



**SOUTH TEXAS
COLLEGE**

**Board of Trustees
Regular Board Meeting**

**Tuesday, August 25, 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, August 25, 2020 @ 5:30 p.m.
Ann Richards Administration Building Board Room
Pecan Campus, McAllen, Texas 78501

AGENDA

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

COVID-19 Public Health / Attendance Measures

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

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

- I. Call Meeting to Order**
- II. Determination of Quorum**
- III. Invocation**
- IV. Public Comments**
- V. Presentations..... 7 - 28**
 - 1. Recognition of South Texas College by *Excelencia In Education*
 - 2. Presentation on the Southern Association of School Boards Commission on Colleges (SACSCOC) Reaccreditation Process

VI. Consideration and Action on Consent Agenda

- A. Approval of Board Meeting Minutes 29 - 93
 - 1. July 28, 2020 Regular Board Meeting
 - 2. August 6, 2020 Special Board Meeting
 - 3. August 11, 2020 Special Board Meeting
- B. Approval and Authorization to Accept Grant Awards and Agreements .. 94 - 96
 - 1) Region One Education Service Center (Region One ESC) Agreement for Instructional Services for the Adult Education and Family Literacy Grant in the amount of \$219,578
 - 2) The Texas Higher Education Coordinating Board, Carl D. Perkins Basic Grant in the amount of \$1,805,785
 - 3) Texas Workforce Commission, Skills Development Fund in partnership with RGV Med, L.L.C. (dba Doctors Hospital at Renaissance) additional funds in the amount of \$177,447
 - 4) Additional Grant(s) Received/Pending Official Award
- C. Review and Action as Necessary on Revision to FY 2020 – 2021 Tuition and Fee Schedule 97

VII. Consideration and Action on Committee Items

A. Education and Workforce Development Committee Items

- 1. Review of Presentation Delivered at August 11, 2020 Education and Workforce Development Committee Meeting: 98 - 111
 - a. Presentation on the Quality Enhancement Plan (QEP): *My Advising Plan (MAP)*, Developed as Required by the Southern Association of School Boards Commission on Colleges (SACSCOC) for Reaccreditation
- 2. Action as Necessary on Recommendation to Designate Trustees to Meet with SACSCOC On-Site Committee 112

B. Finance, Audit, and Human Resources Committee Items

- 1. Review and Discussion of Mission Economic Development Authority (MEDA) Scholarship Fund Trust with Edward Jones for Student Scholarships and Report on Funds Distributed..... 113 - 145
- 2. Review and Discussion of Mission Economic Development Authority (MEDA) Scholarship Fund Awards 146 - 154
- 3. Review and Action as Necessary on Interlocal Agreement for Transportation Services between South Texas College and the Lower Rio Grande Valley Development Council for Fall 2020 Semester 155 - 174

- 4. Review and Action as Necessary on Award of Proposals, Purchases, and Renewals 175 - 196
 - A. Award of Proposals
 - 1) Glass, Plexiglass, and Installation (Award)
 - 2) Library Materials (Award)
 - 3) Multifunction Copier Equipment and Service (Award)
 - 4) Office Supplies (Award)
 - 5) Printing Projects (Award)
 - 6) Purchase and Installation of Culinary Arts Equipment (Award)
 - 7) Purchase of Welding Supplies (Award)
 - B. Purchases and Renewals (B-a. Non-Instructional Items)
 - 8) Furniture (Purchase)
 - 9) Heating, Ventilation, and Air Conditioning (HVAC) Related Services (Purchase)
 - 10) Promotional Items for Student Outreach (Renewal)
 - 11) Promotional T-Shirts for Student Outreach (Renewal)
 - B. Purchases and Renewals (B-b. Technology Items)
 - 12) Banner Application Maintenance Agreement (Renewal)
 - 13) Data Hosting and Maintenance Agreement (Renewal)
 - 14) Email Security Software Licenses (Renewal)
 - 15) Enterprise Antivirus, Web and Network Security Protection Software, Maintenance, and Support Agreement (Renewal)
 - 16) Enterprise Software Licenses and Maintenance Agreements (Renewal)
 - 17) Internet Service Agreement – Pecan Campus (Renewal)
 - 18) Network Hardware and Software Maintenance Agreement (Renewal)
 - 19) Oracle License Maintenance Agreement (Renewal)
 - 20) Public Website Hosting Services Agreement (Renewal)
 - 21) Server Hardware Maintenance and Support Agreement (Renewal)
 - 22) VMware Maintenance Agreement (Renewal)
- 5. Review and Action as Necessary on Primary Bank Depository Services Contract Extension 197
- 6. Review and Recommend Action as Necessary on Bank Depository Services Request for Proposals Criteria Clarification and Revision of Evaluation Methodology..... 198 - 204
- 7. Discussion and Action as Necessary on Proposed Unrestricted Fund Budget Amendment for FY 2019 – 2020..... 205 - 217
- 8. Discussion and Action as Necessary on Proposed Restricted Fund Budget Amendment for FY 2019 – 2020..... 218 - 225
- 9. Discussion and Action as Necessary on Proposed Auxiliary Fund Budget Amendment for FY 2019 – 2020..... 226 - 240
- 10. Review and Discussion of South Texas College Proposed 2020 Tax Rate 241 - 249

- 11. Review and Action as Necessary to Designate an Officer or Employee to Calculate the No-New-Revenue Tax Rate and the Voter-Approval Tax Rate 250 - 252
- 12. Review and Action As Necessary To Take Record Vote and Schedule One Public Hearing Regarding Adoption of the Proposed Tax Rate that Exceeds the Lower of the No-New-Revenue Tax Rate or the Voter-Approval Tax Rate 253 - 256
- 13. Review and Action as Necessary on Acceptance of Internal Auditor's Annual Statement of Organizational Independence..... 257 - 261
- 14. Review and Action as Necessary on Internal Audit Charter..... 262 - 268
- 15. Review and Discussion of Internal Auditor's Entity-Wide Risk Assessment 269 - 270
- 16. Review and Action as Necessary on Proposed Projects for Internal Auditor for FY 2020 – 2021 271 - 275

C. Facilities Committee Items

- 1. Review and Action as Necessary on Architect's Recommendations for Evaluation of the Deferred Maintenance of District Wide Roofs at Mid Valley Campus, Dr. Ramiro R. Casso Nursing and Allied Health Campus, and Starr County Campus 276 - 300
- 2. Review and Action as Necessary on Authorization to Proceed with Solicitation of Construction Services for the Deferred Maintenance of District Wide Roofs at Mid Valley Campus, Dr. Ramiro R. Casso Nursing and Allied Health Campus, and Starr County Campus 301
- 3. Review and Action as Necessary on Approval of Final Completion of the Pecan Campus Student Activities Building H Renovation for the Culinary Arts Program..... 302 - 305
- 4. Review and Action as Necessary on Approval of Final Completion of the Mid Valley Campus Existing Thermal Plant Demolition 306 - 309
- 5. Review and Action as Necessary on Renewal of Lease Agreement with El Milagro Clinic and the City of McAllen for Use of the El Milagro Clinic Parking Lot..... 310 - 311
- 6. Review and Action as Necessary on Annual Facility Usage Agreements 312 - 313
- 7. Update on Status of Unexpended Plant Fund Construction Projects and Renewals & Replacements Projects..... 314 - 322

VIII. Consideration and Approval of Checks and Financial Reports 323 - 324

IX. Executive Session Items

- A. Deliberation and Action as Necessary Regarding the Assessment of the College President and the Self-Assessment of the Board of Trustees..... 325

X. Informational Items

- President’s Report 326 – 328

XI. Announcements

A. Next Meetings:

- Tuesday, September 8, 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, September 22, 2020
 - 5:30 p.m. – Regular Board Meeting

B. Other Announcements:

- The SACSCOC On-Site Visit will be from September 14 – 17, 2020:
 - **Monday, September 14th**
 - 9:15 a.m. – 9:45 a.m. Welcome Meeting
 - 10:00 a.m. – 2:45 p.m. Tour of Campuses: Nursing and Allied Health, Technology Center, Roma High School, and Donna North High School
 - **Tuesday, September 15th**
 - 9:30 a.m. – 10:00 a.m. Interviews with select members of STC Board of Trustees
 - 9:30 a.m. – 2:30 p.m. Interviews with STC Faculty, Students and Staff
 - **Wednesday, September 16th**
 - 9:30 a.m. – 11:30 a.m. Interviews with STC Faculty, Student and Staff
 - 10:30 a.m. – 11:15 a.m. Tour of Campus: Pecan
 - **Thursday, September 17th**
 - 8:30 a.m. Exit Conference

Presentations

1. Recognition of South Texas College by *Excelencia In Education*

On August 12, 2020, *Excelencia in Education* ranked South Texas College as the top institution of higher education in the State of Texas for the enrollment and graduation of Latino students. South Texas College is ranked in the Top 3 nationwide.

Mr. Matthew Hebbard, Vice President for Student Affairs and Enrollment Management, will speak to the Board on what this important recognition means for the College and the students we serve.

A press release issued by South Texas College and a fact sheet published by *Excelencia in Education* are included in the packet for the Board's information.

2. Presentation on the Southern Association of School Boards Commission on Colleges (SACSCOC) Reaccreditation Process

Dr. Fernando Chapa, Dean of Institutional Research, Effectiveness, and Strategic Planning, will presented on the reaccreditation process and the upcoming review by the Southern Association of Colleges and Schools – Commission on Colleges (SACSCOC).

This reaccreditation process ensures accredited institutions have adequate policies, procedures, and resources in place to maintain the ongoing quality, rigor, and commitment to the SACSCOC Standards as well as their Principles of Accreditation.

South Texas College is current undergoing its reaccreditation, including a comprehensive review of all facets of the College. Dr. Chapa will provide additional details to the Board, and will respond to questions.

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



Office of Public Relations and Marketing
3201 W. Pecan Blvd. • McAllen, Texas 78501

Press Release

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For Immediate Release
Aug. 12, 2020

STC first in Texas, third nationwide for enrolling and graduating Latinos



South Texas College has been ranked in the Top 3 nationwide, and No. 1 in Texas for enrolling and graduating Latinos according to Excelencia in Education.

MCALLEN, TEXAS (Aug. 12, 2020) – South Texas College has been ranked in the Top 3 nationwide, and No. 1 in Texas for enrolling and graduating Latinos according to Excelencia in Education.

Washington D.C.-based Excelencia, a nonprofit organization that seeks to improve education outcomes for Latino college students, published its findings as part of a Latino college completion study Aug. 12.

STC enrolled 31,949 students in fall 2018, 95 percent of which were Hispanic (30,419) according to Excelencia’s findings. The college also awarded a grand total of 4,112 associate degrees for the 2017-2018 school year, 95 percent of which were awarded to Hispanics (3,923), placing the college second in the nation overall among associate degrees awarded.

The findings can be seen here <https://www.edexcelencia.org/research/latino-college-completion>.

“Twenty-five years ago, South Texas College embarked on a journey to create a college going culture for the predominately Hispanic population of the Rio Grande Valley; whereby going to and completing college was possible, affordable, and expected for all Hispanic students,” said STC President Dr. Shirley A. Reed. “This confirms South Texas College is achieving its commitment to serve the Hispanic population of the Rio Grande Valley with unparalleled success.”

The study, derived from Excelencia’s “Ensuring America’s Future: Benchmarking Latino College Completion to 2030” reports that Latino student enrollment and degree completion continues to increase. However, to reach the Latino degree attainment goal of 6.2 million degrees by 2030 requires a tactical plan for Latino college completion.

The plan should include: closing equity gaps in degree completion, and accelerating, not just increasing, Latino degree attainment, according to Excelencia.

South Texas College was previously awarded a prestigious designation by Excelencia that reaffirmed more than 25 years of creating a college-going culture for Hispanic students of the Rio Grande Valley.

STC was bestowed the inaugural Seal of Excelencia in 2019, and was the only higher education institution in the Valley at the time to receive the designation. The award was a proof of the college’s significant success in serving Latino students according to the organization.

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RESOURCES

This story can be found online at <https://bit.ly/2DFCbeW>
For more STC news, please visit <https://news.southtexascollege.edu/>

ABOUT SOUTH TEXAS COLLEGE

Founded in 1993, South Texas College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools and offers more than 127 degree & certificate options, including associate degrees in a variety of liberal art, social science, business, math, science, technology, advanced manufacturing and allied health fields of study. Additionally, South Texas College is the only community college in the State of Texas to offer five baccalaureate degrees. South Texas College has a faculty and staff of more than 2,700 to serve 32,000 students, on the college's six campuses, two higher education centers, and one virtual campus.

For the U.S. to regain the top ranking in the world for college degree attainment, Latinos will need to earn 6.2 million degrees by 2030.¹

EAST FACTS

POPULATION PROJECTION:

The Latino population in the United States is expected to increase by 25% by 2030.²

K-12 POPULATION:

In the United States, 25% of the K-12 population was Latino.³

POPULATION:

In the United States, 18% of the population was Latino.⁴

MEDIAN AGE:

The median age of Hispanics in the United States was 30, compared to 44 for White non-Hispanics.⁵



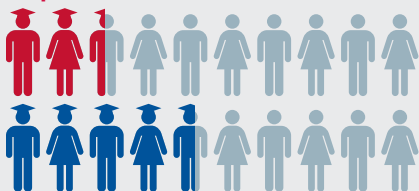
ENROLLMENT:

In the United States, 21% of Hispanics (ages 18 to 34) were enrolled in higher education, compared to 24% of White non-Hispanics.⁶

DEGREE ATTAINMENT:

In the United States, 24% of Hispanic adults (25 and older) had earned an associate degree or higher, compared to 46% of White non-Hispanic adults.⁷

Hispanic Adults = 2.4 of 10



White Adults = 4.6 of 10

To reach the degree attainment goal by 2030, the U.S. can: 1) close the equity gap in college completion; 2) increase the number of degrees conferred; and, 3) scale up programs and initiatives that work for Latino and other students. The following is a framework for tracking Latino degree attainment in the U.S.

ENROLLING: Top 5 Institutions (Hispanic Undergraduates) in the United States, Fall 2018

	Institution	State	Sector	Grand Total	Hispanic Total	% Hispanic
1	Miami Dade College	FL	Public, 4-year	54,973	38,213	70%
2	Florida International University	FL	Public, 4-year	48,818	32,877	67%
3	South Texas College	TX	Public, 4-year	31,949	30,419	95%
4	Lone Star College System	TX	Public, 2-year	73,499	27,925	38%
5	El Paso Community College	TX	Public, 2-year	28,819	24,601	85%

ASSOCIATE DEGREES: Top 5 Institutions Awarding to Hispanics in the United States, 2017-18

	Institution	State	Sector	Grand Total	Hispanic Total	% Hispanic
1	Miami Dade College	FL	Public, 4-year	9,594	6,670	70%
2	South Texas College	TX	Public, 4-year	4,112	3,923	95%
3	El Paso Community College	TX	Public, 2-year	3,438	2,975	87%
4	Lone Star College System	TX	Public, 2-year	7,552	2,654	35%
5	Valencia College	FL	Public, 4-year	7,864	2,574	33%

BACHELOR DEGREES: Top 5 Institutions Awarding to Hispanics in the United States, 2017-18

	Institution	State	Sector	Grand Total	Hispanic Total	% Hispanic
1	Florida International University	FL	Public, 4-year	10,261	6,764	66%
2	California State University-Fullerton	CA	Public, 4-year	9,038	3,660	40%
3	The University of Texas Rio Grande Valley	TX	Public, 4-year	4,046	3,618	89%
4	California State University-Northridge	CA	Public, 4-year	8,806	3,573	41%
5	California State University-Long Beach	CA	Public, 4-year	8,615	3,417	40%

NOTE: We use the terms Latino and Hispanic interchangeably in this factsheet.

Source: Excelencia in Education analysis using U.S. Department of Education, National Center for Education Statistics (NCES), Integrated Postsecondary Education Data System (IPEDS), 2018 Fall Enrollment, Graduation Rates Survey and Institutional Characteristics Survey.

United States Equity Gap in Degree Completion

Closing the equity gap in college completion can be tracked by the 4 measures shown below. Alone, none of these measures capture the entire “story” of equity in degree completion. However, in combination, they provide a useful picture of the equity gap in degree attainment between Hispanic and White non-Hispanic cohorts in a single year.

Graduation Rate — Total percentage of students who graduated within 150% of normal time for first-time, full-time freshmen. This incorporates students that graduated in 3 years at two-year institutions, or in 6 years at four-year institutions.

Transferred to Another Institution — Percentage of students that transferred to another institution. (Only incorporates students who have transferred out from an institution and did not complete a degree.)

Still Enrolled — Percentage of students that are still enrolled at the point of 150% normal time to completion.

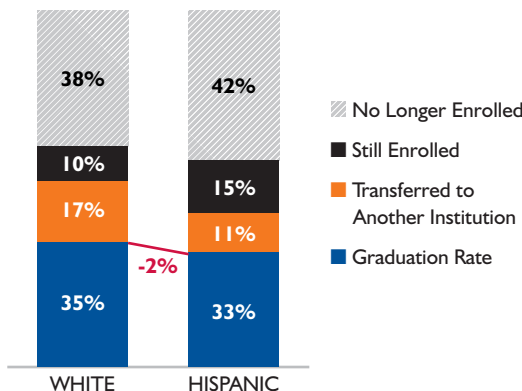
No Longer Enrolled — Percentage of students that are no longer enrolled at the point of 150% normal time to completion.

DEGREE OUTCOMES

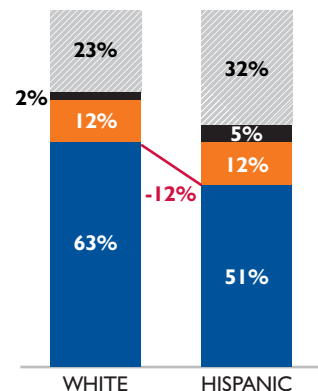
At two-year institutions, Hispanics’ graduation rate was **2%-points lower** than that of their White non-Hispanic peers in the United States.

At four-year institutions, Hispanics’ graduation rate was **12%-points lower** than that of their White non-Hispanic peers in the United States.

TWO-YEAR INSTITUTIONS



FOUR-YEAR INSTITUTIONS



*Percentages may not add up to 100% due to rounding.

NOTE: Outcomes shown are for students at two-year institutions who started in Fall 2015, and for students at four-year institutions who started in Fall 2012.

Source: *Excelencia in Education* analysis using the U.S. Department of Education, National Center for Education Statistics (NCES), Integrated Postsecondary Education Data System, 2018 Graduation Rates Survey and the Institutional Characteristics Survey.

Examples of What Works for Latino Students

There are institutions showing success in enrolling, retaining, and graduating Latino students. The following are examples of programs across the country with evidence of effectiveness in serving Latino students nominated for Examples of *Excelencia*.

Attract, Inspire, Mentor, and Support Students – The AIMS2 Program at California State University Northridge (CSUN) was a 2019 Example of *Excelencia*. The AIMS2 Program helps transfer students pursue degrees and careers in engineering and computer science. In partnership with Glendale Community College and College of the Canyons, the program offers stipends, special mentoring and advising by faculty, tutoring and peer

mentoring, social activities, field trips and opportunities to take part in paid research projects. Latino students in the 2012 through 2017 cohorts had a three-year transfer graduation rate of 70%, almost double the three-year transfer graduation rate of their peers in the college. The program has tripled the number of Latino students graduating in computer engineering and computer science majors from 57 students in 2012-13, to 171 students in 2016-17.

For more information on institutional programs improving Latino student success in higher education, access *Excelencia in Education’s* Growing What Works database at <http://www.edexcelencia.org/growing-what-works>

1 Projections to 2030: *Excelencia in Education*. (2020). Ensuring America’s Future: Benchmarking Latino College Completion to 2030. *Excelencia in Education*. Washington, D.C.

2 Population Projection: U.S. Census Bureau, Projected Race and Hispanic Origin: Main Projections Series for the United States, 2017-2060.

3 K-12 Population: U.S. Census Bureau, 2018 American Community Survey 1-Year Estimates.

4 Population: U.S. Census Bureau, 2018 American Community Survey 1-Year Estimates.

5 Median Age: U.S. Census Bureau, 2018 American Community Survey 1-Year Estimates.

6 Enrollment: U.S. Census Bureau, 2014-2018 American Community Survey 5-Year Estimates.

7 Degree Attainment: U.S. Census Bureau, 2018 American Community Survey 1-Year Estimates.

Nationally, Latino student enrollment and degree completion continues to increase. However, to reach the Latino degree attainment goal of 6.2 million degrees by 2030 requires a tactical plan for Latino college completion. This plan should include: closing equity gaps in degree completion, and accelerating, not just increasing, Latinos' degree attainment.

Population overview

The United States has a growing and young Latino population. While 18 percent of the overall population is Latino, 25 percent of students in K-12 education are Latino. Additionally, the Latino population is projected to increase by 25 percent by 2030. Furthermore, the median age for Latinos is 30, compared to 44 for White non-Hispanics. As more Latino students enter higher education, policymakers at the state, institutional, and national level should keep in mind that they'll have an increasingly young, Latino, first-generation population.

Opportunities for growth

In the United States, Latino students are significantly more likely to enroll in institutions primarily awarding associates degrees. Four of the top five institutions enrolling Latino undergraduates are associate degree-granting institutions. Additionally, each of the top five institutions enroll more than 24,000 Latino students.

However, equity gaps exist in degree attainment and degree completion in the United States. Nationally, only 24 percent of Latino adults have an associate degree or higher, compared to 46 percent of White non-Hispanic adults. Additionally, at two-year institutions, 42 percent of Latino students are no longer enrolled three years after starting their degree, and Latino students graduate at a rate two percentage points lower than their White peers—33 percent and 35 percent, respectively. At four-year institutions, Latinos are graduating 12 percentage points lower than their White peers—51 percent and 63 percent, respectively. Closing the degree attainment gap in the United States will require policies that help the many Latino students entering higher education on their path to completion.

What comes next?

National policies to increase Latino student success should keep in mind the profile of Latino students and adjust to meet their needs. The Latino population in the United States is young, growing, and significantly enrolling in public institutions. Opportunities exist for institutions in the United States to help more Latino students complete their degrees to reach the Latino degree attainment goal by 2030.

Examples of institutional efforts to meet students' needs can be seen within the Seal of *Excelencia*. The Seal is a national certification for institutions intentionally SERVING Latino students through data, practice, and leadership.

SACSCOC

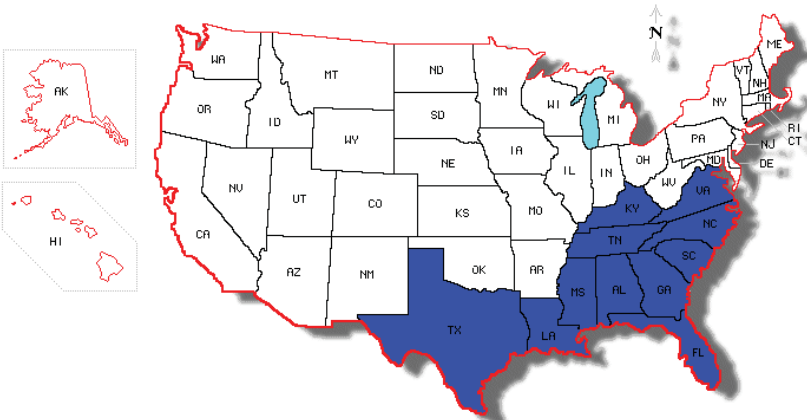


SOUTH TEXAS
COLLEGE

Reaffirmation 2021 Update

Board of Trustees

SACSCOC Region



SACSCOC Timeline



2018 – 2020

Prepare
Compliance
Certification

March
2020

Compliance
Certification
Submitted

April - June
2020

Off-Site
Committee
Review

August 3,
2020

Focused
Report and
QEP
Submitted

Sept 14 – 17,
2020

On-Site Visit
(QEP Review)

June 1, 2021

SACSCOC
Board Review

3

Reaffirmation Organization



Reaffirmation Leadership (5 Executives)

Reaffirmation Leadership Committee
(15 Executives and Administrators)

Core Writing Team (7 Writers)

Content Writers (20 Writers)

4

Reaffirmation Process

- Preparation is on - going and never - ending
- Started meeting in September 2018 to plan out the process
- Regular meeting and updates since September 2018



5

Compliance Certification

- Respond to the 73 Standards of the Principles of Accreditation
- 400+ page document
- 100's of pages in supporting evidence



6

Focused Report

- Off - Site Committee reviewed the submitted Compliance Certification
- Response requested on 7 of the 73 Standards
- Submitted Focused Report August 3

rd



7

Site Visit

- September 14th – 17th
- 100% Virtual Visit (Zoom)
- Campuses Reviewed: Pecan, NAH, Tech., Roma H.S., Donna North H.S.
- Interviews with Faculty, Board, Staff and Students
- 26 Standard to be Reviewed



8

QEP



Quality Enhancement Plan

What is a Quality Enhancement Plan?

A Quality Enhancement Plan (QEP) is a requirement from SACSCOC to design and implement a plan that enhances a specific area of the college.



What is a Quality Enhancement Plan?

As per SACSCOC Standard (7.2)

The institution has a Quality Enhancement Plan that:

- a) has a topic identified through its ongoing, comprehensive planning and evaluation processes;
- b) has broad - based support of institutional constituencies; focuses on improving specific student learning outcomes and/or student success;
- c) commits resources to initiate, implement, and complete the QEP; and
- d) includes a plan to assess achievement.



QEP Timeline



2018 – 2019
Topic Selection

2019 – 2020
Plan Development

2020 – 2023
Implement in Three Phases

2023 – 2025
Continued Monitoring, Evaluation & Refinement

2025 – 2026
Submit Impact Report to SACSCOC

Topic Selection

QEP Topic Development Team

- Conducted during development of the 2019 - 2025 Strategic Plan
- Reviewed Institutional Data, Environmental Scan, SWOT, Student Focus Groups, Student Surveys
- 10 Potential Topics Proposed
- College Community/Stakeholder Voting/Feedback
- QEP Website Feedback Portal
- Advising Chosen as Topic



13

Plan Development

- My Advising Plan(MAP): Connect, Persist, Succeed
- Development of Improvement Plan
 - Research
 - Faculty, Staff and Student Feedback
 - Consultant Feedback



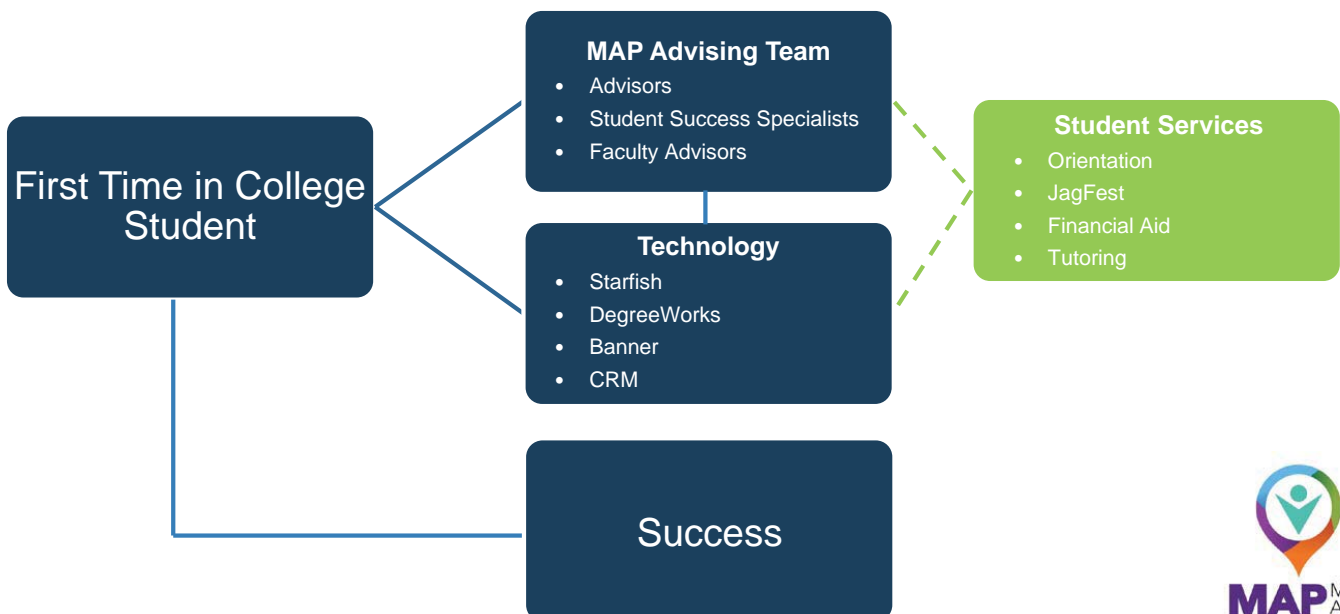
14

My Advising Plan (MAP) Outline

- Improve the First Year Advising for First Time in College Students (FTIC)
- Personalized Case Management Advising Model
- Integration and Standardization of Faculty and Staff Advising
- Connecting Students to Educational Programs and Student Services
- Use of Technology to Communicate and Support Students Along their Path



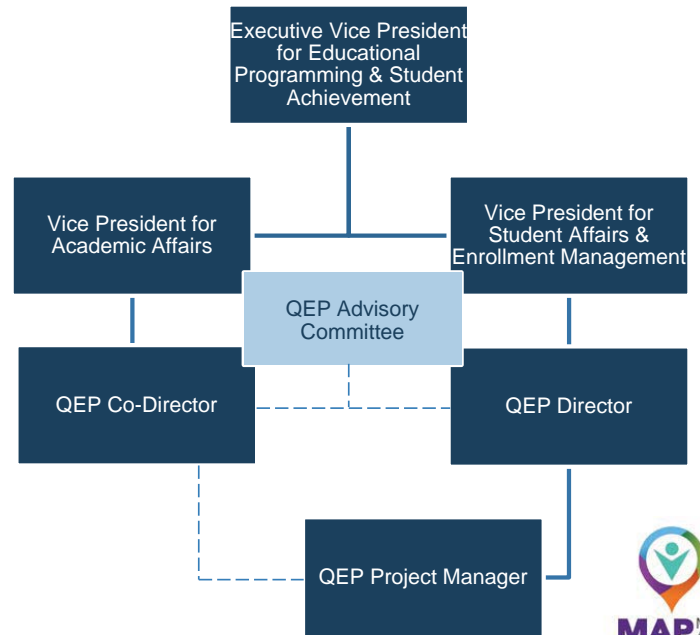
MAP: Connect, Persist, Succeed



Assessment Team



Implementation Team



Goals

- **Connect**
 Students develop a sense of belonging and connection to the institution and key student services
- **Persist**
 Student persistence rates will increase year to - year
- **Succeed**
 Students will make progress towards their degree completion



Implementation Strategy

Four Categories:

- MAP Advising Team
- Advising Curriculum
- Technology Enhancement
- Advising Support and Training



19

Implementation Strategy

MAP Advising Team

- Network of key advising staff
 - Specify roles: Faculty Advisors, Advisors, Student Success Specialists
- Work cohesively and comprehensively to connect students to the institution and services
- Guide students from first semester to degree completion



20

Implementation Strategy

Advising Curriculum

- Advising Syllabus including Learning Outcomes
- Blended Advising Model



21

Implementation Strategy

Advising Map

- Standardized Advising Plan
- Requires Mandatory Advising for First - Time - In - College students
- Delineates expectations of advising staff/students
- Establishes timeframes and content for student contacts
- Identifies differentiated advising groups (i.e. prior dual, TSI affected etc.)



22

Implementation Strategy

Technology Enhancements

- Integrate Existing Technology (DegreeWorks , Starfish)
- Utilizing Starfish for Communication, Connection, and Early Intervention
- Utilize DegreeWorks for Student Educational Planning
- Automated Advisor Assignments



23

Implementation Strategy

Professional Development for Advising

- Training for consistent and systematic advising approach
- Provided to students, faculty, and staff
 - Clarify specific roles within the advising framework
 - Train on use technology



24

Ongoing Monitoring & Evaluation

- QEP Assessment Team
- QEP Implementation Team
- QEP Advisory Committee
 - Two meetings per year
- Tracking of Outcomes and Performance Measures
- Milestones for Implementation Timeline
- SACSCOC 5th Year Impact Report



25

Goal 1: Connect

- Outcome 1.1: Increase student engagement
 - Performance Measure: Student Surveys
- Outcome 1.2: Increase student satisfaction with the advising experience
 - Performance Measure: Student Satisfaction Survey



26

Goal 2: Persist

- **Outcome: Increase Fall - to - Spring and Fall - to - Fall Persistence Rates**
 - **Performance Measures: Persistence Tracking Reports**



27

Goal 3: Succeed

- **Outcome: The amount of credits towards degree student complete within their first year will increase**
 - **Performance Measures: Number of students that complete 15 and 30 credit hours during first year**



28



THANK YOU!
Any questions?

Approval of Board Meeting Minutes

The following Board Meeting Minutes are submitted for approval:

- 1) July 28, 2020 Regular Board Meeting
- 2) August 6, 2020 Special Board Meeting
- 3) August 11, 2020 Special Board Meeting

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and adopt the Minutes for the July 28, 2020 Regular Board Meeting, August 6, 2020 Special Board Meeting, and August 11, 2020 Special Board Meeting, 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 Minutes for the July 28, 2020 Regular Board Meeting, August 6, 2020 Special Board Meeting, and August 11, 2020 Special Board Meeting, as presented.

Approval Recommended:

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

**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**

Minutes

Call Meeting to Order:

The Regular Board Meeting of the South Texas College Board of Trustees was held on Tuesday, July 28, 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, Dr. Anahid Petrosian, Mrs. Rebecca Cavazos, Mr. Rick De La Garza, Ms. Laura Requena, Mr. Daniel Ramirez, Lt. Ruben Suarez, Ms. Alina Cantu, Mr. Luis Gonzalez, Ms. Veronica Rodriguez, participated via conference call.

Determination of a Quorum

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

Invocation

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

Public Comments

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

Presentation

Presentation of 2020 Information Security Update

Mr. Luis Gonzalez, Chief Information Security Officer, presented the 2020 Information Security Update to the Board of Trustees.

Mr. Gonzalez provided 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 did not provide specific details about the College's security infrastructure or responses to intrusions or other attacks.

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

Approval of Board Meeting Minutes

Upon a motion by Mr. Rene Guajardo and a second by Dr. Alejo Salinas, Jr., the Board of Trustees of South Texas College approved and adopted the June 23, 2020 Regular Board Meeting Minutes as written. The motion carried.

Approval and Authorization to Accept Grant Awards and Agreements

Authorization to accept and approve the following grant award, including the use of related funds and execution of related agreements as necessary for each grant, was 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 would 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 would observe, mentor and aid in the instruction with students throughout the 5-week course.

This program would 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 was from September 1, 2020 to August 2024.

This award aligned 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 would 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 included 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 was 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 was from August 1, 2020 to April 3, 2021.

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

Summary of Grant Award Funding

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

Upon a motion by Mr. Rene Guajardo and a second by Ms. Rose Benavidez, the Board of Trustees approved and authorized accepting the following grant award including the

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

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

The Board of Trustees for South Texas College was 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 was 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 was provided 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.

Upon a motion by Mr. Gary Gurwitz and a second by Dr. Alejo Salinas, Jr., the Board of Trustees of South Texas College approved and adopted the Board and Board Committee meeting schedule for FY 2020 - 2021 as presented. The motion carried.

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 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 was 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 were 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 were provided in the packet for the Board's information and review. The proposed revisions were highlighted in yellow.

Upon a motion by Mr. Rene Guajardo and a second by Mr. Gary Gurwitz, the Board of Trustees of South Texas College approved and authorized the revised Tuition and Fees Schedules for FY 2020 - 2021 for Student Tuition and Fees as presented. The motion carried.

Review and Approval of Proposed 2021 – 2022 Academic Calendar

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

The Academic Calendar Steering Committee, which included membership from each area of the College and Student Government representation, 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 was approved by the Academic Calendar Steering Committee and was 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 was provided 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.

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Mr. Rene Guajardo, the Board of Trustees of South Texas College approve and authorize the 2021 – 2022 Academic Calendar as presented. The motion carried.

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

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

Justification – The proposed new policy was 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 were 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

07/28/2020

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 was 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 were 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.

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 new Policy #6112: *Freedom of Expression*, as presented and which supersedes any previously adopted Board policy. The motion carried.

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 was 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 would 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

07/28/2020

- 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 Board's review, and no action was requested.

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

07/28/2020

Regular Board Meeting Minutes

\$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.

Ms. Anne Berger from Hilltop Securities Inc. will presented on the issuance of the South Texas College District, Limited Tax Refunding Bonds, Taxable Series 2020.

Ms. Berger made a special note that the analysts from Moody's and from Standard & Poor's were highly complimentary of Mrs. Mary Elizondo and her team for their fiscal stewardship of the College, especially during the challenges presented by the ongoing COVID-19 pandemic.

Enclosed Documents – The Bond Refunding Transaction Summary Presentation was provided 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 was presented for the Board's information and feedback to administration. No action was necessary.

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 was 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, were provided 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.

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

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

07/28/2020

Regular Board Meeting Minutes

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** was 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)

07/28/2020

Regular Board Meeting Minutes

⇒ 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 was **\$972,775**. The total recommended award to TASB was **\$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 were 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, were provided 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).

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

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 was requested.

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

The Finance, Audit, and Human Resources 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.

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:

07/28/2020

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)
Learning Zone II (Rio Grande City, TX)	Little Stars Learning Center, LLC. (Rio Grande City, TX)	El Shaddai International

Vendors (City, State)		
		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 was \$6,683.257.15.

Upon a motion by Ms. Rose Benavidez and a second by Mr. Rene Guajardo, the Board of Trustees approves and authorizes the award of proposals, purchases, renewals, and interlocal agreement totaling \$6,683.257.15 as presented, and which excluded item #14 that is a separate agenda item. The motion carried.

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 advised 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 recommended 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 were 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 were 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

Service	Board Approval and Terms	Required Action		
		Renewal	If not Renewed	
			Request an Extension	Request for Proposals (RFP)
				agreement termination
Arbitrage Rebate Compliance 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	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

Upon a motion by Ms. Rose Benavidez and a second by Dr. Alejo Salinas, Jr., the Board of Trustees of South Texas College approved and authorized 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 motion carried, with five trustees voting in favor, and one trustee opposed.

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 was requested.

Purpose – The Automotive Program in the Division of Technology and Fixed Asset/Inventory Department requested 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 were 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 would be contacted and they would pick up the vehicles.

Enclosed Documents - A listing of the vehicles to be disposed/returned was provided 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.

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

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

Approval to revise Policy #4216: Harassment, Discrimination, and Sexual Misconduct was requested.

Purpose - The proposed revisions to the policy were 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 were 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 was 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 was provided in the packet for the Board's review and information.

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

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

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

Review and Update of Preliminary Proposed FY 2020 – 2021 Unrestricted Budget

The packet included 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 was a preliminary plan for the next fiscal year that includes the following assumptions:

Revenues:

- State appropriations were expected to increase \$1,212,642 in FY 2021. The projected increase was 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 was 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 was 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 was based on the projected amount the College will receive according to historical trend. The state contact hour appropriation revenue was based on the state allocation schedules and other state revenues were based on projected funding for eligible employees.

State Appropriations	FY 2020	FY 2021	Increase/ (Decrease)
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
Total State Appropriation	\$48,445,377	\$49,658,019	\$1,212,642

- Tuition for FY 2021 was 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 included 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 included 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 was projected to decrease approximately \$7,950,602 in FY 2021.

Tuition	FY 2020	FY 2021	Increase/ (Decrease)
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)
Total Tuition	\$37,736,025	\$29,785,423	\$(7,950,602)

- Fees for FY 2021 were 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 included 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 included 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 indicated a decrease in fees revenue of approximately \$5,522,581 in FY 2021.

Fees	FY 2020	FY 2021	Increase/ (Decrease)
Total Fees	\$28,870,091	\$23,347,510	\$(5,522,581)

- Other revenue was expected to decrease \$2,058,319 in FY 2021. The projected decrease was 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 was due to the degree plan changes that have negatively impacted enrollment.

Other Revenues	FY 2020	FY 2021	Increase/ (Decrease)
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)

Other Revenues	FY 2020	FY 2021	Increase/ (Decrease)
Conferences-Continuing, Professional, and Workforce Education	64,742	64,742	-
Total Other Revenues	\$8,515,643	\$6,457,324	\$(2,058,319)

- M&O Property Tax revenue for FY 2021 was expected to decrease \$2,401,153, due to an anticipated decrease in tax collections.

M&O Property Taxes	FY 2020	FY 2021	Increase/ (Decrease)
Total M&O Property Taxes	\$51,707,955	\$49,306,802	\$(2,401,153)

- Carryover Allocations as projected to increase \$3,550,670 in FY 2021. The increase was 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.

Carryover Allocations	FY 2020	FY 2021	Increase/ (Decrease)
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
Total Carryover Allocations	\$6,455,238	\$10,005,908	\$3,550,670

Expenditures:

- The Salary expenditures budget was proposed to decrease by \$9,830,335 in FY 2021 as follows:

	Changes to FY 2021 Salary Budget	Amount
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)

	Changes to FY 2021 Salary Budget	Amount
3.	New Pools Funded from Carryover Allocations	1,923,007
3.	Division Position Reductions due to Revenue Decrease	(11,902,541)
	Total	\$(9,397,012)

No across the Board annual salary increases for faculty and staff were recommended.

The division position reductions of \$11,902,541 resulted 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 was proposed to decrease by \$1,313,394 due to the decrease in the FY 2021 salary budget.
- The Operating expenditures budget for FY 2021 was 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 was 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 was proposed to decrease by \$1,327,617.
 - ⇒ The capital budget was proposed to decrease by \$141,617 based on the needs of the College's departments.
 - ⇒ In addition, the capital budget was 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 was proposed to increase by \$1,830,159. The increase was 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 was contingent on the receipt of the additional funding that would 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 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 for action in August 2020.

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

Review and Recommend Action on Proposed Employee Pay Plan for FY 2020 – 2021

Approval of the Proposed Employee Pay Plan for FY 2020 - 2021 was requested.

Purpose - The Proposed Employee Pay Plan for FY 2020 - 2021 for all employee groups was presented for the Board'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 Salary Pay Plan 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 was 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, attended 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.

Upon a motion by Ms. Rose Benavidez and a second by Dr. Alejo Salinas, Jr., the Board of Trustees of South Texas College approved and authorized the Proposed Employee Pay Plan for FY 2020 - 2021, as presented. The motion carried.

Review and Recommend Action on Proposed Staffing Plan for FY 2020 – 2021

Approval of the Proposed Staffing Plan for FY 2020 - 2021 was requested.

Purpose - The Proposed Staffing Plan for FY 2020 – 2021 for all employee groups was presented for the Board's review and consideration. The Staffing Plan included 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 were 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 was reflected in the appropriate department and listed on the Staffing Plan and was 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 was 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, attended 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.

Upon a motion by Ms. Rose Benavidez and a second by Dr. Alejo Salinas, Jr., the Board of Trustees of South Texas College approved and authorized the Proposed Employee Pay Plan for FY 2020 - 2021, as presented. The motion carried.

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 was 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 were 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 recommended an operation plan for the Child Development Center consisting of reduced and modified staffing schedule. Currently furloughed employees would be advised of possible adjustment to their employment status, pending final approval by the Board of Trustees.

The Child Development Center would comply with density requirement, which was anticipated to reduce the number of children served and will result in a reduction of personnel required.

The College would continue to monitor the situation and would adjust the operation plan as necessary. During the 2020 & 2021 academic year the Child Development Center would complete the current CCAMPIS grant cycle and a determination would 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 presented.

The Interim Vice President for Academic Affairs, Dr. Anahid Petrosian, attended 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

Upon a motion by Ms. Rose Benavidez and a second by Dr. Alejo Salinas, Jr., the Board of Trustees of South Texas College approved and authorized the Mid-Valley Campus Child Development Center operation plan for Fiscal Year 2020 - 2021 as presented. The motion carried.

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 was 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 were 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 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 was 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 recommended 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 would be funded from other auxiliary fund operations or auxiliary fund balance, was 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 would 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 reviewed the information as presented.

The Vice President for Finance and Administrative Services, Mary Elizondo, attended 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.

Upon a motion by Ms. Rose Benavidez and a second by Dr. Alejo Salinas, Jr., the Board of Trustees of South Texas College approved and authorized the food services operation plan for Fiscal Year 2020 - 2021 as presented. The motion carried.

Discussion and Action as Necessary on Transportation Services Plan for Fiscal Year 2020 – 2021

Approval of transportation services plan for Fiscal Year 2020 – 2021 was requested.

Purpose – Approval of the transportation services plan for Fiscal Year 2020 – 2021 was required.

Justification – A transportation services plan was needed to determine operations for Fiscal Year 2020 – 2021. A decline in ridership was 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 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 recommended 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 would continue to monitor the situation for any adjustments needed in the operation plan and would 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 were included below for the Board's review and feedback. The ten (10) different scenarios were as follows:

- With LRGVDC Agreement - Scenario #1 through Scenario #4
- Without an LRGVDC agreement - Scenario #5 through Scenario #10

The table below reflected four (4) scenarios with a LRGVDC agreement servicing the Green and Purple Lines, which consisted of different factors to reduce routes and operating cost.

Cost Analyses Total Net Cost by Scenario With LRGVDC Agreement				
Strategies	Scenario #1	Scenario #2	Scenario #3	Scenario #4
Green Line (Starr) - 1	✓	✓	✓ No Friday	✓ No Friday
Green Line (Starr) - 2	✓	X	X	X
Green Line (Roma)	✓	✓	✓	✓ No Friday
Purple Line (Mid-Valley)	✓	✓	✓	✓ No Friday
Yellow Line (Circulator)	Reduced (4 drivers)	Reduced (4 drivers)	Reduced (4 drivers)	Reduced (4 drivers)
Park & Ride (P & R)	X	X	X	X
Total Net Cost	\$457,475.18	\$379,457.07	\$363,971.40	\$343,800.98

✓ = Yes, Maintain X = Do Not Maintain

Number of STC Bus Driver Employees	4	4	4	4
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The Total Net Cost for the Green and Purple lines was 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 were 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 was the total cost for the line less certain expenses reimbursed to the College by LRGVDC.

The table below reflected six (6) scenarios without a LRGVDC agreement, which consisted of different factors to reduce routes and operating cost.

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*	✓ No Friday 6 trips/ 2 drivers	✓ No Friday 3 trips/ 2 drivers	✓ No Friday 3 trips/ 2 drivers	✓ No Friday 3 trips/ 2 drivers	✓ No Friday 2 trips 2 drivers	✓ No Friday 2 trips/ 2 drivers
Green Line (Starr) - 2*	X	X	X	X	X	X
Green Line (Roma)*	✓ 11 trips/ 2 drivers	✓ 3 trips/ 2 drivers	✓ 3 trips/ 2 drivers	X	✓ 3 trips/ 2 drivers	X
Purple Line (Mid-Valley)*	✓ 11 trips/ 2 drivers	✓ 5 trips/ 2 drivers	X	X	X	X
Yellow Line (Circulator)*	✓ 20 trips/ 3 drivers	✓ 20 trips/ 3 drivers	✓ 20 trips/ 3 drivers	✓ 20 trips/ 3 drivers	✓ 20 trips/ 3 drivers	✓ 20 trips/ 3 drivers
Park & Ride (P & R)	X	X	X	X	X	X
Total Cost	\$1,007,411.12	\$787,790.22	\$649,368.31	\$493,700.81	\$617,254.38	\$461,586.89

✓ = Yes, Maintain X = Do Not Maintain * Monday through Thursday only

Number of STC Bus Driver Employees	9	9	7	5	7	5
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A survey of students registered for face-to-face classes from Starr County was conducted to confirm the need of transportation. The survey results were enclosed for Board's review and consideration (Exhibit B).

Enclosed Documents – The following enclosed documents were 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.

07/28/2020

The Board asked administration whether there was an opportunity to negotiate further with LRGVDC on the length and terms of any agreement. Administration agreed to reach out to LRGVDC to see what other terms could be negotiated.

The Board did not take action at this time, and requested a Special Meeting in the next two weeks to review further options and take action as appropriate.

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 was requested.

Purpose

Architectural design services were necessary for design of schematic drawings for the Regional Center for Public Safety Excellence Target Range project. The design scope of work included design charrettes and preparation of floor plans, site plans, exterior renderings, and preliminary budgets. The schematic plans would provide a graphic representation of the target range project that can be used for marketing purposes to interested parties.

Justification

Since the Board had not received responses to their legal concerns and was not prepared to move forward with the Planning Grant from the Texas Parks and Wildlife Department (TPWD), administration proposed an alternate approach. The proposed Regional Center for Public Safety Excellence Target Range Capital Improvement project was budgeted for Fiscal Year 2019-2020. Funds were available for the development of the schematic design phase of the proposed project. Administration recommended 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 recommended 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 were \$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 were 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 was included in the packet.

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.

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

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

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

Purpose

The procurement of a contractor would provide for construction services necessary for the Nursing & Allied Health Campus East Building A Student Services Renovation and 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 was reviewed by the FPC department, the President's Cabinet, and the Coordinated Operations Council. This project was scheduled as a non-educational space improvement to provide more efficient and effective use of space for the Student Services areas and Cashiers area. The existing Student Services area was in operation since 2005, and staff planned 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,

07/28/2020

the current state standards for ADA testing required revised accommodations which were 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.

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

Funding Source

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

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

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

07/28/2020

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

Funds for the Nursing & Allied Health Campus East Building A Student Services Renovation Project 2019-006C and Starr County Campus Student Services Building G Cashiers and Veterans Affairs Areas Renovation Project 2018-020C are budgeted in the Unexpended Construction Plant Fund for available use in fiscal year 2019-2020.

Reviewers

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

Enclosed Documents

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

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.

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

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 was requested

Purpose

The approval of additional services was 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 was 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 would provide 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 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.

Additional Construction Services for the Regional Center for Public Safety Excellence Drainage Improvements at the Cityscape Area		
Alternate Number	Description of Additional Work Recommended	Cost
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
Total		\$87,989.50

Note 1: The estimated cost for the recommended modifications to the existing irrigation system was \$16,701. The contractor 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 included 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 were available in the Unexpended Construction Plant Fund for use in fiscal year 2019-2020.

Enclosed Documents

Enclosed was the proposal from the contractor.

Mr. Gary Gurwitz abstained from the deliberation and action on this item.

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.

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

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 was requested

Purpose

The rejection of the construction services proposals would 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 was part of the Deferred Maintenance Plan from the Operations & Maintenance and Facilities Planning & Construction departments, and as reviewed by the President's Cabinet and the Coordinated Operations Council. This project was prioritized as a routine improvement to replace the marker board surfaces with new marker boards to meet the College's standard and provide proper writing surface.

Background

As part of the College's Renewal and Replacement program, staff has planned and budgeted for the replacement of the current marker board material. This third phase of the project included 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 were still in acceptable condition.

Administration recommended Board rejection of all of the proposals.

The project would be delayed, likely until FY 2021-2022. The life expectancy of the existing marker boards extended beyond this schedule and they would 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.

Upon a motion by Mr. Gary Gurwitz and a second by Ms. Rose Benavidez, the Board of Trustees of South Texas College approved and authorized rejection of construction services proposals for the District Wide Marker Board Replacement Phase III project as presented. The motion carried.

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 was requested

Background

On October 30, 2018, the Board approved contracting architectural services with Rike Ogden Figueroa Alex 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.

Upon a motion by Mr. Gary Gurwitz and a second by Mr. Rene Guajardo, the Board of Trustees of South Texas College approved and authorized the colors and finishes option

07/28/2020

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 motion carried.

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 was requested.

Project	Completion Recommended	Date Received
1. Pecan Campus Student Activities Building H Renovation for Culinary Arts Project No. 2018-023C Architect: EGV Architects, Inc. 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 were provided 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.

Upon a motion by Mr. Gary Gurwitz and a second by Ms. Rose Benavidez, the Board of Trustees of South Texas College approved and authorized substantial completion of the Pecan Campus Student Activities Building H Renovation for Culinary Arts Project as presented. The motion carried.

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 was requested.

Project	Completion Recommended	Date Received
1. Mid Valley Campus Existing Thermal Plant Demolition Project No. 2017-012C Architect: ROFA Architects, Inc. 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 was provided 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.

Upon a motion by Mr. Gary Gurwitz and a second by Mr. Rene Guajardo, the Board of Trustees of South Texas College approved and authorized substantial completion of the Mid Valley Campus Existing Thermal Plant Demolition Project as presented. The motion carried.

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 was requested.

Project		Completion Recommended	Date Received
1.	Pecan Campus Arbor Brick Columns Repair & Replacement Project No. 2017-016R 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 was provided 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.

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

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 was requested.

Purpose

Authorization was 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 was 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 8/15/20-8/14/21 8/15/21-8/14/22 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 was \$21,587.79.

Funding Source

Funds for these expenditures were 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.

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

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 reviewed the proposed Unexpended Plant Fund - Construction Projects budgeted for FY 2020 - 2021. The proposed projects listed were 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 was enclosed for the Board'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, were available 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.

Upon a motion by Mr. Gary Gurwitz and a second by Dr. Alejo Salinas, Jr., the Board of Trustees of South Texas College approved and authorized action as necessary on the Unexpended Plant Fund – Construction proposed projects and preliminary budgets for fiscal year 2020 – 2021. The motion carried.

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 reviewed the proposed Renewals & Replacements Projects budgeted for FY 2020 - 2021. The proposed projects listed were not related to the Capital Improvement Projects and were 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 was provided for the Board's review and information. The proposed projects would be included in the Renewals and Replacements Plant Fund budget. Mary Elizondo and Ricardo de la Garza were available 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.

Upon a motion by Mr. Gary Gurwitz and a second by Dr. Alejo Salinas, Jr., the Board of Trustees of South Texas College approved and authorized action as necessary on the Renewals & Replacements Plant Fund proposed projects and preliminary budgets for fiscal year 2020 – 2021. The motion carried.

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

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

No action was taken.

Consideration and Approval of Checks and Financial Reports

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

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

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

Upon a motion by Ms. Rose Benavidez and a second by Dr. Alejo Salinas, Jr., the Board of Trustees approved and authorized the submitted checks for release in an amount over \$125,000.00, the checks that were released as authorized by Board Policy #5610, and the financial reports submitted for the month of June 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, 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!

Adjournment

There being no further business to discuss, the Regular Meeting of the South Texas College Board of Trustees adjourned at 8:29 p.m.

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

X

Mr Roy de León
Board Secretary

**SOUTH TEXAS COLLEGE
BOARD OF TRUSTEES SPECIAL MEETING
Thursday, August 6, 2020 @ 5:30 p.m.
Ann Richards Administration Building Board Room
Pecan Campus, McAllen, Texas 78501**

Minutes

Call Meeting to Order:

The Special Board Meeting of the South Texas College Board of Trustees was held on Thursday, August 6, 2020 in the Ann Richards Administration Building Board Room at the Pecan Campus in McAllen, Texas. The meeting commenced at 5:39 p.m. with Ms. Rose Benavidez presiding.

Ms. Benavidez 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: Ms. Rose Benavidez, Mr. Roy de León, Mr. Gary Gurwitz, Dr. Alejo Salinas, Jr., and Mr. Rene Guajardo were present and participated by teleconference.

Members absent: Mr. Paul R. Rodriguez and Mrs. Victoria Cantú

Also present: Dr. Shirley A. Reed, Mrs. Mary Elizondo, Ms. Laura Requena, Lt. Ruben Suarez, Ms. Alina Cantu, and Mr. Andrew Fish.

Determination of a Quorum

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

Review and Recommend Action as Necessary on Ratification of Acceptance of Coronavirus Aid, Relief, and Economic Security (CARES) Act Funds Allocated for Federal Transit Authority (FTA)

Ratification of acceptance of Coronavirus Aid, Relief, and Economic Security (CARES) Act Funds Allocated for Federal Transit Authority (FTA) was requested.

Purpose – To request ratification of acceptance from the Lower Rio Grande Valley Development Council (LRGVDC), of Coronavirus Aid, Relief, and Economic Security (CARES) Act Funds Allocated for Federal Transit Authority (FTA) to the LRGVDC, as a recipient of the urbanized area formula funds, in the amount of \$297,624.00.

The LRGVDC offered the allocation to the College and Administration accepted the award with the acknowledgement that the acceptance of the award totaling \$297,624.00 would require ratification of the acceptance by the Board of Trustees.

Justification – The LRGVDC approved for South Texas College to receive the CARES Act funding to be used for transportation services in the amount of \$297,624.00 and the College acknowledged that the acceptance of the award totaling \$297,624.00 would require ratification of the acceptance by the Board of Trustees.

Background - On Friday, March 27, 2020, President Trump signed the [Coronavirus Aid, Relief, and Economic Security \(CARES\) Act](#) into law. The CARES Act provides emergency assistance and health care response for individuals, families and businesses affected by the [COVID-19 pandemic](#) and provide emergency appropriations to support Executive Branch agency operations during the COVID-19 pandemic. The Federal Transit Authority (FTA) allocated funding to the LRGVDC as a recipient of urbanized area formula funds.

As a partner of the LRGVDC, South Texas College has been awarded by LRGVDC a portion of the funding that was allocated for the McAllen urbanized area. The LRGVDC will reimburse the College up to 100% of transportation service expenditures incurred for the Yellow Line. The eligible expenses for reimbursement are as follows:

- Operating expenses, such as fuel, and salaries and benefits of bus drivers and other transportation staff, incurred beginning on January 20, 2020, to maintain transit services (previously reimbursed at 50%).
- Administrative leave for transit personnel due to reduced operations during an emergency.
- Maintenance expenses, such as tire maintenance, full service oil changes, vehicle battery replacement, and yearly vehicle state inspection, (previously reimbursed at 80%).

A total of \$297,624 has been allocated to the College. The reimbursement at 100% would continue until the total award amount has been expended, including carrying over the unused amount into the next fiscal year. Operating and maintenance expenditures would in effect be reimbursed by LRGVDC at 100%.

Reviewers - The Vice President for Finance and Administrative Services and the Acting Chief of Police for the Department of Public Safety reviewed the information being presented.

Enclosed Documents – A copy of the letter from LRGVDC approving the (CARES) Act Funds was provided in the packet for the Board's information and review.

Ruben Suarez, Acting Chief of Police for the Department of Public Safety attended the Meeting to address any questions by the Board Members.

Upon a motion by Mr. Rene Guajardo and a second by Mr. Roy de León, the Board of Trustees of South Texas College approved and authorized the ratification of acceptance of Coronavirus Aid, Relief, and Economic Security (CARES) Act Funds Allocated for Federal Transit Authority (FTA) as presented. The motion carried.

Review and Recommend Action as Necessary on Amendment to the Interlocal Agreement for Transportation Services between South Texas College and the Lower Rio Grande Valley Development Council for Fiscal Year 2019 – 2020

Approval of an amendment to the Interlocal Agreement for Transportation Services between South Texas College and the Lower Rio Grande Valley Development Council (LRGVDC) for Fiscal Year 2019 – 2020 was requested.

Purpose – An Amendment to the Interlocal Agreement for Transportation Services between South Texas College and the Lower Rio Grande Valley Development Council (LRGVDC) for Fiscal Year 2019 – 2020 was requested by the College to include the Corona Virus Aid, Relief, and Economic Security (CARES) Act funding allocated by LRGVDC and to revise the College's Spring semester payment to LRGVDC.

Background – The Interlocal Agreement for Transportation Services was approved on August 27, 2019 for the period of September 1, 2019 through August 31, 2020.

The services included in the Interlocal Agreement for transportation services were as follows:

- Circulator (Yellow Line) and Park & Ride Lines operated by the College.
 - ⇒ The College was reimbursed by the LRGVDC for expenses incurred for the Yellow Line and Park & Ride Lines as follows:

- 50% of operating expenses
 - 80% of preventive maintenance expenses
- Starr County Campus (Green Lines) and Mid Valley Campus (Purple Line), which were operated by the LRGVDC.
- ⇒ The Interlocal Agreement for transportation services entered into by the College called for a total payment to LRGVDC for the Green and Purple Lines in the total amount of \$197,647.67, paid in two (2) installments of \$98,823.84 and \$98,823.83.

Justification – An amendment for the FY 2019 – 2020 agreement was necessary to increase the total reimbursement allowed by the LRGVDC from CARES Act funds allocated to the College and to reduce the Spring payment to the LRGVDC due to the suspension of the transportation services on April 21, 2020, resulting from the COVID-19 pandemic.

CARES Act Funds

The Lower Rio Grande Valley Development Council was awarded funds from the Corona Virus Aid, Relief, and Economic Security (CARES) Act and has allocated to the College a total of \$297,624. The amendment will allow the College to use the CARES Act funds for authorized expenses incurred from January 20, 2020 until the total award amount has been expended, including carrying over the unused amount into the next fiscal year. These funds may be used to receive 100 percent reimbursement of the expenses previously reimbursed at 50% or 80% levels. The College will be required to submit monthly expenditure reimbursement vouchers to LRGVDC in order to be reimbursed CARES Act Fund at 100 percent.

Once the CARES Act funds are exhausted, the College will continue to receive State/Federal Contributions of 50 percent of College expenditures for operation expenses, such as fuel, and salaries and benefits of bus drivers and other transportation staff, and 80 percent for expenses related to preventive maintenance, such as tire maintenance, full service oil changes, vehicle battery replacement, and yearly vehicle state inspection.

Spring Payment to LRGVDC

In addition, due to the Corona Virus pandemic, the College canceled face to face classes and subsequently suspended the services of the Purple Line (Mid Valley) and Green Lines (Starr County) as of April 21, 2020. Based on the original Interlocal Agreement, the College is responsible to remit payment to LRGVDC for the cost of the Purple Line and Green Line in the amount of \$98,823.84 for the Fall 2019 semester and \$98,823.83 for the Spring 2020 semester, as required under section IV-A of the Interlocal Agreement.

However, the College requested a reduction in the Spring 2020 semester payment. The Lower Rio Grande Valley Development Council agreed to reduce the Spring payment by \$6,439.50, thereby reducing the amount due for Spring from \$98,823.83 to \$92,384.33, as presented on the table below:

Payment Description	Fall 2019	Spring 2020	Total
Original Payment Due	\$98,823.84	\$98,823.83	\$197,647.67
Payment Reduction (3.5 Weeks)	-0-	6,439.50	6,439.50
Revised Payment Due	\$98,823.84	\$92,384.33	\$191,208.17

Funding Source - Funds for this expenditure were budgeted in the Student Transportation Services budget for FY 2019 - 2020.

Reviewers – The Interlocal Agreement Amendment was reviewed by Mr. Tom Logan, Director of Valley Metro at the Lower Rio Grande Valley Development Council, Vice President for Finance and Administrative Services, Interim Chief Administrator for Department of Public Safety, Comptroller, and by the College’s Legal Counsel.

Enclosed Documents - A copy of the Amended Interlocal Agreement and the LRGVDC CARES Act allocation letter was provided in the packet for the Board’s information and review.

Presenters – Mary Elizondo, Vice President for Finance and Administrative Services, attended the meeting to address any questions by the Board.

Upon a motion by Mr. Rene Guajardo and a second by Mr. Roy de León, the Board of Trustees of South Texas College approved and authorized the amendment to the Interlocal Agreement for Transportation Services between South Texas College and the Lower Rio Grande Valley Development Council (LRGVDC) for Fiscal Year 2019 – 2020 to include the CARES Act funding and revised Spring payment, as presented. The motion carried.

Discussion and Action as Necessary on Transportation Services Plan for Fiscal Year 2020 – 2021

Approval of transportation services plan for Fiscal Year 2020 – 2021 was requested.

Purpose – Approval of the transportation services plan for Fiscal Year 2020 – 2021 was required.

Justification – A transportation services plan was needed to determine operations for Fiscal Year 2020 – 2021. A decline in ridership was 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 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 was 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, at the July 14, 2020, Finance Committee Meeting and the July 28, 2020, Board Meeting, Administration recommended 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 Fall 2020 Semester.
- Staffing be significantly reduced and duties 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.
- Continue to monitor the situation for any adjustments needed in the operation plan, consider other options for providing transportation in a cost-effective manner, and evaluate whether to operate the transportation services in the Spring 2021 Semester.

Cost Analyses of Different Scenarios

On July 14, 2020, the Finance, Audit, and Human Resources Committee asked administration to present a clear revised Transportation Services Plan for review and approval by the Board.

At the July 28, 2020, Board Meeting, administration presented 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 were presented for the Board's review and feedback. The ten (10) different scenarios were 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 Lines and Purple Line, which consists of different strategies to reduce routes and operating cost.

Cost Analyses - Total Net Cost by Scenario With LRGVDC Agreement

Strategies	Original FY20	Scenario #1	Scenario #2	Scenario #3	Scenario #4
Green Line (Starr) 1	4 trips	M-F	M-F	M-Thurs.	M-Thurs.
Green Line (Starr) 2	4 trips	M-F	X	X	X
Green Line (Roma)	9.5 trips	M-F	M-F	M-F	M-Thurs.
Purple Line (Mid Valley)	10 trips	M-F	M-F	M-F	M-Thurs.
Yellow Line (Circulator)	41 trips/ 6 drivers	Reduced (4 drivers/28 trips) M-F	Reduced (4 drivers/28 trips) M-F	Reduced (4 drivers/28 trips) M-F	Reduced (4 drivers/ 28 trips) M-Thurs.
Park & Ride (P&R)	3 drivers	X	X	X	X
Total Net Cost	\$756,007.30	\$457,475.18	\$379,457.07	\$363,971.40	\$343,800.98

X = Do Not Maintain

Number of STC Bus Driver Employees	9	4	4	4	4
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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 Without LRGVDC Agreement							
Strategies	Original FY20 (w/ agreement)	Scenario #5	Scenario #6	Scenario #7	Scenario #8	Scenario #9	Scenario #10
Green Line (Starr) 1	4 trips	M-Thurs. 6 trips/2 drivers	M-Thurs. 3 trips/2 drivers	M-Thurs. 3 trips/ 2 drivers	M-Thurs. 3 trips/ 2 drivers	M-Thurs. 2 trips/ 2 drivers	M-Thurs. 2 trips/ 2 drivers
Green Line (Starr) 2	4 trips	X	X	X	X	X	X
Green Line (Roma)	9.5 trips	M-Thurs. 11 trips/2 drivers	M-Thurs. 3 trips/2 drivers	M-Thurs. 3 trips/2 drivers	X	M-Thurs. 3 trips/ 2 drivers	X
Purple Line (Mid Valley)	10 trips	M-Thurs. 11 trips/2 drivers	M-Thurs. 5 trips/2 drivers	X	X	X	X
Yellow Line (Circulator)	41 trips/ 6 drivers	M-Thurs. 20 trips/ 3 drivers	M-Thurs. 20 trips/ 3 drivers	M-Thurs. 20 trips/ 3 drivers	M-Thurs. 20 trips/ 3 drivers	M-Thurs. 20 trips/ 3 drivers	M-Thurs. 20 trips/ 3 drivers
Park & Ride (P&R)	3 drivers	X	X	X	X	X	X
Total Net Cost	\$756,007.30	-	-	-	-	-	-
Total Cost	-	\$1,007,411.12	\$787,790.22	\$649,368.31	\$493,700.81	\$617,254.38	\$461,586.89

X = Do Not Maintain

Number of STC Bus Driver Employees	9	9	9	7	5	7	5
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At the July 28, 2020 Board meeting, Administration also presented the results of a survey of students registered for face-to-face classes from Starr County to confirm the need of transportation. The survey results are enclosed for Board's review and consideration (Exhibit B).

Agreement Terms

At the July 28, 2020, Board meeting, Administration was asked by the Board of Trustees to request from the LRGVDC, the possibility of terminating the agreement mid-term, specifically if the agreement could be terminated at any time prior to the end date of the agreement. According to the LRGVDC, the College may request to change the term of the agreement, including terminating the agreement, with the stipulation that a 30-day notice is given.

New Terms Offered by LRGVDC

On August 3, 2020, the LRGVDC offered to operate the Green Lines and the Purple Line at no cost to the College.

As a result, the College would only be responsible to cover the costs for the Yellow Line and would continue to receive reimbursements for certain costs by the LRGVDC. The estimated net cost for the Yellow Line for the Fall Semester was \$22,612.53.

Recommendation - Transportation Services Plan

Considering the new terms offered by LRGVDC, Administration recommended the following:

- Accept the LRGVDC offer to fully-fund the operation of the Valley-Metro operated routes and enter into an agreement for the Fall 2020 semester.
- Continue the full-service operation of the routes fully-funded by LRGVDC, which are the Green Lines 1 & 2, Green Line - Roma – Route 60, and the Purple Line
- Eliminate the Park & Ride Line
- Decrease the number of routes for the Yellow Line service
- Decrease the number of STC Bus Driver Employees from 8 to 4
- Continue to monitor the demand and situation and evaluate whether to operate the transportation services in the Spring 2021 Semester by November 2020.

Enclosed Documents – The following enclosed documents were 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.

Mr. Rene Guajardo made a motion that the Board approve and authorize the transportation services plan for Fiscal Year 2020 – 2021 as published in the packet, and Mr. Roy de León seconded the motion.

During discussion, Mr. Gary Gurwitz noted that the plan would only be in effect for Fall 2020, and there would be further review and discussion before any approval for the balance of Fiscal Year 2020 – 2021.

The Board agreed that the motion before the Board should be corrected to only approve the plan for Fall 2020.

Mr. Roy de León withdrew his second of the original motion, and Mr. Rene Guajardo withdrew his motion.

Upon a motion by Mr. Rene Guajardo and a second by Mr. Roy de León, the Board of Trustees of South Texas College approve and authorize the transportation services plan for Fall 2020 as presented. The motion carried.

Adjournment

There being no further business to discuss, the Special Meeting of the South Texas College Board of Trustees adjourned at 5:53 p.m.

I certify the foregoing are the true and correct minutes of the Thursday, August 6, 2020 Special Board Meeting of the South Texas College Board of Trustees.

X

Mr Roy de León
Board Secretary

**SOUTH TEXAS COLLEGE
BOARD OF TRUSTEES SPECIAL MEETING
Tuesday, August 11, 2020 @ 5:15 p.m.
Ann Richards Administration Building Board Room
Pecan Campus, McAllen, Texas 78501**

Minutes

Call Meeting to Order:

The Special Board Meeting of the South Texas College Board of Trustees was held on Tuesday, August 11, 2020 in the Ann Richards Administration Building Board Room at the Pecan Campus in McAllen, Texas. The meeting commenced at 5:16 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, Ms. Rose Benavidez, Dr. Alejo Salinas, Jr., and Mr. Rene Guajardo were present and participated by teleconference.

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

Also present: Dr. Shirley A. Reed, Mr. Jesus Ramirez, Mrs. Mary Elizondo, and Mr. Andrew Fish.

Determination of a Quorum

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

Approval of Order Calling for November 3, 2020 Election of STC Trustees for Single-Member Trustee District #7

Approval of the Order Calling for the November 3, 2020 Election of an STC Trustee for single-member trustee District #7 was requested.

South Texas College legal counsel, Mr. Jesus Ramirez, prepared the Order Calling for the General Election of Board members for single-member trustee District #7 in order to proceed with the Tuesday, November 3, 2020 election.

History

On January 28, 2020, the Board called for the elections of single-member trustee District #5 and single-member trustee District #7, pursuant to the schedule established in Policy #1400: *Elections*.

On February 25, 2020, the Board took action to certify that the deadline to apply for a place on the ballot for these elections had passed, and the single candidate for single-member trustee District #5 was unopposed. The Board amended the election order to call only for the election of single-member trustee District #7.

On March 13, 2020, Texas Governor Gregg Abbott issued a Disaster Declaration in response to the emerging COVID-19 pandemic, and a issued subsequent proclamation authorizing such postponement. Furthermore, on March 19, 2020, The Hidalgo County Elections Department notified the College that they would not administer elections on May 2, 2020.

On March 31, 2020, the Board approved the postponement of the called May 2, 2020 election until November 3, 2020

Election for Single-member Trustee District #7

Pursuant to the Texas Secretary of State, the candidate filings originally submitted for the May 2, 2020 election shall remain valid.

Additionally, Governor Abbott has authorized the extension of early voting to begin as early as Tuesday, October 13, 2020, to run through Friday, October 30, 2020.

Finally, the election locations used in some communities for November elections, especially during national election cycles, are different from those generally used for May elections. That said, Hidalgo County has implemented county-wide polling places for Early Voting and Election Day, and all qualified voters for a specific election will be able to cast their ballot at any county-administered polling location throughout Hidalgo County.

The proposed order authorized Dr. Shirley Reed as College President to take action as necessary to contract with Hidalgo County. This will allow the College to coordinate with the Hidalgo County Elections Department to approve polling places once they finalize the list.

Early Voting and Election Day polling locations will be identified in exhibits to the Order, once they are provided by the County.

Enclosed Documents:

The Election Order Calling for the November 3, 2020 Election of an STC Trustee for single-member trustee District #7 as presented was included in the packet.

Upon a motion by Mr. Rene Guajardo and a second by Dr. Alejo Salinas, Jr., the Board of Trustees of South Texas College approved and authorized the Order Calling for the November 3, 2020 Election of an STC Trustee for single-member trustee District #7 as presented. The motion carried.

Adjournment

There being no further business to discuss, the Special Meeting of the South Texas College Board of Trustees adjourned at 5:19 p.m.

I certify the foregoing are the true and correct minutes of the Tuesday, August 11, 2020 Special Board Meeting of the South Texas College Board of Trustees.

X

Mr Roy de León
Board Secretary

Approval and Authorization to Accept Grant Awards and Agreements

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

1. Region One Education Service Center (Region One ESC) Agreement for Instructional Services for the Adult Education and Family Literacy Grant in the amount of \$219,578

This agreement provides funding for post-secondary education/training services through an Integrated Education and Training model for a total of 60 students. South Texas College's Department of Continuing, Professional and Workforce Education will provide Adult Basic Education and Adult Secondary Education instructional services training in phlebotomy, emergency medical responder, educational aide, pipe welding, and medical office specialist. The funding period is from July 1, 2020 to July 1, 2021.

This award aligns to Strategic Directions #1, Lead Community Engagement, by advancing mutually beneficial community and educational partnerships with Region One Education Service Center.

2. The Texas Higher Education Coordinating Board, Carl D. Perkins Basic Grant in the amount of \$1,805,785

This grant focuses on improving the academic and technical achievement of Career and Technical Education (CTE) students, strengthening the connections between secondary and postsecondary education and improving work-based learning opportunities. Funds will be used for instructional equipment, training services, professional development, CTE personnel and other program activities for Career and Technical Education in the Division of Academic Affairs (Nursing and Allied Health; Business and Technology; Math, Science and Information Technology; and Liberal Arts & Social Sciences), Student Affairs & Enrollment Management, Continuing and Professional Workforce Education, and Information Services and Planning based on the goals of the Comprehensive Local Needs Assessment. The funding period is from September 1, 2020 to August 31, 2021.

This award aligns to Strategic Directions #3, Create Educational Opportunities for Students, and Strategic Direction #4, Foster Student Success, by providing students access to career and technical education training and educational programs that align to the purpose and intent of the Perkins V-The Strengthening Career and Technical Education for the 21st Century Act.

3. Texas Workforce Commission, Skills Development Fund in partnership with RGV Med, L.L.C. (dba Doctors Hospital at Renaissance) additional funds in the amount of \$177,447

These additional funds expand upon an existing grant to provide customized training in a variety of healthcare areas for at least 3,999 new and existing employees from RGV Med, LLC (dba Doctors Hospital at Renaissance). The funds will be used for salaries, benefits, tuition, fees, books, instructional supplies, consumables, curriculum development, and equipment. These funds will increase the total award to \$1,235,067.

The Department of Continuing, Professional, and Workforce Education had previously established an MOU with RGV Med, LLC to provide specialized training to their employees. Through this grant, STC will receive \$485,446 and RGV Med, LLC will receive \$749,621. The funding period is from March 1, 2019 to February 28, 2021.

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

4. Any Additional Grant(s) Pending Official Award

Summary of Grant Award Funding

The presented grants will provide up to \$2,202,810 in funding for the college to provide services and opportunities throughout the region.

Recommendation:

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

1. Region One Education Service Center (Region One ESC) Agreement for Instructional Services for the Adult Education and Family Literacy Grant in the amount of \$219,578
2. The Texas Higher Education Coordinating Board, Carl D. Perkins Basic Grant in the amount of \$1,805,785
3. Texas Workforce Commission, Skills Development Fund in partnership with RGV Med, L.L.C. (dba Doctors Hospital at Renaissance) additional funds in the amount of \$177,447

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

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

1. Region One Education Service Center (Region One ESC) Agreement for Instructional Services for the Adult Education and Family Literacy Grant in the amount of \$219,578
2. The Texas Higher Education Coordinating Board, Carl D. Perkins Basic Grant in the amount of \$1,805,785
3. Texas Workforce Commission, Skills Development Fund in partnership with RGV Med, L.L.C. (dba Doctors Hospital at Renaissance) additional funds in the amount of \$177,447

Approval Recommended:

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

Review and Action as Necessary on Revision 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.

The proposed revisions at that time included changes to the Texas Success Initiative (TSI) exam and fee structure as imposed by the Texas Higher Education Coordinating Board (THECB). Since that time, the THECB has postponed those changes until 2021, due to the COVID-19 pandemic. It is now necessary to return the TSI Assessment fees for FY 2020 - 2021 to their prior structure, as follows:

a. Student Tuition and Fees

TSI Assessment Reservation Fee	25.00
TSI Assessment Exam - All three exams	29.00
• TSI Assessment Exam Fee - Reading only	10.00
• TSI Assessment Exam Fee - Writing only	10.00
• TSI Assessment Exam Fee - Math only	10.00
TSI Assessment Exam Retesting Fee- All three exams	29.00
• TSI Assessment Exam Fee - Retesting Reading only	10.00
• TSI Assessment Exam Fee - Retesting Writing only	10.00
• TSI Assessment Exam Fee - Retesting Math only	10.00

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

Review of Presentation Delivered at August 11, 2020 Education and Workforce Development Committee Meeting

Presentation on the Quality Enhancement Plan (QEP): My Advising Plan (MAP), Developed as Required by the Southern Association of School Boards Commission on Colleges (SACSCOC) for Reaccreditation

This presentation provided the Education and Workforce Development Committee with a clear outline of the College's current Quality Enhancement Plan (QEP), entitled: *My Advising Plan (MAP)*.

Dr. Fernando Chapa, Dean of Institutional Research, Effectiveness, and Strategic Planning, and Dr. Nancy Garcia, Director of Comprehensive Advisement & Mentoring Services, presented the QEP and MAP.

What is a Quality Enhancement Plan?

South Texas College undergoes periodic accreditation review by the Southern Association of Colleges and Schools – Commission on Colleges (SACSCOC), to ensure the College's ongoing quality, rigor, and commitment to the SACSCOC Standards as well as their Principles of Accreditation.

While additional information on this process would be presented to the Board of Trustees in preparation for an upcoming SACSCOC accreditation site visit, this presentation focused on SACSCOC Standard (7.2), which required that each accredited institution have a Quality Enhancement Plan (QEP).

The presentation highlighted the requirements for the selection of an appropriate QEP topic, and the institutional commitment to the success of the selected QEP.

What is *My Advising Plan (MAP)*?

The current QEP topic is *My Advising Plan (MAP)*. This topic was identified to specifically improve the first year advising for the First Time in College (FTIC) students. The presentation reviewed the strategies under MAP, including:

- Personalized case management advising model
- Integration and standardization of faculty and staff advising
- Connecting students to educational programs and student services
- Use of technology to communicate and support students along their path to degree completion

Implementation of MAP

Dr. Chapa and Dr. Garcia provided a detailed review of the strategies that will support the implementation of MAP and the established goals and outcomes.

Assessment of MAP

The Education and Workforce Development Committee requested additional information about the ongoing assessment of the impact of the strategies under MAP. Administration agreed that ongoing assessment was a vital part of the plan, though it was beyond the scope planned for the current presentation. Dr. Chapa noted that the assessment was detailed fully for the SACSCOC reviewers, and agreed to provide additional information on this aspect of the QEP.

Dr. Chapa has developed a summary of the assessment plan for the QEP, and it is included following the presentation slides in the following pages. This summary will be provided to the Committee Chair for his further review and feedback to administration.

QEP and Strategic Planning at South Texas College

The Committee also asked about the institutional commitment to MAP beyond the scope of the SACSCOC requirement. Administration agreed that the QEP was a five year plan, and it would undergo continual assessment and revisions as necessary. Successful practices would be incorporated into institutional procedures to benefit students moving forward.

Administration noted that the QEP is not the only strategic plan addressing the needs of the students and the College; however, it is one of the most significant strategies currently being implemented, requiring long-term and institution-wide commitment to develop this holistic approach to student advisement.

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



Quality Enhancement Plan

Education & Workforce Development Committee
August 11, 2020

What is a Quality Enhancement Plan?

A Quality Enhancement Plan (QEP) is a requirement from SACSCOC to design and implement a plan that enhances a specific area of the college.



What is a Quality Enhancement Plan?

As per SACSCOC Standard (7.2)

The institution has a Quality Enhancement Plan that :

- a) has a topic identified through its ongoing, comprehensive planning and evaluation processes;
- b) has broad - based support of institutional constituencies; focuses on improving specific student learning outcomes and/or student success;
- c) commits resources to initiate, implement, and complete the QEP; and
- d) includes a plan to assess achievement.



3

Timeline



Sept 2018 –
May 2019

Topic
Selection

Spring
2020

Plan
Development

August 3,
2020

QEP
Submitted

Sept 14 – 17,
2020

On-Site Visit
(QEP Review)

June 1, 2021
SACSCOC
Board Review

4

Topic Selection

QEP Topic Development Team

- Conducted during development of the 2019 - 2025 Strategic Plan
- Reviewed Institutional Data, Environmental Scan, SWOT, Student Focus Groups, Student Surveys
- 10 Potential Topics Proposed
- College Community/Stakeholder Voting/Feedback
- QEP Website Feedback Portal
- Advising Chosen as Topic

5



Plan Development

- My Advising Plan(MAP): Connect, Persist, Succeed
- Development of Improvement Plan
 - Research
 - Faculty, Staff and Student Feedback
 - Consultant Feedback

6



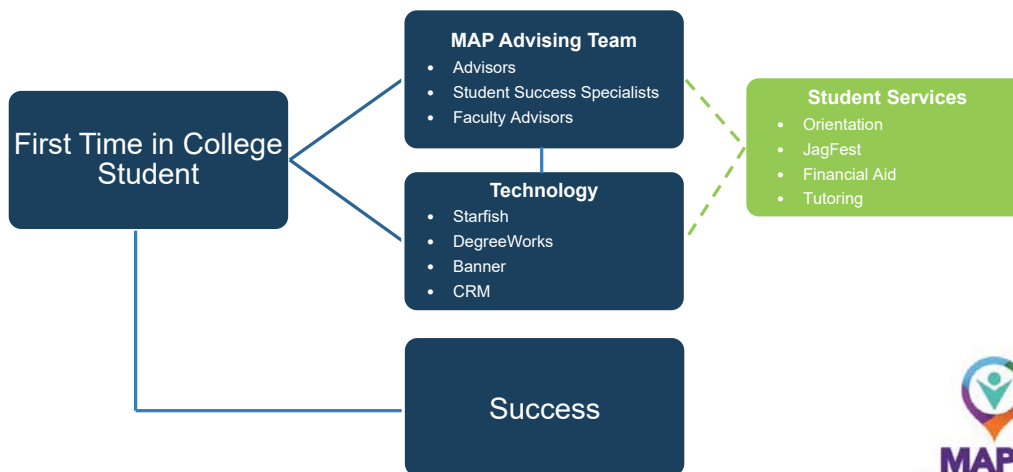
My Advising Plan (MAP) Outline

- Improve the First Year Advising for First Time in College Students (FTIC)
- Personalized Case Management Advising Model
- Integration and Standardization of Faculty and Staff Advising
- Connecting Students to Educational Programs and Student Services
- Use of Technology to Communicate and Support Students Along their Path



7

MAP: Connect, Persist, Succeed



Goals

- **Connect**
Students develop a sense of belonging and connection to the institution and key student services
- **Persist**
Student persistence rates will increase year to - year
- **Succeed**
Students will make progress towards their degree completion



9

Goal 1: Connect

Goal: Students will develop a sense of belonging and connection to the institution and key student services

- **Outcome 1.1:** Increase student engagement
- **Outcome 1.2:** Increase student satisfaction with the advising experience



10

Goal 2: Persist

Goal: Student persistence rates will increase year - to - year

- **Outcome: Increase Fall - to - Spring and Fall - to - Fall Persistence Rates**

11



Goal 3: Succeed

Goal: Students will be successful in making progress towards degree completion

- **Outcome: The amount of credits towards degree student complete within their first year will increase**

12



Implementation Strategy

Four Categories:

- MAP Advising Team
- Advising Curriculum
- Technology Enhancement
- Advising Support and Training

13



Implementation Strategy

MAP Advising Team

- Network of key advising staff
 - Specify roles: Faculty Advisors, Advisors, Student Success Specialists
- Work cohesively and comprehensively to connect students to the institution and services
- Guide students from first semester to degree completion

14



Implementation Strategy

Advising Curriculum

- Advising Syllabus including Learning Outcomes
- Blended Advising Model

15



Implementation Strategy

Advising Map

- Standardized Advising Plan
- Requires Mandatory Advising for First - Time - In - College students
- Delineates expectations of advising staff/students
- Establishes timeframes and content for student contacts
- Identifies differentiated advising groups (i.e. prior dual, TSI affected etc .)

16



Implementation Strategy

Technology Enhancements

- Integrate Existing Technology (DegreeWorks , Starfish)
- Utilizing Starfish for Communication , Connection , and Early Intervention
- Utilize DegreeWorks for Student Educational Planning
- Automated Advisor Assignments

17



Implementation Strategy

Professional Development for Advising

- Training for consistent and systematic advising approach
- Provided to students, faculty, and staff
 - Clarify specific roles within the advising framework
 - Train on use technology

18





THANK YOU!
Any questions?

My Advising Plan: Assessment Outline

Goal-Based Assessment Metrics

The success of all elements of the South Texas College Quality Enhancement Plan (QEP), *MAP*, will be assessed throughout the five-year implementation timeline. The outcomes and assessment measures are organized by the three broad goals: Connect, Persist, and Succeed.

Goal 1: Connect

Outcome 1.1: Increased student engagement

- Measure: *Survey of Entering Student Engagement (SENSE)* survey results on: (1) *Early Connections* and (2) *Clear Academic Plan and Pathway*

Outcome 1.2: Increased satisfaction with the advising experience

- Measure: Student Satisfaction Surveys and Focus Groups

Goal 2: Persist

Outcome 2.1: Increased FTIC students' fall to spring persistence rates

- Measure: FTIC persistence tracking report

Outcome 2.2: Increased FTIC students' fall to fall persistence rates

- Measure: FTIC persistence tracking report

Goal 3: Succeed

Outcome 3.1: Students will develop and know how to follow a student educational plan to complete their educational goals

- Measure: Percentage of FTIC students that complete an educational plan

Outcome 3.2: Students will identify and utilize resources that assist in their academic, personal and career goals.

- Measure: Assessment will be given to students to assess their knowledge of STC key resources (Advising Staff, Academic Advising Staff, Tutoring Center, Financial Aid Services, and so forth)

Outcome 3.3: Students will utilize a degree audit to enroll in courses within their educational plan and evaluate their progress towards completion

- Measure 1: Percentage of students who use DegreeWorks to enroll in courses and evaluate progress toward completion
- Measure 2: Percentage of students who, within their first year, earn 15 and 30 credit hours towards their degree

My Advising Plan: Assessment Outline

Assessment Methodology

South Texas College Quality Enhancement Plan (QEP), MAP, will be assessed using a variety of methods including:

Student Surveys

- *Survey of Entering Student Engagement (SENSE)*, a survey developed by University of Texas' Center for Community College Student Engagement, which will provide a snapshot of student behaviors and attitudes in Fall 2020, Fall 2023, and Fall 2025;
- Annual survey that will be assess students' satisfaction with the advising process; and
- Student focus groups to be held once a year to collect qualitative data on students' experiences with MAP and the impact on their success.

Student Learning Outcomes

- MAP will use learning outcomes, learning modules, and learning assessments to ensure students have the knowledge and skills to be successful in their educational pursuits.
- Students will learn how to complete an educational plan, make progress toward their degree, and seek out needed services from the College.
- Student Learning Outcomes will be assessed by students creating an educational plan, making progress towards their degree, and being knowledgeable about College services.

Student Achievement

- Several student achievement indicators, such as persistence and completion of credit hours.

These assessment methods will allow South Texas College's Cross-Divisional QEP Teams to monitor, assess, and refine the plan throughout the five-year implementation timeline, and determine the impact on the designated goals and outcomes.

Cross-Divisional QEP Teams

The following teams will ensure continued monitoring and assessment of the QEP:

QEP Implementation Team - individuals who will be charged with implementing the action items of the QEP: Advisors, Student Success Specialist, and Faculty Advisors.

QEP Assessment Team - institutional research and assessment staff charged with developing the assessment plan and providing regular assessment reports.

QEP Advisory Committee - will meet once every long semester to review all pertinent progress on the implementation timeline, data collected, and feedback received and make recommendations on the development and refinement of the plan.

These teams' combined efforts will ensure that information is shared amongst and between stakeholders, faculty, students and staff, and will allow for continued dialogue informed by data on the progress and impact QEP is having on the designated goals and outcomes.

Action as Necessary on Recommendation to Designate Trustees to Meet with SACSCOC On-Site Committee

Administration has been advised that the SACSCOC Onsite Team would like to meet with trustees on Tuesday, September 15, 2020 to discuss the College, including a review of the Quality Enhancement Plan (QEP). Administration recommends the identification of three or fewer trustees to allow for an informal conversation without the requirements for a formal meeting.

On August 11, 2020, the Education and Workforce Development Committee was asked to recommend Board designation of three trustees appointed to meet with the SACSCOC team.

Dr. Alejo Salinas, Jr. recommended the Board's appointment of the following three trustees to meet with the SACSCOC team:

1. Mr. Paul R. Rodriguez, Chairman
2. Ms. Rose Benavidez, Vice Chair
3. Dr. Alejo Salinas, Jr., Chairman of the Education and Workforce Development Committee

The designees would be identified to the SACSCOC Committee, and administration expects that we could have the SACSCOC Committees' response to the selection before the August 25th Regular Board Meeting.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the appointment of Mr. Paul R. Rodriguez, Ms. Rose Benavidez, and Dr. Alejo Salinas, Jr. to represent the Board of Trustees in meeting with the SACSCOC team, as presented.

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

The Board of Trustees approves and authorizes the appointment of Mr. Paul R. Rodriguez, Ms. Rose Benavidez, and Dr. Alejo Salinas, Jr. to represent the Board of Trustees in meeting with the SACSCOC team, as presented.

Approval Recommended:

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

Review and Discussion of Mission Economic Development Authority (MEDA) Scholarship Fund Trust with Edward Jones for Student Scholarships and Report on Funds Distributed

A report on the Mission Economic Development Authority (MEDA) Scholarship Fund Trust, which provides scholarships to students living in the City of Mission, and funds distributed is being presented.

Purpose – Mr. Keith Moore from Edward Jones will present on the status of the MEDA Scholarship Fund Trust, including an overview of the agreement, the annual obligated amount of distribution, the annual net income, and the anticipated annual earnings.

Justification – The report being presented will provide a brief review and update of the MEDA Scholarship Fund to the College Board of Trustees.

Background – On August 29, 2012, the South Texas College Board of Trustees approved and authorized the acceptance of the Mission Economic Development Authority (MEDA) Scholarship Fund Endowment Agreement, which established a trust in excess of \$3 million, with Edwards Jones Trust Company as the sole Trustee and with South Texas College as the sole beneficiary, with funds to be used to establish and offer scholarships as described.

The MEDA Scholarship Fund Trust Agreement and Agreement of Trustee establishes the provision of distributions to South Texas College as the sole beneficiary. According to section 5 of the agreement, **the amount distributed in each fiscal year of the Trust is not to exceed an amount equal to the greater of the following: (i) the net income of the Trust; and (ii) Five Percent (5%) of the fair market value of the undistributed income and corpus of the Trust as of the last day of the Trust's previous fiscal year.**

According to the Edward Jones representative, the amount distributed to the college in the past fiscal years, including for FY 2020, has been based on (ii) Five Percent (5%) of the fair market value of the undistributed income and corpus of the Trust as of the last day of the Trust's previous fiscal year.

Reviewers – The Vice President for Finance and Administrative Services and Business Office staff, have reviewed the information being presented. The information on the provision stipulating the distribution amount to South Texas College has been reviewed.

Enclosed Documents – A copy of the MEDA Scholarship Fund Trust Asset Growth Graphs and Performance, MEDA Scholarship Fund Endowment Agreement, and the MEDA Scholarship Fund Trust Agreement and Agreement of Trustee follow in the packet for the Board's information and review.

MEDA Scholarship Fund Trust

The table below is a recap of the market value activity for the period of October 1, 2012 through July 31, 2020.

Market Value-October 1, 2012	\$3,189,982.10
Additions:	
Income	582,908.37
Additions ⁽¹⁾	287,929.70
Security transfers	22,002.66
Other receipts	2,837.83
Change in market value market	1,459,314.34
Accrued Interest	2,814.43
Reductions:	
Disbursements to STC	(1,455,958.41)
Published Fees	(129,187.39)
Other Disbursements ⁽²⁾	(197,430.17)
Market Value - July 31, 2020	\$3,765,213.46

(1) Other additions include insurance proceeds and capital gain distributions.

(2) Other disbursements include tax return preparation fees, fiduciary taxes, and legal fees.

Based on the trust agreement, which provides for a 5% annual payout, the distributions paid to the College have been as follows:

Distributions Received by South Texas College	
Month/Year	Amount
June 2013	\$160,784.54
June 2014	185,937.10
July 2015	187,900.18
May 2016	173,937.78
June 2017	180,511.68
May 2018	193,928.47
May 2019	174,239.09
May 2020	198,719.57
Total Distributions Received	\$1,455,958.41

The income of the Trust for the years of 2012 to July 31, 2020 is as follows:

Interest/Dividends Income	
Month/Year	Amount
December 31, 2012	\$13,376.82
December 31, 2013	71,158.57
December 31, 2014	78,879.43
December 31, 2015	74,656.43
December 31, 2016	72,162.17
December 31, 2017	72,575.37
December 31, 2018	79,005.78
December 31, 2019	83,227.57
July 31, 2020	37,866.23
Total Income	\$582,908.37

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

MEDA SCHOLARSHIP FUND TRUST

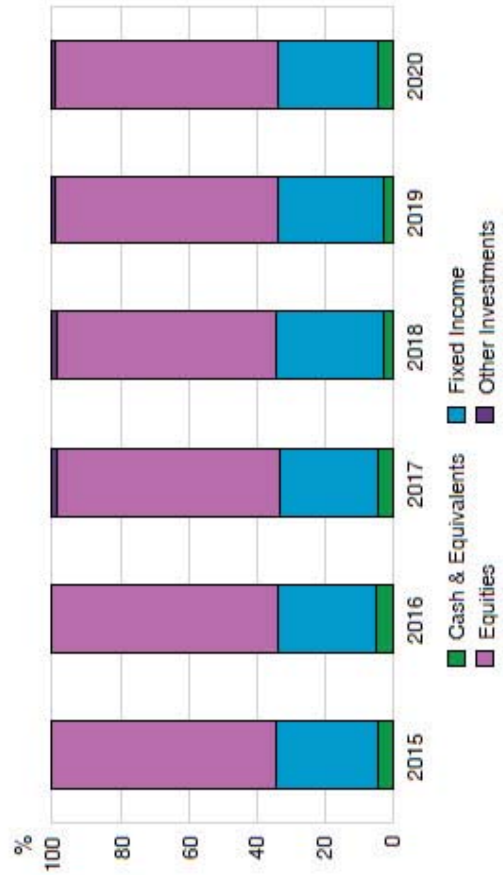
Inception Date: August 01, 2012
Period Ending: July 31, 2020

History of Asset Growth Graphs

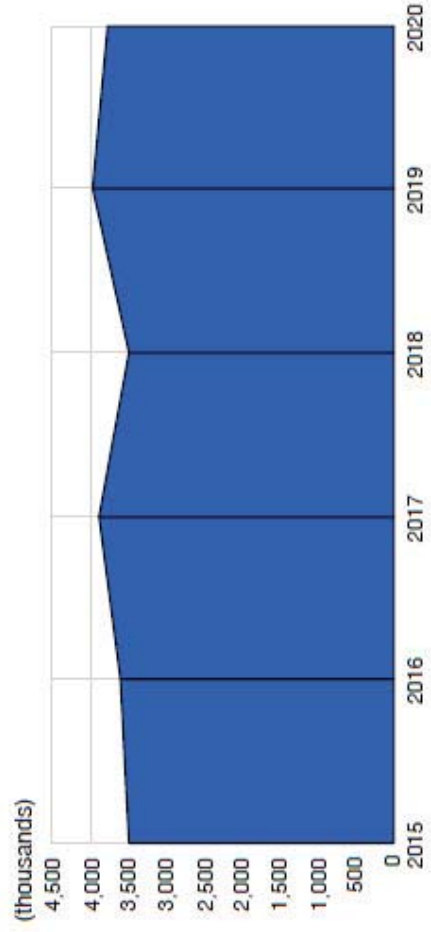
Annual Portfolio Values

	Jan 2015-		Jan 2016-		Jan 2017-		Jan 2018-		Jan 2019-		Jan 2020-	
	Consolidated	Dec 2015	Dec 2016	Dec 2017	Dec 2018	Dec 2019	Dec 2019	Dec 2019	Dec 2019	Dec 2019	Jul 2020	Jul 2020
Beginning Portfolio Value	3,763,238.16	3,763,238.16	3,483,177.24	3,614,336.85	3,882,320.65	3,488,813.08	3,488,813.08	3,488,813.08	3,488,813.08	3,488,813.08	3,978,317.04	3,978,317.04
Contributions	2,372.46	388.34	296.21	404.83	557.36	658.97	658.97	658.97	658.97	658.97	66.75	66.75
Withdrawals	-1,325,879.42	-225,788.20	-208,281.71	-223,347.47	-232,080.44	-217,980.93	-217,980.93	-217,980.93	-217,980.93	-217,980.93	-218,400.67	-218,400.67
Income Eamed	421,120.94	74,668.78	72,651.55	72,912.76	79,904.41	83,742.14	83,742.14	83,742.14	83,742.14	83,742.14	37,241.30	37,241.30
Market Change	904,362.40	-129,328.76	266,493.56	418,013.68	-241,888.90	623,083.78	623,083.78	623,083.78	623,083.78	623,083.78	-32,010.96	-32,010.96
Ending Portfolio Value	3,765,213.46	3,483,178.32	3,614,336.85	3,882,320.65	3,488,813.08	3,978,317.04	3,978,317.04	3,978,317.04	3,978,317.04	3,978,317.04	3,765,213.46	3,765,213.46
Total Return	6.67	-1.63	10.08	14.01	-4.45	20.73	20.73	20.73	20.73	20.73	.69	.69

Allocation Over Time



Ending Market Values Over Time



For accounts received by Edward Jones Trust Company prior to July 2001, the inception date for performance measurement is July 1, 2001. Returns are displayed as a percentage change in account or asset class value, and returns of more than 12 months are annualized. Past performance is not a guarantee of future results, and the account value and investment returns will fluctuate. Indices listed are used as a general measure of market performance for a particular asset class or type. Refer to the enclosed letter and disclosure statement for details.

Inception Date: August 01, 2012
 Period Ending: July 31, 2020

MEDA SCHOLARSHIP FUND TRUST



Selected Period Performance

	Market Value	Year to Date (7 Months)	1 Year	2 Years	3 Years	4 Years	5 Years	Inception to Date 08/01/2012
Total Portfolio	3,765,213	.69	7.42	6.27	6.98	7.97	7.04	7.99
Total Portfolio Net of Fees	3,765,213	.16	6.46	5.33	6.04	7.01	6.09	7.04
Cash & Equivalents	165,113	.39	1.14	1.67	1.54	1.26	1.04	.66
Fixed Income	1,095,279	6.01	7.95	6.67	4.38	3.51	3.59	
Equities	2,484,792	-2.54	6.47	5.23	7.69	9.85	8.42	
Other Investments	20,030	19.88	33.68	40.17	29.66			
Bloomberg Barclays Muni Bid		3.80	5.36	6.33	4.52	3.44	4.13	3.63
Bloomberg Barclays Aggregate B		7.72	10.12	9.10	5.69	4.11	4.47	3.38
Bloomberg Barclays US Corp Hig		-1.20	2.39	4.84	4.20	5.74	5.19	5.37
Bloomberg Barclays Global Aggr		6.27	7.85	6.78	4.30	2.88	4.16	2.15
Russell 2000 Index		-10.57	-4.59	-4.50	2.69	6.42	5.10	9.73
Russell Midcap Index		-3.79	2.04	4.35	7.30	8.71	7.83	12.05
S&P 500 Index		2.38	11.96	9.95	12.01	13.01	11.49	13.73
Morgan Stanley MSCI EAFE Index		-9.28	-1.67	-2.14	.63	4.67	2.10	5.82
MSCI Emerging Markets Free Ind		-1.72	6.55	2.09	2.84	7.95	6.15	4.04
NAREIT Equity Index		-9.99	-4.38	4.44	4.37	2.66	6.32	7.71

For accounts received by Edward Jones Trust Company prior to July 2001, the inception date for performance measurement is July 1, 2001. Returns are displayed as a percentage change in account or asset class value, and returns of more than 12 months are annualized. Past performance is not a guarantee of future results, and the account value and investment returns will fluctuate. Indices listed are used as a general measure of market performance for a particular asset class or type. Refer to the enclosed letter and disclosure statement for details.

Mission E.D.A. Scholarship Fund Endowment Agreement

This Mission E.D.A. Scholarship Fund Endowment Agreement ("Agreement") is hereby established and agreed to by and between the Mission Economic Development Authority, Inc. ("MEDA") and South Texas College ("STC") (each of MEDA and STC is sometimes herein referred to as a "Party," and collectively, they are sometimes referred to as the "Parties") to promote economic development for the region by increasing the educational attainment and/or work skill levels for students from the City of Mission who are pursuing programs of study at STC.

Part 1. The Fund.

MEDA has established and funded a trust known as The MEDA Scholarship Fund Trust Agreement dated August 1, 2012 (the "Trust"), of which Edwards Jones Trust Company is the initial sole Trustee (hereinafter Edward Jones Trust Company, together with any other successor Trustee(s), is described as the "Trustee"). The Trust will be funded with assets exceeding the value of \$3,000,000.00.

The Trust is to be managed and administered by the Trustee according to the terms set out in the Trust.

Part 2. Purpose; Uses of Distributions from the Trust.

The purpose of the Trust is to manage and distribute funds to STC for the purpose of awarding and distributing scholarships under this Agreement to students of STC who reside in the City of Mission, Texas, and/or to establish educational facility(ies) within the City of Mission, Texas. As such, the Trust provides that income and certain portions of the corpus of the Trust may be distributed to STC from the Trust to use to provide scholarships under this Agreement and for the alternative use as provided in Part 4 of this Agreement.

Part 3. The Scholarships

STC, through its established and to be established scholarship award protocols and committees, will use distributions from the Trust to provide scholarships to selected students for tuition, books, and/or fees according to the purposes of the Trust and the eligibility criteria established in this Agreement.

A. Each scholarship provided for shall be a commitment by STC to provide at least a two semesters, and maximum of four semesters, scholarship subject to all eligibility criteria being met and maintained. Prior receipt of scholarship funds under this Agreement shall not be a bar to receipt of future scholarship funds under this Agreement. The Scholarship Committee (as defined below) shall establish the payment/reimbursement requirements and schedule for scholarship monies to enable the scholarship monies to be used for their intended purposes and goals and to enable monitoring by STC of compliance with the eligibility criteria for

continuation. Any unused scholarship funds upon which a student defaults may be carried forward by STC and included in the scholarships awarded in a future award period. The scholarships shall begin to be awarded beginning no later than STC's Fall Semester of 2013.

B. Each scholarship shall be for an amount of no less than the amount of two semesters' tuition, and no more than the sum of four semesters' tuition, plus anticipated college fees and textbook costs and educationally related expenses.

C. **Criteria for Eligibility.** In order to be considered for a scholarship, an applicant must:

- Be a Permanent Resident of the City of Mission (as defined below) at the time of application for the scholarship and for two or more consecutive years previously, as well as during the STC semester(s) for which the scholarship is given.
- Have completed one semester (full or part time) at STC with a cumulative Grade Point Average (GPA) of 2.50 or above on a 4.0 scale.
- Any student or potential student shall be eligible for a scholarship regardless of high school performance. However, the scholarships are intended to benefit either students who excelled in high school (or are excelling at STC) or those whom the Scholarship Committee (as defined below) believes need financial assistance in overcoming financial and life difficulties and who are likely to become a productive employed or employing member of the Mission Area business and industrial community.
- Be a U.S. citizen or a legal permanent resident with a permanent resident card or passport stamped I-551.

D. **Need.** While STC may impose a "need" standard of evaluation if it deems appropriate, financial "need" shall not be a requirement to the award of any scholarship.

E. **Criteria for Maintaining Scholarship.** Each committed scholarship award shall continue for the duration of the scholarship period so long as the recipient:

- Maintains a cumulative Grade Point Average (GPA) of 2.50 or above on a 4.0 scale each semester.
- Maintains an enrollment at least two semesters each year and completes a minimum of 12 credit hours per year (the "year" being measured from the start date of the semester for which a scholarship is awarded).
- Remains in good standing with STC with respect to financial, academic, disciplinary, and honor code matters.
- Maintain his/her residence within the city limits of the City of Mission.

F. **Summer Enrollment.** Summer enrollment by any scholarship recipient is not required, but scholarships for summer enrollment shall be permitted and encouraged.

G. **Revocation.** STC shall revoke any scholarship if the recipient fails to meet the required criteria.

H. **Resident.** For purposes of this Agreement, "Permanent Resident of the City of Mission" shall be considered a person who has maintained a domicile within the City of Mission (or a in the event of a minor, during the minority a person whose parents, legal guardian, managing or possessory conservator) to which the person intends to return after any temporary absence, within the city limits of the City of Mission. STC shall be entitled, as a condition to considering any scholarship application, to require proof of the required residency of a type satisfactory to STC.

I. **Categories of Scholarships.** The scholarships shall be available to any category of student, whether Community College, Associate, Undergraduate, Graduate, Technical, Certificate, or Vocational Studies students of STC.

J. **Precatory Language.** While this desire to STC is advisory only, MEDA hopes that the Scholarship Committee (as defined below) will attempt to apply at least one-half of the scholarship funds to assist students in non-academic courses of study, such as technical, vocational, and certificate courses of study and learning.

K. **Scholarship Committee.** STC will establish a scholarship committee (which may consist of another committee which handles other scholarships) to administer the scholarship awards under this Agreement, either by year or by semester, as STC deems most advantageous to the students (such committee referred to herein as the "Scholarship Committee"). The Scholarship Committee's duties will include establishment of procedures for the award of the scholarship funds, including, but not limited to the application process, official forms, deadline information, number of recipients, selection process, etc.

L. **Community Representatives on Committee.** Mission Economic Development Corporation (an affiliate of the City of Mission) and the Mission City Council shall each be invited by STC to designate one member to serve on the Scholarship Committee during each scholarship award period. If no designation is made by either or both groups, the non-designating group need not be represented on the Scholarship Committee.

M. **Recruiting Applicants.** Each year STC may utilize up to \$5,000.00 of the distributions from the Trust each year to advertise the availability of the scholarships under this Agreement, to educate potential applicants about the scholarships, and to recruit qualified persons to apply for the scholarships.

Part 4. Permitted Alternative Use of Funds

A. Until January 1, 2018, STC and the City Council of the City of Mission may, by joint or separate resolutions (but both entities must pass identical resolutions) provided to the

Trustee, direct the Trustee to distribute the remaining funds in the Trust (leaving sufficient amounts to comply with scholarships to which STC has committed the funds and in order pay debts and expenses of the Trust) to STC to construct and/or operate an Educational Facility (as defined below) within the City of Mission or its urban extra-territorial jurisdiction. The Trust's funds so distributed by the Trustee as detailed in this Part 4 shall be used by STC for such restricted purpose, and this restriction shall be enforceable against STC by the City Council of the City of Mission.

B. STC and the City Council of the City of Mission must pass the resolutions and submit to the Trustee their resolution(s) in writing at least 6 months prior to being entitled to the monies from the Trust. Thus, the latest date any such distribution can be made based upon timely resolution and request is July 1, 2018.

C. An "Educational Facility" is defined as a secondary or post-secondary school to educate students to cause them to be able to earn a degree or to provide them training in a technical or vocational field to teach them work force skills.

Part 5. General Terms

A. **Account For Funds.** In order to administer the funds distributed from the Trust to STC, STC shall establish a separate restricted account for the receipt and distribution of such funds under this Agreement.

B. **MEDA represents and acknowledges that:**

- (a) MEDA understands that applicable federal and state tax regulations may restrict the ability of family members of a scholarship recipient and other persons to provide direct financial support to their choice of students through this scholarship for the purpose of obtaining or creating a tax credit; and
- (b) The Scholarship program provided for in this Agreement is for general scholarships over which STC has full discretion subject to the conditions of this Agreement.

C. **STC represents:**

- (a) STC will not provide scholarships from the funds dedicated to this scholarship program except in accordance with the terms and requirements of this Agreement;
- (b) The scholarships administered under this Agreement serve STC's benevolent and charitable purposes and the provision of the scholarships is a bona fide program operated by STC; and

- (c) STC will provide to the Trustee, upon request, information required to be provided by the Trustee in determining that any distribution to STC from the Trust is a "Qualifying Distribution" as defined in Section 4942 of the Internal Revenue Code of 1986, as amended.

D. **Non-Discrimination.** No applicant for, or recipient of, any scholarship funds or benefits under this Agreement shall be subject, directly or indirectly, to discrimination on the basis of race, sex, color, national origin, religion, age, disability, veteran status, or any other illegal basis with respect to any provision of this Agreement.


E. **No Act Contrary to Law.** MEDA and STC acknowledge and agree that nothing in this Agreement shall be construed so as to require the commission of any act contrary to the law, and whenever there is any conflict between any provision of this Agreement and any present or future law, ordinance, administrative, executive, or judicial regulation, order or degree, or amendment thereof, contrary to which the parties have no legal right to contract, the latter shall prevail, but in such event the affected provision(s) of this Agreement shall be modified only to the extent necessary to bring them within the legal requirements and only during the time(s) such conflict(s) exist.

F. **Counterparts.** This Agreement may be executed by the Parties on any number of separate counterparts, and all such counterparts so executed constitute one agreement binding on all the Parties notwithstanding that all the Parties are not signatories to the same counterpart. Delivery by facsimile or other electronic transmission of an executed counterpart of this Agreement shall bind the Party making such delivery effective as of the time of such delivery, and such Party shall deliver the originally executed counterpart as soon as possible thereafter.


[The remainder of this page is intentionally left blank; signature page follows.]

This Mission E.D.A. Scholarship Fund Endowment Agreement is executed to be effective and established on August 1, 2012.

Mission Economic Development Authority, Inc.

By: 
Robert J. Goodwin, Chairman and
Member of Board of Directors

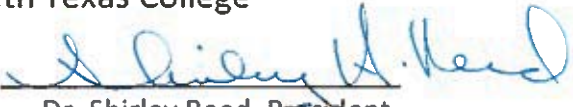

Pat Townsend, Jr., Member of Board of Directors


Ben Olivarez, Member of Board of Directors


David Heflin, Member of Board of Directors


Geoff Hall, Member of Board of Directors

South Texas College

By: 
Dr. Shirley Reed, President

Received and Acknowledged by:

EDWARD JONES TRUST COMPANY

Signature:  *KJH*

Printed Name: Kevin J. Huonker
A Member of the Edward Jones Trust
Company Acceptance Committee

GHG: 1361098.3

This Mission E.D.A. Scholarship Fund Endowment Agreement is executed to be effective and established on August 1, 2012.

Mission Economic Development Authority, Inc.

By: _____
Robert J. Goodwin, Chairman and
Member of Board of Directors

Pat Townsend, Jr., Member of Board of Directors

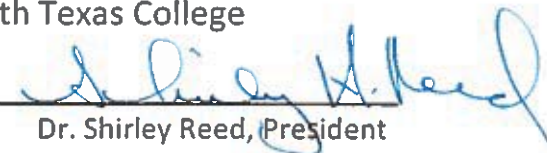
Ben Olivarez, Member of Board of Directors

David Heflin, Member of Board of Directors



Geoff Hall, Member of Board of Directors

South Texas College

By: 
Dr. Shirley Reed, President

Received and Acknowledged by:

EDWARD JONES TRUST COMPANY

Signature: _____

Printed Name: _____

A Member of the Edward Jones Trust
Company Acceptance Committee

GHG: 1361098.3

MEDA SCHOLARSHIP FUND TRUST AGREEMENT
AND AGREEMENT OF TRUSTEE

By this trust agreement Mission Economic Development Authority, Inc. (“MEDA”), as Trustor, hereby establishes this MEDA SCHOLARSHIP FUND TRUST (“the Trust”), and Edward Jones Trust Company hereby agrees to accept the assets contributed by MEDA and to serve as the initial sole trustee.

PURPOSE

1. The purpose of the Trust is to manage and distribute funds to South Texas College, or its successor in interest, for the purpose of awarding and distributing scholarships under the Mission E.D.A. Scholarship Fund Endowment Agreement effective August 1, 2012 (“Scholarship Endowment”) to students of South Texas College who reside in the City of Mission, Texas, and/or to establish educational facility(ies) within the City of Mission, Texas.

TRUSTEE

2. The trustee of the Trust shall be Edward Jones Trust Company, or its successor in interest (hereinafter, together with any other successor Trustee(s), described as the “Trustee”). No bond or other security is required of the Trustee.

BENEFICIARY

3. The initial sole beneficiary of the Trust is South Texas College, or its successor in interest (hereinafter called the “STC Beneficiary”), and the STC Beneficiary shall remain the sole beneficiary of the Trust so long as the STC Beneficiary is and remains an organization to which contributions may be made for the purposes set out in Section 170(c) of the Internal Revenue Code of 1986, as amended (hereinafter, the “Code”). Distributions from the Trust to the STC Beneficiary

shall be for the restricted purpose set forth in Paragraph 1 and shall be made in accordance with the provisions of Paragraph 5 and Paragraph 6.

TRUST ESTATE

4. The Trust shall be funded with any and all assets contributed to it by MEDA. On or before August 8, 2012, MEDA shall contribute all of its assets remaining after the payment of MEDA's outstanding obligations and expenses which shall constitute the initial corpus of the Trust. The trust estate shall be comprised of this initial corpus together with all other assets transferred to the Trust by MEDA, as well as any income earned from such corpus.

DISTRIBUTIONS TO STC BENEFICIARY

5. For Scholarships. Subject to the provisions of Paragraph 6, the Trustee, during each fiscal year of the Trust, shall distribute to the STC Beneficiary such amounts of the Trust's net income and corpus at such times and in such amounts as directed by the STC Beneficiary; provided that the total amount of distributions directed by the STC Beneficiary to be distributed in each fiscal year of the Trust is not to exceed an amount equal to the greater of the following: (i) the net income of the Trust; and (ii) Five Percent (5%) of the fair market value of the undistributed income and corpus of the Trust as of the last day of the Trust's previous fiscal year, and all such distributions shall be made to the STC Beneficiary for the restricted purpose of awarding and distributing scholarships under the Scholarship Endowment to students of South Texas College who reside in the City of Mission, Texas. Notwithstanding the foregoing, the Trustee, during each fiscal year of the Trust, shall distribute to the STC Beneficiary at least the minimum amount required to avoid subjecting the Trust to tax under Section 4942 of the Code. The Trustee shall verify that each

distribution made pursuant to this Paragraph 5 will constitute a “Qualifying Distribution” as defined in Section 4942 of the Code.

6. For A Mission Area Educational Facility. Notwithstanding the provisions of Paragraph 5, the Trustee shall distribute the remaining assets of the Trust, less sufficient amounts to fund any distributions to the STC Beneficiary necessary for scholarships to which the STC Beneficiary has committed the funds pursuant to Paragraph 5, and further less debts and expenses of the Trust, to the STC Beneficiary for the restricted purpose of constructing and/or operating an educational facility within the City of Mission or its urban extra-territorial jurisdiction, if on or before January 1, 2018, the STC Beneficiary and the City Council of the City of Mission, Texas, so direct by joint resolution or separate, identical resolutions provided to the Trustee. If the Trustee receives any such joint resolution or separate, identical resolutions on or before January 1, 2018, the Trustee shall distribute such assets less the permitted reserves within six (6) months of the receipt of such resolution(s). In no event shall the Trustee have a continuing obligation to confirm the proper use of the distributed funds by the STC Beneficiary, however, the Trustee shall verify that any distribution made pursuant to this Paragraph 6 will constitute a “Qualifying Distribution” as defined in Section 4942 of the Code.

SPENDTHRIFT PROVISION

7. To the fullest extent allowed by law, no property (whether income or corpus) of the Trust shall be subject to encumbrance by the Trustor or any beneficiary hereof, or to attachment by or the interference or control of any creditor or assignee of the Trustor or any beneficiary hereof, and it may not be taken or reached by any legal or equitable process in satisfaction of any debt or liability of the Trustor or any beneficiary hereof.

TERMINATION

8. If, at any time, the assets of the Trust have a fair market value of less than Five Hundred Thousand Dollars (\$500,000), and the Trustee, in the Trustee's discretion, shall determine that the size of the Trust does not warrant the cost of administering the same in trust or would be otherwise impractical, the Trustee, in full discharge of the Trustee's duties, without formal court accounting, may terminate the Trust. Upon termination of the Trust due to its size, or upon termination or dissolution of the Trust for any other reason, the Trustee shall distribute, free from trust, all of the then remaining trust estate to the STC Beneficiary, for the restricted purpose set forth Paragraph 1.

9. Notwithstanding anything herein the contrary, if, at any time, the STC Beneficiary ceases to exist or to qualify as an organization to which contributions may be made for the purposes set out in Section 170(c) of the Code, the Trustee shall distribute the remaining assets of the Trust to one or more charitable organizations qualified under Sections 501(c)(3), 2055 and 170(a) of the Code that the Trustee believes, in its sole and absolute discretion, will fulfill MEDA's general charitable intent of providing education to students who reside in the City of Mission, Texas. All determinations made by the Trustee under this Paragraph 9 are final and binding on all parties.

IRREVOCABILITY; AMENDMENT

10. This Trust shall not be revoked, altered, or amended by any person or party. Notwithstanding the foregoing, the Trust may be amended, altered or modified at any time or from time to time, by the Trustee by a signed and acknowledged written instrument, for the sole purpose of assuring qualification of the Trust as an organization described in Section 501(c)(3) of the Code, contributions to which are deductible as charitable contributions for Federal income, gift, and estate

tax purposes. Any amendment of the provisions of this Paragraph 10 shall be valid only if and to the extent that such amendment further restricts the power to amend the Trust. All instruments amending the Trust shall be kept with the records of the Trust.

PROVISIONS CONCERNING QUALIFICATION AS CHARITABLE TRUST

11. Income or corpus derived from contributions to the Trust shall be distributed by the Trustee for use solely within the United States or its possessions. No part of the net earnings of the trust estate of the Trust shall inure to, or be payable to or for the benefit of, any private shareholder or individual other than as legitimate objects of exempt purposes, and no substantial part of the activities of the Trust shall be the carrying on of propaganda, or otherwise attempting to influence legislation. No part of the activities of the Trust shall be the participation or intervention in any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of this trust agreement, the Trustee shall not conduct any activities on behalf of the Trust which are not permitted to be conducted: (i) by an organization exempt from federal taxes pursuant to Section 501(c)(3) of the Code; or (ii) by an organization, contributions to which are deductible under Section 170(c)(2) of the Code. In the administration of the Trust, the Trustee shall not exercise any power or authority granted by the provisions of this trust agreement in any manner or for any purpose whatsoever which may not be exercised by an organization described in Section 501(c)(3) of the Code. Notwithstanding any other provisions of this trust agreement, (i) the Trustee shall make distributions each taxable year at such time and in such manner as not to subject the Trust, any foundation manager, or disqualified person to the tax on undistributed income imposed by Section 4942 of the Code; (ii) no Trustee, foundation manager, or disqualified person shall engage in any act of self-dealing as defined in Section 4941(d) of the Code; (iii) no Trustee, foundation manager, or disqualified person shall cause the Trust to retain any excess business holdings as defined in Section

4943(c) of the Code which would subject the Trust to tax under Section 4943 of the Code; (iv) no Trustee, foundation manager, or disqualified person shall cause the Trust to retain or make any investment which would result in tax liability under Section 4944 of the Code; and (v) no Trustee, foundation manager, or disqualified person shall cause the Trust to make any taxable expenditures as defined in Section 4945(d) of the Code.

12. The Trustee shall take such action as shall be necessary and appropriate to qualify the Trust as an organization defined in Section 501(c)(3) of the Code, including, but not limited to, completing and filing all forms and supporting documents which are necessary to meet such definition, within the required deadlines, including any extensions thereto, and the expenses of the Trustee in completing all such filings, forms, and supporting documents, including but not limited to reasonable attorneys' fees, shall be paid from the assets of the Trust. All actions of the Trustee made pursuant to the authority conferred upon the Trustee by the provisions of this trust agreement shall be final and binding upon each and every person or entity who may have an interest in the Trust.

13. The Trustee shall have all of the authority and powers and be subject to all of the provisions of the Trust applicable to the Trustee to the extent that such authority, power, or provision will not (i) disqualify the Trust from qualifying as a Section 501(c)(3) organization, or (ii) subject the Trustee, any foundation manager, or a disqualified person to any excise tax imposed under Sections 4941, 4942, 4943, 4944, or 4945 of the Code.

INVESTMENT AUTHORITY

14. The Trustee shall invest the trust estate in accordance with the standards set forth in Texas Property Code Chapter 113 ("Texas Trust Code"), as amended (or any subsequent applicable law), and the Trustee may also invest all or any part of the trust estate in one or more common trust

funds now or hereafter established by the Trustee pursuant to Texas Property Code § 113.171 and § 113.172. Notwithstanding the foregoing, at any time that Edward Jones Trust Company is serving as Trustee hereunder, the provisions of this Paragraph shall not be applicable, but Paragraph 21, Paragraph 22, and all applicable Missouri law, including but not limited to Sections 456.1-101 to 456.11-1106 of the Revised Missouri Statutes, as amended from time to time (“Missouri Uniform Trust Code”) shall apply to the administration of the Trust.

ADMINISTRATION

15. The Trustee shall be authorized and empowered:

(a) To exercise all of the powers now or hereafter granted to trustees of express trusts by the Texas Trust Code or any corresponding statute, except in any instance in which the Texas Trust Code, or such other statutory provision, may conflict with the express provisions of this trust agreement, in which case the provisions of this trust agreement shall control.

(b) To adjust, compromise, abandon, sue on or defend, and otherwise deal with and settle all claims in favor of or against the Trust.

(c) To engage and retain consultants, attorneys, accountants, or similar advisors at any time when it may be reasonably necessary to do so in order to provide for the prudent management and preservation of the Trust.

(d) To continue to act as Trustee of the Trust regardless of any change of name of the Trustee and regardless of any reorganization, merger or consolidation of the Trustee.

Notwithstanding the foregoing, at any time that Edward Jones Trust Company is serving as Trustee hereunder, the provisions of this Paragraph shall not be applicable, but Paragraph 21, Paragraph 22, and all applicable Missouri law, including but not limited to the Missouri Uniform Trust Code, shall apply to the administration of the Trust.

COMPENSATION AND EXPENSES

16. At any time Edward Jones Trust Company is serving as a Trustee of the Trust, Edward Jones Trust Company shall be compensated:

(a) In accordance with its schedule of rates as published from time to time and as in effect at the time such compensation becomes payable;

(b) Without diminution of any fees that it or any Affiliate (as defined in Paragraph 21(a) below) may receive from mutual funds or money market funds in which the Trust has invested or any financial instrument or investment vehicle in which the trust estate is invested. Such fees may include, but are not limited to, payments for investment advisory or management services and administrative and sub-accounting services, as well as brokerage fees and commissions and payments for other expenses of the funds or investments; and

(c) Without diminution of payments to any Affiliates for services rendered to the Trust.

Any Trustee other than Edward Jones Trust Company shall be entitled to receive for such Trustee's services hereunder reasonable compensation which shall be determined in accordance with Texas law and prevailing standards. The courts of the state having jurisdiction over the administration of the Trust, as determined pursuant to Paragraph 22 herein, shall have the power and authority to review the compensation of any Trustee, and such Court may take any action with respect to such fees as the Court may deem appropriate pursuant to the laws of the state where the Trust is being administered, as determined pursuant to Paragraph 22 herein.

GENERAL PROVISIONS REGARDING TRUSTEE

17. No successor Trustee hereunder shall be required to audit or approve accounts received from a prior trustee nor shall any such Trustee be liable for the actions of a prior Trustee. Prior to delivering the trust assets to a successor Trustee or prior to making any partial or complete distribution of corpus under this trust agreement (other than a distribution authorized pursuant to Paragraph 5 and which does not result in a termination of the Trust) the Trustee (1) may request an approval of the Trustee's accounts and a release and discharge from all beneficiaries that have an interest in the distribution, and if such approval, release and discharge is not granted, may request court settlement of such accounts; or (2) may request court settlement of such accounts. All of the

Trustee's fees and expenses (including attorneys' fees) attributable to court approval of such accounts shall be paid by the Trust to the extent that the accounts are approved.

18. The Trustee shall keep books of account respecting the Trust and all transactions involving the Trust, and shall furnish to the STC Beneficiary, at least annually, statements showing receipts and disbursements of income and corpus of the Trust, and a list of assets held in the Trust.

19. No person or entity dealing with the Trustee hereunder shall be obligated to see to the application of any money or property paid or delivered to the Trustee, and no such person or entity shall be obligated to inquire into the expediency or propriety of any transaction of the authority of the Trustee to enter into and consummate the same upon such terms as the Trustee may deem reasonably appropriate.

20. The Trustee may resign at any time by a signed and acknowledged written notice delivered to the STC Beneficiary. The STC Beneficiary shall appoint a successor Qualified Corporate Trustee by delivering a signed and acknowledged written appointment to such successor Trustee and to the resigning Trustee within ninety (90) days of the STC Beneficiary's receipt of said notice. If the STC Beneficiary fails to appoint a Qualified Corporate Trustee within said ninety (90) day period, the Trustee, at the expense of the Trust, may secure the appointment of a Qualified Corporate Trustee as a successor Trustee by a court in the state where the Trust is being administered, as determined pursuant to Paragraph 22 herein. For purposes of this Paragraph, a "Qualified Corporate Trustee" shall be a national trust company qualified to provide fiduciary services throughout the United States and having at least One Billion Dollars (\$1,000,000,000.00) of assets under management and capital and surplus of at least Twenty-Five Million Dollars (\$25,000,000.00).

SPECIAL PROVISIONS GOVERNING THE ADMINISTRATION OF THE TRUST

WHEN EDWARD JONES TRUST COMPANY IS SERVING AS TRUSTEE

21. Edward Jones Trust Company is a subsidiary of the Jones Financial Companies, L.L.L.P., a Missouri limited liability limited partnership, domiciled in the State of Missouri. While Edward Jones Trust Company is serving as a Trustee hereunder, the following additional provisions shall apply, and to the extent of any inconsistency between the following provisions and the other provisions of this document, the provisions set forth in this Paragraph 21 shall control as follows:

(a) Permitted Activities. Edward Jones Trust Company and any subsidiary or affiliate of the Jones Financial Companies, L.L.L.P. (hereinafter referred to collectively as an “Affiliate”) may deal between such trust estate and themselves or any other Affiliate in any principal or agency transaction, either party acting in any capacity, in buying, selling, pledging, leasing, and exchanging assets, in furnishing or receiving goods, services, or facilities, and in borrowing or lending funds or participating in other extensions of credit when, in their discretion, such transaction shall be in the best interests of the beneficiaries of the trust. The foregoing shall apply regardless of any compensation, gain, or profit derived by any Affiliate acting in any capacity in connection with any such transaction. Any Affiliate may furnish services to any trust estate created in this trust agreement in any capacity as may be necessary or desirable in the Trustee’s sole discretion for the proper management, protection and sale or other disposition of any part of the trust estate, and may receive customary and reasonable compensation for services in any such capacity without reduction for any compensation paid to Edward Jones Trust Company for its services as Trustee. Edward Jones Trust Company may, from time to time, hold or invest assets in mutual funds, money market funds, annuities or other investments. The fund management companies and their affiliates engaged in operating and distributing such funds or investments receive various commissions or fees for their services as described in the respective funds’ prospectus, and such commissions or fees are separate from and will not affect the fees due Edward Jones Trust Company. A portion of such fees received by the fund management companies and their affiliates may, in turn, be paid to Edward Jones Trust Company or its Affiliates, including but not limited to the Edward Jones brokerage firm, for administrative, recordkeeping or shareholder services as and to the extent authorized by Rule 12b-1 under the Investment Company Act of 1940, as amended, or otherwise approved by the fund and its directors. Additionally, Edward Jones Trust Company, or its Affiliates, including but not limited to the Edward Jones brokerage firm, may receive certain payments known as “revenue sharing” from certain mutual fund management companies. Such payments may be based on the average asset values or the sales of fund shares during an applicable period. To the extent the above described fees or payments arise from assets held by Edward Jones Trust Company, they may be retained by or credited to the firm without reducing the amount of fees payable to Edward Jones Trust Company by the accounts

holding such investments. In the event that any person employed by Edward Jones Trust Company or any Affiliate shall also be acting as an officer or director of any corporation in which the trust may own stock or other securities or as an officer or director of any affiliate of such corporation or may be a candidate for election as such officer or director, such person may act as such officer or director and receive compensation therefor in the same manner as if he or she were not employed by Edward Jones Trust Company or Affiliate, and shall not be disqualified from voting for his or her election to such officer or for membership on the board of directors by reason of such employment or by reason of receiving compensation for such employment.

(b) Powers Regarding Affiliates. Edward Jones Trust Company shall have the following specific powers as to the trust estate and may exercise the same in its sole discretion without court order or approval: (i) to engage the services of any Affiliate, and, without limiting the generality of this authorization, the services of Edward Jones, its main operating subsidiary, with respect to the following matters: (A) to manage or advise on the investments of any trust estate created hereunder; (B) to invest the assets of any trust estate in any financial instrument or investment vehicle sold, managed, advised, or currently distributed, underwritten or issued by any Affiliate, including but not limited to money market funds, mutual funds, and certificates of deposit; provided, however that such investment is a qualified investment for a corporate fiduciary under Missouri law; (C) to act as a broker or dealer to execute transactions and to provide other services with respect to any trust estate, including the purchase of any stocks, bonds or other securities, insurance, annuities and any other financial instruments or investment vehicles currently distributed, underwritten or issued by any Affiliate; (D) to perform trust operations, custody and recordkeeping functions on behalf of Edward Jones Trust Company; and (E) to pay for services rendered by any Affiliate from the assets of the trust estate as an expense of trust administration, without diminution of any payment that Edward Jones Trust Company may receive as Trustee, and recognizing that Edward Jones Trust Company may also receive credit or other compensation from any Affiliate for services Edward Jones Trust Company may perform, and may exchange services with any Affiliate; (ii) to cause or permit all or any part of any trust estate to be held, maintained or managed in accounts or deposits administered in any jurisdiction inside or outside the United States of America, and to hold any trust property in the name of its nominee or nominee of any Affiliate; and (iii) to submit to binding arbitration, at its discretion, any claim or dispute that may arise with respect to administration of the trust by Edward Jones Trust Company or any related actions of any Affiliate.

(c) Appointment of Special Trustee. Edward Jones Trust Company is authorized to appoint a person or qualified corporation at any time to act as special Trustee (the "Special Trustee") for the administration of property with respect to which Edward Jones Trust Company shall make the determination, in its discretion, that it is not eligible to act or cannot administer in a practicable manner. This provision is not intended to relieve Edward Jones Trust Company for its obligation to oversee and be responsible for such investments. Edward Jones Trust Company may at any time revoke such appointment. So long as any such appointment is in effect, any power or authority that would be exercisable by Edward Jones

Trust Company with respect to the assets to be administered by the Special Trustee may be exercised by the Special Trustee with the same force and effect as if Edward Jones Trust Company had itself taken such action in the absence of any such restriction or limitation. The Special Trustee shall act without bond or security and need not account to any court. The Special Trustee may receive and retain customary and reasonable compensation for services in such capacity in addition to the compensation to which Edward Jones Trust Company is entitled under this trust agreement.

(d) Nonpublic Information; No Duty to Act. Edward Jones Trust Company shall be under no duty and shall not be liable to any beneficiary for failure to buy, sell or engage in any transaction directly or indirectly involving securities concerning which Edward Jones Trust Company, in its corporate capacity or otherwise, may have acquired any information which has not been disclosed to the public. In this regard, information required by any Affiliate shall not be imputed to Edward Jones Trust Company.

(e) Acceptance of Certain Trust Property and Indemnification for Environmental Expenses. Except as otherwise specifically agreed to by Edward Jones Trust Company, it shall not be deemed to have accepted title to, and shall not act or be obligated to act in any way as a fiduciary with respect to, any real property, including any real property owned or operated by a sole proprietorship, general or limited partnership, limited liability company, or closely held corporation or any interest in any such business enterprise, which is or may become an asset of the trust until (i) an appropriate environmental audit is performed at the expense of the trust to determine that conditions at such real property or operations conducted by such business enterprise are in compliance with state and federal environmental laws and regulations affecting such real property or such business enterprise and (ii) Edward Jones Trust Company has accepted such property as an asset of the trust by a separate writing delivered to the STC Beneficiary. In all events, Edward Jones Trust Company may decline to accept title to or act in any way as a fiduciary as to any such property which it has determined is or thereafter may be in violation of any such environmental law or regulation but accept appointment as a Trustee as to all other trust property. After its qualification, Edward Jones Trust Company shall have the right to reject any property proposed to be transferred to the trust.

Edward Jones Trust Company shall be held harmless from and shall be indemnified from the trust estate for any liability or expense, including reasonable attorneys' fees, incurred as a result of any violation, actual or alleged, of any environmental law or regulation with respect to any property which Edward Jones Trust Company has actually or allegedly accepted.

Edward Jones Trust Company is expressly authorized to take such remedial action as it in its sole and absolute discretion deems appropriate to prevent, abate, remove or otherwise respond to any actual, threatened or alleged violation of, or otherwise comply with, any environmental law or regulation, or federal, state or local agency or Court order, affecting any such property. Edward Jones Trust Company may employ agents, consultants or legal counsel to assist or perform such action. All costs and expenses incurred by Edward Jones Trust Company in connection with such action shall be paid by the Trust. Edward Jones

Trust Company also may establish reasonable reserves for the payment of anticipated environmental expenses.

Edward Jones Trust Company shall not be liable to the beneficiaries or to any other person for any loss or diminution in the value of the trust resulting from any actual, threatened or alleged violation of any such environmental law or regulation affecting any such property or for the payment of any expense of remediation thereof unless Edward Jones Trust Company contributed thereto by its willful misconduct or gross negligence.

(f) Notice of Trust Assets Required. While serving as a Trustee hereunder, Edward Jones Trust Company shall have a duty to administer only those assets of the trust of which it has received written notification of the ownership of such assets by the trust.

(g) Investment Representative. Trustor authorizes the Edward Jones investment representative through whom Trustor conducted investment transactions prior to the transfer to the Trust to review, from time to time, all documents and records related to the trust and investments made thereunder. Upon receipt of a written notification from the STC Beneficiary, the Trustee may provide the Edward Jones investment representative through whom such beneficiary conducts investment transactions to review, from time to time, all documents and records related to such beneficiary's trust estate and investments made thereunder.

GOVERNING LAW

22. This trust agreement, its validity, construction and any questions concerning its amendment or revocation shall be governed by the laws of the State of Texas. The administration of the Trust is to be governed in all respects by the laws of the state in which the Trust is then being administered, based on the location of the principal office of the Trustee then having custody of the Trust's assets and records, which state's courts shall have nonexclusive jurisdiction over the administration of the Trust with respect to any period during which it was being administered in that state. The foregoing shall apply even though the situs of some trust assets or the home or principal place of MEDA or the STC Beneficiary may at some time or times be elsewhere.

INVALIDITY OF PROVISIONS

23. In the event any provision of this trust agreement is held to be illegal or invalid for any reason, said illegality or invalidity shall not affect the remaining parts of this trust agreement,

and this trust agreement shall be construed and enforced as if said illegal or invalid provisions had not been included herein.

INCEPTION

24. This Trust shall become effective upon: (i) the transfer of money and/or property to the Trustee, and (ii) the Trustee's acceptance of the Trust which shall be evidenced by the signature below of the appropriate officer of the Trustee.

[The remainder of this page is intentionally left blank; signature page follows.]

This MEDA Scholarship Fund Trust Agreement is signed in multiple originals, any one of which shall be deemed an original for all purposes on this the 1st day of August, 2012.

Trustor:

Mission Economic Development Authority, Inc.

By and through its Board of Directors

By: 
Robert J. Goodwin, Chairman and
Member of Board of Directors


Pat Townsend, Jr., Member of Board of Directors


Ben Olivarez, Member of Board of Directors


David Heflin, Member of Board of Directors

Geoff Hall, Member of Board of Directors

Consented to, and Appointment Accepted, by Trustee:

EDWARD JONES TRUST COMPANY

Signature: 

Printed Name: Kevin J. Hucker
A Member of the Edward Jones Trust
Company Acceptance Committee

This MEDA Scholarship Fund Trust Agreement is signed in multiple originals, any one of which shall be deemed an original for all purposes on this the _____ day of _____, 2012.

Trustor:

Mission Economic Development Authority, Inc.
By and through its Board of Directors

By: _____
Robert J. Goodwin, Chairman and
Member of Board of Directors

Pat Townsend, Jr., Member of Board of Directors

Ben Olivarez, Member of Board of Directors

David Heflin, Member of Board of Directors



Geoff Hall, Member of Board of Directors

Consented to, and Appointment Accepted, by Trustee:

EDWARD JONES TRUST COMPANY

Signature: _____

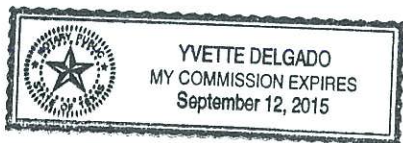
Printed Name: _____
A Member of the Edward Jones Trust
Company Acceptance Committee

STATE OF TEXAS §
COUNTY OF HIDALGO §

BEFORE ME, the undersigned authority, on this day personally appeared Robert J. Goodwin, known to me to be the person and officer whose name is subscribed to the foregoing instrument, and acknowledged to me that he is the Chairman of the Mission Economic Development Authority, Inc. (MEDA), and he is the authorized representative of MEDA and that he executed the same as the act of MEDA for the purposes and consideration therein expressed, and in the capacity therein stated.

Given under my hand and seal of office on this the 1st day of August, 2012.

Yvette Delgado
Notary Public, State of Texas

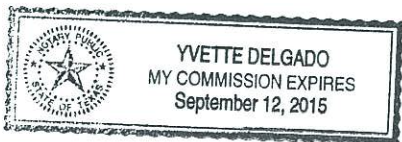


STATE OF TEXAS §
COUNTY OF HIDALGO §

BEFORE ME, the undersigned authority, on this day personally appeared Pat Townsend, Jr., known to me to be the person and officer whose name is subscribed to the foregoing instrument, and acknowledged to me that he executed the same for the purposes and consideration therein expressed, and in the capacity therein stated.

Given under my hand and seal of office on this the 1st day of August, 2012.

Yvette Delgado
Notary Public, State of Texas



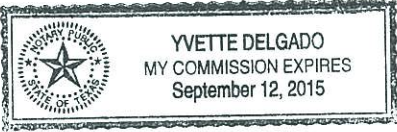
STATE OF TEXAS §
 §
COUNTY OF HIDALGO §

BEFORE ME, the undersigned authority, on this day personally appeared Ben Olivarez, known to me to be the person and officer whose name is subscribed to the foregoing instrument, and acknowledged to me that he executed the same for the purposes and consideration therein expressed, and in the capacity therein stated.

Given under my hand and seal of office on this the 1st day of August, 2012.



Notary Public, State of Texas



STATE OF TEXAS §
 §
COUNTY OF HIDALGO §

BEFORE ME, the undersigned authority, on this day personally appeared Geoff Hall, known to me to be the person and officer whose name is subscribed to the foregoing instrument, and acknowledged to me that he executed the same for the purposes and consideration therein expressed, and in the capacity therein stated.

Given under my hand and seal of office on this the ____ day of _____, 2012.

Notary Public, State of Texas

STATE OF TEXAS §
 §
COUNTY OF HIDALGO §

BEFORE ME, the undersigned authority, on this day personally appeared Ben Olivarez, known to me to be the person and officer whose name is subscribed to the foregoing instrument, and acknowledged to me that he executed the same for the purposes and consideration therein expressed, and in the capacity therein stated.

Given under my hand and seal of office on this the ____ day of _____, 2012.

Notary Public, State of Texas

STATE OF TEXAS §
 §
COUNTY OF ~~HIDALGO~~ MEDINA §

BEFORE ME, the undersigned authority, on this day personally appeared Geoff Hall, known to me to be the person and officer whose name is subscribed to the foregoing instrument, and acknowledged to me that he executed the same for the purposes and consideration therein expressed, and in the capacity therein stated.

Given under my hand and seal of office on this the 1st day of August, 2012.



Audrey M. Gomez

Notary Public, State of Texas

STATE OF TEXAS

§

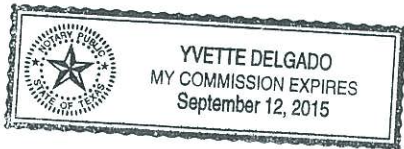
COUNTY OF HIDALGO

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BEFORE ME, the undersigned authority, on this day personally appeared David Heflin, known to me to be the person and officer whose name is subscribed to the foregoing instrument, and acknowledged to me that he executed the same for the purposes and consideration therein expressed, and in the capacity therein stated.

Given under my hand and seal of office on this the 1st day of August, 2012.



Yvette Delgado
Notary Public, State of Texas

STATE OF MISSOURI

§
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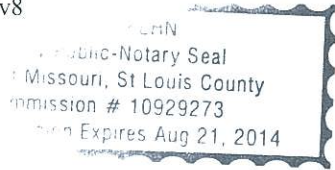
COUNTY OF ST. LOUIS

BEFORE ME, the undersigned authority, on this day personally appeared Kevin J. Hunkler on behalf of Edward Jones Trust Company, known to me to be the person and officer whose name is subscribed to the foregoing instrument and acknowledged to me that the same was the act of the said Edward Jones Trust Company, Trustee, that he executed the same as the act of such Edward Jones Trust Company with trust powers for the purposes and consideration therein expressed, and in the capacity therein stated.

GIVEN UNDER MY HAND AND SEAL OF OFFICE on the 6th day of August, 2012.


Notary Public, State of Missouri

1356135v8



Review and Discussion of Mission Economic Development Authority (MEDA) Scholarship Fund Awards

In 2012, the Mission Economic Development Authority (MEDA) developed a scholarship trust fund to be managed by Edward Jones and to provide scholarship benefits to City of Mission residents pursuing higher education and workforce training at South Texas College.

South Texas College administration has prepared a report showing the history of scholarships awarded through the MEDA Scholarship Trust Fund. Administration has also provided a summary of the benefit recipients' performance and demographic information.

The history of awards shows that since its inception the MEDA Scholarship has benefited 505 individual students enrolled at South Texas College. These awards have been made for each term from Fall 2013 through Summer 2020, resulting in a total of 1,456 scholarship awards to those 505 students, totaling \$946,400.00.

The attached PowerPoint provides a breakdown of graduation/enrollment status, showing that of these 505 students, 78.8% (398 students) have either graduated or are still enrolled, while the remaining 21.2% (107 students) are not enrolled in Summer 2020 and have not yet graduated. This is a greater retention rate than the general population, which may indicate the pivotal role these funds play in helping these students stay in their program of study through completion.

Mike Carranza, Interim Dean of Enrollment Services, presented the Committee with an update on the revenue and distribution of the scholarship funds. Additional data was provided in the packet to showcase the demographic profile of the MEDA Scholarship participants. These demographic profiles are provided to demonstrate the impact that the availability of these funds has in helping provide access to higher education for students who have a greater need for financial support, and are highly motivated and successful when that support is available.

Detailed reporting of the scholarship disbursements from the MEDA Scholarship Trust Fund distributions since Fall 2013 is provided for the Committee's review. These distributions are drawn from the interest on the invested principal, as managed by Edward Jones. There is a balance of \$383,358.41 available for scholarship disbursements to support Mission students work toward their academic and workforce goals in Fall 2020.

The MEDA Scholarship is advertised to eligible students through the College's scholarship website, the Mission CISD, Sharyland ISD, and announcements in various media outlets, as identified below:

- STC Scholarship website
- STC Social Media Accounts
- Texas Border Business
- Rio Grande Guardian
- Mission CISD
- Sharyland ISD

- 710 KURV
- Telemundo 40
- The Monitor
- Progress Times
- Direct Mail
- Email

At the August 11, 2020 Finance, Audit, and Human Resources Committee meeting, Mr. Paul R. Rodriguez noted that Sharyland ISD was not listed among the partners engaged in promoting the scholarship. Administration has confirmed that Sharyland ISD has been engaged in past and current communication with eligible students, and verified that 101 Sharyland ISD students living within the City of Mission have received MEDA Scholarship support. Sharyland ISD students comprise 20% of the total MEDA Scholarship award recipients to date.

Enclosed Documents – The PowerPoint presenting student demographic information is reprinted in the packet for the Board's information and review.

The two Summary of Activity Reports have been reviewed by the Vice President for Finance and Administrative Services, the Comptroller, and the Interim Dean of Enrollment Services.

This information is provided to the Board for review and discussion, and feedback to staff, and no action is requested at this time.

MEDA Update

Mike Carranza
Interim Dean of Enrollment Services
July 14, 2020

1

MEDA Merit Scholarship

Eligibility/Continued Eligibility:

- Permanent resident of the City of Mission
- Maintain a 2.5 cumulative GPA each semester
- Enroll in at least two semesters each year
- Complete a minimum of 12 credit hours per year
- Remain in Good Standing with STC with respect to financial, academic, and student disciplinary

2

MEDA Scholarship Programs

Student Scholarship

- **Part-Time Student Scholarship:** Enrolled for a minimum of **6** credit hours during each semester for a maximum of **8** semesters.
- **Three Quarter Time Scholarship:** Enrollment for a minimum of **9** credit hours during each semester for a maximum of **5** semesters
- **Full-Time Scholarship:** Enrolled for a minimum of **12** credit hours during each semester for a maximum of **4** semesters.

Scholarships awards based on enrollment (Maximum \$3,200.00)

- 12 credit hours- \$800 9 credit hours- \$600 6 credit hours- \$400

3

MEDA Funds Received

Month Disbursement Received	Disbursements Received
June 2013	\$160,784.54
June 2014	\$185,937.10
July 2015	\$187,900.18
May 2016	\$173,937.78
May 2017	\$180,511.68
May 2018	\$193,928.47
June 2019	\$174,239.09
May 2020	\$198,719.57
Total Funds Received	\$1,455,958.41

4

MEDA Scholarship Fund Summary of Activity

Fiscal Year	Students	Award	Less Funds Designated/Set Aside for current & future semesters		
MEDA Funds Received		\$1,455,958.41			
2013-2014	47	\$64,200.00	2013-2014	0 Students	(\$0.00)
2014-2015	96	\$113,000.00	2014-2015	0 Students	(\$0.00)
2015-2016	97	\$130,000.00	2015-2016	0 Students	(\$0.00)
2016-2017	151	\$156,800.00	2016-2017	0 Students	(\$0.00)
2017-2018	143	\$184,600.00	2017-2018	1 Student	(\$400.00)
2018-2019	146	\$158,000.00	2018-2019	33 Students	(\$41,600.00)
2019-2020	119	\$139,800.00	2019-2020	47 Students	(\$84,200.00)
Disbursed		(\$946,400.00)		81 Students	(\$126,200.00)
Cash Balance		\$509,558.41			
Funds Designated	81	(\$126,200.00)			
Available Balance		\$383,358.41			

5

Total Aid Awarded To Mission Students

Award Year	MEDA	Other Aid	Total
2013-2014 (47 students)	\$64,200.00	\$224,031.79	\$288,231.79
2014-2015 (96 students)	\$113,000.00	\$433,448.29	\$546,448.29
2015-2016 (97 students)	\$130,000.00	\$452,340.60	\$582,340.60
2016-2017 (151 students)	\$156,800.00	\$684,229.11	\$841,029.11
2017-2018 (143 students)	\$184,600.00	\$663,462.88	\$848,062.88
2018-2019 (146 students)	\$158,000.00	\$399,863.00	\$553,763.00
2019-2020 (119 students)	\$139,800.00		
Disbursed	\$946,400.00	\$2,857,375.67	\$3,803,775.67

6

MEDA Scholarship Impact

- 505 Mission Students have benefited from the MEDA scholarship since the start of the program in Fall 2013
- 398 (78.8%) students have either Graduated and/or are still enrolled
- 107 (21.2%) students are not enrolled for Summer 2020 and have not yet graduated

7

2019-2020 MEDA Recipients in a Bachelor's Program

Major	Male	Female
Organizational Leadership	3	7
Computer Information Technology	5	0
Medical & Health Services	1	2
Technology Management	3	1
Total	12	10

8

2019-2020 MEDA Recipients by Division

Major	Male	Female
Nursing and Allied Health	3	15
Liberal Arts and Social Sciences	12	26
Business and Technology	12	12
Math and Science	6	10
Total	33	63

9

70 MEDA Recipients Currently Enrolled

Currently Enrolled for Summer 2020		
	Male	Female
AA	5	13
AAS	6	9
AAT	0	4
AS	4	7
Bachelors	8	9
Certificate	1	3
Undeclared	0	1
Total	24	46

10

MEDA Student Profile (505)

Fall 2013 – Spring 2020

Age	Men	Women
18 to 20	33	47
21 to 25	70	106
26 to 30	36	52
31 to 35	23	36
36 to 40	14	21
41 to 45	7	26
46 to 50	6	12
51 to 55	2	5
56- to 60	5	4
	196	309

11

Academic Standing (505)

Fall 2013 – Spring 2020

GPA	Male	Female
0 to 2.0	3	3
2.0 to 2.599	8	16
2.6 to 2.99	49	59
3.0 to 3.599	94	142
3.6 to 3.99	34	57
4.0	8	32
	196	309

12

Forms of Communication

STC Scholarship website

STC Social Media Accounts

Texas Border Business

Rio Grande Guardian

Mission CISD

Sharyland ISD

Progress Times

710 KURV

Telemundo 40

The Monitor

Direct mail

Email

13

Questions

14

Review and Action as Necessary on Interlocal Agreement for Transportation Services between South Texas College and the Lower Rio Grande Valley Development Council for Fall 2020 Semester

Approval of the Interlocal Agreement for the Jag Express Intercampus Transportation Services between South Texas College and the Lower Rio Grande Valley Development Council (LRGVDC) for the Fall 2020 Semester, a four-month period of September 1, 2020 through December 31, 2020, is requested.

Background – The Interlocal Agreement for the Jag Express Intercampus Transportation Services was approved on August 27, 2019 for the period of September 1, 2019 through August 31, 2020.

The services include routes to the Starr County Campus (Green Line) and Mid Valley Campus (Purple Line), which are operated by the LRGVDC.

In addition, the services include the Circulator (Yellow) routes operated by the College. The Circulator route provides transportation between the College’s Pecan Campus, Technology Campus and Nursing and Allied Health Campus.

At the August 6, 2020 Special Board meeting, the Board of Trustees approved the Fall 2020 semester transportation services plan, which includes the following:

- 1) The LRGVDC will fund all the costs for the Green Lines and Purple Line.
- 2) CARES Act Funds carried over from FY 2020 and federal/state grant contributions received for the LRGVDC will be used to defray the cost of the Yellow Line.

The estimated Fall 2020 Semester costs by transportation routes are as follows:

Transportation Routes	LRGVDC	South Texas College		
	Operating Cost for System	Operating Cost for System	CARES Act & Grant Contribution	Net Cost
Starr (Green)	\$195,121	\$-	\$-	\$-
Mid Valley (Purple)	63,019	-	-	-
Circulator (Yellow)	-	99,547	76,244	23,303
Total	\$258,140	\$99,547	\$76,244	\$23,304

The CARES Act and Federal/State Grant Contributions in the amount of \$76,244 represents (1) funding for operating expenses, such as fuel, and salaries and benefits from bus drivers and other transportation staff, and (2) expenses related to preventive maintenance such as tire maintenance, full service oil changes, vehicle battery replacement, and yearly vehicle state inspection. The CARES Act funding covers 100% of the above expenses until exhausted. The Federal/State Funds received from the LRGVDC will reimburse (1) and (2).

Justification - The Interlocal Agreement is intended to establish an intercampus bus route to serve all of the College's campuses. The bus routes will benefit students, faculty, and staff of South Texas College and thereby serve the goals of both organizations by facilitating access to the College and its educational programs and increasing the use of public transportation in the area.

Funding Source - Funds for this expenditure are budgeted in the Student Transportation Services budget for FY 2020 - 2021.

Reviewers – The Interlocal Agreement was reviewed by Mr. Tom Logan, Director of Valley Metro at the Lower Rio Grande Valley Development Council, Vice President for Finance and Administrative Services, Acting Chief of Police for Department of Public Safety, Comptroller, and by the College's Legal Counsel. The Interlocal Agreement is still pending final approval by the LRGVDC, and their action is expected by the end of August 2020.

Enclosed Documents - A copy of the Interlocal Agreement and Ridership follows in the packet for the Board's information and review.

Ms. Maribel Contreras and Tom Logan from the Lower Rio Grande Development Council (LRGVDC), and Mary Elizondo, Vice President for Finance and Administrative Services, attended the August 11, 2020 Finance and Human Resources committee meeting to address any questions by the committee.

The Finance, Audit, and Human Resources Committee recommended Board approval of the proposed Interlocal Agreement between South Texas College and the Lower Rio Grande Valley Development Council (LRGVDC) for Fall 2020 Semester, a four-month period of September 1, 2020 through December 31, 2020, as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the proposed Interlocal Agreement between South Texas College and the Lower Rio Grande Valley Development Council (LRGVDC) for Fall 2020 Semester, a four-month period of September 1, 2020 through December 31, 2020, as presented and contingent upon approval by the LRGVDC.

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

The Board of Trustees approves and authorizes the proposed Interlocal Agreement between South Texas College and the Lower Rio Grande Valley Development Council (LRGVDC) for Fall 2020 Semester, a four-month period of September 1, 2020 through December 31, 2020, as presented and contingent upon approval by the LRGVDC.

Approval Recommended:

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

**INTERLOCAL AGREEMENT FOR TRANSPORTATION SERVICES
BETWEEN SOUTH TEXAS COLLEGE AND
THE LOWER RIO GRANDE VALLEY DEVELOPMENT COUNCIL**

I. INTRODUCTION

This Interlocal Agreement for Transportation Services (“Agreement”) entered into to be effective as of **September 1, 2020**, is between South Texas College, a political subdivision of the State of Texas (“College”), and the Lower Rio Grande Valley Development Council, a voluntary association of local governments in Cameron, Hidalgo, Starr, and Willacy Counties (“LRGVDC”). This agreement is made pursuant to chapter 791 of the Texas Government Code (the Interlocal Cooperation Act), as amended.

RECITALS

WHEREAS, the College currently owns eight (8) transportation buses to serve its students’ transportation needs to and from College campuses through the Circulator (Yellow) transportation routes; and

WHEREAS, LRGVDC owns and operates a regional public transportation system;

WHEREAS, the College and LRGVDC wish to join efforts to establish a more efficient and economical bus transportation service which can connect the campuses of the College for the benefit of College students, staff and faculty; and

WHEREAS, the transportation service will advance the objective of improving access to the College’s educational programs by increasing public transportation use in the Lower Rio Grande Valley;

NOW THEREFORE, in consideration of the promises and of the mutual covenants contained herein, the parties agree as follows:

II. ROLE OF THE LRGVDC (for Mid Valley (Purple) and Starr (Green) transportation routes)

LRGVDC shall have the following responsibilities:

1. Provide bus routes to serve the Mid Valley and Starr County campuses during the College’s business days and hours of service according to the attached schedule on Exhibit A;
2. Operate and maintain its public transit system in compliance with regulations and guidelines of the LRGVDC and the Texas Department of Transportation (“TxDOT”) and Federal Transit Administration (“FTA”) as referenced in the attached LRGVDC Federal Transit Administration Certification and Assurances on Exhibit B;
3. Comply with Title VI (Circular 4702.1B “Title VI Requirements and Guidelines) of the Civil Rights Act of 1964 in accordance with Federal Transit Administration (FTA) grant recipient requirements;
4. To annually provide certifications and assurances that it will abide by all federal rules and regulations when using FTA funds for a project;
5. To assure that College students, faculty and staff board the buses free of charge upon presentation of an official identification card upon boarding;
6. Track all trips by College students, faculty and staff;
7. Provide College with monthly ridership participation reports within ten (10) working days after the last day of the prior month;
8. Develop initiatives in coordination with the College to ensure that all reasonable efforts are undertaken to increase use of the transportation services;
9. Lease three (3) buses to the College which will be operated and maintained by the College to perform its obligations under this Agreement; and
10. Maintain primary liability (within the limits of the Texas Tort Claims Act) and property insurance coverage on all its buses operating the Purple and Green Line routes, in compliance

with TxDOT and FTA requirements; and upon request, to supply evidence of such to the College.

III. ROLE OF COLLEGE

The College shall have the following responsibilities:

1. Operate and maintain eight (8) buses owned by the College and three (3) buses leased from LRGVDC, as listed on Exhibit C, for the Circulator (Yellow) transportation routes during the College's business days and hours of service according to the attached schedule on Exhibit A;
2. Promote ridership by College students, faculty and staff (promotion efforts will include publicizing the service through newsletters, email notifications, signage at special events and semester registration, and other means it determines would be beneficial to increase participation and raise awareness of the service); and
3. Designate boarding locations at each campus with appropriate signage at each of its campus stop locations.
4. Maintain primary liability (within the limits of the Texas Tort Claims Act) and property insurance coverage on all its buses, including buses being leased to the College, in compliance with TxDOT and FTA requirements; and upon request, to supply evidence of such to LRGVDC; and
5. Operate and maintain its public transit system in compliance with regulations and guidelines of the LRGVDC and the Texas Department of Transportation ("TxDOT").

IV. CONTRACT AMOUNT AND COMPENSATION

A. Expense Reimbursement and Payment

On a quarterly-annual basis, the College will submit to LRGVDC expense reimbursement vouchers with supporting documentation for its operations, maintenance, expenses arising from operation of the Circulator (Yellow) transportation routes. LRGVDC shall remit payment to the College for approximately \$51,935.00 (50 percent of the operation and 80 percent of the maintenance). Each report will be on College letterhead and approved and signed by an individual with the authority to request payment.

LRGVDC has allocated to the College a total of \$297,624 from the Corona Virus Aid, Relief, and Economic Security (CARES) Act funds. From January 20, 2020 until the CARES Act funding are expended. The College will submit monthly expenditure reimbursement vouchers and will be reimbursed at 100 percent for its operating and maintenance expenses. Each report will be on College letterhead and approved and signed by an individual with the authority to request payment. The CARES Act funding available after September 1, 2020 will be the remaining unexpended balance of the amount allocated of \$297,624.

As consideration for the services to be provided by LRGVDC under this agreement, the College contribution for LRGVDC will be waived for the Fall 2020 semester.

LRGVDC will request contributions from the City of Weslaco in the amount of \$14,936.96 and from the Economic Development Corporation of Weslaco in the amount of \$14,820.00 for the Fall 2020 semester.

B. Match/In-Kind Report

Match/In-Kind Report "Match/In-Kind Report" refers to:

- (a) The personnel services provided by the College in performing its obligations under this Agreement. The amount of "in-kind" will be reported as the employee's gross hourly compensation multiplied by the actual hours dedicated by an employee to perform work essential to the implementation and operation of the transportation services hereunder, and
- (b) The College's actual operation and maintenance expenses incurred in connection with operation of the transportation services.

The College will submit to LRGVDC Match/In-Kind reports and supporting documentation thirty (30) days

after the ending of each fiscal year quarter (November, February, May, and August). The report will contain the following supporting documentation:

1. Documentation of any activity claimed as Match/In-Kind. All expenses claimed as Match/In-Kind must be incurred only after the effective date of this agreement.
2. For staff time, the College must provide signed documentation that the individual staff person worked the time that is stated in the report. All time must be matched to an officially signed or electronic College employee approved timesheet.
3. Documentation that the Match/In-Kind is drawn from local funds; the expenditure is not credited or allocated to any other program or project for which a matching expenditure is required and is eligible as match. The source must be identified.

V. TERM

The term of this Agreement begins on **September 1, 2020** and expires on **December 31, 2020**. This Agreement may be amended or extended by mutual agreement of the parties.

VI. TERMINATION

In the event of a material breach of this Agreement by one of the parties, the non-breaching party, without waiving any other remedy, may terminate this Agreement upon ten (10) days advance written notice of termination to the breaching party setting forth the nature of the material breach. The termination will not be effective if the material breach is fully cured prior to the ten (10) day period.

The agreement may be terminated with or without cause by the College or LRGVDC upon the giving of at least thirty (30) days' prior written notice to the other party of its intention to terminate, specifying in such notice the effective date of such termination. In the event of such termination, it is understood and agreed that only the amounts due to the College for transportation services provided and expenses incurred to the date of termination will be due and payable. No penalty will be assessed for termination of this Agreement.

VII. AMENDMENT

This Agreement may be renewed for two additional one-year periods by mutual agreement of the parties.

The College's obligation to pay as consideration for the services to be provided by LRGVDC under this Interlocal Agreement is suspended by *force majeure* or unforeseeable circumstances, until an amendment is approved.

VIII. COOPERATION

The parties understand and agree that the services described in this Agreement depend upon timely and open communications between the parties. In this regard, communication of issues, changes, or problems that arise should occur as early as possible. Each party agrees to work cooperatively and in good faith in a manner that ensures timely resolution of issues.

IX. NOTICES

Except as otherwise specifically provided in this Agreement, all notices, consents, approvals, demands, requests or other communications provided for or permitted under this Agreement will be in writing and will be deemed to have been duly given or served when delivered by hand delivery, email or fax or deposited in the U.S. Mail by registered or certified mail, return receipt requested, postage prepaid, and addressed as follows:

If to College: South Texas College
3201 W. Pecan Blvd.
McAllen, TX 78501

Attention: Lt. Ruben Suarez, Acting Chief of Police

Phone: 956-872-2300

Email: rsuarez8@southtexascollege.edu

With copy to: South Texas College

3201 W. Pecan Blvd.

McAllen, TX 78501

Attention: Mary G. Elizondo, VP for Finance & Administrative Services

Phone: 956-872-3559

Email: marye@southtexascollege.edu

If to LRGVDC: Lower Rio Grande Valley Development Council
301 W. Railroad
Weslaco, TX 78596
Attention: Manuel Cruz, Executive Director for LRGVDC
Phone: 956-682-3481
Email: mcruz@lrgvdc.org

With copy to: Lower Rio Grande Valley Development Council
510 S Pleasantview Dr.
Weslaco, TX 78596
Attention: Tom Logan, Director for Valley Metro
Phone: 956-969-5761
Email: tlogan@lrgvdc.org

X. GENERAL PROVISIONS

A. Special Provisions

1. This Agreement shall be interpreted, construed and enforced in accordance with the laws of the State of Texas. Venue for any action under this Agreement shall be Hidalgo County, Texas.
2. This Agreement may not be assigned except upon written approval by LRGVDC and College.
3. In case any provision in this Agreement shall, for any reason, be held invalid or unenforceable in any respect, such invalidity or unenforceability shall not affect any other provision hereof, and this Agreement shall be construed as if such invalid or unenforceable provision had not been included herein.
4. No joint venture or partnership is formed as a result of this Agreement. No employees, agents, or subcontractors of one party shall be deemed, or represent themselves to be, employees or agents of the other party. All transportation services provided by LRGVDC are on an independent contractor basis.
5. This Agreement may be amended only by a written instrument executed by both parties.
6. This Agreement constitutes the entire agreement and understanding between the parties with respect to the subject matter hereof.
7. The College will maintain records of all documents and materials related to this project. The College agrees to allow LRGVDC to inspect and evaluate the work performed and any records under this agreement.
8. LRGVDC shall provide Mid Valley (Purple) and Starr (Green) shuttle buses preventive maintenance, fueling, and inspections.
9. The College shall provide Circulator (Yellow) shuttle buses preventative maintenance, and shall provide preventative maintenance reports to LRGVDC, fueling, and inspections.
10. The College may place advertising wraps on buses; subject to their removal upon termination of the Agreement.
11. Valley Metro logo and the LRGVDC name will be included on the exterior of buses used in service and owned by Valley Metro and operated by the College for the Circulator (Yellow) transportation routes.
12. The College may request Valley Metro to provide training to the College's staff regarding FTA and TXDOT requirements and expectations under this Agreement.
13. The College will designate a person as its lead representative for the project. An additional person will serve as the backup contact. Designated representatives will be expected to meet periodically for the purpose of exchanging project updates, requesting information, providing technical assistance, and engaging in project oversight.
14. LRGVDC will perform all grant management activities regarding this Agreement, including submission of a grant application to FTA for project funds, fiscal management, periodic reporting to FTA and triennial review reporting.
15. LRGVDC will perform periodic oversight and compliance of College activities for Circulator (Yellow) Line & Park and Ride transportation routes to ensure that the service is operated as public transportation and that all elements of this Agreement are followed. This will include inspections of buses, inspections of facilities, safety & security reviews, drug and alcohol reviews, annual reviews, report generation, and similar activities.
16. LRGVDC will claim the College's ridership, mileage, hours, and other statistical numbers in its reports and will publicize, market, and otherwise include the College services as part of its public transportation network.
17. LRGVDC will institute a complaint process to record and address customer complaints, including discrimination complaints.
18. The College will record and submit any complaints to LRGVDC representative person within 24 hours for documentation purpose.
19. For the duration of this Agreement, LRGVDC shall, at no separate cost to the College, lease three buses to the College to be operated in the Circulator (Yellow) transportation routes. The maintenance and operation costs thereof are elsewhere provided for in this Agreement.

B. Circulator (Yellow) Transportation Routes

1. The College will operate the Circulator (Yellow) transportation routes as public transportation for the

benefit of the College community. In this regard it is acknowledged that if space is available, a person who is not a College student, faculty or staff, may be provided ridership, but only from and to an official College campus location, consistent with 49 United States Code (USC), Chapter 53, as described in Exhibit A.

2. The College will use its own staff and buses to provide public transportation services for the Circulator (Yellow) transportation routes. College staff will at all times remain employees of the College.
3. Buses must be parked in a safe and secure location. LRGVDC maintenance staff will have access to these buses to ensure buses are properly maintained and operating in good conditions.
4. The College will provide service reports for Circulator (Yellow) shuttles.
5. The College will maintain auto primary liability on all College owned buses and leased buses within the limits of the Texas Tort Claims Act.

C. Maintenance - Starr (Green) and Mid Valley (Purple) Transportation Routes

1. LRGVDC will provide maintenance services with its own staff for buses used in the project. These maintenance activities will adhere to the *LRGVDC Vehicle Maintenance Plan*. Activities will include:
 - a. Responding to road calls;
 - b. Providing routine preventive maintenance according to the manufacturer's specified maintenance schedule and FTA standards;
 - c. Detailing/cleaning buses once a week;
 - d. Providing tire replacement service according to the manufacturer's schedule;
 - e. Providing brake maintenance according to the manufacturer's schedule;
 - f. Providing out-of-cycle repairs as necessary;
 - g. Coordinating warranty work according to manufacturer guidelines;
 - h. Keeping an inventory of all tools, equipment, parts, materials, and supplies;
 - i. Keeping maintenance records of all activities, including work orders;
 - j. Ensuring that all maintenance activities are safe and secure; and
 - k. Adhering to the maintenance plan.

If a major repair or other repair is needed that will exceed the established maintenance budget, LRGVDC will present the College a plan of action to address the repair, including the cost and timeline for repair.

2. LRGVDC will perform periodic oversight of the College activities to ensure that the service is operated as public transportation and that all elements of this Agreement are followed. This will include inspections of buses, inspections of facilities, safety and security reviews, annual reviews, report generation, and similar activities.

D. Warranties

1. The College warrants that (a) the transportation services are necessary and authorized for activities that are properly within its statutory functions and programs; (b) it has the authority to contract for the services under authority granted in § 130.022, 130.010, and 130.084, *Texas Education Code*, and Chapter 791, *Texas Government Code*; (3) it has all necessary legal authority and has received all necessary approvals to execute and deliver this agreement; and (4) the officer signing this agreement on its behalf is authorized by its governing body to sign this agreement.
2. LRGVDC warrants that (1) it has authority to perform the services under authority granted in Chapter 791, *Texas Government Code*; (2) it has all necessary legal authority and has received all necessary approvals to execute and deliver this agreement; and (3) the officers signing this agreement on its behalf is authorized by its governing body to sign this agreement.

E. Capital

1. LRGVDC will initiate the process of procuring capital improvements under this contract upon request of the College.

The following parties attest to the contents of this document and agree to implement the provisions contained herein.

South Texas College

**Lower Rio Grande Valley Development
Council**

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

Manuel Cruz
Executive Director

Date

Date

EXHIBIT A

COLLEGE'S BUSINESS DAYS AND HOURS OF SERVICE

**INTERLOCAL AGREEMENT FOR TRANSPORTATION SERVICES
BETWEEN SOUTH TEXAS COLLEGE AND
THE LOWER RIO GRANDE VALLEY DEVELOPMENT COUNCIL**

I. INTRODUCTION

This Interlocal Agreement for Transportation Services (“Agreement”) entered into to be effective as of **September 1, 2020**, is between South Texas College, a political subdivision of the State of Texas (“College”), and the Lower Rio Grande Valley Development Council, a voluntary association of local governments in Cameron, Hidalgo, Starr, and Willacy Counties (“LRGVDC”). This agreement is made pursuant to chapter 791 of the Texas Government Code (the Interlocal Cooperation Act), as amended.

RECITALS

WHEREAS, the College currently owns **eight (8)** transportation buses to serve its students’ transportation needs to and from College campuses through the Circulator (Yellow) **and Park & Ride** transportation routes; and

WHEREAS, LRGVDC owns and operates a regional public transportation system;

WHEREAS, the College and LRGVDC wish to join efforts to establish a more efficient and economical bus transportation service which can connect the campuses of the College for the benefit of College students, staff and faculty; and

WHEREAS, the transportation service will advance the objective of improving access to the College’s educational programs by increasing public transportation use in the Lower Rio Grande Valley;

NOW THEREFORE, in consideration of the promises and of the mutual covenants contained herein, the parties agree as follows:

II. ROLE OF THE LRGVDC (for Mid Valley (Purple) and Starr (Green) transportation routes)

LRGVDC shall have the following responsibilities:

1. Provide bus routes to serve the Mid Valley and Starr County campuses during the College’s business days and hours of service according to the attached schedule on Exhibit A;
2. Operate and maintain its public transit system in compliance with regulations and guidelines of the LRGVDC and the Texas Department of Transportation (“TxDOT”) and Federal Transit Administration (“FTA”) as referenced in the attached LRGVDC Federal Transit Administration Certification and Assurances on Exhibit B;
3. Comply with Title VI (Circular 4702.1B “Title VI Requirements and Guidelines) of the Civil Rights Act of 1964 in accordance with Federal Transit Administration (FTA) grant recipient requirements;
4. To annually provide certifications and assurances that it will abide by all federal rules and regulations when using FTA funds for a project;
5. To assure that College students, faculty and staff board the buses free of charge upon presentation of an official identification card upon boarding;
6. Track all trips by College students, faculty and staff;
7. Provide College with monthly ridership participation reports within ten (10) working days after the last day of the prior month;
8. Develop initiatives in coordination with the College to ensure that all reasonable efforts are undertaken to increase use of the transportation services;
9. Lease three (3) buses to the College which will be operated and maintained by the College to perform its obligations under this Agreement; and
10. Maintain primary liability (within the limits of the Texas Tort Claims Act) and property

insurance coverage on all its buses operating the Purple and Green Line routes, in compliance with TxDOT and FTA requirements; and upon request, to supply evidence of such to the College.

III. ROLE OF COLLEGE

The College shall have the following responsibilities:

1. Operate and maintain eight (8) buses owned by the College and three (3) buses leased from LRGVDC, as listed on Exhibit C, for the Circulator (Yellow) and Park & Ride transportation routes during the College's business days and hours of service according to the attached schedule on Exhibit A;
2. Promote ridership by College students, faculty and staff (promotion efforts will include publicizing the service through newsletters, email notifications, signage at special events and semester registration, and other means it determines would be beneficial to increase participation and raise awareness of the service); and
3. Designate boarding locations at each campus with appropriate signage at each of its campus stop locations.
4. Maintain primary liability (within the limits of the Texas Tort Claims Act) and property insurance coverage on all its buses, including buses being leased to the College, in compliance with TxDOT and FTA requirements; and upon request, to supply evidence of such to LRGVDC; and
5. Operate and maintain its public transit system in compliance with regulations and guidelines of the LRGVDC and the Texas Department of Transportation ("TxDOT").

IV. CONTRACT AMOUNT AND COMPENSATION

A. Expense Reimbursement and Payment

On a quarterly-annual basis, the College will submit to LRGVDC expense reimbursement vouchers with supporting documentation for its operations, maintenance, and capital expenses arising from operation of the Circulator (Yellow) and Park & Ride transportation routes. LRGVDC shall remit payment to the College for approximately \$51,935.00 (50 percent of the operation and 80 percent of the maintenance). Each report will be on College letterhead and approved and signed by an individual with the authority to request payment.

LRGVDC has allocated to the College a total of \$297,624 from the Corona Virus Aid, Relief, and Economic Security (CARES) Act funds. From January 20, 2020 until the CARES Act funding are expended. The College will submit monthly expenditure reimbursement vouchers and will be reimbursed at 100 percent for its operating and maintenance expenses. Each report will be on College letterhead and approved and signed by an individual with the authority to request payment. The CARES Act funding available after September 1, 2020 will be the remaining unexpended balance of \$297,624

As consideration for the services to be provided by LRGVDC under this agreement, the College contribution for LRGVDC will be waived for the Fall 2020 semester. ~~the College will remit payment to LRGVDC in the amount of \$197,647.67 on a quarterly basis starting the quarter ending November. Payment will be submitted to LRGVDC after expense supporting documentation is received. for the Fall 2019 semester and \$98,823.83 for the Spring 2020 semester.~~

LRGVDC will request contributions from the City of Weslaco in the amount of ~~\$39,292.00~~ \$14,936.96 and from the Economic Development Corporation of Weslaco in the amount of ~~\$39,000.00~~ \$14,820.00 for the Fall 2020 semester and Spring 2021 semesters.

B. Match/In-Kind Report

Match/In-Kind Report "Match/In-Kind Report" refers to:

- (a) The personnel services provided by the College in performing its obligations under this Agreement. The amount of "in-kind" will be reported as the employee's gross hourly

- compensation multiplied by the actual hours dedicated by an employee to perform work essential to the implementation and operation of the transportation services hereunder, and
- (b) The College's actual operation and maintenance expenses incurred in connection with operation of the transportation services.

The College will submit to LRGVDC Match/In-Kind reports and supporting documentation thirty (30) days after the ending of each fiscal year quarter (November, February, May, and August). The report will contain the following supporting documentation:

1. Documentation of any activity claimed as Match/In-Kind. All expenses claimed as Match/In-Kind must be incurred only after the effective date of this agreement.
2. For staff time, the College must provide signed documentation that the individual staff person worked the time that is stated in the report. All time must be matched to an officially signed or electronic College employee approved timesheet.
3. Documentation that the Match/In-Kind is drawn from local funds; the expenditure is not credited or allocated to any other program or project for which a matching expenditure is required and is eligible as match. The source must be identified.

V. TERM

The term of this Agreement begins on **September 1, 2020** and expires on **December 31, 2020**. This Agreement may be amended or extended by mutual agreement of the parties.

VI. TERMINATION

In the event of a material breach of this Agreement by one of the parties, the non-breaching party, without waiving any other remedy, may terminate this Agreement upon ten (10) days advance written notice of termination to the breaching party setting forth the nature of the material breach. The termination will not be effective if the material breach is fully cured prior to the ten (10) day period.

The agreement may be terminated with or without caused by the College or LRGVDC upon the giving of at least thirty (30) days' prior written notice to the other party of its intention to terminate, specifying in such notice the effective date of such termination. In the event of such termination, it is understood and agreed that only the amounts due to the College for transportation services provided and expenses incurred to the date of termination will be due and payable. No penalty will be assessed for termination of this Agreement.

VII. AMENDMENT

This Agreement may be renewed for two additional one-year periods by mutual agreement of the parties.

The College's obligation to pay as consideration for the services to be provided by LRGVDC under this Interlocal Agreement is suspended by *force majeure* or unforeseeable circumstances, until an amendment is approved.

VIII. COOPERATION

The parties understand and agree that the services described in this Agreement depend upon timely and open communications between the parties. In this regard, communication of issues, changes, or problems that arise should occur as early as possible. Each party agrees to work cooperatively and in good faith in a manner that ensures timely resolution of issues.

IX. NOTICES

Except as otherwise specifically provided in this Agreement, all notices, consents, approvals, demands, requests or other communications provided for or permitted under this Agreement will be in writing and

will be deemed to have been duly given or served when delivered by hand delivery, email or fax or deposited in the U.S. Mail by registered or certified mail, return receipt requested, postage prepaid, and addressed as follows:

If to College: South Texas College
3201 W. Pecan Blvd.
McAllen, TX 78501
Attention: Lt. Ruben Suarez, Acting Chief of Police
Phone: 956-872-2300
Email: rsuarez8@southtexascollege.edu

With copy to: South Texas College
3201 W. Pecan Blvd.
McAllen, TX 78501
Attention: Mary G. Elizondo, VP for Finance & Administrative Services
Phone: 956-872-3559
Email: marye@southtexascollege.edu

If to LRGVDC: Lower Rio Grande Valley Development Council
301 W. Railroad
Weslaco, TX 78596
Attention: Manuel Cruz, Executive Director for LRGVDC
Phone: 956-682-3481
Email: mcruz@lrgvdc.org

With copy to: Lower Rio Grande Valley Development Council
510 S Pleasantview Dr.
Weslaco, TX 78596
Attention: Tom Logan, Director for Valley Metro
Phone: 956-969-5761
Email: tlogan@lrgvdc.org

X. GENERAL PROVISIONS

A. Special Provisions

1. This Agreement shall be interpreted, construed and enforced in accordance with the laws of the State of Texas. Venue for any action under this Agreement shall be Hidalgo County, Texas.
2. This Agreement may not be assigned except upon written approval by LRGVDC and College.
3. In case any provision in this Agreement shall, for any reason, be held invalid or unenforceable in any respect, such invalidity or unenforceability shall not affect any other provision hereof, and this Agreement shall be construed as if such invalid or unenforceable provision had not been included herein.
4. No joint venture or partnership is formed as a result of this Agreement. No employees, agents, or subcontractors of one party shall be deemed, or represent themselves to be, employees or agents of the other party. All transportation services provided by LRGVDC are on an independent contractor basis.
5. This Agreement may be amended only by a written instrument executed by both parties.
6. This Agreement constitutes the entire agreement and understanding between the parties with respect to the subject matter hereof.
7. The College will maintain records of all documents and materials related to this project. The College agrees to allow LRGVDC to inspect and evaluate the work performed and any records under this agreement.
8. LRGVDC shall provide Mid Valley (Purple) and Starr (Green) shuttle buses preventive maintenance, fueling, and inspections.
9. The College shall provide Circulator (Yellow) and Park & Ride shuttle buses preventative maintenance, and shall provide preventative maintenance reports to LRGVDC, fueling, and inspections.
10. The College may place advertising wraps on buses; subject to their removal upon termination of the Agreement.
11. Valley Metro logo and the LRGVDC name will be included on the exterior of buses used in service and owned by Valley Metro and operated by the College for the Circulator (Yellow) and Park & Ride transportation routes.
12. The College may request Valley Metro to provide training to the College's staff regarding FTA and TXDOT requirements and expectations under this Agreement.
13. The College will designate a person as its lead representative for the project. An additional person will serve as the backup contact. Designated representatives will be expected to meet periodically for the purpose of exchanging project updates, requesting information, providing technical assistance, and engaging in project oversight.
14. LRGVDC will perform all grant management activities regarding this Agreement, including submission of a grant application to FTA for project funds, fiscal management, periodic reporting to FTA and triennial review reporting.
15. LRGVDC will perform periodic oversight and compliance of College activities for Circulator (Yellow) Line & Park and Ride transportation routes to ensure that the service is operated as public transportation and that all elements of this Agreement are followed. This will include inspections of buses, inspections of facilities, safety & security reviews, drug and alcohol reviews, annual reviews, report generation, and similar activities.
16. LRGVDC will claim the College's ridership, mileage, hours, and other statistical numbers in its reports and will publicize, market, and otherwise include the College services as part of its public transportation network.
17. LRGVDC will institute a complaint process to record and address customer complaints, including discrimination complaints.
18. The College will record and submit any complaints to LRGVDC representative person within 24 hours for documentation purpose.
19. For the duration of this Agreement, LRGVDC shall, at no separate cost to the College, lease three buses to the College to be operated in the Circulator (Yellow) and Park & Ride transportation routes. The maintenance and operation costs thereof are elsewhere provided for in this Agreement.

B. Circulator (Yellow) and Park & Ride Transportation Routes

1. The College will operate the Circulator (Yellow) and Park & Ride transportation routes as public

transportation for the benefit of the College community. In this regard it is acknowledged that if space is available, a person who is not a College student, faculty or staff, may be provided ridership, but only from and to an official College campus location, consistent with 49 United States Code (USC), Chapter 53, as described in Exhibit A.

2. The College will use its own staff and buses to provide public transportation services for the Circulator (Yellow) and Park & Ride transportation routes. College staff will at all times remain employees of the College.
3. Buses must be parked in a safe and secure location. LRGVDC maintenance staff will have access to these buses to ensure buses are properly maintained and operating in good conditions.
4. The College will provide service reports for Circulator (Yellow) and Park & Ride shuttles.
5. The College will maintain auto primary liability on all College owned buses and leased buses within the limits of the Texas Tort Claims Act.

C. Maintenance - Starr (Green) and Mid Valley (Purple) Transportation Routes

1. LRGVDC will provide maintenance services with its own staff for buses used in the project. These maintenance activities will adhere to the *LRGVDC Vehicle Maintenance Plan*. Activities will include:
 - a. Responding to road calls;
 - b. Providing routine preventive maintenance according to the manufacturer's specified maintenance schedule and FTA standards;
 - c. Detailing/cleaning buses once a week;
 - d. Providing tire replacement service according to the manufacturer's schedule;
 - e. Providing brake maintenance according to the manufacturer's schedule;
 - f. Providing out-of-cycle repairs as necessary;
 - g. Coordinating warranty work according to manufacturer guidelines;
 - h. Keeping an inventory of all tools, equipment, parts, materials, and supplies;
 - i. Keeping maintenance records of all activities, including work orders;
 - j. Ensuring that all maintenance activities are safe and secure; and
 - k. Adhering to the maintenance plan.

If a major repair or other repair is needed that will exceed the established maintenance budget, LRGVDC will present the College a plan of action to address the repair, including the cost and timeline for repair.

2. LRGVDC will perform periodic oversight of the College activities to ensure that the service is operated as public transportation and that all elements of this Agreement are followed. This will include inspections of buses, inspections of facilities, safety and security reviews, annual reviews, report generation, and similar activities.

D. Warranties

1. The College warrants that (a) the transportation services are necessary and authorized for activities that are properly within its statutory functions and programs; (b) it has the authority to contract for the services under authority granted in § 130.022, 130.010, and 130.084, *Texas Education Code*, and Chapter 791, *Texas Government Code*; (3) it has all necessary legal authority and has received all necessary approvals to execute and deliver this agreement; and (4) the officer signing this agreement on its behalf is authorized by its governing body to sign this agreement.
2. LRGVDC warrants that (1) it has authority to perform the services under authority granted in Chapter 791, *Texas Government Code*; (2) it has all necessary legal authority and has received all necessary approvals to execute and deliver this agreement; and (3) the officers signing this agreement on its behalf is authorized by its governing body to sign this agreement.

E. Capital

1. LRGVDC will initiate the process of procuring capital improvements under this contract upon request of the College.

The following parties attest to the contents of this document and agree to implement the provisions contained herein.

South Texas College

Lower Rio Grande Valley Development Council

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

~~Ron Garza~~
Manuel Cruz
Executive Director

Date

Date

EXHIBIT A

COLLEGE'S BUSINESS DAYS AND HOURS OF SERVICE

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

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

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

A. Award of Proposals

1) Glass, Plexiglass, and Installation (Award)

Award the proposal for glass, plexiglass, and installation for the period beginning August 26, 2020 through August 25, 2021 with two one-year options to renew, at an estimated amount of \$100,000.00. The vendors are as follows:

Vendor (City/State)	Vendor (City/State)
FDG Construction (Mission, TX)	G & S Glass, LLC. (Edinburg, TX)
Gateway Printing & Office Supply, Inc. (Edinburg, TX)	Luna Glass, LLC. (McAllen, TX)
R. E. Friedrichs Company (Pharr, TX)	Risica & Sons, Inc. (San Juan, TX)

Purpose – Facilities Operations and Maintenance is requesting to purchase glass, plexiglass, and installation as needed throughout the College district.

Justification and Benefit – The glass replacement and installation will be purchased by Facilities Operations and Maintenance for the day to day operation. It will be used to replace broken glass or for the installation of new windows through the district.

The plexiglass will be installed as needed in areas that serve faculty, staff, students, and visitors for health and safety due to the pandemic. This will provide a barrier for individuals and maintain social distancing in open workspaces. **EVALUATED AS HIGH PRIORITY AND SHOULD NOT BE POSTPONED.**

Background – Proposals documents were advertised on June 24, 2020 and July 1, 2020 and issued to thirteen (13) vendors. Six (6) responses were received on July 9, 2020 and reviewed by Facilities Operations and Maintenance and the Purchasing Department.

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

2) Library Materials (Award)

Award the proposal for library materials for the period beginning September 1, 2020 through August 31, 2021 with two one-year options to renew, at an estimated amount of \$250,000.00. The vendors are as follows:

Vendor (City/State)	Vendor (City/State)	Vendor (City/State)
ABDO Publishing Company (Edina, MN)	Baker & Taylor, LLC. (Charlotte, NC)	Bound to Stay Bound Books, Inc. (Jacksonville, IL)
Cengage Learning, Inc. (Boston, MA)	Central Programs, Inc./ dba Gumdrop Books (Bethany, MO)	Crabtree Publishing Company (New York, NY)
EBSCO Industries, Inc. (Ipswich, MA)	Ingram Library Services, LLC. (La Vergne, TN)	Lektro, Inc./ dba Escue & Associates (Robstown, TX)
Midwest Library Service (Bridgeton, MO)	Midwest Tape, LLC. (Holland, OH)	Perma-Bound Books (Jacksonville, IL)
ProQuest, LLC. (Ann Arbor, MI)	Rittenhouse Book Distributors, Inc. (King of Prussia, PA)	Scholastic Library Publishing, Inc. (Brookfield, CT)

Purpose – Library Services is requesting the purchase of library materials to support instructional programs and other needs of South Texas College students, faculty, staff, and patrons district wide.

Justification and Benefit – The library materials will include books, reference materials, ebooks, and other materials for all the College’s academic programs. A list of vendors is needed to fulfill the large variety of requests needed district wide. **EVALUATED AS HIGH PRIORITY AND SHOULD NOT BE POSTPONED.**

Background – Proposal documents were advertised on June 10, 2020 and June 17, 2020 and issued to sixty-eight (68) vendors. Fifteen (15) responses were received on June 25, 2020 and reviewed by Library Services and the Purchasing Department.

Funds for this expenditure are budgeted in the Library Acquisitions and BAT & Support Materials budgets for FY 2020 - 2021, pending Board approval of the budget.

3) Multifunction Copier Equipment and Service (Award)

Award the proposal for multifunction copier equipment and service to **Forged Technology Solutions, LLC.** (McAllen, TX) (New), for the period beginning October 1, 2020 through September 30, 2025 with two one-year options to renew, at an estimated annual amount of \$364,122.48 and a total contract amount of \$1,820,612.40. The current copier contracts annual amount is \$386,081.40 with a five (5) year total amount of \$1,930,407.00. This award would provide an annual savings of \$21,958.92 and an estimated five (5) year savings of \$109,794.60.

Purpose – The Purchasing Department is requesting to contract one hundred six (106) multifunction copiers and service to meet the copying, printing, scanning, and faxing needs throughout the College district.

Justification and Benefit – The multifunction copiers are used by faculty and staff for daily purchase orders, board packets, exams, booklets, contracts, rosters, floor plans, travel documentation, employment documents, spreadsheets, drawings, schedules, flyers,

certificates, information pertaining to employment applications, relations, benefits, staffing, payroll, compensation, grant information, invoices, etc. The scanning feature is essential for the sharing of documents and it allows the College to save by reducing the purchase of paper. **EVALUATED AS HIGH PRIORITY AND SHOULD NOT BE POSTPONED.**

Background – Proposal documents were advertised on January 29, 2020 and February 5, 2020 and issued to twelve (12) vendors. Eight (8) responses were received on February 20, 2020 and reviewed by the Copy Center, Information Security, and Purchasing Department.

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

4) Office Supplies (Award)

Award the proposal for office supplies for the period beginning October 1, 2020 through September 30, 2021 with two one-year options to renew, at an estimated amount of \$300,000.00. The vendors are as follows:

- Primary: **Gateway Printing & Office Supply, Inc.** (Edinburg, TX)
- Secondary: **Copy Plus** (McAllen, TX)

Purpose – The Instructional Programs and Support Services Departments request to purchase office supplies which include but not limited to paper, pens, markers, folders, indexes, batteries, binders, labels, dividers, post it notes, tape, etc. These supplies are purchased as needed throughout the fiscal year.

Justification and Benefit – The office supplies are needed for the day-to-day operation of the College's instructional programs and support services departments. Consideration when purchasing products includes delivery services, pricing, and availability of items. **EVALUATED AS HIGH PRIORITY AND SHOULD NOT BE POSTPONED.**

Background – Proposal documents were advertised on July 15, 2020 and July 22, 2020 and issued to eight (8) vendors. Four (4) responses were received on July 30, 2020 and reviewed by the Purchasing Department.

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

5) Printing Projects (Award)

Award the proposal for printing projects and general purpose printing, for the period beginning September 1, 2020 through August 31, 2021, at an estimated amount of \$114,000.00.

Purpose – The Office of Public Relations and Marketing is requesting services for printing of official stationary, business cards, and general purpose printing for the new fiscal year. **EVALUATED AS HIGH PRIORITY AND SHOULD NOT BE POSTPONED.**

Justification and Benefit – The printing services are needed for various projects that are completed and distributed to faculty, staff, students, and the community to provide information related to upcoming events, past events, registration, course schedules, etc.

- a. Printing Projects – At an estimated amount of \$14,000.00 to the following vendors in the amounts listed below:

Projects FY 2020 – 2021	Vendor	Amount
Official Stationary (Letterhead, Envelopes, and Second Sheet)	UBEQ, LLC./ dba Copy Zone (McAllen, TX)	\$10,000.00
Business Cards	UBEQ, LLC./ dba Copy Zone (McAllen, TX)	\$4,000.00

- b. General Purpose Printing – At an estimated amount of \$100,000.00 to the following four (4) vendors:

Vendor (City/State)	Vendor (City/State)
Copy Plus, LLC. (McAllen, TX)	FedEx Office and Print Services, Inc. (McAllen, TX)
Gateway Printing & Office Supply, Inc. (Edinburg, TX)	UBEQ, LLC./ dba Copy Zone (McAllen, TX)

Vendors submitting proposals for the general purpose printing projects provide quotes dependent on the number of copies, types of paper (weight and color), single or double sided copying, hole punched, bound, glued, and any other vehicles that might impact a particular project. The proposal award to each vendor will be based upon the services they provide, their pricing, and their availability (delivery timeline).

Background – Proposal documents were advertised on July 8, 2020 and July 15, 2020 and issued to six (6) vendors. Five (5) responses were received on July 23, 2020 and reviewed by Public Relations and Marketing and the Purchasing Department.

Funds for this expenditure are budgeted in the Public Relations and Marketing and various requesting department budgets for FY 2020 - 2021, pending Board approval of the budget.

6) Purchase and Installation of Culinary Arts Equipment (Award)

Award the proposal for purchase of culinary arts equipment to **Southwest Texas Equipment Distributors, Inc./ dba Mission Restaurant Supply** (San Antonio, TX), at a total amount of \$79,087.00.

Purpose – The Culinary Arts Program and Facilities Planning and Construction are requesting the purchase and installation of culinary arts equipment for the newly renovated instructional kitchen at the Pecan Campus.

Justification and Benefit – The equipment will be used for student instruction in the various culinary arts courses. This program offers two (2) certificates and two (2) associate degrees. The students will have the opportunity to be trained on work place equipment,

to develop and improve their skills, and be prepared for the food industry. **EVALUATED AS HIGH PRIORITY AND SHOULD NOT BE POSTPONED**

This purchase includes the following items: electric kettle, 6-burner range, convection oven, two (2) 30-quart mixers, worktable, eight (8) 8-quart mixers, eight (8) mobile worktables, and a preparation sink.

Background – Proposal documents were advertised on July 1, 2020 and July 8, 2020 and issued to six (6) vendors. One (1) response was received on July 16, 2020 and reviewed by Facilities Planning and Construction, Culinary Arts Program, and Purchasing Department.

Funds for this expenditure are budgeted in the Pecan Campus – Student Activities Center Building H Renovations – Unexpended Construction budget for FY 2020 - 2021, pending Board approval of the budget.

7) Purchase of Welding Supplies (Award)

Award the proposal for purchase of welding supplies for the period beginning October 1, 2020 through September 30, 2021 with two one-year options to renew, at an estimated amount of \$80,000.00. The vendors are as follow:

Vendor (City/State)	Vendor (City/State)
Airgas USA, LLC. (McAllen, TX)	Alamo Iron Works (Brownsville, TX)
Industrial Supplier Larey, Inc./ dba International Industrial Supply, Co. (Brownsville, TX)	Matheson (San Benito, TX)
Praxair Distribution, Inc. (Pharr, TX)	

Purpose – The Welding Program in the Division of Technology and the Continuing Professional and Workforce Education are requesting to purchase of welding gases and supplies.

Justification and Benefit – The welding supplies will be used for student instruction by the Welding Program in the Division of Technology and Continuing Education. The purchases will include various gases and classroom/lab supplies used by students for hands on instruction in welding classes through the district. **EVALUATED AS HIGH PRIORITY AND SHOULD NOT BE POSTPONED.**

Background – Proposal documents were advertised on June 10, 2020 and June 17, 2020 and issued to eight (8) vendors. Five (5) responses were received on June 25, 2020 and reviewed by the Welding Program, Continuing Education, and Purchasing Department.

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

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

8) Furniture (Purchase)

Purchase furniture from OMNIA Partners formerly the National Intergovernmental Purchasing Alliance (NIPA), Sourcewell, and The Interlocal Purchasing System (TIPS) purchasing cooperatives, at a total amount of \$222,375.99.

#	Vendor	Amount
A	Allsteel, Inc. / Broussard Group (Muscatine, IA/San Antonio, TX)	\$6,933.49
B	Datum Filing Systems, Inc. / Gateway Printing and Office Supply, Inc. (Edinburg, TX)	\$5,204.70
C	Exemplis Corporation / Gateway Printing and Office Supply, Inc. (Cypress, CA / Edinburg, TX)	\$13,988.80
D	The Hon Company / Gateway Printing and Office Supply, Inc. (Muscatine, IA / Edinburg, TX)	\$13,455.41
E	Krueger International, Inc. / Gateway Printing and Office Supply, Inc. (Green Bay, WI / Edinburg, TX)	\$169,583.04
F	National Office Furniture / Gateway Printing and Office Supply, Inc. (Jasper, IN / Edinburg, TX)	\$13,210.55
Furniture Total		\$222,375.99

The purchases can be summarized as follows:

- Allsteel, Inc. / Broussard Group (Muscatine, IA / San Antonio, TX)
 - ⇒ Starr County Campus
 - 10 Conference Chairs for the Division of Student Services
- Datum Filing Systems, Inc. / Gateway Printing and Office Supply, Inc. (Edinburg, TX)
 - ⇒ Nursing and Allied Health Campus
 - 3 Shelving Units for the Division of Student Services
 - ⇒ Pecan Campus
 - 2 Shelving Units for the Institutional Effectives and Assessment and Research and Analytical Services
 - ⇒ Starr County Campus
 - 2 Shelving Units for the Division of Student Services
- Exemplis Corporation / Gateway Printing and Office Supply, Inc. (Edinburg, TX)
 - ⇒ Nursing and Allied Health Campus
 - 2 Faculty/Staff Chairs for the Division of Student Services
 - ⇒ Pecan Campus
 - 16 Faculty/Staff Chairs for the Institutional Effectives and Assessment and Research and Analytical Services
 - 10 Faculty/Staff Chairs for the Facilities Planning and Construction
- The Hon Company / Gateway Printing and Office Supply, Inc. (Edinburg, TX)
 - ⇒ Nursing and Allied Health Campus
 - 2 Vertical Files and 1 Bookcase for the Division of Student Services
 - ⇒ Pecan Campus

- 18 Bookcases and 18 Vertical Files for the Institutional Effectives and Assessment and Research and Analytical Services
- ⇒ Starr County Campus
 - 2 Bookcases and 2 Vertical Files for the Division of Student Services
- Krueger International, Inc. / Gateway Printing and Office Supply, Inc. (Edinburg, TX)
 - ⇒ Mid Valley Campus
 - 32 Task Chairs for Learning Commons and Open Labs
 - ⇒ Nursing and Allied Health Campus
 - 16 Stools, 1 Faculty/Staff Desk, 6 Chairs, and 1 Table for the Division of Student Services
 - 6 Task Chairs for Learning Commons and Open Labs
 - ⇒ Pecan Campus
 - 8 Chairs, 29 Guest Chairs, 18 Faculty/Staff Desks, 9 Tables for Institutional Effectives and Assessment and Research and Analytical Services
 - 81 Task Chairs for Learning Commons and Open Labs
 - ⇒ Regional Center for Public Safety Excellence
 - 5 Task Chairs for Learning Commons and Open Labs
 - ⇒ Starr County Campus
 - 4 Chairs, 1 Lobby Area Bench, 5 Stools, 8 Chairs, and 2 Tables for the Division of Student Services
 - 37 Task Chairs for Learning Commons and Open Labs
 - ⇒ Technology Campus
 - 13 Task Chairs for Learning Commons and Open Labs
- National Office Furniture / Gateway Printing and Office Supply, Inc. (Edinburg, TX)
 - ⇒ Nursing and Allied Health Campus
 - 2 Lobby Area Seating Sofas and 1 Table for the Division of Student Services
 - ⇒ Starr County Campus
 - 4 Lobby Area Seating Sofas and 2 Tables for the Division of Student Services

Fund for these expenditures are budgeted in the requesting department budgets for FY 2020 - 2021 as follows: Nursing and Allied Health Bldg A Student Services Renovation FFE, New Furniture, Starr Campus Bldg G Student Services Renovation – FFE, Learning Commons and Open Labs, and Pecan Campus Bldg M Renovation - FFE, pending Board approval of the budget.

9) Heating, Ventilation, and Air Conditioning (HVAC) Related Services (Purchase)

Purchase heating, ventilation, and air conditioning (HVAC) related services from **Pro Tech Mechanical, Inc.** (Corpus Christi, TX), a TIPS Purchasing cooperative approved vendor, for the period beginning August 26, 2020 through August 25, 2021, at an estimated amount of \$50,000.00.

Purpose – Facilities Operations and Maintenance is requesting to purchase services related to heating, ventilation, and air conditioning maintenance and repairs of the cooling towers.

Justification and Benefit – It will include ordering parts, repairs, and service of the cooling towers as needed. **EVALUATED AS HIGH PRIORITY AND SHOULD NOT BE POSTPONED.**

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

10) Promotional Items for Student Outreach (Renewal)

Renew the promotional items for student outreach contracts, for the period beginning September 1, 2020 through August 31, 2021, at an estimated amount of \$70,000.00. The vendors are as follows:

- a. **Authentic Promotions.com** (Carmichael, CA)
- b. **Imprezos Pro Uniforms, LLC.** (Pharr, TX)
- c. **Promo Universal, LLC.** (Corpus Christi, TX)

Purpose – Public Relations and Marketing and College Connections (formerly Student Outreach) are requesting the purchase of promotional items for community awareness and various student events. **EVALUATED AS HIGH PRIORITY AND SHOULD NOT BE POSTPONED**

Although the circumstances surrounding COVID-19 are currently limiting the College's physical engagements, new methods of engagement are being explored such as mail distribution and other services. The Public Relations and Marketing Department foresees the need to increase the College's engagement efforts after the pandemic to once again to meet enrollment goals.

Justification and Benefit – The requesting departments have provided the South Texas College events below:

- The Public Relations and Marketing provides promotional items for the College's community outreach efforts, in the amount of \$35,000.00. Items are ordered as needed throughout the fiscal year for the following reasons:
 - ⇒ Increase the awareness of South Texas College, at K-12 schools and other community organizations through the distribution of promotional items as requested.
 - ⇒ Promote a college-going culture by promoting the Junior Jaguar program to elementary students throughout the community.
 - ⇒ Promotional items are used in webinars, college and community fairs, conferences, festivals, presentations, and other community events to increase the participation of community at college booths and activities.
 - ⇒ Promote special recruitment events such as Ladies Night at the Technology Campus, the Lunch and Learn program, and registration round-ups.
 - ⇒ Promote enrollment into certificate, associate degree and bachelor programs at community events.
 - ⇒ Promote the Science, Technology, Engineering, and Mathematics (STEM) programs to the community.

- ⇒ Increase participant engagement in Jerry the Jaguar appearances at parades and other community events, school visits, college activities, etc.
- The College Connections (formerly Student Outreach) purchases promotional items in the amount of \$35,000.00 for the following reasons:
 - ⇒ New Student Recruitment – College Connections recruits students from the two-county district that is comprised of over 77 high school sites with over 55,000 students in grades 9-12. Recruitment initiatives connect students to the college and prepare them for enrollment and transition. In 2018-2019, the College Connections' staff attended recruitment events; including high school visits, college bound events, and community events, which welcome over 4,170 prospective students to one of our five campuses. Promotional items are distributed at recruitment events, including college fairs, community events, presentations, financial aid drives, application drives, etc. Promotional items remain competitive with other college and university recruitment efforts and promotion.
 - ⇒ Campus Tours – College Connections connects students and their families to South Texas College campus tours. The Campus Tour has been redesigned as the South Texas College Experience to share the South Texas College story with prospective students and their families. Campus Tours introduce students to South Texas College and let them see and connect with the campus. Campus Tours include K-12 grades and community organizations. Over 5,000 students toured a South Texas College Campus in 2018-2019.
 - ⇒ Family Awareness – College Connections creates awareness for parents and families at parent nights and parent meetings at schools.
 - ⇒ Community Awareness – College Connections hosts “Coffee Talks” with parents and the community at local community centers to begin the college conversation. The information sessions increase communication in the community and increase access for parents and community members that may not be able to attend a session at the local high school or college campus. Support is provided to parents and students to complete the Apply Texas application and the Free Application for Federal Student Aid (FAFSA).
 - ⇒ Division Initiatives – College Connections supports the Division of Student Affairs Enrollment Management (SAEM) initiatives to promote application drives, registration events, and FAFSA completion at campus events for prospective, current, new, returning and transfer students. Promotional items are provided as part of enrollment strategies and planning.
 - ⇒ Student Ambassador Program – College Connections has launched the Student Ambassador Program to serve as a peer-to-peer mentor program and supplement recruitment efforts in the community. Student Ambassadors meet with current college students to promote registration, financial aid, and overall student success. In addition, Ambassadors support recruiter efforts in partner schools and community events.
 - ⇒ Recognition – College Connections hosts annual Counselors' Update to provide information on policy changes or college updates to our school partners. Community partners, high school counselors and administrators are invited and

connected to the college. Counselors are provided a “Recruitment Tool Kit” to help them promote South Texas College to students and their families.

- ⇒ Elementary Schools – College Connections visits elementary schools in the two-county district to promote higher education. Promotional items are given to students, parents and families. The College Connections attends school district and community Back to School rallies to meet with students and build excitement for the start of a new school year. The College Connections believes “College begins in Kindergarten” and encourages the college knowledge conversation.
- ⇒ College Connections creates a college-going culture through college bound activities for elementary school students participating in the College Bound Adopted Elementary Initiative. The College Connections hosts the Junior Jaguar Leadership Conference for 5th grade students from the adopted elementary schools are commissioned as ambassadors for South Texas College and higher education after attending a day workshop on leadership, financial literacy and college knowledge. Students share what they learned with their peers, family and school. Students are provided with a “recruitment took kit” to help them share the importance of higher education. Promotional items connect students to the institution and increase awareness of higher education and completion. The college has adopted the following nine (9) elementary schools: Marcell Elementary, Mission CISD; Roosevelt Elementary, McAllen ISD; Cesar Chavez Elementary, PSJA ISD; A.C. Barrera (formerly named North Grammar Elementary, Rio Grande City ISD; E.B. Reyna Elementary, La Joya ISD; Lincoln Elementary, Edinburg CISD; Progreso West Elementary, Progreso ISD; Taylor Elementary; Mercedes ISD and Weslaco ISD; and R.T. Barrera, Roma ISD.

Background – The Board awarded the contract for promotional items for student outreach at the December 4, 2018 Board of Trustees meeting for one year with two one-year option annual renewals. The last renewal period begins September 1, 2020 and ends August 31, 2021.

Award	Board Meeting Date	Original Term	Renewal Term
Original	12/4/18	11/27/18 – 8/31/19	2 – one year options
1 st Renewal	6/25/19		9/1/19 – 8/31/20
2 nd Renewal	8/25/20		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 Public Relations and Marketing and College Connections budgets for FY 2020 - 2021 pending Board approval of the budget.

11) Promotional T-Shirts for Student Outreach (Renewal)

Renew the promotional t-shirts for student outreach contracts, for the period beginning September 1, 2020 through August 31, 2021, at an estimated amount of \$58,000.00. The vendors are as follows:

- a. **Authentic Promotion.com** (Carmichael, CA)
- b. **Ad-Wear & Specialty of Texas, Inc.** (Houston, TX)
- c. **Imprezos Pro Uniform, LLC.** (Pharr, TX)

d. **Images In Ink, Inc.** (McAllen, TX)

Purpose – Public Relations and Marketing, Student Activities, and College Connections (formerly Student Outreach) are requesting the purchase of promotional t-shirts for various community events and to promote South Texas College. **EVALUATED AS HIGH PRIORITY AND SHOULD NOT BE POSTPONED**

Although the circumstances surrounding COVID-19 are currently limiting the College's physical engagements, new methods of engagement are being explored such as mail distribution and other services. The Public Relations and Marketing Department foresees the need to increase the College's engagement efforts after the pandemic to once again to meet enrollment goals.

Justification and Benefit – The requesting departments have provided the South Texas College events below:

- Public Relations and Marketing - \$13,000.00
 - ⇒ College t-shirts instill college pride among our community, parents, business members, and educators
 - ⇒ Youth t-shirts are distributed among elementary school students to promote a college going culture
 - ⇒ T-shirts are used to create awareness of South Texas College throughout community events and college mascot Jerry the Jaguar appearances
 - ⇒ During general marketing projects including social media and student photo shoots, t-shirts are used as an incentive for student participation and engagement
 - ⇒ T-shirts are used as door prizes and incentives for registration, college and career fairs, Registration Round-Ups, and other student recruitment efforts
 - ⇒ T-shirts used during special campus events including the financial aid and employment fairs
 - ⇒ T-shirts are used to promote community outreach and special programs including Veteran's Day and the Science Olympiad
 - ⇒ T-shirts are used for youth camp activities on campus during summer sessions including TexPrep, TSI, robotics and cybersecurity

- Student Activities and Wellness - \$25,000.00
 - ⇒ Student Intramural Sport Teams (Basketball, Soccer, Flag Football, Dodge Ball, Volleyball, etc.)
 - ⇒ Student Leadership Academy and Student Government Association
 - ⇒ Community College day students visit at the Capital
 - ⇒ Student Activities and Wellness events for marketing and recruitment (Earth Day, etc.)
 - ⇒ First Year Connection Orientations (Spring, Summer, and Fall semesters)
 - ⇒ South Texas College Students care community/neighborhood volunteering day
 - ⇒ Early College High Schools Sports Tournament
 - ⇒ Various on campus High School visits
 - ⇒ Various visits to High Schools
 - ⇒ Various support to student Academic programs and related student travel

- College Connections (formerly Student Outreach) - \$20,000.00
 - ⇒ Recruitment – College Connections distributes shirts at recruitment events and high schools. Students participating in college bound programs and campus visits wear the College shirts. With over 77 high school sites in Hidalgo and Starr Counties, and over 55,000 students in grades 9-12, the college competes with other institutions of higher education to engage and recruit students and their families to South Texas College. In 2018-2019, the College Connections' staff attended over 400 recruitment events and hosted college bound events and welcomed over 7,100 prospective students to one of our 5 campuses. Shirts are an essential part of the college recruitment and connection process.
 - ⇒ Excitement and Branding - South Texas College t-shirts are provided as promotional giveaways at recruitment events, community events, college fairs, and local schools. The South Texas College t-shirt builds excitement about the college and are worn by students and the community.
 - ⇒ Enrollment and Registration - College Connections leads the Fast Track initiative to transition prospective students to South Texas College. Entering freshmen receive a specially designed shirt that is only given to new students who register for classes. Students are brought to a South Texas College campus to complete the enrollment process, Admissions, Advising, Financial Aid, and Registration. Shirts identify students as new Jaguars and builds college pride and spirit. In 2018-2019, College Connections hosted over 100 registration events.
 - ⇒ Community Outreach – College Connections has increased community event presence. In addition to Palm Fest, McAllen Christmas Parade, and various other city events in the college district, the department hosts “Coffee Talks” at local community centers to promote continuing education programs and raise awareness with parents and the community.
 - ⇒ Adopted Elementary Initiative & Junior Jaguar Leadership Conference – Shirts are provided to the elementary schools as part of the College Bound Adopted Elementary Program to build a college-going culture. Students are provided a future student t-shirt that is worn on South Texas College Friday's. College Connections hosts the Junior Jaguar Leadership Conference for 5th grade students from the adopted elementary schools, and commissions them as ambassadors for South Texas College and higher education after attending a day workshop on leadership, financial literacy and college knowledge. Students share what they learned with their peers, family and school. Students are provided with a “recruitment tool kit” to help them share the importance of higher education. Shirts are given to identify them as Ambassadors and Peer Mentors. The college has adopted the following ten (10) elementary schools: Marcell Elementary, Mission CISD; Roosevelt Elementary, McAllen ISD; Cesar Chavez Elementary, PSJA ISD; A.C. Barrera Elementary (formerly named North Grammar Elementary), Rio Grande City ISD; E.B. Reyna Elementary, La Joya ISD; Lincoln Elementary, Edinburg CISD; Progreso West Elementary, Progreso ISD; Taylor Elementary; Mercedes ISD and Weslaco ISD, and R.T. Barrera, Roma ISD. A 3 rotating year cycle has been implemented to control costs and inventory – select schools will receive shirts each year and be rotated.

⇒ Student Ambassador Program – College Connections has launched the Student Ambassador Program to support student success and recruitment initiatives. Student Ambassadors serve as Peer-to-Peer Mentors and promote registration, financial aid, and overall student success to fellow students to impact persistence. Shirts are provided as giveaways and to identify them as Student Ambassadors. In addition, Ambassadors support recruitment initiatives in the community and partner schools to connect with students and represent South Texas College.

Background – The Board awarded the contract for grounds maintenance at the December 4, 2018 Board of Trustees meeting for one year with two one-year option annual renewals. The last renewal period begins September 1, 2020 and ends August 31, 2021.

Award	Board Meeting Date	Original Term	Renewal Term
Original	12/4/18	11/27/18 – 8/31/19	2 – one year options
1 st Renewal	6/25/19		9/1/19 – 8/31/20
2 nd Renewal	8/25/20		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 requesting department budgets for FY 2020 – 2021, pending Board approval of the budget.

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

12)Banner Application Maintenance Agreement (Renewal)

Renew the Banner application maintenance agreement with Ellucian, Inc. through **Texas A&M University – Corpus Christi** (Corpus Christi, TX) acting by and through the State of Texas Department of Information Resources (DIR) for the Texas Connection Consortium (TCC), for the period beginning September 1, 2020 through August 31, 2021, at an estimated amount of \$394,715.44.

Purpose – Information Technology is requesting to renew the maintenance and support for the Banner applications and existing third party applications that work with the Banner System.

Justification and Benefit – The applications included in the renewal agreement are Banner Financial Aid, Banner Finance, Banner Finance Self-Service, Banner HR, Banner Employee Self-Service, Banner Student, Banner Student Self-Service, Banner Faculty Self-Service, EDI Smart, Banner Workflow, Campus Loan Manager, Operational Data Store, Luminis Basic, Banner Recruiting and Admission Performance, Ellucian Degree Works, Ellucian Degree Works Transfer Equivalency, Ellucian Mobile Platform Edition, Ellucian Intelligent Learning Platform, Financial Aid FM Need Analysis, Xtender Solutions, Application Xtender, AppWorx, Document Management Suite May09, Application Xtender Test Bundle, Banner Enterprise Job Scheduler, Application Xtender Web Services, and Banner Document Management Suite. The agreement is a standing maintenance agreement with Ellucian, a sole source vendor. The contract is purchased

through the Texas Connection Consortium (TCC) in order to purchase at a substantially discounted rate. **EVALUATED AS HIGH PRIORITY AND SHOULD NOT BE POSTPONED.**

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

13)Data Hosting and Maintenance Agreement (Renewal)

Renew the data hosting and maintenance agreement with **TouchNet Information Systems, Inc.** (Lenexa, KS), a sole source vendor, for the period beginning September 1, 2020 through August 31, 2021, at an estimated amount of \$246,497.00.

Purpose – Information Technology is requesting to renew the annual hosting and maintenance services for the College's cashiering system.

Justification and Benefit – The data hosting services provide a data secure environment for all payments received at the College. All personal, bank, and credit card information must be stored in a PCI-certified data center to prevent fraud. The maintenance covers support issues for the cashiering system including online payments by credit cards and checks and for the equipment used by South Texas College staff. **EVALUATED AS HIGH PRIORITY AND SHOULD NOT BE POSTPONED.**

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

14)Email Security Software Licenses (Renewal)

Renew the email security software licenses with **SHI Government Solutions** (Austin, TX), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning September 30, 2020 through September 29, 2021, at a total amount of \$39,219.60.

Purpose – Information Security is requesting to renew the email security cloud solution, Proofpoint, to protect our Office 365 email services from inbound cyber-attacks and to protect email users from malware, spam, and phishing attempts. It also provides secure messaging capabilities to be able to send sensitive data through email.

Justification and Benefit – Email is widely used as a method to deliver malware, trick people into providing login credentials, and constantly targeted by spammers. The College needs to protect the service with a tool that provides protection against these threats. This license provides a service for sharing sensitive information securely with trusted parties and can greatly reduce the probability of a successful phishing attempt. **EVALUATED AS HIGH PRIORITY AND SHOULD NOT BE POSTPONED.**

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

15)Enterprise Antivirus, Web and Network Security Protection Software, Maintenance, and Support Agreement (Renewal)

Renew the enterprise antivirus, web, and network security protection software, maintenance, and support agreement with **SHI Government Solutions** (Austin, TX), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning September 1, 2020 through August 31, 2023, at a total amount of \$438,163.50. The College will realize a significant savings of \$146,056.16 by accepting a multi-year agreement.

Purpose – Information Security is requesting to renew the Enterprise Antivirus, Web and Network Security Protection Software, support, and maintenance agreement to continue receiving maintenance and support for our VLA McAfee Endpoint. The purpose of this vendor solution is to protect and safeguard data, laptops, desktops, servers, and network resources.

Justification and Benefit – The College safeguards information resources through a layered security strategy reliant upon a variety of security products. **EVALUATED AS HIGH PRIORITY AND SHOULD NOT BE POSTPONED.**

Funds for this expenditure are budgeted in the Information Security budget FY 2020 – 2021, FY 2021 – 2022, and FY 2022 - 2023, pending Board approval of the budget.

16)Enterprise Software Licenses and Maintenance Agreements (Renewal)

Renew the enterprise software licenses and maintenance agreements with **SHI Government Solutions** (Austin, TX), a State of Texas Department of Information Resources (DIR) and Texas Association of School Boards (TASB) – Buyboard approved vendor, for the period beginning September 1, 2020 through August 31, 2021, at a total amount of \$70,908.20.

Purpose – Information Technology (IT) is requesting to renew various enterprise software licenses and maintenance agreements used on computers at all campuses, ticketing system licenses used by the Information Services and Planning (IS&P) Help Desk, monitoring and alert system, at the College’s data backup storage systems.

Justification and Benefit – The software licenses are installed on the student lab computers and classroom computers throughout all the college’s campuses and remote sites. The software retains the computer’s original settings and configurations in order to keep them running efficiently and to prevent hardware failures or downtime. **EVALUATED AS HIGH PRIORITY AND SHOULD NOT BE POSTPONED.**

The ticketing system licenses are used by the IT Help Desk to keep track of any technical support issues called in by the South Texas College faculty, staff, and students using the support ticketing system licenses.

IT uses the monitoring and alert system to continuously monitor all systems (servers and switches) to prevent any service interruptions for the faculty, staff, and students.

Funds for this expenditure are budgeted in the IT Risk and Security, Client Services, and Technology Support Services budgets for FY 2020 – 2021, pending Board approval of the budget.

17)Internet Service Agreement – Pecan Campus (Renewal)

Renew the internet service agreement - Pecan Campus with Spectrum Enterprise through the State of Texas **Department of Information Resources (DIR) – TEXAN** (Austin, TX), for the period beginning September 1, 2020 through August 31, 2021, at a monthly amount of \$15,000.00 and an estimated annual amount of \$180,000.00.

Purpose – Information Technology is requesting to renew the agreement for direct internet service to the Pecan Campus. This service is also distributed throughout the College district from the Pecan Campus.

Justification and Benefit – The service will be utilized by students, faculty, and staff to access the internet for use in classrooms, labs, and offices at all campuses and centers.

EVALUATED AS HIGH PRIORITY AND SHOULD NOT BE POSTPONED.

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

18)Network Hardware and Software Maintenance Agreement (Renewal)

Renew the network hardware and software maintenance agreement with **Insight Public Sector** (Tempe, AZ), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning September 1, 2020 through August 31, 2021, at a total amount of \$203,190.88.

Purpose – Information Technology is requesting to renew the hardware and software maintenance agreement for the College’s network and software.

Justification and Benefit – The network equipment and software maintenance agreement will provide online phone support and software upgrades for all Cisco network equipment. It will cover equipment failure by providing equipment replacements within the next business day. The equipment is critical to the network infrastructure which provides faculty, staff, and students connectivity to the internet and intranet applications and services such as Blackboard and Banner. **EVALUATED AS HIGH PRIORITY AND SHOULD NOT BE POSTPONED.**

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

19)Oracle License Maintenance Agreement (Renewal)

Renew the Oracle license maintenance agreement with **Oracle America, Inc.** (Dallas TX), a State of Texas Department of Information Services (DIR) approved vendor, for the period beginning September 1, 2020 through August 31, 2021, at an estimated amount of \$478,167.05.

Purpose – Information Technology is requesting to renew the support for database licenses, database security licenses, and database backup licenses at a quantity of

26,098 for each type of license, which is used for the College's administrative computing system.

Justification and Benefit – The support services include maintenance and upgrades to the database licenses. The upgrades are needed so that the College stays up to date with the latest version of the software that supports the Banner system as well as other enterprise level software throughout the College. **EVALUATED AS HIGH PRIORITY AND SHOULD NOT BE POSTPONED.**

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

20)Public Website Hosting Services Agreement (Renewal)

Renew the public website hosting services agreement with **Rackspace US, Inc.** (San Antonio, TX), a State of Texas Department of Information Resources (DIR) approved vendor and a sole source, for the period beginning September 1, 2020 through August 31, 2021, at an estimated amount of \$75,000.00.

Purpose – Information Technology is requesting to renew the maintenance agreement for the College's website hosting service.

Justification and Benefit – The public website hosting service hosts the South Texas College public and library websites in a secure off-site location. The maintenance agreement provides 24 x 7 technical support and the ability to keep the websites running during events such as hurricanes or routine systems maintenance. The service also provides redundancy to the College's public website in the event of a shutdown of computing resources at the College. **EVALUATED AS HIGH PRIORITY AND SHOULD NOT BE POSTPONED.**

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

21)Server Hardware Maintenance and Support Agreement (Renewal)

Renew the server hardware maintenance and support agreement with **Dell Marketing, LP.** (Dallas, TX), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning September 1, 2020 through August 31, 2021, at a total amount of \$86,588.20.

Purpose – Information Technology is requesting to renew the server hardware maintenance and support agreement for the switches and Dell servers.

Justification and Benefit – The Dell hardware maintenance agreement supports and maintains the college's computer servers that include the servers used for the security cameras. The agreement provides twenty-four (24) hour, year round support. **EVALUATED AS HIGH PRIORITY AND SHOULD NOT BE POSTPONED.**

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

22)VMware Maintenance Agreement (Renewal)

Renew the VMware maintenance agreement with **Dell Marketing, LP.** (Dallas, TX), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning September 1, 2020 through August 31, 2021, at a total amount of \$64,746.35.

Purpose – Information Technology is requesting to renew the VMware maintenance agreement for the College’s virtual server infrastructure.

Justification and Benefit – The maintenance agreement offers twenty-four (24) hour, year round technical support for the College’s virtual servers. These virtual servers host many applications and websites that are used college wide by various departments.
EVALUATED AS HIGH PRIORITY AND SHOULD NOT BE POSTPONED.

Funds for this expenditure are budgeted in the Systems and Networking 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, purchases, and renewals as listed below:

A. Award of Proposals

- 1) Glass, Plexiglass, and Installation (Award):** award the proposal for glass, plexiglass, and installation for the period beginning August 26, 2020 through August 25, 2021 with two one-year options to renew, at an estimated amount of \$100,000.00. The vendors are as follows:

Vendor (City/State)	Vendor (City/State)
FDG Construction (Mission, TX)	G & S Glass, LLC. (Edinburg, TX)
Gateway Printing & Office Supply, Inc. (Edinburg, TX)	Luna Glass, LLC. (McAllen, TX)
R. E. Friedrichs Company (Pharr, TX)	Risica & Sons, Inc. (San Juan, TX)

- 2) Library Materials (Award):** award the proposal for library materials for the period beginning September 1, 2020 through August 31, 2021 with two one-year options to renew, at an estimated amount of \$250,000.00. The vendors are as follows:

Vendor (City/State)	Vendor (City/State)	Vendor (City/State)
ABDO Publishing Company (Edina, MN)	Baker & Taylor, LLC. (Charlotte, NC)	Bound to Stay Bound Books, Inc. (Jacksonville, IL)
Cengage Learning, Inc. (Boston, MA)	Central Programs, Inc./ dba Gumdrop Books (Bethany, MO)	Crabtree Publishing Company (New York, NY)
EBSCO Industries, Inc. (Ipswich, MA)	Ingram Library Services, LLC. (La Vergne, TN)	Lektro, Inc./ dba Escue & Associates (Robstown, TX)

Vendor (City/State)	Vendor (City/State)	Vendor (City/State)
Midwest Library Service (Bridgeton, MO)	Midwest Tape, LLC. (Holland, OH)	Perma-Bound Books (Jacksonville, IL)
ProQuest, LLC. (Ann Arbor, MI)	Rittenhouse Book Distributors, Inc. (King of Prussia, PA)	Scholastic Library Publishing, Inc. (Brookfield, CT)

- 3) **Multifunction Copier Equipment and Service (Award):** award the proposal for multifunction copier equipment and service to **Forged Technology Solutions, LLC.** (McAllen, TX) (New), for the period beginning October 1, 2020 through September 30, 2025 with two one-year options to renew, at an estimated annual amount of \$364,122.48 and a total contract amount of \$1,820,612.40. The current copier contracts annual amount is \$386,081.40 with a five (5) year total amount of \$1,930,407.00. This award would provide an annual savings of \$21,958.92 and an estimated five (5) year savings of \$109,794.60;
- 4) **Office Supplies (Award):** award the proposal for office supplies for the period beginning October 1, 2020 through September 30, 2021 with two one-year options to renew, at an estimated amount of \$300,000.00. The vendors are as follows:
 - Primary: **Gateway Printing & Office Supply, Inc.** (Edinburg, TX)
 - Secondary: **Copy Plus** (McAllen, TX)
- 5) **Printing Projects (Award):** award the proposal for printing projects and general purpose printing for the period beginning September 1, 2020 through August 31, 2021, at an estimated amount of \$114,000.00.
- 6) **Purchase and Installation of Culinary Arts Equipment (Award):** award the proposal for the purchase and installation of culinary arts equipment to **Southwest Texas Equipment Distributors, Inc./ dba Mission Restaurant Supply** (San Antonio, TX), at a total amount of \$79,087.00;
- 7) **Purchase of Welding Supplies (Award):** award the proposal for the purchase of welding supplies for the period beginning October 1, 2020 through September 30, 2021 with two one-year options to renew, at an estimated amount of \$80,000.00. The vendors are as follows:

Vendor (City/State)	Vendor (City/State)
Airgas USA, LLC. (McAllen, TX)	Alamo Iron Works (Brownsville, TX)
Industrial Supplier Larey, Inc./ dba International Industrial Supply, Co. (Brownsville, TX)	Matheson (San Benito, TX)
Praxair Distribution, Inc. (Pharr, TX)	

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

- 8) **Furniture (Purchase):** purchase furniture from OMNIA Partners formerly the National Intergovernmental Purchasing Alliance (NIPA), Sourcewell, and The Interlocal Purchasing System (TIPS) purchasing cooperatives, at a total amount of \$222,375.99;

#	Vendor	Amount
A	Allsteel, Inc. / Broussard Group (Muscatine, IA/San Antonio, TX)	\$6,933.49
B	Datum Filing Systems, Inc. / Gateway Printing and Office Supply, Inc. (Edinburg, TX)	\$5,204.70

#	Vendor	Amount
C	Exemplis Corporation / Gateway Printing and Office Supply, Inc. (Cypress, CA / Edinburg, TX)	\$13,988.80
D	The Hon Company / Gateway Printing and Office Supply, Inc. (Muscatine, IA / Edinburg, TX)	\$13,455.41
E	Krueger International, Inc. / Gateway Printing and Office Supply, Inc. (Green Bay, WI / Edinburg, TX)	\$169,583.04
F	National Office Furniture / Gateway Printing and Office Supply, Inc. (Jasper, IN / Edinburg, TX)	\$13,210.55
Furniture Total		\$222,375.99

9) Heating, Ventilation, and Air Conditioning (HVAC) Related Services (Purchase): purchase heating, ventilation, and air conditioning (HVAC) related services from **Pro Tech Mechanical, Inc.** (Corpus Christi, TX), a TIPS Purchasing Cooperative approved vendor, for the period beginning August 26, 2020 through August 25, 2021, at an estimated amount of \$50,000.00;

10) Promotional Items for Student Outreach (Renewal): renew the promotional items for student outreach contracts, for the period beginning September 1, 2020 through August 31, 2021, at an estimated amount of \$70,000.00. The vendors are as follows:

- a. **Authentic Promotions.com** (Carmichael, CA)
- b. **Imprezos Pro Uniforms, LLC.** (Pharr, TX)
- c. **Promo Universal, LLC.** (Corpus Christi, TX)

11) Promotional T-Shirts for Student Outreach (Renewal): renew the promotional t-shirts for student outreach, for the period beginning September 1, 2020 through August 31, 2021, at an estimated amount of \$58,000.00. The vendors are as follows:

- a. **Authentic Promotions.com** (Carmichael, CA)
- b. **Ad-Wear & Specialty of Texas, Inc.** (Houston, TX)
- c. **Imprezos Pro Uniform, LLC.** (Pharr, TX)
- d. **Images In Ink** (McAllen, TX)

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

12) Banner Application Maintenance Agreement (Renewal): renew the Banner application maintenance agreement with Ellucian, Inc. through **Texas A&M University – Corpus Christi** (Corpus Christi, TX), acting by and through the State of Texas Department of Information Resources (DIR) for the Texas Consortium (TCC), for the period beginning September 1, 2020 through August 31, 2021, at an estimated amount of \$394,715.44;

13) Data Hosting and Maintenance Agreement (Renewal): renew the data hosting and maintenance agreement with **TouchNet Information Systems, Inc.** (Lenexa, KS), a sole source vendor, for the period beginning September 1, 2020 through August 31, 2021, at an estimated amount of \$246,497.00;

14) Email Security Software Licenses (Renewal): renew the email security software licenses with **SHI Government Solutions** (Austin, TX), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning September 30, 2020 through September 29, 2021, at a total amount of \$39,219.60;

- 15)Enterprise Antivirus, Web and Network Security Protection Software, Maintenance, and Support Agreement (Renewal):** renew the enterprise antivirus, web and network security protection software, maintenance, and support agreement with **SHI Government Solutions** (Austin, TX), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning September 1, 2020 through August 31, 2023, at a total amount of \$438,163.50. The College will realize a significant savings of \$146,056.16 by accepting a multi-year agreement;
- 16)Enterprise Software Licenses and Maintenance Agreements (Renewal):** renew the enterprise software licenses and maintenance agreements with **SHI Government Solutions** (Austin, TX), a State of Texas Department of Information Resources (DIR) and Texas Association of School Boards (TASB) – Buyboard approved vendor, for the period beginning September 1, 2020 and August 31, 2021, at a total amount of \$70,908.20;
- 17)Internet Service Agreement – Pecan Campus (Renewal):** renew the internet service agreement – Pecan Campus with Spectrum Enterprise through the State of Texas **Department of Information Resources (DIR) – TEXAN** (Austin, TX), for the period beginning September 1, 2020 through August 31, 2021, at a monthly amount of \$15,000.00 and estimated annual amount of \$180,000.00;
- 18)Network Hardware and Software Maintenance Agreement (Renewal):** renew the network hardware and software maintenance agreement with **Insight Public Sector** (Tempe, AZ), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning September 1, 2020 through August 31, 2021, at a total amount of \$203,190.88;
- 19)Oracle License Maintenance Agreement (Renewal):** renew the Oracle license maintenance agreement with **Oracle America, Inc.** (Dallas, TX), a State of Texas Department of Information Services (DIR) approved vendor, for the period beginning September 1, 2020 through August 31, 2021, at an estimated amount of \$478,167.05;
- 20)Public Website Hosting Services Agreement (Renewal):** renew the public website hosting services agreement with **Rackspace US, Inc.** (San Antonio, TX), a State of Texas Department of Information Resources (DIR) approved vendor and a sole source, for the period beginning September 1, 2020 through August 31, 2021, at an estimated amount of \$75,000.00;
- 21)Server Hardware Maintenance and Support Agreement (Renewal):** renew the server hardware maintenance and support agreement with **Dell Marketing, LP.** (Dallas, TX), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning September 1, 2020 through August 31, 2021, at a total amount of \$86,588.20;
- 22)VMware Maintenance Agreement (Renewal):** renew the VMware maintenance agreement with **Dell Marketing, LP.** (Dallas, TX), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning September 1, 2020 through August 31, 2021, at a total amount of \$64,746.35.

Recommend Action - The total for all award of proposals, purchases, and renewals is \$5,421,271.61.

The Following Minute Order is proposed for consideration by the Board of Trustees:
The Board of Trustees approves and authorizes the award of proposals, purchases, and renewals, totaling \$5,421,271.61 as presented.

Approval Recommended:

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

Review and Action as Necessary on Primary Bank Depository Services Contract Extension

Approval of Primary Bank Depository Services Contract Extension with BBVA Compass through January 31, 2021 is requested.

Purpose – To review and obtain approval on the Primary Bank Depository Services Contract Extension with BBVA Compass from September 1, 2020 to January 31, 2021.

Justification – This extension is necessary due to the re-advertisement of the request for proposals, revised proposal evaluation criteria, and to allow sufficient time to complete the evaluations for the new proposals and secure a depository contract.

If a new depository bank is selected, the transition and implementation period would require additional time, since the College will be going through the 2020 fiscal year audit in the Fall.

Background – On June 23, 2020, the Board of Trustees approved proposal solicitation timeline and proposal evaluation criteria. Proposal were advertised on July 1, 2020 and July 8, 2020, and issued to eighteen (18) institutions. On Friday, July 17, 2020, the College received responses from four (4) depository banks.

Mrs. Mary Elizondo, Vice President for Finance and Administrative Services, and Myriam Lopez, Comptroller, Katarina Bugariu, Associate Comptroller, and Becky Cavazos, Director of Purchasing attended the Committee meeting to address any questions by the Committee.

The Finance, Audit, and Human Resources Committee recommended Board approval of the Bank Depository Services Contract Extension with BBVA Compass through January 31, 2021 as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the Bank Depository Services Contract Extension with BBVA Compass through January 31, 2021 as presented.

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

The Board of Trustees approves and authorizes the Bank Depository Services Contract Extension with BBVA Compass through January 31, 2021 as presented.

Approval Recommended:

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

Review and Recommend Action as Necessary on Bank Depository Services Request for Proposals Criteria Clarification and Revision of Criteria Evaluation Methodology

Approval of criteria clarification, to be submitted by administration to the four responding financial institutions in order to be able to evaluate all bank depository services responses, and approval of revised criteria evaluation methodology.

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

Justification – Depository banks offer the College banking services which includes, but is not limited to, account maintenance, account reconciliation, stop payment, online banking, balance reporting, wire transfers, book transfers, ACH transactions, and positive pay. At the May 26, 2020, Board meeting, the Board rejected all proposals and requested revisions to the evaluation criteria used to evaluate the bank depository services proposals and which will be included in the Request for Proposal (RFP). Revisions were made and approved at the June 23, 2020 Board Meeting.

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, and three (3) two (2) year optional renewals, 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 revised criteria as approved by the Board on June 23, 2020, is listed below:

- 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

Proposal documents for the RFP were advertised on July 1, 2020 and July 8, 2020, and issued to eighteen (18) institutions. Four (4) responses were received on July 17, 2020. On Friday, July 17, 2020, the College received responses from BBVA, Lone Star National Bank, PlainsCapital Bank, and Texas Regional Bank.

In compliance with Texas Education Code, Chapter 44 Fiscal Management, Subchapter B: Purchases; Contracts, Section 44.031: Purchasing Contracts, the evaluation committee evaluated based on the established criteria with the information available, and recommended PlainsCapital Bank to be awarded the depository bank services contract.

At the Finance, Audit, and Human Resources Committee meeting held on August 11, 2020, the Committee requested the following:

A) Develop criteria clarification for two criteria listed below to be developed for the Board of Trustees consideration:

Criteria 1) The interest rate bid or proposed on time deposits

Criteria 2) Charges for keeping district accounts, records, and reports and furnishing checks

B) Revise the methodology for point distribution for criteria:

Criteria 4) The accessibility and locations of the Bank's branches for employees and students in Hidalgo and Starr counties

Legal Counsel has reviewed the information presented and has asked that the following statement be included in the Board packet: "Modification and clarification of some provisions of the Request for Proposals has been required in consultation with the board of trustees, legal counsel and financial advisor. The selection criteria, however, remains the same"

Mary Elizondo, Vice President for Finance and Administrative Services, will be present at the August 25, 2020 Board meeting to address any questions by the Board of Trustees.

Enclosed Documents – The proposed request for clarification follow in the packet for Board's information and review.

The Finance, Audit, and Human Resources Committee recommended Board approval of revisions to the Request for Proposal (RFP) for Primary Bank Depository Services as discussed by the Committee in executive session.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the criteria clarification, to be submitted by administration to the four responding financial institutions in order to be able to evaluate all bank depository services responses, and approve and authorize the revised criteria evaluation methodology as presented.

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

The Board of Trustees approves and authorizes the criteria clarification, to be submitted by administration to the four responding financial institutions in order to be able to evaluate all bank depository services responses, and approve and authorize the revised criteria evaluation methodology as presented.

Approval Recommended:

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

**REQUEST FOR CLARIFICATION
SOUTH TEXAS COLLEGE, MCALLEN, TEXAS**

Please include Unit Price for each item listed even if NO ACTIVITY is shown. If Respondent provides services which are not listed under "General Account Services", please indicate the account services and highlight. The data provided under the column "Monthly # of Units" are average and the College does not guarantee a minimum number of transactions. The College reserves the right to increase or decrease bank balances regardless of historical patterns. The Fixed Unit Price shall be the fixed fee under any circumstance and does not allow for negotiations. For informational purposes, the College's estimated deposited balance amount may range from \$8,000,000 to \$50,000,000.

SECTION A (Balance Assessment Fee):

Services	Fixed Monthly Charge For Service
<u>Balance Assessment Fee</u>	
Balance Assessment Fee	\$0.00

SECTION B (Fee Schedule):

Services	Monthly # Of Units	Fixed Unit Price	Estimated Monthly Charge For Service
<u>General Account Services</u>			
Account Maintenance	1		\$0.00
Account Maintenance	8		\$0.00
ZBA Maintenance	1		\$0.00
Checks Paid - Debits	10,210		\$0.00
Deposit Credits	459		\$0.00
Deposit Credits	1		\$0.00
ACH Debits	59		\$0.00
ACH Credits	285		\$0.00
ACH Credits	19		\$0.00
ZBA / CDA Funding Maintenance	1		\$0.00
Image Statement	1		\$0.00
<u>Depository Services</u>			
Deposit Correction Fee	2		\$0.00
On Us Branch	1		\$0.00
On Us Virtual Vault	50		\$0.00
Other Transit Virtual Vault	187		\$0.00
<u>Cash Processing Services</u>			
Change Order	1		\$0.00
Partial Strapped Currency	2		\$0.00
Rolled Coins	17		\$0.00
Vault Change Order	21		\$0.00
Full Strapped Currency	14		\$0.00
Partial Strapped Currency	22		\$0.00
Box of Rolled Coins	5		\$0.00
Rolled Coins	478		\$0.00

REQUEST FOR CLARIFICATION
SOUTH TEXAS COLLEGE, MCALLEN, TEXAS

Disbursement Services

Check Positive Pay Per Item	10,175		\$0.00
Online CDROM Statement Item	4		\$0.00
Online CDROM Additional Maintenance	6		\$0.00
Online CDR Image Capture	10,624		\$0.00

Disbursement Reconciliation

Positive Pay Maintenance	9		\$0.00
Check Positive Pay Per Item	1		\$0.00
Check Positive Pay Exception	13		\$0.00
Transmission - Ongoing	8		\$0.00
Alert - Final PP Exc Phone	5		\$0.00
Alert - Final PP Exc Email	20		\$0.00

General ACH Services

ACH Return Item - Debit	15		\$0.00
ACH Authorization Services	3		\$0.00
Enhanced ACH Authorization Services	7		\$0.00
Original Item NOC Repair	21		\$0.00

Wire and Other Funds Transfers Services

Incoming Wire Transfer with Fax Notice	2		\$0.00
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General Account Services - Online Service

Online DDA Statements	10		\$0.00
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Depository Services - Online Service

Statement Item Image Maintenance	7		\$0.00
Online Images Stored	20,799		\$0.00

Disbursement Services - Online Service

Online Stop Payments	122		\$0.00
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ACH Services - Online Service

ACH Maintenance	7		\$0.00
ACH Debit - Per Item	5		\$0.00
ACH Debit - Per Item	289		\$0.00
ACH PreNotes	80		\$0.00
ACH Input Fee	13		\$0.00
ACH Input Fee	5		\$0.00
ACH Input Fee	18		\$0.00
ACH Notification of Change	12		\$0.00
ACH Credits - Per Item	2,301		\$0.00
ACH Credits - Per Item	3,487		\$0.00
ACH Return Item - Credit	17		\$0.00
ACH Return Item - Credit	6		\$0.00
Addenda Record	196		\$0.00
ACH Returns Report	5		\$0.00

**REQUEST FOR CLARIFICATION
SOUTH TEXAS COLLEGE, MCALLEN, TEXAS**

Information Services - Online Service

Online Customer ID Maintenance	1		\$0.00
Online Primary Account Maintenance	1		\$0.00
Online Additional Accounts Maintenance	30		\$0.00
Deposit Item Detail Image Maintenance	7		\$0.00
Deposit Items Report with Images	656		\$0.00
Online Alerts	305		\$0.00

Wire Services - Online Service

Outgoing Domestic Wire	1		\$0.00
Online Service Account Transfer	34		\$0.00
Online Service Wire Maintenance	1		\$0.00
Online Service Wire Maintenance Add'l Account	2		\$0.00

Security Clearance/Safekeeping

Safekeeping Account Maintenance			-
Safekeeping Account Maintenance - Book Entry			-
Safekeeping Account Maintenance - FRB			-
Security Clearance Charges/Trade			-
Safekeeping Charges/Security			-
Interest Collection			-
MBS Paydown			-

Monthly Total Estimated Fees (ex. One time charges)			\$0.00
--	--	--	---------------

Other

Night Depository Bags (one time charge)			-
Large Safe Deposit Box (annual charge)			-
Small Safe Deposit Box (annual charge)			-
Endorsement Stamps (one time charge)			-
Checks & Deposit Slips			-
ACH Software Charge			-
CD-ROM Software Charge			-

Other Fees for Contract term (including one time charges)			-
--	--	--	----------

SECTION C (Earnings Credit Rate):

Clarify (confirm) the Earnings Credit Rate (ECR) offered to the College, including if ECR is Bank managed or tied to an independent index

Current EC Rate	%		
Average Collected Balance		25,000,000	
Less Reserve Requirement		-	
Investable Balance		25,000,000	
Estimated Earnings Credit per Month			#VALUE!

Rate Basis:

REQUEST FOR CLARIFICATION

SOUTH TEXAS COLLEGE, MCALLEN, TEXAS

SECTION D (Interest Rate):

Please state the Interest Rate offered to the College on Depository Balances, and provide details whether the interest rate is Bank managed or tied to an independent index.

Current Interest Rate % _____

Check one of the boxes below

Bank Managed Rate

Rate is tied to an independent Index

Other Details related to interest rate

SECTION E (Non-Interest Bearing Requirement):

If bank requires the College to maintain a non-interest bearing account, please state the amount that is required to be maintained:

Required Non-Interest Bearing Amount:

\$

Discussion and Action as Necessary on Proposed Unrestricted Fund Budget Amendment for FY 2019 – 2020

Approval of a proposed Unrestricted Fund budget amendment for FY 2019 – 2020 is requested.

The proposed budget amendment is necessary for the following reasons:

1. To adjust the Unrestricted Fund expenditure budgets due to the reclassification of expenses funded by the Coronavirus Aid, Relief, and Economic Security (CARES) Act legislation.
2. To increase the Unrestricted Fund revenue and expenditure budget due to the receipt of funds from the Lower Rio Grande Valley Development Council (LRGVDC) of the Coronavirus Aid, Relief and Economic Security (CARES) Act Funds Allocated for Federal Transit Authority (FTA).

The budget amendment is proposed as follows:

1. Budget Amendment – Adjust the Unrestricted Fund Expenditures Budgets Due to the Reclassification of Expenses Funded by the CARES Act

The College received an allocation of \$10,011,199 in institutional funds as part of the US Department of Education, Higher Education Emergency Relief Fund (HEERF) under the CARES Act to cover any costs incurred by the College associated with significant changes to the delivery of instruction due to coronavirus. The institutional funds received by the College will fund expenses in the Unrestricted Fund and the Auxiliary Fund based on costs that have been identified to have a clear nexus to significant changes to the delivery of instruction due to the coronavirus. The expenses funded by the CARES Act institutional funds will be reclassified from the Unrestricted Fund into the Restricted Fund. The College has identified costs totaling \$9,978,140 in the Unrestricted Fund that will be funded by the CARES Act institutional funds allocation.

Fiscal Year 2019 – 2020	
Summary of Unrestricted Fund Increase/(Decrease) by Classification	
Classification	Increase/(Decrease)
Expenditures/Transfers & Reserves	
Salaries	\$ (7,820,563)
Benefits	(2,072,049)
Operating	(85,528)
Fund Balance Reserve	9,978,140
Total Expenditures/Transfers & Reserves Increase/(Decrease)	\$ -

A. Salary Expense Budget Decrease

- The salary expense budget will be decreased by \$7,820,563, from \$105,051,056 to \$97,230,493. The salary expense budget decrease is based on the institutional salary costs for faculty that transitioned to online instruction during the Spring 2020 semester due to coronavirus and specific staff departments that could not perform their duties remotely during the College closure associated with coronavirus. The amount reduced from the salary

expense budget will be recorded in the Restricted Fund resulting in an increase in the Fund Balance Reserve in the Unrestricted Fund.

**Fiscal Year 2019 – 2020
 Unrestricted Fund Salary Expenditures**

Salary Expenditures	FY 2020 Original Budget	FY 2020 Proposed Amended Budget	Increase/ (Decrease)
Total Salaries	\$105,051,056	\$97,230,493	\$(7,820,563)

B. Benefits Budget Decrease

- The benefits expense budget will be decreased by \$2,072,049, from \$29,255,853 to \$27,183,804. The benefits expense budget decrease is based on the institutional benefit costs for faculty that transitioned to online instruction during the Spring 2020 semester due to coronavirus and specific staff departments that could not perform their duties remotely during the College closure associated with coronavirus. The amount reduced from the salary expense budget will be recorded in the Restricted Fund resulting in an increase in the Fund Balance Reserve in the Unrestricted Fund. .

**Fiscal Year 2019 – 2020
 Unrestricted Fund Benefit Expenditures**

Benefit Expenditures	FY 2020 Original Budget	FY 2020 Proposed Amended Budget	Increase/ (Decrease)
Total Benefits	\$29,255,853	\$27,183,804	\$(2,072,049)

C. Operating Budget Decrease

- The operating expense budget will be decreased by \$85,528, from \$36,259,252 to \$36,173,724. The operating expense budget decrease is based on the institutional costs for expanding distance learning instruction, laptop equipment, disinfecting machines, and for providing additional tutors to students due to coronavirus. The amount reduced from the salary expense budget will be recorded in the Restricted Fund resulting in an increase in the Fund Balance Reserve in the Unrestricted Fund.

**Fiscal Year 2019 – 2020
 Unrestricted Fund Operating Expenditures**

Operating Expenditures	FY 2020 Original Budget	FY 2020 Proposed Amended Budget	Increase/ (Decrease)
Total Operating	\$36,259,252	\$36,173,724	\$(85,528)

D. Fund Balance Reserve Budget Increase

- The Fund Balance Reserve budget will be increased by \$9,978,140, from \$5,949,704 to \$15,927,844 due to the reclassification of expenses in the salary,

benefits, and operating accounts from the Unrestricted Fund to the Restricted Fund resulting in an increase in the Fund Balance Reserve in the Unrestricted Fund. The funds in the Fund Balance Reserve reflect the institutional expenses funded by the US Department of Education, Higher Education Emergency Relief Fund (HEERF) under the CARES Act reclassified from the Unrestricted Fund into the Restricted Fund and will increase the unrestricted fund balance by \$9,978,140.

**Fiscal Year 2019 – 2020
 Unrestricted Fund - Fund Balance Reserve**

Fund Balance Reserve	FY 2020 Original Budget	FY 2020 Proposed Amended Budget	Increase/ (Decrease)
Total Fund Balance Reserve	\$5,949,704	\$15,927,844	\$9,978,140

The fund balance for the Unrestricted Fund will increase by \$9,978,140 due to the institutional funds the College received as part of the allocation from the US Department of Education, Higher Education Emergency Relief Fund (HEERF) under the CARES Act.

2. Budget Amendment – Increase the Unrestricted Fund Revenue Budget and the Unrestricted Fund Expenditures Budget Due to the Receipt of Lower Rio Grande Valley Development Council (LRGVDC) CARES Act FTA Funds

The College received an allocation of \$297,624 in urbanized area formula funds from LRGVDC as part of the CARES Act Funds Allocated for Federal Transit Authority to cover transportation services costs incurred by the College. The funds received by the College will be used as reimbursement for eligible transportation service expenditures in the Unrestricted Fund. The College has identified costs totaling \$246,845 in Fiscal Year 2019 – 2020 that will be funded by the LRGVDC CARES Act FTA Funds. The unused portion of the allocation in the amount of \$50,779 will be carried over to Fiscal Year 2020 – 2021.

**Fiscal Year 2019 – 2020
 Summary of Unrestricted Fund Increase/(Decrease) by Classification**

Classification	Increase/(Decrease)
Revenues	
Shuttle System Contribution	\$246,845
Total Revenue Increase	\$246,845
Transfers & Reserves	
Fund Balance Reserve	\$246,845
Total Transfers & Reserves Increase	\$246,845

A. Revenues Budget Increase

- The revenues budget will be increased by \$246,845 due to the increase to the Shuttle System Contribution for the funds the College received as reimbursement from the LRGVDC CARES Act Funds Allocated for Federal Transit Authority.

B. Transfers & Reserves Budget Increase

- The Fund Balance Reserve budget will be increased by \$246,845 due to the funds the College received as reimbursement from the LRGVDC CARES Act Funds Allocated for Federal Transit Authority. The fund balance for the Unrestricted Fund will increase by \$246,845 due to the LRGVDC CARES Act FTA Funds.

3. **Summary of Proposed Budget Amendment – Revenues and Expenditures**

As a result of the proposed budget amendment, the total budgeted revenues and expenditures/transfers & reserves for fiscal year 2019 – 2020 will increase as follows:

**Fiscal Year 2019 – 2020
 Summary of Proposed Amendment – Revenues and Expenditures/Transfers &
 Reserves**

Unrestricted Fund	FY 2020 Original Budget	FY 2020 Proposed Amended Budget	Increase/ (Decrease)
Revenues and Carryover Allocations	\$181,730,329	\$181,977,174	\$246,845
Expenditures/Transfers & Reserves	\$181,730,329	\$181,977,174	\$246,845

The budget amendment follows in the packet for your information and review.

Mrs. Mary Elizondo, Vice President for Finance and Administrative Services will present the Proposed Budget Amendment for FY 2019 – 2020.

The Finance, Audit, and Human Resources Committee recommended Board approval of the proposed unrestricted fund budget amendment for FY 2019 – 2020, as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the proposed Unrestricted Fund budget amendment for FY 2019 - 2020, as presented.

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

The Board of Trustees approves and authorizes the proposed Unrestricted Fund budget amendment for FY 2019 - 2020, as presented.

Approval Recommended:

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

**South Texas College
Unrestricted Fund**

Fiscal Year Ending August 31, 2020
AMENDED

Revenue and Carryover Allocations Summary

Revenue and Carryover Allocations	Original Budget	Budget Amendment CARES Act	Budget Amendment CARES Act - FTA Funds	Amended Budget
Total State Appropriations	\$ 48,445,377	\$ -	\$ -	\$ 48,445,377
Total Tuition	37,736,025	-	-	37,736,025
Total Fees	28,870,091	-	-	28,870,091
Total Other Revenues	8,515,643	-	246,845	8,762,488
Total M&O Property Taxes	51,707,955	-	-	51,707,955
Total Carryover Allocations	6,455,238	-	-	6,455,238
Total Revenues and Carryover Allocations	\$ 181,730,329	\$ -	\$ 246,845	\$ 181,977,174

Expenditures and Transfers & Reserves Summary

Expenditures/Transfers & Reserves	Original Budget	Budget Amendment CARES Act	Budget Amendment CARES Act - FTA Funds	Amended Budget
Total Salaries	\$ 105,051,056	\$ (7,820,563)	\$ -	\$ 97,230,493
Total Benefits	29,255,853	(2,072,049)	-	27,183,804
Total Operating	36,259,252	(85,528)	-	36,173,724
Total Travel	2,440,672	-	-	2,440,672
Total Capital Outlay	2,773,792	-	-	2,773,792
Total Expenditures	\$ 175,780,625	\$ (9,978,140)	\$ -	\$ 165,802,485
Transfers & Reserves				
Transfer to Unexpended Plant Fund	3,000,000	-	-	3,000,000
Transfer to Renewals & Replacements Plant Fund	-	-	-	-
Transfer to Office of ITED	949,704	-	-	949,704
Fund Balance Reserve	-	9,978,140	246,845	10,224,985
Contingency Fund	2,000,000	-	-	2,000,000
Total Transfers & Reserves	5,949,704	9,978,140	246,845	16,174,689
Total Expenditures/Transfers & Reserves	\$ 181,730,329	\$ -	\$ 246,845	\$ 181,977,174

South Texas College

Proposed Unrestricted Fund Budget Amendment for
FY 2019 - 2020



CARES Act Funds



**Proposed Budget Amendment
Unrestricted Fund**

The Proposed Budget Amendment is necessary for the following reasons:

- To reduce the Unrestricted Fund expenditure budgets due to the reclassification of expenses funded by the CARES Act and to increase the Fund Balance Reserve. These expenditures along with the receipt of the CARES Act Funds will be recorded in the Restricted Fund.
- To increase the Unrestricted Fund revenue and expenditure budget due to the receipt of funds from the Lower Rio Grande Valley Development Council (LRGVDC) of the Coronavirus Aid, Relief and Economic Security (CARES) Act Funds Allocated for Federal Transit Authority (FTA)

**Proposed Budget Amendment Summary
Unrestricted Fund**

Revenue and Carryover Allocations Summary

Revenue and Carryover Allocations	Original Budget	Budget Amendment CARES Act	Budget Amendment CARES Act - FTA Funds	Amended Budget
Total State Appropriations	\$ 48,445,377	\$ -	\$ -	\$ 48,445,377
Total Tuition	37,736,025	-	-	37,736,025
Total Fees	28,870,091	-	-	28,870,091
Total Other Revenues	8,515,643	-	246,845	8,762,488
Total M&O Property Taxes	51,707,955	-	-	51,707,955
Total Carryover Allocations	6,455,238	-	-	6,455,238
Total Revenues and Carryover Allocations	\$ 181,730,329	\$ -	\$ 246,845	\$ 181,977,174

**Proposed Budget Amendment Summary
Unrestricted Fund**

Expenditures and Transfers & Reserves Summary

Expenditures/Transfers & Reserves	Original Budget	Budget Amendment CARES Act	Budget Amendment CARES Act - FTA Funds	Amended Budget
Total Salaries	\$ 105,051,056	\$ (7,820,563)	\$ -	\$ 97,230,493
Total Benefits	29,255,853	(2,072,049)	-	27,183,804
Total Operating	36,259,252	(85,528)	-	36,173,724
Total Travel	2,440,672	-	-	2,440,672
Total Capital Outlay	2,773,792	-	-	2,773,792
Total Expenditures	\$ 175,780,625	\$ (9,978,140)	\$ -	\$ 165,802,485
Transfers & Reserves				
Transfer to Unexpended Plant Fund	3,000,000	-	-	3,000,000
Transfer to Renewals & Replacements Plant Fund	-	-	-	-
Transfer to Office of ITED	949,704	-	-	949,704
Fund Balance Reserve	-	9,978,140	246,845	10,224,985
Contingency Fund	2,000,000	-	-	2,000,000
Total Transfers & Reserves	5,949,704	9,978,140	246,845	16,174,689
Total Expenditures/Transfers & Reserves	\$ 181,730,329	\$ -	\$ 246,845	\$ 181,977,174

1. Proposed
Unrestricted Budget Amendment
CARES Act



**Budget Amendment
CARES Act – Institutional Funds Methodology**

Unrestricted Fund		Restricted Fund	
Revenues	Amendment Amount	Revenues	Amendment Amount
		HEERF Cares Act - Institutional	\$ 9,978,140
Net Revenues Increase	\$ -	Net Revenues Increase	\$ 9,978,140
Expenditures & Reserves	Amendment Amount	Expenditures & Reserves	Amendment Amount
Salaries (Faculty and Staff)	\$ (7,820,563)	Salaries (Faculty and Staff)	\$ 7,820,563
Benefits (Faculty and Staff)	(2,072,049)	Benefits (Faculty and Staff)	2,072,049
Operating	(85,528)	Operating	85,528
Fund Balance Reserve	9,978,140		
Net Expenditures & Reserves Reduction	\$ -	Net Expenditures & Reserves Increase	\$ 9,978,140

**Salary and Benefit Expenditure Budget Reductions
Unrestricted Fund**

Expenditures	Salary Expenditure Budget Reductions	Benefits Expenditure Budget Reductions
Faculty Transition to Online	\$ (7,282,007)	\$ (1,861,459)
Maintenance	(150,839)	(54,334)
Custodial	(199,924)	(87,679)
Police	(68,349)	(22,184)
Security	(73,592)	(28,192)
Student Transportation Services	(25,942)	(10,163)
Childcare Center	(19,910)	(8,038)
Total Expenditure Reduction	\$ (7,820,563)	\$ (2,072,049)

**Operating Expenditure Budget Reduction
Unrestricted Fund**

Expenditures	Operating Expenditure Budget Reduction
Equipment/Software to Expand Distance Learning	\$ (85,528)

**Transfers & Reserves Budget Increase
Unrestricted Fund**

Transfers & Reserves	Transfers & Reserves Budget Increase
Transfer to Unexpended Plant Fund	\$ -
Transfer to Office of ITED	-
Fund Balance Reserve	9,978,140
Contingency Fund	-
Total Transfers & Reserves Increase	\$ 9,978,140

2. Proposed Unrestricted Budget Amendment LRGVDC CARES Act FTA Funds



Revenue and Transfers & Reserves Budget Increases Unrestricted Fund

Revenues	Revenue Budget Increase
Shuttle System Contribution	\$ 246,845
Total Revenue Increase	\$ 246,845

Transfers & Reserves	Transfers & Reserves Budget Increase
Fund Balance Reserve	\$ 246,845
Total Transfers & Reserves Increase	\$ 246,845

3. Summary of Proposed Budget Amendment



Summary of Proposed Budget Amendment Unrestricted Fund

Revenues and Expenditures/Transfers & Reserves

Unrestricted Fund	FY 2020 Original Budget	FY 2020 Proposed Amended Budget	Increase/ (Decrease)
Revenues and Carryover Allocations	\$ 181,730,329	\$ 181,977,174	\$ 246,845
Expenditures/Transfers & Reserves	\$ 181,730,329	\$ 181,977,174	\$ 246,845

Thank You

Questions?



Discussion and Action as Necessary on Proposed Restricted Fund Budget Amendment for FY 2019 – 2020

Approval of a proposed Restricted Fund budget amendment for FY 2019 – 2020 is requested.

The proposed budget amendment is necessary:

- To increase the Restricted Fund revenue and expenditure budgets due to the receipt of funds provided by the Coronavirus Aid, Relief, and Economic Security (CARES) Act legislation.

The budget amendment is proposed as follows:

Budget Amendment – Increase the Restricted Fund Revenues and Expenditures Budgets Due to the Receipt of CARES Funds

Fiscal Year 2019 – 2020	
Summary of Restricted Fund Increase/(Decrease) by Classification	
Classification	Increase/(Decrease)
Revenues	
HEERF Cares Act - Institutional	\$ 10,011,199
HEERF Cares Act - Student	4,372,800
Total Revenue Increase	\$ 14,383,999
 Expenditures	
Salaries	\$ 7,843,669
Benefits	2,082,002
Operating	85,528
Scholarships	4,372,800
Total Expenditures Increase	\$ 14,383,999

E. Restricted Revenue Budget Increase

- The Restricted Fund revenue budget will be increased by \$14,383,999, from \$81,031,544 to \$95,415,543. The revenue budget will be adjusted as follows:
 - The HEERF Cares Act – Institutional fund revenue budget will be added to the Restricted Fund in the amount of \$10,011,199. The revenue addition is necessary since the College received institutional funds as part of the US Department of Education, Higher Education Emergency Relief Fund (HEERF) under the CARES Act. The funds will be used to cover costs incurred by the College during FY 2019 - 2020 associated with significant changes to the delivery of instruction due to the coronavirus.
 - The HEERF Cares Act – Student fund revenue budget will be added to the Restricted Fund in the amount of \$4,372,800. The revenue addition is necessary since the College received funds for emergency financial aid to students as part of the US Department of Education, Higher Education Emergency Relief Fund (HEERF) under the CARES Act. The funds will be used to provide emergency financial aid grants to students for expenses related to the disruption of campus operations due to

coronavirus. The College was allocated a total of \$10,011,199 and has awarded \$4,372,800 to students for the Spring 2020 term. The remaining allocation of \$5,638,999 will be awarded to students in FY 2020 – 2021 and will be included in the FY 2020 – 2021 restricted budget.

F. Salary Expense Budget Increase

- The salary expense budget will be increased by \$7,843,669, from \$2,370,421 to \$10,214,090. The salary expense budget increase is based on the institutional salary costs for faculty that transitioned to online instruction during the Spring 2020 semester due to coronavirus and specific staff departments that could not perform their duties remotely during the College closure associated with coronavirus. The salary expense budget increase is funded by the HEERF Cares Act – Institutional fund allocation.

**Fiscal Year 2019 – 2020
 Restricted Fund Salary Expenditures**

Salary Expenditures	FY 2020 Original Budget	FY 2020 Proposed Amended Budget	Increase/ (Decrease)
Total Salaries	\$2,370,421	\$10,214,090	\$7,843,669

G. Benefits Budget Increase

- The benefits expense budget will be increased by \$2,082,002, from \$800,052 to \$2,882,054. The benefits expense budget increase is based on the institutional benefit costs for faculty that transitioned to online instruction during the Spring 2020 semester due to coronavirus and specific staff departments that could not perform their duties remotely during the College closure associated with coronavirus. The benefits expense budget increase is funded by the HEERF Cares Act – Institutional fund allocation.

**Fiscal Year 2019 – 2020
 Restricted Fund Benefit Expenditures**

Benefit Expenditures	FY 2020 Original Budget	FY 2020 Proposed Amended Budget	Increase/ (Decrease)
Total Benefits	\$800,052	\$2,882,054	\$2,082,002

H. Operating Budget Increase

- The operating expense budget will be increased by \$85,528, from \$2,694,264 to \$2,779,792. The operating expense budget increase is based on the institutional costs for expanding distance learning instruction, laptop equipment, disinfecting machines, and for providing additional tutors to students due to coronavirus. The operating expense budget increase is funded by the HEERF Cares Act – Institutional fund allocation.

**Fiscal Year 2019 – 2020
 Restricted Fund Operating Expenditures**

Operating Expenditures	FY 2020 Original Budget	FY 2020 Proposed Amended Budget	Increase/ (Decrease)
Total Operating	\$2,694,264	\$2,779,792	\$85,528

I. Scholarship Budget Increase

- The scholarship expense budget will be increased by \$4,372,800 from \$74,448,298 to \$78,821,098. The scholarship expense budget increase is based on the emergency financial aid awarded to students for the Spring 2020 term. The scholarship expense budget increase is funded by the HEERF Cares Act – Student fund allocation.

**Fiscal Year 2019 – 2020
 Restricted Fund Scholarship Expenditures**

Scholarship Expenditures	FY 2020 Original Budget	FY 2020 Proposed Amended Budget	Increase/ (Decrease)
Total Scholarship	\$74,448,298	\$78,821,098	\$4,372,800

As a result of the proposed budget amendment, the total budgeted revenues and expenditures for fiscal year 2019 – 2020 will increase as follows:

**Fiscal Year 2019 – 2020
 Budgeted Revenues and Expenditures**

Restricted Fund	FY 2020 Original Budget	FY 2020 Proposed Amended Budget	Increase/ (Decrease)
Revenues	\$81,031,544	\$95,415,543	\$14,383,999
Expenditures	\$81,031,544	\$95,415,543	\$14,383,999

The budget amendment follows in the packet for your information and review.

Mrs. Mary Elizondo, Vice President for Finance and Administrative Services will present the Proposed Budget Amendment for FY 2019 – 2020.

The Finance, Audit, and Human Resources Committee recommended Board approval of the proposed restricted fund budget amendment for FY 2019 – 2020, as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the proposed Restricted Fund budget amendment for FY 2019 - 2020, as presented.

The Following Minute Order is proposed for consideration by the Board of Trustees:
The Board of Trustees approves and authorizes the proposed Restricted Fund budget amendment for FY 2019 - 2020, as presented.

Approval Recommended:

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

South Texas College Restricted Fund

Fiscal Year Ending August 31, 2020
AMENDED

Revenue Summary

Revenue Source	Original Budget	Budget Amendment	Amended Budget
Total Restricted Revenue	\$ 81,031,544	\$ 14,383,999	\$ 95,415,543
Total Revenues	\$ 81,031,544	\$ 14,383,999	\$ 95,415,543

Expenditures Summary

Expenditures	Original Budget	Budget Amendment	Amended Budget
Total Salaries	\$ 2,370,421	\$ 7,843,669	\$ 10,214,090
Total Benefits	800,052	2,082,002	2,882,054
Total Operating	2,694,264	85,528	2,779,792
Total Travel	102,259	-	102,259
Total Capital Outlay	616,250	-	616,250
Total Scholarships	74,448,298	4,372,800	78,821,098
Total Expenditures	\$ 81,031,544	\$ 14,383,999	\$ 95,415,543

South Texas College

Proposed Restricted Fund Budget Amendment for FY 2019 - 2020



Proposed Budget Amendment Restricted Fund

The Proposed Budget Amendment is necessary:

- To increase the Restricted Fund revenue and expenditure budgets due to the receipt of funds provided by the (CARES) Act

**Budget Amendment
CARES Act – Institutional Funds Methodology**

	Unrestricted Fund	Auxiliary Fund	Restricted Fund
Revenues	Amendment Amount	Amendment Amount	Amendment Amount
HEERF Cares Act - Institutional	\$ -	\$ -	\$ 10,011,199
Total Revenues	\$ -	\$ -	\$ 10,011,199
Expenditures and Reserves	Amendment Amount	Amendment Amount	Amendment Amount
Salaries (Faculty and Staff)	\$ (7,820,563)	\$ (23,106)	\$ 7,843,669
Benefits (Faculty and Staff)	(2,072,049)	(9,953)	2,082,002
Operating	(85,528)	-	85,528
Fund Balance Reserve	9,978,140	33,059	-
Total Expenditures and Reserves	\$ -	\$ -	\$ 10,011,199

**Revenue and Expenditure Budget Increases
Restricted Fund**

Revenues	Increase
HEERF Cares Act – Institutional	\$ 10,011,199
HEERF Cares Act – Student	4,372,800
Total Revenue Increase	\$ 14,383,999
Expenditures	Increase
Salaries (CARES Act Institutional Funds – Unrestricted and Auxiliary)	\$ 7,843,669
Benefits (CARES Act Institutional Funds – Unrestricted and Auxiliary)	2,082,002
Operating (CARES Act Institutional Funds – Unrestricted)	85,528
Scholarships (CARES Act Student Funds – Restricted)	4,372,800
Total Expenditures Increase	\$ 14,383,999

**Proposed Budget Amendment Summary
Restricted Fund**

Revenue Summary

Revenue Source	Original Budget	Budget Amendment	Amended Budget
Total Restricted Revenue	\$ 81,031,544	\$ 14,383,999	\$ 95,415,543
Total Revenues	\$ 81,031,544	\$ 14,383,999	\$ 95,415,543

Expenditures Summary

Expenditures	Original Budget	Budget Amendment	Amended Budget
Total Salaries	\$ 2,370,421	\$ 7,843,669	\$ 10,214,090
Total Benefits	800,052	2,082,002	2,882,054
Total Operating	2,694,264	85,528	2,779,792
Total Travel	102,259	-	102,259
Total Capital Outlay	616,250	-	616,250
Total Scholarships	74,448,298	4,372,800	78,821,098
Total Expenditures	\$ 81,031,544	\$ 14,383,999	\$ 95,415,543

Thank You

Questions?



Discussion and Action as Necessary on Proposed Auxiliary Fund Budget Amendment for FY 2019 – 2020

Approval of a proposed Auxiliary Fund budget amendment for FY 2019 – 2020 is requested.

The proposed budget amendment is necessary for the following reasons:

1. To reduce the Auxiliary Fund revenue and expenditure budgets due to the reduction and suspension of services. The Auxiliary Fund needs to be reduced to reflect the decrease in commission revenues, ceased operations related to the COVID-19 pandemic, and the waiver of the Student Activity Fee for the Summer 2020 term.
2. To allocate \$100,000 from the Auxiliary Fund Balance to establish a Micro Grant Scholarship Fund to support student enrollment in the Fall 2020 semester as approved by the Board on May 26, 2020.
3. To adjust the Auxiliary Fund expenditure budgets due to the reclassification of expenses funded by the Coronavirus Aid, Relief, and Economic Security (CARES) Act legislation. The College received an allocation of \$10,011,199 in institutional funds as part of the US Department of Education, Higher Education Emergency Relief Fund (HEERF) under the CARES Act to cover any costs incurred by the College associated with significant changes to the delivery of instruction due to coronavirus. The institutional funds received by the College will fund expenses in the Unrestricted Fund and the Auxiliary Fund based on costs that have been identified to have a clear nexus to significant changes to the delivery of instruction due to the coronavirus. The expenses funded by the CARES Act institutional funds will be reclassified from the Auxiliary Fund and into the Restricted Fund. The College has identified costs totaling \$33,059 in the Auxiliary Fund that will be funded by the CARES Act institutional funds allocation.

The budget amendment is proposed as follows:

4. Budget Amendment – Reduce the Auxiliary Fund Revenues and Expenditures Budgets Due to the Reduction and Suspension of Services

Fiscal Year 2019 – 2020	
Summary of Auxiliary Fund Increase/(Decrease) by Classification	
Classification	Increase/(Decrease)
Revenues	
Bookstore	\$(176,827)
Food Services	(449,131)
Mid-Valley Child Care & Development Center	(126,333)
Vending Machines	(35,989)
Student Activity Fee	(198,570)
Total Revenue Reduction	\$(986,850)
Expenditures	
Salaries	\$(311,747)
Benefits	(49,073)

Fiscal Year 2019 – 2020
Summary of Auxiliary Fund Increase/(Decrease) by Classification

Classification	Increase/(Decrease)
Operating	(583,253)
Travel	(42,777)
Total Expenditures Reduction	\$(986,850)

J. Auxiliary Revenue Budget Reduction

- The Auxiliary Fund revenue budget will be reduced by \$986,850 due to the decrease in commission revenues, ceased operations related to the COVID-19 pandemic, and the waiver of the Student Activity Fee for the Summer 2020 term. The revenue budget will be adjusted as follows:
 - The Bookstore revenue budget will be reduced by \$176,827. The revenue reduction is necessary because of the negative impact the COVID-19 pandemic is having on the sales volume of Barnes & Noble, the College’s contracted bookstore.
 - The Food Services revenue budget will be reduced by \$449,131. The revenue reduction is necessary because all food service operations have ceased since March 23, 2020 in response to the COVID-19 pandemic.
 - The Mid-Valley Child Care & Development Center revenue budget will be reduced by \$126,333. The revenue reduction is necessary because the Childcare Center operations have ceased since March 23, 2020 in response to the COVID-19 pandemic.
 - The Vending Machines revenue budget will be reduced by \$35,989. The revenue reduction is necessary because vending machine operations are expected to decrease in light of the COVID-19 pandemic.
 - The Student Activity Fee revenue budget will be reduced by \$198,570. The revenue reduction is necessary since the College is waiving the Student Activity Fee for the Summer 2020 term due to the COVID-19 pandemic resulting in employees working from home and students not being on campus.

K. Salary Expense Budget Reduction

- The salary expense budget will be decreased by \$311,747.

Fiscal Year 2019 – 2020
Auxiliary Fund Salary Expenditures

Salary Expenditures	Increase/ (Decrease)
Food Services	\$(231,624)
Mid-Valley Child Care & Development Center	(80,123)
Total Salary Reduction	\$(311,747)

L. Benefits Budget Reduction

- The benefits expense budget will be decreased by \$49,073.

**Fiscal Year 2019 – 2020
 Auxiliary Fund Benefit Expenditures**

Benefit Expenditures	Increase/ (Decrease)
Food Services	\$(24,019)
Mid-Valley Child Care & Development Center	(25,054)
Total Benefits Reduction	\$(49,073)

M. Operating Budget Reduction

- The operating expense budget will be decreased by \$583,253.

**Fiscal Year 2019 – 2020
 Auxiliary Fund Operating Expenditures**

Operating Expenditures	Increase/ (Decrease)
Food Services	\$(189,230)
Mid-Valley Child Care & Development Center	(19,537)
Student Activities & Wellness	(161,670)
Non Self-Sustaining Organizations	(212,816)
Total Operating Reduction	\$(583,253)

N. Travel Budget Reduction

- The travel expense budget will be decreased by \$42,777.

**Fiscal Year 2019 – 2020
 Auxiliary Fund Travel Expenditures**

Travel Expenditures	Increase/ (Decrease)
Food Services	\$ (4,258)
Mid-Valley Child Care & Development Center	(1,619)
Student Activities & Wellness	(36,900)
Total Travel Reduction	\$(42,777)

5. Budget Amendment – Allocate \$100,000 from the Auxiliary Fund Balance to Establish a Micro Grant Scholarship Fund

Fiscal Year 2019 – 2020	
Summary of Auxiliary Fund Increase/(Decrease) – Micro Grant Scholarship	
Classification	Increase/(Decrease)
Revenues	
Fund Balance Allocation – Micro Grant Scholarships	\$100,000
Total Revenue Increase	\$100,000
Expenditures	
Institutional Scholarships	\$100,000
Total Expenditures Increase	\$100,000

A. Auxiliary Revenue Budget Increase

- The Auxiliary Fund revenue budget will be increased by \$100,000 to establish a Micro Grant Scholarship Fund funded from the Auxiliary Fund Balance.
 - The Fund Balance – Micro Grant Scholarship revenue budget will be added to the Auxiliary Fund revenue budget in the amount of \$100,000. The addition of the revenue is needed to fund the Micro Grant Scholarships that will be awarded by the College for the Fall 2020 semester and approved by the Board on May 26, 2020.

B. Institutional Scholarship Budget Increase

- The scholarship expense budget will be increased by \$100,000 from \$8,500 to \$108,500.

**Fiscal Year 2019 – 2020
 Auxiliary Fund Scholarship Expenditures**

Institutional Expenditures	Scholarship	Increase/ (Decrease)
Micro Grant Institutional Scholarship		\$100,000

6. Budget Amendment – Adjust the Auxiliary Fund Expenditure Budgets due to the Reclassification of Expenses Funded by the CARES Act Legislation

**Fiscal Year 2019 – 2020
 Summary of Auxiliary Fund Increase/(Decrease) – CARES Act**

Classification	Increase/(Decrease)
Expenditures & Reserves	
Salaries	\$(23,106)
Benefits	(9,953)
Fund Balance Reserve	33,059
Total Expenditures & Reserves Increase/(Decrease)	\$ -

A. Salary Expense Budget Decrease

- The salary expense budget will be decreased by \$23,106. The salary expense budget decrease is based on the institutional salary costs for staff departments that could not perform their duties remotely during the College closure associated with coronavirus. The amount reduced from the salary expense budget will be transferred to the Fund Balance Reserve.

B. Benefits Budget Decrease

- The benefits expense budget will be decreased by \$9,953. The benefits expense budget decrease is based on the institutional benefit costs for specific staff departments that could not perform their duties remotely during the College closure associated with coronavirus. The amount reduced from the benefits expense budget will be transferred to the Fund Balance Reserve.

C. Fund Balance Reserves Budget Increase

- The Fund Balance reserve expense budget will increase in total by \$33,059. The Fund Balance Reserve budget increase is due to the reclassification of expenses in the salary and benefits accounts from the Auxiliary Fund to the Restricted Fund resulting in an increase in the Fund Balance Reserve in the

Auxiliary Fund. The funds in the Fund Balance Reserve reflect the institutional expenses funded by the US Department of Education, Higher Education Emergency Relief Fund (HEERF) under the CARES Act reclassified from the Auxiliary Fund into the Restricted Fund and will increase the auxiliary fund balance by \$33,059.

7. Summary of Proposed Budget Amendment – Revenues and Expenditures and Reserves

As a result of the proposed budget amendment, the total budgeted revenues and expenditures and reserves for fiscal year 2019 – 2020 will decrease as follows:

Fiscal Year 2019 – 2020

Summary of Proposed Amendment – Revenues and Expenditures & Reserves

Classification	Increase/(Decrease)
Revenues and Fund Balance Allocations	
Bookstore	\$(176,827)
Food Services	(449,131)
Mid-Valley Child Care & Development Center	(126,333)
Vending Machines	(35,989)
Student Activity Fee	(198,570)
Fund Balance-Micro Scholarships	100,000
Total Revenue Reduction	\$(886,850)
Expenditures & Reserves	
Salaries	\$(334,853)
Benefits	(59,026)
Operating	(583,253)
Travel	(42,777)
Institutional Scholarships	100,000
Fund Balance Reserve	33,059
Total Expenditures & Reserves Reduction	\$(886,850)

The fund balance for the Auxiliary Fund will increase by \$33,059 due to the institutional funds the College received as part of the allocation from the US Department of Education, Higher Education Emergency Relief Fund (HEERF) under the CARES Act.

As a result of the proposed budget amendment, the total budgeted revenues and expenditures for fiscal year 2019 – 2020 will decrease as follows:

Fiscal Year 2019 – 2020

Budgeted Revenues and Expenditures & Reserves

Auxiliary Fund	FY 2020 Original Budget	FY 2020 Proposed Amended Budget	Increase/ (Decrease)
Revenues and Fund Balance Allocations	\$4,891,952	\$4,005,102	\$(886,850)
Expenditures & Reserves	\$4,891,952	\$4,005,102	\$(886,850)

The budget amendment follows in the packet for your information and review.

Mrs. Mary Elizondo, Vice President for Finance and Administrative Services will present the Proposed Budget Amendment for FY 2019 – 2020.

The Finance, Audit, and Human Resources Committee recommended Board approval of the proposed auxiliary fund budget amendment for FY 2019 – 2020, as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the proposed Auxiliary Fund budget amendment for FY 2019 - 2020, as presented.

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

The Board of Trustees approves and authorizes the proposed Auxiliary Fund budget amendment for FY 2019 - 2020, as presented.

Approval Recommended:

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

**South Texas College
Auxiliary Fund**

Fiscal Year Ending August 31, 2020
AMENDED

Revenues and Fund Balance Allocations

Revenues and Fund Balance Allocations	Original Budget	Budget Amendment Reduction/Suspension of Services	Budget Amendment Micro Grant Scholarships	Budget Amendment CARES Act	Amended Budget
Bookstore	\$ 490,000	\$ (176,827)	\$ -	\$ -	\$ 313,173
Interest Income	24,000	-	-	-	24,000
Food Services	1,160,838	(449,131)	-	-	711,707
General Conferences	135,000	-	-	-	135,000
Mid-Valley Child Care & Development Center	364,475	(126,333)	-	-	238,142
Non Public Fund	744,149	-	-	-	744,149
Professional Development Conferences	80,000	-	-	-	80,000
Self-Sustaining Conferences	85,455	-	-	-	85,455
Student Activity Fee	1,651,835	(198,570)	-	-	1,453,265
Student Copier	1,200	-	-	-	1,200
Vending Machines	155,000	(35,989)	-	-	119,011
Fund Balance - Micro Grant Scholarships	-	-	100,000	-	100,000
Total Revenues and Fund Balance Allocations	\$ 4,891,952	\$ (986,850)	\$ 100,000	\$ -	\$ 4,005,102

Expenditures and Transfers & Reserves Summary

Expenditures/Reserves	Original Budget	Budget Amendment Reduction/Suspension of Services	Budget Amendment Micro Grant Scholarships	Budget Amendment CARES Act	Amended Budget
Total Salaries	\$ 1,580,163	\$ (311,747)	\$ -	\$ (23,106)	\$ 1,245,310
Total Benefits	482,723	(49,073)	-	(9,953)	423,697
Total Operating	2,732,966	(583,253)	-	-	2,149,713
Total Travel	87,600	(42,777)	-	-	44,823
Total Institutional Scholarships	8,500	-	100,000	-	108,500
Total Fund Balance Reserve	-	-	-	33,059	33,059
Total Expenditures & Reserves	\$ 4,891,952	\$ (986,850)	\$ 100,000	\$ -	\$ 4,005,102

South Texas College

Proposed Auxiliary Fund Budget Amendment for FY 2019 - 2020



Proposed Budget Amendment Auxiliary Fund

The Proposed Budget Amendment is necessary for the following reasons:

1. To reduce the Auxiliary Fund revenue and expenditure budgets due to the reduction and suspension of services
2. To allocate \$100,000 from the Auxiliary Fund Balance to establish a Micro Grant Scholarship Fund to support student enrollment in the Fall 2020 semester as approved by the Board on May 26, 2020
3. To adjust the Auxiliary Fund expenditure budgets due to the reclassification of expenses funded by the (CARES) Act

Proposed Budget Amendment Summary Auxiliary Fund

Revenues and Fund Balance Allocations

Revenues and Fund Balance Allocations	Original Budget	Budget Amendment Reduction/Suspension of Services	Budget Amendment Micro Grant Scholarships	Budget Amendment CARES Act	Amended Budget
Bookstore	\$ 490,000	\$ (176,827)	\$ -	\$ -	\$ 313,173
Interest Income	24,000	-	-	-	24,000
Food Services	1,160,838	(449,131)	-	-	711,707
General Conferences	135,000	-	-	-	135,000
Mid-Valley Child Care & Development Center	364,475	(126,333)	-	-	238,142
Non Public Fund	744,149	-	-	-	744,149
Professional Development Conferences	80,000	-	-	-	80,000
Self-Sustaining Conferences	85,455	-	-	-	85,455
Student Activity Fee	1,651,835	(198,570)	-	-	1,453,265
Student Copier	1,200	-	-	-	1,200
Vending Machines	155,000	(35,989)	-	-	119,011
Fund Balance - Micro Grant Scholarships	-	-	100,000	-	100,000
Total Revenues and Fund Balance Allocations	\$ 4,891,952	\$ (986,850)	\$ 100,000	\$ -	\$ 4,005,102

South Texas College

Proposed Budget Amendment Summary Auxiliary Fund

Expenditures and Transfers & Reserves Summary

Expenditures/Reserves	Original Budget	Budget Amendment Reduction/Suspension of Services	Budget Amendment Micro Grant Scholarships	Budget Amendment CARES Act	Amended Budget
Total Salaries	\$ 1,580,163	\$ (311,747)	\$ -	\$ (23,106)	\$ 1,245,310
Total Benefits	482,723	(49,073)	-	(9,953)	423,697
Total Operating	2,732,966	(583,253)	-	-	2,149,713
Total Travel	87,600	(42,777)	-	-	44,823
Total Institutional Scholarships	8,500	-	100,000	-	108,500
Total Fund Balance Reserve	-	-	-	33,059	33,059
Total Expenditures & Reserves	\$ 4,891,952	\$ (986,850)	\$ 100,000	\$ -	\$ 4,005,102

South Texas College

1. Proposed Auxiliary Expenditure Reductions Due To Reduction/Suspension of Services



Salary and Benefits Expenditure Budget Reductions Auxiliary Fund-Reduction/Suspension of Services

Department	Salary Budget Expenditure Reductions	Benefits Budget Expenditure Reductions
Food Services	\$ (231,624)	\$ (24,019)
Mid-Valley Child Care & Development Center	(80,123)	(25,054)
Total Expenditure Reduction	\$ (311,747)	\$ (49,073)

**Operating and Travel Expenditure Budget Reductions
Auxiliary Fund-Reduction/Suspension of Services**

Department	Operating Budget Expenditure Reductions	Travel Budget Expenditure Reductions
Food Services	\$ (189,230)	\$ (4,258)
Mid-Valley Child Care & Development Center	(19,537)	(1,619)
Non-Self Sustaining Organizations	(212,816)	-
Student Activities & Wellness	(161,670)	(36,900)
Total Expenditure Reduction	\$ (583,253)	\$ (42,777)

South Texas College

2. Proposed Auxiliary
Budget Amendment
Micro Grant Scholarship



**Proposed Budget Amendment Summary
Auxiliary Fund-Micro Grant Scholarship**

Revenues and Fund Balance Allocations	Institutional Scholarship Budget Revenue Increase
Fund Balance Allocation – Micro Grant Scholarships	\$ 100,000
Total Revenue Increase	\$ 100,000

Expenditures	Institutional Scholarship Budget Expenditure Increase
Micro Grant Scholarship Fund	\$ 100,000
Total Expenditure Increase	\$ 100,000

South Texas College

3. Proposed Auxiliary
Budget Amendment
CARES Act



**Budget Amendment
CARES Act – Institutional Funds Methodology**

Auxiliary Fund		Restricted Fund	
Revenues	Amendment Amount	Revenues	Amendment Amount
		HEERF Cares Act - Institutional	\$ 33,059
Net Revenues Increase	\$ -	Net Revenues Increase	\$ 33,059
Expenditures & Reserves		Expenditures & Reserves	
Amendment Amount	Amendment Amount	Amendment Amount	Amendment Amount
Salaries (Staff)	\$ (23,106)	Salaries (Staff)	\$ 23,106
Benefits (Staff)	(9,953)	Benefits (Staff)	9,953
Fund Balance Reserve	33,059		
Net Expenditures & Reserves Reduction	\$ -	Net Expenditures & Reserves Increase	\$ 33,059

South Texas College

**Expenditure Budget Increases/(Decreases)
CARES Act**

Expenditures and Fund Balance Reserves	Expenditure Increase/(Decrease)
Salaries	\$ (23,106)
<i>Food Services</i>	<i>(11,448)</i>
<i>Childcare Center</i>	<i>(11,658)</i>
Benefits	(9,953)
<i>Food Services</i>	<i>(4,848)</i>
<i>Childcare Center</i>	<i>(5,105)</i>
Fund Balance Reserve	33,059
Total Expenditure & Reserves Increase/(Decrease)	\$ -

South Texas College

4. Summary of Proposed Auxiliary Budget Amendment



Summary of Proposed Budget Amendment Auxiliary Fund

Revenues and Fund Balance Allocations	Increase/(Decrease)
Bookstore	\$ (176,827)
Food Services	(449,131)
Mid-Valley Child Care & Development Center	(126,333)
Vending Machines	(35,989)
Student Activity Fee	(198,570)
Fund Balance – Micro Grant Scholarship	100,000
Total Revenue Increase/(Decrease)	\$ (886,850)

**Summary of Proposed Budget Amendment
Auxiliary Fund**

Expenditures & Reserves	Increase/(Decrease)
Salaries	\$ (334,853)
Benefits	(59,026)
Operating	(583,253)
Travel	(42,777)
Institutional Scholarships	100,000
Fund Balance Reserve	33,059
Total Expenditures & Reserves Increase/(Decrease)	\$ (886,850)

South Texas College

Thank You

Questions?



Review and Discussion of South Texas College Proposed 2020 Tax Rate

Chapter 26 of the Property Tax code requires taxing units to comply with truth-in-taxation laws in adopting the tax rate. The laws have two purposes: to make taxpayers aware of tax rate proposals and to allow taxpayers, in certain cases, to roll back or limit a tax increase. The truth-in-taxation requires a taxing unit to calculate two (2) tax rates, no-new-revenue tax rate and the voter-approval tax rate, after receiving its certified appraisal roll from the chief appraiser.

Comparing a proposed tax rate to these two (2) rates determines which truth-in-taxation steps apply. A taxing unit must publish special notices and hold a public hearing before adopting a tax rate that exceeds the lower of the no-new-revenue rate or the voter-approval rate. The College is proposing to adopt a tax rate that does exceed the lower of the no-new-revenue tax rate or the voter-approval tax rate and therefore, is required to hold one public hearing.

The Texas Tax Code 26.04(e) requires the taxing units to publish a Notice of No-New-Revenue-Tax Rate and sets out the requirement for the format and content of the notice. The notice shall be posted prominently on the home page of the taxing unit's website in the form prescribed by the Comptroller's office that include the statutory requirements.

The compiled data for both counties and the Truth-in-Taxation calculation used to determine the tax rates is reflected below:

	M&O RATE	DEBT RATE	RATE	REVENUE
No-New-Revenue Tax Rate (Formerly Effective Tax Rate)			\$0.1683	\$70,629,810
Voter-Approval Tax Rate (Formerly Rollback Tax Rate)	\$0.1475	\$0.0318	\$0.1793	\$74,851,946
<i>Proposed Tax Rate</i>	<i>\$0.1400</i>	<i>\$0.0318</i>	<i>\$0.1718</i>	<i>\$71,973,217</i>

The proposed maintenance and operations (M&O) tax rate of \$0.1400 is the maximum rate that the College can adopt as approved by the voters on November 5, 2013 and is the rate levied since Levy 2014.

The proposed debt rate of \$0.0318 is the amount necessary to fully fund all the debt service payments that consist of the 2013 Tax Bond Program including Bonds Series 2014, Bond Series 2015, and Refunding Bonds Taxable Series 2020.

South Texas College is required to hold one public hearing and publish special notices before adopting the proposed tax rate of \$0.1718 since this rate does exceed the lower of the no-new-revenue tax rate or the voter-approval tax rate.

The Notice of No-New-Revenue Rate for 2020 and a Presentation follow in the packet for your information and review.

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

NOTICE ABOUT 2020 TAX RATES

Property Tax Rates in South Texas College

This notice concerns the 2020 property tax rates for South Texas College. This notice provides information about two tax rates. The no-new-revenue tax rate would impose the same amount of taxes as last year if you compare properties taxed in both years. The voter-approval tax rate is the highest tax rate a taxing unit can adopt without holding an election. In each case, these rates are calculated by dividing the total amount of taxes by the current taxable value with adjustments as required by state law. The rates are given per \$100 of property value.

This year's no-new-revenue tax rate: \$0.1683

This year's voter-approval tax rate: \$0.1793

To see the full calculations, please visit www.southtexascollege.edu for a copy of the Tax Rate Calculation Worksheets.

Unencumbered Fund Balances

The following estimated balances will be left in the taxing unit's accounts at the end of the fiscal year. These balances are not encumbered by corresponding debt obligation.

Type of Fund	Balance
Interest and Sinking Money Market Account	14,833,325

Current Year Debt Service

The unit plans to pay the following amounts for long-term debts that are secured by property taxes. These amounts will be paid from upcoming property tax revenues (or additional sales tax revenues, if applicable).

Description of Debt	Principal or Contract Payment to be Paid from Property Taxes	Interest to be Paid from Property Taxes	Other Amounts to be Paid	Total Payment
Limited Tax Bonds Series 2014	2,505,000	394,750	0	2,899,750
Limited Tax Bonds Series 2015	5,155,000	3,614,106	0	8,769,106
Limited Tax Refunding Bonds Taxable Series 2020	240,000	1,815,401	0	2,055,401
<hr/>				
Total required for 2020 debt service				13,724,258
- Amount (if any) paid from funds listed in unencumbered funds				1,500,000
- Amount (if any) paid from other resources				0
- Excess collections last year				0
= Total to be paid from taxes in 2020				12,224,258
collect only 100.00% of its taxes in 2020				0
=Total debt levy				12,224,258

This notice contains a summary of the no-new-revenue and voter-approval calculations as certified by Mary G. Elizondo, Vice President for Finance and Administrative Services on August 12, 2020.

Proposed 2020 Property Tax Rates

Board of Trustees Meeting
August 25, 2020



1

Revisions to Truth-in-taxation Provisions

Senate Bill 2, 86th Legislative Session made revisions to the truth-in-taxation process.

- Revisions to the terminology.
- Revisions to the public hearing requirement from two to one public hearing.
- Tax Assessors shall include in their webpage the College's designated officer contact information.
- Conditions when adopted tax rate will trigger an election or petition.

2

Revisions to Terminology

Effective Tax Rate	→	No-New-Revenue Tax Rate
Rollback Tax Rate	→	Voter-Approval Tax Rate
Maintenance & Operations Tax Rate	→	No-New Revenue Maintenance & Operations (M&O) Rate

3

New Terminology

No-New-Revenue Tax Rate
The rate that will generate the same amount of tax revenue if applied to the same properties taxed in both years.

Voter-approval Tax Rate
The rate is the maximum rate allowed by law without requiring a petition or voter approval election.

No-New Revenue Maintenance & Operations (M&O) Rate
The rate that will generate the same amount of Maintenance & Operations tax revenue if applied to the same properties taxed in both years.

4

Proposed Tax Rates



Chapter 26 of the Property Tax Code requires taxing units to comply with truth-in-taxation laws in adopting the tax rate.

Truth in taxation is designed to inform the public of increases in total tax revenues assessed by taxing units.

5

Proposed Tax Rates

Truth-In-Taxation requires a taxing unit to calculate two (2) tax rates after receiving its certified appraisal roll from the Chief Appraiser.

No-New-Revenue Rate (NNRR)
(Effective Tax Rate)

Voter-Approval Rate (VAR)
(Rollback Tax Rate)

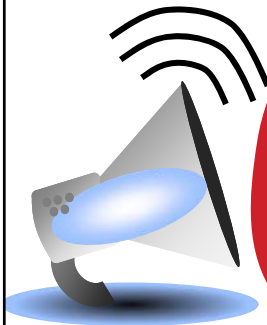
6

Special Notices & Public Hearing Requirement

A taxing unit must publish special notices and hold one public hearing before adopting a tax rate that exceeds the lower of the no-new-revenue tax rate or the voter-approval tax rate.

7

Proposed Total Tax Rate: \$0.1718



The College is required to hold one public hearing and publish special notices before adopting the proposed tax rate since the proposed rate (\$0.1718) does exceed the lower of:

- the no-new-revenue rate of (\$0.1683) or;
- the voter-approval rate of (\$0.1793)

8

Tax Rates Calculations

	M&O Rate	Debt Rate	Rate	Revenue
No-New-Revenue Rate (Formerly Effective Tax Rate)			\$0.1683	\$70,629,810
Voter-Approval Rate (Formerly Rollback Tax Rate)	\$0.1475	\$0.0318	\$0.1793	\$74,851,946
Proposed Tax Rate	\$0.1400	\$0.0318	\$0.1718	\$71,973,217

9

Required Steps

- July 25, 2020 – Deadline for chief appraiser to certify rolls to taxing units
- Certification of anticipated collection rate by collector
- Calculation of no-new-revenue and voter-approval tax rates
- August 24, 2020 – Notice About 2020 Tax Rates published on South Texas College website
- August 25, 2020 – Meeting of governing body to discuss tax rate
- August 25, 2020 – If proposed tax rate will exceed the lower of the no-new-revenue or voter-approval tax rate, take record vote and schedule one public hearing

10

Required Steps

- September 16, 2020 – Publish Notice of Public Hearing on Tax Increase
- September 18, 2020 – Schedule and announced meeting to adopt tax rate
- September 22, 2020 – Public Hearing
- September 22, 2020 – Meeting to adopt tax rate

11

Thank You Questions?



12

Review and Action as Necessary to Designate an Officer or Employee to Calculate the No-New-Revenue Tax Rate and the Voter-Approval Tax Rate

Approval to designate the Vice-President for Finance and Administrative Services as officer to calculate the no-new-revenue tax rate and the voter-approval tax rate for the College will be requested at the August 25, 2020 Board meeting.

Purpose – The College, as a tax unit, is required to comply with the Truth-in-Taxation provision of the Texas Property Tax Code by nominating an officer or employee as the designated person to calculate the no-new-revenue tax rate and the voter-approval tax rate, as stipulated in Section 26.04(c). In addition, effective January 1, 2021, the officer or employee designated shall certify the accuracy of the tax rate calculation forms required by the truth-in-taxation provisions and that the appropriate certified appraisal roll values were used in the calculation of the no-new-revenue rate and the voter-approval tax rate.

Justification – Per Texas Property Tax Code, Section 26.04 (c), “after the assessor for the taxing unit submits the appraisal roll for the taxing unit to the governing body of the taxing unit as required by Section (b), an officer or employee designated by the governing body shall calculate the no-new-revenue tax rate and the voter-approval tax rate for the taxing unit.”

Background – The Vice-President for Finance and Administrative Services in conjunction with the Comptroller perform the calculation of the required Truth-in-Taxation forms and notices essential in the adopting of the tax rates based on information provided by the Hidalgo County Tax Assessor-Collector and the Starr County Tax Assessor-Collector, as described on the Texas Property Tax Code Chapter 26.

Enclosed Documents – Texas Property Tax Code, Chapter 26 Assessment, Section 26.04 (a to c) Submission of Roll to Governing Body follows in the packet for the Board’s review and information.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize designation of the Vice-President for Finance and Administrative Services to calculate the no-new-revenue tax rate and the voter-approval tax rate for the College, as presented.

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

The Board of Trustees approves and authorizes designation of the Vice-President for Finance and Administrative Services to calculate the no-new-revenue tax rate and the voter-approval tax rate for the College, as presented.

Approval Recommended:

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

TAX CODE

TITLE 1. PROPERTY TAX CODE

SUBTITLE D. APPRAISAL AND ASSESSMENT

CHAPTER 26. ASSESSMENT

Sec. 26.04. SUBMISSION OF ROLL TO GOVERNING BODY; NO-NEW-REVENUE AND VOTER-APPROVAL TAX RATES. (a) On receipt of the appraisal roll, the assessor for a taxing unit shall determine the total appraised value, the total assessed value, and the total taxable value of property taxable by the unit. He shall also determine, using information provided by the appraisal office, the appraised, assessed, and taxable value of new property.

(b) The assessor shall submit the appraisal roll for the taxing unit showing the total appraised, assessed, and taxable values of all property and the total taxable value of new property to the governing body of the taxing unit by August 1 or as soon thereafter as practicable. By August 1 or as soon thereafter as practicable, the taxing unit's collector shall certify the anticipated collection rate as calculated under Subsections (h), (h-1), and (h-2) for the current year to the governing body. If the collector certified an anticipated collection rate in the preceding year and the actual collection rate in that year exceeded the anticipated rate, the collector shall also certify the amount of debt taxes collected in excess of the anticipated amount in the preceding year.

(c) After the assessor for the taxing unit submits the appraisal roll for the taxing unit to the governing body of the taxing unit as required by Subsection (b), an officer or employee designated by the governing body shall calculate the no-new-revenue tax rate and the voter-approval tax rate for the taxing unit, where:

(1) "No-new-revenue tax rate" means a rate expressed in dollars per \$100 of taxable value calculated according to the following formula:

NO-NEW-REVENUE TAX RATE = (LAST YEAR'S LEVY - LOST PROPERTY LEVY) / (CURRENT TOTAL VALUE - NEW PROPERTY VALUE)

; and

(2) "Voter-approval tax rate" means a rate expressed in dollars per \$100 of taxable value calculated according to the following applicable formula:

(A) for a special taxing unit:

VOTER-APPROVAL TAX RATE = (NO-NEW-REVENUE MAINTENANCE AND OPERATIONS RATE x 1.08) + CURRENT DEBT RATE

; or

(B) for a taxing unit other than a special taxing unit:

VOTER-APPROVAL TAX RATE = (NO-NEW-REVENUE MAINTENANCE AND OPERATIONS RATE x 1.035) + (CURRENT DEBT RATE + UNUSED INCREMENT RATE)

(c-1) Notwithstanding any other provision of this section, the governing body of a taxing unit other than a special taxing unit may direct the designated officer or employee to calculate the voter-approval tax rate of the taxing unit in the manner provided for a special taxing unit if any part of the taxing unit is located in an area declared a disaster area during the current tax year by the governor or by the president of the United States. The designated officer or employee shall continue calculating the voter-approval tax rate in the manner provided by this subsection until the earlier of:

(1) the second tax year in which the total taxable value of property taxable by the taxing unit as shown on the appraisal roll for the taxing unit submitted by the assessor for the taxing unit to the governing body exceeds the total taxable value of property taxable by the taxing unit on January 1 of the tax year in which the disaster occurred; or

(2) the third tax year after the tax year in which the disaster occurred.

(c-2) Notwithstanding any other provision of this section, if the assessor for a taxing unit receives a certified estimate of the taxable value of property in the taxing unit under Section [26.01\(a-1\)](#), the officer or employee designated by the governing body of the taxing unit shall calculate the no-new-revenue tax rate and voter-approval tax rate using the certified estimate of taxable value.

(d) The no-new-revenue tax rate for a county is the sum of the no-new-revenue tax rates calculated for each type of tax the county levies and the voter-approval tax rate for a county is the sum of the voter-approval tax rates calculated for each type of tax the county levies.

Review and Action As Necessary To Take Record Vote and Schedule One Public Hearing Regarding Adoption of the Proposed Tax Rate that Exceeds the Lower of the No-New-Revenue Tax Rate or the Voter-Approval Tax Rate

A record vote is required to schedule one public hearings regarding adoption of the proposed tax rate that exceeds the lower of the no-new-revenue tax rate or the voter-approval tax rate.

A taxing unit is required to hold one public hearing and publish newspaper ads before adopting a tax rate if that tax rate exceeds the lower of the no-new-revenue tax rate or the voter-approval tax rate. The Tax Assessors for Hidalgo County and Starr County determined South Texas College’s rates to be the following:

	M&O RATE	DEBT RATE	RATE	REVENUE
No-New-Revenue Tax Rate (Formerly Effective Tax Rate)			\$0.1683	\$70,629,810
Voter-Approval Tax Rate (Formerly Rollback Tax Rate)	\$0.1475	\$0.0318	\$0.1793	\$74,851,946
<i>Proposed Tax Rate</i>	<i>\$0.1400</i>	<i>\$0.0318</i>	<i>\$0.1718</i>	<i>\$71,973,217</i>

The proposed tax rate exceeds the lower of the no-new-revenue tax rate or the voter-approval tax rate and, therefore, the Board must take record vote and schedule one public hearing.

The Notice of Public Hearing and the Roll Call Vote of Members of the Board form follow in the packet for the Committee’s information and review.

The tax rate for Levy 2020 were not presented to the Finance, Audit, and Human Resources Committee at the August 11, 2020 Meeting because information necessary to complete the truth-in-taxation worksheets were not available.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize by record vote the scheduling of one public hearing, on September 22, 2020 at 5:15 PM before adopting the proposed tax rate of \$0.1718 which exceeds the lower of the no-new-revenue tax rate or the voter-approval tax rate.

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

The Board of Trustees approves and authorizes by record vote the scheduling of one public hearing, on September 22, 2020 at 5:15 PM before adopting the proposed tax rate of \$0.1718 which exceeds the lower of the no-new-revenue tax rate or the voter-approval tax rate.

Approval Recommended:

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

NOTICE OF PUBLIC HEARING ON TAX INCREASE

A tax rate of 0.1718 per \$100 valuation has been proposed by the governing body of South Texas College.

PROPOSED TAX RATE	\$0.1718 per \$100
NO-NEW REVENUE TAX RATE	\$0.1683 per \$100
VOTER-APPROVAL TAX RATE	\$0.1793 per \$100

The no-new-revenue tax rate is the tax rate for the 2020 tax year that will raise the same amount of property tax revenue for South Texas College from the same properties in both the 2019 tax year and the 2020 tax year.

The voter-approval tax rate is the highest tax rate that South Texas College may adopt without holding an election to seek voter approval of the rate.

The proposed tax rate is greater than the no-new-revenue tax rate. This means that South Texas College is proposing to increase property taxes for the 2020 tax year.

A public hearing on the proposed tax rate will be held on September 22, 2020 at 5:15 PM at South Texas College Board Room Annex Bldg 2nd Floor 3201 W. Pecan McAllen Texas.

The proposed tax rate is also greater than the voter-approval tax rate. If South Texas College adopts the proposed tax rate, South Texas College is required to hold an election so that the voters may accept or reject the proposed tax rate. If a majority of the voters reject the proposed tax rate, the tax rate of the South Texas College will be the voter-approval tax rate. The election will be held on November 24, 2020. You may contact the Vice-President for Finance & Administrative Services for information about voting locations. The hours of voting on election day are 0.

YOUR TAXES OWED UNDER ANY OF THE ABOVE RATES CAN BE CALCULATED AS FOLLOWS:

$$\text{property tax amount} = (\text{tax rate}) \times (\text{taxable value of your property}) / 100$$

The members of the governing body voted on the proposed tax increase as follows:

FOR:

AGAINST:

PRESENT and not voting:

ABSENT:

The 86th Texas Legislature modified the manner in which the voter-approval tax rate is calculated to limit the rate of growth of property taxes in the state.

The following table compares the taxes imposed on the average residence homestead by South Texas College last year to the taxes proposed to be imposed on the average residence homestead by South Texas College this year:

	2019	2020	Change
Total Tax Rate (per \$100 of value)	\$0.1733	\$0.1718	<i>decrease of</i> -\$0.0015 OR -0.87%
Average homestead taxable value	\$78,340	\$85,025	<i>increase of</i> 8.53%
Tax on average homestead	\$136	\$146	<i>increase of</i> \$10 OR 7.59%
Total tax levy on all properties	\$63,405,720	\$65,942,079	<i>increase of</i> \$2,536,359 OR 4.00%

For assistance with tax calculations, please contact the tax assessor for South Texas College at 956-872-3558 or marye@southtexascollege.edu, or visit southtexascollege.edu for more information.

Roll Call Vote of Members of the Board

Take Record Vote to Schedule One Public Hearing for Proposed Tax Rate that Exceeds the Lower of the No-New-Revenue Tax Rate or the Voter-Approval Tax Rate

Public Hearing – September 22, 2020 at 5:15 p.m.

August 25, 2020

Paul R. Rodriguez:	Yea_____	Nay_____	Absent_____
Rose Benavidez:	Yea_____	Nay_____	Absent_____
Roy De León:	Yea_____	Nay_____	Absent_____
Victoria Cantu:	Yea_____	Nay_____	Absent_____
Gary Gurwitz:	Yea_____	Nay_____	Absent_____
Alejo Salinas, Jr.:	Yea_____	Nay_____	Absent_____
Rene Guajardo:	Yea_____	Nay_____	Absent_____

Review and Action as Necessary on Acceptance of Internal Auditor's Annual Statement of Organizational Independence

Mr. Khalil Abdullah, Internal Auditor, confirmed the organizational independence of the internal audit activity to the Finance, Audit, and Human Resources Committee as required by applicable IIA *Standard* 1110 as listed below.

The audit organization and the individual auditor should be free in both fact and appearance from personal, external, and organizational impairments to independence. Internal auditors are independent when they can carry out their work freely and objectively. Independence permits internal auditors to render the impartial and unbiased judgments essential to the proper conduct of audits. It is achieved through organizational structure and objectivity.

South Texas College's Office of Internal Audits expects our auditors to comply with professional standards and internal policies and procedures; maintain independence of mental attitude in the conduct of all assigned work; to be objective, fair, and impartial; and to conduct themselves so that auditees and third parties will see our office in this way. Each staff member must promptly notify the Chief Audit Executive (CAE), in writing, concerning any situation that would impair the staff member's or the office's independence on an audit, or that might lead others to question it. The Chief Audit Executive (CAE) describes the person responsible for effectively managing the internal audit activity. At South Texas College, those responsibilities reside with the Internal Auditor.

IIA Standard 1110 *Organizational Independence* – The CAE must report to a level within the organization that allows the internal audit activity to fulfill its responsibilities. The CAE must confirm to the board, at least annually, the organizational independence of the internal audit activity.

IIA Standard 1100 *Independence and Objectivity* – The internal audit activity must be independent, and internal auditors must be objective in performing their work.

Interpretation of Standard 1100 – “Independence is the freedom from conditions that threaten the ability of the internal audit activity to carry out internal audit responsibilities in an unbiased manner. To achieve the degree of independence necessary to effectively carry out the responsibilities of the internal audit activity, the chief audit executive has direct and unrestricted access to senior management and the board. This can be achieved through a dual-reporting relationship. Threats to independence must be managed at the individual auditor, engagement, functional, and organizational levels. Objectivity is an unbiased mental attitude that allows internal auditors to perform engagements in such a manner that they believe in their work product and that no quality compromises are made. Objectivity requires that internal auditors do not subordinate their judgment on audit matters to others. Threats to objectivity must be managed at the individual auditor, engagement, functional, and organizational levels.”

The Finance, Audit, and Human Resources Committee recommended Board acceptance of the Internal Auditor's Statement of Organizational Independence as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College accept the Internal Auditor's Statement of Organizational Independence as presented.

The Following Minute Order is proposed for consideration by the Board of Trustees:
The Board of Trustees accepts the Internal Auditor's Statement of Organizational Independence as presented.

Approval Recommended:

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



Internal Auditor’s Annual Statement of Organizational Independence

As required by the Institute of Internal Auditor’s (IIA) *International Standards for the Professional Practice of internal Auditing (Standards)*, The chief audit executive (CAE)¹ “must confirm to the board, at least annually, the organizational independence of the internal audit activity” (Attribute Standard 1110); and “must communicate and interact directly with the board” (Attribute Standard 1111); and “should discuss the Mission of Internal Audit and the mandatory elements of the International Professional Practices Framework with senior management and the board” (Attribute Standard 1010);

In conjunction with the Internal Auditor’s responsibilities for coordinating the effective auditing and reporting audit activities to South Texas College’s Finance, Audit, and Human Resources Committee, the Internal Auditor will report annually to the Finance, Audit, and Human Resources Committee on the following statements to fulfill adherence with IIA *Standards*.

Internal Auditor: Khalil M. Abdullah

Institution: South Texas College

I confirm that an annual departmental process is in place to certify that South Texas College’s internal auditors, including myself, will comply with the IIA *Standards* and Code of Ethics, which contains guidance on confidentiality. This process includes a discussion with Finance, Audit, and Human Resources Committee as appropriate.

I confirm the organizational independence of the internal audit activity at the institution. In addition, I confirm that an annual departmental process is in place to certify that South Texas College’s internal auditors, including myself, have reviewed personal situations with respect to the institution and are not aware of any circumstances that might impair our ability to be independent and objective on any audit or that might lead others to question it.

I understand that I am responsible to make timely written notification to the Finance, Audit, and Human Resources Committee in the event any circumstances arises during the course of the year that might impair or appear to impair independence.

I am receiving support for audit activities from the President, Vice Presidents, and other employees of South Texas College to provide the necessary audit services, with the following exception(s):

Signature: Khalil M. Abdullah

Date: 7-15-2020

¹ The Chief Audit Executive (CAE) describes the person responsible for effectively managing the internal audit activity. At South Texas College, those responsibilities reside with the Internal Auditor.

Institute of Internal Auditor's (IIA)

Mission of Internal Audit:

To enhance and protect organizational value by providing risk-based and objective assurance, advice, and insight.

Definition of Internal Auditing:

Internal auditing is an independent, objective assurance and consulting activity designed to add value and improve an organization's operations. It helps an organization accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control, and governance processes.

Code of Ethics:

The purpose of The Institute's Code of Ethics is to promote an ethical culture in the profession of internal auditing.

Principles

Internal auditors are expected to apply and uphold the following principles:

1. Integrity – The integrity of internal auditors establishes trust and thus provides the basis for reliance on their judgment.
2. Objectivity – Internal auditors exhibit the highest level of professional objectivity in gathering, evaluating, and communicating information about the activity or process being examined. Internal auditors make a balanced assessment of all the relevant circumstances and are not unduly influenced by their own interests or by others in forming judgments.
3. Confidentiality – Internal auditors respect the value and ownership of information they receive and do not disclose information without appropriate authority unless there is a legal or professional obligation to do so.
4. Competency – Internal auditors apply the knowledge, skills, and experience needed in the performance of internal audit services.

Rules of Conduct

Integrity:

Internal auditors...

- 1.1 Shall perform their work with honesty, diligence, and responsibility.
- 1.2 Shall observe the law and make disclosures expected by the law and the profession.
- 1.3 Shall not knowingly be a part to any illegal activity or engage in acts that are discreditable to the profession of internal auditing or to the organization.
- 1.4 Shall respect and contribute to the legitimate and ethical objectives of the organization

Objectivity:

Internal auditors...

- 2.1 Shall not participate in any activity or relationship that may impair or be presumed to impair their unbiased assessment. This participation includes those activities or relationships that may be in conflict with the interests of the organization.
- 2.2 Shall not accept anything that may impair or be presumed to impair their professional judgment.
- 2.3 Shall disclose all material facts known to them that, if not disclosed, may distort the reporting of activities under review.

Confidentiality:

Internal auditors...

- 3.1 Shall be prudent in the use and protection of information acquired in the course of their duties.
- 3.2 Shall not use information for any personal gain or in any manner that would be contrary to the law or detrimental to the legitimate and ethical objectives of the organization.

Competency:

Internal auditors...

- 4.1 Shall engage only in those services for which they have the necessary knowledge, skills, and experience.
- 4.2 Shall perform internal audit services in accordance with the *International Standards for the Professional Practice of Internal Auditing*.
- 4.3 Shall continually improve their proficiency and the effectiveness and quality of their services.

Review and Action as Necessary on Internal Audit Charter

Approval of the Internal Audit Charter for the period of September 1, 2020 through August 31, 2021 is requested.

Purpose – An Internal Audit Charter is required by the Institute of Internal Auditors (IIA) *Standards*. Specifically IIA Attribute Standard 1000 states that “The purpose, authority, and responsibility of the internal audit activity must be formally defined in an Internal Audit Charter, consistent with the Definition of Internal Auditing, the Code of Ethics, and the *Standards*. The chief audit executive must periodically review the Internal Audit Charter and present it to senior management and the board for approval.”

Justification – Approval of the Internal Audit Charter aligns South Texas College’s internal audit function with the IIA *Standards* as prescribed in Manual of Policy 5460.

Background – The Internal Audit Charter is a formal document that defines the internal audit activity’s purpose, authority, and responsibility. The charter establishes the internal audit activity’s position within the organization, including the nature of the internal auditor’s functional reporting relationship with the board; authorizes access to records, personnel, and physical properties relevant to the performance of engagements; and defines the scope of internal audit activities. Final approval of the Internal Audit Charter resides with the board.

Enclosed Documents – The Internal Audit Charter follows in the packet for the Board’s review and discussion.

Dr. Shirley A. Reed, President, Mary Elizondo, Vice President for Finance and Administrative Services, and Khalil Abdullah, Internal Auditor, attended the August 11, 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 of the Internal Audit Charter for the period of September 1, 2020 through August 31, 2021 as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the Internal Audit Charter for the period of September 1, 2020 through August 31, 2021 as presented.

The Following Minute Order is proposed for consideration by the Board of Trustees:
The Board of Trustees approves and authorizes the Internal Audit Charter for the period of September 1, 2020 through August 31, 2021 as presented.

Approval Recommended:

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

**SOUTH TEXAS COLLEGE
INTERNAL AUDIT CHARTER
EFFECTIVE AUGUST 25, 2020**

INTRODUCTION

Internal Auditing is an independent and objective assurance and consulting activity that is guided by a philosophy of adding value to improve the operations of the College. It assists the College in accomplishing its objectives by bringing a systematic and disciplined approach to evaluate and improve the effectiveness of the organization's risk management, governance, and internal controls.

ROLE

The internal audit function is established by the College Board of Trustees, Finance, Audit, and Human Resources Committee (hereafter referred to as the Board). The internal audit function's responsibilities are defined by the Board as part of their oversight role.

AUTHORITY

The internal audit function, with strict accountability for confidentiality and safeguarding records and information, is authorized full, free, and unrestricted access to any and all of the College's property, records (manual or electronic), and personnel pertinent to carrying out authorized engagements. All employees are requested to assist the internal audit function in fulfilling its roles and responsibilities. The internal audit function will also have free and unrestricted access to executive management and the Board.

INDEPENDENCE & OBJECTIVITY

The internal audit function will remain free from interference by any element in the organization, including matters of audit selection, scope, procedures, frequency, timing, or report content to permit maintenance of a necessary independent and objective mental attitude. Internal auditors will have no direct operational responsibility or authority over any of the activities audited. Accordingly, they will not implement internal controls, develop procedures, install systems, prepare records, or engage in any other activity that may impair the internal auditor's independence or objectivity. Internal auditors are not authorized to perform any operational duties, initiate or approve accounting transactions external to the internal audit function, or direct the activities of any employee not employed by the internal audit function, except to the extent such employees have been appropriately assigned to auditing teams or otherwise assist the internal audit function. Internal auditors must exhibit the highest level of professional objectivity in gathering, evaluating, and communicating information about the activity or process being examined. Internal auditors must make a balanced assessment of all the relevant circumstances and not be unduly influenced by their own interests or by others in forming judgments.

The Internal Auditor will confirm to the Board, at least annually, the organizational independence of the internal audit activity.

INTERNAL AUDIT PLAN

At least annually, the Internal Auditor will submit to senior management and the Board an internal audit plan for review and approval. The internal audit plan will consist of a work schedule as well as budget and resource requirements for the next fiscal year. The Internal Auditor will communicate the impact of resource limitations and significant interim changes to senior management and the Board. The internal audit plan will be developed based on a prioritization of the audit universe using a risk-based methodology, including input of senior management and the Board. 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.

ORGANIZATION

The Internal Auditor will report functionally to the President and the Board and administratively (i.e. day to day operations) to the Vice President of Finance and Administrative Services.

The Board will

- Approve the internal audit charter;
- Approve the risk-based annual audit plan;
- Complete an annual performance appraisal of the Internal Auditor;
- Approve the internal audit budget and resource plan;
- Receive communications from the Internal Auditor on the internal audit activity's performance relative to its plan and other matters; and
- Make appropriate inquiries of management and the Internal Auditor to determine whether there are inappropriate scope or resource limitations.

The Internal Auditor will communicate and interact directly with the Board, including in executive sessions and between Board meetings as appropriate.

SCOPE OF ACTIVITIES

Assurance Services are objective examinations of evidence for the purpose of providing an independent assessment. The scope of work for assurance services is to determine whether the College's risk management, governance, and control processes as designed and represented by management, is adequate and functioning in a manner to help ensure:

- Risks are appropriately identified and managed;
- Significant financial, managerial, and operating information is accurate, reliable, and timely;
- Employees' actions are in compliance with policies, standard, procedures, and applicable laws and regulations;
- Resources are acquired economically, used efficiently, and adequately protected;

- Established objectives and goals are met and whether operations or activities are being conducted as planned;
- Quality and continuous improvement are fostered in the institution's control process.

Consulting Services are advisory and include other service activities such as counsel, advice, facilitation, training, and participation on standing or temporary management committees or project teams. The objective of consulting services is to add value in the development or modification of organization processes, procedures, and controls to minimize risk and achieve department objectives. Accepted consulting engagements will be included in the audit plan.

STANDARDS OF AUDIT PRACTICE

The internal audit function will govern itself by adherence to The Institute of Internal Auditors' mandatory guidance including the Definition of Internal Auditing, the Code of Ethics, and the International Standards for the Professional Practice of Internal Auditing (Standards). This mandatory guidance constitutes principles of the fundamental requirements for the professional practice of internal auditing and for evaluating the effectiveness of the internal audit activity's performance. The Institute of Internal Auditors' Practice Advisories, Practice Guides, and Position Papers will also be adhered to as applicable to guide operations. In addition, the internal audit activity will adhere to the College's relevant policies and procedures and the internal audit activity's audit manual.

RESPONSIBILITIES

The Internal Auditor has a responsibility to:

- Develop a flexible, annual work plan using an appropriate risk-based methodology, including any risks or control concerns identified by management, and submit that plan to the President, and the Board of Trustees' Finance, Audit, and Human Resources Committee for review and approval as well as periodic updates;
- Implement the annual work plan, as approved by the Finance, Audit, and Human Resources Committee;
- Issue periodic reports to the President and the Finance, Audit, and Human Resources Committee summarizing results of audit activities, annual work plans, sufficiency of office resources, and emerging trends and successful practices in internal auditing;
- Review systems to verify compliance with established policy, procedures, and applicable regulations;
- Review compliance with guidelines for ethical professional conduct.
- Maintain a follow-up process to monitor management actions on reported engagement observations and whether recommendations have been effectively implemented;
- Identify indicators of fraud and facilitate the investigation of suspected fraudulent activities within the organization;
- Act as liaison between the College and external auditors, including the review of their findings and the follow-up on necessary corrective action;

RESPONSIBILITIES (Cont.)

- Identify necessary training to improve the knowledge, skills, and competencies necessary for the internal auditors to have sufficient proficiency for auditing with the organization and maintaining professional certifications;
- Obtain competent advice and assistance necessary for the engagement when needed or decline the engagement;
- Ensure that an external review of the internal audit function in accordance with the Standards is conducted at least once every five years.
- Evaluate specific operations at the request of the Finance, Audit, and Human Resources Committee or the President, as appropriate.

QUALITY ASSURANCE AND IMPROVEMENT PROGRAM

The internal audit function will maintain a quality assurance and improvement program that covers all aspects of the internal audit activity. The program will include an evaluation of the internal audit function's conformance with the Definition of Internal Auditing and the IIA Standards and an evaluation of whether internal auditors apply the Code of Ethics. The program also assesses the efficiency and effectiveness of the internal audit function and identifies opportunities for improvement. The Internal Auditor will communicate to senior management and the Board on the internal audit activity's quality assurance and improvement program, including results of ongoing internal assessments and external assessments conducted at least every five (5) years.

The results of internal audit reviews as well as a report on Internal Audit's activities shall be presented to the President, and the Board of Trustees' Finance, Audit, and Human Resources Committee. A summary of the report shall be submitted to all other Board members. The report shall include:

- 1) Internal audit finding(s);
- 2) Internal audit recommendation(s);
- 3) Management response(s);
- 4) Date of implementation of audit recommendation(s).

The Internal Auditor verifies corrective action has been taken by management and reports on the corrective action to the Board of Trustees' Finance, Audit, and Human Resources Committee.

Khalil M. Abdullah CPA, CIA, CGAP, MAcc
Internal Auditor

Date

Maria G. Elizondo, MBA, CFE, CGMA, CPA
Vice President for Finance and Administrative Services

Date

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

Date

Roy de León
Chairman, Finance, Audit, and Human Resources Committee

Date

Paul R. Rodriguez
Chairman, Board of Trustees

Date

Review and Discussion of Internal Auditor's Entity-Wide Risk Assessment

Mr. Khalil Abdullah, Internal Auditor, discussed the internal auditor's entity-wide risk assessment with the Finance, Audit, and Human Resources Committee on August 12, 2020.

Purpose – IIA Standard 2010 – Planning – states “The Chief Audit Executive (CAE) must establish a risk based plan to determine the priorities of the internal audit activity, consistent with the organization's goals.” Therefore, an Internal Auditor's Entity-wide Risk Assessment was prepared for the purposes of establishing the audit plan.

Justification – An entity-wide risk assessment was conducted by the Internal Auditor to evaluate each area based on current conditions, circumstances, and management concerns. Management feedback is essential to accurately assess the organization's risks. Input to the risk assessment was requested from the President, vice presidents, and other senior managers. Additionally, management was asked to provide feedback on any areas they felt could benefit from an audit. Based on management's input and the results of the risk assessment, a list of proposed audit projects for FY 2020 has been developed.

In addition, to the Internal Auditor's entity-wide risk assessment, College management is in the process of implementing an Enterprise Risk Management (ERM) plan. Each college department is developing a risk assessment with the goal of identifying, assessing, and controlling risks that may impact achieving the department's objectives. A comprehensive risk library will be developed using the information gathered from department's specific risk assessments.

ERM is the process of coordinated risk management that places an emphasis on cooperation among departments to manage the College's full range of risk as a whole. ERM provides a framework for [risk management](#), which involves identifying particular events or circumstances relevant to the College's objectives (risks and opportunities), assessing them in terms of likelihood and magnitude of impact, determining a response strategy, and monitoring process.

Enclosed - The risk assessment heat map follows in the packet for the Board's review and discussion.

Khalil Abdullah, Internal Auditor, attended the August 11, 2020 Finance, Audit, and Human Resources Committee meeting to address questions by the committee.

No action is required. This item is presented for information and feedback.



Office of Internal Audits
Entity-wide Risk Assessment Heatmap



Review and Action as Necessary on Proposed Projects for Internal Auditor for FY 2020 – 2021

Approval of proposed projects for the Internal Auditor for FY 2020 - 2021 is requested.

Purpose – Staff is recommending projects for the Board’s consideration for the Internal Auditor’s review for Fiscal Year 2020 - 2021. The projects listed below are proposed as the assignments for the Internal Auditor.

- FY 2020 - 2021 (Scheduled)
 1. Fraud Survey
 2. Memorandum of Understanding (MOUs) Early College High Schools and Dual Credit
 3. Banner Computer System Security and Access
 4. Science Lab Safety and Storage Compliance
 5. Human Resources (HR) Processes – Faculty Credentials
 6. Financial Aid – Federal Awards
 7. Contractor Adherence to Prevailing Wage Rate Determination
 8. Faculty Overloads & Stipends
 9. Travel
 10. Purchasing
 11. Teacher Retirement System of Texas (TRS)
 12. Quality Assurance and Improvement Program – External Quality Assurance Review (QAR)
 13. Coronavirus Aid, Relief, and Economic Security (CARES) Act Compliance Review

Enclosed Documents - The list of Internal Audits conducted for FY 2007 - 2008 through FY 2020 - 2021 follows in the packet for the Board’s information and review.

Dr. Shirley A. Reed, President, Mary Elizondo, Vice President for Finance and Administrative Services, and Khalil Abdullah, Internal Auditor, attended the August 11, 2020 Finance, Audit, and Human Resources Committee meeting to address questions by the committee.

The Finance, Audit, and Human Resources Committee recommended Board approval of the proposed projects for the Internal Auditor for FY 2020 - 2021 as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the proposed projects for the Internal Auditor 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 projects for the Internal Auditor for FY 2020 - 2021 as presented.

Approval Recommended:

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

**South Texas College
Internal Auditing Services for the Period of FY 2008 through FY 2020**

	Audit Area	FY 2008	FY 2009	FY 2010	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021
1	Fraud Survey	11/22/07	11/03/08	11/18/09	11/12/10	11/08/11	10/18/12	11/08/13 10/29/13	Complete	Complete	12/07/16	10/18/17	10/22/18	10/08/19	Proposed
2	Fraud Hotline Calls/Investigations														
3	Cash -Controls and safeguards -Bank Reconciliation -Check and deposit preparation	02/06/08													
4	Cash -Bank Reconciliation				06/15/11										
5	Surprise Cash Counts and Cash Handling Controls over Student Tuition and Fees Collection				10/20/10 06/16/11			Requested - Not Performed	Requested - Not Performed	Requested - Not Performed	11/04/16				
6	Food Services Department Cash Handling Procedures								Requested - Not Performed	Requested - Not Performed	11/04/16				
7	Student Receivables/ Third Party -Billing -Collections -Reconciliation			05/25/10											
8	Scholarship Funds -Valley Scholars -Pledges -Awards -Other Scholarships			05/25/10			08/22/13								
9	Grants - Title V														
10	Grants - Wired		05/19/09 06/19/09												
11	Grants - Federal Workstudy, Federal Pell Grant, Carl Perkins, and Workforce Investment Act		01/19/09												
12	Property Taxes - Rec. & Rollback Taxes				10/14/10			Requested - Not Performed	Requested - Not Performed	Requested - Not Performed	06/20/17				
13	Property Taxes - Internal Controls of Hidalgo and Starr County Tax Assessor- Collector's Offices														
14	AP - Operations														
15	AP - Commercial Card Use				06/30/11							Requested - In Progress	01/29/19		
16	Fuel Card Use	08/15/08										Requested - In Progress	10/23/18		
17	Travel													Requested - Not Performed	Proposed
18	Mileage Reimbursement Procedures													Requested - Not Performed	
19	Purchasing			02/19/10											Proposed
20	Contracts -Solicitation/Renewal Process -Record keeping	06/25/08				06/28/12									
21	Construction Contracts				10/14/10										
22	2013 Bond Construction Program - Payment Applications														Closed
23	2013 Bond Construction Program - Change Orders														Closed
24	2013 Bond Construction Program - Broadus & Associates Reconciliation of Budget and Actual Expenditures Reports at August 31, 2017														01/19/18
25	2013 Bond Construction Program - Billings of Selected 2013 Bond Program Related Additional Services Consultants														Closed

**South Texas College
Internal Auditing Services for the Period of FY 2008 through FY 2020**

Audit Area	FY 2008	FY 2009	FY 2010	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021
26 Financial Aid - State Awards	01/19/09					05/07/13					Requested - Not Performed	In Process	01/07/20	
27 Financial Aid - Federal Awards														Proposed
28 Investments -Compliance -Collateral Documentation -Transfers for Debt Service -System for Monitoring Maturities			02/19/10											
29 Debt Service -Bond Payments -Continuing Disclosure Requirements -Arbitrage -Bond Restrictions				10/14/10										
30 Human Resources and Payroll -Compliance & Controls					10/21/11									
31 HR - Human Resources- Employment Eligibility Verification Form I-9 (U.S. Citizenship and Immigration Services)							Requested - Not Performed	Requested - Not Performed	Requested - Not Performed	02/17/17				
32 HR Processes - Faculty Credentials												Requested - Not Performed	In Process	In Process
33 TimeClock Plus [Time Keeping System Compliance] -Departmental Timeforce Procedures												10/04/18		
34 TimeClock Plus [Time Keeping System Compliance] -Internal Control Procedures				5/5/2011 In Progress- Not completed										
35 Fixed Assets														
36 Fixed Assets -Capital Assets			02/19/10	07/01/11			Requested- Not Performed	Requested- Not Performed	Requested - Not Performed		11/08/17			
37 Continuing Professional and Workforce Education Department					01/05/12									
38 Facilities, Operation & Maintenance- Workorders and Purchase Orders						07/18/13								
39 Custodial Services- Work Orders, Purchase Orders and Inventory							Requested - Not Performed	Requested - Not Performed	Requested - Not Performed	Requested - Not Performed		06/06/19		
40 Enrollment Audit (Traditional and Continuing Education)											Requested - In Progress	07/26/18		
41 Student Activities & Wellness								Requested - Not Performed	Requested - Not Performed		12/01/17			
42 Memorandum of Understanding [MOU] -Early College High Schools -Dual Credit													In Process	In Process
43 Blueprint Expectations for Early College High Schools													Requested - Not Performed	
44 Science Lab Safety and Storage Compliance													In Process	In Process
45 Red Flag Rules					01/06/12									
46 IT Security and Procedures						09/05/13								
47 Banner Computer System Security and Access							Requested - Not Performed	Requested - Not Performed	Requested - Not Performed	Requested - Not Performed	Requested - Not Performed	In Process	In Process	In Process
48 Instructional Technologies Inventory							Requested - Not Performed	Requested - Not Performed	Requested - Not Performed	Requested - Not Performed				
49 Copiers	10/17/08													
50 Cell Phones	10/01/08													
51 Clery Act, and VAWA											Requested - Not Performed	In Process	07/14/20	
52 Title IX													Requested - Not Performed	
53 Internal Assessment of the Office of Internal Audits - (QAIP)													Requested - Not Performed	02/03/20

**South Texas College
Internal Auditing Services for the Period of FY 2008 through FY 2020**

Audit Area	FY 2008	FY 2009	FY 2010	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021
56 External Assessment of the Office of Internal Audits - (QAIP)														Proposed
54 Faculty Overloads & Stipends														Proposed
55 Teacher Retirement System (TRS)														Proposed
57 Contractors Adherence to Prevailing Wage Rate Determination													Requested - Not Performed	Proposed
58 Child and Adult Care Food Program - Application Process													10/01/19	
59 SAO - Catch the Next Complaint: 20-0044													11/07/19	
60 CARES Act Compliance													In Process	In Process
Total Number of Audits Completed	4	7	6	9	5	4	3	1	0	6	4	6	6	

Other Activities

Annual Financial Report (CAFR)
Risk Assessment & Audit Plan
Internal Audit Annual Report

Review and Action as Necessary on Architect's Recommendations for Evaluation of the Deferred Maintenance of District Wide Roofs at Mid Valley Campus, Dr. Ramiro R. Casso Nursing and Allied Health Campus, and Starr County Campus

Approval of recommendations from the architect for the deferred maintenance of the roofs at the Mid Valley, Dr. Ramiro R. Casso Nursing and Allied Health, and Starr County Campuses and authorization to proceed with the design of the accepted recommendations is requested.

Purpose

The acceptance of the recommendations from the architect and authorization to proceed with design of the accepted recommendations is needed to allow the architect to move forward with preparing construction documents.

Background

On May 30, 2019, the Board approved contracting design services with BEAM Professionals, a PBK Company, to evaluate the existing roofs, provide recommendations to the Board, and prepare construction documents accordingly.

Architect Recommendation

The architect recommends applying a new roof coating system over the existing roof systems of each of the roofs evaluated, as noted in the enclosed documents.

The architect's total cost estimate for the recommended recoating of 225,700 square feet of roof area is between \$1,579,900 and \$1,726,100. The cost estimate for each roof is included in the enclosed documents as Exhibit A.

Funding Source

Funds for the Deferred Maintenance of District Wide Roofs Project 2019-030R are budgeted in the Renewals & Replacements Fund for available use in fiscal year 2019-2020.

Enclosed Documents

A cost estimate, executive summary, and site plans of the roof locations are enclosed for the Board's review and information.

Presenters

Todd Scrimpsher, of BEAM Professionals, a PBK Company, attended the Facilities Committee meeting to provide a presentation of the report and respond to any questions from the Committee.

The Facilities Committee recommended Board approval of the recommendations for the deferred maintenance of roofs at the Mid Valley, Dr. Ramiro R. Casso Nursing and Allied Health, and Starr County Campuses and authorization to proceed with the design of construction documents as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the recommendations for the deferred maintenance of roofs at the Mid Valley, Dr. Ramiro R. Casso Nursing and Allied Health, and Starr County Campuses and authorization to proceed with the design of construction documents as presented.

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

The Board of Trustees approves and authorizes the recommendations for the deferred maintenance of roofs at the Mid Valley, Dr. Ramiro R. Casso Nursing and Allied Health, and Starr County Campuses and authorization to proceed with the design of construction documents as presented.

Approval Recommended:

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

**Deferred Maintenance of District Wide Roofs at
Mid Valley Campus, Nursing and Allied Health Campus, and Starr County Campus**

Mid Valley Campus				
Building Name	Building Letter	Year of Roof Installation	Square Feet	Estimated Cost
Workforce Center	D	2004	14,200	\$99,400
Library	E	2004	21,200	\$148,400
Student Union	F	2004	22,500	\$157,500 - \$180,000
North Academic	G	2004	46,800	\$327,600 - \$374,400

Nursing and Allied Health Campus				
Building	Building Letter	Year of Roof Installation	Square Feet	Estimated Cost
NAH East	A	2000 and 2004	12,900	\$90,300 - \$103,200

Starr County Campus				
Building	Building Letter	Year of Roof Installation	Square Feet	Estimated Cost
Administration/Bookstore	A	1998	6,800	\$47,600 - \$54,400
Center for Learning Excellence	B	1998	6,600	\$46,200
North Academic	C	1998	14,100	\$98,700
Workforce Center	D	2004	14,600	\$102,200
South Academic	E	2004	33,300	\$233,100 - \$266,400
Cultural Arts Center	F	2004	13,000	\$91,000 - \$104,000
Student Services	G	2004	8,800	\$102,200
Student Activities Center	H	2004	10,900	\$76,300 - \$87,200

Total			225,700	\$1,579,900 - \$1,726,100
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EXECUTIVE SUMMARY

I. INTRODUCTION

A. PREFACE

South Texas College (STC) authorized BEAM Professionals (BEAM) to perform a Roof Condition Assessment Report for four buildings on the Mid Valley Campus in Weslaco, one building on the Nursing & Allied Health Campus in McAllen and eight buildings on the Starr County Campus in Rio Grande City. The intent of the assessment report is to evaluate and document the general conditions of existing STC-owned facilities and to provide STC administrators and staff with the knowledge and information needed to make well informed decisions for roofing system needs; both near and long-term.

The Mid Valley Campus is located in Hidalgo County at 400 North Border in Weslaco, Texas and situated in the northwest area of the city. The surrounding land includes residential, business and warehouse properties and is adjacent to main street (Texas Business Highway 83) businesses.

The Nursing and Allied Health Campus is located in Hidalgo County at 1101 E. Vermont in McAllen, Texas and situated in the southeast area of the city near the medical center. The surrounding land includes business and residential properties and is other medical oriented businesses.

The Starr County Campus is located in Starr County at 142 FM 3167 Rio Grande City, Texas and situated west area of the city. The surrounding land includes residential, business and agricultural properties.

B. ACKNOWLEDGEMENTS

On behalf of the Principals and staff of BEAM Professionals, we wish to express our sincere appreciation to South Texas College for the opportunity to assist with the Roof Condition Assessment endeavor.

We also extend our utmost gratitude to all the individual STC administrators and staff members that willingly and actively participated in project meetings, assisted with data collection, and provided facility-specific information and insight.

C. EXECUTIVE SUMMARY

The information contained in the final report outlines assessment data gathered during the month of November 2019 for the physical site inspections conducted at each facility as well as feedback provided by STC maintenance personnel. The report is intended for use by STC in combination with other sources of informational data regularly collected by STC to make informed and fiscally responsible decisions regarding how to proceed with ongoing and future maintenance efforts and roofing upgrades.

D. ASSESSMENT FINDINGS AND CONCLUSION

The buildings on each of the STC campuses were constructed from 1998 to 2004, thereby making their age ranges 17 to 22 years.

Historically, South Texas College has routinely performed proper maintenance and needed improvements consistently and efficiently.

II. GENERAL DESCRIPTION AND RECOMMENDATIONS

A. MID VALLEY CAMPUS

1 BUILDING D

a. General Building Description

Building D is composed of a single building and is sited on the north end of the campus. The building consists of a single story concrete tilt wall structure with concrete foundation system. The building roof structure consists of conventional steel joist framing supporting a structural metal roof deck.

b. Recommendations

Based on the age and condition of the existing modified bitumen roof assembly, a new **roof coating system** consisting of a heavy-bodied, fiber reinforced asphaltic base coat with a high-solids aluminum roof coating over the existing roof system is proposed.

2 BUILDING E

a. General Building Description

Building E is composed of a single building and is sited near the center of the campus. The building consists of a single story steel frame structure with concrete foundation system. The building roof structure consists of conventional steel joist framing supporting a structural metal roof deck.

b. Recommendations

Based on the age and condition of the existing modified bitumen roof assembly, a new **roof coating system** consisting of a heavy-bodied, fiber reinforced asphaltic base coat with a high-solids aluminum roof coating over the existing roof system is proposed.

3 BUILDING F

a. General Building Description

Building F is composed of a single building and is sited near the center of the campus. The building consists of a single story steel frame structure with concrete foundation system. The building roof structure consists of conventional steel joist framing supporting a structural metal roof deck.

b. Recommendations

Based on the age and condition of the existing modified bitumen roof assembly, a new **roof coating system** consisting of a heavy-bodied, fiber reinforced asphaltic base coat with a high-solids aluminum roof coating over the existing roof system is proposed.

4 BUILDING G

a. General Building Description

Building G is composed of a single building and is sited near the south end of the campus. The building consists of a two story steel frame structure with concrete foundation system. The building roof structure consists of conventional steel joist framing supporting a structural metal roof deck.

b. Recommendations

Based on the age and condition of the existing modified bitumen roof assembly, a new **roof coating system** consisting of a heavy-bodied, fiber reinforced asphaltic base coat with a high-solids aluminum roof coating over the existing roof system is proposed.

B. NURSING & ALLIED HEALTH CAMPUS

1 BUILDING A

a. General Building Description

Building A is composed of a single building with an original (west portion of the building) and an addition (east portion of the building) and is sited on the east end of the campus. The building consists of a four story steel frame structure with concrete foundation system. The building roof structure consists of conventional steel joist framing supporting a structural metal roof deck.

b. Recommendations

Based on the age and condition of the existing modified bitumen roof assembly on the west and east portions of the building, a new **roof coating system** consisting of a heavy-bodied, fiber reinforced asphaltic base coat with a high-solids aluminum roof coating over the existing roof system is proposed.

C. STARR COUNTY CAMPUS

1 BUILDING A

a. General Building Description

Building A is composed of a single building and is sited on the north end of the campus. The building consists of a single story steel frame structure with concrete foundation system. The building roof structure consists of conventional steel joist framing supporting a structural metal roof deck.

b. Recommendations

Based on the age and condition of the existing modified bitumen roof assembly, a new **roof coating system** consisting of a heavy-bodied, fiber reinforced asphaltic base coat with a high-solids aluminum roof coating over the existing roof system is proposed.

2 BUILDING B

a. General Building Description

Building B is composed of a single building and is sited on the north end of the campus. The building consists of a single story steel frame structure with concrete foundation system. The building roof structure consists of conventional steel joist framing supporting a structural metal roof deck.

The existing roof system has received a maintenance roof coating application in some areas of the roof. The existing roof coating will require verification prior to installation of new roof coating system to confirm compatibility.

b. Recommendations

Based on the age and condition of the existing modified bitumen roof assembly, a new **roof coating system** consisting of a heavy-bodied, fiber reinforced asphaltic base coat with a high-solids aluminum roof coating over the existing roof system is proposed.

3 BUILDING C

a. General Building Description

Building C is composed of a single building and is sited on the north end of the campus. The building consists of a single story steel frame structure with concrete foundation system. The building roof structure consists of conventional steel joist framing supporting a structural metal roof deck.

The existing roof system has received a maintenance roof coating application in some areas of the roof. The existing roof coating will require verification prior to installation of new roof coating system to confirm compatibility.

b. Recommendations

Based on the age and condition of the existing modified bitumen roof assembly, a new **roof coating system** consisting of a heavy-bodied, fiber reinforced asphaltic base coat with a high-solids aluminum roof coating over the existing roof system is proposed.

4 BUILDING D

a. General Building Description

Building D is composed of a single building and is sited on the north end of the campus. The building consists of a single story and is assumed to be steel frame structure with concrete foundation system. The building roof structure consists of conventional steel joist framing supporting a structural metal roof deck.

b. Recommendations

Based on the age and condition of the existing modified bitumen roof assembly, a new **roof coating system** consisting of a heavy-bodied, fiber reinforced asphaltic base coat with a high-solids aluminum roof coating over the existing roof system is proposed.

5 BUILDING E

a. General Building Description

Building E is composed of a single building and is sited near the center of the campus. The building consists of a two story steel frame structure with concrete foundation system. The building roof structure consists of conventional steel joist framing supporting a structural metal roof deck.

The existing roof system has received a maintenance roof coating application in some areas of the roof. The existing roof coating will require verification prior to installation of new roof coating system to confirm compatibility.

b. Recommendations

Based on the age and condition of the existing modified bitumen roof assembly, a new **roof coating system** consisting of a heavy-bodied, fiber reinforced asphaltic base coat with a high-solids aluminum roof coating over the existing roof system is proposed.

6 BUILDING F

a. General Building Description

Building F is composed of a single building and is sited on the north end of the campus. The building consists of a single story steel frame structure with concrete foundation system. The building roof structure consists of conventional steel joist framing supporting a structural metal roof deck.

The existing roof system has received a maintenance roof coating application in some areas of the roof. The existing roof coating will require verification prior to installation of new roof coating system to confirm compatibility.

b. Recommendations

Based on the age and condition of the existing modified bitumen roof assembly, a new **roof coating system** consisting of a heavy-bodied, fiber reinforced asphaltic base coat with a high-solids aluminum roof coating over the existing roof system is proposed.

7 BUILDING G

a. General Building Description

Building G is composed of a single building and is sited near the center of the campus. The building consists of a single story steel frame structure with concrete foundation system. The building roof structure consists of conventional steel joist framing supporting a structural metal roof deck.

The existing roof system has received a maintenance roof coating application in some areas of the roof. The existing roof coating will require verification prior to installation of new roof coating system to confirm compatibility.

b. **Recommendations**

Based on the age and condition of the existing modified bitumen roof assembly, a new **roof coating system** consisting of a heavy-bodied, fiber reinforced asphaltic base coat with a high-solids aluminum roof coating over the existing roof system is proposed.

8 **BUILDING H**

a. **General Building Description**

Building H is composed of a single building and is sited near the center of the campus. The building consists of a single story steel frame structure with concrete foundation system. The building roof structure consists of conventional steel joist framing supporting a structural metal roof deck.

The existing roof system has received a maintenance roof coating application in some areas of the roof. The existing roof coating will require verification prior to installation of new roof coating system to confirm compatibility.

b. **Recommendations**

Based on the age and condition of the existing modified bitumen roof assembly, a new **roof coating system** consisting of a heavy-bodied, fiber reinforced asphaltic base coat with a high-solids aluminum roof coating over the existing roof system is proposed.

III. **QUALIFICATIONS AND LIMITATIONS**

The information presented in this assessment is a summary of the roof systems observed, our opinion of the general condition of the systems and our recommendations for prioritization of immediate and future work.

The conclusions, recommendations and opinions of cost presented in this assessment are based on a review of available drawings, discussion with key personnel knowledgeable about the campus, our field observations and our experience on similar projects. No material testing of building components or systems was performed nor is it the intent of this assessment to perform engineering calculations to determine the adequacy of the campus' building system designs.

It is not the intent of this assessment to perform an exhaustive study to locate all existing defects. Assessment observations were made by trained professionals, however defects may exist in areas that were inaccessible, not visible or otherwise inadvertently overlooked. Other issues may develop that were not evident at the time the assessment survey was performed. The assessment was performed to identify obvious issues and to determine general costs. The assessment was not intended to provide a detailed analysis of the roof system. Although a standard of care is employed by the professionals performing the assessment, it is possible that conditions may exist that were not discovered during the assessment survey.

The opinions of costs listed in the assessment are current U.S. dollars. The costs listed also allow for a 10% contractor overhead and profit as well as accommodation for the projects' locations. The costs listed do not allow for soft cost for professional fees and equipment nor do the costs allow for an overall contingency cost for the project. The actual costs may vary depending upon the contractors used, the quality of materials used, the extent of work performed simultaneously, the time of the year or if the items are purchased individually or under master purchase contracts.

This assessment has been prepared on behalf of, and exclusively for, the use of South Texas College. No other party shall have any right to rely on any service provided by BEAM Professionals without prior written consent. This assessment and all findings contained herein shall not, in whole or in part, be disseminated or conveyed to any other party, or be used or relied upon by any other party, in whole or in part, without BEAM Professional's prior written consent.

COST ESTIMATE

I. MID VALLEY CAMPUS

BUILDING D

14,200 square feet roof area x \$7.00 / sf = \$99,400.

BUILDING E

21,200 square feet roof area x \$7.00 / sf = \$148,400.

BUILDING F

22,500 square feet roof area x \$7.00 to \$8.00 / sf = \$157,500 to \$180,000.

BUILDING G

46,800 square feet roof area x \$7.00 to \$8.00 / sf = \$327,600 to \$374,400.

MID VALLEY CAMPUS SUBTOTAL

104,700 square feet roof area = \$732,900 to \$802,200.

II. NURSING & ALLIED HEALTH CAMPUS

BUILDING A

12,900 square feet roof area x \$7.00 to \$8.00 / sf = \$90,300 to \$103,200.

NURSING & ALLIED HEALTH CAMPUS SUBTOTAL

12,900 square feet roof area = \$90,300 to \$103,200.

III. STARR COUNTY CAMPUS

BUILDING A

6,800 square feet roof area x \$7.00 to \$8.00 / sf = \$47,600 to \$54,400.

BUILDING B

6,600 square feet roof area x \$7.00 / sf = \$46,200.

BUILDING C

14,100 square feet roof area x \$7.00 / sf = \$98,700.

BUILDING D

14,600 square feet roof area x \$7.00 / sf = \$102,200.

BUILDING E

33,300 square feet roof area x \$7.00 to \$8.00 / sf = \$233,100 to \$266,400.

BUILDING F

13,000 square feet roof area x \$7.00 to \$8.00 / sf = \$91,000 to \$104,000.

BUILDING G

8,800 square feet roof area x \$7.00 / sf = \$61,600.

BUILDING H

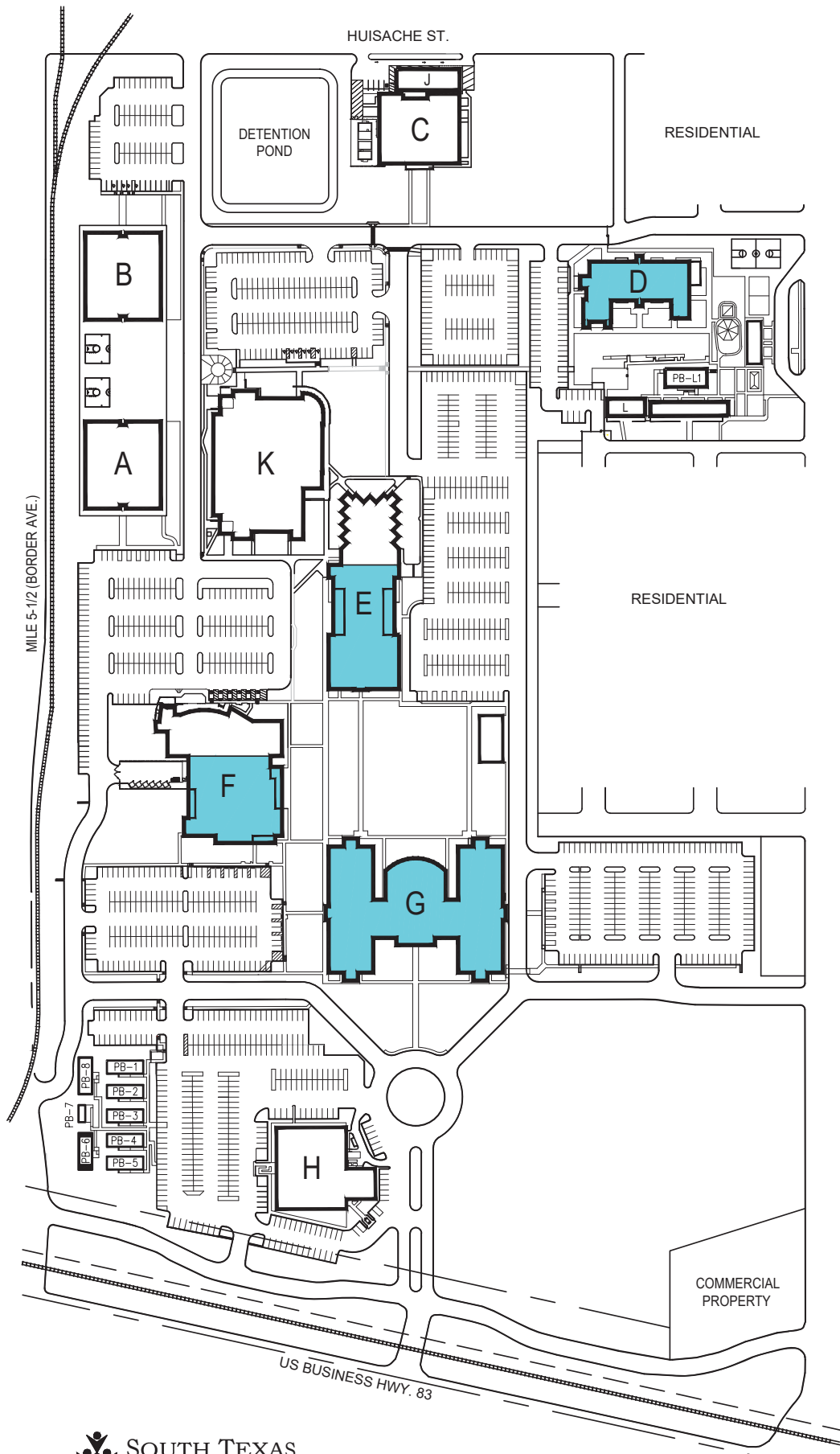
10,900 square feet roof area x \$7.00 to \$8.00 / sf = \$76,300 to \$87,200.

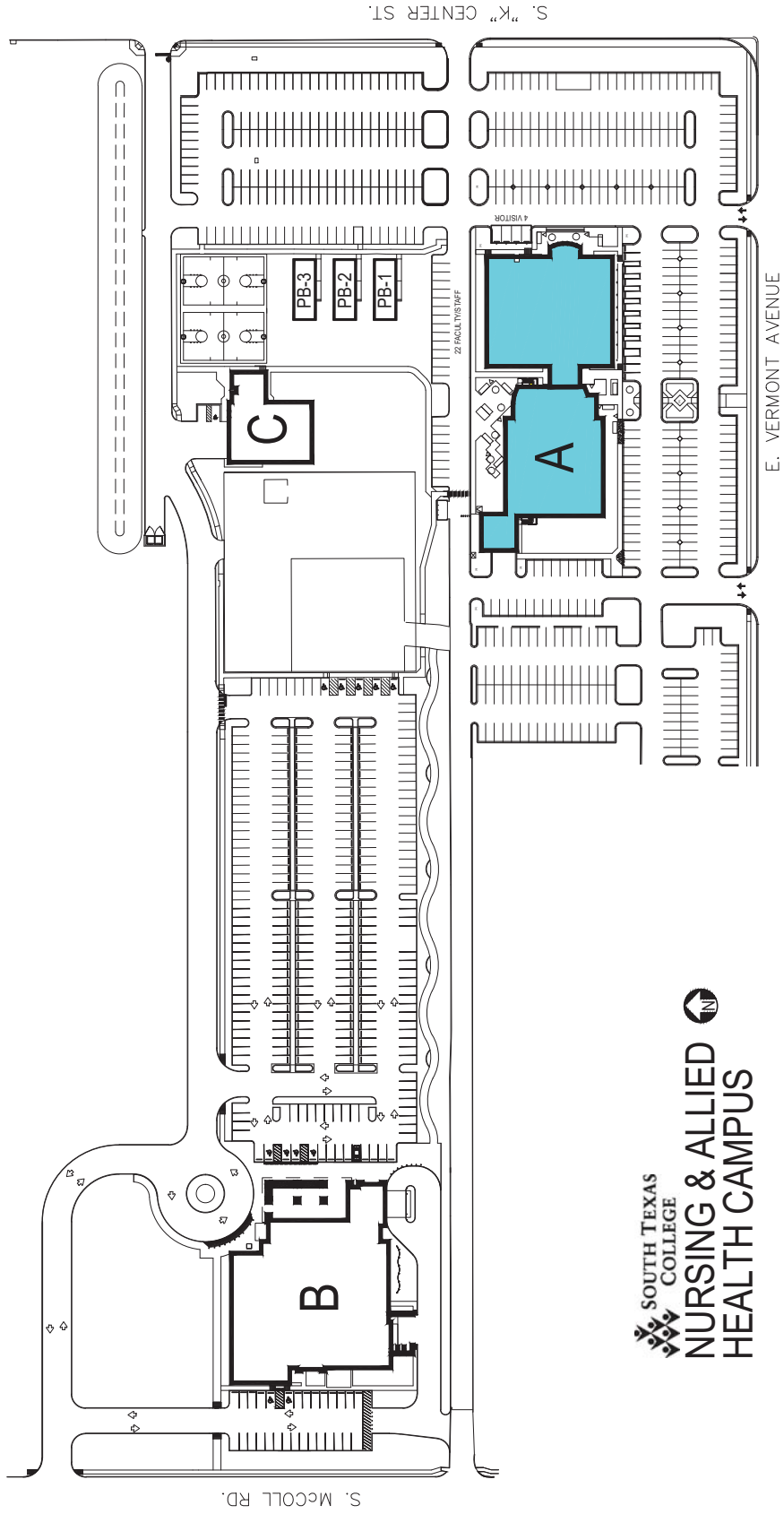
STARR COUNTY CAMPUS SUBTOTAL

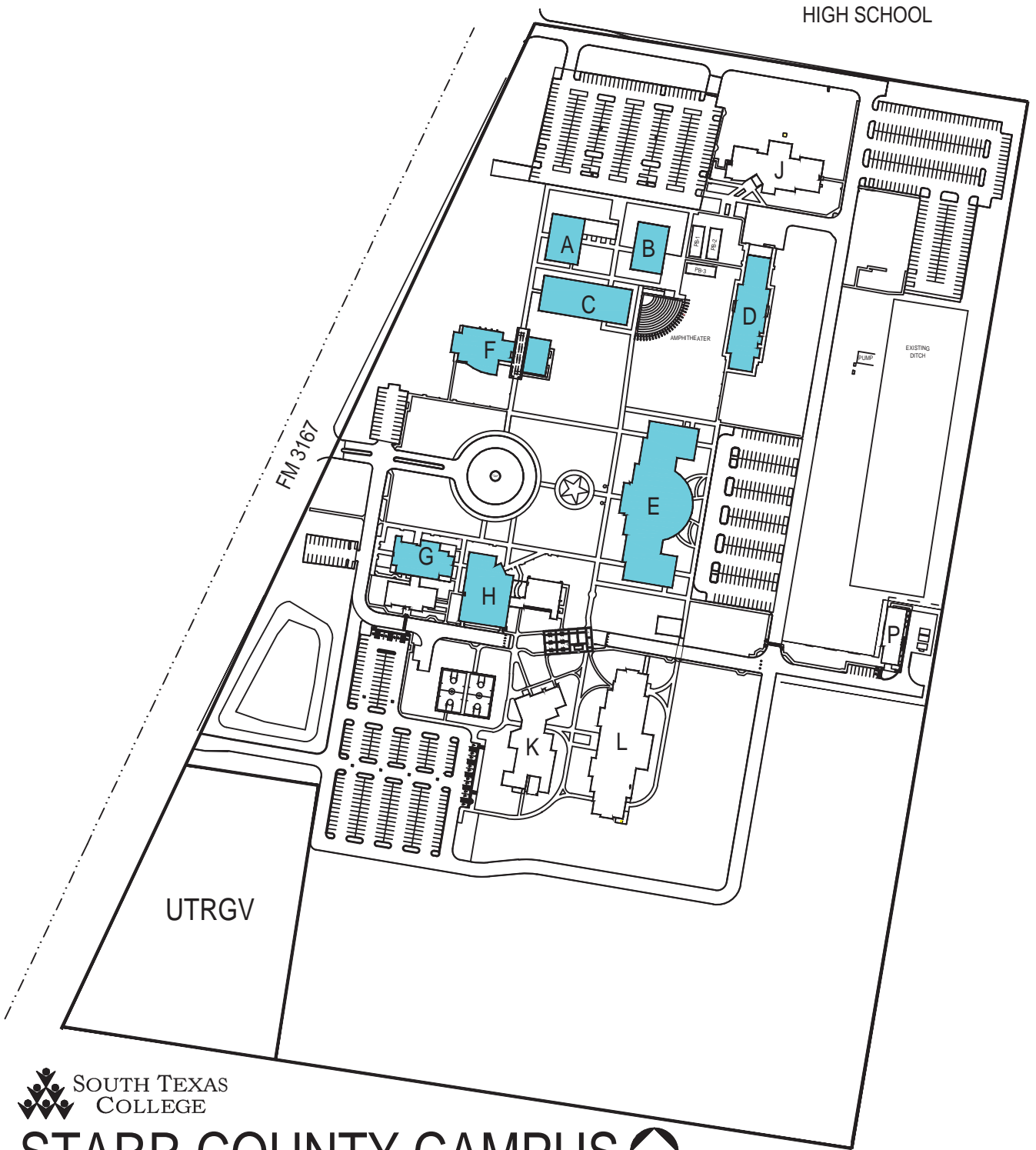
108,100 square feet roof area = \$756,700 to \$820,700.

THREE CAMPUS TOTAL

225,700 square feet roof area = \$1,579,900 to \$1,726,100.







STARR COUNTY CAMPUS

BEAM PROFESSIONALS

**DEFERRED MAINTENANCE OF
DISTRICT WIDE ROOFS**

ROOF ASSESSMENT REPORT

**REGULAR BOARD MEETING
AUGUST 25, 2020 @ 5:30PM**



**SOUTH TEXAS
COLLEGE**

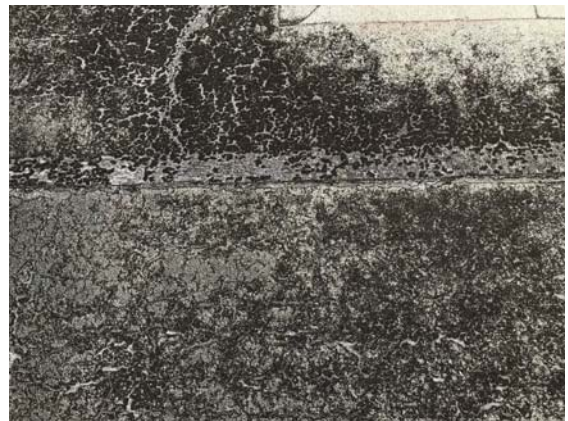
SERVICES

- DISCUSSIONS WITH MAINTENANCE STAFF
- FIELD VISITS
- DRAFT AND FINAL WRITTEN ASSESSMENTS ON EACH BUILDING

MID VALLEY CAMPUS BUILDING D



MID VALLEY CAMPUS BUILDING E



MID VALLEY CAMPUS BUILDING F



MID VALLEY CAMPUS BUILDING G



NURSING & ALLIED HEALTH CAMPUS BUILDING A



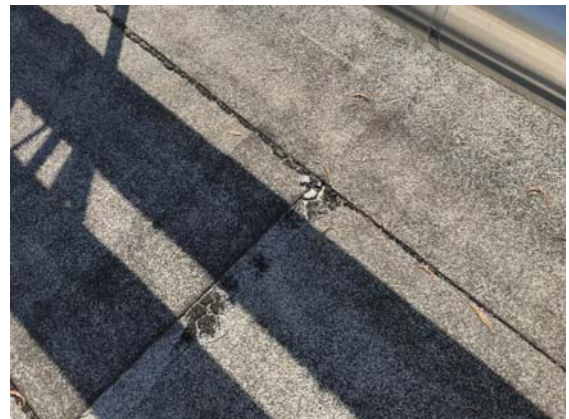
STARR COUNTY CAMPUS BUILDING A



STARR COUNTY CAMPUS BUILDING B



STARR COUNTY CAMPUS BUILDING C



STARR COUNTY CAMPUS BUILDING D



STARR COUNTY CAMPUS BUILDING E



STARR COUNTY CAMPUS BUILDING F



STARR COUNTY CAMPUS BUILDING G



STARR COUNTY CAMPUS BUILDING H



PRODUCT RECOMMENDATION



New **roof coating system** consisting of a heavy-bodied, fiber reinforced asphaltic base coat with a high-solids aluminum roof coating.

COST ESTIMATE

Mid Valley Campus

Building Name	Building Letter	Year of Roof Installation	Square Feet	Estimated Cost
Workforce Center	D	2004	14,200	\$99,400
Library	E	2004	21,200	\$148,400
Student Union	F	2004	22,500	\$157,500 - \$180,000
North Academic	G	2004	46,800	\$327,600 - \$374,400

Nursing and Allied Health Campus

Building Name	Building Letter	Year of Roof Installation	Square Feet	Estimated Cost
NAH East	A	2000 and 2004	12,900	\$90,300 - \$103,200

Starr County Campus

Building Name	Building Letter	Year of Roof Installation	Square Feet	Estimated Cost
Administration/Bookstore	A	1998	6,800	\$47,600 - \$54,400
Center for Learning Excellence	B	1998	6,600	\$46,200
North Academic	C	1998	14,100	\$98,700
Workforce Center	D	2004	14,600	\$102,200
South Academic	E	2004	33,300	\$233,100 - \$266,400
Cultural Arts Center	F	2004	13,000	\$91,000 - \$104,000
Student Services	G	2004	8,800	\$102,200
Student Activities Center	H	2004	10,900	\$76,300 - \$87,200

Total **225,700** **\$1,579,900 - \$1,726,100**

**BEAM
PROFESSIONALS**

QUESTIONS?


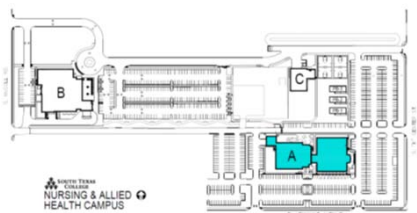

THANK YOU



**SOUTH TEXAS
COLLEGE**

Project Fact Sheet

8/6/2020

Project Name: District Wide - Deferred Maintenance of Roofs		Project No. 2019-030R				
Funding Source(s): Renewals & Replacements Fund	<u>Original Budget</u>		<u>Actual Expenditures To Date</u>	<u>Variance of Original Budget vs. Actual Expenditures To Date</u>		
	Construction:	\$ 1,880,000	\$ -	\$ 1,880,000		
	Design:	188,000	12,600	175,400		
	Miscellaneous:	15,000	-	15,000		
	FFE:	-	-	-		
Technology:	-	-	-			
Total:	\$ 2,083,000	\$ 12,600	\$ 2,070,400			
Architect: BEAM Professionals, a PBK Company	Board Approval of Schematic Design TBD					
Contractor: TBD						
STC FPC Project Manager: Martin Villarreal	Substantial Completion	TBD	Board Acceptance	TBD		
	Final Completion	TBD	Board Acceptance	TBD		
Project Description		Project Scope				
Maintenance of 13 roofs for various buildings at Mid Valley Campus, Nursing and Allied Health Campus, and Starr County Campus due to roofs reaching their life expectancy of 20 years.		Workforce Center Building D, Library Building E, Student Union Building F, North Academic Building G, at Mid Valley Campus, NAH West & Simulation Center Building B at Nursing and Allied Health Campus, and Administration/Bookstore Building A, Center for Learning Excellence Building B, North Academic Building C, Workforce Center Building D, South Academic Building E, Cultural Arts Center Building F, Student Services Building G, Student Activities Center Building H at Starr County Campus.				
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
5/30/2019	8/25/2020	11/24/2020	1/15/2021	6/25/2021	7/25/2021	N/A
Project Calendar of Expenditures by Fiscal Year						
Fiscal Year	Construction	Design	Misc.	FFE	Tech	Project Total
2018-19	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2019-20	\$ -	\$ 12,600	\$ -	\$ -	\$ -	\$ 12,600
Project Total	\$ -	\$ 12,600	\$ -	\$ -	\$ -	\$ 12,600
Current Agenda Item						
<p>8/11/20 Facilities Committee: Review and Recommend Action on Architect's Recommendations for Evaluation of the Deferred Maintenance of District Wide Roofs at Mid Valley Campus, Dr. Ramiro R. Casso Nursing and Allied Health Campus, and Starr County Campus</p> <p>8/11/20 Facilities Committee: Review and Recommend Action on Authorization to Proceed with Solicitation of Construction Services for the Deferred Maintenance of District Wide Roofs at Mid Valley Campus, Dr. Ramiro R. Casso Nursing and Allied Health Campus, and Starr County Campus</p>						
 <p style="text-align: center;"><small>SOUTH TEXAS COLLEGE</small> MID VALLEY CAMPUS</p>		 <p style="text-align: center;"><small>SOUTH TEXAS COLLEGE</small> NURSING & ALLIED HEALTH CAMPUS</p>		 <p style="text-align: center;"><small>SOUTH TEXAS COLLEGE</small> STARR COUNTY CAMPUS</p>		

Review and Action as Necessary on Authorization to Proceed with Solicitation of Construction Services for the Deferred Maintenance of District Wide Roofs at Mid Valley Campus, Dr. Ramiro R. Casso Nursing and Allied Health Campus, and Starr County Campus

Approval of authorization to proceed with the solicitation of construction services for the Deferred Maintenance of District Wide Roofs at Mid Valley Campus, Dr. Ramiro R. Casso Nursing and Allied Health Campus, and Starr County Campus Project is requested.

The Board of Trustees is asked to accept the architect's recommendations for the project. If accepted, BEAM Professionals, a PBK Company, will then proceed with design development drawings and specifications in preparation for the construction documents phase using College design standards as well as all applicable codes and ordinances. Upon the architect's completion of the construction documents, the documents can be issued for solicitation of construction proposals. Once received, construction proposals will be evaluated and submitted to the Board of Trustees with a recommendation to award a construction contract.

College staff is requesting approval to proceed with the bidding phase of soliciting construction proposals from contractors as soon as plans and specifications are completed by the Architect.

The Facilities Committee recommended Board approval to proceed with the solicitation of construction services for the Deferred Maintenance of District Wide Roofs at Mid Valley Campus, Dr. Ramiro R. Casso Nursing and Allied Health Campus, and Starr County Campus Project as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize proceeding with the solicitation of construction services for the Deferred Maintenance of District Wide Roofs at Mid Valley Campus, Dr. Ramiro R. Casso Nursing and Allied Health Campus, and Starr County Campus 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 the solicitation of construction services for the Deferred Maintenance of District Wide Roofs at Mid Valley Campus, Dr. Ramiro R. Casso Nursing and Allied Health Campus, and Starr County Campus Project as presented.

Approval Recommended:

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

Review and Action as Necessary on Approval of Final Completion of the Pecan Campus Student Activities Building H Renovation for the Culinary Arts Program

Approval of final completion of the Mid Valley Campus Existing Thermal Plant Demolition Project is requested:

Project	Completion Recommended	Date Received
1. Pecan Campus Student Activities Building H Renovation for Culinary Arts Project No. 2018-023C Architect: EGV Architects, Inc. Contractor: Noble Texas Builders	Final Completion Recommended	August 7, 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.

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 Noble Texas Builders be approved. The original cost approved for this project was \$600,000.

The following chart summarizes the above information:

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	\$569,964.85	\$31,458.15

On August 7, 2020, EGV Architects, Inc. verified 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 \$31,458.15 to Noble Texas Builders for 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 final completion and release of final payment of \$31,458.15 to Noble Texas Builders for 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 final completion and release of final payment of \$31,458.15 to Noble Texas Builders for 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



August 7, 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 Building H Renovation for Culinary Arts

Dear Mr. De La Garza,

To the best of our knowledge, all work has been performed as per manufacturer's specifications. Noble Texas Builders has completed the punch list items. We recommend release of final payment to Noble Texas Builders for the above referenced project once the closing documents have been submitted.

If you have any questions please call at (956) 843-2987.

Sincerely,



A handwritten signature in blue ink, appearing to read 'E. Vela', is written over a white background.

Eduardo G. Vela, Architect

XC: Noble Texas Builders

Project Fact Sheet

8/6/2020

Project Name: Pecan Campus - Building H Renovation for Culinary Arts		Project Nos. 2018-023C				
Funding Source(s): Unexpended Plant Fund	Total Project Budget		Actual Expenditures To Date	Variance of Project Budget vs. Actual Expenditures To Date		
	Construction:	\$ 600,000	\$ 574,640	\$ 25,360		
	Design:	60,000	48,296	11,704		
	Miscellaneous:	25,000	5,590	19,410		
	FFE:	225,000	17,524	207,476		
Technology:	48,000	2,373	45,627			
Total:	\$ 958,000	\$ 648,422	\$ 309,578			
Engineer: EGV Architects	Board Approval of Schematic Design 5/30/2019					
Contractor: Noble Texas Builders						
STC FPC Project Manager: Martin Villarreal	Substantial Completion 6/26/2020		Board Acceptance 7/28/2020			
	Final Completion TBD		Board Acceptance TBD			
Project Description		Project Scope				
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.				
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
7/24/2018	5/30/2019	11/26/2019	1/23/2020	6/26/2020	7/28/2020	8/28/2020
Project Calendar of Expenditures by Fiscal Year						
Fiscal Year	Construction	Design	Misc.	FFE	Tech	Project Total
2017-18	\$ -	\$ -	\$ 586	\$ -	\$ -	\$ 586
2018-19	-	38,997	1,785	-	-	\$ 40,782
2019-20	574,640	9,298	3,219	17,524	2,373	\$ 607,054
Project Total	\$ 574,640	\$ 48,296	\$ 5,590	\$ 17,524	\$ 2,373	\$ 648,422
Current Agenda Item						
8/11/20 Facilities Committee: Review and Recommend Action on Approval of Final Completion of the Pecan Campus Student Activities Building H Renovation for Culinary Arts						
						

Review and Action as Necessary on Approval of Final Completion of the Mid Valley Campus Existing Thermal Plant Demolition

Approval of final 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. 2017-012C Architect: ROFA Architects, Inc. Contractor: R.L. Abatement, Inc.	Final Completion Recommended	August 3, 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.

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 R.L. Abatement, Inc. be approved. The original cost approved for this project was \$67,200.

The following chart summarizes the above information:

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	\$31,350	\$1,650

On August 3, 2020, the architect 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 \$1,650 to R.L. Abatement, Inc. for the Mid Valley Campus Existing Thermal Plant Demolition Project as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize final completion and release of final payment of \$1,650 to R.L. Abatement, Inc. for the Mid Valley Campus Existing Thermal Plant Demolition Project as presented.

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

The Board of Trustees approves and authorizes final completion and release of final payment of \$1,650 to R.L. Abatement, Inc. for the Mid Valley Campus Existing Thermal Plant Demolition Project as presented.

Approval Recommended:

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

August 3, 2020

Mr. Ricardo de la Garza, Associate AIA
Director of Facilities, Planning & Construction
South Texas College
P.O. Box 9701
McAllen, Tx 78501

Re: Mid-Valley Campus Existing Thermal Plant Demolition Project (RFP: 19-20-1031)

STATEMENT OF FINAL COMPLETION

I, the undersigned Architect of the above designated project, do hereby state that:

1. The construction provided for pursuant to CONTRACT DOCUMENTS including all approved amendments and Change Orders, hereafter called the WORK between the OWNER and CONTRACTOR has been completed and to the best of my knowledge and belief, is in substantial compliance with the provisions of the CONTRACT DOCUMENTS.
2. The final payment authorized hereto and made a part hereof is a complete and accurate summary of the WORK performed in accordance with the CONTRACT DOCUMENTS.
3. The total cost of the WORK as completed is \$33,000.00.

I recommend, under the provisions of the CONTRACT DOCUMENTS, that the WORK be accepted, and that the final payment be made.


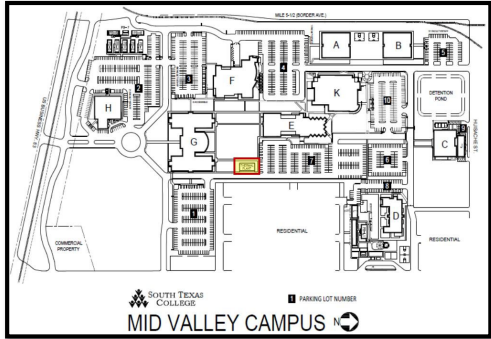


Luis A. Figueroa, AIA

The CONTRACTOR shall guarantee materials and equipment furnished and construction performed by providing a PERFORMANCE BOND which shall remain in full force and effect for a period of one year from date of acceptance by OWNER.

Project Fact Sheet

8/5/2020

Project Name: Mid Valley Campus - Thermal Plant Demolition		Project No. 2017-012C				
Funding Source(s): Unexpended Plant Fund			<u>Original Budget</u>	<u>Revised Budget</u>	<u>Actual Expenditures To Date</u>	<u>Variance of Revised Budget vs. Actual Expenditures To Date</u>
	Construction:	\$ 160,000	\$ 67,200	\$ 31,350	\$ 35,850	
	Design:	16,000	8,000	4,163	3,838	
	Miscellaneous:	4,812	3,200	1,422	1,778	
	FFE:	-	-	-	-	
	Technology:	6,000	4,000	-	4,000	
Total:	\$ 186,812	\$ 82,400	\$ 36,934	\$ 45,466		
Architect: Rike Ogden Figueroa Allex Architects, Inc.			Board Approval of Schematic Design		N/A	
Contractor: R. L. Abatement, Inc.						
STC FPC Project Manager: Samuel Saldana	Substantial Completion		TBD	Board Acceptance		TBD
	Final Completion		TBD	Board Acceptance		TBD
Project Description			Project Scope			
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.			
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
10/30/2018	8/27/2019	3/31/2020	6/4/2020	6/26/2020	7/26/2020	N/A
Project Calendar of Expenditures by Fiscal Year						
Fiscal Year	Construction	Design	Misc.	FFE	Tech	Project Total
2018-19		\$ 833	\$ 1,012	\$ -	\$ -	\$ 1,844
2019-20	\$ 31,350	\$ 3,330	\$ 915			\$ 35,595
Project Total	\$ 31,350	\$ 4,163	\$ 1,926	\$ -	\$ -	\$ 37,439
Current Agenda Item						
8/11/20 Facilities Committee: Review and Recommend Action on Approving Final Completion of the Mid Valley Campus Existing Thermal Plant Demolition						
						

Review and Action as Necessary on Renewal of Lease Agreement with El Milagro Clinic and the City of McAllen for Use of the El Milagro Clinic Parking Lot

Approval of renewal of the lease agreement with El Milagro Clinic and the City of McAllen for use of the El Milagro Clinic Parking Lot by South Texas College is requested.

Purpose

Authorization is requested to renew the current lease agreement to continue providing parking at the Nursing and Allied Health Campus adjacent to the El Milagro Clinic.

Justification

The continuation of this lease is needed to provide eighty (80) parking spaces at the Nursing and Allied Health Campus.

Background

On September 25, 2018, the Board approved the lease agreement with the El Milagro Clinic and the City of McAllen to use the parking lot adjacent to the El Milagro Clinic. The current license agreement will expire on October 20, 2020, and allows for one 24-month renewal at a cost of \$1,250 annually. The South Texas College Nursing and Allied Health staff would like to continue to use this parking facility.

Staff recommends approval to renew the lease agreement as noted below.

Facility	Initial Term	Optional Renewal	Lease Cost
El Milagro Clinic 80-space Parking Lot	10/21/2018 – 10/20/2020	10/21/2020 – 10/20/ 2022	\$1,250 per year

Funding Source

Funds for these expenditures are budgeted in the facility lease budget for FY 2020-2021.

The Facilities Committee recommended Board approval of renewal of the lease agreement with El Milagro Clinic and the City of McAllen for use of the El Milagro Clinic Parking Lot by South Texas College for the period of October 21, 2020 to October 20, 2022 as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the renewal of the lease agreement with El Milagro Clinic and the City of McAllen for use of the El Milagro Clinic Parking Lot by South Texas College for the period of October 21, 2020 to October 20, 2022 as presented.

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

The Board of Trustees approves and authorizes renewal of the lease agreement with El Milagro Clinic and the City of McAllen for use of the El Milagro Clinic Parking Lot by South Texas College for the period of October 21, 2020 to October 20, 2022 as presented.

Approval Recommended:

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

Review and Action as Necessary on Annual Facility Usage Agreements

Approval of the FY 2020 – 2021 annual facility usage agreements for use by the kinesiology program is requested.

Purpose

Approval of annual facility usage agreements for various locations that host student instruction will be requested for FY 2020 – 2021.

Justification

Various locations are needed to accommodate the Kinesiology program courses offered at South Texas College. The facilities needed are course specific (ex. golf, swimming, tennis, weight training, etc.).

Background

Below is a list of facilities which are leased on an annual basis and used for various instructional purposes. The facilities will provide for Weight Training, Bowling, Golf, Basketball, Volleyball, Swimming, Softball, Soccer, Flag Football, and Tennis courses in the Kinesiology Program for the fall 2020, spring 2021, and summer 2021. In FY 2019 - 2020 a total of 1,590 students enrolled in kinesiology courses and a Physical Education Special Activity fee of \$55 was charged per student for each course taken. A total of \$21,561.84 was spent on facility usage fees in FY 2019 - 2020. The following are facilities at which kinesiology courses may be offered.

- City of McAllen
 - Boys and Girls Club Othal Brand Center
 - Boys and Girls Club Roney Center
 - Boys and Girls Club Pool
 - Las Palmas Park
 - Los Encinos Park Tennis Courts
 - Municipal Baseball Complex
 - Municipal Pool
 - Palm View Golf Course
 - Parks and Recreation Bicentennial Soccer Field
 - Westside Park
- City of Mission
 - Bannworth Park
 - Parks & Recreation North Side Pool
- City of Weslaco
 - Weslaco City Park
 - Harlon Block Park (Weslaco, TX)
- Flamingo Bowl (McAllen, TX)
- McAllen ISD – McHi Tennis Courts

Funding Source

Funds have been budgeted in the proposed FY 2020 - 2021 Physical Education Facility Rental budget.

The Facilities Committee recommended Board approval of the FY 2020 – 2021 annual facility usage agreements for use by the kinesiology program as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the FY 2020 – 2021 annual facility usage agreements for use by the kinesiology program as presented.

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

The Board of Trustees approves and authorizes the FY 2020 – 2021 annual facility usage agreements for use by the kinesiology program as presented.

Approval Recommended:

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

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

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

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

Total Project Budget Summary	FY20 Unexpended Plant Fund	FY20 Renewals & Replacements Fund
Total Construction Project Budget	\$ 17,037,045	\$ 7,624,000
Previous Approved Projects (Sept. 2019 - July 2020)	(6,502,925)	(1,582,400)
Proposed Projects for the Month of August 2020	-	(2,083,000)
Total Project Budget Balance	\$ 10,534,121	\$ 3,958,600

Project Reference #	Project Name	Total Project Budget/Actual*	
		CIP Fund	R&R Fund
Board Approved on September 24, 2019			
2020-002C	Pecan Plaza West Bldg C. Kinesiology Renovation	\$ 143,800	\$ -
2020-005C	Mid Valley Campus Center for Learning Excellence Building A Renovation of Space for Supplemental Instruction	224,200	-
2019-014C	Starr County Campus Workforce Center Building D Welding Lab Expansion	230,000	-
2017-016R	Pecan Campus Arbor Brick Column Repairs & Replacement	-	221,000
Total Board Approved for the Month of September 2019		\$ 598,000	\$ 221,000
Board Approved on October 29, 2019			
2020-014R	Pecan Campus Information Technology Building M Generator Replacement	-	\$ 280,000
2016-011C	Technology Campus Advanced Technical Careers Building B Automotive Lab Exhaust System	111,600	-
2018-009C	Nursing and Allied Health Campus East Building A Center for Learning Excellence/Student Success Center Renovations (CO)	214,256	-
2019-031R	District Wide Marker Board Replacement (CO)	-	201,000
Total Board Approved for the Month of October 2019		\$ 325,856	\$ 481,000

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

Project Reference #	Project Name	Total Project Budget/Actual*	
		CIP Fund	R&R Fund
Board Approved on November 26, 2019			
2020-020C	Renovation and Expansion of the Existing Pecan Campus Library Building F	\$ 1,448,500	\$ -
2019-006C	Nursing and Allied Health Campus East Building A Student Services Renovation (CO)	420,000	-
2018-020C	Starr County Campus Student Services Building G Cashiers and Veterans Affairs Areas Renovation (CO)	220,500	-
2018-023C	Pecan Campus Student Activities Building H Renovation for Culinary Arts (CO)	923,700	-
2019-013C	Nursing and Allied Health Campus West Entry Campus Sign	76,000	-
Total Board Approved on November 26, 2019		\$ 3,088,700	\$ -
Board Approved on December 10, 2019			
2020-008C	Pecan Campus Business and Science Building G Conversion of Two Classrooms to Geology Labs	\$ 199,500	\$ -
2020-002C	Pecan Plaza West Building C Kinesiology Storage and Restroom Renovations	143,800	-
2020-005C	Mid Valley Campus Center for Learning Excellence Building A Renovation of Space for Supplemental Instruction	224,200	-
2019-014C	Starr County Campus Workforce Center Building D Welding Lab Expansion	228,200	-
2017-016R	Pecan Campus Arbor Brick Columns Repair and Replacement (CO)	-	221,000
2016-020R	Technology Campus Concrete Floor Repairs in Advanced Technical Careers Building B	-	84,900
2019-018C	Portable Buildings Civil Infrastructure at the Regional Center for Public Safety Excellence	491,033	-
Total Board Approved on December 10, 2019		\$ 1,286,733	\$ 305,900
Board Approved on March 31, 2020			
2018-014C	Pecan Campus Information Technology Building M Office and Work Space Renovation (CO)	\$ 551,840	\$ -
2017-012C	Mid Valley Campus Existing Thermal Plant Demolition (CO)	67,200	-
2019-009C	Mid Valley Campus Student Union Building F Renovation of Cashiers and Career & Employer Services Areas (CO)	348,700	-
2020-012R	District Wide Exterior Building Lettering	-	50,000
Total Board Approved on March 31, 2020		\$ 967,740	\$ 50,000
Board Approved on April 28, 2020			
2019-047R	Mid Valley Campus Drainage Improvements Phase I	\$ -	\$ 333,500
2018-019R	Mid Valley Campus Northwest Drive		191,000
Total Board Approved on April 28, 2020		\$ -	\$ 524,500

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

Project Reference #	Project Name	Total Project Budget/Actual*	
		CIP Fund	R&R Fund
Board Approved on June 23, 2020			
2019-0041C1	Pecan Campus Sand Volleyball Courts Sand Replacement	\$ 60,500	\$ -
Total Board Approved on June 23, 2020		\$ 60,500	\$ -
Board Approved on July 28, 2020			
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	-
Total Board Approved on July 28, 2020		\$ 175,396	\$ -
Pending Board Approval on August 25, 2020			
2019-030R	Deferred Maintenance of District Wide Roofs at Mid Valley Campus, Dr. Ramiro R. Casso Nursing and Allied Health Campus, and Starr County Campus	\$ -	\$ 2,083,000
Total Pending Board Approval on August 25, 2020		\$ -	\$ 2,083,000

Current Total Project Budget	\$ 6,502,925	\$ 3,665,400
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South Texas College
 Unexpended Plant Fund - Capital Improvement Projects (CIP)
 Project Status
 FY 2019 - 2020

#	Projects	Not Started	Project Development	Design Phase	Bidding and Negotiations	Construction Phase	Substantial Completion	Final Completion	Move In	Completed	Total Project Budget	Amount Paid	Total Project Balance	FY1920 Budget	Priority Status	Upcoming Board Meeting Item	Architect/ Engineering Firm	Contractor	
Pecan Campus																			
1	Sand Volleyball Courts					•					\$ 113,008	\$ 91,879	\$ 21,129	\$ 22,659	High	N/A	Alvarado Architects & Assoc.	NM Contracting, LLC (Terminated)	
	Sand Volleyball Courts - Sand Replacement					•					\$ -	\$ 7,390	\$ (7,390)	\$ -	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	September 2020	Approval of Feasibility Study	ERO Architects	TBD
3	Student Activities Center Building H Cafeteria Renovations						•				\$ 957,600	\$ 648,422	\$ 309,178	\$ 923,700	High	August 2020	Final Completion	EGV Architects	Noble Texas Builders
4	Information Technology Building M Office and Work Space Renovation					•					\$ 575,295	\$ 28,703	\$ 546,592	\$ 551,840	High	November 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	
Pecan Plaza																			
13	Building C Kinesiology Renovation			•							\$ 143,800	\$ 2,897	\$ 140,903	\$ 143,800	Medium	September 2020	Schematic Design	Alvarado Architects & Assoc.	TBD
Mid-Valley Campus																			
14	Thermal Plant Renovation (Demolition)						•				\$ 186,812	\$ 35,595	\$ 151,217	\$ 184,300	High	August 2020	Final 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	\$ 37,257	\$ 317,743	\$ 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	November 2020	Schematic Design	The Warren Group Architects	TBD

South Texas College
Unexpended Plant Fund - Capital Improvement Projects (CIP)
Project Status
FY 2019 - 2020

#	Projects	Not Started	Project Development	Design Phase	Bidding and Negotiations	Construction Phase	Substantial Completion	Final Completion	Move In	Completed	Total Project Budget	Amount Paid	Total Project Balance	FY1920 Budget	Priority Status	Upcoming Board Meeting Item	Architect/Engineering Firm	Contractor	
Technology Campus																			
18	Automotive Lab Exhaust System		•								\$ 111,600	\$ 879	\$ 110,721	\$ 111,600	Low	TBD	Ethos Engineering	TBD	
19	A & Advanced Technical Careers Building B Renovation		•								\$ 1,323,050	\$ 820	\$ 1,322,230	\$ 1,321,250	Medium	December 2020	Master Plan Acceptance	EGV Architects	TBD
20	Shipping and Receiving Bldg D Office Renovation								•		\$ 12,000	\$ 35,955	\$ (23,955)	Completed	Completed	N/A	N/A	N/A	
21	Site Improvements	•									\$ 57,000	\$ -	\$ 57,000	\$ 57,000	Low	TBD	TBD	TBD	
Dr. Ramiro R. Casso Nursing & Allied Health Campus																			
22	East Building A Student Success Center Renovation								•		\$ 262,806	\$ 256,094	\$ 6,712	Completed	Completed	N/A	Boultinghouse Simpson Gates Architects	TriGen Construction	
23	East Building A Student Services Renovation					•					\$ 427,500	\$ 21,346	\$ 406,154	\$ 420,000	High	December 2020	Substantial Completion	Gignac Architects	TBD
24	West Entry Campus Sign					•					\$ 76,000	\$ 820	\$ 75,180	\$ 76,000	High	September 2020	Substantial Completion	N/A	Limon Masonry
Starr County Campus																			
25	Student Services Building G Renovation					•					\$ 225,000	\$ 11,903	\$ 213,097	\$ 220,500	High	December 2020	Substantial Completion	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	November 2020	Schematic Design	Gignac Architects	TBD
Regional Center for Public Safety Excellence																			
28	Target Range - STC		•								\$ 634,312	\$ 3,487	\$ 630,825	\$ 634,312	Low	December 2020	Schematic Design	PBK Architects	TBD
29	Target Range - Grant		•								\$ 1,902,939	\$ 10,462	\$ 1,892,477	\$ 1,902,939	Low	N/A		PBK Architects	TBD
30	Canopy for Safety Training Vehicles	•									\$ 103,500	\$ -	\$ 103,500	\$ 103,500	Low	TBD	TBD	TBD	
31	Canopy for Students/Instructors	•									\$ 285,000	\$ -	\$ 285,000	\$ 285,000	Low	TBD	TBD	TBD	
32	Portables								•		\$ 1,000,000	\$ 868,994	\$ 131,006	Completed	Completed	N/A	Dannenbaum Engineering (Civil) DBR Engineering (MEP) SSP (Landscape)	Roth Excavating (Civil) Metro Electric (MEP) Southern Landscapes (Landscape & Irrigation)	
33	Fire Training Area	•									\$ 582,100	\$ -	\$ 582,100	\$ 582,100	Low	TBD	TBD	TBD	
34	Running and Exercise Track	•									\$ 219,500	\$ -	\$ 219,500	\$ 285,000	Low	TBD	TBD	TBD	
35	Additional Parking Lot	•									\$ 300,600	\$ -	\$ 300,600	\$ 491,032	Low	TBD	TBD	TBD	
36	Site Drainage Improvements					•					TBD	\$ 24,630	TBD	\$ -	Low	September 2020	Approval of Drainage Study	Perez Consulting Engineers	TBD
37	Chiller Relocation		•								TBD	\$ -	TBD	Project not budgeted within FY1920 budget	Low	TBD	TBD	TBD	

South Texas College
 Unexpended Plant Fund - Capital Improvement Projects (CIP)
 Project Status
 FY 2019 - 2020

#	Projects	Not Started	Project Development	Design Phase	Bidding and Negotiations	Construction Phase	Substantial Completion	Final Completion	Move In	Completed	Total Project Budget	Amount Paid	Total Project Balance	FY1920 Budget	Priority Status	Upcoming Board Meeting Item	Architect/Engineering Firm	Contractor
Higher Education Center La Joya																		
38	Exterior Building and Wayfinding Signage					•					\$ 52,000	\$ 15,600	\$ 36,400	\$ 52,000	High	N/A	N/A	Fast Signs
District Wide																		
39	Land	N/A									\$ 3,000,000	\$ -	\$ 3,000,000	\$ 3,000,000	N/A	N/A	N/A	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	6	0	9	1	1	0	6								

South Texas College
Renewal and Replacement Projects
Project Status
FY 2019 - 2020

#	Projects	Not Started	Project Development	Design Phase	Bidding and Negotiations	Construction Phase	Substantial Completion	Final Completion	Move In	Completed	Total Project Budget	Amount Paid	Total Project Balance	FY1920 Budget	Priority Status	Upcoming Board Meeting Item	Architect/ Engineering Firm	Contractor	
Pecan Campus																			
1	Arbor Brick Column Repairs & Replacement									●	\$ 241,594	\$ 171,033	\$ 70,561	\$ 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	Approval of Construction Services	Half Associates	TBD
8	Reseeding and Regrading of Athletic Fields		●								\$ 125,000	\$ -	\$ 125,000	\$ 125,000	Low	TBD	N/A	TBD	
Mid Valley Campus																			
9	Resurfacing Parking Lot #3	●									\$ 57,000	\$ 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	\$ 3,877	\$ 947,123	\$ 951,000	Low	August 2020	Approval of Roof Assessment Report	Beam Professionals	TBD
13	Drainage Improvements Phase I					●					\$ 334,203	\$ 71,959	\$ 262,244	\$ 333,500	High	October 2020	Substantial Completion	PCE Consultants	McAllen Multi Services
Technology Campus																			
14	Advanced Technical Careers Building B Concrete Floor Repair									●	\$ 95,207	\$ 93,267	\$ 1,940	\$ 95,207	Completed	N/A		CLH Engineering	5 Star Construction
Dr. Ramiro R. Casso Nursing & Allied Health Campus																			
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	Approval of Construction Services	N/A	Oracle Elevator
17	NAH East Building A Roofing Replacement			●							\$ 280,000	\$ 969	\$ 279,031	\$ 280,000	Low	August 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	N/A		N/A	TBD
20	NAH East Building A Data Cabling Infrastructure Replacement					●					\$ 150,000	\$ -	\$ 150,000	\$ 150,000	Low	N/A		N/A	TBD

South Texas College
Renewal and Replacement Projects
Project Status
FY 2019 - 2020

#	Projects	Not Started	Project Development	Design Phase	Bidding and Negotiations	Construction Phase	Substantial Completion	Final Completion	Move In	Completed	Total Project Budget	Amount Paid	Total Project Balance	FY1920 Budget	Priority Status	Upcoming Board Meeting Item	Architect/ Engineering Firm	Contractor	
Starr County Campus																			
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	August 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	
District Wide																			
26	Marker Boards Replacement	●									\$ 327,372	\$ 7,202	\$ 320,170	\$ 200,000	Medium	TBD	N/A	TBD	
27	Irrigation System Controls Upgrade				●						\$ 77,100	\$ 72,485	\$ 4,615	\$ 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	September 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	September 2020	Substantial Completion	N/A	Fastsigns
39	Renewals & Replacements	N/A									\$ 150,000	\$ -	\$ 150,000	\$ 150,000	N/A	N/A			
Totals		11	3	4	11	4	0	0	0	5									

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 July 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 **July 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 July 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 July 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 July 2020
- B. Release of Checks for \$125,000.00 and Above Board of Trustees Approval Required for July 2020
- C. Release of Checks for \$125,000.00 and Above Released Prior to Board Approval (Policy 5610) for July 2020
- D. Release of Construction Fund Checks for July 2020
- E. Quarterly Investment Report for July 2020
- F. Summary of Revenue for July 2020
- G. Summary of State Appropriations Income for July 2020
- H. Summary of Property Tax Income for July 2020
- I. Summary of Expenditures by Classification for July 2020
- J. Summary of Expenditures by Function for July 2020
- K. Summary of Auxiliary Fund Revenues and Expenditures for July 2020
- L. Summary of Grant Revenues and Expenditures, July 2020
- M. Summary of Bid Solicitations
- N. Check Register for July 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 July 26 – August 1, 2020:

- Student Enrollment Update – Summer II and Fall 2020
- Discussion of County Order 20-011 Compliance
- Update of THECB Guidelines for Fall 2020 Campus Reopening
- Discussion of Spring 2020 Virtual Commencement Ceremony
- Discussion of \$118 Million in Federal Support for Higher Education Institutions
- Discussion of Department of Labor: Strengthening Community Colleges Training Grants
- Participated in a conference call with Bill Buhidar, Music Department Chair to discuss the recent success of the virtual music camps and the expansion of similar opportunities for students.
- Participated in a Zoom interview with Futuro RGV regarding lessons learned from the educational sector during the COVID-19 pandemic and how they affect the future of students. Interviews included Dr. Guy Bailey, President of The University of Texas Rio Grande Valley and myself. Interviews were posted on social media sites such as Futuro RGV's Facebook page and YouTube.
- Met with Mary Elizondo, Vice President for Financial and Administrative Services, Ruben Suarez, Acting Chief of Police, and Alina Cantu, Transportation Services Manager to discuss options for the Transportation Plan.
- Coordinated the agenda and back-up materials for the Augusts 6, 2020 Special Board meeting.

Week of August 2 – August 8, 2020:

- Student Enrollment Update – Fall 2020
- Discussion of Federal Support Opportunities
 - U.S. Department of Education
 - Texas Higher Education Coordinating Board
- Review and Discussion of Action for Implementing Policy #4216: *Freedom from Discrimination, Harassment, Sexual Misconduct, and Retaliation*
- Discussion of Transportation Plan Options for FY 2020-2021
- Discussion of Texas Higher Education Coordinating Board Contracting Student Tracker Premium Data Services from the National Student Clearinghouse
- Review and Discussion of Comprehensive Local Needs Assessment (CLNA) Narrative
- Review and Discussion of Reduced Work Hours for Selected Personnel
- Review and Discussion of New Message from the President: COVID-19 Update

- Hidalgo County Judge, Richard Cortez issues Hidalgo County Emergency Order 20-012 regarding shelter at home suggestion, face covering requirement, curfew timeframe, and travel restrictions.
- Review and Discussion of Agenda for College-Wide Professional and Organizational Development Day
- Effective August 1, 2020 the Student Enrollment Center will be open on Saturdays from 10:00am to 2:00pm to provide extended registration hours to students. Student must request and appointment, wear a mask, and limit the appointment to only 2 people.
- Met with Mary Elizondo, Vice President for Finance and Administrative Services and Paul Rodriguez, Chair for the Board of Trustees to review and discuss the Transportation Plan options.
- Participated in conference call with Jessica Galloso, Associate Dean for the Office of Professional and Organizational Development to discuss the agenda and logistics of New Faculty Orientation and the Ambassadors Cross Training Academy (ACTA).
- Met with Dr. David Plummer, Interim Executive Vice President for Educational Programming and Student Achievement, Juan Carlos Aguirre, Assistant to the President for Continuing Education, Jose Moroles, Director of the Regional Center for Public Safety Excellence, Daniel Ramirez, Director of Public Relations and Marketing to review website concepts for the Continuing Education and Workforce webpage.
- Review and Feedback on Academic Affairs Convocation
- Discussion of Pecan Campus Library Renovation Options
- Review and Discussion of FY21 Technology Projects
- Continued Discussion of Proposed Revisions to:
 - Policy #4316: Leave of Absence
 - Policy #4310: Sick Leave Pool
- Continued Discussion of COVID-19 Issues and Concerns
- Discussion of Governor's Emergency Education Relief (GEER) Funds
 - \$46.5M for Emergency Educational Grants to Students
 - \$57M to preserve:
 - Texas Grant
 - Texas Equalization Grant (TEG)
 - Texas Educational Opportunity Grant (TEOG)
- Coordinated the agenda and back-up materials for the August 11, 2020 Committee Board meetings.

Week of August 9 – August 15, 2020:

- Review and Discussion of Need for Proposed Revisions to:
 - Policy #4316: *Leave of Absence*
 - Policy #4310: *Sick Leave Pool*
- Review and Discussion of Need for Welding Remodeling Project in Starr County
- Update on Preparation for Fall Start of Classes
- Review and Discussion of COVID-19 Issues and Concerns
- Participated in New Faculty Orientation via Zoom and presented to faculty my *Points of Pride* presentation.

- Participated in an interview with KRGV regarding the results of a college completion survey conducted by *Excelencia in Education* which ranked South Texas College as first in the state of Texas and third in the nation to lead in enrolling and graduating Latinos.

Week of August 16 – August 22, 2020:

- Review and Feedback on Academic Affairs Convocation
- Discussion of Pecan Campus Library Renovation Options
- Review and Discussion of FY21 Technology Projects
- Continued Discussion of Proposed Revisions to:
 - Policy #4316: *Leave of Absence*
 - Policy #4310: *Sick Leave Pool*
- Continued Discussion of COVID-19 Issues and Concerns
- Discussion of Governor's Emergency Education Relief (GEER) Funds
 - \$46.5M for Emergency Educational Grants to Students
 - \$57M to preserve:
 - Texas Grant
 - Texas Equalization Grant (TEG)
 - Texas Educational Opportunity Grant (TEOG)
- Met with Dr. David Plummer, Interim Executive Vice President for Educational Programming and Student Achievement, Dr. Jesus Campos, Dean for Library Learning Support Services, Mary Elizondo, Vice President for Finance and Educational Services, and Rick De La Garza, Director of Facilities Planning and Construction to review the Library Renovation Feasibility Study Options.
- Participated in Zoom meeting with Mary Elizondo, Vice President for Finance and Administrative Services with the external auditors from Carr, Riggs, & Ingram, LLC to complete the annual interview.

Announcements

I. Announcements

A. Next Meetings:

- Tuesday, September 8, 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, September 22, 2020
 - 5:30 p.m. – Regular Board Meeting

B. Other Announcements:

- The SACSCOC On-Site Visit will be from September 14 – 17, 2020:
 - **Monday, September 14th**
 - 9:15 a.m. – 9:45 a.m. Welcome Meeting
 - 10:00 a.m. – 2:45 p.m. Tour of Campuses: Nursing and Allied Health, Technology Center, Roma High School, and Donna North High School
 - **Tuesday, September 15th**
 - 9:30 a.m. – 10:00 a.m. Interviews with select members of STC Board of Trustees
 - 9:30 a.m. – 2:30 p.m. Interviews with STC Faculty, Students and Staff
 - **Wednesday, September 16th**
 - 9:30 a.m. – 11:30 a.m. Interviews with STC Faculty, Student and Staff
 - 10:30 a.m. – 11:15 a.m. Tour of Campus: Pecan
 - **Thursday, September 17th**
 - 8:30 a.m. Exit Conference