



**SOUTH TEXAS  
COLLEGE**

**Board of Trustees  
Regular Board Meeting**

**Tuesday, September 22, 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, September 22, 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**
  - 1. Presentation of the Summer 2020 and Fall 2020 Enrollment Reports ..... 6 - 12
  - 2. Presentation of Status Report on the South Texas College Comprehensive Operation Plan for FY 2019 – 2020 and Development of the Next Multi-Year Planning Cycle ..... 13 - 16
  - 3. Presentation on the Southern Association of Colleges and Schools - Commission on Colleges (SACSCOC) Reaffirmation Process ..... 17



**VI. Consideration and Action on Consent Agenda**

- A. Approval of Board Meeting Minutes ..... 18 - 70
  - 1. August 25, 2020 Public Hearing and Special Board Meeting
  - 2. August 25, 2020 Regular Board Meeting
- B. Ratification of Acceptance and Use of Governor's Emergency Education Relief (GEER) Fund Allocation ..... 71
- C. Approval and Authorization to Accept Grant Awards and Agreements .. 72 - 75
  - 1) Texas Higher Education Coordinating Board, Work-Study Student Mentorship Program Allocation in the amount of \$84,290
  - 2) Texas Workforce Commission, ApprenticeshipTexas Expansion Grant, South Texas Consortia Project, Lower Rio Grande Valley Workforce Development Board in Partnership with South Texas College's Institute for Advanced Manufacturing in the amount of \$115,206
  - 3) Department of Education, Developing Hispanic Institutions in the amount of \$2,578,877
  - 4) The Texas State Library and Archives Commission, Institute of Museum and Library Services in the amount of \$1,034
  - 5) Lower Rio Grande Valley Workforce Development Board/Workforce Solution, Child Development Associates Credential Program, Additional Funds in the amount of \$54,000
  - 6) National Institute of Health, Bridges to Baccalaureate Research Training Program, Subaward from The University of Texas Rio Grande Valley in the amount of \$108,966
  - 7) Texas Department of Agriculture, Child and Adult Care Food Program Application Renewal in the amount of \$58,947
  - 8) Additional Grant(s) Received/Pending Official Award

**VII. Consideration and Action on Non-Committee Items**

- A. Review and Action as Necessary on Order Adopting the Tax Rate for 2020 ..... 76 - 82
- B. Discussion and Action as Necessary to Conduct a Virtual December Commencement Ceremony ..... 83
- C. Action as Necessary on Contract for Election of STC Trustee for Single-Member Trustee District #7 ..... 84 - 93

**VIII. Consideration and Action on Committee Items**

- A. Education and Workforce Development Committee Items
  - 1. Review of Presentation Delivered to Committee..... 94 - 97



- a. Review of the Request for Proposals for the Faculty Cost and Productivity Study

B. Finance, Audit, and Human Resources Committee Items

1. Presentation on Delinquent Tax Collection Report for the Period Ending May 31, 2020 ..... 98 - 102
2. Review and Action as Necessary on Quarterly Investment Report for Quarter Ending May 31, 2020..... 103 - 115
3. Review and Action as Necessary on Award of Proposals, Purchases, and Renewals..... 116 - 128
  - A. Award of Proposals
    - 1) Beverage Products (Award)
    - 2) Fire Training Vehicle Prop with Trailer (Award)
    - 3) Mobile Air Trailer (Award)
  - B. Purchases and Renewals (B-a. Instructional Item)
    - 4) Industrial Supplies, Materials, and Accessories (Renewal)
  - B. Purchases and Renewals (B-b. Non-Instructional Items)
    - 5) Audio Visual Equipment and Supplies (Purchase)
    - 6) Chiller Maintenance Agreement (Purchase)
    - 7) Computer Components, Peripherals, Software, and Supplies (Purchase)
    - 8) Maintenance Equipment, Parts, and Supplies (Purchase)
    - 9) Fire Suppression Systems Service (Renewal)
    - 10) In-Store Purchase of Materials and Supplies (Renewal)
    - 11) Institutional Membership – TACC (Renewal)
  - B. Purchases and Renewals (B-c. Technology Items)
    - 12) Communication Software Agreement (Renewal)
    - 13) Student Enrollment Management System Agreement (Renewal)
4. Review and Action as Necessary on Disposal of Surplus Property and to Write-off Obsolete Fixed Assets/Capital Assets Valued at \$5,000 and Over ..... 129 - 138
5. Review and Acceptance of Report on Clery Act and Violence Against Women Act (VAWA) Compliance ..... 139 - 151
6. Review and Acceptance of Internal Audit Report in the Area of Clery Act and Violence Against Women Act (VAWA)..... 152 - 176
7. Review and Acceptance of Internal Audit Annual Report for FY 2020 ..... 177 - 189

C. Facilities Committee Items

1. Review and Action as Necessary on the Pecan Campus Library Building F Renovation and Expansion Feasibility Study and Authorization to Proceed with Schematic Design..... 190 - 198



2. Review and Action as Necessary on Approval of Schematic Design of the Pecan Campus Business and Science Building G Conversion of Two (2) Classrooms to Geology Labs.....	199 - 207
3. Review and Action as Necessary on Authorization to Proceed with Solicitation of Construction Services for the Pecan Campus Business and Science Building G Conversion of Two (2) Classrooms to Geology Labs .....	208
4. Review and Action as Necessary on Approval of Schematic Design of the Pecan Plaza West Building C Kinesiology Storage and Restroom Renovations.....	209 - 216
5. Review and Action as Necessary on Authorization to Proceed with Solicitation of Construction Services for the Pecan Plaza West Building C Kinesiology Storage and Restroom Renovations .....	217
6. Review and Action as Necessary on Approval of Change Order for the Mid Valley Campus Drainage Improvements Phase I and Asphalt Resurfacing of the Northwest Drive .....	218 - 224
7. Review and Action as Necessary on Approval of Substantial Completion of the Nursing and Allied Health Campus West Entry Sign .....	225 - 229
8. Review and Action as Necessary on Approval of Substantial and Final Completion of the District Wide Exterior Building Lettering.....	230 - 239
9. Update on Status of Unexpended Plant Fund Construction Projects and Renewals & Replacements Projects.....	240 - 244
 <b>IX. Consideration and Approval of Checks and Financial Reports .....</b>	<b>245 - 246</b>
 <b>X. Informational Items</b>	
• President's Report .....	247 - 250
 <b>XI. Announcements</b>	
A. Next Meetings: .....	251
• <u>Tuesday, October 13, 2020</u>	
➤ 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	
• <u>Tuesday, October 27, 2020</u>	
➤ 5:30 p.m. – Regular Board Meeting	
B. Other Announcements:	
• The College will be closed on Friday, September 25, 2020 for College-Wide Organizational Development Day	



## **Presentations**

### **1. *Presentation of the Summer 2020 and Fall 2020 Enrollment Reports***

Mr. Matthew Hebbard, Vice President for Student Affairs and Enrollment Management, will present the Summer 2020 and Fall 2020 Enrollment Reports

While the College and its communities are still impacted by the COVID-19 pandemic, the September 9, 2020 Census Day for the Fall 2020 term has provided administration with the official enrollment for the term.

VP Hebbard will compare actual Summer 2020 and Fall 2020 enrollment to administration's projections, and discuss the strategies underway to ensure that students know South Texas College is ready to safely and effectively serve them.

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



# Fall 2020 Enrollment

## EXPERIENCE DEDICATION

**Learn today. Make a difference tomorrow.**

Our instructors are determined to prepare you as you make your way out into the real world. Because, when your community needs care and answers, you'll be there in a heartbeat.



SouthTexasCollege.edu  
1-855-GoToSTC

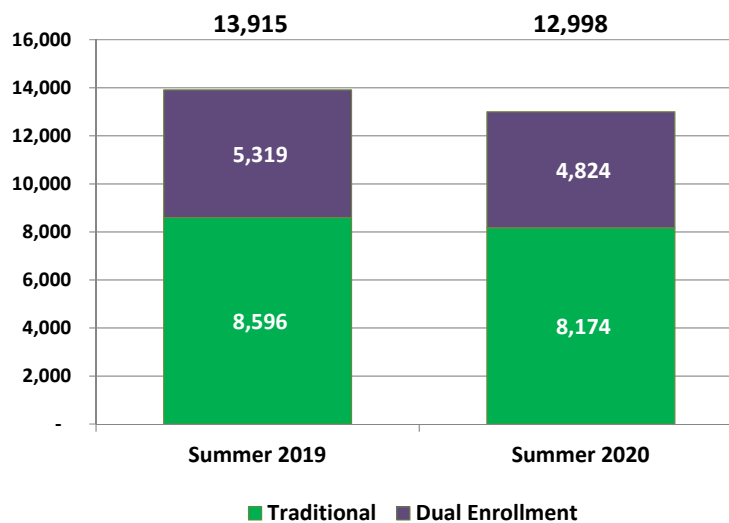


**SOUTH TEXAS  
COLLEGE**

**Experience  
Exceptional**

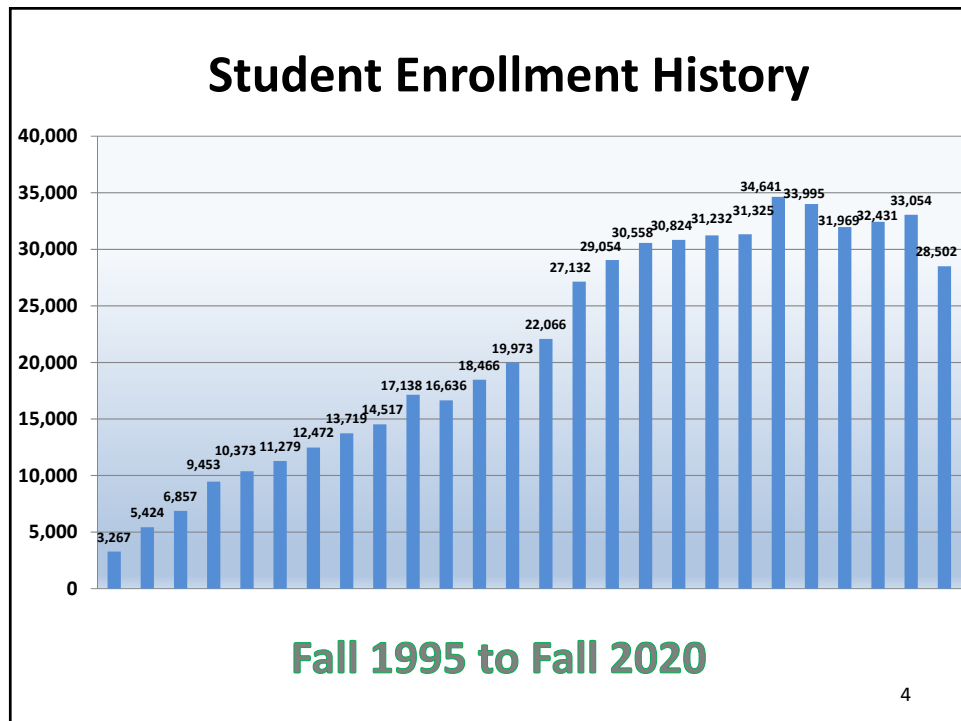
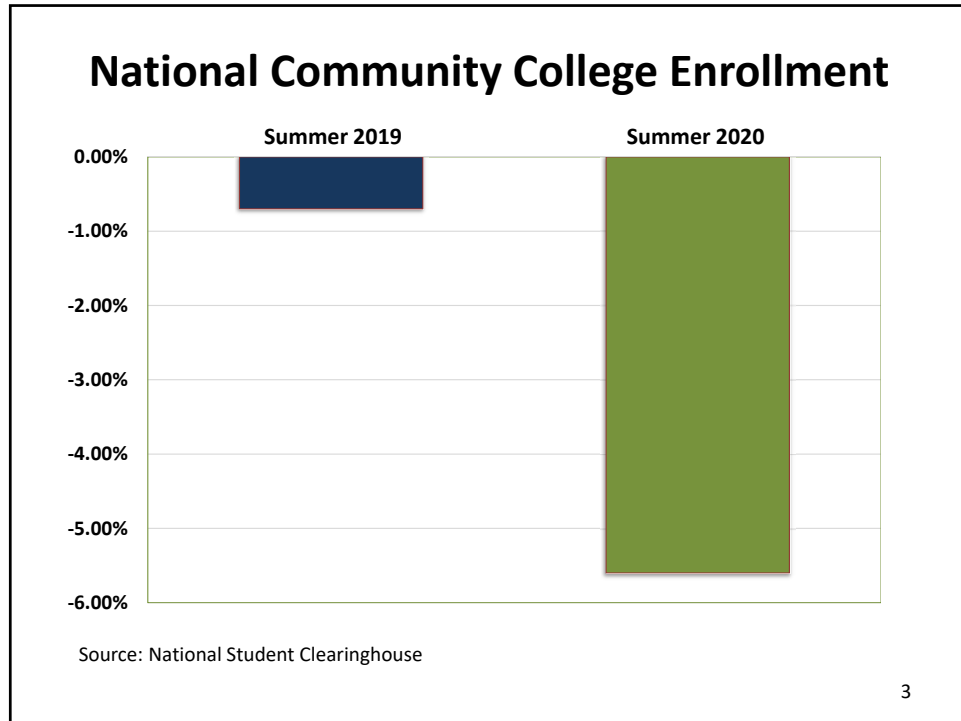
1

## Summer Total Enrollment



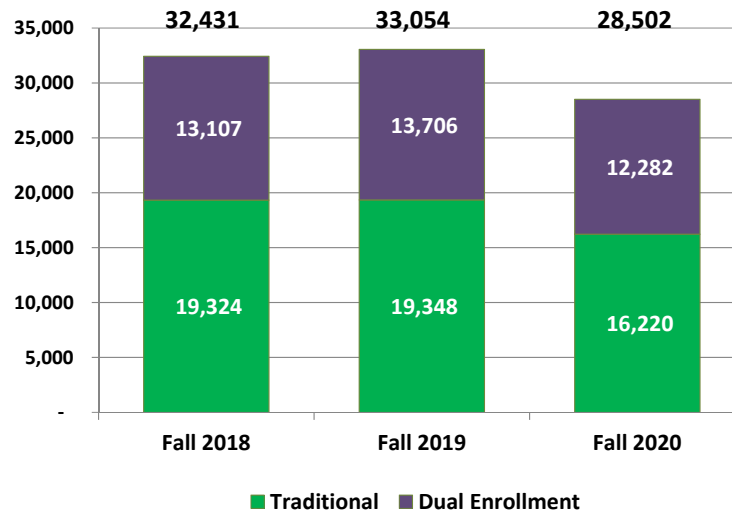
2







## Fall Total Enrollment



5

## Campus Enrollment

Campus	Fall 2019	Fall 2020	+/-	%
Pecan	9,825	1,617	-8,208	-84%
Mid Valley	3,205	537	-2,668	-83%
Starr County	997	233	-764	-77%
NAH	1,878	1,087	-791	-42%
Technology	1,451	789	-662	-46%
Distance Learning	7,738	26,497	18,759	242%
Dual Enrollment Taking Class at High School	13,441	316	-13,125	-98%
<b>Total Unduplicated</b>	<b>33,054</b>	<b>28,502</b>	<b>-4,552</b>	<b>-14%</b>

- Some of campus enrollments will not match total headcount because some students attend multiple campus
- The total headcount includes other campuses not listed in this table

6

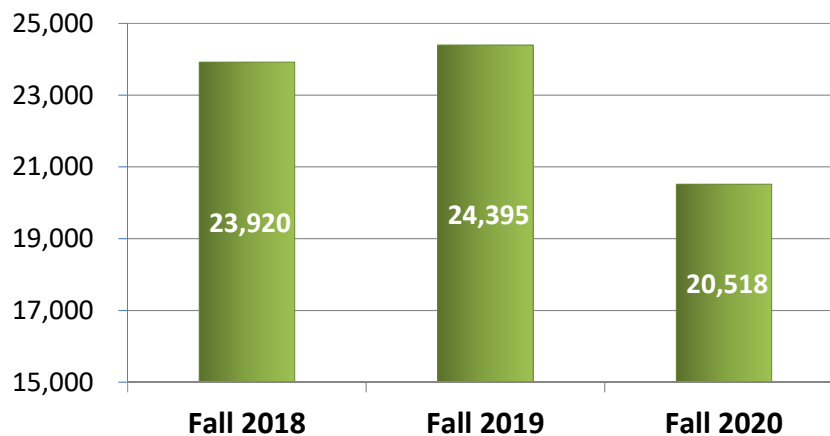


### Unduplicated Enrollment by Residence

County	Fall 2018	Fall 2019	Fall 2020	% Change '19 –'20
Central Hidalgo	19,288	21,487	18,919	-12%
Eastern Hidalgo	6,032	6,179	5,267	-15%
Western Hidalgo	3,796	2,038	1,300	-36%
Starr County	2,530	2,306	1,942	-16%
Out of District and Country	965	1,044	1,074	3%
<b>TOTAL</b>	<b>32,431</b>	<b>33,054</b>	<b>28,502</b>	<b>-14%</b>

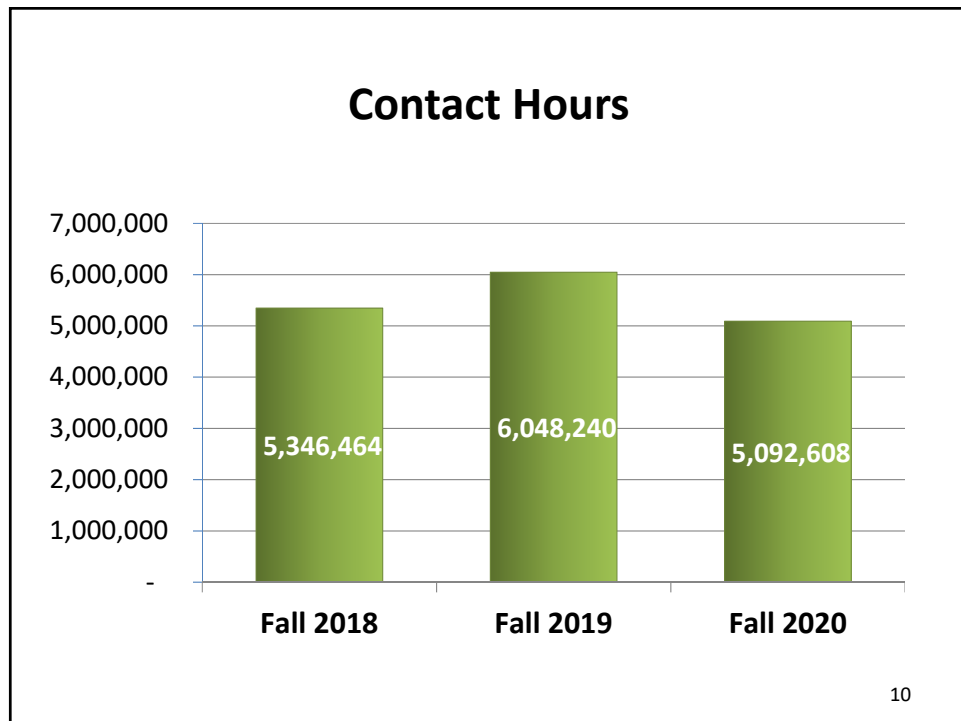
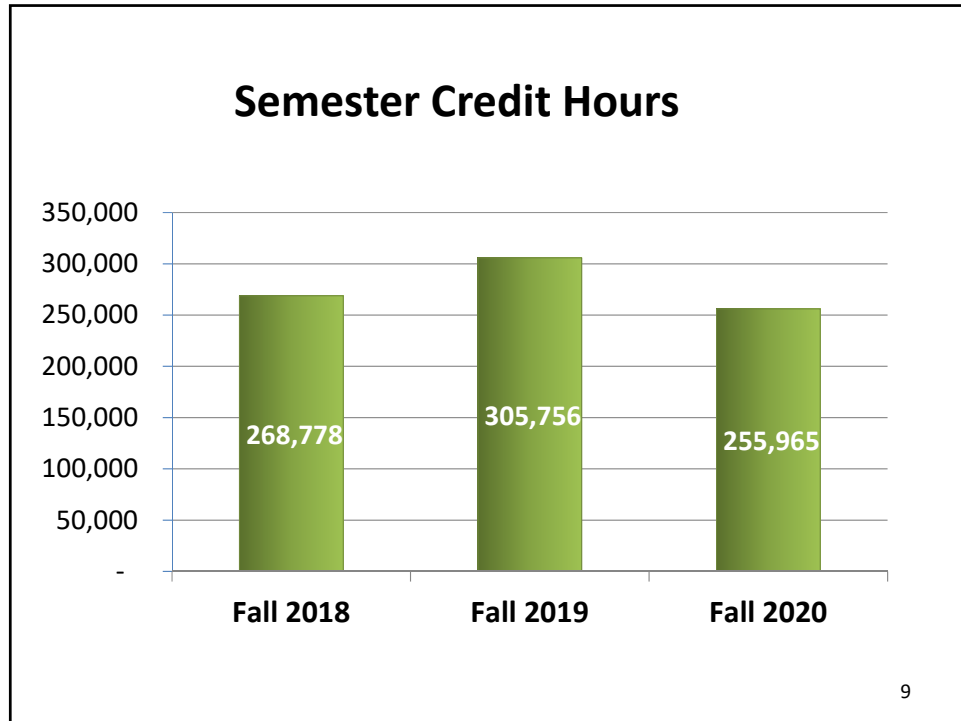
7

### Full Time Equivalency (total semester credit hours/12)



8







### Dual Enrollment – Hidalgo County

District	Fall 2018	Fall 2019	Fall 2020
DONNA ISD	385	511	467
EDCOUCH-ELSA ISD	246	245	226
EDINBURG CISD	2,005	2,010	1,599
HIDALGO ISD	295	338	298
LA JOYA ISD	1,481	1,531	1,498
LA VILLA ISD	46	34	26
MCALLEN ISD	1,072	947	842
MERCEDES ISD	366	400	403
MISSION CISD	970	947	847
MONTE ALTO ISD	41	35	40
PROGRESO ISD	149	154	131
PSJA ISD	2,465	2,719	2,424
SHARYLAND ISD	638	751	619
SOUTH TEXAS ISD	514	571	502
VALLEY VIEW ISD	308	327	316
WESLACO ISD	1,073	1,095	1,005
<b>Subtotal</b>	<b>12,054</b>	<b>12,615</b>	<b>11,243</b>

11

### Dual Credit – Starr County

	Fall 2018	Fall 2019	Fall 2020
RIO GRANDE CITY CISD	530	594	573
ROMA ISD	226	161	116
SAN ISIDRO ISD		4	3
<b>Subtotal</b>	<b>756</b>	<b>759</b>	<b>692</b>

### Other – District-wide

	Fall 2018	Fall 2019	Fall 2020
PRIVATE SCHOOLS	64	60	29
CHARTER SCHOOLS	219	266	295
HOME SCHL & OTHERS	14	6	23
<b>Subtotal</b>	<b>297</b>	<b>332</b>	<b>347</b>

	Fall 2018	Fall 2019	Fall 2020
<b>Total Dual Credit</b>	<b>13,107</b>	<b>13,706</b>	<b>12,282</b>

12



## **Presentations**

### ***Continued***

#### ***2. Presentation of Status Report on the South Texas College Comprehensive Operation Plan for FY 2019 – 2020 and Development of the Next Multi-Year Planning Cycle***

##### **Presentation of the Status Report on the Comprehensive Operation Plan**

Dr. Shirley A. Reed, College President, will present a status report on the South Texas College Comprehensive Operation Plan for FY 2019 – 2020 which is the last year of the five-year comprehensive planning process.

The Comprehensive Operation Plan Status Report for FY 2019 – 2020 is provided with the Board packet, under separate cover.

##### **Presentation on the Development of the Next Multi-Year Planning Cycle**

Dr. David Plummer, Interim Executive Vice President for Educational Programming and Student Achievement, will review the transition to a new strategic planning model and the process for developing a new multi-year comprehensive plan.

Dr. Plummer will be joined by Dr. Fernando Chapa, Dean of Institutional Research, Effectiveness, and Strategic Planning, and Mr. Bradley Davis, Director of Institutional Effectiveness, Assessment, and Accreditation. They will discuss the process of Strategic Planning and Execution, from the identification of the Mission, Vision, and Core Values, to the development of a long term strategic plan, supporting operational plans to achieve the strategic goals, institutional effectiveness plans to measure progress, and development of annual budgets that fund these strategic activities.

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



2019-2025



SOUTH TEXAS  
COLLEGE

## Overview of the Strategic Planning Process

Dr. David C. Plummer, VP for ISPP&SI  
Dr. Fernando Chapa, Dean of IRE&SP  
Bradley W. Davis, Director of IEA

1



SOUTH TEXAS  
COLLEGE

## Comprehensive Mission

### Comprehensive Mission for South Texas College

#### VISION STATEMENT

South Texas College will be a global model in educational innovation serving as a catalyst to drive regional prosperity, economic development, and the social mobility of those we serve.

#### MISSION STATEMENT

South Texas College is a public institution of higher education that provides educational opportunities through excellence in teaching and learning, workforce development, cultural enrichment, community service, and regional and global collaborations.

#### CORE VALUES

**Student Success:** We are committed to the personal, academic and career goals of each student.

**Excellence:** We are committed to excellence and innovation in teaching, learning, and services.

**Opportunity:** We are committed to providing access and support for students to achieve their academic and career goals.

**Community:** We are committed to equitable results through inclusion, diversity, collaboration, and engagement.

**Integrity:** We are committed to being respectful, professional, honest, accountable, and transparent.





**SOUTH TEXAS  
COLLEGE**

## Strategic Plan

2019- 2025

### Strategic Goals

**Lead Community Engagement:** South Texas College is the catalyst for engaging and strengthening the communities through diverse efforts.

**Promote Academic Integrity and Excellence:** South Texas College is dedicated to creating a dynamic and innovative educational environment based on excellence, academic honesty, rigor, and continuous improvement.

**Create Educational Opportunities for Students:** South Texas College is committed to providing accessible and inclusive educational opportunities that enable a seamless transfer to advanced degrees or align with emerging workforce needs.



**SOUTH TEXAS  
COLLEGE**

## Strategic Plan

2019- 2025

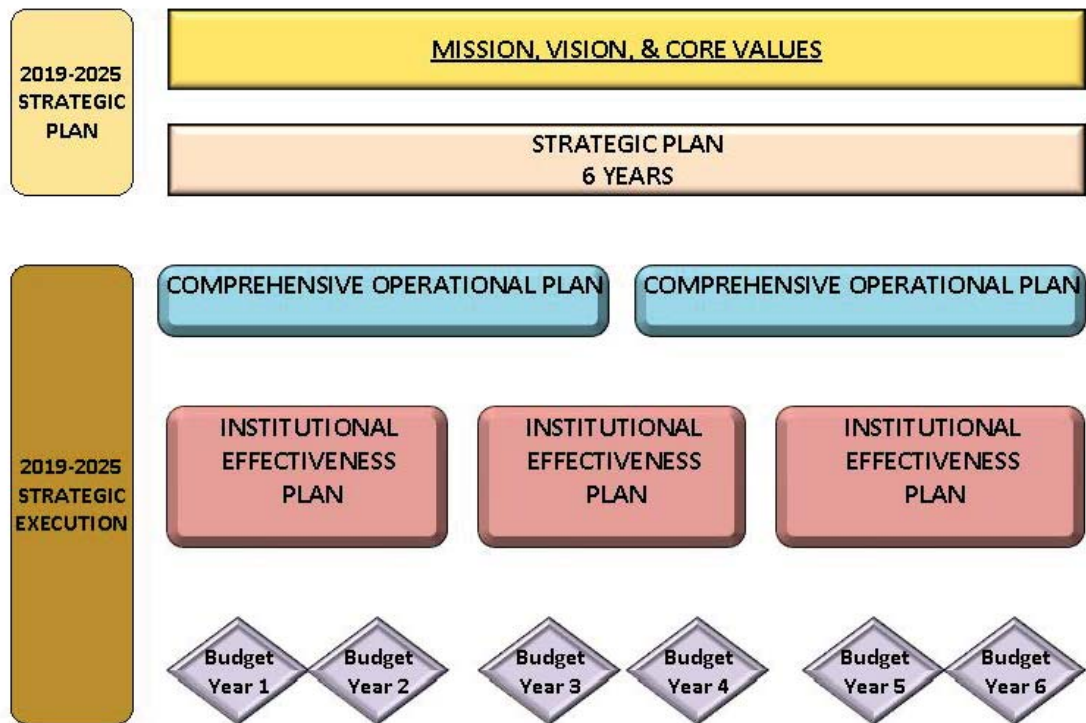
### Strategic Goals

**Foster Student Success:** South Texas College is devoted to providing students with accessible pathways and effective support structures that promote persistence, educational attainment, academic achievement, personal and professional growth.

**Cultivate Institutional Excellence:** South Texas College creates a culture of excellence through integrity, collaboration, transparency, accountability, fiscal responsibility, and leveraging technology.



## INSTITUTIONAL PLANNING ALIGNMENT MODEL



**THANK YOU!**  
**Any questions?**



**Presentations**  
*Continued*

**3. Presentation on the Southern Association of Colleges and Schools - Commission on Colleges (SACSCOC) Reaffirmation Process**

Dr. Fernando Chapa, Dean of Institutional Research, Effectiveness, and Strategic Planning, will provide a report on the SACSCOC Reaffirmation Process, including feedback received during the recent site visit and a highlight of the next steps toward reaffirmation.

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



## **Approval of Board Meeting Minutes**

The following Board Meeting Minutes are submitted for approval:

- 1) August 25, 2020 Public Hearing and Special Board Meeting
- 2) August 25, 2020 Regular Board Meeting

### **Recommendation:**

It is recommended that the Board of Trustees of South Texas College approve and adopt the Minutes for the August 25, 2020 Public Hearing and Special Board Meeting and the August 25, 2020 Regular 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 August 25, 2020 Public Hearing and Special Board Meeting and the August 25, 2020 Regular Board Meeting, as presented.

### **Approval Recommended:**

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



**SOUTH TEXAS COLLEGE  
BOARD OF TRUSTEES PUBLIC HEARING AND SPECIAL MEETING  
Tuesday, August 25, 2020 @ 5:00 p.m.  
Ann Richards Administration Building Board Room  
Pecan Campus, McAllen, Texas 78501**

**Minutes**

**Call Meeting to Order:**

The Public Hearing and Special Board Meeting of the South Texas College Board of Trustees was held on Tuesday, August 25, 2020 in the Ann Richards Administration Building Board Room at the Pecan Campus in McAllen, Texas. The meeting commenced at 5:04 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;
- Trustees were encouraged to attend in person or participate by conference call, as their personal circumstances dictated.

Members present: Dr. Alejo Salinas, Jr. was present in the South Texas College Ann Richards Administration Board Room. Mr. Paul R. Rodriguez, Ms. Rose Benavidez, Mr. Roy de León, Mrs. Victoria Cantú, Mr. Gary Gurwitz, and Mr. Rene Guajardo were present and participated by teleconference.

Members absent: None

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

**Determination of a Quorum**

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



## **The Public Hearing on FY 2020 - 2021 Budget**

Mrs. Mary Elizondo, Vice President for Finance and Administrative Services, presented the FY 2020 - 2021 Budget to the public and Board of Trustees during the public hearing and prior to the formal adoption of the Budget by the Board.

The Public Hearing on the FY 2020 - 2021 Budget opened at 5:06 p.m. and consisted of:

- Presentation of Overview of FY 2020 - 2021 Budget

Mrs. Elizondo presented the Overview of the proposed FY 2020 - 2021 Budget and responded to questions from the Board.

- Public Comments

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

- Closing of the Public Hearing on FY 2020 - 2021 Budget

The Public Hearing closed at 5:47 p.m.

The Budget was included under separate cover in the Board packet.

## **Consideration and Approval of Resolution 2020-012 Adopting the Budget for FY 2020 - 2021**

It was recommended that the Board of Trustees approve Resolution 2020-012 adopting the Budget for FY 2020 - 2021 as presented.

A Notice of the Public Hearing on South Texas College's proposed budget for FY 2020 - 2021 was advertised on August 5, 2020 in the Starr County Town Crier, the Mid Valley Town Crier, and The Monitor. The Hearing gives the general public the opportunity to make comments and have input with regard to the adoption of the budget. A copy of the budget is included under separate cover.

Resolution 2020-012 adopting the Budget for FY 2020 - 2021 and a presentation on the Budget was provided in the packet for the Board's information and review.

A copy of the proposed budget was made available for viewing at the Office of the Vice President for Finance and Administrative Services located in the Administration Building in Room 230 at the Pecan Campus prior to the Public Hearing. Copies of the budget were available online and at the Public Hearing.

The Finance, Audit, and Human Resources Committee reviewed the Unrestricted Fund for FY 2020 - 2021 at their August 11, 2020 meeting and recommended approval.



Upon a motion by Dr. Alejo Salinas, Jr. and a second by Mr. Rene Guajardo, the Board of Trustees of South Texas College approved Resolution 2020-012 adopting the Budget for FY 2020 - 2021 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 5:48 p.m.

I certify the foregoing are the true and correct minutes of the Tuesday, August 25, 2020 Public Hearing and Special Board Meeting of the South Texas College Board of Trustees.

X

---

Mr Roy de León  
Board Secretary



**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**

**Minutes**

**Call Meeting to Order:**

The Regular Board Meeting of the South Texas College Board of Trustees was held on Tuesday, August 25, 2020 in the Ann Richards Administration Building Board Room at the Pecan Campus in McAllen, Texas. The meeting commenced at 5:49 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: Dr. Alejo Salinas, Jr. was present in the South Texas College Ann Richards Administration Board Room. Mr. Paul R. Rodriguez, Ms. Rose Benavidez, Mr. Roy de León, Mrs. Victoria Cantú, Mr. Gary Gurwitz, and Mr. Rene Guajardo were present and participated by teleconference.

Members absent: None

Also present: Dr. Shirley A. Reed, Mr. Jesus Ramirez, Mrs. Mary Elizondo, Dr. David Plummer, Mr. Matthew Hebbard, Mrs. Rebecca Cavazos, Mrs. Myriam Lopez, Mr. Rick De La Garza, Mr. George McCaleb, Mr. Mike Carranza, Dr. Nancy Garcia, Dr. Fernando Chapa, Lt. Ruben Suarez, Ms. Alina Cantu, Ms. Janice Ponce, Mr. Keith Moore, Mr. Tom Logan, Mr. Todd Scrimpsheer, and Mr. Andrew Fish.



## **Determination of a Quorum**

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

## **Invocation**

Mr. Matthew Hebbard, Vice President for Student Affairs and Enrollment Management, said the invocation.

## **Public Comments**

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

## **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, spoke on what this important recognition means for the College and the students served.

A press release issued by South Texas College and a fact sheet published by *Excelencia in Education* were 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, 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 was current undergoing its reaffirmation of accreditation, including a comprehensive review of all facets of the College. Dr. Chapa provided additional details to the Board, and will respond to questions.

Dr. Salinas stated that he had high expectations for the successful implementation of the QEP, and asked that annual reports on assessment of the QEP be provided to the trustees.

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

### **Approval of Board Meeting Minutes**

The following Board Meeting Minutes were submitted for approval:

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

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

### **Approval and Authorization to Accept Grant Awards and Agreements**

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

#### **1. 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 provided 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 would 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 was from July 1, 2020 to July 1, 2021.

This award aligned 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 focused 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 would 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 was from September 1, 2020 to August 31, 2021.

This award aligned 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 expanded 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 would be used for salaries, benefits, tuition, fees, books, instructional supplies, consumables, curriculum development, and equipment. These funds would 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 would receive \$485,446 and RGV Med, LLC would receive \$749,621. The funding period was from March 1, 2019 to February 28, 2021.

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



### Summary of Grant Award Funding

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

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

### 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 was 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



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

## **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 Board's review, and no action was requested.

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

Administration was 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 recommended 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 expected that we could have the SACSCOC Committees' response to the selection before the August 25<sup>th</sup> Regular Board Meeting.

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Mrs. Victoria Cantú, the Board of Trustees of South Texas College approved and authorized the 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 motion carried.

### **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 was presented.

Purpose – Mr. Keith Moore from Edward Jones presented 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 provided 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, was 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 reviewed the information as presented. The information on the provision stipulating the distribution amount to South Texas College was 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 were provided 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.

<b>Market Value-October 1, 2012</b>	<b>\$3,189,982.10</b>
<b>Additions:</b>	
Income	582,908.37
Additions <sup>(1)</sup>	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
<b>Reductions:</b>	
Disbursements to STC	(1,455,958.41)
Published Fees	(129,187.39)
Other Disbursements <sup>(2)</sup>	(197,430.17)
<b>Market Value - July 31, 2020</b>	<b>\$3,765,213.46</b>

(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 were as follows:

<b>Distributions Received by South Texas College</b>	
<b>Month/Year</b>	<b>Amount</b>
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
<b>Total Distributions Received</b>	<b>\$1,455,958.41</b>

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

<b>Interest/Dividends Income</b>	
<b>Month/Year</b>	<b>Amount</b>
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
<b>Total Income</b>	<b>\$582,908.37</b>

The trustees asked for clarification of the fee structure charged by Edward Jones against the corpus of the trust. Mr. Paul R. Rodriguez asked that administration share the fee structure with the College's Financial Adviser to review and provide feedback.

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



## **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 prepared a report showing the history of scholarships awarded through the MEDA Scholarship Trust Fund. Administration also provided a summary of the benefit recipients' performance and demographic information.

The history of awards showed that since its inception the MEDA Scholarship benefited 505 individual students enrolled at South Texas College. These awards were 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 provided PowerPoint gave a breakdown of graduation/enrollment status, showing that of these 505 students, 78.8% (398 students) either graduated or were still enrolled, while the remaining 21.2% (107 students) were not enrolled in Summer 2020 and had not yet graduated. This was a greater retention rate than the general population, which may indicate the pivotal role these funds played 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 was 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 was provided to the Board for review and discussion, and feedback to staff, and no action was requested at this time.

### **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, was 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 included routes to the Starr County Campus (Green Lines) and Mid Valley Campus (Purple Line), which were operated by the LRGVDC.

In addition, the services include the Circulator (Yellow) routes operated by the College. The Circulator route provided 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 were 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 covered 100% of the above expenses until exhausted. The Federal/State Funds received from the LRGVDC would reimburse (1) and (2).

Justification - The Interlocal Agreement was intended to establish an intercampus bus route to serve all of the College's campuses. The bus routes benefitted students, faculty, and staff of South Texas College and thereby served 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 were 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 was still pending final approval by the LRGVDC, and their action was expected by the end of August 2020.

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



Mr. 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.

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

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

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

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

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

#### **A. Award of Proposals**

- 1) 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:

<b>Vendor (City/State)</b>	<b>Vendor (City/State)</b>
<b>FDG Construction</b> (Mission, TX)	<b>G &amp; S Glass, LLC.</b> (Edinburg, TX)
<b>Gateway Printing &amp; Office Supply, Inc.</b> (Edinburg, TX)	<b>Luna Glass, LLC.</b> (McAllen, TX)
<b>R. E. Friedrichs Company</b> (Pharr, TX)	<b>Risica &amp; Sons, Inc.</b> (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)
<b>ABDO Publishing Company</b> (Edina, MN)	<b>Baker &amp; Taylor, LLC.</b> (Charlotte, NC)	<b>Bound to Stay Bound Books, Inc.</b> (Jacksonville, IL)
<b>Cengage Learning, Inc.</b> (Boston, MA)	<b>Central Programs, Inc./ dba Gumdrop Books</b> (Bethany, MO)	<b>Crabtree Publishing Company</b> (New York, NY)
<b>EBSCO Industries, Inc.</b> (Ipswich, MA)	<b>Ingram Library Services, LLC.</b> (La Vergne, TN)	<b>Lektro, Inc./ dba Escue &amp; Associates</b> (Robstown, TX)
<b>Midwest Library Service</b> (Bridgeton, MO)	<b>Midwest Tape, LLC.</b> (Holland, OH)	<b>Perma-Bound Books</b> (Jacksonville, IL)
<b>ProQuest, LLC.</b> (Ann Arbor, MI)	<b>Rittenhouse Book Distributors, Inc.</b> (King of Prussia, PA)	<b>Scholastic Library Publishing, Inc.</b> (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)
<b>Airgas USA, LLC.</b> (McAllen, TX)	<b>Alamo Iron Works</b> (Brownsville, TX)
<b>Industrial Supplier Larey, Inc./ dba International Industrial Supply, Co.</b> (Brownsville, TX)	<b>Matheson</b> (San Benito, TX)
<b>Praxair Distribution, Inc.</b> (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	<b>Allsteel, Inc. / Broussard Group</b> (Muscatine, IA/San Antonio, TX)	\$6,933.49
B	<b>Datum Filing Systems, Inc. / Gateway Printing and Office Supply, Inc.</b> (Edinburg, TX)	\$5,204.70
C	<b>Exemplis Corporation / Gateway Printing and Office Supply, Inc.</b> (Cypress, CA / Edinburg, TX)	\$13,988.80
D	<b>The Hon Company / Gateway Printing and Office Supply, Inc.</b> (Muscatine, IA / Edinburg, TX)	\$13,455.41
E	<b>Krueger International, Inc. / Gateway Printing and Office Supply, Inc.</b> (Green Bay, WI / Edinburg, TX)	\$169,583.04
F	<b>National Office Furniture / Gateway Printing and Office Supply, Inc.</b> (Jasper, IN / Edinburg, TX)	\$13,210.55
<b>Furniture Total</b>		<b>\$222,375.99</b>

- 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;

08/25/2020



**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 was \$5,421,271.61.

Upon a motion by Mr. Roy de León and a second by Mr. Rene Guajardo, the Board of Trustees approved and authorized the award of proposals, purchases, and renewals, totaling \$5,421,271.61 as presented. The motion carried.

### **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 was 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.

Mr. Roy de León and Mr. Gary Gurwitz abstained from deliberation and action on this item.



Upon a motion by Mr. Paul R. Rodriguez and a second by Ms. Rose Benavidez, the Board of Trustees of South Texas College approved and authorized the Bank Depository Services Contract Extension with BBVA Compass through January 31, 2021 as presented. The motion carried.

### **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 would expire on August 31, 2020. Approval to award a financial institution a contract for bank depository services was needed in order to provide banking services to the College. These services included safekeeping of College funds, a system consisting of checks and electronic payments to students, employees and vendors, and credit for funds received by the College.

Justification – Depository banks offered the College banking services which included, but were not limited to, account maintenance, account reconciliation, stop payment, online banking, balance reporting, wire transfers, book transfers, ACH transactions, and positive pay. At the May 26, 2020, Board meeting, the Board rejected all proposals and requested revisions to the evaluation criteria used to evaluate the bank depository services proposals and which 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, were 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 reviewed the information presented and 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, was present at the August 25, 2020 Board meeting to address any questions by the Board of Trustees.

Enclosed Documents – The proposed request for clarification was provided 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.

Mr. Roy de León and Mr. Gary Gurwitz abstained from deliberation and action on this item.



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

### **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 was requested.

The proposed budget amendment was 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 was 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.

<b>Fiscal Year 2019 – 2020</b>	
<b>Summary of Unrestricted Fund Increase/(Decrease) by Classification</b>	
<b>Classification</b>	<b>Increase/(Decrease)</b>
<b>Expenditures/Transfers &amp; Reserves</b>	
Salaries	\$ (7,820,563)
Benefits	(2,072,049)
Operating	(85,528)
Fund Balance Reserve	9,978,140
<b>Total Expenditures/Transfers &amp; Reserves Increase/(Decrease)</b>	<b>\$ -</b>

08/25/2020

Regular Board Meeting Minutes



**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**

<b>Salary Expenditures</b>	<b>FY 2020 Original Budget</b>	<b>FY 2020 Proposed Amended Budget</b>	<b>Increase/ (Decrease)</b>
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**

<b>Benefit Expenditures</b>	<b>FY 2020 Original Budget</b>	<b>FY 2020 Proposed Amended Budget</b>	<b>Increase/ (Decrease)</b>
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**

<b>Operating Expenditures</b>	<b>FY 2020 Original Budget</b>	<b>FY 2020 Proposed Amended Budget</b>	<b>Increase/ (Decrease)</b>
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**

<b>Fund Balance Reserve</b>	<b>FY 2020 Original Budget</b>	<b>FY 2020 Proposed Amended Budget</b>	<b>Increase/ (Decrease)</b>
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.

<b>Fiscal Year 2019 – 2020 Summary of Unrestricted Fund Increase/(Decrease) by Classification</b>	
<b>Classification</b>	<b>Increase/(Decrease)</b>
<b>Revenues</b>	
Shuttle System Contribution	\$246,845
<b>Total Revenue Increase</b>	<b>\$246,845</b>

08/25/2020

Regular Board Meeting Minutes



<b>Fiscal Year 2019 – 2020</b>	
<b>Summary of Unrestricted Fund Increase/(Decrease) by Classification</b>	
<b>Classification</b>	<b>Increase/(Decrease)</b>
<b>Transfers &amp; Reserves</b>	
Fund Balance Reserve	\$246,845
<b>Total Transfers &amp; Reserves Increase</b>	<b>\$246,845</b>

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 would increase as follows:

<b>Fiscal Year 2019 – 2020</b>			
<b>Summary of Proposed Amendment – Revenues and Expenditures/Transfers &amp; Reserves</b>			
<b>Unrestricted Fund</b>	<b>FY 2020 Original Budget</b>	<b>FY 2020 Proposed Amended Budget</b>	<b>Increase/(Decrease)</b>
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 was provided in the packet for the Board's information and review.

Mrs. Mary Elizondo, Vice President for Finance and Administrative Services presented 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.

Upon a motion by Mr. Roy de León and a second by Mr. Rene Guajardo, the Board of Trustees of South Texas College approved and authorized the proposed Unrestricted Fund budget amendment for FY 2019 - 2020, as presented. The motion carried.

08/25/2020



## **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 was requested.

The proposed budget amendment was 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 was proposed as follows:

### **Budget Amendment – Increase the Restricted Fund Revenues and Expenditures Budgets Due to the Receipt of CARES Funds**

<b>Fiscal Year 2019 – 2020</b>	
<b>Summary of Restricted Fund Increase/(Decrease) by Classification</b>	
<b>Classification</b>	<b>Increase/(Decrease)</b>
<b>Revenues</b>	
HEERF Cares Act - Institutional	\$ 10,011,199
HEERF Cares Act - Student	4,372,800
<b>Total Revenue Increase</b>	<b>\$ 14,383,999</b>
<b>Expenditures</b>	
Salaries	\$ 7,843,669
Benefits	2,082,002
Operating	85,528
Scholarships	4,372,800
<b>Total Expenditures Increase</b>	<b>\$ 14,383,999</b>

#### **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

08/25/2020

Regular Board Meeting Minutes



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**

<b>Salary Expenditures</b>	<b>FY 2020 Original Budget</b>	<b>FY 2020 Proposed Amended Budget</b>	<b>Increase/ (Decrease)</b>
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**

<b>Benefit Expenditures</b>	<b>FY 2020 Original Budget</b>	<b>FY 2020 Proposed Amended Budget</b>	<b>Increase/ (Decrease)</b>
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**

<b>Operating Expenditures</b>	<b>FY 2020 Original Budget</b>	<b>FY 2020 Proposed Amended Budget</b>	<b>Increase/ (Decrease)</b>
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**

<b>Scholarship Expenditures</b>	<b>FY 2020 Original Budget</b>	<b>FY 2020 Proposed Amended Budget</b>	<b>Increase/ (Decrease)</b>
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 would increase as follows:

**Fiscal Year 2019 – 2020  
Budgeted Revenues and Expenditures**

<b>Restricted Fund</b>	<b>FY 2020 Original Budget</b>	<b>FY 2020 Proposed Amended Budget</b>	<b>Increase/ (Decrease)</b>
Revenues	\$81,031,544	\$95,415,543	\$14,383,999
Expenditures	\$81,031,544	\$95,415,543	\$14,383,999

The budget amendment was provided in the packet for the Board's information and review.

Mrs. Mary Elizondo, Vice President for Finance and Administrative Services presented 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.

Upon a motion by Mr. Roy de León and a second by Mr. Rene Guajardo, the Board of Trustees of South Texas College approved and authorized the proposed Restricted Fund budget amendment for FY 2019 - 2020, as presented. The motion carried.



## **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 was requested.

The proposed budget amendment was 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 was proposed as follows:

### **4. Budget Amendment – Reduce the Auxiliary Fund Revenues and Expenditures Budgets Due to the Reduction and Suspension of Services**

<b>Fiscal Year 2019 – 2020</b>	
<b>Summary of Auxiliary Fund Increase/(Decrease) by Classification</b>	
<b>Classification</b>	<b>Increase/(Decrease)</b>
<b>Revenues</b>	
Bookstore	\$(176,827)
Food Services	(449,131)
Mid-Valley Child Care & Development Center	(126,333)
Vending Machines	(35,989)
Student Activity Fee	(198,570)
<b>Total Revenue Reduction</b>	<b><u>\$(986,850)</u></b>
<b>Expenditures</b>	
Salaries	\$(311,747)
Benefits	(49,073)

08/25/2020



**Fiscal Year 2019 – 2020**  
**Summary of Auxiliary Fund Increase/(Decrease) by Classification**

<b>Classification</b>	<b>Increase/(Decrease)</b>
Operating	(583,253)
Travel	(42,777)
<b>Total Expenditures Reduction</b>	<b><u>\$(986,850)</u></b>

**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**

<b>Salary Expenditures</b>	<b>Increase/ (Decrease)</b>
Food Services	\$(231,624)
Mid-Valley Child Care & Development Center	(80,123)
<b>Total Salary Reduction</b>	<b><u>\$(311,747)</u></b>

**L. Benefits Budget Reduction**

- The benefits expense budget will be decreased by \$49,073.



**Fiscal Year 2019 – 2020  
Auxiliary Fund Benefit Expenditures**

<b>Benefit Expenditures</b>	<b>Increase/ (Decrease)</b>
Food Services	\$(24,019)
Mid-Valley Child Care & Development Center	(25,054)
<b>Total Benefits Reduction</b>	<b>\$(49,073)</b>

M. Operating Budget Reduction

- The operating expense budget will be decreased by \$583,253.

**Fiscal Year 2019 – 2020  
Auxiliary Fund Operating Expenditures**

<b>Operating Expenditures</b>	<b>Increase/ (Decrease)</b>
Food Services	\$(189,230)
Mid-Valley Child Care & Development Center	(19,537)
Student Activities & Wellness	(161,670)
Non Self-Sustaining Organizations	(212,816)
<b>Total Operating Reduction</b>	<b>\$(583,253)</b>

N. Travel Budget Reduction

- The travel expense budget will be decreased by \$42,777.

**Fiscal Year 2019 – 2020  
Auxiliary Fund Travel Expenditures**

<b>Travel Expenditures</b>	<b>Increase/ (Decrease)</b>
Food Services	\$ (4,258)
Mid-Valley Child Care & Development Center	(1,619)
Student Activities & Wellness	(36,900)
<b>Total Travel Reduction</b>	<b>\$(42,777)</b>

**5. Budget Amendment – Allocate \$100,000 from the Auxiliary Fund Balance to Establish a Micro Grant Scholarship Fund**

<b>Fiscal Year 2019 – 2020 Summary of Auxiliary Fund Increase/(Decrease) – Micro Grant Scholarship</b>	
<b>Classification</b>	<b>Increase/(Decrease)</b>
<b>Revenues</b>	
Fund Balance Allocation – Micro Grant Scholarships	\$100,000
<b>Total Revenue Increase</b>	<b>\$100,000</b>
<b>Expenditures</b>	
Institutional Scholarships	\$100,000
<b>Total Expenditures Increase</b>	<b>\$100,000</b>



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**

<b>Institutional Expenditures</b>	<b>Scholarship</b>	<b>Increase/ (Decrease)</b>
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**

<b>Classification</b>	<b>Increase/(Decrease)</b>
<b>Expenditures &amp; Reserves</b>	
Salaries	\$(23,106)
Benefits	(9,953)
Fund Balance Reserve	33,059
<b>Total Expenditures &amp; Reserves Increase/(Decrease)</b>	<b>\$ -</b>

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 would decrease as follows:

<b>Fiscal Year 2019 – 2020</b>	
<b>Summary of Proposed Amendment – Revenues and Expenditures &amp; Reserves</b>	
<b>Classification</b>	<b>Increase/(Decrease)</b>
<b>Revenues and Fund Balance Allocations</b>	
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
<b>Total Revenue Reduction</b>	<b><u>\$(886,850)</u></b>
<b>Expenditures &amp; Reserves</b>	
Salaries	\$(334,853)
Benefits	(59,026)
Operating	(583,253)
Travel	(42,777)
Institutional Scholarships	100,000
Fund Balance Reserve	33,059
<b>Total Expenditures &amp; Reserves Reduction</b>	<b><u>\$(886,850)</u></b>

The fund balance for the Auxiliary Fund would 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 would decrease as follows:



**Fiscal Year 2019 – 2020  
Budgeted Revenues and Expenditures & Reserves**

<b>Auxiliary Fund</b>	<b>FY 2020 Original Budget</b>	<b>FY 2020 Proposed Amended Budget</b>	<b>Increase/ (Decrease)</b>
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 was provided in the packet for the Board's information and review.

Mrs. Mary Elizondo, Vice President for Finance and Administrative Services presented 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.

Upon a motion by Mr. Roy de León and a second by Ms. Rose Benavidez, the Board of Trustees of South Texas College approved and authorized the proposed Auxiliary Fund budget amendment for FY 2019 - 2020, as presented. The motion carried.

**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 was proposing to adopt a tax rate that exceeded the lower of the no-new-revenue tax rate or the voter-approval tax rate and therefore, and was required to hold one public hearing.

The Texas Tax Code 26.04(e) required the taxing units to publish a Notice of No-New-Revenue-Tax Rate and set 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:

08/25/2020

*Regular Board Meeting Minutes*



	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
<b>Proposed Tax Rate</b>	<b>\$0.1400</b>	<b>\$0.0318</b>	<b>\$0.1718</b>	<b>\$71,973,217</b>

The proposed maintenance and operations (M&O) tax rate of \$0.1400 was the maximum rate that the College can adopt as approved by the voters on November 5, 2013 and was the rate levied since Levy 2014.

The proposed debt rate of \$0.0318 was 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 was required to hold one public hearing and publish special notices before adopting the proposed tax rate of \$0.1718 since this rate did 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 were provided in the packet for the Board's information and review.

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

### **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 an 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, was 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

08/25/2020



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 was provided in the packet for the Board’s review and information.

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

### **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 was required to schedule one public hearings regarding adoption of the proposed tax rate that exceeded the lower of the no-new-revenue tax rate or the voter-approval tax rate.

A taxing unit was required to hold one public hearing and publish newspaper ads before adopting a tax rate if that tax rate exceeded 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
<b>Proposed Tax Rate</b>	<b>\$0.1400</b>	<b>\$0.0318</b>	<b>\$0.1718</b>	<b>\$71,973,217</b>



The proposed tax rate exceeded 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 was not available.

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

Mr. Paul R. Rodriguez, Ms. Rose Benavidez, Mr. Roy de León, Mrs. Victoria Cantú, Mr. Gary Gurwitz, Dr. Alejo Salinas, Jr., Mr. Rene Guajardo were all present, and unanimously voted in favor of the motion. The motion carried.

### **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.

Upon a motion by Mr. Roy de León and a second by Mr. Rene Guajardo, the Board of Trustees of South Texas College accepted the Internal Auditor’s Statement of Organizational Independence as presented. The motion carried.

### **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 was 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 was provided 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.

Upon a motion by Mr. Roy de León and a second by Ms. Rose Benavidez, the Board of Trustees of South Texas College approved and authorized the Internal Audit Charter for the period of September 1, 2020 through August 31, 2021 as presented. The motion carried.

### **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.

08/25/2020

Regular Board Meeting Minutes



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 was provided 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 was required. This item was presented for information and feedback.

### **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 was requested.

Purpose – Staff recommended projects for the Board's consideration for the Internal Auditor's review for Fiscal Year 2020 - 2021. The projects listed below were 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 was provided 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.

Upon a motion by Mr. Roy de León and a second by Ms. Rose Benavidez, 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 motion carried.

### **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 was requested.

#### **Purpose**

The acceptance of the recommendations from the architect and authorization to proceed with design of the accepted recommendations was 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 recommended 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 was between \$1,579,900 and \$1,726,100. The cost estimate for each roof was included in the documents as Exhibit A provided within the packet.

#### **Funding Source**

Funds for the Deferred Maintenance of District Wide Roofs Project 2019-030R were budgeted in the Renewals & Replacements Fund for available use in fiscal year 2019-2020.

08/25/2020

Regular Board Meeting Minutes



### **Enclosed Documents**

A cost estimate, executive summary, and site plans of the roof locations were provided for the Board's review and information.

### **Presenters**

Todd Scrimpsheer, 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.

Mr. Scrimpsheer also attended the August 25, 2020 Board Meeting, to respond to questions. Mr. Scrimpsheer and administration confirmed that all roofs included within the project were currently out of warranty, and the proposed remediation would provide a new 15-year warranty for each roof, with a potential 5-year extension based upon subsequent inspection.

Mr. Scrimpsheer recommended the immediate remediation of the included roofs, noting that while there were currently no critical failures among those roofs, they each showed signs of deterioration, and the cost of remediation now would likely be less than the cost of repairs should a critical failure occur.

Upon a motion by Ms. Rose Benavidez and a second by Mr. Roy de León, the Board of Trustees of South Texas College approved and authorized 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 motion carried, with five trustees voting in favor of the motion, one trustee not voting, and one trustee absent from the vote.

### **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 was requested.

The Board of Trustees was asked to accept the architect's recommendations for the project. If accepted, BEAM Professionals, a PBK Company, would 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

08/25/2020



ordinances. Upon the architect's completion of the construction documents, the documents would be issued for solicitation of construction proposals. Once received, construction proposals would be evaluated and submitted to the Board of Trustees with a recommendation to award a construction contract.

College staff requested approval to proceed with the bidding phase of soliciting construction proposals from contractors as soon as plans and specifications were 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.

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 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 motion carried.

### **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 was requested:

<b>Project</b>		<b>Completion Recommended</b>	<b>Date Received</b>
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 was 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 was provided 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.

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

## 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 was requested.:

Project		Completion Recommended	Date Received
1.	Mid Valley Campus Existing Thermal Plant Demolition Project No. 2017-0120  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 was 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 was 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 was provided 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.

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

### **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 was requested.

#### **Purpose**

Authorization was 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 was 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 would expire on October 20, 2020, and allowed 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 recommended 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 were 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.

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

## **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 was requested.

### **Purpose**

Approval of annual facility usage agreements for various locations that host student instruction was requested for FY 2020 – 2021.

### **Justification**

Various locations were needed to accommodate the Kinesiology program courses offered at South Texas College. The facilities needed were course specific (ex. golf, swimming, tennis, weight training, etc.).

### **Background**

Below is a list of facilities which were leased on an annual basis and used for various instructional purposes. The facilities would 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 were 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 were 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.

Upon a motion by Ms. Rose Benavidez and a second by Mr. Gary Gurwitz, the Board of Trustees of South Texas College approved and authorized the FY 2020 – 2021 annual facility usage agreements for use by the kinesiology program as presented. The motion carried.

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

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

No action was needed.



## **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 July 2020. The approval was for checks submitted for release in the amount greater than \$125,000.00 and checks in the amount greater than \$25,000.00 that were released as authorized by Board Policy No. 5610.

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

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

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Ms. Rose Benavidez, 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 July 2020. The motion carried.

## **Executive Session:**

The South Texas College Board of Trustees convened into Executive Session at 7:43 p.m. in accordance with Chapter 551 of the Texas Government Code for the specific purpose provided in:

➤ Section 551.074, Personnel Matters

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

## **Open Session:**

The South Texas College Board of Trustees returned to Open Session at 8:21 p.m. No action was taken in Executive Session.

## **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 reviewed and discussed the results of the assessments with the Board of Trustees during an Executive Session deliberation, the Board was asked to accept the results of the assessments as necessary.

Mr. Rodriguez noted that while the Board had performed the assessments in Spring 2020, deliberation of the results was continually delayed by the COVID-19 pandemic and the inability of the Board to meet in person. The deliberation of the results was eventually conducted on August 25, 2020, with trustees participating either in the Board Room or via teleconference.

Mr. Rodriguez further noted that the assessment procedures were necessary for the continued improvement of the College. He observed that the assessments included an overall very satisfactory evaluation of the Board and of the President, and noted that he would discuss particular details with the College President as required to improve the College's operations.

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

## **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

### **Adjournment**

There being no further business to discuss, the Regular Meeting of the South Texas College Board of Trustees adjourned at 8:22 p.m.

I certify the foregoing are the true and correct minutes of the Tuesday, August 25, 2020 Regular Board Meeting of the South Texas College Board of Trustees.

X

---

Mr Roy de León  
Board Secretary



## **Ratification of Acceptance and Use of Governor's Emergency Education Relief (GEER) Fund Allocation**

Ratification of the acceptance and use of the following Governor's Emergency Education Relief (GEER) Fund Allocation is requested. This ratification is necessary to establish a formal record of the College's authorized receipt and expenditure of funds provided by the Texas Higher Education Coordinating Board.

There are two categories of allocations under the GEER Fund.

### **1. Texas Educational Opportunity (TEOG) funds**

The Texas Educational Opportunity (TEOG) funds in the amount of \$273,145 will be used to provide aid to students with financial need who are enrolled at STC for the Fall of 2020 and Spring of 2021. These funds must be used by February 1, 2021.

### **2. Emergency Educational Grant (EEG)**

The remaining program funds are allocated for the Emergency Educational Grant (EEG) in the amount of \$263,939 to be used to provide financial relief for eligible students who have suffered a financial impact due to the COVID-19 and who are enrolled in coursework leading to an associate, baccalaureate degree or undergraduate certificate program and have graduated from high school between September 1, 2019 to August 31, 2020 or who have been enrolled in coursework at STC during the 2019-2020 academic year. These funds must be disbursed by November 2, 2020.

The combined TEOG and EEG funding will total \$537,084. These supplemental funds may not be used for any purpose other than paying for tuition, fees, or qualified expenses identified under each allocation.

This award aligns to Strategic Direction #4 Fostering Student Success by providing financial relief that aids students with tuition, fees, and course materials.

### **Recommendation:**

It is recommended the Board of Trustees ratify the acceptance and use of the Texas Higher Education Coordinating Board, Education Stabilization Fund Program, Governor's Emergency Education Relief (GEER) Fund Allocation in the amount of \$537,084 as presented.

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

The Board of Trustees of South Texas College ratifies the acceptance and use of the Texas Higher Education Coordinating Board, Education Stabilization Fund Program, Governor's Emergency Education Relief (GEER) Fund Allocation in the amount of \$537,084 as presented.

### **Approval Recommended:**

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



## **Approval and Authorization to Accept Grant Awards and Agreements**

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

**1. Texas Higher Education Coordinating Board, Work-Study Student Mentorship Program Allocation in the amount of \$84,290**

The funding through this program is for work-study student mentors to work with high school students at college and career centers located at high schools in the college's service area and South Texas College campuses. Mentorship activities will promote the development of a college-going culture and improvement to the retention and completion rates of college students. The funding period for this grant is from September 1, 2020 to August 31, 2021.

This award is aligned to Strategic Direction #2, Access and Success by providing opportunities for students to participate in a Work-Study Student Mentorship Program.

**2. Texas Workforce Commission, ApprenticeshipTexas Expansion Grant, South Texas Consortia Project, Lower Rio Grande Valley Workforce Development Board in Partnership with South Texas College's Institute for Advanced Manufacturing in the amount of \$115,206**

This grant was awarded to the Lower Rio Grande Valley Workforce Development (LRGVWD) Board with South Texas College's (STC) Institute of Advanced Manufacturing (IAM) as the training provider to expand IAM's existing Registered Apprenticeship Programs (RAP) for the South Texas region. This program will help to offer work-place learning experiences for many first-generation college students with low socioeconomic status. The LRGVWD Board will collaborate with STC and the IAM to add four new apprenticeship occupations and enroll 60 new youth and adult apprentices. The proposed apprenticeship expansion program will give students an opportunity to work towards a nationally recognized credential and help them gain the skills and knowledge needed to prepare for the following occupations: Industry Machinery Mechanic, Production Technician, Construction Superintendent and Phlebotomy Technician. The funding period is from October 1, 2020 to March 31, 2021.

This award aligns to Strategic Direction #4, Fostering Student Success by providing educational guidance, and apprenticeship opportunities for students.

**3. Department of Education, Developing Hispanic-Serving Institutions Grant in the amount of \$2,578,877**

Year 1 funding has been awarded in the amount of \$585,315 through a five-year grant program with a total of \$2,578,877 in funding that is contingent upon annual project performance and federal funding availability. This 5-year project will provide funding to increase access to online tutoring, provide online financial literacy resources to help students effectively manage debt and stay on a path leading to program completion and employment and to integrate academic coaching and



intervention support to help students successfully pass their courses. The year 1 funding period is from October 1, 2020 to September 30, 2021 and the five-year performance period is from October 1, 2020 to September 30, 2025.

This award is aligned to Strategic Direction #4 Fostering Student Success, by developing pathways to academic and educational achievement to encompass all students.

**4. Texas State Library and Archives Commission, Institute of Museum and Library Services, Reimbursement Fund in the amount of \$1,034**

South Texas College (STC) library is receiving a federally funded reimbursement award from the Texas State Library and Archives Commission for interlibrary loan lends made to Texas public libraries. This fund will help to reimburse the STC library for out of pocket expenses including courier costs, shipping costs and materials, staff time, and cataloging subscriptions to be applied to costs associated with interlibrary loan activities that incurred from August 1, 2019 to July 31, 2020. The funding period to seek reimbursement will be from September 10, 2020 to October 10, 2020.

This award is aligned to Strategic Direction #5, Cultivate Institutional Excellence by helping to offset costs associated with Interlibrary costs.

**5. Lower Rio Grande Valley Workforce Development Board/Workforce Solutions, Child Development Associates Credential Program, Additional Funds in the amount of \$54,000**

This award from Workforce Solutions provides funding for Child Development Associates (CDA) Credential courses to be taken at South Texas College (STC) by employees of child care services vendors in Starr, Hidalgo and Willacy counties. These funds will be used for tuition, fees and textbooks for up to 25 candidates for the spring 2021 semester. If more participants express interest in the CDA program, Workforce Solutions will allow STC to request additional funds. The additional funds of \$54,000 will be added to the already approved STC Board amount of \$95,000 for a total of \$149,050 through this cycle. The funding period is from October 1, 2020 to September 30, 2021.

This grant aligns to Strategic Direction #4, Foster Student Success for coordinated efforts to outreach to employees to child care services vendors to enroll at the Child Development Program at STC.

**6. National Institute of Health, Bridges to Baccalaureate Research Training Program, Subaward from The University of Texas Rio Grande Valley in the amount of \$108,966**

This subaward will promote a scholarship opportunity to all South Texas College (STC) Associate of Science majors interested in transferring to The University of Texas at Rio Grande Valley's (UTRGV) Biomedical Science Program (BMED). Approximately five (5) students per year throughout the five-year grant period will be recruited. Faculty at STC will serve as research mentors and implement two advanced research skills courses to develop scientific reading comprehension,



critical thinking, writing and oral communication skills and mastery of the scientific method. The funding period is from August 1, 2020 through July 31, 2025.

This award aligns to Strategic Direction #3, Create Educational Opportunities for Students, by providing accessible and inclusive educational opportunities that enable a seamless transfer to advanced degrees.

**7. Texas Department of Agriculture, Child and Adult Care Food Program Application Renewal in the amount of \$58,947**

The Child and Adult Care Food Program (CACFP) is a federal program that provides reimbursements for nutritious meals and snacks to eligible children and adults who are enrolled for care at participating child care centers, day care homes, and adult day care centers. Funding from this application renewal helps lower the cost of food services at the South Texas College Mid Valley Child Development Center. Part of the standards for national accreditation is to maintain high standards in food service and this aligns with operating the highest quality program for our student parents and their children. Support from this grant allows the center management to purchase food, supplies, equipment, and food service to help prepare and serve nutritious meals to children enrolled in the Mid Valley Child Development Center. The funding period is from October 1, 2020 through September 30, 2021.

This grant aligns to Strategic Direction #4, Foster Student Success by providing exemplary services for children and their student/parents to make a positive impact on their overall academic success.

**8. Any Additional Grant(s) Pending Official Award**

**Summary of Grant Award Funding**

The presented grants will provide up to \$3,001,320 in funding for the college to provide services and opportunities throughout the region.

**Recommendation:**

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

1. Texas Higher Education Coordinating Board, Work-Study Student Mentorship Program Allocation in the amount of \$84,290
2. Texas Workforce Commission, ApprenticeshipTexas Expansion Grant, South Texas Consortia Project, Lower Rio Grande Valley Workforce Development Board in Partnership with South Texas College's Institute for Advanced Manufacturing in the amount of \$115,206
3. Department of Education, Developing Hispanic Institutions in the amount of \$2,578,877



4. The Texas State Library and Archives Commission, Institute of Museum and Library Services in the amount of \$1,034
5. Lower Rio Grande Valley Workforce Development Board/Workforce Solution, Child Development Associates Credential Program, Additional Funds in the amount of \$54,000
6. National Institute of Health, Bridges to Baccalaureate Research Training Program, Subaward from The University of Texas Rio Grande Valley in the amount of \$108,966
7. Texas Department of Agriculture, Child and Adult Care Food Program Application Renewal in the amount of \$58,947

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

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

1. Texas Higher Education Coordinating Board, Work-Study Student Mentorship Program Allocation in the amount of \$84,290
2. Texas Workforce Commission, ApprenticeshipTexas Expansion Grant, South Texas Consortia Project, Lower Rio Grande Valley Workforce Development Board in Partnership with South Texas College's Institute for Advanced Manufacturing in the amount of \$115,206
3. Department of Education, Developing Hispanic Institutions in the amount of \$2,578,877
4. The Texas State Library and Archives Commission, Institute of Museum and Library Services in the amount of \$1,034  
Lower Rio Grande Valley Workforce Development Board/Workforce Solution, Child Development Associates
5. Lower Rio Grande Valley Workforce Development Board/Workforce Solution, Child Development Associates Credential Program, Additional Funds in the amount of \$54,000
6. National Institute of Health, Bridges to Baccalaureate Research Training Program, Subaward from The University of Texas Rio Grande Valley in the amount of \$108,966
7. Texas Department of Agriculture, Child and Adult Care Food Program Application Renewal in the amount of \$58,947

**Approval Recommended:**

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



## **Review and Action as Necessary on Order Adopting the Tax Rate for 2020**

Approval of the Order adopting the tax rate for 2020 by taking record vote of the members of the Board is requested.

Mrs. Mary Elizondo, Vice President for Finance and Administrative Services, will provide a presentation on the proposed 2020 tax rate for South Texas College to the public and Board of Trustees.

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 rollback or limit a tax increase. The truth-in-taxation requires a taxing unit to calculate two (2) tax rates after receiving the certified appraisal roll from the chief appraiser, the no-new-revenue tax rate and the voter-approval tax rate.

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 tax rate or the voter-approval tax rate.

The Notice concerning the 2020 Property Tax Rates has been published in accordance with the Truth-In-Taxation requirements in the South Texas College website. The Notice of Public Hearing on Tax Increase has been published in accordance with the Truth-In-Taxation requirements in The Monitor, the Starr County and Mid-Valley Town Crier, and South Texas College website. Attached are copies of the Proposed 2020 Tax Presentation, 2020 Property Tax Rates, Notice of Public Hearing on Tax Increase, and the Order to Adopt the Tax Rate for the Board's information and review.

The tax rate for 2019 Tax Year was as follows:

<b>2019 Tax Rate</b>			
	<b>M&amp;O Rate</b>	<b>Debt Rate</b>	<b>Total Rate</b>
2019 Tax Rate	\$0.1400	\$0.0333	\$0.1733

The tax rate for 2020 Tax Year is as follows:

<b>2020 Tax Rates</b>				
	<b>M&amp;O Rate</b>	<b>Debt Rate</b>	<b>Total Rate</b>	<b>Revenue</b>
No-New-Revenue Tax 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
<b>Proposed Tax Rate</b>	<b>\$0.1400</b>	<b>\$0.0318</b>	<b>\$0.1718</b>	<b>\$71,973,217</b>



### **Determination of Tax Rates (M&O Rate and Debt Rate)**

The proposed maintenance and operations (M&O) tax rate of \$0.1400 is the maximum rate that the College may adopt as approved by the voters on November 5, 2013 and is the M&O tax 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 Bonds Series 2014, Bond Series 2015, and Refunding Bonds Taxable Series 2020.

The proposed tax rate reflects a tax decrease of \$0.0015 per hundred dollars in property value.

### **Public Hearings Prior to Adoption of the Proposed 2020 Tax Rate**

South Texas College was required to hold one public hearing and publish special notices before adopting the proposed tax rate of \$0.1718 since this rate exceeds the lower of the no-new-revenue or the voter-approval tax rate. At the August 25, 2020 Board of Trustees meeting, the Board of Trustees took a record vote and scheduled one public hearing for the proposed tax rate of \$0.1718.

### **Public Hearing**

The Public Hearing on the proposed 2020 tax rate was held on Tuesday, September 22, 2020 at 5:15 p.m. and special notices were published in accordance with state law.

### **Regular Board Meeting**

The Board of Trustees of South Texas College is scheduled to take action on the proposed 2020 tax rate at a public meeting to be held on September 22, 2020 at South Texas College, Board Room, Ann Richards Administration Building, 2<sup>nd</sup> Floor, 3201 W. Pecan, McAllen, Texas at 5:30 PM. Approval of the Order is necessary for adopting the tax rate and levying ad valorem taxes for the 2020 tax year.

### **Voting Requirements**

State Tax Code, Sec. 26.05 requires that any action by the South Texas College Board of Trustees to set a tax rate that exceeds the no-new revenue tax rate must be a record vote, and at least 60 percent of the members of the Board must vote in favor of the ordinance, resolution, or order establishing that rate.

For South Texas College Board of Trustees, this means that successful establishment of the proposed 2020 Tax Rate requires the support of at least five of the seven Trustees. This rule is beyond the normal quorum and voting requirements for other action.

Approval to adopt a debt service rate of \$0.0318 and maintenance and operations rate of \$0.1400 will be required. Approval of the Order will require a roll call vote of the members of the Board. A copy of the Order follows in the packet for the Board's review.



While the proposed tax rate has not increased over the past year, the proposed rate exceeds the no-new revenue tax rate, as defined by the State. Because of this, State tax code requires that the motion to adopt the proposed 2020 Tax Rate be made according to the following script:

“I move that the property tax rate be increased by the adoption of a tax rate of \$0.1718, which is effectively a 2.08 percent increase in the tax rate.”

**Recommendation:**

It is recommended that the Board of Trustees of South Texas College approve and authorize by record vote the Order establishing the tax rate for 2020 tax year as presented.

The motion must be made in the following form:

“I move that the property tax rate be increased by the adoption of a tax rate of \$0.1718, which is effectively a 2.08 percent increase in the tax rate.

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

The Board of Trustees of South Texas College approves and authorizes by record vote the Order establishing the tax rate for the 2020 tax year as presented.

**Approval Recommended:**

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



## ORDER

**AN ORDER ADOPTING THE TAX RATE AND LEVYING AD VALOREM TAXES FOR THE SOUTH TEXAS COLLEGE DISTRICT FOR THE FISCAL YEAR ENDING AUGUST 31, 2021 AND THE TAX YEAR 2020 IN CONFORMITY WITH THE PROPERTY TAX CODE OF THE STATE OF TEXAS; AND ORDERING OTHER PROVISIONS RELATED TO THE SUBJECT MATTER HEREOF.**

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

SECTION I: There shall be and is hereby levied for the fiscal year ending August 31, 2021, and the Tax Year 2020, upon the assessed value of all property of every description subject to taxation within the South Texas College District on the 1<sup>st</sup> day of January A.D. 2020, the following taxes rates, to wit:

- (a) An ad valorem tax to be computed at the rate of \$ 0.1400 per \$100 of the assessed value thereof estimated in lawful currency of the United States of America for the purpose of paying the annual maintenance expense of the College for the period ending August 31, 2021 as provided in the Appropriation Order adopted by the Board of Trustees of the South Texas College District, and when collected such monies are to be deposited in the fund therefore and disbursed for the purposes stated in said Order.
- (b) An ad valorem tax of be computed at the rate of \$ 0.0318 per \$ 100 of the assessed value thereof estimated in lawful currency of United States of America for the purpose of paying the interest and principal on the outstanding bonds series 2014, bonds series 2015 and refunding bonds taxable series 2020 issued of the South Texas College District, such levy being in conformity with the requirement of the levy of taxes hereof made by Order of the Board of Trustees of the South Texas College District relating to such indebtedness.
- (c) THIS TAX RATE WILL RAISE MORE TAXES FOR MAINTENANCE AND OPERATIONS THAN LAST YEAR'S TAX RATE.
- (d) THE TAX RATE WILL EFFECTIVELY BE RAISED BY 2.49 PERCENT AND WILL RAISE TAXES FOR MAINTENANCE AND OPERATIONS ON A \$100,000 HOME BY APPROXIMATELY \$0.00.

SECTION II: All Orders or parts of Orders in conflict herewith are hereby repealed.

SECTION III: This Order shall be and remain in full force and effect from and after its passage by the Board of Trustees.



SECTION IV: If any part or parts of this Order are found to be invalid or unconstitutional by a court having competent jurisdiction, then such invalidity or unconstitutionality shall not affect the remaining parts hereof and such remaining parts shall remain in full force and effect, and to that extent this Order is considered severable.

CONSIDERED, PASSED, AND APPROVED this 22<sup>nd</sup> day of September, 2020 at a meeting of the Board of Trustees of the South Texas College District at which a quorum was present and which was held in accordance with Chapter 551, Texas Government Code.

SIGNED this 22<sup>nd</sup> September, 2020

South Texas College District

By: \_\_\_\_\_  
Paul R. Rodriguez, Chairman

I hereby certify that the above Order passed on September 22<sup>nd</sup>, 2020 by the following record vote:

Paul R. Rodriguez:	Yea____	Nay____	Absent____
Rose Benavidez:	Yea____	Nay____	Absent____
Roy de León:	Yea____	Nay____	Absent____
Victoria Cantú:	Yea____	Nay____	Absent____
Gary Gurwitz:	Yea____	Nay____	Absent____
Alejo Salinas, Jr.:	Yea____	Nay____	Absent____
Rene Guajardo:	Yea____	Nay____	Absent____

ATTEST:

By: \_\_\_\_\_  
Rose Benavidez, Vice-Chair



# 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 not greater than the voter-approval tax rate. As a result, South Texas College is not required to hold an election at which voters may accept or reject the proposed tax rate. However, you may express your support for or opposition to the proposed tax rate by contacting the members of the Board of Trustees of South Texas College at their offices or by attending the public meeting mentioned above.

## 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:

Paul R. Rodriguez  
Roy De Leon  
Gary Gurwitz  
Rene Guajardo

Rose Benavidez  
Victoria Cantu  
Alejo Salinas, Jr.

### AGAINST:

N/A

### PRESENT and not voting:

N/A

### ABSENT:

N/A

**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@southtexascollge.edu](mailto:marye@southtexascollge.edu), or visit [southtexascollge.edu](http://southtexascollge.edu) for more information.



# 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](http://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
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.**



## **Discussion and Action as Necessary to Conduct a Virtual December Commencement Ceremony**

Mr. Matthew Hebbard, Vice President for Student Affairs and Enrollment Management, has led the review of South Texas College's options for the commencement ceremony in December 2020, to recognize and honor Summer 2020 and Fall 2020 graduates.

Due to the impact of the COVID-19 pandemic on health and safety protocols that prevent mass gatherings, it was necessary in Spring 2020 to develop an Alternative Commencement Plan in lieu of the traditional May commencement ceremonies.

On May 26, 2020, the Board authorized an Alternate Commencement Plan for the Spring 2020 graduates, which included:

- Provision of graduation regalia, diploma covers, and celebratory yard signs to all eligible graduates
- Engagement of the firm *Marching Order* to produce commencement videos recognizing graduates by division, including an opportunity for every graduate to provide a photo to be included in the video at the reading of their name.

The Centers for Disease Control still recommends that large events should be postponed or cancelled if possible. There is also a concern that a Second Wave of COVID-19 could occur in the winter of 2020 concurrently with flu season. With this in mind, administration anticipates that it will not be feasible to conduct in-person commencement ceremonies in December 2020.

Mr. Hebbard is available to discuss the recommended December 2020 Commencement activities with the Board, and solicit their feedback on the execution of that plan. Mr. Hebbard will be available to discuss the best identified options for the proposed December 2020 Commencement Plan.

The December 2020 Commencement Plan was not reviewed by any Board Committee, and is presented upon the recommendation of administration.

### **Recommendation:**

It is recommended that the Board of Trustees of South Texas College approve and authorize the December 2020 Commencement Plan and the execution of contracts as necessary to execute the plan, as presented.

**The Following Minute Order is proposed for consideration by the Board of Trustees:**  
The Board of Trustees approves and authorizes the December 2020 Commencement Plan and the execution of contracts as necessary to execute the plan, as presented.

### **Approval Recommended:**

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



## **Action as Necessary on Contract for Election of STC Trustee for Single-Member Trustee District #7**

Approval of the Contract for Election Services with the Hidalgo County Elections Administrator is necessary to carry out the election of an STC Trustee for single-member trustee District #7.

### **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 certified 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 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.

On August 11, 2020, the Board approved and adopted an updated Election Order as necessary to conduct the election on November 3, 2020. This Order was submitted to the Hidalgo County Elections Administrator.

### **Estimate for Election Services for Single-member Trustee District #7**

The Hidalgo County Elections Administrator has provided a contract for election services, as well as an estimate of \$152,131.55 for the cost to provide services.

- The County has advised that the estimate is higher than normal due to the extra week of early voting, as ordered by Texas Governor Gregg Abbott, and the associated labor costs.
- Additionally, they have advised that the estimates provided to entities does not reflect the proration of shared costs; upon conclusion of the elections, all costs associated with polling locations will be prorated among the entities with elections within those specific areas, which will lower the costs below the provided estimate.

All qualified registered voters of STC's single-member district #7 will be able to vote at any county-administered polling place throughout the County during early voting periods and on election day.



**Enclosed Documents:**

The 2020 Hidalgo County Elections Contract Estimate and the Contract for Election Services are provided in the packet.

**Recommendation:**

It is recommended that the Board of Trustees of South Texas College approve and authorize the Contract for Election Services, in the estimated amount of \$152,131.55, with the Hidalgo County Elections Department for the November 3, 2020 election for STC single-member district #7.

**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 Contract for Election Services, in the estimated amount of \$152,131.55, with the Hidalgo County Elections Department for the November 3, 2020 election for STC single-member district #7.

**Approval Recommended:**

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



THE STATE OF TEXAS       §  
                                      §       CONTRACT FOR ELECTION SERVICES  
COUNTY OF HIDALGO       §

This Contract is entered into by and between the HIDALGO COUNTY ELECTIONS ADMINISTRATOR, **Yvonne Ramón**, hereinafter referred to as “**ADMINISTRATOR**”, on behalf of Hidalgo County, a political subdivision of the State of Texas, and the **SOUTH TEXAS COLLEGE**, hereinafter referred to as the “**ENTITY**”, pursuant to Texas Election Code Section 31.092.

*RECITALS*

WHEREAS, the ENTITY, by appropriate action of its governing body acting in accordance with all applicable laws, has called a **General Election** to be held on **NOVEMBER 3, 2020**, pursuant to Governor Greg Abbot’s Disaster Proclamation dated March 18, 2020;

WHEREAS, pursuant to Section 31.092(a) of the Texas Election Code, the County Election Officer may contract with the governing body of a political subdivision situated wholly or partly in the county served by the officer to perform election services in any one or more elections ordered by an authority of the political subdivision; and

WHEREAS, pursuant to Section 31.091(1) of the Texas Election Code, the County Election Officer means the Elections Administrator for Hidalgo County; and

WHEREAS, the ENTITY is a political subdivision in Hidalgo County that desires the County to conduct and supervise the **NOVEMBER 3, 2020**, election of the ENTITY(the “Election”); and

WHEREAS, the ENTITY and the COUNTY, through the ADMINISTRATOR, desire to enter into a contract setting out the respective responsibilities of the parties; and

WHEREAS, the COUNTY agrees to perform election services for the ENTITY; and

WHEREAS, pursuant to Section 271.002(a) of the Texas Election Code that authorizes, if applicable two or more political subdivisions may enter into an agreement to hold elections jointly in the election precincts that can be served by common polling places; and

WHEREAS, pursuant to Section 271.003 (a) & (b) the location of a common polling place may be a regular county polling place used in a joint election, where the voters of a particular election precinct or political subdivision may be served in a joint election by common polling places located outside the boundary of the election precinct or political subdivision if the location can adequately and conveniently serve the affected voters and if it will facilitate the orderly conduct of the election; and

WHEREAS, pursuant to Section 43.007 of the Texas Election Code, the COUNTY has approved participation in a **countywide** polling place program, which allows the commissioners court to eliminate county election precinct polling places and establish **countywide** polling places for the election held on **NOVEMBER 3, 2020** and any resulting runoff; and



WHEREAS, pursuant to Section 43.007(e), each countywide polling place must allow a voter to vote in the same elections in which the voter would be entitled to vote in the county election precinct in which the voter resides; and

WHEREAS, ADMINISTRATOR has provided costs for election services to be rendered by ADMINISTRATOR'S office pursuant to the terms of this Contract, which costs are set out in Article VI hereof; and

NOW, THEREFORE, the COUNTY, through the ADMINISTRATOR, and the ENTITY for good and valuable consideration, the adequacy and receipt of which is hereby acknowledged, do hereby agree to hold contract, covenant and agree as follows:

#### ARTICLE I PURPOSE

- 1.01. The parties hereto have entered into this Contract for election services described in Article II to be provided to the ENTITY for its election to be held on **NOVEMBER 3, 2020**, and any runoff, if applicable.

#### ARTICLE II SERVICES

- 2.01. The COUNTY, through the ADMINISTRATOR, agrees to provide to the ENTITY the following:
- (A) Procure, provide, code and distribute Direct Recording Electronic (DREs) voting systems and necessary election equipment, as well as an ADA voting system, and transport equipment to and from the polling locations, including Early Voting and Election Day polling locations, for the ENTITY;
  - (B) Prepare and provide Direct Recording Electronic device training for election workers;
  - (C) Prepare and provide Logic and Accuracy testing on ENTITY's election ballot for every Verity Touch voting machine to be utilized by ENTITY during Early Voting and Election Day;
  - (D) Procure, provide, prepare and code Electronic Poll Book(s) per polling locations with the Voter Registration Database. To include laptop(s), training for poll book, insurance, and delivery fee, as well as supplies such as, but not limited to labels and printer;
  - (E) Provide and prepare all mail-in ballot supplies, including applications, paper ballots, envelopes and postage;
  - (F) Provide training for Judges/Clerks;
  - (G) Procure, provide, prepare, and distribute all necessary election supplies, including:
    - 1. Ballots (print and distribution only);
    - 2. Election kits and election paperwork;
    - 3. Ballot boxes and voting booths;



- (H) Provide cages and covers, cage kit, to include, but not limited to surge protectors, tape, printer, headphones and scanner as well as supplies such as bags, aprons, clipboards, pens, pencils, rulers, magnifiers, inkpads, screen cloths, sanitizers and badges;
- (I) Procure Early Voting polling places and Election Day polling places;
- (J) Prepare Writ of Election to election officers and notice of appointment to Presiding and Alternate judges, as required by law;
- (K) Prepare, distribute, and publicize joint notice of election (Texas Election Code Section 4.003(a)(1) and Early Voting and Election Day schedules in newspaper;
- (L) Notify the election judges of the date, time and place of the election;
- (M) Procure and pay election judges and clerks for Early Voting and Election Day voting;
- (N) Provide general supervision during the contracted Election period. Advisory services in connection with the decisions to be made and the actions to be taken by the ENTITY may be provided on an as needed basis;
- (O) Procure and pay Ballot Board members;
- (P) Provide information for election officers;
- (Q) Provide such incidental related services as may be necessary to conduct the election;
- (R) Serve as the Early Voting Clerk;
- (S) Establish a Central Counting Station for the purpose of tabulating ballots; and
- (T) Tabulate election results in preparation for ENTITY's canvassing.
- (U) Preserve locked ballot boxes containing voted ballots securely in a locked room for 60 days as required by Texas Election Code Section 66.058, at which time, the records will be retained by the Hidalgo County Elections Administrator to serve as custodian for the remainder of the twenty-two month preservation period.
- (V) The ADMINISTRATOR shall be the agent of the ENTITY for the purposes of contracting with third parties with respect to the election expenses within the scope of the County Elections Administrator's duties;
- (W) The COUNTY shall file copies of this Contract with the County Treasurer and the County Auditor;
- (X) In accordance with Section 31.100(b) of the Texas Election Code, only actual expenses directly attributable to this Contract may be paid. The ADMINISTRATOR shall submit the actual costs for items contracted pursuant to the Contract with the ENTITY as soon as all invoices from third party vendors are received;



- (Y) If applicable, the COUNTY agrees to provide the election services described herein for a Runoff election.
- i. The County may combine polling locations in accordance with section 42.0051 of the Election Code, in order to properly supervise and conduct a Runoff election.
  - ii. If a Runoff election is required, the ENTITY hereby agrees to the combining of polling locations, in accordance with section 42.0051 of the Election Code.
  - iii. The COUNTY, through the ADMINISTRATOR, agrees to provide to the ENTITY the costs for any Runoff Election services to be rendered by the ADMINISTRATOR'S office pursuant to the terms of this Contract as soon as practicable, once a Runoff is determined necessary.
  - iv. In accordance with Section 31.100(b) of the Texas Election Code, only actual expenses directly attributable to this Contract may be paid. The ADMINISTRATOR shall submit the actual costs for items contracted pursuant to the Contract with the ENTITY as soon as all invoices from third party vendors are received regarding the Runoff.

2.02 The ENTITY shall be responsible for performing the following:

- (A) Payment of all necessary election supplies as required by the COUNTY, including but not limited to ballots, election kits, mail-in ballot supplies, laptop rental, labels and combination forms;
- (B) Pay the proportionate cost of judges and election workers for hourly pay submitted by the County Elections Administrator at the rate of \$14.00 per hour for Election Judges and \$12.00 per hour for Alternate Judges and Early Voting Clerks for both Early Voting and Election Day and pay the proportionate cost for training of Judges and Clerks at the rate of \$10.00 per hour per person.
- (C) Reimburse the COUNTY for the cost for liability insurance coverage for election workers employed for both Early Voting and Election Day;
- (D) Canvass the Election Results for the ENTITY'S governing body;
- (E) As stated in Section 31.096 of the Texas Election Code, this Contract may not change:
  - (1) the authority with whom applications of candidates for a place on a ballot are filed; and
  - (2) the authority with whom documents are filed under Title 15. Under this Contract, the Hidalgo County Elections Administrator shall be the custodian of voted ballots for 60 days after the date of the election, as required by Texas Election Code 66.058, at which time, the records will be retained by the Hidalgo County Elections Administrator to serve as custodian for the remainder of the twenty two month preservation period.
- (F) Reimburse the COUNTY for any and all costs associated with recounts and/or election contests associated with the election;
- (G) Confirm and/or correct the boundaries of the political subdivision holding the election on a map provided by the County. Once confirmed and/or corrected, Entity certifies the veracity of the boundaries and geographical area that represents the Entity and the area subject to the election.
- (H) If applicable, in consideration for the services provided for a Runoff Election by the COUNTY, the ENTITY agrees to pay ADMINISTRATOR for the costs of services for a Runoff election.



- (I) Create the appropriate ballot style and candidate placement for the Entity's election. Once confirmed and/or corrected Entity shall verify the appropriateness of their ballot under the law.

ARTICLE III  
SCHEDULE FOR PERFORMANCE OF SERVICES

- 3.01. Specific services to be provided related to the general services identified in Article II shall be performed in accordance with the time requirements set out in the Texas Election Code.

ARTICLE IV  
SERVICES NOT PROVIDED BY COUNTY

- 4.01. ADMINISTRATOR shall have no responsibility for ensuring the passage of the appropriate Election Order by the ENTITY, publishing and (or) posting the Election Order as required by the Texas Election Code section 3.004(3), or Texas Election Code 67.002(2) which is canvassing election results. In addition, ADMINISTRATOR shall have no responsibility for creating the appropriate ballot and candidate placement for the Entity's election.

ARTICLE V  
TERM

- 5.01. Except as hereinafter set out, the term of this Contract shall be from the time of execution until all items with respect to this Contract and the election held hereunder have been completed.

ARTICLE VI  
COST OF SERVICE AND BILLING

In consideration for the services provided hereunder by ADMINISTRATOR, the ENTITY agrees to pay ADMINISTRATOR for the following costs of services:

6.01 Verity Touch Voting Machines:

- (A) One base charge of \$475.00 for Coding Verity Touch ballot for voting machines, a \$25.00 additional charge per additional ballot styles and a minimum of a \$10.00 charge for requested changes on Coded Ballot;
- (B) A \$10.00 recording fee for each Audio File;
- (C) Cost of creating election media, such as but limited to V-drives, Verity Keys; etc. at \$100.00 per location.
- (D) The amount of \$186.00 leasing fee for each Verity Controller, a \$186.00 leasing fee for each Verity Touch Voting Machine and a \$210.00 leasing fee for each Verity Touch Access Voting Machine;
- (E) Cost of delivery and pick-up of Verity Touch Voting Equipment for Each Voting and Election Day to include fuel charge and mileage at COUNTY's cost;
- (F) The above described fees shall be additionally charged for any Runoff Election.

6.02 Electronic Poll Book:

- (A) Database access at \$100.00 per day;
- (B) To include but not limited to the Early Voting and Election Day laptop rentals at \$150.00 per location;
- (C) Printer label fee of \$.03 per label (price subject to change);
- (D) Creation of separate Username and password for each polling location at \$20.00 per location;



- 6.03 Fee for Early Voting and Election Day Combination forms, maps, election kits, Verity Access Thermal code paper and 'I VOTED' stickers. One-hundred sample ballots at no charge with additional sample ballots at twenty cents per copy; No charge for provisional bags, table tops if necessary, ballot box(es), custom signs and flags;
- 6.04 Reimbursement of ballot supplies, including applications, paper ballots, correspondence, envelopes and postage at COUNTY's cost;
- 6.05 Reimbursement fee for publications of all notices and newspaper advertisements, (if applicable)
- 6.06 Reimbursement rental fees incurred for early voting polling places and Election Day polling places, as ordered and if applicable;
- 6.07 (A) Cost of judges and election workers for time worked to be submitted to the ENTITY by the ADMINISTRATOR. The ENTITY shall reimburse the COUNTY for a the cost of payroll for election workers at \$14.00 per hour for Election Judge, \$12.00 per hour for Alternate Judge and Clerk(s); includes cost of payroll for training of Election Judge, Alternate Judge and Clerk(s) at \$10.00 per hour per person;
- (B) Reimburse the County for the cost of payroll overtime incurred by County for regular full time County employees who work during the contracted election (cost to be shared with each contracted entity);
- 6.08 Pay for the cost of the Ballot Board judge at \$14.00 per hour and Ballot Board clerks at \$12.00 per hour;
- 6.09 One copy of canvass report provided to ENTITY at no charge; each additional canvass report requested to be reimbursed by the ENTITY at COUNTY's cost;
- 6.10 Reimbursement to the COUNTY for the cost of liability insurance coverage as set by the County for all election workers employed for the elections;
- 6.11 Reimbursement to the COUNTY for the cost of the use of wireless cell phones at polling locations with the rate set by the wireless vendor at the time of usage which includes an additional per minute fee as charged by the vendor, a service charge of \$10.00 per phone line and a vendor base fee of \$4.99 per phone line;
- 6.12 Billing:
- (A) The form of the invoice to be used in the final billing by the COUNTY, includes a good faith estimate of costs and is attached hereto as Exhibit A.
- (B) After the election and as soon as practicable, upon receiving final invoice from third party vendors, the ADMINISTRATOR shall prepare and will send to the ENTITY, a final itemized invoice with the actual costs of the Election and will include the 10% Administrative Fee of the actual costs as set forth by Texas Election Code Sec. 31.100 (d).
- (C) Full payment of the remaining balance, if any, shall be made by the ENTITY within thirty (30) days of receipt of the invoice.
- (D) Payment shall be made by check payable to the Hidalgo County Elections Department.



- (E) Notice. Except as may be otherwise specifically provided in this contract, all notices, demands, requests or communication required or permitted hereunder shall be in writing and shall either be (i) personally delivered against a written receipt, or (ii) sent by registered or certified mail, return receipt requested, postage prepaid and addressed to the parties at the addresses set forth below, or at such other addresses as may have been theretofore specified by written notice delivered in accordance herewith:

Yvonne Ramón  
Elections Administrator  
Hidalgo County Elections Department  
PO Box 659  
Edinburg, Texas 78540

Dr. Shirley A. Reed  
President  
South Texas College  
3201 W. Pecan Blvd.  
McAllen, TX 78501

- (F) Any balances, if any remain after the payment of all costs of election bills, shall be the property of the ENTITY and returned to it.

#### ARTICLE VII

- 7.01 IF ANY OF THE ELECTION EQUIPMENT IS LOST, STOLEN, DESTROYED, OR DAMAGED, THE CITY, SCHOOL DISTRICT OR ENTITY WHO LEASED THE EQUIPMENT IS LIABLE FOR THE DAMAGE AND AGREES TO PAY THE ADMINISTRATOR THE COST OF THE REPLACEMENT OR REPAIR OF THE ELECTION EQUIPMENT SO LOST, STOLEN, DESTROYED OR DAMAGED.

#### ARTICLE VIII GENERAL PROVISIONS

- 8.01. This Contract shall be construed under and in accordance with the laws of the State of Texas, and all obligations of the parties created hereunder are performable in Hidalgo County, Texas.
- 8.02. In case any one or more of the provisions contained in this Contract shall for any reason be held to be invalid, illegal or unenforceable in any respect, such invalidity, illegality or unenforceability shall not affect any other provision thereof, and this Contract shall be construed as if such invalid, illegal or unenforceable provision had never been contained herein.
- 8.03. This Contract constitutes the sole and only agreement of the parties hereto and supersedes any prior understanding or written or oral agreement between the parties respecting the written subject matter.
- 8.04. No amendment, modification, or alteration of the term hereof shall be binding unless the same be in writing, dated subsequent to the date hereof and duly executed by the parties hereto.



SIGNED this \_\_\_\_\_ day of \_\_\_\_\_, 2020

APPROVAL COUNTY OF HIDALGO:

SOUTH TEXAS COLLEGE  
ENTITY

BY: \_\_\_\_\_  
RICHARD F. CORTEZ  
COUNTY JUDGE

BY: \_\_\_\_\_

PRINT: DR. SHIRLEY A. REED  
TITLE: PRESIDENT  
ATTEST:

BY: \_\_\_\_\_  
ARTURO GUAJARDO, JR.  
COUNTY CLERK

BY: \_\_\_\_\_

PRINT: \_\_\_\_\_

TITLE: \_\_\_\_\_

ELECTIONS ADMINISTRATOR

BY: \_\_\_\_\_  
YVONNE RAMÓN

APPROVED AS TO LEGAL FORM:

OFFICE OF CRIMINAL DISTRICT ATTORNEY  
RICARDO RODRIGUEZ, JR.

BY: \_\_\_\_\_  
JOSEPHINE RAMIREZ SOLIS,  
Assistant District Attorney



## **Review of Presentation Delivered to Committee**

### **a. Review of the Request for Proposals for the Faculty Cost and Productivity Study**

The Board of Trustees approved the issuance of a request for proposals for a faculty cost and productivity study at the February 2, 2020 board meeting.

On September 8, 2020, Dr. Shirley A. Reed and Mrs. Mary Elizondo provided an update of the status of the request for proposals for the faculty cost and productivity study to the Education and Workforce Development Committee.

#### **Definitions**

- Faculty costs are faculty salaries and benefits.
- Faculty productivity includes teaching workload and other instruction related services.

#### **Purpose**

The purpose of this proposed study was to develop an accurate and comprehensive view of faculty costs and faculty productivity at South Texas College, so that administration and the Board can review how well they align to state and national benchmarks, including how well they accommodate the traditional and dual credit program headcount enrollment levels, which have flattened, and even decreased, in recent years.

This study is necessary to ensure that faculty hiring and assignment practices strategically serve the needs of students and the College, and remain fiscally feasible. This study is specifically designed to help administration analyze current practices and compare them to peer institutions and other best practices. This will help the College determine whether and where to focus further considerations, such as:

- Faculty to student ratio
- Teaching loads
- Release time for Special Assignments
- Stipends for additional responsibilities
- Class size and fill rates
- Teaching and other service assignments
- Underutilized sections and courses
- Semester credit hour/contact credit hour production per full-time and part-time faculty

A similar, separate study will be conducted for non-faculty staff; however, administration recommends conducting the faculty study first.

#### **Costs**

- Faculty costs, such as salary and benefits, are highly variable based upon course section offering, academic program, release time for special assignments, overloads, stipends, and other factors that can impact individual or departmental faculty costs.



- Non-faculty costs are more easily controlled and assessed, as they tie directly to the Board-approved Staffing Plan, with few special assignments, stipends or other deviations from the Staffing Plan except in rare cases to meet exceptional needs.

### **Revenue**

- Faculty salaries are paid through tuition and fee revenue and state formula funding based on headcount and contact hour enrollment. Therefore, the revenue available to fund teaching positions is directly tied to enrollment, and it is necessary to carefully align faculty compensation strategies to actual enrollment and revenue driven by enrollment.
- Non-faculty staff salaries are supported by M&O tax funding, and the significant recent increases in non-faculty staff have been tied to recent expansion of new facilities under the 2013 Bond Construction Program.

While staff costs and revenues need to be studied and strategically aligned to the College's need, and are also tied to the number of students served, they are less directly tied to enrollment trends than faculty salaries.

Purpose – The purpose of the request for proposals was to secure a vendor to analyze the College's faculty costs and productivity, identify benchmark data, obtain peer group comparisons, and identify best practices, standards, and targets. The results of the study will be incorporated into future operations.

Justification – Traditional headcount enrollment at South Texas College has leveled off and, in some years, decreased for both traditional and dual credit programs; however, faculty costs have increased. Flat traditional headcount enrollment and increasing faculty costs greatly impact the availability of funding for operations of the College. It is critical that the College align its resources to meet changing enrollment patterns, which would safeguard the future financial sustainability of the College.

Vendor Services, Approach, and Qualifications – Per the review of the submitted proposals, the vendor services, approach, and qualifications are as follows:

- Vendor responses provided in the request for proposals (RFP) indicate that the scope of work, as delineated in the RFP (Exhibit A), will be performed.
- Interviews will be conducted with leadership and key stakeholders to gain an understanding of the unique priorities and strategic objectives of the College.
- Several vendors utilize software to analyze data, produce dashboards of findings, and formulate strategic recommendations.
- The software utilized by several vendors has been developed by the respective vendors and may be customized to meet the needs of study. The software is proprietary.
- Timeframe to complete the study varies per vendor, which may be between four to six months.
- Internal and benchmark data will be collected and recommendations will be formulated.
- A final report containing strategies and models to be used to forecast and manage future needs will be developed and presented to College leadership and the Board of Trustees.



- The vendors possess experience in conducting similar studies in higher education and their personnel have relevant experience and education in this field.

Benefits to College –Benefits to the College in conducting a faculty cost and productivity study are as follows:

- Provides an overall understanding of Faculty Costs and Faculty Productivity as related to traditional and dual credit headcount enrollment.
- Provides recommendations tailored to the needs to the College to strengthen operational practices, reduce costs, and improve faculty productivity.
- Allows the College to strengthen the allocation of faculty resources, improve operational processes, productivity, and reduce costs.
- Contributes to maintaining affordable student tuition and fees.

The College advertised a request for proposals on May 11, 2020 and May 18, 2020 and issued to seventeen vendors. Seven responses were received on June 9, 2020. Proposals are under review by an evaluation committee. A recommendation to engage a vendor to conduct a study will be presented at the October 2020 Finance, Audit, and Human Resource Committee meeting.

Funds for this expenditure were budgeted in the Academic Affairs budget for FY 2020 – 2021.

Enclosed Documents – The packet included the RFP Scope of Work (Exhibit A) and the Faculty Cost and Productivity Study PowerPoint presentation reflecting the enrollment and faculty cost data that has prompted the need to conduct this study. Administration was prepared to discuss this data with the Committee members.

Mrs. Mary Elizondo, Vice President for Finance and Administrative Services, and Dr. Shirley A. Reed, President, attended the Education & Workforce Development Committee meeting to address any questions by the committee.

The Committee asked why the Faculty Cost study and the Non-Faculty Staff Cost study were proposed as different projects, and why the study of Faculty costs was proposed as the first study. During the discussion, the Committee and attending trustees stated:

- Data comparing faculty and staff salary expenditures showed that while faculty salary expenditures are higher than staff salary expenditures, staff salary expenditures appear to have increased at a greater rate over the reported period, from FY 2009 – 2010 through FY2018 – 2019.
- Mobilization costs associated with the studies could be combined in a joint-purpose project, potentially yielding savings to the College.

Administration noted that faculty salaries are provided for directly through tuition and fees and formula funding, which are driven by enrollment. Furthermore, faculty cost and productivity measures are tied to course assignments, committee assignments, and other activities that vary significantly from staff compensation.



Staff salaries are funded through a variety of unrestricted and restricted revenue streams. Administration believed that the significant driver of non-faculty cost increases were related to the expansion of facilities under the 2013 Bond Construction Program, and these increased expenses were significantly provided for by the voter-approved M&O tax rate increase.

Administration noted that due to the differences in the two studies, combining them could cause significant delay and prevent the results from being incorporated into the next year's staffing and budget process. Furthermore, with faculty salaries constituting the single largest portion of the expenditures budget and being tied most directly to the impact of enrollment issues, administration maintained that the Faculty Cost and Productivity Study should be a priority, to be followed closely by a study of Non-Faculty costs and productivity.

The Committee discussed the issues, and suggested that perhaps the RFP could be amended to include an alternate for responding firms to conduct the Faculty and Non-Faculty Staff studies.

The September 8, 2020 presentation was intended as a briefing on the RFP process that was underway as per the February 2020 Board approval, and as an opportunity to address questions from the trustees. It was planned to deliver a recommendation on the RFP to the Finance, Audit, and Human Resources Committee in October 2020, for action by the Board later that month.

In order to include studies of both faculty and non-faculty positions, the seven proposals received from the faculty study RFPs must be rejected by the Board of Trustees. A new RFP would then be compiled with a new scope of work, and issued.

Dr. Alejo Salinas, Jr., Committee Chair, suggested that administration bring the results of the RFP and any recommendation to the Finance, Audit, and Human Resources Committee meeting in October 2020, as discussed. At that meeting, the trustees could discuss the pricing and value, and determine whether to recommend that the Board proceed with the study, or reject the proposals and resolicit the study with a new scope of work.

This item is presented for informational purposes. No action is requested.



**Presentation on Delinquent Tax Collection Report for the Period  
Ending May 31, 2020**

Ms. Kelly R. Salazar from Linebarger Goggan Blair & Sampson, LLP, will provide the Board with the Delinquent Tax Collection Report through May 31, 2020.

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

No action is required.





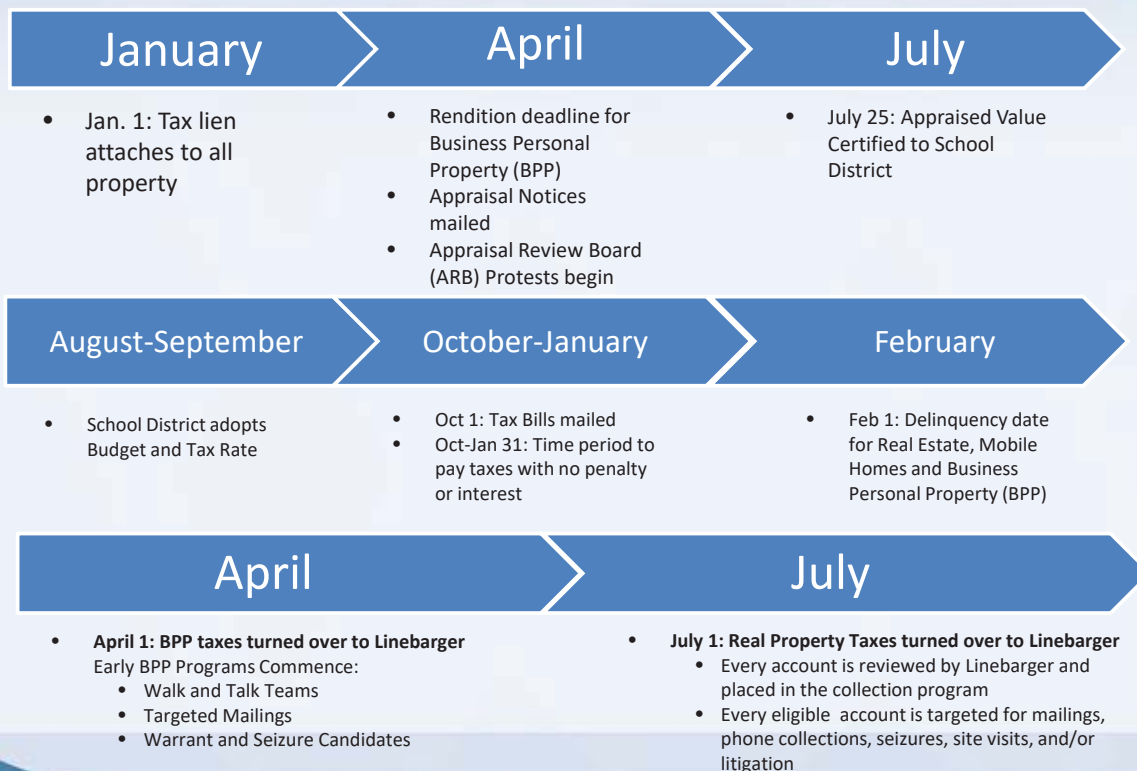
## South Texas College Delinquent Tax Collection Report

### Prepared for:

Dr. Shirley A. Reed, President  
Mr. Paul R. Rodriguez, Chairman  
Rose Benavidez, Vice Chair  
Roy de León, Secretary  
Victoria Cantú, Member  
Gary Gurwitz, Member  
Dr. Alejo Salinas, Jr., Member  
Rene Guajardo, Member



### Important Tax Cycle Dates





## Collection Activities –Hidalgo County

March 2020-May 2020

152 Lawsuits Filed—\$113,396

374 Lawsuits Disposed—\$225,334

1,308 In Office Taxpayer Assistance

18,545 Incoming/Outgoing Calls

461 Property Inspections/Home Visits

3 Mailings—30,017 Statements Mailed

712 Accounts Coded Financially Affected by COVID-19

Fiscal Year to Date  
Linebarger collected

**\$2,907,508**

in base, penalty & interest  
in Hidalgo County

3

## Collection Activities –Starr County

March 2020-May 2020

82 Lawsuits Filed—\$77,848

49 Lawsuits Disposed—\$51,542

128 In Office Taxpayer Assistance

936 Incoming/Outgoing Calls

127 Property Inspections/Home Visits

2 Mailings—31,281 Statements Mailed

17 Accounts Coded Financially Affected by COVID19

Fiscal Year to Date  
Linebarger collected

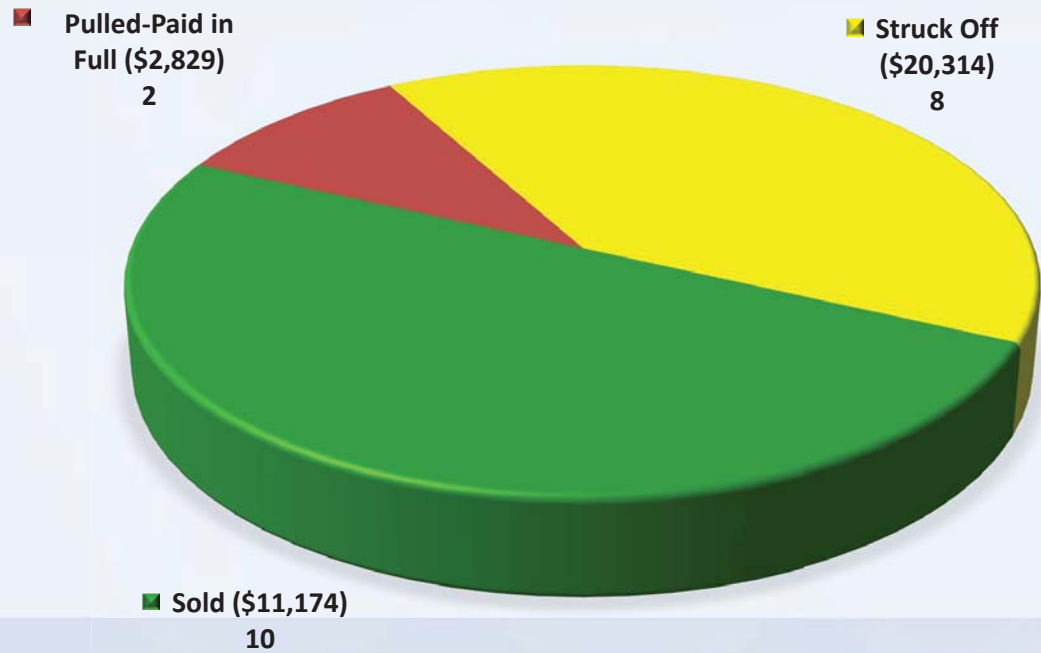
**\$490,648**

in base, penalty & interest  
in Starr County

4

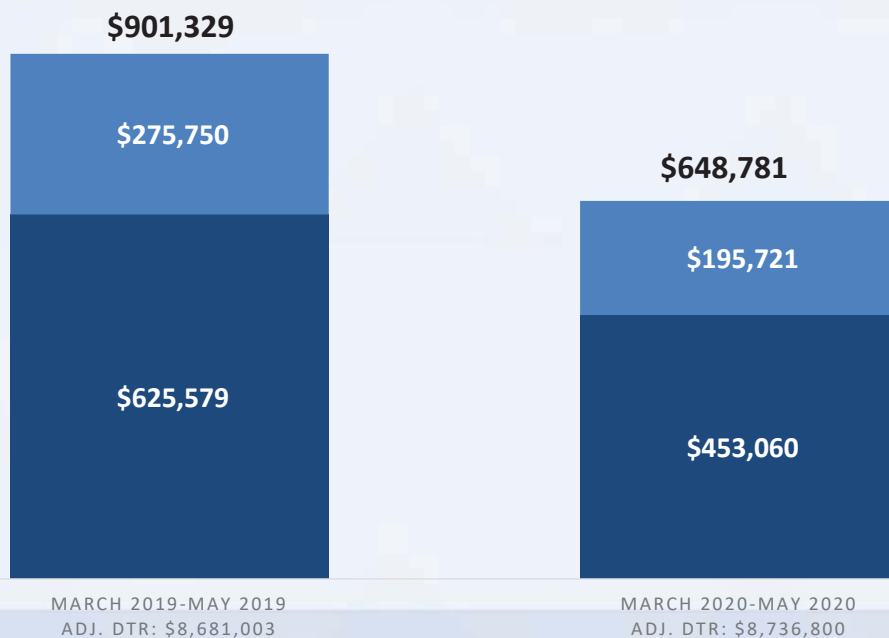


**Tax Sale Results—Hidalgo County**  
March 2020-May 2020  
Base Tax, Penalty and Interest



\*Pulled—Other: Bankruptcy, Letters of Commitment & Deferrals

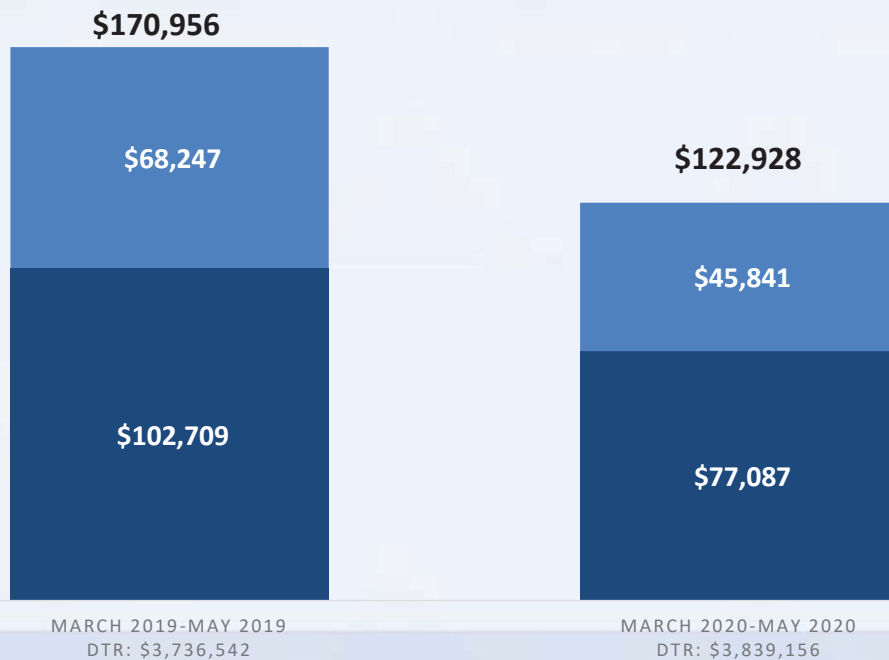
**Collection Comparison—Hidalgo County**  
March 2020-May 2020



Source: Hidalgo County Tax Office Data



## Collection Comparison—Starr County March 2020-May 2020



Source: Starr County Tax Office Data



## South Texas College Delinquent Tax Collection Report

# Thank you



## **Review and Action as Necessary on Quarterly Investment Report for Quarter Ending May 31, 2020**

A report on the College's Quarterly Investment Report for the Quarter May 31, 2020, is being presented. The Board is asked to approve the Investment Report as presented.

Purpose – Ms. Susan Anderson from Valley View Consulting, L.L.C. will present on the status of the College's Quarterly Investment Report for the Quarter Ended May 31, 2020 and provide a further update at the meeting. Ms. Anderson will present an overview of the investments, the annual interest earnings, the quarterly interest earnings, and economic overview.

Justification – The report being presented will provide a brief review and update of the College's Quarterly Investment Report for the Quarter Ended May 31, 2020 to the College's Board of Trustees.

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

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

Enclosed Documents – A copy of the Quarterly Investment Report for the Quarter Ended May 31, 2020 follows in the packet for the Board's information and review.

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

### **Recommendation:**

It is recommended that the Board of Trustees of South Texas College approve and authorize the Quarterly Investment Report for the Quarter Ended May 31, 2020, as presented.

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

The Board of Trustees approves and authorizes the Quarterly Investment Report for the Quarter Ended May 31, 2020, as presented.

### **Approval Recommended:**

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





## QUARTERLY INVESTMENT REPORT

For the Quarter Ended

May 31, 2020

Prepared by

Valley View Consulting, L.L.C.

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

Maria G. Elizondo, Vice President for Finance & Administrative Services	Date
Myriam Lopez, Comptroller	Date
Paul R. Rodriguez, Board of Trustees, Designated Investment Officer	Date

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



## Summary

### Quarter End Results by Investment Category:

Asset Type	February 29, 2020			May 31, 2020		
	Book Value	Market Value		Book Value	Market Value	Ave. Yield
DDA/MMA/NOW	\$ 81,025,993.96	\$ 81,025,993.96		\$ 70,745,784.23	\$ 70,745,784.23	0.35%
Pools	11,591,351.92	11,591,351.92		11,608,216.40	11,608,216.40	0.27%
CD/Security	201,529,262.97	201,529,262.97		202,719,075.68	202,719,075.68	2.05%
<b>Totals</b>	<b>\$ 294,146,608.85</b>	<b>\$ 294,146,608.85</b>		<b>\$ 285,073,076.31</b>	<b>\$ 285,073,076.31</b>	<b>1.55%</b>

#### Current Quarter Portfolio Performance (1)

Average Quarterly Yield	1.55%	<b>Year-to-Date Portfolio Performance (2)</b>	
		Average Quarter End Yield	1.85%
Rolling Three Month Treasury	0.19%	Rolling Three Month Treasury	1.15%
Rolling Six Month Treasury	0.88%	Rolling Six Month Treasury	1.48%
TexPool	0.27%	TexPool	1.18%

#### INTEREST EARNINGS

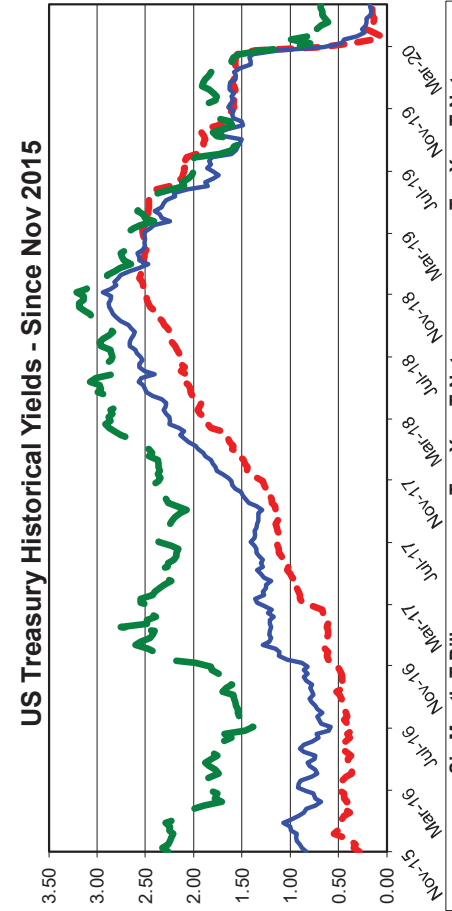
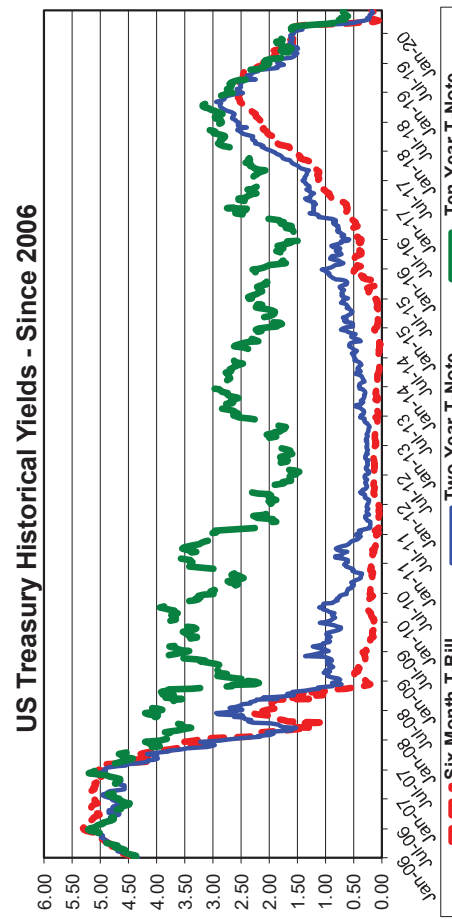
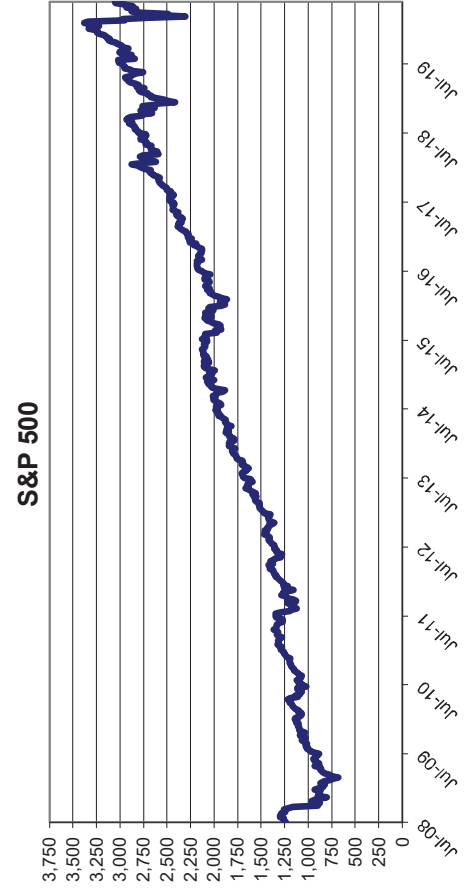
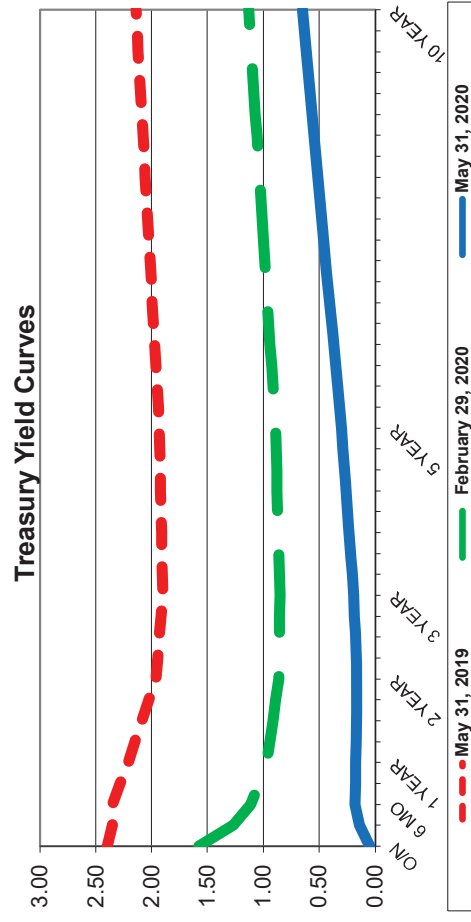
	PRIOR YEAR	CURRENT YEAR
Quarterly Interest Received	\$1,371,302.39 (Unaudited)	\$1,272,383.22 (Unaudited)
Accrued Interest-End of Quarter	\$211,902.27 (Unaudited)	\$117,614.96 (Unaudited)
Fiscal YTD Interest Received	\$4,013,389.41 (Unaudited)	\$4,001,336.22 (Unaudited)

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

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



The Federal Open Market Committee (FOMC) maintained the Fed Funds target range at 0.00% to 0.25% (Effective Fed Funds are trading  $\pm 0.05\%$ ). Worldwide economic activity is slowly re-emerging as "social isolation" gradually abates. The Yield Curve remains stabilized with lower rates. Crude oil regained footing and trades above \$30 per barrel. Unemployment claims reached over 40 million. The Stock Market recovery continues. The U.S. and international communities are opening their economies. Full recovery timeline still to be determined.





**Investment Holdings**  
**May 31, 2020**

Description	Coupon/ Rating	Maturity Date	Settlement Date	Original Facel Par Value	Book Value	Market Price	Market Value	Life (Days)	Yield
BBVA - Operating	0.50%	06/01/20	05/31/20	\$ 6,190,655.33	\$ 6,190,655.33	1.00	\$ 6,190,655.33	1	0.50%
BBVA - Payroll	0.50%	06/01/20	05/31/20	491,637.35	491,637.35	1.00	491,637.35	1	0.50%
BBVA - Student	0.50%	06/01/20	05/31/20	715,574.39	715,574.39	1.00	715,574.39	1	0.50%
BBVA - Operating Reserve (3)	0.00%	06/01/20	05/31/20	20,000,000.00	20,000,000.00	1.00	20,000,000.00	1	0.00%
BBVA - Federal Draw Down	0.50%	06/01/20	05/31/20	250,867.00	250,867.00	1.00	250,867.00	1	0.50%
BBVA - I&S Bond 96,02,03,04,07,10,14,15	0.50%	06/01/20	05/31/20	762,989.65	762,989.65	1.00	762,989.65	1	0.50%
BBVA - Construction E&G Transfer	0.50%	06/01/20	05/31/20	467,200.76	467,200.76	1.00	467,200.76	1	0.50%
Veritex (Green) Bank MMA	0.43%	06/01/20	05/31/20	10,542,242.17	10,542,242.17	1.00	10,542,242.17	1	0.43%
NexBank MMA	0.50%	06/01/20	05/31/20	31,324,617.58	31,324,617.58	1.00	31,324,617.58	1	0.50%
TexPool LGIP	AAAm	06/01/20	05/31/20	11,608,216.40	11,608,216.40	1.00	11,608,216.40	1	0.27%
East West Bank CD	2.71%	06/02/20	02/07/19	7,237,281.37	7,237,281.37	100.00	7,237,281.37	2	2.71%
East West Bank CD	2.99%	07/01/20	10/23/18	5,246,292.79	5,246,292.79	100.00	5,246,292.79	31	2.99%
East West Bank CD	2.72%	07/02/20	02/07/19	10,364,158.96	10,364,158.96	100.00	10,364,158.96	32	2.72%
East West Bank CD	1.73%	07/19/20	01/21/20	4,499,853.39	4,499,853.39	100.00	4,499,853.39	49	1.73%
East West Bank CD	0.51%	07/30/20	05/12/20	2,000,558.98	2,000,558.98	100.00	2,000,558.98	60	0.51%
East West Bank CD	0.51%	07/30/20	05/12/20	1,000,279.49	1,000,279.49	100.00	1,000,279.49	60	0.51%
East West Bank CD	1.63%	07/31/20	02/27/20	10,042,513.79	10,042,513.79	100.00	10,042,513.79	61	1.63%
BBVA Compass Bank CD	0.99%	07/31/20	03/13/20	2,003,311.74	2,003,311.74	100.00	2,003,311.74	61	0.99%
BBVA Compass Bank CD	1.98%	07/31/20	08/22/19	9,134,577.96	9,134,577.96	100.00	9,134,577.96	61	1.98%
LegacyTexas Bank CD	2.94%	08/03/20	09/11/18	5,250,495.22	5,250,495.22	100.00	5,250,495.22	64	2.94%
LegacyTexas Bank CD	2.66%	08/03/20	03/08/19	4,126,182.88	4,126,182.88	100.00	4,126,182.88	64	2.66%
BBVA Compass Bank CD	1.93%	08/31/20	08/31/19	15,295.00	15,295.00	100.00	15,295.00	92	1.93%
BBVA Compass Bank CD	1.93%	08/31/20	08/31/19	202,970.47	202,970.47	100.00	202,970.47	92	1.93%
BBVA Compass Bank CD	1.93%	08/31/20	08/31/19	118,369.97	118,369.97	100.00	118,369.97	92	1.93%
LegacyTexas Bank CD	2.96%	09/01/20	09/11/18	5,252,239.40	5,252,239.40	100.00	5,252,239.40	93	2.96%
BTH Bank CD	2.72%	09/02/20	03/08/19	3,096,883.99	3,096,883.99	100.00	3,096,883.99	94	2.72%
LegacyTexas Bank CD	2.68%	09/02/20	03/08/19	2,063,572.74	2,063,572.74	100.00	2,063,572.74	94	2.68%
East West Bank CD	3.06%	10/01/20	10/23/18	10,504,403.26	10,504,403.26	100.00	10,504,403.26	123	3.06%
East West Bank CD	2.73%	11/02/20	02/07/19	10,364,840.48	10,364,840.48	100.00	10,364,840.48	155	2.73%
East West Bank CD	1.69%	03/01/21	01/21/20	5,533,716.97	5,533,716.97	100.00	5,533,716.97	274	1.69%
BBVA Compass Bank CD	2.66%	03/02/21	05/09/19	5,135,024.09	5,135,024.09	100.00	5,135,024.09	275	2.66%
BTH Bank CD	2.76%	03/02/21	03/08/19	5,163,883.66	5,163,883.66	100.00	5,163,883.66	275	2.76%
Bank OZK CD	0.60%	04/01/21	05/14/20	5,000,000.00	5,000,000.00	100.00	5,000,000.00	305	0.60%
BBVA Compass Bank CD	2.65%	04/02/21	05/09/19	5,134,509.71	5,134,509.71	100.00	5,134,509.71	306	2.65%
East West Bank CD	1.53%	05/03/21	02/27/20	5,521,945.26	5,521,945.26	100.00	5,521,945.26	337	1.53%
BBVA Compass Bank CD	2.64%	05/03/21	05/09/19	5,133,995.42	5,133,995.42	100.00	5,133,995.42	337	2.64%
Bank OZK CD	0.60%	06/01/21	05/14/20	5,000,000.00	5,000,000.00	100.00	5,000,000.00	366	0.60%
BBVA Compass Bank CD	2.09%	06/02/21	07/11/19	5,087,983.67	5,087,983.67	100.00	5,087,983.67	367	2.09%
East West Bank CD	1.53%	07/01/21	02/27/20	8,031,920.37	8,031,920.37	100.00	8,031,920.37	396	1.53%



**Investment Holdings**  
**May 31, 2020**

Description	Coupon/ Discount	Rating	Maturity Date	Settlement Date	Original Face/ Par Value	Book Value	Market Price	Market Value	Life (Days)	Yield
BBVA Compass Bank CD	2.07%		07/02/21	07/11/19	3,052,280.67	3,052,280.67	100.00	3,052,280.67	397	2.07%
East West Bank CD	1.80%		08/02/21	10/04/19	10,119,555.49	10,119,555.49	100.00	10,119,555.49	428	1.80%
East West Bank CD	1.79%		09/02/21	10/04/19	10,118,887.31	10,118,887.31	100.00	10,118,887.31	459	1.79%
East West Bank CD	1.48%		10/01/21	02/27/20	8,030,875.21	8,030,875.21	100.00	8,030,875.21	488	1.48%
East West Bank CD	1.78%		10/04/21	10/04/19	3,035,465.75	3,035,465.75	100.00	3,035,465.75	491	1.78%
East West Bank CD	1.78%		10/04/21	10/04/19	3,035,465.75	3,035,465.75	100.00	3,035,465.75	491	1.78%
East West Bank CD	1.64%		11/01/21	01/21/20	10,059,484.47	10,059,484.47	100.00	10,059,484.47	519	1.64%
Bank OZK CD	0.68%		03/01/22	05/14/20	8,000,000.00	8,000,000.00	100.00	8,000,000.00	639	0.68%
					<b>\$ 285,073,076.31</b>	<b>\$ 285,073,076.31</b>			<b>183</b>	<b>1.55%</b>
									(1)	(2)

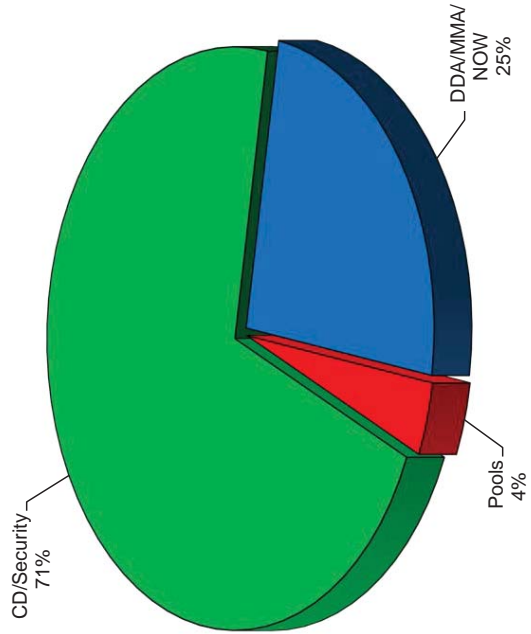
(1) **Weighted average life** - Pools, Money Market Funds, and Bank Deposits are assumed to have a one day maturity.

(2) **Weighted average yield to maturity** - The weighted average yield to maturity is based on Adjusted Book Value, adviser fees and realized and unrealized gains/losses are not considered. The pool and mutual fund yields are the average for the last month of the quarter. Bank deposit yields are estimated from the monthly allocated earnings.

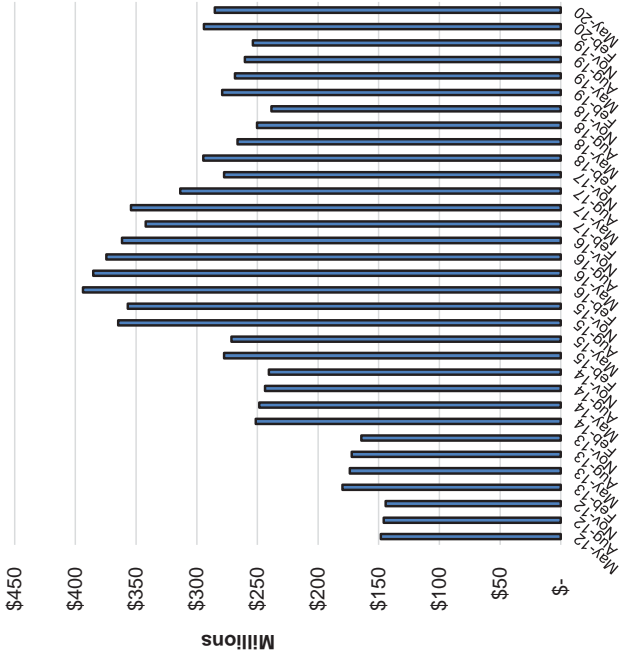
(3) **Compensating Balances** - although shown as a 0% coupon/discount, the account generates an earnings credit to offset depository bank fees.



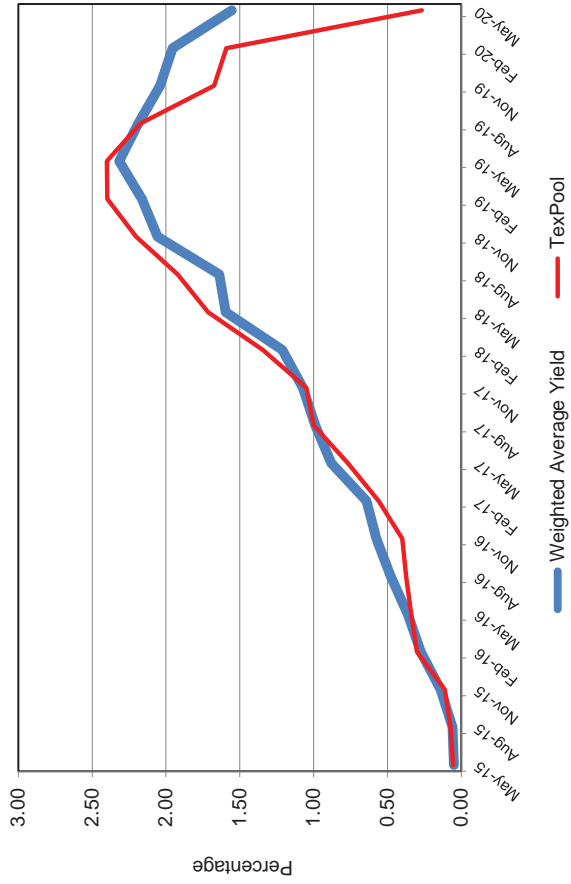
Portfolio Composition



Quarter-End Book Value



Total Portfolio Performance





# Book and Market Value Comparison

Description	Coupon/ Discount	Maturity Date	February 29, 2020			May 31, 2020		
			Original Face		Purchases/ Adjustments	Sales/Adjust/ Maturities		Original Face
			Par Value	Book Value		\$	\$	Par Value
BBVA - Operating	0.50%	06/01/20	\$ 15,342,074.97	\$ 15,342,074.97	\$	—	\$ (9,151,419.64)	\$ 6,190,655.33
BBVA - Payroll	0.50%	06/01/20	306,333.26	306,333.26	185,304.09			\$ 6,190,655.33
BBVA - Student	0.50%	06/01/20	444,799.58	444,799.58	270,774.81			491,637.35
BBVA - Operating Reserve (3)	0.00%	06/01/20	20,000,000.00	20,000,000.00				715,574.39
BBVA - Federal Draw Down	0.50%	06/01/20	—	—	250,867.00			20,000,000.00
BBVA - I&S Bond 96,02,03,04,07,10,14,15	0.50%	06/01/20	2,203,710.47	2,203,710.47				250,867.00
BBVA - Construction E&G Transfer	0.50%	06/01/20	950,846.51	950,846.51			(1,440,720.82)	762,989.65
Veritex (Green) Bank MMA	0.43%	06/01/20	10,506,584.59	10,506,584.59	35,657.58		(483,645.75)	467,200.76
NexBank MMA	0.50%	06/01/20	31,271,644.58	31,271,644.58	52,973.00			10,542,242.17
TexPool LGIP	0.27%	06/01/20	11,591,351.92	11,591,351.92	16,864.48			31,324,617.58
BBVA Compass Bank CD	2.30%	03/02/20	5,068,164.49	5,068,164.49				11,608,216.40
LegacyTexas Bank CD	2.55%	03/02/20	5,239,682.74	5,239,682.74			(5,068,164.49)	—
LegacyTexas Bank CD	2.68%	04/01/20	5,240,639.95	5,240,639.95			(5,239,682.74)	—
East West Bank CD	1.72%	04/21/20	2,003,773.33	2,003,773.33			(5,240,639.95)	—
LegacyTexas Bank CD	2.70%	05/01/20	5,242,476.56	5,242,476.56			(2,003,773.33)	—
East West Bank CD	2.71%	06/02/20	7,204,578.74	7,204,578.74	32,702.63		(5,242,476.56)	—
East West Bank CD	2.99%	07/01/20	5,206,904.65	5,206,904.65	39,388.14			7,237,281.37
East West Bank CD	2.72%	07/02/20	10,293,349.12	10,293,349.12	70,809.84			5,246,292.79
East West Bank CD	1.73%	07/19/20	4,480,274.73	4,480,274.73	19,578.66			10,364,158.96
East West Bank CD	0.51%	07/30/20	—	—	2,000,558.98			4,499,853.39
East West Bank CD	0.51%	07/30/20	—	—	1,000,279.49			2,000,558.98
BBVA Compass Bank CD	1.63%	07/31/20	10,001,339.78	10,001,339.78	41,174.01			1,000,279.49
BBVA Compass Bank CD	0.99%	07/31/20	—	—	2,003,311.74			10,042,513.79
BBVA Compass Bank CD	1.98%	07/31/20	9,090,212.34	9,090,212.34	44,365.62			2,003,311.74
LegacyTexas Bank CD	2.94%	08/03/20	5,212,718.97	5,212,718.97	37,776.25			9,134,577.96
LegacyTexas Bank CD	2.66%	08/03/20	4,099,310.88	4,099,310.88	26,872.00			5,250,495.22
BBVA Compass Bank CD	1.93%	08/31/20	15,222.58	15,222.58	72.42			4,126,182.88
BBVA Compass Bank CD	1.93%	08/31/20	117,809.55	117,809.55	560.42			15,295.00
BBVA Compass Bank CD	1.93%	08/31/20	202,009.50	202,009.50	960.97			118,369.97
LegacyTexas Bank CD	2.96%	09/01/20	5,214,194.78	5,214,194.78	38,044.62			202,970.47
BTH Bank CD	2.72%	09/02/20	3,076,206.19	3,076,206.19	20,677.80			5,252,239.40
LegacyTexas Bank CD	2.68%	09/02/20	2,050,032.99	2,050,032.99	13,539.75			3,096,883.99
East West Bank CD	3.06%	10/01/20	10,423,699.12	10,423,699.12	80,704.14			2,063,572.74
East West Bank CD	2.73%	11/02/20	10,293,896.24	10,293,896.24	70,944.24			10,504,403.26
East West Bank CD	1.69%	03/01/21	5,510,195.51	5,510,195.51	23,521.46			10,364,840.48
BBVA Compass Bank CD	2.66%	03/02/21	5,101,546.81	5,101,546.81	33,477.28			5,533,716.97
BTH Bank CD	2.76%	03/02/21	5,128,899.83	5,128,899.83	34,983.83			5,135,024.09
Bank OZK CD	0.60%	04/01/21	—	—	5,000,000.00			5,163,883.66
BBVA Compass Bank CD	2.65%	04/02/21	5,101,161.21	5,101,161.21	33,348.50			5,000,000.00
East West Bank CD	1.53%	05/03/21	5,500,691.67	5,500,691.67	21,253.59			5,134,509.71
BBVA Compass Bank CD	2.64%	05/03/21	5,100,775.67	5,100,775.67	33,219.75			5,521,945.26



# Book and Market Value Comparison

Description	Coupon/ Discount	Maturity Date	February 29, 2020			May 31, 2020		
			Original Face\		Purchases/ Adjustments	Sales/Adjust/ Maturities		Original Face\
			Par Value	Book Value		Par Value	Book Value	
Bank OZK CD	0.60%	06/01/21	—	—	5,000,000.00	5,000,000.00	5,000,000.00	5,000,000.00
BBVA Compass Bank CD	2.09%	06/02/21	5,061,902.59	5,061,902.59	26,081.08	5,087,983.67	5,087,983.67	5,087,983.67
East West Bank CD	1.53%	07/01/21	8,001,006.07	8,001,006.07	30,914.30	8,031,920.37	8,031,920.37	8,031,920.37
BBVA Compass Bank CD	2.07%	07/02/21	3,036,783.97	3,036,783.97	15,496.70	3,052,280.67	3,052,280.67	3,052,280.67
East West Bank CD	1.80%	08/02/21	10,073,748.30	10,073,748.30	45,807.19	10,119,555.49	10,119,555.49	10,119,555.49
East West Bank CD	1.79%	09/02/21	10,073,337.06	10,073,337.06	45,550.25	10,118,887.31	10,118,887.31	10,118,887.31
East West Bank CD	1.48%	10/01/21	8,000,973.19	8,000,973.19	29,902.02	8,030,875.21	8,030,875.21	8,030,875.21
East West Bank CD	1.78%	10/04/21	3,021,877.75	3,021,877.75	13,588.00	3,035,465.75	3,035,465.75	3,035,465.75
East West Bank CD	1.78%	10/04/21	3,021,877.75	3,021,877.75	13,588.00	3,035,465.75	3,035,465.75	3,035,465.75
East West Bank CD	1.64%	11/01/21	10,017,988.36	10,017,988.36	41,496.11	10,059,484.47	10,059,484.47	10,059,484.47
Bank OZK CD	0.68%	03/01/22	—	—	8,000,000.00	8,000,000.00	8,000,000.00	8,000,000.00
<b>TOTAL</b>			<b>\$ 294,146,608.85</b>	<b>\$ 294,146,608.85</b>	<b>\$ 24,796,990.74</b>	<b>\$ (33,870,523.28)</b>	<b>\$ 285,073,076.31</b>	<b>\$ 285,073,076.31</b>



**Allocation**  
**May 31, 2020**  
**Book & Market Value**

	Total	Operating	Operating Construction	Endowment	Interest & Sinking
BBVA - Operating	\$ 6,190,655.33	\$ 6,190,655.33	\$ -	\$ -	-
BBVA - Payroll	491,637.35	491,637.35	-	-	-
BBVA - Student	715,574.39	715,574.39	-	-	-
BBVA - Operating Reserve	20,000,000.00	20,000,000.00	-	-	-
BBVA - Federal Draw Down	250,867.00	250,867.00	-	-	-
BBVA - I&S Bond 96,02,03,04,07,10,14,15	762,989.65	-	-	-	762,989.65
BBVA - Construction E&G Transfer	467,200.76	-	467,200.76	-	-
Veritex (Green) Bank MMA	10,542,242.17	-	10,542,242.17	-	-
NexBank MMA	31,324,617.58	30,199,341.95	-	-	1,125,275.63
TexPool LGIP	11,608,216.40	-	10,976,080.63	-	632,135.77
06/02/20-East West Bank CD	7,237,281.37	7,237,281.37	-	-	-
07/01/20-East West Bank CD	5,246,292.79	-	5,246,292.79	-	-
07/02/20-East West Bank CD	10,364,158.96	10,364,158.96	-	-	-
07/19/20-East West Bank CD	4,499,853.39	-	4,499,853.39	-	-
07/30/20-East West Bank CD	2,000,558.98	-	2,000,558.98	-	-
07/30/20-East West Bank CD	1,000,279.49	-	-	-	-
07/31/20-East West Bank CD	10,042,513.79	-	-	-	1,000,279.49
07/31/20-BBVA Compass Bank CD	2,003,311.74	-	-	-	10,042,513.79
07/31/20-BBVA Compass Bank CD	9,134,577.96	-	-	-	2,003,311.74
08/03/20-LegacyTexas Bank CD	5,250,495.22	5,250,495.22	-	-	9,134,577.96
08/03/20-LegacyTexas Bank CD	4,126,182.88	4,126,182.88	-	-	-
08/31/20-BBVA Compass Bank CD	15,295.00	-	-	15,295.00	-
08/31/20-BBVA Compass Bank CD	202,970.47	-	-	202,970.47	-
08/31/20-BBVA Compass Bank CD	118,369.97	-	-	118,369.97	-
09/01/20-LegacyTexas Bank CD	5,252,239.40	5,252,239.40	-	-	-
09/02/20-BTH Bank CD	3,096,883.99	3,096,883.99	-	-	-
09/02/20-LegacyTexas Bank CD	2,063,572.74	2,063,572.74	-	-	-
10/01/20-East West Bank CD	10,504,403.26	10,504,403.26	-	-	-
11/02/20-East West Bank CD	10,364,840.48	10,364,840.48	-	-	-
03/01/21-East West Bank CD	5,533,716.97	5,533,716.97	-	-	-
03/02/21-BBVA Compass Bank CD	5,135,024.09	5,135,024.09	-	-	-
03/02/21-BTH Bank CD	5,163,883.66	-	5,163,883.66	-	-
04/01/21-Bank OZK CD	5,000,000.00	5,000,000.00	-	-	-
04/02/21-BBVA Compass Bank CD	5,134,509.71	5,134,509.71	-	-	-
05/03/21-East West Bank CD	5,521,945.26	5,521,945.26	-	-	-



**Allocation  
May 31, 2020  
Book & Market Value**

	<b>Total</b>	<b>Operating</b>	<b>Operating Construction</b>	<b>Endowment</b>	<b>Interest &amp; Sinking</b>
05/03/21–BBVA Compass Bank CD	5,133,995.42	5,133,995.42	—	—	—
06/01/21–Bank OZK CD	5,000,000.00	5,000,000.00	—	—	—
06/02/21–BBVA Compass Bank CD	5,087,983.67	5,087,983.67	—	—	—
07/01/21–East West Bank CD	8,031,920.37	8,031,920.37	—	—	—
07/02/21–BBVA Compass Bank CD	3,052,280.67	3,052,280.67	—	—	—
08/02/21–East West Bank CD	10,119,555.49	10,119,555.49	—	—	—
09/02/21–East West Bank CD	10,118,887.31	10,118,887.31	—	—	—
10/01/21–East West Bank CD	8,030,875.21	8,030,875.21	—	—	—
10/04/21–East West Bank CD	3,035,465.75	3,035,465.75	—	—	—
10/04/21–East West Bank CD	3,035,465.75	—	3,035,465.75	—	—
11/01/21–East West Bank CD	10,059,484.47	10,059,484.47	—	—	—
03/01/22–Bank OZK CD	8,000,000.00	8,000,000.00	—	—	—
<b>Totals</b>	<b>\$ 285,073,076.31</b>	<b>\$ 218,103,778.71</b>	<b>\$ 41,931,578.13</b>	<b>\$ 336,635.44</b>	<b>\$ 24,701,084.03</b>



**Allocation**  
**February 29, 2020**  
**Book & Market Value**

	Total	Operating	Operating Construction	Endowment	Interest & Sinking
BBVA - Operating	\$ 15,342,074.97	\$ 15,342,074.97	\$ -	\$ -	-
BBVA - Payroll	306,333.26	306,333.26	-	-	-
BBVA - Student	444,799.58	444,799.58	-	-	-
BBVA - Operating Reserve	20,000,000.00	20,000,000.00	-	-	-
BBVA - Federal Draw Down	-	-	-	-	-
BBVA - I&S Bond 96,02,03,04,07,10,14,15	2,203,710.47	-	-	-	2,203,710.47
BBVA - Construction E&G Transfer	950,846.51	-	950,846.51	-	-
Veritex (Green) Bank MMA	10,506,584.59	-	10,506,584.59	-	-
NexBank MMA	31,271,644.58	30,148,270.37	-	-	1,123,374.21
TexPool LGIP	11,591,351.92	-	10,960,134.53	-	631,217.39
03/02/20-BBVA Compass Bank CD	5,068,164.49	5,068,164.49	-	-	-
03/02/20-LegacyTexas Bank CD	5,239,682.74	5,239,682.74	-	-	-
04/01/20-LegacyTexas Bank CD	5,240,639.95	5,240,639.95	-	-	-
04/21/20-East West Bank CD	2,003,773.33	-	2,003,773.33	-	-
05/01/20-LegacyTexas Bank CD	5,242,476.56	5,242,476.56	-	-	-
06/02/20-East West Bank CD	7,204,578.74	7,204,578.74	-	-	-
07/01/20-East West Bank CD	5,206,904.65	-	5,206,904.65	-	-
07/02/20-East West Bank CD	10,293,349.12	10,293,349.12	-	-	-
07/19/20-East West Bank CD	4,480,274.73	-	4,480,274.73	-	-
07/31/20-East West Bank CD	10,001,339.78	-	-	-	10,001,339.78
07/31/20-BBVA Compass Bank CD	9,090,212.34	-	-	-	9,090,212.34
08/03/20-LegacyTexas Bank CD	5,212,718.97	5,212,718.97	-	-	-
08/03/20-LegacyTexas Bank CD	4,099,310.88	4,099,310.88	-	-	-
08/31/20-BBVA Compass Bank CD	15,222.58	-	-	15,222.58	-
08/31/20-BBVA Compass Bank CD	117,809.55	-	-	117,809.55	-
08/31/20-BBVA Compass Bank CD	202,009.50	-	-	202,009.50	-
09/01/20-LegacyTexas Bank CD	5,214,194.78	5,214,194.78	-	-	-
09/02/20-BTH Bank CD	3,076,206.19	3,076,206.19	-	-	-
09/02/20-LegacyTexas Bank CD	2,050,032.99	2,050,032.99	-	-	-
10/01/20-East West Bank CD	10,423,699.12	10,423,699.12	-	-	-
11/02/20-East West Bank CD	10,293,896.24	10,293,896.24	-	-	-
03/01/21-East West Bank CD	5,510,195.51	5,510,195.51	-	-	-
03/02/21-BBVA Compass Bank CD	5,101,546.81	5,101,546.81	-	-	-
03/02/21-BTH Bank CD	5,128,899.83	-	5,128,899.83	-	-
04/02/21-BBVA Compass Bank CD	5,101,161.21	5,101,161.21	-	-	-
05/03/21-East West Bank CD	5,500,691.67	5,500,691.67	-	-	-



**Allocation  
February 29, 2020  
Book & Market Value**

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



## **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.

The Finance, Audit, and Human Resources Committee approved the items as presented, except for item #12, for the renewal of a communication software agreement with Hit Labs, Inc. as described in that item below.

### **A. Award of Proposals**

#### **1) Beverage Products (Award)**

Award the proposal for beverage products to **PepsiCo** (Hidalgo, TX), for the period beginning October 13, 2020 through October 12, 2021 with two one-year options to renew, at an estimated amount of \$50,000.00. The vendor has included an annual sponsorship of \$7,500.00 and product donation of 100 cases.

Purpose – Food Services is requesting to purchase beverage products which will be sold at the cafeterias operated by South Texas College.

Justification and Benefit – The beverage products will be purchased for the South Texas College cafeterias located at the Pecan, Mid Valley, Nursing and Allied Health, and Technology campuses to provide drinks for students, faculty, and staff. This will include selling 20 oz. carbonated drinks, 20 oz. water, 20 oz. Gatorade, 20 oz. tea, 16 oz. energy drinks, and 15.2 oz. juices. **EVALUATED AS HIGH PRIORITY AND SHOULD NOT BE POSTPONED.**

Background – Proposals documents were advertised on August 12, 2020 and August 19, 2020 and issued to two (2) vendors. One (1) response was received on September 1, 2020 and reviewed by Food Services and the Purchasing Department.

Funds for this expenditure are budgeted in the Food Services Auxiliary budget for FY 2020 - 2021.

#### **2) Fire Training Vehicle Prop with Trailer (Award)**

Award the proposal for a fire training vehicle prop with trailer to **Fireblast Global, Inc.** (Corona, CA) (New), at a total amount of \$79,633.00.

Purpose – The Regional Center for Public Safety Excellence (RCPSE) is requesting to purchase a fire training vehicle prop with trailer for student instruction and training at the Regional Center for Public Safety Excellence. With this equipment, the RCPSE will provide continued training to the Fire Science and Law Enforcement Programs students and will also be able to support the local Fire and Police agencies trainings.



Justification and Benefit – The car fire trainer is a mid-size vehicle with interior seats and dash board accessories. The unit includes an operating hood, doors, and trunk. This unit includes a burner system with controls and training scenarios that includes fires in multiple locations throughout the trainer. It will be the only unit in the Valley that will be utilized for training STC students and valley fire and police agencies. **EVALUATED AS HIGH PRIORITY AND SHOULD NOT BE POSTPONED.**

Background – Proposal documents were advertised on July 22, 2020 and July 29, 2020 and issued to three (3) vendors. Two (2) responses were received on August 11, 2020 and reviewed by the Fire Science Program and Purchasing Department.

Funds for this expenditure are budgeted in the Regional Center for Public Safety Excellence - State budget for FY 2020 - 2021.

### **3) Mobile Air Trailer (Award)**

Award the proposal for a mobile air trailer to **Sub-Aquatics, Inc./ dba Breathing Air Systems** (Reynoldsburg, OH) (New), at a total amount of \$111,512.00.

Purpose – The Regional Center for Public Safety Excellence (RCPSE) is requesting to purchase a mobile air trailer for student instruction and training at the Regional Center for Public Safety Excellence. It will be used to strengthen the RCPSE training that will be provided and for building stronger relationships with the surrounding community agencies.

Justification and Benefit – The air system will allow for trainees to fill their air tanks on scene without having to leave the training facility to purchase an air refill. It uses Ambient Air, compresses it to develop compressed air which is used to fill the trainees air tanks. The Fire Science and Police Academies plus police and fire agencies will use the system for training. It will include an air supply, lights, a generator, hoses, cylinders, a CO monitor, containment fill station, and compressor. **EVALUATED AS HIGH PRIORITY AND SHOULD NOT BE POSTPONED.**

Background – Proposal documents were advertised on July 22, 2020 and July 29, 2020 and issued to three (3) vendors. One (1) response was received on August 6, 2020 and reviewed by the Regional Center for Public Safety Excellence and Purchasing Department.

Funds for this expenditure are budgeted in the Regional Center for Public Safety Excellence – State budget for FY 2020 - 2021.



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

### 4) Industrial Supplies, Materials, and Accessories (Renewal)

Renew the industrial supplies, materials, and accessories contracts for the period beginning November 25, 2020 through November 24, 2021, at an estimated amount of \$70,000.00, which is based on prior year expenditures. The vendors are as follows:

- **Burton Companies** (Weslaco, TX)
- **Industrial Supplier Larey, Inc./ dba International Industrial Supply Company** (Brownsville, TX)
- **MSC Industrial Supply Company** (Harlingen, TX)
- **Rex Supply Company** (Pharr, TX)

Purpose – The Institute for Advanced Manufacturing (IAM) and Advanced Manufacturing Technology Program are requesting to renew the contracts for the purchase of industrial supplies, materials, and accessories for student instruction.

Justification and Benefit – The industrial supplies, materials, and accessories include some of the following items: steel rods, aluminum rods, and drill rods used in the instructional labs. **EVALUATED AS HIGH PRIORITY AND SHOULD NOT BE POSTPONED.**

Background – The Board awarded the contracts for industrial supplies, materials, and accessories at the October 30, 2018 Board of Trustees meeting for one year with two one-year option annual renewals. The last renewal period begins November 25, 2020 and ends November 24, 2021.

Award	Board Meeting Date	Original Term	Renewal Term
Original	10/30/18	11/25/18 – 11/24/19	2 – one year options
1 <sup>st</sup> Renewal	10/29/19		11/25/19 – 11/24/20
2 <sup>nd</sup> Renewal	09/22/20		11/25/20 – 11/24/21

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 IAM and Advanced Manufacturing Technology budgets for FY 2020 – 2021.

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

### 5) Audio Visual Equipment and Supplies (Purchase)

Purchase audio visual equipment and supplies for the period beginning September 1, 2020 through August 31, 2021, at an estimated amount of \$205,000.00, which is based on prior year expenditures, with the following purchasing cooperative approved vendors:

Vendor/Purchasing Cooperative	Amount
<b>Audio Visual Aids</b> (San Antonio, TX) – Purchasing Cooperative of America (PCA), Texas Association of School Boards (TASB) – Buyboard, and The Interlocal Purchasing System (TIPS)	\$70,000.00
<b>B&amp;H Foto &amp; Electronics, Corp./ dba B&amp;H Photo Video</b> (New York, NY) – E&I Cooperative Services, Omnia Partners, Purchasing	\$75,000.00



<b>Vendor/Purchasing Cooperative</b>	<b>Amount</b>
Cooperative of American (PCA), Texas Association of School Boards (TASB) – Buyboard, and The Interlocal Purchasing System (TIPS)	
<b>Howard Technology Solutions</b> (Ellisville, MS) – National Cooperative Purchasing Alliance (NCPA) and Texas Association of School Boards (TASB) - Buyboard	\$40,000.00
<b>SKC Communications Products, LLC.</b> (Shawnee Mission, KS) – E&I Cooperative Services and The Interlocal Purchasing System (TIPS)	\$20,000.00

Purpose – The audio visual equipment and supplies purchases are requested district-wide as needed to support classroom instruction, staff presentations, office operations, and communication with internal and external individuals or groups. As determined by departments and instructional programs, purchases will occur throughout the fiscal year on an as needed basis.

Justification and Benefit – The audio visual equipment and supplies are purchased district-wide for the day-to-day operation of support services departments and instruction programs. Below are some of the items requested by departments and programs:

- Headphones – Distance Education, Educational Technologies, and Academic programs
- Digital Cameras, Lenses, Camera Cases – Art Program, Public Relations and Marketing, Facilities Planning and Construction, and all other requesting departments and academic programs
- Dome Cameras / Camcorders – Nursing and Allied Health Programs, Public Relations and Marketing, and Educational Technologies
- Computer Cables, Printer Cables, and Projector Cables – Information Technology, Educational Technologies, and all other requesting departments and academic programs
- Sound Equipment – Educational Technologies and all other requesting departments and academic programs
- Projector Screens and Parts – Educational Technologies and all other requesting departments and academic programs

Funds for this expenditure are budgeted in the requesting department/program budgets for FY 2020 – 2021.

#### **6) Chiller Maintenance Agreement (Purchase)**

Purchase a chiller maintenance agreement with **Johnson Controls, Inc.** (Milwaukee, WI/Corpus Christi, TX), a The Interlocal Purchasing System (TIPS) purchasing cooperative approved vendor, for the period beginning November 21, 2020 through November 20, 2021, at an annual amount of \$51,900.00 for scheduled services and an estimated amount of \$80,000.00 for as needed repair services. The total annual amount is \$131,900.00.

Purpose – Facilities Operations and Maintenance is requesting to purchase the service contract for the air-cooled and water-cooled chillers districtwide.



Justification and Benefit – The chiller maintenance services contract provides scheduled preventive maintenance inspections and emergency service calls for the various chiller units located throughout the College district. **EVALUATED AS HIGH PRIORITY AND SHOULD NOT BE POSTPONED.**

- Quarterly Inspections – 18 Chillers
  - ⇒ Check refrigerant circuit for leaks
  - ⇒ Check operating pressures and temperatures
  - ⇒ Oil Analysis
  - ⇒ Check electrical connections
- Annual Inspection – 18 Chillers
  - ⇒ Operating Controls
  - ⇒ Inspect thermal insulation for integrity
  - ⇒ Clean condenser tubes
  - ⇒ Clean control panel interior

Funds for this expenditure are budgeted in the Facilities Maintenance budget for FY 2020 – 2021.

#### **7) Computer Components, Peripherals, Software, and Supplies (Purchase)**

Purchase computer components, peripherals, software, and supplies for the period beginning September 1, 2020 through August 31, 2021, at an estimated amount of \$350,000.00, which is based on prior year expenditures, with the following purchasing cooperative approved vendors:

<b>Vendor/Purchasing Cooperative</b>	<b>Amount</b>
<b>CDW Government, LLC.</b> (Vernon Hill, IL) – Choice Partners, Texas Department of Information Resources (DIR), E&I Cooperative Services, Omnia Partners, Sourcewell, and The Interlocal Purchasing System (TIPS)	\$100,000.00
<b>Dell Marketing, LP.</b> (Dallas, TX) – Texas Department of Information Resources (DIR)	\$50,000.00
<b>Reyna Enterprise, Inc./ dba Computer Repair Center (CRC)</b> (McAllen, TX) – Texas Department of Information Resources (DIR)	\$80,000.00
<b>SHI Government Solutions</b> (Austin, TX) – Choice Partners, National Cooperative Purchasing Alliance (NCPA), Omnia Partners, Purchasing Association of Cooperative Entities (PACE), Texas Association of School Boards (TASB) – Buyboard, Texas Department of Information Resources (DIR), and The Interlocal Purchasing System (TIPS)	\$80,000.00
<b>SKC Communications Products, LLC.</b> (Shawnee Mission, KS) – E&I Cooperative Services and The Interlocal Purchasing System (TIPS)	\$40,000.00

Purpose – The computer components, peripherals, software, and supplies purchases are requested district-wide as needed to support classroom instruction, staff office operations, and communication with internal and external individuals or groups. As determined by departments and instructional programs, purchases will occur throughout the fiscal year on an as needed basis.



Justification and Benefit – The computer components, peripherals, software, and supplies are purchased district-wide for the day-to-day operation of departments and instructional programs. Below are some of the items requested by departments and programs:

- Scanners, Printers, Storage Media, Surge Protectors, Toner Cartridges, and Cables – All programs and departments district-wide
- Barcode Scanners – Library Services, Security, Central Receiving, and Educational Technologies
- Memory – Business Computer Systems Program and all departments district-wide
- Head Phones – Open Labs, Center for Learning Excellence, and Distance Education
- Web Cameras – Distance Education, Academic Programs, and departments district wide
- Computer Parts – Business Computer Systems Program and other departments and programs
- Software (Instructional and Business packages) – All departments and programs district-wide

Funds for this expenditure are budgeted in the Educational Technologies, Library Services, Central Receiving, Distance Education, Information Technology, and other departments and academic programs budgets for FY 2020 – 2021.

#### **8) Maintenance Equipment, Parts, and Supplies (Purchase)**

Purchase maintenance equipment, parts, and supplies through the Texas Association of School Boards (TASB) – Buyboard approved vendors, 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. The vendors are as follows:

- **Carrier Enterprise, LLC.** (Houston, TX/Pharr, TX)
- **Crawford Electric Supply** (San Antonio, TX/Mission, TX)
- **McCoy's Building Supply** (San Marcos, TX/Pharr, TX)

Purpose – Facilities Operations and Maintenance is requesting the purchase of maintenance equipment, parts, and supplies for district-wide daily work order requests.

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

Funds for this expenditure are budgeted in the Facilities Maintenance budget for FY 2020 – 2021.

#### **9) Fire Suppression Systems Service (Renewal)**

Renew the fire suppression systems service contracts for the period beginning November 29, 2020 through November 28, 2021, at an estimated amount of \$211,587.00, which is based on prior year expenditures. The vendors are as follows:



#	Services	Vendor	Amount
1	Fire Alarm Panels	<b>Strongline Security &amp; Fire</b> (San Juan, TX)	\$20,300.00
2	Fire Alarm Repairs	<b>Strongline Security &amp; Fire</b> (San Juan, TX)	\$60,000.00
3	Kitchen Hoods	<b>1<sup>st</sup> FP McAllen, LLC.</b> (McAllen, TX)	\$1,202.00
4	Kitchen Hoods Repairs	<b>1<sup>st</sup> FP McAllen, LLC.</b> (McAllen, TX)	\$10,000.00
5	Fire Sprinklers Inspections	<b>1<sup>st</sup> FP McAllen, LLC.</b> (McAllen, TX)	\$16,125.00
6	Fire Sprinklers Repairs	<b>1<sup>st</sup> FP McAllen, LLC.</b> (McAllen, TX)	\$70,000.00
7	Clean Agent Fire Suppression System Inspection	<b>1<sup>st</sup> FP McAllen, LLC.</b> (McAllen, TX)	\$3,960.00
8	Fire Extinguishers / Inspection Rates	<b>EI Fire &amp; Safety, Inc.</b> (Mission, TX)	\$10,000.00
9	Hydro Test Rates	<b>EI Fire &amp; Safety, Inc.</b> (Mission, TX)	\$10,000.00
10	Recharge Rates	<b>EI Fire &amp; Safety, Inc.</b> (Mission, TX)	\$10,000.00

Purpose – Facilities Operations and Maintenance is requesting to renew the contracts for the fire suppression systems service and alarm monitoring for all campuses district wide.

Justification and Benefit – The fire suppression systems and inspections contract requires periodic inspection of the fire suppression systems at all South Texas College campuses. This will include inspection of the fire alarm system, fire sprinkler system inspection and repair, kitchen hood inspections, and inspection of portable extinguishers.  
**EVALUATED AS HIGH PRIORITY AND SHOULD NOT BE POSTPONED**

Background – The Board awarded the contract for the fire suppression systems service at the October 29, 2019 Board of Trustees meeting for one year with two one-year option annual renewals. The first renewal period begins November 29, 2020 and ends November 28, 2021.

Award	Board Meeting Date	Original Term	Renewal Term
Original	10/29/19	11/29/19 – 11/28/20	2 – one year options
1 <sup>st</sup> Renewal	09/22/20		11/29/20 – 11/28/21

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

Funds for this expenditure are budgeted in the Facilities Operations and Maintenance budget for FY 2020 – 2021.



### 10) In-Store Purchase of Materials and Supplies (Renewal)

Renew the in-store purchase of materials and supplies contracts for the period beginning November 27, 2020 through November 26, 2021, at an estimated amount of \$150,000.00, which is based on prior year expenditures. The vendors are as follows:

- **HEB Grocery, Co.** (McAllen, TX)
- **Hobby Lobby Store** (McAllen, TX)
- **Sam's Club** (McAllen, TX)
- **Walmart** (Mission, TX)

Purpose – The in-store purchase of materials, supplies, and miscellaneous items are necessary throughout the College district for the Culinary Arts Program, Food Services, Science Programs (Biology and Chemistry) instructional labs, student activities events, professional development, South Texas College sponsored events, and division meetings.

Justification and Benefit – These items are needed for hosted events and meetings held at all South Texas College's campuses for faculty, staff, students, and the community.

**EVALUATED AS HIGH PRIORITY AND SHOULD NOT BE POSTPONED.**

Background – The Board awarded the contract for in-store purchase of materials and supplies at the October 29, 2019 Board of Trustees meeting for one year with two one-year option annual renewals. The first renewal period begins November 27, 2020 and ends November 26, 2021.

Award	Board Meeting Date	Original Term	Renewal Term
Original	10/29/19	11/27/19 – 11/26/20	2 – one year options
1 <sup>st</sup> Renewal	09/22/20		11/27/20 – 11/26/21

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

Funds for this expenditure are budgeted in the various requesting programs and departments budgets for FY 2020 – 2021.

### 11) Institutional Membership – TACC (Renewal)

Renew the institutional membership with the **Texas Association of Community Colleges** (TACC) (Austin, TX), a sole source vendor, for the period beginning September 1, 2020 through August 31, 2021, at a total amount of \$79,155.00.

Purpose – The Office of the President is requesting to renew the institutional membership, which includes the annual association membership, telecommunication membership, building assessment, and mathways assessment.

Justification and Benefit – TACC is comprised of all fifty (50) public community college districts in the state and represents the interests of the colleges before the Texas Legislature and state agencies. The General Appropriations Bill and legislation affecting public community colleges in general have been and remain the principal concern of TACC. **EVALUATED AS HIGH PRIORITY AND SHOULD NOT BE POSTPONED.**



Funds for this expenditure are budgeted in the Non-Public Fund Project budget for FY 2020 – 2021.

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

### **12)Communication Software Agreement (Renewal)**

Renew the communication software agreement with Hit Labs, Inc. (Lehi, UT), a sole source vendor, for the period beginning July 1, 2020 through August 31, 2021, at an estimated amount of \$86,652.00.

Purpose – Distance Education is requesting to renew the communication software agreement which is used with Blackboard for communication with students taking online courses.

This contract has undergone continued negotiation, and the terms have been changed since the August 8, 2020 Finance, Audit, and Human Resources Committee meeting to reflect a contract period from July 1, 2020 through August 31, 2021, and the estimated cost has been increased from \$74,250.00 to \$86,652.00. Administration recommends approval, noting that these services are essential to support online student instruction and must be maintained to avoid service interruption.

Justification and Benefit – The communication software connects students and instructors with real-time chat, group video chat, allows for announcements, provides message language translation, file sharing and storage, and task management. It supports the student in learning faster, working smarter, and the ability to communicate seamlessly. In addition, this software has instant translation so the instructor or student can create a message in English and the reader can enable the option to see that message in multiple language options. Given our large number of ESL students, this tool is a valuable option for student-instructor interactions.

Funds for this expenditure are budgeted in the Distance Education budget for FY 2020 – 2021

### **13)Student Enrollment Management System Agreement (Renewal)**

Renew the student enrollment management system agreement with **Admissions US, LLC., a wholly owned subsidiary of Anthology, Inc. (fka Campus Management, Corp.)** (Boca Raton, FL), a sole source vendor, for the period beginning September 27, 2020 through September 26, 2021, at a total amount of \$50,727.50.

Purpose – The Division of Student and Enrollment Management is requesting to renew the Radius Constituent Relationship Management (CRM) agreement along with chat services.

Justification and Benefit – The College currently utilizes a Constituent Relationship Management system. The CRM system provides the tools needed to support students at all stages of their student lifecycle from recruitment, enrollment, and admission through graduation. **EVALUATED AS HIGH PRIORITY AND SHOULD NOT BE POSTPONED.**



Funds for this expenditure are budgeted in the Division of Student Affairs and Enrollment Management budget for FY 2020 – 2021.

### Recommendation:

The Finance, Audit, and Human Resources Committee recommended Board approval of the award of proposals, purchases, and renewals as listed below, except with the revision to item #12 as previously described:

#### A. Award of Proposals

- 1) **Beverage Products (Award):** award the proposal for beverage products to **PepsiCo** (Hidalgo, TX), for the period beginning October 13, 2020 through October 12, 2021 with two one-year options to renew, at an estimated amount of \$50,000.00. The vendor has included an annual sponsorship of \$7,500.00 and product donation of 100 cases;
- 2) **Fire Training Vehicle Prop with Trailer (Award):** award the proposal for a fire training vehicle prop with trailer to **Fireblast Global, Inc.** (Corona, CA) (New), at a total amount of \$79,633.00;
- 3) **Mobile Air Trailer (Award):** award the proposal for a mobile air trailer to **Sub-Aquatics, Inc./ dba Breathing Air Systems** (Reynoldsburg, OH) (New), at a total amount of \$111,512.00;

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

- 4) **Industrial Supplies, Materials, and Accessories (Renewal):** renew the industrial supplies, materials, and accessories contracts for the period beginning November 25, 2020 through November 24, 2021, at an estimated amount of \$70,000.00, which is based on prior year expenditures. The vendors are as follows:
  - **Burton Companies** (Weslaco, TX)
  - **Industrial Supplier Larey, Inc./ dba International Industrial Supply Company** (Brownsville, TX)
  - **MSC Industrial Supply Company** (Harlingen, TX)
  - **Rex Supply Company** (Pharr, TX)

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

- 5) **Audio Visual Equipment and Supplies (Purchase):** purchase audio visual equipment and supplies for the period beginning September 1, 2020 through August 31, 2021, at an estimated amount of \$205,000.00, which is based on prior year expenditures, with the following purchasing cooperative approved vendors:

Vendor/Purchasing Cooperative	Amount
<b>Audio Visual Aids</b> (San Antonio, TX) – Purchasing Cooperative of America (PCA), Texas Association of School Boards (TASB) – Buyboard, and The Interlocal Purchasing System (TIPS)	\$70,000.00
<b>B&amp;H Foto &amp; Electronics, Corp./ dba B&amp;H Photo Video</b> (New York, NY) – E&I Cooperative Services, Omnia Partners, Purchasing Cooperative of American (PCA), Texas Association of School Boards (TASB) – Buyboard, and The Interlocal Purchasing System (TIPS)	\$75,000.00
<b>Howard Technology Solutions</b> (Ellisville, MS) – National Cooperative Purchasing Alliance (NCPA) and Texas Association of School Boards (TASB) - Buyboard	\$40,000.00



Vendor/Purchasing Cooperative	Amount
<b>SKC Communications Products, LLC.</b> (Shawnee Mission, KS) – E&I Cooperative Services and The Interlocal Purchasing System (TIPS)	\$20,000.00

- 6) Chiller Maintenance Agreement (Purchase):** purchase a chiller maintenance agreement with **Johnson Controls, Inc.** (Milwaukee, WI/Corpus Christi, TX), a The Interlocal Purchasing System (TIPS) purchasing cooperative approved vendor, for the period beginning November 21, 2020 through November 20, 2021, at an estimated annual amount of \$51,900.00 for scheduled services and an estimated annual amount of \$80,000.00 for as needed repair services. The total annual amount is \$131,900.00;
- 7) Computer Components, Peripherals, Software, and Supplies (Purchase):** purchase computer components, peripherals, software, and supplies for the period beginning September 1, 2020 through August 31, 2021, at an estimated amount of \$350,000.00, which is based on prior year expenditures, with the following purchasing cooperative approved vendors:

Vendor/Purchasing Cooperative	Amount
<b>CDW Government, LLC.</b> (Vernon Hill, IL) – Choice Partners, Texas Department of Information Resources (DIR), E&I Cooperative Services, Omnia Partners, Sourcewell, and The Interlocal Purchasing System (TIPS)	\$100,000.00
<b>Dell Marketing, LP.</b> (Dallas, TX) – Texas Department of Information Resources (DIR)	\$50,000.00
<b>Reyna Enterprise, Inc./ dba Computer Repair Center (CRC)</b> (McAllen, TX) – Texas Department of Information Resources (DIR)	\$80,000.00
<b>SHI Government Solutions</b> (Austin, TX) – Choice Partners, National Cooperative Purchasing Alliance (NCPA), Omnia Partners, Purchasing Association of Cooperative Entities (PACE), Texas Association of School Boards (TASB) – Buyboard, Texas Department of Information Resources (DIR), and The Interlocal Purchasing System (TIPS)	\$80,000.00
<b>SKC Communications Products, LLC.</b> (Shawnee Mission, KS) – E&I Cooperative Services and The Interlocal Purchasing System (TIPS)	\$40,000.00

- 8) Maintenance Equipment, Parts, and Supplies (Purchase):** purchase maintenance equipment, parts, and supplies through the Texas Association of School Boards (TASB) – Buyboard approved vendors, 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. The vendors are as follows:
- a. **Carrier Enterprise, LLC.** (Houston, TX/Pharr, TX)
  - b. **Crawford Electric Supply** (San Antonio, TX/Mission, TX)
  - c. **McCoy's Building Supply** (San Marcos, TX/Pharr, TX)
- 9) Fire Suppression Systems Service (Renewal):** renew the fire suppression systems service contracts for the period beginning November 29, 2020 through



November 28, 2021, at an estimated amount of \$211,587.00, which is based on prior year expenditures. The vendors are as follows:

#	Services	Vendor	Amount
1	Fire Alarm Panels	<b>Strongline Security &amp; Fire</b> (San Juan, TX)	\$20,300.00
2	Fire Alarm Repairs	<b>Strongline Security &amp; Fire</b> (San Juan, TX)	\$60,000.00
3	Kitchen Hoods	<b>1<sup>st</sup> FP McAllen, LLC.</b> (McAllen, TX)	\$1,202.00
4	Kitchen Hoods Repairs	<b>1<sup>st</sup> FP McAllen, LLC.</b> (McAllen, TX)	\$10,000.00
5	Fire Sprinklers Inspections	<b>1<sup>st</sup> FP McAllen, LLC.</b> (McAllen, TX)	\$16,125.00
6	Fire Sprinklers Repairs	<b>1<sup>st</sup> FP McAllen, LLC.</b> (McAllen, TX)	\$70,000.00
7	Clean Agent Fire Suppression System Inspection	<b>1<sup>st</sup> FP McAllen, LLC.</b> (McAllen, TX)	\$3,960.00
8	Fire Extinguishers / Inspection Rates	<b>EI Fire &amp; Safety, Inc.</b> (Mission, TX)	\$10,000.00
9	Hydro Test Rates	<b>EI Fire &amp; Safety, Inc.</b> (Mission, TX)	\$10,000.00
10	Recharge Rates	<b>EI Fire &amp; Safety, Inc.</b> (Mission, TX)	\$10,000.00

**10)In-Store Purchase of Materials and Supplies (Renewal):** renew the in-store purchase of materials and supplies contracts for the period beginning November 27, 2020 through November 26, 2021, at an estimated amount of \$150,000.00, which is based on prior year expenditures. The vendors are as follows:

- a. **HEB Grocery, Co.** (McAllen, TX)
- b. **Hobby Lobby Store** (McAllen, TX)
- c. **Sam's Club** (McAllen, TX)
- d. **Walmart** (Mission, TX)

**11)Institutional Membership – TACC (Renewal):** renew the institutional membership with the **Texas Association of Community Colleges** (TACC) (Austin, TX), a sole source vendor, for the period beginning September 1, 2020 through August 31, 2021, at a total amount of \$79,155.00;

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

**12)Communication Software Agreement (Renewal):** renew the communication software agreement with Hit Labs, Inc. (Lehi, UT), a sole source vendor, for the period beginning July 1, 2020 through August 31, 2021, at an estimated amount of \$86,652.00;



**13) Student Enrollment Management System Agreement (Renewal):** renew the student enrollment management system agreement with **Admissions US, LLC., a wholly owned subsidiary of Anthology, Inc. (fka Campus Management, Corp.)** (Boca Raton, FL), a sole source vendor, for the period beginning September 27, 2020 through September 26, 2021, at a total amount of \$50,727.50.

Recommend Action - The total for all award of proposals, purchases, and renewals is \$1,676,166.50.

**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 \$1,676,166.50 as presented.

**Approval Recommended:**

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



## **Review and Action as Necessary on Disposal of Surplus Property and to Write-off Obsolete Fixed Assets/Capital Assets Valued at \$5,000 and Over**

Approval on disposal of surplus property valued at \$5,000 through a live auction and to write-off obsolete fixed assets/capital assets valued at \$5,000 and over is requested.

Purpose – The Fixed Asset/Inventory Department is requesting the disposal of surplus property through a live auction and to write-off obsolete fixed assets/capital assets.

These assets are part of the College's inventory; therefore, approval is also requested for these assets be removed from inventory and the general ledger.

Justification – The request for action on these two items is necessary as follows:

### **A. Disposal of Surplus Property**

The disposal of surplus property includes obsolete, damaged, and not functioning items that need to be disposed of for safety purposes and due to the lack of storage area for surplus property.

The items valued over \$5,000 are included in the College's inventory through the Banner system and need to be disposed through live auction as per Policy 5135: Disposal of Surplus Property.

The surplus property goes through an evaluation process by the departments to determine if the items are damaged beyond repair and unable to be utilized throughout the College district. After this evaluation process, the department submits a request to have the property removed from their department and relocated to the Shipping and Receiving Warehouse surplus area.

The auction items are located at the South Texas College Receiving Department, 3700 W. Military Hwy., McAllen, TX. The auction will be scheduled in the Fall at the auctioneers' site due lack of space at the Central Receiving Warehouse.

### **B. Write-off Obsolete Fixed Assets/Capital Assets**

The assets needing to be written-off includes software license, duplicate assets, and not found assets.

As per Policy #5130: Fixed Assets, the capital assets value and associated accumulated depreciation will be written-off from the College's capital asset ledger and the reduction will be reflected on the Comprehensive Annual Financial Report as of August 31, 2020.

The Fixed Asset/Inventory Department is requesting to write-off obsolete fixed assets/capital assets valued at \$5,000 and over, for obsolete and no longer in use



software programs. These assets totaling \$1,981,468.47 will be removed, as applicable, from the College's inventory system and general ledger.

Reviewers – The list for the disposal of surplus property items is reviewed by Director of Purchasing and Distribution Manager. The write-off obsolete fixed assets/capital assets are items that have not been located and the software is no longer in use.

Enclosed Documents - The three (3) lists of the items to be auctioned and the listing of the fixed assets/capital assets valued at \$5,000 follow in the packet for the Committee's review and information.

The Finance, Audit, and Human Resources Committee recommended Board approval of the disposal of surplus property valued at \$5,000 and over through a live auction and for these capital assets to be removed from the College's fixed assets ledger, as well as writing-off obsolete fixed assets/capital assets valued at \$5,000 and over totaling \$1,981,468.47 and their removal from the College's inventory system and general ledger as presented.

**Recommendation:**

It is recommended that the Board of Trustees of South Texas College approve and authorize disposal of surplus property valued at \$5,000 and over through a live auction and for these capital assets to be removed from the College's fixed assets ledger, as well as writing-off obsolete fixed assets/capital assets valued at \$5,000 and over totaling \$1,981,468.47 and their removal from the College's inventory system and general ledger as presented.

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

The Board of Trustees approves and authorizes disposal of surplus property valued at \$5,000 and over through a live auction and for these capital assets to be removed from the College's fixed assets ledger, as well as writing-off obsolete fixed assets/capital assets valued at \$5,000 and over totaling \$1,981,468.47 and their removal from the College's inventory system and general ledger as presented.

**Approval Recommended:**

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



**SOUTH TEXAS COLLEGE**  
**SURPLUS PROPERTY VALUED AT OVER \$5,000 - LIST #71**  
**SEPTEMBER 22, 2020**

Pallet	Qty	Description	Serial Number	Silver Tag	Green Tag	Purchase Date	Amount	Net Book Value	Ptag	Condition
39	1 EA	Hampden H-CRT-1 Commercial Refrigeration Trainer	39149	0000000019		8/31/1993	\$ 5,631.00	\$ -	000001061	Obsolete
GT 11	1 EA	Hampden H-PCT-1 Pneumatic Control Trainer	65880	0000000307		12/16/1995	\$ 8,090.00	\$ -	000001549	Obsolete
GT 12	1 EA	Hampden H-PCT-1 Pneumatic Control Trainer	65881	0000000308		12/16/1995	\$ 8,090.00	\$ -	000001550	Obsolete
60	1 EA	Hampden H-ACD-1 Conditioning Demonstration	67328	0000000791		10/16/1996	\$ 12,088.00	\$ -	000000791	Obsolete
GT 2	1 EA	Hampden H-IRT-1 Industrial Refrigeration Trainer	67327	0000000781	5000002395	10/16/1996	\$ 13,731.00	\$ -	000000781	Obsolete
GT 8	1 EA	Hampden H-IMD-1 Ice Machine Demonstrator	71390	0000002951	5000000187	10/2/1998	\$ 7,694.75	\$ -	000003002	Obsolete
GT 9	1 EA	Hampden H-MACK-9C Refrigeration Demonstrator	71391	0000002953	5000000186	10/2/1998	\$ 5,632.00	\$ -	000003003	Obsolete
61	1 EA	Hillrom Retractable Bed Advanced Series	1105-50-M44-A	0000002956		2/5/1999	\$ 5,800.20	\$ -	000012638	Obsolete
62	1 EA	Hillrom Retractable Bed Advanced Series	110557M33A	0000002961		2/5/1999	\$ 5,800.20	\$ -	000003011	Obsolete
64	1 EA	Hillrom Retractable Bed Advanced Series	110556M89A	0000002962		2/5/1999	\$ 5,800.20	\$ -	000003012	Obsolete
66	1 EA	Hillrom Retractable Bed Advanced Series	110557M07A	0000002960		2/5/1999	\$ 5,800.20	\$ -	000003010	Obsolete
GT 3	1 EA	Hillrom Advance Retract Bed	1105-47M97-A	0000002965	5000000223	2/15/1999	\$ 5,113.08	\$ -	000003014	Obsolete
63	1 EA	Hillrom Hospital Bed	1105-40P89A	0000003634		4/12/2000	\$ 6,217.69	\$ -	000004335	Obsolete
65	1 EA	Hillrom Hospital Bed	1105-40P90A	0000003633		4/12/2000	\$ 6,217.69	\$ -	000004334	Obsolete
GT 5	1 EA	Hampden H-CRT-3 Refrigeration Demonstrator	79675	0000006097	5000002646	7/10/2001	\$ 9,235.30	\$ -	000006461	Obsolete
GT 4	1 EA	Hampden H-IMD-1 Ice Machine Demonstrator	80333	0000005736	5000001137	8/20/2001	\$ 5,917.00	\$ -	000006632	Obsolete
GT 13	1 EA	Single Zone Control System	87721	0000008853	5000005365	5/21/2004	\$ 5,665.50	\$ -	000009807	Obsolete
GT 14	1 EA	Single Zone Control System	87724	0000008851	5000005363	5/21/2004	\$ 5,665.50	\$ -	000009805	Obsolete
GT 15	1 EA	Single Zone Control System	87719	0000008850	5000005362	5/21/2004	\$ 5,665.50	\$ -	000009804	Obsolete
GT 15	1 EA	Single Zone Control System	87720	0000008854	5000005366	5/21/2004	\$ 5,665.50	\$ -	000009808	Obsolete
GT 17	1 EA	Single Zone Control System	87722	0000008848	5000005360	5/21/2004	\$ 5,665.50	\$ -	000009802	Obsolete
GT 17	1 EA	Single Zone Control System	87723	0000008849	5000005361	5/21/2004	\$ 5,665.50	\$ -	000009803	Obsolete
GT 17	1 EA	Single Zone Control System	87725	0000008852	5000005364	5/21/2004	\$ 5,665.50	\$ -	000009806	Obsolete
GT 13	1 EA	Hampden Trainers H-SZCT	89615	0000010172	5000005630	2/8/2005	\$ 5,665.50	\$ -	000011046	Obsolete
GT 14	1 EA	Hampden Trainers H-SZCT	89613	0000010170	5000005628	2/8/2005	\$ 5,665.50	\$ -	000011044	Obsolete
GT 14	1 EA	Hampden Trainers H-SZCT	89617	0000010177	5000005635	2/8/2005	\$ 5,665.50	\$ -	000011051	Obsolete
GT 14	1 EA	Hampden Trainers H-SZCT	89608	0000010178	5000005636	2/8/2005	\$ 5,665.50	\$ -	000011052	Obsolete
GT 15	1 EA	Hampden Trainers H-SZCT	89614	0000010176	5000005634	2/8/2005	\$ 5,665.50	\$ -	000011050	Obsolete
GT 15	1 EA	Hampden Trainers H-SZCT	89611	0000010168	5000005626	2/8/2005	\$ 5,665.50	\$ -	000011042	Obsolete
GT 16	1 EA	Hampden Trainers H-SZCT	89607	0000010169	5000005627	2/8/2005	\$ 5,665.50	\$ -	000011043	Obsolete
GT 16	1 EA	Hampden Trainers H-SZCT	89609	0000010173	5000005631	2/8/2005	\$ 5,665.50	\$ -	000011047	Obsolete
GT 16	1 EA	Hampden Trainers H-SZCT	89610	0000010174	5000005632	2/8/2005	\$ 5,665.50	\$ -	000011048	Obsolete
GT 17	1 EA	Hampden Trainers H-SZCT	89616	0000010171	5000005629	2/8/2005	\$ 5,665.50	\$ -	000011045	Obsolete
GT 16	1 EA	Hampden Trainers H-SZCT	89612	0000010175	5000005633	4/11/2005	\$ 8,255.00	\$ -	000011079	Obsolete
GT 1	1 EA	MegaCode Kelly 200-05050 Vital Sim Capable Manikin	306460	17453	5000005992	3/1/2006	\$ 5,663.20	\$ -	N00012822	Damage
GT 1	1 EA	Laerdal SimBaby Infant Training Manikin		13221	5000005943	4/4/2006	\$ 29,026.70	\$ -	N00012793	Obsolete
GT 7	1 EA	Drykor UDT 7.5 Dehumidifier	1527-04	15868	5000007441	4/21/2006	\$ 5,025.00	\$ -	N00012792	Obsolete
GT 10	1 EA	QS/1 Dispensing Machine	43H5248	16329	5000007546	8/8/2007	\$ 27,550.00	\$ -	N00015888	Obsolete
GT 13	1 EA	Hampden Multi-Zone Building Management	97430	13788	5000010732	8/29/2008	\$ 15,148.00	\$ -	N00017048	Obsolete
GT 1	1 EA	Nursing Anne Female Training Manikin	325M22090019	17671	5000019056	6/19/2009	\$ 5,195.00	\$ -	N00017595	Damage
59	1 EA	Honeywell HCCM474M Security Camera	P8120461			FY2009		\$ -		Obsolete
59	1 EA	Honeywell HCCM474M Security Camera	P8110556			FY2010		\$ -		Obsolete
40	25 BXS	Library Books						\$ -		Obsolete
41	34 BXS	Library Books						\$ -		Obsolete



**SOUTH TEXAS COLLEGE**  
**SURPLUS PROPERTY VALUED AT OVER \$5,000 - LIST #71**  
**SEPTEMBER 22, 2020**

Pallet	Qty	Description	Serial Number	Silver Tag	Green Tag	Purchase Date	Amount	Net Book Value	Ptag	Condition
42	36 BXS	Library Books						\$ -		Obsolete
43	24 BXS	Library Books						\$ -		Obsolete
45	36 BXS	Library Books						\$ -		Obsolete
46	30 BXS	Library Books						\$ -		Obsolete
47	24 BXS	Library Books						\$ -		Obsolete
49	37 BXS	Library Books						\$ -		Obsolete
50	35 BXS	Library Books						\$ -		Obsolete
51	24 BXS	Library Books						\$ -		Obsolete
52	30 BXS	Library Books						\$ -		Obsolete
53	32 BXS	Library Books						\$ -		Obsolete
52	25 BXS	Library Books						\$ -		Obsolete
53	25 BXS	Library Books						\$ -		Obsolete
59	27 EA	Honeywell HHC12WM Security Camera Housing						\$ -		Obsolete
59	10 EA	Black Security Camera Mounts						\$ -		Obsolete
59	1 EA	Honeywell HCCM474M Security Camera	P7050297					\$ -		Obsolete
59	1 EA	Honeywell HCCM474M Security Camera	P6110049					\$ -		Obsolete
59	1 EA	Honeywell HCCM474M Security Camera	P7050280					\$ -		Obsolete
59	1 EA	Honeywell HCCM474M Security Camera	P6110024					\$ -		Obsolete
59	1 EA	Honeywell HCCM474M Security Camera	P6110019					\$ -		Obsolete
59	1 EA	Honeywell HCCM474M Security Camera	P5120117					\$ -		Obsolete
59	1 EA	Honeywell HCCM474M Security Camera	P7050295					\$ -		Obsolete
59	1 EA	Honeywell HCCM474M Security Camera	P4004627					\$ -		Obsolete
59	1 EA	Honeywell HCCM474M Security Camera	P5121145					\$ -		Obsolete
59	1 EA	Honeywell HCCM474M Security Camera	P5004781					\$ -		Obsolete
59	1 EA	Honeywell HCCM474M Security Camera	P7050288					\$ -		Obsolete
59	1 EA	Honeywell HCCM474M Security Camera	P6110021					\$ -		Obsolete
59	1 EA	Honeywell HCCM474M Security Camera	P7060843					\$ -		Obsolete
59	1 EA	Honeywell HCCM474M Security Camera	P7050283					\$ -		Obsolete
59	1 EA	Honeywell HCCM474M Security Camera	P6091339					\$ -		Obsolete
59	1 EA	Honeywell HCCM474M Security Camera	P7060937					\$ -		Obsolete
59	1 EA	Honeywell HCCM474M Security Camera	P5121037					\$ -		Obsolete
59	1 EA	Honeywell HCCM474M Security Camera	P6091341					\$ -		Obsolete
59	1 EA	Honeywell HCCM474M Security Camera	P6110025					\$ -		Obsolete
59	1 EA	Honeywell HCCM474M Security Camera	P6110009					\$ -		Obsolete
59	1 EA	Honeywell HCCM474M Security Camera	P6010019					\$ -		Obsolete
59	1 EA	Honeywell HCCM474M Security Camera	P6091305					\$ -		Obsolete
59	1 EA	Honeywell HCCM474M Security Camera	P6010022					\$ -		Obsolete
59	1 EA	Honeywell HCCM474M Security Camera	P7060833					\$ -		Obsolete
59	1 EA	Honeywell HCCM474M Security Camera	P6110036					\$ -		Obsolete
59	1 EA	Honeywell HCCM474M Security Camera	P4002564					\$ -		Obsolete
59	1 EA	Honeywell HCCM474M Security Camera	P7060839					\$ -		Obsolete
59	1 EA	Honeywell HCCM474M Security Camera	P4002848					\$ -		Obsolete
59	1 EA	Honeywell HCCM474M Security Camera	P6110013					\$ -		Obsolete
59	1 EA	Honeywell HCCM474M Security Camera	P6110008					\$ -		Obsolete



**SOUTH TEXAS COLLEGE**  
**SURPLUS PROPERTY VALUED AT OVER \$5,000 - LIST #71**  
**SEPTEMBER 22, 2020**

Pallet	Qty	Description	Serial Number	Silver Tag	Green Tag	Purchase Date	Amount	Net Book Value	Ptag	Condition
59	1 EA	Honeywell HCCM474M Security Camera	P6110003					\$ -		Obsolete
59	1 EA	Honeywell HCCM474M Security Camera	P6110015					\$ -		Obsolete
59	1 EA	Honeywell HCCM474M Security Camera	P4002846					\$ -		Obsolete
59	1 EA	Honeywell HCC474M Security Camera	P5100142					\$ -		Obsolete
59	1 EA	Honeywell HCC474M Security Camera	P5090013					\$ -		Obsolete
59	1 EA	Honeywell HCC474M Security Camera	P6010252					\$ -		Obsolete
59	1 EA	Honeywell HCC474M Security Camera	P6010153					\$ -		Obsolete
59	1 EA	Honeywell HCC474M Security Camera	P6010163					\$ -		Obsolete
59	1 EA	Honeywell HCC474M Security Camera	P6010155					\$ -		Obsolete
59	1 EA	Honeywell HCC474M Security Camera	P6010253					\$ -		Obsolete
59	1 EA	Honeywell HCC474M Security Camera	P6010098					\$ -		Obsolete
59	1 EA	Honeywell HCC474M Security Camera	P6010161					\$ -		Obsolete
59	1 EA	Honeywell HCC474M Security Camera						\$ -		Obsolete
59	1 EA	Honeywell Dome Security Camera ORB0012-00	F03-051640					\$ -		Obsolete
59	1 EA	Honeywell Dome Security Camera ORB0012-00	F03-132009					\$ -		Obsolete
59	1 EA	Honeywell Dome Security Camera G18XNVC1-00	H03-200960					\$ -		Obsolete
59	1 EA	Honeywell Dome Security Camera G18CNVC1-00	G06-179528					\$ -		Obsolete
59	1 EA	Honeywell Dome Security Camera ORB0012-00	F03-051671					\$ -		Obsolete

List #71



**SOUTH TEXAS COLLEGE**  
**SURPLUS PROPERTY VALUED AT OVER \$5,000 - LIST #74**  
**SEPTEMBER 22, 2020**

Pallet	Qty	Description	Serial Number	Silver Tag	Green Tag	Purchase Date	Amount	Net Book Value	Ptag	Condition
GT 20	1 EA	Hampden H-ACD-1 Conditioning Demonstration	67328	0000000791		10/16/1996	\$ 12,088.00	\$ -	000000791	Obsolete
GT 19	1 EA	Hunter R611 Mobile Aligner	CK9049	0000004885	5000002294	6/9/2000	\$ 26,055.90	\$ -	000004586	Obsolete
GT 22	1 EA	Hunter Wheel Alignment Part #R611M-17T	DM8896	0000007749	5000002975	5/31/2002	\$ 23,704.00	\$ -	000008424	Obsolete
GT 18	1 EA	SimMan Advantech PPC-105T Interface	TPO0008463	0000008353	5000003967	2/5/2003	\$ 38,530.00	\$ -	000009174	Incomplete
GT 21	1 EA	Hunter Wheel Alignment L-421-43	DM8127	0000008322	5000005102	6/2/2003	\$ 14,436.00	\$ -	000009152	Obsolete
74	1 EA	2004 FT2-80 Taylor Golf Car Aristocrat - Unit #24	161382	0000011334		10/01/2004	\$ 8,748.10	\$ -	000010667	Obsolete
75	1 EA	2004 FT2-80 Taylor Golf Car Aristocrat - Unit #23	161381	0000011327		10/01/2004	\$ 9,148.10	\$ -	000010666	Obsolete
77	1 EA	Thermocycler-PCR Machine	14199	18231		9/29/2009	\$ 6,000.00	\$ -	N00017877	Obsolete
73	1 EA	JVC HD Camcorder	096M0625	19144		05/20/2011	\$ 5,289.78	\$ 440.97	N00019330	Obsolete
GT 18	1 EA	Laerdal VitalSim Simulator and Accessories	325M21110006	19150	5000010318	6/7/2011	\$ 5,369.00	\$ 492.34	N00019046	Incomplete
GT 18	1 EA	Laerdal VitalSim Simulator and Accessories	325M21110003	19155	5000010321	6/7/2011	\$ 5,369.00	\$ 492.34	N00019048	Incomplete
GT 18	1 EA	Laerdal VitalSim Simulator and Accessories	325M21110012	19154	5000010320	6/7/2011	\$ 5,369.00	\$ 492.34	N00019047	Incomplete
GT 18	1 EA	Laerdal VitalSim Simulator and Accessories	325M21110007	19151	5000010319	6/7/2011	\$ 5,369.00	\$ 492.34	N00019049	Incomplete
GT 18	1 EA	Laerdal VitalSim Simulator and Accessories	325M21110008	19152	5000019381	6/7/2011	\$ 5,369.00	\$ 492.34	N00019044	Incomplete
GT 18	1 EA	Laerdal VitalSim Simulator and Accessories	325M21110001	19153	5000019380	6/7/2011	\$ 5,369.00	\$ 492.34	N00019045	Incomplete

List 74



**SOUTH TEXAS COLLEGE**  
**SURPLUS PROPERTY VALUED AT \$5,000 AND ABOVE - LIST #83**  
**SEPTEMBER 22, 2020**

Pallet	Qty	Description	Serial Number	Silver Tag	Green Tag	Purchase Date	Amount	Net Book Value	Ptag	Condition
80	1 EA	Hydraulics Pneumatic Trainer	12270	000000156		8/31/1993	\$ 6,433.00	\$ -	000001051	Obsolete
83	1 EA	Hillrom Retractable Bed Advanced Series	1105-50-M44-A	0000002956		2/5/1999	\$ 5,800.20	\$ -	000012638	Obsolete
84	1 EA	Hillrom Retractable Bed Advanced Series	110557M33A	0000002961		2/5/1999	\$ 5,800.20	\$ -	000003011	Obsolete
86	1 EA	Hillrom Retractable Bed Advanced Series	110556M89A	0000002962		2/5/1999	\$ 5,800.20	\$ -	000003012	Obsolete
88	1 EA	Hillrom Retractable Bed Advanced Series	110557M07A	0000002960		2/5/1999	\$ 5,800.20	\$ -	000003010	Obsolete
85	1 EA	Hillrom Hospital Bed	1105-40P89A	0000003634		04/12/2000	\$ 6,217.69	\$ -	000004335	Obsolete
87	1 EA	Hillrom Hospital Bed	1105-40P90A	0000003633		04/12/2000	\$ 6,217.69	\$ -	000004334	Obsolete
GT 24	1 EA	Nikon Microscope 800 Zoom 83400 SMZ	00007736	0000004765	5000000980	6/7/2001	\$ 6,149.60	\$ -	000006396	Obsolete
GT 25	1 EA	Customized Classroom Lectern		0000006192	5000003828	11/13/2001	\$ 8,278.05	\$ -	000007507	Obsolete
GT 26	1 EA	Customized Classroom Lectern		0000006195	5000003831	11/13/2001	\$ 8,278.05	\$ -	000007510	Obsolete
GT 23	1 EA	Hunter Alignment System PN: R611PM27	GM8689	6240	5000004392	8/7/2002	\$ 23,313.50	\$ -	000007789	Obsolete
81	1 EA	Polycom PN4-14XX Viewstation	02696C	0000012101		1/9/2003	\$ 10,362.06	\$ -	000008927	Damaged
78	1 EA	2003 GMC Cargo Truck - Unit #15	4KDB4B1R93J802286	0000008345		2/7/2003	\$ 31,659.46	\$ -	000009006	Obsolete
GT 27	1 EA	Micro-Vu ( Matrix Mill)	6247	15470	5000007003	5/25/2006	\$ 28,800.00	\$ -	N00012818	Obsolete
79	1 EA	2010 Kawasaki Golf Car - PD Gator 3 - Unit #28	RX0845-975835	18625		7/8/2009	\$ 10,013.69	\$ -	N00017606	Obsolete

List #83



**SOUTH TEXAS COLLEGE**  
**WRITE OFF ASSETS THAT ARE NOT FOUND VALUED AT \$5,000.00 AND OVER - LIST #8**  
**SEPTEMBER 8, 2020**

Ptag	ORGN	PO	Asset Description	Serial Number	Silver Tag	ACQD_DT	Total	Missing	Net Book Value
000001538	450006	P602642	Repairs On Porch Overhangs	N/A	17173	7/23/1996	\$ 5,516.00	4/29/2015	\$ -
000000871	520003	P700365	Network Server	SG63200113	0000000763	2/20/1997	\$ 12,563.64	6/5/2014	\$ -
000001083	520003	P703173	Digital Priors Zx 6 200 #Fr-932ww-Ab	KN638DF514	0000000937	8/7/1997	\$ 20,495.00	6/5/2014	\$ -
000001137	224013	P703095	File Server	23DN455	0000000997	8/19/1997	\$ 6,063.00	4/27/2016	\$ -
000002235	445000	P703049	Pro Line Video	N/A	26085	3/3/1998	\$ 127,950.50	3/9/2016	\$ -
000002290	224013	P803851	Scanmark 2500 Scoring Package	AR-04216	0000001724	6/22/1998	\$ 5,715.00	4/27/2016	\$ -
000002561	420005	P804888	Radiographic/Fluoro Kit	44731	0000001914	8/31/1998	\$ 5,346.00	7/11/2016	\$ -
000003900	520003	P901283	HP Netserver LH3 Pentium II	US84001443	0000002248	11/12/1998	\$ 8,695.07	6/5/2014	\$ -
000003877	420005	P901283	Catalyst 5505	66521923	0000002206	11/12/1998	\$ 11,477.62	7/11/2016	\$ -
000003937	210009	P902492	Autocad Software V14	N/A	26262	2/11/1999	\$ 20,870.00	3/4/2015	\$ -
000003862	445000	P902913	TC1000 27" Monitor	TC08647	0000002478	4/9/1999	\$ 29,467.60	3/9/2016	\$ -
000004812	420005	P204921	Lucent PEC#63156A DS1/DMI Trunk Interface Card	N/A	22396	7/17/2000	\$ 11,047.40	7/11/2016	\$ -
000005721	221104	N/A	IBM AS/400 Mini Computer	N/A	26230	8/31/2000	\$ 371,932.00	9/28/2015	\$ -
000004744	445000	N/A	500011133313 Tandberg Vision	N/A	0000004989	8/31/2000	\$ 12,500.00	3/9/2016	\$ -
000005720	221102	N/A	Lacerte Software Corporation	N/A	32138	8/31/2000	\$ 8,560.00	5/1/2017	\$ -
000005978	442000	P100911	York 25 Ton Electric Heat/Electric Cool	NKJM124264	0000005190	11/7/2000	\$ 5,544.13	4/11/2014	\$ -
000006893	420005	P106776	Telephone System	CNMYAD9GAA	0000006071	8/31/2001	\$ 91,310.92	4/17/2017	\$ -
000007559	445000	P403987	Adtran Cisco Converter 420030511 Atlas	SY5031786	26248	3/20/2002	\$ 6,658.20	9/15/2015	\$ -
000007544	221402	N/A	Microsoft Software Working Connections	N/A	26246	5/5/2002	\$ 369,295.00	7/1/2015	\$ -
000007545	221402	N/A	Microsoft Software Working Connections	N/A	26247	5/5/2002	\$ 369,295.00	7/1/2015	\$ -



**SOUTH TEXAS COLLEGE**  
**WRITE OFF ASSETS THAT ARE NOT FOUND VALUED AT \$5,000.00 AND OVER - LIST #8**  
**SEPTEMBER 8, 2020**

Ptag	ORGN	PO	Asset Description	Serial Number	Silver Tag	ACQD_DT	Total	Missing	Net Book Value
000007557	221101	P405412	HP Printer LJ8550dn	JPMBQ36438	0000007706	5/23/2002	\$ 5,649.00	5/3/2017	\$ -
000008132	520003	P405619	DS20E Alphaserver	4226JN52A022	0000007741	7/18/2002	\$ 14,682.39	6/5/2014	\$ -
000009157	450002	P300715	Rapid Eye Multi Vision Arm 4L500	N/A	17183	9/24/2002	\$ 8,825.65	4/29/2015	\$ -
000009223	221404	P304082	Autodesk ACES System Solution Software	N/A	26087	4/2/2003	\$ 31,250.00	3/9/2017	\$ -
000009324	450002	P303406	Security Equipment Camera	N/A	17184	8/29/2003	\$ 7,823.00	4/29/2015	\$ -
000010607	420005	P413907	Catalyst 7206	CNM2WCOARC	0000006242	4/29/2004	\$ 37,296.73	4/17/2017	\$ -
000009881	221402	P413748	Aces Autodesk Software	N/A	26256	6/17/2004	\$ 32,500.00	7/1/2015	\$ -
000010559	520002	P413917	Catalyst 3750	CAT0817Y1KC	0000010830	8/31/2004	\$ 7,849.90	4/24/2017	\$ -
000012657	221402	P505249	Aces System Lease Renewal	N/A	26257	5/4/2005	\$ 31,325.00	7/1/2015	\$ -
List #FA8							\$ 1,677,503.75		



SOUTH TEXAS COLLEGE  
LIST OF ASSETS FOR WRITE-OFF VALUED AT \$5,000.00 AND OVER - LIST #10  
SEPTEMBER 8, 2020

Ptag	PO	Asset Description	Serial Number	Silver Tag	ACOD DT	Total	Net Book Value	Missing
000003186	P990006	Plato Software Pkg #7	N/A	26217	10/7/1998	\$ 34,961.90	\$ -	5/15/2017
000003756	P903673	Fiber Optic Data	N/A	22656	4/27/1999	\$ 35,346.12	\$ -	4/4/2017
000003941	P904345	Definity Prologix Solutions System	N/A	22654	6/9/1999	\$ 54,162.54	\$ -	4/4/2017
000006687	P106901	Accutrack Software License	N/A	34080	8/13/2001	\$ 9,200.00	\$ -	4/18/2017
000009693	P412266	Server SFV440-4-1 1.06GHz 8GB 4-36 GB	000045103480057B7	0000008696	1/16/2004	\$ 25,768.75	\$ -	4/24/2017
000011226	P501448	1996 Chevy Highlift Bucket Truck	1GBKC34F9TJ07177	0000011329	10/22/2004	\$ 9,850.00	\$ -	4/15/2014
000011107	Donation	1989 Pontiac Grand Prix	1G2WK14W6KF245267	0000009898	4/11/2005	\$ 10,975.00	\$ -	11/8/2005
000011087	Donation	1993 Chevy Blazer	1GNCT1829P0115193	0000009834	4/11/2005	\$ 10,135.00	\$ -	6/18/2018
000011230	P502098	Adtran Altas 550 Router CSU EN Fast	F02F7944	0000009975	4/20/2005	\$ 5,269.11	\$ -	4/4/2017
N00014437	Land Improvement	Pecan Fence North 40 Casso's Home	N/A	21216	9/15/2005	\$ 64,380.00	\$ 22,034.79	5/31/2019
N00015513	P0011622	BIG-IP Local Traffic Mgr	BIP227338S	16005	5/1/2007	\$ 13,000.00	\$ -	4/24/2017
N00018512	P0036513	Catalyst 3750V2 48 10/100 PoE+4	FDO1421K21VQ	18978	8/13/2010	\$ 5,127.30	\$ -	4/4/2017
N00023562	Donation	Artwork: Trafficked by Lynn Randolph *	N/A	25870	7/31/2015	\$ 20,000.00	\$ -	2/5/2018
N00034104	P0112248	CZ245A#BGJ HP LaserJet Printer	JPDCM743WQ	42527	8/20/2019	\$ 5,789.00	\$ 5,017.16	8/31/2019
List #FA10						\$ 303,964.72		

\* Artwork was loaned to a museum in Houston, Texas, and was destroyed en route by the carrier. The artwork was insured and the College received payment for the claim.



## **Review and Acceptance of Report on Clery Act and Violence Against Women Act (VAWA) Compliance**

Ruben Suarez, Acting Chief of Police for the Department of Public Safety presented the Finance, Audit, and Human Resources Committee an update on the College's compliance with the Jeanne Clery (Clery Act) Disclosure of Campus Security Policy and Campus Crime Statistics Act and Violence Against Women Act (VAWA).

Purpose – The presentation provided a brief overview of the Clery Act and VAWA.

Justification – The U.S. Department of Education, through its Office of Civil Rights, enforces compliance with Clery Act and VAWA to ensure that institutions that receive federal financial assistance from the U.S. Department of Education comply with the law.

The Higher Education Act (HEA) of 1965, now generally known and referred to as the “Clery Act” requires all postsecondary institutions participating in Title IV student financial assistance programs to disclose campus crime statistics and security information.

The Violence Against Women Act (VAWA) is a federal law enacted in 1994 and requires procedures addressing complaint of domestic violence, dating violence, sexual assault, and stalking.

The Violence Against Women Act Reauthorization Act of 2013 amended the Jeanne Clery Act and requires institutions to disclose statistics, policies and procedures, educational programs and resources to address domestic violence, dating violence, sexual assault, and stalking. The VAWA was amended in 2013 to include disclosure of the new category of hate crimes.

Enclosed Documents – The Clery Act and VAWA PowerPoint Presentation was provided for the Committee's information and review, and is also included in the Board packet.

### **Recommendation:**

It is recommended that the Board of Trustees of South Texas College accept the Clery Act and VAWA Presentation as delivered to the Finance, Audit, and Human Resources Committee and reproduced in the Board packet.

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

The Board of Trustees accepts the Clery Act and VAWA Presentation as delivered to the Finance, Audit, and Human Resources Committee and reproduced in the Board packet.

### **Approval Recommended:**

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



# Clery Act & the Violence Against Women Act

SEPTEMBER 8, 2020

PRESENTED BY:

MARY G. ELIZONDO

*Vice President For Finance And Administrative Services, Title IX Coordinator*

RUBEN SUAREZ

*Acting Chief of Police*



## Objectives

- Program Overview:
  - Geography
  - Crime Statistics
  - Collection Statistics
  - Daily Log Crime Log
  - Timely Warnings
  - Emergency Notifications
  - Policy Statements
  - Policies, Procedures, Annual Security Report

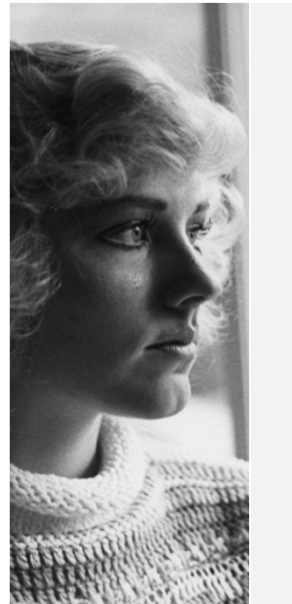




## Clery Act

---

- In 1986, Jeanne Clery was raped and murdered in her dorm room at Lehigh University.
- 1998 Amendment renamed the:
  - Crime Awareness and Campus Security Act of 1990, in her memory to: Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (The Clery Act)

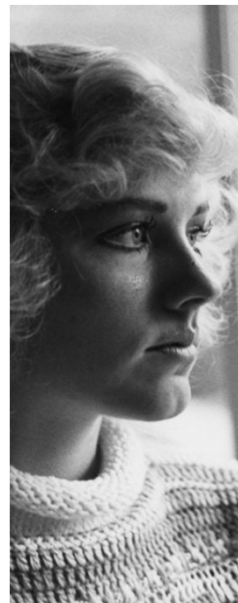


3

## Clery Act

---

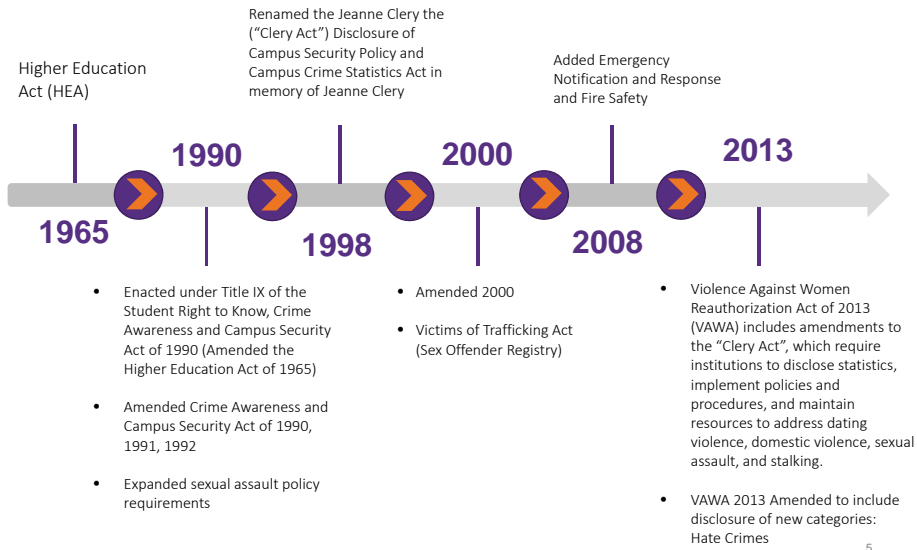
- The goal of this federal law is to ensure that students, prospective students, parents and employees have access to accurate information about crimes committed on campuses, campus security procedures and information, as well as information about prevention programming.



4



## History of Campus Safety Acts

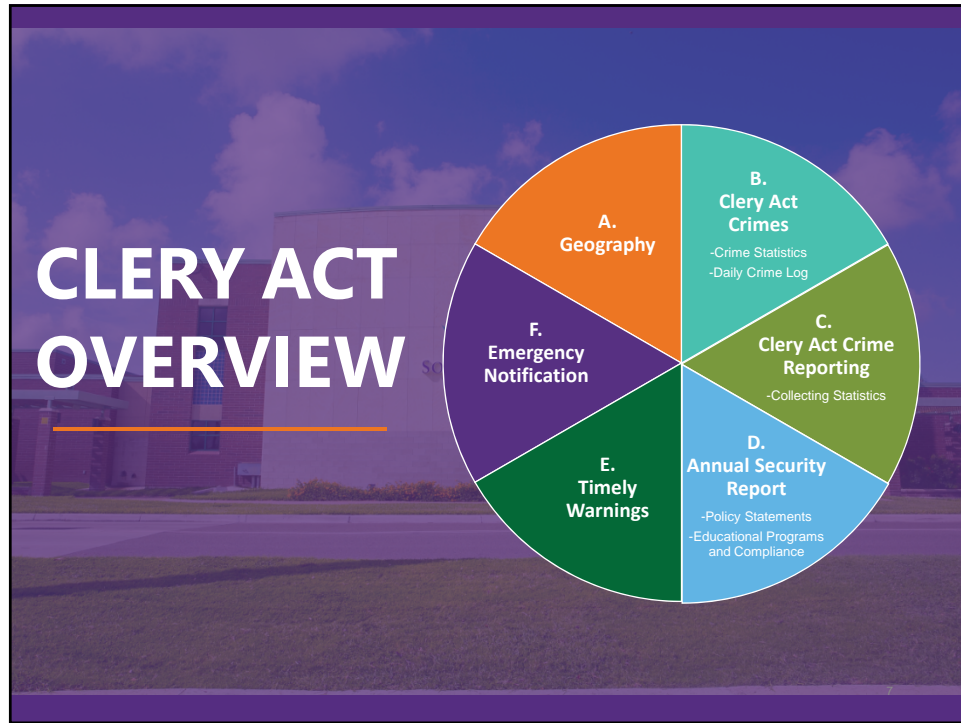


## The Handbook of Campus Safety and Security Reporting

"Clery Act Overview". U.S. Department of Education Office of Postsecondary Education, 2016 Edition (or "Clery Handbook"):

- A step by step guide to meet the various Higher Education requirements.
- Reflects Department of Education's interpretations and guidance, including definitions of relevant crimes also covered by Title IX
- Intended for use to evaluate an institution's compliance





## SOUTH TEXAS COLLEGE CLERY ACT GEOGRAPHY

### On Campus

- Pecan Campus
- Pecan Plaza
- Mid-Valley Campus
- Starr County Campus
- Regional Center for Public Safety Excellence
- Technology Campus
- Nursing And Allied Health Campus

### Public Property

- Public Roads And Sidewalks Adjacent to South Texas College Property

### Non-Campus Buildings and Property

- Pharr Teaching Center
- La Joya Higher Education Teaching Center

8



## Crimes Statistics

- The types of crimes that are included in the Clery Act crime statistics reports include four general categories:



9

## Daily Crime Log

- Purpose is to record all criminal incidents and alleged criminal incidents that are reported to the campus police or security department.
- Required Crime Log Elements include: Nature of the crime, General Location, Date/Time Occurrence, Disposition, Date Reported
- Must be accessible on-site in either hard copy or electronic format and the College must publicize its availability.
- Must be open for public inspection.
- Hard copy is available at each College campus and at the South Texas College Department of Public Safety.

10



## Example of a Daily Crime Log

**Daily Crime Log  
Calendar Year 2020**

Nature (Classification)	Case Number	Date/Time Reported	Date/Time Occurred	General Location	Disposition
Larceny	2020-00003	01/20/2020 1505hrs	01/10/2020 0800hrs	Building K-Pecan	Closed 05/24/20
Vandalism	2020-00010	01/27/2020 1231hrs	01/17-01/22/20	Cooper Center	Closed 05/24/20
Vandalism	2020-00035	03/12/20 1937hrs	03/12/20 1930hrs	Building U-Pecan	Open
Liquor Law Violation	2020-00150	05/23/20 0300hrs	05/23/20 0300hrs	Lot 3-Pecan	Judicial Referral
Simple Assault-Dating Violence	2020-00270	06/19/20 1735hrs	06/19/20 1735hrs	Building A-Tech	Closed 06/22/20

11

## CLERY ACT CRIMES

1

### PRIMARY CRIMES

- Criminal Homicide
- Sexual Offenses
- Robbery
- Aggravated Assault
- Burglary
- Motor Vehicle Theft
- Arson

2

### HATE CRIMES

- Larceny-theft\*
- Simple Assault\*
- Intimidation\*
- Destruction/ Damage/ Vandalism\*
- Any Primary Crimes Motivated By Bias\*

*\*Must Be Motivated By Bias To Meet Clery Act Reporting Guidelines*

3

### VAWA OFFENSES

- Dating Violence
- Domestic Violence
- Sexual Assault
- Stalking

4

### ARREST AND DISCIPLINARY REFERRALS

- Weapons Violations
- Drug Abuse Violations
- Liquor Law Violations

12



## Collecting Statistics

### South Texas College

- Pecan Campus
- Pecan Plaza
- Mid-Valley Campus
- Starr County Campus
- Regional Center for Public Safety Excellence
- La Joya Higher Education Teaching Center
- Technology Campus
- Nursing And Allied Health Campus

### Local Police Department

- Pharr
- Rio Grande City
- Weslaco
- McAllen
- La Joya ISD



### South Texas College Department of Public Safety

- ARMS: Automated Report Management System

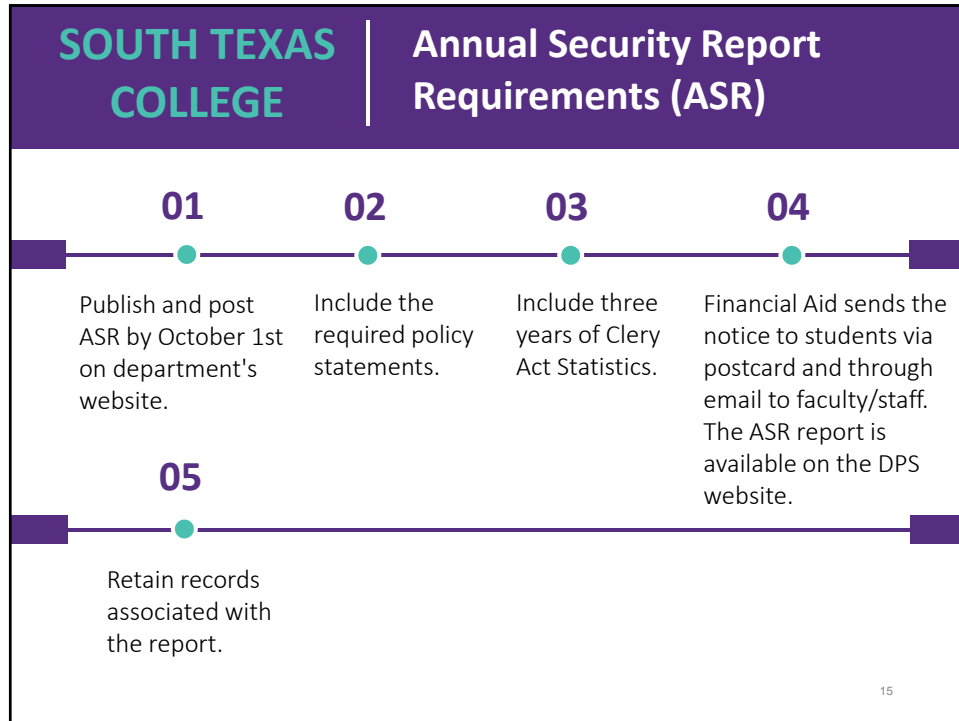
13

## Annual Security Report (ASR)

- Must be published and posted on the Department of Public Safety website for students and employees to view by **October 1<sup>st</sup>** of every year with no grace period which includes the following:
  - Publish Policy Statements and Crime Statistics
  - Arrest and Disciplinary Referral Statistics
  - Hate Crime Statistics
  - Unfounded Crime Statistics

14





*"Intent of a warning regarding a criminal incident(s) is to enable people to protect themselves. Warning should be issued as soon as pertinent information is available."*

(2016 Handbook, p.6-1).

## TIMELY WARNINGS

<b>Requirements</b> <ul style="list-style-type: none"> <li>Is it a Clery Act crime?</li> <li>Reported to Campus Security Authority (CSA) or police department.</li> <li>Occurred within the institution's Clery Act Geography.</li> <li>Serious or continuous threat.</li> </ul>	<b>What must it contain</b> <ul style="list-style-type: none"> <li>Date and time, incident description</li> <li>Information that will promote safety and aid in the prevention of similar crimes</li> <li>Suspect information</li> <li>Police/Public Safety agency contact information</li> </ul>
<b>How is it distributed?</b> <ul style="list-style-type: none"> <li>RAVE Mass text, email, and voice messages.</li> <li>Campus website</li> <li>Combination of Methods</li> </ul>	<b>Who Issues?</b> <ul style="list-style-type: none"> <li>Chief of Police or designee evaluates situation and writes timely warning to be distributed.</li> </ul>

16

A timely warning is not required when the incident appears to be a one-time occurrence and it does not represent a serious or continuing threat to students and employees.



# TIMELY WARNINGS

## Making the Decision to Issue a Timely Warning

Decided on a **case-by-case** basis in light of all the facts surrounding the crime including factors such as the following:

- The nature of the crime
- The continuing danger to the campus community
- The possible risk of compromising law enforcement efforts

17

*"A significant emergency or dangerous situation occurring on the campus that involves an immediate threat to the health or safety of students or employees ."*

(2016 Handbook, p.6-2).

## EMERGENCY NOTIFICATION

### Requirements

- Is it immediate or impending threat to the health and safety of students or employees?

### What is confirmation?

- Institution official has verified a legitimate emergency or dangerous situation exists.

### Types of incident examples

- Active Shooter
- Earthquake
- Severe Weather
- Gas Leak
- Outbreak of serious illness

### How is it distributed?

- RAVE Mass text, email and voice messages.
- A combination of RAVE alerts and/or campus emails.
- Campus Emails to all students and employees.
- Local & social media and college website.

### Who Issues?

- Chief of Police or designee evaluates situation and writes emergency notification after confirmation of situation on campus.

### Type of Notifications

- Fire (would require a fire alarm and in some cases would also require a mass notification)

18



## Policy Statements

---

- South Texas College 94 Annual Security Report (ASR) policy statements reflect our institution's unique security policies, procedures, and practices.
- Current campus ASR policy statements regarding how to report crime or emergencies
- Current ASR policy statement on security access to campus facilities and security considerations on the maintenance of campus facilities
- Current ASR policy statements concerning campus law enforcement jurisdiction and working relationship with other law enforcement

19

## Educational Programs provided by institution and stated on ASR

- Promoting Awareness, Prevention, Reporting Procedures
- Dating Violence
- Domestic Violence
- Sexual Assault
- Stalking
- Sex Offenders Information

20

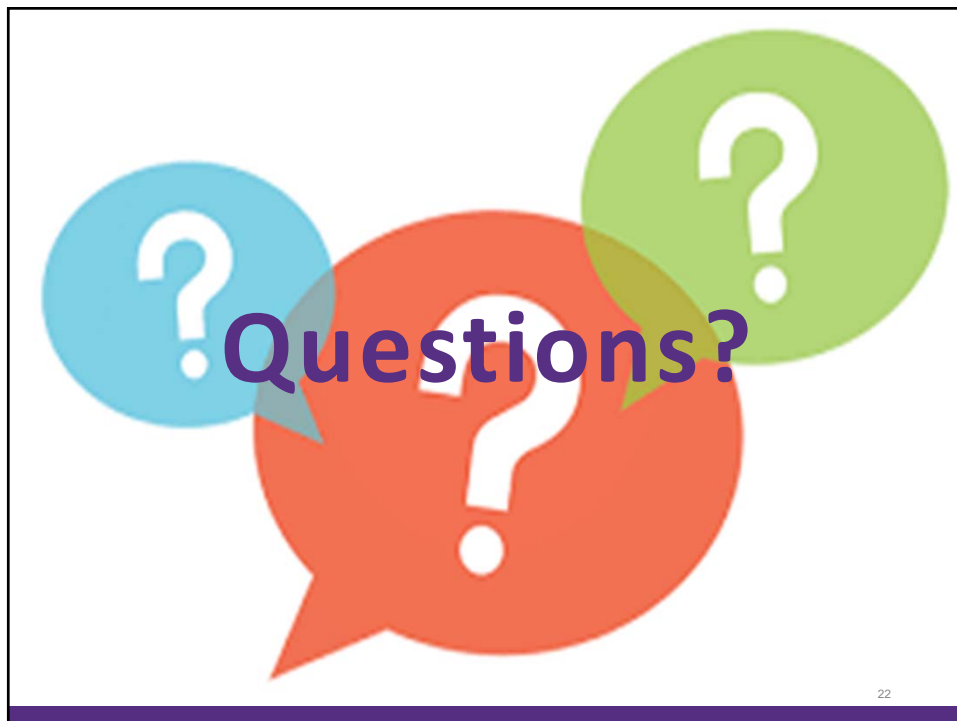


## Recent Training

---

- South Texas College Department of Public Safety personnel attended the D. Stafford & Associates Clery Act Training Academy on January 6-10, 2020 in Scottsdale, Arizona:
  - Ruben Suarez, *Acting Chief of Police*
  - Elizabeth Trevino, *Police Sergeant*
  - Johnny Barboza, *Police Sergeant*
  - Brittany Mouchet, *Coordinator*
  - Cindy Zavala, *Parking and Security Services Manager*
  - Alina Cantu, *Police and Transportation Services Manager*
  - Rene Avendano, *Police Compliance Coordinator*

21



22



**Thank You!**

23



## **Review and Acceptance of Internal Audit Report in the Area of Clery Act and Violence Against Women Act (VAWA)**

Acceptance of the Internal Audit Report in the Area of Clery Act and Violence Against Women Act (VAWA) is requested.

Purpose – To discuss the procedures, findings, and recommendations of the internal audit report in the area of Clery Act and Violence Against Women Act (VAWA) conducted by Mr. Khalil Abdullah, Internal Auditor.

Justification – Policy #5460: Internal Audit Function, states that it is the policy of the College to maintain an internal audit function to review and appraise business activities, integrity of records, and effectiveness of operations of the College in accordance with the Institute of Internal Auditors International Standards for the Professional Practice of Internal Auditing.

Background – The Clery Act and Violence Against Women Act (VAWA) Audit was included on the Finance, Audit, and Human Resources Committee's approved FY 2019 – 2020 audit plan.

- The Higher Education Act of 1965 required all postsecondary institutions participating in Title IV student financial assistance program to disclose campus crime statistics and security information. It is generally referred to as the Clery Act.
- In 2013, VAWA was signed into federal law by the President, which includes amendments to the Clery Act. These requirements required institutions to disclose statistics, policies, and programs related to dating violence, domestic violence, stalking, and sexual assault.

Enclosed Documents – The Internal Audit Report follows in the packet for the Board's review and discussion.

In addition to the Internal Auditor's findings, included in the Audit Report, are management responses that encompass the experience, knowledge, and training of the South Texas College Department of Public Safety management team on the Clery Act and the Violence Against Women Act (VAWA).

- The former Chief Administrator of the Department of Public Safety, the current Acting Chief of Police, and six (6) staff members have attended the D. Stafford & Associates Clery Act Training Academy.
- Guidance regarding the Clery Act requirements is also obtained from the National Center for Higher Education Risk Management Group, LLC (TNG), a group of attorneys who specialize in the realm of Title IX, Clery Act, and VAWA requirements.

Dr. Shirley A. Reed, President, Mary Elizondo, Vice President for Finance and Administrative Services, and Khalil Abdullah, Internal Auditor, attended the Committee meeting to address any questions by the Committee.



At the Committee meeting, the Committee Chair asked whether the Internal Auditor would plan a follow-up audit in this same area in the near future.

The Internal Auditor noted that he would follow up on management's responses under the currently reported audit as is normal with any audit, but did not anticipate that any subsequent audit would be necessary in this area before it would normally be scheduled as part of a regular annual Audit Plan.

The Finance, Audit, and Human Resources Committee recommended Board acceptance of the Internal Audit Report in the Area of Clery Act and Violence Against Women Act (VAWA) as presented.

**Recommendation:**

It is recommended that the Board of Trustees of South Texas College accept the Internal Audit Report in the Area of Clery Act and Violence Against Women Act (VAWA) as presented.

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

The Board of Trustees accepts the Internal Audit Report in the Area of Clery Act and Violence Against Women Act (VAWA) as presented.

**Approval Recommended:**

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





OFFICE OF INTERNAL AUDITS

**SOUTH TEXAS COLLEGE**

---

*3201 W. Pecan Blvd. • McAllen, Texas 78501 • Office (956) 872-6709*

August 18, 2020

Dr. Shirley Reed, President  
South Texas College  
3201 W. Pecan Blvd.  
McAllen, TX 78501

Dr. Reed,

As part of our fiscal year 2019 Audit Plan, the Office of Internal Audits completed the Clery and Violence Against Women Reauthorization Act (VAWA) Audit.

The objective of the audit was to determine whether adequate processes and controls are in place to provide assurance that the College complies with the Clery, and Violence against Women Reauthorization Act. The scope for the audit included activity from FY 2017 through FY 2019.

We appreciated the assistance provided by South Texas College's management and other personnel. We hope the information and analyses presented in our report are helpful.

Respectfully submitted,

Khalil M. Abdullah CPA, CIA, CGAP, MAcc  
Internal Auditor

cc: Ms. Mary Elizondo, Vice President Finance and Administrative Services  
Mr. Ruben Suarez, Interim Chief of Police  
Finance, Audit, and Human Resources Committee, South Texas College Board of Trustees



**CLERY & VIOLENCE AGAINST  
WOMEN REAUTHORIZATION ACT  
AUDIT REPORT**



**SOUTH TEXAS  
COLLEGE**

**OFFICE OF INTERNAL AUDITS**

**August 18, 2020**



---

## Table of Contents

<b>EXECUTIVE SUMMARY .....</b>	<b>2</b>
<b>BACKGROUND .....</b>	<b>3</b>
<b>AUDIT OBJECTIVE.....</b>	<b>3</b>
<b>AUDIT SCOPE &amp; METHODOLOGY .....</b>	<b>4</b>
<b>AUDIT RESULTS .....</b>	<b>4</b>
<b>CONCLUSION .....</b>	<b>18</b>
<b>APPENDIX - A.....</b>	<b>20</b>
<b>APPENDIX - B.....</b>	<b>21</b>



---

## EXECUTIVE SUMMARY

The *Clery Act* and the *Violence against Women Reauthorization Act* (VAWA) Audit was included on the Finance, Audit, and Human Resources Committee's approved FY 2019 Audit Plan. In 1990, Congress enacted the *Crime Awareness and Campus Security Act* which amended the Higher Education Act of 1965 (HEA). This act required all postsecondary institutions participating in HEA's Title IV student financial assistance programs to disclose campus crime statistics and security information. It is generally referred to as the *Clery Act*. In 2013, VAWA was signed into law. VAWA includes amendments to the *Clery Act*. These changes required institutions to disclose statistics, policies, and programs related to dating violence, domestic violence, stalking, and sexual assault.

The objective of the audit is to determine whether adequate processes and controls are in place to provide assurance that the College complies with the *Clery Act*, and *Violence against Women Reauthorization Act*.

The scope of the audit included activity from FY 2017 through FY 2019 and was limited to certain elements of the *Clery Act* and *Violence against Women Reauthorization Act*, including the following: issuance of timely warnings / emergency notifications; elements of the annual security report; collection and presentation of crime statistics; and campus security authorities. The audit was not designed nor intended to be a detailed study of every relevant procedure or control system. Accordingly, the opportunities for improvement presented in this report may not be all-inclusive of areas where improvements could be made. The audit generally conformed to guidelines set forth by South Texas College's Policy 5460 *Internal Audit Function*.

Based on our audit we found that the College adhered with most of the requirements promulgated by the Department of Education. Overall, we determined that the College established a moderate system of internal controls to ensure compliance with the *Clery* and *Violence against Women Reauthorization Act*. The audit identified the following areas where improvements to internal controls could be made:

- Ensure that all campus security authorities (CSAs) turn in their end-of-year crime reports;
- Ensure that all CSAs complete their specialized *Clery Act* training;
- Ensure that criminal instances are recorded in multiple categories within the crime statistics when applicable;
- Ensure that *Clery Act* crime statistics data is included within the ASR;
- Ensure that all required policy statements are included in the ASR;
- Revise the College's ASR policy statement to reflect the requirement to issue emergency notifications;
- Establish sufficient procedures and controls related to issuing timely warnings.



---

## BACKGROUND

### **Clery Act:**

The *Clery Act* was originally enacted as Title II of the *Student Right-to-Know and Campus Security Act* of 1990. It was signed into federal law as an amendment to the *Higher Education Act* (HEA) of 1965. The *Clery Act* was enacted to increase the accountability and transparency of Institutions of Higher Education in meeting certain responsibilities with regard to the safety and security of students on their campuses. In 1998, the Higher Education Amendments of 1998 renamed the law in memory of an 18-year-old Lehigh University student named Jeanne Clery, who was raped and murdered in her dorm room in 1986. The *Clery Act* promotes campus safety by ensuring that students, employees, parents, and the broader community are well-informed about important public safety and crime prevention matters.

The *Clery Act* requires institutions of higher education to comply with certain campus safety and security related requirements as a condition of their participation in the title IV, HEA programs. Institutions that receive Title IV funds must disclose accurate and complete crime statistics for incidents that are reported to campus security authorities and local law enforcement as having occurred on or near their campus. Colleges must also disclose campus safety policies and procedures that specifically address topics such as sexual assault prevention, drug and alcohol abuse prevention, and emergency response and evacuation. In order to comply with *Clery Act* requirements, colleges must understand what the law entails, where their responsibilities lie, and what they can do to actively foster campus safety. Departures from the *Clery Act* can result in fines of up to \$58,328 per violation.

### **Violence against Women Reauthorization Act:**

On March 7, 2013 the *Violence against Women Reauthorization Act of 2013* was signed into law. VAWA includes amendments to the *Clery Act* which among other changes, requires institutions to disclose statistics, policies, and programs related to dating violence, domestic violence, stalking and sexual assault into their annual security reports. Non-compliance can result in monetary fines, loss of student financial aid, and institutional reputation damages.

## AUDIT OBJECTIVE

The objective of the audit is to determine whether adequate processes and controls are in place to provide assurance that the College complies with the *Clery Act*, and *Violence against Women Reauthorization Act*.



---

## AUDIT SCOPE & METHODOLOGY

The scope of the audit included activity from FY 2017 through FY 2019 and was limited to certain elements of the *Clery Act* and *Violence against Women Reauthorization Act*, including the following: issuance of timely warnings / emergency notifications; elements of the annual security report; collection and presentation of crime statistics; and campus security authorities (CSAs). To accomplish the audit objective, the Internal Auditors performed the following:

- Reviewed the Department of Education's (ED) *Handbook for Campus Safety and Security Reporting* 2016 Edition (Handbook);
- Reviewed College Policy 4216 *Harassment, Discrimination, and Sexual Misconduct*;
- Requested and reviewed responses to an internal control questionnaire from College's Chief Admin. For Dept. of Public Safety;
- Reviewed all policy statements contained in the College's Annual Security Report;
- Requested and reviewed annual CSA and local law enforcement documentation for reporting *Clery Act* crime statistics;
- Reviewed CSA completion of *Clery Act* training;
- Reviewed criminal incident definitions from the FBI's Uniform Crime Report Program as well as definitions provided in VAWA related to domestic violence, dating violence, and stalking;
- Compared the College's practices for issuing timely warnings and emergency notifications to other local institutions of higher education.

The audit generally conformed to guidelines set forth by South Texas College's Policy 5460 *Internal Audit Function*.

## AUDIT RESULTS

According to the Department of Education, *Clery Act* compliance may differ by institution depending on such factors as whether or not the College has student housing facilities as well as whether or not it has officially recognized student organizations. The Department of Education recommends that College's maintain detailed documentation of compliance with each requirement. Colleges are routinely required to provide support documentation to the Department of Education officials during program reviews.



**Campus Security Authorities (CSAs) and Local Law Enforcement:**

In order to ensure that all *Clery Act* crime statistics are included in its report, the College is required to collect information from CSAs and request crime and arrest statistics from local law enforcement agencies. A CSA is a *Clery Act* specific term that encompasses 4 groups of individuals and organizations associated with an institution, for more information related to which individuals are classified as a CSA, see Appendix - A. We requested and reviewed records from the CSAs as well as from local law enforcement agencies. We were able to determine that the College made efforts to obtain crime statistics from local law enforcement agencies. With regard to CSAs, the Department of Education's *Handbook for Campus Safety and Security Reporting* 2016 edition states the following:

“Rather than assuming that because a CSA hasn't forwarded a crime report to the appropriate individual or office that no crimes were reported to the CSA, a coordinator can be charged with canvassing each CSA to require crime reports from them.”

South Texas College established procedures requiring that designated CSAs provide a 'Campus Security Authority Reporting' form to the Department of Public Safety on an annual basis. We randomly selected a sample of 14 CSAs to verify that their 'Campus Security Authority Reporting' forms were turned in. We found that 10 out of the 14 (71%) CSAs did not submit the form to the Department of Public Safety as required. Management stated that several attempts to secure the 'Campus Security Authority Reporting' forms were made. Since January of 2019, the department sent five (5) notifications informing the College's leadership that certain CSA's did not turned in their forms.

**Recommendation:**

1. All designated CSAs should provide an annual 'Campus Security Authority Reporting' form to the Department of Public Safety. Management should consider providing CSAs with frequent reminders and stress the importance of compliance with this activity during training sessions to improve the rate of conformance with this procedure.

**Management Response:**

Accept audit recommendation as presented

1. As of the due date of August 31, 2019, all required CSA forms for calendar year 2018 were completed and submitted to the Department of Public Safety. As of June 22, 2020, all required CSA forms for calendar year 2019 were completed and submitted to the Department of Public Safety. Efforts to reach 100% compliance with the CSA reporting requirement include escalating noncompliance to the Vice-President and President level.



**Responsible Individual:**

Interim Chief of Police

**Implementation Date:**

8/31/2019

Additionally, we reviewed information related to the completion of CSA training. We reviewed a list of all of the College's designated CSAs who are required to complete a specialized training related to compliance with the *Clery Act*. We found that 73 out of 246 CSAs (30%) did not complete the *Clery Act* training. We obtained documentation that showed management made several attempts (e.g. sent out 4 notifications from January - August 2019) informing College leadership that certain CSAs needed to complete their required training.

**Recommendation:**

2. Management should ensure that all designated CSAs complete their *Clery Act* training.

**Management Response:**

Accept audit recommendation as presented

2. As of October 18, 2019, all employees required to complete CSAs trainings for calendar year 2018 completed their training. As of July 6, 2020, all employees required to complete CSA trainings for calendar year 2019 completed their training. Efforts to reach 100% compliance with the CSA training requirements include escalating noncompliance to the Vice-President and President level.

**Responsible Individual:**

Interim Chief of Police

**Implementation Date:**

10/18/2019

**Crime Statistics:**

The *Clery Act* requires institutions to report on four general categories of crime statistics. These four categories are listed below:



1. Criminal Offenses;
2. Hate Crimes;
3. Violence against Women's Act Offenses (VAWA); and
4. Arrests and Referrals for Disciplinary Actions.

Importantly, crime statistics must be disclosed separately for each of these categories and when an incident meets definitions in more than one of the categories listed above, it must be reported in each category. The College is required to include in its crime statistics the number of all reported offenses, without regard to the findings of a court, coroner or jury, or the decision of a prosecutor. Therefore, the College is required to report its crime statistics based on reports of alleged criminal incidents without regard for whether the crime was investigated by the police or a CSA, nor must a finding of guilt be made to require inclusion of the reported crime in the crime statistics.

We reviewed the College's 'Clery Act Crime Statistics by Campus' which includes reported criminal incidents by campus over the past three (3) fiscal years. The College's reported crime statistics include the following categories:

- Primary Crimes;
- Arrests;
- Disciplinary Actions;
- Bias Crimes;
- VAWA Crimes

In our review of the crime statistics we identified that the College reported several instances of 'Fondling' within the 'Primary Crimes' category of the report. However, those instances were not also counted in the category for 'VAWA Crimes.' The Department of Education's *Handbook for Campus Safety and Security Reporting* 2016 edition states:

"For any criminal offense, hate crime, or arrest for weapons, drug or liquor law violations that is also a VAWA offense, your statistics must reflect the original offense and the VAWA offense."

Thus, the College should have reported instances classified as 'Fondling' in both categories (e.g. 'Primary Crimes' and 'VAWA Crimes').

**Recommendation:**

3. Management should ensure that reported criminal incidents that meet the definition of more than one category are recorded in each applicable category as required.



**Management Response:**

Accept audit recommendation as presented

3. Management agrees that reported criminal incidents that meet the definition of more than one category are recorded in each applicable category as required.

**Responsible Individual:**

Interim Chief of Police

**Implementation Date:**

8/9/2019

**Clery Act Statistics:**

*Clery Act* requires that the ASR include three (3) years' worth of crime statistics inside the report. While we observed that the College collects this information and publishes it online, that information is not also included within the ASR as required.

**Recommendation:**

4. Management should ensure that the *Clery Act* crime statistics are included within the annual security report.

**Management Response:**

Accept audit recommendation as presented

4. In addition to reporting the three years of crime statistics on the College's Clery Reporting website, the crime statistics have also been included as an appendix within the Annual Security Report. (See <https://www.southtexascollege.edu/stcdps/cleryact.html>)

**Responsible Individual:**

Interim Chief of Police

**Implementation Date:**

8/9/2019



### **Annual Security Report:**

*Clery Act* requires that the College distribute the ASR to all currently enrolled students and all employees by October 1, of each year. We were able to confirm that employees and students are provided a notification email containing a statement on the College's ASR, the reports' availability, and instructions on how to access the report. No exceptions were noted related to the College's distribution of the ASR.

The Department of Education's *Handbook for Campus Safety and Security Reporting* 2016 Edition (Handbook) includes 94 individual policy statements that must be included in an institution's annual security report (ASR). After completing a thorough review of the Handbook, we examined South Texas College's ASR to ensure that each of the required policy statements were included. Based on our review, we found that several required policy statements were not presented in the College's ASR and that some of the policy statements should be updated. The Department of Education's *Handbook for Campus Safety and Security Reporting* 2016 edition states:

“Failure to have a required policy or to disclose all of the required policy statements means that your school is not in compliance with the law.”

For more information related to policy statements missing from the College's ASR as well as the statements that require an update, reference the table below:

Policy Statement	Handbook for Campus Safety and Security Reporting
1. Security access and maintenance of campus facilities	<p>Pg. 155 Handbook states, “Provide a statement of current policies concerning the following:”</p> <p><b>a.</b> Security of and access to campus facilities, including campus residences "This statement addresses the security of campus facilities and access to campus facilities, including campus residences in both instances. <b><u>If your institution does not have any campus residences, your policy statement should note this.</u></b> Address such topics as what your institution does to keep its facilities secure, and how individuals gain access or are prevented from gaining access to these facilities"</p> <p><b>“b.</b> Security considerations used in the maintenance of campus facilities. "This statement addresses security considerations in maintaining campus facilities. For example, your institutions may have someone who regularly checks to make sure pathways are well lit and egress lightning is working in hallways and stairwells."</p>



<p>2. Required disclosure related to not having officially recognized student organizations with off campus facilities.</p>	<p>Pg. 158-159 of the Handbook states, "This statement addresses whether or not local police monitor and document criminal activity by your students at non-campus locations of student organizations if your institution is aware of such practice. This includes student organizations that have non-campus housing facilities. Note that this concerns only to those student organizations that are officially recognized by your institution. <b><u>If you do not have any officially recognized student organizations with non-campus locations you must disclose this.</u></b>"</p>
<p>3. Missing statement related to the existence and description of any drug or alcohol abuse education programs as required under section 120 (a) through (d) of the Higher Education Act (HEA)</p>	<p>Pg. 159 states "To participate in any Title IV federal student financial aid program, an institution <b><u>must</u></b> verify that it has a drug and alcohol abuse prevention program available to students and employees. The Department's <i>Clery Act</i> regulations ask for a description of these programs and allow you to cross-reference the materials your institution uses to comply with the Drug-Free Schools and Communities Act of 1989. <b><u>This is the only policy statement in the annual security report for which you can cross-reference materials.</u></b>"</p>
<p>4. Incomplete statements related to the College's disciplinary proceedings.</p>	<p>"For each type of proceeding, list all of the steps involved and the <b><u>anticipated timeline for each step</u></b>, and describe the decision-making process, including who is responsible for making decisions. Also, describe how your institution decides which type of proceeding will be used for which cases and who makes that decision. (i.e., do sexual assaults automatically get assigned a formal hearing)? This requirement is not limited to students. If your institution has disciplinary procedures for faculty and staff (e.g., any form of adjudication for a code of conduct ranging from disciplinary action from a supervisor to a formal hearing), you are required to describe them here." Pg. 178 states: "In this statement, you must list all of the possible sanctions you have identified for each VAWA Offense. Be specific. For example, if suspension is a possible sanction, <b><u>describe that type and length of the suspension</u></b>, and any requirements that must be met for reinstatement."</p>

**Recommendation:**

5. Management should review the College's ASR and include all missing policy statements. Additionally, the ASR should be periodically reviewed and updated to ensure that it meets each of the required elements provided in the Department of Education's Handbook.

**Management Response:**

Accept audit recommendation as presented



5. The Department of Public Safety has updated the ASR to include these four (4) policy statements and will continue to monitor that all 94 currently required and additionally required statements are included in the ASR.

**Responsible Individual:**

Interim Chief of Police

**Implementation Date:**

10/31/2019

**Emergency Notifications:**

In April of 2019 the College sent out an email via Faculty/Staff News warning about several confirmed cases of Mumps in Hidalgo County. The Department of Education's guidelines indicate that emergency notifications should be distributed related to outbreaks of meningitis, norovirus or other serious illness. The Department of Education's *Handbook for Campus Safety and Security Reporting* 2016 edition states:

“Under the *Clery Act*, every institution is required to immediately notify the campus community upon confirmation of a significant emergency or dangerous situation occurring on the campus that involves an immediate threat to the health or safety of students or employees.”

The confirmed case of Mumps should have resulted in the College issuing an emergency notification. The distribution of the email alone was not consistent with the College's procedures for issuing emergency notifications which indicates that under such circumstances four different modes of communication would be sent out to notify the campus community. Specifically, the South Texas College's ASR states:

“Upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health and safety of students or employees, the Chief Administrator or designee may issue an emergency notification through the STC RAVE Mass Notification System. The notification will be issued via text messaging, telephone notification, and email.”

Furthermore, while the language in the Handbook states that every institution **is required** to immediately notify the campus community upon confirmation of a significant emergency or dangerous



situation, the College's ASR states that the Chief Administrator or designee **may** issue an emergency notification under similar circumstances. Therefore, we find that the College's procedures for issuing emergency notifications is not consistent with the *Clery Act's* requirements in this area. For more information related to the College's procedures for issuing emergency notifications, see Appendix - B.

**Recommendation:**

6. Management should ensure that emergency notifications are issued in accordance with the College's procedures detailed in the ASR. Additionally, the College's ASR procedures should be updated to reflect the requirement to issue an emergency notification upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health and safety of students or employees.

**Management Response:**

Accept audit recommendation, but with alternative corrective action

6. The statement included in the ASR and attached in Appendix - B by the Internal Auditor, is being misinterpreted in the report, specifically, the statement *"Upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health and safety of students or employees, the Chief Administrator or designee may issue an emergency notification through the STC RAVE Mass Notification System. The notification will be issued via text messaging, telephone notification, and email"*, refers to the Chief Administrator or designee having the option (hence the word "may") to use the RAVE Mass Notification System to issue the emergency notifications. The RAVE System issues the notification via three modes of communication, text messaging, telephone notification, and email. This statement does not refer to whether the Chief Administrator may, as opposed to be required to, issue an emergency notification. Management has updated the ASR and Clery Act procedures as follows to clarify the practices in place:

The emergency notification, depending on the situation, may be through the STC RAVE Mass Notification System that issues the notification via text messaging, telephone notification, and email messaging or other modes of communication, considering overlapping means, including but not limited to, text messaging, email messaging, electronic signboards, monitors, media outlets, social media outlets, and the College's website.

Upon confirmation of a significant emergency or dangerous situation occurring on the campus that involves an immediate threat to the health and safety of students



or employees, the Chief of Police or designee will issue and emergency notification.

Management issues emergency notifications in accordance with the College's ASR procedures and the Department of Education Handbook for Campus Safety and Security Reporting 2016 Edition for Clery Act or Non-Clery Act Crimes.

**Responsible Individual:**

Interim Chief of Police

**Implementation Date:**

11/22/2019

**Timely Warnings:**

A key element of the *Clery Act* is to ensure that students, faculty, staff, as well as the community at large are promptly alerted to potentially dangerous criminal situations so that they have both the time and information necessary to take appropriate precautions. South Texas College is responsible for issuing timely warnings for all *Clery Act* crimes that occur (e.g. criminal incidents reported to campus security authorities (CSAs) or local police agencies and considered by the institution to represent a serious or continuing threat to students and employees). The Department of Education's *Handbook for Campus Safety and Security Reporting* 2016 edition states

“The timely warning policy should not be limited to certain types of *Clery Act* crimes and it may include non-*Clery Act* crimes. That is, although the *Clery Act* mandates timely warnings only for *Clery Act* crimes, nothing in the law prohibits timely warnings for other crimes that may pose a serious or continuing threat to the campus community.”

We reviewed South Texas College's daily crime log which includes all criminal incidents and alleged criminal incidents reported to a CSA, campus police or local law enforcement personnel. The crime log that we reviewed included all reported criminal incidents from 9/1/2017 – 7/25/2019. Reported criminal incidents during this time period were classified as forcible entries, drug possessions, public intoxication, terroristic threats, stalking, and sexual assaults. During this time period, forty-one (41) criminal incidents were recorded in the College's crime log and the College issued only one timely warning. While we appreciate that there is no correlation between the number of reported criminal instances and the issuance of a warning, given that each reported criminal incident is evaluated



independently, we find it improbable that the College would only find cause to issue one timely warning over a two year time period. None of the reported criminal incidents classified as domestic violence, stalking, or sexual assault resulted in the issuance of a timely warning, including an incident reported by the local newspaper on 7/17/2019 in which a man allegedly exposed himself in front of a student. It was also reported that the suspect is accused of grabbing the student's genitals over his clothes, at which point the student backed away and exited the restroom.

Management indicated that the reason for not issuing timely warnings was based on their assessment that the reported criminal incident did not pose a 'continuing threat to the campus community.' That interpretation ignores the requirement to issue timely warnings related to 'serious' criminal incidents as well as incidents that pose a continued threat to the campus community and potentially would not allow students, faculty, and staff to take appropriate precautions. Moreover, the Department of Education's *Handbook for Campus Safety and Security Reporting* 2016 edition states:

“Even if you don’t have all of the facts surrounding a criminal incident that represents a serious and continuing threat to your students and employees you must issue a warning.”

It is important to note that with respect to issuing timely warnings, management's current practices are not out of compliance with the *Clery* Act. However, management's disinclination for issuing timely warnings as well as the lack of sufficient internal controls over this process pose an increased risk to the College in the way of fines levied by the Department of Education. The College's existing procedures for issuing timely warnings are detailed in Appendix - B.

**Recommendation:**

7. Out of an abundance of caution for the safety of students, faculty, staff, and the community at large as well as to mitigate the risk of potential fines to the College, management should consider taking appropriate corrective actions to ensure that existing procedures related to the issuance of timely warnings are sufficient. Specifically, management should consider expanding upon existing procedures related to the issuance of warnings to include the following:
  - a. Requiring the Chief Administrator to document a justification or detailed description for why a timely warning is issued or for not issuing a timely warning (audit trail);
  - b. Requiring a periodic (e.g. quarterly, semi-annual, annual) supervisory review of the Chief Administrator's decisions to issue or to refrain from issuing timely warnings



to ensure that such decisions are being made consistent with the Department of Education's guidelines;

- c. Establishing requirements for issuing timely warnings for reported criminal instances that are deemed 'serious' as well as for reported criminal instances that pose a 'continued threat' to the campus community;
- d. Establishing a requirement to ensure that timely warnings are issued even prior to all of the facts related to the event being known;
- e. Establishing a delegation of responsibility for issuing timely warnings in the event that the Chief Administrator is absent or unavailable;
- f. Expanding requirements for the issuance of timely warnings to include non-*Clery* Act crimes as well as *Clery* Act crimes as recommended by the Department of Education.

**Management Response:**

Accept audit recommendation, but with alternative corrective action

7. As the audit states above, the College's practices are in compliance with the Clery Act.

The Department of Public Safety practices regarding timely warnings were reviewed with the Internal Auditor and with an attorney from The National Center for Higher Education Risk Management (TNG) Group, LLC (TNG). TNG specializes in providing colleges and universities with consultation, resources, and training in the field of Clery Act, VAWA, Title IX and Behavioral Intervention Teams. The College is under an agreement with this group of attorneys for all these types of services. The attorney informed the Internal Auditor that the College's practices for issuing timely warnings to the campus community are correct. The TNG attorney advised that the College should not arbitrarily follow the practices of other colleges and/or universities since they may be overusing timely warning notifications causing alert fatigue. The attorney indicated that some institutions are not following Clery Act Handbook requirements and other institutions should not be used to determine the correct procedure for the issuance of timely warnings.

- a. The Chief of Police or designee issues Timely Warnings in compliance with the Handbook for Campus Safety and Security Reporting 2016 Edition for Clery Act or Non-Clery Act Crimes (Handbook). The Chief of Police or designee determines, on a case-by-case basis, whether and when to issue a timely warning in light of all available facts surrounding a criminal incident that represents a serious and continuing threat to students and employees. An incident report narrative was prepared for each of the forty-one (41) incidents listed on



- the crime log. These narratives document the nature of the incident, which support the reason a timely warning was issued or not issued. The Internal Auditor was invited to visit the Department of Public Safety to review these narratives. The Internal Auditor did not review the narratives. A justification or detailed description for why a timely warning is issued or for not issuing a timely warning is not required. Nevertheless, the Chief of Police will prepare an incident report to document the decision, including the justification and description.
- b. Periodic supervisory review of timely warnings issued by the Chief of Police or designee is not required. Nevertheless, the Department of Public Safety will prepare and submit a quarterly report effective September 1, 2020, to the Clery Act Committee.
  - c. As per Clery Act trainings and the Handbook, the Chief of Police or designee consider both, the seriousness and continuing threat, for each incident reported.
  - d. As per Clery Act trainings and the Handbook, the Chief of Police or designee issue timely warnings even prior to all of the facts related to the event being known and provide additional information as it becomes available.
  - e. The Chief of Police's designee issues the timely warnings in the event the Chief of Police is unavailable. The Chief of Police's designees are the Police Lieutenant or Police Sergeant, as applicable.
  - f. The Chief of Police or designee issue timely warnings for non-Clery Act crimes if they pose a serious or continuing threat to the campus community.

### **Management Responses to Auditor's Specific Comments**

- I. Management disagrees with the internal audit report statement,

*"We find it improbable that the College would only find cause to issue one timely warning over a two-year time period."*

- The Department of Public Safety follows the guidance provided by The Handbook for Campus Safety and Security Reporting 2016 Edition, including that each incident is evaluated on a case by case basis. The guidance that is followed includes issuing a timely warning notice if a reported crime is considered by the institution to represent a serious or continuous threat to students and employees. The Chief of Police or designee deemed that only one of the cases warranted a timely warning.
- There is no requirement of a minimum or maximum number of timely warnings in the Clery Act or in the Handbook.
- Factors that assist the Department of Public Safety to maintain the timely warnings to a minimum, include the proactive measures established at the College, such as surveillance



cameras and community oriented policing tactics (proactive patrolling, lighting, and collaboration with other College departments, such as Facilities).

- In 2017, South Texas College was recognized by ADT (American District Telegraph), based out of Boca Raton, FL, in an article posted on their website titled Safest College Campus by State. South Texas College was chosen based off the following: 435 total schools met our required criteria for this study, and considered four main factors to determine campus safety: hate crimes per enrolled students, violence against women per enrolled females, property crime per population, and violent crime per population. These factors were calculated based on every 1,000 students, females, or residents in each location. Reported hate crimes, instances of violence against women, and violent crime made up 90% of the final score.

II. Management disagrees with the internal audit report statement,

*“None of the reported criminal incidents classified as domestic violence, stalking, or sexual assault resulted in the issuance of a timely warning, including an incident reported by the local newspaper on 7/17/2019 in which a man allegedly exposed himself in front of a student. The article went on to state that the man grabbed the student over his clothes. Management indicated that the reason for not issuing timely warnings was based on their assessment that the reported criminal incident did not pose a ‘continuing threat to the campus community.’ That interpretation ignores the requirement to issue timely warnings related to ‘serious’ criminal incidents as well as incidents that pose a continued threat to the campus community and potentially would not allow students, faculty, and staff to take appropriate precautions.”*

The Department of Public Safety, immediately upon arrival to the incident, established that the elements for this crime constituted the offense of indecent exposure and not sexual assault. After evaluation by the South Texas College Department of Public Safety, the incident was not deemed to be a serious or continuous threat to students or employees to issue a timely warning as stated on the Department of Education 2016 Edition Handbook. The local newspaper that the Internal Auditor references, reported the incident as an indecent exposure and not a sexual assault and the details were inaccurate. The Department of Public Safety takes each Clery or non-Clery Act crime serious and evaluates each incident on a case by case basis for any continuous threat to the campus community. If the crime is considered to represent a serious or continuous threat to the college community, regardless if all the facts surrounding the criminal incident are available, a timely warning is issued.



III. Management disagrees with the internal audit report statement,

*“Management ignores the requirements to issue timely warnings to serious criminal incidents as well as incidents that pose a continuous threat to the campus community.”*

The Department of Public Safety follows the Handbook for Campus Safety and Security Reporting 2016 Edition, which indicates that timely warnings are issued if they are considered by the Department of Public Safety to represent a serious or continuing threat to students and employees.

- IV. In connection with statement in III above, the Internal Auditor Report indicates that *“Even if you don’t have all of the facts surrounding a criminal incident that represents a serious and continuing threat to your students and employees you must issue a warning.”* The Department of Public Safety follows the Handbook for Campus Safety and Security Reporting 2016 Edition, specifically that timely warnings are issued as soon as all pertinent information is available and even if all the facts surrounding the criminal incident that represents a serious and continuous threat to students and employees are not known.

**Responsible Individual:**

Interim Chief of Police

**Implementation Date:**

3/1/2020

## CONCLUSION

Achieving full compliance with the *Clery* and *Violence against Women Reauthorization Act* is an incredibly challenging task. In completing the audit we observed that the College’s management has put forth a great deal of effort to ensure compliance with these regulations. In reviewing the guidance put forth by the Department of Education, we observed that the college adhered to most of the requirements detailed in the 265 page Handbook.

Overall, we determined that the College established a moderate system of internal controls over the *Clery* and *Violence against Women Reauthorization Act*. The audit identified several opportunities where improves to controls could be realized, including ensuring that the College’s annual security



report is periodically reviewed and updated and that no policy statements are excluded; that the *Clery Act* crime statistics are included within the ASR, ensuring that sufficient procedures are in place related to the issuance of timely warnings; ensuring that emergency notifications are distributed in a manner consistent with existing procedures; ensuring that the procedures for issuing emergency notifications are consistent with the Department of Education's Handbook requirements; ensuring that criminal offenses are reported in multiple categories when applicable; and taking action to ensure that all campus security authorities complete *Clery Act* training as well as return their annual 'Campus Security Authority Reporting' forms on time.

We wish to express our appreciation to the management and the staff of the College's Department of Public Safety for the courtesy and cooperation extended to us during this engagement.



Khalil M. Abdullah CPA, CIA, CGAP, MAcc  
Internal Auditor

8/18/2020



Jose Luis Silva CIA, CFE, CGAP  
Staff Audit Specialist

8/18/2020



---

## **APPENDIX - A**

### **Campus Security Authority**

Campus Security Authority (CSA) is a *Clery Act* specific term that encompasses 4 groups of individuals and organizations associated with an institution.

1. A campus police department or campus security department of an institution. All individuals who work for the police department are CSAs;
2. Any individual or individuals who have responsibility for campus security but who do not constitute a campus police department or security department (e.g. an individual who is responsible for monitoring the entrance into institutional property;
3. Any individual or organization specified in an institution's statement of campus security policy as an individual or organization to which students and employees should report criminal offenses;
4. An official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline and campus judicial proceedings.

If someone has significant responsibility for student and campus activities, he or she is a campus security authority.



**APPENDIX - B**  
**College's Procedures for Issuing**  
**Timely Warning(s) or Emergency Notification(s)**

**Timely Warnings** (p. 4 Annual Security Report)

In the event of an ongoing threat to the safety of students or employees, either on or off campus, the Chief Administrator, Department of Public Safety or designee will issue a campus wide timely warning. The warning will be issued through the college e-mail system to students, faculty, and staff. Anyone with information warranting a timely warning should report the circumstances to the South Texas College Department of Public Safety by contacting (956-872-4444)

**Issue Campus Alerts** (p.2 Department of Public Safety Clery Act Procedure)

Timely warnings are to be issued for any Clery Act crimes that represents an ongoing threat to the safety of students or employees.

**Emergency Notification** (p. 4 Annual Security Report)

Upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health and safety of students or employees, the Chief Administrator or designee may issue an emergency notification through the STC RAVE Mass Notification System. The notification will be issued via text messaging, telephone notification, and email. Texas state law requires all students and employees of the college to be automatically enrolled in the program.

**Issue Campus Alerts** (p.2 Department of Public Safety Clery Act Procedure)

Emergency notifications will be issued upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health and safety or employees occurring on campus.



## **Review and Acceptance of Internal Audit Annual Report for FY 2020**

Acceptance of the Internal Audit Annual Report is requested.

Purpose – “Texas Government Code Section 2102.015 *Publication of Audit Plan and Annual Report on Internet* requires state agencies and institutions of higher education to post certain information on their website. To comply with Texas Government Code 2102.015, an Internal Audit Annual Report has been completed.”

Justification – The Internal Audit Annual Report provides the Finance, Audit, and Human Resources Committee and the Board of Trustees with information related to the Internal Audit Function’s activities over the past fiscal year. Specifically, the annual report includes the prior year’s approved projects and audit plan; a summary of findings; management’s plan for corrective action; implementation status of corrective action; and next fiscal year’s approved projects and audit plan.

Enclosed Documents - A copy of the Internal Audit Annual Report follows in the packet for the Board’s information and review.

Presenters – Mr. Khalil Abdullah, Internal Auditor, presented at the September 8, 2020 Finance, Audit, and Human Resources committee meeting and was available to discuss and address any questions by the Committee.

The Internal Audit Annual Report includes a summary of findings along with management’s planned corrective actions for the following completed audits: Financial Aid and the Clery & Violence Against Women’s Reauthorization Act.

The Finance, Audit, and Human Resources Committee recommended Board acceptance of the Internal Audit Annual Report as presented.

### **Recommendation:**

It is recommended that the Board of Trustees of South Texas College accept the Internal Audit Annual Report as presented.

**The Following Minute Order is proposed for consideration by the Board of Trustees:**  
The Board of Trustees accepts the Internal Audit Annual Report as presented.

### **Approval Recommended:**

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





**SOUTH TEXAS  
COLLEGE**

# Internal Audit Annual Report Fiscal Year 2020

Prepared by:  
The Office of Internal Audits  
Khalil M. Abdullah



## Table of Contents

<b>I.</b>	<b>Compliance with TGC, Sec 2102.015 .....</b>	<b>3</b>
<b>II.</b>	<b>Internal Audit Plan for Fiscal Year 2020.....</b>	<b>4</b>
<b>III.</b>	<b>Consulting and Nonaudit Services.....</b>	<b>6</b>
<b>IV.</b>	<b>External Quality Assurance Review (Peer Review) .....</b>	<b>6</b>
<b>V.</b>	<b>Summary of Findings and Management’s Corrective Action Plan .....</b>	<b>7</b>
<b>VI.</b>	<b>Internal Audit Plan for Fiscal Year 2021 .....</b>	<b>10</b>
<b>VII.</b>	<b>External Audit Services – Fiscal Year 2020 .....</b>	<b>12</b>
<b>VIII.</b>	<b>Reporting Suspected Fraud and Abuse .....</b>	<b>12</b>



## **I. Compliance with TGC, Sec 2102.015**

Texas Government Code Section 2102.015 was added by House Bill 16 (83<sup>rd</sup>. Legislature) on June 14, 2013. House Bill 16 amended the Internal Auditing Act to require state agencies and institutions of higher education, as defined in the bill, to post agency internal audit plans, internal audit annual reports, and any weaknesses or concerns resulting from the audit plan or annual report on the entities' website, at the time and in the manner provided by the State Auditor's Office. Specifically, the College must post the following information within 30 days of approval by the Board of Trustees:

- The approved audit plan for the current fiscal year;
- The audit plan from the previous fiscal year;
- A detailed summary of the weaknesses, deficiencies, wrongdoings, or other concerns raised by the audit plan or annual report; and
- A summary of the action taken by the College to address concerns raised by the audit plan or annual report.

To comply with the requirements, South Texas College's Office of Internal Audits will submit its Internal Audit Annual Report to the website coordinators to be posted on the Internal Audit section of the College's website no later than 30 days after the Board of Trustees approves the current year audit plan at its August 25, 2020 scheduled meeting. This report includes all the elements required by Texas Government Code Section 2102.015.



## II. Internal Audit Plan for Fiscal Year 2020

The Board of Trustees approved the internal audit plan for fiscal year 2020 on July 23, 2019. The audit plan was prepared using risk assessment techniques as required by the Institute of Internal Auditor (IIA) *Standards*. Appropriate revisions to the FY 2020 audit plan were made and subsequently approved by the Board on June 23, 2020.

All audits that were not completed in FY 2020 were carried forward and included in the FY 2021 audit plan.

### FY 2020 (Scheduled)

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

\*Approved as a single audit project, and split into two projects. The Title IX Audit will be moved to the FY 2022 Audit Plan, to allow College staff time to review and implement the new requirements from the Department of Education.



Office of Internal Audits  
Fiscal Year 2020 Audit Plan

<b>FY 2020 Audit Plan - Engagements</b>	<b>Status of Plan</b>
<b>Risk Based Audits</b>	
Financial Aid - Third Party Programs Audit	1/7/2020
Office of Internal Audit - Quality Assurance and Improvement Program - Internal Assessment	Reporting Phase
HR Processes - Faculty Credentials	Reporting Phase
Banner Computer System Security and Access Audit	Reporting Phase
Clery Act and VAWA	9/8/2020
MOUs for Early College High School and Dual Credit	Fieldwork Phase
Science Lab Safety and Storage Compliance	Fieldwork Phase
Travel	Moved to FY 2021
<b>Consulting Engagements</b>	
Child & Adult Care Food Program CACFP - Application Process	10/1/2019
State Auditor's Office - Catch the Next Compliant: 20-0044	11/7/2019
CARES Act Compliance Review	In Process
<b>Follow Up</b>	
Financial Aid - Third Party Programs Audit	7/30/2020
<b>Other Audit Responsibilities and Special Projects</b>	
Fraud Survey	10/8/2019
Administration (e.g. secure resources, budget development, etc.)	In Process
Annual Financial Report [CAFR]	In Process
Misc. data analytics / fraud detection procedures, fraud risk assessment	In Process
Est. the Quality Assurance and Improvement Program (QAIP & QAR)	In Process
Professional Development & Training (40 hrs.CPE)	In Process
Annual Risk Assessment & Risk Based Audit Plan Development	6/27/2020
Annual Report [Texas Govt. Code Sec. 2102.015]	9/8/2020
Unassigned/Unplanned/Mgmt. Special Requests	N/A



### **III. Consulting and Nonaudit Services**

The Office of Internal Audit's staff worked on three consulting engagement in FY 2020:

- Child and Adult Care Food Program [CACFP] Application Submission Process;
- State Auditor's Office Complaint No. 20-0044 related to data requests from Catch the Next [CTN];
- Coronavirus Aid, Relief, and Economic Security CARES Act Compliance Review.

### **IV. External Quality Assurance Review (Peer Review)**

IIA *Standard* 1312 requires an external assessment of an internal audit activity be conducted at least once every five years by a qualified, independent assessor or assessment team from outside the organization. The Office of Internal Audits is in its fourth year of operations.

IIA *Standards* allows for the completion of a self-assessment that includes a comprehensive and fully documented process completed by the Internal Auditor with independent external validation. In FY 2020 the Internal Auditor completed a comprehensive self-assessment and provided the results to the President and the Vice President of Finance and Administrative Services on 2/3/2020. The results of the internal self-assessment are projected to be reviewed in FY 2021 by a qualified, independent external assessor.



## **V. Summary of Findings and Management's Corrective Action Plan**

Report No.	Report Date	Project Name	Summary of Finding	Summary of Corrective Action Plan	Status of Correction Action Plan
20-01	1/7/2020	Financial Aid - State Awards	The department's Handbook of Operating Procedures was not updated to reflect recent changes in procedures related to the submission frequency of reports sent to the National Student Clearinghouse.	Management agrees with the recommendation and the following action has been taken. The National Student Clearinghouse enrollment and graduate reporting process and timelines have been added to the Handbook of Operating Procedures Manual.	Fully Implemented
20-02	9/8/2020	Clery Act and VAWA Act Audit	All designated CSA's should provide their 'Campus Security Authority Reporting' form to the Dept. of Public Safety.	All CSA forms for calendar year 2018 and 2019 were completed and submitted to the Dept. of Public Safety. Efforts to reach 100% compliance with the CSA reporting requirements will include escalating noncompliance to the VP and President.	Follow up - Pending
20-02	9/8/2020	Clery Act and VAWA Act Audit	Management should ensure that all designated CSA's complete their Clery Act trainings.	All employees required to complete CSA training for calendar year 2018 and 2019 have done so. Efforts to reach 100% compliance in this area will include escalating noncompliance to the VP and President level.	Follow up - Pending



Report No.	Report Date	Project Name	Summary of Finding	Summary of Corrective Action Plan	Status of Correction Action Plan
20-02	9/8/2020	Clery Act and VAWA Act Audit	Management should ensure that reported criminal incidents that meet the definition of more than one category are reported in each applicable category as required.	Mgmt. agrees that reported criminal incidents that meet the definition of more than one category are recorded in each applicable category as required.	Follow up - Pending
20-02	9/8/2020	Clery Act and VAWA Act Audit	Mgmt. should ensure that the <i>Clery Act</i> crime stats are included within the annual security report (ASR).	In addition to reporting the three years of crime stats on the College's Clery Reporting website, the crime stats have also been included as an appendix within the ASR.	Follow up - Pending
20-02	9/8/2020	Clery Act and VAWA Act Audit	Mgmt. should review the ASR and include all missing policy statements. The ASR should be periodically reviewed and updated to ensure completeness.	The Dept. of Public Safety has updated the ASR to include the 4 policy statements and will continue to monitor all 94 currently required policy statements are included in the ASR.	Follow up - Pending



Report No.	Report Date	Project Name	Summary of Finding	Summary of Corrective Action Plan	Status of Correction Action Plan
20-02	9/8/2020	Clery Act and VAWA Act Audit	Mgmt. should ensure that emergency notifications are issued to the entire campus community upon confirmation of a significant emergency involving an immediate threat to the health and safety of students or employees.	The College's ASR policy statement related to the issuance of emergency notifications will be revised to indicated that emergency notifications will be issued upon confirmation of a significant emergency or dangerous situation. Mgmt. issues emergency notifications in accordance with the College's ASR procedures and the Dept. of Education's Handbook for Campus Safety and Security Reporting 2016 Edition.	Follow up - Pending
20-02	9/8/2020	Clery Act and VAWA Act Audit	Mgmt. should consider improving existing procedures related to the issuance of timely warnings.	The College was not found to be out of compliance in this area. The Chief of Police will prepare an incident report to document the decision, including the justification and description. Quarterly reports will be prepared and submitted to the Clery Act Committee.	Follow up - Pending



## **VI. Internal Audit Plan for Fiscal Year 2021**

In accordance with the Institute of Internal Auditor's (IIA) *Standard* 2010, a formal audit plan is required for fiscal year (FY) 2021. An entity-wide risk assessment was conducted to evaluate each area based on current conditions, circumstances, and management concerns. Input to the annual plan was requested from the Board, the President, Vice presidents, and other senior managers. Major goals and institutional objectives were reviewed to identify areas where value-added audit services could be provided. On August 25, 2020 South Texas College's Board of Trustees approved the following projects for FY 2021.

### **FY 2021 (Scheduled)**

1. Fraud Survey
2. Memorandum of Understanding for Early College High Schools and Dual Credit
3. Banner Computer System Security and Access
4. Science Lab Safety and Storage Compliance
5. Human Resources 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 (TRS)
12. Office of Internal Audit – Quality Assurance and Improvement Program –  
External Assessment/Peer Review
13. CARES Act Compliance Review



Office of Internal Audits  
Fiscal Year 2021 Audit Plan

<b>FY 2021 Audit Plan - Engagements</b>		
<b>Risk Based Audits</b>	<b>Hours</b>	<b>Percent</b>
MOUs for Early College High Schools and Dual Credit	100	3%
Banner Computer System Security and Access	50	2%
Science Lab Safety and Storage Compliance	150	5%
Human Resources Processes - Faculty Credentials	200	6%
Financial Aid - Federal Awards	200	6%
Contractor Adherence to Prevailing Wage Rate Determination	200	6%
Faculty Overloads & Stipends	200	6%
Travel	150	5%
Purchasing	200	6%
Teacher Retirement System of Texas (TRS)	200	6%
Office of Internal Audit - QAIP - External Assessment	200	6%
<b>Subtotal</b>	<b>1850</b>	<b>57%</b>
<b>Other Audit Responsibilities and Special Projects</b>	<b>Hours</b>	<b>Percent</b>
Fraud Survey	100	3%
Administration (e.g. secure resources, align with IIA, etc.)	150	5%
Annual Financial Report [CAFR]	25	1%
Misc. data analytics / fraud detection procedures	150	5%
Professional Development & Training (40 hrs.CPE)	100	3%
Annual Risk Assessment & Risk Based Audit Plan Development	250	8%
Annual Report [Texas Govt. Code Sec. 2102.015]	200	6%
Follow-up on reported findings	275	8%
Unassigned/Unplanned/Mgmt. Special Requests	150	5%
<b>Subtotal</b>	<b>1400</b>	<b>43%</b>
<b>Total</b>	<b>3250</b>	<b>100%</b>



## **VII. External Audit Services – Fiscal Year 2020**

All external audit services that were procured or were ongoing in fiscal year 2020 by South Texas College are listed below.

- Carr, Riggs & Ingram - Annual Financial Statement Audit;
- THECB – Desk Review of Perkins Career and Technical Education Basic Grants to States CFDA #84.048, Award #19210 and Award #19867;

## **VIII. Reporting Suspected Fraud and Abuse**

South Texas College has taken the following actions to implement the fraud detection and reporting requirements of Section 7.09 of the 84<sup>th</sup> Legislature's General Appropriations Act, and Texas Government Code, Section 321.022:

- A confidential fraud hotline is available for employees to report suspected fraud.
- Solicits feedback from employees related to fraud through an annual fraud survey.
- Established formal guidelines for reporting and investigating suspected or known fraud, waste, abuse and other improprieties;
- South Texas College's *Guidelines for Reporting and Investigating Suspected or Known Fraud, Waste, Abuse and Other Improprieties* describes how to report suspected fraud to the State Auditor's Office and includes information on the State Auditor's Office Fraud, Waste, and/or Abuse Hotline.



## **Review and Action as Necessary on the Pecan Campus Library Building F Renovation and Expansion Feasibility Study and Authorization to Proceed with Schematic Design**

Review and recommend action on the Pecan Campus Library Building F Renovation and Expansion feasibility study is requested.

### **Purpose**

The review of the Pecan Campus Library Building F Renovation and Expansion feasibility study will acknowledge the findings and recommendations of the report prepared by the architect.

### **Justification**

The review is needed to provide the Board with information on the possible options.

### **Background**

On June 25, 2019, the Board of Trustees approved ERO Architects (ERO) to evaluate the existing library facility, provide recommendations for renovation and expansion, and prepare design documents.

ERO has reviewed previous reports and plans, and visited the site of the existing library. They have met with various staff, and developed a feasibility study with four (4) options for expanding and renovating the Pecan Campus library. The construction budget for this project is \$11.5 million. Below is a summary of the options.

- **Option 1 – South Expansion Full Building Program**

Features a new Grand Entry Mall that incorporates the library staff's full building program and separates extended hour spaces from the main library functions.

- Probable Construction Cost \$14.01 million
- Existing Library Space to be Renovated 65,990 sq ft
- New South Expansion 15,120 sq ft

- **Option 2 – South Expansion Relocates Educational Technologies (E.T.) Department**

Features a new Grand Entry Mall that separates the Rainbow Room from the main library functions.

- Probable Construction Cost \$11.49 million
- Existing Library Space to be Renovated 65,990 sq ft
- New South Expansion 8,000 sq ft

- **Option 3 – North Expansion**

Features new north façade and enhances the expansion of the view of the library from Pecan Blvd.

- Probable Construction Cost \$11.49 million
- Existing Library Space to be Renovated 65,990 sq ft
- New North Expansion 8,000 sq ft



- **Option 4 – South Expansion Preferred Program**

Features a new Grand Entry Mall that separates the Rainbow Room, extended hours space & makerspace from main library functions.

- |  |                 |
|--|-----------------|
| ○ Probable Construction Cost             | \$11.49 million |
| ○ Existing Library Space to be Renovated | 65,990 sq ft    |
| ○ New South Expansion                    | 8,000 sq ft     |

The architect's presentation offers four options, and includes a diagram with a mass model, the site plan, a bubble diagram of proposed space use, furniture test fits, describes the space efficiency and seating improvements, program and scope process, and budgets for each of them. The presentation will also provide the justifications for College staff's recommendation to approve the architect's preferred Option 4.

### **Funding Source**

Funds for Design Services for the Pecan Campus Library Building F Renovation and Expansion Project 2016-018C, totaling \$842,266, are budgeted in the Unexpended Construction Plant Fund for use in fiscal year 2020-2021.

Design Services includes the feasibility study, schematic design, design development, construction documents, bidding, and construction administration.

### **Reviewers**

The proposed recommendations have been reviewed by staff from the Library & Learning Support Services, Facilities Operations & Maintenance, and Facilities Planning & Construction departments, and Administration.

### **Enclosed Documents**

The packet includes the presentation from the architect on the four options.

The full feasibility study from the architect is provided under separate cover for the Board's review and information.

### **Presenters**

Mr. Eli Ochoa from ERO Architects attended the Facilities Committee meeting to present the firm's recommendations to the Committee.

During the presentation, Mr. Gary Gurwitz, Facilities Committee Chairman, noted that the study was conducted to determine whether expansion at the current site was feasible, and if so, to recommend best options for such an expansion. Mr. Gurwitz noted that ERO Architects had clearly determined that expansion of the current library was feasible, and provided four options for the College to consider in such a project.

Mr. Gurwitz then asked whether such an expansion was necessary at this time, and whether the expansion would adequately serve expected reasonable growth at the Pecan Campus.

- Mr. Ochoa and college administration opined that any of the proposed options would adequately serve an enrollment population of approximately 13,000 students at the Pecan Campus, and the current campus population was approximately 10,000.



- Administration further noted that the current facilities were designed to meet that approximate enrollment, and that the Pecan Campus Master Plan projected a maximum campus enrollment, with the planned additional facilities constructed, of 15,000.

Mr. Gurwitz also asked whether the timing was right to undertake such a project, with the impact of COVID-19 causing reduced enrollment and shifting many students to online enrollment.

- Mr. Ochoa stated that the recommended Option #4 would nearly double the current capacity of the Pecan Campus library, and the other three options would actually expand capacity beyond that. Under current pandemic measures, occupancy was limited by a percentage of normal operating occupancy, and Mr. Ochoa observed that the expansion would increase occupancy, and therefore availability to students, under both pandemic measures and during normal operating procedures.
- Administration agreed with Mr. Ochoa that the expansion would provide additional space for student use of the library during the current pandemic health and safety protocols, and would serve well as enrollment stabilized after the pandemic crisis resolved.

Dr. Alejo Salinas, Jr., noted that the project was planned to ensure that the library was adequate for accreditation purposes, and asked about the impact of any delayed construction on compliance.

- Dr. Reed agreed that compliance with accreditation standards was a significant issue. She noted that the accreditation review would likely take positive note that the College had undertaken the feasibility study. She further noted that the reaffirmation visit was scheduled for the week of September 14, 2020, before the next Board meeting, and she anticipated that any specific feedback on the Pecan Campus Library could be related to the Board at the September 22, 2020 Regular Board Meeting.

Dr. David Plummer, Vice President for Information Services, Planning, Performance, and Strategic Initiatives, and Dr. Jesus Campos, Dean of Library and Learning Support Services, provided the following justification to proceed with the renovations as soon as practical:

- The timeline to complete the renovation/expansion is at least 18-24 months out. This aligns with many estimates of when a vaccine will become available which will lead to the end of the pandemic. Administration expects the Pecan campus enrollment to begin rebounding at that time as well and begin to approach pre-pandemic levels. A renovation/expansion during the next 18-24 months would lessen the impact on students as there is expected to be less student traffic on campus during this period of time.
- Funding for this project was previously set aside. ERO architects predict that the cost of construction will rise as well so delaying the project would increase costs



and potentially exceed the budget. However, the remaining phases of the project will still provide an opportunity following the schematic design phase before a decision on construction is made.

- While we believe that the library will not impact the current reaffirmation of accreditation, there could be an impact during the 5th year interim review. With the Deaton study and the ERO feasibility study, there is potential that SACSCOC could have a finding if the College has not taken meaningful steps to address the identified issues.

Mr. Paul R. Rodriguez suggested that the Committee postpone making any recommendation for action, and instead asked administration to recommend any action for the Board to consider on September 22, 2020. Mr. Gurwitz agreed with the suggestion.

The Facilities Committee took no action.

Administration recommends the Board acceptance of the Pecan Campus Library Building F Renovation and Expansion feasibility, approval of Option #4 as identified, and authorization to move forward with schematic design

**Recommendation:**

It is recommended that the Board of Trustees of South Texas College approve and authorize acceptance of the Pecan Campus Library Building F Renovation and Expansion feasibility study, approval of Option #4 as presented, and authorization to move forward with schematic design.

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

The Board of Trustees approves and authorizes acceptance of the Pecan Campus Library Building F Renovation and Expansion feasibility study, approval of Option #4 as presented, and authorization to move forward with schematic design.

**Approval Recommended:**

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



Staff  
Recommendation:  
Proceed to  
schematic design  
phase with Option 4

## Rationale

- Moving forward will support 5<sup>th</sup> year SACSCOC interim review
- It makes sense to begin construction before density at the Pecan Campus returns to pre-Covid-19 levels
- Funding for this project has been programmed in advance
- Remaining phases in the project will provide time to reassess based on future enrollment trends



# Option 1

## South Expansion – Full Program

**Probable Construction Cost: \$14.01M**

Features a new Grand Entry Mall that incorporates the library staff's full building program and separates extended hour spaces from the main library functions.

## SOUTH TEXAS COLLEGE PECAN CAMPUS LIBRARY RENOVATION FEASIBILITY STUDY



### PROS/CONS

#### PROS

- » Accommodates all spaces within the library building program (although some are reduced).
- » Provides good connection between parking and central campus corridor.
- » Visibility from connection through library space increased.
- » Allows for separation between extended hours spaces (Rainbow Room, extended study space, and makerspace) and secured library side.
- » Educational Technologies Department occupies space on the 1st and 2nd floors.

#### CONS

- » Accommodating Educational Technologies Department will limit future expansion of the library collection.
- » Full capacity for Rainbow Room will be additional cost.
- » This option does not meet budget.

### MASS MODEL

- Reduces available parking
- Increases connectivity



### SITE PLAN

- Library 65,990 SF
  - » 46,070 SF First Floor
  - » 19,920 SF Second Floor
- South of Building
- Expansion
  - » Approx. 15,120 SF
- Regulatory Agencies
  - » Meets All Requirements

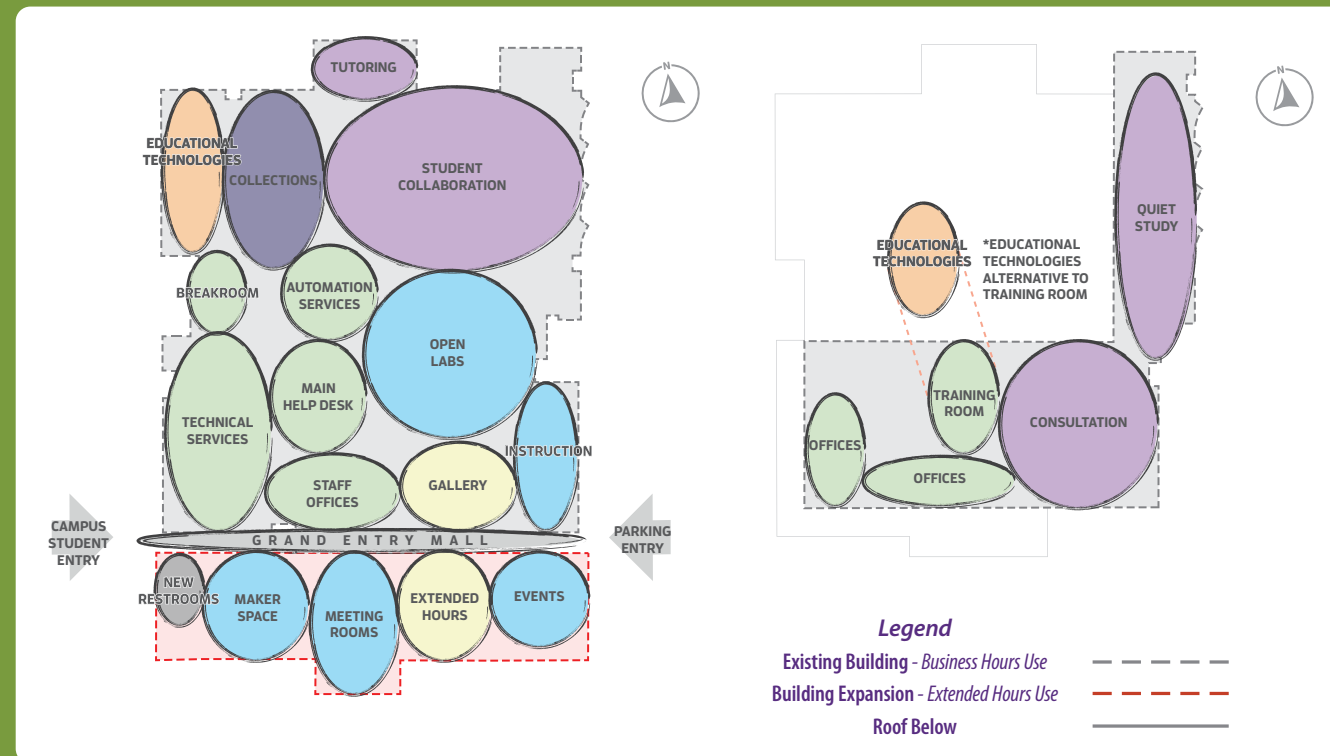


### BUBBLE DIAGRAMS

- Improves seating capacity
- Improves space efficiency

#### 1st Floor

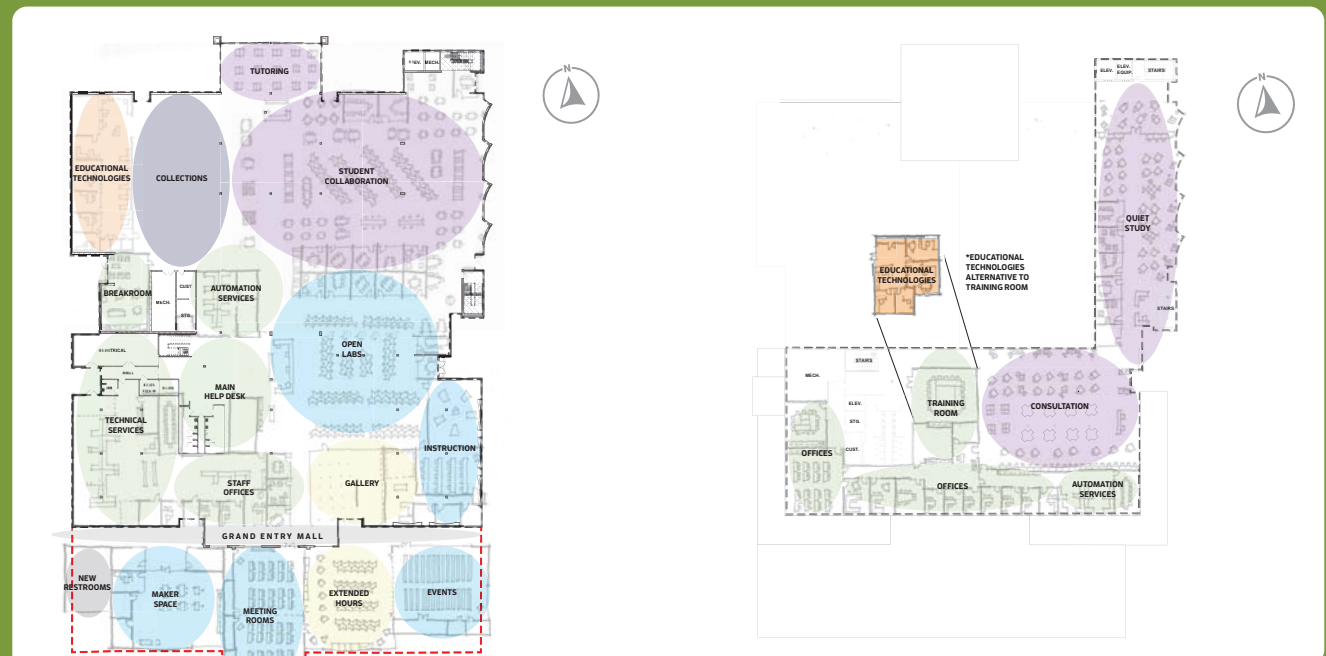
#### 2nd Floor



### FURNITURE TEST FITS

#### 1st Floor

#### 2nd Floor



© 2020 ERO Architects. Images are for illustration purposes only. Project is in development and these may not represent final designs.



# Option 2

Relocates Educational Technologies Department  
**Probable Construction Cost: \$11.49M**  
Features a new Grand Entry Mall that separates the Rainbow Room & extended hours space from the main library functions.

## SOUTH TEXAS COLLEGE PECAN CAMPUS LIBRARY RENOVATION FEASIBILITY STUDY



### PROS/CONS

- **PROS**
  - » Provides good connection between parking and central campus corridor.
  - » Visibility from connection through library space increased.
  - » Provides separation between extended functions (Rainbow Room and extended hours space) and secured library.
  - » Collection can expand as program requires.
- **CONS**
  - » Relocates Educational Technologies to a new location.
  - » Makerspace is located in the main library functions.
  - » Full capacity for Rainbow Room will be an alternate; Approximately 50 seats will be part of the alternate.

### MASS MODEL

- Reduces available parking
- Increases connectivity



### SITE PLAN

- Library 65,990 SF
  - » 46,070 SF First Floor
  - » 19,920 SF Second Floor
- South of Building
- Expansion
  - » Approx. 8,000 Sf
- Regulatory Agencies
  - » Meets All Requirements

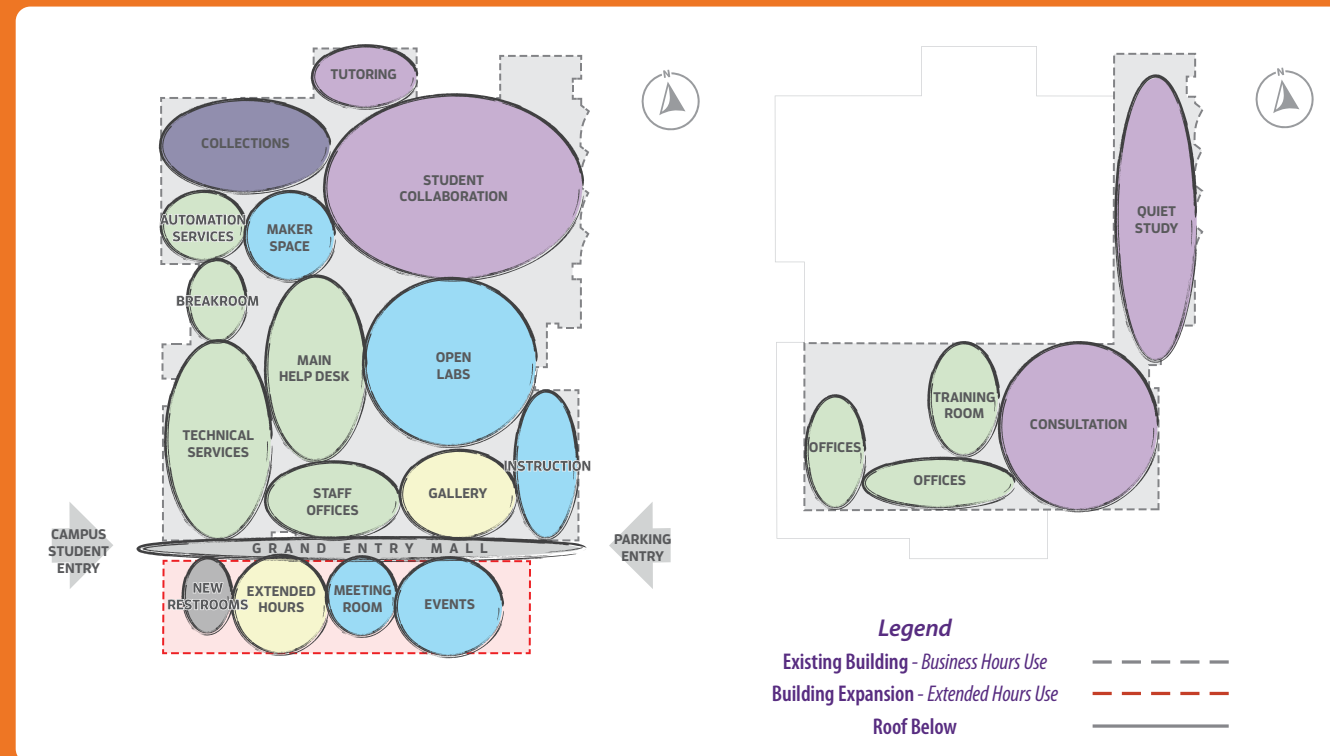


### BUBBLE DIAGRAMS

- Improves seating capacity
- Improves space efficiency

#### 1<sup>st</sup> Floor

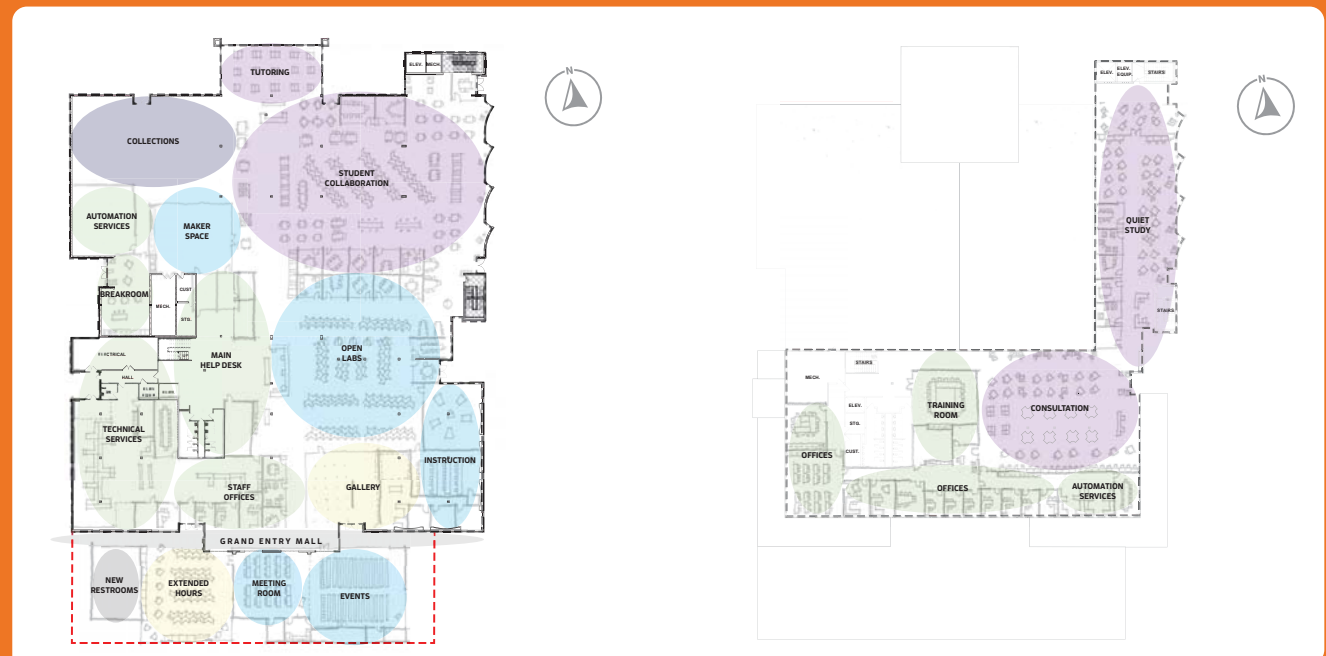
#### 2<sup>nd</sup> Floor



### FURNITURE TEST FITS

#### 1<sup>st</sup> Floor

#### 2<sup>nd</sup> Floor





# Option 3

## North Expansion

**Probable Construction Cost: \$11.49M**

Features a new north façade and enhances the view of the library from Pecan Blvd.

## SOUTH TEXAS COLLEGE PECAN CAMPUS LIBRARY RENOVATION FEASIBILITY STUDY

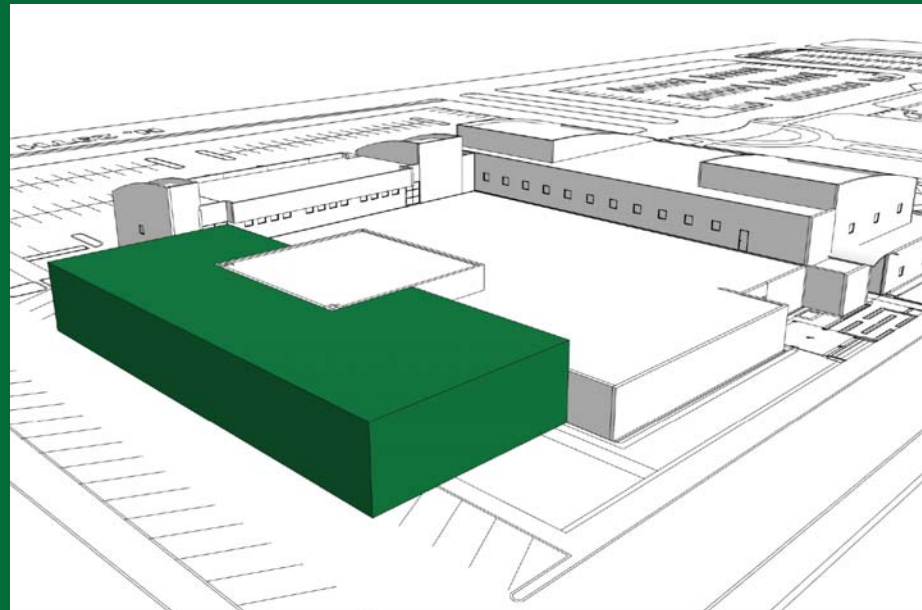


### PROS/CONS

- **PROS**
  - › North façade for Pecan Blvd is enhanced.
  - › Good connection between Art Gallery and Rainbow Room.
- **CONS**
  - › Reduces amount of parking within North parking lot.
  - › Removes existing mosaic tiles on North façade.
  - › No connection between parking and central campus corridor.
  - › Blocks library seating on desirable north side.

### MASS MODEL

- Reduces available parking
- Sidewalks for pedestrian traffic are impacted



### SITE PLAN

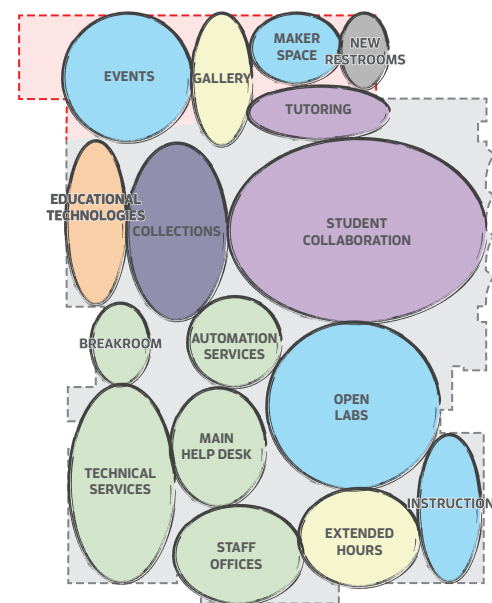
- Library 65,990 SF
  - › 46,070 SF First Floor
  - › 19,920 SF Second Floor
- North of Building Expansion
  - › Approx. 8,000 Sf
- Regulatory Agencies
  - › Meets All Requirements



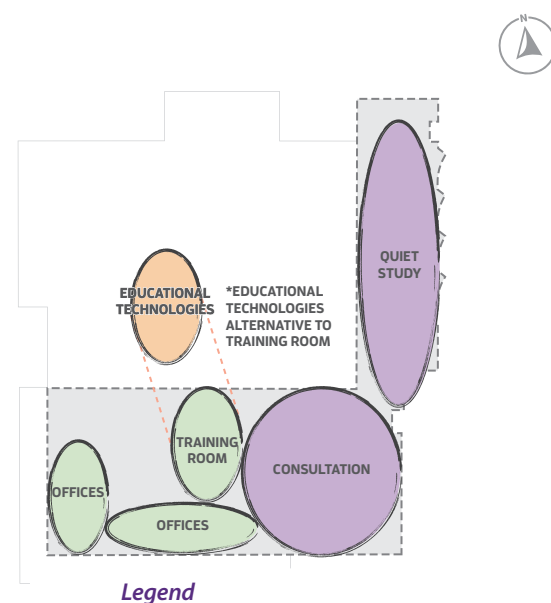
### BUBBLE DIAGRAMS

- Improves seating capacity
- Improves space efficiency

#### 1st Floor



#### 2nd Floor



**Legend**

Existing Building - Business Hours Use

Building Expansion - Extended Hours Use

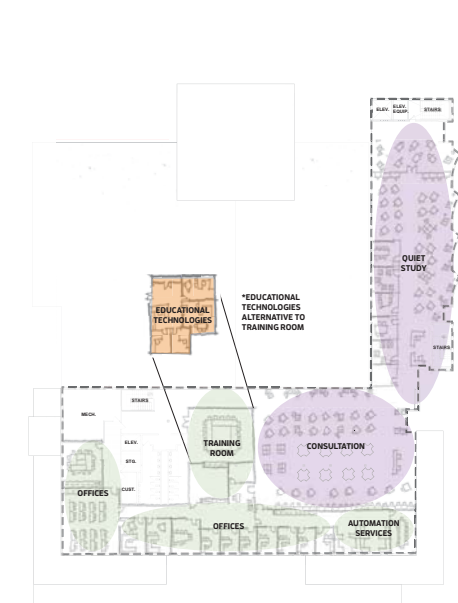
Roof Below

### FURNITURE TEST FITS

#### 1st Floor



#### 2nd Floor



© 2020 ERO Architects. Images are for illustration purposes only. Project is in development and these may not represent final designs.



# Option 4

## South Expansion – Preferred *Probable Construction Cost: \$11.49M*

Features a new Grand Entry Mall that separates the Rainbow Room, extended hours space & makerspace from main library functions.

## SOUTH TEXAS COLLEGE PECAN CAMPUS LIBRARY RENOVATION FEASIBILITY STUDY



### PROS/CONS

#### PROS

- » Provides good connection between parking and central campus corridor.
- » Visibility from connection through library space increased.
- » Allows for separation between extended hours spaces (Rainbow Room, extended study space, and makerspace) and secured library side.
- » Educational Technologies remains in the building.

#### CONS

- » Limited expansion of collections.
- » Full capacity for Rainbow Room will be an alternate; Approximately 50 seats will be part of the alternate.

### MASS MODEL

- Reduces available parking
- Increases connectivity



### SITE PLAN

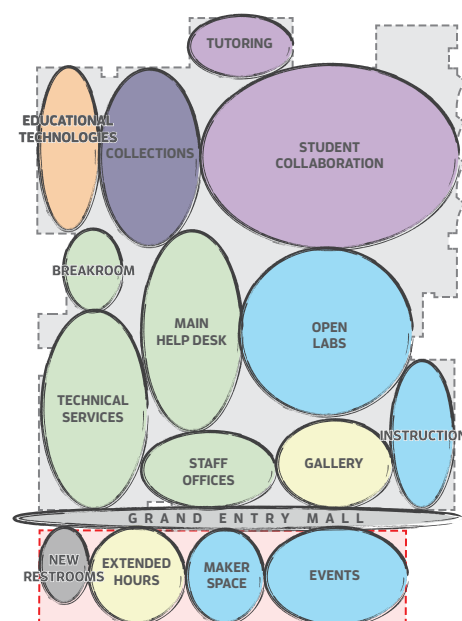
- Library 65,990 SF
  - » 46,070 SF First Floor
  - » 19,920 SF Second Floor
- South of Building Expansion
  - » Approx. 8,000 Sf
- Regulatory Agencies
  - » Meets All Requirements



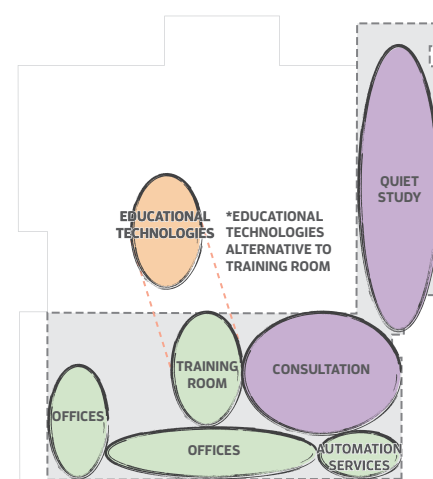
### BUBBLE DIAGRAMS

- Improves seating capacity
- Improves space efficiency

#### 1<sup>st</sup> Floor



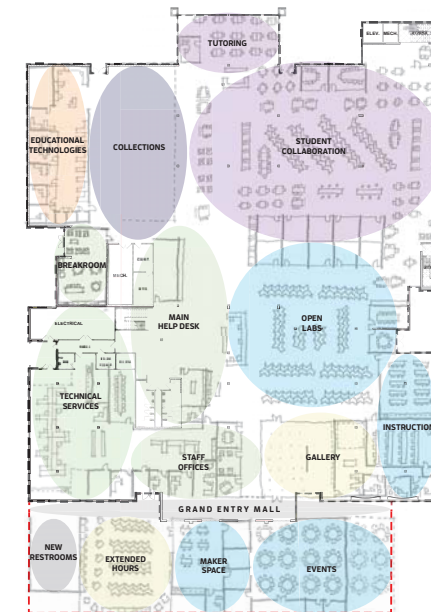
#### 2<sup>nd</sup> Floor



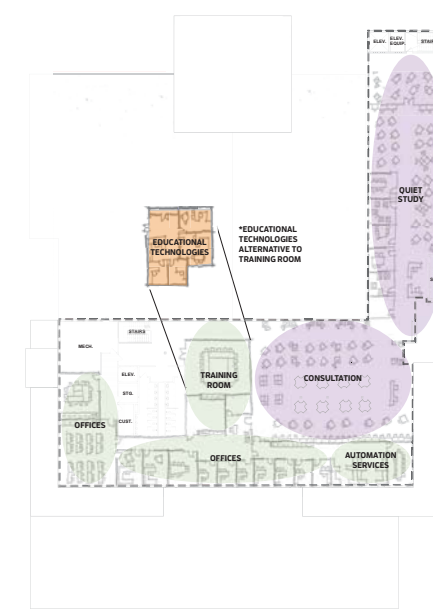
**Legend**  
 Existing Building - Business Hours Use  
 Building Expansion - Extended Hours Use  
 Roof Below

### FURNITURE TEST FITS

#### 1<sup>st</sup> Floor



#### 2<sup>nd</sup> Floor



© 2020 ERO Architects. Images are for illustration purposes only. Project is in development and these may not represent final designs.



## **Review and Action as Necessary on Approval of Schematic Design of the Pecan Campus Business and Science Building G Conversion of Two (2) Classrooms to Geology Labs**

Approval of schematic design by EGV Architects, Inc. for the Pecan Campus Business and Science Building G Conversion of Two (2) Classrooms to Geology Labs project is requested.

### **Purpose**

Schematic design is the first phase of basic design services provided by the project design team. In this phase, the design team prepares schematic drawings based on the Owner's project program and design meetings with staff. The approval of this phase is necessary to establish the basis on which the project design team is given authorization to proceed with design development and construction document phases.

### **Scheduling Priority**

This project was submitted by the Physical Science department in 2019, and was reviewed by the FPC department, Coordinated Operations Council, and the President's Cabinet. It is scheduled as an educational space improvement to convert two classrooms in Building G to geology labs.

### **Justification**

There is an increase in demand for science courses and labs, and geology in particular. Thus more geology science labs will be needed.

Mr. Gary Gurwitz, Committee Chairman, asked whether there was a demand for the lab spaces during the COVID-19 pandemic.

Dr. Reed noted that recent curriculum changes led to increased enrollment in Geology courses, and the labs provided much-needed space for hands-on laboratory experiences as part of those courses.

During the pandemic, the additional lab spaces will be even more vital, as in-person lab sections served reduced numbers of students to allow for social distancing and safety measures.

Once schematic design is approved, EGV Architects, Inc. will proceed to prepare all necessary design development drawings and specifications in preparation for the construction documents phase using STC design standards as well as all applicable codes and ordinances. Construction documents will then 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.

### **Background**

On March 31, 2020, the Board of Trustees approved contracting architectural services with EGV Architects, Inc. for this project. The architect has worked with College staff to develop a schematic design to meet the current Science Department needs.



### **Program Scope**

- Convert two (2) classrooms to Geology Labs
  - New science lab tables and lab chairs
  - New electrical service for the lab tables
  - New sheet flooring and wall base
  - New sinks with cabinets
  - New emergency eyewash safety stations
  - New storage cabinets
  - Relocation of projector, screens, and marker boards
  - Repainting the walls
- 1,584 sq ft of space to be renovated

### **Funding Source**

Funds for the Pecan Campus Business and Science Building G Conversion of Two (2) Classrooms to Geology Labs Project 2020-008C are budgeted in the Unexpended Construction Plan Fund for available use in fiscal year 2020-2021 in the amount of \$135,000 for construction.

<b>Pecan Campus Business and Science Building G Classroom Conversion of Two (2) Classrooms to Geology Labs</b>	
<b>Construction Budget</b>	<b>Cost</b>
Budgeted Amount	\$135,000.00
Schematic Design Estimated Amount	124,962.26
<b>Variance</b>	<b>\$10,037.74</b>

### **Reviewers**

The proposed schematic design has been reviewed by Administration and staff and faculty from the Physical Science, Facilities Planning & Construction, and Facilities Operations & Maintenance departments.

### **Enclosed Documents**

EGV Architects, Inc. has developed a schematic presentation describing the proposed design. The packet includes drawings of the site plan, floor plans, a cost estimate, and a fact sheet.

### **Presenters**

EGV Architects, Inc. has developed a schematic presentation describing the proposed design.

The Facilities Committee recommended Board approval of the proposed schematic design of the Pecan Campus Business and Science Building G Conversion of Two (2) Classrooms to Geology Labs project as presented.

### **Recommendation:**

It is recommended that the Board of Trustees of South Texas College approve and authorize the proposed schematic design of the Pecan Campus Business and Science Building G Conversion of Two (2) Classrooms to Geology Labs project as presented.



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

The Board of Trustees approves and authorizes the proposed schematic design of the Pecan Campus Business and Science Building G Conversion of Two (2) Classrooms to Geology Labs project as presented.

**Approval Recommended:**

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



# SOUTH TEXAS COLLEGE

## PECAN CAMPUS BUILDING “G” PHYSICAL SCIENCE CLASSROOMS CONVERSION

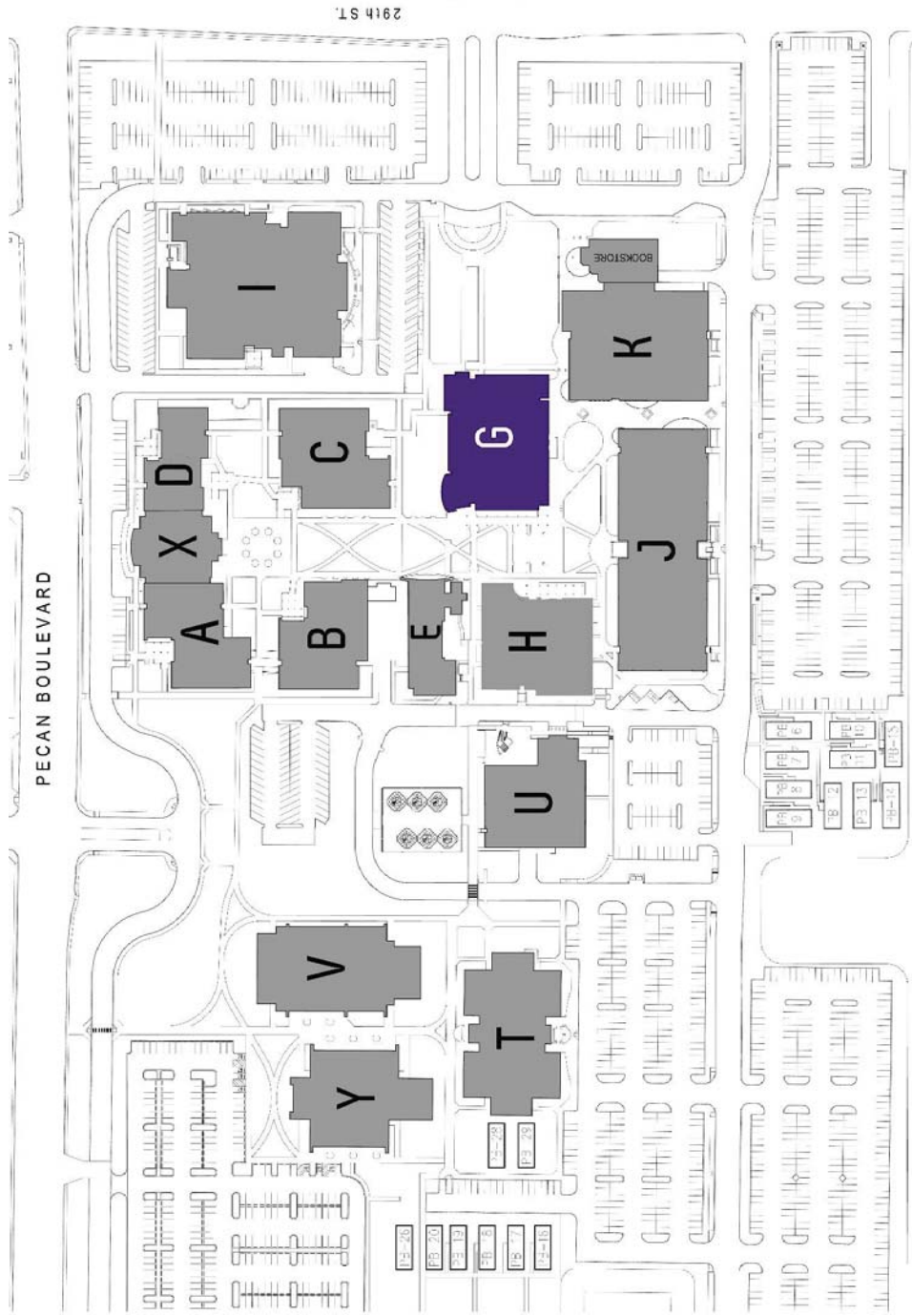
SCHEMATIC DESIGN  
SEPTEMBER 1, 2020



SOUTH TEXAS  
COLLEGE

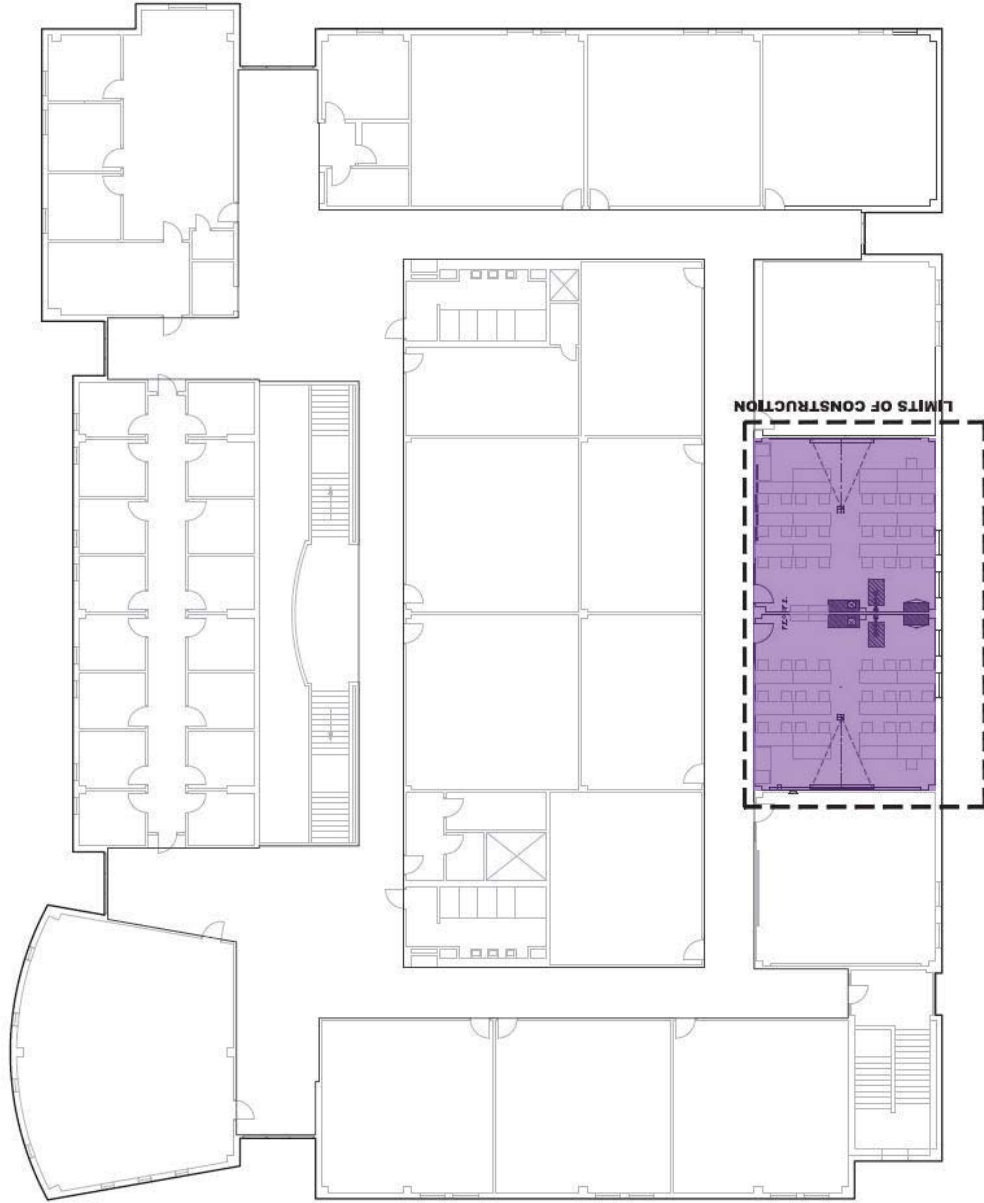






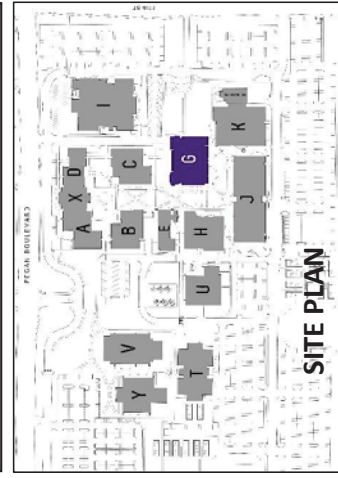
# SITE PLAN



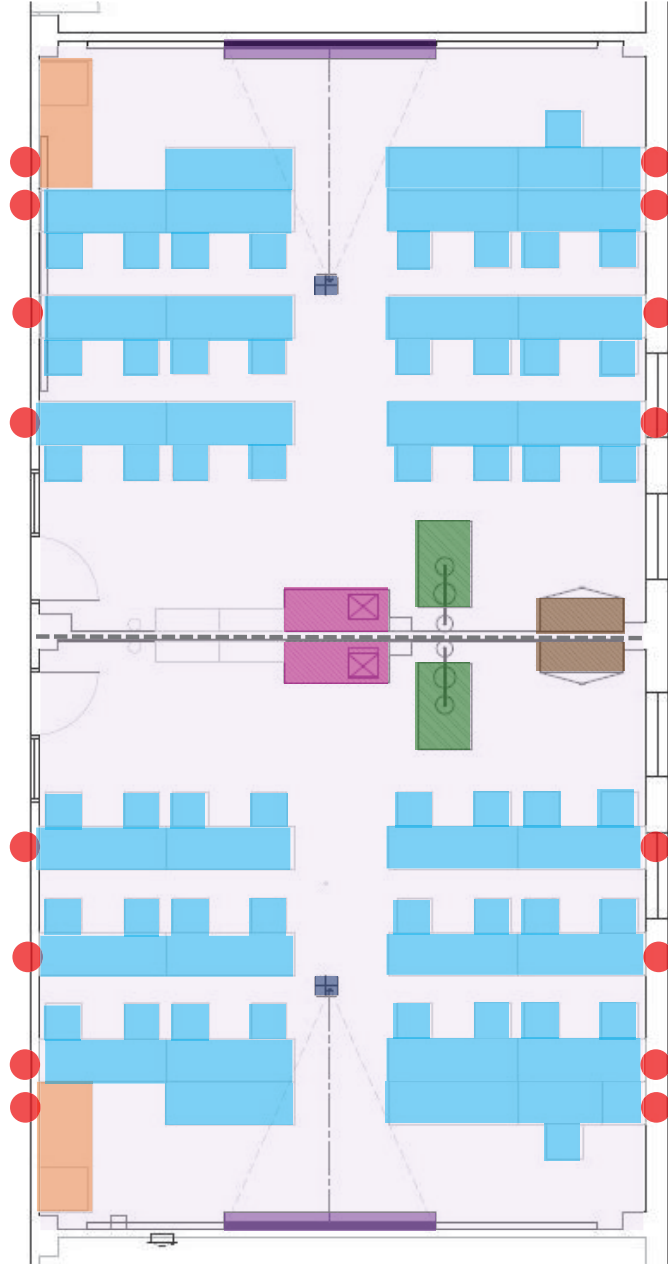


OVERALL SECOND FLOOR PLAN

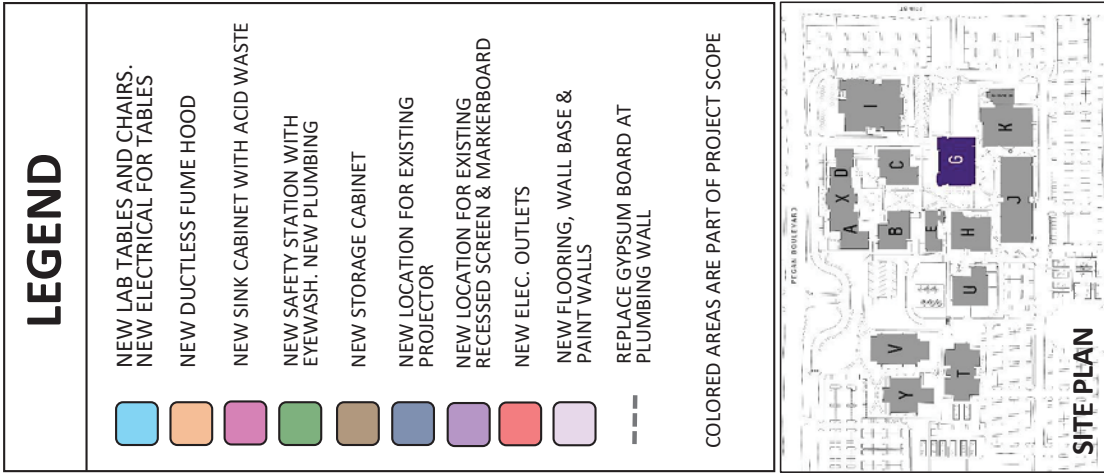
LEGEND	
	NEW CLASSROOMS
COLORED AREAS ARE PART OF PROJECT SCOPE	
	EXISTING TO REMAIN







SCHEMATIC FLOOR PLAN 



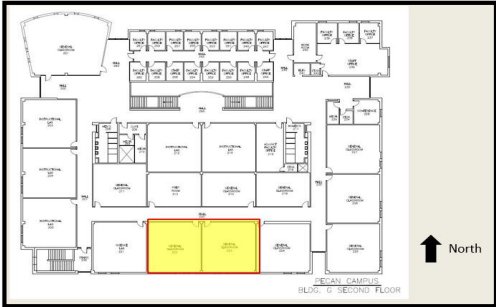







# Project Fact Sheet

9/4/2020

<b>Project Name:</b> Pecan Campus - Building G Geology Labs Conversion		<b>Project No.</b> 2020-008C																						
<b>Funding Source(s):</b> Unexpended Plant Fund		<b>Original Budget</b>	<table border="1"> <thead> <tr> <th><u>Revised Budget</u></th> <th><u>Actual Expenditures To Date</u></th> <th><u>Variance of Revised Budget vs. Actual Expenditures To Date</u></th> </tr> </thead> <tbody> <tr> <td>Construction: \$ 188,000</td> <td>\$ 135,000</td> <td>\$ -</td> </tr> <tr> <td>Design: 18,000</td> <td>13,500</td> <td>\$1,620.00</td> </tr> <tr> <td>Miscellaneous: 60,000</td> <td>6,000</td> <td>\$1,818.20</td> </tr> <tr> <td>FFE: 67,000</td> <td>45,000</td> <td>-</td> </tr> <tr> <td>Technology: -</td> <td>-</td> <td>-</td> </tr> <tr> <td><b>Total: \$ 333,000</b></td> <td><b>\$ 199,500</b></td> <td><b>\$ 3,438</b></td> </tr> </tbody> </table>	<u>Revised Budget</u>	<u>Actual Expenditures To Date</u>	<u>Variance of Revised Budget vs. Actual Expenditures To Date</u>	Construction: \$ 188,000	\$ 135,000	\$ -	Design: 18,000	13,500	\$1,620.00	Miscellaneous: 60,000	6,000	\$1,818.20	FFE: 67,000	45,000	-	Technology: -	-	-	<b>Total: \$ 333,000</b>	<b>\$ 199,500</b>	<b>\$ 3,438</b>
	<u>Revised Budget</u>	<u>Actual Expenditures To Date</u>	<u>Variance of Revised Budget vs. Actual Expenditures To Date</u>																					
	Construction: \$ 188,000	\$ 135,000	\$ -																					
	Design: 18,000	13,500	\$1,620.00																					
	Miscellaneous: 60,000	6,000	\$1,818.20																					
	FFE: 67,000	45,000	-																					
	Technology: -	-	-																					
<b>Total: \$ 333,000</b>	<b>\$ 199,500</b>	<b>\$ 3,438</b>																						
<b>Architect:</b> EGV Architects, Inc.	<b>Board Approval of Schematic Design</b> 9/22/2020  <b>Substantial Completion</b> TBD <b>Board Acceptance</b> TBD  <b>Final Completion</b> TBD <b>Board Acceptance</b> TBD																							
<b>Contractor:</b> TBD																								
<b>STC FPC Project Manager:</b> Samuel Saldana																								
<b>Project Description</b>		<b>Project Scope</b>																						
The project will consist of Converting two (2) classrooms in the Business and Science Building G into Geology Labs to be used for Geology Classes by the Science Department.		Addition of Lab sink, eye wash station, lab tables, lab chairs and additional electrical outlets. Square feet for both labs is 1,584 sf.																						
<b>Projected Timeline</b>																								
Board Approval of Architect	Board Approval of Schematic Design	Board Approval of Contractor	Construction Start Date	Substantial Completion Date	Final Completion Date	FFE Completion of Move In																		
3/31/2020		10/2020	11/2020	2/2021	3/2021	4/2021																		
<b>Project Calendar of Expenditures by Fiscal Year</b>																								
<b>Fiscal Year</b>	<b>Construction</b>	<b>Design</b>	<b>Misc.</b>	<b>FFE</b>	<b>Tech</b>	<b>Project Total</b>																		
2019-20	\$ -	\$ 1,620	\$ 1,818	\$ -	\$ -	\$ 3,438																		
<b>Project Total</b>	\$ -	\$ 1,620	\$ 1,818	\$ -	\$ -	\$ 3,438																		
<b>Current Agenda Item</b>																								
<b>9/8/20 Facilities Committee:</b> Review and Recommend Action on Approval of Schematic Design of the Pecan Campus Business and Science Building G Conversion of Two (2) Classrooms to Geology Labs <b>9/8/20 Facilities Committee:</b> Review and Recommend Action on Authorization to Proceed with Solicitation of Construction Services for the Pecan Campus Business and Science Building G Conversion of Two (2) Classrooms to Geology Labs																								
<div style="display: flex; justify-content: space-around;">   </div>																								



**Review and Action as Necessary on Authorization to Proceed with Solicitation of Construction Services for the Pecan Campus Business and Science Building G Conversion of Two (2) Classrooms to Geology Labs**

Approval of authorization to proceed with the solicitation of construction services for the Pecan Campus Business and Science Building G Conversion of Two (2) Classrooms to Geology Labs project is requested.

Construction services are necessary to convert two classrooms into Geology labs in Business and Science Building G. If solicitation is approved, documents will 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.

The Facilities Committee recommended Board approval to proceed with the solicitation of construction services for the Pecan Campus Business and Science Building G Conversion of Two (2) Classrooms to Geology Labs 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 Pecan Campus Business and Science Building G Conversion of Two (2) Classrooms to Geology Labs 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 Pecan Campus Business and Science Building G Conversion of Two (2) Classrooms to Geology Labs as presented.

**Approval Recommended:**

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



## **Review and Action as Necessary on Approval of Schematic Design of the Pecan Plaza West Building C Kinesiology Storage and Restroom Renovations**

Approval of schematic design by Alvarado Architects & Associates, Inc. for the Pecan Plaza West Building C Kinesiology Storage and Restroom Renovations project is requested.

### **Purpose**

Schematic design is the first phase of basic design services provided by the project design team. In this phase, the design team prepares schematic drawings based on the Owner's project program and design meetings with staff. The approval of this phase is necessary to establish the basis on which the project design team is given authorization to proceed with design development and construction document phases.

### **Scheduling Priority**

This project was submitted by the Kinesiology department in 2019, and was reviewed by the FPC department, Coordinated Operations Council, and the President's Cabinet. It is scheduled as an educational space improvement to provide more efficient storage space for staff and to renovate the restrooms.

### **Justification**

The storage area and restrooms were part of the original facility when it was purchased in 2008, and minimal renovations or modification have been made since. The restrooms have experienced operational issues in previous years. The restrooms are open to staff, students, and the public and need to be upgraded and modernized to meet current college standards with regards to flooring and wall finishes and restroom fixtures, and to meet state and local codes.

Once schematic design is approved, Alvarado Architects & Associates, Inc. will proceed to prepare all necessary design development drawings and specifications in preparation for the construction documents phase using STC design standards as well as all applicable codes and ordinances. Construction documents will then 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.

### **Background**

On December 10, 2019, the Board of Trustees approved contracting architectural services with Alvarado Architects & Associates, Inc. for this project. On May 26, 2020, the Board approved proceeding with these renovations as a high priority project that was already in progress. The architect has worked with College staff to develop a schematic design to meet the current Kinesiology Department needs.

The scope of work is as follows:

#### **Program Scope**

- Design to renovate the existing restrooms and storage space
- Demolition of existing space
- Construction of new restrooms and storage space



- 1,090 sq ft of space to be renovated

### **Funding Source**

Funds for the Pecan Plaza West Building C Kinesiology Storage and Restroom Renovations Project 2020-002C are budgeted in the Unexpended Construction Plant Fund for available use in fiscal year 2020-2021 in the amount of \$122,000 for construction. The architect has estimated \$137,500 in construction costs, which leads to a budget deficiency of \$15,500. Additional funds are available in the Unexpended Construction Plant Fund for use in fiscal year 2020-2021.

<b>Pecan Plaza West Building C Kinesiology Storage and Restroom Renovations Project</b>	
<b>Construction Budget</b>	<b>Cost</b>
Budgeted Amount	\$122,000.00
Schematic Design Estimated Amount	137,500.00
<b>Estimated Variance</b>	<b>-\$15,500.00</b>

### **Reviewers**

The proposed schematic design has been reviewed by staff from the Kinesiology, Facilities Planning & Construction, and Facilities Operations & Maintenance departments, and the Coordinated Operations Council.

### **Enclosed Documents**

Alvarado Architects & Associates, Inc. has developed a schematic presentation describing the proposed design. Enclosed are drawings of the site plan, a floor plan, and fact sheet.

### **Presenters**

Alvarado Architects & Associates, Inc. has developed a schematic presentation describing the proposed design.

The Facilities Committee recommended Board approval of the proposed schematic design of the Pecan Plaza West Building C Kinesiology Storage and Restroom Renovations project as presented.

### **Recommendation:**

It is recommended that the Board of Trustees of South Texas College approve and authorize the proposed schematic design of the Pecan Plaza West Building C Kinesiology Storage and Restroom Renovations project as presented.

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

The Board of Trustees approves and authorizes the proposed schematic design of the Pecan Plaza West Building C Kinesiology Storage and Restroom Renovations project as presented.

### **Approval Recommended:**

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





## **Pecan Plaza – West Building C**

### **Kinesiology Storage and Restroom Renovations**



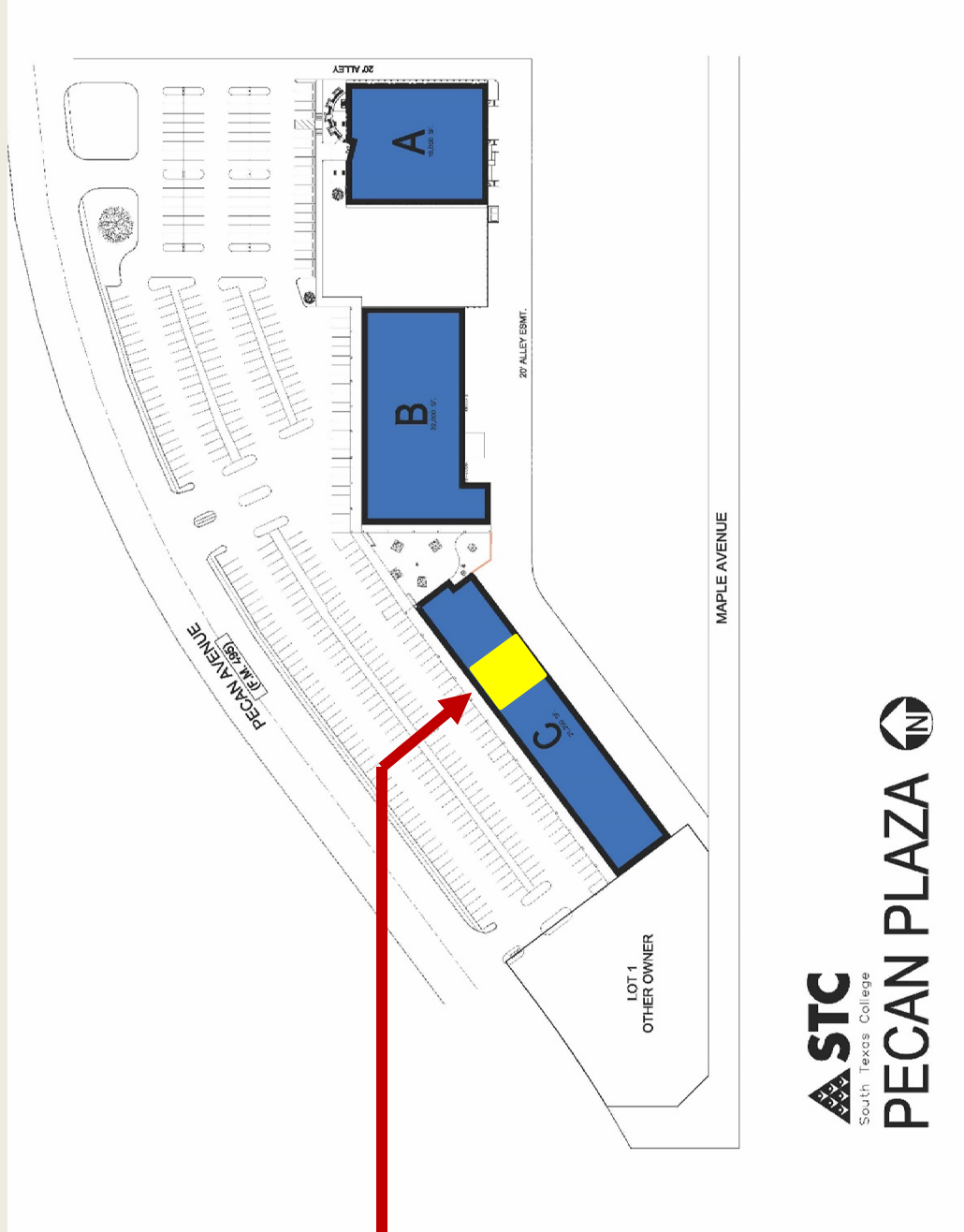
**SOUTH TEXAS  
COLLEGE**



# Project Proposed Site

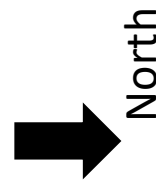
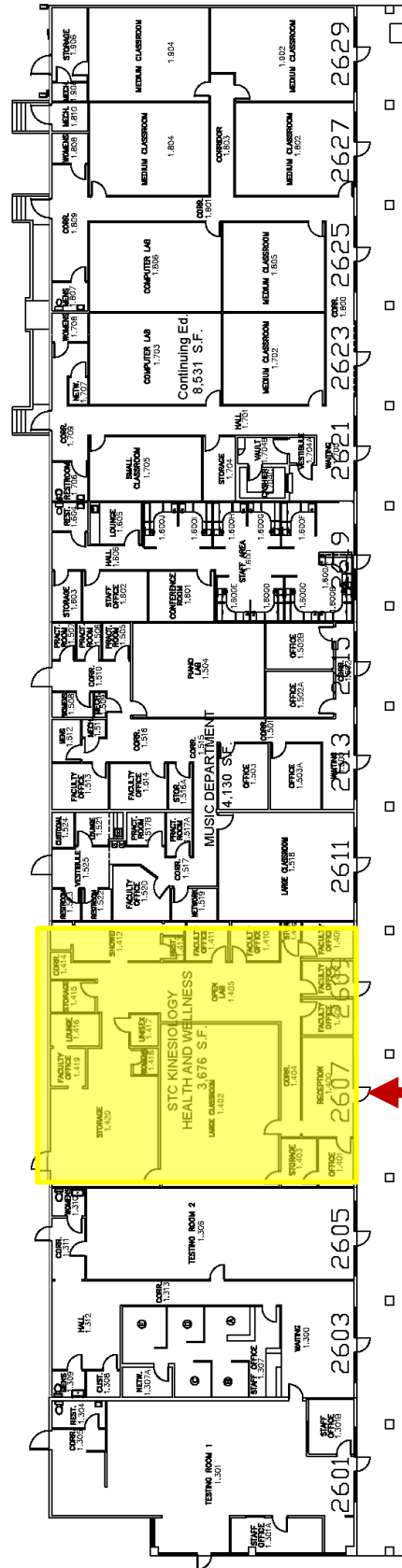


PROJECT  
LOCATION





# Project Proposed Location

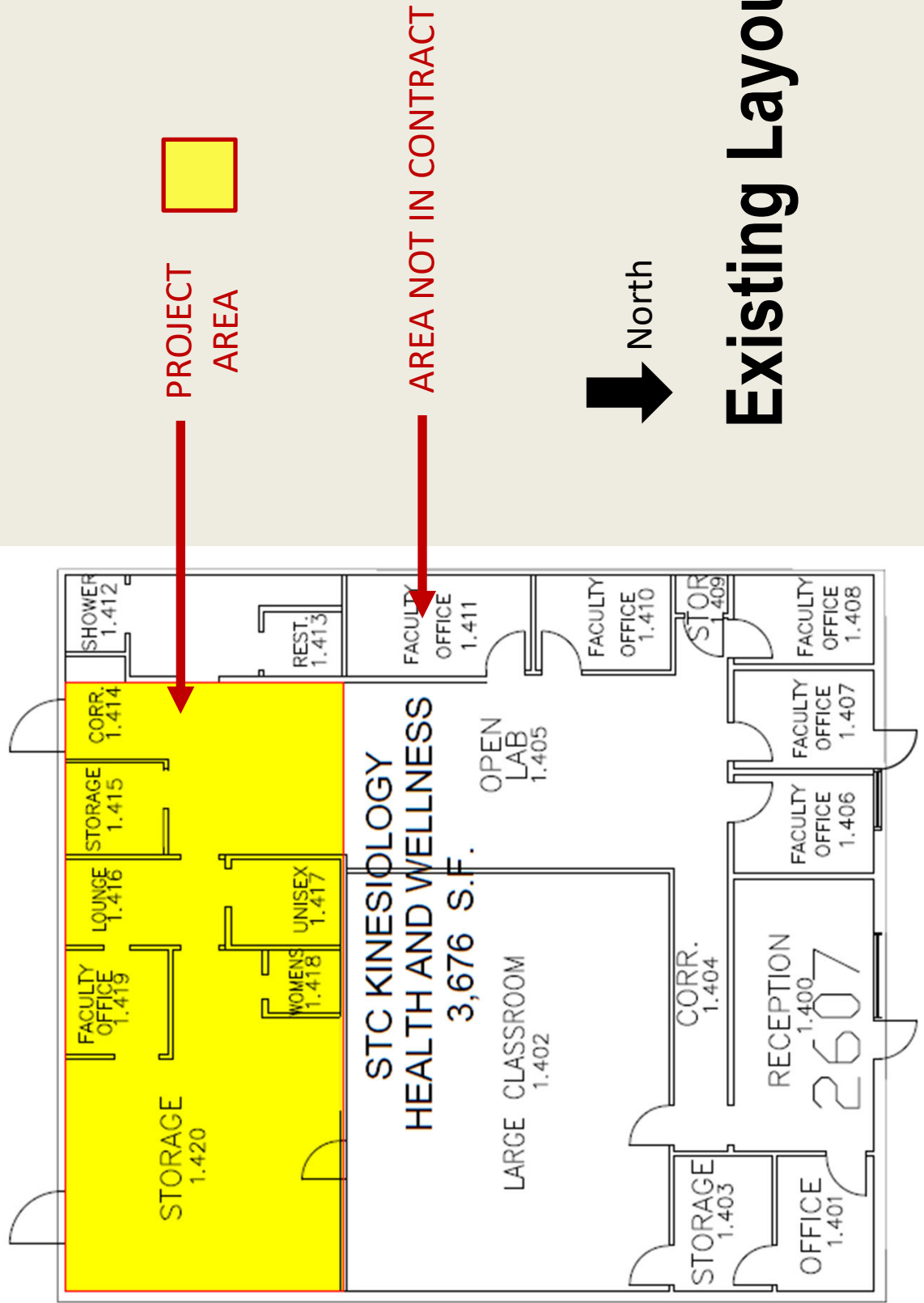


**BUILDING C**  
**PECAN PLAZA**

**PROJECT**  
**LOCATION**



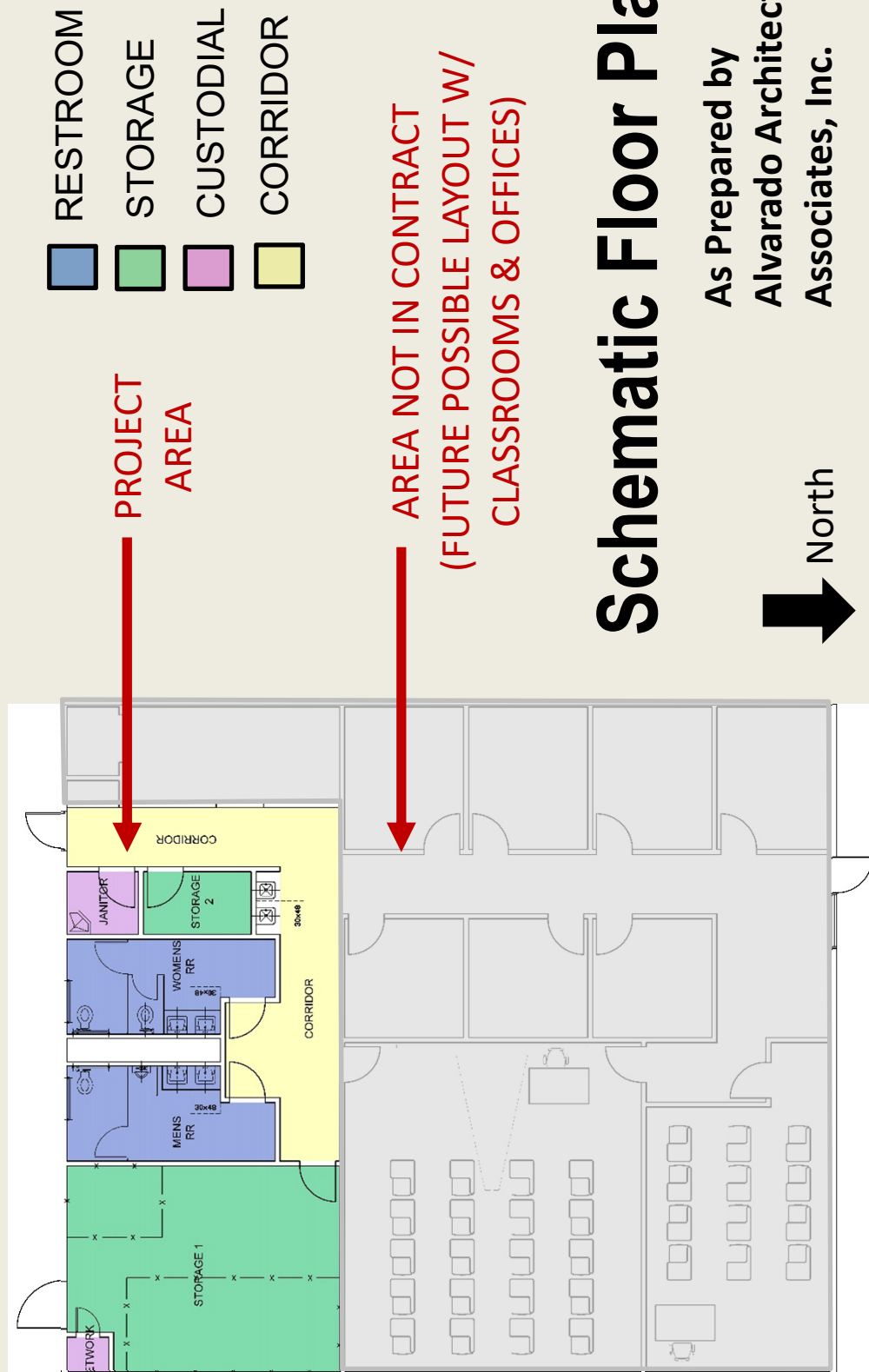
# Kinesiology Storage and Restroom Renovations



Existing Layout



# Kinesiology Storage and Restroom Renovations




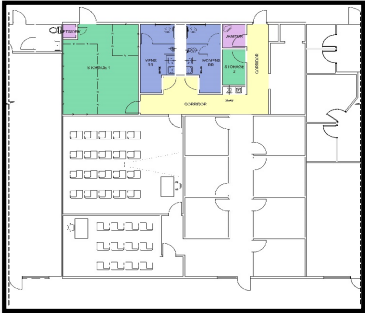
## Schematic Floor Plan

As Prepared by  
Alvarado Architects &  
Associates, Inc.



## Project Fact Sheet

**9/4/2020**

<b>Project Name:</b> Pecan Plaza - West Building C Kinesiology Renovation				<b>Project No.</b> 2020-002C			
<b>Funding Source(s):</b> Unexpended Plant Fund		<u>Original Budget</u>		<u>Actual Expenditures To Date</u>		<u>Variance of Original Budget vs. Actual Expenditures To Date</u>	
		Construction:	\$ 122,000			\$ 122,000	
		Design:	12,200		1,647	10,553	
		Miscellaneous:	3,600		2,897	703	
		FFE:	6,000			6,000	
		Technology:	-			-	
		<b>Total:</b>	<b>\$ 143,800</b>		<b>\$ 4,544</b>	<b>\$ 139,256</b>	
<b>Architect:</b> Alvarado Architects & Associates, Inc.		<b>Board Approval of Schematic Design</b> TBD					
<b>Contractor:</b> TBD							
<b>STC FPC Project Manager:</b> Martin Villarreal		<b>Substantial Completion</b>		TBD	<b>Board Acceptance</b>		TBD
		<b>Final Completion</b>		TBD	<b>Board Acceptance</b>		TBD
<b>Project Description</b>				<b>Project Scope</b>			
Renovating Kinesiology existing restrooms and storage spaces.				Renovate the Kinesiology Department facilities to include an upgrade for the restrooms, a separate storage space for first aid and CPR, and storage areas for equipment. 1,090 square feet of space to be renovated.			
<b>Projected Timeline</b>							
Board Approval of Architect	Board Approval of Schematic Design	Board Approval of Contractor	Construction Start Date	Substantial Completion Date	Final Completion Date	FFE Completion of Move In	
12/10/2019	9/22/2020	1/26/2021	3/4/2021	7/7/2021	8/7/2021	9/1/2021	
<b>Project Calendar of Expenditures by Fiscal Year</b>							
<b>Fiscal Year</b>	<b>Construction</b>	<b>Design</b>	<b>Misc.</b>	<b>FFE</b>	<b>Tech</b>	<b>Project Total</b>	
2019-20	\$ -	\$ 1,647	\$ 2,897	\$ -	\$ -	\$ 4,544	
<b>Project Total</b>	<b>\$ -</b>	<b>\$ 1,647</b>	<b>\$ 2,897</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 4,544</b>	
<b>Current Agenda Item</b>							
<p><b>9/8/20 Facilities Committee:</b> Review and Recommend Action on Approval of Schematic Design of the Pecan Plaza West Building C Kinesiology Storage and Restroom Renovations</p> <p><b>9/8/20 Facilities Committee:</b> Review and Recommend Action on Authorization to Proceed with Solicitation of Construction Services for the Pecan Plaza West Building C Kinesiology Storage and Restroom Renovations</p>							
							
Proposed Layout							



**Review and Action as Necessary on Authorization to Proceed with  
Solicitation of Construction Services for the Pecan Plaza West  
Building C Kinesiology Storage and Restroom Renovations**

Approval of authorization to proceed with the solicitation of construction services for the Pecan Plaza West Building C Kinesiology Storage and Restroom Renovations project will be requested at the September 22, 2020 Board meeting.

Construction services are necessary to renovate the storage area and restrooms in the Kinesiology areas in West Building C. If solicitation is approved, documents will 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.

The Facilities Committee recommended Board approval to proceed with the solicitation of construction services for the Pecan Plaza West Building C Kinesiology Storage and Restroom Renovations 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 Pecan Plaza West Building C Kinesiology Storage and Restroom Renovations 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 Pecan Plaza West Building C Kinesiology Storage and Restroom Renovations as presented.

**Approval Recommended:**

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



## **Review and Action as Necessary on Approval of Change Order for the Mid Valley Campus Drainage Improvements Phase I and Asphalt Resurfacing of the Northwest Drive**

Approval of a proposed change order with McAllen Multi-Service for the Mid Valley Campus Drainage Improvements Phase I and Asphalt Resurfacing of the Northwest Drive project is requested.

### **Purpose**

The purpose of this change order is to request authorization to approve the associated costs and begin work on the proposed modifications to the construction scope.

### **Scheduling Priority**

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

### **Justification**

A change order is required to modify the original project scope due to unforeseen interference with the underground infrastructure.

### **Background**

Existing unforeseen underground infrastructure requires modifications to the plans and specifications and has resulted in additional scope that requires a change order.

The engineer has developed plans to modify the existing scope of the new infrastructure improvements. The contractor has provided a cost to perform the additional work as described below:

- Rerouting the storm sewer trunk line
- Lowering the 8 electrical conduits
- Encasing the existing electrical lines in steel



Below is a description of the proposed change order item.

<b>Mid Valley Campus Drainage Improvements Phase I and Asphalt Resurfacing of the Northwest Drive</b>			
<b>Proposed Change Order No.</b>	<b>Item Description and Justification</b>	<b>Cost/ Days</b>	<b>Funding Source</b>
1	<ul style="list-style-type: none"> <li><b>Description:</b> Rerouting of storm sewer trunk line, lowering of conduits, and encasing electrical lines.</li> </ul> <div> Original Contract \$480,228.00  Change Order #1 34,163.39  Revised Contract Amount \$514,391.39 </div>	\$34,163.39	Unexpended Plant Fund
<b>Total Proposed Change Order No. 1</b>		\$34,163.39	Unexpended Plant Fund

Below is a table summarizing the construction budget and the change order proposal.

<b>Mid Valley Campus Drainage Improvements Phase I and Asphalt Resurfacing of the Northwest Drive Construction Budget with Change Order Proposal</b>	
Construction Contract Amount	\$480,228.00
Change Order No. 1	34,163.39
Revised Construction Contract Amount	<b>\$514,391.39</b>
Original Construction Budget	\$520,000.00
Revised Total Construction Cost	514,391.39
Construction Balance	<b>\$5,608.61</b>

### **Funding Source**

Funds for the Mid Valley Campus Drainage Improvements Phase I Project 2019-047R and Asphalt Resurfacing for the Northwest Drive Project 2018-019R are budgeted in the Renewals & Replacements Fund for available use in fiscal year 2020-2021.

### **Enclosed Documents**

The change order proposal is enclosed.

The Facilities Committee recommended Board approval of the proposed change order with McAllen Multi-Service in the amount of \$34,163.39 for the Mid Valley Campus Drainage Improvements Phase I and Asphalt Resurfacing of the Northwest Drive project as presented.

### **Recommendation:**

It is recommended that the Board of Trustees of South Texas College approve and authorize the proposed change order with McAllen Multi-Service in the amount of \$34,163.39 for the Mid Valley Campus Drainage Improvements Phase I and Asphalt Resurfacing of the Northwest Drive project as presented.



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

The Board of Trustees approves and authorizes the proposed change order with McAllen Multi-Service in the amount of \$34,163.39 for the Mid Valley Campus Drainage Improvements Phase I and Asphalt Resurfacing of the Northwest Drive project as presented.

**Approval Recommended:**

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



# CONTRACT CHANGE ORDER

808 Dallas Avenue  
McAllen, Texas 78501  
956/631-4482  
www.perezce.com  
Firm Registration F-2158



TO: McAllen Multi-Service PO Box 4428 McAllen, Texas 78502		Date:	4-Sep-20
		Project No.:	STC19116
		Location:	McAllen, Texas
		Contract No.	19-20-1032
		Change Order No.:	1
<b>You are hereby requested to comply with the following changes from the contract plans and specifications.</b>			
Item No. (1)	Description of changes-quantities, units, unit prices, change in completion schedule, etc. (2)	Decrease in contract price (3)	Increase in contract price (4)
<b>Northwest Drive - Paving Improvements</b>			
1	Add 300 SY of Bid Item 1 (Demolition of existing Pavement Section...) @ \$4.00/SY	\$ -	\$ 1,200.00
2	Add 300 SY of Bid Item 2 (8-inch compacted Flexible Base...) @ 13.00/SY	\$ -	\$ 3,900.00
3	Add 300 SY of Bid Item 3 (6-inch compacted Stabilized Subgrade...) @ 5.50/SY	\$ -	\$ 1,650.00
4	Add 300 SY of Bid Item 4 (2-inch compacted Hot Mix Asphaltic Concrete Type "D" Surfae Course...) @ 14.50/SY	\$ -	\$ 4,350.00
5	Add 12 LF of Bid Item 5 (Remove and Replace 18-inch Curb and Gutter...) @ \$22.00/LF	\$ -	\$ 264.00
6	Add LS to Bid Item 11 (Pavement Markings, Signage...) for Parking lot pavement repair markings restore		\$ 918.00
<b>Draingae Improvements</b>			
7	Deduct 132 LF of Bid Item 2 (Removal of existing storm drain pipe...) @ \$10.00/LF	\$ (1,320.00)	
8	Deduct 8 LF of Bid Item 6 (36" ASTM C76 Class III Rubber Gasket Reinforced Concrete Pipe...) @ 125.00/LF	\$ (2,250.00)	\$ -
9	Deduct 2 EA of Bid Item 9 (4'x6' Type C-C Inlet w/Traffic Rated grate for AASHTO H20 loading...) at \$3,500.00/EA	\$ (7,000.00)	\$ -
10	Add 2 EA of Bid Item 10 (4'x4' Type C Inlet w/ Traffic Rated Grate for AASHTO H20 loading...) at \$3,400.00/EA	\$ -	\$ 6,800.00
11	Add 2 EA of Bid Item 14 (60" diameter Reinforced Concrete Storm Sewer Mahole...) @ \$6,500.00/EA	\$ -	\$ 13,000.00
12	Deduct 1 EA of Bid Item 17 (72" Diameter Standard Reinforced Concrete Storm Sewer Manhole...) @ \$9,800.00/EA	\$ (9,800.00)	\$ -



13	Add 11 LF of Bid Item 18 (2-ft wide cast in place reinforced concrete valley gutter...) @ \$72.00/LF		\$ 792.00
14	Deduct 950 SY of Bid Item 19 (Remove and Replace existing landscape material...) @ \$10.00/SY	\$ (9,500.00)	\$ -
15	Add 83 LF of 18" ADS HP Storm Pipe @ \$43.00/LF	\$ -	\$ 3,569.00
16	Add 1 of 18" ADS HP 45 Degree Bend @ \$780.00/EA	\$ -	\$ 780.00
17	Add 20 LF of 12" ADS HP Storm Pipe @ \$36.00/LF	\$ -	\$ 720.00
18	Add 8 LF of 15" Storm Drain Extension & Inlet Connection @ \$39.00/LF	\$ -	\$ 312.00
19	Add 20 LF of 8" Storm Drain Extension & MH Connection @ \$33.00/LF	\$ -	\$ 660.00
20	RFI #6		\$ 21,285.67
21	Steel Casing Structure No. 4		\$ 1,552.50
22	Steel Casing Structure No. 5		\$ 1,552.50
23	Concrete Encasement No. 6		\$ 727.72
<b>Original Contract Amount</b>			<b>\$ 480,228.00</b>
<b>Total decrease</b>			<b>\$ (29,870.00)</b>
<b>Total increase</b>			<b>\$ 64,033.39</b>
<b>Difference between Col. (3) and (4)</b>			<b>\$ 34,163.39</b>
<b>New Contract Amount</b>			<b>\$ 514,391.39</b>
<p><b>1. Necessity for change:</b></p> <p>A. Found during construction a concrete duct bank south of Building A that was unmapped and required a reroute of the storm sewer trunk line resulting in items: 1-20</p> <p>B. RFI No. 6 encountered unmapped (8) underground electrical conduits in conflict with storm drainage trunkline and as a result had to lower all 8 conduits and install new junction boxes. Item 21</p> <p>C. Items 22-24 indicated during design that these lines were already encased, however construction found that under the asphalt drive they were not encased.</p> <p>2. Will proposed change alter the physical size of the property? [ ] Yes [ <b>X</b> ] No If "Yes" explain:</p> <p>3. Effect on operation and maintenance costs: None anticipated.</p>			
<p>The sum of \$ <u>34,163.39</u> is hereby (<b>added/deducted from</b>) the original contract price of \$480,228.00; and the total adjusted contract price to date thereby is \$ <u>514,391.39</u></p>			
<p>The time provided for completion in the contract is (unchanged) (<del>increased</del>) (<del>decreased</del>) by <u>0</u> calendar days. This document shall become an amendment to the contract and all provisions of the contract that apply hereto.</p>			



Recommended by:

**Engineer - Perez Consulting Engineers**

Date

Accepted by:

**Contractor - McAllen Multi-Service**

Date



Approved by:

**Owner - South Texas College**

Date



# Project Fact Sheet 8/31/2020

<b>Project Name:</b> MV Campus - Drainage & Resurfacing of Parking Lot 3 and NW Drive		<b>Project No.</b> 2019-047R				
<b>Funding Source(s):</b> Renewals & Replacements Fund	<b>Original Budget</b>		<b>Actual Expenditures To Date</b> <b>Variance of Original Budget vs. Actual Expenditures To Date</b>			
	Construction:	\$ 520,000	\$ 51,109 \$ 468,891			
	Design:	37,000	41,932 (4,932)			
	Miscellaneous:	25,203	4,745 20,458			
	FFE:	-	- -			
	Technology:	-	- -			
	<b>Total:</b>	<b>\$ 582,203</b>	<b>\$ 97,786 \$ 484,417</b>			
<b>Architect/Engineer:</b> Perez Consulting Engineers		<b>Board Approval of Schematic Design</b> N/A				
<b>Contractor:</b> TBD						
<b>STC FPC Project Manager:</b> Samuel Saldana		<b>Substantial Completion</b> TBD <b>Board Acceptance</b> TBD <b>Board Acceptance</b> TBD				
<b>Project Description</b>		<b>Project Scope</b>				
Existing stormwater Drainage along the west side of campus will be updated along with the resurfacing of the North West drive and parking lot #3.		The west side of campus storm drainage will be updated and improved to accommodate storm water discharge. North West Drive will be redone after drainage improvements are completed under the drive. Parking lot will be recoated and some areas resurfaced as part of the improvements of parking lots on the Mid Valley Campus.				
<b>Projected Timeline</b>						
Board Approval of Engineer	Board Approval of Schematic Design	Board Approval of Contractor	FFE Completion of Move In			
6/25/2019	9/24/2019	4/28/2020	N/A			
<b>Project Calendar of Expenditures by Fiscal Year</b>						
<b>Fiscal Year</b>	<b>Construction</b>	<b>Design</b>	<b>Misc.</b>	<b>FFE</b>	<b>Tech</b>	<b>Project Total</b>
2017-18	\$0	\$0	\$1,436			\$1,436
2018-19	\$0	\$0	\$703	\$0	\$0	\$703
2019-20	\$ 51,109	\$ 41,932	\$ 2,606	\$ -	\$ -	\$ 95,647
<b>Project Total</b>	<b>\$ 51,109</b>	<b>\$ 41,932</b>	<b>\$ 4,745</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 97,786</b>
<b>Current Agenda Item</b>						
<b>9/8/2020 Facilities Committee:</b> Review and Recommend Action on Approval of Change Order for the Mid Valley Campus Drainage Improvements Phase I and Asphalt Resurfacing of the Northwest Drive						
<div style="display: flex; justify-content: space-around;">   </div>						



## **Review and Action as Necessary on Approval of Substantial Completion of the Nursing and Allied Health Campus West Entry Sign**

Approval of substantial completion of the Nursing and Allied Health Campus West Entry Sign Project is requested.

<b>Project</b>		<b>Completion Recommended</b>	<b>Date Received</b>
1.	Nursing and Allied Health Campus West Entry Sign Project No. 2019-013C  Contractor: Limon Masonry, LLC	Substantial Completion Recommended	August 26, 2020

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

College staff visited the site and developed a construction punch list on August 27, 2020. A Certificate of Substantial Completion has been issued. Substantial Completion was accomplished within the time allowed in the Owner/Contractor agreement for this project by Limon Masonry, LLC. The original cost approved for this project was \$58,880.

The following table summarizes the current budget status:

<b>Nursing and Allied Health Campus West Entry Sign</b>					
<b>Construction Budget</b>	<b>Approved Proposal Amount</b>	<b>Net Total Change Orders</b>	<b>Final Project Cost</b>	<b>Previous Amount Paid</b>	<b>Remaining Balance</b>
\$75,000	\$58,800	\$0	\$58,800	\$0	\$58,800

### **Enclosed Documents**

A copy of the Substantial Completion Certificate and photos are enclosed for the Board's review and information.

The Facilities Committee recommended Board approval of substantial completion of the Nursing and Allied Health Campus West Entry Sign Project as presented.

### **Recommendation:**

It is recommended that the Board of Trustees of South Texas College approve and authorize substantial completion of the Nursing and Allied Health Campus West Entry Sign Project as presented.



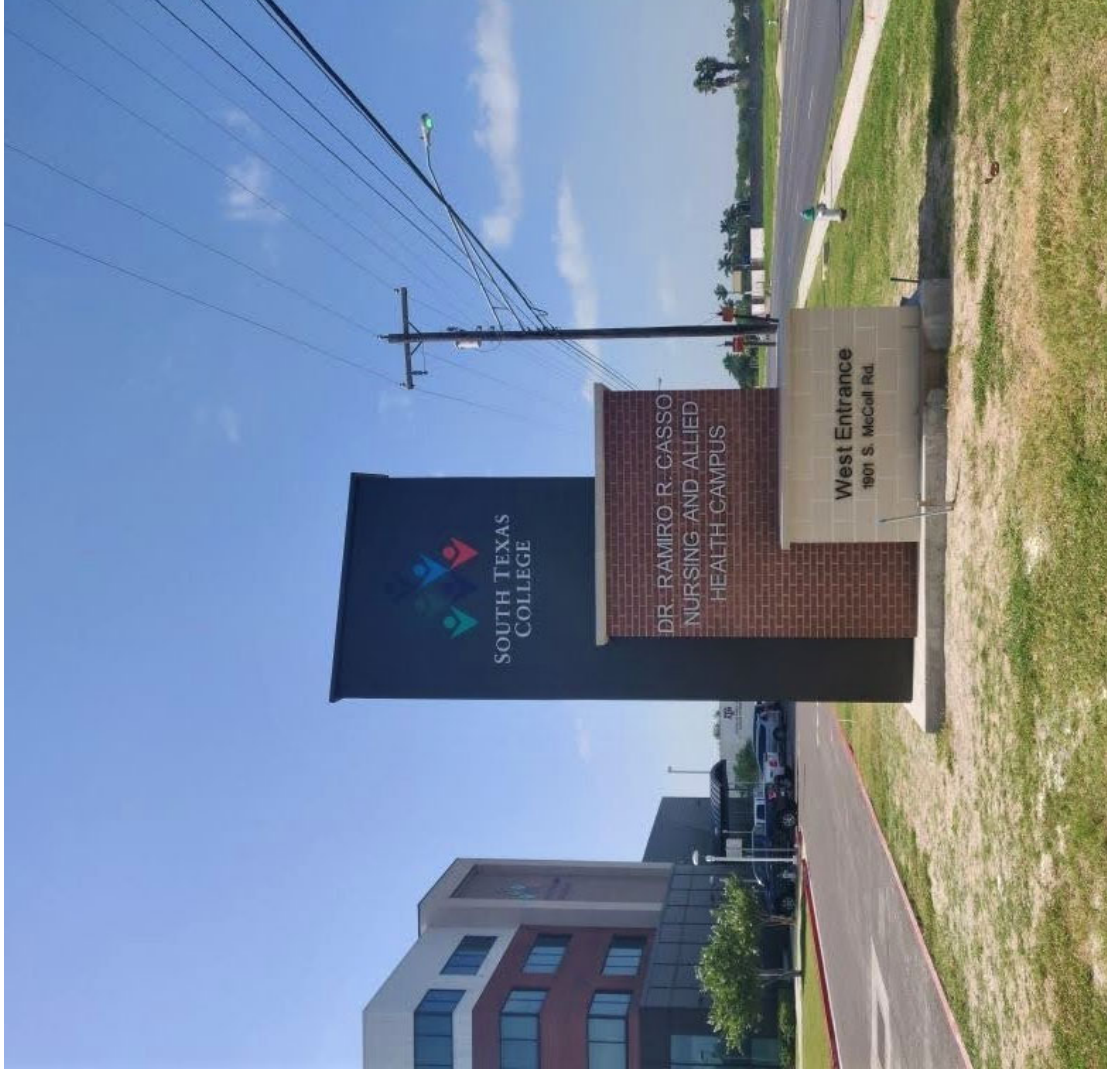
**The Following Minute Order is proposed for consideration by the Board of Trustees:**  
The Board of Trustees approves and authorizes substantial completion of the Nursing and Allied Health Campus West Entry Sign Project as presented.

**Approval Recommended:**

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



## Nursing and Allied Health Campus West Entry Sign





# Substantial Completion Acceptance

AUG 28 2020 AM 8:17

**Project Name:** Nursing & Allied Health Campus - West Entry Campus Sign  
**Project No.:** RFP 19-20-1037  
**Owner:** South Texas College  
**Contractor:** Limon Masonry, LLC  
**A/E Firm:** N/A

## Scope of Work Covered by This Acceptance:

Installation of a new west entry campus monument sign.

Effective Date of Acceptance: 8/26/2020

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

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

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

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

The **Contractor** shall complete/correct the items identified on the punch list(s) within \_\_\_\_\_ Calendar days from the Effective Date of this Acceptance.

[Signature] 8/27/2020  
Printed Name and Title \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

The **Architect/Engineer** agrees that the Work noted in this Acceptance is sufficiently complete to be used as intended.

N/A

Printed Name and Title \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

With the exception of those items noted on the attached "punch list(s)", the **Owner** accepts the Work designated herein as Substantially Complete as of the Effective Date of this Acceptance.


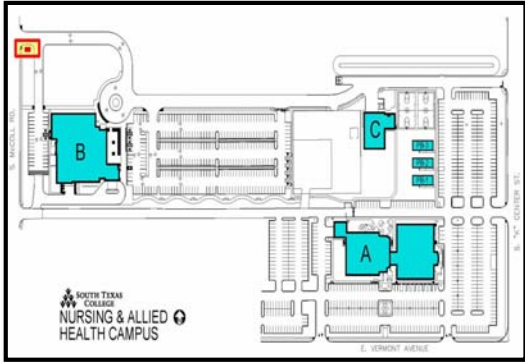
Printed Name and Title \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_





# Project Fact Sheet

8/26/2020

<b>Project Name:</b> Nursing and Allied Health Campus - West Entry Campus Sign		<b>Project No.</b> 2019-013C	
<b>Funding Source(s):</b> Unexpended Plant Fund	<b>Original Budget</b>		<b>Actual Expenditures To Date</b>
	Construction: \$ 75,000		Variance of Original Budget vs. Actual Expenditures To Date
	Design: -		\$ 75,000
	Miscellaneous: 1,000		820
	FFFE: -		180
Technology: -		-	-
<b>Total:</b> \$ 76,000		\$ 820	\$ 75,180
<b>Architect:</b> N/A		<b>Board Approval of Schematic Design</b> 11/26/2019	
<b>Contractor:</b> Limon Masonry, LLC.			
<b>STC FPC Project Manager:</b> David Valdez		<b>Substantial Completion</b> 8/26/2020	<b>Board Acceptance</b> 9/22/2020
		<b>Final Completion</b> 9/26/2020	<b>Board Acceptance</b> TBD
<b>Project Description</b>		<b>Project Scope</b>	
The installation of an monument sign at the main entrance to campus.		Installation of a pre-fabricated metal sign with it's associated masonry.	
<b>Projected Timeline</b>			
Board Approval of Architect	Board Approval of Schematic Design	Board Approval of Contractor	Construction Start Date
N/A	11/26/2019	3/31/2020	4/15/2020
			Substantial Completion Date
			8/26/2020
			Final Completion Date
			9/26/2020
			FFFE Completion of Move In
			N/A
<b>Project Calendar of Expenditures by Fiscal Year</b>			
<b>Fiscal Year</b>	<b>Construction</b>	<b>Design</b>	<b>Misc.</b>
2019-20	\$ -	\$ -	\$ 820
<b>Project Total</b>	\$ -	\$ -	\$ 820
			<b>FFFE</b>
			\$ -
			<b>Tech</b>
			\$ -
			<b>Project Total</b>
			\$ 820
<b>Current Agenda Item</b>			
9/08/20 Facilities Committee: Review and Recommend Action on Approval of Substantial Completion of the Nursing and Allied Health Campus West Entry Campus Sign			
			



## **Review and Action as Necessary on Approval of Substantial and Final Completion of the District Wide Exterior Building Lettering**

Approval of substantial and final completion of the District Wide Exterior Building Lettering Project is requested.

<b>Project</b>		<b>Completion Recommended</b>	<b>Date Received</b>
1.	District Wide Exterior Building Lettering Project No. 2020-012R	Substantial Completion	August 18, 2020
	Contractor: Fastsigns	Final Completion Recommended	September 4, 2020

This is a renewals & replacements project and has been reviewed by the Facilities Planning & Construction department, the President's Cabinet, the Coordinated Operations Council, the Facilities Committee, and the Board of Trustees. This project was scheduled as a routine exterior improvement to update exterior building lettering to match the current building names of the existing facilities.

Final Completion, including punch list items, was accomplished as required in the Owner/Contractor agreement for this project. It is recommended that substantial and final completion and release of final payment for this project with Fastsigns be approved. The original cost approved for this project was in the amount of \$48,679.90.

The following table summarizes the current budget status:

<b>District Wide Exterior Building Lettering</b>					
<b>Construction Budget</b>	<b>Approved Proposal Amount</b>	<b>Net Total Change Orders</b>	<b>Final Project Cost</b>	<b>Previous Amount Paid</b>	<b>Remaining Balance</b>
\$50,000.00	\$48,679.90	\$0	\$48,679.90	\$46,234.65	\$2,445.25

On September 4, 2020, Facilities Planning & Construction staff inspected the site to confirm that all punch list items were completed.

### **Enclosed Documents**

A copy of the Substantial Completion Certificate, the Final Completion Letter, and photos are enclosed for the Board's review and information.

The Facilities Committee recommended Board approval of substantial and final completion of the District Wide Exterior Building Lettering Project and release of final payment in the amount of \$2,445.25 to Fastsigns as presented.

### **Recommendation:**

It is recommended that the Board of Trustees of South Texas College approve and authorize substantial and final completion of the District Wide Exterior Building Lettering Project and release of final payment in the amount of \$2,445.25 to Fastsigns as presented.



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

The Board of Trustees approves and authorizes substantial and final completion of the District Wide Exterior Building Lettering Project and release of final payment in the amount of \$2,445.25 to Fastsigns as presented.

**Approval Recommended:**

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



## District Wide Exterior Building Lettering



Pecan Campus Building G



## District Wide Exterior Building Lettering



Pecan Plaza Human Resources Building



## District Wide Exterior Building Lettering



Mid Valley Campus Building F



## District Wide Exterior Building Lettering



Nursing and Allied Health Campus Building A



## District Wide Exterior Building Lettering



Starr County Campus Building F



## Substantial Completion Acceptance

**Project Name:** District Wide - Exterior Building Lettering

**Project No.:** RFP 19-20-1040

**Owner:** South Texas College

**Contractor:** Fastsigns

**A/E Firm:** N/A

### Scope of Work Covered by This Acceptance:

Installation of Board Approved building name replacement letters district wide.

**Effective Date of Acceptance:** 8/18/2020

This constitutes the Owner's acceptance for Beneficial Occupancy: Yes



No



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

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

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

The **Contractor** shall complete/correct the items identified on the punch list(s) within 30 Calendar days from the Effective Date of this Acceptance.

*Ernest Marcial*  
Printed Name and Title

*[Signature]*  
Signature

8/28/2020  
Date

The **Architect/Engineer** agrees that the Work noted in this Acceptance is sufficiently complete to be used as intended.

N/A

Printed Name and Title

Signature

Date

With the exception of those items noted on the attached "punch list(s)", the **Owner** accepts the Work designated herein as Substantially Complete as of the Effective Date of this Acceptance.

Printed Name and Title

Signature

Date







P.O. BOX 9701  
McAllen, TX 78502-9701

Facilities Planning & Construction  
3200 W. Pecan Blvd. • McAllen, TX 78501

(956) 872-3737  
(956) 872-3747

September 4, 2020

South Texas College  
3200 W. Pecan Blvd., Bldg N. Suite 179  
McAllen, TX 78501

Re: RFP 19-20-1040 District Wide Exterior Building Lettering

STC Facilities Planning and Construction recommends Final Completion of the STC District Wide Exterior Building Lettering project and recommends release of final payment.

If you have any questions, please contact our office.







Sincerely,

Rick de la Garza, Director  
Facilities Planning & Construction  
3200 W. Pecan Blvd., Bldg. N. Suite 179  
McAllen, TX 78501  
Phone: 956-872-3737  
Fax: 956-872-3747



# Project Fact Sheet

8/31/2020

<b>Project Name:</b> District Wide - Exterior Building Lettering		<b>Project No.</b> 2020-012R	
<b>Funding Source(s):</b> Renewals & Replacements Fund	<b>Original Budget</b>		<b>Actual Expenditures To Date</b> <b>Variance of Original Budget vs. Actual Expenditures To Date</b>
	Construction:	\$ 50,000	\$ 46,234 \$ 3,766
	Design:	-	-
	Miscellaneous:	-	-
	FFE:	-	-
	Technology:	-	-
	<b>Total:</b>	<b>\$ 50,000</b>	<b>\$ 46,234 \$ 3,766</b>
<b>Architect:</b> N/A <b>Contractor:</b> Fastsigns		<b>Board Approval of Schematic Design</b> N/A	
<b>STC FPC Project Manager:</b> Roberto Gomez		<b>Substantial Completion</b> TBD	<b>Board Acceptance</b> TBD
		<b>Final Completion</b> TBD	<b>Board Acceptance</b> TBD
<b>Project Description</b>		<b>Project Scope</b>	
Routine exterior improvement to update exterior building lettering.		Replacing existing lettering with new lettering to match the current building names of the existing facilities throughout the district. On fourteen (14) buildings total at the Pecan, Mid Valley, Technology, Nursing & Allied Health, and Starr County campuses and the Pecan Plaza.	
<b>Projected Timeline</b>			
Board Approval of Architect	Board Approval of Schematic Design	Board Approval of Contractor	Construction Start Date
N/A	N/A	3/31/2020	4/20/2020
			Substantial Completion Date
			9/20/2020
			Final Completion Date
			10/20/2020
			FFE Completion of Move In
			N/A
<b>Project Calendar of Expenditures by Fiscal Year</b>			
<b>Fiscal Year</b>	<b>Construction</b>	<b>Design</b>	<b>Misc.</b>
2019-20	\$ 46,234	\$ -	\$ -
<b>Project Total</b>	<b>\$ 46,234</b>	<b>\$ -</b>	<b>\$ -</b>
			<b>FFE</b>
			\$ -
			<b>Tech</b>
			\$ -
			<b>Project Total</b>
			<b>\$ 46,234</b>
<b>Current Agenda Item</b>			
9/8/20 Facilities Committee: Review and Recommend Action on Approval of Substantial and Final Completion of the District Wide Exterior Building Lettering			
 Mid-Valley		 Nursing & Allied Health	
 Pecan Campus		 Pecan Plaza	
		 Technology Campus	
		 Starr County Campus	



### **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 2020 - 2021**  
**As of September 3, 2020**

<b>Total Project Budget Summary</b>	<b>FY21 Unexpended Plant Fund</b>	<b>FY21 Renewals &amp; Replacements</b>
Total Construction Project Budget	\$ 10,982,474	\$ 4,883,890
Proposed Projects for the Month of September 2020	(410,238)	(302,919)
<b>Total Project Budget Balance</b>	<b>\$ 10,572,236</b>	<b>\$ 4,580,971</b>

Project Reference #	Project Name	Total Project Budget/Actual*	
		CIP Fund	R&R Fund
Pending Board Approval on September 22, 2020			
2020-008C	Pecan Campus Business and Science Building G Classroom Conversion of Two (2) Classrooms to Geology Labs - CO	\$ 267,700	\$ -
2020-002C	Pecan Plaza West Building C Kinesiology Storage and Restroom Renovations	142,538	-
2019-047R	Mid Valley Campus Drainage Improvements Phase I - CO	-	302,919
2018-019R	Asphalt Resurfacing for the Northwest Drive - CO	-	92,971
Total Pending Board Approval		\$ 410,238	\$ 302,919

<b>Current Total Project Budget</b>	<b>\$ 410,238</b>	<b>\$ 302,919</b>
-------------------------------------	-------------------	-------------------

\* Actuals costs will be updated as project progresses.

CO - Carry over project from previous year.



South Texas College  
Unexpended Plant Fund - Capital Improvement Projects (CIP)  
Project Status  
FY 2020 - 2021

#	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	FY2021 Budget	Priority Status	Upcoming Board Meeting Item	Architect/ Engineering Firm	Contractor	
Pecan Campus																			
1	Sand Volleyball Courts					•					\$ 113,008	\$ 91,879	\$ 21,129	\$ -	High	N/A	Alvarado Architects & Assoc.	NM Contracting, LLC (Terminated)	
2	Sand Volleyball Courts - Sand Replacement					•					\$ 43,711	\$ 7,390	\$ 36,321	\$ 44,450	High	November 2020	Substantial Completion	Alvarado Architects & Assoc.	Limon Masonry
3	Library Building F Renovation and Expansion			•							\$ 1,572,047	\$ 129,781	\$ 1,442,266	\$ 1,442,266	High	November 2020	Approval of Feasibility Study	ERO Architects	TBD
4	Information Technology Building M Office and Work Space Renovation					•					\$ 624,445	\$ 122,350	\$ 502,095	\$ 499,435	High	November 2020	Substantial Completion	Boultinghouse Simpson Gates Architects	Noble Texas Builders
6	Business and Science Building G Classroom Renovation			•							\$ 275,003	\$ 3,438	\$ 271,565	\$ 267,700	High	September 2020	Schematic Design	EGV Architects	TBD
7	Student Services Building K Renovations	•									\$ 26,200	\$ -	\$ 26,200	\$ 103,000	Medium	TBD	TBD	TBD	N/A
Pecan Plaza																			
8	West Building C Kinesiology Renovation			•							\$ 36,909	\$ 4,544	\$ 32,365	\$ 142,538	High	September 2020	Solicit for Construction Services	Alvarado Architects & Assoc.	TBD
9	Human Resources Building A Renovation	•									\$ 141,000	\$ -	\$ 141,000	\$ 141,000	Medium	TBD	TBD	TBD	TBD
10	Human Resources Building A Entry Court Yard Improvements	•									\$ 16,000	\$ -	\$ 16,000	\$ 16,000	High	TBD	TBD	TBD	TBD
Mid-Valley Campus																			
11	Student Union Building F Renovation					•					\$ 389,224	\$ 81,416	\$ 307,808	\$ 308,666	High	November 2020	Substantial Completion	ROFA Architects	Noble Texas Builders
12	Center for Learning Excellence Building A Renovation of Space for Supplemental Instruction			•							\$ 224,200	\$ 2,008	\$ 222,192	\$ 223,200	High	November 2020	Schematic Design	The Warren Group Architects	TBD
Technology Campus																			
13	Emerging Technologies Building A & Advanced Technical Careers Building B Renovation		•								\$ 151,320	\$ 820	\$ 150,500	\$ 150,500	High	December 2020	Master Plan Acceptance	EGV Architects	TBD
Dr. Ramiro R. Casso Nursing & Allied Health Campus																			
14	East Building A Student Services Renovation					•					\$ 396,616	\$ 21,346	\$ 375,270	\$ 375,270	High	December 2020	Substantial Completion	Gignac Architects	Holchemont
15	West Entry Campus Sign						•				\$ 80,353	\$ 5,755	\$ 74,598	\$ 60,000	High	September 2020	Substantial Completion	N/A	Limon Masonry
Starr County Campus																			
16	Student Services Building G Renovation					•					\$ 247,380	\$ 13,018	\$ 234,362	\$ 236,500	High	November 2020	Substantial Completion	Gignac Architects	Holchemont
17	Workforce Center Building D Welding Expansion			•							\$ 230,820	\$ 820	\$ 230,000	\$ 230,000	Low	November 2020	Schematic Design	Gignac Architects	TBD
Regional Center for Public Safety Excellence																			
18	Target Range - STC		•								\$ 296,092	\$ 3,487	\$ 292,605	\$ 291,972	High	December 2020	Schematic Design	PBK Architects	TBD
19	Canopy for Safety Training Vehicles	•									\$ 285,500	\$ -	\$ 285,500	\$ 285,500	Low	TBD	TBD	TBD	TBD
20	Canopy for Students/Instructors	•									\$ 247,000	\$ -	\$ 247,000	\$ 247,000	Low	TBD	TBD	TBD	TBD
21	Fire Training Area	•									\$ 443,600	\$ -	\$ 443,600	\$ 443,600	Low	TBD	TBD	TBD	TBD
22	Site Drainage Improvements					•					\$ 380,885	\$ 24,630	\$ 356,255	\$ 356,255	High	September 2020	Approval of Drainage Study	Perez Consulting Engineers	TBD



South Texas College  
Unexpended Plant Fund - Capital Improvement Projects (CIP)  
Project Status  
FY 2020 - 2021

#	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	FY2021 Budget	Priority Status	Upcoming Board Meeting Item		Architect/Engineering Firm	Contractor
23	Chiller Installation		•								\$ 170,000	\$ -	\$ 170,000	\$ 170,000	High	TBD	TBD	TBD	TBD
24	Cityscape Remediation	•									\$ 129,500	\$ -	\$ 129,500	\$ 129,500	High	July 2020	Approval of additional construction services	TBD	TBD
Higher Education Center La Joya																			
25	Exterior Building and Wayfinding Signage					•					\$ 59,144	\$ 22,024	\$ 37,121	\$ 36,400	High	N/A		N/A	Fast Signs
District Wide																			
26	Land	N/A									\$ 3,000,000	\$ -	\$ 3,000,000	\$ 3,000,000	N/A	N/A		N/A	N/A
27	Renovation and Contingencies	N/A									\$ 659,296	\$ -	\$ 659,296	\$ 659,296	N/A	N/A		N/A	TBD
28	Outdoor Furniture	•									\$ 25,000	\$ -	\$ 25,000	\$ 25,000	N/A	N/A		N/A	TBD
29	Facility Signage			•							\$ 49,632	\$ -	\$ 49,632	\$ 49,632	N/A	N/A		N/A	Fast Signs
30	Removal of Existing Trees	•									\$ 24,687	\$ -	\$ 24,687	\$ 24,687	N/A	N/A		N/A	TBD
31	Automatic Doors Phase IV	•									\$ 95,120	\$ 879	\$ 94,241	\$ 95,120	Medium	N/A		TBD	TBD
32	Campus Master Plan	•									\$ 375,000	\$ -	\$ 375,000	\$ 375,000	N/A	N/A		TBD	N/A
Totals		12	3	6	0	8	1	0	0	1									



South Texas College  
Renewal and Replacement Projects  
Project Status  
FY 2020 - 2021

#	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	FY2021 Budget	Priority Status	Upcoming Board Meeting Item	Architect/ Engineering Firm	Contractor	
Mid Valley Campus																			
1	Resurfacing Northwest Drive				•						\$ 128,132	\$ 11,134	\$ 116,998	\$ 92,971	High	November 2020	Substantial Completion	PCE Consultants	McAllen Multi Services
2	Roofing Replacement			•							\$ 951,000	\$ 3,877	\$ 947,123	\$ 947,123	High	August 2020	Approval of Roof Assessment Report	Beam Professionals	TBD
3	Drainage Improvements Phase I				•						\$ 459,202	\$ 218,862	\$ 240,340	\$ 302,919	High	November 2020	Substantial Completion	PCE Consultants	McAllen Multi Services
Dr. Ramiro R. Casso Nursing & Allied Health Campus																			
4	NAH East Building A Westside Elevators Refurbishment				•						\$ 159,000	\$ -	\$ 159,000	\$ 159,000	Medium	October 2020	Approval of Construction Services	N/A	Oracle Elevator
5	NAH East Building A Roofing Replacement			•							\$ 166,077	\$ 969	\$ 165,108	\$ 165,108	High	August 2020	Approval of Roof Assessment Report	BEAM Professionals	TBD
6	NAH East Building A Data Cabling Infrastructure Replacement				•						\$ 161,677	\$ -	\$ 161,677	\$ 15,000	Low	TBD	TBD	N/A	TBD
7	NAH East Building A Exterior Stair Repairs and Replacement				•						\$ 169,000	\$ -	\$ 169,000	\$ 169,000	High	October 2020	TBD	TBD	TBD
Starr County Campus																			
8	Roofing Replacement			•							\$ 832,323	\$ 7,754	\$ 824,569	\$ 824,569	High	August 2020	Approval of Roof Assessment Report	Beam Professionals	TBD
District Wide																			
9	Irrigation System Controls Upgrade				•						\$ 143,685	\$ 72,485	\$ 71,200	\$ 71,200	Low	TBD		N/A	Aqua Tech
10	Fire Alarm Panel Replacement/Upgrade				•						\$ 182,500	\$ -	\$ 182,500	\$ 40,000	Low	TBD		N/A	TBD
11	Interior LED Lighting Upgrade				•						\$ 219,950	\$ 109,950	\$ 110,000	\$ 110,000	Low	TBD		N/A	TBD
12	Ext Walkway LED Lighting Upgrade Ph I				•						\$ 49,000	\$ -	\$ 49,000	\$ 49,000	Low	TBD		N/A	TBD
13	Interior Controls Upgrade				•						\$ 76,500	\$ 17,049	\$ 59,451	\$ 76,500	Low	TBD		N/A	TBD
14	Floor Replacement	•									\$ 532,042	\$ 28,042	\$ 504,000	\$ 504,000	Medium	October 2020	Color Selections	N/A	TBD
15	HVAC Upgrades				•						\$ 660,000	\$ -	\$ 660,000	\$ 660,000	Low	TBD		N/A	TBD
16	Exterior Lighting Upgrade				•						\$ 279,000	\$ -	\$ 279,000	\$ 279,000	Low	TBD		N/A	TBD
17	Keyless Entry Access Upgrades				•						\$ 39,626	\$ 14,626	\$ 25,000	\$ 25,000	Low	TBD		N/A	ADI
18	Renewals & Replacements	N/A									\$ 151,000	\$ -	\$ 151,000	\$ 151,000	N/A	N/A		N/A	N/A
19	Water Tower Logo Replacements	N/A									\$ 80,000	\$ -	\$ 80,000	\$ 80,000	N/A	TBD		N/A	TBD
Totals		1	0	3	9	4	0	0	0	0									



## **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 August 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 **August 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 August 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 August 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 August 2020
- B. Release of Checks for \$125,000.00 and Above Board of Trustees Approval Required for August 2020
- C. Release of Checks for \$125,000.00 and Above Released Prior to Board Approval (Policy 5610) for August 2020
- D. Release of Construction Fund Checks for August 2020
- E. Quarterly Investment Report for August 2020
- F. Summary of Revenue for August 2020
- G. Summary of State Appropriations Income for August 2020
- H. Summary of Property Tax Income for August 2020
- I. Summary of Expenditures by Classification for August 2020
- J. Summary of Expenditures by Function for August 2020
- K. Summary of Auxiliary Fund Revenues and Expenditures for August 2020
- L. Summary of Grant Revenues and Expenditures, August 2020
- M. Summary of Bid Solicitations
- N. Check Register for August 2020





**Week of August 23 – August 29, 2020:**

- Student Enrollment Update - Fall 2020
- 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
- Update 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)
- Discussion of Legislative Appropriations Request for FY 2021-2022 and FY 2020-2023
- Discussion of Senate Higher Education Committee Interim Charge Regarding Online Courses and Degrees
- Discussion of New Department of Education Distance Education Regulations Proposed for July 2021
- Met with Bradley Davis, Director of Institutional Effectiveness, Assessment, and Accreditation to discuss the Institutional Effectiveness (IE) Plan for the 2019-2021 biennium.
- Participated in an award presentation video as a recipient of the 2020 Theodore M. Hesburgh Award from the TIAA Institute. The video will be used to announce the winners of this year's award on their social media platforms.
- Participated in the **Ambassadors Cross Training Academy (A.C.T.A.) Virtual Ceremony** and presented a welcoming address. A total of 28 employees participated in the academy which provided them an opportunity to increase their knowledge in respect to the different aspects of the college therefore, increasing their ability to assist students and colleagues more effectively.





# President's Report

August 23, 2020 – September 19, 2020

- Participated in Excelecia in Education's ***President's for Latino Student Success, Latino College Completion Today to 2030*** conference call discussion. The meeting provided higher education leaders an opportunity to discuss the new Latino college completion analysis, connect with other institutional leaders, and to share key developments during these challenging times to help Latino and other students thrive.
- Met with Mary Elizondo, Vice President for Finance and Administrative Services to discuss and review Capital Improvement Projects (CIP).

## Week of August 30 – September 5, 2020:

- Update on Distribution of GEER Funds
- Continued Discussion of Proposed Policy Revisions to:
  - Policy #4310: *Sick Leave Pool*
  - Policy #4316: *Leave of Absence*
  - Policy #4319: *Professional Leave*
  - Policy #4330: *Professional Development Plan Eligible Regular Full-Time Faculty and Staff*
- Continued Discussion of COVID-19 Issues and Concerns
- Discussion of Enforcement of Requirement for Employees and Students to Wear Face Masks
- Discussion of Return to Campus Status for Employees
- Discussion of Vendor Analysis of Faculty Cost and Productivity Study
- Discussion of Draft FY2019-2020 Status Report for Comprehensive Operational Plan
- Coordinated development of South Texas College Video for SACSCOC Reaffirmation Visit
- Review of Schematic Design of Building "G" Physical Science Classrooms Conversion
- Met with Dr. Rebecca De Leon, Dean for Dual Credit Programs and School District Partnerships and April Castaneda, School District Partnership Relations Manager to discuss and review final plans and the website for a South Texas College hosted National Summit for Dual Credit Programs Conference scheduled for 2021. The National Summit for Dual Credit Programs is a premier conference tailored for higher education institutions, school district personnel, and State/National entities hosted by South Texas College. The National Summit for Dual Credit Programs will provide attendees with valuable information and key takeaways regarding dual credit and college readiness.
- Participated in virtual meeting with Senator Ted Cruz and the Presidents of the higher education institutions in the Valley to discuss COVID-19 recovery and relief efforts and the CARES Act funding. Higher education participants included UTRGV, UTRGV School of Medicine, Texas Southmost College, Texas State Technical College, Texas A&M Higher Education Center, Laredo Community College, and Texas A&M International University.
- Coordinated the agenda and back-up materials for the September 8, 2020 Committee Board meetings.

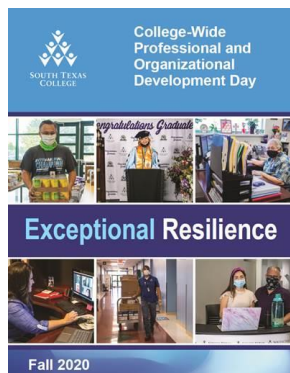


# President's Report

August 23, 2020 – September 19, 2020

## Week of September 6 – September 12, 2020:

- Review and Discussion of Request for Proposals for the Faculty Cost and Productivity Study
- Review and Discussion of Fall 2020 Student Enrollment
- Review and Discussion of Developing Hispanic Serving Institutions (DHSI) Grant
  - Coordination with QEP
  - Proposed Positions
  - Organizational Chart
  - Proposed Budget
- Updates for SACS Reaffirmation Visit preparation and coordination
- Discussion of THECB Emergency Rulemaking Authority
- Discussion of TSI Assessment, College Readiness Benchmarks, and Final Phase of Corequisite Implementation
- Participated in the Superintendent's Leadership Meeting and provided the Welcome Address. The Superintendent's Leadership Meeting provides the Dual Credit Programs an opportunity to outline its priorities for the upcoming school year with school district leaders. Items covered during the meeting included an overview of the State of the Dual Credit Programs, 2020-2021 Interlocal Agreement, and an individualized Continuous Improvement: Student Success Metrics Data report for each school district that is prepared for distribution.



- Met with Jessica Galloso, Associate Dean for Professional and Organizational Development to discuss and review plans for College Wide Organizational and Professional Development Day scheduled for September 25, 2020. This year's theme will be "Exceptional Resilience." The event is scheduled to be virtual and will include a general session and two breakout sessions.

- Hidalgo County Judge, Richard Cortez issued Hidalgo County Emergency Order 20-014 regarding the face covering requirement, recommendations for the vulnerable population in the county, curfew timeframe, travel restrictions, outdoor gathering modifications, and occupancy limits for businesses.

## Week of September 13 – September 19, 2020:

- Discussion and Feedback on SACSCOC Reaffirmation Site Visit
- Discussion of Fall 2020 Student Enrollment Census Report



# *President's Report*

*August 23, 2020 – September 19, 2020*

- Discussion of Faculty Stipends and Special Assignments
- Discussion of Frozen Staffing Plan Positions for FY2020-2021
- Discussion of Updates Regarding Faculty Cost and Productivity Study
- Discussion of Hidalgo County Judge's Order No. 20-014 and Impact on College
- Discussion of New Facility Options
- Participated in the Southern Association of Colleges and Schools – Commission on Colleges (SACSCOC) Reaffirmation Site Visit Meetings that included the Welcome, Meeting with the President and Board members, Briefing with President, and the Exit Conference. The Reaffirmation On Site Visit took place September 14<sup>th</sup> – 17<sup>th</sup>. The entire process was virtual, including online interviews, tours of campus facilities, interaction with the Board of Trustees, faculty, staff, and students, and a review of the College's Quality Enhancement Plan (QEP). There were no findings issued, and the College received positive remarks.
- Coordinated the agenda and back-up materials for the September 22, 2020 Public Hearing and Special Board Meeting and Regular Board meeting.



## **Announcements**

### Announcements

#### A. Next Meetings:

- Tuesday, October 13, 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, October 27, 2020
  - 5:30 p.m. – Regular Board Meeting

#### B. Other Announcements:

- The College will be closed on Friday, September 25, 2020 for College-Wide Organizational Development Day