



**SOUTH TEXAS
COLLEGE**

**Board of Trustees
Regular Board Meeting**

**Tuesday, May 26, 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, May 26, 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. Presentations..... 6 - 20**
 - 1. Overview of South Texas College Commercials Promoting the CARES Act, Enrollment, and Online Opportunities During Coronavirus Pandemic
 - 2. Update on the South Texas College Food Pantry
 - 3. Presentation on Guidelines and Distribution of Financial Stimulus Allocations for Students

VI. Consideration and Action on Consent Agenda

- A. Approval of Board Meeting Minutes 21 - 46
 - 1. April 28, 2020 Regular Board Meeting

- B. Approval and Authorization to Accept Grant Awards and Agreements .. 47 - 48
 - 1) Texas Workforce Commission, Apprenticeship Texas Grant partnership with the Lower Rio Workforce Development Board, additional funds in the amount of \$7,709.40
 - 2) The Texas Higher Education Foundation, Texas Affordable Baccalaureate Grant (TAB) with support from the Michael and Susan Dell Foundation, additional funds in the amount of \$3,200
 - 3) The Rio-South Texas Education and Community Development together with the COSTEP Foundation in the amount of \$314,150
 - 4) Additional Grant(s) Received/Pending Official Award

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A. Next Meetings:

- Tuesday, June 9, 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, June 23, 2020
 - 5:30 p.m. – Regular Board Meeting

B. Other Announcements:

- Linebarger Goggan Blair Sampson, LLP, has provided notice that the Hidalgo County Commissioners Court has authorized a tax resale of struck-off properties by public auction on Tuesday, June 02, 2020 at 10:30 a.m. at the 2802 South Business Highway 281, Edinburg, Texas, 78539.

The firm identified ten properties which were previously put up for tax sale but failed to receive the minimum bids, and were therefore struck off to taxing entities. All properties were non-homestead designated.

Presentations

1. Overview of South Texas College Commercials Promoting the CARES Act, Enrollment, and Online Opportunities During Coronavirus Pandemic

The Office of Public Relations and Marketing has been coordinating with Interact Communications to produce commercials promoting South Texas College's distribution of CARES Act funding to support students, drive enrollment for Summer and Fall courses, and to provide greater awareness of online opportunities for students during the coronavirus pandemic.

At Chairman Rodriguez' request, Mr. Daniel Ramirez, Director of Public Relations and Marketing, will share a sample of these videos and will discuss the strategic outreach to support and encourage students to continue their studies during these difficult times.

2. Update on the South Texas College Food Pantry

Mr. Elibariki Nguma, Director of Student Activities and Wellness, will provide an update on the South Texas College Food Pantry.

The Food Pantry, operating at the Pecan Campus, Mid Valley Campus, and Starr County Campus, was a priority service to re-open in the wake of the coronavirus pandemic. Serving eligible students and their families, the Food Pantry provides direct support in the form of food, and also provides information on other community resources available to support families facing food insecurity and other issues.

In the two weeks since it has re-opened, 100 students have received packages of food from the Pantry, providing support for an estimated 449 family members in total.

Mr. Nguma will review the operations at the Food Pantry, and its role in South Texas College's service to our students.

3. Presentation on Guidelines and Distribution of Financial Stimulus Allocations for Students

Mr. Matthew Hebbard, Vice President for Student Affairs and Enrollment Management, will present on the distribution of CARES Act financial stimulus allocations to benefit students.

Under the CARES Act, the College received \$10,011,199 to directly support students enrolled in the Spring 2020 semester and adversely impacted by the COVID-19 pandemic. Eligibility guidelines for the support were developed by the U.S. Department of Education.

As of May 20, 2020, 9,376 applications for CARES Act relief funding were received by South Texas College, and reviewed for eligibility under the standards set forth by the U.S. Department of Education.

- \$3,585,600 has been awarded and disbursed to 5,976 students, based on the maximum award of \$600 per student;
- 3,263 applications were not awarded due to ineligibility under federal requirements;
- 137 applications are pending final review.

\$6,425,599 remains of the original CARES Act disbursement, for further allocation to students adversely impacted during the Spring 2020 semester by the COVID-19 pandemic.

No action is required.

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



SOUTH TEXAS COLLEGE

Experience **Exceptional**

Marketing Update

Summer / Fall 2020

Target Audiences

Prospective Students

- High School Graduates
- Parents of HS Students
- Inquiries/Leads

Current Students

- Not Enrolled for Upcoming Semester

Adult Learners

- Career Starters
- Career Accelerators
- Industry Switchers

Returning Students

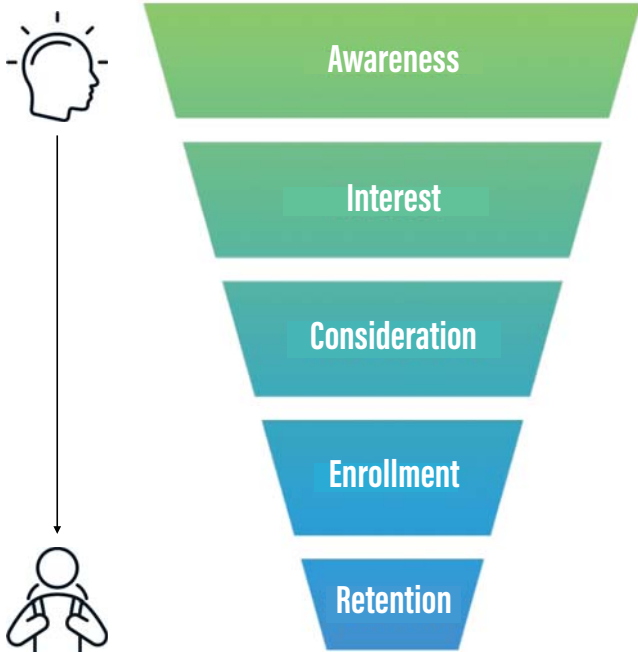
- Stop Outs
- Stop Outs - Prior Dual

Transient Students

- Returning University Students



Foundations For Reaching Our Target Audiences



Search Engine Marketing

Display

Streaming Over-the-Top (OTT)

Facebook and Instagram

Snapchat

YouTube

Local Directory management



Experience
Exceptional

Additional Student Engagement Strategies

Email Marketing

Prospective Students

Current Students

Addressable Geofencing

Prospective Students

Current Students

Returning Students

Transient Students

ChatBot SMS Messaging

Prospective Students

Social Marketing - Custom

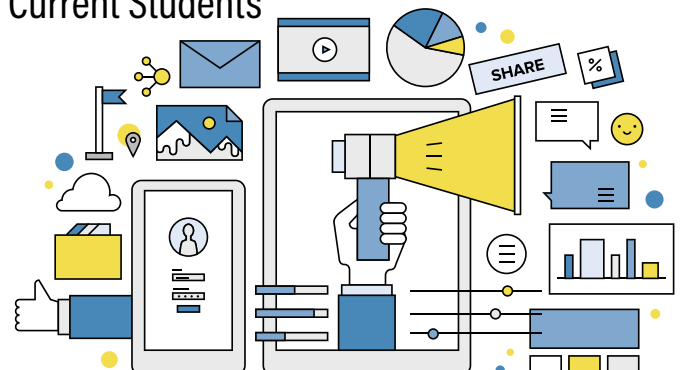
Current Students

Returning Students

Webinars

Prospective Students

Current Students



Commercials



[Commercial Playlist](#)



Experience
Exceptional

Observations

2.2 million impressions across all platforms

141,867 completed video views in last 30 days

39,731 Pay-Per-Click (PPC) impressions in last 30 days

\$4.52 PPC Cost-Per-Lead in last 30 days (*industry average for education \$72*)



Experience
Exceptional

Highlights

Leads

Summer: 1,810

Fall: 2,997

Emails

Total Email Campaigns Sent: 22

Total Opened: 71,658 (21.73%)

Total Clicked: 10,339 (3.12%)

Webinar

Topic: Summer Enrollment

Registered: 133

Attended: 47

ChatBot - AdmitHub

Campaigns: 3

Students Messaged: 3,000

** Statistics Current As of 5/21/20*



Experience
Exceptional

QUESTIONS?

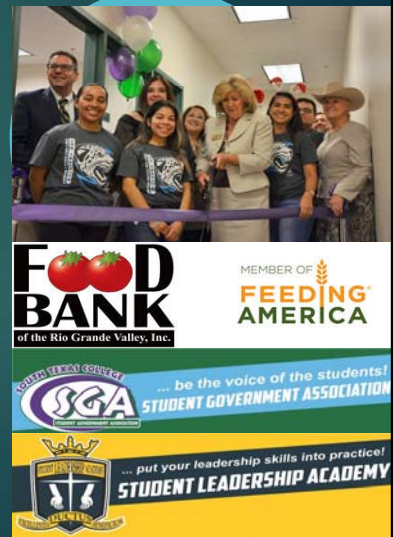


Experience
Exceptional



A Sustainable Pantry (Pecan, Mid Valley, Starr)

- **Fundraising**
 - Employee payroll donations
 - STC Marketplace for monetary donations
 - STC Culinary Arts Program
- **Partnerships**
 - STC Student Government Association
 - STC Student Leadership Academy
 - RGV & South Texas Food Banks



Our Partners

- ▶ Food bank of the Rio Grande Valley, Inc.
 - Pecan Campus**: Food costs at .18 cents/pound plus transportation fees.
 - Mid Valley Campus**: Food plus transportation for the first year (ended May 2020) was provided for free.
- ▶ South Texas Food Bank.
 - Starr Campus**: Food costs at .18 cents/pound plus transportation fees.



Student Eligibility

- ▶ Must be currently registered at STC
- ▶ Students registered in the Spring will continue receiving services in the Summer regardless of their Summer class registration status
- ▶ Food Bank requirements:
 - Those receiving Federal/State/Local assistance
 - Income guidelines
 - Crisis, such as COVID 19 (Temporary until end of May)
 - Must be resident of respective county: Hidalgo or Starr

Pantry re-opening publicity

- ▶ Public Relations department:
 - STC Press Releases
 - STC website (home page)
 - Social media (Facebook, etc.)
 - Video
- ▶ Student Activities and Wellness department:
 - Social media (Facebook, etc.)
 - Various student groups: Student Government, Student Leadership Academy, Intramural sports, etc.
 - Students currently at the Technology and NAH campuses
 - Various Faculty to share with their students

**Examples of promotion materials are separately attached*

Re-opening procedures/logistics

- ▶ Week of April 5th: Started discussions on re-opening the Food Pantry and contacted the Food banks on the availability of food/deliveries.
- ▶ Connected students with other agencies distributing food.
- ▶ Week of April 19th: Ordering and delivery of food from the food banks. Additional purchase from Sam's.
- ▶ Staff responded to all inquiries regarding Food Pantry services and started making appointments for current and new recipients.

Re-opening procedures/logistics

- ▶ Beginning the Week of April 26th: Each pantry opened twice a week.
- ▶ Curbside pick up service provided with safety precautions taken including social distancing, masks, etc.
- ▶ Important student information/updates regarding STC also provided to students during food pick up (*see separately attached sample*).
- ▶ Services to continue throughout the summer.

Two week data (April 28-30 & May 5-7)

| Campus | Contacted | Showed up | Family members served |
|-----------------------------------|-----------|-----------|-----------------------|
| Starr (Week 1) | 39 | 16 | 78 |
| Starr (Week 2) | 29 | 16 | 66 |
| Pecan (week 1) | 60 | 19 | 90 |
| Pecan (week 2) | 32 | 29 | 117 |
| Mid Valley (Week 1) | 53 | 9 | 45 |
| Mid Valley (Week 2) | 36 | 11 | 53 |
| Totals Districtwide week 1 | 152 | 44 | 213 |
| Totals Districtwide week 2 | 97 | 56 | 236 |
| Grand Total over two weeks | 249 | 100 | 449 |

- ▶ Of the 100 total students that showed up, 67 were new recipients and one was duplicated
- ▶ Traffic was at least twice the normal pattern prior to COVID 19

Re-opening/Continued Operations

Pantry operations continued with no glitches once staff/faculty were allowed back on campus due to:

- ▶ Continued monetary donations from Faculty and Staff.
- ▶ Continued support from the Food Banks.
- ▶ Support from the campus community including campus PD, campus administrators as well as PR.
- ▶ The Student Activities and Wellness team's re-preparation while working from home.

PROMOTIONAL MATERIALS USED FOR PANTRY RE-OPENING

South Texas College

May 1 at 3:14 PM

The STC Food Pantries at the Mid Valley, Pecan & Starr County campuses are now open by appointment only & offering curbs... See More

Watch together with friends or with a group

Start

62

3 Comments 59 Shares

Future Students Apply Now Academics Student Services Campus Life About

CARES ACT GRANT FOR STUDENTS

PROMOTIONAL MATERIALS USED FOR PANTRY RE-OPENING

South Texas College
 April 27 at 11:06 AM

The South Texas College Food Pantries at the Mid Valley, Pecan and Starr County campuses are now accepting new applications for STC students currently enrolled in Spring and Summer 2020.

South Texas College
 Friday at 1:09 PM

In the month of April, South Texas College offered food assistance to its students and their families facing hardships due to the... See More



NEWS.SOUTHTEXASCOLLEGE.EDU
STC Campus Food Pantries Helping Students Feed Their Families With Curbside Service

59 30 Shares

See flier for details or for additional info, please email your full name, address, phone number and A# to one of the following emails:
 Mid-Valley Campus (Hidalgo County residents ... See More

STC Student Activities and Wellness
 Posted by Luis Mateo Banda
 April 24 at 3:49 PM

The South Texas College Food Pantries at the Mid Valley, Pecan and Starr County campuses are now accepting ne... See More

PROMOTIONAL MATERIALS USED FOR PANTRY RE-OPENING



The South Texas College Food Pantries at the Mid-Valley, Pecan, and Starr County Campuses are **now accepting new applications**

ONLY CURRENTLY ENROLLED (SPRING 2020 and SUMMER 2020) SOUTH TEXAS COLLEGE STUDENTS ARE ELIGIBLE



For additional information please email your full name, address, phone number and A# to one of the following and someone will call you back:

Mid Valley Campus (Hidalgo County residents only):
tamarsha@southtexascollege.edu

Pecan Campus (Hidalgo County residents only):
clopez74@southtexascollege.edu

Starr County Campus (Starr County residents only):
elopez1@southtexascollege.edu



If you are interested in **DONATING** to the Food Pantry of South Texas College, you can do so by credit card or electronic check:
Please search "Marketplace" on the South Texas College home page (www.southtexascollege.edu).
Once on the marketplace page, click on:
"Food Pantry of South Texas College."



SOUTH TEXAS COLLEGE

STUDENT FOOD PANTRY

FEEDING SUCCESS ONE STUDENT AT A TIME

For Reservations
(956) 872-7208

Reserve Time at Our

OPEN LAB

Computers and Printing Service
Now Available at

Pecan, Mid-Valley, and Starr County Campuses

IMPORTANT

South Texas College urges students to remain at home for the duration of the applicable county shelter/stay-at-home orders.

To assist students who have a compelling need to use a lab computer in order to complete their coursework, a limited number of Pecan Open Lab computers are being made available during this time.

CARES Act Grant for Students
Relief For Your Continued Success

Relief funds for eligible students
southtexascollege.edu/cares

IMPORTANT INFORMATION

We're ready to help - support services will be available via email. For questions regarding:

- Summer and fall registration, email registration@southtexascollege.edu
- Admissions, email admissions@southtexascollege.edu
- Financial aid, email finaid@southtexascollege.edu
- Cashiers, email stc_cashiers@southtexascollege.edu
- Advising, email advising@southtexascollege.edu (include your full name, A#, phone, and email).
- Counseling, email counseling@southtexascollege.edu
- Testing & Assessment, email testing@southtexascollege.edu
- General information, email information@southtexascollege.edu
- IT support, view our FAQ at isp.southtexascollege.edu/it-faqs/
- For Tutoring, visit southtexascollege.edu/cle/tutoring.html
- Online Learning support, like how to reset your password, email support@southtexascollege.edu (include your full name, A#, phone, and email).

STC General Information #

We're Here to Help!

Call Us: 855-Go-To-STC

CLASSES BEGIN
 Summer Term: June 1 | Summer I: June 1 | Summer II: July 8
FALL 2020: AUG. 24

LAST DAY TO WITHDRAW EXTENDED TO MAY 7TH

Approval of Board Meeting Minutes

The following Board Meeting Minutes are submitted for approval:

- 1) April 28, 2020 Regular Board Meeting

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and adopt the April 28, 2020 Regular Board Meeting Minutes as presented.

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

The Board of Trustees of South Texas College approves and adopts the April 28, 2020 Regular Board Meeting Minutes as presented.

Approval Recommended:

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

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

Minutes

Call Meeting to Order:

The Regular Board Meeting of the South Texas College Board of Trustees was held on Tuesday, April 28, 2020 in the Ann Richards Administration Building Board Room at the Pecan Campus in McAllen, Texas. The meeting commenced at 5:31 p.m. with Mr. Paul R. Rodriguez presiding.

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., were present within the Board Room, and Ms. Rose Benavidez, Mr. Gary Gurwitz, and Mr. Rene Guajardo participated by teleconference.

Members absent: None

Also present: Dr. Shirley A. Reed, Mr. Jesus Ramirez, Mrs. Mary Elizondo, Dr. David Plummer, Mr. Matthew Hebbard, Mrs. Rebecca Cavazos, Mr. Rick De La Garza, Mr. George McCaleb, and Mr. Andrew Fish. Mrs. Susan Anderson, Mrs. Anne Berger Entekin, and Mr. Raul Cabaza, III, participated via conference call.

Determination of a Quorum

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

Invocation

Mrs. Mary Elizondo, Vice President for Finance and Administrative Services, said the invocation.

Public Comments

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

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, provided an update on South Texas College's ongoing institutional response to COVID-19.

Dr. Plummer included an update on efforts to provide limited, safe access to certain facilities, including Open Labs for computer access, to students. Dr. Plummer reported that permission had been granted by Hidalgo and Starr Counties for limited activities at all campuses, and initial implementation was moving forward.

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.

04/28/2020

Mr. Hebbard outlined the formation of a committee to review student applications, and the designation of a \$500 per student award limitation, in line with best practice recommendations. Eligibility guidelines included enrollment on or after March 31, 2020, and federal aid eligibility as determined by a student's FAFSA application. Mr. Hebbard expected the online application process to be available to students no later than May 1, 2020.

For College operations stimulus funding, administration was still awaiting clear guidelines from the federal government regarding the use of funds. Mrs. Elizondo did note that some limitations on the use of funding has been identified. Furthermore, a portion of the funding might be used to process refunds or further financial support for students impacted by COVID 19.

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

Approval of Board Meeting Minutes

The following Board Meeting Minutes were submitted for approval:

- 1) March 31, 2020 Regular Board Meeting
- 2) April 16, 2020 Special Board Meeting
- 3) April 23, 2020 Special Board 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 adopted the March 31, 2020 Regular Board Meeting Minutes as presented. The motion carried.

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 April 16, 2020 Special Board Meeting Minutes as presented. The motion carried.

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 April 23, 2020 Special Board Meeting Minutes as presented. The motion carried.

Ratification of Accepted Grant Award and Related Agreements

The Board was 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 was now presented for the Board's ratification.

Jobs for the Future JFF was working with Google to help community colleges integrate the Google IT Support Professional Certificate into their programs and/or curricula. South Texas College faculty would 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 aligned 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.

Summary of Grant Award Funding

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

Upon a motion by Mr. Roy de León and a second by Dr. Alejo Salinas, Jr., the Board of Trustees ratified 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

The motion carried.

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 was 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 was 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

04/28/2020

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, advised the College that the annual fee for tax year 2020 would remain at \$103,212.00. The monthly collection fee of approximately \$8,601.00 was reduced from taxes collected during the month and the remaining funds were 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 was reduced monthly from taxes collected during the month. Funds for these expenditures would be budgeted in the Hidalgo

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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 was provided 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 was presented without the Committees' recommendation.

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 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 motion carried.

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 was 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 was 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

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Year 2020 was estimated to be \$155,811.42. Ms. Maria Ameida Salinas, Tax Assessor-Collector for Starr County, advised the College that the annual fee for tax year 2020 would remain at 3.5% of the College's total tax collections. The annual fee for Fiscal Year 2021 was 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 would 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 was reduced monthly from taxes collected during the month. Funds for these expenditures would 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 was provided 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 was presented without the Committees' recommendation.

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

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 was 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 was 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 provided the most flexibility in executing a potential transaction should the market conditions exist. This did not obligate that the entire amounts for both the Series 2014 and Series 2015 Bonds would 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 were 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 were approved, Hilltop Securities Inc. would 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 was approved, Hilltop Securities Inc. would continue to monitor the interest rates on a day to day basis.

Order 2020-011 delegated 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 were achieved as approved.

The next steps in the process were 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 attended the meeting via telephone to review the parameters and timeline for the Board's information and consideration.

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

Chairman Paul R. Rodriguez asked bond counsel, Jesus Ramirez, whether the proposed Order, parameters, and the motion presented for the Board's consideration was adequate to accomplish all that was needed. Mr. Ramirez confirmed that all was in order.

Upon a motion by Mr. Roy de León and a second by Mr. Rene Guajardo, the Board of Trustees of South Texas College approved and authorized the Order 2020-011 Authorizing the Issuance, with the parameters presented, 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 motion carried.

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

Ms. Susan Anderson from Valley View Consulting, LLC, reported on the College's Quarterly Investment Report for the Quarter Ended February 29, 2020, will be presented. The Board was asked to approve the Investment Report as presented.

Ms. Susan Anderson provided an update on the status of the College's Quarterly Investment Report for the Quarter Ended February 29, 2020 and provided a further update at the meeting. Ms. Anderson provided an overview of the investments, the annual interest earnings, the quarterly interest earnings, and economic overview.

Justification – The report provided a brief review and update of the College's Quarterly Investment Report for the Quarter Ended 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 presented.

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

Dr. Shirley A. Reed, President, and Mary Elizondo, Vice President for Finance and Administrative Services, were present to address any questions.

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 Quarterly Investment Report for the Quarter Ended February 29, 2020, as presented. The motion carried.

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 was requested.

The Director of Purchasing reviewed each item, including the procurement procedures and evaluation of all responses, and recommended 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;
- 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)

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- **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 was \$587,425.63.

These items were presented without a Finance Committee recommendation.

Mr. Roy de León moved 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, and Dr. Alejo Salinas, Jr., seconded this motion. The motion was made to permit further discussion by the Board.

The Board noted that in consideration of the COVID-19 pandemic and the fiscal uncertainty the College faced, it preferred to defer any expenses that were not critical for immediate procurement.

Upon discussion of the proposed procurement items with administration, the Board determined that:

- Proposed rescissions in item #2 for graduation gowns and caps and item #3 for bus driver / truck driver training should be approved;
- Item #1 for Travel Services and item #5 for a Bucket Truck should be rejected at the time being;

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- The proposed purchase of furniture under item #6 should be limited to not exceed \$32,000; and,
- The purchase of computers, laptops, monitors, and printers under item #10 should be limited only to those 25 laptops, at approximately \$15,000, ordered to help students during the COVID-19 pandemic.

All other recommendations would be approved as presented.

The motion on the floor, which included approval of the full recommendation, failed to carry.

Upon a motion by Ms. Rose Benavidez and a second by Mrs. Victoria Cantú, the Board of Trustees of South Texas College approved and authorized the award of proposal, rescind of awards, purchases, renewals, and interlocal agreements except Items #1 for travel services, item #5 for a bucket truck, and limiting item #6 for furniture not to exceed \$32,000, and limiting item #10 to 25 laptops for students and not to exceed approximately \$15,000, as presented. The motion carried.

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

The Board of Trustees of South Texas College was asked to 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 offered 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 was included with a deductible of \$50,000 or \$500,000 per occurrence.

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

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

1. The COVID-19 crisis forced consumers to file business interruption claims for a peril that was likely uncovered, nor considered in formulating premiums and the outcome of such claims was uncertain.

2. Insurance companies were buying reinsurance on large property schedules and the reinsurance premium was passed on to the consumer.
3. Cost of construction would 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 was anticipated that construction costs would be increasing as well. South Texas College's property values were based on costs per square foot.

In light of the recent COVID-19 event and market fluidity, construction costs were expected to increase. The College proposed a slight increase to the property values to mitigate the anticipated increase to construction costs. Although the actual increase to construction costs, if any, was 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 recommended increasing the values for Furniture by 10% (approx. \$3M) as replacement costs for furniture have also increased over the years. The associated premium was 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, was present at the April 28, 2020 Board meeting to address questions from the Board. Mr. Cabaza did not make a formal recommendation for the Board's consideration, opining that he could not do so without formal appraisals of the College's buildings.

Administration recommended a 5% increase in building values, due to a relatively small difference in the premium as compared to a 3% increase. Administration further recommended increasing furniture values by 10%.

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, including a five percent (5%) increase to building property values and a ten percent (10%) increase to furniture property values as presented. The motion carried.

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 was requested.

Purpose

The procurement of a contractor would 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 was 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 was 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 was in use since 2005 and the Northwest Drive since 2000; both sites were in need of asphalt resurfacing.

The Phase I Drainage Improvements were 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 involved 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 were budgeted in the Renewals & Replacements Fund for available use in fiscal year 2019-2020. Additional funds were 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 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 engineer and College staff from the Facilities Planning & Construction, Maintenance & Operations, and Purchasing departments.

Enclosed Documents

The packet included the project site plan, proposal ranking and evaluation, and fact sheet. Staff evaluated the proposal and prepared the 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.

Mr. Gary Gurwitz disclosed that his firm represented a non-recommended bidder, and abstained from the discussion and action.

The Board asked whether the project was vital at this time, and administration noted that the drainage portion of the project could be critical if a severe rainstorm were to occur, recalling severe damages from the last heavy storm system in the area.

Administration further clarified that the Northwest Drive would be demolished as part of the drainage project, and would need to be resurfaced; however, the Parking Lot 3 portion of the project would not be affected by the larger drainage project and was simply included as a cost saving measure while other resurfacing was ongoing. Administration noted that the Parking Lot 3 portion of the scope could be removed from the current approval and held for a later date.

Mr. Roy de León recommended removing the Parking Lot 3 scope of work from the contract award. If the Board followed that option, that scope would be removed, and a future project could be developed to address the renewal and replacement work needed at that site.

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 contracting construction services with McAllen Multi-Service for the Mid Valley Campus Drainage Improvements Phase I and Asphalt Resurfacing for the Northwest Drive Project, and excluding the Parking Lot 3 scope of work, contingent upon a fair credit from the \$522,279.50 proposal, as presented. The motion carried.

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 was requested.

Purpose

The procurement of a contractor would provide for construction services necessary for the Nursing & Allied Health Campus East Building A Student Services Renovation and

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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 was scheduled as a non-educational space improvement to provide more efficient and effective use of space for the Student Services areas and Cashiers area. The existing Student Services area was in operation since 2005, and staff 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 was reviewed by the FPC department, the President’s Cabinet, the Coordinated Operations Council, the Facilities Committee, and the Board of Trustees. This project was scheduled as a non-educational space improvement to enhance Student Services and Cashiers areas to make more efficient and effective use of space.

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

Reviewers

The proposals were reviewed by the Architect and College staff from the Facilities Planning & Construction 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.

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.

The Board asked administration whether these projects were immediately necessary, or whether they could be held for two months. Mr. Rick De La Garza, Director of Facilities

Planning & Construction, stated that the projects could withstand a two month delay, but he was not sure whether the pricing from the contractors would hold for two months.

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 a two month postponement before 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, contingent upon acceptance by the contractor.

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 was requested.

Purpose

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

Scheduling Priority

This project was part of the Deferred Maintenance Plan from the Operations & Maintenance and FPC departments, and was reviewed by the President's Cabinet and the Coordinated Operations Council. This project was 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 planned and budgeted for the replacement of the current marker board material. The existing marker material was in need of replacement. Staff would 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 was the third phase of the marker board replacement process. Staff 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.

04/28/2020

Regular Board Meeting Minutes

| 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 were budgeted in the Renewals & Replacements Fund for available use in fiscal year 2019-2020. A remaining budget balance of the FY20 Renewals & Replacements Fund considering this month's 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

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

The Board asked administration whether this project was a high priority. Mr. Rick De La Garza, Director of Facilities Planning & Construction, stated that in light of the pandemic, this project was not a high priority and could be delayed indefinitely.

The Board took no action on this item.

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 was requested.

Purpose

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

Justification

The continuation of the lease of this facility was 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 were 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.

The Board asked administration whether this project was a high priority. Dr. Shirley A. Reed, College President, confirmed that this was a critical item to maintain the relationship and opportunity to use this vital equipment.

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

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

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

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 March 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, reviewed the Financial Report for the month of **March 2020**, and responded to questions posed by the Board.

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

Upon a motion by Mr. Roy de León and a second by Mrs. Victoria Cantú, 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 March 2020. The motion carried.

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.

Chairman Rodriguez deferred action on this item until the full Board could meet in person to discuss the evaluations.

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

Adjournment

There being no further business to discuss, the Regular Meeting of the South Texas College Board of Trustees adjourned at 7:50 p.m.

I certify the foregoing are the true and correct minutes of the Tuesday, April 28, 2020 Regular Board Meeting of the South Texas College Board of Trustees.

X

Mr Roy de León
Board Secretary

Approval and Authorization to Accept Grant Awards and Agreements

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

1. Texas Workforce Commission, Apprenticeship Texas Grant partnership with the Lower Rio Workforce Development Board, additional funds in the amount of 7,709.40

The original grant awarded to the Lower Rio Workforce Development Board in partnership with South Texas College and the Institute of Advanced Manufacturing was to develop four Registered Apprenticeship (RA) training programs for local employers. The training was focused on occupations that included Auto Service Technician, Industrial Maintenance, Heating, Ventilation, Air Conditioning (HVAC), Maintenance, and Machinist for a total of thirty-five apprentices. The IAM identified employers in the areas of HVAC including local manufacturing companies and automobile dealerships that served as employment sites and provided RA On-the-Job Training. Existing business partners approved for apprenticeship programs by the Department of Labor include Legacy Precision, LLC, Woodcrafters Home Products, 5 X 5 Brewing Company, Atlas Electric, Bert Ogden Mission Chevrolet, Brewsome Brewery, Double Tree Suites, MS Industrial Automation and Repairs and Priority Tooling Solutions.

The original amount of the award was \$173,470.60 as approved by the Board of Trustees in December of 2018. These additional funds in the amount of \$7,709.40 bring the total to \$181,180.00. The additional funds will be used for curriculum development and tuition.

The amendment adding the additional funds includes an extension to the funding period to June 30, 2020.

This award aligns with Strategic Goal #1, Lead Community Engagement by Strengthening and developing partnerships with local organizations to align educational opportunities with community and workforce needs that contribute toward the economic mobility of the region.

2. The Texas Higher Education Foundation, Texas Affordable Baccalaureate Grant (TAB) with support from the Michael and Susan Dell Foundation, additional funds in the amount of \$3,200

These additional grant funds will be used to complete the development and to disseminate a handbook that standardizes and codifies guidelines for creating and administering competency-based (CB) programs for South Texas College (STC) faculty, staff, and administrators and other institutions of higher learning in

accordance with pertinent accreditation standards, College policies and procedures, and best practices. The funding period is from January 2019 to August 31, 2020.

This award with Strategic Goal #2, Promote Academic Integrity and Excellence by developing a standard that promotes excellence in the development of competency-based programs.

3. The Rio-South Texas Education and Community Development together with the COSTEP Foundation in the amount of \$314,150

This award will support the expansion of the Institute for Advanced Manufacturing (IAM) Robotics and Automation Lab and help increase the college's competitiveness and advancements in digital technology which includes funds for salaries, equipment such as a Fuji Automatic Numerical Control,(FANUC), CR7iA Collaborative Robot, a FANUC 200iD/4S Robot, Cyber-physical Inspection Station, Forklift Simulator, laptops and funds for marketing and promotion. The diversification of the Robotics and Industrial Automation program will be developed in three phases to help meet the demands of the manufacturing industry, especially in technology-dependent sectors. Phase I of the project includes, FANUC Certification followed by Phase II: Industry 4.0 Upgrade and lastly Phase III: Marketing Campaign.

This award aligns with Strategic Goal #1, Lead Community Engagement by Strengthening and developing partnerships with local organizations to align educational opportunities with community and workforce needs that contribute toward the economic mobility of the region.

4. Any Additional Grant(s) Pending Official Award

Summary of Grant Award Funding

The presented grants will provide up to \$325,059.40 in funding for the college to provide services and opportunities throughout the region.

Recommendation:

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

1. Texas Workforce Commission, Apprenticeship Texas Grant partnership with the Lower Rio Workforce Development Board, additional funds in the amount of \$7,709.40
2. The Texas Higher Education Foundation, Texas Affordable Baccalaureate Grant (TAB) with support from the Michael and Susan Dell Foundation, additional funds in the amount of \$3,200
3. The Rio-South Texas Education and Community Development together with the COSTEP Foundation in the amount of \$314,150

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

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

1. Texas Workforce Commission, Apprenticeship Texas Grant partnership with the Lower Rio Workforce Development Board, additional funds in the amount of \$7,709.40
2. The Texas Higher Education Foundation, Texas Affordable Baccalaureate Grant (TAB) with support from the Michael and Susan Dell Foundation, additional funds in the amount of \$3,200
3. The Rio-South Texas Education and Community Development together with the COSTEP Foundation in the amount of \$314,150

Approval Recommended:

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

Welcome of Re-Elected Trustee Dr. Alejo Salinas, Jr.

South Texas College was scheduled to hold elections for Trustees representing Single-Member District #5 and Single-Member District #5 on May 2, 2020.

Dr. Alejo Salinas, Jr., was unopposed in his candidacy for re-election as of the closing of the candidate filing period on Friday, February 14, 2020.

On February 25, 2020, the South Texas College Board of Trustees declared Dr. Salinas unopposed and re-elected to Single-Member District #5 through May 2026.

Congratulations to Dr. Salinas!

No action is necessary.

Discussion and Action as Necessary Regarding the Postponement of the Election of Board Officers until Conclusion of Trustee Election

Board Policy #1100: *Board Officers* calls for the election of Officers of the Board “at the first regular meeting of the Board after the May trustee election in even-numbered years or at any other time when necessary to fill a vacancy.” This policy further states: “In addition to the required post-election organization, the Board may also organize at any other times.”

Due to the Coronavirus Pandemic, Texas Governor Gregg Abbott authorized public entities to postpone May 2020 elections until the November 3, 2020 General Election Date. The Hidalgo County Elections Department subsequently advised the College that their services would not be available to conduct an election on the scheduled May 2, 2020 Uniform Election Date.

On March 31, 2020, the South Texas College Board of Trustees formally approved and authorized 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.

Due to this unprecedented interrupting of the College’s normal election procedures, the Chairman of the Board has recommended that the Board consider postponement of the election of Board Officers until after the resolution of the election for Single-Member Trustee District #7, when that elected Trustee will be able to participate in the re-organization of the Board Officers to serve until the May 2022 elections.

Legal Counsel has reviewed the policy and related statutes, and opined that the Board has the reasonable discretion to either hold Board Officer elections at this time, or postpone this election of Board Officers until after the November 3, 2020 election as proposed.

Administration recommends that formal action be taken, whether to hold the election now or to postpone until November 2020, to establish a clear record.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize action as necessary regarding the election of Board Officers at this time.

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

The Board of Trustees approves and authorizes action as necessary regarding the election of Board Officers at this time.

Approval Recommended:

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

Discussion and Action as Necessary on the May 2020 Alternative Commencement Plan and Ratification of Contracts

Mr. Matthew Hebbard, Vice President for Student Affairs and Enrollment Management, will provide an update on the Alternative Commencement Plan.

The Alternative Commencement Plan includes the following components:

- STC will distribute regalia, including caps, gowns, appropriate honor cords, and diploma covers, to traditional graduates.
- STC will work with ISD partners to distribute regalia to dual credit graduates.
- STC will place an order for 4,000 yard signs which will be made available at no cost for all graduates.
- STC has contracted with Marching Order to produce a commencement video for each academic division, recognizing each graduate.
 - Marching Order will coordinate a plan to give each graduate the opportunity to submit a photo and a message, and responses will be incorporated into the commencement video.

The final commencement videos will be posted online, be publicly available, and will include a search feature for any graduate or their friends and family to go directly to the reading of their name in the video.

On May 20, 2020, after receiving positive feedback from the trustees on the proposed Alternative Commencement Plan, Dr. Shirley A. Reed, College President, authorized VP Hebbard to contract with vendors as necessary to execute the plan.

Mr. Hebbard will review the details of the plan and the executed contracts with the Board of Trustees, and will solicit their feedback.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the Alternative Commencement Plan and ratify the associated contracts as presented.

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

The Board of Trustees approves and authorizes the Alternative Commencement Plan and ratifies the associated contracts as presented.

Approval Recommended:

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

Discussion and Action as Necessary on Proposed Revisions to Tuition and Fee Schedules for FY 2019 – 2020 and FY 2020 – 2021 to Waive the Electronic Distance Learning / VCT Course Fee for Students Enrolling in Summer 2020 and Fall 2020 Traditional Courses

The Board is asked to approve proposed revision to the *Tuition and Fees Schedules for FY 2019 – 2020* and the *Tuition and Fees Schedules for FY 2020 – 2021* to waive the Electronic Distance Learning / VCT Course Fee for students enrolling in Summer 2020 and Fall 2020 traditional (non-“S” section) courses.

Previously Approved Dual Credit Waiver for Summer 2020

On April 16, 2020, the Board authorized the waiver of Electronic Distance Learning / VCT Course Fee for dual credit students enrolling in Summer 2020 dual enrollment “S” section courses, in response to a request from school district partners. This waiver was approved to help maintain dual credit enrollment through the Summer, while partnering school districts responded to the COVID-19 pandemic through online enrollment, and had not budgeted for the additional fee that would have otherwise been imposed by South Texas College.

Administration anticipates that local school district partners will return to traditional face-to-face courses in the Fall semester, and therefore does not anticipate a request to extend the waiver for dual credit students for the Fall semester. Administration will continue to monitor the situation and may make additional recommendations if local school district partner students are not allowed back on their respective high school campuses in Fall 2020.

Proposed Waiver for Traditional Students – Summer 2020 and Fall 2020

Administration has considered and recommends a similar waiver for students enrolling in Summer 2020 and Fall 2020 traditional (non-“S” section) courses, anticipating that this waiver will help alleviate some of the financial burden and uncertainty about a return to campus that many students are facing due to the COVID-19 pandemic. The proposed waiver would be one component of this package intended to help drive enrollment increases during the remainder of the COVID-19 pandemic.

This recommendation was only recently developed as an enrollment strategy, and has not been reviewed by the Finance, Audit, and Human Resources Committee. To enable a waiver of the fee for enrollment in Summer 2020 courses, this approval would be required at the May 26, 2020 Regular Board Meeting.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the proposed revisions to the *Tuition and Fees Schedules for FY 2019 - 2020* and the *Tuition and Fees Schedules for FY 2020 – 2021* as necessary to waive the Electronic Distance Learning / VCT Course Fee for students enrolled in Summer 2020 and/or Fall 2020 traditional (non-"S" section) courses as presented.

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

The Board of Trustees approves and authorizes the proposed revisions to the *Tuition and Fees Schedules for FY 2019 - 2020* and the *Tuition and Fees Schedules for FY 2020 – 2021* as necessary to waive the Electronic Distance Learning / VCT Course Fee for students enrolled in Summer 2020 and/or Fall 2020 traditional (non-"S" section) courses as presented.

Approval Recommended:

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

Discussion and Action as Necessary on Proposed Revisions to Tuition and Fee Schedules for FY 2020 – 2021 to Establish Flat-Rate Tuition for Active Duty Military, Spouses and Dependents

The Board is asked to approve the proposed revision to the Tuition and Fees Schedule for the FY 2020 – 2021 Academic Year to establish flat-rate tuition for Active Duty Military, including their spouses and dependents that will cover tuition and applicable fees.

Administration has reviewed other institutions offering online programming for active duty military personnel, and has determined that the following flat-rate tuition schedule would be highly competitive, and would sufficiently correspond with the College's existing tuition and fee schedules for traditional students:

| | |
|---------------------------------|-----------------------|
| In District Tuition: | \$127 per credit hour |
| Out of District Tuition: | \$137 per credit hour |
| Out of State Tuition: | \$250 per credit hour |

A flat-rate tuition would provide transparency for active duty military personnel, as well as their spouses and dependents. Qualified students would be charged the flat rate per credit hour, which would be sufficient to cover tuition and applicable fees, while offering the student a clear expectation of their educational costs.

This item has not gone to the Finance, Audit, and Human Resources Committee. Administration requests expedited approval in anticipation of marketing this opportunity in response to projected upcoming Request for Proposals from the US Army, potential partnerships with the US Coast Guard and to be more competitive in the US Air Force General Education Mobile (GEM) program.

In the near term, the focus is to develop potential partnerships in the College's fully-online engineering program, law enforcement program and general academic transfer courses. Successfully implementing these initial programs would create an opportunity for the College to meet the needs of our active military, while also opening the door to all of the College's online programs to serve all our active duty military and their families.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the proposed revision to the *Tuition and Fees Schedules for FY 2020 - 2021* to establish a flat-rate tuition to active duty military, as well as their spouses and dependents, as presented.

The Following Minute Order is proposed for consideration by the Board of Trustees:
The Board of Trustees approves and authorizes the proposed revision to the *Tuition and Fees Schedules for FY 2020 - 2021* to establish a flat-rate tuition to active duty military, as well as their spouses and dependents, as presented.

Approval Recommended:

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

Approval Recommended:

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

**Discussion and Action as Necessary on Proposed Revisions to
Tuition and Fee Scheduled for FY 2020 – 2021 to Establish In-District,
Out-of-District, and Non-resident Tuition Rates for
Workforce/Continuing Education Non-Credit Courses**

Administration requests Board approval of a revision to the tuition rate for Workforce/Continuing Education Non-Credit Courses.

Administration has recognized a growing opportunity to market online Continuing Education programs, including to communities outside of the College's district, and even nationwide and internationally. With the COVID-19 pandemic, there is an increasing demand for online educational opportunities in general, and a focused demand for online workforce training and continuing education options for incumbent workers and job seekers. The proposed revisions would help position the College to meet this growing statewide, national, and international demand for the programs offered by South Texas College's Office of Continuing, Professional, and Workforce Education and the Office of Industry Training and Economic Development.

The tuition rate for Workforce/Continuing Education Non-Credit courses sets a standard rate, but allows for variable tuition to accommodate the variance in costs to offer a variety of programs. The tuition rate also provides for a zero-tuition rate, which can be offered in special circumstance where alternate funding is available to offset the costs of offering a specific course.

- The proposed tuition structure would maintain a "\$7.00 or variable tuition including zero", for in-district students, as originally approved by the Board for FY 2020 – 2021.
- For residents of Texas who live outside the College's district, the tuition would be revised to "\$8.00 or variable tuition including zero."
- For non-residents, which would also include international students, the tuition would be revised to "\$18.00 or variable tuition including zero."

This item has not been reviewed by the Finance, Audit, and Human Resources Committee. Administration requests expedited approval in anticipation of marketing opportunities in response to the growing demand for Workforce/Continuing Education non-credit courses.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the proposed revisions to the tuition rate for Workforce/Continuing Education Non-Credit Courses as presented.

The Following Minute Order is proposed for consideration by the Board of Trustees:
The Board of Trustees approves and authorizes the proposed revisions to the tuition rate for Workforce/Continuing Education Non-Credit Courses as presented.

Approval Recommended:

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

Discussion and Action as Necessary on FY 2019 – 2020 Auxiliary Fund Budget Amendment to Allocate \$100,000 from Auxiliary Fund Balance to Establish a Micro Grant Scholarship Fund to Support Student Enrollment

The Board is asked to approve a proposed amendment to the FY 2019 – 2020 Auxiliary Fund Budget to allocate \$100,000 from the Auxiliary Fund Balance to establish a Micro Grant Scholarship Fund to support student enrollment in the Fall 2020 semester.

Benefits of Micro Grant Scholarships

Micro Grant Scholarships help students with unmet financial needs close the gap to pay for their education. Students must complete a FAFSA / TASFAA to determine their eligibility. Any awarded funds will be applied first to the student's account to address unpaid tuition and fees.

This recommendation was only recently developed as an enrollment strategy, and has not been reviewed by the Finance, Audit, and Human Resources Committee.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the proposed amendment to the FY 2019 – 2020 Auxiliary Fund Budget to allocate \$100,000 from Auxiliary Fund Balance to establish a Micro Grant Scholarship Fund to support student enrollment, as presented.

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

The Board of Trustees approves and authorizes the proposed amendment to the FY 2019 – 2020 Auxiliary Fund Budget to allocate \$100,000 from Auxiliary Fund Balance to establish a Micro Grant Scholarship Fund to support student enrollment, as presented.

Approval Recommended:

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

Review and Action as Necessary on Proposed Revisions to Policies

Approval to revise the following two policies is requested:

- Policy #3680: *Students with or Potentially Exposed to Contagious / Communicable Diseases*
 - This policy applies specifically to students.
- Policy #4400: *Contagious / Communicable Diseases*
 - This policy applies specifically to employees.

Purpose – The proposed policy revisions are necessary to update these policies to provide clear guidance for students and employees who either have, or have potentially been exposed to, a contagious /communicable disease such as COVID-19.

Justification – The revisions to these policies is necessary for the following reasons:

- To update the policies regarding the current COVID-19 pandemic, and specifically recommending compliance with Center for Disease Control (CDC) measures including self-isolation and encouragement to seek medical advice for suspected exposure to the coronavirus / COVID-19.
- To clearly apply both policies in the case of potential exposure to a contagious / communicable disease.
- To require employees with communicable diseases or potential exposure to contagious / communicable diseases to inform the Office of Human Resources for appropriate further guidance.

Reviewers – The revised policies have been reviewed by staff and administration.

Enclosed Documents - The revised policies follow in the packet for the Board's review and information. The additions to the policies are highlighted in yellow, and deletions are marked in red strikethrough.

The proposed policy revisions have not been reviewed by a committee. They are proposed to give COVID-19 positive or potentially exposed students and employees clear guidance on how to respond to the illness before returning to the College.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the proposed revisions to both Policy #3680: *Students with or Potentially Exposed to Contagious / Communicable Diseases* and Policy #4400: *Contagious / Communicable Diseases*, as presented and which supersedes any previously adopted Board policy.

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

The Board of Trustees approves and authorizes the proposed revisions to both Policy #3680: *Students with or Potentially Exposed to Contagious / Communicable Diseases* and Policy #4400: *Contagious / Communicable Diseases*, as presented and which supersedes any previously adopted Board policy.

Approval Recommended:

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

MANUAL OF POLICY

Title Students with or Potentially Exposed to Contagious / Communicable Diseases 3680

Legal Authority Approval of the Board of Trustees Page 1 of 1

Date Approved by Board As Amended by Board Minute Order Dated May 26, 2020

I. Purpose

The purpose of the policy is to provide clear guidance for students who have a contagious / communicable disease, or who have potentially been exposed to a contagious disease.

II. Policy

It is the policy of South Texas College that students with contagious / communicable diseases who present a written medical opinion that indicates their conditions do not pose a threat in carrying out the activities in their chosen field of study and to other students or employees of the school may register, attend classes, and participate in institutionally-sponsored activities.

Students who are sick with COVID-19 symptoms, have tested positive for COVID-19, or have been potentially exposed to someone with COVID-19 should follow Center for Disease Control (CDC) guidance to self-isolate or stay home and follow CDC guidelines.

Students are strongly encouraged to seek appropriate medical advice from a medical professional or the local County health department.

III. History

Origination Date Approved by Board:
November 9, 1995

Date Amended and Approved by Board:
May 26, 2020

MANUAL OF POLICY

| | | |
|------------------------|---|-------------|
| Title | Contagious / Communicable Diseases | 4400 |
| Legal Authority | Approval of the Board of Trustees | Page 1 of 2 |
| Date Approved by Board | As Amended by Board Minute Order Dated May 26, 2020 | |

I. Purpose

President is authorized to establish workplace guidelines and confidentiality procedures relating to contagious / communicable diseases, including potential exposure to communicable diseases. ~~HIV/Aids~~. Strict confidentiality procedures will be followed at all times. The medical history or records of any employee ~~or student~~ are considered confidential information and may, therefore, not be released without the individual's written consent except as otherwise provided by law.

II. Policy

Contagious / communicable disease means an illness due to an infectious agent or its toxic products that arises through transmission of that agent or its products from a reservoir to a susceptible host and as further defined in the Communicable Disease Prevention and Control Act, Article 4419b-1, V.A.T.S. Contagious / communicable diseases include, but are not limited to, rubeolla (measles), mumps, rubella (German measles), influenza, infectious mononucleosis, chicken pox, viral hepatitis-A, viral hepatitis-B, human immunodeficiency virus (HIV infection), AIDS, AIDS-Related Complex, sexually transmitted diseases, coronaviruses, and infectious meningitis. In this policy and procedure, HIV infection includes AIDS, AIDS-Related Complex, and a positive test for the antibody to human immunodeficiency virus. In this policy and procedure, coronaviruses include SARS, COVID-19, and other related virus as determined by Center for Disease Control and Prevention (CDC). ~~Employees with communicable diseases, whether acute or chronic, shall be subject to the following provisions:~~

Employees who are sick with COVID-19 symptoms, have tested positive for COVID-19, or have been potentially exposed to someone with COVID-19 should follow CDC guidelines to self-isolate or stay home.

Employees are strongly encouraged to seek appropriate medical advice from a medical professional or the local County health department.

Employees with contagious / communicable diseases, or potential exposure to communicable diseases, whether acute or chronic, must inform the Office of Human Resources and shall be subject to the following provisions:

- a. Medical Examination
- b. Confirmation of Illness
- c. Exclusion from Work
- d. Leave of Absence
- e. Determination of Employment Status, Modification, or Reassignment, Termination

The provisions are outlined fully in the workplace guidelines established and maintained by the Human Resources Department.

MANUAL OF POLICY

| | | |
|------------------------|--|--------------------|
| Title | Communicable Diseases | 4400 |
| Legal Authority | Approval of the Board of Trustees | Page 2 of 2 |

College faculty, staff, and students participating in clinical and laboratory programs that require the handling of blood, blood products, or body fluids are required to observe the universal precautions and safety guidelines prescribed by the U.S. Public Health Service.

College faculty and staff members who supervise students in clinical and laboratory experience will monitor compliance with the precautions and guidelines prescribed by the U.S. Public Health Services.

III. History

| | |
|-------------------------------------|-----------------------------------|
| Origination Date Approved by Board | November 9, 1995 |
| Date Reviewed and Approved by Board | November 18, 1998 May 26, 2020 |

Presentation on South Texas College Dual Credit Programs Accreditation by the National Alliance of Concurrent Enrollment Partnerships (NACEP)

On May 12, 2020, Dr. Rebecca De Leon, Dean of Dual Credit Programs & School District Partnerships, presented on the College's recent accreditation through the National Alliance of Concurrent Enrollment Partnerships (NACEP).

The Education and Workforce Development Committee observed that this presentation was very important for the entire Board of Trustees, and asked Dr. De Leon to return to the Board on May 26, 2020, and provide the presentation to the full Board. Dr. De Leon will return to present as requested.

In February 2018, the South Texas College Dean of Dual Credit Programs & School District Partnerships began researching accreditation options for the College's Dual Credit Programs. Accreditation provides external review of quality assurance, an essential aspect of ensuring program integrity. Finding the right accrediting body is essential to providing guidelines and best practices, as well as external certification, to ensure that the College's programs are designed and operating at the highest levels.

National Alliance of Concurrent Enrollment Partnerships (NACEP)

During this search, the College identified NACEP as the only national organization directly supporting concurrent and dual enrollment programs.

NACEP was established in 1999 through the collaboration of 20 institutions focused on best practices, research, and policy development for concurrent enrollment programs. NACEP has been issuing accreditation since 2004, starting with the accreditation of 4 concurrent enrollment programs. Currently, there are 116 accredited concurrent enrollment programs in 24 states, while non-accredited membership spans 48 states.

South Texas College is the first NACEP accredited institution of higher education in the State of Texas, and this accreditation confers national recognition of the College's Dual Credit Programs and guarantees that the College meets the rigor of instruction set forth by NACEP. Sixteen other colleges and/or universities in Texas have membership with NACEP, but none have been accredited.

Accreditation Process

To achieve accreditation, South Texas College was required to demonstrate that its policies and practices complied with the NACEP Accreditation Standards. These practices include:

- Monitoring the quality and rigor of instruction;
- Holding dual credit students to the same standards of achievement;
- Requiring dual credit faculty to meet the same academic requirements;
- Requiring dual credit faculty are trained in college-level course delivery;

- Requiring dual credit faculty receive ongoing discipline-specific and course-specific professional development; and,
- Requiring accountability through evaluation in accordance with NACEP standards.

South Texas College developed a self-study steering committee to guide the College toward compliance with these standards, including sub-committees to:

- review the implementation of current standards,
- develop plans to implement standards not yet in place, and
- identify and document evidence of compliance to support the application.

This Steering Committee included faculty and staff from many divisions and departments, representing the academic disciplines and support teams necessary to evaluate, plan, and document compliance with the accreditation standards.

The final application for South Texas College's accreditation through NACEP was filed Summer 2019, and the College received formal confirmation of its accreditation status on May 1, 2020.

Congratulations to the faculty, staff, and school district partners supporting South Texas College's Dual Credit Programs who provide these exciting, life-changing opportunities to the students and families of Hidalgo and Starr Counties.

At the Education and Workforce Development Committee, the trustees commended the Dual Credit Program administration, faculty, staff, students, and school district partners, and asked that this accomplishment be properly celebrated as soon as possible.

This presentation is for the Board's information only. No action is requested.



Dual Credit Programs We Are Accredited!



**SOUTH TEXAS
COLLEGE**

National Alliance of Concurrent Enrollment Partnerships
by the



Tuesday, May 12, 2020
Education & Workforce Development Committee Presentation
Dr. Rebecca De Leon, Dean of Dual Credit Programs & School District Partnerships

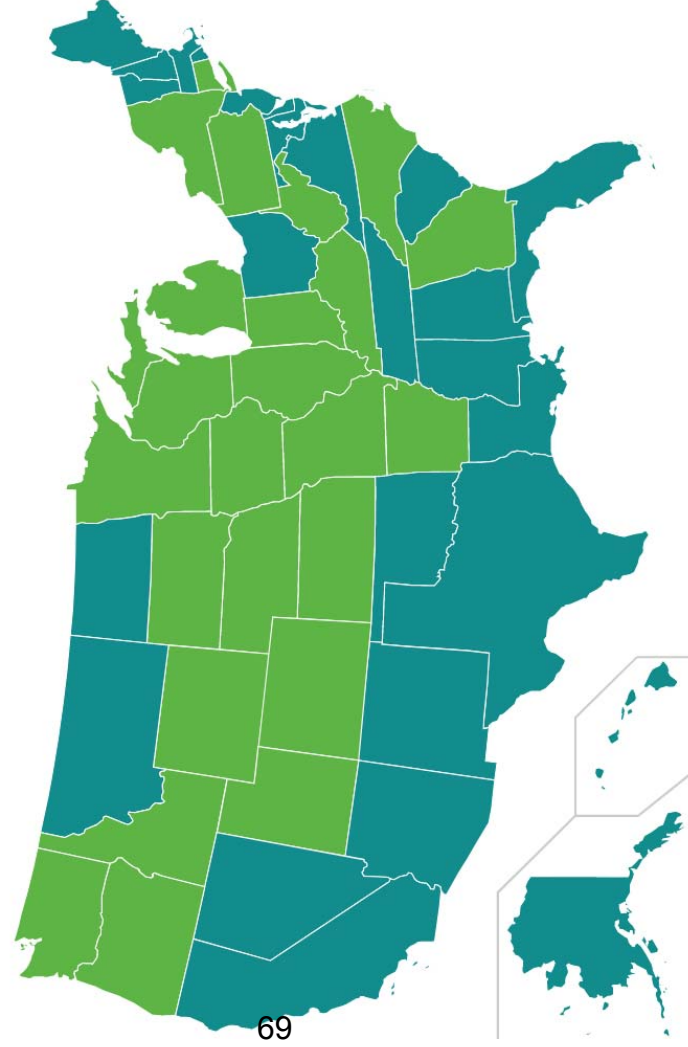
WHERE IT ALL BEGAN

In February 2018, the Dean of Dual Credit Programs was tasked to **research and access an accreditation body and the submission process.**



Throughout the research process, **National Alliance of Concurrent Enrollment Partnerships (NACEP)** organization was the only accreditation body in the nation.

NACEP ACCREDITATION MAP



- 24 states have accredited colleges and/or universities (green color on map)
- **None in the State of Texas**
- 16 colleges/universities in the State of Texas have membership with NACEP, but are not accredited

OVERVIEW OF NACEP ACCREDITATION

- **National Alliance of Concurrent Enrollment Partnership** (NACEP) accreditation will provide **national recognition** that the courses taught in high schools by dual credit faculty (high school teachers) through the College's Dual Credit Programs (DCP) follow best practices and meet quality standards
- College must demonstrate all policies and practices in the NACEP Accreditation Standards have been implemented during the school year immediately preceding the submission of the application for accreditation



PRACTICES REQUIRED BY THE NACEP STANDARDS

- **Monitoring the quality and rigor of instruction** in college courses offered in partner high schools
- Holding dual credit students to the **same standards of achievement** as students in on-campus courses
- Requiring that **dual credit faculty meet the same academic credential requirements as on-campus faculty**



- Requiring that **dual credit faculty are trained in college-level course delivery**
- Requiring that dual credit faculty are provided **ongoing discipline and course-specific professional development**
- Requiring that the College's Department of Dual Credit Programs **displays accountability through evaluation** in accordance with NACEP standards

COMMITTEE MEMBERS/TASKFORCE

- A Self-Study Steering Committee formed
- **Sub-Committee for each Standard:**
 - **Review** implementation of each area of the NACEP standards
 - **Develop** implementation plans for standards not yet in place
 - **Identify** evidence and documentation necessary to complete an application



COMMITTEE MEMBERSHIP

This was a College-Wide involvement, with membership from various Divisions and Departments.



Academic Affairs

Faculty

- BPST Division
- LASS Division
- MSB Division
- NAH Division
- Council of Chairs
- Faculty Senate

Staff

- Dual Credit Programs
- Professional Development
- Distance Learning
- Curriculum & Student Learning

IS&P

- Research & Analytical Services
- Library Services

Student Affairs

- Dual 2 Degree
- Advising Office
- Admissions Office

ACCREDITATION TIMELINE

2018-2020 Cycle

2018

- **Spring 2018** – Begin Self-Study one to two years in advance of submitting an application
- **Summer 2018** – Continue Self-Study and documents practices
- **Fall 2018** – Continue Self-Study and documents practices



2019

- **Spring 2019** – File Intent Form notifying NACEP of intention to seek accreditation
- **Summer 2019** – Deadline to submit a completed accreditation application for peer review (August 2019)
- **Fall 2019** – Initial Review by NACEP Commissioner/Interview

2020

- **Spring 2020** – Peer Review by NACEP (August 2019 – April 2020)
- **May 1, 2020** – Decision

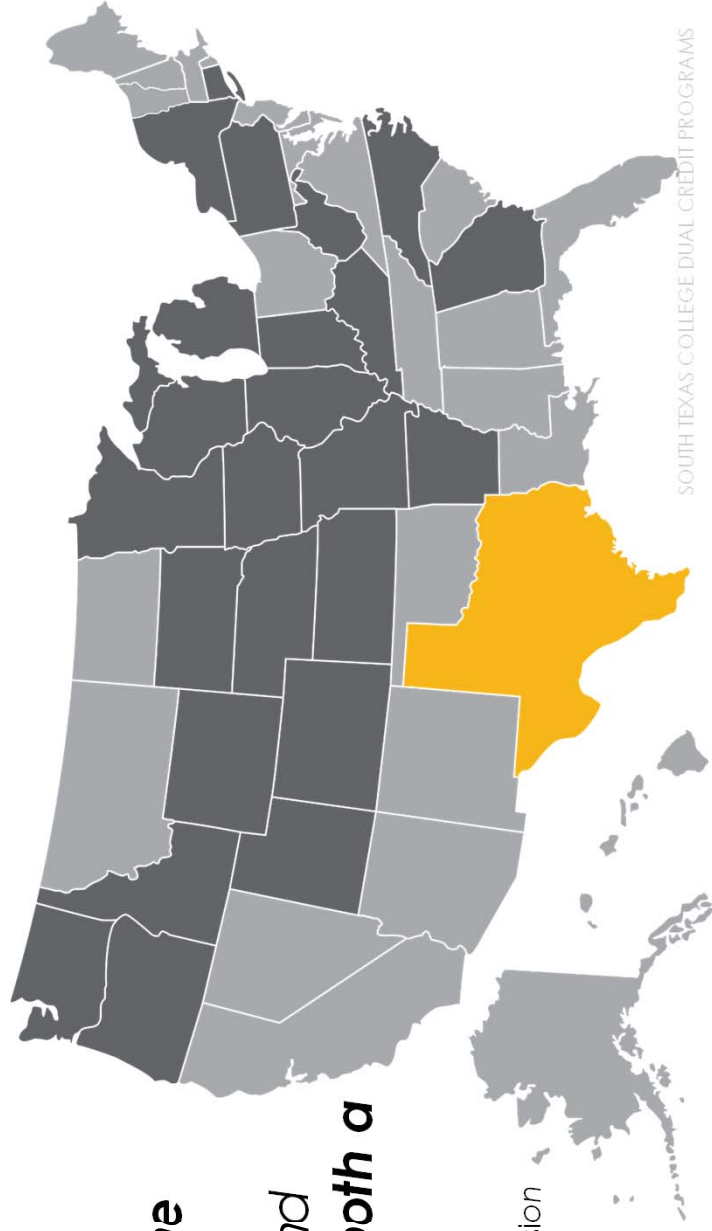


"I'm very pleased to recognize the concurrent enrollment program at South Texas College as **one of a select group of one hundred and sixteen concurrent enrollment partnerships nationwide** accredited through NACEP's extensive peer-review process. South Texas College has **demonstrated to its peers that the college courses it offers in high schools are of the same high quality as college courses offered on campus.**"

- Dr. Diana Johnson, 2019-20 Chair, NACEP's Accreditation Commission

"We are pleased to welcome the great state of Texas to the "accredited programs" map, and trust that your program will be both a champion and hallmark of accredited programs."

- Michael Beam, Chair, NACEP Accreditation Commission



SOUTH TEXAS COLLEGE DUAL CREDIT PROGRAMS



SOUTH TEXAS
COLLEGE

TEXAS

Review of Presentation Delivered at May 12, 2020 Education and Workforce Development Committee Meeting

The following presentation was provided to the Education and Workforce Development Committee meeting, and is provided here for the Board's information:

1. Overview of Transition to Online Instruction at South Texas College

Dr. Anahid Petrosian, Vice President for Academic Affairs, and Dr. Rachel Sale, Dean of Distance Learning, provided an overview of South Texas College's transition to online instruction during the coronavirus pandemic.

South Texas College was prepared for Spring Break 2020 from March 16 – 22. However, in the weeks before, administration was closely following news of the coronavirus pandemic as it began affecting our nation, region, and even local communities.

On Friday, March 13, 2020, administration made the difficult decision to suspend on-campus, face-to-face classes, with the plan to switch all on-campus classes to an online format on Monday, March 30.

Pursuant to Governor Abbott's Executive order GA-16, this online format will continue through the remainder of the school year, including the Summer 2020 sessions.

While there are very limited exceptions, following rigorous health and safety standards, the vast majority of academic and workforce programs will be conducted online through Fall 2020, and further as necessary.

Academic Continuity - Emergency Management Plan

Dr. Petrosian highlighted the College's Academic Continuity Plan through her division's Emergency Management Plan.

The South Texas College Academic Affairs Division has maintained its Emergency Management Plan, which specifies a continuation of instruction through the College's Learning Management System (LMS), through the Blackboard online platform.

As a result of the Emergency Management Plan, over 5,000 courses have an online template which provides for a student roster, course information, and course gradebooks in the LMS.

With the transition to online instruction, administration activated the Emergency Management Plan. Academic Deans and Program Chairs conducted a detailed assessment of program offerings and options for transition to online instruction. They further assessed the faculty training needs and developed a list of faculty who required additional assistance for this transition.

Prior to the coronavirus pandemic, most faculty had been certified to teach online. In light of the pandemic, and through focused training programs supported by the

Distance Learning Department, over 100 full-time faculty, and another 250 dual credit and adjunct faculty have received necessary training for online course delivery and continuation of instruction.

Distance Learning Comprehensive Plan

Dr. Sale discussed the activities of the Distance Learning Department in helping this transition to online instruction, supporting the students, faculty, and staff to help make this transition successful.

The Distance Learning Department developed a comprehensive plan to address the needs of faculty and students in response to the coronavirus pandemic and its disruption of classroom learning. To facilitate this institution-wide transition to online instruction, the team:

- Developed training for faculty new to online teaching, and refresher training for faculty on LMS functionality;
- Offered online orientation for students on the use of the LMS;
- Developed tutorial videos online for both faculty and students;
- Prepared departmental staff so they could respond to student issues;
- Developed Online Teaching Guides and Tools to assist students and faculty; and,
- Collaborated with PR & Marketing to provide a webpage to assist students in this transition.

With faculty and staff training and increased support services for students, the Distance Learning Department has supported the unexpected transition to online learning. Dr. Sale will outline additional plans to support the adding of courses for Summer 2020 enrollment.

Administration recognizes the resilience and hard work of the students, faculty, and staff that have helped transition to online instruction in this difficult time, and especially thanks the Distance Education Team for their guidance of all stakeholders through this process.

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

**Presentation on Delinquent Tax Collection Report for the Period
Ending February 29, 2020**

Ms. Kelly R. Salazar from Linebarger Goggan Blair & Sampson, LLP, will provide the Board with the Delinquent Tax Collection Report through February 29, 2020.

Ms. Salazar will also be available to respond to questions on Tax Resale authorized by the County of Starr and scheduled for June 2, 2020. While Linebarger Goggan Blair & Sampson, LLP has advised that no formal action is required by the South Texas College Board of Trustees, they have provided the information in the event that the College has an interest in or concern with the proposed proceedings.

The Delinquent Tax College Report and the proposed tax resale property information are provided in the packet for the Board's review.

No action is required.

Overview of Transition to Online Instruction

**Presentation for
Education and Workforce Development
Committee Meeting
Tuesday, May 12, 2020**

Presenters:

**Dr. Anahid Petrosian, Interim Vice President for Academic Affairs
Dr. Rachel Sale, Dean of Distance Learning**



**SOUTH TEXAS
COLLEGE**

Overview



- Background
- Preparing for Online Transition
- Distant Learning Comprehensive Plan
- Preparing our Faculty and Students
- Next Steps

Background

In early March, Governor Abbott issued an Executive Order closing all schools to reduce the spread of COVID-19.

On March 13, 2020, the South Texas College community was notified that regularly scheduled, on-campus, face-to-face classes would be suspended the week after Spring Break and **would resume on Monday, March 30, in an online format.**



Preparing for Online Instruction

- Academic Deans and Program Chairs conducted a detailed assessment
 - How each program would transition to online instruction, including clinicals, labs, etc.
 - Which faculty needed additional assistance to transition
- Distance Learning Department developed a Comprehensive Plan to support the transition



Distance Learning Comprehensive Plan



For Faculty:

- New training
- Refresher training
- Tutorial Videos
- Online Teaching Guides and Tools

For Students:

- Orientation to use Blackboard
- “Keep Learning” Webpage
- Tutorial Videos
- Online Guides and Tools

Immediate Steps Taken by Distance Learning

- Created a standard course template for faculty new to online teaching
- Revised reporting system to manage faculty trainings
- Created additional faculty resources
 - ✓ Online Teaching Tool Tips
 - ✓ Resources for Creating Engagement in Your Online Class

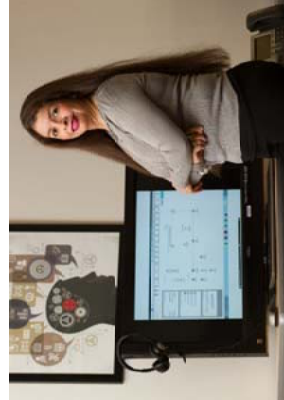


Preparing our Faculty



Accelerated Training Session for Faculty

- Developed “Suddenly Online” training for faculty
- Expanded face-to-face and online training sessions
 - Over 100 full-time faculty received additional training
 - Certified over 250 part-time faculty (Dual Credit & Adjunct)



Preparing our Students

88

Keep Learning



Created New Student Resources

- Collaborated with Marketing & Public Relations to create the **“Keep Learning”** student resources webpage
- Published available **WiFi hotspots** for student access
- Developed a plan to **accommodate accessibility** for self-identified ADA students
 - ✓ Video captioning
 - ✓ Proctoring tests
 - ✓ Tracking access

Providing Academic Support



- Enrolled Dual Credit students into the Online Blackboard Orientation
- Scheduled additional Help Desk support the weekend before classes resumed
- Provided 24/7 Student Help Desk Support
 - ✓ Resolved over 200 concerns and requests via email and phone calls
 - ✓ Reset 250 student passwords

Next Steps



Summer 2020

Courses will be offered mostly online with limited face to face lab activities for workforce programs.

- Distance Learning Department will
 - Continue to offer faculty trainings
 - Provide online Blackboard Orientation for all students
 - Provide customized assistance to faculty and students



Thank You



SOUTH TEXAS
COLLEGE

Update on Furloughed Employees

On April 23, 2020, the Board authorized a furlough plan as necessary in response to the disruption of College operations due to the COVID-19 pandemic. This plan was recommended by administration, and called for the furlough of employees in departments whose activities and functions were wholly curtailed as part of the College's response to the ongoing public health crisis caused by the pandemic.

Under the approved furlough plan, 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.

At the time of the Board's action, Chairman Rodriguez was clear that the Board continued to hold these furloughed employees in high regard, and that the Board anticipated unemployment benefits and continued insurance coverage by the College should offer some support for these employees even while their job functions were curtailed.

Mrs. Laura Requena, Interim Director of Human Resources, will provide an update on the current status of the furloughed employees and other issues related to the COVID-19 pandemic.

Departments With Curtailed Operations

- Child Care Services
- Student Transportation Services
- Food Services

Impact on Employment

- 30 classified and professional/technical employees were furloughed effective May 1, 2020.
- 1 administrative employee was furloughed effective May 22, 2020.

Claims Filed with Texas Workforce Commission (TWC)

- With guidance and support by the Office of Human Resources, most furloughed employees have filed unemployment claims with the TWC.

- The Office of Human Resources has learned that some furloughed employees submitted claims before their furlough took effect. Seeking to prevent denial of early-filed claims, Human Resources staff is responding to these claims to clarify the furlough date and facilitate the TWC review process.

Employee Retirement Systems (ERS) Insurance Coverage

- All furloughed employees continue to receive ERS Health Insurance coverage at their pre-furlough benefit levels.

The Office of Human Resources has provided ongoing support to the furloughed employees, and continues to help them seek further assistance through the Texas Workforce Commission and the Employee Retirement Systems teams that can address their unemployment and other benefits-related questions during the furlough.

This agenda item is provided at the request of the Chairman of the Board. No action is required.

Review and Action as Necessary on Purchase and Renewals

Approval of the following purchase and renewals is requested.

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

A. Purchase and Renewals

a. Non – Instructional Items

1) Mail Services (Renewal)

Renew the mail services contract with **Upper Valley Mail Services, LLP.** (McAllen, TX), for the period beginning September 1, 2020 through August 31, 2021, at an estimated amount of \$70,000.00.

Purpose – Mail Services is requesting to renew the contract for the following services: barcoding all envelopes/packages, postage on all envelopes/packages, pre-sorting of mail, pick up of mail daily and deliver mail to the McAllen post office.

Justification and Benefit – With these services, the College will receive lower postage rates for all outgoing mail. Since the service provider is able to group mail with the same zip code and bundle it with other entities, the College saves on postage. EVALUATED AS HIGH PRIORITY AND SHOULD NOT BE POSTPONED.

Background – The Board awarded the contract for mail services at the July 24, 2018 Board of Trustees meeting for one year with two one-year annual renewals. The last renewal period beginning September 1, 2020 and ends August 31, 2021.

| Award | Board Meeting Date | Original Term | Renewal Term |
|-------------------------|--------------------|------------------|----------------------|
| Original | 7/24/18 | 9/1/18 – 8/31/19 | 2 – one-year options |
| 1 st Renewal | 7/23/19 | | 9/1/19 – 8/31/20 |
| 2 nd Renewal | 5/26/20 | | 9/1/20 – 8/31/21 |

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 Postage budget for FY 2020 - 2021, pending Board approval of the budget.

2) Pest Control Services (Renewal)

Renew the pest control services contract with **Bug Works Termite & Pest Control Company** (McAllen, TX), for the period beginning September 1, 2020 through August 31, 2021, at an estimated amount of \$18,719.00.

Purpose – Facilities Operations and Maintenance is requesting to renew the district wide pest control services, which will be scheduled throughout the year for all South Texas College campuses and centers.

Justification and Benefit – The pest control services include the monthly service at all six (6) cafeterias and warehouse, quarterly pest control service and annual termite and flea service for all buildings throughout the College district. EVALUATED AS HIGH PRIORITY AND SHOULD NOT BE POSTPONED.

Background – The awarded the contract for pest control services at the August 28, 2018 Board of Trustees meeting for one year with two one-year annual renewals. The last renewal period begins on September 1, 2020 and ends August 31, 2021.

| Award | Board Meeting Date | Original Term | Renewal Term |
|-------------------------|--------------------|------------------|----------------------|
| Original | 8/28/18 | 9/1/18 – 8/31/19 | 2 – one-year options |
| 1 st Renewal | 8/27/19 | | 9/1/19 – 8/31/20 |
| 2 nd Renewal | 5/26/20 | | 9/1/20 – 8/31/21 |

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 Facilities Maintenance budget for FY 2020 - 2021, pending Board approval of the budget.

3) Telephone Services (Renewal)

Renew the telephone services contract with **Smartcom Telephone, LLC.** (McAllen, TX), for the period beginning June 21, 2020 through June 20, 2021, at an estimated monthly amount of \$5,700.00 and an estimated annual amount of \$68,400.00.

Purpose – Information Technology is requesting to renew the telephone services for all South Texas College campuses for a one-year period.

Justification and Benefit - All campuses require telephone service, which includes local and long-distance services, 1-800 services, plain old telephone service (POTS) lines for fire and elevator alarms, and fax lines. EVALUATED AS HIGH PRIORITY AND SHOULD NOT BE POSTPONED.

Background – The awarded the contract for telephone services at the July 25, 2017 Board of Trustees meeting for three years with two one-year annual renewals. The first renewal period begins on June 21, 2020 and ends June 20, 2021.

| Award | Board Meeting Date | Original Term | Renewal Term |
|-------------------------|--------------------|------------------|----------------------|
| Original | 7/25/17 | 8/1/17 – 6/20/20 | 2 – one-year options |
| 1 st Renewal | 5/26/20 | | 6/21/20 – 6/20/21 |

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 Telecom budget for FY 2019 – 2020 and FY 2020 - 2021, pending Board approval of the budget.

b. Technology Item

4) Enterprise Software Licenses (Purchase)

Purchase the enterprise software licenses from **Software House International (SHI) Government Solutions** (Austin, TX), at a total amount of \$60,873.84.

Purpose – Information Technology is requesting to purchase twenty-four (24) perpetual licenses for Microsoft Structured Query Language (SQL) 2019 software. The SQL database software supports all the college's applications and systems such as Timeclock Plus and Jagnet.

Justification and Benefit – These licenses are required to replace the current end of life SQL software. The SQL software provisions databases to all the college's applications and systems that support students, faculty, and staff district-wide. EVALUATED AS HIGH PRIORITY AND SHOULD NOT BE POSTPONED.

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

Recommendation:

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

A. Purchase and Renewals

a. Non-Instructional Items

- 1) Mail Services (Renewal):** renew the mail services contract with **Upper Valley Mail Services, LLP.** (McAllen, TX), for the period beginning September 1, 2020 through August 31, 2021, at an estimated amount of \$70,000.00;
- 2) Pest Control Services (Renewal):** renew the pest control services contract with **Bug Works Termite & Pest Control Company** (McAllen, TX), for the period beginning September 1, 2020 through August 31, 2021, at an estimated amount of \$18,719.00;
- 3) Telephone Services (Renewal):** renew the telephone services contract with **Smartcom Telephone, LLC.** (McAllen, TX), for the period beginning June 21, 2020 through June 20, 2021, at an estimated monthly amount of \$5,700.00 and an estimated annual amount of \$68,400.00.

b. Technology Item

- 4) Enterprise Software Licenses (Purchase):** purchase the enterprise software licenses from **Software House International (SHI) Government Solutions** (Austin, TX), at a total amount of \$60,873.84.

Recommend Action - The total for all purchase and renewals is \$217,992.84.

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

The Board of Trustees approves and authorizes the purchase and renewals in the amount of \$217,992.84 as presented.

Approval Recommended:

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



Purchasing and Distribution Services
3201 W. Pecan Blvd, McAllen, TX 78501

t (956) 872-4681
f (956) 872-4688

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

April 28, 2020

Upper Valley Mail Services, LLP
Attn: Patrick Hettler
1418 Beech Street, Suite 109
McAllen, TX 78501

Dear Mr. Hettler:

On July 24, 2018, South Texas College awarded a contract to Upper Valley Mail Services, LLP for Mail Services. The award allowed for two one-year renewal options on the contract if the terms and conditions remain the same. We are currently in the last few months of the second year of the contract and would like to renew for an additional one-year period. The last renewal period will be from September 1, 2020 through August 31, 2021.

We are requesting that you respond to us in writing if this would be acceptable to your company. For your convenience, we are providing a place for your signature approval at the bottom of the letter. If in acceptance of this extension, you may sign where indicated. The letter may be returned via fax at (956) 872-4688 or email to Becky Cavazos at beckyc@southtexascollege.edu.

Sincerely,

Rebecca R. Cavazos
Director of Purchasing

Renewal of contract accepted through August 31, 2021 with no change in terms and conditions as per the South Texas College bid previously submitted.

Authorized Signature: 

Name Printed: Patrick Hettler

Date: 4/28/20



Purchasing and Distribution Services
3201 W. Pecan Blvd., McAllen, TX 78501

t (956) 872-4681
f (956) 872-4688

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

April 28, 2020

Bug Works Termite & Pest Control Company
Attn: Mark Sullivan
715 W. Pecan Blvd.
McAllen, TX 78501

Dear Mr. Sullivan:

On August 8, 2018, South Texas College awarded a contract to Bug Works Termite & Pest Control Company for Pest Control Services. The award allowed for two one-year renewal options on the contract if the terms and conditions remain the same. We are currently in the last few months of the second year of the contract and would like to renew for an additional one-year period. The last renewal period will be from September 1, 2020 through August 31, 2021.

We are requesting that you respond to us in writing if this would be acceptable to your company. For your convenience, we are providing a place for your signature approval at the bottom of the letter. If in acceptance of this extension, you may sign where indicated. The letter may be returned via fax at (956) 872-4688 or email to Becky Cavazos at beckyc@southtexascollege.edu.

Sincerely,

Rebecca R. Cavazos
Director of Purchasing

Renewal of contract accepted through August 31, 2021 with no change in terms and conditions as per the South Texas College bid previously submitted.

Authorized Signature:

Name Printed: MARK SULLIVAN

Date: 4/29/20



Purchasing and Distribution Services
3201 W. Pecan Blvd., McAllen, TX 78501

t (956) 872-4681
f (956) 872-4688

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

April 23, 2020

Smartcom Telephone, LLC.
Attn: Mr. Alan Yoder
600 Ash Ave
McAllen, TX 78501

Dear Mr. Yoder:

On July 25, 2017, South Texas College awarded a contract to Smartcom Telephone, LLC. for Telephone Services. The award allowed for two one-year renewal options on the contract if the terms and conditions remain the same. We are currently in the last few months of the third year of the contract and would like to renew for an additional one-year period. The first renewal period will be from June 21, 2020 through June 20, 2021.

We are requesting that you respond to us in writing if this would be acceptable to your company. For your convenience, we are providing a place for your signature approval at the bottom of the letter. If in acceptance of this extension, you may sign where indicated. The letter may be returned via fax at (956) 872-4688 or email to Becky Cavazos at beckyc@southtexascollege.edu.

Sincerely,

Rebecca R. Cavazos
Director of Purchasing

Renewal of contract accepted through June 20, 2021 with no change in terms and conditions as per the South Texas College bid previously submitted.

Authorized Signature:
Name Printed: ALAN YODER
Date: 4-23-2020

SOUTH TEXAS COLLEGE
4. ENTERPRISE SOFTWARE LICENSES

| NAME | | Software House International (SHI) Government Solutions | | |
|-----------------------|-----|---|-------------|--------------|
| ADDRESS | | 1301 S Mo-Pac Expway Ste 375 | | |
| CITY/STATE/ZIP | | Austin, TX 78746 | | |
| PHONE | | 800-527-6389 | | |
| FAX | | 512-732-0232 | | |
| CONTACT | | Michael Lipere | | |
| # | Qty | Description | Unit Price | Extension |
| 1 | 24 | Microsoft SQL Server Enterprise Core 2019 Alng MVL 2 License CoreLicense Microsoft - Part #7JQ-01633 | \$ 2,536.41 | \$ 60,873.84 |
| TOTAL AMOUNT | | | \$ | 60,873.84 |

Review and Action as Necessary on Disposal/Recycle of Technology and Electronic Items with an Original Value of \$5,000 and Over

Approval to dispose/recycle technology and electronic items with an original value of \$5,000 and over through the Texas Department of Criminal Justice (TDCJ), a state of Texas agency approved to properly recycle technology and electronic items is requested.

Purpose – The Fixed Asset/Inventory Department requests the disposal/recycle of technology and electronic items to follow the Environmental Protection Agency (EPA) regulations. TDCJ provides an environmentally sound way to dispose of surplus technology equipment.

Justification – As technology and electronic items become obsolete, out of warranty or not functioning, it is disposed of according to South Texas Board Policy #5135 Disposal of Surplus Property. TDCJ is the method of disposal to comply with all EPA regulations. They will clean data from all systems, recycle systems that can be repaired for inmate training or donation to schools and damaged systems are properly disposed of.

The technology and electronic items are located at the South Texas College, Technology Campus, Receiving Department, 3700 West Military Hwy Building D., McAllen, Texas.

Reviewers – These items have been inspected by Information Technology (IT), Educational Technologies (ET), and approved by the Vice President for Information Services, Planning, Performance and Strategic Initiatives to be disposed after Board approval.

Enclosed Documents - A listing of the technology and electronic items to be disposed/recycled follows in the packet for Board's information and review.

Mary Elizondo, Vice President for Finance and Administrative Services, Dr. David Plummer, Vice President for Information Services, Planning, Performance, and Strategic Initiatives, and Becky Cavazos, Director of Purchasing, attended the May 12, 2020 Finance and Human Resources Committee meeting to address any questions by the committee.

The Finance, Audit, and Human Resources Committee recommended Board approval to dispose/recycle technology and electronic items with an original value of \$5,000 and over through the Texas Department of Criminal Justice (TDCJ), a State of Texas agency approved to properly recycle technology and electronic items as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the disposal/recycling of technology and electronic items with an original value of \$5,000 and over through the Texas Department of Criminal Justice (TDCJ), a State of Texas agency approved to properly recycle technology and electronic items as presented.

The Following Minute Order is proposed for consideration by the Board of Trustees:
The Board of Trustees approves and authorizes the disposal/recycling of technology and electronic items with an original value of \$5,000 and over through the Texas Department of Criminal Justice (TDCJ), a State of Texas agency approved to properly recycle technology and electronic items as presented.

Approval Recommended:

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

**SOUTH TEXAS COLLEGE
TECHNOLOGY AND ELECTRONICS FOR DISPOSAL/RECYCLE VALUED AT \$5,000 AND OVER - LIST #59
APRIL 29, 2020**

| Pallet | Qty | Description | Serial Number | Silver Tag | Purchase Date | Ptag | Amount | Net Book Value | Condition |
|--------|------|--|---------------|------------|---------------|------------|--------------|----------------|------------|
| 9 | 1 EA | 3M Grey Library Security System | 2329169 | 000004881 | 3/10/2000 | 000004832 | \$ 7,400.00 | \$ - | Obsolete |
| 8 | 1 EA | Smart Expression Multimedia Cabinet w/Speakers | SE1-1411 | 000004038 | 7/28/2000 | 000004785 | \$ 6,398.00 | \$ - | Obsolete |
| 12 | 1 EA | Tandberg Vision 5000 11133313 (Cart and Natural Audio Module Only) | | 000004990 | 8/31/2000 | 000004745 | \$ 12,500.00 | \$ - | Incomplete |
| 14 | 1 EA | IV Accu Touch Device | 311001012 | 000008108 | 1/9/2003 | 000008923 | \$ 12,110.95 | \$ - | Obsolete |
| 3 | 1 EA | StorageTek L180 Server | 36800008487 | 000009311 | 7/12/2004 | 000009986 | \$ 31,227.55 | \$ - | Obsolete |
| 14 | 1 EA | Extron System IP Switcher | 815534013 | 000010957 | 12/15/2004 | 000012300 | \$ 5,207.55 | \$ - | Obsolete |
| 14 | 1 EA | Extron System IP Switcher | 814891024 | 000010946 | 12/15/2004 | 000012301 | \$ 5,207.55 | \$ - | Obsolete |
| 14 | 1 EA | Extron 5 IP System Switcher | 816766017 | 000010974 | 12/15/2004 | 000012304 | \$ 5,207.55 | \$ - | Obsolete |
| 14 | 1 EA | Storage Teck LT02001 Gen 2 HP Fiber | 506100140019 | 10757 | 1/7/2005 | 000011056 | \$ 7,695.00 | \$ - | Obsolete |
| 14 | 1 EA | Storage Teck LT02001 Gen 2 HP Fiber | 506100140014 | 10758 | 1/7/2005 | 000011057 | \$ 7,695.00 | \$ - | Obsolete |
| 15 | 1 EA | HP LaserJet 9050DN Printer | JPC153X05X | 000009964 | 04/11/2005 | 04/11/2005 | \$ 7,122.00 | \$ - | Obsolete |
| 10 | 1 EA | 3M Grey Library Security System | 3829097 | 000001146 | 5/20/2005 | 000012486 | \$ 12,504.32 | \$ - | Obsolete |
| 6 | 1 EA | HP Proliant DL385 Rack Server | USE635N1B1 | 15274 | 8/31/2006 | N00014943 | \$ 5,041.00 | \$ - | Obsolete |
| 14 | 1 EA | Cisco 3750 Catalyst | CAT1039N1RS | 15164 | 4/12/2007 | N00016053 | \$ 5,361.71 | \$ - | Obsolete |
| 14 | 1 EA | Cisco 3750 Catalyst | CAT1036ZG74 | 15110 | 4/12/2007 | N00016071 | \$ 5,361.71 | \$ - | Obsolete |
| 6 | 1 EA | Dell PowerEdge 6850 Rack Server | 8PLVZC1 | 15976 | 5/23/2007 | N00015575 | \$ 9,581.00 | \$ - | Obsolete |
| 16 | 1 EA | Extron Audio/Video Matrix Switcher w/IP Link | A02KL44 | 16269 | 8/29/2007 | N00016181 | \$ 15,678.62 | \$ - | Incomplete |
| 16 | 1 EA | SMART SSID350, Grant#E170976YY, Symposium | 6JFP00103 | 13504 | 8/31/2007 | N00016089 | \$ 5,116.38 | \$ - | Obsolete |
| 6 | 1 EA | HP Proliant DL380 G5 Rack Server | USE824N0A5 | 11982 | 6/20/2008 | N00016711 | \$ 12,612.00 | \$ - | Obsolete |
| 6 | 1 EA | HP Proliant DL380 G5 Rack Server | USE824N0A6 | 11983 | 6/20/2008 | N00016712 | \$ 13,132.00 | \$ - | Obsolete |
| 6 | 1 EA | Dell PowerVault MD 3000I iSCSI Storage Array | 44BBQG1 | 13704 | 6/30/2008 | N00016754 | \$ 9,100.00 | \$ - | Obsolete |
| 6 | 1 EA | HP Proliant DL380 G5 Rack Server | USE851N7MH | 14321 | 1/6/2009 | N00017337 | \$ 12,749.00 | \$ - | Obsolete |
| 16 | 1 EA | Dell PowerEdge R710 with Chassis | G3KX6K1 | 18333 | 6/5/2009 | N00017586 | \$ 11,340.04 | \$ - | Obsolete |
| 16 | 1 EA | Dell PowerEdge R710 with Chassis | F3KX6K1 | 18307 | 6/5/2009 | N00017587 | \$ 13,980.04 | \$ - | Obsolete |
| 16 | 1 EA | Crestron CRE-AV2 Economical Dual Bus Control System (Main Item) | 3728081 | 18243 | 8/31/2009 | N00017736 | \$ 54,365.99 | \$ - | Incomplete |
| 14 | 1 EA | Cisco 3750 Catalyst | FD01338Z2C | 16526 | 10/21/2009 | N00017746 | \$ 6,903.87 | \$ - | Obsolete |
| 14 | 1 EA | Cisco 3750 V2 PoE-48 Catalyst | FD01425Y0DZ | 14582 | 7/12/2010 | N00018295 | \$ 5,022.86 | \$ 125.24 | Obsolete |
| 14 | 1 EA | Cisco 3750 Catalyst | FD01420Z04Y | 18981 | 8/13/2010 | N00018515 | \$ 5,127.30 | \$ - | Obsolete |
| 14 | 1 EA | Cisco Catalyst 3750 V2 POE-48 Switch | FD01420Z07Y | 18977 | 8/13/2010 | N00018511 | \$ 5,127.30 | \$ - | Obsolete |

**SOUTH TEXAS COLLEGE
TECHNOLOGY AND ELECTRONICS FOR DISPOSAL/RECYCLE VALUED AT \$5,000 AND OVER - LIST #59
APRIL 29, 2020**

| Pallet | Qty | Description | Serial Number | Silver Tag | Purchase Date | Ptag | Amount | Net Book Value | Condition |
|--------|------|---|---------------|----------------|---------------|-----------|--------------|----------------|-----------|
| 14 | 1 EA | Cisco 3750 Catalyst | FD01420Z04Y | 18981 | 8/13/2010 | N00018515 | \$ 5,127.30 | \$ - | Obsolete |
| 14 | 1 EA | Cisco 3750 Catalyst | FD01420Z04Y | 18981 | 8/13/2010 | N00018515 | \$ 5,127.30 | \$ - | Obsolete |
| 14 | 1 EA | Dell Power Vault MD1000 Rack 3U 15 Bay | C18VKN1 | 19090 | 10/12/2010 | N00018600 | \$ 8,622.54 | \$ - | Obsolete |
| 6 | 1 EA | Dell PowerEdge R710 Rack Server | 2BC4QL1 | 19071 | 7/13/2011 | N00018483 | \$ 6,026.00 | \$ - | Obsolete |
| 13 | 1 EA | HP Color LaserJet CP6015XH Printer | JPRCC5901Y | 19731 | 8/9/2011 | N00019181 | \$ 5,592.15 | \$ - | Obsolete |
| 16 | 1 EA | PowerEdge R710 SFF CTO Chassis Generation 2 | B3PYFN1 | 19922 | 3/21/2012 | N00020126 | \$ 6,425.00 | \$ - | Obsolete |
| 6 | 1 EA | Dell PowerEdge R710 Rack Server | GKLCJQ1 | 19921 | 9/7/2015 | N00020127 | \$ 6,425.00 | \$ - | Obsolete |
| 6 | 1 EA | Dell PowerEdge R900 Rack Server | DQYGPJ1 | 17984 | 10/29/2015 | N00017489 | \$ 21,968.09 | \$ - | Obsolete |
| 6 | 1 EA | Dell PowerEdge R900 Rack Server | CQYGPJ1 | 17983 | 10/29/2015 | N00017488 | \$ 21,968.09 | \$ - | Obsolete |
| 6 | 1 EA | Dell PowerEdge R900 Rack Server | BQYGPJ1 | 17985 | 10/29/2015 | N00017490 | \$ 21,968.09 | \$ - | Obsolete |
| 16 | 1 EA | Creston CRE-TPMC-8X ISYS I/O 8.4 WFI Touch Panel (Subordinate Item) | | S/T 18236 | | | \$ - | \$ - | Obsolete |
| 16 | 1 EA | Creston CRE-TPMC-8X-DSW Wall Mount Docking Station for TPM (Subordinate Item) | | S/T 18235 | | | \$ - | \$ - | Obsolete |
| 16 | 1 EA | Creston CRE-TPS-15L ISYS 15" Wall Mount Touch Panel (Subordinate Item) | | S/T 18237 | | | \$ - | \$ - | Obsolete |
| 16 | 1 EA | Table Top Docking Station (Subordinate Item) | 3589391 | P/T 9000047021 | | | \$ - | \$ - | Obsolete |

List #59

Review and Action as Necessary to Revise Policy #5530: Payment and Collection of Tuition and Fees

Approval to revise *Policy #5530: Payment and Collection of Tuition and Fees*, is requested.

Purpose – The proposed policy revisions are necessary to update this policy to update the acceptance of online payments options and further promote the online services thereby reducing the exchange of cash.

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

- To update the online payment options available to students
- To provide an explanation of the benefit of online payment processing to the College
- To encourage the use of online payment methods
- To reduce the exchange of cash.

Background – South Texas College adopted *Policy #5530: Payment and Collection of Tuition and Fees*, in November 9, 1995, and it was last revised on May 19, 2005.

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

Enclosed Documents - The revised policy follows in the packet for the Board's review and information.

The additions to the policy are highlighted in yellow and the deletions are designated with a red strikeout.

The Finance, Audit, and Human Resources Committee recommended Board approval of the proposed revisions to *Policy #5530: Payment and Collection of Tuition and Fees*, as presented and which supersedes any previously adopted Board policy.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the proposed revisions to *Policy #5530: Payment and Collection of Tuition and Fees*, as presented and which supersedes any previously adopted Board policy.

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

The Board of Trustees approves and authorizes the proposed revisions to *Policy #5530: Payment and Collection of Tuition and Fees*, as presented and which supersedes any previously adopted Board policy.

Approval Recommended:

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

MANUAL OF POLICY

| | | |
|-------------------------------|--|--------------------|
| Title | Payment and Collection of Tuition and Fees | 5530 |
| Legal Authority | Approval of the Board of Trustees | Page 1 of 1 |
| Date Approved by Board | As Amended by Board Minute Order Dated May 26, 2020 | |

I. Purpose

The purpose of the policy is to provide best practices and provisions regarding payment and collection of tuition and fees.

II. Policy

South Texas College encourages payment of tuition and fees through online portals, which can be accessed through kiosks and computer labs at each campus, or on personal devices on- or off-campus. These online payment options are offered at no additional charge to students.

Online payment options have increased for students. Online payment transactions are more accurately recorded and reported, facilitating accounting and auditing processes and improving the College's accounts receivable procedures.

Additionally, the traditional payment methods including cash, personal checks, and cashier's checks incur safety and security concerns prompting the need for facilities, cash handling, cash counting, petty cash, and related practices that each involve potential liability for the College and its employees.

Recognizing that some students do not have convenient access to online payment portals, the South Texas College Cashiers Office will continue to accept cash, personal checks, and cashier's checks, while encouraging students to consider alternative methods of payment for future transactions.

Payments are accepted in the form of cash, check, cashier check, credit/debit cards (Visa, MasterCard, and Discover). A current student ID and/or driver's license must be presented in order for checks to be honored.

If there is no payment posted to the student's account during the registration period, the classes may be automatically dropped through an overnight process. The student will need to repeat the registration process on the next registration day to re-enroll.

South Texas College shall conform to Section 21.4, Collection of Tuition, of the Texas Higher Education Coordinating Board rules, including the payment options for students with delayed financial aid.

III. History

Origination Date Approved by Board:
November 9, 1995

Date Amended and Approved by Board:
May 19, 2005
September 14, 2006
May 26, 2020

Review and Action as Necessary to Revise Policy #4212: Employment and Supervisory Relationship of ~~Close~~ Relatives

Approval to revise Policy #4212: *Employment and Supervisory Relationship of ~~Close~~ Relatives* is requested.

Policy #4212: *Employment and Supervisory Relationship of Close Relatives* was presented at the November 12, 2019 Finance, Audit, and Human Resources Committee meeting. Dr. Alejo Salinas, Jr. noted that he had thoughts on the proposed new policy and would like additional time to consider them. The Committee agreed that they could recommend Board approval of the policy as presented, while recognizing that the Board might make future additional revisions as the Board determines appropriate.

While the Board approved new Policy #4212: *Employment and Supervisory Relationship of Close Relatives* on November 26, 2019, administration was asked to bring this policy back to the Committee for further review. The policy is now presented for the Committee's review and feedback to administration. Any recommended revisions will be incorporated into a new proposal for consideration by the Board as appropriate.

On February 11, 2020, Policy #4212: *Employment and Supervisory Relationship of Close Relatives* was presented at the February 11, 2020 Finance, Audit, and Human Resources Committee meeting. No action was taken at that time.

On March 3, 2020, Administration met with Dr. Alejo Salinas, Jr. to review the policy and gain additional feedback.

Purpose – To review Policy #4212: *Employment and Supervisory Relationship of ~~Close~~ Relatives* that focuses on the relevant issues on employment of relatives.

Justification – The current policy attempts to cover two separate issues.

1. the employment of relatives within a prohibited degree of relationship; and
2. the employment of close relatives in positions at the College such as that one relative would supervise, directly or indirectly, another relative.

The request for the revisions to this policy is necessary for the following reasons:

- To extend the number of business days for employees to notify the Director of Human Resources of an employment relationship.
- To clarify the language in the policy regarding the degree of consanguinity and added other non-substantive grammatical corrections.
- To change the title from Employment and Supervisory Relationship of Close Relatives to Employment and Supervisory Relationship of ~~Close~~ Relatives.

Background – South Texas College adopted Policy 4211: *Nepotism* on November 9, 1995.

On November 26, 2019, the Board of Trustees approved the deletion of Policy 4211: *Nepotism*, which addressed nepotism for employees and Board Members. Administration recommended that Policy 4211 be replaced with 2 policies addressing Board and Employees separately. The creation of the two new policies focus on the relevant issues as proposed by the Office of Human Resources. This process was undertaken with the guidance of STC Legal Counsel for personnel issues, Mr. Jose Guerrero. The Office of Human Resources created Policy #4212: *Employment and Supervisory Relationship of Close Relatives* to address the issue of nepotism as it relates to the employment of close relatives. Administration created a separate Policy #1512: *Nepotism: Public Officials* to address the legal issue of nepotism as it relates to the employment of relatives within a prohibited degree of relationship to public officials. The policy also addressed the employment of any person related to public officials when the salary, fees, or compensation of the employee is paid from public funds or fees of office. The two new policies were approved by the Board of Trustees on November 26, 2019.

Reviewers – The policy was reviewed by staff, the President’s Cabinet, Planning and Development Council Staff, President’s Administrative Staff, and/or by Mr. Jose Guerrero, legal counsel for personnel issues.

Enclosed Documents - The policy follows in the packet for the Board’s review and information.

The Finance, Audit, and Human Resources Committee recommended Board approval of the proposed revisions to *Policy #4212: Employment and Supervisory Relationship of ~~Close~~ Relatives*, as presented and which supersedes any previously adopted Board policy.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the proposed revisions to *Policy #4212: Employment and Supervisory Relationship of ~~Close~~ Relatives*, as presented and which supersedes any previously adopted Board policy.

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

The Board of Trustees approves and authorizes the proposed revisions to *Policy #4212: Employment and Supervisory Relationship of ~~Close~~ Relatives*, as presented and which supersedes any previously adopted Board policy.

Approval Recommended:

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

MANUAL OF POLICY

| | | |
|------------------------|---|-------------|
| Title | Employment and Supervisory Relationship of Close Relatives | 4212 |
| Legal Authority | Approval of the Board of Trustees | Page 1 of 4 |
| Date Approved by Board | <i>As Amended by Board Minute Order dated May 26, 2020</i> | |

I. Purpose

The purpose of this policy is to ~~provide provisions regarding~~ *prohibit the employment of persons in supervisory-subordinate employment relationships if they are related within the first degree, second degree or third degree of consanguinity or within the first degree or second degree of affinity.* ~~prohibition of certain employment relationships between close relatives.~~

II. Policy

A. Employment of ~~Close~~ Relatives

~~Close~~ Relatives are persons related to each other within the *first, second, or* third degree of consanguinity (blood relatives) or *within the first or* second degree of affinity (relatives by marriage), ~~as computed under the civil law method.~~ ~~Close~~ Relatives shall not be employed by the College in the following employment relationships:

1. When one relative would be responsible for directly or indirectly supervising, evaluating, or auditing the work of another relative.
2. When one relative would be directly or indirectly responsible for institutional decisions that could result in a direct employment benefit to ~~the close~~ *another* relative. A direct employment benefit includes, but is not limited to, initial employment or assignment, employee evaluation, salary, course or work assignments, leave of absence, or approval of employee actions.
3. When one relative would have direct or indirect authority over the terms or conditions of employment of another ~~close~~ relative.

B. Disclosure of ~~Close~~ Relatives

1. Initial Hiring

Individuals applying for employment with the College, shall be required to disclose in the application for employment all ~~of the individual's close~~ relatives *who the individual is aware of being* employed by the College.

Individuals applying for employment with the College shall be provided by the Director of Human Resources or designee, in writing, an organizational chart or list that includes the names and titles of all employees in the appropriate organizational hierarchy.

The applicant shall also be provided a list of the relationships covered by this policy. The applicant shall be required to disclose, in writing, to the Director of Human Resources, within ten (10) business days, whether or not any of the employees identified to the applicant is a relative of the applicant.

MANUAL OF POLICY

| | | |
|------------------------|---|-------------|
| Title | Employment and Supervisory Relationship of Close Relatives | 4212 |
| Legal Authority | Approval of the Board of Trustees | Page 2 of 4 |
| Date Approved by Board | <i>As Amended by Board Minute Order dated May 26, 2020</i> | |

In the event a relative is not disclosed during the application process, the employee must notify the Director of Human Resources within 45 days of becoming aware of a relative's employment with the College.

2. Employee Reassignment, Transfers:

An employee who is being assigned, reassigned, transferred, or promoted to any position shall be ~~required, prior to being assigned, reassigned, transferred, or promoted to disclose in writing all of the individual's close relatives, employed by the College to the Director of Human Resources~~ *required to disclose in the application or in writing to the Director of Human Resources, within ten (10) business days, all relatives who the individual is aware of being* employed by the College.

3. Existing Employment Relationships:

Employees who are in an existing employment relationship that is not in violation of this policy but who, subsequently, become ~~close~~ relatives shall notify the Director of Human Resources within ~~three (3)~~ *ten (10)* business days of having become ~~close~~ relatives to determine whether or not the employment relationship is in violation of this policy.

C. Administration and Enforcement of Policy

The Director of Human Resources shall be primarily responsible for administration and enforcement of this policy.

No person may be employed, and no employee may be transferred, assigned, reassigned, or promoted to a position which would result in an employment relationship that violates this policy. Any employment relationship which is in violation of this policy shall be terminated.

If the violation results from an applicant's or an employee's failure to disclose a ~~close~~ relative relationship, the applicant or employee shall be disqualified from employment or assignment to the position and shall be subject to termination from employment with the College.

Employees who are in an existing employment relationship that is not in violation of this policy but who, subsequently, become ~~close~~ relatives resulting in the employment relationship being in violation of this policy shall be disqualified from continued employment with the College. These employees have option of correcting the violation by one of the employees resigning his or her position within the days stipulated in Policy 4922 Separation of Employment and Re-Employment.

Any employee who exercises authority to recommend or to approve the hiring of an individual or the assignment, reassignment, transfer, or promotion of an employee shall exercise due diligence to ensure that such hiring, assignment, reassignment, transfer or promotion does not result in an employment relationship that violates this policy. Failure to exercise due diligence shall subject the employee to sanctions, including, termination of employment.

~~Strikethrough denotes deletion~~
Italics denotes addition

MANUAL OF POLICY

| | | |
|------------------------|---|-------------|
| Title | Employment and Supervisory Relationship of Close Relatives | 4212 |
| Legal Authority | Approval of the Board of Trustees | Page 3 of 4 |
| Date Approved by Board | <i>As Amended by Board Minute Order dated May 26, 2020</i> | |

The provisions of this Policy shall be cumulative to the provisions of Policy 4216 Harassment, Discrimination, and Sexual Misconduct which prohibits certain employee consensual relationships.

III. Definitions

~~Close~~ Relatives – shall mean persons related to each other within the *first, second, or* third degree of consanguinity (blood relatives) or *within the first or* second degree of affinity (relatives by marriage), as computed under the civil law method.

~~Directly~~ shall mean if employee A supervises employee B, and employee B supervises employees C, D, and E, then, employee A directly supervises employee B, and employee B directly supervises employees C, D, and E.

~~Indirectly~~ shall mean if employee A supervises employee B, and employee B supervises employees C, D, and E, then employee A indirectly supervises employees C, D, and E and any other employee being supervised by the chain of command under Employee B.

Direct or Indirectly - One relative serves as an immediate supervisor for another relative or as a supervisor in a higher level in the chain of command of another relative.

Method of Computing Degree of Consanguinity and Affinity Relationship

~~The method of computing degrees of consanguinity and affinity relationship of individuals is the civil law method, as follows:~~

The degree of consanguinity and affinity between individuals is determined as follows:

CONSANGUINITY (blood relatives)

- 1st degree of consanguinity: parents or children (includes adopted children)
- 2nd degree of consanguinity: brother, sister, grandparents, or grandchildren
- 3rd degree of consanguinity: great grandparents, great-grandchild, aunt who is a sister of a parent of the individual, uncle who is a brother of a parent of the individual, nephew who is a child of a brother or sister of the individual, or niece who is a child of a brother or sister of the individual.

There is no distinction between half-blood and full-blood relations. Half-blood relations fall within the same degree as those of the full blood.

AFFINITY (relatives by marriage)

- 1st degree of affinity: spouse, mother-in-law, father-in-law, daughter-in-law, son-in-law, step-son, *or* step-daughter
- 2nd degree of affinity: brother-in-law or sister-in-law (spouse’s brother or sister; or brother or sister’s spouse), spouse’s grandparents, *spouse’s* grandchildren.

~~Strikethrough denotes deletion~~
Italics denotes addition

MANUAL OF POLICY

Title Employment and Supervisory Relationship of 4212
~~Close~~ Relatives

Legal Authority Approval of the Board of Trustees Page 4 of 4

Date Approved by Board *As Amended by Board Minute Order dated May 26, 2020*

IV. History

| | |
|-------------------------------------|--|
| Origination Date Approved by Board | November 26, 2019 |
| Date Reviewed and Approved by Board | November 26, 2019 <i>May 26, 2020</i> |

Review and Action as Necessary to Revise Resolution 2020-012 Authorizing Investment Brokers, Dealers, Banks, and Investment Pools

Approval to revise the Resolution 2020-012 Authorizing Investment Brokers, Dealers, Banks, and Investment Pools is requested.

Purpose – One additional bank, Allegiance Bank, is being recommended to be added to the approved bank list. The Texas Public Funds Investment Act (PFIA) requires that the Board of Trustees approve any broker and dealer firms that will be used to transact investment business with the College. In addition, the College's Investment Policy requires that the Board of Trustees approve any banks and investment pools that will be used to transact investment business with the College. As per Policy #5120: *Investment Policy* and Investment Strategy Statement and in accordance with the PFIA, the Board of Trustees shall at least annually, review, revise, and adopt a list of qualified Investment Providers.

Justification – The Resolution Authorizing Investment Brokers, Dealers, Banks, and Investment Pools was approved and authorized on October 29, 2019, as amended. A revised list of brokers, dealers, banks, and investment pools, which includes one additional bank, Allegiance Bank, that operate in the Texas public fund arena and have extensive knowledge of the requirements and constraints of the PFIA are included on Exhibit "A".

Background – The Board adopted specific limitations on banks that could be used for College deposits with the adoption of Resolution Authorizing Investment Brokers, Dealers, Banks, and Investment Pools on October 29, 2019, as amended. Valley View Consulting, LLC, the investment advisor under contract with the College, has identified Allegiance Bank and their offerings to be favorable to the College.

Reviewers – The Resolution was reviewed by Valley View Consulting, LLC (Investment Advisor) and was previously reviewed by South Texas College's legal counsel. No changes are being presented except the addition of one bank to Exhibit "A".

Enclosed Documents – The revised Resolution 2020-012 Authorizing Investment Brokers, Dealers, Banks, and Investment Pools 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, attended the May 12, 2020 Finance and Human Resources Committee meeting to address any questions by the committee.

The Finance, Audit, and Human Resources Committee recommended Board approval of Resolution 2020-012 Authorizing Investment Brokers, Dealers, Banks, and Investment Pools as presented, and which supersedes any previously adopted Board Resolution.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize Resolution 2020-012 Authorizing Investment Brokers, Dealers, Banks, and Investment Pools as presented, and which supersedes any previously adopted Board Resolution.

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

The Board of Trustees approves and authorizes Resolution 2020-012 Authorizing Investment Brokers, Dealers, Banks, and Investment Pools as presented, and which supersedes any previously adopted Board Resolution.

Approval Recommended:

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

Resolution No. 2020-012

A RESOLUTION BY THE SOUTH TEXAS COLLEGE RELATING TO THE COLLEGE’S ADOPTION AND ANNUAL REVIEW OF ITS LIST OF AUTHORIZED BROKER/DEALERS/BANKS/INVESTMENT POOLS AND AMENDING SUCH BROKER/DEALER/BANK/INVESTMENT POOL LIST AS REQUIRED BY BOARD POLICY AND STATE LAW; AND AUTHORIZING OTHER MATTERS INCIDENT AND RELATED THERETO.

WHEREAS, the Board of Trustees (the “Board”) of the South Texas College (the “College”) has adopted a written Investment Policy which primarily emphasizes safety of principal and liquidity and addresses investment diversification, yield, and maturity and the quality and capability of investment management provisions in accordance with the Public Funds Investment Act, Texas Government Code Chapter 2256, Subchapter A, as amended, (the *Act*); and

WHEREAS, the Board must annually review the list of authorized broker/dealers/banks/investment pools that are authorized to engage in investment transactions with the College and adopt a written instrument stating that it has reviewed such list of authorized broker/dealers/banks/investment pools; and

WHEREAS, a written copy of the College’s Investment Policy must be presented to any person offering to engage in an investment transaction with an investment entity or to an investment management firm under contract with an investing entity to invest or manage the entity’s investment portfolio; and

WHEREAS, the authorized representatives of a business organization offering to engage in an investment transaction with the College must provide a written acknowledgement that the business organization has received the College’s Investment Policy; now, therefore,

BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE SOUTH TEXAS COLLEGE THAT:

SECTION 1: The Board has reviewed list of authorized broker/dealers/banks/investment pools authorized to engage in investment transactions with the College (Exhibit “A” attached hereto), and the Board further wishes to memorialize this review by the adoption of this Resolution.

SECTION 2: Prospective authorized broker/dealers/banks/investment pools will be provided with written copies of the College’s Investment Policy and such authorized representatives will provide written acknowledgments of receipt of the College’s Investment Policy.

SECTION 3: This Resolution may be relied upon by all appropriate government officials and others interested in this Resolution and establishes the College’s compliance with the requirements of the Act and the College’s Investment Policy.

SECTION 4: The recitals contained in the preamble hereof are hereby found to be true, and such recitals are hereby made a part of this Resolution for all purposes and are adopted as a part of the judgment and findings of the Board.

SECTION 5: All ordinances and resolutions, or parts thereof, which are in conflict or inconsistent with any provision of this Resolution are hereby repealed to the extent of such conflict, and the provisions of this Resolution shall be and remain controlling as to the matters resolved herein.

SECTION 6: This Resolution shall be construed and enforced in accordance with the laws of the State of Texas and the United States of America.

SECTION 7: If any provision of this Resolution or the application thereof to any person or circumstance shall be held to be invalid, the remainder of this Resolution and the application of such provision to other persons and circumstances shall nevertheless be valid, and the Board hereby declares that this Resolution would have been enacted without such invalid provision.

SECTION 8: It is officially found, determined, and declared that the meeting at which this Resolution is adopted was open to the public and public notice of the time, place, and subject matter of the public business to be considered at such meeting, including this Resolution, was given, all as required by Chapter 551, as amended, Texas Government Code.

PASSED AND APPROVED this the ____ day of _____, 2020.

SOUTH TEXAS COLLEGE

Chairperson, Board of Trustees

ATTEST:

Secretary, Board of Trustees

(COLLEGE SEAL)

Exhibit “A”

List of Authorized Broker/Dealers:

FTN Securities
Duncan Williams
Multi-Bank Securities
Raymond James
Rice Financial
Wells Fargo Securities

List of Authorized Banks:

Allegiance Bank
BBVA Compass
Bank of Texas
Bank OZK
Bank of South Texas
BTH Bank
BOK Financial
Capital One Bank
Comerica Bank
East West Bank
Falcon Bank
First Community Bank
Frost Bank
Greater South Texas Bank
Veritex Bank
Independent Bank
International Bank of Commerce
Vantage Bank
JPMorgan Chase
LegacyTexas Bank
Lone Star National Bank
NexBank
PlainsCapital Bank
Prosperity Bank
Rio Bank
Southwest Bank
Southside Bank
Texas Regional Bank
Wallis Bank
Wells Fargo Bank

List of Authorized Investment Pools:

TexPool
TexStar

Discussion and Action as Necessary on Primary Bank Depository Services

Approval of action as necessary to award a contract for primary bank depository services for the period beginning September 1, 2020 through August 31, 2022, with an option to renew for three additional two (2) year periods, is requested.

Purpose – The current bank depository services will expire on August 31, 2020. Approval to award a financial institution the contract for bank depository services is needed in order to provide banking services to the College. These services include safekeeping of College funds, a system consisting of checks and electronic payments to students, employees and vendors, and credit for funds received by the College.

Justification – Depository banks offer the College banking services which include, but are not limited to, account maintenance, account reconciliation, stop payment, online banking, balance reporting, wire transfers, book transfers, ACH transactions, and positive pay.

Background – The current contract for Bank Depository Services was awarded to BBVA Compass at the July 29, 2014, Board meeting for the period of September 1, 2014 to August 31, 2016, with two two-year renewal options.

| Award | Board Meeting Date | Original Term | Renewal Term |
|-------------------------|--------------------|------------------|----------------------|
| Original | 7/29/14 | 9/1/14 – 8/31/16 | 2 – two-year options |
| 1 st Renewal | 4/28/16 | | 9/1/16 – 8/31/18 |
| 2 nd Renewal | 5/29/18 | | 9/1/18 – 8/31/20 |

Proposal documents were advertised on January 19, 2020 and January 26, 2020, and issued to eighteen (18) institutions. Six (6) responses were received on February 26, 2020 and one response was incomplete.

On Wednesday, February 26, 2020, the College received complete responses from BBVA, J.P. Morgan, Lone Star National Bank, PlainsCapital Bank, and Texas Regional Bank.

Valley View Consulting, L.L.C. provided services as part of the investment advisory services agreement to assist the committee with the review of the proposals.

The committee evaluated the proposals and considered Valley View’s analysis of fees, interest rates and revenue, and all RFP criteria. The top ranked bank was J.P. Morgan.

At the May 12, 2020, Finance, Audit and Human Resources Committee, the Board of Trustees requested additional information in order to clarify certain proposed terms by the banks. On May 21, 2020, Dr. Reed and Mrs. Elizondo met with Mr. Paul Rodriguez, Board Chairman, and Legal Counsel, Mr. Jesus Ramirez, to review the additional information that is provided in the packet.

In accordance with the Public Funds Collateral Act, all College deposits are guaranteed by the Federal Deposit Insurance Corporation up to the current insured amount of \$250,000, a letter of credit issued by a Federal Home Loan Bank, and/or by a pledge of eligible securities. The market value of the principal portion of the collateral pledged must at all times be equal to or greater than 102% of the par value of the time and demand deposits plus accrued interest, less the applicable level of FDIC insurance, as determined under the Public Funds Collateral Act.

Funds for this expenditure will be budgeted in the FY 2020 - 2021 budget pending Board approval.

Mary Elizondo, Vice President for Finance and Administrative Services, Myriam Lopez, Comptroller, and Becky Cavazos, Director of Purchasing will be present at the May 26, 2020 Board meeting to address any questions from the Board.

Enclosed Documents - A summary prepared by Valley View Consulting L.L.C. and the final Analysis of the proposals follow in the packet for Committee's information and review. The Evaluation Summary and additional information requested by the Board Chair are also enclosed for your information and review.

The Finance, Audit and Human Resources Committee did not take action on this item on May 12, 2020, and requested additional information.

It is recommended that the Board of Trustees of South Texas College approve and authorize action as necessary to award a contract for primary bank depository services for the period beginning September 1, 2020 through August 31, 2022, with the option to renew for three additional two (2) year periods.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize action as necessary to award a contract for primary bank depository services for the period beginning September 1, 2020 through August 31, 2022, with the option to renew for three additional two (2) year periods.

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

The Board of Trustees approves and authorizes action as necessary to award a contract for primary bank depository services for the period beginning September 1, 2020 through August 31, 2022, with the option to renew for three additional two (2) year periods.

Approval Recommended:

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

South Texas College, McAllen, Texas



Primary Depository Bank Services - RFP# 19-20-1039 - Best and Final Offers BAFO

| May 4, 2020 | BBVA BAFO (incumbent) | JPMorgan BAFO | LoneStar National Bank BAFO | PlainsCapital BAFO | Texas Regional BAFO |
|--|---|--|---|---|--|
| Evaluation Criteria | | | | | |
| 1. Ability to perform and provide the required and requested services; | | | | | |
| 2. Reputation of proposer and quality of services; | | | | | |
| 3. Cost of services; | | | | | |
| 4. Retention and transition offers and incentives; | | | | | |
| 5. Funds availability; | | | | | |
| 6. Interest paid on interest bearing accounts and deposits; | | | | | |
| 7. Earnings credit calculation on compensating balances; | | | | | |
| 8. Completeness of proposal and agreement to points outlined in the RFP; | | | | | |
| 9. Physical location within the City of McAllen, Texas; | | | | | |
| 10. Convenience of locations; | | | | | |
| 11. Previous service relationship with the College; and | | | | | |
| 12. Financial strength and stability of the institution. | | | | | |
| DETAIL RESPONSE ANALYSIS OF DEPOSITORY BANK SERVICES | | | | | |
| Required Bank Services | | | | | |
| 1. Online Banking Services | Yes | Yes | Yes | Yes | Yes |
| 2. Zero Balance Accounts | Yes | Yes | Yes | Yes | Yes |
| 3. Positive Pay and Account Reconciliation Service | Yes | Yes | Yes | Yes | Yes |
| 4. Reverse Positive Pay Service | Yes | Yes | NO | Yes | Yes |
| 5. ACH Debit Blocking and Filtering | Yes | Yes | Yes | Yes | NO |
| 6. ACH Positive Pay | Yes | Yes | Yes | Yes | NO |
| 7. Funds Availability | Yes | Yes | Yes | Yes | Yes |
| 8. Employee Check Cashing | Yes | Yes - Chase account holders only | Yes | Yes | Yes |
| 9. Returned Check Reprocessing | Yes | Yes | Yes | Yes | Yes |
| 10. Account Analysis | Yes | Yes | Yes | Yes | Yes |
| 11. Bank Statements | Yes | NO - Only available Electronically | Yes | Yes | Yes |
| 12. Payment for Services | Yes | Yes | Yes | Yes | Yes |
| 13. Account Settlement - Required Quarterly | NO - Monthly | Yes | Yes - No ECR offered | Yes | Yes |
| 14. Research | Yes | Yes | Yes | Yes | Yes |
| 15. Bank Errors | Yes | Yes | Yes | Yes | Yes |
| 16. Investment Account | Bank Managed Hybrid rate of 0.50% with no floor. Option for College to convert to a 91 Day T-Bill indexed rate one (1) time. PFMMA at 0.50% | Bank Managed Hybrid DDA Interest rate of 0.10% or use of JPMorgan Access Liquidity (Sweep) | 40% Prior month Avg weekly high rate of 13 week T-bill/ Floor of 0.10% and Cap of 2.00% | Low end of FED Target rate - new Floor of 0.40% | 91 Day T-Bill plus 0.25% Floor 0.25% |
| 17. Audit Confirmations | Yes | Yes | Yes | Yes | Yes |
| 18. Courier or Armored Car Services | Cannot Provide | Cannot Provide | Cannot Provide | Cannot Provide | Fees Passed in full to College |
| 19. Balance Assessment/Recruitment Fee | Waived | Waived | Partially waived (0.05%) | Waived | Waived |
| 20. Reserve Requirement | NO | NO | 10% - NA | NO | Yes - 10% |
| 21. Earnings Credit Rate / Formula / Floor | Bank Managed Hybrid rate of 0.50% with no floor. Option for College to convert to a 91 Day T-Bill indexed rate one (1) time. | Bank Managed Hybrid ECR of 0.10% / No Floor | NO - ECR will not be offered | Low end of FED Target rate - new Floor of 0.40% | 0.75%/Bank Managed / No Floor |
| 22. Tamperproof Bank Bags | Can use \$10,000 Retention Allowance | Yes - Deposit Bags at no cost | NO | Yes \$1,000 allowance for initial order | \$4K Allowance in first 90 days (Bags &/or Supplies) |
| 23. Bank Supplies | Can use \$10,000 Retention Allowance | Yes - Deposit Bags at no cost | NO | At Bank Cost | \$4K Allowance in first 90 days (Bags &/or Supplies) |

South Texas College, McAllen, Texas



Primary Depository Bank Services - RFP# 19-20-1039 - Best and Final Offers BAFO

| May 4, 2020 | BBVA BAFO (incumbent) | JPMorgan BAFO | LoneStar National Bank BAFO | PlainsCapital BAFO | Texas Regional BAFO |
|---|---|---|----------------------------------|------------------------------|---|
| Services That May Be Considered | | | | | |
| 1 Integrated Disbursement Services | Yes | Yes | NO | NO | Yes |
| 2 Remote Deposit Capture | Yes | Yes | Yes | Yes | Yes |
| 3 Smart Safe | Yes | Yes | NO | Yes | NO |
| Collateral Requirements | | | | | |
| 1.2 Collateralization | Yes | Yes w/Qualifier | Yes | Yes | Yes |
| 3 Collateral Amount | Yes | Yes | Yes | Yes - Max \$4 Million | Yes |
| 4 Collateral Custody - Custodian | Yes - LOC FHLB Atlanta | Yes - FRB | Yes - Frost | Yes - IDS & FRB | Yes - FHL Dallas |
| 5 Collateral Releases and Substitution | Yes | Yes | Yes | Yes | Yes |
| 6 Collateral Report | Yes | Yes | Yes | Yes | Yes |
| 7 Board Resolution | Yes | Yes | Yes | Yes | Yes |
| Investment Activities | | | | | |
| 1 Direct Investment Alternative | Yes | Yes | Yes - Note Comments | Yes | Yes |
| 2 Certificates of Deposit | Yes | Yes | Yes | Yes | Yes |
| 3 Security Clearance/Safekeeping Services | Yes | Yes - BNYM | Yes - Frost Bank | Yes - BNYM | Yes |
| Overdraft Provisions | | | | | |
| 1 Net Overdraft Defined - Collective Deposits | Yes | Yes | Yes | Yes | Yes |
| 2 Notification | Yes | Yes | Yes | Yes | Yes |
| 3 Stipulations: Days/Max. Amt./Interest Rate/NSF Fee | Case/Case | N/A/N/A/Prime + 3%/45 | 3 days/\$100K/17.50%/\$20 | Case/Case/Prime +2.5%/\$35 | 3 Days/\$100K/18%/\$30 |
| Other Stipulations | | | | | |
| 1 Regulation Notifications | NO | Yes | Yes | Yes | Yes |
| 2 Notification of Incoming Wire Transfers | Yes | Yes | Yes | Yes | Yes |
| 3 Right to Cancel Under Federal or State Law Rulings | Yes | Yes | Yes | Yes | Yes |
| 4 Access to Bank Records | Yes | Yes | Yes | Yes | Yes |
| 5 Right to Open and Maintain Other Accounts | Yes | Yes | Yes | Yes | Yes |
| 6 Secondary Bank Depository | Yes - Subject to review of pricing | Yes - Subject to review of pricing | Yes | Yes | NO |
| 7 Right To Terminate | Yes | Reciprocal w/90 days written notice | No - 30 days notice to cure. | Yes | Yes |
| 8 Terms Fixed | Yes for initial 2 year term - then negotiable | Yes for initial 2 year term - then negotiable | No- Reviewed prior to extensions | Yes | Yes |
| 9 One Relationship Officer | Gina Lobato, SVP, 956.971.5901 | Allison Squire, VP 713.216.3810 | Vanessa Ochoa, VP, 956.984.2913 | Mark Voss, SVP, 956.984.4004 | Alex Meade, SVP, 956.661.7814 |
| Miscellaneous | | | | | |
| 1 Semi-Annual Meeting / Quarterly or Semi-Annual Rate Review BAFO | Yes Semi-annual | Yes Quarterly | Yes | N/A | N/A |
| 2 Formal Agreement Required | Yes | Yes | Yes | Yes | Yes |
| 3 Advertisement Acknowledged | Yes | Yes | Yes | Yes | Yes |
| Required Response Attachments | | | | | |
| 1 Account Analysis - pro-forma | Provided | Provided | Provided | Provided | Not in PDF |
| 2 Rate Basis | Provided | Provided | Provided | Provided | Not in PDF |
| 3 Sample Collateral Agreement | Provided | Provided | Not in PDF | Provided | Combined Depository Services and Collateral Agreement |
| 4 Security Measures | Provided | Provided | Provided | Provided | Not in PDF |
| 5 Technology Specifications | Provided | Provided | Provided | Provided | Not in PDF |
| 6 Sample Safekeeping Agreement | Provided | Provided - BNYM | Not in PDF | Provided | Not in PDF |
| 7 Sample Safekeeping Report | Provided | Provided | Not in PDF | Provided | Not in PDF |
| 8 Securities Safekeeping Fees | Provided | Provided - Frost | Provided - Frost | Provided | Not in PDF |
| 9 Investment Account Information | Provided | Provided | Provided | Provided | Not in PDF |
| 10 Summary Business Continuity Plan | Provided | Provided | Provided | Provided | Provided |
| 11 References | Provided | Provided | Provided | Provided | Provided |
| 12 Sample FIRREA Compliant Document | Provided | Provided | Not in PDF | Provided | Will provide upon award |
| 13 Execution of Offer Form | Provided | Provided | Provided | Provided | Provided |
| 14 Notification of Criminal History Form | Provided | Provided | Provided | Provided | Provided |
| 15 Conflict of Interest Questionnaire Form | Provided | Provided | Provided | Provided | Provided |



South Texas College, McAllen, Texas

Primary Depository Bank Services - RFP# 19-20-1039 - Best and Final Offers BAFO

| May 4, 2020 | BBVA BAFO (Incumbent) | JPMorgan BAFO | LoneStar National Bank BAFO | PlainsCapital BAFO | Texas Regional BAFO |
|---|-------------------------------------|--|-----------------------------|--|--|
| 16. Completed Fee Schedule in Excel | Provided | Provided | Provided | Provided | Not Provided |
| Other Considerations | | | | | |
| 1 Transition/Retention Allowance | \$10,000 | N/A | N/A | Refer to Supplies | Refer to Supplies |
| 2 Waived Service Fees | N/A | First Six (6) months | N/A | N/A | N/A |
| 3 Remote Deposit Scanners | N/A | 10 RD Scanners | N/A | 10 RD Scanners | N/A |
| 4 New Supplies | Use of \$10,000 retention allowance | Free Deposit Bags | N/A | 1,000 | Up to \$4,000 during first 90 Days |
| FEE ANALYSIS OF DEPOSITORY BANK SERVICES | | | | | |
| No Changes from Original | | | | | |
| Proposed Fees - Banking Services | (6,545) | (2,705) | (7,529) | (8,467) | (5,841) |
| MEMO Balance Assessment Fee | Waived | Waived | 1,274 | Waived | Waived |
| Fees for Two Year Term | (205,089) | (64,911) | (180,691) | (203,212) | (140,177) |
| Fees for Eight Year Term | (820,357) | (259,645) | (722,762) | (812,846) | (560,708) |
| Earnings Credit | | | | | |
| Earnings Credit Rate | 0.50% | 0.10% | 0.00% | 0.40% | 0.75% |
| Original Rate Basis (Indexed Rates as of March 17, 2020) / BAFO Shown as Adjusted as of March 31, 2020 | | | | | |
| Target DDA Compensating Balance | 20,508,936 | - | - | 3,920,000 | 10,383,485 |
| Monthly Earnings Credit less Reserve | 8,545 | 0 | 0 | 1,307 | 5,841 |
| Earnings Credit for Two Year Term | 205,089 | 0 | 0 | 31,360 | 140,177 |
| Earnings Credit for Eight Year Term | 820,357 | 0 | 0 | 125,440 | 560,708 |
| Reserve Requirement | Waived | Waived | 0.00% | Waived | 10.00% |
| Net Fees for Two Year Term | 0 | (64,911) | (180,691) | (171,852) | 0 |
| Net Fees for Eight Year Term | 0 | (259,645) | (722,762) | (687,406) | 0 |
| Interest Income Estimate | | | | | |
| Investment Option | Hybrid Account | JPMorgan Access (Sweep) | PF NOW Account | IDS Sweep | Hybrid - IB DDA |
| Original Rate Basis (Indexed Rates as of March 17, 2020) / BAFO Shown as Adjusted as of March 31, 2020 | | | | | |
| Bank Managed Hybrid rate of 0.50% with no floor - Option years (1-2) floored 100% 91 Day T-Bill; years (3-4) floored 91 Day T-Bill less 0.20%; years (5-6) floored 91 Day T-Bill less 0.30% | Based on Current Market Rates | 40% of Avg prior month 91 day T-Bill, Cap 2.0%; Floor of 0.10% | | Low end of FED Target Rate (Floor 0.40%) | 91 Day T-Bill plus 0.25% (Floor 0.25%) |
| Interest Rate | 0.50% | 0.47% | 0.10% | 0.40% | 0.36% |
| Investment Balance | 10,491,064 | 31,000,000 | 31,000,000 | 27,080,000 | 20,616,515 |
| Monthly Investment Income | 4,371 | 12,092 | 2,583 | 9,027 | 6,185 |
| Two Year Investment Income | 104,911 | 290,200 | 62,000 | 216,640 | 148,439 |
| Eight Year Investment Income | 419,643 | 1,160,800 | 248,000 | 866,560 | 593,756 |
| Two Year Income/(Cost) | 104,911 | 225,289 | (118,691) | 44,788 | 148,439 |
| Eight Year Income/(Cost) | 419,643 | 901,155 | (474,762) | 179,154 | 593,756 |
| Contract Incentives | | | | | |

South Texas College, McAllen, Texas



Primary Depository Bank Services - RFP# 19-20-1039 - Best and Final Offers BAFO

| May 4, 2020 | BBVA BAFO (Incumbent) | JPMorgan BAFO | LoneStar National Bank BAFO | PlainsCapital BAFO | Texas Regional BAFO |
|--|-----------------------|-------------------|-----------------------------|--------------------|---------------------|
| Estimated Waived Fees | 0 | 16,228 | 0 | 0 | 0 |
| Transition/Retention Allowance | 10,000 | 0 | 0 | 0 | 0 |
| Scanners | 0 | 10 RD Scanners | 0 | 10 RD Scanners | 0 |
| Tamperproof Bags & Supplies | 0 | Free Deposit Bags | 0 | 1,000 | 4,000 |
| Two Year Income with Contract Incentives | 114,911 | 241,516 | (118,691) | 45,788 | 152,439 |
| Eight Year Income with Contract Incentives | 429,643 | 917,382 | (474,762) | 180,154 | 597,756 |
| Rates As of: | | | | | |
| Tuesday, March 31, 2020 | | | | | |
| Historical Bank Balance | 31,000,000 | 31,000,000 | 31,000,000 | 31,000,000 | 31,000,000 |
| 91-Day T-Bill Discount Rate | 0.11% | 0.11% | 0.11% | 0.11% | 0.11% |
| Fed Funds Rate (Effective) | 0.08% | 0.08% | 0.08% | 0.08% | 0.08% |
| Fed Funds Rate Target | 0.00% - 0.25% | 0.00% - 0.25% | 0.00% - 0.25% | 0.00% - 0.25% | 0.00% - 0.25% |
| Local Government Investment Pool | 0.55% | 0.55% | 0.55% | 0.55% | 0.55% |
| Tuesday, March 17, 2020 | | | | | |
| Historical Bank Balance | 31,000,000 | 31,000,000 | 31,000,000 | 31,000,000 | 31,000,000 |
| 91-Day T-Bill Discount Rate | 0.19% | 0.19% | 0.19% | 0.19% | 0.19% |
| Fed Funds Rate (Effective) | 0.25% | 0.25% | 0.25% | 0.25% | 0.25% |
| Fed Funds Rate Target | 0.00% - 0.25% | 0.00% - 0.25% | 0.00% - 0.25% | 0.00% - 0.25% | 0.00% - 0.25% |
| Local Government Investment Pool | 0.88% | 0.88% | 0.88% | 0.88% | 0.88% |
| Rates on Date of RFP Submission | | | | | |
| Wednesday, February 26, 2020 | | | | | |
| Historical Bank Balance | 31,000,000 | 31,000,000 | 31,000,000 | 31,000,000 | 31,000,000 |
| 91-Day T-Bill Discount Rate | 1.50% | 1.50% | 1.50% | 1.50% | 1.50% |
| Fed Funds Rate (Effective) | 1.58% | 1.58% | 1.58% | 1.58% | 1.58% |
| Fed Funds Rate Target | 1.50 - 1.75% | 1.50 - 1.75% | 1.50 - 1.75% | 1.50 - 1.75% | 1.50 - 1.75% |
| Local Government Investment Pool | 1.59% | 1.59% | 1.59% | 1.59% | 1.59% |



May 7, 2020

Ms. Maria G. Elizondo
Vice President for Finance and Administrative Services
South Texas College
3201 West Pecan
McAllen, Texas 78501

Dear Ms. Elizondo:

As part of the full range of services we provide under the current Investment Advisory Agreement, we sincerely appreciated and welcomed the opportunity to assist South Texas College (the “College”) with this Primary Depository Bank Services Request for Proposals #19-20-1039 (the “RFP”) project.

The objective of this engagement was to prepare the Request for Proposals (the “RFP”), provide the notice and solicitation to eligible financial institutions, review and analyze the received proposals, assist the College officials in forming a recommendation of a primary depository bank, provide assistance in presenting to the South Texas College Board of Trustees the recommendation for award of the depository contract, and assist with completion of the necessary depository agreements to bind the College and the awarded financial institution. The Primary Depository Bank Services Agreement, when approved, will commence on September 1, 2020 and terminate on August 31, 2022. At the option of the College, the contract may be extended for three (3) additional two-year periods under the same terms and conditions.

Project Overview - Timeline

The project began with the establishment of a calendar of events to ensure that the required project steps were performed in a timely and sequential manner.

The process for selecting a Primary Depository Bank is governed by the State of Texas Education Code, Chapter 51, Sub Chapter A; and by the State of Texas Government Codes: Chapter 176 Conflict of Interest Act; Chapter 2256 Public Funds Investment Act; and Chapter 2257 Public Funds Collateral Act.

In addition to complying with these State statutory requirements, it was necessary to understand and comply with the College’s financial and purchasing policies and Investment Policy.

The RFP project was conducted as follows:

1. Analyzed historical bank service usage and balance records.
2. Reviewed the minimum banking services and potential additional services.
3. Developed the following list of eligible financial institutions with a local branch office:
 - a. Bank of America, N.A.
 - b. Bank of South Texas
 - c. BBVA USA (Incumbent)
 - d. Falcon International Bank
 - e. First Community Bank
 - f. Freedom Bank
 - g. Frost Bank
 - h. Greater State Bank

2428 Carters Mill Road, Huddleston, VA 24104-4003
540.297.3419

- i. International Bank of Commerce
 - j. JPMorgan Chase Bank, N.A.
 - k. Lone Star National Bank
 - l. PlainsCapital Bank
 - m. Rio Bank
 - n. Texas Community Bank
 - o. Texas National Bank
 - p. Texas Regional Bank
 - q. Vantage Bank Texas
 - r. Wells Fargo Bank, N.A.
4. Contacted the financial institutions to confirm distribution information, describe the process, and identify the designated recipient.
 5. Drafted the RFP for College officials review and approval.
 6. Assisted the College officials with posting the notice and advertising the RFP in *The Monitor*.
 7. Assisted the College officials with distribution of the RFP's on January 21, 2020 to the identified and receptive financial institutions.
 8. Held a non-mandatory pre-proposal conference on January 29, 2020 at the South Texas College Pecan Campus Conference Room that was attended by representatives from:
 - a. PlainsCapital Bank
 9. By the closing deadline of February 26, 2020, proposals were received from:
 - a. BBVA USA (Incumbent)
 - b. Frost Bank (Disqualified)
 - c. JPMorgan Chase Bank, N.A.
 - d. Lone Star National Bank
 - e. PlainsCapital Bank
 - f. Texas Regional Bank
 10. No additional RFP responses were received as a result of the advertisement in *The Monitor*.

The evaluation of the proposals was based on, but not limited to, the following criteria:

1. Ability to perform and provide the required and requested services;
2. Reputation of proposer and quality of services;
3. Cost of services;
4. Retention and transition offers and incentives;
5. Funds availability;
6. Interest paid on interest bearing accounts and deposits;
7. Earnings credit calculation on compensating balances;
8. Completeness of proposal and agreement to points outlined in the RFP;
9. Physical location within the City of McAllen, Texas;
10. Convenience of location(s);
11. Previous service relationship with the College; and
12. Financial strength and stability of the institution.

Proposal Analysis

The analysis prepared by Valley View Consulting was based on the qualified and received proposals. An overall review of each financial institution's general financial strength and ability to provide the services outlined in the RFP and meet the College's current and future service needs was performed. Each of the qualified responding financial institutions exhibited acceptable financial strength and the ability to provide services the College requested.

Proposal Analysis Summary

Each financial institution's fee schedule was analyzed based on the College's banking service needs and estimated activity levels. Where quantifiable and appropriate, the estimated service fees were adjusted for any incentives (including waived fees and transition allowances).

Historically, average annual deposit balances of \$52,000,000 have been maintained by the College. Under the current contract with BBVA USA, part of the agreement required that the College maintain \$20 million in a non-interest bearing account to compensate for bank service fees. Without that requirement, the College reviewed the necessary balances for daily operation and determined that balances of \$31,000,000 would be optimal, so this amount was used in the RFP and the analysis.

From the time the RFP was issued, on January 21, 2020, to the due date of February 26th, the interest rate environment shifted dramatically. The COVID-19 pandemic had a significant impact on key financial market interest rates due to the Federal Government's measures to mitigate the economic impact of the pandemic. This was occurring during the period the College and Valley View Consulting were analyzing the proposals and attempting to arrive at an informed recommendation. The following comparison of rates reflects changes that occurred during the time period from when the RFP was distributed on January 21, 2020, to the time the Best and Final Offer (BAFO) was due March 31, 2020.

Impact of COVID-19 Pandemic on Key Interest Rates

| Rate Index | RFP Distributed 01/21/20 | RFP Due 02/26/20 | BAFO Due Rates as of 03/31/20 | Rates as of 05/01/20 |
|---------------------------------|-------------------------------------|-----------------------------|--|---------------------------------|
| 91 Day T-Bill | 1.53% | 1.50% | 0.11% | 0.12% |
| FED Funds Effective Rate | 1.55% | 1.58% | 0.08% | 0.05% |
| FED Funds Target Rate | 1.50% - 1.75% | 1.50% - 1.75% | 0.0% - 0.25% | 0.0% - 0.25% |
| TexPool (LGIP) Rate | 1.57% | 1.59% | 0.55% | 0.32% |

In view of the dramatic changes in financial market rates and the key role they play in evaluating the impact of the bank's proposals, the decision was made to allow the banks to provide a Best and Final Offer (BAFO). This provided them the opportunity to update their current managed or indexed rates, and/or restate their various interest rates if they wished to do so. The BAFO was requested on March 25, 2020 and responses were due back from the financial institutions by March 31, 2020.

Summary of Best and Final Offers

The BAFO responses received by March 31, 2020 resulted in the following final proposals submitted for each financial institution:

BBVA USA – Offer to renew contract for additional one-year term based on current pricing and requirement of \$20,000,000 non-interest bearing compensating balance. On the new terms proposed, Hybrid Account with Earnings Credit Rate (ECR) of 0.50% and interest bearing checking rate of 0.50%. Rates are bank managed and no floor was offered. For the initial two-year term, BBVA USA did allow for a one-time option of converting to an indexed rate based on the 91 Day T-Bill. At time of option, ECR would be floored at 91 Day T-Bill less 0.10% and interest rate would be floored at 100% of 91 Day T-Bill. Additional terms of one-time conversion to index were also offered for possible first and second renewal option periods. BBVA USA did agree to a semi-annual rate review for the bank managed rates. In the table presented below, the higher bank managed rate of 0.50% was used for the ECR and projected interest earnings.

JPMorgan Chase Bank, N.A. – Proposed Hybrid Account structure as well with ECR and interest rate of 0.10%. For enhanced interest earning opportunities the use of JPMorgan Access Liquidity Sweep into Money Market Fund was offered. No floor was offered on the Hybrid Account. Rates for the Hybrid Account are bank managed and JPMorgan Chase Bank did agree to a quarterly rate review for the bank managed rates. In the table presented below, the payment of bank fees was recommended with balances swept into the JPMorgan Access Liquidity Account, resulting in the projected interest earnings.

Lone Star National Bank – Proposed NOW unlimited transaction interest bearing checking account(s). NOW rate will be indexed to 40% of the 13 week T-Bill taking the average of the high rate from weekly auctions of the previous month. NOW rate would be floored at 0.10% and capped at 2.00%. The use of an ECR would not apply as all funds would be earning interest in the NOW account. In the table presented below, the floor rate of 0.10% was used for the projected interest earnings.

PlainsCapital Bank – Proposed an ECR and interest bearing checking account(s), indexed to the lower end of the FED Funds Target Rate. ECR and interest bearing rates would be floored at 0.40%. The use of the Insured Deposit Sweep program was proposed, with funds being “spread” into other financial institutions by utilizing the current Federal Deposit Insurance Corporation insured limit of \$250,000 per institution. In the table presented below, the floor rate of 0.40% was used for the ECR and projected interest earnings.

Texas Regional Bank – Proposed an ECR with rate of 0.75% that is bank managed and interest bearing checking account(s), indexed to the 91 Day T-Bill plus 0.25%. There was no floor offered on the ECR rate and interest bearing checking rates would be floored at 0.25%. In the table presented below, the 91 Day T-Bill rate plus 0.25% was used for the projected interest earnings.

During the initial review of proposals and the continuing analysis, the College was interested in further review and discussion with JPMorgan Chase Bank, N.A., and Texas Regional Bank. Representatives from JPMorgan Chase Bank, N.A. and Texas Regional Bank, presented to College officials, by way of a video teleconference a demonstration of depository/treasury services on April 29, 2020. The College found these presentations by JPMorgan Chase Bank, N.A. and Texas Regional Bank to be helpful and appreciated the presentations provided.

The summary below is based on the BAFO terms offered and interest rates/indexes as of March 31, 2020. The term is for both the two (2) year initial contract term, and the full eight (8) year term, allowing for the three (3) possible two-year extensions at the option of the College.

Financial Summary Recap Inclusive of Best and Final Offers.

| Two-Year Term | BBVA USA | JPMorgan Chase | LoneStar National Bank | PlainsCapital | Texas Regional Bank |
|---|------------------|------------------|------------------------|-----------------|---------------------|
| Proposed Fees | (\$205,089) | (\$64,911) | (\$180,691) | (\$203,212) | (\$140,177) |
| Earnings Credit and/or Hard Interest at Depository Bank | 310,000 | 290,200 | 62,000 | 248,000 | 288,616 |
| Incentives | 10,000 | 16,227 | 0 | 1,000 | 4,000 |
| Net Income (Cost) | \$114,911 | \$241,516 | (\$118,691) | \$45,788 | \$152,439 |

| Eight-Year Term | BBVA USA | JPMorgan Chase | LoneStar National Bank | PlainsCapital | Texas Regional Bank |
|---|------------------|------------------|------------------------|------------------|---------------------|
| Proposed Fees | (\$820,357) | (\$259,645) | (\$722,762) | (\$812,846) | (\$560,708) |
| Earnings Credit and/or Hard Interest at Depository Bank | 1,240,000 | 1,160,800 | 248,000 | 992,000 | 1,154,464 |
| Incentives | 10,000 | 16,227 | 0 | 1,000 | 4,000 |
| Net Income (Cost) | \$429,643 | \$917,382 | (\$474,762) | \$180,154 | \$597,756 |

Recommendation

BBVA USA has served South Texas College in a supportive and professional manner during the multiple terms of the depository contract.

Based on the analysis results, evaluation criteria as scored in the table below by the College Evaluation Committee, impact of interest rates on the final analysis, the demonstration of treasury services provided by JPMorgan Chase Bank, N.A., and the depository support team from JPMorgan Chase Bank, N.A. the proposal provided by JPMorgan Chase Bank, N.A. represents the most advantageous terms for the College.

| SOUTH TEXAS COLLEGE PRIMARY DEPOSITORY BANK SERVICES PROJECT NO. 19-20-1039 EVALUATION SUMMARY | | | | | |
|---|-------|----------------------------|-------------------------|---------------------|---------------------|
| VENDOR | BBVA | JP Morgan Chase Bank, N.A. | Lone Star National Bank | Plains Capital Bank | Texas Regional Bank |
| TOTAL EVALUATION POINTS | 80.33 | 90.66 | 63 | 72.99 | 78 |
| RANKING | 2 | 1 | 5 | 4 | 3 |

We concur with the College's Evaluation Committee recommendation that the Board of Trustees award the Primary Depository Bank Services contract to JPMorgan Chase Bank, N.A. and to authorize the President to complete the necessary depository agreements on behalf of South Texas College to begin the new depository relationship with JPMorgan Chase Bank, N.A.

Upon Board of Trustee award and the completion of all necessary Primary Depository Bank Service Agreements, the new contract will commence on Tuesday, September 1, 2020.

Please contact Tom Ross, Tim Pinon, Dick Long, or me to discuss any questions or for additional information needs.

Thank you for this opportunity as we continue providing South Texas College with our full range of Investment Advisory Services.

Sincerely,

A handwritten signature in black ink, appearing to read "E. K. Hufstedler, III". The signature is written in a cursive style with a large, stylized "H".

E. K. Hufstedler, III
Valley View Consulting, L.L.C.

South Texas College
Bank Depository Services
Finance, Audit, and Human Resources Committee - Additional Information

| # | Committee Inquiries | Additional Information to Address Inquiries | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|---|---|---|------------------------|---------------|--------------------------|------------------------|---------------------|--|--------------------------|--|-----------------------|--|-----------------------------|--|----------------------|---|---|--|---|--|--------------------------------------|-------------------------|--|--|-------------------------------|------------------------|---------------------------------------|--|--------------------------------|--|--|---|
| 1 | What is included in the proposed fees? | <p>Valley View Consulting, LLC. analyzed and compared the following proposed fees:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 80%;"></th> <th style="width: 20%; text-align: center;">Service Fees</th> </tr> </thead> <tbody> <tr> <td>General Account Services</td> <td></td> </tr> <tr> <td>Depository Services</td> <td>(Account maintenance, checks paid, ACH debits ...)</td> </tr> <tr> <td>Cash Processing Services</td> <td>(On US branch, On US virtual vault...)</td> </tr> <tr> <td>Disbursement Services</td> <td>(Change order, rolled coins, vault change order....)</td> </tr> <tr> <td>Disbursement Reconciliation</td> <td>(Check positive pay per item, online CDROM statement, online CDR image capture...)</td> </tr> <tr> <td>General ACH Services</td> <td>(Positive Pay Maintenance, check positive pay per item, transmission - ongoing....)</td> </tr> <tr> <td>Wire and Other Funds Transfers Services</td> <td>(ACH return item - debit, ACH authorization services...)</td> </tr> <tr> <td>General Account Services - Online Service</td> <td>(Incoming wire transfer with fax notice)</td> </tr> <tr> <td>Depository Services - Online Service</td> <td>(Online DDA statements)</td> </tr> <tr> <td>Disbursement Services - Online Service</td> <td>(Statement item image maintenance, online images stored)</td> </tr> <tr> <td>ACH Services - Online Service</td> <td>(Online stop payments)</td> </tr> <tr> <td>Information Services - Online Service</td> <td>(ACH maintenance, ACH debit-per item, ACH PreNotes...)</td> </tr> <tr> <td>Wire Services - Online Service</td> <td>(Online customer ID maintenance, online primary account maintenance....)</td> </tr> <tr> <td></td> <td>(Outgoing domestic wire, online service account transfer)</td> </tr> </tbody> </table> | | Service Fees | General Account Services | | Depository Services | (Account maintenance, checks paid, ACH debits ...) | Cash Processing Services | (On US branch, On US virtual vault...) | Disbursement Services | (Change order, rolled coins, vault change order....) | Disbursement Reconciliation | (Check positive pay per item, online CDROM statement, online CDR image capture...) | General ACH Services | (Positive Pay Maintenance, check positive pay per item, transmission - ongoing....) | Wire and Other Funds Transfers Services | (ACH return item - debit, ACH authorization services...) | General Account Services - Online Service | (Incoming wire transfer with fax notice) | Depository Services - Online Service | (Online DDA statements) | Disbursement Services - Online Service | (Statement item image maintenance, online images stored) | ACH Services - Online Service | (Online stop payments) | Information Services - Online Service | (ACH maintenance, ACH debit-per item, ACH PreNotes...) | Wire Services - Online Service | (Online customer ID maintenance, online primary account maintenance....) | | (Outgoing domestic wire, online service account transfer) |
| | Service Fees | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| General Account Services | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Depository Services | (Account maintenance, checks paid, ACH debits ...) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Cash Processing Services | (On US branch, On US virtual vault...) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| General ACH Services | (Positive Pay Maintenance, check positive pay per item, transmission - ongoing....) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Wire and Other Funds Transfers Services | (ACH return item - debit, ACH authorization services...) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| General Account Services - Online Service | (Incoming wire transfer with fax notice) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Depository Services - Online Service | (Online DDA statements) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Disbursement Services - Online Service | (Statement item image maintenance, online images stored) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ACH Services - Online Service | (Online stop payments) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Information Services - Online Service | (ACH maintenance, ACH debit-per item, ACH PreNotes...) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Wire Services - Online Service | (Online customer ID maintenance, online primary account maintenance....) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 20%;">Proposed Fees</th> <th style="width: 15%;">BBVA USA</th> <th style="width: 15%;">JP Morgan</th> <th style="width: 15%;">LoneStar National Bank</th> <th style="width: 15%;">PlainsCapital</th> <th style="width: 20%;">Texas Regional Bank</th> </tr> </thead> <tbody> <tr> <td>Monthly</td> <td style="text-align: right;">\$8,545</td> <td style="text-align: right;">\$2,705</td> <td style="text-align: right;">\$7,529</td> <td style="text-align: right;">\$8,467</td> <td style="text-align: right;">\$5,841</td> </tr> <tr> <td>Two-year term</td> <td style="text-align: right;">\$205,089</td> <td style="text-align: right;">\$64,911</td> <td style="text-align: right;">\$180,691</td> <td style="text-align: right;">\$203,212</td> <td style="text-align: right;">\$140,177</td> </tr> <tr> <td>Eight-year term</td> <td style="text-align: right;">\$820,357</td> <td style="text-align: right;">\$259,645</td> <td style="text-align: right;">\$722,762</td> <td style="text-align: right;">\$812,846</td> <td style="text-align: right;">\$560,708</td> </tr> </tbody> </table> | | | Proposed Fees | BBVA USA | JP Morgan | LoneStar National Bank | PlainsCapital | Texas Regional Bank | Monthly | \$8,545 | \$2,705 | \$7,529 | \$8,467 | \$5,841 | Two-year term | \$205,089 | \$64,911 | \$180,691 | \$203,212 | \$140,177 | Eight-year term | \$820,357 | \$259,645 | \$722,762 | \$812,846 | \$560,708 | | | | | | |
| Proposed Fees | BBVA USA | JP Morgan | LoneStar National Bank | PlainsCapital | Texas Regional Bank | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Monthly | \$8,545 | \$2,705 | \$7,529 | \$8,467 | \$5,841 | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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South Texas College
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2 Was the JP Morgan incentive of \$16,227 included in the proposed fees of \$64,911 and incorrectly applied to the remaining 6 years?

No. The total proposed fees for the two-year term are based on the monthly service fee of \$2,704.64 times the full 24-months of the first two-year term ($\$2,704.64 * 24 = \$64,911$). The incentive of \$16,227 is comprised of waiving the first 6 months of service fees ($\$2,704.64 * 6 = \$16,227$). The incentive amount is only applied to the first two-year term and not extended to the remaining three two-year renewal options.

Therefore, the two-year proposed fees of \$64,911 is not reduced by the 6-month incentive of \$16,227 and is also not included in the total proposed fees of \$259,645 for the eight-year term.

The table included in the Valley View Consulting summary is correct as presented.

| Two-Year Term | BBVA USA | JPMorgan Chase | LoneStar National Bank | PlainsCapital | Texas Regional Bank |
|---|------------------|------------------|------------------------|-----------------|---------------------|
| Proposed Fees | (\$205,089) | (\$64,911) | (\$180,691) | (\$203,212) | (\$140,177) |
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South Texas College
Bank Depository Services
Finance, Audit, and Human Resources Committee - Additional Information

| 3 | <p>What's included in the incentives?</p> | <table border="0" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; border-bottom: 1px solid black;"><u>BBVA USA</u></th> <th style="text-align: left; border-bottom: 1px solid black;"><u>JPMorgan Chase</u></th> <th style="text-align: left; border-bottom: 1px solid black;"><u>Lone Star National</u></th> <th style="text-align: left; border-bottom: 1px solid black;"><u>PlainsCapital</u></th> <th style="text-align: left; border-bottom: 1px solid black;"><u>Texas Regional</u></th> </tr> </thead> <tbody> <tr> <td style="vertical-align: top;">\$10,000 Retention Cash Payment</td> <td style="vertical-align: top;">Waive 1st Six months of service fees \$2,704.64 X 6 = \$16,227.84 Free Deposit Bags 10 Free Remote Deposit Scanners</td> <td style="vertical-align: top;">None</td> <td style="vertical-align: top;">\$1,000 Credit towards supplies (deposit bags, deposit slips, checks) 10 Free Remote Deposit Scanners</td> <td style="vertical-align: top;">\$4,000 Credit towards supplies (deposit bags, deposit slips, checks)</td> </tr> </tbody> </table> | <u>BBVA USA</u> | <u>JPMorgan Chase</u> | <u>Lone Star National</u> | <u>PlainsCapital</u> | <u>Texas Regional</u> | \$10,000 Retention Cash Payment | Waive 1 st Six months of service fees \$2,704.64 X 6 = \$16,227.84 Free Deposit Bags 10 Free Remote Deposit Scanners | None | \$1,000 Credit towards supplies (deposit bags, deposit slips, checks) 10 Free Remote Deposit Scanners | \$4,000 Credit towards supplies (deposit bags, deposit slips, checks) |
|---------------------------------|--|---|--|---|---------------------------|----------------------|-----------------------|---------------------------------|--|------|--|---|
| <u>BBVA USA</u> | <u>JPMorgan Chase</u> | <u>Lone Star National</u> | <u>PlainsCapital</u> | <u>Texas Regional</u> | | | | | | | | |
| \$10,000 Retention Cash Payment | Waive 1 st Six months of service fees \$2,704.64 X 6 = \$16,227.84 Free Deposit Bags 10 Free Remote Deposit Scanners | None | \$1,000 Credit towards supplies (deposit bags, deposit slips, checks) 10 Free Remote Deposit Scanners | \$4,000 Credit towards supplies (deposit bags, deposit slips, checks) | | | | | | | | |
| 4 | <p>What did the committee include in ability to perform services? Why full credit to Chase and less to BBVA "</p> | <p>Criteria #1: The Respondent's ability to perform and provide the required and requested services. The evaluation committee considered the following categories and 51 sub-categories provided in the RFP (see Valley View's Detail Response Analysis of Depository Bank Services):</p> <ul style="list-style-type: none"> - Requested services - Services that may be considered - Collateral requirement - Investment activities - Overdraft provisions - Other stipulations - Miscellaneous <p>Each evaluator reviewed the proposals and individually rated /weighted the different factors considered in this criterion (ability to perform services). Below are some items where J.P. Morgan exceeded BBVA's responses in this criterion:</p> <ul style="list-style-type: none"> - Ability to provide quarterly account settlements vs monthly account settlements. The College specifically requested quarterly account settlements in the RFP (Category - Requested Services) - Technologically advanced online banking services (Category – Requested services) - Number of remote deposit scanners provided to the College free of charge (Category - Services that may be considered) - Sweep account offering (Category - Investment activities) (Although the current bank does not sweep the College accounts, it is considered a best practice to optimize interest earnings, which is in the best interest of the College). | | | | | | | | | | |

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|---|---|
| 5 | <p>How much has BBVA contributed to STC historically?</p> <p>Contributions provided by BBVA (and BBVA Foundation) separate from the depository contract for the period of FY 2015 to FY 2020 (as of 4/30/2020):</p> <p>BBVA Valley Scholars A Night with the Stars \$30,000 Professional Development Sponsorship \$4,000 Total BBVA Donation \$34,000</p> <p>BBVA Foundation College Bound Elementary grant \$15,000 Advanced Industrial Automation Training Grant \$5,000 Total BBVA Foundation Donation \$20,000</p> <p>Total amount of donations is \$54,000.</p> <p>Note that per legal counsel the donations should not be considered as part of the evaluation of depository services.</p> |
| 6 | <p>Analysis of Quarterly vs. monthly settlement (what is the difference).</p> <p>Earnings credit can only be applied toward bank fees and average monthly bank balances can fluctuate significantly during any given period. The following illustrates the potential advantages of utilizing Quarterly settlement when available:</p> <p>When you are on monthly settlement – If in month 1 your balances generate \$5,000 in earnings credit and your bank fees are only \$4,000 you would have 1,000 in excess earnings credit that would basically stay at the Bank. If in month 2 your balances generated only \$4,000 in earnings credit and your bank fees were \$4,500 you would have a \$500 deficit in fees and the bank will charge you \$500. If in month 3 your balances generated \$4,500 in earnings credit and your bank fees were \$5,000 you would have another \$500 deficit in fees and the bank will charge you \$500.</p> <p>Monthly settlement over this three-month period would result in \$1,000 in additional bank charges.</p> <p>If you are settling on a quarterly basis – The \$1,000 in excess earning credit generated in month 1 would offset the \$1,000 in deficits generated in months 2 and 3. You would not be billed for any excess fees for the entire quarter.</p> <p>In this example the customer utilizing Quarterly settlement would save \$1,000 by settling Quarterly.</p> |

South Texas College
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| <p>7</p> <p>Why was BBVA not invited to present to the College when JP Morgan and Texas Regional were invited?</p> | <p>As stated in the RFP, the College reserves the right to negotiate with any and all proposers regarding their proposals, and to request oral presentations and/or demonstrations from any one or all respondents.</p> <p>After receipt and review of the Valley View Consulting analysis, the evaluation team performed an initial evaluation and found the top three ranked banks to be JP Morgan, Texas Regional and BBVA. In accordance with the RFP option to request a demonstration, presentations were requested from JPMorgan Chase and Texas Regional Bank.</p> <p>The primary purpose of the demonstrations is to allow the non-incumbent banks that are being seriously considered to demonstrate the technological features and capabilities of their online banking platform as they relate to the College's operational needs and environment. It would not have served any useful purpose to have BBVA provide a demonstration of their platform, given the fact that the College staff was thoroughly familiar with it (combined experience of evaluators with BBVA is approximately 25 years). In the RFP each bank, including BBVA, provided details regarding their online system. BBVA's RFP proposal included the capabilities of the online system the College currently uses and is familiar with.</p> <p>The evaluation committee is very knowledgeable of how the BBVA Net Cash system works, as it is used on a daily/weekly basis in the Business Office. JP Morgan and Texas Regional were given a 1-hour period during which they could demonstrate their online platform capabilities in the context of the Colleges specific operational needs. The presentations were conducted via zoom. The banks did not see each other's presentations and were scheduled at different times.</p> <p>Legal Counsel Opinion: The evaluation committee had a reasonable basis for not inviting BBVA to present.</p> |
| <p>8</p> <p>Is JP Morgan an active participant with public funds and large public funds?</p> | <p>J.P. Morgan states in their proposal that the bank serves 450 Higher Education Clients, and operates as the primary bank for 5 out of the 10 largest community colleges across Texas, including Austin Community College and Tarrant Community College. Furthermore, they serve as UTRGV's current depository bank. South Texas College is considered one of the top 10 largest community colleges in Texas.</p> <p>In addition, JPMorgan maintains a Healthcare, Higher Education and Non-for-Profit group (HNN). Commercial Banking Division, which provides higher education industry trends and best practices.</p> |

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|----|---|
| 9 | <p>Was Sweep a question on the RFP?</p> <p>Yes, it was specifically included in item # 16 on the requested services. Two of the banks responded that they offer sweep accounts (J.P. Morgan and Plains Capital). BBVA did not indicate if they have the sweep option. Further, Valley View Consulting is recommending the College to use the sweep option with J.P. Morgan and its benefits. The interest is compounded daily and the College has full access to their funds. JP Morgan Charges \$50 monthly per sweep account. This \$50 is netted against the interest earnings in the interest income calculation and reflected in the analysis.</p> <p>16. INVESTMENT ACCOUNT – Please provide a description of the bank’s best “hard dollar” interest earnings option the College may utilize for cash in excess of general operating needs. <u>If a sweep option is proposed, confirm its compliance with Texas Local Government Code Chapter 2256, the “Public Funds Investment Act”, and the College’s Investment Policy.</u></p> <p><input checked="" type="checkbox"/> Yes, can provide as requested/required. <input type="checkbox"/> No, cannot provide as requested/required.</p> <p>Comment: [REDACTED]</p> <p>Although the current bank does not sweep the College accounts, it is considered a best practice to optimize interest earnings, which is in the best interest of the College.</p> |
| 10 | <p>Concerned about why JP Morgan’s fees are low. Could they raise their fees later?</p> <p>As addressed by Valley View Consulting, LLC during the meeting, if JP Morgan wishes to go after a client, they will lower their overall service fee to gain the customer. They wish to gain the College business, and they lowered the fees to make a favorable impression on the College to get our business. All proposals for BBVA USA, JP Morgan Chase Bank, and Lone Star National fixed the fees for the initial two-year contract terms, after that the service fees are negotiable. Valley View’s history with depositories shows that if JP Morgan wants to win and retain the business for the long term, it will be unlikely that they will raise their fees in such a manner that they would risk having the College leave them, but there is no guarantee.</p> |
| 11 | <p>JP Morgan Bank location and convenience.</p> <p>The RFP included two evaluation criteria regarding locations:</p> <ol style="list-style-type: none"> 1. The physical location in the City of McAllen – total points 10 All respondents have locations in McAllen ranging from 2 to 4. Both JPMorgan and BBVA have 4 branches in McAllen and were awarded the 10 points. 2. Convenience of locations - total points 5 The banks were evaluated based on the number of locations in the major cities in Hidalgo and Starr counties. BBVA received a 5/5 and JPMorgan received a 2.66/5 due to the lack of convenient locations in Weslaco and Rio Grande City. Zero locations in either city. <p>It was not a requirement of the RFP to have branches in each of the cities were campus are located, as it would have limited the number banks able to respond to the RFP.</p> |

South Texas College
Bank Depository Services
Finance, Audit, and Human Resources Committee - Additional Information

| | |
|--|---|
| | <p>Even if it was not a requirement of the RFP, the evaluation committee did deduct points in the JPMorgan Chase Bank response for the lack of convenient locations in Rio Grande City and Weslaco.</p> <p>The College offers and promotes direct deposit to students and employees to the institution(s) of their choice.</p> <p>The majority of communication with BBVA is done via the Net cash system, email or phone. Face to face meetings are typically not conducted. Further, all deposits are carried via armored car services and deposits are not made by employees.</p> |
| <p>12</p> <p>Why does the agenda item write-up not agree to the Valley View Consulting analysis regarding the employee check cashing fee?</p> | <p>The College requested clarification from JP Morgan on their response to the RFP. The question specifically stated that "The College requires the bank to cash checks issued to employees (with proper identification) without service charges or fees to the employee or the College, and without requiring the employee to open an account with the bank".</p> <p>When asked in the RFP regarding employee check cashing without charges or fees, JP Morgan checked the box that stated "yes, can provide as requested/required". However, they indicated in comments below that the College may opt to absorb fees on behalf of the payees.</p> <p>8. EMPLOYEE CHECK CASHING – The College requires the bank to cash checks issued to employees (with proper identification) without service charges or fees to the employee or the College and without requiring the employee to open an account with the bank.</p> <p><input checked="" type="checkbox"/> Yes, can provide as requested/required. <input type="checkbox"/> No, cannot provide as requested/required.</p> <p>Comment: [REDACTED]</p> <p>The Purchasing department sent the request to JP Morgan to get their clarification in writing and JPMorgan clarified the issue by stating that the check cashing service charges and fees are waived which applies to vendors, students, and employees.</p> <p>According to legal counsel, additional information may be requested to clarify an ambiguous matter.</p> |
| <p>13</p> <p>Agenda item write-up - Additional Positive information: Cash STC Check holder for no fees, and mobile, double devise etc. Does BBVA not provide this?</p> | <p>The agenda item write-up has been revised to focus on what sets the recommended bank above all of the other applications received.</p> |

South Texas College
Bank Depository Services
Finance, Audit, and Human Resources Committee - Additional Information

| | | |
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| 14 | No minimum required depository balances to offset bank service fees. Is this only for JP Morgan Chase Bank? | The current depository contract with BBVA USA requires the College to maintain \$20 Million in a non-interest-bearing checking account in order for BBVA USA to waive bank service fees. From all responses received for the Depository RFP, there were no minimum balance requirements stated in order to waive bank service fees. It is noted that the current offer from BBVA USA, when the Earnings Credit Rate (ECR) is utilized to offset the proposed fees will require the projected depository balance of \$20,508,936. This is compared to the lower monthly fees offered by JPMorgan Chase Bank and the ability of the College to use the sweep investment option resulting in higher projected net earnings as shown in the analysis. |
| 15 | Meets funds availability requested by the College. | Revised the agenda item write-up to exclude this statement |
| 16 | Who are the committee members? | All evaluation committee members work in the Finance and Administrative Services division, and are users and very familiar with the BBVA Net Cash system. The evaluation committee members combined years of experience with the BBVA system is approximately 25 years and are very knowledgeable of the college operations, student and employee needs, and expectations of depository bank services. |

South Texas College
Bank Depository Services
Additional Information

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|---|--|--|
| 1 | Can the current BBVA contract be extended for one more year? | <p>The depository contract is governed by the Texas Education Code (TEC). TEC Section 45.205(b), Term of Contract, was amended in the 85th Legislative Session (effective September 1, 2017) to extend a depository contract for three, rather than two, additional two-year terms to the original contract term of two years.</p> <p>The current BBVA contract was entered in 2014, therefore is governed by the previous statute term of six years. According to Legal Counsel, the change in the code cannot be applied retroactively, only prospectively, per TEC 45.205(b)</p> |
| 2 | Were the commercial card (AP) services considered in the RFP evaluation? | Commercial card services are independent of the bank depository contract. |
| 3 | Why was a best and final offer extended? | <p>From the time the RFP was issued, on January 21, 2020, to the due date of February 26th, the interest rate environment shifted dramatically. The COVID-19 pandemic had a significant impact on key financial market interest rates due to the Federal Government's measures to mitigate the economic impact of the pandemic. This was occurring during the period the College and Valley View Consulting were analyzing the proposals and attempting to arrive at an informed recommendation.</p> <p>In view of the dramatic changes in financial market rates and the key role they play in evaluating the impact of the bank's proposals, the decision was made to allow the banks to provide a Best and Final Offer (BAFO). This provided them the opportunity to update their current managed or indexed rates, and/or restate their various interest rates if they wished to do so. The BAFO was requested on March 25, 2020 and responses were due back from the financial institutions by March 31, 2020.</p> <p>It is important to realize that the Earnings Credit Rate and the Bank Investment Rate are <u>floating rate</u> offers rather than <u>fixed rates</u> and are identified as such in the proposals. They are market-based and will change as the market environment changes. In the case of BBVA, the bank has the right to change the rate semi-annually and JPMC has the right to change the rate quarterly, based upon their RFP responses. Neither bank committed to a starting rate for the contract period.</p> |

South Texas College
Bank Depository Services
Additional Information

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| | | <p>When the RFP responses were due back, the rate offerings from all of the banks were based upon the market environment that existed prior to the March 3rd market change. Because of the dramatic change in the market environment due to COVID-19, Valley View Consulting wanted to make sure that we provided the evaluation based upon the most realistic assumptions and asked all of the respondents to refresh their rates. Had we not asked for the rates to be refreshed, our analysis would have shown a higher net income to the College that would not have been realistic. Whether we asked for BAFO or not, the resulting contract would not have included the rate pre-COVID19 because it is based upon the current market. The contracts do not specify rates but include the RFP response which identifies both rates as not fixed.</p> <p>Even if we had used the original rates, the cost relationship between BBVA and JPMC would have still been in JPMC's favor.</p> <p>The best and final offer was extended equally to the five qualified responding financial institutions.</p> |
| 4 | What is a bank-managed rate based upon? | <p>Each bank has their own formula for the bank-managed rate and does not disclose details on what benchmark the rate is based on.</p> |

Review and Discussion of Employee Tuition and Fee Reimbursement Program and the Tuition and Fee Waiver for Eligible Family Members of Regular Faculty and Staff Funded by the Auxiliary Fund

Due to COVID-19 Pandemic and the negative impact on student enrollment, a reduction in Auxiliary fund revenue is anticipated, therefore reduction in budgeted expenses will be necessary.

At the May 12, 2020 Finance, Audit, and Human Resources Committee meeting, administration recommended the suspension of the Employee Tuition and Fee Reimbursement Program and the Tuition and Fee Waiver for Eligible Family Members of Regular Faculty and Staff for FY 2020 – 2021.

The Committee asked for additional information about the use of the tuition waiver and tuition reimbursement benefits before committing to any suspension. This additional information, and an update on the successful renegotiation of the bookstore contract to provide additional guaranteed funding for FY 2020 – 2021, is provided below. This renegotiation, if approved by the Board, will be sufficient to continue funding the tuition waiver and reimbursement programs.

Background – The Professional Development Plan maintained by the Office of Human Resources includes two programs supported by Auxiliary Funds, as follows:

- Eligible Spouse and Dependent of Employees Tuition and Fee Waiver
- Employee Tuition and Fee Reimbursement Program for Classes at Other Colleges and Universities

The budget for this year is as follows:

| Program | FY 2019 – 2020 Auxiliary Budget |
|---|------------------------------------|
| Eligible Spouse and Dependent of Employees Tuition and Fee Waiver | \$124,729 |
| Employee Tuition and Fee Reimbursement Program for Classes at Other Colleges and Universities | \$23,759 |
| Total: | \$148,488 |

The Employees requesting waiver or reimbursement of classes for FY 2019 - 2020 are as follows:

| Category | Employee* | Spouse | Dependent | Total |
|---|-----------|-----------|-----------|------------|
| Executive | 0 | 0 | 0 | 0 |
| Administrators | 0 | 3 | 12 | 15 |
| Professional Technical- Exempt | 3 | 6 | 12 | 21 |
| Professional Technical- Non-Exempt | 5 | 6 | 17 | 28 |
| Classified | 1 | 3 | 7 | 11 |
| Faculty | 8 | 4 | 43 | 55 |
| Total | 17 | 22 | 91 | 130 |
| <i>*Includes pending Spring 2020 Tuition Reimbursements</i> | | | | |

At the May 12, 2020 Finance, Audit, and Human Resources Committee meeting, under a separate agenda item, the Committee discussed a potential contract revision for the College Bookstore, which was anticipated to reduce the guaranteed minimum auxiliary fund revenue from the bookstore operations to \$300,000. The recommendation to suspend the tuition waivers and reimbursements was based on the expectation of lost revenue related to that contract revision.

Based upon feedback from the Committee, administration was able to renegotiate the guaranteed minimum auxiliary fund revenue to \$400,000. This item will be presented as a separate agenda item for the Board's consideration.

Contingent upon Board acceptance of the renegotiated College Bookstore contract, administration is comfortable that sufficient auxiliary funds would be available to maintain the tuition waiver and reimbursement benefits.

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 by the trustees.

This item is provided as an update for the Board's information, and no action is requested.

Discussion and Action as Necessary on the Operation of the College Bookstore Contract Modification

At the May 12, 2020 Finance, Audit, and Human Resources Committee meeting, the Committee discussed the contract modification options provided by Barnes & Noble College Booksellers (B&N) to the current contract and requested that staff negotiate with B&N on the proposed modified terms. On May 15, 2020, the College made the following counteroffer which applies only to the first year of the five-year contract:

For the Contract Year November 2019 through October 2020 – Minimum Annual Guarantee of Four Hundred Thousand Dollars (\$400,000).

For the remaining four Contract Years, beginning November 2020, and all subsequent Contract Years, the Minimum Annual Guarantee shall remain at the amount originally agreed to of Five Hundred Thousand Dollars (\$500,000). (Note: Per Section 14.1D of the current contract.) All other terms of the current contract would remain the same.

On May 18, 2020, B&N accepted the College's counteroffer as stated above.

Purpose – To discuss the tentative contract modification agreement between B&N and the College with respect to the first year of the current five-year contract for the period beginning November 1, 2019 through October 31, 2020 and to become effective April 1, 2020.

Justification and Benefit – The contract's *force majeure* clause provides for the right of one party to suspend performance due to governmental regulations or controls and acts of God. Due to this uncontrollable event, B&N asked that the College consider a modification to the existing contract.

B&N originally proposed a \$200,000 reduction to the Minimum Annual Guarantee payment due to COVID-19 and the College's resulting closure and transition to online classes which has led to a decrease in actual and anticipated bookstore sales. The College counteroffered by asking for a \$100,000 reduction, which B&N accepted. The modification agreement is limited to one year of the five-year contract.

The terms of the current contract are as follows:

- The vendor is obligated to pay the College the greater of the Minimum Annual Guarantee or the total commissions received on Commissionable Sales and Digital Sales during a given year.
- The vendor remits commissions on a periodic basis during the year. If the total commissions are less than the Minimum Annual Guarantee, the vendor pays the difference to the College at the end of the period.

The current and proposed modified terms are as follows:

| Terms | 11/1/19 to 10/31/24 Current Terms (Section 14) | 11/1/19 to 10/31/20 * Proposed Modified Terms |
|---|---|---|
| 11/1/19 to 10/31/20 Minimum Annual Guarantee | \$500,000 | \$400,000 |
| Commissionable Sales | <ul style="list-style-type: none"> • 14.5% of Commissionable Sales up to \$2,000,000.00 • 15.5% of Commissionable Sales from \$2,000,001.00 to \$3,000,00.00 • 17% of Commissionable Sales in excess of \$3,000,000.00 | <ul style="list-style-type: none"> • 14.5% of Commissionable Sales up to \$2,000,000.00 • 15.5% of Commissionable Sales from \$2,000,001.00 to \$3,000,00.00 • 17% of Commissionable Sales in excess of \$3,000,000.00 |

*According to Barnes & Noble College Booksellers, the contract terms will revert back to original payment of a minimum guaranteed original payment of \$500,000 for the period of 11/01/20 to 10/31/21.

Background - On August 27, 2019, the Board of Trustees awarded a five-year contract to Barnes & Noble College Booksellers for the period beginning November 1, 2019 through October 31, 2024.

The current and previous commission history reports are as follows:

| Current Contract | Commission Amount |
|-------------------------------|-------------------|
| November 2019 – February 2020 | \$173,797.34 |
| | |
| Previous Contract | |
| November 2018 – October 2019 | \$487,495.00 |
| November 2017 – October 2018 | \$538,879.00 |
| November 2016 – October 2017 | \$607,112.00 |
| November 2015 – October 2016 | \$601,327.00 |
| November 2014 – October 2015 | \$593,622.00 |

Projected Sales:

Sales for the Summer term are difficult to project at this point; however, it is anticipated that sales will be significantly reduced due to the suspension of on-campus classes from March 23, 2020 to August 23, 2020. Therefore, due to the uncertainty of bookstore sales,

Administration recommends reducing the Minimum Annual Guarantee from \$500,000 to \$400,000.

Enclosed Documents – The Barnes & Noble College Booksellers Contract Modification Option letter, Section 14, page 18 of the Contract, and Section 19, pages 23 and 24 of the Contract follow in the packet for the Committee's information and review.

Mary Elizondo, Vice President for Finance and Administrative Services, George McCaleb, Director of Facilities Operations and Maintenance, and Becky Cavazos, Director of Purchasing, will be present at the May 26, 2020 Board of Trustees Meeting to address any questions.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the modification of the current Barnes & Noble College Booksellers contract by confirming Barnes & Noble's acceptance of the College's counteroffer, which the College received on May 18, 2020, and which reduces the Minimum Annual Guarantee from \$500,000 to \$400,000, for the period beginning November 1, 2019 through October 31, 2020, effective April 1, 2020, as presented.

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

The Board of Trustees approves and authorizes the modification of the current Barnes & Noble College Booksellers contract by accepting Barnes & Noble College Booksellers' agreement, received on May 18, 2020, to reduce the Minimum Annual Guarantee from \$500,000 to \$400,000, for the period beginning November 1, 2019 through October 31, 2020, effective April 1, 2020, as presented, with all other terms and conditions of the contract to remain unchanged.

Approval Recommended:

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

May 18, 2020

George McCaleb
Director of Operations
South Texas College

Re: Agreement for Bookstore Services dated November 1, 2019 (“Agreement”)

Dear George:

Thank you for your time with Courtney and I to discuss the impact COVID-19 is presenting to our business and our ability to serve your campus. As a result, we’d like to make temporary adjustments to certain financial terms in the Agreement. This letter outlines our understanding of that arrangement.

Effective April 1, 2020 the Minimum Annual Guarantee as stated in Section 14.1D of the Agreement shall be reduced from \$500,000 to \$400,000 for the contract year of November 2019 through October 2020.

Thereafter, effective November 1, 2020 and in accordance with Section 14.1D of the Agreement, the Minimum Annual Guarantee will recommence at \$500,000.

Except as expressly modified in this letter, all other terms and conditions of the Agreement shall remain the same. All capitalized terms used but not defined in this letter refer to the definitions in the Agreement.

If you agree with the terms outlined above, please confirm by signing below and returning a copy of this letter to me at your earliest possible convenience.

We highly value our relationship with you and your campus community, and we are committed to providing the highest level of service we can through these unprecedented times.

Please let me know if you have any questions or would like to discuss the above. As always, I thank you in advance for your consideration and for your ongoing support and partnership.

Very truly yours,

Kimberly Otte
Vice President, Stores

ACKNOWLEDGED AND AGREED:
South Texas College

Sign: _____

Review and Recommend Action on Approval of Substantial Completion of the Pecan Campus Arbor Brick Columns Repair & Replacement

Approval of substantial completion of the Pecan Campus Arbor Brick Columns Repair & Replacement Project is requested.

| Project | Completion Recommended | Date Received |
|--|------------------------------------|----------------|
| 1. Pecan Campus Arbor Brick Columns Repair & Replacement Project No. 2017-016R Contractor: Limon Masonry, LLC | Substantial Completion Recommended | April 14, 2020 |

This project was submitted as a Renewals & Replacements project by the Operations & Maintenance department in 2017, and was reviewed by the FPC and Operations & Maintenance departments. It was scheduled as a routine improvement to repair and replace the arbor brick columns throughout the Pecan Campus.

College staff visited the site and developed a construction punch list on April 14, 2020. A Certificate of Substantial Completion has been issued. Substantial Completion was accomplished within the time allowed in the Owner/Contractor agreement for this project by Limon Masonry, LLC. The original cost approved for this project was in the amount of \$200,000.

The following table summarizes the current budget status:

| Pecan Campus Arbor Brick Columns Repair & Replacement | | | | | | |
|---|--------------------------|--------------------|-------------------------|--------------------|----------------------|-------------------|
| Construction Budget | Approved Proposal Amount | FY 18 - 19 Balance | Net Total Change Orders | Final Project Cost | Previous Amount Paid | Remaining Balance |
| \$200,000.00 | \$148,000.00 | \$1,782.20 | \$0 | \$149,782.20 | \$93,742.20 | \$56,040.00 |

Enclosed Documents

A copy of the Substantial Completion Certificate and photos are enclosed for the Committee's review and information. A remaining budget balance of the FY20 Unexpended Plant Fund considering this month's proposed project may be found under the agenda item titled Update and Recommend Action as Necessary on Status of Unexpended Plant Fund Construction Projects and Renewals & Replacements Projects.

The Facilities Committee recommended Board approval of substantial completion of the Pecan Campus Arbor Brick Columns Repair & Replacement Project as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize substantial completion of the Pecan Campus Arbor Brick Columns Repair & Replacement Project as presented.

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

The Board of Trustees approves and authorizes substantial completion of the Pecan Campus Arbor Brick Columns Repair & Replacement Project as presented.

Approval Recommended:

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



Pecan Campus Arbor Brick Repair and Replacement

Substantial Completion Acceptance

Project Name: Pecan Campus - Arbor Brick Columns Repair and Replacement

Project No.: RFP 19-20-1021

Owner: South Texas College

Contractor: Limon Masonry

A/E Firm: Solorio Inc.

Scope of Work Covered by This Acceptance:

Effective Date of Acceptance: 4/13/2020

This constitutes the Owner's acceptance for Beneficial Occupancy: Yes No

In accordance with plans and specifications of the Contract, this is to confirm the results of the substantial completion inspection(s). The "punch list(s)" of items remaining to be completed or corrected as of the effective date of this acceptance, is formally issued under separate cover. It is expressly understood that the failure to include any items on such list (s) does not alter the responsibility of the Contractor to complete all Work in accordance with the Contract Documents. In accordance with the Contract, the Date of Substantial Completion is that Date jointly certified by the Architect/Engineer, owner and Contractor that the Work is sufficiently completed for the Owner to utilize it, or designated portion thereof, for the intended purpose.

As of the effective date noted above, the Contractor is relieved of the responsibilities for utilities, maintenance, security, custodial services, and insurance coverage, which may pertain specifically to the Work, covered by this acceptance. The Contractor remains responsible; however, to maintain full insurance coverage as required by the Contract for any areas of the project not yet accepted, and such coverage as may be necessary for its employees and subcontractors while engaged in completion of the punch list items as identified above.

The Owner and A/E will continue to inspect the entire project, including the work accepted herein, until final completion and acceptance of all elements of the work. This inspection will cover such defects as may have been overlooked as well as the items currently remaining on the punch list (s). The date of Substantial Completion Acceptance of the Project or portion designated above is the date of issuance established by this document, which is also the date of commencement of applicable warranties required by the Contract Documents.



| | |
|---|------------------------|
| The Contractor shall complete/correct the items identified on the punch list(s) within | <u>30</u> |
| Calendar days from the Effective Date of this Acceptance. | |
| <i>Printed Name and Title</i> _____ | <i>Signature</i> _____ |
| | <i>Date</i> _____ |

| |
|--|
| The Architect/Engineer agrees that the Work noted in this Acceptance is sufficiently complete to be used as intended. |
| <i>Printed Name and Title</i> _____ |
| <i>Signature</i> _____ |
| <i>Date</i> _____ |

| |
|---|
| With the exception of those items noted on the attached "punch list(s)", the Owner accepts the Work designated herein as Substantially Complete as of the Effective Date of this Acceptance. |
| <i>Printed Name and Title</i> _____ |
| <i>Signature</i> _____ |
| <i>Date</i> _____ |



Project Fact Sheet 5/7/2020

| | | | | | | |
|--|---|---|--|--|-----------------------|---------------------------|
| Project Name: Pecan Campus - Arbor Brick Column Repairs and Replacement | | Project No. 2017-016R | | | | |
| Funding Source(s): Renewals & Replacements | Project Budget FY 2019-2020 | | Actual Expenditures To Date | Variance of Original Budget vs. Actual Expenditures To Date | | |
| | Construction: | \$ 200,000 | \$ 1,782 | \$ 198,218 | | |
| | Design: | 11,000 | - | 11,000 | | |
| | Miscellaneous: | 10,000 | 759 | 9,241 | | |
| | FFE: Technology: | - - | - - | - - | | |
| Total: | \$ 221,000 | \$ 2,541 | \$ 218,459 | | | |
| Architect/Engineer: Solorio Inc. | Board Approval of Schematic Design N/A | | | | | |
| Contractor - Expedited Work: Limon Masonry, LLC | | | | | | |
| Contractor - Remaining Work: TBD | | | | | | |
| STC FPC Project Manager: Martin Villarreal | Substantial Completion | TBD | Board Acceptance | TBD | | |
| | Final Completion | TBD | Board Acceptance | TBD | | |
| | | | | | | |
| Project Description | | Project Scope | | | | |
| Repairing and replacement of the damaged arbor brick columns at the exterior entry arbors throughout Pecan Campus. | | Demolish existing arbor brick columns that have developed cracks and rebuild brick columns with new brick veneer and steel columns at the twelve arbor locations. | | | | |
| Projected Timeline | | | | | | |
| Board Approval of Architect | Board Approval of Schematic Design | Board Approval of Contractor | Construction Start Date | Substantial Completion Date | Final Completion Date | FFE Completion of Move In |
| N/A | N/A | 12/10/2019 | 1/2/2020 | 4/13/2020 | 5/13/2020 | N/A |
| Project Calendar of Expenditures by Fiscal Year | | | | | | |
| Fiscal Year | Construction | Design | Misc. | FFE | Tech | Project Total |
| 2019-20 | \$ 1,782 | \$ - | \$ 759 | \$ - | \$ - | \$ 2,541 |
| Project Total | \$ 1,782 | \$ - | \$ 759 | \$ - | \$ - | \$ 2,541 |
| Current Agenda Item | | | | | | |
| 5/12/2020 Facilities Committee: Review and Recommend Action on Substantial Completion of the Pecan Campus Arbor Brick Columns Repair and Replacement | | | | | | |
|  | | |  | | | |

Review and Recommend Action as Necessary on ~~Prioritization of~~ High Priority Projects

The Facilities Planning and Construction staff prepared an overview of necessary and/or high priority upcoming capital improvement and renewals & replacements projects which includes a description and priority status for each.

The Facilities Committee recommended Board approval to proceed with the high priority projects as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize proceeding with the high priority projects as presented.

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

The Board of Trustees approves and authorizes proceeding with the high priority projects as presented.

Approval Recommended:

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

**South Texas College
Prioritization of Capital Improvement Projects
for Balance of FY 2019-2020**

| # | Projects | Project Description | Current Status | Month | Board Action Requested | Priority Status | Construction Budget |
|---|--|---|--|-----------|---|-----------------|--------------------------------|
| Pecan Campus | | | | | | | |
| 1 | Sand Volleyball Courts Sand Replacement | Replace sand material at the two sand volleyball courts. | Bidding in Progress Legal Action is Pending | June | Approval of Contracting Construction Services | High | \$50,000 - 60,000 ACTUAL |
| | | | | September | Approval of Substantial Completion | High | |
| | | | | October | Approval of Final Completion | High | |
| 2 | Student Activities Center Building H Cafeteria Renovations | Retrofit existing kitchen, serving area, scullery, office, and storage areas for use by Culinary Arts. | Construction in Progress | June | Approval of Substantial Completion | High | \$600,000 ACTUAL |
| | | | | July | Approval of Final Completion | High | |
| Pecan Plaza | | | | | | | |
| 3 | Building C Kinesiology Renovation | Renovate the Kinesiology Department facilities to include an upgrade for the restrooms, a separate storage space for first aid and CPR, and four areas of chain link storage for equipment. | Architect Selected - December 10, 2019 Design Services Contract Development in Progress | August | Approval of Schematic Design | High | \$122,000 |
| Dr. Ramiro R. Casso Nursing & Allied Health Campus | | | | | | | |
| 4 | East Building A Student Services Renovation | Redesign existing student services area inside NAH East Building A to meet current and future needs. | April Board meeting - Board Requested Two Month Hold Contractor has agreed to accomodate price proposal for two month extension | July | Approval to Contract Construction Services | High | \$217,000 ACTUAL |
| | | | | November | Approval of Substantial Completion | High | |
| | | | | December | Approval of Final Completion | High | |
| 5 | West Entry Campus Sign | Provide a monumental sign to allow students/visitors to locate the campus. | Construction in Progress | July | Approval of Substantial Completion | High | \$58,800 ACTUAL |
| | | | | August | Approval of Final Completion | High | |
| Mid-Valley Campus | | | | | | | |
| 6 | Thermal Plant Renovation (Demolition) | Demolish existing chiller enclosure. | Construction in Progress | August | Approval of Substantial Completion | High | \$33,000 ACTUAL |
| | | | | September | Approval of Final Completion | High | |
| 7 | Student Services Building F Renovation | Redesign cashier, admission area, and quiet room inside Student Union Building F for use by Veterans, Career Placement, and Cashier Departments. | Renegotiated Construction Proposal Construction to begin upon execution of contract (Original proposal \$289,400, negotiated proposal \$246,745) | October | Approval of Substantial Completion | High | \$246,745 ACTUAL |
| | | | | November | Approval of Final Completion | High | |
| Starr County Campus | | | | | | | |
| 8 | Student Services Building G Renovation | Redesign existing admissions and cashier area inside Student Services Building G for use by Veterans and Cashier Department. | April Board meeting - Board Requested Two Month Hold Contractor has agreed to accomodate price proposal for two month extension | July | Approval to Contract Construction Services | High | \$183,000 ACTUAL |
| | | | | November | Approval of Substantial Completion | High | |
| | | | | December | Approval of Final Completion | High | |

**South Texas College
Prioritization of Renewals and Replacements Projects
for Balance of FY 2019-2020**

| # | Projects | Project Description | Current Status | Month | Board Action Requested | Priority Status | Construction Budget |
|--------------------------|--|---|--|-----------|------------------------------------|-----------------|--|
| Pecan Campus | | | | | | | |
| 1 | Arbor Brick Column Repairs & Replacement | Repairing and replacement of the deteriorated arbor brick columns at the exterior entry arbors throughout Pecan Campus. | Construction in Progress | May | Approval of Substantial Completion | High | \$148,000 ACTUAL |
| | | | | June | Approval of Final Completion | High | |
| Mid Valley Campus | | | | | | | |
| 2 | Resurfacing Northwest Drive | Resurface existing drive located on east side of Buildings A and B (Center for Learning Excellence and Nursing) | Negotiating Construction Contract Board Approved Removal of Parking Lot #3 from Scope on April 28, 2020 | September | Approval of Substantial Completion | High | \$108,853 ACTUAL |
| | | | | October | Approval of Final Completion | High | |
| 3 | Drainage Improvements Phase I | Replacement and upgrade of existing storm water piping system as per Perez Engineering's drainage report. | Negotiating Construction Contract Board Approved Removal of Parking Lot #3 from Scope on April 28, 2020 | September | Approval of Substantial Completion | High | \$371,375 ACTUAL |
| | | | | October | Approval of Final Completion | High | \$480,778 TOTAL including NW Drive |

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.

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

| Total Project Budget Summary | FY20 Unexpended Plant Fund | FY20 Renewals & Replacements Fund |
|--|---|--|
| Total Construction Project Budget | \$ 17,037,045 | \$ 7,624,000 |
| Previous Approved Projects (Sept. 2019 - April 2020) | (6,267,029) | (1,582,400) |
| Proposed Projects for the Month of May 2020 | - | - |
| Total Project Budget Balance | \$ 10,770,016 | \$ 6,041,600 |

| Project Reference # | Project Name | Total Project Budget/Actual* | |
|---|---|-------------------------------------|---------------------|
| | | CIP Fund | R&R Fund |
| Board Approved on September 24, 2019 | | | |
| 2020-002C | Pecan Plaza West Bldg C. Kinesiology Renovation | \$ 143,800 | \$ - |
| 2020-005C | Mid Valley Campus Center for Learning Excellence Building A Renovation of Space for Supplemental Instruction | 224,200 | - |
| 2019-014C | Starr County Campus Workforce Center Building D Welding Lab Expansion | 230,000 | - |
| 2017-016R | Pecan Campus Arbor Brick Column Repairs & Replacement | - | 221,000 |
| Total Board Approved for the Month of September 2019 | | \$ 598,000 | \$ 221,000 |
| Board Approved on October 29, 2019 | | | |
| 2020-014R | Pecan Campus Information Technology Building M Generator Replacement | \$ - | \$ 280,000 |
| 2016-011C | Technology Campus Advanced Technical Careers Building B Automotive Lab Exhaust System | 111,600 | - |
| 2018-009C | Nursing and Allied Health Campus East Building A Center for Learning Excellence/Student Success Center Renovations (CO) | 214,256 | - |
| 2019-031R | District Wide Marker Board Replacement (CO) | - | 201,000 |
| Total Board Approved for the Month of October 2019 | | \$ 325,856 | \$ 481,000 |
| Board Approved on November 26, 2019 | | | |
| 2020-020C | Renovation and Expansion of the Existing Pecan Campus Library Building F | \$ 1,448,500 | \$ - |
| 2019-006C | Nursing and Allied Health Campus East Building A Student Services Renovation (CO) | 420,000 | - |
| 2018-020C | Starr County Campus Student Services Building G Cashiers and Veterans Affairs Areas Renovation (CO) | 220,500 | - |
| 2018-023C | Pecan Campus Student Activities Building H Renovation for Culinary Arts (CO) | 923,700 | - |
| 2019-013C | Nursing and Allied Health Campus West Entry Campus Sign | 76,000 | - |

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

| Project Reference # | Project Name | Total Project Budget/Actual* | |
|--|--|------------------------------|---------------------|
| | | CIP Fund | R&R Fund |
| Total Board Approved on November 26, 2019 | | \$ 3,088,700 | \$ - |
| Board Approved on December 10, 2019 | | | |
| 2020-008C | Pecan Campus Business and Science Building G Conversion of Two Classrooms to Geology Labs | \$ 199,500 | \$ - |
| 2020-002C | Pecan Plaza West Building C Kinesiology Storage and Restroom Renovations | 143,800 | - |
| 2020-005C | Mid Valley Campus Center for Learning Excellence Building A Renovation of Space for Supplemental Instruction | 224,200 | - |
| 2019-014C | Starr County Campus Workforce Center Building D Welding Lab Expansion | 228,200 | - |
| 2017-016R | Pecan Campus Arbor Brick Columns Repair and Replacement (CO) | - | 221,000 |
| 2016-020R | Technology Campus Concrete Floor Repairs in Advanced Technical Careers Building B | - | 84,900 |
| 2019-018C | Portable Buildings Civil Infrastructure at the Regional Center for Public Safety Excellence | 491,033 | - |
| Total Board Approved on December 10, 2019 | | \$ 1,286,733 | \$ 305,900 |
| Board Approved on March 31, 2020 | | | |
| 2018-014C | Pecan Campus Information Technology Building M Office and Work Space Renovation (CO) | \$ 551,840 | \$ - |
| 2017-012C | Mid Valley Campus Existing Thermal Plant Demolition (CO) | 67,200 | - |
| 2019-009C | Mid Valley Campus Student Union Building F Renovation of Cashiers and Career & Employer Services Areas (CO) | 348,700 | - |
| 2020-012R | District Wide Exterior Building Lettering | - | 50,000 |
| Total Board Approved on March 31, 2020 | | \$ 967,740 | \$ 50,000 |
| Board Approved on April 28, 2020 | | | |
| 2019-047R | Mid Valley Campus Drainage Improvements Phase I | \$ - | \$ 333,500 |
| 2018-019R | Mid Valley Campus Northwest Drive | | 191,000 |
| Total Board Approved on April 28, 2020 | | \$ - | \$ 524,500 |
| Current Total Project Budget | | \$ 6,267,029 | \$ 1,582,400 |

* Actuals costs will be updated as project progresses.

CO - Carry over project from previous year.

Status of Unexpended Plant Fund Construction Projects in Progress May 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 | \$ 92,699.19 | \$ 20,308.81 |
| Library Renovation | 1. Project Development 2. Programming in Progress | 65% | June 2020 | \$ 1,466,000.00 | \$ 76,631.36 | \$ 1,389,368.64 |
| Building H Cafeteria Renovation | 1. Construction Phase 2. Construction in Progress | 85% | May 2020 | \$ 957,600.00 | \$ 160,278.77 | \$ 797,321.23 |
| Building M Office and Work Space Renovation | 1. Construction Phase 2. Contract Negotiation | 5% | May 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 | 95% | May 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 | \$ 442,043.95 | \$ 3,767,182.05 |
| Pecan Plaza | | | | | | |
| Kinesiology Renovation | 1. Project Development 2. A/E Contract Negotiation | 95% | May 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 May 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% | May 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. Value Engineering Negotiation | 5% | May 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 | 95% | May 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 | 95% | May 2020 | \$ 111,600.00 | \$ 879.00 | \$ 110,721.00 |
| Building A & B Renovations | 1. Project Development 2. A/E Contract Negotiation | 60% | May 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. On Hold | 95% | June 2020 | \$ 427,500.00 | \$ 21,346.34 | \$ 406,153.66 |
| West Entry Campus Sign | 1. Construction Phase 2. Construction in Progress | 5% | July 2020 | \$ 76,000.00 | \$ 820.40 | \$ 75,179.60 |
| Nursing and Allied Health Campus Total | | | | \$ 766,306.00 | \$ 278,260.93 | \$ 488,045.07 |
| Starr County Campus | | | | | | |
| Student Services Renovation | 1. Bidding/Negotiation 2. On Hold | 95% | June 2020 | \$ 225,000.00 | \$ 11,903.30 | \$ 213,096.70 |
| 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 | \$ 12,723.70 | \$ 605,276.30 |

Status of Unexpended Plant Fund Construction Projects in Progress May 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% | June 2020 | \$ 634,312.00 | \$ 2,167.21 | \$ 632,144.79 |
| Target Range-Grant | 1. Project Development 2. Contract Negotiations | 5% | June 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 | 60% | 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 Complete (Building Signage Only) | 100% | 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. Project Development 2. Evaluation | 5% | June 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 | \$ 1,682,277.24 | \$ 16,123,767.76 |

Status of Renewals & Replacements Projects in Progress May 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. Substantial Completion | 95% | April 2020 | \$ 241,594.00 | \$ 26,451.68 | \$ 215,142.32 |
| Building X Data Cabling Infrastructure Replacement | 1. Project Complete | 100% | December 2019 | \$ 101,967.00 | \$ 11,966.73 | \$ 90,000.27 |
| Building J Data Cabling Infrastructure Replacement | 1. Project Complete | 100% | December 2019 | \$ 406,684.00 | \$ 298,053.18 | \$ 108,630.82 |
| Building A Data Cabling Infrastructure Replacement | Not Started | Not Started | Not Started | \$ 80,000.00 | | \$ 80,000.00 |
| Building B Data Cabling Infrastructure Replacement | Not Started | Not Started | Not Started | \$ 40,000.00 | | \$ 40,000.00 |
| Building H Data Cabling Infrastructure Replacement | Not Started | Not Started | Not Started | \$ 150,000.00 | | \$ 150,000.00 |
| Building M Generator Replacement | 1. Project Development 2. Contract Negotiation | 5% | May 2020 | \$ 280,000.00 | \$ 820.40 | \$ 279,179.60 |
| Reseeding and Regrading of Athletic Fields | 1. Project Development 2. Request for Proposals | 5% | May 2020 | \$ 125,000.00 | \$ - | \$ 125,000.00 |
| Pecan Campus Total | | | | \$ 1,425,245.00 | \$ 337,291.99 | \$ 1,087,953.01 |
| Mid Valley Campus | | | | | | |
| Resurfacing Parking Lot #3 (RR) | 1. Project Rejected | Not Started | Not Started | \$ 57,000.00 | \$ 10,845.67 | \$ 46,154.33 |
| Resurfacing Parking Lot #7 (RR) | Not Started | Not Started | Not Started | \$ 106,000.00 | \$ - | \$ 106,000.00 |
| Resurfacing Northwest Drive (RR) | 1. Construction Phase 2. Construction Negotiation | 5% | May 2020 | \$ 191,000.00 | \$ 10,513.08 | \$ 180,486.92 |
| Roofing Replacement (RR) | 1. Project Development 2. Feasibility Assessment | 95% | May 2020 | \$ 951,000.00 | \$ 1,076.92 | \$ 949,923.08 |
| Drainage Improvements Ph. I | 1. Construction Phase 2. Construction Negotiation | 5% | May 2020 | \$ 334,203.00 | \$ 20,075.21 | \$ 314,127.79 |
| Mid Valley Campus Total | | | | \$ 1,639,203.00 | \$ 42,510.88 | \$ 1,596,692.12 |
| 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 May 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% | May 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 | 1.. Construction Phase 2. Issuing RFP | 5% | August 2020 | \$ 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% | May 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 May 2020

| Project | Current Activity | % Complete | Date to Complete | Total Project Budget | Amount Paid | Total Project Balance |
|---|--|-------------|------------------|------------------------|----------------------|------------------------|
| District Wide | | | | | | |
| Marker Boards Replacement (RR) | 1. Project on Hold | Not Started | Not Started | \$ 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 | \$ 947,405.62 | \$ 7,434,055.38 |

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

| # | Project No. | Projects | Not Started | Project Development | Design Phase | Bidding and Negotiations | Construction Phase | Substantial Completion | Final Completion | Move In | Completed | FY1920 Budget | Architect/Engineering Firm | Contractor |
|---|-------------|--|-------------|---------------------|--------------|--------------------------|--------------------|------------------------|------------------|---------|-----------|---------------|--|----------------------------------|
| Pecan Campus | | | | | | | | | | | | | | |
| 1 | 2016-014C | Sand Volleyball Courts | | | | | ● | | | | | \$ 22,659 | Alvarado Architects & Assoc. | NM Contracting, LLC (Terminated) |
| 2 | 2016-018C | Library Building F Renovation and Expansion | | | ● | | | | | | | \$ 1,448,500 | ERO Architects | TBD |
| 3 | 2018-014C | Information Technology Building M Office and Work Space Renovation | | | | | ● | | | | | \$ 551,840 | Boultinghouse Simpson Gates Architects | Noble Texas Builders |
| 4 | 2019-004C | Athletic Field Fence Enclosure | | | | | | | | | ● | Completed | N/A | NM Contracting, LLC |
| 5 | 2018-025C | Building D Renovation | | | | | | | | | ● | Completed | EGV Architects | Noble Texas Builders |
| 6 | 2018-023C | Student Activities Center Building H Cafeteria Renovations | | | | | ● | | | | | \$ 923,700 | EGV Architects | Noble Texas Builders |
| 7 | 2019-001C | Student Activities Center Building H West Elevation Modifications | ● | | | | | | | | | \$ 183,750 | TBD | TBD |
| 8 | 2019-003C | Park & Ride Portable Renovation and Fence Enclosure for College Vehicles | ● | | | | | | | | | \$ 118,000 | TBD | TBD |
| 9 | 2019-002C | Cooling Tower Screen Upgrades | ● | | | | | | | | | \$ 309,375 | TBD | TBD |
| 10 | 2019-005C | Site Improvements to North Pecan Campus | ● | | | | | | | | | \$ 37,000 | TBD | TBD |
| 11 | 2020-008C | Business and Science Building G Classroom Renovation | | | ● | | | | | | | \$ 333,000 | EGV Architects | TBD |
| 12 | 2020-010C | Entry Monument Sign | | ● | | | | | | | | \$ 103,000 | N/A | TBD |
| Pecan Plaza | | | | | | | | | | | | | | |
| 13 | 2020-002C | Building C Kinesiology Renovation | | | ● | | | | | | | \$ 143,800 | Alvarado Architects & Assoc. | TBD |
| Dr. Ramiro R. Casso Nursing & Allied Health Campus | | | | | | | | | | | | | | |
| 14 | 2018-009C | East Building A Student Success Center Renovation | | | | | | | | | ● | Completed | Boultinghouse Simpson Gates Architects | TriGen Construction |
| 15 | 2019-006C | East Building A Student Services Renovation | | | | ● | | | | | | \$ 420,000 | Gignac Architects | TBD |
| 16 | 2019-013C | West Entry Campus Sign | | | | | ● | | | | | \$ 76,000 | N/A | Limon Masonry |

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

| # | Project No. | Projects | Not Started | Project Development | Design Phase | Bidding and Negotiations | Construction Phase | Substantial Completion | Final Completion | Move In | Completed | FY1920 Budget | Architect/Engineering Firm | Contractor |
|----------------------------|-------------|--|-------------|---------------------|--------------|--------------------------|--------------------|------------------------|------------------|---------|-----------|---------------|-----------------------------|----------------------|
| Technology Campus | | | | | | | | | | | | | | |
| 17 | 2016-011C | Automotive Lab Exhaust System | | ● | | | | | | | | \$ 111,600 | Ethos Engineering | TBD |
| 18 | 2019-010C | Emerging Technologies Building A & Advanced Technical Careers Building B Renovation | | | ● | | | | | | | \$ 1,321,250 | EGV Architects | TBD |
| 19 | 2019-046C | Shipping and Receiving Bldg D Office Renovation | | | | | | | | | ● | Completed | N/A | N/A |
| 20 | 2019-011C | Site Improvements | ● | | | | | | | | | \$ 57,000 | TBD | TBD |
| Mid-Valley Campus | | | | | | | | | | | | | | |
| 21 | 2017-012C | Thermal Plant Renovation (Demolition) | | | | | ● | | | | | \$ 184,300 | ROFA Architects | R.L. Abatement, Inc. |
| 22 | 2018-021C | East Loop Drive | ● | | | | | | | | | \$ 214,200 | TBD | TBD |
| 23 | 2019-009C | Student Services Building F Renovation | | | | ● | | | | | | \$ 348,700 | ROFA Architects | Noble Texas Builders |
| 24 | 2020-005C | Center for Learning Excellence Building A Renovation of Space for Supplemental Instruction | | | ● | | | | | | | \$ 224,200 | The Warren Group Architects | TBD |
| Starr County Campus | | | | | | | | | | | | | | |
| 25 | 2018-020C | Student Services Building G Renovation | | | | ● | | | | | | \$ 220,500 | Gignac Architects | TBD |
| 26 | 2018-026C | Cultural Arts Center Building F Renovation | ● | | | | | | | | | \$ 163,000 | TBD | TBD |
| 27 | 2019-014C | Workforce Center Building D Welding Expansion | | | ● | | | | | | | \$ 228,200 | Gignac Architects | TBD |

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

| # | Project No. | Projects | Not Started | Project Development | Design Phase | Bidding and Negotiations | Construction Phase | Substantial Completion | Final Completion | Move In | Completed | FY1920 Budget | Architect/Engineering Firm | Contractor |
|---|-------------|--|-------------|---------------------|--------------|--------------------------|--------------------|------------------------|------------------|---------|-----------|---|---|--|
| Regional Center for Public Safety Excellence | | | | | | | | | | | | | | |
| 28 | 2019-015C | Target Range | | ● | | | | | | | | \$ 2,528,583 | PBK Architects | TBD |
| 29 | 2019-016C | Canopy for Safety Training Vehicles | ● | | | | | | | | | \$ 103,500 | TBD | TBD |
| 30 | 2019-017C | Canopy for Students/Instructors | ● | | | | | | | | | \$ 285,000 | TBD | TBD |
| 31 | 2019-018C | Portables | | | | | | | | | ● | Completed | Dannenbaum Engineer (Civil) DBR Engineering (MEP) SSP (Landscape) | Roth Excavating (Civil) Metro Electric (MEP) Southern Landscapes (Landscape & Irrigation) |
| 32 | 2019-019C | Chiller Relocation | | ● | | | | | | | | Project not budgeted within FY1920 budget | TBD | TBD |
| 33 | 2019-020C | Fire Training Area | ● | | | | | | | | | \$ 582,100 | TBD | TBD |
| 34 | 2020-009C | Running and Exercise Track | ● | | | | | | | | | \$ 285,000 | TBD | TBD |
| 35 | 2020-011C | Additional Parking Lot | ● | | | | | | | | | \$ 491,032 | TBD | TBD |
| Higher Education Center La Joya | | | | | | | | | | | | | | |
| 36 | 2020-012C | Exterior Building and Wayfinding Signage | | | | | ● | | | | | \$ 52,000 | N/A | Fast Signs |
| District Wide | | | | | | | | | | | | | | |
| 37 | N/A | Land | N/A | | | | | | | | | \$ 3,000,000 | N/A | NM Contracting, LLC |
| 38 | N/A | Renovation and Contingencies | N/A | | | | | | | | | \$ 847,000 | N/A | TBD |
| 39 | 1920-015c | Outdoor Furniture | ● | | | | | | | | | \$ 25,000 | N/A | NM Contracting, LLC |
| 40 | 1920-016C | Facility Signage | | | ● | | | | | | | \$ 50,000 | N/A | TBD |
| 41 | 1920-017C | Removal of Existing Trees | | | | | | | | | ● | \$ 25,900 | N/A | Total Lawn Care, LLC |
| 42 | 1920-018C | Facilities Condition Assessment | ● | | | | | | | | | \$ 50,000 | TBD | TBD |
| 43 | 1920-019C | Automatic Doors Phase IV | | ● | | | | | | | | \$ 96,000 | TBD | TBD |
| 44 | 1920-020C | Campus Master Plan | ● | | | | | | | | | \$ 375,000 | TBD | N/A |
| 45 | 1920-021C | Fence Enclosures | | ● | | | | | | | | \$ 36,000 | TBD | TBD |
| Totals | | | 15 | 6 | 7 | 3 | 6 | 0 | 0 | 0 | 6 | | | |

**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 | FY1920 Budget | Architect/Engineering Firm | Contractor |
|---|-------------|--|-------------|---------------------|--------------|--------------------------|--------------------|------------------------|------------------|-----------|---------------|----------------------------|---|
| Pecan Campus | | | | | | | | | | | | | |
| 1 | 2017-016R | Arbor Brick Column Repairs & Replacement | | | | | | ● | | | \$ 221,000 | Solorio Engineering | Limon Masonry |
| 2 | 2019-025R | Ann Richards Administration Building X Data Cabling Infrastructure Replacement | | | | | | | | ● | Completed | N/A | Telepro Communications |
| 3 | 2019-026R | South Academic Building J Data Cabling Infrastructure Replacement | | | | | | | | ● | Completed | N/A | Telepro Communications and Bridgenet Communications |
| 4 | 2020-017R | Ann Richards Administration Building A Data Cabling Infrastructure Replacement | ● | | | | | | | | \$ 80,000 | N/A | TBD |
| 5 | 2019-018R | Art Building B Data Cabling Infrastructure Replacement | ● | | | | | | | | \$ 40,000 | N/A | TBD |
| 6 | 2020-013R | Student Activities Center Building H Data Cabling Infrastructure Replacement | ● | | | | | | | | \$ 150,000 | N/A | TBD |
| 7 | 2020-014R | Information Technology Building M Generator Replacement | | | ● | | | | | | \$ 280,000 | TBD | TBD |
| 8 | 2020-007R | Reseeding and Regrading of Athletic Fields | | ● | | | | | | | \$ 125,000 | N/A | TBD |
| Dr. Ramiro R. Casso Nursing & Allied Health Campus | | | | | | | | | | | | | |
| 9 | 2015-023R | NAH East Building A West Side Window Waterproofing | ● | | | | | | | | \$ 65,000 | TBD | TBD |
| 10 | 2016-019R | NAH East Building A Westside Elevators Refurbishment | | | | ● | | | | | \$ 159,000 | N/A | Oracle Elevator |
| 11 | 2019-028R | NAH East Building A Roofing Replacement | | | ● | | | | | | \$ 280,000 | BEAM Professionals | TBD |
| 12 | 2020-015R | NAH East Building A Analog to Digital Conversion | | ● | | | | | | | \$ 500,000 | N/A | TBD |
| 13 | 2020-016R | NAH East Building A Data Cabling Infrastructure Replacement | | | | | ● | | | | \$ 150,000 | N/A | TBD |
| 14 | 2017-029R | NAH Resurfacing Parking Lot #1 | | | | | | | | ● | Completed | R. Gutierrez Engineering | Gonzalez Enterprises, LLC |

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 | FY1920 Budget | Architect/Engineering Firm | Contractor |
|----------------------------|-------------|---|-------------|---------------------|--------------|--------------------------|--------------------|------------------------|------------------|-----------|---------------|----------------------------|------------|
| Mid Valley Campus | | | | | | | | | | | | | |
| 15 | 2016-005R | Resurfacing Parking Lot #3 | | | | ● | | | | | \$ 57,000 | PCE Consultants | TBD |
| 16 | 2016-005R | Resurfacing Parking Lot #7 | ● | | | | | | | | \$ 106,000 | TBD | TBD |
| 17 | 2018-019R | Resurfacing Northwest Drive | | | | ● | | | | | \$ 191,000 | PCE Consultants | TBD |
| 18 | 2019-027R | Roofing Replacement | | | ● | | | | | | \$ 951,000 | Beam Professionals | TBD |
| 19 | 2019-047R | Drainage Improvements Phase I | | | | ● | | | | | \$ 333,500 | PCE Consultants | TBD |
| Starr County Campus | | | | | | | | | | | | | |
| 20 | 2019-029R | Starr Repaint Stucco Buildings | ● | | | | | | | | \$ 90,400 | TBD | TBD |
| 21 | 2019-030R | Roofing Replacement | | | ● | | | | | | \$ 852,000 | Beam Professionals | TBD |
| 22 | 2020-019R | Administration/Bookstore Building A Data Cabling Infrastructure Replacement | ● | | | | | | | | \$ 40,000 | N/A | TBD |
| 23 | 2020-020R | Center for Learning Excellence Building B Data Cabling Infrastructure Replacement | ● | | | | | | | | \$ 40,000 | N/A | TBD |
| 24 | 2020-021R | North Academic Building C Data Cabling Infrastructure Replacement | ● | | | | | | | | \$ 40,000 | N/A | TBD |

**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 | FY1920 Budget | Architect/Engineering Firm | Contractor |
|----------------------|-------------|---|-------------|---------------------|--------------|--------------------------|--------------------|------------------------|------------------|-----------|--|----------------------------|---------------------------------|
| District Wide | | | | | | | | | | | | | |
| 25 | 1920-022R | Irrigation System Controls Upgrade | | | | | | | | ● | \$ 76,200 | N/A | Aqua Tech |
| 26 | 1920-023R | Fire Alarm Panel Replacement/Upgrades | | | | ● | | | | | \$ 40,000 | N/A | TBD |
| 27 | 1920-025R | Marker Boards Replacement | | | | ● | | | | | \$ 200,000 | N/A | TBD |
| 28 | 1920-026R | Interior LED Lighting Upgrade | | | | | ● | | | | \$ 200,000 | N/A | TBD |
| 29 | 1920-027R | Ext Walkway LED Lighting Upgrade Ph I | | | | ● | | | | | \$ 49,000 | N/A | TBD |
| 30 | 1920-028R | Interior Controls Upgrade | | | | ● | | | | | \$ 84,000 | N/A | TBD |
| 31 | 1920-029R | Floor Replacement | | | ● | | | | | | \$ 504,000 | N/A | TBD |
| 32 | 1920-030R | Restroom Fixtures Replacement & Upgrade | | | | | | | | ● | \$ 25,000 | N/A | TBD |
| 33 | 1920-031R | Water Heater Replacement & Upgrade | | | | | | | | ● | \$ 20,000 | N/A | Grainger & Ferguson Enterprises |
| 34 | 1920-032R | HVAC Upgrades | | | | ● | | | | | \$ 660,000 | N/A | TBD |
| 35 | 1920-035R | Exterior Lighting Upgrade | | | | ● | | | | | \$ 279,000 | N/A | TBD |
| 36 | 1920-036R | Keyless Entry Access Upgrades | | | | | | | | ● | \$ 50,000 | N/A | ADI |
| 37 | 2020-012R | Exterior Building Lettering | | | | | | ● | | | Project was not budgeted within FY1920 fiscal year | N/A | Fastsigns |
| 38 | N/A | Renewals & Replacements | | | | | | | | | \$ 150,000 | | |
| Totals | | | 9 | 2 | 5 | 10 | 3 | 1 | 0 | 7 | | | |

**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 | 6/9/2020 | 6/23/2020 | 7/15/2020 | 9/15/2020 | 10/15/2020 | 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 | 5/15/2020 | 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 | 6/2021 | 7/2021 | 7/2021 | 9/2021 | 9/2020 | 11/2020 | 12/2020 | 12/2020 | 4/2021 | 4/2021 | 5/2021 | 8/2021 | 9/2021 | N/A | 13 months |
| 8 | 2019-003C | Park & Ride Portable Renovation and Fence Enclosure for College Vehicles | 6/2021 | 7/2021 | 7/2021 | 9/2021 | 9/2020 | 11/2020 | 12/2020 | 12/2020 | 4/2021 | 4/2021 | 5/2021 | 8/2021 | 9/2021 | N/A | 13 months |
| 9 | 2019-002C | Cooling Tower Screen Upgrades | 6/2021 | 7/2021 | 7/2021 | 9/2021 | 9/2020 | 11/2020 | 12/2020 | 12/2020 | 4/2021 | 4/2021 | 5/2021 | 8/2021 | 9/2021 | N/A | 13 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 | 09/2020 | 09/2020 | 11/2020 | 11/2020 | 5/2021 | 8/2021 | 9/2021 | N/A | 13 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 | 7/14/2020 | 7/28/2020 | 10/2020 | 10/2020 | 01/2021 | 2/2021 | 3/2021 | 4/2021 | 14 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 | 10/2020 | 10/2020 | 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 | 6/2/2020 | 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 | 7/15/2020 | 10/15/2020 | 11/15/2020 | 12/15/2020 | 19 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 | 5/15/2020 | 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 | 7/15/2020 | 12/15/2020 | 1/15/2021 | 2/15/2021 | 27 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 | 7/7/2020 | 7/14/2020 | 7/28/2020 | 9/8/2020 | 9/22/2020 | 10/2020 | 12/2020 | 1/2021 | 2/2021 | 17 months |
| Starr County Campus | | | | | | | | | | | | | | | | | |
| 25 | 2018-020C | Student Services Building G Renovation | N/A | N/A | N/A | 2/12/2019 | 2/26/2019 | 11/5/2019 | 11/12/2019 | 11/26/2019 | 4/14/2020 | 4/28/2020 | 7/15/2020 | 10/15/2020 | 11/15/2020 | 12/15/2020 | 19 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 | 8/11/2020 | 8/25/2020 | 9/15/2020 | 11/15/2020 | 12/15/2020 | N/A | 4 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 | 6/15/2020 | 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 | 4/13/2020 | 5/13/2020 | 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 | 6/23/2020 | 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 | | | | 6/9/2020 | 6/23/2020 | 7/2020 | 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 | | | | 5/12/2020 | 5/23/2020 | 6/2020 | 8/2020 | 9/2020 | N/A | 4 months |
| 14 | 2017-029R | NAH Resurfacing Parking Lot #1 | R. Gutierrez Engineers | Gonzalez Esteban | 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 | TBD | TBD | TBD | 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 | 5/12/2021 | 5/26/2021 | 07/2021 | 08/2021 | 09/2021 | 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 | 5/12/2021 | 5/26/2021 | 06/2021 | 08/2021 | 09/2021 | 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 | 5/12/2021 | 5/26/2021 | 06/2021 | 08/2021 | 09/2021 | N/A | 3months |
| 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 April 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 **April 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 April 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 April 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 April 2020
- B. Release of Checks for \$125,000.00 and Above Board of Trustees Approval Required for April 2020
- C. Release of Checks for \$125,000.00 and Above Released Prior to Board Approval (Policy 5610) for April 2020
- D. Release of Construction Fund Checks for April 2020
- E. Quarterly Investment Report for April 2020
- F. Summary of Revenue for April 2020
- G. Summary of State Appropriations Income for April 2020
- H. Summary of Property Tax Income for April 2020
- I. Summary of Expenditures by Classification for April 2020
- J. Summary of Expenditures by Function for April 2020
- K. Summary of Auxiliary Fund Revenues and Expenditures for April 2020
- L. Summary of Grant Revenues and Expenditures, April 2020
- M. Summary of Bid Solicitations
- N. Check Register for April 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 April 26 – May 2, 2020:

- Emailed ***Message from the President*** to faculty and staff providing information on:
 - Summer session – will continue in online format with limited face to face classes for technical programs approved by County Health Department.
 - CARES Act – Federal funding will be forthcoming for students in the next weeks.
 - Enrollment Projections – Predictions for summer are a decrease of 35% and fall enrollment decrease of 25%.
 - “Pass/No Pass” grading option – Will be made available to students between May 19 – May 26, 2020.
 - New Withdrawal Date – Withdrawal from classes date has been extended to May 7, 2020.
 - Access to enrollment labs and centers – Approval by Hidalgo and Starr County Health Departments has been received for students to have access to enrollment labs and centers. Students will be required to make an appointment.
 - Document drop -off – Library drop boxes at campuses will serve as document drop off locations for students needing to return forms and other documents.
 - Return to Work – May 4, 2020 was scheduled as the date for resumption of college operations, services to students, and return to work date.
- Governor Abbott issues Executive Order No. GA-18 relating to the reopening of services as part of “Open Texas” plan.
- Shelter at Home orders issued for Starr County and Hidalgo County expire on April 30, 2020
- Emailed ***Message from the President*** to faculty and staff providing information regarding Executive Order No. GA -18 directive to reopening the state, Shelter at Home order expiring, and return to work safety guidelines. Work Safe Guidelines for Employees Returning to Work and Employee Frequently Asked Questions posted on College’s COVID-19 webpage.
- Discussion of Employee Furlough Procedures
 - Frequently Asked Questions posted on College’s COVID-19 webpage for employees review.
- Discussion of FY 2021 Staffing Plan Requests
- Discussion of Immediate Freezing of Auxiliary Fund Expenditures
- Discussion of Immediate Freezing of Overtime Requests and Approvals

- Discussion of Latest Information on Use of Federal Funding for Students and Operations
- Discussion of ACCT Webinar on COVID-19 Related Response
- Update on Plan for Resuming Essential Functions at All Campuses
 - Summer 2020
 - Fall 2020
- Discussion of Summer and Fall Marketing Strategies

Week of May 3 – May 9, 2020:

- Staff return to work at all campuses. Supervisors provided assessment of their respective areas to assure employees maintained recommended safety measures and determined appropriate work schedules to comply.
- Emailed **Message from the President** to faculty and staff regarding practicing the Work Safe Guidelines and ongoing cleaning efforts by the Facilities and Maintenance Department on all campuses.
- Review of Work Safe Guidelines for Employees Returning to Work and Employee FAQs
- Discussion of Cost Containment Measures in Response to the Impact of COVID-19
- Discussion of FY2020-2021 Budget Scenarios
- Discussion of Staffing Plan Adjustments
- Discussion of FY 2020 Budget Amendments for Auxiliary Fund Revenues and Expenditures
- Review of Policy 4212: *Employment and Supervisory Relationship of Close Relatives*
- Revision of Policy 5535: *Payment of Tuition and Fees by Installments*
- Review and Discussion of Memorandum for Dual Credit Programs
- Review and Discussion of Priority Construction/Renovation Projects
- Review of Comptrollers' Report on Texas Community Colleges
- Update on Workforce Training in Mexico
- Review of 1.2M CARES-Minority Serving Institution Funds
- Review of TSC- Comprehensive Care Package for Students
- Participated in conference call with Texas Workforce Commission Julian Alvarez and Dale Robertson, Interim Director, Texas Workforce Commission Office of Employer Initiatives regarding the utilization of state and local resources to meet business and job seeker needs.

Week of May 10 – May 16, 2020:

- Discussion of Enrollment Projections
 - Summer 2020
 - Fall 2020
 - Spring 2021
 - Summer 2021
- Discussion of Budget Amendment for FY 2019-2020
- Discussion of Budget Scenarios for FY 2020-2021
- Discussion of Staffing Plan Adjustments for FY 2020-2021
- Discussion of Reductions of Auxiliary Budget for FY 2020-2021

- Discussion of Texas Association of Community Colleges (TACC) Student Needs Survey
- Discussion of Social Media Chatter on Fees
- Discussion on Graduation Options
- Participated in a conference call with Gabrielle Espino, Chair of Leadership McAllen and Alexandria Posada, Co-Chair of Leadership McAllen regarding being named recipient of the Alex Longoria Award.
- CARES Act award funding distribution to students issued. As of May 15, 2020, a total of 5,231 students awarded, totaling \$3,138,600 in funding awarded.

Week of May 17 – May 23, 2020:

- Emailed *Message from the President* to faculty and staff as reminder of ongoing safety measures to be practiced. A “Stop the Spread” flyer developed for departments to post providing information on safety measures in practice.
- Governor Abbott issues Executive Order No. GA -23 relating to the expanding opening of Texas. Public and private schools and higher education institutions were provided guidelines in accordance with protocols issued by the Texas Education Agency (TEA) for non-instructional tasks and establishment of June 1, 2020 date for students to attend in-person classroom instruction.
- Discussion of Governor’s Executive Order for Phase II Reopening
- Discussion of TEA Guidelines for Summer Reopening Effective June 1
- Discussion of COVID-19 Safety Measures: Work Safe Guidelines for Employees Returning to Work
- Discussion of FY 2021 Budget Reductions
- Discussion of Increasing TPEG Allocation for Scholarships
- Discussion of Options to Recognize May 2020 Graduates with Dr. David Plummer, Vice President of Executive for Educational Programming & Student Achievement/Vice-President for Information Services, Planning, Performance & Strategic Initiatives and Matt Hebbard, Vice President of Student Affairs and Enrollment Management.
- Coordinated the agenda and back-up materials for the May 26, 2020 Regular Board meeting.

Announcements

I. Announcements

A. Next Meetings:

- Tuesday, June 9, 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, June 23, 2020
 - 5:30 p.m. – Regular Board Meeting

B. Other Announcements:

- Linebarger Goggan Blair Sampson, LLP, has provided notice that the Hidalgo County Commissioners Court has authorized a tax resale of struck-off properties by public auction on Tuesday, June 02, 2020 at 10:30 a.m. at the 2802 South Business Highway 281, Edinburg, Texas, 78539.

The firm identified ten properties which were previously put up for tax sale but failed to receive the minimum bids, and were therefore struck off to taxing entities. All properties were non-homestead designated.