



**SOUTH TEXAS
COLLEGE**

**Board of Trustees
Regular Board Meeting**

**Tuesday, June 23, 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, June 23, 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 - 19
 - 1. Presentation on Student Survey Regarding the Transition to Online Instruction in Response to the COVID-19 Pandemic
- VI. Consideration and Action on Consent Agenda**
 - A. Approval of Board Meeting Minutes 20 - 55
 - 1. May 26, 2020 Regular Board Meeting

- B. Ratification of Acceptance and Use of Federal CARES Act Funding 56 - 59
 - 1) US Department of Education, Higher Education Emergency Relief Fund (HEERF) Emergency Financial Aid Grants to Students under the CARES (Coronavirus Aid, Relief, and Economic Security) Act, Allocation in the amount of \$10,011,199
 - 2) US Department of Education, Higher Education Emergency Relief Fund (HEERF) Institutional Portion under the CARES (Coronavirus Aid, Relief, and Economic Security) Act, Allocation in the amount of \$10,011,199
 - 3) US Department of Education, Higher Education Emergency Relief Fund (HEERF) Minority Serving Institutions, Developing Hispanic Serving Institutions under the CARES (Coronavirus Aid, Relief, and Economic Security) Act, Allocation in the amount of \$1,255,089

- C. Approval and Authorization to Accept Grant Awards and Agreements .. 60 - 62
 - 1) Workforce Solutions, Student Re-Engagement Model in the amount of \$50,000
 - 2) The Rio-South Texas Education and Community Development Foundation, Destination Graduation Program in the amount of \$25,000
 - 3) Workforce Solutions, Workforce Innovation and Opportunity Act (WIOA) Alternative Grant in the amount of \$164,610
 - 4) Texas Workforce Commission, Skills Development Fund COVID-19 Special Initiative in the amount of \$287,500
 - 5) Additional Grant(s) Received/Pending Official Award

VII. Consideration and Action on Committee Items

A. Education and Workforce Development Committee Items

- 1. Review and Action as Necessary on the Proposed Interlocal Agreement for Dual Credit Program Partnerships with Local School Districts..... 63 - 79
- 2. Review and Recommend Action as Necessary on Proposed New Policy #3111: *Instructional Continuity*..... 80 - 81
- 3. Review and Recommend Action as Necessary on Proposed New Policy #4411: *Faculty Readiness for Instructional Continuity*..... 82 - 83
- 4. Review of Proposed New Programs Discussed at June 9, 2020 Education and Workforce Development Committee Meeting 84 - 85
 - (a) Cosmetology
 - (b) Restaurant Management

B. Finance, Audit, and Human Resources Committee Items

1. Review and Action as Necessary on Award of Proposals, Purchases, and Renewals..... 86 - 101
 - A. Award of Proposals
 - 1) Grounds Maintenance (Award)
 - 2) Network Cabling and Equipment Installation Services (Award)
 - 3) Travel Services (Award)
 - B. Purchases and Renewals
 - a. Non-Instructional Items
 - 4) Custodial Supplies (Renewal)
 - 5) Library Serials (Renewal)
 - 6) Maintenance and Repair Parts, Materials, and Supplies (Renewal)
 - 7) Mass Notification System Agreement (Renewal)
 - 8) Nursing and Allied Health Equipment and Supplies (Renewal)
 - 9) Science Laboratory Supplies (Renewal)
 - 10) Temporary Personnel Services (Renewal)
 - 11) Vehicle Maintenance and Repair Services (Renewal)
 - b. Technology Items
 - 12) Directory Services and Support Agreement (Purchase)
 - 13) Oracle Database Licenses (Purchase)
 - 14) Server Hardware Equipment (Purchase)
 - 15) Cisco Tetration Software License Agreement (Renewal)
 - 16) Cisco Umbrella Software License Agreement (Renewal)
 - C. Additional Purchase Not Reviewed by Committee
 - 17) Instructional Training Equipment and Software (Purchase)
2. Review and Action as Necessary on Proposed Revisions to Policies and Proposed New Policy:..... 102 - 110
 - a. Proposed Revisions to Policy #3680: Students With or **Potentially Who Have Been** Exposed to **Contagious/**Communicable Diseases
 - b. Proposed Revisions to Policy #4400: **Employees With or Who Have Been Exposed to** **Contagious/**Communicable Diseases
 - c. Proposed New Policy #3681: Participation in Clinical, Simulation, or Laboratory Programs
3. Discussion and Action as Necessary on the Waiver of Electronic Distance Learning/VCT Course Fee for Dual Credit Students Enrolled in Distance Education Online Courses for Fall 2020 111 - 112
4. Review and Discussion of Fiscal Measures Developed in Response to the Impact of COVID-19..... 113 - 119
5. Review and Action as Necessary on the Use of Fund Balance in the FY 2020 – 2021 Unrestricted Fund Budget 120 - 125
6. Discussion and Action as Necessary on Staffing Plan Revisions for FY 2020 – 2021..... 126 - 135
 - a. Critical New Non-Faculty Positions
 - b. Reclassifications of Non-Faculty Positions
 - c. Deletion of Vacant Faculty and Staff Positions

7. Discussion and Action as Necessary on Salaries for Faculty and Non-Faculty Personnel for FY 2020 -2021 136
8. Review and Action as Necessary on Criteria and Timeline for Bank Depository Services Request for Proposals..... 137 - 140
9. Review and Action as Necessary on the Agreement for the Hidalgo County Appraisal District Allocated Cost Quarterly Payments 141 - 144
10. Review and Action as Necessary to Revise Proposed Projects for Internal Audits for FY 2019 – 2020 145 - 148

C. Facilities Committee Items

1. Review and Action as Necessary to Contract Construction Services for the Pecan Campus Sand Volleyball Courts Sand Replacement..... 149 - 157
2. Review and Action as Necessary on Ratification and Confirmation of Acceptance of Target Range Planning Grant Award and Agreement with the Texas Parks and Wildlife Department..... 158 - 161
3. Update on Status of Unexpended Plant Fund Construction Projects and Renewals & Replacements Projects..... 162 - 169

VIII. Consideration and Approval of Checks and Financial Reports 170 - 171

IX. Executive Session Items

- A. Deliberation and Action as Necessary Regarding the Assessment of the College President and the Self-Assessment of the Board of Trustees..... 172

X. Informational Items

- President’s Report 173 - 176

XI. Announcements 177

A. Next Meetings:

- Tuesday, July 14, 2020
 - 3:30 p.m. – Education and Workforce Development Committee
 - 4:30 p.m. – Facilities Committee
 - 5:30 p.m. – Finance, Audit, and Human Resources Committee
- Tuesday, July 28, 2020
 - 5:30 p.m. – Regular Board Meeting

B. Other Announcements:

- The Virtual Commencement Ceremony is scheduled for release on July 20, 2020.

Presentations

1. Presentation on Student Survey Regarding the Transition to Online Instruction in Response to the COVID-19 Pandemic

When the scale of the disruptive impact of COVID-19 became apparent, the College transitioned all courses, including in-classroom, face-to-face instruction in the Spring 2020 semester to online delivery.

In March 2020, administration understood the transition to online-only instruction would be difficult for students as well as the faculty and staff. To gauge the impact from this transition and guide improvements as necessary, administration asked the College's Research and Analytical Services (RAS) team to conduct an initial survey, as well as a follow-up survey toward the end of the Spring 2020 semester. Both surveys also asked about the respondents' plans to enroll in Fall 2020, to help inform enrollment projections and to understand and address perceived obstacles to Fall 2020 enrollment.

Mr. Matt Dabrowski, Qualitative Researcher for Research & Analytical Services, was invited by the Education and Workforce Development Committee to present and discuss the following surveys with the Board:

1. First RAS Survey: April 2 – 6
 - a. This survey was sent to all traditional students 18 years and older, and received over 2,300 responses.
 - b. The survey gauged student experience during the transition, and provided respondents the opportunity to answer open-ended questions.
 - c. Student Mood was 2.7 on a scale of 1 – 5, below the midpoint of 3.0.
 - d. Mr. Dabrowski will review technical challenges and specific courses issues reported by students in this initial survey.

2. Second RAS Survey: May 8 – 13
 - a. This was a follow-up survey to the same cohort, and received over 1,600 responses.
 - b. This survey gauged the change in responses compared to the first survey.
 - c. Student Mood was 3.3 on a scale of 1 – 5, above the midpoint of 3.0.
 - d. An overall improvement was noted in the responses, and Mr. Dabrowski will address these, as well as areas of ongoing concern, such as broadband internet access.

Administration has also reviewed a survey administered by the Texas Association of Community Colleges (TACC) to gauge students' responses to similar transitions

at other colleges statewide. Statewide responses corresponded closely to the College's surveys, especially regarding the impact of the pandemic on student employment and financial concerns.

During the presentation, Mr. Dabrowski will discuss the findings and how the data analysis may guide administration and the Board in addressing enrollment, student engagement, and student success issues moving forward.

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



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Student Opinion and the Coronavirus Transition

June 2020
Research & Analytical Services
Matt Dabrowski, Qualitative Researcher

Understanding Crisis Survey Research

What RAS was asked to do:

- Understand and **identify challenges**, so staff can address them
- Fast turnaround, to promote agile response
- Let **student voices** be heard
- Separating general worries or anxiety vs. specific issues under the College's control

Three surveys discussed here:

- First RAS survey, April 2-6
- Second RAS survey, May 8-13
- TACC survey, April



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Technology Through the Crisis



3

April: Challenges with Access to Technology

Do you have the **technology needed to complete your coursework?**
Please let me know for each of the following tools.

	<u>Yes</u>	<u>No</u>	<u>Unsure</u>
Internet connection	84%	13%	4%
Hardware (computer/tablet/etc.)	85%	12%	3%
Software	69%	18%	13%

Do you **know how to use the technology** needed to complete your coursework?

	<u>Yes</u>	<u>No</u>	<u>Unsure</u>
Know how to use	83%	6%	11%




Source: South Texas College survey, April 2-6, 2020, n=2,342.

4

April: Specific Technical Difficulties

While we know it's early, have you had **any technical difficulties** so far?
(Check all that apply)

Overall Responses	Response	"Other" Verbatims (11%)	Response
No issues, Don't know	52%	No access to hardware, Internet	33%
Unstable Internet access	31%	Blackboard, Blackboard Collaborate	9%
Blackboard issues	18%	Pearson MyMathLab, Cengage WebAssign	7%
Software issues	10%	Audio-visual problems	6%
Hardware issues	9%	Instructor, tutor noncommunicative	5%
Login issues	8%	Issues with Lockdown Browser	5%
Other (see responses at right)	11%	Instructor unprepared, unreasonable	3%
		Childcare, family problems	3%
		Need advising	3%



Source: South Texas College survey, April 2-6, 2020, n=2,342.


5

April: Specific Course Issues

Are you experiencing any difficulties in completing your coursework due to the transition to the online format? **Let me know which course**, if any, is giving you the most trouble.

Top Classes	Top Subject Codes
MATH 1414	RNSG
ENGL 1302	MATH
BIOL 2402	BIOL
BIOL 2401	PHYS
ENGL 1301	ARTS

- Roughly 600 students (**26%**) reported issues in specific courses.
- The **core classes** will rise to the top of this list on account of their higher enrollments, as will subjects **more conducive to in-person formats**.



Source: South Texas College survey, April 2-6, 2020, n=2,342.

6

May: Technical Pressures Lightened Somewhat

During the **past week**, have you had any technical difficulties?

	<u>Response</u>
Problems with your Internet access	40%
Problems with your computer, printer or scanner	29%
Audio or video problems	16%
Issues with communication with your instructor	15%
Issues with the Blackboard	13%
Issues with Microsoft Office	13%
Issues with the Lockdown Browser	11%
No issues	35%
Don't know	6%



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Source: South Texas College survey, May 8-13, 2020, n=1,670.

7

Student Barriers



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8

May: Computers in the Home a Barrier

How many computers do you have in your home? And how many individuals live in your home, including yourself?

	<u>Average</u>	<u>People Per Computer</u>
Persons in the household	4.3	
Computers in the household	1.5	2.9
Computers in households of 1	1.2	1.2
Computers in households of 3+	1.6	3.1
Zero computers in the home (total)	5%	



Source: South Texas College survey, May 8-13, 2020, n=1,670.

9


TACC Survey in Context

- Conducted by TACC, April 1-April 21
- Over 22,000 respondents from all Texas community colleges. Close to 1,500 respondents from STC
- Responses from our students are **very similar to elsewhere**:
 - *Negative employment experiences*
 - *Increased concerns at home (medical care, responsibilities in the home, concerns for paying bills, food insecurity, etc.)*
- **External factors like technology access** remain a local issue
 - *Uncertainty in academic plans related uncertainty in health, jobs, household situation, and technology.*
 - *Some could take fewer classes*
 - *Some could stop out for a semester ("Moving forward, how likely are the following changes to your educational plans? Leave college temporarily.")*



10

Student Mood








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11


April: Overall Mood

Now that classes have resumed for one week, **how are you feeling** about things in general? Use the slider so the face looks like how you feel. The happier the smile, the better you feel; the sadder the smile, the more concerned you feel.

1-to-5 scale, midpoint 3.0

				
17%	25%	32%	19%	6%

	<u>Mean</u>
All students	2.7
Students who reported no complaints	3.2



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Source: South Texas College survey, April 2-6, 2020, n=2,342.

12

April: General Comments (Verbatims)

When thinking about completing your coursework online, is there anything else you think South Texas College should know?

Top verbatim responses:

	Response
Don't want online classes	14%
No access to hardware, Internet	13%
Excessive assignments	5%
Instructor unprepared, unreasonable	5%
Issues with classes (specific course)	4%
Childcare, family problems	4%
Instructor, tutor noncommunicative	4%
Worried about health	3%
Displeasure (general)	2%



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Source: South Texas College survey, April 2-6, 2020, n=2,342.

13

May: Overall Mood Improved

Now that the semester is nearly over, how are you feeling about things in general? Use the slider so the face looks like how you feel. The happier the smile, the better you feel; the sadder the smile, the more concerned you feel.

1-to-5 scale, midpoint 3.0



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Source: South Texas College survey, May 8-13, 2020, n=1,670.

14

May: Rating the College's Response

Do you agree or disagree with the following statement? "This college has **done a good job helping me adapt** to the changes in instruction that have happened because of the COVID-19 pandemic."

	<u>Response</u>	
Strongly agree	42%] 80%
Somewhat agree	38%	
Somewhat disagree	11%	
Strongly disagree	6%	
Don't know/NA	4%	



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Source: South Texas College survey, May 8-13, 2020, n=1,670.

15

Fall Enrollment



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16

May: Sentiment on Fall Enrollment

- We asked students to **rate their likelihood of fall enrollment** on a 1-to-5 scale, with 5 being the highest.
- In May, the average score was **3.8**.
- **Last year, this metric was 4.4.** That fall, actual enrollment in the eligible cohort was **flat compared to the previous fall (0%)**.
- **Two years ago, this metric was also 4.4.** That fall, actual enrollment in the eligible cohort was **down compared to the previous fall (-3%)**.
- While not a prediction, this is additional anecdotal evidence that fall enrollment may drop.



	<u>Survey Metric</u>
Current survey for Fall 2020	3.8
Spring survey for Fall 2019 (i.e. one year ago)	4.4
Spring survey for Fall 2018 (i.e. two years ago)	4.4

Source: South Texas College survey, May 8-13, 2020, n=1,670; South Texas College survey, April 5-17, 2019, n=338; South Texas College survey, May 1-7, 2018, n=635.

May: Issues with Fall Enrollment

Which of the following issues are **most likely to cause you not to register** for classes at South Texas College for the Fall semester?

	<u>Response</u>
I don't like online classes/prefer face-to-face	34%
Personal finances	27%
Financial Aid concerns	24%
Problems with my computer, Internet access	22%
Change in employment status	18%
Health concerns	9%
No, I definitely plan to register	32%



Source: South Texas College survey, May 8-13, 2020, n=1,670.

Conclusions



19

Conclusions

- As with other industries, this **crisis moved faster than higher education's ability to measure it** accurately.
- Overall mood has improved from the April survey.
- The upcoming **decision about the Fall semester remains a key pivot** for many students.
- Reliable broadband Internet access remains a concern.



20

Conclusion & Time for Questions

Thank you.



21

Methodology

- Conducted by RAS
- Cohort: Eligible traditional students, n=16,746
- April survey
 - Field dates: April 2-6, 2020
 - Sample: n=2,342 respondents (14%)
- May survey
 - Field dates: May 8-13, 2020
 - Sample: n=1,670 respondents (10%)



22

Appendix: April: Some Verbatim Comments

Some responses to the open-ended questions included:

- "I'm currently **working in one of the ERs** during this COVID crisis. I will do my best to complete my assignments."
- "It's very difficult managing time, I am the only one in my family who is still working and also going to school. **I need to work to help my family but I also need my education.**"
- "My laptop messed up & **won't turn on anymore** & I'm freaking out. there's no money to fix it due to not working because of COVID."
- "**I am hearing impaired**, and I've always had a hard time understanding through video chats."
- "I have more work due in this one class than all my other 3 classes combined, he is **giving us more work now than he did when classes were in person.**"



Source: South Texas College survey, April 2-6, 2020, n=2,342.

23

Approval of Board Meeting Minutes

The following Board Meeting Minutes are submitted for approval:

- 1) May 26, 2020 Regular Board Meeting

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and adopt the May 26, 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 May 26, 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, May 26, 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, May 26, 2020 in the Ann Richards Administration Building Board Room at the Pecan Campus in McAllen, Texas. The meeting commenced at 5:33 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, Mr. Mike Carranza, Mrs. Rebecca Cavazos, Mr. Rick De La Garza, Mr. George McCaleb, Dr. Rebecca De Leon, Mrs. Laura Requena, Mr. Daniel Ramirez, Ms. Olivia De La Rosa, Mr. Elibariki Nguma, and Mr. Andrew Fish. Mrs. Kelly Salazar participated via conference call.

Determination of a Quorum

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

Invocation

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

Public Comments

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

Presentations

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

The Office of Public Relations and Marketing continued to coordinate 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, shared a sample of these videos and discussed 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, provided 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 provided 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 re-opened, 100 students received packages of food from the Pantry, providing support for an estimated 449 family members in total. Mr. Nguma reports that the number had nearly doubled by his presentation the Board.

Mr. Nguma reviewed 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, presented 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 remained 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 was required.

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

Approval of Board Meeting Minutes

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 28, 2020 Regular Board Meeting Minutes as written, and subject to verification of the accuracy of a reference on page 42 as indicated by Dr. Salinas. The motion carried.

Approval and Authorization to Accept Grant Awards and Agreements

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

1. 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 included 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 brought the total to \$181,180.00. The additional funds would be used for curriculum development and tuition.

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

This award aligned 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 would 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 was from January 2019 to August 31, 2020.

This award aligned 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 would 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 included 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 would 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 aligned 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.

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.

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

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.

Chairman Paul R. Rodriguez spoke words of congratulations to Dr. Salinas and thanked him for his continued service on the Board.

Congratulations to Dr. Salinas!

No action was 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 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 recommended that formal action be taken, whether to hold the election now or to postpone until November 2020, to establish a clear record.

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Mrs. Victoria Cantú, the Board of Trustees of South Texas College approved and authorized the continuation of the current slate of Board Officers until after the conclusion of the November 3, 2020 election. The motion carried.

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, provided an update on the Alternative Commencement Plan.

The Alternative Commencement Plan included 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 would place an order for 4,000 yard signs which will be made available at no cost for all graduates.
- STC contracted with Marching Order to produce a commencement video for each academic division, recognizing each graduate.
 - Marching Order would coordinate a plan to give each graduate the opportunity to submit a photo and a message, and responses would be incorporated into the commencement video.

The final commencement videos would be posted online, be publicly available, and would 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 reviewed the details of the plan and the executed contracts with the Board of Trustees, and will solicit their feedback.

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 Alternative Commencement Plan and ratified the associated contracts to support this plan, as presented. The motion carried.

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

Proposed Waiver for Traditional Students – Summer 2020 and Fall 2020

Administration considered and recommended a similar waiver for students enrolling in Summer 2020 and Fall 2020 traditional (non-"S" section) courses, anticipating that this waiver would 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 was not 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.

With the April 16, 2020 waiver for Dual Credit students enrolling in Summer 2020 courses, administration initially intend to apply the current waiver to traditional students only. Prior to the Board's meeting, it was recognized that there could be some dual credit students enrolling in courses offered for traditional students, and administration sought Board approval to waive this fee for dual credit students enrolling in these same courses as well.

At the May 26, 2020 Regular Board Meeting, Chairman Rodriguez clarified for the record that the proposed waiver of the Electronic Distance Learning / VCT Course Fee for students enrolling in traditional (non-"S" section) courses in the Summer 2020 and Fall 2020 semesters would apply to dual credit and traditional students.

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

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 was 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 reviewed other institutions offering online programming for active duty military personnel, and 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 was not reviewed by the Finance, Audit, and Human Resources Committee. Administration requested 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 was 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.

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

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

Administration 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 was 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 set a standard rate, but allowed for variable tuition to accommodate the variance in costs to offer a variety of programs. The tuition rate also provided 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 was not reviewed by the Finance, Audit, and Human Resources Committee. Administration requested expedited approval in anticipation of marketing opportunities in response to the growing demand for Workforce/Continuing Education non-credit courses.

Upon a motion by Mr. Roy de León and a second by Dr. Alejo Salinas, Jr., the Board of Trustees of South Texas College approved and authorized the proposed revisions to the tuition rate for Workforce/Continuing Education Non-Credit Courses as presented. The motion carried.

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 was 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 would 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 was not reviewed by the Finance, Audit, and Human Resources Committee.

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

Review and Action as Necessary on Proposed Revisions to Policies

Approval to revise the following two policies was requested:

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

Purpose – The proposed policy revisions were 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 were 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 were reviewed by staff and administration.

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

The proposed policy revisions were not reviewed by a committee. They were 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.

The Board provided feedback on Policy #3680, and instructed that administration incorporate that feedback into further revisions to be presented at an upcoming meeting.

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

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 delivered the presentation 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 was for the Board's information only. No action was requested.

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 was included in the packet 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 review was provided for the Board's information, and no action was requested.

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

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

Ms. Salazar was also 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 advised that no formal action was required by the South Texas College Board of Trustees, they provided the information in the event that the College had an interest in or concern with the proposed proceedings.

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

No action was required.

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, provided 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 filed unemployment claims with the TWC.
- The Office of Human Resources reported that some furloughed employees submitted claims before their furlough took effect. Seeking to prevent denial of early-filed claims, Human Resources staff responded to these claims to clarify the furlough date and facilitate the TWC review process.

Employee Retirement Systems (ERS) Insurance Coverage

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

The Office of Human Resources provided ongoing support to the furloughed employees, and continued 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 was provided at the request of the Chairman of the Board. No action was required.

Review and Action as Necessary on Purchase and Renewals

Approval of the following purchase and renewals was requested.

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

The Finance, Audit, and Human Resources Committee recommended Board approval of the 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 was \$217,992.84.

Upon a motion by Mr. Roy de León and a second by Dr. Alejo Salinas, Jr., the Board of Trustees approved and authorized the purchase and renewals in the amount of \$217,992.84 as presented. The motion carried.

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 was requested.

Purpose – The Fixed Asset/Inventory Department requested the disposal/recycling 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 were located at the South Texas College, Technology Campus, Receiving Department, 3700 West Military Hwy Building D., McAllen, Texas.

Reviewers – These items were 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 was provided 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.

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

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*, was requested.

Purpose – The proposed policy revisions were 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 was 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 was reviewed by staff and by the President’s Cabinet.

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

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

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

Mr. Roy de León moved 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. Mr. Rene Guajardo seconded the motion.

Dr. Alejo Salinas, Jr. asked whether students faced additional costs if they dropped their course load and re-registered. Dr. Reed clarified that re-instatement fees would be waived if there were technical issues within the College’s system that led to the drop, but if the student was dropped for non-payment, they would be assessed the \$200 re-instatement fee.

Mrs. Elizondo explained that this fee was required because a student dropped for non-payment would not be reported to the State among census-day enrollment figures, and the College would need to recoup the lost formula funding for their subsequent re-enrollment.

Mr. Gary Gurwitz noted that the in one paragraph, the policy revisions specified that the College would continue to accept cash, personal checks, and cashier’s checks for students who did not have convenient access to online payment portals; and, in another paragraph, the acceptable payment forms included those methods as well as credit/debit cards. Mr. Gurwitz asked whether the two paragraphs should identify the same forms of payment.

Mrs. Elizondo acknowledged the distinction, and noted that the first listing was specifically for students who did not have convenient access to credit/debit cards, which is why those forms of payments were excluded from that specific paragraph.

Dr. Salinas called for the question. The motion carried, with five trustees in favor, and one opposed.

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* was 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.

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 attempted 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 was 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.

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 was provided 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.

Upon a motion by Mr. Roy de León and a second by Dr. Alejo Salinas, Jr., the Board of Trustees of South Texas College approved and authorized the proposed revisions to *Policy #4212: Employment and Supervisory Relationship of ~~Close~~ Relatives*, as presented and which supersedes any previously adopted Board policy. The motion carried.

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 was requested.

Purpose – One additional bank, Allegiance Bank, was recommended for addition 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 were included in 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 were 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 was provided in the packet for the Board’s information and review.

Dr. Shirley A. Reed, President, and Mary Elizondo, Vice President for Finance and Administrative Services, attended the 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.

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 Resolution 2020-012 Authorizing Investment Brokers, Dealers, Banks, and Investment Pools as presented, and which supersedes any previously adopted Board Resolution. The motion carried.

Executive Session:

The South Texas College Board of Trustees convened into Executive Session at 8:06 p.m. in accordance with Chapter 551 of the Texas Government Code for the specific purpose provided in:

- Section 551.071, Consultations with Attorney
 1. Discussion and Action as Necessary on Primary Bank Depository Services

Mr. Roy de León and Mr. Gary Gurwitz abstained from the discussion of this item.

Open Session:

The South Texas College Board of Trustees returned to Open Session at 8:29 p.m. No action was taken in Executive Session.

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, was requested.

Mr. Roy de León and Mr. Gary Gurwitz abstained from the discussion of and action on this item.

Purpose – The current bank depository services would expire on August 31, 2020. Approval to award a financial institution the contract for bank depository services was 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 was 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 would 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 attended 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 were provided in the packet for Committee's information and review. The Evaluation Summary and additional information requested by the Board Chair were also enclosed for the trustees' 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 was 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.

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Mr. Rene Guajardo, the Board of Trustees of South Texas College approved and authorized the rejection of all bids submitted for this item. The motion carried, with four votes in favor, while Mr. de León and Mr. Gurwitz abstained and Mrs. Cantu was absent.

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 was anticipated, therefore reduction in budgeted expenses would 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, was provided as shown below. This renegotiation, if approved by the Board, would 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 the current year was 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 were 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 was presented as a separate agenda item for the Board's consideration.

Contingent upon Board acceptance of the renegotiated College Bookstore contract, administration was 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, were present at the Board Meeting to address any questions by the trustees.

This item was provided as an update for the Board's information, and no action was 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 applied 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 was limited to one year of the five-year contract.

The terms of the current contract were as follows:

- The vendor was 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 were less than the Minimum Annual Guarantee, the vendor would pay the difference to the College at the end of the period.

The current and proposed modified terms were 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 \$3,000,000.00 • 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 \$3,000,000.00 • 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 were 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 were difficult to project at this point; however, it was anticipated that sales would 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 recommended 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, attended the May 26, 2020 Board of Trustees Meeting to address any questions.

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

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 was 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 were enclosed for the Committee's review and information.

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

Upon a motion by Mr. Gary Gurwitz and a second by Mr. Roy de León, the Board of Trustees of South Texas College approved and authorized substantial completion of the Pecan Campus Arbor Brick Columns Repair & Replacement Project as presented. The motion carried.

Review and Recommend Action as Necessary on 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 included a description and priority status for each.

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

Upon a motion by Mr. Gary Gurwitz and a second by Mr. Roy de León, the Board of Trustees of South Texas College approved and authorized proceeding with the high priority projects 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 respond to questions and address concerns of the Board. No action was taken.

Consideration and Approval of Checks and Financial Reports

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

Mrs. Mary Elizondo, Vice President for Finance and Administrative Services, provided a review of the Financial Report for the month of **April 2020**, and was available to respond to questions posed by the Board.

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

Upon a motion by Mr. Roy de León and a second by Dr. Alejo Salinas, Jr., the Board of Trustees approved and authorized the submitted checks for release in an amount over \$125,000.00, the checks that were released as authorized by Board Policy #5610, and the financial reports submitted for the month of April 2020. The motion carried.

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 returned to Mr. Paul R. Rodriguez, Chairman of the Board, in preparation for this discussion.

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, 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.

Adjournment

There being no further business to discuss, the Regular Meeting of the South Texas College Board of Trustees adjourned at 8:42 p.m.

I certify the foregoing are the true and correct minutes of the Tuesday, May 26, 2020 Regular Board Meeting of the South Texas College Board of Trustees.

X

Mr Roy de León
Board Secretary

Ratification of Acceptance and Use of Federal CARES Act Funding

Ratification of the acceptance and use of the following Federal CARES Act Funding allocations is requested. This ratification is necessary to establish a formal record of the College's authorized receipt and expenditure of funds provided by the CARES Act legislation and administered in accordance with guidelines established by federal authorities.

1. US Department of Education, Higher Education Emergency Relief Fund (HEERF) Emergency Financial Aid Grants to Students under the CARES (Coronavirus Aid, Relief, and Economic Security) Act, Allocation in the amount of \$10,011,199

This allocation will be managed by the Division of Student Affairs and Enrollment Management Services. Vice President Mathew Hebbard serves as the Project Director for this federal award.

These funds may be used to provide emergency financial aid grants to students for expenses related to the disruption of campus operations due to coronavirus (including eligible expenses under a student's cost of attendance such as food, housing, course materials, technology, health care, and child care).

South Texas College established an application process for students to request support through CARES Act Funding. This process allowed administration to evaluate each student for eligibility under federal guidelines, and facilitated the timely disbursement of \$600 to each eligible student. Distribution to students is already underway, and the College is continuing to reach out to potentially eligible students to submit their applications for review and disbursement of support funds.

The Department of Resource Development, Management and Compliance will provide technical assistance and guidance regarding compliance with federal regulations and reporting requirements received from the US Department of Education, Office of Postsecondary Education. The federal funding period for this award is from April 25, 2020 to April 24, 2021.

2. US Department of Education, Higher Education Emergency Relief Fund (HEERF) Institutional Portion under the CARES (Coronavirus Aid, Relief, and Economic Security) Act, Allocation in the amount of \$10,011,199

As a condition for receiving funds for this institutional portion, the College entered into the Funding Certification and Agreement for Emergency Financial Aid Grants to Students under the CARES Act.

This allocation will be managed by the Division of Finance and Administrative Services. Vice President Mary G. Elizondo serves as the Project Director for this federal award.

These funds may be used to cover any costs associated with significant changes to the delivery of instruction due to the coronavirus so long as such costs do not include payment to contractors for the provision of pre-enrollment recruitment activities, including marketing and advertising; endowments; or capital outlays associated with facilities related to athletics, sectarian instruction, or religious worship. Institutional costs must have been first incurred on or after March 13, 2020, the date of the Proclamation of National Emergency. The College may, but is not required to, use funds designated for institutional costs to provide additional emergency financial aid grants to students for expenses related to the disruption of campus operations due to coronavirus.

South Texas College has proposed the use of these funds to reimburse institutional costs that the College has a reasoned basis for concluding such costs have a clear nexus to significant changes to the delivery of instruction due to coronavirus, including instructional material and equipment, required to prepare faculty and staff for the transition to online instruction and temporary off-campus assignments related to COVID-19 disruptions.

The Department of Resource Development, Management and Compliance will provide technical assistance and guidance regarding compliance with federal regulations and reporting requirements received from the US Department of Education, Office of Postsecondary Education. The federal funding period for this award is from May 6, 2020 to May 5, 2021.

3. US Department of Education, Higher Education Emergency Relief Fund (HEERF) Minority Serving Institutions, Developing Hispanic Serving Institutions under the CARES (Coronavirus Aid, Relief, and Economic Security) Act, Allocation in the amount of \$1,255,089

This allocation will be managed by the Division of Student Affairs and Enrollment Management Services. Vice President Mathew Hebbard serves as the Project Director for this federal award.

These funds may be used to defray expenses incurred by the College, including lost revenue, reimbursement for expenses already incurred, technology costs associated with a transition to distance education, faculty and staff trainings, and payroll. The College also may use this award for grants to students for any component of the student's cost of attendance, as defined under Section 472 of the Higher Education Act, including food, housing, course materials, technology, health care and child care.

South Texas College administration has proposed that these funds be used to establish two separate grant-supported scholarship funds to:

- provide up to \$250 in support eligible students matriculating from dual credit programs who enroll at South Texas College to continue their higher education career; and

- support eligible students with “Last Dollar” micro-scholarship amounts to cover qualified expenses.

The Department of Resource Development, Management and Compliance will provide technical assistance and guidance regarding compliance with federal regulations and reporting requirements received from the US Department of Education, Office of Postsecondary Education. The federal funding period for this award is from June 8, 2020 to June 7, 2021.

Summary of CARES Act Funding

The CARES Act funding will provide up to \$21,277,487 in funding to offset the disastrous impact of COVID-19 on students and operations.

Recommendation:

It is recommended the Board of Trustees ratify the acceptance and use of the following Federal CARES Act Funding allocations as appropriate.

1. US Department of Education, Higher Education Emergency Relief Fund (HEERF) Emergency Financial Aid Grants to Students under the CARES (Coronavirus Aid, Relief, and Economic Security) Act, Allocation in the amount of \$10,011,199
 - This is direct, pass-through funding for students impacted by COVID-19
2. US Department of Education, Higher Education Emergency Relief Fund (HEERF) Institutional Portion under the CARES (Coronavirus Aid, Relief, and Economic Security) Act, Allocation in the amount of \$10,011,199
 - These funds help offset institutional costs incurred due to COVID-19
3. US Department of Education, Higher Education Emergency Relief Fund (HEERF) Minority Serving Institutions, Developing Hispanic Serving Institutions under the CARES (Coronavirus Aid, Relief, and Economic Security) Act, Allocation in the amount of \$1,255,089
 - The College has broad discretion in using these funds to offset the impact of COVID-19, and has identified two scholarship funds that will use these federal dollars to directly support eligible students.

The following Minute Order is proposed for consideration by the Board of Trustees:
The Board of Trustees of South Texas College ratifies the acceptance and use of the following Federal CARES Act Funding allocations as appropriate.

1. US Department of Education, Higher Education Emergency Relief Fund (HEERF) Emergency Financial Aid Grants to Students under the CARES (Coronavirus Aid, Relief, and Economic Security) Act, Allocation in the amount of \$10,011,199
 - This is direct, pass-through funding for students impacted by COVID-19

2. US Department of Education, Higher Education Emergency Relief Fund (HEERF) Institutional Portion under the CARES (Coronavirus Aid, Relief, and Economic Security) Act, Allocation in the amount of \$10,011,199
 - These funds help offset institutional costs incurred due to COVID-19

3. US Department of Education, Higher Education Emergency Relief Fund (HEERF) Minority Serving Institutions, Developing Hispanic Serving Institutions under the CARES (Coronavirus Aid, Relief, and Economic Security) Act, Allocation in the amount of \$1,255,089
 - The College has broad discretion in using these funds to offset the impact of COVID-19, and has identified two scholarship funds that will use these federal dollars to directly support eligible students.

Approval Recommended:

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

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. Workforce Solutions, Student Reengagement Model in the amount of \$50,000

This award will fund tuition and fees for up to 67 students who need one or two courses to complete their Certificate and/or Associate of Arts. South Texas College will use the Texas Higher Education Coordinating Board's GradTX program as a model for the Workforce Solutions Re-Engagement Training Model. Re-engagement activities include a dedicated plan of action that includes processes related to re-admissions, financial aid, academic advising and on-boarding. The funding period is from April 1, 2020 through August 31, 2021.

This award aligns with Strategic Goal #4, Foster Student Success, by providing students with accessible pathways and effective support structures that promote persistence, educational attainment, academic achievement, and personal and professional growth.

2. The Rio-South Texas Education and Community Development Foundation, Destination Graduation Program in the amount of \$25,000

This award will provide financial assistance for up to 50 students who have earned a significant number of semester credit hours, but have stopped attending prior to graduating with their Certificate, Associate's or Bachelor's degrees. The funding period is from June 1, 2020 through May 31, 2021.

This award aligns with Strategic Goal #4, Foster Student Success, by providing students with accessible pathways and effective support structures that promote persistence, educational attainment, academic achievement, and personal and professional growth.

3. Workforce Solutions, Workforce Innovation and Opportunity Act (WIOA) Alternative Grant in the amount of \$164,610

This Interlocal Agreement will support the implementation of the Workforce Solutions (WFS) and South Texas College (STC) Online Program Support and Expansion grant. STC will be responsible for supporting and expanding distance learning opportunities for local manufacturing employers and for current and future employees by providing equipment, supplies, licenses and developing curriculum for the conversion of online classes. STC will also implement a robotic camp with local school districts to create college awareness and expose elementary students to STEM careers. The funding period is from May 1, 2020 through August 31, 2021.

This award aligns with Strategic Goal #1, Lead Community Engagement, by strengthening partnerships with local organizations to align educational opportunities with community and workforce needs. This award also enhances and leverages partnerships with school districts to increase college matriculation.

4. Texas Workforce Commission, Skills Development Fund COVID-19 Special Initiative in the amount of \$287,500

This award will provide training in response to the direct needs of the COVID-19 Pandemic. Training will target those business partners that are retooling business processes to respond to the need of COVID-19 related necessities, as well as businesses that are retooling to provide continuing employment to employees.

Approximately \$2,000 will be made available per qualifying participant. Industries that will be targeted for this grant are Healthcare, Manufacturing, IT, Transportation, Construction, and Goods & Services. Short-term training topics will include billing for telehealth services, disinfection training, COVID-19 related stress, customer safety, and cross-training for employees to fill job demand resulting from workforce reduction. The funding period is from June 8, 2020 through June 30, 2021.

This award aligns to Strategic Goal #1, Lead Community Engagement, by strengthening partnerships with local organizations to align educational opportunities with community and workforce needs.

5. Any Additional Grant(s) Pending Official Award

Summary of Grant Award Funding

The presented grants will provide up to \$527,110 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. Workforce Solutions, Student Re-Engagement Model in the amount of \$50,000
2. The Rio-South Texas Education and Community Development Foundation, Destination Graduation Program in the amount of \$25,000
3. Workforce Solutions, Workforce Innovation and Opportunity Act (WIOA) Alternative Grant in the amount of \$164,610
4. Texas Workforce Commission, Skills Development Fund COVID-19 Special Initiative in the amount of \$287,500

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. Workforce Solutions, Student Re-Engagement Model in the amount of \$50,000
2. The Rio-South Texas Education and Community Development Foundation, Destination Graduation Program in the amount of \$25,000
3. Workforce Solutions, Workforce Innovation and Opportunity Act (WIOA) Alternative Grant in the amount of \$164,610
4. Texas Workforce Commission, Skills Development Fund COVID-19 Special Initiative in the amount of \$287,500

Approval Recommended:

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

Review and Action as Necessary on the Proposed Interlocal Agreement for Dual Credit Program Partnerships with Local School Districts

The Education and Workforce Development Committee is asked to recommend Board action as necessary on the Interlocal Agreement for Dual Credit Programs partnerships with local school districts for academic year 2020 – 2021.

Background

South Texas College works with partnering school districts to execute an agreement to specify the partnership terms that help the College and Districts maintain a high level of quality and service to participating dual credit high school students. The agreement is updated annually, and includes all Board-approved changes to the tuition and fee structures and policies that impact dual credit programs.

Proposed Interlocal Agreement

Administration recommends the approval of the Interlocal Agreement for academic year 2020 - 2021 by the South Texas College Board of Trustees, as well as the governing board of each partnering district.

This agreement will assist in the communication of and response to any compliance concerns with administration of partnering districts and the College.

The South Texas College Board of Trustees will be asked to approve the form and content of the agreement for academic year 2020 - 2021, which will then be sent to each partnering district for review and approval by the governing boards.

Changes for FY 2020 - 2021

The proposed agreement includes minor grammatical changes, as well as the following substantive revisions:

- Section 3(b)(v) requiring Dual Faculty to complete training in alignment with the College's Instructional Continuity Plan;
- Section 3(c)(iv) requiring face-to-face instruction, except when disrupted by a State of Emergency and approved for online instruction in adherence with the College's Instructional Continuity Plan;
- Section 3(d)(i) requiring that College courses and exams take priority over school district activities;
- Section 4(d) requiring a minimum of 10 students for a dual credit section assigned to an STC Faculty and/or Dual Credit Faculty, providing an option at the College's determination to combine course enrollment among partnering Districts;
- Section 4(e), requiring school district compliance with state advising mandates as deemed necessary by the College;
- Section 4(g), clarifying that school districts are responsible to provided ADA accommodations as appropriate for courses taught at their campuses by their Dual Credit Faculty;

- Section 4(i), clarifying that official transcripts will include State-mandated transcript notations reflecting any suspensions or expulsions;
- Section 5(d), requiring notice of cancellation of any course assigned to College Faculty at least two weeks prior to the first day of class;
- Section 7(c), requiring the school district to identify a district official who is certified as a Title IX Investigator and who will serve as an authorized liaison with the College's Office of Human Resources to collaborate as needed on relevant investigations;

At the June 9, 2020 Education and Workforce Development Committee meeting, Mr. Gary Gurwitz recommended a grammatical correction to the proposed interlocal agreement, which has been incorporated into the draft presented for the Board's review.

The Education and Workforce Development Committee recommended Board approval of the Interlocal Agreement for dual credit program partnerships with local school districts for academic year 2020 – 2021.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the Interlocal Agreement for dual credit program partnerships with local school districts for academic year 2020 – 2021.

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

The Board of Trustees approves and authorizes the Interlocal Agreement for dual credit program partnerships with local school districts for academic year 2020 – 2021.

Approval Recommended:

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



SOUTH TEXAS
COLLEGE

Interlocal Agreement South Texas College Dual Credit Programs

SOUTH TEXAS COLLEGE (herein called the “College”) and _____ SCHOOL DISTRICT (herein called the “School District”) enter into the following Interlocal Agreement (**IA**), and for the terms of which WITNESS THE FOLLOWING:

TERM

This IA shall be in effect from August 24, 2020 to August 24, 2021, and posted during this term on the College’s and School District’s respective internet websites.

OVERVIEW

The College is committed to serving the students and communities of South Texas through collaborative work with school districts in the College’s service area. A major initiative promoting a college-going and college graduation culture is the **South Texas College Dual Credit Programs**, which complies with the rules set forth by the State of Texas (TAC Title:19 Chapter 4, Subchapter D, Rule § 4.84) for dual credit partnerships between secondary schools and Texas public colleges to offer dual credit to qualified students; therefore,

NON-DISCRIMINATION

The College prohibits discrimination, including harassment, against any employee, applicant for employment, student or applicant for admission on the basis of any protected class or any other basis prohibited by law. Protected classes at the College include: race, color, national origin, religion, age, sex, sexual orientation, gender, gender identity, physical or mental disability, genetic information, veteran status or any other basis prohibited by law.

Discrimination is defined as prohibited conduct directed at an employee or student on the basis of race, color, national origin, religion, age, sex, including pregnancy and parental status, sexual orientation, gender, gender identity, physical or mental disability, genetic information, veteran status, or any other basis prohibited by law, that adversely affects the employee’s employment or that adversely affects the student.

For more information, please visit **Board Policy #4216: Harassment, Discrimination, and Sexual Misconduct** <https://admin.southtexascollege.edu/president/policies/pdf/4000/4216.pdf>

1) **IA PURPOSE**

The purpose of this **IA** is to outline the roles and responsibilities of the College and the School Districts that participate in the Dual Credit Programs. This **IA** is the agreement that encompasses all programs and initiatives under the Dual Credit Programs as required by the Texas Higher Education Coordinating Board (THECB). An additional **Memorandum of Understanding** is required by the Texas Education Agency for Early College High Schools, T-STEM and P-TECH schools.

2) **RECOGNITION OF HIGHER EDUCATION PARTNER**

The School District, when reporting and publicizing high school *students’ completion* of dual credit **courses, degrees, or certificates**, will recognize all Higher Education partners, including South Texas College. Furthermore, when the School District advertises and/or publicizes including but not limited to, designations, awards received, tuition saved, and articles written in social media, television commercials and print ads for dual credit, the School District will recognize South Texas College as their Higher

Education partner. The following statement must be included in all the School District’s publications and/or advertisements in regards to the Dual Credit Programs:

“[ISD name] collaborates with South Texas College, our Higher Education partner, to offer college credit hours, college certificates and degrees, while saving families hundreds of thousands of dollars by waiving tuition and fees.”

In addition, the School District shall adhere to the format and style of all advertising, marketing, reporting, and publicity materials, which includes billboards, print ads, and television commercials, as set forth in the College’s ***Branding, Marketing, and Advertising Guidelines for South Texas College Dual Credit Programs*** at www.southtexascollege.edu/go/dual-credit-marketing (see Exhibit B for Sample Recognition). Failure to follow this provision will result in a non-compliance notification as stated in Section 9 of this document.

3) **ACADEMIC POLICIES & PROCEDURES**

Regular academic policies and procedures applicable to regular college courses and students will also apply to dual credit courses and dual credit students. A degree plan with a defined sequence of courses will be available through DegreeWorks for all dual credit students.

a) Eligible Courses

Academic courses offered by the College for dual credit are developed based on the guidelines published in the Academic Course Guide Manual. Workforce courses are developed based on the guidelines published in the Workforce Education Course Manual. The College does not offer remedial, kinesiology, or developmental courses for dual credit.

b) Faculty Qualification, Selection, Supervision, and Evaluation

The College has established an approval process for selecting and/or approving qualified School District faculty (those approved will herein be called “Dual Credit Faculty”) to teach dual credit course(s). Each approved Dual Credit Faculty will be supervised by the College’s respective department chair or designee and be evaluated and monitored to ensure quality of instruction and compliance with the College’s policies and procedures in accordance with the standards established by the State of Texas and the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). For a comprehensive view of the Faculty Credentials and Qualification, Selection, Supervision, and Evaluation process, refer to the ***Dual Credit Programs Instructional and Quality Standards Manual - Academic Affairs Division***.

- i. The School District will collaborate with the College to ensure that the School District instructor applying to teach in the Dual Credit Programs meets the credential requirements as stated in the College’s ***Board Policy #4151 Academic and Professional Credentials for Faculty***, which includes the criteria used by the College to determine teaching eligibility.
- ii. The College will ensure that College Faculty requested to teach dual credit courses at the School District sites have met acceptable national criminal background checks.
- iii. School District faculty approved as Dual Credit Faculty must be cleared by the College’s Office of Human Resources to teach any dual credit courses.
- iv. Dual Credit Faculty will submit all required reporting documents such as rosters, learning outcome results, syllabi/section outlines, and grades by the deadlines set by the College.

v. New Dual Credit Faculty approved for the upcoming Academic Year must satisfactorily

complete the Blackboard Fundamentals and Instructional Continuity Trainings offered through the College's Distance Learning Department prior to or during their first semester teaching Dual Credit Program courses.

- vi. College and Dual Credit Faculty teaching dual credit courses should check their class rosters during the first week of classes by accessing Starfish through JagNet to make sure that all students attending the class are enrolled in the dual credit course. Refer students not on the roster to the appropriate School District counselor and the Dual2Degree Department. Any student not listed on the roster by the 12th day of class (Census Day) will not be enrolled in the dual credit course.
- vii. New Dual Credit Faculty approved for the upcoming Academic Year must satisfactorily complete the DELTA Online Academy course offered through the College's Office of Professional and Organizational Development during the summer prior to, or the Fall semester of, their first academic year. Dual Credit Faculty not completing this Academy will not be allowed to continue teaching the following academic year. This Academy focuses on relevant College policies and procedures, resources, faculty responsibilities, and maintaining a college environment in the classroom.
- viii. The School District will allow release time from School District duties for all Dual Credit Faculty to attend required College departmental meetings, discipline and course-specific College professional development training, and the two Dual Credit professional development days organized by the College held on the Saturday before each full semester begins. The department chairs will provide the meeting schedule to the Dual Credit Faculty before the beginning of the semester, so that the Dual Credit Faculty can coordinate his/her teaching responsibilities at the high school in order to attend required department meetings.
- ix. College Faculty and Dual Credit Faculty teaching college-level courses are expected to reach out to students who need academic assistance and direct them to the appropriate College or School District support services.
- x. The School District will forward any concerns regarding Dual Credit Faculty or College Faculty teaching the college-level course to the College Department Chair for investigation. To resolve the concerns, a meeting shall take place between the College Department Chair (and/or designee) and the School District Principal (and/or other designated high school administrator) to discuss the issues and reach a decision that is mutually agreeable.
- xi. The faculty assigned to teach a dual credit course is charged with the duties and responsibilities of the instructor of record. In cases where the course is a Distance Learning course taught at the partner school, as stated in [*Board Policy #3115 Distance Education*](#), the instructor of record, not an assistant, is the one responsible for delivery of instruction and evaluation of student progress. Online students shall be informed that they are able to access the online course at any time, not only during a designated time at the high school.
- xii. Even though Dual Credit Faculty members are full-time employees of the School District wherein they teach the college course(s), they are expected to follow all the College's policies as applicable during the instructional time designated for dual credit courses. Because Dual Credit Faculty are employed by both the College and the School District, they are confronted with unique challenges, but should have the same rights, responsibilities, and privileges as College Faculty teaching a dual credit course at a high school site. They must fulfill their responsibilities as Dual Credit Faculty while acting in accordance with the expectations, policies, and responsibilities required by their School

District and Principal.

xiii. Dual Credit Faculty Rights and Responsibilities when teaching a College-level Course for the College:

- College-Level Course Work: The rigor of college-level course work can often require additional time outside of class for students to meet course learning objectives and outcomes; therefore, Dual Credit Faculty should not be coerced to decrease the amount of out-of-class work assigned to students.
- Issuing of College Grade: Dual Credit Faculty shall not inflate the college letter grade, which might differ from the high school numeric grade.
- Contact Hours Pertaining to Dual Credit Students: Just as Dual Credit Faculty are expected to meet the required number of contact hours per semester, students enrolled in dual credit courses are required to maintain regular and punctual attendance in classes and laboratories. In accordance with the College [Board Policy #3335: Student Attendance](#), the student is responsible for communicating with faculty members concerning any absence. The student may be required to present evidence to support an absence, and make-up work for class absences will be permitted only as specified by the faculty in the course syllabus.
- Dual Credit Faculty must not be coerced to take unreasonable measures to help a student who, in the estimation of the Faculty member, is failing the course due to a lack of effort and/or excessive student absences.

c) Location, Facilities, Teaching Environment, and College Courses

The location of dual credit courses will be held at approved high school sites in accordance with SACSCOS standards.

i. Facilities

The School District will work with the College to ensure that the School District's facilities meet the expectations and criteria required for college classes and are appropriate for college-level instruction by the first day of class including the following:

- School District will ensure that College Faculty and dual credit students have appropriate access to all available instructional facilities, resources, and essential technology;
- School District shall permit access to the College's electronic learning resources when the course is taught at the School District; and
- School District offering science courses shall meet the laboratory safety standards and have material/equipment required for College courses available in all labs in which classes are being taught to comply with the College science program requirements.

ii. Teaching Environment

The School District will ensure that the classroom environment is conducive to college-level learning by:

- Designating a classroom for the dual credit classes;
- Displaying the signs provided by the College outside of the classroom that indicate "College Course is in Session";
- Assuring no interruptions take place in the College dual credit class while in session, such as removing students for high school activities, or making announcements except for official business or emergencies. Interruptions for official announcements must be minimized; and
- Accepting the faculty member's attendance requirements as stated in the course

syllabus and as supported by [Board Policy #3335 Student Attendance](#). This policy provides guidelines related to student attendance and authorizes faculty to drop a student, prior to the withdrawal deadline, when in the opinion of the faculty, the student would have difficulty in successfully completing the course.

iii. College Courses

Faculty teaching dual credit courses must use the College's approved Learning Management System. The College maintains security measures to protect faculty and students while learning in an online environment. More detailed information can be accessed on the Dual Credit Programs webpage at the following link: <https://www.southtexascollege.edu/dual/index.html>.

iv. Course Delivery

The School District will ensure that all dual credit courses taught by Dual Credit Faculty are conducted through face-to-face instruction, except when a State of Emergency is activated, is when a Dual Credit Faculty may be approved to conduct online instruction to adhere to the College's Instructional Contingency Plan, using the College's Learning Management System.

d) Course Curriculum, Instruction, and Grading

School Districts that participate in the Dual Credit Programs at the College will comply with procedures and guidelines as published in the *Dual Credit Programs Instructional and Quality Standards Manual*, including the following:

i. Academic Instructional Calendar

Dual credit classes will follow the College Academic Calendar. Exceptions may be arranged through collaboration between the College and the School District. When the requested exception involves the Final Exam Schedule for long semester classes, the College Department Chair and Division Dean should be involved in any decision. The College requires that the Division Dean approve any exception. Notification of conflicts between mandatory State testing and final exams must be made well in advance of final exams. College courses and exams should take reasonable priority over School District activities.

ii. Monitoring Instruction

The School District will work with the College so College personnel will have the opportunity to monitor the quality of instruction in compliance with the College course syllabus and the standards established by the State of Texas, SACSCOC, and the School District.

iii. Books and Supplemental Materials

The School District will provide textbooks for each registered student, equipment, and supplemental materials required for the cohort (S sections) classes. College-approved textbooks purchased by the School District as required for a college course are allowed to be used for four (4) years. Chairs may request a change of textbooks earlier than four (4) years, if the textbooks are for technology-based courses or with reasonable justification. Required textbooks and materials shall be available to each registered student on the first class day. Exceptions must be discussed with the Dean of Dual Credit Programs and the Department Chair.

iv. Grading Procedures

All Dual Credit Faculty will follow the College Grading System as stated in the College's [Board Policy #3310 Grading System: Credit Programs](#), as well as the

grading criteria in the department approved syllabus.

v. Submission of College Grade

The primary responsibility for assigning College grades in a course belongs to the faculty member, and in the absence of compelling evidence of discrimination, differential treatment, or procedural irregularities, the judgment of the faculty member responsible for the course must remain determinant. College and School District officials will not interfere with the faculty member's responsibility for assigning College grades. The final course grade for the College will be a letter grade and for the high school a numeric grade that might differ from the College grade.

vi. Grade Appeal

The School District will direct students to follow the College's Grade Appeal process. An electronic copy of these documents may be accessed on the Academic Affairs Department webpage at the following link: https://academicaffairs.southtexascollege.edu/grade_appeals/.

vii. Reporting Required Critical Student Performance Information

The College has developed guidelines for sharing critical student performance information when needed for high school reporting. The guidelines indicate reporting requirements and responsibilities of the Dual Credit Faculty regarding parent inquiries, progress reports, and discipline matters. These guidelines are found in the *Dual Credit Programs Instructional and Quality Standards Manual*.

e) Dual Credit Policies

i. Board Policy #3230 Dual Credit Programs with Partnering School Districts

- Lists general provisions that partnering School District must comply with; and
- States that tuition and fees for dual credit students sponsored by partnering School District will be charged as approved by the College's Board of Trustees.

ii. Board Policy #3232 Dual Credit Student Eligibility Requirements

- Outlines the dual credit student eligibility requirements;
- Stipulates limitations on what courses and how many hours may be taken;
- Mandates student compliance with Financial Aid Satisfactory Academic Progress (SAP); and
- Levies the independent student tuition and fees for students enrolled in (non-S) section(s) without prior approval by the College.

iii. Board Policy #3320 Academic Progress Standards

- States expectation that students meet academic standards for coursework at the College;
- Defines levels of academic status GPA criteria; and
- Explains student academic progress standards including probation, suspension, and readmission.

iv. Board Policy #3322 Student Financial Aid - Satisfactory Academic Progress (SAP)

- Cites Federal regulations that require the College to monitor Satisfactory Academic Progress (SAP) for all students, including dual credit students, in order to determine financial aid eligibility; and
- Cites regulations that require the evaluation of quantitative (67% course completion rate and maintaining at least a 2.0 cumulative GPA) standards, as well as completion of a degree or certificate within 150% of normal time frame.

4) **STUDENT ENROLLMENT & SUPPORT SERVICES**

a) *Student Eligibility*

The College requires the School District to follow all College enrollment procedures and guidelines for dual credit students. All procedures and guidelines are outlined in the College's ***Dual Credit Programs Enrollment and Support Services Manual***. An electronic copy of this document may be accessed on the Dual Credit Programs webpage at the following link:

<https://www.southtexascollege.edu/dual/index.html>.

All students must meet dual credit admissions and eligibility requirements as outlined by the THECB laws and regulations, the Texas Administrative Code, Title 19, Part 1, Chapter 4, Subchapter D, Rule § 4.85, and as stated in the College's ***Board Policy #3200 Student Admissions***. The School District will work with the College to make certain that all dual credit students are enrolled by the first day of class to help ensure student success and will comply with the College Dual Credit Programs Admission and Registration Timeline. An electronic copy of this document may be accessed on the Dual Credit Programs webpage at the following link:

<https://www.southtexascollege.edu/dual/index.html>.

High school students are eligible to participate in the Dual Credit Programs upon meeting the Texas Success Initiative (TSI) Assessment minimum passing scores established by the THECB and the College dual credit course pre-requisites as published in the College's ***Dual Credit Programs Enrollment and Support Services Manual***.

Dual credit students must comply with the College's Academic Progress Standards as outlined in ***Board Policy #3320*** and ***Board Policy #3322***. Federal Financial Aid SAP requirements measure all students' GPA and progression regardless of whether or not they receive aid and these requirements are applicable to dual credit students who are still in high school.

b) *Collaboration and Outreach Efforts*

The College provides informational sessions for students and parents regarding dual credit opportunities, benefits, cost, and resources. Sessions are available throughout the academic year upon request by the School District. The College disseminates the most current dual credit information regarding enrollment, resources, and requirements for the program the College's dual credit website.

c) *Course Load*

As stated in the College's ***Board Policy #3232 Dual Credit Student Eligibility Requirement***, dual credit students may not enroll in college-level courses until the Spring semester of their 9th grade, and then limited to no more than two (2) dual credit courses for that semester from an approved list of recommended courses. All 10th grade students will be limited to only two (2) dual credit courses per Fall and Spring semester. All 11th and 12th grade students should not exceed four (4) dual credit courses per Fall and Spring semesters. Summer session enrollment is limited to two (2) dual credit courses for Summer Term I/III and two (2) dual credit courses for Summer Term II.

Dual credit students shall be limited to courses within their declared major and corresponding degree plan. Students who declare a major leading to Career Technical Education (CTE) certificate or Associate degree, may also enroll in academic dual credit courses, limited to English 1301, Mathematics/Natural Science Electives, Humanities Electives, Social and Behavioral Electives, and other Associate of Applied Science (AAS) Electives needed to complete their Certificate and/or AAS degree, while not exceeding the limitation on dual credit courses per semester described below. Students may attempt a maximum of 68 credit hours, with the exception of students pursuing the Associate of Science in Engineering. The Dual Credit Programs is subject to all applicable College policies and procedures.

Non-S Section Enrollment

Students who want to enroll in regular (non-S) section(s) must be approved by the Dean of Dual Credit Programs and School District Partnerships. Students can only be enrolled in courses within their declared major. Any student approved to enroll in a regular (non-S) section(s) will not be assessed the independent student tuition and fee rates based on the Board Approved Tuition & Fee Schedule. Dual credit students who do not receive approval to enroll in a regular (non-S) section(s), may still enroll, but will be assessed the independent student tuition and fee based on the Board Approved Tuition & Fee Schedule.

Non-S section requests for 12 or more students in the same course type during the same semester will require an “S” section to be created by the School District. Criteria is available on the Dual Credit Programs website, which includes the eligibility of enrollment of only 11th and 12th graders.

d) *Student Composition of Class*

As outlined in the Texas Administrative Code, Title 19, Part 1, Chapter 4, Subchapter D, Rule 4.85, the school district may not enroll both dual credit and non-dual credit students in the same section unless creation of a high school credit-only class is not financially viable for the high school and only under one of the following conditions:

- i. If the course is required for completion under State Board of Education High School graduation requirements, and the school is otherwise unable to offer such a course.
- ii. If the high school credit-only students are College Board Advanced Placement or International Baccalaureate students.
- iii. If the course is a career and technology/college workforce education course and the high school credit-only students are eligible to earn articulated college credits.

Dual Credit Sections

Dual credit sections assigned to an STC Faculty and/or Dual Credit Faculty must have a minimum of ten (10) students enrolled. Dual credit sections with fewer than ten (10) students will be cancelled prior to the first-class day. Dual Credit Programs will work with the School District to determine options to combine dual credit courses with partnering school districts, if available.

e) *Advising*

The College and the School District shall offer college advising services for dual credit students consisting of a general first-time dual credit student advising, group enrollment advising using DegreeWorks, face-to-face advising, and a College Advising Training Program for High School District Counselors.

The College offers advising services for dual credit students regarding transferability and applicability to baccalaureate degree plans of all college credit offered and earned.

In active collaboration with the College, the School District shall take whatever actions deemed reasonably necessary by the College to fully comply with the advising mandates delineated in TX SB 25 (2019) and TX SB 1324 (2019).

f) *Pathways Alignment*

The College shall provide a comprehensive guide to the alignment of High School endorsements, dual credit courses, post-secondary pathways, credentials at the institution, and industry certifications.

g) Counseling and Student Accommodations

The College and the School District will adhere to Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 (ADA), and the ADA Amendments Act of 2008.

The School District will provide classroom accommodations for dual credit students. **If the class is taught at the high school by a high school Dual Credit Faculty, the School District's high school will be responsible to provide the classroom accommodations.** If the class is taught by a College Faculty at the high school, the College Counselor will coordinate class accommodations with the high school Special Education Counselor. All procedures and guidelines are outlined in the College ***Dual Credit Programs Enrollment and Support Services Manual***. An electronic copy of this document may be accessed on the Dual Credit Programs webpage at the following link:
<https://www.southtexascollege.edu/dual/index.html>.

h) Student Complaints

Grievance or Complaint procedures for handling student complaints, regarding college courses, are applicable to all students including those enrolled in dual credit courses.

Dual credit students with complaints shall follow the procedures as stated in the College's **Board Policy #3313, Student Grievance or Complaint, and Board Policy #4216 Harassment, Discrimination, and Sexual Misconduct**. A student may report a grievance or complaint at <https://www.southtexascollege.edu/report/index.html>.

i) Student Conduct

All students, including dual credit students, are subject to discipline and appropriate sanctions, ranging from verbal or written warning to suspension and expulsion from the College and all related programming, under the College's Student Handbook and Code of Student Conduct. The Code of Student Conduct is an articulation of the College's commitment to maintaining an environment that recognizes and supports the rights of its students, while providing a guide for defining behaviors the College considers inappropriate. Procedures, including a list of violations, potential sanctions, and a list of individual rights for each student, are listed in the College's Student Handbook, Chapter 2, Code of Student Conduct. Dual credit students who receive a sanction of suspension or expulsion from the **College** must be removed from the college course and placed in a high school credit course or a traditional high school setting by the School District; **and in accordance with Texas State law shall have a transcript notation of suspension or expulsion placed on their official record. On request by the student, the College may remove the notation from the official transcript.** Further, the College reserves the right to refer cases to the Behavioral Intervention Team for review and threat assessment.

j) Transcription of Credit

The College and the School District will transcript dual credit courses for both college credit and high school credit immediately upon student completion of the performance required in each course.

k) Commencement Ceremonies

To become eligible to participate in the College Commencement Ceremonies held in May, December, or at such time determined by the Board of Trustees, dual credit students must be enrolled in all final coursework for their declared program and all coursework must be completed at the end of the semester of graduation. Dual Credit students who are eligible to participate cannot defer participation to a later Commencement Ceremony date, **except when a State of Emergency is activated.** The College Registrar is the Graduation Determination Official and has the final authority to determine dual credit eligibility for graduation and ceremony participation. Dual credit students must meet all graduation requirements as outlined in College Policy to be eligible for graduation and participation in the Commencement Ceremonies.

5) **FINANCE SUPPORT SERVICES**

a) Faculty Stipend

School District instructors approved by the College to be Dual Credit Faculty and approved to teach college level courses will be paid a stipend by the College per class, per semester, as outlined in the College *Dual Credit Programs Instructional and Quality Standards Manual*.

b) Tuition & Fees

The School District will be charged tuition and fees as outlined in *Exhibit A: Board Approved Tuition & Fees for Dual Credit Students Sponsored by Partnering School Districts for FY 2020-2021*. The College's Board of Trustees reserves the right to adjust tuition and fees as deemed necessary during the year.

c) Invoicing

The College will invoice the School District that sponsors the student for the applicable charges, in accordance with the *Board Approved Tuition & Fees for Dual Credit Students Sponsored by Partnering School Districts for FY 2020-2021*, as approved by the College Board of Trustees (see Exhibit A).

d) Faculty Charges

When the College provides the faculty, including via interactive distance learning, the School District is responsible for the mileage and faculty cost as stipulated in the Dual Credit Course Agreement (DCCA). School Districts cannot cancel a dual credit courses with an assigned College Faculty after August 10, 2020 (Fall 2020 semester) and January 5, 2021 (Spring 2021 semester). This agreement is outlined in the *Dual Credit Programs Instructional and Quality Standards Manual*. An electronic copy of this document may be accessed on the Dual Credit Programs webpage at the following link: <https://www.southtexascollege.edu/dual/index.html>.

6) **DATA SHARING**

FERPA allows protected student data to be exchanged between the College and School District for students that are dually enrolled without the consent of either the parents or the student under § 99.34. If the student is under 18, the parents still retain the right under FERPA to inspect and review any education records maintained by the School District, including records that the College disclosed. The College and the School District are expected to meet FERPA requirements to maintain the privacy of student data.

The College will provide data reports to the School District via standard reports as per identified timelines. These reports have been developed in an effort to provide required data in a timely manner to our partners with a signed **IA**.

The School District shall provide a primary and secondary contact, at the District and at each high school, to receive data via a secure process from the College. These contacts will be responsible for distributing data securely within their assigned area and within FERPA guidelines. Any data received from the College shall not be shared outside the District without prior authorization from the College.

The School District may request data outside of the scheduled report distribution schedule provided:

- An **IA** has been executed and is active between the School District and the College
- The data request is submitted, at minimum, three (3) business days prior to the requested delivery date

PLEASE NOTE: Requests are **NOT** guaranteed to be delivered by the requested delivery date and may be delayed depending on the data team's existing request volume. Requests will be prioritized depending on identified need.

The School District may submit an e-mail request for reports to: dcdatarequest@southtexascollege.edu.

7) **HUMAN RESOURCES DEPARTMENT. DATA PRIVACY & SHARING AGREEMENT**

The School District will collaborate with the College to ensure that all School District faculty applying to teach in the Dual Credit Programs meet the credential requirements as stated in the College's [Board Policy #4151 Academic and Professional Credentials for Faculty](#), and submit all required documents for the hiring process to the Human Resources Department as well as agree to full information sharing in the event of an investigation of a personnel matter regarding Dual Credit Faculty.

- a) Any non-academic incidents or complaints against Dual Credit Faculty teaching a College course are required to be reported to the College's Office of Human Resources to the attention of the Director and/or Employee Relations Officers for investigation.
- b) The School District will comply with Title IX of the Education Amendments 1972 (20 U.S.C. § 1681 et seq.) regulations as stated in the College's [Board Policy #4216 Harassment, Discrimination, and Sexual Misconduct](#), and the School District Title IX policy in resolving incidents and complaints. An electronic copy of the College's policy may be accessed on following link:
<https://admin.southtexascollege.edu/president/policies/pdf/4000/4216.pdf>.

Title IX Statement:

Title IX of the Education Amendments of 1972 (20 U.S.C. §1681 et seq) and its implementing regulations, 34 C.F.R. Part 107 (Title IX) state: "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance."

Title IX resources, policies, and procedures, including the names and contact information of the Title IX Coordinator and the Title IX Deputy Coordinators for the College are located at the following link: <https://www.southtexascollege.edu/about/notices/title-ix.html>.

- e) The School District will designate a specific School District official that is certified as a Title IX Investigator/Coordinator to serve as the authorized liaison for South Texas College Office of Human Resources. The School District official and the College's representative(s) will work collaboratively and timely to share any and all information necessary in the event of an investigation of a personnel matter (see Exhibit C).

8) **INTERLOCAL AGREEMENT (IA)**

This IA may be amended by mutual written agreement of both parties.

The College and the School District reserve the right to terminate this IA, by notice from either party in accordance with this IA or by operation of law. The College or the School District may terminate the IA no fewer than ninety (90) days prior to the intended date of termination. To be effective, notice must be submitted in writing, signed by the College President or the School District Superintendent and personally delivered to the other party to this IA.

9) **NOTIFICATION OF NON—COMPLIANCE AND TERMINATION OF AGREEMENT**

Failure to act in accordance with any provision in this **IA** will result in a Notification of Non-Compliance (Notice), which may be initiated by either party. The Notice shall be in writing and shall state in particular the alleged non-compliance. The Notice will be provided to the College President and School District Superintendent for review and action. Failure to correct non-compliance may result in termination of this agreement.

EXECUTED IN TWO (2) Original counterparts on this _____ day of _____ 20_____.

Shirley A. Reed, M.B.A, Ed.D.
President
South Texas College

Superintendent
School District

Chairman, Board of Trustees
South Texas College

President, Board of Trustees
School District

EXHIBIT A

TUITION AND FEES FOR DUAL CREDIT STUDENTS SPONSORED BY PARTNERING SCHOOL DISTRICTS

	Board Approved FY 2018-2019	Board Approved FY 2019-2020	Board Approved FY 2020-2021
DUAL CREDIT TUITION:			
Per credit hour tuition for in-district dual credit students sponsored by partnering school districts	0.00	0.00	0.00
DIFFERENTIAL TUITION PER CREDIT HOUR FOR COURSES OFFERED ON A SOUTH TEXAS COLLEGE CAMPUS OR FACULTY:			
Associate Degree Nursing	55.00	75.00	0.00
Emergency Medical Technology	45.00	55.00	0.00
Occupational Therapy Assistant	45.00	55.00	0.00
Patient Care Assistant	25.00	35.00	0.00
Pharmacy Tech	45.00	55.00	0.00
Physical Therapist Assistant	45.00	55.00	0.00
Radiologic Technology/Sonography	45.00	65.00	0.00
Respiratory Therapy	45.00	65.00	0.00
Vocational Nursing	55.00	75.00	0.00
COURSE FEES:			
Electronic Distance Learning/VCT Course Fee per credit hour (Summer 2020 Sessions - Fee Waived)	10.00	10.00	10.00
Hybrid Course Fee per credit hour	0.00	0.00	0.00
NAH and Other Course Fees: <i>Liability Insurance/Exams/Booklets/Badges/Special Program ID/Certificates/Pinning Ceremony/Other Activities</i>	Recovery of costs and processing fees	Recovery of costs and processing fees	Recovery of costs and processing fees
American Welding Society Certification Testing and Material Fee (per certification) <ul style="list-style-type: none"> Dual Credit Students enrolled in the following Academic Welding courses are eligible to take industry certifications aligned with each course. School Districts have the option to schedule the test dates and transport student to STC Technology Campus for certification testing for the following courses: <ul style="list-style-type: none"> WLDG 1312 WLDG 1457 WLDG 1428 WLDG 2406 WLDG 2451 			School Districts will be responsible for the following fees: \$50.00 Testing fee paid directly to South Texas College per certification/per student. Registration and associated fees as determined by AWS and paid directly to AWS for each student upon successful completion of each certification exam.
INCIDENTAL FEES:			
Fee per credit hour for dual credit students attempting a course three or more times	125.00	125.00	125.00
Dual Credit Late Processing Fee per course per student after Census Day	200.00	200.00	200.00

Including students enrolled in “s” sections and “non-s” section approved per Policy #3232 Dual Credit Student Eligibility Requirements.

Exhibit B

Sample Recognition

SUNDAY, MAY 24, 2020 | The Monitor, www.themonitor.com



LA JOYA ISD THANK YOU PARTNERS!

The Academies of La Joya ISD would like to offer a special THANK YOU to the various business and community partners involved in the academic success of our Academy students throughout the 2019-2020 school year. The sharing of your experiences, ideas and challenges, as well as opening the opportunity for student internships and job shadowing for our students and teachers has left an insurmountable impact on the educational lives of our students. La Joya ISD thanks the following individuals for being a partner in education for our students!

BUSINESS PARTNERS

- Alamo Police Department
- M2 Engineering, PLLC
- Buckner Children & Family Services
- Izaguire Engineering
- The Honorable Judge Keno Vasquez
- The Honorable Judge Nereida Lopez Singletery
- Workforce Solutions
- Terry Physical Therapy
- Walgreens (Palmview)
- La Joya Dental Associates
- Rio Grande Valley Vocational Services
- T-N-T Automotive Specialist
- Diesel Fleet Care Ironshark Tow & Transport
- Dillard's
- USDA
- Bert Ogden
- Doctors Hospital at Renaissance

COMMUNITY PARTNERS

- City of La Joya
- Sullivan City
- City of Mission
- La Joya ISD Police Department
- LJISD Food & Nutrition Dept.

The Academies of La Joya ISD also wishes to extend a most gracious THANK YOU to our educational partners, who like La Joya ISD, are committed to the educational success of our students. Thank you SOUTH TEXAS COLLEGE and the UNIVERSITY OF TEXAS-RIO GRANDE VALLEY for your grand partnership with La Joya ISD. We look forward to the great partnerships that are on the horizon for our students.

EDUCATIONAL PARTNERS

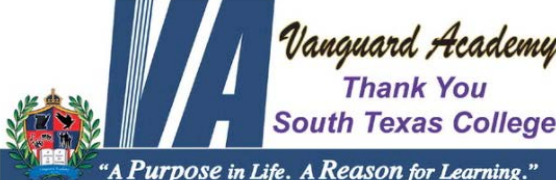


Thank You!

Superintendent of Schools
Dr. Gisela Saenz

LJISD Board of Trustees
Espie Ochoa, President
Mary T. Hernandez, Vice-President
Oscar "Coach" Salinas, Secretary

Nereyda Cantu, Member
Armin Garza, Member
Claudia Ochoa, Member
Alex Cantu, Member

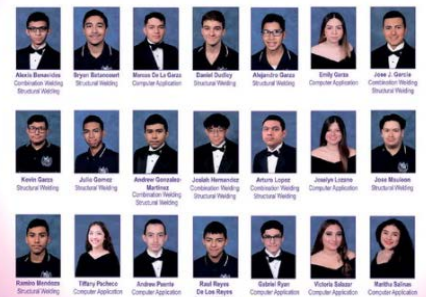



Vanguard Academy
Thank You
South Texas College

"A Purpose in Life. A Reason for Learning."

COLLEGE to CAREER

Vanguard Mozart and Rembrandt
earn 26 STC Certificates

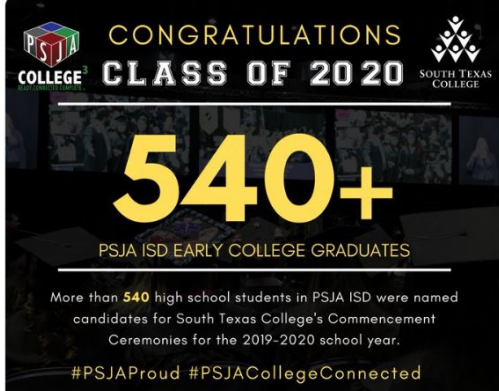
South Texas College liked
 **PSJAISD**
 @PSJAISD

Breaking a district record, 541 PSJA ISD seniors were named candidates to receive Associate Degrees from @stcjaguars during the 2019-2020 school year!

Congrats to our amazing PSJA Early College Graduates!

Read more: bit.ly/3cTJSKz

#PSJAProud #onlyatPSJA



CONGRATULATIONS
CLASS OF 2020
540+
 PSJA ISD EARLY COLLEGE GRADUATES

More than **540** high school students in PSJA ISD were named candidates for South Texas College's Commencement Ceremonies for the 2019-2020 school year.

#PSJAProud #PSJACollegeConnected

3:30 PM · May 21, 2020 · Sprout Social



MCALLEN ISD

**IB MIDDLE YEARS ACADEMY AT
DE LEON MIDDLE SCHOOL**

- SMALL, SPECIALIZED COMMUNITY
- RIGOROUS, ENRICHING PROGRAM FOR ADVANCED LEARNERS

Apply Today!
DEADLINE IS FRIDAY, APRIL 24TH

632-8800

UTRGV Thank you for your Dual Enrollment Programs! **SOUTH TEXAS COLLEGE**

EXHIBIT C

School District Title IX Investigator/Coordinator

As stated in Section 7C, the School District will designate a specific School District official that is certified as a Title IX Investigator to serve as the authorized liaison for South Texas College Office of Human Resources. The School District official and the College's representative(s) will work collaboratively and timely to share any and all information necessary in the event of an investigation of a personnel matter.

The School District Liaison contact information is as follows:

School District Name: _____

High School Name: _____

Liaison's Name: _____

Position Title: _____

Contact Phone Number: _____

Email: _____

This form must be completed in its entirety and submitted to:

Title IX Coordinator
Mary Elizondo, CPA, MBA, CFE, CGMA
Vice President - Finance and Administrative Services
3201 West Pecan Blvd. X224
McAllen, TX 78501
956-872-3558
TitleIX@southtexascollege.edu

For any questions, please contact:

Laura Requena, MBA, MPAcc, PHR, SHRM-CP
Interim Director of Human Resources
2501 West Pecan Blvd.
McAllen, TX 78501
956-872-3646
HR_Administrators@southtexascollege.edu

Review and Recommend Action as Necessary on Proposed New Policy #3111: *Instructional Continuity*

The Education and Workforce Development Committee is asked to recommend Board approval of the proposed new Policy #3111: *Instructional Continuity*.

Justification – The proposed new policy would authorize the Office of the Vice President for Academic Affairs to establish an Instructional Continuity Plan. This plan would provide the necessary guidelines to support instructional continuity in the event of a disruptive event, such as the current coronavirus pandemic crisis.

The proposed policy supports the required use of the College's Learning Management System (LMS) in the event of a natural disaster, pandemic, or other adverse event that affects instruction. This requirement will facilitate college-wide coordination to maintain ongoing instructional activities during potentially disruptive events.

At the June 9, 2020 Education and Workforce Development Committee meeting, Mr. Gary Gurwitz recommended a grammatical correction to the proposed new policy, which has been incorporated into the draft presented for the Board's review.

Enclosed Documents - The proposed new policy is provided in the packet for the Board's review and information.

The Education and Workforce Development Committee recommended Board approval of the proposed new Policy #3111: *Faculty Readiness for Instructional Continuity*, 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 new Policy #3111: *Faculty Readiness for Instructional Continuity*, 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 new Policy #3111: *Faculty Readiness for Instructional Continuity*, 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	Instructional Continuity	3111
Legal Authority	Approval of the Board of Trustees	Page 1 of 1
Date Approved by Board	Board Minute Order Dated June 23, 2020	

I. Purpose

The purpose of this policy is to establish parameters for South Texas College's Instructional Continuity Plan.

II. Policy

In the event of a natural disaster, pandemic, or other **adverse** event, in which instruction is **adversely** affected at any or all of **the** South Texas College's campuses or centers, instruction shall continue and/or be facilitated through the use of the College's Learning Management System.

South Texas College, in accordance to local, state, and federal guidelines, will continue instruction for academic and workforce courses in an online format, with face-to-face instruction as permitted, to ensure the safety of students, faculty, and staff.

Specific guidelines for instructional continuity during the specific event will be developed by the Office of the Vice President for Academic Affairs collaboratively with the other divisions to ensure compliance with governmental and accrediting bodies.

III. Definitions

Academic Courses: Courses designed to either transfer or lead to a baccalaureate degree.

Workforce Courses: Courses not designed to transfer to a baccalaureate degree.

Learning Management System: The College's selected software used for the administration, reporting, and delivery of educational courses and programs.

IV. History

Origination Date Approved by Board

Review and Recommend Action as Necessary on Proposed New Policy #4411: *Faculty Readiness for Instructional Continuity*

The Education and Workforce Development Committee is asked to recommend Board approval of the proposed new Policy #4411: *Faculty Readiness for Instructional Continuity*.

Justification – The proposed new policy would support the South Texas College Instructional Continuity Plan by requiring that all new faculty complete the College's Instructional Continuity training.

This training would be developed by the College and offered at no cost to the faculty, and would be updated as necessary.

All faculty would be required to update their certification as needed to ensure their preparedness under the Instructional Continuity Plan.

This policy would apply to all Full Time Faculty, Lecturers, Adjunct Faculty, and Dual Credit Faculty teaching courses at or on behalf of South Texas College.

Enclosed Documents - The proposed new policy is provided in the packet for the Board's review and information.

The Education and Workforce Development Committee recommended Board approval of the proposed new Policy #4411: Faculty Readiness for Instructional Continuity, 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 new Policy #4411: Faculty Readiness for Instructional Continuity, 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 new Policy #4411: Faculty Readiness for Instructional Continuity, 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	Faculty Readiness for Instructional Continuity	4411
Legal Authority	Approval of the Board of Trustees	Page 1 of 1
Date Approved by Board	Board Minute Order Dated June 23, 2020	

I. Purpose

The purpose of this policy is to support the College's Instructional Continuity Policy through readiness of all faculty members at the College to provide instruction in an online environment, should the College deem necessary.

II. Policy

By the end of their first semester of employment at the College, all new faculty members are required as per letter of appointment or notice of employment to complete the College's Instructional Continuity training provided by the College.

The Instructional Continuity training will be updated as technology changes and therefore, all faculty will be required to update their certification as needed.

Procedures detailing these requirements will be developed and housed in the Office of the Vice President for Academic Affairs.

III. Definitions

Faculty member: The faculty of record for any course offered by South Texas College, including Full Time Faculty, Lecturers, Adjunct Faculty, and Dual Credit Faculty.

IV. History

Origination Date Approved by Board June 23, 2020

Review of Proposed New Programs Discussed at June 9, 2020 Education and Workforce Development Committee Meeting

Administration reviewed the following proposed new programs with the Education and Workforce Development Committee on June 9, 2020:

a) Review and Discussion of Proposed New Program: Cosmetology

This program could lead toward a Certificate and/or Associate Degree in Cosmetology.

A Cosmetology program at South Texas College would enable students to take the state exam for licensure to offer hair and beauty services, either self-employed or through an employer. Careers served by this program include:

- Barbers
- Hairstylists
- Cosmetologists
- Manicurists
- Pedicurists
- Skincare Specialists

While this industry is currently impacted by the coronavirus pandemic, occupational growth was projected to grow nearly 12% in the region and 15% across Texas from 2020 to 2030, with nearly 9,000 new jobs expected statewide.

The nearest comparable regionally accredited program is located at Del Mar College in Corpus Christi. There are a number of proprietary schools in the area currently offering non-accredited programs.

Due to the nature of this new program and its difference from current programs offered by the College, an extended, two-phase approval process is required by the Texas Higher Education Coordinating Board.

With Committee support, administration would further develop the proposal. It would be brought back before the Education and Workforce Development Committee in Fall 2020 for approval to develop the curriculum and an advisory committee, leading to a formal program proposal for the Board's review prior to submission to the state and accrediting authorities. Administration believes the College could offer this program by Spring 2022, with support from the Committee and Board.

b) Review and Discussion of Proposed New Program: Restaurant Management

This program could lead toward an Associate of Applied Science Degree in Restaurant Management.

A Restaurant Management program at South Texas College would prepare students to manage people, products and facilities within the food-service industry, providing training for individuals seeking entry-level management positions within the hospitality industry. Careers served by this program include:

- Food Service Director
- Banquet Manager
- Restaurant Manager
- Kitchen Manager

While this industry is currently impacted by the coronavirus pandemic, occupational growth was projected to grow by 7% in the region and nearly 15% across Texas from 2020 to 2030, with 86 new jobs expected in the Rio Grande Valley, in addition to incumbent workers seeking career advancement into newly vacant positions. New jobs data are calculated by Economic Modeling Specialists International using industry data and staffing patterns.

This program would be built upon South Texas College's existing Culinary Arts programs, which served 1,228 students for the past two years, and would provide current students and graduates with an opportunity to develop essential skills to advance their careers. By building upon existing Culinary Arts programs, there will be a relatively low cost to offer the new Restaurant Management program, and it will meet existing and anticipated local demand.

The nearest comparable regionally accredited programs are located at Del Mar College in Corpus Christi and Alamo Colleges in San Antonio.

Developing this specialization within an existing program is a one-year approval process.

With Committee support, administration would further develop the proposal. It would be brought back before the Education and Workforce Development Committee for approval to develop the curriculum and an advisory committee, leading to a formal program proposal for the Board's review in Fall 2020 prior to submission to the state and accrediting authorities. With support from the Committee and Board, Administration believes the College could offer this program by Fall 2021.

The Education and Workforce Development Committee asked administration to proceed with their preliminary development steps for both programs, and to return to the Committee once they had estimated the costs to develop and offer each respective program, as well as the anticipated student demand and revenue that would support each program.

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

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

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

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

Items 1 – 16 were recommended for approval by the Finance, Audit, and Human Resources Committee on June 9, 2020. Item #17 is required to support a new grant, and the necessary quotes were received on June 16, 2020; this item is included without a recommendation by the Committee.

A. Award of Proposals

B. Purchases and Renewals

a. Non-Instructional Items

b. Technology Item

A. Award of Proposals

1) Grounds Maintenance (Award)

Award the proposal for grounds maintenance to **TLC Total Lawn Care, LLC**. (Weslaco, TX), for the period beginning July 26, 2020 through July 25, 2021 with two one-year options to renew, at an estimated amount of \$448,035.84 for mowing, tree trimming, shredding services, and irrigation inspections, and without exceeding an estimated amount of \$175,000.00 for various plants, replacement plants, and landscaping as needed, and without exceeding an estimated amount of \$40,000.00 for sprinkler system repairs as needed, a total estimated amount of \$663,035.84.

Purpose – Facilities Operations and Maintenance is requesting grounds maintenance services for all the South Texas College campuses.

Justification and Benefit – The grounds maintenance contract will include the following services: mowing, shredding of grass, tree trimming, flower beds, plants and replacement of plants, and landscaping areas with crushed granite for the Pecan, Nursing and Allied Health, Technology, Starr County, and Mid Valley campuses. **EVALUATED AS HIGH PRIORITY AND SHOULD NOT BE POSTPONED.**

Background – Proposals documents were advertised on May 13, 2020 and May 20, 2020 and issued to fourteen (14) vendors. Five (5) responses were received on May 29, 2020 and reviewed by Operations and Maintenance and the Purchasing Department.

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

2) Network Cabling and Equipment Installation Services (Award)

Award the proposal for network cabling and equipment installation services for the period beginning July 26, 2020 through July 25, 2021 with two one-year options to renew, at an estimated amount of \$70,000.00, which is based on prior year expenditures. The vendors are as follows:

- **BridgeNet Communications** (Donna, TX)
- **Network Cabling Services, Inc.** (Houston, TX)
- **Telepro Communications** (Mission, TX)

Purpose – Information Technology and the Office of Public Safety are requesting network cabling and equipment installation services for the internet connections and for installation of surveillance cameras district wide on an as-needed basis. Several vendors are needed due to the various needs by the departments and vendor availability of supplies, pricing, installation service availability, and product/service warranty.

Justification and Benefit – The network cabling and equipment installation services will be used across South Texas College's various campuses on an as needed basis. These services are need to install data cabling in new facilities and renovated areas or to install additional lines in existing classrooms and offices. It will also include the installation and connection of new or replacement surveillance cameras throughout the College district. **EVALUATED AS HIGH PRIORITY AND SHOULD NOT BE POSTPONED.**

Background – Proposal documents were advertised on April 29, 2020 and May 6, 2020 and issued to eight (8) vendors. Three (3) responses were received on May 14, 2020 and reviewed by Information Technology, Office of Public Safety, and the Purchasing Department.

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

3) Travel Services (Award)

Award the proposal for travel services to **Echo Travel** (Edinburg, TX) (New), for the period beginning July 1, 2020 through June 30, 2021 with two one-year options to renew, at a service fee of \$25.00 per airline ticket.

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

Justification and Benefit – The travel services will include processing of airline reservations, automobile rental reservations, hotel reservations, charter services, emergency services, and group travel rates. **EVALUATED AS A MODERATE PRIORITY, BUT NECESSARY.**

Background – Proposal documents were advertised on May 6, 2020 and May 13, 2020 and issued to seven (7) vendors. Two (2) responses were received on May 21, 2020 and reviewed by the Business Office - Travel Department and Purchasing Department.

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

B. Purchases and Renewals

a. Non – Instructional Items

4) Custodial Supplies (Renewal)

Renew the custodial supplies contracts for the period beginning August 18, 2020 through August 17, 2021, at an estimated amount of \$275,000.00, which is based on prior year expenditures. The vendors are as follows:

- Primary: **Gulf Coast Paper, Co.** (Brownsville, TX)
- Secondary: **Rio Paper & Supply, LLC.** (Pharr, TX)

Purpose – The Custodial Department is requesting to renew the contracts for custodial supplies used throughout the district, which includes cleaning solutions, disinfecting sprays and liquid solutions, hand towels, tissues, mops, brooms, gloves, trash bags, and other miscellaneous supplies.

Justification and Benefit – The custodial supplies are needed for the day-to-day cleaning, disinfecting, and maintenance of all South Texas College facilities. These supplies are essential for the health and safety of all students, faculty, staff, and visitors. **EVALUATED AS HIGH PRIORITY AND SHOULD NOT BE POSTPONED.**

Background – The Board awarded the contract for custodial supplies at the August 28, 2018 Board of Trustees meeting for one year with two one-year annual renewals. The last renewal period beginning August 18, 2020 and ends August 17, 2021.

Award	Board Meeting Date	Original Term	Renewal Term
Original	8/28/18	8/18/18 – 8/17/19	2 – one year options
1 st Renewal	8/27/19		8/18/19 – 8/17/20
2 nd Renewal	6/23/20		8/18/20 – 8/17/21

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

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

5) Library Serials (Renewal)

Renew the library serials contract with **EBSCO Information Services** (Birmingham, AL), for the period beginning September 1, 2020 through August 31, 2021, at an estimated amount of \$50,000.00.

Purpose – Library Services is requesting to renew the library serials contract which will serve all the libraries district wide.

Justification and Benefit – The approximate one hundred forty-one (141) serials that include magazines, journals, and newspapers will be used by the libraries district wide to support the instructional programs and other needs of South Texas College students. **EVALUATED AS HIGH PRIORITY AND SHOULD NOT BE POSTPONED.**

Background – The Board awarded the contract for library serials at the July 23, 2019 Board of Trustees meeting for one year with two one-year annual renewals. The first renewal period beginning September 1, 2020 and ends August 31, 2021.

Award	Board Meeting Date	Original Term	Renewal Term
Original	7/23/19	9/1/19 – 8/31/20	2 – one year options
1 st Renewal	6/23/20		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 Library Acquisitions budget for FY 2020 - 2021, pending board approval of the budget.

6) Maintenance and Repair Parts, Materials, and Supplies (Renewal)

Renew the maintenance and repair parts, materials, and supplies contracts for the period beginning September 1, 2020 through August 31, 2021, at an estimated amount of \$200,000.00, which is based on prior year expenditures. The vendors are as follows:

Vendor (City, State)	Vendor (City, State)
Architectural Division 8, Inc. (Harlingen, TX)	Burton Companies (Weslaco, TX)
Bush Supply Company (Edinburg, TX)	Central Plumbing & Electric Supply (Weslaco, TX)
Dealers Electrical Supply (McAllen, TX)	Diaz Floors & Interior's, Inc. (Pharr, TX)
Ewing Irrigation (McAllen, TX)	Fairway Supply, Inc. (Austin, TX)
Fastenal Company (McAllen, TX)	Ferguson Enterprise (Pharr, TX)
Industrial Supplier Larey, Inc./dba International Industrial Supply, Co. (Brownsville, TX)	Interstate Batteries of the RGV (McAllen, TX)
Johnson Supply (Pharr, TX)	Johnstone Supply (Pharr, TX)

Vendor (City, State)	Vendor (City, State)
Lewis Mechanical Sales (Corpus Christi, TX)	Luna Glass, LLC. (McAllen, TX)
Martin Pena/dba Delta Specialties Sign & Supply (Edinburg, TX)	Morrison Supply Company (McAllen, TX)
MSC Industrial Supply, Co. (Harlingen, TX)	Sherwin Williams, Co. (McAllen, TX)
Trane U.S.A. (Edinburg, TX)	Valley Armature & Electric (Edinburg, TX)

Purpose – Facilities Operations and Maintenance is requesting to renew the contracts for maintenance and repair parts, materials, and supplies for district wide daily building maintenance and repair work order requests.

Justification and Benefit – The maintenance and repair parts, materials, and supplies are needed for the day-to-day repairs and improvements in the areas of plumbing, painting, irrigation, electrical, door locks, vehicle and equipment batteries, and air conditioning. **EVALUATED AS HIGH PRIORITY AND SHOULD NOT BE POSTPONED.**

Several vendors are needed due to the various needs by the departments and vendor availability of supplies, discount pricing, estimated delivery, and durability of the products.

Background – The Board awarded the contracts for maintenance and repair parts, materials, and supplies at the August 27, 2019 Board of Trustees meeting for one year with two one-year annual renewals. The first renewal period begins on September 1, 2020 and ends August 31, 2021.

Award	Board Meeting Date	Original Term	Renewal Term
Original	8/27/19	9/1/19 – 8/31/20	2 – one year options
1 st Renewal	6/23/20		9/1/20 – 8/31/21

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

Funds for this expenditure are budgeted in the Facilities Maintenance budget for FY 2020 - 2021, pending Board approval of the budget.

7) Mass Notification System Agreement (Renewal)

Renew the mass notification system agreement with **Rave Mobile Safety** (Framingham, MA), The Interlocal Purchasing System (TIPS) Purchasing Cooperative approved vendor, for the period beginning September 1, 2020 through August 31, 2021, at a total amount of \$51,076.30.

Purpose – The Office of Public Safety is requesting to renew the mass notification system agreement which provides emergency notifications concerning college closures due to weather, building alarm situations, campus intruders, etc.

Justification and Benefit – The mass automated notification has proven to be effective for the timely notification of faculty, staff, and students during emergencies via phone, cellular phones, text messages, and email. The system will also be used to contact specific student population on upcoming deadlines and payment due dates for tuition and fees. **EVALUATED AS HIGH PRIORITY AND SHOULD NOT BE POSTPONED.**

Funds for this expenditure are budgeted in the Office of Public Safety budget for FY 2020 – 2021, pending Board approval of the budget.

8) Nursing and Allied Health Equipment and Supplies (Renewal)

Renew the nursing and allied health equipment and supplies contracts for the period beginning August 1, 2020 through July 31, 2021, at an estimated amount of \$150,000.00, which is based on prior year expenditures. The vendors are as follows:

Vendor (City, State)	Vendor (City, State)
Bound Tree Medical, LLC. (Dublin, OH)	Health Care Logistics, Inc. (Circleville, OH)
Henry Schein, Inc. (Irmo, SC)	Medline Industries (Northfield, IL)
Pocket Nurse Enterprises, Inc./ dba Pocket Nurse (Monaca, PA)	QuadMed (Jacksonville, FL)

Purpose – The Nursing and Allied Health instructional programs are requesting to renew the contracts for the purchase of equipment and supplies for various courses and labs.

Justification and Benefit – The nursing and allied health equipment and supplies will be used for student instruction in the various nursing and allied health programs in the Division of Nursing and Allied Health. It will include some of the following items: gloves, masks, needles, lancets, alcohol pads, sponges, tubes, lab coats, gauze, tape, infusion and syringe pumps, gowns, caps, IV starter kits, catheters, blood pressure cuffs, bed pads, thermometers, bandage strips, medicine cups, etc. **EVALUATED AS HIGH PRIORITY AND SHOULD NOT BE POSTPONED.**

Several vendors are needed due to the various needs by the programs and vendor availability of supplies, discount pricing, estimated delivery, and durability of the products.

Background – The Board awarded the contracts for nursing and allied health equipment and supplies at the July 24, 2018 Board of Trustees meeting for one year with two one-year annual renewals. The last renewal period begins August 1, 2020 and ends July 31, 2021.

Award	Board Meeting Date	Original Term	Renewal Term
Original	7/24/18	8/1/18 – 7/31/19	2 – one year options
1 st Renewal	6/25/19		8/1/19 – 7/31/20
2 nd Renewal	6/23/20		8/1/20 – 7/31/21

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

Funds for this expenditure are budgeted in the Vocational Nursing, Associate Degree Nursing, Patient Care Assistant, Respiratory Therapy, Medical Assistant Technology, Pharmacy Technology Program, and Emergency Medical Technician budgets for FY 2019 – 2020 and FY 2020 – 2021, pending Board approval of the budget.

9) Science Laboratory Supplies (Renewal)

Renew the science laboratory supplies contracts for the period beginning September 1, 2020 through August 31, 2021, at an estimated annual amount of \$150,000.00, which is based on prior year expenditures. The vendors are as follows:

Vendor (City, State)	Vendor (City, State)
Bio Corporation (Alexandria, MN)	Carolina Biological Supply, Company (Burlington, NC)
Chemglass Life Sciences (Vineland, NJ)	Flinn Scientific, Inc. (Batavia, IL)
Jameco Electronics (Belmont, CA)	Midsci (Valley Park, MO)
Nebraska Scientific (Omaha, NE)	PASCO Scientific (Roseville, CA)
VWR International, LLC. (Radner, PA)	

Purpose – The Science programs are requesting to renew the contracts for the purchase of lab supplies for the instructional labs, which are required for various science courses.

Justification and Benefit – The science laboratory supplies are used for student instruction in the Division of Math and Science by the following programs: Biology, Chemistry, Physics, Geology, and Geography. The programs require labs for students to conduct experiments and testing. **EVALUATED AS HIGH PRIORITY AND SHOULD NOT BE POSTPONED.**

Several vendors are needed due to the various needs by the programs and vendor availability of supplies, discount pricing, estimated delivery, and durability of the products.

Background – The awarded the contract for science supplies at the July 24, 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	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	6/23/20		9/1/20 – 8/31/21

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

Funds for this expenditure are budgeted in the Biology, Chemistry, Physics, Geology, and Geography budgets FY 2020 - 2021, pending Board approval of the budget.

10) Temporary Personnel Services (Renewal)

Renew the temporary personnel services contracts for the period beginning June 29, 2020 through June 28, 2021, at an estimated amount of \$575,000.00, which is based on prior year expenditures. The vendors are as follows:

Vendor (City, State)	Vendor (City, State)
AMP Personnel Services, LLC. (McAllen, TX)	Elite Employment Services, LLC. (Pharr, TX)
Express Employment Professionals (McAllen, TX)	Extra Extra, Inc. (Weslaco, TX)
Fewell Professional Services, LLC. / dba FPS Staffing (Harlingen, TX)	Link Staffing Services (McAllen, TX)
Manpower Group US, Inc. (McAllen, TX)	Onin Staffing (McAllen, TX)
R&D Contracting, Inc. / dba R&D Personnel (McAllen, TX)	Region Staffing (Pharr, TX)
Select Staff (Edinburg, TX)	Temps Plus Staffing Services, LLC. (McAllen, TX)
Texas Staffing Pros, LLC. (McAllen, TX)	

Purpose – The Office of Human Resources is requesting to renew the contracts for temporary personnel services for instructional programs and support services departments requesting personnel. The services are requested as needed for the following positions: secretaries, administrative assistants, food service staff, human resources and accounting assistants, etc.

Justification and Benefit – The contracts ensure compliance with South Texas College’s requirements that the agencies provide documentation of their liability and worker’s compensation coverage. Additionally, South Texas College requested that the agency prescreen prospective employees and make this information available to the College. All agencies that submitted a renewal letter are in compliance with the requirements.
EVALUATED AS HIGH PRIORITY AND SHOULD NOT BE POSTPONED.

The College typically approves all vendors submitting qualified proposals. These vendors form a pool of eligible staffing agencies for the College to use. The Office of Human Resources maintains this pool and the proposed prices for various skill sets/job types. This provides access to wide candidate pools when services are needed.

All personnel temporary services requests from College programs and departments are submitted to the Office of Human Resources and the following process is completed:

- The requesting department provides that Office of Human Resources the job description of the position being requested, experience preferred, and dates needed;
- The requirements are sent to several vendors that have the type of position and pricing is requested. Responses from the temporary services agencies

are reviewed, including pricing, and one or more agency is selected to provide applicant resumes

- If an employee or employees are available for the requesting position, resumes are provided from the vendor(s) to the Office of Human Resources;
- The requesting department reviews the resume(s), conduct interviews if applicable, and makes their selection.

Background – The Board awarded the temporary personnel services contracts at the May 30, 2019 Board of Trustees meeting for a one-year period with two one-year annual renewals. The first renewal period begins June 29, 2020 and ends June 28, 2021.

Award	Board Meeting Date	Original Term	Renewal Term
Original	5/30/19	6/29/19 – 6/28/20	2 – one year options
1 st Renewal	6/23/20		6/29/20 – 6/28/21

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

Funds for this expenditure are budgeted in the requesting instructional programs and support departments budgets for FY 2019 – 2020 and FY 2020 – 2021, pending Board approval of the budget.

11) Vehicle Maintenance and Repair Services (Renewal)

Renew the vehicle maintenance and repair services contracts for the period beginning May 29, 2020 through May 28, 2021, at an estimated amount of \$50,000.00, which is based on prior year expenditures. The vendors are as follows:

Vendor (City, State)	Vendor (City, State)
Charles Clark Chevrolet, Co. (McAllen, TX)	Firestone Complete Auto Care (McAllen, TX)
Spikes Motor Co., Inc. (Mission, TX)	Stutz Auto Service, Inc. (McAllen, TX)
Weslaco Motors (Weslaco, TX)	

Purpose – Facilities Operations and Maintenance, Department of Public Safety, Central Receiving, Police Academy, Fire Science Program, Food Service, Emergency Medical Technician Program, and Mail Services are requesting to renew the contract for maintenance and repair services of College owned vehicles.

Justification and Benefit – The maintenance and repair will include vehicle preventive maintenance, general repair work, air condition system repairs, towing services, state inspections, roadside assistance, and routine oil changes. These services will maintain College vehicles in a safe working condition for the South Texas College staff and faculty to drive throughout the district and extend the longevity of the vehicles. **EVALUATED AS HIGH PRIORITY AND SHOULD NOT BE POSTPONED.**

Several vendors are needed due to the various needs by the departments and vendor availability, pricing, estimated delivery, and warranty.

Background – The Board awarded the vehicle maintenance and repair services contracts to all vendors that responded to the Request for Proposals (RFP) at the May 30, 2019 Board of Trustees meeting for a one-year period with two one-year annual renewals. The first renewal period begins May 29, 2020 and ends May 28, 2021.

Award	Board Meeting Date	Original Term	Renewal Term
Original	5/30/19	5/29/19 – 5/28/20	2 – one year options
1 st Renewal	6/23/20		5/29/20 – 5/28/21

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

Funds for this expenditure are budgeted in the Facilities Operations and Maintenance, Department of Public Safety, Central Receiving, Police Academy, Fire Science Program, Food Service, Emergency Medical Technician Program, and Mail Services budgets for FY 2019 – 2020 and FY 2020 – 2021, pending Board approval of the budget.

b. Technology Items

12)Directory Services and Support Agreement (Purchase)

Purchase a directory services and support agreement with **Netsync Network Solutions** (Houston, TX), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning July 1, 2020 through June 30, 2021, at a total amount of \$11,340.40.

Purpose – Information Technology (IT) is requesting to purchase of block of forty (40) hours for consulting support and assessment of the Active Directory services.

Justification and Benefit – The consulting hours will support the IT infrastructure teams in current and future district-wide technology projects. Active Directory is a critical component of the South Texas College IT Infrastructure, performing an Active Directory assessment will provide any underlying insights that might affect authentication and authorization services. Additionally, it will provide recommendations for future growth to support district-wide students, faculty, and staff. **EVALUATED AS HIGH PRIORITY AND SHOULD NOT BE POSTPONED.**

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

13)Oracle Database Licenses (Purchase)

Purchase Oracle database licenses from **Oracle America, Inc.** (Redwood Shores, CA), a State of Texas Department of Information Services (DIR) approved vendor, at a total amount of \$168,851.43.

Purpose – Information Technology is requesting to purchase an additional one thousand seven hundred four (1,703) Oracle enterprise database, advance security, and Goldengate/Disaster recovery licenses used for the College’s administrative computing system. The FY 2020 annual maintenance agreement included 24,318 licenses. The College verifies the number of credit hours in the Fall 2019 to determine if additional licenses are required. Any additional required licenses are invoiced during the Spring semester. In FY 2018, the College required an additional seventy (77) licenses, which were purchased in Spring 2019.

Licenses	Fall 2018	Fall 2019
# of Licenses	24,241	24,318
Additional Licenses	77	1,703
Total Number of Licenses	24,318	26,021

Justification and Benefit – The database licenses are required to be in compliance due to the increase in student full-time equivalent (FTE) and faculty and staff headcount district-wide. These licenses are the backbone of the Administrative Computing System in which all student and employee information is stored as well as other systems such as Operational Data Store, Blackboard, and the Library Management System. **EVALUATED AS HIGH PRIORITY AND SHOULD NOT BE POSTPONED.**

Funds for this expenditure are budgeted in Systems and Networking and Technology Support budgets for FY 2019 - 2020.

14) Server Hardware Equipment (Purchase)

Purchase server hardware equipment from **Netsync Network Solutions** (Houston, TX), a State of Texas Department of Information Resources (DIR) approved vendor, at a total amount of \$154,087.30

Purpose – Information Technology is requesting to purchase three (3) servers with storage to replace servers that are at end of life and out of warranty, which are used for developing and testing systems and applications. The servers host Banner test applications and databases that support students, faculty, and staff district-wide. Information Technology currently has five (5) servers used for testing that need replacement, but only three (3) are being replaced at this time.

Justification and Benefit – It is necessary to replace three (3) end of life servers that support the testing of patching and upgrades of the Banner and Jagnet systems. **EVALUATED AS HIGH PRIORITY AND SHOULD NOT BE POSTPONED.**

Funds for this expenditure are budgeted in Systems and Networking and Technology Support budgets for FY 2019 - 2020.

15) Cisco Tetration Software License Agreement (Renewal)

Renew the Cisco tetration software license agreement with **Insight Public Sector** (Tempe, AZ) (McAllen, TX), a State of Texas Department of Information Resources (DIR)

approved vendor, for the period beginning July 1, 2020 through June 30, 2021, at a total amount of \$43,056.00.

Purpose – Information Technology is requesting to renew Cisco tetration software license agreement which identifies security incidents faster, network latency, and reviews server compliance with security configuration best practices.

Justification and Benefit – This software will help improve the response time when troubleshooting applications, network performance, and identifies all processes installed on servers. **EVALUATED AS HIGH PRIORITY AND SHOULD NOT BE POSTPONED.**

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

16)Cisco Umbrella Software License Agreement (Renewal)

Renew the Cisco umbrella software license agreement with **Netsync Network Solutions** (Houston, TX), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning July 1, 2020 through June 30, 2021, at a total amount of \$41,769.48.

Purpose – Information Technology is requesting to renew the Cisco umbrella software license agreement which provides the first line of defense against online threats which proactively protect student, staff, and faculty data.

Justification and Benefit – This software is needed to provide an internet-wide layer of security that protects against malware infections. The software solution will provide a secure internet gateway with the visibility to protect internet access for students, faculty, and staff district-wide. **EVALUATED AS HIGH PRIORITY AND SHOULD NOT BE POSTPONED.**

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

C. Additional Purchase Not Reviewed by Committee

17)Instructional Training Equipment and Software (Purchase)

Purchase instructional training equipment and software from **Technical Laboratory Systems, Inc.** (Houston, TX), a Choice Partners Purchasing Cooperative approved vendor, at a total amount of \$153,175.00.

Purpose – The STC Institute for Advanced Manufacturing through the Rio-South Texas Education and Community Development Foundation is requesting to purchase instructional training equipment and software for the Advanced Robotics Industrial Automation Program which will begin July 2020 at the Technology Campus. It will include a forklift simulator, robotic equipment, and software to operate the simulator and equipment.

Justification and Benefit – The simulator and equipment will be used to provide FANUC and Industrial Automation training and/or certifications for six hundred (600) students by May 31, 2021. With this certification, the students will be able to gain a globally recognized credential and acquire advanced industrial robotics and automation skills. The program will target both high school students and adults who are new or incumbent workers.

Funds for this expenditure are budgeted in the Rio South Texas Education and Community Development Foundation, Skills Development Fund, and COSTEP grants budget for FY 2019 – 2020.

The Finance, Audit, and Human Resources Committee recommended Board approval of the award of proposals, purchases, and renewals in items #1 – 16 as listed below, and item #17 is presented without a recommendation by the Committee:

A. Award of Proposals

- 1) **Grounds Maintenance (Award):** award the proposal for grounds maintenance to **TLC Total Lawn Care, LLC.** (Weslaco, TX), for the period beginning July 26, 2020 through July 25, 2021 with two one-year options to renew, at an estimated amount of \$448,035.84 for mowing, tree trimming, shredding services, and irrigation inspections, and without exceeding an estimated amount of \$175,000.00 for various plants, replacement plants, and landscaping as needed, and without exceeding an estimated amount of \$40,000.00 for sprinkler system repairs as needed, a total estimated amount of \$663,035.84;
- 2) **Network Cabling and Equipment Installation Services (Award):** award the proposal for network cabling and equipment installation services for the period beginning July 26, 2020 through July 25, 2021 with two one-year options to renew, at an estimated amount of \$70,000.00, which is based on prior year expenditures. The vendors are as follows:
 - **BridgeNet Communications** (Donna, TX)
 - **Network Cabling Services, Inc.** (Houston, TX)
 - **Telepro Communications** (Mission, TX)
- 3) **Travel Services (Award):** award the proposals for travel services to **Echo Travel** (Edinburg, TX) (New), for the period beginning July 1, 2020 through June 30, 2021 with two one-year options to renew, at a service fee of \$25.00 per airline ticket;

B. Purchases and Renewals

a) Non-Instructional Items

- 4) **Custodial Supplies (Renewal):** renew the custodial supplies contracts for the period beginning August 18, 2020 through August 17, 2021, at an estimated amount of \$275,000.00, which is based on prior year expenditures. The vendors are as follows:
 - Primary: **Gulf Coast Paper, Co.** (Brownsville, TX)
 - Secondary: **Rio Paper & Supply, LLC.** (Pharr, TX)
- 5) **Library Serials (Renewal):** renew the library serials contract with **EBSCO Information Services** (Birmingham, AL), for the period beginning September 1, 2020 through August 31, 2021, at an estimated amount of \$50,000.00;

- 6) Maintenance and Repair Parts, Materials, and Supplies (Renewal):** renew the maintenance and repair parts, materials, and supplies contracts for the period beginning September 1, 2020 through August 31, 2021, at an estimated amount of \$200,000.00, which is based on prior year expenditures. The vendors are as follows:

Vendor (City, State)	Vendor (City, State)
Architectural Division 8, Inc. (Harlingen, TX)	Burton Companies (Weslaco, TX)
Bush Supply Company (Edinburg, TX)	Central Plumbing & Electric Supply (Weslaco, TX)
Dealers Electrical Supply (McAllen, TX)	Diaz Floors & Interior's, Inc. (Pharr, TX)
Ewing Irrigation (McAllen, TX)	Fairway Supply, Inc. (Austin, TX)
Fastenal Company (McAllen, TX)	Ferguson Enterprise (Pharr, TX)
Industrial Supplier Larey, Inc./dba International Industrial Supply, Co. (Brownsville, TX)	Interstate Batteries of the RGV (McAllen, TX)
Johnson Supply (Pharr, TX)	Johnstone Supply (Pharr, TX)
Lewis Mechanical Sales (Corpus Christi, TX)	Luna Glass, LLC. (McAllen, TX)
Martin Pena/dba Delta Specialties Sign & Supply (Edinburg, TX)	Morrison Supply Company (McAllen, TX)
MSC Industrial Supply, Co. (Harlingen, TX)	Sherwin Williams, Co. (McAllen, TX)
Trane U.S.A. (Edinburg, TX)	Valley Armature & Electric (Edinburg, TX)

- 7) Mass Notification System Agreement (Renewal):** renew the mass notification system agreement with **Rave Mobile Safety** (Framingham, MA), The Interlocal Purchasing System (TIPS) Purchasing Cooperative approved vendor, for the period beginning September 1, 2020 through August 31, 2021, at a total amount of \$51,076.30;
- 8) Nursing and Allied Health Equipment and Supplies (Renewal):** renew the nursing and allied health equipment and supplies contracts for the period beginning August 1, 2020 through July 31, 2021, at an estimated amount of \$150,000.00, which is based on prior year expenditures. The vendors are as follows:

Vendor (City, State)	Vendor (City, State)
Bound Tree Medical, LLC. (Dublin, OH)	Health Care Logistics, Inc. (Circleville, OH)
Henry Schein, Inc. (Irmo, SC)	Medline Industries (Northfield, IL)
Pocket Nurse Enterprises, Inc./ dba Pocket Nurse (Monaca, PA)	QuadMed (Jacksonville, FL)

- 9) Science Laboratory Supplies (Renewal):** renew the science laboratory supplies contracts for the period beginning September 1, 2020 through August 31, 2021, at an estimated amount of \$150,000.00, which is based on prior year expenditures. The vendors are as follows:

Vendor (City, State)	Vendor (City, State)
Bio Corporation (Alexandria, MN)	Carolina Biological Supply, Company (Burlington, NC)
Chemglass Life Sciences (Vineland, NJ)	Flinn Scientific, Inc. (Batavia, IL)
Jameco Electronics (Belmont, CA)	Midsci (Valley Park, MO)
Nebraska Scientific (Omaha, NE)	PASCO Scientific (Roseville, CA)
VWR International, LLC. (Radner, PA)	

10) Temporary Personnel Services (Renewal): renew the temporary personnel services contracts for the period beginning June 29, 2020 through June 28, 2021, at an estimated amount of \$575,000.00, which is based on prior year expenditures. The vendors are as follows:

Vendor (City, State)	Vendor (City, State)
AMP Personnel Services, LLC. (McAllen, TX)	Elite Employment Services, LLC. (Pharr, TX)
Express Employment Professionals (McAllen, TX)	Extra Extra, Inc. (Weslaco, TX)
Fewell Professional Services, LLC. / dba FPS Staffing (Harlingen, TX)	Link Staffing Services (McAllen, TX)
Manpower Group US, Inc. (McAllen, TX)	Onin Staffing (McAllen, TX)
R&D Contracting, Inc. / dba R&D Personnel (McAllen, TX)	Region Staffing (Pharr, TX)
Select Staff (Edinburg, TX)	Temps Plus Staffing Services, LLC. (McAllen, TX)
Texas Staffing Pros, LLC. (McAllen, TX)	

11) Vehicle Maintenance and Repair Services (Renewal): renew the vehicle maintenance and repair services contracts for the period beginning May 29, 2020 through May 28, 2021, at an estimated amount of \$50,000.00, which is based on prior year expenditures. The vendors are as follows:

Vendor (City, State)	Vendor (City, State)
Charles Clark Chevrolet, Co. (McAllen, TX)	Firestone Complete Auto Care (McAllen, TX)
Spikes Motor Co., Inc. (Mission, TX)	Stutz Auto Service, Inc. (McAllen, TX)
Weslaco Motors (Weslaco, TX)	

b) Technology Items

- 12)Directory Services and Support Agreement (Purchase):** purchase directory services and support agreement with **Netsync Network Solutions** (Houston, TX), a State of Texas Department of Information Resources (DIR) approve vendor, for the period beginning July 1, 2020 through June 30, 2021, at a total amount of \$11,340.40;
- 13)Oracle Database Licenses (Purchase):** purchase oracle database licenses from **Oracle America, Inc.** (Dallas, TX), a State of Texas Department of Information Resources (DIR) approved vendor, at a total amount of \$168,851.43;
- 14)Server Hardware Equipment (Purchase):** purchase server hardware equipment from **Netsync Network Solutions** (Redwood Shores, CA), a State of Texas Department of Information Resources (DIR) approved vendor, at a total amount of \$154,087.30;
- 15)Cisco Tetration Software License Agreement (Renewal):** renew the Cisco tetration software license agreement with **Insight Public Sector** (Tempe, AZ/McAllen, TX), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning July 1, 2020 through June 20, 2021, at a total amount of \$43,056.00;
- 16)Cisco Umbrella Software License Agreement (Renewal):** renew the Cisco umbrella software license agreement with **Netsync Network Solutions** (Houston, TX), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning July 1, 2020 through June 30, 2021, at a total amount of \$41,769.48.

C. Additional Purchase Not Reviewed by Committee

- 17)Instructional Training Equipment and Software (Purchase):** Purchase instructional training equipment and software from **Technical Laboratory Systems, Inc.** (Houston, TX), a Choice Partners Purchasing Cooperative approved vendor, at a total amount of \$153,175.00.

Recommend Action - The total for all award of proposals, purchases, and renewals is \$2,806,391.75.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the award of proposals, purchases, and renewals in the amount of \$2,806,391.75 as presented.

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

The Board of Trustees approves and authorizes the award of proposals, purchases, and renewals in the amount of \$2,806,391.75 as presented.

Approval Recommended:

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

Review and Action as Necessary on Proposed Revisions to Policies and Proposed New Policy:

Approval to revise to two polices and adopt a proposed new policy is requested as follows:

- a) **Proposed Revisions to Policy #3680: Students With or ~~Potentially~~ Who Have Been Exposed to ~~Contagious~~/ Communicable Diseases**
 - This policy applies specifically to students.
- b) **Proposed Revisions to Policy #4400: ~~Employees With or Who Have Been Exposed to~~ ~~Contagious~~/ Communicable Diseases**
 - This policy applies specifically to employees.
- c) **Proposed New Policy #3681: Participation in Clinical, Simulation, or Laboratory Programs**
 - This policy applies to faculty, staff, and students participating in certain programs.

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

The proposed new policy is necessary to disentangle a related but separate issue affecting faculty, staff, and student adherence to safety guidelines while in clinical, simulation, or laboratory programs.

Background – On May 26, 2020, administration requested Board approval of revisions to Policy #3680 and Policy #4400 to provide clear guidance for the development of procedures in response to cases of COVID-19 infection, potential exposure to COVID-19, or suspected cases of COVID-19 in the absence of confirming test results.

The Board approved and adopted the proposed revisions to Policy #3680 and Policy #4400, but noted that the policies were not consistent in their definitions of contagious / communicable diseases, and were not clearly enforceable as written. The Board asked that these policies be brought back with additional revisions to address these concerns.

Administration has reviewed and incorporated recent Centers for Disease Control (CDC) guidance, recommendations published by the Texas Association of School Boards (TASB), and recommendations by legal counsel, including relevant portions of the Texas Health and Safety Code, Chapter 81, Communicable Diseases.

On June 9, 2020, the Finance, Audit, and Human Resources Committee raised issues with the proposed revisions. These questions led to further revisions to Policy #3680 and Policy #4400 as well as the formulation of proposed new Policy 3681.

Administration has proposed the following revisions for the Board's consideration and adoption:

- The proposed revisions to Policy #3680: Students With or ~~Potentially~~ Who Have Been Exposed to ~~Contagious/~~ Communicable Diseases
 - Remove the redundant “contagious / communicable” phrasing and consistently refers only to communicable diseases, consistent with the Communicable Disease and Prevention Control Act.
 - Remove ambiguity about “potential” exposure by instead referring to Exposure.
 - Add a new purpose to clarify the establishment of guidelines and confidentiality procedures;
 - Update the definition of communicable diseases to be consistent with Policy #4400;
 - Clarifies non-discrimination in enrollment generally, while providing for the College's right to determine when a student or other person may be prohibited from specific College facilities, programs, functions, and/or campus activities due to a communicable disease;
 - Provide guidelines for students with or exposed to a communicable disease, and outlines procedures for Student Code of Conduct violations; and
 - Outline the responsibilities of faculty and staff in reporting students suspected to have a communicable disease, while protecting the student's privacy rights.

- The proposed revisions to Policy #4400: Employees With or Who Have Been Exposed to ~~Contagious/~~ Communicable Diseases
 - Remove the redundant “contagious / communicable” phrasing and consistently refers only to communicable diseases, consistent with the Communicable Disease and Prevention Control Act.
 - Remove ambiguity about “potential” exposure by instead referring to Exposure.
 - Clarifies non-discrimination in employment generally, while providing for the College's right to determine when an employee or other person may be prohibited from any College facilities, programs, functions, and/or campus activities due to a communicable disease;
 - Clarify guidelines for employees with suspected/potential exposure and outlines provisions for symptomatic cases, positive test results, or potential exposure;
 - Outline the responsibilities of faculty and staff in reporting students, employees, or others suspected to have a contagious / communicable disease, while protecting the individual's privacy rights.
 - Removes provisions related to participation in clinical, simulation, or laboratory programs, which were proposed for a separate, new policy.

- The proposed new Policy #3681: *Participation in Clinical, Simulation, or Laboratory Programs*:
 - Would address safety guidelines in certain clinical, simulation, or laboratory programs that could lead to exposure to blood- or fluid-borne contagions.
 - This content used to be in policy #4400, but has been moved because it applies equally to faculty, staff, and students.

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

The proposed policies 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.

The Finance, Audit, and Human Resources Committee provided feedback to administration, and that feedback has been incorporated into the policies as presented.

Enclosed Documents - The revised policies follow in the packet for the Board's review and information. The original additions to the policies are highlighted in yellow, and deletions are marked in red strikethrough. Additions / deletions incorporated in response to the Committee's feedback are highlighted in blue.

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 Who Have Been Exposed to Communicable Diseases* and Policy #4400: *Employees With or Who Have Been Exposed to Communicable Diseases*, as well as proposed new Policy #3861: *Participation in Clinical, Simulation, or Laboratory Programs*, as presented and which supersede 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 Who Have Been Exposed to Communicable Diseases* and Policy #4400: *Employees With or Who Have Been Exposed to Communicable Diseases*, as well as proposed new Policy #3861: *Participation in Clinical, Simulation, or Laboratory Programs*, as presented and which supersede any previously adopted Board policy.

Approval Recommended:

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

MANUAL OF POLICY

Title	Students With or Suspected to Who Have Been Exposed to Contagious/ Communicable Diseases	3680
Legal Authority	Approval of the Board of Trustees	Page 1 of 2
Date Approved by Board	As Amended by Board Minute Order Dated June 23, 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.~~ The purpose of this policy is to allow the College to establish guidelines and confidentiality procedures relating to students with ~~contagious/~~communicable diseases, including students who have been exposed ~~potential exposure~~ to communicable diseases. Strict confidentiality procedures will be followed at all times. The medical history or records of any 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

~~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.~~

~~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, rubella (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, HIV infection includes AIDS, AIDS-Related Complex, and a positive test for the antibody to human immunodeficiency virus. In this policy, coronaviruses include SARS, COVID-19, and other related viruses as determined by Center for Disease Control and Prevention (CDC).

Non Discrimination

The College shall not discriminate ~~in enrollment~~ against any student solely on the ground that the student has, or suspected to ~~has~~ have ~~potentially~~ been exposed to, a ~~contagious/~~communicable disease. In the case of a confirmed or suspected exposure, reasonable accommodations in accordance with applicable law and local health department recommendations will be made to allow enrollment to continue, while restrictions as described below might be imposed.

Restricted Access

If the College makes a determination, based on established procedure, that any restriction is necessary, ~~the~~ College reserves the right to prohibit ~~a~~ any student or other person with a communicable disease from College facilities, programs, functions and/or campus activities ~~if the College makes a determination, based on established procedure, that the restriction is necessary~~ Such restrictions would be considered only for the welfare of the person who has the communicable disease and/or the welfare of the other members of the College community. Restrictions would be implemented

MANUAL OF POLICY

Title	Students With or Suspected to Who Have Been Exposed to Contagious Communicable Diseases	3680
Legal Authority	Approval of the Board of Trustees	Page 2 of 2

on a case-by-case basis, and implemented for a time and manner in accordance with recommendations from the local health department.

Students who have been prohibited under the provisions of this policy and who continue to access restricted College facilities, programs, functions and/or campus activities will be subject to disciplinary procedures under the Student Code of Conduct as published in the Student Handbook.

~~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 who are experiencing coronavirus symptoms, or who have been exposed to someone with coronavirus must notify the Office of Counseling and Student Disability Services and follow CDC guidelines to self-isolate or stay home. Students are also strongly encouraged to seek appropriate medical advice from a medical professional or the local County health department: to determine if they should be tested, and the next steps if confirmed positive for coronavirus. Students who fail to report symptoms or potential exposure will be subject to disciplinary procedures under the Student Code of Conduct as published in the Student Handbook.

The Director of Counseling or designee shall report to the local health department a student who has or is suspected of having a ~~contagious~~ communicable disease as mandated by the Texas Health and Safety Code, Chapter 81, Communicable Diseases.

Faculty members or staff members who have been informed by students of ~~potential~~ exposure to coronavirus or who present symptoms of will notify the Office of Human Resources immediately. The Office of Human Resources will then notify the appropriate departments as deemed necessary.

III. History

Origination Date Approved by Board:
November 9, 1995

Date Amended and Approved by Board:
May 26, 2020
June 23, 2020

MANUAL OF POLICY

Title **Employees With or Who Have Been Exposed to Contagious/Communicable Diseases** 4400
Legal Authority **Approval of the Board of Trustees** Page 1 of 3
Date Approved by Board **As Amended by Board Minute Order Dated June 23, 2020**

I. Purpose

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

~~This policy also provides guidance to employees who learn of exposure to a communicable disease by a student, fellow employee, or visitor to South Texas College.~~

II. Policy

~~Contagious/e~~ 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/e~~ Communicable diseases include, but are not limited to, rubeola (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 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.~~

Non Discrimination

The College shall not discriminate against an employee solely on the ground that the employee has, or has ~~potentially~~ been exposed to, a contagious/communicable disease. In the case of a confirmed or suspected exposure, reasonable accommodations in accordance with applicable law and local health department recommendations will be made, ~~while restrictions as described below might be imposed.~~

Restricted Access

~~If the College makes a determination, based on established procedure, that any restriction is necessary, Tthe College reserves the right to prohibit any employee or other person with a communicable disease from College facilities, programs, functions and campus activities if the College makes a determination, based on established procedure, that the restriction is necessary. Such restrictions would be considered only for the welfare of the person who has the communicable disease and/or the welfare of the other members of the College community. Restrictions would be implemented on a case-by-case basis, and implemented for a time and manner in accordance with recommendations from the local health department.~~

MANUAL OF POLICY

Title	Employees With or Who Have Been Exposed to Contagious/ Communicable Diseases	4400
Legal Authority	Approval of the Board of Trustees	Page 2 of 3

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

COVID-19

Employees who are sick with COVID-19 symptoms, have tested positive, or have been potentially exposed to someone with COVID-19 must inform the Office of Human Resources and should follow CDC guidelines to self-isolate or stay home. ~~and~~

Other Provisions Concerning Communicable Diseases

Employees shall be subject to the following provisions:

a. Medical Examination

Employees are required to seek appropriate medical advice from a medical professional or the local health department. Medical professionals will determine if the employee should be tested, and the local health department will determine the next steps, in accordance with their procedures, if an employee is confirmed positive for contagious/ communicable diseases, including coronavirus.

b. ~~Confirmation of Illness~~ Confidentiality of Information

Medical information relating to the contagious/ communicable diseases of an employee will be disclosed to responsible College officials only on a strictly limited need-to-know basis. College officials will protect the privacy of all parties involved and the confidentiality of the information received.

c. Restricted Access ~~Exclusion~~ ~~Prohibition from Work~~

The College, after consulting with the local health department, has the authority to restrict an employee under these provisions from campus facilities for the purpose of ensuring the well-being of all of its faculty, staff, and students. Any restrictions applied to the use of campus facilities or personal contact will be on a case-by-case basis and implemented for a time and manner in accordance with recommendations from the local health department.

~~d. Leave of Absence~~

d. ~~e. Determination of Employment Status, Modification, Reassignment, Termination~~ Disciplinary Action

Employees who have been ~~determined to be~~ prohibited to access College facilities, programs, functions, and campus activities under the provisions of this policy and who continue to access prohibited College facilities, programs, functions and campus activities, will be subject to disciplinary action up to and including termination.

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

MANUAL OF POLICY

Title **Employees With or Who Have Been Exposed to ~~Contagious~~ Communicable Diseases** 4400

Legal Authority **Approval of the Board of Trustees** Page 3 of 3

e. **Faculty and Staff Responsibility to Report**

Faculty or staff who have been informed by a student, an employee, or another person of **potential** exposure to a ~~contagious~~ communicable disease, including coronavirus, or who present symptoms will notify the Office of Human Resources immediately **as permitted by local, state, and federal laws**. The Office of Human Resources will then notify the appropriate departments as deemed necessary.

The Director of Human Resources or designee shall report to the local health department an employee who has or is suspected of having the ~~contagious~~ communicable diseases per the Texas Health and Safety Code, Chapter 81, Communicable Diseases.

Written ~~guidelines~~ procedures for employees that include provisions relating to reporting to the Office of Human Resources, returning to work, and other protocols are maintained by the Office of Human Resources. The student ~~guidelines~~ and procedures are maintained by Office of Counseling and Student Disability Services.

~~The employee guidelines and procedures are maintained by the Human Resources Department. The student guidelines and procedures are maintained by Office of Counseling and Student Disability Services.~~

~~**Participation in Clinical or Laboratory Programs**~~

~~College faculty, staff, and students participating in clinical, simulation, 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 Centers for Diseases Control and Prevention.~~

~~College faculty and staff members who supervise students in clinical, simulation, and laboratory experience programs will monitor compliance with the precautions and guidelines prescribed by the U.S. Public Health Services Centers for Diseases Control and Prevention.~~

III. History

Origination Date Approved by Board	November 9, 1995
Date Reviewed and Approved by Board	November 18, 1998 May 26, 2020 June 23, 2020

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

Approval of the waiver of the \$10 per credit hour Electronic Distance Learning / VCT Course Fee for Dual Credit students enrolled in Distance Education online courses for Fall 2020 is requested.

Purpose – To waive the \$10 per credit hour Electronic Distance Learning / VCT Course Fee for Dual Credit students enrolled in Distance Education online courses for Fall 2020.

Previously Approved Dual Credit Waiver for Summer 2020

On April 16, 2020, the Board authorized the waiver of the \$10 per credit hour Electronic Distance Learning / VCT Course Fee for Dual Credit students enrolled in Summer 2020 dual credit “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.

Proposed Waiver for Dual Credit Students – Fall 2020

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

With the current COVID-19 pandemic, school district partners are assessing their educational course delivery based on the guidelines provided by the Texas Education Agency (TEA). As the situation has continued to develop and based on TEA guidance, many of our school district partners are now planning on moving away from face-to-face courses for the Fall semester to more online course delivery. Since the Electronic Distance Learning/VCT Course Fee is not waived for dual credit students, school district partners or dual credit students would have to pay the fee, unless it is waived by the Board of Trustees of South Texas College.

The College Administration recognizes the challenges faced by partnering school district, and further recognizes that a decrease in dual credit enrollment for Fall 2020 would significantly impact contact hour reporting for the base year funding and, consequently, state appropriations for the next biennium.

If the College's school district partners are not able to fund the additional costs for online courses, this could lead to a significant reduction in contact hours generated by dual credit courses for Fall 2020.

The estimated uncollected revenue from waiving the Electronic Distance Learning/VCT Course Fee for the Fall 2020 semester is \$1,350,750. This estimate is based on the anticipated increased dual credit student enrollment in online courses in the Fall 2020 semester due to the coronavirus pandemic. If the fee were not waived, administration does not believe that school district partners would proceed with anticipated enrollment levels.

Because the proposed waiver of the fee is considered in the enrollment projections, there is no expectation that this revenue would realistically be collected if the fee were not waived. Furthermore, while the fee revenue will not be collected, the College does expect to report dual credit program enrollment in contact-hour funding reports to the State.

Dr. Shirley Reed, President, and Dr. Rebecca De Leon, Dean for Dual Credit Programs & School District Partnerships attended the June 9, 2020 Committee meeting to address any questions by the Committee.

The Finance, Audit, and Human Resources Committee recommended Board approval to waive the \$10 per credit hour Electronic Distance Learning/VCT Course Fee for dual credit "S" section courses for Fall 2020 only on the Tuition and Fees Schedule for Dual Credit Students Sponsored by Partnering School Districts for FY 2020 – 2021 as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize waiving the \$10 per credit hour Electronic Distance Learning/VCT Course Fee for dual credit "S" section courses for Fall 2020 only on the Tuition and Fees Schedule for Dual Credit Students Sponsored by Partnering School Districts for FY 2020 – 2021 as presented.

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

The Board of Trustees approves and authorizes waiving the \$10 per credit hour Electronic Distance Learning/VCT Course Fee for dual credit "S" section courses for Fall 2020 only on the Tuition and Fees Schedule for Dual Credit Students Sponsored by Partnering School Districts for FY 2020 – 2021 as presented.

Approval Recommended:

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

Review and Discussion of Fiscal Measures Developed in Response to the Impact of COVID-19

At the onset of the COVID-19 pandemic, the potential impact on the College, its employees, and students became abundantly apparent.

Immediately, administration began the process of identifying measures to mitigate the fiscal impact. The Review of Fiscal Measures Developed in Response to the Impact of COVID-19 reflects the planning and activities taken, whether completed, in progress, or planned, to maintain fiscal stability.

Administration has outlined a number of fiscal measures taken and/or proposed to help the College continue to operate and maintain fiscal stability during the current COVID-19 pandemic and throughout the aftermath. Several of these measures have been specifically discussed with the Board of Trustees. An aggregate list was reviewed with the Finance, Audit, and Human Resources Committee on June 9, 2020, and is now provided for review and discussion with the Board.

The Fiscal Measures developed in response to the impact of COVID-19 were well received by the rating agencies, Standard & Poor's and Moody's. Additionally, the Fiscal Measures were reviewed with the potential Bond underwriters. They were extremely complimentary of the fiscal conservatism shown by the College, and planning undertaken to maintain the College's fiscal status while addressing the impact of COVID-19.

Over the following six pages, administration has outlined a series of measures staged for implementation May 1, June 1, July 1, and September 1, 2020. Administration will continue to monitor the impact of COVID-19 on enrollment, additional needs of the students and communities served by the College, and the College's revenue and expenditure forecasts.

The information is for the Board's review and reflects the serious attention undertaken to minimize the fiscal impact on employees and students.

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



Fiscal Measures Developed in Response to the Impact of COVID-19 FY 2019-2020

Measure	Status
<i>Effective May 1, 2020</i>	
• Immediate freezing of Auxiliary Fund Expenditures.	• Done
• Limit Overtime Pay and Approvals to emergency situations.	• Done • Student Services freezing \$80,000.
• Review and develop a list of hiring reductions.	• Done
• No proposed salary increase for FY 2020-2021.	• Will be proposed to Board in June.
• Waive emergency loans and late payment fees incurred after March 13 for Spring 2020 semester.	• Done
• Waive Distance Learning Fee for Dual Credit students for Summer 2020 session.	• Done
• Waive Distance Learning Fee for Traditional Students for Fall 2020.	• Done
• Waive Student Activity Fee for Summer 2020 session.	• Done
• Determine feasibility of reducing /waiving Student Activity Fee for FY 2020-2021.	• In progress
• Extend student withdrawal date to May 7 as the last day of class.	• Done
• Extend the deadline to complete Fall 2019 “incompletes” to the end of Fall 2020 semester.	• Done
• Furlough employees related to curtailed operations – Food Service, Child Care, and Transportation.	• Done
• Developed FAQs regarding furloughs.	• Done
• Suspend recruiting and hiring to fill vacant positions; exceptions must be justified in writing and approved by Vice President and President.	• Done • Student Services freezing vacant positions - \$491,047. • IS&P freezing vacant positions and reducing pools - \$550,000. • Academic Affairs freezing vacant positions for Summer (June- August) – \$379,815.50. • Finance and Administrative Services freezing vacant positions - \$527,381.67



Fiscal Measures Developed in Response to the Impact of COVID-19 FY 2019-2020

<ul style="list-style-type: none"> • Re-evaluate summer special activities. 	<ul style="list-style-type: none"> • Suspended Study Abroad Program. • Suspended Summer Campus.
<ul style="list-style-type: none"> • Suspend Employee/Dependent Tuition Reimbursement Program for next year. 	<ul style="list-style-type: none"> • Scheduled for Board action in May. • Potential savings of \$148,000 in Auxiliary Funds. • Revised Bookstore Contract will provide funding to retain program.
<ul style="list-style-type: none"> • Re-evaluate hiring proposals in progress. 	<ul style="list-style-type: none"> • In progress – only critical positions are moving forward.
<ul style="list-style-type: none"> • Re-evaluate all instructional special assignment requests for summer. Approve only those that impact instruction and enrollment. 	<ul style="list-style-type: none"> • In progress
<ul style="list-style-type: none"> • Review course offering for summer sessions. 	<ul style="list-style-type: none"> • Analyze the sections offered for summer sessions to ensure efficiency and to align with 35% projected reduction in summer enrollment. Sections to be added as enrollment increases. • There are over 500 fewer sections offered for summer. Most traditional sections have been merged into online sections.
<ul style="list-style-type: none"> • Re-evaluate continued employment of recent hires. 	<ul style="list-style-type: none"> • Deleted 6 positions and withdrew employment offer.
<ul style="list-style-type: none"> • Change standard for compensating exempt and non-exempt employees from “available to work” to “actively performing work.” 	<ul style="list-style-type: none"> • Done
<ul style="list-style-type: none"> • Compensation for non-exempt direct wage employees not working on campus or from home will be discontinued. 	<ul style="list-style-type: none"> • Done
<ul style="list-style-type: none"> • Develop a process to document non-exempt employee work from home activities. 	<ul style="list-style-type: none"> • Done • Work from Home Activity Report documenting daily activities are submitted weekly for Supervisors approval.
<ul style="list-style-type: none"> • Convert payment of direct wage employees to hours worked with timesheet verification by supervisors. 	<ul style="list-style-type: none"> • Done
<ul style="list-style-type: none"> • Re-evaluate all purchase requisition requests. Approve only those that have direct impact on services to students and their success. 	<ul style="list-style-type: none"> • In progress



Fiscal Measures Developed in Response to the Impact of COVID-19 FY 2019-2020

<ul style="list-style-type: none"> • Re-evaluate need for capital equipment and furniture purchases. 	<ul style="list-style-type: none"> • In progress
<ul style="list-style-type: none"> • Re-evaluate and postpone facilities renovations and construction projects. 	<ul style="list-style-type: none"> • In progress
<ul style="list-style-type: none"> • Evaluate reducing hours for summer for selected non-exempt personnel (June 1 – August 16). 	<ul style="list-style-type: none"> • In progress: Reduction of hours from 40 to 32 hours. • 110 employees in six different categories have been identified: Overall savings of 2 and half month = \$162,691.80.
<ul style="list-style-type: none"> • Evaluate the feasibility of reducing work load to 32 hours. 	<ul style="list-style-type: none"> • Cost of unemployment coverage will exceed salary savings.
<ul style="list-style-type: none"> • Developed Procedures and FAQs for employees concerning Work from Home, Return to Work, and Safety Measures and protocols. 	<ul style="list-style-type: none"> • Done
<ul style="list-style-type: none"> • Developed FAQs for students regarding student payments and cashiering operations. 	<ul style="list-style-type: none"> • Done
<ul style="list-style-type: none"> • Encourage online student payments. 	<ul style="list-style-type: none"> • Done
<ul style="list-style-type: none"> • Updated Policy 5530 – Payment and Collection of Tuition and Fees. 	<ul style="list-style-type: none"> • Done
<ul style="list-style-type: none"> • Established \$100,000 microgrant scholarships fund from Auxiliary Fund balance. 	<ul style="list-style-type: none"> • Done
Effective June 1, 2020	
<ul style="list-style-type: none"> • Develop plan to reduce unrestricted budget FY2020-2021 by \$10,289,602. 	<ul style="list-style-type: none"> • Preliminary proposal completed: • Personnel reduced by \$7,614,305. • Operating and travel reduced by \$2,655,802. <p style="margin-left: 40px;"> President’s Office: \$562,093 Academic Affairs: \$2,074,313 Student Services: \$1,649,605 Finance and Administrative Services: \$3,500,324 Information Services: \$2,503,267 </p>
<ul style="list-style-type: none"> • Waive Distance Learning Fee for Dual Credit Students for Fall 2020. 	<ul style="list-style-type: none"> • Scheduled for Board action in June.
<ul style="list-style-type: none"> • Waiving/Reducing Student Activity Fee for Fall 2020. 	<ul style="list-style-type: none"> • In progress
<ul style="list-style-type: none"> • Review with the Department of Education representative the allowable use of the CARES ACT stimulus funds. 	<ul style="list-style-type: none"> • Done



Fiscal Measures Developed in Response to the Impact of COVID-19 FY 2019-2020

Effective July 1, 2020	
<ul style="list-style-type: none"> • Lack of Work/Reduced Operations - Vice Presidents in consultation with their Division's Deans and Directors will identify exempt and non-exempt positions with lack of work/reduced operations to be eliminated, consolidated, placed on rotating shifts, or placed on a reduced hour schedule. 	<ul style="list-style-type: none"> • In progress
<ul style="list-style-type: none"> • Reduce FY 2021 Staffing Plan to Within Anticipated Budget. 	<ul style="list-style-type: none"> • In progress
<ul style="list-style-type: none"> • Re-evaluate Nursing Allied Health Faculty Salary Stipends. 	<ul style="list-style-type: none"> • In progress
<ul style="list-style-type: none"> • Identify administrative cost efficiencies by eliminating and combining positions. 	<ul style="list-style-type: none"> • Dr. Nelson has agreed to continue serving as Associate Dean of Curriculum and Student Learning during the summer months. • The funds from the Associate Dean of CSL position will be used to fund portions of the budgeted salary for the Dean of Liberal Arts and to allow for the reclassification of the Manager to Director for Curriculum and Scheduling position.
<ul style="list-style-type: none"> • Identify administrative cost efficiencies by combining departments. 	<ul style="list-style-type: none"> • Merging Development Math with the Academic Math Department. • Merging Development English and Developmental Reading with the English Department.
<ul style="list-style-type: none"> • Identify Instructional Efficiencies. 	<ul style="list-style-type: none"> • Continue monitoring class size and classroom assignment. • Monitor overload assignments. • Hire adjunct faculty before hiring lecturers to meet enrollment.
<ul style="list-style-type: none"> • Submit FY 2020 Unrestricted Budget Amendment to account for decline of Summer student enrollment and revenue adjustments 	<ul style="list-style-type: none"> • Will be proposed to Board in June.
<ul style="list-style-type: none"> • Submit FY 2020 Auxiliary Budget Amendment to adjust for reduced revenue and expenditures. 	<ul style="list-style-type: none"> • Will be proposed to Board in June.
<ul style="list-style-type: none"> • Review distribution of non-faculty salary expenditures and positions by divisions and percentage distributions to determine total positions to be frozen if vacant or eliminated if filled. 	<ul style="list-style-type: none"> • Academic Affairs has reviewed all vacant staff positions and recommends the following reductions: • 29 staff vacant positions will be frozen: Non-exempt positions reduced by = \$700,372. Exempt positions reduced by= \$363,335. DW Pool reduced by = \$300,508. • Overall reductions identified to cover deficit = \$1,364,215.



Fiscal Measures Developed in Response to the Impact of COVID-19 FY 2019-2020

<ul style="list-style-type: none"> Review vacant faculty positions and move funds to instructional pools. 	<ul style="list-style-type: none"> 38 faculty position will not be filled and funding will be moved to instructional pools.
<ul style="list-style-type: none"> Traditional enrollment projections for FY2020-2021 compared to previous year are as follows: <ul style="list-style-type: none"> Fall 2020 – 25% Spring 2021 – 10% Summer 2021 - 0% 	<ul style="list-style-type: none"> Enrollment demand will be met through Full Time Regular Faculty and limited number of Lecturers. \$5 million from the instructional pool dedicated to hiring lecturers (about 90) will be removed to meet the budget deficit.
<ul style="list-style-type: none"> Review the need for rehiring lecturers. 	<ul style="list-style-type: none"> Conduct an ongoing review on a bi-weekly basis to determine the need to rehire lecture faculty based on enrollment.
<ul style="list-style-type: none"> Identify reductions by Division in operating and travel budgets for FY 2021. 	<ul style="list-style-type: none"> Done

Effective September 1, 2020

<ul style="list-style-type: none"> Prepare and secure Board approval of the FY 2021 Budget. 	<ul style="list-style-type: none"> In progress – August
<ul style="list-style-type: none"> Prepare and secure Board approval of the FY 2021 Staffing Plan. 	<ul style="list-style-type: none"> In progress - July
<ul style="list-style-type: none"> Modify Instructional and Business Models – Identify and propose new positions and funding allocation to fulfill changes in instructional and business models, as necessary. 	<ul style="list-style-type: none"> Develop additional competency-based courses and programs in the technical areas. Transition textbook-based courses to Open Educational Resource courses. Provide funding to transition the high demand dual credit courses from textbooks to Open Educational Resources.
<ul style="list-style-type: none"> Identify and implement administrative cost efficiencies. 	<ul style="list-style-type: none"> Review the number of Assistant Deans and Assistant Chairs for FY 2021 based on enrollment patterns. Review special assignments and stipends for next academic year in the Pay Plan. Review Educational and professional stipends in the NAH area. Establish benchmark by Division of Administrator to Non-administrator positions.
<ul style="list-style-type: none"> Continue suspension of hiring for vacant positions. 	<ul style="list-style-type: none"> Exceptions must be justified in writing and approved by Vice President and President.
<ul style="list-style-type: none"> Re-evaluate special programs. 	<ul style="list-style-type: none"> Suspend Sabbatical Leave for next academic year.



Fiscal Measures Developed in Response to the Impact of COVID-19 FY 2019-2020

• Restructuring of current and vacant positions to address new requirement and strengthen operation effectiveness.

• In progress

Review and Action as Necessary on the Use of Fund Balance in the FY 2020 – 2021 Unrestricted Fund Budget

Approval on the use of fund balance in the FY 2020 – 2021 Unrestricted Fund Budget is requested.

Purpose – The College staff has been developing the FY 2020 – 2021 Unrestricted Fund Budget considering the negative impact of the COVID-19 pandemic on revenue sources. The FY 2020 – 2021 Unrestricted Fund Budget must be approved by the Board of Trustees “on or before September 1 of each year” per Board Policy #5310: *Annual Operating Budget*. The use of fund balance is being proposed in order to incorporate into the FY 2020 – 2021 Unrestricted Fund Budget.

Justification – The use of fund balance for the FY 2020 – 2021 Unrestricted Fund Budget is proposed in order to mitigate the elimination of filled positions and to provide funding for In Person-Hybrid Class Faculty Pay and anticipated instructional pools.

Background – The Preliminary Summary of Unrestricted Projected Revenues and Expenditures for FY 2020 – 2021 with Comparison to the FY 2019 – 2020 Approved Budget was presented at the June 9, 2020 Finance, Audit, and Human Resources Committee. The reductions in the salary budget included the following:

- Elimination of filled positions
- Reduction of lecturers
- Freezing of vacant positions

Use of Fund Balance

The use of fund balance for the development of the FY 2020 – 2021 Unrestricted Fund Budget is presented for the Board’s review. The preliminary FY 2020 – 2021 Unrestricted Fund Budget considers the use of \$6,485,614 in fund balance carryover allocations.

In order to not eliminate filled positions and have sufficient funding for new proposed instructional methods in the Fall 2020 semester, administration is proposing the additional use of fund balance in the amount of \$4,500,000 as follows:

	Carryover Allocation from Previous Year Fund Balance	Amount
FY 2020 – 2021 Preliminary Use of Unrestricted Fund Balance	Contingency	\$2,000,000
	Unexpended Plant Transfer	3,000,000
	Capital (50% of Total Capital Expenditures)	702,794
	Developmental Studies Book Royalties	4,813
	Continuing, Professional, and Workforce Education	450,000
	<u>Waived Fee Allocation</u>	<u>328,007</u>
	Total Preliminary Use of Unrestricted Fund Balance	\$6,485,614
FY 2020 – 2021 Proposed Additional Use of Unrestricted Fund Balance	Filled Positions (Salaries and Benefits)	2,000,000
	In Person-Hybrid Class Faculty Pay (Salaries and Benefits)	1,500,000
	<u>Lecturer Positions (Salaries and Benefits)</u>	<u>1,000,000</u>
	Total Additional Use of Unrestricted Fund Balance	\$4,500,000
Grand Total	Total Proposed Use of Unrestricted Fund Balance	\$10,985,614

Enclosed Documents - The Use of Fund Balance in the FY 2020 – 2021 Unrestricted Fund Budget presentation follows in the packet for the Board's review and information. In order to balance the Unrestricted Fund Budget with the reduction in revenues, the College will continue to monitor trends, update projections, and reduce expenditures.

Additional changes may be required to the budget revenue and expenditure projections, prior to final presentation to the Board based on revised revenue projections.

Mrs. Mary Elizondo, Vice President for Finance and Administrative Services, will present the Use of Fund Balance in the FY 2020 – 2021 Unrestricted Fund Budget at the June 23, 2020 Board of Trustees meeting and will address any questions.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the use of fund balance in FY 2020 – 2021 Unrestricted Fund Budget, as presented.

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

The Board of Trustees approves and authorizes the use of fund balance in FY 2020 – 2021 Unrestricted Fund Budget, as presented.

Approval Recommended:

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



SOUTH TEXAS
COLLEGE

Use of Fund Balance in the FY 2020 – 2021 Unrestricted Fund Budget

JUNE 23, 2020

MARIA G. ELIZONDO, MBA, CPA, CFE, CGMA
VICE PRESIDENT FOR FINANCE AND ADMINISTRATIVE SERVICES

1

Review of Fund Balance Impact on FY 2021 Budget

- Proposed use of fund balance for the FY 2021 Unrestricted Fund Budget
- For the purposes of funding the following proposed items:
 - Filled positions proposed to be eliminated
 - In Person-Hybrid Class Faculty Pay
 - Lecturer Positions

2

Review of Budget Items

- FY 2021 Budget Summary
- FY 2021 Fund Balance - Proposed Carryover Allocations - Use of Fund Balance

3

Preliminary Unrestricted Revenues FY 2020 - 2021

Summary of Revenues	FY 2020 Budget (Approved)	FY 2021 Budget (Proposed)*	Increase/ (Decrease)
State Contact Hour Appropriation	\$42,172,061	\$37,954,853	\$(4,217,208)
<i>Other State Appropriations:</i>			
<i>Optional Retirement Plan</i>	575,785	508,227	(67,558)
<i>Teacher Retirement System</i>	2,367,977	2,090,137	(277,840)
<i>Higher Education Group Insurance-Year 2</i>	3,329,554	6,159,713	2,830,159
<i>Higher Education Group Insurance-Year 1 (Reimbursement)</i>	-	2,830,159	2,830,159
Other State Appropriations Subtotal	6,273,316	11,588,236	5,314,920
Total State Appropriations	48,445,377	49,543,089	1,097,712
Total Tuition	37,736,025	29,926,246	(7,809,779)
Total Fees	28,870,091	23,347,510	(5,522,581)
Total Other Revenues	8,515,643	6,464,736	(2,050,907)
Total M&O Property Taxes	51,707,955	49,306,802	(2,401,153)
Total Carryover Allocations	6,455,238	6,485,614	30,376
Total Revenues	\$181,730,329	\$165,073,997	\$(16,656,332)

* Based on a 25% enrollment reduction for Fall, 10% enrollment reduction for Spring, and no enrollment reduction for Summer. ⁴

Preliminary Unrestricted Expenditures FY 2020 - 2021

Summary of Expenditures	FY 2020 Budget (Approved)	FY 2021 Budget (Proposed)*	Increase/ (Decrease)
Total Salaries	\$105,051,056	\$92,725,192	\$(12,325,864)
Total Benefits	29,255,853	26,376,771	(2,879,082)
Total Operating	36,259,252	33,542,417	(2,716,835)
Total Travel	2,440,672	2,244,166	(196,506)
Total Capital Outlay	2,773,792	1,405,588	(1,368,204)
Total Expenditures	\$175,780,625	\$156,294,134	\$(19,486,491)
Transfers & Reserves			
Transfer to Plant Funds	3,000,000	3,000,000	-
Transfer to Office of ITED	949,704	949,704	-
Contingency Fund	2,000,000	2,000,000	-
HEGI Reserve	-	2,830,159	2,830,159
Total Transfers & Reserves	5,949,704	8,779,863	2,830,159
Total Expenditures, Transfers & Reserves	\$181,730,329	\$165,073,997	\$(16,656,332)
Revenues over Expenditures	\$-	\$-	\$-

* Based on a 25% enrollment reduction for Fall, 10% enrollment reduction for Spring, and no enrollment reduction for Summer.

5

FY 2021 Fund Balance – Proposed Carryover Allocations – Use of Fund Balance

	Preliminary	Proposed
FY 2021 Carryover Allocations - Use of Fund Balance		
Contingency	\$2,000,000	\$2,000,000
Unexpended Plant Transfer*	3,000,000	3,000,000
Capital (50% of Total Capital Expenditures)	702,794	702,794
Developmental Studies Book Royalties	4,813	4,813
Continuing, Professional, and Workforce Education	450,000	450,000
Waived Fee Allocation	328,007	328,007
Filled Positions (Salaries and Benefits)	-	2,000,000
In Person-Hybrid Class Faculty Pay (Salaries and Benefits)	-	1,500,000
Lecturer Positions (Salaries and Benefits)	-	1,000,000
Total FY 2021 Carryover Allocations	\$6,485,614	\$10,985,614

6

FY 2021 Fund Balance – Proposed Carryover Allocations – Use of Fund Balance

	Additional	Total
FY 2021 Carryover Allocations - Preliminary Budget		\$6,485,614
Plus: FY 2021 Carryover Allocations - Additional		
Filled Positions (Salaries and Benefits)	2,000,000	
In Person-Hybrid Class Faculty Pay (Salaries and Benefits)	1,500,000	
Lecturer Positions (Salaries and Benefits)	1,000,000	
Total Additional FY 2021 Carryover Allocations		4,500,000
FY 2021 Carryover Allocations - Proposed		\$10,985,614

7

THANK YOU

← ————— →
Questions?



8

Discussion and Action as Necessary on Staffing Plan Revisions for FY 2020 – 2021

Approval of Staffing Plan Revisions for FY 2020 – 2021 is requested as follows:

- a) Critical New Non-Faculty Positions
- b) Reclassifications of Non-Faculty Positions
- c) Deletion of Vacant Faculty and Staff Positions

Purpose – To discuss staffing plan revisions for FY 2020 – 2021, which include the approval of Critical New Non-Faculty Positions, the Reclassifications of Non-Faculty Positions, and the Deletion of Vacant Faculty and Non-Faculty Positions.

Justification – Administration has reviewed the staffing plan revisions for FY 2020 – 2021 with staff, which include the critical new non-faculty staffing positions, the reclassifications of non-faculty positions, and the deletion of vacant faculty and non-faculty positions, and support them subject to the availability of funding and Board approval of the final budget.

Background – The Staffing Plan Revisions for FY 2020 – 2021 are as follows:

a. Critical New Non-Faculty Positions

Five (5) critical new non-faculty positions are proposed for FY 2020 – 2021 to accommodate the expansion in functional units to include new areas of activities and focus on an effort to improve student success and maintain efficient operations. In addition, the proposed critical new non-faculty positions will assist in developing and implementing new initiatives.

A proposed net increase in salary budget of \$139,312 is being proposed to support a total of five (5) critical new non-faculty positions. Salary budget for the critical new non-faculty positions total \$204,187, however increased funding in the amount of \$64,875, for three (3) of these critical new non-faculty positions has been identified from salary pools and vacant positions that will not be filled, as follows:

Funding	Amount
Salary Budget for Proposed Critical New Non-Faculty Positions	\$204,187
Less -- Funding from Vacant and Pool Positions	(64,875)
Net Salary Budget Increase for Critical New Non-Faculty Positions	\$139,312

The budget increase for the critical new non-faculty positions will be funded from the learning support fee increase.

b. Reclassifications of Non-Faculty Positions

Reclassifications of Non-Faculty Positions for FY 2020 - 2021 are proposed due to the expansion of work duties or redistribution of work that has increased the accountability of the position or that have increased the complexity of fulfilling responsibilities.

Proposed reclassifications of positions have resulted in a title, classification, pay grade change, and/or possible salary adjustments, and the funding source change are necessary due to the following:

- departments are being restructured and the duties of the positions are increased or shifted;
- significant and sustained changes(s) to the position;
- lack of qualified applicants for the position because of its current classification.

Reclassifications of positions are recommended by the appropriate supervisor and reviewed with the Office of Human Resources.

A total of thirteen (13) reclassifications are being requested resulting in title, classification, pay grade change, and/or possible salary adjustments. Funding for the adjustments totaling \$704,278 has been identified from vacant positions and salary pools, resulting in no impact to the budget as follows:

Funding	Amount
Salary Budget for Proposed Reclassifications of Non-Faculty Positions	\$704,278
Less -- Funding from Savings of Existing Vacant Positions and Vacant Pool Positions	(704,278)
Net Salary Budget Increase for Reclassifications of Positions	\$0

c. Deletion of Vacant Faculty and Non-Faculty Positions

The budget of the deleted vacant faculty and non-faculty positions will fund the instructional pools and reclassifications of non-faculty positions.

Administration has reviewed with staff the need for the deletion of vacant faculty and non-faculty positions for FY 2020 - 2021 and supports the recommendations.

The deletion of vacant faculty and non-faculty positions were recommended by the appropriate supervisor and reviewed with the Office of Human Resources.

A total of seventeen (17) vacant faculty related positions are proposed to be deleted. The funds budgeted for these positions will be transferred to fund instructional salary pools for all academic divisions. The instructional pools are

used to fund adjunct faculty, lecturers, and special assignment stipends. There is no impact on budget.

A total of four (4) vacant staff positions are proposed to be deleted and six (6) salary pools are proposed to be reduced to fund the salary adjustments for the reclassified positions. There is no impact on budget.

The proposed critical new non-faculty positions, the reclassifications of non-faculty positions, and the deletion of vacant faculty and staff positions may need to be adjusted prior to final approval of the Staffing Plan by the Board, based on final revenue projections.

Enclosed Documents – A listing of the proposed critical new non-faculty positions, the reclassifications of non-faculty positions, and the deletion of vacant faculty and non-faculty positions for FY 2020 - 2021 follow in the packet for the Board's information and review.

Dr. Shirley Reed, President, and Mary Elizondo, Vice President for Finance and Administrative Services attended the Committee meeting to address questions by the committee, and will be available for questions from the Board of Trustees.

The Finance, Audit, and Human Resources Committee recommended Board approval of the Staffing Plan Revisions for FY 2020 – 2021 as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the Staffing Plan Revisions for FY 2020 – 2021 as presented.

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

The Board of Trustees approves and authorizes the Staffing Plan Revisions for FY 2020 – 2021 as presented.

Approval Recommended:

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

South Texas College
Critical New Non-Faculty Positions for FY 2020 - 2021

#	ORGANIZATION NAME	TITLE	CLASSIFICATION	GRADE	SALARY	IMPACT TO BUDGET
Vice President for Information Services, Planning, Performance and Strategic Initiatives						
1	Centers for Learning Excellence	Student Learning Assistant (SLA)	Classified	C	\$ 25,000	\$ -
Rationale: • A SLA is needed to help in train and assist Coordinator in supervising humanities-based SI leaders and part-time SLAs at PCN campus. Funding source identified with no impact to budget.						
2	Learning Commons and Open Labs	Open Lab Specialist	Prof/Tech Support Non-Exempt	B	\$ 39,875	\$ -
Rationale: • This position is needed to provide support for the increased workload at the Pecan Campus to support students at the multiple areas at the Open Labs areas. Funding source identified with no impact to budget.						
3	Centers for Learning Excellence	Learning Excellence Specialist - Virtual	Prof/Tech Support Non-Exempt	B	\$ 40,606	\$ 40,606
Rationale: • A Learning Excellence Specialist is needed to provide assistance and support for day-to-day online operations of the CLE including assistance with supervision of instructional staff, planning and delivering training to CLE part-time staff, and overseeing the development of online tutorials and online learning support resources for distance and dual credit students. Total salary of \$40,606 will be funded from the learning support fee increase.						
4	Centers for Learning Excellence	Coordinator of Campus CLE	Prof/Tech Support Exempt	D	\$ 52,538	\$ 52,538
Rationale: • Position has been grant-funded since its inception. We are well beyond proof of concept, and seek to institutionalize this mission-critical position in order to maintain service in light of anticipated discontinuation of grant funding. Funding source is from the learning support fee increase. Total salary of \$52,538 will be funded from the learning support fee increase.						
5	Centers for Learning Excellence	Coordinator of Campus CLE	Prof/Tech Support Exempt	D	\$ 46,168	\$ 46,168
Rationale: • Position has been grant-funded since its inception. We are well beyond proof of concept, and seek to institutionalize this mission-critical position in order to maintain service in light of anticipated discontinuation of grant funding. Funding source is from the learning support fee increase. Total salary of \$46,168 will be funded from the learning support fee increase.						
Vice President for Information Services, Planning, Performance and Strategic Initiatives					\$ 204,187	\$ 139,312
Total for Critical New Non-Faculty Positions					\$ 204,187	\$ 139,312
Less Funding from Other Positions/Pool Positions					(64,875)	
Net Salary Budget Increase for Critical New Non-Faculty Positions					\$ 139,312	

South Texas College
Reclassifications of Non-Faculty Positions for FY 2020-2021

#	TITLE	CLASSIFICATION	GRADE	CURRENT SALARY	SALARY ADJUSTMENT	ADJUSTED SALARY BUDGET	IMPACT TO BUDGET
Office of the President							
1	Fund Source Change for Special Assistant to the President for Continuing Education (Position 702362)	Executive Exempt	A	\$ 1	\$ 50,973	\$ 50,974	\$ -
Rationale: •Place employee in appropriate position title that corresponds with Staffing Plan. Transfer of existing salary funds to appropriate position. Position will require a budget adjustment of \$50,973. Funding source identified with no impact to budget.							
2	Salary Adjustment for Grant Syst Mgmt & Compl Off I (Position 704160)	Prof/Tech Support Exempt	F	\$ 61,242	\$ 5,000	\$ 66,242	\$ -
Rationale: •Based on review of the current job description for Grant Systems, Management and Compliance Officer I and in review of years of experience, education, and compared to other positions within the same pay grade. Position will require a salary adjustment of \$5,000. Funding source identified with no impact to budget.							
Total for Office of the President				\$ 61,243	\$ 55,973	\$ 117,216	\$ -
Vice President for Academic Affairs							
3	Title and Fund Source Change for Lab Asst- NAH (Position 701557) to Healthcare Asset Maintenance Specialist (Position 720557)	Classified to Prof/Tech Support Non-Exempt	Grade B to Grade B	\$ 31,200	\$ 7,000	\$ 38,200	\$ -
Rationale: •Revising the staff structure of the department by eliminating and combining positions. Reclassification of this position by incorporating professional/technical duties of the Lab Assistant and Healthcare Asset Maintenance Specialist and using the funds to support this position. Position will require a salary adjustment of \$7,000. Funding source identified with no impact to budget.							
4	Reclassification for Curriculum & Stu Lrng Mngr (Position 705283) to Director of Curriculum	Prof/Tech Support Exempt to Administrative Exempt	Grade E to Grade C	\$ 61,800	\$ 9,500	\$ 71,300	\$ -
Rationale: •Revising the organizational structure of the department by eliminating a high-level administrative position and combining positions by incorporating administrative duties of the Associate Dean to the Director position. Position will require a salary adjustment of \$9,500. Funding source identified with no impact to budget.							
5	Reclassification for Assoc Dean Curric and Stu Lrng (Position 701283) to Academic Advancement Support Specialist - Vacant	Administrative Exempt to Prof/Tech Exempt	Grade C to Grade B	\$ 86,625	\$ (46,750)	\$ 39,875	\$ -
Rationale: •Reclassifying the vacant Associate Dean Curriculum and Student Learning position to Academic Advancement Support Specialist to support the division with the Faculty Load and Compensation (FLAC) process, along with immediate needs. Position will require a salary adjustment of \$39,875. Funding source identified with no impact to budget.							
Total for Vice President for Academic Affairs				\$ 179,625	\$ (30,250)	\$ 149,375	\$ -

South Texas College
Reclassifications of Non-Faculty Positions for FY 2020-2021

#	TITLE	CLASSIFICATION	GRADE	CURRENT SALARY	SALARY ADJUSTMENT	ADJUSTED SALARY BUDGET	IMPACT TO BUDGET
Vice President for Finance and Administrative Services							
6	Reclassification for FAS Support Specialist (Position 703360) to FAS Administrative Officer - Vacant	Prof/Tech Support Non-Exempt to Administrative Exempt	Grade B to Grade B	\$ 38,723	\$ 36,277	\$ 75,000	\$ -
<p>Rationale:</p> <ul style="list-style-type: none"> Reclassification of vacant position after reassessment of FAS Division's immediate needs. To provide executive level support and leadership in the coordination, management, and implementation of the administrative operations of the Office of the Vice President for Finance and Administrative Services and Division. Works closely with the VPFAS for both the long-term planning and daily administration of the Division. Position will require a salary adjustment of \$36,277. Funding source identified with no impact to budget. 							
7	Reclassification for Accounting Specialist (Position 752184) to Accounting Group Supervisor - Vacant	Prof/Tech Support Non-Exempt to Prof/Tech Support Exempt	Grade B to Grade E	\$ 31,500	\$ 29,437	\$ 60,937	\$ -
<p>Rationale:</p> <ul style="list-style-type: none"> Reorganization of Accounts Payable Department to revise the staff's reporting structure as recommended by Human Resources due to large number of employees currently under one supervisor. Reclassification of vacant position will require a salary adjustment of \$29,437. Funding source identified with no impact to budget. 							
8	Reclassification for Compensation & Payroll Manager (Position 703241)	Prof/Tech Support Exempt to Prof/Tech Support Exempt	Grade F to Grade G	\$ 66,656	\$ 6,094	\$ 72,750	\$ -
<p>Rationale:</p> <ul style="list-style-type: none"> Reassignment of duties resulting in increased responsibilities for the position and includes responsibility for developing the Pay Plan and the Staffing Plan. Position will require a salary adjustment of \$6,094. Funding source identified with no impact to budget. 							
Total for Vice President for Finance and Administrative Services				\$ 136,879	\$ 71,808	\$ 208,687	\$ -
Total for Vice President for Information Services, Planning, Performance and Strategic Initiatives							
9	Reclassification for Library Specialist (Position 732101) to Librarian I - Public Services - Vacant	Prof/Tech Support Non-Exempt to Prof/Tech Support Exempt	Grade B to Grade C	\$ 43,031	\$ 1,969	\$ 45,000	\$ -
<p>Rationale:</p> <ul style="list-style-type: none"> The Librarian I - Public Services position is needed to provide leadership and instruction and oversee part-time clerks at the Pecan Campus. This position is required to hold a Masters Degree from a program accredited by the American Library Association (ALA). Position will require a salary adjustment of \$1,969. Funding source identified with no impact to budget. 							
10	Reclassification for Libr Automated Sys & Appl Tech (Position 703426) to Library Technician - Vacant	Classified to Classified	Grade E to Grade A	\$ 30,456	\$ (4,456)	\$ 26,000	\$ -
<p>Rationale:</p> <ul style="list-style-type: none"> With the expansion of library support services to the Regional Center for Public Safety Excellence, it is necessary to add a Library Technician position to Library Public Services. Position will require a salary adjustment of \$26,000. Funding source identified with no impact to budget. 							

South Texas College
Reclassifications of Non-Faculty Positions for FY 2020-2021

#	TITLE	CLASSIFICATION	GRADE	CURRENT SALARY	SALARY ADJUSTMENT	ADJUSTED SALARY BUDGET	IMPACT TO BUDGET
11	Reclassification for Coord of Special Events (Position 705102) to Assistant Director of Educational Technologies - Vacant	Prof/Tech Support Non-Exempt to Administrative Exempt	Grade D to Grade A	\$ 51,984	\$ 16,016	\$ 68,000	\$ -
<p>Rationale:</p> <ul style="list-style-type: none"> There is a need for this leadership position due to the expansion and internal reorganization that occurred in the last 5 years. Department workload has increased to include over 100 installation projects, 200 new classrooms and special event areas, additional satellite campuses and over 2,000 special events annually. The institutional expansion has resulted in increased staffing requiring additional organizational leadership for oversight and planning. Position will require a salary adjustment of \$16,016. Funding source identified with no impact to budget. 							
12	Reclassification for Coord of Ed Tech Assistant II (Position 718271) to Ed. Tech. Assistant III - Vacant	Classified to Classified	Grade E to Grade F	\$ 29,674	\$ 10,326	\$ 40,000	\$ -
<p>Rationale:</p> <ul style="list-style-type: none"> This position is needed to provide leadership/support for the increased workload at the Pecan Campus. The campus now has 257 classrooms and 27 conference rooms/venues which requires additional full time and part time technicians. The Ed. Tech. Assistant III - Campus Lead is needed to provide technical, operational and project-specific training, mentoring and supervision for troubleshooting and support. Position will require a salary adjustment of \$10,326. Funding source identified with no impact to budget. 							
13	Reclassification for Ed Tech Managed Svcs Spec (Position 713102) to Ed Tech Audio Visual Systems Analyst	Prof/Tech Support Exempt to Prof/Tech Support Exempt	Grade C to Grade D	\$ 44,119	\$ 5,881	\$ 50,000	\$ -
<p>Rationale:</p> <ul style="list-style-type: none"> This position has evolved from basic out-of-the-box configurations to customized AV systems programming, responsible for all AV systems programming including upgrades, new installations and system renovations. Position will require a salary adjustment of \$5,881. Funding source identified with no impact to budget. 							
Total for Vice President for Information Services, Planning, Performance and Strategic Initiatives				\$ 199,264	\$ 29,736	\$ 229,000	\$ -
Salary Budget for Proposed Reclassifications of Non-Faculty Positions				\$ 577,011	\$ 127,267	\$ 704,278	\$ -
Less Funding from Savings of Existing Vacant Positions and Vacant Pool Positions					-	(704,278)	
Net Salary Budget Increase for Reclassifications of Positions				\$ -	\$ -	\$ -	

South Texas College

Proposed Deletion of Vacant Faculty and Staff Positions for FY 2020-2021

#	Position #	TITLE	CLASSIFICATION	SALARY BUDGET
Staff Positions				
Vice President for Academic Affairs				
1	701557	Lab Asst NAH	Classified	\$ 31,200
Total for Academic Affairs				\$ 31,200
Vice President for Finance and Administrative Services				
2	758514	Security Guard	Classified	\$ 26,311
3	705360	FAS Business System Specialist	Prof/Tech Support Non-Exempt	\$ 39,875
Total for Vice President for Finance and Administrative Services				\$ 66,186
Vice President for Information Services, Planning, Performance and Strategic Initiatives				
4	705102	Ed Tech Assistant I	Classified	\$ 24,586
Total for Vice President for Information Services, Planning, Performance and Strategic Initiatives				\$ 24,586

South Texas College

Proposed Deletion of Vacant Faculty and Staff Positions for FY 2020-2021

#	Position #	TITLE	CLASSIFICATION	SALARY BUDGET
Faculty Positions				
Vice President for Academic Affairs				
5	313303	Auto Tech Instr	Faculty	\$ 1
6	316555	Welding Instr	Faculty	\$ 27,500
7	300412	English Instr	Faculty	\$ 55,000
8	305141	Philosophy Instr	Faculty	\$ 55,000
9	306141	Professor of Philosophy	Faculty	\$ 55,000
10	314220	Art Instr	Faculty	\$ 1
11	304224	English Instr	Faculty	\$ 1
12	314202	Chemistry Instr	Faculty	\$ 53,467
13	300068	Computer Science Instr	Faculty	\$ 55,000
14	300100	Math Instr	Faculty	\$ 55,000
15	300201	Math Instr	Faculty	\$ 55,000
16	380023	Dept Chair - Dev English	Faculty Stipend	\$ 5,000
17	306134	Psychological Sci Instr	Faculty	\$ 75,993
18	304130	Political Science Instr	Faculty	\$ 55,000
19	311406	College Success Instr	Faculty	\$ 5,500
20	301407	Criminal Justice Instr	Faculty	\$ 1
21	307130	Kinesiology Instr	Faculty	\$ 1
Total for Academic Affairs				\$ 552,465
Grand Total for Proposed Deletion of Vacant Faculty and Staff Positions				\$ 674,437

South Texas College
Proposed Reduction of Pool Positions for FY 2020-2021

#	POSITION #	TITLE	CLASSIFICATION	PROPOSED REDUCTION
Office of the President				
1	840362	Instructional Initiative Pool	Salary Pool	\$ 5,000
Total for Office of the President				\$ 5,000
Vice President for Finance and Administrative Services				
2	840240	DW Staff - HR Pool	Direct Wage Pool	\$ 5,622
Total for Vice President for Finance and Administrative Services				\$ 5,622
Vice President for Information Services, Planning, Performance and Strategic Initiatives				
3	849423	DW - SLA/SI Leader	Direct Wage Pool	\$ 10,000
4	844423	DW - SLA/SI Leader	Direct Wage Pool	\$ 15,000
5	840102	DW Staff - Ed Technologies	Direct Wage Pool	\$ 7,637
6	844397	DW Staff - Lrng Comm and OL	Direct Wage Pool	\$ 40,544
Total for Vice President for Information Services, Planning, Performance and Strategic Initiatives				\$ 73,181
Grand Total for Reduction of Pool Positions				\$ 83,803

Discussion and Action as Necessary on Salaries for Faculty and Non-Faculty Personnel for FY 2020 - 2021

It is necessary for the Board to make the difficult decision regarding salary increases for faculty and non-faculty personnel for FY 2020 - 2021. No salary pay plan increases for any personnel classification are recommended for FY 2020 - 2021.

Faculty and Non-Faculty personnel salary increases, when given, are normally effective to all personnel at the beginning of the College's fiscal year, September 1.

In years when sufficient funding is anticipated to be available, the salary increase budget for the following fiscal year is recommended to the Board of Trustees. South Texas College has granted a minimum annual salary adjustment of 3% for Faculty and Non-Faculty Personnel for the last eight years.

As a result of the student enrollment decrease due to the COVID-19 pandemic and the negative effect on student tuition and fee revenue, and due to reduction in interest revenue and property tax revenue, salary increases for Faculty and Non-Faculty personnel are not recommended in FY 2021.

Administration has separately outlined fiscal measures developed in response to the impact of COVID-19.

Administration has separately outlined specific Staffing Plan revisions that are recommended as critical for continued operations.

Administration recommends that the Board formally take action to establish a clear record that no salary increases will be implemented for Faculty and Non-Faculty personnel in all job classifications for FY 2020 - 2021 as presented.

This recommendation was discussed with the Finance, Audit, and Human Resources Committee on June 9, 2020, but no formal action was requested of that Committee.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize salary increases not be implemented for faculty and non-faculty personnel in all job classifications for FY 2020 – 2021 as presented.

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

The Board of Trustees approves and authorizes salary increases not be implemented for faculty and non-faculty personnel in all job classifications for FY 2020 – 2021 as presented.

Approval Recommended:

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

Review and Action as Necessary on Criteria and Timeline for Bank Depository Services Request for Proposals

Approval of criteria used to evaluate bank depository services proposals and the timeline for awarding the bank depository services contract 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 includes, but is not limited to, account maintenance, account reconciliation, stop payment, online banking, balance reporting, wire transfers, book transfers, ACH transactions, and positive pay. At the May 26, 2020, Board meeting, the Board rejected all proposals and requested revisions to the evaluation criteria used to evaluate the bank depository services proposals and which will be included in the Request for Proposals (RFP).

Background – The current contract for Bank Depository Services was awarded to BBVA Compass at the July 29, 2014, Board meeting for the period ending August 31, 2016, with two (2) two-year renewal options. The first two-year renewal term was Board approved on April 28, 2016 and the second two-year renewal term was approved on May 29, 2018.

The College advertised a Request for Proposal (RFP) for the period of September 1, 2020 to August 31, 2022, on January 19, 2020 and January 26, 2020. During the Board of Trustees meeting held on May 26, 2020, the Board rejected all proposals that were received and requested a new RFP be issued with revised criteria.

The Evaluation Committee, Purchasing Staff, and Legal Counsel developed a proposed criteria based on the Texas Education Code (TEC) Chapter 45: School District Funds Section 45.207 Award of Contract.

Per TEC the following criteria shall be considered:

- 1) the interest rate bid or proposed on time deposits
- 2) charges for keeping district accounts, records, and reports and furnishing checks
- 3) the ability of the bank submitting the bid or proposal to provide the necessary services and perform the duties as school district depository
- 4) any other matter that in the judgment of the board of trustees would be to the best interest of the school district

As such, the proposed criteria are as follows:

- 1) the interest rate bid or proposed on time deposits

- 2) charges for keeping district accounts, records, and reports and furnishing checks
- 3) The Respondent's ability to perform and provide the required and requested services
- 4) The accessibility and locations of the Bank's branches for employees and students in Hidalgo and Starr counties

Factors have been identified and are proposed for each of the four criterion.

The revised criteria has been reviewed by Legal Counsel and Mary Elizondo, Vice President for Finance and Administrative Services, and were presented at the June 9, 2020 Finance, Audit, and Human Resources Committee meeting to address any questions by the Committee.

Enclosed Documents – The proposed RFP criteria and timeline follow in the packet for Board's information and review.

The Finance, Audit, and Human Resources Committee recommended Board approval of the proposed criteria used to evaluate the bank depository services proposals and the timeline for awarding the bank depository services contract as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the proposed criteria used to evaluate the bank depository services proposals and the timeline for awarding the bank depository services contract as presented.

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

The Board of Trustees approves and authorizes the proposed criteria used to evaluate the bank depository services proposals and the timeline for awarding the bank depository services contract as presented.

Approval Recommended:

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

**SOUTH TEXAS COLLEGE
PRIMARY DEPOSITORY BANK SERVICES
PROJECT NO. 20-21-10XX
PROPOSED EVALUATION CRITERIA**

Proposed Criteria

		Depository Services		
		Score Key		Points
1	The interest rate bid or proposed on time deposits. (TEC Chapter 45 Section 45.207 Award of Contract)	20-30	Excellent	Up to 30 points
	A Interest earnings on interest bearing accounts.	10-19 1-9 0	Acceptable Marginal Poor / No Response	
2	The charges for keeping district accounts, records, and reports and furnishing checks; (TEC Chapter 45 Section 45.207 Award of Contract)			Up to 30 points
	A Cost of services.	20-30	Excellent	
	B Earnings credit calculation on compensating balance.	10-19	Acceptable	
	C Transition cost.	1-9	Marginal	
	D Retention and transition offers and incentives.	0	Poor / No Response	
	E Compensating balance requirement.			
3	The Respondent's ability to perform and provide the required and requested services. (TEC Chapter 45 Section 45.207 Award of Contract)			Up to 30 points
	A Provide firm's overall ability in providing the services required in this solicitation.			
	B System reporting capabilities.			
	C Positive Pay fraud protection services (based on date, check number, amount, and payee name and default)	20-30	Excellent	
	D Same day funds availability.	10-19	Acceptable	
	E Provided firm's principal(s) and staff commitment in providing the services.	1-9	Marginal	
	F Provided examples of your firm civic activities and awards and recognitions that institution has received.	0	Poor / No Response	
	G Compliance with all applicable state and federal regulations for the services proposed.			
	H Relevant experience managing similar account relationships with other higher education institutions.			
	I Verification of References.			
4	The accessibility and locations of the Bank's branches for employees and students in Hidalgo and Starr counties. (TEC Chapter 45 Section 45.207 Award of Contract)	20-30	Excellent	Up to 10 points
	A Number of branches and locations of branches in Hidalgo and Starr Counties.	10-19	Acceptable	
	B Cash deposit capabilities where no branch location is convenient.	1-9 0	Marginal Poor / No Response	
Total Evaluation Points				100

Definitions of evaluation terms:

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

**South Texas College
 Depository Bank Services Request for Proposal
 Timeline**

Target Date	Description of Events
Tuesday, May 27, 2020	Revise RFP Criteria and prepare new timeline
Tuesday, May 27, 2020	Prepare revisions for RFP
Week of June 1 - June 5	Review revised criteria and new timeline with Legal Counsel
Tuesday, June 9, 2020	Finance Committee approval of revised RFP criteria and new timeline
Tuesday, June 23, 2020	Board of Trustees approval of revised RFP criteria and new timeline
Friday, June 26, 2020	Deadline for legal notice submission
Wednesday, July 1, 2020	Advertise the Depository bank notice in the official publication newspaper (1st notice).
Wednesday, July 1, 2020	RFP distributed and available via College's website with email notice sent to prospective financial institutions
Wednesday, July 8, 2020	Advertise the Depository bank notice in the official publication newspaper (2nd notice)
Wednesday, July 8, 2020	Deadline for questions and requests for additional information from financial institutions
Friday, July 10, 2020	Deadline for College's response to questions and request for additional information
Thursday, July 17, 2020	College receives proposals from interested financial institutions submitted to the College's Purchasing Department
Friday, July 24, 2020	Verify references
Friday, July 31, 2020	Finalize staff recommendations
Monday, August 3, 2020	Deadline for inclusion of depository bank recommendations in Finance meeting agenda and Board member packets
Tuesday, August 11, 2020	Finance Committee - Depository Recommendation
Tuesday, August 25, 2020	Board of Trustees Regular Meeting - consider award of the depository bank contract and possible extension to existing contract, if necessary
Wednesday, August 26, 2020	Return good faith checks of unsuccessful proposers
Tuesday, September 1, 2020	Begin implementation with review of new depository agreements in consultation with legal counsel (prior to signing)
Depends on awarded bank	New Depository Bank Contract period begins
Depends on awarded bank	Return good faith check of successful depository bank

Review and Action as Necessary on the Agreement for the Hidalgo County Appraisal District Allocated Cost Quarterly Payments

Approval to re-verify the allocated cost quarterly payments agreement with the Hidalgo County Appraisal District, as described below, is requested.

Purpose – The Hidalgo County Appraisal District Chief Appraiser, Mr. Rolando Garza, has requested re-verification of the agreement for the allocated cost quarterly payments due from South Texas College.

Justification – The agreement for the allocated cost quarterly payments requires approval from the governing body and the chief appraiser as stipulated in Texas Property Tax Code Section 6.06(e), which states in part that:

“Unless the governing body of a unit and the chief appraiser agree to a different method of payments, each taxing unit shall pay its allocation in four equal payments to be made at the end of each calendar quarter, and the first payment shall be made before January 1 of the year in which the budget takes effect....”

The Hidalgo County Appraisal District (HCAD) performs property valuation assessments for taxes imposed during the tax year. Hidalgo County Appraisal District is considered a sole source and the College and other taxing entities are required to use their services to determine the assessed valuation of properties. Each year the Chief Appraiser prepares a proposed budget for the operations of the appraisal district for the following fiscal year. The County’s Appraiser submits copies of the budget to each taxing unit participating in the district and an estimate of the amount of the budget that will be allocated to each taxing unit.

Background – In 1982, the taxing units and former chief appraiser agreed to modify the provisions of Texas Property Tax Code Section 6.06(e) and agreed to establish four equal payments as follows:

1 st Quarter – Invoices mailed January 2nd	Due on February 2nd
2 nd Quarter – Invoices mailed March 10th	Due on April 10th
3 rd Quarter – Invoices mailed June 10th	Due on July 10th
4 th Quarter – Invoices mailed September 10th	Due on October 10th

Due to the passage of time, the Hidalgo County Appraisal District Chief Appraiser has requested to continue with the modified schedule set forth and is requesting to re-verify the agreement for the allocated cost quarterly payments.

Enclosed Documents – The Agreement for the Allocation Quarterly Payments follows in the packet for the Board’s information and review.

The Finance, Audit, and Human Resources Committee recommended Board approval of the re-verification of the agreement for the allocated cost quarterly payments as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the re-verification of the agreement for the allocated cost quarterly payments as presented.

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

The Board of Trustees approves and authorizes the re-verification of the agreement for the allocated cost quarterly payments as presented.

Approval Recommended:

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

HIDALGO COUNTY APPRAISAL DISTRICT

ADMINISTRATION

Rolando Garza, Chief Appraiser
Jorge Gonzalez, Asst. Chief Appraiser
Brent E Cavazos, Associate Chief Appraiser
PO Box 208
Edinburg, TX 78540-0208
(956) 381-8466 (956) 565-2461



www.hidalgoad.org

BOARD OF DIRECTORS

Richard A. Garza	Chairman
Albert D. Cardenas	Vice-Chairman
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February 3, 2020

Taxing Entities and Presiding Officers
Hidalgo County

Re: Agreement for the Allocation Quarterly Payments

The purpose of this letter is to set forth our understanding with respect to the agreement made in 1982 for your allocation of quarterly payments.

Texas Property Tax Code Section 6.06(e) states in part:

"Unless the governing body of a unit and the chief appraiser agree to a different method of payment, each taxing unit shall pay its allocation in four equal payments to be made at the end of each calendar quarter, and the first payment shall be made before January 1 of the year in which the budget takes effect."

In 1982, the taxing units and the former chief appraiser agreed to modify the provisions of Section 6.06(e) and agreed to establish four equal payments as follows:

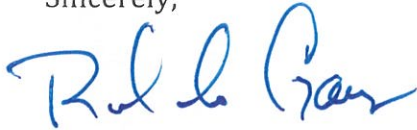
1 st Quarter – Invoices mailed January 2 nd	Due on February 2 nd
2 nd Quarter – Invoices mailed March 10 th	Due on April 10 th
3 rd Quarter – Invoices mailed June 10 th	Due on July 10 th
4 th Quarter – Invoices mailed September 10 th	Due on October 10 th

While this schedule has worked well for both the District and the taxing units, due to the passage of time it is necessary for the District to re-verify and document each taxing unit's agreement to continue with the modified schedule as set forth above. As Chief Appraiser, I agree to such modification and I am requesting each taxing unit to indicate its agreement by signing below and returning this letter to me as soon as possible. As per the requirements of Section 6.06(e), "the governing body of a taxing unit" is required to formally approve this request.

Please note that whether the quarterly payment dates are modified or not, the statutory requirements relating to penalty and interest for late payments as set forth in Section 6.06(e) shall remain in effect as written.

If you have any questions, please feel free to call me at (956) 381-8466 ext. 124.

Sincerely,



Rolando Garza, RPA
Chief Appraiser

Agreement and acknowledgment between Hidalgo County Appraisal District (HCAD) and _____ (taxing entity).

In accordance with a duly approved motion/resolution of the governing body of _____ at a meeting held on _____ in accordance with the provisions of the Texas Open Meetings Act and with a quorum present, _____ agrees to modify the provisions of Section 6.06(e) of the Property Tax Code and continue payment of its allocated annual entity assessment due to the Hidalgo County Appraisal District on a quarterly basis as follows:

1 st Quarter – Invoices mailed January 2 nd	Due on February 2 nd
2 nd Quarter – Invoices mailed March 10 th	Due on April 10 th
3 rd Quarter – Invoices mailed June 10 th	Due on July 10 th
4 th Quarter – Invoices mailed September 10 th	Due on October 10 th

Dated this _____ day of _____, 2020

Taxing Entity: _____

By: _____

Printed Name: _____

Title: _____

Review and Action as Necessary to Revise Proposed Projects for Internal Audits for FY 2019 – 2020

Approval to revise the Proposed Projects for Internal Auditor for FY 2019 – 2020 is requested.

While the Board approved the Proposed Projects for the Internal Auditor for FY 2019 – 2020 in July 23, 2019, an additional project is proposed to be added based on new Board interest related to the administration of the Coronavirus Aid, Relief, and Economic Security (CARES) Act. Additionally, the Clery Act, Title IX, and Violence against Women Act (VAWA) was split into two projects:

- Clery Act and Violence Against Women Act (VAWA) audit
- Title IX audit (Engagement postponed due to recent updates in the regulations)

Also, two consulting engagements were requested from management and were added to the project load during the fall semester.

Purpose – Revisions to the Board approved list of projects for the Internal Auditor are necessary to include new engagements or remove engagements as priorities change during a fiscal year and to address new risks presented to the College as they become apparent.

Justification – **IIA Standard 2010.C1** – “The chief audit executive should consider accepting proposed consulting engagements based on the engagement’s potential to improve management risks, add value, and improve the organization’s operations. Accepted engagements must be included in the plan.” Additionally, the **Audit Charter** states “The Internal Auditor will review and adjust the plan, as necessary, in response to changes in the College’s risks, operations, programs, systems, and internal controls. Any significant deviation from the approved internal audit plan will be communicated to senior management and the Board.”

The proposed new engagement for FY 2019 – 2020 is as follows:

1. Coronavirus Aid, Relief, and Economic Security (CARES) Act Compliance Review

Other proposed revisions include:

2. Splitting the Clery Act, Title IX, and Violence Against Women (VAWA) into:
 - the Clery Act and Violence Against Women (VAWA) audit and
 - the Title IX audit (Engagement postponed due to recent updates in the regulations);

3. Adding consulting engagement - Child and Adult Care Food Program CACFP – Application Process;
4. Adding consulting engagement – State Auditor’s Office – Catch the Next Compliant: 20-0044

Background – The Board of Trustees approved the Proposed Projects for the Internal Auditor for FY 2019 – 2020 on July 23, 2019.

The following list includes the revised project list for the Internal Auditor for FY 2019 – 2020:

Revised Projects for Internal Auditor for FY 2019 – 2020

1. Fraud Survey
2. Financial Aid – Third Party Programs
3. Banner Computer System Security and Access
4. Clery Act and Violence Against Women Act*
5. Travel
6. MOU’s for Early College High Schools and Dual Credit
7. Blueprint Expectations for Early College High Schools
8. Science Lab Safety and Storage Compliance
9. Human Resources Processes – Faculty Credentials
10. Contractor Adherence to Prevailing Wage Rate Determination
11. Faculty Overloads & Stipends
12. Office of Internal Audit – Quality Assurance and Improvement Program – Internal Assessment
13. Title IX* (will be moved to FY 2022, see footnote below)
14. Child and Adult Care Food Program CACFP – Application Process
15. State Auditor’s Office – Catch the Next Compliant: 20-0044
16. Coronavirus Aid, Relief, and Economic Security (CARES) Act Compliance Review

**Approved as Single Audit Project, and Split into Two Projects. The Title IX Audit will be moved to the FY 2022 Audit Plan, to allow College staff time to review and implement the new requirements from the Department of Education.*

Enclosed Documents – The Revised Projects, including current status, for the Internal Auditor for FY 2019 – 2020 follows in the packet for the Committee’s review and information.

The Finance, Audit, and Human Resources Committee recommended Board approval the revisions to the Proposed Projects for Internal Auditor for FY 2019 – 2020 as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the revisions to the Proposed Projects for Internal Auditor for FY 2019 – 2020 as presented.

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

The Board of Trustees approves and authorizes the revisions to the Proposed Projects for Internal Auditor for FY 2019 – 2020 as presented.

Approval Recommended:

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

FY 2020 - Audit Plan

Audits

		Status	Date	Status Description
1	Financial Aid - Third Party Programs	Accepted by the Board	1/28/2020	Audit report was presented to the FA&HR Committee on 1/14/2020 and subsequently accepted by the Board on 1/28/2020
2	Banner Computer System Security and Access	Issued to Mgmt.	6/5/2020	Initial audit report [DRAFT] provided to the CISO and CIO for their review - Pending an exit conference and management responses.
3	Clery Act and Violence Against Women Act	Issued to Mgmt.	8/30/2019	Revised audit report [DRAFT] - Pending a final meeting to review management responses, then report will be provided to the President.
4	Title IX	Postponed	-	This engagement is postponed due to recently updated regulations from the Dept. of Education. The engagement will be completed once management has had sufficient time to review the new regulations and implement new procedures to ensure compliance. Engagement will be included in the FY 2022 Audit Plan.
5	MOUs for Early College High Schools and Dual Credit	In Process	-	Currently working on planning the engagement (e.g. risk assessment, reviewing criteria, documenting background, and designing fieldwork procedures).
6	Blueprint Expectation for Early College High Schools	In Process	-	Reviewed the feasibility of this engagement with management - Auditor lacks authority to audit files controlled by Independent School Districts.
7	Science Lab Safety and Storage Compliance	In Process	-	Assigned to Staff Audit Specialist - Currently working on planning the engagement (e.g. risk assessment, reviewing criteria, documenting background, and designing fieldwork procedures).
8	HR Processes - Faculty Credentials	In Process - Reporting	-	Assigned to Staff Audit Specialist - Currently working on drafting the initial report - Pending an exit conference with management, mgmt. responses, and President's final review.
9	Travel	Carry-forward	-	Business Office is in the process of implementing a new travel system, audit is projected to be conducted in FY 2021.
10	Contractor Adherence to Prevailing Wage Rate Determination	Carry-forward	-	Moved to include in the FY 2021 Proposed projects for the Internal Auditor
11	Faculty Overloads & Stipends	Carry-forward	-	Moved to include in the FY 2021 Proposed projects for the Internal Auditor
12	Quality Assurance and Improvement Program - Internal Assessment	Issued to Mgmt.	2/3/2020	Report draft issued to the President and VPAS for their review and inclusion of mgmt. responses.

Consulting Engagements and Special Projects

		Status	Date	Status Description
1	Fraud Survey	Issued to Mgmt.	10/8/2019	Report summarizing survey results was issued to management - No further action required.
2	Child and Adult Care Food Program CACFP - Application Process	Issued to Mgmt.	10/1/2019	Results memo issued to the President on 10/1/2019
3	State Auditor's Office - Catch the Next Complaint: 20-0044	Issued to Mgmt.	11/7/2019	A formal response was drafted and reviewed by the President. Response was provided to the SAO on 11/7/2019.
4	Coronavirus Aid, Relief, and Economic Security CARES Act Compliance Review	New Project	-	Pending Board Approval - 6/23/2020

Review and Action as Necessary to Contract Construction Services for the Pecan Campus Sand Volleyball Courts Sand Replacement

Approval to contract construction services for the Pecan Campus Sand Volleyball Courts Sand Replacement is requested.

Purpose

The procurement of a contractor will provide for construction services necessary for the remediation of the Pecan Campus Sand Volleyball Courts.

Scheduling Priority

This project was initiated in 2020 to remediate an existing project that has been reviewed by the FPC department, the President’s Cabinet, the Coordinated Operations Council, the Facilities Committee, and the Board of Trustees. This project is scheduled as an educational space improvement to remove and replace the existing sand material at the sand volleyball courts.

Background

On February 25, 2020, the Board of Trustees approved the remediation plan and the solicitation of construction services for this project. Alvarado & Associates prepared plans and specifications needed for the solicitation of construction proposals.

Solicitation of competitive sealed proposals for this project began on March 2, 2020. A total of two (2) sets of construction documents were issued to plan rooms and eight (8) to general contractors. A total of seven (7) proposals were received on May 7, 2020.

Timeline for Solicitation of Competitive Sealed Proposals	
March 2, 2020	Solicitation of competitive sealed proposals began.
May 7, 2020	Seven (7) proposals were received.

College staff reviewed and evaluated the competitive sealed proposals and recommend Limon Masonry, LLC as the highest ranked in the amount of \$48,200.

Funding Source

Source of Funding	Estimated Budget	Highest Ranked Proposal Limon Masonry, LLC	Estimated Budget Variance
Unexpended Construction Plant Fund	\$50,000	48,200	\$1,800
Total Amount	\$50,000	48,200	\$1,800

Funds for the Pecan Campus Sand Volleyball Courts Sand Replacement Project 2016-014C1 are budgeted in the Unexpended Construction Plant Fund for available use in fiscal year 2019-2020.

Reviewers

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

Enclosed Documents

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

The Facilities Committee recommended Board approval to contract construction services with Limon Masonry, LLC in the amount of \$48,200 for the Pecan Campus Sand Volleyball Courts Sand Replacement Project as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize contracting construction services with Limon Masonry, LLC in the amount of \$48,200 for the Pecan Campus Sand Volleyball Courts Sand Replacement Project as presented.

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

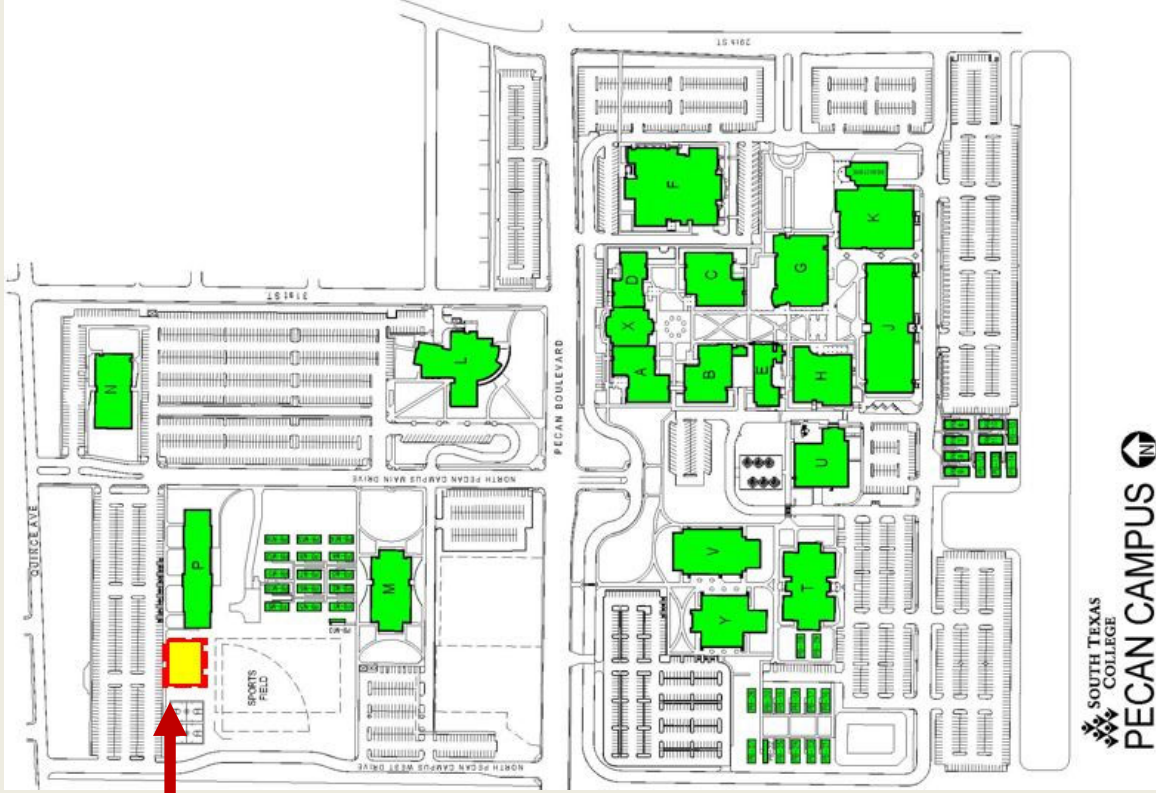
The Board of Trustees approves and authorizes contracting construction services with Limon Masonry, LLC in the amount of \$48,200 for the Pecan Campus Sand Volleyball Courts Sand Replacement Project as presented.

Approval Recommended:

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

Sand Volleyball Courts Sand Replacement

Project Proposed Site



PROJECT LOCATION



Sand Volleyball Courts Sand Replacement Photo of Existing Sand



SOUTH TEXAS
COLLEGE



Sand Volleyball Courts Sand Replacement Proposed Scope & Budget



Scope of work

Removal and replacement of sand material at sand volleyball courts.

Estimated Total Project Budget

Construction	\$ 50,000
Design	5,000
Miscellaneous	3,500
FFE	<u>2,000</u>
Total Project Budget	\$ 60,500

**SOUTH TEXAS COLLEGE
PECAN CAMPUS SAND VOLLEYBALL COURTS - SAND REPLACEMENT
PROJECT NO. RFP 19-20-1046**

NAME	Eberle Materials, Inc.	Granchelli Construction, LLC.	Limon Masonry, LLC.	McAllen Multi-Service, LLC.	NM Contracting, LLC.	Roth Excavating, Inc.	Teni-Trak, Inc.
ADDRESS	3315 N Victoria Rd Donna, TX 78537	2001 Industrial Dr McAllen, Texas 78504	614 E Frontage Alamo, Texas 78516	P O Box 4428 McAllen TX 78502	2022 Orchid Ave McAllen, TX 78504	5820 N Cage Blvd Ste 1 Pharr, TX 78577	306 S Illinois Mercedes, TX 78570
CITY/STATE/ZIP	Donna, TX 78537	McAllen, Texas 78504	Alamo, Texas 78516	McAllen TX 78502	McAllen, TX 78504	Pharr, TX 78577	Mercedes, TX 78570
PHONE	956-461-3478	956-928-1122	956-844-6146	956-322-9777	956-631-5667	956-787-2742	956-565-3385
FAX		956-928-0322	956-258-5178		956-627-3959	956-787-5152	956-565-3357
CONTACT	Jason Eberle	Jim Granchelli	Rolando Leal	Gabriel Carrillo	Noel Muñoz	Tyler Wulf	Jeff St. John
#	Description	Proposed	Proposed	Proposed	Proposed	Proposed	Proposed
1	Base Proposal Amount: Pecan Campus Sand Volleyball Courts - Sand Replacement	\$ 55,360.00	\$ 56,707.27	\$ 48,200.00	\$ 30,000.00	\$ 50,000.00	\$ 73,100.00
2	Alternate # 1: Provide a Deductive Alternate / credit to South Texas College to deliver the existing sand (once removed from the sand volleyball pits) to South Texas College at 3200 W Pecan Blvd, McAllen, TX 78502 in lieu of hauling off the existing sand and disposing of it elsewhere.	\$ (2,500.00)	\$ (2,265.77)	\$ (800.00)	\$ (1,500.00)	N/A	\$ (2,000.00)
3	Bid Bond Included	Yes	Yes	Yes	Yes	Yes	Yes
TOTAL AMOUNT PROPOSED		\$ 55,360.00	\$ 56,707.27	\$ 48,200.00	\$ 30,000.00	\$ 50,000.00	\$ 73,100.00
TOTAL AMOUNT PROPOSED INCLUDING ALTERNATE #1		\$ 52,860.00	\$ 54,441.50	\$ 47,400.00	\$ 28,500.00	\$ 50,000.00	\$ 71,100.00
TOTAL EVALUATION POINTS		83.07	85.54	89.1	****	87.88	78.17
RANKING		4	3	1	6	2	5

The Director of Purchasing has reviewed all the responses and evaluations completed.
****Vendor under current litigation therefore not evaluated.

**SOUTH TEXAS COLLEGE
 PECAN CAMPUS SAND VOLLEYBALL COURTS SAND REPLACEMENT
 PROJECT NO. 19-20-1046
 EVALUATION SUMMARY**



VENDOR	Eberle Materials, Inc.	Granchelli Construction, LLC.	Limon Masonry, LLC.	McAllen Multi-Service, LLC.	Roth Excavating, Inc.	Teni-Trak, Inc.
ADDRESS	3315 N Victoria Rd	2001 Industrial Dr	614 E Frontage	P O Box 4428	5820 N Cage Blvd Ste 1	P O Box 388
CITY/STATE/ZIP	Donna, TX 78537	McAllen, TX 78504	Alamo, TX 78516	McAllen TX 78502	Pharr, TX 78577	Mercedes, TX 78570
PHONE	956-461-3478	956-928-1122	956-844-6146	956-322-9777	956-787-2742	956-565-3385
FAX	956-461-3479				956-787-5152	956-565-3357
CONTACT	Jason Eberle	Jim Granchelli	Rolando Leal	Gabriel Carrillo	Tyler Walt	Jeff St. John
1 The Respondent's price proposal. (up to 45 points)	39.17	38.24	45	20.36	43.38	29.67
	39.17	38.24	45	20.36	43.38	29.67
	39.17	38.24	45	20.36	43.38	29.67
	39.17	38.24	45	20.36	43.38	29.67
	39.17	38.24	45	20.36	43.38	29.67
2 The Respondent's experience and reputation. (up to 10 points)	10	9	9	9	9	10
	9	9	9	9	9	9
	8	8	8.4	7	8	8
	8.5	8.5	8	8	8.5	9
	8	8.5	8	8	8	8.5
3 The quality of the Respondent's goods or services. (up to 10 points)	10	9	9	9	8	10
	9	9	8.5	6	6	9
	9	8	9	6	8	8
	7	8	7	6	7	7
	8	8.5	8	7	8	8.5
4 The Respondent's safety record (up to 5 points)	5	5	4	3	5	5
	4	4	4.5	3.5	4.5	4
	3.5	4	4	4	4	4
	3.5	4	3.5	4	4	4.5
	4	4	4	4	4	4
5 The Respondent's proposed personnel. (up to 8 points)	3	8	6	5	3	8
	6	6	6	4	6	7
	6	7	6	6	6	6.5
	4	6.5	6	6	5	7
	6	7	7	6.5	6	7

**SOUTH TEXAS COLLEGE
PECAN CAMPUS SAND VOLLEYBALL COURTS SAND REPLACEMENT
PROJECT NO. 19-20-1046
EVALUATION SUMMARY**

VENDOR	Eberle Materials, Inc.		Granchelli Construction, LLC.		Limon Masonry, LLC.		McAllen Multi-Service, LLC.		Roth Excavating, Inc.		Teni-Trak, Inc.	
6 The Respondent's financial capability in relation to the size and scope of the project. (up to 9 points)	9	7.2	7	7.4	7	7.6	5	5.8	8	8	9	8
	8		7		5		8					
	7		8		7		8					
	6		8		7		5.5		8			
	6		7		8		6.5		8			
	3		4		1		3		2			
7 The Respondent's organization and approach to the project. (up to 6 points)	4.5	3.4	5	4.7	3.5	2.6	4	3.8	4.5	4.1	5	4.7
	3		5		4		5					
	3		4.5		3		4.5					
	3.5		5		3		4		4.5			
	7		7		7		7		7			
	7		7		7		7		7			
8 The Respondent's time frame for completing the project. (up to 7 points)	7	7	7	7	7	7	7	7	7	7	7	7
	7		7		7		7					
	7		7		7		7					
	7		7		7		7					
	7		7		7		7					
	7		7		7		7		7			
TOTAL EVALUATION POINTS	83.07		85.54		89.1		61.16		87.88		78.17	
RANKING	4		3		1		6		2		5	

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

Project Fact Sheet
6/4/2020

Project Name: Pecan Campus - Sand Volleyball Courts Sand Replacement		Project No. 2019-004C1				
Funding Source(s): Unexpended Plant Fund	Original Budget		Actual Expenditures To Date			
	Construction: \$ 50,000 Design: 5,000 Miscellaneous: 3,500 FFE: 2,000 Technology: - Total: \$ 60,500		Variance of Original Budget vs. Actual Expenditures To Date \$ 50,000 5,000 2,510 2,000 - \$ 990			
Architect/Engineer: Alvarado Architects & Associates, Inc.	Board Approval of Schematic Design N/A					
Contractor: TBD						
STC FPC Project Manager: David Valdez	Substantial Completion TBD		Board Acceptance TBD			
	Final Completion TBD		Board Acceptance TBD			
Project Description		Project Scope				
Removal and Replacement of sand material.		Project includes the removal and replacement of the sand material within the existing sand volleyball courts.				
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	6/23/2020	TBD	TBD	TBD	N/A
Project Calendar of Expenditures by Fiscal Year						
Fiscal Year	Construction	Design	Misc.	FFE	Tech	Project Total
2019-20	\$ -	\$ -	\$ 990	\$ -	\$ -	\$ 990
Project Total	\$ -	\$ -	\$ 990	\$ -	\$ -	\$ 990
Current Agenda Item						
6/9/20 Facilities Committee: Review and Recommend Action on Contracting Construction Services for the Pecan Campus Sand Volleyball Courts Sand Replacement						
						

Review and Action as Necessary on Ratification and Confirmation of Acceptance of Target Range Planning Grant Award and Agreement with the Texas Parks and Wildlife Department

The Board is asked to ratify and confirm its support of the Regional Center for Public Safety Excellence (RCPSE) Target Range Project Planning Grant from the Texas Parks & Wildlife Department (TPWD), in the amount of \$307,219 and with matching funds from the College in the amount of \$102,406. The College's matching funds are currently budgeted in the FY19-20 Unexpended Construction Plant Fund. This grant and the expenditure of matching funds were approved by the Board in October 2018.

Due to ongoing discussions with TPWD, the project has been delayed beyond the originally approved timeframe, but is now ready to proceed. College administration has confirmed with TPWD that the project can still move forward, with an extension of the planning phase through December 31, 2020.

Background

The Target Range Grant Program was identified in response to the need for an indoor target range to support the RCPSE Master Plan developed in 2016. While the initial grant was for both the planning and construction of the indoor target range, it was subsequently divided into two phases:

1. The first and current phase was a grant to support the planning and development of design documentation.
2. A second phase, if pursued by the College, could provide additional TPWD grant funding for construction of the indoor target range.

The scope of the current grant agreement is for the planning phase only, with no obligation to proceed with a proposed TPWD grant-funded construction phase. Upon completion of the planning documents, the College would be able to review the options of seeking further grant funding from TPWD, or seeking other opportunities to support the construction of the proposed target range.

At the June 9, 2020 Facilities Committee meetings, Committee Chairman Gary Gurwitz observed that while acceptance of the planning phase grant did not obligate the College to move forward with construction, this did not indicate that the College would be free to use planning documents to complete construction through other means.

Mr. Gurwitz asked for confirmation whether the agreement with TPWD, or usage of federal funding provided through the TPWD grant, would incur any obligations on the College should the developed plans be used for any future construction project, regardless of the construction funding source.

Board Chairman Paul R. Rodriguez agreed, and asked whether the planning grant agreement provided any claw-back provisions should the College decide to construct a target range independently of any potential constraints of the TPWD planning grant funds.

Legal counsel was present at the June 9, 2020 Facilities Committee meeting, and agreed to review the proposed RCPSE Target Range Project Planning Grant legal agreement and to advise the Board and administration whether there were any obligations on the usage of plans developed under the grant.

Legal Counsel Opinion

South Texas College Legal Counsel has asked TPWD about the College's ability to use construction documents developed under this grant for future construction projects not related to the TPWD grant. Specifically, Mr. Ramirez inquired:

- Whether the College would be bound by any claw-back provisions after completion of the design phase;
- Which party takes possession of the deliverables; and,
- Under what conditions the College would have full use of the deliverables to proceed to construction with, or without, compliance with the U.S. Fish & Wildlife terms and conditions that require public access and usage.

Administration from TPWD has assured that the College would have full ownership of the deliverables, and could use those deliverables at its discretion, regardless of whether it proceeds to construction of a target range in compliance with the terms of the Target Range Construction Program from the TPWD.

In reliance on the TPWD officials' responses, South Texas College Legal Counsel suggests that the College proceed with the Regional Center for Public Safety Excellence (RCPSE) Target Range Project Planning Grant, with the understanding that there is no final TPWD legal counsel opinion.

Legal counsel will be prepared to provide an Executive Session report to the Board on the questions raised by the Facilities Committee on June 9, 2020.

Potential Future Construction

The design documents developed under the planning grant will be essential if the Board authorizes a subsequent plan for the construction of this project.

With the current planning grant, the College will accomplish the development of construction design documents, as well as certification of compliance with three specific requirements mandated by TPWD:

1. National Historic Preservation Act
2. Endangered Species Act
3. National Environmental Policy Act

The College has already received certification of compliance with the National Historic Preservation Act and the Endangered Species Act, and is working with a consultant to finalize the National Environmental Policy Act Environmental Assessment, and expects certification as required.

Dr. Virginia Champion, Executive Director for Resource Development, Management, and Compliance, and Mr. Jose Moroles, Director of the Regional Center for Public Safety Excellence, will be available to respond to questions on the grant and the need for this facility.

Recommendation for Continued Board Support

The current planning grant will provide the College with valuable information to help solicit future federal, state, or local partnerships, appropriations, or grant funding to construct the proposed indoor target range.

The Facilities Committee did not make a formal recommendation, and deferred this item until an update to the Board by legal counsel.

Recommendation:

It is recommended that the Board of Trustees of South Texas College ratify and confirm its prior acceptance of the Regional Center for Public Safety Excellence (RCPSE) Target Range Project Planning Grant from the Texas Parks & Wildlife Department (TPWD), in the amount of \$307,219 and with matching funds from the College in the amount of \$102,406, as previously approved by the Board in October 2018, and authorize administration and the contracted design team to proceed with the next steps of the planning project.

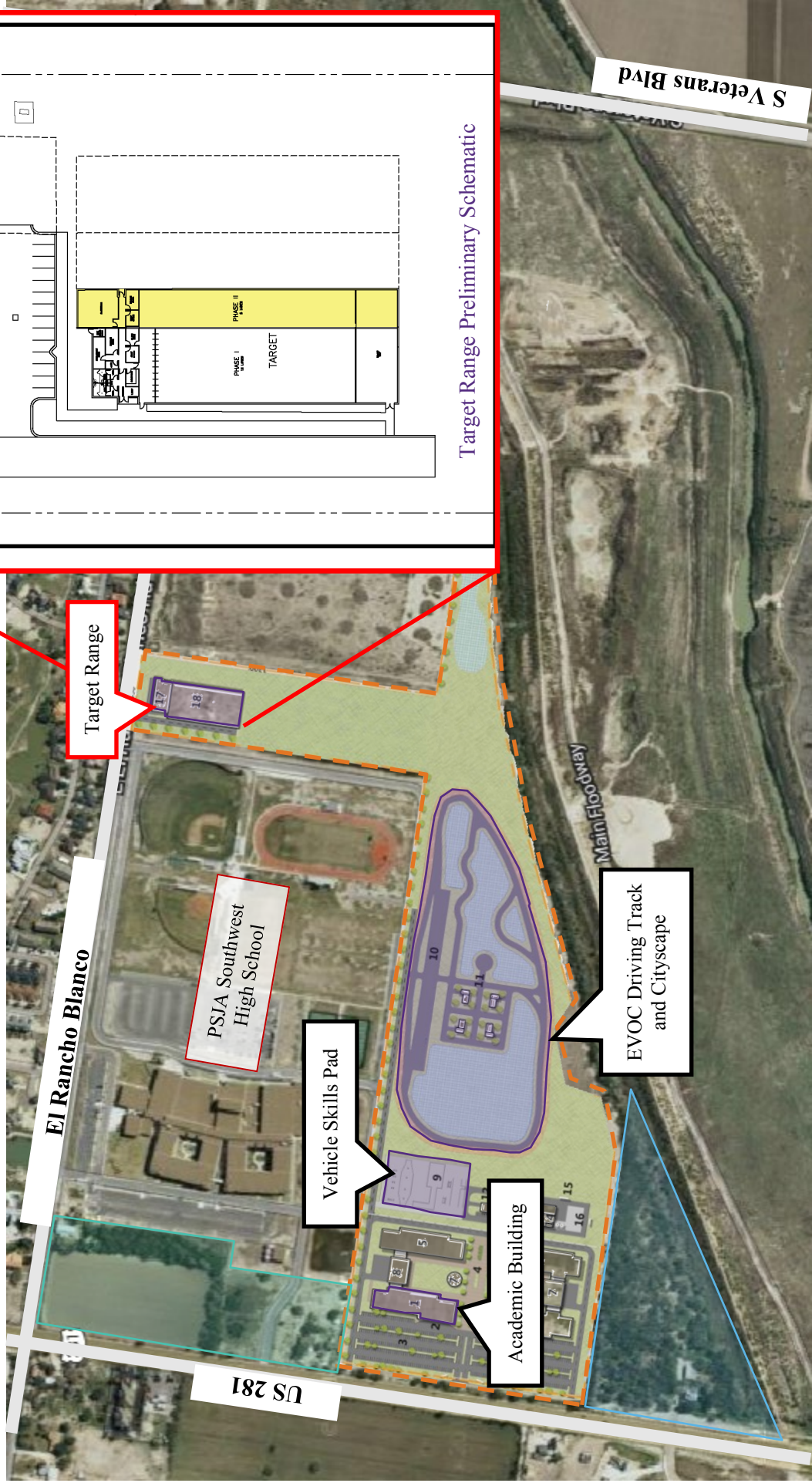
The Following Minute Order is proposed for consideration by the Board of Trustees:

The Board of Trustees ratifies and confirms its prior acceptance of the Regional Center for Public Safety Excellence (RCPSE) Target Range Project Planning Grant from the Texas Parks & Wildlife Department (TPWD), in the amount of \$307,219 and with matching funds from the College in the amount of \$102,406, as previously approved by the Board in October 2018, and authorizes administration and the contracted design team to proceed with the next steps of the planning project.

Approval Recommended:

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

RCPSE Proposed Target Range



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 June 2020

Total Project Budget Summary	FY20 Unexpended Plant Fund	FY20 Renewals & Replacements
Total Construction Project Budget	\$ 17,037,045	\$ 7,624,000
Previous Approved Projects (Sept. 2019 - May 2020)	(6,267,029)	(1,582,400)
Proposed Projects for the Month of June 2020	(60,500)	-
Total Project Budget Balance	\$ 10,709,516	\$ 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 June 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
Pending Board Approval on June 23, 2020			
2019-0041C1	Pecan Campus Sand Volleyball Courts Sand Replacement	\$ 60,500	\$ -
Total Pending Board Approval on June 23, 2020		\$ 60,500	\$ -
Current Total Project Budget		\$ 6,327,529	\$ 1,582,400

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

South Texas College
 Unexpended Plant Fund - Capital Improvement Projects (CIP)
 Project Status
 FY 2019 - 2020

#	Projects	Not Started	Project Development	Design Phase	Bidding and Negotiations	Construction Phase	Substantial Completion	Final Completion	Move In	Completed	Total Project Budget	Amount Paid	Total Project Balance	FY1920 Budget	Priority Status	Upcoming Board Meeting Item	Architect/ Engineering Firm	Contractor	
Pecan Campus																			
1	Sand Volleyball Courts					•					\$ 113,008	\$ 92,699	\$ 20,309	\$ 22,659	High	June 2020 Contracting Construction Services	Alvarado Architects & Assoc.	NM Contracting, LLC (Terminated)	
2	Library Building F Renovation and Expansion			•							\$ 1,466,000	\$ 76,631	\$ 1,389,369	\$ 1,448,500	Medium	August 2020 Approval of Feasibility Study	ERO Architects	TBD	
3	Student Activities Center Building H Cafeteria Renovations					•					\$ 957,600	\$ 160,279	\$ 797,321	\$ 923,700	High	July 2020 Substantial Completion	EGV Architects	Noble Texas Builders	
4	Information Technology Building M Office and Work Space Renovation					•					\$ 575,295	\$ 27,223	\$ 548,072	\$ 551,840	High	October 2020 Substantial Completion	Boultinghouse Simpson Gates Architects	Noble Texas Builders	
5	Student Activities Center Building H West Elevation Modifications	•									\$ 183,750	\$ -	\$ 183,750	\$ 183,750	Low	TBD	TBD	TBD	
6	Cooling Tower Screen Upgrades	•									\$ 322,573	\$ -	\$ 322,573	\$ 309,375	Low	TBD	TBD	TBD	
7	Site Improvements to North Pecan Campus	•									\$ 37,000	\$ -	\$ 37,000	\$ 37,000	Low	TBD	TBD	TBD	
8	Park & Ride Portable Renovation and Fence Enclosure for College Vehicles	•									\$ 118,000	\$ -	\$ 118,000	\$ 118,000	Low	TBD	TBD	TBD	
9	Athletic Field Fence Enclosure									•	\$ -	\$ 84,508	\$ -	Completed	Completed	N/A	N/A	NM Contracting, LLC	
11	Business and Science Building G Classroom Renovation			•							\$ 333,000	\$ -	\$ 333,000	\$ 333,000	Medium	September 2020 Schematic Design	EGV Architects	TBD	
12	Entry Monument Sign		•								\$ 103,000	\$ -	\$ 103,000	\$ 103,000	Low	TBD	N/A	TBD	
Pecan Plaza																			
13	Building C Kinesiology Renovation			•							\$ 143,800	\$ 762	\$ 143,038	\$ 143,800	Medium	September 2020 Schematic Design	Alvarado Architects & Assoc.	TBD	
Mid-Valley Campus																			
14	Thermal Plant Renovation (Demolition)					•					\$ 186,812	\$ 6,089	\$ 180,723	\$ 184,300	High	July 2020 Substantial Completion	ROFA Architects	R.L. Abatement, Inc.	
15	East Loop Drive	•									\$ 214,200	\$ -	\$ 214,200	\$ 214,200	Low	TBD	TBD	TBD	
16	Student Services Building F Renovation				•						\$ 355,000	\$ 16,378	\$ 338,622	\$ 348,700	High	October 2020 Substantial Completion	ROFA Architects	Noble Texas Builders	
17	Center for Learning Excellence Building A Renovation of Space for Supplemental Instruction			•							\$ 224,200	\$ 938	\$ 223,262	\$ 224,200	Medium	September 2020 Schematic Design	The Warren Group Architects	TBD	

South Texas College
 Unexpended Plant Fund - Capital Improvement Projects (CIP)
 Project Status
 FY 2019 - 2020

#	Projects	Not Started	Project Development	Design Phase	Bidding and Negotiations	Construction Phase	Substantial Completion	Final Completion	Move In	Completed	Total Project Budget	Amount Paid	Total Project Balance	FY1920 Budget	Priority Status	Upcoming Board Meeting Item	Architect/ Engineering Firm	Contractor	
Technology Campus																			
18	Automotive Lab Exhaust System		•								\$ 111,600	\$ 879	\$ 110,721	\$ 111,600	Low	TBD	Ethos Engineering	TBD	
19	A & Advanced Technical Careers Building B Renovation			•							\$ 1,323,050	\$ 820	\$ 1,322,230	\$ 1,321,250	Medium	December 2020	Master Plan Acceptance	EGV Architects	TBD
20	Shipping and Receiving Bldg D Office Renovation									•	\$ 12,000	\$ 35,955	\$ (23,955)	Completed	Completed	N/A	N/A	N/A	
21	Site Improvements	•									\$ 57,000	\$ -	\$ 57,000	\$ 57,000	Low	TBD	TBD	TBD	
Dr. Ramiro R. Casso Nursing & Allied Health Campus																			
22	East Building A Student Success Center Renovation									•	\$ 262,806	\$ 256,094	\$ 6,712	Completed	Completed	N/A	Boultinghouse Simpson Gates Architects	TriGen Construction	
23	East Building A Student Services Renovation				•						\$ 427,500	\$ 21,346	\$ 406,154	\$ 420,000	High	July 2020	Contracting Construction Services	Gignac Architects	TBD
24	West Entry Campus Sign					•					\$ 76,000	\$ 820	\$ 75,180	\$ 76,000	High	August 2020	Substantial Completion	N/A	Limon Masonry
Starr County Campus																			
25	Student Services Building G Renovation				•						\$ 225,000	\$ 11,903	\$ 213,097	\$ 220,500	High	July 2020	Contracting Construction Services	Gignac Architects	TBD
26	Cultural Arts Center Building F Renovation	•									\$ 163,000	\$ -	\$ 163,000	\$ 163,000	Low	TBD	TBD	TBD	
27	Workforce Center Building D Welding Expansion			•							\$ 230,000	\$ 820	\$ 229,180	\$ 228,200	Medium	October 2020	Schematic Design	Gignac Architects	TBD
Regional Center for Public Safety Excellence																			
28	Target Range - STC		•								\$ 634,312	\$ 2,167	\$ 632,145	\$ 634,312	Low	June 2020	Confirmation of Grant Award	PBK Architects	TBD
29	Target Range - Grant		•								\$ 1,902,939	\$ 6,502	\$ 1,896,437	\$ 1,902,939	Low	June 2020	Confirmation of Grant Award	PBK Architects	TBD
30	Canopy for Safety Training Vehicles	•									\$ 103,500	\$ -	\$ 103,500	\$ 103,500	Low	TBD	TBD	TBD	
31	Canopy for Students/Instructors	•									\$ 285,000	\$ -	\$ 285,000	\$ 285,000	Low	TBD	TBD	TBD	
32	Portables									•	\$ 1,000,000	\$ 868,994	\$ 131,006	Completed	Completed	N/A	Dannenbaum Engineering (Civil) DBR Engineering (MEP) SSP (Landscape)	Roth Excavating (Civil) Metro Electric (MEP) Southern Landscapes (Landscape & Irrigation)	
33	Fire Training Area	•									\$ 582,100	\$ -	\$ 582,100	\$ 582,100	Low	TBD	TBD	TBD	
34	Running and Exercise Track	•									\$ 219,500	\$ -	\$ 219,500	\$ 285,000	Low	TBD	TBD	TBD	
35	Additional Parking Lot	•									\$ 300,600	\$ -	\$ 300,600	\$ 491,032	Low	TBD	TBD	TBD	
36	Site Drainage Improvements			•							TBD	\$ 8,885	TBD	\$ -	Low	September 2020	Approval of Drainage Study	Perez Consulting Engineers	TBD
37	Chiller Relocation		•								TBD	\$ -	TBD	Project not budgeted within FY1920 budget	Low	TBD	TBD	TBD	

South Texas College
 Unexpended Plant Fund - Capital Improvement Projects (CIP)
 Project Status
 FY 2019 - 2020

#	Projects	Not Started	Project Development	Design Phase	Bidding and Negotiations	Construction Phase	Substantial Completion	Final Completion	Move In	Completed	Total Project Budget	Amount Paid	Total Project Balance	FY1920 Budget	Priority Status	Upcoming Board Meeting Item	Architect/Engineering Firm	Contractor
Higher Education Center La Joya																		
38	Exterior Building and Wayfinding Signage					•					\$ 52,000	\$ -	\$ 52,000	\$ 52,000	High	N/A	N/A	Fast Signs
District Wide																		
39	Land	N/A									\$ 3,000,000	\$ -	\$ 3,000,000	\$ 3,000,000	N/A	N/A	N/A	NM Contracting, LLC
40	Renovation and Contingencies	N/A									\$ 847,000	\$ -	\$ 847,000	\$ 847,000	N/A	N/A	N/A	TBD
41	Outdoor Furniture	•									\$ 25,000	\$ -	\$ 25,000	\$ 25,000	N/A	N/A	N/A	NM Contracting, LLC
42	Facility Signage			•							\$ 50,000	\$ -	\$ 50,000	\$ 50,000	N/A	N/A	N/A	TBD
43	Removal of Existing Trees								•		\$ 25,900	\$ -	\$ 25,900	\$ 25,900	N/A	N/A	N/A	Total Lawn Care, LLC
44	Facilities Condition Assessment	•									\$ 50,000	\$ -	\$ 50,000	\$ 50,000	N/A	N/A	TBD	TBD
45	Automatic Doors Phase IV		•								\$ 96,000	\$ 879	\$ 95,121	\$ 96,000	Low	N/A	TBD	TBD
46	Campus Master Plan	•									\$ 375,000	\$ -	\$ 375,000	\$ 375,000	N/A	N/A	TBD	N/A
47	Fence Enclosures		•								\$ 36,000	\$ -	\$ 36,000	\$ 36,000	Low	N/A	TBD	TBD
Totals		15	7	8	3	6	0	0	0	6								

South Texas College
Renewal and Replacement Projects
Project Status
FY 2019 - 2020

#	Projects	Not Started	Project Development	Design Phase	Bidding and Negotiations	Construction Phase	Substantial Completion	Final Completion	Move In	Completed	Total Project Budget	Amount Paid	Total Project Balance	FY1920 Budget	Priority Status	Upcoming Board Meeting Item	Architect/Engineering Firm	Contractor	
1	Arbor Brick Column Repairs & Replacement						•				\$ 241,594	\$ 26,452	\$ 215,142	\$ 221,000	High	July 2020 Final Completion	Solorio Engineering	Limon Masonry	
2	Ann Richards Administration Building X Data Cabling Infrastructure Replacement									•	\$ 101,967	\$ 11,967	\$ 90,000	Completed	Completed	N/A	N/A	Telepro Communications	
3	South Academic Building J Data Cabling Infrastructure Replacement									•	\$ 406,684	\$ 298,053	\$ 108,631	Completed	Completed	N/A	N/A	Telepro Comms. and Bridgenet Comms.	
4	Ann Richards Administration Building A Data Cabling Infrastructure Replacement	•									\$ 80,000	\$ -	\$ 80,000	\$ 80,000	Low	TBD	N/A	TBD	
5	Art Building B Data Cabling Infrastructure Replacement	•									\$ 40,000	\$ -	\$ 40,000	\$ 40,000	Low	TBD	N/A	TBD	
6	Student Activities Center Building H Data Cabling Infrastructure Replacement	•									\$ 150,000	\$ -	\$ 150,000	\$ 150,000	Low	TBD	N/A	TBD	
7	Information Technology Building M Generator Replacement			•							\$ 280,000	\$ 820	\$ 279,180	\$ 280,000	Low	December 2020 Solicitation of Construction Services	Half Associates	TBD	
8	Reseeding and Regrading of Athletic Fields		•								\$ 125,000	\$ -	\$ 125,000	\$ 125,000	Low	TBD	N/A	TBD	
Mid Valley Campus																			
9	Resurfacing Parking Lot #3				•						\$ 57,000	\$ 10,846	\$ 46,154	\$ 57,000	Low	TBD	PCE Consultants	McAllen Multi Services	
10	Resurfacing Parking Lot #7	•									\$ 106,000	\$ -	\$ 106,000	\$ 106,000	Low	TBD	TBD	TBD	
11	Resurfacing Northwest Drive				•						\$ 191,000	\$ 10,513	\$ 180,487	\$ 191,000	High	October 2020 Substantial Completion	PCE Consultants	McAllen Multi Services	
12	Roofing Replacement			•							\$ 951,000	\$ 1,077	\$ 949,923	\$ 951,000	Low	September 2020 Approval of Roof Assessment Report	Beam Professionals	TBD	
13	Drainage Improvements Phase I					•					\$ 334,203	\$ 20,075	\$ 314,128	\$ 333,500	High	October 2020 Substantial Completion	PCE Consultants	TBD	
Dr. Ramiro R. Casso Nursing & Allied Health Campus																			
14	NAH East Building A West Side Window Waterproofing	•									\$ 65,000	\$ -	\$ 65,000	\$ 65,000	Low	TBD	TBD	TBD	
15	NAH East Building A Westside Elevators Refurbishment				•						\$ 159,000	\$ -	\$ 159,000	\$ 159,000	Medium	September 2020 Contracting Construction Services	N/A	Oracle Elevator	
16	NAH East Building A Roofing Replacement			•							\$ 280,000	\$ 269	\$ 279,731	\$ 280,000	Low	September 2020 Approval of Roof Assessment Report	BEAM Professionals	TBD	
17	NAH Resurfacing Parking Lot #1									•	\$ -	\$ 125,650	\$ -	Completed	Completed	N/A	R. Gutierrez Engineering	Gonzalez Enterprises, LLC	
18	NAH East Building A Analog to Digital Conversion		•								\$ 500,000	\$ -	\$ 500,000	\$ 500,000	Low	TBD	N/A	TBD	
19	NAH East Building A Data Cabling Infrastructure Replacement					•					\$ 150,000	\$ -	\$ 150,000	\$ 150,000	Low	TBD	N/A	TBD	

South Texas College
Renewal and Replacement Projects
Project Status
FY 2019 - 2020

#	Projects	Not Started	Project Development	Design Phase	Bidding and Negotiations	Construction Phase	Substantial Completion	Final Completion	Move In	Completed	Total Project Budget	Amount Paid	Total Project Balance	FY1920 Budget	Priority Status	Upcoming Board Meeting Item	Architect/Engineering Firm	Contractor
Starr County Campus																		
20	Starr Repaint Stucco Buildings	●									\$ 90,400	\$ -	\$ 90,400	\$ 90,400	Low	TBD	TBD	TBD
21	Roofing Replacement			●							\$ 852,000	\$ 2,154	\$ 849,846	\$ 852,000	Low	September 2020 Approval of Roof Assessment Report	Beam Professionals	TBD
22	Administration/Bookstore Building A Data Cabling Infrastructure Replacement	●									\$ 40,000	\$ -	\$ 40,000	\$ 40,000	Low	TBD	N/A	TBD
23	Center for Learning Excellence Building B Data Cabling Infrastructure Replacement	●									\$ 40,000	\$ -	\$ 40,000	\$ 40,000	Low	TBD	N/A	TBD
24	North Academic Building C Data Cabling Infrastructure Replacement	●									\$ 40,000	\$ -	\$ 40,000	\$ 40,000	Low	TBD	N/A	TBD
District Wide																		
25	Marker Boards Replacement				●						\$ 327,372	\$ 7,202	\$ 320,170	\$ 200,000	Medium	TBD	N/A	TBD
26	Irrigation System Controls Upgrade									●	\$ 77,100	\$ -	\$ 77,100	\$ 76,200	Low	TBD	N/A	Aqua Tech
27	Fire Alarm Panel Replacement/Upgrades				●						\$ 219,463	\$ 19,463	\$ 200,000	\$ 40,000	Low	TBD	N/A	TBD
28	Interior LED Lighting Upgrade					●					\$ 309,862	\$ 109,862	\$ 200,000	\$ 200,000	Low	TBD	N/A	TBD
29	Ext Walkway LED Lighting Upgrade Ph I				●						\$ 61,489	\$ 12,489	\$ 49,000	\$ 49,000	Low	TBD	N/A	TBD
30	Interior Controls Upgrade				●						\$ 115,669	\$ 31,669	\$ 84,000	\$ 84,000	Low	TBD	N/A	TBD
31	Floor Replacement			●							\$ 571,367	\$ 28,042	\$ 543,325	\$ 504,000	Low	October 2020 Color Selections	N/A	TBD
32	Restroom Fixtures Replacement & Upgrade									●	\$ 38,143	\$ 13,143	\$ 25,000	\$ 25,000	Low	TBD	N/A	TBD
33	Water Heater Replacement & Upgrade									●	\$ 30,387	\$ 10,387	\$ 20,000	\$ 20,000	Low	TBD	N/A	Grainger & Ferguson Enterprises
34	HVAC Upgrades				●						\$ 710,327	\$ 50,327	\$ 660,000	\$ 660,000	Low	TBD	N/A	TBD
35	Exterior Lighting Upgrade				●						\$ 324,912	\$ 45,912	\$ 279,000	\$ 279,000	Low	TBD	N/A	TBD
36	Keyless Entry Access Upgrades									●	\$ 69,315	\$ 19,315	\$ 50,000	\$ 50,000	Low	TBD	N/A	ADI
37	Exterior Building Lettering					●					\$ -	\$ 820	\$ (820)	Project was not budgeted within FY1920 fiscal year	Low	October 2020 Substantial Completion	N/A	Fastsigns
38	Renewals & Replacements	N/A									\$ 150,000	\$ -	\$ 150,000	\$ 150,000	N/A	N/A		
Totals		9	2	5	9	4	1	0	0	7								

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 May 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 **May 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 May 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 May 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 May 2020
- B. Release of Checks for \$125,000.00 and Above Board of Trustees Approval Required for May 2020
- C. Release of Checks for \$125,000.00 and Above Released Prior to Board Approval (Policy 5610) for May 2020
- D. Release of Construction Fund Checks for May 2020
- E. Quarterly Investment Report for May 2020
- F. Summary of Revenue for May 2020
- G. Summary of State Appropriations Income for May 2020
- H. Summary of Property Tax Income for May 2020
- I. Summary of Expenditures by Classification for May 2020
- J. Summary of Expenditures by Function for May 2020
- K. Summary of Auxiliary Fund Revenues and Expenditures for May 2020
- L. Summary of Grant Revenues and Expenditures, May 2020
- M. Summary of Bid Solicitations
- N. Check Register for May 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 May 24 – May 30, 2020:

- Governor Abbott Exempts Community Colleges from 5% State Appropriations Reduction.
- Review and Discussion of Policy 3680 and 4400 Addressing Student and Employee Responsibility to Inform College about Exposure to Communicable Diseases.
- Review and Discussion of FY2021 Budget Reductions.
- Discussion of Options on Alternative Commencement Ceremony for May 2020 graduates.
- Review and Discussion of Proposed Procedures Related to Student and Employee Exposure to COVID-19
- Review and Discussion of Texas Higher Education Coordinating Board's FAQs on Reopening of Campus Operations
- Participated in an interview conducted by Danya Perez from RGVision. Ms. Perez was developing a story highlighting the benefits of a two-year college education versus a four-year institution. Interview highlighted the multiple pathway opportunities South Texas College offers for students.
- Met with Dr. David Plummer, Executive Vice President for Educational Programming & Student Achievement, and Vice-President for Information Services, Planning, Performance & Strategic Initiatives and Jose L. Gonzalez, Assistant CIO for Infrastructure and Software Development to discuss and review the Information Security Plan.
- Participated in a conference call with Mayor Jim Darling to discuss a property opportunity with the City of McAllen.
- Participated in a conference call with Dr. Casey Sacks, Deputy Assistant Secretary for Community Colleges, Department of Education regarding the CARES Act Institutional Funds.

Week of May 31 – June 6, 2020:

- Summer I Session began on June 1, 2020. Classes continue in an online format with limited courses requiring face to face instruction. All Libraries also opened up their doors to walk-in traffic limited to a 25% capacity. All staff, faculty, students, and community users must wear a mask and practice social distancing. Library hours will be 8:00am to 5:00pm.
- Enrollment figures for Summer I session reflect an increase of 4.5% over last year. Outreach and registration efforts to continue for Summer II and Fall.

- Update of Southern Association of Colleges and Schools Commission of Colleges (SACSCOC) Reaccreditation
- Review and Discussion of April 2020 Labor Market Report
- Discussion of Student Response to Pass/No Pass Grade Options
- Review and Discussion of Waiving Distance Learning Fee for Dual Credits Students – Fall 2020
- Review and Discussion of Reducing/Waiving Student Activities Fee for FY 2020-2021
- Discussion of Insights from Conference Call with Dr. Casey Sacks from Department of Education
- Review and Discussion of Preliminary Budget for FY 2020-2021
- Review and Discussion of Fiscal Measures Developed in Response to the Impact of COVID-19
- Review and Discussion of Preliminary Staffing Plan for FY 2020-2021
- Review and Discussion of Policy 4400: Contagious/Communicable Diseases and Policy 3680: Students with or Potentially Exposed to Contagious/Communicable Diseases
- Announcement of Grant Proposal Development Training (Online) – June 11,18,25, 2020
- The Division of Math, Science, IT, and Bachelor Program hosted a curbside distribution of degree covers, cap and gown, and yard signs to students. On June 1, 2020, students graduating from the Bachelor's Program began the pick-up of their graduation items and were met by faculty fully dressed in regalia to commemorate their achievement. Students have been notified via email with an appointment time to pick up
 - their graduation items as the College continues to observe COVID-19 safety measures. Distribution will take place at the Starr Campus, Mid Valley Campus, and Pecan Campus.
 - Participated in an interview with Neda Ramirez, doctoral education leadership student from The University of Texas Rio Grande Valley enrolled in an American Community Colleges course whose assignment was to interview a key leader in Texas. I discussed with Ms. Ramirez my role as President and the College's mission and vision to providing educational opportunities for the region.



- Participated in a conference call with Chad Wootton, Associate Vice President for External Affairs, Texas A&M University to discuss the property where the Texas A&M Health Science Center currently is located and its possible sale.
- Participated in the Vanguard Mozart Secondary and Rembrandt Secondary graduations. I presented the high school graduates with their Associate Degrees from South Texas College. The graduations were excellent.
- Coordinated the agendas and back-up materials for the Facilities, Education and Workforce Development, and Finance, Audit, and Human Resources Committee for the June 9, 2020 meetings.

Week of June 7 – June 13, 2020:

- Review of Southern Association of Colleges and Schools Commission of Colleges (SACSCOC) Off-Site Report and discussed strategies for responding to concerns identified by the Off-site Review Committee
- Review and Discussion of Fall 2020 Campus Enrollment Report
- Continued Discussion of FY 2020-2021 Budgets
 - Unrestricted Budget
 - Auxiliary Budget
- Continued Discussion of Use of Stimulus Funding to Support Students
 - Scholarships for Dual Credit Students - \$250
 - Last Dollar Needed
- Continued Discussion of Employee and Student Procedures Related to:
 - Policy 3680: *Students with or Potentially Exposed to Contagious/Communicable Diseases*
 - Policy 4400: *Contagious/Communicable Diseases*
- Discussion on Status Report for FY 2019-2020 Comprehensive Operational Plan
 - Due Friday, July 31, 2020
- Met with Dr. Christopher Nelson, Dean for Liberal Arts/Interim Administrator for Curriculum and Student Learning to discuss the 2020-2021 Catch the Next, Inc. contract.
- Met with Juan Carlos Aguirre, Special Assistant to the President for Continuing Education to review ongoing projects regarding developing COVID-19 training programs, U.S. Economic Development Administration (EDA) grant proposal, and the proposed amendment to the Texas Workforce Commission Skill Development Fund rules.
- Participated in a conference call to review the SACSCOC Off-Site Reaffirmation Committee Report with Dr. Denise Young, Vice President, SACSCOC; South Texas College Vice President's, Dr. Fernando Chapa, Dean for Institutional Research, Effectiveness, and Strategic Planning, and Bradley Davis, Director of Institutional Effectiveness and Assessment.

- Visited the Cooper Center to attend a Virtual Summer Camp session conducted by Jaime Garcia, Professor of Music. Our Music Department has been featured in the news recently regarding the free Virtual Summer Camps being offered to middle and high school students. The camps have been very well attended. Students must have their own instrument and can sign up for piano, cello, guitar, and music composition.
- Emailed *Message from the President* to faculty and staff providing information regarding the continued precautionary measures in place for addressing COVID-19 and an update on the proposed use of federal CARES Act stimulus funds.

Week of June 14 – June 20, 2020:

- Selected as the recipient of the 2020 Theodore M. Hesburgh Award for Leadership Excellence in Higher Education by the TIAA Institute, in partnership with the American Council of Education (ACE).
- Delivered the welcome message and closing remarks for the Virtual Spring 2020 Commencement at the Cooper Center.
- Coordinated the agenda and back-up materials for the June 23, 2020 Regular Board meeting.
- Sustained attention to the development of appropriate protocols for responding to suspected and confirmed cases of COVID-19 among students and employees.
- Confirmed cases of COVID-19 have been reported on several campuses. Appropriate notification to students and employees has taken place.



Announcements

I. Announcements

A. Next Meetings:

- Tuesday, July 14, 2020
 - 3:30 p.m. – Education and Workforce Development Committee
 - 4:30 p.m. – Facilities Committee
 - 5:30 p.m. – Finance, Audit, and Human Resources Committee
- Tuesday, July 28, 2020
 - 5:30 p.m. – Regular Board Meeting

B. Other Announcements:

- The Virtual Commencement Ceremony is scheduled for release on July 20, 2020.