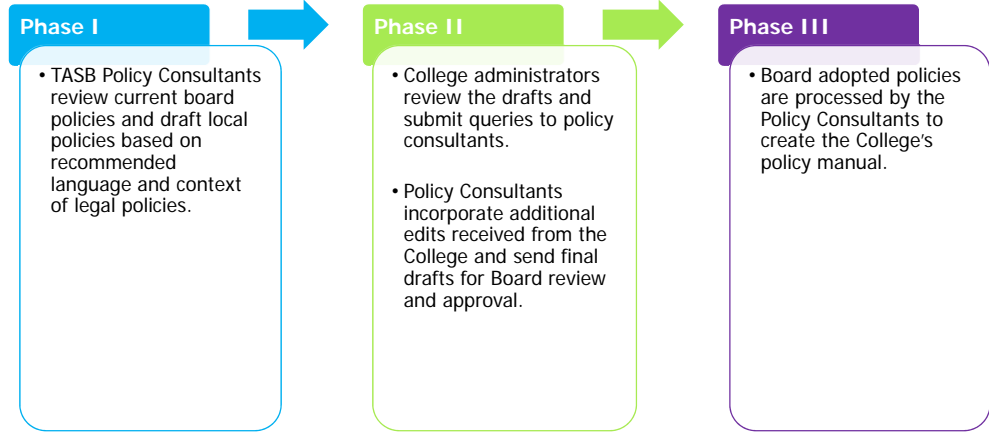


## College Policies Per Division

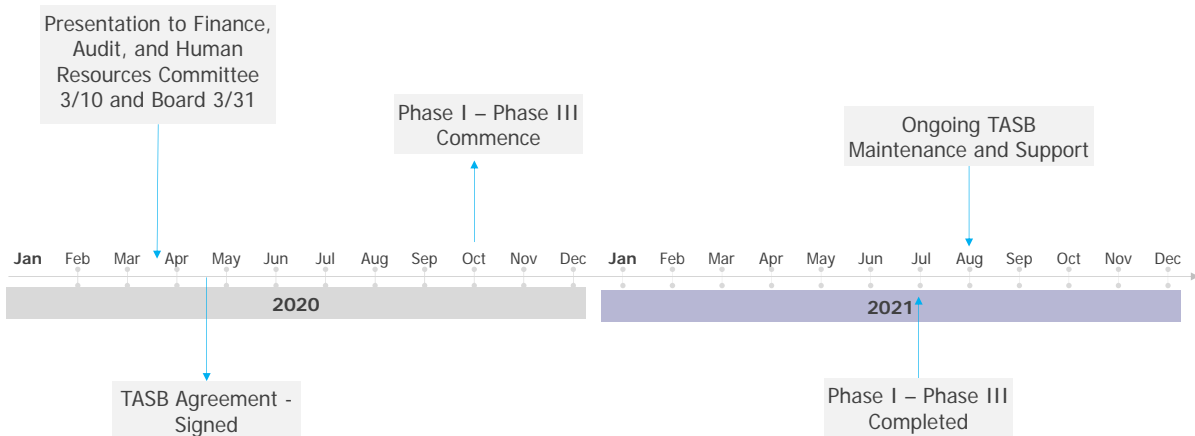


# Initial Steps

TASB's development of the policy manual is divided into three phases for processing ease.



# Policy Manual Timeline



# TASB Policy Management Services Pricing

**YEAR 1**

**\$24,550**

- Cost as of March 2020
- 1<sup>st</sup> Year Policy Manual Update
- Policy Online Tool
- Policy Online Tool Set Up
- Community College Policy Reference Manual (CCPRM) Subscription<sup>1</sup>

**YEAR 2**

**\$12,550**

- Cost of \$12,550 is for Year 2 and subsequent years
- Semi-annual Policy Updates
- Policy Online Tool
- Local Policy Maintenance
- Community College Policy Reference Manual (CCPRM) Subscription<sup>1</sup>

1. South Texas College is currently paying for the CCPRM subscription of \$4,500. This amount is included in the above figures.



# Testimonials from Other Community Colleges

**" The College performed extensive research on similar services and TASB by far is the most comprehensive. "**

**TCC** Tarrant County College - Tarrant College

**" Policy consultants are amazing. Policies are consistent and uniformed. Would recommend. "**

**COLLIN COLLEGE** - Collin College

**" Definitely recommend (TASB). One of the biggest benefits is the resources that TASB provides which are hard to duplicate internally. TASB takes care of reviewing policies, drafting new language, and the online portal, which manages the policies for you. We have absolutely no concerns with TASB as they do an excellent job...TASB is a great service to have for a couple of thousand dollars a year. "**

**AUSTIN COMMUNITY COLLEGE DISTRICT**  
Neil Vickers - Executive Vice President for Finance and Administration  
Austin Community College District

**" Utilizing TASB has provided us the updates and expertise needed to comply with federal and state regulations. "**

**LAREDO COLLEGE** - Laredo College



---

**Note:** For information on employee expression on campus, see DGC. For information on community expression on campus, see GD. For use of the college district's mail system, see CHE.

---

**First Amendment**

A governmental entity, including a college district, shall take no action respecting an establishment of religion, or prohibiting the free exercise thereof; or abridging the freedom of speech, or of the press; or the right of the people peaceably to assemble, and to petition the board for a redress of grievances. *U.S. Const. Amend. I, XIV*

## Forum Analysis

*Traditional Public Forum*

A "traditional public forum" includes locations, such as sidewalks and parks, where members of the public have historically been permitted to gather and speak on any topic. *Cornelius v. NAACP Legal Def. & Educ. Fund, Inc.*, 473 U.S. 788 (1985). An institution's property is not a traditional public forum, with the exception of sidewalks, streets, and parks that are indistinguishable from surrounding city property. *Widmar v. Vincent*, 454 U.S. 263 (1981); *Brister v. Faulkner*, 214 F.3d 675 (2000)

If an institution's property is deemed a traditional public forum, the entity may exclude particular content if that entity can assert a compelling governmental interest that is narrowly tailored to address that interest, a standard referred to as the "strict scrutiny" standard. The institution can also enforce viewpoint-neutral time, place, and manner restrictions to meet a compelling governmental interest if a sufficient number of alternative communication channels are available. *Perry Educ. Ass'n v. Perry Local Educators' Ass'n*, 460 U.S. 37 (1983)

*Designated Public Forum*

A "designated public forum" is a forum that a college or university intentionally opens to the general public to discuss matters of public concern. *Cornelius v. NAACP Legal Def. and Educ. Fund, Inc.*, 473 U.S. 788 (1985). Once designated, an institution may enforce reasonable time, place, and manner restrictions. *Widmar v. Vincent*, 454 U.S. 263 (1981). Any content limitations are subject to the strict scrutiny standard described above. *Chiu v. Plano Indep. School Dist.*, 260 F.3d 330 (5th Cir. 2001)

*Limited Public Forum*

A "limited public forum" is a forum that an institution opens to a particular group of speakers or for discussion regarding a particular topic. *Christian Legal Society v. Martinez*, 130 S.Ct. 2971 (2010); *Rosenberger v. Rector & Visitors of Univ. of Va.*, 515 U.S. 819 (1995). Within a limited public forum, limits on expression must be viewpoint-neutral and reasonable in light of the purpose of the forum. The government may impose reasonable time, place, and

manner restrictions, as long as these restrictions do not relate to the content of the expression. Cornelius v. NAACP Legal Def. and Educ. Fund, Inc., 473 U.S. 788 (1985)

To distinguish between a designated public forum and a limited public forum, courts consider two factors: (1) the intent of the institution regarding the forum, and (2) the forum's nature and compatibility with particular speech. Justice for All v. Faulkner, 410 F.3d 760 (5th Cir. 2005); Chiu v. Plano Indep. School Dist., 260 F.3d 330 (5th Cir. 2001)

*Nonpublic Forum*

If an institution has not opened a public forum, it remains a "non-public forum." Although limits on expression must be reasonable and viewpoint neutral even within a nonpublic forum, an institution will have greater discretion to control the content of speech within such a forum. Cornelius v. NAACP Legal Def. and Educ. Fund, Inc., 473 U.S. 788 (1985)

Time, Place, and Manner Restrictions

The mere dissemination of ideas on the campus of an institution of higher education may not be restricted on the basis of conventions of decency, regardless of how offensive those ideas are to good taste. However, an institution has the authority to enforce reasonable regulations as to the time, place, and manner of speech and its dissemination. Papish v. Bd. of Curators, 410 U.S. 667 (1973); Healy v. James, 408 U.S. 169 (1972)

**Protected Expression on Campus Under State Law**

An institution of higher education, including a college district, shall:

1. Ensure that the common outdoor areas of the institution's campus are deemed traditional public forums; and
2. Permit any person to engage in expressive activities in those areas of the institution's campus freely, as long as the person's conduct is not unlawful, and does not materially and substantially disrupt the functioning of the institution.

*Education Code 51.9315(c)*

Education Code 51.9315(c) and (d) do not limit the right of student expression at other campus locations or prohibit faculty members from maintaining order in the classroom. *Education Code 51.9315(e)*

Time, Place, and Manner Restrictions

An institution of higher education may adopt a policy that imposes reasonable restrictions on the time, place, and manner of expressive activities in the common outdoor areas of the institution's campus if those restrictions:

1. Are narrowly tailored to serve a significant institutional interest;

STUDENT RIGHTS AND RESPONSIBILITIES  
STUDENT EXPRESSION AND USE OF COLLEGE FACILITIES

FLA  
(LEGAL)

2. Employ clear, published, content-neutral, and viewpoint-neutral criteria;
3. Provide for ample alternative means of expression; and
4. Allow members of the university community to assemble or distribute written material without a permit or other permission from the institution.

*Education Code 51.9315(d)*

Policy Required

By August 1, 2020, each institution of higher education shall adopt a policy detailing students' rights and responsibilities regarding expressive activities at the institution. The policy must:

1. Allow any person to, subject to reasonable restrictions adopted under Education Code 51.9315(d), engage in expressive activities on campus, including by responding to the expressive activities of others, and student organizations and faculty to, subject to Education Code 51.9315(h), invite speakers to speak on campus;
2. Establish disciplinary sanctions for students, student organizations, or faculty who unduly interfere with the expressive activities of others on campus;
3. Include a grievance procedure for addressing complaints of a violation of this section;
4. Be approved by a majority vote of the institution's governing board before final adoption; and
5. Be posted on the institution's internet website.

*Education Code 51.9315(f)*

Discrimination Prohibited

An institution of higher education may not take action against a student organization or deny the organization any benefit generally available to other student organizations at the institution on the basis of a political, religious, philosophical, ideological, or academic viewpoint expressed by the organization or of any expressive activities of the organization. *Education Code 51.9315(g)*

Approval of Speaker or Determination of Fee

In determining whether to approve a speaker to speak on campus or in determining the amount of a fee to be charged for use of the institution's facilities for purposes of engaging in expressive activities, an institution of higher education:

1. May consider only content-neutral and viewpoint-neutral criteria related to the needs of the event, such as:

- a. The proposed venue and the expected size of the audience;
  - b. Any anticipated need for campus security;
  - c. Any necessary accommodations; and
  - d. Any relevant history of compliance or noncompliance by the requesting student organization or faculty member with the institution's policy adopted under Education Code 51.9315(f) and any other relevant policies; and
2. May not consider any anticipated controversy related to the event.

*Education Code 51.9315(h)*

Employee Awareness

Each institution of higher education shall develop materials, programs, and procedures to ensure that the institution's employees responsible for educating or disciplining students understand the requirements of this section and all policies adopted by the institution in accordance with this section. *Education Code 51.9315(j)*

Publication

Each institution of higher education shall make the institution's policies adopted in accordance with this section, available to students enrolled at and employees of the institution by including the policies in the institution's student handbook and personnel handbook, providing a copy of each policy to students during the institution's freshman or transfer student orientation, and posting the policies on the institution's internet website. *Education Code 51.9315(i)*

Report

Not later than December 1, 2020, each institution of higher education shall prepare, post on the institution's internet website, and submit to the governor and the members of the legislature a report regarding the institution's implementation of the requirements under this section. *Education Code 51.9315(k)*

## Appendix B

---

### Community Colleges Partnered with TASB - Policy Manual

- Alvin Community College
- Austin Community College
- Blinn College
- Brazosport College
- Coastal Bend College
- College of the Mainland
- Collin College
- Dallas County Community College District
- Frank Phillips College
- Galveston College
- Grayson College
- Hill College
- Houston Community College System
- Laredo College
- Lee College
- Midland College
- North Central Texas College
- Northeast Texas Community College
- Odessa College
- Panola College
- Paris Junior College
- Ranger College
- San Jacinto College
- Southwest Texas Junior College
- Tarrant County College
- Temple College
- Texarkana College
- Texas Southmost College District
- Trinity Valley Community College
- Tyler Junior College
- Vernon College
- Victoria College
- Weatherford College
- Western Texas College
- Wharton County Junior College



## **Discussion and Action as Necessary on Potential Refunding of the Series 2014 Bonds and Series 2015 Bonds**

In light of the current bond market and interest rates, it is prudent to determine if a taxable refunding of the Series 2014 Bonds and Series 2015 Bonds will provide a debt service savings to the College and the taxpayers. There may be an opportunity to issue taxable bonds to refund outstanding bonds and produce savings.

On February 28, 2020, Board Chairman Mr. Paul Rodriguez advised College Administration that Estrada Hinojosa & Company recommended that the College review the possibility of refunding the College's outstanding bonds.

The Finance, Audit, and Human Resources Committee noted on March 10, 2020 that, while it might not yet be the right time to refund the bonds, the College would be well served by a market update and appropriate action to allow the College and Hilltop Securities Inc., the College's Financial Advisor, to compile proposed bond refunding parameters to present at the April 28, 2020 Board Meeting

Mr. Cris Vela from Hilltop Securities Inc. will provide a presentation on the Market Update and the preliminary savings analysis for the refunding of Bonds.

Enclosed Documents – The Presentation, which includes a Market Update, and the Refunding Analysis submitted by Hilltop Securities Inc., is provided in the packet for the Board's review and information.

The Finance, Audit, and Human Resources Committee recommended Board approval of action as necessary to allow the proposed tax refund to take place if-and-when the timing is right.

### **Recommendation:**

It is recommended that the Board of Trustees of South Texas College approve and authorize action as necessary to allow the College and Hilltop Securities Inc., the College's Financial Advisor, to compile proposed bond refunding parameters to present at the April 28, 2020 Board Meeting.

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

The Board of Trustees approves and authorizes action as necessary to allow the College and Hilltop Securities Inc., the College's Financial Advisor, to compile proposed bond refunding parameters to present at the April 28, 2020 Board Meeting.

### **Approval Recommended:**

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



Contact

Anne Burger Entekin  
*Regional Managing Director*  
anne.burgerentekin@hilltopsecurities.com  
70 Northeast Loop 410, Suite 710  
San Antonio, Texas 78216  
Direct: 210.308.2200

Cris Vela  
*Director*  
cris.vela@hilltopsecurities.com  
100 East Nolana Loop  
Pharr, Texas 78577  
Direct: 956.686.0991

Mario Hernandez  
*Analyst*  
Mario.hernandez@hilltopsecurities.com  
1201 Elm Street, Suite 3500  
Dallas, Texas 75270  
Direct: 214.953.4182

**Proposed Refunding Opportunity**

---



March 31, 2020

**South Texas College**

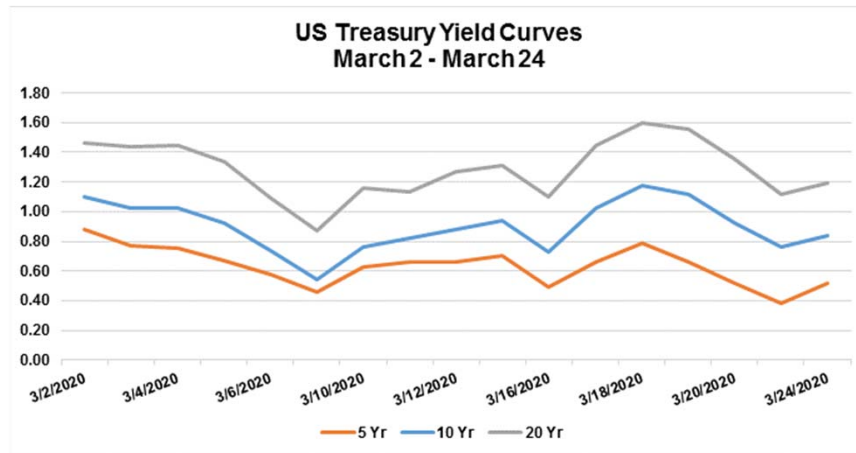
**Market Update**

---



Member FINRA / SIPC / NYSE  
© 2020 Hilltop Securities Inc.  
All Rights Reserved

## US Treasury Yield Curves March 2 through March 24



- Treasury rates are important since the proposed refunding is a taxable refunding
- Taxable municipal bonds are priced as a spread to treasury rates

## Summary of Bonds for Refunding Consideration



## Timing and Other Considerations

- Prior to the passage of the Tax Cuts and Jobs Act of 2017 (the “2017 Tax Act”), issuers were able to refund outstanding obligations which matured or were redeemable more than 90 days after issuance of refunding bonds (“advance refunding”) with tax-exempt obligations
- With the passage of the 2017 Tax Act, tax-exempt advanced refundings are no longer permitted
  - Taxable advance refundings are still permitted
- With the compression between tax-exempt rates and taxable interest rates, opportunities exist for taxable advance refundings to be undertaken
- When evaluating whether to consider a taxable advance refunding, we recommend evaluating the projections with similar criteria previously applied to tax-exempt advanced refundings

## Refunding Opportunity: Summary of Bonds for Consideration

### Limited Tax Bonds, Series 2014

Original Principal Amount	\$53,750,000
Callable Principal	\$41,195,000
Callable Maturities	2024-2034
Coupons	5.00%
Call Date	8/15/2023

### Limited Tax Bonds, Series 2015

Original Principal Amount	\$90,220,000
Callable Principal	\$58,165,000
Callable Maturities	2025-2035
Coupons	3.375-5.00%
Call Date	8/15/2024

Date	Principal	Interest Rate	Call Date
8/15/2024	\$2,900,000	5.000%	8/15/2023
8/15/2025	3,045,000	5.000%	8/15/2023
8/15/2026	3,195,000	5.000%	8/15/2023
8/15/2027	3,355,000	5.000%	8/15/2023
8/15/2028	3,525,000	5.000%	8/15/2023
8/15/2029	3,700,000	5.000%	8/15/2023
8/15/2030	3,885,000	5.000%	8/15/2023
8/15/2031	4,080,000	5.000%	8/15/2023
8/15/2032	4,285,000	5.000%	8/15/2023
8/15/2033	4,500,000	5.000%	8/15/2023
8/15/2034	4,725,000	5.000%	8/15/2023
	<u>\$41,195,000</u>		

Date	Principal	Interest Rate	Call Date
8/15/2025	\$4,135,000	5.000%	8/15/2024
8/15/2026	4,340,000	5.000%	8/15/2024
8/15/2027	4,560,000	5.000%	8/15/2024
8/15/2028	4,785,000	5.000%	8/15/2024
8/15/2029	5,025,000	3.375% / 5.000%	8/15/2024
8/15/2030	5,225,000	5.000%	8/15/2024
8/15/2031	5,485,000	5.000%	8/15/2024
8/15/2032	5,755,000	5.000%	8/15/2024
8/15/2033	6,045,000	5.000%	8/15/2024
8/15/2034	6,355,000	5.000%	8/15/2024
8/15/2035	6,455,000	5.000%	8/15/2024
	<u>\$58,165,000</u>		

## Proposed Refunding Bonds, Taxable Series 2020 Market Rates + 15 Basis Points

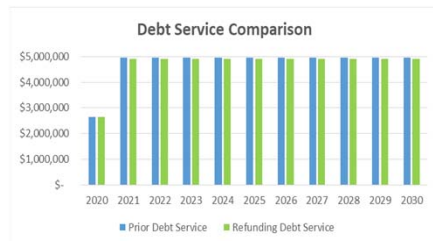


Member FINRA / SIPC / NYSE  
© 2020 Hilltop Securities Inc.  
All Rights Reserved

### Refunding Analysis Series 2014 Market Rates + 15 BPS

PROJECTED SAVINGS FOR SERIES 2014 BONDS			
South Texas College			
Proposed Limited Tax Refunding Bonds, Taxable Series 2020			
Date	Prior Debt Service	Refunding Debt Service	Projected Savings
8/31/2020	\$ 2,642,000	\$ 2,642,000	\$ -
8/31/2021	4,959,500	4,909,906	49,594
8/31/2022	4,959,250	4,909,410	49,841
8/31/2023	4,957,750	4,909,325	48,426
8/31/2024	4,959,750	4,911,871	47,880
8/31/2025	4,959,750	4,907,513	52,238
8/31/2026	4,957,500	4,905,411	52,089
8/31/2027	4,957,750	4,907,367	50,383
8/31/2028	4,960,000	4,909,077	50,924
8/31/2029	4,958,750	4,906,482	52,269
8/31/2030	4,958,750	4,910,735	48,016
8/31/2031	4,959,500	4,906,540	52,961
8/31/2032	4,960,500	4,909,908	50,593
8/31/2033	4,961,250	4,909,260	51,990
8/31/2034	4,961,250	4,911,440	49,811
	<b>\$72,073,250</b>	<b>\$71,366,240</b>	<b>\$ 707,010</b>

Proposed and Projected Limited Tax Refunding Bonds, Taxable Series 2020	
Refunding Par Amount	\$47,365,000
Gross Savings	\$707,010
Average Annual Savings (2021-2034)	\$50,501
Net Present Value Savings	\$602,066
Present Value Benefit (%)	1.46%
True Interest Cost	2.97%



\*For purposes of illustration rates are as of 3/24/20 plus 15 basis points.

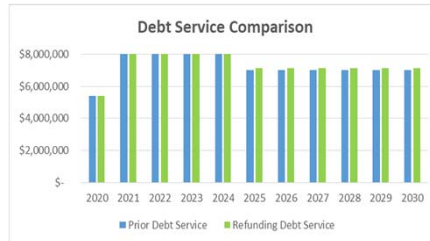


7

Member FINRA / SIPC / NYSE  
© 2020 Hilltop Securities Inc.  
All Rights Reserved

## Projected Refunding Analysis Series 2015 Market Rates + 15 BPS

PROJECTED SAVINGS FOR SERIES 2015 BONDS South Texas College				Proposed and Projected Limited Tax Refunding Bonds, Taxable Series 2020	
Proposed Limited Tax Refunding Bonds, Taxable Series 2020				Refunding Par Amount	\$69,135,000
Date	Prior Debt Service	Refunding Debt Service	Projected Savings	Gross Savings	(\$1,894,017)
8/31/2020	\$ 5,412,450	\$ 5,412,450	\$ -	Average Annual Savings (2021-2035)	(\$126,268)
8/31/2021	8,769,106	8,895,698	(126,592)	Net Present Value Savings	(\$1,433,238)
8/31/2022	8,769,456	8,895,528	(126,071)	Present Value Benefit (%)	-2.46%
8/31/2023	8,765,156	8,891,848	(126,691)	True Interest Cost	3.05%
8/31/2024	8,766,206	8,892,306	(126,099)		
8/31/2025	6,989,706	7,114,182	(124,475)		
8/31/2026	6,987,956	7,113,930	(125,974)		
8/31/2027	6,990,956	7,115,274	(124,318)		
8/31/2028	6,987,956	7,117,263	(129,306)		
8/31/2029	6,988,706	7,116,198	(127,491)		
8/31/2030	6,991,000	7,118,614	(127,614)		
8/31/2031	6,989,750	7,114,269	(124,519)		
8/31/2032	6,985,500	7,114,437	(128,937)		
8/31/2033	6,987,750	7,112,090	(124,340)		
9/1/2033	6,995,500	7,119,724	(124,224)		
9/2/2033	6,777,750	6,905,116	(127,366)		
	<b>\$117,154,906</b>	<b>\$119,048,923</b>	<b>(1,894,017)</b>		



\*For purposes of illustration rates are as of 3/24/2020 plus 15 basis points.



8

Member FINRA / SIPC / NYSE  
© 2020 Hilltop Securities Inc.  
All Rights Reserved

## How Market Volatility has Impacted Savings

Series 2014 Proposed and Projected Limited Tax Refunding Bonds, Series 2020 as of March 24	
Gross Savings	\$707,010
Net Present Value Savings	\$602,066
Net Present Value Savings as a %	1.46%
Negative Arbitrage	\$3,344,257
Negative Arbitrage / Net PV Savings	-555.46%
True Interest Cost	2.97%

Series 2014 Proposed and Projected Limited Tax Refunding Bonds, Series 2020 as of March 17	
Gross Savings	\$4,748,419
Net Present Value Savings	\$4,085,530
Net Present Value Savings as a %	9.92%
Negative Arbitrage	\$2,169,178
Negative Arbitrage / Net PV Savings	53.09%
True Interest Cost	2.08%

Series 2014 Proposed and Projected Limited Tax Refunding Bonds, Series 2020 as of March 2	
Gross Savings	\$5,580,798
Net Present Value Savings	\$4,826,264
Net Present Value Savings as a %	11.72%
Negative Arbitrage	\$1,674,207
Negative Arbitrage / Net PV Savings	34.69%
True Interest Cost	1.99%

Series 2015 Proposed and Projected Limited Tax Refunding Bonds, Series 2020 as of March 24	
Gross Savings	(\$1,894,017)
Net Present Value Savings	(\$1,433,238)
Net Present Value Savings as a %	-2.46%
Negative Arbitrage	\$6,308,060
Negative Arbitrage / Net PV Savings	-440.13%
True Interest Cost	3.05%

Series 2015 Proposed and Projected Limited Tax Refunding Bonds, Series 2020 as of March 17	
Gross Savings	\$4,582,113
Net Present Value Savings	\$3,905,454
Net Present Value Savings as a %	6.71%
Negative Arbitrage	\$4,160,614
Negative Arbitrage / Net PV Savings	106.53%
True Interest Cost	2.16%

Series 2015 Proposed and Projected Limited Tax Refunding Bonds, Series 2020 as of March 2	
Gross Savings	\$6,036,871
Net Present Value Savings	\$5,162,398
Net Present Value Savings as a %	8.88%
Negative Arbitrage	\$3,270,797
Negative Arbitrage / Net PV Savings	63.36%
True Interest Cost	2.06%

\*For purposes of illustration, all interest rates are market plus 15 basis points on the as of date.



9

Member FINRA / SIPC / NYSE  
© 2020 Hilltop Securities Inc.  
All Rights Reserved

## Parameters Bond Sale

---



Member FINRA / SIPC / NYSE  
© 2020 Hilltop Securities Inc.  
All Rights Reserved

## Parameter Bond Sale

---

### Reason for Parameter Bond Sale = FLEXIBILITY

**Market Timing-** Bond issue is in 'Day-to-Day' mode, meaning bonds can be priced at any time and in an interest rate environment that is advantageous rather than being locked into pricing on the date of a Board meeting.

- General parameters for Board consideration:
  - Minimum Savings Threshold for Refunding
  - Maximum True Interest Cost
  - Maximum Principal Amount of Issue
  - Maximum Maturity Date
  - Expiration of Delegated Authority
  - Delegation Authority- The Finance Committee Chair, the President and/or the Vice President for Finance and Administrative Services



11 Member FINRA / SIPC / NYSE  
© 2020 Hilltop Securities Inc.  
All Rights Reserved

## Summary and Next Steps

---



## Summary and Next Steps

---

- The current municipal interest rate market is near historical lows but also experiencing significant volatility
- The STC has the potential opportunity to refund existing bonds at lower interest rates resulting in projected debt service savings
- Should STC decide to proceed with a refunding, the next step would be to have the Board consider at the April 28<sup>th</sup> meeting an agenda item related to the authorization of a Parameters Order
- A Parameters Order identifies the requirements relative to the proposed Refunding Bonds under which a refinancing could be undertaken:
- If the parameters are able to be achieved, the Parameters Order delegates the Finance Committee Chair, President and the Vice President for Finance and Administrative Services the authority to authorize the refunding bonds



## **Review and Action as Necessary on Contracting Architectural Services for the Pecan Campus Business and Science Building G Conversion of Two Classrooms to Geology Labs**

Approval to contract architectural services for the Pecan Campus Business and Science Building G Conversion of Two Classrooms to Geology Labs project is requested.

### **Purpose**

Architectural services are necessary for design and construction administration services for the Pecan Campus Business and Science Building G Conversion of Two Classrooms to Geology Labs Project. The design scope of work includes, but is not limited to, design, analysis, preparation of plans and specifications, permit applications, construction administration, and inspection of the project.

### **Scheduling Priority**

This project was submitted by the Physical Science Department in 2019, and has been reviewed by the Facilities Planning & Construction department, Coordinated Operations Council, the President's Cabinet, the Facilities Committee, and the Board of Trustees. It is scheduled as an educational space improvement to convert two classrooms in Building G to geology labs.

### **Background**

The proposed Pecan Campus Business and Science Building G Conversion of Two (2) Classrooms to Geology Labs project is part of the College's FY 2019-2020 Capital Improvement Projects. Enrollment in Geology courses has grown 135% since Fall 2014, and the program requested additional lab space to accommodate the increased need. Currently, there is only one dedicated Geology lab and other science labs are being used as a temporary solution.

The proposed scope of work is summarized as follows:

- Convert two (2) classrooms to Geology Labs to seat twenty-four (24) students per lab
- Add new lab tables, lab chairs, flooring, sinks / cabinets, eye wash stations, and electrical service for lab tables
- 1,584 sq ft of space to be renovated

On December 10, 2019, the Board of Trustees approved the solicitation for architectural services. Solicitation for architectural qualifications began on January 13, 2020, for the purpose of selecting an architectural firm to prepare the necessary plans and specifications for the Pecan Campus Business and Science Building G Conversion of Two (2) Classrooms to Geology Labs Project. A total of ten (10) firms received a copy of the RFQ and a total of two (2) firms submitted their responses on January 30, 2020.

<b>Timeline for Solicitation of Statements of Qualifications</b>	
January 13, 2020	Solicitation of statements of qualifications began.
January 30, 2020	Two (2) statements of qualifications were received.

The total project budget is \$199,500 and itemized in the table below:

<b>Business and Science Building G Conversion of Two (2) Classrooms to Geology Labs Total Project Budget</b>	
<b>Budget Item</b>	<b>Budget Amount</b>
Construction	\$135,000
Design	13,500
Miscellaneous	6,000
FFE	45,000
<b>Total Project Budget</b>	<b>\$199,500</b>

The original total project budget was \$333,000 to convert three (3) classrooms, but was revised to \$199,500 to convert two (2) classrooms at this time based on Academic Affairs' reassessment of laboratory needs. The third classroom would be converted a later time when enrollment presents the need.

### **Funding Source**

Funds for the Pecan Campus Business and Science Building G Conversion of Two (2) Classrooms to Geology Labs Project 2020-008C are budgeted in the Unexpended Construction Plan Fund for available use in fiscal year 2019-2020. A remaining budget balance of the FY20 Unexpended Plant Fund considering this month's proposed project may be found under the agenda item titled Update on Status of Unexpended Plant Fund Construction and Renewals & Replacements Projects.

### **Reviewers**

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

### **Enclosed Documents**

Site plans indicating the location of the proposed Pecan Campus Business and Science Building G Conversion of Two Classrooms to Geology Labs Project are enclosed. The evaluation team members completed evaluations for the firms and prepared the enclosed scoring and ranking summary.

The Facilities Committee recommended Board approval to contract architectural services with EGV Architects, Inc. for the Pecan Campus Business and Science Building G Conversion of Two Classrooms to Geology Labs Project as presented.

### **Recommendation:**

It is recommended that the Board of Trustees of South Texas College approve and authorize contracting architectural services with EGV Architects, Inc. for the Pecan Campus Business and Science Building G Conversion of Two Classrooms to Geology Labs Project as presented.

**The Following Minute Order is proposed for consideration by the Board of Trustees:**  
The Board of Trustees approves and authorizes contracting architectural services with EGV Architects, Inc. for the Pecan Campus Business and Science Building G Conversion of Two Classrooms to Geology Labs Project as presented.

**Approval Recommended:**

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



**Pecan Campus  
Business and Science Building G  
Conversion of 2 Classrooms  
to Geology Labs**



**SOUTH TEXAS  
COLLEGE**

# Business and Science Building G Conversion of 2 Classrooms to Geology Labs Project Proposed Site

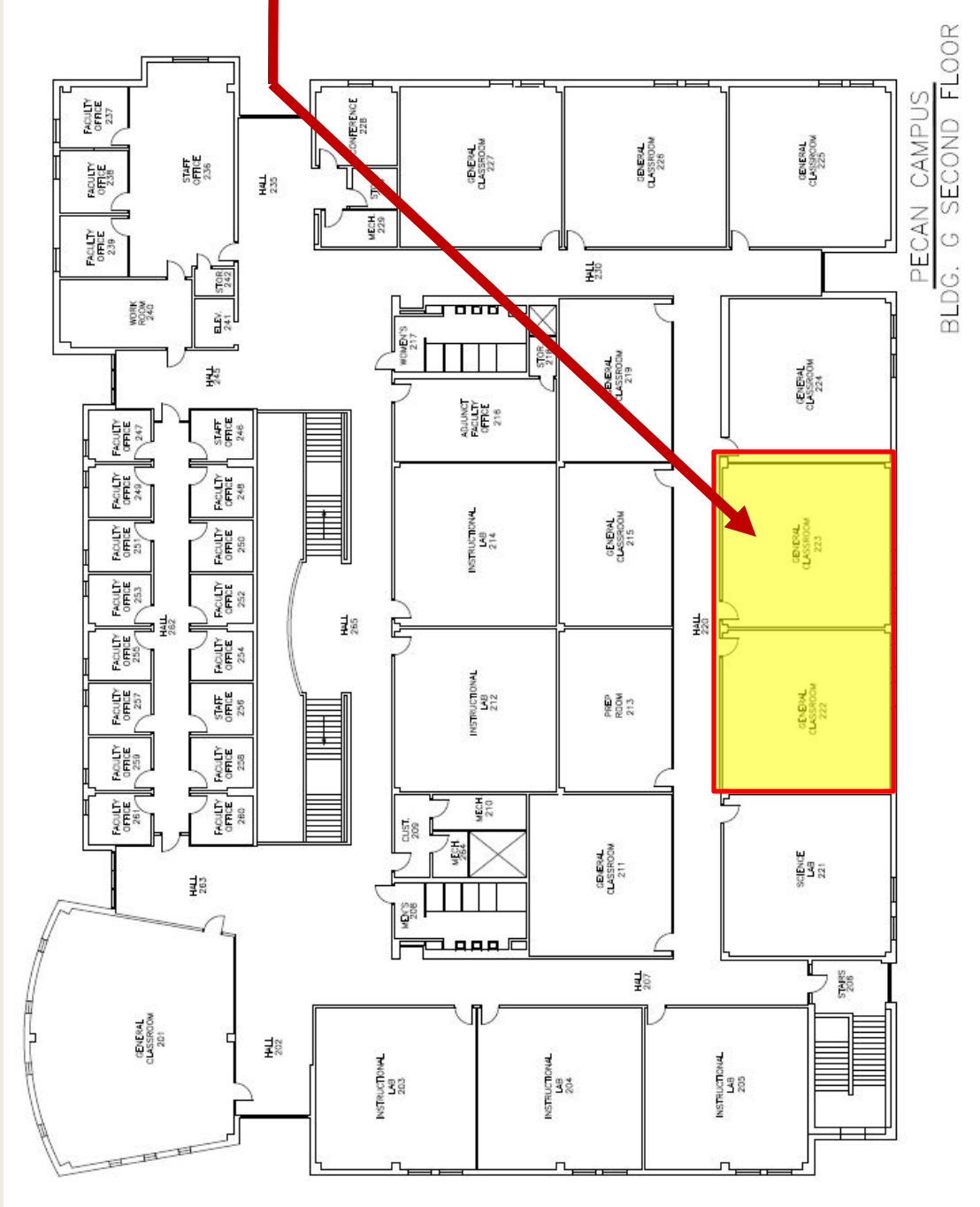


PROJECT LOCATION,  
BUSINESS AND SCIENCE  
BUILDING G

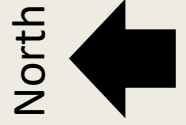
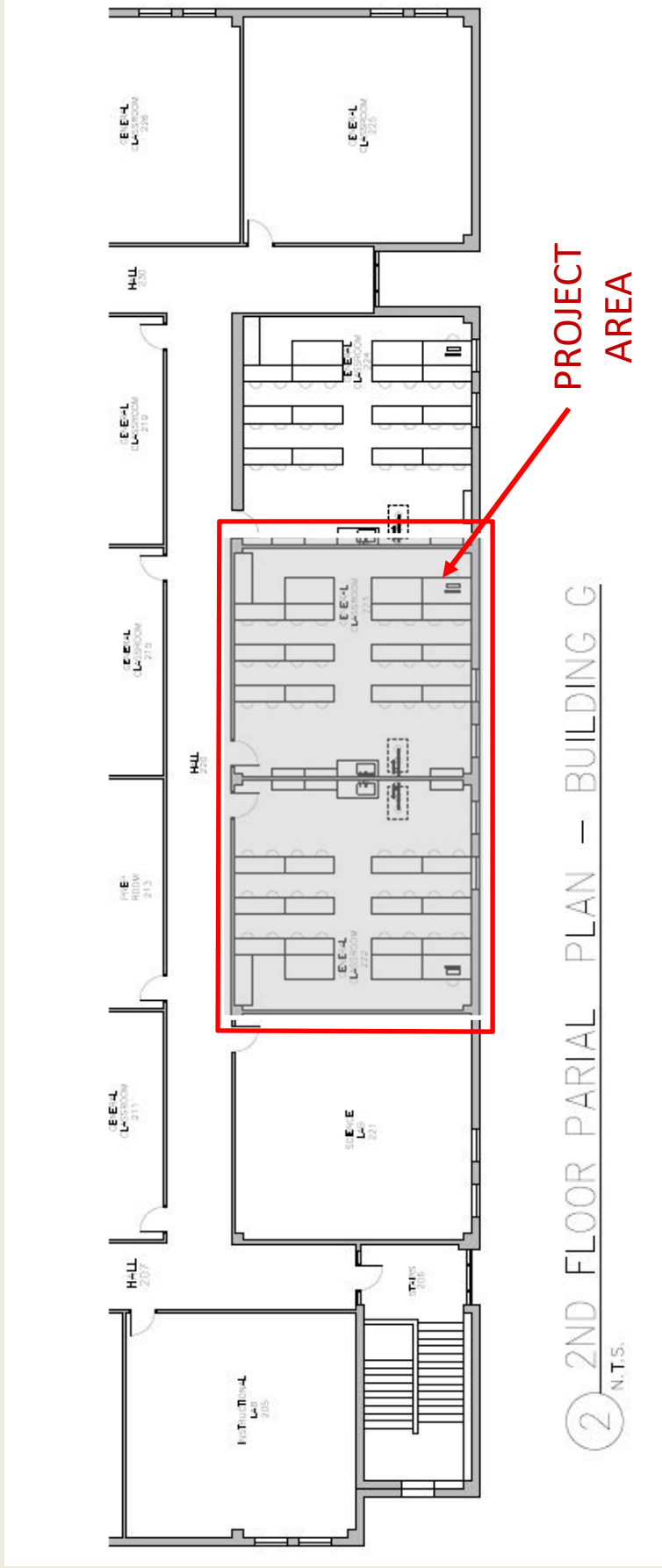




# Business and Science Building G Conversion of 2 Classrooms to Geology Labs Project Proposed Location



# Business and Science Building G Conversion of 2 Classrooms to Geology Labs



## Proposed Layout

BUSINESS AND SCIENCE  
BUILDING G  
ROOMS 222 & 223

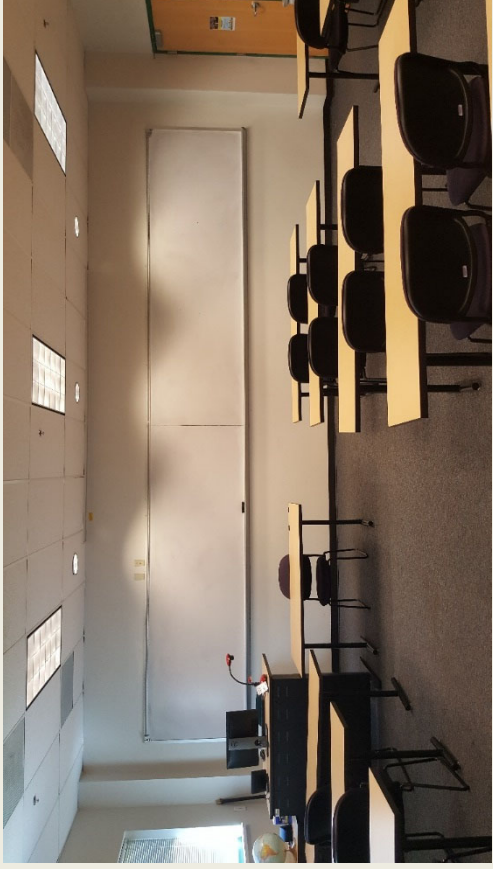
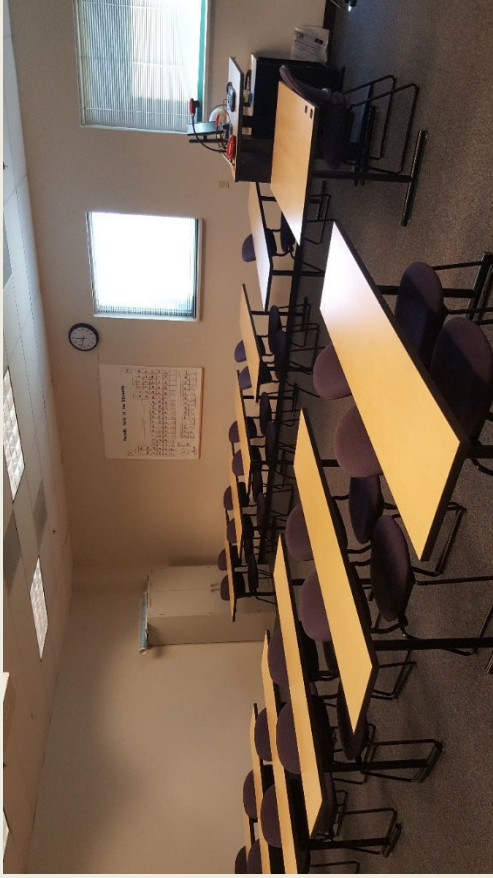
# Business and Science Building G Conversion of 2 Classrooms to Geology Labs



## Existing Geology Lab



# Business and Science Building G Conversion of 2 Classrooms to Geology Labs



**Classrooms to be  
Renovated**

# Business and Science Building G

## Conversion of 2 Classrooms to Geology Labs

# Proposed Scope & Budget



### Requested By

Geology Department

### Scope of work

1. Convert 2 Classrooms to Geology Labs
2. Add new lab tables, lab chairs, flooring, sinks / cabinets, eye wash stations, and electrical service for lab tables

Total Renovated Square Feet = 1,584 sq. ft.

### Estimated Total Project Budget

Construction	\$ 135,000
Design	13,500
Miscellaneous	6,000
FFE	45,000
<b>Total Project Budget</b>	<b>\$ 199,500</b>

**SOUTH TEXAS COLLEGE  
ARCHITECTURAL SERVICES - PECAN CAMPUS BUILDING G PHYSICAL SCIENCE  
CLASSROOM CONVERSION  
PROJECT NO. 19-20-1034**

<b>VENDOR</b>	Boultinghouse Simpson Gates Architects	EGV Architects, Inc.
<b>ADDRESS</b>	3301 N McColl Rd	220 S Bridge St
<b>CITY/STATE/ZIP</b>	McAllen, TX 78501	Hidalgo, TX 78557
<b>PHONE</b>	956-630-9494	956-843-2987
<b>FAX</b>	956-630-2058	956-843-9726
<b>CONTACT</b>	Danny Boultinghouse	Eduardo G. Vela
<b>3.1 Statement of Interest</b>		
<b>3.1.1 Statement of Interest for Project</b>	Made a statement of the firm's work on numerous renovation services on the STC Pecan Campus for over 19 years and therefore the familiarity of STC's requirements and expectations.	The firm emphasized their quality control program in their projects, familiarity with STC design standards, code requirements, and program needs. They indicated that they are immediately available to perform design needs for the college.
<b>3.1.2 History and Statistics of Firm</b>	- Firm established in 1990 - 600 successful projects and 85% repeat client rate - Three registered architects	- Established in 1994 - Specializes in educational facilities - Completed over 100 Educational Facilities
<b>3.1.3 Narrative describing the design team's unique qualifications and specialized design experience as it relates to the project</b>	Stated the firm's philosophy of being "client" oriented as much as "project" oriented.	Pointed out the following four items that sets firm apart: 1) local firm which always makes itself available; 2) personalized attention at every phase of project; 3) collaboration between all members of design team; and 4) emphasis on design of construction documents to minimize changes.
<b>3.1.4 Statement of Availability and Commitment</b>	Indicated their availability and commitment to the project. Stated that project architect and project manager would be involved with the project until completed.	Stated that they are available for any planning and design work for South Texas College.
<b>3.2 Prime Firm</b>		
<b>3.2.1 Resumes of Principals and Key Members</b>	Included resumes for the following: - Robert S. Simpson, Principal Architect - John Gates, Architect	Included resumes for the following: - Eduardo G. Vela, Principal/Registered Architect - Alejandra Mina, Senior Project Manager - Rebecca Acuña, Project Manager/Administrative Assistant - Ramiro E. Ramos, Project Manager - Yahaira N. Davila, Project Manager

**SOUTH TEXAS COLLEGE  
ARCHITECTURAL SERVICES - PECAN CAMPUS BUILDING G PHYSICAL SCIENCE  
CLASSROOM CONVERSION  
PROJECT NO. 19-20-1034**

<b>VENDOR</b>	Boultinghouse Simpson Gates Architects	EGV Architects, Inc.
<b>3.2.2 Project Assignments and Lines of Authority</b>	Lines of authority and assignments within firm are shown in an organization chart that includes eleven staff members.	Listed key personnel for projects in order of authority and their titles. Indicated that they adjust staff to different lines of duty depending on specific project needs.
<b>3.2.3 Prime Firm proximity and meeting availability</b>	Indicated that their local presence give them the opportunity to respond in a timely many to any planned or unexpected meetings with STC.	Firm is local located in Hidalgo, Texas. Indicated that their proximity has allowed them to immediately meet to resolve any unforeseen circumstances.
<b>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</b>	Indicated that firm is not involved in any litigation that could affect the firm's ability to provide professional services to STC.	Indicated that firm is not involved in any claim that will not affect any of our current projects or potential projects.
<b>3.3 Project Team</b>		
<b>3.3.1 Organization chart with Role of Prime Firm and each consultants firm</b>	Included organization chart which showed the following consultants: - Half Associates - MEP - Chanin Engineering - Structural	Included organizational chart showing prime firm and the following consultants: - Chanin Engineering - Structural - Trinity MEP Engineering - MEP
<b>3.4 Representative Projects</b>		
<b>3.4.1 Minimum of 5 projects firm has worked on</b>	- City of McAllen - McAllen Public Library and Dewey Park Trails (\$14,300,000) - South Texas College - Building K Renovations Admissions Welcome Center and Entrance (\$411,633) - UTRGV - Haggar Building Renovation (\$2,200,000) - STC - Building D Auditorium Remodel (\$565,802) - STC - 2501 Pecan Plaza Renovation (\$2,026,926) - UTRGV - Annex Building Renovation (\$2,727,000)	- Mission CISD - Mission Collegiate High School (\$13,626,000) - Roma ISD - Veterans Memorial Elementary School (\$14,495,610) - PSJA ISD - LBJ Middle School Remodeling Additions & Site Improvements (\$18,249,900) - City of Hidalgo - Rio Grande Valley Border Security and Technology Training Center (\$1,866,903) - South Texas College & La Joya ISD - La Joya ISD ECHS Teaching Site (\$1,515,500)

**SOUTH TEXAS COLLEGE  
 ARCHITECTURAL SERVICES - PECAN CAMPUS BUILDING G PHYSICAL SCIENCE  
 CLASSROOM CONVERSION  
 PROJECT NO. 19-20-1034**

<b>VENDOR</b>	Boultinghouse Simpson Gates Architects	EGV Architects, Inc.
<b>3.5 References</b>		
<b>3.5.1 References for five (5) projects</b>	- University of Texas Pan American - City of McAllen	- PSJA ISD - Mission CISD - Roma ISD - Diocese of Brownsville - City of Hidalgo
<b>3.6 Project Execution</b>		
<b>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.</b>	Will provide personal service which includes a Project Architect and Project Manager. They will be available and will commit to the project.	Stated their process of "architecture-by-team" approach in which client, architect and consultants to exchange ideas and all work together to establish goals for the project.
<b>3.6.2 Willingness and ability to expedite services. Ability to supplement production.</b>	Reiterated the availability of the firm's staff and agree to add staff if required by project demands.	Stated that they will acquire additional help as necessary to ensure on time delivery of project.
<b>TOTAL EVALUATION POINTS</b>	576.00	578.20
<b>RANKING</b>	2	1

**SOUTH TEXAS COLLEGE  
ARCHITECTURAL SERVICES - PECAN CAMPUS BUILDING G PHYSICAL SCIENCE CLASSROOM  
CONVERSION  
PROJECT NO. 19-20-1034  
EVALUATION SUMMARY**

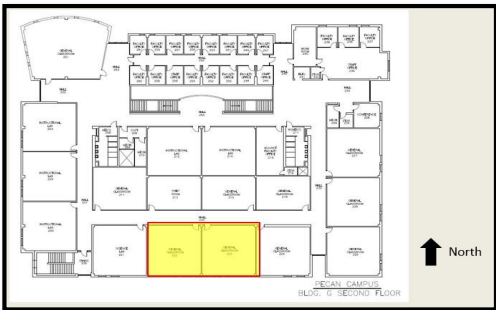
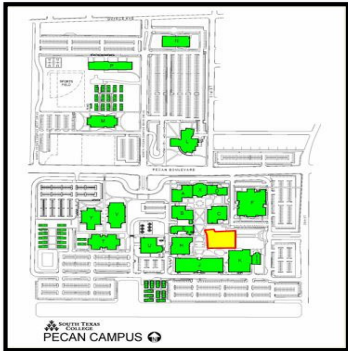
<b>VENDOR</b>	Boultinghouse Simpson Gates Architects		EGV Architects, Inc.	
<b>ADDRESS</b>	3301 N McColl Rd		220 S Bridge St	
<b>CITY/STATE/ZIP</b>	McAllen, TX 78501		Hidalgo, TX 78557	
<b>PHONE</b>	956-630-9494		956-843-2987	
<b>FAX</b>	956-630-2058		956-843-9726	
<b>CONTACT</b>	Danny Boultinghouse		Eduardo G. Vela	
<b>3.1 Statement of Interest (up to 100 points)</b>				
3.1.1 Statement of interest on projects including a narrative describing the prime firm's unique qualifications	98	96.6	94	96.4
3.1.2 Firm History including credentials	97		98	
3.1.3 Narrative describing the design team's unique qualifications and specialized design experience as it relates to the project	96		97	
3.1.4 Availability and commitment of firm and its principal(s) and key professionals	98		98	
	94		95	
<b>3.2 Prime Firm (up to 100 points)</b>				
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	98	96.6	96	95.4
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).	98		96	
3.2.3 Prime Firm proximity and meeting availability	95		96	
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	98		98	
	94		91	
<b>3.3 Project Team (up to 100 points)</b>				
3.3.1 Organizational chart showing, the roles of the prime firm and each consultant firm or individual included. --Identify the consultant and provide a brief history about the consultant --Describe the consultant's proposed role in the project and its related project experience --List a project(s) that the prime firm and the consultant have worked together on during the last five years --Provide a statement of the consultant's availability for the projects(s) --Provide resumes giving the experience and expertise of principals and key professional members for the consultant who will be assigned to the projects(s)	97	96	97	96.6
3.3.2 provide an organizational chart showing the roles of the prime firm and each specialized consultant firm(s) or individual(s) to be included if any. --Identify the consultant and provide a brief history about the consultant and their area of design expertise --Describe the consultant's proposed role in the project --List (3) projects the consultant has worked on during the last 5 years which best describe the firm's design expertise --List a project(s) that the prime firm and the specialized consultant have worked together on during the last 5 years --Provide a statement of the consultant's availability for the project --Provide resumes giving the experience and expertise of principals and key professionals members for the consultant who will be assigned to the project	97		98	
	95		95	
	98		98	
	93		95	

**SOUTH TEXAS COLLEGE  
ARCHITECTURAL SERVICES - PECAN CAMPUS BUILDING G PHYSICAL SCIENCE CLASSROOM  
CONVERSION  
PROJECT NO. 19-20-1034  
EVALUATION SUMMARY**

<b>VENDOR</b>	Boultinghouse Simpson Gates Architects	EGV Architects, Inc.
<b>3.4 Representative Projects (up to 100 points)</b>		
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	95
	95	98
	95	96
	97	98
	91	94
	95	96.2
<b>3.5 Five References (up to 100 points)</b>		
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	97	97
	98	98
	95	97
	95	98
	92	95
	95.4	97
<b>3.6 Project Execution (up to 100 points)</b>		
3.6.1 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.	97	97
	98	98
	95	96
	97	97
	95	95
	96.4	96.6
<b>TOTAL EVALUATION POINTS</b>	576	578.2
<b>RANKING</b>	2	1

## Project Fact Sheet

### 3/13/2020

<b>Project Name:</b> Pecan Campus - Building G Geology Labs Conversion		<b>Project No.</b> 2020-008C				
<b>Funding Source(s):</b> Unexpended Plant Fund	<u>Original Budget</u>		<u>Actual Expenditures To Date</u>	<u>Variance of Revised Budget vs. Actual Expenditures To Date</u>		
	Construction:	\$ 188,000	\$ 135,000	\$ -		
	Design:	18,000	13,500	-		
	Miscellaneous:	60,000	6,000	703		
	FFE:	67,000	45,000	-		
Technology:	-	-	-	-		
<b>Total:</b>	<b>\$ 333,000</b>	<b>\$ 199,500</b>	<b>\$ 703</b>	<b>\$ 198,797</b>		
<b>Architect:</b> TBD	<b>Board Approval of Schematic Design</b> TBD					
<b>Contractor:</b> TBD						
<b>STC FPC Project Manager:</b> Samuel Saldana	<b>Substantial Completion</b> TBD		<b>Board Acceptance</b> TBD			
	<b>Final Completion</b> TBD		<b>Board Acceptance</b> TBD			
<b>Project Description</b>		<b>Project Scope</b>				
The project will consist of converting two (2) classrooms in the Business and Science Building G into Geology Labs to be used for Geology Classes by the Science Department.		Addition of Lab sink, eye wash station, lab tables, lab chairs and additional electrical outlets. Square feet for both labs is 1,584 sf.				
<b>Projected Timeline</b>						
Board Approval of Architect	Board Approval of Schematic Design	Board Approval of Contractor	Construction Start Date	Substantial Completion Date	Final Completion Date	FFE Completion of Move In
3/31/2020	6/23/2020	10/2020	11/2020	2/2021	3/2021	4/2021
<b>Project Calendar of Expenditures by Fiscal Year</b>						
<b>Fiscal Year</b>	<b>Construction</b>	<b>Design</b>	<b>Misc.</b>	<b>FFE</b>	<b>Tech</b>	<b>Project Total</b>
2019-20	\$ -	\$ -	\$ 703	\$ -	\$ -	\$ 703
<b>Project Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 703</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 703</b>
<b>Current Agenda Item</b>						
3/10/20 Facilities Committee: Review and Recommend Action on Contracting Architectural Services for the Pecan Campus Business and Science Building G Conversion of Two Classrooms to Geology Labs						
						



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

Approval to contract construction services for the rebid of the Pecan Campus Information Technology Building M Office and Work Space Renovation Project is requested.

### **Purpose**

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

### **Scheduling Priority**

This project was submitted in 2018 by the Information Services and Planning Division and has been reviewed by the Facilities Planning & Construction department, the President's Cabinet, the Coordinated Operations Council, the Facilities Committee, and the Board of Trustees. This project is scheduled as a non-educational space improvement to accommodate staff from the Institutional Research & Effectiveness and Research & Analytical Services Departments that will be relocated from the Pecan Plaza Human Resources Building A.

### **Background**

As part of the 2013 Bond Construction Program, four (4) vacated existing computer labs on the second floor of Building M totaling 4,222 square feet was planned for renovation into office spaces to be used by the Institutional Research & Effectiveness and Research & Analytical Services departments' staff, which are currently located at Pecan Plaza.

On May 30, 2019, the Board of Trustees approved the schematic design from Boultinghouse Simpson Gates Architects, Inc. and the solicitation of construction services for this project. Construction proposals for this project were previously presented to the Board on October 29, 2019, at which time no action was taken, and on November 26, 2019, the Board voted to reject all of the proposals.

Solicitation of competitive sealed proposals for this project began on January 20, 2020. A total of three (3) sets of construction documents were issued to plan rooms and four (4) were issued to contractors. A total of four (4) proposals were received on February 6, 2020.

<b>Timeline for Solicitation of Competitive Sealed Proposals</b>	
January 20, 2020	Solicitation of competitive sealed proposals began.
February 6, 2020	Four (4) proposals were received.

College staff reviewed and evaluated the competitive sealed proposals and recommend Noble Texas Builders, LLC as the highest ranked in the amount of \$389,600.

**Funding Source**

<b>Source of Funding</b>	<b>Estimated Budget</b>	<b>Highest Ranked Proposal Noble Texas Builders</b>	<b>Estimated Budget Variance</b>
Unexpended Construction Plant Fund	\$420,000	\$389,600	\$30,400
<b>Total Amount</b>	<b>\$420,000</b>	<b>\$389,600</b>	<b>\$30,400</b>

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

**Reviewers**

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

**Enclosed Documents**

Enclosed are the project presentation, proposal ranking and evaluation, and fact sheet. Staff evaluated the proposal and prepared the enclosed proposal summary.

The Facilities Committee recommended Board approval to contract construction services with Noble Texas Builders, LLC in the amount of \$389,600 for the rebid of the Pecan Campus Information Technology Building M Office and Work Space Renovation Project as presented.

**Recommendation:**

It is recommended that the Board of Trustees of South Texas College approve and authorize contracting construction services with Noble Texas Builders, LLC in the amount of \$389,600 for the rebid of the Pecan Campus Information Technology Building M Office and Work Space Renovation Project as presented.

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

The Board of Trustees approves and authorizes contracting construction services with Noble Texas Builders, LLC in the amount of \$389,600 for the rebid of the Pecan Campus Information Technology Building M Office and Work Space Renovation Project as presented.

**Approval Recommended:**

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



# **Pecan Campus – Information Technology Building M Office and Work Space Renovation**



**SOUTH TEXAS  
COLLEGE**



# Information Technology Building M Office and Work Space Renovation Project Proposed Site

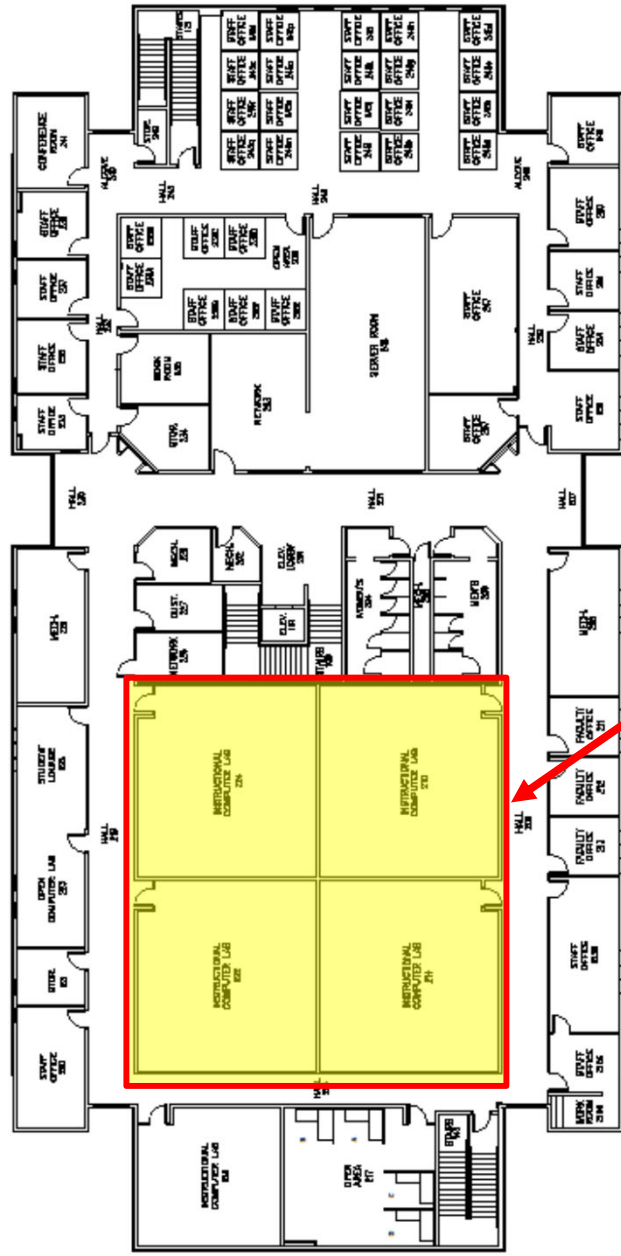


Project Site  
Information Technology  
Building M

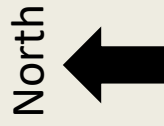




# Information Technology Building M Office and Work Space Renovation Project Proposed Location



PECAN CAMPUS  
BLDG. M SECOND FLOOR

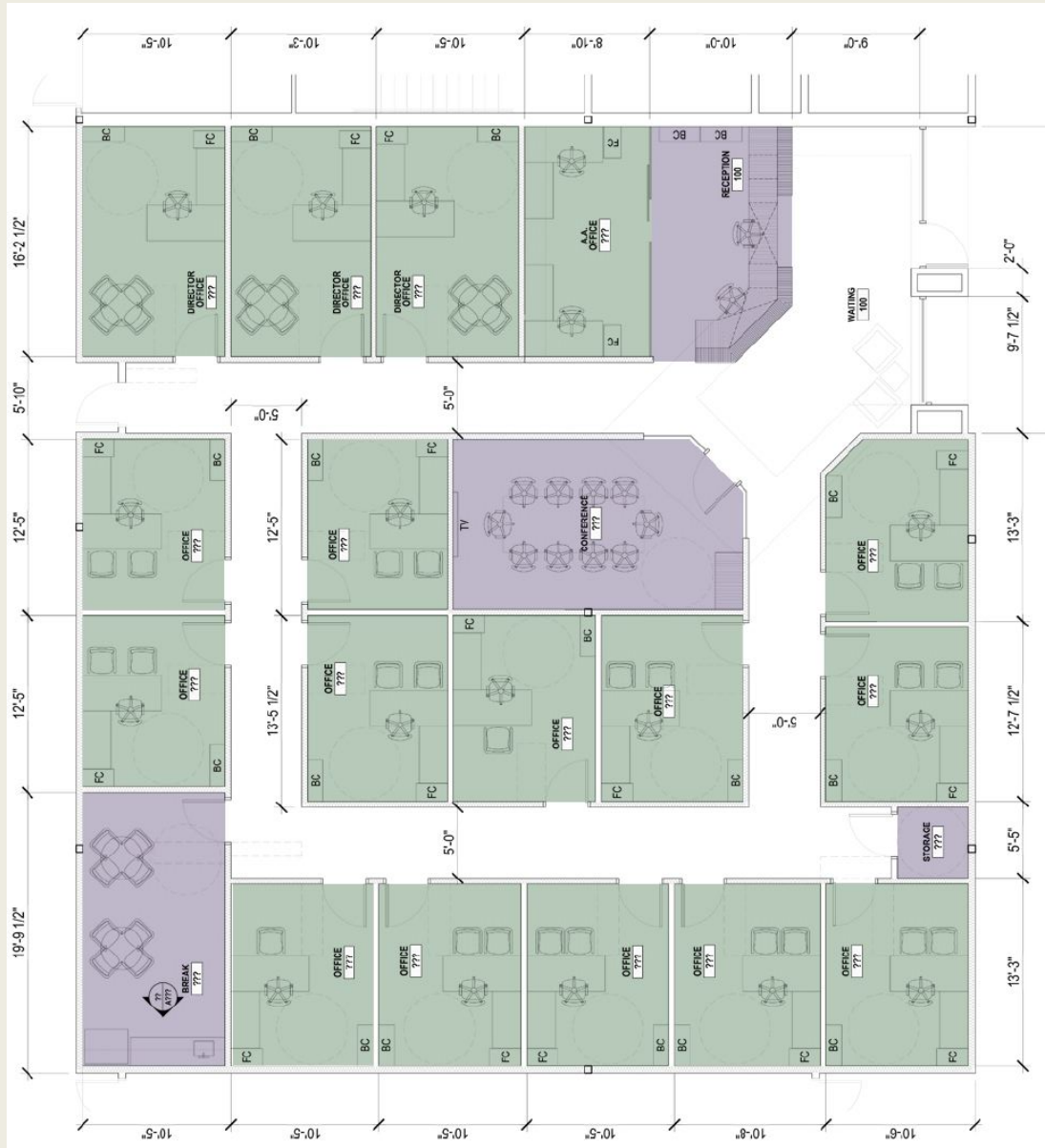


PECAN CAMPUS  
BUILDING M  
SECOND FLOOR

Approximately  
4,222 sq. ft.



# Information Technology Building M Office and Work Space Renovation



PECAN CAMPUS  
BUILDING M  
SECOND FLOOR

Approximately  
4,222 sq. ft.

# Information Technology Building M Office and Work Space Renovation Interior Renderings



# Information Technology Building M Office and Work Space Renovation Proposed Scope & Budget



## Requested By

Information Services & Planning Department

## Scope of work

1. Demolish existing walls and infrastructure
2. Renovate walls, flooring, ceiling, and interior finishes
3. Add electrical, data, and HVAC infrastructure

Total Renovated Square Feet = 4,222 sq. ft.

## Estimated Total Project Budget

Construction	\$ 420,000
Design	42,000
Miscellaneous	5,755
FFE	80,000
Technology	<u>27,540</u>
Total Project Budget	\$ 575,295



**SOUTH TEXAS COLLEGE  
REBID - PECAN CAMPUS INFORMATION TECHNOLOGY BUILDING M OFFICE AND WORKSPACE RENOVATION  
PROJECT NO. 19-20-1029**



<b>NAME</b>	5 Star GC Construction, LLC.	Holohemont, Ltd.	NM Contracting, LLC.	Noble Texas Builders, LLC.
<b>ADDRESS</b>	3209 Melody Ln	900 N Main St	2022 Orchid Ave	108 S Main St
<b>CITY/STATE/ZIP</b>	Mission, TX 78574	McAllen, TX 78501	McAllen, TX 78504	La Feria, TX 78559
<b>PHONE</b>	956-867-5040	956-686-2901	956-631-5667	956-277-0708
<b>FAX</b>	956-599-9055	956-686-2925	956-627-3959	956-277-0705
<b>CONTACT</b>	Alan Oakley	Michael C. Montalvo	Noel Munoz	Alfredo Garcia, Jr.
<b>#</b>	<b>Proposed</b>	<b>Proposed</b>	<b>Proposed</b>	<b>Proposed</b>
1	Rebid Pecan Campus Information Technology Building M Office and Workspace Renovation \$ 387,000.00	\$ 403,000.00	\$ 355,500.00	\$ 389,600.00
2	Bid Bond Provided Yes	Yes	Yes	Yes
3	Begin Work Within 10 Working Days	10 Working Days	5 Working Days	5 Working Days
4	Completion of Work Within 120 Calendar Days	120 Calendar Days	110 Calendar Days	115 Calendar Days
<b>TOTAL AMOUNT PROPOSED</b>	\$ 387,000.00	\$ 403,000.00	\$ 355,500.00	\$ 389,600.00
<b>TOTAL EVALUATION POINTS</b>	87.24	86.87	88.32	90.06
<b>RANKING</b>	3	4	2	1

**SOUTH TEXAS COLLEGE**  
**REBID - PECAN CAMPUS INFORMATION TECHNOLOGY BUILDING M OFFICE AND WORKSPACE RENOVATION**  
**PROJECT NO. 19-20-1029**  
**EVALUATION SUMMARY**

<b>VENDOR</b>		5 Star GC Construction, LLC.		Holchemont, Ltd.		NM Contracting, LLC.		Noble Texas Builders, LLC.	
<b>ADDRESS</b>		3209 Melody Ln		900 N Main St		2022 Orchid Ave		108 S Main St	
<b>CITY/STATE/ZIP</b>		Mission, TX 78574		McAllen, TX 78501		McAllen, TX 78504		La Feria, TX 78559	
<b>PHONE</b>		956-867-5040		956-686-2901		956-631-5667		956-277-0708	
<b>FAX</b>		956-599-9055		956-686-2925		956-627-3959		956-277-0705	
<b>CONTACT</b>		Alan Oakley		Michael C. Montalvo		Noel Muñoz		Alfredo Garcia, Jr.	
1	The Respondent's price proposal. (up to 45 points)	41.33	41.33	39.69	39.69	45	45	41.06	41.06
		41.33		39.69		45		41.06	
		41.33		39.69		45		41.06	
		41.33		39.69		45		41.06	
		41.33		39.69		45		41.06	
		41.33		39.69		45		41.06	
2	The Respondent's experience and reputation. (up to 10 points)	8	8.75	7	8.5	6	7	8	8.95
		9		9		7		9	
		9		9		7		9	
		9		9		8		9	
		8		8		6		9	
		9.5		9		8		9.75	
3	The quality of the Respondent's goods or services. (up to 10 points)	8	8.41	8	8.54	7	7	9	9.08
		9		9		8		9	
		9		8.5		7		9	
		7.5		8.5		6		9	
		8		8		6		9	
		9		9.25		8		9.5	
4	The Respondent's safety record (up to 5 points)	4	3.66	4	4.08	4	4	4	4.08
		4		5		4		4	
		3.5		4		4		4.5	
		3.5		4		3		4	
		3		3.5		5		4	
		4		4		4		4	
5	The Respondent's proposed personnel. (up to 8 points)	6	6.79	6	6.87	6	6.41	7	6.91
		7		7		6		7	
		7		7		7		6	
		7		7		6.5		7	
		6.5		7		6		7	
		7.25		7.25		7		7.5	
6	The Respondent's financial capability in relation to the size and scope of the project. (up to 9 points)	7	7.41	7	8	7	7.5	8	8.16
		7		8		7		8	
		8		8		8		8	
		7		8		7		8	
		7		8		8		8	
		8.5		9		8		9	
7	The Respondent's organization and approach to the project. (up to 6 points)	4	4.7	4	5	4	4.41	5	5.12
		5		5		5		5	
		5		5		4		5	
		5		5		4.5		5	
		4		5		4		5	
		5.25		6		5		5.75	
8	The Respondent's time frame for completing the project. (up to 7 points)	6.19	6.19	6.19	6.19	7	7	6.7	6.7
		6.19		6.19		7		6.7	
		6.19		6.19		7		6.7	
		6.19		6.19		7		6.7	
		6.19		6.19		7		6.7	
		6.19		6.19		7		6.7	
<b>TOTAL EVALUATION POINTS</b>		87.24		86.87		88.32		90.06	
<b>RANKING</b>		3		4		2		1	

### Project Fact Sheet

#### 3/5/2020

<b>Project Name:</b> Pecan Campus - Building M Office and Work Space Renovation		<b>Project No.</b> 2018-014C				
<b>Funding Source(s):</b> Unexpended Plant Fund	<u>Original Budget</u>		<u>Actual Expenditures To Date</u>	<u>Variance of Original Budget vs. Actual Expenditures To Date</u>		
	Construction:	\$ 420,000	\$ -	\$ 420,000		
	Design:	42,000	23,125	18,875		
	Miscellaneous:	5,755	3,586	2,169		
	FFE:	80,000	-	80,000		
Technology:	27,540	-	27,540			
<b>Total:</b>	<b>\$ 575,295</b>	<b>\$ 26,711</b>	<b>\$ 548,584</b>			
<b>Architect:</b> BSG Architects	<b>Board Approval of Schematic Design</b> 5/28/2019					
<b>Contractor:</b> TBD						
<b>STC FPC Project Manager:</b> Martin Villarreal	<u>Substantial Completion</u>	TBD	<u>Board Acceptance</u>	TBD		
	<u>Final Completion</u>	TBD	<u>Board Acceptance</u>	TBD		
<b>Project Description</b>		<b>Project Scope</b>				
The project will consist of renovating four (4) classrooms in Information Technology Building M into office spaces and a conference room for use by IS&P.		Demolish existing walls and infrastructure, renovation of walls, flooring, ceiling, and interior finishes, and adding electrical, data, and HVAC infrastructure for a 4,222 sq. ft. space.				
<b>Projected Timeline</b>						
Board Approval of Architect	Board Approval of Schematic Design	Board Approval of Contractor	Construction Start Date	Substantial Completion Date	Final Completion Date	FFE Completion of Move In
12/13/2018	5/28/2019	3/31/2020	5/4/2020	9/18/2020	10/18/2020	11/18/2020
<b>Project Calendar of Expenditures by Fiscal Year</b>						
<b>Fiscal Year</b>	<b>Construction</b>	<b>Design</b>	<b>Misc.</b>	<b>FFE</b>	<b>Tech</b>	<b>Project Total</b>
2018-19	\$ -	\$ 22,200	\$ 2,749	\$ -	\$ -	\$ 24,949
2019-20	\$ -	\$ 925	\$ 837	\$ -	\$ -	\$ 1,762
<b>Project Total</b>	<b>\$ -</b>	<b>\$ 23,125</b>	<b>\$ 3,586</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 26,711</b>
<b>Current Agenda Item</b>						
<b>3/10/20 Facilities Committee:</b> Review and Recommend Action on Contracting Construction Services for the Rebid of Pecan Campus Information Technology Building M Office and Work Space Renovation						
						

## **Review and Action as Necessary on Rejection of Construction Proposals for the Pecan Campus South Academic Building J Flooring Replacement First Floor**

Approval to reject construction proposals for the Pecan Campus South Academic Building J Flooring Replacement First Floor Project is requested.

On March 10, 2020, administration presented their request that the Facilities Committee recommend Board approval to contract with W.E. Imhoff & Co., for this project.

After the Facilities Committee meeting, administration learned that the carpeting material specified in the original RFP would not be available in time to complete the project during the break between Spring 2020 and Summer 2020 semesters, as originally planned.

Administration now recommends Board rejection of all proposals, to allow for revisions as necessary to the construction documents, and a new solicitation as necessary.

This will require a delay of the project, likely until the Winter Break in December 2020. While this delay was not expected, there are no safety concerns and the existing floors will be maintained until the project is complete.

### **Recommendation:**

It is recommended that the Board of Trustees of South Texas College approve and authorize the rejection of construction proposals for the Pecan Campus South Academic Building J Flooring Replacement First Floor project as presented.

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

The Board of Trustees approves and authorizes the rejection of construction proposals for the Pecan Campus South Academic Building J Flooring Replacement First Floor project as presented.

### **Approval Recommended:**

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

## **Review and Action as Necessary on Contracting Construction Services for Signage at the West Entry of the Nursing and Allied Health Campus**

Approval to contract construction services for installation of signage at the West entrance to the Nursing and Allied Health Campus is requested.

### **Purpose**

The procurement of a contractor will provide for construction services necessary to install signage at the West entrance to the Nursing and Allied Health Campus.

### **Scheduling Priority**

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

### **Background**

The NAH West & Simulation Center Building B was built as part of the 2013 Bond Construction Program and a new northwest entrance and drive was provided as part of the site work. Appropriate signage is necessary to provide for the formal identification and presence of the newly expanded facilities along McColl Boulevard. Additional vehicular and pedestrian wayfinding signs will also be incorporated to provide information and guidance to navigate the various facilities on the campus.

On November 26, 2019, the Board authorized the installation and procurement of the West entrance sign. The Board also approved the addition of the additional vehicular wayfinding signs, which will be procured separately.

Solicitation of competitive sealed proposals for this project began on January 13, 2020. A total of five (5) sets of construction documents were issued to contractors. A total of two (2) proposals were received on January 30, 2020.

<b>Timeline for Solicitation of Competitive Sealed Proposals</b>	
January 13, 2020	Solicitation of competitive sealed proposals began.
January 30, 2020	Two (2) proposals were received.

One (1) response was incomplete and therefore was not evaluated. College staff reviewed and evaluated the competitive sealed proposal and recommend Limon Masonry, LLC as the highest ranked in the amount of \$58,800.

**Funding Source**

<b>Source of Funding</b>	<b>Estimated Budget</b>	<b>Highest Ranked Proposal Limon Masonry, LLC</b>	<b>Estimated Budget Variance</b>
Unexpended Construction Plant Fund	\$75,000	\$58,800	\$16,200
<b>Total Amount</b>	<b>\$75,000</b>	<b>\$58,800</b>	<b>\$16,200</b>

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

**Reviewers**

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

**Enclosed Documents**

Enclosed are the project presentation, proposal ranking and evaluation, and fact sheet. Staff evaluated the proposal and prepared the enclosed proposal summary.

The Facilities Committee recommended Board approval to contract construction services with Limon Masonry, LLC in the amount of \$58,800 for the Nursing and Allied Health Campus West Entry Sign Project as presented.

**Recommendation:**

It is recommended that the Board of Trustees of South Texas College approve and authorize contracting construction services with Limon Masonry, LLC in the amount of \$58,800 for the Nursing and Allied Health Campus West Entry Sign Project as presented.

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

The Board of Trustees approves and authorizes contracting construction services with Limon Masonry, LLC in the amount of \$58,800 for the Nursing and Allied Health Campus West Entry Sign Project as presented.

**Approval Recommended:**

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



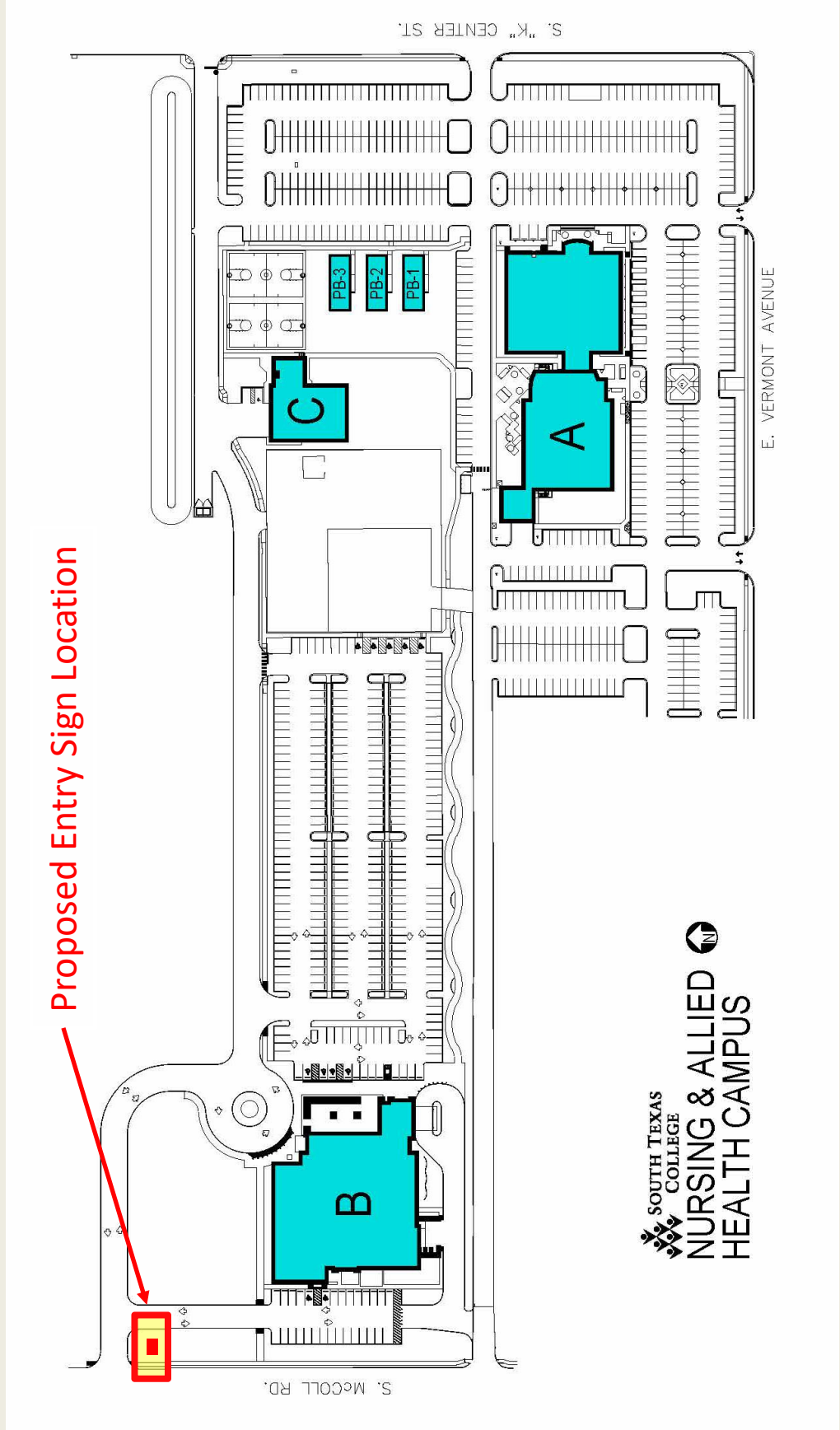
## **Dr. Ramiro R. Casso Nursing and Allied Health Campus**

**Campus Signage at  
the West Entrance**



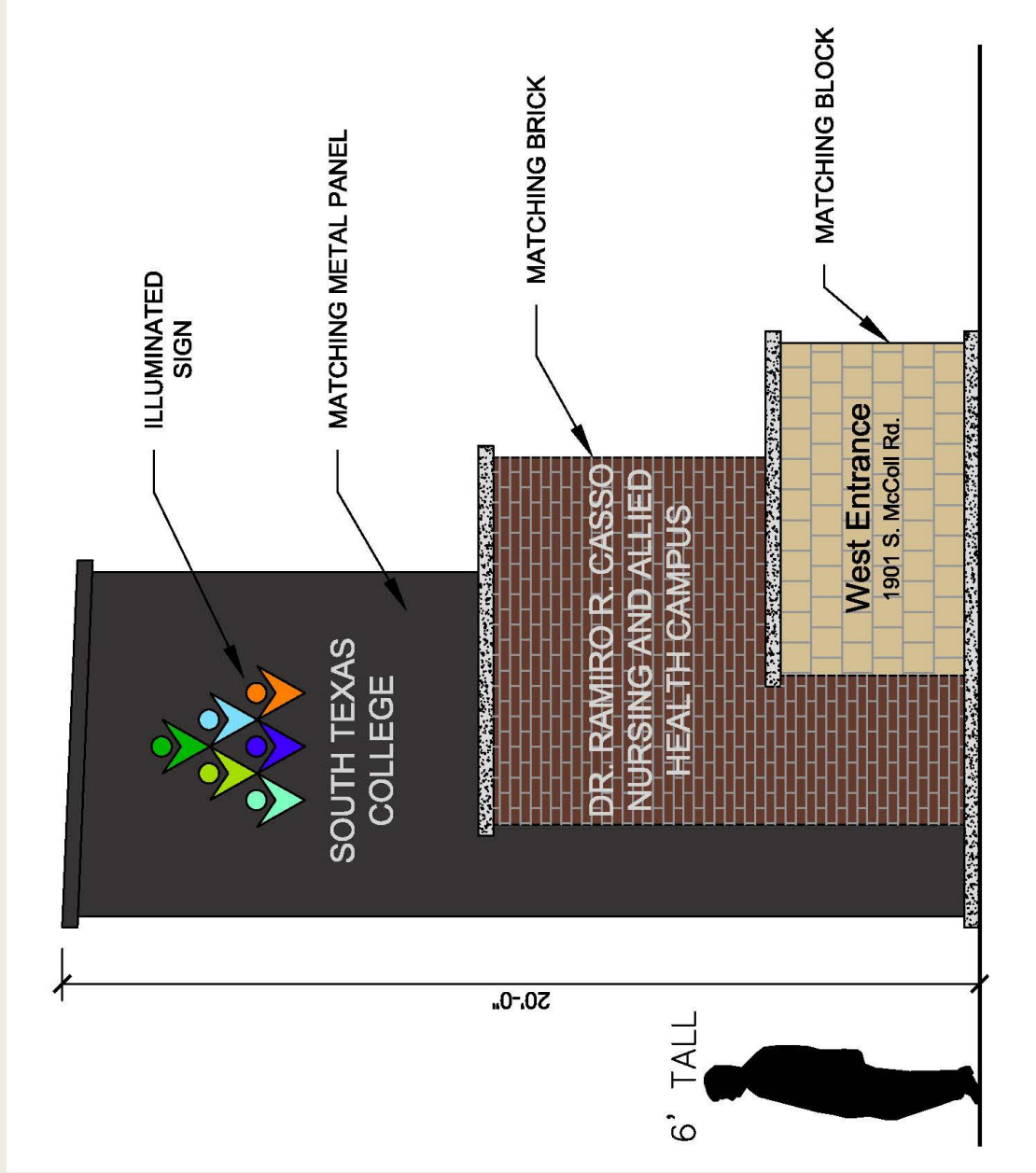
**SOUTH TEXAS  
COLLEGE**

# Campus Signage at the West Entrance Proposed Project Site





# Campus Signage at the West Entrance Proposed Project Design



# Campus Signage at the West Entrance Proposed Project Location



# Campus Signage at the West Entrance Proposed Scope & Budget



## Scope of work

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

## Estimated Total Project Budget

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

Funds for wayfinding signs are available in the District Wide Facility Signage budget. Estimated cost is \$12,000.

**SOUTH TEXAS COLLEGE  
NURSING ALLIED HEALTH CAMPUS – WEST ENTRY SIGN  
PROJECT NO. 19-20-1037**


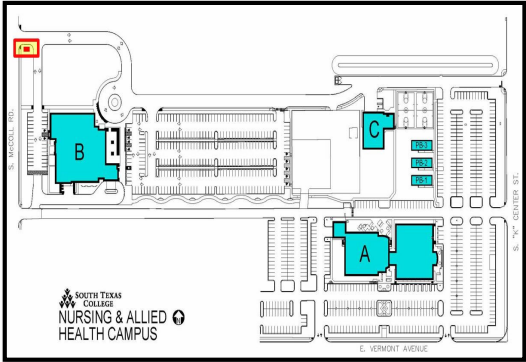
<b>NAME</b>	Limón Masonry, LLC.	National Signs, LLC.	
<b>ADDRESS</b>	614 E Frontage Rd	2611 El Camino St	
<b>CITY/STATE/ZIP</b>	Alamo, TX 78516	Houston, TX 77056	
<b>PHONE</b>	956-685-5252	713-863-0600	
<b>FAX</b>	956-258-5178		
<b>CONTACT</b>	Rolando Leal	Danae Stephenson	
<b>#</b>	<b>Description</b>	<b>Proposed</b>	<b>Proposed</b>
1	Nursing Allied Health Campus – West Entry Sign	\$ 58,800.00	\$ 73,292.50
2	Bid Bond	Yes	No
3	Begin Work Within	10 Days	No Response
4	Completion of Work Within	45 Calendar Days	No Response
<b>TOTAL AMOUNT PROPOSED</b>		\$ 58,800.00	\$ 73,292.50
<b>TOTAL EVALUATION POINTS</b>		86.32	****
<b>RANKING</b>		1	****

\*\*\*\*The vendor did not submit a bid bond, therefore was not evaluated.

**SOUTH TEXAS COLLEGE  
NURSING ALLIED HEALTH CAMPUS – WEST ENTRY SIGN  
PROJECT NO. 19-20-1037  
EVALUATION SUMMARY**

<b>VENDOR</b>		Limon Masonry, LLC.	
<b>ADDRESS</b>		614 E Frontage Rd	
<b>CITY/STATE/ZIP</b>		Alamo, TX 78516	
<b>PHONE</b>		956-685-5252	
<b>FAX</b>		956-258-5178	
<b>CONTACT</b>		Rolando Leal	
1	The Respondent's price proposal. (up to 45 points)	45	45
		45	
		45	
2	The Respondent's experience and reputation. (up to 10 points)	8	8.33
		8	
		9	
3	The quality of the Respondent's goods or services. (up to 10 points)	8	8
		8	
		8	
4	The Respondent's safety record (up to 5 points)	3.5	3.83
		4	
		4	
5	The Respondent's proposed personnel. (up to 8 points)	3	4
		5	
		4	
6	The Respondent's financial capability in relation to the size and scope of the project. (up to 9 points)	7	7.83
		8	
		8.5	
7	The Respondent's organization and approach to the project. (up to 6 points)	2	2.33
		3	
		2	
8	The Respondent's time frame for completing the project. (up to 7 points)	7	7
		7	
		7	
<b>TOTAL EVALUATION POINTS</b>		86.32	
<b>RANKING</b>		1	

### Project Fact Sheet 3/5/2020

<b>Project Name:</b> Nursing and Allied Health Campus - Campus Signage at the West Entrance		<b>Project No.</b> 2019-013C				
<b>Funding Source(s):</b> Unexpended Plant Fund	<u>Original Budget</u>		<u>Actual Expenditures To Date</u>	<u>Variance of Original Budget vs. Actual Expenditures To Date</u>		
	Construction:	\$ 75,000		\$ 75,000		
	Design:	-		-		
	Miscellaneous:	1,000	820	180		
	FFE:	-		-		
Technology:	-		-			
<b>Total:</b>	<b>\$ 76,000</b>		<b>\$ 820</b>	<b>\$ 75,180</b>		
<b>Architect:</b> N/A	<b>Board Approval of Schematic Design</b> 11/26/2019					
<b>Contractor:</b> TBD						
<b>STC FPC Project Manager:</b> David Valdez	<b>Substantial Completion</b>	TBD	<b>Board Acceptance</b>	TBD		
	<b>Final Completion</b>	TBD	<b>Board Acceptance</b>	TBD		
<b>Project Description</b>		<b>Project Scope</b>				
The installation of an monument sign at the main entrance to campus.		Installation of a pre-fabricated metal sign with it's associated masonry.				
<b>Projected Timeline</b>						
Board Approval of Architect	Board Approval of Schematic Design	Board Approval of Contractor	Construction Start Date	Substantial Completion Date	Final Completion Date	FFE Completion of Move In
N/A	11/26/2019	3/31/2020	4/15/2020	7/15/2020	8/15/2020	N/A
<b>Project Calendar of Expenditures by Fiscal Year</b>						
<b>Fiscal Year</b>	<b>Construction</b>	<b>Design</b>	<b>Misc.</b>	<b>FFE</b>	<b>Tech</b>	<b>Project Total</b>
2019-20	\$ -	\$ -	\$ 820	\$ -	\$ -	\$ 820
<b>Project Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 820</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 820</b>
<b>Current Agenda Item</b>						
3/10/20 Facilities Committee: Review and Recommend Action on Contracting Construction Services for Campus Signage at the West Entrance of the Nursing and Allied Health Campus						
 <p style="text-align: center;">Rendering</p>						

## Review and Action as Necessary on Contracting Construction Services for the Mid Valley Campus Existing Thermal Plant Demolition

Approval to contract construction services for the Mid Valley Campus Existing Thermal Plant Demolition Project is requested.

### Purpose

The procurement of a contractor will provide for construction services necessary for the Mid Valley Campus Existing Thermal Plant Demolition Project.

### Scheduling Priority

This project was originally submitted as a renovation project and has been reviewed by the Facilities Planning & Construction department, the President’s Cabinet, the Coordinated Operations Council, the Facilities Committee, and the Board of Trustees. This project is scheduled as a non-educational space improvement to demolish an obsolete facility.

### Background

As part of the 2013 Bond Construction Program, the new Mid Valley Campus Physical Plant Building J was constructed to replace the existing outdoor thermal plant. On October 30, 2018, Rike Ogden Figueroa Alex Architects, Inc. (ROFA) was contracted to perform design work for renovating the existing outdoor thermal plant, and instead recommended to demolish the structure due to the existing wall conditions and the associated costs to renovate the space.

Solicitation of competitive sealed proposals for this project began on January 27, 2020. A total of four (4) sets of construction documents were issued to plan rooms and three (3) to general contractors. A total of three (3) proposals were received on February 13, 2020.

<b>Timeline for Solicitation of Competitive Sealed Proposals</b>	
January 27, 2020	Solicitation of competitive sealed proposals began.
February 13, 2020	Three (3) proposals were received.

College staff reviewed and evaluated the competitive sealed proposals and recommend R. L. Abatement, Inc. as the highest ranked in the amount of \$33,000.

### Funding Source

<b>Source of Funding</b>	<b>Revised Estimated Budget</b>	<b>Highest Ranked Proposal R. L. Abatement, Inc.</b>	<b>Estimated Budget Variance</b>
Unexpended Construction Plant Fund	\$67,200	\$33,000	\$34,200
<b>Total Amount</b>	<b>\$67,200</b>	<b>\$33,000</b>	<b>\$34,200</b>

The original construction budget to renovate the existing thermal plant was \$160,000, but was revised to \$67,200 based on the architect's recommendation to demolish the facility. The architect provided the revised estimated cost to perform the demolition work.

Funds for the Mid Valley Campus Existing Thermal Plant Demolition Project 2017-012C 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 Construction and Renewals & Replacements Projects.

**Reviewers**

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

**Enclosed Documents**

Enclosed are the project presentation, proposal ranking and evaluation, and fact sheet. Staff evaluated the proposal and prepared the enclosed proposal summary.

The Facilities Committee recommended Board approval to contract construction services with R. L. Abatement, Inc. in the amount of \$33,000 for the Mid Valley Campus Existing Thermal Plant Demolition Project as presented.

**Recommendation:**

It is recommended that the Board of Trustees of South Texas College approve and authorize contracting construction services with R. L. Abatement, Inc. in the amount of \$33,000 for the Mid Valley Campus Existing Thermal Plant Demolition Project as presented.

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

The Board of Trustees approves and authorizes contracting construction services with R. L. Abatement, Inc. in the amount of \$33,000 for the Mid Valley Campus Existing Thermal Plant Demolition Project as presented.

**Approval Recommended:**

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

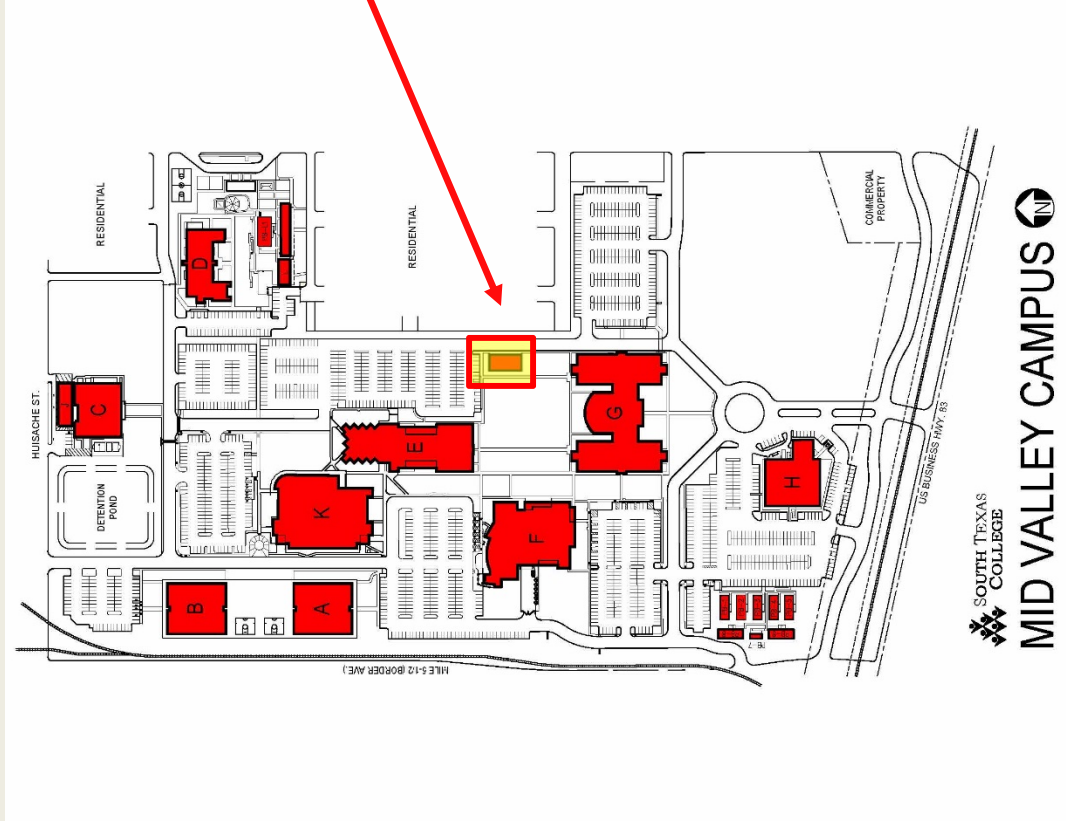




**Mid Valley Campus**  
**Existing Thermal Plant Demolition**  
**RFP#19-20-1031**



# Existing Thermal Plant Demolition Project Proposed Site



PROJECT  
LOCATION

# Existing Thermal Plant Demolition

## PHOTOS



# Existing Thermal Plant Demolition Proposed Scope & Budget



## **Requested by**

MVC Site Coordinator as covered storage. After Architectural/ Structural review, it was recommended to be demolished.

## **Scope of work**

Existing Thermal plant to be demolished. Area to be cleaned of all debris, with new landscaping / irrigation. Existing Electrical to be re-routed and all abandoned chill water lines to be removed and capped.

## **Estimated Total Project Budget**

Demolition	\$67,200
Design	8,000
Miscellaneous	3,200
<u>Technology</u>	<u>4,000</u>
Total Project Budget	<b>\$82,400</b>

**SOUTH TEXAS COLLEGE  
MID VALLEY CAMPUS EXISTING THERMAL PLANT DEMOLITION  
PROJECT NO. 19-20-1031**


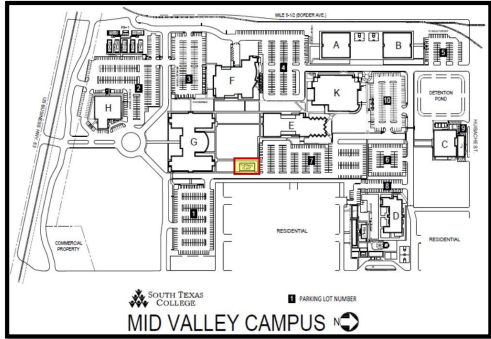
<b>NAME</b>	Noble Texas Builders, LLC.	R. E. Friedrichs, Co.	R. L. Abatement, Inc.
<b>ADDRESS</b>	108 S Main St	3409 S Jackson Rd	P O Box 332
<b>CITY/STATE/ZIP</b>	La Feria, TX 78559	Pharr, TX 78577	Weslaco, TX 78599
<b>PHONE</b>	956-277-0708	956-687-8261	956-968-2265
<b>FAX</b>	956-277-0705	956-687-6164	956-968-3301
<b>CONTACT</b>	Alfredo Garcia, Jr.	Austin C. Friedrichs	Roberto Valladares, Jr.
<b>#</b>	<b>Proposed</b>	<b>Proposed</b>	<b>Proposed</b>
1	Mid Valley Campus Thermal Plant Demolition	\$ 64,000.00	\$ 68,000.00
2	Bid Bond Provided	Yes	Yes
3	Begin Work Within	5 Working Days	10 Working Days
4	Completion of Work Within	25 Calendar Days	60 Calendar Days
<b>TOTAL AMOUNT PROPOSED</b>		\$ 64,000.00	\$ 68,000.00
<b>TOTAL EVALUATION POINTS</b>		70.53	61.32
<b>RANKING</b>		2	3
		1	1

**SOUTH TEXAS COLLEGE  
MID VALLEY CAMPUS EXISTING THERMAL PLANT DEMOLITION  
PROJECT NO. 19-20-1031  
EVALUATION SUMMARY**

<b>VENDOR</b>		Noble Texas Builders, LLC.	R. E. Friedrichs, Co.	R. L. Abatement, Inc.			
<b>ADDRESS</b>		108 S Main St	3409 S Jackson Rd	P O Box 332			
<b>CITY/STATE/ZIP</b>		La Feria, TX 78559	Pharr, TX 78577	Weslaco, TX 78599			
<b>PHONE</b>		956-277-0708	956-687-8261	956-968-2265			
<b>FAX</b>		956-277-0705	956-687-6164	956-968-3301			
<b>CONTACT</b>		Alfredo Garcia, Jr.	Austin C. Friedrichs	Roberto Valladares, Jr.			
1	The Respondent's price proposal. (up to 45 points)	23.2	23.2	21.83	21.83	45	45
		23.2		21.83		45	
		23.2		21.83		45	
		23.2		21.83		45	
		23.2		21.83		45	
2	The Respondent's experience and reputation. (up to 10 points)	9	8.7	8.5	7.5	9	7.8
		8		7		9	
		8		6		9	
		9		8		6	
		9.5		8		6	
3	The quality of the Respondent's goods or services. (up to 10 points)	9	8.7	8.5	7.9	9.5	8.7
		8		7		9	
		8.5		7		9	
		9		8.5		8	
		9		8.5		8	
4	The Respondent's safety record (up to 5 points)	5	4.5	5	4.3	4.5	3.9
		5		4		5	
		4.5		4		4	
		4		4		3	
		4		4.5		3	
5	The Respondent's proposed personnel. (up to 8 points)	7	6.9	6	6.5	7	6.7
		7		6		7	
		6.5		6.5		7.5	
		7		7		6	
		7		7		6	
6	The Respondent's financial capability in relation to the size and scope of the project. (up to 9 points)	8	7.8	5	6.5	8.5	7.5
		7		7		7	
		8		6.5		8	
		8		7		7	
		8		7		7	
7	The Respondent's organization and approach to the project. (up to 6 points)	5	4.9	5	4.3	5	4.4
		5		4		5	
		4.5		4		5	
		5		4		4	
		5		4.5		3	
8	The Respondent's time frame for completing the project. (up to 7 points)	5.83	5.83	2.49	2.49	7	7
		5.83		2.49		7	
		5.83		2.49		7	
		5.83		2.49		7	
		5.83		2.49		7	
<b>TOTAL EVALUATION POINTS</b>		70.53		61.32		91	
<b>RANKING</b>		2		3		1	

### Project Fact Sheet

3/13/2020

<b>Project Name:</b> Mid Valley Campus - Thermal Plant Demolition		<b>Project No.</b> 2017-012C					
<b>Funding Source(s):</b> Unexpended Plant Fund			<u>Original Budget</u>	<u>Revised Budget</u>	<u>Actual Expenditures To Date</u>	<u>Variance of Revised Budget vs. Actual Expenditures To Date</u>	
	Construction:	\$ 160,000	\$ 67,200	\$ -	\$ 67,200		
	Design:	16,000	8,000	4,163	3,838		
	Miscellaneous:	4,812	3,200	1,422	1,778		
	FFE:	-	-	-	-		
	Technology:	6,000	4,000	-	4,000		
<b>Total:</b>	<b>\$ 186,812</b>	<b>\$ 82,400</b>	<b>\$ 5,584</b>	<b>\$ 76,816</b>			
<b>Architect:</b> Rike Ogden Figueroa Allex Architects, Inc. - 10/30/18			<b>Board Approval of Schematic Design</b>		N/A		
<b>Contractor:</b> TBD							
<b>STC FPC Project Manager:</b> Samuel Saldana			<b>Substantial Completion</b>		TBD		
			<b>Board Acceptance</b>		TBD		
			<b>Final Completion</b>		TBD		
<b>Project Description</b>				<b>Project Scope</b>			
The existing Thermal Plant was requested to be renovated as an unconditioned covered space and used as a storage area for the Mid Valley Campus. The feasibility and cost for renovation vs the cost of demolishing the space had been requested. It was recommendation by the Architects to have the space demolished.				Existing Thermal Plant to be demolished. Area will be cleaned, landscaped, and irrigated.			
<b>Projected Timeline</b>							
Board Approval of Architect	Board Approval of Schematic Design	Board Approval of Contractor	Construction Start Date	Substantial Completion Date	Final Completion Date	FFE Completion of Move In	
10/30/2018	8/27/2019	3/31/2020	5/1/2020	6/1/2020	7/1/2020	N/A	
<b>Project Calendar of Expenditures by Fiscal Year</b>							
<b>Fiscal Year</b>	<b>Construction</b>	<b>Design</b>	<b>Misc.</b>	<b>FFE</b>	<b>Tech</b>	<b>Project Total</b>	
2018-19	\$ -	\$ 833	\$ 1,012	\$ -	\$ -	\$ 1,844	
2019-20		\$ 3,330	\$ 410			\$ 3,740	
<b>Project Total</b>	<b>\$ -</b>	<b>\$ 4,163</b>	<b>\$ 1,422</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 5,584</b>	
<b>Current Agenda Item</b>							
3/10/20 Facilities Committee: Review and Recommend Action on Contracting Construction Services for the Mid Valley Campus Existing Outdoor Thermal Plant Demolition							
							

## **Review and Action as Necessary on Contracting Construction Services for the Mid Valley Campus Student Union Building F Renovation of Cashiers and Career & Employer Services Areas**

Approval to contract construction services for the Mid Valley Campus Student Union Building F Renovation of Cashiers and Career & Employer Services Areas Project is requested. This approval will allow administration to negotiate contract terms with the selected contractor.

### **Purpose**

The procurement of a contractor will provide for construction services necessary for the Mid Valley Campus Student Union Building F Renovation of Cashiers and Career & Employer Services Areas Project.

### **Scheduling Priority**

This project was planned as re-purpose project due to the Admissions & Records staff moving to the new Student Enrollment Center as part of the 2013 Bond Construction Program and has been reviewed by the Facilities Planning & Construction department, the President's Cabinet, the Coordinated Operations Council, the Facilities Committee, and the Board of Trustees. This project is scheduled as a non-educational space improvement to relocate Student Services department staff and Cashiers department staff.

### **Background**

As part of the 2013 Bond Construction Program, the Mid Valley Campus Student Union Building F was expanded and included a new Student Enrollment Center space into which the Admissions & Records department was planned to relocate. The Cashiers department has been planned to occupy the vacated Admissions & Records space to accommodate the growth in the department. In addition, the Career & Employer Services department would relocate to the vacated Cashiers space to create a permanent presence on the campus. The existing vacated spaces need to be renovated and redesigned to accommodate the functions of the relocated departments.

On October 30, 2018, the Board approved Rike Ogden Figueroa Allex Architects, Inc. (ROFA) to perform design work for the renovation. On August 27, 2019, the Board approved the schematic design from ROFA, and authorized the solicitation of construction services.

Solicitation of competitive sealed proposals for this project began on January 27, 2020. A total of four (4) sets of construction documents were issued to plan rooms and four (4) to general contractors. A total of four (4) proposals were received on February 13, 2020.

<b>Timeline for Solicitation of Competitive Sealed Proposals</b>	
January 27, 2020	Solicitation of competitive sealed proposals began.
February 13, 2020	Four (4) proposals were received.



College staff reviewed and evaluated the competitive sealed proposals and recommend Noble Texas Builders as the highest ranked in the amount of \$289,400.

**Funding Source**

<b>Source of Funding</b>	<b>Estimated Budget</b>	<b>Highest Ranked Proposal Noble Texas Builders</b>	<b>Estimated Budget Variance</b>
Unexpended Construction Plant Fund	\$200,000	\$289,400	(\$89,400)
<b>Total Amount</b>	<b>\$200,000</b>	<b>\$289,400</b>	<b>(\$89,400)</b>

Funds for the Mid Valley Campus Student Union Building F Renovation of Cashiers and Career & Employer Services Areas Project 2019-009C are budgeted in the Unexpended Construction Plant Fund for available use in fiscal year 2019-2020.

This project is \$89,400 over budget. Additional funds are available in savings from another project at the Mid Valley Campus.

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 Construction and Renewals & Replacements Projects.

**Reviewers**

The proposals have been reviewed by the architect and College staff from the Facilities Planning & Construction, Maintenance & Operations, and Purchasing Departments.

**Enclosed Documents**

Enclosed are the project presentation, proposal ranking and evaluation, and fact sheet. Staff evaluated the proposal and prepared the enclosed proposal summary.

The Facilities Committee recommended Board approval to contract construction services with Noble Texas Builders in the amount of \$289,400 for the Mid Valley Campus Student Union Building F Renovation of Cashiers and Career & Employer Services Areas Project as presented.

**Recommendation:**

It is recommended that the Board of Trustees of South Texas College approve and authorize contracting construction services with Noble Texas Builders in the amount of \$289,400 for the Mid Valley Campus Student Union Building F Renovation of Cashiers and Career & Employer Services Areas Project as presented.

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

The Board of Trustees approves and authorizes contracting construction services with Noble Texas Builders in the amount of \$289,400 for the Mid Valley Campus Student Union Building F Renovation of Cashiers and Career & Employer Services Areas Project as presented.

**Approval Recommended:**

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



**Mid Valley Campus  
Student Union Building F  
Renovation of Cashiers and Career &  
Employer Services Areas  
RFP#19-20-1030**



**SOUTH TEXAS  
COLLEGE**



# Student Union Building F Renovation of Cashiers and Career & Employer Services Areas Project Proposed Site

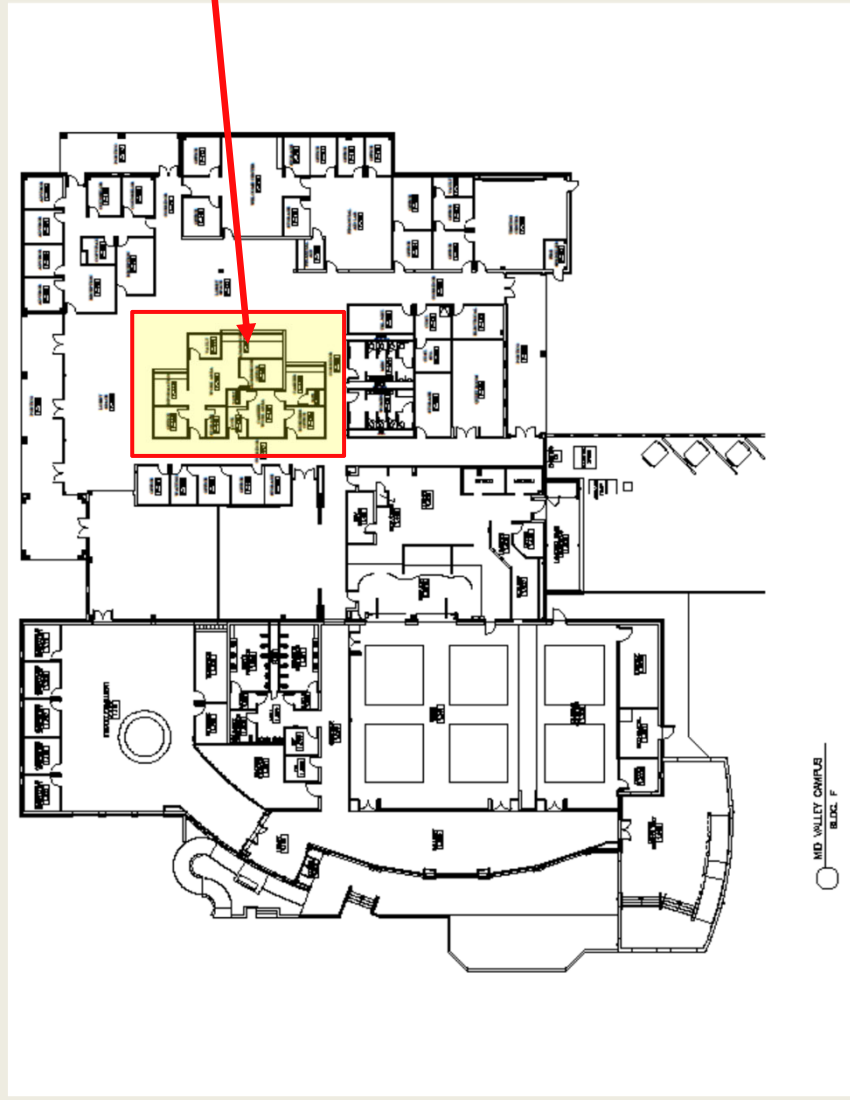
Mid Valley Campus  
Student Union Building F  
Renovation of Cashiers and  
Career & Employer Services  
Areas



PROJECT  
LOCATION



# Student Union Building F Renovation of Cashiers and Career & Employer Services Areas Project Proposed Location



Student Union  
BUILDING F

# Student Union Building F Renovation of Cashiers and Career & Employer Services Areas Interior Photos





# Student Union Building F Renovation of Cashiers and Career & Employer Services Areas Proposed Scope & Budget

**Requested by**  
Cashiers and Career Placement Departments

**Scope of work**  
1. Old Admissions area to be renovated for the New Cashiers area and  
New Career placement offices and lab.

<b><u>Estimated Total Project Budget</u></b>	
Construction	\$200,000
Design	20,000
Miscellaneous	5,000
FFE	80,000
Technology	50,000
<b>Total Project Budget</b>	<b>\$ 355,000</b>

**SOUTH TEXAS COLLEGE  
MID VALLEY CAMPUS BUILDING F STUDENT SERVICES RENOVATION  
PROJECT NO. 19-20-1030**

<b>NAME</b>	Holchemont, Ltd.	NM Contracting, LLC.	Noble Texas Builders, LLC.	Tri-Gen Construction, LLC.
<b>ADDRESS</b>	900 N Main St	2022 Orchid Ave	108 S Main St	2900 N Texas Blvd Ste 201
<b>CITY/STATE/ZIP</b>	McAllen, TX 78501	McAllen, TX 78504	La Feria, TX 78559	Weslaco, TX 78599
<b>PHONE</b>	956-686-2901	956-631-5667	956-277-0708	956-447-1048
<b>FAX</b>	956-686-2925	956-627-3959	956-277-0705	956-447-2003
<b>CONTACT</b>	Michael C. Montalvo	Noel Muñoz	Alfredo Garcia, Jr.	Juan J. Gonzalez
<b>#</b>	<b>Description</b>	<b>Proposed</b>	<b>Proposed</b>	<b>Proposed</b>
1	Mid Valley Campus Building F - Student Services Renovation	\$ 347,000.00	\$ 378,000.00	\$ 289,400.00
2	Bid Bond Provided	Yes	Yes	Yes
3	Begin Work Within	10 Working Days	5 Working Days	8 Working Days
4	Completion of Work Within	110 Calendar Days	120 Calendar Days	100 Calendar Days
<b>TOTAL AMOUNT PROPOSED</b>		\$ 347,000.00	\$ 378,000.00	\$ 289,400.00
<b>TOTAL EVALUATION POINTS</b>		83.83	73.09	95.4
<b>RANKING</b>		2	3	1

\*\*\*The vendor did not submit the required forms therefore was not evaluated.


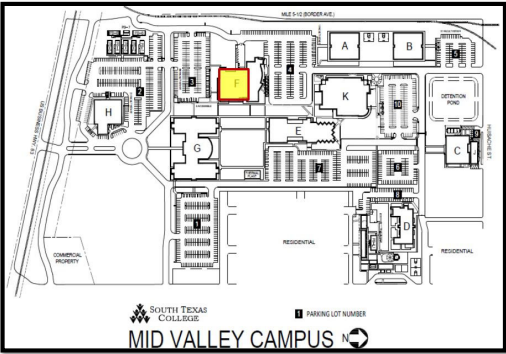


**SOUTH TEXAS COLLEGE  
MID VALLEY BUILDING F - STUDENT SERVICES RENOVATION  
PROJECT NO. 19-20-1030  
EVALUATION SUMMARY**

<b>VENDOR</b>		Holchemont, Ltd.	NM Contracting, LLC.	Noble Texas Builders, LLC.			
<b>ADDRESS</b>		900 N Main St	2022 Orchid Ave	108 S Main St			
<b>CITY/STATE/ZIP</b>		McAllen, TX 78501	McAllen, TX 78504	La Feria, TX 78559			
<b>PHONE</b>		956-686-2901	956-631-5667	956-277-0708			
<b>FAX</b>		956-686-2925	956-627-3959	956-277-0705			
<b>CONTACT</b>		Michael C. Montalvo	Noel Muñoz	Alfredo Garcia, Jr.			
1	The Respondent's price proposal. (up to 45 points)	37.53	37.53	34.45	34.45	45	45
		37.53		34.45		45	
		37.53		34.45		45	
		37.53		34.45		45	
		37.53		34.45		45	
2	The Respondent's experience and reputation. (up to 10 points)	9	8.2	5	6.1	9	9.15
		7		5		9	
		8		5		9	
		8		7		9	
		9		8.5		9.75	
3	The quality of the Respondent's goods or services. (up to 10 points)	9	8.45	5	6.1	9	8.9
		7		5		8	
		8		5		8.5	
		9		7		9	
		9.25		8.5		10	
4	The Respondent's safety record (up to 5 points)	4	4	2	3.6	4.5	4.4
		4		3		5	
		4		4		4.5	
		4		4		4	
		4		5		4	
5	The Respondent's proposed personnel. (up to 8 points)	7	7.05	4	5.8	7.5	7.3
		7		5		7	
		7		5.5		7.5	
		7		7		7	
		7.25		7.5		7.5	
6	The Respondent's financial capability in relation to the size and scope of the project. (up to 9 points)	6	7.05	8	7	9	8.4
		6		6		8	
		7		5		8	
		8		8		8	
		8.25		8		9	
7	The Respondent's organization and approach to the project. (up to 6 points)	5	5.25	3	4	5.5	5.25
		5		4		5	
		5		4		5	
		5.5		4		5	
		5.75		5		5.75	
8	The Respondent's time frame for completing the project. (up to 7 points)	6.3	6.3	6.04	6.04	7	7
		6.3		6.04		7	
		6.3		6.04		7	
		6.3		6.04		7	
		6.3		6.04		7	
<b>TOTAL EVALUATION POINTS</b>		83.83		73.09		95.4	
<b>RANKING</b>		2		3		1	

### Project Fact Sheet

3/6/2020

<b>Project Name:</b> MV Campus - Student Union Building F Renovation		<b>Project No.</b> 2019-009C				
<b>Funding Source(s):</b> Unexpended Plant Fund	<u>Original Budget</u>		<u>Variance of Contracted Budget vs. Actual Expenditures</u>			
		<u>Contracted Budget</u>	<u>Contracted Budget vs. Actual Expenditures To Date</u>			
	Construction:	\$ 200,000	\$ - \$ - \$ -			
	Design:	20,000	18,500 13,875 4,625			
	Miscellaneous:	5,000	2,752 1,662 1,090			
	FFE:	80,000	- - -			
Technology:	50,000	- - -				
<b>Total:</b>	<b>\$ 355,000</b>	<b>\$ 21,252 \$ 15,537 \$ 5,715</b>				
<b>Architect:</b> Rike Ogden Figueroa Allex Architects, Inc. - 10/30/18	<b>Board Approval of Schematic Design</b> 08/27/2019					
<b>Contractor:</b> TBD						
<b>STC FPC Project Manager:</b> Samuel Saldana	<b>Substantial Completion</b>	TBD	<b>Board Acceptance</b> TBD			
	<b>Final Completion</b>	TBD	<b>Board Acceptance</b> TBD			
<b>Project Description</b>		<b>Project Scope</b>				
This project will be a renovation to the existing Cashiers and Admissions area in the Student Union Building F.		Project scope includes the renovation of the cashiers and admissions area of the Student Union Building F. It will be renovated to create a larger space for the cashiers department, which will include a new SPIRIT office, supervisors office, work area, storage area, and payment lab. Career and Employer services will move into the cashiers area to create a small computer lab, reception area, small storage area, offices, and interview room.				
<b>Projected Timeline</b>						
Board Approval of Architect	Board Approval of Schematic Design	Board Approval of Contractor	Construction Start Date	Substantial Completion Date	Final Completion Date	FFE Completion of Move In
10/30/2018	8/27/2019	3/31/2020	5/1/2020	9/1/2020	10/1/2020	11/1/2020
<b>Project Calendar of Expenditures by Fiscal Year</b>						
<b>Fiscal Year</b>	<b>Construction</b>	<b>Design</b>	<b>Misc.</b>	<b>FFE</b>	<b>Tech</b>	<b>Project Total</b>
2018-19	\$ -	\$ 2,775	\$ 1,252	\$ -	\$ -	\$ 4,027
2019-20		\$ 11,100	\$ 410			\$ 11,510
<b>Project Total</b>	<b>\$ -</b>	<b>\$ 13,875</b>	<b>\$ 1,662</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 15,537</b>
<b>Current Agenda Item</b>						
3/10/20 Facilities Committee: Review and Recommend Action on Contracting Construction Services for the Mid Valley Campus Student Union Building F Renovation of Cashiers and Career & Employer Services Areas						
						

## Review and Action as Necessary on Contracting Construction Services for the District Wide Exterior Building Lettering

Approval to contract construction services for the District Wide Exterior Building Lettering Project is requested.

### Purpose

The procurement of a contractor will provide for construction services necessary for the District Wide Exterior Building Lettering Project.

### Scheduling Priority

This is a renewals & replacements project and has been reviewed by the Facilities Planning & Construction department, the President’s Cabinet, and the Coordinated Operations Council. This project is scheduled as a routine exterior improvement to update exterior building lettering to match the current building names of the existing facilities.

### Background

On May 29, 2018, the Board approved the building names for the 2013 Bond Construction buildings, and the existing buildings throughout the district. Some of the existing building lettering has to be updated to match the approved building names.

Solicitation of competitive sealed proposals for this project began on January 21, 2020. A total of five (5) sets of construction documents were issued to vendors. A total of one (1) proposal was received on February 5, 2020.

<b>Timeline for Solicitation of Competitive Sealed Proposals</b>	
January 21, 2020	Solicitation of competitive sealed proposals began.
February 5, 2020	One (1) proposal was received.

College staff reviewed and evaluated the competitive sealed proposal and recommend Fastsigns as the highest ranked in the amount of \$48,679.90.

### Funding Source

<b>Source of Funding</b>	<b>Estimated Budget</b>	<b>Highest Ranked Proposal Fastsigns</b>	<b>Estimated Budget Variance</b>
Renewals & Replacements Fund	\$50,000	\$48,679.90	\$1,320.10
<b>Total Amount</b>	<b>\$50,000</b>	<b>\$48,679.90</b>	<b>\$1,320.10</b>

Funds for the District Wide Exterior Building Lettering Project 2020-012R are available 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 proposed project may be found under the agenda item titled Update on Status of Unexpended Plant Fund Construction and Renewals & Replacements Projects.

**Reviewers**

The proposal has been reviewed by College staff from the Facilities Planning & Construction, Maintenance & Operations, and Purchasing departments.

**Enclosed Documents**

Enclosed are the project presentation, proposal ranking and evaluation, and fact sheet. Staff evaluated the proposal and prepared the enclosed proposal summary.

The Facilities Committee recommended Board approval to contract construction services with Fastsigns in the amount of \$48,679.90 for the District Wide Exterior Building Lettering Project as presented.

**Recommendation:**

It is recommended that the Board of Trustees of South Texas College approve and authorize contracting construction services with Fastsigns in the amount of \$48,679.90 for the District Wide Exterior Building Lettering Project as presented.

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

The Board of Trustees approves and authorizes contracting construction services with Fastsigns in the amount of \$48,679.90 for the District Wide Exterior Building Lettering Project as presented.

**Approval Recommended:**

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

# District Wide Exterior Building Lettering Pecan Campus Buildings A & D Address Locations



PROPOSED LOCATIONS  
ADMINISTRATION  
BUILDINGS  
A and D



# District Wide Exterior Building Lettering Pecan Campus Building G Letter Locations



PROPOSED LOCATIONS —  
BUSINESS AND SCIENCE  
BUILDING G

# District Wide Exterior Building Lettering Pecan Campus Building L Letter Locations



PROPOSED LOCATIONS -  
COOPER CENTER FOR  
PERFORMING ARTS  
BUILDING L

# District Wide Exterior Building Lettering Pecan Campus Building T Letter Locations



**■ PROPOSED LOCATIONS  
SOCIAL SCIENCES  
BUILDING T**

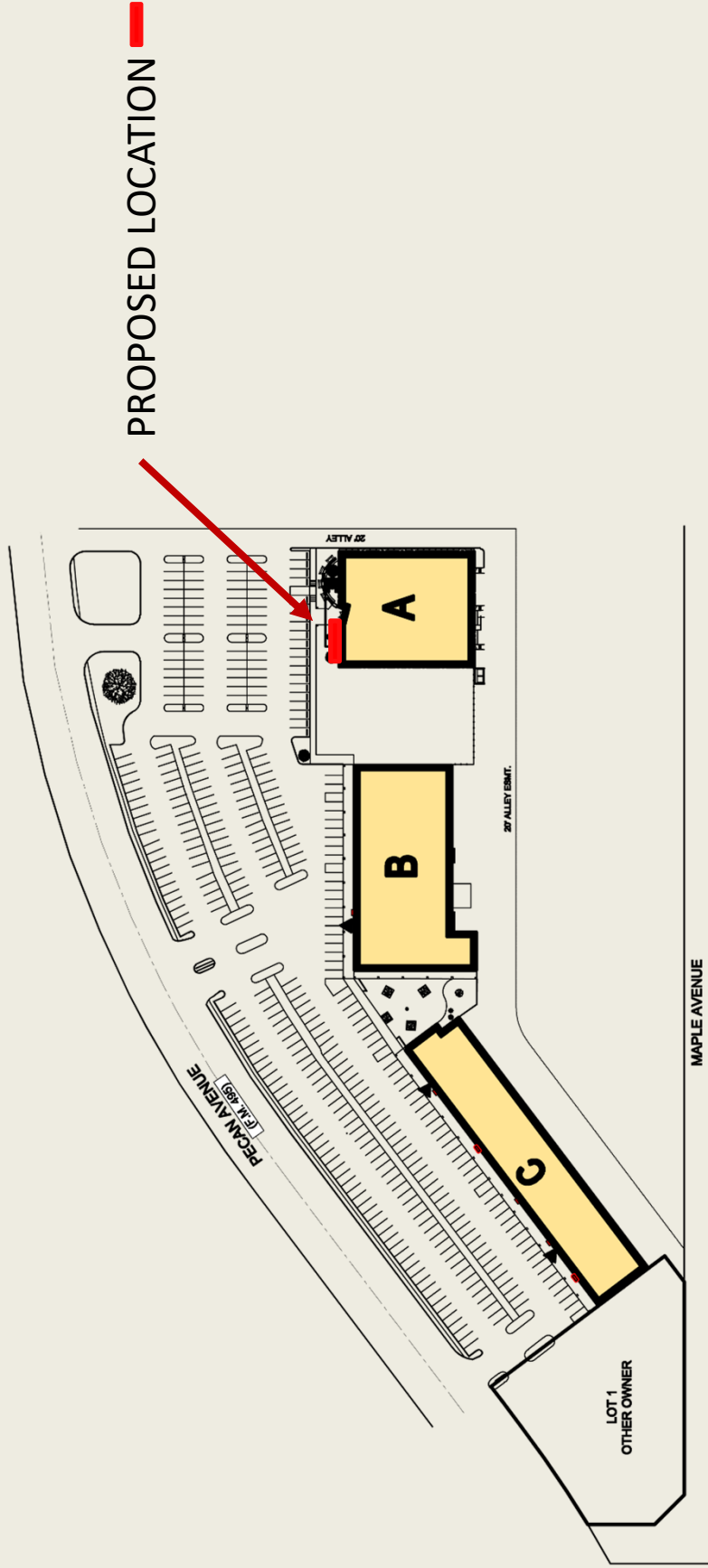


# District Wide Exterior Building Lettering Pecan Campus Building V Address Location



**■ PROPOSED ADDRESS  
LOCATION GENERAL  
ACADEMIC BUILDING V**

# District Wide Exterior Building Lettering Pecan Plaza Building A Letter Location

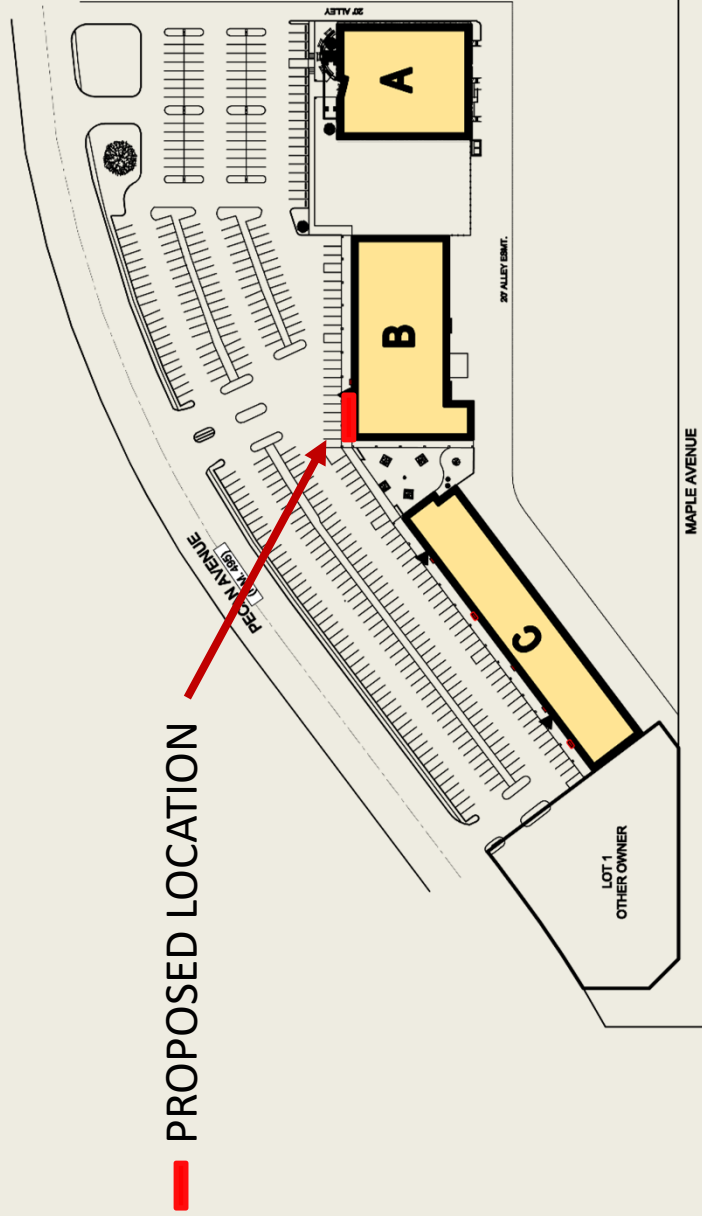


PROPOSED LOCATION

**PECAN PLAZA**  
**HUMAN RESOURCES BUILDING**  
**A**  
 PROPOSED EXTERIOR  
 BUILDING LETTERS AND LOCATION



# District Wide Exterior Building Lettering Pecan Plaza Building B Letter Location

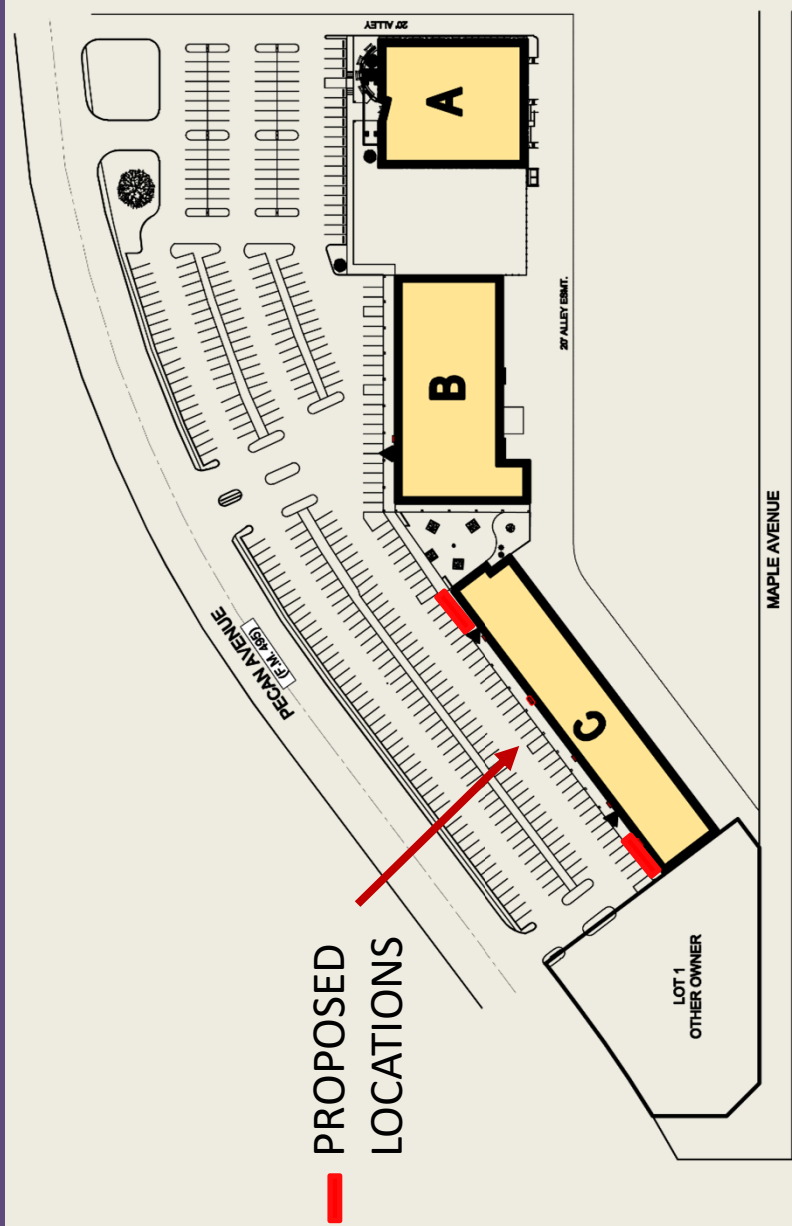


**PECAN PLAZA  
EAST BUILDING  
B**

**PROPOSED EXTERIOR  
BUILDING LETTERS AND LOCATION**



# District Wide Exterior Building Lettering Pecan Plaza Building C Letter Locations



**PECAN PLAZA**  
**WEST BUILDING**  
**C**

PROPOSED EXTERIOR  
 BUILDING LETTERS AND LOCATIONS



# District Wide Exterior Building Lettering Mid-Valley Campus Building C Letter Location



PROPOSED LOCATION

**MID-VALLEY CAMPUS  
KINESIOLOGY AND RECREATIONAL CENTER  
BUILDING C  
PROPOSED EXTERIOR  
BUILDING LETTERS AND LOCATIONS**



# District Wide Exterior Building Lettering Mid-Valley Campus Building F Letter Locations

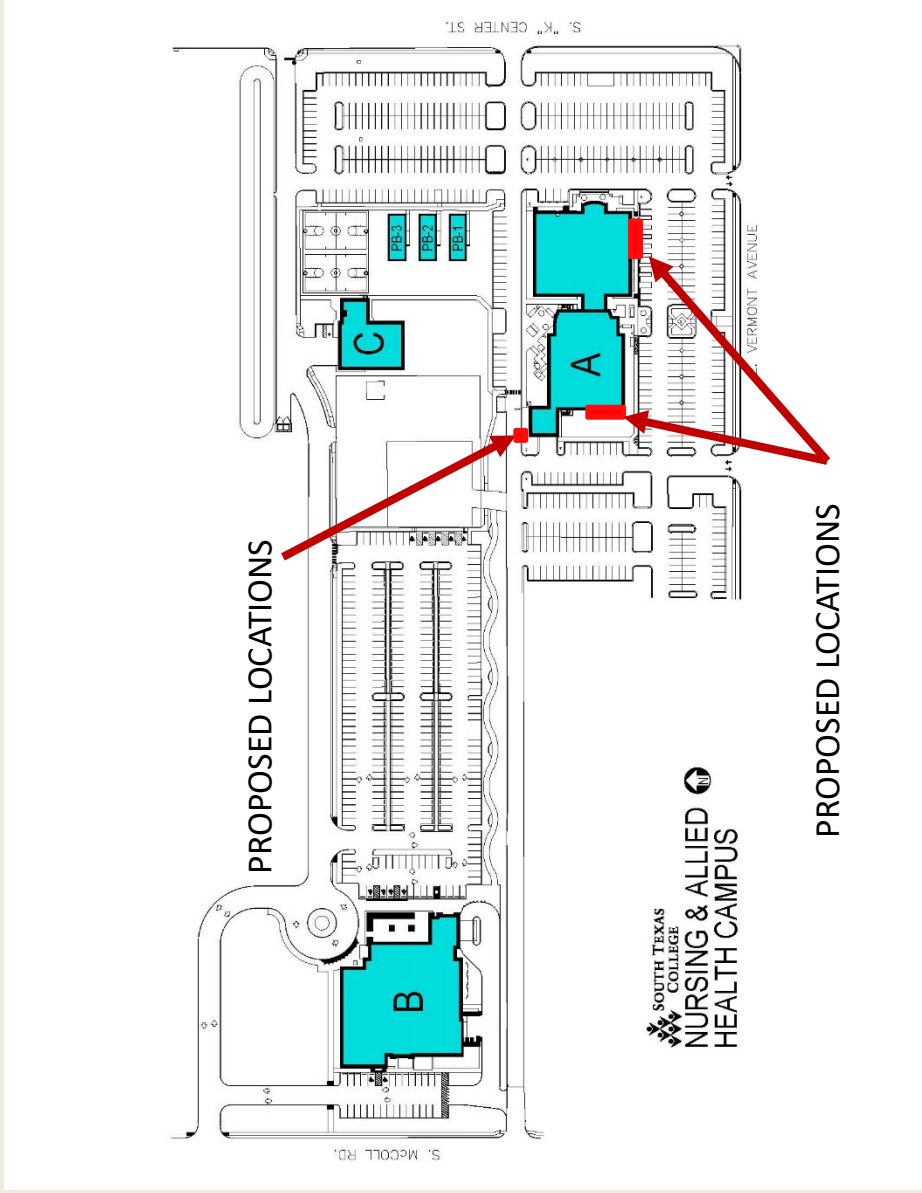


**PROPOSED LOCATIONS** —

## MID-VALLEY CAMPUS STUDENT UNION BUILDING

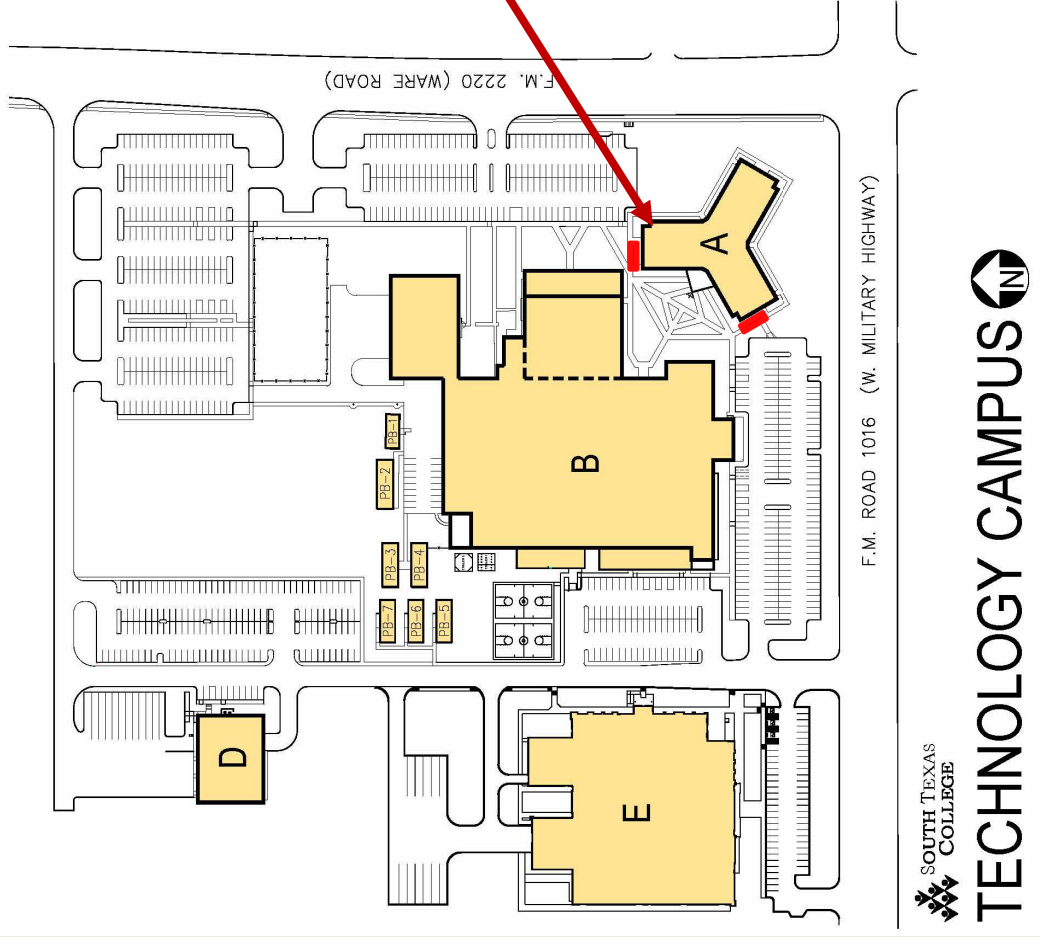
**F**  
PROPOSED EXTERIOR  
BUILDING LETTERS AND LOCATIONS

# District Wide Exterior Building Lettering NAH Campus Building A Letter Locations



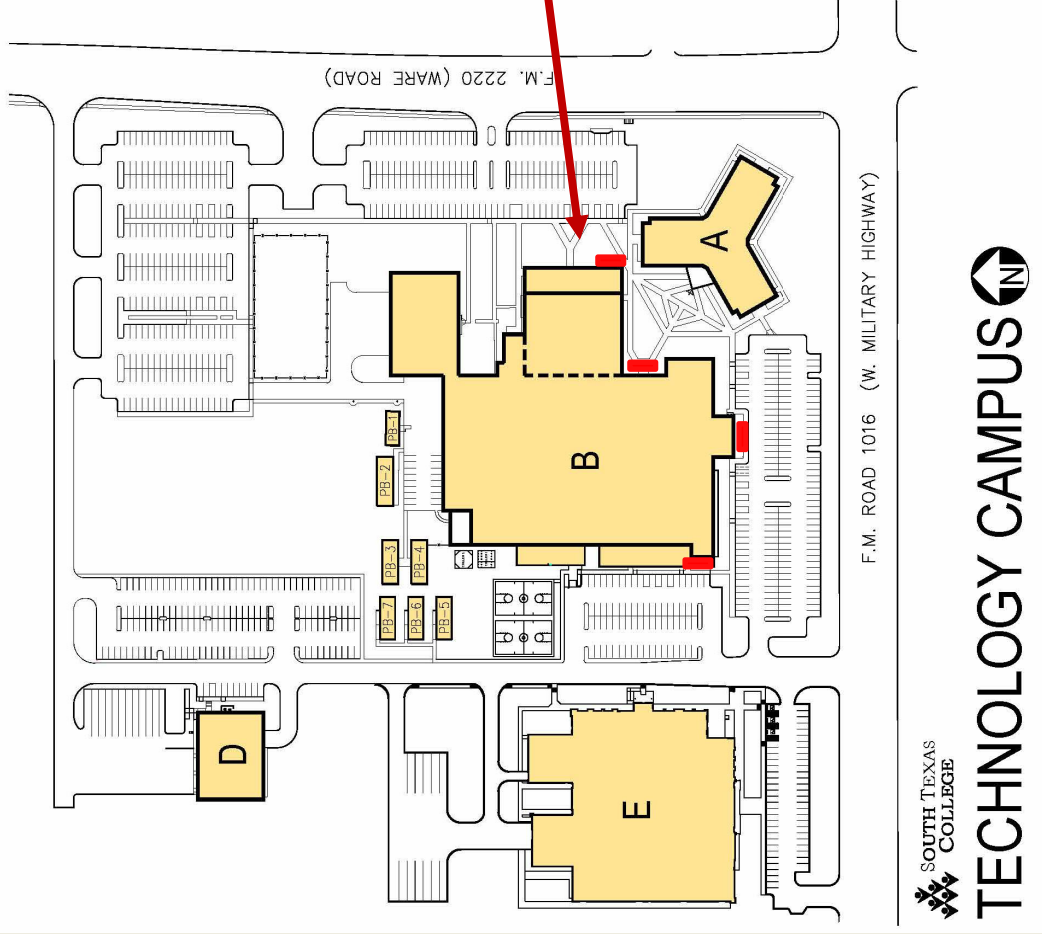
**NURSING & ALLIED HEALTH  
CAMPUS EAST BUILDING  
A**  
PROPOSED EXTERIOR  
BUILDING LETTERS AND LOCATIONS

# District Wide Exterior Building Lettering Technology Campus Building A Letter Locations





# District Wide Exterior Building Lettering Technology Campus Building B Letter Locations



PROPOSED LOCATIONS ■

**TECHNOLOGY CAMPUS  
ADVANCED TECHNICAL CAREERS  
BUILDING B**

PROPOSED EXTERIOR  
BUILDING LETTERS AND LOCATIONS

# District Wide Exterior Building Lettering Starr County Campus Building F Letter Locations



PROPOSED LOCATIONS 

**STARR COUNTY CAMPUS  
CULTURAL ARTS CENTER  
BUILDING F**  
PROPOSED EXTERIOR  
BUILDING LETTERS AND LOCATIONS

# District Wide Exterior Building Lettering Lettering Example Rendering



**Starr County Campus  
Cultural Arts Center**

# District Wide Exterior Building Lettering Proposed Scope & Budget



## Scope of work

Replacing existing lettering with new lettering to match the current building names of the existing facilities throughout the district.

The exterior building lettering is proposed at the following locations:

Pecan Campus	Buildings A, D, G, L, T, V
Pecan Plaza	Buildings A, B, C
Mid Valley Campus	Buildings C, F
Nursing and Allied Health Campus	Building A
Technology Campus	Buildings A, B
Starr County Campus	Building F

## Estimated Total Project Budget

Construction	\$50,000
Total Project Budget	<b>\$50,000</b>

**SOUTH TEXAS COLLEGE  
DISTRICT WIDE EXTERIOR BUILDING LETTERING  
PROJECT NO. 19-20-1040**







<b>NAME</b>		Fastsigns
<b>ADDRESS</b>		1611 S 77 Sunshine Strip
<b>CITY/STATE/ZIP</b>		Harlingen, TX 78550
<b>PHONE</b>		956-428-0007
<b>CONTACT</b>		Ernest Macias
<b>#</b>	<b>Description</b>	<b>Proposed</b>
1	District Wide Exterior Building Lettering	\$ 48,679.90
2	Bid Bond	Yes
3	Begin Work Within	10 Days
4	Completion of Work Within	120 Calendar Days
<b>TOTAL AMOUNT PROPOSED</b>		\$ 48,679.90
<b>TOTAL EVALUATION POINTS</b>		94.65
<b>RANKING</b>		1

**SOUTH TEXAS COLLEGE  
DISTRICT WIDE EXTERIOR BUILDING LETTERING  
PROJECT NO. 19-20-1040  
EVALUTION SUMMARY**

<b>VENDOR</b>		Fastsigns	
<b>ADDRESS</b>		1611 S 77 Sunshine Strip	
<b>CITY/STATE/ZIP</b>		Harlingen, TX 78550	
<b>PHONE</b>		956-428-0007	
<b>CONTACT</b>		Ernest Macias	
1	The Respondent's price proposal. (up to 45 points)	45	45
		45	
		45	
2	The Respondent's experience and reputation. (up to 10 points)	9	9
		9	
		9	
3	The quality of the Respondent's goods or services. (up to 10 points)	9	9
		9	
		9	
4	The Respondent's safety record. (up to 5 points)	5	4.33
		4	
		4	
5	The Respondent's proposed personnel. (up to 8 points)	7	7.16
		7	
		7.5	
6	The Respondent's financial capability in relation to the size and scope of the project. (up to 9 points)	8	8.16
		8	
		8.5	
7	The Respondent's organization and approach to the project. (up to 6 points)	5	5
		5	
		5	
8	The Respondent's time frame for completing the project. (up to 7 points)	7	7
		7	
		7	
<b>TOTAL EVALUATION POINTS</b>		94.65	
<b>RANKING</b>		1	

## Project Fact Sheet

### 3/25/2020

<b>Project Name:</b> District Wide - Exterior Building Lettering		<b>Project No.</b> 2020-012R				
<b>Funding Source(s):</b> Renewals & Replacements Fund			<b>Original Budget</b>		<b>Actual Expenditures To Date</b>	<b>Variance of Original Budget vs. Actual Expenditures To Date</b>
	Construction:	\$	50,000	\$	-	\$ 50,000
	Design:		-		-	-
	Miscellaneous:		-		-	-
	FFE:		-		-	-
	Technology:		-		-	-
<b>Total:</b>	<b>\$</b>	<b>50,000</b>		<b>\$</b>	<b>-</b>	<b>\$ 50,000</b>
<b>Architect:</b> N/A			<b>Board Approval of Schematic Design</b>		N/A	
<b>Contractor:</b> Fastsigns			<b>Substantial Completion</b>		TBD	<b>Board Acceptance</b> TBD
<b>STC FPC Project Manager:</b> Roberto Gomez			<b>Final Completion</b>		TBD	<b>Board Acceptance</b> TBD
<b>Project Description</b>			<b>Project Scope</b>			
Routine exterior improvement to update exterior building lettering.			Replacing existing lettering with new lettering to match the current building names of the existing facilities throughout the district. On fourteen (14) buildings total at the Pecan, Mid Valley, Technology, Nursing & Allied Health, and Starr County campuses and the Pecan Plaza.			
<b>Projected Timeline</b>						
Board Approval of Architect	Board Approval of Schematic Design	Board Approval of Contractor	Construction Start Date	Substantial Completion Date	Final Completion Date	FFE Completion of Move In
N/A	N/A	3/31/2020	4/20/2020	9/20/2020	10/20/2020	N/A
<b>Project Calendar of Expenditures by Fiscal Year</b>						
<b>Fiscal Year</b>	<b>Construction</b>	<b>Design</b>	<b>Misc.</b>	<b>FFE</b>	<b>Tech</b>	<b>Project Total</b>
2018-19	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Project Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Current Agenda Item</b>						
<b>3/10/20 Facilities Committee:</b> Review and Recommend Action on Contracting Construction Services for the District Wide Exterior Building Lettering						
	Mid-Valley		Nursing & Allied Health		Starr County Campus	
	Pecan Campus		Pecan Plaza		Technology Campus	

### **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 March 2020**

<b>Total Project Budget Summary</b>	<b>FY20 Unexpended Plant Fund</b>	<b>FY20 Renewals &amp; Replacements Fund</b>
Total Construction Project Budget	\$ 17,037,045	\$ 7,624,000
Previous Approved Projects (Sept. 2019 - Feb. 2020)	(5,299,289)	(1,007,900)
Proposed Projects for the Month of March 2020	(967,740)	(554,000)
<b>Total Project Budget Balance</b>	<b>\$ 10,770,016</b>	<b>\$ 6,062,100</b>

<b>Project Reference #</b>	<b>Project Name</b>	<b>Total Project Budget/Actual*</b>	
		<b>CIP Fund</b>	<b>R&amp;R Fund</b>
<b>Board Approved on September 24, 2019</b>			
2020-002C	Pecan Plaza West Bldg C. Kinesiology Renovation	\$ 143,800	\$ -
2020-005C	Mid Valley Campus Center for Learning Excellence Building A Renovation of Space for Supplemental Instruction	224,200	-
2019-014C	Starr County Campus Workforce Center Building D Welding Lab Expansion	230,000	-
2017-016R	Pecan Campus Arbor Brick Column Repairs & Replacement	-	221,000
<b>Total Board Approved for the Month of September 2019</b>		<b>\$ 598,000</b>	<b>\$ 221,000</b>
<b>Board Approved on October 29, 2019</b>			
2020-014R	Pecan Campus Information Technology Building M Generator Replacement	\$ -	\$ 280,000
2016-011C	Technology Campus Advanced Technical Careers Building B Automotive Lab Exhaust System	111,600	-
2018-009C	Nursing and Allied Health Campus East Building A Center for Learning Excellence/Student Success Center Renovations (CO)	214,256	-
2019-031R	District Wide Marker Board Replacement (CO)	-	201,000
<b>Total Board Approved for the Month of October 2019</b>		<b>\$ 325,856</b>	<b>\$ 481,000</b>
<b>Board Approved on November 26, 2019</b>			
2020-020C	Renovation and Expansion of the Existing Pecan Campus Library Building F	\$ 1,448,500	\$ -
2019-006C	Nursing and Allied Health Campus East Building A Student Services Renovation (CO)	420,000	-
2018-020C	Starr County Campus Student Services Building G Cashiers and Veterans Affairs Areas Renovation (CO)	220,500	-
2018-023C	Pecan Campus Student Activities Building H Renovation for Culinary Arts (CO)	923,700	-

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

Project Reference #	Project Name	Total Project Budget/Actual*	
		CIP Fund	R&R Fund
2019-013C	Nursing and Allied Health Campus West Entry Campus Sign	76,000	-
<b>Total Board Approved on November 26, 2019</b>		<b>\$ 3,088,700</b>	<b>\$ -</b>
<b>Board Approved on December 10, 2019</b>			
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	-
<b>Total Board Approved on December 10, 2019</b>		<b>\$ 1,286,733</b>	<b>\$ 305,900</b>
<b>Pending Board Approval on March 31, 2020</b>			
2018-014C	Pecan Campus Information Technology Building M Office and Work Space Renovation (CO)	\$ 551,840	\$ -
2020-029R	District Wide - Flooring Replacement	-	504,000
2017-012C	Mid Valley Campus Existing Thermal Plant Demolition (CO)	67,200	-
2019-009C	Mid Valley Campus Student Union Building F Renovation of Cashiers and Career & Employer Services Areas (CO)	348,700	-
2020-012R	District Wide Exterior Building Lettering	-	50,000
<b>Total Pending Board Approval on March 31, 2020</b>		<b>\$ 967,740</b>	<b>\$ 554,000</b>

<b>Current Total Project Budget</b>	<b>\$ 6,267,029</b>	<b>\$ 1,561,900</b>
-------------------------------------	---------------------	---------------------

\* Actuals costs will be updated as project progresses.  
CO - Carry over project from previous year.

**Status of Unexpended Plant Fund Construction Projects in Progress  
March 2020**

<b>Project</b>	<b>Current Activity</b>	<b>% Complete</b>	<b>Date to Complete</b>	<b>Total Project Budget</b>	<b>Amount Paid</b>	<b>Total Project Balance</b>
<b>Pecan Campus</b>						
<b>Sand Volleyball Courts</b>	1. Construction Phase 2. Contract Terminated	90%	June 2020	\$ 113,008.00	\$ 90,350.28	\$ 22,657.72
<b>Library Renovation</b>	1. Project Development 2. Programming in Progress	15%	May 2020	\$ 1,466,000.00	\$ 703.20	\$ 1,465,296.80
<b>Building H Cafeteria Renovation</b>	1. Construction Phase 2. Construction in Progress	25%	May 2020	\$ 957,600.00	\$ 84,913.71	\$ 872,686.29
<b>Building M Office and Work Space Renovation</b>	1. Design Phase 2. Bidding Phase - Rebid	95%	April 2020	\$ 575,295.00	\$ 26,710.87	\$ 548,584.13
<b>Athletic Field Fence Enclosure</b>	1. Construction Phase 2. Contract Terminated	100%	February 2020	\$ -	\$ 82,214.16	\$ (82,214.16)
<b>Building H West Elevation Modication</b>	Not Started	Not Started	Not Started	\$ 183,750.00	\$ -	\$ 183,750.00
<b>Cooling Towers Screen Upgrades</b>	Not Started	Not Started	Not Started	\$ 322,573.00	\$ -	\$ 322,573.00
<b>Site Improvements to North Pecan Campus</b>	Not Started	Not Started	Not Started	\$ 37,000.00	\$ -	\$ 37,000.00
<b>Park and Ride Portable Renovation and Fence Enclosure for College Vehicles</b>	Not Started	Not Started	June 2020	\$ 118,000.00	\$ -	\$ 118,000.00
<b>Building G Physical Science Classroom Conversions</b>	1. Project Development 2. Evaluations of Qualifications	90%	March 2020	\$ 333,000.00	\$ -	\$ 333,000.00
<b>Entry Monument Sign</b>	Not Started	Not Started	Not Started	\$ 103,000.00	\$ -	\$ 103,000.00
<b>Pecan Campus Total</b>				<b>\$ 4,209,226.00</b>	<b>\$ 284,892.22</b>	<b>\$ 3,924,333.78</b>
<b>Pecan Plaza</b>						
<b>Kinesiology Renovation</b>	1. Design Phase 2. Contract Negotiation	5%	March 2020	\$ 143,800.00	\$ 761.80	\$ 143,038.20
<b>Pecan Plaza Total</b>				<b>\$ 143,800.00</b>	<b>\$ 761.80</b>	<b>\$ 143,038.20</b>

## Status of Unexpended Plant Fund Construction Projects in Progress March 2020

Project	Current Activity	% Complete	Date to Complete	Total Project Budget	Amount Paid	Total Project Balance
<b>Mid Valley Campus</b>						
<b>Thermal Plant Renovation</b>	1. Design Phase 2. Evaluation	95%	April 2020	\$ 186,812.00	\$ 5,584.30	\$ 181,227.70
<b>East Loop Drive</b>	Not Started	Not Started	Not Started	\$ 214,200.00		\$ 214,200.00
<b>Student Services Renovation</b>	1. Design Phase 2. Evaluation	95%	April 2020	\$ 355,000.00	\$ 15,536.80	\$ 339,463.20
<b>Center for Learning Excellence Building A Renovation of Space for Supplemental Instruction</b>	1. A/E Contract Negotiation	5%	March 2020	\$ 224,200.00	\$ 937.60	\$ 223,262.40
<b>Mid Valley Campus Total</b>				<b>\$ 980,212.00</b>	<b>\$ 22,058.70</b>	<b>\$ 958,153.30</b>
<b>Technology Campus</b>						
<b>Automotive Lab Exhaust System</b>	1. Project Development 2. A/E Contract Negotiation	10%	March 2020	\$ 111,600.00	\$ 879.00	\$ 110,721.00
<b>Building A &amp; B Renovations</b>	1. Contract Negotiations	60%	March 2020	\$ 1,323,050.00	\$ 820.40	\$ 1,322,229.60
<b>Shipping and Receiving Building D Office Renovation</b>	1. Construction Complete	100%	August 2019	\$ 12,000.00	\$ 35,955.12	\$ (23,955.12)
<b>Site Improvements</b>	Not Started	Not Started	Not Started	\$ 57,000.00		\$ 57,000.00
<b>Technology Campus Total</b>				<b>\$ 1,503,650.00</b>	<b>\$ 37,654.52</b>	<b>\$ 1,465,995.48</b>
<b>Nursing and Allied Health Campus</b>						
<b>Student Success Center Renovation</b>	1. Construction Complete	100%	Oct 2019	\$ 262,806.00	\$ 256,094.19	\$ 6,711.81
<b>Student Services Renovation</b>	1. Design Phase 2. Evaluation	95%	April 2020	\$ 427,500.00	\$ 10,199.84	\$ 417,300.16
<b>West Entry Campus Sign</b>	1. Project Development 2. Evaluation	95%	March 2020	\$ 76,000.00	\$ 820.40	\$ 75,179.60
<b>Nursing and Allied Health Campus Total</b>				<b>\$ 766,306.00</b>	<b>\$ 267,114.43</b>	<b>\$ 499,191.57</b>
<b>Starr County Campus</b>						
<b>Student Services Renovation</b>	1. Design Phase 2. Evaluation	95%	April 2020	\$ 225,000.00	\$ 5,155.55	\$ 219,844.45
<b>Cultural Arts Center Renovation</b>	Not Started	Not Started	Not Started	\$ 163,000.00	\$ -	\$ 163,000.00
<b>Welding Expansion</b>	1. Design Phase 2. Contract Negotiation	5%	March 2020	\$ 230,000.00	\$ 820.40	\$ 229,179.60
<b>Starr County Campus Total</b>				<b>\$ 618,000.00</b>	<b>\$ 5,975.95</b>	<b>\$ 612,024.05</b>

## Status of Unexpended Plant Fund Construction Projects in Progress March 2020

Project	Current Activity	% Complete	Date to Complete	Total Project Budget	Amount Paid	Total Project Balance
<b>Regional Center for Public Safety Excellence</b>						
Target Range-STC	1. Project Development 2. Contract Negotiations	5%	April 2020	\$ 634,312.00	\$ 2,167.21	\$ 632,144.79
Target Range-Grant	1. Project Development 2. Contract Negotiations	5%	April 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 Complete	100%	February 2020	\$ 1,000,000.00	\$ 868,994.40	\$ 131,005.60
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%	April 2020	\$ -	\$ 8,885.48	\$ (8,885.48)
<b>RCPSE Total</b>				<b>\$ 5,027,951.00</b>	<b>\$ 886,548.74</b>	<b>\$ 4,141,402.26</b>
<b>Higher Education Center La Joya</b>						
Building and Wayfinding Signage	1. Construction Phase 2. Contract Negotiation	5%	April 2020	\$ 52,000.00	\$ -	\$ 52,000.00
<b>Starr County Campus Total</b>				<b>\$ 52,000.00</b>	<b>\$ -</b>	<b>\$ 52,000.00</b>
<b>District Wide</b>						
Land	Not Started	Not Started	Not Started	\$ 3,000,000.00	\$ -	\$ 3,000,000.00
Renovations and Contingencies	Not Started	Not Started	Not Started	\$ 847,000.00	\$ -	\$ 847,000.00
Outdoor Furniture	Not Started	Not Started	Not Started	\$ 25,000.00	\$ -	\$ 25,000.00
Facility Signage	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
<b>District Wide Total</b>				<b>\$ 4,504,900.00</b>	<b>\$ -</b>	<b>\$ 4,504,900.00</b>
<b>Unexpended Plant Fund Construction Project Total</b>				<b>\$ 17,806,045.00</b>	<b>\$ 1,505,006.36</b>	<b>\$ 16,301,038.64</b>

## Status of Renewals & Replacements Projects in Progress March 2020

Project	Current Activity	% Complete	Date to Complete	Total Project Budget	Amount Paid	Total Project Balance
<b>Pecan Campus</b>						
Arbor Brick Columns Repairs and Replacement-Phase I	1. Construction Phase	10%	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. Design Phase 2. Contract Negotiation	5%	March 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
<b>Pecan Campus Total</b>				<b>\$ 1,425,245.00</b>	<b>\$ 337,291.99</b>	<b>\$ 1,087,953.01</b>
<b>Mid Valley Campus</b>						
Resurfacing Parking Lot #3 (RR)	1. Design Phase 2. Bidding Phase	95%	April 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. Design Phase 2. Bidding Phase	95%	April 2020	\$ 191,000.00	\$ 10,166.55	\$ 180,833.45
Roofing Replacement (RR)	1. Project Development 2. Feasibility Assessment	95%	March 2020	\$ 951,000.00	\$ 1,076.92	\$ 949,923.08
Drainage Improvements Ph. I	1. Design Phase 2. Bidding Phase	95%	April 2020	\$ 334,203.00	\$ 19,728.70	\$ 314,474.30
<b>Mid Valley Campus Total</b>				<b>\$ 1,639,203.00</b>	<b>\$ 41,471.32</b>	<b>\$ 1,597,731.68</b>
<b>Technology Campus</b>						
Building B Concrete Floor Repairs (RR)	1. Construction Complete	100%	December 2019	\$ 95,207.00	\$ 90,896.89	\$ 4,310.11
<b>Technology Campus Total</b>				<b>\$ 95,207.00</b>	<b>\$ 90,896.89</b>	<b>\$ 4,310.11</b>

## Status of Renewals & Replacements Projects in Progress March 2020

Project	Current Activity	% Complete	Date to Complete	Total Project Budget	Amount Paid	Total Project Balance
<b>Nursing and Allied Health Campus</b>						
<b>West Side Window Waterproofing</b>	1. Design Phase 2. Design in Progress	5%	July 2020	\$ 65,000.00	\$ -	\$ 65,000.00
<b>West Side Elevators Refurbishment</b>	1. Construction Phase 2. Bidding in Progress	5%	July 2020	\$ 159,000.00	\$ -	\$ 159,000.00
<b>Roofing Replacement (RR)</b>	1. Project Development 2. Feasibility Assessment	95%	March 2020	\$ 280,000.00	\$ 269.23	\$ 279,730.77
<b>Resurface Parking Lot #1 (RR)</b>	1. Project Complete	100%	September 2019	\$ -	\$ 125,650.48	\$ (125,650.48)
<b>Building A Analog to Digital Conversion</b>	Not Started	Not Started	Not Started	\$ 500,000.00	\$ -	\$ 500,000.00
<b>Building A Data Cabling Infrastructure Replacement</b>	Not Started	Not Started	Not Started	\$ 150,000.00	\$ -	\$ 150,000.00
<b>Nursing and Allied Health Campus Total</b>				<b>\$ 1,154,000.00</b>	<b>\$ 125,919.71</b>	<b>\$ 1,028,080.29</b>
<b>Starr County Campus</b>						
<b>Repaint Stucco Buildings</b>	Not Started	Not Started	Not Started	\$ 90,400.00	\$ -	\$ 90,400.00
<b>Roofing Replacement (RR)</b>	1. Project Development 2. Feasibility Assessment	95%	March 2020	\$ 852,000.00	\$ 2,153.85	\$ 849,846.15
<b>Building A Data Cabling Infrastructure Replacement</b>	Not Started	Not Started	Not Started	\$ 40,000.00	\$ -	\$ 40,000.00
<b>Building B Data Cabling Infrastructure Replacement</b>	Not Started	Not Started	Not Started	\$ 40,000.00	\$ -	\$ 40,000.00
<b>Building C Data Cabling Infrastructure Replacement</b>	Not Started	Not Started	Not Started	\$ 40,000.00	\$ -	\$ 40,000.00
<b>Starr County Campus Total</b>				<b>\$ 1,062,400.00</b>	<b>\$ 2,153.85</b>	<b>\$ 1,060,246.15</b>

## Status of Renewals & Replacements Projects in Progress March 2020

Project	Current Activity	% Complete	Date to Complete	Total Project Budget	Amount Paid	Total Project Balance
<b>District Wide</b>						
<b>Marker Boards Replacement (RR)</b>	1. Design Phase 2. Bidding	95%	March 2020	\$ 327,372.00	\$ 6,263.00	\$ 321,109.00
<b>Irrigation System Controls Upgrade (RR)</b>	1. Construction Phase 2. Bidding in Progress	5%	August 2020	\$ 77,100.00	\$ -	\$ 77,100.00
<b>Fire Alarm Panel Replacement / Upgrades (RR)</b>	1. Construction Phase 2. Bidding in Progress	30%	August 2020	\$ 219,463.00	\$ 19,463.47	\$ 199,999.53
<b>Interior LED Lighting Upgrade</b>	1. Construction Phase 2. Bidding and Construction in Progress	30%	August 2020	\$ 309,862.00	\$ 109,862.35	\$ 199,999.65
<b>Ext Walkway LED Lighting Upgrade Ph I</b>	1. Construction Phase 2. Bidding and Construction in Progress	30%	August 2020	\$ 61,489.00	\$ 12,488.84	\$ 49,000.16
<b>Interior Controls Upgrade (RR)</b>	1. Construction Phase 2. Bidding and Construction in Progress	30%	August 2020	\$ 115,669.00	\$ 31,669.15	\$ 83,999.85
<b>Flooring Replacement (RR)</b>	1. Design Phase 2. Bidding Phase	20%	August 2020	\$ 571,367.00	\$ 15,193.00	\$ 556,174.00
<b>Restroom Fixtures Replacement &amp; Upgrade</b>	1. Construction Phase 2. Bidding and Construction in Progress	5%	August 2020	\$ 38,143.00	\$ 13,143.00	\$ 25,000.00
<b>Water Heater Replacement &amp; Upgrade</b>	1. Construction Phase 2. Bidding and Construction in Progress	5%	August 2020	\$ 30,387.00	\$ 10,386.51	\$ 20,000.49
<b>HVAC Upgrades (RR)</b>	1. Construction Phase 2. Bidding and Construction in Progress	5%	August 2020	\$ 710,327.00	\$ 50,327.16	\$ 659,999.84
<b>Exterior Lighting Upgrade (RR)</b>	1. Construction Phase 2. Bidding in Progress	5%	August 2020	\$ 324,912.00	\$ 45,912.00	\$ 279,000.00
<b>Keyless Entry Access Upgrades (IT)</b>	1. Construction Phase 2. Bidding in Progress	30%	August 2020	\$ 69,315.00	\$ 19,314.79	\$ 50,000.21
<b>Renewals &amp; Replacements</b>	Not Started	Not Started	Not Started	\$ 150,000.00		\$ 150,000.00
<b>District Wide Total</b>				<b>\$ 3,005,406.00</b>	<b>\$ 334,023.27</b>	<b>\$ 2,671,382.73</b>
<b>Renewal and Replacement Project Total</b>				<b>\$ 8,381,461.00</b>	<b>\$ 931,757.03</b>	<b>\$ 7,449,703.97</b>



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

#	Project No.	Projects	Not Started	Project Development	Design Phase	Bidding and Negotiations	Construction Phase	Substantial Completion	Final Completion	Completed
<b>Pecan Campus</b>										
1	2016-014C	Sand Volleyball Courts					•			
2	2016-018C	Library Building F Renovation and Expansion			•					
3	2018-014C	Information Technology Building M Office and Work Space Renovation				•				
4	2019-004C	Athletic Field Fence Enclosure							•	
5	2018-025C	Building D Renovation								•
6	2018-023C	Student Activities Center Building H Cafeteria Renovations					•			
7	2019-001C	Student Activities Center Building H West Elevation Modifications	•							
8	2019-003C	Park & Ride Portable Renovation and Fence Enclosure for College Vehicles	•							
9	2019-002C	Cooling Tower Screen Upgrades	•							
10	2019-005C	Site Improvements to North Pecan Campus	•							
11	2020-008C	Business and Science Building G Classroom Renovation		•						
12	2020-010C	Entry Monument Sign		•						
<b>Pecan Plaza</b>										
13	2020-002C	Building C Kinesiology Renovation			•					
<b>Dr. Ramiro R. Casso Nursing &amp; Allied Health Campus</b>										
14	2018-009C	East Building A Student Success Center Renovation								•
15	2019-006C	East Building A Student Services Renovation				•				
16	2019-013C	West Entry Campus Sign				•				

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

#	Project No.	Projects	Not Started	Project Development	Design Phase	Bidding and Negotiations	Construction Phase	Substantial Completion	Final Completion	Completed
<b>Technology Campus</b>										
17	2016-011C	Automotive Lab Exhaust System		•						
18	2019-010C	Emerging Technologies Building A & Advanced Technical Careers Building B Renovation			•					
19	2019-046C	Shipping and Receiving Bldg D Office Renovation								•
20	2019-011C	Site Improvements	•							
<b>Mid-Valley Campus</b>										
21	2017-012C	Thermal Plant Renovation				•				
22	2019-009C	Student Services Building F Renovation				•				
23	2018-021C	East Loop Drive	•							
24	2020-005C	Center for Learning Excellence Building A Renovation of Space for Supplemental Instruction			•					
<b>Starr County Campus</b>										
25	2018-020C	Student Services Building G Renovation				•				
26	2018-026C	Cultural Arts Center Building F Renovation	•							
27	2019-014C	Workforce Center Building D Welding Expansion			•					

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

#	Project No.	Projects	Not Started	Project Development	Design Phase	Bidding and Negotiations	Construction Phase	Substantial Completion	Final Completion	Completed
<b>Regional Center for Public Safety Excellence</b>										
28	2019-015C	Target Range		•						
29	2019-018C	Portables							•	
30	2019-019C	Chiller Relocation		•						
31	2019-016C	Canopy for Safety Training Vehicles	•							
32	2019-017C	Canopy for Students/Instructors	•							
33	2019-020C	Fire Training Area	•							
34	2020-009C	Running and Exercise Track	•							
35	2020-011C	Additional Parking Lot	•							
<b>Higher Education Center La Joya</b>										
36	2020-012C	Exterior Building and Wayfinding Signage				•				
<b>District Wide</b>										
37	1920-015c	Outdoor Furniture								•
38	1920-016C	Facility Signage			•					
39	1920-017C	Removal of Existing Trees					•			
40	1920-018C	Facilities Condition Assessment	•							
41	1920-019C	Automatic Doors Phase IV		•						
42	1920-020C	Campus Master Plan	•							
43	1920-021C	Fence Enclosures		•						
<b>Totals</b>			<b>14</b>	<b>7</b>	<b>6</b>	<b>7</b>	<b>3</b>	<b>0</b>	<b>2</b>	<b>4</b>

South Texas College  
Renewal and Replacement Projects  
Project Status

#	Project No.	Projects	Not Started	Project Development	Design Phase	Bidding and Negotiations	Construction Phase	Substantial Completion	Final Completion	Completed
<b>Pecan Campus</b>										
1	2017-016R	Arbor Brick Column Repairs & Replacement					●			
2	2019-025R	Ann Richards Administration Building X Data Cabling Infrastructure Replacement								●
3	2019-026R	South Academic Building J Data Cabling Infrastructure Replacement								●
4	2020-017R	Ann Richards Administration Building A Data Cabling Infrastructure Replacement	●							
5	2019-018R	Art Building B Data Cabling Infrastructure Replacement	●							
6	2020-013R	Student Activities Center Building H Data Cabling Infrastructure Replacement	●							
7	2020-014R	Information Technology Building M Generator Replacement			●					
8	2020-007R	Reseeding and Regrading of Athletic Fields		●						
<b>Dr. Ramiro R. Casso Nursing &amp; Allied Health Campus</b>										
9	2015-023R	NAH East Building A West Side Window Waterproofing	●							
10	2016-019R	NAH East Building A Westside Elevators Refurbishment				●				
11	2019-028R	NAH East Building A Roofing Replacement			●					
12	2020-015R	NAH East Building A Analog to Digital Conversion	●							
13	2020-016R	NAH East Building A Data Cabling Infrastructure Replacement		●						
14	2017-029R	NAH Resurfacing Parking Lot #1								●

South Texas College  
Renewal and Replacement Projects  
Project Status

#	Project No.	Projects	Not Started	Project Development	Design Phase	Bidding and Negotiations	Construction Phase	Substantial Completion	Final Completion	Completed
<b>Mid Valley Campus</b>										
15	2016-005R	Resurfacing Parking Lot #3				•				
16	2016-005R	Resurfacing Parking Lot #7	•							
17	2018-019R	Resurfacing Northwest Drive				•				
18	2019-027R	Roofing Replacement			•					
19	2019-047R	Drainage Improvements Phase I				•				
<b>Starr County Campus</b>										
20	2019-029R	Starr Repaint Stucco Buildings	•							
21	2019-030R	Roofing Replacement			•					
22	2020-019R	Administration/Bookstore Building A Data Cabling Infrastructure Replacement	•							
23	2020-020R	Center for Learning Excellence Building B Data Cabling Infrastructure Replacement	•							
24	2020-021R	North Academic Building C Data Cabling Infrastructure Replacement	•							

South Texas College  
Renewal and Replacement Projects  
Project Status

#	Project No.	Projects	Not Started	Project Development	Design Phase	Bidding and Negotiations	Construction Phase	Substantial Completion	Final Completion	Completed
<b>District Wide</b>										
25	1920-022R	Irrigation System Controls Upgrade								●
26	1920-023R	Fire Alarm Panel Replacement/Upgrades				●				
27	1920-025R	Marker Boards Replacement				●				
28	1920-026R	Interior LED Lighting Upgrade				●				
29	1920-027R	Ext Walkway LED Lighting Upgrade Ph I	●							
30	1920-028R	Interior Controls Upgrade		●						
31	1920-029R	Floor Replacement				●				
32	1920-030R	Restroom Fixtures Replacement & Upgrade					●			
33	1920-031R	Water Heater Replacement & Upgrade					●			
34	1920-032R	HVAC Upgrades				●				
35	1920-035R	Exterior Lighting Upgrade		●						
36	1920-036R	Keyless Entry Access Upgrades					●			
37	2020-012R	Exterior Building Lettering				●				
<b>Totals</b>			<b>11</b>	<b>4</b>	<b>4</b>	<b>10</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>4</b>

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

#	Project No.	Projects	Authorization to Solicit for Design Services			Architect/Engineer Recommendation and Approval		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
			COC Review & Approval	Facilities Committee Review & Approval	Board Approval	Architect/Engineer Recommendation and Approval	Board Approval of A/E	COC Review & Approval of Schematic Design	Facilities Committee Recommendation	Board Approval	Facilities Committee Contractor Recommendation	Board Approval of Contractor					
<b>Pecan Campus</b>																	
1	2016-014C	Sand Volleyball Courts	N/A	N/A	N/A	2/6/2018	2/27/2018	N/A	N/A	N/A	12/4/2018	12/13/2018	2/21/2019	12/27/2019	1/27/2020	N/A	23 months
2	2016-018C	Library Building F Renovation and Expansion	N/A	N/A	N/A	6/13/2019	6/25/2019	5/5/2020 8/4/2020	6/9/2020 9/8/2020	6/23/2020 9/22/2020	7/2021	7/2021	8/2021	4/2023	5/2023	6/2023	48 months
3	2018-014C	Information Technology Building M Office and Work Space Renovation	N/A	10/30/2018	12/13/18	12/4/2018	12/13/2018	N/A	5/14/2019	5/30/2019	3/10/2020	3/31/2020	4/15/2020	7/15/2020	8/15/2020	9/15/2020	22 months
4	2019-004C	Athletic Field Fence Enclosure	N/A	N/A	N/A	N/A	N/A	N/A	2/12/2019	2/26/2019	3/5/2019	3/25/2019	4/26/2019	11/30/2019	1/10/2020	N/A	10 months
5	2018-025C	Building D Renovation	N/A	N/A	N/A	7/10/2018	7/24/2018	N/A	N/A	N/A	2/12/2019	2/26/2019	4/10/2019	6/20/2019	7/20/2019	8/15/2019	13 months
6	2018-023C	Student Activities Center Building H Cafeteria Renovations	N/A	N/A	N/A	7/10/2018	7/24/2018	5/7/2019	5/14/2019	5/30/2019	11/12/2019	11/26/2019	1/20/2020	5/30/2020	6/30/2020	7/30/2020	20 months
7	2019-001C	Student Activities Center Building H West Elevation Modifications	6/2/2020	7/14/2020	7/28/2020	9/8/2020	9/22/2020	11/2020	12/2020	12/2020	4/2021	4/2021	5/2021	8/2021	9/2021	N/A	20 months
8	2019-003C	Park & Ride Portable Renovation and Fence Enclosure for College Vehicles	6/2/2020	7/14/2020	7/28/2020	9/8/2020	9/22/2020	11/2020	12/2020	12/2020	4/2021	4/2021	5/2021	8/2021	9/2021	N/A	20 months
9	2019-002C	Cooling Tower Screen Upgrades	6/2/2020	7/14/2020	7/28/2020	9/8/2020	9/22/2020	11/2020	12/2020	12/2020	4/2021	4/2021	5/2021	8/2021	9/2021	N/A	20 months
10	2019-005C	Site Improvements to North Pecan Campus	6/2/2020	7/14/2020	7/28/2020	9/8/2020	9/22/2020	11/2020	12/2020	12/2020	4/2021	4/2021	5/2021	8/2021	9/2021	N/A	20 months
11	2020-008C	Business and Science Building G Classroom Renovation	10/1/2019	12/3/2019	12/10/2019	3/10/2020	3/31/2020	5/5/2020	6/9/2020	6/23/2020	10/2020	10/2020	11/2020	2/2021	3/2021	4/2021	18 months
12	2020-010C	Entry Monument Sign	N/A	N/A	N/A	N/A	N/A	4/7/2020	5/12/2020	5/26/2020	8/11/2020	8/25/2020	9/20/2020	12/20/2020	1/20/2021	N/A	11 months
<b>Pecan Plaza</b>																	
13	2020-002C	Building C Kinesiology Renovation	9/3/2019	9/10/2019	9/24/2019	12/3/2019	12/10/2019	4/7/2020	4/14/2020	4/28/2020	6/9/2020	6/23/2020	7/15/2020	10/2020	11/2020	11/2020	14 months
<b>Dr. Ramiro R. Casso Nursing &amp; Allied Health Campus</b>																	
14	2018-009C	East Building A Student Success Center Renovation	N/A	N/A	N/A	4/10/2018	4/24/2018	N/A	N/A	N/A	3/5/2019	3/26/2019	4/26/2019	10/3/2019	11/3/2019	12/13/2019	18 months
15	2019-006C	East Building A Student Services Renovation	N/A	N/A	N/A	2/12/2019	2/26/2019	11/1/2019	11/12/2019	11/26/2019	4/14/2020	4/28/2020	5/25/2020	8/25/2020	9/25/2020	10/25/2020	17 months
16	2019-013C	West Entry Campus Sign	N/A	N/A	N/A	N/A	N/A	11/5/2019	11/12/2019	11/26/2019	3/10/2020	3/31/2020	4/15/2020	7/15/2020	8/15/2020	N/A	9 months
<b>Technology Campus</b>																	
17	2016-011C	Automotive Lab Exhaust System	N/A	7/9/2019	7/23/2019	10/8/2019	10/29/2019	12/3/2019	5/12/2020	5/26/2020	8/8/2020	8/22/2020	9/20/2020	12/20/2020	1/20/2021	N/A	18 months
18	2019-010C	Emerging Technologies Building A & Advanced Technical Careers Building B Renovation	N/A	N/A	N/A	7/9/2019	7/23/2019	7/7/2020 4/7/2020	8/11/2020 5/12/2020	8/25/2020 5/26/2020	12/2020	12/2020	1/2021	2/2022	3/2022	4/2022	30 months
19	2019-046C	Shipping and Receiving Bldg D Office Renovation	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	1/4/2019	7/30/2019	8/30/2019	N/A	6 months
20	2019-011C	Site Improvements	4/7/2020	4/14/2020	4/28/2020	6/9/2020	6/23/2020	9/1/2020	9/8/2020	9/22/2020	11/1/2020	11/1/2020	1/2021	04/2021	5/2021	N/A	15 months
<b>Mid-Valley Campus</b>																	
21	2017-012C	Thermal Plant Building J Renovation	N/A	N/A	N/A	10/16/2018	10/30/2018	7/2/2019	8/13/2019	8/27/2019	3/10/2020	3/31/2020	4/20/2020	8/20/2020	9/20/2020	N/A	23 months
22	2019-009C	Student Services Building F Renovation	N/A	N/A	N/A	10/16/2018	10/30/2018	7/2/2019	8/13/2019	8/27/2019	3/10/2020	3/31/2020	4/20/2020	9/20/2020	10/20/2020	11/20/2020	24 months
23		East Loop Drive - ON HOLD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD
24	2020-005C	Center for Learning Excellence Building A Renovation of Space for Supplemental Instruction	9/3/2019	9/10/2019	9/24/2019	12/3/2019	12/10/2019	5/5/2020	5/12/2020	5/26/2020	9/8/2020	9/22/2020	10/2020	12/2020	1/2021	2/2021	17 months
<b>Starr County Campus</b>																	
25	2018-020C	Student Services Building G Renovation	N/A	N/A	N/A	2/12/2019	2/26/2019	11/5/2019	11/12/2019	11/26/2019	4/14/2020	4/28/2020	5/25/2020	8/25/2020	9/25/2020	10/25/2020	17 months
26	2018-026C	Cultural Arts Center Building F Renovation - ON HOLD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD
27	2019-014C	Workforce Center Building D Welding Expansion	9/3/2019	9/10/2019	9/24/2019	12/3/2019	12/10/2019	9/2020	10/2020	10/2020	4/2021	4/2021	5/2021	8/2021	9/2021	10/2021	25 months
<b>Regional Center for Public Safety Excellence</b>																	
28	2019-015C	Target Range	N/A	N/A	N/A	2/12/2019	2/26/2019	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD
29	2019-018C	Portables	3/4/2019	3/4/2019	N/A	3/12/2019	3/26/2019	3/4/2019	N/A	N/A	7/9/2019	7/23/2019	08/3/2019	01/10/2019	01/31/2020	1/10/2020	10 months
30	2019-019C	Chiller Relocation	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	6/9/2020	6/23/2020	7/20/2020	10/20/2020	11/20/2020	N/A	5 months
31	2019-016C	Canopy for Safety Training Vehicles **	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	N/A	TBD
32	2019-017C	Canopy for Students/Instructors **	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	N/A	TBD
33	2019-020C	Fire Training Area **	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	N/A	TBD
34	2020-009C	Running and Exercise Track **	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	N/A	TBD
35	2020-011C	Additional Parking Lot **	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	N/A	TBD
<b>Higher Education Center La Joya</b>																	
36	2020-012C	Exterior Building and Wayfinding Signage	7/2/2019	N/A	N/A	N/A	N/A	N/A	9/10/2019	9/24/2019	3/10/2020	3/31/2020	4/20/2020	7/20/2020	8/20/2020	TBD	12 months

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

	Past Dates or N/A
	To Be Determined

**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					
<b>Pecan Campus</b>																			
1	2017-016R	Arbor Brick Column Repairs & Replacement	Solorio Engineering	TBD	N/A	N/A	N/A	N/A	N/A	N/A	9/10/2019	9/24/2019	12/3/2019	12/10/2019	2/20/2020	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	6/2021	8/2021	9/2021	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	6/2021	8/2021	9/2021	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	6/2021	8/2021	9/2021	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
<b>Dr. Ramiro R. Casso Nursing &amp; Allied Health Campus</b>																			
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
<b>Mid Valley Campus</b>																			
15	2016-005R	Resurfacing Parking Lot #3	Perez Consulting Engineers	TBD	N/A	N/A	N/A	6/6/2018	6/20/2018	N/A	N/A	N/A	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
<b>Starr County Campus</b>																			
20	2019-029R	Starr Repair Stucco Buildings	TBD	TBD				TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	N/A	TBD
21	2019-030R	Roofing Replacement	BEAM	TBD	N/A	N/A	N/A	5/14/2019	5/30/2019	N/A	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 February 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 **February 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 February 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 February 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 February 2020
- B. Release of Checks for \$125,000.00 and Above Board of Trustees Approval Required for February 2020
- C. Release of Checks for \$125,000.00 and Above Released Prior to Board Approval (Policy 5610) for February 2020
- D. Release of Construction Fund Checks for February 2020
- E. Quarterly Investment Report for February 2020
- F. Summary of Revenue for February 2020
- G. Summary of State Appropriations Income for February 2020
- H. Summary of Property Tax Income for February 2020
- I. Summary of Expenditures by Classification for February 2020
- J. Summary of Expenditures by Function for February 2020
- K. Summary of Auxiliary Fund Revenues and Expenditures for February 2020
- L. Summary of Grant Revenues and Expenditures, February 2020
- M. Summary of Bid Solicitations
- N. Check Register for February 2020



To celebrate the success and continued partnership with UTRGV, a Memorandum of Understanding (MOU) ceremony was held on March 2, 2020 at the Pecan Campus. Dean, Program Chairs, and Faculty from both institutions worked diligently on updating and completing 21 articulation agreements for programs that were first articulated in 2016. The articulation agreements have been a crucial component for both institutions for transfer facilitation and for students to continue their education toward degree completion. South Texas College is UTRGV's largest source of transfer students, with approximately 65% of its students having attended STC. The articulation agreement programs included:

- Anthropology
- Business Administration
- Chemistry
- Civil Engineering
- Communication
- Criminal Justice
- Drama
- Electrical Engineering
- Elementary Education
- English
- History
- History with Teacher Certification
- Manufacturing Engineering
- Mathematics
- Mechanical Engineering
- Music
- Philosophy
- Social Studies Composite
- Social Students Composite with Teacher Certification
- Social Work
- Sociology

Dr. Guy Bailey, UTRGV President and Dr. Patricia McHatton, Executive Vice President for Academic Affairs joined Dr. Anahid Petrosian, Interim Vice President for Academic Affairs and myself for the signing ceremony.

The **Community College Association of Texas Trustees (CCATT) Leadership Seminar** was hosted by South Texas College on February 28, 2020 at the Nursing and Allied Campus. Leaders from the CCATT and the Texas Association of Community Colleges (TACC) were present to provide an array of informational sessions. Topics presented included an overview of South Texas College's Dual Credit Program by Leonardo Castaneda, Director of Academies and High School Programs, Cybersecurity Overview for Community Colleges by Dr. Manny Gonzalez, Director of CCATT, and a legislative update by the honorable Oscar Longoria, State Representative.



The **14<sup>th</sup> Annual Regional Science Olympiad** was held on February 22, 2020 at the Student Union, Pecan Campus. The regional and interscholastic competition serves as a platform to promote teams to the State Science Olympiad competition held in College Station, Texas. Winning state teams are then sent to nationals. The event is hosted each year by the STC Math and Science Division for students in grades 6-12 and focuses on Science, Technology, Engineering, and Math (STEM) events. Teams from South Texas school districts and districts as far as San Antonio, TX participate each year. Two local teams from McAllen ISD, one high school and one junior high placed in their respective divisions. I was able to welcome all participants and witness some spectacular projects.

On March 11, 2020, the Technology Campus hosted **the 3<sup>rd</sup> Annual Girls in Technology, Wonder Women in the Making** event. The event has become a popular event among young girls and women that showcases and promotes female participation and careers in technology. I provided welcome remarks to all participants. Guest speakers included Jeniffer Venecia, Marketing Director, Chick-fil-A; Sally Fraustro Guerra, President/Publisher, Socialife; and Monica Guajardo, Sargent, Sheriff's Office. Participants were also provided hands on activities and a tour.



The University Relations, Transfer and Articulation Center held a **Spring 2020 College Fair** at the Pecan, Starr County, and Mid-Valley Campuses from February 24-26, 2020. Over 20 universities participated and provided students the opportunity to meet with representatives to learn about their programs and transfer procedures.

In an effort to promote the various technology programs offered at the Technology Campus, **Innovative Tech Week** was held from March 3-7, 2020. The event consisted of a week long event that included hands on activities, workshops, guest speakers, and exhibits from companies.

Activities included:

March 3:

Welding Career & Expo  
Regional Center for Public Safety Excellence Open House

March 4:

Advanced Manufacturing Tech Career & Expo Speakers

March 5:

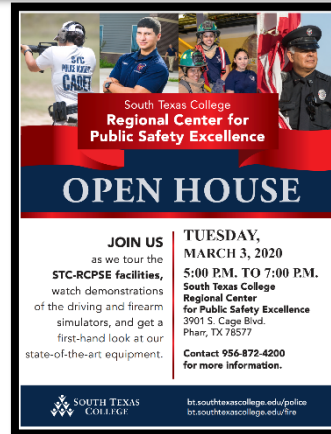
IT Expo  
Women in Public Service and Technology Speaker Panel

March 6:

Automotive Hands On Activities

March 7:

Construction/Electrical/HVAC Expo



The Office of Career and Employee Services hosted a variety of **Career Workshops** for students to learn best practices to promote their education, skills, and talents for employment. Workshops included:

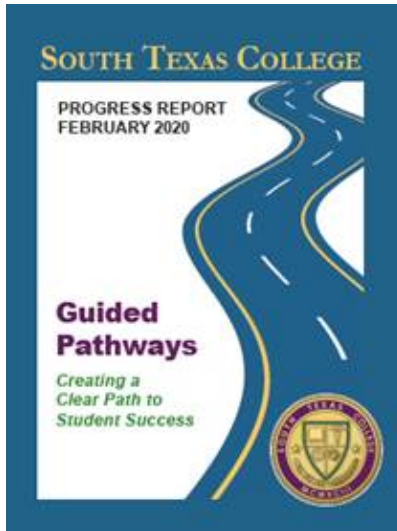
- Building Your Success with Career & Employer Services
- Interview for Success
- Creating Your Career Portfolio
- Ditch the Selfie! Get Your Professional Headshot

All workshops were held at the Mid-Valley, Technology, and Nursing and Allied Health Campuses through the month of March.

The Biology Department presented several speaker series this month :

- In collaboration with the Texas Health Department, a **Coronavirus (COVID-19)** informative forum was held. The forum provided crucial information on safety precautions, source and mode of transmission, prevention, symptoms, myths and facts, and how to best protect oneself and their family. The event was held at the Pecan Campus on March 12, 2020 at the Student Union.
- **Valley Nature Speaker Series on Backyard Birds** was presented by John Brush, Urban Ecologist for Quinta Mazatlan. Mr. Brush provided information regarding various species found locally and actions community members can implement to help bird colonies flourish.



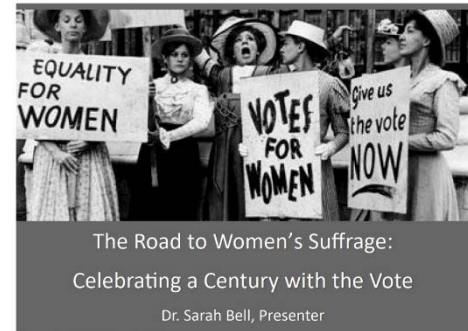


The Office of the Vice President for Academic Affairs distributed its progress report on the **Guided Pathways** project. Led by the Texas Success Center, the Texas Pathways project is a statewide strategy focused on assisting community colleges with building and implementing academic career pathways for its students. South Texas College is part of the first cadre of 12 leader community colleges that have participated since 2016 in the initiative. Key Performance Indicators tracked reveal South Texas College's performance compared to the State of Texas Average. Areas tracked include:

- Average Attempted Credit Hours
- Average Time to Degree
- Graduation Rate

The college has improved its performance in all three indicators over the past several years.

The Department of History and Philosophy and the South Texas Faculty Association sponsored a presentation by Dr. Sara K. Bell on the woman's suffrage movement in the late 19<sup>th</sup>/early 20<sup>th</sup> century. The event was held at the Pecan Campus on March 9, 2020 in the Rainbow Room.



The Starr County Campus Library Art Gallery featured, **Tejanx Borderz**, an exhibit featuring paintings by Mayra Zamora, opening late February through May 2020. Ms. Zamora's paintings focus on the elements of art: line, shape, and color, with the incorporation of Mexican-American culture. Ms. Zamora has a Bachelor of Art's Degree in Art and Master's Degree in Secondary Education from Texas A&M University at Corpus Christi.

The Pecan Campus STC Art Department Gallery showcased the artwork of Sara Fox, **Foal**. The exhibition features the depiction of horses as a method to explore freedom from gender norms, especially noted in young boys early in life. Based on questions regarding the pressures and constraints placed on boys from a young age, Ms. Fox utilizes the reflection of horses, who often are genderless, to explore the tough pressures of masculinity in boys.



- Met with the Search Committee for the Dean for Continuing Education, Workforce Training, and Economic Development position to review applications, select candidates for interviews, and conduct interviews.
- Met with Lt. Ruben Suarez, Acting Police Chief to discuss equipment for the Police Academy and its current storage.
- Attended the Change of Command Ceremony in Laredo, TX for Randy J. Howe, new Director for the Field Operations Laredo Office with Dr. David Plummer, Executive Vice-President for Educational Programming and Student Achievement and Vice-President for Information Services, Planning, Performance & Strategic Initiatives and Mr. Jose Moroles, Director of the Regional Center for Public Safety Excellence.
- Met with Mary Elizondo, Vice President for Finance and Administrative Services and Dr. Alejo Salinas, Jr, Board Trustee to discuss policies 4212, 4901, and TASB Policy Service.
- 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 reference checks for candidates for the Dean for Continuing Education, Workforce Training, and Economic Development position.
- Participated in conference call with Dr. Mark Escamilla, President for Del Mar College to discuss the South Texas Doctoral Cohort attending Kansas State University.
- Met with Dr. Virginia Champion, Executive Director for Resource Development, Management, and Compliance to discuss this year's appropriations request to assist with the firing range for the Regional Center for Public Safety Excellence.
- Participated in a conference call with Jose Moroles, Director for the Regional Center for Public Safety Excellence and Michael Antu, Director of Special Services and Enforcement for Texas Commission on Law Enforcement to discuss the Training Provider Contract provisions.
- 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 March 31, 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.
  - Review and Discussion of Tuition and Fees Schedules for FY 2020-2021
    - Student Tuition and Fees
    - Dual Credit Tuition and Fees for Students Sponsored by Partnering School Districts
    - Regional Center for Public Safety Excellence (RCPSE) Tuition and Fees

- Employees
- Other (Non-Student/Non-Employee) Fees
- Review and Discussion of New Cosmetology Program at Laredo College
- Review and Discussion of Preliminary Projected Revenues and Expenditures for FY 2020-2021
- Review and Discussion of 2020 SACSCOC Annual Meeting Call for Proposals
- Review and Discussion of SACSCOC Core Requirement 9.2 (Program length) for Alternative Graduate Programs
- Review and Discussion of Revisions to Policy #4714: Acceptable Use of Information Resources
- Continued Discussion of Early Admit Students
- Review and Discussion of Multiple Measures Project
- Update on Coronavirus Statement
- Review and Discussion of Board Committee Meetings
- Continued Discussion on Coronavirus Preparation and Communication
- Review and Discussion of Role and Membership of Crisis Management Team
- Continued Discussion of Tuition and Fees Schedules for FY 2020-2021 Student Tuition and Fees
  - Dual Credit Tuition and Fees for Students Sponsored by Partnering School Districts
  - Regional Center for Public Safety Excellence (RCPSE) Tuition and Fees
  - Employee Fees
  - Other (Non-Student/Non-Employee) Fees
  - Discussion of Approval Process for Hiring Recommendations
  - Discussion of Gary Job Corp Training Center – San Marcos
- Discussion of Latest Directives Regarding COVID-19
- Updates:
  - Conversion to On-Line Classes
  - Dual Credit Classes
  - Awarding of Grades:
    - Pass/Fail
    - Incomplete
    - SACS Compliance
  - SACSCOC Scheduling of On and Off-Site Visits
- Discussion of Employee Compensation Protocols and Concerns
- Discussion Status of Employees Funded by Grants and Auxiliary Services
- Review and Discussion of Work from Home Guidelines
- Discussion of TCOLE Contract Training Provider Designation for RCPSE
- Discussion of UTRGV's On-Line High School Diploma +68 College Hours Free for Texas Residents
- Review and Discussion of Progress Report for the Pathway Project
- Review and Discussion of Contracting with Texas Association of School Board (TASB) for Policy Services
- Review and Discussion of Preliminary Projected Revenues and Expenditures for FY 2020-2021



## Announcements

### A. Next Meetings:

- *Committee meetings scheduled for Tuesday, April 14, 2020 are cancelled.*
- Tuesday, April 28, 2020
  - 5:30 p.m. – Regular Board Meeting

### B. Other Announcements:

- The College will be closed on Thursday, April 9, 2020 – Sunday, April 12, 2020 in observance of Semester Break

Out of an abundance of caution in preparation for coronavirus/COVID-19, the following meetings and events have been cancelled:

- Mar. 23-25 Board of Trustees Institute
- Mar. 24 T-STEM Workshop
- Mar. 25 Valley Nature Speaker Series
- Mar. 25 House of Representatives – Higher Education Committee Meeting
- Mar. 26 Women in Technology Public Event
- Mar. 26 RCPSE President's Advisory Council
- Mar. 27 Women in Technology High School Event
- Mar. 27 Physics Advising Social
- Mar. 27 Catch the Next Ascender Reception/Fundraiser
- Mar. 28-30 AACC Annual Conference
- Mar. 30 Culinary and Conversations
- Apr. 3 Preparing Healthful Meals
- Apr. 3 STEM Summit
- Apr. 3 Book Study and Round Table Discussion
- Apr. 4 5K Heroes Fun Run
- Apr. 6 Summit on College and Career Readiness
- Apr. 7 Dual Credit Programs Preview Day
- Apr. 8 Visit with Texas Higher Education Commissioner Dr. Harrison Keller
- Apr. 8 Visit with Texas Comptroller Glenn Hegar
- Apr. 14 Program Fair
- Apr. 15 Unmasking your Superpowers
- Apr. 16 ACTA Graduation Ceremony for Spring 2020 participants
- Apr. 17 T-STEM Workshop
- Apr. 17 Rio Grande Valley Hurricane Ready Expo
- Apr. 20 Culinary and Conversations
- Apr. 24 High School Dual Students Competition
- Apr. 24-25 Great Teacher's Seminar
- Apr. 29 Faculty Retirement Ceremony
- Apr. 30 Academy Programs Cord Ceremony
- May. 4 Culinary and Conversations
- May. 6 Graduation Luncheon
- May. 18-19 Distinguished Scholars Recognition