

# **Board of Trustees Regular Board Meeting**

Tuesday, October 27, 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, October 27, 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.
- O 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. Presentation
  - - Vice Chair of Association of Community College Trustees (ACCT) Board of Directors, and
    - Presidency of Association of Latino Community College Trustees (ALCCT)
       Board of Directors

Octob	er 2	27, 2	2020 Regular Board Meeting @ 5:30 p.m.
VI.	Co	nsi	ideration and Action on Consent Agenda
	A.	Ap	proval of Board Meeting Minutes
		1.	September 22, 2020 Public Hearing and Special Board Meeting
		2.	September 22, 2020 Regular Board Meeting
	В.	Ap	proval and Authorization to Accept Grant Awards and Agreements 52 - 54
		1)	Occupational Safety and Health Administration (OSHA) Susan Harwood Training Grant Program in the amount of \$130,053
		2)	BBVA Foundation, Community Giving Program Grant in the amount of \$8,000
		3)	City of McAllen Development Corporation Grant in the amount of \$260,000
		4)	Texas Higher Education Foundation, in partnership with Greater Texas Foundation and Trellis Foundation, Texas Emergency Aid Grant, in the amount of \$20,000
		5)	Economic Development Corporation of Weslaco Grant in the amount of \$75,000
		6)	Additional Grant(s) Received/Pending Official Award
VII.	Co	nsi	ideration and Action on Committee Items
	A.	Ed	lucation and Workforce Development Committee Items
		1.	Review of Presentation Delivered to Committee 55 - 56
			<ul> <li>a. Five-Year Update on the Status of the Division of Continuing Education, Workforce Training, and Economic Development</li> </ul>
		2.	Discussion and Action as Necessary to Approve Application for Grant Funding to Support Continuing Education, Workforce Training, and Economic Development Facility Expansion
	В.	Fir	nance, Audit, and Human Resources Committee Items
		1.	Presentation on Delinquent Tax Collection Report for the Period Ending August 31, 2020
		2.	Review and Action as Necessary on Quarterly Investment Report for Quarter Ending August 31, 2020
		3.	Presentation and Action as Necessary on Acceptance of South Texas College Chief Executive Officer Reporting Requirements for Academic Year 2019 – 2020 of Sexual Harassment, Sexual Assault, Dating Violence, and Stalking Incidents Under Texas Education Code, Section 51.253(c)
		4.	Review and Action as Necessary on Revision to FY 2020 – 2021 Tuition

and Fee Schedule......89 - 90

October 2	7, 2	2020 Regular Board Meeting @ 5:30 p.m.
	5.	Review and Action as Necessary on Award of Proposal, Rescindment of Award, Purchases, and Renewals
		<ul><li>A. Award of Proposal</li><li>1) Graduation Caps and Gowns (Award)</li></ul>
		<ul><li>B. Rescind of Award</li><li>2) Truck Driver/Bus Driver Training (Rescind)</li></ul>
		<ul><li>C. Purchases and Renewals (C-a. Instructional Item)</li><li>3) Admission Assessment Exams (Purchase)</li></ul>
		<ul> <li>C. Purchases and Renewals (C-b. Non-Instructional Items)</li> <li>4) Building Automation Equipment, Parts, and Equipment Maintenance (Purchase)</li> <li>5) Furniture (Purchase)</li> <li>6) Vehicle Fuel Program (Renewal)</li> </ul>
		C. Purchases and Renewals (C-c. Technology Items) 7) Laptops (Purchase) 8) Microsoft Campus License Agreement (Renewal) 9) On-Demand Subscription Library Services (Renewal) 10)Support Services Agreement (Renewal) 11)Telephone Services (Renewal)
	6.	Review and Action as Necessary to Reject Financial Advisor and Continuing Disclosure Services Proposals
	7.	Review and Action as Necessary to Proceed with Procurement Process for Financial Advisor and/or Continuing Disclosure Services 108 - 109
	8.	Discussion and Action as Necessary on Financial Advisor Services Contract Extension
	9.	Discussion and Action as Necessary on Primary Bank Depository Services
	10	Review and Action as Necessary on Resolution 2021-001 Authorizing Investment Brokers, Dealers, Banks, and Investment Pools 120 - 124
	11.	Review and Action as Necessary to Revise Policy #5120: Investment Policy and Investment Strategy Statement
	12	Discussion and Action as Necessary on Waiver of Electronic Distance Learning/VCT Course Fee for Traditional and Dual Credit Students Enrolled in Distance Education Online Courses for Spring 2021 143 - 144
	13	Review and Action as Necessary to Reject the Faculty Cost and Productivity Study Proposals and Solicitation of a Study of Faculty and Staff Costs and Productivity
C.	Fa	cilities Committee Items
	1.	Review and Recommend Action on Authorization to Proceed with Solicitation of Engineering Services for the Nursing and Allied Health Campus NAH East Building A Exterior Stairs Repairs and Replacement

Octol	oer 27,	2020 Regular Board Meeting @ 5:30 p.m.
	2.	Review and Recommend Action on Authorization to Proceed with Solicitation of Mechanical, Electrical, and Plumbing (MEP) Engineering Services for the Regional Center for Public Safety Excellence Additional Chiller Installation Project
	3.	Review and Recommend Action on Contracting Engineering Services for the District Wide Automatic Door Openers Phase IV
	4.	Review and Action as Necessary on Acceptance of the Regional Center for Public Safety Excellence Evaluation of Existing Site Drainage Conditions Report and Authorization to Proceed with Design of Recommended Drainage Improvements
	5.	Review and Recommend Action on Approval of Substantial Completion of the Pecan Campus Sand Volleyball Court Sand Replacement 208 - 213
	6.	Review and Recommend Action on Approval of Final Completion of the Nursing and Allied Health Campus West Entry Sign214 - 218
	7.	Update on Status of Unexpended Plant Fund Construction Projects and Renewals & Replacements Projects
VIII.		ideration and Approval of Checks and Financial Reports 225 - 226
IX.	Intorr	national Items
	•	President's Report
Χ.	Anno	uncements
	A. Ne	ext Meetings:
	•	<ul> <li>Tuesday, November 10, 2020</li> <li>➤ 3:30 p.m. – Education and Workforce Development Committee</li> <li>➤ 4:30 p.m. – Facilities Committee</li> <li>➤ 5:30 p.m. – Finance, Audit, and Human Resources Committee</li> </ul>
	•	Tuesday, November 24, 2020  ➤ 5:30 p.m. – Regular Board Meeting
	B. Ot	her Announcements:
	•	The College will be closed from Thursday, November 26, 2020 through Sunday, November 29, 2020 in observance of Thanksgiving.

- The South Texas College Virtual December 2020 Commencement is planned for Saturday, December 12, 2020.
- The College will be closed from Thursday, December 17, 2020, through Sunday, January 3, 2020, in observance of Winter Break.

#### **Presentation**

#### 1. Recognition of Ms. Rose Benavidez' Election to:

- Vice Chair of Association of Community College Trustees (ACCT) Board of Directors, and
- Presidency of Association of Latino Community College Trustees (ALCCT)
   Board of Directors

South Texas College is proud to announce that STC Vice Chair Rose Benavidez has been elected to serve as the Vice Chair of the Association of Community College Trustees (ACCT) Board of Directors, as well as President of the Association of Latino Community College Trustees (ALCCT) Board of Directors.

Ms. Benavidez continues her advocacy for the border communities of Starr and Hidalgo County, and their access to higher education and workforce training. In her leadership roles in these national organizations, Ms. Benavidez can ensure that issues facing community college students at the Border are at the forefront of policy considerations at the national level.

Ms. Benavidez continues to share the stories of South Texas College successful practices, such as:

- tuition-free dual credit partnerships,
- career- and education-pathways, and
- close partnerships with economic development, education, local and regional leadership.

Through Ms. Benavidez' representation, South Texas College continues to lead innovation and success in providing higher education and workforce training opportunities to historically underserved communities.

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) September 22, 2020 Public Hearing and Special Board Meeting
- 2) September 22, 2020 Regular Board Meeting

#### Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and adopt the Minutes for the September 22, 2020 Public Hearing and Special Board Meeting and the September 22, 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 September 22, 2020 Public Hearing and Special Board Meeting and the September 22, 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, September 22, 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, September 22, 2020 in the Ann Richards Administration Building Board Room at the Pecan Campus in McAllen, Texas. The meeting commenced at 5:15 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, Mr. Gary Gurwitz, and Mr. Rene Guajardo were present and participated by teleconference.

Members absent: Mrs. Victoria Cantú

Also present: Dr. Shirley A. Reed, Mr. Jesus Ramirez, Mrs. Mary Elizondo, Mr. Matthew Hebbard, Mr. Bradley Davis, Mr. David Valdez, and Mr. Andrew Fish.

#### **Determination of a Quorum**

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

#### The Public Hearing on South Texas College Proposed 2020 Tax Rate

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

The Public Hearing on the proposed 2020 tax rate for South Texas College opened at 5:17 p.m. and consisted of:

Presentation of Proposed 2020 tax rate for South Texas College
 Mrs. Elizondo presented the Overview of the 2020 tax rate for South Texas College and responded to questions from the Board.

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 on 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, and the Notice of Public Hearing on Tax Increase for the Board's information and review.

The tax rate for the 2019 Tax Year was as follows:

2019 Tax Rate  M&O Rate Debt Rate Total Rate					

The proposed tax rate for the 2020 Tax Year was as follows:

2020 Tax Rates					
	M&O Rate	Debt Rate	Total 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	
Proposed Tax Rate	\$0.1400	\$0.0318	\$0.1718	\$71,973,217	

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

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

#### <u>Public Hearings Prior to Adoption of the Proposed 2020 Tax Rate</u>

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 exceeded the lower of the no-new-revenue tax rate 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 scheduled for 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 was 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 p.m.

No action was requested of the Board at this time.

#### Public Comments

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

September 22, 2020 Public Hearing and Special Board Meeting Minutes Page 4, Revised 10/14/2020 @ 3:01 PM

 Closing of the Public Hearing on Proposed 2020 tax rate for South Texas College

The Public Hearing closed at 5:25 p.m.

#### **Adjournment**

There being no further business to discuss, the Public Hearing and Special Meeting of the South Texas College Board of Trustees adjourned at 5:25 p.m.

I certify the foregoing are the true and correct minutes of the Tuesday, September 22, 2020 Public Hearing and Special Board Meeting of the South Texas College Board of Trustees.

X	
Mr Roy de León	
<b>Board Secretary</b>	

# 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

#### **Minutes**

#### **Call Meeting to Order:**

The Regular Board Meeting of the South Texas College Board of Trustees was held on Tuesday, September 22, 2020 in the Ann Richards Administration Building Board Room at the Pecan Campus in McAllen, Texas. The meeting commenced at 5:30 p.m. with Mr. Paul R. Rodriguez presiding.

Mr. Rodriguez announced that specific precautions had been taken due to the COVID-19 / novel coronavirus outbreak, which had prompted local, state, and federal officials to declare states of emergency and outline recommended safety precautions for the conduct of essential business.

These precautions included:

- Recommendation for public use of the live broadcast in lieu of in-person attendance;
- Request for prior-registration for Public Comments;
- Request for anyone with an issue on the agenda to wait outside the Board Room until called upon for their agenda item;
- Essential staff waited on standby in adjacent areas until their items were under discussion; and,
- Trustees were encouraged to attend in person or participate by conference call, as their personal circumstances dictated.

Members present: 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, Mr. Rick De La Garza, Dr. Fernando Chapa, Mr. Bradley Davis, Dr. Jesus Campos, Lt. Ruben Suarez, Mr. Khalil Abdullah, Ms. Kelly Salazar, Ms. Susan Anderson, Mr. Brian Godinez, Mr. Eli Ochoa, Mr. Eddie Vela, Mr. David Perez, Mr. Jose Delgado, and Mr. Andrew Fish.

#### **Determination of a Quorum**

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

#### **Public Comments**

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

#### **Presentations**

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

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

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

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

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, presented a status report on the South Texas College Comprehensive Operation Plan for FY 2019 – 2020 which was the last year of the five-year comprehensive planning process.

The Comprehensive Operation Plan Status Report for FY 2019 – 2020 was 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, reviewed the transition to a new strategic planning model and the process for developing a new multi-year comprehensive plan.

Dr. Plummer was 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 discussed 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.

## 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, provided a report on the SACSCOC Reaffirmation Process, including feedback received during the recent site visit and a highlight of the next steps toward reaffirmation.

Mr. Paul R. Rodriguez, Chairman of the Board, observed that going into the recent site visit, the SACSCOC team had seven items that they were specifically investigating. After the site visit, they announced that there were no findings, and commended the South Texas College team for excellent teamwork in addressing all their questions.

Mr. Rodriguez congratulated all STC team members involved in this fantastic reaffirmation of accreditation cycle.

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

Dr. Alejo Salinas, Jr. noted a typo in the August 25, 2020 Regular Board Meeting Minutes, and recommended that it be corrected.

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 adopted the Minutes for the August 25, 2020 Public Hearing and Special Board Meeting and the August 25, 2020 Regular Board Meeting, with the correction as noted.

## 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 was requested. This ratification was 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 were 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 would 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 were 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 were 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 would 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 aligned to Strategic Direction #4 Fostering Student Success by providing financial relief that aids students with tuition, fees, and course materials.

Upon a motion by Mr. Roy de León and a second by Ms. Rose Benavidez, the Board of Trustees ratified 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 motion carried.

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

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

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

The funding through this program was 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 would 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 was from September 1, 2020 to August 31, 2021.

This award 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 would help to offer work-place learning experiences for many first-generation college students with low socioeconomic status.

The LRGVWD Board would 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 would 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 was from October 1, 2020 to March 31, 2021.

This award aligned 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 was awarded in the amount of \$585,315 through a five-year grant program with a total of \$2,578,877 in funding that was contingent upon annual project performance and federal funding availability. This 5-year project would 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 was from October 1, 2020 to September 30, 2021 and the five-year performance period was from October 1, 2020 to September 30, 2025.

This award 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 received a federally funded reimbursement award from the Texas State Library and Archives Commission for interlibrary loan lends made to Texas public libraries. This fund would 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 was from September 10, 2020 to October 10, 2020.

This award 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 provided 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 would be used for tuition, fees and textbooks for up to 25 candidates for the spring 2021 semester. If more participants expressed interest in the CDA program, Workforce Solutions would allow STC to request additional funds. The additional funds of \$54,000 would be added to the already approved STC Board amount of \$95,000 for a total of \$149,050 through this cycle.

The funding period was from October 1, 2020 to September 30, 2021.

This grant aligned 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.

#### 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 would 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 would be recruited. Faculty at STC would 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 was from August 1, 2020 through July 31, 2025.

This award aligned 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 helped lower the cost of food services at the South Texas College Mid Valley Child Development Center. Part of the standards for national accreditation was 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 allowed 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 was from October 1, 2020 through September 30, 2021.

This grant aligned 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 would provide up to \$3,001,320 in funding for the college to provide services and opportunities throughout the region.

Upon a motion by Mr. Roy de León and a second by Mr. Gary Gurwitz, the Board of Trustees approved and authorized accepting the following grant awards including the use of related funds and execution of related agreements as necessary for each grant, contingent upon official award as appropriate.

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

- 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
- 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 motion carried.

## 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 was requested.

Mrs. Mary Elizondo, Vice President for Finance and Administrative Services, provided 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 was published in accordance with the Truth-In-Taxation requirements in the South Texas College website. The Notice of Public Hearing on Tax Increase was 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. The packet included copies of the Proposed 2020 Tax 09/22/2020

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:

2019 Tax Rate					
M&O Rate					
2019 Tax Rate	\$0.1400	\$0.0333	\$0.1733		

The tax rate for 2020 Tax Year was proposed as follows:

2020 Tax Rates					
	M&O Rate	Debt Rate	Total Rate	Revenue	
No-New-Revenue Tax Rate (Formerly Effective Tax Rate)	-	ı	\$0.1683	\$70,629,810	
Voter-Approval Rate (Formerly Rollback Tax Rate)	\$0.1475	\$0.0318	\$0.1793	\$74,851,946	
Proposed Tax Rate	\$0.1400	\$0.0318	\$0.1718	\$71,973,217	

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

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

The proposed tax rate reflected 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 exceeded 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 was 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.

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Pecan, McAllen, Texas at 5:30 PM. Approval of the Order was 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 required the support of at least five of the seven Trustees. This rule was 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 was required. Approval of the Order required a roll call vote of the members of the Board. A copy of the Order was provided in the packet for the Board's review.

While the proposed tax rate had not increased over the past year, the proposed rate exceeded the no-new revenue tax rate, as defined by the State. Because of this, State tax code required 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."

Upon a motion by Mr. Rene Guajardo and a second by Mr. Roy de León, the Board of Trustees of South Texas College approved and authorized by record vote the Order establishing the tax rate for 2020 tax year as presented.

The motion was 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 Board of Trustees of South Texas College took a roll call vote to establish a clear record of action, as required by state law. All seven trustees were present, and they unanimously voted in favor of the motion. The motion carried.

## 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.

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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 was discussed the recommended December 2020 Commencement activities with the Board, and solicited their feedback on the execution of that plan. Mr. Paul R. Rodriguez asked that the Board be included in the activities recognizing graduates in through this virtual ceremony, and the other trustees agreed.

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

Upon a motion by Mrs. Victoria Cantú and a second by Mr. Roy de León, the Board of Trustees of South Texas College approved and authorized the December 2020 Commencement Plan and the execution of contracts as necessary to execute the plan, as presented. The motion carried.

#### 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 was 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.

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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 provided a contract for election services, as well as an estimate of \$152,131.55 for the cost to provide services.

- The County advised that the estimate was 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 advised that the estimates provided to entities did not reflect the
  proration of shared costs; upon conclusion of the elections, all costs associated
  with polling locations would be prorated among the entities with elections within
  those specific areas, which would lower the costs below the provided estimate.

All qualified registered voters of STC's single-member district #7 would 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 were provided in the packet.

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

#### **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 was necessary to ensure that faculty hiring and assignment practices strategically serve the needs of students and the College, and remain fiscally feasible. This study was specifically designed to help administration analyze current practices and compare them to peer institutions and other best practices. This would 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 would be conducted for non-faculty staff; however, administration recommended conducting the faculty study first.

#### Costs

 Faculty costs, such as salary and benefits, were 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 were more easily controlled and assessed, as they tied 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 were 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 was directly tied to enrollment, and it was necessary to carefully align faculty compensation strategies to actual enrollment and revenue driven by enrollment.
- Non-faculty staff salaries were 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 needed to be studied and strategically aligned to the College's need, and were also tied to the number of students served, they were 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 would be incorporated into future operations.

Justification – Traditional headcount enrollment at South Texas College had leveled off and, in some years, decreased for both traditional and dual credit programs; however, faculty costs had increased. Flat traditional headcount enrollment and increasing faculty costs greatly impacted the availability of funding for operations of the College. It was 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 were 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 were 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 Board 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 jointpurpose project, potentially yielding savings to the College.

Administration noted that faculty salaries were provided for directly through tuition and fees and formula funding, which are driven by enrollment. Furthermore, faculty cost

and productivity measures were tied to course assignments, committee assignments, and other activities that vary significantly from staff compensation.

Staff salaries were 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 voterapproved 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.

At the September 22, 2020 Regular Board Meeting, the Board took no action on the item, but did ask that administration present additional information to the Finance, Audit, and Human Resources Committee on the options to include administration in the faculty cost study, so that Committee could make a formal recommendation for Board action.

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

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

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

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

No action was required.

## 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, was presented. The Board was asked to approve the Investment Report as presented.

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

Justification – The report provided a brief review and update of the College's Quarterly Investment Report for the Quarter Ended 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*, required 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) reviewed the information presented.

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

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

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 Quarterly Investment Report for the Quarter Ended May 31, 2020, as presented. 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 reviewed each item, including the procurement procedures and evaluation of all responses, and recommended 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., which was renegotiated in regards to cost and dates.

#### **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
Audio Visual Aids (San Antonio, TX) - Purchasing Cooperative of	\$70,000.00
America (PCA), Texas Association of School Boards (TASB) -	
Buyboard, and The Interlocal Purchasing System (TIPS)	
B&H Foto & Electronics, Corp./ dba B&H Photo Video (New York,	\$75,000.00
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)	
Howard Technology Solutions (Ellisville, MS) – National	\$40,000.00
Cooperative Purchasing Alliance (NCPA) and Texas Association of	
School Boards (TASB) - Buyboard	
SKC Communications Products, LLC. (Shawnee Mission, KS) – E&I	\$20,000.00
Cooperative Services and The Interlocal Purchasing System (TIPS)	

- 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,	\$100,000.00
Texas Department of Information Resources (DIR), E&I	
Cooperative Services, Omnia Partners, Sourcewell, and The	
Interlocal Purchasing System (TIPS)	
<b>Dell Marketing, LP.</b> (Dallas, TX) - Texas Department of	\$50,000.00
Information Resources (DIR)	
Reyna Enterprise, Inc./ dba Computer Repair Center (CRC)	\$80,000.00
(McAllen, TX) - Texas Department of Information Resources	
(DIR)	
SHI Government Solutions (Austin, TX) – Choice Partners,	\$80,000.00
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)	
SKC Communications Products, LLC. (Shawnee Mission, KS)	\$40,000.00
<ul> <li>E&amp;I Cooperative Services and The Interlocal Purchasing</li> </ul>	
System (TIPS)	

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	1st FP McAllen, LLC. (McAllen, TX)	\$1,202.00
4	Kitchen Hoods Repairs	1st FP McAllen, LLC. (McAllen, TX)	\$10,000.00
5	Fire Sprinklers Inspections	1st FP McAllen, LLC. (McAllen, TX)	\$16,125.00
6	Fire Sprinklers Repairs	1st FP McAllen, LLC. (McAllen, TX)	\$70,000.00
7	Clean Agent Fire Suppression System Inspection	, , , , , , , , , , , , , , , , , , , ,	\$3,960.00
8	Fire Extinguishers / Inspection Rates	<b>EI Fire &amp; Safety, Inc.</b> (Mission, TX)	\$10,000.00
9	Hydro Test Rates	El Fire & Safety, Inc. (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.

Upon a motion by Ms. Rose Benavidez and a second by Mr. Roy de León, he Board of Trustees approved and authorized the award of proposals, purchases, and renewals totaling \$1,676,166.50 as presented. The motion carried.

## 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 was requested.

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

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

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

#### A. Disposal of Surplus Property

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

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

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

The auction items were located at the South Texas College Receiving Department, 3700 W. Military Hwy., McAllen, TX. The auction would 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 included software license, duplicate assets, and not found assets.

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

The Fixed Asset/Inventory Department requested 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 would be removed, as applicable, from the College's inventory system and general ledger.

Reviewers – The list for the disposal of surplus property items was reviewed by Director of Purchasing and Distribution Manager. The write-off obsolete fixed assets/capital assets were items that had not been located and the software was 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 were provided in the packet for the Board'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.

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 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 motion carried.

## 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 was also included in the Board packet.

Upon a motion by Ms. Rose Benavidez and a second by Mr. Roy de León, the Board of Trustees of South Texas College accepted the Clery Act and VAWA Presentation as delivered to the Finance, Audit, and Human Resources Committee and reproduced in the Board packet. The motion carried.

## 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) was 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 was provided in the packet for the Board's review and discussion.

In addition to the Internal Auditor's findings, included in the Audit Report, were management responses that encompassed 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. September 22, 2020 Regular Board Meeting Minutes Page 25, Revised 10/23/2020 @ 10:43 AM

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.

Upon a motion by Ms. Rose Benavidez and a second by Mr. Roy de León, the Board of Trustees of South Texas College accepted the Internal Audit Report in the Area of Clery Act and Violence Against Women Act (VAWA) as presented. The motion carried.

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

Acceptance of the Internal Audit Annual Report was 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 was provided 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.

Upon a motion by Ms. Rose Benavidez and a second by Mr. Roy de León, the Board of Trustees of South Texas College accepted the Internal Audit Annual Report as presented. The motion carried.

### 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 was requested.

### **Purpose**

The review of the Pecan Campus Library Building F Renovation and Expansion feasibility study would acknowledge the findings and recommendations of the report prepared by the architect.

### **Justification**

The review was 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 reviewed previous reports and plans, and visited the site of the existing library. They 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 was \$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
 Existing Library Space to be Renovated
 New South Expansion
 \$14.01 million
 65,990 sq ft
 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
 Existing Library Space to be Renovated
 New South Expansion
 \$11.49 million
 65,990 sq ft
 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.

0	Probable Construction Cost	\$11.49 million
0	Existing Library Space to be Renovated	65,990 sq ft
0	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
 Existing Library Space to be Renovated
 New South Expansion
 \$11.49 million
 65,990 sq ft
 8,000 sq ft

The architect's presentation offered four options, and included 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 also provided 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, were budgeted in the Unexpended Construction Plant Fund for use in fiscal year 2020-2021.

Design Services included the feasibility study, schematic design, design development, construction documents, bidding, and construction administration.

#### **Reviewers**

The proposed recommendations were reviewed by staff from the Library & Learning Support Services, Facilities Operations & Maintenance, and Facilities Planning & Construction departments, and Administration.

#### **Enclosed Documents**

The packet included the presentation from the architect on the four options.

The full feasibility study from the architect was 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 recommended 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.

At the September 22, 2020 Regular Board Meeting, the trustees asked for clarification of the design phases that would follow Board approval of an option as presented.

Mr. Ochoa described the three design phases of: Schematic Design, Design Development, and Construction Documents.

The trustees also asked about ownership of design documents if the project was stopped by the College after development of any particular phase.

While legal counsel and the architect did not have the contract on hand, they agreed that the College would be able to choose not to proceed, but that it could be problematic to use the designs with an alternate firm. Mr. Ochoa did state that the College would have the use of whatever designs had been provided, but a new firm would need to finalize those designs and would be liable for those plans at that time.

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

### 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 was 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 was 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 was scheduled as an educational space improvement to convert two classrooms in Building G to geology labs.

### **Justification**

There was an increase in demand for science courses and labs, and geology in particular. Thus more geology science labs would 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 was approved, EGV Architects, Inc. would 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 would then 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.

#### Background

On March 31, 2020, the Board of Trustees approved contracting architectural services with EGV Architects, Inc. for this project. The architect 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
  - o New sinks with cabinets
  - New emergency eyewash safety stations
  - New storage cabinets
  - o 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 were budgeted in the Unexpended Construction Plan Fund for available use in fiscal year 2020-2021 in the amount of \$135,000 for construction.

Pecan Campus Business and Science Building G Classroom Conversion of Two (2) Classrooms to Geology Labs			
Construction Budget Cost			
Budgeted Amount	\$135,000.00		
Schematic Design Estimated Amount	124,962.26		
Variance \$10,037.74			

#### Reviewers

The proposed schematic design was reviewed by Administration and staff and faculty from the Physical Science, Facilities Planning & Construction, and Facilities Operations & Maintenance departments.

#### **Enclosed Documents**

EGV Architects, Inc. developed a schematic presentation describing the proposed design. The packet included drawings of the site plan, floor plans, a cost estimate, and a fact sheet.

#### **Presenters**

EGV Architects, Inc. 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.

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

# 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 was requested.

Construction services were 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 would 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.

Upon a motion by Mr. Gary Gurwitz and a second by Mr. Roy de León, the Board of Trustees of South Texas College approved and authorized proceeding with the solicitation of construction services for the Pecan Campus Business and Science Building G Conversion of Two (2) Classrooms to Geology Labs as presented. The motion carried.

### 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 was 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 was 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 was 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

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have experienced operational issues in previous years. The restrooms were 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 was approved, Alvarado Architects & Associates, Inc. would 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 would then 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.

### **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 worked with College staff to develop a schematic design to meet the current Kinesiology Department needs.

The scope of work was 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 were 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 estimated \$137,500 in construction costs, which led to a budget deficiency of \$15,500. Additional funds were available in the Unexpended Construction Plant Fund for use in fiscal year 2020-2021.

Pecan Plaza West Building C Kinesiology Storage and Restroom			
Renovations Project			
Construction Budget Cost			
Budgeted Amount	\$122,000.00		
Schematic Design Estimated Amount	137,500.00		
Estimated Variance -\$15,500.00			

### **Reviewers**

The proposed schematic design was reviewed by staff from the Kinesiology, Facilities Planning & Construction, and Facilities Operations & Maintenance departments, and the Coordinated Operations Council.

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#### **Enclosed Documents**

Alvarado Architects & Associates, Inc. developed a schematic presentation describing the proposed design. The packet included drawings of the site plan, a floor plan, and fact sheet.

#### **Presenters**

Alvarado Architects & Associates, Inc. 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.

Upon a motion by Mr. Gary Gurwitz and a second by Mr. Roy de León, the Board of Trustees of South Texas College approved and authorized the proposed schematic design of the Pecan Plaza West Building C Kinesiology Storage and Restroom Renovations project as presented. The motion carried.

# 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 was requested.

Construction services were necessary to renovate the storage area and restrooms in the Kinesiology areas in West Building C. If solicitation was approved, 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.

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.

Upon a motion by Mr. Gary Gurwitz and a second by Mr. Roy de León, the Board of Trustees of South Texas College approved and authorized proceeding with the solicitation of construction services for the Pecan Plaza West Building C Kinesiology Storage and Restroom Renovations as presented. The motion carried.

# 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 was requested.

### **Purpose**

The purpose of this change order was 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 was reviewed by the Facilities Planning & Construction and Facilities Operations & Maintenance departments, the President's Cabinet, the Coordinated Operations Council, the Facilities Committee, and the Board of Trustees. This project was scheduled as an exterior Renewal & Replacement project to address drainage concerns and maintain 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 was required to modify the original project scope due to unforeseen interference with the underground infrastructure.

### **Background**

Existing unforeseen underground infrastructure required modifications to the plans and specifications and resulted in additional scope that required a change order.

The engineer developed plans to modify the existing scope of the new infrastructure improvements. The contractor 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.

Mid	Mid Valley Campus Drainage Improvements Phase I and Asphalt Resurfacing of the Northwest Drive				
Proposed Change Order No.	Item Description and Justification	Cost/ Days	Funding Source		
1	Description: Rerouting of storm sewer trunk line, lowering of conduits, and encasing electrical lines.	\$34,163.39	Unexpended Plant Fund		
	Original Contract         \$480,228.00           Change Order #1         34,163.39           Revised Contract Amount         \$514,391.39				
Total Propo	osed Change Order No. 1	\$34,163.39	Unexpended Plant Fund		

Below is a table summarizing the construction budget and the change order proposal.

Mid Valley Campus Drainage Improvements Phase I and Asphalt Resurfacing of the Northwest Drive Construction Budget with Change Order Proposal			
Construction Contract Amount	\$480,228.00		
Change Order No. 1 34,163.39 Revised Construction Contract Amount \$514,391.39			

Original Construction Budget	\$520,000.00
Revised Total Construction Cost	514,391.39
Construction Balance	\$5,608.61

#### **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 were budgeted in the Renewals & Replacements Fund for available use in fiscal year 2020-2021.

#### **Enclosed Documents**

The change order proposal was provided in the packet.

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.

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

### 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 was requested.

	Project	Completion	Date Received
		Recommended	
1.	Nursing and Allied Health Campus West	Substantial	August 26, 2020
	Entry Sign Project No. 2019-013C	Completion	-
	, , ,	Recommended	
	Contractor: Limon Masonry, LLC		

This project was 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 was 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:

Nursing and Allied Health Campus West Entry Sign					
Construction Budget	Approved Proposal Amount	Net Total Change Orders	Final Project Cost	Previous Amount Paid	Remaining Balance
\$75,000	\$58,800	\$0	\$58,800	\$0	\$58,800

#### **Enclosed Documents**

A copy of the Substantial Completion Certificate and photos were 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.

Upon a motion by Mr. Gary Gurwitz and a second by Mr. Rene Guajardo, the Board of Trustees of South Texas College approved and authorized substantial completion of the Nursing and Allied Health Campus West Entry Sign Project as presented. The motion carried.

### 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 was requested.

	Project	Completion	Date Received
	-	Recommended	
1.	District Wide Exterior Building Lettering	Substantial	August 18, 2020
	Project No. 2020-012R	Completion	
		Final Completion	September 4, 2020
	Contractor: Fastsigns	Recommended	·

This was a renewals & replacements project and was 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 was 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:

	District Wide Exterior Building Lettering				
Construction Budget	Approved Proposal Amount	Net Total Change Orders	Final Project Cost	Previous Amount Paid	Remaining Balance
\$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 were provided 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.

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

### 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.

### **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 August 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 **August 2020**, and responded to questions posed by the Board.

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

Upon a motion by Mr. Rene Guajardo and a second by Mr. Roy de León, 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 August 2020. The motion carried.

### **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 September 22, 2020 Regular Board Meeting Minutes Page 40, Revised 10/23/2020 @ 10:43 AM

### **Adjournment**

There being no further business to discuss, the Regular Meeting of the South Texas College Board of Trustees adjourned at 7:43 p.m.

I certify the foregoing are the true and correct minutes of the Tuesday, September 22, 2020 Regular Board Meeting of the South Texas College Board of Trustees.

X		
Mr Roy de León		
Board Secretary		

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

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

### 1. Occupational Safety and Health Administration (OSHA) Susan Harwood Training Grant Program in the amount of \$130,053

Funding from this grant will be utilized by the Institute for Advanced Manufacturing (IAM) for OSHA Targeted Topic Training that will deliver valuable safety and health training and educational materials development programs that aim to prevent work-related injuries, illnesses, and deaths. IAM will provide an estimated 7.5 hours per training for 756 participants on subtopics such as Industrial Trucks/Forklifts, Safe Material and Package Handling, Lockout Tag-out, Slips, Trips, and Falls, Musculoskeletal Disorders, and Hazardous Communication.

Training materials will be developed and or acquired using existing OSHA materials. Focus audience/industry includes workers in high-risk, high hazard working conditions, minority workers, low literacy workers, and limited English proficiency and eligible workers covered under the OSH Act of 1970 in the light manufacturing industry and may include temporarily unemployed workers. The funding period is from September 30, 2020 to September 30, 2021.

This award aligns to Strategic Direction #1, Lead Community Engagement by aligning educational opportunities with community and workforce needs.

### 2. BBVA Foundation, Community Giving Program Grant in the amount of \$8,000

A grant from the from the BBVA Foundation, Community Giving Program will help underwrite the Institute for Advanced Manufacturing's (IAM) Robotics & Industry 4.0 Certification Program to offset tuition and fees for up to 12 new and incumbent workers. Participants will receive an industry-recognized credential from Festo Didactic. The award period is from November 1, 2020 to October 31, 2021.

This grant aligns to Strategic Direction #2, Access and Success, by providing students access to resources to enroll in South Texas College's Advanced Industrial Automation Training Program.

### 3. City of McAllen Development Corporation Grant in the amount of \$260,000

This grant will help to increase the total number of high skilled, high wage manufacturing jobs in the Rio Grande Valley by providing customized upskill training for new and incumbent workers in industrial occupations in Advanced Manufacturing or Robotics who are employed in the City of McAllen. Funds will be used for used for tuition, training material, supplies and Institute for Advanced Manufacturing (IAM) personnel. This grant is subject to approval by the City of

McAllen, City Commissioners meeting. The funding period for this grant is from October 1, 2020 to September 30, 2021.

This grant was informally announced to the Board of Trustees on Monday, October 19, 2020, to solicit feedback regarding the early start of activities to support the quick start of grant-funded training opportunities upon Board approval. With support from several trustees, Dr. Shirley A. Reed, College President, authorized the Industry Training and Economic Development team to begin activities under this grant. It is now presented for formal Board approval.

This award aligns to Strategic Direction #1, Lead Community Engagement, by providing training that develops skills to meet employer needs and contributes toward the economic mobility of the region.

### 4. Texas Higher Education Foundation with funding from the Charles Butt Foundation, Texas Emergency Aid Grant, in the amount of \$20,000

This grant award is in response to the related disruption of the college due to the COVID-19 pandemic. Funding from this grant will be awarded to eligible students for related expenses such as meals, housing, technology related and or childcare expenses. Funds will support institutions through evidence-based technical assistance to develop or improve capacity, infrastructure, policies and procedures for emergency aid programs. The funding period is from October 2020 to April 2021.

This award aligns to Strategic Direction #4, Foster Student Success, by providing students with support structures that promote persistence and academic achievement.

### 5. Economic Development Corporation of Weslaco Grant in the amount of \$75,000

This grant will help enhance the professional skills of employees of businesses that provide key services in the City of Weslaco. This grant will allow the Institute for Advanced Manufacturing (IAM) to offer both general and advanced trainings for industries such as logistics, distribution, manufacturing, produce, and industrial supply. This training will help the employees and the Weslaco based employers become more productive and efficient and ultimately, more competitive. Funds will cover the cost of tuition, materials and supplies for classes. The funding period is from October 1, 2020 to September 30, 2021.

This award aligns to Strategic Direction #1, Lead Community Engagement, by providing training that develops skills to meet employer needs and contributes toward the economic mobility of the region.

### 6. Any Additional Grant(s) Pending Official Award

### **Summary of Grant Award Funding**

The presented grants will provide up to \$493,053 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. Occupational Safety and Health Administration (OSHA) Susan Harwood Training Grant Program in the amount of \$130,053
- 2. BBVA Foundation, Community Giving Program Grant in the amount of \$8,000
- 3. City of McAllen Development Corporation Grant in the amount of \$260,000
- 4. Texas Higher Education Foundation, in partnership with Greater Texas Foundation and Trellis Foundation, Texas Emergency Aid Grant, in the amount of \$20,000
- 5. Economic Development Corporation of Weslaco Grant in the amount of \$75,000

The following Minute Order is proposed for consideration by the Board of Trustees: The Board of Trustees of South Texas College approves and authorizes accepting the following grant 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. Occupational Safety and Health Administration (OSHA) Susan Harwood Training Grant Program in the amount of \$130,053
- 2. BBVA Foundation, Community Giving Program Grant in the amount of \$8,000
- 3. City of McAllen Development Corporation Grant in the amount of \$260,000
- 4. Texas Higher Education Foundation, in partnership with Greater Texas Foundation and Trellis Foundation, Texas Emergency Aid Grant, in the amount of \$20,000
- 5. Economic Development Corporation of Weslaco Grant in the amount of \$75,000

### **Approval Recommended:**

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

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

### Five-Year Update on the Status of the Division of Continuing Education, Workforce Training, and Economic Development

Mr. Juan Carlos Aguirre, Assistant to the President for Continuing Education, joined with Dr. Carlos Margo, Associate Dean of Industry Training and Economic Development, to provide a five-year update on the status of the Division of Continuing Education, Workforce Training, and Economic Development.

Mr. Aguirre provided a broad introduction to the Division, including a description of their Vision and Mission, the demographics they serve, and the services they provide.

#### Vision

Be the premier provider of lifelong Continuing Education in the Rio Grande Valley

#### Mission

Empower individuals and employers with knowledge, skills and credentials of value to help them fulfill personal and professional goals for a successful life

The Division serves students, employers, and third-party training programs through a variety of ways to meet the high and widely varied demand of our community. From basic skills training through advanced workforce skills certifications, the Division has developed stackable credentials that provide a clear pathway for attainable career-enhancing achievements. With strong partnerships with school districts, employers across the Valley and on both sides of the US-Mexico Border, and other local community-serving groups, the Division was one of the College's key strategies in pursuit of its institutional Vision.

Mr. Aguirre also discussed enrollment trends within the Division, as well as its fiscal responsibility to be self-sustaining and resilient in times of economic disruption.

### **Continuing Professional and Workforce Education (CPWE) Operations**

Mr. Aguirre then provided further information on the Continuing Professional and Workforce Education (CPWE) operations within the Division. He discussed the partnerships and industries that this team supports, and the key role they play in securing local, regional, and statewide grant support and partnership contracts to provide meaningful opportunities.

He also highlighted the Key Performance Indicators (KPIs) used to measure performance of the CPWE operations, and provided a highlight of major recent accomplishments and upcoming initiatives.

### **Industry Training and Economic Development (ITED) Operations**

Dr. Margo leads the Industry Training and Economic Development (ITED) operations, which included the Institute for Advanced Manufacturing. Through ITED, the College

October 27, 2020 Regular Board Meeting Page 7, Revised 10/23/2020 @ 11:49 AM

supports manufacturing, petrochemical, construction, logistics/transportation, and other industries that are critical to long-term, sustainable growth in the region.

ITED provides customized training to incumbent workers, tailored to meet clients' needs and support current and growing operations. These programs are critical pathways for employees and employers alike to meet workforce requirements and create career pathways to maintain operations on both sides of the US-Mexico border.

Dr. Margo highlighted some of the key training opportunities provided by ITED, as well as the grants and training contracts that have developed this highly successful operation, which has trained over 43,000 members of the workforce since 2007.

Dr. Margo concluded with a discussion of the KPIs used to measure the performance of ITED, and provided a highlight of major recent accomplishments and upcoming initiatives.

### **Opportunity for Proposed Facilities Expansion**

The South Texas College Division of Continuing Education, Workforce Training, and Economic Development sought to increase enrollment by at least 5% annually, and to better compete with boutique training programs offered by local proprietary schools.

Toward this end, the Division identified a grant-funded opportunity to build a new facility on a vacant College-owned property near the southwest corner of Pecan Boulevard and Ware Road, next to Church's Chicken. This would allow the relocation of existing healthcare programs from Pecan Plaza, allowing for significant expansion of healthcare programs offered through CPWE.

The grant, under the US Department of Commerce EDA CARES grant program, would support a three-fold strategy which would help the College currently train the community to prevent, prepare for, and respond to the coronavirus pandemic, including roles such as Contact Tracing and Disinfection Technician. It would also provide a "makerspace" for the manufacture of pandemic-related products, such as high-demand personal protective equipment (PPE).

The grant-supported programs would assist with current pandemic responses, and would also provide a valuable resource to respond to future disruptive events with resiliency, helping ensure that the Rio Grande Valley is prepared and equipped in the future.

An initial new facility would be planned at approximately 10,000 sq. ft., and would be supported by \$2.96M from the EDA, and \$740K from South Texas College, with a 2- to 2.5-year construction timeline. The facility would be designed to accommodate a future expansion to 20,000 sq. ft. when supported by continued demand and enrollment growth.

This item is presented for informational purposes. No action is requested from the Board on the report.

# Discussion and Action as Necessary to Approve Application for Grant Funding to Support Continuing Education, Workforce Training, and Economic Development Facility Expansion

As presented in the previous five-year status update on the Division of Continuing Education, Workforce Training, and Economic Development, Mr. Juan Carlos Aguirre, Assistant to the President for Continuing Education, has identified an opportunity for a grant from the US Department of Commerce Economic Development Administration that could support the development of a new facility.

This new facility would provide the local community with improved training in response to the ongoing COVID-19 pandemic, a makerspace to allow for the development of resources to assist in pandemic response, and the expansion of allied health programs that are in greater-than-normal demand during the pandemic.

In the long term, this facility would allow for increased Continuing Education enrollment and improved competition with proprietary schools. These programs are vital to providing clear, attainable educational and career pathways to more than 180,000 area adults, 18 years of age or older, who do not have a high school diploma or equivalent. These pathways would start with diploma equivalency, and would lead toward non-credit and credit programs that would help these individuals pursue new careers and more prosperous opportunities.

The Education and Workforce Committee did not take formal action, but expressed strong encouragement to administration to seek Board support for this proposed expansion project so that grant applications and appropriate planning could begin.

#### Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize administration to pursue the EDA grant to support the proposed Continuing Education, Workforce Training, and Economic Development Facility as presented.

The Following Minute Order is proposed for consideration by the Board of Trustees: The Board of Trustees approves and authorizes administration to pursue the EDA grant to support the proposed Continuing Education, Workforce Training, and Economic Development Facility as presented.

### **Approval Recommended:**

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

# US DEPARTMENT OF COMMERCE ECONOMIC DEVELOPMENT ADMINISTRATION

**GRANT PROPOSAL** 

### Agenda

- A. Funding Available
- B. South Texas College Proposal

### A. Funding Available

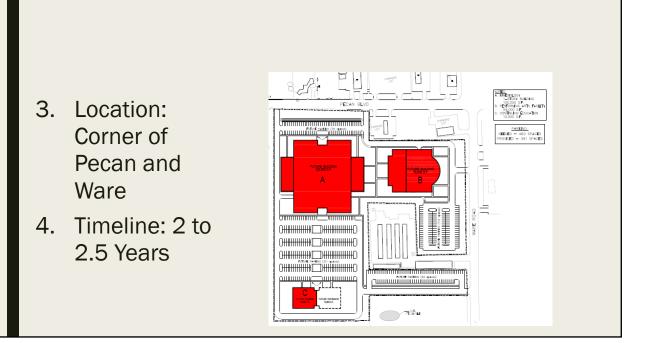
- 1. Funding Source: CARES Act Recovery Assistance
  - CARES: Coronavirus Aid, Relief and Economic Security
- 2. Purpose: Prevent, Prepare for, and Respond to Coronavirus

- 3. Amount Available
  - a. \$1.5B Nationwide
  - b. \$236M Austin Regional Office
  - c. Through 9/30/22
- 4. Recommendation from EDA Representative
  - a. Construction Project
  - b. \$3M Maximum

### B. South Texas College Proposal

- 1. 10,000 sq.ft. Building
- 2. Cost
  - a. \$3.7M Total
  - b. 80% from EDA: \$2.96M
  - c. 20% STC Match: \$740K





3

### 5. Services

i. Training in High School Equivalency and Healthcare Occupations (8,000 sq.ft.)



### Services (cont'd)

ii. Makerspace to
Pilot the
Manufacture of
PandemicRelated Products
(2,000 sq.ft.)



# Why High School Equivalency Preparation?

- Hidalgo and Starr County Residents WITHOUT a High School Diploma or its Equivalent:
  - 205,000 age 18 and over
  - 119,000 age 18 to 65

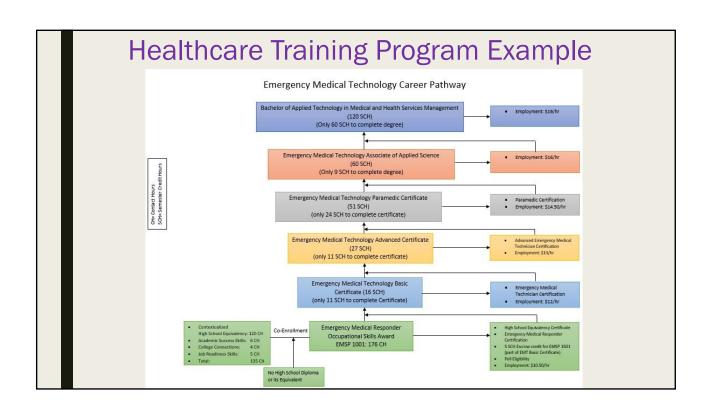
# Why Training in Healthcare Occupations?

- Largest and Fastest Growing Industry: 38,000 New Jobs in Next 10 Years
- Most Competitive Industry
- Least Affected During Pandemic



### **Healthcare Training Programs**

- Emergency Medical Responder
- Phlebotomy Technician
- EKG Technician
- Certified Nurse Assistant
- Medical Administrative Assistant
- Medical Billing and Coding Specialist
- Community Health Worker



### Participant Selection Process

- Outreach and Recruitment: Social Media, Flyer Distribution, Newspaper/Radio/TV Ads
- Orientation Sessions
- Eligibility Check: Financial Assistance, Supportive Services, Grant Requirements
- Intake and Assessment: Aptitude/Interest, Grade Level, Suitability, Commitment
- Selection

### Our Experience

- Served over 600 Participants since 2009 in Career Pathway Training Programs
  - 98% Completed Program
  - 85% Enrolled in College or Entered Employment

### Our Experience

- Training Grants
  - Jobs for the Future
  - Texas Higher Education Coordinating Board
  - Texas Workforce Commission
  - Workforce Solutions
  - Region One
  - US Department of Education High School Equivalency Program



### Presentation on Delinquent Tax Collection Report for the Period Ending August 31, 2020

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

### January

 Jan. 1: Tax lien attaches to all property

### **April**

- Rendition deadline for Business Personal Property (BPP)
- Appraisal Notices mailed
- Appraisal Review Board (ARB) Protests begin

### July

July 25: Appraised Value Certified to School District

### August-September

October-January

### **February**

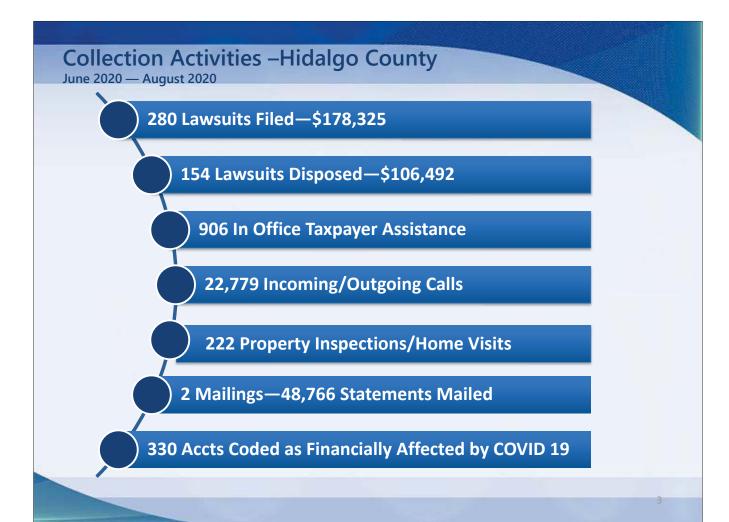
- School District adopts
   Budget and Tax Rate
- Oct 1: Tax Bills mailed
   Oct-Jan 31: Time period to pay taxes with no penalty or interest
- Feb 1: Delinquency date for Real Estate, Mobile Homes and Business Personal Property (BPP)

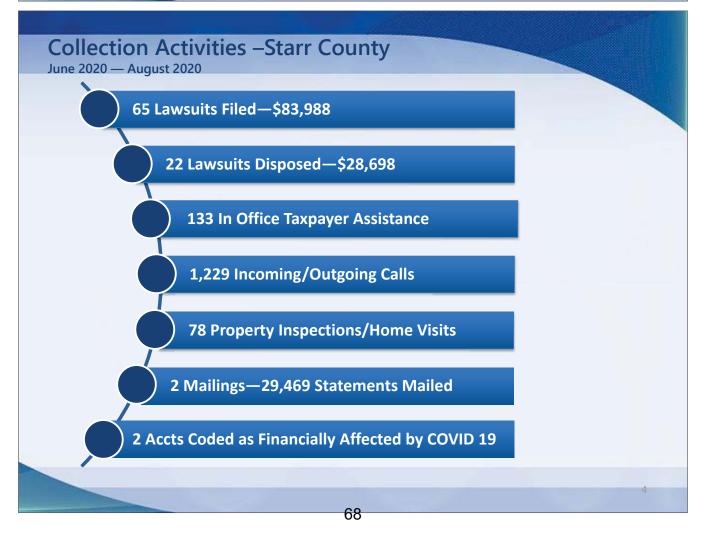
### **April**

- April 1: BPP taxes turned over to Linebarger Early BPP Programs Commence:
  - Walk and Talk Teams
  - Targeted Mailings
  - Warrant and Seizure Candidates

### July

- July 1: Real Property Taxes turned over to Linebarger
  - Every account is reviewed by Linebarger and placed in the collection program
  - Every eligible account is targeted for mailings, phone collections, seizures, site visits, and/or litigation

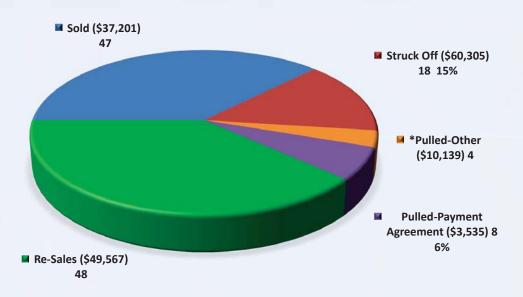




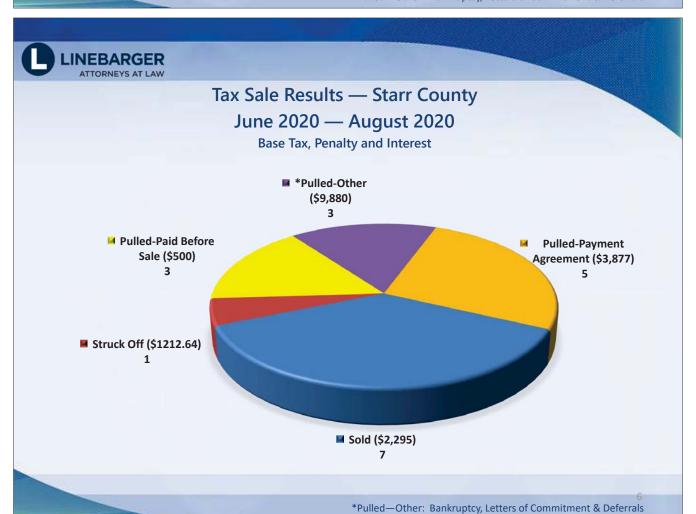


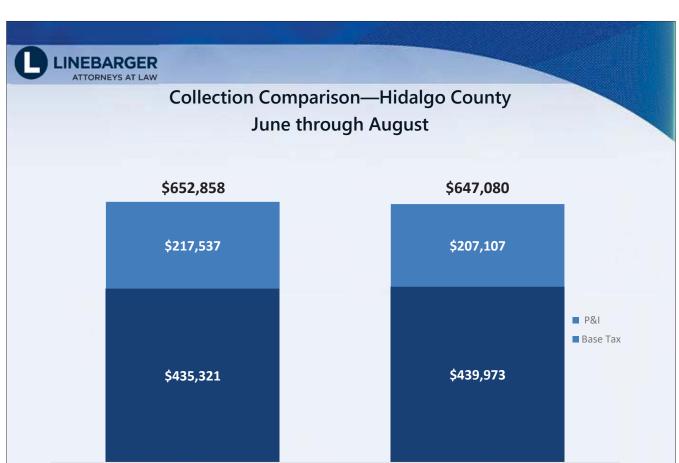
## Tax Sale Results — Hidalgo County June 2020 — August 2020

Base Tax, Penalty and Interest



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

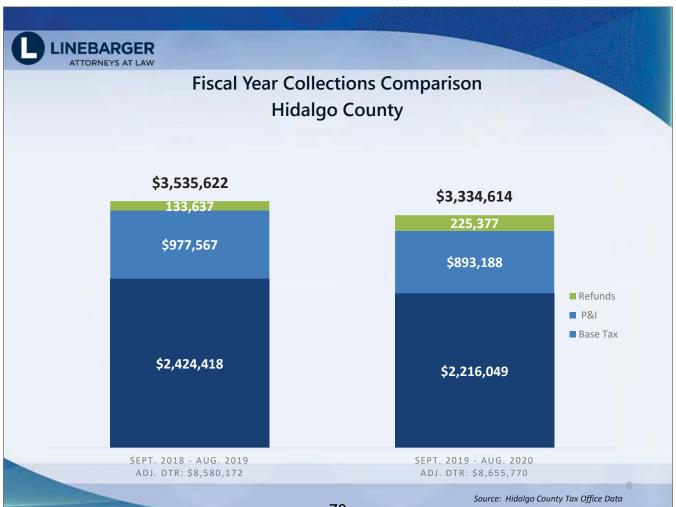


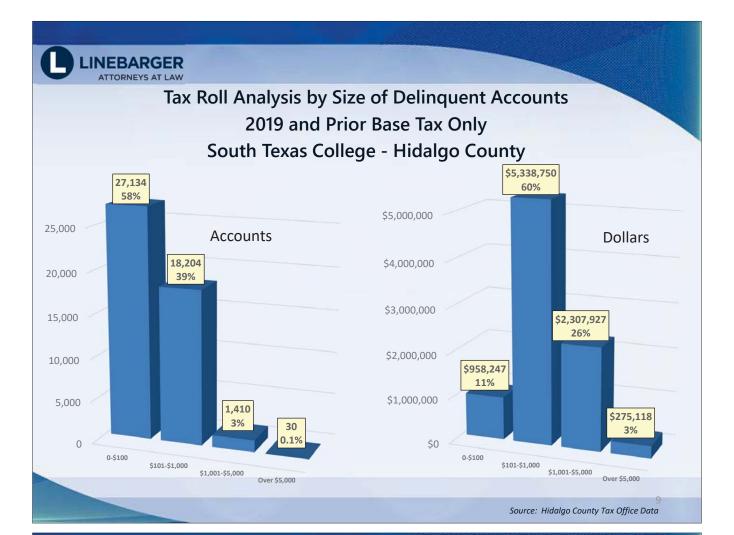


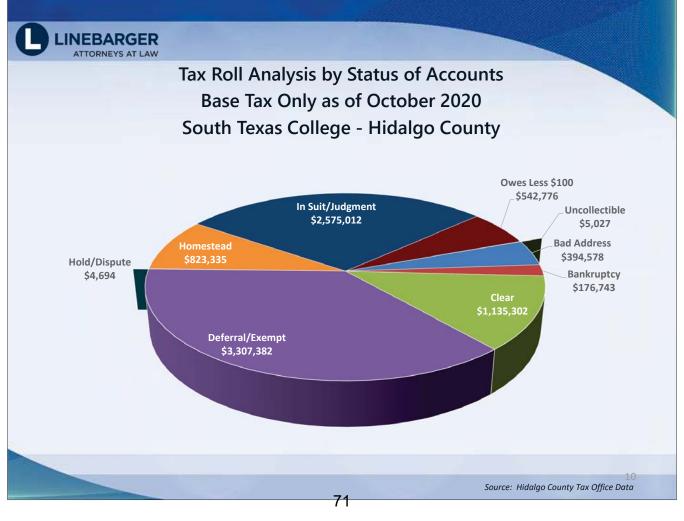
 JUNE 2019 - AUG. 2019
 JUNE 2020 - AUG. 2020

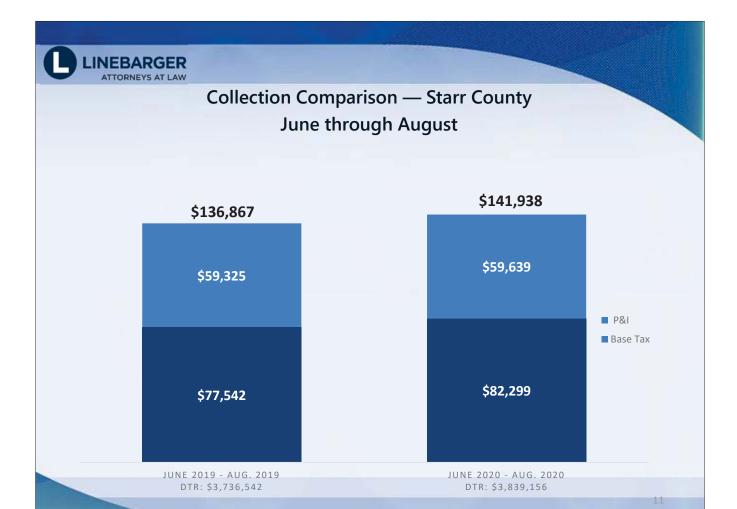
 ADJ. DTR: \$8,580,172
 ADJ. DTR: \$8,655,770

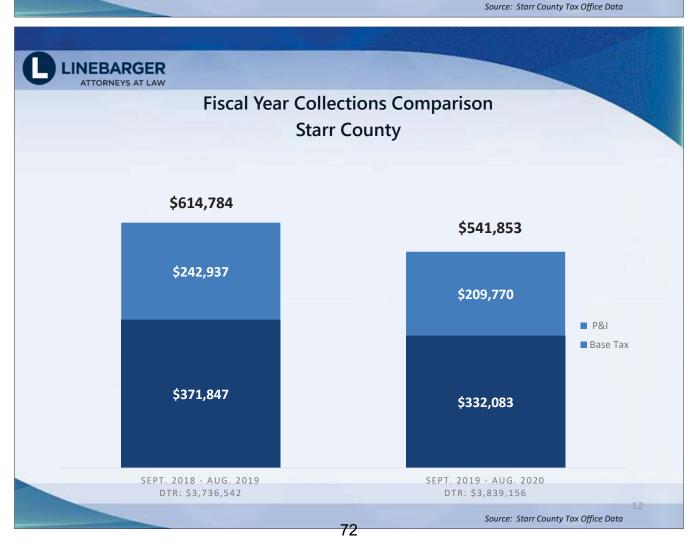
Source: Hidalgo County Tax Office Data

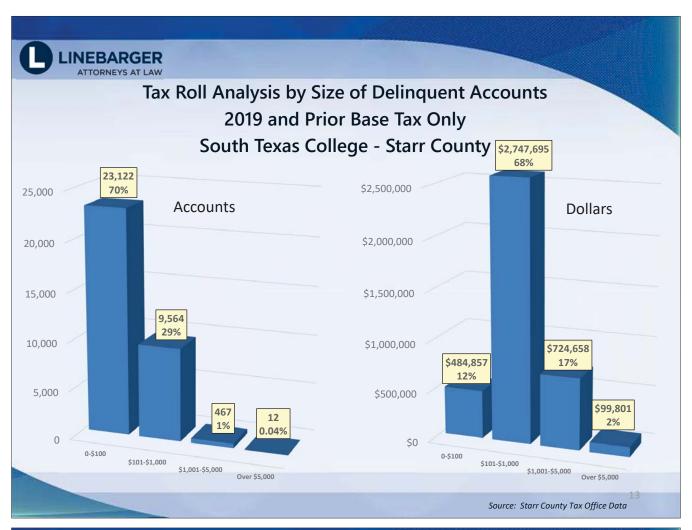


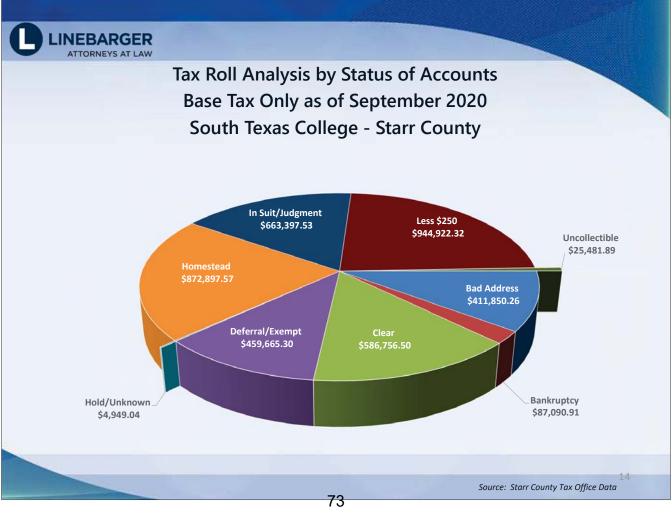














# Thank you



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

A report on the College's Quarterly Investment Report for the Quarter Ended August 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 August 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 August 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 August 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 August 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 August 31, 2020, as presented.

### Approval Recommended:

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



#### QUARTERLY INVESTMENT REPORT

For the Quarter Ended

### August 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

Myriam Lopez, Comptroller

Paul R. Rodriguez, Board of Trustees, Designated Investment Officer

### Annual Comparison of Portfolio Performance

### FYE Results by Investment Category:

		August 31, 201	9		August 31, 2020	
Asset Type	Ave. Yield	Book Value	Market Value	Ave. Yield	Book Value	Market Value
DDA/MMA/NOW	1.55%	\$ 90,046,844.05	\$ 90,046,844.05	0.35%	\$ 130,449,643.64	\$ 130,449,643.64
Pools	2.17%	11,490,159.41	11,490,159.41	0.18%	11,614,078.08	11,614,078.08
CD/Security	2.55%	158,788,152.99	158,788,152.99	1.89%	150,516,717.94	150,516,717.94
Totals		\$ 260,325,156.45	\$ 260,325,156.45		\$ 292,580,439.66	\$ 292,580,439.66

Fourth Quarter-End Yields 2.19% 1.13%

2019 Fiscal Year 2020 Fiscal Year

 
 Average Quarter-End Yields - Fiscal Year (1)

 South Texas College
 2.18%

 Rolling Three Mo. Treas. Yield
 2.31%

 Rolling Six Mo. Treas. Yield
 2.39%

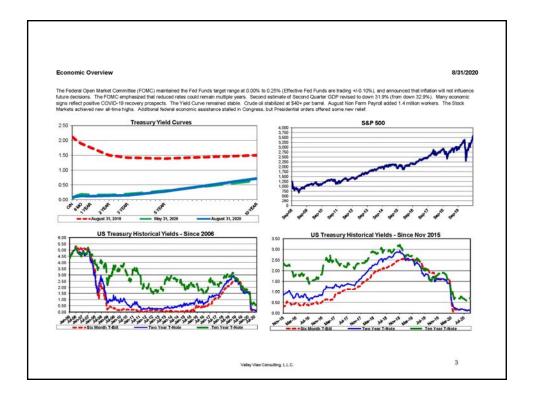
 Quarterly TexPool Yield
 2.29%
 0.90% 1.15% 0.93%

Fiscal YTD Interest Earnings \$5,515,722.01 (unaudited) \$ 4,966,686.85 (unaudited)

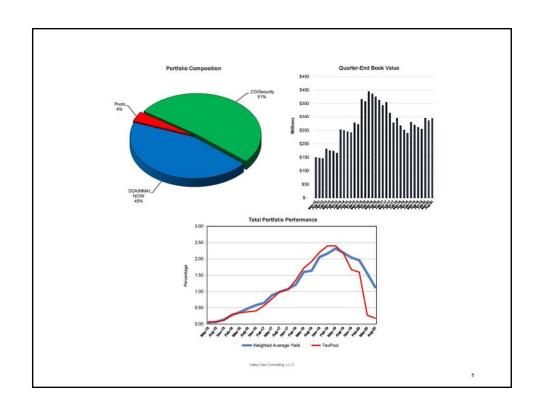
(1) Average Quarterly Yield calculated using quarter-end report average yield and adjusted book value.

Valley View Consulting, L.L.C.

### Summary Quarter End Results by Investment Category: May 31, 2020 August 31, 2020 Book Value Market Value Book Value Market Value Ave. Yield 5 70,745,784.23 \$ 70,745,784.23 \$ 130,449,643.64 \$ 130,449,643.64 0.35% 11,608,216.40 11,614,078.08 11,614,078.08 11,614,078.08 0.18% 202,719,075.68 202,719,075.68 150,516,717.94 150,516,717.94 1.69% Asset Type DDA/MMA/NOW Pools CD/Security 202,719,075.68 202,719,075.68 150,516,717.94 150,516,717.94 Totals \$ 285,073,076.31 \$ 285,073,076.31 \$ 292,580,439.66 \$ 292,580,439.66 Current Quarter Portfolio Performance (1) Average Quarterly Yield 1.13% Year-to-Date Portfolio Performance (2) Average Quarter End Yield 1.67% Rolling Three Month Treasury Rolling Six Month Treasury TexPool INTEREST EARNINGS CURRENT YEAR \$965,350.63 (Unaudited) \$88,298.01 (Unaudited) \$4,966,686.85 (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. Valley View Consulting, L.L.C. 2



Investment Holdings										
August 31, 2020										
		Coupon/	Maturity	Settlement	Original Face\	Book	Market	Market	Life	
Description	Rating	Discount	Date	Date	Par Value	Value	Price	Value	(Days)	
BBVA - Operating		0.40%	09/01/20	08/31/20	\$ 30,609,765.09	\$ 30,609,765.09	1.00		1	0.40%
BBVA - Payroll		0.40%	09/01/20	08/31/20	127,772.47	127,772.47	1.00		1	0.40%
BBVA - Student		0.40%	09/01/20	08/31/20	2,233,653.45	2,233,653.45	1.00		1	0.40%
BBVA - Operating Reserve (3)		0.00%	09/01/20	08/31/20	20,000,000.00	20,000,000.00	1.00		1	0.00%
BBVA - Federal Draw Down		0.40%	09/01/20	08/31/20	10,778,078.00	10,778,078.00	1.00		1	0.40%
BBVA - I&S Bond 96,02,03,04,07,10,14,15		0.40%	09/01/20	08/31/20	13,093,103.31	13,093,103.31	1.00		1	0.40%
BBVA - Construction E&G Transfer		0.40%	09/01/20	08/31/20	11,693,548.69	11,693,548.69	1.00		1	0.40%
Veritex (Green) Bank MMA		0.25%	09/01/20	08/31/20	10,549,606.11	10,549,606.11	1.00		1	0.25%
NexBank MMA		0.50%	09/01/20	08/31/20	31,364,116.52	31,364,116.52	1.00		1	0.50%
TexPool LGIP	AAAm	0.18%	09/01/20	08/31/20	11,614,078.08	11,614,078.08	1.00	11,614,078.08	1	0.18%
Prosperity Bank CD		2.96%	09/01/20	09/11/18	5,291,415.35	5,291,415.35	100.00		1	2.96%
BTH Bank CD		2.72%	09/02/20	03/08/19	3,118,164.44	3,118,164.44	100.00		2	2.72%
Prosperity Bank CD		2.68%	09/02/20	03/08/19	2,077,505.45	2,077,505.45	100.00		2	2.68%
East West Bank CD		3.06%	10/01/20	10/23/18	10,585,732.24	10,585,732.24	100.00		31	3.06%
East West Bank CD		2.73%	11/02/20	02/07/19	10,436,273.65	10,436,273.65	100.00		63	2.73%
East West Bank CD		1.69%	03/01/21	01/21/20	5,557,338.83	5,557,338.83	100.00		182	1.69%
BBVA CD		2.66%	03/02/21	05/09/19	5,169,472.39	5,169,472.39	100.00		183	2.66%
BTH Bank CD		2.76%	03/02/21	03/08/19	5,199,890.67	5,199,890.67	100.00		183	2.76%
East West Bank CD		0.39%	03/15/21	07/23/20	2,501,068.71	2,501,068.71	100.00		196	0.39%
Bank OZK CD		0.60%	04/01/21	05/14/20	5,007,578.07	5,007,578.07	100.00		213	0.60%
BBVA CD		2.65%	04/02/21	05/09/19	5,168,824.63	5,168,824.63	100.00		214	2.65%
East West Bank CD		0.39%	04/15/21	07/23/20	2,501,068.71	2,501,068.71	100.00		227	0.39%
East West Bank CD		1.53%	05/03/21	02/27/20	5,543,280.96	5,543,280.96	100.00		245	1.53%
BBVA CD		2.64%	05/03/21	05/09/19	5,168,177.01	5,168,177.01	100.00		245	2.64%
East West Bank CD		0.39%	05/14/21	07/23/20	3,001,282.46	3,001,282.46	100.00		256	0.39%
Bank OZK CD		0.60%	06/01/21	05/14/20	5,007,578.07	5,007,578.07	100.00		274	0.60%
BBVA CD		2.09%	06/02/21	07/11/19	5,114,783.23	5,114,783.23	100.00		275	2.09%
East West Bank CD		1.53%	07/01/21	02/27/20	8,062,954.12	8,062,954.12	100.00		304	1.53%
BBVA CD		2.07%	07/02/21	07/11/19	3,068,203.47	3,068,203.47	100.00		305	2.07%
East West Bank CD		1.80%	08/02/21	10/04/19	10,165,570.98	10,165,570.98	100.00		336	1.80%
BBVA CD		0.25%	08/31/21	08/31/20	15,100.00	15,100.00	100.00		365	0.25%
BBVA CD		0.25%	08/31/21	08/31/20	116,700.00	116,700.00	100.00		365	0.25%
BBVA CD		0.25%	08/31/21	08/31/20	200,100.00	200,100.00	100.00		365	0.25%
East West Bank CD		1.79%	09/02/21	10/04/19	10,164,643.54	10,164,643.54	100.00		367	1.79%
East West Bank CD		1.48%	10/01/21	02/27/20	8,060,888.98	8,060,888.98	100.00		396	1.48%
Fast West Rank CD		1.78%	10/04/21	10/04/19	3,049,114.85	3,049,114.85	100.00		399	1.78%
East West Bank CD		1.78%	10/04/21	10/04/19	3,049,114.85	3,049,114.85	100.00		399	1.78%
East West Bank CD Bank OZK CD		0.68%	11/01/21	01/21/20	10,101,152.47	10,101,152.47	100.00		427 547	1.64%
Bank OZK CD		0.66%	03/01/22	05/14/20	8,013,739.81	8,013,739.81	100.00	8,013,739.81	547	0.68%
				1	\$292,580,439.66	\$292,580,439.66		\$292,580,439.66	131	1.13%
(1) Weighted average life - Pools, Money Market Funds,	and Bank I	annelle ara a	rsumed to he	m a one day ma	harity				(1)	(2)
(2) Weighted average yield to maturity - The weighted a yields are the average for the last month of the quarter. B	everage yiel	d to maturity is	based on Ad	justed Book Valu	ue, adviser fees and real	ized and unrealized gair	s/losses ar	re not considered. The p	ool and m	utual fund
(3) Compensating Balances - although shown as a 0% of						ank fees.				
			27-4	ley View Consult						



Issuer/Description	Yield	Maturity Date	Book Value 05/31/20	Increases	Decreases	Book Value 08/31/20	Market Value 05/31/20	Change in Market Value	Market Value 08/31/20
BBVA - Operating	0.40%	09/01/20	\$ 6,190,655.33	\$ 24,419,110		\$ 30,609,765.09			\$ 30,609,765.09
BBVA - Payroll	0.40%	09/01/20	491,637.35	-	(363,865)	127,772.47	491,637.35	(363,865)	127,772.47
BBVA - Student	0.40%	09/01/20	715,574.39	1,518,079	-	2,233,653.45	715,574.39	1,518,079	2,233,653.45
BBVA - Operating Reserve (3)	0.00%	09/01/20		40 507 044	-			40 507 044	
BBVA - Federal Draw Down BBVA - I&S Bond 96.02.03.04.07.10.14.15	0.40%	09/01/20	250,867.00 762,989.65	10,527,211 12,330,114		10,778,078.00	250,867.00 762.989.65	10,527,211 12.330.114	10,778,078.00
BBVA - I&S Bond 96,02,03,04,07,10,14,15 BBVA - Construction E&G Transfer	0.40%	09/01/20	467,200.76	12,330,114	_	13,093,103.31	467,200.76	12,330,114	13,093,103.31
Veritex (Green) Bank MMA	0.40%	09/01/20	10.542.242.17	7,364	_	10,549,606,11	10.542.242.17	7.364	10,549,606,11
Veritex (Green) bank MMA NexBank MMA	0.50%	09/01/20	31.324.617.58	39.499		31.364.116.52	31.324.617.58	39.499	31,364,116.52
TexPool LGIP	0.18%	09/01/20	11,608,216.40	5,862		11,614,078.08	11,608,216.40	5,862	11,614,078.08
Tear-out Colf	0.10%	00/01/20	11,000,210.40	0,002	_	11,014,070.00	11,000,210.40	0,002	11,014,070.00
East West Bank CD	2.71%	06/02/20	7,237,281.37	-	(7,237,281)	-	7,237,281.37	(7,237,281)	-
East West Bank CD	2.99%	07/01/20	5,246,292.79	-	(5,246,293)	-	5,246,292.79	(5,246,293)	-
East West Bank CD	2.72%	07/02/20	10,364,158.96	-	(10,364,159)	-	10,364,158.96	(10,364,159)	-
East West Bank CD Fast West Bank CD	1.73%	07/19/20	4,499,853.39	-	(4,499,853)		4,499,853.39 2,000,558.98	(4,499,853)	-
East West Bank CD East West Bank CD	0.51%	07/30/20	1.000,558.98	_	(2,000,559)		1.000,558.98	(2,000,559)	_
East West Bank CD	1.63%	07/31/20	10.042.513.79	_	(10,042,514)	_	10,042,513.79	(10,042,514)	_
BBVA Compass Bank CD	0.99%	07/31/20	2,003,311.74		(2,003,312)		2,003,311.74	(2,003,312)	_
BBVA Compass Bank CD	1.98%	07/31/20	9.134.577.96		(9,134,578)	_	9.134.577.96	(9,134,578)	_
LegacyTexas Bank CD	2.94%	08/03/20	5.250.495.22		(5,250,495)	_	5 250 495 22	(5,250,495)	_
LegacyTexas Bank CD	2.66%	08/03/20	4,126,182.88	-	(4,126,183)	_	4,126,182.88	(4,126,183)	_
BBVA Compass Bank CD	1.93%	08/31/20	15.295.00	-	(15,295)	_	15,295.00	(15,295)	_
BBVA Compass Bank CD	1.93%	08/31/20	118,369.97	-	(118,370)	_	118,369.97	(118,370)	_
BBVA Compass Bank CD	1.93%	08/31/20	202,970.47	-	(202,970)	-	202,970.47	(202,970)	-
Prosperity Bank CD	2.96%	09/01/20	5,252,239.40	39,176	_	5,291,415.35	5,252,239.40	39,176	5,291,415.35
BTH Bank CD	2.72%	09/02/20	3,096,883.99	21,280	-	3,118,164.44	3,096,883.99	21,280	3,118,164.44
Prosperity Bank CD	2.68%	09/02/20	2,063,572.74	13,933	-	2,077,505.45	2,063,572.74	13,933	2,077,505.45
East West Bank CD	3.06%	10/01/20	10,504,403.26	81,329	-	10,585,732.24	10,504,403.26	81,329	10,585,732.24
East West Bank CD	2.73%	11/02/20	10,364,840.48	71,433	-	10,436,273.65	10,364,840.48	71,433	10,436,273.65
East West Bank CD	1.69%	03/01/21	5,533,716.97	23,622	-	5,557,338.83	5,533,716.97	23,622	5,557,338.83
BBVA CD	2.66%	03/02/21	5,135,024.09	34,448		5,169,472.39	5,135,024.09	34,448	5,169,472.39
BTH Bank CD	2.76%	03/02/21	5,163,883.66	36,007	-	5,199,890.67	5,163,883.66	36,007	5,199,890.67
East West Bank CD	0.39%	03/15/21	F 000 000 00	2,501,069	-	2,501,068.71	F 000 000 00	2,501,069	2,501,068.71
Bank OZK CD BBVA CD	2.65%	04/01/21	5,000,000.00	7,578 34,315		5,007,578.07	5,000,000.00	7,578 34,315	5,007,578.07 5.168.824.63
BBVA CD East West Bank CD	0.39%	04/02/21	5,134,509.71	34,315 2.501,069		5,168,824.63 2,501,068.71	5,134,509.71	34,315 2.501.069	5,168,824.63 2.501.068.71
East West Bank CD East West Bank CD	1.53%	04/15/21	5.521.945.26	2,501,069	-	2,501,068.71 5.543.280.96	5.521.945.26	2,501,069	2,501,068.71 5.543.280.96
BBVA CD	2.64%	05/03/21	5,133,995.42	21,336 34.182	_	5,168,177.01	5,133,995.42	34.182	5,168,177.01
East West Bank CD	0.39%	05/14/21	0,100,890.42	3.001.282		3.001.282.46	0,133,995.42	3.001.282	3,001,282,46
Bank OZK CD	0.60%	06/01/21	5 000 000 00	7,578		5.007,578.07	5,000,000,00	7,578	5.007,578.07
BBVA CD	2.09%	06/02/21	5.087.983.67	26.800		5.114.783.23	5.087.983.67	26.800	5.114.783.23
East West Bank CD	1.53%	07/01/21	8.031.920.37	31,034		8.062.954.12	8.031,920.37	31,034	8.062.954.12
BBVA CD	2.07%	07/02/21	3,052,280.67	15.923	_	3.068.203.47	3,052,280.67	15.923	3.068.203.47
East West Bank CD	1.80%	08/02/21	10,119,555.49	46.015	_	10.165.570.98	10.119.555.49	46.015	10.165.570.98
BBVA CD	0.25%	08/31/21	-	15,100	_	15,100.00	- 10,110,000.40	15,100	15,100.00
BBVA CD	0.25%	08/31/21	-	116,700		116,700.00		116.700	116,700.00

East West Bank CD	Issuer/Description	Yield	Maturity Date	Book Value 05/31/20	Increases	Decreases	Book Value 08/31/20	Market Value 05/31/20	Change in Market Value	Market Value 08/31/20
East West Bank CD 1.48% 10.01/21 8.030.375.21 30.014 8.000.888.98 8.030.875.21 30.014 8.000.888.98 East West Bank CD 1.76% 10.04/21 3.055.465.75 13.649 - 3.049.114.65 3.035.465.75 13.649 1.049.114.65 10.049.114.6	BBVA CD									200,100.00
East West Bank CD 1,78% 100421 3,055,465,75 13,649 - 3,049,114.85 3,035,465,75 13,649 3,049,114.85 2,049,114.85 2,049,114										
East West Bank CD 17.8% 10/04/21 3.035.495.75 13.649 - 3.049.114.85 3.035.495.75 13.649 3.049.114.85 10.014.115.21 10.04										
East West Bank CD 1.64% 11.01/21 10.059.484.47 41.668 - 10.101,152.47 10.059.484.47 41.668 10.101,152.47 10.059.484.47 10.101,152.47 10.059.484.47 10.059.484.47 10.101,152.47 10.059.484.47 10	East West Bank CD					_				3,049,114.85
	East West Bank CD			10,059,484.47		-	10,101,152.47	10,059,484.47		10,101,152.47
TOTAL   \$ 285,073,076   \$ 69,113,370   \$ (61,606,007)  \$ 282,589,440   \$ 285,073,076   \$ 7,507,363   \$ 282,589,440	Bank OZK CD	0.68%	03/01/22	8,000,000.00	13,740	-	8,013,739.81	8,000,000.00	13,740	8,013,739.81
	TOTAL			\$ 285,073,076	\$ 69,113,370	\$ (61,606,007)	\$ 292,580,440	\$ 285,073,076	\$ 7,507,363	\$ 292,580,440

august 31, 2020 Book & Market Value							
Book & Market Value							
		Total	Operating	Operating Construction	Endowment	Interest & Sinking	
BVA - Operating	S	30,609,765.09	\$ 30,609,765.09	\$ -	\$ -	\$ -	
BVA - Payroll		127,772.47	127,772.47	-	-	-	
BVA - Student		2,233,653.45	2,233,653.45	-	-	-	
BVA - Operating Reserve		20,000,000.00	20,000,000.00	_	_	-	
BVA - Federal Draw Down		10,778,078.00	10,778,078.00	1-	-	-	
BVA - I&S Bond 96.02.03.04.07.10.14.15		13,093,103.31	_	_	_	13,093,103.31	
BVA - Construction E&G Transfer		11,693,548.69	-	11.693.548.69	_	=	
eritex (Green) Bank MMA		10,549,606,11	_	10.549.606.11	_	_	
lexBank MMA		31,364,116.52	30,237,422.08	_	_	1,126,694,44	
exPool LGIP		11,614,078.08	-	10,981,623.02	-	632,455.06	
9/01/20-Prosperity Bank CD		5,291,415.35	5,291,415.35	-	_	-	
9/02/20-BTH Bank CD		3,118,164.44	3,118,164.44	-	_	_	
9/02/20-Prosperity Bank CD		2,077,505.45	2,077,505.45	-	_	_	
0/01/20-East West Bank CD		10,585,732.24	10,585,732.24	-	_	_	
1/02/20-East West Bank CD		10,436,273.65	10,436,273.65	_	-	_	
3/01/21-East West Bank CD		5,557,338.83	5,557,338.83	-	-	-	
3/02/21-BBVA CD		5,169,472.39	5,169,472.39	-	-	-	
3/02/21-BTH Bank CD		5,199,890.67	-	5,199,890.67	_	-	
3/15/21-East West Bank CD		2,501,068.71	2,501,068.71	_	-	-	
4/01/21-Bank OZK CD		5,007,578.07	5,007,578.07	-	-	-	
4/02/21-BBVA CD		5,168,824.63	5,168,824.63	_	_	_	
4/15/21–East West Bank CD		2,501,068.71	2,501,068.71	_	_	-	
5/03/21–East West Bank CD		5,543,280.96	5,543,280.96	-	-	-	
5/03/21-BBVA CD		5,168,177.01	5,168,177.01	_	_	-	
5/14/21–East West Bank CD		3,001,282.46	3,001,282.46	_	-	_	
6/01/21-Bank OZK CD		5,007,578.07	5,007,578.07	-	-	-	
6/02/21-BBVA CD		5,114,783.23	5,114,783.23	-	-	-	
7/01/21–East West Bank CD		8,062,954.12	8,062,954.12	-	-	-	
7/02/21-BBVA CD		3,068,203.47	3,068,203.47	-	-	-	
8/02/21–East West Bank CD		10,165,570.98	10,165,570.98	-	-	-	
8/31/21-BBVA CD		15,100.00	-	-	15,100.00	-	
8/31/21-BBVA CD		116,700.00	-	-	116,700.00	-	
8/31/21-BBVA CD		200,100.00	-	-	200,100.00	-	
9/02/21–East West Bank CD		10,164,643.54	10,164,643.54	_	_	_	
0/01/21-East West Bank CD		8,060,888.98	8,060,888.98	-	-	-	

Allocation										
May 31, 2020										
Book & Market Value										
Dook & Market Value					Operating			Interest &		
		Total		Operating	Construction	Endowment		Sinking		
BBVA - Operating	s	6.190.655.33	S	6,190,655,33	s –	S -	S	-		
BBVA - Pavroll		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		
		,500,210.40			. 3/01 0/000.00			302,100.77		
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		_	_	_		1.000.279.49		
07/31/20-East West Bank CD		10.042.513.79		_	_	_		10.042,513.79		
07/31/20-BBVA CD		2.003.311.74		-	_	_		2,003,311.74		
07/31/20-BBVA CD		9.134.577.96		_	_	_		9,134,577.96		
08/03/20-Prosperity Bank CD		5,250,495.22		5.250,495.22	_	_		_		
08/03/20-Prosperity Bank CD		4,126,182.88		4,126,182.88	_	_		_		
08/31/20-BBVA CD		15,295.00		_	-	15,295.00		-		
08/31/20-BBVA CD		202,970.47		-	-	202,970.47		-		
08/31/20-BBVA CD		118,369.97		-	-	118,369.97		-		
09/01/20-Prosperity 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-Prosperity 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 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 CD		5,134,509.71		5,134,509.71	_	_		-		
05/03/21-East West Bank CD		5,521,945.26		5,521,945.26	-	-		-		
05/03/21-BBVA CD		5,133,995.42		5,133,995.42	-	_		-		
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Allocation						
May 31, 2020						
Book & Market Value						
			Operating	Endowment	Interest &	
	Total	Operating	Construction	Endowment	Sinking	
06/01/21-Bank OZK CD	5,000,000.00	5,000,000.00	_		-	
06/02/21-BBVA 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 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	-	-	-	
	Totals \$ 285,073,076.31	\$ 218,103,778.71	\$ 41,931,578.13	\$ 336,635.44	\$ 24,701,084.03	

# Presentation and Action as Necessary on Acceptance of South Texas College Chief Executive Officer Reporting Requirements for Academic Year 2019 – 2020 of Sexual Harassment, Sexual Assault, Dating Violence, and Stalking Incidents Under Texas Education Code, Section 51.253(c)

Acceptance of South Texas College Chief Executive Officer Reporting Requirements for Academic Year 2019 – 2020 of Sexual Harassment, Sexual Assault, Dating Violence, and Stalking Incidents Under Texas Education Code, Section 51.253(c) is requested.

Purpose – Texas Senate Bill 212 (codified in Texas Education Code Section 51.253(c)) requires that the Chief Executive Officer of every higher education institution to submit a data report at least once during each fall or spring semester to the Board of Trustees. The Chief Executive Officer must also submit the report to the Texas Higher Education Coordinating Board and certify that it has been presented to the Board and posted on the College's website.

Justification – During academic year 2019-2020 (commencing January 1, 2020), the College received reports concerning sexual harassment, sexual assault, dating violence or stalking incidents from employees.

Background – Texas Senate Bill 212 ("SB212"), codified in Subchapter E-2 of the Texas Education Code, Chapter 51, was passed by the Texas Legislature in 2019 and took effect on January 1, 2020. The report accordingly encompasses reports received between January 1, 2020 and August 31, 2020.

The reporting requirements mandated by Texas Education Code Section 51.253(c) are as follows:

[A]t least once during each fall or spring semester, the chief executive officer of a postsecondary educational institution shall submit to the institution's governing body and post on the institution's Internet website a report concerning the reports received under Section 51.252. The report:

- (1) may not identify any person; and
- (2) must include:
  - (A) the number of reports received under Section 51.252;
  - (B) the number of investigations conducted as a result of those reports:
  - (C) the disposition, if any, of any disciplinary processes arising from those reports;
  - (D) the number of those reports for which the institution determined not to initiate a disciplinary process, if any; and
  - (E) any disciplinary actions taken under Section 51.255.

Texas Education Code Section 51.252 requires *employees* of higher education institutions to report incidents of sexual harassment, sexual assault, dating violence, or stalking allegedly committed by or against a student or employee, to a Title IX Coordinator or Deputy Title IX Coordinator. If an employee fails to report or falsely reports such

incidents, SB212 subjects these employees to criminal liability (misdemeanor) and termination of employment.

Texas Education Code Section 51.252 is below:

Sec. 51.252. REPORTING REQUIRED FOR CERTAIN INCIDENTS. (a) An employee of a postsecondary educational institution who, in the course and scope of employment, witnesses or receives information regarding the occurrence of an incident that the employee reasonably believes constitutes sexual harassment, sexual assault, dating violence, or stalking and is alleged to have been committed by or against a person who was a student enrolled at or an employee of the institution at the time of the incident shall promptly report the incident to the institution's Title IX coordinator or deputy Title IX coordinator.

- (b) Except as provided by Subsection (c), the report must include all information concerning the incident known to the reporting person that is relevant to the investigation and, if applicable, redress of the incident, including whether an alleged victim has expressed a desire for confidentiality in reporting the incident.
- (c) An employee of a postsecondary educational institution designated by the institution as a person with whom students may speak confidentially concerning sexual harassment, sexual assault, dating violence, or stalking or who receives information regarding such an incident under circumstances that render the employee's communications confidential or privileged under other law shall, in making a report under this section, state only the type of incident reported and may not include any information that would violate a student's expectation of privacy. This subsection does not affect the employee's duty to report an incident under any other law.
- (d) Notwithstanding Subsection (a), a person is not required to make a report under this section concerning:
  - (1) an incident in which the person was a victim of sexual harassment, sexual assault, dating violence, or stalking; or
  - (2) an incident of which the person received information due to a disclosure made at a sexual harassment, sexual assault, dating violence, or stalking public awareness event sponsored by a postsecondary educational institution or by a student organization affiliated with the institution.

Thus, the report <u>only includes reports submitted by employees</u> and does not include reports submitted by students or others. The reporting memorandum with the Summary Data Report has been modeled with guidance provided by the Texas Higher Education Coordinating Board.

Reviewers - The Vice President for Finance and Administrative Services and the Title IX Coordinator have reviewed the information being presented.

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Enclosed Documents – The items below follow in the packet for the Board's information and review:

- 1. South Texas College CEO's SB212 Annual Report 2019-2020
- 2. Appendix A to SB212 Annual Report Summary Data Report
- 3. Annual SB212 Case List (January 1, 2020 August 31, 2020)

Appendix A summarizes the incidents reported for the 2019-2020 Academic Year. As shown in the summary, there were 5 incidents reported. The summary identifies four incidents as having been resolved. There is one incident still pending resolution, and this information is clarified on the Annual SB212 Case List, also provided.

Dr. Shirley A. Reed, President 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 acceptance of South Texas College Chief Executive Officer Reporting Requirements for Academic Year 2019 – 2020 of Sexual Harassment, Sexual Assault, Dating Violence, and Stalking Incidents Under Texas Education Code, Section 51.253(c) as presented.

The Following Minute Order is proposed for consideration by the Board of Trustees: The Board of Trustees approves and authorizes acceptance of South Texas College Chief Executive Officer Reporting Requirements for Academic Year 2019 – 2020 of Sexual Harassment, Sexual Assault, Dating Violence, and Stalking Incidents Under Texas Education Code, Section 51.253(c) as presented.

### **Approval Recommended:**

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



Office of the President 3201 W. Pecan Blvd. McAllen, TX 78501 t 956-872-8366 f 956-872-8368

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

### South Texas College SB212 Annual Report, 2019-2020

(commencing January 1, 2020 through August 31, 2020)

**TO:** South Texas College Board of Trustees

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

**DATE:** October 27, 2020

RE: President Reporting Requirements under Tex. Educ. Code § 51.253(c)

Under the Texas Education Code (TEC), Section 51.253(c), each institution's President is required to submit a data report at least once during each fall or spring semester to the institution's governing body and post on the institution's internet website a report concerning the reports *received by employees* under the TEC, Section 51.252. This requires reporting of incidents constituting "sexual harassment," "sexual assault," "dating violence," or "stalking" as defined in the TEC, Section 51.251, and any disciplinary actions taken under TEC, Section 51.255.

For the purposes of complying with the President's reporting requirements under TEC, Section 51.253(c), the attached summary data report<sup>1</sup> (Appendix A) includes all of the required reporting information to the Board of Trustees for the 2019-2020 academic year, commencing January 1, 2020 and through August 31, 2020. The summary data in Appendix A is categorized based on the reporting requirements under TEC, Section 51.253(c). The reports received may be applicable in multiple reporting categories, and therefore, the summary data in the categories may not add up to the totals of other categories.

The summary data report is also posted on the South Texas College Title IX Webpage as per the public reporting requirements under TEC, Section 51.253(c).

**Note:** Any additional reports received by the Title IX Coordinator that do not meet the required reporting criteria in the Texas Education Code have been omitted for the compliance purposes of this specific report.<sup>2</sup>

<sup>1</sup> When identifiable, duplicate reports were consolidated and counted as one report in the summary data, and confidential employee reporting is noted as a sub-set to the total number of reports received.

<sup>&</sup>lt;sup>2</sup> For example, reports made by students and all other non-employees (including incidents under 3.5(d)(3)) are excluded. Additionally, if a Title IX Coordinator or Deputy Coordinator determines that the type of incident described in a report, as alleged, does not constitute "sexual harassment," "sexual assault," "dating violence," or "stalking" as defined in the TEC, Section 51.251, the report is excluded. It is the responsibility of the Title IX Coordinator or Deputy Title IX Coordinator to assess each report received and determine whether it is properly included in this report, and if so, to correctly identify the type of incident.

### Appendix A

### Summary Data Report 2019-2020 Academic Year

(commencing January 1, 2020 through August 31, 2020)

Texas Education Code, Section 51.252							
Number of reports received under Section 51.252 <sup>3</sup>	5						
Number of confidential reports <sup>4</sup> under Section 51.252							
Number of investigations conducted under Section 51.252	0						
Disposition <sup>5</sup> of any disciplinary processes for reports under							
Section 51.252:							
a. Concluded, No Finding of Policy Violation <sup>6</sup>	0						
b. Concluded, with Employee Disciplinary Sanction	1						
c. Concluded, with Student Disciplinary Sanction	0						
d. SUBTOTAL 0							
Number of reports under Section 51.252 for which the	3						
institution determined not to initiate a disciplinary process <sup>7</sup>							

Texas Education Code, Section 51.255	
Number of reports received that include allegations of an	
employee's failure to report or who submits a false report to	0
the institution under Section 51.255(a)	
Any disciplinary action taken, regarding failure to report or	
false reports to the institution under <b>Section 51.255(c)</b> :	
a. Employee termination	
<b>b.</b> Institutional intent to termination, in lieu of	
employee resignation	

<sup>&</sup>lt;sup>3</sup> Reports made by students and all other non-employees (including incidents under 3.5(d)(3)) are excluded. Additionally, if a Title IX Coordinator or Deputy Coordinator determines that the type of incident described in a report, as alleged, does not constitute "sexual harassment," "sexual assault," "dating violence," or "stalking" as defined in the TEC, Section 51.251, the report is excluded. It is the responsibility of the Title IX Coordinator or Deputy Title IX Coordinator to assess each report received and determine whether it is properly included in this report, and if so, to correctly identify the type of incident.

<sup>&</sup>lt;sup>4</sup> "Number of confidential reports" is a sub-set of the total number of reports that were received under Section 51.252, by a confidential employee or office (e.g., Counseling Center, Student Health Center, Victim Advocate for Students, or Student Ombuds).

<sup>&</sup>lt;sup>5</sup> "Disposition" means "final result under the institution's disciplinary process" as defined in the Texas Higher Education Coordinating Board's (THECB) rules for TEC, Section 51.259 [See 19 Texas Administrative Code, Section 3.6(3) (2019)]; therefore, pending disciplinary processes will not be listed until the final result is rendered.

<sup>&</sup>lt;sup>6</sup> "No Finding of a Policy Violation" in this section refers to instances where there is no finding of responsibility after a hearing or an appeal process; investigations completed with a preponderance of evidence not met are excluded, because it would not have moved forward into a disciplinary process.

<sup>&</sup>lt;sup>7</sup> The institution may have determined "not to initiate a disciplinary process." The reasons for not initiating a discipline process can include, but are not limited to: case dismissal; insufficient information to investigate; confidential employee reporting (no identifiable information); the respondent's identity was unknown or not reported; the respondent was not university-affiliated; the complainant requested the institution not investigate the report; informal resolution was completed; investigation is ongoing; or investigation was completed with a preponderance of evidence not met.

# Senate Bill 212 Annual Report January 1, 2020 - August 31, 2020 Sexual Harassment, Sexual Assault, Dating Violence, and Stalking reports by Employees

									As of = <u>October 21, 2020</u>		Disc	ciplinary Status =		
2019-2020 Quarter 1: Sept. 2019, Oct. 2019, Nov. 2019 2: Dec. 2019, Jan. 2020, Feb. 2020 3: March 2020, April 2020, May 2020 4: June 2020, July 2020, August 2020		Maxient #	Open/ Closed	Date Incident Reported	Date Received (created in Maxient and TIXC notified)	Alleged Conduct	SC = Student Complainant	Confidential EE? If yes, LC = licensed counselor OM = ombuds		Case/Investigation Status:  0) Case closed/dismissed (insufficient info, withdrawal, no ID, no jurisdiction) 1) Initial Assessment 2) Investigation Ongoing 3) Investigation Complete/TIXC Review 4) Informal Resolution pending 5) Hearing Pending 6) Final Determination Issued 7) Informal Resolution Agreement, Non-Punitive	No Violation	Faculty or Staff Discipline	Student Sanction	False Report or Failure to Report by EE?
3	19/20-046	20190255	Closed	3/3/2020	3/4/2020	Sexual Harassment	EE	No	Unwanted messages/communications. Complainant requested anonymity and withdrew complaint/insufficient info to proceed.	0	n/a	n/a	n/a	No
4	19/20-061	20190328	Closed	7/2/2020	7/2/2020	Sexual Harassment	EE	No	Unwanted messages/communications. No further contact since report; complainant withdrew complaint.	0	n/a	n/a	n/a	No
4	19/20-062	20190329	Open	7/2/2020	7/2/2020	Sexual Harassment/Sexual Exploitation	EE	No	Prohibited sexual misconduct/harassment with uncontrovertable evidence. Informal Resolution in process after initial assessment/investigation by TIXC and Dean of Student Affairs.	4	n/a	n/a	n/a	No
4	19/20-064	20200030	Closed	8/15/2020	8/18/2020	Sexual Harassment/Discriminatory Harassment	EE	No	Unwanted texts/communications from Instructor to student. Student primarily sought supportive measures and requested anonymity. Verbal warning warranted based on evidence.	7	n/a	Verbal Warning	n/a	No
4	19/20-069	20200021	Closed	8/16/2020		Sexual Harassment/Discriminatory Harassment	EE	No	Instructor report of false allegations of sexual discrimination/harassment by student (based on 3rd party rumors). No independent complaint from student received. Complaint withdrawn since student dismissed from academic program for other unrelated issues/violations.	0	n/a	n/a	n/a	No
	•	•		•	•	Total EE Reports = 5		#of LC+OM = 0	]	# of 51.252 Investigations = 0				# = 0

## **CEO Summary Data Report 2019-2020 Academic Year**

Reporting Requirements under Texas Education Code, Section 51.253(c)

### **CHIEF EXECUTIVE OFFICER CERTIFICATION**

By signing this statement, I certify that:

- 1. I understand that under the Texas Education Code (TEC), Section 51.253(c), as Chief Executive Officer (CEO), I am required to submit a data report at least once during each fall or spring semester<sup>1</sup> to the institution's governing body and post on the institution's internet website a report concerning the reports received by employees under the TEC, Section 51.252 the type of incident described in the employee's report that constitutes "sexual harassment," "sexual assault," "dating violence," or "stalking" as defined in the TEC, Section 51.251, and any disciplinary actions taken under TEC, Section 51.255.
- 2. For the purposes of complying with the Chief Executive Officer's reporting requirements under TEC, Section 51.253(c), the attached CEO summary data report<sup>2</sup> includes all of the required reporting information to my institution's governing board for the 2019-2020 academic year starting January 1, 2020 per the effective date of the statute. The summary data are categorized based on the reporting requirements under TEC, Section 51.253(c). The reports received may be applicable in multiple reporting categories, and therefore, the summary data in the categories may not add up to the totals of other categories.
- 3. The summary data report is also posted on my institution's webpage as per the public reporting requirements under TEC, Section 51.253(c).
- 4. Any additional reports received by the Title IX Coordinator that do not meet the required reporting criteria in the Texas Education Code have been or the compliance purposes of this specific report.<sup>3</sup>

Please send the CEO summary data report and this signed certification form to <a href="mailto:TIXCEOReport@highered.texas.gov">TIXCEOReport@highered.texas.gov</a>. Questions should be directed to <a href="mailto:cathie.maeyaert@highered.texas.gov">cathie.maeyaert@highered.texas.gov</a>.

SIGNATURE CEO:		 
PRINTED NAME:		
INSTITUTION:	Y	
DATE:		

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<sup>&</sup>lt;sup>1</sup> Substantial compliance includes submitting to data report to the governing body "at least once annually" during either the fall or spring semester, under the least Adra distrative Code (TAC), Section 3.6(c).

<sup>&</sup>lt;sup>2</sup> When identifiable, duplicate reports we consolidated and counted as one report in the summary data, and confidential employee reporting is noted as a sub-set to the total number of reports received.

<sup>&</sup>lt;sup>3</sup> For example, reports made by students and all other non-employees are excluded. Also excluded are incidents concerning persons not required to make a report under the TAC, Section 3.5(d). Additionally, if a Title IX Coordinator or Deputy Coordinator determines that the type of incident described in a report, as alleged, does not constitute "sexual harassment," "sexual assault," "dating violence," or "stalking" as defined in the TEC, Section 51.251, the report is excluded. It is the responsibility of the Title IX Coordinator or Deputy Title IX Coordinator to assess each report received and determine whether it is properly included in this report, and if so, to correctly identify the type of incident.

# 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.

This fee schedule included the Texas Higher Education Coordinating Board's (THECB) announced revisions to the Texas Success Initiative (TSI) exam and fee structure. The TSI exams are established by the THECB to assess a student's college readiness. The TSI exam and fee structures are developed by THECB, and the College must reflect their implementation to properly administer the tests and assess fees to students taking their TSI exams to determine their levels of college readiness.

On August 25, 2020, administration notified the South Texas College Board of Trustees the THECB has postponed changes to the TSI exam and fee structure. Due to the postponement by THECB, and administration's recommendation of compliance, the Board reverted the College's TSI exam and fee structure to its prior structure, as appropriate.

Now, THECB has advised that it will no longer postpone the TSI testing and fee structure changes, and they should be implemented starting January 11, 2021 for Spring 2021 enrollment. Administration needs to update the tuition and fee tables for students enrolling in Spring 2021 courses.

### Texas Success Initiative (TSI) Exam and Fee Structure Previous

In FY 2019 – 2020, TSI testing consisted of three exams in the subject areas of:

- Reading,
- Writing, and
- Math.

Each exam cost \$10.00 per test or retest.

### Texas Success Initiative (TSI) Exam and Fee Structure Revision

THECB revision for FY 2020-2021 includes two exams in the subject areas of:

- English/Language Arts/Reading and
- Math.

Each exam costs \$15.00 per test or retest.

Administration recommends Board approval of a revision to the FY 2020 – 2021 Tuition and Fee Schedule to correspond with the THECB mandated changes as originally approved by South Texas College on March 31, 2020. Administration further recommends Board authorization of future revisions as necessary to the TSI exam and fee structure, should the THECB announce any other changes. Administration would present such revisions for Board ratification at the next available opportunity.

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### Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the revised Tuition and Fees Schedules for FY 2020 - 2021 for Student Tuition and Fees, specifically for the TSI exam and fee structure as presented, effective January 11, 2021, and authorizes future revision as necessary during FY 2020-2021 to reflect changes by the THECB.

The Following Minute Order is proposed for consideration by the Board of Trustees: The Board of Trustees approves and authorizes the revised Tuition and Fees Schedules for FY 2020 - 2021 for Student Tuition and Fees, specifically for the TSI exam and fee structure as presented, effective January 11, 2021, and authorizes future revision as necessary during FY 2020-2021 to reflect changes by the THECB.

### **Approval Recommended:**

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

# Review and Action as Necessary on Award of Proposal, Rescindment of Award, Purchases, and Renewals

Approval of the following award of proposal, rescindment of award, purchases, and renewals will be requested at the October 27, 2020 Board meeting.

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

### A. Award of Proposal

### 1) Graduation Caps and Gowns (Award)

Award the proposal for graduation caps and gowns to **Jostens, Inc.** (Minneapolis, MN), for the period beginning January 1, 2021 through December 31, 2021 with two one-year options to renew, at an estimated annual amount of \$50,000.00, which is based on prior year expenditures. The graduation caps and gowns are for the May 2021 and December 2021 ceremonies.

Purpose – The Office of Admission and Records is requesting to purchase graduation caps and gowns, as needed, and which will be used to distribute to South Texas College graduates.

Justification and Benefit – The graduation caps and gowns will be used for all South Texas College graduates participating in the May 2021 and December 2021 ceremonies. **EVALUATED AS HIGH PRIORITY AND SHOULD NOT BE POSTPONED.** 

Background – Proposal documents were advertised on August 19, 2020 and August 26, 2020 and issued to nine (9) vendors. Six (6) responses were received on September 3, 2020 and reviewed by the Office of Admission and Records and Purchasing Department.

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

### **B.** Rescindment of Award

### 2) Truck Driver/Bus Driver Training (Rescind)

Rescind the award to **STVT-AAI Education, Inc./ dba Anacora Corporate Training** (Hurst, TX), for the truck driver/bus driver training. The awarded vendor informed the College staff of a conflict of interest. The vendor provided the information after being notified of the contract award.

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

### 3) Admission Assessment Exams (Purchase)

Purchase admission assessment exams from **Elsevier** (New York NY), a sole source vendor, for the period beginning September 1, 2020 through August 31, 2021, at an estimated amount of \$79,200.00.

Purpose – The Student Assessment Center is requesting to purchase eighteen hundred (1,800) Registered Nurse Admission Assessment Exams, which will be used through the Fall 2020, Spring 2021, and Summer 2021 semesters.

Justification and Benefit – These assessments and preparation products improve student performance, promote clinical judgement, and help students achieve greater levels of success. **EVALUATED AS HIGH PRIORITY AND SHOULD NOT BE POSTPONED.** 

Funds for this expenditure are budgeted in the Testing Center budget for FY 2020 – 2021.

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

### 4) Building Automation Control Equipment, Parts, and Equipment Maintenance (Purchase)

Purchase building automation control equipment, parts, and equipment maintenance from **Siemens Industry, Inc**. (Buffalo Grove, IL/La Feria, TX), a Sourcewell Cooperative approved vendor, for the period beginning September 1, 2020 through August 31, 2021, at an estimated amount of \$50,000.00.

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

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

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

### 5) Furniture (Purchase)

Purchase furniture from National Cooperative Purchasing Alliance (NCPA), OMNIA Partner formerly National Intergovernmental Purchasing Alliance (NIPA), Sourcewell, and The Interlocal Purchasing System (TIPS), at a total amount of \$128,794.47. The vendors are as follows:

#	Vendor	Amount
Α	Computer Comforts, Inc. (Kemah, TX)	\$49,528.71
В	The Hon Company / Gateway Printing and Office Supply, Inc. (Muscatine, IA/Edinburg, TX)	\$329.38
С	Krueger International, Inc. / Gateway Printing and Office Supply, Inc. (Green Bay, WI/Edinburg, TX)	\$52,948.88
D	Versteel / Gateway Printing and Office Supply, Inc. (Jasper, IN/Edinburg, TX)	\$25,987.50
	Furniture Total	\$128,794.47

The purchases can be summarized as follows:

- Computer Comforts, Inc. (Kemah, TX)
  - ⇒ Nursing and Allied Health Campus

- ➤ 16 Motorized Podiums for the Division and Nursing and Allied Health
- The Hon Company / Gateway Printing and Office Supply, Inc. (Edinburg, TX)
  - ⇒ Pecan Campus
    - 2 Bookcases for the Business Office
- Krueger International, Inc. / Gateway Printing and Office Supply, Inc. (Edinburg, TX)
  - ⇒ Pecan Campus
    - 2 Tables for Library Information Commons
    - ➤ 8 Tables and 144 Chairs for the Centers for Learning Excellence
  - ⇒ Technology Campus
    - ➤ 1 Faculty/Staff Desk for the Division of Business, Public Safety, and Technology
- Versteel / Gateway Printing and Office Supply, Inc. (Edinburg, TX)
  - ⇒ Pecan Campus
    - ➤ 46 Tables for the Centers for Learning Excellence

Fund for these expenditures are budgeted in the requesting department budgets for FY 2020 – 2021 as follows: Business Office, Centers for Learning Excellence, Educational Technology Maintenance and Replacement, Library Information Commons, and Technology Campus.

### 6) Vehicle Fuel Program (Renewal)

Renew the vehicle fuel program with **U.S. Bank/Voyager Fleet Systems** (Kansas City, MO), a State of Texas Procurement and Support Services (TPASS) approved vendor, acting by and through the State of Texas Council of Competitive Government (CCG), for the period beginning January 1, 2021 through December 31, 2021, at an estimated amount of \$130,000.00, which is based on prior year expenditures.

Purpose – The vehicle program is used for College owned vehicles used by Mail Services, Central Receiving, Operations and Maintenance, Nursing and Allied Health Emergency Medical Technician Program, Police Academy, Fire Science Program, Educational Technologies, Student Activities, and the South Texas College Department of Public Safety for the day-to-day operations of the College.

Justification and Benefit – Use of the fuel cards is controlled by the Business Office and Purchasing Department in coordination with supervisors, financial managers, and program chairs using the cards. The Business Office has the ability to monitor online all fuel purchase transactions. **EVALUATED AS HIGH PRIORITY AND SHOULD NOT BE POSTPONED.** 

The advantages of using the vehicle fuel program are as follows:

- Each card is set up with a dollar amount limit
- Each employee using the card has a personal identification number, transaction limit, and dollar amount limit
- Odometer readings are required at the pump
- Business Office staff monitors transaction online
- Rebates/Discounts are paid quarterly

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- 40,000 approved locations, which include locations less than a mile from the College's campuses
- The gas station with the best price is selected
- Net 30 days from monthly payment with no additional charge
- Various reports are available online for reference

The College is billed for the actual fuel charges on a monthly basis with no other type of fees assessed. As per the Agreement, a quarterly Rebate will be sent to the College.

Voyager's rebate is calculated by using their sales volume average for Texas, which can range from 1.150% to 1.760% per gallon, as stated in the agreement.

The rebate amounts vary based on the state average volume and usage. The College has received \$2,175.31 for fiscal year 2020, \$2,459.42 for fiscal year 2019, \$2,584.80 for fiscal year 2018, \$1,610.82 for fiscal year 2017, and \$1,435.84 for fiscal year 2016, which brings the overall amount paid per gallon to be reduced by \$.02 to \$.052.

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

### C. Purchases and Renewals (C-c. Technology Items)

### 7) Laptops (Purchase)

Purchase of laptops from the State of Texas Department of Information Resources (DIR) approved vendors, **Dell Marketing, LP.** (Dallas, TX) and **Apple, Inc.** (Dallas, TX), at a total amount of \$54,929.34.

This item was presented to the Finance, Audit, and Human Resources Committee along with 30 desktop computers for staff, faculty, and students, at a total cost of \$78,162.77. Subsequent to that presentation, Information Technologies staff identified desktop computers currently in inventory that could be reallocated to meet this demand. Due to this availability, the current proposal has been reduced to the request for laptops, as described.

All purchase requests for laptops have been evaluated by the Information Technology and the Chief Information Officer. Information Technology does not have refurbished systems available for new hires. Instructional and/or business need must be clearly identified/justified for any equipment that is outside standard configuration or does not replace existing office systems. (Ex. mobile devices)

An itemized list with justification is included for your review and information. Information Technology used the following criteria when recommending the purchase of technology:

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

The purchases can be summarized as follows:

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- Staff Laptops
  - ⇒ 6 Laptops for Curriculum Department
  - ⇒ 12 Laptops for Advising Department
  - ⇒ 2 Laptops for Welding Program
  - ⇒ 2 Laptops for Office of Enrollment
- Faculty Laptops
  - ⇒ 1 Laptop for World Languages Program
  - ⇒ 4 Laptops for Music Program
  - ⇒ 3 Laptops for Architectural and Engineering Design Program
  - ⇒ 3 Laptops for Computer Science Program
  - ⇒ 3 Laptops for Developmental English

Funds for these expenditures are budgeted in the requesting department budgets for FY 2020 - 2021 as follows: Music, Curriculum Department, Advising Department, Welding, Office of Enrollment, World Languages, Architectural and Engineering Design, Computer Science, and Developmental English.

### 8) Microsoft Campus License Agreement (Renewal)

Renew the Microsoft campus license agreement with **Software House International (SHI) Government Solution, Inc.** (Austin, TX), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning November 1, 2020, through October 31, 2021, at a total amount of \$194,128.80.

Purpose - Information Technology is requesting to purchase a non-perpetual license from Microsoft software that includes a one-year price assurance a non-perpetual license that includes upgrades for currently used software products and to ensure that all of the College-owned computers have copyright complaint software installed. These software licenses are used by faculty, staff, and students for instructional and operational purposes.

Justification and Benefit – The Microsoft Campus License agreement includes the following software: Microsoft Enterprise Client Access License (CAL) Suite, CAL for: Office 365 A3 for faculty and staff, and Office 365 A3 for students, Microsoft Exchange Online advanced Thread Protection for faculty, staff, and students, one hundred seventy (170) Microsoft Windows Server Datacenter Licenses & software assurance, twenty (20) Microsoft Visual Studio Professional with MSDN licenses, four hundred (400) Windows Server Standard Licenses & software assurance, three hundred fifty (350) Microsoft Windows Virtual Desktop Access, fifty (50) Microsoft Windows Remote Desktop Services License and Software assurance, six (6) Microsoft Project Online Premium Subscription license, and five (5) Power BI Pro Subscription license. **EVALUATED AS HIGH PRIORITY AND SHOULD NOT BE POSTPONED.** 

Funds for this expenditure are budgeted in the Information Technology Client Services budget for FY 2020 - 2021.

### 9) On-Demand Subscription Library Services (Renewal)

Renew the on-demand subscription library services with **Ellucian Company, LP.** (Fairfax, VA) through Texas A & M University – Corpus Christi (Corpus Christi, TX) acting by and through the State of Texas Department of Information Resources (DIR) for Texas Connection Consortium (TCC), for the period beginning February 1, 2021 through January 31, 2022, at an estimated amount of \$26,372.00.

Purpose – Information Technology is requesting to renew computer based, on-demand training for Banner applications and existing third-party applications that work with the Banner system, which also include Luminis and DegreeWorks.

Justification and Benefit – The computer-based training library is a set of over four thousand 4,000 lessons that can be accessed at any time by the College's Banner users. Lessons cover different Banner modules and provide a better understanding of the functionality of each module. Features include a frequently asked questions section, that provides answers to questions from Banner users at other institutions, exercises, and short quizzes to help users better understand what they have learned. **EVALUATED AS HIGH PRIORITY AND SHOULD NOT BE POSTPONED.** 

Funds for this expenditure are budgeted in the Information Technology Project Manager Risk and Security budget for FY 2020 – 2021.

### 10) Support Services Agreement (Renewal)

Renew support services agreement with **Ellucian Company**, **LP**. (Fairfax, VA) through Texas A & M University – Corpus Christi (Corpus Christi, TX) acting by and through the State of Texas Department of Information Resources (DIR) for Texas Connection Consortium (TCC), for the period beginning September 1, 2020 through August 31, 2021, at an estimated amount of \$29,396.00.

Purpose – Information Technology is requesting to renew advantage plus extended support services for the Banner applications and existing third-party applications that work with the Banner system.

Justification – The extended support services add another level of service to the existing maintenance program the college has from Ellucian. Extended support services provide 24 x 7 support to cover weekends and after normal business hours Monday through Friday. This will allow for faster response times and priority case escalation to any Banner related issues that may occur during non-working hours. **EVALUATED AS HIGH PRIORITY AND SHOULD NOT BE POSTPONED.** 

Funds for this expenditure are in the Applications Development budget for FY 2020 - 2021.

### 11)Telephone Services (Renewal)

Renew the telephone services contract with **Smartcom Telephone**, **LLC**. (McAllen, TX), for the period beginning June 21, 2020 through June 20, 2021, at an estimated monthly amount of \$13,650.00 and an estimated annual amount of \$163,800.00.

Purpose – Information Technology is requesting to renew the telephone services for all South Texas College campuses for a one-year period. At the May 26, 2020 meeting, the Board of Trustees approved to renew the contract for an additional year, in the amount of \$68,400.00. This amount did not include service to the new bond buildings and upgraded services.

Justification and Benefit – The services are needed for local and long distance, 1-800, and POTS lines for fire and elevator alarms, fax lines, and emergency response locations. **EVALUATED AS HIGH PRIORITY AND SHOULD NOT BE POSTPONED.** 

Funds for this expenditure are budgeted in the Systems and Networking budget for FY 2020 – 2021.

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

### A. Award of Proposal

1) Graduation Caps and Gowns (Award): award the proposal for graduation caps and gowns to Jostens, Inc. (Minneapolis, MN), for the period beginning January 1, 2021 through December 31, 2021 with two one-year options to renew, at an estimated amount of \$50,000.00, which is based on prior year expenditures;

### B. Rescindment of Award

2) Truck Driver/Bus Driver Training (Rescind): rescind the award to STVT-AAI Education, Inc./ dba Anacora Corporate Training (Hurst, TX), for the truck driver/bus driver training. The awarded vendor informed the College staff of a conflict of interest. The information was provided after the vendor had been awarded the contract:

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

**3) Admission Assessment Exams (Purchase):** purchase admission assessment exams from **Elsevier** (New York, NY), a sole source vendor, for the period beginning September 1, 2020 through August 31, 2021, at an estimated amount of \$79,200.00;

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

- 4) Building Automation Equipment, Parts, and Equipment Maintenance (Purchase): purchase building automation control equipment, parts, and equipment maintenance from Siemens Industry, Inc. (Buffalo Grove, IL/La Feria, TX), a Sourcewell Cooperative approved vendor, for the period beginning September 1, 2020 through August 31, 2021, at an estimated amount of \$50,000.00, which is based on prior year expenditure;
- **5) Furniture (Purchase):** purchase furniture from National Cooperative Purchasing Alliance (NCPA), OMNIA Partner formerly National Intergovernmental Purchasing

Alliance (NIPA), Sourcewell, and The Interlocal Purchasing System (TIPS), at a total amount of \$128,794.47. The vendors are as follows:

#	Vendor	Amount
А	Computer Comforts, Inc. (Kemah, TX)	\$49,528.71
В	The Hon Company / Gateway Printing and Office Supply, Inc. (Muscatine, IA/Edinburg, TX)	\$329.38
С	Krueger International, Inc. / Gateway Printing and Office Supply, Inc. (Green Bay, WI/Edinburg, TX)	\$52,948.88
D	Versteel / Gateway Printing and Office Supply, Inc. (Jasper, IN/Edinburg, TX)	\$25,987.50
	Furniture Total	\$128,794.47

6) Vehicle Fuel Program (Renewal): renew the vehicle fuel program with U.S. Bank/Voyager Fleet Systems (Kansas City, MO), a State of Texas Procurement and Support Services (TPASS) approved vendor, acting by and through the State of Texas Council of Competitive Government (CCG), for the period beginning January 1, 2021 through December 31, 2021, at an estimated amount of \$130,000.00, which is based on prior year expenditures;

### C. Purchases and Renewals (C-c. Technology Items)

- 7) Laptops (Purchase): purchase of laptops from the State of Texas Department of Information Resources (DIR) approved vendors, **Dell Marketing, LP.** (Dallas, TX) and **Apple, Inc.** (Dallas, TX), at a total amount of \$54,929.34;
- 8) Microsoft Campus License Agreement (Renewal): renew the Microsoft campus license agreement with Software House International (SHI) Government Solutions, Inc. (Austin, TX), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning November 1, 2020 through October 31, 2021, at a total amount of \$194,128.80;
- 9) On-Demand Subscription Library Services (Renewal): renew the on-demand subscription library services with Ellucian Company, LP. (Fairfax, VA) through Texas A & M University Corpus Christi (Corpus Christi, TX) acting by and through the State of Texas Department of Information Resources (DIR) for Texas Connection Consortium (TCC), for the period beginning February 1, 2021 through January 31, 2022, at an estimated amount of \$26,372.00;
- 10)Support Services Agreement (Renewal): renew the support services agreement with Ellucian Company, LP. (Fairfax, VA) through Texas A & M University Corpus Christi (Corpus Christ, TX) acting by and through the State of Texas Department of Information Resources (DIR) for Texas Connection Consortium (TCC), for the period beginning September 1, 2020 through August 31, 2021, at an estimated amount of \$29,396.00;
- **11)Telephone Services (Renewal):** Renew the telephone services contract with **Smartcom Telephone, LLC.** (McAllen, TX), for the period beginning June 21, 2020 through June 20, 2021, at an estimated monthly amount of \$13,650.00 and an estimated annual amount of \$163,800.00.

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Recommend Action - The total for all award of proposal, rescindment of award, purchases, and renewals is \$906,620.61. This total reflects the adjustment to the purchase of laptops under item #7.

### Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the award of proposal, rescindment of award, purchases, and renewals totaling \$906,620.61, as presented.

The Following Minute Order is proposed for consideration by the Board of Trustees: The Board of Trustees approves and authorizes the award of proposal, rescindment of award, purchases, and renewals totaling \$906,620.61, as presented.

### **Approval Recommended:**

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

# Review and Action as Necessary to Reject Financial Advisor and Continuing Disclosure Services Proposals

The Board is asked to authorize the rejection of all proposals for Financial Advisor and Continuing Disclosure services received in response to the Request for Proposals (RFP) advertised in August 2020.

On October 13, 2020, members of the Finance, Audit, and Human Resources Committee asked whether the RFP process was the correct process to solicit such services, suggesting that perhaps a Request for Qualifications (RFQ) process would have been more appropriate.

Legal Counsel agreed that pricing and/or qualifications could be used to solicit financial advisor services, but noted that specifically tailored criteria might serve the College better in this solicitation, instead of the general criteria for professional services used in the advertised RFP. Legal Counsel recommended a new solicitation, under the RFQ process, with criteria developed specifically to evaluate Financial Advisor and Continuing Disclosure services.

The Finance, Audit, and Human Resources Committee recommended Board rejection of the proposals for Financial Advisor and Continuing Disclosure services, in alignment with a recommendation by legal counsel, and solicitation of these services through a Request for Qualifications process.

### Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the rejection of the proposals for Financial Advisor and Continuing Disclosure services, in alignment with discussion by legal counsel.

The Following Minute Order is proposed for consideration by the Board of Trustees: The Board of Trustees approves and authorizes the rejection of the proposals for Financial Advisor and Continuing Disclosure services, in alignment with discussion by legal counsel.

### **Approval Recommended:**

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

VENDOR	Estrada Hinojosa & Company, Inc.	Hilltop Securities, Inc.	RBC Capital Markets, LLC.	
ADDRESS	1508 S Lone Star Way Unit 1	1201 El St Ste 3500	609 Main St 36th Fl	
CITY/STATE/ZIP	Edinburg, TX 78539	Dallas, TX 75270	Houston, TX 77002	
PHONE	210-223-4888	210-308-2200	713-651-3338	
FAX	210-941-0501	210-349-7858	713-651-3347	
CONTACT	Miguel De los Santos	Anne Burger Entrekin	Chris Allen	
7.1 Company Profile				
A. Provide a brief history of the firm and its operations.	The Firm was founded in January of 1992 and has been in business for 28 years. The Firm, which is structured as a corporation and domiciled in Dallas, Texas, specializes in public finance with particular strength in finance advisory and municipal underwriting services, and has grown considerably over the last several years. The Firm has become one of the most successful investment banks in the nation, with a concentrated focus on municipal clients.  Local Rep: Dr. Miguel De Los Santos Serve eight (8) Texas Higher Institutions	First Southwest Company, LLC which was formed in 1946 and Southwest Securities, Inc., first organized as a corporation in 1972, merged in 2016 to create Hilltop Securities Inc., a registered securities dealer under the Securities and Exchange Act of 1934 and functions as a member of the Depository Trust Company and the National Clearing Corporation.  Local Rep: Chris Vela Serve twenty-four (24) Texas Higher Ed Institutions Have supported the Valley Scholars since the beginning.	The parent company, the Royal Bank of Canada (RBC) is one of the world's largest bank, with nearly \$1,334 billion of assets and a market capitalization of nearly \$102 billion. Founded in 1869, RBC and its subsidiaries serve over 16 million governmental, corporate an individual clients with approximately 80,000 employees in 38 countries.  Serve seven (7) Texas Higher Ed Institutions	
B. Respondent Name  C. Provide any other names under which Respondent has operated within the last 10	Estrada Hinojosa & Company, Inc. 1717 Main St Ste 4700 Dallas, TX 75201 Year established: 1992 Number of Years in Business: 28 N/A	Hilltop Securities, Inc. 1201 Elm St Ste 3500 Dallas, TX 75270 Year established: 1991 Number of Years in Business: 4  Southwest Securities, Inc. (1991 - 2015) First Southwest Company, Inc. (1946-2016)	RBC Capital Markets, LLC. 200 Vesey St 8th Fl New York NY 10281 Year established: 1981 Number of Years in Business: 20 N/A	
years and length of time under for each.		Hilltop Securities, Inc. (2016- Present)		
D. Provide at least five (5) recent references/clients that you have worked with in the last five (5) years.	Laredo College Del Mar College Brazosport College Alvin Community College Texas Southmost College	City of McAllen City of Weslaco Victoria Independent School District Texas Water Development Board Alamo Community College	McLennan Community College Weatherford College Austin Independent School District The University of Texas System Texas Public Finance Authority	
E. Explain Changes that have occurred over the last six (6) months regarding staffing, capital, organizational structure, as well as future changes you may expect to occur.	No changes have occurred over the last six (6) months regarding staffing, capital, or organizational structure. No future changes are expected to occur.	Hilltop Securities has not experienced any changes the last six (6) months regarding staffing, capital, organizational structure, and no future changes are expected to occur.	In the past (6) months we had a change in the Municipal Finance Department Heads, with one of our department heads Jim Tricolli, leaving RBC Capital Markets. The other department head, Bob Spangler, continues to manage Municipal Finance and will be the only Municipal Finance department head going forward. We currently do not expect any future changes to occur.	
F. Does respondent anticipate any mergers, transfers of organization ownership, management reorganization, or departure of key personnel within the next twelve (12) months?	No	Hilltop Securities does not expect any mergers, transfers of organization ownership, management reorganization, or departure of key personnel within the next twelve (12) months.	No	
G. Provide a brief description of Respondent's capital structure to include: a. Total Capital b. Total Equity c. Net Capital d. Total Excess Capital e. Leverage Ration	Information Provided	Information Provided	Information Provided	

VENDOR  H. Describe any actions taken against Respondent's directors, officers, or employees currently, or within the past three (3) years by any governmental regulatory body including State or Federal agencies relating to services provided.  I. Has the Respondent or any of its principals been debarred	Estrada Hinojosa & Company, Inc.  No actions have been taken within the past three (3) years by any governmental regulatory body, including State or Federal agencies relating to services provided by our firm.	Hilltop Securities, Inc.  There have been no actions taken against Respondent's directors, officers, or employees currently, or within the past three (3) years by any governmental regulatory body including State or Federal agencies relating to the firm's provision of financial advisory or continuing disclosure services.	RBC Capital Markets, LLC.  From time to time, certain of RBCCM's regulators may conduct investigations, initiate enforcement proceedings and/or enter into settlements with RBCCM with respect to issues raised in various investigations. More information can be found at www.rbc.com/investorrelations/
or suspended from contracting with any public entity?  J. Has the Respondent ever received any disciplinary action, or any pending	With regard to any litigation or regulatory action filed against the Proposer (or the "Firm), please be advised that neither the	To the best of our knowledge, information and belief based upon the facts available at the time, there is no threatened or pending	No
disciplinary action, from any regulatory bodies or professional organization(s)?	Firm or any individual shareholders or employees are currently the subjects of any ongoing municipal securities investigations, litigation, arbitration or are subject to any subpoena in connection with such investigation, litigation or arbitration. Previous regulatory action which have been resolved within the last five years are provided, and it is significant to note that in no case has the Proposer's ability to serve as a financial advisor or bond underwriter been restricted.	inquiry investigation, or regulatory proceeding that we believe would have a material adverse impact on the ability to perform public finance Financial Advisory services.	
7.2 Financial Advisor Experie	nce and Availability		
A. Identify the Financial Advisor who would serve in potential engagements with STC and provide contact information:	Name: Noe Hinojosa, Jr. Address: 1717 Main Street, Suite 4700 City: Dallas State: Texas Zip Code: 75201 Telephone Number: 214-658-1670 Fax Number: 214-292-8849 Cellphone Number: 214-914-4222 Email Address: nhinojosa@ehmuni.com	Name: Anne Burger Entrekin, Regional Managing Director Address: 70 Northeast Loop 410 Ste 710 City: San Antonio State: Texas Zip Code: 78216 Telephone Number: 210-308-2200 Fax Number: 210-349-7585 Cellphone Number: 210-870-7685 Email Address: anne.burgerentrekin@hilltopsecurities.com	Name: Chris Allen Address: 609 Main Street, 36th Floor City: Houston State: Texas Zip Code: 77002 Telephone Number: 713-651-3338 Fax Number: 713-651-3347 Cellphone Number: 512-750-1492 Email Address: chris.allen@rbccm.com
B. Provide a brief biography to include background, experience, expertise and capabilities specific to providing the services as described in the Scope of Services.	Estrada Hinojosa, will provide services to the college via teams of Financial Advisor and Technical and Quantitative Experts. Also, a support team of registered financial advisors will address Continuing Disclosure and other pertinent matters to support the college. The financial advisory team members are Mr. N Hinojosa, Acct Supervisor, Mr. D Gordon and Dr. M De Los Santos Co-Lead Bankers. The Technical and Quantitative function will be provided by Mr. C Buentello, Ms. M Hinojosa Kelly, and Mr. T Jaso. Ms. M Hinojosa Kelly and Mr. B Villarreal will form the Continuing Disclosure and other support team.	Ms. Burger Entrekin has expertise in structures and debt issuances related to multiple types of issuers and financing structures. Over the past 10 years she's served as lead financial advisor on more than \$13.9 billion in bond issuance for entities in Texas and throughout the nation. Assisted in the development of new structures that incorporate credit and programmatic evolutions to specifically meet the goals and objectives of clients while providing optimal flexibility. We have reviewed the Scope of Services requested and find these to be customary for the clients she has assisted in her 34 year tenure with Hilltop Securities, and First Southwest before.	Worked in the industry over 25 years, 10 with Hilltop Securities and 13 years as financial advisor. Primary focus is financial advisory and underwriting services for state agencies, school districts, utility districts, special districts, higher education, cities, and counties.

VENDOR	Estrada Hinojosa & Company, Inc.	Hilltop Securities, Inc.	RBC Capital Markets, LLC.
C. Provide a brief summary describing a complex transaction or combination of transactions in which the Financial Advisor provided expertise which could be utilized and applied to STC's potential future transactions.	Case Study: South Texas College \$41.195 Million Limited Tax Refunding Bonds, Taxable Series 2020 Estrada Hinojosa served as a Senior Underwriter on this transaction, which produced \$3.6 million in saving for South Texas College.  Case Study: Sharyland ISD In Preparation for a Bond Election On November 3, 2020, Sharyland ISD will conduct a Bond Election for \$40,000,000.	Texas Water Development Board: An innovative Plan of Finance that has resulted in program successes that exceed original expectations. The TWDB undertook an extensive investor outreach as part of this process which Hilltop Securities participated in throughout the process. This success of the pricing translated into significant savings to the program participants. This transaction was also recognized as the Bond Buyer's 2016 Southwest Region Deal of the Year.	Provided two examples: Texas Public Finance Authority/Texas Facilities Commission: Commercial program reached capacity which resulted in the issuance of \$249,135,000 in long term bonds. Brushy Creek Regional Utility Authority Inc./City of Leander Texas Contract Revenue: Ultimately the refunding bonds received an upgrade to "AA-" which allowed the city to eliminate toe need for a reverse fund which freed up a significant amount of cash to use towards the financing.
D. Provide a statement of availability to South Texas College.	As Account Supervisor, Mr. Hinojosa is fully available and committed to help the College meet it's financing objectives and complete and contemplated transaction.  As President & CEO, he pledges the full resources of the Firm to the College.	Anne commits to serve as the overall Project Manager for the College's engagement. Senior members of our engagement team will attend all requested meetings with staff, manage all work products, and ensure that all the firm's commitments are fulfilled to the complete satisfaction of the College.	Mr. Allen will be available daily via email and makes himself available by cell phone when not in the office.
E. Include transactions in the past three (3) years in which this individual served as	The vendor submitted a total of twenty (20) transactions.	The vendor submitted a total of seventy- three (73) transactions.	The vendor submitted a total of eight (8) transactions.
Financial Advisor. Specify if the experience was not with the current firm.	For 2017 a total of seven (7) transactions were completedFor 2018 a total of six (6) transactions were completed.	For 2018 a total of twenty-three (23) transactions were completedFor 2019 a total of thirty-nine (39) transactions were completed.	For 2016 a total of two (2) transaction was completed. For 2019 a total of two (2) transactions were completed.
	The following seven (7) transactions have been completed in 2020:	The following eleven (11) transactions have been completed in 2020:	The following four (4) transactions have been completed in 2020:
	Roma ISD Unlimited Tax Refunding Bond, Series 2020Rio Grande City CISD Unlimited Tax Refunding Bonds, Series 2020Harlingen CISD Unlimited Tax Refunding Bonds, Series 2020Laredo College Maintenance Tax Ref. Bonds, Tax. Ser. 2020Del Mar CD Limited Tax Bonds, Series 2020BBrazosport College Limited Tax Ref Bonds, Series 2020Del Mar College Limited Tax Bonds, Series 2020A-B	Port Arthur, City Combination Tax and Revenue Certificates of Obligation, Series 2020APort Arthur, City Combination Tax and Revenue Certificates of Obligation, Series 2020BSan Antonio, City of Public Property Finance Corporation Obligations, Series 2020Michigan Finance Authority State Revolving Fund Revenue Bond Anticipation Notes, Series 2020ASan Antonio, City of General Improvement Refunding BondsSan Antonio Housing Trust Finance Corporation, Multifamily Housing Mortgage Revenue Bonds, Series 2019 (Pan American Projects)Texas Water Development Board State Revolving Fund Revenue Bonds, New Series 2020Nueces River Authority General Improvement Revenue Bonds, Series 2020San Antonio, City General Improvement Bonds, Series 2020South Texas College Limited Tax Refunding Bonds, Taxable Series 2020	Austin ISD Unlimited Tax School Building Bonds, Series 2020City of Leander Special Assessment Revenue Refunding Bonds, Series 2020City of Kyle Combination Tax & Revenue Certificate of Obligation, Series 2020City of Leander General Obligation Refunding Bonds, Series 2020
7.3 Technical and Quantitative		Noma Michalla Amar D'	Namas Calmialla Delega
A. Identify the Quantitative Analyst who would serve in potential engagements with STC and provide contact information:	Name: David G. Gordon Address: 1717 Main St Ste 4700 City: Dallas State: Texas Zip Code: 75201 Telephone Number: 214-658-1670 Fax Number: 214-292-8849 Cellphone Number: 214-564-3035 Email Address: dgordon@ehmuni.com	Name: Michelle Aragon, Director Address: 70 Northeast Loop 410 Ste 710 City: San Antonio State: Texas Zip Code: 78216 Telephone Number: 210-308-2221 Fax Number: 210-349-7585 Cellphone Number: 210-319-8031 Email Address: michelle.aragon@hilltopsecurities.com	Name: Gabriella Briceno Address: 609 Main St 36th Fl City: Houston State: Texas Zip Code: 77002 Telephone Number: 713-853-0808 Fax Number: 713-651-3347 Cellphone Number: 480-208-4939 Email Address: gabriella.briceno@rbccm.com

VENDOR B. Provide a brief biography to include background, experience, expertise and capabilities specific to providing the services as described in the Scope of Services.	Estrada Hinojosa & Company, Inc.  Estrada Hinojosa, will provide services to the college via teams of Financial Advisor and Technical and Quantitative Experts. Also, a support team of registered financial advisors will address Continuing Disclosure and other pertinent matters to support the college. The financial advisory team members are Mr. N Hinojosa, Acct Supervisor, Mr. D Gordon and Dr. M De Los Santos Co-Lead Bankers. The Technical and Quantitative function will be provided by Mr. C Buentello, Ms. M Hinojosa Kelly, and Mr. T Jaso. Ms. M Hinojosa Kelly and Mr. B Villarreal will form the Continuing Disclosure and other support team.	development corporations, counties and utility systems.	RBC Capital Markets, LLC.  Began career in public finance in 2013.  Provides financial advisory and underwriting services to the firm's client, particularly providing technical, analytical and quantitative analyst for various municipal issuers including public schools, higher ed issuers throughout the state.
C. Provide a statement of availability to South Texas College.	Working with other team members, Mr. Gordon is fully available and committed to help the college meet its financial objectives and complete any contemplated transaction.	The financing team assigned to serve the College consists of senior, experienced professionals who offer the College significant Texas and higher education financial advisory and quantitative expertise. Our primary engagement team is based in our San Antonio location.	Ms. Briceno will be available daily via email, and phone when not in the office.  Ms. Briceno is also able to meet in person with appropriate given notice.
D. List Financial Advisor transactions in the past three (3) years in which this individual served as Quantitative Analyst (primary numbers runner on transaction). Specify if the experience was not with the current firm.	The vendor submitted a total of eight (8) transactions. For 2018 a total of one (1) transaction was completed. For 2019 a total of two (2) transactions were completed.  The following five (5) transactions were completed in 2020: City of Arlington G.O. Pension Bonds, Taxable Series 2020 City of McKinney WW&SS Ref. Bonds, Series 2020 City of Allen G.O. Improve. & Ref.	The vendor submitted a total of twenty-eight (28) transactions. For 2018 a total of one (3) transactions were completed. For 2019 a total of twenty (20) transactions were completed.  The following five (5) transactions were completed in 2020: Alamo Community College District, Cash Defeasance of a Portion of the 2033 Mat of the S07 and 2032 May of the S07A Alamo Community College District, Unlimited Tax School Building Bonus,	The vendor submitted a total of eight (8) transactions. For 2016 a total of one (1) transaction was completed. For 2019 a total of three (3) transactions were completed.  The following four (4) transactions have been completed in 2020: Austin ISD Unlimited Tax School Building Bonds, Series 2020 City of Leander Special Assessment Revenue Refunding Bonds, Series 2020 City of Kyle Combination Tax &
E. Include a description of any quantitative capabilities, including type of financial software utilized and other technical tools utilized.	Bonds, Series 2020 Allen EDC Sales Tax Revenue Bonds, Taxable Series 2020 Cameron Co. Rev. & Tax Ref. Bonds, Taxable Series 2020 Cameron Co. Rev. & Tax Ref. Bonds, Taxable Series 2020  In addition to his serving as financial advisor for many clients, Mr. Gordon routinely serves as quantitative lead on his transactions as well as for other bankers within the firm. In this capacity, he prepares financial models in Excel including tax rate impact statements, revenue bond coverage calculations, feasibility analysis, and many other modeling exercises. He also uses DBC, the industry-standard bond sizing software package, to complete numbers of bond sales. For refunding, he also analyzes escrow requirements and facilitates the purchase of appropriate securities.	Series 2020 Kerrville Independent School District Port Authority of San Antonio Fort Bend Independent School District  Hilltop Securities has the technical capability and experience required to assess virtually every type of financial structure contemplated by a government issuer or conduit borrower, and we offer a distinctly different approach to providing technical services through the utilization of a senior level quantitative group. The software packages Hilltop Securities	Revenue Certificate of Obligation, Series 2020City of Leander General Obligation Refunding Bonds, Series 2020  RBCCM has a dedicated team of professional bankers in its Municipal Quantitative Group with the experience to handle the most complex issues in structuring and pricing municipal bond, derivative and credit transactions. Continually developing and implementing sophisticated computer programs, in addition to DBC Finance, to analyze and determine the most efficient financing plans for clients. RBCCM strives to be an active participant on all financing and underwriter pools in which we serve. Some value added services include: financial modeling, capabilities, debt capacity analysis, insurance breakeven analysis, refunded bond optimization, synthetic fixed rate refunding analysis, call option analysis, etc.

VENDOR	Estrada Hinojosa & Company, Inc.	Hilltop Securities, Inc.	RBC Capital Markets, LLC.			
7.4 Other Financial Advisory and Continuing Disclosure Services and Availability						
A. Identify the individual who will coordinate official	Included information for the following:	Included information for the following:	Included information for the following:			
statement, continuing disclosure, and rating agency presentation preparation, in	Tony Jaso, Executive Vice President Estrada Hinojosa & Company, Inc.	Cris Vela, Director. Local Senior Banking Support	Austin Spence, Associate			
addition to providing research and support to STC as necessary. Provide contact information in the following format:	Mary Hinojosa Kelly, Senior Vice President Estrada Hinojosa & Company, Inc. Bobby Villarreal, Vice President	Mario Hernandez, Analyst. Quantitative Support  Lou Ann Heath, Director. Continuing Disclosure				
	Estrada Hinojosa & Company, Inc.					
B. Underwriter or Other Comparable Services:	Mr. Thomas B. Nolan III, Senior Managing Director Mr. Randle Clontz, Senior Vice President Mr. Carlos Buentello, Senior Vice President	Pete Stare, Managing Director in our Houston office will provide pricing and underwriting support. All other information provided	Mr. Jamie Durando, Managing Director and Head of Municipal Syndicate for RBCCM Mr. Glenn McGowan, Director Mr. Marc Greer, Senior Underwriter			
C. Provide any other information that you may deem applicable to the Financial Advisor and Continuing Disclosure Services that STC may utilize but has not been directly requested in the RFP.  We at Estrada Hinojosa understar importance of selecting the right fi advisor that will meet your needs. On is to serve the needs of our clients personal and professional experience helps them achieve their financial but has not been directly requested in the RFP.		Hilltop Securities possesses the experience, expertise and resources to provide Arbitrage Rebate services, Continuing Disclosure services, Asset Management services and Structured Finance services in-house. No other firm able to provide all of these services in house. Types of services provided.	RBCCM scope of services ensures that we are your partner from bond election, to credit rating strategy development, to bringing a transaction to market, to managing the financing team and to handling post issuance compliance.			
7.5 Vendor's Qualification Sta	atement					
A. How many years has your organization been in business under its present business name?	28 years	Hilltop Securities has been operating under it's present business name since October 2015.	20 years			
B. If a corporation, answer the following:	Date of Incorporation: January 09, 1987 State of Incorporation: Texas President: Noe Hinojosa, Jr. Vice President: N/A Secretary: Thomas B. Nolan, III Treasurer: Donald J. Gonzales	Date of Incorporation: December 1991 State of Incorporation: Delaware President: M. Bradley Winges Vice-President(s): N/A Secretary: Brian Wittneben Treasurer: Laura Levanthal	Date of Incorporation: December 29, 1981 State of Incorporation: Minnesota President: John Thurlow, Chair and COO Vice-President(s): Lidia Podyma, Controller Secretary: Esther Hellwig Louis			
C. If a Partnership, answer the following:	N/A	N/A				
D. If other than a corporation or partnership, describe organization and name principals:	N/A	N/A				
TOTAL EVALUATION POINTS	85.66	95.66	87.99			
RANKING	3	1	2			

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

### SOUTH TEXAS COLLEGE FINANCIAL ADVISOR AND CONTINUING DISCLOSURE SERVICES PROJECT NO. 20-21-1015 **EVALUATION SUMMARY**

VENDOR		Estrada Hinojosa & Company, Inc.		Hilltop Securities, Inc.		RBC Capital Markets, LLC.		
ADDRESS		1508 S Lone Star Way Unit 1		1201 El St Ste 3500		609 Main St 36th Fl		
CITY/STATE		Edinburg, TX 78539		Dallas, TX 75270		Houston, TX 77002		
	PHONE	210-22	23-4888	210-308-2200		713-651-3338		
	FAX	210-94	1-0501	210-349-7858		713-651-3347		
	CONTACT	Miguel De los Santos		Anne Burger Entrekin		Chris Allen		
	The price manage!	30		35		33		
1	The price proposal. (up to 35 points)	30	30	35	35	33	33	
	(up to be points)	30		35		33		
	The reputation of the vendor and the	14		16		14		
2	vendor's goods or services.	15	14.33	17	16.33	16	14.66	
	(up to 18 points)	14		16		14		
	The quality of the vendor's goods or	17		17		17	16.33	
3	services. (up to 18 points)	17	17	17	17	16		
		17		17		16		
	The extent to which the vendor's goods or services meet the College's needs.	14		15	15	13		
4		13	13.33	15		13	13	
	(up to 15 points)	13		15		13		
	The vendor's past relationship with the College. (up to 3 points)	2	_	3	3	2	2	
5		2	2	3		2		
		2		3		2		
	The impact on the ability of the College to comply with laws and rules relating to Historically Underutilized Businesses. (up to 1 point)	0		0	0	0		
6		0	0	0		0	0	
		0		0		0		
	The total long-term cost to the College to comply to acquire the vendor's goods or services. (up to 5 points)	4		5	5	4	4	
7		4	4	5		4		
		4		5		4		
	The experience of the firm in the area of financial advisor and continuing disclosure services. (up to 5 points)	5		5		5		
8		5	5	4	4.33	5	5	
		5		4		5		
TO	TOTAL EVALUATION POINTS		85.66		95.66		87.99	
RAI	RANKING		3		1		2	

The Director of Purchasing has reviewed all the responses and evaluations completed. \*The Proposal Criteria follows in the packet for further explanation of each criteria.

### SOUTH TEXAS COLLEGE PROPOSAL CRITERIA - SERVICE ONLY

		Service Only			
		Points	Points Score Key		
1	Criterion 1: The purchase price a. The low bidder gets the maximum points b. Divide the lowest proposal by each of the other proposal(s)	35			
2	Criterion 2: The reputation of the vendor and of the vendor's goods or services  a. Number of Years in Business  b. References (similar projects)  c. Services/Installation  d. Professional Licenses/Certifications	18	15-18 10-14 5-9 0-4	Excellent Acceptable Marginal Poor/No Response	
3	Criterion 3: The quality of the vendor's goods or service  a. Warranty  b. Service Support/Response Time  c. Goods/Product (manufacturer life)  d. Product Performance	18	15-18 10-14 5-9 0-4	Excellent Acceptable Marginal Poor/No Response	
4	Criterion 4: The extent to which the goods or services meet the district's needs a. Time Frame to complete the project b. Delivery Time Frame of product(s) c. Number of staff d. Meet or exceed the specifications	15	12-15 7-11 3-6 0-2	Excellent Acceptable Marginal Poor/No Response	
5	Criterion 5: The vendor's past relationship with the district  a. Quality of Past Performances with STC  ****New Vendors will receive two points	3	3 2 1 0	Excellent Acceptable/New Vendor Marginal Poor/No Response	
6	Criterion 6: The impact on the ability of the district to comply with laws and rules relating to Historically Underutilized Businesses  a. Provided the Certification	1	1 0	Yes No	
7	Criterion 7: The total long-term cost to the district to acquire the vendor's goods or services; and  a. Annual Escalation Increase  b. Annual Maintenance Cost	5	5 3-4 1-2 0	Excellent Acceptable Marginal Poor/No Response	
8	Criterion 8: Any other relevant factor specifically listed in the request for bids or proposals, e.g.:  a. Financial Standing b. Potential or Pending Sale of Business  Five (5) points were used from the purchase price for this criterion.	5	5 3-4 1-2 0	Excellent Acceptable Marginal Poor/No Response	

**Total Points** 

100

### Definitions of evaluation terms:

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

### Review and Action as Necessary to Proceed with Procurement Process for Financial Advisor and/or Continuing Disclosure Services

The Board is asked to take action as necessary to approve proceeding with the procurement process for engaging Financial Advisor and/or Continuing Disclosure services.

These services are described as follows:

- Financial Advisor Services provides independent and professional advice regarding the authorization and issuance of indebtedness in various amounts and forms, and in connection with the authorization, sale, issuance, and delivery of such indebtedness, and other financial matters, such as, credit rating advisability, assist in the negotiation of Paying Agent/Registrar, provide copies of the changes in law, and provide advice and assistance with regard to exercising any call and/or refunding of any outstanding debt instruments.
- Continuing Disclosure Services consists of important information about municipal bonds that arises after the initiative issuance. This information generally reflects the financial health or operating condition of the state or local government as it changes over time, or the occurrence of specific events that can have an impact on key features of the bonds. In addition, these disclosures are made available to investors and the public on the MSRB's.

On October 13, 2020, members of the Finance, Audit, and Human Resources Committee asked whether the RFP process was the correct process to solicit such services, suggesting that perhaps a Request for Qualifications (RFQ) process would have been more appropriate.

Legal Counsel agreed at that same meeting that pricing and/or qualifications could be used to solicit financial advisor services, but noted that specifically tailored criteria might serve the College better in this solicitation, instead of the general criteria for professional services used in the advertised RFP. At that time, Legal Counsel recommended a new solicitation, under the RFQ process, with criteria developed specifically to evaluate Financial Advisor and/or Continuing Disclosure services, and the Committee made a motion to that effect. Legal Counsel has subsequently advised that the Board has broad discretion in these matters.

In further discussion with Legal Counsel, he has advised the Financial Advisor Services and Continuing Disclosure Services may be solicited as a Request for Proposal or Request for Qualifications with both services together or separately.

Administration, in consultation with legal counsel, has identified the following questions that require a decision prior to selecting a preferred solicitation method:

- Should Financial Advisor and Continuing Disclosure services be solicited separately or together?
- What procurement process should be used for each, or if they are combined?
- What criteria should be used in evaluating each, or if they are combined?

Based on Legal Counsel's guidance, administration requests clarification from the Board regarding whether the services should be solicited together or separately, which solicitation option(s) should be selected, and what criteria should be used to evaluate responses. Upon Board response to these questions and approval of a plan, administration would propose the criteria for review at the November 2020 Finance, Audit, and Human Resources Committee meeting and approval by the Board.

#### Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize action as necessary to determine whether Financial Advisor and/or Continuing Disclosure services should be procured together or separately; which procurement process(es) should be used for the solicitation of services; and, provide guidance to assist in the development for evaluation criteria to be presented to the Finance, Audit, and Human Resources Committee and the Board of Trustees in November 2020.

The Following Minute Order is proposed for consideration by the Board of Trustees: The Board of Trustees approves and authorizes action as necessary to determine whether Financial Advisor and/or Continuing Disclosure services should be procured together or separately; which procurement process(es) should be used for the solicitation of services; and, provide guidance to assist in the development for evaluation criteria to be presented to the Finance, Audit, and Human Resources Committee and the Board of Trustees in November 2020.

**Approval Recommended:** 

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

## Discussion and Action as Necessary on Financial Advisor Services Contract Extension

Approval of Financial Advisor Services Contract Extension with Hilltop Securities, Inc. for four-months from November 1, 2020 to February 28, 2021 is requested.

Purpose – To review and obtain approval on the Financial Advisor Services Contract Extension with Hilltop Securities, Inc. from November 1, 2020 to February 28, 2021.

Justification and Benefit – At the October 27, 2020 Board of Trustees Meeting, if the Board approves the rejection of the proposals for the Financial Advisor and Continuing Disclosure Services, a four-month extension on the Financial Advisor Services contract will be necessary. This contract extension would be at no cost to the college, and would ensure a financial advisor is on contract while the College proceeds with a procurement process for these services in December 2020, after expected Board review and approval in November 2020.

The contract extension is needed for the following reasons:

- To meet the requirement that the financial advisor is registered with the Security Exchange Commission (SEC) an independent registered municipal advisor and as such it is disclosed in writing.
- To allow the College the opportunity to develop a comprehensive request for proposal and qualifications and to develop a selection criteria scale.
- To allow the completion of a timeline to advertise, evaluate, and award the selected entity.

On July 28, 2020, the Board of Trustees approved a two-month extension of the Financial Advisor Services contract for the period beginning September 1, 2020 through October 31, 2020.

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

#### Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the Financial Advisor Services Contract Extension with Hilltop Securities, Inc. for four-months from November 1, 2020 to February 28, 2021 as presented.

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The Following Minute Order is proposed for consideration by the Board of Trustees: The Board of Trustees approves and authorizes the Financial Advisor Services Contract Extension with Hilltop Securities, Inc. for four-months from November 1, 2020 to February 28, 2021 as presented.

**Approval Recommended:** 

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

## Discussion and Action as Necessary on Primary Bank Depository Services

Approval to award the proposal for primary bank depository services to BBVA (McAllen, TX), for the period beginning February 1, 2021 through January 31, 2023, with an option to renew for three additional two (2) year periods is requested.

Purpose – The current bank depository services will expire on January 31, 2021. Approval to award a financial institution contract for bank depository services is needed in order to provide banking services to the College. These services include safekeeping of College funds, a system consisting of checks and electronic payments to students, employees, and vendors, and funds received by the College.

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

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. A six (6) month contract extension was approved at the August 25, 2020 Board of Trustees meeting.

Award	Board Meeting Date	Original Term	Renewal Term
Original	7/29/14	9/1/14 – 8/31/16	2 – two-year options
1 <sup>st</sup> Renewal	4/28/16		9/1/16 – 8/31/18
2 <sup>nd</sup> Renewal	5/29/18		9/1/18 – 8/31/20
Extension	8/25/2020		9/1/20-1/31/2021

The College advertised a Request for Proposal (RFP) for the period of September 1, 2020 to August 31, 2022 with three, two-year renewal options, 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.

Proposal documents were revised and 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.

The committee evaluated the proposals based on the revised criteria approved by the Board of Trustees on June 23, 2020, as 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

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. The Evaluation Committee presented PlainsCapital Bank as the top ranked to the Finance, Audit, and Human Resources Committee on August 11, 2020.

The Finance, Audit, and Human Resources Committee went into executive session to discuss the request for proposal and evaluation process. The Committee recommended to the Board:

- 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 August 25, 2020 Board packet: "Modification and clarification of some provisions of the Request for Proposals have been required in consultation with the Board of Trustees, legal counsel and financial advisor. The selection criteria, however, remains the same".

The Board approved the revisions to the RFP and evaluation process on August 25, 2020 and additional information was requested from the four institutions.

The Request for Clarification was sent on August 28, 2002 to four (4) institutions. On Friday September 2, 2020 the College received responses from BBVA, PlainsCapital Bank, and Texas Regional Bank on or before the designated time.

The evaluation committee evaluated the proposals based on the revised criteria approved by the Board on August 25, 2020 and the clarification responses received. The top ranked bank is BBVA.

#### BBVA offers the following:

- Waived banking services fees
- Highest net income
- Has experience with higher education clients and operate as the primary depository bank for several community colleges across Texas

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• Has branch locations near all campuses in both Hidalgo and Starr counties

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

Mary Elizondo, Vice President for Finance and Administrative Services, Becky Cavazos, Director of Purchasing and Myriam Lopez, Comptroller, attended the October 13, 2020 Finance, Audit, and Human Resources Committee meeting to address any questions by the Committee.

Enclosed Documents - A Summary of the Proposals with Clarifications and the Evaluation Results follow in the packet for Board's information and review.

The Finance, Audit, and Human Resources Committee recommended Board approval of the award of the proposal for primary bank depository services to BBVA (McAllen, TX), for the period beginning February 1, 2021 through January 31, 2023, with an option to renew for three additional two (2) year periods as presented.

#### Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the award of the proposal for primary bank depository services to BBVA (McAllen, TX), for the period beginning February 1, 2021 through January 31, 2023, with an option to renew for three additional two (2) year periods as presented.

The Following Minute Order is proposed for consideration by the Board of Trustees: The Board of Trustees approves and authorizes the award of the proposal for primary bank depository services to BBVA (McAllen, TX), for the period beginning February 1, 2021 through January 31, 2023, with an option to renew for three additional two (2) year periods as presented.

#### **Approval Recommended:**

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

NAME		BBVA	Lone Star National Bank	PlainsCapital Bank	Texas Regional Bank
ADDRESS		3900 N 10th St 2nd FI	520 E Nolana	7201 N 10th St	1801 S McColl Rd
	CITY/STATE/ZIP	McAllen, TX 78501	McAllen, TX 78504	McAllen, TX 78504	McAllen, TX 78501
	PHONE	956-971-5901	956-984-2825	956-664-4785	956-661-7814
	CONTACT	Gina Lobato	Vipul Patel	Robert C. Norman	Alex Meade
1	Interest Rate Proposed on Time Deposits				
Α	Interest Earnings on				
_	Investment Option	Interest Checking - Bank Managed Rate	Interest Checking - Indexed to 40% of 91	Interest Checking - ICS Sweep indexed	Interest Checking - Indexed to 91 Day T-
	investment option	(One time option to convert to Index of	Day T-Bill average high rate of each	to Lower End of FED Funds Target Rate.	Bill 0.16% on June 30, 2020 plus 0.25%
		100% of 91 Day T-Bill). No rate floor	week from previous month. Rate floor of	Rate floor of 0.40%.	with rate variable set based on last day
		offered.	0.05% and Cap of 2.00%.	1 1410 11001 01 01 10 701	of prior month. No rate floor offered.
		5.15752.	0.00% dina 0ap 0. 2.00%.		or prior mornan no rate noor energy
	Interest Rate	0.400%	0.060%	0.400%	0.349%
	Investment Balance Earning Interest Income	\$ 31,000,000	\$ 31,000,000	\$ 31,000,000	\$ 21,646,570
	Monthly Investment Income	\$ 10,333	\$ 1,550	\$ 10,333	\$ 6,296
	Two Year Investment Income	\$ 248,000	\$ 37,200		
	Eight Year Investment Income	\$ 992,000	\$ 148,800	\$ 992,000	\$ 604,372
2	The Charges for Keeping District Accounts, Records, and Re	eports and Furnishing Checks			
Α	Cost of Services (Monthly Charge)	\$ -	\$ (7,524)		
	Initial Two Year (Cost) of Services	\$ -	\$ (180,570.48)	\$ (123,095)	
	Total Eight Year (Cost) of Services	-	\$ (722,282)	\$ (492,378.24)	\$ (561,206)
В	Earnings Credit Calculation on Compensating Balance				
<u> </u>	Earnings Credit Based on Index or Bank Managed	N/A	N/A	Indexed to Lower End of Fed Funds	Bank Managed - No floor offered
	<b>3</b>	·		Target Rate. Rate floor of 0.40%.	3
	Earnings Credit Rate Offered	N/A	N/A	0.40%	0.75%
	Target DDA Compensating Balance	\$ -	\$ -	\$ -	\$ 9,353,430
	Monthly Earnings Credit less Reserve	\$ -	\$ -	\$ -	\$ (5,846)
	Earnings Credit for Two Year Term	\$ -	-	-	\$ 140,302
	Earnings Credit for Eight Year Term	\$ -	\$ -	\$ -	\$ 561,206
	Balance Assessment - Deposit Recoupment Fee	Waived	Yes	Waived	Waived
	Reserve Requirement	Waived	Yes	Waived	Waived
	Iveserve rreduitetiir	vvalveu	162	vvaiveu	vvaiveu
	Net Income/(Cost) for Two Year Term	\$ 248,000	\$ (143,370)	\$ 124,905	\$ 151,093
	Net Income/(Cost) for Eight Year Term	\$ 992,000	\$ (573,482)		
	, ,		, ,	,	
С	Transition Cost (Estimated)	\$ -	\$ (10,000)	\$ (10,000)	\$ (10,000)

	NAME	BBVA	Lone Star National Bank	PlainsCapital Bank	Texas Regional Bank	
ADDRESS		3900 N 10th St 2nd FI	520 E Nolana	7201 N 10th St	1801 S McColl Rd	
	CITY/STATE/ZIP	McAllen, TX 78501	McAllen, TX 78504	McAllen, TX 78504	McAllen, TX 78501	
	PHONE	956-971-5901	956-984-2825	956-664-4785	956-661-7814	
D	Retention and Transition Offers and Incentives					
	Estimated Waived Fees	\$ -	\$ -	\$ 61,547	\$ -	
	Retention / Transition Allowance	\$ 5,000	\$ -	\$	\$ 4,000	
	Scanners	\$ 1,500	\$ -	\$ 7,500	\$ -	
	Tamperproof Bags & Supplies	-	-	\$ 1,000	-	
	Two Year Total Income/(Cost) with Contract Incentives and Estimated Transition Cost	\$ 254,500	\$ (153,370)	\$ 184,952	\$ 145,093	
	Eight Year Total Income/(Cost) with Contract Incentives and Estimated Transition Cost	\$ 998,500	\$ (583,482)	\$ 559,669	\$ 598,372	
E	Compensating Balance Requirement	None	None Maximum deposit is \$50,000,000	None	None	
	Terms Fixed for Initial Contract and Future Renewals	Yes - 2 years initial terms	No	Yes	Yes	
	Collateral Limit	None	Excess of \$50,000,000 will be subject to acceptance. \$6,000,000 then ICS Account		None	
3	The Respondent's ability to perform and provide the required	and requested services. (TEC Chapter 4	5 Section 45.207 Award of Contract)			
A	Provide firm's overall ability in providing the services required in this solicitation.	Net Cash online and mobile banking system with administrative access .  11 Financial Literacy Programs including BBVA OpenMind.  Will not settle quarterly, but monthly.  Remote deposit scanners and provide 2 scanners.  DeposiCash (smart safe). Payroll card at cost. No implementation period .  Education opportunities through webinars and publications.  Will cash employee and student checks.	Only capacity for up to \$50,000,000 for collateral purpose.  Will cash employee and students checks.  Quarterly account settlement.  Offers Remote deposit capture.  Does not offer smart safe.  Limit mobile app to balance inquires and internal transfers.	Safe point titan safes with cash deposits. Quarterly account settlements. Offers Remote deposit capture - provide 10 scanners. Mobile app, approve wires, positive pay, admin users changes etc. Will cash employee and students checks. Must use Insured Cash Sweep investment option to earn interest.	Mobile banking, but no soft token. Can approve wires, ach etc. Offers remote deposit capture. Does not offer smart safe. Will cash employee and students checks. Quarterly account settlement.	
В	System reporting capabilities.	Several file format. Customized reports. Can't schedule reports/automatic generated. No graphs capabilities. Allows College to modify access.	Account reconciliation reports, transaction activity may be downloaded. Download/Export to several file format. Allows College to modify user access. No graphs capabilities.	Offers a variety of reporting options that can be customized to client needs with their programmers.  Export to several file format.  Allows College to modify access.  No graphs capabilities.	Download/Export to several file format.  Does not allow College to modify access to users.  No graphs capabilities.	

NAME	BBVA	Lone Star National Bank	PlainsCapital Bank	Texas Regional Bank
ADDRESS	3900 N 10th St 2nd Fl	520 E Nolana	7201 N 10th St	1801 S McColl Rd
CITY/STATE/ZIP	McAllen, TX 78501	McAllen, TX 78504	McAllen, TX 78504	McAllen, TX 78501
PHONE	956-971-5901	956-984-2825	956-664-4785	956-661-7814
C Positive Pay fraud protection services (based on date, check number, amount, and payee name and default)	Approve by 6 PM.  Default can be set up as to return.  Email confirmation.  Can't remove voided checks already submitted.  Offers reverse positive pay.  Meet requirement of payee positive pay.	Approve by 11 AM, displays error message.  Default can be set up as to return.  Meet requirement of Payee positive pay.  Does not have reverse positive pay capability.  Can remove voided checks already submitted	Approve by 2 PM, email confirmation.  Default can be set up to return if no response.  Meet requirement of payee positive pay.  Offers reverse positive pay.  Can remove voided checks already submitted	Approve by 11 AM, onscreen confirmation.  Default is to pay, and College will be liable for damages caused by the payment.  Meet requirement of payee positive pay.  Offers reverse positive pay.  Can remove voided checks already submitted
D Same day funds availability.	Same day credit for all transactions submitted before 4:00 PM.	Same day credit for all transactions submitted before 4:00 PM.	Same day credit for all transactions submitted before 4:00 PM, except for high volume, late deposit drops. Recommends morning delivery.	Same day credit for all transactions submitted before 4:00 PM.
E Provided firm's principal(s) and staff commitment in providing the services.	Provided names and titles of Relationship Manager and Treasury Management Officer with short bios. The team has extensive experience in banking.	Provided names and titles of Relationship officer, public funds representative and fixed income analyst, but no additional information or bios as requested in the RFP.	Provided names and short bios for SVP Senior Loan Officer, and VP Treasury Management Sales Officer. In addition, also provided short bios for Region Chairman for the RGV, VP Public Funds Officer, and Senior Vice President, Central and South Texas Treasury Management Sales Manager. Overall, the team has extensive experience in banking.	Provided names and title of Relationship officer, but no additional information or bios as requested in the RFP.
F Provided examples of your firm civic activities and awards and recognitions that institution has received.	Net Cash Mobile app received 2019     Best User Experience Award     BBVA foundation (support scientific research and cultural creation, dissemination of knowledge and culture, and recognition of talent and innovation)	None Noted	- Personal Finance and Budgeting Tools - Netspend's award-winning online tools - Netspend Scholarship Program	None Noted
G Compliance with all applicable state and federal regulations for the services proposed.	Will notify the College of changes made to the agreements governing the provision of banking services to the College by BBVA, incl changes made to address changes in applicable law.	Can comply with regulations and provide Collateral up to \$50,000,000. Excess balance of \$50M, will be subject to acceptance of LSNB. College and bank share responsibility to monitor balance.	Can comply with regulations, but only provide letter of credits up to \$6M, and the rest will be covered under FDIC insured cash sweep option.	Can comply with regulations and provide proper Collateral as requested in RFP.
H Relevant experience managing similar account relationships with other higher education institutions.	40 Years in education section Currently serving as Depository Bank for STC. 10+ Higher education clients	One Texas higher education client, served 1+ year.	One Texas higher education client . Served 7 + years	No Higher education clients listed. Has years of experience advocating for higher educational and workforce needs.

NAME	BBVA	Lone Star National Bank	PlainsCapital Bank	Texas Regional Bank
ADDRESS	3900 N 10th St 2nd Fl	520 E Nolana	7201 N 10th St	1801 S McColl Rd
CITY/STATE/ZIP	McAllen, TX 78501	McAllen, TX 78504	McAllen, TX 78504	McAllen, TX 78501
PHONE	956-971-5901	956-984-2825	956-664-4785	956-661-7814
Verification of References.	Higher education clients listed, but did not respond. Several years experience with bank.	Higher education client listed, but only one year experience with bank.	One Higher education reference.	No Higher Education client listed.
4 The accessibility and locations of the Bank's branches for employees and students in Hidalgo and Starr counties. (TEC Chapter 45 Section 45.207 Award of Contract)				
A Number of branches and locations of branches in Hidalgo and Starr Counties.	Several locations near all campuses and in both counties	Several locations near all campuses and in both counties	Does not have locations in Starr county	Only provided names of two cities.
B Cash deposit capabilities where no branch location is convenient.				
TOTAL EVALUATION POINTS	93.66	44.32	76.33	66.66
RANKING	1	4	2	3

# SOUTH TEXAS COLLEGE PRIMARY BANK DEPOSITORY SERVICES PROJECT NO. 20-21-1007 EVALUATION SUMMARY

NAME ADDRESS CITY/STATE/ZIP	3900 N 100 McAllen,		Lone Star National Bank 520 E Nolana Ave McAllen, TX 78504		PlainsCapital Bank 7201 N 10th St McAllen, TX 78504		Texas Regional Bank 1801 S McColl Rd McAllen, TX 78501	
PHONE	956-97	1-5901	956-98	34-2825	956-66	54-4785	956-66	51-7814
CONTACT	Gina l	Lobato	Vipu	l Patel	Robert C	. Norman	Alex	Meade
1 The interest rate bid or proposed on time deposits.  (TEC Chapter 45 Section 45.207 Award of Contract) (up to 30 points)  A. Interest earnings on interest bearing accounts.	28	28	5	5	28	28	18	20.33
	28		5	-	28		21	
The charges for keeping district accounts, records, and reports and furnishing checks; (TEC Chapter 45 Section 45.207 Award of Contract) (up to 30 points)  A. Cost of services.  B. Earnings credit calculation on compensating balance.	29		17		23		27	
C. Transition cost. D. Retention and transition offers and incentives. E. Compensation balance requirement.	28	28.66	12	13.66	21	22	27	27
	29		12		22		27	
The Respondent's ability to perform and provide the required and requested services.  (TEC Chapter 45 Section 45.207 Award of Contract) ( up to 30 points)  A. Provide firm's overall ability in providing the services required in this solicitation.  B. System reporting capabilities.  C. Positive Pay fraud protection services (based on date, check number, amount, and payee name and	27		16		21		15	
default)  D. Same day funds availability.  E. Provided firm's principal(s) and staff commitment in providing the services.  F. Provided examples of your firm civic activities and awards and recognitions that institution has received.  G. Compliance with all applicable state and federal regulations for the services proposed.	27	27	16	15.66	21	21.33	14	14.33
H. Relevant experience managing similar account relationships with other higher education institutions.  I. Verification of References	27		15		22		14	
4 The accessibility and locations of the Bank's branches for employees and students in Hidalgo and Starr counties. (TEC Chapter 45 Section 45.207 Award of Contract)	10		10		5		5	
(up to 10 points)  A. Number of branch locations the vendor have in Hidalgo and Starr Counties.	10	10	10	10	5	5	5	5
B. Cash deposit capabilities where no branch location in convenient.	10		10		5		5	
TOTAL EVALUATION POINTS	93	.66	44	.32	76	.33	66	.66
RANKING		1		4		2		3

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

## Review and Action as Necessary on Resolution 2021-001 Authorizing Investment Brokers, Dealers, Banks, and Investment Pools

Approval on Resolution 2021-001 Authorizing Investment Brokers, Dealers, Banks, and Investment Pools is requested.

Purpose – Additions or deletions to the approved Investment Brokers, Dealers, Banks and Investment Pools list are proposed.

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

Justification – The Resolution Authorizing Investment Brokers, Dealers, Banks, and Investment Pools was approved and authorized on May 26, 2020, as amended. A revised list of brokers, dealers, banks, and investment pools, which includes one additional broker/dealer, SAMCO, and one additional bank, Texas Capital Bank, that operate in the Texas public fund arena and have extensive knowledge of the requirements and constraints of the PFIA, are included on Exhibit "A".

All the changes that are recommended to be added to the investment brokers, dealers, and banks list are as follows:

#	Section	From	То
1	List of Authorized Broker/Dealers:	FTN	FHN Securities
		Securities	
2	List of Authorized Broker/Dealers:		remove "Raymond James"
3	List of Authorized Broker/Dealers:		add "SAMCO"
4	List of Authorized Banks:	BBVA	BBVA
		Compass	
5	List of Authorized Banks:	Independent	Independent Financial
		Bank	
		Financial	
6	List of Authorized Banks:		remove "Legacy Texas Bank"
7	List of Authorized Banks:		add "Texas Capital Bank"

Background – The Board adopted specific limitations on banks that could be used for College deposits with the adoption of Resolution Authorizing Investment Brokers, Dealers, Banks, and Investment Pools on May 26, 2020, as amended. Valley View Consulting, LLC, the investment advisor under contract with the College, has identified SAMCO and Texas Capital Bank and their offerings to be favorable to the College.

October 27, 2020 Regular Board Meeting Page 34, Revised 10/23/2020 @ 11:49 AM

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

Enclosed Documents – The revised Resolution 2021-001 Authorizing Investment Brokers, Dealers, Banks, and Investment Pools follows in the packet for the Committee's information and review.

Dr. Shirley A. Reed, President, and Mary Elizondo, Vice President for Finance and Administrative Services, will be present at the October 27, 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 Resolution 2021-001 Authorizing Investment Brokers, Dealers, Banks, and Investment Pools as presented, and which supersedes any previously adopted Board Resolution.

#### Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize Resolution 2021-001 Authorizing Investment Brokers, Dealers, Banks, and Investment Pools as presented, and which supersedes any previously adopted Board Resolution.

The Following Minute Order is proposed for consideration by the Board of Trustees: The Board of Trustees approves and authorizes Resolution 2021-001 Authorizing Investment Brokers, Dealers, Banks, and Investment Pools as presented, and which supersedes any previously adopted Board Resolution.

#### **Approval Recommended:**

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

#### **Resolution No. 2021-001**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

PASSED AND APPROV	ED this the	day of	, 2020.	
	SOUTH T	EXAS COLLEC	ΞE	
	Mr. Paul I Board of	R. Rodriguez, Ch Γrustees	airman	
ATTEST:				
Mr. Roy de León, Secretary Board of Trustees				
(COLLEGE SEAL)				

#### Exhibit "A"

#### **List of Authorized Brokers/Dealers:**

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

#### **List of Authorized Banks:**

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

#### **List of Authorized Investment Pools:**

TexPool TexStar 124

## Review and Action as Necessary to Revise Policy #5120: Investment Policy and Investment Strategy Statement

Approval of Policy #5120: Investment Policy and Investment Strategy Statement is requested.

Purpose – The Public Funds Investment Act (PFIA), Chapter 2256.005 (e) and the College's Policy requires the governing body of an investing entity to review its Investment Policy and Investment Strategy Statement not less than annually. The governing body must adopt a written instrument by rule, order, ordinance, or resolution stating that it has reviewed the Investment Policy and Investment Strategy Statement and that the written instrument so adopted shall record any changes made to either the Investment Policy or Investment Strategy Statement.

Justification – Revisions to Policy #5120: *Investment Policy* and Investment Strategy Statement were last approved and authorized on October 29, 2019. The administration brings the Investment Policy and Investment Strategy Statement to the Board of Trustees annually, as required.

Background – The College's Investment Policy and Investment Strategy Statement was submitted and reviewed by the Government Treasurers' Organization of Texas (GTOT). In September 2020, the College was awarded the Certificate of Distinction by GTOT for the Investment Policy. This Certificate is for a two-year period ending August 31, 2022 and this is the seventh consecutive award. The College has received the Certification of Distinction beginning August, 2009.

The current Investment Policy complies with the Public Funds Investment Act.

The revisions recommended are minor changes to wording in an effort to provide clarification.

The minor revisions included in the Investment Policy are as follows:

	Section	From	То
1	On page 1, Preface		added "investment"
2	On page 1, Preface	be designed and managed in a manner responsive to the public trust and consistent with	
3	On page 2, Section I A		added (hereinafter "South Texas College" or the "College")
4	On page 2, Section I B		removed "All investments made with South Texas College (hereinafter "South Texas College" or the

	Section	From	То
			"College) funds prior to the adoption of this Investment Policy shall be held or liquidated as determined by the Investment Committee (defined hereinafter in Section III.G.1 of the Policy) to be in the best interest of the financial well-being of South Texas College."
5	On page 2, Section II A	are	result
6	On page 2, Section II A		added "investments"
7	On page 2, Section II A, On page 3, Section II C, On page 5, Section III E	securities	investments
8	On page 2, Section II A	investing in securities	utilizing investments
9	On page 3, Section II C		added "market"
10	On page 3, Section III A		removed "Investments described below are authorized by the Public Funds Investment Act as eligible securities,"
11	On page 3. Section III A		added "eligible securities"
12	On page 3, Section III A, On page 4, Section III A 7, On page 4, Section III D, On page 9, Section III G 1, On page 10, Section III G 3 & 4, On page 1, Investment Strategy Statement, Preface		removed "Public Funds Investment"
13	On page 3, Section III A 4  On page 4, Section III A 5 e		removed "The College will take all prudent measures that are consistent with its Investment Policy to liquidate an investment that does not have the minimum rating."  Added "Section"
	, ,	Of this postion	
15	On page 4, Section III A 5 e	Of this section	herein
16	On page 4, Section III A 7		removed "The College will maintain procedures to monitor rating changes in investments acquired with public funds and to address the liquidation of investments that fall below the

	Section	From	То
			required rating consistent with the provisions of Section III.D."
17	On page 5, Section III E	investing	utilizing
18	On page 5, Section III E	controlled	limited
19	On page 5, Section III E	in safest	least-risk
20	On page 5, Section III E		added "Act and the", "on", "terms"
21	On page 8, Section III E 5 a		added "an account in"
22	On page 8, Section III E 6		removed "(Section III.A)"
23	On page 9, Section III G 1		removed "deposits", "session"
24	On page 9, Section III G 1	receive	accumulate
25	On page 9, Section III G 1	attend an	receive
26	On page 10, Section III G 1		added "Texas Association of Community College Business Officers"
27	On page 10, Section III G 3	then prevailing	prevailing
28	On page 10, Section III G 4		removed "Chapter 2256.005(i)"
29	On page 11, Section III G 5		removed "South Texas College, in conjunction with its annual financial audit, shall perform a compliance audit of management controls on investments and adherence to South Texas College's Investment Policy and Investment Strategy Statement. The annual compliance audit performed by the College's independent auditor shall include a review of all quarterly reports. The results of the audit shall be reported to the College's Board of Trustees by the auditor.
30	On page 11, Section III G 9		removed "The annual compliance audit performed by the College's independent auditor shall include a review of all quarterly reports. The results of the audit shall be reported to the College's Board of Trustees by the auditor.
31	On page 2, Investment Strategy Statement	a quarter of a percentage	ten basis

Section	From	То
On page 2, Investme	ent	removed "the greatest", "of any of the
Strategy Statement		fund types."

Reviewers – The Investment Policy and the Investment Strategy Statement have been reviewed by staff and also by South Texas College's legal counsel, Valley View Consulting, LLC (Investment Advisor) and Carr, Riggs & Ingram, LLC (external auditors).

Enclosed Documents – The Investment Policy and Investment Strategy Statement and the Certification of Investment Policy follow in the packet for the Board's information and review.

Dr. Shirley A. Reed, President, and Mary Elizondo, Vice President for Finance and Administrative Services, attended the October 13, 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 revisions to Policy #5120: *Investment Policy* and Investment Strategy Statement as presented, and which supersedes any previously adopted Board Policy.

#### Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the revisions to Policy #5120: *Investment Policy* and Investment Strategy Statement as presented, and which supersedes any previously adopted Board Policy.

The Following Minute Order is proposed for consideration by the Board of Trustees: The Board of Trustees approves and authorizes the revisions to Policy #5120: *Investment Policy* and Investment Strategy Statement as presented, and which supersedes any previously adopted Board Policy.

#### **Approval Recommended:**

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

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Date Approved by Board As Amended by Board Minute Order Dated October 27, 2020

#### **PREFACE**

It is the policy of South Texas College that, giving due regard to the safety and risk of investment, all available funds shall be invested in conformance with State and Federal Regulations, applicable Tax Exempt Bond Issue requirements, adopted Investment Policy and adopted Investment Strategy Statement.

Effective cash management is recognized as essential to good fiscal management. Aggressive cash management and effective investment strategy development will be pursued to take advantage of interest earnings as viable and material revenue to all South Texas College funds. The South Texas College investment portfolio shall conform to the strict requirements of the Act and be designed and managed in a manner responsive to the public trust and consistent with this Policy.

Investments shall be made with the primary objectives of:

Preservation of capital and safety of South Texas College funds, Maintenance of sufficient liquidity, Maximization of return within acceptable risk constraints, and Diversification of investments.

#### I. PURPOSE

#### A. Formal Adoption

This Investment Policy (hereinafter "Investment Policy" or "Policy") is adopted by South Texas College (hereinafter "South Texas College" or the "College") in accordance with Chapter 2256, Texas Government Code, the Public Funds Investment Act (hereinafter the "Act," "Public Funds Investment Act," or "PFIA") and shall be interpreted at all times to comply with the Act.

#### B. Scope

This Investment Policy applies to all financial assets of South Texas College and includes the following funds or fund types: Unrestricted, Auxiliary, Restricted, Loan, Endowment, Agency, Funds for Renewal and Replacement, Unexpended Plant Funds, Funds for Retirement of Indebtedness, and any other funds which have been contractually delegated to South Texas College for management purposes.

This Policy establishes guidelines for:

- 1) Designation of Investment Officers and Investment Committee to invest South Texas College funds,
- 2) Authorized investments, and
- 3) Review and oversight of investments.

In addition to this Policy, bond funds (as defined by the Internal Revenue Service) shall be managed in accordance with their issuing documentation and all applicable State and Federal Laws.

All investments made with South Texas College (hereinafter "South Texas College" or the "College") funds prior to the adoption of this Investment Policy shall be held or liquidated as determined by the Investment

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Committee (defined hereinafter in Section III.G.1 of the Policy) to be in the best interest of the financial well being of South Texas College.

#### C. Review and Amendment

This Policy shall be reviewed annually by the Board of Trustees. Amendments must be adopted by the Board of Trustees.

#### **D.** Investment Strategy

In conjunction with the annual Policy review, the Board of Trustees shall review the separate written investment strategy for each of South Texas College's funds. The investment strategy must describe the investment objectives for each fund according to the following priorities:

- 1) understanding of the suitability of the investment to the financial requirements of South Texas College,
- 2) preservation and safety of principal,
- 3) liquidity,
- 4) marketability of the investment if the need arises to liquidate the investment prior to maturity,
- 5) diversification of the investment portfolio, and
- 6) yield.

#### II. INVESTMENT OBJECTIVES

#### A. Safety of Principal

The primary objective of all investment activity is the preservation of capital and the safety of principal in the overall portfolio. Each investment transaction shall seek to ensure first that capital losses are minimized, whether they *result* are from securities *investments* defaults or erosion of market value.

The objective will be to mitigate credit and interest rate risk.

- Credit Risk: In accordance with State law and the College's Investment Policy, the College limits its exposure to credit risk (the risk that the issuer of a debt security will not pay its payr value upon maturity) by limiting its investments to only those authorized in Section III.A in accordance with the PFIA. In Section III.E.1, the College's Investment Policy seeks to further minimize its concentration of credit risk by establishing maximum investment percentages of classes of securities investments and a diversification strategy for the total College portfolio.
- Interest Rate Risk: In accordance with its Investment Policy, the College limits its exposure to interest rate risk by investing in securities utilizing investments whose maturities will not exceed the anticipated cash flow requirements for the funds. College policy states that investments of all fund types, except for Unexpended Plant Funds and Funds for Retirement of Indebtedness, are limited to a weighted average maturity of 365 days for all investments, with a maximum allowable maturity of two years for any investment type. The investment maturities of Unexpended Plant Funds and of Funds for Retirement of Indebtedness are generally limited to the anticipated cash flow requirements of the funds.

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#### **B.** Maintenance of Adequate Liquidity

The investment portfolio will remain sufficiently liquid to meet the cash flow requirements that might be reasonably anticipated. Liquidity shall be achieved by matching investment maturity with forecasted cash flow requirements; investing in securities with active secondary markets; and maintaining appropriate portfolio diversification.

#### C. Market Rate of Return (Yield)

The College's investment portfolio shall be designed with the objective of attaining a *market* rate of return throughout budgetary and economic cycles, consistent with the College's investment risk constraints and the cash flow needs projected. Return on investment is of secondary importance compared to the safety and liquidity objectives described above. The core of investments is limited to relatively low risk *securities investments* in anticipation of earning a fair return relative to the risk being assumed. Weighted Average Yield to Maturity shall be the standard for calculating portfolio rate of return.

#### III. INVESTMENT POLICIES

#### A. Authorized Investments

Investments described below are authorized by the Public Funds Investment Act as eligible securities. South Texas College restricts its investments to the following eligible securities, as authorized by the Public Funds Investment Act.

- 1) Obligations, including letters of credit, of the United States or its agencies and instrumentalities, including the Federal Home Loan Banks.
- 2) Direct obligations of the State of Texas, or its agencies and instrumentalities.
- 3) Other obligations, the principal and interest on which are unconditionally guaranteed or insured by, or backed by the full faith and credit of, the State of Texas or the United States or their respective agencies and instrumentalities, including obligations that are fully guaranteed or insured by the Federal Deposit Insurance Corporation or by the explicit full faith and credit of the United States.
- 4) Obligations of states, agencies, counties, cities, and other political subdivisions of any State rated as to investment quality by a nationally recognized investment rating firm not less than "A" or its equivalent. The College will take all prudent measures that are consistent with its Investment Policy to liquidate an investment that does not have the minimum rating.
- 5) Financial institution deposits issued by a depository institution that has its main office or branch in Texas and is:
  - a) guaranteed or insured by the Federal Deposit Insurance Corporation (FDIC) or its successors or the National Credit Union Share Insurance Fund or its successor;
  - b) secured by obligations that are described by the Public Funds Collateral Act (Chapter 2257, Texas Government Code), including mortgage backed securities directly issued by a federal agency or instrumentality that have a market value of not less than 102% of the principal amount plus accrued interest of the deposit less the applicable level of FDIC insurance, or by Letters of Credit issued by the Federal Home Loan Bank with a value of 100% of the principal amount plus accrued interest of the deposit less the applicable level of FDIC insurance; or
  - c) secured in any other manner and amount provided by law for deposits of the College.
  - d) Hissued in a manner consistent with the Act that distributes the deposit among multiple financial institutions to effectively provide FDIC insurance for the entire deposit;

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- e) governed by a Depository Agreement, as described in <u>Section</u> E.4 <u>herein</u> of this section, that complies with Federal and State Regulation; and
- f) solicited for bid orally, in writing, electronically, or any combination of those methods, unless acquired exclusively from the South Texas College depository.
- 6) No-load government money market mutual funds registered with and regulated by the Securities and Exchange Commission whose investment objectives seek to maintain a stable \$1.0000 net asset value and that comply with the requirements of State law.
- 7) Eligible investment pools organized and operating in compliance with the Public Funds Investment Act that have been authorized by the Board of Trustees by rule, order, ordinance, or resolution and whose investment philosophy and strategy is consistent with this Policy and South Texas College's ongoing investment strategy. A public funds investment pool must be continuously rated no lower than AAA or AAA-m or at an equivalent rating by at least one nationally recognized rating service.

To the extent the bonds or other obligations of the College or a municipal bond insurance policy further limits the types of investments the College makes with funds pledged to the payment of those bonds or obligations, the provisions thereof shall govern.

The College will maintain procedures to monitor rating changes in investments acquired with public funds and to address the liquidation of investments that fall below the required rating consistent with the provisions of Section III.D.

#### **B.** Existing Investments

The College is not required to liquidate investments that were authorized investments at the time of the purchase.

#### C. Prohibited Investment

In accordance with Texas state law, the following are not authorized investments:

- 1) Obligations whose payment represents the coupon payments on the outstanding principal balance of the underlying mortgage-backed security collateral and pays no principal;
- 2) Obligations whose payment represents the principal stream of cash flow from the underlying mortgage-backed security collateral and bears no interest;
- 3) Collateralized mortgage obligations that have a stated final maturity date of greater than 10 years; and
- 4) Collateralized mortgage obligations the interest rate of which is determined by an index that adjusts opposite to the changes in a market index.

#### D. Credit Rating Review and Effect of Loss of Required Rating

The College will seek to control the risk of loss due to failure of an investment issuer by monitoring the ratings of portfolio positions to ensure compliance with the rating requirements imposed by the Public Funds Investment Act. Not less than quarterly, the Investment Officers will obtain, from a reliable source, the current credit rating for each held investment that has a PFIA-required minimum rating. Any authorized investment that requires a minimum rating does not qualify during the period the investment does not have the minimum rating. All prudent measures will be taken to liquidate an investment that is downgraded to less than the required minimum rating.

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#### E. Protection of Principal

South Texas College shall seek to control the risk of loss due to the failure of an security investment issuer or grantor. Such risk shall be limited controlled by investing utilizing only in the safest least-risk types of securities investments as defined in the Act and the Policy; by qualifying the broker, dealer, and financial institution with whom the College will transact; by collateralization as required by law; and through portfolio diversification by maturity and type.

The purchase of individual securities shall be executed on "delivery versus payment" (DVP) terms through the South Texas College Safekeeping Agent. By so doing, South Texas College's funds are not released until South Texas College has received, through the Safekeeping Agent, the securities purchased.

#### 1. Diversification by Investment Type

Diversification by investment type shall be maintained by ensuring an active and efficient secondary market in portfolio securities and by opportunity risks associated with specific security types.

Diversification by investment type shall be established by the following maximum percentages of investment type to the total South Texas College investment portfolio at the time of each investment transaction:

- a. U.S. Treasury Bills/Notes/Bonds 100%
- b. U.S. Agencies and Instrumentalities 100%
- c. States, Counties, Cities, and Other 25%
- d. Financial Institution Deposits 100%
- e. Government Money Market Mutual Funds 25%
- f. Eligible Investment Pools 50%

Bond proceeds may be invested in a single security or investment if the Investment Committee determines that such an investment is necessary to comply with Federal arbitrage restrictions or to facilitate arbitrage record-keeping and calculations.

#### 2. Diversification by Investment Maturity

In order to minimize risk of loss due to interest rate fluctuations, investment maturities will not exceed the anticipated cash flow requirements of the funds. Maturity guidelines by fund are as follows: (Investment transactions made prior to the adoption of this Policy are not subject to these guidelines).

### a) Unrestricted, Auxiliary, Restricted, Loan, Endowment, Agency and Plant Renewal and Replacement Funds

The weighted average days to maturity for the portfolio of these funds shall be less than 365 days and the maximum allowable maturity shall be two years for any investment type.

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#### b) Unexpended Plant Funds

The investment maturity of Unexpended Plant Funds, allocable to a bond issue, shall generally be limited to the anticipated cash flow requirements or the "Temporary Period," as defined by the U.S. Tax Code and the regulations thereunder. During the Temporary Period, bond proceeds may be invested at an unrestricted yield. After the expiration of the Temporary Period, bond proceeds subject to yield restriction shall be invested consistent with the yield restrictions under the U.S. Tax Code and the regulations thereunder.

The weighted average days to maturity for the Unexpended Plant Funds not allocable to a bond issue shall be less than 365 days and the maximum allowable maturity shall be two years for any investment type.

#### c) Funds for Retirement of Indebtedness

Funds, along with other available monies, shall be invested to ensure adequate funding for debt service payment. The Investment Officers shall ensure that the investments mature on dates such that the available monies and the anticipated receipts from investments will be sufficient to pay, when due, the principal, interest and call premiums, if any, of the outstanding obligations.

South Texas College's funds that are considered "bond proceeds" for arbitrage purposes will be invested using a more conservative approach than the standard investment strategy when arbitrage rebate rules require rebate of excess earnings. All earnings in excess of the allowable arbitrage earnings ("rebate liability") will be segregated and made available for any necessary payments to the U.S. Treasury.

#### 3. South Texas College Liquidity

Liquidity shall be achieved by investing in securities with active secondary markets and by maintaining minimum balances in financial institution deposits, eligible money market mutual funds and eligible investment pools.

A security may be liquidated to meet unanticipated cash requirements, to redeploy cash into other investments expected to outperform current holdings, or to otherwise adjust the portfolio.

#### 4. Depository Agreements

Consistent with the requirements of State law, South Texas College requires all bank deposits to be federally insured or collateralized with eligible securities. Financial institutions serving as South Texas College's Depositories will be required to sign a Depository Agreement (hereinafter "Agreement") with South Texas College and South Texas College's safekeeping agent.

The safekeeping portion of the Agreement shall define South Texas College's rights to the collateral in case of default, bankruptcy, or closing and shall establish a perfected security interest in compliance with Federal and State regulations, including:

- the Agreement must be in writing;
- the Agreement has to be executed by the Depository and South Texas College contemporaneously with the acquisition of the asset;
- the Agreement must be executed in compliance with the Financial Institutions Reform, Recovery, and Enforcement Act of 1989 (FIRREA) and approved by the Board of Directors or the loan

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committee of the Depository and a copy of the meeting minutes must be delivered to South Texas College;

- the Agreement must be part of the Depository's "official record" continuously since its execution;
- the Agreement states the securities and collateral will be held in South Texas College's name as evidenced by safekeeping receipts of the institution with which the securities are deposited.

#### a) Allowable Collateral

Eligible securities for collateralization of deposits are defined by the Public Funds Collateral Act, Chapter 2257, Texas Government Code, as amended, and those that meet the constraints of this Policy.

#### b) Collateral Levels

The market value of the principal portion of securities that are pledged as collateral must at all times be equal to or greater than 102%, or 100% for Letters of Credit issued by a Federal Home Loan Bank, of par value of the time and demand deposits plus accrued interest, less the applicable level of FDIC insurance.

#### c) Monitoring Collateral Adequacy

South Texas College shall require monthly reports with market values of pledged securities from all financial institutions with which South Texas College has collateralized deposits. The bank shall be responsible and liable for monitoring and maintaining the collateral and collateral margins on a daily basis and for reporting these activities monthly. The Investment Officers will monitor adequacy of collateralization levels to verify market values and total collateral positions.

#### d) Additional Collateral

If the market value of the securities pledged as collateral for a deposit falls below 102%, or 100% for Letters of Credit issued by a Federal Home Loan Bank, of par value of time and demand deposits plus accrued interest, less the applicable level of FDIC insurance, the institution holding the deposit will be notified by the Investment Officers and will be required to pledge additional allowable collateral as defined above no later than the end of the next succeeding business day.

#### e) Security Substitution

Collateralized deposits often require substitution of securities. Any financial institution requesting substitution must contact the Investment Officers for approval and settlement. The substituted security's value will be calculated and substitution approved if the substitution maintains a pledged value equal to or greater than the required security level. An Investment Officer must provide written notification of the decision to the bank or the safekeeping agent holding the security prior to any security release. Substitution is allowable for all transactions, but should be limited, if possible, to minimize potential administrative problems and transfer expense. The Investment Officers may limit substitution and assess appropriate fees if substitution becomes excessive or abusive.

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#### 5. Safekeeping

#### a) Safekeeping Agreement

South Texas College shall contract with a bank or banks for the safekeeping and custody of securities either owned by South Texas College as a part of its investment portfolio or as part of its depository agreements or held as collateral to secure time and demand deposits. Securities and collateral will be held in *an account* in South Texas College's name as evidenced by safekeeping receipts of the institution with which the securities are deposited.

#### b) Safekeeping of Deposit Collateral

All collateral securing bank and savings and loan deposits must be held by a third-party banking institution acceptable to and under contract with South Texas College or by the Federal Reserve Bank.

#### 6. Competitive Bidding

The College will require at least three competitive offers or bids for all individual security purchases and sales (excluding those transactions with financial institution deposits, eligible money market mutual funds, and eligible investment pools (Section III.A) and require any investment advisor to do the same. Rather than relying solely on yield, investments in financial institution deposits, eligible money market mutual funds, and eligible investment pools shall be based on criteria determined by the Investment Officers.

#### F. Investment Advisors and Investment Providers

Investment Advisors shall adhere to the spirit, philosophy, and terms of this Policy and shall invest within the same "Standard of Care." Investment Providers shall adhere to the spirit and philosophy of this Policy and shall avoid recommending or suggesting transactions outside that "Standard of Care."

Selection of Investment Advisors and Investment Providers will be performed by the Board of Trustees. The Board of Trustees may contract with an investment management firm registered under the Investment Advisers Act of 1940 or with the State Securities Board to provide for the investment and management of public funds under its control. The contract period will be for a maximum of two years, and a renewal or extension of the contract must be made by the Board of Trustees by order, ordinance, or resolution. The criteria to evaluate Investment Advisors and Investor Providers include the following:

- a) Adherence to South Texas College's policies and strategies,
- b) Investment performance and transaction pricing within accepted risk constraints,
- c) Responsiveness to South Texas College's requests for services, information and open communication,
- d) Understanding of the inherent fiduciary responsibility of investing public funds, and
- e) Similarity in philosophy and strategy with South Texas College's objectives.

Selected Investment Advisors and Investment Providers shall provide timely transaction confirmations and monthly activity reports.

Business organizations eligible to transact investment business with South Texas College shall be presented a written copy of this Investment Policy. Local Government Investment Pools and discretionary investment

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management firms seeking to transact investment business shall execute a written instrument substantially to the effect that the qualified representative has:

- 1) received and thoroughly reviewed this Investment Policy, and
- 2) acknowledged that the organization has implemented reasonable procedures and controls in an effort to preclude investment transactions conducted between South Texas College and the organization that are not authorized by the College's Investment Policy, except to the extent that this authorization is dependent on an analysis of the makeup of the College's entire portfolio or requires an interpretation of subjective investment standards, or relates to investment transactions that are not made through accounts or other contractual arrangements over which the business organization has accepted discretionary investment authority.

South Texas College shall not enter into an investment transaction with a Local Government Investment Pool or discretionary investment advisor prior to receiving the written instrument described above.

The Board of Trustees of South Texas College shall, at least annually, review, revise, and adopt a list of qualified Investment Providers (brokers/dealers/banks/pools) that are authorized to engage in investment transactions with the College.

#### G. Responsibility and Controls

#### 1. Authority to Invest

South Texas College's "Investment Officers" are the Vice President for Finance and Administrative Services, the Comptroller, and one of South Texas College's elected officials (selected by the Board of Trustees). The Investment Officers are authorized to deposit, withdraw, invest, transfer, execute documentation, and otherwise manage South Texas College's funds according to this Policy. The Investment Officers may authorize one Investment Officer to deposit, withdraw, or transfer funds out of or into financial institutions deposits, an investment pool or money market mutual fund in order to meet daily operating needs of South Texas College.

The Board of Trustees' Finance and Human Resources Committee shall be the Investment Committee. The Investment Committee shall review the investment portfolio's status and performance, determine and implement appropriate portfolio adjustments, review brokers/dealers/banks/pools and independent training sources, oversee South Texas College's Investment Advisor, monitor compliance with the Investment Policy and Investment Strategy Statement, and perform other duties as necessary to manage South Texas College's funds.

Each member of the Board of Trustees and the Investment Officers shall attend at least one training session, relating to the person's responsibilities under the Act within six months after taking office or assuming duties. The Texas Higher Education Coordinating Board shall provide the training.

The Investment Officers shall receive accumulate not less than 10 hours of instruction within the first twelve months after taking office or assuming duties. The Investment Officer shall prepare a report on any changes in the Public Funds Investment Act and deliver the report to the Board of Trustees not later than the 180<sup>th</sup> day after the last day of each regular session of the legislature.

To ensure qualified and capable investment management, the Investment Officers shall attend receive an investment training session not less than once each state fiscal biennium, and receive accumulate not less

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than 10 hours of instruction relating to investment responsibilities that addresses investment controls, security risks, strategy risks, market risks, diversification of investment portfolio and compliance with the Public Funds Investment Act. The investment training session shall be provided by the following approved training sources: the Texas Higher Education Coordinating Board, the Government Finance Officers Association of Texas, the Government Treasurers' Organization of Texas, the Texas Municipal League, Texas Association of Community College Business Officers or the University of North Texas Center for Public Management.

#### 2. Prudent Investment Management

The Investment Officers shall perform their duties in accordance with the adopted Investment Policy and internal procedures. In determining whether an Investment Officer has exercised prudence with respect to an investment decision, the investment of all funds over which the Investment Officer had responsibility, rather than the prudence of a single investment, shall be considered. Investment Officers acting in good faith and in accordance with these policies and procedures shall be relieved of personal liability.

#### 3. Standard of Care

The standard of care used by the College shall be the "prudent person rule" and shall be applied in the context of managing the overall portfolio within the applicable legal constraints. The **Public Funds**Investment Act states:

"Investments shall be made with judgment and care, under *prevailing* circumstances then prevailing, that a person of prudence, discretion, and intelligence would exercise in the management of the person's own affairs, not for speculation, but for investment, considering the probable safety of capital and the probable income to be derived."

#### 4. Standard of Ethics and Conflicts of Interest

The Investment Officers shall act as custodians of the public trust avoiding any transaction which might involve a conflict of interest, the appearance of a conflict of interest, or any activity which might otherwise discourage public confidence. Investment Officers shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions. If the Investment Officer has a personal business relationship with a business organization offering to engage in an investment transaction with South Texas College, the Investment Officer shall file a statement disclosing that personal business interest. If the Investment Officer is related within the second degree by affinity or consanguinity, as determined under Chapter 573 of the Texas Government Code, to an individual seeking to sell an investment to South Texas College, the Investment Officer shall file a statement disclosing that relationship as stated in the Public Funds Investment Act Chapter 2256.005 (i). This disclosure statement must be filed with the Texas Ethics Commission and the Board of Trustees. An Investment Officer has a personal business relationship with a business organization if:

- a) the Investment Officer owns 10 percent or more of the voting stock or shares of the business organization or owns \$5,000 or more of the fair market value of the business organization;
- b) funds received by the Investment Officer from the business organization exceed 10 percent of the Investment Officer's gross income for the previous year; or

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c) the Investment Officer has acquired from the business organization during the previous year investments with a book value of \$2,500 or more for the personal account of the Investment Officer.

#### 5. Establishment of Internal Controls

South Texas College's Investment Officers will maintain a system of internal controls over the investment activities of South Texas College.

South Texas College, in conjunction with its annual financial audit, shall perform a compliance audit of management controls on investments and adherence to South Texas College's Investment Policy and Investment Strategy Statement. The annual compliance audit performed by the College's independent auditor shall include a review of all quarterly reports.

#### 6. Reporting

Investment performance will be monitored and evaluated by the Investment Officers. The Investment Officers shall submit an investment report to the Board of Trustees and the President quarterly. This investment report shall:

- 1) describe in detail the investment position of South Texas College;
- 2) be prepared jointly by all Investment Officers of the College;
- 3) be signed by each Investment Officer of the College;
- 4) contain a summary statement of each pooled fund group that states the:
  - a. beginning market value for the reporting period;
  - b. ending market value for the period; and
  - c. fully accrued interest for the reporting period;
- 5) state the book value and market value of each separately invested asset at the end of the reporting period by the type of asset and fund type invested;
- 6) state the maturity date of each separately invested asset that has a maturity date;
- 7) state the account or fund or pooled group fund in the College for which each individual investment was acquired;
- 8) provide the credit rating for each separately invested asset that has a required minimum rating; and
- 9) state the compliance of the investment portfolio of the College as it relates to:
  - a) the investment strategy expressed in the College's Investment Policy; and
  - b) relevant provisions of the Act.

#### 7. Methods used to Monitor the Market Price of Acquired Investments

The methods/sources to be used to monitor the market price of investments that have been acquired with public funds shall be from sources deemed reliable by an Investment Advisor, including safekeeping agent, brokers/dealers, the Wall Street Journal, Bloomberg, or other market pricing services.

#### 8. Investment Transactions must be Settled on a Delivery Versus Payment Basis

Investment transactions will be settled on a delivery versus payment (DVP) basis with the exception of financial institution deposits, investment pool funds and mutual funds.

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#### 9. Review by Independent Auditor

In conjunction with its annual financial audit, the auditor shall perform a compliance audit of management controls on investments and adherence to the College's established Investment Policy. The annual compliance audit performed by the College's independent auditor shall include a review of all quarterly reports. The results of the audit shall be reported to the College's Board of Trustees by the auditor.

If the College invests in other than money market mutual funds, investment pools or accounts offered by its depository bank in the form of certificates of deposit, or money market accounts or similar accounts, the reports prepared by the  $\frac{1}{2}$ Investment  $\frac{1}{2}$ Officers must be formally reviewed at least annually by an independent auditor, and the result of the review shall be reported to the Board of Trustees by the auditor.

#### 10. Investment Policy Adoption

The Investment Policy and Investment Strategy Statement shall be reviewed annually by the Investment Committee and any modifications made thereto must be approved by the Board of Trustees. The Board of Trustees shall review the Investment Policy and Investment Strategy Statement not less than annually. The Board shall adopt a written instrument by rule, order, ordinance, or resolution stating that it has reviewed the Investment Policy and Investment Strategy Statement and that the written instrument so adopted shall record any changes made to either the Investment Policy or Investment Strategy Statement.

#### IV. HISTORY

Origination Date Approved by Board	October 12, 1995
Date Amended and Approved by Board	August 8, 1996
	December 11, 1997
	October 15, 1998
	October 17, 2002
	October 16, 2003
	October 21, 2004
	November 17, 2005
	October 19, 2006
	February 15, 2007
	October 18, 2007
	October 13, 2008
	June 25, 2009
	November 23, 2009
	October 25, 2010
	October 27, 2011
	October 30, 2012
	October 28, 2013
	October 28, 2014
	October 27, 2015
	October 25, 2016
	October 24, 2017
	October 30, 2018
	October 29, 2019
	October 27, 2020

#### INVESTMENT STRATEGY STATEMENT

#### PAGE 1

#### **PREFACE**

It is the policy of South Texas College that, giving due regard to the safety and risk of investment, all available funds shall be invested in conformance with State and Federal Regulations, applicable Bond Resolution requirements, adopted Investment Policy and adopted Investment Strategy Statement.

In accordance with the Public Funds Investment Act, South Texas College's investment strategies shall address the following priorities (in order of importance):

- \* Understanding of the suitability of the investment to the financial requirements of South Texas College,
- \* Preservation and safety of principal,
- \* Liquidity,
- \* Marketability of the investment if the need arises to liquidate the investment prior to maturity,
- \* Diversification of the investment portfolio, and
- \* Yield

Effective investment strategy development coordinates the primary objectives of South Texas College's Investment Policy and cash management procedures to enhance interest earnings and reduce investment risk. Aggressive cash management will increase the available "investment period" and subsequently interest earnings. Maturity selections shall be based on cash flow and market conditions to take advantage of various interest rate cycles. South Texas College's portfolio shall be designed and managed in a manner responsive to the public trust and consistent with the Investment Policy.

Each major fund type has varying cash flow requirements and liquidity needs. Therefore, specific strategies shall be implemented considering the fund's unique requirements. South Texas College's funds shall be analyzed and invested according to the following fund types:

- a) Unrestricted,
- b) Auxiliary,
- c) Restricted,
- d) Loan,
- e) Endowment,
- f) Agency,
- g) Funds for Renewal and Replacement,
- h) Unexpended Plant Funds, and
- i) Funds for Retirement of Indebtedness

#### INVESTMENT STRATEGY

In order to minimize risk of loss due to interest rate fluctuations, investment maturities will not exceed the anticipated cash flow requirements of the fund. Investment guidelines for all fund-types are as follows:

#### A. Funds

South Texas College's funds include:

Unrestricted Fund Auxiliary Fund Restricted Fund Loan Fund Endowment Fund

#### INVESTMENT STRATEGY STATEMENT

#### PAGE 2

Agency Fund Funds for Renewal and Replacement Unexpended Plant Funds Funds for Retirement of Indebtedness

Suitability: Any investment eligible in the Investment Policy is suitable for all fund types.

**Safety of Principal:** All investments shall be of high quality with no perceived default risk. Market price fluctuations will occur, however by managing the weighted average days to maturity for all fund types, except for Unexpended Plant Funds and Funds for Retirement of Indebtedness, to less than 365 days for all investments and restricting the maximum allowable maturity to two years for any investment type, the price volatility of the overall portfolio will be minimized. Unexpended Plant Funds investments should be as per Section III.E.2.b and Funds for Retirement of Indebtedness investments should be as per Section III.E.2.c.

**Marketability:** Securities with active and efficient secondary markets are necessary in the event of an unanticipated cash requirement. Historical market "spreads" between the bid and offer prices of a particular security-type of less than a quarter of a percentage ten basis points shall define an efficient secondary market. Unexpended Plant Funds investment should be as per Section III.E.2.b and Funds for Retirement of Indebtedness investment should be as per Section III.E.2.c.

**Liquidity:** All fund types, except for Unexpended Plant Funds and Funds for Retirement of Indebtedness require the greatest short-term liquidity of any of the fund types. Short-term investment pools, bank deposits, and eligible money market mutual funds shall provide daily liquidity and may be utilized as a competitive yield alternative to fixed maturity investments.

**Diversification:** Investment maturities shall be staggered throughout the budget cycle to provide cash flow based on the anticipated operating needs of South Texas College. Market cycle risk will be reduced by diversifying the appropriate maturity structure out over two years.

**Yield:** Attaining a competitive market yield for comparable security-types and portfolio restrictions is the desired objective. The yield of  $a_7$  rolling three months Treasury bill portfolio shall be the minimum yield objective.

#### Discussion and Action as Necessary on Waiver of Electronic Distance Learning/VCT Course Fee for Traditional and Dual Credit Students Enrolled in Distance Education Online Courses for Spring 2021

Approval of waiver of the Electronic Distance Learning / VCT Course Fee for traditional and dual credit students enrolled in Distance Education online courses ("S" sections and non-"S" sections) for Spring 2021 is requested.

Purpose – To waive the Electronic Distance Learning / VCT Course Fee for traditional and dual credit students enrolled in Distance Education online courses ("S" sections and non-"S" sections) for Spring 2021.

Background - The College's Student Tuition and Fee Schedule assesses a \$10.00 per credit hour Electronic Distance Learning / VCT Course Fee for online courses. This fee was imposed to offset expenses related to providing online courses. The fee was decreased to the current rate of \$10.00 per credit hour in FY 2019. Prior to FY 2019, the fee was \$15.00 per credit hour. The College's students or the Sponsored School Districts are responsible to pay the fee for online courses, unless is it waived by the Board of Trustees.

The Electronic Distance Learning / VCT Course Fee was waived for the Summer 2020 semester and for the Fall 2020 semester for traditional and dual credit students due to the COVID-19 pandemic.

#### **Previously Approved Waiver for Fall 2020**

On May 26, 2020, the Board authorized the waiver of the Electronic Distance Learning / VCT Course Fee for students enrolling in Fall 2020 traditional (non-"S" section) courses. The Electronic Distance Learning / VCT Course Fee was waived to help alleviate some of the financial burden and uncertainty about a return to campus that may students were facing due the COVID-19 pandemic and to help drive enrollment increases during the remainder of the COVID-19 pandemic.

On June 23, 2020, the Board authorized waiving the Electronic Distance Learning / VCT Course Fee for dual credit "S" section courses for Fall 2020 for Dual Credit Students Sponsored by Partnering School Districts. College Administration recommended the waiver since many of the College's school district partners moved away from face-to-face courses to a more online course delivery for the Fall semester and the school district partners did not budget additional funding for online course fees. Additionally, College Administration recognized that dual credit enrollment and dual credit contact hours could decrease significantly since the College's school district partners could not fund the additional costs for online courses. The decrease in dual credit contact hours would significantly impact reporting for the base year funding, and consequently state appropriations for the next biennium.

#### **Proposed Waiver for Spring 2021**

Administration has considered and recommends a waiver for traditional and dual credit students enrolled in Distance Education online courses ("S" sections and non-"S" sections) for Spring 2021. Administration anticipates that this waiver is necessary to ease the financial burden on students and Partnering School Districts since the College has transitioned from face-to-face courses to online courses due to the COVID-19 pandemic.

#### **Projection of Electronic Distance Learning / VCT Course Fee Revenue Loss**

The estimated uncollected revenue impact on the FY 2020-2021 budget from waiving the Electronic Distance Learning / VCT Course Fee for traditional and dual credit students enrolled in Distance Education courses ("S" sections and non-"S" sections) for the Fall 2020 semester is \$328,007 and \$387,800 for the Spring 2021 semester.

Mrs. Mary Elizondo, Vice President for Finance and Administrative Service attended the Committee meeting to address any questions by the committee.

The Finance, Audit, and Human Resources Committee recommended Board approval of the waiver of the Electronic Distance Learning / VCT Course Fee for traditional and dual credit students enrolled in Distance Education online courses ("S" sections and non-"S" sections) for Spring 2021 as presented.

#### Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the waiver of the Electronic Distance Learning / VCT Course Fee for traditional and dual credit students enrolled in Distance Education online courses ("S" sections and non-"S" sections) for Spring 2021 as presented.

The Following Minute Order is proposed for consideration by the Board of Trustees: The Board of Trustees approves and authorizes the waiver of the Electronic Distance Learning / VCT Course Fee for traditional and dual credit students enrolled in Distance Education online courses ("S" sections and non-"S" sections) for Spring 2021 as presented.

#### Approval Recommended:

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

### Review and Action as Necessary to Reject the Faculty Cost and Productivity Study Proposals and Solicitation of a Study of Faculty and Staff Costs and Productivity

The Board is asked to reject the faculty costs and productivity study proposals, and to authorize administration to solicit a new study of Faculty and Staff Costs and Productivity.

Purpose – The purpose of the current 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.

Background – An initial request for proposal, specific to faculty, was advertised as authorized at the February 25, 2020 board meeting. An update on the faculty costs and productivity study was presented at the September 8, 2020 Education and Workforce Development Committee. During the meeting, committee members requested for staff, in addition to faculty, to be included in the cost and productivity study and instructed college staff to request information from vendors regarding said service and pricing. College staff requested information from vendors on analysis of staff costs and pricing.

During the September 22, 2020, Board meeting, the Board of Trustees recommended for a study to focus on faculty and administrators costs and productivity, excluding non-administrator staff. Staff attempted to solicit the information requested by the Board of Trustees, but was unable to thoroughly address these issues under the current Request for Proposals, which had exclusively focused on a faculty-based study.

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

Reviewers – The faculty cost and productivity study was reviewed by Dr. Shirley A. Reed, President, Mary Elizondo, Vice President for Finance and Administrative Services, Dr. David Plummer, Executive Vice President for Educational Programing and Student Achievement and Vice President for Information Services, Planning, Performance and Strategic Initiatives, and Dr. Anahid Petrosian, Interim Vice President for Academic Affairs.

Enclosed Documents –Summary, Evaluations, and Proposal Criteria follow in the packet for the Board's information and review.

Dr. Shirley A. Reed, President, Mrs. Mary Elizondo, Vice President for Finance and Administrative Services, Dr. David Plummer, Executive Vice President for Educational Programing and Student Achievement and Vice President for Information Services, Planning, Performance and Strategic Initiatives, and Dr. Anahid Petrosian, Interim Vice

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President for Academic Affairs, attended the Finance, Audit, and Human Resources Committee meeting to address any questions by the Committee.

At the October 13, 2020 Finance, Audit, and Human Resources Committee, administration recommended the rejection of the proposed faculty cost and productivity proposals.

Administration further stated that an internal study to provide preliminary information would help begin the process and help with adjustments for the Fall 2021 planning cycle. The Committee did not act upon the proposed internal study, and instead discussed solicitation of an expanded study to include faculty and staff.

Administration requested clarification whether the included staff should be restricted to administration only, or whether it should be a comprehensive study of all staff.

Administration also expressed a concern about the timing of a comprehensive study, which might take up to two years to complete and incorporate into institutional planning.

The Finance, Audit, and Human Resources Committee recommended Board approval to reject the Faculty Cost and Productivity Study proposals and instead request new Request for Proposals to include both faculty and administrative staff costs and productivity studies.

### Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize rejection of the Faculty Cost and Productivity Study proposals and instead publish new Request for Proposals to include both faculty and administrative staff costs and productivity studies.

The Following Minute Order is proposed for consideration by the Board of Trustees: The Board of Trustees approves and authorizes rejection of the Faculty Cost and Productivity Study proposals and instead publish new Request for Proposals to include both faculty and administrative staff costs and productivity studies.

### **Approval Recommended:**

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

### SOUTH TEXAS COLLEGE FACULTY COST AND PRODUCTIVITY STUDY PROJECT NO. 19-20-1056

<b></b>							
NAME	Berkeley Research Group	Campus Labs, Inc.	EAB Global, Inc.	Gray Associates, Inc.	Huron Consulting Services, LLC.	Kennedy & Company	MGT of America Consulting, LLC.
ADDRESS	99 High St	298 Main St Ste 600	2445 M St NW	355 Sudbury Rd	550 W Van Buren St	405 E Luray Ave	4320 W Kennedy Blvd Ste 200
CITY/STATE/ZIP	Boston, MA 02110	Buffalo, NY 14202	Washington, DC 20037	Concord, MA 01742	Chicago IL 60607	Alexandria, VA 22301	Tampa, FL 33609
PHONE	412-478-1218	716-652-9400	202-266-6588	617-366-2836	312-880-3628	703-623-5713	850-212-6458
CONTACT	Stefano Falconi	Eric Reich	Rachel Alderton	Robert G. Atkins	Andrew Laws	Benjamin Kennedy	Fred Seamon
Proposed Cost of Services	\$389,270.00	\$83,500.00	\$99,000 This is based on a three year commitment. There are annual fees of 74,000. So this requires a commitment of an additional \$148,000.	\$73,000 states that access to the model is good for one year.  STC Note: It is possible that there would be an annual subscription fee but amount was not provided.	\$199,600.00	\$92,500.00	\$139,915.00
Executive Summary 2	Analyze the College's faculty cost and productivity, identify benchmark data, obtain peer group comparisons, and identify best practices, standards, and targets. Specifically mention that unlike other consultants, they do not try to customize a standard tool box. Study, data collection, peer group comparison, etc. is designed for the client.	Address the fulfillment of the "Five Principles of Academic Leadership" - institutional mission, service, demand, quality, and financial stewardship. This program will give the institution the data needed to work on organizational efficiencies, best practices, and innovative initiatives. The methodology is the firm's proprietary intelligence tool referred to as "Academic Economics."	EAB has developed a body of research and technology solutions that help institutions effectively allocate scarce faculty and financial resources without compromising the quality of education offered. Their proprietary model or tool is called Academic Performance Solutions (APS).	STC seeks a quantitative and qualitative analysis of faculty costs increases. This study may include the College's faculty costs and productivity, provide benchmark data and peer group comparisons, and identify best practices, standards and targets so the College can align resources to meet changing enrollment patterns while maintaining its commitment to its students and safeguarding the financial future of the institution.	Huron proposes a comprehensive engagement to study the College's faculty cost and productivity using an academic resource optimization approach. These projects require a collaborative effort to integrate required data and establish academic protocols. They use a process called the Academic Portfolio Analysis which they claim is customized for each client.	Will work with STC to craft and deliver recommendations that can be implemented to realize benefits quickly. Final deliverable will be a framework model that will enable STC to do this type of analysis itself in order to make modifications and updates. This model is housed in either Excel or Tableau and will be supported by training and ongoing support. Their model is called the Faculty Productivity Planning tool.	This study will analyze faculty costs and productivity, identify benchmark data, obtain peer group comparisons and identify best practices, standards, and targets. This study will also provide an opportunity to evaluate and strengthen existing metrics and measures utilized to manage faculty costs and increase productivity. A product grounded in data to make better informed cost containment strategies with clearer understanding of costs, spending, and pricing.
Higher Ed Experience	Drawing on the experience of a group of experts, the Higher Education practice engages in diverse assignments from giving new life to distressed institutions to developing strategic plans for universities.  Education is one of six divisions. Over 1400 employees in 45 offices. Healthcare appears to be its strong point.	Higher Learning Commission selected the Campus Labs platform as the sole technology provider for their Pathways Assurance System.  Selected by Accreditation Council for Business School & Programs to launch its on line reporting platform for self-studies and quality assurance reports using Campus Labs accreditation management functionality. Higher Ed. is the firm's sole focus.	EAB has followed trends for 10+ years. The research and experience working with 1700+ educational institutions demands for effective academic resource allocations. EAB has developed products to support the mission and vitality of colleges and universities in three strategic areas:  Institutional Success, Student Success and Enrollment Success.  Does only higher education work.	Gray's sole focus is higher education. Help schools make data-informed academic program plans and institutional strategies that maximize outcomes for students, institutions and their constituencies. In the last 5 years have worked with over 200 institutions. Currently have 120+ active subscriptions to our higher education database and software services.	Huron has been working with institutions if higher education since 2002 and have helped more than 100 institutions. Huron has evolved through the successful implementation of more than 30 academic resource optimization engagements across a diverse array of two- and four- year institutions.	Decades of experience in higher education and consulting, have helped more than 80 institutions refine models for faculty productivity, financial sustainability, new academic offerings, enrollment strategies, and strategic plans.	Currently working with University of Texas El Paso-Strategic Planning Services, Dallas Community College District - Needs Assessment, Texas A&M University Corpus Christi- Strategic Planning Services
Similar Project	Stevens Institute of Technology and Massachusetts Institute of Technology. A faculty review was designed with attention to specific areas to evaluate the feasibility and execution of a dramatic revision to the curriculum that led to cost savings.	University of Baltimore implemented the AE model including recommendations for budget targets, program reviews and comparison with benchmark data to help analyze results.	St. Ambrose University reallocating \$400,000 in faculty expenses, Standardized faculty hiring process at Eastern Washington University, and improved data quality at Salisbury University.	Worked with Cape Cod Community College to develop the Program Economics Platform to calculate revenue, instructional cost, contribution margin and overhead by program, course, instructor and student segment. This model allowed the college to optimize course scheduling and understand the economic drivers of their programs.	Arkansas State University - System level academic resource optimization University of Wisconsin-Green Bay - Two year college restructure Simmons University - Academic portfolio and data governance.	Developed a comprehensive faculty cost and productivity model for Catholic University for use as they considered a wide array of changes to the size and composition of its faculty.	Assisted the State College of Florida in conducting a total compensation study for its full time faculty and staff employees. Key study components included position benchmarking, conducting a compensation survey, and researching best practices for pay.

### SOUTH TEXAS COLLEGE FACULTY COST AND PRODUCTIVITY STUDY PROJECT NO. 19-20-1056

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NAME	Berkeley Research Group	Campus Labs, Inc.	EAB Global, Inc.	Gray Associates, Inc.	Huron Consulting Services, LLC.	Kennedy & Company	MGT of America Consulting, LLC.
ADDRESS	99 High St	298 Main St Ste 600	2445 M St NW	355 Sudbury Rd	550 W Van Buren St	405 E Luray Ave	4320 W Kennedy Blvd Ste 200
CITY/STATE/ZIP	Boston, MA 02110	Buffalo, NY 14202	Washington, DC 20037	Concord, MA 01742	Chicago IL 60607	Alexandria, VA 22301	Tampa, FL 33609
PHONE	412-478-1218	716-652-9400	202-266-6588	617-366-2836	312-880-3628	703-623-5713	850-212-6458
CONTACT	Stefano Falconi	Eric Reich	Rachel Alderton	Robert G. Atkins	Andrew Laws	Benjamin Kennedy	Fred Seamon
High Level Project Execution Plan	Identify project sponsors to provide context for the learning outcomes and faculty productivity metrics.  Organize available data from financial, human resources, enrollment, graduation, and learning outcomes into a structured coherent query-able database.	Analyze and compare the number of faculty and faculty costs between full-time and part-time/adjunct faculty. Basically gather data to be input into the Academic Economics tool and provide training on how to use it. The AE Model is a full cost model that allocates all of the revenues and expenses. For faculty allocation the AE model allocates faculty costs by utilizing faculty course data, faculty pay files, faculty info files, faculty overload, and faculty effort files. Analyze faculty costs per class/student/student credit hours/contact hours.	EAB will need access to Banner, EAB team will work with STC to extract the appropriate data. Through regular virtual meetings will validate and configure the data. EAB team will conduct virtual sessions to better understand processes. The final study will delivered online and presentation of findings. In effect, they pull data from STC and then create the report. Benchmark data comes from their existing clients. And then provide training on using the APS platform.	Addressing STC's questions requires:     A deep understanding of     instructional economics, faculty     productivity and cost drivers. They     use their own data as well as data     that is publicly available. It appears     that they avoid the cost of performing         lengthy surveys.  A method and tool for capturing,     validating, and analyzing     instructional costs. Gray's Program     Economics Platform was built     specifically for this purpose.     Multiple levels of benchmark     information. Gray is proposing three     levels of benchmark analysis: public     data from IPEDS, data from the         National Higher Education     Benchmarking Institute and Gray's     internal benchmark data. The tool     Gray uses is the Program Economics         Platform (PEP).	Collaborate for data entry, maintenance and reporting to assure data modifications are documented and understood. This will provide the opportunity to modify the data structure in Banner. This approach to academic resource optimization will enable STC to leverage the resulting academic cost efficiency model to measure progress year-over-year using current information systems and reporting tools.	Recommendations will include proposed implementation steps for STC to follow. Kennedy will provide themes and messages that STC should use to communicate the faculty productivity standards.	Work plan designed to identify strengths and highlight them to enhance efficiency. Will identify and document existing strong practices, as well as deficiencies that need to be corrected. The identification of both strengths and needed improvements will be used to determine the most efficient means of resource utilization.
Individual or Organization Information  6	Stefano Falconi and Vanessa Charlot will be primary contact assisted by BRG staff and analysts. Experts, Erica Muhi, and Ty Buckman will be responsible for Faculty Productivity and Faculty Costs.	Privately held C-Corporation Eric Reich, President and CEO will execute the proposed agreement.	EAB Global is a private Delaware Corporation. Rachel Alderton, Senior Director, Partner Development is authorized to execute the proposed agreement.	Gray is a sole proprietorship founded in Massachusetts in 2002. with 18 employees.  Steve Probst, Senior Partner will have overall responsibility. Pete Starrett, Partner will be managing data gathering, validation, and analysis.	Huron Consulting Services, LLC. is member managed with elected officers which officers are the same as the officers of Huron Consulting Group, Inc. A publicly held company. Traded on NASDAQ since October 2004. Managing directors are authorized to execute agreements. Twenty (24) locations across the globe, more than 3000 employees, and 180 client serving managing directors.	Kennedy & Company is an S-Corporation in Virginia founded in 2013. Agreements will be authorized by Benjamin Kennedy, Managing Principal	Private employee-owned LLC functioning as a partnership Fred Seamon, PhD Executive Vice President, Melanie Hicks, PhD. Vice President , Education Solutions Group MGT has been conducting qualitative and quantitative surveys throughout 45 years of operations.
Project Plan and Methodology  7	The engagement will be based on a full understanding of the existing teaching loads and students enrolled.  1. Analyze the faculty current cost and trend, identify its drivers, extrapolate short and medium term projections, and compare the resulting data with benchmark institutions.  2. Assess the Faculty productivity	for the services requested with a combination of phone, web-based, and face-to-face meetings; Propose two (2) onsite visits to complete tasks.  Initial meetings will begin the customization and configuration process. Campus Labs will also be working with IT to establish technical integrations and data exchange. Once these elements are in place training sessions will begin.	The plan shall include: A milestone chart, including tasks and staff members designated. Following our standard technical implementation plan. Approach is partnershipfocused, need access to Banner. EAB's research begins with surveys followed by extensive investigations.	The work can be conducted virtually through video conference calls and email.  Meeting to confirm the project objectives, tasks, timeline, and responsibilities. Collect internal STC data, validate and refine internal data, collect benchmark data, perform analysis, conduct reviews, communicate findings, and train STC team for future PEP use.	task. Academic cost efficiency model development. Detailed faculty cost analysis will further leverage the academic cost efficiency model. Detailed faculty productivity analysis. Huron will prepare a report highlighting the most significant findings and recommend strategies for maximizing efficiencies, effectiveness and allocations of instructional resources.	Fact and Data Gathering Insight generation and deep data analysis the outlines faculty productivity on various metrics sub- divided by relevant populations. Faculty productivity planning models help illustrate different options and scenarios for institutional strategies, faculty teaching loads, and costs. Make recommendations regarding the ideal teaching, research, service and release standards.	MGT will submit a data request list.  All phases of the project will involve input from key identified College stakeholders. MGT has estimated onsite days. Data collection and analyses will primarily be conducted online, with interviews and focus groups utilized as necessary. The implementation of the new system will be dependent on the College's fiscal considerations and other factors for be identified.

### SOUTH TEXAS COLLEGE FACULTY COST AND PRODUCTIVITY STUDY PROJECT NO. 19-20-1056

			PROJECT NO	9. 17-20-1030			
NAME	Berkeley Research Group	Campus Labs, Inc.	EAB Global, Inc.	Gray Associates, Inc.	Huron Consulting Services, LLC.	Kennedy & Company	MGT of America Consulting, LLC.
ADDRESS	99 High St	298 Main St Ste 600	2445 M St NW	355 Sudbury Rd	550 W Van Buren St	405 E Luray Ave	4320 W Kennedy Blvd Ste 200
CITY/STATE/ZIP	Boston, MA 02110	Buffalo, NY 14202	Washington, DC 20037	Concord, MA 01742	Chicago IL 60607	Alexandria, VA 22301	Tampa, FL 33609
PHONE	412-478-1218	716-652-9400	202-266-6588	617-366-2836	312-880-3628	703-623-5713	850-212-6458
CONTACT	Stefano Falconi	Eric Reich	Rachel Alderton	Robert G. Atkins	Andrew Laws	Benjamin Kennedy	Fred Seamon
Work Product/Tools and Techniques	The assessment of the quality and range of the existing financial metrics. A list of up to six (6) benchmark institutions. A comprehensive assessment of the College's metrics currently used to monitor and assess faculty productivity: Teaching load, standardization of both in person and on line delivery, assess productivity metrics and crosswalk, assess and categorize the subjects and courses.	Intelligence tool Academic Economics provides an understanding of what it takes to operate programs and educate students. It supplies the framework to address the challenge of understanding operations. Academic Economics toll can help visualize, interpret and make decisions on the financial sustainability of the campus. This program coupled with on-boarding and strategic consulting will give you the data you need to work on organizational efficiencies, best practices and innovative initiatives.	EAB team uses the online platform to derive insights based on goals. By marrying insights with analytics platform, partners get specific actionable findings and the expertise and means to find additional opportunities or increase productivity and/or contain costs.	Gray uses their Program Economics Platform to create a detailed analysis.  Data from Gray's PEP used to understand difference in faculty costs across programs and departments. Gray also identified benchmark data for comparison, for efficiency metrics and ultimately identify opportunities for cost cutting.	Huron will work in unison with STC to ensure all final work will allow for data-driven, objective comparisons of academic offerings, focusing on mission alignment, cost, productivity and academic portfolio sustainability.  Huron will provide a complete academic cost efficiency model and final report summarizing methodology, analyses and recommendations.	Will help STC understand the differences in relative productivity amongst academic units and departments via multiple productivity metrics. Kennedy builds faculty productivity planning models to help illustrate different options and scenarios for institutional strategies, faculty teaching loads, and costs. As the final step develop a predictive model to modify various inputs and assumptions.	MGT has developed key quality control measures for all forms of survey research. Qualtrics is an online software tool used to program, create and distribute custom webbased surveys. Poll everywhere is a remote audience engagement toll that provides facilitators with capability to integrate live polling into virtual meetings, live sessions and events. MGT has two proprietary surveys, Job Content Questionnaire and Management Issues Paper.
Experience and Qualifications  9	Founded in 2010 1,400+ Professionals 45 Offices in 6 Continents Multidisciplinary services to deliver innovative, independent, and data driven solution	In operation more than 19 years Serving more than 1,400 campuses Selected to work with Higher Learning Commission, Accredited Council for Business Schools & Programs, National Association of Student Personnel Administrators, National Association for Campus Activities, and Council for the Advancement of Standards in Higher Education	EAB is exclusively focused on education founded in 2007. EAB harnesses the collective power of 1,700 partner institutions worldwide and is composed of 1400+ professionals EAB will assign a dedicated support team consisting of a consultant, business analyst and a data integrations services team	Gray is a data analytics, software and strategy consulting firm focused solely on higher education. Gray offers SaaS software tools for evaluating market demand for academic programs, analyzing program and course economics, and program portfolio assessment and management. Offer facilitated workshops. Provide custom analytical and research services. Since founding Gray Associates, Bob has worked with institutions across all sectors of higher education to develop institutional and programmatic growth strategies, identify new markets, and model program and course economics.	University of Wisconsin Green Bay completed a university wide program portfolio model that evaluated the university's investment in selected course components. Huron identified faculty load anomalies, general education program expansion, and integration of the branch campus curricula. Arkansas State University System - Huron provided four broad System level opportunities to include improved collaboration, resource alignment, faculty effort protocols, and curricular support. Simmons University has a clear understanding of the drivers of academic portfolio costs and performance and has established a framework for informed decisions regarding the future composition and management of the portfolio.	Kennedy worked with the University of South Carolina School of Lay to identify the faculty needs to support future growth. Additionally focused on rationalizing costs in each academic unit with an emphasis on identifying any unnecessary expenses. The project with University of the District of Columbia was to understand net revenue. The final output included a report about the current state of academic and administrative efficiency by academic unit. Additionally developed a financial model for streamlining costs.	Staff members are thoroughly familiar with human resources practices and have a detailed understanding of and expertise in conduction compensation and classification studies. All proposed personnel for this engagement are experienced, responsible, and capable in the performance of compensation/classification data reviews and will perform all work in a manner consistent with the highest industry standards, all within the deadlines determined by the College.
References 10	Waynesburg University Bard College Bethany College Stevens Institute of Technology	University of Baltimore Xavier University Neumann University	Community College of Rhode Island University of Alaska Anchorage Dixie State University	Northern New Mexico College Cape Cod Community College Tiffin University	University of Wisconsin Green Bay Arkansas State University System Simmons University	University of South Carolina School of Law The Catholic University of America University of the District of Columbia	Florida Atlantic University University of Nevada University of North Carolina System Florida State University Florida A&M University
Additional Notes	*Cost assumes support of 1 to 1.5 STC employees  +++++++++++++  Basically, they will assess faculty costs using existing data and benchmarks, assess faculty productivity, and provide a number of other deliverables that includes reports and recommendations.	They are selling this AE tool which they claim can do almost everything STC is asking for in the RFP. It doesn't do comparisons to peer groups. For those requirements, the firm says basically if STC gives us the peer data we will make the comparison. They are selling a proprietary tool which is why this is the cheapest option. The question is how effective the tool is.	Their tool is called APS. The process seems to be the same. Gather data from STC and then plug it into the existing model, make some modifications and produce results.	Gray created the PEP model. Same basic process as the others.	They have a model and the process is somewhat similar in terms of plugging data into the model. As described, however, there seems to be more customization and more time spent. Also, there is no on-going subscription.	They have their model. The process is similar. The price seems to be fixed but there is at least the implication that it would be desirable to continue to work with them for another two years at a cost of 15,000 per year.	They do not seem to offer some kind of model or tool. It is a straight consulting process leading to a unique report. They do use a lot of web based survey tools. There is no subscription.
TOTAL EVALUATION POINTS	43.38	77.06	70.93	79.31	57.498	74.66	56.52
RANKING	7	2	4	1	5	3	6
<b>-</b>							

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

## SOUTH TEXAS COLLEGE FACULTY COST AND PRODUCTIVITY STUDY PROJECT NO. 19-20-1056 EVALUATION SUMMARY

								Huron Con	sulting			MGT of A	America
VENDOR	Berkeley Research Group	Campus La	Inc.	EAB Global,	, Inc.	iat		Services, LLC.	LLC. Ž	Kennedy &	Company	Consulting, LLC.	g, LLC.
ADDRESS CITY/STATE/ZIP	99 High St Boston, MA 02110	298 Main St Ste Buffalo, NY 14	2 2	2445 M St NW Washington, DC 20037	NW C 20037	Sudbur rd, MA		550 W Van Buren Chicago IL 60607	Suren St 60607	405 E Luray Ave Alexandria, VA 22301	ray Ave VA 22301	4320 W Kennedy Blvd Ste Tampa, FL 33609	y Blvd Ste 200 L 33609
PHONE	412-478-1218 Stefano Falconi	716-652-9400 Eric Reich		202-266-6588 Rachel Alderton	588 rrton	617-366-2836 Robert G. Atking	6 ins	312-880-3628 Andrew Laws	3628 .aws	703-623-5713 Benjamin Kenne	3-5713 Kennedy	850-212-6458 Fred Seamon	-6458 amon
The purchase price. (up to 40 points)	7.5 7.5 7.5 7.5 7.5 7.5 7.5 7.5 7.5	35 34.97 34.97 34.97 34.97 34.97 34.97 34.97	7.64	29.49 29.49 29.49 29.49 29.49 29.49 29.49 29.49	28.41			14.63 14.63 14.63 14.63 14.63 14.63 14.63	14.628	31.57 31.57 31.57 31.57 31.57 31.57 31.57	31.57	20.87 20.87 20.87 20.87 20.87 20.87 20.87 20.87	20.87
The reputation of the vendor and the 2 vendor's goods or services. (up to 18 points)		-	3.33		13.77		12.66	15 16 16 16 17 7 7 17 16 16	13.55	17 10 16 9 9 15 16 12 15	13.88	17 14 11 11 11 15 15 8 8 8	11.33
The quality of the vendor's goods and/or services. (up to 18 points)	9 12 14 8 8 11 11 15 5 5 10	17 10 10 13 13 13 14 14	3.22	16 13 17 17 9 9 18 17 7 7	13.44		12.11	15 16 11 11 17 16 6 6	13.33	15 10 16 11 16 16 10 17	13.66	16 11 12 13 5 5 5 8 8 8	11.44
The extent to which the vendor's goods 4 and/or services meet the College's needs. (up to 15 points)	11 11 11 9 9 7 7 7 7 7 10	14 7 7 10 11 11 11 11 11 11 11 11 11	77.C	16 11 10 10 10 10 10 11 11 11 15	11.88	11 11 11 10 10 6 6 6 7 7 7	10.22	11 11 12 12 12 17 7 7	11.22	12 7 7 14 12 12 7 7 7 12	=	6 12 12 12 14 4 4 4 4 4 4 4 4 4 4 3 3 3 3	8.33
The vendor's past relationship with the College. (up to 3 points)	2 0 0 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2	2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2	1.55	2 2 0 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2	1.55	1. The state of th		2 0 0 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7	1.55	0 0 0 0 0 0 0	1.55	2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2	1.55
The impact on the ability of the College to comply with laws relating to Historically Underutilized Businesses.  (up to 1 point)	0 0 0 0 0 0 0	0 0 0 0 0 0 0	0	0 0 0 0 0 0 0 0	0		0	0 0 0 0 0 0 0 0	0	0 0 0 0 0 0 0	0	0 0 0 0 0 0 0 0	0
The total long-term cost to the College to 7 acquire the vendor's goods or services. (up to 5 points)	2 8888888888888888888888888888888888888	\$ 2 3 3 3 4 4 8 3 3 6 6 8 8 8 8 8 8 8 8 8 8 8 8 8 8 8	3.22		1.88	4 % 0 % % Z % % 4 A	2.77	4 4 8 0 0 8 8 8 8 9 9 9 9 9 9 9 9 9 9 9 9 9	3.22	8 8 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9	m	κ 4 κ ν κ Ο κ κ κ	т
TOTAL EVALUATION POINTS  RANKING The Director of Purchasing	43.36  7 7 o has reviewed all the resnonses	77.06		70.93		79.31		57.498	80	74.6	.66	56.5	52

The Director of Purchasing has reviewed all the responses and evaluations completed. \*The Proposal Criteria follows in the packet for further explanation of each criteria.

### SOUTH TEXAS COLLEGE PROPOSAL CRITERIA - SERVICE ONLY

		Service Only		
		Points		Score Key
1	Criterion 1: The purchase price  a. The low bidder gets the maximum points  b. Divide the lowest proposal by each of the other proposal(s)	40		
2	Criterion 2: The reputation of the vendor and of the vendor's goods or services  a. Number of Years in Business  b. References (similar projects)  c. Services/Installation  d. Professional Licenses/Certifications	18	15-18 10-14 5-9 0-4	Excellent Acceptable Marginal Poor/No Response
3	Criterion 3: The quality of the vendor's goods or service a. Warranty b. Service Support/Response Time c. Goods/Product (manufacturer life) d. Product Performance	18	15-18 10-14 5-9 0-4	Excellent Acceptable Marginal Poor/No Response
4	Criterion 4: The extent to which the goods or services meet the district's needs  a. Time Frame to complete the project  b. Delivery Time Frame of product(s)  c. Number of staff  d. Meet or exceed the specifications	15	12-15 7-11 3-6 0-2	Excellent Acceptable Marginal Poor/No Response
5	Criterion 5: The vendor's past relationship with the district a. Quality of Past Performances with STC  ****New Vendors will receive two points	3	3 2 1 0	Excellent Acceptable/New Vendor Marginal Poor/No Response
6	Criterion 6: The impact on the ability of the district to comply with laws and rules relating to Historically Underutilized Businesses  a. Provided the Certification	1	1	Yes No
7	Criterion 7: The total long-term cost to the district to acquire the vendor's goods or services; and  a. Annual Escalation Increase	5	5 3-4 1-2 0	Excellent Acceptable Marginal Poor/No Response
8	Criterion 8: Any other relevant factor specifically listed in the request for bids or proposals, e.g.:  a. Financial Standing b. Potential or Pending Sale of Business		•	Up to 5 points will be used from the purchase price if applicable
	T-4-I P-1-4-	400		•

Total Points 100

### **Definitions of evaluation terms:**

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

### Review and Recommend Action on Authorization to Proceed with Solicitation of Engineering Services for the Nursing and Allied Health Campus NAH East Building A Exterior Stairs Repairs and Replacement

Approval of authorization to proceed with the publication of a Request for Qualifications (RFQ) to solicit engineering services for the Nursing and Allied Health Campus NAH East Building A Exterior Stairs Repairs and Replacement project is requested.

### **Purpose**

The Board is asked to approve the solicitation of engineering services for the exterior stair repairs and replacement at the Dr. Ramiro R. Casso Nursing and Allied Health Campus NAH East Building A.

### **Justification**

Solicitation of an RFQ for engineering services is necessary to procure a design team to prepare all necessary design development drawings and specifications in preparation for construction. Once the statements of qualifications are received, an evaluation team would evaluate the responses using the currently approved procurement process and propose an engineer to the Facilities Committee at a later date.

### Scheduling Priority

This project was initiated in 2020 to maintain the safety conditions and code compliance of emergency evacuation routes. It has been reviewed by the Facilities Planning & Construction and Facilities Operations & Maintenance departments. It is scheduled as a routine improvement to repair and replace exterior stairs that are in a deteriorated condition.

### **Background**

The proposed Nursing and Allied Health Campus NAH East Building A Exterior Stairs Repairs and Replacement project is part of the College's FY 2020-2021 Renewals and Replacements projects. The project consists of repairing and replacing the exterior stairs on the north side and west side of NAH East Building A. The existing stairs were constructed in 2000 and in need of repairs and/or replacement. The stairs function as part of the emergency exit routes out of the building, and their condition should be updated to ensure they function properly in the case of an emergency.

The total project budget is \$169,000 and itemized in the table below:

	Nursing and Allied Health Campus NAH East Building A Exterior Stairs Repairs and Replacement Total Project Budget				
Budget Item	Budget Amount				
Construction	\$150,000				
Design	15,000				
Miscellaneous	4,000				
Total Project Budget	\$169,000				

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### **Funding Source**

Funds for the Nursing and Allied Health Campus NAH East Building A Exterior Stairs Repairs and Replacement Project 2021-011R are budgeted in the Renewals & Replacements fund for available use in fiscal year 2020-2021.

### **Enclosed Documents**

A site plan and photos of the existing stairs are enclosed for the Board's review and information.

The Facilities Committee recommended Board approval of the solicitation of engineering services for the Nursing and Allied Health Campus NAH East Building A Exterior Stairs Repairs and Replacement project as presented.

### Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the solicitation of engineering services for the Nursing and Allied Health Campus NAH East Building A Exterior Stairs Repairs and Replacement project as presented.

The Following Minute Order is proposed for consideration by the Board of Trustees: The Board of Trustees approves and authorizes the solicitation of engineering services for the Nursing and Allied Health Campus NAH East Building A Exterior Stairs Repairs and Replacement project as presented.

**Approval Recommended:** 

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

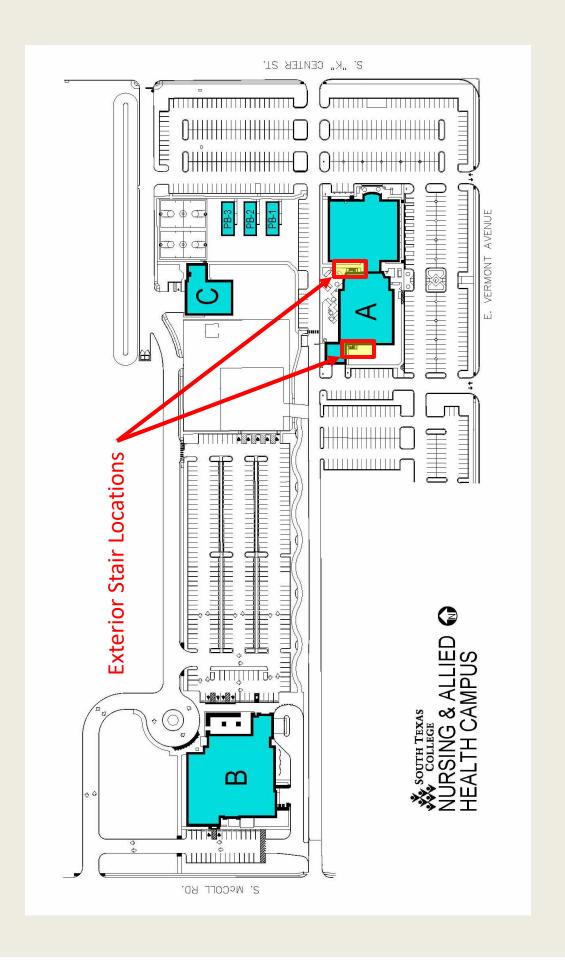
### Allied Health Campus Dr. Ramiro R. Casso Nursing and

Replacement East Building A Exterior Stairs Repairs and



## NAHC East Building A Exterior Stairs Repairs and Replacement





### SOUTH TEXAS COLLEGE

## NAHC East Building A Exterior Stairs Repairs and Replacement

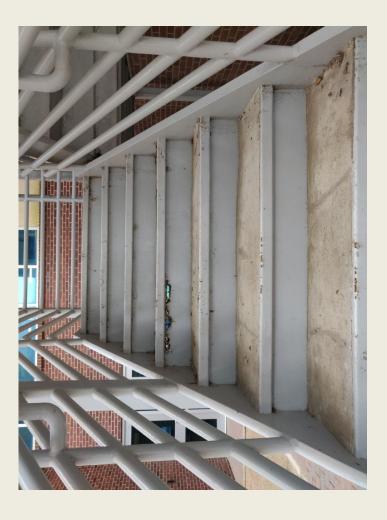
### Existing Photo North Stairs



## NAHC East Building A Exterior Stairs Repairs and Replacement



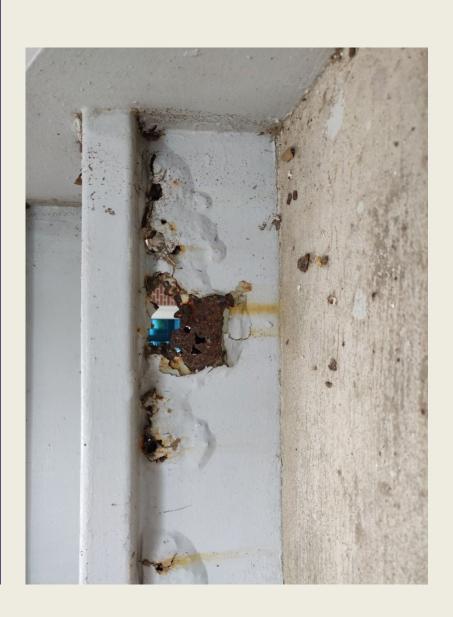




Existing Photos
North Side

## NAHC East Building A Exterior Stairs Repairs and Replacement





### Existing Photo North Side

## NAHC East Building A Exterior Stairs Repairs and Replacement Proposed Scope & Budget



### Scope of work

Repair and replace existing exterior stairs of NAH East Building A.

## **Estimated Total Project Budget**

Construction\$ 150,000Design15,000Miscellaneous4,000Total Project Budget\$ 169,000

Funds for the project are available in the FY 20-21 Renewals and Replacement budget. Estimated cost is \$169,000.



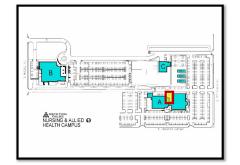
### Project Fact Sheet 10/9/2020

Project Name:	NAH - Building A	Stair Repairs	and Replacement				Proj	ect No.	2021-011R
Funding Source(s):	Renewal & Replace	ement Fund	Construction: Design: Miscellaneous: FFE: Technology: Total:	<u>Estir</u> \$	nated Budget 150,000 15,000 4,000 - - 169,000		Exp	Actual penditures To Date	Variance of Original Budget vs. Actual Expenditures To Date 150,000 15,000 4,000 5 \$ 169,000
Architect/Engineer: Contractor:	TBD TBD		Board Approval of Schematic Design		TBD				
STC FPC Project Manager:	Robert Cuellar		<u>Substantial</u> <u>Completion</u>		TBD	Board Accep tance		TBD	
			Final Completion		TBD	Accep tance		TBD	
	Description		Project Scope						
Repair and/or replacement of the A due to rust damage and deterion	•	airs for Building	Hire a structural eng to proceed with rep	_					
			Projected Timeline						
Board Approval of Engineer 1/26/2021	Board Approval of Recommendations 3/30/2021	Board Approval of Contractor 6/22/2021	Construction Start Date 7/5/2021 ar of Expenditures b	Cor	Substantial mpletion Date 9/7/2021			letion Date /2021	FFE Completion of Move In N/A
Fiscal Year	Construction	Design	Misc.	y F15	FFE	Tech		Pro	ject Total
2020-21 Project Total	\$ - \$ -	\$ - \$ -	\$ - \$ -	\$ <b>\$</b>	-	\$ -	\$		-

### **Current Agenda Item**

10/13/20 Facilities Committee: Review and Recommend Action on Authorization to Proceed with Solicitation of Engineering Services for the Nursing and Allied Health Campus NAH East Building A Exterior Stairs Repairs and Replacement





### Review and Recommend Action on Authorization to Proceed with Solicitation of Mechanical, Electrical, and Plumbing (MEP) Engineering Services for the Regional Center for Public Safety Excellence Additional Chiller Installation Project

Approval of authorization to proceed with the publication of a Request for Qualifications (RFQ) to solicit mechanical, electrical, and plumbing (MEP) engineering services for the Regional Center for Public Safety Excellence Additional Chiller Installation Project is requested.

### **Purpose**

The Board is asked to approve the solicitation of MEP engineering services for the additional chiller installation at the Regional Center for Public Safety Excellence.

### **Justification**

Solicitation of Request for Qualifications (RFQ) for MEP engineering services is necessary to procure a design team to prepare all necessary design development drawings and specifications in preparation for construction. Once the statements of qualifications are received, an evaluation team would evaluate the responses using the currently approved procurement process and propose an engineer to the Facilities Committee at a later date.

### **Scheduling Priority**

This is a Capital Improvement Project requested by the Facilities Operations and Maintenance department to provide an additional chiller for redundancy of the air conditioning system at the RCPSE, and was reviewed by the Facilities Planning & Construction and Facilities Operations & Maintenance departments. It is scheduled as a non-educational space improvement to provide redundancy to maintain a properly operating air conditioning system in case of the existing chiller becoming inoperative.

### **Background**

The proposed Regional Center for Public Safety Excellence Additional Chiller Installation project is part of the College's FY 2020-2021 Capital Improvement projects. The project consists of installing an additional air-cooled chiller at the RCPSE. The additional chiller has been relocated from the Starr County Campus. The project is pending the installation of electrical, communication, and chilled water piping to make it operational. There is currently only one chiller in operation at the RCPSE. In the case of an issue or outage, an additional chiller is necessary to continue chilled water flow to the air conditioning system.

The total project budget is \$170,000 and itemized in the table below:

Regional Center for Public Safety Excellence Additional Chiller Installation Total Project Budget				
Budget Item Budget				
Amount				
Construction	\$150,000			
Design	15,000			
Miscellaneous	5,000			
Total Project Budget	\$170,000			

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### **Funding Source**

Funds for the Regional Center for Public Safety Excellence Additional Chiller Installation Project 2019-019C are budgeted in the Unexpended Construction Plant fund for available use in fiscal year 2020-2021.

### **Enclosed Documents**

A site plan and photos are enclosed for the Board's review and information.

The Facilities Committee recommended Board approval of the solicitation of MEP engineering services for the Regional Center for Public Safety Excellence Additional Chiller Installation Project as presented.

### Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the solicitation of MEP engineering services for the Regional Center for Public Safety Excellence Additional Chiller Installation Project as presented.

The Following Minute Order is proposed for consideration by the Board of Trustees: The Board of Trustees approves and authorizes the solicitation of MEP engineering services for the Regional Center for Public Safety Excellence Additional Chiller Installation Project as presented.

**Approval Recommended:** 

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



Chiller Installation

# Regional Center for Public Safety Excellence

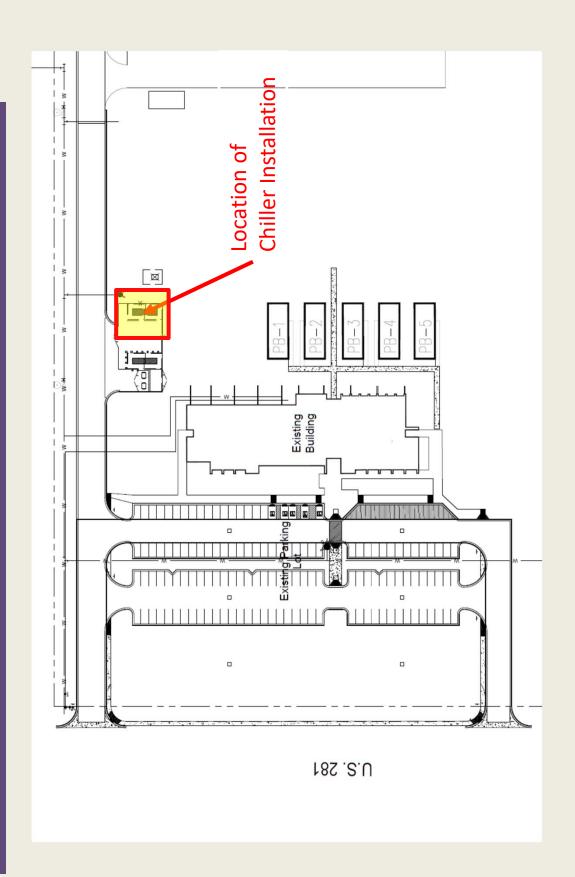




PUBLIC SAFETY EXCELLED

# RSPSE Chiller Installation





## RCPSE Chiller Installation Proposed Scope & Budget



### Scope of work

Installation of Chilled water lines and electrical service connection to existing chiller

## **Estimated Total Project Budget**

Construction\$ 150,000Design15,000Miscellaneous5,000Total Project Budget\$ 170,000

Funds for the project are available in the FY 20-21 Un-expanded — Construction budget. Estimated cost is \$170,000.

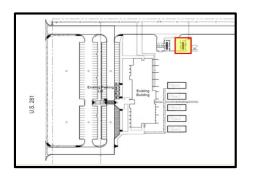


### Project Fact Sheet 10/9/2020

Project Name:	RCPSE - Chiller	Installation						Proj	ect No.	2019-019	С
Funding Source(s):	Unexpended Pla		Construction: Design: Miscellaneous: FFE: Technology: Total:		Budg \$	150,000 15,000 5,000 - - 170,000		Exp	Actual penditures To Date	Budge	e of Original t vs. Actual ures To Date 150,000 15,000 5,000 - - 170,000
Architect/Engineer: Contractor:	TBD TBD		Board Approval of Schematic Design	TBD							
STC FPC Project Manager:	Robert Cuellar		<u>Substantial</u> <u>Completion</u>	TBD					eptance	TBD	
			Final Completion	TBD				d Acc	eptance	TBD	
Project De			Project Scope								
Design and installation of chilled v	water lines to the	-	Includes the plannir an existing chiller.	ng phase for th	ie des	ign of the ch	nilled wa	ter in	istallation a	nd electric	al service to
			Projected Ti	meline							
Board Approval of Engineer 1/26/2021	Board Approval of Schematic Design N/A	Board Approval of Contractor 4/27/2021	Construction Start Date 5/10/2021	Substantial (	Comple 9/2021			ompl	etion Date	·	letion of Move In N/A
1/20/2021	19/5		t Calendar of Expend	,			l	J J Z	.021	<u>I</u>	14/13
Fiscal Year	Construction	Design	Misc.	FFE			Tech		Pro	oject Tota	
2020-21	\$ -	\$ -	\$ -	\$ -	1	,	\$ -	\$			-

### **Current Agenda Item**

10/13/20 Facilities Committee: Review and Recommend Action on Authorization to Proceed with Solicitation of Mechanical, Electrical, and Plumbing (MEP) Engineering Services for the Regional Center for Public Safety Excellence Additional Chiller Installation Project





### Review and Recommend Action on Contracting Engineering Services for the District Wide Automatic Door Openers Phase IV

Approval to contract engineering services for the District Wide Automatic Door Openers Phase IV project is requested.

### **Purpose**

The procurement of an engineer will provide for design services necessary for the District Wide Automatic Door Openers Phase IV project.

### Justification

The procurement of an engineer will allow for the engineer to work with staff to prepare all necessary design development drawings and specifications in preparation for the construction documents. 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.

### **Scheduling Priority**

This project was initiated to provide various building entrances with accessibility upgrades. It has been reviewed by the Facilities Planning & Construction and Facilities Operations & Maintenance departments, and Administration. This project is scheduled as a necessary improvement to install automatic door openers to improve access to building entrances district wide for users with disabilities, who may have difficulties opening doors, and for assisting safety precautions.

### Background

Although not required by current ADA code, automatic door openers have been installed at high traffic building entrances as determined through coordination between the Facilities Operations & Maintenance and Facilities Planning & Construction departments, and the site coordinators. Staff surveyed all campus buildings to determine where the automatic door openers would be most beneficial due to their adjacencies to parking lots and other buildings with high traffic pedestrian use. The installation of these openers improves access for faculty, staff, and students with disabilities or who may have difficulty opening a standard exterior door. The door openers will also minimize surface contacts with door hardware, providing for better safety precautions. The installations have been divided into four phases, three of which have previously been completed. This would be the fourth and final planned phase of the installation of automatic door openers.

Automatic door openers have been installed in three previous phases. Below is a summary of the phases:

Phase 1 – Completion in 2009	for a Total Cos	st of \$70,250
Campus	Building	Quantity
Boson Compus	Н	2
Pecan Campus	K	2
	Е	1
Mid Valley Campus	F	1
	G	1

Phase 1 – Completion in 2009	for a Total Cos	st of \$70,250
Campus	Building	Quantity
Nursing and Allied Health Campus	А	2
Tochnology Compus	A	1
Technology Campus	В	1
Storr County Compus	Н	1
Starr County Campus	E	2
Total	•	13

Phase 2 – Completion in 2014	for a Total Cost	of \$96,500
Campus	Building	Quantity
	Α	1
	X	1
Pecan Campus	С	1
	L	1
	G	1
	F	1
	G	1
Mid Valley Campus	D	1
	Α	1
Toohnology Compus	Α	2
Technology Campus	С	1
Starr County Compus	G	1
Starr County Campus	E	2
Total	1:	5

Phase 3 – Completion in 2019				
Campus	Building	Quantity		
Dogon Compus	Υ	2		
Pecan Campus	V	1		
	Е	1		
Mid Valley Campus	F	1		
	K	1		
Nursing and Allied Health Campus	В	2		
	G	1		
Storr County Compus	Н	1		
Starr County Campus	K	3		
	Ĺ	1		
Total	14	4		

The proposed scope of work for the final Phase IV is summarized as follows:

Phase 4 – Budgeted	l Total of \$95,12	0
Campus	Building	Quantity
	G	2
Pecan Campus	M	3
	L	1

Phase 4 – Budgeted					
Campus	Building Quantity				
Mid Valley Campus	С	1			
Nursing and Allied Health Campus	Α	1			
Nursing and Allied Health Campus	В	1			
Starr County Campus	C 1				
Total	10				

Solicitation for engineering qualifications began on February 10, 2020, for the purpose of selecting an engineering firm to prepare the necessary plans and specifications for the District Wide Automatic Door Openers Phase IV Project. A total of eight (8) firms received a copy of the RFQ and a total of four (4) firms submitted their responses on February 27, 2020.

### **Timeline for Solicitation of Statements of Qualifications**

February 10, 2020	Solicitation of statements of qualifications
	began.
February 27, 2020	Four (4) statements of qualifications were
	received.

Based on the evaluations of the qualifications, Ethos Engineering was the highest ranked firm.

This project was discussed with the Facilities Committee early in the COVID-19 pandemic, and was postponed due to uncertainties about priority and funding. Administration recommends proceeding with the project at this time. These automatic door openers will provide improved accessibility at high traffic areas and will also reduce physical contact required to open these frequently used doors.

The total project budget is \$95,120 and itemized in the table below:

	Door Openers Phase IV				
Budget Item	Budget Amount				
Construction	\$85,000				
Design	8,500				
Miscellaneous	1,620				
Total Project Budget	\$95,120				

### **Funding Source**

Funds for the District Wide Automatic Door Openers Phase IV Project 2020-019C are budgeted in the Unexpended Construction Plant Fund for FY 2020-2021.

### Reviewers

The Requests for Qualifications have been reviewed by staff from the Facilities Planning and Construction, Facilities Operations and Maintenance, and Purchasing departments.

October 27, 2020 Regular Board Meeting Page 50, Revised 10/23/2020 @ 11:49 AM

### **Enclosed Documents**

Site plans indicating the locations of the automatic door openers is enclosed. The evaluation team members completed evaluations for the firms and prepared the enclosed scoring and ranking summary.

The Facilities Committee recommended Board approval to contract engineering services for the District Wide Automatic Door Openers Phase IV with Ethos Engineering as presented.

### Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize contracting engineering services for the District Wide Automatic Door Openers Phase IV with Ethos Engineering as presented.

The Following Minute Order is proposed for consideration by the Board of Trustees: The Board of Trustees approves and authorizes contracting engineering services for the District Wide Automatic Door Openers Phase IV with Ethos Engineering as presented.

**Approval Recommended:** 

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

Sigma HN Engineers, PLLC.	701 S 15th St	McAllen, TX 78501	956-332-3206		Jesus G. Hinojosa		The firm emphasized the experience of the two principals within the firm. They indicated that STC would be working directly with the two principals and pointed out that the firm's size would be better able to meet the needs in a cost-effective manner.	- Established in 2012 - Over 20 Years of combined experience - Completed over 300 projects, 57 of which were for Higher Education	Stated they have gained familiarity with STC over the course of our careers. To date, they have been personally involved on over 40 projects with STC.
Sigma HN E	701 \$	McAllen	956-3		Jesus G		The firm emphasized the experience of the two principa within the firm. They indicate that STC would be working directly with the two principals pointed out that the firm's size would be better able to meet the needs in a cost-effective mann		
Halff Associates, Inc.	5000 W Military Ste 100	McAllen, TX 78503	956-664-0286	956-664-0282	Jose Delgado		Indicated that their previous experience with STC, they have demonstrated their commitment to the College and the quality of work.	- Founded in Dallas in 1950 - McAllen office since 1993 - About 950 total staff - Ranked No 121 in Engineering News-Record Magazine list of top 500 design firms in the United States	Stated they are a full-service firm with a full range staff including engineers, landscape architects, planners, architects, environmental scientists, surveyors and more.
Ethos Holistique Holdings, LLC./dba Ethos Engineering	119 W Van Buren Ave Ste 101	Harlingen, TX 78550	956-230-3435	956-720-0830	Guillermo Quintanilla		Indicated the firm's highly qualified team has been providing MEP engineering services to higher education for about 20 years. Emphasized their previous work for STC and therefore their familiarity with the campuses and staff.	- 5 Years in Operation - Headquarters Located in - Hounded in Dallas in 1950 - McAllen office since 1993 - About 950 total staff - About 950 total staff - Ranked No 121 in Engineerii News-Record Magazine list of Honored with Engineer of the Year award and Consultant of the Year award States	Stated that they have successfully executed over 250 projects, and are collaborating with several high profile A/E teams across the State. Indicated they have energy efficiency and sustainable designs, as well as client satisfaction have always been their forte, and continue to be their prime focus.
DBR Engineering Consultants, Inc.	200 S 10th St Ste 901	McAllen, TX 78501	956-683-1640		Hugo Avila		Pointed out the work the firm has provided for STC. Indicated that they can begin work on new projects immediately.	- Providing services since 1972 - 150 staff member in 6 offices in Texas - Offices in Houston, San Antonio, Austin, McAllen, Dallas, El Paso	Stated that in addition to providing the describing the design team's unique following in-house consulting specialized design experience as it relates to the Security Consultants and project  Stated that they have successfully exceuted over 250 projects, and are collaborating with several high profile A/E teams across the State.  Services: Automatic Door Openers Indicated they have energy Experience, Building Commissioning efficiency and sustainable designs, as well as client satisfaction have security Consultants and Fire always been their forte, and continut to be their prime focus.
VENDOR	ADDRESS	CITY/STATE/ZIP	PHONE	FAX	CONTACT	3.1 Statement of Interest	3.1.1 Statement of Interest for Project	3.1.2 History and Statistics of Firm	3.1.3 Narrative describing the design team's unique qualifications and specialized design experience as it relates to the project

VENDOR	DBR Engineering Consultants, Inc.	Ethos Holistique Holdings, LLC./dba Ethos Engineering	Halff Associates, Inc.	Sigma HN Engineers, PLLC.
3.1.4 Statement of Availability and Commitment	Indicated that the firm's design team meets each week to discuss project schedules and allocate staff to meet needs to project.	Indicated that they are available as soon as they are awarded and will make the STC projects their top priority.	Indicated that they are available and committed to providing exceptional client service to STC.	Indicated that firm has the resources to perform work immediately for STC. Listed a staff of seven, including the principals. Stated that they will ensure the necessary resources for the project.
3.2 Prime Firm				
3.2.1 Resumes of Principals and Key Members	Included resumes for the following staff: - Edward Puentes, PE, Partner in Charge - Hugo H. Avila, PE, Project Manager - M. Antonio Leochico, Senior Plumbing Designer - Juan De Dios Chavez, Senior Electrical Designer - Maritza Garza, EIT, Senior Mechanical Designer - T. Joey Beltz, Senior Electrical Designer	Included resumes for the following staff: - Rajesh Kapileshwari, PE, LEED AP, Principal - Guillermo Quintanilla, Principal - Cesar A. Gonzalez, PE, Principal - Mark Power Warren, P.E.	Included resumes for the following staff: - Menton J. Murray III, PE, LEED AP, Principal In Charge - Jose Delgado, PE, RCDD, LEED AP, Project Manager - Jose Gonzalez, PE, Electrical - Jose Silva, Construction Administration - Rudy Juarez QA-QC - Miguel Garcia, Information Technology Systems	Provided resumes for the two principals: - Jesus Gabriel Hinojosa, PE, LEED AP, Principal - Jose Antonio Nicanor, PE, LEED AP, Principal
3.2.2 Project Assignments and Lines of Authority	Listed the assignments for the above named staff and the time commitment Indicated that all four principals will Showed percentage time each will devote to the project. The be involved in project. Included an assignments for six name partner in charge will commit 40% of organization chart that shows lines members who would be in his time to project. The others are of authority.	Indicated that all four principals will be involved in project. Included an organization chart that shows lines of authority.	ed staff nvolved in	Indicated a 100% time commitment from both principles for the project and provided the time commitments from the five staff.
3.2.3 Prime Firm's Proximity and ability to respond to unplanned meetings	Stated they will have no issues attending planned meetings on time and they are extremely close proximity to the campuses.	Stated they are available to meet for face-to-face discussions within the hour. Since they have several projects in Hidalgo county, one of the principals or engineers is always notice to proceed. in the area.	ice is located in are available to iin 24 Hours of	Stated they are located in downtown McAllen, and only 2.5 miles away from the Pecan Campus.

VENDOR	DBR Engineering Consultants, Inc.	Ethos Holistique Holdings, LLC./dba Ethos Engineering	Halff Associates, Inc.	Sigma HN Engineers, PLLC.
3.2.4 Litigation that could affect firm's ability provide services	Firm states they are not involved in any litigation.	Indicated "Non Applicable" on response to this item.	Stated they can affirm there are no past or present matters which would adversely affect Halff's ability to perform its obligations on any project.	Firm states they are not involved in any litigation.
3.3 Project Team				
3.3.1 Organization chart with Role of Prime Firm and basic Services consultants	Included organization showed all firm staff sincluded organization showed all firm staff sincluded the following Included organization chart with the consultants:  staff who will be assigned to project Boultinghouse Simp Indicated that no sub-consultants will Architects - Architect be used for project.  - Green Rubiano & As Structural Engineer - Perez Consulting En	Included organization chart that showed all firm staff and which included the following sub consultants:  - Boultinghouse Simpson Gates Architects - Architect - Green Rubiano & Associates - Structural Engineer - Perez Consulting Engineers - Civil Engineer	Included organization chart with the staff who will be assigned to the project and their roles. Indicated that no sub-consultants will be used for project.	Organization chart was included showing the primary roll of the two principals and the following sub consultants:
3.4 Representative Projects				
3.4.1 Minimum of 5 projects firm has worked on	- South Texas College - Mid Valley Campus Health Profession & Science Building (\$14.4M) - South Texas College - Mid Valley - South Texas College - District Wide Lighting Upgrades (\$800,000) - South Texas College - Mid Valley - Texas State Technical College - Los Fresn - Engineering Building (\$3.M) - Texas A&M University - McAllen - Harlingen - Harlingen - County Jail - Upgrades (\$0.00) - Harlinges (\$0.00) - Upgrades (\$0.00)	- South Texas College - District Wide Automatic Door Openers - Phase II (\$96,500) - Idea Academy Headquarters (\$12,388,000) - South Texas College - District Wide Automatic Door Openers - Phase III (\$12,388,000) - South Texas College - District Wide Automatic Door Openers - Phase III (\$12,388,000) - Idea Public Schools - Head Quarter Technity (\$11,500,000) - Brownsville ISD - Pace & Porter High Occupational Therapy Center School (\$660,000) - Los Fresmos CISD - 2015 SECO IVAC Pilot Program at Villarreal Elementary & Los Cuates JHS (\$1.9M) - UTRGV - Police Station (\$1 - UTRGV - Police Station	- UTRGV - Police Station (\$1M) -UTRGV - Social Wellness Occupational Therapy Center (\$1.9M) - UTRGV - Vaquero Plaza Remodel (\$1.8M)	- UTRGV - District Wide Access Control (\$500,000) - Edinburg CISD - Secured Entrance Phase IV (\$550,000) - La Joya ISD - Irene M. Garcia Middle School HVAC Replacement Phase I (\$1.5M) - Harlingen CISD - District Wide Secure Entrances, Additions, & Improvements (\$2.3M) - Harlingen CISD - HVAC Improvements at Long and Wilson Elementary Schools (\$600,000)

VENDOR	DBR Engineering Consultants. Inc.	Ethos Holistique Holdings, LLC./dba Ethos Engineering	Halff Associates, Inc.	Sigma HN Engineers. PLLC.
3.5 References	,	9	,	0
3.5.1 References	- Texas State Technical College - Cameron County - Texas A&M University - McAllen - University of Texas at Austin - Texas A&M University - Kingsville - Valley International Airport - Texas A&M University - San - Harlingen CISD - Los Fresnos CISD	- Cameron County - Brownsville ISD - Sharyland ISD - Valley International Airport - Harlingen CISD - Los Fresnos CISD	- Texas State Technical College - City of McAllen - UTRGV - Texas A&M University - Kingsville - Hidalgo County	- La Joya ISD - Edinburg CISD - Brownsville ISD - H21Harlingen CISD - IDEA Public Schools
3.6 Project Execution				
3.6.1 Summary of approach to project that addresses interaction with STC staff, management of different phases of the project, how you maintain quality control, and final project close-out.	Stated that all successful projects begin with an effective project-management approach. They have developed a set of project management tools that would be utilized on proposed projects for STC. Included some examples of how they manage information in order to deliver successful projects with ease.	Included a brief description of their work process and phase scheduling. Stated that the three functions (quality, time, and cost) dictate our work process and project implementation.	Stated that careful planning fosters great project performance which includes project leadership, communication, cost control, cost estimates, project schedule, conflict resolution, and quality assurance/quality control.	Stated that to complete projects within budget we communicate with our clients and visit the job site to clearly define a scope of work. They prepare an engineering cost estimate and establish a budget. The basic elements of effective budget control allow us to provide quality designs, which minimize unanticipated cost in the construction phase such as change orders.
3.6.2 Willingness and ability to expedite services. Ability to supplement production.	Indicated their ability to expedite design services. Stated that they do not foresee any need to supplement production capability, but can do so by utilizing staff from other offices.	Reiterated their commitment to fulfilling their responsibilities in a professional, timely, and reliable manner.	Stated that the McAllen office has the advantage of being able to reach out for assistance from any of their offices, should they need to.	Stated that they are willing and able to expedite services. Pointed to a proven track record for the two principals.
TOTAL EVALUATION POINTS	562.25	575.75	571.00	567.75
RANKING	4	1	2	3

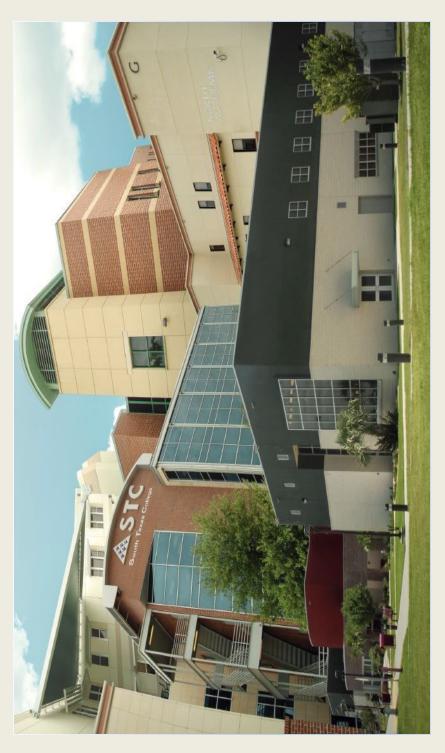
The Director of Purchasing has reviewed all the responses and evaluations completed.

	EVALUATIONS		SUMMAK	•				
VENDOR		gineering ants, Inc.		que Holdings, os Engineering	Halff Asso	ociates, Inc.		a HN rs, PLLC.
ADDRESS	200 S 10th	St Ste 901	119 W Van Bu	ren Ave Ste 101	5000 W Mil	itary Ste 100	701 S	15th St
CITY/STATE/ZIP	McAllen,	TX 78501	Harlingen,	TX 78550	McAllen,	TX 78503	McAllen,	TX 78501
PHONE	956-68	33-1640	956-23	0-3435	956-66	4-0286	956-33	2-3206
FAX			956-720-0830		956-66	4-0282		
CONTACT	Hugo	Avila		Quintanilla		elgado	Jesus G.	Hinojosa
3.1 Statement of Interest (up to 100 points)				<u> </u>		8		
3.1.1 Statement of interest on projects 3.1.2 Firm History including credentials	90		96		97		96	
3.1.3 Narrative describing the design team's unique	85	92.00	90	94.50	91	95.25	88	94.00
qualifications and specialized design experience as it relates to the project	97	92.00	97	94.30	97	93.23	97	94.00
3.1.4 Availability and commitment of firm and its	96		95		96		95	
principal(s), its consultants and key professionals  3.2 Prime Firm (up to 100 points)	70		73		70		75	
i i								
3.2.1 Resumes giving the experience and expertise principles and key members for the prime firm that will be involved in the project(s), including their experience with similar projects and	98		94		93		94	
the number of years with the prime firm 3.2.2 Proposed project assignments, lines of authority, and communication for principals and key professional members of	95		98		95		95	
the prime firm that will be involved in the project(s). Indicate the estimated percent of time these individuals will be involved in the project(s).	97	96.25	98	96.50	97	95.00	97	95.25
3.2.3 Prime Firm proximity and meeting availability 3.2.4 Describe any litigation the prime firm is currently involved in which could affect the firm's ability to provide professional	95		96		95		95	
services to STC.	95		96		95		95	
3.3 Project Team (up to 100 points)								
3.3.1 Organizational chart showing, the roles of the prime firm and each consultant firm or individual included.  -Identify the consultant and provide a brief history about the consultantDescribe the consultant's proposed role in the project and its related project experienceList at project(s) that the prime firm and the consultant have worked	90		93		93		94	
together on during the last five yearsProvide a statement of the consultant's availability for the projects(s)Provide resumes giving the experience and expertise of principals and key professional members for the consultant who will be assigned to the projects(s) 3.3.2 provide an organizational chart showing the roles of the prime firm	96		98		96		97	
and each specialized consultant firm(s) or individual(s) to be included if any. Identify the consultant and provide a brief history about the consultant and their area of design expertise Describe the consultant's proposed role in the project List (3) projects the consultant has worked on during the last 5 years which best describe the firm's design expertise	97	94.25	97	95.75	97	95.00	97	95.50
which oest describe the infins design expertise— "List a projectly that the prime firm and the specialized consultant have worked together on during the last 5 years Provide a statement of the consultant's availability for the project Provide resumes giving the experience and expertise of principals and key professionals members for the consultant who will be assigned to the project	94		95		94		94	
3.4 Representative Projects (up to 100 points)		• 						
3.4.1 Specific data on 5 projects the prime firm provided or is providing professional services in an educational setting	94	]	93		90		90	
Project name and location; Project Owner and contact information; Project construction cost; Project size in gross square feet; Date project	94	95.00	96	95.50	93	93.50	92	93.25
was started and completed; Professional services prime firm provided for	97	93.00	97	93.30	97	93.30	96	93.23
the project; Project manager; Project architect; Project designer; Names of consultant firms and their expertise	95	]	96		94		95	
3.5 Three References (up to 100 points)								
3.5.1 Provide references for 5 projects, other than STC, listed in response	85		97		97		96	
to Part four, 3.4.1. The references shall include:Owner's name, Owner's representative who served as the day-to-day	89	90.25	97	96.75	96	96.00	96	95.50
liaison during planning, design, and construction of the project, and the Owner representative's telephone number and email address	95 92	1	97 96		96 95		96 94	
3.6 Project Execution (up to 100 points)	72				75		77	
3.6.1 Provide a summary of your approach to the project that addresses key elements such as your interaction with STC staff, management of the	96		98		98		96	
different phases of the project, how you maintain quality control, and final project close-out.  3.6.2 Provide information as part of submission response to assure that	90	94.50	96	96.75	95	96.25	89	94.25
Architectural firm is willing and able to expedite design services and construction administration for the project. Please provide insight if	97	74.50	97	70.73	97	70.23	97	74.23
Architect is intending to supplement production capability in order to meet schedule demands.	95		96		95		95	
TOTAL EVALUATION POINTS	56	2.25	575	5.75	57	1.00	567	7.75
RANKING		4		1		2		3

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

## District Wide Automatic Door Openers





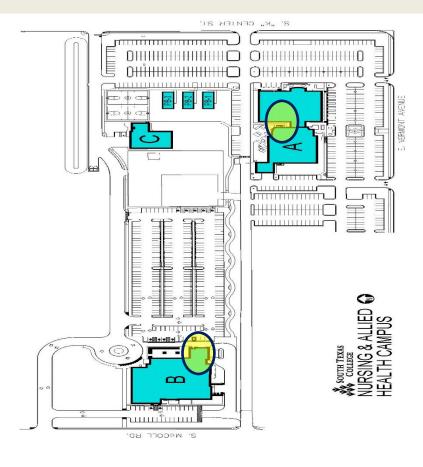
# Project Proposed Site / Location

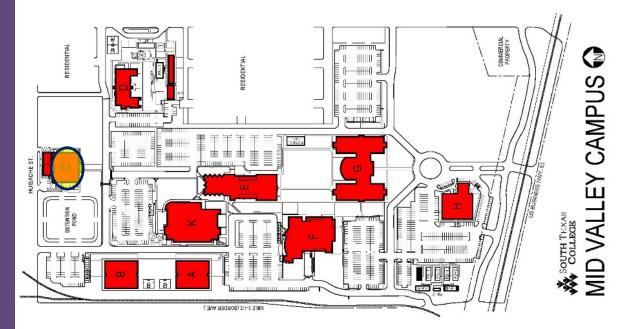




# Project Proposed Site / Location









# District Wide Automatic Door Openers Phase IV Proposed Scope & Budget

### Requested By

Facilities Planning & Construction Department

### Scope of work

1. Provide automatic door openers, including hardware, electrical, and installation, to main entrances district wide remaining to have improved accessibility for students and staff.

A total of ten (10) locations are needed to complete this project.

## **Estimated Total Project Budget**

Construction	\$ 82,000
Design	8,500
Miscellaneous	1,620
FFE	1

Total Project Budget \$ 95,120



### Project Fact Sheet 10/16/2020

Project Name:	District Wide - A	utomatic Dooi	r Openers Phase IV	/		Project No.	2020-019C	
Funding Source(s):	Unexpended Plant	Fund	Construction: Design:	Original Budge \$ 85,00 8,50	00	Actual Expenditures To Date \$ -	Variance of Original Budget vs. Actual Expenditures To Date \$ 85,000 8,500	
			Miscellaneous:	1,6	20	879	741	
			FFE: Technology:	-		-	-	
			Total:	\$ 95,12	20	\$ 879		
Engineer:	TBD		Board Approval of Schematic Design	N/A	•			
Contractor:	TBD				_			
			Substantial Completion	TDD	Board Acceptance	TDD		
			completion	TBD	<u>Acceptance</u>	TBD		
STC FPC Project Manager:	Roberto Cuellar		Final Completion	TBD	Board Acceptance	TBD		
Projec	t Description		Project Scope  Add ten (10) automatic door openers district wide to the Pecan, Mid Valley, Nursing & Allied					
Provide automatic door oper to assist with easier accessibi			Add ten (10) automatic door openers district wide to the Pecan, Mid Valley, Nursing & Allied Health, and Starr County campuses to complete the final phase for this project.					
			Projected Time	line				
Board Approval of Engineer	Board Approval of Schematic Design	Board Approval of Contractor	Construction Start  Date	Substantial Completion Da	te Final Cor	npletion Date	FFE Completion of Move	
10/27/2020	N/A	2/23/2021	3/8/2021	4/5/2021		5/2021	N/A	
		Project Calendar	of Expenditures by	Fiscal Year - Yea	r to Date			
Fiscal Year	Construction	Design	Misc.	FFE	Tech		roject Total	
2019-2020	\$ -	\$ -	\$ 879	\$ -	\$ -	\$	879	
2020-2021 Project Total	\$ -	\$ -	\$ 879	\$	- \$ -	\$	- 879	
1 Toject Total	<u> </u>	· -	·		-   -	<u> </u>	6/3	
			Current Agenda	Item				

10/13/20 Facilities Committee: Review and Recommend Action on Contracting Engineering Services for the District Wide Automatic Door Openers Phase IV



Mid-Valley



Nursing & Allied Health



Pecan Campus



Starr County Campus

# Review and Action as Necessary on Acceptance of the Regional Center for Public Safety Excellence Evaluation of Existing Site Drainage Conditions Report and Authorization to Proceed with Design of Recommended Drainage Improvements

Approval of acceptance of the Regional Center for Public Safety Excellence (RCPSE) Evaluation of Existing Site Drainage Conditions Report and authorization to proceed with design of the recommended drainage improvements is requested.

# **Purpose**

The acceptance of the RCPSE Evaluation of the Existing Drainage Conditions Report will acknowledge the findings and recommendations of the report prepared by Perez Consulting Engineers, LLC (PCE). The authorization to proceed with design of the recommended drainage improvements is needed to allow the engineer to move forward with design work for addressing the recommendations in the report.

# **Scheduling Priority**

This project was initiated in 2019 to address the drainage conditions at the RCPSE, and has been reviewed by the Facilities Planning & Construction and Facilities Operations & Maintenance departments, Administration, and the Board of Trustees. It is scheduled as a high priority improvement to maintain properly functioning facilities and mitigate the risk of property damage or loss.

# **Background**

On August 27, 2019, the Board approved contracting engineering services with PCE to evaluate the site drainage conditions, make recommendations for improving the drainage conditions, and develop construction documents.

PCE has completed the Hydrologic and Hydraulics (H&H) Report and will be presenting their findings at the Facilities Committee meeting. The report includes an evaluation of the adequacy of the existing site drainage and detention, and recommendations for improvements to site drainage. Findings in the report are summarized below:

- The existing underground storm sewer has been found to be adequate with the exception of three (3) culverts, but those culverts are currently being addressed with the ongoing Cityscape construction improvements.
- The existing detention facilities have been found to have an inadequate capacity. Hidalgo County Drainage District No. 1 (HCDD1) requires a storage volume of 7.29 acre-feet to satisfy existing conditions, and the existing detention pond has a storage volume of 5.43 acre-feet. Upon completion of the Cityscape construction improvements the detention storage volume will be increased to 5.63 acre-feet, but additional detention storage volume will still be needed at the RCPSE. The proposed options would meet this additional need.

Recommendations in the report are summarized below:

 A new drainage outfall into the HCDD1 drainage ditch, which ultimately discharges into the Main Floodway, will be required as the campus continues to develop in order to provide the required discharge to accommodate the ultimate buildout of the campus master plan. An additional outfall would decrease the required detention volume as more water is able to be discharged.

 Improving detention facilities to meet detention volume requirements from HCDD1, and accommodate future growth at the RCPSE. As more facilities are added to the RCPSE site, such as the future target range, the requirements for drainage and detention volume increase. The maximum required capacity would be reached upon completion of the master plan, as summarized in Option 4.

# **Options for Detention Facilities Improvements**

PCE has identified the following options to address current and/or future detention volume requirements:

# Options to Address Current Detention Volume Requirements

The Following options, 1 and 1A, are provided to meet current facility requirements for detention volume. They are the most immediate and cost-effective options to meet current needs. Additional outfall required to support future expansion is not included in these options.

Option 1: Increase current detention volume to 7.63 Acre-Feet

Meets 50-Year Flood levels, minimum HCCD1 requirement for current facilities.

**Engineer's Opinion of Probable Cost:** \$66,380

**Option 1A:** Increase current detention volume to 8.12 Acre-Feet

- Meets 100-Year Flood levels, exceeding HCCD1 minimum requirement for current facilities.
- PCE recommends this option, due to two recent storm events above the 100year storm level.

**Engineer's Opinion of Probable Cost:** \$84,290

# **Options to Address Future Detention Volume Requirements**

The following options, 2, 3, and 4, are provided to identify future facility requirements for site drainage.

- Each option would include increasing the drainage discharge to adjacent systems with the installation of an additional drainage outfall.
- The new drainage outfall would reduce required detention volume requirements.
- The detention volume of existing detention ponds and new conveyance swales would safely exceed the 100-Year Flood levels.

**Option 2:** Installation of New Drainage Outfall

• The new outfall would connect with existing detention ponds via constructing a new conveyance swale.

**Engineer's Opinion of Probable Cost: \$268,000** 

**Option 3:** Installation of New Drainage Outfall and connection to proposed Target Range site

• Option 2, plus drainage support system for the proposed Target Range project.

**Engineer's Opinion of Probable Cost:** \$341,860

**Option 4:** Installation of New Drainage Outfall and Drainage Support for Full Master Plan

• Option 2, plus drainage support systems for all future facilities proposed under the Master Plan.

**Engineer's Opinion of Probable Cost:** \$875,040

# **Administration Recommendation**

Based on the recommendations in the report, staff recommends to proceed with Option 1A for the design of construction documents for the recommended site drainage improvements. Additionally, staff recommends using the remaining options contained in the report as the basis for future phases of drainage improvements, to be implemented as necessary as the College constructs more of the RCPSE master plan.

While Option 1A would provide for detention volume in excess of minimum requirements, upon the installation of additional drainage outfall, the detention ponds would be incorporated into future site development and would continue to provide valuable detention volume in the event of heavy flooding.

## **Project Timeline**

- August 27, 2019 PCE approved as engineer of record to evaluate drainage conditions, make recommendations, and design construction documents
- October 27, 2020 Approval of recommended drainage improvement options
- January 2021 Engineer provides construction documents for the improvements
- February 2021 Solicitation for construction services for the improvements

# **Funding Source**

Funds for the RCPSE Site Drainage Improvements Conditions Project 2020-022C are budgeted in the Unexpended Plant Fund budget for FY 2020-2021.

RCPSE Site Drainage Improvements Conditions Total Project Budget			
Budget Item	Budget Amount		
Construction	\$300,000		
Design	70,000		
Miscellaneous	10,885		
Total Project Budget	\$380,885		

## **Enclosed Documents**

An executive summary and a presentation are enclosed for the Committee's review and information.

### **Presenters**

David Perez of Perez Consulting Engineers, LLC will be at the meeting to respond to questions from the Board.

The Facilities Committee recommended Board acceptance of the Regional Center for Public Safety Excellence (RCPSE) Evaluation of Existing Site Drainage Conditions Report prepared by Perez Consulting Engineers, LLC and authorization to proceed with design of Option 1A drainage improvements as recommended by administration.

October 27, 2020 Regular Board Meeting Page 54, Revised 10/23/2020 @ 11:49 AM

## Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize acceptance of the Regional Center for Public Safety Excellence (RCPSE) Evaluation of Existing Site Drainage Conditions Report prepared by Perez Consulting Engineers, LLC and authorization to proceed with design of Option 1A drainage improvements as recommended by administration.

The Following Minute Order is proposed for consideration by the Board of Trustees: The Board of Trustees approves and authorizes acceptance of the Regional Center for Public Safety Excellence (RCPSE) Evaluation of Existing Site Drainage Conditions Report prepared by Perez Consulting Engineers, LLC and authorization to proceed with design of Option 1A drainage improvements as recommended by administration.

**Approval Recommended:** 

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



## **EXECUTIVE SUMMARY**

A hydrology and hydraulics study of the existing campus drainage facilities at the South Texas College Regional Center for Public Safety Excellence in Pharr, Texas was conducted to determine the adequacy of the existing drainage system including the drainage system detention capacities, and to develop a plan for drainage improvements for the Campus Master Plan's future development.

The storm sewer drainage system study and evaluation in this Report includes the following:

- Hydraulic evaluation of the existing underground storm sewer systems as illustrated in Figure
   9. and
- Existing Detention Facilities as illustrated in Figure 1, and
- Recommendations for additional underground storm sewer system improvements to accommodate the master plan buildout as illustrated in Figure 14A, and
- Recommendations for additional Storm Water Detention Facilities to meet the minimum Hidalgo County Drainage District No. 1 requirements for both the existing and ultimate "Master Plan" buildout conditions as illustrated in five options with associated project costs. (Storm Water Detention Options 1 & 1A or 1B are illustrated in Figure 15; Option 2 is illustrated in Figure 16, Option 3 is illustrated in Figure 17 and ultimate buildout Option 4 as illustrated in Figure 14A of the Report.)

## A. Existing underground storm sewer systems

The existing storm sewer systems within the campus are divided into 3 drainage areas (Figure 7) that function and operate independently, but all ultimately drain into Hidalgo County Drainage District No. 1 (HCDD No. 1) Structure Lateral 82 drain ditch and then ultimately discharges into the Main Floodway. These three drainage areas each contain sub drainage areas as illustrated in Figure 8 and have been used in this Report to determine the required system capacity for a 10-Year Storm (City of Pharr Guideline). Figure 9 illustrates the results of this analysis which found all existing underground storm sewer to be adequate except for three (3) existing culverts in the Cityscape area. Current ongoing construction improvements to the Cityscape area will improve these three culverts to be of adequate capacity by diverting runoff away from the paved area.

# **B.** Existing Detention Facilities

The existing Detention Facilities were analyzed for compliance with Hidalgo County Drainage District No. 1 detention policy requirement of storing a 50-Year design storm and allowing the release of a 10-Year undeveloped flow. The campus currently has one detention pond having storage volume of approximately 5.43 Acre-Feet. The HCDD No. 1 Policy however requires a storage volume of 7.29 Acre-Feet to satisfy existing conditions. This Report finds the existing campus detention facility to be of inadequate capacity by approximately 1.86 Acre-feet as illustrated in Figure 12.



C. Recommended Underground storm sewer systems to accommodate campus master plan Figure 14A illustrates the recommended culverts to accommodate the drainage requirements for the ultimate buildout of the campus master plan. These improvements are recommended to be implemented as needed as the campus continues to develop. A new drainage outfall into the HCDD No. 1 ditch will be required as campus continues to develop in order provide the required discharge of 66.5 cubic feet per second (c.f.s.), as allowed by the HCDD No. 1 Drainage Policy.

## **D.** Recommended Detention Facilities Improvements

The following represent required detention facility improvements to meet the minimum HCDD No. 1 Drainage Policy as well as recommended options.

1. **Option 1**- Table below summarizes Options 1, 1A and 1B. Option 1 satisfies HCDD minimum detention policy of a 50-year storm and Options 1A and 1B recommends the detention storage of a 100-year storm due to existing outfall containing a flap valve which has the potential to be closed during a consectuive rain event.

Existing Conditions	Option 1	Option 1A OR 1B (Recommended)
Existing Detention Volume	Required 50-Year Detention Volume (HCDD)	Recommended 100-Year Detention Volume
5.43 Acre-Feet	7.3 Acre-Feet	8.12 Acre-Feet
Opinion of Probable Project Cost	\$66,380	\$84,920

2. Option 2- This option requires the installation of a new outfall into the county ditch that will put in place the needed outfall for the Future Target Range Building. The estimated opinion of probable project cost for this option is: \$268,000.

Existing Detention Volume	Required 50- Year Detention Volume (HCDD)	100-Year Detention Volume	Option 2 As Proposed Including addition of new outfall
5.63 Acre-Feet (including Cityscape Improvements)	3 Acre-Feet	3.12 Acre-Feet	~7.6 Acre-Feet
Opinion of Probable Project Cost			\$268,000



3. Option 3- This option requires the installation of a new outfall into the county ditch that will put in place the needed outfall for the Future Target Range Building as well as construct the drainage swale north up to the proposed Target Range Building. The estimated opinion of probable project cost for this option is: \$341,860.

Existing Detention Volume (including Cityscape Improvements)	Required 50-Year Detention Volume (HCDD)	100-Year Detention Volume	Option 3 As Proposed Including addition of new outfall and extending swale to Future Target Range Building
5.63 Acre-Feet (including Cityscape Improvements)	3 Acre-Feet	3.12 Acre-Feet	~8.9 Acre-Feet
Opinion of Probable Project Cost			\$341,860

4. Option 4- This option illustrates the ultimate buildout opinion of probable cost to accommodate the campus master plan. It is recommended to implement this option as needed as the campus develops and not recommended to be implemented at this time. The estimated opinion of probable project cost for this Option is \$875,040.

Existing Detention	Required 50-Year	100-Year	Option 4
Volume (including	Detention	Detention	Ultimate Buildout
Cityscape Improvements)	Volume (HCDD)	Volume	campus master plan
5.63 Acre-Feet (including			
Cityscape	3 Acre-Feet	3.12 Acre-Feet	~20 Acre-Feet
Improvements)			
Opinion of Probable			\$875,040
Project Cost			30/3,U <del>4</del> U

# HYDROLOGIC AND HYDRAULICS STUDY SOUTH TEXAS COLLEGE

REGIONAL CENTER FOR PUBLIC SAFETY EXCELLENCE (PHARR, TEXAS)

Prepared For:



South Texas College McAllen, Texas 78501

Prepared By:



**PCE** - Perez Consulting Engineers Civil Engineering Consultants

808 Dallas Ave.

McAllen, Texas 78501

TX Registered Engineering Firm F-2158

- STC hired PCE to perform a drainage study of the South Texas College Regional Center for Public Safety Excellence Campus to evaluate existing conditions and recommend improvements for future development.
- ⊕ July 2020 Hurricane Hanna Storm Event Flooded a portion of the "Cityscape".
- PCE performed a Hydraulic and Hydrologic Study and submitted to STC on 9-30-2020. Findings will be presented in this presentation.
- October 2020 Cityscape Reconstruction and Add Alternates Construction begins

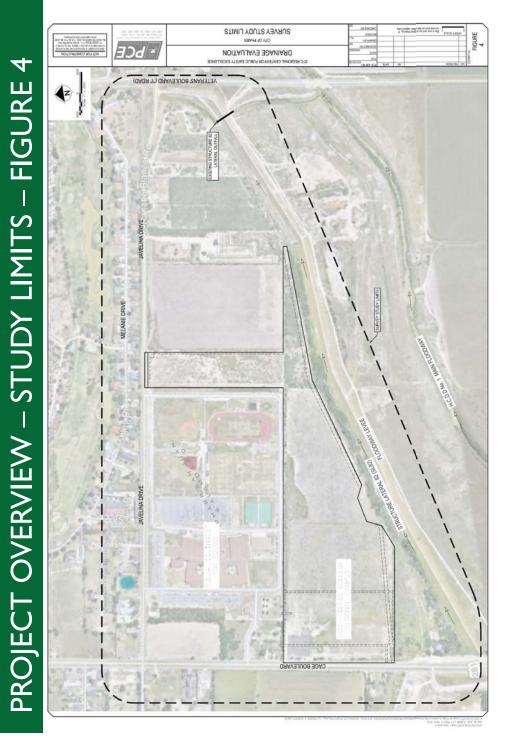








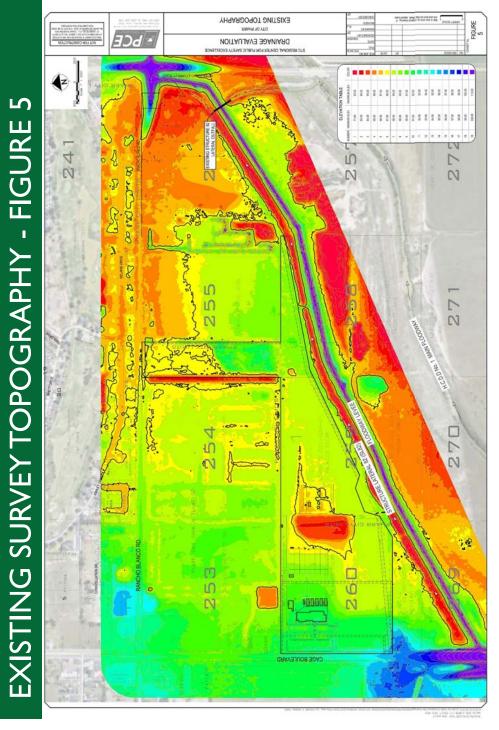
















EFOOD SOMES



# EXISTING DRAINAGE CONDITIONS DRAINAGE EVALUATION **EXISTING DRAINAGE CONDITIONS - FIGURE 7** JAVELINA DRIVE



# EXISTING DRAINAGE CONDITIONS CONT..., - FIGURE 8





# EXISTING HYDRAULIC RESULTS AND DETENTION FACILITY - FIGURE 9







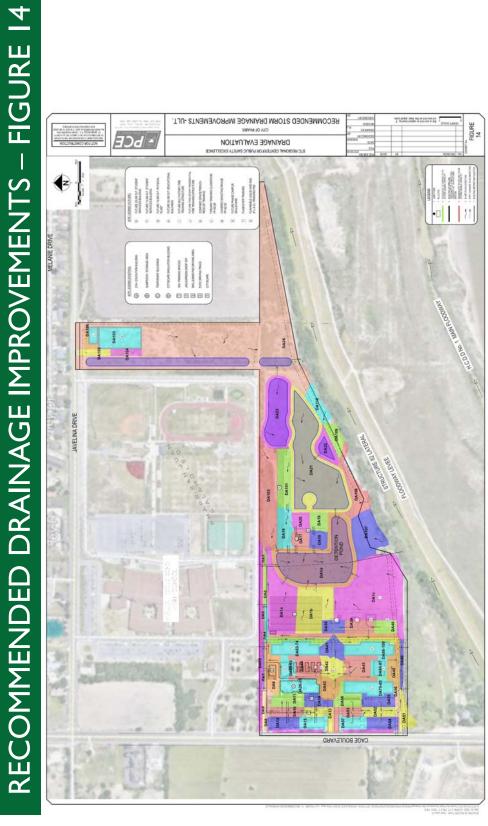


# HISTORICAL RAIN DATA - FIGURES 10 & 11



Figure 11- Hanna Rain Event









# RECOMMENDED IMPROVEMENTS OPTIONS I & IA - FIGURE 15



# **OPTION I**

Enlarge Existing Detention Pond to Meet Minimum HCDD No. I Requirements of a 50-YR Storm (\$66,380)

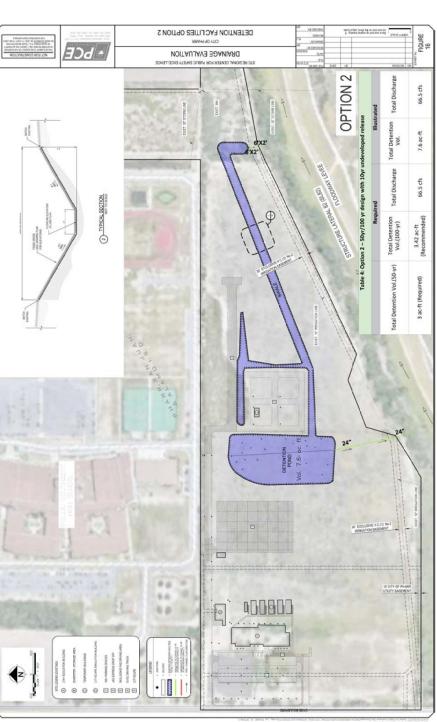
# OPTION IA

Enlarge Existing Detention Pond to Meet Minimum HCDD No. I Requirements of a 100-YR Storm (\$84,920)





# RECOMMENDED IMPROVEMENTS - OPTION 2 - FIGURE 16



# **OPTION 2**

Addition of new outfall that will satisfy ultimate buildout (\$268,000)



# RECOMMENDED IMPROVEMENTS OPTION 3 – FIGURE 17



# **OPTION 3**

Addition of new outfall that will satisfy ultimate buildout and include swale to future Target Range Building (\$341,860)



# RECOMMENDED IMPROVEMENTS OPTION 4 – FIGURE 18



# OPTION 4

Ultimate Buildout of detention facilities (\$875,040)

# **QUESTIONS??**



# Project Fact Sheet 10/16/2020

Project Name:	RCPSE - Site D	rainage Impro	vements			Proje	ct No.	2020-022C	
				Estimated Budget	· 1	<u>Exp</u>	Actual enditures o Date	Variance of Budget vs. Expenditures	Actual To Date
Funding Source(s):	Unexpended Plant Fund		Construction:	\$ 300,000		\$	-	\$	300,000
			Design:	70,000			23,745		46,25
			Miscellaneous:	10,885	5		440		10,44
			FFE:	-			-		-
			Technology:		. 1		-	<b>A</b>	-
			Total:	\$ 380,885	· I	\$	24,185	\$	356,70
Approval to Solicit Engineer:	7/23/2019								
rippi oran to comerc angineers			Board Approval of	TBD					
Engineer:	Perez CE		Schematic Design						
Contractor:	TBD								
			<u>Substantial</u>	TDD	<u>Board</u>		TDD		
			<u>Completion</u>	TBD	<u>Acceptance</u>		TBD		
					<u>Board</u>				
STC FPC Project Manager:	Robert S Gomez		Final Completion	TBD	<u>Acceptance</u>		TBD		
Project	Description				Project Sco	оре			
Evaluation and proposed improdrainage.	vements of the RCI	PSE existing site	Consulting engineer	to evaluate existing	ng site drainage	and pr	opose site	improvements.	
			Projected Tim	neline					
	Board Approval		-						
	of Drainage	Board Approval	Construction Start	Substantial					
Board Approval of Engineer	Report	of Contractor	Date	Completion Date	Final Cor		n Date	FFE Completion	of Move I
8/27/2019	10/27/2020	2/1/2021	TBD	TBD		TBD		TBD	
			Calendar of Expend						
	Construction	Design	Misc.	FFE	Tech			Project Total	
Fiscal Year	<del></del>		\$ 440	\$ -		- \$			44
2018-19	\$ -	\$ -							
2018-19 2019-20	\$ - \$ -	\$ 23,745		\$ -	\$ .	- \$			23,74
2018-19			\$ -	\$ - \$ -		- <b>\$</b> - <b>\$</b>			23,74

10/13/20 Facilities Committee: Review and Action as Necessary on Acceptance of the Regional Center for Public Safety Excellence Evaluation of Existing Site Drainage Conditions Report and Authorization to Proceed with Design of Recommended Drainage Improvements





Drainage Improvements Recommendation

# Review and Recommend Action on Approval of Substantial Completion of the Pecan Campus Sand Volleyball Court Sand Replacement

Approval of substantial completion of the Pecan Campus Sand Volleyball Court Sand Replacement Project is requested.

	Project	Completion	Date Received
	-	Recommended	
1.	Pecan Campus Sand Volleyball Court Sand Replacement Project No. 2016- 014C1		October 6, 2020
	Contractor: Limon Masonry, LLC		

This project has been reviewed by the Facilities Planning & Construction department, the President's Cabinet, the Coordinated Operations Council, the Facilities Committee, and the Board of Trustees. This project is scheduled as an educational space improvement to remove and replace the existing sand material at the sand volleyball courts.

College staff visited the site and developed a construction punch list on October 7, 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 \$48,200.

The following table summarizes the current budget status:

Pecan Campus Sand Volleyball Court Sand Replacement						
Construction Budget	Approved Proposal Amount	Net Total Change Orders	Current Project Cost	Previous Amount Paid	Remaining Balance	
\$50,000	\$48,200	\$0*	\$48,200	\$15,282	\$32,918	

<sup>\*</sup>Pending change proposal from contractor

### **Enclosed Documents**

A copy of the Substantial Completion Certificate and photos are enclosed for the Board's review and information.

The Facilities Committee recommended Board approval of substantial completion of the Pecan Campus Sand Volleyball Court Sand Replacement Project as presented.

# Recommendation:

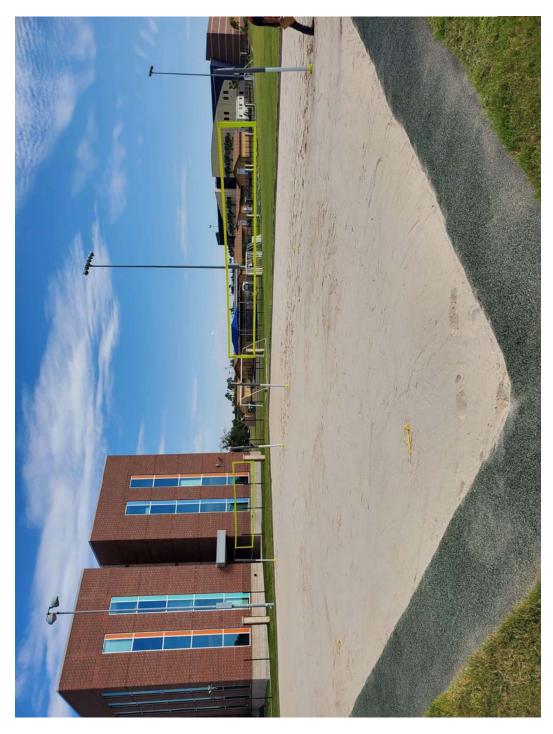
It is recommended that the Board of Trustees of South Texas College approve and authorize substantial completion of the Pecan Campus Sand Volleyball Court Sand Replacement Project as presented.

October 27, 2020 Regular Board Meeting Page 56, Revised 10/23/2020 @ 11:49 AM

The Following Minute Order is proposed for consideration by the Board of Trustees: The Board of Trustees approves and authorizes substantial completion of the Pecan Campus Sand Volleyball Court Sand Replacement Project as presented.

**Approval Recommended:** 

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



Pecan Campus Sand Volleyball Court Sand Replacement

# **Certificate of Substantial Completion**

PROJECT: (name and address)
South Texas College - Pecan Campus
Sand Volleyball Courts Sand Replacement
McAllen, Texas

OWNER: (name and address)
South Texas College (STC)
3201 West Pecan Boulevard
McAllen, Texas 78501

CONTRACT INFORMATION:

Contract For: General Construction

Date: June 29, 2020

ARCHITECT: (name and address)
Alvarado Architects & Associates, Inc.
307 South Main Street
Donna, Texas 78537

CERTIFICATE INFORMATION:

Certificate Number: 002

Date: October 06, 2020

**CONTRACTOR**: (name and address)

Limon Masonry, LLC 614 E. Frontage Road Alamo, Texas 78516

The Work identified below has been reviewed and found, to the Architect's best knowledge, information, and belief, to be substantially complete. Substantial Completion is the stage in the progress of the Work when the Work or designated portion is sufficiently complete in accordance with the Contract Documents so that the Owner can occupy or utilize the Work for its intended use. The date of Substantial Completion of the Project or portion designated below is the date established by this Certificate.

(Identify the Work, or portion thereof, that is substantially complete.)

Establishing Substantial Completion for the South Texas College (STC) Pecan Campus - Sand Volleyball Courts Sand Replacement project.

Alvarado Architects &

Associates, Inc.

ARCHITECT (Firm Name)

Erasmo D. Alvarado, Jr.

PRINTED NAME AND TITLE

October 06, 2020

DATE OF SUBSTANTIAL COMPLETION

### **WARRANTIES**

The date of Substantial Completion of the Project or portion designated above is also the date of commencement of applicable warranties required by the Contract Documents, except as stated below:

AIA, President

(Identify warranties that do not commence on the date of Substantial Completion, if any, and indicate their date of commencement.) Warranty shall continue for eighteen (18) months from October 06, 2020 to April 06, 2021

### WORK TO BE COMPLETED OR CORRECTED

A list of items to be completed or corrected is attached hereto, or transmitted as agreed upon by the parties, and identified as follows: (Identify the list of Work to be completed or corrected.)

Reference attached Punchlist from Alvarado Architects & Associates, Inc. dated October 07, 2020 (2 Pages) Reference attached Punchlist from South Texas College (STC) dated October 07, 2020 (1 Page)

The failure to include any items on such list does not alter the responsibility of the Contractor to complete all Work in accordance with the Contract Documents. Unless otherwise agreed to in writing, the date of commencement of warranties for items on the attached list will be the date of issuance of the final Certificate of Payment or the date of final payment, whichever occurs first. The Contractor will complete or correct the Work on the list of items attached hereto within Thirty (30) days from the above date of Substantial Completion.

Cost estimate of Work to be completed or corrected: \$5,000.00

The responsibilities of the Owner and Contractor for security, maintenance, heat, utilities, damage to the Work, insurance, and other items identified below shall be as follows:

(Note: Owner's and Contractor's legal and insurance counsel should review insurance requirements and coverage.)

The Owner and Contractor hereby accept the responsibilities assigned to them in this Certificate of Substantial Completion:

Limon Masonry, LLC		Rolando Leal, Director of Operations		
CONTRACTOR (Firm	SIGNATURE	PRINTED NAME AND TITLE	DATE	
Name)				
		Dr. Shirley A. Reed,		
South Texas College (STC)	7	M.B.A., Ed. D, President	-	
OWNER (Firm Name)	SIGNATURE	PRINTED NAME AND TITLE	DATE	



# Project Fact Sheet 10/16/2020

Project Name:	Pecan Campu	s - Sand Volley	ball Courts Sand R	Replacement		Project No.		2019-004C1
Funding Source(s):	Unexpended Pla	int Fund	Construction: Design: Miscellaneous: FFE: Technology: Total:	Original Budget \$ 50,000 5,000 3,500 2,000 - \$ 60,500	8,000	Actual Expenditures To Date \$ 15,282 6,800.00 1,299.17 - - \$ 23,381	(1,800) 2,201 2,000	1,200 2,201 2,000
Engineer: Approval to Solicit Contractor:	Alvarado Archito Associates, Inc. 2/25/2020	ects &	Board Approval of Schematic Design	N/A	<b>L</b>			
Contractor:	Limon Masonry,	LLC	Substantial Completion	10/6/2020	Board Acceptance	TBD		
STC FPC Project Manager:	David Valdez		Final Completion	TBD	Board Acceptance	TBD		
Project [	Description				Pr	oject Scope		
Removal and Replacement of sa	nd material.		ŕ		icement of the	sand material w	vithin the existing sand	d volleyball courts.
			Proje	cted Timeline				
Board Approval of Architect	Board Approval of Schematic Design	Board Approval of Contractor	Construction Start Date	Substantial Completion Date		npletion Date		tion of Move In
N/A	N/A	6/23/2020	7/15/2020	10/6/2020		6/2020		N/A
	1		Calendar of Expend			te		
		Design	Misc.	FFE	Tech		Project Total	
Fiscal Year	Construction				+			
2019-2020	\$ 15,282		\$ 1,299	\$ -	\$ -	\$		23,381
		\$ 6,800			\$ - \$ -	\$ \$ \$		23,381 - 23,381

# Current Agenda Item

10/13/20 Facilities Committee: Review and Recommend Action on Approval of Substantial Completion of the Pecan Campus Sand Volleyball Court Sand Replacement





# Review and Recommend Action on Approval of Final Completion of the Nursing and Allied Health Campus West Entry Sign

Approval of final completion of the Nursing and Allied Health Campus West Entry Sign Project is requested.

	Project	Completion	Date Received
		Recommended	
1.	Nursing and Allied Health Campus West Entry Sign Project No. 2019-013C	Final Completion Recommended	September 24, 2020
	Contractor: Limon Masonry, LLC		

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.

Final Completion, including punch list items, was accomplished as required in the Owner/Contractor agreement for this project. It is recommended that final completion and release of final payment for this project with Limon Masonry, LLC be approved. The original cost approved for this project was \$58,800.

The following chart summarizes the above information:

Nursing and Allied Health Campus West Entry Sign						
Construction Budget	Approved Proposal Amount	Net Total Change Orders	Final Project Cost	Previous Amount Paid	Remaining Balance	
\$75,000	\$58,800	\$0	\$58,800	\$55,860	\$2,940	

On September 24, 2020, College staff verified that all punch list items were completed.

## **Enclosed Documents**

A copy of the final completion letter is enclosed for the Board's review and information.

The Facilities Committee recommended Board approval of final completion and release of final payment of \$2,940 to Limon Masonry, LLC for the Nursing and Allied Health Campus West Entry Sign Project as presented.

### Recommendation:

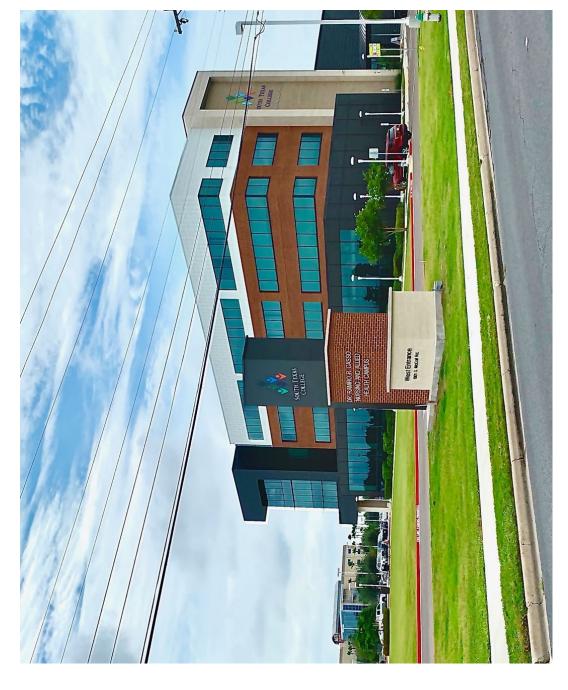
It is recommended that the Board of Trustees of South Texas College approve and authorize final completion and release of final payment of \$2,940 to Limon Masonry, LLC for the Nursing and Allied Health Campus West Entry Sign Project as presented.

October 27, 2020 Regular Board Meeting Page 58, Revised 10/23/2020 @ 11:49 AM

The Following Minute Order is proposed for consideration by the Board of Trustees: The Board of Trustees approves and authorizes final completion and release of final payment of \$2,940 to Limon Masonry, LLC for 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



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 24, 2020

South Texas College 3200 W. Pecan Blvd., Bldg N. Suite 179 McAllen, TX 78501

Re: RFP 19-20-1037 STC Nursing & Allied Health Campus – West Entry Campus Sign

STC Facilities Planning and Construction recommends Final Completion of the STC Nursing & Allied Health Campus – West Entry Campus Sign and recommends release of final payment, pending review of closeout documents by STC Facilities Planning and Construction Department.

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



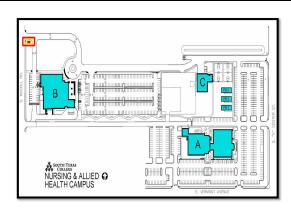
## Project Fact Sheet 10/16/2020

Project Name:	Nursing and Alli	ed Health Cam	pus - West Entry (	Campus Sign		Project No.		2019-013C
Funding Source(s):	Unexpended Plant	t Fund	Construction: Design: Miscellaneous: FFE: Technology: <b>Total</b> :	Original Budget       \$ 75,000       -       1,000       -       \$ 76,000	Revised Budget \$ 58,800 1,000	Actual Expenditures To Date \$ 55,860 820 \$ 56,680	\$ 19,140 - 180 	Variance of Revised Budget vs. Actual Expenditures To Date \$ 2,940 - 180
Engineer: Approval to Solicit Contractor: Contractor:	TBD 11/26/2019 Limon Masonry, L	LC	Board Approval of Schematic Design Substantial	11/26/2019	<u>Board</u>			
STC FPC Project Manager:	David Valdez		Completion  Final Completion	8/26/2020 9/26/2020	Board Acceptance	9/22/2020 TBD		
Projec	t Description				Pr	oject Scope		
The installation of a monument the NAH campus.	ent sign at the main	entrance of	Installation of a pre-	-fabricated metal s	sign with its as	sociated mason	ry.	
			Proj	ected Timeline				
Board Approval of Architect	Board Approval of Schematic Design 11/26/2019	Board Approval of Contractor 3/31/2020	Construction Start Date 4/15/2020	Substantial Completion Date 8/26/2020		npletion Date 6/2020		tion of Move In N/A
N/A	, .,							•
N/A		Proied	t Calendar of Expen	ultures by ristal t				
N/A Fiscal Year	Construction		t Calendar of Expen Misc.	FFE FFE	Tech		Project Total	
·		Design				\$	Project Total	56,680
Fiscal Year		Design	Misc.	FFE	Tech		Project Total	

#### **Current Agenda Item**

9/08/20 Facilities Committee: Review and Recommend Action on Approval of Final Completion of the Nursing and Allied Health Campus West Entry Campus Sign





# 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 October 8, 2020

		FY21	FY21
	Une	xpended Plant	Renewals &
Total Project Budget Summary		Fund	Replacements
Total Construction Project Budget	\$	10,982,474	\$ 4,883,890
Previously Approved Projects for September 2020		(410,238)	(302,919)
Proposed Projects for the Month of October 2020		(265,120)	(169,000)
Total Project Budget Balance	\$	10,307,116	\$ 4,411,971

Project		Total Project I	Budget/Actual*
Reference #	Project Name	CIP Fund	R&R Fund
<b>Board Approve</b>	d 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
<b>Total Board Ap</b>	proved on September 22, 2020	\$ 410,238	\$ 302,919
<b>Pending Board</b>	Approval on October 27, 2020		
2021-011R	Nursing and Allied Health Campus NAH East Building A Exterior Stairs Repairs and Replacement	\$ -	\$ 169,000
2019-019C	Regional Center for Public Safety Excellence Additional Chiller Installation Project	170,000	-
2020-019C	District Wide Automatic Door Openers Phase IV	95,120	-
2020-022C	Regional Center for Public Safety Excellence Site Drainage Improvements Conditions	356,255	-
<b>Total Pending I</b>	Board Approval on October 27, 2020	\$ 265,120	\$ 169,000
			474.040

Current Total Project Budget	\$ 675,358	\$ 471,919

<sup>\*</sup> 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

	1	l .	1		1	1	1	Project Sta		I	T		1					
Projects	Not Started	Project Development	Design Phase	Bidding and Negotiations	Construction Phase	Substantial Completion	Final Completion	FY 2020 - 2 Move In	021 Completed	Total Project Budget	Amount Paid	Total Project Balance	FY2021 Budget	Priority Status		Board Meeting em	Architect/ Engineering Firm	Contractor
#								Pecan Car	npus									
Business and Science Building G Classroom Renovation	i		•							\$ 275,003	\$ 3,438	\$ 271,565	\$ 267,700	High	January 2021	Approval of Construction Services	EGV Architects	TBD
2 Sand Volleyball Courts					•					\$ 113,008	\$ 91,879	\$ 21,129	\$ -	High	N/A		Alvarado Architects & Assoc.	NM Contracting, LLC (Terminated)
3 Sand Volleyball Courts - Sand Replacement					•					\$ 43,711	\$ 23,381	\$ 20,330	\$ 44,450	High	November 2020	Substantial Completion	Alvarado Architects & Assoc.	Limon Masonry
4 Library Building F Renovation and Expansion			•							\$ 1,572,047	\$ 129,781	\$ 1,442,266	\$ 1,442,266	High	December 2020	Approval of Scematic Design	ERO Architects	TBD
Information Technology Building M Office and Work Space Renovation					•					\$ 624,445	\$ 227,757	\$ 396,688	\$ 499,435	High	November 2020	Substantial Completion	Boultinghouse Simpson Gates Architects	Noble Texas Builders
6 Student Activities Center Building H Cafeteria Renovation									•	\$ 957,600	\$ 718,080	\$ 239,520	\$ 195,627	Completed	NA	NA	EGV Architects	Noble Texas Builders
7 Student Services Building K Renovations	•									\$ 26,200	\$ -	\$ 26,200	\$ 26,200	Medium	TBD	TBD	TBD	N/A
8 New Continuing Education Building	•									\$ 398,160		\$ 398,160		Low	TBD	TBD	TBD	TBD
Pecan Campus Subtotal										\$ 4,010,174	\$ 1,194,316	\$ 2,815,858	\$ 2,873,838					
								Pecan Pl	aza							_		
9 West Building C Kinesiology Renovation			•							\$ 36,909	\$ 4,544	\$ 32,365	\$ 142,538	High	January 2021	Approval of Construction Services	Alvarado Architects & Assoc.	TBD
Human Resources Building A Renovation	•									\$ 141,000	\$ -	\$ 141,000	\$ 141,000	Medium	TBD	TBD	TBD	TBD
Human Resources Building A Entry Court Yard Improvements	•									\$ 16,000	\$ -	\$ 16,000	\$ 16,000	High	TBD	TBD	TBD	TBD
Pecan Plaza Subtotal										\$ 193,909	\$ 4,544	\$ 189,365	\$ 299,538					
								Mid-Valley C	ampus						<u>'</u>			
12 Student Union Building F Renovation					•					\$ 389,224	\$ 102,040	\$ 287,184	\$ 308,666	High	November 2020	Substantial Completion	ROFA Architects	Noble Texas Builders
Center for Learning Excellence 13 Building A Renovation of Space for Supplemental Instruction			•							\$ 224,200	\$ 2,008	\$ 222,192	\$ 223,200	High	December 2020	Schematic Design	The Warren Group Architects	TBD
Mid Valley Campus Subtotal										\$ 613,424	\$ 104,047	\$ 509,377	\$ 531,866					
							Т	echnology	Campus									
Emerging Technologies Building 14 A & Advanced Technical Careers Building B Renovation	3	•								\$ 151,320	\$ 820	\$ 150,500	\$ 150,500	High	December 2020	Master Plan Acceptance	EGV Architects	TBD
Technology Campus Subtotal										\$ 151,320		\$ 150,500	\$ 150,500					
E (B !!!! ) 2   1   1						Dr. Ra	amiro R. Cas	sso Nursing	& Allied He	aith Campu	S					0		
15 East Building A Student Services Renovation					•					\$ 396,616					December 2020	Substantial Completion Final	Gignac Architects	Holchemont
16 West Entry Campus Sign	Subtotal						•			\$ 80,353	. ,	\$ 23,673	\$ 60,000 \$ <b>435,270</b>	High	October 2020	Completion	N/A	Limon Masonry
Nursing and Allied Health Campus	SUDIOIAI									\$ 476,969	\$ 78,027	\$ 398,942	φ 435,∠10					

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

				1	_	1	1	Project St					1					
Projects	Not Started	Project Development	Design Phase	Bidding and Negotiations	Construction Phase	Substantial Completion	Final Completion	FY 2020 - 2 Move In	021 Completed	Total Project Budget	Amount Paid	Total Project Balance	FY2021 Budget	Priority Status		_	Architect/ Engineering Firm	Contractor
							S	tarr County	Campus									
ervices Building G					•			tarr gounty	Сатрас	\$ 247,380	\$ 13,018	\$ 234,362	\$ 236,500	High	November 2020	Substantial Completion	Gignac Architects	Holchemont
Center Building D cpansion			•							\$ 230,820	\$ 820	\$ 230,000	\$ 230,000	Low	November 2020	Schematic Design	Gignac Architects	TBD
Campus Subtotal										\$ 478,200	\$ 13,839	\$ 464,361	\$ 466,500					
						F	Regional Cer	iter for Publ	ic Safety Ex	cellence								
nge - STC		•								\$ 296,092	\$ 14,780	\$ 281,312	\$ 291,972	High	December 2020	Schematic Design	PBK Architects	TBD
Safety Training	•									\$ 285,500	\$ -	\$ 285,500	\$ 285,500	Low	TBD	TBD	TBD	TBD
Students/Instructors	•									\$ 247,000	\$ -	\$ 247,000	\$ 247,000	Low	TBD	TBD	TBD	TBD
ng Area	•									\$ 443,600	\$ -	\$ 443,600	\$ 443,600	Low	TBD	TBD	TBD	TBD
age Improvements			•							\$ 380,885	\$ 24,630	\$ 356,255	\$ 356,255	High	September 2020	Approval of Drainage Study	Perez Consulting Engineers	TBD
allation		•								\$ 170,000	\$ -	\$ 170,000	\$ 170,000	High	TBD	TBD	TBD	TBD
Remediation					•					\$ 129,500	\$ -	\$ 129,500	\$ 129,500	High	July 2020	Approval of additional construction services	TBD	TBD
ter for Public Safety Ex	xcellence Subto	tal								\$ 1,952,577	\$ 39,410	\$ 1,913,167	\$ 1,923,827					
							Higher	Education C	enter La Jo	va								
uilding and Wayfinding Vayfinding Signage					•		3			\$ 59,144	\$ 6,424	\$ 52,721	\$ 36,400	High	N/A		N/A	Innerface Architectural Signage
tion Center La Joya Su	ubtotal									\$ 59,144	\$ 6,424	\$ 52,721	\$ 36,400					
								District V	Vide									
	N/A									\$ 3,000,000	\$ -	\$ 3,000,000	\$ 3,000,000	N/A	N/A		N/A	N/A
n and Contigincies	N/A									\$ 659,296	\$ 22,594	\$ 636,703	\$ 659,296	N/A	N/A		N/A	TBD
urniture	•									\$ 25,000	\$ -	\$ 25,000	\$ 25,000	N/A	N/A		N/A	TBD
nage			•							\$ 49,632	\$ -	\$ 49,632	\$ 49,632	N/A	N/A		N/A	Fast Signs
f Existing Trees	•									\$ 24,687	\$ -			N/A	N/A		N/A	TBD
Doors Phase IV	•													Medium	N/A		TBD	TBD
aster Plan	•													N/A	N/A			N/A
		•												Low	N/A		N/A	TBD
Subtotal										\$ 4,264,735	\$ 22,594	\$ 4,242,142	\$ 4,264,735					
	12	3	6	0	8	1	0	0	2	\$ 12,200,452	\$ 1,464,021	\$ 10,736,431	\$ 10,982,474					
n (x C ni	center Building D pansion  campus Subtotal  ge - STC  Safety Training  Students/Instructors g Area  ge Improvements  allation  Remediation  er for Public Safety E  Iding and Wayfinding Payfinding Signage  and Contigincies  rniture  nage  Existing Trees  Doors Phase IV  aster Plan  psures	Center Building D pansion  Campus Subtotal  Ge - STC  Safety Training  Students/Instructors  Ge Area  Ge Improvements  Illation  Cerr for Public Safety Excellence Subtotal  Iding and Wayfinding layfinding Signage  Ion Center La Joya Subtotal  N/A  and Contigincies  N/A  rniture  Doors Phase IV  external excellence  Subtotal  Oourses  Subtotal	Projects  Not started  Development  Projects  Projects	vices Building G  Center Building D pansion  Per STC  Safety Training  Students/Instructors  g Area  ge Improvements  lilation  Per for Public Safety Excellence Subtotal  Iding and Wayfinding layfinding Signage  Ion Center La Joya Subtotal  N/A  And Contigincies  N/A  Initure  Per Strict  N/A  Initure  Per Strict  Property Students/Instructors  Initure  Per Strict  Per Strict  Property Strict  Per S	Projects  Not Staffed  Development  Design Finals  Negotiations  Negotiations  Provices Building G  Center Building D  pansion  Design Finals  Negotiations  Provices Building D  pansion  Design Finals  Provices Building D  pansion  Design Finals  Negotiations  Provices Building D  pansion  Design Finals  Negotiations  Design Finals  Design Finals  Design Finals  Negotiations  Design Finals  Negotiations  Design Finals  Negotiations  Design Finals  Negotiations  Design Finals  Design Finals  Negotiations  Design Finals  Design Finals  Negotiations  Design Finals  De	Phase    Development   Development   Design Friate   Negotiations   Phase	Phase Completion  Phase Comple	Section Building G	Projects Not Started Project Development Design Phase Bidding and Regotations Substantial Completion Move in Start Country  Vices Building G  Frequency Start Country  Start Country  Regional Center for Publication Substantial Completion Substantial Completion Move in Start Country  Regional Center for Publication Substantial Completion Substa	Projects Not Started Project Design Phase Bidding and Regolations Phase Bidding and Regolations Phase Regolations Phase Regolations Phase Regolations Phase Regularity Phase Reg	Projects   Not Started   Project   Design Phase   Baidding and Construction Phase   Conglision   Conglision   Conglision   Conglision   Move in   Conglision   C	Projects   Not Started   Project   Design Phase   Budding and Negotiations   Phase   Substantial   Completion   Completion   Move in   Completed   Total Project   Budget   Phase   Phase	Projects   Not Started   Project   Design Phase   Biscing and Design Phas	Projects Not States	Projects Not Burner	Project   Proj	Projects Nati Starting C	Private   Priv

### South Texas College Renewal and Replacement Projects

									<b>Project Status</b>										
		Not Started	Project Development	Design Phase	Bidding and Negotiations	Construction Phase	Substantial Completion	Final Completion	FY 2020 - 2021 Move In	Completed	Total Project Budget	Amount Paid	Total Project Balance	FY2021 Budget	Priority Status	Upcoming Boa	rd Meeting Item	Architect/ Engineering Firm	Contractor
#	Projects							Mid	Valley Cam	nue									
1 Resu	urfacing Northwest Drive					•		IWIG	valley Call	ipus	\$ 128,132	\$ 11,134	\$ 116,998	\$ 92,971	High	November 2020	Substantial Completion	PCE Consultants	McAllen Multi Services
2 Drair	nage Improvements Phase I					•					\$ 459,202	\$ 218,862	\$ 240,340	\$ 302,919	High	November 2020	Substantial Completion	PCE Consultants	McAllen Multi Services
3 Roof	ing Replacement			•							\$ 951,000	\$ 4,308	\$ 946,692	\$ 947,123	High	December 2020	Approval of Schematic Design	Beam Professionals	TBD
Pecan C	ampus Subtotal										\$ 1,538,334	\$ 234,303	\$ 1,304,031	\$ 1,343,013					
								Tech	nology Car	npus									
	nnced Technical Careers Building oncrete Floor Repairs								O y	•	\$ 126,870	\$ 120,613	\$ 6,257	\$ 20,000	Completed	N/A		CLH Engineering	5 Star Construction
Technolo	ogy Campus Subtotal										\$ 126,870	\$ 120,613	\$ 6,257	\$ 20,000					
							Dr. Ramir	o R. Casso	Nursing &	Allied Heal	th Campus								
5 NAH Eleva	East Building A Westside ators Refurbishment					•					\$ 159,000	\$ -	\$ 159,000	\$ 159,000	Medium	January 2021	Approval of Substantial Completion	N/A	Oracle Elevator
	East Building A Roofing acement			•							\$ 166,077	\$ 1,077	\$ 165,000	\$ 165,108	High	January 2021	Approval of Schematic Design	BEAM Professionals	TBD
	East Building A Data Cabling structure Replacement									•	\$ 161,677	\$ 146,677	\$ 15,000	\$ 15,000	Low	TBD	TBD	N/A	TBD
	East Building A Exterior Stair airs and Replacement		•								\$ 169,000	\$ -	\$ 169,000	\$ 169,000	High	October 2020	Authorization to Solicit for Design Services	TBD	TBD
Nursing	and Allied Health Campus Subto	otal									\$ 655,754	\$ 147,754	\$ 508,000	\$ 508,108					
								Starr	<b>County Ca</b>	mpus									
9 Roof	ing Replacement			•							\$ 832,323	\$ 8,615	\$ 823,708	\$ 824,569	High	January 2021	Approval of Schematic Design	Beam Professionals	TBD
Starr Co	unty Campus Subtotal										\$ 832,323	\$ 8,615	\$ 823,708	\$ 824,569					

### South Texas College Renewal and Replacement Projects

								Project Status										
# Projects	Not Started	Project Development	Design Phase	Bidding and Negotiations	Construction Phase	Substantial Completion	Final Completion	FY 2020 - 2021 Move In	Completed	Total Project Budget	Amount Paid	Total Project Balance	FY2021 Budget	Priority Status	Upcoming Boa	rd Meeting Item	Architect/ Engineering Firm	Contractor
								istrict Wide	е									
10 Irrigation System Controls Upgrade				•						\$ 143,685	\$ 72,485	\$ 71,200	\$ 71,200	Low	TBD		N/A	Aqua Tech
11 Fire Alarm Panel Replacement/Upgrade				•						\$ 182,500	\$ -	\$ 182,500	\$ 182,500	Low	TBD		N/A	TBD
12 Interior LED Lighting Upgrade				•						\$ 219,950	\$ 109,950	\$ 110,000	\$ 110,000	Low	TBD		N/A	TBD
13 Ext Walkway LED Lighting Upgrade Ph I				•						\$ 49,000	\$ -	\$ 49,000	\$ 49,000	Low	TBD		N/A	TBD
14 Interior Controls Upgrade				•						\$ 76,500	\$ 17,049	\$ 59,451	\$ 76,500	Low	TBD		N/A	TBD
15 Floor Replacement			•							\$ 532,042	\$ 28,042	\$ 504,000	\$ 504,000	Medium	October 2020	Color Selections	N/A	TBD
16 HVAC Upgrades				•						\$ 660,000	\$ -	\$ 660,000	\$ 660,000	Low	TBD		N/A	TBD
17 Exterior Lighting Upgrade				•						\$ 279,000	\$ -	\$ 279,000	\$ 279,000	Low	TBD		N/A	TBD
18 Keyless Entry Access Upgrades				•						\$ 39,626	\$ 14,626	\$ 25,000	\$ 25,000	Low	TBD		N/A	ADI
19 Renewals & Replacements	N/A									\$ 151,000	\$ -	\$ 151,000	\$ 151,000	N/A	N/A		N/A	N/A
20 Water Tower Logo Replacments		•						_		\$ 80,000	\$ -	\$ 80,000	\$ 80,000	N/A	TBD		N/A	TBD
District Wide Subtotal										\$ 2,413,303	\$ 242,152	\$ 2,171,152	\$ 2,188,200					
Totals	0	1	4	8	3	0	0	0	2	\$ 5,566,584	\$ 753,437	\$ 4,813,147	\$ 4,883,890					

## **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 September 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 **September 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 September 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 September 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:

- 1) Release of Checks for \$25,000.00 \$125,000.00 Released Prior to Board Approval for September 2020.
- 2) Release of Checks for \$125,000.00 and Above Board of Trustees Approval Required for September 2020.
- 3) Release of Checks for \$125,000.00 and Above Released Prior to Board Approval for September 2020.
- 4) Release of Construction Fund Checks for September 2020.
- 5) Quarterly Investment Report and Money Market Accounts for September 2020.
- 6) Summary of Revenues for September 2020.
- 7) Summary of State Appropriations Revenue for September 2020.
- 8) Summary of Property Tax Revenue for September 2020.
- 9) Summary of Expenditures by Classification for September 2020.
- 10) Summary of Expenditures by Function for September 2020.
- 11) Summary of Auxiliary Fund Revenues and Expenditures for September 2020.
- 12) Summary of Grant Revenues and Expenditures for September 2020.
- 13) Summary of Bid Solicitations.
- 14) Summary of Purchase Orders.



# President's Report

September 20, 2020 - October 24, 2020



## Week of September 20 – September 26, 2020:

- Discussion of Expression of Appreciation for Participation with SACSCOC On-site Reaffirmation Visit
- Discussion of Ratio of Semester Credit Hours/Contact Hours/Headcount
- Discussion of Expansion and Potential Impacts of ISD CTE Programs
- Discussion of Waiving Distance Learning Fee for Spring 2021 for Dual and Traditional Enrollment
- Continued Discussion of Faculty Stipends and Special Assignments
- Discussion of PDC and Administrative Staff Membership and Monthly Meeting Schedule
- Participated in a conference call with Juan Carlos Aguirre, Assistant to the President for Continuing Education regarding on-going projects and communication with legislators regarding proposals
- Presented the State of the College Address at the Fall 2020 College-Wide Professional & Organizational Development Day event, *Exceptional Resilience*. This year's event was held online via Zoom. The theme focused on resilience and fortitude displayed by faculty and staff during the challenging and unprecedented times faced this year with COVID-19 and the operational changes in the College. The event provided faculty and staff a morning session that included messages from the Vice Presidents, an update on SACSCOC and QEP, and This I Believe stories. The afternoon events included various breakout sessions. The feedback and response from faculty and staff was very positive.

## Week of October 4 – October 10, 2020:

- Met with Mary Elizondo, Vice President for Financial and Administrative Services to review the Faculty Cost Study
- Participated in the Online Reaffirmation Celebration to recognize and celebrate with staff
  who directly participated in preparation for the on-site virtual reaffirmation visit by
  SACSCOC. Mr. Paul Rodriguez, Chairman of the Board; Dr. David Plummer, Interim
  Executive Vice President for Educational Programming and Student Achievement; Dr.
  Fernando Chapa, Dean of Institutional Research, Effectiveness, and Strategic Planning, and I
  provided remarks of appreciation for the hard work and dedication exhibited by staff in



# President's Report

September 20, 2020 - October 24, 2020

preparing for the reaffirmation visit. Staff were provided with Certificates of Appreciation and a congratulatory letter as well.

 Coordinated the agenda and back-up materials for the October 13, 2020 Committee Board meetings.

### <u>Week of October 11 – October 17, 2020:</u>

- Discussion of Feedback on College-Wide Professional and Organizational Development Day
- Review and Discussion of Proposed Policy Revision to Policy #3232: Dual Credit Student Eligibility Requirements
- Discussion of GrayAssociates Approach to Improving Curricular Efficiency and Capturing Growth Opportunities
- Discussion of Proposed Lease Agreement with PSJA's Dr. Daniel King College and University Center
- Discussion of THECB Contract with National Student Clearinghouse for Student Tracking Data
- Discussion of Percentage of Pell Awarded Students Fully Funded for Tuition and Fees
- Discussion of PDC Administrative Staff and Faculty Membership and Monthly Meeting Schedule
- Participated in the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM) online virtual reaffirmation for the Health Information Technology program. The preliminary exit results were positive, pending final report.
- Presented the *College Mission, Philosophy, and Points of Pride* to this semester's participants of the Jaguar Academy. The Academy was created to provide new employee with an orientation of the different operations of the College. Over 30 employees participated in this semester's class, which was held via Zoom. My presentation provided employees a history and overview of the College's mission, services to our students, and impact on the community. Staff and I each had the opportunity to participate in a question and answer session as well.

## Week of October 18 - October 24, 2020:

- Discussion of Preparation for 2<sup>nd</sup> Wave of COVID-19
- Review and Discussion of Policy Revisions

Policy #4307: Sick Leave

Policy #4316: Leave of Absence Policy#2500: Records Management

- Review and Discussion of Performance Metrics for Dual Credit Students
- Review and Discussion of Comprehensive Operational Plan Template
- Discussion of Possible Uses for DeAlba Bakery
- Review and Discussion of Purpose Statement for Planning and Development Council



# President's Report

September 20, 2020 - October 24, 2020

- Review of Membership and Representation for Planning and Development Council
- Review and Discussion of Program Development Briefs:
  - o Associates of Applied Science: Culinary Arts Specialization: Restaurant Management
  - EMT Basic Continuing Education Certificate
- Met with Jose Moroles, Director for Regional Center for Public Safety Excellence; Robert Vela, Law Enforcement Program Chair; Sara Lozano, Dean of Business, Public Safety, and Technology; Ricardo De La Garza, Director of Facilities, Planning and Construction; Robert Cuellar, Assistant Director of Facilities Planning and Construction; David Valdez, Facilities, Planning and Construction Project Manager, David Iglesias, Client Executive at PBK; Mark Graham, President/CEO for G2Solutions to discuss initial stages and formation of charrette for technical planning of the indoor shooting range at the Regional Center for Public Safety Excellence.
- Met with Bradly Davis, Director of Institutional Effectiveness and Assessment to discuss and review the IE objectives and action plan/strategies for
- Participated in meeting and tour of the Regional Center for Public Safety Excellence (RCPSE) with Randy Howe, Director of Field Operations for Customs and Border Protection. Mr. Howe was recently named Director of Field Operations and was provided an overview of RCPSE, current FLETC partnerships, and future plans for RCPSE.
- Met with Dr. Rebecca De Leon, Dean for Dual Credit Programs and School District Partnerships to discuss the 2021 ISD Board Appreciation Event and options to recognize the various boards with our dual credit partnering districts.
- Coordinated resuming the Planning and Development Council (PDC) and President's Administrative Staff (PAS) monthly meetings. Meetings will be conducted online.
- Coordinated the agenda and back-up materials for the October 27, 2020 Regular Board meeting.

#### **Announcements**

#### Announcements

- A. Next Meetings:
  - Tuesday, November 10, 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, November 24, 2020
    - > 5:30 p.m. Regular Board Meeting

### B. Other Announcements:

- The College will be closed from Thursday, November 26, 2020 through Sunday, November 29, 2020 in observance of Thanksgiving.
- The South Texas College Virtual December 2020 Commencement is planned for Saturday, December 12, 2020.
- The College will be closed from Thursday, December 17, 2020, through Sunday, January 3, 2020, in observance of Winter Break.