



**SOUTH TEXAS
COLLEGE**

**Board of Trustees
Regular Board Meeting**

**Tuesday, April 28, 2020
5:30 p.m.**

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

Online Board Packet

**SOUTH TEXAS COLLEGE
BOARD OF TRUSTEES REGULAR MEETING
Tuesday, April 28, 2020 @ 5:30 p.m.
Ann Richards Administration Building Board Room
Pecan Campus, McAllen, Texas 78501**

AGENDA

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

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**
 - 1. Update on South Texas College Response to COVID-19
 - 2. Presentation on Guidelines for Distribution of Financial Stimulus Allocations for Students and College Operations

VI. Consideration and Action on Consent Agenda

- A. Approval of Board Meeting Minutes 7 - 63
 - 1. March 31, 2020 Regular Board Meeting
 - 2. April 16, 2020 Special Board Meeting
 - 3. April 23, 2020 Special Board Meeting

- B. Approval and Authorization to Accept Grant Awards and Agreements .. 64 - 65
 - 1) The Jobs for the Future (JFF), Google IT Support Professional Certificate, Subaward in the amount of \$10,000
 - 2) Additional Grant(s) Received/Pending Official Award

VII. Consideration and Action Agenda Items

A. Finance, Audit, and Human Resources Items

- 1. Review and Action as Necessary on Tax Assessment Collection for Hidalgo County Renewal 66 - 69
- 2. Review and Action as Necessary on Tax Assessment Collection for Starr County Renewal 70 - 73
- 3. Review and Action as Necessary on Order 2020-011 Authorizing the Issuance, Sale and Delivery of South Texas College District Limited Tax Refunding Bonds, in One or More Taxable Series; Delegating Certain Authority to the Chairperson of the Board of Trustees of the College District, the President of the College and the Vice President for Finance and Administrative Services Pursuant to the Provisions of Texas Government Code, Sections 1207.007 and 1207.008; Levying a Continuing Direct Annual Ad Valorem Tax; Authorizing the Refunding of Certain Outstanding Bonds; Authorizing the Execution of a Bond Purchase Contract; Approving an Official Statement, Execution of an Escrow and Trust Agreement, and Making Other Provisions Regarding Such Bonds and Matters Incident Thereto 74 - 100
- 4. Review and Action as Necessary on Quarterly Investment Report by Valley View..... 101 - 107
- 5. Review and Action as Necessary on Award of Proposal, Rescind of Awards, Purchases, Renewals, and Interlocal Agreements 108 - 119
 - A. Award / Rescind of Proposals
 - 1) Travel Services (Award)
 - 2) Graduation Caps and Gowns (Rescind)
 - 3) Truck Driver/Bus Driver Training (Rescind)
 - B. Purchases and Renewals
 - (a) Instructional Item
 - 4) Metal Products for Welding Programs (Renewal)

- (b) Non-Instructional Items
 - 5) Bucket Truck (Purchase)
 - 6) Furniture (Purchase)
 - 7) Medical Office Skills Training Services (Renewal)
 - 8) Online Continuing Education Services (Renewal)
 - 9) Small Business Skills Training (Renewal)
- (c) Technology Items
 - 10) Computers, Laptops, Monitors, and Printers (Purchase)
 - 11) Research and Advisory Service Agreement (Renewal)
- C. Interlocal Agreements
 - 12) Case Management Services (Purchase)
 - 13) Policy Management Services (Purchase)
- 6. Review and Action as Necessary on Building and Furniture Values for the 2020-2021 Property Insurance Request for Proposal..... 120 - 121

B. Facilities Items

- 1. Review and Action as Necessary on Contracting Construction Services for the Mid Valley Campus Drainage Improvements Phase I and Asphalt Resurfacing for Parking Lot 3 and the Northwest Drive 122 - 131
- 2. Review and Action as Necessary on Contracting Construction Services for the Nursing & Allied Health Campus East Building A Student Services Renovation and Starr County Campus Student Services Building G Cashiers and Veterans Affairs Areas Renovation..... 132 - 155
- 3. Review and Action as Necessary on Contracting Construction Services for the District Wide Marker Board Replacement Phase III 156 - 165
- 4. Review and Action as Necessary on Renewal of Lease Agreement with City of Edinburg 166 - 167
- 5. Update on Status of Unexpended Plant Fund Construction and Renewals & Replacements Projects..... 168 - 179

VIII. Consideration and Approval of Checks and Financial Reports 180 - 181

IX. Executive Session Items

- A. Deliberation and Action as Necessary Regarding the Assessment of the College President and the Self-Assessment of the Board of Trustees..... 182

X. Informational Items

- President's Report 183 - 185

XI. Announcements 186

A. Next Meetings:

- Tuesday, May 12, 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, May 26, 2020
 - 5:30 p.m. – Regular Board Meeting

Presentations

1. Update on South Texas College Response to COVID-19

Dr. David Plummer, Interim Executive Vice President for Educational Programming and Student Achievement and Vice-President for Information Services, Planning, Performance & Strategic Initiatives, will provide an update on South Texas College's ongoing institutional response to COVID-19.

Dr. Plummer will include an update on efforts to provide limited, safe access to certain facilities, including Open Labs for computer access, to students. Initial access has already been provided at Pecan Campus, with other campuses soon to follow.

2. Presentation on Guidelines for Distribution of Financial Stimulus Allocations for Students and College Operations

Mrs. Mary Elizondo, Vice President for Finance and Administrative Services, and Mr. Matthew Hebbard, Vice President for Student Affairs and Enrollment Management, will present the federal guidelines for the distribution of financial stimulus allocations to benefit students and, separately, College operations.

For the student stimulus funding, the College has received an acknowledgement of our agreement with the U.S. Department of Education, and is pending the release of federal funding. Administration has moved forward with an online application process, which will allow students to submit their application for emergency aid. The application will be straightforward, and will follow federal guidelines, including eligibility requirements.

These emergency aid funds cannot be held by the College or applied to unpaid balances, and will be issued directly, and fully, to recipient students. The College will have one year to release all funding, and anticipates additional reporting and auditing requirements to be provided by federal authorities.

For College operations stimulus funding, administration is still awaiting clear guidelines from the federal government regarding the use of funds. Mrs. Elizondo will provide an update on any available details on April 28, 2020.

No action is required.

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

Approval of Board Meeting Minutes

The following Board Meeting Minutes are submitted for approval:

- 1) March 31, 2020 Regular Board Meeting
- 2) April 16, 2020 Special Board Meeting
- 3) April 23, 2020 Special Board Meeting

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and adopt the March 31, 2020 Regular Board Meeting Minutes, April 16, 2020 Special Board Meeting Minutes, and April 23, 2020 Special 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 March 31, 2020 Regular Board Meeting Minutes, April 16, 2020 Special Board Meeting Minutes, and April 23, 2020 Special 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, March 31, 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, March 31, 2020 in the Ann Richards Administration Building Board Room at the Pecan Campus in McAllen, Texas. The meeting commenced at 5:34 p.m. with Mr. Paul R. Rodriguez presiding.

Mr. Rodriguez announced that specific precautions had been taken due to the COVID-19 / novel coronavirus outbreak, which had prompted local, state, and federal officials to declare states of emergency and outline recommended safety precautions for the conduct of essential business.

These precautions included:

- Recommendation for public use of the live broadcast in lieu of in-person attendance;
- Request for prior-registration for Public Comments;
- Request for anyone with an issue on the agenda to wait outside the Board Room until called upon for their agenda item;
- Essential staff waited on standby in adjacent areas until their items were under discussion; and,
- Trustees were encouraged to attend in person or participate by conference call, as their personal circumstances dictated.

Members present: Mr. Paul R. Rodriguez, Mr. Roy de León, Mrs. Victoria Cantu, Dr. Alejo Salinas, Jr., and Mr. Rene Guajardo were present within the Board Room, and Ms. Rose Benavidez and Mr. Gary Gurwitz participated by teleconference.

Members absent: None

Also present: Dr. Shirley A. Reed, Mr. Jesus Ramirez, Mrs. Mary Elizondo, Mr. Matthew Hebbard, Mrs. Rebecca Cavazos, Mr. George McCaleb, Dr. Ali Esmaeili, Mrs. Lucy Canales, Mrs. Kelly Salazar, and Mr. Andrew Fish.

Determination of a Quorum

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

03/31/2020

Regular Board Meeting Minutes

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. 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, provided an update on South Texas College's Crisis Management Team and the ongoing institutional response to COVID-19.

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

Approval of Board Meeting Minutes

The February 25, 2020 Regular Board Meeting Minutes were submitted for approval.

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 adopted the February 25, 2020 Regular Board Meeting Minutes as written. The motion carried.

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 was 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

03/31/2020

Regular Board Meeting Minutes

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 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.

Upon a motion by Mr. Roy de León and a second by Mrs. Victoria Cantú, the Board of Trustees of South Texas College approve and 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, and further authorized the College President to confirm the Order to the Governor's Proclamation as necessary. The motion carried.

**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 was not fully known. Further emergency measures could 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 was 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 was 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 would 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 would be presented to the Board, including requests for ratification of actions as appropriate.

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

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 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, and in consultation with the Chair and/or Vice Chair as possible, 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 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, 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: **S**cience **E**ducation **A**lliance **P**hage **H**unters **A**dvancing **G**enomics & **E**volutionary **S**cience.

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 11th 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 was presented for the Board's review, and no action was 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, was 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 was 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 were provided in the packet for the Board's information and review.

03/31/2020

Regular Board Meeting Minutes

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

Legal Counsel 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. Upon further advice of Legal Counsel, the Board restricted their action to the selection of the most highly qualified firm, and did not consider the delinquent tax penalty fee that would be assessed from delinquent taxpayers and paid to the firm upon successful collection of delinquent accounts.

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 action as necessary to award a contract with Linebarger, Goggan, Blair, & Sampson, LLP 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. The motion carried.

**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 was requested.

Purpose – A resolution authorizing the College to levy a penalty to the delinquent 2019 district taxes was 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 would 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 was 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.

Upon a motion by Mr. Gary Gurwitz and a second by Dr. Alejo Salinas, Jr., the Board of Trustees of South Texas College identified the penalty tax rate and approved and authorized the Resolution to impose an additional penalty of 15% for collection of delinquent taxes as authorized under Section 33.07 of the Texas Property Tax Code for attorney compensation as presented. The motion carried.

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 WAS requested.

Purpose – The law office of Linebarger Goggan Blair & Sampson, LLP requested 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 submitted the analysis of the bid received for the Board of Trustees’ consideration. The total amount the College would receive for this property was \$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 was 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 were provided in the packet for the Board’s information and review.

Mrs. Kelly Salazar from Linebarger Goggan Blair & Sampson, LLP was 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.

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 Starr County Tax Resale Private Bid and Resolution #2020-009 Authorizing the Tax Resale to Linebarger Goggan Blair & Sampson, LLP as presented. The motion carried.

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 was 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 were 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.

03/31/2020

Regular Board Meeting Minutes

The Board approved late payment fees for Spring 2020 term were 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 were anticipated to be assessed through the end of the semester.

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

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

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) was requested.

The recommended changes for FY 2020 - 2021 were 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
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:

Mandatory Fees	Current Rate	Increase	Proposed Rate
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

Mandatory Fees	Current Rate	Increase	Proposed Rate
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

- Increase Program Specific Fees as follows:

New Program Specific Fees:	Current Rate	Increase	Proposed Rate
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:

Differential Tuition	Current Rate	Proposed Rate
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)

American Welding Society Certification Testing and Material Fee (per certification)	Current Rate	Increase	Proposed Rate
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"> • \$50.00 Testing fee paid directly to South Texas College per certification/per student. 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:

	Current Rate	Increase	Proposed Rate
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:

Mandatory Fees	Current Rate	Increase	Proposed Rate
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

Mandatory Fees	Current Rate	Increase	Proposed Rate
• 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:

Mandatory Fees	Current Rate	Increase	Proposed Rate
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) were reviewed by staff, the President's Cabinet, and President's Administrative Staff.

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

This item was not reviewed by the Finance, Audit, and Human Resources Committee. Administration requested expedited approval in anticipation of difficulties making necessary and timely adjustments in the future. It was 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.

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 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 motion carried.

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

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

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

The Finance, Audit, and Human Resources Committee recommended Board approval of the 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),

03/31/2020

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 was \$767,730.00.

Upon a motion by Mr. Roy de León and a second by Mrs. Victoria Cantú, the Board of Trustees of South Texas College approved and authorized the award of proposals, purchases, and renewals totaling \$767,730.00 as presented. The motion carried.

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 was requested.

On March 10, 2020, Mary Elizondo, Vice President for Finance and Administrative Services, presented to the Finance, Audit, and Human Resources Committee a proposal for 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 maintained a Board Policy Manual since its inception and was considering entering into an interlocal agreement with TASB policy management services to produce a comprehensive and current policy manual that would include legal and local provisions and updates for the College.

Justification – The College administration proposed 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 proposed 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 had 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 would:

- 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.

On March 31, 2020, Mary Elizondo informed the Board that the pricing from TASB would be updated for the FY 2020 – 2021 year, and the first year would cost the College approximately \$27,500, with subsequent cost of approximately \$13,000 - \$14,000 annually. The Board acknowledged the price increase.

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 interlocal agreement for policy management services between South Texas College and Texas Association of School Boards as presented. The motion carried.

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. provided 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., was 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.

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 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 motion carried.

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 was requested.

Purpose

Architectural services were 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 included, but was not limited to,

design, analysis, preparation of plans and specifications, permit applications, construction administration, and inspection of the project.

Scheduling Priority

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

Background

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

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

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

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

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 were budgeted in the Unexpended Construction Plan Fund for available use in fiscal year 2019-2020. A remaining budget balance of the FY20 Unexpended Plant Fund considering this month's proposed project was provided under the agenda item titled Update on Status of Unexpended Plant Fund Construction and Renewals & Replacements Projects.

Reviewers

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

Enclosed Documents

Site plans indicating the location of the proposed Pecan Campus Business and Science Building G Conversion of Two Classrooms to Geology Labs Project were provided. The evaluation team members completed evaluations for the firms and provided the 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.

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

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 was requested.

Purpose

The procurement of a contractor would provide 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 was 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 were 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.

Timeline for Solicitation of Competitive Sealed Proposals	
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 recommended Noble Texas Builders, LLC as the highest ranked in the amount of \$389,600.

Funding Source

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

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 was provided under the agenda item titled Update on Status of Unexpended Plant Fund Construction and Renewals & Replacements Projects.

Reviewers

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

Enclosed Documents

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

The 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.

Upon a motion by Mr. Gary Gurwitz and a second by Mrs. Victoria Cantú, the Board of Trustees of South Texas College approved and authorized contracting construction services with Noble Texas Builders, 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 motion carried.

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

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

Upon a motion by Mr. Gary Gurwitz and a second by Mr. Roy de León, the Board of Trustees of South Texas College approved and authorized the rejection of construction proposals for the Pecan Campus South Academic Building J Flooring Replacement First Floor project as presented. The motion carried.

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 was requested.

Purpose

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

Scheduling Priority

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

Background

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

Timeline for Solicitation of Competitive Sealed Proposals	
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 recommended Limon Masonry, LLC as the highest ranked in the amount of \$58,800.

Funding Source

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

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

Reviewers

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

Enclosed Documents

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

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

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 was requested.

Purpose

The procurement of a contractor would provide 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 was 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.

Timeline for Solicitation of Competitive Sealed Proposals	
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 recommended R. L. Abatement, Inc. as the highest ranked in the amount of \$33,000.

Funding Source

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

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 were budgeted in the Unexpended Construction Plant Fund for available use in fiscal year 2019-2020. A remaining budget balance of the FY20 Unexpended Plant Fund considering this month's proposed project was provided under the agenda item titled Update on Status of Unexpended Plant Fund Construction and Renewals & Replacements Projects.

Reviewers

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

Enclosed Documents

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

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

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 was requested. This approval would allow administration to negotiate contract terms with the selected contractor.

Purpose

The procurement of a contractor would provide 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,

03/31/2020

and the Board of Trustees. This project was 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 was 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 needed to be renovated and redesigned to accommodate the functions of the relocated departments.

On October 30, 2018, the Board approved Rike Ogden Figueroa Alex 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.

Timeline for Solicitation of Competitive Sealed Proposals	
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 recommended Noble Texas Builders as the highest ranked in the amount of \$289,400.

Funding Source

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

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

This project was \$89,400 over budget. Additional funds were 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 was provided under the agenda item titled Update on Status of Unexpended Plant Fund Construction and Renewals & Replacements Projects.

Reviewers

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

Enclosed Documents

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

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 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, contingent upon further negotiation to determine value engineering options. The motion carried.

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 was requested.

Purpose

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

Scheduling Priority

This is a renewals & replacements project and was reviewed by the Facilities Planning & Construction department, the President's Cabinet, and the Coordinated Operations Council. This project was 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 needed 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.

Timeline for Solicitation of Competitive Sealed Proposals	
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 recommended Fastsigns as the highest ranked in the amount of \$48,679.90.

Funding Source

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

Funds for the District Wide Exterior Building Lettering Project 2020-012R were 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 was provided under the agenda item titled Update on Status of Unexpended Plant Fund Construction and Renewals & Replacements Projects.

Reviewers

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

Enclosed Documents

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

Upon a motion by Mr. Gary Gurwitz and a second by Mrs. Victoria Cantú, the Board of Trustees of South Texas College approved and authorized contracting construction services with Fastsigns in the amount of \$48,679.90 for the District Wide Exterior Building Lettering Project as presented. The motion carried.

Update on Status of Unexpended Plant Fund Construction Projects

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

Consideration and Approval of Checks and Financial Reports

Board action was requested to approve the checks for release and the financial reports for the month of February 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, was available to review of the Financial Report for the month of February 2020 and 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 Dr. Alejo Salinas, Jr. and a second by Mr. Roy de León, 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 February 2020. The motion carried.

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 were 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

Adjournment

There being no further business to discuss, the Regular Meeting of the South Texas College Board of Trustees adjourned at 6:51 p.m.

I certify the foregoing are the true and correct minutes of the Tuesday, March 31, 2020 Regular Board Meeting of the South Texas College Board of Trustees.

X

Mr Roy de León
Board Secretary

**SOUTH TEXAS COLLEGE
BOARD OF TRUSTEES SPECIAL MEETING
Thursday, April 16, 2020 @ 5:30 p.m.
Ann Richards Administration Building Board Room
Pecan Campus, McAllen, Texas 78501**

Minutes

Call Meeting to Order:

The Special Board Meeting of the South Texas College Board of Trustees was held on Thursday, April 16, 2020 in the Ann Richards Administration Building Board Room at the Pecan Campus in McAllen, Texas. The meeting commenced at 5:32 p.m. with Mr. Paul R. Rodriguez presiding.

Mr. Rodriguez announced that specific precautions had been taken due to the COVID-19 / novel coronavirus outbreak, which had prompted local, state, and federal officials to declare states of emergency and outline recommended safety precautions for the conduct of essential business.

These precautions included:

- Recommendation for public use of the live broadcast in lieu of in-person attendance;
- Request for prior-registration for Public Comments;
- Request for anyone with an issue on the agenda to wait outside the Board Room until called upon for their agenda item;
- Essential staff waited on standby in adjacent areas until their items were under discussion; and,
- Trustees were encouraged to attend in person or participate by conference call, as their personal circumstances dictated.

Members present: Mr. Paul R. Rodriguez, Dr. Alejo Salinas, Jr., and Mr. Rene Guajardo were present within the Board Room, and Ms. Rose Benavidez and Mr. Gary Gurwitz participated by teleconference.

Members absent: Mr. Roy de León and Mrs. Victoria Cantú

Also present: Dr. Shirley A. Reed, Mr. Jesus Ramirez, Mrs. Mary Elizondo, Dr. David Plummer, Mr. Matthew Hebbard, Mrs. Rebecca Cavazos, Mr. Luis Guzman, and Ms. Sierra Muniz, and Mr. Andrew Fish.

Determination of a Quorum

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

04/16/2020

Special Board Meeting Minutes

Invocation

Mrs. Rebecca Cavazos, Director of Purchasing, said the invocation.

Public Comments

Ms. Sienna Muniz spoke as a student of South Texas College. Ms. Muniz discussed many of the challenges facing students as a result of the College's transition to online-only instruction in response to federal, state, and local mandates related to the COVID-19 pandemic. Ms. Muniz outlined a request for consideration of reimbursements, future tuition waivers, and other opportunities for students who were expected to complete coursework online after having initially registered for in-person instruction.

Mr. Luis Guzman spoke as a tax payer and as an employee of the College, asking the Board to consider options to provide non-working employees and departments the ability to continue working during the College's closure in response to federal, state, and local mandates related to the COVID-19 pandemic.

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

Presentation

1. Update on South Texas College Response to COVID-19

Dr. David Plummer, Interim Executive Vice President for Educational Programming and Student Achievement and Vice-President for Information Services, Planning, Performance & Strategic Initiatives, provided an update on South Texas College's ongoing institutional response to COVID-19.

Dr. Plummer's update included a preliminary plan, in coordinate with health department officials in Hidalgo County, to bring small groups of students on campus, obeying all social distancing and other guidelines, to accomplish tasks requiring face-to-face interaction. Dr. Plummer discussed the installation of protective barriers for the health and safety of employees and students. Additionally, comprehensive cleaning schedules would be implemented to insure disinfection of rooms and resources between meetings.

Administration was working closely with the County to develop a controlled, methodical schedule as a pilot, to see whether face-to-face meetings for specific issues could be coordinated safely, and perhaps expanded to other campuses and into Starr County, as needed.

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

Review of Traditional Student Enrollment Projection Models for Summer 2020, Fall 2020, and Spring 2021

Mr. Matthew Hebbard, Vice President for Student Affairs and Enrollment Management, reviewed traditional student enrollment projections for Summer 2020, Fall 2020, and Spring 2021.

These enrollment projections were based upon current information. Adjustments would be made as new information, guidelines and best practices become available.

Summer 2020 Assumptions:

- Estimated enrollment decrease of 35%
- Campus continues to be closed to students/public
- Minimal staff/faculty allowed on campus to provide essential services
- All courses converted to online format
- Limited services provided via phone, online and email
- Governor considering extending “shelter in place” to end of May

Fall 2020 Assumptions:

- Estimated enrollment decrease of 25%
- Limited access to campuses for students/public while keeping social distancing
- Staff/faculty allowed on campuses to provide services while keeping social distancing
- Majority of courses provided in a hybrid or online format
- Students have limited access to labs while keeping social distancing
- Limited services provided via phone, online and email
- Unknown impact of CARES student support federal funding.

Spring 2021 Assumptions:

- Estimated enrollment decrease of 10%
- Full access to all campuses by students/public
- Regular course schedules with face-to-face, hybrid and online courses offered
- Students have full access to services and labs
- All faculty and staff are on campus

These traditional student enrollment projections were presented for the Board’s information and to provide context for the following discussion of the preliminary budget summary for FY 2020 – 2021. No action was requested.

Review and Discussion of Preliminary Budget Summary for FY 2020 – 2021

The Summary of Preliminary Projected Revenues and Expenditures for Fiscal Year 2020 – 2021 with Comparison to Fiscal Year 2019 – 2020 were provided for the Board’s information and review.

The College was continued to monitor the Summer 2020 and Fall 2020 student enrollment trends that indicated a decline for both dual and traditional students in comparison with prior year enrollment due to the COVID-19 emergency crisis.

Although the actual effect of the crisis is not known at this time, estimated projections are being developed to prepare a budget for FY 2021, which commences in September 2020 with the Fall Semester.

In addition to a reduction in student enrollment and associated tuition and fee revenue, other revenue sources were projected to be negatively impacted, such as interest revenue and property taxes revenue.

The attached Summary of Preliminary Projected Revenues and Expenditures for Fiscal Year 2020 – 2021 with Comparison to Fiscal Year 2019– 2020 Budget reflected projected revenue and expenditures as of April 16, 2020.

The College would continue to monitor trends and update projections for all revenue sources and affected expenditures in the following months as new information becomes available. In order to balance the budget with a reduction in revenues, all classifications of expenditures, including salaries and benefits, were being evaluated.

As of April 16, 2020, the Summary of Preliminary Projected Revenues and Expenditures for Fiscal Year 2020 – 2021 with Comparison to Fiscal Year 2019 – 2020 Budget reflected the revenues and expenditures in the table below. The FY 2021 revenue amount of \$166,440,160 included a 25% decrease in traditional student enrollment. The FY 2021 expenditures amount of \$180,710,216, however, included the requests from financial managers and did not include adjustments or reductions to offset the reduced revenues due the decrease in traditional student enrollment.

Comparison of FY 2020 and Preliminary FY 2021 Revenues and Expenditures					
Classification		FY 2020	FY 2021	Difference	
Revenues		\$ 181,730,329	\$ 166,440,160	\$ (15,290,169)	
Expenditures		181,730,329	180,710,216	(1,020,113)	
Revenue	Over	\$ -	\$ (14,270,056)	\$ (14,270,056)	
Expenditures					

The Summary of Preliminary Projected Revenues and Expenditures for Fiscal Year 2020 – 2021 with Comparison to Fiscal Year 2019 – 2020 Budget was provided in the packet for the Board of Trustee’s review and information. Additional changes may be required to the budget revenue and expenditure projections prior to final presentation to the Board.

Mary Elizondo, Vice President for Finance and Administrative Services, presented the proposed FY 2020 – 2021 Budget and discussed the impact of COVID-19 on the FY 2021 budget.

The Summary of Preliminary Projected Revenues and Expenditures for Fiscal Year 2020 – 2021 with comparison to Fiscal Year 2019 – 2020 was presented for information and review by the Board of Trustees. No action was required from the Board of Trustees.

Discussion and Action as Necessary on the Proposed Postponement of the May 2020 Commencement Ceremonies

Due to the ongoing public health crisis regarding COVID-19, College Administration reviewed the feasibility of the May Commencement Ceremonies at the Payne Arena scheduled for Friday, May 15 and Saturday, May 16.

College personnel consulted directly with Arena staff on possible safety measures to protect students, staff and guests and were informed that the Arena staff were in the process of rescheduling all Spring events due to the crisis. The Arena staff informed personnel that they were willing to work with alternate dates in order to reschedule the May Commencement Ceremonies.

As the crisis progressed, the College received numerous requests from graduates regarding the status of the May Ceremonies as well as concerns about the safety of students and their guests at the Ceremonies. Administration was also in contact with UTRGV and learned that UT-System made the decision to postpone all UT-System May Ceremonies. In addition, Administration also learned that most Texas Public Colleges and Universities have made similar decisions.

The current orders from the Texas Governor's Office and local county emergency health orders had been extended through April 30, 2020. Given the emergency health orders, the College was unable to distribute regalia to graduates given the current campus closure and closure of school districts. Regalia distribution for all graduates, including dual credit graduates, was scheduled to begin on the College campuses on April 13, 2020.

Other items that would needed to be purchased for the ceremony had been placed on hold as the College would incur additional costs for items that would not be reusable should the ceremony be rescheduled.

Administration also reviewed the Center for Disease Control guidelines for Institutions of Higher Education and guidelines for Mass Gatherings and Large Community Events. Given the current public health crisis and emergency orders, Administration recommended that the May Commencement Ceremonies be postponed to a later date when feasible to ensure the safety of students, guests, faculty and staff. Administration would present to the Board possible alternate dates for the May Ceremonies for consideration when feasible.

Upon a motion by Mr. Rene Guajardo and a second by Dr. Alejo Salinas, Jr., the Board of Trustees of South Texas College approved and authorized action as necessary for the postponement and rescheduling of the Spring 2020 Commencement Ceremonies, originally scheduled for May 15 and 16, 2020, as presented. The motion carried.

Discussion and Action as Necessary Regarding the Waiver of Electronic Distance Learning/VCT Course Fees for Dual Credit Students Enrolled in Distance Education Online Courses for Summer 2020

The Board was asked to take action as necessary regarding the waiver of Distance Education Fees for Dual Credit students enrolled in Distance Education online courses for Summer 2020.

Background

The College's Student Tuition and Fee schedule levies a \$10.00 per credit hour Electronic Distance Learning/VCT Course Fee for online courses, and it is not waived for dual credit students. This fee was imposed to offset expenses related to providing online courses, and the fee has not changed in the past several years.

Dual credit course sections are typically held in a traditional, face-to-face setting. Online sections are only used to meet dual credit program demand when there are no alternatives for a traditional setting. Prior to the COVID-19 crisis, school districts developed their budgets assuming Summer 2020 academic courses would be in a traditional format, and they did not budget additional funding for online course fees.

With the current COVID-19 crisis, local school district partners have moved their educational programming fully online. Since the Electronic Distance Learning/VCT Course Fee is not waived for dual credit students, the local school districts or students would have to pay the fee, unless it is waived by the Board of Trustees.

Administration recognized the pressure faced by College's local school district partners, and further recognized that a decrease in dual enrollment for Summer 2020 would significantly impact contact hour reporting for the base year funding and, consequently, state appropriations for the next biennium.

If our school district partners were not able to fund the additional costs for online courses, this could lead to a drastic reduction in contact hours generated by dual enrollment courses for Summer 2020.

Projection of Distance Learning Fee Revenue/Loss

In attempting to determine the Distance Learning Fee Revenue/Loss, two scenarios were developed:

- **Scenario 1:** 15% Drop in Enrollment, Assuming the Distance Learning Fee is waived:
 - State Appropriations Generated: \$877,468.00
 - Distance Learning Fee Revenue Waived: \$175,365.00

- **Scenario 2:** 50% Drop in Enrollment, Assuming the Distance Learning Fee is not waived, and districts reduce dual credit enrollment:
 - State Appropriations Generated: \$516,157.00
 - Distance Learning Fee Revenue: \$103,315.00

Analysis of Projected Distance Learning Fee Revenue/Loss

The additional revenue generated in state appropriations by waiving the distance learning fee was \$257,996 higher.

Administrative Recommendation

Administration recommended waiving the Electronic Distance Learning/VCT Course fee for “S” (dual enrollment) sections for the Summer 2020 sessions only.

- This would facilitate the development of online course sections for dual credit students only.
- Dual credit students who enroll in “non-S” sections, established for traditional students, would still be assessed the Board-approved fee of \$10 per credit hour.

Upon a motion by Mr. Rene Guajardo and a second by Dr. Alejo Salinas, Jr., the Board of Trustees of South Texas College approved and authorized waiving the Electronic Distance Learning/VCT Course Fee for “S” (dual enrollment) sections for the Summer 2020 sessions only as presented. The motion carried.

Discussion and Action as Necessary Regarding the Waiving of Student Activity Fees for Students Enrolled in Courses for Summer 2020

The Board was asked to take action as necessary regarding the waiver of Student Activity Fees for all students enrolled in courses for Summer 2020.

Background

The College’s Student Tuition and Fee schedule levies a \$4.00 per credit hour Student Activity Fee for all courses. This fee was imposed to offset expenses related to providing student activities, and the fee has not changed in the past several years.

Due to COVID-19 and the College’s transition to online-only course delivery for the Summer 2020 sessions, the College would not provide its normal student activity

04/16/2020

services. Administration therefore recommended the waiver of the Student Activity Fee for all students enrolled in courses for Summer 2020.

Administration did expect to resume offering student activities in Fall 2020, and therefore limited the recommended waiver to enrollment during the Summer 2020 sessions.

Upon a motion by Mr. Rene Guajardo and a second by Dr. Alejo Salinas, Jr., the Board of Trustees of South Texas College approved and authorized waiving the Student Activity Fee for all enrollment during the Summer 2020 sessions only as presented. The motion carried.

Review and Action as Necessary on Engagement of Bond Counsel for Proposed Bond Refunding

On March 31, 2020, the Board of Trustees authorized Hilltop Securities, Inc, to develop bond refunding parameters for presentation to the Board at a later date. This would allow the Board to consider opportunities to refund current debt obligations in the event that market conditions favor such action.

Hilltop Securities, Inc. subsequently asked the College to engage bond counsel to provide legal services for this process.

Any bond counsel would be engaged on a contingency fee basis. As required by Texas Government Code Section 2254.101, public notice of the engagement of legal services on a contingency fee basis was included with the posted agenda for this meeting, in the form following this narrative in the Board Packet.

The College did not currently have bond counsel engaged, and asked the Board to take action as necessary to appoint bond counsel.

The trustees noted that Mr. Jesus Ramirez, general counsel, was one of the few local firms with expertise in bond counsel, and asked Mr. Ramirez if he would be available to serve as bond counsel.

Mr. Ramirez acknowledged that he had served as the College's bond counsel as needed for the previous twenty years, and would offer his services in the same capacity and at the same fee structure as previously offered. He further acknowledged that any fees would be contingent fully upon an issuance of bonds, and that there would be no fee paid if no bonds were refunded.

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 engagement of J. Ramirez Law Firm as appointed bond counsel. The motion carried.

Review and Action as Necessary on Purchase and Renewal

Approval of the following purchase and renewal was requested.

The Director of Purchasing reviewed this item, including the procurement procedure, and recommended approval as follows:

No Review by Finance, Audit, and Human Resources Committee

This item was required on short notice due to the College's emergency response to COVID-19, and was presented without a Committee recommendation.

A. Purchase and Renewal

- 1) **Online Tutoring Services (Purchase and Renewal):** purchase additional online tutoring services from **NCS Pearson, Inc. /dba Smarthinking**, a sole source vendor, for the period beginning April 1, 2020 through August 31, 2020, at a total amount of \$28,600.00. The annual renewal for this service was processed on September 1, 2019 in the amount of \$49,400.00. The new annual amount will be \$78,000.00, which will now require Board approval.

Recommend Action - The total for the purchase and renewal was \$28,600.00, which increased the previous renewal of \$49,400.00 to a new total of \$78,000.00.

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 purchase and renewal is \$28,600.00, which increased the previous renewal of \$49,400.00 to a new total of \$78,000.00, as presented. 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

 1. Discussion and Action as Necessary on Employment and Fiscal Actions in Response to College Closure Due to COVID-19

Open Session:

The South Texas College Board of Trustees returned to Open Session at 7:51 p.m. No action was taken in Executive Session.

Discussion and Action as Necessary on Employment and Fiscal Actions in Response to College Closure Due to COVID-19

The coronavirus pandemic has negatively impacted the College's anticipated student enrollment for Summer 2020 and Fall 2020 semesters. Although the actual student enrollment reduction and the associated tuition and fee revenue decrease are not known at the present time, necessary measures must be considered and taken now to balance the FY 19 - 20 and FY 20 - 21 budgets.

As a result of COVID-19, the College has converted temporarily to online-only instruction, and employees have been directed to work from home. This directive began on March 23, 2020, and has been extended through May 4. This is a 6-week period with all employees being paid full salary and benefits.

Many categories of employees are able to work from home with differing levels of efficiency; however, several employee classifications are not able to work from home, and the College has suspended or curtailed services because of the College's closure. This includes, but is not necessarily limited to:

- bus drivers;
- security guards;
- food services;
- central receiving and distribution;
- facility maintenance; and
- facility construction.

In keeping with the best interest of the safety and well-being of students and employees, the College has undertaken the following initiatives:

Students

- Waived fees for emergency loan and installment plan late payments for the Spring 2020 semester.
- Proposed waiving of distance learning fees for dual credit students for Summer 2020 sessions.
- Proposed waiving of student activity fees for Summer 2020 sessions.
- Provided library instruction through Blackboard and other virtual environments. (added by DP)
- Access to supplemental instruction and online tutoring services through use of virtual environments (added by DP)
- Continued research support through online databases and access to research librarians via telephone and chat (added by DP)
- Student outreach, including emails, telephone, and virtual meetings, have continued. (added by MH)

Employees

- Prepared and issued Working from Home Guidelines and Activity Reports
- Prepared and issued Employee Frequently Asked Questions (FAQs)
- Continued to compensate all employees available to work whether or not they are able to actually perform the position's responsibilities while working from home.
- Provided premium pay for employees coming onto campus to work from March 23, 2019 to March 31, 2020.
- Implemented the Family First Coronavirus Response Act benefits (notice attached)
- Identified essential staff working on critical business functions were issued laptops to work from home as required. (added by DP)

College Operations

- Purchased disinfecting equipment and supplies.
- Purchased additional capacity for distance learning instruction
- Transitioned instruction to on-line for Spring Semester and Summer Sessions
- Cancelled Summer Camps
- Postponed commencement ceremonies. (added by Dr. Reed)
- Provided VPN (Virtual Private Network) and VDI (Virtual Desktop Infrastructure) to essential faculty and staff so they can securely work from home. (added by DP)
- Admissions, Financial Aid, and Call Center operations have continued online and on-campus. (added by MH)

The financial viability of the College is contingent upon student enrollment that provides 63.3% of funding revenue from student tuition and fees and state appropriations for contact hour funding. Thus, there is a critical relationship between student enrollment and the funding availability for College operations and personnel.

In an effort to mitigate the anticipated budget shortfall in FY 2020 and the reduction in budget revenues in FY 2021 due to decline in student enrollment and other types of revenue sources, such as interest revenue, the College proposed implementing the measures outlined in the *South Texas College Plan in Response to Coronavirus*, which was provided within the packet.

Administration recommended the Board enter into executive session discussion for advice from legal counsel on appropriate procedures for employment and fiscal actions in response to the College's closure as a result of COVID-19.

The Board took no action on this item, and scheduled a Special Board Meeting for Thursday, April 23, 2020, to review these issues further.

Announcements

A. Next Meetings:

- Tuesday, April 28, 2020
 - 5:30 p.m. – Regular Board Meeting

- Tuesday, May 12, 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, May 26, 2020
 - 5:30 p.m. – Regular Board Meeting

Adjournment

There being no further business to discuss, the Regular Meeting of the South Texas College Board of Trustees adjourned at 7:52 p.m.

I certify the foregoing are the true and correct minutes of the Thursday, April 16, 2020 Special Board Meeting of the South Texas College Board of Trustees.

X

Mr Roy de León
Board Secretary

**SOUTH TEXAS COLLEGE
BOARD OF TRUSTEES SPECIAL MEETING
Thursday, April 23, 2020 @ 5:30 p.m.
Ann Richards Administration Building Board Room
Pecan Campus, McAllen, Texas 78501**

Minutes

Call Meeting to Order:

The Special Board Meeting of the South Texas College Board of Trustees was held on Thursday, April 23, 2020 in the Ann Richards Administration Building Board Room at the Pecan Campus in McAllen, Texas. The meeting commenced at 5:41 p.m. with Mr. Paul R. Rodriguez presiding.

Mr. Rodriguez announced that specific precautions had been taken due to the COVID-19 / coronavirus outbreak, which had prompted local, state, and federal officials to declare states of emergency and outline recommended safety precautions for the conduct of essential business.

These precautions included:

- Recommendation for public use of the live broadcast in lieu of in-person attendance;
- Request for prior-registration for Public Comments;
- Request for anyone with an issue on the agenda to wait outside the Board Room until called upon for their agenda item;
- Essential staff waited on standby in adjacent areas until their items were under discussion; and,
- Trustees were encouraged to attend in person or participate by conference call, as their personal circumstances dictated.

Members present: Mr. Paul R. Rodriguez was present within the Board Room, and Ms. Rose Benavidez, Mr. Gary Gurwitz, and Dr. Alejo Salinas, Jr. participated by teleconference.

Members absent: Mr. Roy de León, Mrs. Victoria Cantú, and Mr. Rene Guajardo

Also present: Dr. Shirley A. Reed, Mr. Jesus Ramirez, Mrs. Mary Elizondo, Dr. David Plummer, Mr. Matthew Hebbard, 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.

Presentation

1. Update on South Texas College's Response to COVID-19

Dr. David Plummer, Interim Executive Vice President for Educational Programming and Student Achievement and Vice-President for Information Services, Planning, Performance & Strategic Initiatives, provided an update on South Texas College's ongoing institutional response to COVID-19, including additional information in response to Governor Abbott's Executive Order #GA-16, dated April 17, 2020, which in part ordered that "...schools shall remain temporarily closed to in-person classroom attendance by students and shall not recommence before the end of the 2019-2020 school year."

Governor Abbott's Executive Order provided further clarification for higher education, adding: "...institutions of higher education should establish similar terms to allow teachers and staff to return to schools to conduct remote video instruction and perform administrative duties when it is not possible to do so remotely from home."

A copy of Executive Order #GA-16 was provided in the packet for the Board's review.

Dr. Plummer reviewed the procedures that were allowing small numbers of students to begin accessing open computer labs at Pecan Campus, with strict scheduling and cleaning processes to protect their safety and the safety of staff. The College was working with authorities in Hidalgo and Starr County to open facilities, on a limited basis and as necessary to support students, at each campus district-wide.

Mr. Matthew Hebbard, Vice President for Student Affairs and Enrollment Management, provided an update on enrollment for Summer 2020 and Fall 2020 courses. Enrollment was significantly lower than projected in financial forecasts delivered at the April 16, 2020 Special Board Meeting, based on a comparison to enrollment on the same number of days before each term as the previous year.

Mr. Daniel Ramirez, Director of Public Relations and Marketing, provided a brief overview of communication with students regarding the ongoing developments related to COVID-19, and the impact on the College and student services. He highlighted strategies to ensure students had access to learning support services during the transition to online-only instruction, as well as other information useful to current students.

Chairman Rodriguez noted that he had seen more media coverage of UTRGV's programs, giving a greater public awareness of the university's operations and services. Mr. Ramirez acknowledged that a significant portion of the College's COVID-19 information was targeted toward students, and that the public awareness campaign was primarily conducted through ongoing press releases highlighting College related stories, rather than focused on COVID-19 related operations.

Mr. Rodriguez suggested that the College should provide more public-focused information about the steps taken to move programs forward, while protecting student and public safety, in the light of the pandemic. The Board voiced their agreement with Mr. Rodriguez, and Mr. Ramirez agreed to plan for broader public announcement of the information currently directed toward students.

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

Executive Session:

The South Texas College Board of Trustees convened into Executive Session at 6:19 p.m. in accordance with Chapter 551 of the Texas Government Code for the specific purpose provided in:

- Section 551.071, Consultations with Attorney
- 1. Discussion and Action as Necessary on Proposed New Policy #4913: Employee Furloughs for College Employees in Response to COVID-19 and Other Emergencies
- 2. Discussion and Action as Necessary to Furlough Employees in Departments with Suspended Operations in Response to the Coronavirus Pandemic
- 3. Update and Discussion of Payroll Procedures for Direct Wage Employees

Open Session:

The South Texas College Board of Trustees returned to Open Session at 7:03 p.m. No action was taken in Executive Session.

Discussion and Action as Necessary on Proposed New Policy #4913: *Employee Furloughs for College Employees in Response to COVID-19 and Other Emergencies*

The Board was asked to approve and adopt proposed new policy #4913: *Employee Furloughs for College Employees in Response to COVID-19 and Other Emergencies*.

The policy was recommended at this time due to the College's closure in response to the Coronavirus Pandemic. The proposed policy would also stand ready for similar measures in the event another disaster disrupted College operations in the future.

Coronavirus Pandemic Background

The Coronavirus Pandemic and related COVID-19 infections had significantly affected the normal operations of the College. Following federal, state, and local guidelines, the College closed its physical facilities, and transitioned all instructional programs to fully online classes.

- In limited circumstances, staff were able to report to campuses for essential duties only.
- The College coordinated with as many employees as possible to work from home to maintain business continuity while abiding by local "shelter-in-place" requirements in both Hidalgo and Starr Counties.
- Unfortunately, there were several operations and areas of responsibility that have been closed or curtailed in response to the College's closure.

The Coronavirus Pandemic placed the College in a precarious position. The College sought to fulfill its mission to students to the greatest extent possible through the Coronavirus Pandemic, and also to be in a strong position to meet the anticipated greater demand once the local region began to recover from the current pandemic, and to rebuild the local economy.

Obligations of the College

Administration determined that it was necessary to place all employees in selected departments that have suspended operations on furlough.

College's Vested Interest in Employee Retention

Administration recognized the College's interest in retaining its employees, and investing as much as possible in their well-being even during disruptions to normal operations.

The College benefited greatly from its well-trained, motivated, and highly-effective employees, and sought procedures that are fair and equitable to all employees, and provide a process for an employee returning from furlough to return to their original position; however, shift and locations may be modified.

Description of Proposed Furlough Outlined in Policy

Furlough is:

1. Unpaid leave, initiated by the College, in an effort to retain the employer-employee relations for a defined period, which might be extended, reduced, or terminated as needed by the College.
2. Invoked in response to a national, state, or local disaster or health pandemic that disrupts the normal operation of the College.

Benefits while on Furlough

Employees on furlough would be eligible to retain certain employment benefits:

1. Eligibility for employee and dependent health and other insurance plans will be determined by the Employee Retirement System of Texas (ERS). The College will continue to pay for the employee, during the furlough period, the state contribution premium amount at the same level enrolled by the employee prior to the furlough period, as permitted by ERS.
2. An employee may not use accrued vacation or sick leave during the furlough period. An employee's accrued vacation and sick leave balance will remain, and the employee would not continue to accrue vacation and sick leave hours during the furlough period.
3. Retirement contributions (by both the employee and the college) cannot be made because the contributions must be based on actual earnings, and there are no earnings while the employee is on furlough.
4. An employee's continuous service credit and employment status for retirement purposes will not be affected by the furlough.
5. Eligibility for unemployment benefits will be determined by the Texas Workforce Commission.

On April 23, 2020, the Board did not take action on the proposed policy, but acknowledged that it would continue to entertain recommendations and suggestions for additional revisions to the Policy. No action was taken.

Discussion and Action as Necessary to Furlough Employees in Departments with Suspended Operations in Response to the Coronavirus Pandemic

The Board was asked to take action as necessary to approve the proposed Furlough Plan in response to the Coronavirus Pandemic and as outlined in proposed Policy #4913: *Employee Furloughs for College Employees in Response to COVID-19 and Other Emergencies*.

Administration recommended Board approval to move forward with the furlough of all employees in three functional areas at the College, since all operations within those areas

04/23/2020

would be closed until the Fall 2020 Semester due to the College’s closure in response to COVID-19:

- Child Care Services
- Student Transportation Services
- Food Services

Salaries and Benefits

The impact of the proposed furlough, including salaries and benefits, per month would be as follows:

<u># of Employees</u>	<u>Salaries</u>	<u>Benefits</u>	<u>Total Salaries & Benefits</u>
<u>Child Care Services</u>			
12	\$34,400.67	\$13,424.20	\$47,824.87
<u>Student Transportation Services</u>			
10	\$25,942.25	\$10,178.45	\$36,120.70
<u>Food Services</u>			
8	\$25,031.42	\$9,030.52	\$34,061.94
<u>Total</u>			
30	\$85,374.33	\$32,633.17	\$118,007.50

The total impact of salaries and benefits over additional months would be as follows:

One Month	\$118,007.50
Two Months	\$236,015.01
Three Months	\$354,022.51
Four Months	\$472,030.02

State Insurance Contribution

The total cost of paying the State Insurance Contribution for each furloughed employee, as outlined in the policy, would be \$19,698.96 per month, or \$78,765.84 for four months.

While the Board did not approve and adopt Policy 4913 as recommended by administration, they did call upon administration for a recommendation related to the proposed furlough plan.

Dr. Shirley Reed, College President, noted that the operating areas of Child Care Services, Student Transportation Services, and Food Services were not in operation and would not resume until students were able to return to campus and normal operations were restored; therefore, she recommended that all employees of those areas be placed

on furlough, with the benefits and pay considerations as outlined in the original recommended policy #4913, and as outlined below:

Furloughed employees:

- Would not receive pay during the furlough period;
- Would receive health insurance benefits, paid by the College, at the same level of enrollment as prior to being placed on furlough;
- Would not use accrued Vacation or Sick Leave, though leave balances would be maintained upon return from furlough;
- Would not receive retirement contributions from the College, because those are based on pay, and there would be no pay during the furlough;
- Would not have a disruption to continuous service and employment status for calculation of retirement benefits; and,
- Would be eligible for unemployment benefits as determined by the Texas Workforce Commission.

Dr. Reed further stated that the furlough may be for a period of up to 90 days, and it may be either extended by another 30 days, or may be reduced or terminated at the College's discretion.

Mr. Jesus Ramirez, Legal Counsel, asked Dr. Reed to clarify whether she was asking for Board approval and authorization to adopt her recommendations as a procedure with respect to the proposed furlough of employees.

Chairman Rodriguez confirmed that this was the Board's understanding, and requested a motion to that effect.

Mr. Gary Gurwitz moved, with a second by Ms. Rose Benavidez, that the Board of Trustees of South Texas College approve and authorize the furlough procedure as outlined by Dr. Reed.

Chairman Rodriguez stated that the particular positions proposed for furlough were in areas where there was no work currently being performed; however, the College does highly regard these employees.

Chairman Rodriguez noted that the College anticipates that the furloughed employees would be able to benefit from state Unemployment Benefits, and noted that federal guidelines during the COVID-19 pandemic was expected to contribute additional funding to furloughed employees, potentially providing them with commensurate wages to those they would have earned from the College during the furlough period.

Chairman Rodriguez further noted that the College would continue to provide health care to furloughed employees at an anticipated cost of \$19,698.96 per month of furlough.

Chairman Rodriguez observed that, while this was the first and most obvious step taken by the College to control its finances in the very stressful times caused by COVID-19, there were a number of other activities and functions that the College was reviewing that could also call for reduction and controlling of expenses.

Chairman Rodriguez stated that the College believed the employees would be cared for by the described benefits during the furloughed period, and he looked forward to bringing them back to employment at the College as soon as possible, and was optimistic that it may be quicker than 90 days before furlough status would be removed.

The motion passed unanimously.

Update and Discussion of Payroll Procedures for Direct Wage Employees

Administration provided an update to the payroll procedures for Direct Wage employees during the COVID-19 / Coronavirus pandemic.

The South Texas College Pay Plan for FY 2019-2020 defines Direct Wage employment as follows:

“A direct wage employment position is a temporary, hourly, and part-time assignment. Direct wage employees are employed on an as needed, non-contractual, at-will basis with no expectation of continued employment and are contingent upon availability of funds.”

While the College adhered to “work from home” orders and otherwise complies with federal, state, and local emergency orders, all faculty and staff of South Texas College were instructed to work from home, with few exceptions for essential operations that must continue on campus.

Supervisors of Direct Wage employees were provided time sheets for weekly accounting of hours worked by Direct Wage employees. These time sheets would be used to process payroll for Direct Wage employees based on actual hours worked.

This item was provided for the Board’s information and feedback to staff, and no action was necessary.

Discussion and Action as Necessary on Approval to Revise the 2019 – 2020 Academic Calendar to Extend Last Day to Withdraw for Spring 2020 Courses to Thursday, May 7, 2020

The Board was asked to revise the 2019 – 2020 Academic Calendar to extend the last day for students to withdraw from Spring 2020 courses from April 20, 2020, to May 7,

04/23/2020

Special Board Meeting Minutes

2020. This extension was requested to provide an additional option for students coping with extraordinary challenges during the COVID-19 pandemic.

The Board-approved 2019 – 2020 Academic Calendar established Monday, April 20, 2020 as the *Last Day to Withdraw*. This date served as the final date for students to formally withdraw from any course in the Spring 2020 semester and receive a “W” on their transcript, in lieu of a letter grade. Due to the current crisis of COVID-19 in the Spring semester, students might need additional time to decide to withdraw from classes.

This additional time would allow faculty and staff to provide students guidance to help them make an informed decision. The last day to withdraw was an internal College date that was not governed by state or federal guidelines and can be adjusted to better serve students.

This recommendation would allow students to withdraw, at their discretion, before grades are issued for the term. This option was provided in addition to the Board action of Thursday, April 16, 2020, which would provide students the option to choose a “Satisfactory/Pass/Not Pass” grading option upon seeing their final grade.

Notification of Withdraw Option

Upon Board approval of the requested change, students would be informed about the change directly through email and Blackboard. Additionally, faculty and advisors would be notified of the changed date, and would be prepared to discuss this option with students who might benefit from the extended deadline to withdraw.

Impact of Withdrawal on GPA

As outlined in Policy #3310: *Grading System: Credit Programs*, the issuance of a “W” would mean that the specific course grade is not computed into the students Grade Point Average (GPA) calculation.

Impact of Withdrawal on Academic Progress Standards

As outlined in Policy #3320: *Academic Progress Standards*, academic progress standards are measured by GPA; therefore, the issuance of a “W” would not impact a student’s Academic Progress Standards at South Texas College.

Impact of Withdrawal on Federal and State Student Financial Aid

Federal financial aid regulations have allowed greater institutional discretion regarding the financial aid status for students who withdraw due to COVID-19. The Student Financial Services team will work with students who demonstrate they were impacted by the COVID-19 to minimize the impact on affected students and their eligibility for future federal and state financial aid.

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

04/23/2020

the 2019 – 2020 Academic Calendar to provide an extension of the last day for students to withdraw from Spring 2020 courses from April 20, 2020, to May 7, 2020 as presented. The motion carried.

Announcements

A. Next Meetings:

- Tuesday, April 28, 2020
 - 5:30 p.m. – Regular Board Meeting

- Tuesday, May 12, 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, May 26, 2020
 - 5:30 p.m. – Regular Board Meeting

Adjournment

There being no further business to discuss, the Regular Meeting of the South Texas College Board of Trustees adjourned at 7:11 p.m.

I certify the foregoing are the true and correct minutes of the Thursday, April 23, 2020 Special Board Meeting of the South Texas College Board of Trustees.

X

Mr Roy de León
Board Secretary

Ratification of Accepted Grant Award and Related Agreements

The Board is asked to ratify the College President's authorization and acceptance of the following Jobs for the Future (JFF) grant award, including the use of related funds and execution of related agreements as necessary for the grant.

1. The Jobs for the Future (JFF), Google IT Support Professional Certificate, Subaward in the amount of \$10,000

The College President authorized and accepted the Jobs for the Future (JFF) grant award under the authority granted by the Board on March 31, 2020, as outlined in Resolution 2020-010. This action is now presented for the Board's ratification.

Jobs for the Future JFF is working with Google to help community colleges integrate the Google IT Support Professional Certificate into their programs and/or curricula. South Texas College faculty will engage in a range of activities to offer the Google IT Support Professional Certificate and will explore integration of the Certificate into a credit pathway.

These funds align to Strategic Direction #2, Create Educational Opportunities for Students, by providing accessible and inclusive educational opportunities that align programs with emerging technologies and changing needs in the job market.

2. Any Additional Grant(s) Pending Official Award

Summary of Grant Award Funding

The presented grant will provide up to \$10,000.00 in funding for the college to provide services and opportunities throughout the region.

Recommendation:

It is recommended the Board of Trustees ratify the College President's acceptance of the following grant award including the use of related funds and execution of related agreements as necessary for the grant:

1. The Jobs for the Future (JFF), Google IT Support Professional Certificate, Subaward in the amount of \$10,000
2. Any Additional Grant(s) Pending Official Award

The following Minute Order is proposed for consideration by the Board of Trustees:
The Board of Trustees of South Texas College ratifies the College President's acceptance of the following grant award, including the use of related funds and execution of related agreements as necessary for by the grant:

1. The Jobs for the Future (JFF), Google IT Support Professional Certificate, Subaward in the amount of \$10,000
2. Any Additional Grant(s) Pending Official Award

Approval Recommended:

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

Review and Action as Necessary on Tax Assessment Collection for Hidalgo County Renewal

Approval to renew the Hidalgo County Agreement for Tax Assessment and Collection for current and delinquent taxes collected from September 1, 2020 through August 31, 2021 is requested.

Purpose – The Hidalgo County Agreement for Tax Assessment and Collection must be approved by the College by June 1, 2020. Approval of the tax assessment and collection fee is needed in order for the Hidalgo County Tax Assessor to assess and collect taxes levied.

Justification – Texas Property Tax Code, Sec. 6.27 (c) Compensation for Assessment and Collection indicates that, the assessor or collector is entitled to a reasonable fee, not to exceed actual costs incurred, for which it assesses and collects taxes. Texas Education Code, Sec. 130.121(b) Tax Assessment and Collection, each governing board shall be authorized to have the taxable property in its district assessed and/or its taxes collected, in whole or in part, by the tax assessors and/or tax collectors, respectively, of any county, city, taxing district, or other governmental subdivision in which all or any part of the junior college district is located. The Inter-Local Cooperation Agreement requires the County, after reviewing actual collection costs, to submit a proposed fee to the College, which may include a cost increase of no more than 5% per year, prior to May 1st. The College will then have until June 1st to accept the recommended fee.

Background – The Board of Trustees approved the Inter-Local Cooperation Agreement for Tax Assessment and Collection with Hidalgo County on March 11, 1996 with an option to renew for subsequent tax years. The contract was last renewed on April 23, 2019, and the annual fee approved was \$103,212.00. Mr. Pablo Villarreal, Jr., RTA for Hidalgo County, has advised the College that the annual fee for tax year 2020 will remain at \$103,212.00. The monthly collection fee of approximately \$8,601.00 is reduced from taxes collected during the month and the remaining funds are wired to the South Texas College's bank depository account.

Below is a summary of fee increases charged by Hidalgo County during the period of FY 2010 – 2011 to FY 2020 – 2021. Also included is the percentage of the fee to the assessed levy.

Ten Year History of Fees for Hidalgo County Tax Assessment and Collection				
Fiscal Year	Fee	Increase over Previous Year	Total Tax Levy	% of Total Tax Levy
2020 - 2021	\$103,212.00	0%	Not Available	Not Available
2019 - 2020	\$103,212.00	0%	\$64,711,985.97	0.16%
2018 - 2019	\$103,212.00	0%	\$63,236,679.08	0.16%
2017 - 2018	\$103,212.00	5%	\$62,624,834.26	0.16%
2016 - 2017	\$98,304.00	0%	\$59,701,217.59	0.16%
2015 - 2016	\$98,304.00	0%	\$56,408,070.41	0.17%
2014 - 2015	\$98,304.00	5%	\$52,781,657.49	0.19%
2013 - 2014	\$93,626.00	0%	\$42,343,115.93	0.23%
2012 - 2013	\$93,626.00	0%	\$41,616,411.41	0.22%
2011 - 2012	\$93,626.00	0%	\$41,248,920.80	0.23%
2010 - 2011	\$93,626.00	5%	\$41,499,214.55	0.23%

Funding Source – The annual collection fee is reduced monthly from taxes collected during the month. Funds for these expenditures will be budgeted in the Hidalgo Appraisal/Collection Fee budget for FY 2020 – 2021, pending Board approval of the budget.

Enclosed Documents – Clause VI, Consideration of the Hidalgo County Collection of Taxes Inter-Local Cooperation Agreement for Tax Assessment and Collection Contract follows in the packet for the Board’s review and information.

The Finance, Audit, and Human Resources Committee did not meet in April 2020, due to the College’s closure in response to COVID-19 and the ongoing pandemic, and this item is presented without the Committees’ recommendation.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize renewal of the Hidalgo County Agreement for Tax Assessment and Collection for current and delinquent taxes collected at an annual fee of \$103,212.00 from September 1, 2020 through August 31, 2021 as presented.

The Following Minute Order is proposed for consideration by the Board of Trustees:
The Board of Trustees approves and authorizes renewal of the Hidalgo County Agreement for Tax Assessment and Collection for current and delinquent taxes collected at an annual fee of \$103,212.00 from September 1, 2020 through August 31, 2021 as presented.

Approval Recommended:

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

Office of Tax Assessor-Collector

COUNTY of HIDALGO

Pablo "Paul" Villarreal, Jr. PCC.



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

April 1, 2020

Ms. Shirley A. Reed, M.B.A., Ed. D, President
South Texas College
P.O. Box 9701
McAllen, TX. 78502

Dear Ms. Reed:

As per Clause VI, consideration of our Collection of Taxes Contract, be advised that the fee for the taxable year 2020 will remain at **\$103,212.00**. Effective September 1, 2020

Please sign, date and return this letter to us as soon as possible.

Sincerely,

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

XC: Hon. Richard Cortez
Hidalgo County Judge

Ms. Arcilia Duran, CPA
Hidalgo County Auditor

Accepted & Agreed:

2020 APR - 6 AM 11: 08



By: _____

Signature

Title

Date

Review and Action as Necessary on Tax Assessment Collection for Starr County Renewal

Approval to renew the Starr County Agreement for Tax Assessment and Collection for current and delinquent taxes collected from September 1, 2020 through August 31, 2021 is requested.

Purpose – The Starr County Agreement for Tax Assessment and Collection must be approved by the College by June 1, 2020. Approval of the tax assessment and collection fee is needed in order for the Starr County Tax Assessor to assess and collect taxes levied.

Justification – Texas Property Tax Code, Sec. 6.27 (c) Compensation for Assessment and Collection, the assessor or collector is entitled to a reasonable fee, not to exceed actual costs incurred, for which it assesses and collects taxes. Texas Education Code, Sec. 130.121 (b) Tax Assessment and Collection, each governing board shall be authorized to have the taxable property in its district assessed and/or its taxes collected, in whole or in part, by the tax assessors and/or tax collectors, respectively, of any county, city, taxing district, or other governmental subdivision in which all or any part of the junior college district is located.

Background – The Board of Trustees approved the Inter-Local Cooperation Agreement for Tax Assessment and Collection with Starr County on August 14, 2017, with an option to renew for subsequent tax years. The contract was last renewed on April 23, 2019, and the annual fee approved was 3.5% of the College's total tax collections for the period of September 1, 2019 through August 31, 2020 for tax year 2019. The annual fee for Fiscal Year 2020 is estimated to be \$155,811.42. Ms. Maria Ameida Salinas, Tax Assessor-Collector for Starr County, has advised the College that the annual fee for tax year 2020 will remain at 3.5% of the College's total tax collections. The annual fee for Fiscal Year 2021 is estimated to be \$156,384.69 based on 3.5% of the College's total estimated tax collections for the period of September 1, 2020 through August 31, 2021. The monthly collection fee of approximately \$13,032.06 will be reduced from taxes collected

Below is a summary of fees charged by Starr County each year for the periods of FY 2010 – 2011 to FY 2018 – 2019 and the estimated fee for Fiscal Year 2019 - 2020 and Fiscal Year 2020 - 2021 based on a rate of 3.5% of total tax collections.

Ten Year History of Fees for Starr County Tax Assessment and Collection				
Fiscal Year	Fee	Increase over Previous Year	Total Tax Levy	% of Total Tax Levy
2020 – 2021	\$156,384.69***	0.37%	Not Available	Not Available
2019 – 2020	\$155,811.42**	5.38%	\$4,010,125.41	3.89%
2018 – 2019	\$147,863.11	(0.001%)	\$4,058,100.49	3.64%
2017 – 2018	\$147,862.05*	68.24%	\$3,933,751.72	3.76%
2016 – 2017	\$87,886.00	0%	\$3,494,095.10	2.52%
2015 – 2016	\$87,886.00	0%	\$3,871,198.83	2.27%
2014 – 2015	\$87,886.00	0%	\$3,352,380.96	2.62%
2013 – 2014	\$87,886.00	0%	\$2,735,855.80	3.21%
2012 – 2013	\$87,886.00	0%	\$2,735,414.30	3.21%
2011 – 2012	\$87,886.00	0%	\$2,978,854.04	2.95%
2010 – 2011	\$87,886.00	0%	\$3,307,592.42	2.66%

*In Fiscal Year 2018, Starr County changed the annual fee from a flat rate to 3.5% of all current and delinquent base taxes collected. Prior to Fiscal Year 2018, Starr County assessed a flat rate fee of \$87,886.00

**Estimated Fee Amount on April 23, 2019 (Board Meeting)

***Estimated Fee Amount

Funding Source – The annual collection fee is reduced monthly from taxes collected during the month. Funds for these expenditures will be budgeted in the Starr Appraisal/Collection Fee budget for FY 2020 – 2021, pending Board approval of the budget.

Enclosed Documents – Clause VI, Consideration of the Starr County Collection of Taxes Inter-Local Cooperation Agreement for Tax Assessment and Collection Contract follows in the packet for the Board’s review and information.

The Finance, Audit, and Human Resources Committee did not meet in April 2020, due to the College’s closure in response to COVID-19 and the ongoing pandemic, and this item is presented without the Committees’ recommendation.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize renewal of the Starr County Tax Assessment and Collection for current and delinquent taxes collected at a fee of 3.5% of the College's total tax collections, or approximately \$156,384.69, pending approval from the Starr County Commissioners Court from September 1, 2020 through August 31, 2021 as presented.

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

The Board of Trustees approves and authorizes renewal of the Starr County Tax Assessment and Collection for current and delinquent taxes collected at a fee of 3.5% of the College's total tax collections, or approximately \$156,384.69, pending approval from the Starr County Commissioners Court from September 1, 2020 through August 31, 2021 as presented.

Approval Recommended:

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

COUNTY OF



STARR

MA. AMEIDA SALINAS

Tax Assessor-Collector

STARR COUNTY

RIO GRANDE CITY, TEXAS 78582

COUNTY COURT HOUSE

STARR COUNTY

RIO GRANDE CITY, TEXAS 78582

April 13th, 2020

Dr. Shirley A. Reed, President

South Texas College
3201 W. Pecan Blvd
McAllen, Texas 78501

Dear Dr. Reed:

As per Clause VI, Consideration of our Collection of Taxes Contract, be advised that the fee for the taxable year 2020 will be 3.5% of all current and delinquent base taxes collected from September 1, 2020 through August 31, 2021 as per Commissioner's Court approval on April 13th, 2020.

If you need additional information, please contact me at your earliest convenience.

Please sign, date and return this letter to us as soon as possible.

Sincerely,



COUNTY OF STARR
MA. AMEIDA SALINAS
TAX ASSESSOR-COLLECTOR

Ma. Ameida Salinas, TAC
Starr County Tax Assessor/Collector

ACCEPTED & AGREED

By: _____
South Texas College

Date: _____

Review and Action as Necessary on Order 2020-011 Authorizing the Issuance, Sale and Delivery of South Texas College District Limited Tax Refunding Bonds, in One or More Taxable Series; Delegating Certain Authority to the Chairperson of the Board of Trustees of the College District, the President of the College and the Vice President for Finance and Administrative Services Pursuant to the Provisions of Texas Government Code, Sections 1207.007 and 1207.008; Levying a Continuing Direct Annual Ad Valorem Tax; Authorizing the Refunding of Certain Outstanding Bonds; Authorizing the Execution of a Bond Purchase Contract; Approving an Official Statement, Execution of an Escrow and Trust Agreement, and Making Other Provisions Regarding Such Bonds and Matters Incident Thereto

Approval of Order 2020-011 Authorizing the Issuance, Sale and Delivery of South Texas College District Limited Tax Refunding Bonds, in One or More Taxable Series; Delegating Certain Authority to the Chairperson of the Board of Trustees of the College District, the President of the College and the Vice President for Finance and Administrative Services Pursuant to the Provisions of Texas Government Code, Sections 1207.007 and 1207.008; Levying a Continuing Direct Annual Ad Valorem Tax; Authorizing the Refunding of Certain Outstanding Bonds; Authorizing the Execution of a Bond Purchase Contract; Approving an Official Statement, Execution of an Escrow and Trust Agreement, and Making Other Provisions Regarding Such Bonds and Matters Incident Thereto is requested.

Ms. Anne Burger Entrekin from Hilltop Securities Inc., Mr. Jesus Ramirez, Bond Counsel, and Mary Elizondo, Vice President for Finance and Administrative Services, have discussed and reviewed the proposed parameters regarding a bond sale for refunding of Bond Series 2014 and Bond Series 2015.

The refunding Bond issue is in 'Day-to-Day' mode, meaning bonds can be priced at any time within the 180 days recommended in the parameters and in an interest rate environment will result in at least the minimum parameters being achieved. Unlike a new money transaction where the timing is based on a construction schedule, refinancing transactions are more dependent on the interest rate environment. Additionally, the recommended parameters for Board consideration provide the most flexibility in executing a potential transaction should the market conditions exist. This does not obligate that the entire amounts for both the Series 2014 and Series 2015 Bonds will be refunded. Based on the prevailing market conditions, a portion of one or both Series of Bonds may be refunded in order to optimize the debt service savings

The general parameters for Board consideration are as follows:

- Minimum Savings Threshold for Refunding – 4.00%
- Maximum True Interest Cost – 3.00%
- Maximum Principal Amount of Issue - \$120,875,000

- Maximum Maturity Date – August 15, 2035
- Expiration of Delegated Authority – 180 Days
- Delegation Authority- The Chairperson of the Board of Trustees, the President and the Vice President for Finance and Administrative Services

At the Special Board of Trustees Meeting on April 16, 2020, the Board appointed Mr. Jesus Ramirez as Bond Counsel.

If Order 2020-011 and the parameters are approved, Hilltop Securities Inc. will prepare a Timetable of Events to expeditiously undertake the required steps of the process, which include document preparation and seeking ratings on the proposed refunding bond issue.

If Order 2020-011 is approved, Hilltop Securities Inc. will continue to monitor the interest rates on a day to day basis.

Order 2020-011 delegates certain authority to the Chairperson of the Board of Trustees, the College President, and the Vice President for Finance and Administrative Services to authorize the refunding of bonds, if the parameters are achieved as approved.

The next steps in the process are as follows:

- Financial advisor prepares Timetable of Events and works with Staff to finalize debt service savings structure
- Staff, bond counsel, and financial advisor prepare and finalize required documentation
- Rating agency process is initiated
- Underwriting syndicate selected
- Financial advisor and underwriting syndicate monitor municipal markets
- Upon determination targeted debt service savings can be achieved, pricing occurs
- STC executes Officer's Pricing Certificate
- Transaction closes

Ms. Anne Burger Entrekin will be available via telephone at the meeting to review the parameters and timeline for the Board's information and consideration.

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

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the Order 2020-011 Authorizing the Issuance, Sale and Delivery of South Texas College District Limited Tax Refunding Bonds, in One or More Taxable Series; Delegating Certain Authority to the Chairperson of the Board of Trustees of the College District, the President of the College and the Vice President for Finance and Administrative Services Pursuant to the Provisions of Texas Government Code, Sections 1207.007 and 1207.008; Levying a Continuing Direct Annual Ad Valorem Tax; Authorizing the Refunding of Certain Outstanding Bonds; Authorizing the Execution of a Bond Purchase Contract; Approving an Official Statement, Execution of an Escrow and Trust Agreement, and Making Other Provisions Regarding Such Bonds and Matters Incident Thereto as presented.

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

The Board of Trustees approves and authorizes the Order 2020-011 Authorizing the Issuance, Sale and Delivery of South Texas College District Limited Tax Refunding Bonds, in One or More Taxable Series; Delegating Certain Authority to the Chairperson of the Board of Trustees of the College District, the President of the College and the Vice President for Finance and Administrative Services Pursuant to the Provisions of Texas Government Code, Sections 1207.007 and 1207.008; Levying a Continuing Direct Annual Ad Valorem Tax; Authorizing the Refunding of Certain Outstanding Bonds; Authorizing the Execution of a Bond Purchase Contract; Approving an Official Statement, Execution of an Escrow and Trust Agreement, and Making Other Provisions Regarding Such Bonds and Matters Incident Thereto as presented.

Approval Recommended:

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

Order 2020-011

ORDER AUTHORIZING THE ISSUANCE, SALE AND DELIVERY OF SOUTH TEXAS COLLEGE DISTRICT LIMITED TAX REFUNDING BONDS, IN ONE OR MORE TAXABLE SERIES; DELEGATING CERTAIN AUTHORITY TO THE CHAIRPERSON OF THE BOARD OF TRUSTEES OF THE COLLEGE DISTRICT, THE PRESIDENT OF THE COLLEGE AND THE VICE PRESIDENT FOR FINANCE AND ADMINISTRATIVE SERVICES PURSUANT TO THE PROVISIONS OF TEXAS GOVERNMENT CODE, SECTIONS 1207.007 AND 1207.008; LEVYING A CONTINUING DIRECT ANNUAL AD VALOREM TAX; AUTHORIZING THE REFUNDING OF CERTAIN OUTSTANDING BONDS; AUTHORIZING THE EXECUTION OF A BOND PURCHASE CONTRACT; APPROVING AN OFFICIAL STATEMENT, EXECUTION OF AN ESCROW AND TRUST AGREEMENT, AND MAKING OTHER PROVISIONS REGARDING SUCH BONDS AND MATTERS INCIDENT THERETO.

STATE OF TEXAS §
COUNTY OF HIDALGO §
SOUTH TEXAS COLLEGE DISTRICT §

WHEREAS, the Board of Trustees (the "Board") of the South Texas College District (the "College"), has heretofore issued, sold, and delivered, and there are currently outstanding, bonds which are secured by the full faith and credit of the College and a pledge by the College to levy ad valorem taxes within limits authorized by law sufficient to pay principal of and interest on the bonds as they become due, of the following issues or series:

South Texas College Limited Tax Bonds, Series 2014, dated January 15, 2014 (the "Series 2014 Bonds"), in the original principal amount of \$53,750,000 of which the principal amounts maturing on and after August 15, 2024, can be redeemed on August 15, 2023, and on any date thereafter (the "Series 2014 Callable Bonds"),

and

South Texas College District Limited Tax Bonds, Series 2015, dated June 15, 2015 (the "Series 2015 Bonds"), in the original principal amount of \$90,220,000, of which the principal amounts maturing on or

after August 15, 2026, can be redeemed on August 15, 2024, and on any date thereafter (the “Series 2015 Callable Bonds;” and together with the Series 2014 Refunding Bonds Candidates);

WHEREAS, Chapter 1207, et seq., as amended, Texas Government Code, authorizes the College to issue and sell refunding bonds and to deposit the proceeds thereof with a paying agent/registrar for the refunded bonds with respect to the safekeeping, investment, reinvestment, administration and disposition of any such deposit, upon such terms and conditions as the College and such paying agent/registrar may agree, provided that such deposits may be invested and reinvested in direct obligations of the United States, including obligations, the principal of and interest on which are unconditionally guaranteed by the United States of America, and which shall mature and bear interest payable at such times and in such amounts as will be sufficient to provide for the scheduled payment or prepayment of the Refunded Bonds; and

WHEREAS, the Board has determined that some or all of the maturities of the Series 2014 Callable Bonds and Series 2015 Callable Bonds (hereinafter the “Refunded Bonds Candidates”) may be refunded by the College with resulting debt service savings and hereby finds and determines that the refunding contemplated in this Order will benefit the College by providing a present value savings of debt service payable by the College in an amount to be certified in the Officer Pricing Certificate, as hereinafter defined, and that such benefit is sufficient consideration for the refunding of the Refunded Bonds; and

WHEREAS, under the provisions of Section 1207.07, Texas Government Code, a bond issuer which establishes certain parameters, may delegate to any officer or employee of the issuer, the following authority in connection with the issuance refunding bonds:

(1) to select any specific maturities or series of bonds, notes, or other general or special obligations to be refunded; and effect the sale of the refunding bonds; and

(2) in exercising the authority delegated by the governing body of the issuer to the officer or employee, the officer or employee may establish the terms and details related to the issuance and sale or exchange of the refunding bonds, including:

(a) the form and designation of the refunding bonds;

(b) the principal amount of the refunding bonds and the amount of the refunding bonds to mature in each year;

(c) the dates, price, interest rates, interest payment dates, principal payment dates, and redemption features of the refunding bonds;

(d) the form of escrow agreement described by Section 1207.062; and

(e) any other details relating to the issuance and sale or exchange of the refunding bonds as specified by the governing body of the issuer in the proceedings authorizing the issuance of the refunding bonds; and

WHEREAS, the Board hereby finds and declares it a public purpose, and deems it advisable, to refund some or all of the Series 2014 Callable Bonds maturing in the years on and after 2024 in order to achieve a total gross present value debt service savings a net present value savings; and

WHEREAS, the Board hereby finds and declares it a public purpose, and deems it advisable, to refund the Series 2015 Callable Bonds maturing in the years on and after 2026, in order to achieve a total gross present value debt service savings and a net present value savings; and

WHEREAS, all the Refunded Bonds Candidates mature or are subject to redemption prior to maturity within 20 years of the date of the Bonds hereinafter authorized; and

NOW, THEREFORE, BE IT ORDERED BY THE BOARD OF TRUSTEES OF SOUTH TEXAS COLLEGE DISTRICT:

1. Definitions. Throughout this Order the following terms and expressions as used herein shall have the meanings set forth below:

The term "Board" shall mean the Board of Trustees of the District.

The term "Officer Pricing Certificate" shall mean a certificate relative to the final terms required to undertake the refunding of the Refunded Bonds.

The term "Order" as used herein shall mean this order authorizing issuance of refunding bonds and delegating authority for the sale of the bonds under the authority of Section 1207.07 of the Texas Government Coce.

The term “Pricing Officer” shall mean the Chairperson of the Board of Trustees, the President of the College, or the Vice-President for Finance and Administration delegated authority hereunder and authorized by this Order to sign the Officer Pricing Certificate.

All terms defined herein, and all pronouns used in this Order shall be deemed to apply equally to singular and plural and to all genders. The titles and headings of the sections are for convenience of reference only and are not to be considered a part hereof and shall not in any way modify or restrict any of the terms and provisions hereof. This Order and all the terms and provisions hereof shall be liberally construed to effectuate the purposes set forth herein and to sustain the validity of the Bonds and the validity of the levy of ad valorem taxes to pay the principal of and interest on the Bonds.

2. Findings. The District hereby finds and determines that the recitals contained in the preamble hereto are true and correct and hereby incorporates the said recitals in the preamble as if set forth in full at this place. The District further finds that a finding or determination made by Pricing Officer in the Officer Pricing Certificate as hereinafter provided shall have been made by an officer of the District acting under the authority delegated to the officer hereunder, and as such his or her findings or determination shall have the same force and effect as a finding or determination made by the governing body of the District.

3. Authorization; Amount; Purposes. The District’s Bonds are hereby authorized to be issued and delivered in accordance with the Constitution and laws of the State of Texas. The Bonds shall be issued as set forth in the Officer Pricing Certificate, and shall be issued in the original aggregate principal amount as hereinafter set out for the purpose of providing funds to refund the series of bonds to be refunded hereunder, to the extent provided in the Officer Pricing Certificate(s), and paying the costs and expenses of issuing the Bonds. As authorized by Section 1207.007, Texas Government Code, as amended, the Pricing Officer is hereby authorized to act on behalf of the District in selling and delivering the Bonds, carrying out the procedures specified in this Order, including, determining the date of the Bonds, any additional or different designation or title by which the Bonds shall be known, the price at which the Bonds will be sold, the years in which the Bonds will mature, the terms of the Bonds, the principal amount to mature in each of such years, the rate of interest to be borne by each such maturity, the interest payment dates, the price and terms upon and at which the Bonds shall be subject to

redemption prior to maturity at the option of the Issuer, as well as any mandatory sinking fund redemption provisions, and all other matters relating to the issuance, sale, and delivery of the Bonds and the refunding of the Refunded Bonds, all of which shall be specified in the Officer Pricing Certificate; provided that the following conditions are met: (a) the form and content of any final order issuing bonds pursuant to this delegation shall substantially conform to (i) the requirements of this order, (ii) the form and substance of the order authorizing issuance of bonds set out in Exhibit A, and (iii) the form and substance of the Officer's Pricing Certificate set in out in Exhibit B; (b) the refunding results in a reduction of debt service costs to the District on a present value basis of not less than 4.00%; (c) the aggregate principal amount of the Refunding Bonds to be issued shall not exceed the aggregate principal amount of the Refunded Bonds Candidates; (d) the Bonds, as a whole, shall not bear a net effective interest rate greater than 3.00% per annum (as defined in Chapter 1204, Texas Government Code, as amended), or a maximum maturity date of August 15, 2035; and (e) the principal amount of the Refunding Bonds shall not exceed \$120,875,000.. The delegation made hereby shall expire if not exercised by the Pricing Officer on or prior to October 25, 2020. The Bonds shall be sold by negotiated sale to the Underwriter(s) pursuant to a bond purchase agreement in substantially the form attached hereto as Exhibit C, at such price, with and subject to such terms as set forth in the Officer Pricing Certificate, to be executed by the Pricing Officer on behalf of the College. The Bonds may be issued as set forth in the Officer Pricing Certificate(s).

4. Severability. If any section, paragraph, clause or provision of this Order shall for any reason be held to be invalid or unenforceable, the invalidity or unenforceability of such section, paragraph, clause or provision shall not affect any of the remaining provisions of this Order.

5. Repealer. All orders, resolutions and ordinances, or parts thereof, inconsistent herewith are hereby repealed to the extent of such inconsistency.

PASSED AND APPROVED on _____.

Chairman,
South Texas College District

ATTEST:

Secretary, Board of Trustees
South Texas College District

(SEAL)

EXHIBIT A

FORM OF ORDER TO ISSUE BONDS

EXHIBIT B

FORM OF OFFICER PRICING CERTIFICATE

EXHIBIT C
BOND PURCHASE AGREEMENT



Contact

Anne Burger Entrekin

Regional Managing Director

anne.burgerentrekin@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

Market Update and Proposed Parameters for Refunding Opportunity



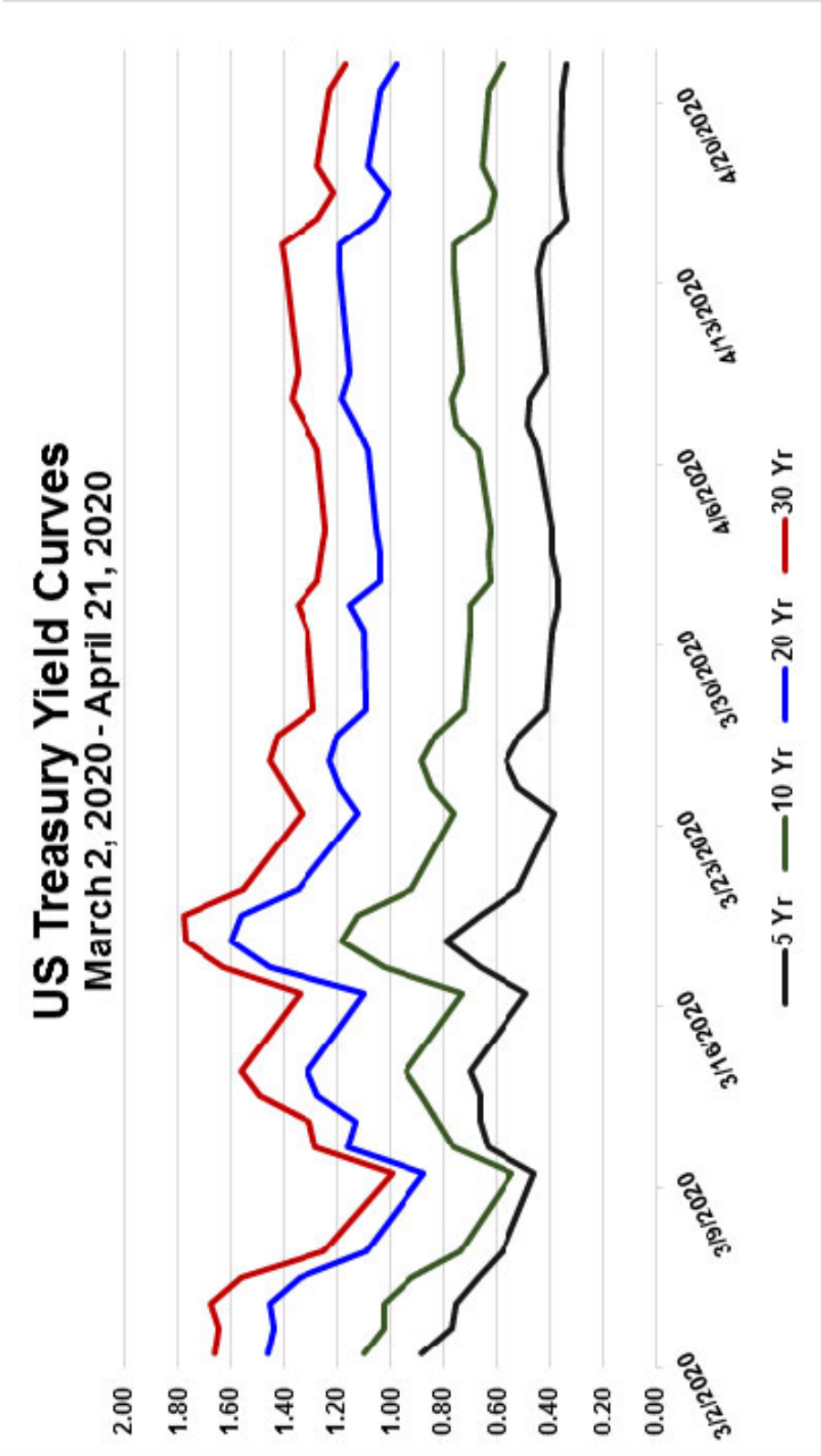
April 28, 2020

South Texas College

Market Update



US Treasury Yield Curves March 2 through April 21



- 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



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% / 5.00%		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 as of April 20, 2020



Refunding Analysis Series 2014 Market Rates + 15 BPS as of April 20, 2020

PROJECTED SAVINGS FOR SERIES 2014 BONDS

South Texas College

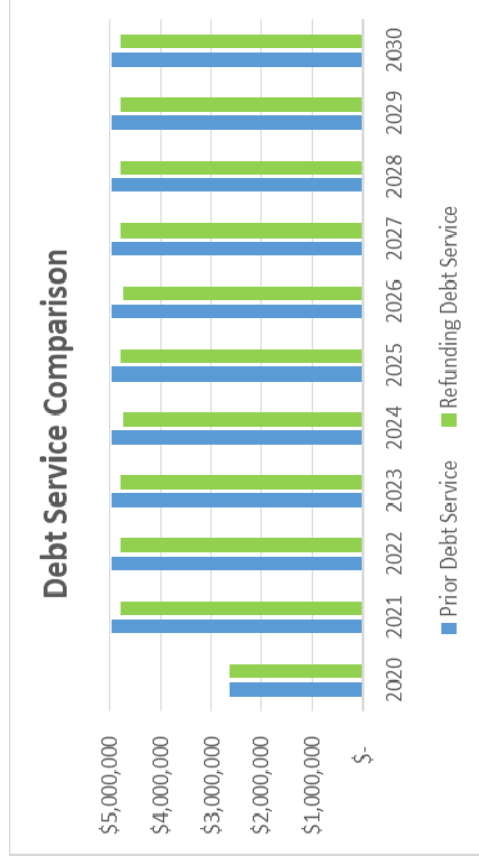
Proposed Limited Tax Refunding Bonds, Taxable Series 2020

Date	Prior Debt Service	Refunding Debt Service	Projected Savings
8/31/2020	\$ 2,642,000	\$ 2,642,000	\$ -
8/31/2021	4,959,500	4,763,182	196,318
8/31/2022	4,959,250	4,765,610	193,641
8/31/2023	4,957,750	4,762,722	195,029
8/31/2024	4,959,750	4,762,240	197,511
8/31/2025	4,959,750	4,763,970	195,781
8/31/2026	4,957,500	4,759,694	197,807
8/31/2027	4,957,750	4,764,243	193,508
8/31/2028	4,960,000	4,763,306	196,695
8/31/2029	4,958,750	4,765,127	193,624
8/31/2030	4,958,750	4,764,655	194,096
8/31/2031	4,959,500	4,762,367	197,133
8/31/2032	4,960,500	4,762,072	198,428
8/31/2033	4,961,250	4,762,800	198,450
8/31/2034	4,961,250	4,767,561	193,689
	<u>\$ 72,073,250</u>	<u>\$ 69,331,545</u>	<u>\$ 2,741,705</u>

Proposed and Projected Limited

Tax Refunding Bonds, Taxable Series 2020

Refunding Par Amount	\$47,365,000
Gross Savings	\$2,741,705
Average Annual Savings (2021-2034)	195,836
Net Present Value Savings	\$2,303,632
Present Value Benefit (%)	5.59%
True Interest Cost	2.53%



*For purposes of illustration rates are as of 4/20/20 plus 15 basis points.

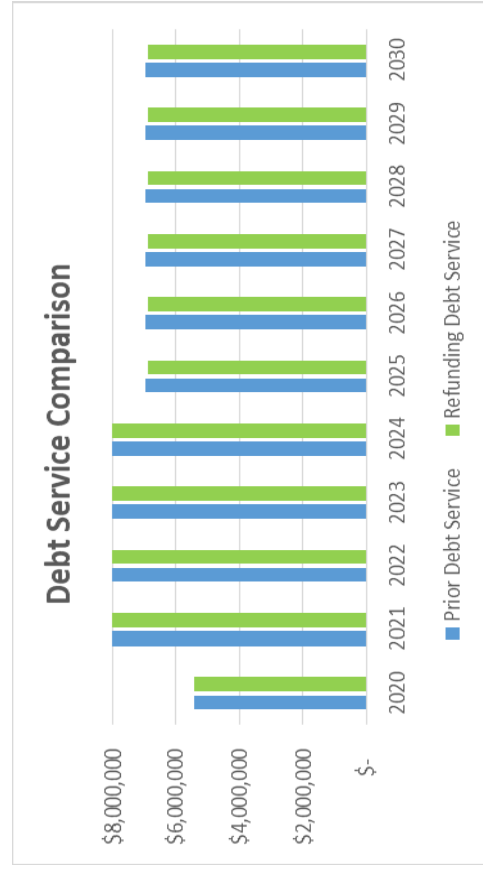
Refunding Analysis Series 2015 Market Rates + 15 BPS as of April 20, 2020

PROJECTED SAVINGS FOR SERIES 2015 BONDS South Texas College Proposed Limited Tax Refunding Bonds, Taxable Series 2020

Date	Prior Debt Service	Refunding Debt Service	Projected Savings
8/31/2020	\$ 5,412,450	\$ 5,412,450	\$ -
8/31/2021	8,769,106	8,675,723	93,383
8/31/2022	8,769,456	8,679,346	90,110
8/31/2023	8,765,156	8,673,767	91,389
8/31/2024	8,766,206	8,671,963	94,243
8/31/2025	6,989,706	6,895,884	93,823
8/31/2026	6,987,956	6,893,364	94,593
8/31/2027	6,990,956	6,897,082	93,874
8/31/2028	6,987,956	6,893,129	94,828
8/31/2029	6,988,706	6,894,037	94,669
8/31/2030	6,991,000	6,899,721	91,279
8/31/2031	6,989,750	6,895,661	94,089
8/31/2032	6,985,500	6,890,345	95,155
8/31/2033	6,987,750	6,892,521	95,229
9/1/2033	6,995,500	6,901,269	94,231
9/2/2033	6,777,750	6,684,654	93,096
	<u>\$ 117,154,906</u>	<u>\$ 115,750,915</u>	<u>\$ 1,403,991</u>

Proposed and Projected Limited Tax Refunding Bonds, Taxable Series 2020

Refunding Par Amount	\$69,135,000
Gross Savings	\$1,403,991
Average Annual Savings (2021-2035)	\$93,599
Net Present Value Savings	\$1,197,772
Present Value Benefit (%)	2.06%
True Interest Cost	2.61%



*For purposes of illustration rates are as of 4//2020 plus 15 basis points.

How Market Volatility has Impacted Savings*

Series 2014 Proposed and Projected Limited Tax Refunding Bonds, Series 2020 as of April 20	
Gross Savings	\$2,741,705
Net Present Value Savings	\$2,303,632
Net Present Value Savings as a %	5.59%
Negative Arbitrage	\$2,762,321
Negative Arbitrage / Net PV Savings	119.91%
True Interest Cost	2.53%

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 April 20	
Gross Savings	\$1,403,991
Net Present Value Savings	\$1,197,772
Net Present Value Savings as a %	2.06%
Negative Arbitrage	\$5,227,753
Negative Arbitrage / Net PV Savings	436.46%
True Interest Cost	2.61%

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.

Parameters Bond Sale



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 Chairman of the Board, the President and/or the Vice President for Finance and Administrative Services

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 – 4.00%
 - Maximum True Interest Cost – 3.00%
 - Maximum Principal Amount of Issue - \$120,875,000
 - Maximum Maturity Date – August 15, 2035
 - Expiration of Delegated Authority – 180 Days
 - Delegation Authority- The Chairman of the Board, the President and/or the Vice President for Finance and Administrative Services

Next Steps and Summary



Next Steps

- ✓ Brief Board on potential refunding opportunity
- ✓ Board selects and engages bond counsel
- Board considers authorizing Parameters Order
- Financial advisor prepares Timetable of Events and works with Staff to finalize debt service savings structure
- Staff, bond counsel and financial advisor prepare and finalize required documentation
- Rating agency process is initiated
- Underwriting syndicate selected
- Financial advisor and underwriting syndicate monitor municipal markets
- Upon determination targeted debt service savings can be achieved, pricing occurs
- STC executes Officer's Pricing Certificate
- Transaction closes

Summary

- 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
- As discussed at the March 31st Board meeting, the one of the next steps is for the Board to consider the parameters to be included in the Parameters Order
- The parameters have been established in provide maximum flexibility to refund all of the Series 2014 and 2015 Bonds in one or more series
 - Based on the prevailing interest rate markets and the projected pricing results, the decision may be made to refund only the Series 2014 Bonds or some combination of the Series 2014 and 2015 Bonds
- If the parameters are able to be achieved, the Parameters Order delegates the Chairman of the Board, President and the Vice President for Finance and Administrative Services the authority to authorize the refunding bonds

Review and Action as Necessary on Quarterly Investment Report by Valley View

A report on the College's Quarterly Investment Report for the Quarter Ended February 29, 2020, will be presented. The Board is asked to approve the Investment Report as presented.

Purpose – Ms. Susan Anderson from Valley View Consulting, L.L.C. will present on the status of the College's Quarterly Investment Report for the Quarter Ended February 29, 2020 and provide a further update at the meeting. Ms. Anderson will present an overview of the investments, the annual interest earnings, the quarterly interest earnings, and economic overview.

Justification – The report being presented will provide a brief review and update of the College's Quarterly Investment Report for the Quarter Ended February 29, 2020 to the College's Board of Trustees.

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

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

Enclosed Documents – A copy of the Quarterly Investment Report for the Quarter Ended February 29, 2020 follows in the packet for the Board's information and review.

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

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the Quarterly Investment Report for the Quarter Ended February 29, 2020, as presented.

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

The Board of Trustees approves and authorizes the Quarterly Investment Report for the Quarter Ended February 29, 2020, as presented.

Approval Recommended:

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



QUARTERLY INVESTMENT REPORT

For the Quarter Ended

February 29, 2020

Prepared by

Valley View Consulting, L.L.C.

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

 Maria R. Elizondo, Vice President for Finance & Administrative Services Date

 Myriam Lopez, Comptroller Date

 Paul R. Rodriguez, Board of Trustees, Designated Investment Officer Date

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

Summary

Quarter End Results by Investment Category:

Asset Type	November 30, 2019		February 29, 2020		
	Book Value	Market Value	Book Value	Market Value	Ave. Yield
DDA/MMA/NOW	\$ 87,435,484.15	\$ 87,435,484.15	\$ 81,025,993.96	\$ 81,025,993.96	1.26%
Pools	11,545,173.59	11,545,173.59	11,591,351.92	11,591,351.92	1.59%
CD/Security	154,728,948.67	154,728,948.67	201,529,262.97	201,529,262.97	2.26%
Totals	\$ 253,709,606.41	\$ 253,709,606.41	\$ 294,146,608.85	\$ 294,146,608.85	1.96%

Current Quarter Portfolio Performance (1)		Year-to-Date Portfolio Performance (2)	
Average Quarterly Yield	1.96%	Average Quarter End Yield	2.00%
Rolling Three Month Treasury	1.54%	Rolling Three Month Treasury	1.64%
Rolling Six Month Treasury	1.66%	Rolling Six Month Treasury	1.77%
TexPool	1.59%	TexPool	1.63%

INTEREST EARNINGS

	PRIOR YEAR	CURRENT YEAR
Quarterly Interest Received	\$1,371,302.39 (Unaudited)	\$1,331,470.02 (Unaudited)
Accrued Interest-End of Quarter	\$110,675.37 (Unaudited)	\$181,768.64 (Unaudited)
Fiscal YTD Interest Received	\$2,551,470.44 (Unaudited)	\$2,728,953.00 (Unaudited)

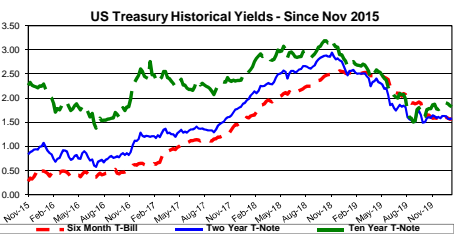
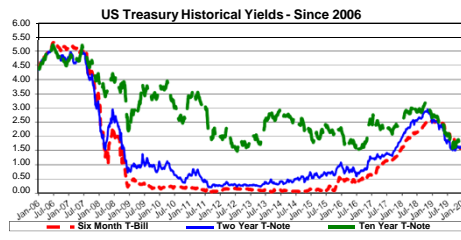
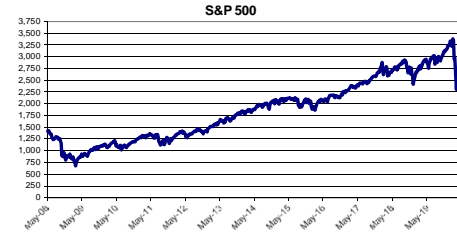
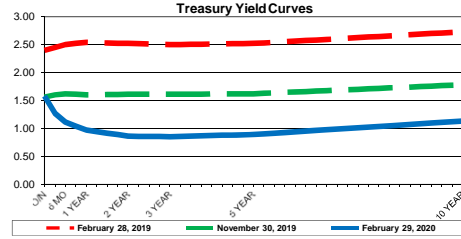
(1)Current Quarter Portfolio Performance - yields based on adjusted book value, realized and unrealized gains/losses and investment advisory fees are not considered. The yield for the reporting month is used for bank, pool, and money market balances.

(2)Fiscal Year-to-Date Performance - yields calculated using quarter end report yields and adjusted book values and does not reflect a total return analysis or account for advisory fees.

Economic Overview

2/29/2020

On March 3rd, the Federal Open Market Committee (FOMC) reduced the Fed Funds target range 0.50% to 1.00% - 1.25% (Effective Fed Funds are trading +/-1.12%). Concerns over worldwide Coronavirus-related economic slow down was the justification. The Futures Market continues to project additional FOMC rate decreases. Crude oil remains less than \$55, with over production concerns. The Non Farm Payroll and Unemployment Rate numbers are still economic positives. Stock Market volatility dramatically increased as company outlooks changed. Consumer spending may be impacted by virus concerns. Housing construction has held steady. Pre-virus overall economic activity remained positive with 4th Quarter GDP confirmed at 2.1%. The Yield Curve plummeted.



Valley View Consulting, L.L.C.

2

Investment Holdings
February 29, 2020

Description	Rating	Coupon/Discount	Maturity Date	Settlement Date	Original Face\ Par Value	Book Value	Market Price	Market Value	Life (Days)	Yield
BBVA - Operating		1.40%	03/01/20	02/29/20	\$ 15,342,074.97	\$ 15,342,074.97	1.00	\$ 15,342,074.97	1	1.40%
BBVA - Payroll		1.40%	03/01/20	02/29/20	306,333.26	306,333.26	1.00	306,333.26	1	1.40%
BBVA - Student		1.40%	03/01/20	02/29/20	444,799.58	444,799.58	1.00	444,799.58	1	1.40%
BBVA - Operating Reserve (3)		0.00%	03/01/20	02/29/20	20,000,000.00	20,000,000.00	1.00	20,000,000.00	1	0.00%
BBVA - I&S Bond 96,02,03,04,07,10,14,15		1.40%	03/01/20	02/29/20	2,203,710.47	2,203,710.47	1.00	2,203,710.47	1	1.40%
BBVA - Construction E&G Transfer		1.40%	03/01/20	02/29/20	950,846.51	950,846.51	1.00	950,846.51	1	1.40%
Veritex (Green) Bank MMA		1.70%	03/01/20	02/29/20	10,506,584.59	10,506,584.59	1.00	10,506,584.59	1	1.70%
NexBank MMA		1.84%	03/01/20	02/29/20	31,271,644.58	31,271,644.58	1.00	31,271,644.58	1	1.84%
TexPool LGIP	AAAm	1.59%	03/01/20	02/29/20	11,591,351.92	11,591,351.92	1.00	11,591,351.92	1	1.59%
BBVA Compass Bank CD		2.30%	03/02/20	07/11/19	5,068,164.49	5,068,164.49	100.00	5,068,164.49	2	2.30%
LegacyTexas Bank CD		2.55%	03/02/20	03/28/18	5,239,682.74	5,239,682.74	100.00	5,239,682.74	2	2.55%
LegacyTexas Bank CD		2.68%	04/01/20	05/04/18	5,240,639.95	5,240,639.95	100.00	5,240,639.95	32	2.68%
East West Bank CD		1.72%	04/21/20	01/21/20	2,003,773.33	2,003,773.33	100.00	2,003,773.33	52	1.72%
LegacyTexas Bank CD		2.70%	05/01/20	05/04/18	5,242,476.56	5,242,476.56	100.00	5,242,476.56	62	2.70%
East West Bank CD		2.71%	06/02/20	02/07/19	7,204,578.74	7,204,578.74	100.00	7,204,578.74	94	2.71%
East West Bank CD		2.99%	07/01/20	10/23/18	5,206,904.65	5,206,904.65	100.00	5,206,904.65	123	2.99%
East West Bank CD		2.72%	07/02/20	02/07/19	10,293,349.12	10,293,349.12	100.00	10,293,349.12	124	2.72%
East West Bank CD		1.73%	07/19/20	01/21/20	4,480,274.73	4,480,274.73	100.00	4,480,274.73	141	1.73%
East West Bank CD		1.63%	07/31/20	02/27/20	10,001,339.78	10,001,339.78	100.00	10,001,339.78	153	1.63%
BBVA Compass Bank CD		1.98%	07/31/20	08/22/19	9,090,212.34	9,090,212.34	100.00	9,090,212.34	153	1.98%
LegacyTexas Bank CD		2.94%	08/03/20	09/11/18	5,212,718.97	5,212,718.97	100.00	5,212,718.97	156	2.94%
LegacyTexas Bank CD		2.66%	08/03/20	03/08/19	4,099,310.88	4,099,310.88	100.00	4,099,310.88	156	2.66%
BBVA Compass Bank CD		1.93%	08/31/20	08/31/19	15,222.58	15,222.58	100.00	15,222.58	184	1.93%
BBVA Compass Bank CD		1.93%	08/31/20	08/31/19	117,809.55	117,809.55	100.00	117,809.55	184	1.93%
BBVA Compass Bank CD		1.93%	08/31/20	08/31/19	202,009.50	202,009.50	100.00	202,009.50	184	1.93%
LegacyTexas Bank CD		2.96%	09/01/20	09/11/18	5,214,194.78	5,214,194.78	100.00	5,214,194.78	185	2.96%
BTH Bank CD		2.72%	09/02/20	03/08/19	3,076,206.19	3,076,206.19	100.00	3,076,206.19	186	2.72%
LegacyTexas Bank CD		2.68%	09/02/20	03/08/19	2,050,032.99	2,050,032.99	100.00	2,050,032.99	186	2.68%
East West Bank CD		3.06%	10/01/20	10/23/18	10,423,699.12	10,423,699.12	100.00	10,423,699.12	215	3.06%
East West Bank CD		2.73%	11/02/20	02/07/19	10,293,896.24	10,293,896.24	100.00	10,293,896.24	247	2.73%
East West Bank CD		1.69%	03/01/21	01/21/20	5,510,195.51	5,510,195.51	100.00	5,510,195.51	366	1.69%
BBVA Compass Bank CD		2.66%	03/02/21	05/09/19	5,101,546.81	5,101,546.81	100.00	5,101,546.81	367	2.66%
BTH Bank CD		2.76%	03/02/21	03/08/19	5,128,899.83	5,128,899.83	100.00	5,128,899.83	367	2.76%
BBVA Compass Bank CD		2.65%	04/02/21	05/09/19	5,101,161.21	5,101,161.21	100.00	5,101,161.21	398	2.65%
East West Bank CD		1.53%	05/03/21	02/27/20	5,500,691.67	5,500,691.67	100.00	5,500,691.67	429	1.53%
BBVA Compass Bank CD		2.64%	05/03/21	05/09/19	5,100,775.67	5,100,775.67	100.00	5,100,775.67	429	2.64%
BBVA Compass Bank CD		2.09%	06/02/21	07/11/19	5,061,902.59	5,061,902.59	100.00	5,061,902.59	459	2.09%
East West Bank CD		1.53%	07/01/21	02/27/20	8,001,006.07	8,001,006.07	100.00	8,001,006.07	488	1.53%
BBVA Compass Bank CD		2.07%	07/02/21	07/11/19	3,036,783.97	3,036,783.97	100.00	3,036,783.97	489	2.07%

Valley View Consulting, L.L.C.

3

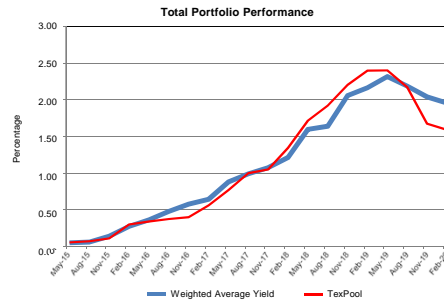
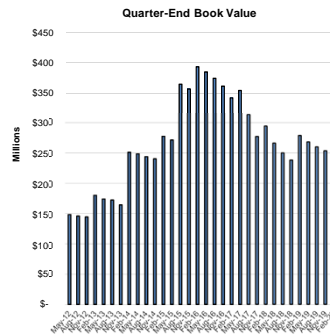
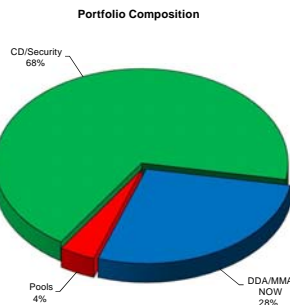
Investment Holdings
February 29, 2020

Description	Coupon/ Rating	Maturity Date	Settlement Date	Original Face/ Par Value	Book Value	Market Price	Market Value	Life (Days)	Yield
East West Bank CD	1.80%	08/02/21	10/04/19	10,073,748.30	10,073,748.30	100.00	10,073,748.30	520	1.80%
East West Bank CD	1.79%	09/02/21	10/04/19	10,073,337.06	10,073,337.06	100.00	10,073,337.06	551	1.79%
East West Bank CD	1.48%	10/01/21	02/27/20	8,000,973.19	8,000,973.19	100.00	8,000,973.19	580	1.48%
East West Bank CD	1.78%	10/04/21	10/04/19	3,021,877.75	3,021,877.75	100.00	3,021,877.75	583	1.78%
East West Bank CD	1.78%	10/04/21	10/04/19	3,021,877.75	3,021,877.75	100.00	3,021,877.75	583	1.78%
East West Bank CD	1.64%	11/01/21	01/21/20	10,017,988.36	10,017,988.36	100.00	10,017,988.36	611	1.64%
				\$ 294,146,608.85	\$294,146,608.85		\$ 294,146,608.85	205	1.96%

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

Valley View Consulting, L.L.C.

4



Valley View Consulting, L.L.C.

5

Book and Market Value Comparison									
Description	November 30, 2019					February 29, 2020			
	Coupon/Discount	Maturity Date	Original Face\ Par Value	Book Value	Purchases/ Adjustments	Sales/Adjus/ Maturities	Original Face\ Par Value	Book Value	
	BBVA - Operating	1.40%	03/01/20	\$ 20,072,795.62	\$ 20,072,795.62	\$ -	\$ (4,730,720.65)	\$ 15,342,074.97	\$ 15,342,074.97
BBVA - Payroll	1.40%	03/01/20	209,627.62	209,627.62	96,705.64		306,333.26	306,333.26	
BBVA - Student	1.40%	03/01/20	274,107.03	274,107.03	170,692.55		444,799.58	444,799.58	
BBVA - Operating Reserve (3)	0.00%	03/01/20	20,000,000.00	20,000,000.00			20,000,000.00	20,000,000.00	
BBVA - Federal Draw Down	0.00%	03/01/20	1,986.75	1,986.75		(1,986.75)	-	-	
BBVA - I&S Bond 96,02,03,04,07,10,14,15	1.40%	03/01/20	1,622,646.36	1,622,646.36	581,064.11		2,203,710.47	2,203,710.47	
BBVA - I&S Bond 99 & 07	0.00%	03/01/20	0.01	0.01		(0.01)	-	-	
BBVA - Construction E&G Transfer	1.40%	03/01/20	3,665,133.22	3,665,133.22		(2,714,286.71)	950,846.51	950,846.51	
Veritex (Green) Bank MMA	1.70%	03/01/20	10,458,324.98	10,458,324.98	48,259.61		10,506,584.59	10,506,584.59	
NexBank MMA	1.84%	03/01/20	31,130,862.56	31,130,862.56	140,782.02		31,271,644.58	31,271,644.58	
TexPool LGIP	1.59%	03/01/20	11,545,173.59	11,545,173.59	46,178.33		11,591,351.92	11,591,351.92	
LegacyTexas Bank CD	2.67%	01/07/20	515,808.53	515,808.53		(515,808.53)	-	-	
BBVA Compass Bank CD	2.67%	01/07/20	1,556,407.71	1,556,407.71		(1,556,407.71)	-	-	
East West Bank CD	1.88%	01/07/20	1,002,991.78	1,002,991.78		(1,002,991.78)	-	-	
East West Bank CD	2.91%	01/07/20	1,032,732.31	1,032,732.31		(1,032,732.31)	-	-	
BBVA Compass Bank CD	2.05%	01/31/20	3,518,131.22	3,518,131.22		(3,518,131.22)	-	-	
BBVA Compass Bank CD	2.30%	03/02/20	5,038,902.77	5,038,902.77	29,261.72		5,068,164.49	5,068,164.49	
LegacyTexas Bank CD	2.55%	03/02/20	5,217,451.08	5,217,451.08	22,231.66		5,239,682.74	5,239,682.74	
LegacyTexas Bank CD	2.68%	04/01/20	5,205,433.33	5,205,433.33	35,206.62		5,240,639.95	5,240,639.95	
East West Bank CD	1.72%	04/21/20	-	-	2,003,773.33		2,003,773.33	2,003,773.33	
LegacyTexas Bank CD	2.70%	05/01/20	5,206,995.96	5,206,995.96	35,480.60		5,242,476.56	5,242,476.56	
East West Bank CD	2.71%	06/02/20	7,156,067.30	7,156,067.30	48,511.44		7,204,578.74	7,204,578.74	
East West Bank CD	2.99%	07/01/20	5,168,235.57	5,168,235.57	38,669.08		5,206,904.65	5,206,904.65	
East West Bank CD	2.72%	07/02/20	10,223,784.88	10,223,784.88	69,564.24		10,293,349.12	10,293,349.12	
East West Bank CD	1.73%	07/19/20	-	-	4,480,274.73		4,480,274.73	4,480,274.73	
East West Bank CD	1.63%	07/31/20	-	-	10,001,339.78		10,001,339.78	10,001,339.78	
BBVA Compass Bank CD	1.98%	07/31/20	9,045,027.21	9,045,027.21	45,185.13		9,090,212.34	9,090,212.34	
LegacyTexas Bank CD	2.94%	08/03/20	5,174,327.22	5,174,327.22	38,391.75		5,212,718.97	5,212,718.97	
LegacyTexas Bank CD	2.66%	08/03/20	4,071,979.54	4,071,979.54	27,331.34		4,099,310.88	4,099,310.88	
BBVA Compass Bank CD	1.93%	08/31/20	15,148.78	15,148.78	73.80		15,222.58	15,222.58	
BBVA Compass Bank CD	1.93%	08/31/20	117,238.80	117,238.80	570.75		117,809.55	117,809.55	
BBVA Compass Bank CD	1.93%	08/31/20	201,030.83	201,030.83	978.67		202,009.50	202,009.50	
LegacyTexas Bank CD	2.96%	09/01/20	5,175,532.21	5,175,532.21	38,662.57		5,214,194.78	5,214,194.78	
BTH Bank CD	2.72%	09/02/20	3,055,212.09	3,055,212.09	20,994.10		3,076,206.19	3,076,206.19	
LegacyTexas Bank CD	2.68%	09/02/20	2,036,262.50	2,036,262.50	13,770.49		2,050,032.99	2,050,032.99	
East West Bank CD	3.06%	10/01/20	10,344,482.19	10,344,482.19	79,216.93		10,423,699.12	10,423,699.12	
East West Bank CD	2.73%	11/02/20	10,224,200.85	10,224,200.85	69,695.39		10,293,896.24	10,293,896.24	
East West Bank CD	1.69%	03/01/21	-	-	5,510,195.51		5,510,195.51	5,510,195.51	
BBVA Compass Bank CD	2.66%	03/02/21	5,067,495.66	5,067,495.66	34,051.15		5,101,546.81	5,101,546.81	
BTH Bank CD	2.76%	03/02/21	5,093,384.39	5,093,384.39	35,515.44		5,128,899.83	5,128,899.83	
BBVA Compass Bank CD	2.65%	04/02/21	5,067,240.21	5,067,240.21	33,921.00		5,101,161.21	5,101,161.21	

Valley View Consulting, L.L.C.

6

Book and Market Value Comparison									
Description	November 30, 2019					February 29, 2020			
	Coupon/Discount	Maturity Date	Original Face\ Par Value	Book Value	Purchases/ Adjustments	Sales/Adjus/ Maturities	Original Face\ Par Value	Book Value	
	East West Bank CD	1.53%	05/03/21	-	-	5,500,691.67		5,500,691.67	5,500,691.67
BBVA Compass Bank CD	2.64%	05/03/21	5,066,984.79	5,066,984.79	33,790.88		5,100,775.67	5,100,775.67	
BBVA Compass Bank CD	2.09%	06/02/21	5,035,338.36	5,035,338.36	26,564.23		5,061,902.59	5,061,902.59	
East West Bank CD	1.53%	07/01/21	-	-	8,001,006.07		8,001,006.07	8,001,006.07	
BBVA Compass Bank CD	2.07%	07/02/21	3,020,999.41	3,020,999.41	15,784.56		3,036,783.97	3,036,783.97	
East West Bank CD	1.80%	08/02/21	10,028,643.00	10,028,643.00	45,105.30		10,073,748.30	10,073,748.30	
East West Bank CD	1.79%	09/02/21	10,028,483.63	10,028,483.63	44,853.43		10,073,337.06	10,073,337.06	
East West Bank CD	1.48%	10/01/21	-	-	8,000,973.19		8,000,973.19	8,000,973.19	
East West Bank CD	1.78%	10/04/21	3,008,497.28	3,008,497.28	13,380.47		3,021,877.75	3,021,877.75	
East West Bank CD	1.78%	10/04/21	3,008,497.28	3,008,497.28	13,380.47		3,021,877.75	3,021,877.75	
East West Bank CD	1.64%	11/01/21	-	-	10,017,988.36		10,017,988.36	10,017,988.36	
TOTAL			\$ 253,709,606.41	\$ 253,709,606.41	\$ 55,510,068.11	(\$ 15,073,065.67)	\$ 294,146,608.85	\$ 294,146,608.85	

Valley View Consulting, L.L.C.

7

Allocation
February 29, 2020
Book & Market Value

	Total	Operating	Operating Construction	Endowment	Interest & Sinking
BBVA - Operating	\$ 15,342,074.97	\$ 15,342,074.97	\$ -	\$ -	\$ -
BBVA - Payroll	306,333.26	306,333.26	-	-	-
BBVA - Student	444,799.58	444,799.58	-	-	-
BBVA - Operating Reserve	20,000,000.00	20,000,000.00	-	-	-
BBVA - Federal Draw Down	-	-	-	-	-
BBVA - I&S Bond 96,02,03,04,07,10,14,15	2,203,710.47	-	-	-	2,203,710.47
BBVA - I&S Bond 99 & 07	-	-	-	-	-
BBVA - Construction E&G Transfer	950,846.51	-	950,846.51	-	-
Veritex (Green) Bank MMA	10,506,584.59	-	10,506,584.59	-	-
NexBank MMA	31,271,644.58	30,148,270.37	-	-	1,123,374.21
TexPool LGIP	11,591,351.92	-	10,960,134.53	-	631,217.39
03/02/20-BBVA Compass Bank CD	5,068,164.49	5,068,164.49	-	-	-
03/02/20-LegacyTexas Bank CD	5,239,682.74	5,239,682.74	-	-	-
04/01/20-LegacyTexas Bank CD	5,240,639.95	5,240,639.95	-	-	-
04/21/20-East West Bank CD	2,003,773.33	-	2,003,773.33	-	-
05/01/20-LegacyTexas Bank CD	5,242,476.56	5,242,476.56	-	-	-
06/02/20-East West Bank CD	7,204,578.74	7,204,578.74	-	-	-
07/01/20-East West Bank CD	5,206,904.65	-	5,206,904.65	-	-
07/02/20-East West Bank CD	10,293,349.12	10,293,349.12	-	-	-
07/19/20-East West Bank CD	4,480,274.73	-	4,480,274.73	-	-
07/31/20-East West Bank CD	10,001,339.78	-	-	-	10,001,339.78
07/31/20-BBVA Compass Bank CD	9,090,212.34	-	-	-	9,090,212.34
08/03/20-LegacyTexas Bank CD	5,212,718.97	5,212,718.97	-	-	-
08/03/20-LegacyTexas Bank CD	4,099,310.88	4,099,310.88	-	-	-
08/31/20-BBVA Compass Bank CD	15,222.58	-	-	15,222.58	-
08/31/20-BBVA Compass Bank CD	117,809.55	-	-	117,809.55	-
08/31/20-BBVA Compass Bank CD	202,009.50	-	-	202,009.50	-
09/01/20-LegacyTexas Bank CD	5,214,194.78	5,214,194.78	-	-	-
09/02/20-BTH Bank CD	3,076,206.19	3,076,206.19	-	-	-
09/02/20-LegacyTexas Bank CD	2,050,032.99	2,050,032.99	-	-	-
10/01/20-East West Bank CD	10,423,699.12	10,423,699.12	-	-	-
11/02/20-East West Bank CD	10,293,896.24	10,293,896.24	-	-	-
03/01/21-East West Bank CD	5,510,195.51	5,510,195.51	-	-	-
03/02/21-BBVA Compass Bank CD	5,101,546.81	5,101,546.81	-	-	-
03/02/21-BTH Bank CD	5,128,899.83	-	5,128,899.83	-	-

Valley View Consulting, L.L.C. 8

Allocation
February 29, 2020
Book & Market Value

	Total	Operating	Operating Construction	Endowment	Interest & Sinking
04/02/21-BBVA Compass Bank CD	5,101,161.21	5,101,161.21	-	-	-
05/03/21-East West Bank CD	5,500,691.67	5,500,691.67	-	-	-
05/03/21-BBVA Compass Bank CD	5,100,775.67	5,100,775.67	-	-	-
06/02/21-BBVA Compass Bank CD	5,061,902.59	5,061,902.59	-	-	-
07/01/21-East West Bank CD	8,001,006.07	8,001,006.07	-	-	-
07/02/21-BBVA Compass Bank CD	3,036,783.97	3,036,783.97	-	-	-
08/02/21-East West Bank CD	10,073,748.30	10,073,748.30	-	-	-
09/02/21-East West Bank CD	10,073,337.06	10,073,337.06	-	-	-
10/01/21-East West Bank CD	8,000,973.19	8,000,973.19	-	-	-
10/04/21-East West Bank CD	3,021,877.75	3,021,877.75	-	-	-
10/04/21-East West Bank CD	3,021,877.75	-	3,021,877.75	-	-
11/01/21-East West Bank CD	10,017,988.36	10,017,988.36	-	-	-
Totals	\$ 294,146,608.85	\$ 228,502,417.11	\$ 42,259,295.92	\$ 335,041.63	\$ 23,049,854.19

Valley View Consulting, L.L.C. 9

Allocation					
November 30, 2019					
Book & Market Value					
	Total	Operating	Operating Construction	Endowment	Interest & Sinking
BBVA - Operating	\$ 20,072,795.62	\$ 20,072,795.62	\$ -	\$ -	\$ -
BBVA - Payroll	209,627.62	209,627.62	-	-	-
BBVA - Student	274,107.03	274,107.03	-	-	-
BBVA - Operating Reserve	20,000,000.00	20,000,000.00	-	-	-
BBVA - Federal Draw Down	1,986.75	1,986.75	-	-	-
BBVA - I&S Bond 96,02,03,04,07,10,14,15	1,622,646.36	-	-	-	1,622,646.36
BBVA - I&S Bond 99 & 07	0.01	-	-	-	0.01
BBVA - Construction E&G Transfer	3,665,133.22	-	3,665,133.22	-	-
Veritex (Green) Bank MMA	10,458,324.98	-	10,458,324.98	-	-
NexBank MMA	31,130,862.56	30,012,545.51	-	-	1,118,317.05
TexPool LGIP	11,545,173.59	-	10,916,470.89	-	628,702.70
01/07/20-LegacyTexas Bank CD	515,808.53	-	515,808.53	-	-
01/07/20-BBVA Compass Bank CD	1,556,407.71	-	1,556,407.71	-	-
01/07/20-East West Bank CD	1,002,991.78	-	1,002,991.78	-	-
01/07/20-East West Bank CD	1,032,732.31	-	1,032,732.31	-	-
01/31/20-BBVA Compass Bank CD	3,518,131.22	-	-	-	3,518,131.22
03/02/20-BBVA Compass Bank CD	5,038,902.77	5,038,902.77	-	-	-
03/20/20-LegacyTexas Bank CD	5,217,451.08	5,217,451.08	-	-	-
04/01/20-LegacyTexas Bank CD	5,205,433.33	5,205,433.33	-	-	-
05/01/20-LegacyTexas Bank CD	5,206,995.96	5,206,995.96	-	-	-
06/02/20-East West Bank CD	7,156,067.30	7,156,067.30	-	-	-
07/01/20-East West Bank CD	5,168,235.57	-	5,168,235.57	-	-
07/02/20-East West Bank CD	10,223,784.88	10,223,784.88	-	-	-
07/31/20-BBVA Compass Bank CD	9,045,027.21	-	-	-	9,045,027.21
08/03/20-LegacyTexas Bank CD	5,174,327.22	5,174,327.22	-	-	-
08/03/20-LegacyTexas Bank CD	4,071,979.54	-	-	-	-
08/31/20-BBVA Compass Bank CD	15,148.78	-	-	-	15,148.78
08/31/20-BBVA Compass Bank CD	117,238.80	-	-	-	117,238.80
08/31/20-BBVA Compass Bank CD	201,030.83	-	-	-	201,030.83
09/01/20-LegacyTexas Bank CD	5,175,532.21	5,175,532.21	-	-	-
09/02/20-BTH Bank CD	3,055,212.09	3,055,212.09	-	-	-
09/02/20-LegacyTexas Bank CD	2,036,262.50	2,036,262.50	-	-	-
10/01/20-East West Bank CD	10,344,482.19	10,344,482.19	-	-	-
11/02/20-East West Bank CD	10,224,200.85	10,224,200.85	-	-	-
03/02/21-BBVA Compass Bank CD	5,067,495.66	5,067,495.66	-	-	-

Valley View Consulting, L.L.C.

10

Allocation					
November 30, 2019					
Book & Market Value					
	Total	Operating	Operating Construction	Endowment	Interest & Sinking
03/02/21-BTH Bank CD	5,093,384.39	-	5,093,384.39	-	-
04/02/21-BBVA Compass Bank CD	5,067,240.21	5,067,240.21	-	-	-
05/03/21-BBVA Compass Bank CD	5,066,984.79	5,066,984.79	-	-	-
06/02/21-BBVA Compass Bank CD	5,035,338.36	5,035,338.36	-	-	-
07/02/21-BBVA Compass Bank CD	3,020,999.41	3,020,999.41	-	-	-
08/02/21-East West Bank CD	10,028,643.00	10,028,643.00	-	-	-
09/02/21-East West Bank CD	10,028,483.63	10,028,483.63	-	-	-
10/04/21-East West Bank CD	3,008,497.28	3,008,497.28	-	-	-
10/04/21-East West Bank CD	3,008,497.28	-	3,008,497.28	-	-
Totals \$	253,709,606.41	\$ 195,025,376.79	\$ 42,417,986.66	\$ 333,418.41	\$ 15,932,824.55

Valley View Consulting, L.L.C.

11

Review and Action as Necessary on Award of Proposal, Rescind of Awards, Purchases, Renewals, and Interlocal Agreements

Approval of the following award of proposal, rescind of awards, purchases, renewals, and interlocal agreements 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 / Rescind of Proposals

1) Travel Services (Award)

Award the proposal for travel services to **Express Cruise & Tours / dba Express Travel** (McAllen, TX) (New), for the period beginning May 1, 2020 through April 30, 2021 with two one-year options to renew, at a service fee of \$50.00 per airline ticket.

Purpose – The Purchasing Department is requesting a travel services contract to provide airline tickets for faculty and staff that travel for professional development and students that travel for educational purposes. This contract will be in place for faculty and staff future travel which will be reviewed and approved by the President or Division Vice Presidents prior to purchase.

Justification and Benefit – The travel services will include processing of airline reservations, automobile rental reservations, hotel reservations, charter services, emergency services, and group travel rates.

Background – Proposal documents were advertised on February 19, 2020 and February 26, 2020 and issued to six (6) vendors. Two (2) responses were received on March 6, 2020 and reviewed by the Business Office – Travel and Purchasing Department. On April 20, 2020, one of the proposers contacted the College and requested to have their proposal withdrawn.

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

2) Graduation Caps and Gowns (Rescind)

Rescind the award to **Zolnier Graduate Supply** (Union City, NJ) for the graduation caps and gowns. The awarded vendor indicated to the College staff that they would not be able to meet the required delivery schedule. After the award notification was made, the vendor informed the College that his intent was to deliver in December 2020, not May 2020.

Prior to the Board's indefinite postponement of the May 2020 Commencement Ceremonies due to the COVID-19 pandemic, staff had already issued an emergency Request for Quotes (RFQ) for sufficient graduation regalia for the planned May ceremony. That regalia will be received and held for students at the next commencement ceremonies.

3) Truck Driver/Bus Driver Training (Rescind)

Rescind the award to **Vision Truck Driving School** (Dallas, TX) for the truck driver/bus driver training. The awarded vendor indicated to the College staff that he would not be able to honor the proposal amount. After the award notification was made, the vendor informed the College that their tuition price had increased.

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

4) Metal Products for Welding Programs (Renewal)

Renew the metal products for welding programs contracts for the period beginning May 29, 2020 through May 28, 2021, at an estimated amount of \$50,000.00, based on prior year expenditures. The vendors are as follows:

- **Alamo Iron Works** (Brownsville, TX)
- **Industrial Supplier Larey, Inc. / dba International Industrial Supply, Co.** (Brownsville, TX)
- **Rio Grande Steel** (Edinburg, TX)

Purpose – The Welding programs are requesting to renew the metal products for welding program contracts for the purchase of different types of metal products, which is used by students during class instruction. The products will include some of the following items: aluminum, plates, stainless steel plates, black iron pipe, square tubing, flat, and round bar stock.

Justification and Benefit – The metal products for the welding programs will be used for student instruction in the credit and non-credit Welding programs in the Division of Business, Public Safety, and Technology and Continuing, Professional, and Workforce Education.

Background – The Board awarded the contract for metal products for welding programs at the April 24, 2018 Board of Trustees meeting for one-year with two one-year annual renewals. The last renewal period begins on May 29, 2020 and ends May 28, 2021.

Award	Board Meeting Date	Original Term	Renewal Term
Original	4/24/18	5/29/18 – 5/28/19	2 – one year options
1 st Renewal	3/26/19		5/29/19 – 5/28/20
2 nd Renewal	4/28/20		5/29/20 – 5/28/21

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

Funds for this expenditure are budgeted in the Welding Program and Continuing Education budgets for FY 2019 – 2020 and FY 2020 – 2021, pending Board approval of the budget.

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

5) Bucket Truck (Purchase)

Purchase a bucket truck from **Grande Truck Center** (San Antonio, TX) (New), a Texas Association of School Boards (TASB) – Buyboard approved vendor, at a total amount of \$89,489.00.

Purpose – Facilities Operations and Maintenance is requesting to purchase a bucket truck for repairs and projects related to parking lot light poles, building signage, facility light wall packs, multi-story facility window maintenance, multi-story facility exterior painting, monument sign maintenance, tree maintenance, building roofs maintenance, athletic scoreboard maintenance, and construction projects throughout the College district.

Justification and Benefit – Due to various projects, the bucket truck is needed to reach areas between 29 and 45 feet with its arm and the bucket provides the safety needed to protect the STC employee. This vehicle will be used at all campuses.

Funds for this expenditure are budgeted in the Maintenance and Operation Taxes (M&O) Furniture, Fixtures, and Equipment (FFE) budget for FY 2019 – 2020.

6) Furniture (Purchase)

Purchase furniture from OMNIA Partner formerly National Intergovernmental Purchasing Alliance (NIPA), Sourcewell, and TIPS Purchasing Cooperative, at a total amount of \$165,203.62.

#	Vendor	Amount
A	Allsteel, Inc./Broussard Group (Muscatine, IA/San Antonio, TX)	\$8,575.99
B	Computer Comforts, Inc. (Kemah, TX)	\$48,821.35
C	Datum Storage Solutions/Gateway Printing & Office Supply, Inc. (Emigsville, PA/Edinburg, Texas)	\$797.82
D	Exemplis Corporation/Gateway Printing & Office Supply, Inc. (Cypress, CA/Edinburg, TX)	\$2,498.00
E	The Hon Company/Gateway Printing & Office Supply, Inc. (Muscatine, IA/Edinburg, TX)	\$1,793.12
F	Krueger International, Inc./Gateway Printing & Office Supply, Inc. (Green Bay, WI/Edinburg, TX)	\$99,758.34
G	National Office Furniture/Gateway Printing & Office Supply, Inc. (Jasper, IN/Edinburg, TX)	\$2,959.00
Furniture Total		\$165,203.62

The purchases can be summarized as follows:

- Allsteel, Inc./Broussard Group (Muscatine, IA/San Antonio, TX)
 - Pecan Campus
 - 6 Conference Chairs for Educational Technologies
 - 8 Conference Chairs for the Division of Liberal Arts
- Computer Comforts, Inc. (Kemah, TX)
 - Nursing and Allied Health Campus
 - 21 Motorized Instructor Podiums for the Division of Nursing and Allied Health
- Datum Storage Solutions/Gateway Printing & Office Supply, Inc. (Emigsville, PA/Edinburg, TX)
 - Pecan Campus
 - 2 Storage Units for the Division of Liberal Arts
- Exemplis Corporation/Gateway Printing & Office Supply, Inc. (Cyress, CA/Edinburg, TX)
 - Pecan Campus
 - 5 Faculty/Staff Chairs for Educational Technologies
- The Hon Company/Gateway Printing & Office Supply, Inc. (Muscatine, IA/Edinburg, TX)
 - Pecan Campus
 - 2 Bookcases for Educational Technologies
 - 1 Bookcase and 3 File Cabinets for the Division of Liberal Arts
- Krueger International, Inc./Gateway Printing & Office Supply, Inc. (Green Bay, WI/Edinburg, TX)
 - Nursing and Allied Health Campus
 - 60 Chairs and 2 Tables for the Division of Nursing and Allied Health
 - Pecan Campus
 - 1 Table for Educational Technologies
 - 42 Chairs for the Student Assessment Center
 - 4 Chairs, 3 Tables, and 2 Desks for the Division of Liberal Arts
 - 26 Instructional Tables (Bldg G) for Facilities Planning and Construction
 - Starr County Campus
 - 12 Chairs and 13 Tables for the Centers for Learning Excellence
 - Technology Campus
 - 1 Table for the Learning Commons and Open Labs
- National Office Furniture/Gateway Printing & Office Supply, Inc. (Jasper, IN/Edinburg, TX)
 - Technology Campus
 - 1 Table for the Learning Commons and Open Labs

Fund for these expenditures are budgeted in the requesting department budgets for FY 2019 - 2020 as follows: Educational Technology Maintenance and Replacement, Learning Commons and Open Labs, New Furniture, and Student Assessment Center.

7) Medical Office Skills Training Services (Renewal)

Renew the medical office skills training services contract with **Practice Management Institute** (San Antonio, TX), for the period beginning July 1, 2020 through June 30, 2021, at no charge to the College. The student or employee participating in the training program will pay the training fee and South Texas College will receive a 23% commission.

Purpose – Continuing, Professional, and Workforce Education is requesting to renew the contract for medical office skills training which allows the College to expand training for medical office staff in areas such as managing front office staff, billing and coding, record retention, and anything else that will make a medical office more efficient.

Justification and Benefit – This contract allows the department to supplement its offering and meet the need of the customer base.

Background – The Board awarded the contract for medical office skills training at the June 20, 2018 Board of Trustees meeting for one-year with two one-year annual renewals. The last renewal period begins on July 1, 2020 and ends June 30, 2021.

Award	Board Meeting Date	Original Term	Renewal Term
Original	6/20/18	7/1/18 – 6/30/19	2 – one year options
1 st Renewal	5/28/19		7/1/19 – 6/30/20
2 nd Renewal	4/28/20		7/1/20 – 6/30/21

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 Continuing, Professional, and Workforce Education budget for FY 2019 – 2020 and FY 2020 – 2021, pending Board approval of the budget.

8) Online Continuing Education Services (Renewal)

Renew the online continuing education services contract with **Cengage Learning, Inc. /dba ed2go** (Temecula, CA), for the period beginning May 1, 2020 through April 30, 2021, at an estimated cost of \$46.00 to \$4,595.00 charged to student per class. There are no deposits required, no minimum orders or any initial inventory to purchase. A percentage of tuition is paid to the College, based on the total cost, ranging from 15% to 30%.

Purpose – Continuing, Professional, and Workforce Education is requesting to renew the contract for online continuing education services, which will include some of the following courses: accounting, business, college readiness, computer applications, design and composition, health care and medical, language and arts, law and legal, personal development, teaching and education, technology, writing and publishing, etc.

Justification and Benefit – The online continuing education services will provide the community with online, non-credit, instructor-facilitated continuing and professional education courses covering

Background – The Board awarded the contract for online continuing education services at the April 23, 2019 Board of Trustees meeting for one-year with two one-year annual renewals. The first renewal period begins on 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 st Renewal	4/28/20		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 Continuing Education – State and Continuing Education – Non State budgets for FY 2019 – 2020 and FY 2020 – 2021, pending Board approval of the budget.

9) Small Business Skills Training (Renewal)

Renew the small business skills training contracts for the period beginning July 1, 2020 through June 30, 2021, at no charge to the College. The student or employee participating in the training program will pay the training fee and South Texas College will receive a commission ranging from 7% to 29%. The vendors are as follows:

- a. **Claudio A. Hinojosa III** (Mercedes, TX)
- b. **World Class Training** (Brownsville, TX)

Purpose – Continuing, Professional, and Workforce Education is requesting to renew the contracts for small business skills training which help the College reach more small businesses and provide them with training such as managing a business, communication skills, and handling difficult customers.

Justification and Benefit – The contract benefits not only Continuing Education by helping the department supplement its customer base, but also many small businesses that are part of the community.

Background – The Board awarded the contract for small business skills training at the June 20, 2018 Board of Trustees meeting for one-year with two one-year annual renewals. The last renewal period begins on July 1, 2020 and ends June 30, 2021.

Award	Board Meeting Date	Original Term	Renewal Term
Original	6/20/18	7/1/18 – 6/30/19	2 – one year options
1 st Renewal	5/28/19		7/1/19 – 6/30/20
2 nd Renewal	4/28/20		7/1/20 – 6/30/21

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

Funds for this expenditure are budgeted in the Continuing, Professional, and Workforce Education department budget for FY 2019 – 2020 and FY 2020 – 2021, pending Board approval of the budget.

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

10)Computers, Laptops, Monitors, and Printers (Purchase)

Purchase computers, laptops, monitors, and printers from the State of Texas Department of Information Resources (DIR) approved vendor **Dell Marketing, LP.** (Dallas, TX) and **CRC** (McAllen), at a total amount of \$121,432.01.

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
 - ⇒ 20 Computers for the Learning Commons and Open Labs
- Staff Computers
 - ⇒ 5 Computers for the Office Administration Program
 - ⇒ 5 Computers for the Purchasing Department
 - ⇒ 1 Computer for Resource Development, Management, and Compliance
 - ⇒ 1 Computer for Educational Technology
- Student Laptops
 - ⇒ 25 Laptops for the Centers for Learning Excellence
- Staff Laptops
 - ⇒ 3 Laptops for the Psychological Science Program
 - ⇒ 1 Laptop for Finance and Administrative Services
 - ⇒ 3 Laptops for Educational Technology
 - ⇒ 1 Laptop for the Office of Institutional Equity
 - ⇒ 8 Laptops for the Business Office
 - ⇒ 2 Laptops for the Purchasing Department
 - ⇒ 3 Laptops for Facilities Planning and Construction

- Faculty Laptops
 - ⇒ 1 Laptop for the Physics Program
 - ⇒ 3 Laptops for the Criminal Justice Program
 - ⇒ 6 Laptops for the English Program

- Staff Monitors
 - ⇒ 10 Monitors for the Learning Commons and Open Labs

- Student Printers
 - ⇒ 3 Printers for the Learning Commons and Open Labs
 - ⇒ 6 Printer Paper Trays for the Learning Commons and Open Labs

Funds for these expenditures are budgeted in the requesting department budgets for FY 2019 – 2020 as follows: Learning Commons & Open Labs, Office Administration Program, Purchasing Department, Resource Development, Management & Compliance, Finance and Administrative Services, Educational Technology, Public Relations and Marketing, and Psychological Science Program, Office of Institutional Equity, Business Office, Physics Program, Criminal Justice Program, Centers for Learning Excellence, Facilities Planning and Construction, and English Program.

11) Research and Advisory Service Agreement (Renewal)

Renew the research and advisory service agreement with **Gartner, Inc.** (Stamford, CT), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning June 1, 2020 through May 31, 2022, at a total amount of \$80,301.00 paid annually. The annual amounts are as follows: Year 1 - \$39,460.00 and Year 2 - \$40,841.00.

Purpose – Information Technology is requesting to renew the research and advisory services agreement to provide solutions and support in the area of information technology.

Justification and Benefit – These services are used by a wide range of higher education institutions to assist in technology and strategic decision making and identifying cost savings opportunities. It includes unlimited access to an assigned advisory consultant that works with the institution to provide vendor and market research on demand, access to industry standard toolkits for technology implementations, a peer connect network linking thousands of higher education and private sector information technology staff, and contract review services.

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

C. Interlocal Agreements

12) Case Management Services (Purchase)

Purchase case management services from **Valley Initiative for Development and Advancement (VIDA)** (Mercedes, TX), through an interlocal agreement, for the period beginning January 1, 2020 through December 31, 2020, at a total amount of \$81,000.00.

Purpose – The Office of Enrollment Services is requesting case management and mentoring services for fifty (50) economically disadvantaged students per semester. These services will be conducted in the Spring, Summer, and Fall 2020 semesters.

Justification and Benefit – The services will include financial assistance (books, childcare, transportation, etc.), intensive case management, and career counseling to help complete their education and training in high-demand occupations.

A qualifying student will have to meet the following requirements:

- Resident of the Rio Grande Valley
- 18 years or older
- Eligible to work in the United States
- Below federal poverty guidelines, or
- Underemployed with family responsibilities earning less than \$8.50, or
- Underemployed with family responsibilities registered with the Texas Workforce Commission

This is a six (6) week program, which includes one (1) counseling session per week for a total of forty-eight (48) hours per student per semester. An enrolled or qualifying student will automatically roll over to the next semester. Once a student graduates, a new student is accepted into the program.

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

13) Policy Management Services (Purchase)

The purchase of the policy management services with **Texas Association of School Boards (TASB)** (Austin, TX), through an interlocal agreement was approved at the March 31, 2020 Board Meeting. TASB notified the College after the Board meeting that due to other commitments, they cannot proceed with policy services until Fall 2021. Any price changes resulting due to the postponement will be presented to Board as soon as available.

Purpose - The Board approved the agreement for FY 2021; however, following Board approval, South Texas College was notified of the following:

- The performance work by TASB will commence in Fall 2021, due to TASB entering into agreements with two (2) other institutions for FY2021 which occurred prior to board approval. TASB only partners with two (2) institutions per year.

- The College will be notified in Summer 2021 Calendar Year of any increases to the price.

Justification – To notify the Board of adjusted service starting date and possible price increase. TASB policy services mission is to assist members with timely, expert, and economic development and the updating of Board Policy and administrative regulations.

Funding Source – Funds for this expenditure will be funded in the Accountability, Risk, and Compliance budget for FY 2020 – FY 2021, pending Board approval of the budget.

Recommendation:

It is requested that the Finance, Audit, and Human Resources Committee recommend for Board approval at the April 28, 2020 Board meeting the award of proposal, rescind of awards, purchases, renewals, and interlocal agreements as listed below:

A. Award / Rescind of Proposals

- 1) **Travel Services (Award):** award the proposal for travel services to **Express Cruise & Tours / dba Express Travel** (McAllen, TX) (New), for the period beginning May 1, 2020 through April 30, 2021 with two one-year options to renew, at a service fee of \$50.00 per airline ticket;
- 2) **Graduation Caps and Gowns (Rescind):** rescind the award to **Zolier Graduate Supply** (Union City, NJ) for the graduation caps and gowns.
- 3) **Truck Driver/Bus Driver Training (Rescind):** rescind the award to **Vision Truck Driving School** (Dallas, TX), for the truck driver/bus driver training.

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

- 4) **Metal Products for Welding Programs (Renewal):** renew the metal products for welding programs contracts for the period beginning May 29, 2020 through May 28, 2021, at an estimated amount of \$50,000.00, based on prior year expenditures. The vendors are as follows:
 - **Alamo Iron Works** (Brownsville, TX)
 - **Industrial Supplier Larey, Inc. / dba International Industrial Supply, Co.** (Brownsville, TX)
 - **Rio Grande Steel** (Edinburg, TX)

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

- 5) **Bucket Truck (Purchase):** purchase a bucket truck from **Grande Truck Center** (San Antonio, TX) (New), a Texas Association of School Boards, (TASB) – Buyboard approved vendor, at a total amount of \$89,489.00;
- 6) **Furniture (Purchase):** purchase furniture from OMNIA Partners formerly National Intergovernmental Purchasing Alliance (NIPA), Sourcewell, and TIPS Purchasing Cooperative, at a total amount of \$165,203.62;

#	Vendor	Amount
A	Allsteel, Inc./Broussard Group (Muscatine, IA/San Antonio, TX)	\$8,575.99

B	Computer Comforts, Inc. (Kemah, TX)	\$48,821.35
C	Datum Storage Solutions/Gateway Printing & Office Supply, Inc. (Emigsville, PA/Edinburg, Texas)	\$797.82
D	Exemplis Corporation/Gateway Printing & Office Supply, Inc. (Cypress, CA/Edinburg, TX)	\$2,498.00
E	The Hon Company/Gateway Printing & Office Supply, Inc. (Muscatine, IA/Edinburg, TX)	\$1,793.12
F	Krueger International, Inc./Gateway Printing & Office Supply, Inc. (Green Bay, WI/Edinburg, TX)	\$99,758.34
G	National Office Furniture/Gateway Printing & Office Supply, Inc. (Jasper, IN/Edinburg, TX)	\$2,959.00
Furniture Total		\$165,203.62

- 7) **Medical Office Skills Training Services (Renewal):** renew the medical office skills training services contract with **Practice Management Institute** (San Antonio, TX), for the period beginning July 1, 2020 through June 30, 2021, at no charge to the College. The student or employee participating in the training program will pay the training fee and South Texas College will receive a 23% commission;
- 8) **Online Continuing Education Services (Renewal):** renew the online continuing education services contract with **Cengage Learning, Inc. / dba ed2go** (Temecula, CA), for the period beginning May 1, 2020 through April 30, 2021, at an estimated cost of \$46.00 to \$4,595.00 charged to student per class. There are no deposits required, no minimum orders or any initial inventory to purchase. A percentage of tuition is paid to the College, based on the total cost, ranging from 15% to 30%;
- 9) **Small Business Skills Training (Renewal):** renew the small business skills training contracts for the period beginning July 1, 2020 through June 30, 2021, at no charge to the College. The student or employee participating in the training program will pay the training fee and South Texas College will receive a commission ranging from 7% to 29%. The vendors are as follows:
- a. **Claudio A. Hinojosa III** (Mercedes, TX)
 - b. **World Class Training** (Brownsville, TX)

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

- 10) **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) and **CRC** (McAllen, TX), at a total amount of \$121,432.01;
- 11) **Research and Advisory Service Agreement (Renewal):** renew the research and advisory service agreement with **Gartner, Inc.** (Stamford, CT), a State of Texas Department of Information Resources (DIR) approved vendor, for the period of June 1, 2020 through May 31, 2021, at a total

amount of \$80,301.00 paid annually. The annual amounts are as follows:
Year 1 - \$39,460.00 and Year 2 - \$40,841.00;

C. Interlocal Agreements

12)Case Management Services (Purchase): purchase case management services from **Valley Initiative for Development and Advancement** (VIDA) (Mercedes, TX), through an interlocal agreement, for the period beginning January 1, 2020 through December 31, 2020, at a total amount of \$81,000.00;

13)Policy Management Services (Purchase): purchase of the policy management services with **Texas Association of School Boards** (TASB) (Austin, TX), through an interlocal agreement was approved at the March 31, 2020 Board Meeting. TASB notified the College after the Board meeting that due to other commitments, they cannot proceed with policy services until Fall 2021. Any price changes resulting due to the postponement will be presented to Board as soon as available.

Recommend Action - The total for all award of proposal, rescind of awards, purchases, renewals, and interlocal agreements is \$587,425.63.

These items are presented without a Finance Committee recommendation.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the award of proposal, rescind of awards, purchases, renewals, and interlocal agreements in the amount of \$587,425.63 as presented.

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

The Board of Trustees approves and authorizes the award of proposal, rescind of awards, purchases, renewals, and interlocal agreements in the amount of \$587,425.63 as presented.

Approval Recommended:

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

Review and Action as Necessary on Building and Furniture Values for the 2020-2021 Property Insurance Request for Proposal

It is recommended that the Board of Trustees of South Texas College review the information provided herein and determine whether to adjust building and furniture property values.

Purpose - The purpose of insurance is to anticipate catastrophic losses that could financially impair South Texas College. Insurance allows the College to minimize risk of loss from circumstances beyond its control.

Justification - Every year, prior to fiscal year end, the College requests proposals for an insurance program that provides coverage at the most competitive price available in accordance with approved or acceptable insurance practices in the State of Texas.

Background – On July 23, 2019 the College awarded the property insurance at a total cost of \$723,000. The policy offers a 2% named storm deductible and 1% all other wind/hail deductible applied separately to each building that sustains loss and a \$100,000 deductible for all other perils. Flood insurance is included with a deductible of \$50,000 or \$500,000 per occurrence.

The College's Risk Management Consultant, Mr. Raul Cabaza, has indicated that property insurance policy premiums are expected to increase at least 15% this coming year.

Property insurance policy premiums are expected to increase for the following reasons:

1. The COVID-19 crisis has forced consumers to file business interruption claims for a peril that is likely uncovered, nor considered in formulating premiums and the outcome of such claims is uncertain.
2. Insurance companies are buying reinsurance on large property schedules and the reinsurance premium is passed on to the consumer.
3. Cost of construction will be affected by supply chain disruption.
4. South Texas College pays a higher premium because it buys from admitted insurance carriers.
5. Risk Management Consultant's personal experience in the first quarter with increased premiums and higher deductibles.

In addition to the premiums increasing, it is anticipated that construction costs will be increasing as well. South Texas College's property values are based on costs per square foot.

In light of the recent COVID-19 event and market fluidity, construction costs are expected to increase. The College is proposing a slight increase to the property values to mitigate the anticipated increase to construction costs. Although the actual increase to construction costs, if any, is not known at the present time, increasing the property values of the buildings would decrease the risk of buildings not being adequately insured in the future. The College may elect to adjust property values, at the Board's discretion.

The effect of increasing property values is shown in the table below:

	2019 - 2020 Building Values	2019 - 2020 Premium	2020 - 2021 Building Values	Estimated 2020 – 2021 Premium
No increase	\$480,186,782	\$723,000	\$480,592,449	\$831,450 ¹
Increase building values by 3%	\$480,186,782	\$723,000	\$495,010,222	\$853,140 <i>(includes expected premium increase of 15%)</i>
Increase building values by 5%	\$480,186,782	\$723,000	\$504,622,071	\$867,600 <i>(includes expected premium increase of 15%)</i>

¹Expected to increase approximately 15%

Furthermore, the Facilities Planning & Construction Department recommends increasing the values for Furniture by 10% (approx. \$3M) as replacement costs for furniture have also increased over the years. The associated premium is expected to increase by approximately \$10K.

Current Total Furniture Values	Proposed Total Furniture Values (Increased by 10%)
\$29,189,862	\$32,108,848

The College’s Risk Management Consultant, Mr. Raul Cabaza, will be present at the April 28, 2020 Board meeting to address questions from the Board.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize action as necessary, including making the determination whether to adjust building and furniture property values as presented.

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

The Board of Trustees approves and authorizes action as necessary, including making the determination whether to adjust building and furniture property values as presented.

Approval Recommended:

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

Review and Action as Necessary on Contracting Construction Services for the Mid Valley Campus Drainage Improvements Phase I and Asphalt Resurfacing for Parking Lot 3 and the Northwest Drive

Approval to contract construction services for the Mid Valley Campus Drainage Improvements Phase I and Asphalt Resurfacing for Parking Lot 3 and the Northwest Drive Project is requested.

Purpose

The procurement of a contractor will provide for construction services necessary for the Mid Valley Campus Drainage Improvements Phase I and Asphalt Resurfacing for Parking Lot 3 and the Northwest Drive Project.

Scheduling Priority

This project was submitted as part of the College's Deferred Maintenance Plan. The project has been reviewed by the Facilities Planning & Construction and Facilities Operations & Maintenance departments, the President's Cabinet, the Coordinated Operations Council, the Facilities Committee, and the Board of Trustees. This project is scheduled as an exterior Renewal & Replacement project to address drainage concerns and maintain a parking lot and drive on campus. The proposed drainage improvements would be critical to avoid potential flooding on campus in preparation for future hurricane or rain events.

Background

The asphalt resurfacing portion of the project was submitted as part of the College's Deferred Maintenance Plan which included the resurfacing of Parking Lot 3 and the northwest drive adjacent to the Center for Learning Excellence Building A and the Nursing and Allied Health Building B. The asphalt at Parking Lot 3 has been in use since 2005 and the Northwest Drive since 2000; both sites are in need of asphalt resurfacing.

The Phase I Drainage Improvements are part of the drainage study developed by Perez Consulting Engineers, Inc. which was accepted by the Board on April 23, 2019. Phase I Drainage Improvements involves the west side of the Mid Valley Campus and the area associated with the Center for Learning Excellence Building A which experienced flooding due to heavy rains which occurred on June 20-21, 2018.

Solicitation of competitive sealed proposals for this project began on February 3, 2020. Four (4) sets of construction documents were issued to plan rooms and two (2) set were issued to contractors. A total of two (2) proposals were received on February 20, 2020.

Timeline for Solicitation of Competitive Sealed Proposals	
February 3, 2020	Solicitation of competitive sealed proposals began.
February 20, 2020	Two (2) proposals were received.

Funding Source

The projects were budgeted separately but were solicited as one project since the construction work would be overlapping. The budgets were as follows:

Projects	Estimated Construction Budget
Resurfacing of Parking Lot 3	\$50,000
Resurfacing of Northwest Drive	180,000
Phase I Drainage Improvements	290,000
Total Amount	\$520,000

College staff reviewed and evaluated the competitive sealed proposals and recommend McAllen Multi-Service as the highest ranked in the amount of \$522,279.50.

Source of Funding	Estimated Construction Budget	Highest Ranked Proposal McAllen Multi-Service	Estimated Construction Budget Variance
Renewals & Replacements Fund	\$520,000	\$522,279.50	(\$2,279.50)
Total Amount	\$520,000	\$522,279.50	(\$2,279.50)

Funds for the Mid Valley Campus Drainage Improvements Phase I Project 2019-047R and Asphalt Resurfacing for Parking Lot 3 Project 2016-005R and the Northwest Drive Project 2018-019R are budgeted in the Renewals & Replacements Fund for available use in fiscal year 2019-2020. Additional funds are available in the Renewals & Replacements fund for FY 2019-2020 for the \$2,279.50 overage. 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 proposals have been reviewed by the engineer and College staff from the Facilities Planning & Construction, Maintenance & Operations, and Purchasing departments.

Enclosed Documents

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

Due to the COVID-19 pandemic, Committee meetings were not held in April 2020, and these items are presented to the Board without a Committee recommendation.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize contracting construction services with McAllen Multi-Service in the amount of \$522,279.50 for the Mid Valley Campus Drainage Improvements Phase I and Asphalt Resurfacing for Parking Lot 3 and the Northwest Drive 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 McAllen Multi-Service in the amount of \$522,279.50 for the Mid Valley Campus Drainage Improvements Phase I and Asphalt Resurfacing for Parking Lot 3 and the Northwest Drive Project as presented.

Approval Recommended:

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



Mid Valley Campus - Drainage
Improvements and Resurfacing of
Parking Lot 3 and Northwest Drive



SOUTH TEXAS
COLLEGE

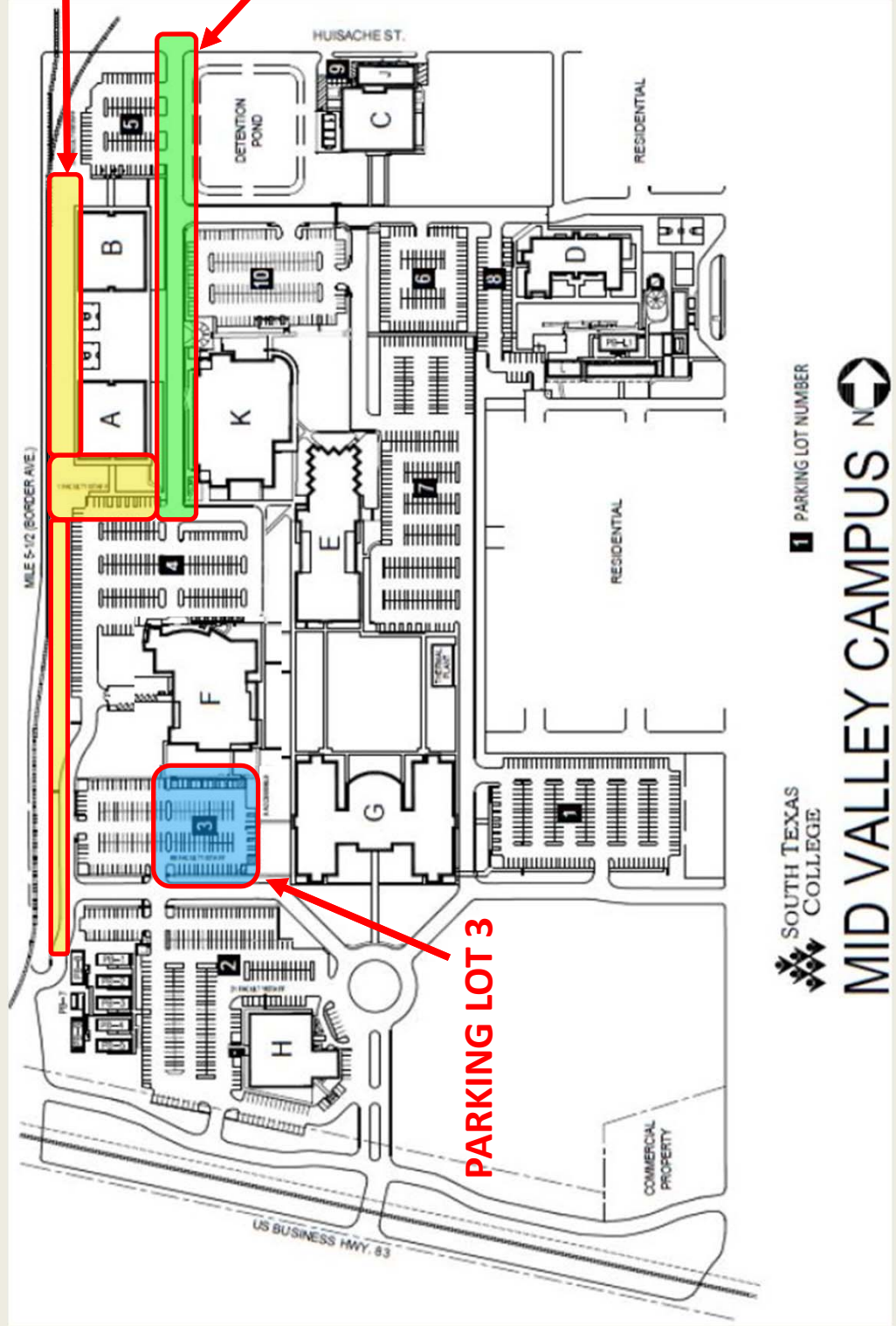


SOUTH TEXAS COLLEGE

Mid Valley Campus

- Drainage Improvements
- Resurfacing Parking Lot 3
- Resurfacing Northwest Drive

Proposed Locations



SOUTH TEXAS COLLEGE
 MID VALLEY CAMPUS

Mid Valley Campus

- Drainage Improvements
- Resurfacing Parking Lot 3
- Resurfacing Northwest Drive

Proposed Scope & Budget



Scope of work

1. The west side of campus storm drainage will be updated and improved to accommodate storm water discharge.
2. Northwest Drive will be resurfaced with asphalt pavement after drainage improvements are completed under the drive.
3. Parking Lot 3 will be resurfaced with asphalt pavement.

Estimated Total Project Budget

Construction	\$ 520,000
Design	37,000
<u>Miscellaneous</u>	<u>25,203</u>

Total Project Budget \$582,203

**SOUTH TEXAS COLLEGE
MID VALLEY CAMPUS - DRAINAGE AND ASPHALT RESURFACING
PROJECT NO. 19-20-1032**

NAME		Eberle Materials, Inc.	McAllen Multi-Service
ADDRESS		3315 N Victoria Rd	P O Box 598
CITY/STATE/ZIP		Donna, TX 78537	McAllen, TX 78502
PHONE		956-461-3478	956-322-9777
FAX		956-461-3479	
CONTACT		Jason Eberle	Gabriel Carrillo
#	Description	Proposed	Proposed
1	Drainage Improvements Total Base Proposal	\$ 450,234.50	\$ 371,375.00
2	Drainage Improvements Add/Deduct - Alternate 1	\$ (6,889.50)	\$ (672.00)
	Project Total	\$ 443,345.00	\$ 371,375.00
3	Paving Improvements Total Base Proposal	\$ 150,590.50	\$ 150,904.50
4	Paving Improvements Add/Deduct - Alternate 1	\$ 4,063.75	\$ (7,503.75)
	Project Total	\$ 154,654.25	\$ 150,904.50
5	Bid Bond	Yes	Yes
6	Begin Work Within	10 Working Days	10 Working Days
7	Completion of Work Within	135 Calendar Days	120 Calendar Days
TOTAL AMOUNT PROPOSED		\$ 597,999.25	\$ 522,279.50
TOTAL EVALUATION POINTS		85.94	85.98
RANKING		2	1

The Director of Purchasing has reviewed all the responses and evaluations completed.

**SOUTH TEXAS COLLEGE
MID VALLEY CAMPUS - DRAINAGE AND ASPHALT RESURFACING
PROJECT NO. 19-20-1032
EVALUATION SUMMARY**

VENDOR		Eberle Materials, Inc.		McAllen Multi-Service	
ADDRESS		3315 N Victoria Rd		P O Box 598	
CITY/STATE/ZIP		Donna, TX 78537		McAllen, TX 78502	
PHONE		956- 461-3478		956-322-9777	
FAX		956-461-3479			
CONTACT		Jason Eberle		Gabriel Carrillo	
1	The Respondent's price proposal. (up to 45 points)	39.11	39.11	45	45
		39.11		45	
		39.11		45	
		39.11		45	
		39.11		45	
		39.11		45	
2	The Respondent's experience and reputation. (up to 10 points)	9	8.83	7.5	6.91
		8.5		6	
		8.5		8	
		9		6	
		9		8	
		9		6	
3	The quality of the Respondent's goods or services. (up to 10 points)	8.5	8.83	7.5	6.83
		9		7	
		9		7	
		9		6	
		9		7.5	
		8.5		6	
4	The Respondent's safety record (up to 5 points)	4	4.16	4	3.83
		4		4	
		4		3	
		4		4	
		4.5		4	
		4.5		4	
5	The Respondent's proposed personnel. (up to 8 points)	7	6.83	6	5.83
		7		6	
		7		5	
		7		6	
		7		6.5	
		6		5.5	



**SOUTH TEXAS COLLEGE
MID VALLEY CAMPUS - DRAINAGE AND ASPHALT RESURFACING
PROJECT NO. 19-20-1032
EVALUATION SUMMARY**

VENDOR		Eberle Materials, Inc.		McAllen Multi-Service	
6	The Respondent's financial capability in relation to the size and scope of the project. (up to 9 points)	7	7.16	6	6.58
		7		7	
		7		7	
		8		6	
		8		7.5	
		6		6	
7	The Respondent's organization and approach to the project. (up to 6 points)	5	4.75	4	4
		4		4	
		5		4	
		5		4	
		5.5		4.5	
		4		3.5	
8	The Respondent's time frame for completing the project. (up to 7 points)	6.27	6.27	7	7
		6.27		7	
		6.27		7	
		6.27		7	
		6.27		7	
		6.27		7	
TOTAL EVALUATION POINTS		85.94		85.98	
RANKING		2		1	

The Director of Purchasing has reviewed all the responses and evaluations completed.

Project Fact Sheet

4/22/2020

Project Name: MV Campus - Drainage & Resurfacing of Parking Lot 3 and NW Drive		Project No. 2019-047R				
Funding Source(s): Renewals & Replacements Fund	<u>Original Budget</u>		<u>Actual Expenditures To Date</u>	<u>Variance of Original Budget vs. Actual Expenditures To Date</u>		
	Construction:	\$ 520,000	\$ -	\$ 520,000		
	Design:	37,000	38,256	(1,256)		
	Miscellaneous:	25,203	1,319	23,885		
	FFE:	-	-	-		
Technology:	-	-	-			
Total:	\$ 582,203	\$ 39,574	\$ 542,629			
Architect/Engineer: Perez Consulting Engineers	Board Approval of Schematic Design N/A					
Contractor: TBD						
STC FPC Project Manager: Samuel Saldana	Substantial Completion	TBD	Board Acceptance	TBD		
	Final Completion	TBD	Board Acceptance	TBD		
Project Description		Project Scope				
Existing stormwater Drainage along the west side of campus will be updated along with the resurfacing of the North West drive and parking lot #3.		The west side of campus storm drainage will be updated and improved to accommodate storm water discharge. North West Drive will be redone after drainage improvements are completed under the drive. Parking lot will be recoated and some areas resurfaced as part of the improvements of parking lots on the Mid Valley Campus.				
Projected Timeline						
Board Approval of Engineer	Board Approval of Schematic Design	Board Approval of Contractor	Construction Start Date	Substantial Completion Date	Final Completion Date	FFE Completion of Move In
6/25/2019	9/24/2019	4/28/2020	5/15/2020	9/1/2020	10/1/2020	N/A
Project Calendar of Expenditures by Fiscal Year						
Fiscal Year	Construction	Design	Misc.	FFE	Tech	Project Total
2019-20	\$ -	\$ 38,256	\$ 1,319	\$ -	\$ -	\$ 39,574
Project Total	\$ -	\$ 38,256	\$ 1,319	\$ -	\$ -	\$ 39,574
Current Agenda Item						
4/14/20 Facilities Committee: Review and Recommend Action on Contracting Construction Services for the Mid Valley Campus Drainage Improvements Phase I and Asphalt Resurfacing for Parking Lot 3 and the Northwest Drive						
<div style="display: flex; justify-content: space-around;">   </div>						

Review and Action as Necessary on Contracting Construction Services for the Nursing & Allied Health Campus East Building A Student Services Renovation and Starr County Campus Student Services Building G Cashiers and Veterans Affairs Areas Renovation

Approval to contract construction services for the Nursing & Allied Health Campus East Building A Student Services Renovation and Starr County Campus Student Services Building G Cashiers and Veterans Affairs Areas Renovation Projects is requested.

Purpose

The procurement of a contractor will provide for construction services necessary for the Nursing & Allied Health Campus East Building A Student Services Renovation and Starr County Campus Student Services Building G Cashiers and Veterans Affairs Areas Renovation Projects.

Scheduling Priority

Nursing Allied Health Campus East Building A Student Services Renovation

This project was originally submitted in 2017 and expanded in 2018 by the Student Services department to include the entire Student Services and Cashiers areas. The project has been reviewed by the FPC department, the President's Cabinet, and the Coordinated Operations Council. This project is scheduled as a non-educational space improvement to provide more efficient and effective use of space for the Student Services areas and Cashiers area. The existing Student Services area has been in operation since 2005, and staff would like to provide a one-stop shop for the enrollment process and provide renovation improvements to meet the College's current space design standards that have been implemented at the Pecan, Mid Valley, and Starr County Campuses. In addition, the current state standards for ADA testing require revised accommodations which have also been incorporated into the design.

Starr County Campus Student Services Building G Cashiers and Veterans Affairs Areas Renovation

This project was requested due to the space made available when the Student Enrollment Center was expanded as part of the 2013 Bond Construction Program. The Admissions area was vacated and the Cashiers department planned to use the available space. In addition, due to the Cashiers department relocation, a Veterans Affairs area was to be created in the vacated Cashiers space. The initial planning was provided as part of the Bond Construction Program. The project has been reviewed by the FPC department, the President's Cabinet, the Coordinated Operations Council, the Facilities Committee, and the Board of Trustees. This project is scheduled as a non-educational space improvement to enhance Student Services and Cashiers areas to make more efficient and effective use of space.

Background

On November 26, 2019, the Board of Trustees approved the schematic designs from Gignac & Associates, LLP and the solicitation of construction services for these projects.

The architect developed the construction plans and specifications for the solicitation of proposals.

Solicitation of competitive sealed proposals for this project began on February 20, 2020. Three (3) sets of construction documents were issued to plan rooms and one (1) set was issued to a general contractor. A total of three (3) proposals were received on February 27, 2020.

Timeline for Solicitation of Competitive Sealed Proposals	
February 20, 2020	Solicitation of competitive sealed proposals began.
February 27, 2020	Three (3) proposals were received.

Funding Source

The projects were budgeted separately but were solicited as one project. The construction budgets were as follows:

Projects	Estimated Construction Budget
Nursing Allied Health Campus Student Services Renovation	\$275,000
Starr County Campus Student Services Renovation	160,000
Total Amount	\$435,000

College staff reviewed and evaluated the competitive sealed proposals and recommend Holchemont, Ltd. as the highest ranked in the amount of \$400,000.

Source of Funding	Estimated Construction Budget	Highest Ranked Proposal Holchemont, Ltd.	Estimated Construction Budget Variance
Unexpended Construction Plant Fund - NAHC Student Services Renovation	\$275,000	\$217,000	\$58,000
Unexpended Construction Plant Fund - Starr County Campus Student Services Renovation	160,000	183,000	(23,000)
Total Amount	\$435,000	\$400,000	\$35,000

Funds for the Nursing & Allied Health Campus East Building A Student Services Renovation Project 2019-006C and Starr County Campus Student Services Building G Cashiers and Veterans Affairs Areas Renovation Project 2018-020C 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 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.

Due to the COVID-19 pandemic, Committee meetings were not held in April 2020, and these items are presented to the Board without a Committee recommendation.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize contracting construction services with Holchemont, Ltd. in the amount of \$400,000 for the Nursing & Allied Health Campus East Building A Student Services Renovation and Starr County Campus Student Services Building G Cashiers and Veterans Affairs Areas Renovation Projects 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 Holchemont, Ltd. in the amount of \$400,000 for the Nursing & Allied Health Campus East Building A Student Services Renovation and Starr County Campus Student Services Building G Cashiers and Veterans Affairs Areas Renovation Projects as presented.

Approval Recommended:

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



Nursing and Allied Health Campus East Building A Student Services Renovation



**SOUTH TEXAS
COLLEGE**

Proposed Scope & Budget



Requested By

Student Services and Cashiers Departments

Scope of work

Design and Renovation of Existing Student Services and Cashiers Areas to accommodate current needs

Total Renovated Square Feet = 2,136 sq. ft.

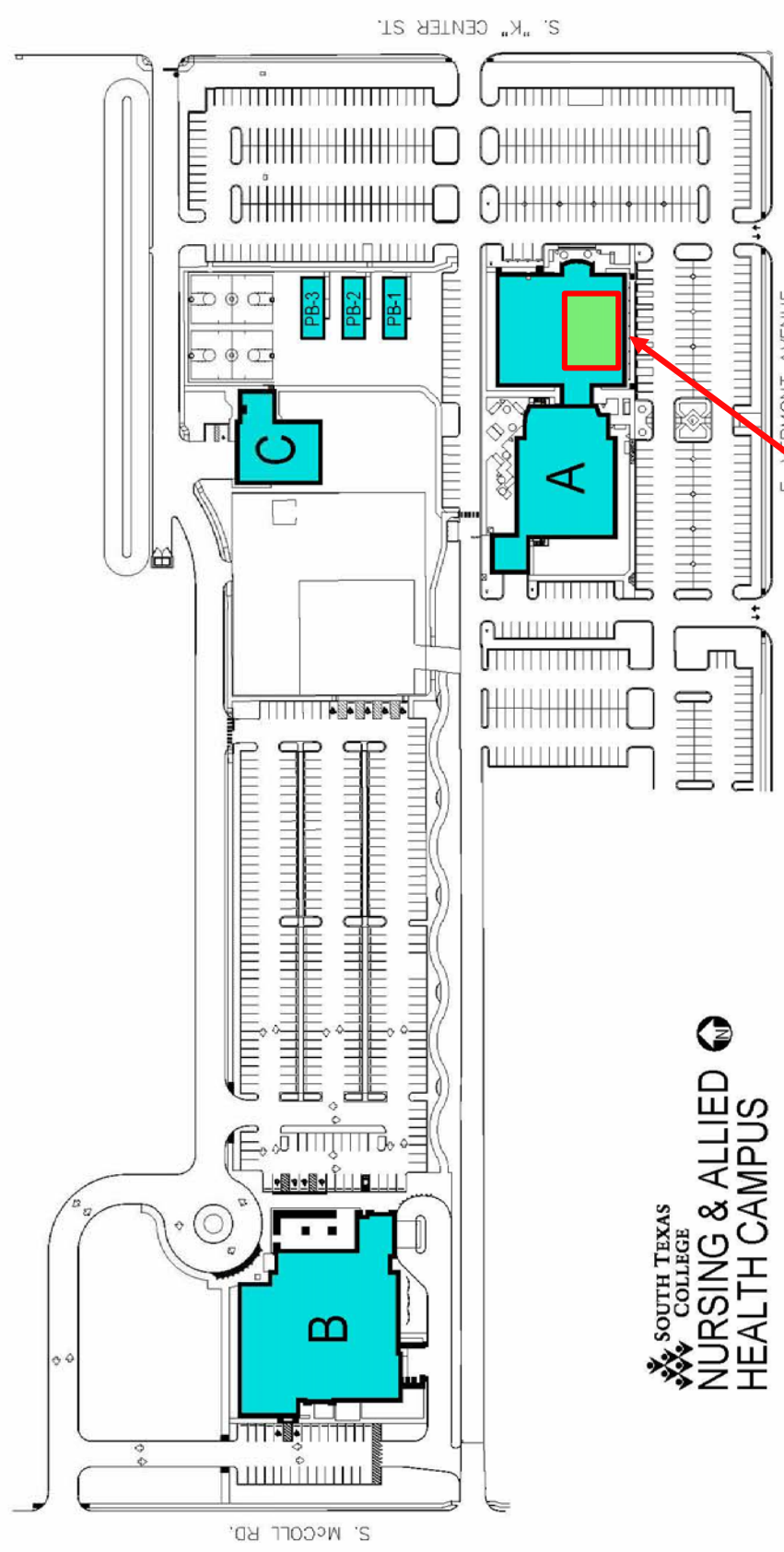
Estimated Total Project Budget

Construction	\$ 275,000
Design	27,500
Miscellaneous	5,000
FFE	75,000
<u>Technology</u>	<u>45,000</u>
Total Project Budget	\$427,500

Architect's Construction Estimate

Construction	\$ 248,892
Estimated Cost	\$116/sq. ft.
per square foot	

Project Proposed Site



SOUTH TEXAS COLLEGE
NURSING & ALLIED HEALTH CAMPUS

PROJECT LOCATION

Interior Photos



Existing Spaces

Interior Photos



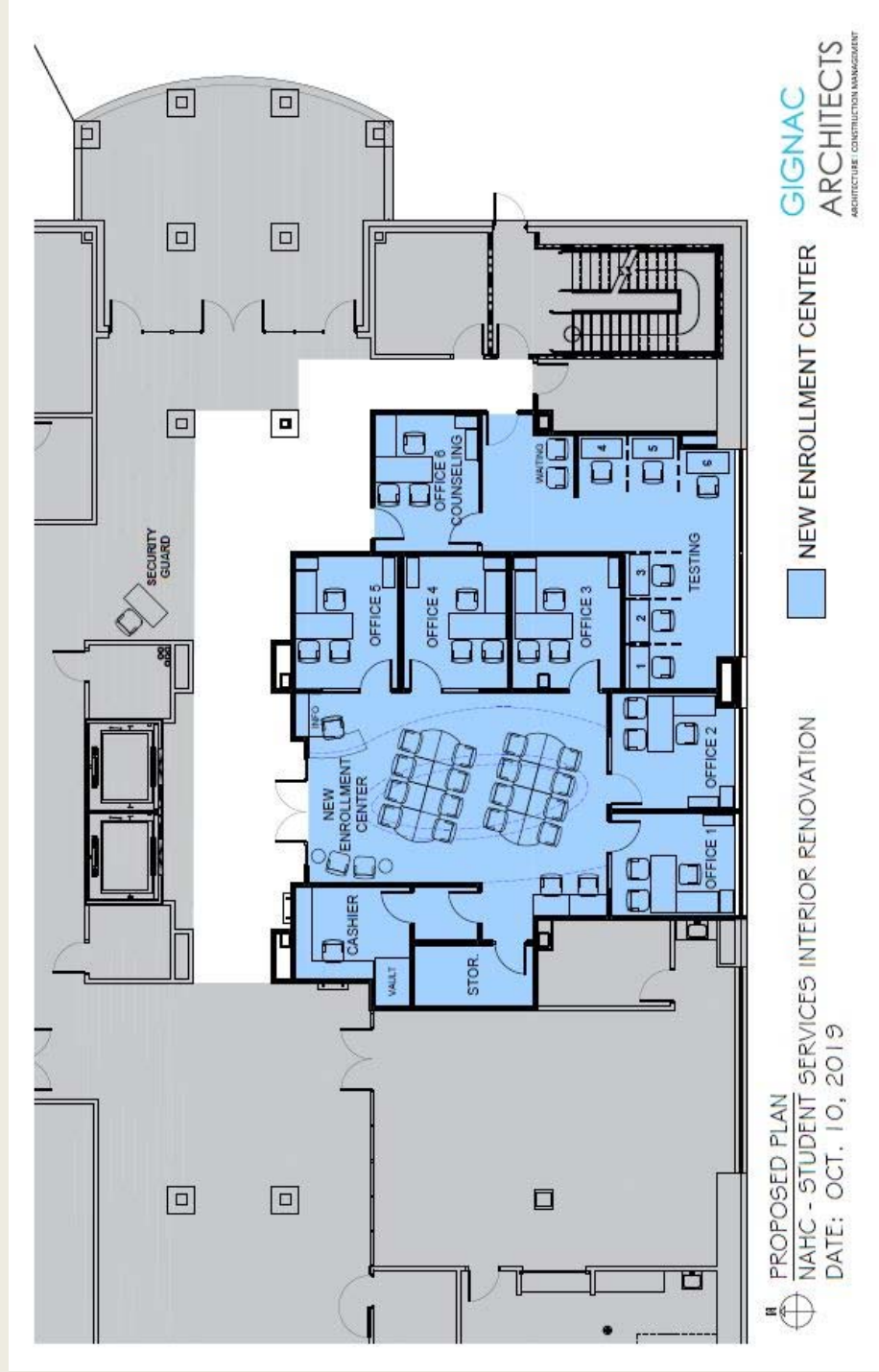
Existing Cashiers Window Area

Interior Photos



Existing Testing
Lab

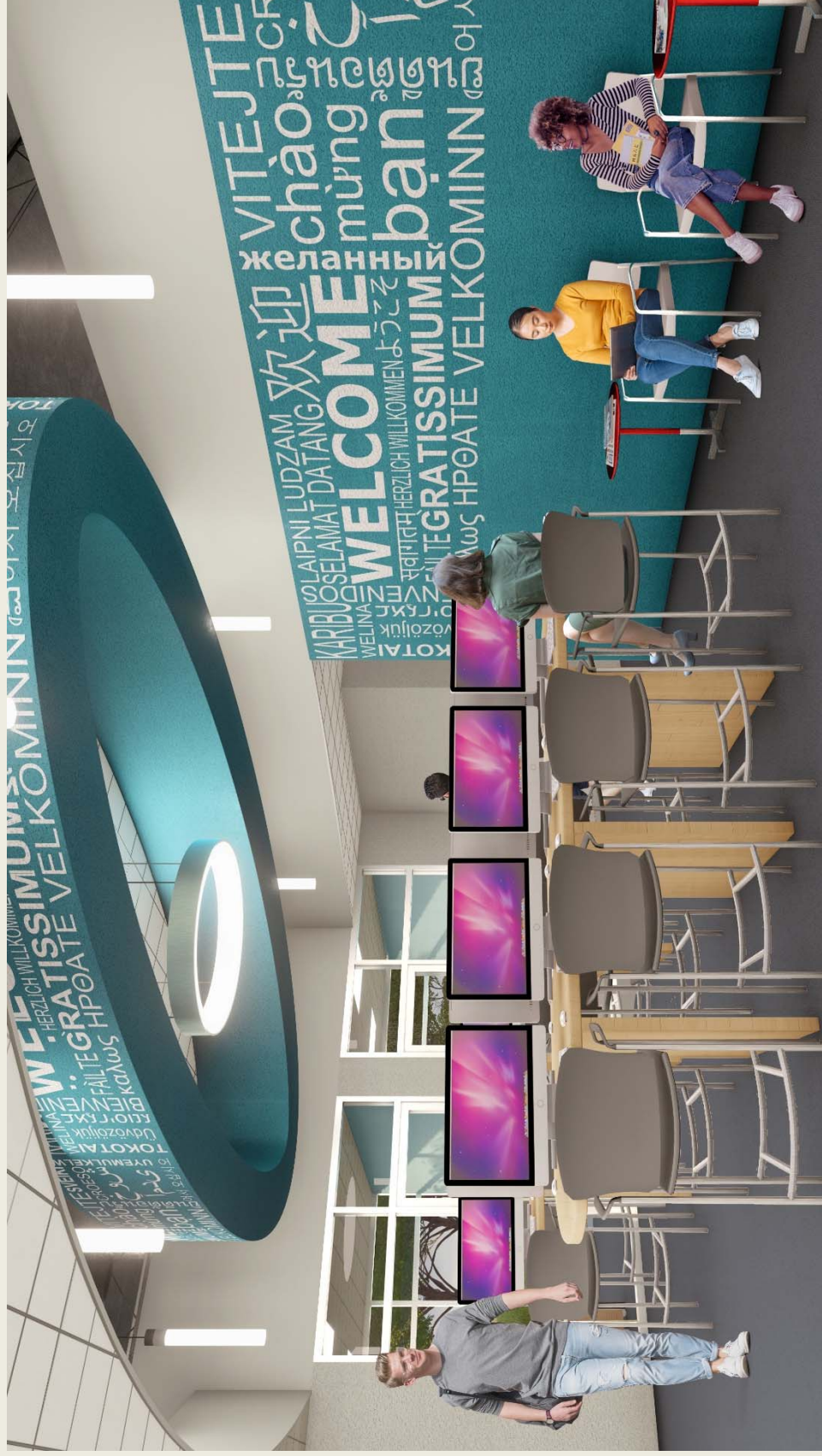
Nursing and Allied Health Campus Student Services Renovation



Proposed Layout

EAST BUILDING A

Nursing and Allied Health Campus Student Services Renovation



Interior Rendering

EAST BUILDING A



**SOUTH TEXAS
COLLEGE**

**Starr County Campus
Student Services Building G
Cashiers and Veterans Affairs Renovations**

Proposed Scope & Budget



Requested By

Veterans and Cashiers Departments

Scope of work

Design and Renovation of Existing Admissions and Cashiers Areas to accommodate current needs

Total Renovated Square Feet = 1,566 sq. ft.

Estimated Total Project Budget

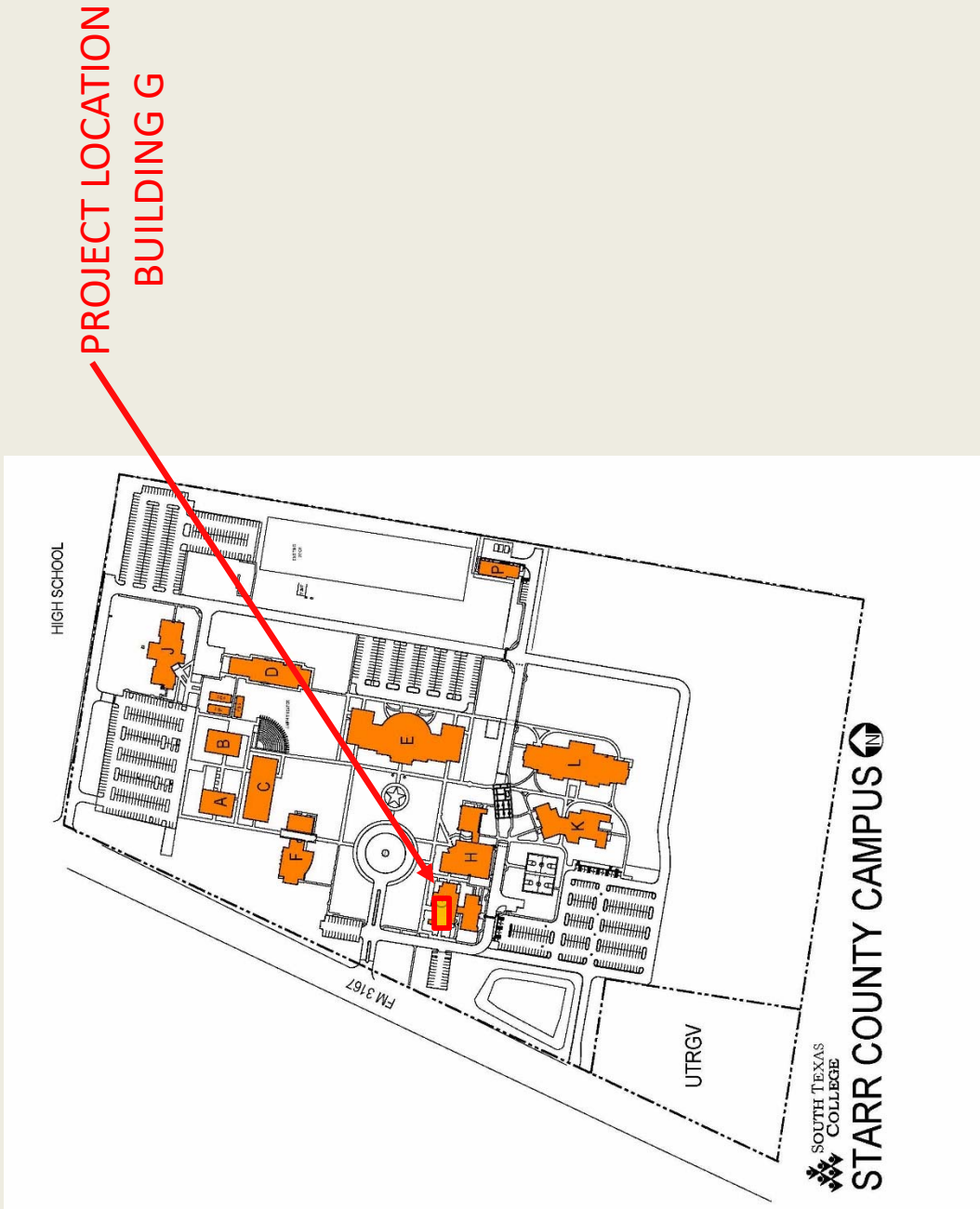
Construction	\$ 160,000
Design	12,800
Miscellaneous	2,700
FFE	30,000
<u>Technology</u>	<u>15,000</u>
Total Project Budget	\$220,500

Architect's Construction Estimate

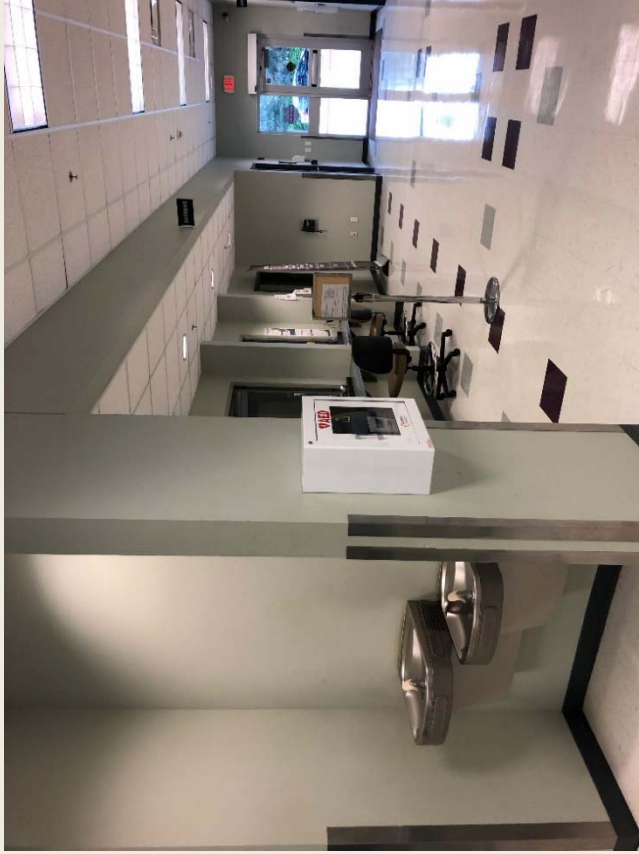
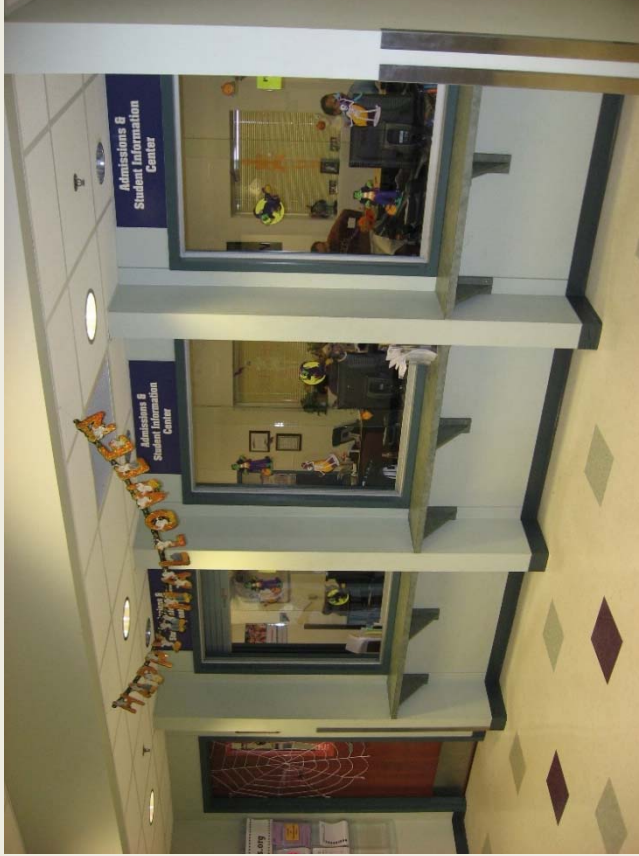
Construction	\$ 172,380
Estimated Cost	\$110/sq. ft.
per square foot	



Project Proposed Site



Interior Photos



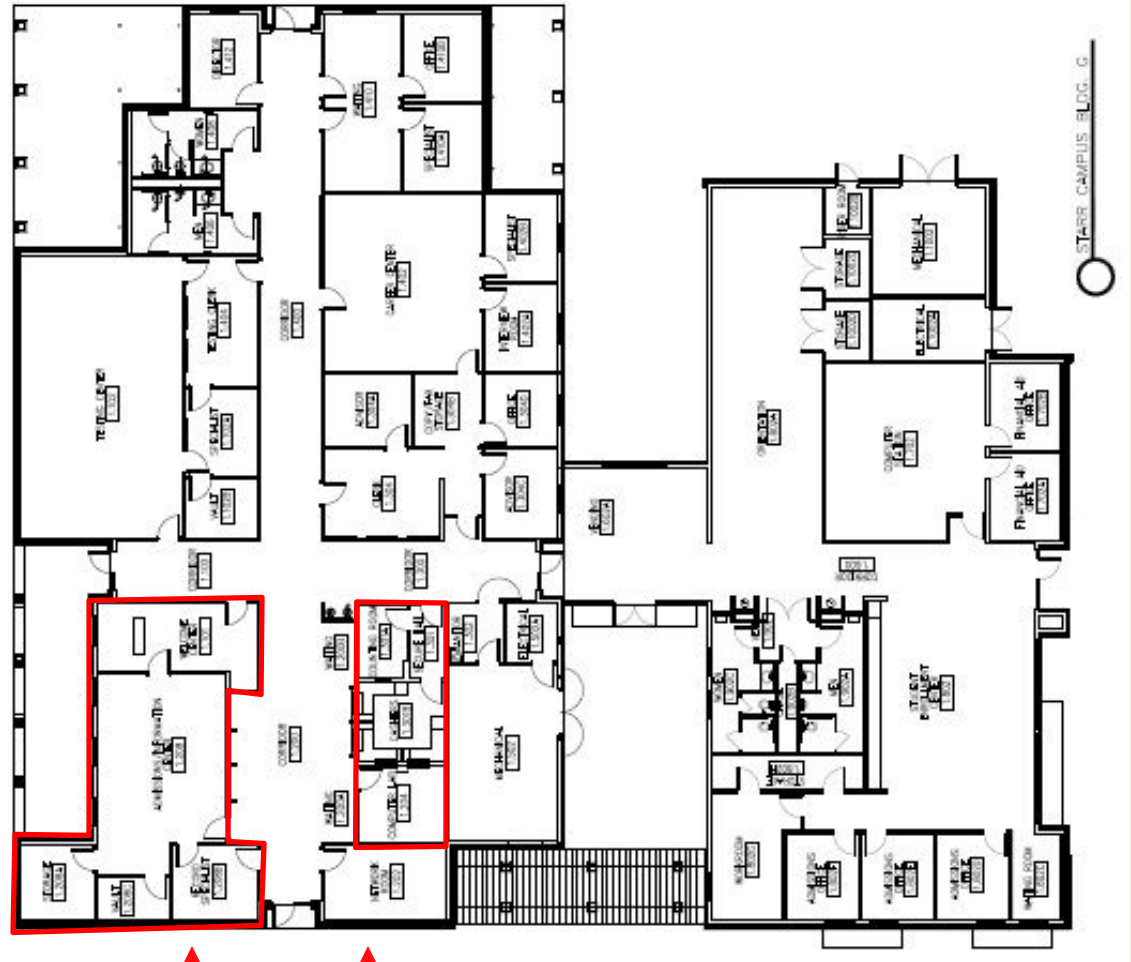
Existing Spaces

Interior Photos



Existing space

Project Proposed Location

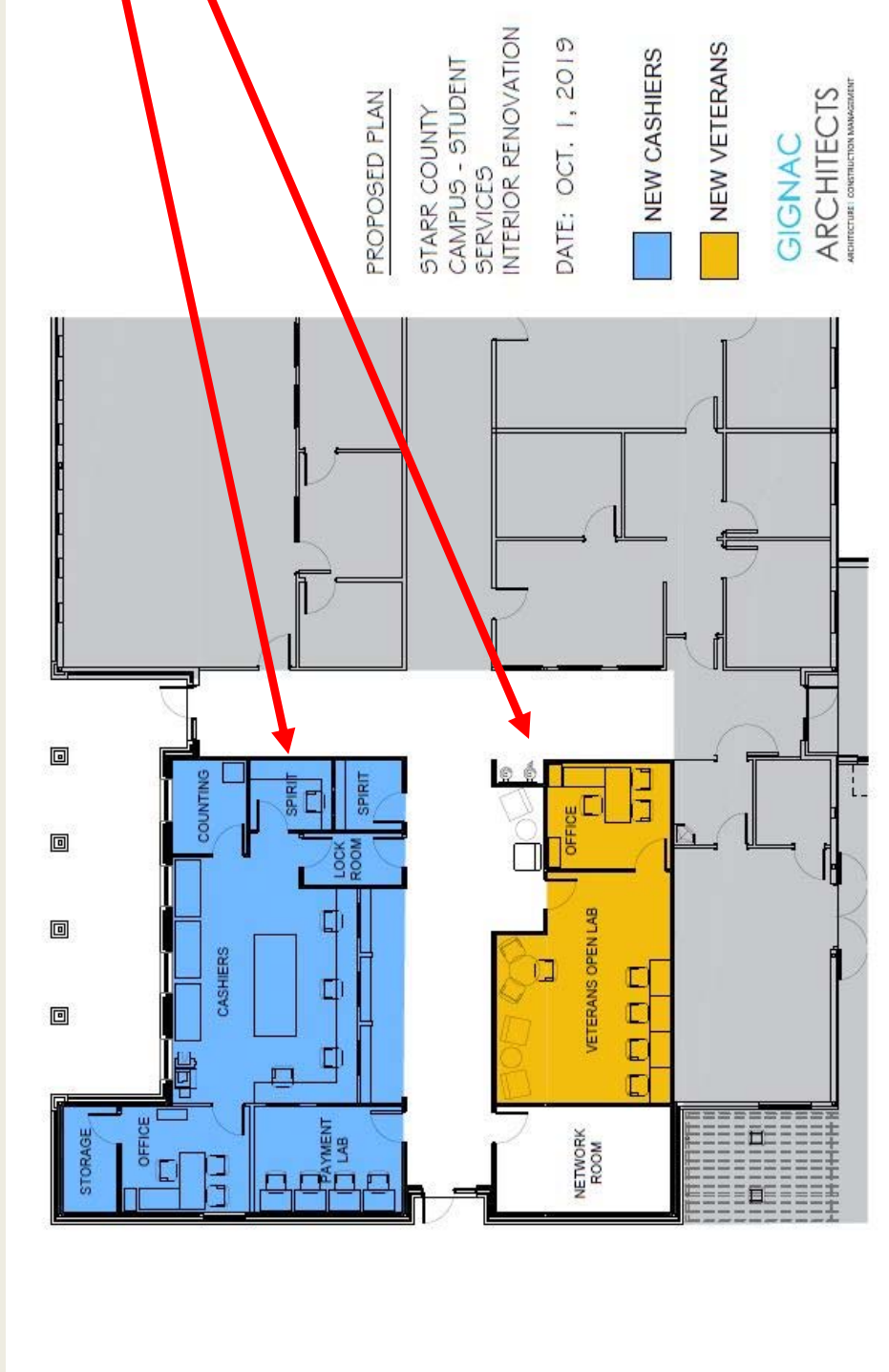


EXISTING ADMISSIONS

EXISTING CASHIERS AND
PAYMENT LAB

BUILDING G

Starr County Campus Student Services Renovation



Cashiers Area

Veterans Area

Proposed Layout

BUILDING G

Starr County Campus Student Services Renovation



Interior Rendering of Cashiers Area

BUILDING G

**SOUTH TEXAS COLLEGE
NURSING AND ALLIED HEALTH BUILDING A STUDENT SERVICES RENOVATION
AND STARR COUNTY CAMPUS BUILDING G STUDENT SERVICES CASHIERS AND VETERANS RENOVATION
PROJECT NO. 19-20-1033**


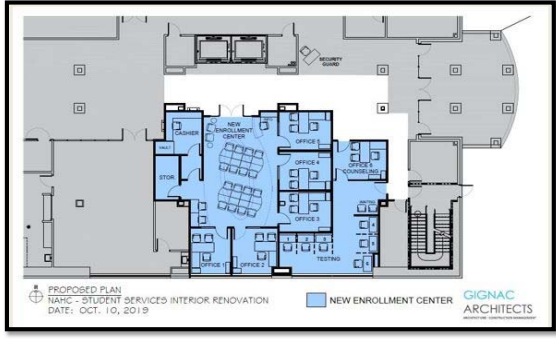
NAME	Holchecomt, Ltd.	Noble Texas Builders, LLC.	Tri-Gen Construction, LLC.
ADDRESS	900 N Main St	108 S Main St	2900 N Texas Blvd Ste 201
CITY/STATE/ZIP	McAllen, TX 78501	La Feria, TX 78559	Weslaco, TX 78599
PHONE	956-686-2901	956-277-0708	956-447-1048
FAX	956-686-2925	956-277-0705	956-447-2003
CONTACT	Michael C. Montalvo	Alfredo Garcia, Jr.	Juan J. Gonzalez
#	Description	Proposed	Proposed
1	Nursing and Allied Health Campus - Building A Student Services Renovation	\$ 217,000.00	\$ 274,534.00
2	Starr County Campus - Building G Student Services Renovation	\$ 183,000.00	\$ 239,500.00
3	Bid Bond	Yes	Yes
4	Begin Work Within	5 Working Days	5 Working Days
5	Completion of Work Within	85 Calendar Days	115 Calendar Days
TOTAL AMOUNT PROPOSED		\$ 400,000.00	\$ 514,034.00
TOTAL EVALUATION POINTS		92.1	84.05
RANKING		1	3
			2


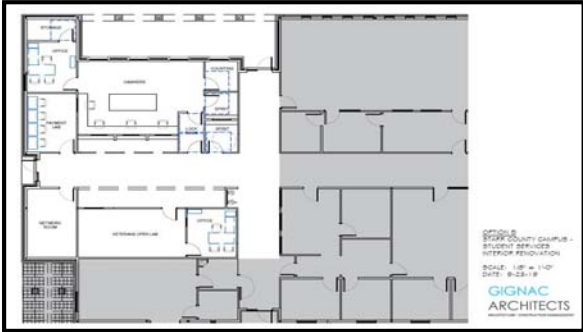
The Director of Purchasing has reviewed all the responses and evaluations completed.

**SOUTH TEXAS COLLEGE
NURSING AND ALLIED HEALTH BUILDING A STUDENT SERVICES RENOVATION AND STARR COUNTY
CAMPUS BUILDING G STUDENT SERVICES CASHIERS AND VETERNAS RENOVATION
PROJECT NO. 19-20-1033
EVALUATION SUMMARY**

VENDOR		Holchemont, Ltd.	Noble Texas Builders, LLC.	Tri-Gen Construction, LLC.	
ADDRESS		900 N Main St	108 S Main St	2900 N Texas Blvd Ste 201	
CITY/STATE/ZIP		McAllen, TX 78501	La Feria, TX 78559	Weslaco, TX 78599	
PHONE		956-686-2901	956-277-0708	956-447-1048	
FAX		956-686-2925	956-277-0705	956-447-2003	
CONTACT		Michael C. Montalvo	Alfredo Garcia, Jr.	Juan J. Gonzalez	
1	The Respondent's price proposal. (up to 45 points)	45	35.1	44.43	44.43
		45	35.1	44.43	
		45	35.1	44.43	
		45	35.1	44.43	
		45	35.1	44.43	
2	The Respondent's experience and reputation. (up to 10 points)	9	9	9	9.1
		9	9	9	
		9	9.5	9.5	
		9	9	9	
		8.5	9	9	
3	The quality of the Respondent's goods or services. (up to 10 points)	7	8	8.5	9.1
		7	9	9	
		7	9	9.5	
		8	9.5	9.5	
		9	9	9	
4	The Respondent's safety record (up to 5 points)	4	4	4	4.2
		4	5	4	
		3	4	4.5	
		3.5	4.5	4	
		4.5	4	4.5	
5	The Respondent's proposed personnel. (up to 8 points)	6.5	7	7	7.2
		6	8	7	
		6	7.5	7.5	
		6	7.5	7	
		7.5	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	8	8.24
		8	9	8	
		8	8	8.7	
		8.5	8.5	8	
		8	8.5	8.5	
7	The Respondent's organization and approach to the project. (up to 6 points)	5	5	5	5
		4	6	5	
		6	5.5	5	
		5.5	5.5	5	
		6	6	5	
8	The Respondent's time frame for completing the project. (up to 7 points)	7	5.25	2.52	2.52
		7	5.25	2.52	
		7	5.25	2.52	
		7	5.25	2.52	
		7	5.25	2.52	
TOTAL EVALUATION POINTS		92.1	84.05	89.79	
RANKING		1	3	2	

The Director of Purchasing has reviewed all the responses and evaluations completed.

Project Name: Nursing and Allied Health Campus - East Bldg A Student Svcs Renovation		Project No. 2019-012C				
Funding Source(s): Unexpended Plant Fund	Original Budget		Actual Expenditures To Date			
	Construction:	\$ 275,000	\$ -			
	Design:	27,500	18,730.22			
	Miscellaneous:	5,000	\$2,616.12			
	FFE:	75,000	\$0.00			
	Technology:	45,000	\$0.00			
Total:		\$ 427,500	\$ 21,346			
Engineer: Gignac & Associates, LLP		Board Approval of Schematic Design 11/26/2019				
Contractor: TBD						
STC FPC Project Manager: Samuel Saldaña		Substantial Completion TBD	Board Acceptance TBD			
		Final Completion TBD	Board Acceptance TBD			
Project Description		Project Scope				
Redesign of the Existing Counseling, Testing, Admissions, Information area and Cashier's area.		Demolish existing walls and infrastructure, renovation of walls, flooring, ceiling, and interior finishes, and adding electrical, data, and HVAC infrastructure for a 2,136 sq. ft. space.				
Projected Timeline						
Board Approval of Architect	Board Approval of Schematic Design	Board Approval of Contractor	Construction Start Date	Substantial Completion Date	Final Completion Date	FFE Completion of Move In
2/26/2019	11/26/2019	4/28/2020	5/25/2020	8/25/2020	9/25/2020	10/25/2020
Project Calendar of Expenditures by Fiscal Year						
Fiscal Year	Construction	Design	Misc.	FFE	Tech	Project Total
2018-19	\$ -	\$0.00	\$1,988.40	\$ -	\$ -	\$1,988.40
2019-20	\$ 18,730	\$18,700.00	\$627.75	\$ -	\$ -	\$38,057.97
Project Total	\$ 18,730	\$18,700.00	\$2,616.15	\$ -	\$ -	\$40,046.37
Current Agenda Item						
04/14/2020 Facilities Committee: Review and Recommend Action on Contracting Construction Services for the Nursing & Allied Health Campus East Building A Student Services Renovation and Starr County Campus Student Services Building G Cashiers and Veterans Affairs Areas Renovation						
						

Project Name: Starr CC - Student Svcs Bldg G Cashiers and Vet. Affairs Areas Renovations		Project No. 2018-020C	
Funding Source(s): Unexpended Plant Fund	Original Budget		Actual Expenditures To Date
	Construction:	\$ 160,000	\$ 160,000
	Design:	16,000	10,880.00
	Miscellaneous:	4,000	1,023.30
	FFE:	30,000	30,000
Technology:	15,000	15,000	
Total:	\$ 225,000	\$ 11,903	\$ 213,097
Engineer: Gignac & Associates, LLP	Board Approval of Schematic Design 11/26/2019		
Contractor: TBD			
STC FPC Project Manager: Samuel Saldaña	Substantial Completion	TBD	Board Acceptance TBD
	Final Completion	TBD	Board Acceptance TBD
Project Description		Project Scope	
Redesign of the Existing Admissions area and Cashiers area.		Demolish existing walls and infrastructure, renovation of walls, flooring, ceiling, and interior finishes, and adding electrical, data, and HVAC infrastructure for a 1,566 sq. ft. space.	
Projected Timeline			
Board Approval of Architect	Board Approval of Schematic Design	Board Approval of Contractor	Construction Start Date
2/26/2019	11/26/2019	4/28/2020	5/25/2020
			Substantial Completion Date
			8/25/2020
			Final Completion Date
			9/25/2020
			FFE Completion of Move In
			10/25/2020
Project Calendar of Expenditures by Fiscal Year			
Fiscal Year	Construction	Design	Misc.
2018-19	\$ -	\$ -	\$395.55
2019-20	\$ -	\$10,880.00	627.75
Project Total	\$ -	\$10,880.00	\$1,023.30
			FFE
			\$ -
			Tech
			\$ -
			Project Total
			\$11,507.75
			\$11,903.30
Current Agenda Item			
04/14/2020 Facilities Committee: Review and Recommend Action on Contracting Construction Services for the Nursing & Allied Health Campus East Building A Student Services Renovation and Starr County Campus Student Services Building G Cashiers and Veterans Affairs Areas Renovation			
			

Review and Action as Necessary on Contracting Construction Services for the District Wide Marker Board Replacement Phase III

Approval to contract construction services for the District Wide District Wide Marker Board Replacement Phase III Project is requested.

Purpose

The procurement of a contractor will provide for construction services necessary for the District Wide Marker Board Replacement Phase III Project.

Scheduling Priority

This project is part of the Deferred Maintenance Plan from the Operations & Maintenance and FPC departments, and has been reviewed by the President's Cabinet and the Coordinated Operations Council. This project is prioritized as a routine improvement to replace the marker board surfaces with new marker boards to meet the College's standard and provide proper writing surface.

Background

As part of the College's Renewal and Replacement program, staff has planned and budgeted for the replacement of the current marker board material. The existing marker material is in need of replacement. Staff will be replacing this material with the College's standard marker board product. On May 23, 2017, the Board of Trustees approved the first phase of the replacement of the existing marker board material, and approved the second phase on March 26, 2019. This is the third phase of the marker board replacement process. Staff has recommended performing this work at the Pecan Campus, Mid Valley Campus, and the Starr County Campus in the buildings listed below.

Pecan Campus

- South Academic Building J

Mid Valley Campus

- North Academic Building G

Starr County Campus

- South Academic Building E

Solicitation of competitive sealed proposals for this project began on February 10, 2020. A total of four (4) sets of construction documents were issued to contractors. A total of two (2) proposals were received on February 27, 2020.

Timeline for Solicitation of Competitive Sealed Proposals	
February 10, 2020	Solicitation of competitive sealed proposals began.
February 27, 2020	Two (2) proposals were received.

College staff reviewed and evaluated the competitive sealed proposal and recommend Tri-Gen Construction, LLC. as the highest ranked in the amount of \$139,500.

Funding Source

Source of Funding	Estimated Budget	Highest Ranked Proposal Tri-Gen Construction, LLC.	Estimated Budget Variance
Renewals & Replacements Fund	\$200,000	139,500	\$60,500
Total Amount	\$200,000	139,500	\$60,500

Funds for the District Wide Marker Board Replacement Phase III Project 2020-025R are budgeted in the Renewals & Replacements Fund for available use in fiscal year 2019-2020. A remaining budget balance of the FY20 Renewals & Replacements Fund considering this month’s 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.

Due to the COVID-19 pandemic, Committee meetings were not held in April 2020, and these items are presented to the Board without a Committee recommendation.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize contracting construction services with Tri-Gen Construction, LLC. in the amount of \$139,500 for the District Wide Marker Board Replacement Phase III 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 Tri-Gen Construction, LLC. in the amount of \$139,500 for the District Wide Marker Board Replacement Phase III Project as presented.

Approval Recommended:

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



SOUTH TEXAS COLLEGE

District Wide
Marker Board Replacement Phase III



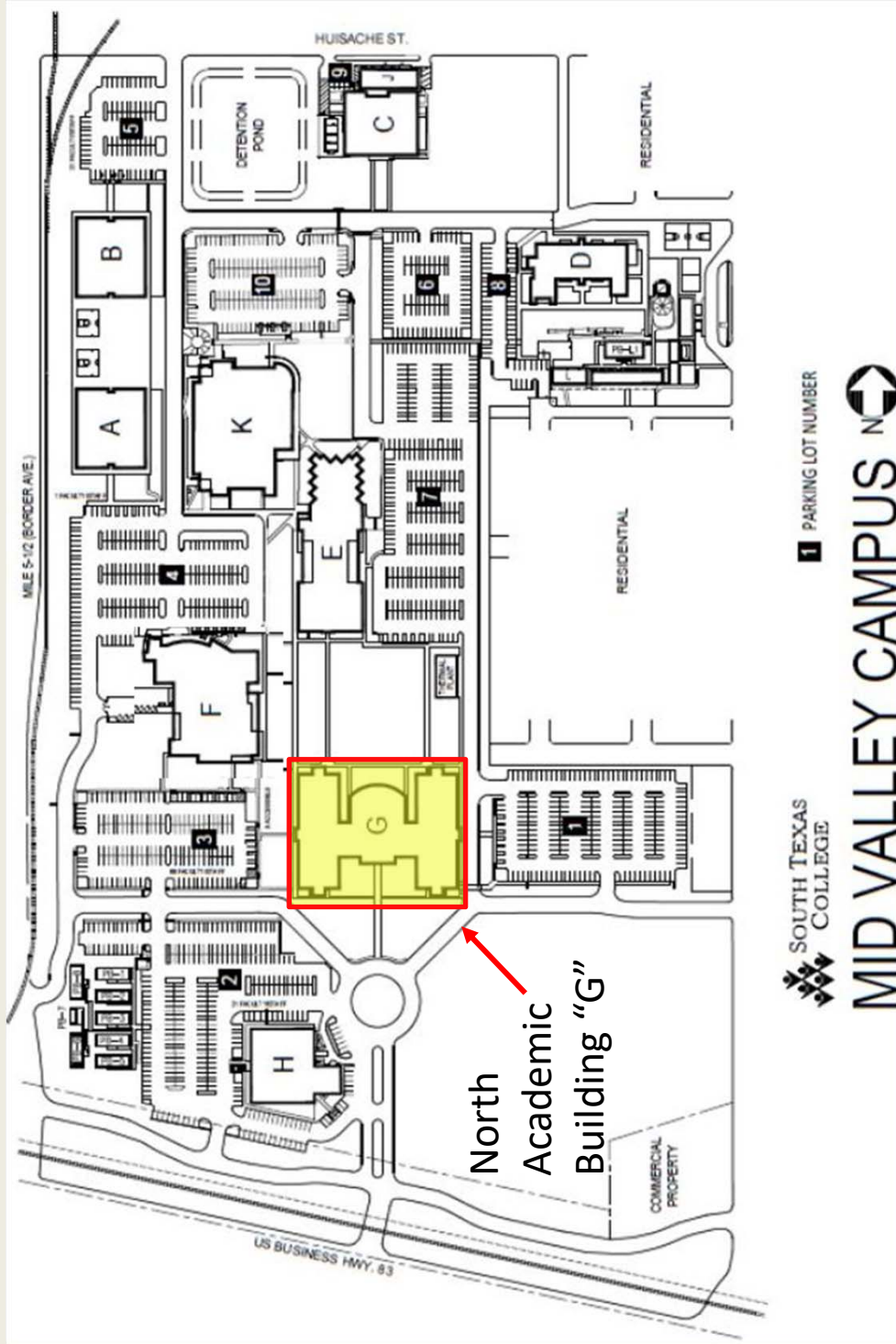
SOUTH TEXAS
COLLEGE

Marker Board Replacement Project Sites

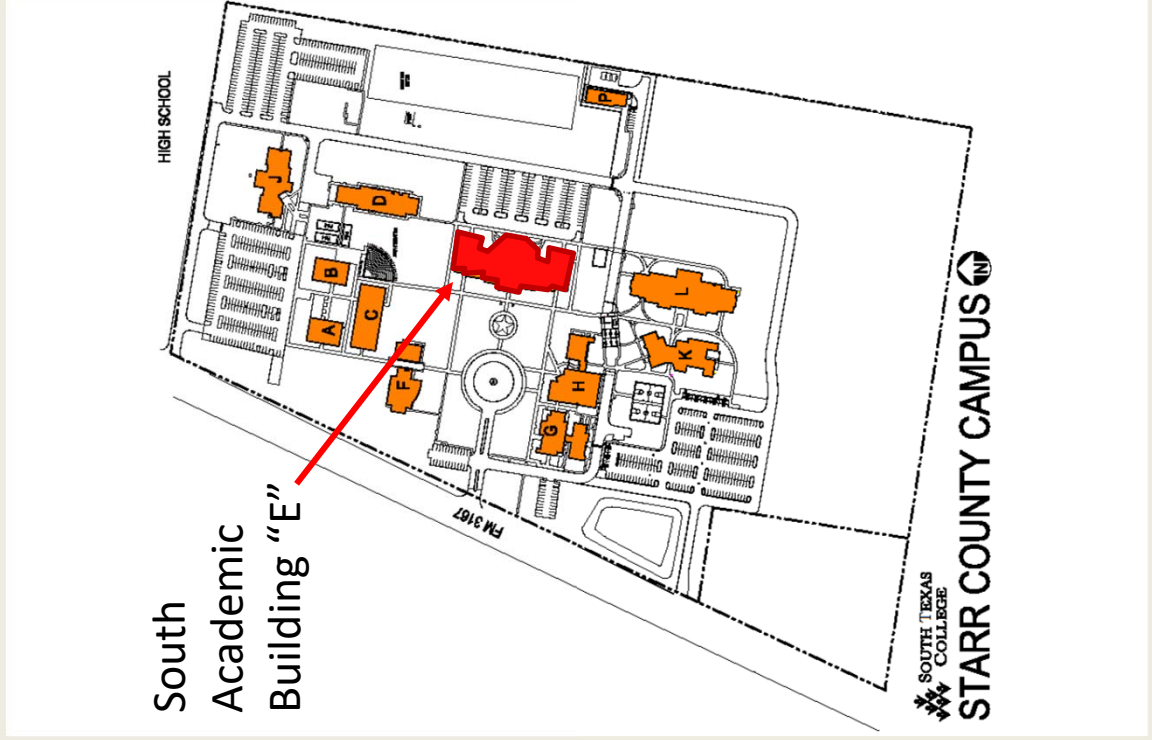


South
Academic
Building "J"

Marker Board Replacement Project Sites



Marker Board Replacement Project Sites



Proposed Scope & Budget



Scope of work

Replacement of marker boards at the Pecan, Mid Valley, and Starr County campuses.

Estimated Total Project Budget

Construction	\$ 200,000
Miscellaneous	<u>1,000</u>
Total Project Budget	\$ 201,000

**SOUTH TEXAS COLLEGE
DISTRICT WIDE MARKERBOARD REPLACEMENT PHASE III
PROJECT NO. 19-20-1035**

NAME		Noble Texas Builders, LLC.	Tri-Gen Construction, LLC.
ADDRESS		108 S Main St	2900 N Texas Blvd Ste 201
CITY/STATE/ZIP		La Feria, TX 78559	Weslaco, TX 78599
PHONE		956-277-0708	956-447-1048
FAX		956-277-0705	956-447-2003
CONTACT		Alfredo Garcia, Jr.	Jorge Gonzalez
#	Description	Proposed	Proposed
1	District Wide Markerboard Replacement Phase III	\$ 210,000.00	\$ 139,500.00
3	Bid Bond	Yes	Yes
4	Begin Work Within	No Response	10 Working Days
5	Completion of Work Within	No Response	60 Calendar Days
TOTAL AMOUNT PROPOSED		\$ 210,000.00	\$ 139,500.00
TOTAL EVALUATION POINTS		72.01	92.61
RANKING		2	1

The Director of Purchasing has reviewed all the responses and evaluations completed.



**SOUTH TEXAS COLLEGE
DISTRICT WIDE MARKERBOARD REPLACEMENT PHASE III
PROJECT NO. 19-20-1035
EVALUATION SUMMARY**

VENDOR		Noble Texas Builders, LLC.		Tri-Gen Construction, LLC.	
ADDRESS		108 S Main St		2900 N Texas Blvd Ste 201	
CITY/STATE/ZIP		La Feria, TX 78559		Weslaco, TX 78599	
PHONE		956-277-0708		956-447-1048	
FAX		956-277-0705		956-447-2003	
CONTACT		Alfredo Garcia, Jr.		Juan J. Gonzalez	
1	The Respondent's price proposal. (up to 45 points)	29.89	29.89	45	45
		29.89		45	
		29.89		45	
		29.89		45	
2	The Respondent's experience and reputation. (up to 10 points)	9	9	8	8.75
		9		9	
		9		9	
		9		9	
3	The quality of the Respondent's goods or services. (up to 10 points)	9	8.75	7	7.87
		9		7	
		8		8.5	
		9		9	
4	The Respondent's safety record (up to 5 points)	4	4.25	4	4
		4		4	
		4		4	
		5		4	
5	The Respondent's proposed personnel. (up to 8 points)	7	7	7.5	7.12
		7		7	
		7		7	
		7		7	
6	The Respondent's financial capability in relation to the size and scope of the project. (up to 9 points)	8	8	7	7.75
		8		8	
		8		8	
		8		8	
7	The Respondent's organization and approach to the project. (up to 6 points)	5	5.12	5	5.12
		5.5		5.5	
		5		5	
		5		5	
8	The Respondent's time frame for completing the project. (up to 7 points)	0	0	7	7
		0		7	
		0		7	
		0		7	
TOTAL EVALUATION POINTS		72.01		92.61	
RANKING		2		1	

The Director of Purchasing has reviewed all the responses and evaluations completed.

Project Fact Sheet

4/22/2020

Project Name: District Wide - Marker Board Replacements - Phase III		Project No. 2020-025R				
Funding Source(s): Renewals & Replacements	<u>Original Budget</u>		<u>Actual Expenditures To Date</u>	<u>Variance of Amended Budget vs. Actual Expenditures To Date</u>		
	Construction:	\$ 325,610	\$325,610.00	\$200,000.00		
	Design:	\$0.00	\$0.00	\$0.00		
	Miscellaneous:	\$1,000.00	\$1,000.00	\$60.75		
	FFE:	\$0.00	\$0.00	\$0.00		
	Technology:	\$0.00	\$0.00	\$0.00		
	Total:	\$ 326,610	\$ 326,610	\$ 126,549	\$ 200,061	
Architect / Engineer: N/A	Board Approval of Schematic Design N/A					
Contractor: TriGen Construction - Recommendation						
STC FPC Project Manager: Samuel Saldaña	Substantial Completion		Board Acceptance			
	N/A		N/A			
	Final Completion		Board Acceptance			
N/A		N/A				
Project Description		Project Scope				
Replacing marker boards district-wide.		Upgrading existing marker boards to new standard marker boards on Pecan Campus-Building J, Mid Valley Campus -Removing "Speak Easy" Marker Boards on the Non Teaching wall, and Starr County Campus-adding marker boards to building E.				
Projected Timeline						
Board Approval of Architect	Board Approval of Schematic Design	Board Approval of Contractor	Construction Start Date	Substantial Completion Date	Final Completion Date	FFE Completion of Move In
N/A	N/A	4/28/2020	5/20/2020	7/20/2020	8/20/2020	N/A
Project Calendar of Expenditures by Fiscal Year						
Fiscal Year	Construction	Design	Misc.	FFE	Tech	Project Total
2019-20	\$ -	\$ -	\$ 939	\$ -	\$ -	\$ 939
Project Total	\$ -	\$ -	\$ 939	\$ -	\$ -	\$ 939
Current Agenda Item						
3/10/20 Facilities Committee: Review and Recommend Action on Construction Services District Wide Marker Board Replacements - Phase III						
<div style="display: flex; justify-content: space-around;">   </div>						

Review and Action as Necessary on Renewal of Lease Agreement with City of Edinburg

Approval of the renewal of the facility lease agreement with the City of Edinburg for use of the Edinburg Fire Department Training facility by South Texas College is requested.

Purpose

Authorization is being requested to renew the current facility lease agreement for use by the fire science program.

Justification

The continuation of the lease of this facility is needed to continue to accommodate fire science programs being offered by South Texas College.

Background

At the June 25, 2019 Board meeting, the Board approved the initial facility lease agreement with the City of Edinburg for the period of September 1, 2019 to May 31, 2020 with the option to renew for three successive terms. Staff from the fire science program has expressed interest in continuing to lease this space. Staff recommends approval of the renewal of the facility lease agreement for use starting September 1, 2020 to May 31, 2021.

Facility	Initial Term	Optional Renewal Periods	Lease Cost
City of Edinburg Fire Department Training Facility	9/1/19 – 5/31/20	9/1/20-5/31/21 9/1/21-5/31/22 9/1/22-5/31/23	Up to \$13,000 per academic semester plus materials used

Funding Source

Funds for these expenditures are budgeted in the Facilities Lease budget for FY 2019-2020.

Due to the COVID-19 pandemic, Committee meetings were not held in April 2020, and these items are presented to the Board without a Committee recommendation.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the renewal of the facility lease agreement with the City of Edinburg for use of the Edinburg Fire Department by South Texas College for the period of September 1, 2020 to May 31, 2021 as presented.

The Following Minute Order is proposed for consideration by the Board of Trustees:
The Board of Trustees approves and authorizes the renewal of the facility lease agreement with the City of Edinburg for use of the Edinburg Fire Department by South Texas College for the period of September 1, 2020 to May 31, 2021 as presented.

Approval Recommended:

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

Update on Status of Unexpended Plant Fund Construction and Renewals & Replacements Projects

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

Status of Unexpended Plant Fund Construction Projects in Progress April 2020

Project	Current Activity	% Complete	Date to Complete	Total Project Budget	Amount Paid	Total Project Balance
Pecan Campus						
Sand Volleyball Courts	1. Construction Phase 2. Contract Terminated	90%	August 2020	\$ 113,008.00	\$ 91,878.79	\$ 21,129.21
Library Renovation	1. Project Development 2. Programming in Progress	35%	May 2020	\$ 1,466,000.00	\$ 703.20	\$ 1,465,296.80
Building H Cafeteria Renovation	1. Construction Phase 2. Construction in Progress	35%	May 2020	\$ 957,600.00	\$ 151,822.21	\$ 805,777.79
Building M Office and Work Space Renovation	1. Construction Phase 2. Contract Negotiation	5%	April 2020	\$ 575,295.00	\$ 27,223.12	\$ 548,071.88
Athletic Field Fence Enclosure	1. Construction Complete	100%	March 2020	\$ -	\$ 84,508.31	\$ (84,508.31)
Building H West Elevation Modification	Not Started	Not Started	Not Started	\$ 183,750.00	\$ -	\$ 183,750.00
Cooling Towers Screen Upgrades	Not Started	Not Started	Not Started	\$ 322,573.00	\$ -	\$ 322,573.00
Site Improvements to North Pecan Campus	Not Started	Not Started	Not Started	\$ 37,000.00	\$ -	\$ 37,000.00
Park and Ride Portable Renovation and Fence Enclosure for College Vehicles	Not Started	Not Started	June 2020	\$ 118,000.00	\$ -	\$ 118,000.00
Building G Physical Science Classroom Conversions	1. Project Development 2. A/E Contract Negotiation	5%	April 2020	\$ 333,000.00	\$ 703.20	\$ 332,296.80
Entry Monument Sign	Not Started	Not Started	Not Started	\$ 103,000.00	\$ -	\$ 103,000.00
Pecan Campus Total				\$ 4,209,226.00	\$ 356,838.83	\$ 3,852,387.17
Pecan Plaza						
Kinesiology Renovation	1. Project Development 2. A/E Contract Negotiation	5%	April 2020	\$ 143,800.00	\$ 761.80	\$ 143,038.20
Pecan Plaza Total				\$ 143,800.00	\$ 761.80	\$ 143,038.20

Status of Unexpended Plant Fund Construction Projects in Progress April 2020

Project	Current Activity	% Complete	Date to Complete	Total Project Budget	Amount Paid	Total Project Balance
Mid Valley Campus						
Thermal Plant Renovation	1. Construction Phase 2. Contract Negotiation	5%	April 2020	\$ 186,812.00	\$ 6,088.82	\$ 180,723.18
East Loop Drive	Not Started	Not Started	Not Started	\$ 214,200.00		\$ 214,200.00
Student Services Renovation	1. Construction Phase 2. Contract Negotiation	5%	April 2020	\$ 355,000.00	\$ 16,378.18	\$ 338,621.82
Center for Learning Excellence Building A Renovation of Space for Supplemental Instruction	1. Project Development 2. A/E Contract Negotiation	5%	April 2020	\$ 224,200.00	\$ 937.60	\$ 223,262.40
Mid Valley Campus Total				\$ 980,212.00	\$ 23,404.60	\$ 956,807.40
Technology Campus						
Automotive Lab Exhaust System	1. Project Development 2. A/E Contract Negotiation	10%	April 2020	\$ 111,600.00	\$ 879.00	\$ 110,721.00
Building A & B Renovations	1. Project Development 2. A/E Contract Negotiation	60%	April 2020	\$ 1,323,050.00	\$ 820.40	\$ 1,322,229.60
Shipping and Receiving Building D Office Renovation	1. Construction Complete	100%	August 2019	\$ 12,000.00	\$ 35,955.12	\$ (23,955.12)
Site Improvements	Not Started	Not Started	Not Started	\$ 57,000.00		\$ 57,000.00
Technology Campus Total				\$ 1,503,650.00	\$ 37,654.52	\$ 1,465,995.48
Nursing and Allied Health Campus						
Student Success Center Renovation	1. Construction Complete	100%	Oct 2019	\$ 262,806.00	\$ 256,094.19	\$ 6,711.81
Student Services Renovation	1. Bidding/Negotiation 2. Evaluation	95%	April 2020	\$ 427,500.00	\$ 10,199.84	\$ 417,300.16
West Entry Campus Sign	1. Construction Phase 2. Contract Negotiation	5%	April 2020	\$ 76,000.00	\$ 820.40	\$ 75,179.60
Nursing and Allied Health Campus Total				\$ 766,306.00	\$ 267,114.43	\$ 499,191.57
Starr County Campus						
Student Services Renovation	1. Bidding/Negotiation 2. Evaluation	95%	April 2020	\$ 225,000.00	\$ 5,783.30	\$ 219,216.70
Cultural Arts Center Renovation	Not Started	Not Started	Not Started	\$ 163,000.00	\$ -	\$ 163,000.00
Welding Expansion	1. Project Development 2. A/E Contract Negotiation	5%	April 2020	\$ 230,000.00	\$ 820.40	\$ 229,179.60
Starr County Campus Total				\$ 618,000.00	\$ 6,603.70	\$ 611,396.30

Status of Unexpended Plant Fund Construction Projects in Progress April 2020

Project	Current Activity	% Complete	Date to Complete	Total Project Budget	Amount Paid	Total Project Balance
Regional Center for Public Safety Excellence						
Target Range-STC	1. Project Development 2. Contract Negotiations	5%	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%	May 2020	\$ -	\$ 8,885.48	\$ (8,885.48)
RCPSE Total				\$ 5,027,951.00	\$ 886,548.74	\$ 4,141,402.26
Higher Education Center La Joya						
Building and Wayfinding Signage	1. Construction Phase 2. Construction in Progress	5%	April 2020	\$ 52,000.00	\$ -	\$ 52,000.00
Starr County Campus Total				\$ 52,000.00	\$ -	\$ 52,000.00
District Wide						
Land	Not Started	Not Started	Not Started	\$ 3,000,000.00	\$ -	\$ 3,000,000.00
Renovations and Contingencies	Not Started	Not Started	Not Started	\$ 847,000.00	\$ -	\$ 847,000.00
Outdoor Furniture	Not Started	Not Started	Not Started	\$ 25,000.00	\$ -	\$ 25,000.00
Facility Signage	1. Design Phase 2. Bidding Phase	95%	May 2020	\$ 50,000.00	\$ -	\$ 50,000.00
Removal of Existing Trees	1. Project Complete	100%	January 2020	\$ 25,900.00	\$ -	\$ 25,900.00
Facilities Conditional Assessment	Not Started	Not Started	Not Started	\$ 50,000.00	\$ -	\$ 50,000.00
Automatic Doors Phase IV	1. Design Phase 2. Evaluation	5%	May 2020	\$ 96,000.00	\$ 879.00	\$ 95,121.00
Campus Master Plan	Not Started	Not Started	Not Started	\$ 375,000.00	\$ -	\$ 375,000.00
Fence Enclosures	Not Started	Not Started	Not Started	\$ 36,000.00	\$ -	\$ 36,000.00
District Wide Total				\$ 4,504,900.00	\$ 879.00	\$ 4,504,021.00
Unexpended Plant Fund Construction Project Total				\$ 17,806,045.00	\$ 1,579,805.62	\$ 16,226,239.38

Status of Renewals & Replacements Projects in Progress April 2020

Project	Current Activity	% Complete	Date to Complete	Total Project Budget	Amount Paid	Total Project Balance
Pecan Campus						
Arbor Brick Columns Repairs and Replacement-Phase I	1. Construction Phase 2. Construction in Progress	50%	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%	April 2020	\$ 280,000.00	\$ 820.40	\$ 279,179.60
Reseeding and Regrading of Athletic Fields	1. Project Development 2. Request for Proposals	5%	May 2020	\$ 125,000.00	\$ -	\$ 125,000.00
Pecan Campus Total				\$ 1,425,245.00	\$ 337,291.99	\$ 1,087,953.01
Mid Valley Campus						
Resurfacing Parking Lot #3 (RR)	1. 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%	April 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
Mid Valley Campus Total				\$ 1,639,203.00	\$ 41,471.32	\$ 1,597,731.68
Technology Campus						
Building B Concrete Floor Repairs (RR)	1. Construction Complete	100%	December 2019	\$ 95,207.00	\$ 90,896.89	\$ 4,310.11
Technology Campus Total				\$ 95,207.00	\$ 90,896.89	\$ 4,310.11

Status of Renewals & Replacements Projects in Progress April 2020

Project	Current Activity	% Complete	Date to Complete	Total Project Budget	Amount Paid	Total Project Balance
Nursing and Allied Health Campus						
West Side Window Waterproofing	1. Design Phase 2. Design in Progress	5%	July 2020	\$ 65,000.00	\$ -	\$ 65,000.00
West Side Elevators Refurbishment	1. Construction Phase 2. Bidding in Progress	5%	July 2020	\$ 159,000.00	\$ -	\$ 159,000.00
Roofing Replacement (RR)	1. Project Development 2. Feasibility Assessment	95%	April 2020	\$ 280,000.00	\$ 269.23	\$ 279,730.77
Resurface Parking Lot #1 (RR)	1. Project Complete	100%	September 2019	\$ -	\$ 125,650.48	\$ (125,650.48)
Building A Analog to Digital Conversion	Not Started	Not Started	Not Started	\$ 500,000.00	\$ -	\$ 500,000.00
Building A Data Cabling Infrastructure Replacement	Not Started	Not Started	Not Started	\$ 150,000.00	\$ -	\$ 150,000.00
Nursing and Allied Health Campus Total				\$ 1,154,000.00	\$ 125,919.71	\$ 1,028,080.29
Starr County Campus						
Repaint Stucco Buildings	Not Started	Not Started	Not Started	\$ 90,400.00	\$ -	\$ 90,400.00
Roofing Replacement (RR)	1. Project Development 2. Feasibility Assessment	95%	April 2020	\$ 852,000.00	\$ 2,153.85	\$ 849,846.15
Building A Data Cabling Infrastructure Replacement	Not Started	Not Started	Not Started	\$ 40,000.00	\$ -	\$ 40,000.00
Building B Data Cabling Infrastructure Replacement	Not Started	Not Started	Not Started	\$ 40,000.00	\$ -	\$ 40,000.00
Building C Data Cabling Infrastructure Replacement	Not Started	Not Started	Not Started	\$ 40,000.00	\$ -	\$ 40,000.00
Starr County Campus Total				\$ 1,062,400.00	\$ 2,153.85	\$ 1,060,246.15

Status of Renewals & Replacements Projects in Progress April 2020

Project	Current Activity	% Complete	Date to Complete	Total Project Budget	Amount Paid	Total Project Balance
District Wide						
Marker Boards Replacement (RR)	1. Construction Phase 2. Contract Negotiation	5%	April 2020	\$ 327,372.00	\$ 7,202.25	\$ 320,169.75
Irrigation System Controls Upgrade (RR)	1. Construction Phase 2. Bidding in Progress	5%	August 2020	\$ 77,100.00	\$ -	\$ 77,100.00
Fire Alarm Panel Replacement / Upgrades (RR)	1. Construction Phase 2. Bidding in Progress	30%	August 2020	\$ 219,463.00	\$ 19,463.47	\$ 199,999.53
Interior LED Lighting Upgrade	1. Construction Phase 2. Bidding and Construction in Progress	30%	August 2020	\$ 309,862.00	\$ 109,862.35	\$ 199,999.65
Ext Walkway LED Lighting Upgrade Ph I	1. Construction Phase 2. Bidding and Construction in Progress	30%	August 2020	\$ 61,489.00	\$ 12,488.84	\$ 49,000.16
Interior Controls Upgrade (RR)	1. Construction Phase 2. Bidding and Construction in Progress	30%	August 2020	\$ 115,669.00	\$ 31,669.15	\$ 83,999.85
Flooring Replacement (RR)	1. Design Phase 2. Bidding Phase	20%	January 2021	\$ 571,367.00	\$ 28,042.38	\$ 543,324.62
Restroom Fixtures Replacement & Upgrade	1. Construction Phase 2. Bidding and Construction in Progress	5%	August 2020	\$ 38,143.00	\$ 13,143.00	\$ 25,000.00
Water Heater Replacement & Upgrade	1. Construction Phase 2. Bidding and Construction in Progress	5%	August 2020	\$ 30,387.00	\$ 10,386.51	\$ 20,000.49
HVAC Upgrades (RR)	1. Construction Phase 2. Bidding and Construction in Progress	5%	August 2020	\$ 710,327.00	\$ 50,327.16	\$ 659,999.84
Exterior Lighting Upgrade (RR)	1. Construction Phase 2. Bidding in Progress	5%	August 2020	\$ 324,912.00	\$ 45,912.00	\$ 279,000.00
Keyless Entry Access Upgrades (IT)	1. Construction Phase 2. Bidding in Progress	30%	August 2020	\$ 69,315.00	\$ 19,314.79	\$ 50,000.21
Exterior Building Lettering	1. Construction Phase 2. Construction in Progress	10%	July 2020	\$ -	\$ 820.40	\$ (820.40)
Renewals & Replacements	Not Started	Not Started	Not Started	\$ 150,000.00		\$ 150,000.00
District Wide Total				\$ 3,005,406.00	\$ 348,632.30	\$ 2,656,773.70
Renewal and Replacement Project Total				\$ 8,381,461.00	\$ 946,366.06	\$ 7,435,094.94

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
Pecan Campus										
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		●						
Dr. Ramiro R. Casso Nursing & Allied Health Campus										
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
Mid Valley Campus										
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				●				
Starr County Campus										
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
District Wide										
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				●				
Totals			10	5	4	10	4	0	0	4

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

#	Project No.	Projects	COC	Authorization to Solicit for Design Services		Architect/Engineer Recommendation and Approval		COC	Schematic Design and Authorization to Solicit for Construction Services		Contractor Recommendation and Approval		Construction Start Date	Substantial Completion Date	Final Completion Date	FFE Completion of Move In	Estimated Project Duration
			Review & Approval	Facilities Committee Review & Approval	Board Approval	Architect/Engineer Recommendation and Approval	Board Approval of A/E	Review & Approval of Schematic Design	Facilities Committee Recommendation	Board Approval	Facilities Committee Contractor Recommendation	Board Approval of Contractor					
Pecan Campus																	
1	2016-014C	Sand Volleyball Courts	N/A	N/A	N/A	2/6/2018	2/27/2018	N/A	N/A	N/A	12/4/2018	12/13/2018	2/21/2019	12/27/2019	1/27/2020	N/A	23 months
1a		Sand Replacement	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	5/12/2020	5/26/2020	6/15/2020	8/15/2020	9/15/2020	N/A	4 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	6/9/2020	6/23/2020	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	08/4/2020	09/12/2020	09/2020	11/2020	11/2020	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	N/A	6/9/2020	6/23/2020	10/2020	10/2020	01/2021	2/2021	3/2021	4/2021	23 months
12	2020-010C	Entry Monument Sign	N/A	N/A	N/A	N/A	N/A	6/2/2020	7/14/2020	7/28/2020	10/13/2020	10/27/2020	11/15/2020	1/20/2021	2/20/2021	N/A	8 months
Pecan Plaza																	
13	2020-002C	Building C Kinesiology Renovation	9/3/2019	9/10/2019	9/24/2019	12/3/2019	12/10/2019	5/5/2020	6/9/2020	6/23/2020	9/8/2020	9/22/2020	10/15/2020	12/2020	01/2021	02/2021	16 months
Dr. Ramiro R. Casso Nursing & Allied Health Campus																	
14	2018-009C	East Building A Student Success Center Renovation	N/A	N/A	N/A	4/10/2018	4/24/2018	N/A	N/A	N/A	3/5/2019	3/26/2019	4/26/2019	10/3/2019	11/3/2019	12/13/2019	18 months
15	2019-006C	East Building A Student Services Renovation	N/A	N/A	N/A	2/12/2019	2/26/2019	11/1/2019	11/12/2019	11/26/2019	4/14/2020	4/28/2020	5/25/2020	8/25/2020	9/25/2020	10/25/2020	17 months
16	2019-013C	West Entry Campus Sign	N/A	N/A	N/A	N/A	N/A	11/5/2019	11/12/2019	11/26/2019	3/10/2020	3/31/2020	4/15/2020	7/15/2020	8/15/2020	N/A	9 months
Technology Campus																	
17	2016-011C	Automotive Lab Exhaust System	N/A	7/9/2019	7/23/2019	10/8/2019	10/29/2019	12/3/2019	N/A	N/A	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	8/11/2020	8/25/2020	4/2021	4/2021	5/2021	5/2022	6/2022	7/2022	32 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	N/A	9/8/2020	9/22/2020	12/1/2020	12/8/2020	2/2021	2/2021	2/2021	5/2021	5/2021	6/2021	8/2021	9/2021	N/A	12 months
Mid-Valley Campus																	
21	2017-012C	Thermal Plant Building J Renovation	N/A	N/A	N/A	10/16/2018	10/30/2018	7/2/2019	8/13/2019	8/27/2019	3/10/2020	3/31/2020	4/20/2020	8/20/2020	9/20/2020	N/A	23 months
22	2019-009C	Student Services Building F Renovation	N/A	N/A	N/A	10/16/2018	10/30/2018	7/2/2019	8/13/2019	8/27/2019	3/10/2020	3/31/2020	4/20/2020	9/20/2020	10/20/2020	11/20/2020	24 months
23		East Loop Drive - ON HOLD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD
24	2020-005C	Center for Learning Excellence Building A Renovation of Space for Supplemental Instruction	9/3/2019	9/10/2019	9/24/2019	12/3/2019	12/10/2019	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
Starr County Campus																	
25	2018-020C	Student Services Building G Renovation	N/A	N/A	N/A	2/12/2019	2/26/2019	11/5/2019	11/12/2019	11/26/2019	4/14/2020	4/28/2020	5/25/2020	8/25/2020	9/25/2020	10/25/2020	17 months
26	2018-026C	Cultural Arts Center Building F Renovation - ON HOLD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD
27	2019-014C	Workforce Center Building D Welding Expansion	9/3/2019	9/10/2019	9/24/2019	12/3/2019	12/10/2019	7/7/2020	7/14/2020	7/28/2020	11/2020	11/2020	12/2020	4/2021	5/2021	6/2021	22 months
Regional Center for Public Safety Excellence																	
28	2019-015C	Target Range	N/A	N/A	N/A	2/12/2019	2/26/2019	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD
29	2019-018C	Portables	3/4/2019	3/4/2019	N/A	3/12/2019	3/26/2019	3/4/2019	N/A	N/A	7/9/2019	7/23/2019	8/3/2019	1/10/2020	1/31/2020	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
Higher Education Center La Joya																	
36	2020-012C	Exterior Building and Wayfinding Signage	7/2/2019	N/A	N/A	N/A	N/A	N/A	9/10/2019	9/24/2019	3/10/2020	3/31/2020	4/20/2020	7/20/2020	8/20/2020	TBD	12 months

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

	Past Dates or N/A
	To Be Determined

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

#	Project No.	Projects	Architect/Engineer	Contractor	COC	Authorization to Solicit for Design Services		Architect/Engineer Recommendation and Approval		COC	Schematic Design and Authorization to Solicit for Construction Services		Contractor Recommendation and Approval		Construction Start Date	Substantial Completion Date	Final Completion Date	FFE Completion of Move In	Estimated Project Duration
					Review & Approval	Facilities Committee Review & Approval	Board Approval	Facilities Committee A/E Recommendation	Board Approval of A/E	Review & Approval of Schematic Design	Facilities Committee Recommendation	Board Approval	Facilities Committee Contractor Recommendation	Board Approval of Contractor					
Pecan Campus																			
1	2017-016R	Arbor Brick Column Repairs & Replacement	Solorio Engineering	TBD	N/A	N/A	N/A	N/A	N/A	N/A	9/10/2019	9/24/2019	12/3/2019	12/10/2019	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	7/14/2020	7/28/2020	8/2020	11/2020	12/2020	N/A	14 months
8	2020-007R	Reseeding and Regrading of Athletic Fields	TBD	TBD	N/A	N/A	N/A	10/8/2019	10/29/2019	N/A	N/A	N/A	N/A	N/A	3/2020	5/2020	6/2020	N/A	8 months
Dr. Ramiro R. Casso Nursing & Allied Health Campus																			
9	2015-023R	NAH East Building A West Side Window Waterproofing	TBD	TBD	N/A			N/A	N/A				6/9/2020	6/9/2020	7/2020	8/2020	9/2020	N/A	3 months
10	2016-019R	NAH East Building A Westside Elevators Refurbishment	O&M	TBD	N/A			N/A	N/A				7/14/2020	7/28/2020	8/3/2020	9/3/2020	10/5/2020	N/A	2 months
11	2019-028R	NAH East Building A Roofing Replacement	BEAM	TBD	10/1/2019			5/14/2019	5/30/2019		4/14/2020	4/28/2020	8/11/2020	8/25/2020	9/15/2020	01/2021	02/2021	N/A	21 months
12	2020-015R	NAH East Building A Analog to Digital Conversion	IT	TBD	N/A			N/A	N/A				N/A	N/A	6/2020	8/2020	9/2020	N/A	3 months
13	2020-016R	NAH East Building A Data Cabling Infrastructure Replacement	IT	TBD				N/A	N/A				N/A	N/A	6/2020	8/2020	9/2020	N/A	3 months
14	2017-029R	NAH Resurfacing Parking Lot #1	R. Gutierrez Engineers	Gonzalez Enterprises	9/3/2019			12/4/2018	12/13/2018				5/14/2019	5/30/2019	7/19/2019	9/24/2019	10/24/2019	N/A	10 months
Mid Valley Campus																			
15	2016-005R	Resurfacing Parking Lot #3	Perez Consulting Engineers	TBD	N/A	N/A	N/A	6/6/2018	6/20/2018	N/A	N/A	N/A	4/14/2020	4/28/2020	5/20/2020	7/20/2020	8/20/2020	N/A	26 months
16	2016-005R	Resurfacing Parking Lot #7	TBD	TBD	N/A	N/A	N/A	TBD	TBD	10/1/2019	10/8/2019	10/29/2019	TBD	TBD	TBD	TBD	TBD	N/A	TBD
17	2018-019R	Resurfacing Northwest Drive	Perez Consulting Engineers	TBD	N/A	N/A	N/A	6/6/2018	6/20/2018	N/A	N/A	N/A	4/14/2020	4/28/2020	5/20/2020	7/20/2020	8/20/2020	N/A	26 months
18	2019-027R	Roofing Replacement	BEAM	TBD				5/14/2019	5/30/2019		4/14/2020	4/28/2020	8/11/2020	8/25/2020	9/15/2020	01/2021	02/2021	N/A	21 months
19	2019-047R	Drainage Improvements Phase I	Perez Consulting Engineers	TBD	N/A	4/10/2019	4/23/2019	6/11/2019	6/25/2019	9/3/2019	N/A	N/A	4/14/2020	4/28/2020	5/20/2020	7/20/2020	8/20/2020	N/A	17 months
Starr County Campus																			
20	2019-029R	Starr Repaint Stucco Buildings	TBD	TBD				TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	N/A	TBD
21	2019-030R	Roofing Replacement	BEAM	TBD	N/A	N/A	N/A	5/14/2019	5/30/2019	N/A	4/14/2020	4/28/2020	8/11/2020	8/25/2020	9/15/2020	01/2021	02/2021	N/A	21 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																			
32		Flooring Replacement	FPC	TBD	N/A	N/A	N/A	N/A	N/A	6/2/2020	7/14/2020	7/28/2020	10/13/2020	10/27/2020	12/17/2020	1/20/2021	2/21/2021	N/A	8 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 March 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 **March 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 March 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 March 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 March 2020
- B. Release of Checks for \$125,000.00 and Above Board of Trustees Approval Required for March 2020
- C. Release of Checks for \$125,000.00 and Above Released Prior to Board Approval (Policy 5610) for March 2020
- D. Release of Construction Fund Checks for March 2020
- E. Quarterly Investment Report for March 2020
- F. Summary of Revenue for March 2020
- G. Summary of State Appropriations Income for March 2020
- H. Summary of Property Tax Income for March 2020
- I. Summary of Expenditures by Classification for March 2020
- J. Summary of Expenditures by Function for March 2020
- K. Summary of Auxiliary Fund Revenues and Expenditures for March 2020
- L. Summary of Grant Revenues and Expenditures, March 2020
- M. Summary of Bid Solicitations
- N. Check Register for March 2020

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

Approval to conduct the assessment of the College President and the self-assessment of the Board of Trustees by the Trustees was granted by the Board on February 25, 2020.

The evaluations were due to be returned to Mr. Paul R. Rodriguez, Chairman of the Board.

Mr. Rodriguez is asked to review and discuss the results of the assessments with the Board of Trustees, and to take action to accept the results of the assessments as necessary.

Recommendation:

It is recommended that the Board of Trustees of South Texas College accept the results of the assessment of the College President and the self-assessment of the Board of Trustees, as conducted by the Board of Trustees.

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

The Board of Trustees of South Texas College accepts the results of the assessment of the College President and the self-assessment of the Board of Trustees, as conducted by the Board of Trustees.

Approval Recommended:

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



Week of March 29 – April 4, 2020:

- Face to Face classes moved to an online format on March 30, 2020.
- Shelter at Home Order issued for Starr County and Hidalgo County on March 24 and March 25, 2020. On-going efforts include:
 - Training and preparation of faculty to teach online classes
 - Campuses closed to students and the public
 - Employees transitioned to working from home with expectation to return to regular work schedules on April 13, 2020
 - Alert Notice provided to all employees regarding instructions on Work From Home (WFH) Activity Reports to be submitted to Supervisors on weekly basis
 - Alert Notice provided to all employees regarding TimeClock Plus procedures regarding hours and approval process.
 - Alert Notice provided to all employees regarding Frequently Asked Questions in reference to preparedness and operation efforts.
 - Essential employees notified by supervisors regarding performing essential functions on campuses.
- Videos from faculty and staff for students aired on social media platforms as an outreach effort.
- Governor Abbott issues Executive Order No. GA-14 relating to statewide continuity of essential services and activities during COVID-19 disaster. Order includes schools shall remain temporarily closed and shall not recommence before May 4, 2020.

Week of April 5 – April 11, 2020:

- Review and update on latest information related to COVID-19 with Vice Presidents.
- Discussion of enrollment assumptions and projections for Summer 2020 and Fall 2020.
- Review and discussion of proposed staffing actions effective May 1, 2020 and September 1, 2020.
- Review and discussion of budget scenarios for FY 2020-2021 based on enrollment projections.
- Update provided to students and staff regarding Executive Order No. GA-14's new date of school closures moved to May 4, 2020.

- Submit to Department of Education – Recipient Funding Certification and Agreement related to the Emergency Financial Aid Grants to Students under the CARES Act (First Half of Grant).
- Participated in TACC conference call for CEO's with guests, Dr. Casey Sacks, Lt. Governor Dan Patrick, Higher Education Commissioner Harrison Keller and Greater Texas Foundation President/CEO Sue McMillan to discuss the CARES Act funding allocated for Texas Community Colleges.
- Coordinated the agenda and back-up materials for the April 16, 2020 Special Board meeting.

Week of April 12 – April 18, 2020:

- Discussion of plan and latest information and guidelines for distributing CARE Act funds to students.
- Discussion of revised fees for summer
 - Student Activities
 - Distance Learning
 - Learning Support
- Discussion of waiving distance education fee for summer dual students.
- Discussion of impact of COVID-19 closure on preparation for SACSCOC Quality Enhancement Plan (QEP) for accreditation.
- Alternate Grade Request and Procedures provided to students regarding “Pass/No Pass” grading option for students with a “C” or lower. Students will be able to request grade change after final course grades are posted through JagNet portal between May 19 and May 26, 2020.
- Limited Services Safety Plan drafted to submit to Hidalgo County Office of Emergency Management to provide students ability to use open computer labs at all campuses. Work Safe Measures Agreements to be completed and submitted per campus.
- Generated Frequently Asked Questions for students to post on resources page on college website.
- Participated in TACC conference call for CEO's/CFO's with Mary Elizondo, Vice President for Financial and Administrative Services regarding CARES Act, enrollment impact, and feasibility of structural changes to funding formula.
- Coordinated the agenda and back-up materials for the April 23, 2020 Special Board meeting

Week of April 19 – April 25, 2020:

- Review of Joint Strategy Agenda from Texas Association of Community Colleges (TACC), Community College Association of Texas Trustees (CCATT), and Texas Community College Teachers Association (TCCTA) regarding assistance for community colleges in responding to the impact of COVID-19.

- Review and discussion of non-faculty positions by divisions and percentage distribution.
- Review and discussion of proposed leave without pay for exempt and non-exempt employees.
- Review and discussion of Proposed FY 2021 Staffing Plan.
- Governor Abbott issues Executive Order No. GA-16 requiring schools to remain temporarily closed to in-person classroom attendance by students and the end of the 2019-2020 school year. Executive order also included higher education institutions.
- Updated Work from Home (WFH) Activity Report provided to all employees.
- Work Safe Measure Agreements for Pecan, Regional Center for Public Safety Excellence, Technology, and Nursing and Allied Health Campuses submitted to Hidalgo County Office of Emergency Management and received approval.
- Notification to students via email and on all social media platforms advising of open computer lab availability and procedures.
- Development of communication to students regarding emergency funds from the CARES Act and eligibility requirements, application process, and payment information.
- Review and adjusted marketing efforts for summer and fall with Daniel Ramirez, Director of Public Relations and Marketing.
- Coordinated information from Texas Workforce Commission regarding College's responsibility for unemployment claim charges and benefits available for furloughed employees.
- Submitted to Department of Education Recipient Funding Certification and Agreement related for the Institutional Portion of the Higher Education Emergency Relief Fund Formula Grants authorized by the CARES Act (Second half of Grant).
- Coordinated the agenda and back-up materials for the April 28, 2020 Regular Board meeting.

Announcements

I. Announcements

A. Next Meetings:

- Tuesday, May 12, 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, May 26, 2020
 - 5:30 p.m. – Regular Board Meeting