



**SOUTH TEXAS
COLLEGE**

**Board of Trustees
Regular Board Meeting**

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

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

Online Board Packet

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

AGENDA

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

COVID-19 Public Health / Attendance Measures

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

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

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- B. Approval and Authorization to Accept Grant Awards and Agreements .. 51 - 52
 - 1) United States Department of Agriculture (USDA) NIFA Hispanic Serving Institutions (HSI) Education Program), Bio Energy and Water for Agriculture Research and Education (BE AWARE 2) Subaward from the University of Texas San Antonio (UTSA) in partnership with South Texas College and the University of Texas Rio Grande Valley in the amount of \$24,107
 - 2) Rio Grande Valley (RGV) Partnership Foundation Award in partnership with the Lower Rio Workforce Development Board in the amount of \$40,000
 - 3) Additional Grant(s) Received/Pending Official Award
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 - 2) Childcare Services (Award)
 - 3) Collection Agency Services (Award)

- 4) Truck Driver/Bus Driver Training (Award)
- B. Rejection of Proposal
 - 5) Nursing and Allied Health Building A Analog to Digital Upgrade Phase I (Reject)
- C. Purchases and Renewals
 - a. Non-Instructional Items
 - 6) Air Condition Filters (Purchase)
 - 7) Building Automation Control Equipment, Parts, and Equipment Maintenance (Purchase)
 - 8) Chiller Chemicals and Maintenance (Purchase)
 - 9) Furniture (Purchase)
 - 10) Parts and Supplies (Purchase)
 - 11) Commercial Card Services (Accounts Payable Card) (Renewal)
 - 12) Creative Agency Services (Renewal)
 - 13) Elevator Maintenance Agreement (Renewal)
 - 14) Financial Advisor Services Agreement (Non-Renewal)
 - 15) Professional Recruitment Services (Renewal)
 - 16) Rental of Storage Facilities (Renewal)
 - b. Technology Items
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 - 18) Course Management and Hosting Services (Renewal)
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A. Next Meetings: 314

- Tuesday, August 11, 2020
 - 3:30 p.m. – Education and Workforce Development Committee
 - 4:30 p.m. – Facilities Committee
 - 5:30 p.m. – Finance, Audit, and Human Resources Committee
- Tuesday, August 25, 2020
 - 5:30 p.m. – Regular Board Meeting

B. Other Announcements:

- The Fall 2020 Semester starts on Monday, August 24, 2020!

Presentation

Presentation of 2020 Information Security Update

Mr. Luis Gonzalez, Chief Information Security Officer, has been asked to present a 2020 Information Security Update to the Board of Trustees.

Mr. Gonzalez has prepared a high level review of the College's recent information security initiatives, including compliance requirements, reporting, security trends, and areas of focus in the coming fiscal year.

Due to security protocols, this presentation will not provide specific details about the College's security infrastructure or responses to intrusions or other attacks.

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



SOUTH TEXAS
COLLEGE

2020 Information Security Update

Luis Gonzalez

Chief Information Security Officer

Board Meeting

July 28, 2020

Cybersecurity is a shared responsibility.

Presentation **Agenda**

1. **Compliance**
2. South Texas College Information Security Program **Report**
3. Information Security **Trends**
4. 2020-2021 **Areas of Focus**
5. **Questions**

Cybersecurity is a shared responsibility.

Compliance

- House Bill 3834 requires:
 - Reporting:
 - Security Plan
 - Executive Acknowledgment of Risk
 - Monthly Security Incidents
 - Yearly security awareness training program certified by the Department of Information Resources (DIR)

Cybersecurity is a shared responsibility.

Compliance



- TAC § 202 – Information Security Standards for Higher Education.
- Texas Cybersecurity Framework (TCF)- This framework core is divided into:
 - five concurrent and continuous functions
 - 40 distinct security objectives for state and local government agencies.

Cybersecurity is a shared responsibility.

Compliance

5 Functions:

Identify- Managing cybersecurity risk to systems, people, assets, data, and capabilities.

Protect- Safeguards to ensure delivery of critical infrastructure services.

Detect- Timely discovery of cybersecurity events.

Respond- Actions regarding a detected cybersecurity incident.

Recover- Reduce impact and recovery to normal operations.

Cybersecurity is a shared responsibility.

Information Security Program Report

2019 PEER REPORT

Scale 0-5



Cybersecurity is a shared responsibility.

Information Security Trends

- Threats:
 - (Targeted) Email Phishing /Social Engineering
 - Ransomware
 - Cloud Security
 - Data Breaches
 - Insider Threats

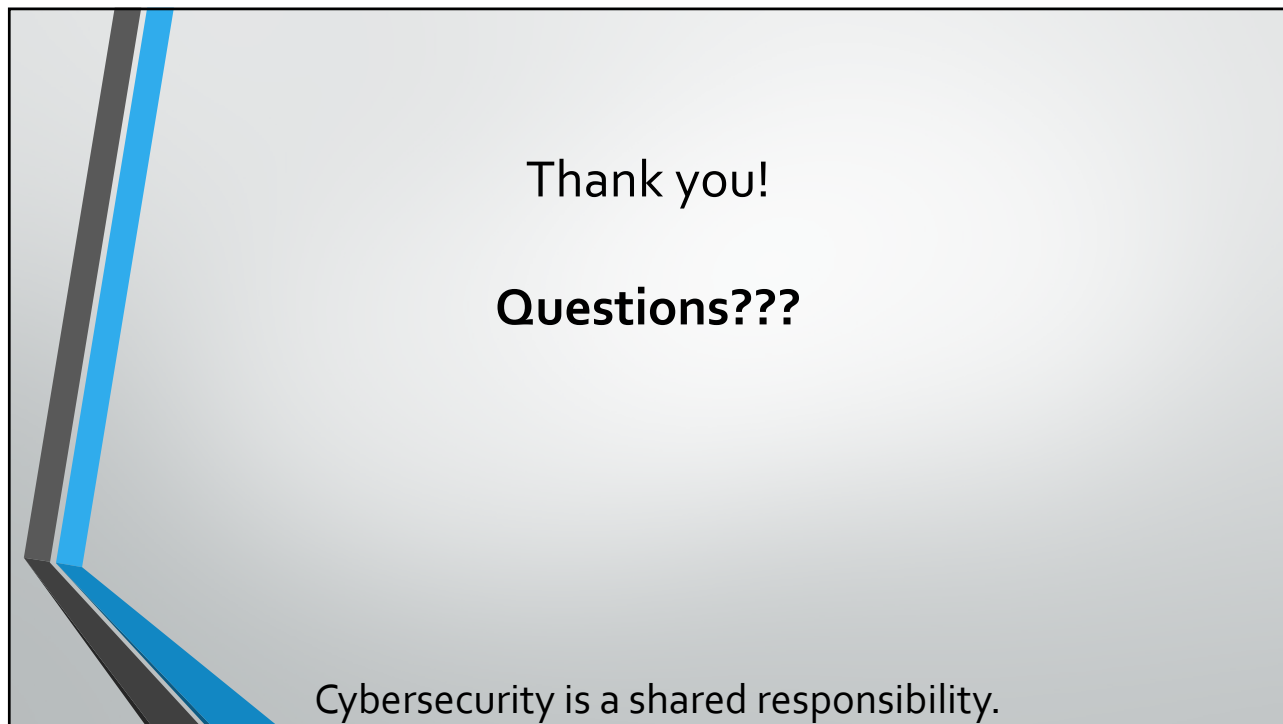
Cybersecurity is a shared responsibility.

2020-2021 Areas of Focus

- Governance and Risk Assessments
- Multi-Factor Authentication
- Information Security Awareness Training
- Vendor Management/Cloud Computing
- Data Loss and Controls



Cybersecurity is a shared responsibility.



Approval of Board Meeting Minutes

The following Board Meeting Minutes are submitted for approval:

- 1) June 23, 2020 Regular Board Meeting

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and adopt the June 23, 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 June 23, 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, June 23, 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, June 23, 2020 in the Ann Richards Administration Building Board Room at the Pecan Campus in McAllen, Texas. The meeting commenced at 5:30 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, and Mr. Rene Guajardo were present within the Board Room, and Ms. Rose Benavidez, Mr. Gary Gurwitz, and Dr. Alejo Salinas, Jr. participated by teleconference.

Members absent: None

Also present: Dr. Shirley A. Reed, Mr. Jesus Ramirez, Mrs. Mary Elizondo, Dr. David Plummer, Mr. Matthew Hebbard, Mrs. Rebecca Cavazos, Mr. Rick De La Garza, Dr. Rebecca De Leon, Mr. Khalil Abdullah, Mr. Lucio Gonzales, Mr. Jose Moroles, Mr. Matt Dabrowski, 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. Matthew Hebbard, Vice President for Student Affairs and Enrollment Management, said the invocation.

Public Comments

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

Presentations

1. Presentation on 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 discussed the findings and how the data analysis may guide administration and the Board in addressing enrollment, student engagement, and student success issues moving forward.

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

Approval of Board Meeting Minutes

Upon a motion by Mrs. Victoria Cantú and a second by Mr. Rene Guajardo, the Board of Trustees of South Texas College approved and adopted the May 26, 2020 Regular Board Meeting Minutes as written. The motion carried.

Ratification of Acceptance and Use of Federal CARES Act Funding

Ratification of the acceptance and use of the following Federal CARES Act Funding allocations was requested. This ratification was 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 would 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 would 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 would 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

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emergency financial aid grants to students for expenses related to the disruption of campus operations due to coronavirus.

South Texas College 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 would 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 would 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 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 would 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.

Upon a motion by XX and a second by XX, 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 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. Workforce Solutions, Student Reengagement Model in the amount of \$50,000

This award would 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 would use the Texas Higher Education Coordinating Board's GradTX program as a model for the Workforce Solutions Re-Engagement Training Model. Re-engagement activities included a dedicated plan of action that included processes related to re-admissions, financial aid, academic advising and on-boarding. The funding period was from April 1, 2020 through August 31, 2021.

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This award aligned 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 would 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 was from June 1, 2020 through May 31, 2021.

This award aligned 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 would support the implementation of the Workforce Solutions (WFS) and South Texas College (STC) Online Program Support and Expansion grant. STC would 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 would also implement a robotic camp with local school districts to create college awareness and expose elementary students to STEM careers. The funding period was from May 1, 2020 through August 31, 2021.

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

Approximately \$2,000 would be made available per qualifying participant. Industries that would be targeted for this grant were Healthcare, Manufacturing, IT, Transportation, Construction, and Goods & Services. Short-term training topics would 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 aligned to Strategic Goal #1, Lead Community Engagement, by strengthening partnerships with local organizations to align educational opportunities with community and workforce needs.

5. Texas Workforce Commission, Explore STEM! for Students with Disabilities, in the amount of \$17,280

This grant was awarded to the Institute for Advanced Manufacturing (IAM) to provide two online instruction STEM-based summer camps designed to provide students with disabilities (ages 14-22) the opportunity to learn about STEM occupations first hand. Students would be instructed through the Microsoft Teams online platform along with providing each student an Instructional Coach to assist with hands-on lead activities for the Lego Ev3 and Arduino Camp, an open-source electronics platform-based hardware and software kit. This grant provided the IAM an opportunity to work with students with disabilities, enhance their learning experience through interactive learning, and encourage students to persist in STEM-related studies. South Texas College Computer Science faculty and FIRST RGV would provide curriculum development and online instruction for both camps. The funding period was from March 1, 2020 through December 31, 2020.

This grant aligned to Strategic Direction #1, Lead Community Engagement, by providing middle and high school students with disabilities, the opportunity to engage in coherent educational experiences through Science, Technology, Engineering and Math (STEM) learning camps that encourage them to pursue higher education in STEM-related occupations.

Summary of Grant Award Funding

The presented grants will provide up to \$544,390 in funding for the college to provide services and opportunities throughout the region.

Upon a motion by Mrs. Victoria Cantú 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. 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. Texas Workforce Commission, Explore STEM! for Students with Disabilities, in the amount of \$17,280

The motion carried.

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 was asked to recommend Board approval of 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 was 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 recommended 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 would 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 were asked to approve the form and content of the agreement for academic year 2020 - 2021, which would then be sent to each partnering district for review and approval by the governing boards.

Changes for FY 2020 - 2021

The proposed agreement included 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 provide 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 was 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.

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 Interlocal Agreement for dual credit program partnerships with local school districts for academic year 2020 – 2021. The motion carried.

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

The Education and Workforce Development Committee recommended 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 supported 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 would 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 was incorporated into the draft presented for the Board's review.

Enclosed Documents - The proposed new policy was 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.

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 proposed new Policy #3111: *Faculty Readiness for Instructional Continuity*, as presented and which supersedes any previously adopted Board policy. The motion carried.

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

The Education and Workforce Development Committee recommended 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 was 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.

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 proposed new Policy #4411: Faculty Readiness for Instructional Continuity, as presented and which supersedes any previously adopted Board policy. The motion carried.

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 was 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 was located at Del Mar College in Corpus Christi. There were 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 was 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 believed 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 was 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 was 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 would be a relatively low cost to offer the new Restaurant Management program, and it would meet existing and anticipated local demand.

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

Developing this specialization within an existing program would require 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

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

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

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

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

The Finance, Audit, and Human Resources Committee recommended Board approval of the 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 was \$2,806,391.75.

Upon a motion by Mr. Roy de León and a second by Mr. Rene Guajardo, the Board of Trustees of South Texas College approved and authorized the award of proposals, purchases, and renewals in the amount of \$2,806,391.75 as presented. The motion carried.

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

Approval to revise to two policies and adopt a proposed new policy was requested as follows:

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

Purpose – The proposed policy revisions were 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 was 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 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 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
 - Removed the redundant “contagious / communicable” phrasing and consistently refers only to communicable diseases, consistent with the Communicable Disease and Prevention Control Act.
 - Removed ambiguity about “potential” exposure by instead referring to Exposure.
 - Added a new purpose to clarify the establishment of guidelines and confidentiality procedures;
 - Update the definition of communicable diseases to be consistent with Policy #4400;
 - Clarified 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;
 - Provided guidelines for students with or exposed to a communicable disease, and outlines procedures for Student Code of Conduct violations; and
 - Outlined 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
 - Removed the redundant “contagious / communicable” phrasing and consistently refers only to communicable diseases, consistent with the Communicable Disease and Prevention Control Act.
 - Removed ambiguity about “potential” exposure by instead referring to Exposure.
 - Clarified 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;
 - Clarified guidelines for employees with suspected/potential exposure and outlines provisions for symptomatic cases, positive test results, or potential exposure;
 - Outlined 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.
 - Removed 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 was moved because it applies equally to faculty, staff, and students.

Reviewers – The revised policies were reviewed by staff and administration.

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

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

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 was 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

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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 were typically held in a traditional, face-to-face setting. Online sections were only used to meet dual credit program demand when there were 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 were assessing their educational course delivery based on the guidelines provided by the Texas Education Agency (TEA). As the situation continued to develop and based on TEA guidance, many of our school district partners were 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 was not waived for dual credit students, school district partners or dual credit students would have to pay the fee, unless it was waived by the Board of Trustees of South Texas College.

The College Administration recognized the challenges faced by partnering school district, and further recognized 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 were 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 was \$1,350,750. This estimate was 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 did not believe that school district partners would proceed with anticipated enrollment levels.

Because the proposed waiver of the fee was considered in the enrollment projections, there was no expectation that this revenue would realistically be collected if the fee were not waived. Furthermore, while the fee revenue would not be collected, the College did 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.

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 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 motion carried.

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 reflected the planning and activities taken, whether completed, in progress, or planned, to maintain fiscal stability.

Administration 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 were specifically discussed with the Board of Trustees. An aggregate list was reviewed with the Finance, Audit, and Human Resources Committee on June 9, 2020, as was 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 six pages provided in the packet, administration outlined a series of measures staged for implementation May 1, June 1, July 1, and September 1, 2020. Administration would 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 was for the Board’s review and reflected the serious attention undertaken to minimize the fiscal impact on employees and students.

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

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 was requested.

Purpose – The College staff developed 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 was 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 was 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 was presented for the Board’s review. The preliminary FY 2020 – 2021 Unrestricted Fund Budget considered 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 proposed 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	Contingency	\$2,000,000
Preliminary Use of	Unexpended Plant Transfer	3,000,000

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	Carryover Allocation from Previous Year Fund Balance	Amount
Unrestricted Fund Balance	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 was provided 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 would 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, presented the proposed Use of Fund Balance in the FY 2020 – 2021 Unrestricted Fund Budget at the June 23, 2020 Board of Trustees meeting and addressed questions.

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Ms. Rose Benavidez, the Board of Trustees of South Texas College approved and authorized the use of fund balance in FY 2020 – 2021 Unrestricted Fund Budget, as presented. Chairman Rodriguez noted that Mrs. Victoria Cantú and Mr. Rene Guajardo has stepped out of the room and were not present for the vote on this item, but confirmed that the Board still met quorum requirements. The motion carried.

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

Approval of Staffing Plan Revisions for FY 2020 – 2021 was 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 included 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 reviewed the staffing plan revisions for FY 2020 – 2021 with staff, which included the critical new non-faculty staffing positions, the reclassifications of non-faculty positions, and the deletion of vacant faculty and non-faculty positions, and

supported the revisions subject to the availability of funding and Board approval of the final budget.

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

a. Critical New Non-Faculty Positions

Five (5) critical new non-faculty positions were 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 would assist in developing and implementing new initiatives.

A proposed net increase in salary budget of \$139,312 was 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 was identified from salary pools and vacant positions that would 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 would be funded from the learning support fee increase.

b. Reclassifications of Non-Faculty Positions

Reclassifications of Non-Faculty Positions for FY 2020 - 2021 were 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 were being restructured and the duties of the positions were 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 were recommended by the appropriate supervisor and reviewed with the Office of Human Resources.

A total of thirteen (13) reclassifications were requested resulting in title, classification, pay grade change, and/or possible salary adjustments. Funding for the adjustments totaling \$704,278 was 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 would fund the instructional pools and reclassifications of non-faculty positions.

Administration reviewed the need for the deletion of vacant faculty and non-faculty positions for FY 2020 - 2021 and supported 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 were proposed to be deleted. The funds budgeted for these positions would be transferred to fund instructional salary pools for all academic divisions. The instructional pools were used to fund adjunct faculty, lecturers, and special assignment stipends. There was no impact on budget.

A total of four (4) vacant staff positions were proposed to be deleted and six (6) salary pools were proposed to be reduced to fund the salary adjustments for the reclassified positions. There was 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 was provided 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 were available for questions from the Board of Trustees.

06/23/2020

Regular Board Meeting Minutes

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

Upon a motion by Mr. Roy de León and a second by Ms. Rose Benavidez, the Board of Trustees of South Texas College approved and authorized the Staffing Plan Revisions for FY 2020 – 2021 as presented. The motion carried.

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

It was 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 were recommended for FY 2020 - 2021.

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

In years when sufficient funding was anticipated to be available, the salary increase budget for the following fiscal year was recommended to the Board of Trustees. South Texas College had 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 were not recommended in FY 2021.

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

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

Administration recommended that the Board formally take action to establish a clear record that no salary increases would 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.

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 salary increases not be implemented for faculty and non-faculty personnel in all job classifications for FY 2020 – 2021 as presented. The motion carried.

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 was requested.

Mr. Roy de León abstained from this item at the June 9, 2020 Finance, Audit, and Human Resources Committee meeting. Mr. Paul R. Rodriguez introduced the item and reviewed the Committee's discussion for the Board.

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 included 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 included, but were 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 would 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 were 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 were identified and proposed for each of the four criterion.

The revised criteria were 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 were provided 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.

Mr. Roy de León and Mr. Gary Gurwitz abstained from the discussion and action on this item at the June 23, 2020 Regular Board Meeting.

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 proposed criteria used to evaluate the bank depository services proposals and the timeline for awarding the bank depository services contract as presented. The motion carried.

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, was requested.

Purpose – The Hidalgo County Appraisal District Chief Appraiser, Mr. Rolando Garza, 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 was provided 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.

Upon a motion by Mr. Roy de León and a second by Mr. Rene Guajardo, the Board of Trustees of South Texas College approved and authorized the re-verification of the agreement for the allocated cost quarterly payments as presented. The motion carried.

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 was 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 was as follows:

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

Other proposed revisions included:

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 were provided in the packet for the Board’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.

Upon a motion by Mr. Roy de León and a second by Mr. Rene Guajardo, the Board of Trustees of South Texas College approved and authorized the revisions to the Proposed Projects for Internal Auditor for FY 2019 – 2020 as presented. The motion carried.

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 was requested.

Purpose

The procurement of a contractor would 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 was 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 recommended 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 were budgeted in the Unexpended Construction Plant Fund for available use in fiscal year 2019-2020.

Reviewers

The proposals were 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 provided a 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.

Upon a motion by Mr. Gary Gurwitz and a second by Mr. Roy de León, the Board of Trustees of South Texas College approved and authorized contracting construction services with Limon Masonry, LLC in the amount of \$48,200 for the Pecan Campus Sand Volleyball Courts Sand Replacement Project as presented. The motion carried.

Executive Session:

The South Texas College Board of Trustees convened into Executive Session at 6:51 p.m. in accordance with Chapter 551 of the Texas Government Code for the specific purpose provided in:

- Section 551.071, Consultations with Attorney

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

1. Review and Action as Necessary on Ratification and Confirmation of Acceptance of Target Range Planning Grant Award and Agreement with the Texas Parks and Wildlife Department
2. Update on Status of Unexpected Plant Fund Construction Projects and Renewals and Replacement Projects

Open Session:

The South Texas College Board of Trustees returned to Open Session at 7:35 p.m. No action was taken in Executive Session.

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 was 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.

The Board took no action on this item.

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

The Facilities Planning and Construction staff provided the 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 present to respond to questions and address concerns of the Board.

No action was taken.

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.

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

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

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

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

Mr. Rodriguez was 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.

Chairman Rodriguez noted that he preferred to wait until all trustees could be present, in person, for the discussion of this item, and he deferred deliberation or action on this item.

No action was taken.

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.

Adjournment

There being no further business to discuss, the Regular Meeting of the South Texas College Board of Trustees adjourned at 7:39 p.m.

I certify the foregoing are the true and correct minutes of the Tuesday, June 23, 2020 Regular Board Meeting of the South Texas College Board of Trustees.

X

Mr Roy de León
Board Secretary

Approval and Authorization to Accept Grant Awards and Agreements

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

- 1. United States Department of Agriculture (USDA) NIFA Hispanic Serving Institutions (HSI) Education Program), Bio Energy and Water for Agriculture Research and Education (BE AWARE 2) Subaward from the University of Texas San Antonio (UTSA) in partnership with South Texas College and the University of Texas Rio Grande Valley in the amount of \$24,107**

This subaward will fund a stipend for a faculty member at South Texas College (STC) to promote, inform, and recruit at least four students per year for Algae Biotechnology summer courses to be held at UTRGV as part of the BE AWARE 2 program. During the Algae Biotechnology summer course, STC faculty will observe, mentor and aid in the instruction with students throughout the 5-week course.

This program will help strengthen students' interest in the biological sciences and prepare them for future careers related to the food, agriculture, natural resources and human (FANH) sciences. The funding period is from September 1, 2020 to August 2024.

This award aligns with Strategic Goal # 1, Lead Community Engagement, engaging and strengthening communities through diverse efforts and developing partnerships to align educational opportunities with community needs.

- 2. Rio Grande Valley (RGV) Partnership Foundation Award in partnership with the Lower Rio Workforce Development Board in the amount of \$40,000**

This award will provide funding to South Texas College to offer short-term training to 21 eligible incumbent workers and dislocated workers interested in completing a certificate or credential aligned to prepare for an occupation on the Lower Rio Grande Valley Targeted Demand list. Targeted occupations include those in areas such as health care and welding. RGV Partnership Foundation is contributing \$10,000 to support this project and the Lower Rio Grande Workforce Development Board is contributing \$30,000 from its Alternative Plan Funds from the Texas Workforce Commission for training through Workforce Innovation and Opportunity Act (WIOA) funds to support this project. The funding period for this grant is from August 1, 2020 to April 3, 2021.

This award aligns with Strategic Goal # 1, Lead Community Engagement, engaging and strengthening communities through diverse efforts and developing partnerships to align educational opportunities with community needs.

- 3. Any Additional Grant(s) Pending Official Award**

Summary of Grant Award Funding

The presented grants will provide up to \$64,107.00 in funding for the college to provide services and opportunities throughout the region.

Recommendation:

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

1. United States Department of Agriculture (USDA) NIFA Hispanic Serving Institutions (HSI) Education Program), Bio Energy and Water for Agriculture Research and Education (BE AWARE 2) Subaward from the University of Texas San Antonio (UTSA) in partnership with South Texas College and the University of Texas Rio Grande Valley in the amount of \$24,107
2. Rio Grande Valley (RGV) Partnership Foundation Award in partnership with the Lower Rio Workforce Development Board in the amount of \$40,000

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 award, including the use of related funds and execution of related agreements as necessary for by each grant, contingent upon official award as appropriate:

1. United States Department of Agriculture (USDA) NIFA Hispanic Serving Institutions (HSI) Education Program), Bio Energy and Water for Agriculture Research and Education (BE AWARE 2) Subaward from the University of Texas San Antonio (UTSA) in partnership with South Texas College and the University of Texas Rio Grande Valley in the amount of \$24,107
2. Rio Grande Valley (RGV) Partnership Foundation Award in partnership with the Lower Rio Workforce Development Board in the amount of \$40,000

Approval Recommended:

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

Review and Action as Necessary on Proposed FY 2021 – 2021 Board and Board Committee Meeting Schedule

The Board of Trustees for South Texas College is asked to approve and adopt the following schedule of Board and Board Committee meetings for the period from September 2020 through September 2021.

The proposed meeting schedule for the Board of Trustees is as follows:

<u>Month</u>	<u>Committee Meeting Date</u>	<u>Board Meeting Date</u>
September 2020	September 8, 2020	September 22, 2020
October 2020	October 13, 2020	October 27, 2020
November 2020	November 10, 2020	November 24, 2020
December 2020	December 8, 2020	December 15, 2020
January 2021	January 12, 2021	January 26, 2021
February 2021	February 9, 2021	February 23, 2021
March 2021	March 9, 2021	March 30, 2021
April 2021	April 13, 2021	April 27, 2021
May 2021	May 11, 2021	May 25, 2021
June 2021	June 8, 2021	June 22, 2021
July 2021	July 13, 2021	July 27, 2021
August 2021	August 10, 2021	August 24, 2021
September 2021	September 14, 2021	September 28, 2021

A full calendar view of the proposed Committee and Board meeting schedule follows in the packet for the Board's information.

There may be some variation during the scheduled period, to accommodate agenda items for scheduled meetings as necessary. This schedule was reviewed by during the July 14, 2020 Committee meetings, and all three committees recommended approval.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and adopt the Board and Board Committee meeting schedule for FY 2020 - 2021 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 Board and Board Committee meeting schedule for FY 2020 - 2021 as presented.

Approval Recommended:

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



Board Meeting Committee Meeting Calendar FY 2020 - 2021

September 2020						
S	M	T	W	TH	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
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27	28	29	30			

October 2020						
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November 2020						
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29	30					

December 2020						
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January 2021						
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24	25	26	27	28	29	30
31						

February 2021						
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28						

March 2021						
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April 2021						
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May 2021						
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23	24	25	26	27	28	29
30	31					

June 2021						
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27	28	29	30			

July 2021						
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18	19	20	21	22	23	24
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August 2021						
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15	16	17	18	19	20	21
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29	30	31				

September 2021						
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12	13	14	15	16	17	18
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26	27	28	29	30		

October 2021						
S	M	T	W	TH	F	S

November 2021						
S	M	T	W	TH	F	S

December 2021						
S	M	T	W	TH	F	S

- Committee Meetings -
 - Education & Workforce Development
 - Facilities
 - Finance, Audit, & Human Resources

- Regular Board Meeting
- Graduation Ceremonies
- Holiday/Professional Dev. Day, College Closed

- * Education & Workforce Development Committee: 2nd Tuesday of the month, 3:30 p.m.
- * Facilities Committee: 2nd Tuesday of the month, 4:30 p.m.
- * Finance, Audit, & Human Resources Committee: 2nd Tuesday of the month, 5:30 p.m.
- * Board Meetings: 4th Tuesday of the month, 5:30 p.m.

Review and Action as Necessary on Correction to FY 2020 – 2021 Tuition and Fee Schedule

On March 31, 2020, administration presented the revised Tuition and Fees Schedules for FY 2020 - 2021 for students, dual credit students sponsored by partnering school districts, Regional Center for Public Safety Excellence, employees, and other (non-student/non-employee). The Board adopted the Tuition and Fees Schedules as presented.

Since that time, administration has noted that two courses within the Police Academy Program were misidentified in the backup documentation. Course numbers CJLE 1501 and CJLE 1502 were provided in the backup documentation, while the correct numbers are CJLE 1506 and CJLE 1512.

The Board is asked to approve the necessary correction to allow the Program Specific Fee to be applied to the correct courses. This is the same fee previously approved, and only the course numbers need to be corrected.

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

a. Student Tuition and Fees

- Increase Program Specific Fees as follows:

New Program Specific Fees:
Police Academy Fees: (per student/per course) Includes: Ammunition (pistol, rifle, and shotgun), less lethal (taser cartridges, OC Canisters), duty gear (holster, pouches, handcuffs, etc.)
<ul style="list-style-type: none">• For the following courses: CJLE 1501, CJLE 1502, CJLE 1506, CJLE 1512, CJLE 1518, CJLE 1524, CJLE1429

The Student Tuition and Fees Schedules for FY 2020 - 2021 follows in the packet for the Board's information and review. The proposed revisions are highlighted in yellow.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the revised Tuition and Fees Schedules for FY 2020 - 2021 for Student Tuition and Fees as presented.

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

The Board of Trustees approves and authorizes the revised Tuition and Fees Schedules for FY 2020 - 2021 for Student Tuition and Fees as presented.

Approval Recommended:

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

	Board Approved FY 2018-2019	Board Approved FY 2019-2020	Board Approved FY 2020-2021
Student Insurance Fee (voluntary)	Fee is paid to approved insurance carrier. Subject to change	Fee is paid to approved insurance carrier. Subject to change	Fee is paid to approved insurance carrier. Subject to change
PROGRAM SPECIFIC FEES:			
Fire Academy Fees: (per student/per semester) includes: <ul style="list-style-type: none"> • Gear Rental • Self Contained Breathing Apparatus • Testing 	280.00/4 weeks 360.00/Semester 85.00	280.00/4 weeks 360.00/Semester 85.00	1,060.00
Police Academy Fees: (per student/per course) Includes: Ammunition (pistol, rifle, and shotgun), less lethal (taser cartridges, OC Canisters), duty gear (holster, pouches, handcuffs, etc.) <ul style="list-style-type: none"> • For the following courses: CJLE 1501, CJLE 1502, CJLE 1506, CJLE 1512, CJLE 1518, CJLE 1524, CJLE 1429 			165.00
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
Welding and Other Course Fees: Certification (per course) <ul style="list-style-type: none"> • For the following courses: WLDG 1312, WLDG 1457, WLDG 1428, WLDG 2406, WLDG 2451 			Recovery of costs and processing fees
Information Technology and Other Course Fees: Certification (per course) <ul style="list-style-type: none"> • For the following courses: CPMT 1166 and CPMT 2350 			Recovery of costs and processing fees

Review and Approval of Proposed 2021 – 2022 Academic Calendar

Board approval of the proposed 2021 – 2022 Academic Calendar is requested.

The Academic Calendar Steering Committee, which includes membership from each area of the College and Student Government representation, has developed the FY 2021 – 2022 Academic Calendar.

The calendar was developed to be compatible with local area school district calendars and other higher education institutions in Texas. The calendar was presented to South Texas College faculty and staff for review, feedback, and input during the months of March and April. Input received from staff and faculty was incorporated into the proposed calendar.

The proposed calendar has been approved by the Academic Calendar Steering Committee and has been reviewed and approved by the President's Cabinet.

At the July 14, 2020 Education and Workforce Development Committee meeting, Dr. Anahid Petrosian, Vice President for Academic Affairs, noted that the Board previously recommended the engagement of students on the Academic Calendar Steering Committee. She advised that students participated in the committee this cycle, and brought great value and insight to the process.

The proposed calendar follows in the packet for the Board's review and consideration.

The Education and Workforce Development Committee recommended Board approval of the 2021 – 2022 Academic Calendar as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the 2021 – 2022 Academic Calendar as presented.

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

The Board of Trustees approves and authorizes the 2021 – 2022 Academic Calendar as presented.

Approval Recommended:

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

2021-2022 Calendar



Updated : 05/19/2020

Fall Semester 2021 (August 23 - December 12)

August 6 (Friday)	Chair Meeting
August 11 (Wednesday)	New Faculty Start Date – New Faculty Benefits & Orientation (Human Resources)
August 12 (Thursday)	New Faculty Orientation
August 13 (Friday)	New Faculty Service Area Tour
August 16 (Monday)	Faculty Return – Academic Affairs Convocation / Division Meetings
August 17 (Tuesday)	Faculty Preparation Day / Departmental Meetings
August 18 (Wednesday)	Faculty Preparation Day / Departmental Meetings
August 19 (Thursday)	Faculty Preparation Day / Distance Learning Symposium / Full-Time Faculty Teaching Dual Credit Courses PD Day / Departmental Meetings
August 20 (Friday)	Faculty Preparation Day / Departmental Meetings
August 21 (Saturday)	Adjunct & Dual Credit Faculty Professional and Organizational Development Day
August 23 (Monday)	Classes Begin
September 6 (Monday)	College Closed – Labor Day
September 8 (Wednesday)	Census Day - Twelfth Class Day
September 24 (Friday)	College Closed – College-Wide Professional and Organizational Development Day
November 12 (Friday)	Last Day to Withdraw
November 25 – 28 (Thursday – Sunday)	College Closed - Thanksgiving Holiday
December 6 – 12 (Monday – Sunday)	Finals
December 11 (Saturday)	Commencement Ceremonies*
December 11 (Saturday)	Certificate and Degree Award Date
December 12 (Sunday)	End of Term
December 13 (Monday)	Grades Due Date
December 18 – January 4 (Saturday – Tuesday)	Winter Break (College Closed)

* May vary depending on faculty availability.

Spring Semester 2022 (January 18 – May 12)

January 5 (Wednesday)	College Opens – Staff return
January 5 (Wednesday)	New Faculty Start Date – New Faculty Benefits & Orientation (Human Resources)
January 10 (Monday)	Faculty Return – Division / Department Meetings
January 11 – 14 (Tuesday-Friday)	Faculty Preparation Day / Departmental Meetings
January 15 (Saturday)	Adjunct & Dual Credit Faculty Professional and Organizational Development Day
January 17 (Monday)	Martin Luther King, Jr. Day – College Closed
January 18 (Tuesday)	Classes Begin
February 2 (Wednesday)	Census Day - Twelfth Class Day
February 11 (Friday)	College Closed - College-Wide Professional and Organizational Development Day
March 14 – 20 (Monday - Sunday)	College Closed - Spring Break
April 14 – 17 (Thursday – Sunday)	College Closed - Semester Break
April 18 (Monday)	Last Day to Withdraw
May 6 – 12 (Friday – Thursday)	Finals
May 12 (Thursday)	End of Term

May 13 – 14 (Friday - Saturday).....Commencement Ceremonies*
May 13 – 14 (Friday - Saturday).....Certificate and Degree Award Date
May 16 (Monday)Grades Due Date
May 30 (Monday)College Closed – Memorial Day

**May vary depending on facility availability.*

Summer Session 2022 (June 6 – August 12)

June 6 (Monday) Classes Begin

June 10 (Friday)	Staff – South Texas Leadership Academy
June 14 (Tuesday)	Census Day - Seventh Class Day
July 4 (Monday)	College Closed-Independence Day
July 11 – 12 (Monday & Tuesday)	No classes
July 28 (Thursday)	Last Day to Withdraw
August 11 (Thursday)	End of Term/Finals (Classes Meeting M-R)
August 12 (Friday)	End of Term /Finals (Classes Meeting M-F)
August 15 (Monday)	Grades Due Date

SI – Minimester (June 6 – July 7)

June 6 (Monday) Classes Begin

June 9 (Thursday)	Census Day - Fourth Class Day
June 29 (Wednesday)	Last Day to Withdraw
July 4 (Monday)	College Closed-Independence Day
July 7 (Thursday)	End of Term/Finals
July 11 (Monday)	Grades Due Date

SII – Minimester (July 13 – August 12)

July 13 (Wednesday)..... Classes Begin

July 18 (Monday)	Census Day - Fourth Class Day
August 5 (Friday)	Last Day to Withdraw
August 11 (Thursday)	End of Term/Finals (Classes Meeting M-R)
August 12 (Friday)	End of Term /Finals (Classes Meeting M-F)
August 15 (Monday)	Grades Due Date

Committee Membership and Timeline

Academic Calendar 2021-2022

Updated February 28, 2020

Committee Membership

Christopher Nelson, CSL	Erika Leal, OPOD
Christina Cavazos, CSL	Alejandra Cantu, Dual Credit Programs
Miguel Carranza, Student Financial Services	Monica Perez, VPAA
Jesus Campos, IS&P	Wendi Williams, Faculty Senate
Cynthia Blanco, Admissions	Joel Jason Rodriguez, Council of Chairs
Jesus Ramirez, Admissions	Mehrzad Mahmoudian Geller, MSB (faculty)
Ray Pedraza, Public Relations	Erika Guerra, BPST (faculty)
Carlos Hernandez, Human Resources	Alfonso Uribe, LA (faculty)
Norma Jimenez, Business Office	Fred Cady, SBS (faculty)
Willie Langley, Purchasing	Theresa Garza, NAH (faculty)
Jose Palacios, Student Government	

Timeline and Process

February 28, 2020	Calendar Committee meet to propose a preliminary draft calendar.
March 2 – March 31, 2020	Time for review and feedback by faculty and staff. Committee members distribute the draft calendar to faculty and staff in their area for feedback. Feedback due by March 31, 2020.
April 3, 2020 (tentative)	Calendar Committee meets to review feedback faculty and staff.
April 13 – May 8, 2020	Draft Calendar will be presented to Academic Council, Planning and Development Council, President’s Administrative Staff, Council of Chairs, and Faculty Senate.
May 11 – May 15, 2020	Calendar Committee members will vote on the Final Draft Calendar.
May 18, 2020	Final Calendar will be submitted to the Vice President for Academic Affairs.
June 9, 2020	Final Calendar will be presented at the Board of Trustees Education and Workforce Development Committee Meeting.
June 23, 2020	Final Calendar will be submitted to the Board of Trustees.

Review and Approval of Proposed New Policy #6112 Freedom of Expression

The Board is asked to approve and adopt the proposed new Policy #6112: *Freedom of Expression*.

Justification – The proposed new policy is necessary to comply with Senate Bill 18 of the 86th Texas Legislature, which required the establishment of a Board Policy detailing students' rights and responsibilities regarding expressive activities at the institution.

SB 18 outlined specific requirements of the policy and procedures that are required of institutions of higher education in Texas, including South Texas College.

Administration developed Policy #6112 as presented in coordination with faculty and staff representatives. Policy #6112 was also reviewed by Mr. Jose Guerrero, legal counsel for personnel issues, who provided feedback and guidance to administration in the development of this policy. The Policy was then reviewed by the President's Cabinet, and is presented for the Committee's review and recommendation of Board action at the July 28, 2020 Regular Board Meeting.

SB 18 required the adoption of a policy addressing these issues no later than August 1, 2020.

Enclosed Documents - The proposed new policy is provided in the packet for the Board's review. A copy of SB 18 is also provided for the Board's review.

The Committee provided feedback on the ambiguous definition of "expressive activities" and the potential ambiguity around the establishment of "traditional public forums" in common outdoor areas that might be misconstrued to mean additional locations. Revisions to address these ambiguities are highlighted in yellow.

The Education and Workforce Development Committee recommended Board approval of the proposed new Policy #6112: *Freedom of Expression*, 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 #6112: *Freedom of Expression*, 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 #6112: *Freedom of Expression*, 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	Freedom of Expression	6112
Legal Authority	Approval of the Board of Trustees	Page 1 of 2
Date Approved by Board	As Adopted by Board Minute Order Dated July 28, 2020	

I. Purpose

The purpose of this policy is to detail the rights and responsibilities related to expressive activities of persons on campus. South Texas College recognizes freedom of speech and assembly as central to the mission of an institution of higher education and ensures that all persons may assemble peaceably on the campuses of the College for expressive activities, including to listen to or observe the expressive activities of others, as set forth in this policy.

As defined by Texas Education Code 51.9315(a)(2), “Expressive activities” means any speech or expressive conduct protected by the First Amendment to the United States Constitution or by Section 8, Article I, Texas Constitution, and includes assemblies, protests, speeches, the distribution of written material, the carrying of signs, and the circulation of petitions. The term does not include commercial speech.

II. Policy

The College shall ensure that common outdoor areas of the College campuses are deemed traditional public forums. The College shall permit any person to engage in expressive activities in these areas of the College campuses freely, as long as the person’s conduct is not unlawful, and does not materially and substantially disrupt the functioning of the institution. This designation of traditional public forums is limited to the common outdoor areas of the College campuses.

The College reserves the right to impose reasonable restrictions on the time, place, and manner of expressive activities in the common outdoor areas. These restrictions shall be narrowly tailored to serve significant institutional interests; employ clear, published, content-neutral, and viewpoint-neutral criteria; provide for ample alternative means of expression; and allow members of the College community to assemble or distribute written material without a permit or other permission from the institution. The establishment of traditional public forums and reasonable restrictions thereon does not limit the right of student expression at other campus locations or prohibit faculty members from maintaining order in the classroom.

STUDENT RIGHTS AND RESPONSIBILITIES

Student rights and responsibilities regarding expressive activities shall allow any person to engage in expressive activities on campus, including by responding to the expressive activities or others, subject to the reasonable restrictions imposed by the College. The College shall establish disciplinary sanctions for students, student organizations, faculty, or any other individuals or groups who unduly interfere with the expressive activities of others on campus.

The College shall maintain a grievance procedure for addressing complaints of violations of interference with the expressive activities of others.

- Student rights and responsibilities regarding expressive activities shall be included in the Student Code of Conduct and published in the Student Handbook.
- Employee rights and responsibilities regarding expressive activities shall be included in the Employee Handbook and Faculty Handbook.

MANUAL OF POLICY

Title	Freedom of Expression	6112
Legal Authority	Approval of the Board of Trustees	Page 2 of 2

- The rights and responsibilities of other individuals and groups, regarding expressive activities, shall be included in the College Facilities Procedures.

The College shall not take any action against a student organization or deny the organization any benefit generally available to other student organizations at the College on the basis of a political, religious, philosophical, ideological, or academic viewpoint expressed by the organization or of any expressive activities of the organization

SPEAKERS ON CAMPUS

Student organizations, faculty, and staff shall be allowed to invite speakers to speak on campus. In order to approve a speaker to speak on campus or in order to determine the amount of a fee to be charged for use of College facilities for purposes of engaging in expressive activities, the College will consider only content-neutral and viewpoint-neutral criteria related to the needs of the events. The College shall not consider any anticipated controversy related to the event in the approval process.

Procedures for the use of College facilities are available to enrolled students in the Student Handbook and to College employees in the Faculty Handbook and Employee Handbook This policy and related procedures shall be disseminated electronically to students during orientation and shall be posted to the College website.

III. History

Origination Date Approved by Board:
July 28, 2020

1 AN ACT
2 relating to the protection of expressive activities at public
3 institutions of higher education.

4 BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF TEXAS:

5 SECTION 1. The legislature finds that:

6 (1) freedom of expression is of critical importance
7 and requires each public institution of higher education to ensure
8 free, robust, and uninhibited debate and deliberations by students
9 enrolled at the institution, regardless of whether the students are
10 on or off campus; and

11 (2) it is a matter of statewide concern that all public
12 institutions of higher education officially recognize freedom of
13 speech as a fundamental right.

14 SECTION 2. Subchapter Z, Chapter 51, Education Code, is
15 amended by adding Section 51.9315 to read as follows:

16 Sec. 51.9315. PROTECTED EXPRESSION ON CAMPUS. (a) In this
17 section:

18 (1) "Benefit" includes:

19 (A) recognition by or registration with an
20 institution of higher education;

21 (B) the use of an institution of higher
22 education's facilities for meetings or speaking purposes;

23 (C) the use of channels of communication
24 controlled by an institution of higher education; and

1 (D) funding sources made generally available to
2 student organizations at an institution of higher education.

3 (2) "Expressive activities" means any speech or
4 expressive conduct protected by the First Amendment to the United
5 States Constitution or by Section 8, Article I, Texas Constitution,
6 and includes assemblies, protests, speeches, the distribution of
7 written material, the carrying of signs, and the circulation of
8 petitions. The term does not include commercial speech.

9 (3) "Institution of higher education" has the meaning
10 assigned by Section 61.003.

11 (4) "Student organization" includes any organization
12 that is composed mostly of students enrolled at an institution of
13 higher education and that receives a benefit from the institution.

14 (b) It is the policy of this state and the purpose of this
15 section to protect the expressive rights of persons guaranteed by
16 the constitutions of the United States and of this state by:

17 (1) recognizing freedom of speech and assembly as
18 central to the mission of institutions of higher education; and

19 (2) ensuring that all persons may assemble peaceably
20 on the campuses of institutions of higher education for expressive
21 activities, including to listen to or observe the expressive
22 activities of others.

23 (c) An institution of higher education shall:

24 (1) ensure that the common outdoor areas of the
25 institution's campus are deemed traditional public forums; and

26 (2) permit any person to engage in expressive
27 activities in those areas of the institution's campus freely, as

1 long as the person's conduct:

2 (A) is not unlawful; and

3 (B) does not materially and substantially
4 disrupt the functioning of the institution.

5 (d) Notwithstanding Subsection (c), an institution of
6 higher education may adopt a policy that imposes reasonable
7 restrictions on the time, place, and manner of expressive
8 activities in the common outdoor areas of the institution's campus
9 if those restrictions:

10 (1) are narrowly tailored to serve a significant
11 institutional interest;

12 (2) employ clear, published, content-neutral, and
13 viewpoint-neutral criteria;

14 (3) provide for ample alternative means of expression;
15 and

16 (4) allow members of the university community to
17 assemble or distribute written material without a permit or other
18 permission from the institution.

19 (e) Subsections (c) and (d) do not:

20 (1) limit the right of student expression at other
21 campus locations; or

22 (2) prohibit faculty members from maintaining order in
23 the classroom.

24 (f) Each institution of higher education shall adopt a
25 policy detailing students' rights and responsibilities regarding
26 expressive activities at the institution. The policy must:

27 (1) allow:

1 (A) any person to, subject to reasonable
2 restrictions adopted under Subsection (d), engage in expressive
3 activities on campus, including by responding to the expressive
4 activities of others; and

5 (B) student organizations and faculty to,
6 subject to Subsection (h), invite speakers to speak on campus;

7 (2) establish disciplinary sanctions for students,
8 student organizations, or faculty who unduly interfere with the
9 expressive activities of others on campus;

10 (3) include a grievance procedure for addressing
11 complaints of a violation of this section;

12 (4) be approved by a majority vote of the institution's
13 governing board before final adoption; and

14 (5) be posted on the institution's Internet website.

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

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

25 (1) may consider only content-neutral and
26 viewpoint-neutral criteria related to the needs of the event, such
27 as:

1 (A) the proposed venue and the expected size of
2 the audience;

3 (B) any anticipated need for campus security;

4 (C) any necessary accommodations; and

5 (D) any relevant history of compliance or
6 noncompliance by the requesting student organization or faculty
7 member with the institution's policy adopted under Subsection (f)
8 and any other relevant policies; and

9 (2) may not consider any anticipated controversy
10 related to the event.

11 (i) Each institution of higher education shall make the
12 institution's policies adopted in accordance with this section
13 available to students enrolled at and employees of the institution
14 by:

15 (1) including the policies in the institution's
16 student handbook and personnel handbook;

17 (2) providing a copy of each policy to students during
18 the institution's freshman or transfer student orientation; and

19 (3) posting the policies on the institution's Internet
20 website.

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

27 (k) Not later than December 1, 2020, each institution of

1 higher education shall prepare, post on the institution's Internet
2 website, and submit to the governor and the members of the
3 legislature a report regarding the institution's implementation of
4 the requirements under this section. This subsection expires
5 September 1, 2021.

6 SECTION 3. Not later than August 1, 2020, each public
7 institution of higher education shall adopt the policy required
8 under Section 51.9315(f), Education Code, as added by this Act.

9 SECTION 4. This Act takes effect September 1, 2019.

President of the Senate

Speaker of the House

I hereby certify that S.B. No. 18 passed the Senate on March 20, 2019, by the following vote: Yeas 31, Nays 0; May 20, 2019, Senate refused to concur in House amendments and requested appointment of Conference Committee; May 22, 2019, House granted request of the Senate; May 25, 2019, Senate adopted Conference Committee Report by the following vote: Yeas 29, Nays 1.

Secretary of the Senate

I hereby certify that S.B. No. 18 passed the House, with amendments, on May 17, 2019, by the following vote: Yeas 97, Nays 49, one present not voting; May 22, 2019, House granted request of the Senate for appointment of Conference Committee; May 25, 2019, House adopted Conference Committee Report by the following vote: Yeas 106, Nays 37, one present not voting.

Chief Clerk of the House

Approved:

Date

Governor

Review of Presentations Delivered at July 14, 2020 Education and Workforce Development Committee Meeting

Dr. Anahid Petrosian, Vice President for Academic Affairs, presented the South Texas College Instructional Plan for Fall 2020, and responded to questions and feedback from the Committee. This plan has been developed to support students' higher education and career goals while recognizing the challenges imposed by the ongoing coronavirus pandemic.

Presentation on the South Texas College Instructional Plan for Fall 2020

The College's Instructional Plan for Fall 2020 begins with an ongoing and thorough deep cleaning process to disinfect facilities up to and throughout the Fall 2020 semester.

For instruction, the College will make extensive use of technology to allow for the development of **In Person-Hybrid** and **Online** formats:

In Person-Hybrid

- Reduced time in classroom and supplemented by online learning
- Lecture course sections capped to 20 students, with no more than 10 students in a Face-to-Face (F2F) meeting at any time
- Course sections of 20 students divided into cohorts of up to 10 students, scheduled for once-a-week F2F meetings
- F2F meetings focused on the most important and required student activities
- Most coursework completed and submitted through online learning
- Departments that require F2F instructional activities will use this hybrid format, and are identified in the handout on the following pages.
- Social Distancing maintained during all F2F instructional activities.

Online Classes

- Fully online courses designed to provide opportunities for learning and engagement between students and instructors
- Content fully available virtually, including written and video media
- Student support is available seven days per week, with online office hours available to meet privately with instructors
- Faculty teaching online have certifications developed to prepare for modern online education

Dual Credit Programs will be able to utilize **Online** course offerings as well as limited **In Person-Hybrid** course offerings as appropriate to the subject.

This presentation was for the Committee's review, and no action was requested.

South Texas College Fall semester classes begin Monday, August 24, 2020

Our highest priority is the safety and well-being of all South Texas College students, faculty, and staff. Therefore, the instructional plan summarized below may be modified should new state or federal guidelines be released prior to the August start date.

Before classes begin, all instructional spaces and buildings will undergo a thorough deep cleaning, and disinfecting will be ongoing throughout the semester. Preventive protocols to reduce risk of transmission will also be implemented across campuses. Further details will be shared with students, faculty, and staff before classes begin in August.

The College will be offering courses through *In Person-Hybrid and Online* formats. The College will make extensive use of technology, while preserving the most important elements of the in-person required activities, as guidelines and safety precautions allow.

Fall 2020 Semester Course Offerings Delivery Model:

In Person-Hybrid Classes:

- In person classes will have reduced seat time and will be supplemented with the College's online learning management system (Blackboard).
- In person lecture classes will be capped at 20 students. Each Face-to-Face (F2F) meeting will have no more than 10 students.
- Before the first in person meeting time, faculty will divide the 20 students into two cohorts and inform them which day they should attend the F2F meeting. There will be a once-a-week F2F meeting time for each cohort.
- In person meeting times will be dedicated to the most important elements of the in-person required activities.
- Most major assignments, quizzes, and assessments will be submitted through Blackboard.
- **Nursing & Allied Health, Sciences & Information Technology, Workforce & Public Safety, Art, Drama & Kinesiology courses** will use this hybrid format by using technology to deliver content and hold in-person sessions for required hands-on activities.
- Instructional courses with hands-on requirements will have a reduced seat time. Faculty will rotate students into the space to conduct in-person activities while maintaining social distancing for each F2F meeting time.

Programs with Required Hands-on Activities:

Division	Program Names
BPST	<ul style="list-style-type: none"> • Culinary Arts • AEDT • Automotive • Construction • Culinary Arts • Diesel • Electrician Technology • HVAC • Advanced Manufacturing • Welding • Fire Science • Police
LA	<ul style="list-style-type: none"> • Art - Studio • Drama - Practicum • Music - Applied • Music - Ensemble • Sign Language Interpreter Studies • Developmental Reading and Writing
MS	<ul style="list-style-type: none"> • Biology • Chemistry • Engineering
NAH	<ul style="list-style-type: none"> • ADN • DMS • EMT • HMAS • OTA • PCA • PTA • Pharm Tech • Radiology • Respiratory • VN
SBS	<ul style="list-style-type: none"> • Kinesiology

Online Classes:

- Totally online courses have been designed to incorporate best practices with many opportunities for students to engage with each other and the instructor.
- Content is accessible virtually, through video, students can even let a page reader read the content to them.
- Students are supported online **seven days a week** and can schedule online office hours with instructors.
- Faculty who teach our online courses have been certified through a rigorous program that prepares them to use the tools of modern online education.

Dual Credit Courses:

- **Online Course Offerings:** Most dual credit courses “S” sections will be offered through online delivery. All online courses will require adherence to security measures currently in place to protect faculty and students while learning in an online environment.
- **Limited In Person-Hybrid Offerings:** Career and Technical Education and/or Academic courses which require hands-on activities will be offered as hybrid courses. Dual Credit courses held at approved High School Sites must submit a Safety Plan no later than **August 3, 2020**.

South Texas College Safety Guidelines for Offering in Person Classes:

- The College will determine the density for each building and classroom based on recommended guidelines.
- The College will limit the number of classes in each building to lessen student foot traffic at any given time.
- The College will maintain social distancing in classrooms and labs.
- The College will clean and disinfect classrooms and labs after each face-to-face meeting.
- The College will require face coverings (e.g. masks) on campus in all campus buildings, classrooms, laboratories, computer labs, and libraries.
 - Faculty will have the option of face masks or face shields
 - Face coverings are not required in one’s personal office space, as long as 6-foot distancing can be maintained

General Campus Requirements:

- Do not visit the campus if you are experiencing any COVID-19 symptoms, such as coughing, sore throat, fever, or shortness of breath.
- Do not visit the campus if within the past 14 days you have knowingly been in contact with someone who is under investigation for or confirmed to have COVID-19.

South Texas College Libraries, Open Labs and CLEs Usage:

Libraries

- The available seating within the library is limited in order to comply with social distancing guidelines.
- Anyone visiting the library is required to wear face protection that covers the nose and mouth.
- Library visitors are directed to wash or sanitize their hands upon entering the library.
- Social distancing of at least six (6) feet is being observed in study spaces and interactions among students and staff members.
- Desks, chairs, and other frequently touched surfaces are cleaned and sanitized after every use.
- Items from the Course Reserves collection or the general print collection are permitted to be used only under staff supervision, and the requestor is required to wear gloves while using the print item to minimize contact with the item.

Open Computer Labs

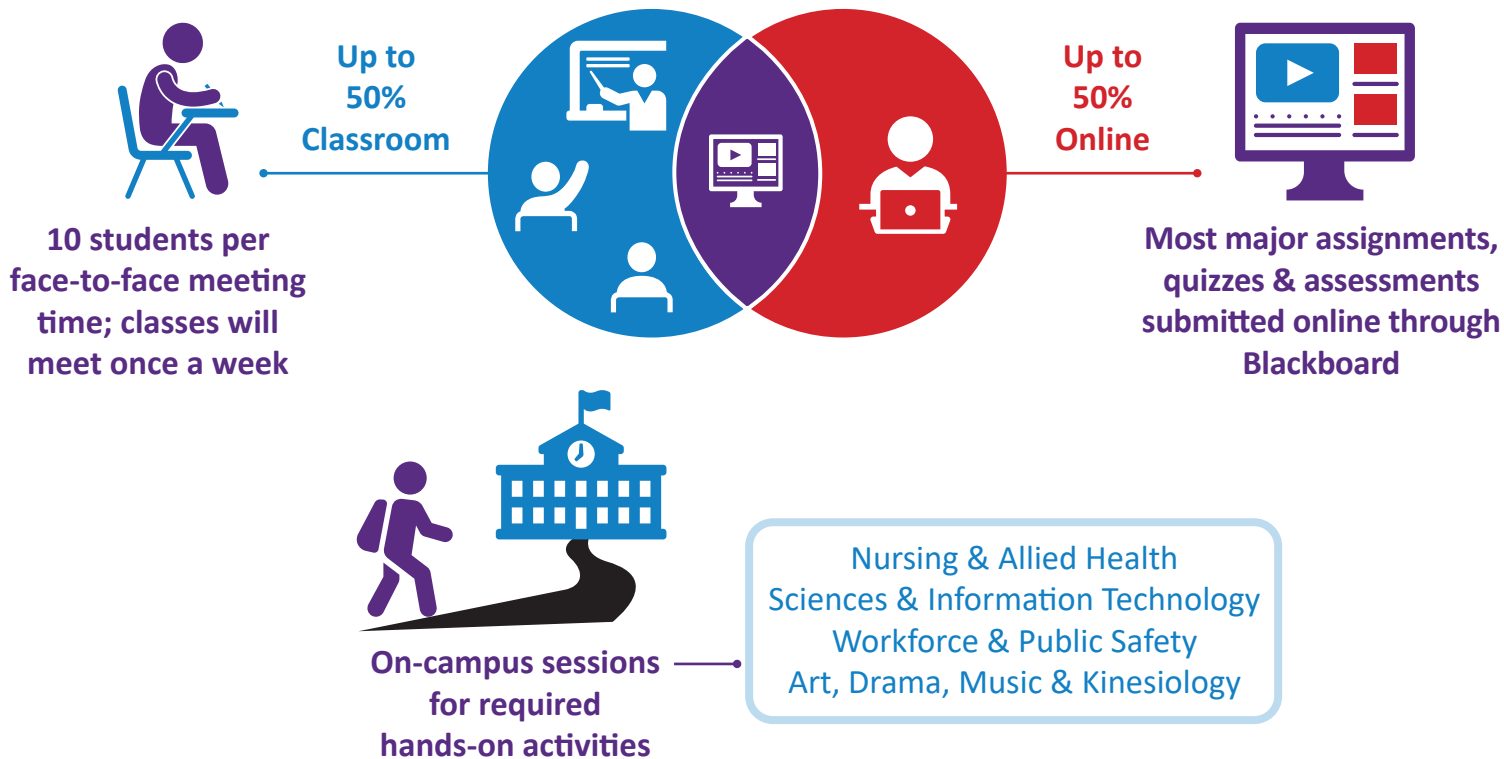
- Students are encouraged to reserve a computer online in advance, but walk-ins will be accommodated depending on workstation availability.
- The available seating within open computer labs is limited in order to comply with social distancing guidelines.
- Anyone visiting an open computer lab is required to wear face protection that covers the nose and mouth.

- Open computer lab visitors are directed to wash or sanitize their hands upon entering the lab.
- Social distancing of at least six (6) feet is being observed in study spaces and interactions among students and staff members.
- Computer workstations, chairs, and other frequently touched surfaces are cleaned and sanitized after every use.

Centers for Learning Excellence (CLE)

- All on-campus tutoring is available by appointment only
- Check the Tutoring page to see schedules for each campus with tutoring availability by class prior to submitting a Tutoring Appointment Request.
- So that we may employ proper social distancing measures, only individuals who have confirmed appointments may use the CLE on campus.
- While in the CLE, practice social distancing by maintaining a distance of at least 6 feet from other individuals.
- All individuals are required to wear face protection that covers the nose and mouth.
- CLE appointments are for up to 45 minutes a session, with a maximum of two sessions per day per class.
- CLE resources such as textbooks and calculators are permitted to be used only under staff supervision, and the student is required to wear gloves while using the item to minimize contact with the item.

What you need to know about In Person-Hybrid Courses



NEED TUTORING OR ACCESS TO A COMPUTER?

- CLE (tutoring) and Library services available both online and on campus
- Open Labs available on campus



Technology support available online and by phone seven days a week

Phone: 956-872-2598

Email: support@southtexascollege.edu



- Face masks required
- Rooms disinfected between classes
- Social distancing maintained



Do not visit the campus if you are experiencing COVID-19 symptoms or have been in contact with someone who has or thinks they may have COVID-19

The safety and well-being of all South Texas College students, faculty, and staff is our highest priority. This course structure may be modified should new state or federal guidelines be released.

For more details, visit our website at www.southtexascollege.edu

Review and Discussion of the Issuance of South Texas Action College District, Limited Tax Refunding Bonds, Taxable Series 2020

On March 31, 2020, the Board approved the College and Hilltop Securities Inc., the College's Financial Advisor, to compile proposed bond refunding parameters to present at the April 28, 2020 Board Meeting.

On April 28, 2020, the Board of Trustees authorized the Order 2020-011 Authorizing the Issuance, with the parameters presented, Sale and Delivery of South Texas College District Limited Tax Refunding Bonds, in One or More Taxable Series; Delegating Certain Authority to the Chairperson of the Board of Trustees of the College District, the President of the College and the Vice President for Finance and Administrative Services Pursuant to the Provisions of Texas Government Code, Sections 1207.007 and 1207.008; Levying a Continuing Direct Annual Ad Valorem Tax; Authorizing the Refunding of Certain Outstanding Bonds; Authorizing the Execution of a Bond Purchase Contract; Approving an Official Statement, Execution of an Escrow and Trust Agreement, and Making Other Provisions Regarding Such Bonds and Matters Incident Thereto as presented.

On July 1, 2020, South Texas College issued a total of \$41,194,693.20 in Limited Ad Valorem Tax Refunding Bonds, to refinance the limited ad valorem bonds previously issued in 2014 and resulted in interest cost savings of \$3,609,453.36. The transaction produced total savings of \$4,437,048.06 to taxpayers and net present value savings of \$3,609,453.36 with an overall true interest cost of 2.19% which will provide a reduction in ad valorem taxes to the residents of Hidalgo and Starr Counties.

The 2020 Refunding Bonds received strong ratings from two major rating agencies. The rating agencies acknowledged the College's strong financial position. This combined with the current historically low interest rate environment allowed the College the opportunity to save millions of dollars in interest costs.

The Refunding Bonds, Taxable Series 2020, were rated "Aa2" and "AA" by Moody's and Standard and Poor's, respectively.

Moody's noted in their rating assessment that the *Aa2 rating is supported by a large tax base in South Texas with stable student enrollment, a strong financial position effectively steered by a seasoned management team, and manageable debt and pension burdens.*

Standard & Poor's noted that their AA rating *reflects our opinion the College's deep and diverse property tax base, which benefits from growth spurred by international trade; strong finances with stable overall operations and very strong reserves; and good financial management policies and practices.*

Hilltop Securities Inc., served as Financial Advisor. The J. Ramirez Law Firm served as Bond Counsel. Underwriters were Estrada Hinojosa as Senior Manager with Raymond James and as Co-Managers. Underwriter's Counsels were Orrick, Herrington & Sutcliffe LLP and The Perez Law Firm, PLLC.

Mr. Cris Vela from Hilltop Securities Inc. will provide a presentation on the issuance of the South Texas College District, Limited Tax Refunding Bonds, Taxable Series 2020.

Enclosed Documents – The Bond Refunding Transaction Summary Presentation follows in the packet for Board's information and review.

The Finance, Audit, and Human Resources Committee deferred the review of this item so that the full Board of Trustees could receive the report.

This item is presented for the Board's information and feedback to administration. No action is necessary.



Contact

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Transaction Summary



July 28, 2020

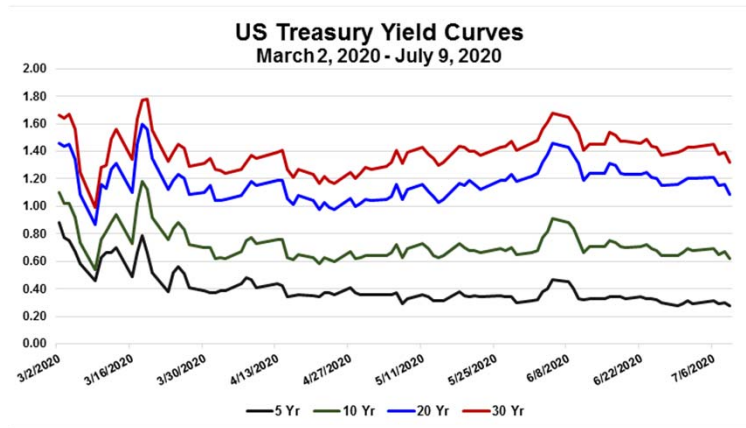
South Texas College

Market Update



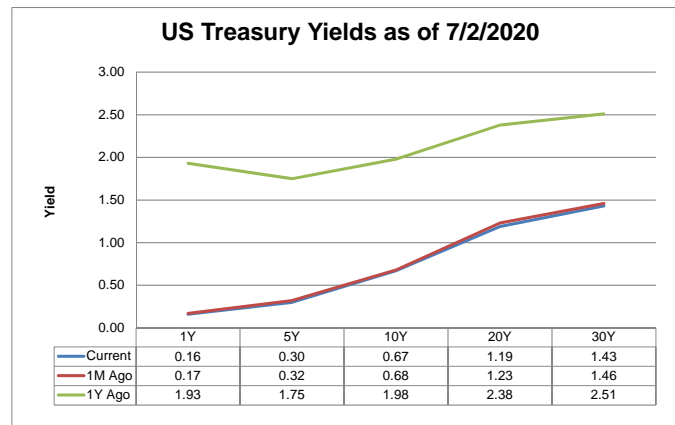
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US Treasury Yield Curves March 2, 2020 through July 9, 2020



- Treasury rates were important since the refunding was a taxable refunding as required by Federal Tax law for advanced refundings
- Taxable municipal bonds are priced as a spread to treasury rates

US Treasury Yield as of July 2, 2020



- Treasury yields have declined significantly over the past year

Ratings and Commentary



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Credit Ratings and Commentary



"Aa2"/Stable Outlook - Affirmed

Moody's noted in their rating assessment that *the Aa2 rating is supported by a large tax base in South Texas with stable student enrollment, a strong financial position effectively steered by a seasoned management team, and manageable debt and pension burdens.*



"AA"/Stable Outlook - Affirmed

Standard & Poor's noted that their AA rating *reflects our opinion of the College's deep and diverse property tax base, which benefits from growth spurred by international trade; strong finances with stable overall operations and very strong reserves; and good financial management policies and practices.*



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Summary of Bonds for Refunded



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Summary of Bonds Refunded

Limited Tax Bonds, Series 2014

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

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



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Refunding Results

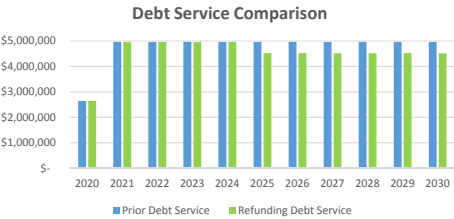


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Refunding Summary

SAVINGS FOR SERIES 2014 BONDS			
South Texas College			
Limited Tax Refunding Bonds, Taxable Series 2020			
Date	Prior Debt Service	Refunding Debt Service	Projected Savings
8/31/2020	\$ 2,642,000	\$ 2,642,000	\$ -
8/31/2021	4,959,500	4,955,152	4,348
8/31/2022	4,959,250	4,958,350	900
8/31/2023	4,957,750	4,953,850	3,900
8/31/2024	4,959,750	4,957,100	2,650
8/31/2025	4,959,750	4,517,350	442,400
8/31/2026	4,957,500	4,517,350	440,150
8/31/2027	4,957,750	4,515,100	442,650
8/31/2028	4,960,000	4,515,100	444,900
8/31/2029	4,958,750	4,516,850	441,900
8/31/2030	4,958,750	4,514,850	443,900
8/31/2031	4,959,500	4,518,850	440,650
8/31/2032	4,960,500	4,518,400	442,100
8/31/2033	4,961,250	4,519,350	441,900
8/31/2034	4,961,250	4,516,550	444,700
	<u>\$72,073,250</u>	<u>\$67,636,202</u>	<u>\$4,437,048</u>

Limited Tax Refunding Bonds, Taxable Series 2020	
Refunding Par Amount	\$41,194,693
Gross Savings	\$4,437,048
Average Annual Savings (2025-2034)	\$442,525
Net Present Value Savings	\$3,611,626
Present Value Benefit (%)	8.77%
True Interest Cost	2.20%
Negative Arbitrage	\$2,336,492
Neg Arb as a % of NPV Savings	64.69%



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Comparison of Board Approved Parameters to Actual Parameters

- General parameters for Board consideration:

	<u>Approved</u>	<u>Actual</u>
➤ Minimum Savings Threshold for Refunding –	4.00%	8.77%
➤ Maximum True Interest Cost –	3.00%	2.20%
➤ Maximum Principal Amount of Issue -	\$120,875,000	\$41,194,693*
➤ Maximum Maturity Date –	8/15/2035	8/15/2034
➤ Expiration of Delegated Authority – 180 Days		
➤ Delegation Authority- The Chairman of the Board, the President and/or the Vice President for Finance and Administrative Services		

* The College still has \$79,680,307 in remaining refunding approval.

How Market Volatility has Impacted Projected and Actual Savings

Series 2014 Limited Tax Refunding Bonds, Series 2020 Actual	
Gross Savings	\$4,437,048
Net Present Value Savings	\$3,611,626
Net Present Value Savings as a %	8.77%
Negative Arbitrage	\$2,336,491
Negative Arbitrage / Net PV Savings	64.69%
True Interest Cost	2.20%
Series 2014 Proposed and Projected Limited Tax Refunding Bonds, Series 2020 as of April 20	
Gross Savings	\$2,741,705
Net Present Value Savings	\$2,303,632
Net Present Value Savings as a %	5.59%
Negative Arbitrage	\$2,762,321
Negative Arbitrage / Net PV Savings	1.20%
True Interest Cost	2.53%
Series 2014 Proposed and Projected Limited Tax Refunding Bonds, Series 2020 as of March 24	
Gross Savings	\$707,010
Net Present Value Savings	\$602,066
Net Present Value Savings as a %	1.46%
Negative Arbitrage	\$3,344,257
Negative Arbitrage / Net PV Savings	555.46%
True Interest Cost	2.97%
Series 2014 Proposed and Projected Limited Tax Refunding Bonds, Series 2020 as of March 17	
Gross Savings	\$4,748,419
Net Present Value Savings	\$4,085,530
Net Present Value Savings as a %	9.92%
Negative Arbitrage	\$2,169,178
Negative Arbitrage / Net PV Savings	53.09%
True Interest Cost	2.08%

Debt Service and Projected Tax Rate Analysis Post Refunding

South Texas College								
Debt Service and Projected Tax Rate Analysis Post Refunding								
FYE	Assessed Valuation ⁽¹⁾	Estimated AV Growth ⁽²⁾	Existing Tax Supported Debt Service	\$41,194,693 Limited Tax Refunding Bonds, Taxable Series 2020			Projected Tax Supported Debt Service	Estimated I&S Tax Rate ⁽³⁾
				Principal	Interest	Total		
2020	\$ 40,256,755,406	0.00%	\$ 13,728,356				\$ 13,728,356	0.0333
2021	40,256,755,406	0.00%	11,668,856	\$ 240,000	\$ 1,815,402	\$ 2,055,402	13,724,258	0.0359
2022	40,256,755,406	0.00%	11,668,956	360,000	1,698,850	2,058,850	13,727,806	0.0359
2023	40,256,755,406	0.00%	11,663,156	375,000	1,680,850	2,055,850	13,719,006	0.0359
2024	40,256,755,406	0.00%	8,766,206	3,295,000	1,662,100	4,957,100	13,723,306	0.0359
2025	40,256,755,406	0.00%	6,989,706	2,759,693	1,757,657	4,517,350	11,507,056	0.0301
2026	40,256,755,406	0.00%	6,987,956	3,145,000	1,372,350	4,517,350	11,505,306	0.0301
2027	40,256,755,406	0.00%	6,990,956	3,300,000	1,215,100	4,515,100	11,506,056	0.0301
2028	40,256,755,406	0.00%	6,987,956	3,465,000	1,050,100	4,515,100	11,503,056	0.0301
2029	40,256,755,406	0.00%	6,988,706	3,640,000	876,850	4,516,850	11,505,556	0.0301
2030	40,256,755,406	0.00%	6,991,000	3,820,000	694,850	4,514,850	11,505,850	0.0301
2031	40,256,755,406	0.00%	6,989,750	4,015,000	503,850	4,518,850	11,508,600	0.0301
2032	40,256,755,406	0.00%	6,985,500	4,135,000	383,400	4,518,400	11,503,900	0.0301
2033	40,256,755,406	0.00%	6,987,750	4,260,000	259,350	4,519,350	11,507,100	0.0301
2034	40,256,755,406	0.00%	6,995,500	4,385,000	131,550	4,516,550	11,512,050	0.0301
2035	40,256,755,406	0.00%	6,777,750	-	-	-	6,777,750	0.0177
2036	40,256,755,406	0.00%	-	-	-	-	-	-
			\$ 134,168,062	\$ 41,194,693	\$ 15,102,259	\$ 56,296,952	\$ 190,465,014	

Notes:
 (1) Certified Values provided by Hidalgo and Starr County Appraisal Districts.
 (2) Assumes no growth in Taxable Assessed Valuation.
 (3) Assumed Tax Collection Rate of: 95.00%



Summary



Refunding Summary

- STC's advanced refunding transaction achieved significant debt service savings in what has been a volatile market over the past several months
- We want to express our appreciation to Dr. Reed, Ms. Elizondo and the STC Team for all their assistance in making this a successful transaction
- We thank Bond Counsel, J. Ramirez Law Firm, for their efforts
- The Underwriting Syndicate led by Estrada Hinojosa performed well
 - Raymond James and Jefferies served as Co-Managers
- Underwriter's Counsels were Orrick, Herrington & Sutcliffe LLP and The Perez Law Firm, PLLC
- Hilltop Securities thanks the College for the honor of serving as its Financial Advisor since the College was created; we are grateful and appreciative of our long-term relationship

Review and Recommend Action on Award of Proposal for Student / Faculty Medical Professional Liability Insurance, Voluntary Student Accident Insurance, and Workforce Training Programs Student Accident Insurance

Approval to award the proposals for Student / Faculty Medical Professional Liability Insurance, Voluntary Student Accident Insurance, and Workforce Training Programs Student Accident Insurance is requested.

Purpose - The basic purpose of the student insurances are as follows:

- Student / Faculty Medical Professional Liability Insurance - provides coverage for those students enrolled in the Nursing Allied Health and Child Development Programs as well as associated Faculty.
- Voluntary Student Accident Insurance – provides students with a low-cost option for accident insurance.
- Workforce Training Programs Student Accident Insurance – provides coverage for those students enrolled in the Continuing Education Training Programs.

Justification - Every year, the College requests proposals for insurance policies that provide the broadest coverage at the most competitive price available in accord with approved or acceptable insurance practices in the State of Texas.

The College's Risk Management Consultant, Mr. Raul Cabaza III, attended the July 14, 2020 Finance, Audit, and Human Resources Committee meeting to address questions from the Committee. Mr. Cabaza recommended the following awards:

- **Student / Faculty Medical Professional Liability Insurance:**
Affinity Insurance Services, Inc. / American Casualty Company of Reading, PA for the period beginning August 26, 2020 through August 26, 2021. The premium is \$23,700 which is \$10 per student. The recommendation is based on 2,370 students with limits of \$1,000,000 per occurrence / \$5,000,000 aggregate. **The cost for the Medical Professional Liability Insurance is paid by the students enrolled in the Nursing Allied Health and Child Development programs.** The carrier and rate per student remain unchanged from the current year.
- **Voluntary Student Accident Insurance:**
Student Assurance Services, Inc. / Ameritas Life Insurance Corporation for the period beginning August 26, 2020 through August 26, 2021. The student accident insurance limit is \$25,000. **This is a voluntary product paid by participating students, so there is no cost to the College.** The carrier remains unchanged from the current year.
- **Workforce Training Programs Student Accident Insurance:**
Student Assurance Services, Inc. / Ameritas Life Insurance Corporation for the period beginning August 26, 2020 through August 26, 2021. The student accident

insurance coverage limit is \$25,000. The annual premium is \$2,700 and includes all participants. The Workforce Training premium is based on 514 participants. These participants are enrolled in non-credit Continuing Education Training Programs such as Phlebotomy, Welding, Emergency Care Assistant, and Building Trades. **The premium is paid by the students, so there is no cost to the College.** The carrier and premium remain unchanged from the current year.

Background - The request for proposals was advertised on May 6 and May 13, 2020 and issued to six (6) vendors. Two (2) responses were received on May 22, 2020 and were reviewed by Mr. Raul Cabaza, III, Risk Management Consultant, Mrs. Mary Elizondo, Vice President for Finance and Administrative Services, Frank Jason Gutierrez, Director of Accountability, Risk, & Compliance, Ken Lyons, Risk Manager, and the Purchasing Department.

Reviewers – This item was reviewed by Mr. Raul Cabaza, III, Risk Management Consultant, Mrs. Mary Elizondo, Vice President for Finance and Administrative Services, Frank Jason Gutierrez, Director of Accountability, Risk, & Compliance, Ken Lyons, Risk Manager, and the Purchasing Department.

Enclosed Documents - The recommendations provided by Mr. Raul Cabaza, III, follow in the packet for the Board's information and review.

The Finance, Audit, and Human Resources Committee recommended Board approval to award the proposals for Student / Faculty Medical Professional Liability Insurance (\$23,700), Voluntary Student Accident Insurance (at no cost to the College), and Workforce Training Programs Student Accident Insurance (at no cost to the College), for the period of August 26, 2020 through August 26, 2021, at a total cost of \$23,700.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize awarding the proposals for Student / Faculty Medical Professional Liability Insurance (\$23,700), Voluntary Student Accident Insurance (at no cost to the College), and Workforce Training Programs Student Accident Insurance (at no cost to the College), for the period of August 26, 2020 through August 26, 2021, at a total cost of \$23,700 as presented.

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

The Board of Trustees approves and authorizes awarding the proposals for Student / Faculty Medical Professional Liability Insurance (\$23,700), Voluntary Student Accident Insurance (at no cost to the College), and Workforce Training Programs Student Accident Insurance (at no cost to the College), for the period of August 26, 2020 through August 26, 2021, at a total cost of \$23,700 as presented.

Approval Recommended:

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

**South Texas College
2020 Student Insurance RFP #19-20-1052**

Insurance Premium Summary					
Description	Recommended Carrier	Basis	Premium	Basis	Limit
Voluntary Student Accident Insurance	Ameritas Life Insurance Corp.	Primary	\$75 school time / \$160 24 Hour Basis		
Workforce Training Programs Student Accident	Ameritas Life Insurance Corp.	Excess	\$ 2,700	514 Participants	\$ 25,000
Professional Liability	C.N.A. American Casualty Company	Expiring Limit	\$ 23,700	2370 Students	\$1MM/\$5MM
Professional Liability	C.N.A. American Casualty Company	Option with Increased Limit	\$ 29,179	2370 Students	\$2MM/\$5MM

SHEPARD WALTON KING
INSURANCE GROUP
Bob Shepard • Raul Cabaza III • Chris Graham • Josh Fields • Cynthia Cabaza

June 4, 2020

Ms. Mary Elizondo
Vice President for Finance & Administrative Services
South Texas College
PO Box 9701
McAllen, TX 78501

Re: Medical Professional Liability RFP #19-20-1052

Dear Ms. Elizondo:

One proposal was received for Medical Professional Liability Insurance. The marketplace for such coverage is specialized and is cost effective when it is offered by national purchasing groups.

There are more than one million nurses, therapists and allied professionals insured in this program and it offers professional liability insurance to students, the faculty who instruct and supervise them, and the school.

Affinity Insurance Services, Inc. offered terms through American Casualty Company of Reading PA, Rated XV by A.M. Best. The following options based on 2,370 students were offered:

Limits:	Premium:	Cost per Student:
\$1,000,000/\$5,000,000.	\$23,700	\$10.00
\$2,000,000/\$5,000,000.	\$29,179	\$12.31

Coverage Highlights:

- Defense Costs (Legal Representation) – Outside the Liability Limits
- Zero Deductible

Recommendation: Purchase of coverage for the year August 26, 2020 to August 26, 2021 at an annual premium of \$23,700.00 from American Casualty Company of Reading PA. The limit of insurance is \$1,000,000 per occurrence/\$5,000,000 aggregate. The cost for the medical professional liability insurance is paid by the students enrolled in the allied health and child development programs.

Sincerely,



Raul Cabaza III, CIC
President

**SOUTH TEXAS COLLEGE
2020 Student Insurance RFP #19-20-1052**

Student/Faculty Medical Professional Liability			
	<i>Current Program</i>	Recommended Program	Alternate Increased Limits
Proposer:	<i>Affinity Ins Services</i>	Affinity Ins Services	Affinity Ins Services
Carrier:	<i>American Casualty Company of Reading PA (C.N.A.)</i>	American Casualty Company of Reading PA (C.N.A.)	American Casualty Company of Reading PA (C.N.A.)
A.M. Best Rating	<i>A XV</i>	A XV	A XV
Coverage Form:	<i>Occurrence</i>	Occurrence	Occurrence
Limit Per Occurrence:	<i>\$1,000,000</i>	\$1,000,000	\$2,000,000
Aggregate Limit:	<i>\$5,000,000</i>	\$5,000,000	\$5,000,000
Defense Costs:	<i>Outside the Limits</i>	Outside the Limits	Outside the Limits
Deductible:	<i>None</i>	None	None
Annual Premium:	<i>\$22,968</i>	\$23,700	\$29,179
Rate per Student:	<i>2,296 students/ Approx. \$10. per participant</i>	2,370 students/\$10. per participant	2,370 students/Approx. \$12.31 per participant

SHEPARD WALTON KING
INSURANCE GROUP

June 5, 2020

Ms. Mary G. Elizondo
Vice President for Finance and Administrative Services
South Texas College
PO Box 9701
McAllen, Texas 78501

Re: Voluntary Student Accident Insurance RFP# 19-20-1052

Ms. Elizondo:

Proposals were advertised on May 6th and 13th, with the RFP emailed to six vendors. One response was received for the Voluntary Student Accident Insurance.

Student Assurance Services proposed placement of coverage through Ameritas Life Insurance Corp. on a primary basis for school time or alternately on a 24-hour basis. The annual premium is \$75 per insured person for school time coverage and \$160.00 for a 24-hour basis. The dental insurance coverage is \$8 additional premium. The premium is charged for the school year or by semester and the limit of insurance is \$25,000.

Recommendation:

We recommend Student Assurance Services, Inc. representing Ameritas Life Insurance Corp. for the year August 26, 2020 through August 26, 2021. This is a voluntary product purchased by the student and there is no cost to the college.

Submitted by



Raul Cabaza, III
Licensed Risk Manager

SOUTH TEXAS COLLEGE
2020 Student Insurance RFP #19-20-1052

Voluntary Student Accident Insurance		
	<i>Current Program</i>	Proposed
Proposer:	<i>Student Assurance Services, Inc.</i>	Student Assurance Services, Inc.
Carrier:	<i>Ameritas Life Insurance Corp.</i>	Ameritas Life Insurance Corp.
A.M. Best Rating	A XIV	A XIV
Limits:	<i>\$25,000 Maximum Medical Benefit</i>	\$25,000 Maximum Medical Benefit
Type of Policy:	<i>Primary Basis - will pay benefits regardless of Other Valid Coverage.</i>	Primary Basis - will pay benefits regardless of Other Valid Coverage.
2000 packets for registration	Yes	Yes
School Time Rate (Annual Cost)	<i>\$75 per student</i>	\$75 per student
24-Hour Basis (Annual Cost)	<i>\$160 per student</i>	\$160 per student
Cost for extended dental - \$5,000 Limit	\$8 <i>Stand Alone covg. - Not available</i>	\$8 Stand Alone covg. - Not available
All school sponsored activities?	Yes	Yes

SHEPARD WALTON KING
INSURANCE GROUP

June 4, 2020

Ms. Mary Elizondo
Vice President for Finance and Administrative Services
South Texas College
PO Box 9701
McAllen, Texas 78501

RE: Workforce Training Programs Student Accident Insurance RFP# 19-20-1052

Dear Ms. Elizondo:

One proposal was received for Workforce Training Program-Student Accident Insurance.

Student Assurance Services proposed placement through Ameritas Life Insurance Corp. with an Accident and Medical Limit of \$25,000. The premium is based on 514 students. The students are enrolled in Continuing Education Programs such as Phlebotomy, Welding, Emergency Care Assistant, and Building trades with the cost being covered by cash paying students.

Recommendation:

Student Assurance Services proposed Ameritas Life Insurance Corp for the year August 26, 2020 through August 26, 2021. The annual premium is \$2700.

Sincerely,



Raul Cabaza, III
Licensed Risk Manager

**SOUTH TEXAS COLLEGE
2020 Student Insurance RFP #19-20-1052**

Workforce Training Programs - Student Accident Insurance		
	<i>Current Program</i>	Renewal Program
Proposer:	<i>Student Assurance Services</i>	Student Assurance Services
Carrier:	<i>Ameritas Life Insurance Corp.</i>	Ameritas Life Insurance Corp.
A.M. Best Rating	<i>A XIV</i>	A XIV
WTS - Trade Students - Group Premium:	<i>\$2,700</i>	\$2,700
Basis - # of Participants	<i>589</i>	514
Schedule of Benefits - Accidental Medical		
<i>See Attached Form GA-2200Ed. 11-16 (TX)</i>		

Review and Recommend Action on Award of Proposals for Property / Inland Marine / Boiler & Machinery, Crime, School Leaders E&O, General Liability, Law Enforcement Liability, Automobile, Workers Compensation, Foreign Liability, and Cyber Liability Insurance

Approval to award the proposals for Property / Inland Marine / Boiler & Machinery, Crime, School Leaders E&O, General Liability, Law Enforcement Liability, Automobile, Workers Compensation, Foreign Liability, and Cyber Liability Insurance for the period beginning September 1, 2020 through August 31, 2021 at a total cost of **\$1,456,177** is requested.

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

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

The College's Risk Management Consultant, Mr. Raul Cabaza III, attended the July 14, 2020 Finance, Audit, and Human Resources Committee meeting to address questions from the Committee. Mr. Cabaza recommended the following awards:

- **Property / Inland Marine / Boiler & Machinery**

- ⇒ Request award of Property / Inland Marine / Boiler & Machinery Insurance coverage to The Hartford Fire Insurance Co. (Montalvo) at a total cost of **\$935,956**. The policy offers a 5% named storm deductible, a 5% all other wind/hail deductible (applied per building with a \$100,000 minimum deductible per building), and a \$100,000 deductible for all other perils.
- ⇒ Flood insurance is included with a deductible of \$100,000 or \$500,000 per occurrence.
- ⇒ The carrier remains unchanged from the current year.
- ⇒ In obtaining a quote for the College, Montalvo Insurance approached a total of 15 carriers.
- ⇒ Premium is increasing by 29.5%.

- **Crime Insurance**

- ⇒ Request award of Crime Insurance coverage to Traveler's Casualty & Surety Company of America (Montalvo) at a cost of **\$8,378**.
- ⇒ The carrier remains unchanged from the current year.
- ⇒ Premium is increasing by 11.9%.

- **School Leaders E&O, General Liability, Law Enforcement Liability, Automobile**

⇒ Per legal counsel, the College’s exposure is shown in the table below:

	Liability Exposure
State	Sovereign immunity except for injuries arising out of operation of motor vehicles. Limits: \$100,000/\$300,000.
Federal	Claims arising under US Constitution and federal statutes (covered under trustee coverage) No limits.

⇒ Per legal counsel, under state law, the College is immune from liability except for injuries arising from a motor vehicle accident (\$100,000 per person / \$300,000 per accident). Under Federal Law, the College has exposure under Section 1983 Clauses of Action (Civil Rights Statute); there is theoretically no limit of liability. Legal counsel advises that though there is no ceiling under civil rights cases, the Board may, based on history, develop a risk policy. Given the College’s comprehensive practices and procedures to avoid liability and the experience of the College with these cases, the primary purpose is first to ensure the College has competent legal defense and coverage is within limits. Based on the College’s claim history, a \$250,000 limit policy would be reasonable and sufficient coverage.

School Leaders E&O, General Liability, Law Enforcement Liability, Automobile Insurance to Texas Association of School Boards (TASB) at a cost of **\$209,839**. The program offers a \$1,000,000 limit for School Leaders E&O, General Liability and Law Enforcement Liability with deductibles of \$50,000 for School Leaders E&O, \$0 for General Liability, and \$0 for Employee Benefits Liability. Law Enforcement Liability deductible depends on if allegations are under General Liability or Professional Liability. The Automobile Liability limit is \$300,000 with a \$1,000 deductible applicable to both the liability and physical damage.

- ⇒ The carrier remains unchanged from the current year.
- ⇒ Premium is increasing by 6.8%.

- **Workers Compensation Insurance**

- ⇒ Workers Compensation Insurance to Texas Association of School Boards (TASB) at a total cost of **\$273,563**.
- ⇒ The carrier remains unchanged from the current year.
- ⇒ Premium is increasing by 38%.

- **Foreign Liability Insurance**

- ⇒ Foreign Liability Insurance to Ace American Insurance Co. (Montalvo) at a total cost of **\$8,201**.
- ⇒ Due to employee travel to Mexico and to other countries such as Spain, to accompany students in study abroad programs, and territory restrictions under the domestic policies, the purchase of an international insurance policy is recommended.
- ⇒ Foreign Liability Insurance provides General Liability, Auto, Accidental Death & Dismemberment, and Property coverage in specific countries for employees during the normal scope of business, College-owned vehicles, vehicles leased by South Texas College, and equipment. General Liability includes the following limits:
 - \$1,000,000 Each occurrence
 - \$2,000,000 General aggregate
 - \$2,000,000 Products-completed operations aggregate
 - \$1,000,000 Personal and advertising injury
 - \$1,000,000 Damage to premises rented to South Texas College
 - \$ 25,000 Medical expenses (any one person)
- ⇒ The carrier and premium remain unchanged from the current year.

- **Cyber Liability Insurance**

- ⇒ Cyber Liability Insurance to Beazley Insurance Company (Montalvo) at a total cost of **\$20,240**.
- ⇒ The carrier remains unchanged from the current year.
- ⇒ The premium is increasing by 1.4%.

The total recommended award to Montalvo is **\$972,775**. The total recommended award to TASB is **\$483,402**.

Background - The request for proposals for these insurances was advertised on May 11, 2020 and May 18, 2020 and issued to seven (7) vendors. Three (3) responses were received on June 5, 2020 and were reviewed by Mr. Raul Cabaza, III, Risk Management Consultant. In addition, responses were reviewed by Frank Jason Gutierrez, Director of Accountability, Risk & Compliance, Ken Lyons, Risk Manager, and Rebecca Cavazos, Director of Purchasing.

Funding Source - Funds for this expenditure are budgeted in the Insurance and Benefits budgets for FY 2020 - 2021, pending Board approval of the budget.

Reviewers – This item was evaluated and recommendations were prepared by Mr. Raul Cabaza, III, Risk Management Consultant. Mrs. Mary Elizondo, Vice President for Finance and Administrative Services, Frank Jason Gutierrez, Director of Accountability, Risk, & Compliance, Ken Lyons, Risk Manager, and the Purchasing Department reviewed the recommendations furnished by the Risk Management Consultant.

Enclosed Documents – The recommendations and spreadsheets provided by Mr. Raul Cabaza, III, follow in the packet for the Board’s information and review.

At the July 14, 2020 Finance, Audit, and Human Resources Committee meeting, Mr. Gurwitz asked Mr. Raul Cabaza to verify that the insurance proposals incorporated an adequate sample of underwriters and fairly represent competitive market rates.

The Finance, Audit, and Human Resources Committee recommended Board approval to award the proposals for Property / Inland Marine / Boiler & Machinery (\$935,956), Crime (\$8,378), School Leaders E&O, General Liability, Law Enforcement Liability, and Automobile (\$209,839), Workers Compensation (\$273,563), Foreign Liability (\$8,201), and Cyber Liability (\$20,240) Insurance for the period September 1, 2020 through August 31, 2021 at a total cost of \$1,456,177, resulting in a total award of \$972,775 to Montalvo Insurance Agency and \$483,402 to Texas Association of School Boards (TASB).

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize awarding the proposals for Property / Inland Marine / Boiler & Machinery (\$935,956), Crime (\$8,378), School Leaders E&O, General Liability, Law Enforcement Liability, and Automobile (\$209,839), Workers Compensation (\$273,563), Foreign Liability (\$8,201), and Cyber Liability (\$20,240) Insurance for the period September 1, 2020 through August 31, 2021 at a total cost of \$1,456,177, resulting in a total award of \$972,775 to Montalvo Insurance Agency and \$483,402 to Texas Association of School Boards (TASB).

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

The Board of Trustees approves and authorizes awarding the proposals for Property / Inland Marine / Boiler & Machinery (\$935,956), Crime (\$8,378), School Leaders E&O, General Liability, Law Enforcement Liability, and Automobile (\$209,839), Workers Compensation (\$273,563), Foreign Liability (\$8,201), and Cyber Liability (\$20,240) Insurance for the period September 1, 2020 through August 31, 2021 at a total cost of \$1,456,177, resulting in a total award of \$972,775 to Montalvo Insurance Agency and \$483,402 to Texas Association of School Boards (TASB).

Approval Recommended:

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

**SOUTH TEXAS COLLEGE
PROPERTY AND CASUALTY INSURANCE - PROJECT NO. 20-21-1001
INSURANCE PREMIUM SUMMARY**

Risk Management Consultant Evaluation

COVERAGE PREMIUMS	1 Proposed Texas Association of School Boards	2 Proposed Montalvo Insurance Agency	3 Proposed Acrisure, LLC. /dba Carlisle Insurance Agency, Inc.
Address of Proposers:	P O Box 301	208 S Texas Blvd	500 N Water St Ste 900
	Austin, TX 78767	Weslaco, TX 78596	Corpus Christi, TX 78401
	800-482-7276	956-968-5521	361-884-2775
	Adrian Pena	Ramon Montalvo	Chase Carlisle

PROPERTY / INLAND MARINE AND BOILER AND MACHINERY			
Hartford (\$200M Loss Limit - 5% Wind/Hail Deductible)			
Property including Inland Marine	No Quote	\$ 908,939.00	No Quote
Terrorism Risk Insurance Act		\$ 27,017.00	
Boiler and Machinery		Included	
Sub-Total		\$ 935,956.00	
Amrisc (\$200M Loss Limit - 5% Wind/Hail Deductible)			
Property	No Quote	\$ 819,813.75	No Quote
Terrorism Risk Insurance Act (Including Tax / Fees)		\$ 40,427.10	
Boiler and Machinery (C.N.A.)		\$ 14,310.00	
Sub-Total		\$ 874,550.85	
Amrisc (\$200M Loss Limit - 3% Wind/Hail Deductible)			
Property	No Quote	\$ 966,813.75	No Quote
Terrorism Risk Insurance Act (Including Tax/Fees)		\$ 47,777.10	
Boiler & Machinery (C.N.A.)		\$ 14,310.00	
Sub-Total		\$ 1,028,900.85	
Excess Property (Options excluding Terrorism)			
\$50M excess of \$200M (Hartford)		\$ 68,460.00	
\$100M excess of \$200M (Hartford)		\$ 115,710.00	
\$150M excess of \$200M (Hartford)		\$ 157,710.00	
Excess additional premium to add Terrorism		\$ 26,250.00	

CRIME			
\$50,000 Retention	No Quote	\$ 7,488.00	No Quote
\$35,000 Retention	No Quote	\$ 8,378.00	No Quote

CASUALTY			
School Leaders Errors and Omissions	\$159,813.00	No Quote	\$151,403.00
General Liability	Included in School Leaders E&O	No Quote	\$36,109.00
Law Enforcement	Included in School Leaders E&O	No Quote	Included in General Liability
Automobile	\$50,026.00	No Quote	\$62,336.00
Casualty Sub-Total	\$ 209,839.00	-	\$ 249,848.00
Subject to:	**Coverage contingent upon concurrent participation in funds Auto, Liability and Worker's Compensation Programs		

WORKERS COMPENSATION			
Workers' Compensation - Out-of-Network	\$ 273,563.00	No Quote	\$ 296,065.00
Workers' Compensation - In-Network	No Quote	No Quote	\$ 260,848.00
Dividend Eligible	No		Yes
Subject to:	**Coverage contingent upon concurrent participation in funds Auto, Liability and Worker's Compensation Programs		
Total Casualty and Workers Compensation**	\$ 483,402.00		\$ 545,913.00

FOREIGN LIABILITY			
Foreign Liability	No Quote	\$ 8,201.00	No Quote

CYBER LIABILITY			
Cyber Liability - \$2M (Beazley) with \$2M Legal, Forensic and Public Relations/Crisis Management	No Quote	\$ 20,240.00	No Quote

TOTAL AWARD AMOUNT BY VENDOR	\$ 483,402.00	\$ 972,775.00	\$ -
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SHEPARD WALTON KING
INSURANCE GROUP

June 17, 2020

Ms. Maria G. Elizondo
Vice President for Finance and Administrative Services
South Texas College
P. O. Box 9701
McAllen, TX 78502-9500

Re: **Property/Inland Marine and Boiler & Machinery Insurance**
Effective September 1, 2020

Dear Ms. Elizondo:

Three proposals for the Property/Inland Marine/Boiler & Machinery Insurance were received, all from Montalvo Insurance. The first through Hartford Fire Insurance Company at premium of \$923,956.

Two quotes were received from Amrisc Insurance which were coupled with the Boiler & Machinery quote through Continental Casualty Company (C.N.A.). The Amrisc property premium at 5% wind/hail deductible is \$860,240.85 including TRIA with C.N.A. Boiler and Machinery premium of \$14,310 for total premium of \$874,550.85. An alternate 3% Wind/Hail Deductible is available for an additional premium of \$154,350. Including TRIA. The boiler & machinery is subject to a \$100,000,000 policy limit with the property subject to a \$200,000,000 policy limit.

The renewal quotes reflect a number of restrictions in coverage from expiring, the most notable or which are:

- Addition of loss limit of \$200,000,000 compared to expiring policy limit of \$516,741,252.
- Named Storm Deductible increased from 2% to 5% (option through Amrisc for 3% deductible)
- All Other Wind/Hail Deductible increased from 1% to 5% (option through Amrisc for 3% deductible)

The application of the wind/hail % deductibles varies between the two quotes.

- Hartford deductible is applied per building with a \$100,000 minimum deductible per building.
- Amrisc deductible is applied per location with a \$100,000 minimum deductible per occurrence.

The following difference in valuation applies:

- Amrisc quote has an actual cash valuation clause for roof coverings if originally installed or last fully replaced prior to 2008.
- Hartford quote has replacement cost.

Underwriters have advised the commercial property segment continues to be challenged by record breaking, year over year natural catastrophes including wildfires in the west, hurricane loss in the South & SE, and increased severity & frequency of wind/ hail events & flooding through Midwest, & throughout Texas – in turn this line of business is feeling substantial restricting. Pair these events with rising inflation in property construction costs and increased losses due to non-weather-related losses across the property line and it leads to changes needed from a terms & conditions standpoint as well as funding/ pricing.

It is the position of STC to purchase admitted vs surplus insurance when an admitted carrier presents a quote;

therefore, the admitted Hartford Fire Insurance Company quote is being recommended in lieu of the lower non-admitted quote through Amrisc.

We recommend purchase of the Hartford Fire Insurance Company property insurance quote including inland marine of \$935,956. through Montalvo Insurance for the period of September 1, 2020 through August 31, 2021.

Submitted by:

A handwritten signature in black ink that reads "Raul Cabaza, III". The signature is written in a cursive style with a prominent loop at the end of the last name.

Raul Cabaza, III, CIC
Licensed Risk Manager

Enclosures

**SOUTH TEXAS COLLEGE
PROPERTY / INLAND MARINE AND BIOLER AND MACHINERY
PROJECT NO. 20-21-1001**

Proposer	Option #1		Option #2	
	Current Program	Proposed	Proposed	
	Montalvo Insurance Agency	Montalvo Insurance Agency	Montalvo Insurance Agency	
PROPERTY				
Insurance Company	Hartford Fire Insurance, Co.	Hartford Fire Insurance, Co.	Amrisc (see List of Carriers)	
A.M. Best Rating	A+ XV	A+ XV	See List of Carriers	
Admitted/Non-Admitted	Admitted	Admitted	Non-Admitted	
Blanket / Scheduled	Blanket	Blanket	Scheduled	
Total Insured Values				
Building Limit:	\$ 415,529,308	\$ 436,890,027	\$ 433,292,914	
Business Personal Property incl EDP	\$ 64,657,477	\$ 67,941,692	\$ 65,893,627	
Other			\$ 6,422,328	
Business Income	\$ 36,554,470	\$ 33,921,272	\$ 33,921,272	
Sub-Total	\$ 516,741,255	\$ 538,752,991	\$ 539,530,141	
Contractors Equipment	\$ 762,816	\$ 777,160	Included above	
Fine Arts of Others (Max: \$10K item)	SPICE endorsement includes \$50,000 coverage	SPICE endorsement includes \$50,000 coverage		
Total Insured Values	\$ 517,504,071	\$ 539,530,151	\$ 539,530,141	
Co-Insurance	No Co-Insurance	No Co-Insurance	Waived	
Policy Limit / Loss Limit	\$516,741,252	\$200,000,000	\$200,000,000	
Sub-Limits				
Earthquake/Earth Movement - Annual Aggregate	\$ 50,000,000	See Location Level Details-Quote	\$ 50,000,000	
Flood Annual Aggregate (Excl Zones A & V)			\$ 25,000,000	
-Zone B Annual Aggregate	\$ 5,000,000	\$ 5,000,000	See Below	
-Zones B, X-Shaded & X500		X Zones not specified	\$ 5,000,000	
-Zone C Annual Aggregate	\$ 25,000,000	\$ 10,000,000	Not Specified	
-Zones A&V	Excluded	Excluded	Excluded	
	*603 N Coyote Dr, La Joya, TX 78560-4141	*Excluded -603 N Coyote Dr, La Joya, TX 78560-4141		
Deductibles:				
Wind/Hail Deductibles	2% per building min. \$100,000 to apply per building	5% Windstorm or Hail Deductible applies	5% Windstorm or Hail deductible applies per occurrence per location (\$100,000 minimum)	
Type Deductible	Named Storm	All Wind/Hail	All Wind/Hail	
All Other Wind/Hail	1% per building min. \$50,000 to apply per building	Same as above	Same as above	
All Other Perils	\$ 100,000	\$ 100,000	\$ 100,000	
Earth Movement	\$ 100,000	\$ 100,000	\$ 100,000	
Fine Arts / Contractor's Equipment	\$ 2,500	\$ 2,500	Not Specified	
Flood Deductibles	See Location Level Details-Quote	See Location Level Details-Quote	\$ 100,000	
-Zone C	\$ 50,000	\$ 100,000		
-Zone B	\$ 500,000	\$ 500,000	See Below	
-Zone B, X500 or X-shaded			Maximum NFIP, whether purchased or not plus \$100,000 per occurrence	
Valuation	Replacement Cost	Replacement Cost	Replacement Cost, except ACV for Roof Coverings if originally installed or last fully replaced prior to 2008.	
Property including Inland Marine	\$ 714,000	\$ 899,677	\$ 819,813.75	
Inland Marine	\$ 9,000	\$ 9,262	Included	
TRIA	Included	\$ 27,017	\$ 40,427.10	
Sub-Total	\$ 723,000	\$ 935,956	\$ 860,240.85	

**SOUTH TEXAS COLLEGE
PROPERTY / INLAND MARINE AND BIOLER AND MACHINERY
PROJECT NO. 20-21-1001**

Proposer	Current Program	Option #1	Option #2
	Montalvo Insurance Agency	Proposed Montalvo Insurance Agency	Proposed Montalvo Insurance Agency
Property Option at 3% W/H Deductible, min. \$100,000.		No Quote	\$ 966,813.75
Inland Marine			Included
TRIA			\$ 47,777.10
Sub-Total			\$ 1,014,590.85
EXCESS PROPERTY		Arrowhead	
Participating Insurance Companies		QBE Specialty Insurance, Co. -A XV	
		Princeton Excess & Surplus Lines -A XV	
		General Security Indemn. Co. of Arizona -A+ XV	
		Starstone Specialty Insurance, Co. -A-XI	
		Steadfast Ins. Co. -A+ XV	
Admitted / Non-Admitted		Non-Admitted	
Limit of Insurance		See Limit Options Below	
Excess of		\$ 200,000,000	
Wind/Hail Deductible		5%	
\$50M Limit		\$ 68,460	
\$100M Limit		\$ 115,710	
\$150M Limit		\$ 157,710	
Add Terrorism		\$ 26,250	
BOILER & MACHINERY			
Insurance Company		Hartford Fire Insurance Co.	Continental Casualty Company
A.M. Best Rating		A+ XV	A XV
Admitted/Non-Admitted		Admitted	Admitted
Limit of Insurance		\$ 100,000,000	\$ 100,000,000
Deductible		\$ 100,000	\$ 100,000
Premium:		Included in Property	\$ 14,310
Sub-Total		\$ 935,956	\$ 874,550.85
3% Wind/Hail Option		Not Available	\$ 1,028,900.85

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SHEPARD WALTON KING
INSURANCE GROUP

June 18, 2020

Ms. Maria G. Elizondo
Finance and Administrative Services
South Texas College
P. O. Box 9701
McAllen, TX 78501

Re: Crime Insurance Effective September 1, 2020

Dear Ms. Elizondo:

Only one proposal for crime insurance was received. It was from Montalvo Insurance Agency through Travelers Casualty & Surety Company of America at premium of \$7,488.

Current retention level is \$50,000. An inquiry was made regarding reducing the current deductible and Travelers advised the lowest deductible available would be \$35,000 at premium of \$8,378.

Limits remain as per expiring. A quote was requested to increase the Social Engineering Limit from \$500,000 to \$1,000,000., however, the \$500,000 limit is the maximum available through Travelers.

We recommend purchase of Travelers Casualty & Surety Company of America proposal through Montalvo Insurance Agency for the period September 1, 2020 through August 31, 2021 at an annual premium of \$8,378 at the lower \$35,000 retention.

Submitted by:



Raul Cabaza, III, CIC
Licensed Risk Manager

Enclosures
AO

**SOUTH TEXAS COLLEGE
CRIME INSURANCE
PROJECT NO. 20-21-1001**

Proposer	Current Program Montalvo Insurance Agency	Proposed Montalvo Insurance Agency
Insurance Company	Travelers Casualty & Surety Company of America	Travelers Casualty & Surety Company of America
A.M. Best Rating	A++ XV	A++ XV
Admitted / Non-Admitted	Admitted	Admitted
Employee Theft (Dishonesty)	\$ 1,000,000	\$ 1,000,000
Forgery or Alteration	\$ 1,000,000	\$ 1,000,000
Theft, Disappearance & Destruction (Inside & Outside Premises)	\$ 1,000,000	\$ 1,000,000
Money Order & Counterfeit Currency	\$ 1,000,000	\$ 1,000,000
Computer Fraud	\$ 1,000,000	\$ 1,000,000
Funds Transfer Fraud	\$ 1,000,000	\$ 1,000,000
Claims Expense (\$0 Ded.)	\$ 5,000	\$ 5,000
Retention	\$ 50,000	\$ 50,000
Social Engineering Limit	\$ 500,000	\$ 500,000
		Maximum Limit Available
Retention	\$ 20,000	\$ 20,000
Premium	\$ 7,488	\$ 7,488
Option \$35,000 Retention		\$ 8,378

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SHEPARD WALTON KING
INSURANCE GROUP

June 17, 2020

Ms. Maria G. Elizondo
Finance and Administrative Services
South Texas College
P. O. Box 9701
McAllen, TX 78501

RE: School Leaders E&O, General Liability, Law Enforcement Liability, Automobile Insurance Effective September 1, 2020

Dear Ms. Elizondo:

In response to the RFP, two proposals were received for these coverages.

Texas Association of School Boards offered renewal terms for School Leaders E&O including General Liability and Law Enforcement at premium of \$159,813 and Automobile at premium of \$50,026 for combined casualty premium of \$209,839. The proposal is contingent upon concurrent participation in Auto, Liability and Workers' Compensation programs through TASB.

Carlisle Insurance offered terms through Property Casualty Alliance of Texas (PCAT) for School Leaders E&O at premium of \$151,403., General Liability including Law Enforcement at \$36,109 and Automobile coverage at \$62,336 for combined casualty premium of \$249,848.

Please note differences in the retention under the School Leaders Errors & Omissions. The TASB quoted retention is \$50,000. as per expiring, with PCAT retention of \$25,000.

We recommend purchase of School Leaders E&O, General Liability, Law Enforcement Liability, Automobile from TASB Risk Management Fund for the policy period September 1, 2020 through August 31, 2021 at an annual premium of \$209,839.

Submitted by:



Raul Cabaza, III, CIC
Licensed Risk Manager

Enclosures
AO

**SOUTH TEXAS COLLEGE
SCHOOL LEADERS, ERRORS AND OMISSIONS, GENERAL LIABILITY,
LAW ENFORCEMENT, AND AUTOMOBILE INSURANCE
PROJECT NO. 20-21-1001**

Proposers	<u>Current Program</u>	<u>Proposed</u>	<u>Proposed</u>
	Texas Association of School Boards	Texas Association of School Boards	Acrisure, LLC./ dba Carlisle Insurance Agency, Inc.
Insurance Company	TASB Risk Management Fund	TASB Risk Management Fund	Property Casualty Alliance of Texas
A. M. Best Rating (A VIII or better)	Not Applicable	Not Applicable	Not Applicable
Admitted / Non-Admitted	Not Applicable	Not Applicable	Not Applicable
SCHOOL LEADERS E&O			
Policy Form	Claims Made	Claims Made	Claims Made
Retroactive Date	Not Applicable	Not Applicable	9/1/2015
Limit (Annual Aggregate)	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000
-Defense Outside Limit	Outside Limit	Outside Limit	Outside Limit
Retentions:	\$ 50,000	\$ 50,000	\$ 25,000
Duty to Defend or Indemnity Form	Duty to Defend	Duty to Defend	Duty to Defend
Defense Coverage Breach of Employment Contract	Yes, See proposal clarification	Yes, See proposal clarification	Yes
Coverage Sexual Misconduct - Employment Practice Claims Only	Defense & Damages	Yes	Yes
Coverage Sexual Misconduct - Other than Employment	Defense & Damages	Yes	Yes
Defense for Individuals w/Disabilities suits	Yes	Yes	Yes
Coverage Discrimination of race or national origin	Yes	Yes	Yes
Adm. Hearings - ADR, Spec. Ed., EEOC	Not Covered. Coverage may be provided when a claim proceeds to court level.	Not Covered. Coverage may be provided when a claim proceeds to court level.	Yes
Proposed Policy Non-Assessable		No	Yes
Defense coverage for Breach of Contract-Other than Employment Contract		No	No
Coverage for liability resulting from wrongful acts of consultants and independent contractors		No	No
Punitive and Exemplary Coverage		No	Yes
Personal Injury from an Employment Claim		Yes	Yes
Back-Wages covered		No	No
PREMIUM:	\$ 148,791	\$ 159,813	\$ 151,403
GENERAL LIABILITY			
Limits:			
- General Aggregate	Not Applicable	Not Applicable	\$ 1,000,000
- Products/Completed Ops Agg	Property Damage to products or work is excluded	Property Damage to products or work is excluded	\$ 1,000,000
- Personal & Advertising Injury	Included	Included	\$ 1,000,000
- Each Occurrence	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000
Deductible:	\$ -	\$ -	\$ 1,000
Coverage for Allegations Sexual Abuse or Molestation	See School Leaders E&O	See School Leaders E&O	See School Leaders E&O
Employee Benefits Liability	\$ 100,000	\$ 100,000	\$ 1,000,000
-Policy Form	Occurrence	Occurrence	Claims Made
-Retro Date	N/A	N/A	9/1/20
-Deductible	\$ -	\$ -	\$ 1,000
Premium	Included School Leaders E&O	Included School Leaders E&O	\$ 36,109

**SOUTH TEXAS COLLEGE
SCHOOL LEADERS, ERRORS AND OMISSIONS, GENERAL LIABILITY,
LAW ENFORCEMENT, AND AUTOMOBILE INSURANCE
PROJECT NO. 20-21-1001**

	<u>Current Program</u>	<u>Proposed</u>	<u>Proposed</u>
Proposers	Texas Association of School Boards	Texas Association of School Boards	Acrisure, LLC./ dba Carlisle Insurance Agency, Inc.
Insurance Company	TASB Risk Management Fund	TASB Risk Management Fund	Property Casualty Alliance of Texas
A. M. Best Rating (A VIII or better)	Not Applicable	Not Applicable	Not Applicable
Admitted / Non-Admitted	Not Applicable	Not Applicable	Not Applicable
LAW ENFORCEMENT			
Limit of Liability	Included under GL or Professional Legal Liability depending on allegations	Included under GL or Professional Legal Liability depending on allegations	\$ 1,000,000
Policy Form	Depends on if allegations under general liability or professional liability	Depends on if allegations under general liability or professional liability	Occurrence
Retro Date	Not Applicable	Not Applicable	Not Applicable
Deductible	Depends on if allegations under general liability or professional liability	Depends on if allegations under general liability or professional liability	\$ 5,000
Premium	Included School Leaders E&O	Included School Leaders E&O	Included under General Liab.
AUTOMOBILE			
# Units	96	104	104
Liability Limits:	\$100,000/\$300,000/\$100,000	\$100,000/\$300,000/\$100,000	\$100,000/\$300,000/\$100,000
Liability Deductible	\$ 1,000	\$ 1,000	\$ 1,000
Physical Damage:	ACV	ACV	ACV
- Comprehensive Deductible	\$ 1,000	\$ 1,000	\$ 1,000
- Collision Deductible	\$ 1,000	\$ 1,000	\$ 1,000
- Hired Car Physical Damage Limit	\$ 50,000	\$ 50,000	\$ 100,000
Premium	\$ 47,643	\$ 50,026	\$ 62,336
TOTAL PREMIUMS:	\$ 196,434	\$ 209,839	\$ 249,848
Subject to:	Coverage contingent upon concurrent participation in funds Auto, Liability and Worker's Compensation Programs	Coverage contingent upon concurrent participation in funds Auto, Liability and Worker's Compensation Programs	

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SHEPARD WALTON KING
INSURANCE GROUP

June 17, 2020

Ms. Maria G. Elizondo
Finance and Administrative Services
South Texas College
P. O. Box 9701
McAllen, TX 78501

RE: Workers Compensation Effective September 1, 2020

Dear Ms. Elizondo:

Two proposals were received for Workers Compensation, one from TASB Risk Management Fund at premium of \$273,563 and one from Carlisle Insurance through Texas Mutual Insurance at in-network premium of \$260,848.

TASB does not offer coverage for volunteers, which is offered under the Texas Mutual quote. The TASB quote is contingent upon participation in the Auto, Liability and Workers Compensation programs.

The Texas Mutual in-network quote requires notification of employees of your participation in the network and requires they use in-network physicians.

We recommend purchase of the Workers' Compensation Coverage from TASB Risk Management Fund for the period September 1, 2020 to August 31, 2021 for an estimated annual premium of \$273,563 subject to final audit.

Submitted by:



Raul Cabaza, III, CIC
Licensed Risk Manager

Enclosures
AO

**SOUTH TEXAS COLLEGE
WORKERS COMPENSATION INSURANCE
PROJECT NO. 20-21-1001**

	<u>Current Program</u>	<u>Proposed</u>	<u>Proposed</u>
Proposers:	Texas Association of School Boards	Texas Association of School Boards	Acisure, LLC./ dba Carlisle Insurance
Insurance Company	TASB Risk Management Fund	TASB Risk Management Fund	Texas Mutual Insurance
A.M. Best Rating	Not Applicable	Not Applicable	A XV
Admitted / Non-Admitted	Not Applicable	Not Applicable	Admitted
Employers Liability	Not Offered	Not Offered	\$1M/\$1M/\$1M
Payroll Classifications			
- 8810 Clerical	\$ 17,392,823	\$ 12,224,040	\$ 12,224,040
- 8868 Professionals	\$ 85,191,208	\$ 86,930,005	\$ 86,930,005
- 9101 All Other	\$ 4,497,936	\$ 10,279,277	\$ 10,279,277
Total Gross Payroll:	\$ 107,081,967	\$ 109,433,322	\$ 109,433,322
- 8868 Volunteer Instructors ⁽¹⁾	Not Covered	Not Covered	Included
Estimated Premium - Out-of-Network	\$ 198,298	\$ 273,563	\$ 296,065
Estimated Premium - In-Network			\$ 260,848
		Coverage contingent upon concurrent participation in funds Auto, Liability and Worker's Compensation Programs	

⁽¹⁾ Note: Accurate records of Volunteers' hours and days worked should be kept in order to verify a claim when it occurs.

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SHEPARD WALTON KING
INSURANCE GROUP

June 17, 2020

Ms. Maria G. Elizondo
Finance and Administrative Services
South Texas College
P. O. Box 9701
McAllen, TX 78501

Re: Foreign Liability Coverage Effective September 1, 2020

Dear Ms. Elizondo:

Only one proposal for foreign liability insurance was received. It was from Montalvo Insurance Agency through Ace American Insurance Company at premium of \$8,201.

Due to employee foreign travel and territory restrictions under the domestic policies, we recommend the purchase of a Foreign Liability Insurance Policy.

We recommend purchase of the Foreign Liability Insurance Coverage from Ace American Insurance through Montalvo Insurance Agency for the period from September 1, 2020 to August 31, 2021 for an annual premium of \$8,201.

Submitted by:



Raul Cabaza, III, CIC
Licensed Risk Manager
Enclosures
AO

**SOUTH TEXAS COLLEGE
FOREIGN LIABILITY INSURANCE
PROJECT NO. 20-21-1001**

	<u>Current Program</u>	<u>Proposed</u>
Proposer:	Montalvo Insurance Agency	Montalvo Insurance Agency
Insurance Company	Ace American Insurance, Co.	Ace American Insurance, Co.
A.M. Best	A++ XV	A++ XV
Admitted / Non-Admitted	Admitted	Admitted
General Liability		
Each Occurrence	\$ 1,000,000	\$ 1,000,000
General Aggregate	\$ 2,000,000	\$ 2,000,000
Products/Co. Ops Aggregate	\$ 2,000,000	\$ 2,000,000
Damage to Premises Rented to You Limit (any one premises)	\$ 1,000,000	\$ 1,000,000
Personal & Advertising Injury	\$ 1,000,000	\$ 1,000,000
Medical Expense Limit	\$ 25,000	\$ 25,000
Employee Benefits Liability (\$1,000 Deductible)	\$ 1,000,000	\$ 1,000,000
Automobile Liability - Contingent	\$ 1,000,000	\$ 1,000,000
Total Premium	\$ 8,201	\$ 8,201

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SHEPARD WALTON KING
INSURANCE GROUP

June 22, 2020

Ms. Maria G. Elizondo
Finance and Administrative Services
South Texas College
P. O. Box 9701
McAllen, TX 78501

RE: Cyber Liability Effective September 1, 2020

Dear Ms. Elizondo:

One proposal was received for the Cyber Coverage from Montalvo Insurance through Beazley Insurance Company at premium of \$20,240.

Under the Beazley proposal, both notifications and the first party forensic expenses limit are outside the policy aggregate limit and the quote includes \$250,000 sub-limits for eCrime coverage.

We recommend purchase of Cyber coverage through Montalvo Insurance with Beazley Insurance Company for the policy period September 1, 2020 through August 31, 2021 at an annual premium of \$20,240.

Submitted by:



Raul Cabaza, III, CIC
Licensed Risk Manager

Enclosures
AO

**SOUTH TEXAS COLLEGE
CYBER LIABILITY
PROJECT NO. 20-21-1001**

Proposer	Current Program Montalvo Insurance	Proposed Montalvo Insurance
Insurance Company	Beazley Insurance Company	Beazley Insurance Company
A.M. Best Rating	A XIV	A XIV
Admitted / Non-Admitted	Admitted	Admitted
Breach Response	In addition to Policy Aggregate Limit of Liability	In addition to Policy Aggregate Limit of Liability
Notified Individuals - # of individuals	1,000,000	1,000,000
Legal, Forensic & Public Relations/Crisis Management	\$ 2,000,000	\$ 2,000,000
Policy Aggregate Limit of Liability	\$ 2,000,000	\$ 2,000,000
Additional Breach Response Limit	\$ 2,000,000	\$ 2,000,000
First Party Loss		
Business Interruption Loss (resulting from Security Breach / System Failure)	\$ 2,000,000	\$ 2,000,000
Dependent Business Loss (resulting from dependent Security Breach/System Failure)	\$ 1,000,000	\$ 1,000,000
Cyber Extortion Loss	\$ 2,000,000	\$ 2,000,000
Data Recovery Costs	\$ 2,000,000	\$ 2,000,000
Liability Coverages:		
Data & Network Liability	\$ 2,000,000	\$ 2,000,000
Regulatory Defense & Penalties	\$ 2,000,000	\$ 2,000,000
Payment Card Liabilities & Costs	\$ 2,000,000	\$ 2,000,000
Media Liability	\$ 2,000,000	\$ 2,000,000
eCrime Coverages:		
Fraudulent Instruction*	\$ 250,000	\$ 250,000
Funds Transfer Fraud	\$ 250,000	\$ 250,000
Telephone Fraud	\$ 250,000	\$ 250,000
Criminal Reward	\$ 50,000	\$ 50,000
Retentions:		
Legal, Forensic & Public Relations/Crisis Management	\$ 10,000	\$ 10,000
Legal	\$ 5,000	\$ 5,000
Each Incident, Claim or Loss	\$ 10,000	\$ 10,000
Notified Individuals Threshold	100	100
Waiting Period	8 Hours	8 Hours
Retroactive Date	Full Prior Acts	Full Prior Acts
Continuity Date	Policy Inception	Policy Inception
Endorsements:		
Reputational Loss	\$ 1,000,000	\$ 1,000,000
Computer Hardware Replacement Costs	\$ 500,000	\$ 500,000
Cytojacking Endorsement	\$ 250,000	\$ 250,000
Invoice Manipulation Coverage	\$ 100,000	\$ 100,000
Premium:	\$ 19,970	\$ 20,240
Alternate quote with Ecrime limits of \$500,000		Max. available \$250,000

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**SOUTH TEXAS COLLEGE
PROPERTY/INLAND MARINE AND BOILER AND MACHINERY INSURANCE
PROJECT NO. 20-21-1001
EVALUATION SUMMARY**

VENDOR		Montalvo Insurance Agency	
ADDRESS		208 S Texas Blvd	
CITY/STATE/ZIP		Weslaco, TX 78596	
PHONE		956-968-5521	
FAX		956-969-9198	
CONTACT		Ramon Montalvo, III	
1	The purchase price. (up to 60 points)	60	60
		60	
		60	
		60	
2	The reputation of the vendor and the vendor's goods or services. (up to 8 points)	7	7
		7	
		7	
		7	
3	The quality of the vendor's goods and/or services. (up to 14 points)	12	12
		12	
		11	
		13	
4	The extent to which the vendor's goods and/or services meet the College's needs. (up to 14 points)	12	12.25
		12	
		12	
		13	
5	The vendor's past relationship with the College. (up to 3 points)	3	2.75
		2	
		3	
		3	
6	The impact on the ability of the College to comply with laws relating to Historically Underutilized Businesses. (up to 1 point)	0	0
		0	
		0	
		0	
TOTAL EVALUATION POINTS		94	
RANKING		1	

**SOUTH TEXAS COLLEGE
CRIME INSURANCE
PROJECT NO. 20-21-1001
EVALUATION SUMMARY**

VENDOR		Montalvo Insurance Agency	
ADDRESS		208 S Texas Blvd	
CITY/STATE/ZIP		Weslaco, TX 78596	
PHONE		956-968-5521	
FAX		956-969-9198	
CONTACT		Ramon Montalvo, III	
1	The purchase price. (up to 60 points)	60	60
		60	
		60	
		60	
2	The reputation of the vendor and the vendor's goods or services. (up to 8 points)	7	7
		7	
		7	
		7	
3	The quality of the vendor's goods and/or services. (up to 14 points)	12	12
		12	
		11	
		13	
4	The extent to which the vendor's goods and/or services meet the College's needs. (up to 14 points)	12	12.25
		12	
		12	
		13	
5	The vendor's past relationship with the College. (up to 3 points)	3	2.75
		2	
		3	
		3	
6	The impact on the ability of the College to comply with laws relating to Historically Underutilized Businesses. (up to 1 point)	0	0
		0	
		0	
		0	
TOTAL EVALUATION POINTS		94	
RANKING		1	

**SOUTH TEXAS COLLEGE
CASUALTY AND WORKERS COMPENSATION INSURANCE
PROJECT NO. 20-21-1001
EVALUATION SUMMARY**

VENDOR		Acrisure, LLC./dba Carlisle Insurance		TASB Risk Management Fund	
ADDRESS		500 N Water St Ste 900		12007 Research Blvd	
CITY/STATE/ZIP		Corpus Christi, TX 78401		Austin, TX 78759	
PHONE		361-884-2775		800-482-7276	
FAX		361-884-3470		512-467-3645	
CONTACT		Chase Carlisle		Dubravka H. Romano	
1	The purchase price. (up to 60 points)	55	56.5	60	59.5
		58		59	
		58		59	
		55		60	
2	The reputation of the vendor and the vendor's goods or services. (up to 8 points)	7	7	7	7.25
		7		7	
		7		8	
		7		7	
3	The quality of the vendor's goods and/or services. (up to 14 points)	13	12.5	12	12.75
		12		12	
		12		14	
		13		13	
4	The extent to which the vendor's goods and/or services meet the College's needs. (up to 14 points)	13	11.75	12	12.5
		11		12	
		10		13	
		13		13	
5	The vendor's past relationship with the College. (up to 3 points)	3	2.5	3	3
		2		3	
		2		3	
		3		3	
6	The impact on the ability of the College to comply with laws relating to Historically Underutilized Businesses. (up to 1 point)	0	0	0	0
		0		0	
		0		0	
		0		0	
TOTAL EVALUATION POINTS		90.25		95	
RANKING		2		1	

**SOUTH TEXAS COLLEGE
FOREIGN LIABILITY INSURANCE
PROJECT NO. 20-21-1001
EVALUATION SUMMARY**

VENDOR		Montalvo Insurance Agency	
ADDRESS		208 S Texas Blvd	
CITY/STATE/ZIP		Weslaco, TX 78596	
PHONE		956-968-5521	
FAX		956-969-9198	
CONTACT		Ramon Montalvo, III	
1	The purchase price. (up to 60 points)	60	60
		60	
		60	
		60	
2	The reputation of the vendor and the vendor's goods or services. (up to 8 points)	7	7
		7	
		7	
		7	
3	The quality of the vendor's goods and/or services. (up to 14 points)	12	12
		12	
		11	
		13	
4	The extent to which the vendor's goods and/or services meet the College's needs. (up to 14 points)	12	12.25
		12	
		12	
		13	
5	The vendor's past relationship with the College. (up to 3 points)	3	2.75
		2	
		3	
		3	
6	The impact on the ability of the College to comply with laws relating to Historically Underutilized Businesses. (up to 1 point)	0	0
		0	
		0	
		0	
TOTAL EVALUATION POINTS		94	
RANKING		1	

**SOUTH TEXAS COLLEGE
CYBER LIABILITY INSURANCE
PROJECT NO. 20-21-1001
EVALUATION SUMMARY**

VENDOR		Montalvo Insurance Agency	
ADDRESS		208 S Texas Blvd	
CITY/STATE/ZIP		Weslaco, TX 78596	
PHONE		956-968-5521	
FAX		956-969-9198	
CONTACT		Ramon Montalvo, III	
1	The purchase price. (up to 60 points)	60	60
		60	
		60	
		60	
2	The reputation of the vendor and the vendor's goods or services. (up to 8 points)	7	7
		7	
		7	
		7	
3	The quality of the vendor's goods and/or services. (up to 14 points)	12	12
		12	
		11	
		13	
4	The extent to which the vendor's goods and/or services meet the College's needs. (up to 14 points)	12	12.25
		12	
		12	
		13	
5	The vendor's past relationship with the College. (up to 3 points)	3	2.75
		2	
		3	
		3	
6	The impact on the ability of the College to comply with laws relating to Historically Underutilized Businesses. (up to 1 point)	0	0
		0	
		0	
		0	
TOTAL EVALUATION POINTS		94	
RANKING		1	

Review and Action as Necessary on Award of Proposals, Rejection of Proposal, Purchases, Renewals, and Interlocal Agreement

Approval of the following award of proposals, rejection of proposal, purchases, renewals, and interlocal agreement is requested.

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

The Finance, Audit, and Human Resources Committees recommended approval of the items as presented, except that they did not include a renewal of Financial Advisor services that was presented to the Committee. That item has been included as a rejection of renewal here, to allow the Board to take official action.

A. Award of Proposals

1) Books and Educational Materials (Award)

Award the proposal for books and educational materials for the period beginning August 27, 2020 through August 26, 2021 with two one-year options to renew, at an estimated amount of \$500,000.00. The vendors are as follows:

Vendor (City/State)	Vendor (City/State)
Ambassador Education Solutions (Melville, NY) (New)	Barnes & Noble Booksellers, Inc. (New York, NY)
Barnes & Noble College Booksellers, LLC. (Basking Ridge, NJ)	Complete Book & Media Supply, LLC. (Cedar Park, TX)
Hertz-New Method, Inc./ dba Perma-Bound Books (Jacksonville, IL)	Kamico Instructional Media, Inc. (Salado, TX)
Kaplan Early Learning Company (Lewisville, NC)	Lakeshore Equipment Company/ dba Lakeshore Learning Materials (Carson, CA)
Wolters Kluwer (Philadelphia, PA)	

Purpose – The Providing Academic Support to Students (PASS) Program and Continuing, Professional, and Workforce Education are requesting to purchase books and educational materials for qualifying students in career and technical education programs.

Justification and Benefit – The books and materials will be provided to students participating in the PASS Program lending library. The PASS Program lending library and Continuing Education will provide books to students in the Fall 2020, Spring 2020, and Summer 2020 semesters. **EVALUATED AS HIGH PRIORITY AND SHOULD NOT BE POSTPONED.**

Background – Proposals documents were advertised on May 6, 2020 and May 13, 2020 and issued to twelve (12) vendors. Nine (9) responses were received on May 28, 2020 and reviewed by the PASS Program, Continuing Education, and Purchasing Department.

Funds for this expenditure are budgeted in the Carl Perkins (Grant), Continuing Education, and other requesting department budgets for FY 2019 – 2020 and FY 2020 - 2021, pending Board approval of the budget.

2) Childcare Services (Award)

Award the proposal for childcare services for the period beginning September 1, 2020 through August 31, 2021, at an estimated Carl Perkins Grant amount of \$105,500.00 with the following forty-nine (49) qualifying vendors:

Vendors (City, State)		
Blessings Learning Academy of Alamo (Alamo, TX)	New Generation Child Care Center (Alamo, TX)	Kid’s First Child Care Center, Inc. #2 (Alton, TX)
Early Start Child Care Development Center (Donna, TX)	Garza’s Childcare and Development Center (Donna, TX)	Stepping Stones Day Care II (Donna, TX)
Alma’s Daycare Center (Edinburg, TX)	Brighter Future Learning Center (Edinburg, TX)	Amando, Inc./ dba Genesis Learning Center (Edinburg, TX)
Little U Learning Center (Edinburg, TX)	Learning Path Day School (Edinburg, TX)	The Children’s College Learning Center (Edinburg, TX)
The Learning Journey Day School (Edinburg, TX)	VIP Learning Center (Edinburg, TX)	Building My Future Learning Center #2 (Hidalgo, TX)
Little Explorers Education Center (Hidalgo, TX)	Play, Learn, Construct & Conserve Child Care (La Joya, TX)	All Star Academy Early Learning Center (McAllen, TX)
Brackenridge Children’s Center, LLC. (McAllen, TX)	Bright Beginnings (McAllen, TX)	Building My Future Academy (McAllen TX)
Covenant Christian Academy (McAllen, TX)	Easter Seals Child Development Center (McAllen, TX)	Kids Cloud Academy (McAllen, TX)
Little Shining Stars Daycare, Inc. (McAllen, TX)	Loving Angels Child Development Center, LLC. (McAllen, TX)	Magic Child Development Daycare (McAllen, TX)
Mommyland Bilingual Academy (McAllen, TX)	Tony’s Playhouse Discovery Center (McAllen, TX)	Bright Beginnings Learning Center (Mission, TX)
Honey’s Little Bee’s Learning Center (Mission, TX)	Kidz Crusade Academy, LLC. (Mission, TX)	Little Crayons Institute, LLC. (Mission, TX)
Precious Moments (Mission, TX)	Children’s Garden Daycare (Palmview, TX)	Fisher Kids Academy (Palmview, TX)
Lily’s Little Kids Daycare Center (Palmview, TX)	Building My Future Learning Center (Pharr, TX)	Campanitas Day Care (Pharr, TX)
Kids Academy Daycare (Pharr, TX)	Kids Academy Daycare Center #2 (Pharr, TX)	Royal Education Center (Pharr, TX)

Vendors (City, State)		
Betty's Day Care, LLC. (Rio Grande City, TX)	Kami's Cuddling Center (Rio Grande City, TX)	Learning Zone (Rio Grande City, TX)
Learning Zone II (Rio Grande City, TX)	Little Stars Learning Center, LLC. (Rio Grande City, TX)	El Shaddai International Christian Day Care Center (Weslaco, TX)
Mid-Valley Early Childhood Education Center (Weslaco, TX)		

Purpose – The Providing Academic Support to Students (PASS) Program is requesting childcare centers for the students participating in the PASS Program majoring in a career and technical education programs that qualify for assistance with their childcare expenses based on available funding through the Carl Perkins grant.

Justification and Benefit – The career and technical education program students that meet the grant requirements qualify for childcare assistance under the Carl Perkins Grant. Some of the requirements are as follows: a cumulative 2.7 GPA or higher and full-time status is required for the Fall, Spring, and Summer semesters (no internet classes). The vendors that submitted all documents required with appropriate signatures and also provided their current and active center license met the vendor qualifications. **EVALUATED AS HIGH PRIORITY AND SHOULD NOT BE POSTPONED.**

Background – Proposals documents were advertised on May 27, 2020 and June 3, 2020 and issued to four hundred twenty-five (425) vendors. Forty-nine (49) responses were received on June 19, 2020 and reviewed by the PASS Program and Purchasing Department.

Funds for this expenditure are budgeted in the Carl Perkins Grant budget for FY 2020 - 2021, pending Board approval of the budget.

3) Collection Agency Services (Award)

Award the proposal for collection agency services for the period beginning September 1, 2020 through August 31, 2021 with two one-year options to renew, at no charge to the College. The collection fee is charged directly to the student, faculty, or staff. The vendors are as follows:

- Primary: **S & S Recovery, Inc.** (Memphis, TN)
- Secondary: **Immediate Credit Recovery, Inc.** (Poughkeepsie, NY)
Key 2 Recovery, Inc. (Hamilton, OH) (New)

Purpose – The Business Office is requesting collection agency services for the collection of delinquent accounts due to the College from students, faculty, and staff.

Justification and Benefit – The collection agency services provide collection for delinquent emergency student loans, tuition and fees, accounts receivable, and other unpaid accounts. Students may have delinquent balances due to circumstances such as returned checks and/or financial aid award reversals. Employees may also have

delinquent accounts due to failure to comply with waiver reimbursement guidelines.
EVALUATED AS HIGH PRIORITY AND SHOULD NOT BE POSTPONED.

The collection agencies provide the College the best service for collection and reporting techniques.

Vendor	Contract Percentages
S & S Recovery, Inc.	Will charge the student a rate of ⇒ 20% for first placement ⇒ 20% for the second placement ⇒ 20% for all subsequent referrals, and ⇒ 30% for litigation and judgement placements
Immediate Credit Recovery, Inc.	Will charge the student a rate of ⇒ 20% for first placement ⇒ 25% for the second placement ⇒ 25% for all subsequent referrals, and ⇒ 28% for litigation and judgement placements
Key 2 Recovery, Inc.	Will charge the student a rate of ⇒ 18% for first placement ⇒ 22% for the second placement, and ⇒ 22% for all subsequent referrals

Background – Proposals documents were advertised on May 13, 2020 and May 20, 2020 and issued to fifteen (15) vendors. Six (6) responses were received on May 29, 2020 and reviewed by the Business Office and Purchasing Department.

4) Truck Driver/Bus Driver Training (Award)

Award the proposal for truck driver/bus driver training to **STVT-AAI Education, Inc./ dba Anacora Corporate Training** (Hurst, TX) (New), for the period beginning September 1, 2020 through August 31, 2021 with two one-year options to renew, at a 18% commission to the College retained from each student’s tuition. This amount is the same for all the following trainings: Truck Driver, Bus Driver, and Truck Driver/Bus Driver combination.

Purpose – Continuing, Professional and Workforce Education is requesting truck driver/bus driver training which will provide hands-on skill development and instruction in preparation for the Commercial Driver’s License (CDL) examination.

Justification and Benefit – The truck driver/bus driver training contractor will provide training instruction and preparation for the Commercial Driver’s License Exam which requires a minimum of 200 clock hours and related services in support of such training in McAllen, Weslaco, and Rio Grande City for student in Hidalgo and Starr counties.
EVALUATED AS HIGH PRIORITY AND SHOULD NOT BE POSTPONED.

Background – Proposal documents were advertised on May 6, 2020 and May 13, 2020 and issued to nine (9) vendors. Two (2) responses were received on May 22, 2020 and reviewed by Continuing Education and the Purchasing Department.

B. Rejection of Proposal

5) Nursing and Allied Health Building A - Analog to Digital Upgrade Phase I (Reject)

Reject the two (2) proposals that were received for the Nursing and Allied Health Building A - Analog to Digital Upgrade Phase I, due to the project being postponed. This project may possibly be considered at a later date.

C. Purchases and Renewals

(C-a. Non – Instructional Items)

6) Air Condition Filters (Purchase)

Purchase and installation of air condition filters from **Joe W. Fly Company, Inc.** (Dallas, TX/Harlingen, TX), a Texas Association of School Boards – Buyboard approved vendor, for the period beginning September 1, 2020 through August 31, 2021, at an estimated amount of \$145,000.00, which is based on prior year expenditures.

Purpose – Facilities Operations and Maintenance is requesting the purchase and installation of air conditioning filters. These air condition filters are replaced monthly for all buildings throughout the district.

Justification and Benefit – The air condition filters are needed to maintain air quality in the buildings and to keep the systems clean and running properly. **EVALUATED AS HIGH PRIORITY AND SHOULD NOT BE POSTPONED.**

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

7) Building Automation Control Equipment, Parts, and Equipment Maintenance (Purchase)

Purchase building automation control equipment, parts, and equipment maintenance from **Siemens Industry, Inc.** (Buffalo Grove, IL/La Feria, TX), a State of Texas Multiple Award Schedule (TXMAS) approved vendor, for the period beginning September 1, 2020 through August 31, 2021, at an estimated amount of \$85,000.00, which is based on prior year expenditures.

Purpose – Facilities Operations and Maintenance is requesting building automation control equipment maintenance, which will include replacement parts and services for all new and renovated buildings throughout the College.

Justification and Benefit – It will include ordering and replacing parts for the air conditioning building control systems as needed. **EVALUATED AS HIGH PRIORITY AND SHOULD NOT BE POSTPONED.**

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

8) Chiller Chemicals and Maintenance (Purchase)

Purchase chiller chemicals and maintenance from **Kurita America, Inc.** (St. Michael, MN), a State of Texas Purchasing and Support Services (TPASS) – Term Contract approved vendor, for the period beginning September 1, 2020 through August 31, 2021, at an estimated amount of \$85,000.00, which is based on prior year expenditures.

Purpose – Facilities Operations and Maintenance is requesting to purchase chiller chemicals and maintenance for all the chillers throughout the district as needed.

Justification and Benefit – The chiller chemicals and maintenance are required for all the chillers to operate properly and efficiently. **EVALUATED AS HIGH PRIORITY AND SHOULD NOT BE POSTPONED.**

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

9) Furniture (Purchase)

Purchase furniture from Sourcewell and The Interlocal Purchasing System (TIPS) purchasing cooperatives, at a total amount of \$73,564.47.

#	Vendor	Amount
A	Datum Filing Systems, Inc. / Gateway Printing and Office Supply, Inc. (Emigsville, PA/ Edinburg, TX)	\$1,285.28
B	Exemplis Corporation / Gateway Printing and Office Supply, Inc. (Cypress, CA/Edinburg, TX)	\$2,997.60
C	The Hon Company / Gateway Printing and Office Supply, Inc. (Muscatine, IA/Edinburg, TX)	\$1,221.27
D	Krueger International, Inc. / Gateway Printing and Office Supply, Inc. (Green Bay, WI/Edinburg, TX)	\$68,060.32
Furniture Total		\$73,564.47

The purchases can be summarized as follows:

- Datum Filing Systems, Inc./Gateway Printing and Office Supply, Inc. (Emigsville, PA/Edinburg, TX)
 - ⇒ Mid Valley Campus
 - 4 Shelving Units for Student Services
- Exemplis Corporation/Gateway Printing and Office Supply, Inc. (Edinburg, TX)
 - ⇒ Mid Valley Campus
 - 6 Faculty/Staff Chairs for Student Services
- The Hon Company/Gateway Printing and Office Supply, Inc. (Edinburg, TX)
 - ⇒ Mid Valley Campus
 - 1 Bookcase and 3 Vertical Filing Cabinets for Student Services
- Krueger International, Inc./Gateway Printing and Office Supply, Inc. (Edinburg, TX)

- ⇒ Mid Valley Campus
 - 3 Lobby Seating Benches, 6 Computer Tables, 9 Chairs, 4 Stools, 2 Faculty/Staff Desks, and 11 Computer Lab Chairs for Student Services
- ⇒ Nursing and Allied Health Campus
 - 60 Chairs and 2 Tables for the Division of Nursing and Allied Health
- ⇒ Starr County Campus
 - 12 Chairs and 13 Tables for the Centers for Learning Excellence

Fund for these expenditures are budgeted in the requesting department budgets for FY 2019 - 2020 as follows: Learning Commons and Open Labs, Mid Valley Student Services Renovation FFE, and New Furniture.

10)Parts and Supplies (Purchase)

Purchase parts and supplies from **W. W. Grainger, Inc./dba Grainger** (Austin, TX), a State of Texas Multiple Award Schedule (TXMAS) and the Texas Association of School Boards – Buyboard approved vendor, for the period beginning September 1, 2020 through August 31, 2021, at an estimated amount of \$100,000.00, which is based on prior year expenditures.

Purpose - Facilities Operations and Maintenance is requesting parts and supplies, which will be purchased for the day-to-day operations of the College as needed.

Justification and Benefits – The parts and supplies are needed for electrical, plumbing, and air conditioning repairs throughout the College district. It will include some of the following items: tools, safety wear, fittings, batteries, tape, saw blades, cable ties, screws, repair kits, sealant, steel elbows, and various other parts and supplies. **EVALUATED AS HIGH PRIORITY AND SHOULD NOT BE POSTPONED.**

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

11)Commercial Card Services (Accounts Payable Card) (Renewal)

Renew the commercial card services (accounts payable card) contract with **BBVA Compass** (McAllen, TX), for the period beginning September 1, 2020 through August 31, 2021, at no charge to the College.

Purpose – The Business Office is requesting to renew the commercial card account which can be used to purchase goods and services from those merchants that accept cards as a method of payment. **EVALUATED AS HIGH PRIORITY AND SHOULD NOT BE POSTPONED.**

Justification and Benefit – The Accounts Payable (AP) card serves as an accounts payable department payment solution. It allows the Business Office to expedite payments to vendors and reduce payment processing and statement reconciliation costs and time for the College. In addition, the program offers the College the potential to earn revenue share on payments made using the AP card. The revenue share is based on the rebate schedule set forth below.

Rebate Schedule		
Monthly Charge Volume		Rebate Percentage
Low	High	
\$1	\$250,000	1.00%
\$250,001	\$500,000	1.30%
\$500,001	\$750,000	1.40%
\$750,001	\$1,000,000	1.50%
\$1,000,001	\$+	1.60%
Large Ticket/Reduced Interchange Transaction Rebate 0.70%		

Background – The contract for commercial cards services for the period beginning April 1, 2013 was approved at the March 26, 2013 Board of Trustees meeting.

Since FY 2014, the Board of Trustees has approved one-year contract extensions. The total rebate received from 4/1/2013 through 5/31/2020 is \$470,257.84.

Fiscal Year	Rebate Amount
FY 2015	\$38,976.69
FY 2016	\$53,275.14
FY 2017	\$86,235.21
FY 2018	\$121,724.22
FY 2019	\$102,205.64
FY 2020	\$67,840.94

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

12)Creative Agency Services (Renewal)

Renew the creative agency services contract with **Interact Communications** (La Crosse, WI), for the period beginning September 1, 2020 through August 31, 2021, at an estimated annual amount of \$1,098,999.00. This will include approximately \$83,000 in research, \$108,000 in production and creative services, \$874,999 media buying, media buying strategy, and campaign implementation, and \$33,000 in administrative and travel fees.

Purpose – The Office of Public Relations and Marketing is requesting to renew the creative agency services to provide professional services for the enhancement and expansion of the South Texas College brand. This partner must be able to scan the marketplace, identify the competitive advantages, and then articulate and execute marketing strategies to launch and sustain initiative to achieve institutional goals.

Mr. Daniel Ramirez, Director of Public Relations and Marketing, will attend the Board Meeting and will be available to provide further information and respond to questions as needed.

Justification and Benefit – In today’s higher education landscape, South Texas College faces new and unique challenges that it has never encountered. The mission to attract new students and retain those currently enrolled has become more difficult as a result of COVID-19. This pandemic is creating new behavioral patterns for our students, both current and prospective, and South Texas College needs to consider how it can adjust into the future. We want students to not only see the light at the end of the tunnel, but also be prepared for when things do turn around. These

recommendations represent the efforts necessary to not only attract and maintain students, but to also enhance marketing strategies that project community college as the standard for higher education in the new normal

While research efforts have been reduced, there are still elements included to understand our students' media preferences, which may have shifted in unexpected ways more this year than they have in the past, as well as a community environment scan designed to measure perceptions of the college and help us to better understand what the community needs most from the college in these uncertain times.

Creative budget has increased this year to continue to provide support for the Public Relations area of the department and to enable us to communicate efficiently and effectively with planned and unplanned communications. The creative work includes mostly content development: news and feature articles, emails, viewbook, and micro-campaigns, toolkits for messaging.

Our media buy is critical for our efforts to support enrollment growth. In our proposed digital media buy, we plan to enhance our strategies to take advantage of new opportunities in digital marketing, such as new, innovative ways to target audiences; to eliminate tactics that won't gain exposure; to expand tactics that do well, and to add tactics gaining popularity, such as TikTok.

In our proposed traditional media buy, we are refining our plan to be most effective in our current environment, trimming tactics, such as billboards, that have lost some influence in this stay-at-home era. We are currently working on new print advertising opportunities and plan to add Hulu, which will give us great exposure.

We also have included \$20,000 reserve fund to address marketing needs that arise during the year. This gives us the flexibility to address them immediately and without having to redirect resources and funds from other tactics.

We continue to receive a 5% discount on management fees. Without on-site visits in this year, we were able to eliminate the travel budget and reduce administrative fees by \$20,000.

EVALUATED AS HIGH PRIORITY AND SHOULD NOT BE POSTPONED.

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

Award	Board Meeting Date	Original Term	Renewal Term
Original	7/24/18	8/1/18 – 8/31/19	2 – one year options
1 st Renewal	6/25/19		9/1/19 – 8/31/20
2 nd Renewal	7/28/20		9/1/20 – 8/31/21

A year-over-year breakdown of the contract is as follows:

	Year 1	Year 2	Year 3
Research	\$190,000.00	\$147,500.00	\$83,000.00
Production and Creative Services	\$165,000.00	\$67,500.00	\$108,000.00
Media Buying (direct advertising costs, strategy, and implementation)	\$550,000.00	\$820,999.00	\$874,999.00
Administrative Fees	\$105,000.00	\$63,000.00	\$33,000.00
Total	\$1,010,000.00	\$1,098,999.00	\$1,098,999.00

During Year 1 the department’s annual marketing budget was \$1,089,999.00. There were several expenditures handled in-house and not included under this contract. The department trimmed several underperforming efforts and rolled other tactics into the contract in Year 2. In addition, in Year 2 the marketing budget was increased by \$10,000.00 to support marketing efforts for the Regional Center for Public Safety Excellence.

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 Public Relations and Marketing budget for FY 2020 - 2021, pending Board approval of the budget.

13) Elevator Maintenance Agreement (Renewal)

Renew the elevator maintenance agreement with **Otis Elevator Company** (Dallas, TX/McAllen, TX), a Texas Association of School Boards – Buyboard approved vendor, for the period beginning September 1, 2020 through August 31, 2021, at an estimated amount of \$95,000.00, which is based on prior year expenditures.

Purpose – Facilities Operations and Maintenance is requesting to renew the elevator maintenance agreement for all elevators district wide.

Justification and Benefit – The elevator maintenance contract includes the regular examinations and repairs of all thirty-one (31) elevators located at all campuses. The services will be requested from the vendor by South Texas College - Facilities Maintenance as needed. **EVALUATED AS HIGH PRIORITY AND SHOULD NOT BE POSTPONED.**

Funds for this expenditure are budgeted in the Mechanical Systems Maintenance budget for FY 2020 – 2021, pending Board approval of the budget.

14) Financial Advisor Services Agreement (Non-Renewal)

Non-renewal of the financial advisor services agreement with **Hilltop Securities, Inc.** (San Antonio, TX), for the period beginning September 1, 2020 through August 31, 2021. The cost of issuance for the financial advisor services is noted on the fee schedule below:

Appendix A										
Base	Fee	Any	Issue	\$4,500						
Plus	\$7.50	per	\$1,000	Up to	\$ 500,000	or	\$ 8,250	for	\$ 500,000	Bonds
Plus	6.50	per	\$1,000	Next	500,000	or	11,500	for	1,000,000	Bonds
Plus	4.50	per	\$1,000	Next	1,500,000	or	18,250	for	2,500,000	Bonds
Plus	2.50	per	\$1,000	Next	2,500,000	or	24,500	for	5,000,000	Bonds
Plus	2.00	per	\$1,000	Next	5,000,000	or	34,500	for	10,000,000	Bonds
Plus	1.25	per	\$1,000	Next	10,000,000					
The above charges shall be multiplied by 1.25 times for the completion of an applications to a federal or state governmental agency or for the issuance of revenue bonds, reflecting the additional services required.										
Fees for Advance Refunding Bond Issues shall be the amount shown plus a 10% additional charge, reflecting the additional services required.										

Purpose – The Business Office is requesting to renew the agreement for services to the College by providing independent and professional advice regarding the authorization and issuance of indebtedness in various amounts and forms, and in connection with the authorization, sale, issuance, and delivery of such indebtedness, and other financial matters, such as, credit rating advisability, assist in the negotiation of Paying Agent/Registrar, provide copies of the changes in law, and provide advice and assistance with regard to exercising any call and/or refunding of any outstanding debt instruments.

Justification and Benefit – Continuation of financial advisory services on various financial matters from Hilltop Securities, Inc. to the College are proposed. The financial advisor is registered with the Securities Exchange Commission and Municipal Securities Rulemaking Board, as required by the Dodd-Frank Act.

EVALUATED AS HIGH PRIORITY AND SHOULD NOT BE POSTPONED. At the request of the Chairman of the Board, further information on this item is presented in the following Board agenda item, and Board may choose to defer action on this recommendation until that item is deliberated.

Background – The College signed an agreement with First Southwest Company on March 25, 2004, for the period beginning April 1, 2004 and ending March 31, 2009. The College subsequently modified the renewal anniversary date to August 31, 2009, so that it may coincide with the College’s fiscal year end. On February 26, 2013, the Board of Trustees approved the First Amendment to Financial Advisory Agreement, which indicated that, effective April 1, 2013, the anniversary date for renewals would be September 1 of each year. On January 22, 2016, Hilltop Securities, Inc. assumed all rights and obligations per the merger with First Southwest Company, LLC. On June 25, 2019, a renewal of the

agreement with Hilltop Securities, Inc. for the period beginning September 1, 2019 and ending August 31, 2020 was approved by the Board of Trustees.

Under the financial advisor services agreement, either party must notify the other party in writing at least thirty (30) days in advance of the applicable anniversary date if the agreement will not be renewed. Otherwise, the agreement will be automatically renewed on the fifth anniversary of the original 2016 agreement date thereof for an additional one (1) year period and thereafter will be automatically renewed on each anniversary date for successive one (1) year periods.

The expense for the services provided by the financial advisor (Hilltop Securities, Inc.) is netted against the bond proceeds received at time of bond issuance are expensed under the Bond Series, Unexpended Plant Fund appropriate budget year.

15) Professional Recruitment Services (Renewal)

Renew the professional recruitment services contracts for the period beginning September 1, 2020 through August 31, 2021, at an estimated amount of \$65,000.00 per position. The vendors are as follows:

- **Myers McRae, Inc.** (Macon, GA)
- **Gold Hill Associates** (Jackson, MS)
- **Greenwood/Asher & Associates, Inc.** (Miramar Beach, FL)

Purpose – The Office of Human Resources, Vice Presidents, and Office of the President are requesting to renew the professional recruitment services to assist the College with recruitment efforts as needed to fill current and anticipated vacancies for various mid to high level management positions and/or difficult to recruit specialized positions as needed.

Justification and Benefit – The College seeks to retain the services of qualified talent search firms with experience in recruitment of high-level executive positions in higher education. These firms have access to databases of available talent and maintain contact with a nationwide network of potential candidates. This gives them the ability to expedite the identification of talent the College seeks and will supplement the recruiting efforts of the College’s Office of Human Resources. **EVALUATED AS HIGH PRIORITY AND SHOULD NOT BE POSTPONED.**

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

Award	Board Meeting Date	Original Term	Renewal Term
Original	8/28/18	9/1/18 – 8/31/19	2 – one year options
1 st Renewal	8/27/19		9/1/19 – 8/31/20
2 nd Renewal	7/28/20		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 Human Resources budget for FY 2020 – 2021, pending Board approval of the budget.

16)Rental of Storage Facilities (Renewal)

Renew the rental of storage facilities contracts for the period beginning August 1, 2020 through July 31, 2021, at an estimated amount of \$30,000.00, which is based on prior year expenditures. The vendors are as follows:

Vendor (City, State)	Vendor (City, State)
Affordable Attic III LP (McAllen, TX/ Harlingen, TX)	Affordable Attic V LP (Mission, TX/ Harlingen, TX)
Affordable Attic IX LP (McAllen, TX/ Harlingen, TX)	Move It Management (Mission, TX/Dallas, TX)

Purpose – The rental of storage facilities is used by various departments for the storage of student catalogs, tabloids, documents, event tables, equipment, and graduation items.

Justification and Benefit – The rental of storage facilities is used by various College departments with the following requirements: temperature control, storage size, and location. The College currently has thirteen (13) storage units under contract.

EVALUATED AS HIGH PRIORITY AND SHOULD NOT BE POSTPONED.

Background – The Board awarded the contracts for the rental of storage facilities 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	7/23/19		8/1/19 – 7/31/20
2 nd Renewal	7/28/20		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 various department budgets for FY 2019 – 2020 and FY 2020 – 2021, pending Board approval of the budget.

(C-b. Technology Items)

17)Computers, Laptops, Tablets, Monitors, and Printers (Purchase)

Purchase of computers, laptops, tablets, monitors, and printers from the State of Texas Department of Information Resources (DIR) approved vendors, **Dell Marketing, LP.** (Dallas, TX), **Apple, Inc.** (Dallas, TX), and **CRC** (McAllen), at a total amount of \$155,669.68.

All purchase requests for computers, laptops, tablets, monitors, and printers have been evaluated by the Information Technology and the Chief Information Officer. Information Technology does not have refurbished systems available for new hires. Instructional

and/or business need must be clearly identified/justified for any equipment that is outside standard configuration or does not replace existing office systems. (Ex. mobile devices)
EVALUATED AS HIGH PRIORITY AND SHOULD NOT BE POSTPONED.

An itemized list with justification is included for your review and information.

Information Technology used the following criteria when recommending the purchase of technology:

- Systems being requested meet the South Texas College standard configuration
- The new systems will replace an older model (5+ years and out of warranty)
- Software requirements exceed the system capacity

The purchases can be summarized as follows:

- Student Computers
 - ⇒ 20 Computers for Learning Commons and Open Labs
- Student Printers
 - ⇒ 3 Printers for Learning Commons and Open Labs
 - ⇒ 6 Printers Paper Trays for Learning Commons and Open Labs
- Student Grant Laptops
 - ⇒ 40 Laptops for Career and Technical Education Students
 - ⇒ 20 Laptops for the Rio South Texas ECDF Online Training
- Staff Computers
 - ⇒ 5 Computers for Office Administration Program
 - ⇒ 1 Computer for Resource Development, Management, and Compliance
 - ⇒ 1 Computer for Educational Technology
 - ⇒ 1 Computer for Criminal Justice Program
- Staff Laptops
 - ⇒ 1 Laptop for Office of Institutional Equity
 - ⇒ 4 Laptops for Business Office
 - ⇒ 2 Laptops for Purchasing Department
 - ⇒ 10 Laptops for Advising Office
 - ⇒ 1 Laptop for Distance Education Instructional Technology
 - ⇒ 2 Laptops for Career and Employer Services
- Staff Tablet
 - ⇒ 1 Tablet for Distance Learning
- Staff Monitors
 - ⇒ 10 Monitors for Learning Commons and Open Labs
- Faculty Tablet
 - ⇒ 1 Tablet for Drama Program

Funds for these expenditures are budgeted in the requesting department budgets for FY 2019 - 2020 as follows: Learning Commons and Open Labs, Office Administration Program, Resource Development, Management and Compliance, Office of Institutional Equity, Business Office, Purchasing Department, Advising Office, Distance Education, Instructional Technology, Career and Employer Services, Distance Learning, Carl Perkins Basic Grant, and Rio South Texas EDCF Grant.

18)Course Management and Hosting Services (Renewal)

Renew the course management, hosting, accessibility, outcomes and pyramid data reporting, 24/7 Help Desk services, and the EesySoft communication tool contracts with **Blackboard, Inc.** (Washington, DC), a sole source vendor, for the periods beginning and ending, and total amounts as follows:

Period	Amount
September 30, 2020 through September 29, 2021	\$881,651.00
September 30, 2021 through September 29, 2022	\$787,067.00
September 30, 2022 through September 29, 2023	\$794,504.00
September 30, 2023 through September 29, 2024	\$802,015.00
September 30, 2024 through September 29, 2025	\$809,737.00
Total for 5 years	\$4,074,974.00

Purpose – Distance Education is requesting to renew the course management and hosting and collaborative services for five (5) years to secure reduced pricing. Due to added expenses in this term’s renewal, the request is to renew for five (5) years. Extensive additional storage created an expense of \$276,000 due for the 2019 - 2020 service year. If the College renews the contract for usual three years, Blackboard will discount that cost to \$136,000. However, a five-year renewal will lower the overall fee for this storage to \$91,000, a discounted savings of \$185,000.00 to our current debt obligation.

In addition, this contract consolidates all Blackboard services that have previously been billed separately, such as the 24/7 Help Desk services, Outcomes and Pyramid data reporting services, the Ally Accessibility checker, and the EesySoft communication tool. This also enables the Training and Management options to support conference registrations, faculty professional development, and continuing education classes without adding academic costs or storage fees. Furthermore, this quote provides for additional storage in support of the increased use of Blackboard services at this time.

Justification and Benefit – The course management provides South Texas College students and faculty with the virtual environment through which online courses are taught and service is provided for the College’s online campus (eSTC). The hosting services agreements will provide South Texas College with the technical services needed to keep up with the growth and success of the online campus (eSTC), in addition to supporting the College’s Instructional Continuity Plan.

The collaborative services will provide the instructors with the ability to engage students through online classrooms in several ways which includes meet, share, and learn in real time. **EVALUATED AS HIGH PRIORITY AND SHOULD NOT BE POSTPONED.**

Funds for this expenditure are, and will be, budgeted in the Distance Learning budget for the FY 2020 – 2021, FY 2021 – 2022, FY 2022 – 2023, FY 2023 – 2024, and FY 2024 – 2025, pending board approval of the respective budgets.

19)Support Services Technology (Emergency Purchase)

Ratification of an emergency purchase for support services technology will be requested at the July 28, 2020 Board meeting.

After review and approval from the Board Chairman and College President, the emergency purchase of fifty (50) laptops was completed on July 2, 2020. The support staff technology was purchased through **Dell Marketing, LP.** (Dallas, TX), a State of Texas Department of Information Resources (DIR) approved vendor, at a total amount of \$52,050.00.

Purpose – Information Technology requested to purchase fifty (50) laptops with docking stations for key support staff, so that they can perform essential duties from their home office as needed due to the COVID-19 pandemic. These laptops will be assigned to key support staff in various departments throughout the College, the support staff member will be selected by the Division Vice Presidents.

Justification and Benefit – Due to COVID-19, there are essential areas throughout the College that must continue operating without interrupts or delays. Those staff members selected will now only have one computing device that will allow them to work at the College or from home. The docking station will allow for their laptop to be connected to monitors while working in the office. The staff member can also continue their work if relocated to a different area or office within the College.

Funds for this expenditure are budgeted in the Information Technology Project Management, Risk, and Security budget for FY 2019 – 2020.

This was an emergency purchase that was reviewed by the College President with the Board Chairman for consideration and is being presented to the Board of Trustees for ratification.

D. Interlocal Agreement

20)Professional Development Services (Interlocal Agreement/Renewal)

Renew the professional development services with **Region One Education Service Center** (Edinburg, TX), through an interlocal agreement, for the period beginning September 1, 2020 through August 31, 2021, at a total amount of \$17,500.00.

Purpose – The Office of Professional Development is requesting to renew the professional development services in the area of software and database storage for tracking faculty and staff current or past trainings, academics, workshops, meetings, conferences, and participants. This system has been used by South Texas College since 2016 not only for workshop creation, but also for workshop registrations, evaluations, certifications, and Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) reporting for all instructional programs and support services.

Justification and Benefit –The system is to provide professional development services (workshops and trainings) to South Texas College faculty and staff in the areas of software and database development. Faculty and staff are able to print their participation certificates as needed and upload additional internal or external trainings required and information is stored in one central location for Academic Continuity or classification purposes. It also stores training evaluations, attendance logs, and contact information for presenters and participants. This software will also assist over thirty (30) programs and departments at South Texas College in complying with elements of their Institutional Effectiveness (IE) plans and goals. For example, one of the Office of Professional and Organizational Development objectives in the Institutional Effectiveness Plan is to leverage the online professional development system whereby 40% of all instructional programs and support services at South Texas College will be using the system at least once a month to communicate scheduled meetings and/or professional development. This objective also meets South Texas College’s strategic goal of cultivating institutional excellence through a streamlined, well-structured, and efficient set of communication processes at the College. It is also used for National Alliance of Concurrent Enrollment Partnerships (NACEP) accreditation of all dual credit courses. **EVALUATED AS HIGH PRIORITY AND SHOULD NOT BE POSTPONED.**

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

Recommendation:

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

A. Award of Proposals

- 1) **Books and Educational Materials (Award):** award the proposal for books and educational materials for the period beginning August 27, 2020 through August 26, 2021 with two one-year options to renew, at an estimated amount of \$500,000.00. The vendors are as follows:

Vendor (City/State)	Vendor (City/State)
Ambassador Education Solutions (Melville, NY) (New)	Barnes & Noble Booksellers, Inc. (New York, NY)
Barnes & Noble College Booksellers, LLC. (Basking Ridge, NJ)	Complete Book & Media Supply, LLC. (Cedar Park, TX)
Hertz-New Method, Inc./ dba Perma-Bound Books (Jacksonville, IL)	Kamico Instructional Media, Inc. (Salado, TX)
Kaplan Early Learning Company (Lewisville, NC)	Lakeshore Equipment Company/ dba Lakeshore Learning Materials (Carson, CA)
Wolters Kluwer (Philadelphia, PA)	

- 2) **Childcare Services (Award):** award the proposal for childcare services for the period beginning September 1, 2020 through August 31, 2021, at an estimated amount of \$105,500.00 with the following forty-nine (49) qualifying vendors:

Vendors (City, State)		
Blessings Learning Academy of Alamo (Alamo, TX)	New Generation Child Care Center (Alamo, TX)	Kid's First Child Care Center, Inc. #2 (Alton, TX)
Early Start Child Care Development Center (Donna, TX)	Garza's Childcare and Development Center (Donna, TX)	Stepping Stones Day Care II (Donna, TX)
Alma's Daycare Center (Edinburg, TX)	Brighter Future Learning Center (Edinburg, TX)	Amando, Inc./ dba Genesis Learning Center (Edinburg, TX)
Little U Learning Center (Edinburg, TX)	Learning Path Day School (Edinburg, TX)	The Children's College Learning Center (Edinburg, TX)
The Learning Journey Day School (Edinburg, TX)	VIP Learning Center (Edinburg, TX)	Building My Future Learning Center #2 (Hidalgo, TX)
Little Explorers Education Center (Hidalgo, TX)	Play, Learn, Construct & Conserve Child Care (La Joya, TX)	All Star Academy Early Learning Center (McAllen, TX)
Brackenridge Children's Center, LLC. (McAllen, TX)	Bright Beginnings (McAllen, TX)	Building My Future Academy (McAllen TX)
Covenant Christian Academy (McAllen, TX)	Easter Seals Child Development Center (McAllen, TX)	Kids Cloud Academy (McAllen, TX)
Little Shining Stars Daycare, Inc. (McAllen, TX)	Loving Angels Child Development Center, LLC. (McAllen, TX)	Magic Child Development Daycare (McAllen, TX)
Mommyland Bilingual Academy (McAllen, TX)	Tony's Playhouse Discovery Center (McAllen, TX)	Bright Beginnings Learning Center (Mission, TX)
Honey's Little Bee's Learning Center (Mission, TX)	Kidz Crusade Academy, LLC. (Mission, TX)	Little Crayons Institute, LLC. (Mission, TX)
Precious Moments (Mission, TX)	Children's Garden Daycare (Palmview, TX)	Fisher Kids Academy (Palmview, TX)
Lily's Little Kids Daycare Center (Palmview, TX)	Building My Future Learning Center (Pharr, TX)	Campanitas Day Care (Pharr, TX)
Kids Academy Daycare (Pharr, TX)	Kids Academy Daycare Center #2 (Pharr, TX)	Royal Education Center (Pharr, TX)
Betty's Day Care, LLC. (Rio Grande City, TX)	Kami's Cuddling Center (Rio Grande City, TX)	Learning Zone (Rio Grande City, TX)

Vendors (City, State)		
Learning Zone II (Rio Grande City, TX)	Little Stars Learning Center, LLC. (Rio Grande City, TX)	El Shaddai International Christian Day Care Center (Weslaco, TX)
Mid-Valley Early Childhood Education Center (Weslaco, TX)		

- 3) Collection Agency Services (Award):** award the proposal for collection agency services for the beginning September 1, 2020 through August 31, 2021 with two one-year options to renew, at no charge to the College. The collection fee is charged directly to the student, faculty, and staff. The vendors are as follows:
- a. Primary: **S & S Recovery, Inc.** (Memphis, TN)
 - b. Secondary: **Immediate Credit Recovery, Inc.** (Poughkeepsie, NY)
Key 2 Recovery, Inc. (Hamilton, OH)
- 4) Truck Driver/Bus Driver Training (Award):** award the proposal for truck driver/bus driver training to **STVT-AAI Education, Inc./dba Anacora Corporate Training** (Hurst, TX) (New), for the period beginning September 1, 2020 through August 31, 2021 with two one-year options to renew, at a 18% commission to the College retained from each student’s tuition. This amount is the same for all the following trainings: Truck Driver, Bus Driver, and Truck Driver/Bus Driver combination;

B. Rejection of Proposal

- 5) Nursing and Allied Health Building A Analog to Digital Upgrade Phase I (Reject):** reject the two (2) proposals that were received for the Nursing and Allied Health Building A - Analog to Digital Upgrade Phase I, due to the project being postponed. This project may possibly be considered at a later date;

C. Purchases and Renewals (C-a. Non-Instructional Items)

- 6) Air Condition Filters (Purchase):** purchase and installation of air condition filters from **Joe W. Fly Company, Inc.** (Dallas, TX)/Harlingen, TX), a Texas Association of School Boards – Buyboard approved vendor, for the period beginning September 1, 2020 through August 31, 2021, at an estimated amount of \$145,000.00, which is based on prior year expenditures;
- 7) Building Automation Control Equipment, Parts, and Equipment Maintenance (Purchase):** purchase building automation control equipment, parts, and equipment maintenance from **Siemens Industry, Inc.** (Buffalo Grove, IL/La Feria, TX), a State of Texas Multiple Award Schedule (TXMAS) approved vendor, for the period beginning September 1, 2020 through August 31, 2021, at an estimated amount of \$85,000.00, which is based on prior year expenditures;
- 8) Chiller Chemicals and Maintenance (Purchase):** purchase chiller chemicals and maintenance from **Kurita America, Inc.** (St. Michael, MN), a State of Texas Purchasing and Support Services (TPASS) – Term Contract approved vendor, for the period beginning September 1, 2020 through August 31, 2021, at an estimated amount of \$85,000.00, which is based on prior year expenditures;

- 9) **Furniture (Purchase):** purchase furniture from Sourcewell and The Interlocal Purchasing System (TIPS) purchasing cooperatives, at a total amount of \$73,564.47.

#	Vendor	Amount
A	Datum Filing Systems, Inc. / Gateway Printing and Office Supply, Inc. (Emigsville, PA/ Edinburg, TX)	\$1,285.28
B	Exemplis Corporation / Gateway Printing and Office Supply, Inc. (Cypress, CA/Edinburg, TX)	\$2,997.60
C	The Hon Company / Gateway Printing and Office Supply, Inc. (Muscatine, IA/Edinburg, TX)	\$1,221.27
D	Krueger International, Inc. / Gateway Printing and Office Supply, Inc. (Green Bay, WI/Edinburg, TX)	\$68,060.32
Furniture Total		\$73,564.47

- 10) **Parts and Supplies (Purchase):** purchase parts and supplies from **W.W. Grainger, Inc./dba Grainger** (Austin, TX), a State of Texas Multiple Award Schedule (TXMAS) and the Texas Association of School Boards – Buyboard approved vendor, for the period beginning September 1, 2020 through August 31, 2021, at an estimated amount of \$100,000.00, which is based on prior year expenditures;

- 11) **Commercial Card Services (Accounts Payable Card) (Renewal):** renew the commercial card services (accounts payable card) contract with **BBVA Compass** (McAllen, TX), for the period beginning September 1, 2020 through August 31, 2021, at no charge to the College;

- 12) **Creative Agency Services (Renewal):** renew the creative agency services contract with **Interact Communications** (La Crosse, WI), for the period beginning September 1, 2020 through August 31, 2021, at an estimated annual amount of \$1,098,999.00. This will include approximately \$83,000 in research, \$108,000 in production and creative services, \$874,999 media buying, media buying strategy, and campaign implementation, and \$33,000 in administrative and travel fees;

- 13) **Elevator Maintenance Agreement (Renewal):** renew the elevator maintenance agreement with **Otis Elevator Company** (Dallas, TX/McAllen, TX), a Texas Association of School Boards – Buyboard approved vendor, for the period beginning September 1, 2020 through August 31, 2021, at an estimated amount of \$95,000.00;

- 14) **Financial Advisor Services Agreement (Non-Renewal):** non-renewal of the financial advisor services agreement with **Hilltop Securities, Inc.** (San Antonio, TX), for the period beginning September 1, 2020 through August 31, 2021; The expense for the services provided by the financial advisor (Hilltop Securities, Inc.) is netted against the bond proceeds received at time of bond issuance are expensed under the Bond Series, Unexpended Plant Fund appropriate budget year;

- 15) **Professional Recruitment Services (Renewal):** renew the professional services contracts for the period beginning September 1, 2020 through August 31, 2021, at an estimated amount of \$65,000.00 per position. The vendors are as follows:

- **Myers McRae, Inc.** (Macon, GA)
- **Gold Hill Associates** (Jackson, MS)
- **Greenwood/Asher & Associates, Inc.** (Miramar Beach, FL)

16)Rental of Storage Facilities (Renewal): renew the rental of storage facilities contracts for the period beginning August 1, 2020 through July 31, 2021, at an estimated amount of \$30,000.00, which is based on prior year expenditures. The vendors are as follows:

Vendor (City, State)	Vendor (City, State)
Affordable Attic III LP (McAllen, TX/ Harlingen, TX)	Affordable Attic V LP (Mission, TX/ Harlingen, TX)
Affordable Attic IX LP (McAllen, TX/ Harlingen, TX)	Move It Management (Mission, TX/ Dallas, TX)

C. Purchases and Renewals (C-b. Technology Items)

17)Computers, Laptops, Tablets, Monitors, and Printers (Purchase): purchase of computers, laptops, tablets, monitors, and printers from the State of Texas Department of Information Resources (DIR) approved vendors, **Dell Marketing, LP.** (Dallas, TX), **Apple, Inc.** (Dallas, TX), and **CRC** (McAllen), at a total amount of \$155,669.68;

18)Course Management and Hosting Services (Renewal): renew the course management, hosting, accessibility, outcomes and pyramid data reporting, 24/7 Help Desk services, and the EesySoft communication tool contracts with **Blackboard, Inc.** (Washington, DC), a sole source vendor, for the periods beginning and ending, and total amounts as follows:

Period	Amount
September 30, 2020 through September 29, 2021	\$881,651.00
September 30, 2021 through September 29, 2022	\$787,067.00
September 30, 2022 through September 29, 2023	\$794,504.00
September 30, 2023 through September 29, 2024	\$802,015.00
September 30, 2024 through September 29, 2025	\$809,737.00
Total for 5 years	\$4,074,974.00

19)Support Services Technology (Emergency Purchase): ratification of an emergency purchase for support services technology will be requested at the July 28, 2020 Board meeting. After review and approval from the Board Chairman and College President, the emergency purchase of fifty (50) laptops was completed on July 2, 2020. The support staff technology was purchased through **Dell Marketing, LP.** (Dallas, TX), a State of Texas Department of Information Resources (DIR) approved vendor, at a total amount of \$52,050.00;

D. Interlocal Agreement

20)Professional Development Services (Interlocal Agreement/Renewal): renew the professional development services with **Region One Education Service Center** (Edinburg, TX), through an interlocal agreement, for the period beginning September 1, 2020 through August 31, 2021, at a total amount of \$17,500.00.

Recommend Action - The total for all award of proposals, purchases, renewals, and interlocal agreement is \$6,683.257.15.

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, renewals, and interlocal agreement totaling \$6,683,257.15 as presented.

Approval Recommended:

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

Discussion and Action as Necessary Regarding Solicitation of Financial Advisor Services

The financial advisor services agreement renewal was presented at the Finance Committee as part of the Purchasing Items in the section titled: Award of Proposals, Rejection of Proposal, Purchases, Renewals, and Interlocal Agreement on July 14, 2020.

Board Chairman Paul R. Rodriguez noted that the proposed renewal of the Financial Advisor Services agreement with Hilltop Securities, Inc. has been in place for some time, has not been competitively bid, and he proposed a solicitation.

Administration agreed that this has been the process, noting that these services are on an as needed basis, for consultation regarding bond matters, however, payments is only done at time of bond sale issuance.

Administration further noted that in addition to Financial Advisor Services agreement (agreement end date: 8/31/20), Hilltop Securities, Inc. provides the following related, but separately contracted, services:

- Arbitrage Rebate Compliance Services Agreement (agreement end date: 8/31/22)
- Continuing Disclosure Services Agreement (agreement end date: 8/31/22)

All three (3) agreements have an automatic annual renewal and a thirty (30) day cancellation without cause notification requirement.

Recommendation from Administration

Administration advises that Financial Advisor Services and Continuing Disclosure Services could be solicited together. Should the Board choose not to renew the current Financial Advisor Services Agreement as proposed under the previous Board agenda item, administration recommends that the Board authorize administration to request a two-month extension to the current Financial Advisor Services Agreement with Hilltop Securities, Inc., which would allow the College to advertise a Request for Proposals in August 2020 for the bundled Financial Advisor Services and Continuing Disclosure Services.

Administration further recommends no action at this time related to the Arbitrage Rebate Compliance Services agreement, due to necessary calculations immediately after fiscal year end, which will be submitted to the External Financial Auditors. Should the Board wish to solicit Arbitrage Rebate Compliance Services, administration would recommend delaying that process until January 2021, after the calculations are prepared for FY 2020, and before the current agreement ends on August 31, 2022.

The nature of the services provided by each of these agreements is as follows:

- Financial Advisor Services - provides independent and professional advice regarding the authorization and issuance of indebtedness in various amounts and forms, and in connection with the authorization, sale, issuance, and delivery of such indebtedness, and other financial matters, such as, credit rating advisability, assist in the negotiation of Paying Agent/Registrar, provide copies of the changes in law, and provide advice and assistance with regard to exercising any call and/or refunding of any outstanding debt instruments.
- Continuing Disclosure Services – consists of important information about municipal bonds that arises after the initiative issuance. This information generally reflects the financial health or operating condition of the state or local government as it changes over time, or the occurrence of specific events that can have an impact on key features of the bonds. In addition, these disclosures are made available to investors and the public on the MSRB's.
- Arbitrage Rebate Compliance Services - occurs when tax-exempt bond proceeds are invested in higher yielding taxable securities, resulting in a profit. In addition, the arbitrage rebate calculation are as per the Internal Revenue Code Section 14/(f)(2).

The current terms of the agreements and proposed required action are as follows:

Service	Board Approval and Terms	Required Action		
		Renewal	If not Renewed	
			Request an Extension	Request for Proposals (RFP)
Financial Advisor Services	9/1/19 - 8/31/20 <ul style="list-style-type: none"> • March 25, 2004 for five (5) years with automatic annual renewals and a thirty (30) day cancellation option • July 26, 2016 agreement assigned and renewal with First Southwest, Company to Hilltop Securities, Inc. for one (1) year and automatic annual agreement renewals and a thirty (30) day cancellation option 	9/01/20 – 8/31/21	9/01/20 – 10/31/20	<ul style="list-style-type: none"> • Advertise August 2020 • Board Approval September 2020
Continuing Disclosure Services	9/1/17 – 8/31/22 <ul style="list-style-type: none"> • June 27, 2017 for five (5) years with automatic annual renewals and a thirty (30) day cancellation option 	N/A	N/A	<ul style="list-style-type: none"> • Include with the Financial Advisor Services RFP and notify current provider of agreement termination

Service	Board Approval and Terms	Required Action		
		Renewal	If not Renewed	
			Request an Extension	Request for Proposals (RFP)
Arbitrage Rebate Compliance Services	9/1/17 – 8/31/22 • June 27, 2017 for five (5) years with automatic annual renewals and a thirty (30) day cancellation option	N/A	Agreement continuance is recommended since these services are required during period of September 2020 to October 2020 for FY 20	<ul style="list-style-type: none"> • Advertise January 2021 • Board Approval February 2021 and notify current provider of agreement termination

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize administration to request a two month extension to the current Financial Advisor Services agreement in lieu of annual renewal, as well as the immediate solicitation by Request for Proposals for bundled Financial Advisor Services and Continuing Disclosure Services, as presented.

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

The Board of Trustees approves and authorizes administration to request a two month extension to the current Financial Advisor Services agreement in lieu of annual renewal, as well as the immediate solicitation by Request for Proposals for bundled Financial Advisor Services and Continuing Disclosure Services, as presented.

Approval Recommended:

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

Review and Recommend Action on Disposal/Return of Automotive Technology Program Donated Vehicles

Approval on disposal/return of automotive technology program donated vehicles to General Motors is requested.

Purpose – The Automotive Program in the Division of Technology and Fixed Asset/Inventory Department are requesting approval for the disposal/return of seven (7) Ford Motors donated instructional vehicles as per Policy #5135: Disposal of Surplus Property.

Justification – After many years of use, the vehicles are no longer beneficial for student instruction due to the age of the vehicles and change in technology.

The Ford Motors vehicle donation program requires that all donated vehicles that are no longer beneficial for student instruction be returned to Ford Motors at the time of disposal. When Ford Motors donates these vehicles to the College, it is with the understanding that the vehicles are strictly for student instruction and not to be driven on the road. In order for Ford Motors to assure that these vehicles will never be driven on the road, they require all instructional institutions to return the vehicles to Ford Motors. Ford Motors will be contacted and they will pick up the vehicles.

Enclosed Documents - A listing of the vehicles to be disposed/returned follows in the packet for Board's information and review.

Mary Elizondo, Vice President for Finance and Administrative Services and Becky Cavazos, Director of Purchasing, attended the July 14, 2020 Finance, Audit, and Human Resources Committee meeting to address any questions by the committee.

The Finance, Audit, and Human Resources Committee recommended Board approval to the dispose/return automotive technology program donated vehicles to Ford Motors and for these assets to be removed from the College's fixed assets ledger as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize disposal/returning of automotive technology program donated vehicles to Ford Motors and for these assets to be removed from the College's fixed assets ledger as presented.

The Following Minute Order is proposed for consideration by the Board of Trustees:
The Board of Trustees approves and authorizes disposal/returning of automotive technology program donated vehicles to Ford Motors and for these assets to be removed from the College's fixed assets ledger as presented.

Approval Recommended:

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

**SOUTH TEXAS COLLEGE
DISPOSAL OF AUTOMOTIVE TECHNOLOGY PROGRAM DONATED FORD VEHICLES
JULY 28, 2020**

#	Year	Make	Model	VIN	Silver Tag	Ptag	Original Value	Net Value	Origination Tag Date Net Value
1	2001	Ford	Windstar SE	2FMZA52411BA93169	000009786	000011097	\$ 15,705.00	\$ -	4/11/2005
2	2001	Ford	Windstar SE	2FMZA52491BB65137	32471	000011099	\$ 15,705.00	\$ -	4/11/2005
3	2003	Ford	Focus	1FAFP34P33W288117	0000009830	000011101	\$ 14,030.00	\$ -	4/11/2005
4	2004	Ford	Mustang	1FAFP404X4F132255	0000012243	000012505	\$ 18,345.00	\$ -	8/31/2005
5	2005	Ford	Mustang	1ZVFT84N155243863	15029	N00012879	\$ 27,395.00	\$ -	8/03/2006
6	2006	Ford	Marine	4M2YU56ZX6DJ08115	24063	N00012878	\$ 22,505.00	\$ -	8/03/2006
7	2009	Ford	Lincoln MKZ	3LNHM26T89R615540	18164	N00017790	\$ 37,015.00	\$ -	1/28/2010

Review and Action as Necessary to Revise Policy #4216: Harassment, Discrimination, and Sexual Misconduct

Approval to revise Policy #4216: Harassment, Discrimination, and Sexual Misconduct will be requested at the July 28, 2020 Board meeting.

Purpose - The proposed revisions to the policy are necessary to replace the current policy in order to comply with the new Title IX regulations issued by the Department of Education and with updates to Chapter 51 of the Texas Education Code.

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

- To comply with Title IX regulations (effective August 14, 2020).
- To comply with the requirements of Chapter 51 of the Texas Education Code (“House Bill 1735” or Subchapter E-3, effective August 1, 2020).
- To assign responsibility as a campus-wide grievance officer for complaints concerning discrimination, harassment or retaliation to the Office of Institutional Equity.
- To update the position designated as the Title IX Coordinator from the Vice President for Finance and Administration to the Institutional Equity Officer and provide contact information for reporting as required by law.
- To notify the campus community about how to report discrimination, harassment or retaliation and how the College will respond to such reports as required by law.
- To remove unnecessary and duplicative language in order to streamline the policy.
- To incorporate language from other policies to consolidate language concerning discrimination, harassment or retaliation into fewer policies (e.g., Policy 4205 and 4206).
- To incorporate edits to strengthen compliance with all applicable laws, correct minor errors and ensure a better flow of the overall policy.
- To incorporate suggestions, edits and revisions from the College’s legal consultant from the Association of Title IX Administrators (ATIXA)/National Center for Higher Education Risk Management (NCHERM).
- To change the title from “Harassment, Discrimination, and Sexual Misconduct” to “Freedom from Discrimination, Harassment, Sexual Misconduct, and Retaliation”

Background – South Texas College adopted Policy #4216: Harassment, Discrimination, and Sexual Misconduct on December 10, 2019. On August 1, 2020, portions of Subchapter E-3 of Chapter 51 of the Texas Education Code Texas (or “House Bill 1735”) takes effect and requires that institutions of higher education incorporate required language into their policies that address sexual harassment. Additionally, on August 14,

2020, the new Title IX regulations issued by the Department of Education on May 19, 2020 take effect and require an entirely new procedure for the resolution of grievances implicating sexual harassment governed by Title IX. The new Title IX regulations seek to eliminate conflict and bias within grievance procedures and require strict divisions between those involved with the grievance resolution process. Parties involved with sexual harassment complaints – both victims and accused parties – are afforded additional rights to notice, procedure, and a live hearing for matters that cannot be resolved informally.

Reviewers – The revised policy has been drafted by the Office of Institutional Equity, reviewed by the Dean of Students, Director of Counseling, Office of Student Rights and Responsibilities, the College’s legal counsel, the College’s legal consultant from the Association of Title IX Administrators (ATIXA)/National Center for Higher Education Risk Management (NCHERM), the Interim Director of Human Resources, the Vice President for Finance and Administrative Services, and the President’s Cabinet.

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

Initial additions to the policies are highlighted in yellow, and deletions are marked with a red strikethrough. Additions since the presentation of the policy to the Finance, Audit & Human Resources Committee are in blue.

The Finance, Audit, and Human Resources Committee deferred action on this item.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the proposed revisions to Policy #4216: Harassment, Discrimination, and Sexual Misconduct, and to change the title to Freedom from Discrimination, Harassment, Sexual Misconduct, and Retaliation as presented and which supersedes any previously adopted Board policy.

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

The Board of Trustees approves and authorizes the proposed revisions to Policy #4216: Harassment, Discrimination, and Sexual Misconduct, and to change the title to Freedom from Discrimination, Harassment, Sexual Misconduct, and Retaliation 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 **Freedom from Discrimination, Harassment, Sexual Misconduct, and Retaliation** **4216**

Legal Authority **Approval of the Board of Trustees** **Page 1 of 15**

Date Approved by Board **As Amended by Board Minute Order Dated July 28, 2020**

I. Purpose

South Texas College respects the equal dignity and worth of every member of its community. The College is dedicated to fostering an environment free from discrimination, harassment, sexual misconduct, and retaliation and has developed this policy, and accompanying grievance and disciplinary procedures, in order to ensure a prompt, fair, and equitable resolution for all parties involved. This policy applies to all types of discrimination covered in the College's Non-Discrimination Notice.

II. Non-Discrimination

South Texas College does not discriminate or tolerate discrimination against any employee, applicant for employment, student, or applicant for admission on the basis of race, color, national origin, ethnicity, religion, age, sex, sexual orientation, gender, gender identity, gender expression, pregnancy, parental status, disabilities, genetic information, veteran status, or any other protected category under applicable local, state, or federal law. Any member of the College community whose acts deny, deprive, or limit any other member's access to employment or education programs or activities violates this policy. A violation of this policy by any person is subject to disciplinary action up to and including expulsion from the College or termination from employment.

III. Discriminatory Harassment

Harassment can take many forms and can affect both educational and employment opportunities. Harassment is unwelcome, physical, verbal, or nonverbal conduct, and may include off-campus or online conduct. Some examples of harassment are: name-calling, graphic images, written statements, and other unwelcome conduct that may be humiliating, physically threatening or harmful. When such conduct creates a hostile environment and limits or denies an individual's educational or employment access, benefits, or opportunities, it is a violation of this policy subject to disciplinary action or termination, unless it is determined to be constitutionally protected expression. The College reserves the right to address any offensive conduct with supportive measures, respectful conversation, education, remedial actions, or other informal resolutions, whenever appropriate and especially if a substantial in-program disruption has occurred.

IV. Sexual Misconduct

South Texas College is committed to eradicating all forms of sex-based discrimination. In addition to sex-based discriminatory harassment subject to section III above, sex-based discriminatory harassment may also include acts of sexual misconduct. Sexual misconduct can occur in any sex or gender configuration without regard to gender identity, gender expression or sexual orientation and this policy shall be applied without regard to such.

MANUAL OF POLICY

Title **Freedom from Discrimination, Harassment, Sexual Misconduct, and Retaliation** **4216**

Legal Authority **Approval of the Board of Trustees** **Page 2 of 15**

Date Approved by Board **As Amended by Board Minute Order Dated July 28, 2020**

This policy is made in accordance with federal and state laws and regulations (such as Title IX) and may include off-campus or online conduct. Any person who violates this policy is subject to disciplinary action up to and including expulsion from the College or termination from employment. The following acts are covered by this policy:

1. Sexual Harassment defined by Federal Law (Title IX) means:

- a) An employee of the recipient conditioning the provision of an aid, benefit, or service of the recipient on an individual's participation in unwelcome sexual conduct;
- b) Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the recipient's education program or activity; or
- c) Sexual assault, dating violence, domestic violence, or stalking (as defined in the Clery Act).

2. Sexual Harassment defined by Texas State Law means unwelcome, sex-based verbal or physical conduct that:

- a) In the employment context, unreasonably interferes with a person's work performance or creates an intimidating, hostile, or offensive work environment; or
- b) In the education context, is sufficiently severe, persistent, or pervasive that the conduct interferes with a student's ability to participate in or benefit from educational programs or activities at a postsecondary educational institution.
- c) Dating violence, sexual assault, or stalking (as defined by the Clery Act).

3. Sexual Assault, Dating Violence, Domestic Violence and Stalking

These include offenses that meet the definition of rape, fondling, incest or statutory rape, stalking and intimate partner violence as used in the Federal Bureau of Investigation's Uniform Crime Reporting Program. For more detailed definitions, please request more information from the Title IX Coordinator.

4. Sexual Violence and Consent, Coercion, & Incapacitation

Sexual violence is a form of sexual harassment or sexual assault that includes physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent.

MANUAL OF POLICY

Title **Freedom from Discrimination, Harassment, Sexual Misconduct, and Retaliation** **4216**

Legal Authority **Approval of the Board of Trustees** **Page 3 of 15**

Date Approved by Board **As Amended by Board Minute Order Dated July 28, 2020**

Consent

Consent is knowing, voluntary, and clear permission, by word or action, to engage in mutually agreed upon sexual activity. It is the responsibility of each party to make certain that the other has consented before engaging in the activity. Consent can be withdrawn once given, as long as the withdrawal is reasonably and clearly communicated and the activity should cease immediately or within a reasonable time. Resistance is a clear demonstration of non-consent as is knowing that the other person is incapacitated and unable to provide consent.

Consent to some sexual contact (such as kissing or fondling) cannot be presumed to be consent for other sexual activity (such as intercourse). A current or previous dating relationship is not sufficient to constitute consent. In Texas, the age of consent is 17. Sexual activity with someone without clear consent constitutes a violation of this policy.

Coercion

Coercion is unreasonable pressure for sexual activity. When someone makes clear they do not want sex, that they want to stop, or that they do not want to go past a certain point of sexual interaction, continued pressure beyond that point can be coercive and is a violation of this policy.

Incapacitation

Incapacitation is defined as a state where someone cannot make rational, reasonable decisions because they lack the capacity to give knowing/informed consent. Incapacitation may be due to a person's use of drugs or alcohol; due to an intellectual, mental or physical disability; or due to their state of sleep or unconsciousness. A person who engages in sexual activity with someone whom the individual knows, or reasonably should know, is incapable of knowingly giving consent violates this policy. Intoxication of the individual alleged to have violated this policy is not a defense.

5. Sexual Exploitation

Sexual exploitation occurs when one person takes non-consensual or abusive sexual advantage of another for their own advantage or benefit, or to benefit or advantage anyone other than the one being exploited. Some examples of sexual exploitation include, ***but are not limited to:***

MANUAL OF POLICY

Title **Freedom from Discrimination, Harassment, Sexual Misconduct, and Retaliation** **4216**

Legal Authority **Approval of the Board of Trustees** **Page 4 of 15**

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- a) Taking pictures, video or audio recordings of another in a sexual act, nudity, or in any other sexually-related activity.
- b) Disseminating pictures of a sexual nature without the photographed person's consent.
- c) Exposing one's genitals or breasts in non-consensual circumstances or inducing another to expose their genitals or breasts.
- d) Engaging in consensual sexual activity without informing the other person of a known sexually transmitted disease or infection.
- e) Causing or attempting to cause the incapacitation of another person for the purpose of compromising that person's ability to consent to sexual activity.
- f) Invasion of sexual privacy.
- g) Engaging in sex-trafficking.
- h) Knowingly soliciting a minor for sexual activity.
- i) Creation, possession or dissemination of child pornography.
- j) Sexually-based intimidation, hazing and/or bullying.

6. Policy on Consensual Relationships

The College prohibits employees in supervisory roles from entering consensual romantic or sexual relationships with any subordinate employee under the supervisor's direct or indirect supervision, and prohibits faculty members from entering consensual romantic or sexual relationships with any student enrolled in the faculty member's class. Employees with direct teaching, supervisory, advisory, or evaluative responsibility over other employees, students and/or student employees recognize and respect the ethical and professional boundaries that must exist in relationships with students or employees of the College.

Employees in supervisory roles are prohibited from explicitly or implicitly suggesting or recommending to a subordinate employee that the employee transfer or be transferred to another position or that the subordinate employee leave employment with the intention of circumventing this policy.

A faculty member is prohibited from explicitly or implicitly suggesting or recommending to a student enrolled in the faculty member's class to drop the class or withdraw from enrollment in the College with the intention of circumventing this policy.

MANUAL OF POLICY

Title **Freedom from Discrimination, Harassment, Sexual Misconduct, and Retaliation** **4216**

Legal Authority **Approval of the Board of Trustees** **Page 5 of 15**

Date Approved by Board **As Amended by Board Minute Order Dated July 28, 2020**

7. Victim's Rights Statement

All victims have a right to a prompt and equitable resolution of reports of violations of this policy. South Texas College encourages victims of sexual assault, dating violence, domestic violence or stalking, to go to a hospital for treatment and preservation of evidence as soon as practicable after the incident.

V. Retaliation

It is prohibited for any person to take any adverse action by intimidating, threatening, coercing, harassing, or discriminating against any individual because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing, or to interfere with any privilege provided under Title IX. Retaliation of any form is a separate violation of this policy. Acts of alleged retaliation should be reported immediately in order for the College to attempt to eliminate the adverse action.

VI. False Complaints

Any person who files a false complaint knowingly or with the intent to harm or deceive is subject to disciplinary action up to and including dismissal or expulsion from the College. Pursuant to Texas law, an employee who commits such an offense must be terminated from employment with the College.

VII. Reporting

A. Mandatory Reporting of Sexual Harassment

All employees of South Texas College, unless subject to an exception described below, are hereby mandatory reporters for all actual or suspected instances of sexual harassment and must promptly share with a Title IX Coordinator or their designee all known details of a report made to them in the course of their employment. Employees are required to report an incident regardless of the when or where the incident occurred.

NOTE: Pursuant to Texas state law, an offense for failure to report is a Class B misdemeanor. However, if it is shown that the actor intended to conceal the incident that the actor was required to report the offense is a Class A misdemeanor. In such cases, the College shall terminate the employment of an employee who commits such an offense.

MANUAL OF POLICY

Title	Freedom from Discrimination, Harassment, Sexual Misconduct, and Retaliation	4216
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When a mandatory reporter receives a report of an incident, they must:

1. Advise the individual of the employee's obligation to report any information the individual reveals to the Title IX coordinator;
2. Explain to the individual of their option to ask that the institution consider maintaining the confidentiality of that information, but that the institution may not be able to guarantee confidentiality, and
3. Offer the individual the option to instead share this information with counselor, ombuds, clergy, victim's advocacy groups, medical providers, attorneys, or other resources who may provide higher levels of confidentiality.

B. Exceptions to Mandatory Reporting – Confidential Employees

Counselors, ombuds, medical providers, or advisors (as described below in section ~~IX~~. C.) are considered "confidential employees" as persons with whom students may speak confidentially concerning any matter, including sexual harassment, sexual assault, dating violence, or stalking. Confidential employees will not share information with the Title IX Coordinator and will only share statistical data as required by law. When making reports of incidents of sexual harassment, sexual assault, dating violence or stalking, the confidential employee shall state only the type of incident reported and may not include any information that would violate a student's expectation of privacy.

C. Additional Reporting

All members of the South Texas College community, including students, employees, applicants, vendors, guests and visitors are encouraged to report incidents of prohibited conduct, online, in person, by mail, by telephone, or by electronic mail, or by any other means that results in receipt of the person's verbal or written report. Such a report may be made at any time (24/7) and may be made anonymously. There is no time limit to file reports but the actions the College can take to resolve complaints may be limited if significant time has passed.

The following person has been designated as the Title IX Coordinator to handle inquiries regarding these non-discrimination policies and/or laws:

Lisa Y. Guerra, Esq.
Institutional Equity Officer, Title IX Coordinator
3201 W. Pecan Blvd., A106
McAllen, TX 787501
(956) 872-2379

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TitleIX@southtexascollege.edu

Online reports can be made at: <https://www.southtexascollege.edu/report/index.html>

D. Actual Knowledge by College Required for Title IX Cases

Actual knowledge to the College means a report made to an “Official with Authority” to institute corrective measures on behalf of the College. The Title IX Coordinator is an official with such authority. Other Officials with Authority to institute corrective measures include: College President, Vice-Presidents, Institutional Equity Officer, Director of Human Resources or Dean of Student Affairs.

E. Confidentiality

In addition to expectation of confidentiality as explained in section B above, pursuant to Texas state law, the identity of an alleged victim, a reporting party, or an alleged respondent, to an incident of sexual harassment, sexual assault, dating violence or stalking, is confidential and is not subject to disclosure unless waived in writing by the person. The identity may be disclosed only as required by law, as permitted by the Family Educational Rights and Privacy Act or to carry out the purposes of Title IX or relevant state laws including: alleged perpetrator(s) if required by law, persons tasked by the College to conduct an investigation, hearing or other proceeding arising under this policy; law enforcement officers who must conduct a criminal investigation of the report; or a health care provider in an emergency situation, as determined by the College.

F. Reporting to Law Enforcement

Nothing in this policy is intended to limit the right of any person to file a criminal complaint with the law enforcement authorities in conjunction with a complaint under this policy. Complaints may also be filed with other local law enforcement authorities or with South Texas College’s Department of Public Safety at (956) 872-4444 at or call 911 (for emergency services). Victims of a crime may choose to report the crime to law enforcement, and may request that the College assist with such reporting, but they are not required to do so.

Employees and students with existing protective or restraining orders are encouraged to provide a copy to the Department of Public Safety.

G. State and Federal Reporting

Complaints may also be filed with the following federal and state agencies. Nothing in this policy shall be construed as extending the time period provided by law for an

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employee to file any charge or complaint of discrimination with outside agencies.
For Students:

Office of Civil Rights
U.S. Department of Education
1999 Bryan Street, Suite 1620
Dallas, TX 75201-6810
Telephone: 214-661-9600/TDD#: 1-800-521-2172
OCR.Dallas@ed.gov

Office for Civil Rights, National Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-1100
Telephone: (800) 241-3481
Fax: (202) 453-6012
OCR@ed.gov

Or online at: <https://ocrcas.ed.gov/welcome-to-the-ocr-complaint-assessment-system>

For Employees:

U.S. Equal Employment Opportunity Commission
San Antonio EEOC Field Office
Legacy Oaks, Building A
5410 Fredericksburg Road, Ste. 200
San Antonio, TX 78229
Telephone: (800) 669-4000

Online information available at: <https://www.eeoc.gov/how-file-charge-employment-discrimination>

Texas Workforce Commission
Civil Rights Division
101 E. 15th Street, Room 144-T
Austin, TX 78778-0001
Telephone: (512) 463-2642

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Online information available at: <https://www.twc.texas.gov/jobseekers/how-submit-employment-discrimination-complaint>

VIII. Grievance Resolution Process

A. Initial Assignment

Complaints will be received by the Office of Institutional Equity and categorized appropriately based on the alleged violations. Complaints will fall into the following categories:

- Sexual Misconduct or sex-based discrimination
- Discriminatory Harassment (other than sex-based discrimination)
- Student Conduct
- Constitutionally protected expression
- Other non-discriminatory complaints (such as personal injury, workers' compensation or other incidents not based on discrimination or infringement of rights)

Cases involving student conduct or constitutionally protected expression are governed by the Student Code of Conduct and will be forwarded to the Office of Student Rights and Responsibilities. Cases involving employees that do not involve discrimination, harassment or retaliation will be forwarded to the Office of Human Resources.

All other cases will be coordinated by the Office of Institutional Equity and will be resolved by Informal Resolution, Mediation, Informal Hearing, or a Live Hearing, as agreed to by all parties or as required by law.

Cases involving sexual misconduct in violation of section IV above that are governed by Title IX regulations will be coordinated by the Title IX Coordinator or a Deputy Title IX Coordinator and may be resolved by Informal Resolution following a formal complaint, if agreed to by all parties in writing, or by a Live Hearing incorporating cross-examination of the parties by advisors. Title IX cases will be handled by staff who have received training in compliance with Title IX regulations and who are free from bias or conflicts of interest against any party or witness.

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B. Formal, Signed Complaint Required for Title IX cases by Complainant or Title IX Coordinator

In cases of discrimination involving sex-based discrimination subject to the provisions of Title IX, a formal complaint signed by the Complainant is required for an Informal Resolution or to begin an investigation leading to a Live Hearing. A Complainant may withdraw a complaint at any time.

In Title IX cases where the College receives an anonymous report, where a Complainant withdraws their complaint, or where a Complainant refuses to further participate in the process, the Title IX Coordinator may sign a formal complaint commencing the grievance resolution process in order to ensure that matters which pose a threat to the educational, employment, or other opportunities provided by the College, are addressed.

C. Optional Risk Assessment

Upon receiving a report of conduct that may violate this policy, the Title IX Coordinator or their designee may refer a party for an individualized risk assessment by the College's Behavioral Intervention Team (BIT).

D. Supportive Measures

The College will offer supportive measures to protect all those reported to be victims of any form of sexual misconduct during the pendency of the grievance resolution process, including, but not limited to: protection from retaliation, interim no-contact orders, academic support (such as dropping courses without academic penalty), alternative work arrangements, campus safety escorts, referrals to counseling, community-based service providers, or any other action deemed appropriate. To the greatest extent practicable, referrals to counseling will be offered by a counselor who does not provide counseling to any other person involved in the incident.

E. Provision of Advisors

All parties have the right to an advisor of their choice in Title IX matters. Advisors may be allowed for other cases as well subject to these policies. Advisors may be attorneys, faculty member, staff member, family member, friend or any other support person. Parties who desire more than one Advisor must request so as early as possible within the resolution process and if more than one Advisor is allowed for one party, the other party will be allowed the same number of Advisors. No more than two Advisors per party will be allowed unless justification in writing is provided to the College. Parties may choose not to use an advisor in any stage of the grievance resolution process except that parties **must** have an advisor who **must** conduct cross-examination of other

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witnesses if a Live Hearing is conducted in a Title IX case. If no advisor is selected by a party before a Live Hearing, the Title IX Coordinator will appoint an advisor who will conduct the cross-examination.

Advisors must be willing and available to serve as an advisor. Advisors will be provided information about the grievance resolution process. Advisors who are otherwise mandatory reporters (as described in section VII. A.) above will be temporarily exempt from mandatory reporting solely for the matter in which they serve as an advisor.

F. Notice of Allegations and Investigation

Before commencement of the grievance resolution process, notice of the allegations must be provided to an alleged respondent for a Title IX matter. Such notice may not be provided if the complainant is only seeking supportive measures without the filing of a formal complaint or if a complainant withdraws their complaint prior to commencement of the grievance resolution process with no impact upon the alleged respondent.

In non-Title IX cases, notice of alleged violations will be provided to the alleged respondent before disciplinary action or other sanctions are assessed.

G. Informal Resolution

Upon receipt of a formal complaint for Title IX cases, or any time after receiving a report of a violation in all other cases, the Title IX Coordinator or Institutional Equity Officer may facilitate an informal resolution amenable to all parties involved as follows:

1. By providing supportive measures to the Complainant that remedy the situation;
2. When the Respondent agrees to responsibility for a violation and accepts a sanction amenable to all parties; or
3. When the parties agree to a mediation.

All parties must voluntarily agree to the informal resolution in writing and no party will be pressured to participate. The parties may choose to stop the Informal Resolution process at any time and request another form of resolution, however, a Live Hearing is required for Title IX matters if an Informal Resolution cannot be reached. An Informal Hearing will be conducted for all other non-Title IX cases that are not resolved by other means.

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H. Investigations

Investigations will be conducted in accordance with all applicable laws, regulations and policies. Title IX cases will be investigated by investigators who have received training in compliance with Title IX regulations. Investigations may involve interviews with parties or witnesses; obtaining available, relevant evidence; or identifying sources of expert information, as necessary.

For Title IX cases, a 10-day review period will be provided to parties to review a draft investigation report including relevant evidence and for the opportunity to provide additional feedback, evidence, or witnesses. After this 10-day period, the investigator will update the investigative report, if necessary, and the Title IX Coordinator or their designee will provide the parties with a final investigative report at least ten (10) days prior to a Live Hearing.

I. Hearings

Once an investigation is complete and if an Informal Resolution does not resolve the matter, the case will be referred for a hearing.

1. Policy applicable to all Hearings

Hearings conducted under this policy will be heard by a Hearing Office or a Panel of three (3) members determined at the discretion of the Title IX Coordinator or the Institutional Equity Officer.

All hearings are subject to the preponderance of the evidence standard of proof.

2. Formal, Live Hearings for Title IX Cases

A formal hearing will occur no less than ten (10) business days after a final investigative report is issued to the parties, unless all parties, advisors and staff involved agree to an expedited hearing. Title IX hearings must be live and must be recorded.

3. Informal Hearings for non-Title IX Cases

Informal Hearings will not be recorded and may only involve one party if the other party does not choose to attend. If both parties do not attend an informal hearing, the Hearing Officer or Panel will make a determination on all of the evidence available.

More information about the procedure for all hearings is available by contacting the Title IX Coordinator or their designee, the Office of Institutional Equity, or here: [LINK](#).

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J. Notice of Outcome and Sanctions

1. For Title IX Hearings

Once a hearing has been conducted, the Hearing Officer or Panel members will deliberate and issue a finding of responsibility for each alleged violation in a written deliberation statement that will include the determination, rationale, the evidence relied upon in support of the determination, any evidence not relied upon, credibility assessments and recommendations for sanctions.

The written deliberation statement will then be shared with the Title IX Coordinator who will work with the Hearing Office to prepare a Notice of Outcome, including any applicable sanctions, to be provided to the Parties.

2. For non-Title IX Hearings

The Hearing Officer or Panel will deliberate and issue a finding of responsibility for each alleged violation, rationale for the decision, and recommended sanctions. Either the Hearing Officer or the Institutional Equity Officer will finalize the Notice of Outcome to be issued to the Parties.

3. Disciplinary Actions and Sanctions

For a list of sanctions that may be imposed upon responsible parties who are students, please refer to the Student Handbook/Code of Conduct or here: [LINK](#)

For a list of disciplinary actions that may be imposed upon responsible parties who are employees, please refer to the Employee Handbook or here: [LINK](#)

K. Appeals

Parties may appeal the Notice of Outcome for any type of hearing within ten (10) business days of receipt of the Notice of Outcome. Appeals are limited to the following bases:

1. Procedural irregularity;
2. New evidence that was not reasonably available at the time the determination was made; or
3. A conflict of interest or bias on the part of any person involved with the administration of the hearing.

IX. Applicable Laws and Regulations

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This policy governs complaints or grievances by any member of the college community in accordance with the following laws and regulations:

Title IX of the Education Amendments Act of 1972 (Title IX)

As required by Title IX (34 C.F.R. §106.8(b)), South Texas College does not discriminate on the basis of sex in any educational program or activity which it operates. This extends to applicants for admission or employment.

Title VI of the Civil Rights Act of 1964 (Title VI)

Title VI is a federal law that prohibits education institutions from discriminating against a member of the community based on race, national origin or color.

Title VII of the Civil Rights Act of 1964 (Title VII)

Title VII is a federal law that prohibits employers from discriminating against employees on the basis of sex (including gender identity and sexual orientation), race, color, national origin, and religion.

Section 504 of the Rehabilitation Act of 1973/American with Disabilities Act of 1990

The College complies with Section 504 of the Rehabilitation Act of 1973 and with the Americans with Disabilities Act and does not discriminate on the basis of a disability in the areas of admissions, employment, or applicants for admission or employment.

Age Discrimination in Employment Act of 1967 (ADEA)

The ADEA protects individuals who are 40 years of age and older from discrimination with respect to any term, condition, or privilege of employment, such as hiring, promotion, demotion, firing, pay, or fringe benefits.

Chapter 21 of the Texas Labor Code (Texas Commission on Human Rights Act of 1983) The Texas Human Rights Act protects individuals from discrimination because of a person's race, color, disability, religion, sex, national origin, or age.

Senate Bill 212 (Texas Education Code Section 51.282)

Senate Bill 212 mandates that all employees who witness or receive information about an incident of sexual misconduct involving a current student or employee to promptly report the incident- including all relevant information - to the Title IX coordinator or their designee.

House Bill 1735 (Texas Education Code Section 51.282)

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House Bill 1735 requires the College's sexual harassment policy to include definitions of prohibited behavior, sanctions for violations, protocols for reporting and responding to reports of sexual harassment, interim measures to support victims, and language about victims' rights. Some of the bill's other requirements include trauma-informed training for police officers, continuation of the grievance process even upon withdrawal or graduation of a party, and development of a comprehensive prevention and outreach program on sexual harassment, sexual assault, dating violence and stalking.

If you have questions about your rights under any of these laws or for more information, please contact:

Lisa Y. Guerra, Esq.
Institutional Equity Officer, Title IX Coordinator
South Texas College
3201 W. Pecan Blvd., A106
McAllen, TX 78501
(956) 872-2379
OIE@southtexascollege.edu

X. Periodic Review of Policy

The College's Board of Trustees will review this policy each biennium and will revise the policy as necessary.

XI. History

Origination Date Approved by Board	May 26, 2015
Date Reviewed and Approved by Board	December 15, 2015 April 26, 2016 April 24, 2018 August 27, 2019 December 10, 2019 <i>July 28, 2020</i>

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I. Purpose

South Texas College ~~is committed to providing an environment that~~ respects the *equal* dignity and worth of every member of its community. *The College is dedicated to fostering an* ~~Members of the campus community are entitled to an educational, learning, and working~~ environment free from *discrimination*, ~~of harassment, discrimination, sexual misconduct, and retaliation~~ *and has developed this policy, accompanying grievance and disciplinary procedures, in order to ensure a prompt, fair, and equitable resolution for all parties involved.* ~~To ensure compliance with federal and state civil rights laws and College policies, the College has developed internal policies that will provide a supportive process for individuals who report harassment, discrimination, sexual misconduct, and retaliation. These laws include, but are not limited to, Title II of the Americans with Disabilities Act of 1990, Title VII of the 1964 Civil Rights Act; Title IX of the Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973, the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, as amended by Section 304 of the Violence Against Women Reauthorization Act of 2013, H.B. 699 84th Texas Legislature, H.B. 968 85th Texas Legislature, and S.B. 212 86th Texas Legislature.~~ *This policy applies to all types of discrimination covered in the College's Non-Discrimination Notice.*

~~Nothing in this Policy is created to impair academic freedom and inquiry, principles of free speech, or the College's educational mission.~~

II. *Policy on* Non-Discrimination

South Texas College ~~is an equal education and equal employment opportunity/affirmative action employer. As an equal education institution and equal opportunity employer, the College~~ *does not discriminate or tolerate any discrimination against any employee, applicant for employment, student, or applicant for admission* on the basis of race, color, national origin, *ethnicity*, religion, age, sex, sexual orientation, gender, gender identity, *gender expression, pregnancy, parental status*, disability~~ities~~, genetic information, or veteran status, *or any other protected category under* ~~. Discrimination is prohibited and the College will comply with all applicable~~ *local, state, and federal law.* ~~College policies, and state and federal legislation. This~~

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~~statement extends to individuals seeking employment with and admission to the College.~~

~~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.~~

Any member of the College community whose acts deny, deprive, or limit any other member's access to employment or education programs or activities violates this policy. A violation of this policy by any person is subject to disciplinary action up to and including expulsion from the College or termination from employment.

III. ~~Pregnancy and Parenting~~

~~The College prohibits discrimination on the basis of sex, including pregnancy and parental status, in any educational activity or program.~~

~~Employee:~~

~~The College prohibits discrimination on the basis of sex. The term 'on the basis of sex' includes, but is not limited to, because of or on the basis of pregnancy, childbirth, or related medical conditions; and women affected by pregnancy, childbirth, or related medical conditions shall be treated the same for all employment related purposes, including receipt of benefits under fringe benefit programs, as other persons not so affected but similar in their ability or inability to work.~~

~~Student:~~

~~The College specifically prohibits discrimination against a student based on pregnancy, childbirth, false pregnancy, termination of pregnancy, or recovery from any of these conditions. The College prohibits applying any rule related to a student's parental, family, or marital status that treats students differently based on their sex.~~

~~The College prohibits excluding a pregnant student from participating in any part of an~~

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~~educational program. This prohibition applies to specific classes such as advanced placement or honors classes, extracurricular programs, interscholastic sports, honor societies, and opportunities for student leadership, among other activities. Pregnant students shall be allowed to participate in classes and extracurricular activities without having to present a doctor's note.~~

~~In addition, the College shall excuse a student's absences because of pregnancy or childbirth for as long as the student's doctor deems the absences medically necessary. When a student returns to school, the student must be allowed to return to the same academic and extracurricular status as before the medical leave began.~~

~~Pregnant students shall be provided reasonable academic, physical, and policy based adjustments necessary because of pregnancy, such as larger desks, elevator access, and more bathroom breaks as necessary. Pregnant students and those with medical needs following pregnancy or related conditions are to be provided support and accommodations in the same way as the college provides support for all temporary disabilities.~~

IV. ~~Prohibited Conduct~~

~~South Texas College prohibits harassment, discrimination, sexual misconduct, and retaliation, even if the behavior does not rise to the level of criminal conduct. Specific acts of prohibited conduct are described in this policy. Prohibited conduct, by any person, is subject to disciplinary action up to and including dismissal or expulsion from the College.~~

Harassment

Employee:

~~Prohibited harassment of an employee is defined as unwelcome physical, verbal, or nonverbal conduct based on an employee's 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, when the conduct is so severe, persistent, or pervasive and objectively offensive that the conduct unreasonably interferes with, denies or limits an employee's opportunities in the work environment or ability to participate in or benefit from the activities of the College.~~

Student:

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~~Prohibited harassment of a student is defined as unwelcome physical, verbal, or nonverbal conduct based on the student's 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, when the conduct is so severe, persistent, or pervasive and objectively offensive that the conduct unreasonably interferes with, denies or limits student's ability to participate in or benefit from the educational programs and/or activities of the College.~~

~~A. Sexual Harassment~~

~~South Texas College assumes an affirmative position to prevent and eliminate sexual misconduct, including sexual harassment in any division, department, or any unit by any individual. It is the policy of South Texas College to provide an educational and working environment for its students, faculty, staff, guests and visitors that is free from sex discrimination and sexual harassment. It is the policy of the College that any practice or behavior that constitutes sexual harassment will not be tolerated.~~

~~Sexual Harassment is unwelcome conduct of a sexual nature, including but not limited to unwelcome sexual advances, requests for sexual favors, and other verbal or physical harassment of sexual nature when submission of such conduct:~~

- ~~• creates a hostile environment, that is intentionally directed towards a specific individual or a group of individuals, that is sufficiently severe, persistent, or pervasive and objectively offensive that unreasonably interferes with, denies, or limits someone's ability to participate in or benefit from the education or employment, and/or activities or other benefits of the College;~~
- ~~• based on power differentials (quid pro quo), which refers to sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature by a person having power or authority over another constitutes sexual harassment when submission to such sexual conduct is made either explicitly or implicitly a term or condition of rating or evaluating an individual's educational development or performance; or that is made either explicitly or implicitly a term or condition of a person's student status, employment, or participation in College activities; or~~
- ~~• is retaliation against an individual for raising an allegation of sexual or gender-~~

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~~based harassment, for cooperating in an investigation of such a complaint, or for opposing discriminatory practices, includes but not limited to intimidation, threats, or harassment against any complainant, witness, or third party.~~

~~This policy has been developed to reaffirm this principle and to provide recourse for those individuals whose rights have been violated.~~

B. Sexual Misconduct

~~This policy prohibits any form of sexual misconduct. Sexual misconduct includes, but is not limited to, behaviors often described as sexual harassment, non-consensual sexual contact, sexual exploitation, sexual violence, rape, stalking, and intimate partner violence, also known as dating violence and or domestic violence. It is a violation of policy and the law, including Title IX, to commit these acts or attempt to commit them. Sexual misconduct can occur in any sex or gender configuration regardless of sex and gender identity whether it be an employee or student.~~

~~Any employee or student who is found to have engaged in sexual misconduct shall be subject to appropriate disciplinary action, up to and including dismissal or expulsion and may be prosecuted under State law. This policy shall be applied without regard to the sexual orientation, gender and/or gender identity of the individual(s) involved.~~

~~a. **Sexual Harassment** (as defined in section B)~~

~~b. **Consensual Relationships**~~

~~It is the policy of South Texas College that supervisors and faculty shall not enter into any type of consensual romantic or sexual relationship with staff whom they supervise or with students enrolled in their courses.~~

~~The College prohibits supervisors from entering consensual romantic or sexual relationships with any subordinate employee under the supervisor's direct or indirect supervision, and prohibits faculty members from entering consensual romantic or sexual relationships with any student enrolled in the faculty member's class.~~

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~~A supervisor is prohibited from explicitly or implicitly suggesting or recommending to a subordinate employee that the employee transfer or be transferred to another position or that the subordinate employee leave employment with the intention of circumventing this policy.~~

~~A faculty member is prohibited from explicitly or implicitly suggesting or recommending to a student enrolled in the faculty member's class to drop the class or withdraw from enrollment in the College with the intention of circumventing this policy.~~

~~Employees with direct teaching, supervisory, advisory, or evaluative responsibility over other employees, students and/or student employees recognize and respect the ethical and professional boundaries that must exist in relationships with students or employees of the College.~~

~~e. Sexual Violence~~

~~South Texas College prohibits any unwelcome physical conduct perpetrated against a person's will or where a person is incapable of giving consent (e.g. due to the person's use of drugs or alcohol, or because an intellectual, mental or physical disability that prevents the person from having the capacity to give consent).~~

- ~~Prohibited sexual misconduct and sexual violence could be committed by force, intimidation, or use of victim's incapacity (physical, mental, or through use of drugs or alcohol).~~
- ~~All sexual contact between individuals must be with each person's consent, as defined in Section VII: Consent.~~

~~d. Sexual Exploitation~~

~~Sexual exploitation occurs when one person takes non-consensual or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of other sexual misconduct offenses.~~

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~~Examples of sexual exploitation include, but are not limited to, engaging in the following activities without the other person(s) consent:~~

- ~~• Invasion of sexual privacy such as sexual voyeurism (such as watching a person undressing, using the bathroom, or engaging in sexual acts without the consent of the person observed).~~
- ~~• Non-consensual digital, video or audio recording of nudity or sexual activity.~~
- ~~• Or in any other private activity or disseminating sexual pictures without the photographed person's consent.~~
- ~~• Exposing one's genitals or breasts in non-consensual circumstances or inducing another to expose his or her genitals or breasts.~~
- ~~• Prostituting another person.~~
- ~~• Engaging in sexual activity with another person while knowingly infected with human immunodeficiency virus (HIV) or other sexually transmitted disease (STD) and without informing the other person of the infection.~~
- ~~• Administering alcohol or drugs (such as "date rape" drugs) to another person.~~
- ~~• Going beyond the boundaries of consent (such as letting your friend hide in the closet to watch you having consensual sex).~~
- ~~• Sexually based stalking and/or bullying may also be forms of sexual exploitation.~~

~~e. Stalking~~

~~Stalking is a course of conduct directed at a specific person on the basis of actual or perceived membership in a protected class that is unwelcome and that would cause a reasonable person to feel fear.~~

~~Stalking can be repetitive and menacing conduct, including pursuit, following, harassing, and/or interfering with the peace and/or safety of another.~~

~~f. Other Prohibited Conduct~~

~~This policy prohibits other offenses of a discriminatory, harassing, and/or retaliatory nature not included in the previous sections as follows:~~

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- ~~• Intimidation, defined as implied threats or acts that cause a reasonable fear of harm in another on the basis of actual or perceived membership in a protected class.~~
- ~~• Hazing, defined under this policy as acts likely to cause physical or psychological harm or social ostracism to any person within the College community when related to the admission, initiation, pledging, joining, or any other group affiliation activity on the basis of actual or perceived membership in a protected class.~~
- ~~• Bullying, defined under this policy as repeated and/or severe aggressive behavior likely to intimidate or intentionally hurt, control or diminish another person, physically or mentally on the basis of actual or perceived membership in a protected class.~~
- ~~• Violation of any other College rule, when it is motivated by sex or gender or the actual or perceived membership of the victim in a protected class, may be pursued using this policy and process.~~

~~g. Coercion~~

~~Coercion is an unreasonable amount of pressure for sexual activity. When someone makes clear to you that they do not want sex, that they want to stop, or that they do not want to go past a certain point of sexual interaction, continued pressure beyond that point can be coercive.~~

~~There is no requirement that a party resists the sexual advance or request, but resistance is a clear demonstration of non consent. The presence of force is not demonstrated by the absence of resistance. Sexual activity that is forced is by definition non-consensual, but nonconsensual sexual activity is not by definition forced.~~

~~h. Intimate Partner (Dating/Domestic) Violence~~

~~Defined as violence by a person who is or has been in a romantic or intimate relationship with the victim. Whether there was such a relationship will be gauged by its length, type and frequency of interaction.~~

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~~Domestic violence includes offenses committed by the victim's current or former spouse, current or former cohabitant, person similarly situated under domestic or family violence law, or anyone else protected under domestic or family violence law.~~

~~**i. Non-Consensual Sexual Intercourse**~~

~~Defined as any sexual penetration or intercourse (anal, oral, or vaginal), however slight, with any object by a person upon another person that is without consent and/or by force.~~

~~Sexual penetration includes vaginal or anal penetration by a penis, tongue, finger, or object, or oral copulation by mouth-to-genital contact or genital-to-mouth contact.~~

~~**j. Non-Consensual Sexual Contact**~~

~~Defined as any intentional sexual touching, however slight, with any object by a person upon another person that is without consent and/or by force.~~

~~Sexual touching includes any bodily contact with the breasts, groin, genitals, mouth, or other bodily orifice of another individual or any other bodily contact in a sexual manner.~~

~~V. Hostile Environment~~

~~A hostile environment may be created by oral, written, graphic or physical conduct that is sufficiently severe, persistent or pervasive and objectively offensive that interferes with, limits or denies the ability of an individual to participate in or benefit from educational programs, services, opportunities, or activities or the individual's employment access, benefits or opportunities. Mere subjective offensiveness, based on personal opinions, emotions, or point of view, is not enough to create a hostile environment.~~

~~In determining whether conduct is severe, persistent or pervasive and objectively offensive, based on facts, measurable, and observable, and thus creates a hostile environment, the following factors will be considered:~~

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- ~~i. the degree to which the conduct affected one or more individuals' education or employment;~~
- ~~ii. the nature, scope, frequency, duration, and location of the incident(s);~~
- ~~iii. the identity, number, and relationships of persons involved; or~~
- ~~iv. the perspective of a "reasonable person" in the same situation as the person subjected to the conduct.~~

VI. Off-Campus Conduct

~~Conduct that occurs off campus, including online activity, may be the subject of a complaint or report and will be evaluated to determine whether it violates this policy or other South Texas College policies. The off-campus conduct will be evaluated to determine possible continuing effects that create a hostile environment on campus and whether the conduct occurred in the context of an education program or activity or affects a substantial College interest.~~

~~A substantial College interest includes but is not limited to any action that constitutes a criminal offense as defined by law or any situation where it appears that the responding party may present a danger or threat to the health or safety of self or others.~~

VII. Consent

~~South Texas College prohibits any physical conduct perpetrated against a person's will or where a person is incapable of giving consent (e.g. due to the person's use of drugs or alcohol, or because an intellectual, mental or physical disability that prevents the person from having the capacity to give consent).~~

~~Prohibited sexual misconduct and sexual violence could be committed by force, intimidation, or use of victim's incapacity (physical, mental, or through use of drugs or alcohol).~~

- ~~• Consent is knowing, voluntary, and clear permission by word or action to engage in mutually agreed upon sexual activity. Since individuals may experience the same interaction in different ways, it is the responsibility of each party to make certain that the other has consented before engaging in the activity.~~
- ~~• For consent to be valid, there must be a clear expression in words or actions that the other individual consented to that specific sexual conduct.~~

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- ~~• Consent can be withdrawn once given, as long as the withdrawal is clearly communicated.~~
- ~~• Consent to some sexual contact (such as kissing or fondling) cannot be presumed to be consent for other sexual activity (such as intercourse).~~
- ~~• A current or previous dating relationship is not sufficient to constitute consent.~~
- ~~• The existence of consent is based on the totality of the circumstances, including the context in which the alleged incident occurred and any similar previous patterns that may be evidenced.~~

~~Sexual activity with someone who one should know to be—or based on the circumstances should reasonably have known to be—mentally or physically incapacitated (by alcohol or other drug use, unconsciousness or blackout), constitutes a violation of this policy.~~

~~NOTE: In order to give effective consent, one must be of legal age. In Texas, the age of consent is 17.~~

~~A. Incapacitation~~

~~South Texas College prohibits any unwelcome physical conduct perpetrated against a person's will or where a person is incapable of giving consent (e.g. due to the person's use of drugs or alcohol, or because an intellectual, mental or physical disability that prevents the person from having the capacity to give consent). When the individual seeking sexual access knows or reasonably should have known of the incapacity.~~

~~Incapacitation is defined as a state where someone cannot make rational, reasonable decisions because they lack the capacity to give knowing/informed consent (e.g., due to the person's use of drugs or alcohol, because an intellectual, mental or physical disability that prevents the person from having the capacity to give consent or to understand the "who, what, when, where, why or how" of their sexual interaction).~~

~~This policy also covers a person whose incapacity results from mental disability, involuntary physical restraint and/or from the taking of incapacitating drugs. A person cannot consent if they are unable to understand what is happening or is disoriented, helpless, asleep or unconscious for any reason, including due to alcohol or drugs.~~

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~~An individual who engages in sexual activity when the individual knows, or REASONABLY should know, that the other person is physically or mentally incapacitated has violated this policy. It is not an excuse that the responding party was intoxicated and, therefore, did not realize the incapacity of the reporting party.~~

VIII. ~~III. Policy on~~ Discriminatory Harassment

Harassment can take many forms and can affect both educational and employment opportunities. Harassment is unwelcome, physical, verbal, or nonverbal conduct, and may include off-campus or online conduct. Some examples of harassment are: name-calling, graphic images, written statements, and other unwelcome conduct that may be humiliating, physically threatening or harmful. When such conduct substantially interferes creates a hostile environment and limits or denies with an individual's educational or employment access, benefits, or opportunities, it is a violation of this policy subject to disciplinary action or termination, unless it is determined to be constitutionally protected expression. The College reserves the right to address any offensive conduct with supportive measures, respectful conversation, education, remedial actions, or other informal resolutions, whenever appropriate and especially if a substantial in-program disruption has occurred.

IX. ~~IV. Policy on~~ Disability Discrimination

~~South Texas College is committed to full compliance with the Americans with Disabilities Act (ADA), as amended, and Section 504 of the Rehabilitation Act of 1973, as well as other federal state laws and regulations concerning the rights of individuals with disabilities. This policy applies to individuals who have: 1) a known physical or mental impairment that substantially limits one or more major life activities, 2) a record of having such an impairment, or 3) been regarded as having such an impairment.~~

~~In order to ensure access to educational and employment opportunities, the College will make reasonable accommodations or modifications on a case-by-case basis to qualified students and employees upon request. Requests can be made as follows:~~

- ~~• Students may call (956) 872-2173 to request a telephone or virtual appointment. To learn more about services provided by the College, students can visit South Texas College Student Disability Services at: <https://studentservices.southtexascollege.edu/counseling/disability.html>~~

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~~Employees should contact Human Resources by email at HR_Administrators@southtexascollege.edu or call (956) 872-_____.~~

~~Vendors, contractors, or other guests of the College, should contact the Office of Institutional Equity by email at oi@southtexascollege.edu or call (956) 872-2379.~~

~~Any person who interferes with the College's provision of disability services or accommodations to a qualified individual is in violation of this policy. To file a complaint concerning the disability services or accommodations provided by the College, you may file a complaint online as described further below or you may contact the Office of Institutional Equity by email at oi@southtexascollege.edu or call (956) 872-2379.~~

X. ~~IV. Policy on~~ Sexual Misconduct

~~South Texas College is committed to eradicating all forms of sex-based discrimination. In addition to sex-based discriminatory harassment subject to Section III above, sex-based discriminatory harassment may also include acts of sexual misconduct. Sexual misconduct can occur in any sex or gender configuration without regard to gender identity, gender expression or sexual orientation and this policy shall be applied without regard to such. This policy is made in accordance with federal and state laws and regulations (such as Title IX) to address the rights and responsibilities of the College and of all respective parties involved in incidents of sexual misconduct and may include off-campus or online conduct. and Any person who violates this policy is subject to disciplinary action up to and including expulsion from the College or termination from employment. The following acts are covered by this policy:~~

~~I. Sexual Harassment defined by Federal Law (Title IX) means:~~

- ~~An employee of the recipient conditioning the provision of an aid, benefit, or service of the recipient on an individual's participation in unwelcome sexual conduct;~~
- ~~Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the recipient's education program or activity; or~~
- ~~Sexual assault (as defined in the Clery Act), dating violence, domestic violence, or stalking (as defined in the Violence Against Women Act or VAWA-Clery Act).~~

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2. Sexual Harassment defined by Texas State Law means unwelcome, sex-based verbal or physical conduct that:

- a) *In the employment context, unreasonably interferes with a person's work performance or creates an intimidating, hostile, or offensive work environment; or*
- b) *In the education context, is sufficiently severe, persistent, or pervasive that the conduct interferes with a student's ability to participate in or benefit from educational programs or activities at a postsecondary educational institution.*
- c) *Dating violence, sexual assault, or stalking (as defined by the Clery Act).*

3. Sexual Assault, Dating Violence, Domestic Violence, and Stalking

~~Sexual Assault means an~~ *These include offenses that meet the definition of rape, fondling, incest or statutory rape, as defined by the Clery Act* ~~stalking and intimate partner violence as used in the Federal Bureau of Investigation's Uniform Crime Reporting Program. For more detailed definitions, please request more information from the Title IX Coordinator.~~

4. Sexual Violence and Consent, Coercion, & Incapacitation

Sexual violence is a form of sexual harassment or sexual assault that includes physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent.

Consent

Consent is knowing, voluntary, and clear permission, by word or action, to engage in mutually agreed upon sexual activity. It is the responsibility of each party to make certain that the other has consented before engaging in the activity. Consent can be withdrawn once given, as long as the withdrawal is reasonably and clearly communicated and the activity should cease immediately or within a reasonable time. Resistance is a clear demonstration of non-consent as is knowing that the other person is incapacitated and unable to provide consent.

Consent to some sexual contact (such as kissing or fondling) cannot be presumed to

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be consent for other sexual activity (such as intercourse). A current or previous dating relationship is not sufficient to constitute consent. In Texas, the age of consent is 17. Sexual activity with someone without clear consent constitutes a violation of this policy.

Coercion

Coercion is unreasonable pressure for sexual activity. When someone makes clear they do not want sex, that they want to stop, or that they do not want to go past a certain point of sexual interaction, continued pressure beyond that point can be coercive and is a violation of this policy.

Incapacitation

Incapacitation is defined as a state where someone cannot make rational, reasonable decisions because they lack the capacity to give knowing/informed consent. Incapacitation may be due to a person's use of drugs or alcohol; due to an intellectual, mental or physical disability; or due to their state of sleep or unconsciousness. A person who engages in sexual activity with someone whom the individual knows, or reasonably should know, is incapable of knowingly giving consent violates this policy. Intoxication of the individual alleged to have violated this policy is not a defense.

5. Sexual Exploitation

Sexual exploitation occurs when one person takes non-consensual or abusive sexual advantage of another for their own advantage or benefit, or to benefit or advantage anyone other than the one being exploited.

Some examples of sexual exploitation include, but are not limited to:

- a) *Taking pictures, video or audio recordings of another in a sexual act, nudity, sexual activity, or in any other private sexually-related activity.*
- b) *Disseminating pictures of a sexual nature without the photographed person's consent.*
- c) *Exposing one's genitals or breasts in non-consensual circumstances or inducing another to expose their genitals or breasts.*
- d) *Engaging in consensual sexual activity without informing the other person of a known sexually transmitted disease or infection.*

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- e) *Causing or attempting to cause the incapacitation of another person for the purpose of compromising that person's ability to consent to sexual activity.*
- f) *Invasion of sexual privacy.*
- g) *Engaging in sex-trafficking.*
- h) *Knowingly soliciting a minor for sexual activity.*
- i) *Creation, possession or dissemination of child pornography.*
- j) *Sexually-based intimidation, hazing and/or bullying.*

## 6. Policy on Consensual Relationships

*The College prohibits employees in a supervisory and faculty from entering consensual romantic or sexual relationships with any subordinate employee under the supervisor's direct or indirect supervision, and prohibits faculty members from entering consensual romantic or sexual relationships with any student enrolled in the faculty member's class. Employees with direct teaching, supervisory, advisory, or evaluative responsibility over other employees, students and/or student employees recognize and respect the ethical and professional boundaries that must exist in relationships with students or employees of the College.*

*Employees in supervisory roles are prohibited from explicitly or implicitly suggesting or recommending to a subordinate employee that the employee transfer or be transferred to another position or that the subordinate employee leave employment with the intention of circumventing this policy.*

*A faculty member is prohibited from explicitly or implicitly suggesting or recommending to a student enrolled in the faculty member's class to drop the class or withdraw from enrollment in the College with the intention of circumventing this policy.*

## 7. Victim's Rights Statement

*All ~~victims, and all parties,~~ have a right to a prompt and equitable resolution of reports of violations of this policy. South Texas College encourages victims of ~~sexual harassment,~~ sexual assault, dating violence, ~~domestic violence~~ or stalking, to go to a hospital for treatment and preservation of evidence as soon as practicable after the incident.*

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## XI. ~~VI.~~ Retaliation

*It is prohibited for any person to take any adverse action by intimidating, threatening, coercing, harassing, or discriminating against any individual because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing, or to interfere with any privilege provided under Title IX. Retaliation of any form is a serious separate violation of this policy and will be treated as another possible instance of harassment or discrimination. Acts of alleged retaliation should be reported immediately in order for the College to attempt to eliminate the adverse action.*

## XII. ~~VII.~~ False Complaints

*Any person who files a false complaint knowingly and intentionally or with the intent to harm or deceive files a false complaint under this policy is subject to disciplinary action up to and including dismissal or expulsion from the College. Pursuant to Texas law, an employee who commits such an offense must be terminated from employment with the College.*

## XIII. ~~VIII.~~ Reporting

*All members of the South Texas College community, including students, employees, applicants, vendors, guests and visitors are encouraged to report incidents of prohibited conduct, online, in person, by mail, by telephone, by electronic mail, or by any other means that results in receipt of the person's verbal or written report. Such a report may be made at any time and may be made anonymously. There is no time limit to file reports but the actions the College can take to resolve complaints may be limited if significant time has passed.*

*The following person has been designated to handle inquiries regarding these non-discrimination policies and/or laws:*

*Lisa Y. Guerra, Esq.  
Institutional Equity Officer, Title IX Coordinator  
3201 W. Pecan Ave.  
McAllen, TX 787501  
(956) 872-2379  
[ois@southtexascollege.edu](mailto:ois@southtexascollege.edu)*

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~~Online reports can be made at: <https://www.southtexascollege.edu/report/index.html>~~

~~[INSERT More on who Title IX Coordinators/Deputies are here.]~~

## **A. Mandatory Reporting of Sexual Harassment**

All employees of South Texas College, unless subject to an exception described below, are hereby mandatory reporters for all actual or suspected instances of sexual harassment, and must promptly share with a Title IX Coordinator or their designee all known details of a report made to them in the course of their employment. ~~The eEmployees is~~ are required to report an incident regardless of the when or where the incident occurred.

~~NOTE: Pursuant to Texas state law, an offense for failure to report is a Class B misdemeanor. However, the offense is a Class A misdemeanor if it is shown that the actor intended to conceal the incident that the actor was required to report the offense is a Class A misdemeanor. In such cases, the College shall terminate the employment of an employee who commits such an offense.~~

~~When a mandatory reporter receives a reports of an incident from a complainant, they must:~~

- ~~1. Advise the individual of the employee's obligation to report any information the individual reveals to the Title IX coordinator;~~
- ~~2. Explain to the individual of their option to ask that the institution nonetheless consider maintaining the confidentiality of that information, but that the institution may not be able to guarantee confidentiality, and~~
- ~~3. Offer the individual the option to instead share this information with counselor, ombuds, clergy, victim's advocacy groups, medical providers, attorneys, or other resources who may provide higher levels of confidentiality.~~

~~NOTE: Pursuant to Texas state law, an offense for failure to report is a Class B misdemeanor, except that the offense is a Class A misdemeanor if it is shown that the actor intended to conceal the incident that the actor was required to report. The College shall terminate the employment of an employee who has violated this section.~~

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## **B. Exceptions to Mandatory Reporting – Confidential Employees**

*Counselors, ombuds, medical providers, or advisors (as described below in section IX. C.) are considered “confidential employees” as persons with whom students may speak confidentially concerning any matter, including sexual harassment, sexual assault, dating violence, or stalking. Confidential employees will not share information with the Title IX Coordinator and will only share statistical data as required by law. ~~This limitation, however, does not affect the employee's duty to report an incident under any other law—such as the Clery Act or relevant Texas state laws concerning health and safety.~~ When making reports of incidents of sexual harassment, sexual assault, dating violence or stalking, the confidential employee shall state only the type of incident reported and may not include any information that would violate a student’s expectation of privacy.*

## **C. Additional Reporting**

*All members of the South Texas College community, including students, employees, applicants, vendors, guests and visitors are encouraged to report incidents of prohibited conduct, online, in person, by mail, by telephone, or by electronic mail, or by any other means that results in receipt of the person’s verbal or written report. Such a report may be made at any time (24/7) and may be made anonymously. There is no time limit to file reports but the actions the College can take to resolve complaints may be limited if significant time has passed. The following person has been designated as the Title IX Coordinator to handle inquiries regarding these non-discrimination policies and/or laws:*

*The following person has been designated to handle inquiries regarding these non-discrimination policies and/or laws:*

*Lisa Y. Guerra, Esq.  
Institutional Equity Officer, Title IX Coordinator  
3201 W. Pecan Blvd, A106  
McAllen, TX 787501  
(956) 872-2379  
[TitleIX@southtexascollege.edu](mailto:TitleIX@southtexascollege.edu)*

*Online reports can be made at: <https://www.southtexascollege.edu/report/index.html>*

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## **D. Actual Knowledge by College Required for Title IX Cases**

*Actual knowledge to the College means a report made to an “Official with Authority” to institute corrective measures on behalf of the College. The Title IX Coordinator is an official with such authority. Other Officials with Authority to institute corrective measures include: College President, Vice-Presidents, Institutional Equity Officer, Director of Human Resources Director, or Dean of Students, and Director of Counseling.*

## **E. Confidentiality**

*In addition to expectation of confidentiality as explained in section B above, pursuant to Texas state law, the identity of an alleged victim, a reporting party, or an alleged respondent, to an incident of sexual harassment, sexual assault, dating violence or stalking, is confidential and is not subject to disclosure unless waived in writing by the person. The identity may be disclosed only as permitted by the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. 1232g; FERPA regulations, 34 C.F.R. part 99; or as required by law; or to carry out the purposes of 34 C.F.R. Part 106, Title IX or relevant state laws, including: alleged perpetrator(s) if required by law, persons tasked by the College to conduct the an investigation, hearing or other grievance proceeding arising under this policy; law enforcement officers who must conduct a criminal investigation of the report; or a health care provider in an emergency situation, as determined by the College.*

## **F. Reporting to Law Enforcement**

*Nothing in this policy is intended to limit the right of any person to file a criminal complaint with the law enforcement authorities in conjunction with a complaint under this policy. Complaints may also be filed with other local law enforcement authorities or with South Texas College’s Department of Public Safety at (956) 872-4444 at or call 911 (for emergency services). Victims of a crime may choose to report the crime to law enforcement, and may request that the College assist with such reporting, but they are not required to do so.*

*Employees and students with existing protective or restraining orders are encouraged to provide a copy to the Department of Public Safety.*

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## G. State and Federal Reporting

*Complaints may also be filed with the following federal and state agencies. Nothing in this policy shall be construed as extending the time period provided by law for an employee to file any charge or complaint of discrimination with outside agencies.*

### *For Students:*

*Office of Civil Rights  
U.S. Department of Education  
1999 Bryan Street, Suite 1620  
Dallas, TX 75201-6810  
214-661-9600/TDD#: 1-800-521-2172  
[OCR.Dallas@ed.gov](mailto:OCR.Dallas@ed.gov)*

*Office for Civil Rights, National Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-1100  
Telephone: (800) 241-3481  
Fax: (202) 453-6012  
[OCR@ed.gov](mailto:OCR@ed.gov)*

*Or online at: <https://ocrcas.ed.gov/welcome-to-the-ocr-complaint-assessment-system>*

### *For Employees:*

*U.S. Equal Employment Opportunity Commission  
San Antonio EEOC Field Office  
Legacy Oaks, Building A  
5410 Fredericksburg Road, Ste. 200  
San Antonio, TX 78229  
Phone: (800) 669-4000*

*Online information available at: <https://www.eeoc.gov/how-file-charge-employment->*

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# MANUAL OF POLICY

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## *discrimination*

*Texas Workforce Commission  
Civil Rights Division  
101 E. 15th Street, Room 144-T  
Austin, TX 78778-0001  
(512) 463-2642*

Online information available at: <https://www.twc.texas.gov/jobseekers/how-submit-employment-discrimination-complaint>

## **XIV. Title IX Coordinator**

~~Title IX implementing regulations, provide that each educational institution receiving federal funds shall designate at least one employee to coordinate its efforts to comply with and carry out its responsibilities under Title IX including any investigation of any complaint communicated to such recipient alleging its noncompliance with Title IX regulations or alleging any actions which would be prohibited by such regulations. The College hereby designates Mrs. Mary G. Elizondo, 3201 W. Pecan Blvd., McAllen, Texas 78501. Office Location: Annex—Pecan Campus; Second Floor Phone: (956) 872-3558 as the Title IX Coordinator.~~

### *Title IX Statement*

~~Title IX of the Education Amendments 1972 (20 U.S.C. s1681 et seq.) and its implementing regulations, 34 C.F.R. Part 106 (Title IX), “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.”~~

~~The College strives to maintain a healthy and safe environment where all members of the community, students, faculty and staff feel welcome on College campuses and classrooms. Students, faculty and staff are thus prohibited from conducting themselves in a way that results in any form of sexual harassment, sex-based harassment and/or sexual violence.~~

## **XV. Title IX Procedures**

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~~Complaint procedures are found at the Office of Human Resources, the Office of Student Rights and Responsibilities, and the South Texas College Title IX website <http://www.southtexascollege.edu/about/notices/title-ix.html>.~~

## **XVI. Reporting**

~~All members of the South Texas College community, including but not limited to students, employees, applicants, vendors, guests and visitors are encouraged to report incidents of prohibited conduct.~~

### ~~Reporting Required for Sexual Harassment, Sexual Assault, Dating Violence or Stalking~~

~~Employees who, in the course and scope of employment, witness or receive information regarding the occurrence of an incident that the employee reasonably believes constitutes sexual harassment, sexual assault, dating violence, or stalking and is alleged to have been committed by or against a person who was a student enrolled at, or an employee of the institution, at the time of the incident, shall promptly report the incident to the Title IX Coordinator or Deputy Title IX Coordinator.~~

~~Report must include all information concerning the incident that is relevant to the investigation and, if applicable, redress of the incident, including whether an alleged victim has expressed a desire for confidentiality in reporting the incident.~~

### ~~Reporting Options~~

#### ~~A. Report an Incident or Complaint Online~~

~~The College is required to provide students, employees, visitors, guests, vendors the option to electronically report an allegation of sexual harassment or sexual assault, dating violence, or stalking committed against, or witness by, the person on or off campus.~~

~~The option to report an incident or complaint online is anonymous and accessible through the College homepage.~~

#### ~~B. Title IX Coordinator or Deputy Title IX Coordinator(s)~~

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~~Inquiries or complaints may be addressed to the College’s Title IX Coordinator. The Title IX Coordinator has primary responsibility for coordinating efforts related to investigation, resolution, and implementation of corrective measures and monitoring to stop, remediate, and prevent harassment, discrimination, sexual misconduct, or retaliation. The Title IX Coordinator will assign the investigation to a Deputy Title IX Coordinator or other appropriate College official.~~

~~Title IX Coordinator and Title IX Deputy Coordinator Contact Information:~~

| <del>Title IX Role</del>               | <del>STC Employee &amp; Title</del>                                         | <del>Email</del>                                                                                      | <del>Campus Phone</del>   |
|----------------------------------------|-----------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------|---------------------------|
| <del>Title IX Coordinator</del>        | <del>Maria G. Elizondo<br/>VP for Finance and Administrative Services</del> | <del><a href="mailto:marve@southtexascollege.edu">marve@southtexascollege.edu</a></del>               | <del>(956) 872-3558</del> |
| <del>Title IX Deputy Coordinator</del> | <del>Janette Garcia<br/>Institutional Equity Manager</del>                  | <del><a href="mailto:jgarcia_3213@southtexascollege.edu">jgarcia_3213@southtexascollege.edu</a></del> | <del>(956) 872-2307</del> |
| <del>Title IX Deputy Coordinator</del> | <del>Santa E. Pena<br/>Director of Counseling</del>                         | <del><a href="mailto:santaep@southtexascollege.edu">santaep@southtexascollege.edu</a></del>           | <del>(956) 872-2140</del> |
| <del>Title IX Deputy Coordinator</del> | <del>Laura Requena<br/>Interim Director of Human Resources</del>            | <del><a href="mailto:lrequena@southtexascollege.edu">lrequena@southtexascollege.edu</a></del>         | <del>(956) 872-3646</del> |
| <del>Title IX Deputy Coordinator</del> | <del>Elizabeth G. Trevino<br/>Police Sergeant</del>                         | <del><a href="mailto:etrev116@southtexascollege.edu">etrev116@southtexascollege.edu</a></del>         | <del>(956) 872-3889</del> |

### ~~C. Responsible Employee~~

~~Under Title IX regulations, the South Texas College must designate “Responsible Employees” and must identify “Confidential Employees” to whom students may report incidents of sexual assault, sexual harassment, sex discrimination, retaliation, or other conduct prohibited by this policy (referred to herein as a “Title IX Violation”).~~

~~Every College employee, except for Counselors, are defined as “responsible employees” and must promptly report incidents of prohibited conduct that come to their attention to either the Office of Human Resources, the Title IX Coordinator, Deputy Title IX~~

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~~Coordinator, or to the South Texas College Department of Public Safety. A “responsible employee” has the duty to report incidents of sexual misconduct to the Title IX Coordinator or other appropriate designee.~~

~~The responsible employee needs to:~~

- ~~1) advise the individual(s) of the employee’s obligation to report any information the individual(s) reveals to the Title IX coordinator;~~
- ~~2) explain to the individual(s) of their option(s) to ask that the institution nonetheless consider maintaining the confidentiality of that information, but that the institution may not be able to guarantee confidentiality, and~~
- ~~3) advise the individual(s) of the option to instead share this information with counseling, advocacy, health, mental health or other sexual assault related resources.~~

## ~~D. Confidential Employee~~

~~Counselors are considered “confidential employees” who are designated by the College as a person with whom students may speak confidentially concerning sexual harassment, sexual assault, dating violence, or stalking or who receives information regarding such an incident under circumstances that render the employee’s information confidential or privileged under other law.~~

### ~~Reporting Requirements for Confidential Employees:~~

~~In making a report of incidents of sexual harassment, sexual assault, dating violence and stalking, shall state only the type of incident reported and may not include any information that would violate a student’s expectation of privacy. This subsection does not affect the employee’s duty to report an incident under any other law.~~

~~The College is required to collect non-identifying information on the incidents reported by confidential employees for reporting and statistical purposes.~~

## ~~E. Report to Law Enforcement~~

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~~Complaints may also be filed with local law enforcement and/or South Texas College Department of Public Safety.~~

~~Nothing in this policy is intended to limit the right of any person to file a criminal complaint with the law enforcement authorities in conjunction with a complaint under this policy.~~

## **F. State and Federal Reporting Options**

~~Complaints may also be filed with:~~

### ~~Office of Civil Rights~~

~~Dallas Office, U.S. Department of Education, 1999 Bryan St., Suite 1620, Dallas, TX 75201-6810, Telephone: (214) 661-9600 or National Office, Office of Civil Rights, Lyndon Baines Johnson Department of Education Bldg., 400 Maryland Avenue, SW, Washington, DC 20202-1100, Telephone: (800) 241-3481~~

### ~~Equal Employment Opportunity Commission (EEOC)~~

~~Texas Office, Equal Employment Opportunity Commission, Legacy Oaks, Building A, 5410 Fredericksburg Road, Suite 200, San Antonio, TX 78229, Telephone: (800) 669-6820 or National Office, U.S. Equal Employment Opportunity Commission, 131 M. Street, NE, Washington, DC 20507, Telephone: (202) 663-4900~~

## **XVII. Confidentiality**

~~The identity of an alleged victim of an incident of sexual harassment, sexual assault, dating violence or stalking is confidential and not subject to disclosure under Chapter 552, Government Code, unless waived in writing by the alleged victim.~~

~~The identity may be disclosed only to:~~

- ~~a) persons employed by or under contract with the College who are necessary to conduct an investigation of the report or any related hearings;~~
- ~~b) a law enforcement officer as necessary to conduct a criminal investigation of the report;~~
- ~~c) the person or persons alleged to have perpetrated the incident, to the extent~~

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- ~~required by other law; or~~
- ~~d) potential witnesses to the incident necessary to conduct an investigation of the report.~~

~~Nothing in this section may be construed as prohibiting a victim from making a report to a law enforcement agency using the pseudonym form.~~

## ~~XVIII. Failure to Report or Filing of False Complaints~~

~~Any person who knowingly and intentionally files a false complaint under this policy is subject to disciplinary action up to and including dismissal or expulsion from the College.~~

~~An employee commits an offense, subject to criminal charges, if the employee knowingly fails to make a report of Sexual Harassment, Sexual Assault, Dating Violence or Stalking as required under Section X of this policy or knowingly makes a report with the intent to harm or deceive that is false.~~

~~An offense for failure to report is a Class B misdemeanor, except that the offense is a Class A misdemeanor if it is shown on the trial of the offense that the actor intended to conceal the incident that the actor was required to report.~~

~~The College shall terminate the employment of an employee whom the institution determines, in accordance with the institution's disciplinary procedure, to have committed an offense under this section.~~

~~Deliberately false and/or malicious accusations under this policy, as opposed to allegations which, even if erroneous, are made in good faith, are a serious offense and will be subject to appropriate disciplinary action up to and including dismissal or expulsion from the College, in accordance with existing policies.~~

## ~~XIX. Immunities~~

~~A person acting in good faith who reports or assists in the investigation of a report of an~~

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~~incident of Sexual Harassment, Sexual Assault, Dating Violence or Stalking or who testifies or otherwise participates in a disciplinary process or judicial proceeding arising from a report of such an incident:~~

~~(1) is immune from civil liability, and from criminal liability for offenses punishable by fine only, that might otherwise be incurred or imposed as a result of those actions; and~~

~~(2) may not be subjected to any disciplinary action by the College at which the person is enrolled or employed for any violation by the person of the College's code of conduct reasonably related to the incident for which suspension or expulsion from the institution is not a possible punishment.~~

~~Immunity does not apply to a person who perpetrates or assists in the perpetration of the incident of Sexual Harassment, Sexual Assault, Dating Violence or Stalking reported.~~

## **XX. Effect on Pending Personnel Actions**

~~The filing of a sexual misconduct or retaliation complaint will not stop or delay any evaluation or disciplinary action related to the complainant who is not performing up to acceptable standards or who has violated the College's rules, regulations, or policies.~~

## **XXI. Relationship of Complaint Process to Outside Agency Time Limits**

~~The filing of a sexual misconduct complaint under this policy does not excuse the complainant from meeting the time limits of outside agencies.~~

## **XXII. Retaliation**

~~Retaliation is defined as any adverse action taken against a person participating in a protected activity because of their participation in that protected activity. Retaliation against an individual for alleging harassment, supporting a party bringing an allegation or for assisting in providing information relevant to a claim of harassment is a serious violation of this policy and will be treated as another possible instance of harassment or discrimination. Acts of alleged retaliation should be reported immediately to the Title IX Coordinator and/or Title IX Deputy Coordinator(s) and will be promptly investigated. South Texas College is prepared to take~~

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~~appropriate steps to protect individuals who are subjected to retaliation.~~

~~Examples of an adverse action include conduct that:~~

- ~~• significantly disadvantages or restricts an individual as to his or her status as a student or employee, or his or her ability to gain the benefits or opportunities of the program;~~
- ~~• discourages one from making a discrimination claim, or~~
- ~~• could act as a deterrent to further protected activity.~~

~~The College prohibits retaliation against an employee or student who, in good faith, makes a claim alleging to have experienced discrimination or harassment, makes a report as required of an incident of Sexual Harassment, Sexual Assault, Dating Violence or Stalking, or cooperates with an investigation, a disciplinary process, or a judicial proceeding relating to a report of such incident.~~

~~The retaliation prohibition does not apply to an employee who reports an incident of Sexual Harassment, Sexual Assault, Dating Violence or Stalking perpetrated by the employee or in the cooperation of an investigation, a disciplinary process or a judicial proceeding relating to an allegation that the employee perpetrated such incident.~~

## **XXIII. Compliance**

### Title IX Coordinator

~~Not less than once every three months, the Title IX Coordinator shall submit a written report to the College President of the reports received of Sexual Harassment, Sexual Assault, Dating Violence or Stalking, including information regarding:~~

- ~~1) the investigation of those reports;~~
- ~~2) the disposition, if any, of any disciplinary processes arising from those reports; and~~
- ~~3) the reports for which the College determined not to initiate a disciplinary process, if any.~~

~~The Title IX Coordinator or Title IX Deputy Coordinator shall immediately report to the College President an incident reported of Sexual Harassment, Sexual Assault, Dating Violence~~

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~~or Stalking if the Title IX Coordinator or Title IX Deputy Coordinator has cause to believe that the safety of any person is in imminent danger as a result of the incident.~~

### ~~College President~~

~~The College President shall submit to the Board of Trustees and post on the College's website a report concerning the reports received of Sexual Harassment, Sexual Assault, Dating Violence or Stalking, in accordance with SB 212 of the 86<sup>th</sup> Legislation.~~

~~The report may not identify any person and must include:~~

- ~~a) the number of reports received of Sexual Harassment, Sexual Assault, Dating Violence or Stalking;~~
- ~~b) the number of investigations conducted as a result of those reports;~~
- ~~c) the disposition, if any, of any disciplinary processes arising from those reports;~~
- ~~d) the number of those reports for which the institution determined not to initiate a disciplinary process, if any; and~~
- ~~e) any disciplinary actions taken on incidents of Sexual Harassment, Sexual Assault, Dating Violence or Stalking.~~

~~The College President shall annually certify in writing to the Texas Higher Education Coordinating Board that the College is in substantial compliance with Texas Education Code, Subchapter E-2 in reporting required of incidents of Sexual Harassment, Sexual Assault, Dating Violence or Stalking.~~

~~If the Texas Higher Education Coordinating Board determines that the College is not in substantial compliance with Subchapter E-2 of Chapter 51 of the Education Code, the Texas Higher Education Coordinating Board may assess an administrative penalty against the College in an amount not to exceed \$2 million. In determining the amount of the penalty, the Texas Higher Education Coordinating Board shall consider the nature of the violation and the number of students enrolled at South Texas College.~~

~~If the Texas Higher Education Coordinating Board assesses an administrative penalty against the College, the Texas Higher Education Coordinating Board shall provide to the College with written notice of the Texas Higher Education Coordinating Board's reasons for assessing the penalty.~~

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~~The College may appeal any penalty assessed by the Texas Higher Education Coordinating Board in the manner provided by Chapter 2001, Government Code.~~

~~The College may not pay an administrative penalty assessed using state or federal money.~~

~~An administrative penalty collected under this section shall be deposited to the credit of the sexual assault program fund established under Section 420.008, Government Code.~~

## XXIV. ~~VIII~~X. Grievance Resolution Process

### A. Initial ~~Assessment~~ Assignment

*Complaints will be received by the Office of Institutional Equity and categorized appropriately based on the alleged violations. Complaints will fall into the following categories:*

- *Sexual Misconduct or sex-based discrimination*
- *Discriminatory Harassment (other than sex-based discrimination)*
- *Student Conduct*
- ~~Academic Freedom or e~~*Constitutionally protected expression*
- *Other non-discriminatory complaints (such as personal injury, workers' compensation or other incidents not based on discrimination or infringement of rights)*

*Cases involving student conduct ~~or those involving academic freedom~~ or constitutionally protected expression are governed by the Student Code of Conduct and will be forwarded to the Office of Student Rights and Responsibilities. ~~Procedures for such cases can be found at: [LINK]~~ Cases involving employees that do not involve discrimination, harassment or retaliation will be forwarded to the Office of Human Resources ~~and are subject to Policy #4904.~~*

*All other cases, ~~will be~~ will be coordinated by the Office of Institutional Equity ~~Officer~~ and will be resolved by Informal Resolution, Mediation, Informal Hearing, or, if requested by all parties in ~~writing~~, a Live Hearing, as agreed to by all parties or as required by law.*

*Cases involving sexual misconduct in violation of section IV above that are governed by Title IX*

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regulations will be coordinated by the Title IX Coordinator a Deputy Title IX Coordinator and may be resolved by Informal Resolution following a formal complaint, if agreed to by all parties in writing, or by a Live Hearing incorporating cross-examination of the parties by advisors. Title IX cases will be handled by staff who have received training in compliance with Title IX regulations and who are free from bias or conflicts of interest against any party or witness.

## **B. Formal, Signed Complaint Required for Title IX cases by Complainant or Title IX Coordinator**

In cases of discrimination involving sex-based discrimination subject to the provisions of Title IX, a formal complaint signed by the Complainant is required for an Informal Resolution or to begin an investigation leading to a Live Hearing. A Complainant may withdraw a complaint at any time.

*In Title IX cases where the College receives an anonymous report, where a Complainant withdraws their complaint, or where a Complainant refuses to further participate in the process, the Title IX Coordinator may sign a formal complaint commencing the grievance resolution process in order to ensure that matters which pose a threat to the educational, employment, or other opportunities provided by the College, are addressed.*

## **C. Optional Risk Assessment & Emergency Removal**

Upon receiving a report of an ~~incident~~ conduct that may violate this policy, the Title IX Coordinator or designee, ~~the Office of Institutional Equity, or other Official with Authority,~~ may refer a party for an individualized risk assessment by the College's Behavioral Intervention Team (BIT). If warranted, an Official with Authority may remove an individual who poses an immediate threat to the physical health or safety of others, either partially or entirely.

~~In such cases, the removed individual will be provided notice of the action. The notice will include the individual's right to request a meeting with a Title IX Coordinator or the Institutional Equity Officer to show cause why the action should not be taken or should be modified.~~

~~Violation of an emergency removal under this section is separate violation of this policy and will be grounds for disciplinary action up to and including expulsion from the College or termination from employment.~~

## **D. Supportive Measures**

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*The College will offer supportive measures to protect all those reported to be victims of any form of sexual misconduct during the pendency of the grievance resolution process, including, but not limited to: protection from retaliation, emergency removal, interim no-contact orders, academic support (such as dropping courses without academic penalty), alternative work arrangements, campus safety escorts, referrals to counseling, community-based service providers, or any other action deemed appropriate. To the greatest extent practicable, referrals to counseling will be offered by a counselor who does not provide counseling to any other person involved in the incident.*

## ***E. Provision of Advisors***

*All parties have the right to an advisor of their choice in Title IX matters. Advisors may be allowed for other cases as well subject to these policies. Advisors may be attorneys, faculty member, staff member, family member, friend or any other support person. Parties who desire more than one Advisor must request so **in advance** as early possible within the resolution process and if more than one Advisor is allowed for one party, the other party will be allowed the same number of Advisors. No more than two Advisors per party will be allowed unless justification in writing is provided to the College. Parties may choose not to use an advisor in any stage of the grievance resolution process except that parties **must** have an advisor who **must** conduct cross-examination of other witnesses if a Live Hearing is conducted in a Title IX case. If no advisor is selected by a party before a Live Hearing, the Title IX Coordinator will appoint an advisor who will conduct the cross-examination.*

*Advisors must be willing and available to serve as an advisor. Advisors will be provided ~~a Grievance Resolution Procedures packet (also available here: LINK) upon notice by the party to the Title IX Coordinator or Institutional Equity Officer of the parties' selection of advisor~~ information about the grievance resolution process. Advisors who are otherwise mandatory reporters (as described in section VIII. A.) above will be temporarily exempt from mandatory reporting solely for the matter in which they serve as an advisor.*

## **~~F. Formal, Signed Complaint Required for Title IX cases by Complainant or Title IX Coordinator~~**

~~In cases of discrimination involving sex-based discrimination subject to the provisions of Title IX,~~

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~~a formal complaint signed by the Complainant is required for an Informal Resolution or to begin an investigation leading to a Live Hearing. A Complainant may withdraw a complaint at any time.~~

~~In Title IX cases where the College receives an anonymous report, where a Complainant withdraws their complaint, or where a Complainant refuses to further participate in the process, the Title IX Coordinator may sign a formal complaint commencing the grievance resolution process in order to ensure that matters which pose a threat to the educational, employment, or other opportunities provided by the College, are addressed.~~

## **G. F. Notice of Allegations and Investigation**

~~Before commencement of the grievance resolution process, a “Notice of Allegations and Investigation” must be provided to an alleged Respondent in a Title IX matter. Such notice may not be provided if the Complainant only seeks supportive measures without the filing of a formal complaint or if a Complainant withdraws their complaint prior to commencement of the grievance resolution process with no impact upon the alleged respondent.~~

~~In non-Title IX cases, notice of alleged violations will be provided to the alleged Respondent before disciplinary action or other sanctions are assessed.~~

## **H. G. Informal Resolution**

~~Upon receipt of a formal complaint for Title IX cases, or any time after receiving a report of a violation in all other cases, the Title IX Coordinator or Institutional Equity Officer may facilitate an Informal Resolution amenable to all parties involved as follows:~~

- ~~1. By providing supportive measures to the Complainant that remedy the situation;~~
- ~~2. When the Respondent agrees to responsibility for a violation and accepts a sanction amenable to all parties;~~
- ~~3. When a Complainant who is an employee selects to forward their complaint the Employee Complaint Procedure as outlined in Policy #4904; or~~
- ~~4. When the parties agree to a mediation.~~

~~All parties must voluntarily agree to the informal resolution in writing and no party will be pressured~~

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# MANUAL OF POLICY

|                        |                                                                                                                                           |               |
|------------------------|-------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| Title                  | <i>Freedom from Harassment, Discrimination, Harassment, and Sexual Misconduct, and Retaliation</i> <del>Including Sexual Misconduct</del> | 4216          |
| Legal Authority        | Approval of the Board of Trustees                                                                                                         | Page 35 of 39 |
| Date Approved by Board | As Amended by Board Minute Order Dated <del>December 10, 2019</del> July 28, 2020                                                         |               |

*to participate. The parties may choose to stop the Informal Resolution process at any time and request another form of resolution, however, a Live Hearing is required for Title IX matters if an Informal Resolution cannot be reached. An Informal Hearing will be conducted for all other non-Title IX cases that are not resolved by other means.*

## **I. H. Investigations**

*Investigations will be conducted in accordance with all applicable laws, regulations and policies. Title IX cases will be investigated by investigators who have received training in compliance with Title IX regulations. Investigations may involve: interviews with parties or witnesses; obtaining available, relevant evidence; or identifying sources of expert information, as necessary.*

~~Investigations will be conducted in accordance with all applicable laws, regulations and policies. Title IX cases will be investigated by investigators who have received training in compliance with Title IX regulations.~~

*For Title IX cases, a 10-day review period will be provided to parties to review ~~the~~ a draft investigation report including relevant evidence and for the opportunity to provide additional feedback, evidence, or witnesses. After this 10-day period, the investigator will update the investigative report, if necessary, and the Title IX Coordinator or their designee will provide the parties with a final investigative report at least ten (10) days prior to a Live Hearing.*

## **J. I. Hearings**

*Once an investigation is complete and if an Informal Resolution does not resolve the matter, the case will be referred for a hearing.*

### **1. Policy applicable to all Hearings**

*Hearings conducted under this policy will be heard by a Hearing Office or a Panel of three (3) members determined at the discretion of the Title IX Coordinator or the Institutional Equity Officer.*

*All hearings are subject to the preponderance of the evidence standard of proof.*

### **2. Formal, Live Hearings for Title IX Cases**

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# MANUAL OF POLICY

Title **Freedom from Harassment, Discrimination, Harassment, and Sexual Misconduct, and Retaliation—Including Sexual Misconduct** 4216

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A formal hearing will occur no less than ten (10) business days ~~from the conclusion of the investigation~~ after a final investigative report is issued to the parties, unless all parties, advisors and staff involved agree to an expedited hearing. Title IX hearings must be live and must be recorded.

### 3. Informal Hearings for non-Title IX Cases

Informal Hearings will not be recorded and may only involve one party if the other party does not choose to attend. If both parties do not attend an informal hearing, the Hearing Officer or Panel will make a determination on all of the evidence available.

More information about the procedure for all hearings is available by contacting the Title IX Coordinator or their designee, the Office of Institutional Equity or [here: LINK](#).

## K. J. Notice of Outcome and Sanctions

### 1. For Title IX Hearings

Once a hearing has been conducted, the Hearing Officer or Panel members will deliberate and issue a finding of responsibility for each alleged violation in a written deliberation statement that will include the determination, rationale, the evidence relied upon in support of the determination, any evidence not relied upon, credibility assessments and recommendations for sanctions.

The written deliberation statement will then be shared with the Title IX Coordinator who will work with the Hearing Office to prepare a Notice of Outcome ~~and~~ including any applicable sanctions ~~that will~~ be provided to the Parties.

### 2. For non-Title IX Hearings

The Hearing Officer or Panel will deliberate and issue a finding of responsibility for each alleged violation, rationale for the decision, and recommended sanctions. ~~Either~~ the Hearing Officer or the Institutional Equity Officer will finalize the Notice of Outcome to be issued to the Parties.

### 3. Disciplinary Actions and Sanctions

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# MANUAL OF POLICY

Title **Freedom from Harassment, Discrimination, Harassment, and Sexual Misconduct, and Retaliation—Including Sexual Misconduct** 4216

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*For a list of sanctions that may be imposed upon responsible parties who are students, please refer to the Student Handbook/Code of Conduct or here: [LINK](#)*

*For a list of disciplinary actions that may be imposed upon responsible parties who are employees, please refer to the Employee Handbook or here: [LINK](#)*

## **L. ~~K.~~ Appeals**

*Parties may appeal the Notice of Outcome for any type of hearing within ten (10) business days of receipt of the Notice of Outcome. Appeals are limited to the following bases:*

- 1. Procedural irregularity;*
- 2. New evidence that was not reasonably available at the time the determination was made; or*
- 3. A conflict of interest or bias on the part of any person involved with the administration of the hearing.*

## **XXV. IX. Applicable Laws and Regulations**

*This policy governs complaints or grievances by any member of the college community in accordance with the following laws and regulations:*

### **Title IX of the Education Amendments Act of 1972 (Title IX)**

*As required by Title IX (34 C.F.R. §106.8(b)), South Texas College does not discriminate on the basis of sex in any educational program or activity which it operates. This extends to applicants for admission or employment.*

### **Title VI of the Civil Rights Act of 1964 (Title VI)**

*Title VI is a federal law that prohibits education institutions from discriminating against a member of the community based on race, national origin or color.*

### **Title VII of the Civil Rights Act of 1964 (Title VII)**

*Title VII is a federal law that prohibits employers from discriminating against employees on the basis of sex (including gender identity and sexual orientation), race, color, national origin, and religion.*

### **Section 504 of the Rehabilitation Act of 1973/American with Disabilities Act of 1990**

*The College complies with Section 504 of the Rehabilitation Act of 1973 and with the Americans with*

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# MANUAL OF POLICY

Title **Freedom from Harassment, Discrimination, Harassment, and Sexual Misconduct, and Retaliation—Including Sexual Misconduct** 4216

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*Disabilities Act and does not discriminate on the basis of a disability in the areas of admissions, employment, or applicants for admission or employment.*

***Age Discrimination in Employment Act of 1967 (ADEA)***

*The ADEA protects individuals who are 40 years of age and older from discrimination with respect to any term, condition, or privilege of employment, such as hiring, promotion, demotion, firing, pay, or fringe benefits.*

***Chapter 21 of the Texas Labor Code (Texas Commission on Human Rights Act of 1983)***

*The Texas Human Rights Act protects individuals from discrimination because of a person's race, color, disability, religion, sex, national origin, or age.*

***Senate Bill 212 (Texas Education Code Section 51.282)***

*Senate Bill 212 mandates that all employees who witness or receive information about an incident of sexual misconduct involving a current student or employee to promptly report the incident- including all relevant information - to the Title IX coordinator or their designee.*

***House Bill 1735 (Texas Education Code Section 51.282)***

*House Bill 1735 requires the College's sexual harassment policy to include definitions of prohibited behavior, sanctions for violations, protocols for reporting and responding to reports of sexual harassment, interim measures to support victims, and language about victims' rights. Some of the bill's other requirements include trauma-informed training for police officers, continuation of the grievance process even upon withdrawal or graduation of a party, and development of a comprehensive prevention and outreach program on sexual harassment, sexual assault, dating violence and stalking.*

*If you have questions about your rights under any of these laws or for more information, please contact:*

*Lisa Y. Guerra, Esq.  
Institutional Equity Officer, Title IX Coordinator  
South Texas College  
3201 W. Pecan Blvd., A106  
McAllen, TX 78501*

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# MANUAL OF POLICY

**Title** *Freedom from Harassment, Discrimination, Harassment, and Sexual Misconduct, and Retaliation—Including Sexual Misconduct* 4216

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**Date Approved by Board** As Amended by Board Minute Order Dated ~~December 10, 2019~~ July 28, 2020

(956) 872-2379

[OIE@southtexascollege.edu](mailto:OIE@southtexascollege.edu)

## XXVI. X. Periodic Review of Policy

The College’s Board of Trustees will review this policy each biennium and will revise the policy as necessary.

## XXVII. XI. History

|                                     |                                                                                                                |
|-------------------------------------|----------------------------------------------------------------------------------------------------------------|
| Origination Date Approved by Board  | May 26, 2015                                                                                                   |
| Date Reviewed and Approved by Board | December 15, 2015<br>April 26, 2016<br>April 24, 2018<br>August 27, 2019<br>December 10, 2019<br>July 28, 2020 |

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## Review and Update of Preliminary Proposed FY 2020 – 2021 Unrestricted Budget

The packet includes the Preliminary Summary of Unrestricted Projected Revenues and Expenditures for FY 2020 - 2021 with comparison to the FY 2019 - 2020 approved budget for your information and review.

This is a preliminary plan for the next fiscal year that includes the following assumptions:

### Revenues:

- State appropriations are expected to increase \$1,212,642 in FY 2021. The projected increase is mainly due to the increase in the Higher Education Group Insurance (HEGI) revenue and the Hazlewood Reimbursement revenue being partially offset by the decrease in state contact hour appropriation revenue and other state appropriation revenues consisting of Optional Retirement Plan (ORP) and Teacher Retirement System (TRS). The decrease in state contact hour appropriation revenue is due to the expected 10% reduction in general revenue appropriation requested by the State of Texas. The increase in other state appropriation revenue for HEGI is due to the additional funding that will be requested by the College as a supplemental appropriation in the Legislative Appropriations Request (LAR) in August 2020. The increase in the Hazlewood Reimbursement is based on the projected amount the College will receive according to historical trend. The state contact hour appropriation revenue is based on the state allocation schedules and other state revenues are based on projected funding for eligible employees.

| <b>State Appropriations</b>                          | <b>FY 2020</b>      | <b>FY 2021</b>      | <b>Increase/<br/>(Decrease)</b> |
|------------------------------------------------------|---------------------|---------------------|---------------------------------|
| State Contact Hour Appropriation                     | \$42,172,061        | \$37,954,853        | \$(4,217,208)                   |
| Other State Appropriation-ORP                        | 575,785             | 521,905             | (53,880)                        |
| Other State Appropriation-TRS                        | 2,367,977           | 2,146,389           | (221,588)                       |
| Other State Appropriation-HEGI-Year 2                | 3,329,554           | 6,159,713           | 2,830,159                       |
| Other State Appropriation-HEGI-Year 1(Reimbursement) | -                   | 2,830,159           | 2,830,159                       |
| Other State Appropriation-Hazlewood Reimbursement    | -                   | 45,000              | 45,000                          |
| <b>Total State Appropriation</b>                     | <b>\$48,445,377</b> | <b>\$49,658,019</b> | <b>\$1,212,642</b>              |

- Tuition for FY 2021 is based on projected enrollment of 14,511 traditional students, a 25% decrease from Fall 2019, and 14,117 dual enrollment tuition free students for Fall 2020. The projections include the Board approved increase of \$5 per semester credit hour for the Fire Science differential tuition rate and the increase of \$10 per semester credit hour for the Drama differential tuition rate. The FY 2021 tuition revenue projection also includes the Board approved addition of differential tuitions for the Law Enforcement program at \$10 per semester credit hour and the Welding program at \$15 per semester credit hour. In total, tuition revenue is projected to decrease approximately \$7,950,602 in FY 2021.

| <b>Tuition</b>                           | <b>FY 2020</b>      | <b>FY 2021</b>      | <b>Increase/<br/>(Decrease)</b> |
|------------------------------------------|---------------------|---------------------|---------------------------------|
| Academic & Differential Tuition-Net TPEG | \$34,539,495        | \$26,696,844        | \$(7,842,651)                   |
| Continuing Ed/ATCP/ITED-Net TPEG         | 3,196,530           | 3,088,579           | (107,951)                       |
| <b>Total Tuition</b>                     | <b>\$37,736,025</b> | <b>\$29,785,423</b> | <b>\$(7,950,602)</b>            |

- Fees for FY 2021 are based on projected enrollment of 14,511 traditional students, a 25% decrease from Fall 2019, and 14,117 dual enrollment tuition free students for Fall 2020. The projections include the Board approved waiver of the Electronic Distance Learning Fee for traditional students for the Fall 2020 term, increase of \$1 per semester credit hour for the Information Technology Fee and the increase of \$2 per semester credit hour for the Learning Support Fee. The FY 2021 fee revenue projection also includes the Board approved increase of \$5 for the TSI Assessment Exams, increased rates for the TCOLE Licensing Examination fees, Fire Academy, and Police Academy, and the addition of the Welding Certification fee, Information Technology Certification fee, and the American Welding Society Certification Testing fee. The projections indicate a decrease in fees revenue of approximately \$5,522,581 in FY 2021.

| <b>Fees</b> | <b>FY 2020</b> | <b>FY 2021</b> | <b>Increase/<br/>(Decrease)</b> |
|-------------|----------------|----------------|---------------------------------|
| Total Fees  | \$28,870,091   | \$23,347,510   | \$(5,522,581)                   |

- Other revenue is expected to decrease \$2,058,319 in FY 2021. The projected decrease is mainly due to decreased revenue in the Dual Credit Cost Reimbursement, Dual Credit Academy Participation Fee, and interest. The Dual Credit Academy Participation Fee revenue projection decrease is due to the degree plan changes that have negatively impacted enrollment.

| <b>Other Revenues</b>                                         | <b>FY 2020</b>     | <b>FY 2021</b>     | <b>Increase/<br/>(Decrease)</b> |
|---------------------------------------------------------------|--------------------|--------------------|---------------------------------|
| Dual Credit Cost Reimbursement                                | \$4,454,217        | \$4,008,795        | \$(445,422)                     |
| Dual Credit Academy Participation Fee                         | 454,250            | 408,825            | (45,425)                        |
| Interest                                                      | 2,750,000          | 1,200,000          | (1,550,000)                     |
| Administrative Costs and Shuttle System Contribution          | 783,914            | 769,862            | (14,052)                        |
| Testing Commissions                                           | 8,520              | 5,100              | (3,420)                         |
| Conferences-Continuing, Professional, and Workforce Education | 64,742             | 64,742             | -                               |
| <b>Total Other Revenues</b>                                   | <b>\$8,515,643</b> | <b>\$6,457,324</b> | <b>\$(2,058,319)</b>            |

- M&O Property Tax revenue for FY 2021 is expected to decrease \$2,401,153, due to an anticipated decrease in tax collections.

| <b>M&amp;O Property Taxes</b> | <b>FY 2020</b> | <b>FY 2021</b> | <b>Increase/<br/>(Decrease)</b> |
|-------------------------------|----------------|----------------|---------------------------------|
| Total M&O Property Taxes      | \$51,707,955   | \$49,306,802   | \$(2,401,153)                   |



- Carryover Allocations is projected to increase \$3,550,670 in FY 2021. The increase is mainly due to the decreases in the Prior Year M&O Tax Bond Program carryover funded from FY 2015, FY 2016, and FY 2017 M&O tax revenue, the Developmental Studies Book Royalties carryover, and the Unexpended Construction Plant Fund transfer being offset by the increases for the Contingency Fund carryover, the Capital Purchases carryover, the Waived Fee Allocation, and the additional carryover allocations approved by the Board of Trustees on June 23, 2020.

| <b>Carryover Allocations</b>                      | <b>FY 2020</b>     | <b>FY 2021</b>      | <b>Increase/<br/>(Decrease)</b> |
|---------------------------------------------------|--------------------|---------------------|---------------------------------|
| Unexpended Construction Plant Transfer            | \$3,000,000        | \$2,000,000         | \$ (1,000,000)                  |
| Continuing, Professional, and Workforce Education | 450,000            | 450,000             | -                               |
| Capital Purchases                                 | -                  | 723,088             | 723,088                         |
| Contingency Fund                                  | 1,813,783          | 2,000,000           | 186,217                         |
| Developmental Studies Book Royalties              | 5,455              | 4,813               | (642)                           |
| M&O Tax Bond Program 2013 - FFE                   | 1,186,000          | -                   | (1,186,000)                     |
| Waived Fee Allocation                             | -                  | 328,007             | 328,007                         |
| Maintain Filled Positions                         | -                  | 2,000,000           | 2,000,000                       |
| In Person-Hybrid Class Faculty Pay                | -                  | 1,500,000           | 1,500,000                       |
| Lecturer Positions                                | -                  | 1,000,000           | 1,000,000                       |
| <b>Total Carryover Allocations</b>                | <b>\$6,455,238</b> | <b>\$10,005,908</b> | <b>\$3,550,670</b>              |

**Expenditures:**

- The Salary expenditures budget is proposed to decrease by \$9,830,335 in FY 2021 as follows:

|    | <b>Changes to FY 2021 Salary Budget</b>                                                 | <b>Amount</b>        |
|----|-----------------------------------------------------------------------------------------|----------------------|
| 1. | Net Salary Budget Increase for Critical New Non-Faculty Positions                       | \$139,312            |
| 2. | Changes to Position Salaries due to Vacancies and New Hires during the Fiscal Year 2020 | (9,887)              |
| 3. | New Pools Funded from Carryover Allocations                                             | 1,923,007            |
| 3. | Division Position Reductions due to Revenue Decrease                                    | (11,902,541)         |
|    | <b>Total</b>                                                                            | <b>\$(9,397,012)</b> |

No across the Board annual salary increases for faculty and staff were recommended.

The division position reductions of \$11,902,541 results from the not filling of vacant positions and reducing instructional salary pools.

Additional modifications to salary expenditures including reductions may be necessary prior to final approval of the Staffing Plan by the Board and based on

revised revenue projections and subject to the availability of funding and Board approval of the final budget.

- The Benefits expenditures budget for FY 2021 is proposed to decrease by \$1,313,394 due to the decrease in the FY 2021 salary budget.
- The Operating expenditures budget for FY 2021 is proposed to decrease by \$2,323,438 based on the needs of the College's departments and the division reductions due to decreased revenues.
- The Travel expenditures budget for FY 2021 is proposed to decrease by \$204,718. Approximately 25 percent of the travel budget represents local mileage reimbursement for faculty.
- The Capital Outlay expenditures budget for FY 2021 is proposed to decrease by \$1,327,617.
  - ⇒ The capital budget is proposed to decrease by \$141,617 based on the needs of the College's departments.
  - ⇒ In addition, the capital budget is proposed to decrease by \$1,186,000 for equipment for the new bond buildings funded from bond M&O tax revenue.
- The Transfers and Contingencies budget for FY 2021 is proposed to increase by \$1,830,159. The increase is primarily due to the addition of the HEGI Reserve in the amount of \$2,830,159 and the \$1,000,000 reduction in the Transfer to Unexpended Plant Fund. The HEGI reserve is contingent on the receipt of the additional funding that will be requested by the College as a supplemental appropriation in the Legislative Appropriations Request (LAR) in August 2020.

The Preliminary Summary of Unrestricted Projected Revenues and Expenditures for FY 2020 - 2021 with Comparison to the FY 2019 - 2020 approved budget 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 for action in August 2020.

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

**South Texas College**

**Unrestricted Fund**

**Preliminary FY 2020 - 2021 (Next Year) Budget Summary with Comparison to FY 2019 - 2020 (Current Year)**

**As of July 14, 2020**

| <b>Summary of Revenues</b>                                   | <b>FY 2020<br/>Budget<br/>(Approved)</b> | <b>FY '21<br/>Budget<br/>(Proposed)*</b> | <b>%<br/>of Total<br/>Revenues</b> | <b>Difference<br/>FY 2020 Approved to<br/>FY 2021 Preliminary</b> |
|--------------------------------------------------------------|------------------------------------------|------------------------------------------|------------------------------------|-------------------------------------------------------------------|
| State Contact Hour Appropriation                             | \$ 42,172,061                            | \$ 37,954,853                            | 22.52%                             | \$ (4,217,208)                                                    |
| <i>Other State Appropriation-ORP</i>                         | 575,785                                  | 521,905                                  | 0.31%                              | (53,880)                                                          |
| <i>Other State Appropriation-TRS</i>                         | 2,367,977                                | 2,146,389                                | 1.27%                              | (221,588)                                                         |
| <i>Other State Appropriation-HEGI-Year 2</i>                 | 3,329,554                                | 6,159,713                                | 3.65%                              | 2,830,159                                                         |
| <i>Other State Appropriation-HEGI-Year 1 (Reimbursement)</i> | -                                        | 2,830,159                                | 1.68%                              | 2,830,159                                                         |
| <i>Other State Appropriation-Hazlewood Reimbursement</i>     | -                                        | 45,000                                   | 0.03%                              | 45,000                                                            |
| Other State Appropriations Subtotal                          | 6,273,316                                | 11,703,166                               | 6.91%                              | 5,429,850                                                         |
| <b>Total State Appropriations</b>                            | <b>48,445,377</b>                        | <b>49,658,019</b>                        | <b>29.46%</b>                      | <b>1,212,642</b>                                                  |
| <i>Academic &amp; Differential Tuition-Net TPEG</i>          | 34,539,495                               | 26,696,844                               | 15.84%                             | (7,842,651)                                                       |
| <i>Continuing Ed/ATCP/ITED-Net TPEG</i>                      | 3,196,530                                | 3,088,579                                | 1.83%                              | (107,951)                                                         |
| <b>Total Tuition</b>                                         | <b>37,736,025</b>                        | <b>29,785,423</b>                        | <b>17.67%</b>                      | <b>(7,950,602)</b>                                                |
| <b>Total Fees</b>                                            | <b>28,870,091</b>                        | <b>23,347,510</b>                        | <b>13.85%</b>                      | <b>(5,522,581)</b>                                                |
| <b>Total Other Revenues</b>                                  | <b>8,515,643</b>                         | <b>6,457,324</b>                         | <b>3.83%</b>                       | <b>(2,058,319)</b>                                                |
| <b>Total M&amp;O Property Taxes</b>                          | <b>51,707,955</b>                        | <b>49,306,802</b>                        | <b>29.25%</b>                      | <b>(2,401,153)</b>                                                |
| <b>Total Carryover Allocations</b>                           | <b>6,455,238</b>                         | <b>10,005,908</b>                        | <b>5.94%</b>                       | <b>3,550,670</b>                                                  |
| <b>Total Revenues</b>                                        | <b>\$ 181,730,329</b>                    | <b>\$ 168,560,986</b>                    | <b>100.00%</b>                     | <b>\$ (13,169,343)</b>                                            |

| <b>Summary of Expenditures</b>                    | <b>FY 2020<br/>Budget<br/>(Approved)</b> | <b>FY '21<br/>Budget<br/>(Proposed)*</b> | <b>%<br/>of Total<br/>Expenditures</b> | <b>Difference<br/>FY 2020 Approved to<br/>FY 2021 Preliminary</b> |
|---------------------------------------------------|------------------------------------------|------------------------------------------|----------------------------------------|-------------------------------------------------------------------|
| <b>Total Salaries</b>                             | <b>\$ 105,051,056</b>                    | <b>\$ 95,220,721</b>                     | <b>56.49%</b>                          | <b>\$ (9,830,335)</b>                                             |
| <b>Total Benefits</b>                             | <b>29,255,853</b>                        | <b>27,942,459</b>                        | <b>16.55%</b>                          | <b>(1,313,394)</b>                                                |
| <b>Total Operating</b>                            | <b>36,259,252</b>                        | <b>33,935,814</b>                        | <b>20.13%</b>                          | <b>(2,323,438)</b>                                                |
| <b>Total Travel</b>                               | <b>2,440,672</b>                         | <b>2,235,954</b>                         | <b>1.33%</b>                           | <b>(204,718)</b>                                                  |
| <b>Total Capital Outlay</b>                       | <b>2,773,792</b>                         | <b>1,446,175</b>                         | <b>0.86%</b>                           | <b>(1,327,617)</b>                                                |
| <b>Total Expenditures</b>                         | <b>\$ 175,780,625</b>                    | <b>\$ 160,781,123</b>                    | <b>95.36%</b>                          | <b>\$ (14,999,502)</b>                                            |
| <b>Transfers &amp; Reserves</b>                   |                                          |                                          |                                        |                                                                   |
| Transfer to Unexpended Plant Fund                 | 3,000,000                                | 2,000,000                                | 1.19%                                  | (1,000,000)                                                       |
| Transfer to Office of ITED                        | 949,704                                  | 949,704                                  | 0.56%                                  | -                                                                 |
| Contingency Fund                                  | 2,000,000                                | 2,000,000                                | 1.19%                                  | -                                                                 |
| HEGI Reserve                                      | -                                        | 2,830,159                                | 1.68%                                  | 2,830,159                                                         |
| <b>Total Transfers &amp; Reserves</b>             | <b>5,949,704</b>                         | <b>7,779,863</b>                         | <b>4.64%</b>                           | <b>1,830,159</b>                                                  |
| <b>Total Expenditures, Transfers and Reserves</b> | <b>\$ 181,730,329</b>                    | <b>\$ 168,560,986</b>                    | <b>100.00%</b>                         | <b>\$ (13,169,343)</b>                                            |

|                                   |             |             |  |             |
|-----------------------------------|-------------|-------------|--|-------------|
| <b>Revenues over Expenditures</b> | <b>\$ -</b> | <b>\$ -</b> |  | <b>\$ -</b> |
|-----------------------------------|-------------|-------------|--|-------------|

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



SOUTH TEXAS  
COLLEGE

# Preliminary Unrestricted Budget Summary for FY 2020 - 2021

JULY 14, 2020

**MARIA G. ELIZONDO, MBA, CPA, CFE, CGMA**

VICE PRESIDENT FOR FINANCE AND ADMINISTRATIVE SERVICES

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## FY 2021 Traditional and Dual Credit Enrollment Headcount Projection

| Term         | FY 2020 Traditional<br>(Actual and Projected) | FY 2021 Traditional<br>Projected | Enrollment Decrease<br>(from FY 2020) | % Reduction |
|--------------|-----------------------------------------------|----------------------------------|---------------------------------------|-------------|
| Fall         | 19,348                                        | 14,511                           | (4,837)                               | -25%        |
| Spring       | 16,768                                        | 15,091                           | (1,677)                               | -10%        |
| Summer*      | 7,071                                         | 7,071                            | -                                     | -           |
| <b>Total</b> | <b>43,187</b>                                 | <b>36,673</b>                    | <b>(6,514)</b>                        | <b>-15%</b> |

| Term         | FY 2020 Dual Credit<br>(Actual and Projected) | FY 2021 Dual Credit<br>Projected | Enrollment Decrease<br>(from FY 2020) | % Reduction |
|--------------|-----------------------------------------------|----------------------------------|---------------------------------------|-------------|
| Fall         | 13,304                                        | 14,117                           | 813                                   | 6%          |
| Spring       | 15,773                                        | 16,435                           | 662                                   | 4%          |
| Summer*      | 6,941                                         | 6,662                            | -279                                  | -4%         |
| <b>Total</b> | <b>36,017</b>                                 | <b>37,174</b>                    | <b>1,196</b>                          | <b>3%</b>   |

\* Projected - FY 2020 Summer Headcount

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## Preliminary Unrestricted Revenues FY 2020 - 2021

| Summary of Revenues                                            | FY 2020<br>Budget<br>(Approved) | FY 2021<br>Budget<br>(Proposed)* | Increase/<br>(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                         | 521,905                          | (53,880)                |
| <i>Teacher Retirement System</i>                               | 2,367,977                       | 2,146,389                        | (221,588)               |
| <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               |
| <i>Hazlewood Reimbursement</i>                                 | -                               | 45,000                           | 45,000                  |
| Other State Appropriations Subtotal                            | 6,273,316                       | 11,703,166                       | 5,429,850               |
| <b>Total State Appropriations</b>                              | <b>48,445,377</b>               | <b>49,658,019</b>                | <b>1,212,642</b>        |
| <b>Total Tuition</b>                                           | <b>37,736,025</b>               | <b>29,785,423</b>                | <b>(7,950,602)</b>      |
| <b>Total Fees</b>                                              | <b>28,870,091</b>               | <b>23,347,510</b>                | <b>(5,522,581)</b>      |
| <b>Total Other Revenues</b>                                    | <b>8,515,643</b>                | <b>6,457,324</b>                 | <b>(2,058,319)</b>      |
| <b>Total M&amp;O Property Taxes</b>                            | <b>51,707,955</b>               | <b>49,306,802</b>                | <b>(2,401,153)</b>      |
| <b>Total Carryover Allocations</b>                             | <b>6,455,238</b>                | <b>10,005,908</b>                | <b>3,550,670</b>        |
| <b>Total Revenues</b>                                          | <b>\$181,730,329</b>            | <b>\$168,560,986</b>             | <b>\$(13,169,343)</b>   |

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

## Preliminary Unrestricted Expenditures FY 2020 - 2021

| Summary of Expenditures                             | FY 2020<br>Budget<br>(Approved) | FY 2021<br>Budget<br>(Proposed)* | Increase/<br>(Decrease) |
|-----------------------------------------------------|---------------------------------|----------------------------------|-------------------------|
| <b>Total Salaries</b>                               | <b>\$105,051,056</b>            | <b>\$95,220,721</b>              | <b>\$(9,830,335)</b>    |
| <b>Total Benefits</b>                               | <b>29,255,853</b>               | <b>27,942,459</b>                | <b>(1,313,394)</b>      |
| <b>Total Operating</b>                              | <b>36,259,252</b>               | <b>33,935,814</b>                | <b>(2,323,438)</b>      |
| <b>Total Travel</b>                                 | <b>2,440,672</b>                | <b>2,235,954</b>                 | <b>(204,718)</b>        |
| <b>Total Capital Outlay</b>                         | <b>2,773,792</b>                | <b>1,446,175</b>                 | <b>(1,327,617)</b>      |
| <b>Total Expenditures</b>                           | <b>\$175,780,625</b>            | <b>\$160,781,123</b>             | <b>\$(14,999,502)</b>   |
| <b>Transfers &amp; Reserves</b>                     |                                 |                                  |                         |
| Transfer to Plant Funds                             | 3,000,000                       | 2,000,000                        | (1,000,000)             |
| 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               |
| <b>Total Transfers &amp; Reserves</b>               | <b>5,949,704</b>                | <b>7,779,863</b>                 | <b>1,830,159</b>        |
| <b>Total Expenditures, Transfers &amp; Reserves</b> | <b>\$181,730,329</b>            | <b>\$168,560,986</b>             | <b>\$(13,169,343)</b>   |
| <b>Revenues over Expenditures</b>                   | <b>\$-</b>                      | <b>\$-</b>                       | <b>\$-</b>              |

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

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## FY 2021 State Appropriation Changes

| Appropriation Category                                                                                  | Revenue Increase/(Decrease) |
|---------------------------------------------------------------------------------------------------------|-----------------------------|
| State Contact Hour Appropriation                                                                        | \$(4,217,208)               |
| Other State Appropriation-Optional Retirement Program Increase Due to Eligible Employees                | (53,880)                    |
| Other State Appropriation-Teacher Retirement System Increase Due to Eligible Employees                  | (221,588)                   |
| Other State Appropriation-Higher Education Employees Group Insurance Increase                           | 2,830,159                   |
| Other State Appropriation-Higher Education Employees Group Insurance Increase Due to Supplement Request | 2,830,159                   |
| Other State Appropriation-Hazlewood Reimbursement                                                       | 45,000                      |
| <b>Total State Appropriation Changes</b>                                                                | <b>\$1,212,642</b>          |

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## FY 2021 Tuition Changes

| Tuition Category                                                                                                                  | Revenue Increase/(Decrease) |
|-----------------------------------------------------------------------------------------------------------------------------------|-----------------------------|
| Academic Tuition Reduction Due to Enrollment Decrease                                                                             | \$(7,161,777)               |
| Differential Tuition<br>Considering Enrollment Decrease, Rate Increases per Credit Hour and New Fees:                             |                             |
| Fire Science (\$5 Increase to \$10)<br>Drama (\$10 Increase to \$20), and<br>New - Law Enforcement (\$10)<br>New - Welding (\$15) | (348,298)                   |
| Bachelor of Applied Science in Organizational Leadership Reduction Due Enrollment Decrease                                        | (770,260)                   |
| Continuing, Professional, and Workforce Education (CPWE) Decrease                                                                 | (114,841)                   |
| Texas Public Education Grants (TPEG)                                                                                              | 444,574                     |
| <b>Total Tuition Changes</b>                                                                                                      | <b>\$(7,950,602)</b>        |

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## FY 2021 Fee Changes

| Fee Category                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Revenue Increase/(Decrease) |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|
| Fee Reduction Due to Enrollment Decrease and Waived Electronic Distance Learning Fee for Fall Term. Revenue projection also includes Fee Rate Increases:<br>Information Technology Fee (\$1 Increase to \$31 per credit hour)<br>Learning Support Fee (\$2 Increase to \$14 per credit hour)<br>TSI Assessment Exam (\$5 Increase to \$15 per exam)<br>Fire Academy Fee (\$331 Increase to \$1,060 per student/semester), and<br>New Fees:<br>TCOLE Licensing Examination (\$35 per exam)<br>American Welding Society Certification Testing (\$250)<br>Police Academy Fees (\$165 per student/course)<br>Welding and Other Course Fees Certification (Recovery of Cost)<br>Information Technology and Other Course Fees Certification (Recovery of Cost) | \$(5,522,581)               |
| <b>Total Fee Changes</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | <b>\$(5,522,581)</b>        |

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## FY 2021 Other Revenue Changes

| Other Revenue Category                                                         | Revenue Increase/(Decrease) |
|--------------------------------------------------------------------------------|-----------------------------|
| Dual Credit Enrollment Cost Reimbursement Reduction Due to Enrollment Decrease | \$(445,422)                 |
| Dual Credit Academy Participation Fee Reduction Due to Enrollment Decrease     | (45,425)                    |
| Interest Reduction                                                             | (1,550,000)                 |
| Administrative Costs Reduction                                                 | (14,052)                    |
| Testing Commissions Reduction                                                  | (3,420)                     |
| Conferences-Continuing, Professional, and Workforce Education                  | -                           |
| <b>Total Other Revenue Changes</b>                                             | <b>\$(2,058,319)</b>        |

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## FY 2021 M&O Property Tax Changes

| M&O Property Taxes                                               | Revenue Increase/(Decrease) |
|------------------------------------------------------------------|-----------------------------|
| M&O Tax Collections, Delinquent Tax, and Penalties and Interest* | \$(2,401,153)               |

\* Based on a 5% revenue reduction.

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## FY 2021 Carryover Allocations Revenue Changes

| Carryover Allocation Category                                                                    | Revenue Increase/(Decrease) |
|--------------------------------------------------------------------------------------------------|-----------------------------|
| Unexpended Construction Plant Transfer                                                           | \$(1,000,000)               |
| Contingency Fund Increase Due to Funded 100% from Fund Balance                                   | 186,217                     |
| Capital Purchases Increase Due to Funded 50% from Fund Balance                                   | 723,088                     |
| Developmental Studies Book Royalties                                                             | (642)                       |
| Prior Year M&O Tax Bond Program 2013-Supplies and Equipment Decrease Due to Utilization of Funds | (1,186,000)                 |
| Waived Fee Allocation                                                                            | 328,007                     |
| Maintain Filled Positions                                                                        | 2,000,000                   |
| In Person-Hybrid Class Faculty Pay                                                               | 1,500,000                   |
| Lecturer Positions                                                                               | 1,000,000                   |
| <b>Total Carryover Allocations Revenue Changes</b>                                               | <b>\$3,550,670</b>          |



## FY 2021 Carryover Allocations Revenue Sources and Expenditures

| Total Carryover Allocations Revenue               | Total Expenditures                                |
|---------------------------------------------------|---------------------------------------------------|
| \$10,005,908                                      | \$10,005,908                                      |
| Carryover Allocations Revenue Sources             | Expenditure Types                                 |
| Contingency Fund                                  | Contingency Reserve                               |
| Developmental Studies Book Royalties              | Book Royalties - Developmental English            |
| Unexpended Construction Plant Fund                | Transfer - Building Fund                          |
| Continuing, Professional, and Workforce Education | Continuing, Professional, and Workforce Education |
| Capital Purchases                                 | Capital Purchases for all Departments             |
| Waived Fee Allocation                             | Distance Learning Department Expenditures         |
| Maintain Filled Positions                         | Maintain Filled Positions                         |
| In Person-Hybrid Class Faculty Pay                | Faculty Pay for In Person-Hybrid Classes          |
| Lecturer Positions                                | Instructional Pools                               |

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## FY 2021 Expenditure Changes

| Expenditure Category                                                                                      | Expenditure Increase/(Decrease) |
|-----------------------------------------------------------------------------------------------------------|---------------------------------|
| Salary Decrease Due to Employment Changes, Division Reductions, and New Position Requests                 | \$(9,830,335)                   |
| Benefits Decrease Due to Decrease in Salary Budget                                                        | (1,313,394)                     |
| Operating Decrease Due to Requests from Financial Managers and Division Reductions                        | (2,323,438)                     |
| Travel Decrease Due to Requests from Financial Managers and Division Reductions                           | (204,718)                       |
| Capital                                                                                                   |                                 |
| <i>Decrease Due to Requests from Financial Managers</i>                                                   | <i>(141,617)</i>                |
| <i>Decrease Due to Reduction of Equipment for New Bond Buildings Funded from Bond M&amp;O Tax Revenue</i> | <i>(1,186,000)</i>              |
| Total Capital Decrease                                                                                    | (1,327,617)                     |
| <b>Total Expenditure Changes</b>                                                                          | <b>\$(14,999,502)</b>           |

## FY 2021 Transfers & Reserves Changes

| Transfers & Reserves Category                 | Expenditure Increase/(Decrease) |
|-----------------------------------------------|---------------------------------|
| HEGI Reserve                                  | \$2,830,159                     |
| Transfer to Unexpended Plant Fund             | (1,000,000)                     |
| <b>Total Transfers &amp; Reserves Changes</b> | <b>\$1,830,159</b>              |

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## FY 2021 Revenues over Expenditures

| Summary of Revenues and Expenditures     | Budgeted Amount |
|------------------------------------------|-----------------|
| Total Revenue                            | \$168,560,986   |
| Total Expenditures, Transfers & Reserves | 168,560,986     |
| Revenues over Expenditures               | \$ -            |

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## **Review and Recommend Action on Proposed Employee Pay Plan for FY 2020 – 2021**

Approval of the Proposed Employee Pay Plan for FY 2020 - 2021 is requested.

Purpose - The Proposed Employee Pay Plan for FY 2020 - 2021 for all employee groups is presented for the Committee's review and consideration. The Employee Pay Plan includes the proposed pay grade ranges for Classified, Professional Technical (exempt and non-exempt), Administrative, Executive, and Faculty and other compensation information.

Justification - The Employee Pay Plan information was prepared by the Office of Human Resources to reflect the College's proposed compensation structure for FY 2020 - 2021.

Background – The Proposed Salary Pay Plan for FY 2020 – 2021 is approved on an annual basis and includes information to comply with State and Federal compensation regulations, ensure compensation consistency, enhance the ability to attract and retain qualified faculty and staff and to provide a clear and concise reference for compensation decisions as follows:

- Guidelines for Recruiting, Screening, and Hiring Support Staff
- Educational Supplements
- Pay Grades for Classified, Professional/Technical, Administrative, and Executive employees
- Direct Wage Employees Salary Plan
- Centers for Learning Excellence (CLE) Salary Plan
- Faculty Roles, Compensation Rates, and Faculty Salary Plan

Reviewers - The President and all the Vice Presidents reviewed the Plan and approved the proposed revisions. The critical new positions included within the Plan were reviewed and approved by the Board of Trustees in June 2020.

Enclosed Documents - A copy of the Proposed Employee Pay Plan for FY 2020 - 2021 is included under separate cover for the Board's review and information.

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

The Finance, Audit, and Human Resources Committee deferred action on this item, asking that it be presented to the Board of Trustees.

### **Recommendation:**

It is recommended that the Board of Trustees of South Texas College approve and authorize the Proposed Employee Pay Plan 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 Proposed Employee Pay Plan for FY 2020 - 2021, as presented.

**Approval Recommended:**

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

## **Review and Recommend Action on Proposed Staffing Plan for FY 2020 – 2021**

Approval of the Proposed Staffing Plan for FY 2020 - 2021 is requested.

**Purpose** - The Proposed Staffing Plan for FY 2020 – 2021 for all employee groups is presented for the Committee’s review and consideration. The Staffing Plan includes all positions, titles, classifications, salaries, and salary pools under each Division and Organization of the College.

**Justification** - The Staffing Plan information was prepared by the Office of Human Resources, in collaboration with Business Office and all other organizational divisions of the College, to reflect the College’s comprehensive proposed staffing and salary structure for FY 2020 - 2021.

**Background** – As indicated in Policy 4100, College Staffing Plan, the Staffing Plan is the official document listing position titles, classifications, employees, and salaries for each fiscal year. The Staffing Plan is not a contract between the College and any person listed on it, and neither the Staffing Plan nor any action taken by the Board of Trustees concerning it should be considered creating contract rights, expectations of continued employment, or a property interest for any person listed in the Staffing Plan.

**Critical New positions and Reclassifications of Non-Faculty positions** are included within the Plan and were reviewed and approved by the Board of Trustees in June 2020.

**Funding Source** – The budget to fund each position is reflected in the appropriate department and listed on the Staffing Plan and is subject to Board approval of the FY 2020 – 2021 Budget.

**Reviewers** - The President and all the Vice Presidents reviewed the Plan and approved the proposed revisions.

**Enclosed Documents** - A copy of the Staffing Plan for FY 2020 - 2021 is included under separate cover for the Board’s review and information.

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

The Finance, Audit, and Human Resources Committee deferred action on this item, asking that it be presented to the Board of Trustees.

### **Recommendation:**

It is recommended that the Board of Trustees of South Texas College approve and authorize the Proposed Employee Pay Plan 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 Proposed Employee Pay Plan for FY 2020 - 2021, as presented.

**Approval Recommended:**

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

## **Discussion and Action as Necessary on Mid-Valley Campus Child Development Center Operation Plan for Fiscal Year 2020 – 2021**

Approval of the Mid-Valley Campus Child Development Center operation plan for Fiscal Year 2020 – 2021 is requested.

Purpose – Approval of the Mid-Valley Campus Child Development Center operation plan for Fiscal Year 2020 - 2021 to provide child care services and required practicum applied experience.

Justification – Child Development Center services are needed beginning August 1, 2020 in preparation for Fall 2020 semester to provide child care services for South Texas College students, faculty, staff, and the community as well as required practicum applied experience for specific majors.

Background – With the threat of the coronavirus continuing into the Fall and perhaps the Spring Semester, the College Administration has evaluated whether to reopen the Child Development Center operation and continue the Child Care Assistance Means Parents in School (CCAMPIS) grant received by the Center (the grant will expire in 2022), the health risks of reopening, safety protocols, and the financial viability of the operations.

Based on these factors and the need for services provided, Administration is recommending an operation plan for the Child Development Center consisting of reduced and modified staffing schedule. Currently furloughed employees will be advised of possible adjustment to their employment status, pending final approval by the Board of Trustees.

The Child Development Center will comply with density requirement, which is anticipated to reduce the number of children served and will result in a reduction of personnel required.

The College will continue to monitor the situation and will adjust the operation plan as necessary. During the 2020 & 2021 academic year the Child Development Center will be completing the current CCAMPIS grant cycle and a determination will be made whether or not to apply for renewal.

Reviewers - The Interim Vice President for Academic Affairs and Executive Vice President for Educational Programming and Student Achievement reviewed the information being presented.

The Interim Vice President for Academic Affairs, Dr. Anahid Petrosian, will be present at the Board Meeting to address any questions by the trustees.

The Finance, Audit, and Human Resources Committee recommended Board approval of the Mid-Valley Campus Child Development Center operation plan for Fiscal Year 2020 - 2021 as presented



**Recommendation:**

It is recommended that the Board of Trustees of South Texas College approve and authorize the Mid-Valley Campus Child Development Center operation plan for Fiscal Year 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 Mid-Valley Campus Child Development Center operation plan for Fiscal Year 2020 - 2021 as presented.

**Approval Recommended:**

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

## **Discussion and Action as Necessary on Food Services Operation Plan for Fiscal Year 2020 – 2021**

Approval of food services operation plan for Fiscal Year 2020 – 2021 is requested

Purpose – Approval of the food services operation plan for Fiscal Year 2020 - 2021 to serve students and employees on campus on a daily basis.

Justification – Food services are needed for the beginning of the Fall semester to serve the students and employees on campus in a cost-effective manner.

Background – With the threat of the coronavirus continuing into the Fall and perhaps the Spring Semester, the College Administration has evaluated whether to reopen the food services operation and considered the reduction in student enrollment in face-to-face classes occurring on campus, the health risks of population density, safety protocols, and the financial viability of the operations. An estimated 60% to 75% reduction of students on campus is anticipated due to the projected student enrollment decline and limiting the number of students in face-to-face classes required by safety protocols.

### **Recommendations**

Based on these factors, Administration is recommending the following:

- An operation plan for the food services department consisting of reduction in hours and days of operation and limited menu options.
- Staffing will be reduced and modified, as necessary, including implementing a reduced flexible workweek schedule.
- Currently furloughed employees will be advised of possible adjustment to their employment status, pending final approval of the food service operation plan by the Board of Trustees.
- The College will continue to monitor the situation and will adjust the operation plan as necessary.

An annual operating loss of approximately \$239,877.81, that will be funded from other auxiliary fund operations or auxiliary fund balance, is anticipated at all cafeterias due to limited menu options, safety protocols, decline in catering sales due to social distancing, rotational staff schedules, and less students on campus.

Administration will continue to monitor the operations during the Fall semester to assess financial viability and demand to determine appropriate actions.

Reviewers - The Vice President for Finance and Administrative Services has reviewed the information being presented.

The Vice President for Finance and Administrative Services, Mary Elizondo, will be present at the Board Meeting to address any questions by the trustees.

The Finance, Audit, and Human Resources Committee recommended Board approval of the food services operation plan for Fiscal Year 2020 - 2021. That plan has been revised

to provide for one additional temporary agency staff member required at the Nursing & Allied Health Campus and one additional staff member to serve a floater to assist at all locations.

**Recommendation:**

It is recommended that the Board of Trustees of South Texas College approve and authorize the food services operation plan for Fiscal Year 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 food services operation plan for Fiscal Year 2020 - 2021 as presented.

**Approval Recommended:**

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



# FOOD SERVICES OPERATION PLAN FOR FY 2020 - 2021

**BOARD MEETING JULY 28, 2020**

**PRESENTED BY:**

**MARY G. ELIZONDO**

Vice President for Finance And Administrative Services, MBA, CPA, CFE, CGMA,  
Title IX Coordinator

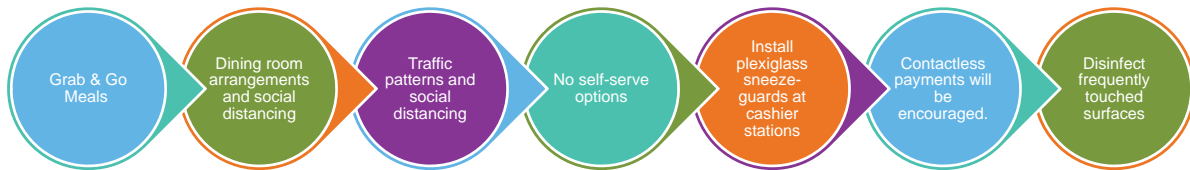
## CHANGE IN OPERATIONS FOR FY 2020 - 2021



- Reduction in Student Enrollment in Face-to-Face Classes will affect food services operations for FY 2020 - 2021
  - Adjusted hours of operations from Monday through Thursday
  - Reduced staff
  - Limited meal options in grab & go packaging
    - Breakfast tacos
    - Cold sandwiches
    - Salads
  - Safety Protocols



## SAFETY PROTOCOLS



## RECOMMENDED OPERATIONS

- Resume operations at partial capacity:
  - Staff each cafeteria location with one full-time employee.
  - Hire Work Study Students and Temporary Agency Employees.
  - Hire a new full-time position at the Starr County Campus cafeteria.
- Breakfast and lunch will be served from Monday through Thursday.
  - Employees working hours reduced from 40 hours to 32 hours.
  - Limited meals will include prepared breakfast tacos, cold sandwiches, and salads.



## RECOMMENDED OPERATIONS

- Currently furlough employees will be advised of possible adjustment to their employment status, pending final approval of Food Service operation plan by the Board of Trustees.
- Re-evaluation of operations will be assessed throughout the semester to assess the situation and adjust the operation plan as necessary.



## FINANCIAL VIABILITY

- An annual operating loss in revenue is expected at all cafeterias due to a decline in students and employees on campus, which will be funded from other auxiliary fund operations or auxiliary fund balance.

| Description of Services         | Projected FY 2020 - 2021 |
|---------------------------------|--------------------------|
| Total Gross Revenue             | \$174,868.89             |
| Total Catering Revenue          | \$0.00                   |
| Total Salaries and Benefits     | \$275,137.74             |
| Total Operating Expenses        | \$139,608.96             |
| Projected Revenue over Expenses | \$(239,877.81)           |





# QUESTIONS?



## **Discussion and Action as Necessary on Transportation Services Plan for Fiscal Year 2020 – 2021**

Approval of transportation services plan for Fiscal Year 2020 – 2021 is requested.

Purpose – Approval of the transportation services plan for Fiscal Year 2020 – 2021 is required.

Justification – A transportation services plan is needed to determine operations for Fiscal Year 2020 – 2021. A decline in ridership is expected due to social distancing protocols, shelter at home orders by governor and county judge, and less students on campus associated with the coronavirus pandemic.

Background – With the threat of the coronavirus continuing into the Fall and perhaps the Spring Semester, the College Administration has evaluated whether to suspend the transportation services operation and considered the reduction in student enrollment in face-to-face classes occurring on campus, the health risks of population density, safety protocols, and the financial viability of the operations. An estimated 60% to 75% reduction of students on campus is anticipated due to the projected student enrollment decline and limiting the number of students in face-to-face classes required by safety protocols.

### **Recommendations**

Based on these factors, Administration is recommending the following:

- An operation plan for the transportation services consisting of suspending all routes.
- Not entering into a contract with the Lower Rio Grande Valley Development Council (LRGVDC) for Fiscal Year 2020 – 2021 for Fall 2020.
- Staffing be significantly reduced and duties will be modified, as necessary, to include special transportation needs.
- Currently furloughed employees be advised of possible adjustment to their employment status, pending final approval of the transportation services operation plan by the Board of Trustees.

The College will continue to monitor the situation for any adjustments needed in the operation plan and will consider other options for providing transportation in a cost-effective manner.

### **Cost Analyses of Different Scenarios**

The Finance, Audit, and Human Resources Committee asked administration to present a clear revised Transportation Services Plan for review and approval by the Board.

Administration conducted cost analyses of ten (10) different scenarios that would, in lieu of suspending the operation, reduce routes and cost with and without a LRGVDC agreement. The ten (10) different scenarios and estimated cost of operations are included below for the Board's review and feedback. The ten (10) different scenarios are as follows:

- With LRGVDC Agreement - Scenario #1 through Scenario #4



- Without an LRGVDC agreement - Scenario #5 through Scenario #10

The table below reflects four (4) scenarios with a LRGVDC agreement servicing the Green and Purple Lines, which consists of different factors to reduce routes and operating cost.

| <b>Cost Analyses Total Net Cost by Scenario<br/>With LRGVDC Agreement</b> |                        |                        |                        |                        |
|---------------------------------------------------------------------------|------------------------|------------------------|------------------------|------------------------|
| <b>Strategies</b>                                                         | <b>Scenario #1</b>     | <b>Scenario #2</b>     | <b>Scenario #3</b>     | <b>Scenario #4</b>     |
| Green Line (Starr) - 1                                                    | ✓                      | ✓                      | ✓<br>No Friday         | ✓<br>No Friday         |
| Green Line (Starr) - 2                                                    | ✓                      | X                      | X                      | X                      |
| Green Line (Roma)                                                         | ✓                      | ✓                      | ✓                      | ✓<br>No Friday         |
| Purple Line (Mid-Valley)                                                  | ✓                      | ✓                      | ✓                      | ✓<br>No Friday         |
| Yellow Line (Circulator)                                                  | Reduced<br>(4 drivers) | Reduced<br>(4 drivers) | Reduced<br>(4 drivers) | Reduced<br>(4 drivers) |
| Park & Ride (P & R )                                                      | X                      | X                      | X                      | X                      |
| <b>Total Net Cost</b>                                                     | <b>\$457,475.18</b>    | <b>\$379,457.07</b>    | <b>\$363,971.40</b>    | <b>\$343,800.98</b>    |

✓ = Yes, Maintain      X = Do Not Maintain

|                                    |   |   |   |   |
|------------------------------------|---|---|---|---|
| Number of STC Bus Driver Employees | 4 | 4 | 4 | 4 |
|------------------------------------|---|---|---|---|

The Total Net Cost for the Green and Purple lines is the total cost for the lines less the grant contribution received by LRGVDC, less the City of Weslaco contribution of \$39,292 and the Weslaco EDC contribution of \$39,000, and less in-kind expenses incurred by the College. The Total Net Costs above are contingent on whether these two entities make the contributions. In the event, the City of Weslaco and Weslaco EDC do not contribute, the Total Net Cost would increase by \$78,292 in each scenario.

The Total Net Cost for the Yellow Line is the total cost for the line less certain expenses reimbursed to the College by LRGVDC.

The table below reflects six (6) scenarios without a LRGVDC agreement, which consists of different factors to reduce routes and operating cost.

| Cost Analyses Total Net Cost by Scenario<br>Without LRGVDC Agreement |                                         |                                         |                                         |                                         |                                        |                                         |
|----------------------------------------------------------------------|-----------------------------------------|-----------------------------------------|-----------------------------------------|-----------------------------------------|----------------------------------------|-----------------------------------------|
| Strategies                                                           | Scenario #5                             | Scenario #6                             | Scenario #7                             | Scenario #8                             | Scenario #9                            | Scenario #10                            |
| Green Line (Starr) - 1*                                              | ✓<br>No Friday<br>6 trips/<br>2 drivers | ✓<br>No Friday<br>3 trips/<br>2 drivers | ✓<br>No Friday<br>3 trips/<br>2 drivers | ✓<br>No Friday<br>3 trips/<br>2 drivers | ✓<br>No Friday<br>2 trips<br>2 drivers | ✓<br>No Friday<br>2 trips/<br>2 drivers |
| Green Line (Starr) - 2*                                              | X                                       | X                                       | X                                       | X                                       | X                                      | X                                       |
| Green Line (Roma)*                                                   | ✓<br>11 trips/<br>2 drivers             | ✓<br>3 trips/<br>2 drivers              | ✓<br>3 trips/<br>2 drivers              | X                                       | ✓<br>3 trips/<br>2 drivers             | X                                       |
| Purple Line (Mid-Valley)*                                            | ✓<br>11 trips/<br>2 drivers             | ✓<br>5 trips/<br>2 drivers              | X                                       | X                                       | X                                      | X                                       |
| Yellow Line (Circulator)*                                            | ✓<br>20 trips/<br>3 drivers             | ✓<br>20 trips/<br>3 drivers             | ✓<br>20 trips/<br>3 drivers             | ✓<br>20 trips/<br>3 drivers             | ✓<br>20 trips/<br>3 drivers            | ✓<br>20 trips/<br>3 drivers             |
| Park & Ride (P & R )                                                 | X                                       | X                                       | X                                       | X                                       | X                                      | X                                       |
| <b>Total Cost</b>                                                    | <b>\$1,007,411.12</b>                   | <b>\$787,790.22</b>                     | <b>\$649,368.31</b>                     | <b>\$493,700.81</b>                     | <b>\$617,254.38</b>                    | <b>\$461,586.89</b>                     |

✓ = Yes, Maintain      X = Do Not Maintain      \* Monday through Thursday only

|                                    |   |   |   |   |   |   |
|------------------------------------|---|---|---|---|---|---|
| Number of STC Bus Driver Employees | 9 | 9 | 7 | 5 | 7 | 5 |
|------------------------------------|---|---|---|---|---|---|

A survey of students registered for face-to-face classes from Starr County was conducted to confirm the need of transportation. The survey results are enclosed for Board's review and consideration (Exhibit B).

Enclosed Documents – The following enclosed documents are included for the Board's review and consideration of a revised Transportation Services Plan:

- Exhibit A Service Map
- Exhibit B Survey Results for Starr County Student
- Exhibit C PowerPoint Presentation

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

**Recommendation:**

It is recommended that the Board of Trustees of South Texas College approve and authorize the transportation services plan for Fiscal Year 2020 - 2021 as presented.

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

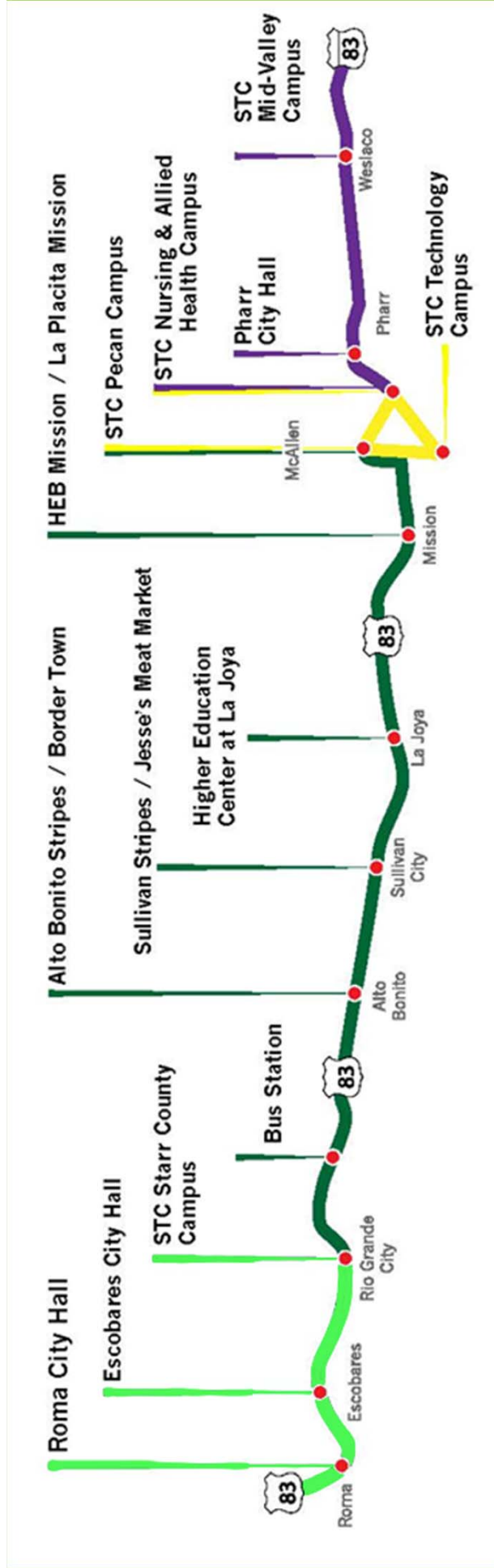
The Board of Trustees approves and authorizes the transportation services plan for Fiscal Year 2020 - 2021 as presented.

**Approval Recommended:**

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

# Exhibit A

## SHUTTLE BUS LINES SERVICE MAP



**Survey Results of Starr County Students**

A total of one hundred eighty-three (183) Starr County students are currently enrolled to attend Face-to-Face classes at either the Starr County Campus (traveling from Roma) or at a McAllen Campus (traveling from Roma or Rio Grande City). Staff from the Department of Public Safety attempted to contact each student by telephone to inquire about the student’s plans of transportation and reached eighty-six out (86) of the one hundred eighty-three (183) students.

The results of the survey are reflected below.

| <b>Starr County Students Transportation Plans for Fall 2020 Telephone Survey</b> |                                 |                                                  |             |
|----------------------------------------------------------------------------------|---------------------------------|--------------------------------------------------|-------------|
| <b>Fall 2020</b>                                                                 | <b>Actual Student Responses</b> | <b>Estimated Total if all Students Responded</b> | <b>%</b>    |
| Switched to Online                                                               | 5                               | 11                                               | 6%          |
| Personal Vehicle                                                                 | 67                              | 143                                              | 78%         |
| Green Line (Starr)                                                               | 9                               | 19                                               | 10%         |
| Green Line - Route 60 (Roma)                                                     | 1                               | 2                                                | 1%          |
| Green Line (Starr) and Route 60 (Roma)                                           | 4                               | 9                                                | 5%          |
| <b>Total</b>                                                                     | <b>86</b>                       | <b>183</b>                                       | <b>100%</b> |

**Green Line – Starr County Campus to Pecan Campus**

Based on the telephone survey results, nine (9) students plan to use the Green Line. If all students responded to the survey, the estimated total of students projected to use the shuttle system in the fall 2020 semester is (19) nineteen.

**Green Line Route 60 – Roma to Rio Grande City**

Based on the telephone survey results, one (1) student plan to use the Green Line Route 60. If all students responded to the survey, the estimated total of students projected to use the shuttle system in the fall 2020 semester is (2) two.

**Green Line (Starr) and Route 60 (Roma)**

Based on the telephone survey results, four (4) students plan to use both routes. If all students responded to the survey, the estimated total of students projected to use the shuttle system in the fall 2020 semester is (9) nine.



**SOUTH TEXAS  
COLLEGE**

# JAG EXPRESS OPERATION PLAN FOR FY 2020 - 2021

**BOARD MEETING JULY 28, 2020**

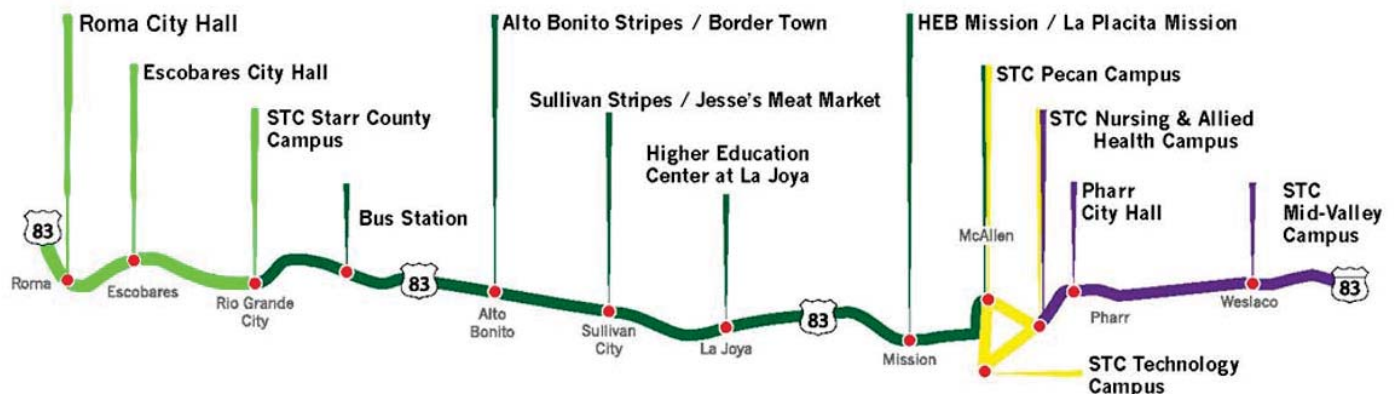
**PRESENTED BY:**

**MARY G. ELIZONDO**

Vice President For Finance And Administrative Services, MBA,  
CPA, CFE, CGMA, Title IX Coordinator

## SHUTTLE BUS LINES SERVICE MAP

**Exhibit A**



## Cost Analyses Total Net Cost by Scenario With LRGVDC Agreement

**Legend Key:**  
 = Yes, Maintain  
 = Do Not Maintain

| Strategies                         | Scenario #1                         | Scenario #2                         | Scenario #3                                      | Scenario #4                                      |
|------------------------------------|-------------------------------------|-------------------------------------|--------------------------------------------------|--------------------------------------------------|
| Green Line (Starr) 1               | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/><br>No Friday | <input checked="" type="checkbox"/><br>No Friday |
| Green Line (Starr) 2               | <input checked="" type="checkbox"/> | X                                   | X                                                | X                                                |
| Green Line (Roma)                  | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/>              | <input checked="" type="checkbox"/><br>No Friday |
| Purple Line (Mid Valley)           | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/>              | <input checked="" type="checkbox"/><br>No Friday |
| Yellow Line (Circulator)           | Reduced<br>(4 drivers)              | Reduced<br>(4 drivers)              | Reduced<br>(4 drivers)                           | Reduced<br>(4 drivers)                           |
| Park & Ride (P&R)                  | X                                   | X                                   | X                                                | X                                                |
| <b>Total Net Cost</b>              | <b>\$457,475.18</b>                 | <b>\$379,457.07</b>                 | <b>\$363,971.40</b>                              | <b>\$343,800.98</b>                              |
| Number of STC Bus Driver Employees | 4                                   | 4                                   | 4                                                | 4                                                |



## Cost Analyses Total Net Cost by Scenario Without LRGVDC Agreement

| Strategies                         | Scenario #5                                                           | Scenario #6                                                           | Scenario #7                                                            | Scenario #8                                                            | Scenario #9                                                            | Scenario #10                                                           |
|------------------------------------|-----------------------------------------------------------------------|-----------------------------------------------------------------------|------------------------------------------------------------------------|------------------------------------------------------------------------|------------------------------------------------------------------------|------------------------------------------------------------------------|
| Green Line (Starr) 1*              | <input checked="" type="checkbox"/><br>No Friday<br>6 trips/2 drivers | <input checked="" type="checkbox"/><br>No Friday<br>3 trips/2 drivers | <input checked="" type="checkbox"/><br>No Friday<br>3 trips/ 2 drivers | <input checked="" type="checkbox"/><br>No Friday<br>3 trips/ 2 drivers | <input checked="" type="checkbox"/><br>No Friday<br>2 trips/ 2 drivers | <input checked="" type="checkbox"/><br>No Friday<br>2 trips/ 2 drivers |
| Green Line (Starr) 2*              | X                                                                     | X                                                                     | X                                                                      | X                                                                      | X                                                                      | X                                                                      |
| Green Line (Roma)*                 | <input checked="" type="checkbox"/><br>11 trips/2 drivers             | <input checked="" type="checkbox"/><br>3 trips/2 drivers              | <input checked="" type="checkbox"/><br>3 trips/2 drivers               | X                                                                      | <input checked="" type="checkbox"/><br>3 trips/ 2 drivers              | X                                                                      |
| Purple Line* (Mid Valley)          | <input checked="" type="checkbox"/><br>11 trips/2 drivers             | <input checked="" type="checkbox"/><br>5 trips/2 drivers              | X                                                                      | X                                                                      | X                                                                      | X                                                                      |
| Yellow Line* (Circulator)          | <input checked="" type="checkbox"/><br>20 trips/ 3 drivers            | <input checked="" type="checkbox"/><br>20 trips/ 3 drivers            | <input checked="" type="checkbox"/><br>20 trips/ 3 drivers             | <input checked="" type="checkbox"/><br>20 trips/ 3 drivers             | <input checked="" type="checkbox"/><br>20 trips/ 3 drivers             | <input checked="" type="checkbox"/><br>20 trips/ 3 drivers             |
| Park & Ride (P&R)                  | X                                                                     | X                                                                     | X                                                                      | X                                                                      | X                                                                      | X                                                                      |
| <b>Total Net Cost</b>              | <b>\$1,007,411.12</b>                                                 | <b>\$787,790.22</b>                                                   | <b>\$649,368.31</b>                                                    | <b>\$493,700.81</b>                                                    | <b>\$617,254.38</b>                                                    | <b>\$461,586.89</b>                                                    |
| Number of STC Bus Driver Employees | 9                                                                     | 9                                                                     | 7                                                                      | 5                                                                      | 7                                                                      | 5                                                                      |

**Legend Key:**  
 = Yes, Maintain  
 = Do Not Maintain  
 \* Monday through Thursday only



## SURVEY RESULTS OF STARR COUNTY STUDENTS

| Fall 2020                              | Actual Student Responses | Estimated Total if all Students Responded | %           |
|----------------------------------------|--------------------------|-------------------------------------------|-------------|
| Switched to Online                     | 5                        | 11                                        | 6%          |
| Personal Vehicle                       | 67                       | 143                                       | 78%         |
| Green Line (Starr)                     | 9                        | 19                                        | 10%         |
| Green Line - Route 60 (Roma)           | 1                        | 2                                         | 1%          |
| Green Line (Starr) and Route 60 (Roma) | 4                        | 9                                         | 5%          |
| <b>Total</b>                           | <b>86</b>                | <b>183</b>                                | <b>100%</b> |

Thank You



## **Review and Action as Necessary on Proceeding with Architectural Services for the Regional Center for Public Safety Excellence Target Range**

Approval to proceed with architectural design services with PBK Architects, Inc. to prepare schematic plans for the Regional Center for Public Safety Excellence Target Range project is requested.

### **Purpose**

Architectural design services are necessary for design of schematic drawings for the Regional Center for Public Safety Excellence Target Range project. The design scope of work includes design charrettes and preparation of floor plans, site plans, exterior renderings, and preliminary budgets. The schematic plans will provide a graphic representation of the target range project that can be used for marketing purposes to interested parties.

### **Justification**

Since the Board has not received responses to their legal concerns and is not prepared to move forward with the Planning Grant from the Texas Parks and Wildlife Department (TPWD), administration proposes an alternate approach. The proposed Regional Center for Public Safety Excellence Target Range Capital Improvement project has been budgeted for Fiscal Year 2019-2020. Funds are available for the development of the schematic design phase of the proposed project. Administration recommends moving forward with PBK Architects, Inc. to develop preliminary schematic design plans for the proposed target range at an estimated cost of \$52,000.

### **Background**

On February 26, 2019, the Board approved contracting architectural services with PBK Architects, Inc. in expectation of pursuing the TPWD grant. On June 23, 2020, the acceptance of a planning grant award and agreement with TPWD was requested of the Board, but no action was taken. Administration recommends proceeding with an agreement with PBK for development of the schematic drawings using budgeted project funds available in the Unexpended Construction Plant Fund budgeted for FY 2019-2020.

The estimated design fees for the schematic design phase based on a \$4.2 million construction budget is \$52,000. Design fees would be negotiated with the architect based on the finalized scope of the drawing deliverables.

### **Funding Source**

Funds for the Additional Construction Services for the Regional Center for Public Safety Excellence Target Range Project 2019-015C are available in the Unexpended Construction Plant Fund for use in fiscal year 2019-2020.

### **Enclosed Documents**

A site plan for the proposed Regional Center for Public Safety Excellence Target Range is enclosed.

The Facilities Committee recommended Board approval to proceed with architectural design services with PBK Architects, Inc. for preparation of schematic plans for the Regional Center for Public Safety Excellence Target Range project as presented.

**Recommendation:**

It is recommended that the Board of Trustees of South Texas College approve and authorize proceeding with architectural design services with PBK Architects, Inc. for preparation of schematic plans for the Regional Center for Public Safety Excellence Target Range project as presented

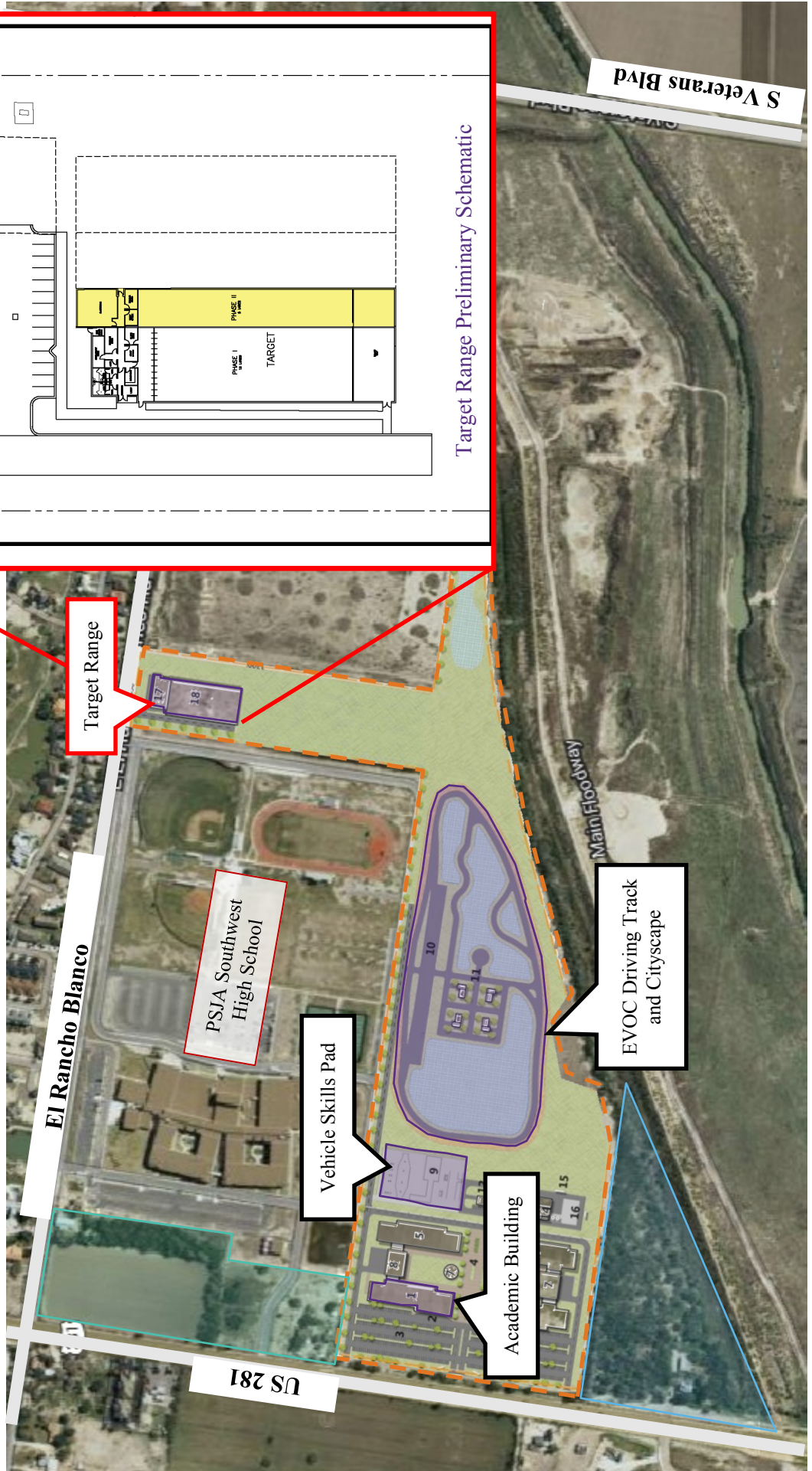
**The Following Minute Order is proposed for consideration by the Board of Trustees:**

The Board of Trustees approves and authorizes proceeding with architectural design services with PBK Architects, Inc. for preparation of schematic plans for the Regional Center for Public Safety Excellence Target Range project as presented

**Approval Recommended:**

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

**RCPSE Proposed Target Range**



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

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

**Purpose**

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

**Scheduling Priority**

*Nursing Allied Health Campus East Building A Student Services Renovation*

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

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

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

**Background**

On November 26, 2019, the Board of Trustees approved the schematic designs from Gignac & Associates, LLP and the solicitation of construction services for these projects. The architect developed the construction plans and specifications for the solicitation of proposals. On April 28, 2020, the Board approved a two-month postponement of

contracting construction services with the recommended contractor, contingent upon the contractor agreeing to maintain the same proposal.

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

| <b>Timeline for Solicitation of Competitive Sealed Proposals</b> |                                                     |
|------------------------------------------------------------------|-----------------------------------------------------|
| February 20, 2020                                                | Solicitation of competitive sealed proposals began. |
| February 27, 2020                                                | Three (3) proposals were received.                  |

### **Funding Source**

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

| <b>Projects</b>                                          | <b>Estimated Construction Budget</b> |
|----------------------------------------------------------|--------------------------------------|
| Nursing Allied Health Campus Student Services Renovation | \$275,000                            |
| Starr County Campus Student Services Renovation          | 160,000                              |
| <b>Total Amount</b>                                      | <b>\$435,000</b>                     |

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

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

Funds for the Nursing & Allied Health Campus East Building A Student Services Renovation Project 2019-006C and Starr County Campus Student Services Building G Cashiers and Veterans Affairs Areas Renovation Project 2018-020C are budgeted in the Unexpended Construction Plant Fund for available use in fiscal year 2019-2020.

### **Reviewers**

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

**Enclosed Documents**

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

The Facilities Committee recommended Board approval to contract construction services with Holchemont, Ltd. in the amount of \$400,000 for the Nursing & Allied Health Campus East Building A Student Services Renovation and Starr County Campus Student Services Building G Cashiers and Veterans Affairs Areas Renovation Projects as presented.

**Recommendation:**

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

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

The Board of Trustees approves and authorizes contracting construction services with Holchemont, Ltd. in the amount of \$400,000 for the Nursing & Allied Health Campus East Building A Student Services Renovation and Starr County Campus Student Services Building G Cashiers and Veterans Affairs Areas Renovation Projects as presented.

**Approval Recommended:**

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

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

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

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

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

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

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



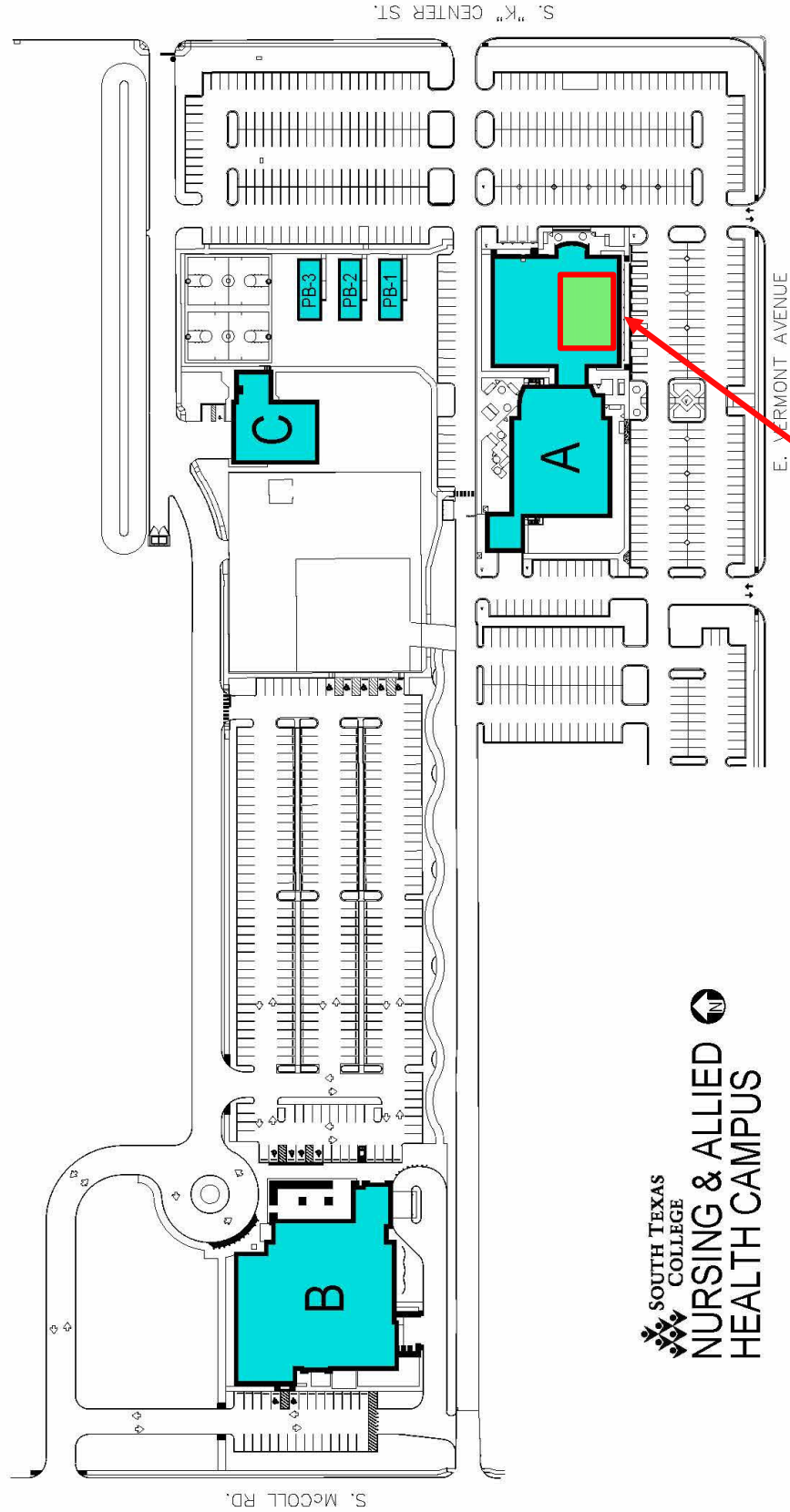


# **Nursing and Allied Health Campus East Building A Student Services Renovation**



**SOUTH TEXAS  
COLLEGE**

# Project Proposed Site



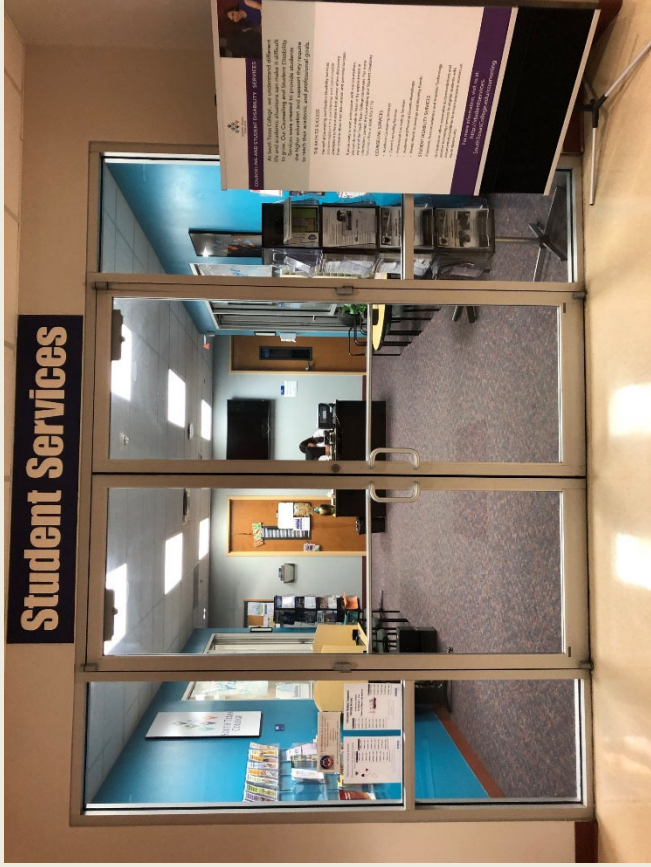
SOUTH TEXAS COLLEGE  
NURSING & ALLIED HEALTH CAMPUS

PROJECT LOCATION

# Interior Photos



Nursing and Allied Health Campus  
East Building A



Existing Spaces

# Interior Photos



## Existing Cashiers Window Area

Nursing and Allied Health Campus  
East Building A

# Interior Photos

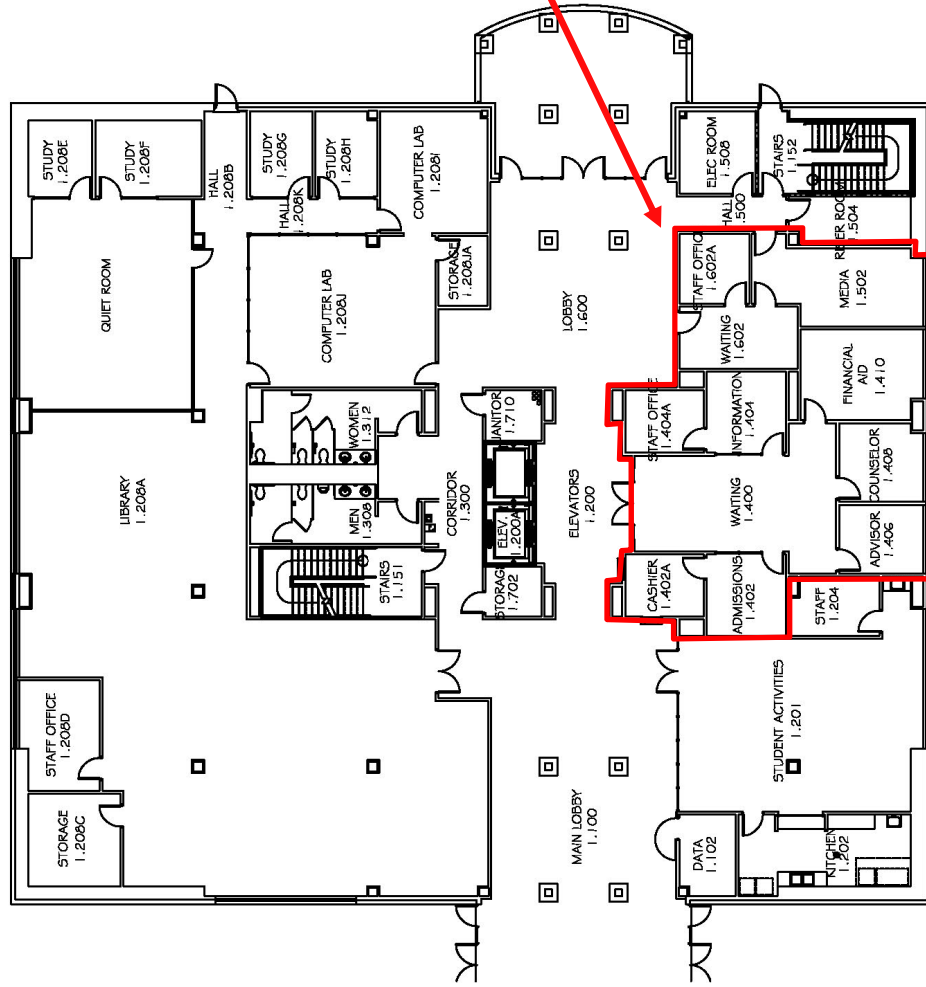


## Existing Testing Lab

Nursing and Allied Health Campus  
East Building A

# Project Proposed Location

## Existing Layout



**PROJECT  
LOCATION**

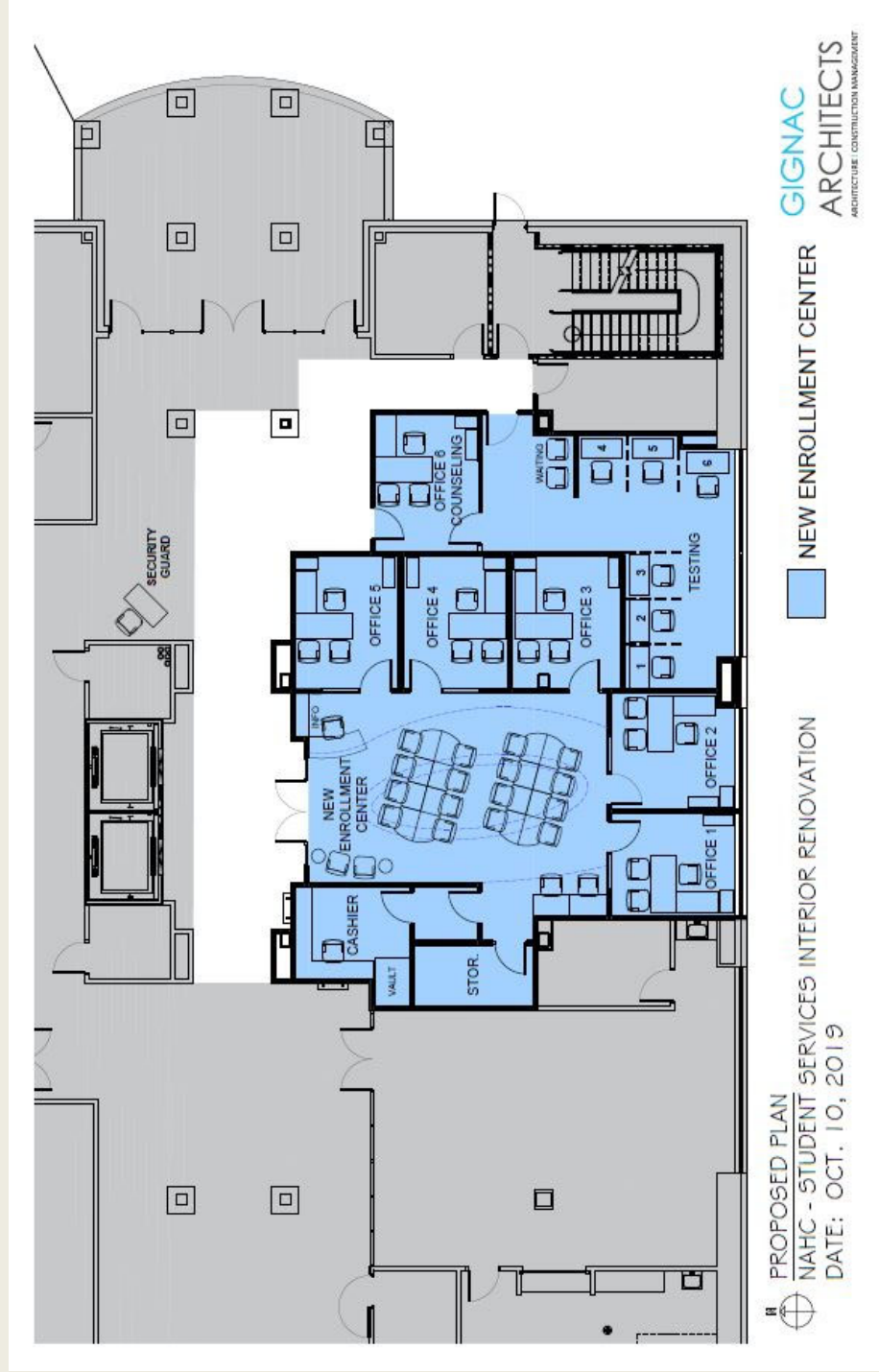
### Student Services Areas:

- Offices
- Financial Aid
- Counseling
- Advising
- Admissions

NURSING AND ALLIED HEALTH CENTER  
1ST FLOOR - EAST WING

**EAST BUILDING A**

# Nursing and Allied Health Campus Student Services Renovation



# Proposed Layout

## EAST BUILDING A

# Nursing and Allied Health Campus Student Services Renovation



## Interior Rendering

## EAST BUILDING A



# Proposed Scope & Budget



## Requested By

Student Services and Cashiers Departments

## Scope of work

Design and Renovation of Existing Student Services and Cashiers Areas in East Building A to accommodate current needs

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

## Estimated Total Project Budget

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

## Architect's Construction Estimate

|                |               |
|----------------|---------------|
| Construction   | \$ 248,892    |
| Estimated Cost | \$116/sq. ft. |



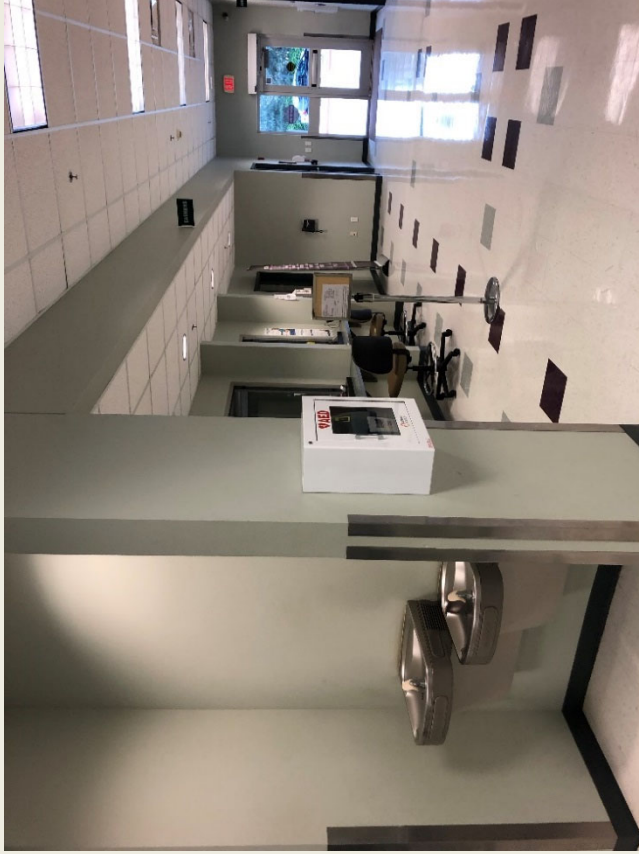
**SOUTH TEXAS  
COLLEGE**

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

# Project Proposed Site



# Interior Photos



Starr County Campus  
Student Services Building G

Existing Spaces

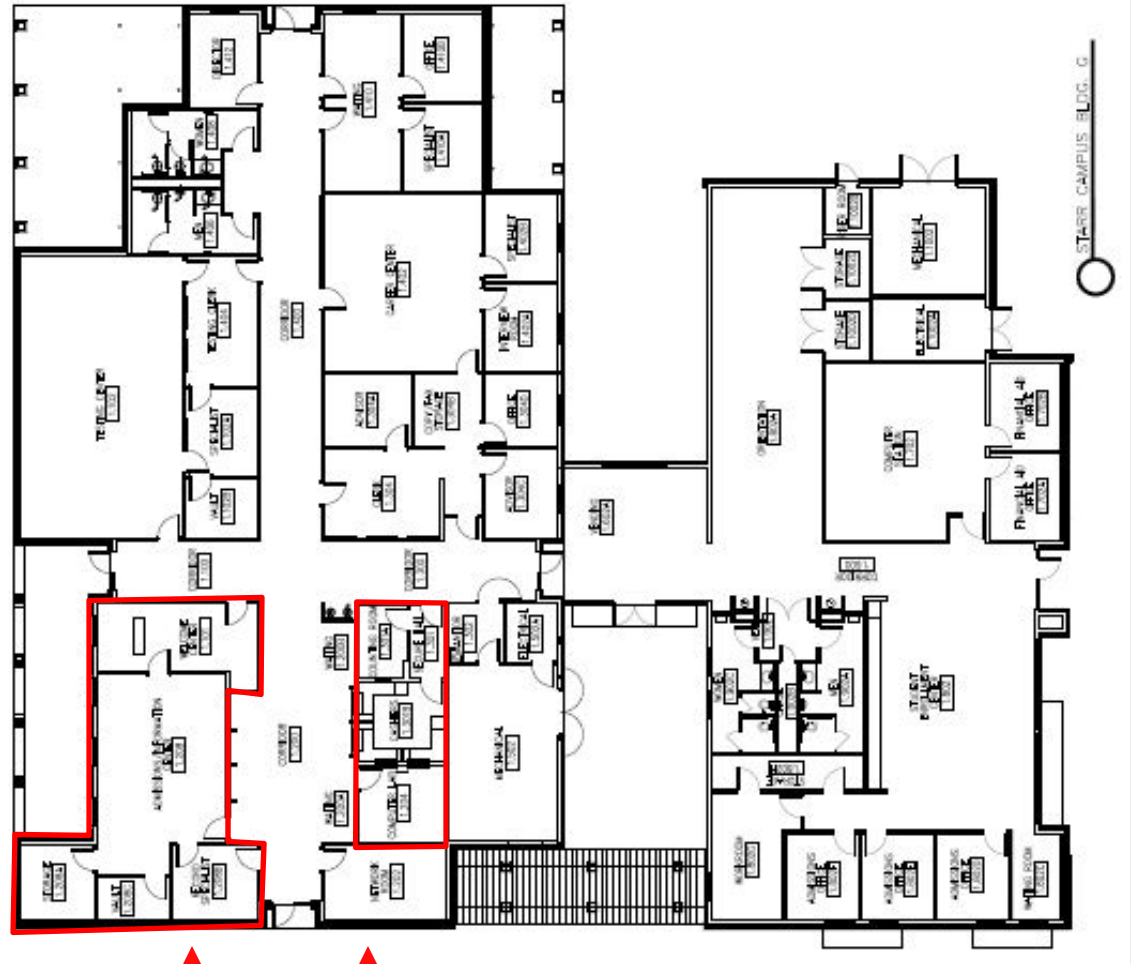
# Interior Photos



Starr County Campus  
Student Services Building G

Existing space

# Project Proposed Location Existing Layout

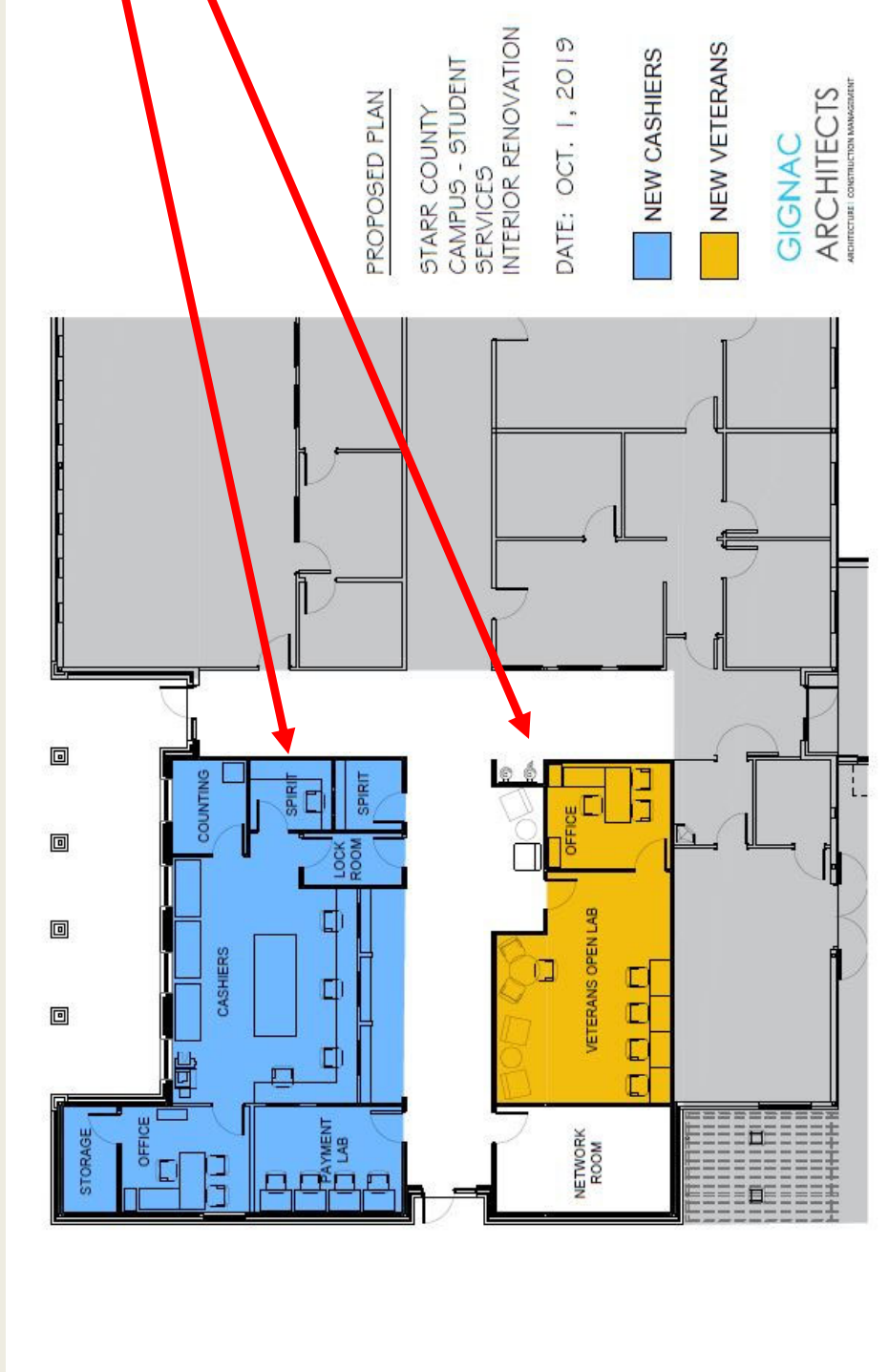


EXISTING ADMISSIONS

EXISTING CASHIERS AND  
PAYMENT LAB

STUDENT SERVICES  
BUILDING G

# Starr County Campus Student Services Renovation



Cashiers Area

Veterans Area

## Proposed Layout

STUDENT SERVICES  
BUILDING G

# Starr County Campus Student Services Renovation



**Interior Rendering of Cashiers Area**

**BUILDING G**



# Proposed Scope & Budget



## Requested By

Veterans and Cashiers Departments

## Scope of work

Design and Renovation of Existing Admissions and Cashiers Areas in Student Services Building G to accommodate current needs


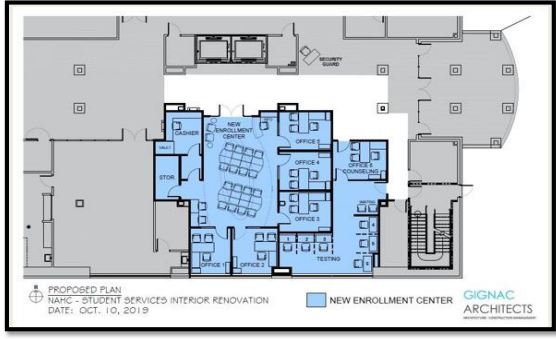
Total Renovated Square Feet = 1,566 sq. ft.

## Estimated Total Project Budget

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

## Architect's Construction Estimate

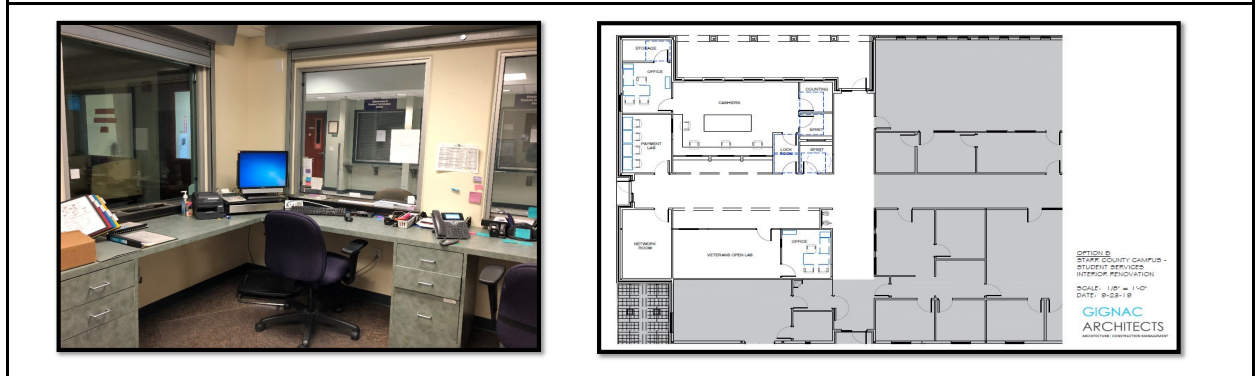
|                 |               |
|-----------------|---------------|
| Construction    | \$ 172,380    |
| Estimated Cost  | \$110/sq. ft. |
| per square foot |               |

| <b>Project Name:</b> Nursing and Allied Health Campus - East Bldg A Student Svcs Renovation                                                                                                                                                                                             |                                                      | <b>Project No.</b> 2019-012C                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                    |                                                                   |                           |            |        |       |       |       |   |        |   |        |                  |                   |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------|-------------------------------------------------------------------|---------------------------|------------|--------|-------|-------|-------|---|--------|---|--------|------------------|-------------------|
| <b>Funding Source(s):</b> Unexpended Plant Fund                                                                                                                                                                                                                                         | <b>Project Budget</b>                                |                                                                                                                                                                                            | <table border="1"> <thead> <tr> <th><u>Actual Expenditures To Date</u></th> <th><u>Variance of Project Budget vs. Actual Expenditures To Date</u></th> </tr> </thead> <tbody> <tr> <td>\$ -</td> <td>\$ 275,000</td> </tr> <tr> <td>18,730</td> <td>8,770</td> </tr> <tr> <td>2,616</td> <td>2,384</td> </tr> <tr> <td>-</td> <td>75,000</td> </tr> <tr> <td>-</td> <td>45,000</td> </tr> <tr> <td><b>\$ 21,346</b></td> <td><b>\$ 406,154</b></td> </tr> </tbody> </table> | <u>Actual Expenditures To Date</u> | <u>Variance of Project Budget vs. Actual Expenditures To Date</u> | \$ -                      | \$ 275,000 | 18,730 | 8,770 | 2,616 | 2,384 | - | 75,000 | - | 45,000 | <b>\$ 21,346</b> | <b>\$ 406,154</b> |
|                                                                                                                                                                                                                                                                                         | <u>Actual Expenditures To Date</u>                   | <u>Variance of Project Budget vs. Actual Expenditures To Date</u>                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                    |                                                                   |                           |            |        |       |       |       |   |        |   |        |                  |                   |
|                                                                                                                                                                                                                                                                                         | \$ -                                                 | \$ 275,000                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                    |                                                                   |                           |            |        |       |       |       |   |        |   |        |                  |                   |
|                                                                                                                                                                                                                                                                                         | 18,730                                               | 8,770                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                    |                                                                   |                           |            |        |       |       |       |   |        |   |        |                  |                   |
|                                                                                                                                                                                                                                                                                         | 2,616                                                | 2,384                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                    |                                                                   |                           |            |        |       |       |       |   |        |   |        |                  |                   |
| -                                                                                                                                                                                                                                                                                       | 75,000                                               |                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                    |                                                                   |                           |            |        |       |       |       |   |        |   |        |                  |                   |
| -                                                                                                                                                                                                                                                                                       | 45,000                                               |                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                    |                                                                   |                           |            |        |       |       |       |   |        |   |        |                  |                   |
| <b>\$ 21,346</b>                                                                                                                                                                                                                                                                        | <b>\$ 406,154</b>                                    |                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                    |                                                                   |                           |            |        |       |       |       |   |        |   |        |                  |                   |
| Construction:                                                                                                                                                                                                                                                                           | \$ 275,000                                           | \$ -                                                                                                                                                                                       | \$ 275,000                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                    |                                                                   |                           |            |        |       |       |       |   |        |   |        |                  |                   |
| Design:                                                                                                                                                                                                                                                                                 | 27,500                                               | 18,730                                                                                                                                                                                     | 8,770                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                    |                                                                   |                           |            |        |       |       |       |   |        |   |        |                  |                   |
| Miscellaneous:                                                                                                                                                                                                                                                                          | 5,000                                                | 2,616                                                                                                                                                                                      | 2,384                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                    |                                                                   |                           |            |        |       |       |       |   |        |   |        |                  |                   |
| FFE:                                                                                                                                                                                                                                                                                    | 75,000                                               | -                                                                                                                                                                                          | 75,000                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                    |                                                                   |                           |            |        |       |       |       |   |        |   |        |                  |                   |
| Technology:                                                                                                                                                                                                                                                                             | 45,000                                               | -                                                                                                                                                                                          | 45,000                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                    |                                                                   |                           |            |        |       |       |       |   |        |   |        |                  |                   |
| <b>Total:</b>                                                                                                                                                                                                                                                                           | <b>\$ 427,500</b>                                    | <b>\$ 21,346</b>                                                                                                                                                                           | <b>\$ 406,154</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                    |                                                                   |                           |            |        |       |       |       |   |        |   |        |                  |                   |
| <b>Engineer:</b> Gignac & Associates, LLP                                                                                                                                                                                                                                               | <b>Board Approval of Schematic Design</b> 11/26/2019 |                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                    |                                                                   |                           |            |        |       |       |       |   |        |   |        |                  |                   |
| <b>Contractor:</b> TBD                                                                                                                                                                                                                                                                  |                                                      |                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                    |                                                                   |                           |            |        |       |       |       |   |        |   |        |                  |                   |
| <b>STC FPC Project Manager:</b> Samuel Saldaña                                                                                                                                                                                                                                          | <b>Substantial Completion</b>                        | TBD                                                                                                                                                                                        | <b>Board Acceptance</b> TBD                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                    |                                                                   |                           |            |        |       |       |       |   |        |   |        |                  |                   |
|                                                                                                                                                                                                                                                                                         | <b>Final Completion</b>                              | TBD                                                                                                                                                                                        | <b>Board Acceptance</b> TBD                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                    |                                                                   |                           |            |        |       |       |       |   |        |   |        |                  |                   |
| <b>Project Description</b>                                                                                                                                                                                                                                                              |                                                      | <b>Project Scope</b>                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                    |                                                                   |                           |            |        |       |       |       |   |        |   |        |                  |                   |
| Redesign of the Existing Counseling, Testing, Admissions, Information area and Cashier's area.                                                                                                                                                                                          |                                                      | Demolish existing walls and infrastructure, renovation of walls, flooring, ceiling, and interior finishes, and adding electrical, data, and HVAC infrastructure for a 2,136 sq. ft. space. |                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                    |                                                                   |                           |            |        |       |       |       |   |        |   |        |                  |                   |
| <b>Projected Timeline</b>                                                                                                                                                                                                                                                               |                                                      |                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                    |                                                                   |                           |            |        |       |       |       |   |        |   |        |                  |                   |
| Board Approval of Architect                                                                                                                                                                                                                                                             | Board Approval of Schematic Design                   | Board Approval of Contractor                                                                                                                                                               | Construction Start Date                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Substantial Completion Date        | Final Completion Date                                             | FFE Completion of Move In |            |        |       |       |       |   |        |   |        |                  |                   |
| 2/26/2019                                                                                                                                                                                                                                                                               | 11/26/2019                                           | 4/28/2020                                                                                                                                                                                  | 5/25/2020                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | 8/25/2020                          | 9/25/2020                                                         | 10/25/2020                |            |        |       |       |       |   |        |   |        |                  |                   |
| <b>Project Calendar of Expenditures by Fiscal Year</b>                                                                                                                                                                                                                                  |                                                      |                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                    |                                                                   |                           |            |        |       |       |       |   |        |   |        |                  |                   |
| <b>Fiscal Year</b>                                                                                                                                                                                                                                                                      | <b>Construction</b>                                  | <b>Design</b>                                                                                                                                                                              | <b>Misc.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                | <b>FFE</b>                         | <b>Tech</b>                                                       | <b>Project Total</b>      |            |        |       |       |       |   |        |   |        |                  |                   |
| 2018-19                                                                                                                                                                                                                                                                                 | \$ -                                                 | \$ -                                                                                                                                                                                       | \$ 1,988                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | \$ -                               | \$ -                                                              | <b>\$1,988</b>            |            |        |       |       |       |   |        |   |        |                  |                   |
| 2019-20                                                                                                                                                                                                                                                                                 | 18,730                                               | 18,700                                                                                                                                                                                     | 628                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | 0                                  | 0                                                                 | <b>\$38,058</b>           |            |        |       |       |       |   |        |   |        |                  |                   |
| <b>Project Total</b>                                                                                                                                                                                                                                                                    | <b>\$ 18,730</b>                                     | <b>\$ 18,700</b>                                                                                                                                                                           | <b>\$ 2,616</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                             | <b>\$ -</b>                        | <b>\$ -</b>                                                       | <b>\$40,046</b>           |            |        |       |       |       |   |        |   |        |                  |                   |
| <b>Current Agenda Item</b>                                                                                                                                                                                                                                                              |                                                      |                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                    |                                                                   |                           |            |        |       |       |       |   |        |   |        |                  |                   |
| 07/14/2020 Facilities Committee: Review and Recommend Action on Contracting Construction Services for the Nursing & Allied Health Campus East Building A Student Services Renovation and Starr County Campus Student Services Building G Cashiers and Veterans Affairs Areas Renovation |                                                      |                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                    |                                                                   |                           |            |        |       |       |       |   |        |   |        |                  |                   |
|                                                                                                                                                                                                      |                                                      |                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                         |                                    |                                                                   |                           |            |        |       |       |       |   |        |   |        |                  |                   |

|                                                                                                 |                                                      |                                                                                                                                                                                            |                                    |
|-------------------------------------------------------------------------------------------------|------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------|
| <b>Project Name:</b> Starr CC - Student Svcs Bldg G Cashiers and Vet. Affairs Areas Renovations |                                                      | <b>Project No.</b> 2018-020C                                                                                                                                                               |                                    |
| <b>Funding Source(s):</b> Unexpended Plant Fund                                                 | <b>Project Budget</b>                                |                                                                                                                                                                                            | <b>Actual Expenditures To Date</b> |
|                                                                                                 | Construction:                                        | \$ 160,000                                                                                                                                                                                 | \$ -                               |
|                                                                                                 | Design:                                              | 16,000                                                                                                                                                                                     | 10,880                             |
|                                                                                                 | Miscellaneous:                                       | 4,000                                                                                                                                                                                      | 1,023                              |
|                                                                                                 | FFE:                                                 | 30,000                                                                                                                                                                                     | -                                  |
|                                                                                                 | Technology:                                          | 15,000                                                                                                                                                                                     | -                                  |
| <b>Total:</b>                                                                                   |                                                      | <b>\$ 225,000</b>                                                                                                                                                                          | <b>\$ 11,903</b>                   |
| <b>Variance of Project Budget vs. Actual Expenditures To Date</b>                               |                                                      |                                                                                                                                                                                            | <b>\$ 213,097</b>                  |
| <b>Engineer:</b> Gignac & Associates, LLP                                                       | <b>Board Approval of Schematic Design</b> 11/26/2019 |                                                                                                                                                                                            |                                    |
| <b>Contractor:</b> TBD                                                                          |                                                      |                                                                                                                                                                                            |                                    |
| <b>STC FPC Project Manager:</b> Samuel Saldaña                                                  | <b>Substantial Completion</b>                        | TBD                                                                                                                                                                                        | <b>Board Acceptance</b> TBD        |
|                                                                                                 | <b>Final Completion</b>                              | TBD                                                                                                                                                                                        | <b>Board Acceptance</b> TBD        |
|                                                                                                 |                                                      |                                                                                                                                                                                            |                                    |
| <b>Project Description</b>                                                                      |                                                      | <b>Project Scope</b>                                                                                                                                                                       |                                    |
| Redesign of the Existing Admissions area and Cashiers area.                                     |                                                      | Demolish existing walls and infrastructure, renovation of walls, flooring, ceiling, and interior finishes, and adding electrical, data, and HVAC infrastructure for a 1,566 sq. ft. space. |                                    |

| Projected Timeline                              |                                    |                              |                         |                             |                       |                           |
|-------------------------------------------------|------------------------------------|------------------------------|-------------------------|-----------------------------|-----------------------|---------------------------|
| Board Approval of Architect                     | Board Approval of Schematic Design | Board Approval of Contractor | Construction Start Date | Substantial Completion Date | Final Completion Date | FFE Completion of Move In |
| 2/26/2019                                       | 11/26/2019                         | 4/28/2020                    | 5/25/2020               | 8/25/2020                   | 9/25/2020             | 10/25/2020                |
| Project Calendar of Expenditures by Fiscal Year |                                    |                              |                         |                             |                       |                           |
| Fiscal Year                                     | Construction                       | Design                       | Misc.                   | FFE                         | Tech                  | Project Total             |
| 2018-19                                         | \$ -                               | \$ -                         | \$ 396                  | \$ -                        | \$ -                  | \$ 396                    |
| 2019-20                                         | 0                                  | 10,880                       | 628                     | 0                           | 0                     | \$ 11,508                 |
| <b>Project Total</b>                            | <b>\$ -</b>                        | <b>\$ 10,880</b>             | <b>\$ 1,023</b>         | <b>\$ -</b>                 | <b>\$ -</b>           | <b>\$ 11,903</b>          |

**Current Agenda Item**  
07/14/2020 Facilities Committee: Review and Recommend Action on Contracting Construction Services for the Nursing & Allied Health Campus East Building A Student Services Renovation and Starr County Campus Student Services Building G Cashiers and Veterans Affairs Areas Renovation



**Review and Action as Necessary on Approval of Settlement Agreement and Additional Construction Services for the Regional Center for Public Safety Excellence Drainage Improvements at the Cityscape Area**

Approval of additional construction services for the Regional Center for Public Safety Excellence Drainage Improvements at the Cityscape Area is requested

**Purpose**

The approval of additional services is required to provide for construction services necessary for the completion of the drainage and asphalt improvements at the Regional Center for Public Safety Excellence that are outside of the current scope of the contract.

**Scheduling Priority**

This project arose out of the necessity to remediate asphalt issues at the Cityscape area, and has been reviewed by the FPC department, Administration, the Facilities Committee, and the Board of Trustees. This project is scheduled as an educational space improvement to provide a realistic urban driving environment on which law enforcement students can train.

**Background**

On February 25, 2020, the Board approved the remediation plan for the Cityscape asphalt issues and amending the contract with Perez Consulting Engineers (PCE) to provide plans and specifications necessary for Noble Texas Builders (NTB) to remediate the asphalt pavement and drainage related to the Cityscape and access drive.

NTB will be providing construction services to remediate the work directly related to the original construction contract as part of the 2013 Bond Construction Regional Center for Public Safety Excellence Parking and Site Improvements (Cityscape area) at no additional cost to the College.

**Additional Construction Services**

PCE has included additional construction work in their plans and specifications that was not part of the original scope which they recommend as an improvement due to existing drainage issues. Their recommended additional scope was included as alternates in the plans and specifications. The recommendations and their associated costs are listed in the following table.

| <b>Additional Construction Services for the Regional Center for Public Safety Excellence Drainage Improvements at the Cityscape Area</b> |                                                                                           |                    |
|------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------|--------------------|
| <b>Alternate Number</b>                                                                                                                  | <b>Description of Additional Work Recommended</b>                                         | <b>Cost</b>        |
| 1                                                                                                                                        | Provide 3 feet extension of additional lime treated subgrade to width of Cityscape drives | \$3,879.00         |
| 2                                                                                                                                        | Provide an 8-inch concrete edge curb on both sides of Cityscape drives                    | 55,508.00          |
| 3                                                                                                                                        | Provide rock rip rap at the detention area                                                | 6,086.00           |
| N/A                                                                                                                                      | Provide regrading around Cityscape area and raise asphalt finish elevation 6 inches       | 14,166.00          |
| N/A                                                                                                                                      | Modifications to existing irrigation system (See Note 1)                                  | 8,350.50           |
| <b>Total</b>                                                                                                                             |                                                                                           | <b>\$87,989.50</b> |

Note 1: The estimated cost for the recommended modifications to the existing irrigation system is \$16,701. The contractor has agreed to be responsible for half of the cost in the amount of \$8,350.50.

**Settlement Agreement**

College staff has worked with legal counsel and Noble Texas Builders to develop a settlement agreement outlining the additional scope of work necessary to complete the remediation. This agreement includes the additional work for the drainage improvements at the Cityscape area which is also recommended for Board approval.

**Funding Source**

Funds for the Additional Construction Services for the Regional Center for Public Safety Excellence Drainage Improvements at the Cityscape Area Project 2020-022C1 are available in the Unexpended Construction Plant Fund for use in fiscal year 2019-2020.

**Enclosed Documents**

Enclosed is the proposal from the contractor.

The Facilities Committee recommended Board approval to contract additional construction services with Noble Texas Builders in the amount of \$87,989.50 for the Regional Center for Public Safety Excellence Drainage Improvements at the Cityscape Area Project as presented.

**Recommendation:**

It is recommended that the Board of Trustees of South Texas College approve and authorize the proposed settlement agreement as well as contracting additional construction services with Noble Texas Builders in the amount of \$87,989.50 for the Regional Center for Public Safety Excellence Drainage Improvements at the Cityscape Area Project as presented.

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

The Board of Trustees approves and authorizes the proposed settlement agreement as well as contracting additional construction services with Noble Texas Builders in the amount of \$87,989.50 for the Regional Center for Public Safety Excellence Drainage Improvements at the Cityscape Area Project as presented.

**Approval Recommended:**

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

**Noble Texas Builders**

STC RCPSE - Cityscape Reconstruction  
 Proposal Date: 06/19/2020

Per Perez Consulting Engineer Drawings (Cityscape Reconstruction) dated 5/26/20

**All of the proposed items 1 thru 4 are independent proposals.**

| Item                                                                                                                                                                                                                                                             |                                                                                                     | BASE PROPOSAL |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------|---------------|
| 1                                                                                                                                                                                                                                                                | Alternate # 1 - 3' additional 8" subgrade at the Cityscape perimeter.                               | \$ 3,879      |
| 2                                                                                                                                                                                                                                                                | Alternate # 2 - 8" Concrete Edge Curb as per Sheet C103                                             | \$ 55,508     |
| 3                                                                                                                                                                                                                                                                | Alternate # 3 - Rock Rip Rap per Sheet C104 (Item 4 has to be performed in order to construct this) | \$ 6,086      |
| 4                                                                                                                                                                                                                                                                | Regrading and Raising 6"- Per details 1,2,3 and 4 per Sheet C105. Local site soils to be utilized.  | \$ 14,166     |
| 5                                                                                                                                                                                                                                                                | Existing Irrigation System Modifications.                                                           | \$ 8,350.50   |
| *Bond Included in these Proposals<br>*Due alternate modifications, the irrigation system would need to be modified. Some modifications are also due to original scope. We ask College to consider assisting with half of the Irrigation cost which is \$8,350.50 |                                                                                                     | 19-Jun-20     |

Juan Delgado  
 Project Executive

Noble Texas Builders

## **Review and Action as Necessary on Rejection of Construction Services Proposals for the District Wide Marker Board Replacement Phase III**

Rejection of the construction services proposals for the District Wide Marker Board Replacement Phase III project is requested

### **Purpose**

The rejection of the construction services proposals will allow for proposals to be submitted by contractors and/or subcontractors at a later date for the District Wide Marker Board Replacement Phase III Project.

### **Scheduling Priority**

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

### **Background**

As part of the College's Renewal and Replacement program, staff has planned and budgeted for the replacement of the current marker board material. This third phase of the project includes replacing marker boards in buildings at Pecan Campus, Mid Valley Campus, and Starr County Campus. On April 28, 2020, the Board took no action on contracting construction services for the third phase of this project because the existing marker boards are still in acceptable condition.

Administration now recommends Board rejection of all of the proposals.

The project will be delayed, likely until FY 2021-2022. The life expectancy of the existing marker boards extends beyond this schedule and they will remain functional for use.

The Facilities Committee recommended Board approval to reject construction services proposals for the District Wide Marker Board Replacement Phase III project as presented.

### **Recommendation:**

It is recommended that the Board of Trustees of South Texas College approve and authorize rejection of construction services proposals for the District Wide Marker Board Replacement Phase III project as presented.

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

The Board of Trustees approves and authorizes rejection of construction services proposals for the District Wide Marker Board Replacement Phase III project as presented.

### **Approval Recommended:**

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



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

Approval of the colors and finishes for the Mid Valley Campus Student Union Building F Renovation of Cashiers and Career & Employer Services Areas Project is requested

### **Background**

On October 30, 2018, the Board approved contracting architectural services with Rike Ogden Figueroa Allex Architects, Inc. (ROFA). On March 31, 2020, the Board approved contracting construction services with Noble Texas Builders. ROFA have prepared color boards and interior renderings containing interior paint colors, wall finishes, flooring materials, and millwork finishes for review by the Facilities Committee.

### **Presenters**

Mr. Ricardo De La Garza attended the July 14, 2020 Facilities Committee meeting to present the recommended color boards.

The Facilities Committee recommended Board approval of the colors and finishes option for the Mid Valley Campus Student Union Building F Renovation of Cashiers and Career & Employer Services Areas project, and including the selection of green paint for the Lobby South West View wall as presented.

### **Recommendation:**

It is recommended that the Board of Trustees of South Texas College approve and authorize the colors and finishes option for the Mid Valley Campus Student Union Building F Renovation of Cashiers and Career & Employer Services Areas project, and including the selection of green paint for the Lobby South West View wall as presented.

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

The Board of Trustees approves and authorizes the colors and finishes option for the Mid Valley Campus Student Union Building F Renovation of Cashiers and Career & Employer Services Areas project, and including the selection of green paint for the Lobby South West View wall as presented.

### **Approval Recommended:**

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

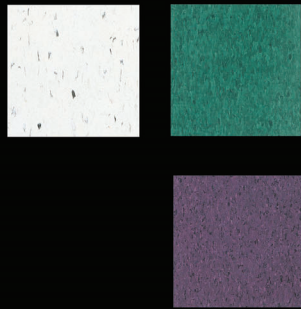
**STUDENT SERVICES RENOVATIONS  
FOR  
SOUTH TEXAS COLLEGE MID-VALLEY CAMPUS**



**PAINT**



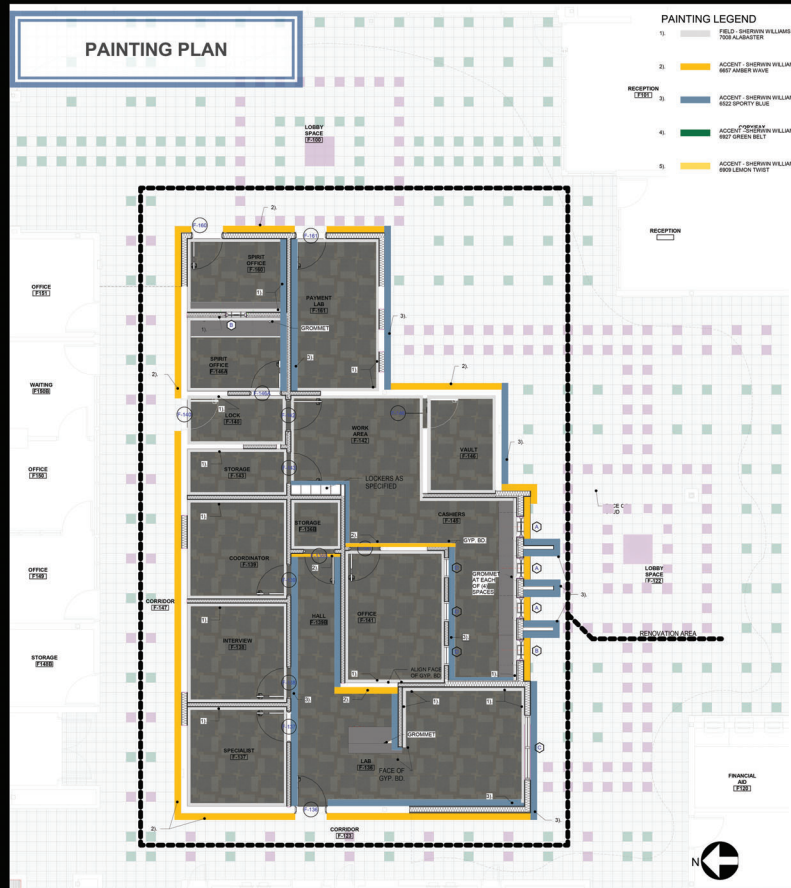
**METAL LOCKERS**



**RESILIENT (VCT) FLOORING**



**RUBBER BASE**



**WORK AREA SOUTH WEST VIEW**



**CASHIERS WEST VIEW**



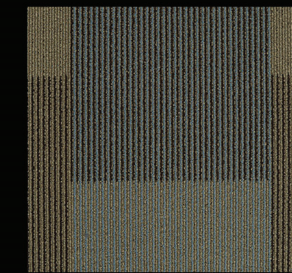
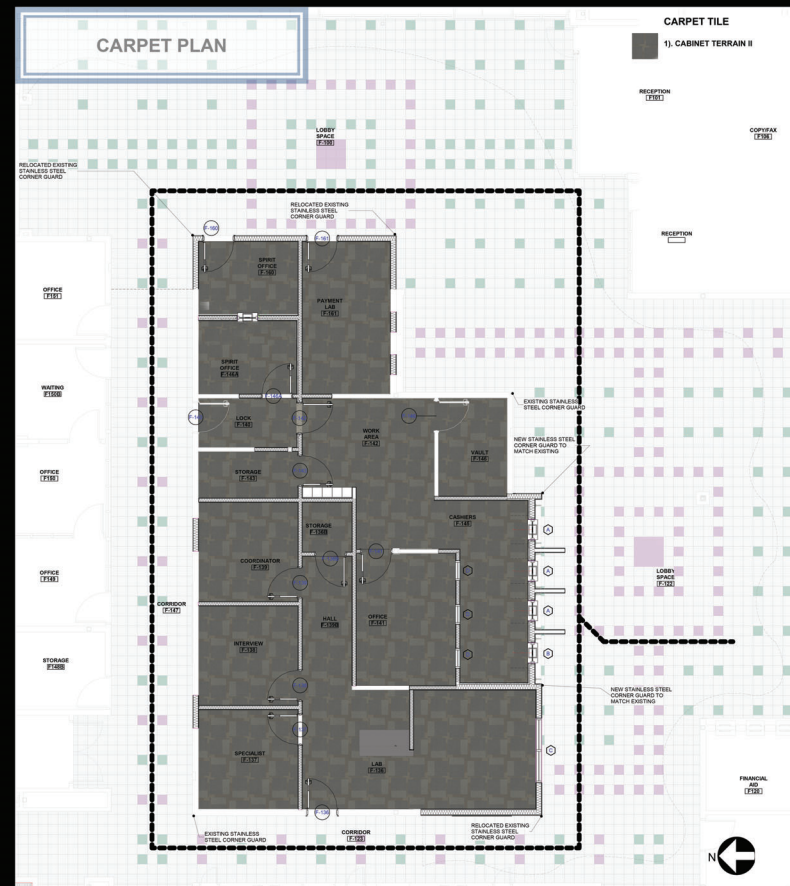
**LOBBY SOUTH EAST VIEW**



**LOBBY SOUTH WEST VIEW**



**LOBBY SOUTH EAST VIEW**



**CARPET TILE**



**LOBBY SOUTH WEST VIEW**



**PLASTIC LAMINATE**



## Review and Action as Necessary on Approval of Substantial Completion of the Pecan Campus Student Activities Building H Renovation for Culinary Arts

Approval of substantial completion of the Pecan Campus Student Activities Building H Renovation for Culinary Arts Project is requested.

| Project                                                                                                                                                                     | Completion Recommended             | Date Received |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------|---------------|
| 1. Pecan Campus Student Activities Building H Renovation for Culinary Arts Project No. 2018-023C<br><br>Architect: EGV Architects, Inc.<br>Contractor: Noble Texas Builders | Substantial Completion Recommended | June 26, 2020 |

This project was submitted in 2018 by the Culinary Arts department and has been reviewed by the FPC department, the President’s Cabinet, the Coordinated Operations Council, the Facilities Committee, and the Board of Trustees. This project was scheduled as an educational space improvement to renovate and expand the previously existing kitchen for use by the Culinary Arts program.

College staff visited the site and developed a construction punch list on June 26, 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 Noble Texas Builders. The original cost approved for this project was \$600,000.

The following table summarizes the current budget status:

| Pecan Campus Student Activities Building H Renovation for Culinary Arts |                          |                         |                    |                      |                   |
|-------------------------------------------------------------------------|--------------------------|-------------------------|--------------------|----------------------|-------------------|
| Construction Budget                                                     | Approved Proposal Amount | Net Total Change Orders | Final Project Cost | Previous Amount Paid | Remaining Balance |
| \$600,000.00                                                            | \$555,000.00             | \$46,423.00             | \$601,423.00       | \$565,072.35         | \$36,350.65       |

### Enclosed Documents

A copy of the Substantial Completion Certificate and photos are enclosed for the Board’s review and information.

The Facilities Committee recommended Board approval of substantial completion of the Pecan Campus Student Activities Building H Renovation for Culinary Arts Project as presented.

**Recommendation:**

It is recommended that the Board of Trustees of South Texas College approve and authorize substantial completion of the Pecan Campus Student Activities Building H Renovation for Culinary Arts Project as presented.

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

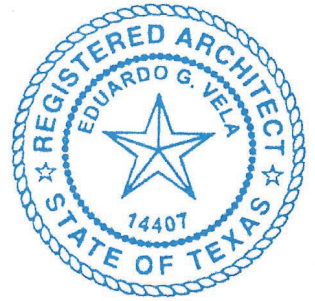
The Board of Trustees approves and authorizes substantial completion of the Pecan Campus Student Activities Building H Renovation for Culinary Arts Project as presented.

**Approval Recommended:**

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



Pecan Campus Student Activities Building H Renovation for the Culinary Arts




## Certificate of Substantial Completion

|                                                                                                                                                                       |                                                                                                          |                                                                                                               |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------|
| <b>PROJECT:</b> <i>(name and address)</i><br>South Texas College Pecan Campus<br>Building H Renovation for Culinary Arts<br>3201 W. Pecan Blvd..<br>McAllen, TX 78501 | <b>CONTRACT INFORMATION:</b><br>Contract For: General Construction<br><br>Date: December 16, 2019        | <b>CERTIFICATE INFORMATION:</b><br>Certificate Number: 1<br><br>Date: June 26, 2020                           |
| <b>OWNER:</b> <i>(name and address)</i><br>South Texas College<br>3201 W. Pecan Blvd.<br>McAllen, TX 78501                                                            | <b>ARCHITECT:</b> <i>(name and address)</i><br>EGV Architects, Inc.<br>P O Box 8627<br>Hidalgo, TX 78557 | <b>CONTRACTOR:</b> <i>(name and address)</i><br>Noble Texas Builders<br>108 S. Main St.<br>La Feria, TX 78559 |

The Work identified below has been reviewed and found, to the Architect's best knowledge, information, and belief, to be substantially complete. Substantial Completion is the stage in the progress of the Work when the Work or designated portion is sufficiently complete in accordance with the Contract Documents so that the Owner can occupy or utilize the Work for its intended use. The date of Substantial Completion of the Project or portion designated below is the date established by this Certificate.  
*(Identify the Work, or portion thereof, that is substantially complete.)*

Entire project with the exception of the items listed on the punch list.

|                                     |                                                                                   |                                           |                                       |
|-------------------------------------|-----------------------------------------------------------------------------------|-------------------------------------------|---------------------------------------|
| EGV Architects, Inc.                |  | Eduardo G. Vela, Architect<br>/ President | June 26, 2020                         |
| <b>ARCHITECT</b> <i>(Firm Name)</i> | <b>SIGNATURE</b>                                                                  | <b>PRINTED NAME AND TITLE</b>             | <b>DATE OF SUBSTANTIAL COMPLETION</b> |

### WARRANTIES

The date of Substantial Completion of the Project or portion designated above is also the date of commencement of applicable warranties required by the Contract Documents, except as stated below:  
*(Identify warranties that do not commence on the date of Substantial Completion, if any, and indicate their date of commencement.)*

As per date of substantial completion above.

### WORK TO BE COMPLETED OR CORRECTED

A list of items to be completed or corrected is attached hereto, or transmitted as agreed upon by the parties, and identified as follows:  
*(Identify the list of Work to be completed or corrected.)*

Refer to attached punch list items.

The failure to include any items on such list does not alter the responsibility of the Contractor to complete all Work in accordance with the Contract Documents. Unless otherwise agreed to in writing, the date of commencement of warranties for items on the attached list will be the date of issuance of the final Certificate of Payment or the date of final payment, whichever occurs first. The Contractor will complete or correct the Work on the list of items attached hereto within Thirty (30) days from the above date of Substantial Completion.

Cost estimate of Work to be completed or corrected: \$30,000.00



The responsibilities of the Owner and Contractor for security, maintenance, heat, utilities, damage to the Work, insurance, and other items identified below shall be as follows:  
*(Note: Owner's and Contractor's legal and insurance counsel should review insurance requirements and coverage.)*

Owner assumes responsibility for security, maintenance, heat, utilities, damage to the work and insurance as of substantial completion date.

The Owner and Contractor hereby accept the responsibilities assigned to them in this Certificate of Substantial Completion:

## Project Fact Sheet

### 7/9/2020

|                                                                                                                                                                                |                                                     |                                                                                                                                                                                                                                |                                                                                      |                                                                   |                                    |                                        |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|-------------------------------------------------------------------|------------------------------------|----------------------------------------|
| <b>Project Name:</b> Pecan Campus - Building H Renovation for Culinary Arts                                                                                                    |                                                     | <b>Project Nos.</b> 2018-023C                                                                                                                                                                                                  |                                                                                      |                                                                   |                                    |                                        |
| <b>Funding Source(s):</b> Unexpended Plant Fund                                                                                                                                | <b>Total Project Budget</b>                         |                                                                                                                                                                                                                                | <b>Actual Expenditures To Date</b>                                                   | <b>Variance of Project Budget vs. Actual Expenditures To Date</b> |                                    |                                        |
|                                                                                                                                                                                | Construction:                                       | \$ 600,000                                                                                                                                                                                                                     | \$ 565,072                                                                           | \$ 34,928                                                         |                                    |                                        |
|                                                                                                                                                                                | Design:                                             | 60,000                                                                                                                                                                                                                         | 48,296                                                                               | 11,704                                                            |                                    |                                        |
|                                                                                                                                                                                | Miscellaneous:                                      | 25,000                                                                                                                                                                                                                         | 5,590                                                                                | 19,410                                                            |                                    |                                        |
|                                                                                                                                                                                | FFE:                                                | 225,000                                                                                                                                                                                                                        | 1,277                                                                                | 223,723                                                           |                                    |                                        |
| Technology:                                                                                                                                                                    | 48,000                                              | 2,373                                                                                                                                                                                                                          | 45,627                                                                               |                                                                   |                                    |                                        |
| <b>Total:</b>                                                                                                                                                                  | <b>\$ 958,000</b>                                   | <b>\$ 622,608</b>                                                                                                                                                                                                              | <b>\$ 335,392</b>                                                                    |                                                                   |                                    |                                        |
| <b>Engineer:</b> EGV Architects                                                                                                                                                | <b>Board Approval of Schematic Design</b> 5/30/2019 |                                                                                                                                                                                                                                |                                                                                      |                                                                   |                                    |                                        |
| <b>Contractor:</b> Noble Texas Builders                                                                                                                                        |                                                     |                                                                                                                                                                                                                                |                                                                                      |                                                                   |                                    |                                        |
| <b>STC FPC Project Manager:</b> Martin Villarreal                                                                                                                              | <b>Substantial Completion</b>                       | TBD                                                                                                                                                                                                                            | <b>Board Acceptance</b>                                                              | TBD                                                               |                                    |                                        |
|                                                                                                                                                                                | <b>Final Completion</b>                             | TBD                                                                                                                                                                                                                            | <b>Board Acceptance</b>                                                              | TBD                                                               |                                    |                                        |
| <b>Project Description</b>                                                                                                                                                     |                                                     | <b>Project Scope</b>                                                                                                                                                                                                           |                                                                                      |                                                                   |                                    |                                        |
| Redesign of the previously existing cafeteria and kitchen spaces to be used for the Culinary Arts program.                                                                     |                                                     | Demolish existing walls and infrastructure, renovation of walls, flooring, ceiling, interior finishes, installation some of kitchen equipment, and adding electrical, data, and HVAC infrastructure for a 4,604 sq. ft. space. |                                                                                      |                                                                   |                                    |                                        |
| <b>Projected Timeline</b>                                                                                                                                                      |                                                     |                                                                                                                                                                                                                                |                                                                                      |                                                                   |                                    |                                        |
| Board Approval of Architect<br>7/24/2018                                                                                                                                       | Board Approval of Schematic Design<br>5/30/2019     | Board Approval of Contractor<br>11/26/2019                                                                                                                                                                                     | Construction Start Date<br>1/23/2020                                                 | Substantial Completion Date<br>6/23/2020                          | Final Completion Date<br>7/28/2020 | FFE Completion of Move In<br>8/28/2020 |
| <b>Project Calendar of Expenditures by Fiscal Year</b>                                                                                                                         |                                                     |                                                                                                                                                                                                                                |                                                                                      |                                                                   |                                    |                                        |
| <b>Fiscal Year</b>                                                                                                                                                             | <b>Construction</b>                                 | <b>Design</b>                                                                                                                                                                                                                  | <b>Misc.</b>                                                                         | <b>FFE</b>                                                        | <b>Tech</b>                        | <b>Project Total</b>                   |
| 2017-18                                                                                                                                                                        | \$ -                                                | \$ -                                                                                                                                                                                                                           | \$ 586                                                                               | \$ -                                                              | \$ -                               | \$ 586                                 |
| 2018-19                                                                                                                                                                        | -                                                   | 38,997                                                                                                                                                                                                                         | 1,785                                                                                | -                                                                 | -                                  | \$ 40,782                              |
| 2019-20                                                                                                                                                                        | 565,072                                             | 9,298                                                                                                                                                                                                                          | 3,219                                                                                | 1,277                                                             | 2,373                              | \$ 581,239                             |
| <b>Project Total</b>                                                                                                                                                           | <b>\$ 565,072</b>                                   | <b>\$ 48,296</b>                                                                                                                                                                                                               | <b>\$ 5,590</b>                                                                      | <b>\$ 1,277</b>                                                   | <b>\$ 2,373</b>                    | <b>\$ 622,608</b>                      |
| <b>Current Agenda Item</b>                                                                                                                                                     |                                                     |                                                                                                                                                                                                                                |                                                                                      |                                                                   |                                    |                                        |
| 7/14/20 Facilities Committee: Review and Recommend Action on Approval of Substantial Completion of the Pecan Campus Student Activities Building H Renovation for Culinary Arts |                                                     |                                                                                                                                                                                                                                |                                                                                      |                                                                   |                                    |                                        |
|                                                                                             |                                                     |                                                                                                                                                                                                                                |  |                                                                   |                                    |                                        |

## Review and Action as Necessary on Approval of Substantial Completion of the Mid Valley Campus Existing Thermal Plant Demolition

Approval of substantial completion of the Mid Valley Campus Existing Thermal Plant Demolition Project is requested.

| Project                                                                                                                                                  | Completion Recommended             | Date Received |
|----------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------|---------------|
| 1. Mid Valley Campus Existing Thermal Plant Demolition Project No. 2017-0120<br><br>Architect: ROFA Architects, Inc.<br>Contractor: R.L. Abatement, Inc. | Substantial Completion Recommended | June 26, 2020 |

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

College staff visited the site and developed a construction punch list on June 26, 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 R. L. Abatement. The original cost approved for this project was \$160,000.

The following table summarizes the current budget status:

| Mid Valley Campus Existing Thermal Plant Demolition |                          |                         |                    |                      |                   |
|-----------------------------------------------------|--------------------------|-------------------------|--------------------|----------------------|-------------------|
| Revised Construction Budget                         | Approved Proposal Amount | Net Total Change Orders | Final Project Cost | Previous Amount Paid | Remaining Balance |
| \$67,200                                            | \$33,000                 | \$0                     | \$33,000           | \$0                  | \$33,000          |

### Enclosed Documents

A copy of the Substantial Completion Certificate and photos are enclosed for the Board’s review and information.

The Facilities Committee recommended Board approval of substantial completion of the Mid Valley Campus Existing Thermal Plant Demolition Project as presented.

### Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize substantial completion of the Mid Valley Campus Existing Thermal Plant Demolition Project as presented.



**The Following Minute Order is proposed for consideration by the Board of Trustees:**  
The Board of Trustees approves and authorizes substantial completion of the Mid Valley Campus Existing Thermal Plant Demolition Project as presented.

**Approval Recommended:**

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



## Mid Valley Campus Existing Thermal Plant Demolition



**AIA**<sup>®</sup>

# Document G704™ – 2017

## Certificate of Substantial Completion

|                                                                                                             |                                                                                                                                          |                                                                                                       |
|-------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------|
| <b>PROJECT:</b> <i>(name and address)</i><br>STC MVC Existing Thermal Plant<br>Demolition                   | <b>CONTRACT INFORMATION:</b><br>Contract For: General Construction<br><br>Date: April 14, 2020                                           | <b>CERTIFICATE INFORMATION:</b><br>Certificate Number: 001<br><br>Date: July 2, 2020                  |
| <b>OWNER:</b> <i>(name and address)</i><br>South Texas College<br><br>P.O. Box 9701<br>McAllen, Texas 78502 | <b>ARCHITECT:</b> <i>(name and address)</i><br>Rike Ogden Figueroa Alex Architects<br>Inc.<br>1007 Walnut Avenue<br>McAllen, Texas 78501 | <b>CONTRACTOR:</b> <i>(name and address)</i><br>R.L. Abatement<br><br>PO Box 332<br>Weslaco, TX 78599 |

The Work identified below has been reviewed and found, to the Architect's best knowledge, information, and belief, to be substantially complete. Substantial Completion is the stage in the progress of the Work when the Work or designated portion is sufficiently complete in accordance with the Contract Documents so that the Owner can occupy or utilize the Work for its intended use. The date of Substantial Completion of the Project or portion designated below is the date established by this Certificate.

*(Identify the Work, or portion thereof, that is substantially complete.)*

Project scope of work has been substantially completed, in its entirety.

Rike Ogden Figueroa  
Alex Architects Inc.

  
SIGNATURE

Mr. Luis A. Figueroa,  
AIA, Principal

PRINTED NAME AND TITLE

June 26, 2020

DATE OF SUBSTANTIAL COMPLETION

### WARRANTIES

The date of Substantial Completion of the Project or portion designated above is also the date of commencement of applicable warranties required by the Contract Documents, except as stated below:

*(Identify warranties that do not commence on the date of Substantial Completion, if any, and indicate their date of commencement.)*

### WORK TO BE COMPLETED OR CORRECTED

A list of items to be completed or corrected is attached hereto, or transmitted as agreed upon by the parties, and identified as follows:

*(Identify the list of Work to be completed or corrected.)*

1. Debris that needs to be raked and cleaned up at hydromulched area.
2. Seal around conduit into the interior space.
3. Provide Identification label for new panelboard.
4. The index of circuit shall be typed and laminated.
5. On the existing panelboard, identify the new breaker.

Reference attached MEP Observation Report.


The failure to include any items on such list does not alter the responsibility of the Contractor to complete all Work in accordance with the Contract Documents. Unless otherwise agreed to in writing, the date of commencement of warranties for items on the attached list will be the date of issuance of the final Certificate of Payment or the date of final payment, whichever occurs first. The Contractor will complete or correct the Work on the list of items attached hereto within 30 (Thirty) days from the above date of Substantial Completion.

Cost estimate of Work to be completed or corrected: \$500.00


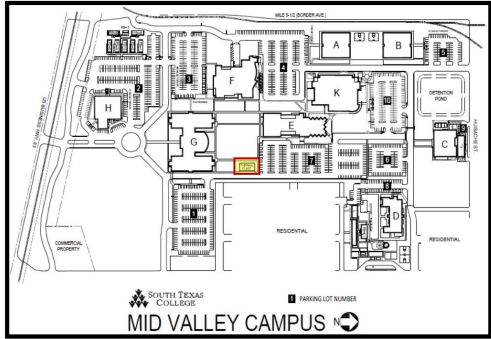
The responsibilities of the Owner and Contractor for security, maintenance, heat, utilities, damage to the Work, insurance, and other items identified below shall be as follows:

*(Note: Owner's and Contractor's legal and insurance counsel should review insurance requirements and coverage.)*

The Owner and Contractor hereby accept the responsibilities assigned to them in this Certificate of Substantial Completion:

|                                        |                                                                                   |                                     |             |
|----------------------------------------|-----------------------------------------------------------------------------------|-------------------------------------|-------------|
| R.L. Abatement                         |  | Roberto Valladares, Jr. (President) | 07/06/2020  |
| <b>CONTRACTOR</b> ( <i>Firm Name</i> ) | <b>SIGNATURE</b>                                                                  | <b>PRINTED NAME AND TITLE</b>       | <b>DATE</b> |
| South Texas College                    |                                                                                   |                                     |             |
| <b>OWNER</b> ( <i>Firm Name</i> )      | <b>SIGNATURE</b>                                                                  | <b>PRINTED NAME AND TITLE</b>       | <b>DATE</b> |

### Project Fact Sheet 7/9/2020

|                                                                                                                                                                                                                                                                                                                         |                                    |                                                                               |                                                                                      |                             |                       |                           |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------|-------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|-----------------------------|-----------------------|---------------------------|
| <b>Project Name:</b> Mid Valley Campus - Thermal Plant Demolition                                                                                                                                                                                                                                                       |                                    | <b>Project No.</b> 2017-012C                                                  |                                                                                      |                             |                       |                           |
| <b>Funding Source(s):</b> Unexpended Plant Fund                                                                                                                                                                                                                                                                         |                                    |                                                                               | <b>Actual</b>                                                                        | <b>Variance of Revised</b>  |                       |                           |
|                                                                                                                                                                                                                                                                                                                         |                                    |                                                                               | <b>Revised</b>                                                                       | <b>Expenditures</b>         |                       |                           |
|                                                                                                                                                                                                                                                                                                                         |                                    |                                                                               | <b>Budget</b>                                                                        | <b>To Date</b>              |                       |                           |
|                                                                                                                                                                                                                                                                                                                         |                                    |                                                                               | <b>Budget vs. Actual</b>                                                             |                             |                       |                           |
|                                                                                                                                                                                                                                                                                                                         |                                    |                                                                               | <b>Expenditures To Date</b>                                                          |                             |                       |                           |
|                                                                                                                                                                                                                                                                                                                         |                                    |                                                                               | <b>Expenditures To Date</b>                                                          |                             |                       |                           |
|                                                                                                                                                                                                                                                                                                                         |                                    | <b>Original Budget</b>                                                        |                                                                                      |                             |                       |                           |
| Construction:                                                                                                                                                                                                                                                                                                           |                                    | \$ 160,000                                                                    | \$ 67,200                                                                            | \$ -                        |                       |                           |
| Design:                                                                                                                                                                                                                                                                                                                 |                                    | 16,000                                                                        | 8,000                                                                                | 4,163                       |                       |                           |
| Miscellaneous:                                                                                                                                                                                                                                                                                                          |                                    | 4,812                                                                         | 3,200                                                                                | 1,422                       |                       |                           |
| FFE:                                                                                                                                                                                                                                                                                                                    |                                    | -                                                                             | -                                                                                    | -                           |                       |                           |
| Technology:                                                                                                                                                                                                                                                                                                             |                                    | 6,000                                                                         | 4,000                                                                                | -                           |                       |                           |
| <b>Total:</b>                                                                                                                                                                                                                                                                                                           |                                    | <b>\$ 186,812</b>                                                             | <b>\$ 82,400</b>                                                                     | <b>\$ 5,584</b>             |                       |                           |
| <b>Architect:</b> Rike Ogden Figueroa Allex Architects, Inc.                                                                                                                                                                                                                                                            |                                    | <b>Board Approval of Schematic Design</b> N/A                                 |                                                                                      |                             |                       |                           |
| <b>Contractor:</b> R. L. Abatement, Inc.                                                                                                                                                                                                                                                                                |                                    |                                                                               |                                                                                      |                             |                       |                           |
| <b>STC FPC Project Manager:</b> Samuel Saldana                                                                                                                                                                                                                                                                          |                                    | <b>Substantial Completion</b> TBD                                             |                                                                                      |                             |                       |                           |
|                                                                                                                                                                                                                                                                                                                         |                                    | <b>Board Acceptance</b> TBD                                                   |                                                                                      |                             |                       |                           |
|                                                                                                                                                                                                                                                                                                                         |                                    | <b>Final Completion</b> TBD                                                   |                                                                                      |                             |                       |                           |
|                                                                                                                                                                                                                                                                                                                         |                                    | <b>Board Acceptance</b> TBD                                                   |                                                                                      |                             |                       |                           |
| <b>Project Description</b>                                                                                                                                                                                                                                                                                              |                                    | <b>Project Scope</b>                                                          |                                                                                      |                             |                       |                           |
| The existing Thermal Plant was requested to be renovated as an unconditioned covered space and used as a storage area for the Mid Valley Campus. The feasibility and cost for renovation vs the cost of demolishing the space had been requested. It was recommendation by the Architects to have the space demolished. |                                    | Existing Thermal Plant to be demolished. Area will be cleaned and landscaped. |                                                                                      |                             |                       |                           |
| <b>Projected Timeline</b>                                                                                                                                                                                                                                                                                               |                                    |                                                                               |                                                                                      |                             |                       |                           |
| Board Approval of Architect                                                                                                                                                                                                                                                                                             | Board Approval of Schematic Design | Board Approval of Contractor                                                  | Construction Start Date                                                              | Substantial Completion Date | Final Completion Date | FFE Completion of Move In |
| 10/30/2018                                                                                                                                                                                                                                                                                                              | 8/27/2019                          | 3/31/2020                                                                     | 6/4/2020                                                                             | 6/26/2020                   | 7/26/2020             | N/A                       |
| <b>Project Calendar of Expenditures by Fiscal Year</b>                                                                                                                                                                                                                                                                  |                                    |                                                                               |                                                                                      |                             |                       |                           |
| <b>Fiscal Year</b>                                                                                                                                                                                                                                                                                                      | <b>Construction</b>                | <b>Design</b>                                                                 | <b>Misc.</b>                                                                         | <b>FFE</b>                  | <b>Tech</b>           | <b>Project Total</b>      |
| 2018-19                                                                                                                                                                                                                                                                                                                 | \$ -                               | \$ 833                                                                        | \$ 1,012                                                                             | \$ -                        | \$ -                  | \$ 1,844                  |
| 2019-20                                                                                                                                                                                                                                                                                                                 |                                    | \$ 3,330                                                                      | \$ 915                                                                               |                             |                       | \$ 4,245                  |
| <b>Project Total</b>                                                                                                                                                                                                                                                                                                    | <b>\$ -</b>                        | <b>\$ 4,163</b>                                                               | <b>\$ 1,926</b>                                                                      | <b>\$ -</b>                 | <b>\$ -</b>           | <b>\$ 6,089</b>           |
| <b>Current Agenda Item</b>                                                                                                                                                                                                                                                                                              |                                    |                                                                               |                                                                                      |                             |                       |                           |
| 7/14/20 Facilities Committee: Review and Recommend Action on Approving Substantial Completion of the Mid Valley Campus Existing Thermal Plant Demolition                                                                                                                                                                |                                    |                                                                               |                                                                                      |                             |                       |                           |
|                                                                                                                                                                                                                                      |                                    |                                                                               |  |                             |                       |                           |

**Review and Action as Necessary on Approval of Final Completion of the Pecan Campus Arbor Brick Columns Repair & Replacement**

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

| Project |                                                                                                                   | Completion Recommended       | Date Received |
|---------|-------------------------------------------------------------------------------------------------------------------|------------------------------|---------------|
| 1.      | Pecan Campus Arbor Brick Columns Repair & Replacement Project No. 2017-016R<br><br>Contractor: Limon Masonry, LLC | Final Completion Recommended | May 20, 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.

Final Completion, including punch list items, was accomplished as required in the Owner/Contractor agreement for this project. It is recommended that final completion and release of final payment for this project with Limon Masonry, LLC be approved. The original cost approved for this project was \$200,000.

The following chart summarizes the above information:

| Pecan Campus Arbor Brick Columns Repair & Replacement |                          |                                         |                         |                    |                      |                   |
|-------------------------------------------------------|--------------------------|-----------------------------------------|-------------------------|--------------------|----------------------|-------------------|
| Construction Budget                                   | Approved Proposal Amount | FY 18-19 Balance from Expedited Repairs | 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       | \$142,382.20         | \$7,400.00        |

On May 20, 2020, College staff inspected the site to confirm that all punch list items were completed.

**Enclosed Documents**

A copy of the final completion letter is enclosed for the Board's review and information.

The Facilities Committee recommended Board approval of final completion and release of final payment of \$7,400 to Limon Masonry, LLC for the Pecan Campus Arbor Brick Columns Repair & Replacement Project as presented.

**Recommendation:**

It is recommended that the Board of Trustees of South Texas College approve and authorize final completion and release of final payment of \$7,400 to Limon Masonry, LLC for the Pecan Campus Arbor Brick Columns Repair & Replacement Project as presented.

**The Following Minute Order is proposed for consideration by the Board of Trustees:**  
The Board of Trustees approves and authorizes final completion and release of final payment of \$7,400 to Limon Masonry, LLC for the Pecan Campus Arbor Brick Columns Repair & Replacement Project as presented.

**Approval Recommended:**

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



MAY 22 2020 PM 1:39

108 W 18<sup>th</sup> Street  
Mission, TX 78572  
Tel 956 631-1500  
www.solorio.com

5/20/2020

South Texas College  
Mr. Ricardo De La Garza, Director of  
Facilities Planning and Construction  
P. O. Box 9701  
McAllen, TX 78501

Re: South Texas College, Pecan Campus Arbor Brick Columns Repair and Replacement,  
McAllen, Texas

Project No: 19101

Dear Mr. De La Garza,

To the best of our knowledge, all work has been performed as per structural construction drawings prepared by our office.

Limon Masonry has completed the punch list items, except for light fixtures on three columns. We recommend release of final payment to Limon Masonry for the above referenced project once the closing documents have been submitted and the three light fixtures have been installed.

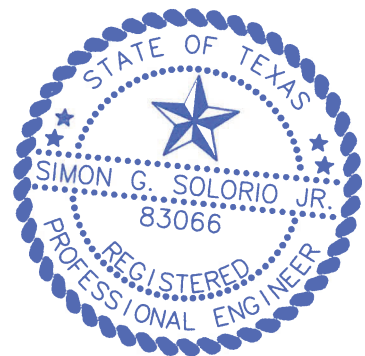
It has been a pleasure to have been able to serve you in this matter. Should any questions arise, please feel free to call me.

Respectfully Submitted,

Solorio, Inc. (F-1616)

Simon G. Solorio, PE



5/20/2020



ENGINEERING COMMUNITY PRIDE



**Project Fact Sheet**  
**7/9/2020**

|                                                                                                                                                |                                               |                                                                                                                                                                   |                                        |                                                                                      |                                                                            |                           |  |
|------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------|--------------------------------------------------------------------------------------|----------------------------------------------------------------------------|---------------------------|--|
| <b>Project Name:</b> Pecan Campus - Arbor Brick Column Repairs and Replacement                                                                 |                                               | <b>Project No.</b> 2017-016R                                                                                                                                      |                                        |                                                                                      |                                                                            |                           |  |
| <b>Funding Source(s):</b> Renewals & Replacements                                                                                              | <b>Project Budget<br/>FY 2019-2020</b>        |                                                                                                                                                                   | <b>Actual Expenditures<br/>To Date</b> |                                                                                      | <b>Variance of Original<br/>Budget vs. Actual<br/>Expenditures To Date</b> |                           |  |
|                                                                                                                                                | Construction:                                 | \$ 200,000                                                                                                                                                        | \$ 142,382                             | \$ 57,618                                                                            |                                                                            |                           |  |
|                                                                                                                                                | Design:                                       | 11,000                                                                                                                                                            | -                                      | 11,000                                                                               |                                                                            |                           |  |
|                                                                                                                                                | Miscellaneous:                                | 10,000                                                                                                                                                            | 3,240                                  | 6,760                                                                                |                                                                            |                           |  |
|                                                                                                                                                | FFE:<br>Technology:                           | -<br>-                                                                                                                                                            | -<br>-                                 | -<br>-                                                                               |                                                                            |                           |  |
| <b>Total:</b>                                                                                                                                  | <b>\$ 221,000</b>                             | <b>\$ 145,623</b>                                                                                                                                                 | <b>\$ 75,378</b>                       |                                                                                      |                                                                            |                           |  |
| <b>Architect/Engineer:</b> Solorio Inc.<br><b>Contractor:</b> Limon Masonry, LLC                                                               | <b>Board Approval of Schematic Design</b> N/A |                                                                                                                                                                   |                                        |                                                                                      |                                                                            |                           |  |
| <b>STC FPC Project Manager:</b> Martin Villarreal                                                                                              | <b>Substantial Completion</b>                 |                                                                                                                                                                   | <b>Board Acceptance</b>                |                                                                                      | TBD                                                                        |                           |  |
|                                                                                                                                                | TBD                                           |                                                                                                                                                                   | TBD                                    |                                                                                      | TBD                                                                        |                           |  |
|                                                                                                                                                | <b>Final Completion</b>                       |                                                                                                                                                                   | <b>Board Acceptance</b>                |                                                                                      | TBD                                                                        |                           |  |
| <b>Project Description</b>                                                                                                                     |                                               | <b>Project Scope</b>                                                                                                                                              |                                        |                                                                                      |                                                                            |                           |  |
| Repairing and replacement of the damaged arbor brick columns at the exterior entry arbors throughout Pecan Campus.                             |                                               | Demolish existing arbor brick columns that have developed cracks and rebuild brick columns with new brick veneer and steel columns at the twelve arbor locations. |                                        |                                                                                      |                                                                            |                           |  |
| <b>Projected Timeline</b>                                                                                                                      |                                               |                                                                                                                                                                   |                                        |                                                                                      |                                                                            |                           |  |
| Board Approval of Architect                                                                                                                    | Board Approval of Schematic Design            | Board Approval of Contractor                                                                                                                                      | Construction Start Date                | Substantial Completion Date                                                          | Final Completion Date                                                      | FFE Completion of Move In |  |
| N/A                                                                                                                                            | N/A                                           | 12/10/2019                                                                                                                                                        | 1/2/2020                               | 4/13/2020                                                                            | 5/20/2020                                                                  | N/A                       |  |
| <b>Project Calendar of Expenditures by Fiscal Year</b>                                                                                         |                                               |                                                                                                                                                                   |                                        |                                                                                      |                                                                            |                           |  |
| <b>Fiscal Year</b>                                                                                                                             | <b>Construction</b>                           | <b>Design</b>                                                                                                                                                     | <b>Misc.</b>                           | <b>FFE</b>                                                                           | <b>Tech</b>                                                                | <b>Project Total</b>      |  |
| 2019-20                                                                                                                                        | \$ 142,382                                    | \$ -                                                                                                                                                              | \$ 3,240                               | \$ -                                                                                 | \$ -                                                                       | \$ 145,623                |  |
| <b>Project Total</b>                                                                                                                           | <b>\$ 142,382</b>                             | <b>\$ -</b>                                                                                                                                                       | <b>\$ 3,240</b>                        | <b>\$ -</b>                                                                          | <b>\$ -</b>                                                                | <b>\$ 145,623</b>         |  |
| <b>Current Agenda Item</b>                                                                                                                     |                                               |                                                                                                                                                                   |                                        |                                                                                      |                                                                            |                           |  |
| 7/14/2020 Facilities Committee: Review and Recommend Action on Final Completion of the Pecan Campus Arbor Brick Columns Repair and Replacement |                                               |                                                                                                                                                                   |                                        |                                                                                      |                                                                            |                           |  |
|                                                             |                                               |                                                                                                                                                                   |                                        |  |                                                                            |                           |  |

## **Review and Action as Necessary on Renewal of Lease Agreement with Pharr-San Juan-Alamo Independent School District**

Approval of the renewal of the facility lease agreement with Pharr-San Juan-Alamo Independent School District (PSJA ISD) for use of space in the College, Career & Technology Academy (CCTA) building in Pharr by South Texas College is requested.

### **Purpose**

Authorization is being requested to renew the current facility lease agreement for use by South Texas College as classroom facilities.

### **Justification**

The renewal of the lease of this facility is needed to continue to accommodate classes being offered by South Texas College.

### **Background**

At the July 24, 2018 Board meeting, the Board approved the initial facility lease agreement with PSJA ISD with the option to renew for four (4) successive terms. At the July 23, 2019 Board meeting, the Board approved the first renewal for the period of August 15, 2019 to August 14, 2020. Staff recommends approval of the second of four renewals of the facility lease agreement for use starting August 15, 2020 to August 14, 2021.

| Facility                                                                                          | Initial Term      | Optional Renewal Periods                                                 | Lease Cost                                                            |
|---------------------------------------------------------------------------------------------------|-------------------|--------------------------------------------------------------------------|-----------------------------------------------------------------------|
| PSJA ISD – CCTA Building – Classrooms, HVAC Lab, PMT Lab, Computer Lab, and Electrical Trades Lab | 8/15/18 – 8/14/19 | 8/15/19-8/14/20<br>8/15/20-8/14/21<br>8/15/21-8/14/22<br>8/15/22-8/14/23 | \$1 annually plus prorated cost of security, custodial, and utilities |

The estimated expense for this lease for FY 2019-2020 is \$21,587.79.

### **Funding Source**

Funds for these expenditures are budgeted in the Facilities Lease budget for FY 2020-2021.

The Facilities Committee recommended Board approval of the renewal of the classroom lease agreement with PSJA ISD for use of the CCTA building by South Texas College for the period of starting August 15, 2020 to August 14, 2021 as presented.

### **Recommendation:**

It is recommended that the Board of Trustees of South Texas College approve and authorize the renewal of the classroom lease agreement with PSJA ISD for use of the CCTA building by South Texas College for the period of starting August 15, 2020 to August 14, 2021 as presented.

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

The Board of Trustees approves and authorizes the renewal of the classroom lease agreement with PSJA ISD for use of the CCTA building by South Texas College for the period of starting August 15, 2020 to August 14, 2021 as presented.

**Approval Recommended:**

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

## **Review and Action as Necessary on Unexpended Plant Fund – Construction Proposed Projects and Preliminary Budgets for Fiscal Year 2020 – 2021**

Mary Elizondo and Ricardo de la Garza will review the proposed Unexpended Plant Fund - Construction Projects budgeted for FY 2020 - 2021. The proposed projects listed are managed by the College's Facilities Planning & Construction Department staff.

The definitions below provide a brief description of the Construction Projects and funding source:

### **Unexpended Plant Fund**

The College utilizes the Unexpended Plant Fund to budget and fund new renovation and construction projects turned Capital Improvements Projects (CIPs).

The College's construction fund projects are identified on an annual basis through a broad-based involvement of Administration, President's Administrative Staff, and the Coordinated Operations Council to determine construction needs and priorities.

### **Capital Improvements Projects**

The CIPs are projects requested and reviewed by College personnel for new renovation and construction. In the CIP process, the College's administrative staff, in conjunction with their respective department/division staff, identify facility improvement needs and justifications. The various needs are described on a CIP form which includes a project description and evaluation criteria. The evaluation criteria requires the submitter to provide written statements describing how the proposed improvement supports the College's Strategic Directions. This CIP process was developed in order to prioritize improvements, provide an equitable opportunity, and provide an integrated planning process supporting the College mission and related priorities.

A report summarizing the proposed preliminary Unexpended Plant Funds Construction projects and budgets for Fiscal Year 2020 - 2021 is enclosed for the Committee's review and information. The proposed preliminary budget details Construction, Design, FFE (Furniture, Fixtures, & Equipment), Miscellaneous Items, Technology Equipment, and Security Equipment follows in the packet. The Miscellaneous items include materials testing, surveys, cost of advertisement, cost of printing, and related fees required by the governing authorities. The proposed projects will be included in the Unexpended Plant Fund - Construction Fund budget. Mary Elizondo, Vice President of the Finance & Administrative Services Division, and Ricardo de la Garza, Director of Facilities Planning & Construction, will be present to address questions related to the proposed projects and budget.

The Facilities Committee deferred the review of the Unexpended Plant Fund – Construction proposed projects and preliminary budgets for fiscal year 2020 – 2021 until the July 28, 2020 Regular Board Meeting.

**Recommendation:**

It is recommended that the Board of Trustees of South Texas College approve and authorize action as necessary on the Unexpended Plant Fund – Construction proposed projects and preliminary budgets for fiscal year 2020 – 2021.

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

The Board of Trustees approves and authorizes action as necessary on the Unexpended Plant Fund – Construction proposed projects and preliminary budgets for fiscal year 2020 – 2021.

**Approval Recommended:**

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

**South Texas College  
Unexpended Plant Fund - Capital Improvement Projects  
FY21 Proposed Projects and Budget**

| #                                 | Project Name                                                             | Project Description                                                                                                                                                                         | Construction        | Design              | Misc.             | FFE               | Tech             | Security    | Carryover<br>FY20   | New<br>FY21       | Total Proposed<br>Budget<br>FY21 |
|-----------------------------------|--------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|---------------------|-------------------|-------------------|------------------|-------------|---------------------|-------------------|----------------------------------|
| <b>A. Pecan Campus</b>            |                                                                          |                                                                                                                                                                                             |                     |                     |                   |                   |                  |             |                     |                   |                                  |
| 1                                 | Sand Volleyball Courts                                                   | Construct two sand volleyball courts within the existing athletic fields.                                                                                                                   | \$ 43,000           | \$ 1,000            | \$ 450            | \$ -              | \$ -             | \$ -        | \$ 44,450           | \$ -              | \$ 44,450                        |
| 2                                 | Library Building F Renovation                                            | Construct new or renovate existing Library Building F.                                                                                                                                      | 500,000             | 842,266             | 100,000           | -                 | -                | -           | 1,442,266           | -                 | 1,442,266                        |
| 3                                 | Student Activities Center Building H Cafeteria Renovation                | Retrofit existing kitchen, serving area, scullery, office, and storage areas for use by Culinary Arts.                                                                                      | 4,677               | -                   | -                 | 150,000           | -                | -           | 154,677             | -                 | 154,677                          |
| 4                                 | Information Technology Building M Office and Work Space Renovation       | Redesign four (4) classrooms into office spaces for use by IS&P.                                                                                                                            | 380,000             | 15,935              | 1,000             | 80,000            | 27,500           | -           | 504,435             | -                 | 504,435                          |
| 5                                 | Business and Science Building G Classroom Renovation                     | Renovate (3) existing classrooms into multipurpose classrooms for the Geology and Physical Science programs.                                                                                | 188,000             | 8,000               | 4,700             | 67,000            | -                | -           | 267,700             | -                 | 267,700                          |
| 6                                 | Student Services Building K Renovations*                                 | Renovation of advising, financial aid, and cashier areas.                                                                                                                                   | -                   | 25,000              | 1,200             | -                 | -                | -           | -                   | 26,200            | 26,200                           |
| 7                                 | New Continuing Education Building*                                       | Construct a new Continuing Education Building at the Pecan Campus west property.                                                                                                            | -                   | 355,500             | 42,660            | -                 | -                | -           | -                   | 398,160           | 398,160                          |
| <b>Pecan Campus Subtotal</b>      |                                                                          |                                                                                                                                                                                             | <b>\$ 1,115,677</b> | <b>\$ 1,247,701</b> | <b>\$ 150,010</b> | <b>\$ 297,000</b> | <b>\$ 27,500</b> | <b>\$ -</b> | <b>\$ 2,413,528</b> | <b>\$ 424,360</b> | <b>\$ 2,837,888</b>              |
| <b>B. Pecan Plaza</b>             |                                                                          |                                                                                                                                                                                             |                     |                     |                   |                   |                  |             |                     |                   |                                  |
| 8                                 | West Building C Kinesiology Renovation                                   | Renovate the Kinesiology Department facilities to include an upgrade for the restrooms, a separate storage space for first aid and CPR, and four areas of chain link storage for equipment. | \$ 122,000          | \$ 10,000           | \$ 4,538          | \$ 6,000          | \$ -             | \$ -        | \$ 142,538          | \$ -              | \$ 142,538                       |
| 9                                 | Human Resources Building A Renovations                                   | Renovate offices on the west side of the Human Resources Building A vacated by Institutional Research & Effectiveness and Research & Analytical Services Departments.                       | 75,000              | 7,500               | 4,000             | 27,250            | 27,250           | -           | -                   | 141,000           | 141,000                          |
| 10                                | Human Resources Building A Entry Courtyard Improvements                  | Provide security fence enclosure at north courtyard entrance.                                                                                                                               | 15,000              | -                   | 1,000             | -                 | -                | -           | -                   | 16,000            | 16,000                           |
| <b>Pecan Plaza Subtotal</b>       |                                                                          |                                                                                                                                                                                             | <b>\$ 212,000</b>   | <b>\$ 17,500</b>    | <b>\$ 9,538</b>   | <b>\$ 33,250</b>  | <b>\$ 27,250</b> | <b>\$ -</b> | <b>\$ 142,538</b>   | <b>\$ 157,000</b> | <b>\$ 299,538</b>                |
| <b>C. Mid Valley Campus</b>       |                                                                          |                                                                                                                                                                                             |                     |                     |                   |                   |                  |             |                     |                   |                                  |
| 11                                | Student Union Building F Renovation                                      | Redesign cashier, admission area, and quiet room inside Student Union Building F for use by Veterans, Career Placement, and Cashier Departments.                                            | \$ 214,966          | \$ 10,000           | \$ 1,700          | \$ 32,000         | \$ 50,000        | \$ -        | \$ 308,666          | \$ -              | \$ 308,666                       |
| 12                                | Center for Learning Excellence Building A Conversion of Cafeteria to CLE | Convert Existing unused cafeteria space at MV A107 into CLE support space.                                                                                                                  | 132,000             | 14,200              | 2,000             | 50,000            | 25,000           | -           | 223,200             | -                 | 223,200                          |
| <b>Mid Valley Campus Subtotal</b> |                                                                          |                                                                                                                                                                                             | <b>\$ 346,966</b>   | <b>\$ 24,200</b>    | <b>\$ 3,700</b>   | <b>\$ 82,000</b>  | <b>\$ 75,000</b> | <b>\$ -</b> | <b>\$ 531,866</b>   | <b>\$ -</b>       | <b>\$ 531,866</b>                |

**South Texas College  
Unexpended Plant Fund - Capital Improvement Projects  
FY21 Proposed Projects and Budget**

| #                                                            | Project Name                                                                         | Project Description                                                                                                                                                                                                                                                                                                                                | Construction        | Design            | Misc.            | FFE               | Tech             | Security         | Carryover FY20      | New FY21          | Total Proposed Budget FY21 |
|--------------------------------------------------------------|--------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|-------------------|------------------|-------------------|------------------|------------------|---------------------|-------------------|----------------------------|
| <b>D. Technology Campus</b>                                  |                                                                                      |                                                                                                                                                                                                                                                                                                                                                    |                     |                   |                  |                   |                  |                  |                     |                   |                            |
| 13                                                           | Emerging Technologies Building A & Advanced Technical Careers Building B Renovations | This project is to renovate Buildings A and B to meet the current and future needs to include but not limited to the following:<br>- Redesign atrium space for various events, seating, and enhancing acoustics of Advanced Technical Careers Building B.<br>- Renovate and expand the existing kitchen.<br>- Redesign of student information area | \$ -                | \$ 128,000        | \$ 22,500        | \$ -              | \$ -             | \$ -             | \$ 150,500          | \$ -              | \$ 150,500                 |
| <b>Technology Campus Subtotal</b>                            |                                                                                      |                                                                                                                                                                                                                                                                                                                                                    | <b>\$ -</b>         | <b>\$ 128,000</b> | <b>\$ 22,500</b> | <b>\$ -</b>       | <b>\$ -</b>      | <b>\$ -</b>      | <b>\$ 150,500</b>   | <b>\$ -</b>       | <b>\$ 150,500</b>          |
| <b>E. Nursing and Allied Health Campus</b>                   |                                                                                      |                                                                                                                                                                                                                                                                                                                                                    |                     |                   |                  |                   |                  |                  |                     |                   |                            |
| 14                                                           | NAH East Building A Student Services Renovation                                      | Redesign existing student services area inside NAH East Building A to meet current and future needs.                                                                                                                                                                                                                                               | \$ 247,000          | \$ 6,770          | \$ 1,500         | \$ 75,000         | \$ 35,000        | \$ 10,000        | \$ 375,270          | \$ -              | \$ 375,270                 |
| 15                                                           | West Entry Campus Sign                                                               | Provide a monumental sign to allow students/visitors to locate the campus.                                                                                                                                                                                                                                                                         | 60,000              | -                 | -                | -                 | -                | -                | 60,000              | -                 | 60,000                     |
| <b>Nursing and Allied Health Campus Subtotal</b>             |                                                                                      |                                                                                                                                                                                                                                                                                                                                                    | <b>\$ 307,000</b>   | <b>\$ 6,770</b>   | <b>\$ 1,500</b>  | <b>\$ 75,000</b>  | <b>\$ 35,000</b> | <b>\$ 10,000</b> | <b>\$ 435,270</b>   | <b>\$ -</b>       | <b>\$ 435,270</b>          |
| <b>F. Starr County Campus</b>                                |                                                                                      |                                                                                                                                                                                                                                                                                                                                                    |                     |                   |                  |                   |                  |                  |                     |                   |                            |
| 16                                                           | Student Services Building G Renovation                                               | Redesign existing admissions and cashier area inside Student Services Building G for use by Veterans and Cashier Department.                                                                                                                                                                                                                       | \$ 188,000          | \$ 3,500          | \$ -             | \$ 30,000         | \$ 15,000        | \$ -             | \$ 236,500          | \$ -              | \$ 236,500                 |
| 17                                                           | Workforce Center Building D Welding Expansion                                        | Expansion of the welding lab on the north side of Workforce Center Building D to accommodate ten welding stations.                                                                                                                                                                                                                                 | 150,000             | 15,000            | 5,000            | 50,000            | -                | 10,000           | 230,000             | -                 | 230,000                    |
| <b>Starr County Campus Subtotal</b>                          |                                                                                      |                                                                                                                                                                                                                                                                                                                                                    | <b>\$ 338,000</b>   | <b>\$ 18,500</b>  | <b>\$ 5,000</b>  | <b>\$ 80,000</b>  | <b>\$ 15,000</b> | <b>\$ 10,000</b> | <b>\$ 466,500</b>   | <b>\$ -</b>       | <b>\$ 466,500</b>          |
| <b>G. Regional Center for Public Safety Excellence</b>       |                                                                                      |                                                                                                                                                                                                                                                                                                                                                    |                     |                   |                  |                   |                  |                  |                     |                   |                            |
| 18                                                           | Target Range                                                                         | Construct a new indoor shooting Target Range Building at the Regional Center for Public Safety Excellence.                                                                                                                                                                                                                                         | \$ -                | \$ 276,972        | \$ 15,000        | \$ -              | \$ -             | \$ -             | \$ 291,972          | \$ -              | \$ 291,972                 |
| 19                                                           | Canopy for Safety Training Vehicles                                                  | Provide a covered structure for the fire truck and police vehicles.                                                                                                                                                                                                                                                                                | 245,000             | 24,500            | 10,000           | -                 | -                | 6,000            | 285,500             | -                 | 285,500                    |
| 20                                                           | Canopy for Students/Instructors                                                      | Provide a canopy for students and instructors to perform pre/post check routines under a shaded structure.                                                                                                                                                                                                                                         | 200,000             | 20,000            | 10,000           | 5,500             | -                | 6,000            | 241,500             | -                 | 241,500                    |
| 21                                                           | Fire Training Area                                                                   | Provide a concrete pad, associated fire line infrastructure, access drive, and a self contained fire training trailer for the fire science program.                                                                                                                                                                                                | 300,000             | 30,000            | 13,600           | 100,000           | -                | -                | 443,600             | -                 | 443,600                    |
| 22                                                           | Site Drainage Improvements                                                           | Based on the Site Drainage study, certain areas of the 64 acres may need to be improved to provide proper drainage to detain water during a storm.                                                                                                                                                                                                 | 300,000             | 62,000            | 10,000           | -                 | -                | -                | 372,000             | -                 | 372,000                    |
| 23                                                           | Chiller Installation                                                                 | Connection of existing relocated chiller to provide campus redundancy.                                                                                                                                                                                                                                                                             | 150,000             | 15,000            | 5,000            | -                 | -                | -                | -                   | 170,000           | 170,000                    |
| 24                                                           | Cityscape Remediation                                                                | Based on the Site Drainage study, certain areas of the cityscape area may need to be improved to provide proper drainage to detain water during a storm.                                                                                                                                                                                           | 82,000              | 23,500            | 18,000           | -                 | -                | -                | -                   | 123,500           | 123,500                    |
| <b>Regional Center for Public Safety Excellence Subtotal</b> |                                                                                      |                                                                                                                                                                                                                                                                                                                                                    | <b>\$ 1,277,000</b> | <b>\$ 451,972</b> | <b>\$ 81,600</b> | <b>\$ 105,500</b> | <b>\$ -</b>      | <b>\$ 12,000</b> | <b>\$ 1,634,572</b> | <b>\$ 293,500</b> | <b>\$ 1,928,072</b>        |

**South Texas College  
Unexpended Plant Fund - Capital Improvement Projects  
FY21 Proposed Projects and Budget**

| #                                               | Project Name                    | Project Description                                                                                                           | Construction        | Design              | Misc.             | FFE               | Tech              | Security         | Carryover<br>FY20    | New<br>FY21       | Total Proposed<br>Budget<br>FY21 |
|-------------------------------------------------|---------------------------------|-------------------------------------------------------------------------------------------------------------------------------|---------------------|---------------------|-------------------|-------------------|-------------------|------------------|----------------------|-------------------|----------------------------------|
| <b>H. Higher Education Center La Joya</b>       |                                 |                                                                                                                               |                     |                     |                   |                   |                   |                  |                      |                   |                                  |
| 25                                              | Building and Wayfinding Signage | Provide building and wayfinding signage                                                                                       | \$ 34,400           | \$ -                | \$ 2,000          | \$ -              | \$ -              | \$ -             | \$ 36,400            | \$ -              | \$ 36,400                        |
| <b>Higher Education Center La Joya Subtotal</b> |                                 |                                                                                                                               | <b>\$ 34,400</b>    | <b>\$ -</b>         | <b>\$ 2,000</b>   | <b>\$ -</b>       | <b>\$ -</b>       | <b>\$ -</b>      | <b>\$ 36,400</b>     | <b>\$ -</b>       | <b>\$ 36,400</b>                 |
| <b>I. District Wide</b>                         |                                 |                                                                                                                               |                     |                     |                   |                   |                   |                  |                      |                   |                                  |
| 26                                              | Land                            | Purchasing of potential land acquisitions                                                                                     | \$ 3,000,000        | \$ -                | \$ -              | \$ -              | \$ -              | \$ -             | \$ 3,000,000         | \$ -              | \$ 3,000,000                     |
| 27                                              | Renovations and Contingencies   | Projects which may arise unexpectedly for all campuses and project contingencies                                              | 602,925             | 19,497              | 1,685             | 14,145            | 22,000            | -                | 660,252              | -                 | 660,252                          |
| 28                                              | Outdoor Furniture               | Provide new outdoor furniture for all campuses                                                                                | 25,000              | -                   | -                 | -                 | -                 | -                | 25,000               | -                 | 25,000                           |
| 29                                              | Facility Signage                | Provide various building signage types (i.e. building name lettering, exterior/interior wayfinding signage) for all campuses. | 49,632              | -                   | -                 | -                 | -                 | -                | 49,632               | -                 | 49,632                           |
| 30                                              | Removal of Existing Trees       | Removal of any existing trees for all campuses                                                                                | 23,787              | -                   | 900               | -                 | -                 | -                | 24,687               | -                 | 24,687                           |
| 31                                              | Automatic Doors Phase IV        | Provide additional accessibility for pending building entrances at all campuses                                               | 85,000              | 8,500               | 1,620             | -                 | -                 | -                | 95,120               | -                 | 95,120                           |
| 32                                              | Campus Master Plan              | Provide a college wide campus master plan to determine current and future needs                                               | -                   | 375,000             | -                 | -                 | -                 | -                | 375,000              | -                 | 375,000                          |
| 33                                              | Fence Enclosures                | Provide enclosures for miscellaneous mechanical equipment for all campuses                                                    | 36,000              | -                   | -                 | -                 | -                 | -                | 36,000               | -                 | 36,000                           |
| <b>District Wide Subtotal</b>                   |                                 |                                                                                                                               | <b>\$ 3,822,344</b> | <b>\$ 402,997</b>   | <b>\$ 4,205</b>   | <b>\$ 14,145</b>  | <b>\$ 22,000</b>  | <b>\$ -</b>      | <b>\$ 4,265,691</b>  | <b>\$ -</b>       | <b>\$ 4,265,691</b>              |
| <b>FY21 Proposed Project Budget Totals</b>      |                                 |                                                                                                                               | <b>\$ 7,453,387</b> | <b>\$ 2,297,640</b> | <b>\$ 280,053</b> | <b>\$ 686,895</b> | <b>\$ 201,750</b> | <b>\$ 32,000</b> | <b>\$ 10,076,865</b> | <b>\$ 874,860</b> | <b>\$ 10,951,725</b>             |

\*Note: Projects part of FY21 Comprehensive Plan Budget



## **Review and Action as Necessary on Renewals & Replacements Plant Fund Proposed Projects and Preliminary Budgets for Fiscal Year 2020 – 2021**

Mary Elizondo and Rick de la Garza will review the proposed Renewals & Replacements Projects budgeted for FY 2020 - 2021. The proposed projects listed are not related to the Capital Improvement Projects and are managed by the College's Facilities Planning & Construction Department staff.

### **Renewals and Replacements Fund**

Personnel from the College's Facilities Operations and Maintenance Department and the Facilities Planning & Construction Department work together to identify and project facilities' deferred maintenance projects. These efforts result in a five-year plan which is updated on an annual basis and includes capital renewal and replacement construction projects needed at each campus. Using this five-year deferred maintenance plan, a Renewals and Replacements budget is prepared each year to address the deferred maintenance planned needs for the following fiscal year.

A report summarizing the proposed Renewals and Replacements projects and budgets proposed for Fiscal Year 2020 - 2021 is enclosed for the Committee's review and information. The proposed projects will be included in the Renewals and Replacements Plant Fund budget. Mary Elizondo and Ricardo de la Garza will be present to address questions related to the proposed projects and budget.

The Facilities Committee deferred the review of the Renewals & Replacements Plant Fund proposed projects and preliminary budgets for fiscal year 2020 – 2021 until the July 28, 2020 Regular Board Meeting.

### **Recommendation:**

It is recommended that the Board of Trustees of South Texas College approve and authorize action as necessary on the Renewals & Replacements Plant Fund proposed projects and preliminary budgets for fiscal year 2020 – 2021.

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

The Board of Trustees approves and authorizes action as necessary on the Renewals & Replacements Plant Fund proposed projects and preliminary budgets for fiscal year 2020 – 2021.

### **Approval Recommended:**

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

**South Texas College  
Unexpended Plant Fund - Renewals and Replacements Projects  
FY21 Proposed Projects and Budget**

| #                                                | Project Name                                                 | Project Description                                                                                                                                                                                                                                                                  | Construction        | Design           | Misc.            | FFE         | Tech        | Security    | Carryover FY20      | New FY21          | Total Proposed Budget FY21 |
|--------------------------------------------------|--------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|------------------|------------------|-------------|-------------|-------------|---------------------|-------------------|----------------------------|
| <b>A. Mid Valley Campus</b>                      |                                                              |                                                                                                                                                                                                                                                                                      |                     |                  |                  |             |             |             |                     |                   |                            |
| 1                                                | Resurfacing Northwest Drive                                  | Resurface existing drive located on east side of Buildings A and B (Center for Learning Excellence and Nursing)                                                                                                                                                                      | \$ 88,000           | \$ 1,345         | \$ 3,626         | \$ -        | \$ -        | \$ -        | \$ 92,971           | \$ -              | \$ 92,971                  |
| 2                                                | Roofing Replacement                                          | Replacement of existing roofs for Workforce Building D, Library Building E, Student Services Building F, and South Academic Building G                                                                                                                                               | 860,000             | 82,123           | 5,000            | -           | -           | -           | 947,123             | -                 | 947,123                    |
| 3                                                | Drainage Improvements Phase I                                | Replacement and upgrade of existing storm water piping system as per Perez Engineering's drainage report.                                                                                                                                                                            | 285,266             | 7,000            | 10,653           | -           | -           | -           | 302,919             | -                 | 302,919                    |
| <b>Mid Valley Campus Subtotal</b>                |                                                              |                                                                                                                                                                                                                                                                                      | <b>\$ 1,233,266</b> | <b>\$ 90,468</b> | <b>\$ 19,279</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ 1,343,013</b> | <b>\$ -</b>       | <b>\$ 1,343,013</b>        |
| <b>B. Technology Campus</b>                      |                                                              |                                                                                                                                                                                                                                                                                      |                     |                  |                  |             |             |             |                     |                   |                            |
| 4                                                | Advanced Technical Careers Building B Concrete Floor Repairs | Leveling of existing concrete floor slab on the south east side of the Advanced for Technical Careers Building B.                                                                                                                                                                    | \$ 20,000           | \$ -             | \$ -             | \$ -        | \$ -        | \$ -        | \$ 20,000           | \$ -              | \$ 20,000                  |
| <b>Nursing and Allied Health Campus Subtotal</b> |                                                              |                                                                                                                                                                                                                                                                                      | <b>\$ 20,000</b>    | <b>\$ -</b>      | <b>\$ -</b>      | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ 20,000</b>    | <b>\$ -</b>       | <b>\$ 20,000</b>           |
| <b>C. Nursing &amp; Allied Health Campus</b>     |                                                              |                                                                                                                                                                                                                                                                                      |                     |                  |                  |             |             |             |                     |                   |                            |
| 5                                                | NAH East Building A Westside Elevators Refurbishment         | Upgrade of existing elevator and cab inside NAH East Building A.                                                                                                                                                                                                                     | \$ 150,000          | \$ 8,000         | \$ 1,000         | \$ -        | \$ -        | \$ -        | \$ 159,000          | \$ -              | \$ 159,000                 |
| 6                                                | NAH East Building A Roofing Replacement                      | Replacement of existing roof of NAH East Building A.                                                                                                                                                                                                                                 | 150,000             | 10,108           | 5,000            | -           | -           | -           | 165,108             | -                 | 165,108                    |
| 7                                                | NAH East Building A Data Cabling                             | Replace existing data cabling at the NAH East Building A with new upgraded cabling to meet current standards.                                                                                                                                                                        | 15,000              | -                | -                | -           | -           | -           | 15,000              | -                 | 15,000                     |
| 8                                                | NAH East Building A Stair Repairs and Replacement            | Repair and replace existing stairs of the NAH East Building A.                                                                                                                                                                                                                       | 150,000             | 15,000           | 4,000            | -           | -           | -           | -                   | 169,000           | 169,000                    |
| <b>Nursing and Allied Health Campus Subtotal</b> |                                                              |                                                                                                                                                                                                                                                                                      | <b>\$ 465,000</b>   | <b>\$ 33,108</b> | <b>\$ 10,000</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ 339,108</b>   | <b>\$ 169,000</b> | <b>\$ 508,108</b>          |
| <b>D. Starr County Campus</b>                    |                                                              |                                                                                                                                                                                                                                                                                      |                     |                  |                  |             |             |             |                     |                   |                            |
| 8                                                | Roofing Replacement                                          | Replacement of existing roofs for Administrative Building A, Center for Learning Excellence Building B, North Academic Building C, Workforce Building D, South Academic Building E, Cultural Arts Center Building F, Student Services Building G, and Student Activities Building H. | \$ 770,000          | \$ 49,569        | \$ 5,000         | \$ -        | \$ -        | \$ -        | \$ 824,569          | \$ -              | \$ 824,569                 |
| <b>Starr County Campus Subtotal</b>              |                                                              |                                                                                                                                                                                                                                                                                      | <b>\$ 770,000</b>   | <b>\$ 49,569</b> | <b>\$ 5,000</b>  | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ 824,569</b>   | <b>\$ -</b>       | <b>\$ 824,569</b>          |

**South Texas College  
Unexpended Plant Fund - Renewals and Replacements Projects  
FY21 Proposed Projects and Budget**

| #                                          | Project Name                             | Project Description                                                                     | Construction        | Design            | Misc.            | FFE         | Tech        | Security    | Carryover FY20      | New FY21          | Total Proposed Budget FY21 |
|--------------------------------------------|------------------------------------------|-----------------------------------------------------------------------------------------|---------------------|-------------------|------------------|-------------|-------------|-------------|---------------------|-------------------|----------------------------|
| <b>E. District Wide</b>                    |                                          |                                                                                         |                     |                   |                  |             |             |             |                     |                   |                            |
| 9                                          | Irrigation System Controls Upgrade       | Replace/Upgrade existing irrigation system controls for all campuses.                   | \$ 70,000           | \$ -              | \$ 1,200         | \$ -        | \$ -        | \$ -        | \$ 71,200           | \$ -              | \$ 71,200                  |
| 10                                         | Fire Alarm Panel Replacement/Upgrade     | Replace/Upgrade existing fire alarm panels for all campuses.                            | 180,000             | -                 | 2,500            | -           | -           | -           | 182,500             | -                 | 182,500                    |
| 11                                         | Interior LED Lighting Upgrade            | Upgrade of existing interior light fixtures to LED for all campuses.                    | 110,000             | -                 | -                | -           | -           | -           | 110,000             | -                 | 110,000                    |
| 12                                         | Exterior Walkway LED Lighting Upgrade    | Upgrade of existing exterior light fixtures to LED for all campuses.                    | 49,000              | -                 | -                | -           | -           | -           | 49,000              | -                 | 49,000                     |
| 13                                         | Interior Lighting Controls Upgrade       | Upgrade of existing interior lighting controls for all campuses.                        | 75,000              | -                 | 1,500            | -           | -           | -           | 76,500              | -                 | 76,500                     |
| 14                                         | Flooring Replacement                     | Replacement of existing flooring for all campuses .                                     | 500,000             | -                 | 4,000            | -           | -           | -           | 504,000             | -                 | 504,000                    |
| 15                                         | HVAC Replacement and Upgrade             | Replace/Upgrade of existing HVAC equipment for all campuses.                            | 600,000             | 60,000            | -                | -           | -           | -           | 660,000             | -                 | 660,000                    |
| 16                                         | Exterior Lighting Upgrade                | Upgrade of existing exterior light fixtures for all campuses.                           | 250,000             | 25,000            | 4,000            | -           | -           | -           | 279,000             | -                 | 279,000                    |
| 17                                         | Keyless Entry Access Upgrades (IT Rooms) | Upgrade of existing access door hardware to keyless entry for all IT rooms campus wide. | 25,000              | -                 | -                | -           | -           | -           | 25,000              | -                 | 25,000                     |
| 18                                         | Renewals and Replacements                | Replace/Renew any miscellaneous equipment, material, etc. for all campuses.             | 150,000             | 1,000             | -                | -           | -           | -           | 151,000             | -                 | 151,000                    |
| 19                                         | Water Tower Logo Replacements            | Replace/Renew College Logo on existing City of McAllen Water Towers.                    | 80,000              | -                 | -                | -           | -           | -           | -                   | 80,000            | 80,000                     |
| <b>District Wide Subtotal</b>              |                                          |                                                                                         | <b>\$ 2,089,000</b> | <b>\$ 86,000</b>  | <b>\$ 13,200</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ 2,108,200</b> | <b>\$ 80,000</b>  | <b>\$ 2,188,200</b>        |
| <b>FY21 Proposed Project Budget Totals</b> |                                          |                                                                                         | <b>\$ 4,577,266</b> | <b>\$ 259,145</b> | <b>\$ 47,479</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ 4,634,890</b> | <b>\$ 249,000</b> | <b>\$ 4,883,890</b>        |

## **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 July 2020**

| <b>Total Project Budget Summary</b>                 | <b>FY20<br/>Unexpended Plant<br/>Fund</b> | <b>FY20<br/>Renewals &amp;<br/>Replacements</b> |
|-----------------------------------------------------|-------------------------------------------|-------------------------------------------------|
| Total Construction Project Budget                   | \$ 17,037,045                             | \$ 7,624,000                                    |
| Previous Approved Projects (Sept. 2019 - June 2020) | (6,327,529)                               | (1,582,400)                                     |
| <b>Proposed Projects for the Month of July 2020</b> | <b>(175,396)</b>                          | <b>-</b>                                        |
| <b>Total Project Budget Balance</b>                 | <b>\$ 10,534,121</b>                      | <b>\$ 6,041,600</b>                             |

| <b>Project<br/>Reference #</b>                              | <b>Project Name</b>                                                                                                     | <b>Total Project Budget/Actual*</b> |                     |
|-------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------|-------------------------------------|---------------------|
|                                                             |                                                                                                                         | <b>CIP Fund</b>                     | <b>R&amp;R Fund</b> |
| <b>Board Approved on September 24, 2019</b>                 |                                                                                                                         |                                     |                     |
| 2020-002C                                                   | Pecan Plaza West Bldg C. Kinesiology Renovation                                                                         | \$ 143,800                          | \$ -                |
| 2020-005C                                                   | Mid Valley Campus Center for Learning Excellence Building A Renovation of Space for Supplemental Instruction            | 224,200                             | -                   |
| 2019-014C                                                   | Starr County Campus Workforce Center Building D Welding Lab Expansion                                                   | 230,000                             | -                   |
| 2017-016R                                                   | Pecan Campus Arbor Brick Column Repairs & Replacement                                                                   | -                                   | 221,000             |
| <b>Total Board Approved for the Month of September 2019</b> |                                                                                                                         | <b>\$ 598,000</b>                   | <b>\$ 221,000</b>   |
| <b>Board Approved on October 29, 2019</b>                   |                                                                                                                         |                                     |                     |
| 2020-014R                                                   | Pecan Campus Information Technology Building M Generator Replacement                                                    | \$ -                                | \$ 280,000          |
| 2016-011C                                                   | Technology Campus Advanced Technical Careers Building B Automotive Lab Exhaust System                                   | 111,600                             | -                   |
| 2018-009C                                                   | Nursing and Allied Health Campus East Building A Center for Learning Excellence/Student Success Center Renovations (CO) | 214,256                             | -                   |
| 2019-031R                                                   | District Wide Marker Board Replacement (CO)                                                                             | -                                   | 201,000             |
| <b>Total Board Approved for the Month of October 2019</b>   |                                                                                                                         | <b>\$ 325,856</b>                   | <b>\$ 481,000</b>   |
| <b>Board Approved on November 26, 2019</b>                  |                                                                                                                         |                                     |                     |
| 2020-020C                                                   | Renovation and Expansion of the Existing Pecan Campus Library Building F                                                | \$ 1,448,500                        | \$ -                |
| 2019-006C                                                   | Nursing and Allied Health Campus East Building A Student Services Renovation (CO)                                       | 420,000                             | -                   |
| 2018-020C                                                   | Starr County Campus Student Services Building G Cashiers and Veterans Affairs Areas Renovation (CO)                     | 220,500                             | -                   |
| 2018-023C                                                   | Pecan Campus Student Activities Building H Renovation for Culinary Arts (CO)                                            | 923,700                             | -                   |
| 2019-013C                                                   | Nursing and Allied Health Campus West Entry Campus Sign                                                                 | 76,000                              | -                   |
| <b>Total Board Approved on November 26, 2019</b>            |                                                                                                                         | <b>\$ 3,088,700</b>                 | <b>\$ -</b>         |

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

| Project Reference #                              | Project Name                                                                                                 | Total Project Budget/Actual* |                     |
|--------------------------------------------------|--------------------------------------------------------------------------------------------------------------|------------------------------|---------------------|
|                                                  |                                                                                                              | CIP Fund                     | R&R Fund            |
| <b>Board Approved on December 10, 2019</b>       |                                                                                                              |                              |                     |
| 2020-008C                                        | Pecan Campus Business and Science Building G Conversion of Two Classrooms to Geology Labs                    | \$ 199,500                   | \$ -                |
| 2020-002C                                        | Pecan Plaza West Building C Kinesiology Storage and Restroom Renovations                                     | 143,800                      | -                   |
| 2020-005C                                        | Mid Valley Campus Center for Learning Excellence Building A Renovation of Space for Supplemental Instruction | 224,200                      | -                   |
| 2019-014C                                        | Starr County Campus Workforce Center Building D Welding Lab Expansion                                        | 228,200                      | -                   |
| 2017-016R                                        | Pecan Campus Arbor Brick Columns Repair and Replacement (CO)                                                 | -                            | 221,000             |
| 2016-020R                                        | Technology Campus Concrete Floor Repairs in Advanced Technical Careers Building B                            | -                            | 84,900              |
| 2019-018C                                        | Portable Buildings Civil Infrastructure at the Regional Center for Public Safety Excellence                  | 491,033                      | -                   |
| <b>Total Board Approved on December 10, 2019</b> |                                                                                                              | <b>\$ 1,286,733</b>          | <b>\$ 305,900</b>   |
| <b>Board Approved on March 31, 2020</b>          |                                                                                                              |                              |                     |
| 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              |
| <b>Total Board Approved on March 31, 2020</b>    |                                                                                                              | <b>\$ 967,740</b>            | <b>\$ 50,000</b>    |
| <b>Board Approved on April 28, 2020</b>          |                                                                                                              |                              |                     |
| 2019-047R                                        | Mid Valley Campus Drainage Improvements Phase I                                                              | \$ -                         | \$ 333,500          |
| 2018-019R                                        | Mid Valley Campus Northwest Drive                                                                            |                              | 191,000             |
| <b>Total Board Approved on April 28, 2020</b>    |                                                                                                              | <b>\$ -</b>                  | <b>\$ 524,500</b>   |
| <b>Board Approved on June 23, 2020</b>           |                                                                                                              |                              |                     |
| 2019-0041C1                                      | Pecan Campus Sand Volleyball Courts Sand Replacement                                                         | \$ 60,500                    | \$ -                |
| <b>Total Board Approved on June 23, 2020</b>     |                                                                                                              | <b>\$ 60,500</b>             | <b>\$ -</b>         |
| <b>Pending Board Approval on July 28, 2020</b>   |                                                                                                              |                              |                     |
| 2019-015C                                        | Regional Center for Public Safety Excellence Target Range (only includes design budget)                      | \$ 87,406                    | \$ -                |
| 2020-022C1                                       | Regional Center for Public Safety Excellence Drainage Improvement at the Cityscape Area                      | 87,990                       | -                   |
| <b>Pending Board Approval on July 28, 2020</b>   |                                                                                                              | <b>\$ 175,396</b>            | <b>\$ -</b>         |
| <b>Current Total Project Budget</b>              |                                                                                                              | <b>\$ 6,502,925</b>          | <b>\$ 1,582,400</b> |

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                             |                      |
|--------------------------|--------------------------------------------------------------------------------------------|-------------|---------------------|--------------|--------------------------|--------------------|------------------------|------------------|---------|-----------|----------------------|-------------|-----------------------|---------------|-----------------|-----------------------------|-------------------------------|----------------------------------------|----------------------|
| <b>Pecan Campus</b>      |                                                                                            |             |                     |              |                          |                    |                        |                  |         |           |                      |             |                       |               |                 |                             |                               |                                        |                      |
| 1                        | Sand Volleyball Courts                                                                     |             |                     |              |                          | •                  |                        |                  |         |           | \$ 113,008           | \$ 91,879   | \$ 21,129             | \$ 22,659     | High            | N/A                         | Alvarado Architects & Assoc.  | NM Contracting, LLC (Terminated)       |                      |
|                          | Sand Volleyball Courts - Sand Replacement                                                  |             |                     |              |                          | •                  |                        |                  |         |           | \$ -                 | \$ 990      | \$ (990)              | \$ -          | High            | October 2020                | Substantial Completion        | Alvarado Architects & Assoc.           | Limon Masonry        |
| 2                        | Library Building F Renovation and Expansion                                                |             |                     | •            |                          |                    |                        |                  |         |           | \$ 1,466,000         | \$ 129,781  | \$ 1,336,219          | \$ 1,448,500  | Medium          | August 2020                 | Approval of Feasibility Study | ERO Architects                         | TBD                  |
| 3                        | Student Activities Center Building H Cafeteria Renovations                                 |             |                     |              |                          |                    | •                      |                  |         |           | \$ 957,600           | \$ 632,175  | \$ 325,425            | \$ 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                                    | TBD                  |
| 6                        | Cooling Tower Screen Upgrades                                                              | •           |                     |              |                          |                    |                        |                  |         |           | \$ 322,573           | \$ -        | \$ 322,573            | \$ 309,375    | Low             | TBD                         | TBD                           | TBD                                    | TBD                  |
| 7                        | Site Improvements to North Pecan Campus                                                    | •           |                     |              |                          |                    |                        |                  |         |           | \$ 37,000            | \$ -        | \$ 37,000             | \$ 37,000     | Low             | TBD                         | TBD                           | TBD                                    | TBD                  |
| 8                        | Park & Ride Portable Renovation and Fence Enclosure for College Vehicles                   | •           |                     |              |                          |                    |                        |                  |         |           | \$ 118,000           | \$ -        | \$ 118,000            | \$ 118,000    | Low             | TBD                         | 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           | \$ 703      | \$ 332,297            | \$ 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                                    | TBD                  |
| <b>Pecan Plaza</b>       |                                                                                            |             |                     |              |                          |                    |                        |                  |         |           |                      |             |                       |               |                 |                             |                               |                                        |                      |
| 13                       | Building C Kinesiology Renovation                                                          |             |                     | •            |                          |                    |                        |                  |         |           | \$ 143,800           | \$ 2,897    | \$ 140,903            | \$ 143,800    | Medium          | September 2020              | Schematic Design              | Alvarado Architects & Assoc.           | TBD                  |
| <b>Mid-Valley Campus</b> |                                                                                            |             |                     |              |                          |                    |                        |                  |         |           |                      |             |                       |               |                 |                             |                               |                                        |                      |
| 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                                    | 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           | \$ 2,008    | \$ 222,192            | \$ 224,200    | Medium          | September 2020              | Schematic Design              | The Warren Group Architects            | TBD                  |

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| #                                                             | 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                                                                                      |               |
|---------------------------------------------------------------|------------------------------------------------------|-------------|---------------------|--------------|--------------------------|--------------------|------------------------|------------------|---------|-----------|----------------------|-------------|-----------------------|-------------------------------------------|-----------------|-----------------------------|----------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------|---------------|
| <b>Technology Campus</b>                                      |                                                      |             |                     |              |                          |                    |                        |                  |         |           |                      |             |                       |                                           |                 |                             |                                                                            |                                                                                                 |               |
| 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                                                                                             |               |
| <b>Dr. Ramiro R. Casso Nursing &amp; Allied Health Campus</b> |                                                      |             |                     |              |                          |                    |                        |                  |         |           |                      |             |                       |                                           |                 |                             |                                                                            |                                                                                                 |               |
| 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 |
| <b>Starr County Campus</b>                                    |                                                      |             |                     |              |                          |                    |                        |                  |         |           |                      |             |                       |                                           |                 |                             |                                                                            |                                                                                                 |               |
| 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           |
| <b>Regional Center for Public Safety Excellence</b>           |                                                      |             |                     |              |                          |                    |                        |                  |         |           |                      |             |                       |                                           |                 |                             |                                                                            |                                                                                                 |               |
| 28                                                            | Target Range - STC                                   |             | •                   |              |                          |                    |                        |                  |         |           | \$ 634,312           | \$ 3,487    | \$ 630,825            | \$ 634,312                                | Low             | June 2020                   | Confirmation of Grant Award                                                | PBK Architects                                                                                  | TBD           |
| 29                                                            | Target Range - Grant                                 |             | •                   |              |                          |                    |                        |                  |         |           | \$ 1,902,939         | \$ 10,462   | \$ 1,892,477          | \$ 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)<br>DBR Engineering (MEP)<br>SSP (Landscape) | Roth Excavating (Civil)<br>Metro Electric (MEP)<br>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                                                                                             |               |



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| #                                      | 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           |
|----------------------------------------|------------------------------------------|-------------|---------------------|--------------|--------------------------|--------------------|------------------------|------------------|---------|-----------|----------------------|-------------|-----------------------|---------------|-----------------|-----------------------------|----------------------------|----------------------|
| <b>Higher Education Center La Joya</b> |                                          |             |                     |              |                          |                    |                        |                  |         |           |                      |             |                       |               |                 |                             |                            |                      |
| 38                                     | Exterior Building and Wayfinding Signage |             |                     |              |                          | •                  |                        |                  |         |           | \$ 52,000            | \$ -        | \$ 52,000             | \$ 52,000     | High            | N/A                         | N/A                        | Fast Signs           |
| <b>District Wide</b>                   |                                          |             |                     |              |                          |                    |                        |                  |         |           |                      |             |                       |               |                 |                             |                            |                      |
| 39                                     | Land                                     | N/A         |                     |              |                          |                    |                        |                  |         |           | \$ 3,000,000         | \$ -        | \$ 3,000,000          | \$ 3,000,000  | N/A             | N/A                         | N/A                        | N/A                  |
| 40                                     | Renovation and Contigincies              | 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                                 |                                          | 18          | 5                   | 7            | 2                        | 6                  | 2                      | 0                | 0       | 6         |                      |             |                       |               |                 |                             |                            |                      |

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| #                                                             | 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                          |  |
|---------------------------------------------------------------|--------------------------------------------------------------------------------|-------------|---------------------|--------------|--------------------------|--------------------|------------------------|------------------|---------|-----------|----------------------|-------------|-----------------------|---------------|-----------------|-----------------------------------------------------|----------------------------|-------------------------------------|--|
| <b>Pecan Campus</b>                                           |                                                                                |             |                     |              |                          |                    |                        |                  |         |           |                      |             |                       |               |                 |                                                     |                            |                                     |  |
| 1                                                             | Arbor Brick Column Repairs & Replacement                                       |             |                     |              |                          |                    | •                      |                  |         |           | \$ 241,594           | \$ 169,533  | \$ 72,061             | \$ 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                                 |  |
| <b>Mid Valley Campus</b>                                      |                                                                                |             |                     |              |                          |                    |                        |                  |         |           |                      |             |                       |               |                 |                                                     |                            |                                     |  |
| 9                                                             | Resurfacing Parking Lot #3                                                     | •           |                     |              |                          |                    |                        |                  |         |           | \$ 57,000            | \$ 11,174   | \$ 45,826             | \$ 57,000     | Low             | TBD                                                 | PCE Consultants            | TBD                                 |  |
| 10                                                            | Resurfacing Parking Lot #7                                                     | •           |                     |              |                          |                    |                        |                  |         |           | \$ 106,000           | \$ -        | \$ 106,000            | \$ 106,000    | Low             | TBD                                                 | TBD                        | TBD                                 |  |
| 11                                                            | Resurfacing Northwest Drive                                                    |             |                     |              |                          | •                  |                        |                  |         |           | \$ 191,000           | \$ 10,805   | \$ 180,195            | \$ 191,000    | High            | October 2020 Substantial Completion                 | PCE Consultants            | McAllen Multi Services              |  |
| 12                                                            | Roofing Replacement                                                            |             |                     | •            |                          |                    |                        |                  |         |           | \$ 951,000           | \$ 3,662    | \$ 947,338            | \$ 951,000    | Low             | September 2020 Approval of Roof Assessment Report   | Beam Professionals         | TBD                                 |  |
| 13                                                            | Drainage Improvements Phase I                                                  |             |                     |              |                          | •                  |                        |                  |         |           | \$ 334,203           | \$ 20,850   | \$ 313,353            | \$ 333,500    | High            | October 2020 Substantial Completion                 | PCE Consultants            | McAllen Multi Services              |  |
| <b>Technology Campus</b>                                      |                                                                                |             |                     |              |                          |                    |                        |                  |         |           |                      |             |                       |               |                 |                                                     |                            |                                     |  |
| 14                                                            | Advanced Technical Careers Building B Concrete Floor Repair                    |             |                     |              |                          |                    |                        |                  |         | •         | \$ 95,207            | \$ 90,897   | \$ 4,310              | \$ 95,207     | Completed       | N/A                                                 | CLH Engineering            | 5 Star Construction                 |  |
| <b>Dr. Ramiro R. Casso Nursing &amp; Allied Health Campus</b> |                                                                                |             |                     |              |                          |                    |                        |                  |         |           |                      |             |                       |               |                 |                                                     |                            |                                     |  |
| 15                                                            | NAH East Building A West Side Window Waterproofing                             |             |                     | •            |                          |                    |                        |                  |         |           | \$ 65,000            | \$ -        | \$ 65,000             | \$ 65,000     | Low             | TBD                                                 | TBD                        | TBD                                 |  |
| 16                                                            | NAH East Building A Westside Elevators Refurbishment                           |             |                     |              | •                        |                    |                        |                  |         |           | \$ 159,000           | \$ -        | \$ 159,000            | \$ 159,000    | Medium          | September 2020 Contracting Construction Services    | N/A                        | Oracle Elevator                     |  |
| 17                                                            | NAH East Building A Roofing Replacement                                        |             |                     | •            |                          |                    |                        |                  |         |           | \$ 280,000           | \$ 269      | \$ 279,731            | \$ 280,000    | Low             | September 2020 Approval of Roof Assessment Report   | BEAM Professionals         | TBD                                 |  |
| 18                                                            | NAH Resurfacing Parking Lot #1                                                 |             |                     |              |                          |                    |                        |                  |         | •         | \$ -                 | \$ 125,650  | \$ -                  | Completed     | Completed       | N/A                                                 | R. Gutierrez Engineering   | Gonzalez Enterprises, LLC           |  |
| 19                                                            | NAH East Building A Analog to Digital Conversion                               |             | •                   |              |                          |                    |                        |                  |         |           | \$ 500,000           | \$ -        | \$ 500,000            | \$ 500,000    | Low             | TBD                                                 | N/A                        | TBD                                 |  |
| 20                                                            | NAH East Building A Data Cabling Infrastructure Replacement                    |             |                     |              |                          | •                  |                        |                  |         |           | \$ 150,000           | \$ -        | \$ 150,000            | \$ 150,000    | Low             | TBD                                                 | N/A                        | TBD                                 |  |

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| #                          | 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                      |
|----------------------------|-----------------------------------------------------------------------------------|-------------|---------------------|--------------|--------------------------|--------------------|------------------------|------------------|---------|-----------|----------------------|-------------|-----------------------|---------------|-----------------|---------------------------------------------------|----------------------------|---------------------------------|
| <b>Starr County Campus</b> |                                                                                   |             |                     |              |                          |                    |                        |                  |         |           |                      |             |                       |               |                 |                                                   |                            |                                 |
| 21                         | Starr Repaint Stucco Buildings                                                    | ●           |                     |              |                          |                    |                        |                  |         |           | \$ 90,400            | \$ -        | \$ 90,400             | \$ 90,400     | Low             | TBD                                               | TBD                        | TBD                             |
| 22                         | Roofing Replacement                                                               |             |                     | ●            |                          |                    |                        |                  |         |           | \$ 852,000           | \$ 7,323    | \$ 844,677            | \$ 852,000    | Low             | September 2020 Approval of Roof Assessment Report | Beam Professionals         | TBD                             |
| 23                         | Administration/Bookstore Building A Data Cabling Infrastructure Replacement       | ●           |                     |              |                          |                    |                        |                  |         |           | \$ 40,000            | \$ -        | \$ 40,000             | \$ 40,000     | Low             | TBD                                               | N/A                        | TBD                             |
| 24                         | Center for Learning Excellence Building B Data Cabling Infrastructure Replacement | ●           |                     |              |                          |                    |                        |                  |         |           | \$ 40,000            | \$ -        | \$ 40,000             | \$ 40,000     | Low             | TBD                                               | N/A                        | TBD                             |
| 25                         | North Academic Building C Data Cabling Infrastructure Replacement                 | ●           |                     |              |                          |                    |                        |                  |         |           | \$ 40,000            | \$ -        | \$ 40,000             | \$ 40,000     | Low             | TBD                                               | N/A                        | TBD                             |
| <b>District Wide</b>       |                                                                                   |             |                     |              |                          |                    |                        |                  |         |           |                      |             |                       |               |                 |                                                   |                            |                                 |
| 26                         | Marker Boards Replacement                                                         | ●           |                     |              |                          |                    |                        |                  |         |           | \$ 327,372           | \$ 7,202    | \$ 320,170            | \$ 200,000    | Medium          | TBD                                               | N/A                        | TBD                             |
| 27                         | Irrigation System Controls Upgrade                                                |             |                     |              | ●                        |                    |                        |                  |         |           | \$ 77,100            | \$ 65,000   | \$ 12,100             | \$ 76,200     | Low             | TBD                                               | N/A                        | Aqua Tech                       |
| 28                         | Fire Alarm Panel Replacement/Upgrades                                             |             |                     |              | ●                        |                    |                        |                  |         |           | \$ 219,463           | \$ -        | \$ 219,463            | \$ 40,000     | Low             | TBD                                               | N/A                        | TBD                             |
| 29                         | Interior LED Lighting Upgrade                                                     |             |                     |              | ●                        |                    |                        |                  |         |           | \$ 309,862           | \$ 109,950  | \$ 199,912            | \$ 200,000    | Low             | TBD                                               | N/A                        | TBD                             |
| 30                         | Ext Walkway LED Lighting Upgrade Ph I                                             |             |                     |              | ●                        |                    |                        |                  |         |           | \$ 61,489            | \$ -        | \$ 61,489             | \$ 49,000     | Low             | TBD                                               | N/A                        | TBD                             |
| 31                         | Interior Controls Upgrade                                                         |             |                     |              | ●                        |                    |                        |                  |         |           | \$ 115,669           | \$ -        | \$ 115,669            | \$ 84,000     | Low             | TBD                                               | N/A                        | TBD                             |
| 32                         | Floor Replacement                                                                 |             |                     | ●            |                          |                    |                        |                  |         |           | \$ 571,367           | \$ 28,042   | \$ 543,325            | \$ 504,000    | Low             | October 2020 Color Selections                     | N/A                        | TBD                             |
| 33                         | Restroom Fixtures Replacement & Upgrade                                           |             |                     |              | ●                        |                    |                        |                  |         |           | \$ 38,143            | \$ -        | \$ 38,143             | \$ 25,000     | Low             | TBD                                               | N/A                        | TBD                             |
| 34                         | Water Heater Replacement & Upgrade                                                |             |                     |              | ●                        |                    |                        |                  |         |           | \$ 30,387            | \$ 8,001    | \$ 22,386             | \$ 20,000     | Low             | TBD                                               | N/A                        | Grainger & Ferguson Enterprises |
| 35                         | HVAC Upgrades                                                                     |             |                     |              | ●                        |                    |                        |                  |         |           | \$ 710,327           | \$ -        | \$ 710,327            | \$ 660,000    | Low             | TBD                                               | N/A                        | TBD                             |
| 36                         | Exterior Lighting Upgrade                                                         |             |                     |              | ●                        |                    |                        |                  |         |           | \$ 324,912           | \$ -        | \$ 324,912            | \$ 279,000    | Low             | TBD                                               | N/A                        | TBD                             |
| 37                         | Keyless Entry Access Upgrades                                                     |             |                     |              | ●                        |                    |                        |                  |         |           | \$ 69,315            | \$ 14,626   | \$ 54,689             | \$ 50,000     | Low             | TBD                                               | N/A                        | ADI                             |
| 38                         | Exterior Building Lettering                                                       |             |                     |              |                          | ●                  |                        |                  |         |           | \$ -                 | \$ 820      | \$ (820)              | \$ 150,000    | Low             | October 2020 Substantial Completion               | N/A                        | Fastsigns                       |
| 39                         | Renewals & Replacements                                                           | N/A         |                     |              |                          |                    |                        |                  |         |           | \$ 150,000           | \$ -        | \$ 150,000            | \$ 150,000    | N/A             | N/A                                               |                            |                                 |
| Totals                     |                                                                                   | 10          | 3                   | 5            | 11                       | 4                  | 1                      | 0                | 0       | 4         |                      |             |                       |               |                 |                                                   |                            |                                 |

## **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 June 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 **June 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 June 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 June 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 June 2020
- B. Release of Checks for \$125,000.00 and Above Board of Trustees Approval Required for June 2020
- C. Release of Checks for \$125,000.00 and Above Released Prior to Board Approval (Policy 5610) for June 2020
- D. Release of Construction Fund Checks for June 2020
- E. Quarterly Investment Report for June 2020
- F. Summary of Revenue for June 2020
- G. Summary of State Appropriations Income for June 2020
- H. Summary of Property Tax Income for June 2020
- I. Summary of Expenditures by Classification for June 2020
- J. Summary of Expenditures by Function for June 2020
- K. Summary of Auxiliary Fund Revenues and Expenditures for June 2020
- L. Summary of Grant Revenues and Expenditures, June 2020
- M. Summary of Bid Solicitations
- N. Check Register for June 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 June 21 – June 27, 2020:

- Student Enrollment Update – Summer II and Fall 2020
- Update on Status of COVID-19 Cases
- Update on Procedures Regarding COVID-19 Cases
- Discussion of Emerging Trends in COVID-19 Spread
- Review and Discussion of Instructional Plan for Fall 2020
- Review and Discussion of Proposed Dual Credit Faculty Cost Analysis and Proposed Rate
- Review and Discussion of Need to Develop Protection of Expressive Activities Policy for Board Approval by August 1, 2020 as Mandated by S.B. 18

## Week of June 28 – July 4, 2020:

- Update on Status of Responding to COVID-19
- Discussion of Email Systems for Communicating to Students
- Discussion of Human Resources' Capacity to Respond to Confirmed and Suspected COVID-19 Cases
- Discussion of Need for Contracted Testing Services to Expedite Receipt of COVID-19 Test Results
- Review and Discussion of Policy #6112 - Freedom of Expression
- Review and Discussion of Modified Instructional Plan for Fall 2020
- Review and Discussion of Laptop Docking Station Solutions
- Met with the Crisis Management Team to obtain an update on COVID-19
- Emailed **Message from the President** to faculty and staff to provide information regarding current case count of COVID-19 cases on all campuses, implementation of rotational schedules and work from home, continued commitment to providing student services by adhering to safety guidelines, and reminder of health and hygiene practices.
- Emailed **Message from the President** to faculty and staff to provide implementation of 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, updated COVID-19 Procedures for Employees, and reminder to continue to use of the COVID-19 Screening Checklist each day to monitor for any symptoms.
- Met with Mary Elizondo, Vice President for Finance and Administrative Services regarding the Title IX Coordinator position.

- Participated in a Zoom meeting with Dr. Rebecca De Leon, Dean for Dual Credit Programs and School District Partnerships and the Early College Leadership Group, co-hosted by San Joaquin A+ and Jobs For the Future to discuss, share, and answer questions regarding the structure and development of our Dual Credit Programs.

## Week of July 5– July 11, 2020:

- Update on Status of Responding to COVID-19
- Discussion on Need and Options for Rapid COVID-19 Testing for Students and Employees
- Review and Discussion of Proposed IT Projects for FY 2020-2021
- Review and Discussion of Proposed Capital Improvement Projects for FY 2020-2021
- Review and Discussion of Policy #6112 - *Freedom of Expression*
- Review and Discussion of Policy #4216: *Harassment, Discrimination, and Sexual Misconduct*
- Review and Discussion of Employee Play Plan for FY 2020-2021
- Review and Discussion of Proposed Options for College-Wide Professional and Organizational Development Day
- Press release completed regarding the College's 2020 bond refunding. A total of \$41 million in Limited Ad Valorem Tax Bonds were sold saving the College and taxpayers \$3.6 million in debt service while providing a reduction in ad valorem taxes to residents from Hidalgo and Starr Counties.
- Instructional Plan for Fall 2020 posted on College's website providing information to students on instructional delivery options for the upcoming Fall semester. Classes will be offered in an online format with option for hybrid instruction for courses requiring face to face instructions. The Instructional Plan also addresses the cleaning/disinfection of areas, safety guidelines, and campus requirements.
- Emailed *Message from the President* to faculty and staff advising them of the Colleges continued efforts to promote a safe environment while continuing instruction and operations. Email provided the following information:
  - Current count of confirmed cases at all campuses
  - Information regarding the development of the Instructional Plan to address instruction delivery while promoting safety guidelines
  - Information regarding Policy 3680 – Students With or Who Have Been Exposed to Communicable Diseases
  - Information regarding Policy 4400 – Employees With or Who Have Been Exposed to Communicable Diseases
- Coordinated the agendas and back-up materials for the Facilities, Education and Workforce Development, and Finance, Audit, and Human Resources Committee for the July 14, 2020 meetings.



## Week of July 12 – July 18, 2020:

- Update of SACSCOC Focused Report
- Discussion of Participation in RGV Census Ambassador Scholarship Program
- Discussion of Mandatory COVID Testing for All Students and Employees
- Discussion of Providing Personal Protective Equipment (PPE) for Students and Employees
- Discussion of SafeColleges Online COVID Training
- Press release and social media announcement of the CARES Act scholarships for dual credit students and traditional “last dollar” students released. Students were provided instructions and guidelines regarding eligibility and application process.
- Announcement completed regarding course offering for Culinary and Music classes at the Mid-Valley Campus for Fall 2020 semester. Class instruction will be offered in a hybrid setting following safety guidelines established for students, faculty, and staff.

## Week of July 19 – July 25, 2020

- Hidalgo County Health Authority, Dr. Ivan Melendez issues Health Authority Order
- Hidalgo County Judge, Richard Cortez issues County Order 20-011
- Met with the Crisis Management to discuss the Health Authority Order and County Order 20-011 and their impact on College operations and procedures.
- Emailed **Message from the President** regarding orders from Dr. Melendez and Judge Cortez advising staff of the College's efforts to assist in the combat of the spread of COVID-19. A further reduction of staff present at campuses will be done without impacting services to students or online instruction that is underway.
- Spring 2020 Virtual Commencement Ceremony was held on July 20, 2020. The commencement video provided the College the ability to acknowledge students on their academic accomplishment during the COVID-19 pandemic. The video, organized by Marching Orders, provided faculty members an opportunity to congratulate graduates, and provided students the ability to submit a photo and submit a message on their individual slide.
- Coordinated the agenda and back-up materials for the July 28, 2020 Regular Board meeting.

## **Announcements**

### **I. Announcements**

#### **A. Next Meetings:**

- Tuesday, August 11, 2020
  - 3:30 p.m. – Education and Workforce Development Committee
  - 4:30 p.m. – Facilities Committee
  - 5:30 p.m. – Finance, Audit, and Human Resources Committee
- Tuesday, August 25, 2020
  - 5:30 p.m. – Regular Board Meeting

#### **B. Other Announcements:**

- The Fall 2020 Semester starts on Monday, August 24, 2020!