



**SOUTH TEXAS
COLLEGE**

**Board of Trustees
Regular Board Meeting**

**Tuesday, November 24, 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, November 24, 2020 @ 5:30 p.m.
Ann Richards Administration Building Board Room
Pecan Campus, McAllen, Texas 78501**

AGENDA

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

COVID-19 Public Health / Attendance Measures

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

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

- I. Call Meeting to Order**
- II. Determination of Quorum**
- III. Invocation**
- IV. Public Comments**
- V. Consideration and Action on New Agenda Items**
 - 1. Recognition of Outgoing Trustee:..... 6
 - Mr. Roy de León representing District #7
 - 2. Welcome to Returning and Newly Elected Trustees 7
 - Dr. Alejo Salinas, Jr. representing District #5, and
 - Mr. Danny Guzman representing District #7

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5. Request for Consideration of Appointment as Board Committee Chair and Committee Member..... 13 - 16
 - a. Education and Workforce Development Committee
 - b. Facilities Committee
 - c. Finance, Audit, and Human Resources Committee

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- Presentation of the South Texas College Annual Grant Report for FY 2020 17 - 21

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 - 1) October 27, 2020 Regular Board Meeting
 - 2) November 12, 2020 Special Board Meeting
 - 3) November 17, 2020 Special Board Meeting
2. Approval and Authorization to Accept Grant Awards and Agreements .. 70 - 71
 - 1) John G. and Marie Stella Kenedy Memorial Foundation, Scholarship Funds in the amount of \$15,000
 - 2) Texas State Library & Archives Commission, TSLAC CARES-Cycle 2 Grant in the amount of \$50,000
 - 3) Texas Workforce Commission, Skills for Small Business Grant in the amount of \$250,000
 - 4) Additional Grant(s) Received/Pending Official Award
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 - a. Review and Discussion of Performance Metrics for Dual Credit Students

- b. Review and Discussion of Reimbursement Rates for South Texas College Faculty Teaching Dual Credit Courses
- 2. Review and Action as Necessary on Proposed New Associate of Applied Science in Culinary Arts - Specialization in Restaurant Management Program 81 - 117
- 3. Review and Action as Necessary on Proposed Emergency Medical Technician – Basic Continuing Education Certificate Program 118 - 149
- B. Finance, Audit, and Human Resources Committee Items
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 - 1) Computer Lab Management Software (Award)
 - 2) Nursing and Allied Health Original Building A Analog to Digital Audio Visual Upgrade Phase I (Award)
 - B. Purchases and Renewals (B-a. Non-Instructional Items)
 - 3) Furniture (Purchase)
 - 4) LED Lamps (Purchase)
 - 5) Business Skills Training Services (Renewal)
 - 6) Catering Services (Renewal)
 - 7) Equipment Rental Services (Renewal)
 - 8) Merchant Services (Renewal)
 - 9) Reprographic Services (Renewal)
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 - 10) Computers and Laptops (Purchase):
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 - 5. Review and Action as Necessary on Financial Advisor Services and Continuing Disclosure Services Solicitation Process and Evaluation Criteria 171 - 176
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- Tuesday, December 8, 2020
 - 3:30 p.m. – Education and Workforce Development Committee
 - 4:30 p.m. – Facilities Committee
 - 5:30 p.m. – Finance, Audit, and Human Resources Committee
- Tuesday, December 15, 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.

Recognition of Outgoing Trustee

South Texas College extends its appreciation to Mr. Roy de León, outgoing trustee, for his leadership of and service to the College, students, and communities.

Mr. Roy de León Representing District #7

Mr. Roy de León was first appointed to the Board of Trustees for South Texas College in July 1997, to represent Single-Member District #7.

Mr. de León has served as the Chair, Vice Chair, and Secretary of the Board during his membership on the Board of Trustees.

Mr. de León has also served as the Chair of the Finance, Audit, and Human Resources Committee, and as a Member of the Facilities Committee.

Mr. de León is recognized for his dedicated support of the College's Mission. His keen fiscal stewardship has helped the College maintain conservative fiscal policies that ensured funding for periods of rapid growth, while providing resiliency and security during periods of unprecedented challenge.

Thank you, Mr. de León.

Welcome to Returning and Newly Elected Trustees

South Texas College was scheduled to hold elections for Trustees representing Single-Member District #5, and Single-Member District #7 on May 2, 2020; however, due to the unprecedented COVID-19 pandemic and its disruption of the election process, Texas Governor Gregg Abbott authorized the suspension of opposed elections scheduled for May 2, 2020, and the rescheduling of those elections on November 3, 2020.

Single-Member District #5 - Dr. Alejo Salinas, Jr.

Dr. Alejo Salinas, Jr., was unopposed on the ballot for District #5. On February 25, 2020, the Board of Trustees of South Texas College certified the unopposed candidacy, and declared Dr. Salinas re-elected to that seat, to serve through May 2026.

Dr. Salinas has served on the South Texas College Board of Trustees since his first election in May of 1996. Dr. Salinas has served as Chairman, Vice Chair, and Secretary of the Board of Trustees. He has also served as Chairman and Member of the Education and Workforce Development Committee, as Chairman and Member of the Finance, Audit, and Human Resources Committee, and as Member of the Facilities Committee.

Due to the ongoing COVID-19 pandemic, the College did not hold a formal swearing-in ceremony for Dr. Salinas' re-election, and he swore his oath of office at a private ceremony.

Dr. Salinas stated a preference that his re-election be recognized along with the trustee elected on November 3, 2020.

Single-Member District #7 – Mr. Danny Guzman

South Texas College held an election for Trustee representing Single-Member District #7 on November 3, 2020. On November 12, 2020, the South Texas College Board of Trustees canvassed the election and certified the election of Mr. Danny Guzman to Single-Member District #7, to serve through May 2026.

This is Mr. Guzman's first term to serve on the South Texas College Board of Trustees.

Due to the ongoing COVID-19 pandemic, the College did not hold a formal swearing-in ceremony for Mr. Guzman's re-election, and he swore his oath of office at a private ceremony.

South Texas College welcomes its re-elected and newly elected Trustees!

Recognition of Outgoing Board Officers for 2018 – 2020

In appreciation for their leadership and support of South Texas College, the students, faculty, staff and administration would like to recognize and extend our sincere appreciation to the outgoing Board Officers who have completed their terms as officers of the Board.

The outgoing Board Officers are:

Mr. Paul R. Rodriguez, Chairman
Ms. Rose Benavidez, Vice Chairman
Mr. Roy de León, Secretary

Board Officers are elected by their peers to serve a two-year term ending in May of even-numbered years, following the general election of trustees. Due to the disruption of the COVID-19 pandemic and the resultant delay of the election of trustees, the Board formally postponed the election of Board Officers on May 26, 2020, until after the conclusion of the November 3, 2020 election and the seating of the trustee elected at that time.

The College sincerely thanks the outgoing Board Officers, who provided steadfast leadership and guidance through unprecedented challenges to campus safety and security, operations, instructional paradigms, enrollment, and personnel management.

Their service and dedication to making STC a world-class higher education institution and their commitment to providing each student with high expectations for success is appreciated and applauded.

Dr. Reed wishes to recognize and thank each Board Officer for their last two-and-a-half years of service.

Election of Board Officers

The Board approved Policy Manual calls for the election of officers to be held at the first regular meeting of the Board of Trustees following the May trustee election in even numbered years or at any other time when necessary to fill a vacancy.

Texas Education Code Sec. 130.082 (d) includes the requirement: "Officers of the board shall be elected at the first regular meeting of the board following the regular election of members of the board in even-numbered years, or at any time thereafter in order to fill a vacancy."

On May 26, 2020, the Board authorized the delay of the election of Board Officers, to follow the November 3, 2020 general election. This was necessary due to the disruption of the scheduled May 2020 election by the COVID-19 pandemic, and the authorization by Texas Governor Gregg Abbott to postpone that election until the November 2020 general election.

Under current policy and law, an election of Board Officers would be expected to take place in May 2022.

Policy # 1100: *Board Officers* outlines the regulations that govern the manner in which each officer will be elected and describes the responsibilities for the given offices. This policy is included in the packet for your information.

The policy outlines the following Board Officers:

Chairman

A Chairman of the Board, who shall be a member of the Board, and who shall:

- a. Preside at the meetings of the Board; and
- b. Perform such other duties and functions as may, from time to time, be assigned by the Board.

Vice Chairman

A Vice Chairman, who shall be a member of the Board, and who shall:

- a. Preside at meetings of the Board during the absence of the Chairman; and
- b. Perform such other duties and functions as may, from time to time, be assigned by the Board.

Secretary

A Secretary who may, but does not have to, be a member of the Board and who shall:

- a. Be the official custodian of the minutes, books, records and seal of the Board; and
- b. Perform such other duties and functions as may, from time to time, be assigned by the Board.

The packet also includes a Board Officers Election Guide, outlining the process under Robert's Rules of Orders, the Board's established parliamentary procedures.

The outgoing Board Officers from May 2018 to November 2020 are:

1. Mr. Paul R. Rodriguez has served as Chairman,
2. Ms. Rose Benavidez as Vice Chairman, and
3. Mr. Roy de León as Secretary.

It is necessary to elect new officers for the positions of Chair, Vice Chair, and Secretary, to serve through May 2022. The Board may elect each office separately or elect a slate of officers at one time.

MANUAL OF POLICY

Title	Board Officers	1100
Legal Authority	Approval by Board of Trustees	
Date Approved by Board	Board Minute Order Dated September 14, 1995	

The Board shall elect the following officers, who shall have the following duties:

Chairman

A Chairman of the Board, who shall be a member of the Board, and who shall:

- a. Preside at the meetings of the Board; and
- b. Perform such other duties and functions as may, from time to time, be assigned by the Board.

Vice Chairman

A Vice Chairman, who shall be a member of the Board, and who shall:

- a. Preside at meetings of the Board during the absence of the Chairman; and
- b. Perform such other duties and functions as may, from time to time, be assigned by the Board.

Secretary

A Secretary who may, but does not have to, be a member of the Board and who shall:

- a. Be the official custodian of the minutes, books, records and seal of the Board; and
- b. Perform such other duties and functions as may, from time to time, be assigned by the Board.

Any other officers, as deemed necessary or advisable, who shall have the duties and responsibilities assigned by the Board.

Each officer, after election, maintains all rights and responsibilities of all Trustees, if a member of the Board, including the right to vote.

Eligibility for Office

No officer shall succeed himself or herself. An officer shall be entitled to hold another office after completing a term, or terms in one office. An officer shall also be entitled to be elected to an office he has held previously, but which he did not hold in the immediately preceding term.

Election of Officers

Officers of the Board shall be elected at the first regular meeting of the Board after the May trustee election in even-numbered years or at any other time when necessary to fill a vacancy. In addition to the required post-election organization, the Board may also organize at any other times.

Board Officer Election Guide

Election of Officers

- Per Board Policy #1100. The Board reorganizes following May elections.
- The Board Officers are:
 - Chairman
 - Vice Chair
 - Secretary
- No Officer shall succeed himself or herself in an Office.

Call for Nominations

- Chair Calls for Nominations.
- Trustees can nominate individual officers or a slate.

Nominations – for Slate or Individual Officers

- Nominations do not require a second.
- Chair repeats each nomination as it is made.

Close Nominations

- Is there a motion that nominations be ceased?
- Is there a second?
- Is there any discussion?
- Call for the Question.

Voice Vote – Individual Nominations

- Repeat each Nomination in Order by which it was made.
 - All those in favor of [Name] for [Office] say “Aye”.
 - All opposed, same sign.
- Continue until election of each Office is successfully filled.
- Chair may vote to break ties.

Voice Vote – Slate Nominations

- Repeat the full Slate Nomination in Order by which it was made.
 - All those in favor of the slate as announced say “Aye”.
 - All opposed, same sign.
- Chair may vote to break ties.

Announce Election Results

- It is hereby declared by acclamation:
_____ is elected as Chairman,
_____ is elected as Vice Chair, and
_____ is elected as Secretary.
- Motion carries.
- Pass the gavel to the newly elected Chairman.

Parliamentary Procedures

“Unless otherwise provided by law or bylaws or policies of the Board, the Board shall conduct its meeting to the extent practical in accord with Robert's Rules of Order. The failure to strictly follow Robert's Rules of Order shall not act to invalidate any action of the Board for which a quorum was present otherwise held in accordance with the law.”

Request for Consideration of Appointment as Board Committee Chair and Committee Member

Input from Board members on their Committee preferences for appointment and service as a Committee Chair and Committee Members is requested.

Policy # 1110: *Board Committees* designates the three (3) committees of the Board:

1. Education and Workforce Development
2. Finance, Audit, and Human Resources
3. Facilities

The Chairman may, from time to time as deemed necessary, create committees to advise the Board and facilitate the efficient operation of the Board. Their membership is to be established by action of the Chairman. A committee that includes one or more Trustees is subject to the Open Meetings Act when it meets to discuss public business or policy. *Atty. Gen. Op. No. JM-1072 (1989).*

A list of the current Committee members and appointed Chairs is included for the Board's information. The membership and appointment of Committee Chairs is established by action of the Board Chairman.

It is recommended that the newly elected Board Chair request input from Board members on their Committee preferences and desire to serve as a Committee Chair and/or Member.

Committee appointments are made by the Chair of the Board, and an agenda item will be included at the December 2020 Regular Board Meeting to provide the Chair the opportunity to make/revise appointments as necessary.

MANUAL OF POLICY

Title	Board Committees	1110
Legal Authority	Approval by the Board of Trustees	Page 1 of 2
Date Approved by Board	Board Minute Order Dated July 27, 1995 As Amended by Board Minute Order Dated June 24, 2004 As Amended by Board Minute Order Dated September 15, 2004 As Amended by Board Minutes Order Dated December 11, 2012 As Amended by Board Minutes Order Dated July 29, 2014 As Amended by Board Minutes Order Dated July 26, 2016	

The Chair may, from time to time as the Chair deems necessary, create committees to advise the Board and facilitate the efficient operation of the Board. Their membership is to be established by action of the Chair. A committee that includes one or more Trustees is subject to the Open Meetings Act when it meets to discuss public business or policy. The following committees are designated by the Board:

1. Education and Workforce Development - This Committee supports the Board in its obligation to provide oversight for the academic, workforce training, and economic development programs of the College. The Committee's specific roles shall include reviewing and recommending action as necessary to the Board regarding:

- New academic and workforce programs for submittal to the Texas Higher Education Coordinating Board;
- Development of technical training programs to offer competitive, quality training to help promote the regions value to the global economy;
- Development of policies in the areas of academic affairs, student services, admissions requirements, academic advising, counseling, and instruction support services;
- Curricular and teaching innovation and the use of technology for program development and other educational initiatives;
- Quality and effectiveness of all instructional programs and monitoring their continued improvement;
- Inter-institutional cooperation with four-year institutions, public school districts, and workforce partners;
- Development of economic development opportunities to expand the College's capacity and impact on regional economic prosperity;

2. Finance, Audit, and Human Resources - This Committee supports the Board in its fiduciary responsibilities and in overseeing the investment and expenditure of public and grant funds to support the mission of the College. The Committee's specific roles shall include reviewing and recommending action as necessary to the Board regarding:

- Budgetary and fiscal matters of the College within the applicable state laws and rules and regulations of the Texas Higher Education Coordinating Board;
- Annual budget, staffing plan, and salary pay plan documents, including all substantive changes to those documents from preceding fiscal years;
- Establishment of tuition and fee requirements;
- Award of contracts, grants, and bids for the College;
- Activities relating to foundations, grants, and endowments in perpetuity;
- Financial condition and stability of the College;
- Development of personnel policies and procedures as necessary regarding employee compensation and benefits, adherence to equal employment opportunity regulations and, grievance and due process regulation.
- Selection of the independent external auditor of the annual financial statements of the College, and the external auditor process and reports;
- System of internal controls and the internal audit process and reports.

MANUAL OF POLICY

Title	Board Committees	1110
Legal Authority	Approval by the Board of Trustees	Page 2 of 2

3. Facilities - This Committee supports the Board in its oversight of facilities expansion and maintenance and advises the Board on matters related to design, construction, and occupancy of the College's facilities. The Committee's specific roles shall include reviewing and recommending action as necessary to the Board regarding:

- Current and long-term facilities needs of the College at all campuses and developing plans to meet projected needs;
- Development of the facilities master plan for the College;
- Capital improvement projects for the College;
- Development and adherence to facilities design guidelines and standards for projects district-wide;
- Selection of design professionals, engineering, and construction services firms;
- Priorities for the renovation of existing space or addition of new space;
- Acquisition of real property;
- Naming of College buildings and other facilities; and
- Project status against contractual arrangements.

Additional Committees

Additional committees may be created by the Chair as necessary or desirable. All committees shall consist of a minimum of 3 Trustees.

Quorum

A quorum for action by any committee shall be a majority of the committee. Upon failure of a quorum at a duly called committee meeting, those committee members present may deliberate and upon such deliberation make recommendations to the Board.



BOARD OF TRUSTEES COMMITTEE MEMBERSHIP 2018 - 2020

EDUCATION AND WORKFORCE DEVELOPMENT COMMITTEE

Dr. Alejo Salinas, Jr. – Chairman
Mrs. Victoria Cantú
Mr. Gary Gurwitz

FACILITIES COMMITTEE

Mr. Gary Gurwitz - Chairman
Ms. Rose Benavidez
Mr. Paul R. Rodriguez
Dr. Alejo Salinas, Jr.

FINANCE AND HUMAN RESOURCES COMMITTEE

Mr. Roy de León – Chairman (outgoing trustee)
Ms. Rose Benavidez
Mr. Paul R. Rodriguez
Mr. Rene Guajardo

Membership Established by the Board Chair: 06/20/2018, revised 08/28/2018

Presentation

The following presentation will be provided for the Board of Trustees:

Presentation of the South Texas College Annual Grant Report for FY 2020

The South Texas College Department of Resource Development, Management and Compliance (RDMC) has provided the Annual Grant Report for FY 2020, under separate cover.

Dr. Virginia Champion, Executive Director for Resource Development, Management and Compliance, will provide a review of the Annual Grant Report, and will recap some of the significant events of the past year in RDMC operations.

The RDMC plays a vital role in helping the College develop new and innovative programs that serve our students through academic, workforce, and non-credit programs and services. From supporting faculty, staff, and other stakeholders with the development of successful grant applications, to the management of grant-funded programs and compliance reporting as required by various grantors, RDMC helps the College stay at the leading edge, offering new programs and services to benefit the Rio Grande Valley.

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

FY 20 GRANT AWARD REPORT



*Department of Resource
Development, Management
& Compliance*

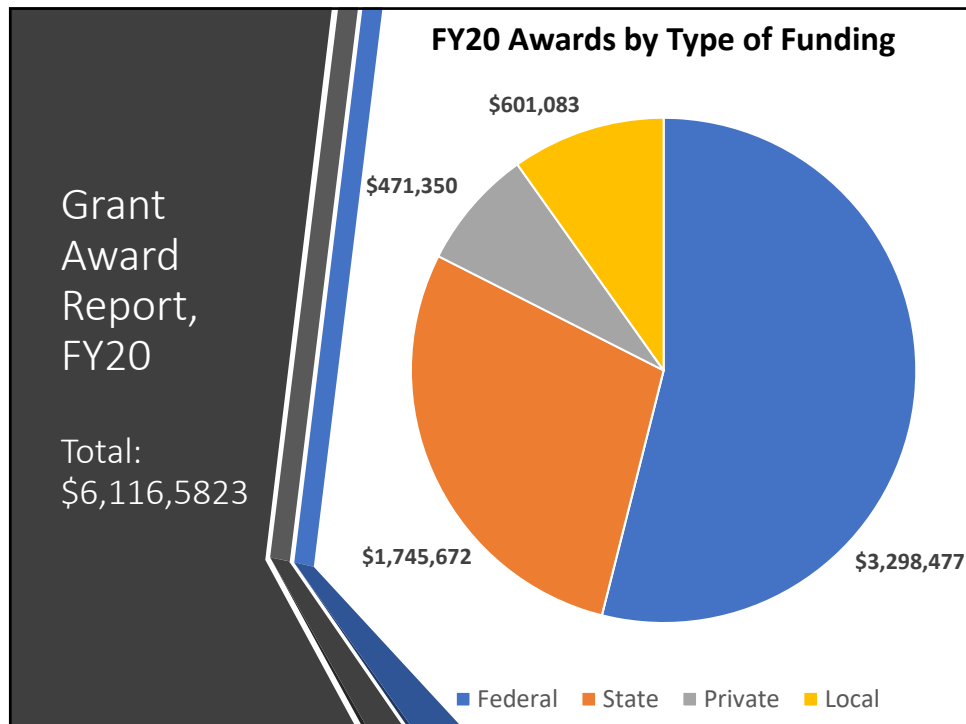


**SOUTH TEXAS
COLLEGE**

What We Do



- We promote the identification and acquisition of external resources through **pre-award** services.
- We support effective management and compliance with grants that are awarded to the college with **post-award** services.



National Science Foundation, Scholarships in Science, Technology, Engineering and Mathematics (S-STEM) Grant

- \$649,369
- 1ST NSF grant awarded to South Texas College in at least 14 years
- January 1, 2019 – December 31, 2024
- Academic Affairs/Biology Department



Rio-South Texas Education and Community Development and the COSTEP Foundation

•\$314,150 GRANT

- Expansion of the Institute for Advanced Manufacturing (IAM) Robotics and Automation Lab
- June 1, 2020 – May 31, 2021



Rio-South Texas Education and Community Development and the COSTEP Foundation

\$25,000 GRANT

- Assistance for 50 students who stopped attending prior to graduating
- June 1, 2020- May 31, 2021
- Student Affairs & Enrollment Management/Student Financial Services



COVID-19 Special Initiative – TWC Skills
Development Fund

\$287,500 GRANT

- This awarded provides funds for training for employees of business partners that have had to retool.
- June 8, 2020 – June 30, 2021
- Continuing Education/Advanced Manufacturing



Approval of Board Meeting Minutes

The following Board Meeting Minutes are submitted for approval:

- 1) October 27, 2020 Regular Board Meeting
- 2) November 12, 2020 Special Board Meeting
- 3) November 17, 2020 Special Board Meeting

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and adopt the Minutes for the October 27, 2020 Regular Board Meeting, November 12, 2020 Special Board Meeting, and the November 17, 2020 Special Board Meeting as presented.

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

The Board of Trustees of South Texas College approves and adopts the Minutes for the October 27, 2020 Regular Board Meeting, November 12, 2020 Special Board Meeting, and the November 17, 2020 Special Board Meeting as presented.

Approval Recommended:

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

**SOUTH TEXAS COLLEGE
BOARD OF TRUSTEES REGULAR MEETING
Tuesday, October 27, 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, October 27, 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, Dr. Anahid Petrosian, Mrs. Rebecca Cavazos, Mr. Rick De La Garza, Mr. Miguel Carranza, Mr. Juan Carlos Aguirre, Dr. Brett Millan, Dr. Rachel Sale, Mr. David Perez, Ms. Susan Anderson, Ms. Kelly Salazar, Mr. Alex Meade, and Mr. Andrew Fish.

Determination of a Quorum

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

Public Comments

Mr. Alex Meade introduced himself and his new role leading the public funds division at Texas Regional Bank. Mr. Meade thanked the Board of Trustees for the opportunity for Texas Regional Bank to respond to the solicitation for bank depository services, to be considered later in the agenda.

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

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 was 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 continued 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 will ensure that issues facing community college students at the Border remained at the forefront of policy considerations at the national level.

Ms. Benavidez continued 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 continued to lead innovation and success in providing higher education and workforce training opportunities to historically underserved communities.

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

10/27/2020

Regular Board Meeting Minutes

Approval of Board Meeting Minutes

The following Board Meeting Minutes were submitted for approval:

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

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Mr. Roy de León, the Board of Trustees of South Texas College approved and adopted the Minutes for the September 22, 2020 Public Hearing and Special Board Meeting and the September 22, 2020 Regular Board Meeting, as written. 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. Occupational Safety and Health Administration (OSHA) Susan Harwood Training Grant Program in the amount of \$130,053

Funding from this grant would be utilized by the Institute for Advanced Manufacturing (IAM) for OSHA Targeted Topic Training that would deliver valuable safety and health training and educational materials development programs that aim to prevent work-related injuries, illnesses, and deaths. IAM would 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 would be developed and or acquired using existing OSHA materials. Focus audience/industry included 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 was from September 30, 2020 to September 30, 2021.

This award aligned 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 would 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 would receive an industry-recognized credential from Festo Didactic. The award period was from November 1, 2020 to October 31, 2021.

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This grant aligned 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 would 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 would be used for used for tuition, training material, supplies and Institute for Advanced Manufacturing (IAM) personnel. This grant was subject to approval by the City of McAllen, City Commissioners meeting. The funding period for this grant was 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 was now presented for formal Board approval.

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

This award aligned 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 would help enhance the professional skills of employees of businesses that provide key services in the City of Weslaco. This grant would allow the Institute for Advanced Manufacturing (IAM) to offer both general and advanced trainings for industries such as logistics, distribution, manufacturing, produce, and industrial

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supply. This training would help the employees and the Weslaco based employers become more productive and efficient and ultimately, more competitive. Funds would cover the cost of tuition, materials and supplies for classes. The funding period was from October 1, 2020 to September 30, 2021.

This award aligned 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.

Summary of Grant Award Funding

The presented grants would provide up to \$493,053 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. The motion carried.

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 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 was presented for informational purposes. No action was 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, 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.

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Dr. Alejo Salinas, Jr. moved 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. Mr. Gary Gurwitz seconded the motion.

Ms. Rose Benavidez noted that there was an opportunity to renovate and expand the career workforce training programs at the Starr County Campus, after a proposed renovation under the 2013 Bond Construction Program had been placed on hold. Ms. Benavidez asked about the possibility of applying for the EDA Grant Fund to support expansion of programs at that location.

Administration acknowledged that their planning had been focused on the proposed new facility near the Pecan Campus, and had not considered applying for an EDA grant to support the program at Starr County Campus.

Administration expressed a concern that applying for a second grant under the same program might be detrimental to the award of either grant, and did not have confidence that expanding the current grant to support both programs would be a successful strategy.

They further identified a fund balance of approximately \$2.4M in reserve to support workforce education program expansion at the Starr County Campus, as unexpended 2013 Bond Construction Program funds that have been set aside for that project. Administration agreed to more thoroughly assess options to expand workforce education programs at the Starr County Campus, perhaps including the use of the unexpended 2013 Bond Construction Program funds.

The Board agreed that the proposed EDA grant should remain focused on the facility expansion program, with the understanding that administration would look into the issues raised by Ms. Benavidez regarding potential program offerings at the Starr County Campus.

Dr. Salinas called the question on the motion before the Board, to approve and authorize administration to pursue the EDA grant to support the proposed Continuing Education, Workforce Training, and Economic Development Facility as presented. The motion carried.

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

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

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

The Board noted that the collections reported by Linebarger included a portion labelled as refunds, and asked for clarification of this itemization.

Ms. Salazar explained that the Hidalgo County Appraisal District (HCAD) occasionally provided taxpayers with refunds on taxes paid in previous years. Because the refunds were for prior years and not for current assessments, that prior-year tax revenue had already been distributed to the taxing entities county-wide.

To fund the current refunds, HCAD made the determination to use a portion of the collected delinquent tax payments. Tax payers who were owed a refund would receive their balance due first out of collections, before the taxing entities were provided their shares of collected delinquent tax revenues.

The Board raised the question whether Linebarger should be reporting these delinquent taxes as collected, since the revenue was not paid to the College as the entity that had engaged the collector. Ms. Salazar acknowledged that it was a difficult issue, and reiterated that Linebarger had undertaken the work of collecting those funds, and included the line item for transparency to the College.

No action was required.

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

Purpose – Ms. Susan Anderson from Valley View Consulting, L.L.C. provided the status of the College's Quarterly Investment Report for the Quarter Ended August 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 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) reviewed the information being presented.

Enclosed Documents – A copy of the Quarterly Investment Report for the Quarter Ended August 31, 2020 was provided 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. Roy de León and a second by Mr. Rene Guajardo, the Board of Trustees of South Texas College approved and authorized the Quarterly Investment Report for the Quarter Ended August 31, 2020, as presented. The motion carried.

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) was 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;

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- (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

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violence, or stalking public awareness event sponsored by a postsecondary educational institution or by a student organization affiliated with the institution.

Thus, the report only includes reports submitted by employees 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.

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

Dr. Shirley A. Reed, President attended the Board Meeting to address any questions.

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

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

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

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 would no longer postpone the TSI testing and fee structure changes, and they should be implemented starting January 11, 2021 for Spring 2021 enrollment. Administration needed 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 recommended 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 recommended 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.

Upon a motion by Mr. Roy de León and a second by Ms. Rose Benavidez, the Board of Trustees of South Texas College approved and authorized the 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 authorized future revision as necessary during FY 2020-2021 to reflect changes by the THECB. The motion carried.

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 was requested.

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

The Finance, Audit, and Human Resources Committee recommended Board 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 Sourcwell 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), Sourcwell, and The Interlocal Purchasing System (TIPS), at a total amount of \$128,794.47. The vendors are as follows:

#	Vendor	Amount
A	Computer Comforts, Inc. (Kemah, TX)	\$49,528.71
B	The Hon Company / Gateway Printing and Office Supply, Inc. (Muscatine, IA/Edinburg, TX)	\$329.38
C	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

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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 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;
- 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.

Recommend Action - The total for all award of proposal, rescindment of award, purchases, and renewals was \$906,620.61.

Upon a motion by Mr. Roy de León and a second by Ms. Rose Benavidez, the Board of Trustees of South Texas College approved and authorized the award of proposal, rescindment of award, purchases, and renewals totaling \$906,620.61, as presented. The motion carried.

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

The Board was 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.

Upon a motion by Mr. Roy de León and a second by Mr. Rene Guajardo, the Board of Trustees of South Texas College approved and authorized the rejection of the proposals for Financial Advisor and Continuing Disclosure services, in alignment with discussion by legal counsel. The motion carried.

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

The Board was 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 requested 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.

The Board took no action, and instead asked administration to continue their review, and recommend proposed methods and criteria to the Finance, Audit, and Human Resources Committee.

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 was 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 was 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, attended the Board Meeting to address any questions by the Board.

Upon a motion by Mr. Roy de León and a second by Ms. Rose Benavidez, the Board of Trustees of South Texas College approved and authorized the Financial Advisor Services Contract Extension with Hilltop Securities, Inc. for four-months from November 1, 2020 to February 28, 2021 as presented. The motion carried.

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 was requested.

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

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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 st Renewal	4/28/16		9/1/16 – 8/31/18
2 nd 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 was BBVA.

BBVA offered 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
- 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.

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Enclosed Documents - A Summary of the Proposals with Clarifications and the Evaluation Results was included 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.

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

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

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 was requested.

Purpose – Additions or deletions to the approved Investment Brokers, Dealers, Banks and Investment Pools list were 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 were recommended to be added to the investment brokers, dealers, and banks list were as follows:

#	Section	From	To
1	List of Authorized Broker/Dealers:	FTN Securities	FHN Securities
2	List of Authorized Broker/Dealers:		remove "Raymond James"
3	List of Authorized Broker/Dealers:		add "SAMCO"
4	List of Authorized Banks:	BBVA Compass	BBVA
5	List of Authorized Banks:	Independent Bank Financial	Independent 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.

Reviewers – The Resolution was reviewed by Valley View Consulting, LLC (Investment Advisor) and was previously reviewed by South Texas College's legal counsel. No changes were presented except the 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 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 meeting to respond to questions.

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.

Upon a motion by Mr. Roy de León and a second by Mr. Rene Guajardo, the Board of Trustees of South Texas College approved and authorized Resolution 2021-001 Authorizing Investment Brokers, Dealers, Banks, and Investment Pools as presented, and which supersedes any previously adopted Board Resolution. The motion carried.

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 was 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 was for a two-year period ending August 31, 2022 and this is the seventh consecutive award. The College received the Certification of Distinction beginning August, 2009.

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

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

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

	Section	From	To
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	Conform to the strict requirements of the Act and
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

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	Section	From	To
			“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 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 securities	in 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		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.”
14	On page 4, Section III A 5 e		Added “Section”
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

	Section	From	To
			investments that fall below the 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 “ <i>Texas Association of Community College Business Officers</i> ”
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.

	Section	From	To
31	On page 2, Investment Strategy Statement	a quarter of a percentage	ten basis
32	On page 2, Investment Strategy Statement		removed “the greatest”, “of any of the 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 were 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 meeting to address questions from the Board.

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.

Upon a motion by Mr. Roy de León and a second by Dr. Alejo Salinas, Jr., the Board of Trustees of South Texas College approved and authorized the revisions to Policy #5120: *Investment Policy* and Investment Strategy Statement as presented, and which supersedes any previously adopted Board Policy. The motion carried.

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 was 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 recommended a waiver for traditional and dual credit students enrolled in Distance Education online courses (“S” sections and non-“S” sections) for Spring 2021. Administration anticipated that this waiver was necessary to ease the financial burden on students and Partnering School Districts since the College had 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 was \$328,007 and \$387,800 for the Spring 2021 semester.

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.

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

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 was 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 would be incorporated into future operations.

Justification – Traditional headcount enrollment at South Texas College 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 impact 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.

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 were provided 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 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.

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

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 was requested.

Purpose

The Board was 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

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Solicitation of an RFQ for engineering services was necessary to procure a design team to prepare all necessary design development drawings and specifications in preparation for construction. Once the statements of qualifications were 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 was reviewed by the Facilities Planning & Construction and Facilities Operations & Maintenance departments. It was 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 was part of the College's FY 2020-2021 Renewals and Replacements projects. The project consisted 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 was \$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

Funding Source

Funds for the Nursing and Allied Health Campus NAH East Building A Exterior Stairs Repairs and Replacement Project 2021-011R were 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 were 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.

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 solicitation of engineering services for the Nursing and Allied Health Campus NAH East Building A Exterior Stairs Repairs and Replacement project as presented. The motion carried.

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**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 was requested.

Purpose

The Board was 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 was necessary to procure a design team to prepare all necessary design development drawings and specifications in preparation for construction. Once the statements of qualifications were 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 was 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 was 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 was part of the College's FY 2020-2021 Capital Improvement projects. The project consisted of installing an additional air-cooled chiller at the RCPSE. The additional chiller was relocated from the Starr County Campus. The project was pending the installation of electrical, communication, and chilled water piping to make it operational. There was currently only one chiller in operation at the RCPSE. In the case of an issue or outage, an additional chiller would be necessary to continue chilled water flow to the air conditioning system.

The total project budget was \$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 were budgeted in the Unexpended Construction Plant fund for available use in fiscal year 2020-2021.

Enclosed Documents

A site plan and photos were provided 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.

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 solicitation of MEP engineering services for the Regional Center for Public Safety Excellence Additional Chiller Installation Project as presented. The motion carried.

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 was requested.

Purpose

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

Justification

The procurement of an engineer would 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 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.

Scheduling Priority

This project was initiated to provide various building entrances with accessibility upgrades. It was reviewed by the Facilities Planning & Construction and Facilities Operations & Maintenance departments, and Administration. This project was 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 were 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 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 Cost of \$70,250		
Campus	Building	Quantity
Pecan Campus	H	2
	K	2
Mid Valley Campus	E	1
	F	1
	G	1
Nursing and Allied Health Campus	A	2
Technology Campus	A	1
	B	1
Starr County Campus	H	1
	E	2
Total	13	

Phase 2 – Completion in 2014 for a Total Cost of \$96,500		
Campus	Building	Quantity
Pecan Campus	A	1
	X	1
	C	1
	L	1
	G	1
	F	1
Mid Valley Campus	G	1
	D	1
	A	1
Technology Campus	A	2
	C	1
Starr County Campus	G	1
	E	2
Total	15	

Phase 3 – Completion in 2019 for a Total Cost of \$128,000		
Campus	Building	Quantity
Pecan Campus	Y	2
	V	1
Mid Valley Campus	E	1
	F	1
	K	1
Nursing and Allied Health Campus	B	2
Starr County Campus	G	1
	H	1
	K	3
	L	1
Total	14	

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

Phase 4 – Budgeted Total of \$95,120		
Campus	Building	Quantity
Pecan Campus	G	2
	M	3
	L	1
Mid Valley Campus	C	1
Nursing and Allied Health Campus	A	1
	B	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 would provide improved accessibility at high traffic areas and would also reduce physical contact required to open these frequently used doors.

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

District Wide Automatic Door Openers Phase IV Total Project Budget	
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 were budgeted in the Unexpended Construction Plant Fund for FY 2020-2021.

Reviewers

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

Enclosed Documents

Site plans indicating the locations of the automatic door openers were included in the packet. The evaluation team members completed evaluations for the firms and prepared a 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.

Upon a motion by Mr. Gary Gurwitz and a second by Mr. Roy de León, the Board of Trustees of South Texas College approved and authorized contracting engineering services for the District Wide Automatic Door Openers Phase IV with Ethos Engineering as presented. The motion carried.

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 was requested.

Purpose

The acceptance of the RCPSE Evaluation of the Existing Drainage Conditions Report would 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 was 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 was reviewed by the Facilities Planning & Construction and Facilities Operations & Maintenance departments, Administration, and the Board of Trustees. It was 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 completed the Hydrologic and Hydraulics (H&H) Report and presented their findings at the Facilities Committee meeting. The report included 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 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, were provided to meet current facility requirements for detention volume. They were the most immediate and cost-effective options to meet

current needs. Additional outfall required to support future expansion was 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 100-year storm level.

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

Options to Address Future Detention Volume Requirements

The following options, 2, 3, and 4, were 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 recommended to proceed with Option 1A for the design of construction documents for the recommended site drainage improvements. Additionally, staff recommended 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 were enclosed for the Board's review and information.

Presenters

David Perez of Perez Consulting Engineers, LLC attended 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.

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 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 motion carried.

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 was requested.

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Project		Completion Recommended	Date Received
1.	Pecan Campus Sand Volleyball Court Sand Replacement Project No. 2016-014C1 Contractor: Limon Masonry, LLC	Substantial Completion Recommended	October 6, 2020

This project 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 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 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 \$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

*Pending change proposal from contractor

Enclosed Documents

A copy of the Substantial Completion Certificate and photos were provided for the Board's review and information.

The Facilities Committee recommended Board approval of substantial completion of the Pecan Campus Sand Volleyball Court Sand Replacement Project as presented.

Upon a motion by Mr. Gary Gurwitz and a second by Ms. Rose Benavidez, the Board of Trustees of South Texas College approved and authorized substantial completion of the Pecan Campus Sand Volleyball Court Sand Replacement Project as presented. The motion carried.

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 Recommended	Date Received
1.	Nursing and Allied Health Campus West Entry Sign Project No. 2019-013C Contractor: Limon Masonry, LLC	Final Completion Recommended	September 24, 2020

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.

Final Completion, including punch list items, was accomplished as required in the Owner/Contractor agreement for this project. It was recommended that final completion and release of final payment for this project with 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 was provided 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.

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 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. The motion carried.

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

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

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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 September 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 **September 2020**, and was available to respond to questions posed by the Board.

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

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

Announcements

Mr. Rodriguez announced that the trustees were invited to participate in the Virtual Commencement by pre-recording a brief video to be included in the ceremony. He asked administration to reach out to the trustees to coordinate their participation, according to their availability.

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.

Adjournment

There being no further business to discuss, the Regular Meeting of the South Texas College Board of Trustees adjourned at 7:35 p.m.

I certify the foregoing are the true and correct minutes of the Tuesday, October 27, 2020 Regular Board Meeting of the South Texas College Board of Trustees.

X_____

Board Secretary

**SOUTH TEXAS COLLEGE
BOARD OF TRUSTEES SPECIAL MEETING
Thursday, November 12, 2020 @ 9:00 a.m.
Ann Richards Administration Building Board Room
Pecan Campus, McAllen, Texas 78501**

Minutes

Call Meeting to Order:

The Special Board Meeting of the South Texas College Board of Trustees was held on Thursday, November 12, 2020 in the Ann Richards Administration Building Board Room at the Pecan Campus in McAllen, Texas. The meeting commenced at 9:01 a.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;
- Trustees were encouraged to attend in person or participate by conference call, as their personal circumstances dictated.

Members present: Mr. Paul R. Rodriguez and Mr. Gary Gurwitz were present and participated by teleconference.

Members absent: Ms. Rose Benavidez, Mr. Roy de León, Mrs. Victoria Cantú, Dr. Alejo Salinas, Jr., and Mr. Rene Guajardo

Also present: Mr. Andrew Fish.

**Determination of a Quorum for Purpose of Canvassing Election
Results**

Sec. 67.004 of the Texas Election Code specifies that “two members of the authority constitute a quorum for purposes of canvassing an election. Mr. Paul R. Rodriguez verified that a quorum was present and a notice of the meeting was posted.

Approval of Order Canvassing the Election Returns of the November 3, 2020 South Texas College Board of Trustees Election for Single-Member District Seven (7) as Certified by Elections Officer and Hidalgo County Elections Administrator, Yvonne Ramon

Approval of the Orders canvassing the election returns of the November 3, 2020 South Texas College Board of Trustees Election for Single-Member District Seven (7) as Certified by Elections Officer and Hidalgo County Elections Administrator, Yvonne Ramón, was requested.

It was necessary for the Board of Trustees to canvass the returns for the November 3, 2020 South Texas College Board of Trustees Election for Single-Member District Seven (7).

This election was originally scheduled for May 2, 2020, but was postponed by the South Texas College Board of Trustees on March 31, 2020, in accordance with the authorization by Texas Governor Gregg Abbott to postpone elections due to the COVID-19 pandemic.

Single-Member District Five (5) was also on the ballot for May 2, 2020; however, Dr. Alejo Salinas, Jr., the incumbent trustee, was unopposed on the ballot and was declared elected by the Board prior to the postponement of the election.

In order to canvass election returns, the Texas Election Code § 67.004 a) states, "Two members of the authority constitute a quorum for purposes of canvassing an election."

Upon a motion by Mr. Gary Gurwitz and a second by Mr. Paul R. Rodriguez, the Board of Trustees of South Texas College authorized and adopted the Order canvassing the election returns of the November 3, 2020 South Texas College Board of Trustees Election for Single-Member District Seven (7) as Certified by Elections Officer and Hidalgo County Elections Administrator, Yvonne Ramón, as presented. The motion carried.

Approval of Order to Certify November 3, 2020 Election Returns

Approval of the Order to Certify the November 3, 2020 Election Returns for South Texas College Board of Trustees for Single-Member District Seven (7) as required by Section 67.016 of the Texas Election Code was requested.

The intent of this certification of the election results is to verify the election of the official (Trustee). The elected Trustee is required to have a form filed for certification of election and the form is to be completed by the Chairman of the Board of Trustees.

Upon a motion by Mr. Gary Gurwitz and a second by Mr. Paul R. Rodriguez, the Board of Trustees of South Texas College authorized and adopted the Order certifying the election results for the South Texas College Trustee Election held on November 3, 2020 as presented. The motion carried.

Adjournment

There being no further business to discuss, the Special Meeting of the South Texas College Board of Trustees adjourned at 9:03 a.m.

I certify the foregoing are the true and correct minutes of the Thursday, November 12, 2020 Special Board Meeting of the South Texas College Board of Trustees.

X_____

Board Secretary

**SOUTH TEXAS COLLEGE
BOARD OF TRUSTEES SPECIAL MEETING
Tuesday, November 17, 2020 @ 5:30 p.m.
Ann Richards Administration Building Board Room
Pecan Campus, McAllen, Texas 78501**

Minutes

Call Meeting to Order:

The Special Board Meeting of the South Texas College Board of Trustees was held on Tuesday, November 17, 2020 in the Ann Richards Administration Building Board Room at the Pecan Campus in McAllen, Texas. The meeting commenced at 5:32 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;
- Trustees were encouraged to attend in person or participate by conference call, as their personal circumstances dictated.

Members present: Mr. Paul R. Rodriguez, Dr. Alejo Salinas, Jr. and Mr. Danny Guzman were present; Ms. Rose Benavidez, Mrs. Victoria Cantú, Mr. Gary Gurwitz, and Mr. Rene Guajardo participated by teleconference.

Members absent: None

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

Determination of a Quorum

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

Executive Session:

The South Texas College Board of Trustees convened into Executive Session at 5:33 p.m. in accordance with Chapter 551 of the Texas Government Code for the specific purpose provided in:

- Section 551.074, Personnel Matters
- 1. Review and Action as Necessary Regarding the Employment Contract for the College President

Open Session:

The South Texas College Board of Trustees returned to Open Session at 6:04 p.m. No action was taken in Executive Session.

Review and Action as Necessary Regarding the Employment Contract for the College President

Mr. Paul R. Rodriguez, Chairman of the Board, and Dr. Shirley A. Reed, College President, requested a Special Board Meeting to take action as may be necessary regarding the President's employment contract.

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Mrs. Victoria Cantú, the Board of Trustees of South Texas College accepted the letter of retirement submitted by Dr. Shirley A. Reed, College President, effective January 4, 2021, with a provision that she be paid for her accrued vacation time. The motion carried.

Mr. Paul R. Rodriguez, Chairman of the Board, established a search committee and appointed Ms. Rose Benavidez and Mr. Paul R. Rodriguez to serve as Co-Chairs on that committee until they take any further action on the search process.

Adjournment

There being no further business to discuss, the Special Meeting of the South Texas College Board of Trustees adjourned at 6:05 p.m.

I certify the foregoing are the true and correct minutes of the Tuesday, November 17, 2020 Special Board Meeting of the South Texas College Board of Trustees.

X_____

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. John G. and Marie Stella Kenedy Memorial Foundation, Scholarship Funds in the amount of \$15,000

Funding from the Kenedy Memorial Foundation will provide scholarships for students that need financial assistance to help support the completion of an Associate of Applied Science Degree in a technical field through the Division of Business, Public Safety, and Technology Department at South Texas College (STC). The funding period is upon execution of the contract by both parties through October 31, 2021.

This grant aligns with Strategic Goal #4, Fostering Student Success, by providing scholarships to students wishing to pursue an Associate of Applied Science Degree.

2. U.S. Institute of Museum and Library Services through Texas State Library and Archives Commission, TSLAC CARES-Cycle 2 Grant in the amount of \$50,000

Funding from the TSLAC CARES-Cycle 2 Grant will provide Internet accessibility via mobile hotspot to students served by the college. Eligible students are required to be registered at least half time, complete the Federal Student Aid (FAFSA) Application, a Blackboard Orientation completion certification, a library orientation completion certification, and have a minimum cumulative 2.25 GPA. This Grant is funded by the U.S. Institute of Museum and Library Services through a grant to the Texas State Library and Archives Commission. The funding period is from November 9, 2020 to August 31, 2021.

This grant aligns with Strategic Goal #4, Foster Student Success, by providing support structures that promote persistence and educational attainment.

3. Texas Workforce Commission, Skills for Small Business Grant in the amount of \$250,000

South Texas College's Department of Continuing, Professional and Workforce Education and the Institute for Advanced Manufacturing will utilize these funds to provide training for employees of small businesses to upgrade employment skills. Courses that will be offered through this grant include business courses, computer skills, customer service, and medical front office skills. The program will cover tuition and fees for course offerings provided by South Texas College up to \$1,800 for new hires and \$900 for incumbent workers in a 12-month period. The funding period is from December 15, 2020 to November 30, 2021.

This grant aligns with Strategic Goal #3, Create Educational Opportunities for Students by Strengthening college readiness for all students in our region.

4. Any Additional Grant(s) Pending Official Award Summary of Grant Award Funding

The presented grants will provide up to \$315,000 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. John G. and Marie Stella Kenedy Memorial Foundation, Scholarship Funds in the amount of \$15,000
2. Texas State Library & Archives Commission, TSLAC CARES-Cycle 2 Grant in the amount of \$50,000
3. Texas Workforce Commission, Skills for Small Business Grant in the amount of \$250,000

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. John G. and Marie Stella Kenedy Memorial Foundation, Scholarship Funds in the amount of \$15,000
2. Texas State Library & Archives Commission, TSLAC CARES-Cycle 2 Grant in the amount of \$50,000
3. Texas Workforce Commission, Skills for Small Business Grant in the amount of \$250,000

Approval Recommended:

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

Review and Action as Necessary on Co-Existence Agreement Proposed by the Center for Public Safety Excellence (CPSE)

The Board of Trustees of South Texas College is asked to approve and authorize the College President to execute the proposed Co-Existence Agreement with the Center for Public Safety Excellence (CPSE).

On July 17, 2018, legal counsel for the CPSE reached out to South Texas College to demand that the College cease and desist from the use of the name "Regional Center for Public Safety Excellence" or the initialism "RCPSE" asserting a violation of trademark protections.

South Texas College had been using both the name and the initialism since at least 2013, including in agreements with stakeholders, planning related to the 2013 Bond Construction Program, and ongoing discussions with local, state, and federal agencies on potential programs at that site.

The College's general counsel, Mr. Jesus Ramirez, recommended that administration seek special counsel with expertise in trademark law. After advising the Board of Trustees, the College President engaged legal representation on this matter with PirkeyBarber, PLLC, working with an associate attorney specializing in this legal area.

Legal counsel advised that the College would likely prevail if this went to trial, but that litigation could be costly.

Legal counsel assisted the College in negotiating an agreement that would not limit the growth or operation of the RCPSE as envisioned, while satisfying the CPSE's desire to protect their operations and trademarks.

Dr. Shirley A. Reed, College President, will review the proposed agreement with the Board, and requests authorization to execute the agreement as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the execution of the proposed Co-Existence Agreement with CPSE as presented.

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

The Board of Trustees approves and authorizes the execution of the proposed Co-Existence Agreement with CPSE as presented.

Approval Recommended:

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

CO-EXISTENCE AGREEMENT

This Co-Existence Agreement (the “Agreement”) between *Center for Public Safety Excellence, Inc.* (“*CPSE, Inc.*”), with its principal place of business at 4501 Singer Court, Suite 180, Chantilly, Virginia 20151, and *South Texas College* (“*STC*”), with its principal place of business at 3201 West Pecan Blvd., McAllen, Texas 78501, is effective as of the last date set forth on the signature page below (the “*Effective Date*”). Collectively, CPSE, Inc. and STC will be referred to as the “Parties,” and each as a “Party.”

WHEREAS, CPSE, Inc. owns and has been using the mark CENTER FOR PUBLIC SAFETY EXCELLENCE and the mark CPSE (collectively the “CPSE Marks”) since 2006, and in August 2018 filed U.S. Trademark Application Nos. 88/069,729, 88/069,723, and 88/069,719 in the United States Patent and Trademark Office seeking registration of the same on the Principal Register for “educational services in certification and accreditation programs, namely, training in the field of fire and emergency services; educational services, namely, conducting seminars, workshops, conferences, and webinars in the field of fire and emergency services and distributing course materials in connection therewith,” and for “testing, analysis, and evaluation of fire and emergency services agencies to determine conformity with established accreditation standards; accreditation services, namely, developing, evaluating, and testing standards for the field of fire and emergency services for the purpose of accreditation; establishing standards for use in a voluntary accreditation program in the field of fire and emergency services; testing, analysis, and evaluation of fire and emergency services professionals to determine conformity with established credentialing standards; credentialing services, namely, developing, evaluating, and testing standards for the field of fire and emergency services for the purpose of professional credentialing; establishing standards for use in a credentialing program in the field of fire and emergency services.”

WHEREAS, STC owns and has been using the marks REGIONAL CENTER FOR PUBLIC SAFETY EXCELLENCE and RCPSE (the “STC Marks”) in connection with educational and training services relating to public safety, law enforcement, fire science, homeland security, emergency management, and other related fields since prior to August 2018.

WHEREAS, subject to the terms and conditions of this Agreement, the Parties do not believe confusion is likely to result from concurrent use of their respective marks and desire to continue their current uses of their respective marks provided that all confusion and all likelihood of confusion between the Parties is avoided to the greatest extent possible.

NOW THEREFORE, in consideration of the mutual covenants and conditions contained herein, the adequacy and sufficiency of which is acknowledged, the Parties agree as follows:

1. The Parties’ Use of Their Respective Marks. Subject to the terms and conditions of this Agreement, each Party hereby consents to the other Party’s use of their respective marks to promote their respective goods and services identified above.

2. Restrictions. STC will not use the term “Center for Public Safety Excellence” alone (i.e., without the word “Regional” preceding it) or the acronym “CPSE” alone (i.e. without

the letter “R” preceding it) to promote its services. STC will not use the STC Marks to promote education or training services other than those offered through STC campuses in Hidalgo and/or Starr counties in Texas. For the avoidance of doubt, some services “offered through STC campuses in Hidalgo and/or Starr counties in Texas” may take place online or off-campus. Further, STC will not use the STC Marks to promote educational or training services, whether live, recorded, or online, or print or electronic materials relating to such services, that (i) are promoted as preparation for, or as meeting any standards established for the purpose of, obtaining department accreditation in the fire and emergency fields; or (ii) include the development, evaluation, or testing of standards for department accreditation in the fire and emergency fields.

CPSE, Inc. will not use or attempt to register the terms “REGIONAL CENTER FOR PUBLIC SAFETY EXCELLENCE” or “RCPSE.”

3. Cooperation. STC shall not directly or indirectly oppose, attempt to oppose, cancel, attempt to cancel, object to, or otherwise interfere with CPSE’s use and/or registration of the CPSE Marks.

4. Further Assurances. The Parties agree to take further actions and execute any further agreements necessary to carry out the intent of this Agreement. The Parties agree to take reasonable steps to avoid confusion that may arise in the future. The Parties further agree they will notify each other within a reasonable time should either Party become aware of any actual confusion or potential for confusion between their respective uses of their marks in commerce. If actual or potential confusion occurs, the Parties shall cooperate in mitigating and resolving any such confusion and shall use their best efforts to prevent such confusion in the future.

All notices to a Party pursuant this Agreement must be in writing and shall be sent via certified or registered mail (postage prepaid and return receipt requested) or by overnight delivery service to the designated person and address set forth below for that Party:

For South Texas College: Dr. Shirley A. Reed, President
South Texas College
3201 W. Pecan
McAllen, Texas 78501

For CPSE, Inc.: Preet Bassi, CAE
Chief Executive Officer
Center for Public Safety Excellence, Inc.
4501 Singer Court, Suite 180
Chantilly, Virginia 20151

5. Release. Except for the obligations of the Parties expressly set forth in this Agreement, each Party, on behalf of itself, and its affiliates, parents, subsidiaries, successors, employees, officers, shareholders, agents, and representatives hereby releases, waives and forever discharges the other Party, as well as its affiliates, subsidiaries, parents, successors, employees, officers, shareholders, agents, representatives and attorneys, from any and all known

claims, demands, causes of actions, obligations, damages, injuries, losses, suits, expenses or liabilities of every kind it now holds or has against the other Party through the date of this Agreement, by reason of any acts, circumstances, facts, events or transactions whatsoever that relate to that Party's use of the marks described herein.

6. *Miscellaneous.* No modification of this Agreement is effective unless such modification is written and signed by authorized representatives of both Parties. If, for any reason, any provision of this Agreement is deemed by a court of competent jurisdiction to be invalid or unenforceable, the validity, legality and enforceability of the remainder of this Agreement shall not be affected, and such provision shall be deemed modified to the minimum extent necessary to make such provision consistent with applicable law. This Agreement shall be binding and inure to the benefit of the Parties and their affiliates, parents, subsidiaries, successors, employees, officers, shareholders, agents, and representatives. No delay or failure of either Party in exercising any right hereunder, nor any partial exercise thereof, shall be deemed a waiver of any rights granted hereunder unless evidenced by a signed writing expressly waiving such rights. Captions are inserted only for convenience and are in no way to be construed as limiting the terms or effect of this Agreement. Time is of the essence with respect to the performance of this Agreement. All of the covenants and other obligations set forth in this Agreement shall continue for so long as either Party, or their licensee or assignee, continues to use its mark or as long as any registration of either Party's marks remains in effect. This Agreement may be executed in two or more counterparts, each of which shall be an original and all of which, when taken together, shall constitute one and the same instrument. Executed copies of this Agreement may be delivered by facsimile transmission, pdf/email, or other comparable electronic means. Each Party shall bear its own costs and expenses, including, without limitation, attorneys' fees, incurred by it in connection with the negotiation or preparation of this Agreement. In the event of any litigation arising from the breach of this Agreement, the prevailing Party shall be entitled to recover from the non-prevailing Party all reasonable costs, including court costs, attorneys' fees, and all other related expenses, incurred in such litigation. This Agreement, including the recitals, constitutes the entire Agreement between the Parties relating to the subject matter of this Agreement and supersedes any proposal, oral or written, and all other communications between the Parties relating to the subject matter of this Agreement. The undersigned agree that they have the express authority of the Party they represent to enter into and execute this Agreement and bind the respective Party thereto.

IN WITNESS WHEREOF, the Parties have caused this Agreement to be executed under seal by their duly authorized officers on the Effective Date.

CENTER FOR PUBLIC SAFETY EXCELLENCE, INC.

By: Preet Bassi

Print: PREET BASSI

Title: CHIEF EXECUTIVE OFFICER

Date: October 7, 2020

SOUTH TEXAS COLLEGE

By: _____

Print: _____

Title: _____

Date: _____

Review of Presentations Delivered to Committee

The following items were presented to the Education and Workforce Development Committee on Tuesday, November 10, 2020:

1. Review and Discussion of Performance Metrics for Dual Credit Students

The South Texas College Department of Dual Credit Programs developed a series of success metrics that helped them monitor and assess dual credit student performance. Through these metrics, the College was able to assess student performance at each high school campus within our partnering districts, as well as generally among all partnering districts.

Dr. Anahid Petrosian, Vice President for Academic Affairs, presented the key performance indicators that administration evaluates to monitor student success, and then discussed the five success metrics that have been identified as the cornerstone of the annual assessment and reporting process.

The Committee noted that administration tracks a number of key performance indicators, such as dual credit student matriculation rate, which are not included in the Annual Student Performance Status Report produced for partnering districts.

Administration noted that the Annual Student Performance Status Report was developed to focus on specific issues of dual credit student success at their high school campus. The specific metrics chosen for that report pertain specifically to academic performance while enrolled as a dual credit student.

Administration also clarified that they do discuss all key performance indicators, including dual credit student matriculation rate, at regular intervals with all partners, through various other workshops and ongoing communication, outside the Annual Student Performance Status Report.

Success Metrics

1. Academic Probation and Suspension

Measures the percentage of students placed on Academic Probation or Academic Suspension

2. Number of Withdrawals

Measures the percentage of students who withdraw from a course

3. Unsatisfactory Academic Progress

Measures the percentage of students who fail to maintain at least a 2.0 GPA and complete at least 67% of courses in which they enroll

Failure to maintain Satisfactory Academic Progress (SAP) can negatively impact students' eligibility for financial aid upon enrollment as a traditional student at any institution.

4. Average Earned/Attempted Hours Ratio

Measures the percentage of Earned Credit Hours as a proportion of Attempted Credit Hours among all students

5. Average GPA

Measures the average cumulative GPA of all students

Administration designed a reporting format that identifies each Success Metric, including a color-coded indicator, status message, and recommended action, as appropriate to the student success at the district/campus level.

Dr. Rebecca De Leon, Dean for Dual Credit Programs and School District Partnerships, then reviewed the improvement strategies that were developed and implemented based upon the analysis of these success metrics.

Throughout the year, the College hosts Success Metrics Workshops with partnering school districts. During these collaborative sessions, College staff and district staff work together to develop targeted or comprehensive intervention strategies to support student success.

Dr. De Leon presented a brief review of past workshops, as well as the new strategies that have arisen from these partnerships.

Finally, Dr. De Leon reviewed the Board Policies that have been implemented to support student success strategies, and which are under continuous review for further improvement:

- Policy #3230: *Dual Credit Programs with Partnering School Districts*
- Policy #3232: *Dual Credit Student Eligibility Requirements*
- Policy #3320: *Academic Progress Standards*
- Policy #3322: *Student Financial Aid - Satisfactory Academic Progress (SAP)*

No action is requested. This information is provided to the Committee for review and feedback to administration.

2. Review and Discussion of Reimbursement Rates for South Texas College Faculty Teaching Dual Credit Courses

Dr. Rebecca De Leon, Dean for Dual Credit Programs & School District Partnerships, and Dr. Brett J. Millán, Special Assistant to the Office of the Vice President for Academic Affairs, reviewed and discussed the reimbursement rates for South Texas College faculty teaching dual credit courses.

In Fall 2020, South Texas College's Dual Credit Program supports partnerships with 21 school districts, and at 70 separate high school campuses, across Hidalgo

and Starr Counties. With its school district partners, 1,556 dual credit course sections were taught, serving 12,282 dual credit students.

STC ensures that qualified and motivated faculty are engaged to teach these dual credit program courses, whether those faculty are employed by the College, or the partnering district. The success of these faculty has been acknowledged by the College's accreditation by the National Alliance of Concurrent Enrollment Partnerships (NACEP) as well as continued positive remarks from the Southern Association of Colleges and Schools – Commission on Colleges (SACS-COC).

Reimbursement for Faculty Costs

Ideally, partnering districts would directly employ the faculty required to teach their dual credit courses, with oversight and support by the College. Increasingly, though, the dual credit enrollment demands exceeded many districts' ability to recruit and retain sufficient faculty to fully cover their students' needs. In these instances, STC coordinates to schedule the College's faculty to teach at district sites.

Over the years, the number of faculty and their assigned course loads at district sites have increased.

- In 2010: **103** STC faculty taught **276** sections at high school campuses.
- In 2020: **270** STC faculty taught **620** sections at high school campuses.

While tuition is a major revenue source that supports recruiting and retaining qualified faculty, the College waives all tuition and fees for dual credit students in these sections, even when taught by STC faculty. To recoup the faculty costs for sending STC Faculty to district sites, the Interlocal Agreement with each partnering District outlines the reimbursement to the College by the district.

Due to the complexity of scheduling, especially to accommodate late registration of students, it was not feasible to provide accurate reimbursement costs to districts until after the finalization of semester schedules after the Census Day (12th class day). This caused difficulty for the College and its district partners in their budget planning.

The partnering districts requested a simplified flat fee model to help their planning and budgeting procedures.

Current Model - Fixed or Proportional Rate

In the early days of the Dual Credit Program, a fixed rate was established to help the College recoup faculty salary cost. This was sufficient when a faculty member might be assigned to teach one or two courses out of a 15-lecture hour per semester teaching load.

As scheduling has required that some faculty were required to teach more than half their base teaching load as dual credit courses at district sites, the fixed rate

was no longer sufficient to cover costs. The proportional rate was implemented to cover this cost.

Under the current model:

- If STC Faculty teaches less than half at dual credit sites, a fixed rate is charged.
 - The fixed rate is established based on the type of course being taught.
- If STC Faculty teaches more than half at dual credit sites, a proportional rate is charge.
 - The proportional rate is based on the assigned faculty member's base salary, and is calculated as a proportion of their full-time teaching load.

Proposed New Flat Fee Reimbursement Model

The Academic Affairs Divisions proposed a new flat fee model, which established a uniform flat cost for a specific course requested at the district site, regardless of the STC Faculty assigned to that course. The flat fee would be determined by whether the course was a Career and Technical Education (CTE) Section or an Academic Section, and then would be based on the number of credit hours for that course.

Such a transparent flat fee per section model would give the districts better ability to control their costs, and would allow the College to more quickly and efficiently calculate a district's reimbursement cost, and to more fully recover faculty costs expended to support dual credit programs.

With the Committee's support, administration would like to develop the proposed model for possible implementation in the 2021-2022 Academic Year.

The Current Model and the proposed new Flat-Fee Model are complicate topics, and generated a good initial discussion at the Committee meeting. Administration will return to the Committee in December to continue the discussion. Based upon that discussion, the Committee may be asked to recommend Board approval of action as necessary on this issue.

This review of presentations is presented for informational purposes. No action is requested from the Board on the report.

Review and Action as Necessary on Proposed New Associate of Applied Science in Culinary Arts - Specialization in Restaurant Management Program

The Board is asked to approve the proposed new Associate of Applied Science Degree in Culinary Arts - Specialization in Restaurant Management.

This program was initially reviewed by the Education and Workforce Committee on June 9, 2020, when administration presented the concept and the expected job growth information.

The Committee expressed an interest in further details about the program, especially related to anticipated revenues and expenditures related to the program implementation and operation.

In the Board packet, administration has provided the Program Development Proposal, which includes the following details:

- Program Development Approval Checklist
- Curriculum Department Recommendation
- Program Development Checklist
- Program Summary
- Enrollment Management Plan
- Student Survey Results Summary
- Proposed Curriculum & Course Descriptions
- Instructional Costs and Projected Revenue
- Supporting Documentation

Administration and faculty from the Culinary Arts department have identified strategies to recruit students to this new program, as outlined under the Enrollment Management Plan. The strategies include marketing to past, current, and future Culinary Arts students, as well as future targeted marketing among high school partners and the general public.

Significant curriculum overlap with existing Culinary Arts programs will help support enrollment strategies and reduce program costs, while offering a tailored specialization for students seeking to begin or advance their careers in restaurant management.

Ms. Christina Cavazos, Director of Curriculum, and Ms. Jennifer Guerra, Program Chair for the Culinary Arts Department, reviewed the proposal with the Committee on November 10, 2020.

The Education and Workforce Development Committee recommended Board approval of the proposed new Associate of Applied Science Degree in Culinary Arts - Specialization in Restaurant Management as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the proposed new Associate of Applied Science Degree in Culinary Arts - Specialization in Restaurant Management as presented.

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

The Board of Trustees approves and authorizes the proposed new Associate of Applied Science Degree in Culinary Arts - Specialization in Restaurant Management as presented.

Approval Recommended:

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

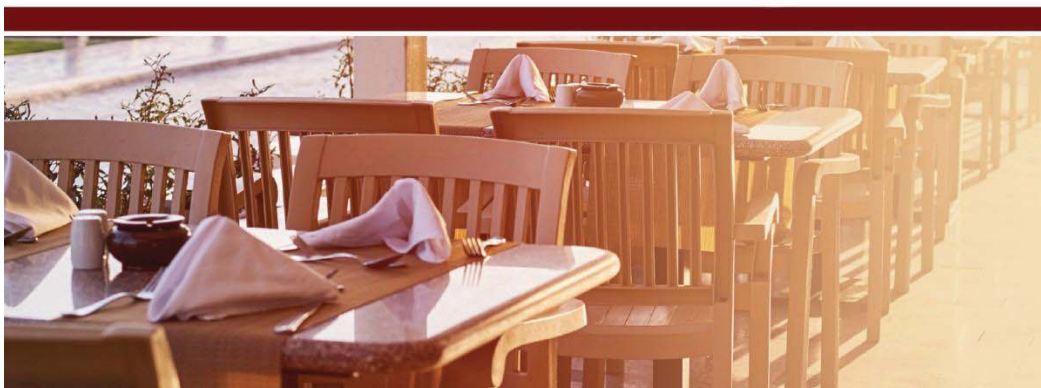
Program Development Proposal

Restaurant Management

**AAS Culinary Arts
Specialization**

Business, Public Safety &
Technology

November 16, 2020



**SOUTH TEXAS
COLLEGE**

AAS Culinary Arts: Specialization – Restaurant Management

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• Advisory Committee Members List	
• Letters of Support	

AAS Culinary Arts: Specialization – Restaurant Management

APPROVAL PROCESS FOR IMPLEMENTATION		DATE
✓	Department Chair Approval	11/18/2019
✓	Dean Approval	11/18/2019
✓	Advisory Committee	11/13/2019
✓	Division Committee	11/14/2019
✓	College-Wide Curriculum Committee	12/5/2019
✓	Academic Council	9/28/2020
✓	Substantive Change Review	10/7/2020
✓	Planning and Development Council (PDC)	10/23/2020
✓	Higher Education Regional Council/Workforce Solutions (Letter of Intent)	10/28/2020
✓	Education and Workforce Development Committee (EWDC)	11/10/2020
<input type="checkbox"/>	STC Board of Trustees (Certification Form)	-
<input type="checkbox"/>	Texas Higher Education Coordinating Board (THECB)	-
<input type="checkbox"/>	Southern Association of Colleges and Schools – Commission on Colleges (SACSCOC)	-

Program Development Process

Proposed instructional programs at South Texas College are identified either at the college or divisional level through environmental scans, documented workforce needs, recommendations by Program Advisory Committees, or local business and industry demands. All proposed programs undergo a review process before being approved for development. The approval process includes reviews by department, division, and college-wide curriculum committees, and Academic Council. Programs that receive approval to proceed are then presented to the Planning and Development Council (PDC) for review and recommendation. A program that receives PDC approval to move forward is presented to the Board of Trustees' Education Workforce Development Committee (EWDC) for review and recommendation. Following review by the EWDC, programs are presented to the full Board of Trustees for final review and approval.

Recommendation: AAS Culinary Arts: Specialization – Restaurant

Management

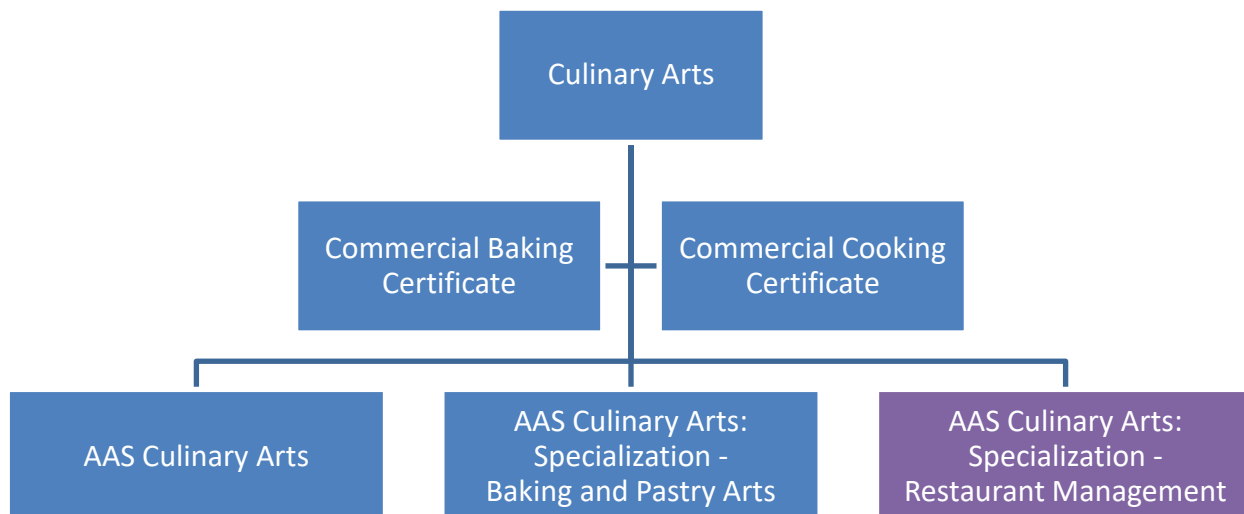
The AAS Culinary Arts: Specialization – Restaurant Management has received a recommendation to proceed from the department's program advisory committee, and the division and college-wide curriculum committees. *After reviewing all required documentation submitted by the department, the Curriculum Department recommends that South Texas College continue with the established approval process for the Associate of Applied Science in Culinary Arts: Specialization – Restaurant Management.*

The proposed AAS in Culinary Arts: Specialization – Restaurant Management degree would allow graduates to gain and document the skills and competencies typically required for managing staff, products and facilities in a food-service operation. The award will provide knowledge through academic instruction and hands on experience in the Restaurant Management field. This program offers coursework in business principles, basic cooking and baking skills, dining room management and food & beverage management. The program is designed to provide trained individuals for entry-level management positions in the hospitality industry.

According to Economic Modeling Specialists, Inc., which utilizes data from the Texas Workforce Commission, Food Service Manager positions are expected to grow by 7.0%, resulting in an additional 86 job openings, from 2020 to 2030 in the Lower Rio Grande Regional Area. In addition, Food Service Managers are listed under the Short-Term and Long-Term Accommodation and Food Services industry in the Texas Growth Occupations 2016 Annual Report. Letters of support from El Divino and Delgado Collective have demonstrated strong employer support to address workforce opportunities for incoming students or current students working in thriving food & beverage, retail and entertainment industries in the community.

Student demand exists and is documented through student survey data. According to a survey conducted by South Texas College’s Research & Analytical Services department, the AAS in Culinary Arts: Specialization – Restaurant Management ranked above average for “the kind of job employers are hiring for here in the Valley” among the eight programs surveyed. Additionally, student demand is supported by enrollment in related associate and certificate degrees in the Culinary Arts program. Student enrollment for Culinary Arts courses that would be shared with the proposed specialization totaled 1,652 students for the past two years. Furthermore, the Culinary Arts department has produced 314 graduates in the past five academic years for their certificates and associate degrees currently offered.

Addition of the AAS Culinary Arts: Specialization – Restaurant Management would also round out the offerings in the Culinary Arts area of the College:



The cost to implement this program would be moderate as STC currently offers 50% of the technical courses required for this degree through the currently offered AAS in Culinary Arts. The program anticipates offering additional course sections due to the new specialization proposed as well as the recent increase in student enrollment for the overall program. One existing full-time faculty will be used, but the program anticipates to hire additional adjunct and full-time faculty in the coming years to support the projected student demand.

A review conducted by the Curriculum Department indicates the program complies with the criteria set forth from the Texas Higher Education Coordinating Board and recommends the proposed AAS Culinary Arts: Specialization – Restaurant Management continue through the approval process.

Career & Technical Education/Workforce Programs

Program Demand and Projected Outcomes must be documented prior to the development of any new workforce or academic program. The following questions and checklist serve as an initial guide for program developers that must be completed at the start of the development process.

Proposed Award:

Program Title: AAS Culinary Arts – Specialization: Restaurant Management

Program Location: Pecan Campus

Academic Year to be Implemented: 2021-2022

Please list any similar programs currently offered by STC in this subject area, if applicable (stackable certificates or degrees, AAS Specializations, etc.)

CT1 - Commercial Baking

CT1 - Commercial Cooking

AAS - Culinary Arts

AAS - Culinary Arts - Specialization: Baking and Pastry Arts

For Curriculum Office Use Only

Program Developer Info:

Name: Ruben Lemus

Title: Culinary Arts Instructor

Division: Business, Public Safety & Technology

Phone: 872-2057

Proposed CIP Code: 12.0504

1. Documentation of Program Checklist:

Category	Standard	Met the Standard	Did not meet the Standard	Comments
1. Occupational Need	A) *EMSI data (provided by the Curriculum Department) projects a significant occupational growth rate in South Texas, the state, and/or nationally.	✓		South Texas – 7.0% (+86 jobs) Texas – 14.8% (+3,187 jobs) Nation – 8.3% (+25,329 jobs)
	A-1) *Wage data			South Texas - \$21.66/hr Texas - \$24.47/hr Nation - \$23.73/hr
	A-2) *Job Posting Intensity (Average posting intensity is 6:1)			South Texas – 3:1 (493 unique postings out of a total of 1,655 postings) Texas – 5:1 (11,753 unique postings out of a total of 54,733 postings)
	<i>*Growth rates and wage data are estimated projections for a 10-year period from 2020-2030. Job Posting Intensity is derived from the time period of November 2019 – May 2020. Data sources include the U.S. Department of Commerce, U.S. Department of Labor, U.S. Census Bureau, U.S. Department of Education. For a complete list, refer to the EMSI Data Source Appendix.</i>			

Category	Standard	Met the Standard	Did not meet the Standard	Comments
	B) Occupational Outlook Handbook indicates graduates will have an average or above average job outlook for the next 5 to 10 years (national data).	✓		11% (Much faster than average)
	C) Program is on Targeted/In-Demand Occupations lists produced by the Texas Workforce Commission OR Program is an emerging and/or evolving occupation for the region or state in the Texas Workforce Commission's Labor Market and Career Information.	✓		Food Service Managers is not listed on the Texas Workforce 2016 Target Occupation List for the Lower Rio Grande area. However, Food Service Managers are listed under the Short-Term and Long-Term Accommodation and Food Services industry in the Texas Growth Occupations 2016 Annual Report.
	D) Job demand and wage data is documented through the survey of 8-12 top local employers.	N/A		
	E) High employer demand exists and is documented through letters of support.	✓		3 Letters Received
	F) Educational and/or employer publications or news articles document a growth in the industry or demand for employees.	✓		"..and when we consider the strong culinary arts programs at South Texas College and Texas State Technical College, once the UTRGV programs are established investors planning new hotels, restaurants or even healthcare facilities might be able to fill most of their personnel needs right here in the Valley." Source: https://www.themonitor.com/2018/10/26/editorial-utrgv-filling-market-need-with-new-hospitality-program/
2. Student Demand	Student demand exists and is documented through the use of student surveys .	✓		Survey summary revealed above average ratings for "this sounds like the kind of job employers are hiring for here in the Valley". Stand-alone percentages are included in the program summary.
	High enrollment exists in related programs (Stackable certificates or degrees).	✓		During the Fall 2019 semester there were: 25 students enrolled in the Commercial Baking certificate; 37 students enrolled in the Commercial Cooking certificate; 61 students enrolled in the AAS Baking and Pastry Arts degree; and 134 students enrolled in the AAS Culinary Arts degree.
	High number of graduates are produced in related programs (Stackable certificates or degrees).	✓		Within the past five academic years there were: 96 graduates in the Commercial Baking certificate; 103 graduates in the Commercial Cooking certificate; 22 graduates in the AAS Baking and Pastry Arts degree; and 93 in the Culinary Arts AAS.

Category	Standard	Met the Standard	Did not meet the Standard	Comments
				*The AAS in Baking and Pastry Arts was recently implemented Fall 2017.
3. Existing Programs	Similar programs do not exist within STC's service area – Hidalgo and Starr Counties (Please include documentation of the nearest similar programs).	✓		Del Mar College (which is approximately 152 miles from McAllen) offers a Restaurant Management Certificate. Alamo Colleges (which is approximately 238 miles from McAllen) offers an AAS in Restaurant Management and a Restaurant Supervision Certificate.
4. Program Linkage & Opportunities for Further Education	Courses are currently offered or can be offered within local high schools via the Dual Enrollment Program. (Please provide a list of schools and/or districts)	✓		Currently the following courses are offered at Donna ISD: CHEF 1301, CHEF 1305, CHEF 2301, PSTR 1301, RSTO 1204, CHEF 1264 and RSTO 2307.
	Program-specific articulation agreements with other institutions of higher education (IHEs) currently exist or will be pursued in the future (Please include list of IHEs)	✓		The technical coursework would be accepted as the lower division elective requirements for the STC's Bachelor's in Technology Management and the Bachelor's in Organizational Leadership. Furthermore, the general education courses are aligned with the course requirements for the Bachelor of Science in Hospitality and Tourism Management with UTRGV.

2. Projected Outcomes:

Category	Standard	Met the Standard	Did not meet the Standard	Comments
1. Program Enrollment & Declared Majors	Program projects a steady increase in the number of declared majors in the program over the course of five years.	✓		Refer to Enrollment Management Plan.
2. Number of Graduates	Program Review Standard: The Program will achieve a minimum of 5 graduates per year or 25 graduates during the most recent 5-year period.	✓		Refer to Enrollment Management Plan.
3. Graduate Earnings	EMSI data (provided by the Curriculum Department) projects that program graduates will earn a median hourly earnings wage that is above the "living wage" for South Texas, the state, and/or nationally.	✓		South Texas - \$21.66/hr Texas - \$24.47/hr Nation - \$23.73/hr According to the Bureau of Labor Statistics, Food Service Managers earned a median salary of \$55,320 as of 2019. Living Wage calculation for Texas - \$11.74 per hour. Source: http://livingwage.mit.edu/states/48

Program Summary

Institution: South Texas College, McAllen Texas

Proposed Award: Associate of Applied Science in Culinary Arts: Specialization – Restaurant Management

PROGRAM DESCRIPTION

Program Objective: The objective of the Associate of Applied Science in Culinary Arts: Specialization – Restaurant Management is to prepare students to manage people, products and facilities in a food-service operation. The Program will provide knowledge through academic instruction and hands on experience in the Restaurant Management field. This program offers coursework in business principles, basic cooking and baking skills, dining room management and food & beverage management. The program is designed to provide trained individuals for entry-level management positions in the hospitality industry.

Curriculum: The Associate of Applied Science in Culinary Arts: Specialization – Restaurant Management degree includes 60 semester credit hours (SCH) of course work. Twenty-one (21) credit hours are derived from the Academic Course Guide Manual and include the 15 semester credit hours in general education required by the regional accreditation. Thirty-nine (39) semester credit hours are derived from the Workforce Education Course Manual (WECM) to account for the technical coursework of the program.

Admissions Requirements: The admissions requirements for this program would follow the general admissions policies set forth in the South Texas College catalog.

PROGRAM DEMAND

Occupational Need:

Food Service Managers are listed under the Short-Term and Long-Term Accommodation and Food Services industry in the Texas Growth Occupations 2016 Annual Report.

EMSI Summary of Data

According to Economic Modeling Specialists, Inc. which utilizes data from the Texas Workforce Commission, Food Service Managers are expected to experience a 7.0% growth from 2020 to 2030 in the Lower Rio Grande Regional Area (Cameron, Hidalgo, Starr and Willacy counties) with 86 additional job openings expected during this time period; a 14.8% growth between 2020 and 2030 in State of Texas with 3,187 additional job openings expected during this time period; and a 8.3% growth between 2020 and 2030 nationally with a total of 25,329 job openings expected during this time period.

According to the Economic Modeling Specialist Occupation, Inc., the median hourly earnings wage for Food Service Managers is \$21.66/hr. for Cameron, Hidalgo, Starr and Willacy Counties; \$24.47/hr. for the State of Texas; and \$23.73/hr. as a national average.

According to the U.S. Department of Labor, Occupational Outlook Handbook, employment of Food Service Managers is expected to grow by 11% over the 2018-2028 decade, much faster than the average. The 2019 median annual earnings for Food Service Managers was \$55,320 nationally.

The job posting intensity for this occupation for the region was 3:1, meaning for every 3 job postings, there was 1 unique job to fill for a total of 493 unique job postings. The job posting intensity for the state was 5:1, with a total of 11,753 unique job postings.

Publications:

According an editorial by The Monitor, “UTRGV filling market need with new hospitality program”, the continued development of South Padre Island and the start of the SpaceX rocket launches are just a few of the factors contributing to the growth of Valley tourism. For this reason, the University of Rio Grande Valley recently added a new degree track in the hospitality and tourism management. Given the strong culinary program at South Texas College, the proposed AAS Culinary Arts: Specialization – Restaurant Management is another pathway this opportunity has laid the foundation for.

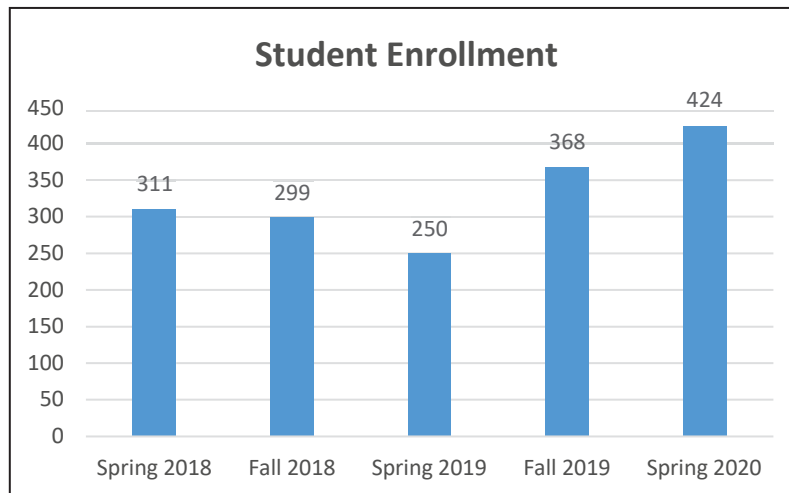
Student Demand:

A survey sample of 5000 students yielded 338 responses (7%). The margin of error associated with this survey is plus/minus 6%. The survey revealed the following results:

- Fifty-three percent (53%) felt it sounded like a good-paying job;
- Forty-four percent (44%) felt it sounded like a job that would make their family proud; and
- Fifty-eight percent (58%) felt it sounded like the kind of job that employers are hiring for in the Rio Grande Valley.

Currently, 50% of the technical course work from the proposed AAS Culinary Arts: Specialization – Restaurant Management is offered through the AAS in Culinary Arts. ¹Student enrollment for these shared courses total **1,652** students for the past two years and revealed a spike in Fall 2019.

¹Source: Course Schedules from Spring 2018 – Spring 2020 – Duplicated Students
Restaurant Management Program Development Packet - 11



Furthermore, ²enrollment in related programs for the past five years have produced completion rates that meet the benchmark. A total of 314 certificates/associate degrees from all four awards combined have been awarded in the past five years.

Enrollment in Related Programs					
	Fall 2015	Fall 2016	Fall 2017	Fall 2018	Fall 2019
Commercial Baking Certificate	51	34	38	36	25
Commercial Cooking Certificate	40	52	44	42	37
AAS Baking and Pastry Arts	N/A	N/A	*8	41	61
AAS Culinary Arts	230	184	169	131	134

*AAS Baking and Pastry Arts implemented Fall 2017.

Existing Programs:

- Del Mar College (approximately 152 miles from McAllen) offers a Restaurant Management Certificate.
- Alamo Colleges (approximately 238 miles from McAllen) offers an Associate of Applied Science in Restaurant Management and a Restaurant Supervision Certificate.

Program Linkage and Opportunities for Further Education: Coursework from the Workforce Education Course manual (WECM) should transfer to other community or technical colleges offering the same courses within a similar program. Currently, the South Texas College Bachelors of Applied Technology in Technology Management and the Bachelors of Applied Science in Organizational Leadership would accept credits from the technical coursework for the Associate of Applied Science (AAS) in Culinary Arts: Specialization – Restaurant Management

² Source: STC Factbook

towards the lower-division requirements for the degrees. The degree would have a minimum 15-credit general education requirement to comply with the Southern Association of Colleges and Schools Commission on Colleges accreditation requirements. This 15-credit general education requirement could also be applied towards the Core Curriculum requirements of the Bachelor degrees.

Furthermore, 21 credits of the coursework are aligned with the University of Texas Rio Grande Valley's Bachelor of Science in Hospitality and Tourism Management.

Expected Enrollment:

The projected enrollment is based on two factors. The first being current student demand and planned recruitment efforts used to increase enrollment. Fifty-percent (50%) of the Culinary Arts technical coursework will be shared with the AAS in Culinary Arts: Specialization – Restaurant Management. This will factor into the increase of projected enrollment.

Projected Students Enrolled in Shared Coursework

Years	2021 – 2022	2022 – 2023	2023 – 2024	2024 – 2025	2025 – 2026
Freshman	300	325	330	340	350
Sophomore	100	115	120	125	135
Total	400	440	450	465	485

Projected Declared Majors in AAS in Culinary Arts: Specialization – Restaurant Management

Years	2021 – 2022	2022 – 2023	2023 – 2024	2024 – 2025	2025 – 2026
Freshman	12	13	20	25	30
Sophomore	10	12	13	20	25
Total	22	25	33	45	55

The second factor to consider is enrollment projections in the declared majors in AAS in Culinary Arts: Specialization – Restaurant Management. A moderate estimate of initial enrollment for the AAS in Culinary Arts: Specialization – Restaurant Management is 12 students enrolled in first year coursework, with an additional 3 students enrolling in second year coursework, for a total of 22 students enrolled during the 2021 - 2022 academic year. Graduates of STC's existing Commercial Cooking Certificate will be able to begin the program by enrolling in the second year of the AAS in Culinary Arts: Specialization – Restaurant Management's coursework, as they would have completed the first-year coursework as part of

the certificate program. An approximate average of 45-55 students will be enrolled during the program's fourth and fifth years. Continual growth in enrollment is expected as this degree is advertised to prospective students and current Commercial Cooking Certificate students.

PROGRAM SUPPORT

Faculty: South Texas College currently offers 46 credits, approximately 77%, of the courses required for AAS in Culinary Arts: Specialization – Restaurant Management through the currently offered AAS in Culinary Arts. The program anticipates offering additional course sections due to the new specialization proposed as well as the recent increase in student enrollment for the overall program. One current full-time faculty will be used but the program expects to hire an addition full-time instructor and 4 adjuncts over the course of the 5-year period, to account for growth and demand.

Facilities and Equipment: Costs for equipment will be used to cover the updating of computers and installation of software used for facilities layout & design and menu management. Costs for supplies should be low as space and supplies are allotted for the current awards in the program. Professional development for faculty will be provided for attendance to trainings and conferences, such as the National Restaurant Association, Texas Restaurant Association and other professional groups in the industry.

New Costs: Total costs for this program are projected to be \$258,590.80. The funding to defray the costs of this program will come from state appropriations: \$255,477.60 and tuition: \$388,080.00. The total projected 5-year revenue is \$643,557.60. See attached specific budget details.

INSTITUTIONAL EFFECTIVENESS

Program Review and Improvement Plans: The Program Review Process at South Texas College is embedded within the bi-annual Institutional Effectiveness Assessment Plan cycle. Every academic and technical program at South Texas College monitors and reports on the following standards: graduation numbers, transfer rate, job placement rate, professional accreditations or certifications, licensure/credential exam pass rate, and program advisory committee meetings. Action plans are created for each program that does not meet its targeted outcomes.

Accreditation: The Associate of Applied Science in Culinary Arts: Specialization – Restaurant Management is designed to be consistent with the standards of the Southern Association of College and Schools Commission on Colleges and Schools (SACSCOC).

Enrollment Management Plan

POTENTIAL SOURCES OF STUDENTS

A variety of student populations have been identified as potential sources of students for the AAS in Culinary Arts: Specialization – Restaurant Management. Student are expected to be from varied backgrounds including special populations. The applicant pool may include: young adults graduating from high school, dual enrollment students, GED completers, returning adults seeking career changes, current STC Students from Technology, Math & Science, and Business majors (based on program surveys), graduates of STC's Commercial Baking and Commercial Cooking Certificates, and those individuals employed in the culinary arts and baking field who wish to increase their knowledge and skills to improve career opportunities.

MARKETING

The AAS in Culinary Arts: Specialization – Restaurant Management will be marketed towards past, current and future Culinary Arts students. Having three different specializations to choose from in the Culinary Arts program, students will have the opportunity to continue with the degree that best suits their objectives. Target areas of marketing will be in the high schools and the general public. Food fairs, food festivals, career fairs, and college fairs are just a few activities that will be used to increase exposure to the degrees offered and to recruit new students.

RETENTION

Several strategies will be implemented to retain students in the program. Faculty advising is one approach for the identification and clarification of student's goals and directions. Academic assistance is another support strategy for academic performance and retention. Student participation/interaction with a wide variety of programs and services on the campus is another technique we can implement for retention purposes. Additionally, tutoring support service will be available at the Center for Learning Excellence (CLE) for students taking general education coursework.

ENROLLMENT PROJECTIONS

The projected enrollment is based on two factors. The first being current student demand and planned recruitment efforts used to increase enrollment. Fifty-percent (50%) of the Culinary Arts technical coursework will be shared with the AAS in Culinary Arts: Specialization – Restaurant Management. This will factor into the increase of projected enrollment.

Projected Students Enrolled in Shared Coursework

Years	2021 – 2022	2022 – 2023	2023 – 2024	2024 – 2025	2025 – 2026
Freshman	300	325	330	340	350
Sophomore	100	115	120	125	135
Total	400	440	450	465	485

Projected Declared Majors in AAS in Culinary Arts: Specialization – Restaurant Management

Years	2021 – 2022	2022 – 2023	2023 – 2024	2024 – 2025	2025 – 2026
Freshman	12	13	20	25	30
Sophomore	10	12	13	20	25
Total	22	25	33	45	55

The second factor to consider is enrollment projections in the declared majors in AAS in Culinary Arts: Specialization – Restaurant Management. A moderate estimate of initial enrollment for the AAS in Culinary Arts: Specialization – Restaurant Management is 12 students enrolled in first year coursework, with an additional 3 students enrolling in second year coursework, for a total of 22 students enrolled during the 2021 – 2022 academic year. Graduates of STC’s existing Commercial Cooking Certificate will be able to begin the program by enrolling in the second year of the AAS in Culinary Arts: Specialization – Restaurant Management’s coursework, as they would have completed the first-year coursework as part of the certificate program. An approximate average of 45-55 students will be enrolled during the program’s fourth and fifth years. Continual growth in enrollment is expected as this degree is advertised to prospective students and current Commercial Cooking Certificate students.

PROJECTED NUMBER OF GRADUATES

The goal is to have 90% of students enrolled in the program to complete the AAS in Culinary Arts: Specialization – Restaurant Management degree on time (at the end of the second year). Class size will be evaluated each year and increased according to the availability of faculty, and the graduate placement rate. New student will be advised by culinary faculty to prepare their degree plans and to ensure a successful graduation rate.

Years	2021 – 2022	2022 – 2023	2023 – 2024	2024 – 2025	2025 – 2026
Freshman	12	13	20	25	30
Sophomore	10	12	13	20	25
Total	9	11	12	18	23

Student Survey



Research & Analytical Services

Student Survey

Restaurant Management New Program

Field Dates: April 5-17, 2019

Sample Size: 338, margin of error +/- 6%

Matt Dabrowski, Qualitative Researcher

Summary

Research & Analytical Services conducted a survey of students for the Curriculum Department. The eligible cohort was traditional students aged 18 and over, from which a sample of 5,000 was drawn. Three hundred and thirty-eight (n=338, 7%) responded. The sample was poststratified and weighted by gender and program division to create a representative portrait of all traditional students for the Spring 2019 semester. The margin of error associated with this survey is plus/minus 6%. The data reported in this document is weighted.

Student interest in an *AAS Restaurant Management* program was assessed. RAS tested seven programs this semester, and the correct interpretation of the data is to compare against the average of this cohort.

For AAS Restaurant Management, students expressed an average interest of 3.3 on a 1-to-10 scale, compared to 4.0 for the cohort average (cohort maximum 5.3). Business (BU) division majors expressed an average interest of 3.7. Students rated the program on attributes that included *Prefer this program to my current major* (19% vs. cohort average 28%, cohort maximum 42%, BU 22%), *Sounds like a good-paying job* (53% vs. cohort average 66%, cohort maximum 88%, BU 50%), *Sounds like the kind of job that would make my family proud* (44% vs. cohort average 56%, cohort maximum 75%, BU 45%), and *Sounds like the kind of job that employers are hiring for here in the Valley* (58% vs. cohort average 58%, cohort maximum 74%, BU 65%).

The core market for this program is Technology (4.1), Math & Science (3.8), and Business (3.7) majors.

Proposed Curriculum & Course Descriptions

AAS Culinary Arts

Specialization – Restaurant Management

AY 2021-2022

Program: Culinary Arts

Specialization: N/A

Award Title: AAS Culinary Arts: Specialization - Restaurant Management

FICE CODE: 031034

CIP CODE: 12.0503

Major: TBD

TSI LIABLE

Semester One			Lecture Hours	Lab Hours	External Hours	Contact Hours	Credit Hours
CHEF	1301	Basic Food Preparation	2	4	0	96	3
CHEF	1305	Sanitation and Safety	3	0	0	48	3
MATH	1324	Mathematics for Business & Social Sciences	3	1	0	64	3
HAMG	1321	Introduction to Hospitality Industry	3	0	0	48	3
Total Semester Hours:			11	5	0	256	12

Semester Two			Lecture Hours	Lab Hours	External Hours	Contact Hours	Credit Hours
CHEF	1391	Professional Kitchen Essentials	2	3	0	80	3
RSTO	1204	Dining Room Service	1	2	0	48	2
RSTO	1201	Beverage Management	2	0	0	32	2
PSTR	1301	Fundamentals of Baking	2	4	0	96	3
ECON	2301	Principles of Economics I - Macro	3	0	0	48	3
Total Semester Hours:			10	9	0	304	13

Semester Three			Lecture Hours	Lab Hours	External Hours	Contact Hours	Credit Hours
ENGL	1301	Composition I	3	0	0	48	3
RSTO	2301	Principles of Food and Beverage Controls	3	0	0	48	3
Total Semester Hours:			6	0	0	96	6

Semester Four			Lecture Hours	Lab Hours	External Hours	Contact Hours	Credit Hours
RSTO	2307	Catering	2	4	0	96	3
RSTO	1306	Facilities Layout and Design	3	0	0	48	3
PHIL	1301	Introduction to Philosophy	3	0	0	48	3
RSTO	1321	Menu Management	3	0	0	48	3
Total Semester Hours:			11	4	0	240	12

Semester Five			Lecture Hours	Lab Hours	External Hours	Contact Hours	Credit Hours
CHEF	2301	Intermediate Food Preparation	2	3	0	80	3
ECON	2302	Principles of Economics II - Micro	3	0	0	48	3
ENGL	1302	Composition II - Rhetoric	3	0	0	48	3
HAMG	2305	Hospitality Management and Leadership	3	0	0	48	3
Total Semester Hours:			11	3	0	224	12

Semester Six			Lecture Hours	Lab Hours	External Hours	Contact Hours	Credit Hours
		Humanities Elective	3	0	0	48	3
RSTO	2264	Capstone: Practicum	0	0	16	256	2
Total Semester Hours:			3	0	16	304	5

Share d Course work with AAS Culinary Arts (25 Credits)
Transfer Credits to UTRGV - B.S. Hosp. & Tourism Mgmt. (21 Credits)

Total Contact Hours:	1424
Total Credit Hours:	60

AAS Culinary Arts

Specialization – Restaurant Management

Course Descriptions – Workforce Courses

CHEF 1301 – BASIC FOOD PREPARATION

CRT HRS:03 LEC HRS:02 LAB HRS:04

This course is a study of the fundamental principles of food preparation and cookery to include the Brigade System, cooking techniques material handling, heat transfer, sanitation, safety, nutrition, and professionalism.

Prerequisite: None.

Course Learning Outcomes

- Demonstrate skills in knife, tool and equipment handling, and operate equipment safely and correctly.
- Demonstrate proficiency in dry and moist heat cooking methods.
- Produce a variety of food products applying principles of food handling and preparation.
- Implement professional standards in food production.

CHEF 1305 – SANITATION AND SAFETY

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course is a study of personal cleanliness; sanitary practices in food preparation; causes, investigation, and control of illness caused by food contamination (Hazard Analysis Critical Control Points); and work place safety standards.

Prerequisite: None.

Course Learning Outcomes

- Identify causes of and prevention procedures for food-borne illness, intoxication, and infection.
- Discuss personal hygiene and safe food handling procedures.
- Describe food storage and refrigeration techniques.
- Explain sanitation of dishes, equipment, and kitchens including cleaning material, garbage, and refuse disposal.
- Discuss Occupational Safety and Health Administration (OSHA) requirements and workplace safety programs.

HAMG 1321 – INTRODUCTION TO HOSPITALITY INDUSTRY

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course is an exploration of the elements and career opportunities within the multiple segments of the hospitality industry.

Prerequisite: None.

Course Learning Outcomes

- Identify the segments and career opportunities in the hospitality industry.
- Describe the current issues facing the hospitality industry.
- Explain the impact of the history, growth and trends in the hospitality industry.

CHEF 1391 – PROFESSIONAL KITCHEN ESSENTIALS

CRT HRS:03 LEC HRS:02 LAB HRS:03

This course addresses recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course was designed to be repeated multiple times to improve student proficiency.

Prerequisite: None.

Course Learning Outcomes

- Demonstrate skills in knife, tool and equipment handling, and operate equipment safely and correctly.
- Demonstrate proficiency in classical and modern cooking methods.
- Demonstrate ability to identify, process and cook a variety of food products.
- Understand and execute professional standards in food production.

RSTO 1204 – DINING ROOM SERVICE

CRT HRS:02 LEC HRS:02 LAB HRS:01

This course introduces the principles, concepts and systems of professional table service. Topics will include dining room organization, scheduling and management of food service personnel.

Prerequisite: Current Food Handlers Card or ServSafe Certified Food Protection Manager card and CHEF 1305.

Course Learning Outcomes

- Identify and utilize equipment and supplies used in table service.
- Specify the types of table service and the serving sequence for each type of service.
- Properly prepare dining room and side station for service.
- Explain the relationship of wait staff to customers and their perception of the establishment.
- Employ principles of dining room organization, scheduling, and management of food service personnel.

RSTO 1201 – BEVERAGE MANAGEMENT

CRT HRS:02 LEC HRS:02 LAB HRS:00

This course is a study of the beverage service of the hospitality industry including spirits, wines, beers, and non-alcoholic beverages. Topics include purchasing, resource control, legislation, marketing, physical plant requirements, staffing, service, and the selection of wines to enhance foods.

Prerequisite: None.

Course Learning Outcomes

- Relate local, state, and federal laws pertaining to the service and purchase of alcoholic beverages to include the Dram Shop Act and liquor law liability.
- Identify levels of intoxication and methods to control consumption by guests.
- Discuss the opening and closing procedures of a beverage operation.
- Explain the procedures for internal beverage control.
- Recognize equipment and glassware used for beverage preparation and service.
- Demonstrate the preparation, presentation, and service of alcoholic and non-alcoholic beverages.
- Evaluate the relationship of beverages to food.

- Explain the production processes for distilled spirits, liquors, beer, and brandies.
- Demonstrate knowledge of wines by grape and other fruit variety, country, growing region, and production process.

PSTR 1301 – FUNDAMENTALS OF BAKING

CRT HRS:03 LEC HRS:02 LAB HRS:04

This course explores the fundamentals of baking including dough, quick breads, pies, cakes, cookies, tarts, and doughnuts. Instruction in flours, fillings and ingredients is also included. Topics include baking terminology, tool and equipment use, formula conversions, functions of ingredients, and the evaluation of baked products.

Prerequisite: None.

Course Learning Outcomes

- Identify and explain baking terms, ingredients, equipment, and tools.
- Scale and measure ingredients.
- Convert and cost recipes.
- Operate baking equipment and tools.
- Prepare yeast products, quick breads, pies, tarts, cookies, various cakes, icings.
- Demonstrate fundamental decorating techniques; and produce commercially acceptable baked products.

RSTO 2301 – PRINCIPLES OF FOOD AND BEVERAGE CONTROLS

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course is a study of financial principles and controls of food service operation including review of operation policies and procedures. Topics include financial budgeting and cost analysis emphasizing food and beverage labor costs, operational analysis, and international and regulatory reporting procedures.

Prerequisite: None

Course Learning Outcomes

- Calculate food, beverage, labor, cost, and all other pertinent cost percentages.
- Develop and construct food service financial statements and other relevant management and government reports.
- Conduct financial analysis of operating statements, costs, and percentages;
- Explain procedures and controls used in food service operations.
- Demonstrate ability to use technology in financial applications.

RSTO 2307 – CATERING

CRT HRS:03 LEC HRS:02 LAB HRS:04

This course instructs the student on the principles, techniques, and applications for both on-premises, off-premises, and group marketing of catering operations including food preparation, holding, and transporting techniques.

Prerequisite: Current Food Handlers Card or ServSafe Certified Food Protection Manager card, CHEF 1301 and CHEF 1305.

Course Learning Outcomes

- Discuss the roles of the off-premise versus on-premise.
- Explain the difference between pricing based on a multiplier, on projected cost analysis, and on competition.
- Organize, manage, and execute an off-premises catering project.

RSTO 1306 – FACILITIES LAYOUT AND DESIGN

CRT HRS:03 LEC HRS:00 LAB HRS:03

This course is an overview of the planning, development, and feasibility aspects of building or renovating a food service facility. Application of principles of work and flow analysis, spatial relationships, and equipment selection as they relate to the overall layout and design.

Prerequisite: HAMG 1321.

Course Learning Outcomes

- Identify types of food service systems, flow plans, and work flow principles.
- Select and place equipment including its specific uses and care to suit the needs of a given system.
- Examine infrastructure needs critical to equipment work flow and cost controls.

RSTO 1321 – MENU MANAGEMENT

CRT HRS:03 LEC HRS:00 LAB HRS:00

This course is a study of the food service principles involved in menu planning, layout, and evaluation for a variety of types of facilities and service methods. Emphasis on analysis of menu profitability, modification, commodity use, and other activities generated by the menu.

Prerequisite: HAMG 1321.

Course Learning Outcomes

- Explain and apply the basic principles of menu planning, layout, and design.
- Create menu items and descriptions according to culinary, nutritive, and truth-in-menu standards for a la carte, cycle, ethnic, banquet, and buffet operations.
- Analyze product mix, pricing methods, and menu costs and their impact on profit contribution.

CHEF 2301 – INTERMEDIATE FOOD PREPARATION

CRT HRS:03 LEC HRS:02 LAB HRS:03

This course is a continuation of CHEF 1301, Basic Food Preparation. Topics include the concept of pre-cooked food items, as well as scratch preparation. This course covers a full range of food preparation techniques.

Prerequisite: CHEF 1301, CHEF 1305.

Course Learning Outcomes

- Master the identification of spices, herbs, oils, and vinegars.
- Discuss and prepare various proteins.
- Discuss and prepare various fruits, vegetables, and starches; discuss and prepare sandwiches and salads.

HAMG 2305 – HOSPITALITY MANAGEMENT AND LEADERSHIP

CRT HRS:03 LEC HRS:00 LAB HRS:00

This course covers an overview of management and leadership in the hospitality industry with an emphasis on management philosophy, policy formulation, communications, motivation and team building.

Prerequisite: HAMG 1321.

Course Learning Outcomes

- Compare and contrast the various styles of leadership and management.
- Develop mission statements supported by goals and objectives.
- Identify motivation and team building practices as they relate to the hospitality industry.
- Evaluate the communication styles of leaders and managers.

RSTO 2264 – CAPSTONE: PRACTICUM

CRT HRS:02 LEC HRS:00 OTH LAB HRS:16

This course is a practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

Course Learning Outcomes

- As outlined in the learning plan, apply the theory, concepts, and skills involving specialized materials, tools, equipment, procedures, regulations, laws, and interactions within and among political, economic, environmental, social, and legal systems associated with the occupation and the business/industry.
- Will demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, and appropriate written and verbal communication skills using the terminology of the occupation and the business/industry.

Instructional Costs & Projected Revenue

Instructional Costs and Projected Revenue for AAS Culinary Arts: Specialization - Restaurant Management

Faculty Salary & Benefits	2021 - 2022	2022 - 2023	2023 - 2024	2024 - 2025	2025 - 2026	Totals
LHE Rate	\$ 575.00	\$ 575.00	\$ 575.00	\$ 575.00	\$ 575.00	
# of LHE's per Course	3	3	3	3	3	
Subtotal	\$ 1,725.00	\$ 1,725.00	\$ 1,725.00	\$ 1,725.00	\$ 1,725.00	
# of Sections Taught by Adjunct	4	4	8	8	12	
# of Sections Taught by F/T	10	10	10	10	8	
Adjunct Salary	\$ 6,900.00	\$ 6,900.00	\$ 13,800.00	\$ 13,800.00	\$ 20,700.00	
Multiplied by Benefits Rate	1.148	1.148	1.148	1.148	1.148	
Total Salary for Adjunct	\$ 7,921.20	\$ 7,921.20	\$ 15,842.40	\$ 15,842.40	\$ 23,763.60	
F/T Faculty @ \$42,000	\$0	\$0	\$42,000	\$42,000	\$42,000	
Benefit Rate (F/T Salary X 30%=\$12,600.00)	\$0	\$0	\$12,600	\$12,600	\$12,600	
Cost for Faculty Salary/Benefits	\$ 7,921.20	\$ 7,921.20	\$ 70,442.40	\$ 70,442.40	\$ 78,363.60	\$ 235,090.80

Projected Revenue	2021 - 2022	2022 - 2023	2023 - 2024	2024 - 2025	2025 - 2026	Totals
State Appropriations *						
# of Sections	14	14	18	18	20	
# of Students per Section	20	20	20	20	20	
Total # of Students per Year	280	280	360	360	400	
# of Contact Hours per Student	63	63	63	63	63	
Total Contact Hours	17640	17640	22680	22680	25200	
Multiplied by State Funding Rate (2.74)	\$ 2.74	\$ 2.74	\$ 2.74	\$ 2.74	\$ 2.74	
State Appropriations Generated	\$ 48,333.60	\$ 48,333.60	\$ 62,143.20	\$ 62,143.20	\$ 69,048.00	
State Appropriations Received	\$ 48,333.60	\$ 48,333.60	\$ 48,333.60	\$ 48,333.60	\$ 62,143.20	\$ 255,477.60

* State Appropriations funding is based on average funding per contact hour from previous biennium

Tuition	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025	Totals
Enrollment # Projected	280	280	360	360	400	
Tuition Rate per Credit Hour	\$ 77.00	\$ 77.00	\$ 77.00	\$ 77.00	\$ 77.00	
Subtotal	\$ 21,560.00	\$ 21,560.00	\$ 27,720.00	\$ 27,720.00	\$ 30,800.00	\$ 129,360.00
# of Credit Hours per Course	3	3	3	3	3	
Total Tuition	\$ 64,680.00	\$ 64,680.00	\$ 83,160.00	\$ 83,160.00	\$ 92,400.00	\$ 388,080.00

Notes: LHE rate of \$575 was used as this program would anticipate hiring faculty with an associate's degree in Culinary Arts with work experience. The number of LHEs per course was derived from the proposed curriculum in which the average of the technical courses was 3.41, rounded down to 3 LHEs. Contact Hours per student was derived from an average of 63 contact hours per course section, based on the proposed technical coursework. Number of credits per course averages 3 credits for the technical coursework. Number of section is based on projected enrollment for shared courses with the AAS in Culinary Arts and new course sections for the Restaurant Management Specialization.

Operating Costs and Revenue Projections

CATEGORY	INITIAL COST	BUDGET 2ND YEAR	BUDGET 3RD YEAR	BUDGET 4TH YEAR	BUDGET 5TH YEAR	TOTAL BUDGET
	2021 - 2022	2022 - 2023	2023 - 2024	2024 - 2025	2025 - 2026	2021-2026
Faculty Salaries and Benefits	\$7,921.20	\$7,921.20	\$70,442.40	\$70,442.40	\$78,363.60	\$235,090.80
Supplies and Materials (Operating)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Library Resources	\$500.00	\$0.00	\$500.00	\$0.00	\$500.00	\$1,500.00
Equipment and Software (Capital)	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$10,000.00
Facilities (Furniture) (Operating)	\$2,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,000.00
Faculty Professional Development/(Travel)	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$10,000.00
Subtotal - Instructional & Operating Budget	\$14,421.20	\$11,921.20	\$74,942.40	\$74,442.40	\$82,863.60	\$258,590.80
Total Budget Per Year	\$14,421.20	\$11,921.20	\$74,942.40	\$74,442.40	\$82,863.60	\$258,590.80

CATEGORY	REVENUE	REVENUE	REVENUE	REVENUE	REVENUE	TOTAL REVENUE
	2021 - 2022	2022 - 2023	2023 - 2024	2024 - 2025	2025 - 2026	2021-2026
State Appropriations	\$ 48,333.60	\$ 48,333.60	\$ 48,333.60	\$ 48,333.60	\$ 62,143.20	\$ 255,477.60
Tuition	\$ 64,680.00	\$ 64,680.00	\$ 83,160.00	\$ 83,160.00	\$ 92,400.00	\$ 388,080.00
TOTAL REVENUE	\$ 113,013.60	\$ 113,013.60	\$ 131,493.60	\$ 131,493.60	\$ 154,543.20	\$ 643,557.60

Supporting Documentation

- Advisory Committee List
- Letters of Support

AAS Culinary Arts: Specialization – Restaurant Management Advisory Committee Membership

Name	Title	Contact Information
A.J. Singh, Ph. D.	Director/Professor	Robert C. Vackar College of Business and Entrepreneurship University of Texas Rio Grande Valley 1201 W. University Drive Edinburg, TX 78539 Phone: (956) 665-5021 arun.singh@utrgv.edu
Eugenio Uribe	Executive Chef and General Manager	El Divino Dining & Cocktails 5001 N 10 th St McAllen, TX 78504 Phone: (956) 627-3990 eugenio@eldivinorgv.com
Juan Garza	Executive Chef	Buddy V's Restaurant 2200 S 10 th St., Suite S05 McAllen, TX 78503 Phone: (956)435-4777 juan@buddyvsrestaurants.com
Larry Delgado	Executive Chef and Owner	Salt – New American Table 210 N Main St McAllen, TX 78504 Phone: (956) 627-6304 larry@delgadocollective.com
Marcel Fortuin	Owner and Instructor	McAllen Culinary Academy 2900 N 10 th St McAllen, TX 78501 Phone: (956) 683-0021 chefmarcel@mcallencooks.com

December 12, 2019

LETTER OF SUPPORT FOR THE NEW DEGREE PROGRAM

As a leader in hospitality management education I am acutely aware of the needs of the community and the hospitality industry. As this sector of the business community continues to grow, both nationally and regionally, trained individuals will need to be ready to fill a growing number of positions.

I am excited about South Texas College's efforts to create a program in restaurant management. Not only will it provide opportunities for students in the workplace, but it will also provide paths to further degrees if students choose to continue their education. The culinary arts program at South Texas College has made a conscious effort to develop a program that is aligned with both industry needs and hospitality program requirements.

I strongly endorse the Culinary Arts Specialization in Restaurant Management AAS degree program being developed at South Texas College.

Sincerely,



A.J. Singh
Founding Director
Hospitality and Tourism Management Program
Robert C. Vackar College of Business

Main 2.504	ECOB 114
One West University Blvd.	1201 West University Drive
Brownsville, Texas 78520	Edinburg, Texas 78539
(956) 882-5803	(956) 665-5021

utrgv.edu



Nov 14 th, 2019

STC
Culinary School
Chef Jennifer Guerra

I take the opportunity with this letter to congratulate you on the growing Culinary Program at STC and would like to share with you some incites regarding the needs, and issues with staffing. I would also like to inquire about the programs that you are developing in the Restaurant Management and Supervisory area and the access available to general training materials for our industry.


There definitely is a need for trained individuals in all of the hospitality industry and especially for independent restaurants. Big and small restaurants, are facing the difficulties with finding experienced and or trained staff and even more so those that are able to effectively coach, supervise, and lead front and back of the house areas. We experience increased turnover rates that are caused by the relaxing of hiring standards and the lack of modern in-house training resources that help orient, educate and retain the current generation of new hires.

We encounter as restauranteurs and business owners increased competition in all aspects of our industry year after year. For the last 3 years we have struggled more than ever with finding qualified staff to fill the positions that cover the minimum standards required to operate our full-service restaurants. Every independent restaurant owner has felt the pain of losing a good staff member to a better paying job with more benefits elsewhere.

Our beloved industry is not for everyone, nor is it as glamorous as they may think. We struggle in capturing, retaining, and developing those individuals who are committed to become part of an organization long term and move up through the ranks. The attitudes and perceptions must change so that there is a willingness to be part of and truly experience: a real working kitchen, a responsible bar, and a table service that is highly demanding. Those involved in the culinary side must understand that they are part of a team, a brigade. They should know that in a stressful, fast paced environment, being a level-headed team player that is willing to work outside their station, help others and learn other things is most desirable. It is in these brigades that the key skills of listening, manual dexterity and stamina are honed.

It is true that most all restaurants have some basic orientation, basic coaching/training in place. There may even be company policy materials, check lists and tests to get all new employees up to speed. There are however no orientation or training materials/manuals for supervisory or management positions that are generically available, even from industry association resources. It can be said that managers are not born they are made and it is increasingly hard to attract retain and hone effective leaders and coaches especially from this new generation in this modern time where the employee too have great expectations as to their training. Technology should help us get access and teach these crucial skills but alas it out of reach or unfamiliar to smaller business. It is our hope that students and apprentices and future managers that come from academia and certification programs have access to continued education and be prepared to participate in the real world. That they be exposed to some basic real-world experiences or with at least glimpse or expectation of what they are going to face in order to more effectively navigate and embrace their carrier path.

Sincerely,

A handwritten signature in black ink, reading "Rafael Alberto Rego". The signature is written in a cursive, flowing style.

Albert Rego
Owner / Operator
Santa Fe Steakhouse
University Draft House
Republic of the Rio Grande

At Delgado Collective, we base our concepts on world class service, local sustainability and a confident commitment to our guests, team members and purveyors. Our team members are considered ambassadors of our brand, and are trained extensively to be stewards of the highest level of integrity and professionalism. This training, is a result of decades of experience in the hospitality industry, world travel, and organizational development strategies meant to curate experiences that may not be familiar to the status quo.

Through partnerships with nonprofits, educational foundations, restaurant industry councils and the educational institutions of the Rio Grande Valley, the development of a stronger regional workforce is possible via the coursework of a refined Hospitality Program.

It's been proven that many students enter our industry either one way or another on their way to advanced career goals. The large number of students staying in higher education for longer periods of time, correlates with the demand for advanced degrees. This, presents the student population and the hospitality industry with a unique opportunity.

Having the capability to earn a decent wage as a hospitality specialist allows students to be financially stable, while balancing the rigors of higher education. Economically, the development of the Rio Grande Valley starts with education and occupational opportunities, and is directly complemented by the Food & Beverage, retail, and entertainment industries through growth. These markets all call for Hospitality Specialists.

The intent of this letter is to promote a serious consideration of a restaurant hospitality degree or certificate program at South Texas College, in hopes of being able to further develop a workforce for an industry in which many students filter through while enrolled in higher education.

It is our belief, that the goals of Delgado Collective and South Texas College are both influenced by the idea that the development of our community depends on the people motivated by opportunities that start with education and experience. With our commitment to world class service in the culinary and hospitality industry, and the organizational leadership coursework at South Texas College, the demand for growth can be met with a local workforce ready to guide the Rio Grande Valley into the future.

Potential Degree or Certificate Plan

Sanitation & Safety, Basic Food Preparation, Catering, Dining Room Service, Introduction to Ethics, Intro to Business Communication, Business Principles, Human Resource Management, Small Business Management, Organizational Behavior, Issues in Organizational Leadership, Management Theory 1 & 2

Sincerely,

Larry Delgado

Chef/Owner





WS Entertainment, LLC
Dba El Divino
5001 N 10th Street
McAllen, TX 78504
(956) 627-3990

August 8th, 2019

To whom it may concern

The culinary landscape in the RGV has been exponentially growing in the past 10 years. There is a necessity for the Restaurant Management Program to be implemented. The RGV would benefit greatly by growing and hiring local talent, making restaurants more efficient and making it more competitive.

Respectfully,

Eugenio Uribe
Executive Chef and General Manager
El Divino
(956) 627-3990

Review and Action as Necessary on Proposed Emergency Medical Technician – Basic Continuing Education Certificate Program

The Board is asked to approve the proposed new Emergency Medical Technician – Basic Continuing Education Certificate Program.

In the Board packet, administration has provided the Program Development Proposal, which includes the following details:

- Program Development Approval Checklist
- Curriculum Department Recommendation
- Program Development Checklist
- Program Summary
- Enrollment Management Plan
- Student Survey Results Summary
- Proposed Curriculum & Course Descriptions
- Instructional Costs and Projected Revenue
- Supporting Documentation

The Continuing Professional and Workforce Education Department currently offers a non-credit First Responder (Emergency Care Attendant) program that provides a first step for students interested in beginning a career in emergency care. This new program would expand that first level of training into a 400 contact hour, non-credit, continuing education program that would allow completing students to test for the national EMT-Basic certification.

As outlined in the Enrollment Management Plan, this program may be a great entry into the field for any prospective student, including potential partnerships supporting local high school student enrollment, or adult learners seeking a new career or career advancement.

This program supports a stackable-credential pathway for emergency medical professionals. EMT-Basic certificate holders would be able to earn up to 12 Credit Hours toward completion of an academic credential, with incremental credentials from academic certificates, an Associate of Applied Science Degree in Emergency Medical Technology; or either a Bachelor of Applied Technology Degree in Medical Health Services Management or the Bachelor of Applied Science Degree in Organizational Leadership.

Ms. Christina Cavazos, Director of Curriculum, and Ms. Olivia De La Rosa, Director of Professional and Workforce Education, reviewed the proposal with the Committee on November 10, 2020.

The Education and Workforce Development Committee recommended Board approval of the proposed new Emergency Medical Technician – Basic Continuing Education Certificate Program as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the proposed new Emergency Medical Technician – Basic Continuing Education Certificate Program as presented.

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

The Board of Trustees approves and authorizes the proposed new Emergency Medical Technician – Basic Continuing Education Certificate Program as presented.

Approval Recommended:

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

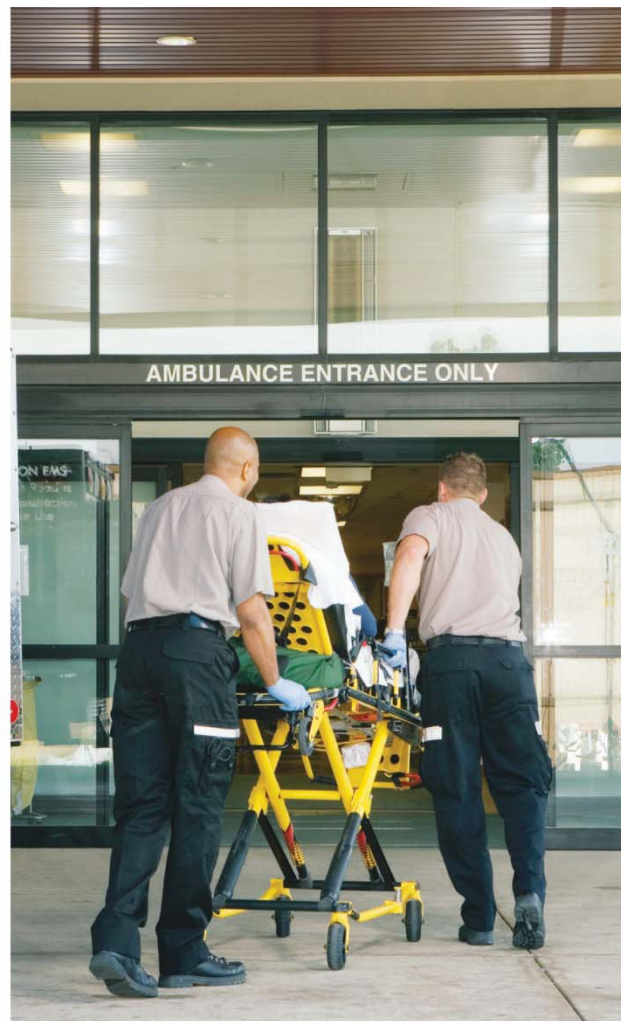
Program Development Proposal

Emergency Medical Technician - Basic

Continuing Education
Certificate

Academic Affairs/Continuing
Education

October 28, 2020



SOUTH TEXAS
COLLEGE



Emergency Medical Technician - Basic – CE Certificate

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Instructional Costs & Projected Revenue.....	23
Supporting Documentation	26
• Advisory Committee Membership	
• Letters of Support	

Emergency Medical Technician - Basic – CE Certificate

APPROVAL PROCESS FOR DEVELOPMENT		DATE
✓	Continuing Education Approval	9/25/2019
✓	Advisory Committee	10/25/2019
✓	Division Committee	11/13/2019
✓	Academic Council	6/29/2020
✓	College-Wide Curriculum Committee (Information Item Only)	9/15/2020
✓	SACSCOC Liaison <ul style="list-style-type: none"> ○ Prior Learning Assessment Review ○ Substantive Change 	10/19/2020 N/A
✓	Planning and Development Council (PDC)	10/23/2020
<input type="checkbox"/>	Education and Workforce Development Committee (EWDC)	-
<input type="checkbox"/>	Higher Education Regional Council/Workforce Solutions (Letter of Intent)	-
<input type="checkbox"/>	STC Board of Trustees (Certification Form)	-
<input type="checkbox"/>	Texas Higher Education Coordinating Board (THECB)	-

Program Development Process

Proposed continuing educational (CE) programs at South Texas College are identified either at the college or divisional level through environmental scans, documented workforce needs, recommendations by program advisory committees, or local business and industry demands. All proposed CE programs undergo a review process before being approved for development. If the proposed CE program exceeds 360 hours, the approval process includes reviews by continuing education, the academic division counterpart, advisory committee, and Academic Council. CE Programs that receive approval to proceed are then presented to the Planning and Development Council (PDC) for review and recommendation. A CE program that receives PDC approval to move forward is presented to the Board of Trustees' Education Workforce Development Committee (EWDC) for review and recommendation. Following review by the EWDC, programs are presented to the full Board of Trustees for final review and approval.

Recommendation: CE Certificate – Emergency Medical Technician

At this point in the process, the CE Certificate in Emergency Medical Technician (EMT) – Basic has received a recommendation to proceed from continuing education, the advisory committee, and Academic Council. After reviewing all required documentation submitted by the Office for Continuing Education, the Curriculum Department recommends that South Texas College continue with the established approval process for the CE Certificate in Emergency Medical Technician (EMT) - Basic.

The proposed CE Certificate in Emergency Medical Technician (EMT) – Basic would allow students to gain the skills and competencies required for employment in the fast-growing emergency medicine industry. Students will learn the appropriate patient assessments by performing lifesaving procedures, such as cardiac arrest management, oxygen administration, spinal motion restriction, bandaging, splinting, and medication administration as defined by the National EMT Basic Standard curriculum. According to Economic Modeling Specialists, Inc. (EMSI), which utilizes data from the Texas Workforce Commission, Emergency Medical Technician &

Paramedic positions are expected to grow by 30.6% from 2020 to 2030 in the South Texas area. The current job posting intensity revealed that for every eight job postings, there was 1 unique job to fill for a total of 61 unique job postings. Furthermore, Emergency Medical Technicians and Paramedics are listed on the Texas Workforce Solutions 2020 Target Occupations List for the Rio Grande Valley.

Student demand exists and is documented through current enrollment data in the **for-credit program**. Student enrollment in for-credit courses totaled 1,829 students for the past two years. Furthermore, the enrollment in all EMT related credit programs have been relatively stable over the past five years. Both the high growth in this occupation and the persistent demand for the credit program, indicates that a non-credit program can complement the College's current offering to meet the needs of non-credit students. In addition, students completing the 400-hour non-credit EMT Basic CE Certificate, who also receive a passing score on the EMT Basic Certification exam, can be awarded up to 12 SCH of escrow credit that can be applied towards the current credit programs offered under the EMT program, including the Associate of Applied Science in Emergency Medical Technology – Paramedic. Thus, this program offers a new pathway allowing students to enter a high skill profession while continuing their progress towards higher education. In addition to the Associate of Applied Science in Emergency Medical Technology - Paramedic, students can also apply the escrow credit towards the Associate Degree Nursing - Specialization - EMT Paramedic to RN Track, which can ultimately lead to the Bachelor's of Nursing, if they decide to pursue a Nursing degree.

A review conducted by the Curriculum Department indicates the program complies with the criteria set forth by the Texas Higher Education Coordinating Board and recommends the proposed CE Certificate in Emergency Medical Technician continue through the approval process.

Continuing Education Certificates

Program Demand and Projected Outcomes must be documented prior to the development of any new Continuing Education workforce certificates. The following questions and checklist serve as an initial guide for program developers and must be completed at the start of the development process.

Proposed Continuing Education Certificate:

Program Title: Emergency Medical Technician – Basic (CE)

Term/Year to be Implemented: Spring 2021

For Curriculum Office Use Only

Proposed CIP Code: 51.0904

Please list any related credit programs currently offered by STC in this subject area, if applicable:

EMT Basic CT1, EMT Advanced CT1, EMT Paramedic CT2,
EMT – Paramedic AAS

1. Documentation of Workforce Demand:

Category	Standard	Met the Standard	Did not meet the Standard	Comments
1. Occupational Need	A) *EMSI data (provided by the Curriculum Department) projects a significant occupational growth rate in South Texas, the state, and/or nationally.	✓		<u>Emergency Medical Technicians and Paramedics</u> South Texas: 32.9% (+365 jobs) Texas: 12.5% (+2,588 jobs) Nation: 8.2% (+22,476 jobs)
	A-1)*Wage data			<u>Emergency Medical Technicians and Paramedics</u> South Texas: \$14.76/hour Texas: \$16.80/hour National: \$17.02/hour
	A-2)*Job Posting Intensity (Average posting intensity is 6:1)			<u>Emergency Medical Technicians and Paramedics</u> South Texas – 8:1 (41 unique postings out of a total 335 postings) Texas – 7:1 (3,407 unique postings out of a total of 23,296)
	<i>*Growth rates and wage data are estimated projections for a 10-year period from 2020-2030. Job Posting Intensity is derived from the time period of February 2020 – August 2020. Data sources include the U.S. Department of Commerce, U.S. Department of Labor, U.S. Census Bureau, U.S. Department of Education. For a complete list, refer to the EMSI Data Source Appendix.</i>			
	B) Occupational Outlook Handbook indicates an average or above average job outlook for the next 5 to 10 years (national data).	✓		7% (Faster than average)

Category	Standard	Met the Standard	Did not meet the Standard	Comments
	C) Program is on Targeted/In-Demand Occupations lists produced by the Texas Workforce Commission OR Program is an emerging and/or evolving occupation for the region or state in the Texas Workforce Commission's Labor Market and Career Information .	✓		Emergency Medical Technicians and Paramedics are listed on the Texas Workforce Solutions 2020 Target Occupations List for the Rio Grande Valley.
	D) Job demand and wage data is documented through the survey of 8-12 top local employers .	<i>If requested by VPAA.</i>		
	E) High employer demand exists and is documented through letters of support .	<i>N/A - Current credit program exists.</i>		
	F) Educational and/or employer publications or news articles document a growth in the industry or demand for employees.			N/A
2. Student Demand	High enrollment exists in related non-credit or credit programs (Stackable certificates or degrees).	✓		Refer to program summary.
	High number of graduates are produced in related non-credit or credit programs (Stackable certificates or degrees).	✓		Refer to program summary.
3. Existing Programs	Similar programs do not exist within STC's service area – Hidalgo and Starr Counties (Please include documentation of the nearest similar programs).	✓		Texas State Technical College (which is approximately 39 miles from McAllen) offers a continuing education certificate in EMT Basic and EMT Paramedic. Lee College (which is approximately 372 miles from McAllen) offers a continuing education certificate in Emergency Medical Technician.
4. Program Linkage & Opportunities for Further Education	Program-specific articulation agreements with institutions of higher education (IHEs) currently exist or will be pursued in the future (Please include list of IHEs)/ Prior Learning Assessment (PLA) consideration for non-credit to credit pathway.	✓		PLA opportunities for escrow credit are being developed. Refer to program summary.

2. Projected Outcomes:

Category	Standard	Met the Standard	Did not meet the Standard	Comments
1. Graduate Earnings	EMSI data (provided by the Curriculum Department) projects that program graduates will earn a median hourly earnings wage that is above the “living wage” for South Texas, the state, and/or nationally.	✓		<u>Emergency Medical Technicians and Paramedics</u> South Texas: \$14.76/hour Texas: \$16.80/hour National: \$17.02/hour According to the Bureau of Labor Statistics, Emergency Medical Technicians and Paramedics earned a median salary of \$35,400 as of 2019. Living wage calculation for Texas: \$11.74 per hour Source: http://livingwage.mit.edu/states/48

Program Summary

Institution: South Texas College, McAllen Texas

Proposed Award: Emergency Medical Technician - Basic
Continuing Education Certificate

Program Objective: The Emergency Medical Technician (EMT) – Basic continuing education certificate introduces the general anatomy and physiology of the human body and how medical or traumatic conditions may affect a patient subjected to these life-threatening conditions. These students will learn the appropriate patient assessments by performing lifesaving procedures, such as cardiac arrest management, oxygen administration, spinal motion restriction, bandaging, splinting, and medication administration as defined by the National EMT Basic Standard curriculum.

Curriculum: The continuing education certificate is comprised of 6 courses and totals 400 contact hours. The courses are mirror courses of the for-credit version and are derived from the Workforce Education Course Manual (WECM). Students completing this award will be eligible to sit for the National Registry of Emergency Medical Technicians examination for possible certificate as an Emergency Medical Technician – Basic level.

Admissions Requirements: The admissions requirements for this certificate would follow the general admissions procedures set forth by the Continuing Education department.

PROGRAM DEMAND

Occupational Need:

EMSI Summary of Data

According to Economic Modeling Specialists, Inc. (EMSI), which utilizes data from the Texas Workforce Commission, Emergency Medical Technicians and Paramedics are expected to experience a 32.9% growth from 2020 to 2030 in the Lower Rio Grande Regional Area (Cameron, Hidalgo, Starr and Willacy counties) with 365 additional job openings expected during this time period; a 12.5% growth between 2020 and 2030 in State of Texas with 2,588 additional job openings expected during this time period; and a 8.2% growth between 2020 and 2030 nationally with a total of 22,476 job openings expected during this time period.

Based on EMSI data, the median hourly earnings wage for Emergency Medical Technicians and Paramedics is \$14.76/hr. for Cameron, Hidalgo, Starr and Willacy Counties; \$16.80/hr. for the State of Texas; and \$17.02/hr. as a national average.

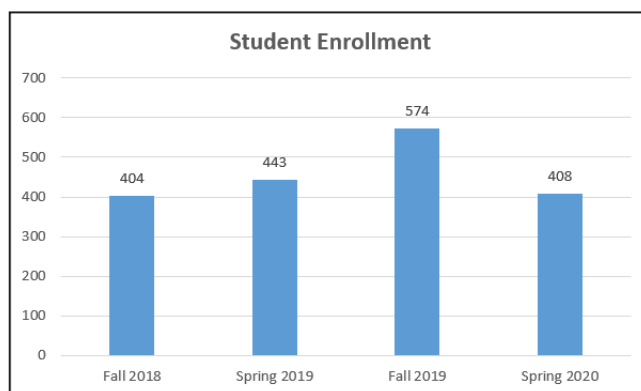
The U.S. Department of Labor's Occupational Outlook Handbook reports that employment of

Emergency Medical Technicians and Paramedics is expected to grow by 7% over the 2018 - 2028 decade. The 2019 median annual earnings for Emergency Medical Technicians and Paramedics was \$35,400 nationally.

The job posting intensity for this occupation for the region was 8:1, meaning for every 8 job postings, there was 1 unique job to fill for a total of 41 unique job postings. This ratio is higher than the average which indicates that they may be trying harder to hire for this position. The job posting intensity for the state was 7:1, with a total of 3,407 unique job postings. Job posting data was derived from a 6-month time period from February 2020 – August 2020. Data sources for EMSI are aggregated from U.S. Department of Commerce, U.S. Department of Labor, and U.S. Census Bureau, among others.

Student Demand:

Currently, the credit version of all six courses in the proposed curriculum are offered under the EMT program. ¹Student enrollment for EMSP 1501, EMSP 1160, EMSP 1166, EMSP 1208, EMSP 1371 and EMSP 1472 totaled 1,829 students for the past two years.



²Declared majors in related programs for the past five years has also been relatively persistent.

Award	Fall 2015	Fall 2016	Fall 2017	Fall 2018	Fall 2019
EMT Basic Certificate	76	65	66	70	83
EMT Advanced Certificate	28	27	28	14	24
EMT Paramedic Certificate	53	47	38	47	38
AAS EMT Paramedic	78	60	48	68	56

Furthermore, a total of 539 credit certificates in the ²EMT Basic certificate have been awarded in the past five years.

Award	AY 2016	AY 2017	AY 2018	AY2019	AY2020
EMT Basic Certificate	129	86	158	85	81
EMT Advanced Certificate	48	40	46	45	40
EMT Paramedic Certificate	20	4	7	15	10
AAS EMT Paramedic	18	25	14	28	25

¹Source: Course Schedules from Fall 2018 – Spring 2020 (as of 03/12/2020)

²Source: STC Factbook

Existing Programs:

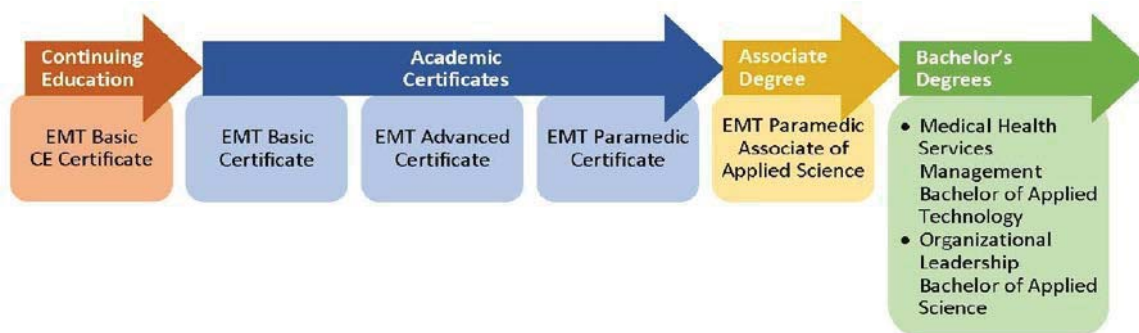
- Texas State Technical College (which is approximately 39 miles from McAllen) offers a continuing education certificate in EMT Basic and EMT Paramedic.
- Lee College (which is approximately 372 miles from McAllen) offers a continuing education certificate in Emergency Medical Technician.

Program Linkage and Opportunities for Further Education:

Students completing the 400-hour non-credit EMT Basic certificate, and who receive a passing score on the EMT Basic certification exam, can be awarded up to 12 SCH of escrow credit to be applied toward the current credit programs offered under the EMT program, including the Associate of Applied Science in Emergency Medical Technology – Paramedic. In addition to the Associate of Applied Science in Emergency Medical Technology – Paramedic, students can also apply the escrow credit towards the Associate Degree Nursing - Specialization - EMT Paramedic to RN Track, which can ultimately lead to the Bachelor's of Nursing, if they decide to pursue a Nursing degree.

Coursework for the credit programs are derived from the Workforce Education Course manual (WECM) and should transfer to other community or technical colleges offering the same courses within a related program.

South Texas College offers the Bachelor of Applied Technology in Medical and Health Services Management. This award accepts credits from the technical coursework for the Associate of Applied Science (AAS) in Emergency Medical Technology - Paramedic toward the lower-division requirements for the degree should a student choose to continue on the pathway to a baccalaureate. In addition, students may also opt to pursue the Bachelor of Applied Science in Organizational Leadership, which will also accept the credits.



Expected Enrollment:

The projected enrollment is based on availability of courses as the program develops the first five years. Students will study and train under the supervision of their EMT instructor.

Year	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025
Enrollees	20	20	30	30	40

PROGRAM SUPPORT

Faculty: Currently, the EMT department for the Academic Affairs division employs 11 full-time faculty and 2 adjunct faculty. It is expected that these faculty will carry most of the teaching workload for these courses. However, the program anticipates hiring an additional 2 adjunct faculty to supplement the existing faculty as the number of cohorts increases over the next 5-year period.

Supplies and Materials: Costs for supplies and materials is broken down by categories including Bag-Valve-Mask (BVM) ventilation, cardiac arrest management, EMS Stretcher Operations, and includes expenditures for gloves, gowns, masks, gauze, training materials and patient prep materials.

Facilities and Equipment: Current classroom and lab facilities will be used for all courses required by this program. Office space and furniture cost will be allocated to accommodate any additional faculty hired. Costs for equipment will be used to cover the purchase of backboards, tanks, suction units, and training equipment with the largest expense allocated for a stretcher.

New Costs: Total costs for this program are projected to be \$256,900.00. The funding to defray the costs of this program will come from state appropriations: \$141,240.00 and tuition: \$392,000.00. The total projected 5-year revenue is \$533,240.00. See attached specific budget details.

INSTITUTIONAL EFFECTIVENESS

Program Review and Improvement Plans: The Program Review Process at South Texas College is embedded within the bi-annual Institutional Effectiveness Assessment Plan cycle. Every academic and technical program at South Texas College monitors and reports on the following standards: graduation numbers, transfer rate, job placement rate, professional accreditations or certifications, licensure/credential exam pass rate, and program advisory committee meetings. Action plans are created for each program that does not meet its targeted outcomes.

Enrollment Management Plan

POTENTIAL SOURCE OF STUDENTS

The number of students identified as potential participants for the Emergency Medical Technology (EMT) Basic Continuing Education Certificate include the general current STC student body, high school students, high school graduates, and the greater community in Hidalgo and Starr counties. The student applicant pool will include, but not be limited to: current STC students, high school students, high school graduates, and individuals with degrees who are seeking an extension and/or change in career.

MARKETING

The EMT Basic Continuing Education Certificate will be marketed to various members of the public for continued growth of potential applicants and graduates. Targeted individuals will include high school students, high school graduates, STC student population, and Hidalgo and Starr county residents. The program will be promoted through various activities, which include student advising sessions, presentations at various STC campuses and high schools, distribution of flyers, brochures, promotional videos, social media, and additional advertisement of the program in coordination with the STC's Public Relations and Marketing Department.

RETENTION

Faculty support, assistance, and tutoring will continue to be the primary resource for high retention and graduation rates for the program. Faculty will continue to utilize student-centered learning techniques, encourage active participation, and promote outside student learning activities. For additional resources, students will be referred to Advising and Counseling, Center for Learning Excellence (CLE), Library Services, and additional student services available within the college.

ENROLLMENT PROJECTIONS

The projected enrollment is based on availability of courses as the program develops the first five years. Students will study and train under the supervision of their EMT instructor.

Year	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025
Enrollees	20	20	30	30	40

PROJECTED NUMBER OF GRADUATES

The department projects that 90% of students enrolled in the program will earn their certificate.

Year	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025
Enrollees	20	20	30	30	40
Graduates (90% target)	18	18	27	27	36

Proposed Curriculum & Course Descriptions

Emergency Medical Technician - Basic

Continuing Education Certificate

AY 2020-2021

Title: EMT Basic Certificate

FICE CODE: 031034

CIP CODE: 51.0904

TSI Exempt

			Lecture Hours	Lab Hours	External Hours	Contact Hours
EMSP	1001	Emergency Medical Technician				128
EMSP	1060	EMT Basic Clinical				50
EMSP	1066	EMT Basic Practicum				112
EMSP	1008	Emergency Vehicle Operations				20
EMSP	1071	EMS Documentation				10
EMSP	1072	Emergent Issues in EMT				80
Total Contact Hours:			0	0	0	400

Emergency Medical Technician - Basic

Continuing Education Certificate

Course Descriptions – Workforce Courses

EMSP 1001 – EMERGENCY MEDICAL TECHNICIAN

Contact Hours: 128

This course is preparation for certification as an Emergency Medical Technician (EMT). The student will learn all the skills necessary to provide emergency medical care at a basic life support level with an ambulance service or other specialized services

Course Learning Outcomes

- Demonstrate proficiency in cognitive, psychomotor and affective domains for the Emergency Medical Technician (EMT) in accordance with the current guidelines of the credentialing agency.

EMSP 1060 – EMT BASIC CLINICAL

Contact Hours: 50

This course is a health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts in a hospital clinical setting. Direct supervision is provided by the clinical professional. This is an unpaid clinical experience.

Course Learning Outcomes

- As outlined in the learning plan, apply the theory, concepts, and skills involving specialized materials, tools, equipment, procedures, regulations, laws, and interactions within and among political, economic, environmental, social, and legal systems associated with the occupation and the business/industry;
- Will demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, and appropriate written and verbal communication skills using the terminology of the occupation and the business/industry.

EMSP 1066 – EMT BASIC PRACTICUM

Contact Hours: 112

This course provides practical, general workplace training supported by an individualized learning plan developed by the employer, college, and the student. This course is an experience on an ambulance unit that helps students gain practical experience in the discipline, enhance skills, and integrate knowledge. Direct supervision is provided by a clinical professional, generally a clinical preceptor. This is an unpaid basic practicum experience.

Course Learning Outcomes

- As outlined in the learning plan, apply the theory, concepts, and skills involving specialized materials, tools, equipment, procedures, regulations, laws, and interactions within and among political, economic, environmental, social, and legal systems associated with the occupation and the business/industry;

- Will demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, and appropriate written and verbal communication skills using the terminology of the occupation and the business/industry.

EMSP 1008 – EMERGENCY VEHICLE OPERATION

Contact Hours: 20

This course provides the student with instruction, discussion, demonstration, and driving range practice to prepare drivers of emergency vehicles to operate their vehicles safely in the emergency and non-emergency mode.

Course Learning Outcomes

- Identify factors that affect the driving task;
- Utilize navigational aids to select routes;
- Demonstrate safe operations and recovery of the emergency vehicle.

EMSP 1071 – EMS DOCUMENTATION

Contact Hours: 10

This course is designed to develop the student's documentation skills with regard to rendering emergency medical care. Both written and oral reports will be reviewed as well as the legal implications associated with report writing.

Course Learning Outcomes

- Discuss and evaluate the medical-legal issues and responsibilities as they pertain to the pre-hospital treatment and documentation.
- Review and assess pertinent patient care treatment and information as necessary for pre-hospital documentation.
- Discuss and demonstrate various forms of proper procedures used to document patient care findings and treatments.
- Discuss appropriate forms for conveying special circumstances that may arise in the pre-hospital setting pertaining but not limited to operating procedure, everyday operations and patient treatment.

EMSP 1072 – EMERGENT ISSUES IN EMT

Contact Hours: 80

The purpose of this course is to demonstrate a working knowledge of clinical information and related topics relevant to the practice of pre-hospital emergency medical care at the Emergency Medical Technician-Basic (EMT-B) level. The student will research new/upcoming issues and prepare written and oral presentations. The student will be evaluated on presentation as well as content.

Course Learning Outcomes

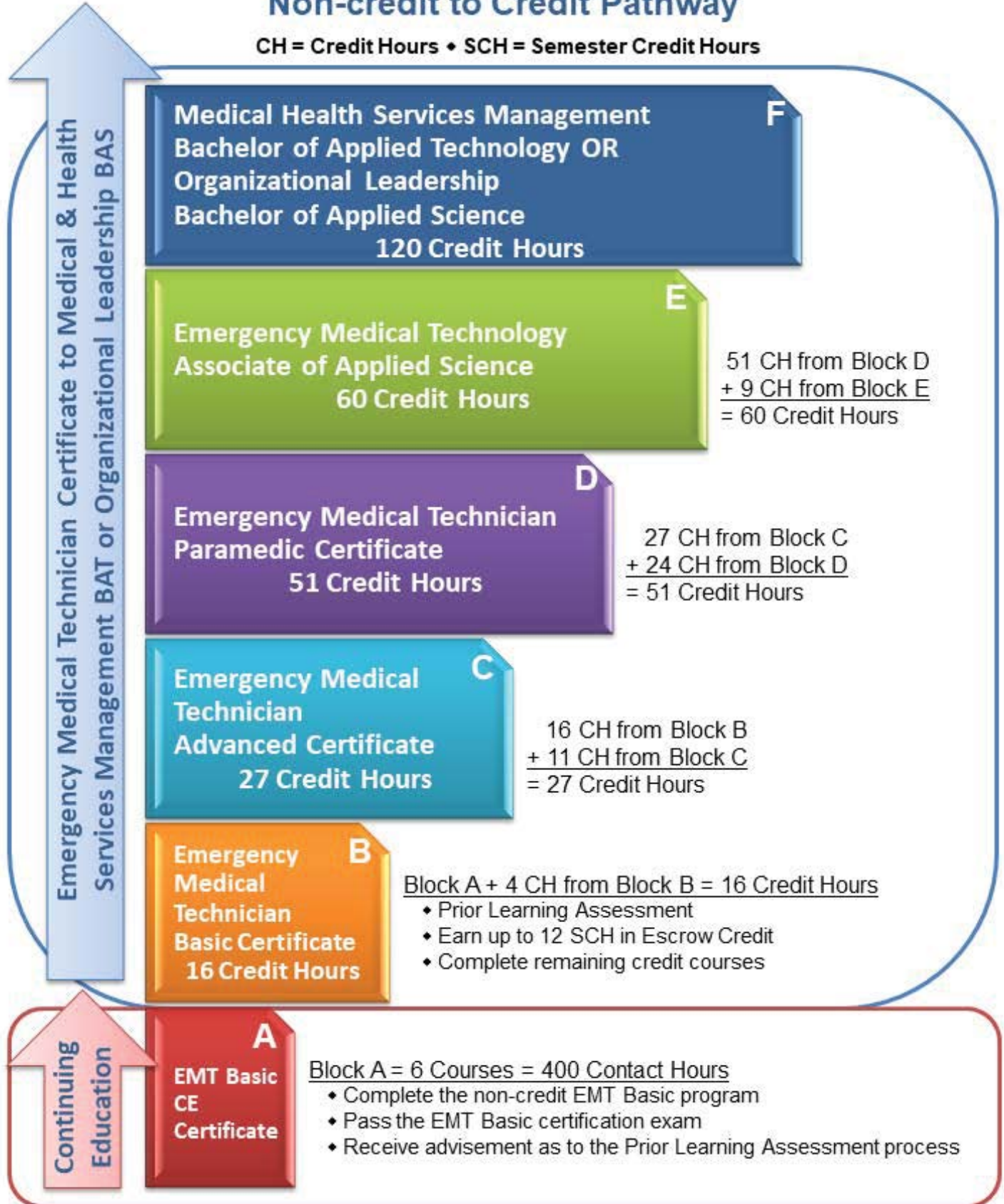
- Research new/upcoming issues in the EMT field.
- Demonstrate working knowledge of clinical information and relevant topics to the practice of pre-hospital emergency medical care at the EMT-Basic level.
- Apply relevant skills to emergent issues within the field.

- Exhibit attitudes and behaviors consistent with the ethics and professionalism expected of the Emergency Medical Technician when faced with a new or emergent issue in the field.

South Texas College Stackable Credentials

South Texas College Stackable Credentials Non-credit to Credit Pathway

CH = Credit Hours • SCH = Semester Credit Hours



Instructional Costs & Projected Revenue

Instructional Costs and Projected Revenue for EMT Basic Certificate (CE)

Faculty Compensation & Benefits	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025	Totals
Compensation Rate per Contact Hour	\$ 29.00	\$ 29.00	\$ 29.00	\$ 29.00	\$ 29.00	
# of Contact Hours Taught by P/T	38	76	114	114	152	
# of Contact Hours Taught by F/T	762	724	1086	1086	1448	
Adjunct Salary	\$ 1,102.00	\$ 2,204.00	\$ 3,306.00	\$ 3,306.00	\$ 4,408.00	
Multiplied by Benefits Rate (9%)	1.09	1.09	1.09	1.09	1.09	
Total Salary for Adjunct	\$ 1,201.18	\$ 2,402.36	\$ 3,603.54	\$ 3,603.54	\$ 4,804.72	
F/T Faculty Compensation	\$22,098	\$20,996	\$31,494	\$31,494	\$41,992	
Benefit Rate (F/T teaching CE courses = 9%)	\$ 1,988.82	\$ 1,889.64	\$ 2,834.46	\$ 2,834.46	\$ 3,779.28	
Cost for Faculty Compensation/Benefits	\$ 25,288.00	\$ 25,288.00	\$ 37,932.00	\$ 37,932.00	\$ 50,576.00	\$ 177,016.00

Projected Revenue	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025	Totals
State Appropriations *						
# of Cohorts	2	2	3	3	4	
# of Students per Cohort	10	10	10	10	10	
Total # of Students per Year	20	20	30	30	40	
# of Contact Hours per Student	400	400	400	400	400	
Total Contact Hours	8000	8000	12000	12000	16000	
Multiplied by Average State Funding Rate for CE (3.21)	\$ 3.21	\$ 3.21	\$ 3.21	\$ 3.21	\$ 3.21	
State Appropriations Generated	\$ 25,680.00	\$ 25,680.00	\$ 38,520.00	\$ 38,520.00	\$ 51,360.00	
State Appropriations Received	\$ 25,680.00	\$ 25,680.00	\$ 25,680.00	\$ 25,680.00	\$ 38,520.00	\$ 141,240.00

* State Appropriations funding is based on average funding per contact hour from previous biennium

Tuition	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025	Totals
Enrollment # Projected	20	20	30	30	40	
Tuition Rate per Contact Hour	\$ 7.00	\$ 7.00	\$ 7.00	\$ 7.00	\$ 7.00	
Subtotal	\$ 140.00	\$ 140.00	\$ 210.00	\$ 210.00	\$ 280.00	
# of Contact Hours per Student	400	400	400	400	400	
Total Tuition	\$ 56,000.00	\$ 56,000.00	\$ 84,000.00	\$ 84,000.00	\$ 112,000.00	\$ 392,000.00

Notes: Compensation rate of \$29 was used as this program would use faculty with a minimum of Associate's degree. The number of contract hours per academic year was derived from the total contact hours from the proposed curriculum and the number of cohorts expected to be offered. Contact Hours per student was derived from the proposed curriculum which totals 400 contact hours for the award.

Operating Costs and Revenue Projections

CATEGORY	INITIAL COST	BUDGET 2ND YEAR	BUDGET 3RD YEAR	BUDGET 4TH YEAR	BUDGET 5TH YEAR	TOTAL BUDGET
	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025	2020-2025
Faculty Compensation and Benefits	\$25,288.00	\$25,288.00	\$37,932.00	\$37,932.00	\$50,576.00	\$177,016.00
Supplies and Materials (Operating)	\$8,028.00	\$8,028.00	\$12,042.00	\$12,042.00	\$16,056.00	\$56,196.00
Library Resources	\$1,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000.00
Equipment and Software (Capital)	\$10,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10,500.00
Facilities (Furniture) (Operating)	\$4,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,000.00
Faculty Professional Development/(Travel)	\$1,100.00	\$1,100.00	\$1,100.00	\$1,100.00	\$1,100.00	\$5,500.00
Course Approval Fees	\$384.00	\$384.00	\$576.00	\$576.00	\$768.00	\$2,688.00
Subtotal - Instructional & Operating Budget	\$50,300.00	\$34,800.00	\$51,650.00	\$51,650.00	\$68,500.00	\$256,900.00
Total Budget Per Year	\$50,300.00	\$34,800.00	\$51,650.00	\$51,650.00	\$68,500.00	\$256,900.00

CATEGORY	REVENUE	REVENUE	REVENUE	REVENUE	REVENUE	TOTAL REVENUE
	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025	2020-2025
State Appropriations	\$ 25,680.00	\$ 25,680.00	\$ 25,680.00	\$ 25,680.00	\$ 38,520.00	\$ 141,240.00
Tuition	\$ 56,000.00	\$ 56,000.00	\$ 84,000.00	\$ 84,000.00	\$ 112,000.00	\$ 392,000.00
TOTAL REVENUE	\$ 81,680.00	\$ 81,680.00	\$ 109,680.00	\$ 109,680.00	\$ 150,520.00	\$ 533,240.00

Supporting Documentation

- Advisory Committee Membership
- Letters of Support

Emergency Medical Technician – Basic Continuing Education Certificate Advisory Committee Membership

Name	Title	Business	Email
Andrew Levine, MD	Medical Director	South Texas College/ Private Practice	aolevine@gmail.com
Jaime Solis	Operations Coordinator	Med-Care, INC.	jsolis@medcare-ems.com
Francina Atkins	Regional Faculty	American Heart Association	fatkinsrncrn@yahoo.com
Gloria Vela	System Education Director /Employee	South Texas Health Systems	gloria.vela@uhsrgv.com
Michael Farris	RN/EMT Paramedic	Rio Grande Regional Hospital	mkfbuck@yahoo.com
Noemi Sanchez	EMT-Intermediate	Texas Department of State Health Services-Retired	nohemi64@mail.com
Gustavo Ramirez	EMT- Paramedic	Weslaco Fire Department	gramirez@weslacotx.gov
Sean O'Connor	Community Representative/ Local Business Owner	ASAP Printing Solutions	soconnor@asapprintingsolutions.com
Raul B. Alvizo	EMT -Paramedic Compliance Officer	Hidalgo County EMS	ralvizo@hidalgocountyems.org

Carlos E. Tello, AAS, BAAS, LP, EMS Coordinator
Program Chair, Emergency Medical Technology Department
South Texas College
1101 East Vermont Avenue
McAllen, Texas 78503

14 July 2020

Dear Mr. Tello,

As a serving EMT Advisory Committee Member, I am extending my support to South Texas College (STC), Emergency Medical Technology (EMT) Program and their program graduates.

Due to the ongoing Covid-19 crisis, more Emergency Medical Technicians will be needed to elevate the strain already being felt in our community. A non-credit EMT certificate program through the Continuing Education Department would assist the current situation.

Providing students with quality instruction would allow workforce positions in the healthcare services to be filled. I support the EMT Program along with its affiliates in helping students gain the required skills/knowledge in accordance with the accrediting standards.

If you have any questions, please do not hesitate to ask.

Sincerely,

A handwritten signature in black ink, appearing to be 'J. Alaniz', with a stylized flourish at the end.

Javier Alaniz MPA, LP, EMS Coordinator
EMT Advisory Committee Member
956-867-6523
Jalaniz374@gmail.com

Carlos E. Tello, AAS, BAAS, LP, EMS Coordinator Program Chair,
Emergency Medical Technology Department South Texas College
1101 East Vermont Avenue
McAllen, Texas 78503

7 July 2020

Dear Mr. Tello,

As a serving EMT Advisory Committee Member and potential consumer of Emergency Medical Services, I extend my support for South Texas College (STC), Emergency Medical Technology (EMT) Program and their program graduates.

I am thrilled to bear that the institution is considering adding a non-credit EMT certificate program through the Continuing Education Department in an effort to address the potential shortage of Emergency Medical Technicians amid the ongoing COVID-19 crisis. I applaud the institution's commitment to preserve the first responder component of the healthcare spectrum during this global pandemic.

The importance of providing adults with quality instruction will allow them to fill skilled workforce positions in healthcare and/or augment the resources of supportive organizations that need immediate healthcare services to be provided to the public. I further support the EMT Program along with its clinical affiliates towards gaining the needed knowledge for students to master all required competencies in accordance with the accrediting standards.

If you have any questions, or require additional information regarding my ongoing support for STC's EMT Program, please do not hesitate to ask.

Sincerely,


Francina Atkins RN, CVRN-BC
Critical Care Educator/Independent Contractor
AHA Programs for BLS, ACLS, ACLS-EP and PALS
Phone 956-358-2492
fatkinsmccrn@yahoo.com

July 21, 2020

Carlos E. Tello, AAS, BAAS, LP, EMS Coordinator
Program Chair, Emergency Medical Technology Department
South Texas College
1101 East Vermont Avenue
McAllen, Texas 78503

Dear Mr. Tello,

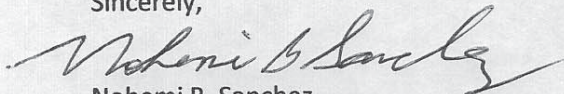
As a serving EMT Advisory Committee Member and potential consumer of Emergency Medical Services, I extend my support for South Texas College (STC), Emergency Medical Technology (EMT) Program and their program graduates.

I am thrilled to hear that the institution is considering adding a non-credit EMT certificate program through the Continuing Education Department in an effort to address the potential shortage of Emergency Medical Technicians amid the ongoing COVID-19 crisis. I applaud the institution's commitment to preserve the first responder component of the healthcare spectrum during this global pandemic.

The importance of providing adults with quality instruction will allow them to fill skilled workforce positions in healthcare and/or augment the resources of supportive organizations that need immediate healthcare services to be provided to the public. I further support the EMT Program along with its clinical affiliates towards gaining the needed knowledge for students to master all required competencies in accordance with the accrediting standards.

If you have any questions, or require additional information regarding my ongoing support for STC's EMT Program, please do not hesitate to ask.

Sincerely,



Nohemi B. Sanchez,
240 Wentz St.
San Benito, Texas 78586
(956) 244-8017
nohemi64@mail.com

Presentation and Action as Necessary on Tax Resale of Struck-off Properties by Starr County Commissioners Court

Linebarger Goggan Blair Sampson, LLP, has provided notice that the Starr County Commissioners Court has authorized a tax resale of struck-off properties by public auction on Tuesday, December 1, 2020 at 10:30 a.m. at the Courthouse located at 401 N. Britton, Rio Grande City, Texas.

The firm identified ten properties which were previously put up for tax sale but failed to receive the minimum bids, and were therefore struck-off to taxing entities. All properties were non-homestead designated and no longer have a right of redemption.

While Linebarger Goggan Blair & Sampson, LLP has advised that no formal action is required by the South Texas College Board of Trustees, they have provided the information in the event that the College has an interest in or concern with the proposed proceedings.

On November 10, 2020, Mr. Michael Cano with Linebarger Goggan Blair Sampson, LLP presented this information to the Finance, Audit, and Human Resources Committee.

The proposed tax resale property information is provided in the packet for the Board's review.

The Finance, Audit, and Human Resources Committee recommended that the Board take no action on this item.

No action is requested from the Board.

LINEBARGER GOGGAN BLAIR & SAMPSON, LLP

ATTORNEYS AT LAW
1512 S. Lone Star Way
EDINBURG, TEXAS 78539

Telephone: (956) 383-4500
Facsimile: (956) 383-7820

October 14, 2020

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

RE: Tax Resale Properties

Dear Dr. Reed,

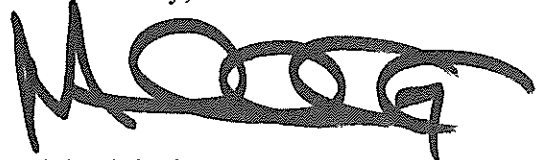
Enclosed is a signed resolution recently approved by Starr County Commissioners Court authorizing our firm to proceed with the tax resale of the struck-off properties listed on attached Exhibit A. The tax resale will take place at the South Side Doors of the Courthouse, located at 401 N. Britton, Rio Grande City, Texas, (by public auction) on Tuesday, **DECEMBER 01, 2020**, at 10:30 am.

All of the properties listed on Exhibit A were previously foreclosed upon and put up for tax sale, but the properties failed to receive the required minimum bids and were therefore struck-off to the taxing entities. Additionally, all of the properties were *non-homestead* designated properties and no longer have a right of redemption. In accordance with Sec. 34.05 of the Texas Property Tax Code, our firm will proceed to place the properties up for *resale* at a public auction on December 01, 2020, and the proceeds will be applied pro-rata amongst *all* of the taxing entities respective interest in each property.

This item does not need to be placed on your agenda for official approval; it is being provided to you for *informational* purposes only. However, I strongly recommend reviewing the attached Exhibit A and *immediately* contact my office if your taxing entity has an interest/concern in a particular property and wishes that it not be sold. Otherwise, all of the properties will be sold on December 01, 2020, without any further approval by any of the interested taxing entities.

If you have any questions about any particular property and/or about the tax sale/resale process, please do not hesitate to contact me.

Respectfully,

A handwritten signature in dark ink, appearing to read 'M. G. Cano', with a stylized flourish at the end.

Michael G. Cano
Partner

_____ RESOLUTION NO.

AUTHORIZING THE RESALE OF PROPERTIES ON THE ATTACHED AND INCORPORATED EXHIBIT A, WHICH WERE ALL FORECLOSED ON UPON MORE THAN SIX (6) MONTHS AGO FOR FAILURE TO PAY AD VALOREM TAXES DUE TO THE COUNTY OF STARR, IN ACCORDANCE WITH SEC. 34.05 (C) OF THE TEXAS PROPERTY TAX CODE.

WHEREAS, the County of Starr is a taxing entity in the State of Texas and is duly authorized to levy and collect taxes on property located within its taxing jurisdiction; and

WHEREAS, the taxing authorities located within the County of Starr hold in trust all properties in their jurisdiction that were previously foreclosed upon and not sold at tax sale ("struck-off") because the opening bid was not met; and

WHEREAS, the County of Starr, as a taxing jurisdiction that is entitled to receive proceeds of the sale of such previously struck-off properties, desires that such properties be placed for resale in accordance with Sec. 34.05 of the Texas Property Code; and


WHEREAS, the County of Starr desires to receive the highest possible bid for each struck-off property so that such properties may be returned to the tax rolls; and

NOW THEREFORE, BE IT RESOLVED BY THE COUNTY OF STARR THAT

1. The governing body of the County of Starr authorizes its County Sheriff to resale the struck-off properties on the attached Exhibit A by public auction in accordance with Sec. 34.05 (c) of the Texas Property Tax Code and to accept the highest bid for each struck-off property.
2. After such resale is conducted and monies received, the County of Starr authorizes its ad valorem tax attorneys (Linebarger) to pay all costs of resale in accordance with the Texas Property Tax Code and to prorate the remaining monies amongst all of the taxing jurisdictions in accordance with the balances found to be owed in the final judgment, which was approved by a court of proper jurisdiction.

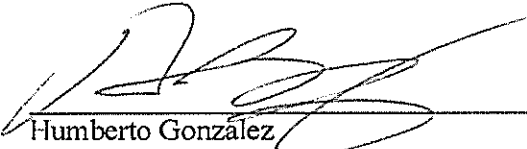
3. The County of Starr authorizes its County Sheriff to execute the necessary resale deeds upon the payment of its prorated share of the tax resale proceeds without further action from this governing body.
4. This resolution is adopted in accordance with all requirements and is in effect as of October 13, 2020.

County of Starr



Hon. Eloy Vera
County Judge, County of Starr

ATTEST:



Humberto González
County Clerk, County of Starr

LINEBARGER GOGGAN BLAIR & SAMPSON, LLP
STARR COUNTY TAX RESALE LIST

#	SUIT NUMBER	LEGAL DESCRIPTION	ACCOUNT NUMBER
01	TS-94-40	Lot 19, El Bosque Subdivision, Unit 1, Starr County, Texas, as describe in Volume 2, Page 188, official deed records of Starr County, Texas. Parcel No. 26047	(26047) 07400-00000-01900-000000
02	TS-00-29	Tract 7: Lot 16, block "B", Muniz Subdivision, an addition to Starr County, Texas, according to the map or plat thereof, recorded in volume 1, page 156, map records of Starr County, Texas.	(50130) 12500-00002-01600-000000
03	TS-04-41	Tract 2: 0.344 acre, more or less, being Lot 1, Block 6, Community of Salineno, Starr County, Texas, as described in Volume 830, Page 786, Official Records of Starr County, Texas.	(3819) 21000-00600-00100-000000
04	TS-08-102	Tract 2: Lot 1, Block 10, Los Olmos Addition, Original Townsite of Rio Grande City, Starr County, Texas, according to the map or plat thereof recorded in Volume 62, Page 323, Map Records of Starr County, Texas.	(54466) 13200-01000-00100-000000
05	TS-08-102	Tract 3: Lot 2, Block 10, Los Olmos Addition, Original Townsite of Rio Grande City, Starr County, Texas, according to the map or plat thereof recorded in Volume 62, Page 323, Map Records of Starr County, Texas.	(54467) 13200-01000-00200-000000
06	TS-08-102	Tract 4: Lot 3, Block 10, Los Olmos Addition, Original Townsite of Rio Grande City, Starr County, Texas, according to the map or plat thereof recorded in Volume 62, Page 323, Map Records of Starr County, Texas.	(54468) 13200-01000-00300-000000
07	TS-08-102	Tract 5: Lot 4, Block 10, Los Olmos Addition, Original Townsite of Rio Grande City, Starr County, Texas, according to the map or plat thereof recorded in Volume 62, Page 323, Map Records of Starr County, Texas.	(54469) 13200-01000-00400-000000
08	TS-08-102	Tract 6: Lot 5, Block 10, Los Olmos Addition, Original Townsite of Rio Grande City, Starr County, Texas, according to the map or plat thereof recorded in Volume 62, Page 323, Map Records of Starr County, Texas.	(54470) 13200-01000-00500-000000
09	TS-08-102	Tract 7: Lot 12, Block 10, Los Olmos Addition, Original Townsite of Rio Grande City, Starr County, Texas, according to the map or plat thereof recorded in Volume 62, Page 323, Map Records of Starr County, Texas.	(54477) 13200-01000-01200-000000
10	TS-10-112	Tract No. 3: Lot 6, of the South half of Block 49, Town of Rio Grande City, Starr County, Texas, as described in Volume 530, Page 848, Official Records of Starr County, Texas	(62376) 14500-04900-00600-000100

DISCLAIMER—RESALE LIST IS PRELIMINARY AND SUBJECT TO CHANGE

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

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

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

A. Award of Proposals

1) Computer Lab Management Software (Award)

Award the proposal for computer lab management software to **Computer Lab Solutions/dba LabStats** (Idaho Falls, ID), at a total amount of \$6,600.00 for a period of one (1) year with the option to renew for two (2) additional years.

Purpose – The computer lab management software will enable the Learning Commons and Open Labs Department to efficiently manage its computer and software assets.

Justification and Benefit – A computer lab management software is necessary to manage computers and software in open computer labs throughout the College district, including student computers in libraries, open labs, information commons, and extended hours spaces. In addition to providing computer asset accountability, this cloud-based software service will enhance operational efficiency by enabling the Learning Commons and Open Labs Department to track the use of specific software applications, which will yield valuable real-time data about student demand for each software application and informed decisions on software license renewals. This software also will provide users with online, real-time availability maps for computers and software throughout the College district.
EVALUATED AS HIGH PRIORITY AND SHOULD NOT BE POSTPONED.

Background – Proposal documents were advertised on August 5, 2020 and August 12, 2020 and issued to three (3) vendors. Two (2) responses were received on September 4, 2020 and reviewed by Library and Learning Support Services, Learning Commons and Open Labs, Information Technologies, Information Security Office, and Purchasing Department. Of the two proposals, one did not qualify because it did not meet the requirement of being a cloud-based infrastructure solution.

Funds for this expenditure are budgeted in the Learning Commons and Open Labs budget for FY 2020 – 2021.

2) Nursing and Allied Health Original Building A Analog to Digital Audio Visual Upgrade Phase I (Award)

Award the proposal for the Nursing and Allied Health Original Building A Analog to Digital Audio Visual Upgrade Phase I to **Audio Visual Aids** (San Antonio, TX), at a total amount of \$369,788.33.

Purpose – The Educational Technology project is a continuation of the ongoing yearly initiative to upgrade outdated analog audio visual equipment in classrooms/labs in pre-bond buildings to meet the new digital standard developed with the recent bond construction. The upgrade to the equipment will allow the audio visual systems in the

Nursing and Allied Health Campus original building A high priority classrooms to support the digital video signals that are now standard on all new devices. This upgrade will improve faculty instruction and student success by enabling use of podiums, projectors, laptops, tablets, and other digital equipment. This project does not require any new construction or renovation of the existing building only replacement of outdated analog audio visual equipment.

Justification and Benefit – This project will upgrade twenty-one (21) classroom spaces at the Nursing and Allied Health campus to the college digital audio visual standard to support the digital video signals provided by modern computing and presentation devices. The upgrade also includes sharper and higher resolution projected images and improved sound quality for instruction and student presentations. This will also aid in supporting the newly established Bachelor of Nursing program by providing modern, high-quality equipment for instruction, and student learning. **EVALUATED AS HIGH PRIORITY AND SHOULD NOT BE POSTPONED.**

Background – Proposal documents were advertised on September 30, 2020 and October 7, 2020 and issued to nine (9) vendors. Three (3) responses were received on October 15, 2020 and reviewed by Educational Technologies, Facilities Planning and Construction, and the Purchasing Department.

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

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

3) Furniture (Purchase)

Purchase furniture through an OMNIA Partners Cooperative Purchasing Program approved vendor, at a total amount of \$70,857.20.

#	Vendor	Amount
A	Exemplis Corporation / Gateway Printing and Office Supply, Inc. (Cypress, CA/Edinburg, TX)	\$ 70,857.20
Furniture Total		\$ 70,857.20

The purchases can be summarized as follows:

- Exemplis Corporation / Gateway Printing and Office Supply, Inc. (Edinburg, TX)
 - ⇒ Pecan Campus
 - 235 Chairs for the Centers for Learning Excellence

Fund for this expenditure are budgeted in the Centers for Learning Excellence budget for FY 2020 – 2021.

4) LED Lamps (Purchase)

Purchase LED lamps from **Bush Supply Company** (Edinburg, TX), a Texas Association of School Boards - Buyboard approved vendor, at a total amount of \$109,995.20.

Purpose – Facilities Operations and Maintenance is requesting to purchase one thousand one hundred twenty (1,120) LED lamp retrofit kits, which will replace fluorescent lamps at the Pecan Campus.

Justification and Benefit – As part of one of the 2021 projects, Facilities Operations and Maintenance would like to continue replacing fluorescent lamps with LED lamps at the Pecan Campus. This will be the fourth phase of several, which will help reduce energy consumption, improve maintenance since LED lights are designed to have a long life, and improve safety. LED lamps do not contain any harmful chemicals, such as mercury, and are safer for the environment. **EVALUATED AS HIGH PRIORITY AND SHOULD NOT BE POSTPONED.**

Funds for this expenditure are budgeted in the District Wide Interior LED Light Upgrade budget for FY 2020 – 2021.

5) Business Skills Training Services (Renewal)

Renew the business skills training services contracts for the period beginning February 1, 2021 through January 31, 2022 as follows:

Vendor	Course Rates	STC Commission	Courses
Leadership Empowerment Group (Mercedes, TX)	Full Day - \$2,000 Half Day - \$1,000 ***** Materials Included		Leadership: Executive, Nurse, Teacher, Parent Student, Business, and Etiquette Written Communication, Oral Communication, Customer Service, Organizational Skills, CPR, Conflict Management, Sexual Harassment, Strategic Planning, etc.
World-Class Training (Brownsville, TX)	\$300 per hour Minimum – Half Day ***** Materials Included	\$18 per instructional hour	Communication, Human Resources, Leadership, Management/Supervisory, Self-Management, Technical Skills, Office Support, Business Writing, Customer Services, etc.

Purpose – The Office of Continuing Professional and Workforce Education is requesting to renew the contracts for corporate and business skills training services to serve the community and College.

Justification and Benefit – The business skills training services provide the development of skills used in corporate and business workplace settings. These trainings are to be provided to staff of client firms through the College's Department of Continuing Professional and Workforce Education. The contract renewal for each vendor will be based upon the services provided, pricing, and availability to provide require services.

If the contract with Leadership Empowerment Group is renewed, the South Texas College Continuing Education and Professional Workforce Education team would be responsible for registration and other administrative duties. The College would then receive a thirty

(30) percent service fee, based upon tuition, for this administrative service. The College has used their services to a limited expense and this recovery of charge has been assessed and collected in the past.

Background – The Board awarded the contracts for business skills training services at the January 28, 2020 Board of Trustees meeting for one year with two one-year annual renewals. The first renewal period begins February 1, 2021 and ends January 31, 2022.

Award	Board Meeting Date	Original Term	Renewal Term
Original	1/28/20	2/1/20 – 1/31/21	2 – one year options
1 st Renewal	11/24/20		2/1/21 – 1/31/22

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

6) Catering Services (Renewal)

Renew the catering services contracts for the period beginning November 28, 2020 through November 27, 2021, at an estimated amount of \$50,000.00, which is based on prior year expenditures. The vendors are as follows:

Vendors	Vendors
Amigos Del Valle, Inc. (Edinburg, TX)	Atencion Selecta, LLC./ dba Teresita's at Los Lagos (Edinburg, TX)
Bread and Butter Bakery Caffee (McAllen, TX)	Luis Magdaleno/ dba Chick-Fil-A 27th & Nolana (McAllen, TX)
Chick-Fil-A Sharyland Towne Crossing (Mission, TX)	Coastal Deli, Inc./ dba Jason's Deli (Corpus Christi, TX)
Cornerstone Catering (Mission, TX)	Pizza Hut Muy Pizzas Tejas (San Antonio, TX)
Pizza Properties, Inc./ dba Peter Piper Pizza (El Paso, TX)	Siempre Natural (Mission, TX)

Purpose – Various college departments and instructional programs are requesting to purchase food and drinks for meetings and events attended by faculty, staff, students, and the community throughout the fiscal year on an as needed basis only. These vendors are utilized when the South Texas College cafeterias are not available.

Justification and Benefit – The catering services are necessary throughout the district for student activities events, professional development events, South Texas College sponsored events, and division meetings. The vendors provide sandwiches, salads, soups, pizza, variety of trays, wraps, breakfast tacos, plate lunches, pastries, desserts, and drinks. **EVALUATED AS HIGH PRIORITY AND SHOULD NOT BE POSTPONED.**

Background – The Board awarded the contract for catering services at the October 29, 2019 Board of Trustees meeting for one year with two one-year annual renewals. The first renewal period begins November 28, 2020 and ends November 27, 2021.

Award	Board Meeting Date	Original Term	Renewal Term
Original	10/29/19	11/28/19 – 11/27/20	2 – one year options
1 st Renewal	11/24/20		11/28/20 – 11/27/21

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

Funds for this expenditure are budgeted in various auxiliary budgets for FY 2020 – 2021.

7) Equipment Rental Services (Renewal)

Renew the equipment rental services contracts for the period beginning December 1, 2020 through November 30, 2021, at an estimated amount of \$65,000.00, which is based on prior year expenditures. The vendors are as follows:

Vendors	Vendors
Briggs Equipment (Pharr, TX)	Marentco, Inc. / dba Tejas Events and Tents (McAllen, TX)
Rental World (McAllen, TX)	Space Jump Rentals (Pharr, TX)

Purpose – Student Activities and the Office of Public Relations and Marketing are requesting to renew the contracts which are used to rent various types of equipment, tables, chairs, linens, and stages for various College events throughout the fiscal year on an as needed basis only.

Justification and Benefit – The rental services will be used for South Texas College sponsored events and student events at all campuses. **EVALUATED AS HIGH PRIORITY AND SHOULD NOT BE POSTPONED.**

Background – The Board awarded the contract for the equipment rental services at the November 26, 2019 Board of Trustees meeting for one year with two one-year annual renewals. The first renewal period begins December 1, 2020 and ends November 30, 2021.

Award	Board Meeting Date	Original Term	Renewal Term
Original	10/29/19	12/1/19 – 11/30/20	2 – one year options
1 st Renewal	11/24/20		12/1/20 – 11/30/21

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

Funds for this expenditure are budgeted in the Student Activities and Public Relations and Marketing budgets for FY 2020 – 2021.

8) Merchant Services (Renewal)

Renew the merchant services (credit card processing) contract with **BBVA Merchant Services provided by First Data Merchant Services, LLC.** (McAllen, TX), for the period beginning December 1, 2020 through November 30, 2021, at an estimated annual cost of \$360,000.00, which is based on prior year expenditures.

Purpose – The Business Office is requesting to renew the merchant services contract which will permit students, faculty, staff, and the general public to pay for services provided by South Texas College with credit and debit cards.

Justification and Benefit – The merchant services contract will allow the College to accept credit and debit card transactions using online payments, in-person payments or point of sale systems without interruption. Credit and debit card payments are processed at the cashier stations and cafeterias throughout the College district.

Background – The Board awarded the contract for merchant services at the November 26, 2019 Board of Trustees meeting for one year with two one-year annual renewals. The first renewal period begins December 1, 2020 and ends November 30, 2021.

Award	Board Meeting Date	Original Term	Renewal Term
Original	11/26/19	12/01/19 – 11/30/20	2 – one year options
1 st Renewal	11/24/20		12/01/20 – 11/30/21

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

Funds for this expenditure are budgeted in the Business Office – Credit Card Charges budget for FY 2020 – 2021 and FY 2021 – 2022, pending Board approval of the budget.

9) Reprographic Services (Renewal)

Renew the reprographic services contract with **RGV Reprographic, Inc.** (McAllen, TX), for the period beginning December 12, 2020 through December 11, 2021, at an estimated amount of \$15,000.00, which is based on prior year expenditures.

Purpose – Facilities Planning and Construction is requesting reprographic services for the various construction and renovation projects.

Justification and Benefit – The reprographic services will include the printing of construction or renovation project documents and specification manuals for the contractors that are interested in submitting proposal. These documents and manuals are various sizes, which require these services. It is also required that all documents and manuals be tracked when released. At the time of release, the contractors will be required to provide a deposit to obtain the documents.

Background – The Board awarded the contracts for reprographic services at the December 4, 2018 Board of Trustees meeting for one year with two one-year annual renewals. The last renewal period begins December 12, 2020 through December 11, 2021.

Award	Board Meeting Date	Original Term	Renewal Term
Original	12/04/18	12/12/18 – 12/11/19	2 – one year options
1 st Renewal	10/29/19		12/12/19 – 12/11/20
2 nd Renewal	11/24/20		12/12/20 – 12/11/21

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

Funds for this expenditure are budgeted in the Facilities Planning and Construction and various construction budgets for FY 2020 – 2021 and FY 2021 – 2022, pending Board approval of the budget.

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

10)Computers and Laptops (Purchase)

Purchase of computers and 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 \$61,105.81.

All purchase requests for computers and 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:

- Staff Computers
 - ⇒ 19 Computers for Pecan IT Bldg.-M Office & Workplace Renovation
 - ⇒ 1 Computer for Music Program
- Staff Laptops
 - ⇒ 2 Laptops for Learning Commons and Open Labs
 - ⇒ 1 Laptop for Resource Development Management and Compliance
- Faculty Laptops
 - ⇒ 1 Laptop for Kinesiology Program
 - ⇒ 3 Laptops for Diesel Technology Program
 - ⇒ 3 Laptops for Computer Science Program
 - ⇒ 1 Laptop for College Success
 - ⇒ 1 Laptop for Education Program
 - ⇒ 1 Laptop for Psychological Science Program
- Student Laptops
 - ⇒ 10 Laptops for Art Program
 - ⇒ 5 Laptops for Biology Program
 - ⇒ 1 Laptop for HVACR Program

Funds for these expenditures are budgeted in the requesting department budgets for FY 2020 - 2021 as follows: Pecan IT Bldg.-M Office & Workplace Renovation, Music Program, Chemistry Program, Learning Commons and Open Labs, Resource Development Management and Compliance Department, Kinesiology Program,

Mathematics Program, Child Development Program, Diesel Technology Program, Computer Science Program, College Success, Education Program, Art Program, Biology Program, Psychological Science Program, and HVACR Program.

Recommendation:

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

A. Award of Proposals

- 1) **Computer Lab Management Software (Award):** award the proposal for computer lab management software to **Computer Lab Solutions/ dba LabStats** (Idaho Falls, ID), at a total amount of \$6,600.00 for a period of one (1) year with the option to renew for two (2) additional years;
- 2) **Nursing and Allied Health Original Building A Analog to Digital Audio Visual Upgrade Phase I (Award):** award the proposal for the Nursing and Allied Health Original Building A Analog to Digital Audio Visual Upgrade Phase I to **Audio Visual Aids** (San Antonio, TX), at a total amount of \$369,788.33;

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

- 3) **Furniture (Purchase):** purchase furniture through an OMNIA Partners Cooperative Purchasing Program approved vendor, at a total amount of \$70,857.20;

#	Vendor	Amount
A	Exemplis Corporation / Gateway Printing and Office Supply, Inc. (Cypress, CA/Edinburg, TX)	\$70,857.20
Furniture Total		\$70,857.20

- 4) **LED Lamps (Purchase):** purchase LED lamps from **Bush Supply Company** (Edinburg, TX), a Texas Association of School Boards – Buyboard approved vendor, at a total amount of \$109,995.20;
- 5) **Business Skills Training Services (Renewal):** renew the business skills training services contracts for the period beginning February 1, 2021 through January 31, 2022 as follows:

Vendor	Course Rates	STC Commission	Courses
Leadership Empowerment Group (Mercedes, TX)	Full Day - \$2,000 Half Day - \$1,000 ***** Materials Included		Leadership: Executive, Nurse, Teacher, Parent Student, Business, and Etiquette Written Communication, Oral Communication, Customer Service, Organizational Skills, CPR, Conflict Management, Sexual Harassment, Strategic Planning, etc.

World-Class Training (Brownsville, TX)	\$300 per hour Minimum – Half Day ***** Materials Included	\$18 per instructional hour	Communication, Human Resources, Leadership, Management/Supervisory, Self-Management, Technical Skills, Office Support, Business Writing, Customer Services, etc.
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- 6) **Catering Services (Renewal):** renew the catering services contracts for the period beginning November 28, 2020 through November 27, 2021, at an estimated amount of \$50,000.00, which is based on prior year expenditures. The vendors are as follows:

Vendors	Vendors
Amigos Del Valle, Inc. (Edinburg, TX)	Atencion Selecta, LLC./ dba Teresita's at Los Lagos (Edinburg, TX)
Bread and Butter Bakery Caffee (McAllen, TX)	Luis Magdaleno/ dba Chick-Fil-A 27th & Nolana (McAllen, TX)
Chick-Fil-A Sharyland Towne Crossing (Mission, TX)	Coastal Deli, Inc./ dba Jason's Deli (Corpus Christi, TX)
Cornerstone Catering (Mission, TX)	Pizza Hut Muy Pizzas Tejas (San Antonio, TX)
Pizza Properties, Inc./ dba Peter Piper Pizza (El Paso, TX)	Siempre Natural (Mission, TX)

- 7) **Equipment Rental Services (Renewal):** renew the equipment rental services contracts for the period beginning December 1, 2020 through November 30, 2021, at an estimated amount of \$65,000.00, which is based on prior year expenditures. The vendors are as follows:

Vendors	Vendors
Briggs Equipment (Pharr, TX)	Marentco, Inc. / dba Tejas Events and Tents (McAllen, TX)
Rental World (McAllen, TX)	Space Jump Rentals (Pharr, TX)

- 8) **Merchant Services (Renewal):** renew the merchant services (credit card processing) contract with **BBVA Merchant Services provided by First Data Merchant Services, LLC.** (McAllen, TX), for the period beginning December 1, 2020 through November 30, 2021, at an estimated annual cost of \$360,000.00, which is based on prior year expenditures;
- 9) **Reprographic Services (Renewal):** renew the reprographic services contract with **RGV Reprographic, Inc.** (McAllen, TX), for the period beginning December 12, 2020 through December 11, 2021, at an estimated amount of \$15,000.00, which is based on prior year expenditures;

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

- 10) **Computers and Laptops (Purchase):** purchase of computers and 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 \$61,105.81.

Recommend Action - The total for all award of proposals, purchases, and renewals is \$1,108,346.54.

The Following Minute Order is proposed for consideration by the Board of Trustees:
The Board of Trustees approves and authorizes the award of proposals, purchases, and renewals totaling \$1,108,346.54, as presented.

Approval Recommended:

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

Review and Recommend Action on Annual Investment Report for FY 2019 – 2020

Approval of the Annual Investment Report for FY 2019 - 2020 is requested.

Purpose – The State Auditor’s Office (SAO) requires that higher education institutions report to the SAO certain investment information prescribed by General Appropriations Act (82nd Legislature), Article III, Rider 5-Investment Reports. The governing board of each of the educational institutions is required to file with the SAO, Comptroller of Public Accounts, Legislative Budget Board, and the Governor an annual report of all investment transactions involving endowment funds, short-term and long-term investment funds, and all other securities transactions. The College’s Policy #5120: Investment Policy and Investment Strategy Statement, requires the independent auditor to review the Investment report at least annually and the result of the review is to be reported to the Board of Trustees.

Justification – The Administration presents the Annual Investment Report to the Board of Trustees annually for approval, as required.

Reviewers – The College’s Investments were reviewed by Carr, Riggs & Ingram, LLC (external auditors).

Enclosed Documents – The Annual Investment Report prepared for the State Auditor’s Office 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 attend the Board meeting to respond to questions.

The Finance, Audit and Human Resources Committee recommended Board approval of the Annual Investment Report for FY 2019 – 2020, as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the Annual Investment Report for FY 2019 – 2020, as presented.

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

The Board of Trustees approves and authorizes the Annual Investment Report for FY 2019 – 2020, as presented.

Approval Recommended:

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

South Texas College

Annual Investment Report (Including Deposits)

August 31, 2020
Market Value

Investment or Deposit Type

Publicly Traded Equity and Similar Investments

Common Stock (U.S. and foreign stocks held in separately managed accounts or internally managed by institution investment staff; exclude mutual or commingled funds)

Equity/Stock Mutual Funds

Balanced Mutual Funds (where target allocation is > 50% equities)

"Commonfund" Equity Commingled Funds

Other Equity Commingled Funds (if primarily invested in publicly traded equities)

Preferred Stock

Other - list by type

Total Publicly Traded Equity and Similar Investments 0.00

"Other" Investments - Other than Publicly Traded Equity and Debt Investments

Real Estate (include direct ownership & investments in real estate limited partnerships, private REITs, or similar vehicles; include a portfolio of publicly traded REITs if managed as a separate asset allocation category rather than comprising part of a broadly diversified stock portfolio)

Other Real Asset Investments (e.g. investments in infrastructure funds)

Private Equity

Hedge Funds

"Commonfund" Alternative Asset Commingled Funds (Real Estate, Private Equity, Hedge Funds,

Commodities, etc.)

Annuities

Commodities

Collectibles

Other - Miscellaneous Coins

5,589.70

Total "Other" Investments - Other than Publicly Traded Equity & Debt Investments 5,589.70

Publicly Traded Debt & Similar Investments > 1 year maturity

U.S. Government Securities ("Treasuries")

U.S. Government Agency Securities ("Agencies")

Mortgage Pass-Throughs - "Agency"

Mortgage Pass-Throughs - "Private Label"

Asset-Backed Securities (ABS) (other than mortgage-backed securities)

Sovereign Debt (non-U.S.)

Municipal Obligations

Collateralized Mortgage Obligations (CMOs) - list below by category

Interest Only Strips (IOs)

Principal Only Strips (POs)

Inverse Floaters

Stated Final Maturity longer than 10 years

Other CMOs - "Agency"

Other CMOs - "Private Label"

Corporate Obligations (U.S. or foreign companies) - list below by rating

Highly Rated (AAA/AA or equivalent)

Other Investment Grade (A/BBB or equivalent)

High Yield Bonds (<BBB or equivalent)

Not Rated (NR)

Fixed Income/Bond Mutual Funds (longer term; registered with the SEC)

Balanced Mutual Funds (where target allocation is > 50% bonds or other debt securities)

"Commonfund" Fixed Income/Bond Commingled Funds

Other Fixed Income/Bond Commingled Funds (primarily invested in publicly traded debt securities; not registered with the SEC)

GICs (Guaranteed Investment Contracts)

Other - list by type

Total Publicly Traded Debt & Similar Investments > 1 year 0.00

South Texas College
Annual Investment Report (Including Deposits)

August 31, 2020
Market Value

Investment or Deposit Type	
Short-Term Investments & Deposits	
U.S. Government Securities ("Treasures")	
U.S. Government Agency Securities ("Agencies")	
Bankers' Acceptances	
Commercial Paper - A1/P1 (or equivalent)	
Other Commercial Paper - lower rated	
Repurchase Agreements (Repos)	
Money Market Mutual Funds (registered with the SEC)	
Short-Term Mutual Funds Other than Money Market Mutual Funds (registered with the SEC)	
Public Funds Investment Pool Created to Function as a Money Market Mutual Fund (not registered w/ SEC but "2a7-like")	
TexPool (and TexPool Prime)	11,614,078.08
Other Public Funds Investment Pools Functioning as Money Market Mutual Funds	
Other Investment Pools - Short-Term (not created to function as a money market mutual fund)	
Certificates of Deposit (CD) - Nonnegotiable	150,523,164.24
Certificates of Deposit (CD) - Negotiable	
Bank Deposits	126,756,340.28
Cash Held at State Treasury	
Securities Lending Collateral Reinvestments (direct investments or share of pooled collateral)	
Other - Cash on Hand	11,810.00
Total Short-Term Investments & Deposits	288,905,392.60
TOTAL INVESTMENTS and DEPOSITS	288,910,982.30

**Review and Discussion of Certificate of Achievement for Excellence
in Financial Reporting Issued by Government Finance Officers
Association of the United States and Canada (GFOA) for the College's
Comprehensive Annual Financial Report (CAFR)**

South Texas College was awarded the Certificate of Achievement for Excellence in Financial Reporting issued by Government Finance Officers Association of the United States and Canada (GFOA) for its Fiscal Year 2018 - 2019 Comprehensive Annual Financial Report (CAFR). The Certificate of Achievement is the highest form of recognition in the area of governmental accounting and financial reporting and its attainment represents a significant accomplishment by the College, and reflects the College's commitment to financial integrity and accountability in all financial reporting.

Purpose – The GFOA established the Certificate of Achievement for Excellence in Financial Reporting Program (CAFR Program) in 1945 to encourage and assist state and local governments to go beyond the minimum requirements of generally accepted accounting principles to prepare comprehensive annual financial reports that evidence the spirit of transparency and full disclosure and then to recognize individual governments that succeed in achieving that goal. The goal of the program is to ensure that users of their financial statements have the information they need to do so themselves.

Background – This is the seventeenth consecutive year the award has been awarded to the College. The Fiscal Year 2019 - 2020 CAFR will also be submitted to the GFOA to be considered for this Certificate of Achievement.

The Business Office completed the first Comprehensive Annual Financial Report in compliance with the GFOA Certificate of Excellence in Financial Reporting requirements in FY 2002 – 2003. This fiscal year was the first year the College was eligible to submit the CAFR for consideration of the award because of the requirement that information from the previous ten (10) years is presented. In the FY 2002 – 2003 CAFR, financial information for a ten year period, FY 1993 – 1994 through FY 2002 – 2003, was presented.

Each CAFR is reviewed using a checklist of approximately 600 requirements, that is designed to determine compliance with both generally accepted accounting principles (GAAP) and program policy as established by the GFOA. The requirements, which are greater than the standard requirements by the Texas Higher Education Coordinating Board (THECB), include such items as preparation and inclusion of a transmittal letter, and additional information in the footnotes and statistical tables. Reviewers are comprised of individuals from government, the public accounting profession, and academe who possess specialized expertise in governmental financial reporting.

Sixteen (16) of the fifty (50) Texas community colleges, including South Texas College, received the GFOA award for their FY 2017 - 2018 CAFR. The 2019 award winners have not been announced so far on the GFOA's website.

The annual CAFR prepared by the Business Office is audited by external auditors. The main components of the CAFR are as follows:

- Transmittal letter
- Management's discussion and analysis (MD&A)
- Financial statements
- Notes to the financial statements
- Required supplementary information schedules
- Statistical schedules
- Special reports

Enclosed Documents – A copy of the Certificate of Achievement for Excellence in Financial Reporting follows in the packet for the Board's information.

Presenters - Mary Elizondo, Vice President for Finance and Administrative Services, presented this item to the Finance, Audit, and Human Resources Committee on November 10, 2020.

Mrs. Elizondo verified that this is the highest commendation for financial reporting that is issued by the GFOA.

It is now presented to the full Board, and Mrs. Elizondo is available to respond to questions.

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



Government Finance Officers Association

**Certificate of
Achievement
for Excellence
in Financial
Reporting**

Presented to

South Texas College

For its Comprehensive Annual
Financial Report
For the Fiscal Year Ended

August 31, 2019

Christopher P. Morrill

Executive Director/CEO

Review and Action as Necessary on Financial Advisor Services and Continuing Disclosure Services Solicitation Process and Evaluation Criteria

Approval of Financial Advisor Services and Continuing Disclosure Services Solicitation Process and Evaluation Criteria is requested.

Purpose – A recommendation to the Board for the solicitation process and evaluation criteria of selecting Financial Advisor Services and Continuing Disclosure Services is requested.

Justification – At the October 27, 2020 Board meeting, the Board requested further analysis from staff on procurement methods and evaluation criteria for the Financial Advisor Services and Continuing Disclosure Services. Furthermore, the Board rejected all proposals that were received using the Request for Proposal solicitation process.

Background – On August 12, 2020 and August 19, 2020, the College advertised a Request for Proposal (RFP) for Financial Advisor Services and Continuing Disclosure Services for the period of November 1, 2020 through October 31, 2021 with two (2) one-year options to renew. A two (2) month extension for the Financial Advisor Services agreement with Hilltop Securities, Inc. for the period of September 1, 2020 through October 31, 2020 was approved by the Board on August 25, 2020. In addition, a four (4) month extension for the Financial Advisor Services agreement with Hilltop Securities, Inc. for the period of November 1, 2020 through February 28, 2021 was approved by the Board on October 27, 2020. The current contract for Continuing Disclosure Services agreement with Hilltop Securities was approved by the Board of Trustees on June 27, 2017 for five (5) years with automatic annual renewals and a thirty (30) day cancellation option.

During the Board of Trustees meeting held on October 27, 2020, the Board rejected all proposals for Financial Advisor Services and Continuing Disclosure Services that were received and requested that further discussion take place at the November Finance Committee meeting. Furthermore, the Board discussed combining the Financial Advisor Services and Continuing Disclosure Services solicitation, and requested further analysis of the solicitation process (RFQ and RFP), evaluation criteria, and evaluation ratings.

Legal Counsel advised that the Financial Advisor Services and Continuing Disclosure Services may be solicited as a Request for Qualifications or a Request for Proposal.

Additional information is provided below regarding the solicitation process, Request for Qualifications (RFQ) or a Request for Proposal (RFP), when soliciting for Financial Advisor Services and/or Continuing Disclosure Services.

- A Request for Qualifications (RFQ) is a qualifications-based two (2) step selection process. It is not a proposal, therefore it does not require that fees be disclosed. An RFQ is a document that asks potential vendors to detail their background and experience providing a specific good or service. The RFQ does not include any

details on how the work would be performed or what the charges might be, instead it only includes the vendor's skills and experience. The intent of an RFQ is to allow the Board to select who they determine is the most qualified for the project. The College has the opportunity to negotiate a fee with the final selection.

- A Request for Proposals (RFP) is a request for vendors to submit their proposal for a project (goods and/or services). An RFP explains the goods that are needed and the requirements of the project (services) and then requests that interested bidders submit their plan for the work, estimate of costs, and other details relevant to the project such as the firm's history and capabilities. In evaluating vendor responses, the RFP contains more information than an RFQ, such as a basis for a detailed comparison in purchase price, vendor reputation, quality of goods or services, extent to which the goods or services meet the College's needs, vendor's past relationship with the College, whether they are a historically underutilized business, etc.

Based on Legal Counsel's guidance, administration requests clarification from the Board regarding the following decisions:

	Decisions	Legal Counsel Comments	Notes/Recommendation
1	Should the solicitation process be an RFQ or RFP?	Both solicitations options are acceptable.	Both solicitation options are acceptable and have been used for these services by other entities.
2	Should solicitation be combined for both services or separately for each service?	Solicitation may be conducted for both services combined or separately for each service.	Both solicitation options are acceptable and have been used for these services by other entities.
3	Which evaluation criteria should be used?	Evaluation criteria options are at the Board's discretion.	Proposed evaluation criteria are included below.
4	Which evaluation ratings should be used?	Evaluation rating options are at the Board's discretion.	Proposed evaluation criteria ratings are included below.
5	Other discussion points: <ul style="list-style-type: none"> • Should the evaluation team be staff or the Board of Trustees? • Should solicitation include the possibility of a vendor presentation to the Board? 	<p>Either the staff or the Board of Trustees may evaluate the responses.</p> <p>Presentations by the vendors are an option for the Board or Committee.</p>	

Evaluation Criteria – Request for Qualification (Exhibit A)

The Evaluation Committee, Purchasing Staff, and Legal Counsel developed proposed evaluation criteria and evaluation ratings for the Request for Qualification for the Committee's consideration and are included in Exhibit A and are as follows:

- 1) Qualifications of staff to be assigned to the College (up to 45 points)
 - a. The qualifications of the staff assigned to the College vis-à-vis background, years of experience, number of issues engaged in, size of issues, etc.
 - b. References (including personal knowledge and experience of College staff).
- 2) Experience with Public Entities (up to 45 points)
 - a. Overall public finance experience and track record of the firm.
 - b. Specific experience of the firm and staff with debt obligations issued by public entities.
- 3) Regulatory Matters (up to 10 points)
 - a. Investigations and litigations information provided.

Evaluation Criteria – Request for Proposal (Exhibit B)

The evaluation criteria and evaluation ratings utilized for the Request for Proposal previously issued are included for the Committee's reference and consideration in Exhibit B.

Upon Finance, Audit, and Human Resources Committee's response to these questions and approval of a plan, administration would propose the criteria for review at the November 24, 2020 Board of Trustees meeting and approval by the Board.

Mary Elizondo, Vice President for Finance and Administrative Services, Myriam Lopez, Comptroller, and Becky Cavazos, Director of Purchasing attended the November 10, 2020 Finance, Audit and Human Resources Committee meeting to address any questions by the Committee.

Enclosed Documents – The proposed Request for Qualification Evaluation Criteria (Exhibit A) and the Request for Proposal Evaluation Criteria (Exhibit B) follow in the packet for Board's information and review.

The Finance, Audit, and Human Resources Committee recommended Board approval that both services be solicited together, using the Request for Qualifications procurement method, and the evaluation criteria attached, which have been adjusted as per the recommendation by the Committee.

The Committee further recommended that qualifications be provided directly, and without staff evaluation, to the Finance, Audit, and Human Resources Committee for evaluation

and recommendation of the most highly qualified respondent for Board approval. The Committee and Board reserve the right to interview respondents as necessary.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the solicitation of a Request for Qualifications (RFQ) for Financial Adviser and Continuing Disclosure Services, using the identified criteria, and stipulating that evaluations will be conducted by the Finance, Audit, and Human Resources Committee.

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

The Board of Trustees approves and authorizes the solicitation of a Request for Qualifications (RFQ) for Financial Adviser and Continuing Disclosure Services, using the identified criteria, and stipulating that evaluations will be conducted by the Finance, Audit, and Human Resources Committee.

Approval Recommended:

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

**SOUTH TEXAS COLLEGE
FINANCIAL ADVISOR AND CONTINUING DISCLOSURE SERVICES
REQUEST FOR QUALIFICATIONS - EVALUATION CRITERIA**

			Financial Advisor and Continuing Disclosure Services		
			Score Key		Points
1	Qualifications of staff to be assigned to the College (up to 45 points)				
	1.1	The qualifications of the staff assigned to the College vis-à-vis background, years of experience, number of issues engaged in, size of issues, etc.	33-45 20-32 10-19 0-9	Excellent Acceptable Marginal Poor	45
	1.2	References (including personal knowledge and experience of College staff).			
2	Experience with Public Entities (up to 45 points)				
	2.1	Overall public finance experience and track record of the firm.	33-45 20-32 10-19 0-9	Excellent Acceptable Marginal Poor	45
	2.2	Specific experience of the firm and staff with debt obligations issued by public entities.			
3	Regulatory Matters (up to 10 points)				
	3.1	Investigations and litigations information provided.	7-10 4-6 1-3 0	Excellent Acceptable Marginal Poor	10
Total Points					100

Exhibit B

SOUTH TEXAS COLLEGE REQUEST FOR PROPOSAL EVALUATION 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)	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 <i>Five (5) points were used from the purchase price for this criterion.</i>	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 Revise Policy #2500: Records Management

Approval to revise Policy #2500: *Records Management* is requested.

Purpose – The proposed policy revisions are necessary to update Policy #2500 Records Management to reflect the College's current operations, procedures, and regulations relating to the management of records.

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

- To comply with the requirements of Government Codes, Texas Public Information Act Chapter 552, and Chapter 441, Subchapter J, Preservation and Management of Local Government Records, and the Texas Local Government Records Act Chapters 201-205.
- To include duties and responsibilities of the Records Management Officer, Records Custodian, and Records Coordinator.
- To align the current operations of South Texas College as it relates to the creation, receipt, maintenance, preservation, and disposition of college records.

Background – South Texas College adopted Policy #2500: *Records Management* on November 9, 1995. The policy was previously revised on November 18, 2004.

The College has a records management program, applicable to all College departments, which includes following state requirements regarding the preservation, maintenance, retention, and disposal of records and identifying roles and responsibilities within the program.

Reviewers – The revised policy has been reviewed by staff, the Vice President for Finance and Administrative Services, President's Cabinet, Planning and Development Council Staff, and by STC Legal Counsel, Mr. Jesus Ramirez.

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

The additions to the policy are highlighted in yellow and the deletions are designated with a red strikeout. Revisions made based upon Committee feedback are designated with blue highlighting.

Mary Elizondo, Vice President for Finance and Administrative Services, and Frank Jason Gutierrez, Director of Accountability, Risk, and Compliance, attended the November 10, 2020 Finance, Audit, and Human Resources Committee Meeting to address questions.

The Finance, Audit, and Human Resources Committee recommended Board approval to revise Policy #2500: *Records Management* as presented and which supersedes any previously adopted Board policy.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the proposed revisions to Policy #2500: *Records Management* as presented and which supersedes any previously adopted Board policy.

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

The Board of Trustees approves and authorizes the proposed revisions to Policy #2500: *Records Management* as presented and which supersedes any previously adopted Board policy.

Approval Recommended:

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

MANUAL OF POLICY

Title	Records Management	2500
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I. Purpose

South Texas College is committed to the management and disposition of College records in accordance with the Government Codes, Texas Public Information Act Chapter 552, and Chapter 441, Subchapter J, Preservation and Management of Local Government Records, and the Texas Local Government Records Act Chapters 201-205.

II. Policy

~~It is the policy of South Texas College to establish, promote, and support an active and continuing program for the efficient, economical, and effective management and control over the use and disposition of its records consistent with the requirements of the Texas Local Government Records Act, Title 6, Subtitle C, Local Government Code.~~

It is the policy of South Texas College to retain, allow public access to and dispose of College records in accordance with the Government Codes, Texas Public Information Act, Chapter 552, and Chapter 441, Subchapter J, Preservation and Management of Local Government Records, and the Texas Local Government Records Act Chapters 201-205.

1. ~~Records Management Program~~

~~2.~~ 1. College Records Declared Public Property

College records, as hereafter defined, shall be created, ~~stored~~ maintained, and disposed of in accordance with the provisions of the *Texas Local Government Records Act, Texas Government Code, Chapter 552, this Records Management Policy* and College's Records Management Program and in no other manner.

All College records ~~as defined in paragraph (1a) of this policy~~ are declared to be the property of South Texas College. No employee ~~shall have~~ has, by virtue of status or position, ~~any~~ a personal or property right to such records even though said employee may have ~~developed~~ authored or compiled them. The unauthorized destruction, removal from files, or use of such records is prohibited.

~~6.~~ 2. ~~Development, Approval, and Authority of Records Management Plan~~ Program

a. The Records Management Officer shall develop and maintain a Records Management ~~Plan~~ Program for South Texas College ~~for submission to the President for approval~~. The ~~Plan~~ Program contains ~~polieies~~ policy and procedures designed to promote cost-effective and efficient recordkeeping, to adequately protect ~~and the essential records of the College, and to properly preserve those College records that are of historical value~~. The ~~Plan~~ Program contains ~~polieies~~ policy and procedures designed to enable the Records Management Officer to carry out the duties prescribed by ~~S~~ state law and this policy effectively.

~~Strikethrough denotes deletion~~

Italics denotes addition

Blue highlight denotes revision based on Committee Meeting

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- b. ~~Once approved by the President, the Records Management Plan Program is binding on all departments of South Texas College and records are created, maintained, stored, microfilmed, or destroyed, including, but not limited to, creation, preservation, storage, and destruction of records, as appropriate.~~
- c. ~~State law relating to the duties, other responsibilities, or recordkeeping requirements of a department head do not exempt the department head or the records in the department head's care from the application of this policy and the records management plan developed and approved by the President and may not be used by the department head as a basis for refusal to participate in the records management program of South Texas College.~~
- c. *State law relating to the duties, other responsibilities, or recordkeeping requirements of local government records do not exempt a department or the records in the department's care from the application of this policy and may not be used by the department as a basis for refusal to participate in the Records Management Program of South Texas College.*

3. Designation of Records Management Officer

The Vice President for Finance and Administrative Services, and the successive holders of said office, ~~shall~~ is **designated to** serve as the Records Management Officer for the College. As provided by **S** state law each successive holder of the office shall file his or her name with the director and librarian of the Texas State Library and Archives Commission within thirty (30) days of the initial designation or appointment to the office. ~~as applicable.~~

~~4. Administration of the Records Management Program~~

~~The Records Management Program shall be administered under the direction of the Records Management Officer subject to the supervision and control of the President of South Texas College.~~

5. 4 Authority of the Records Management Officer

The Records Management Program shall be administered under the direction of the Records Management Officer subject to the supervision and control of the President of South Texas College. The Records Management Officer, with the advice and consent of the President of South Texas College, is authorized ~~and directed~~ to take such steps and institute such rules, procedures, and regulations as may be necessary to implement the Records Management Program in accordance with the *Texas Local Government Records* Act. In addition, ~~the~~ Records Management Officer, ~~with the advice and consent of the President of South Texas College,~~ is authorized to modify and amend the Records Management Program as may be necessary or desirable to comply with the terms and provisions of the Texas Local Government Records Act and the rules, regulations, and procedures established by the State officers or agencies authorized by law to administer the Texas Local Government Records Act.

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7. 5. Duties *and Responsibilities* of Records Management Officer

In addition to other duties assigned in the policy, the Records Management Officer shall:

- a. ~~Administer~~ *Establish and develop policies and procedures for* the Records Management Program ~~and provide assistance to department heads in its implementation.~~
- b. ~~Establish a retention period for each College record~~
- c. ~~Plan, formulate, Identify and prescribe~~ *take adequate steps to preserve and protect* records ~~disposition policies, systems, standards, and procedures~~
- d. ~~In cooperation with department heads, identify essential records and establish a disaster plan for each South Texas College office and department to ensure maximum availability of the records in order to reestablish operations quickly and with minimum disruption and expense.~~
- e. ~~c. Develop procedures to ensure the permanent preservation of the historically valuable records of South Texas College~~ *Disseminate to the Board of Trustees, Record Coordinators, Record Custodians, and College Community information concerning state laws and Texas Local Government Records Act relating to local government records.*
- f. ~~Provide records management advice and assistance to all South Texas College departments.~~
- g. ~~d. Monitor records retention schedules and administrative rules issued by the Texas State Library and Archives Commission to determine if the Records Management Program and the College's records control schedules are in compliance with state law~~ *the Texas Local Government Records Act.*
- h. ~~Disseminate to the President and department heads information concerning State laws and administrative rules relating to local government records.~~
- i. ~~e. Verify that the maintenance, preservation, microfilming, destruction, or other disposition of South Texas College records is carried out in accordance with this policy and procedures of the Records Management Program and the requirements of state law~~ *the Texas Local Government Records Act.*
- j. ~~Maintain records on the volume of records destroyed under approved records control schedules and the volume of records microfilmed or stored electronically.~~
- f. *Conducts periodic evaluation of the Records Management Program for accountability and program improvements.*

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8. 6. Duties and Responsibilities of ~~Department Heads~~ Record Custodians

~~Each department head shall be the Records Liaison Officer for the department and, College employees are responsible for the proper management of the records in their custody and will serve as Record Custodians and shall have the primary responsibility and accountability for the following duties in support of this policy:~~

- a. Assist the Records Management Officer in carrying out the ~~policies~~ rules and procedures of the Records Management Program established at South Texas College for the efficient and economical management of records and in carrying out the Texas Local Government Records Act and requirements of this policy.
- b. Adequately document the transaction of College business and the services, programs, and duties for which the department ~~head and the department head's staff~~ are responsible.
- c. *Maintain and protect records pertaining to the department's official activities and confirm that records are accessible for the retention period.*
- e. ~~Maintain the department's records and carry out their preservation, microfilming, destruction, or other disposition only in accordance with the policies and procedures of the Records Management Program of South Texas College and the requirements of this policy~~

7 Duties and Responsibilities of Record Coordinators

College departments will designate a Record Coordinator. The Record Coordinator shall be accountable for, but not limited to, the following duties in support of this policy:

- a. *Provide guidance to departmental personnel in all records management related issues.*
- b. *Maintain and protect records pertaining to the department's official activities and confirm that records are accessible for the retention period.*
- c. *Serve as the primary source for information pertaining to college records produced, received, and maintained by the department.*
- d. *Maintain a record inventory by identifying and recording the location of the records throughout the department.*
- e. *Assist in the maintenance and preservation of the department's records.*

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9.8. ~~Development, Approval, and Filing with the State the Records Control~~ *Records Retention Schedules and Records Control Schedules*

- a. The Records Management Officer, ~~in cooperation with~~ **Record Coordinators, and Records Custodians** ~~department heads, shall prepare~~ **will adhere to the records control retention schedules and records control schedules.** ~~s on a department by department basis listing all records created or received by the department and the retention period for each record type. These schedules shall be submitted through administrative channels to the Records Management Committee and shall require final approval by the President. Records control schedules shall also contain such other information regarding the disposition of the College records and the records management plan may require.~~
- b. **At the discretion of the Records Management Officer, the records control schedule will list and provide retention periods for records that are not listed on a record retention schedules.**
- ~~b c.~~ **Records** ~~Each records control schedule shall be monitored and recommended for amendment as needed by the Records Management Officer, Records Coordinators, and the Record Custodians on a regular basis to verify that it is in compliance with records retention schedules issued by the Texas State Library and Archives Commission State and that it continues to reflect the recordkeeping procedures and needs of the department and the Records Management Program of South Texas College.~~
- ~~e d.~~ **A records control schedule or amended schedule for a department must be submitted through administrative channels to t** **The Records Management Officer and Record Custodian and shall require final approval by the President.** **review the records retention and control schedules of the College and prepare amendments to the schedules as needed to reflect new records created or received by the College or revisions to retention periods established in a records retention schedule issued by the Commission.**
- ~~d. Each record control schedule must be submitted to and accepted for filing by the director and librarian as provided by State law. If a schedule is not accepted for filing, the schedule shall be amended to make it acceptable for filing. The Records Management Officer shall submit the records control schedules to the director and librarian.~~
- e. The records retention schedules adopted in Administrative Code 7.125 shall be considered minimum requirements and shall in no way affect the authority of the governing board to establish longer periods of time for which records are to be retained. The applicable records retention schedules adopted by South Texas College as issued by the Texas State Library and Archives Commission includes: Local Schedule GR - Records Common to all Governments; Local Schedule EL – Records of Elections and Voter Registration; Local Schedule TX – Records of Property Taxation; Local Schedule PS - Records of Public Safety Agencies; and Local Schedule JC – Records for Public Junior Colleges.**

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~~10. Implementation of Records Control Schedules~~

~~A records control schedule for a department that has been approved shall be implemented by department heads according to the policies and procedures of the Records Management Plan~~

~~11. 9. Destruction of Records Under Schedule~~

- a. A record ~~for which the retention period has expired on a records control schedule~~ shall be destroyed, in *accordance with the retention period*, unless an open records request is pending on the record, the subject matter of the record is pertinent to a pending lawsuit, or the department ~~head~~ requests in writing of the Records Management Officer that the record be retained for an additional period.
- b. Prior to the destruction of a record under ~~an approved~~ *a* records ~~control~~ *retention* schedule ~~and a records control schedule~~, authorization for the destruction must be obtained by the Records Management Officer ~~from the President~~.
- c. *A record listed on a records control schedule may be destroyed if its destruction has been authorized in the same manner as a record destroyed under a records retention schedule.*

~~12. Destruction of Unscheduled Records~~

~~A record that has not yet been listed on an approved records control schedule may be destroyed if its destruction has been approved in the same manner as a record destroyed under an approved schedule and the Records Management Officer has submitted to and received back from the director and librarian an approved destruction authorization request.~~

~~13. Micrographics~~

~~Microfilming of records falls under the direct supervision of each department head. The Records Management Plan will establish procedures for the microfilming of College records, including procedure to ensure that all microfilming is done in accordance with standards and procedures for the microfilming of local government records established in the rules of the Texas State Library and Archives Commission and subject to periodic review by the Records Management Officer.~~

III. Definitions

- a. ~~“College Records” means documents, papers, letters, books, maps, photographs, sound or video recordings, microfilm, magnetic tape, electronic medium, or other information recording medium, regardless of physical form or characteristic and regardless of whether public access to it is open or restricted under the laws of the State, created or received by South Texas College or any of its officers or employees pursuant to law or in the transaction of public business.~~ *Commission – The Texas State Library and Archives Commission is composed of seven members appointed by the*

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governor with the advice and consent of the senate. The Commission is the agency assigned responsibility for providing support to records management programs for state and local government.

~~b. "Department head"—means the officer who by administrative policy is in charge of an office of South Texas College that creates or receives records.~~

e b. ~~“ Essential record ” means any record of South Texas College necessary to the resumption or continuation of operations of South Texas College in an emergency or disaster, to the recreation of the legal and financial status of South Texas College, or to the protection and fulfillment of obligations to the people of the State~~ *Are vital records or mission-critical records, are the records necessary to resume or continue operations.*

c. Local Government Record – Broadly means any document, including, paper, letter, book, map, photograph, sound or video recording, microfilm, magnetic tape, electronic medium, or other information recording medium, regardless of physical form or characteristic and regardless of whether public access to it is open or restricted under the laws of the state, created or received by the College or any of its officers or employees pursuant to law, including an ordinance, or in the transaction of College public business.

d. ~~“Permanent record”~~ - ~~means~~ Any record of South Texas College for which the retention period of a records ~~control~~ *retention* schedule is given as permanent.

e. ~~“Records control schedule”~~ **means** A document prepared by or under the authority of the Records Management Officer listing the records maintained by South Texas College, their retention periods, and other records disposition information that the records management program may require.

f. Record Coordinator – The department employee who is designated to assist the Record Custodian and responsible for the department's records management related matters.

g. *Record Custodian* – A Record Custodian is an employee that creates, receives or is in regular contact with a record.

h. “Records Management” - means The application of management techniques to the creation, use, maintenance, retention, preservation, and disposal of records for the purposes of reducing the costs and improving the efficiency of recordkeeping. The term includes the development of records control schedules, the management of filing and information retrieval systems, the protection of essential and permanent records, the economical and space-effective storage of inactive records, the control over the creation and distribution of forms, reports, and correspondence, and the management of micrographics and electronic and other records storage systems.

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g. i. “Records Management Officer” - means The person designated as the Records Management Officer in accordance with this policy ~~the Records Management Policy is the Vice President for Finance and Administrative Services.~~

h. j. “Records Management Program - plan” means ~~plan developed under this policy~~
The Program contains policy and procedures designed to promote cost-effective and efficient recordkeeping, to adequately protect and properly preserve College records.

i. k. “Retention Period” - means The minimum time that must pass after the creation, recording, or receipt of a record, or the fulfillment of certain actions associated with a record before it is eligible for destruction.

l. *Records Retention Schedule - Is a document issued by the Texas State Library and Archives Commission under authority of Subchapter J, Chapter 441, Government Code, establishing minimum mandatory retention schedules for local government records.*

IV. History

<i>Origination Date Approved by Board</i>	<i>November 9, 1995</i>
<i>Dates Reviewed and Approved by Board</i>	<i>November 18, 2004</i> <i>November 24, 2020</i>

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Discussion and Action as Necessary on Food Services Operation Plan for Spring and Summer 2021 Semesters

Approval of Food Services operation plan for Spring and Summer 2021 semesters is requested.

Purpose – The Food Services operation plan is needed to determine operations for Spring and Summer 2021 semesters.

Justification – Food Services available to students and employees on the College's campuses must be provided in a cost-effective manner.

Background – On July 28, 2020, the Board approved the Food Services Operation Plan for the Fall 2020 semester. Food Services resumed operations at the start of the Fall 2020 semester to serve the students and employees at the Pecan Campus, Nursing and Allied Health Campus, Technology Campus, and Mid Valley Campus with a reduction in staffing and limited operations.

On October 13, 2020, an update was provided to the Finance, Audit, and Human Resources Committee regarding the Food Services decline in sales due to social distancing and the low number of students and employees on campus associated with the coronavirus pandemic.

As a result of the pandemic, face-to-face classes on campus were significantly reduced beyond expectation and employee's presence on campus was also reduced due to rotational work schedule to reduce the density on campus. The anticipated number of customers including students and staff has not been realized.

The table below reflects the number of customers for five locations for September and October 2020 in comparison with September and October 2019. The number of customers decreased by 41,844 or ninety-five percent (95%) in customers from 2020 to 2019. The number of customers per day at the different location ranges from 3 to 23. The customers are mainly employees since students are opting to not visit the cafeteria prior to or after their classes on campus.

Food Services Number of Customers Comparison				
Months	2019	2020	Difference	%
September	22,051	1,338	(20,713)	-94%
October	22,261	1,130	(21,131)	-96%
Total	44,312	2,468	(41,844)	-95%

The total expenditures exceeded revenue by \$20,064.25 in September and October 2020. Although a net loss in the operations was anticipated, the drastic reduction in customers was not, and a net loss of approximately \$55,000 is expected for the period of September through December 2020, which is not expected to be recovered in the remaining months of the fiscal year. The net loss of approximately \$55,000 will be covered by other auxiliary fund operations or auxiliary fund balance.

The Spring and Summer 2021 semesters are projected to continue to have a reduced level of student enrollment and will also negatively impact the financial condition of the operation if services continue to be provided.

Recommendations:

As a result of the minimal number of customers due to COVID-19 restrictions and safety measures in place and the associated negative financial impact, Administration recommends discontinuing the Food Services operations after December 16, 2020, and as a result, will lay off three (3) regular full-time employees, end employment for two (2) temporary agency employees, and end employment for two (2) work-study student employees. The benefit-eligible regular full-time Food Services staff will be compensated for the entire month of December 2020, which includes holiday pay.

Reviewers - The Vice President for Finance and Administrative Services has reviewed the information being presented.

Mary Elizondo, Vice President for Finance and Administrative Services, attended the November 10, 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 Food Services operation plan for Spring and Summer 2021 semesters.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the Food Services operation plan for Spring and Summer 2021 semesters.

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

The Board of Trustees approves and authorizes the Food Services operation plan for Spring and Summer 2021 semesters.

Approval Recommended:

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

Discussion and Action as Necessary on Transportation Services Operation Plan for Spring 2021 Semester

Approval of transportation services operation plan for Spring 2021 semester is requested.

Purpose – A transportation services plan is needed to determine operations for Spring 2021 semester.

Justification - The Interlocal Agreement between South Texas College and Lower Rio Grande Valley Development Council (LRGVDC) will expire on December 31, 2020 and a transportation services plan is needed to determine operations for Spring 2021 semester.

Background – On August 25, 2020, the Board of Trustees approved and authorized the Interlocal Agreement for the Jag Express Intercampus Transportation Services between South Texas College and the Lower Rio Grande Valley Development Council (LRGVDC) for Fall 2020 Semester, a four-month period from September 1, 2020 through December 31, 2020.

For the Fall 2020 semester, the agreement included the following:

- LRGVDC agreed to fund all the costs for routes to the Starr County Campus (Green Lines) and Mid Valley Campus (Purple Line) totaling \$258,140.
- The College covered the costs for the Yellow Line routes operated by the College connecting the Pecan Campus, Technology Campus, and Nursing and Allied Health Campus to be reimbursed by CARES Act Funds carried over from FY2020 and federal/state grant contributions received from LRGVDC with a net cost of \$23,303.

On October 13, 2020, an update was provided to the Finance, Audit, and Human Resources Committee regarding the decline in ridership due to social distancing and the low number of students and employees on campus associated with the coronavirus pandemic.

Fall 2020 Ridership Activity

The College's Transportation Services resumed operations on August 24, 2020, the first day of the Fall 2020 semester, offering reduced routes for the Yellow line with four (4) bus drivers returning from furloughed status.

The table below reflects the ridership count from LRGVDC for the Purple Line and Green Lines and the College's ridership for the Yellow Line for the months of September and October 2020 as follows:

Ridership Period of September and October 2020*			
Transportation Routes	LRGVDC*	South Texas College	Total
Starr (Green Line 1)	105	-	105
Starr (Green Line 2)	82	-	82
Starr (Route 60/Roma)	30	-	30
Mid Valley (Purple)	38	-	38
Circulator (Yellow)	-	197	197
Total	255	197	452

*LRGVDC ridership data is as of October 26, 2020. The Purple Line route has been canceled as of 10/12/20 due to staff turnover and reflects (16) passengers from 10/1/20 to 10/9/20.

The ridership numbers represent each trip taken between locations. As an example, a trip from the Pecan Campus to the Technology campus and returning to the Pecan Campus would be recorded as two (2) in the ridership report.

The table below compares the ridership with the previous year (September and October months only) and it reflects a 96% reduction in ridership.

Ridership Comparison Period from 2019 to 2020			
Routes	September & October 2019	September & October 2020	% Reduction
Yellow Line	5,500	197	-96%
Green Line	2,919	187	-94%
Green Line (Route 60-Roma)	1,917	30	-98%
Purple Line	1,741	38	-98%
Total	12,077	452	-96%

Recommendation – Transportation Service Operation Plan – Spring 2021 Semester
LRGVDC offered to continue funding all costs for the Green Lines and Purple Line routes with reduced route service for the Spring 2021 semester only. LRGVDC did not extend this offer to the Summer 2021 semester and Administration will discuss the Summer 2021 semester transportation service operation plan at a later time.

Administration recommends the following:

- Accept the LRGVDC offer to fund all the costs for the operation of the Valley-Metro operated routes and enter into an agreement for the Spring 2021 semester as follows:
 - LRGVDC will continue Green Line 1 service.
 - LRGVDC will continue Green Line Route 60 (Roma) service.
 - LRGVDC will eliminate Green Line 2 service.
 - LRGVDC will continue the Purple Line service with modified and reduced routes.
- STC will maintain and continue operating the Yellow Line service and federal/state grant contributions will be received from LRGVDC to assist with the cost.

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

Reviewers – Vice President for Finance and Administrative Services, Acting Chief of Police for Department of Public Safety, and Comptroller have reviewed the information being presented.

Mary Elizondo, Vice President of Finance and Administrative Services, Ruben Suarez, Acting Chief of Police for the Department of Public Safety, and Alina Cantu, Public Safety and Transportation Services Manager will be present at the Committee Meeting to address any questions by the committee.

The Finance, Audit, and Human Resources Committee recommended Board approval of the Transportation Services Operation Plan for Spring 2021 Semester.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the Transportation Services Operation Plan for Spring 2021 Semester.

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

The Board of Trustees approves and authorizes the Transportation Services Operation Plan for Spring 2021 Semester.

Approval Recommended:

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

Discussion and Action as Necessary on Interlocal Agreement for Transportation Services between South Texas College and the Lower Rio Grande Valley Development Council for Spring 2021 Semester

Approval of the Interlocal Agreement for the Jag Express Intercampus Transportation Services between South Texas College and the Lower Rio Grande Valley Development Council (LRGVDC) for the Spring 2021 semester, a five-month period of January 1, 2021 through May 31, 2021 is requested.

Purpose – The Interlocal Agreement for the Jag Express Intercampus Transportation Services between STC and the LRGVDC for the Spring 2021 semester is needed.

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

Background – On August 25, 2020, the Board of Trustees approved and authorized the Interlocal Agreement for the Jag Express Intercampus Transportation Services between South Texas College and the Lower Rio Grande Valley Development Council (LRGVDC) for Fall 2020 Semester, a four-month period from September 1, 2020 through December 31, 2020.

Fall 2020 Semester

For the Fall 2020 semester, the agreement included the following:

- LRGVDC agreed to fund all the costs for routes to the Starr County Campus (Green Lines) and Mid Valley Campus (Purple Line) totaling \$258,140.
- The College covered the costs for the Yellow Line routes operated by the College connecting the Pecan Campus, Technology Campus and Nursing and Allied Health Campus to be reimbursed by CARES Act Funds carried over from FY2020 and federal/state grant contributions received from LRGVDC with a net cost of \$23,303.

The total costs for LRGVDC and South Texas College for the Fall 2020 semester are as follows:

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

Spring 2021 Semester

LRGVDC offered to fund all costs for Green Line 1, Green Line – Roma, and Purple Line for the Spring semester only. The proposed interlocal agreement for the Spring 2021 semester includes the following terms:

- LRGVDC will continue Green Line 1 service.
- LRGVDC will continue Green Line Route 60 (Roma) service
- LRGVDC will eliminate Green Line 2 service.
- LRGVDC will continue the Purple Line Service with modified and reduced routes.
- STC will maintain and continue operating the Yellow Line service and federal/state grant contributions will be received from LRGVDC to assist with the cost.

The estimated total costs for LRGVDC and South Texas College for the Spring 2021 semester is as follows:

	LRGVDC	South Texas College		
Transportation Routes	Operating Cost for System - Approximate	Operating Cost for System	Grant Contribution	Net Cost
Starr (Green)	\$241,334	\$ -	\$ -	\$ -
Mid Valley (Purple)	77,944	-	-	-
Circulator (Yellow)	-	\$146,143	76,662	69,481
Total	\$319,278	\$146,143	\$76,662	\$69,481

The cost for all the routes for Spring 2021 semester exceed the cost for the Fall 2020 semester due to higher number of service days in the Spring 2021 semester.

The Transportation Plan for Summer 2021 semester is not included in the attached LRGVDC agreement.

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

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

Tom Logan from the Lower Rio Grande Development Council (LRGVDC), Mary Elizondo, Vice President of Finance and Administrative Services, Ruben Suarez, Acting Chief of Police for the Department of Public Safety, and Alina Cantu, Public Safety and

Transportation Services Manager, attended the November 10, 2020 Finance, Audit, and Human Resources Committee Meeting to address any questions by the committee.

Legal counsel and the LRGVDC have continued to review the terms of the contract, which has not yet been approved by the LRGVDC Board, and was not available at the time of the publication of the packet for the November 24, 2020 South Texas College Regular Board Meeting. Board approval is requested, contingent upon LRGVDC Board approval of a contract that matches the College's Transportation Services Operation Plan for Spring 2021, including the budget forecast.

The Finance, Audit, and Human Resources Committee recommended Board approval of the Interlocal Agreement between South Texas College and the Lower Rio Grande Valley Development Council (LRGVDC) for the Spring 2021 Semester, a five-month period of January 1, 2021 through May 31, 2021, as presented and contingent upon approval by the LRGVDC.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the Interlocal Agreement between South Texas College and the Lower Rio Grande Valley Development Council (LRGVDC) for the Spring 2021 Semester, a five-month period of January 1, 2021 through May 31, 2021, as presented and contingent upon approval by the LRGVDC.

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

The Board of Trustees approves and authorizes the Interlocal Agreement between South Texas College and the Lower Rio Grande Valley Development Council (LRGVDC) for the Spring 2021 Semester, a five-month period of January 1, 2021 through May 31, 2021, as presented and contingent upon approval by the LRGVDC.

Approval Recommended:

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

Update on Status of Regional Center for Public Safety Excellence Indoor Target Range Project

As part of the Regional Center for Public Safety Excellence Master Plan, the College plans to construct a safe, well-managed, state-of-the-art indoor target range to serve as an instructional training facility for students, law enforcement, and the public, in compliance with all current target range standards.

In preparation for the design of the facility, two planning charrettes were held on Wednesday, November 4, 2020 and on Thursday, November 5, 2020 with representatives from local governments and various federal, state, and local law enforcement agencies. Their input was requested to determine how best to meet the needs of the public and the agencies that will use the target range. The range will support training, instruction, and officer/agent qualification needs.

The charrettes were held at the Pecan Campus Cooper Center for Performing Arts and were also hosted on Zoom for those who could not participate in person. PBK Architects and Mark Graham of G2 Solutions conducted the charrettes. Valuable comments and input were provided by the participants.

The charrettes provided information from the participants such as:

- The 50-yard length of the lanes is sufficient for qualification tests
- Multiple range areas would be ideal to serve multiple agencies at once
- There are over 50 local, state, and federal agencies in the area that require annual qualifications for their officers and agents
- There is interest from various agencies to use the proposed facility, and assist in this initiative regarding review of design scope and requirements
- Agencies would also like to utilize a room for defensive training

Next steps for the indoor target range:

- South Texas College, in partnership with PBK Architects and G2 Solutions, will develop and issue a survey to all of the local, state, and federal entities for additional input
- Use survey and charrette input and information to develop an updated schematic plan, and forward it to the agencies for comments
- Determine the scope and cost for the facility
- Develop partnerships with local, state, and federal agencies

General preliminary information for the proposed target range (Project 2019-015C):

Architect

- PBK Architects
- G2 Solutions

Proposed Project Budget

- \$5,000,000

Program Scope

Phase I

- 15,931 square feet
- 1 Floor
- Twelve 50-Yard Lanes with Bullet Trap Area
- Two (2) Classrooms. Each Seating 24, with Operable Dividing Wall
- Lobby Entry with Reception/Check-In
- 3 Offices
- Range Control Room
- Range Staging Area
- Personal Locker Area
- Secured Storage Room
- Weapon Cleaning Room
- Storage Closets
- Restrooms
- Janitor Closet
- Electrical Room

Phase II

- 11,929 square feet
- 1 Floor
- Five 100-Yard Lanes with Bullet Trap Area
- Range Control Room
- Range Staging Area
- Secured Storage Room
- Single-Use Restroom

Enclosed are the charrette presentation consisting of preliminary schematic plans which include the master site plan, floor plans, program test fits with space requirements, building sections of the target range, and exterior views of the building, and a list of the individuals invited to attend the charrettes, both in person and remotely, and the agencies and municipalities they represent.

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

Regional Center for Public Safety Excellence Indoor Shooting Range Charrette

Wednesday, November 4th, 3:00 PM
Thursday, November 5th, 9:00 AM

Hosted by: South Texas College, G-2 Solutions Group Inc., and PBK Architects Inc.

Welcome

Dr. Shirley Reed, President of South Texas College

Introductions

Purpose of Charrette

Moderators

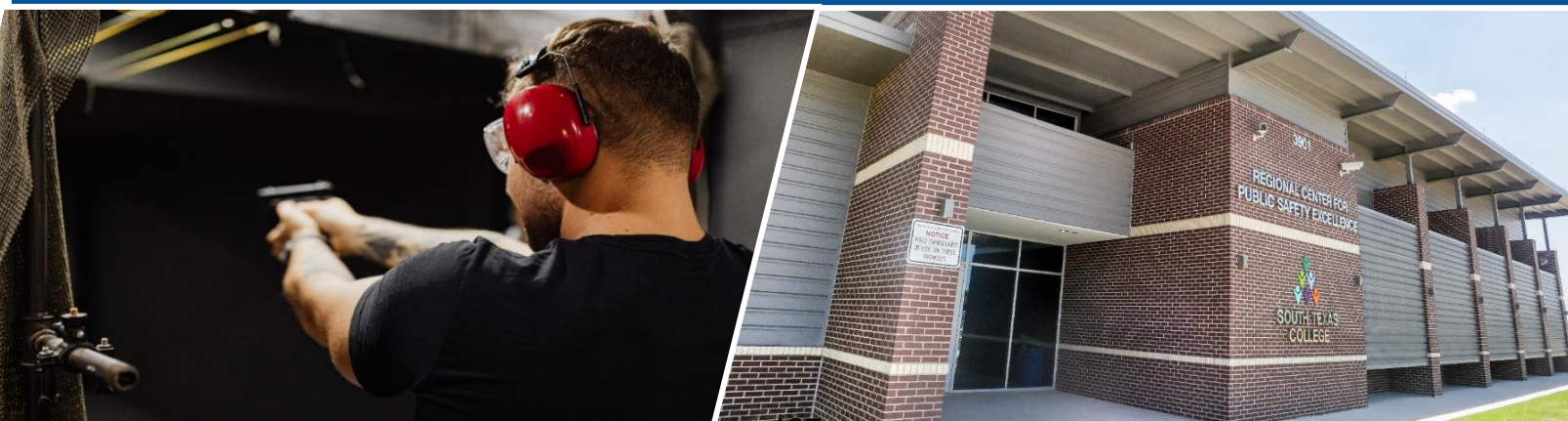
Mark Graham, President, G2 Solutions Group Inc.
David Iglesias, Client Executive, PBK Architects Inc.
Sarah Bustamante, Associate II, PBK Architects Inc.

Next Steps

Dr. Shirley Reed, President of South Texas College

Expression of Appreciation

Closing



RCPSE Indoor Shooting Range Charrette Participants

		Wed. 11/4 @3pm	Thur. 11/5 @9am
Representing: Cities			
CITY	MEMBER		
City of Edinburg	Mr. Ron Garza, City Manager		
City of McAllen	Mr. Roel "Roy" Rodriguez, City Manager		✓
City of Mission	Mayor Armando Ocaña		✓
	Officer Chapa, Assistant Range officer		✓
City of Pharr	Mayor "Amos" Hernandez	✓	
	Mr. Edward M. Wylie, Interim City Manager	✓	
	Anali Alanis, Assistant City Manager	✓	
	Ms. Cynthia Garza, Director of External Relations	✓	
City of Weslaco	Mr. Mike Perez, City Manager		✓
Representing: City Police Departments			
CITY	MEMBER		
Edinburg	Chief Cesar Torres		
McAllen	Chief Victor Rodriguez	✓	
Mission	Chief Robert Dominguez		✓
Pharr	Chief Andy Harvey Jr.	✓	
Weslaco	Chief Joel Rivera	✓	✓
Rio Grande City	Chief Noe Castillo		✓
Roma	Chief Jose H. Garcia		
Representing: County			
COUNTY	MEMBER		
Hidalgo	Sheriff J.E. "Eddie" Guerra		
	Mario Lopez, Chief Deputy		
Starr	Sheriff Rene "Orta" Fuentes		
	Larry Fuentes, Chief Deputy		
Representing: Education Agencies			
AGENCY	MEMBER		
University of Texas Rio Grande Valley	Chief Adan Cruz	✓	✓
South Texas College	Interim Chief of Police, Lt. Ruben Suarez	✓	
La Joya ISD	Chief Raul Gonzalez		✓
PSJA ISD	Chief Rolando Garcia		
Edinburg CISD	Chief Ricardo Perez, Jr.		
McAllen ISD	Chief Cris Esquivel	✓	
Representing: Federal Agencies			
AGENCY	MEMBER		
U.S. Customs and Border Protection	Ysela M. Arechiga, Asst. Director, Laredo Field Operations		✓
	Mr. Carlos Rodriguez, Port Director Hidalgo/Pharr/Anzalduas	✓	✓
Department of Homeland Security	Ms. Isabel Lugo, DHS Regional Coordinator for TX	✓	✓

RCPSE Indoor Shooting Range Charrette Participants

		Wed. 11/4 @3pm	Thur. 11/5 @9am
U.S. Marshals Service	Mr. Daniel Flores, Assistant Chief Deputy Marshal		✓
RGV Border Patrol Sector	Chief Brian Hastings		
Bureau of Alcohol, Tobacco, Firearms and Explosives	Mr. Cesar A. Zambrano, ATF Resident Agent in Charge	✓	
Representing: State Agencies			
AGENCY	MEMBER		
Texas Department of Public Safety	Mr. Victor Escalon, Regional Director	✓	
Trainers			
AGENCY	TRAINING COORDINATORS		
Hidalgo County Sheriff's Office	Sgt. Fred Perez		✓
McAllen Police Department	Sgt. Roberto Del Angel		
Pharr Police Department	Sgt. Miguel Reyes		
Mission Police Department	Lt. David Meza	✓	
Edinburg Police Department	Lt. Michael Cerda		
Weslaco Police Department	Sgt. Brooks Ditto	✓	
Representing: South Texas College			
NAME	TITLE		
Dr. Shirley Reed	President	✓	✓
Paul R. Rodriguez	Board Chairman	✓	
Dr. David Plummer	VP, Information Svc., Planning, Performance & Strategic Init.		✓
Ms. Sara Lozano	Dean for Business, Public Safety and Technology	✓	✓
Mr. Jose Moroles	Director, Regional Center for Public Safety Excellence	✓	✓
Mr. Robert Vela	Program Chair, Fire Science, Police Academy	✓	✓
Mr. Ricardo de la Garza	Director of Facilities Planning and Construction	✓	✓
Mr. Robert Cuellar	Associate Director of Facilities Planning & Construction	✓	✓
Mr. David Valdez	Facilities Planning and Construction Project Manager	✓	✓
AGENCY	TRAINING COORDINATORS		
G2 Solutions Group, Inc.	Mark Graham, President	✓	✓
PBK Architects, Inc.	David I. Iglesias, Client Executive	✓	✓
PBK Architects, Inc.	Sarah Bustamante, Associate II	✓	✓
		27	25

Exterior Design

The exterior construction of the shooting range building can be either constructed of “Tilt-Up” concrete walls or solid-grouted masonry. The shooting range building will be constructed with a secondary exterior façade wall that compliments the other campus buildings in color and forms. The walls will be load-bearing walls. Additional architectural features such as windows, trims, and accents can be incorporated to enhance the overall aesthetics.



The interior area of the shooting range building is an acoustic and ballistic separated space environment for the safe use and training of live firearms. The entire space is fitted with various equipment and elements to provide for safety in all aspects of firearm instruction including handguns, rifles and shotguns.

The interior range area: The second range will have fifteen (15) lanes of 50-yard distance for instruction of all firearms. This range will have a tactical training area extending to the 25-yard line from the target line which will prevent any errant ballistic vertical misfires.

A selected range vendor will be installing their systems as further described below. The MEP elements will be coordinated for installation in harmony with the range equipment.

Firing Range Training

50-yard handgun and shotgun firearms training utilizing a fixed target line and advancing firing line.

- Fixed 50-Yard Shooting Distance
- 25-Yard full tactical or lateral firing capabilities.

Tactical Ballistic Walls

The front 25-Yards of the range will be designed to accommodate full tactical firearms training. The exterior perimeter walls will be fully grouted CMU or tilt-up concrete. These walls will be protected with a ballistic composite material with steel plate to a height approximately 9'-0" or bottom of the suspended ballistic baffles.

Shooting Range Roof / Ceiling

The roof / ceiling configuration will be comprised of a concrete slab roof on metal deck over steel structure protected by a series of suspended angled ballistic baffles. The roof structure shall be designed to accommodate a minimum suspended weight of 45 lbs./SF. The baffles will be an air-space composite of AR 500 steel plate angled to re-direct ballistic rounds. The underside will have secondary composite

material to prevent ricochet and spatter. In addition to protecting the structure from ballistic impact, the suspended baffles will protect the HVAC and Electrical systems above.

Shooting Range Floor

The floor of the range shall be smooth finished reinforced concrete slab. All control and expansion joints will be sealed. The floor shall have proper lane markings for both distance and width. The entire floor area shall be sealed with a roll-on applied or spray-applied sealer to prevent the migration of lead into the porous concrete.

Acoustical Separation

The exterior walls and roof structure of the range will have additional acoustic dampening and absorbing applications.

- Roof: The underside of the exposed roof and structure shall have a spray-applied acoustic material similar to a monocoat system. Material shall be placed on all steel members and metal deck systems to reduce interior echo and reverberation.
- Interior walls of the range will have a surface applied rigid acoustic membrane system extending from the floor level to the underside of the ballistic baffles.
- Suspended Baffles: The underside of the re-directive ballistic baffles will have surface applied rigid acoustic membrane applied. This also serves to eliminate ricochet and spatter.
- Exterior Wall: To reduce ambient noise to adjacent or outdoor areas, a secondary wall or face brick material should be applied with a fibrous-filled air-gap between elements.

Range Equipment – Bullet Trap

There are two (2) predominant types of bullet containment traps to be considered.

- The Steel Containment shall be of a typical inverted “V” steel trap designed to capture ballistic rounds via a deceleration chamber. The trap is construction of 3/8” AR 500 steel.
- The Elevated Rubber Media bullet trap shall be of an inclined steel frame with a of 3/8” AR 500 steel backstop. The backstop is filled with 18”-24” deep field of rubber media designed to absorb bullet rounds.

Range Equipment – Targeting Equipment

The targeting systems in each bay will include a Laptop PC-based programmable control system (located in the range control room), utilizing electric or pneumatic actuators for fixed-position, turning targets and dual running man targets. The targeting system will be interfaced with the target lighting / dimming system. The targeting system will allow remote control of target courses from within the range area.

Support Equipment – Sound System

Communication between the control room and the range will be facilitated by a two-way intercom system. In addition, more sophisticated sound system capability in each bay will allow use of prerecorded training sounds to facilitate situational firearms training scenarios.

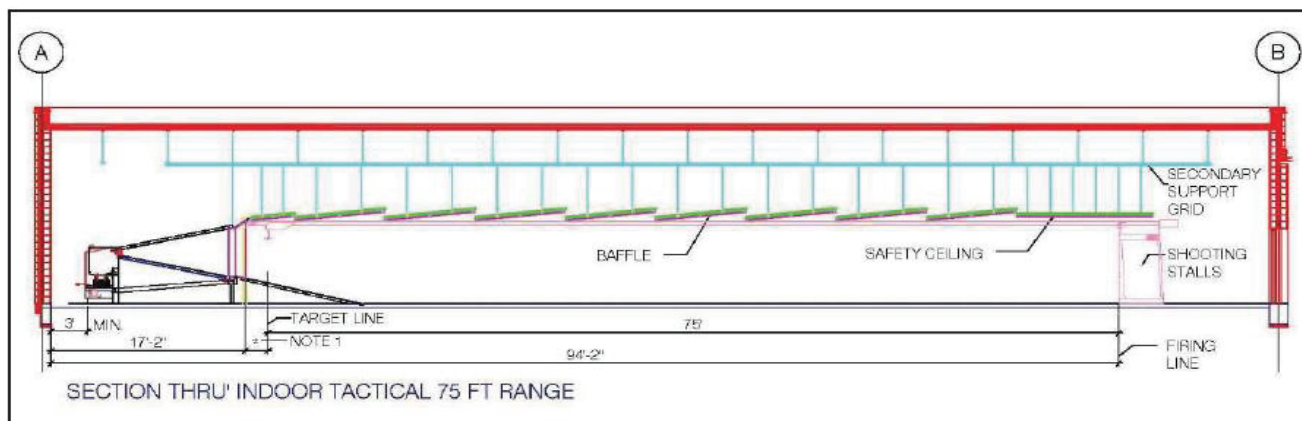
Support Equipment – Portable Bleachers

Prefabricated aluminum riser seating for 20 people

Product: Overhead Range Ballistic Protection

Location: Shooting Range

Function/Application: The range will be protected on all sides from errant rounds. The roof is protected using a series of suspended baffles spaced for tactical and fixed line shooting. The tactical provides 100% protection of vertical errant shots while the fixed line provides "0" daylight. The underside of baffles will be faced with acoustic panels.



Product: Sidewall Ballistic Protection

Location: Shooting Range

Function/Application: The side walls of the range will be installed with a ballistic material that, while able to absorb errant ballistic rounds, also offers an acoustic baffling which reduces the noise levels and echoes within the range area.

RB RUBBER PRODUCTS
A Subsidiary of DASH MULTI-CORP

MADE IN THE USA

Ballistic Tile

Intended Uses (Applications)

- Indoor/Outdoor Shooting Range
- Military Training
- Gun Clubs
- Law Enforcement
- Security
- Firing Ranges

Benefits

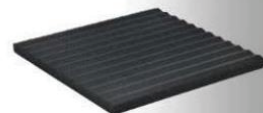
- Assists in ricochet reduction
- 1 1/2 inch thick self-sealing rubber
- Manufactured specifically for added safety in firing ranges
- Durable and resilient
- Reduces noise levels
- 100% Recycled Rubber
- Looks great round after round

Currently In Use At The Following Facilities

- California Highway Patrol- Sacramento
- Border Patrol – San Diego, CA
- Orange County Sheriff's Dept.
- DOD – Homeland Security Training Division – New Mexico

PARAGON TACTICAL

N-Gage™ Ballistic Rubber Wave Tile
Product Code(s): BMT-7100, BMT-7150, BMT-7200



PRODUCT NAME	N-Gage™ Ballistic Rubber Tile <i>For superior ballistic surface protection.</i>		
PRODUCT DESCRIPTION	The N-Gage BMT 7000 series is a ballistic rubber tile with a wave surface that offers a versatile design for range baffle and sidewall applications. The wave design is used for both ballistic protection and sound attenuation around bullet traps, firing ranges, safety walls, targetry shields and other areas where durable surface protection is required in a live fire training environment.		
PRODUCT NO. / CATALOG CODE	BMT-7100	BMT-7150	BMT-7200
DIMENSIONS / SIZE	□ 24" X 24" X 1.0" 0.75" thick at low point	□ 24" X 24" X 1.5" 1.25" thick at low point	□ 24" X 24" X 2.0" 1.75" thick at low point
WEIGHT	19 lbs	29 lbs	38 lbs
COLOR(S)	BMT-7xx0 (standard is Black)		
FEATURES	<input type="checkbox"/> High density rubber compound (density of approx 60 lbs per ft.) <input type="checkbox"/> Recommended application consists of a laminate method using rubber tile, OSB wood and AR rated steel plating <input type="checkbox"/> Molded via pressurized heat form & bonding compounds ("hot process")		
BENEFITS	<input type="checkbox"/> Eliminates ricochets and lead "splashback" <input type="checkbox"/> Minimizes airborne lead pollution <input type="checkbox"/> Reduces both indoor and outdoor noise levels <input type="checkbox"/> Each tile can take up to approximately 2000-3000 rounds before needing replacement (based on tile thickness, application and type of caliber)		
WARRANTY	One (1) year warranty on material and manufacturing defects <i>Since we cannot control the use of our products, we neither imply nor accept any liability for the misuse of the product</i>		
INSTALLATION	<input type="checkbox"/> Attached with finish nails, screws or adhesive <input type="checkbox"/> For use on Indoor or Outdoor applications <input type="checkbox"/> Call for price quote and availability		
CUSTOM ORDERS	Other sizes and types are available; pure acoustical tiles also available Call for availability of additional or custom ballistic tiles and designs		
MSRP	Call for Pricing		
ADDITIONAL INFORMATION	Please visit www.ParagonTactical.com or call PH: 800-482-6994 (U.S.) Paragon Tactical, Inc. 1580 Commerce Street, Corona CA, 92880		


Product: **Public Address System**

Location: **Shooting Range**

Function/Application: The public address system will allow audible sound to be heard within the range during exercises. The system is equipped with a desktop microphone within the control room, as well as a wireless microphone for the instructor. An electronic timer is incorporated as part of the system, which can provide an audible alarm for timed events.


Commercial System Solutions

Everything you need in one box.



NAVIGATION HELPER: Home » Commercial Sound Systems » Public Address System

Public Address System 6 Input 120 Watt Mixer Amp, 30 Watt Wide Coverage Microphone



[Click on the image to enlarge](#) Avg Rating: ★★★★★

Electro-Voice PA Systems, ideal for 1000-1500 people gathered within an . vocal clarity and coverage are essential. Typical applications are football, I stadiums, race tracks and parking areas.

Public Address and Stadium Systems, ideal for 1000-1500 people gathered within . vocal clarity and coverage are essential. Typical applications are football, baseball . tracks and parking areas.

These quality stadium sound systems are designed with excellent voice reproduction unidirectional dynamic microphone-an outstanding vocal microphone. It maintains throughout its frequency range, ensuring high gain before feedback and rejection c for stadium PA systems.

Atlas Sound AA120 amplifier incorporated in the system is designed to meet expect purpose; a powerful 120 Watt amplifier engineered with unique features to assist t today's commercial business audio environment. This unit has 6-channels, bridge i balanced link/internal relay, Zone 2-MOH Out from CH6 Line source, remote or VO.

Product: **Portable Aluminum Bleachers**

Location: **Shooting Range**

Function/Application: Portable bleachers provide seating within the range area. The ability to tip and roll the bleachers allows the instructor the flexibility to move the units where instruction will be performed.

Tip-n-Roll Bleachers:

- Manufactured in the USA
- Available in 3 row and 4 row configurations
- Lightweight Aluminum Structure
- 4" casters on each frame
- NoMar skids to protect the surface below



To order your bleachers today:
call 800.875.3141 or email salesdept@allstarbleachers.com

Our Tip-n-Roll Bleachers are available in the these sizes:

Item	R	H	Sts	D	Description	Wt
6A3S7.5	3	24'	15	5'	aluminum bleacher, 6" rise, 12" seat board, 7'6" length	222
6A3S15	3	24'	30	5'	aluminum bleacher, 6" rise, 12" seat board, 15' length	356
6A3S21	3	24'	42	5'	aluminum bleacher, 6" rise, 12" seat board, 21' length	503
6A3S27	3	24'	54	5'	aluminum bleacher, 6" rise, 12" seat board, 27' length	621
6A4S7.5	4	30'	20	7'	aluminum bleacher, 6" rise, 12" seat board, 7'6" length	269
6A4S15	4	30'	40	7'	aluminum bleacher, 6" rise, 12" seat board, 15' length	440
6A4S21	4	30'	60	7'	aluminum bleacher, 6" rise, 12" seat board, 21' length	618
6A4S27	4	30'	72	7'	aluminum bleacher, 6" rise, 12" seat board, 27' length	767

Product: Range Hand Washing Sink

Location: Shooting Range

Function/Application: Tests show that lead contamination to people occurs with the transfer of contaminants from the hands. The design includes this style of sink which accommodates multiple personnel before they enter back into the building.

[Products](#) | [Service Parts](#) | [BIM](#) | [Government](#)

[Home](#) | [Products](#) | [Hand Washing Fixtures](#) | [Washfountains](#) | [Classic Washfountain](#)

Classic Washfountain

54" Semi-circular with 9" Deep Bowl (Terrazzo)

Model WF2604

- Designed For Heavy Duty Hand Washing
- Foot Control or Infrared Sensor Operation
- Precast Terrazzo

Semi-circular model accommodates up to 4 users at a time. All models utilize less water, energy, and space than lavatories equipped with conventional faucets. A simple, mechanical foot valve or an infrared sensoractivated solenoid valve controls the non-sectional sprayhead. The operating range is 20-80 PSI. Approximate flow-rate is 3 GPM

Classic Washfountain

Product: Bullet Resistant Doors & Windows

Location: Shooting Range Control Room

Function/Application: The control room is a key element to the operations and security of the shooting range. Optimal vision of the range and quick access is essential. To ensure safety, all construction surrounding the Control Room will be protected from errant ballistic rounds.

ARMORTEX® INC.
BULLET • BLAST • FORCED-ENTRY PROTECTION PRODUCTS



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▼ Bullet Resistant Products

- ▶ Doors
- ▼ Windows & Glazing
 - ▶ Transaction Windows
 - ▶ Fixed Windows
 - ▶ Hollow Metal
 - ▶ Aluminum Fixed Depth
- ▶ Glazing
- ▶ Composite Panels
- ▶ Transaction Equipment
- ▶ Accessories

▶ Blast Protection Products

- ▶ Bullet/Blast Storefront Systems
- ▶ Weaving/Textiles

▶ Photo Gallery

▶ Company Overview

▶ Technical Binder

▶ Links

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Fixed Windows

ARMORTEX® HOLLOW METAL FIXED WINDOWS

Armortex® manufactures this unit in 16 ga. prime painted hollow metal or optional stainless steel. It is available in all protection levels, glazing types and sizes and is designed for interior or exterior wall applications. Ganged frames can be used for storefront applications or complete interior wall sections. This unit is available with a split frame and a "Natural Voice" design. [more...](#)






ARMORTEX® ALUMINUM FIXED DEPTH, FIXED WINDOWS

This clear, anodized extruded frame is manufactured for all glazing types up to 1-3/4" thick, levels 1, 2, or 3. Available in all sizes, single and multiple lights for interior applications. The frame depth is 4-1/2" with a 1-1/2" profile. [More..](#)

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▼ Bullet Resistant Products

- ▼ Doors
 - ▶ Wood
 - ▶ Hollow Metal
- ▶ Windows & Glazing
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Hollow Metal Doors



Armortex® Bullet Resistant Hollow Metal Door and Frame assemblies are complete and prehung with a heavy duty continuous hinge and are available in all protection levels, including armor-piercing protection. Required hardware preparation is completed prior to shipping. All glazing configurations and types are available as well as custom door sizes and pairs. The frames are fabricated from 16 ga. steel, fully welded, prime painted, mortised and reinforced for required hardware. (Split frames optional.) Frames are of the same protection level as the door and all are custom sized for specific wall thickness.

The doors have prime painted 16 ga. steel face plates, 16 ga. steel top and bottom flush closures and 16 ga. channel stiles. The core consists of Armortex® UL Listed Bullet Resistant Composite, levels 1-3, with hardened steel for greater protection requirements.

Product: Shooting Range Floor Sealer

Location: Shooting Range

Function/Application: To prevent lead from residing within the porous surface of exposed concrete, the entire slab area of the shooting range will have a clear sealer applied. This will allow for standard interior cleaning to remove lead particulates.



No. 368-C

CSI Code: 03050

W. R. MEADOWS.
SEALTIGHT

JULY 2004
(Supersedes September 2002)

VOCOMP®-30

Water-Base Acrylic Concrete Curing and Sealing Compound

DESCRIPTION

VOCOMP-30 is a ready-to-use, 30% solids Concrete Curing and Sealing Compound formulated of special acrylic polymers in a true water-base carrier. VOCOMP-30 provides improved resistance to rain, sun, freezing temperatures, most acids and industrial chemicals, petroleum, deicing salts, cleaning agents (except aromatic solvents), diluted caustics and other pollutants.

Color-wise, VOCOMP-30 appears "milky-white" in the container and when first applied, leaves a "bluish" cast on the concrete for easy visual coverage. VOCOMP-30 dries clear to provide a transparent sheen finish. This sheen can be controlled by the number of coats applied. VOCOMP-30 meets maximum VOC content limits of 700 g/l, for Concrete Curing and Sealing Compounds as required by the U.S. EPA Architectural Coatings Rule.

USES

VOCOMP-30 may be used wherever a thicker film, with a medium to high sheen, is desired to bring out the natural beauty of concrete without discoloring, checking or peeling. When properly applied, VOCOMP-30 provides an impermeable seal for superior moisture protection. It may be applied to simultaneously cure, seal and dustproof new and old, interior and exterior, horizontal and vertical concrete surfaces. VOCOMP-30 is ideal for curing, sealing and dustproofing driveways, sidewalks, patios, swimming pool areas and commercial and industrial floors. Horizontal surfaces protected with VOCOMP-30 offer excellent wearing qualities for foot and vehicular traffic. If, after prolonged usage, traffic patterns appear, the surface can be washed clean and recoated to restore the original beauty. Good concrete and good concreting practices should be used as VOCOMP-30 is not a cure-all for improperly mixed or placed concrete.

ADDITIONAL CURING AND SEALING COMPOUNDS FROM W. R. MEADOWS CAN BE FOUND BY VISITING OUR WEBSITE: www.wrmeadows.com

FEATURES AND BENEFITS

- Provides a ready-to-use, non-yellowing, water-base compound that seals and protects concrete in one quick and easy application
- Dries quickly on new concrete to provide a clear, tough, easy-to-clean sheen finish
- Applicable for use on new, old, interior, exterior, horizontal and vertical concrete surfaces
- Offers improved resistance to most chemicals, petroleum, abrasives and mortar droppings
- Application tools can be cleaned with soap and water
- VOC compliant...actual VOC content is less than 200 g/l.

PACKAGING

1 Gallon (3.79 Liter) Units (4 per case)
5 Gallon (18.93 Liter) Pails
55 Gallon (208.20 Liter) Drums

COVERAGE

Broomed Surface: Approximately
300 sq.ft./gal. (7.35 sq.m/l.).

Troweled Surface: Approximately
500 sq.ft./gal. (12.26 sq.m/L).

SPECIFICATIONS

- ASTM C 1315, Type I, Class A
- ASTM C 309, Type 1, Class B
- AASHTO M 148, Type 1, Class B
- USDA Accepted

GreenLine.
ENVIRONMENTALLY RESPONSIBLE
PRODUCTS FOR CONCRETE PERFORMANCE

CONTINUED ON REVERSE SIDE...

W. R. MEADOWS, INC.
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1-800-342-5976
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HAMPSHIRE, IL / CARTERSVILLE, GA
YORK, PA / FORT WORTH, TX / BENICIA, CA
POMONA, CA / GOODYEAR, AZ / MILTON, ONT.

Product: Target Control System

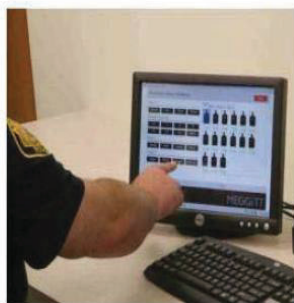
Location: Shooting Range

Function/Application: The target control system provides the trainer with full capabilities of all range systems such as, lighting, targets, and a running man unit. The main station is located in the control room while a wireless handheld unit provides the instructor control and mobility.



MEGGITT

RangeMaster™ 10K, Model RM10K



RangeMaster™ 10K allows you to create scenarios which consist of a set of target movements for specified durations. Once created, the training scenario program can be stored so it is accessible to run any time you need it.

RangeMaster™ 10K can also control a number of optional range support systems such as range and target carrier lighting, and signal light security systems. The Emergency Stop feature located on the home screen provides a quick and easy method for halting all range operations with a single press of the button.

The range layout is depicted using a grid of targets and provides a real time display of target conditions. Each target is identified by the lane number, distance location, lighting indicators, signal lights, and control mode. The range operator can acquire or release control of a lane by simply pressing the corresponding

button on the touchscreen display. Releasing the target allows shooters to have independent control of their lane using the individual control units located at each firing position.

RangeMaster™ 10K allows multiple devices to control the range at the same time. For example, a range master could run a scenario on lanes 6 through 10 from RangeMaster™ 10K, while another range instructor is positioned at the firing line and operating lanes 1 through 5 with RangeMaster™ 10K wireless tablet controller. In short, RangeMaster 10K allows range masters unprecedented control over firing ranges through multiple wireless devices from any location in the range.

RangeMaster™ 10K, Model RM10K

Meggitt Training Systems revolutionized range operations by developing a range control system that allows range officers to leave the control room while still retaining complete control of the range. RangeMaster™ 10K control system combines touch screen technology and wireless communication to give range officers unprecedented control from any location in the range.

Handheld personal digital assistants (PDAs) and tablet personal computers provide the portability to allow range operators full automation of the range while interacting with the shooters at the line. With RangeMaster™ 10K, range operators are no longer confined to a control room so more time can be devoted to firearms instruction rather than range management.

RangeMaster™ 10K Touchscreen controller is intuitive, easy to navigate, and allows range personnel to operate their range by simply touching icons on the display screen. The screen is segmented into three main parts: target commands appear on the left side of the display, range layout is adjacent to this, and a menu bar appears across the bottom of the display.

Controls for sending commands to the targets are clearly identified and are similar in functionality to toolbars most Windows® users are familiar with. Along with the standard target actuation commands of FRIEND – FOE – EDGE, RangeMaster™ 10K can execute random target actuation when controlling the RTS-360™ target system. This command instructs the target to present a complete, unexpected turn to the left or right in increments up to 360 degrees.



Product: Pivoting Targets System
Location: Shooting Range

Function/Application: The range will be equipped with individual pneumatically or electrically activated pivoting targets. The targets can spin in either direction offering “shoot”, “no shoot” and “blade” appearances. The individual connections allow targets to operate independent of each other through the range control system.

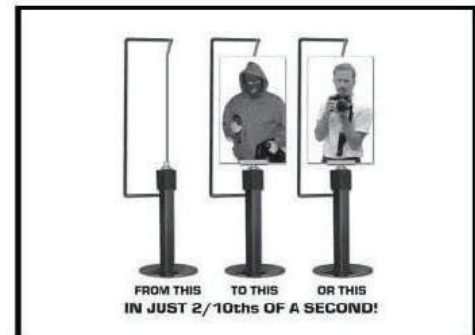
TURNING TARGETS

D-TAPS™

U.S. PATENT PENDING

The only thing worse than missing is hitting something you weren't supposed to.

- The D-TAPS is a high speed, 180-degree, pneumatic turning target actuator that adds a powerful new dimension of decision making to your firearms training program.
- Exposing both sides of the target lets you train for good guy / bad guy threat identification. You now have to quickly and accurately identify actual threats before taking action.
- The target turns in 2/10ths of a second which is faster than the human brain can react. This means you can't anticipate which side is being presented.
- Each D-TAPS actuator comes with a built-in electric interface that allows you to control each target independently for tactical multiple-threat scenarios.
- With the addition of our SmartRange computer control software, you can program individual target exposure and delay times with split-second accuracy.
- The D-TAPS works with all standard target sizes, and no wood is required. A simple and reliable steel clamp holds everything in place.



Product: "Running Man" Moving Target System

Location: Shooting Range

Function/Application: Along with the pivoting targets, an integral moving target is planned. This system utilizes target, supported from an overhead track that moves laterally across the range. These are controlled through the target control system.

MOVING TARGETS

TRACK RUNNER™

U.S. PATENT # 5242172

- Round rail track system
- Single or double track configurations
- Smooth, quiet motion
- Impervious to wind
- Multiple trolleys per track
- Use paper, cardboard, and even steel targets
- Heavy duty handheld controls
- Automated computer control available
- Variable speed and electric braking
- Permanent or semi-portable installation

For more permanent range installations, our innovative Track Runner™ is the best way to implement a moving target system. Unlike our portable systems where the target is suspended from a steel cable, targets used with the Track Runner™ are mounted to a trolley that runs on a special track mounted close to the ground. This approach is ideal for tactical applications because the target can move to different locations, change speed and direction and dart in and out of cover.

THE TRACK

Because old I-beam and steel strip tracks are clumsy and cause the trolley to bind and stick when the wind blows, we developed a round rail track system made of tubular steel that eliminates binding so you can continue training no matter how windy it gets.

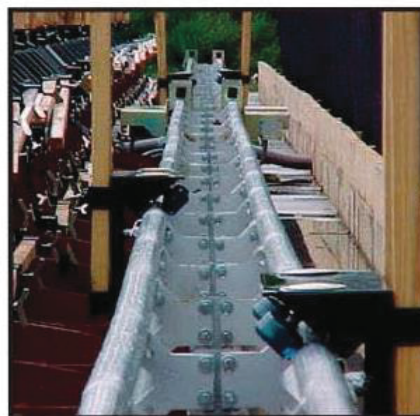
The new Track Runner™ can be mounted in several configurations depending on your needs. For systems used on the ground, the track simply rests on a series of sturdy feet attached at each track connection point. Because no anchors or permanent mounting is required, the system can easily be moved as necessary.

If your needs are different, the new Track Runner™ can also be mounted to the side of a wall. This option is often required on indoor ranges or other ranges where space at the target line is very limited. You can even mount the new Track Runner™ above the target line and hang the targets from above.

THE TROLLEY

The new trolley uses a wrap-around design and multiple urethane wheels to provide extremely smooth and quiet motion. Because these ball-bearing wheels evenly distribute pressure and reduce friction, wind has no effect on the system's performance. You can actually stand on the trolley and ride it up and down the track!

OVER >>>



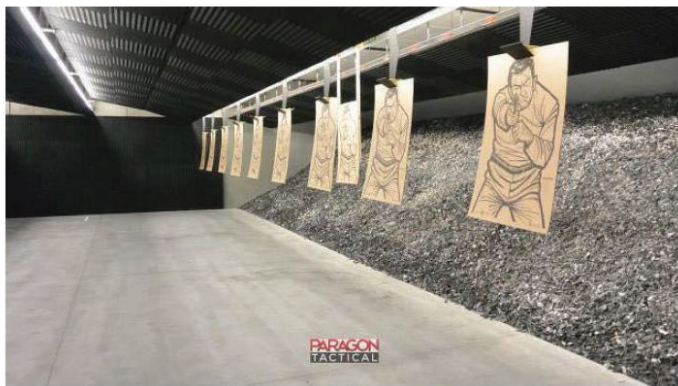
Product: **Bullet Trap and Containment**

Location: **Shooting Range**

Function/Application: The trap system is considered a “total containment” trap that extends the full width of the range. It allows cross lane shooting. The system incorporates an integrated lead recovery unit as well as dust removal system.



Steel Containment Trap Cross Section



Rubber Media Bullet Trap



Rubber Media Outdoor Installation



PBK Higher Education \ G2 Solutions

SHOOTING RANGE PROGRAM VERIFICATION

South Texas College \ Pharr, Texas \ Novemebr 04, 2020

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PBK in partnership with G2 Solutions is grateful for the opportunity to serve South Texas College on this exciting project to develop a programing document for the Shooting Range for the Regional Center for Public Safety Excellence. This programing verification information packet along with the corresponding design charrette is intended to confirm with the South Texas College administrative team and participating community partners a conceptual program for the range and a comprehensive list of the technical components required to bring a state of the art training and certification facility on-line in the Rio Grande Valley. This document is also intended to provide the PBK & G2 Solutions design team a workbook to guide the continued development of the design.

The architectural program is not intended to be the final solution to the building but has been utilized and will continue to serve and assist the design team in creating a built environment solution that works to meet the needs of the end users. The program verification documents included within this package illustrate how the building solution has been developed to date based on the established program requirements and show the basic functional and spatial relationships in a detailed plan with critical site components. It is our pleasure to submit this document for your review. We would like to thank everyone at South Texas College and their community partners for their input, hospitality, and excitement for this project, and we look forward to our continued partnership in developing the design for this important addition to the Regional Center for Public Safety Excellence.

On behalf of the Partners, Principals and entire PBK staff, we wish to express our sincere appreciation to South Texas College for the opportunity to participate in the development of the Shooting Range Master Plan for the Regional Center for Public Safety Excellence. The process of creating the Shooting Range has been thorough and inclusive, drawing from the insights, expertise and vision of multiple stakeholders.

We also extend our utmost gratitude to the South Texas College Board of Trustees, senior administrators, campus administrators, faculty, business and civic representatives that each actively participated in planning meetings, assisted with data collection and reviews, provided college system and campus-specific information and insight. Their commitment and contributions were invaluable to the success of the process.



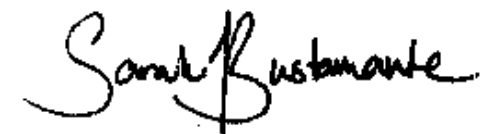
Cliff Whittingstall, AIA, LEED AP BD + C
Partner



Scott Adams, AIA, LEED AP
Principal



Mark Graham, AIA, LEED AP
G2 Solutions Group



Sarah Bustamante, RA

ACKNOWLEDGMENTS**COMMUNITY PARTNERS****Representing: Cities**

City of Edinburg	Mr. Ron Garza, City Manager
City of McAllen	Mr. Roel “Roy” Rodriguez, City Manager
City of Mission	Mayor Armando Ocaña
City of Pharr	Mayor “Amos” Hernandez
City of Pharr	Mr. Edward M. Wylie, Interim City Manager
City of Pharr	Ms. Cynthia Garza, Director of External Relations
City of Weslaco	Mr. Mike Perez, City Manager

Representing: City Police Departments

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City of McAllen	Chief Victor Rodriguez
City of Mission	Chief Robert Dominguez
City of Pharr	Chief Andy Harvey Jr.
City of Weslaco	Chief Joel Rivera
Rio Grande City	Chief Noe Castillo
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Representing: Counties

Hidalgo	Sheriff J.E. “Eddie” Guerra
Hidalgo	Mario Lopez, Chief Deputy
Starr	Sherriff Rene “Orta” Fuentes
Starr	Larry Fuentes, Chief Deputy

Representing: Training Coordinators

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McAllen Police Department	Sgt. Roberto Del Angel
Pharr Police Department	Sgt. Miguel Reyes
Mission Police Department	Lt. David Meza
Edinburg Police Department	Lt. Michael Cerda
Weslaco Police Department	Sgt. Brooks Ditto

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South Texas College	Interim Chief of Police, Lt. Ruben Suarez
La Joya ISD	Chief Raul Gonzalez
PSJA ISD	Chief Rolando Garcia
Edinburg CISD	Chief Ricardo Perez, Jr.
McAllen ISD	Chief Cris Esquivel

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Department of Homeland Security	Ms. Isabel Lugo, DHS Regional Coordinator for TX
U.S. Marshals Service	Mr. Daniel Flores, Assistant Chief Deputy Marshal
RGV Border Patrol Sector	Chief Brian Hastings
Bureau of ATF	Mr. Cesar A. Zambrano, ATF Resident Agent in Charge
Texas Department of Public Safety	Mr. Victor Escalon, Regional Director

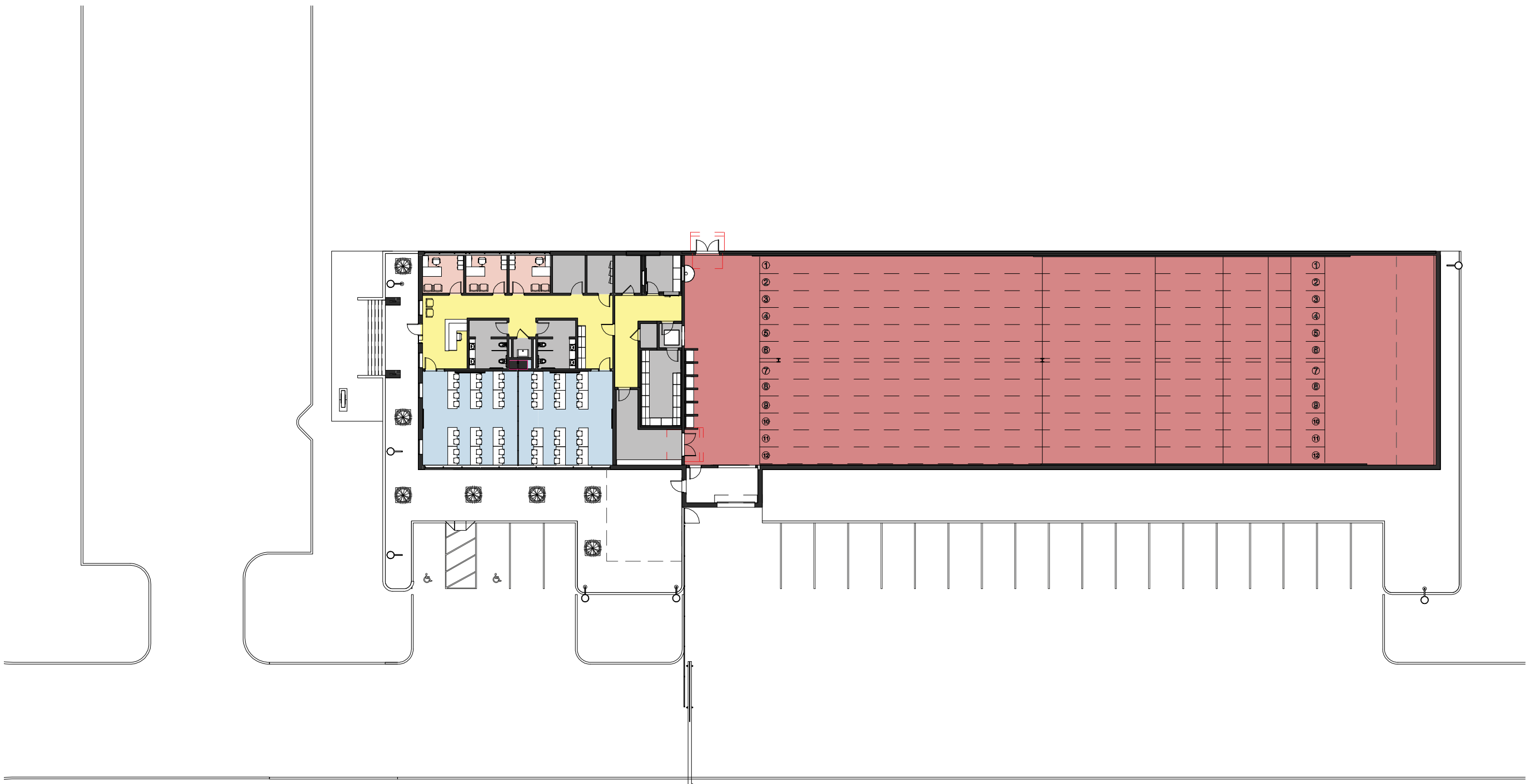
Representing: South Texas College

Dr. Shirley Reed	President
Paul R. Rodriguez	Board Chairman
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Ms. Sara Lozano	Dean for Business, Public Safety and Technology
Mr. Jose Moroles	Director, Regional Center for Public Safety Excellence
Mr. Robert Vela	Program Chair, Fire Science, Police Academy
Mr. Ricardo de la Garza	Director of Facilities Planning and Construction
Mr. Robert Cuellar	Associate Director of Facilities Planning & Construction
Mr. David Valdez	Facilities Planning and Construction Project Manager

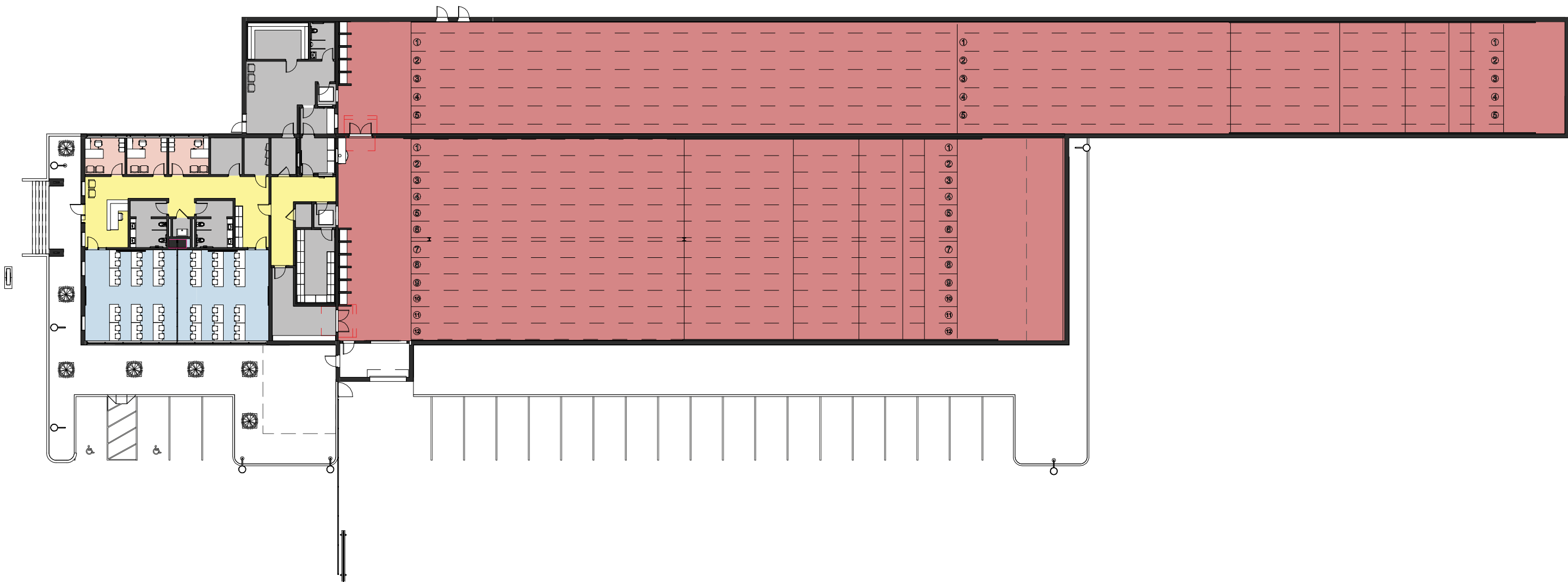
OVERALL RCPSE MASTER PLAN

1. 21K+ Education Building
2. JAG Express Drop Off
3. 160+ Parking Spaces
4. Future Phase Campus Boulevard
5. Future 50,000sf Educational Buildings
6. Future 25,000sf Student Services Buildings
7. Future 15,000sf Student Services Buildings
8. Future 15,000sf Physical Plant
9. Skills/Skid Pad Driving Area
10. EVOC Driving Track
11. Cityscape with Simunition Building
12. Multi Story Fire Training Structure
13. Two Story Residential Fire Training Structure
14. Confined Space/ Trench Rescue Training
15. Flashover Training
16. Flammable Liquid and Gas (F.L.A.G) Training Pad
17. Firearm Training Classroom
18. Covered Shooting Range

SHOOTING RANGE OVERALL FLOOR PLAN - PHASE 1



SHOOTING RANGE OVERALL FLOOR PLAN - PHASE 2



SHOOTING RANGE ENLARGED FLOOR PLAN



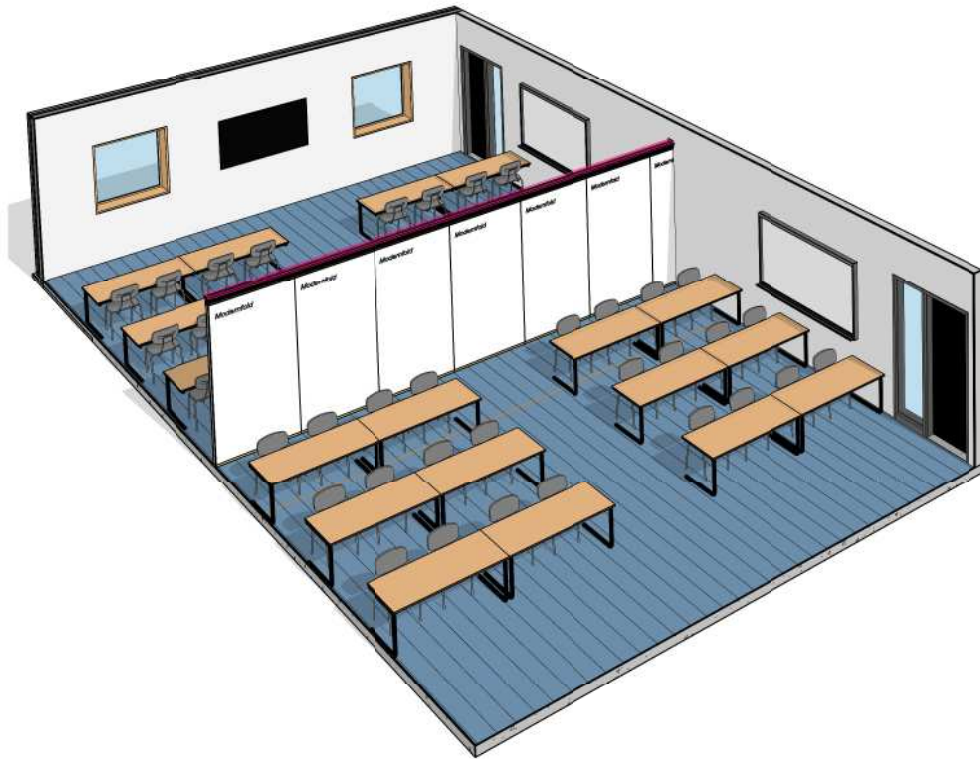
Phase 1

- 2 Classroom That Seat 24 With Operable Dividing Wall
- Lobby Entry with Reception/Check-In
- Personal Locker Area
- 3 Offices
- Secured Storage Room
- Weapon Cleaning Room
- Storage Closets
- Range Control Room
- Range Staging Area
- 12- 50 Yard Shooting Lanes
- Restrooms
- Janitors Closet

Phase 2

- Range Control Room
- Secure Storage
- 1 Single Use Restroom
- Range Staging Area
- 5 – 100 Yard Shooting Lanes

PHASE 1

**Adjacencies**

- Access from Lobby
- Close to public Restrooms

Finishes

- Carpet flooring
- Painted Gyp walls
- ACT Ceilings
- Wood Laminate Door with Sidelight with Aluminum Frames
- Operable wall

Plumbing

- N/A

Mechanical

- Recirculation Air Allowed

Electrical/Data

- GFI outlets along wall
- Floor box
- Wireless Access

Sound/Acoustics

- Acoustical Panels

AudioVisual

- Room Scheduler
- Flat Panel Displays
- Sound System
- Video/Web Conferencing
- AV/Webcam Recording

**Adjacencies**

- Access from Lobby
- Behind Check-in / Reception area
- Near Break Area

Finishes

- Carpet flooring
- Painted Gyp walls
- ACT Ceilings
- Wood Laminate Door with Sidelight in Aluminum Frames
- Lockable Storage

Plumbing

- N/A

Mechanical

- Recirculation Air Allowed

Electrical/Data

- GFI outlets along wall
- Wireless Access

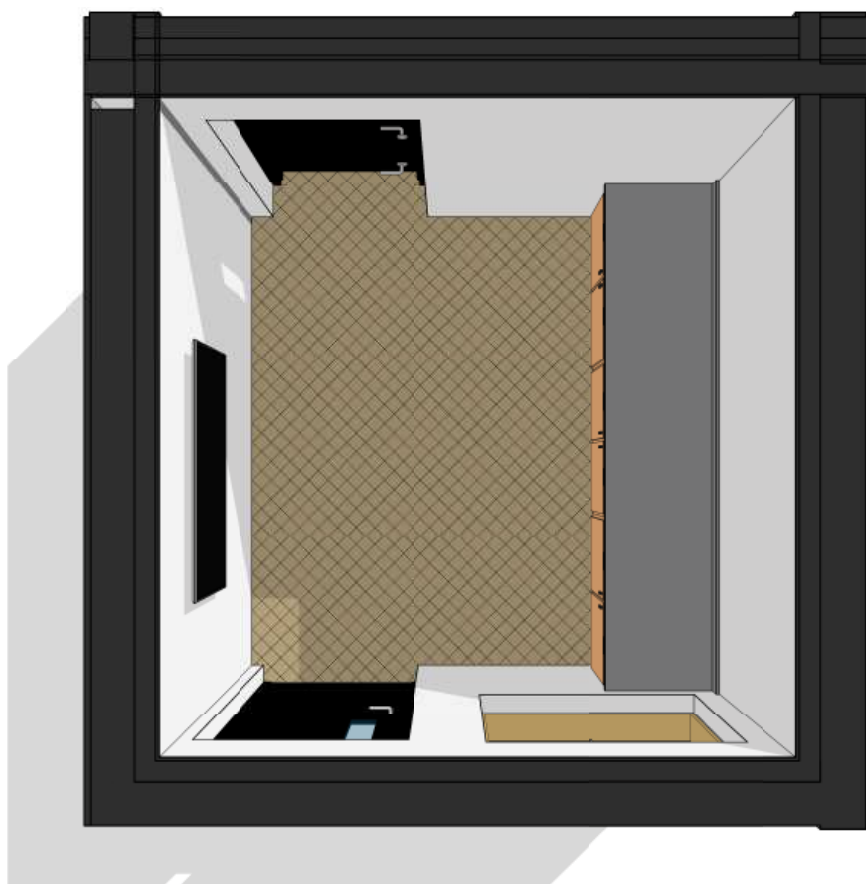
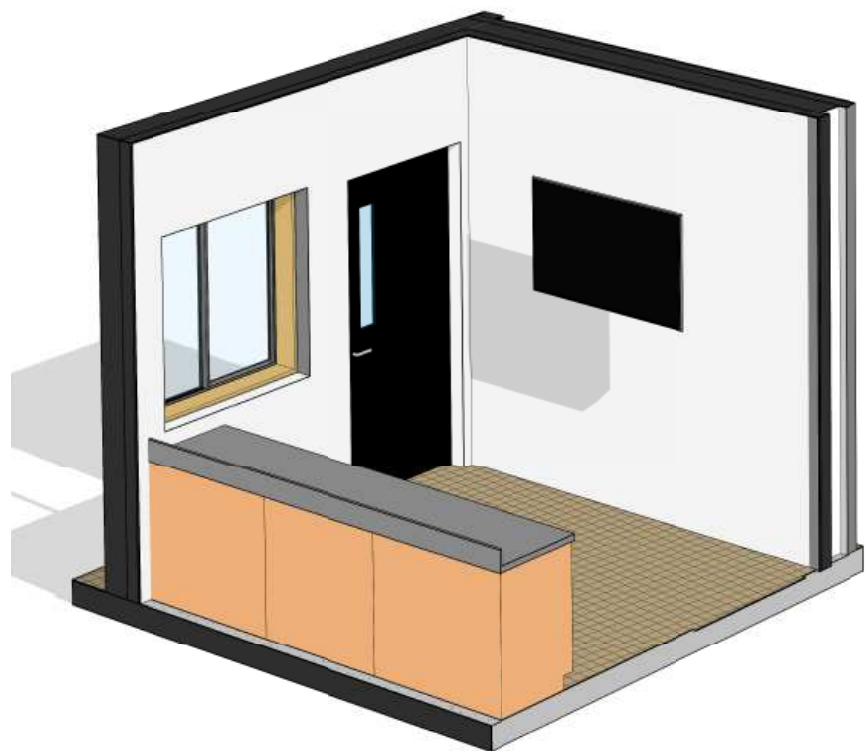
Sound/Acoustics

- N/A

AudioVisual

- N/A



**Adjacencies**

- Full range visibility with Ballistic windows to shooting range

Finishes

- VCT flooring
- Painted Gyp walls
- ACT Ceilings
- Laminate Base cabinets with adjustable shelving and locks
- Laminate Countertop
- Wood Laminate Door with Aluminum Frames

Plumbing

- N/A

Mechanical

- Low-level emission exhaust

Electrical/Data

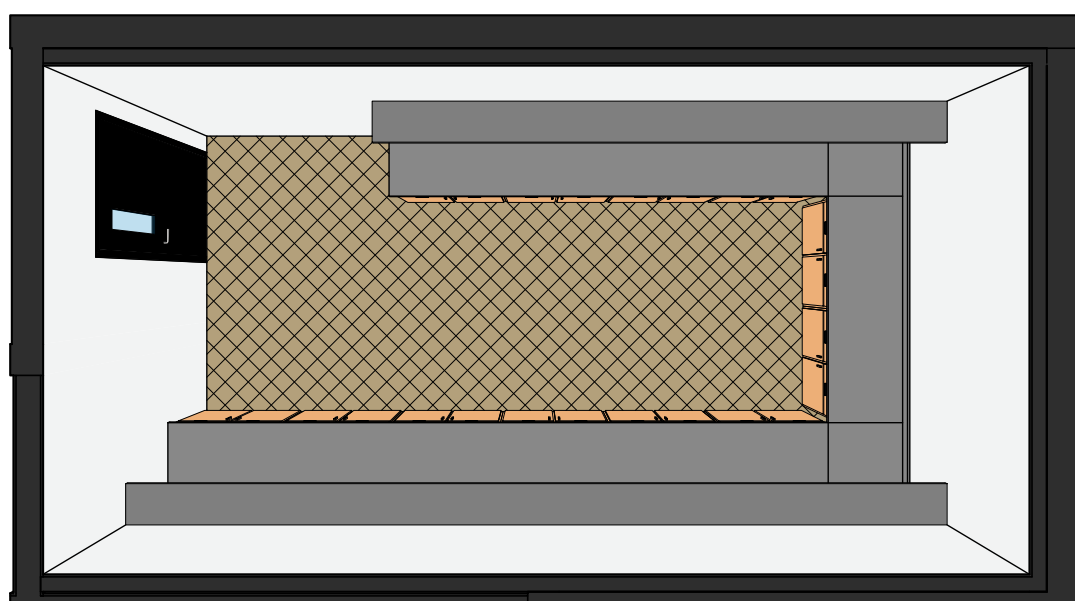
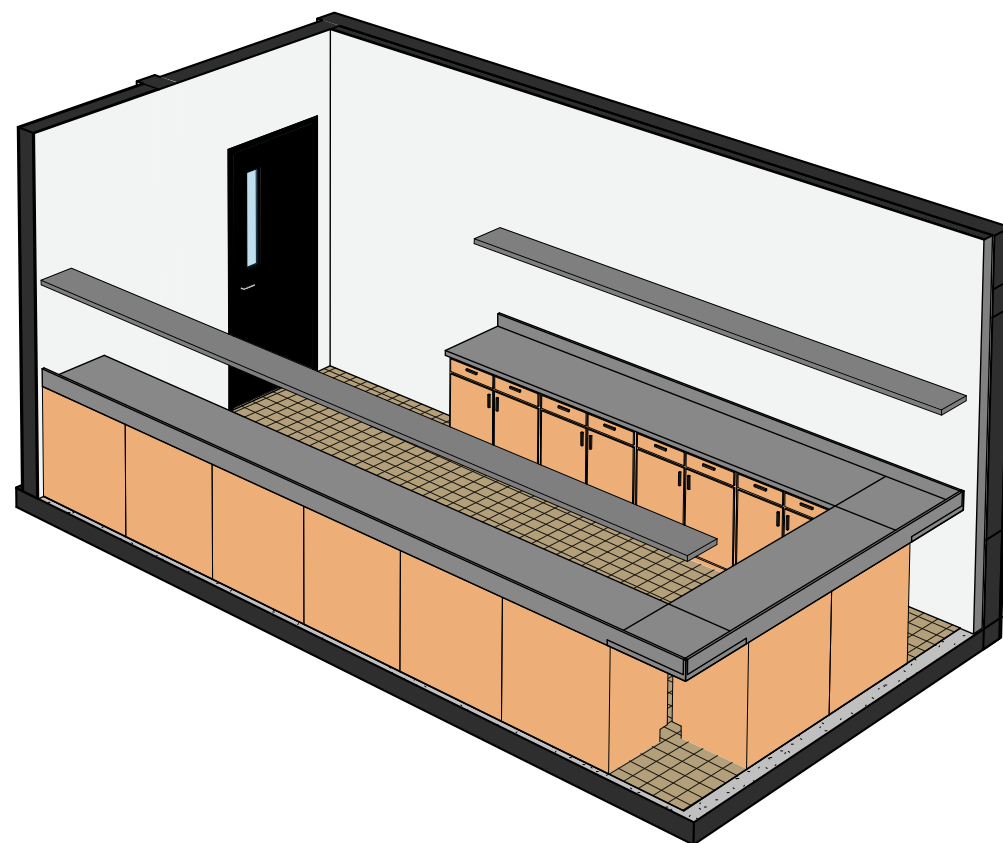
- GFI outlets at counter height
- Data ports at counter height
- Wireless Access

Sound/Acoustics

- N/A

AudioVisual

- Card Reader Secured Entry
- Remote vestibule door control
- Flat panel display
- Public Address system
- CCTV Monitoring
- Full target system control and operation

CLEANING ROOM**Adjacencies**

- Direct access from Shooting Range

Finishes

- VCT flooring
- Stainless steel countertop with backsplash with non-drip edge
- Laminate Base cabinets with adjustable shelving and locks
- Cleanable wall surface – FRP or similar 8' Min. over Gyp walls
- ACT Ceilings
- Wood Laminate Door with Sidelight with Aluminum Frames
- Laminate shelving

Plumbing

- N/A

Mechanical

- Low-level emission exhaust

Electrical

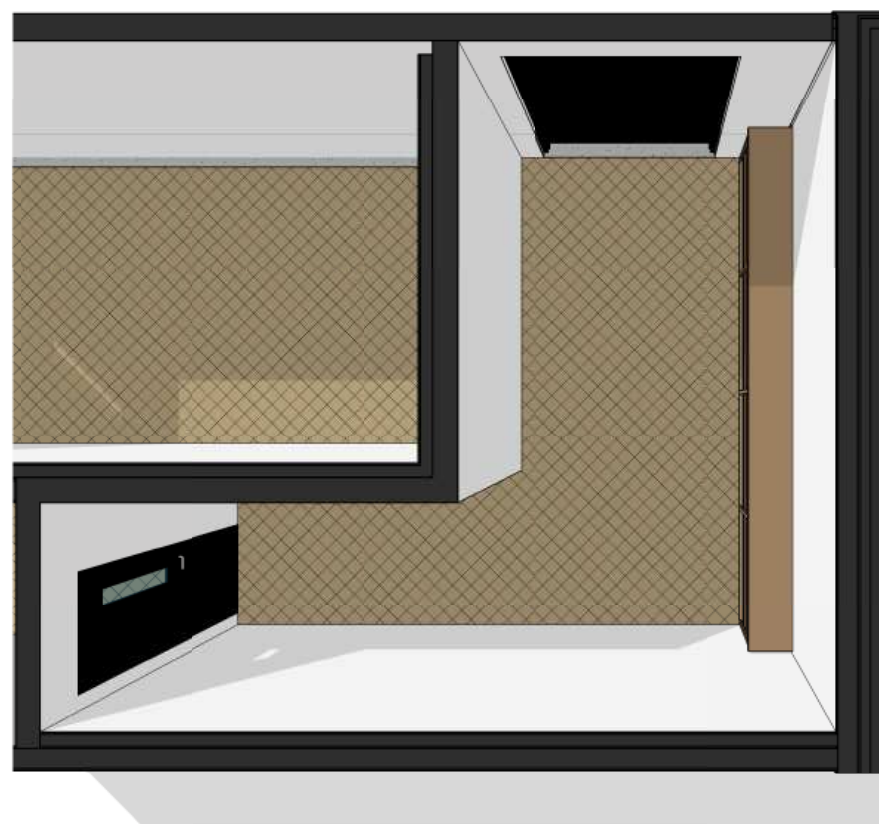
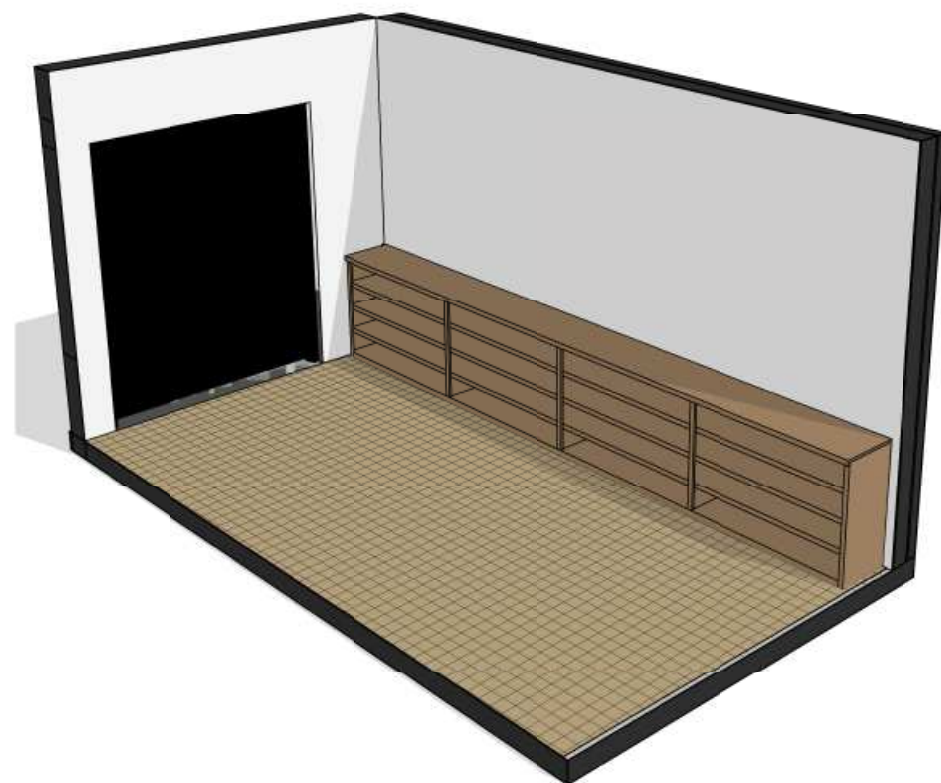
- GFI outlets at counter height

Sound/Acoustics

- N/A

AudioVisual

- N/A

SECURE STORAGE**Adjacencies**

- Direct access to range and corridor with ballistic protection

Finishes

- VCT flooring
- Painted Gyp walls
- ACT Ceilings
- Open metal shelving along walls
- Wood Laminate Door with Aluminum Frames

Plumbing

- N/A

Mechanical

- Low-level emission exhaust

Electrical/Data

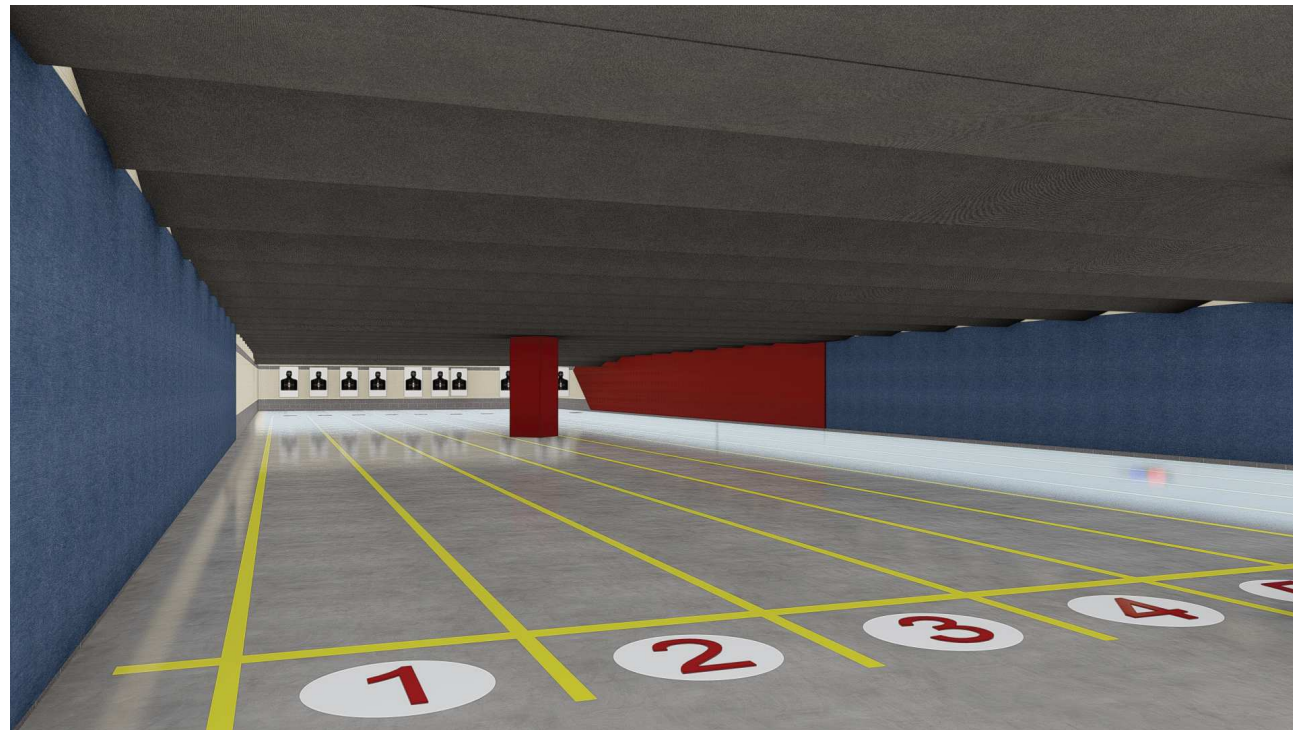
- GFI outlets along wall
- Wireless Access

Sound/Acoustics

- N/A

AudioVisual

- Card Reader Secured Entry
- CCTV Monitoring

SHOOTING RANGE**Adjacencies**

- Exterior access for Vehicle door

Finishes

- VCT flooring
- Painted Gyp walls
- ACT Ceilings
- Open metal shelving along walls
- Wood Laminate Door with Aluminum Frames
- Ballistic protected loading stalls with storage
- Personnel lockers

Plumbing

- Multi-Tap hand wash sink

Mechanical

- NIOSH certified lead extraction and ventilation system

Electrical/Data

- Controllable and dimmable lighting systems
- GFI outlets along wall
- Wireless Access

Sound/Acoustics

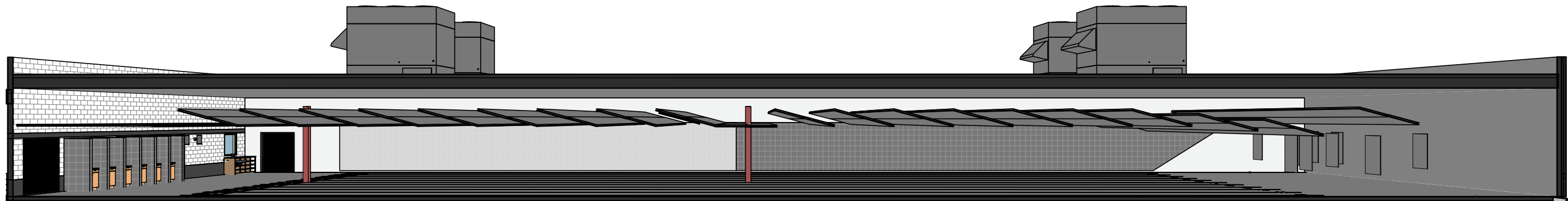
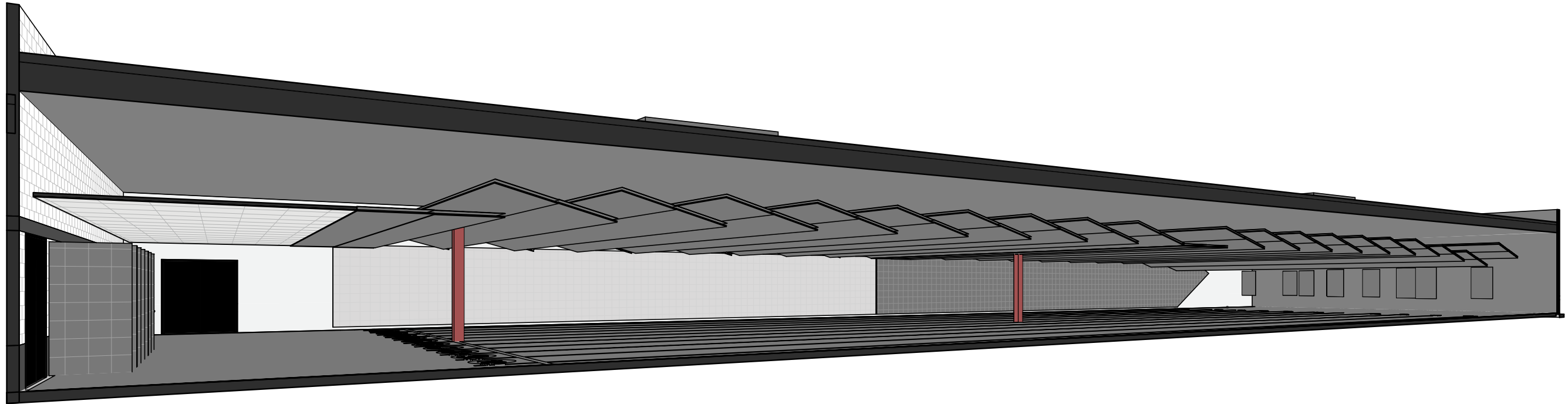
- OSHA Approved acoustic echo and noise dampening
- Full overhead suspended ballistic/acoustic baffles
- Sidewall ballistic/acoustic wall protection

AudioVisual

- Card Reader Secured Entry
- CCTV Monitoring
- Interior Public Address System

Equipment

- Rubber media inclined rubber media bullet trap
- Full-pivoting overhead supported targets
- Full-length moving "Running Man" target
- Wireless programmable target control system

SHOOTING RANGE

Regional Center for Public Safety Excellence Indoor Shooting Range – Exterior View Rendering



Regional Center for Public Safety Excellence Indoor Shooting Range – Exterior View Rendering


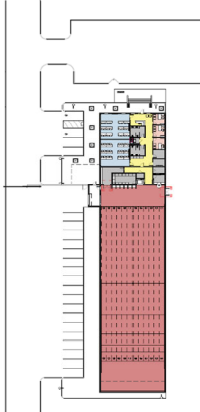


Regional Center for Public Safety Excellence Indoor Shooting Range – Exterior View Rendering



Project Fact Sheet

11/6/2020

Project Name: RCPSE - Target Range		Project No. 2019-015C				
Funding Source(s): Unexpended Plant Fund	Estimated Budget		Actual Expenditures To Date Variance of Original Budget vs. Actual Expenditures To Date			
	Construction:	\$ -	\$ - \$ -			
	Design:	276,972	- 276,972			
	Miscellaneous:	15,000	14,780 220			
	FFE:	-	- -			
	Technology:	-	- -			
Total: \$ 291,972		\$ 14,780	\$ 277,192			
Approval to Solicit Architect: N/A Architect: PBK Architects, Inc. Contractor: TBD		Board Approval of Schematic Design TBD Substantial Completion TBD Board Acceptance TBD Final Completion TBD Board Acceptance TBD				
STC FPC Project Manager: David Valdez						
Project Description		Project Scope				
Design of a 12-lane indoor target range.		Consulting architect to provide schematic design documents for the proposed indoor target range.				
Projected Timeline						
Board Approval of Architect	Board Approval of Schematic Design	Board Approval of Contractor	Construction Start Date	Substantial Completion Date	Final Completion Date	FFE Completion of Move In
2/26/2019	TBD	TBD	TBD	TBD	TBD	TBD
Project Calendar of Expenditures by Fiscal Year						
Fiscal Year	Construction	Design	Misc.	FFE	Tech	Project Total
2018-19	\$ -	\$ -	\$ 8,669	\$ -	\$ -	\$ 8,669
2019-20	\$ -	\$ -	\$ 6,111	\$ -	\$ -	\$ 6,111
2020-21	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Project Total	\$ -	\$ -	\$ 14,780	\$ -	\$ -	\$ 14,780
Current Agenda Item						
11/10/20 Facilities Committee: No recommendation is requested. Provided for information purposes.						
						
Master Plan				Schematic Floor Plan		

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 November 6, 2020

Total Project Budget Summary	FY21 Unexpended Plant Fund	FY21 Renewals & Replacements
Total Construction Project Budget	\$ 10,982,474	\$ 4,883,890
Previously Approved Projects for September and October 2020	(675,358)	(471,919)
Proposed Project for the Month of November 2020	(291,972)	-
Total Project Budget Balance	\$ 10,015,144	\$ 4,411,971

Project Reference #	Project Name	Total Project Budget/Actual*	
		CIP Fund	R&R Fund
Board Approved on September 22, 2020			
2020-008C	Pecan Campus Business and Science Building G Classroom Conversion of Two (2) Classrooms to Geology Labs - CO	\$ 267,700	\$ -
2020-002C	Pecan Plaza West Building C Kinesiology Storage and Restroom Renovations	142,538	-
2019-047R	Mid Valley Campus Drainage Improvements Phase I - CO	-	302,919
2018-019R	Asphalt Resurfacing for the Northwest Drive - CO	-	92,971
Total Board Approved on September 22, 2020		\$ 410,238	\$ 302,919
Board Approved 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	-
Total Board Approved on October 27, 2020		\$ 265,120	\$ 169,000
Pending Board Approval on November 24, 2020			
2019-015C	Regional Center for Public Safety Excellence Indoor Shooting Range	\$ 291,972	\$ -
Total Pending Board Approval on November 24, 2020		\$ 291,972	\$ -
Current Total Project Budget		\$ 967,330	\$ 471,919

* 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																			
#	Projects	FPC Project Managers	Not Started	Project Development	Design Phase	Bidding and Negotiations	Construction Phase	Substantial Completion	FY 2020 - 2021 Final Completion	Move In	Completed	Total Project Budget	Amount Paid	Total Project Balance	FY2021 Budget	Upcoming Board Meeting Item	Architect/ Engineering Firm	Contractor	
Pecan Campus																			
1	Business and Science Building G Classroom Renovation	SS			●							\$ 275,003	\$ 3,438	\$ 271,565	\$ 267,700	January 2021	Approval of Construction Services	EGV Architects	TBD
2	Sand Volleyball Courts	DV					●					\$ 113,008	\$ 91,879	\$ 21,129	\$ -	N/A		Alvarado Architects & Assoc.	NM Contracting, LLC (Terminated)
3	Sand Volleyball Courts - Sand Replacement	DV						●				\$ 43,711	\$ 23,381	\$ 20,330	\$ 44,450	December 2020	Final Completion	Alvarado Architects & Assoc.	Limon Masonry
4	Library Building F Renovation and Expansion	DV			●							\$ 1,572,047	\$ 129,781	\$ 1,442,266	\$ 1,442,266	December 2020	Approval of Schematic Design	ERO Architects	TBD
5	Information Technology Building M Office and Work Space Renovation	MV					●					\$ 624,445	\$ 227,757	\$ 396,688	\$ 499,435	November 2020	Substantial Completion	Boultinghouse Simpson Gates Architects	Noble Texas Builders
6	Student Activities Center Building H Cafeteria Renovation	MV									●	\$ 957,600	\$ 718,080	\$ 239,520	\$ 195,627	N/A		EGV Architects	Noble Texas Builders
7	Student Services Building K Renovations	TBD	●									\$ 26,200	\$ -	\$ 26,200	\$ 26,200	TBD	TBD	TBD	N/A
8	New Continuing Education Building	RC	●									\$ 398,160	\$ -	\$ 398,160	\$ 398,160	TBD	TBD	TBD	TBD
Pecan Campus Subtotal												\$ 4,010,174	\$ 1,194,316	\$ 2,815,858	\$ 2,873,838				
Pecan Plaza																			
9	West Building C Kinesiology Renovation	MV			●							\$ 36,909	\$ 4,544	\$ 32,365	\$ 142,538	January 2021	Approval of Construction Services	Alvarado Architects & Assoc.	TBD
10	Human Resources Building A Renovation	RG	●									\$ 141,000	\$ -	\$ 141,000	\$ 141,000	TBD	TBD	TBD	TBD
11	Human Resources Building A Entry Court Yard Improvements	DV			●							\$ 16,000	\$ -	\$ 16,000	\$ 16,000	TBD	TBD	N/A	TBD
Pecan Plaza Subtotal												\$ 193,909	\$ 4,544	\$ 189,365	\$ 299,538				
Mid-Valley Campus																			
12	Student Union Building F Renovation	SS					●					\$ 389,224	\$ 102,040	\$ 287,184	\$ 308,666	January 2021	Substantial Completion	ROFA Architects	Noble Texas Builders
13	Center for Learning Excellence Building A Renovation of Space for Supplemental Instruction	DV	●									\$ 224,200	\$ 2,008	\$ 222,192	\$ 223,200	TBD	TBD	The Warren Group Architects	TBD
Mid Valley Campus Subtotal												\$ 613,424	\$ 104,047	\$ 509,377	\$ 531,866				
Technology Campus																			
14	Emerging Technologies Building A & Advanced Technical Careers Building B Renovation	SS		●								\$ 151,320	\$ 820	\$ 150,500	\$ 150,500	March 2021	Master Plan Acceptance	EGV Architects	TBD
Technology Campus Subtotal												\$ 151,320	\$ 820	\$ 150,500	\$ 150,500				
Dr. Ramiro R. Casso Nursing & Allied Health Campus																			
15	East Building A Student Services Renovation	SS					●					\$ 396,616	\$ 21,346	\$ 375,270	\$ 375,270	December 2020	Substantial Completion	Gignac Architects	Holchemont
16	West Entry Campus Sign	DV									●	\$ 80,353	\$ 59,067	\$ 21,286	\$ 60,000	N/A		N/A	Limon Masonry
Nursing and Allied Health Campus Subtotal												\$ 476,969	\$ 80,414	\$ 396,555	\$ 435,270				

South Texas College																			
Unexpended Plant Fund - Capital Improvement Projects (CIP)																			
#	Projects	FPC Project Managers	Not Started	Project Development	Design Phase	Bidding and Negotiations	Construction Phase	Substantial Completion	Project Status			Total Project Budget	Amount Paid	Total Project Balance	FY2021 Budget	Upcoming Board Meeting Item	Architect/ Engineering Firm	Contractor	
									FY 2020 - 2021	Final Completion	Move In								
Starr County Campus																			
17	Student Services Building G Renovation	SS					●					\$ 247,380	\$ 13,018	\$ 234,362	\$ 236,500	January 2021	Substantial Completion	Gignac Architects	Holchemont
18	Workforce Center Building D Welding Expansion	MV	●									\$ 230,820	\$ 820	\$ 230,000	\$ 230,000	TBD	TBD	Gignac Architects	TBD
Starr County Campus Subtotal												\$ 478,200	\$ 13,839	\$ 464,361	\$ 466,500				
Regional Center for Public Safety Excellence																			
19	Target Range - STC	DV			●							\$ 296,092	\$ 14,780	\$ 281,312	\$ 291,972	December 2020	Schematic Design	PBK Architects	TBD
20	Canopy for Safety Training Vehicles	TBD	●									\$ 285,500	\$ -	\$ 285,500	\$ 285,500	TBD	TBD	TBD	TBD
21	Canopy for Students/Instructors	TBD	●									\$ 247,000	\$ -	\$ 247,000	\$ 247,000	TBD	TBD	TBD	TBD
22	Fire Training Area	TBD	●									\$ 443,600	\$ -	\$ 443,600	\$ 443,600	TBD	TBD	TBD	TBD
23	Site Drainage Improvements	RG			●							\$ 380,885	\$ 24,630	\$ 356,255	\$ 356,255	February 2021	Approval of Construction Services	Perez Consulting Engineers	TBD
24	Chiller Installation	MV		●								\$ 170,000	\$ -	\$ 170,000	\$ 170,000	January 2021	Approval of Engineering Services	TBD	TBD
25	Cityscape Remediation	RG					●					\$ 129,500	\$ -	\$ 129,500	\$ 129,500	December 2020	Substantial Completion	TBD	TBD
Regional Center for Public Safety Excellence Subtotal												\$ 1,952,577	\$ 39,410	\$ 1,913,167	\$ 1,923,827				
Higher Education Center La Joya																			
26	Exterior Building and Wayfinding Signage (Wayfinding Signage Only)	DV					●					\$ 59,144	\$ 22,024	\$ 37,121	\$ 36,400	N/A		N/A	Innerface Architectural Signage/Cast Con
Higher Education Center La Joya Subtotal												\$ 59,144	\$ 22,024	\$ 37,121	\$ 36,400				
District Wide																			
27	Land	N/A	N/A									\$ 3,000,000	\$ -	\$ 3,000,000	\$ 3,000,000	N/A		N/A	N/A
28	Renovation and Contingencies	N/A	N/A									\$ 659,296	\$ 22,594	\$ 636,703	\$ 659,296	N/A		N/A	TBD
29	Outdoor Furniture	TBD	●									\$ 25,000	\$ -	\$ 25,000	\$ 25,000	N/A		N/A	TBD
30	Facility Signage	MV			●							\$ 49,632	\$ -	\$ 49,632	\$ 49,632	N/A		N/A	Fast Signs
31	Removal of Existing Trees	TBD	●									\$ 24,687	\$ -	\$ 24,687	\$ 24,687	N/A		N/A	TBD
32	Automatic Doors Phase IV	RG			●							\$ 95,120	\$ -	\$ 95,120	\$ 95,120	N/A		TBD	TBD
33	Campus Master Plan	TBD	●									\$ 375,000	\$ -	\$ 375,000	\$ 375,000	N/A		TBD	N/A
34	Fence Enclosures	DV		●								\$ 36,000	\$ -	\$ 36,000	\$ 36,000	N/A		N/A	TBD
District Wide Subtotal												\$ 4,264,735	\$ 22,594	\$ 4,242,142	\$ 4,264,735				
Totals		12	12	3	6	0	8	1	0	0	2	\$ 12,200,452	\$ 1,482,008	\$ 10,718,444	\$ 10,982,474				

South Texas College
Renewal and Replacement Projects
Project Status

#	Projects	FPC Project Manager	Not Started	Project Development	Design Phase	Bidding and Negotiations	Construction Phase	Substantial Completion	FY 2020 - 2021		Completed	Total Project Budget	Amount Paid	Total Project Balance	FY2021 Budget	Priority Status	Upcoming Board Meeting Item	Architect/ Engineering Firm	Contractor	
									Final Completion	Move In										
Mid Valley Campus																				
1	Resurfacing Northwest Drive	SS					●					\$ 128,132	\$ 11,134	\$ 116,998	\$ 92,971	High	January 2021	Substantial Completion	PCE Consultants	McAllen Multi Services
2	Drainage Improvements Phase I	SS					●					\$ 459,202	\$ 290,655	\$ 168,547	\$ 302,919	High	January 2021	Substantial Completion	PCE Consultants	McAllen Multi Services
3	Roofing Replacement	MV			●							\$ 951,000	\$ 4,308	\$ 946,692	\$ 947,123	High	January 2021	Approval of Construction Services	Beam Professionals	TBD
Pecan Campus Subtotal												\$ 1,538,334	\$ 306,097	\$ 1,232,237	\$ 1,343,013					
Technology Campus																				
4	Advanced Technical Careers Building B Concrete Floor Repairs	DV									●	\$ 126,870	\$ 120,613	\$ 6,257	\$ 20,000	Completed	N/A		CLH Engineering	5 Star Construction
Technology Campus Subtotal												\$ 126,870	\$ 120,613	\$ 6,257	\$ 20,000					
Dr. Ramiro R. Casso Nursing & Allied Health Campus																				
5	NAH East Building A Westside Elevators Refurbishment	RC/O&M					●					\$ 159,000	\$ -	\$ 159,000	\$ 159,000	Medium	January 2021	Approval of Construction Services	N/A	Oracle Elevator
6	NAH East Building A Roofing Replacement	MV			●							\$ 166,077	\$ 1,077	\$ 165,000	\$ 165,108	High	January 2021	Approval of Construction Services	BEAM Professionals	TBD
7	NAH East Building A Data Cabling Infrastructure Replacement	RC/O&M									●	\$ 161,677	\$ 146,677	\$ 15,000	\$ 15,000	Low	TBD	TBD	N/A	TBD
8	NAH East Building A Exterior Stair Repairs and Replacement	RG		●								\$ 169,000	\$ -	\$ 169,000	\$ 169,000	High	January 2021	Approval of Engineering Services	TBD	TBD
Nursing and Allied Health Campus Subtotal												\$ 655,754	\$ 147,754	\$ 508,000	\$ 508,108					
Starr County Campus																				
9	Roofing Replacement	MV			●							\$ 832,323	\$ 8,615	\$ 823,708	\$ 824,569	High	January 2021	Approval of Construction Services	Beam Professionals	TBD
Starr County Campus Subtotal												\$ 832,323	\$ 8,615	\$ 823,708	\$ 824,569					

South Texas College
Renewal and Replacement Projects
Project Status

		FPC Project Manager	Not Started	Project Development	Design Phase	Bidding and Negotiations	Construction Phase	Substantial Completion	FY 2020 - 2021		Completed	Total Project Budget	Amount Paid	Total Project Balance	FY2021 Budget	Priority Status	Upcoming Board Meeting Item	Architect/ Engineering Firm	Contractor	
#	Projects								Final Completion	Move In										
District Wide																				
10	Irrigation System Controls Upgrade	RC/O&M				●						\$ 143,685	\$ 72,485	\$ 71,200	\$ 71,200	Low	TBD		N/A	Aqua Tech
11	Fire Alarm Panel Replacement/Upgrade	RC/O&M				●						\$ 182,500	\$ -	\$ 182,500	\$ 182,500	Low	TBD		N/A	TBD
12	Interior LED Lighting Upgrade	RC/O&M				●						\$ 219,950	\$ 109,950	\$ 110,000	\$ 110,000	Low	TBD		N/A	TBD
13	Ext Walkway LED Lighting Upgrade Ph I	RC/O&M				●						\$ 49,000	\$ -	\$ 49,000	\$ 49,000	Low	TBD		N/A	TBD
14	Interior Controls Upgrade	RC/O&M				●						\$ 76,500	\$ 17,049	\$ 59,451	\$ 76,500	Low	TBD		N/A	TBD
15	Floor Replacement	RG			●							\$ 532,042	\$ 28,042	\$ 504,000	\$ 504,000	Medium	August 2021	Color Selections	N/A	TBD
16	HVAC Upgrades	MV/O&M				●						\$ 660,000	\$ -	\$ 660,000	\$ 660,000	Low	TBD		N/A	TBD
17	Exterior Lighting Upgrade	RC/O&M				●						\$ 279,000	\$ -	\$ 279,000	\$ 279,000	Low	TBD		N/A	TBD
18	Keyless Entry Access Upgrades	RC/O&M				●						\$ 39,626	\$ 14,626	\$ 25,000	\$ 25,000	Low	TBD		N/A	ADI
19	Renewals & Replacements	N/A	N/A									\$ 151,000	\$ -	\$ 151,000	\$ 151,000	N/A	N/A		N/A	N/A
20	Water Tower Logo Replacments	RG		●								\$ 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	0	1	4	8	3	0	0	0	2	\$ 5,566,584	\$ 825,230	\$ 4,741,354	\$ 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 October 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 **October 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 October 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 October 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 October 2020.
- 2) Release of Checks for \$125,000.00 and Above
Board of Trustees Approval Required for October 2020.
- 3) Release of Checks for \$125,000.00 and Above
Released Prior to Board Approval for October 2020.
- 4) Release of Construction Fund Checks for October 2020.
- 5) Quarterly Investment Report and Money Market Accounts for October 2020.
- 6) Summary of Revenues for October 2020.
- 7) Summary of State Appropriations Revenue for October 2020.
- 8) Summary of Property Tax Revenue for October 2020.
- 9) Summary of Expenditures by Classification for October 2020.
- 10) Summary of Expenditures by Function for October 2020.
- 11) Summary of Auxiliary Fund Revenues and Expenditures for October 2020.
- 12) Summary of Grant Revenues and Expenditures for October 2020.
- 13) Summary of Bid Solicitations.
- 14) Summary of Purchase Orders.

Discussion and Action as Necessary on the Engagement of the Association of Community College Trustees to Assist with the Presidential Search

On Tuesday, November 17, 2021, the Board of Trustees of South Texas College accepted the retirement of Dr. Shirley A. Reed, Founding President, effective Monday, January 4, 2021.

At that same meeting, the Chairman of the Board appointed Mr. Paul R. Rodriguez and Ms. Rose Benavidez to serve as Co-Chairs of a Presidential Search Committee to lead the presidential search process.

Mr. Rodriguez recommends the engagement of the Association of Community College Trustees (ACCT) to assist with the presidential search process. ACCT's services are available as outlined in the following proposal, at a cost of \$45,000 plus expenses. The details and draft timeline will be adjusted upon formal engagement of ACCT.

With nearly 50 years of experience and having successfully completed over 500 searches for chief executive officers for community college across the nation, ACCT offers nation-leading expertise and understanding of the best practices to work with the Board throughout the process, including:

- Search Organization and Planning
- Search Committee Development
- Institutional Analysis and Profile Review
- Marketing and Advertising Strategy
- Recruitment of Candidate Pool
- Facilitation of Application Review by Search Committee Members
- Candidate Evaluation and Screening
- Facilitation of Appointment

The College's legal counsel has confirmed that the Board has broad discretion to engage these services without requiring a competitive procurement process.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the engagement of ACCT to assist with the presidential search as presented.

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

The Board of Trustees approves and authorizes the engagement of ACCT to assist with the presidential search as presented.

Approval Recommended:

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



South Texas College **Draft: Presidential Search Timeline**

Oct./Nov. 2020	ACCT Search Consultant facilitates a series of virtual and/or in-person open Public Forums (Administrators, Staff, Faculty, Students, Community members invited to attend) to solicit feedback to inform the development of the draft Presidential Profile. Electronic survey distributed to solicit feedback to assist with the development of the Presidential Profile.
Oct./Nov. 2020	Presidential Search Committee Meeting #1: Virtual training and Orientation; Committee receives Draft Presidential Profile and reviews and edits the draft Presidential Profile (3 – 4 hour meeting). Special or Regular Board meeting to discuss, edit and finalize the Presidential Profile.
Early November 2020	Presidential Profile is posted to on STC and ACCT website. ACCT and Search Consultant conduct targeted local, state-wide and national one-to-one recruitment of highly competitive and diverse candidates. Advertisements placed.
January 27, 2021	Target Date for Receipt of Applications. Position open until filled.
January 28 – Feb. 9, 2021	Presidential Search Committee members review confidential applications independently through ACCT's secure web portal.
Mid-February 2021	Presidential Search Committee Meeting #2: Presidential Search Committee meets to discuss and select 7 – 9 confidential semifinalists. (5 – 6 hour meeting); Virtual or in-person.
Late February 2021	Search Committee Meeting #3: Presidential Search Committee meets for confidential interview of semifinalists. (Two-day Interview process via video or in-person). Search Committee deliberates and selects 3 - 5 finalists and forwards recommendations Board of Trustees.
Week of March 22, 2021	Finalists visit the College for tours, participate in public forums, meet with Direct Reports, etc. Finalists will interview with the full Board of Trustees. During deliberations, ACCT provides oral in-depth reference reports on final candidates.
March/April 2021	Board visits #1 candidate's institution (optional, but highly recommended). ACCT facilitates final negotiations. New President of South Texas College is announced.
July 1, 2021 or TBD	Start date for next President of South Texas College.



Proposal Submitted to South Texas College, TX

To Assist with the Presidential Search

September 8, 2020

Submitted by:

Julie Golder, J.D.

Association of Community College Trustees

1101 17th Street NW, Suite 300

Washington, DC 20036

(202) 384-5816 (Mobile) | jgolder@acct.org

Fax: (202) 452-7845

acctsearches.org



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ORGANIZATIONAL PROFILE

Founded in 1972, the Association of Community College Trustees (ACCT) is a national nonprofit educational association based in Washington, DC that represents more than 6,500 trustees who govern over 1,200 community, technical, and junior colleges. ACCT helps to strengthen the capacity of these institutions to accomplish their missions through effective board leadership, education, training, advocacy at local, state, and national levels, and exemplary search services.

With 48 years of experience as the only national nonprofit organization dedicated to providing services to community college boards, ACCT has successfully completed over 500 searches for chief executive officers, including chancellors and presidents. Focusing on two-year public community and technical colleges, we are uniquely able to provide comprehensive search assistance, recruitment of a diverse and high-quality pool of candidates, and guidance on an efficacious process to the Search Committee and College.

As the leading national association focused on community college governing boards, ACCT has the built-in capacity to conduct a comprehensive national recruitment endeavor to bring the most qualified leaders to South Texas College. Our full range of services - education, training, conferences, consultations, and advocacy - enables us to build sustainable, collaborative relationships with trustees and understand their institutions from multiple perspectives, thereby strengthening our ability to assist in identifying an institution's new leader.

ACCT Searches has a highly qualified team of experts dedicated to supporting the presidential search for South Texas College. ACCT is unlike other organizations in that we use a team approach for conducting all searches. The ACCT Searches team brings a powerful combination of a keen understanding of community and technical colleges and hands-on experience in higher education leadership. Furthermore, ACCT Searches prides itself on ensuring that its team is accessible to the Board, candidates, and community members throughout its searches, with a high degree of responsiveness to any questions or concerns.

QUALIFICATIONS AND EXPERIENCE

South Texas College will have access to our leading national expertise and advanced understanding of best practices in search services. We will work closely with the Board of Trustees to meet the unique needs of the presidential search. As a college dedicated to providing strong educational services and growing a highly skilled workforce within the community, identifying competitive candidates who are well-suited for the institution and fit with its distinct culture is essential. Our recruitment is highly tailored to meet the specific presidential position requirements of South Texas College. ACCT's national office will leverage our full arsenal of

resources and our vast network of current and former leaders in community, state, and technical colleges around the nation for the search.

ACCT's consistently cited strengths include:

- ACCT's ability to attract high-quality candidates -- particularly those who might not respond to an advertisement -- from both two- and four-year colleges/districts/systems.
- ACCT's reputation for professionalism and equity ensure that a national pool of candidates will be broadly inclusive.
- ACCT's unique position within the national community college culture gives ACCT a clear advantage in providing a highly effective recruitment effort.
- ACCT has a proven record of recruitment of minority and female candidates.
- ACCT's structured search practice ensures both internal and external constituents that the process is open and fair, and that the final candidate selected is the best from a national field.

ACCT is the only nonprofit professional search consulting organization that:

- Focuses exclusively on the community college sector.
- Has a 45-plus year history of providing these services to governing boards of community colleges, state systems, and districts throughout the country.
- Has completed over 500 successful searches for executive officers including college presidents, chancellors, campus presidents, vice presidents, and deans.
- Provides comprehensive in-depth background and reference reports on candidates.
- As a national association, has an extensive community college national network.

SCOPE OF WORK

The role of the ACCT Searches Team and Lead Search Consultant is, in part, to facilitate the development of consensus throughout the search. Our process builds confidence in the outcome and ensures the quality of the work performed by engaging the Search Committee in every step. The ACCT search process is designed to respond to the selection and support services needed by South Texas College. Our process is also flexible, allowing it to be tailored for the College's individual circumstances, ensuring a high level of quality and compliance with the guidelines established for presidential searches. Furthermore, our recruitment of candidates is national in scope. As the national organization for community college governing boards throughout the country, we are positioned to have a deep and broad knowledge of both established and emerging leaders throughout the country. Additionally, our recruitment covers the region and state.

Search Organization and Planning

ACCT will...

- Work closely with the Search Committee to assess organizational culture and the future direction of the institution, outline an overall process, and provide expert search guidance and best practice national standards in search services.
- Provide expert guidance to the Search Committee throughout the search process.
- Provide orientation to the members of the Search Committee on their roles and responsibilities, as well as the search process itself.
- Maintain the confidential nature of the selection process.
- Perform all duties as outlined in this proposal and take all necessary steps to begin as soon after the award as is reasonably practicable.
- Work closely and consistently communicate with the Search Committee members on all phases of the search process.
- Provide progress reports that can be shared with the College community.
- Work closely with the College on arrangements for meetings, interviews, campus visits, websites, etc.

Search Committee Development

ACCT will...

- Facilitate initial meeting of the Search Committee to familiarize them with their roles and responsibilities.
- Assist the Search Committee in identifying applicants that best meet the position criteria and qualifications for a short list.
- Coordinate candidates' participation in the interview process.
- Assist with the development of an interview format and candidate questions.

Institutional Analysis and Profile Review

ACCT will...

- Facilitate open public forums to gather information from constituents regarding the challenges and opportunities facing the institution, as well as the ideal characteristics, skills, competencies, and abilities of candidates for the president position.
- Use an online survey instrument to gather additional information from constituents (optional).
- Utilize information from research, interviews, and discussions with the Board and key internal and external constituencies to help develop a comprehensive Presidential Profile.
- Assist in developing an inclusive search process which will engage College constituents.
- Assist the Board in the development of criteria for selection.

Marketing and Advertising Strategy

ACCT will...

- Provide advertising and marketing guidance regarding the position and the search process.
- Assist with the development and placement of print and online advertisements in *The Chronicle of Higher Education* and other state and national media, publications, and websites.
- Work with the public information/human relations office to design a web page for the College website containing important information about the search.
- Prominently feature the position and place a link on acctsearches.org, a dedicated national search website.
- Nationally broadcast the position electronically to over 10,000 community college and university administrators, as well as government, military, and business and industry leaders who have shown interest in community college leadership.
- Utilize contemporary social media for professionals such as LinkedIn, etc.

Recruitment of Candidate Pool

ACCT will...

- Work to identify excellent candidates representing diverse backgrounds through a broad marketing and communication strategy, including but not limited to personal recruitment, social media, and national advertising.
- Directly contact potential candidates and strengthen the pool by recruiting candidates who have a proven track record of success and who fit the Presidential Profile.
- Solicit nominations and applications through outreach to higher education leaders and ACCT's large database of potential candidates.
- Determine interest and seek nominations through direct correspondence to presidents, chancellors and senior staff at community and technical colleges.
- Feature the search on the College website and the ACCT dedicated searches website for the duration of the search.

Facilitation of Application Review by Search Committee Members

ACCT will...

- Utilize a confidential application review portal customized to the needs of the search, which will allow Search Committee members to securely access applications anywhere and at any time during the review period.
- Provide Search Committee members with individual portal log-in credentials to ensure the confidentiality of the review process.
- Provide technical assistance with a high level of responsiveness.

Candidate Evaluation and Screening

ACCT will...

- Facilitate the discussion with the Search Committee in the review and evaluation of applications and the selection of semifinalist candidates.
- Provide the first review of applicant curriculum vitae and resumes, and forward to the Search Committee.
- Facilitate interviews of top candidates with the Search Committee.
- Provide assistance in semifinalist and finalist interviewing (semifinalists can interview in person or via videoconference). This includes working with each institution on logistics and assisting the Search Committee on the drafting of appropriate interview questions.
- Assist with logistics and facilitate campus visits for candidates selected as finalists.
- Assist the Search Committee with a site visit to the final candidate's current campus (optional but highly recommended).
- Provide oral in-depth reference reports on final candidates to the Search Committee.

Facilitation of Appointment

ACCT will...

- Provide the Board of Trustees with up-to-date information on finalist contracts and compensation packages.
- Work with the Board to present candidates to the public.
- Work with the Board to extend job offer to the top candidate or successive top candidates.
- Work with the Board to negotiate, facilitate, and finalize the offer acceptance for the hiring of the new president.
- Provide expert advice and a plan for successful transition of the new president.

Our promise to South Texas College: ACCT will work with the Board until a placement is made. In the event of employment termination of the selected candidate within one year, ACCT will redo the search with no additional search fee. However, the College will be responsible for travel costs, reference reports, etc. that are involved with the subsequent search.

Responsive Communication

One of the ACCT search's primary ingredients is communication. Regular progress reports are drafted by the ACCT Lead Search Consultant on behalf of the Board and distributed by the Search Liaison to internal and external constituents via the College website. The Consultant also communicates with the Board Chair by telephone on a regular basis.

The Consultant will notify applicants of their status at each step in the process and will notify semifinalists and finalists of their selection. Candidates selected as semifinalists and who will be interviewed are contacted and their formal permission to contact references is obtained.

At the completion of the search, all the semifinal candidates receive a personal thank you, and members of the Board receive an evaluation form with which they provide feedback on ACCT's search services. ACCT handles all contact with the candidates until a final candidate is selected. Formal rejection letters are generally not sent until the successful conclusion of the search. At the completion of the search, all applicants are informed about the outcome.

Confidentiality

ACCT understands that maintaining sensitivity and confidentiality is a critical part of a successful search, and we emphasize its importance throughout the search process. All individuals involved in the provision of search services for ACCT, including search and reference consultants, are pledged to honor the ACCT confidentiality policies, to respect the confidentiality of College information, and to protect each candidate's personal and professional goals and current position. In an ACCT search, unless mandated by state Sunshine or Open Information laws, the confidentiality of a candidate is maintained until the candidate agrees to return to the institution as a finalist.

Candidate Recruitment

ACCT has a broad scope of experience successfully conducting a range of executive level searches. We will work to identify excellent candidates representing diverse ethnic and cultural backgrounds through a broad advertising and communication strategy. ACCT will advise the College with marketing strategies and recommends that South Texas College utilize the following national recruitment activities:

- **Personal Recruitment:** One-to-one confidential outreach to outstanding candidates including prominent community college leaders by the ACCT Search Consultant. ACCT has longstanding relationships with the American Indian Higher Education Consortium, the National Council on Black American Affairs, the National Community College Hispanic Council, the American Association of Women in Community Colleges, and the American Council on Education's Center for Advancement of Racial and Ethnic Equity and Office of Women in Higher Education.
- **National Advertisements:** The Chronicle of Higher Education, Community College Week, Asian Pacific Careers, the AACC Times, Hispanic Outlook in Higher Education, Diverse Issues in Higher Education, and Asian Week.
- **Mailings (if requested by College):** A formal request for nominations and the Presidential Profile materials will be sent to national and regional sources identified by ACCT. ACCT utilizes its relationships with districts, community colleges, and other higher education institutions to ensure the broadest possible recruitment efforts.

- **Web Listings:** The announcement of the position would also appear on the internet via the ACCT Searches and College websites, and various educational job posting sites. ACCT will also broadcast the search via email to an extensive database of over 10,000 higher education leaders.

ACCT ensures that its recruitment strategies are respectful to the confidentiality of all potential candidates as well as the institutions involved.

DRAFT TIMELINE FOR A COMPREHENSIVE SEARCH

Oct./Nov. 2020	ACCT Search Consultant facilitates a series of virtual and/or in-person open Public Forums (Administrators, Staff, Faculty, Students, Community members invited to attend) to solicit feedback to inform the development of the draft Presidential Profile. Electronic survey distributed to solicit feedback to assist with the development of the Presidential Profile.
Oct./Nov. 2020	Presidential Search Committee Meeting #1: Virtual training and Orientation; Committee receives Draft Presidential Profile and reviews and edits the draft Presidential Profile (3 – 4 hour meeting). Special or Regular Board meeting to discuss, edit and finalize the Presidential Profile.
Early November 2020	Presidential Profile is posted on STC and ACCT websites. ACCT and Search Consultant conduct targeted local, state-wide and national one-to-one recruitment of highly competitive and diverse candidates. Advertisements placed.
January 27, 2021	Target Date for Receipt of Applications. Position open until filled.
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March/April 2021	Board visits #1 candidate's institution (optional, but highly recommended). ACCT facilitates final negotiations. New President of South Texas College is announced.
July 1, 2021 or TBD	Start date for next President of South Texas College.

COMMITMENT TO DIVERSITY

ACCT is committed to fostering the advancement of community colleges, in part, by applying principles of equity and diversity within their organizations and promoting these values within member colleges.

This responsibility can be achieved best when colleges are governed and led by individuals who are attuned to the fact that programs designed for a multicultural student population can help them overcome an environment where discrimination and poverty can serve as deterrents to social and educational mobility, and economic prosperity.

Community colleges are the most diverse and inclusive segment of higher education in the United States. These colleges serve a larger proportion of women, African Americans, Asian/Pacific Islanders, Hispanics/Latinos, Native Americans, LGBTQ students and students with disabilities than any other segment of higher education. Therefore, community colleges are uniquely positioned to foster an environment that honors, respects, and embraces the variety of students attending the nation's colleges and universities. And as such, they have been entrusted with creating educational environments that are safe, respectful, and responsive; and, where the potential of students can be attained at the highest level possible.

ACCT will work to identify excellent candidates representing diverse professional, ethnic, and cultural backgrounds through a broad marketing and communication strategy, including but not limited to personal recruitment, social media, and national advertising. Our pools are competitive and diverse – they provide real choice to the Search Committee.

TECHNICAL APPROACH

The ACCT Lead Search Consultant will work with the Board of Trustees to provide a plan that is customized to the needs of the South Texas College presidential search.

	Tasks	ACCT Services/Deliverables	Activities
<u>South Texas College Board of Trustees</u>	<ol style="list-style-type: none"> 1. Define process for conducting search 2. Review and approve Presidential Profile 3. Conduct final interviews, review background information, visit campus of final candidate 4. Select, negotiate contract and make appointment of new president 	<ol style="list-style-type: none"> 1. Assist in defining steps, timeline, approach for search, and be available to the Board 2. Coordinate calendar of activities with the Board 3. Keep Board Chair informed 4. Provide Board with draft Presidential Profile 5. Provide search advice 6. Provide contract & compensation advice/information 7. Provide extensive background information – oral report 8. Provide advice on public/press announcements 	<ol style="list-style-type: none"> 1. Board Meeting 2. Issue a report to the College 3. Approve Presidential Profile 4. Receive regular reports at meetings of the Board 5. Conduct final stage of search, including interviews of finalists, campus visit of final candidate (optional) 6. Negotiate contracts 7. Make appointments
<u>South Texas College Internal Constituents</u>	<ol style="list-style-type: none"> 1. Provide input on Presidential Profile 2. Make nominations 3. Participate in open public forums for final candidates 	<ol style="list-style-type: none"> 1. Prepare draft Presidential Profile 2. Accept nominations and comments by email from all College constituencies 3. Provide advice on format and visit of final candidates 4. Prepare monthly progress report to keep the College informed 	<ol style="list-style-type: none"> 1. Hold public open forums 2. Post Presidential Profile and contact information on College's and ACCT's web pages 3. Host campus visits 4. Provide input to Board on all candidates
<u>Search Committee</u>	<ol style="list-style-type: none"> 1. Review the Presidential Profile 2. Review applications, interview candidates and recommend candidates to Board 3. Maintain confidentiality 	<ol style="list-style-type: none"> 1. Work closely with the Search Committee 2. Provide search process training 3. Suggest format for reviewing, rating, and discussing all applications 4. Recommend semifinalists 5. Assist with interview questions 	<ol style="list-style-type: none"> 1. Review and rate confidential applications 2. Select semifinal candidates 3. Interview semifinal candidates (confidential interviews; conducted in person or via videoconference)
<u>Search Liaison</u>	<ol style="list-style-type: none"> 1. Assist with preparation for all tasks in coordination with ACCT Search Consultant 2. Arrange all meetings 3. Distribute progress reports 4. Coordinate visits to campus 5. Provide support to the Board Chair and full Board 	<ol style="list-style-type: none"> 1. Provide guidance on all aspects of the search 2. Maintain regular contact with the Search Liaison and work closely in preparation of correspondence, reports, files 3. Communicate with all candidates or follow up on nominations 4. Process applications 	<ol style="list-style-type: none"> 1. Handle logistics for all meetings and visits to the campus 2. Distribute regular progress reports 3. Post position on web page 4. Post advertisements 5. Assist with travel for all candidates

COVID-19 PROCEDURES

ACCT has successfully navigated virtual searches. Any or all aspects of the search process can be managed virtually. We have the technology and experience to support a partial or completely virtual search.

In order to facilitate the needs of our virtual searches, we use the GoToMeeting platform and software for all video conferences. Our team conducts webcam tests with the search committee, as well as with each semifinalist candidate to ensure that all equipment and internet connections are optimal. If a different video conference host is preferred, we are happy to work with the college's IT department to ensure that all virtual components of the search are achieving the same standard of quality we strive for during our in-person searches.

ACCT PERSONNEL

ACCT Searches has a highly qualified team of experts dedicated to supporting South Texas College in its presidential search.

Principal



Julie Golder, J.D., Vice President of Search Services, has led over 100 senior executive searches for community and technical colleges throughout the country. Julie provides oversight for ACCT's searches, assists with recruitment efforts, manages reference reports, and provides support to ACCT's Search Consultants. Before joining ACCT, Julie served as a law clerk for the U.S. Senate Finance Committee. She received a Bachelor of Arts in communications from the University of Central Florida and a Juris Doctor from the University of Montana's School of Law.

Lead Search Consultant

The role of the ACCT Lead Search Consultant is, in part, to facilitate the development of consensus throughout the search. The ACCT Lead Search Consultant responds to the support services needed for the presidential search for South Texas College, tailoring the process to accommodate individual circumstances. The Consultant works closely with the Search Committee to outline an overall process, set a timeline, and keep all constituencies consistently informed.

The ACCT Lead Search Consultant will make three visits to South Texas College (either in-person or virtually). Site visits to the institution for a presidential search may include:

- Initial meeting with the Board of Trustees for guidance on process, timeline, etc.
- Conducting open forums: gathering information from interviews and discussions with key internal and external constituencies to help develop a comprehensive Presidential Profile.
- Facilitation of discussion in reviewing applications and selection of semifinalists.
- Provision of assistance in semifinalist and finalist interviewing, i.e. facilitation of interviews of top candidates with the Board of Trustees.
- Preparing/presenting a candidate summary report and evaluation, and recommending those candidates most clearly qualified. Summary reference reports are developed on all final candidates and are presented orally to the Board of Trustees.

ACCT maintains a team of expert consultants to assist with executive search services. South Texas College would have its choice of lead Search Consultant, including:



William “Bill” Holda, Ed.D., brings over 40 years of community college experience providing quality training, insightful guidance and coaching, and leadership development to community college boards of trustees and college administrators. Dr. Holda’s career is highlighted by his 20 years of service as the eighth president of Kilgore College (KC) in Texas, whereby he was the longest-serving president in the history of the college.

During Dr. Holda’s tenure as president of Kilgore College, he also served 10 years on the Executive Committee of the Texas Association of Community Colleges (TACC). While there, he worked closely with the leadership of the Community College Association of Texas Trustees (CCATT) to create a permanent partnership between both organizations to provide sustainability, staffing, and the inclusion of all 50 Texas community college districts into CCATT.

Dr. Holda has served as chair of on-site accreditation committees for the Southern Association of Colleges and Schools (SACS), has conducted board retreats and training, has consulted on presidential searches, and has worked extensively with trustees in numerous capacities.

Dr. Holda has been intimately involved in multiple initiatives related to student success, including Achieving the Dream, Guided Pathways, the New Mathways Project, Performance-Based Funding for the State of Texas, predictive analytics as a National Advisory Board Member for Civitas Learning, and as a presenter for leadership academies sponsored by various colleges.

During his tenure as president at Kilgore College, the institution increased its reserves and had accomplished more than \$26 million in renovations and construction, all paid out of current

funds. Dr. Holda implemented the beginning of the KC Foundation and at his retirement, the College had accumulated more than \$17 million in endowment funds.

Additionally, Dr. Holda founded the Research and Institutional Effectiveness program at the college and participated in four 10-year reaccreditation efforts. Under Dr. Holda's leadership, enrollment increased 72 percent and high school dual credit was initiated and grew to become more than 25 percent of total enrollment. In addition, he initiated the distance education program, and graduation rates more than doubled to 23 percent. Because of KC's focus on student success, it was named "The 8th Best Community College in the Nation" by *College Choice*, based on Aspen Institute data.

At the state level, Dr. Holda negotiated directly with the Texas Senate and House committees to solidify community college funding, to persuade them to accept the community college proposal for performance-based funding, and to provide a guaranteed level of funding for health insurance and retirement benefits. As a part of these efforts, Dr. Holda worked very closely with the leadership of Texas Trustees. He was intimately involved in the establishment of the Texas Success Center at TACC, helping to procure several million dollars in grant and foundation funding.

Dr. Holda believes that a high performing, well-functioning Board is essential if a college is to achieve its full potential. One of the single most important responsibilities of the Board is the selection of the college president. Effective board leadership is essential for institutional success. Boards of Trustees play a critical role to exercise leadership that results in institutional transformation, and it is to that end that Dr. Holda dedicates his energy.



Cecilia Cervantes, Ph.D., retired as President of Hennepin Technical College (HTC) in MN on June 30, 2015 after seven years of service. She was named President Emeritus by the Board of Trustees of the MN State College and University System. With over 42 years of teaching and administrative higher education experience, she also served for six years (2002-2008) as President of College of Alameda in CA and for almost two years (2017-2019) as Interim President of Santa Fe Community College in NM. Additionally, she has been a faculty member, director, dean, vice president, and provost in CO, NM, and TX at Metropolitan State University of Denver, Community College of Denver, Western New Mexico University, Dona Ana Community College, and at El Paso Community College. She has been a leader at the national level as a member of the Board of Directors of the American Association of Community Colleges. She was also a board member of the National Community College Hispanic Council and contributed as Board President. The Eden Prairie (MN) Chamber of Commerce selected her to receive the Athena Leadership Award in 2014. Dr. Cervantes' current professional work focuses on Leadership Development for community college presidents and for governing board members. She also

concentrates on transforming colleges by embracing diversity and inclusion, improving student success, and engaging college staff with students and with the community.

Dr. Cervantes earned bachelor and master's degrees from the University of Texas at El Paso and a Ph.D. degree from the University of Colorado. She is a native of El Paso, TX and is bilingual in Spanish and English. She and her husband, Dr. Hermes Cervantes are the proud grandparents of Antonio and Andreas.



Steve McCleery, Ed.D. is available to serve as the lead search consultant for this search while being backed and assisted by the entire ACCT Searches Team. After 40 plus years in Higher Education and eighteen years as president of New Mexico Junior College, Dr. Steve McCleery retired on August 1, 2016, as the fifth president of New Mexico Junior College. He began his tenure, as president, in 1998, and previously served as Dean of Arts and Sciences from 1991-1998, Director of Athletics from 1988-1991, and Professor of Physical Education from 1984-1988.

University of the Southwest

Prior to NMJC, McCleery was a Professor and Supervisor of the Physical Education programs at University of the Southwest from 1980 to 1984.

Lubbock Christian University

He began his college career in 1972 at Lubbock Christian University, where he served as Assistant Professor of Physical Education, Director of Intramurals, Assistant Track Coach and Assistant Football Coach.

Education

Dr. McCleery earned his Doctorate in Educational Administration and Supervision from the University of New Mexico. He earned his Master of Education Degree from Texas Tech University and his Bachelor of Science in Education Degree from Lubbock Christian University.

Honorable Discharge

In 1978, Dr. McCleery received an honorable discharge from the US Army Reserves.

Additional consultants are available upon request.

ACCT Searches Support Staff



Andrew Laine, J.D., Association Counsel, provides support on preparing search proposals and contracts, as well as managing vendor certification requirements, tracking search agreement deliverables, and overseeing execution of search services contracts. Prior to joining ACCT, Andrew served as a legislative fellow with the Council of the District of Columbia. He received a Bachelor of Arts in Political Science from the State University of New York at Geneseo and a Juris Doctor from The George Washington University Law School.



Cathy Gray, Search Services Associate, provides wide-ranging support for ACCT's executive searches. Prior to joining ACCT, she served in various capacities at television stations in Portland, Oregon, including news writing and producing. Cathy holds a Bachelor of Science in Communications and a Bachelor of Arts in Cultural Anthropology from The University of Texas at Austin.

Reference Consultants

ACCT also maintains a seasoned team of reference consultants to assist with confidential reference checks and background investigations. In-depth summary reference reports are developed on all final candidates and presented orally to the Board of Trustees. ACCT's reference consultants will speak directly with individuals who are now, or who have been in the recent past, in a particularly good position to observe and evaluate the candidate's performance.

In-depth summary reference reports include information obtained from supervisors, direct reports, and colleagues from current and previous institutions, and include individuals who are not on the candidate's own list. Candidates' qualifications and achievements are examined in relation to the specified requirements of the position. These references and evaluations are combined to provide frank, objective appraisals.

REFERENCES

Jackie Leven-Ramos, Trustee and Chair of the Presidential Search Committee, Laredo College District Board of Trustees, TX

- Email: Jackie.ramos@laredo.edu

Mike Coker, Board Chair, Tyler Junior College, TX

- Email: mikecoker@adams-coker.com

Mark Hall, Board Chair, Lee College, TX

- Email: mhall@Lee.Edu

V. Bland Proctor, Board Chair, Victoria College, TX

- Email: bland.proctor@victoriacollege.edu

FEE STRUCTURE

ACCT's fee and expense structure is cost-effective and considers the ethical and judicious use of public funds. **The ACCT search fee is \$45,000, *plus consultant travel expenses and shipping costs*, for a comprehensive, full-service search, and provision of all services outlined in this proposal.**

Detailed Services Included in the Comprehensive ACCT Search Fee:

- **Search Approach Services**
 - All services outlined in proposal.
- **Recruiting Services**
 - Provide one-on-one, focused recruiting of high-caliber candidates.
 - National communications strategy and advertising campaign, national exposure of the presidential search on the ACCT Searches website: acctsearches.org. Cost of placing advertisements is not included in ACCT search fee; see "Possible Additional Expenses" table below.
 - Prominent promotion of the search at national higher education meetings.
 - Promotion on professional social media sites such as LinkedIn.
- **Consultant Accessibility**
 - Experienced ACCT Lead Search Consultant.
 - Three site visits by the ACCT Lead Search Consultant to the College (either in-person or virtually). Please note: Lead Search Consultant site visits beyond the three identified will be billed at an additional \$3,000 per visit, plus travel expenses.
 - Unlimited availability on an ongoing basis (telephone, email, etc.).
 - Videoconferencing as requested.
- **Technical Assistance**
 - Process candidate applications.
 - Assist with search organization and timeline development.
 - Develop candidate recruitment, evaluation, screening, interviewing, and site visit materials.
 - Develop search process materials for each step in the search.
 - Work closely with College staff.

- **Background Reference Reports**

- Provide in-depth summary reference reports on up to three final candidates. In-depth summary reference reports on more than three final candidates will be billed at a rate of \$1,300/candidate, plus teleconference and overnight mail charges.
- Upon request, provide credit, civil, and criminal background reports at cost using HireRight.

Not included in ACCT's Search Fee:

- **The cost of advertising and placing ads**
- **Candidate travel**

Possible Additional Search Expenses

Depending on the search process decisions of the Board of Trustees, the following are **possible additional** search expenses (not included in the base ACCT search fee):

Activity	Estimated Costs
Profile Brochure Mailing: Profile Brochure/Letter regional mailing (first class)	\$1,000
Semifinal Candidate Travel: Six to Eight Semifinal Candidates at \$500-700 each	\$3,000-7,000
Final Candidate Travel: Three to Four Final Candidates/Spouses at \$500-700 each	\$1,500-3,500
Position Announcements (Advertising): National Regional/Local	\$5,000-9,000 \$1,000
Search Committee Incidentals: Refreshments/Meetings, etc. Travel Reimbursement Hotel Meeting Space for Candidate Interviews	\$500 \$200 \$700
Visit to Final Candidate's Current Institution	\$700

CONTINUING SUPPORT FOR NEW PRESIDENTS

ACCT is committed to the success of the new president of South Texas College even after the search is completed. To support a successful tenure, ACCT will reach out to the Board Chair for

three-month and six-month “check-ups” to assess how the new president is meeting the expectations of the Board and College, as well as determine how ACCT can potentially be of further support in establishing an effective Board-CEO relationship.

ACCT also offers an optional transitional retreat service, three to four months into the tenure of a new president. This transitional retreat is designed to provide the Board with valuable information on presidential on-boarding best practices.

SERVICE GUARANTEE

The ACCT search process is designed to respond to the selection and support services needed for executive searches for South Texas College. The process ensures a commitment to integrity, confidentiality, and clear communication. The Board of Trustees can be sure ACCT’s search process is comprehensive and supported to meet the needs of the College and community.

Thank you for allowing ACCT to submit this proposal to South Texas College. If you have any questions on the proposal, please contact:

Julie Golder, J.D.
Vice President of Search Services
Association of Community College Trustees
1101 17th Street NW, Suite 300
Washington, DC 20036
(202) 384-5816 (Mobile) | jgolder@acct.org
Fax: (202) 452-7845

**Discussion and Action as Necessary on the Appointment of an
Interim President Effective Monday, January 4, 2021**

With the retirement of Dr. Shirley A. Reed, College President, effective January 4, 2021, the Board of Trustees will consider the appointment of an interim President to serve from January 4, 2021 through the start date for the next President of South Texas College.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize action as necessary on the appointment of an interim President effective Monday, January 4, 2021, to serve until the start date for the next President of South Texas College.

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

The Board of Trustees approves and authorizes action as necessary on the appointment of an interim President effective Monday, January 4, 2021, to serve until the start date for the next President of South Texas College.

Approval Recommended:

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



Week of October 25 – October 31, 2020:

- Update on Projected Enrollment for Spring 2021 and FY 2021-2022
- Prepared for Virtual Commencement Program for Winter 2020
- Review and Discussion of Stipends for FY 2018-2019, FY 2019-2020, and FY 2020-2021
- Discussion and Feedback Regarding Chronicle Article: How to Address the Elephant in the Room: Academic Costs
- Participated in Zoom meeting with Jo Ann Gama, Co-Founder, CEO, and Superintendent for IDEA Schools; Philip Garza, Chief College and Diversity for IDEA Schools; Dr. David Plummer, Interim

Executive Vice President for Educational Programming and Student Achievement/Vice President for Information Services, Planning, Performance, and Strategic Initiatives; and Matthew Hebbard, Vice President for Student Affairs and Enrollment Management to discuss opportunities and options for students from IDEA Schools that can increase student success.

Week of November 1 – November 7, 2020:

- Discussion of Participation in HPV Vaccination Project with The University of Texas Medical Branch – Galveston, located in McAllen, TX.
- Discussion of Initial Community College Formula Funding Model for the Next Biennium
- Continued Discussion of Faculty and Administrator Cost and Productivity Study
- Organized and hosted a two day Zoom and in-person technical planning sessions for the design and development of the indoor shooting range for the Regional Center for Public Service Excellence (RCPSE) on November 4-5, 2020 at the Cooper Center. Local, state, and federal city officials and law enforcement professionals



President's Report

October 25, 2020 – November 21, 2020

were invited to participate in the planned charrette to provide their professional expertise in the design and development of the project. The meeting was well attended and participants offered excellent feedback.

- Coordinated the agenda and back-up materials for the November 10, 2020 Committee Board meetings.

Week of November 8 – November 14, 2020:

- Student Enrollment Update – Spring 2020
- Review and Discussion of Board Committee Actions and Recommendations
- Discussion of National Economic Landscape
- Continued Discussion of Revised Policies
 - Policy #4307: *Sick Leave*
 - Policy #4316: *Leave Without Pay*
- Review of Proposed Policy Revisions
 - Policy #4216: *Freedom from Discrimination, Harassment, Sexual Misconduct, and Retaliation*



- Discussion of College Wide Safety Committee
- Discussion Regarding Online Courses
- Discussion of Participation in the 2020 McAllen Holiday Parade. Due to the COVID-19 pandemic, the City of McAllen has made modifications to parade that include:
 - Parade will be broadcasted on local and regional tv networks only
 - Parade location has been changed to take place at the McAllen Convention Center
 - Virtual fan audience only
 - Social distancing and masks will be required of all participants

- Delivered the welcome message and closing remarks for the Virtual Fall 2020 Commencement Video at Student Union.
- Attended the American Welding Society Accredited Testing Facility Ribbon Cutting Ceremony at the Technology Campus to celebrate the College's recent designation as an Accredited Testing Facilities (ATF). The designation provides the College the certification to administer tests to qualify welders for employment. STC becomes one of six ATF's in the state, and is part of the 168 AWS approved testing sites in the entire country.



- Participated in the RGV Focus Leadership Meeting where RGV Focus strategies were discussed and partnership involvement from all participants that included school districts, higher education institutions, and community organizations and businesses.



- Participated in the Ribbon Cutting ceremony to commemorate the completion of the Jag Studio. The Jag Studio is a professional space established to be utilized as a lecture recording studio.
- Coordinated the agenda and back-up materials for the November 24, 2020 Regular Board meeting.

Announcements

Announcements

A. Next Meetings:

- Tuesday, December 8, 2020
 - 3:30 p.m. – Education and Workforce Development Committee
 - 4:30 p.m. – Facilities Committee
 - 5:30 p.m. – Finance, Audit, and Human Resources Committee
- Tuesday, December 15, 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.