

SOUTH TEXAS COLLEGE

Board of Trustees

Regular Board Meeting

Tuesday, February 23, 2021 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, February 23, 2021 @ 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: <u>https://admin.southtexascollege.edu/president/agendas/live.html</u>.

- 1) 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.
- 2) 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.
- 3) 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
- - 1) Report on the Association of Community College Trustees (ACCT) 2020 National Legislative Summit
 - 2) Presentation on Spring 2021 Enrollment Report
 - 3) Presentation on South Texas College Support of COVID-19 Vaccination Clinics
 - 4) Presentation on South Texas College Facilities During the February 2021 Winter Storm

February 23, 2021 Regular Board Meeting @ 5:30 p.m.

VI. Consideration and Action on Consent Agenda

- - 1) January 26, 2021 Regular Board Meeting
 - 2) February 11, 2021 Board Work Session
- 2. Approval and Authorization to Accept Grant Awards and Agreements .. 59 60
 - 1) Texas Workforce Commission Explore STEM! Camp Award for Kids with Disabilities, in the amount of \$30,916.69
 - 2) Additional Grant(s) Received/Pending Official Award

VII. Consideration and Action on New Agenda Items

VIII. Consideration and Action on Committee Items

- A. Education and Workforce Development Committee Items
 - - a. Presentation on South Texas College Starr County Campus Proposed Workforce Program Expansion
 - b. Presentation on Dual Credit Programs: Bridging Student Success
- B. Finance, Audit, and Human Resources Committee Items
 - - a. Review and Discussion of the FY 2020 2021 Perkins Basic Grant Program: Persisting through the Pandemic
 - - - A. Purchases and Renewals (A-a. Instructional Item)1) Mobile Hotspot Services (Purchase)
 - A. Purchases and Renewals (A-b. Non-Instructional Items)2) Furniture (Purchase)
 - 3) Online Continuing Education Services (Renewal)
 - 4) Risk Management Consultant Services (Renewal)
 - A. Purchases and Renewals (A-c. Technology Items)
 - 5) Servers for Virtual Desktop (Purchase)
 - 6) Adobe License Subscription Agreement (Renewal/Purchase)

February 23, 2021 Regular Board Meeting @ 5:30 p.m.

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 b. Approval of Renewal of Delinquent Tax Collection Services for Hidalgo County and Starr County
 c. Approval of Resolution 2021-003 to Impose an Additional 15% Penalty for Collection Cost of Delinquent Taxes as Authorized Under Section 33.07 of the Texas Property Tax Code for Attorney's Compensation
 Approval of Proposed Revisions to Tuition and Fees Schedules for FY 2021 – 2022
e. Acceptance of South Texas College Law Enforcement Racial Profiling Report for Calendar Year 2020
f. Approval of Title IX Training for the South Texas College Board of Trustees
g. Approval of Internal Auditor Performance Evaluation Instrument
3. Review and Action as Necessary on Financial Advisor Services and Continuing Disclosure Services
C. Facilities Committee Items
1. Review and Action as Necessary on Consent Agenda Items from the Facilities Committee
a. Approval of Schematic Design of the Renovation and Expansion of the Existing Pecan Campus Library Building F
 Approval to Proceed with Design Development and Construction Document Phases for the Renovation and Expansion of the Existing Pecan Campus Library Building F
c. Approval of Proposed Change Order for the Nursing and Allied Health Campus and Starr County Campus Student Services Renovations
 Approval of Final Completion of the Regional Center for Public Safety Excellence Drainage Improvements at the Cityscape Area 195 - 204
e. Approval of Proposed Facilities Usage Agreement with the Mission Economic Development Corporation
f. Approval of Proposed Facilities Usage/Interlocal Agreement and with Tyler Junior College
 Update on Status of Unexpended Plant Fund Construction Projects and Renewals & Replacements Projects

IX. Consideration and Approval of Checks and Financial Reports 218 - 219

February 23, 2021 Regular Board Meeting @ 5:30 p.m.

X. Announcements

- - A Board Development Work Session will be scheduled for Saturday, February 27, 2021 or Saturday, March 6, 2021, depending on ongoing recovery from recent severe weather and power outages.
 - <u>Tuesday, March 9, 2021</u>
 - > 3:30 p.m. Education and Workforce Development Committee
 - ➢ 4:30 p.m. − Facilities Committee
 - > 5:30 p.m. Finance, Audit, and Human Resources Committee
 - <u>Tuesday, March 30, 2021</u>
 > 5:30 p.m. Regular Board Meeting
- B. Other Announcements:
 - The College will be closed Monday, March 15, 2021 Sunday, March 21, 2021 for Spring Break.
 - The College will be closed Thursday, April 1, 2021 Sunday, April 4, 2021 for Semester Break.

Presentations

1. Report on the Association of Community College Trustees (ACCT) 2020 National Legislative Summit

Ms. Rose Benavidez, Board Chair, represented South Texas College at the Association of Community College Trustees (ACCT) 2021 Virtual National Legislative Summit.

The Summit provides community college leaders with timely information on federal legislation and other initiatives, as well as the opportunity to meet with peer leaders and advocates from around the nation.

Ms. Benavidez serves as Vice-Chair on the ACCT Board of Directors and President of the Association of Latino Community College Trustees.

2. Presentation on Spring 2021 Enrollment Report

Mr. Matthew Hebbard, Vice President of Student Affairs and Enrollment Management, will provide the Spring 2021 Enrollment Report.

The presentation will provide a direct comparison of the Spring 2020 Enrollment with the Spring 2021 Enrollment, as well as a discussion of national and statewide enrollment trends and the impact of COVID-19 on enrollment.

3. Presentation on South Texas College Support of COVID-19 Vaccination Clinics

Dr. Jayson Valerio, Dean of Nursing & Allied Health, has coordinated with local entities and South Texas College student volunteers to support a number of COVID-19 Vaccination Clinics within the College's service area.

Dr. Valerio will provide an update on the College's support and student volunteers' participation in these ongoing vaccination clinics.

4. Presentation on South Texas College Facilities During the February 2021 Winter Storm

Mr. George McCaleb, Director of Facilities Operations and Maintenance, will report on the College's facilities during and after the February 2021 Winter Storm that led to district-wide closures the week of February 15, 2021.

These presentations are provided for the Board information and feedback to administration. No action is requested.

February 23, 2021 Regular Board Meeting Page 2, Revised 02/19/2021 @ 11:27 AM

Approval of Board Meeting Minutes

The following Board Meeting Minutes are submitted for approval:

- 1) January 26, 2021 Regular Board Meeting Minutes
- 2) February 11, 2021 Special Board Meeting Minutes

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and adopt the Minutes for January 26, 2021 Regular Board Meeting, and the February 11, 2021 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 January 26, 2021 Regular Board Meeting, and the February 11, 2021 Special Board Meeting as presented.

Approval Recommended:

David Plummer, M.B.A., Ed.D. Interim President

SOUTH TEXAS COLLEGE BOARD OF TRUSTEES REGULAR MEETING Tuesday, January 26, 2021 @ 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, January 26, 2021 in the Ann Richards Administration Building Board Room at the Pecan Campus in McAllen, Texas. The meeting commenced at 5:31 p.m. with Ms. Rose Benavidez presiding.

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

These precautions included:

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

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

Members absent: None

Also present: Dr. David Plummer, Mr. Jesus Ramirez, Mrs. Mary Elizondo, Dr. Anahid Petrosian, Mr. Matthew Hebbard, Mrs. Rebecca Cavazos, Mr. Rick De La Garza, Ms. Janice Ponce, Mr. David Valdez, Mr. Daniel Ramirez, Ms. Susan Anderson, Ms. Kelly Salazar, Mr. Michael Cano, Mr. Miguel Martinez, and Mr. Andrew Fish.

January 26, 2021 Regular Board Meeting Minutes Page 2, Revised 02/19/2021 @ 9:44 AM

Determination of a Quorum

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

Invocation

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

Public Comments

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

Presentations

1) Expression of Appreciation to Trustees for Their Service and Contributions to South Texas College

Dr. David Plummer, Interim College President, presented an expression of appreciation to the Board of Trustees on the behalf of faculty, staff, and students of South Texas College.

While the past year has been full of unprecedented challenges, South Texas College proved resilient and attained fantastic achievements, thanks to the leadership of its Board of Trustees and their strong support of the administration, faculty, staff, and students.

National Alliance of Concurrent Enrollment Partnerships (NACEP) Accreditation

In Spring 2020, shortly after the start of the pandemic, South Texas College learned that the National Alliance of Concurrent Enrollment Partnerships (NACEP) would formally make South Texas College the first institution in Texas to receive their prestigious, national accreditation of dual credit programs, recognizing the excellence of our partnerships and the opportunities we provide to students throughout Hidalgo and Starr counties.

Board support of dual credit programs has been fundamental to the College's success in building a college-going culture in the Rio Grande Valley.

<u>Southern Association of Colleges and Schools – Commission on Colleges</u> (SACSCOC) Reaffirmation of Accreditation

In Fall 2020, in the height of the pandemic, South Texas College hosted the Southern Association of Colleges and Schools – Commission on Colleges

(SACSCOC) for their first-ever virtual on-site tour of a college or university for reaffirmation of accreditation.

Upon their exit report, the reaffirmation team informed the College that they planned to submit a recommendation of reaffirmation with no findings, meaning that South Texas College had demonstrated full compliance with each of their 73 rigorous standards of accreditation.

The Board's commitment to the integrity, rigor, and high standards of South Texas College have built an institution that serves as an example to colleges and universities nation-wide.

2) Presentation on December 2020 Virtual Commencement Ceremony and Planning for Spring 2021 Virtual Commencement Ceremony

Mr. Matthew Hebbard, Vice President for Student Affairs and Enrollment Management, presented on the December 2020 Virtual Commencement Ceremony.

At this ceremony, formally launched for the public on Saturday, December 12, 2020, South Texas College formally recognized the outstanding achievements of 1,749 graduates. These exceptional students persevered through the challenging transition to new course delivery requirements under the COVID-19 pandemic, and with strong focus on their goals, completed their certificate, associate degree, and baccalaureate degree programs.

The following credentials were awarded and recognized at the December 2020 Commencement Ceremonies:

Credential	Dual Credit	Traditional	Total
Certificates of Completion	9	373	382
Associate Degrees	137	1013	1150
Baccalaureate Degrees		217	217
Total:	146	1603	1749

Mr. Hebbard also provided a preliminary review of the planning for the Spring 2021 Virtual Commencement Ceremony.

One element of this planning to highlight for the Board centers on the procurement of graduation regalia, including caps, gowns, sashes, tassels, and other accessories. South Texas College provides each graduate with full regalia appropriate to their achievements, including the cap, gown and tassel worn by all students, as well as sashes, honor cords, and other items that can be earned by participation in specific groups or by earning special achievements. All regalia is provided free-of-charge to the students, so that cost does not prohibit any student from celebrating achievements.

With the challenges of the COVID-19 pandemic, the Spring 2020 commencement was delayed to a virtual ceremony in July. In preparation for that ceremony, the College provided regalia as normal to all graduates. For dual credit program graduates, regalia was provided to the participating high schools for distribution to their graduates.

Administration has learned that not all high schools distributed STC regalia to their students. In these cases, students often received only their district-issued regalia. Many dual credit graduates uploaded photos in their high school graduation regalia to be included in South Texas College's commencement ceremony.

The cost of purchasing regalia for Dual Credit Program graduates in Spring 2020 was approximately \$23,200, based on purchasing 2,000 sets of caps, tassels, and gowns at \$11.60 per set.

Administration has proposed providing only caps and tassels for Dual Credit Program graduates for Spring 2021, which would only cost \$2.95 per graduates. At an expected 2,200 Dual Credit Program graduates, this would reduce the regalia cost for Spring 2021 to \$6,490, an estimated savings of \$16,710. This is proposed upon the expectation that the districts will provide their graduates with regalia, so that no one would be left without full regalia to mark their graduation.

The Board was asked to provide feedback on the proposal to purchase only caps and tassels for Dual Credit Program graduates, plus whatever sashes, honor cords, or other regalia they are accorded. Full regalia would still be provided at no cost to traditional graduates. The Board was supportive of the proposal.

3) Report on the Fall 2020 Virtual Commencement Ceremony Performance and Viewership

South Texas College's Fall 2020 Virtual Commencement Ceremony went "live" on the College's website on Saturday, December 12, 2020. This was the day planned for a live ceremony, and the virtual ceremony were planned to ensure we could acknowledge our graduates on that day.

Mr. Daniel Ramirez, Director of Public Relations and Marketing, presented on the performance and viewership of the December 2020 Virtual Commencement Ceremony.

Mr. Ramirez reviewed the *Virtual Graduation Hub*, hosted at southtexascollege.edu/graduation, which provided the public with access to commencement videos, a search function to find specific graduates, "shout outs" from students, faculty, and staff, and additional features on the graduation.

He continued with a review of the communication strategies that publicized the event to graduating students and the public at large, and will review the data on how each channel of communication brought visitors to the virtual ceremony.

Mr. Ramirez highlighted the online performance of each video segment, the search feature, social media, and traditional media coverage.

In conclusion, Mr. Ramirez discussed his observations during the virtual ceremony, and opportunities for future improvement.

These presentations were provided for the Board information and feedback to administration. No action was requested.

Approval of Board Meeting Minutes

The following Board Meeting Minutes were submitted for approval:

- 1) December 15, 2020 Regular Board Meeting Minutes
- 2) January 12, 2021 Special Board Meeting Minutes

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Mr. Rene Guajardo, the Board of Trustees of South Texas College approved and adopted the Minutes for December 15, 2020 Regular Board Meeting, and the January 12, 2021 Special Board Meeting as presented. The motion carried.

Approval and Authorization to Accept Grant Awards and Agreements

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

1. US Department of Education, Higher Education Emergency Relief Fund II (HEERF II) Emergency Financial Aid Grants to Students under the Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA), 2021, in the amount of \$10,011,199

This allocation of \$10,011,199 would be used for student support. Initial guidance provided that these funds may be used to provide emergency financial aid grants to students, which can be used for any component of the student's cost of attendance or for emergency costs that arise due to coronavirus, such as tuition, food, housing, health care (including mental health care), or child care.

Due to differences between the CRRSAA and the CARES Act, as well as expected changes in US Department of Education leadership with the new administration, the College would solicit federal guidance to clarify eligibility requirements and ensure any proposed plan for these funds is compliant with the program requirements.

College administration would prepare a presentation for the Board or a Board Committee to review program requirements and recommended distribution plans.

This allocation would be managed by the Division of Student Affairs and Enrollment Management Services. Vice President, Mathew Hebbard, serves as the Project Director for this federal award. The federal funding period for this award was initially announced as April 25, 2020 to April 24, 2021; however, the US Department of Education has notified the College that the award end date will be changed with future guidance.

2. US Department of Education, Higher Education Emergency Relief Fund II (HEERF II) Institutional Portion under the Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA), 2021, in the amount of \$32,178,403

This allocation of \$32,178,403 would be used for institutional support to defray expenses associated with the pandemic. Initial guidance provided that these funds may be used to defray expenses associated with coronavirus, including:

- lost revenue;
- reimbursement for expenses already incurred;
- technology costs associated with transition to distance education;
- faculty and staff trainings and payroll); and
- student support activities and additional financial aid grants to students.

Due to differences between the CRRSAA and the CARES Act, as well as expected changes in US Department of Education leadership with the new administration, the College would solicit federal guidance to clarify qualified expense requirements and ensure any proposed plan for these funds is compliant with the program requirements.

College administration would prepare a presentation for the Board or a Board Committee to review program requirements and recommended plans for the allocation of these funds.

This allocation would be managed by the Division of Finance and Administrative Services. Vice President, Mary G. Elizondo, serves as the Project Director for this federal award. The federal funding period for this award was initially announced as May 6, 2020 to May 5, 2021; however, the US Department of Education has notified the College that the award end date will be changed with future guidance.

3. Texas Higher Education Coordinating Board (THECB), Carl D. Perkins Basic Grant, Additional Funds (Reallocation) in the amount of \$257,649.20

The purpose of the Carl D. Perkins Basic Grant was to improve graduation, retention, access, quality, and to provide for the expansion of Career and Technical Education (CTE) programs. These funds were to be used for instructional resources and equipment for CTE programs.

With this reallocation, the Perkins Basic Grant award for this funding period totals to \$2,063,434. The funding period was from September 1, 2020 to August 31, 2021.

This award aligned with Strategic Direction #3, Create Educational Opportunities for Students, by providing students with opportunities in career and technical education, including extensive support to complete programs successfully.

The presented grants would provide up to \$42,447,251.20 in funding for the college to provide services and opportunities throughout the region.

HEERF II Guidelines

The guidelines for the use of HEERF II funds differed from the CARES Act Funds previously received by the Colleges. For example, Institutional Funds may now be used to fund lost revenue, which was not the case for the previously issued CARES Act Funds. In addition, in some cases the new guidelines apply to the unexpended CARES Act Funds.

Administration would review the new guidelines to determine the appropriate use of these funds.

Upon a motion by Mr. Paul R. Rodriguez and a second by Mrs. Victoria Cantú, 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.

 US Department of Education, Higher Education Emergency Relief Fund II (HEERF II) Emergency Financial Aid Grants to Students under the Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA), 2021 in the amount of \$10,011,199

- US Department of Education, Higher Education Emergency Relief Fund II (HEERF II) Institutional Portion under the Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA), 2021, in the amount of \$32,178,403
- 3. Texas Higher Education Coordinating Board (THECB), Carl D. Perkins Basic Grant, Additional Funds (Reallocation) in the amount of \$257,649.20

The motion carried.

Discussion and Action as Necessary to Approve Engagement of Association of Community College Trustees (ACCT) 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.

ACCT's services were available as outlined in the following proposal, at a cost of \$45,000, to include a comprehensive, full-service search and provision of services as outlined in the proposal included in the following pages. Certain search-related costs, such as travel and advertising expenses, would be incurred and paid directly by the College, as is the normal process for executive searches. Legal counsel has reviewed and sees no issues with the proposed contract.

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

Upon a motion by Mr. Paul R. Rodriguez and a second by Dr. Alejo Salinas, Jr., the Board of Trustees of South Texas College approved and authorized the engagement of ACCT, at a cost of \$45,000, to assist with the presidential search as presented. The motion carried.

Review of Presentation to the Education and Workforce Development Committee:

The following items were presented to the Education and Workforce Development Committee on Tuesday, January 12, 2021:

1. Presentation on Student Activities and Wellness: Student Engagement During the Pandemic

Mr. Elibariki Nguma, Director of Student Activities and Wellness, delivered a presentation on the operations of his department during the pandemic.

Mr. Nguma covered a number of vital functions his team supports to promote student orientation, engagement, and success, including:

- First Year Connection Orientation
- Student Events
- Student Leadership Academy
- Student Government Association
- Student Organizations
- Intramural Sports
- Student Food Pantries
- Additional Support Services

While each of these functions has been impacted by the ongoing pandemic, staff and students have implemented safety procedures in accordance with the College's COVID-19 protocols. Mr. Nguma reviewed a number of the changes, such as transition to online orientations and meetings, social distancing and limited attendance at in-person events, and even guidelines that have allowed intramural sports in safe, limited capacities.

2. Presentation on Dual Credit Faculty: Standards, Approval Process, and Support

Dr. Rebecca De Leon, Dean for Dual Credit Programs & School District Partnerships reviewed the onboarding of school district teachers to serve as dual credit faculty for South Texas College, including the rigorous standards, meticulous approval process, and high level of support for district administration and teachers to ensure the students are provided high quality college courses. At the December 8, 2020, Education and Workforce Development Committee, the committee asked about the support and guidance offered to local school districts, to help them recruit and prepare teaching staff that could be approved as South Texas College Dual Credit faculty. Dr. De Leon has developed this presentation as a high-level overview of the process.

Dual Credit Program Standards

South Texas College promotes and protects very high standards to ensure that all college courses, including those at the dual credit level, meet the rigor and quality required by accreditation, state, and the College's integrity. The roles and responsibilities of the College and partnering School Districts to meet these standards is outlined in the interlocal agreement signed with each district, and complies with applicable accreditation standards, coordinating board requirements, and laws.

The College maintains and distributes written manuals and reference guides to help organize and communicate these complicated issues, and Dr. De Leon will review those documents. The manual and refence guides include:

- Dual Credit Programs Instructional and Quality Standards Manual: Academic Affairs Division
- Dual Credit Programs Enrollment and Support Services Manual: Student Affairs and Enrollment Management Division
- Reference Guide for Adjunct, Dual Credit Faculty & STC Faculty Teaching Dual Credit Courses
- South Texas College Faculty Handbook
- South Texas College Dual Credit Faculty 4-Step Review Process

Faculty Approval Process

A critical component to maintain the integrity of the dual credit programs is the faculty approval process. South Texas College adheres to the same standards in approving dual credit faculty as all other College faculty. Specifically, for Dual Credit Faculty, this includes:

- 1. Initial communication with District administration and teachers
- 2. Formal application to South Texas College
- 3. Review by Department Chair and Faculty Committee
- 4. Review by South Texas College Office of Human Resources

At each point in the process, the College communicates clearly with interested teachers and District administrators, providing mentorship and guidance to those who need support to successfully qualify as faculty.

Professional Development

The Dual Credit Programs team coordinates with several departments throughout the College to offer professional development opportunities that provide continued support to District teachers serving concurrently as dual credit faculty. These include face-to-face and online formats, with adjustments as required during the current pandemic.

Next Steps

In a continued effort to improve our partnerships with school districts, administration was working directly with Campus Administrators from partnering School Districts to discuss the dual credit faculty approval process. The goal was to better align the College's requirements with Districts' procedures, to smooth the pathway for dedicated, qualified teachers to offer higher education instruction as dual credit faculty members.

3. Presentation on CARES Act Funding and Continued Student Support

Mr. Matthew Hebbard, Vice President for Student Affairs and Enrollment Management, provided a presentation on federal CARES Act Funding and its continued support of South Texas College's students.

Student-focused funding was provided by the Coronavirus Aid, Relief, and Economic Security Act through two allocations, to support students impacted by the pandemic:

- Higher Education Emergency Relief Fund \$10,011,199.00
- Minority Serving Institution Scholarship Fund \$1,255,089.00

South Texas College implemented criteria consisted with US Department of Education guidance to identify eligible students and award CARES Act funding:

- Enrolled, or accepted for enrollment, toward a degree or certificate
- Eligibility for federal student aid
- Traditional College Student (high school diploma or equivalent)
- Maintain federal "Satisfactory Academic Progress"

Mr. Hebbard discussed the development and implementation of these eligibility requirements. They will then discuss the tools developed and used to inform students of the opportunity, and to expedite the review and processing of applications for CARES Act relief funds and disbursement to students.

Of the full \$11,266,288 received for disbursement to students, \$10,011,799 has already gone directly to eligible students. Mr. Hebbard and Mr. Carranza will

review the plan to disburse the remaining balance, including efforts to reach eligible students who have not yet applied for CARES Act support, and secondary distribution to prior recipients.

Reallocation of Institutional Support Funds toward Student Support

In addition to the \$11,266,288 in CARES Act funding earmarked for direct student support, South Texas College received another allocation of \$10,011,199.00 for institutional support. Initial Department of Education Guidance on the use of funds to reimburse certain costs has since been revised, as presented to the Board on December 15, 2020. At that time, the Board authorized the reallocation of approximately \$6.3 million of those institutional support funds to support direct emergency aid checks to eligible students, under the same CARES Act requirements.

Additional Minority Serving Institution Scholarship Fund Award

In early January, the College received notification from the US Department of Education that the Minority Serving Institution Scholarship Fund award allocation would be increased by \$11,550, to a new total of \$1,266,639.00. This additional funding will be presented to the Board at a special meeting on January 12, 2021. Upon Board approval, the additional funds will be included among funds to be disbursed to students impacted by the pandemic.

This information was provided for the Committee's information and feedback to administration, and no action was requested from the Board of Trustees.

Review and Action as Necessary on Consent Agenda Items from the Finance, Audit, and Human Resources Committee

The following Consent Agenda items were thoroughly discussed by the Finance, Audit, and Human Resources Committee. All trustees, whether a member of the Committee or not, received all supporting documentation and were invited to participate in the deliberation on each item. Non-committee members did not participate in Committee votes for recommendation of Board action.

Administration believed that all questions raised during the Committee discussion of Consent Agenda items were resolved to the Committee's satisfaction at the meeting, and the items are presented here substantially as recommended by the Committee, for approval by the Board of Trustees.

Any trustee was invited to identify an item or items that should be removed from the Consent Agenda for further discussion. Otherwise, the Board was asked to formally act

on the full consent agenda, according to the details and recommended action presented for each item in the following pages.

The Finance, Audit, and Human Resources Committee recommended Board action on the following items as presented.

- 1) Approval of Award of Proposal, Rescission of Award, Purchases, and Renewals
- 2) Approval of Renewal of External Auditor Services
- 3) Approval of Request for Qualifications for College Legal Counsel
- 4) Approval of Option to Voluntarily Continue Offering College Employees the Emergency Paid Sick Leave and Emergency Family and Medical Leave through March 31, 2021 and Retroactive to January 1, 2021

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

- 1) Approval of Award of Proposal, Rescission of Award, Purchases, and Renewals
- 2) Approval of Renewal of External Auditor Services
- 3) Approval of Request for Qualifications for College Legal Counsel
- 4) Approval of Option to Voluntarily Continue Offering College Employees the Emergency Paid Sick Leave and Emergency Family and Medical Leave through March 31, 2021 and Retroactive to January 1, 2021.

The motion carried, with Mr. Gary Gurwitz opposed. Mr. Gurwitz sought clarification that the listed items did not include action on the Financial Advisor Services, which was included under a separate agenda item. Upon receiving this clarification, Mr. Gurwitz asked that the record reflect that his opposition to the preceding Board motion was based on this misunderstanding, and he would have instead voted in favor of that item.

1) Consent Agenda Item: Approval of Award of Proposal, Rescission of Award, Purchases, and Renewals

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

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

On Tuesday, January 12, 2021, the Finance, Audit, and Human Resources Committee recommended Board approval of the award of proposal, rescission of an award, purchases, and renewals as listed below:

A. Award of Proposal

1) HEP Grant Consultant (Award): award the proposal for a High School (HEP) Program grant consultant to Equivalency Leadership **Empowerment Group** (Mercedes, TX), subject to negotiation of a final agreement of cost in line with the grant budget, for the period beginning February 1, 2021 through January 31, 2022, with three (3) one-year options to renew. The vendor submitted a cost of an annual amount of \$60,000.00 and total contract amount of \$240,000.00. Continuing, Professional, and Workforce Education and Purchasing Departments are requesting for the Finance, Audit, and Human Resources Committee to recommend Board approval for staff to negotiate a final contract amount with the vendor, since the amounts submitted by the vendor are above the current allotted grant budgeted amount. The current grant budget amount is \$154,394.71; therefore, this proposal is over budget in the amount of \$85,605.29;

B. Rescission of Award

2) Beverage Products (Rescind): rescind the contract award for beverage products with PepsiCo due to the cafeteria closures at the Pecan, Nursing and Allied Health, Technology, and Mid Valley campuses. The purchases included 20 oz. carbonated drinks, 20 oz. water, 20 oz. Gatorade, 20 oz. tea, 16 oz. energy drinks, and 15.2 oz. juices;

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

3) 3D Printer System and Materials (Purchase/Trade-In): purchase a 3D printer system and materials from **Technical Laboratory Systems** (Houston, TX), The Interlocal Purchasing System (TIPS) purchasing cooperative approved vendor, at a cost of \$45,158.00 (original cost of \$70,158.00 less trade-in of \$25,000.00). The trade-in is a Stratasys F170 3D printer (asset #24778) purchased June 11, 2015, at a total amount of \$43,337.00, which is fully depreciated and will be removed from the College's general ledger;

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

- 4) Elevator Upgrades (Purchase): purchase elevator upgrades from Oracle Elevator (San Antonio, TX), a Texas Association of School Boards – Buyboard approved vendor, at a total amount of \$131,780.00;
- 5) Case Management Services (Renewal): renew case management services with Valley Initiative for Development and Advancement (VIDA) (Mercedes, TX), a sole source vendor, for the period beginning January 1, 2021 through December 31, 2021, at a total amount of \$81,000.00;
- 6) Online Employee Training Services (Renewal): renew the online employee training services contract with Governmentjobs.com, Inc./ dba NeoGov (El Segundo, CA), a sole source vendor, for the period beginning August 19, 2020 through August 18, 2021, at a total amount of \$50,960.00;

- 7) Traditional Content Marketing Services (Renewal): renew the traditional content marketing services with Aperture Content Marketing (Oak Park, MI), a sole source vendor, at a total amount of \$86,085.48;
- C. Purchases and Renewals (C-c. Technology Items)
 - 8) Network Equipment Replacements (Purchase): purchase network equipment replacements from Netsync Network Solutions (Houston, TX), a State of Texas Department of Information Resources (DIR) approved vendor, at a total amount of \$113,587.60;
 - 9) Red Hat License Maintenance Agreement (Renewal): renew the Red Hat license maintenance agreement with Netsync Network Solutions (Houston, TX), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning February 27, 2021 through February 26, 2022, at a total amount of \$80,728.62;

Recommend Action - The total for all award of proposals, rescind of award, purchases, and renewals was \$829,299.70.

2) Consent Agenda Item: Approval of Renewal of External Auditor Services

Approval to renew the contract with Carr, Riggs & Ingram, LLC. (McAllen, TX) for the external auditor services for the fiscal year ending August 31, 2021 was requested.

Purpose – The external auditor services contract renewal is requested to perform the College's annual financial audit and issue an opinion on the financial statements prepared by the College Business Office staff. The audited Comprehensive Annual Financial Report (CAFR) must be submitted annually to the Texas Higher Education Coordinating Board by December 31st.

Justification – The Vice President for Finance and Administrative Services and the Comptroller are requesting the contract renewal for external auditors to start the interim audit work related to the financial audit prior to fiscal year end.

Background - The Board awarded the contract for the external auditor services at the April 24, 2017 Board of Trustees meeting for one year with four one-year annual renewals. The fourth renewal period will be for the fiscal year ending August 31, 2021 for the audit of Fiscal Year 2020 - 2021.

Award	Board Meeting Date	Original Term	Renewal Term	Audit Period
Original	4/24/17	4/25/17 – 12/31/17	4 – one year options	9/1/16 - 8/31/17

Award	Board Meeting Date	Original Term	Renewal Term	Audit Period
1 st Renewal	2/27/18		1/1/18 – 12/31/18	9/1/17 - 8/31/18
2 nd Renewal	1/29/19		1/1/19 – 12/31/19	9/1/18 - 8/31/19
3 rd Renewal	1/28/20		1/1/20 – 12/31/20	9/1/19 - 8/31/20
4 th Renewal	1/26/21		1/1/21 – 12/31/21	9/1/20 - 8/31/21

The total amount paid in FY 2018, FY 2019, and FY 2020 was \$141,000, \$138,000, and \$137,000, respectively.

Dr. David C. Plummer, Interim President, and Mary Elizondo, Vice President for Finance and Administrative Services, attended the Committee meeting to address any questions by the Committee.

Funding Source - Expenditures are budgeted in the Audit Services budget for FY 2020 - 2021 budget and FY 2021 - 2022 pending Board approval of the budget.

The Finance, Audit, and Human Resources Committee recommended Board approval to renew the contract with Carr, Riggs, & Ingram, LLC. for the external auditor services at a cost of approximately \$138,000 for the fiscal year ending August 31, 2021 as presented.

3) Consent Agenda Item: Approval of Request for Qualifications for College Legal Counsel

Approval of request for qualifications for College legal services was requested.

Purpose – The College required legal services and representation for various matters related to its normal operations, as well as legal issues involving potential litigation and legal exposure to the College.

Justification – Legal services are necessary to provide advice and counsel to Administrative staff, the President and the Board of Trustees and the Board Committees. On occasion, legal representation is required to represent the College in litigation as plaintiff or defendant. A solicitation of qualifications or appointment of one or more law firms is essential. The Board has the option of engaging the services of one firm to serve generally as legal counsel, or to select several firms or a pool of lawyers to be engaged as needed or on a case-by-case basis for matters that include the following:

- Attending Board and Committee meetings and advising Board members, Committee members, and Administration;
- Providing legal counsel and guidance to Board of Trustees and administrative staff on such matters as:
 - \Rightarrow Development, review and recommendation for updates of policies.
 - ⇒ Procurement procedures and contracts (interpretation of procurement law and review of certain contracts, development of a standardized contract form for most services the College solicits to be included as part of the RPF or RPQ document) and contract compliance
 - \Rightarrow Elections
 - \Rightarrow Texas Open Meetings Act
 - \Rightarrow Texas Public Information Act
 - \Rightarrow Construction contracts
 - \Rightarrow Litigation representation
 - \Rightarrow Tax Abatement Agreements
 - \Rightarrow IRS examinations
 - \Rightarrow Policy Drafting and Advising
 - \Rightarrow Legal Counsel Advising
 - \Rightarrow Public Information Responses
 - \Rightarrow Real Estate
 - \Rightarrow Intellectual Property
 - \Rightarrow Other U.S. State and International Matters and Engagements
 - \Rightarrow Land Use, Environmental, Health, and Safety
 - \Rightarrow General higher education matters including, but not limited to, tort and civil liabilities
- Additional legal services as requested and authorized by the Board

Typically, the first four areas occupy most of the College's needs, and the remainder are needed on an occasional basis.

Background – Current legal counsel are serving pursuant to a November 24, 2015 Board of Trustees meeting. The Board engaged the legal services of The J Ramirez Law Firm for general counsel services and Guerrero Law Firm for counsel and representation specifically related to personnel matters.

Roles and responsibilities for the engagement of Legal Counsel Services are included under the College's Policy #2200: Legal Counsel. The policy was provided in the packet for the Board's information and review.

Solicitation Process

The selection of legal services process is stated in the Texas Education Code, Government Code and South Texas College policy is as follows: • Texas Education Code Chapter 44: Fiscal Management, Subchapter B: Purchases; Contracts Section 44.031 Purchasing Contracts Subsection (f). This section does not apply to a contract for professional services rendered, including services of an architect, attorney, certified public accountant, engineer, or fiscal agent.

The Texas Education Code refers the professional services to the Government Code, which is as follows:

- Government Code Chapter 2254: Professional and Consulting Services Section 2254.004: Contract for Professional Services of Architect, Engineer or Surveyor.
 - \Rightarrow The Government Code excludes the professional services for an attorney, certified public accountant, or fiscal agent.

South Texas College Policy 5210: Purchasing Section Professional Services, states as follows:

 "Professional services" are defined in Chapter 2254 of the Texas Local Government Code. The College must select and engage the "most qualified" professional. Competitive bidding is not required in the procurement of professional services, as defined in Chapter 2254 of the Texas Government Code. Professional services include, but is not limited to, services provided by architects, engineers, attorneys, and fiscal agents. Request for qualifications and Board of Trustees approval is required for professional service contracts at or above \$50,000.

Additional information is provided below regarding the solicitation process, a Request for Qualifications (RFQ) may be used when selecting professional services for legal counsel 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. Furthermore, Texas law prohibits attorneys from offering bids for their services, and any submittal which quotes fees may be disqualified. An RFQ is a document that asks respondents to detail their background and experience. 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 attorney'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.

Request for Qualifications

At the December 15, 2021 Board of Trustees meeting, the Board asked that a proposed draft of the Request for Qualifications (RFQ) for legal services be

presented at the January Finance, Audit, and Human Resources Committee meeting.

On January 12, 2021, Administration requested clarification from the Committee regarding the following decisions associated with the request for qualifications for legal services:

#	Decisions	Legal Counsel Comments	Committee Recommendations
1	Will the requests for qualifications (RFQ) responses be solicited from both sole proprietors and laws firms?	Determination is at the Board's discretion.	Both options are acceptable.
2	Which evaluation criteria and ratings should be used?	Evaluation criteria options are at the Board's discretion.	Proposed evaluation criteria are included below.
3	 Concerning the existing contract with Mr. Jose Guerrero for legal services for personnel matters: Will legal services for personnel matters not be solicited? Will legal services for personnel matters be solicited to replace the existing contract? Will legal services for personnel matters be solicited to augment the existing contract? 	Determination is at the Board's discretion.	Mr. Jose Guerrero should remain legal counsel for personnel matters.
4	Who will evaluate the requests for qualifications (RFQ)?	Evaluation process is at the Board's discretion.	The full Board of Trustees will evaluate the responsive Qualifications.

Evaluation Criteria – Proposed

The proposed evaluation criteria and points are as follows:

#	Criteria	Points
1	Qualifications of personnel providing legal services to the College.	25
2	Experience representing Public Entities, including, but not limited to Community Colleges.	65
3	References	10
	Total Points	100

The Finance, Audit, and Human Resources Committee further recommended that qualified respondents would be required to be in good standing with the State Bar

of Texas, and that they would be asked to report whether they are the subject of litigation.

<u>Timeline</u>

Proposed solicitation schedule for the Request for Qualifications for Legal Counsel Services:

Solicitation Process	Date and Time
Advertise qualifications	February 3, 2021 and February 10, 2021
Release the request for qualifications	February 3, 2021
Deadline for written questions/inquiries	February 15, 2021
Responses for written questions/inquiries	February 17, 2021
Proposal submittal due date	February 24, 2021
Firm presentations	TBD (if applicable)
Anticipated Board recommendation and approval	March 30, 2021

Enclosed Documents – Policy #2200: Legal Counsel and the proposed draft Request for Qualifications follow in the packet for the Board's information and review.

Mr. Jesus Ramirez, Legal Counsel, Dr. David Plummer, Interim College President, and Mary Elizondo, Vice President for Finance and Administrative Services attended the Committee meeting to address any questions by the Committee.

The Finance, Audit, and Human Resources Committee recommended Board approval of the request for qualifications for College legal services, including the revised qualification as proposed, and with evaluation of qualifications to be conducted by the Board of Trustees.

4) Consent Agenda Item:

Approval of Option to Voluntarily Continue Offering College Employees the Emergency Paid Sick Leave and Emergency Family and Medical Leave through March 31, 2021 and Retroactive to January 1, 2021

Approval on option to voluntarily continue offering College employees the Emergency Paid Sick Leave and Emergency Family and Medical Leave through March 31, 2021 and retroactive to January 1, 2021, was requested.

Purpose – To review the option to voluntarily continue offering the College employees emergency leaves, as provided by Family First Coronavirus Response Act (FFCRA) for qualifying COVID-19 reasons, for the period of January 1, 2021 to March 31, 2021, as per the Consolidated Appropriations Act, 2021 (H.R. 133) signed into law on December 27, 2020.

Justification – Per the Consolidated Appropriations Act, 2021 (H.R. 133), covered employers, such as South Texas College, have the option to continue offering employees Emergency Paid Sick Leave and Emergency Family and Medical Leave for qualifying COVID-19 related reasons. Management requests approval to continue offering employees the Emergency Paid Leave and the Emergency Family and Medical Leave for the period of January 1, 2021 through March 31, 2021.

Background – The Family First Coronavirus Response Act required some employers, including South Texas College, to provide employees with Emergency Paid Sick Leave and Emergency Family and Medical Leave for qualifying COVID-19 related reasons during the period of April 1, 2020 through December 31, 2020. The Consolidated Appropriations Act, 2021(H.R. 133), has now given the option to covered employers to voluntarily continue to provide these two types of leaves from January 1, 2021 through March 31, 2021.

A summary of the leaves provided by the Family First Coronavirus Response Act are as follows:

- Emergency Paid Sick Leave
 - ⇒ Under the Families First Coronavirus Response Act, an employee is entitled to take paid sick leave (80 hours for full-time employees and 38 hours for part-time employees) related to COVID-19, if the employee is unable to work, including unable to telework, because of one or more of the six (6) qualifying reasons as follows:

- 1. Subject to a federal, state, or local quarantine or isolation order related to COVID-19.
- 2. Advised by a health care provider to self-quarantine due to COVID-19.
- 3. Experiencing symptoms of COVID-19 and seeking a medical diagnosis.
- 4. Caring for an individual subject to or advised to quarantine or isolate.
- 5. Caring for my child whose school or place of care is closed (or child care provider is unavailable) due to COVID-19 related reasons.
- 6. Experiencing substantially similar conditions as those specified by the U.S Department of Health and Human Services in consultation with the Secretaries of Labor and Treasury.
- \Rightarrow Benefit:
 - Full-time employee 80 hours of paid sick leave.
 - Part-time employee Average number of hours worked for the immediate previous 6 months (If less than 6 months, average number of hours/weeks the employee is normally scheduled to work).
- \Rightarrow Compensation:
 - For Qualifying Reasons (1), (2), (3) Employee is paid at employee's regular rate of pay capped at \$511 daily and \$5,110 total.
 - For Qualifying Reasons (4), (5), (6) Employee is paid 2/3rd of the employee's regular rate of pay capped at \$200 daily and \$2,000 total.
- Emergency Family and Medical Leave
 - ⇒ Under the Families First Coronavirus Response Act an employee is entitled to take family and medical leave related to COVID-19, if the employee is unable to work or telework because of the following qualifying reason:
 - Employee is unable to work or telework due to the need for leave to care for a qualifying dependent under 18 years of age because the school or place of care has been closed, or the child care provider of such qualifying dependent is unavailable, due to a "public health emergency" (an emergency with respect to COVID-19 declared by Federal, State or local authority).
 - \Rightarrow Benefit:
 - Any full-time and part-time employee who worked for employer for 30 days prior to leave and has a qualifying reason.
 - \Rightarrow Compensation:
 - Up to 12 weeks of job-protected leave (paid after the first 10 days).
 - First 10 days of Emergency FMLA may be unpaid. Eligible employees shall be granted unpaid leave or may take available accrued sick or vacation leave during the first ten (10) days of leave.
 - After the first 10 days:

- Compensated at 2/3 of the employee's regular rate of pay capped at \$200 per day and \$10,000 in aggregate per employee.
- Part-time employees/irregular schedule entitled to be paid based on average number of hours employee worked in prior 6 months (OR if employed less than 6 months, average number of hours employee would normally be scheduled to work).

Mary Elizondo, Vice President for Finance and Administrative Services, and Laura Requena, Interim Director of Human Resources, attended the Committee meeting to address any questions by the Committee.

The Finance, Audit, and Human Resources Committee recommended Board approval to exercise the option offered by the Consolidated Appropriations Act, 2021 (H.R. 133) to voluntarily continue offering the College employees emergency leaves, as provided by Family First Coronavirus Response Act (FFCRA) for qualifying COVID-19 reasons, for the period of January 1, 2021 to March 31, 2021.

End of Finance, Audit, and Human Resources Committee Consent Agenda Items

Review and Action as Necessary on Financial Advisor Services and Continuing Disclosure Services

Mr. Rene Guajardo, Chairman of the Finance, Audit, and Human Resources Committee, requested Board consideration to authorize the Director of Purchasing to coordinate procedural steps as necessary related to the evaluation of qualifications for Financial Advisor and Continuing Disclosure Services.

Evaluation of Qualifications by Finance, Audit, and Human Resources Committee

At the November 24, 2020 Board meeting, the Board approved the solicitation of a Request for Qualifications (RFQ) for Financial Adviser and Continuing Disclosure Services combined, using the identified criteria, and stipulated that evaluations would be conducted by the Finance, Audit, and Human Resources Committee. The Committee and Board reserve the right to interview respondents as necessary.

Proposal documents were advertised on December 2, 2020 and December 9, 2020 and issued to five (5) vendors. Four (4) responses were received on December 16, 2020.

On January 12, 2021, administration provided an overview of the process used by College staff when reviewing and evaluating qualifications. All seven trustees were provided with hard copies of the forms used in the evaluation process, as well as copies of all four responsive Qualifications. The members of the Finance, Audit, and Human Resources

Committee were asked to complete and submit the Acknowledgement of Evaluation Responsibility, Non-Conflict of Interest, and Confidentiality Statements prior to their independent review of the Qualifications.

Reference Checks

Mr. Rene Guajardo noted that the evaluation process required the completion of reference checks for each respondent. Mr. Guajardo confirmed with administration that the standard operating practice for procurement at South Texas College was to have an impartial Purchasing Department staff member conduct the reference checks and submit the responses to each evaluation committee member for their consideration.

Mr. Guajardo noted that this process would be more streamlined than requiring calls from each evaluating trustee. He also appreciated that the evaluations would be based upon the same set of reference responses, which would lead toward consistent review.

Mr. Guajardo requested that the Board consider authorizing the Director of Purchasing to coordinate the completion of reference checks for the evaluating trustees, and to submit the completed responses to the trustees by the end of day on Friday, January 29, 2021.

Evaluation Summaries

Mr. Rene Guajardo further noted that the process required the independent completion of evaluations by each Committee member, before the Committee met to discuss the qualifications. Mr. Guajardo confirmed with administration that the standard operating practice for procurement at South Texas College was to have an impartial Purchasing Department staff member receive all of the evaluation forms and compile the evaluations into a summary sheet that provides a convenient review of each evaluator's scoring.

This process also allowed the Purchasing Department to provide a procedural overview of the process and to follow up with the evaluation committee members as necessary to accurately summarize the results of their evaluations.

Mr. Guajardo requested that the Board consider authorizing the Director of Purchasing to coordinate the review and compilation of the trustees' independent evaluations into a summary sheet for presentation to the Finance, Audit, and Human Resources Committee on Tuesday, February 9, 2021. This would require that the evaluations be submitted to the College by the end of day on Tuesday, February 2, 2021.

Procedural Role of Staff

Mr. Rene Guajardo was clear that the role of staff in these processes would be solely procedural, and that the critical role of evaluating the qualifications would remain the sole responsibility of the Finance, Audit, and Human Resources Committee, followed by their recommendation for review and action as necessary by the Board of Trustees.

Upon a motion by Mr. Rene Guajardo and a second by Mr. Paul R. Rodriguez, the Board of Trustees of South Texas College approved and authorized the Director of Purchasing to coordinate the completion of reference checks as necessary for the Financial Advisory and Continuing Disclosure Services evaluation, and to compile the final evaluations of those qualifications into a summary sheet for presentation to the Finance, Audit, and Human Resources Committee, as outlined above. The motion carried, with one trustee opposed.

Presentation of the Delinquent Tax Collection Report for the Period Ending November 30, 2020

Ms. Kelly R. Salazar from Linebarger Goggan Blair & Sampson, LLP, presented the Delinquent Tax Collection Report for the period of September 1, 2020 through November 30, 2020.

The Delinquent Tax Collection Report was provided in the packet for the Board's review.

The packet also included correspondence from Linebarger Goggan Blair & Sampson, LLP regarding a resolution by Hidalgo County Commissioners Court authorizing the tax resale of struck-off properties as listed. All of these properties were non-homestead designated properties, and were previously foreclosed. The Board was not asked to act on this item, and it was provided for the Board's information only.

No action was required.

Presentation of the Quarterly Investment Report for the Period Ending November 30, 2020

A report on the College's Quarterly Investment Report for the Quarter Ended November 30, 2020, was presented. The Board was asked to approve the Investment Report as presented.

Purpose – Ms. Susan Anderson from Valley View Consulting, L.L.C. presented the status of the College's Quarterly Investment Report for the Quarter Ended November 30, 2020 and provide 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 November 30, 2020 to the College's Board of Trustees.

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

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

Enclosed Documents – A copy of the Quarterly Investment Report for the Quarter Ended November 30, 2020 was provided in the packet for the Board's information and review.

Dr. David Plummer, Interim President, and Mary Elizondo, Vice President for Finance and Administrative Services, attended the Board Meeting to address any questions.

Upon a motion by Mr. Rene Guajardo and a second by Mr. Paul R. Rodriguez, the Board of Trustees of South Texas College approved and authorized the Quarterly Investment Report for the Quarter Ended November 30, 2020, as presented. The motion carried.

Review and Action as Necessary on Consent Agenda Items from the Facilities Committee

The following Consent Agenda items were thoroughly discussed by the Facilities Committee. All trustees, whether a member of the Committee or not, received all supporting documentation and were invited to participate in the deliberation on each item. Non-committee members did not participate in Committee votes for recommendation of Board action.

Administration believes that all questions raised during the Committee discussion of Consent Agenda items were resolved to the Committee's satisfaction at the meeting, and the items are presented here substantially as recommended by the Committee, for approval by the Board of Trustees.

Any trustee may identify an item or items that should be removed from the Consent Agenda for further discussion. Otherwise, the Board is asked to formally act on the full consent agenda, according to the details and recommended action presented for each item in the following pages.

Mr. Gary Gurwitz recommended that Consent Agenda items be ordered using letters instead of numbers, to clarify and distinguish those items from other agenda items ordered by numerals.

The Facilities Committee recommended Board action on the following items as presented.

- a) Approval to Contract Engineering Services for the Nursing and Allied Health Campus NAH East Building A Exterior Stairs Repairs and Replacement
- b) Approval to Contract Mechanical, Electrical, and Plumbing (MEP) Engineering Services for the Regional Center for Public Safety Excellence Additional Chiller Installation
- c) Approval of Proposed Change Order for the Pecan Campus Sand Volleyball Court Sand Replacement
- Approval of Architectural Fee Adjustment for the Mid Valley Campus Student Union Building F Renovation of Cashiers and Career & Employer Services Areas Project
- e) Approval of Engineering Fee Adjustment for the Mid Valley Campus Drainage Improvements Phase I and Asphalt Resurfacing of the Northwest Drive
- f) Approval of Substantial Completion of the Regional Center for Public Safety Excellence Drainage Improvements at the Cityscape Area
- g) Approval of Final Completion of the Pecan Campus Information Technology Building M Office and Work Space Renovation
- h) Approval of Final Completion of the Mid Valley Campus Student Union Building F Renovation of Cashiers and Career & Employer Services Areas
- i) Approval of Final Completion of the Mid Valley Campus Drainage Improvements Phase I and Asphalt Resurfacing for the Northwest Drive

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

- a) Approval to Contract Engineering Services for the Nursing and Allied Health Campus NAH East Building A Exterior Stairs Repairs and Replacement
- b) Approval to Contract Mechanical, Electrical, and Plumbing (MEP) Engineering Services for the Regional Center for Public Safety Excellence Additional Chiller Installation
- c) Approval of Proposed Change Order for the Pecan Campus Sand Volleyball Court Sand Replacement
- Approval of Architectural Fee Adjustment for the Mid Valley Campus Student Union Building F Renovation of Cashiers and Career & Employer Services Areas Project
- e) Approval of Engineering Fee Adjustment for the Mid Valley Campus Drainage Improvements Phase I and Asphalt Resurfacing of the Northwest Drive

- f) Approval of Substantial Completion of the Regional Center for Public Safety Excellence Drainage Improvements at the Cityscape Area
- g) Approval of Final Completion of the Pecan Campus Information Technology Building M Office and Work Space Renovation
- h) Approval of Final Completion of the Mid Valley Campus Student Union Building F Renovation of Cashiers and Career & Employer Services Areas
- i) Approval of Final Completion of the Mid Valley Campus Drainage Improvements Phase I and Asphalt Resurfacing for the Northwest Drive

The motion carried.

a) Consent Agenda Item:

Approval to Contract Engineering Services for the Nursing and Allied Health Campus NAH East Building A Exterior Stairs Repairs and Replacement

Approval to contract engineering services for the Nursing and Allied Health Campus NAH East Building A Exterior Stairs Repairs and Replacement project is requested.

Purpose

The procurement of an engineer will provide for design services necessary for the Nursing and Allied Health Campus NAH East Building A Exterior Stairs Repairs and Replacement project.

Justification

The procurement of an engineer will allow for the engineer to work with staff to prepare all necessary design development drawings and specifications in preparation for the construction documents phase using college design standards and all applicable codes and ordinances. Construction documents will then be issued for solicitation of construction proposals. Once received, construction proposals will be evaluated and submitted to the Board of Trustees with a recommendation to award a construction contract.

Scheduling Priority

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

Background

The Board of Trustees approved solicitation for design services on October 27, 2020. The proposed Nursing and Allied Health Campus NAH East Building A Exterior Stairs Repairs and Replacement project is part of the College's FY 2020-2021 Renewals and Replacements projects. The project consists of repairing and replacing the exterior stairs on the north side and west side of NAH East Building A. The existing stairs were constructed in 2000 and in need of repairs and/or replacement. The stairs function as part of the emergency exit routes out of the building, and their condition should be updated to ensure they continue to function properly in the case of an emergency.

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

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

Solicitation for engineering qualifications began on November 11, 2020 for the purpose of selecting an engineering firm to prepare the necessary plans and specifications for the Nursing and Allied Health Campus NAH East Building A Exterior Stairs Repairs and Replacement project. A total of seven (7) firms received a copy of the RFQ and a total of three (3) firms submitted their responses on December 1, 2020.

Timeline for Solicitation of Statements of Qualifications		
November 11, 2020	Solicitation of statements of qualifications began.	
December 1, 2020	Three (3) statements of qualifications were received.	

Funding Source

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

Reviewers

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

Enclosed Documents

A site plan and photos of the project is enclosed. The evaluation team members completed evaluations for the firms and prepared the enclosed scoring and ranking summary.

The Facilities Committee recommended Board approval of the contracting of engineering services with **Chanin Engineering**, **LLC.** for the Nursing and Allied Health Campus NAH East Building A Exterior Stairs Repairs and Replacement project as presented.

b) Consent Agenda Item:

Approval to Contract Mechanical, Electrical, and Plumbing (MEP) Engineering Services for the Regional Center for Public Safety Excellence Additional Chiller Installation

Approval to contract engineering services for the Regional Center for Public Safety Excellence Additional Chiller Installation project is requested.

Purpose

The procurement of an engineer will provide for design services necessary for the Regional Center for Public Safety Excellence Additional Chiller Installation project.

Justification

The procurement of an engineer will allow for the engineer to work with staff to prepare all necessary design development drawings and specifications in preparation for the construction documents phase using college design standards and all applicable codes and ordinances. Construction documents will then be issued for solicitation of construction proposals. Once received, construction proposals will be evaluated and submitted to the Board of Trustees with a recommendation to award a construction contract.

Scheduling Priority

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

Background

The Board of Trustees approved solicitation for design services on October 27, 2020. The proposed Regional Center for Public Safety Excellence Additional Chiller Installation project is part of the College's FY 2020-2021 Capital Improvement projects. The project consists of installing an additional air-cooled chiller at the RCPSE. The additional chiller has been relocated from the Starr County Campus. The project is pending the installation of electrical, communication, and chilled water piping to make it operational. There is currently only one chiller in operation at the RCPSE. In the case of an issue or outage, an additional chiller is necessary to continue chilled water flow to the air conditioning system.

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

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

Solicitation for engineering qualifications began on November 11, 2020 for the purpose of selecting an engineering firm to prepare the necessary plans and specifications for the Regional Center for Public Safety Excellence Additional Chiller Installation project. A total of nine (9) firms received a copy of the RFQ and a total of five (5) firms submitted their responses on December 1, 2020. One of the responses that was received did not meet the required specifications, and therefore was not evaluated.

Timeline for Solicitation of Statements of Qualifications		
November 11, 2020	Solicitation of statements of qualifications began.	
December 1, 2020	Five (5) statements of qualifications were received.	

Funding Source

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

Reviewers

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

Enclosed Documents

A site plan of the project is enclosed. The evaluation team members completed evaluations for the firms and prepared the enclosed scoring and ranking summary.

The Facilities Committee recommended Board approval to contract MEP engineering services with **Halff Associates**, **Inc.** for the Regional Center for Public Safety Excellence Additional Chiller Installation project as presented.

c) Consent Agenda Item:

Approval of Proposed Change Order for the Pecan Campus Sand Volleyball Court Sand Replacement

Approval of a proposed change order with Limon Masonry for the Pecan Campus Sand Volleyball Court Sand Replacement project is requested.

Purpose

The purpose of this change order is to request authorization to begin work on the proposed modifications to the construction scope.

Scheduling Priority

This project was initiated in 2020 to remediate an existing project that has been reviewed by the FPC department, the President's Cabinet, the Coordinated Operations Council, the Facilities Committee, and the Board of Trustees. This project is scheduled as an educational space improvement to remove and replace the existing sand material at the sand volleyball courts.

Justification

Modifications to the scope are required to ensure the prevention of damage to the rubberized safety surface around the perimeter of the volleyball courts.

Background

The construction drawings for this project called for an exposed concrete curb to be installed around the perimeter to prevent damage to the rubberized safety surface. The original contractor did not adhere to the original architectural specifications by extending the rubberized surface over the concrete curb and as a result, damage can be caused to the rubberized material from lawn maintenance equipment. The architect recommends lowering the existing grade around the perimeter of the court by six (6) inches which would allow for proper maintenance of the grass surrounding the volleyball court's rubberized material perimeter surface.

The balance of funds from the original FY 19-20 budget was \$15,282, and the additional FY 20-21 budget is \$43,000, which totals to a combined budget of \$58,282. The current contractor's contract approved by the Board is \$48,200.

Pecan Campus Sand Volleyball Court Sand Replacement Construction Budget		
FY 19-20 Budget Balance	\$15,282	
FY 20-21 Construction Budget	43,000	
Total Construction Budget Amount	\$58,282	

Below is a summary of the project construction budget.

Below is a description of the proposed change order item.

Proposed Change Order No.	nange Days Sour			
2	Description: Lowering existing grade around the perimeter by six inches.	\$9,975 21 days*	Unexpended Plant Fund	
Total Prop	osed Change Order No. 2	\$9,975 21 days*	Unexpended Plant Fund	

*Additional days will start after approval of change order

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

Pecan Campus Sand Volleyball Court Sand Replacement Construction Budget with Change Order Proposal		
Construction Contract Amount	\$48,200	
Change Order No. 2 Proposal:		
Lowering of existing grade	9,975	
Revised Construction Contract Amount	\$58,175	

Project Completion Timeline		
Substantial Completion Date:	10/6/2020	
Additional time for this work will be increased by:	21 days	
Final Completion Date:	02/17/2021*	

*Additional days will start after approval of change order

Funding Source

Funds for Pecan Campus Sand Volleyball Court Sand Replacement Project 2016-014C1 are budgeted in the Unexpended Construction Plant Fund for available use in fiscal year 2020-2021.

Enclosed Documents

The proposed change order #2 is enclosed.

The Facilities Committee recommended Board approval of the proposed change order with Limon Masonry in the amount of \$9,975 and twenty-one (21) additional days for the Pecan Campus Sand Volleyball Court Sand Replacement project as presented.

d) Consent Agenda Item:

Approval of Architectural Fee Adjustment for the Mid Valley Campus Student Union Building F Renovation of Cashiers and Career & Employer Services Areas Project

Approval to amend the current architectural agreement with Rike Ogden Figueroa Allex Architects (ROFA) to adjust the architectural fee based on the final construction cost for the Mid Valley Campus Student Union Building F Renovation of Cashiers and Career & Employer Services Areas project is requested.

Purpose

Authorization is requested to amend the current architectural agreement with ROFA to adjust their architectural fee based on the final construction cost for the Mid Valley Campus Student Union Building F Renovation of Cashiers and Career & Employer Services Areas.

Scheduling Priority

This project was planned as re-purpose project due to the Admissions & Records staff moving to the new Student Enrollment Center as part of the 2013 Bond Construction Program and has been reviewed by the Facilities Planning & Construction department, the President's Cabinet, the Coordinated Operations Council, the Facilities Committee, and the Board of Trustees. This project is scheduled as a noneducational space improvement to relocate Student Services department staff and Cashiers department staff.

Justification

The Architect is compensated based on a percentage of the Construction Budget, and compensation adjustments may be necessary once the construction costs are finalized.

Background

The current architectural agreement with ROFA for the Mid Valley Campus Student Union Building F Renovation of Cashiers and Career & Employer Services Areas states an additional fee is required if the final construction cost exceeds the Owner's original budget for the Cost of Work.

The original construction budget in FY 18-19 for the project was \$200,000, and the fee was negotiated at 9.25%, for a total of \$18,500. The architect provided an updated construction cost estimate of \$210,840 during the schematic design phase. On April 28, 2020, the Board of Trustees approved contracting construction services with Noble Texas Builders, LLC in the amount of \$246,745 after additional negotiations. The total project cost is \$250,134 which includes all added change orders of \$3,389. The College updated the construction budget to \$256,845 which was included as part of the FY20-21 Unexpended Construction Plant Fund budget.

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ROFA is requesting an additional fee of \$4,637.40, which would result in an adjusted fee of \$23,137.40. The total revised fee, including the reimbursable expenses of \$940.00, is \$24,077.40, including additional services.

The fee information is summarized below:

Original Fee:	\$18,500
Additional Fee:	\$4,637.40
Subtotal:	\$23,137.40
Reimbursable Expenses:	\$940.00
Total Revised Fee	\$24,077.40

Board approval is necessary to amend the current architectural agreement with ROFA to a revised fixed fee of \$24,077.40. No additional costs are anticipated for this project.

Funding Source

Funds for the Mid Valley Campus Student Union Building F Renovation of Cashiers and Career & Employer Services Areas Project 2019-009C are budgeted in the FY 2020-2021 Unexpended Construction Plant Fund.

The design budget for this project is \$24,275. The total revised fee is within the budgeted amount.

Mid Valley Campus Student Union Building F Renovation of Cashiers and Career & Employer Services Areas Design Budget		
Budget Item	Budget Amount	
Design Budget	\$24,275.00	
Total Revised Fee	24,077.40	
Design Budget Variance	\$197.60	

Enclosed Documents

A detailed breakdown of the fee adjustment is enclosed.

The Facilities Committee recommended Board approval to amend the current architectural agreement with ROFA for the Mid Valley Campus Student Union Building F Renovation of Cashiers and Career & Employer Services Areas project to a revised fixed fee of \$24,077.40

e) Consent Agenda Item:

Approval of Engineering Fee Adjustment for the Mid Valley Campus Drainage Improvements Phase I and Asphalt Resurfacing of the Northwest Drive

Approval to amend the current engineering agreement with Perez Consulting Engineers (PCE) to adjust the engineering fee based on the final construction cost for the Mid Valley Campus Drainage Improvements Phase I and Asphalt Resurfacing of the Northwest Drive projects is requested.

Purpose

Authorization is requested to amend the current engineering agreement with PCE to adjust their engineering fee based on the final construction cost for the Mid Valley Campus Drainage Improvements Phase I and Asphalt Resurfacing of the Northwest Drive.

Scheduling Priority

This project was submitted as part of the College's Deferred Maintenance Plan. The project has been reviewed by the Facilities Planning & Construction and Facilities Operations & Maintenance departments, the President's Cabinet, the Coordinated Operations Council, the Facilities Committee, and the Board of Trustees. This project is scheduled as an exterior Renewal & Replacement project to address drainage concerns and maintain a parking lot and drive on campus. The proposed drainage improvements would be critical to avoid potential flooding on campus in preparation for future hurricane or rain events.

Justification

The Engineer is compensated based on a percentage of the Construction Budget, and compensation adjustments may be necessary once the construction costs are finalized.

Background

The current engineering agreement with PCE for the Mid Valley Campus Drainage Improvements Phase I and Asphalt Resurfacing of the Northwest Drive states an additional fee is required if the final construction cost exceeds the Owner's original budget for the Cost of Work.

Mid Valley Campus Drainage Improvements Phase I

The original construction budget in FY 19-20 for the project was \$290,000.00, and the fee was negotiated as the greater of \$23,370.00 or 8% of final construction costs. On April 28, 2020, the Board of Trustees approved contracting construction services with McAllen Multi-Service in the amount of \$371,375.00 after additional negotiations. The total project cost is \$378,244.43 which includes increases from change orders in the amount of \$6,869.43. The College updated the construction budget to \$371,375.00 which was included as part of the FY20-21 Renewals & Replacements Fund budget.

PCE is requesting an additional fee of \$6,879.55, which would result in an adjusted fee of \$30,259.55. The total revised fee, including the reimbursable expenses of \$2,000.00, is \$32,259.55, including additional services.

The fee information for the Drainage Improvements Phase I is summarized below:

Original Fee:	\$23,380.00
Additional Fee:	6,879.55
Subtotal:	\$30,259.55
Reimbursable Expenses:	2,000.00
Total Revised Fee	\$32,259.55

Board approval is necessary to amend the current engineering agreement with PCE to a revised fixed fee of \$32,259.55. No additional costs are anticipated for this project.

Mid Valley Campus Asphalt Resurfacing of the Northwest Drive

The original construction budget in FY 19-20 for the project was \$180,000.00, and the fee was negotiated as the greater of \$8,500.00 or 8% of final construction costs. On April 28, 2020, the Board of Trustees approved contracting construction services with McAllen Multi-Service in the amount of \$108,853.00 after additional negotiations. The total project cost is \$121,135.00, which includes increases from change orders in the amount of \$12,282.00. The College updated the construction budget to \$110,000.00 which was included as part of the FY20-21 Renewals & Replacements Fund budget.

PCE is requesting an additional fee of \$1,190.80, which would result in an adjusted fee of \$9,690.80. The total revised fee, including the reimbursable expenses of \$2,475.00, is \$12,165.80, including additional services.

The fee information for the Asphalt Resurfacing of the Northwest Drive is summarized below:

 Original Fee:
 \$8,500.00

 Additional Fee:
 1,190.80

 Subtotal:
 \$9,690.80

 Reimbursable Expenses:
 2,475.00

 Total Revised Fee
 \$12,165.80

Board approval is necessary to amend the current engineering agreement with PCE to a revised fixed fee of \$12,165.80. No additional costs are anticipated for this project.

Funding Source

Funds for the Mid Valley Campus Drainage Improvements Phase I Project 2019-047R and the Asphalt Resurfacing of the Northwest Drive Project 2018-019R are budgeted in the FY 2020-2021 Renewals & Replacements Fund.

The design budget for the Mid Valley Campus Drainage Improvements Phase I project is \$27,500.00. Additional funds are available in the FY 2020-2021 project budget to cover the shortfall.

Mid Valley Campus Drainage Improvements Phase I Design Budget	
Budget Item	Budget Amount
Design Budget	\$27,500.00
Total Revised Fee	32,259.55
Design Budget Variance	(\$4,759.55)

The design budget for the Asphalt Resurfacing of the Northwest Drive project is \$10,975.00. Additional funds are available in the FY 2020-2021 project budget to cover the shortfall.

Mid Valley Campus Asphalt Resurfacing of the Northwest Drive Design Budget		
Budget Item	Budget Amount	
Design Budget	\$10,975.00	
Total Revised Fee	12,165.80	
Design Budget Variance	(\$1,190.80)	

The Facilities Committee recommended Board approval to amend the current engineering agreements with PCE for the Mid Valley Campus Drainage Improvements Phase I project to a revised fixed fee of \$32,259.55, and for the Mid Valley Campus Asphalt Resurfacing of the Northwest Drive project to a revised fixed fee of \$12,165.80.

f) Consent Agenda Item:

Approval of Substantial Completion of the Regional Center for Public Safety Excellence Drainage Improvements at the Cityscape Area

Approval of substantial completion of the Regional Center for Public Safety Excellence Drainage Improvements at the Cityscape Area Project is requested.

Project	Completion	Date Received
	Recommended	

1.	Regional Center for Public Safety Excellence Drainage Improvements at the Cityscape Area Project No. 2020- 022C1	Substantial Completion Recommended	January 4, 2021
	Engineer: Perez Consulting Engineers Contractor: Noble Texas Builders, LLC		

This project has been reviewed by the Facilities Planning & Construction department, the President's Cabinet, the Coordinated Operations Council, the Facilities Committee, and the Board of Trustees. This project was scheduled as an educational space improvement to provide a realistic urban driving environment on which law enforcement students can train.

College staff visited the site and developed a construction punch list on January 4, 2021. A Certificate of Substantial Completion has been issued. Substantial Completion was accomplished within the time allowed in the Owner/Contractor agreement for this project by Noble Texas Builders, LLC. The original cost approved for this project was \$87,989.50.

The following table summarizes the current budget status:

Regional Center for Public Safety Excellence Drainage Improvements at the Cityscape Area					
Construction Budget	Approved Proposal Amount	Net Total Change Orders	Current Project Cost	Previous Amount Paid	Remaining Balance
\$88,000.00	\$87,989.50	\$0	\$87,989.50	\$20,752.27	\$67,237.23

Enclosed Documents

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

The Facilities Committee recommended Board approval of substantial completion of the Regional Center for Public Safety Excellence Drainage Improvements at the Cityscape Area Project as presented.

g) Consent Agenda Item:

Approval of Final Completion of the Pecan Campus Information Technology Building M Office and Work Space Renovation

Approval of final completion of the Pecan Campus Information Technology Building M Office and Work Space Renovation Project is requested.

	Project	Completion Recommended	Date Received
1.	Pecan Campus Information Technology Building M Office and Work Space Renovation Project No. 2018-014C Architect: Boultinghouse Simpson Gates Architects, Inc. Contractor: Noble Texas Builders, LLC	Final Completion Recommended	January 5, 2021

This project has been reviewed by the Facilities Planning & Construction department, the President's Cabinet, the Coordinated Operations Council, the Facilities Committee, and the Board of Trustees. This project was scheduled as a non-educational space improvement to accommodate staff from the Institutional Research & Effectiveness and Research & Analytical Services Departments that will be relocated from the Pecan Plaza Human Resources Building A.

Final Completion, including punch list items, was accomplished as required in the Owner/Contractor agreement for this project. It is recommended that final completion and release of final payment for this project with Noble Texas Builders be approved. The original contractor's cost approved for this project was \$389,600.00.

The following chart summarizes the above information:

Pecan	Pecan Campus Information Technology Building M Office and Work Space Renovation						
Original Owner's Estimated Constructio n Budget FY 18-19	Updated Construction Budget FY 19-20	Approved Proposal Amount	Net Total Change Orders	Current Project Cost	Previous Amount Paid	Remaining Balance	
\$320,000.0 0	\$420,000.00	\$389,600.0 0	(\$511.00)	\$389,089.00	\$366,634.4 0	\$22,454.60	

On January 5, 2021, Boultinghouse Simpson Gates Architects, Inc. verified that all punch list items were completed.

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Enclosed Documents

A copy of the final completion letter is enclosed for the Board's review and information.

The Facilities Committee recommended Board approval of final completion and release of final payment of \$22,454.60 to Noble Texas Builders for the Pecan Campus Information Technology Building M Office and Work Space Renovation Project as presented.

h) Consent Agenda Item:

Approval of Final Completion of the Mid Valley Campus Student Union Building F Renovation of Cashiers and Career & Employer Services Areas

Approval of final completion of the Mid Valley Campus Student Union Building F Renovation of Cashiers and Career & Employer Services Areas Project is requested.

Project	Completion Recommended	Date Received
 Mid Valley Campus Student Union Building F Renovation of Cashiers and Career & Employer Services Areas Project No. 2019-009C Architect: Rike Ogden Figueroa Allex Architects, Inc. Contractor: Noble Texas Builders, LLC 	Recommended	January 6, 2021

This project has been reviewed by the Facilities Planning & Construction department, the President's Cabinet, the Coordinated Operations Council, the Facilities Committee, and the Board of Trustees. This project is scheduled as a noneducational space improvement to relocate Student Services department staff and Cashiers department staff.

Final Completion, including punch list items, was accomplished as required in the Owner/Contractor agreement for this project. It is recommended that final completion and release of final payment for this project with Noble Texas Builders be approved. The original contractor's cost approved for this project was \$246,745.00.

The following chart summarizes the above information:

Mid Valley C	Mid Valley Campus Student Union Building F Renovation of Cashiers and Career & Employer Services Areas					
Construction Budget	Approved Proposal Amount	Net Total Change Orders	Current Project Cost	Previous Amount Paid	Remaining Balance	
\$200,000.00	\$246,745.0 0	\$3,829.00	\$250,574.0 0	\$237,627.30	\$12,946.70	

On January 6, 2021, Rike Ogden Figueroa Allex Architects, Inc. verified that all punch list items were completed.

Enclosed Documents

A copy of the final completion letter is enclosed for the Board's review and information.

The Facilities Committee recommended Board approval of final completion and release of final payment of \$12,946.70 to Noble Texas Builders for the Mid Valley Campus Student Union Building F Renovation of Cashiers and Career & Employer Services Areas Project as presented.

i) Consent Agenda Item:

Approval of Final Completion of the Mid Valley Campus Drainage Improvements Phase I and Asphalt Resurfacing for the Northwest Drive

Approval of final completion of the Mid Valley Campus Drainage Improvements Phase I and Asphalt Resurfacing for the Northwest Drive Project is requested.

	Project	Completion Recommended	Date Received
1.	Mid Valley Campus Drainage Improvements Phase I (Project No. 2019-047R) and Asphalt Resurfacing for the Northwest Drive (Project No. 2018- 019R) Engineer: Perez Consulting Engineers Contractor: McAllen Multi-Service	Final Completion Recommended	January 6, 2021

This project has been reviewed by the Facilities Planning & Construction department, the President's Cabinet, the Coordinated Operations Council, the Facilities Committee, and the Board of Trustees. This project was scheduled as an exterior Renewal & Replacement project to address drainage concerns and maintain a parking

lot and drive on campus. The proposed drainage improvements would be critical to avoid potential flooding on campus in preparation for future hurricane or rain events.

Final Completion, including punch list items, was accomplished as required in the Owner/Contractor agreement for this project. It is recommended that final completion and release of final payment for this project with McAllen Multi-Service be approved. The original contractor's cost approved for this project was \$480,228.00.

The following chart summarizes the above information:

Mid Valley Campus Drainage Improvements Phase I and Asphalt Resurfacing for the Northwest Drive					
Construction Budget	Approved Proposal Amount	Net Total Change Orders	Current Project Cost	Previous Amount Paid	Remaining Balance
\$520,000.00	\$480,228.0 0	\$19,151.43	\$499,379.4 3	\$448,351.14	\$51,028.29

On January 6, 2021, Perez Consulting Engineers verified that all punch list items were completed.

Enclosed Documents

A copy of the final completion letter is enclosed for the Board's review and information.

The Facilities Committee recommended Board approval of final completion and release of final payment of \$51,028.29 to McAllen Multi-Service for the Mid Valley Campus Drainage Improvements Phase I and Asphalt Resurfacing for the Northwest Drive Project as presented.

End of Facilities Committee Consent Agenda Items

Review and Ratification of Facilities Usage Agreement with Main Event Entertainment

On August 25, 2020, the Board approved the use of a list of facilities by the Kinesiology Department, for student activities. Usage of these facilities is governed by individual Facilities Usage Agreements, and the cost of such usage is recouped through the Physical Education Special Activity Fee.

For the Spring 2021 semester, the Kinesiology Program requested permission to use Main Event Entertainment for students enrolled in bowling activities.

The proposed cost includes a building fee and an additional \$5 per student per class meeting day during the Spring 2021 semester, with no deposit required. The total estimated cost is \$2,790, which will be partially offset by the Physical Education Special Activity Fee.

On Thursday, January 14, 2021, Dr. David Plummer, Interim President, emailed the trustees to inform them of the need to enter into this agreement in preparation for the start of classes on Tuesday, January 19, 2021. Having received no concern in response to that email, Dr. Plummer authorized the facilities usage agreement as proposed.

The Board was now asked to ratify the facilities usage agreement with Main Event Entertainment, in the estimated amount of \$2,790.

Upon a motion by Mr. Gary Gurwitz and a second by Dr. Alejo Salinas, Jr., the Board of Trustees of South Texas College ratified the facilities usage agreement with Main Event Entertainment, in the estimated amount of \$2,790. The motion carried.

Review and Action as Necessary on Approval of Proposed Change Orders for the Nursing and Allied Health Campus and Starr County Campus Student Services Renovations

Approval of proposed change orders with Holchemont, LTD for the Nursing and Allied Health Campus (NAHC) and Starr County Campus Student Services Renovations projects was requested.

Purpose

The purpose of the change orders was to request authorization to begin work on the proposed modifications to the construction scope of each project, both of which were included under a single contract with Holchemont, LTD.

Scheduling Priority

Starr County Campus Student Services Building G Cashiers and Veterans Affairs Areas Renovation

This project was requested due to the space made available when the Student Enrollment Center was expanded as part of the 2013 Bond Construction Program. The Admissions area was vacated and the Cashiers department planned to use the available space. In addition, due to the Cashiers department relocation, a Veterans Affairs area was to be created in the vacated Cashiers space. The initial planning was provided as part of the Bond Construction Program. The project has been reviewed by the FPC department, the President's Cabinet, the Coordinated Operations Council, the Facilities Committee, and the Board of Trustees. This project is scheduled as a non-educational space improvement to enhance Student Services and Cashiers areas to make more efficient and effective use of space. January 26, 2021 Regular Board Meeting Minutes Page 45, Revised 02/19/2021 @ 9:44 AM

Nursing Allied Health Campus East Building A Student Services Renovation

This project was originally submitted in 2017 and expanded in 2018 by the Student Services department to include the entire Student Services and Cashiers areas. The project has been reviewed by the FPC department, the President's Cabinet, the Coordinated Operations Council, the Facilities Committee, and the Board of Trustees. This project is scheduled as a non-educational space improvement to provide more efficient and effective use of space for the Student Services areas and Cashiers area. The existing Student Services area has been in operation since 2005, and staff would like to provide a one-stop shop for the enrollment process and provide renovation improvements to meet the College's current space design standards that have been implemented at the Pecan, Mid Valley, and Starr County Campuses. In addition, the current state standards for ADA testing require revised accommodations which have also been incorporated into the design.

Justification

Modifications to the scope were required to provide sufficient materials and services for the projects.

Background

On July 28, 2020, the Board approved contracting construction services with Holchemont, LTD for both projects for a total amount of \$400,000.

Starr County Campus Student Services Building G Cashiers and Veterans Affairs Areas Renovation

Due to unforeseen conditions in the wall infrastructure, modifications to the scope of work are required. A water line must be relocated to accommodate a hose bib at the Payment Center, and a light switch must be relocated.

Nursing Allied Health Campus East Building A Student Services Renovation

The installation of additional bullet-resistant panels is required at the Cashers area to extend the material to a total of 8 feet for adequate protection of staff. Additionally, the change order would authorize extending a door frame and glazing to match existing door heights, and providing an access panel at the ceiling to allow access to a junction box at the enrollment center.

The total increase amount for both change orders is \$5,665. Below is a description of the proposed change order items.

Sta	Starr County Campus Student Services Building G Cashiers and Veterans Affairs Areas Renovation				
Proposed Change Order No.	Item Description	Cost/ Days	Funding Source		

	Relocate water line to accommodate hose		
1	bib at Payment Center	\$717.20	Unexpended
	Relocate light switch	3 days	Plant Fund

	Nursing and Allied Health Campus East Building A Student Services Renovation						
Proposed Change Order No.	Item Description	Cost/ Days	Funding Source				
2	 Extend bullet-resistant panels to a total of 8 feet Extend door frames Provide an access panel for junction box 	\$4,947.80 5 days	Unexpended Plant Fund				

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

Nursing and Allied Health Campus and Starr County Campus Student Services Renovations Change Order Proposals				
Construction Contract Amount	\$400,000.00			
Proposed Change Order No. 1 - Starr	717.20			
Proposed Change Order No. 2 - NAHC	4,947.80			
Total Amount for Change Orders	5,665.00			
Revised Construction Contract Amount				

Project Completion Timeline				
Substantial Completion Date:	December 26, 2020			
Additional time for this work will be increased by:	8 days			
Final Completion Date:	January 3, 2021			

An additional change order will be requested extending the completion days to accommodate additional days as necessary for Board approval of the presented change orders.

Funding Source

Funds for the Nursing & Allied Health Campus East Building A Student Services Renovation Project 2019-006C and Starr County Campus Student Services Building G Cashiers and Veterans Affairs Areas Renovation Project 2018-020C are available within the unexpended balance of the project budget, as itemized in the Unexpended Construction Plant Fund budget for fiscal year 2020-2021.

The construction budget for the Starr County Campus Student Services Building G Cashiers and Veterans Affairs Areas Renovation is \$188,000, and the construction budget for the Nursing Allied Health Campus East Building A Student Services Renovation is

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247,000. The total combined construction budget is \$435,000. The total construction costs between the two renovation projects are combined since the projects were awarded as one contract to the contractor, Holchemont, LTD. The contractor's contract approved by the Board is \$400,000.

Below is a summary of the combined construction budget for the projects.

Nursing and Allied Health Campus and Starr County Campus Student Services Renovations Construction Budget			
Budget	Amount		
Starr Student Services Construction Budget	\$188,000		
NAHC Student Services Construction Budget	247,000		
Total Construction Budget Amount	\$435,000		

Below is the variance of the construction budget if the change orders are approved.

Nursing and Allied Health Campus and Starr County Campus Student Services Renovations Construction Budget Variance		
Budget	Amount	
Total Construction Budget	\$435,000	
Revised Construction Contract Amount	405,665	
Variance	\$29,335	

Enclosed Documents

The proposed change orders #1 and #2 were enclosed.

While these change orders were not available at the time of the Facilities Committee, administration was expecting to receive them in time for consideration by the Board. The Committee informally advised administration to place them on the January 26, 2021 Regular Board Meeting agenda for review by the Board.

Upon a motion by Mr. Gary Gurwitz and a second by Mr. Danny Guzman, the Board of Trustees of South Texas College approved and authorized the proposed change orders with Holchemont, LTD in the amount of \$5,665 and eight (8) additional days for the Nursing and Allied Health Campus (NAHC) and Starr County Campus Student Services Renovations projects as presented. The motion carried.

Update on Status of Unexpended Plant Fund Construction Projects 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 were present to respond to questions and address concerns of the Board.

Consideration and Approval of Checks and Financial Reports

Board action was requested to approve the checks for release and the financial reports for the month of December 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 **December 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. Paul R. Rodriguez and a second by Mr. Rene Guajardo, the Board of Trustees approved and authorized the submitted checks for release in an amount over \$125,000.00, the checks that were released as authorized by Board Policy #5610, and the financial reports submitted for the month of December 2020. The motion carried.

Announcements

A. Next Meetings:

- <u>Tuesday, February 9, 2021</u>
 - ➢ 3:30 p.m. − Education and Workforce Development Committee
 - > 4:30 p.m. Facilities Committee
 - > 5:30 p.m. Finance, Audit, and Human Resources Committee
- <u>Tuesday, February 23, 2021</u>
 ➢ 5:30 p.m. Regular Board Meeting

B. Other Announcements:

- Wednesday, February 3, 2021 is the Spring 2021 Census Day
- The College will be closed on Friday, February 12, 2021 for College-Wide Organizational Development Day.
- The College will be closed Monday, March 15, 2021 Sunday, March 21, 2021 for Spring Break.
- The College will be closed Thursday, April 1, 2021 Sunday, April 4, 2021 for Semester Break.

Adjournment

There being no further business to discuss, the Regular Meeting of the South Texas College Board of Trustees adjourned at 7:30 p.m.

I certify the foregoing are the true and correct minutes of the Tuesday, January 26, 2020 Regular Board Meeting of the South Texas College Board of Trustees.

<u>X</u>_____

Mrs. Victoria Cantú Board Secretary

SOUTH TEXAS COLLEGE BOARD OF TRUSTEES WORK SESSION Thursday, February 11, 2021 @ 10:00 a.m. Ann Richards Administration Building Board Room Pecan Campus, McAllen, Texas 78501

Minutes

Call Meeting to Order:

The South Texas College Board of Trustees Work Session was held on Thursday, February 11, 2021 in the Ann Richards Administration Building Board Room at the Pecan Campus in McAllen, Texas. The meeting commenced at 10:04 a.m. with Ms. Rose Benavidez presiding.

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

These precautions included:

- Recommendation for public use of the live broadcast in lieu of in-person attendance;
- Trustees were encouraged to attend in person or participate by conference call, as their personal circumstances dictated.

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

Members absent: Dr. Alejo Salinas, Jr.

Also present: Dr. Julie Golder, Dr. William Holda, and Mr. Andrew Fish.

Determination of a Quorum

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

Discussion of Presidential Search with the Association of Community College Trustees (ACCT)

On January 26, 2021, the Board of Trustees engaged the Association of Community College Trustees (ACCT) to assist with the College's Presidential Search.

This Board Work Session was scheduled to allow Dr. Julie Golder with ACCT, and Dr. William Holda, ACCT's consultant engaged to guide South Texas College's search, to discuss the search process with the College.

Dr. Golder and Dr. Holda outlined the process, including a review of the calendar, search committee considerations, and action items proposed for the Board to consider.

The trustees were provided the opportunity to ask questions and follow up on the issues under discussion, and to provide ACCT with feedback to consider moving forward with the next steps.

ACCT asked the Board to consider the following action items for the near future:

- 1. Consider the composition and membership of the Search Committee
- 2. Consider the role of the Board of Trustees in the search process
- 3. Consider the schedule for public forums and Progress Report #1.

No action was taken.

Adjournment

There being no further business to discuss, the South Texas College Board of Trustees Work Session adjourned at 11:55 a.m.

I certify the foregoing are the true and correct minutes of the Thursday, February 11, 2021 South Texas College Board of Trustees Work Session.

<u>X</u>_____

Mrs. Victoria Cantú

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. Texas Workforce Commission Explore STEM! Camp Award for Kids with Disabilities, in the amount of \$30,916.69

These funds are awarded to South Texas College's (STC) Institute for Advanced Manufacturing (IAM) to provide STEM-based summer camps for students ages 14-22. Explore STEM camps are designed to provide students with disabilities the opportunity to learn about STEM occupations through virtual and hands-on activities. Students will receive online instruction through the Microsoft Teams online platform and in person. Grant funds will also support funding for curriculum development, an Instructional Coach to provide interactive learning experiences and to encourage students to persist in STEM-related studies. FIRST RGV will help support instruction for the Drones Camp including hosting regular career presentations throughout camp sessions for students interested in STEM careers. The funding period is from February 1, 2021 to December 31, 2021.

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

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

The presented grants will provide up to \$30,916.69 in funding for the college to provide services and opportunities throughout the region.

Recommendation:

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

1. Texas Workforce Commission, Explore STEM! Camp Award for Kids with Disabilities, in the amount of \$30,916.69

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

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agreements as necessary for by each grant, contingent upon official award as appropriate:

1. Texas Workforce Commission, Explore STEM! Camp Award for Kids with Disabilities, in the amount of \$30,916.69

Approval Recommended:

David Plummer, M.B.A., Ed.D. Interim President

Discussion and Action as Necessary on the President Search

On Tuesday, January 26, 2021, the Board authorized the engagement of the Association of Community College Trustees (ACCT) to assist with the College's search for a new president.

On Thursday, February 11, 2021, the Board held a work session to discuss the presidential search process Dr. Bill Holda and Dr. Julie Golder with ACCT.

Dr. Holda and Dr. Golder recommended formal Board action, when appropriate, regarding the:

- Presidential Search Process;
- Calendar; and,
- Search Committee Membership.

Presidential Search Process

ACCT recommends the following broad process:

- 1. ACCT conducts Public Forums to begin developing a Presidential Profile
- 2. ACCT conducts orientation with Board-approved Search Committee, including review of draft Presidential Profile
- 3. Board reviews and approves the Presidential Profile
- 4. ACCT solicits applications and coordinates Search Committee screening of candidates
- 5. Search Committee identifies semi-finalists for further review and interviews
- 6. Search Committee identifies an unranked shortlist of finalizes for recommendation to the Board of Trustees
- 7. ACCT works with the Board to conduct finalist interviews, campus visits, and interviews/forums as appropriate.
- 8. The Board selects the sole finalist, negotiates the contract, and votes on appointment.

Calendar

Dr. Holda has proposed a revised *Presidential Search Timeline*, in an effort to keep the search on schedule. The proposed timeline follows in the packet.

Search Committee Membership

The Board of Trustees has full authority to determine the composition and membership of the Search Committee, and is asked to identify its members.

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Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize action as necessary on the Presidential Search

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

The Board of Trustees of Trustees of South Texas College approves and authorizes action as necessary on the Presidential Search

Approval Recommended:

David C. Plummer, M.B.A., Ed.D. Interim President



DRAFT – Presidential Search Timeline: South Texas College Revised 2/17

February 23 and/or 24, 2021 March 2 (2 & 5(
March 3 (12 & 3)	ACCT Search Consultant facilitates a series of virtual Open 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 is distributed approximately 2 weeks prior to this date.]
February 25 or 26, 2021	
March 5, 8:30-1:30	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.
March 1, 2021	
March 8	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.
March 29, 2021	
April 6	Target Date for Receipt of Applications. Position open until filled.
March 30 – April 8, 2021	
April 7 - 15	Presidential Search Committee members review confidential applications independently through ACCT's secure web portal.
April 9, 2021	
April 16	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.
April 22 - 23, 2021	
April 28, 29, or 30 (2 days)	Search Committee Meeting #3 : Presidential Search Committee meets for confidential interviews of semifinalists. (Two-day Interview process via video or in-person). Search Committee deliberates and selects 3 - 5 finalists and forwards recommendations to Board of Trustees.



Week of May 3, 2021	
May 10	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.
Week of May 10, 021	
May 17	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.

Discussion and Action as Necessary to Cast Ballot for Starr County Appraisal District Board of Directors

The Starr County Appraisal District is requesting that taxing entities cast votes for its Board of Directors by March 15, 2021. This election is required due to a recall.

South Texas College has 419 votes to cast. The candidates are:

- Rogerio Olivarez
- Encarnacion "Chonito" Saenz

A letter from Rosalva Guerra, Chief Appraiser, the sample ballot, and the tabulation of votes per taxing entity are provided in the following pages.

Upon Board allocation of its votes and approval and authorization of the official ballot, staff will submit the final ballot to the Starr County Appraisal District as required.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the official ballot casting its votes for the Starr County Appraisal District Board of Directors as presented.

The Following Minute Order is proposed for consideration by the Board of Trustees: The Board of Trustees of Trustees of South Texas College approves and authorizes the official ballot casting its votes for the Starr County Appraisal District Board of Directors as presented.

Approval Recommended:

David C. Plummer, M.B.A., Ed.D. Interim President



Rosalva Guerra, RPA Starr County Chief Appraiser www.starrcad.org Tel. 956-487-5613 Fax 956-487-8555 rguerra@starrcad.org

February 10, 2021

Starr County Appraisal District

100 N. FM 3167. Ste. 300

Rio Grande City, Texas 78582

TO: ALL STARR COUNTY VOTING TAXING UNITS

FROM: ROSALVA GUERRA, CHIEF APPRAISER

SUBJECT: ELECTION BALLOT FOR BOARD OF DIRECTORS' RECALL

VOTING TAXING UNITS PARTIPATE SLECTING MEMBES OF THE STARR COUNTY APPRAISAL DISTICT'S BOARD OF DIRECTORS. I HAVE PREPARED AN OFFICIAL BALLOT AFTER SUBMISSION OF NAMES OF NOMINEES RECEIVED AFTER THE LAST RECALL. BEFORE MARCH 15, 2021, EACH VOTING ENTITY MUST CAST ITS VOTE BY WRITTEN RESOLUTION NAMING THE PERSON/S FOR WHOM IT VOTES AND SUBMITS A CERTIFIED COPY TO THE CHIEF APPRAISER. I HAVE INCLUDED THE COPY OF THE 2019 VOTING ENTITLEMENT FOR EACH VOTING DISTRICT FOR YOUR CONVENIENCE. EACH TAXING UNIT OR VOTING UNIT IS ENTITLED TO THE SAME NUMBER OF VOTES AS IT ORIGINALLY CAST THE RECALLED BOARD MEMBER/S. PLEASE DO NOT HESITATE TO CONTACT ME IF YOU HAVE ANY CONCERNS.

OFFICIAL BALLOT

ELECTION OF MEMBERS TO THE BOARD OF DIRECTORS' RECALL

STARR COUNTY APPRAISAL DISTRICT

WE, THE GOVERNING BODY OF THE ______ HAVING BEEN ADVISED BY THE CHIEF APPRAISER OF STARR COUNTY APPRAISAL DISTRICT THAT WE ARE ENTITLED TO CAST ______ VOTES COLLECTIVELY OR SEPARATELY FOR THE NOMINEES FOR THE BOARD OF STARR COUNTY APPRAISAL DISTRICT:

ROGERIO OLIVAREZ

ENCARNACION "CHONITO" SAENZ

DO HEREBY RESOLVE AND ORDER THAT ______ CAST AND DOES HEREBY CAST ITS VOTES AS FOLLOWS:

_____ OLIVAREZ, ROGERIO

_____ SAENZ, ENCARNACION "CHONITO"

PASSED THIS ______ DAY OF ______, 2021

PRESIDING OFFICER

ATTEST: _____, SECRETARY OR CLERK

*IMPORTANT: THIS BALLOT SHOULD BE RETURNED BY MARCH 15, 2021 TO: ROSALVA GUERRA, CHIEF APPRAISER, STARR COUNTY APPRAISAL DISTRICT, 100 N FM 3167, STE 300, RIO GRANDE CITY, TEXAS 78582 OR EMAILED TO: rguerra@starrcad.org or mlongoria@starrcad.org.

STARR COUNTY APPRAISAL DISTRICT

BOARD OF DIRECTORS

VOTING ENTITLEMENT 2019

FORMULA:

TAXING UNIT'S LEVY/TOTAL LEVY = PERCENTAGE PERCENTAGE X 1000 X 5 (# OF MEMBERS) = NUMBER OF VOTES

TAXING UNIT	2018 TAX LEVY	PERCENTAGE	NUMBER OF VOTES
COUNTY OF STARR	16155611	.3339	1670
RIO GRANDE CITY ISD	14762216	.3051	1525
ROMA ISD	7119317	.1471	736
SAN ISIDRO ISD	2470133	.0510	255
CITY OF RIO GRANDE	2471217	.0511	256
CITY OF ROMA	1212149	.0250	125
CITY OF ESCOBARES	140828	.0029	14
SOUTH TEXAS COLLEGE	4058100	.0839	419
TOTAL LEVY	48389571	100%	5000

*NOTE: STARR COUNTY HOSPITAL DOES NOT PARTICIPATE IN THE ELECTION PROCESS.

Review of Presentation to the Education and Workforce Development Committee:

The following items were presented to the Education and Workforce Development Committee on February 11, 2021:

a. Presentation on South Texas College Starr County Campus Proposed Workforce Program Expansion

Dr. David Plummer, Interim President, and Dean Sara Lozano, Dean of the Division of Business, Public Safety, and Technology, reviewed the proposed workforce program expansions to improve and align facilities with the workforce training needs at Starr County Campus.

The presentation covered the proposed expansions to increase capacity and resources for the following programs:

- Automotive
 - Proposal includes an expansion that would separate Automotive from Welding, providing room for overhead doors and open bays, lifts, storage space, and room for future expansion.
- Welding
 - Proposal includes better utilization of current space, as well as expansion into adjacent classroom spaces to serve traditional and Continuing Education courses, as well as an expansion of the outdoor welding lab facility, to double its current capacity.
- Heating, Ventilation, Air Conditioning, and Refrigeration (HVAC-R)
 - Proposal includes expanding the current space from 2 to 4 classrooms to provide adequate space for traditional and dual credit course enrollment, as well as the addition of a covered outdoor slab for HVAC Brazing.
- Electrician Assistant
 - Proposal includes merging two classrooms into a large lab space, with increased ceiling height to accommodate new wind and solar power training equipment.

The proposed expansions would impact facilities at three buildings at Starr County Campus. With support from the Committee and the Board, administration would begin more detailed planning of Capital Improvement Project (CIP) documentation, which would help outline cost estimates and develop initial sketches to support later design and construction documents.

Any renovation project would be brought to the Facilities Committee and Board of Trustees for approval as appropriate.

b. Presentation on Dual Credit Programs: Bridging Student Success

South Texas Community College was established in 1993 to address the profound workforce and higher education needs of Hidalgo and Starr County. A driving mission of the newly founded community college was the creation of a true college-going culture within its service area.

Since 2000, the College's Dual Credit Programs have been instrumental in developing and maintaining partnerships with local school districts. These partnerships open pathways to higher education and workforce training for students throughout the region. The College has enrolled and graduated many first-generation college students, many of them receiving their first higher education opportunities through tuition- and fee-waived dual credit courses.

Dr. Rebecca De Leon, Dean for Dual Credit Programs & School District Partnerships presented a comprehensive review of the history and current state of Dual Credit Programs, including ongoing program quality and assessment, student support, professional development support of partnering districts, and the outstanding national and state recognitions of the College's Dual Credit Programs.

Dr. De Leon also provided a report on the tremendous efforts to recognize all of the College's local school district partners during the January 2021 Board Appreciation Month. Dr. De Leon coordinated the personal delivery of Gift Boxes to all school board members serving Hidalgo and Starr Counties at partnering districts, as well as presentations to their school board meetings by South Texas College Trustees, Interim President Dr. David Plummer, and/or by Dr. De Leon and her team.

This information was provided for the Committee's information and feedback to administration, and no action is requested from the Board of Trustees.

Review of Presentation to the Finance, Audit, and Human Resources Committee:

The following items were presented to the Finance, Audit, and Human Resources Committee on February 9, 2021:

a. Review and Discussion of the FY 2020 – 2021 Perkins Basic Grant Program: Persisting through the Pandemic

Ms. Samantha B. Uriegas, Grant Management and Compliance Officer II, serves as the Perkins Principal Investigator, and provided a presentation on the scope of the grant, and how the College's current fiscal year allocations totaling over \$2 Million have supported eligible traditional students enrolled in Career and Technical Education (CTE) programs at South Texas College.

Ms. Uriegas discussed the core performance indicators identified by the Perkins V Act, which seek to support and encourage students in CTE pathways, from enrollment through graduation and on toward further career or higher education placement.

Of the 126 total program concentrations at South Texas College, 88 programs qualified as CTE programs, reflecting the College's dedication to provide meaningful career training to the community and to support economic development initiatives throughout the region.

The Perkins Grant program support is restricted to traditional students, which excludes all dual credit students, enrolled in CTE programs. In Fall 2020, there were over 6,100 students eligible for this support.

Ms. Uriegas provided a review of the initiatives at South Texas College that were already funded by Perkins funding, as well as a review of the over annualized budget and strategies to continue funding eligible programs through August 31, 2021.

Ms. Uriegas then provided a review of the guidance that the Resource Development, Management, and Compliance (RDMC) Department has placed online to guide faculty and staff throughout the College on ways to seek Perkins Grant support for qualified programs.

This information was provided for the Committee's information and feedback to administration, and no action is requested from the Board of Trustees.

Review and Action as Necessary on Consent Agenda Items from the Finance, Audit, and Human Resources Committee

The following Consent Agenda items were thoroughly discussed by the Finance, Audit, and Human Resources Committee. All trustees, whether a member of the Committee or not, received all supporting documentation and were invited to participate in the deliberation on each item. Non-committee members did not participate in Committee votes for recommendation of Board action.

Administration believes that all questions raised during the Committee discussion of Consent Agenda items were resolved to the Committee's satisfaction at the meeting, and the items are presented here substantially as recommended by the Committee, for approval by the Board of Trustees.

Any trustee may identify an item or items that should be removed from the Consent Agenda for further discussion. Otherwise, the Board is asked to formally act on the full consent agenda, according to the details and recommended action presented for each item in the following pages

The Finance, Audit, and Human Resources Committee recommended Board action on the following items as presented.

- a. Approval of Purchases and Renewals
 - A. Purchases and Renewals (A-a. Instructional Item)
 - 1) Mobile Hotspot Services (Purchase)
 - A. Purchases and Renewals (A-b. Non-Instructional Items)
 - 2) Furniture (Purchase)
 - 3) Online Continuing Education Services (Renewal)
 - 4) Risk Management Consultant Services (Renewal)
 - A. Purchases and Renewals (A-c. Technology Items)
 - 5) Servers for Virtual Desktop (Purchase)
 - 6) Adobe License Subscription Agreement (Renewal/Purchase)
- b. Approval of Renewal of Delinquent Tax Collection Services for Hidalgo County and Starr County
- c. Approval of Resolution 2021-003 to Impose an Additional 15% Penalty for Collection Cost of Delinquent Taxes as Authorized Under Section 33.07 of the Texas Property Tax Code for Attorney's Compensation
- d. Approval of Proposed Revisions to Tuition and Fees Schedules for FY 2021 2022
- e. Acceptance of South Texas College Law Enforcement Racial Profiling Report for Calendar Year 2020

- f. Approval of Title IX Training for the South Texas College Board of Trustees
- g. Approval of Internal Auditor Performance Evaluation Instrument

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the following items:

- a. Approval of Purchases and Renewals
 - A. Purchases and Renewals (A-a. Instructional Item)1) Mobile Hotspot Services (Purchase)
 - A. Purchases and Renewals (A-b. Non-Instructional Items)
 - 2) Furniture (Purchase)
 - 3) Online Continuing Education Services (Renewal)
 - 4) Risk Management Consultant Services (Renewal)
 - A. Purchases and Renewals (A-c. Technology Items)
 - 5) Servers for Virtual Desktop (Purchase)
 - 6) Adobe License Subscription Agreement (Renewal/Purchase)
- b. Approval of Renewal of Delinquent Tax Collection Services for Hidalgo County and Starr County
- c. Approval of Resolution 2021-003 to Impose an Additional 15% Penalty for Collection Cost of Delinquent Taxes as Authorized Under Section 33.07 of the Texas Property Tax Code for Attorney's Compensation
- d. Approval of Proposed Revisions to Tuition and Fees Schedules for FY 2021 2022
- e. Acceptance of South Texas College Law Enforcement Racial Profiling Report for Calendar Year 2020
- f. Approval of Title IX Training for the South Texas College Board of Trustees
- g. Approval of Internal Auditor Performance Evaluation Instrument

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

The Board of Trustees approves and authorizes the following items:

- a. Approval of Purchases and Renewals
 - A. Purchases and Renewals (A-a. Instructional Item)
 - 1) Mobile Hotspot Services (Purchase)
 - A. Purchases and Renewals (A-b. Non-Instructional Items)
 - 2) Furniture (Purchase)
 - 3) Online Continuing Education Services (Renewal)
 - 4) Risk Management Consultant Services (Renewal)

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- A. Purchases and Renewals (A-c. Technology Items)
 - 5) Servers for Virtual Desktop (Purchase)
 - 6) Adobe License Subscription Agreement (Renewal/Purchase)
- b. Approval of Renewal of Delinquent Tax Collection Services for Hidalgo County and Starr County
- c. Approval of Resolution 2021-003 to Impose an Additional 15% Penalty for Collection Cost of Delinquent Taxes as Authorized Under Section 33.07 of the Texas Property Tax Code for Attorney's Compensation
- d. Approval of Proposed Revisions to Tuition and Fees Schedules for FY 2021 2022
- e. Acceptance of South Texas College Law Enforcement Racial Profiling Report for Calendar Year 2020
- f. Approval of Title IX Training for the South Texas College Board of Trustees
- g. Approval of Internal Auditor Performance Evaluation Instrument

Approval Recommended:

David C. Plummer, M.B.A., Ed.D. Interim President

Consent Agenda Item a: Approval of Purchases and Renewals

Approval of the following purchases and renewals is requested.

A. Purchases and Renewals (A-a. Instructional Item)

1) Mobile Hotspot Services (Purchase)

Subscribe to services for an additional two hundred twenty two (222) mobile hotspots from **AT&T Mobility**, **LLC** (Carol Stream, IL), a State of Texas Department of Information Services (DIR) approved vendor, in the amount of \$31,068.90.

With grant support, the College will procure service for an additional two hundred twenty two (222) mobile broadband hotspot devices, for release to eligible students by the South Texas College libraries. The monthly subscription cost per device is \$37.99. These devices will provide broadband internet service to students, allowing home access to online courses and learning resources.

On November 4, 2020, the College activated service to eighty six (86) mobile broadband hotspot devices for the period beginning November 4, 2020 and ending August 31, 2021, at a cost of \$29,979.60, which was funded by the Carl Perkins grant budget. This previous purchase did not meet the Board approval threshold requirement, as stated in South Texas College Policy #5210: Purchasing.

On February 1, 2021, the College activated service to one hundred six (106) mobile broadband hotspot devices for the period beginning February 1, 2021 through the end of the grant-funded period on July 31, 2021, at a cost of \$18,861.64, which was funded by the Cycle 2 grant funding from the U.S. Institute of Museum and Library Services through its CARES grant to the Texas State Library and Archives Commission. This previous purchase did not meet the Board approval threshold requirement, as stated in South Texas College Policy #5210: Purchasing.

Library Services is now requesting authorization to subscribe to an additional two hundred twenty-two (222) mobile broadband hotspot devices from the period beginning March 1, 2021 through July 31, 2021, at the additional cost of \$31,068.90, for a combined service cost of \$79,910.14.

Activation	Number of	Start Date	End Date	Cost
Group	Units			
1 (Previous)	86	11/04/2020	08/31/2021	\$29,979.60
2 (Previous)	106	02/01/2021	07/31/2021	\$18,861.64
3 (Current)	222	03/01/2021	07/31/2021	\$31,068.90
Total:	414			\$79,910.14

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Purpose – Library Services is requesting authorization to subscribe to additional hotspot services for two hundred twenty-two (222) mobile broadband hotspot devices from March 1, 2021 through July 31, 2021. Combined with the prior activations of eighty six (86) in November 2020 and one hundred six (106) units in January 2021. This program will provide home internet access to four hundred fourteen (414) eligible South Texas College students.

Justification and Benefit – Reliable home access to the Internet was identified by students as one of their biggest technology challenges in surveys conducted by the Research and Analytical Services (RAS) Office late last Spring following the onset of the COVID-19 pandemic and the move to online instruction. The U.S. Institute of Museum and Library Services (IMLS) through Texas State Library and Archives Commission, TSLAC CARES-Cycle 2 Grant awarded South Texas College \$50,000 in grant funding to provide Internet accessibility via mobile hotspots to students served by the College.

Eligible students are required to be registered at the College at least half time, completed the Free Application for Federal Student Aid (FAFSA) application, a Blackboard orientation completion certification, a library orientation completion certificate, and have a minimum cumulative 2.25 GPA. This grant aligns with Strategic Goal #4, Foster Student Success, by providing support structures that promote persistence and educational attainment. **EVALUATED AS HIGH PRIORITY AND SHOULD NOT BE POSTPONED.**

Funds for this expenditure are budgeted in the CARES Cycle 2 grant funding from the U.S. Institute of Museum and Library Services through its CARES grant to the Texas State Library and Archives Commission. The funding period ends July 31, 2021.

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

2) Furniture (Purchase)

Purchase furniture from OMNIA Partners – Cooperative Purchasing Program, Sourcewell Cooperative Purchasing, and The Interlocal Purchasing System (TIPS), at a total amount of \$71,828.55.

#	Vendor	Amount
Α	Datum Filing Systems, Inc. / Gateway Printing and Office	\$26,523.10
	Supply, Inc. (Edinburg, TX)	
В	The Hon Company / Gateway Printing and Office Supply,	\$2,064.85
	Inc. (Edinburg, TX)	
С	Krueger International, Inc. / Gateway Printing and Office	\$43,240.60
	Supply, Inc. (Green Bay, WI / Edinburg, TX)	
	Furniture Total	\$71,828.55

The purchases can be summarized as follows:

 Datum Filing Systems, Inc. / Gateway Printing and Office Supply, Inc. (Edinburg, TX) February 23, 2021 Regular Board Meeting Page 16, Revised 02/19/2021 @ 11:27 AM

- \Rightarrow Technology Campus
 - 44 Shelving Units for the Accountability, Risk and Compliance (Records Retention)
- The Hon Company / Gateway Printing and Office Supply, Inc. (Edinburg, TX)
 - \Rightarrow Pecan Campus
 - 1 Storage Cabinet for the Library Services
 - 3 Chairs for the Institutional Effectives & Assessment and the Research and Analytical Services Departments
- Krueger International, Inc. / Gateway Printing and Office Supply, Inc. (Edinburg, TX)
 - \Rightarrow Pecan Campus
 - > 108 Chairs for the Disability Services
 - \Rightarrow Technology Campus
 - 3 Chairs and 1 Table for the Division of Business Public Safety & Technology

Fund for these expenditures are budgeted in the requesting department budgets for FY 2020 - 2021 as follows: Division of Business Public Safety & Technology, Library Services, New Furniture, and Pecan Campus Bldg M Renovation – Furniture, Fixtures, and Equipment.

3) Online Continuing Education Services (Renewal)

Renew the online continuing education services contract with **Cengage Learning, Inc. / dba ed2go** (Temecula, CA), for the period beginning May 1, 2021 through April 30, 2022, at an estimated cost of \$46.00 through \$4,595.00 charged to student per class. There are no deposits required, no minimum orders or any initial inventory to purchase. A percentage of tuition is paid to the College, based on the total cost, ranging from 15% to 30%.

Purpose – Continuing, Professional, and Workforce Education is requesting to renew the contract for online continuing education services, which will include some of the following courses: accounting, business, college readiness, computer applications, design and composition, health care and medical, language and arts, law and legal, personal development, teaching and education, technology, writing and publishing, etc.

Justification and Benefit – The online continuing education services will provide the community with online, non-credit, instructor-facilitated continuing and professional education courses covering the full spectrum from skills training and re-tooling to professional development and personal enrichment. **EVALUATED AS HIGH PRIORITY AND SHOULD NOT BE POSTPONED.**

Background – The Board awarded the contract for online continuing education services at the April 23, 2019 Board of Trustees meeting for one-year with two one-year annual renewals. The second renewal period begins on May 1, 2021 and ends April 30, 2022.

Award	Board Meeting Date	Original Term	Renewal Term
Original	4/23/19	5/1/19 – 4/30/20	2 – one year options
1 st Renewal	4/28/20		5/1/20 - 4/30/21
2 nd Renewal	2/23/21		5/1/21 – 4/30/22

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 Continuing Education – State and Continuing Education – Non-State budgets for FY 2020 – 2021 and FY 2021 – 2022 pending Board approval of the budget.

4) Risk Management Consultant Services (Renewal)

Renew the risk management consultant services contract with **Cameron Investment Company / dba Shepard Walton King Insurance Group** (McAllen, TX), for the period beginning May 1, 2021 through April 30, 2022, at an estimated amount of \$19,500.00.

Purpose – The Office of Accountability and Risk Management is requesting to renew the contract for risk management consultant services for the annual review and recommendations concerning the College's insurances.

Justification and Benefit – The risk management consultant services assist the College with identifying property and casualty risk, evaluating current insurance coverage, soliciting and evaluating proposals for insurance coverage, and providing safety training to staff as needed.

EVALUATED AS HIGH PRIORITY AND SHOULD NOT BE POSTPONED.

Background - The Board awarded the contract for risk management consultant services at the March 28, 2017 Board of Trustees meeting for one -year with four one-year annual renewals. The last renewal period begins May 1, 2021 through April 30, 2022.

Award	Board Meeting Date	Original Term	Renewal Term
Original	3/28/17	5/1/17 – 4/30/18	4 – one year options
1 st Renewal	2/06/18		5/1/18 – 4/30/19
2 nd Renewal	2/26/19		5/1/19 - 4/30/20
3 rd Renewal	2/25/20		5/1/20 - 4/30/21
4 th Renewal	2/23/21		5/1/21 – 4/30/22

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 Insurance budget for FY 2020 – 2021 and FY 2021 – 2022 pending Board approval of the budget.

A. Purchases and Renewals (A-c. Technology Items)

5) Servers for Virtual Desktop (Purchase)

Purchase servers for virtual desktop from **Netsync Network Solutions** (Houston, TX), a State of Texas Department of Information Resources (DIR) approved vendor, at a total amount of \$160,492.20.

Purpose – Information Technology is requesting to purchase three (3) servers with storage. By adding the new servers, it will increase computing capacity by three hundred (300) additional virtual desktops district wide. Virtual desktops are distributed and available at the Pecan Campus Welcome Center, Call Centers, Classroom Podiums, and student computer labs throughout the College district. The virtual desktops are also accessible through Jagnet (STC Computer) to support staff accessing STC resources remotely.

Justification and Benefit – These servers are necessary to increase the computing and storage capacity of the virtual desktop infrastructure. In addition, the virtual desktops allow faculty and staff to access STC resources remotely without having to be on campus. **EVALUATED AS HIGH PRIORITY AND SHOULD NOT BE POSTPONED.**

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

6) Adobe License Subscription Agreement (Renewal/Purchase)

Renew/purchase the Adobe license subscription agreement with **Software House International (SHI) Government Solutions, Inc.** (Austin, TX), a State of Texas Department of Information Resources (DIR) and the Purchasing Association of Cooperative Entities (PACE) purchasing cooperative approved vendor, for the period beginning April 4, 2021 through April 3, 2022, at an estimated amount of \$79,619.10.

Purpose – Various South Texas College departments are requesting to renew three hundred eighty-one (381) existing licenses and new licenses will be purchased as needed. It is a non-perpetual license with a one-year software assurance which includes upgrades. The software is used throughout the district by faculty, staff, and students. Therefore, the license renewals are necessary to remain in compliance.

Justification and Benefit – These licenses are used for student instruction by faculty in the Art Program, Architectural and Engineering Design Technology (AEDT) Program, by the students in the AEDT Program labs for assignments, Center for Learning Excellence, student open labs, and staff in Public Relations and Marketing, Client Services, Vice President for Finance and Administrative Services, Division of Nursing and Allied Health, Purchasing, Student Financial Services, Institute for Advanced Manufacturing and various other instructional programs and departments. **EVALUATED AS HIGH PRIORITY AND SHOULD NOT BE POSTPONED.**

Funds for this expenditure are budgeted in the various requesting department's budgets for FY 2021 – 2022 and FY 2022 – 2023 pending Board approval of the budget.

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Recommendation:

The Finance, Audit, and Human Resources Committee recommended Board approval of the purchases and renewals totaling \$381,370.39 as presented.

A. Purchases and Renewals (A-a. Instructional Item)

 Mobile Hotspot Services (Purchase): subscribe to services for an additional two hundred twenty two (222) mobile hotspots from AT&T Mobility, LLC (Carol Stream, IL), a State of Texas Department of Information Services (DIR) approved vendor, in the amount of \$31,068.90;

A. Purchases and Renewals (A-b. Non-Instructional Items)

2) **Furniture (Purchase):** purchase furniture from OMNIA Partners – Cooperative Purchasing Program, Sourcewell Cooperative Purchasing, and The Interlocal Purchasing System (TIPS), at a total amount of \$71,828.55.

#	Vendor	Amount
Α	Datum Filing Systems, Inc. / Gateway Printing and Office	\$26,523.10
	Supply, Inc. (Edinburg, TX)	
В	The Hon Company / Gateway Printing and Office Supply,	\$2,064.85
	Inc. (Edinburg, TX)	
С	Krueger International, Inc. / Gateway Printing and Office	\$43,240.60
	Supply, Inc. (Green Bay, WI / Edinburg, TX)	
	Furniture Total	\$71,828.55

- 3) Online Continuing Education Services (Renewal): renew the online continuing education services contract with Cengage Learning, Inc./ dba ed2go (Temecula, CA), for the period beginning May 1, 2021 through April 30, 2022, at an estimated cost of \$46.00 through \$4,595.00 charged to student per class. There are no deposits required, no minimum orders or any initial inventory to purchase. A percentage of tuition is paid to the College, based on the total cost, ranging from 15% to 30%;
- Risk Management Consultant Services (Renewal): renew the risk management consultant services contract with Cameron Investment Company / dba Shepard Walton King Insurance Group (McAllen, TX), for the period beginning May 1, 2021 through April 30, 2022, at an estimated amount of \$19,500.00;

A. Purchases and Renewals (A-c. Technology Items)

- Servers for Virtual Desktop (Purchase): purchase servers for virtual desktop from Netsync Network Solutions (Houston, TX), a State of Texas Department of Information Resources (DIR) approved vendor, at a total amount of \$160,492.20;
- 6) Adobe License Subscription Agreement (Renewal/Purchase): renew/purchase the Adobe license subscription agreement with Software House International (SHI) Government Solutions, Inc. (Austin, TX), a State of Texas Department of Information Resources (DIR) and the Purchasing Association of Cooperative Entities (PACE) purchasing cooperative approved vendor, for the period beginning April 4, 2021 through April 3, 2022, at an estimated amount of \$79,619.10.

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Recommend Action - The total for all purchases and renewals is \$381,370.39.

The Following Minute Order is proposed for consideration by the Board of Trustees: The Board of Trustees of Trustees of South Texas College approves and authorizes the purchases and renewals totaling \$381,370.39 as presented.

Approval Recommended:

David C. Plummer, M.B.A., Ed.D. Interim President

Consent Agenda Item b: Approval of Renewal of Delinquent Tax Collection Services for Hidalgo County and Starr County

Approval to renew the contract with Linebarger Goggan Blair & Sampson, LLP to provide delinquent tax collection services for Hidalgo County and Starr County at a 15 percent fee based on the amount of delinquent tax, penalty, and interest collected for a period from May 1, 2021 through April 30, 2022 is requested.

Purpose – The delinquent tax collection services contract with Linebarger Goggan Blair & Sampson, LLP expires on April 30, 2021. Approval to renew the contract for a oneyear period is needed in order to provide collection services for delinquent property taxes that are owed to the College.

Justification - Property Tax Code Section 6.30 (c) states that the governing body of a taxing unit may contract with any competent attorney to represent the unit to enforce the collection of delinquent taxes. The attorney's compensation is set in the contract, but the total amount of compensation provided may not exceed 20 percent of the amount of delinquent tax, penalty, and interest collected. The Board of Trustees previously approved a 15 percent penalty fee.

Background – The contract for delinquent tax collection services was awarded to Linebarger Goggan Blair & Sampson, LLP at the March 31, 2020 Board meeting for the contract period beginning May 1, 2020 through April 30, 2021 with two (2) one-year renewal options. This is the first renewal of the two (2) one-year renewal options.

Funding Source – The delinquent tax collection services fee of 15 percent received from the taxpayer is paid to the delinquent tax attorney from the tax collection revenues collected by Hidalgo County and Starr County.

Enclosed Documents - A Summary of Cumulative Delinquent Tax Levy Collections by Fiscal Year and a Summary Total Tax Levy Uncollected follows in the packet for the Board's information and review.

The Finance, Audit, and Human Resources Committee recommended Board approval to renew the Delinquent Tax Contracts for Hidalgo County and Starr County at a 15 percent fee based on the amount of delinquent tax, penalty, and interest collected with Linebarger Goggan Blair & Sampson, LLP for one-year period from May 1, 2021 to April 30, 2022 as presented.

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Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize renewal of the Delinquent Tax Contracts for Hidalgo County and Starr County at a 15 percent fee based on the amount of delinquent tax, penalty, and interest collected with Linebarger Goggan Blair & Sampson, LLP for one-year period from May 1, 2021 to April 30, 2022 as presented.

The Following Minute Order is proposed for consideration by the Board of Trustees: The Board of Trustees of Trustees of South Texas College approves and authorizes renewal of the Delinquent Tax Contracts for Hidalgo County and Starr County at a 15 percent fee based on the amount of delinquent tax, penalty, and interest collected with Linebarger Goggan Blair & Sampson, LLP for one-year period from May 1, 2021 to April 30, 2022 as presented.

Approval Recommended:

David C. Plummer, M.B.A., Ed.D. Interim President

South Texas College Summary of Cumulative Delinquent Tax Levy Collections by Fiscal Year Not Including Penalty, Interest, and Other Collections ¹ As of Each Fiscal Year End

Hidalgo and Starr County - Combined

	Total Cumulative Delinquent Tax Levy	Delinquent Tax Levy Collected for Current and	% Delinquent Tax Levy	Cumulative Delinquent Tax Levy Uncollected at	% Delinquent Tax Levy
Fiscal Year	(Adjusted)	Prior Years	Collected	Fiscal Year End	Uncollected
8/31/2004	6,048,768.52	1,880,577.22	31.09%	4,168,191.30	68.91%
8/31/2005	7,227,802.27	2,302,797.10	31.86%	4,925,005.17	68.14%
8/31/2006	8,102,218.40	2,548,230.04	31.45%	5,553,988.36	68.55%
8/31/2007	8,743,052.44	2,965,049.45	33.91%	5,778,002.99	66.09%
8/31/2008	8,785,837.53	2,594,375.18	29.53%	6,191,462.35	70.47%
8/31/2009	9,373,403.56	2,716,703.89	28.98%	6,656,699.67	71.02%
8/31/2010	10,238,243.49	2,915,022.32	28.47%	7,323,221.17	71.53%
8/31/2011	10,711,114.63	2,734,335.40	25.53%	7,976,779.23	74.47%
8/31/2012	11,073,203.32	2,788,413.96	25.18%	8,284,789.36	74.82%
8/31/2013	10,914,477.70	2,630,960.02	24.11%	8,283,517.68	75.89%
8/31/2014	10,884,605.37	2,566,025.45	23.57%	8,318,579.92	76.43%
8/31/2015	10,800,006.57	2,612,116.17	24.19%	8,187,890.40	75.81%
8/31/2016	11,203,905.43	2,586,659.21	23.09%	8,617,246.22	76.91%
8/31/2017	11,820,122.79	2,793,290.16	23.63%	9,026,832.63	76.37%
8/31/2018	12,412,493.39	3,051,544.15	24.58%	9,360,949.24	75.42%
8/31/2019	12,501,578.09	2,938,633.63	23.51%	9,562,944.46	76.49%
8/31/2020	12,692,792.74	2,718,590.36	21.42%	9,974,202.38	78.58%
12/31/2020	13,466,499.83	1,190,404.91	9.81%	12,276,094.92	91.16%

¹ Not including penalty and interest and other collections such as special inventory, refunds, and redemptions

South Texas College Summary of Cumulative Delinquent Tax Levy Collections by Fiscal Year Not Including Penalty, Interest, and Other Collections¹ Hidalgo County and Starr County

Hidalgo		Delinquent Tax Levy	%	Cumulative Delinquent	
<u>County</u>	Total Cumulative	Collected for	Delinquent	Tax Levy	% Delinquent
	Delinquent	Current and	Tax Levy	Uncollected at	Tax Levy
Fiscal Year	Tax Levy (Adjusted)	Prior Years	Collected	Fiscal Year End	Uncollected
8/31/2004	5,091,331.97	1,751,912.15	34.41%	3,339,419.82	65.59%
8/31/2005	5,978,239.23	2,085,693.50	34.89%	3,892,545.73	65.11%
8/31/2006	6,746,745.98	2,358,746.57	34.96%	4,387,999.41	65.04%
8/31/2007	7,224,499.45	2,769,522.98	38.34%	4,454,976.47	61.66%
8/31/2008	7,129,924.85	2,420,602.01	33.95%	4,709,322.84	66.05%
8/31/2009	7,556,574.12	2,498,540.41	33.06%	5,058,033.71	66.94%
8/31/2010	8,258,756.74	2,729,121.63	33.05%	5,529,635.11	66.95%
8/31/2011	8,530,967.53	2,523,445.77	29.58%	6,007,521.76	70.42%
8/31/2012	8,752,982.60	2,582,406.29	29.50%	6,170,576.31	70.50%
8/31/2013	8,447,972.68	2,451,424.36	29.02%	5,996,548.32	70.98%
8/31/2014	8,177,151.97	2,332,595.47	28.53%	5,844,556.50	71.47%
8/31/2015	7,962,716.58	2,398,069.32	30.12%	5,564,647.26	69.88%
8/31/2016	8,126,450.21	2,363,719.49	29.09%	5,762,730.72	70.91%
8/31/2017	8,425,936.98	2,438,224.01	28.94%	5,987,712.97	71.06%
8/31/2018	8,862,522.79	2,687,463.75	30.32%	6,175,059.04	69.68%
8/31/2019	8,823,166.91	2,566,786.26	29.09%	6,256,380.65	70.91%
8/31/2020	8,880,508.11	2,386,507.72	26.87%	6,494,000.39	73.13%
12/31/2020	9,413,435.50	1,078,246.47	11.45%	8,335,189.03	88.55%

As of Each Fiscal Year End

<mark>Starr</mark> County	Total Cumulative Delinquent	Delinquent Tax Levy Collected for Current and	% Delinquent Tax Levy	Cumulative Delinquent Tax Levy Uncollected at	% Delinquent Tax Levy
Fiscal Year	Tax Levy (Adjusted)	Prior Years	Collected	Fiscal Year End	Uncollected
8/31/2004	957,436.55	128,665.07	13.44%	828,771.48	86.56%
8/31/2005	1,249,563.04	217,103.60	17.37%	1,032,459.44	82.63%
8/31/2006	1,355,472.42	189,483.47	13.98%	1,165,988.95	86.02%
8/31/2007	1,518,552.99	195,526.47	12.88%	1,323,026.52	87.12%
8/31/2008	1,655,912.68	173,773.17	10.49%	1,482,139.51	89.51%
8/31/2009	1,816,829.44	218,163.48	12.01%	1,598,665.96	87.99%
8/31/2010	1,979,486.75	185,900.69	9.39%	1,793,586.06	90.61%
8/31/2011	2,180,147.10	210,889.63	9.67%	1,969,257.47	90.33%
8/31/2012	2,320,220.72	206,007.67	8.88%	2,114,213.05	91.12%
8/31/2013	2,466,505.02	179,535.66	7.28%	2,286,969.36	92.72%
8/31/2014	2,707,453.40	233,429.98	8.62%	2,474,023.42	91.38%
8/31/2015	2,837,289.99	214,046.85	7.54%	2,623,243.14	92.46%
8/31/2016	3,077,455.22	222,939.72	7.24%	2,854,515.50	92.76%
8/31/2017	3,394,185.81	355,066.15	10.46%	3,039,119.66	89.54%
8/31/2018	3,549,970.60	364,080.40	10.26%	3,185,890.20	89.74%
8/31/2019	3,678,411.18	371,847.37	10.11%	3,306,563.81	89.89%
8/31/2020	3,812,284.63	332,082.64	8.71%	3,480,201.99	91.29%
12/31/2020	4,053,064.33	112,158.44	2.77%	3,940,905.89	97.23%

¹ Not including penalty and interest and other collections such as special inventory, refunds, and redemptions

South Texas College Summary of Total Tax Levy Uncollected By Tax Year for Hidalgo County and Starr County As of December 31, 2020

Levy Year	Adjusted Tax Levy	Tax Levy Collected Without Penalty and Interest	Tax Levy Uncollected	Percentage of Uncollected Levy	Penalty, Interest, and Other Collections	Total Levy Collected Including Penalty, Interest, and Other Collections	% Collected Including Penalty, Interest, and Other Collections
1996	\$ 10,212,017.20	\$ 10,181,488.13	\$ (30,529.07)	-0.30%	\$ 625,439.34	\$ 10,806,927.47	105.83%
1997	10,581,658.34	10,553,167.17	(28,491.17)	-0.27%	651,844.57	11,205,011.74	105.89%
1998	10,939,832.47	10,908,480.58	(31,351.89)	-0.29%	709,432.38	11,617,912.96	106.20%
1999	11,616,040.60	11,497,209.48	(118,831.12)	-1.02%	416,204.59	11,913,414.07	102.56%
2000	12,505,815.53	12,429,003.27	(76,812.26)	-0.61%	865,736.71	13,294,739.98	106.31%
2001	13,855,903.35	13,774,624.18	(81,279.17)	-0.59%	765,014.12	14,539,638.30	104.93%
2002	29,265,242.01	29,076,887.72	(188,354.29)	-0.64%	1,532,229.23	30,609,116.95	104.59%
2003	30,504,989.99	30,312,422.18	(192,567.81)	-0.63%	1,395,589.66	31,708,011.84	103.94%
2004	32,848,585.23	32,626,497.70	(222,087.53)	-0.68%	1,667,204.75	34,293,702.45	104.40%
2005	34,328,676.05	34,084,426.15	(244,249.90)	-0.71%	1,515,661.59	35,600,087.74	103.70%
2006	36,812,604.51	36,549,332.83	(263,271.68)	-0.72%	1,807,127.20	38,356,460.03	104.19%
2007	41,507,057.52	41,206,753.36	(300,304.16)	-0.72%	2,479,423.24	43,686,176.60	105.25%
2008	44,608,710.76	44,272,280.94	(336,429.82)	-0.75%	2,901,721.24	47,174,002.18	105.75%
2009	45,076,715.07	44,690,552.87	(386,162.20)	-0.86%	1,816,967.27	46,507,520.14	103.17%
2010	44,727,195.51	44,322,937.57	(404,257.94)	-0.90%	1,340,168.19	45,663,105.76	102.09%
2011	44,080,494.57	43,662,484.06	(418,010.51)	-0.95%	1,145,199.85	44,807,683.91	101.65%
2012	44,194,175.24	43,755,266.69	(438,908.55)	-0.99%	1,027,091.06	44,782,357.75	101.33%
2013	45,117,658.97	44,649,787.25	(467,871.72)	-1.04%	1,050,919.18	45,700,706.43	101.29%
2014	56,757,802.80	56,139,022.77	(618,780.03)	-1.09%	1,861,256.24	58,000,279.01	102.19%
2015	60,390,315.65	59,622,699.06	(767,616.59)	-1.27%	1,369,600.56	60,992,299.62	101.00%
2016	63,172,968.38	62,203,680.15	(969,288.23)	-1.53%	1,095,298.10	63,298,978.25	100.20%
2017	67,050,865.60	65,850,694.18	(1,200,171.42)	-1.79%	1,528,816.93	67,379,511.11	100.49%
2018	67,301,899.54	65,610,788.53	(1,691,111.01)	-2.51%	844,229.72	66,455,018.25	98.74%
2019	68,693,521.04	65,894,164.19	(2,799,356.85)	-4.08%	810,900.36	66,705,064.55	97.11%
Delinquent Subtotal	\$ 926,150,745.93	\$913,874,651.01	\$ (12,276,094.92)	-1.33%	\$ 31,223,076.08	\$ 945,097,727.09	102.05%

Consent Agenda Item c:

Approval of Resolution 2021-003 to Impose an Additional 15% Penalty for Collection Cost of Delinquent Taxes as Authorized Under Section 33.07 of the Texas Property Tax Code for Attorney's Compensation

Approval of the Resolution 2021-003 to impose an additional 15 percent penalty for collection cost of delinquent taxes as authorized under Section 33.07 of the Texas Property Tax Code for attorney's compensation is requested.

Purpose – A resolution authorizing the College to levy an additional 15 percent penalty to the delinquent 2020 district taxes is needed to enforce the collection of delinquent taxes by compensating the attorney for the collection of delinquent taxes, penalty, and interest which will remain delinquent on July 1, 2021.

Justification – Board action will be necessary on the Resolution previously prepared by legal counsel to approve the additional 15 percent penalty for the attorney's compensation for the collection cost of delinquent taxes for Hidalgo County and Starr County collection services.

According to Section 6.30 (c), Attorneys Representing Taxing Units, of the Texas Property Tax Code, the total amount of the contracted attorney's compensation may not exceed 20 percent of the amount of delinquent tax, penalty, and interest collected.

Background – The Resolution to impose an additional 15 percent penalty for the collection of outstanding delinquent taxes for the tax year 2019 was approved by the Board on March 31, 2020.

Enclosed Documents – The Resolution to be completed with the delinquent tax attorney firm awarded for the collection of Delinquent Taxes follows in the packet for the Board's review and information.

The Finance, Audit, and Human Resources Committee recommended Board approval of the Resolution 2021-003 to impose an additional 15 percent penalty for collection of delinquent taxes as authorized under Section 33.07 of the Texas Property Tax Code for Board approval as presented

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the Resolution 2021-003 to impose an additional 15 percent penalty for collection of delinquent taxes as authorized under Section 33.07 of the Texas Property Tax Code for Board approval as presented

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The Following Minute Order is proposed for consideration by the Board of Trustees: The Board of Trustees of Trustees of South Texas College approves and authorizes the Resolution 2021-003 to impose an additional 15 percent penalty for collection of delinquent taxes as authorized under Section 33.07 of the Texas Property Tax Code for Board approval as presented

Approval Recommended:

David C. Plummer, M.B.A., Ed.D. Interim President

RESOLUTION NO. <u>2021-003</u>

A RESOLUTION OF THE BOARD OF TRUSTEES OF SOUTH TEXAS COLLEGE LEVYING AN ADDITIONAL PENALTY OF 15% TO THE DELINQUENT 2020 DISTRICT TAXES PURSUANT TO SECTION 33.07 OF THE STATE OF TEXAS PROPERTY TAX CODE.

STATE OF TEXAS	§
COUNTY OF STARR	§
AND HIDALGO	§
SOUTH TEXAS COLLEGE DISTRICT	§

WHEREAS, South Texas College (the "College") has an amount of uncollected delinquent taxes due and owing the College for the tax year 2020; and

WHEREAS, pursuant to Section 33.07 of the Texas Property Code, the Board of Trustees is authorized to levy an additional penalty to recover the cost of collection of the amount of taxes, penalty, and interest due on 2020 taxes which remain delinquent on July 1, 2021; and,

WHEREAS, the College has contracted Linebarger Goggan Blair & Sampson, LLP for delinquent tax collection in Hidalgo County and Starr County; and

WHEREAS, both contracts provide for compensation, pursuant to Section 6.30 of the Texas Property Tax Code, at a rate of fifteen (15%) percent of collections.

NOW, THEREFORE BE IT RESOLVED BY THE BOARD OF TRUSTEES OF SOUTH TEXAS COLLEGE, THAT;

1. Pursuant to Section 33.07 of the Texas Property Tax Code, there is hereby levied on

all 2019 delinquent taxes, the penalty of fifteen (15%) percent on the amount of taxes,

penalty and interest due as of July 1, 2021, and thereafter for taxes levied for the tax

year 2020. Such penalty is for the purpose of defraying costs of collection under the

contract with the attorneys representing the College pursuant to the authority of

Section 6.30 of the Texas Property Tax Code.

- 2. The Tax Assessor-Collectors for the College are hereby ordered and authorized to deliver a Notice of Delinquency and Notice of Additional Penalty to the property owners who have outstanding delinquent taxes for the tax year 2020 at least thirty (30) and not more than sixty (60) days before July 1, 2021.
- 3. A tax lien shall attach to the property on which the 2020 tax is imposed to secure payment of the penalty herein adopted and levied.

CONSIDERED, PASSED, APPROVED AND SIGNED this _____ day of _____, 2021 at a regular meeting of the Board of Trustees of South Texas College at which a quorum was present and which was held in accordance with the provisions of Texas Government Code Chapter 551.

SOUTH TEXAS COLLEGE

BY:_____Chairman

ATTEST:

BY:______Secretary

Consent Agenda Item d: Approval of Proposed Revisions to Tuition and Fees Schedules for FY 2021 - 2022

- a. Student Tuition and Fees
- b. Dual Credit Tuition and Fees for Students Sponsored by Partnering School Districts
- c. Regional Center for Public Safety Excellence Tuition and Fees
- d. Employee Fees
- e. Other (Non-Student/Non-Employee) Fees

Approval of proposed revisions to Tuition and Fees Schedules for FY 2021 - 2022 for students, dual credit students sponsored by partnering school districts, Regional Center for Public Safety Excellence, employees, and other (non-student/non-employee) is requested.

The recommended changes for FY 2021 - 2022 are as follows:

a. Student Tuition and Fees

- No changes are recommended in base student tuition and fee rates.
- Remove Testing Fees from Schedule due to State of Texas format changes as follows:

	Current Rate	Change	Proposed Rate FY 2021-2022
TESTING FEES			
TSI Assessment Exam Fees: Up to January 10, 2021			
TSI Assessment Reservation Fee	\$25.00	remove	remove
TSI Assessment Exam - All three exams	\$29.00	remove	remove
TSI Assessment Exam Fee - Reading only	\$10.00	remove	remove
 TSI Assessment Exam Fee - Writing only 	\$10.00	remove	remove
 TSI Assessment Exam Fee - Math only 	\$10.00	remove	remove
TSI Assessment Exam Retesting Fees: Up to January 10, 2021			
TSI Assessment Reservation Fee	\$25.00	remove	remove
TSI Assessment Exam Retesting Fee- All three exams	\$29.00	remove	remove
TSI Assessment Exam Fee - Retesting Reading only	\$10.00	remove	remove
 TSI Assessment Exam Fee - Retesting Writing only 	\$10.00	remove	remove
 TSI Assessment Exam Fee - Retesting Math only 	\$10.00	remove	remove

• Include note in FY 2019 – 2020 to reflect the following:

		Proposed Rate FY 2019-2020
TESTING FEES		
TSI Assessment Exam Fees: Effective January 11, 2021		As per prior
TSI Assessment Reservation Fee		format and FY 2019 - 2020
TSI Assessment Exam Fee- Both exams		Schedule
TSI Assessment Exam Fee- Math only		
TSI Assessment Exam Fee- English Language Arts and Reading only		
TSI Assessment Exam Retesting Fees: Effective January 11, 2021		As per prior format and
TSI Assessment Reservation Fee		FY 2019 -
TSI Assessment Exam Retesting Fee- Both exams		2020
TSI Assessment Exam Fee - Retesting Math only		Schedule
TSI Assessment Exam Fee-Retesting English Language Arts and Reading only		

• Change Fees as follows:

	Current Rate	Change	Proposed Rate FY 2021-2022
TESTING FEES American Welding Society Certification Testing and Material Fee <mark>s</mark> , per course for test takers who are not currently enrolled in any of the following courses: •WLDG 1312, WLDG 1457, WLDG 1428, WLDG 2406, WLDG 2451	\$250.00	Recovery of costs and processing fees	Recovery of costs and processing fees
PROGRAM SPECIFIC FEES:			
 Welding and Other Course Fees: Certification (non- "S" Section) (per course) For the following courses: WLDG 1312, WLDG 1457, WLDG 1428, WLDG 2406, WLDG 2451 	Recovery of costs and processing fees	\$150.00	\$150.00

b. Dual Credit Tuition and Fees for Students Sponsored by Partnering School Districts

• Remove Course Fees as follows:

	Current Rate	Change	Propose d Rate FY 2021- 2022
COURSE FEES:			
 American Welding Society Certification Testing and Material Fee (per certification) Dual Credit Students enrolled in the following Academic Welding courses are eligible to take industry certifications aligned with each course. School Districts have the option to schedule the test dates and transport student to STC Technology Campus for certification testing for the following courses: WLDG 1312 WLDG 1457 WLDG 1428 WLDG 2406 WLDG 2451 	School Districts will be responsible for the following fees: • 50.00 Testing fee paid directly to South Texas College per certification/per student. Registration and associated fees as determined by AWS and paid directly to AWS for each student upon successful completion of each certification exam.	Remove section from Schedul e	section from

c. Regional Center for Public Safety Excellence Tuition and Fees

- No changes are recommended for this schedule.
- d. Employee Fees
 - No changes are recommended for this schedule.

e. Other (Non-Student/Non-Employee) Fees

• No changes are recommended for this schedule.

Reviewers - The revised Tuition and Fees Schedules for FY 2021 - 2022 for students, dual credit students sponsored by partnering school districts, Regional Center for Public Safety Excellence, employees, and other (non-student/non-employee) have been reviewed by staff and President's Cabinet.

February 23, 2021 Regular Board Meeting Page 28, Revised 02/19/2021 @ 11:27 AM

The five (5) proposed Tuition and Fees Schedules for FY 2021 - 2022 follow in the packet for the Board's information and review. The proposed revisions for FY 2021 - 2022 are highlighted in yellow.

The Finance, Audit, and Human Resources Committee recommended Board approval of the proposed revisions to Tuition and Fees Schedules for FY 2021 - 2022 for students, dual credit students sponsored by partnering school districts, Regional Center for Public Safety Excellence, employees, and other (non-student/non-employee) as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the proposed revisions to Tuition and Fees Schedules for FY 2021 - 2022 for students, dual credit students sponsored by partnering school districts, Regional Center for Public Safety Excellence, employees, and other (non-student/non-employee) as presented.

The Following Minute Order is proposed for consideration by the Board of Trustees: The Board of Trustees of Trustees of South Texas College approves and authorizes the proposed revisions to Tuition and Fees Schedules for FY 2021 - 2022 for students, dual credit students sponsored by partnering school districts, Regional Center for Public Safety Excellence, employees, and other (non-student/non-employee) as presented.

Approval Recommended:

David C. Plummer, M.B.A., Ed.D. Interim President



	Board	Board	PROPOSED
	Approved	Approved	FY 2021-2022
	FY 2019-2020	FY 2020-2021	
RESIDENT TUITION-IN-DISTRICT HIDALGO & STARR COUNTIES PER C	REDIT HOUR:		
In-District per credit hour	77.00	77.00	77.00
RESIDENT TUITION -OUT OF DISTRICT-OTHER TEXAS COUNTIES PER	CREDIT HOUR:		
Out-of-District per credit hour	87.00	87.00	87.00
NON-RESIDENT TUITION-OUT OF STATE/INTERNATIONAL PER CREDIT	T HOUR:		
Out-of-state/International per credit hour	200.00	200.00	200.00
DIFFERENTIAL TUITION PER CREDIT HOUR:			
Biology	15.00	15.00	15.00
Chemistry	20.00	20.00	20.00
Physics	20.00	20.00	20.00
Astronomy	10.00	10.00	10.00
3000/4000 level courses	30.00	30.00	30.00
Associate Degree Nursing	75.00	75.00	75.00
Emergency Medical Technology	55.00	55.00	55.00
Occupational Therapy Assistant	55.00	55.00	55.00
Patient Care Assistant	35.00	35.00	35.00
Pharmacy Tech	55.00	55.00	55.00
Physical Therapist Assistant	55.00	55.00	55.00
Radiologic Technology/Sonography	65.00	65.00	65.00
Respiratory Therapy	65.00	65.00	65.00
Vocational Nursing	75.00	75.00	75.00
Physical Science	20.00	20.00	20.00
Geology	20.00	20.00	20.00
	20.00	20.00	20.00
Engineering			
Architectural & Engineering Design Technology	30.00	30.00	30.00
Automotive & Diesel Technology	20.00	20.00	20.00
Culinary Arts	15.00	15.00	15.00
Electronic Equipment & Computer	15.00	15.00	15.00
Electrician Assistant	10.00	10.00	10.00
Fire Science	5.00	10.00	10.00
Heating, Ventilation & Air Conditioning	20.00	20.00	20.00
Legal Assisting	10.00	10.00	10.00
Manufacturing Technology	10.00	10.00	10.00
Child Care and Development	20.00	20.00	20.00
Drama	10.00	20.00	20.00
Law Enforcement		10.00	10.00
Welding		15.00	15.00
COMPETENCY-BASED COURSES (CERTIFICATE, ASSOCIATE,			
BACHELOR) FLAT TUITION:			
Competency-Based Format Courses Offered during Seven-Week Accelerated Terms*	850.00	850.00	850.00
(per Term) (In District)			
Competency-Based Format Courses Offered during Seven-Week Accelerated Terms*	910.00	910.00	910.00
(per Term) (Out-of- District)			
Competency-Based Format Courses Offered during Seven-Week Accelerated Terms*	1500.00	1500.00	1500.00
(per Term) (Out-of-State)	1000100	1000100	1000100
*All fees will be assessed, except mandatory and course fees.			
ACTIVE DUTY MILITARY, SPOUSES, AND DEPENDENTS FLAT TUITION			
PER CREDIT HOUR:			
In-district per credit hour		127.00	127.00
Out-of-District per credit hour		137.00	137.00
Out-of-State per credit hour		250.00	250.00
WORKFORCE/CONTINUING EDUCATION TUITION AND FEES:			
Workforce/Continuing Education Non-Credit Tuition per contact hour or variable	6.00 or	Deleted	Deleted
tuition including zero tuition	variable tuition	Deleted	Deleted
	including zero		
	mensuing Leio		



	Board	Board	PROPOSED
	Approved	Approved	FY 2021-2022
Workforce/Continuing Education Non-Credit Tuition per contact hour or variable	FY 2019-2020	FY 2020-2021 7.00 or	7.00 or
tuition including zero tuition		variable tuition	variable tuition
(In-District)		including zero	including zero
			-
Workforce/Continuing Education Non-Credit Tuition per contact hour or variable		8.00 or	8.00 or
tuition including zero tuition		variable tuition	variable tuition
(Out-of-District)		including zero	including zero
Workforce/Continuing Education Non-Credit Tuition per contact hour or variable		18.00 or	18.00 or
tuition including zero tuition		variable tuition	variable tuition
(Non-Resident)		including zero	including zero
Workforce/Continuing Education Non-Credit	10.00	10.00	10.00
Late Registration Fee	10.00	10.00	10.00
Continuing Education Installment Plan Fee	5.00	5.00	5.00
Continuing Education Installment Plan	10.00	10.00	10.00
Late Payment Fee	10.00	10.00	10.00
-	NT (1 1		NT
Workforce/Continuing Education, Conferences/Seminars/Summer	Negotiated	_	Negotiated
Camps/Workshops/Customized Training/Other Training Activities and Events		recovery of costs and	•
	processing		processing
	fees including		fees including
	exemption of both	exemption of both	exemption of both
INDEPENDENT DUAL CREDIT TUITION PER CREDIT:			
In-district dual credit students who are enrolled in a school district with a	50.00	50.00	50.00
Memorandum of Understanding or an Interlocal Agreement with South Texas College	Plus applicable	Plus applicable	Plus applicable
who do not receive approval to enroll in a regular (non-S) section(s).	differential	differential	differential
	tuition	tuition	tuition
In-district home schooled or dual credit students who are not enrolled in a school	50.00	50.00	50.00
district with a Memorandum of Understanding or an Interlocal Agreement with South	Plus applicable		Plus applicable
Texas College.	differential	differential	differential
Texas Conege.	tuition	tuition	tuition
Out-of-district home schooled or dual credit students who are not enrolled in a school			
	80.00	80.00	80.00
district with a Memorandum of Understanding or an Interlocal Agreement with South	Plus applicable	Plus applicable	Plus applicable
Texas College.	differential		
	tuition	tuition	tuition
INDEPENDENT DUAL CREDIT FEES: In-district dual credit student who are enrolled in a school district with a	A 11 Game	A 11 . C	A 11 G
	All fees,	All fees,	All fees,
Memorandum of Understanding or an Interlocal Agreement with South Texas College	including course and incidental	including course and incidental	including course and incidental
who do not receive approval to enroll in a regular (non-S) section(s).	fees are	fees are	fees are
	applicable and		applicable and
	will not be waived	will not be waived	will not be waived
In-district home schooled or dual credit students who are not enrolled in a school	All fees,	All fees,	All fees,
district with a Memorandum of Understanding or an Interlocal Agreement with South	including course	including course	including course
Texas College.	and incidental	and incidental	and incidental
	fees are	fees are	fees are
	applicable and		applicable and
	will not be waived	will not be waived	will not be waived
			All fees,
Out-of-district home schooled or dual credit students who are not enrolled in a school	All fees,	All fees,	,
Out-of-district home schooled or dual credit students who are not enrolled in a school district with a Memorandum of Understanding or an Interlocal Agreement with South	· · · · · · · · · · · · · · · · · · ·	· · · · · · · · · · · · · · · · · · ·	
	· · · · · · · · · · · · · · · · · · ·	· · · · · · · · · · · · · · · · · · ·	including course and incidental
district with a Memorandum of Understanding or an Interlocal Agreement with South	including course	including course and incidental	including course
district with a Memorandum of Understanding or an Interlocal Agreement with South	including course and incidental	including course and incidental fees are applicable and	including course and incidental



	Board Approved FY 2019-2020	Board Approved FY 2020-2021	PROPOSED FY 2021-2022
DUAL CREDIT ACADEMIES PARTICIPATION FEES:			
Dual Credit Academies Participation Fee – Fall and Spring, per student per semester	\$600 for	\$600 for	\$600 for
(charged to School District)	recovery of costs	recovery of costs	recovery of costs
	and processing fees	and processing fees	and processing fees
Dual Credit Academies Participation Fee-Summer, per student per credit hour	\$50 for	\$50 for	\$50 for
(charged to School District)	recovery of costs		recovery of costs
	and processing fees	and processing fees	and processing fees
DUAL CREDIT REIMBURSEMENT OF COSTS:		· ·	
School Districts Requesting South Texas College Faculty to Teach Dual Credit	Recovery of	Recovery of	Recovery of
Courses, per course per semester	faculty salaries,	faculty salaries,	faculty salaries,
courses, per course per semester	fringe benefits,	fringe benefits,	fringe benefits,
	mileage, and	-	mileage, and
	-	-	other associated
	other associated	other associated	
	costs and processing		
	fees	fees	fees
MANDATORY FEES:			
Registration Fee:			
Fall and Spring:			
Registration Fee per semester	150.00	150.00	150.00
Summer Minimesters:			
Registration fee (one-time fee) per student for Summer	150.00	150.00	150.00
Minimesters with start dates of May 15th through June 30th			
• Registration fee (one-time fee) per student for Summer	150.00	150.00	150.00
Minimesters with start dates of July 1st through August 10th	120.00	150.00	120.00
	20.00	21.00	21.00
Information Technology Fee per credit hour	30.00	31.00	31.00
Learning Support Fee per credit hour	12.00	14.00	14.00
Student Activity Fee per credit hour	4.00	4.00	4.00
(Summer 2020 Sessions - Fee waived)			
COURSE FEES:	24.00	24.00	24.00
Lab Fee per lab credit hour for applicable courses with labs	24.00	24.00	24.00
Electronic Distance Learning/VCT Course Fee per credit hour	10.00	10.00	10.00
 Summer 2020 traditional (non- "S" section) courses 			
Fee waived			
 Fall 2020 traditional (non-"S" section) courses 			
Fee waived			
 Spring 2021 traditional (non-"S" section) courses 			
Fee waived			
Hybrid Course Fee per credit hour	0.00	0.00	0.00
Physical Education Special Activity Fee per course	55.00	55.00	55.00
LIBRARY FEES:			
Lost or Damaged Library Item	Cost of item plus	Cost of item plus	Cost of item plus
	processing		processing
	fee	fee	fee
Lost or Damaged Library Item Processing Fee per item	30.00	30.00	30.00
Overdue Library Book/Media Fee per day	0.00	0.00	0.00
Overdue Library Reserve Item per hour	0.00	0.00	0.00
Overdue Library Equipment per day	0.00	0.00	0.00
Overdue Inter-Library Loan or TexShare Item per day	Fine as assessed and	Fine as assessed and	Fine as assessed and
Overdue inter-Library Loan of Texshare item per day			
Overdue inter-Library Loan of Texishare item per day	charged by lending	charged by lending	charged by lending library



	Board Approved FY 2019-2020	Board Approved FY 2020-2021	PROPOSED FY 2021-2022	
Lost or Damaged Inter-Library Loan or TexShare Item	Fine and/or		Fine and/or	
per day	replacement cost as	replacement cost as	replacement cost as	
* -	assessed and charged	assessed and charged	assessed and charged	
	by lending library	by lending library	by lending library	
INSTALLMENT PLAN/EMERGENCY LOAN FEES:				
Installment Plan Fee	35.00	35.00	35.00	
Installment Plan Late Payment Fee	35.00		35.00	
Spring 2020 - Fee waived when incurred on or after				
March 13, 2020				
Emergency Loan Late Payment Fee	35.00	35.00	35.00	
Spring 2020 -Fee waived when incurred on or after				
March 13, 2020				
PARKING/MOVING TRAFFIC VIOLATIONS FEES:				
Parking Permit Fee (except when parking at Pecan Campus Park and Ride location	25.00	25.00	25.00	
during scheduled operating hours) Parking Permit Replacement Fee	25.00	25.00	25.00	
Parking Permit Violations:	23.00	25.00	25.00	
First	30.00	30.00	30.00	
Second	50.00		50.00	
Third	80.00	80.00	80.00	
Fourth	100.00	100.00	100.00	
Fifth	120.00	120.00	120.00	
Handicap Parking Violations	150.00	150.00	150.00	
Moving Traffic Violations:				
First	30.00		30.00	
Second	50.00		50.00	
Third	90.00		90.00	
Vehicle Boot Removal Fee Proposed Skateboard and Other Appliance Violation:	100.00	100.00	100.00	
Fioposed Skateboard and Other Apphance Violation.	Warning	Warning	Warning	
Second	30.00	Ŭ	30.00	
Third	50.00			
Fourth	70.00			
Fifth	90.00		90.00	
TESTING FEES:				
Health Education Services Inc. (HESI) Exam Fee	45.00	45.00	45.00	
	Students will			
	register and pay			
	fees for each			
	attempt when	_	_	
	signing up for the			
	exam through the Market Place	-	Ũ	
	website. The			
	College purchases			
	the units through			
	Elsevier Inc. Fees	-	-	
	will be subject to	will be subject to	will be subject to	
	change	change	change	
Proctoring/Professional Testing Services Fee	Recovery of	Recovery of	Recovery of	
	costs and			
	processing fees		÷ •	
	to be negotiated	to be negotiated	to be negotiated	



	Board	Board	PROPOSED
	Approved	Approved	FY 2021-2022
	FY 2019-2020	FY 2020-2021	
TCOLE Licensing Examination (per exam)			
Basic Peace Officer Exam		35.00	35.00
Basic Jailer Exam		35.00	35.00
Telecommunicator Exam		35.00	35.00
Police Officer to Jailer Exam		35.00	35.00
Credit By Examination	Tuition	Tuition	Tuition
GED Exam Fee-1st and 4th Attempts	Students will	Students will	Students wil
GED Exam Fee- \$36.25 English Language Arts	register and pay	register and pay	register and pay
• GED Exam Fee- \$36.25 Mathematics only	fees to Pearson	fees to Pearson	fees to Pearson
• GED Exam Fee- \$36.25 Science only	VUE for GED	VUE for GED	VUE for GEI
• GED Exam Fee- \$36.25 Social Studies only	on-line testing	on-line testing	on-line testing
	services and	services and	services and
	subject to	subject to change	subject to change
	change	_	
GED Retest Exam Fee-2nd, 3rd, 5th, and 6th Attempts	Students will	Students will	Students wil
GED Retest Exam Fee-\$16.25 English Language Arts	register and pay	register and pay	register and page
• GED Retest Exam Fee- \$16.25 Mathematics only	fees to Pearson	fees to Pearson	fees to Pearson
• GED Retest Exam Fee- \$16.25 Science only	VUE for GED	VUE for GED	VUE for GEI
GED Retest Exam Fee-\$16.25 Social Studies only	on-line testing services and	on-line testing	on-line testing
		services and	services and
	subject to	subject to change	subject to change
	change	-	
HiSET Exam Fee (All Five Exams-1st and 4th Attempts)	Students will	Students will	Students wil
HiSET Exam Fee-Reading only \$25.00	register through	register through	register throug
• HiSet Exam Fee-Writing only \$25.00	the ETS website	the ETS website	the ETS websit
HiSET Exam Fee-Math only \$25.00	and pay all	and pay all	and pay al
HiSET Exam Fee-Science only \$25.00HiSET Exam Fee-Social Studies only \$25.00	applicable fees online, including	applicable fees online, including	applicable fee online, including
• HISET Exam Fee-Social Studies only \$25.00	Test Center Fees.	Test Center Fees.	Test Center Fees
	Fees subject	Fees subject	Fees subjec
	to change	to change	to change
	-	-	
HiSET Exam Fee (All Five Exams-2nd, 3rd, 5th, and 6th Attempts)	Students will	Students will	Students wil
• HiSET Exam Fee-Reading only \$15.00	register through	register through	register through
• HiSET Exam Fee-Writing only \$15.00	the ETS website	the ETS website	the ETS website
HiSET Exam Fee-Math only \$15.00HiSET Exam Fee-Science only \$15.00	and pay all	and pay all	and pay al
 HISET Exam Fee-Science only \$15.00 HISET Exam Fee-Social Studies only \$15.00 	applicable fees online, including	applicable fees online, including	applicable fee online, including
• HISET Exam ree-social studies only \$15.00	Test Center Fees.	Test Center Fees.	Test Center Fees
	Fees subject	Fees subject	Fees subjec
	to change	to change	to change
TSI Assessment Exam Fees: Up to January 10, 2021	25.00	25.00	25.00
TSI Assessment Reservation Fee	25.00 29.00	25.00 29.00	25.00
	<u>10.00</u>	29.00 10.00	29.00 10.00
		10.00	
TSI Assessment Exam Fee - Writing only TSI Assessment Exam Fee - Mathematic	10.00		10.0(
TSL Assessment Exam Fee - Math only TSL Assessment Exam Fee - Math only TSL Assessment Exam Fee - Math only	10.00	10.00	10.0 (
TSI Assessment Exam Fees: Effective January 11, 2021	A comparent of the second	25.00	27 0
TSI Assessment Reservation Fee	As per prior format	25.00	25.00
TSI Assessment Exam Fee- Both exams TSI Assessment Exam Fee- Math only	and schedule	29.00	29.00
• TSI Assessment Exam Fee - Math only		15.00	15.00
TSI Assessment Exam Fee-English Language Arts and Reading only		15.00	15.0
TSI Assessment Exam Restesting Fees: Up to January 10, 2021			
151 Assessment Exam Restesting rees. Op to Junuary 10, 2021			
TSI Assessment Reservation Fee	25.00	25.00	25.0
	25.00 29.00	25.00 29.00	25.0 0 29.0 0



	Board Approved FY 2019-2020	Board Approved FY 2020-2021	PROPOSED FY 2021-2022
TSI Assessment Exam Fee - Retesting Writing only	<u>10.00</u>	<u>11 2020-2021</u> 10.00	10.00
TSI Assessment Exam Fee - Retesting Math only TSI Assessment Exam Fee - Retesting Math only	10.00	10.00	10.00
TSI Assessment Exam Restesting Fees: Effective January 11, 2021	10.00	10.00	10.00
		25.00	25.00
TSI Assessment Reservation Fee	As per prior format	25.00	
TSI Assessment Exam Retesting Fee- Both exams	and schedule	29.00	
TSI Assessment Exam Fee - Retesting Math only		15.00	
• TSI Assessment Exam Fee-Retesting English Language Arts and Reading only		15.00	15.00
American Welding Society Certification Testing and Material Fees, per course for		250.00	Recovery of costs
test takers who are not currently enrolled in any of the following courses:			and processing fees
•WLDG 1312, WLDG 1457, WLDG 1428, WLDG 2406,			
-WLDG 2451-			
CHILD DEVELOPMENT CENTER FEES:			
Tuition fee per week	120.00	125.00/week	125.00/week
		25.00/day	25.00/day
Registration Fee: (per semester/session)			
• Fall Semester	40.00	50.00	50.00
Spring Semester	40.00	50.00	50.00
• Summer Session	20.00	25.00	25.00
Late Pick-Up Fee	\$5/first 5 minutes	\$5/first 5 minutes	
1	and \$1/ea.	and \$1/ea.	
	add'l minute	add'l minute	
Supply Fee: (per semester/session)			
• Fall Semester	30.00	40.00	40.00
• Spring Semester	30.00	40.00	
Summer Session	10.00	20.00	
Reservation Fee: (per semester/session)	10.00	20.00	20.00
• Fall Semester	65.00	65.00	65.00
Spring Semester	65.00	65.00	
Summer Session	20.00	25.00	
INCIDENTAL FEES:	20.00	25.00	25.00
Audit Fee	Tuition and Lab Fees	Tuition and Lab Fees	Tuition and Lab Fees
Drop Fee (one-time fee)-1st class day through Census date	25.00	25.00	25.00
Course Repeat Fee per credit hour	25.00	25.00	25.00
Third or more attempt (Excludes Developmental)	125.00	125.00	125.00
• Third of more attempt (Excludes Developmental)		123.00	125.00
Enrollmont in Developmental Studies Courses			125.00
 Enrollment in Developmental Studies Courses (>18 credit hours) 	125.00	125.00	125.00
 Enrollment in Developmental Studies Courses (>18 credit hours) Developmental Studies Fee: One-time fee per semester 			
(>18 credit hours)	125.00	125.00	29.00
(>18 credit hours) Developmental Studies Fee: One-time fee per semester	125.00 29.00	125.00 29.00 125.00	29.00 125.00
(>18 credit hours) Developmental Studies Fee: One-time fee per semester Fee per credit hour for dual credit students attempting a course three or more times Dual Credit Late Processing Fee per course per student after Census Day	125.00 29.00 125.00 200.00	125.00 29.00 125.00 200.00	29.00 125.00 200.00
(>18 credit hours) Developmental Studies Fee: One-time fee per semester Fee per credit hour for dual credit students attempting a course three or more times Dual Credit Late Processing Fee per course per student after Census Day Reinstatement Fee (after Census date)	125.00 29.00 125.00	125.00 29.00 125.00 200.00	29.00 125.00 200.00
 (>18 credit hours) Developmental Studies Fee: One-time fee per semester Fee per credit hour for dual credit students attempting a course three or more times Dual Credit Late Processing Fee per course per student after Census Day Reinstatement Fee (after Census date) Spring 2020 - Fee waived when incurred on or after 	125.00 29.00 125.00 200.00	125.00 29.00 125.00 200.00	29.00 125.00 200.00
 (>18 credit hours) Developmental Studies Fee: One-time fee per semester Fee per credit hour for dual credit students attempting a course three or more times Dual Credit Late Processing Fee per course per student after Census Day Reinstatement Fee (after Census date) Spring 2020 - Fee waived when incurred on or after March 13, 2020 	125.00 29.00 125.00 200.00 200.00	125.00 29.00 125.00 200.00 200.00	29.00 125.00 200.00 200.00
 (>18 credit hours) Developmental Studies Fee: One-time fee per semester Fee per credit hour for dual credit students attempting a course three or more times Dual Credit Late Processing Fee per course per student after Census Day Reinstatement Fee (after Census date) Spring 2020 - Fee waived when incurred on or after March 13, 2020 Returned Check 	125.00 29.00 125.00 200.00 200.00 30.00	125.00 29.00 125.00 200.00 200.00 30.00	29.00 125.00 200.00 200.00 30.00
 (>18 credit hours) Developmental Studies Fee: One-time fee per semester Fee per credit hour for dual credit students attempting a course three or more times Dual Credit Late Processing Fee per course per student after Census Day Reinstatement Fee (after Census date) Spring 2020 - Fee waived when incurred on or after March 13, 2020 Returned Check Student ID Replacement Fee 	125.00 29.00 125.00 200.00 200.00 30.00 15.00	125.00 29.00 125.00 200.00 200.00 30.00 15.00	29.00 125.00 200.00 200.00 30.00 15.00
 (>18 credit hours) Developmental Studies Fee: One-time fee per semester Fee per credit hour for dual credit students attempting a course three or more times Dual Credit Late Processing Fee per course per student after Census Day Reinstatement Fee (after Census date) Spring 2020 - Fee waived when incurred on or after March 13, 2020 Returned Check 	125.00 29.00 125.00 200.00 200.00 30.00	125.00 29.00 125.00 200.00 200.00 30.00	29.00 125.00 200.00 200.00 30.00 15.00
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 (>18 credit hours) Developmental Studies Fee: One-time fee per semester Fee per credit hour for dual credit students attempting a course three or more times Dual Credit Late Processing Fee per course per student after Census Day Reinstatement Fee (after Census date) Spring 2020 - Fee waived when incurred on or after March 13, 2020 Returned Check Student ID Replacement Fee Withdrawal Fee (from all couses-one-time fee)-after Census date 	125.00 29.00 125.00 200.00 200.00 30.00 15.00 50.00	125.00 29.00 125.00 200.00 200.00 30.00 15.00 50.00 Fee is paid to	29.00 125.00 200.00 200.00 30.00 15.00 50.00 Fee is paid to approved
 (>18 credit hours) Developmental Studies Fee: One-time fee per semester Fee per credit hour for dual credit students attempting a course three or more times Dual Credit Late Processing Fee per course per student after Census Day Reinstatement Fee (after Census date) Spring 2020 - Fee waived when incurred on or after March 13, 2020 Returned Check Student ID Replacement Fee Withdrawal Fee (from all couses-one-time fee)-after Census date 	125.00 29.00 125.00 200.00 200.00 30.00 15.00 50.00 Fee is paid to	125.00 29.00 125.00 200.00 200.00 30.00 15.00 50.00 Fee is paid to	29.00 125.00 200.00 200.00 30.00 15.00 50.00 Fee is paid to approved



	Board Approved FY 2019-2020	Board Approved FY 2020-2021	PROPOSED FY 2021-2022
PROGRAM SPECIFIC FEES:			
 Fire Academy Fees: (per student/per semester) includes: Gear Rental Self Contained Breathing Apparatus Testing 	280.00/4 weeks 360.00/Semester 85.00	1060.00	1060.00
Police Academy Fees: (per student/per course) Includes: Ammunition (pistol, rifle, and shotgun), less lethal (taser cartridges, OC Canisters), duty gear (holster, pouches, handcuffs, etc.)		165.00	165.00
• For the following courses: CJLE 1506, CJLE 1512, CJLE 1518, CJLE 1524, CJLE 1429			
NAH and Other Course Fees: Liability Insurance/Exams/Booklets/Badges/Special	Recovery of	Recovery of	Recovery of
Program ID/Certificates/Pinning Ceremony/Other Activities	costs and processing fees	costs and processing fees	costs and processing fees
 Welding and Other Course Fees: Certification (non -"S" section) (per course) For the following courses: WLDG 1312, WLDG 1457, WLDG 1428, WLDG 2406, WLDG 2451 		Recovery of costs and processing fees	
Information Technology and Other Course Fees:		Recovery of	•
Certification (per course)			costs and processing
• For the following courses: CPMT 1166 and CPMT 2350		fees	fees



PROPOSED **TUITION AND FEES FOR DUAL CREDIT** STUDENTS SPONSORED BY PARTNERING SCHOOL DISTRICTS FOD EV 2021 2022

	FOR FY 2021-2022			
	Board	Board	PROPOSED	
	Approved	Approved	FY 2021-2022	
	FY 2019-2020	FY 2020-2021		
DUAL CREDIT TUITION:				
Per credit hour tuition for in-district dual credit students sponsored by				
partnering school districts	0.00	0.00	0.00	
DIFFERENTIAL TUITION PER CREDIT HOUR FOR COURSES				
OFFERED ON A SOUTH TEXAS COLLEGE CAMPUS OR FACULTY:				
Associate Degree Nursing	75.00	0.00	0.00	
Emergency Medical Technology	55.00	0.00	0.00	
Occupational Therapy Assistant	55.00	0.00	0.00	
Patient Care Assistant	35.00	0.00	0.00	
Pharmacy Tech	55.00	0.00	0.00	
Physical Therapist Assistant	55.00	0.00	0.00	
Radiologic Technology/Sonography	65.00	0.00	0.00	
Respiratory Therapy	65.00	0.00	0.00	
Vocational Nursing	75.00	0.00	0.00	
COURSE FEES:				
Electronic Distance Learning/VCT Course Fee per credit hour				
(Summer 2020 Sessions - Fee waived)				
(Fall 2020 Session - Fee waived)	10.00	10.00	10.00	
Hybrid Course Fee per credit hour	0.00	0.00	0.00	
NAH and Other Course Fees: <i>Liability</i>	Recovery of	Recovery of	Recovery of	
Insurance/Exams/Booklets/Badges/Special Program ID/Certificates/Pinning	costs and	costs and	costs and	
Ceremony/Other Activities	processing	processing	processing	
	fees	fees		
American Welding Society Certification Testing and Material Fee (per		School Districts	School Districts	
certification) -		will be responsible	· · · · · · · · · · · · · · · · · · ·	
		for the following	for the following	
Dual Credit Students enrolled in the following Academic		fees:	fees	
Welding courses are eligible to take industry-		50.00	=0.04	
certifications aligned with each course. School Districts-		• 50.00	• 50.0	
have the option to schedule the test dates and transport		Testing fee paid	Testing fee paid	
student to STC Technology Campus for certification		directly to South	directly to South	
testing for the following courses:		Texas College per	Texas College per certification/per	
• WLDG 1312 • WLDG 1457		certification/per	student	
• WLDG 1457		student.	stutem	
• WLDG 2406		Registration and	Registration and	
• WLDG 2451		associated fees as	associated fees a	
		determined by	determined by	
		AWS and paid	•	
		directly to AWS		
		for each student	for each studen	
		upon successful		
		completion of each		
		certification exam.	certification exam	
INCIDENTAL FEES: Eas per credit hour for dual credit students attempting a course three or more				
Fee per credit hour for dual credit students attempting a course three or more times	125.00	125.00	125.00	
Dual Credit Late Processing Fee per course per student after Census Day	200.00	200.00	200.00	
6 - F F E E	200.00	200.00	200.00	

PROPOSED Tuition and Fees for Dual Credit Students Sponsored by Parnering School Districts_FY 2021-2022_February 2, 2021



PROPOSED REGIONAL CENTER FOR PUBLIC SAFETY EXCELLENCE (RCPSE) TUITION AND FEES FOR FY 2021-2022

	Board Approved FY 2019-2020	Board Approved FY 2020-2021	PROPOSED FY 2021-2022
Continuing Education Law Enforcement Courses	\$6.50 per contact hour, or variable tuition based on recovery of costs	\$6.50 per contact hour, or variable tuition based on recovery of costs	\$6.50 per contact hour, or variable tuition based on recovery of costs
Fees:			
 Firearms Scenario-Based Simulator Training (per student for 30 minutes) 	23.00	23.00	23.00
• Target Range Qualifier Simulator Training (per student for 30 minutes)	18.00	18.00	18.00
• Driving Simulator Training (per student for 30 minutes)	38.00	38.00	38.00
• Emergency Vehicle Operations Course (EVOC) (per agency)	100.00 per day or 18.00 per hour	100.00 per day or 18.00 per hour	100.00 per day or 18.00 per hour
• Skills Pad (per agency per hour)	25.00	25.00	25.00
 Classroom w/Technology (per day beyond 3 days of consecutive usage) 	114.00	114.00	114.00
TCOLE Licensing Certification Exam			
Basic Peace Officer Exam		35.00	35.00
Basic Jailer Exam Takananan Erann		35.00	35.00
Telecommunicator ExamPolice Officer to Jailer Exam		35.00 35.00	35.00 35.00



PROPOSED EMPLOYEE FEES FOR FY 2021-2022

	Board	Board	PROPOSED
	Approved	Approved	FY 2021-2022
	FY 2019-2020	FY 2020-2021	
Child Development Center:			
Tuition fee per week	120.00	125.00/week	125.00/week
		25.00/day	25.00/day
Registration Fee:			
Fall Semester	40.00	50.00	50.00
Spring Semester	40.00	50.00	50.00
Summer Session	20.00	25.00	25.00
Late Pick-up Fee	\$5/first 5 minutes	\$5/first 5 minutes	\$5/first 5 minutes
	and \$1/ea.	and \$1/ea.	and \$1/ea.
	add'l minute	add'l minute	add'l minute
Supply Fee: (per semester/session)			
• Fall Semester	30.00	40.00	40.00
Spring Semester	30.00	40.00	40.00
Summer Session	10.00	20.00	20.00
Reservation Fee:			
• Fall Semester	65.00	65.00	65.00
Spring Semester	65.00	65.00	65.00
Summer Session	20.00	25.00	25.00
Parking Permit Fee	25.00	25.00	25.00
Parking Permit Replacement Fee	25.00	25.00	25.00
Parking Violations:			
First	30.00	30.00	30.00
Second	50.00	50.00	50.00
Third	80.00	80.00	80.00
Fourth	100.00	100.00	100.00
Fifth	120.00	120.00	120.00
Handicap Parking Violations	150.00	150.00	150.00
Moving Traffic Violations:	30.00	30.00	30.00
First	50.00	50.00	50.00
Second	90.00	90.00	90.00
Third			
Vehicle Boot Removal Fee	100.00	100.00	100.00
Keyless Access Card Replacement Fee	10.00	10.00	10.00
Returned Check	30.00	30.00	30.00
Lost or Damaged Library Item	Cost of item plus	Cost of item plus	Cost of item plus
	processing fee	processing fee	processing fee
Lost or Damaged Library Item Processing Fee per item	30.00	30.00	30.00
Lost or Damaged Inter-Library Loan or TexShare Item	Fine and/or	Fine and/or	Fine and/or
	replacement cost	replacement cost	replacement cost
	as assessed and	as assessed and	as assessed and
	charged by lending	charged by	charged by
	library	lending library	lending library



PROPOSED OTHER (NON-STUDENT/NON-EMPLOYEE) FEES FOR FY 2021-2022

	Board Approved	Board Approved	PROSPOSED FY 2021-2022
	FY 2019-2020	FY 2020-2021	1 1 2021-2022
Returned Check	30.00	30.00	30.00
Lost or Damaged Library Item	Cost of item plus	Cost of item plus	Cost of item plus
	processing fee	processing fee	processing fee
Lost or Damaged Library Item Processing Fee per i	30.00	30.00	30.00
Parking violations:			
First	30.00	30.00	30.00
Second	50.00	50.00	50.00
Third	80.00	80.00	80.00
Fourth	100.00	100.00	100.00
Fifth	120.00	120.00	120.00
Handicap Parking Violations	150.00	150.00	150.00
Moving Traffic Violations:			
First	30.00	30.00	30.00
Second	50.00	50.00	50.00
Third	90.00	90.00	90.00
Vehicle Boot Removal Fee	100.00	100.00	100.00
Child Development Center:			
Tuition per week	120.00	125.00/week	125.00/week
		25.00/day	25.00/day
Registration Fee: (per semester/per session)			
• Fall Semester	40.00	50.00	50.00
Spring Semester		50.00	50.00
Summer Session	20.00	25.00	25.00
Late Pick-up Fee	\$5/first 5	\$5/first 5	\$5/first 5
	minutes and \$1/ea.	minutes and \$1/ea.	minutes and \$1/ea.
	add'l minute	add'l minute	add'l minute
Supply Foot (non concertant/son consistent)			
Supply Fee: (per semester/per session) Fall Semester 	30.00	40.00	40.00
Fan SemesterSpring Semester	30.00	40.00	40.00
Spring SemesterSummer Session	10.00	20.00	20.00
Summer Session Reservation Fee: (per semester/per session)	10.00	20.00	20.00
Fall Semester	65.00	65.00	65.00
Spring Semester	65.00	65.00	65.00
Summer Session	20.00	25.00	25.00
- Summer Session	20.00	25.00	25.00

Consent Agenda Item e: Acceptance of South Texas College Law Enforcement Racial Profiling Report for Calendar Year 2020

Acceptance of the South Texas College Law Enforcement Racial Profiling Report for Calendar Year 2020 is requested.

Purpose - The <u>Code of Criminal Procedure Article 2.131-2.138</u> requires Chief administrators of law enforcement agencies to submit the racial profiling reports to their governing body, in addition to the Texas Commission on Law Enforcement (TCOLE).

Justification - During the calendar year 2020, the South Texas College Department of Public Safety conducted traffic stops within its jurisdiction in accordance with Texas Education Code section 51.203.

Background - Pursuant to Texas Occupations Code 1701.164, TCOLE is required to collect incident-based data, including racial profiling reports based upon vehicle traffic stops, in accordance with the <u>Code of Criminal Procedure Article 2.131-2.138</u>. Chief administrators of law enforcement agencies must submit the racial profiling reports to their governing body and TCOLE.

The Code of Criminal Procedure Article 2.132 is shown below:

Title 1. Code Of Criminal Procedure, Chapter 2. General Duties Of Officers, Art. 2.132. Law Enforcement Policy On Racial Profiling.

- (7) Require the chief administrator of the agency, regardless of whether the administrator is elected, employed, or appointed, to submit an annual report of the information collected under Subdivision (6) to:
 - (A) The Texas Commission on Law Enforcement; and
 - (B) The governing body of each county or municipality served by the agency, if the agency is an agency of a county, municipality, or other political subdivision of the state.

Explanation of Report Statistics - Additional information on the Racial Profiling Report is as follows:

• Race or Ethnicity known prior to stop

Traffic stops are conducted when a police officer observes an infraction and pulls over the vehicle to speak with the driver. Since infractions are normally observed when the police officer is behind the vehicle committing the infraction, the police officer is unaware of the ethnicity of the driver until the driver is approached.

The example of how to file a Racial Profiling Report on the Texas Commission on Law Enforcement (TCOLE) website shows a zero in the section to identify traffic stops in which the officer was aware of the ethnicity of the driver before the traffic stop was made. South Texas College police officers receive training in traffic stops and the racial profiling prohibition. The statistics of those who are stopped by South Texas College police documents that the ethnicity is in line with the population of the college and the Rio Grande Valley and that there is no racial profiling being conducted.

- Search Conducted There were no searches conducted during calendar year 2020.
- Street address or approximate location of the stop Texas state law requires police officers to take action when they observe a danger to the public. The traffic stops on city streets were conducted when the officers observed violations that were a threat to the safety of the public, including driving to endanger and proceeding through red lights when required to stop. The traffic stops are as follows:

Description	Year 2019 Stops Conducted	Year 2020 Stops Conducted
Stops conducted adjacent to campuses on streets paralleling the campus to address safety threats to students	226	27
Stops conducted on entering/ leaving campuses - driving infractions on college property	47	15
Stops conducted on public roadways where violations posted a liable danger to public safety	-	17
Total	273	59

There was a decrease in traffic stops due to less traffic violations on the roadways surrounding the South Texas College campuses due to the on-going pandemic. In addition, the Department of Public Safety focused their efforts on enforcing the COVID-19 safety measures on campus. Traffic stops are being conducted to proactively keep students, faculty, staff, and visitors safe. Ruben Suarez, Chief of Police for the Department of Public Safety, advised that most of the violators are non-students, which confirms the importance of keeping the neighborhood around campus safe. Below is a breakdown of the stops conducted by the different categories as follows:

Description	Year 2019 Stops Conducted	Year 2020 Stops Conducted
Red Light	34	19
Speeding	109	14

Description	Year 2019 Stops Conducted	Year 2020 Stops Conducted
Expired License Plates	16	-
Disregard Traffic Signal	3	1
Turned Where Prohibited	14	1
Unsafe Passing	-	-
Defective Equipment	19	-
Failure to Stop/ Stop at Sign	42	3
Unsafe Lane Change	4	2
No Class M DL/No DL	7	1
No Turn Signal	2	1
Failure to Yield	1	2
Driving Wrong Way	1	1
Improper Turn	9	-
Driving on Wrong Side	2	-
Cut Corner	1	-
Passing School Bus	1	1
Passing in No Passing Zone	1	-
Maintain Lane	2	-
Distracted Driving	1	-
Digging Out/Peeling Out/Excessive Acceleration	2	-
No Seat Belt	1	-
Driving w/o Lights when Lights are Required	-	6
Following too Closely	-	1
Verbal	1	6
	273	59

February 23, 2021 Regular Board Meeting

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

Enclosed Documents - The South Texas College Department of Public Safety Racial Profiling Report for calendar year 2020 and the Comparative Analysis follow in the packet for the Board's information and review.

The state would utilize this report in any investigation of a complaint of racial profiling against a law enforcement agency. The South Texas College Department of Public Safety has received no racial profiling complaints.

February 23, 2021 Regular Board Meeting Page 32, Revised 02/19/2021 @ 11:27 AM

South Texas College Chief of Police for the Department of Public Safety, Ruben Suarez, will be present at the Committee Meeting to respond to questions.

It is requested that the Finance, Audit, and Human Resources Committee recommend for Board approval at the February 23, 2021 Board meeting, acceptance of the South Texas College Law Enforcement Racial Profiling Report for Calendar Year 2020 as presented.

The Finance, Audit, and Human Resources Committee recommended Board acceptance of the South Texas College Law Enforcement Racial Profiling Report for Calendar Year 2020 as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College accept the South Texas College Law Enforcement Racial Profiling Report for Calendar Year 2020 as presented.

The Following Minute Order is proposed for consideration by the Board of Trustees: The Board of Trustees of Trustees of South Texas College accepts the South Texas College Law Enforcement Racial Profiling Report for Calendar Year 2020 as presented.

Approval Recommended:

David C. Plummer, M.B.A., Ed.D. Interim President

South Texas College Department of Public Safety

2020 Racial Profiling Report Comparative Analysis

The ethnicity of South Texas College students reflects the large population of Hispanics in the Rio Grande Valley. In addition, the majority of the college police officers are Hispanic.

Traffic Stops			College Students		
Ethnicity	Population	Percentage	Ethnicity	Population	Percentage
African	1	1.69%	African	117	0.41%
Asian	0	0.00%	Asian	219	0.77%
Caucasian	3	5.08%	Caucasian	652	2.29%
Hispanic	55	93.22%	Hispanic	27,349	95.95%
Middle Eastern	0	0.00%	Middle Eastern	N/A	N/A
Native American	0	0.00%	Native American	22	0.08%
Other	0	0.00%	Other	143	0.50%
Total	59	100.00%	Total	28,502	100.00%

No person has filed a complaint of racial discrimination for a traffic stop since the department's inception in 2012.

Ruben Suarez

Chief of Police for the South Texas College Department of Public Safety

Racial Profiling Report | Full

Agency Name: South Texas College Department of Public Safety Reporting Date: 01/20/2021 TCOLE Agency Number: 215006

Chief Administrator: RUBEN SUAREZ

Agency Contact Information: Phone: (956) 872-2589 Email: rsuarez8@southtexascollege.edu

Mailing Address: 2509 W. Pecan Blvd McAllen, TX 78501

This Agency filed a full report

South Texas College Department of Public Safety has adopted a detailed written policy on racial profiling. Our policy:

1) clearly defines acts constituting racial profiling;

2) strictly prohibits peace officers employed by the <u>South Texas College Department of Public Safety</u> from engaging in racial profiling;

3) implements a process by which an individual may file a complaint with the <u>South Texas College Department</u> of <u>Public Safety</u> if the individual believes that a peace officer employed by the <u>South Texas College Department</u> of <u>Public Safety</u> has engaged in racial profiling with respect to the individual;

4) provides public education relating to the agency's complaint process;

5) requires appropriate corrective action to be taken against a peace officer employed by the <u>South Texas</u> <u>College Department of Public Safety</u> who, after an investigation, is shown to have engaged in racial profiling in violation of the <u>South Texas College Department of Public Safety</u> policy;

6) requires collection of information relating to motor vehicle stops in which a warning or citation is issued and to arrests made as a result of those stops, including information relating to:

a. the race or ethnicity of the individual detained;

b. whether a search was conducted and, if so, whether the individual detained consented to the search;

c. whether the peace officer knew the race or ethnicity of the individual detained before detaining that individual;

d. whether the peace officer used physical force that resulted in bodily injury during the stop;

e. the location of the stop;

f. the reason for the stop.

7) requires the chief administrator of the agency, regardless of whether the administrator is elected, employed, or appointed, to submit an annual report of the information collected under Subdivision (6) to:

a. the Commission on Law Enforcement; and

b. the governing body of each county or municipality served by the agency, if the agency is an agency of a county, municipality, or other political subdivision of the state.

The South Texas College Department of Public Safety has satisfied the statutory data audit requirements as prescribed

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in Article 2.133(c), Code of Criminal Procedure during the reporting period.

Executed by: Brittany Mouchet Coordinator of Emergency Preparedness

Date: 01/20/2021

Total stops: 59

Street address or approximate location of	the stop
City street	51
US highway	3
County road	0
State highway	0
Private property or other	5
Was race or ethnicity known prior to stop?	
Yes	0
Νο	59
Race / Ethnicity	
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	1
White	3
Hispanic / Latino	55
Gender	
Female	17
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0
Hispanic / Latino	17
Male	42
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	1
White	3
Hispanic / Latino	38
Reason for stop?	
Violation of law	1
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0

	Hispanic / Latino	1
^{on} Pree	xisting knowledge	0
	Alaska Native / American Indian	0
	Asian / Pacific Islander	0
	Black	0
	White	0
	Hispanic / Latino	0
Movi	ng traffic violation	58
	Alaska Native / American Indian	0
	Asian / Pacific Islander	0
	Black	1
	White	3
	Hispanic / Latino	54
Vehi	cle traffic violation	0
	Alaska Native / American Indian	0
	Asian / Pacific Islander	0
	Black	0
	White	0
	Hispanic / Latino	0
Was a s	search conducted?	
Yes		0
	Alaska Native / American Indian	0
	Asian / Pacific Islander	0
	Black	0
	White	0
Na	Hispanic / Latino	0
No		59
	Alaska Native / American Indian	0
	Asian / Pacific Islander	0
	Black	1
	White	3
	Hispanic / Latino	55
Bassar	for Search?	
Keason Cons		0
Cons	Alaska Native / American Indian	0
	Asian / Pacific Islander	0
	Black	0
	White	0
		Ŭ

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,	Hispanic / Latino	0
^{3,} Cont	raband	0
	Alaska Native / American Indian	0
	Asian / Pacific Islander	0
	Black	0
	White	0
	Hispanic / Latino	0
Prob	able	0
	Alaska Native / American Indian	0
	Asian / Pacific Islander	0
	Black	0
	White	0
	Hispanic / Latino	0
Inven	itory	0
	Alaska Native / American Indian	0
	Asian / Pacific Islander	0
	Black	0
	White	0
	Hispanic / Latino	0
Incid	ent to arrest	0
	Alaska Native / American Indian	0
	Asian / Pacific Islander	0
	Black	0
	White	0
	Hispanic / Latino	0
Was Co	ntraband discovered?	
Yes		0
	Alaska Native / American Indian	0
	Asian / Pacific Islander	0 0
	Black	0
	White	0
	Hispanic / Latino	0
No	Inspanio / Latito	59
110	Alaska Native / American Indian	0
	Asian / Pacific Islander	0 0
	Black	1
	White	3
	Hispanic / Latino	55

Did the finding result in arrest?		
(total shou	uld equal previo	us column)
Yes 0	No	0
Yes 0	No	0

Yes	0	No	0
Yes	0	No	0
Yes	0	No	0
Yes	0	No	0

Description of contraband	
Drugs	0
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0
Hispanic / Latino	0
Weapons	0
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0
Hispanic / Latino	0
Currency	0
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0
Hispanic / Latino	0
Alcohoi	0
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0
Hispanic / Latino	0
Stolen property	0
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0
Hispanic / Latino	0
Other	0
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0
Hispanic / Latino	0
Result of the stop	
Verbal warning	5

Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	1
Hispanic / Latino	4
Written warning	45
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	1
White	2
Hispanic / Latino	42
Citation	9
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0
Hispanic / Latino	9
Written warning and arrest	0
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0
Hispanic / Latino	0
Citation and arrest	0
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0
Hispanic / Latino	0
Arrest	0
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0
Hispanic / Latino	0
Arrest based on	
Violation of Penal Code	0
Alaska Native / American Indian	0
Asian / Pacific Islander	0

	↓ Black	0
•	White	0
	Hispanic / Latino	0
	Violation of Traffic Law	0
	Alaska Native / American Indian	0
	Asian / Pacific Islander	0
	Black	0
	White	0
	Hispanic / Latino	0
	Violation of City Ordinance	0
	Alaska Native / American Indian	0
	Asian / Pacific Islander	0
	Black	0
	White	0
	Hispanic / Latino	0
	Outstanding Warrant	0
	Alaska Native / American Indian	0
	Asian / Pacific Islander	0
	Black	0
	White	0
	Hispanic / Latino	0

Was physical force resulting in bodily injury used during stop?

Yes		0
	Alaska Native / American Indian	0
	Asian / Pacific Islander	0
	Black	0
	White	0
	Hispanic / Latino	0
No		59
Νο	Alaska Native / American Indian	59 0
Νο	Alaska Native / American Indian Asian / Pacific Islander	
Νο		0
No	Asian / Pacific Islander	0
No	Asian / Pacific Islander Black	0 0 1

Number of complaints of racial profiling

Total	0
Resulted in disciplinary action	0
Did not result in disciplinary action	0

Submitted electronically to the

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The Texas Commission on Law Enforcement

9 of 9

Consent Agenda Item f: Approval of Title IX Training for the South Texas College Board of Trustees

Approval of Title IX Training for the South Texas College Board of Trustees is requested.

Purpose – The Title IX Training will provide the South Texas College Board of Trustees knowledge and understanding of the Title IX regulations, including the new 2020 revisions and new Texas State laws for higher education institutions.

Justification – Understanding and complying with the new Title IX regulations issued by the Department of Education on May 19, 2020 and that became effective on August 14, 2020, remains a top priority for South Texas College. In addition, on August 1, 2020, portions of the Subchapter E-3 of Chapter 51 of the Texas Education Code (House Bill 1735 and Senate Bill 212) took effect that require higher education institutions to incorporate language into their policies that address sexual harassment.

Title IX of the Education Amendments 1972 (20 U.S.C. s1681 et seq.) and its implementing regulations, 34 C.F.R. Part 106 (Title IX) state the following:

"No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance."

The College, by adhering to federal and state laws and regulations, strives to maintain a healthy and safe environment where all members of the community, students, faculty and staff feel welcome on College campuses and classrooms. Students, faculty, and staff are thus prohibited from conducting themselves in a way that results in any form of sexual harassment, sex- based harassment, and/or sexual violence.

Background – College staff has continued to attend trainings and study the laws to stay abreast of the new requirements and to incorporate such requirements into College policies and procedures.

On-line Training for Board of Trustees

In an effort to provide the College's Board of Trustee an overview of the Title IX regulations, as well as highlight the new 2020 revisions, a training session has been developed specifically for South Texas College Board of Trustees by Ms. Saundra K. Schuster, Esq., Partner at TNG (Association of Title IX Administrators (ATIXA) and National Center for Higher Education Risk Management) Consulting. Ms. Schuster has provided valuable training on various Title IX related topics to College staff since FY 2013.

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The training session is one hour long and may be accessed on-line. Administration proposes that at the February 23, 2021, the Board of Trustees be provided an internet hyperlink where the recording of the training session may be accessed. A password will also be provided that is required to access the training session. In addition, the accompanying handouts for the power point presentation will be provided to each Board Member. Each Board Member may access the on-line training at their convenience.

Board Members will be asked to complete the training by March 31, 2021 and to complete and submit an Acknowledgement of Training form for training documentation purposes.

Enclosed Documents - The Acknowledgement of Training form follows in the packet for the Board's information and review.

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

The Finance, Audit, and Human Resources Committee recommended Board approval of the Title IX Training for the South Texas College Board of Trustees as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the Title IX Training for the South Texas College Board of Trustees as presented.

The Following Minute Order is proposed for consideration by the Board of Trustees: The Board of Trustees of Trustees of South Texas College approves and authorizes the Title IX Training for the South Texas College Board of Trustees as presented.

Approval Recommended:

David C. Plummer, M.B.A., Ed.D. Interim President



Title IX Training Acknowledgement of Training Form February 23, 2021

I acknowledge that I have completed the Title IX Board of Trustees Training presented by Ms. Saundra K. Schuster, Esq., Partner at TNG (Association of Title IX Administrators (ATIXA) and National Center for Higher Education Risk Management) Consulting regarding the Title IX Regulations, including the new 2020 Federal Title IX regulations and updates to the Texas Education Code Chapter 51 (Senate Bill 212 or Subchapter E-2 and House Bill 1735 or Subchapter E-3).

Print Name: _____ Signature: _____

Date:

Please complete the training and submit this Acknowledement of Training to Andrew Fish by March 31, 2021.

Consent Agenda Item g: Approval of Internal Auditor Performance Evaluation Instrument

Approval of Internal Auditor Performance Evaluation Instrument is requested.

Purpose - To review the Internal Auditor Performance Evaluation Instrument proposed to be used by the Board of Trustees to conduct a performance evaluation of the Internal Auditor.

Justification - As per Policy #2250: Evaluation of the Internal Auditor, it is the policy of South Texas College that the Board meets in executive session to conduct a performance appraisal of the Internal Auditor annually. In reviewing the performance, the Board provides feedback to the Internal Auditor on observed strengths and any areas needing improvement for the upcoming academic year. The performance appraisal will be retained at the Office of the President upon completion.

Background - Performance appraisals are an integral part of the College's ongoing commitment to annually measure the extent to which the employee's performance meets the requirements of their employment and to establish goals for the future; strengthen the relationship between the supervisor and the employee; facilitate clear channels of communication; appraise and recognize performance; identify areas that might require improvement; and assess communication and supervisory skills.

The proposed instrument to be used to evaluate the Internal Auditor is designed to be focused on the specific internal audit function.

The Job Description for the Internal Auditor is included in the packet for the Board's reference and includes the specific duties and responsibilities of the position to help with the Evaluation.

Also included, for the Board's reference, is the Internal Audit Charter. The Internal Audit Charter is a formal document that defines the internal audit activity's purpose, authority, and responsibility. The charter establishes the internal audit activity's position within the organization, including the nature of the internal auditor's functional reporting relationship with the board; authorizes access to records, personnel, and physical properties relevant to the performance of engagements; and defines the scope of internal audit activities. Final approval of the Internal Audit Charter resides with the board. The Internal Audit Charter was last approved by the Board of Trustees at the August 25, 2020 Board Meeting.

Enclosed Documents - The proposed Internal Auditor Performance Evaluation Instrument, the Internal Auditor Job Description, and the Internal Audit Charter follow in the packet for the Board's information and review. February 23, 2021 Regular Board Meeting Page 36, Revised 02/19/2021 @ 11:27 AM

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

The Finance, Audit, and Human Resources Committee recommended Board approval of the Internal Auditor Performance Evaluation Instrument as presented.

While the Performance Evaluation of the Internal Auditor was recommended for Board approval by the Finance, Audit, and Human Resources Committee on February 9, 2021, it has been modified since that time to add a line item for "Overall Performance" as an additional evaluation criteria.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the Internal Auditor Performance Evaluation Instrument as presented.

The Following Minute Order is proposed for consideration by the Board of Trustees: The Board of Trustees of Trustees of South Texas College approves and authorizes the Internal Auditor Performance Evaluation Instrument as presented.

Approval Recommended:

David C. Plummer, M.B.A., Ed.D. Interim President

SOUTH TEXAS COLLEGE PERFORMANCE EVALUATION OF THE INTERNAL AUDITOR FY 2020 - 2021

Please rate the functioning of the Internal Auditor according to the following criteria and characteristics.

= Exce	Ilent 3 = Good 2 = Satisfactory 1 = Needs Improvement	t	0 =	No	t ol	oserv
Α.	Fulfillment of Role – Authority, Independence, & Objectivity, and Standards		SC	0	RE	
1	Demonstrates accountability and integrity in the execution of the internal auditor function	4	3	2	1	0
2	Successfully engages personnel pertinent to carrying out authorized auditing activities	4	3	2	1	0
3	Maintains freedom from interference by other elements within the College	4	3	2	1	0
4	Maintains free and clear communication with the Board of Trustees	4	3	2	1	0
5	Exercises proper judgment and focus on internal audit activities	4	3	2	1	0
6	Reviews Internal Audit Charter at least annually, with suggested revisions as necessary	4	3	2	1	0
7	Conforms with the Institute of Internal Auditors (IIA) International Standards for the Professional Practice of Internal Auditing (Standards) and IIA Code of Ethics	4	3	2	1	0

В.	Internal Audit Plan	SCORE
1	Provides an internal audit plan at least annually	4 3 2 1 0
2	Bases proposed audit plan on well-defined, risk-based methodology	4 3 2 1 0
3	Aligns plan with the College's risk assessment process	4 3 2 1 0
4	Incorporates feedback of senior management in the development of the proposed audit plan	4 3 2 1 0
5	Reasonably achieves planned activities	4 3 2 1 0

В.	Internal Audit Plan	SCORE
6	Communicates significant deviation, including any material justifications for deviance	4 3 2 1 0
7	Collaborate with external auditors on audit objectives	4 3 2 1 0

С.	Quality Assurance and Improvement		SC	:01	RE	
1	Maintains a Quality Assurance and Improvement Plan to enhance the Internal Audit Function at the College	4	3	2	1	0
2	Aligns activities to best practices and internal auditing standards	4	3	2	1	0
3	Assesses activities and performance and identifies appropriate opportunities and strategies for improvement	4	3	2	1	0
4	Communicates with senior management and trustees on the quality assurance activities and improvement plan	4	3	2	1	0

D.	Internal Audit Reports			:0	RE	
1	Provides sufficient reports on completed Internal Audit activities outlined in authorized project list and other approved engagements as necessary	4	3	2	1	0
2	Clearly outlines scope, methodology, and findings of all audit activities		3	2	1	0
3	Produces reports which present information in a clear, concise, and impactful manner	4	3	2	1	0
4	Incorporates management response as appropriate to each particular engagement	4	3	2	1	0
5	Provides appropriate follow-up reporting on findings or other issues, as necessary.	4	3	2	1	0
6	Provides comprehensive annual report on audit activities	4	3	2	1	0

E.	Overall Performance	SCORE
<mark>1</mark>	Overall job performance of the Internal Auditor.	<mark>4 3 2 1 0</mark>

COMMENTS:_____

South Texas College Classification Description

Title: Internal Auditor Department: Internal Audits Reports to: Board of Trustees and President (Functionally)/VP-FAS (Administratively) Pay Grade: Administrative - E Salary Range: \$80,000.00 - \$140,000.00 Date: 06/09/2015 FLSA Status: Non-Exempt

General Statement of Job

The Internal Auditor is responsible for providing independent and objective assurance, consulting services, evaluations, audits, analyses and appraisals designed to add value and improve the College's operations and effectiveness of governance and risk management processes, and internal controls environment. The Internal Auditor reports administratively to the Vice President for Finance and Administrative Services and functionally to the College President and Board of Trustees. Supervises the Internal Audits staff.

Specific Duties and Responsibilities

Essential Functions:

- Carries out independent evaluations, audits, and appraisals of the effectiveness of the policies, rules and procedures through which College financial, physical, Enterprise Risk Management and human resources and other activities are managed and in accordance with the auditing standards, Texas Internal Auditing Act and The Institute of Internal Auditors Standards.
- 2. Provides management with a comprehensive risk management process to ensure that risks are identified, and evaluates existing internal controls' ability to mitigate the impact and likelihood of occurrence of the identified risks.
- 3. Maintains an awareness of changes in operations, regulations and audit practices in order to evaluate effectiveness and efficiency, and advocate and influence the highest standards of ethics, discipline, and professionalism.
- 4. Researches and keeps abreast of legislative issues, new audit regulations/trends, new and emerging technologies, tools, and methodology, and elicit information from knowledgeable internal/external sources about areas and functions to evaluate or analyze.
- 5. Keeps management informed of emerging trends and successful practices in auditing and controls testing.
- 6. Facilitates the formulation of new procedures and organizational changes resulting from audit/consulting engagements and discuss changes in related policies, rules, procedures, and methods.

- 7. Performs special analyses and reviews, including compliance, instances of alleged fraud and unethical misconduct. Reviews and reports on the accuracy, timeliness and relevance of the financial and other information that is provided for management.
- 8. Develops a flexible risk based annual internal audit plan using risk based support models and methodologies, and ensures its full implementation.
- Approves and oversees audit programs and testing procedures to ensure appropriateness for the areas in scope; fieldwork is within scope constraints and deadlines; identified risks are addressed and adequately provided for; and activities conform to regulation, college policies, departmental procedures, and professional standards.
- 10. Ensures staff compliance with regulations, College policies, deadlines, and auditing standards.
- 11. Maintains a professional audit staff with sufficient knowledge, training, skills, and experience to meet the requirements of the Internal Audit Charter.
- 12. Develops and implements fraud and unethical behavior prevention programs driven by risk based support models.
- 13. Participates in various committees or task forces geared to policy and procedure development and operational improvement.
- 14. Coordinates coverage with the external auditors, state and federal agencies, and external consultants, and that each party is not only aware of the other's work, but also well briefed on areas of concern to ensure appropriate coverage.
- 15. Responsible for maintaining accountability and sound fiscal management.
- 16. Develops, implements, and evaluates the department's procedures, programs, functions, and activities.
- 17. Provides input on revisions/updates of pertinent existing policies and formulation of new policies.
- 18. Oversees the departmental Institutional Effectiveness (IE) plan.
- 19. Maintains knowledge of the College's policies and procedures and applicable federal, state, and local laws and regulations.
- 20. Travels throughout the college district, as needed.
- 21. Recommends for hire, supervises, trains, mentors, assigns schedules, and evaluates the Internal Audits staff.
- 22. Performs other duties as assigned.

Required Education and Experience

- 1. Bachelor's degree in Accounting required; Master's degree preferred.
- 2. At least three (3) years of Auditing experience, preferably in a higher education institution.

Required Knowledge, Skills and Abilities

- 1. Ability to handle the demands and requirements of senior-level management in higher education.
- 2. Knowledge of auditing standards, techniques, activities, and processes.
- 3. Knowledge of risk management and risk assessment.
- 4. Knowledge of public accounting and financial rules, laws, standards, and practices.
- 5. Familiarity with fraud investigation and detection criteria and strategies.
- 6. Familiarity with organizational management and human resources concepts.

- 7. Ability to demonstrate effective management and leadership models and techniques.
- 8. Familiarity with planning and managing budgets.
- 9. Ability to effectively use organizational and planning skills with attention to detail and follow through.
- 10. Knowledge of designing internal audit master plan initiatives.
- 11. Ability to provide management with a comprehensive enterprise risk management process.
- 12. Ability to coordinate work with external auditors, federal and state agencies, and external consultants.
- 13. Ability to effectively supervise, lead, and delegate tasks and authority.
- 14. Excellent oral, written, presentation, and interpersonal communication skills.
- 15. Strong computer skills with knowledge of Microsoft Office (Word, Excel, PowerPoint, and Outlook) and internet research skills.
- 16. Ability to prioritize and manage multiple projects that require demonstrated leadership ability.
- 17. Ability to analyze situations quickly and objectively and to determine proper course of action.
- 18. Team player with the ability to collaborate with all college departments, functions, and other support services.
- 19. Ability to adapt to constant change and periods of fast-paced, high-intensity work situations.
- 20. Ability to work evenings and/or weekends as needed; willing to travel throughout the college district using own means of reliable transportation.
- 21. Demonstrated ability to interact effectively with a diverse, multi-cultural college population.
- 22. Demonstrated commitment to achieving the vision and mission of South Texas College.
- 23. Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, and governmental regulations.
- 24. Ability to write reports, business correspondence, and procedure manuals.
- 25. Ability to effectively present information and respond to inquiries from executive management, faculty, staff, students, public groups, regulatory agencies, and/or Boards of Trustees.
- 26. Ability to define problems, collect data, establish facts, and draw valid conclusions.
- 27. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- 28. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Checks, Certificates, Licenses, and Registrations

- 1. Security Sensitive position: all applicants are subject to a criminal background check under South Texas College policy.
- 2. In addition, subject to a federal background check.
- 3. Must have or qualify for a valid Texas driver's license and proof of liability insurance.
- 4. Certified Internal Auditor (CIA) or Certified Public Accountant (CPA) required.

Physical Requirements

- 1. Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects.
- 2. Perceiving the nature of sounds at normal speaking levels with or without correction.
- 3. Ability to receive detailed information through oral communication, and to make the discrimination in sound.
- 4. Ability to make rational decisions through sound logic and deductive processes.
- 5. Applying pressure to an object with the fingers and palm.
- 6. Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- 7. Expressing or exchanging ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to other workers accurately and concisely.
- 8. Sitting particularly for sustained periods of time.
- 9. Close visual acuity to perform an activity such as: preparing and analyzing data and figures, transcribing, viewing a computer terminal, and/or extensive reading, including color, depth perception, and field vision.
- 10. Mobility to accomplish tasks, particularly for long distances or moving from one work site to another.

The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

South Texas College is an equal education and equal employment opportunity/affirmative action employer. South Texas College does not discriminate or tolerate discrimination against any employee, applicant for employment, student, or applicant for admission on the basis of race, color, national origin, ethnicity, religion, age, sex, sexual orientation, gender, gender identity, gender expression, pregnancy, parental status, disabilities, genetic information, veteran status, or any other protected category under applicable local, state, or federal law. Conduct that excludes participation, denies benefits or subjects others to discrimination is prohibited. The College complies with all applicable policies and state and federal legislation in order to combat discrimination.

SOUTH TEXAS COLLEGE INTERNAL AUDIT CHARTER EFFECTIVE AUGUST 25, 2020

INTRODUCTION

Internal Auditing is an independent and objective assurance and consulting activity that is guided by a philosophy of adding value to improve the operations of the College. It assists the College in accomplishing its objectives by bringing a systematic and disciplined approach to evaluate and improve the effectiveness of the organization's risk management, governance, and internal controls.

ROLE

The internal audit function is established by the College Board of Trustees, Finance, Audit, and Human Resources Committee (hereafter referred to as the Board). The internal audit function's responsibilities are defined by the Board as part of their oversight role.

AUTHORITY

The internal audit function, with strict accountability for confidentiality and safeguarding records and information, is authorized full, free, and unrestricted access to any and all of the College's property, records (manual or electronic), and personnel pertinent to carrying out authorized engagements. All employees are requested to assist the internal audit function in fulfilling its roles and responsibilities. The internal audit function will also have free and unrestricted access to executive management and the Board.

INDEPENDENCE & OBJECTIVITY

The internal audit function will remain free from interference by any element in the organization, including matters of audit selection, scope, procedures, frequency, timing, or report content to permit maintenance of a necessary independent and objective mental attitude. Internal auditors will have no direct operational responsibility or authority over any of the activities audited. Accordingly, they will not implement internal controls, develop procedures, install systems, prepare records, or engage in any other activity that may impair the internal auditor's independence or objectivity. Internal auditors are not authorized to perform any operational duties, initiate or approve accounting transactions external to the internal audit function, or direct the activities of any employee not employed by the internal audit function, except to the extent such employees have been appropriately assigned to auditing teams or otherwise assist the internal audit function. Internal auditors must exhibit the highest level of professional objectivity in gathering, evaluating, and communicating information about the activity or process being examined. Internal auditors must make a balanced assessment of all the relevant circumstances and not be unduly influenced by their own interests or by others in forming judgments.

The Internal Auditor will confirm to the Board, at least annually, the organizational independence of the internal audit activity.

INTERNAL AUDIT PLAN

At least annually, the Internal Auditor will submit to senior management and the Board an internal audit plan for review and approval. The internal audit plan will consist of a work schedule as well as budget and resource requirements for the next fiscal year. The Internal Auditor will communicate the impact of resource limitations and significant interim changes to senior management and the Board. The internal audit plan will be developed based on a prioritization of the audit universe using a risk-based methodology, including input of senior management and the Board. The Internal Auditor will review and adjust the plan, as necessary, in response to changes in the College's risks, operations, programs, systems, and internal controls. Any significant deviation from the approved internal audit plan will be communicated to senior management and the Board.

ORGANIZATION

The Internal Auditor will report functionally to the President and the Board and administratively (i.e. day to day operations) to the Vice President of Finance and Administrative Services.

The Board will

- Approve the internal audit charter;
- Approve the risk-based annual audit plan;
- Complete an annual performance appraisal of the Internal Auditor;
- Approve the internal audit budget and resource plan;
- Receive communications from the Internal Auditor on the internal audit activity's performance relative to its plan and other matters; and
- Make appropriate inquiries of management and the Internal Auditor to determine whether there are inappropriate scope or resource limitations.

The Internal Auditor will communicate and interact directly with the Board, including in executive sessions and between Board meetings as appropriate.

SCOPE OF ACTIVIES

Assurance Services are objective examinations of evidence for the purpose of providing an independent assessment. The scope of work for assurance services is to determine whether the College's risk management, governance, and control processes as designed and represented by management, is adequate and functioning in a manner to help ensure:

- Risks are appropriately identified and managed;
- Significant financial, managerial, and operating information is accurate, reliable, and timely;
- Employees' actions are in compliance with policies, standard, procedures, and applicable laws and regulations;
- Resources are acquired economically, used efficiently, and adequately protected;

- Established objectives and goals are met and whether operations or activities are being conducted as planned;
- Quality and continuous improvement are fostered in the institution's control process.

Consulting Services are advisory and include other service activities such as counsel, advice, facilitation, training, and participation on standing or temporary management committees or project teams. The objective of consulting services is to add value in the development or modification of organization processes, procedures, and controls to minimize risk and achieve department objectives. Accepted consulting engagements will be included in the audit plan.

STANDARDS OF AUDIT PRACTICE

The internal audit function will govern itself by adherence to The Institute of Internal Auditors' mandatory guidance including the Definition of Internal Auditing, the Code of Ethics, and the International Standards for the Professional Practice of Internal Auditing (Standards). This mandatory guidance constitutes principles of the fundamental requirements for the professional practice of internal auditing and for evaluating the effectiveness of the internal audit activity's performance. The Institute of Internal Auditors' Practice Advisories, Practice Guides, and Position Papers will also be adhered to as applicable to guide operations. In addition, the internal audit activity will adhere to the College's relevant policies and procedures and the internal audit activity's audit manual.

RESPONSIBILITIES

The Internal Auditor has a responsibility to:

- Develop a flexible, annual work plan using an appropriate risk-based methodology, including any risks or control concerns identified by management, and submit that plan to the President, and the Board of Trustees' Finance, Audit, and Human Resources Committee for review and approval as well as periodic updates;
- Implement the annual work plan, as approved by the Finance, Audit, and Human Resources Committee;
- Issue periodic reports to the President and the Finance, Audit, and Human Resources Committee summarizing results of audit activities, annual work plans, sufficiency of office resources, and emerging trends and successful practices in internal auditing;
- Review systems to verify compliance with established policy, procedures, and applicable regulations;
- Review compliance with guidelines for ethical professional conduct.
- Maintain a follow-up process to monitor management actions on reported engagement observations and whether recommendations have been effectively implemented;
- Identify indicators of fraud and facilitate the investigation of suspected fraudulent activities within the organization;
- Act as liaison between the College and external auditors, including the review of their findings and the follow-up on necessary corrective action;

RESPONSIBILITIES (Cont.)

- Identify necessary training to improve the knowledge, skills, and competencies necessary for the internal auditors to have sufficient proficiency for auditing with the organization and maintaining professional certifications;
- Obtain competent advice and assistance necessary for the engagement when needed or decline the engagement;
- Ensure that an external review of the internal audit function in accordance with the Standards is conducted at least once every five years.
- Evaluate specific operations at the request of the Finance, Audit, and Human Resources Committee or the President, as appropriate.

QUALITY ASSURANCE AND IMPROVEMENT PROGRAM

The internal audit function will maintain a quality assurance and improvement program that covers all aspects of the internal audit activity. The program will include an evaluation of the internal audit function's conformance with the Definition of Internal Auditing and the IIA Standards and an evaluation of whether internal auditors apply the Code of Ethics. The program also assesses the efficiency and effectiveness of the internal audit function and identifies opportunities for improvement. The Internal Auditor will communicate to senior management and the Board on the internal audit activity's quality assurance and improvement program, including results of ongoing internal assessments and external assessments conducted at least every five (5) years.

The results of internal audit reviews as well as a report on Internal Audit's activities shall be presented to the President, and the Board of Trustees' Finance, Audit, and Human Resources Committee. A summary of the report shall be submitted to all other Board members. The report shall include:

- 1) Internal audit finding(s);
- 2) Internal audit recommendation(s);
- 3) Management response(s);
- 4) Date of implementation of audit recommendation(s).

The Internal Auditor verifies corrective action has been taken by management and reports on the corrective action to the Board of Trustees' Finance, Audit, and Human Resources Committee.

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

Maria G. Elizondo, MBA, CFC, CGMA, CPA Vice President for Finance and Administrative Services

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

mdi I

Roy de León / Chairman, Finance, Audit, and Human Resources Committee

Paul R. Rodriguez Chairman, Board of Trustees

8/27/20

Date

26/20

Date

20

Date

8/25/2020

Date

8/25/2020 Date

Review and Action as Necessary on Financial Advisor Services and Continuing Disclosure Services

Approval of action as necessary regarding the Financial Advisor Services and Continuing Disclosure Services is requested.

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

The Continuing Disclosure Services consists of important information about municipal bonds that arises after the initiative issuance. This information generally reflects the financial health and 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 by the Municipal Securities Rulemaking Board (MSRB).

Justification - The Financial Advisor and Continuing Disclosure Services are requested by management for the College. Request for Qualifications (RFQs) for these services were solicited as requested by the Board of Trustees at the November 24, 2020 Board Meeting.

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.

At 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, Audit, and Human Resources 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.

The Board also approved at the October 27, 2020 Board Meeting, an additional 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. 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.

The Board also requested further analysis from staff on procurement methods and evaluation criteria for the Financial Advisor Services and Continuing Disclosure Services.

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.

At the November 24, 2020 Board meeting, the Board approved the solicitation of a Request for Qualifications (RFQ) for Financial Advisor Services and Continuing Disclosure Services combined, using the identified criteria, and stipulated that evaluations would be conducted by the Finance, Audit, and Human Resources Committee.

The Committee further recommended that respondent's qualifications be provided directly, and without staff evaluation, to the Finance, Audit, and Human Resources Committee for evaluation and for the Committee to recommend the most highly qualified respondent for Board approval. The Committee and the Board reserve the right to request presentations as necessary from the responding firms.

Proposal documents were advertised on December 2, 2020 and December 9, 2020 and issued to five (5) vendors. Four (4) responses were received on December 16, 2020.

At the January 12, 2021 Finance, Audit, and Human Resources Committee meeting, administration provided an overview of the process used by College staff when reviewing and evaluating qualifications. All seven trustees were provided with hard copies of the forms used in the evaluation process, as well as copies of all four responsive Qualifications. The members of the Committee were asked to complete and submit the *Acknowledgement of Evaluation Responsibility, Non-Conflict of Interest, and Confidentiality Statements* prior to their independent review of the Qualifications.

At the January 26, 2021 Board Meeting, the Board approved the Director of Purchasing to complete the following:

- Reference Checks for the four (4) respondents of the RFQ and submit the completed responses to the trustees by the end of day on Friday, January 29, 2021.
- Evaluation Summary of the Finance, Audit, and Human Resources Committee members independent evaluation ranking for the four (4) respondents of the RFQ for presentation to the Committee on Tuesday, February 9, 2021. The evaluation

rankings were submitted to the Director of Purchasing by the end of day on Tuesday, February 2, 2021.

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

Mary Elizondo, Vice President for Finance and Administrative Services, Myriam Lopez, Comptroller, and Becky Cavazos, Director of Purchasing, attended the February 9, 2021 Committee meeting to address any questions by the Committee.

On February 9, 2021, the Finance, Audit, and Human Resources Committee recommended Board approval of the selection and engagement of Estrada Hinojosa & Company, Inc. for Financial Advisor Services and Continuing Disclosure Services.

At the Committee meeting, an attending trustee suggested that the Board invite the top two ranked firms for presentations to the Board. Another trustee suggested that all four responding firms be invited for presentations to the Board.

Legal counsel agreed that the Board could act upon the Committee's recommendation, or could request presentations.

The current Financial Advisor Services and Continuing Disclosure Services agreement with Hilltop Securities, Inc., will expire at the end of February 2021, and should be renewed through March 31, 2021, if the Board will not authorize a new engagement at this time.

The Board of Trustees is presented the Committee's recommendation as well as the suggestion to invite some or all firms for presentations.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize action as necessary regarding the Financial Advisor Services and Continuing Disclosure Services.

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

The Board of Trustees of Trustees of South Texas College approves and authorizes action as necessary regarding the Financial Advisor Services and Continuing Disclosure Services.

Approval Recommended:

David C. Plummer, M.B.A., Ed.D. Interim President

							-		
	VENDOR	Estrada Hinojosa & Company, Inc.	nojosa y, Inc.	Hilltop Sec	Hilltop Securities, Inc.	PFM Financial Advisors, LLC.	nancial s, LLC.	RBC Capital Market, LLC	apital LLC.
	ADDRESS	1508 Lone Star Way Unit 1	Way Unit 1	70 Northeast Lo	70 Northeast Loop 410 Ste 710	111 Congress Ave Ste 2150	Ave Ste 2150	609 Main St 36th Fl	St 36th Fl
	CITY/STATE	Edinburg, TX 78539	X 78539	San Antonic	San Antonio, TX 78216	Austin, TX 78701	X 78701	Houston, TX 77002	X 77002
	PHONE	210-223-4888	4888	210-30	210-308-2204	512-614-5323	t-5323	713-651-3338	-3338
	FAX	210-941-0501	0501			512-472-0932	2-0932	713-651-3347	-3347
	CONTACT	Miguel De Los Santos	os Santos	Anne Burg	Anne Burger Entrekin	Dennis Waley	Waley	Chris Allen	Allen
1	Qualifications of staff to be assigned to the College. (up to 45 points)	45		40		40		35	
	The qualifications of the staff assigned to the College vis-à-vis a background, years of experience, number of issues engaged in, size of issues, etc.	45	44.33	42	41	38	40	40	36.66
	b References	43		41		42		35	
7	Experience with public entities, including, but not limited to community colleges. (up to 45 points)	45		45		45		45	
	a Diverall public finance experience and track record of the firm.	45	44	43	42.66	39	41.66	40	40
	b Specific experience of the firm and staff with the obligations issued by public entities.	42		40		41		35	
3	Regulatory Matters (up to 10 points)	10		10		10		10	
	a Investigations and litigations information provided.	8	8.66	5	7.66	4	7.33	7	6.66
		8		8		8		3	
TOT	TOTAL EVALUATION POINTS	96.99	6	91.	91.32	88.99	66	83.32	32
RAN	RANKING	1			2	3		4	

Review and Action as Necessary on Consent Agenda Items from the Facilities Committee

The following Consent Agenda items were thoroughly discussed by the Facilities Committee. All trustees, whether a member of the Committee or not, received all supporting documentation and were invited to participate in the deliberation on each item. Non-committee members did not participate in Committee votes for recommendation of Board action.

Administration believes that all questions raised during the Committee discussion of Consent Agenda items were resolved to the Committee's satisfaction at the meeting, and the items are presented here substantially as recommended by the Committee, for approval by the Board of Trustees.

Any trustee may identify an item or items that should be removed from the Consent Agenda for further discussion. Otherwise, the Board is asked to formally act on the full consent agenda, according to the details and recommended action presented for each item in the following pages

The Facilities Committee recommended Board action on the following items as presented.

- a. List Approval of Schematic Design of the Renovation and Expansion of the Existing Pecan Campus Library Building F
- b. Approval to Proceed with Design Development and Construction Document Phases for the Renovation and Expansion of the Existing Pecan Campus Library Building F
- c. Approval of Proposed Change Order for the Nursing and Allied Health Campus and Starr County Campus Student Services Renovations
- d. Approval of Final Completion of the Regional Center for Public Safety Excellence Drainage Improvements at the Cityscape Area
- e. Approval of Proposed Facilities Usage Agreement with the Mission Economic Development Corporation
- f. Approval of Proposed Facilities Usage/Interlocal Agreement and with Tyler Junior College

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the following items:

- a. Approval of Schematic Design of the Renovation and Expansion of the Existing Pecan Campus Library Building F
- b. Approval to Proceed with Design Development and Construction Document Phases for the Renovation and Expansion of the Existing Pecan Campus Library Building F
- c. Approval of Proposed Change Order for the Nursing and Allied Health Campus and Starr County Campus Student Services Renovations
- d. Approval of Final Completion of the Regional Center for Public Safety Excellence Drainage Improvements at the Cityscape Area
- e. Approval of Proposed Facilities Usage Agreement with the Mission Economic Development Corporation
- f. Approval of Proposed Facilities Usage/Interlocal Agreement and with Tyler Junior College

The Following Minute Order is proposed for consideration by the Board of Trustees: The Board of Trustees approves and authorizes the following items:

- a. Approval of Schematic Design of the Renovation and Expansion of the Existing Pecan Campus Library Building F
- b. Approval to Proceed with Design Development and Construction Document Phases for the Renovation and Expansion of the Existing Pecan Campus Library Building F
- c. Approval of Proposed Change Order for the Nursing and Allied Health Campus and Starr County Campus Student Services Renovations
- d. Approval of Final Completion of the Regional Center for Public Safety Excellence Drainage Improvements at the Cityscape Area
- e. Approval of Proposed Facilities Usage Agreement with the Mission Economic Development Corporation
- f. Approval of Proposed Facilities Usage/Interlocal Agreement and with Tyler Junior College

Approval Recommended:

David C. Plummer, M.B.A., Ed.D. Interim President

Consent Agenda Item a: Approval of Schematic Design of the Renovation and Expansion of the Existing Pecan Campus Library Building F

Approval of schematic design by ERO Architects (ERO) for the proposed renovation and expansion of the existing Pecan Campus Library Building F is requested.

Purpose

Schematic design is the first phase of basic design services provided by the project design team. In this phase, the design team prepares schematic drawings based on the Owner's project program and design meetings with College staff.

On February 9, 2021, the Facilities Committee was presented with ERO's schematic design for the proposed renovation and expansion of the existing Pecan Campus Library facility.

Justification

The renovation and expansion of the existing Pecan Campus Library Building F is necessary to accommodate student learning support in accordance with best practices and compliance with accreditation requirements.

Scheduling Priority

This project was requested by Library staff based on meeting future SACSCOC requirements. This project has been previously reviewed by Library and College staff, the Coordinated Operations Council, the President's Cabinet, the Facilities Committee, and the Board of Trustees. This project is scheduled as an educational space improvement to enhance Library and Learning Support Services, add additional space for students and staff, and make more efficient and effective use of space.

Background

The Pecan Campus Library Building F is a two-story building with 66,026 gross square feet dating back to the inception of the College. Since 1993, the library has undergone two construction additions in an effort to keep up with growth at South Texas College's Pecan Campus, the last of which was completed in 2004. In the 16 years since its last addition, library users, operations, and services have evolved and expanded.

The College's existing Master Plan, developed by Freese & Nichols in 2010, suggested that the Pecan Campus should have a library of at least 100,000 square feet. Subsequent Board-authorized studies by architectural consultants Patrick Deaton, whose architectural services were approved by the Board on September 19, 2017, and Godfrey's Associates, whose services were approved by the Board on January 30, 2018, confirmed the need to renovate and expand the existing Pecan Campus Library Building F.

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On April 30, 2019 the Board authorized the publication of a RFQ to solicit architectural services for a two-phase project for the renovation and expansion of the existing Pecan Campus Library Building F. The first phase of the project was to assess at least three expansion options for the current Library and present for Board approval. Upon Board approval of an expansion option, the second phase of the project would be to serve as the architect of record, including the review and refinement of the draft building program and development of design documents.

On June 25, 2019, the Board authorized contracting architectural design services with ERO Architects to evaluate the existing facility, provide recommendations to Board, and prepare plans for the renovation and expansion of the existing Pecan Campus Library Building F. ERO reviewed previous reports and plans, and visited the site of the existing library. They met with various College staff, and developed a feasibility study with four (4) options for renovating and expanding the existing Pecan Campus Library.

On September 22, 2020, the Board accepted ERO's Pecan Campus Library Building F Renovation and Expansion feasibility study, approved Option #4, an expansion on the south side of the building, as presented, and authorized ERO to move forward with schematic design. ERO has completed the schematic design in consultation with College staff and is prepared to present its design to the Facilities Committee.

Below is a timeline of past renovations of the library, and the assessment and development of an additional renovation and expansion.

٠	Original building	1993
٠	1 st Renovation	2000
٠	2 nd Renovation	2004
•	District Wide Master Plan	2010
٠	Adequacy Assessment	2017
٠	Feasibility Study	2018
٠	Solicitation for Feasibility and Design	April 2019
٠	Architect Awarded Project	June 2019
٠	Acceptance of Architect's Study	September 2020
	and Begin of Schematic Design Work	

Renovation and Expansion Objectives

The main objectives for the renovation and expansion of the Library building are as follows:

- Updating the functionality of the space to keep up with changes in the types of spaces that are conducive to student learning:
 - Study Rooms
 - Consultation Area
 - Quiet Study / Reading Room
 - Emerging technology spaces including AR/VR, 3-D printing, and other;
- Improving the adjacency and flow of functions, among other things, to minimize unnecessary flow of traffic and noise through study areas;
- Increasing the number of students that the facility can accommodate;

 Providing an adequate library facility that appropriately serves the College's educational and mission-related activities in compliance with SACSCOC standard (13.7).

Program Scope for the Renovation and Expansion of the Pecan Campus Library

- SQ FT:
 - First Floor (Existing) 46.064 sf
 - Second Floor (Existing) 19,962 sf
 - Second Floor (Existing) 19,962 sf
 New Addition (First Floor) 8,440 sf
 - 74,466 sf Total Square Feet

First Floor •

- Lobby
- Library Instruction
- Art Gallery
- Events Room
- Collections
- Makerspace
- Extended Hours Open Computer Lab
- Collaboration Areas
- CLE Writing Center
- Study Rooms
- Help Desk
- Library Technical Services
- Educational Technologies
- Staff Support Area
- o Support Spaces Restrooms, Storage, Custodial, Mechanical, Information Technology
- o **Portico**
- Community User Area

Second Floor •

- Consultation Area
- Study Rooms
- Quiet Study Areas
- Silent Study Room
- Administration Offices
- Conference Room
- Staff Support Area
- Support Spaces Restrooms, Storage, Custodial, Mechanical

The Board is asked to approve the schematic design.

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Architectural Fee

The architect's basic design services fee for this project is divided into the project phases. The Board of Trustees approved the fee based on 7.25% of the construction cost of \$11,500,000.00 for a total fee of \$833,750.00 for basic services.

Architectural Basic Services Fee for the Renovation and Expansion of the Existing Pecan Campus Library Building F					
Project Phase	Percentage of Fee	Fee by Phase	Amount Paid		
Feasibility Study	15%	\$125,062.50	\$125,062.50		
Schematic Design	15%	125,062.50	31,265.63 (25% of total amount)		
Design Development	15%	125,062.50	Phase Not Started		
Construction Documents	35%	291,812.50	Phase Not Started		
Bidding and Negotiations	5%	41,687.50	Phase Not Started		
Construction Administration	15%	125,062.50	Phase Not Started		
Total Amount	7.25% x \$11.5M	\$833,750.00	\$156,328.13		

The Board also approved fees for ERO Architects to engage the following firms as consultants, whose fees are considered additional services to the architect's basic service fees. The architect will be assessing a 10% fee for these additional services.

- Civil Engineer: Perez Consulting Engineers, LLC.
- Landscape Architect: Stephen P. Walker Landscape Architect
- Technology Consultant: Halff Associates, Inc.

The total amount paid to date to the architect for basic design services is \$156,328.13. The additional services fees that have been paid to date for the architect's consultants, including the architect's 10% additional services management fees, are \$26,793.80. The total amount paid to date for basic design services and additional services fees is \$183,121.93.

The table below describes the additional services fees:

Design Fees for Basic Services and Additional Services Feasibility, Design, and Construction Administration					
ltem	ERO Architects Fees	Consultants Fees	Amount Paid		
Architect Basic Service including Library Consultant (7.25% of total construction budget)	\$833,750.00	\$0.00	\$156,328.13		
Civil Engineering	-	60,420.00	14,358.00		
Landscape Architect	-	9,198.00	0.00		
Technology Consultant	-	55,467.00	10,000.00		

February 23, 2021 Regular Board Meeting Page 46, Revised 02/19/2021 @ 11:27 AM

\$125,085.00	\$183,121.93
	¢102.424.02
	-

Funding Source

Funds for the Pecan Campus Library Building F Renovation and Expansion Project 2016-018C are budgeted in the Unexpended Construction Plant Fund for use in fiscal year 2020-2021.

Below is the total project budget.

Pecan Campus Library Building F Renovation and Expansion Total Project Budget		
Budget Item	Amount	
Construction	\$11,500,00	
Design	1,150,000	
Miscellaneous	345,000	
FFE	920,000	
Technology	1,035,000	
Contingency	600,000	
Total Project Budget	\$15,550,000	

Based on the current proposed schematic design, the architect's estimate of the probable construction cost is \$11,416,981, which is within the construction budget.

Below are the funds allocated for FY 2020-2021.

Pecan Campus Library Building F Renovation and Expansion Fiscal Year 2020-2021 Budget		
Construction Budget	Amount	
Construction	\$500,000	
Design	842,266	
Miscellaneous	100,000	
Total FY 20-21 Budget	\$1,442,266	

Additional funds will be budgeted for the remainder of the project for the subsequent fiscal years.

Reviewers

The proposed schematic design has been reviewed by Administration and staff from the Library and Learning Support Services group, Pecan Campus Library Taskforce, and the Facilities Planning & Construction department.

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Enclosed Documents

Enclosed are the schematic design presentation and an estimate of the probable cost of construction from the architect for the Board's review and information.

Presenters

ERO Architects has developed a schematic presentation describing the proposed design. Representatives from ERO Architects will be present at the Facilities Committee meeting to present the schematic design of the proposed renovation and expansion project.

The Facilities Committee recommended Board approval of the schematic design by ERO for the proposed renovation and expansion of the existing Pecan Campus Library Building F as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the schematic design by ERO for the proposed renovation and expansion of the existing Pecan Campus Library Building F as presented.

The Following Minute Order is proposed for consideration by the Board of Trustees: The Board of Trustees of Trustees of South Texas College approves and authorizes the schematic design by ERO for the proposed renovation and expansion of the existing Pecan Campus Library Building F as presented.

Approval Recommended:

David C. Plummer, M.B.A., Ed.D. Interim President



PECAN CAMPUS LIBRARY RENOVATION PROJECT SCHEMATIC DESIGN PRESENTATION

FEBRUARY 9, 2021







PROJECT MISSION	Pg. 3
PROJECT RECAP	Pg. 4-6
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ELEVATIONS	Pg. 10-12
EXTERIOR VIEWS	Pg. 13-17
EXTERIOR SEATING	Pg. 18-21
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FLOOR PLANS	Pg. 24-31
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FURNITURE PLAN	Pg. 34-35
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NEXT STEPS	Pg. 37

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ERO Architects has been tasked to renovate and expand the existing Pecan Campus Library and transform the facility into a student-focused modern academic library environment that utilizes spaces in a functional manner within the targeted \$11.5M budget.

PROJECT MISSION







Current Library

- Original South Texas College Pecan Campus Library constructed in 1993 with two additions – last one in 2004.
- Pecan Campus Library square footage:

Footprint: 66,026 sf (46,064 sf first floor and 19,962 sf second floor). Building Code: 63,474 sf (44,379 first floor and 19,095 second floor).

- Current assignable space is about 63%.
- Feasibility study explored expansion options; Option 4 was preferred.



Option

South Expansion – Preferred Probable Contruction Cost: \$11.49M

Features a new Grand Entry Mall that separates the Rainbow Room, extended hours space & makerspace from main library functions.

PROS/CONS

PROS

- » Provides good connection between parking and central campus corridor.
- Visibility from connection through library space increased.
- Allows for separation between extended hours spaces (Rainbow Room, extended study space, and makerspace) and secured library side.
- Educational Technologies remains in the building.

CONS

- > Limited expansion of collections.
- Full capacity for Rainbow Room will be an alternate; Approximately 50 seats will be part of the alternate.

MASS MODEL

Reduces available parking Increases connectivity

SITE PLAN

Library 65,990 SF

- 46,070 SF First Floor
- > 19,920 SF Second Floor
- South of Building
- Expansion
- Approx. 8,000 Sf
- **Regulatory Agencies**
- Meets All Requirements



RECAP

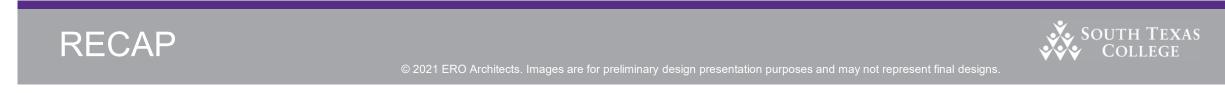






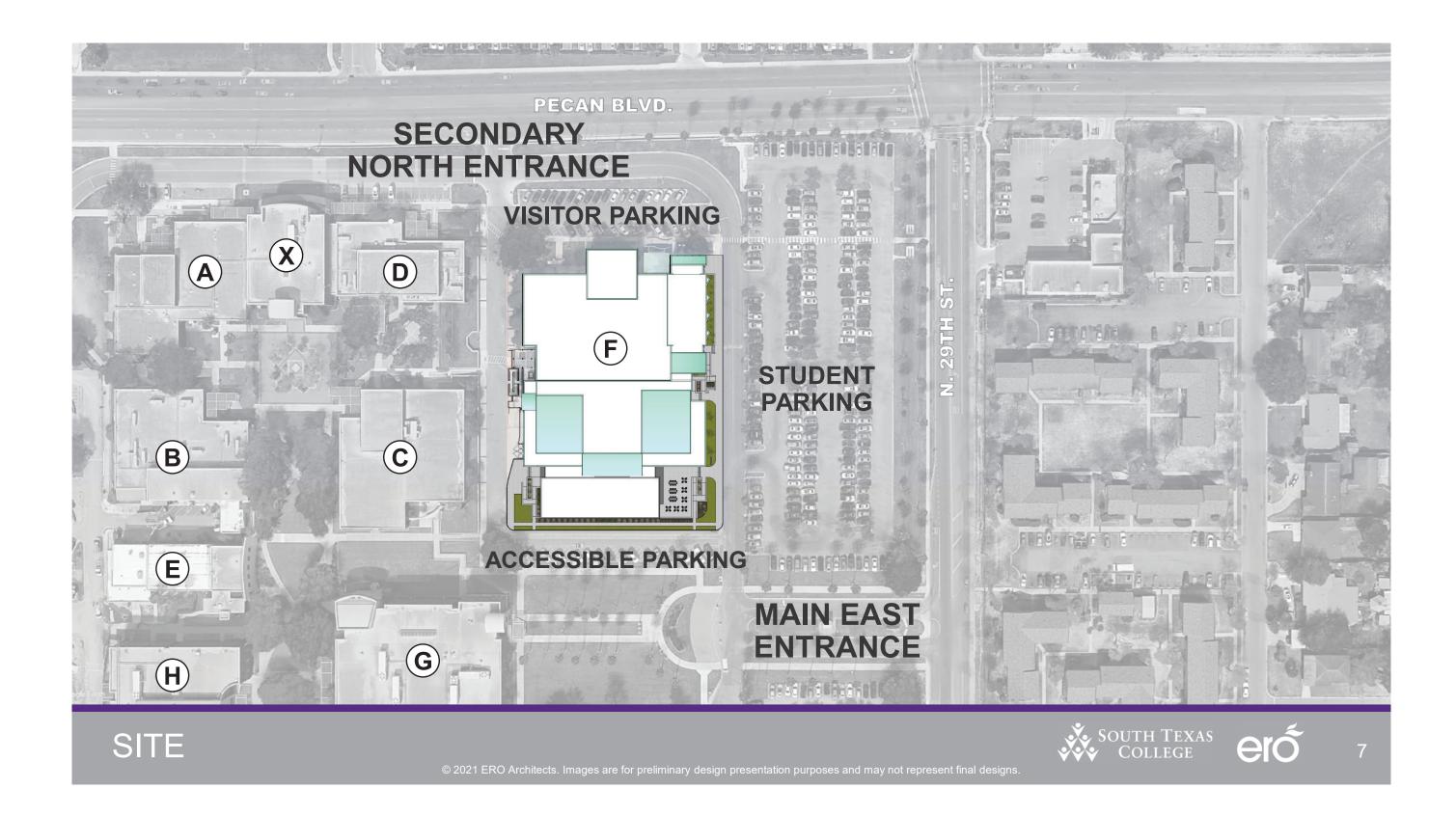
Proposed Library Renovation & South Expansion

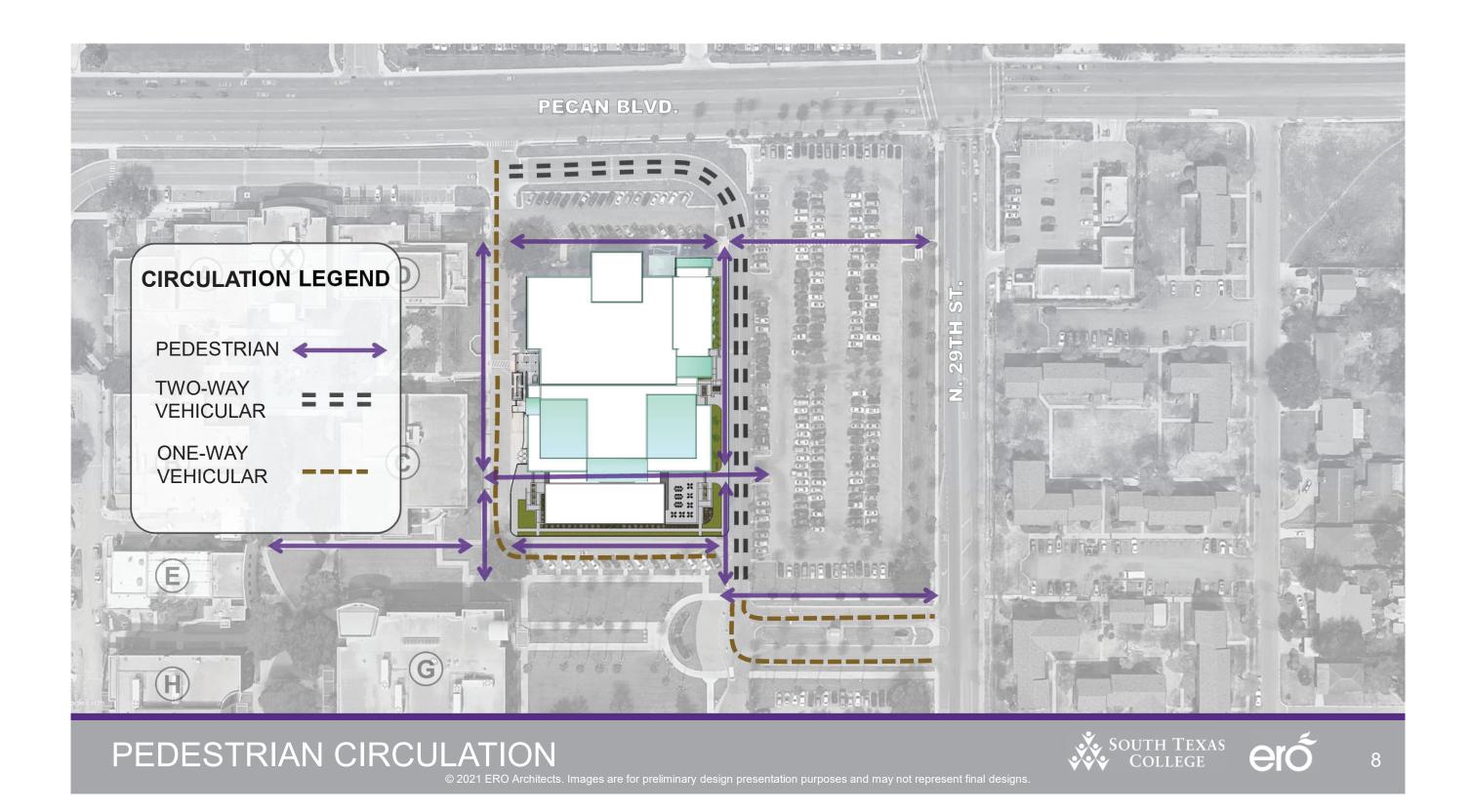
- Addresses spatial reconfigurations to achieve approximately 75% utilization ratio.
- Expansion is approximately 8,238 sf.
- Expansion provides a receiving patioed main entrance.
- Expansion provides access to makerspace, gallery, events room, and study café for after hour use.
- Renovation provides for louder collaborative spaces on the first floor and quieter silent study spaces on the second floor.
- Amount of impervious cover will not be affected by the expansion.

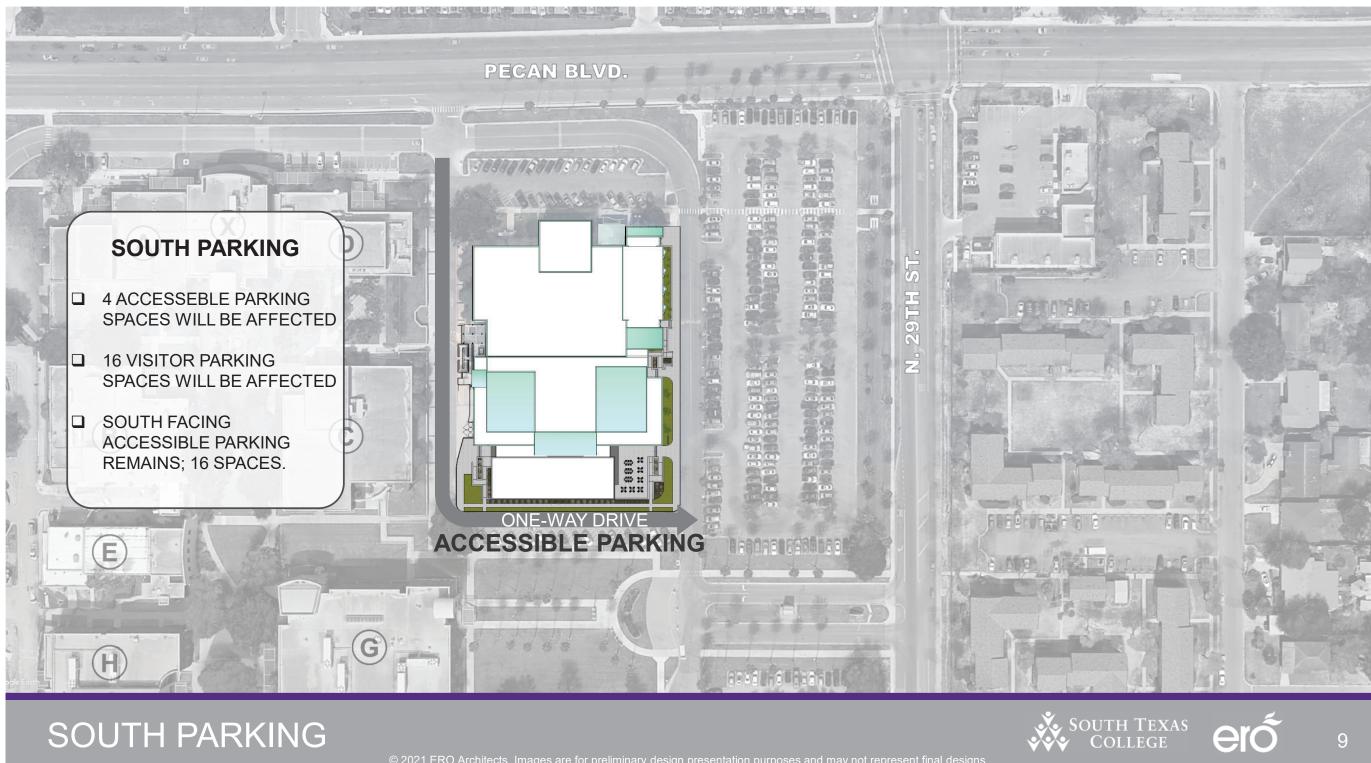




6



















EXTERIOR VIEWS

SOUTH TEXAS College





EXTERIOR VIEWS







EXTERIOR VIEWS



JUNE @ 1:30 PM





JUNE @ 4:00 PM









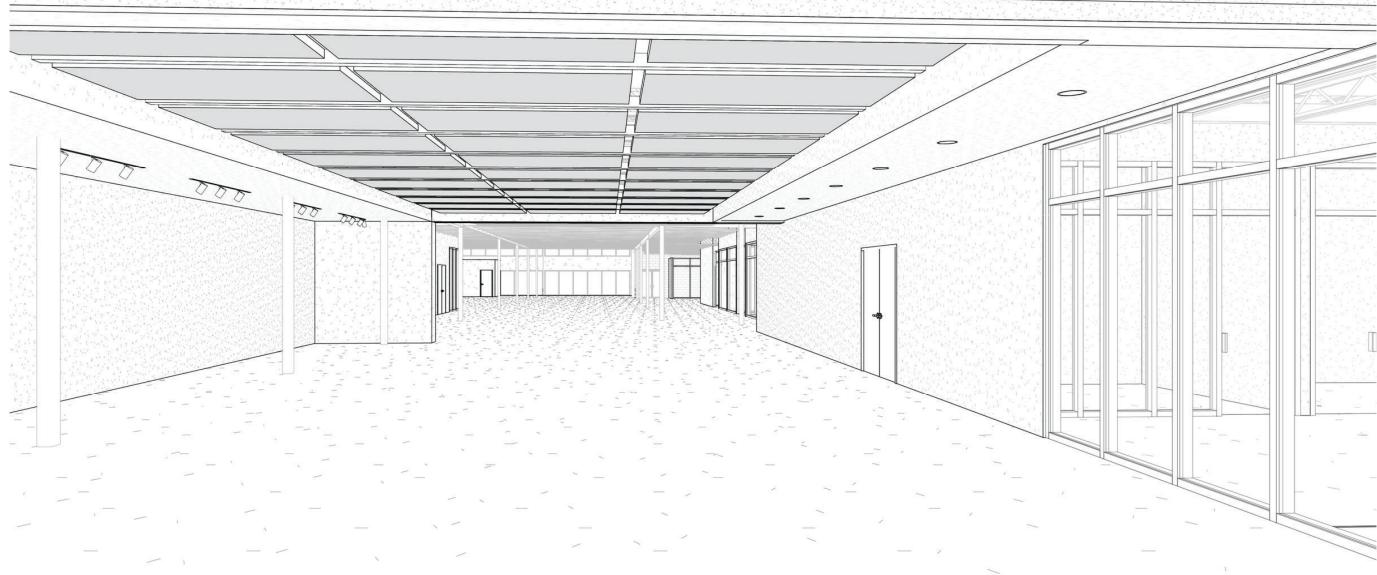






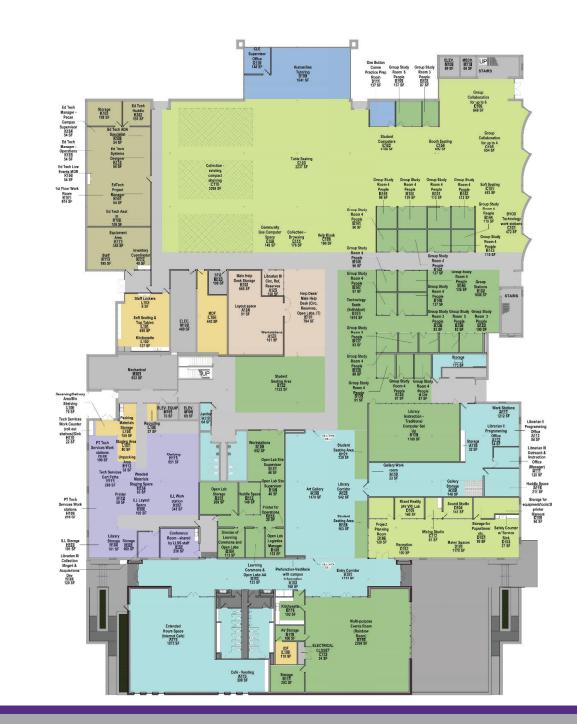


MALL CORRIDOR



LIBRARY VIEW — PLACE HOLDER © 2021 ERO Architects. Images are for preliminary design presentation purposes and may not represent final designs.





DEPARTMENT LEGEND

A. LOBBY/CENTRAL CIRCULATION

- B. MULTI-PURPOSE INSTRUCTION/MEETING SPACE
- C. STUDENT COLLABORATION AREAS
- D. CLE & HUMANITIES TUTORING
- E. CIRCULATION/MAIN HELP DESK
- H. TECHNICAL SERVICES
- K. EDUCATIONAL TECHNOLOGIES
- L. LIBRARY STAFF & BUILDING SUPPORT
- M. CIRCULATION / BUILDING SUPPORT

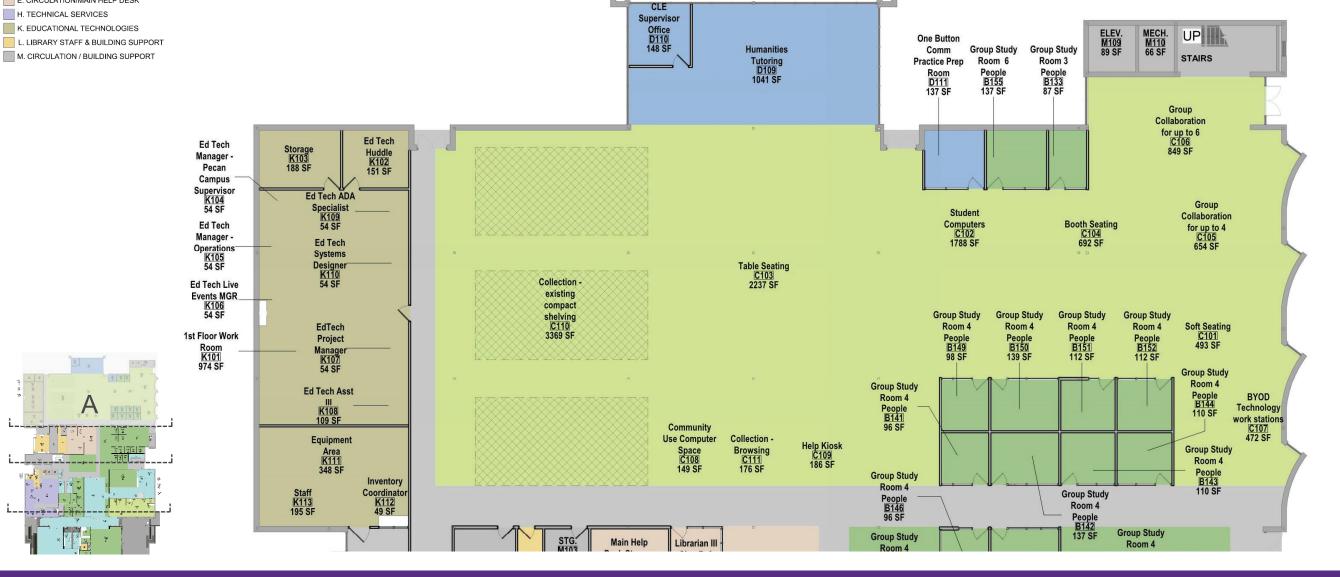
1ST FLOOR - PROGRAM











A. LOBBY/CENTRAL CIRCULATION B. MULTI-PURPOSE INSTRUCTION/MEETING SPACE

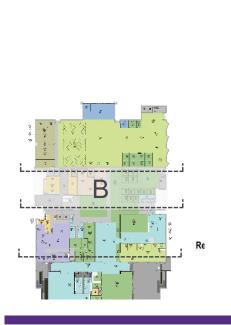
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C. STUDENT COLLABORATION AREAS D. CLE & HUMANITIES TUTORING

E. CIRCULATION/MAIN HELP DESK

Department Legend

SOUTH TEXAS erõ 25





- M. CIRCULATION / BUILDING SUPPORT
- K. EDUCATIONAL TECHNOLOGIES
- H. TECHNICAL SERVICES
- E. CIRCULATION/MAIN HELP DESK
- D. CLE & HUMANITIES TUTORING
- C. STUDENT COLLABORATION AREAS
- A. LOBBY/CENTRAL CIRCULATION
 B. MULTI-PURPOSE INSTRUCTION/MEETING SPACE

Department Legend



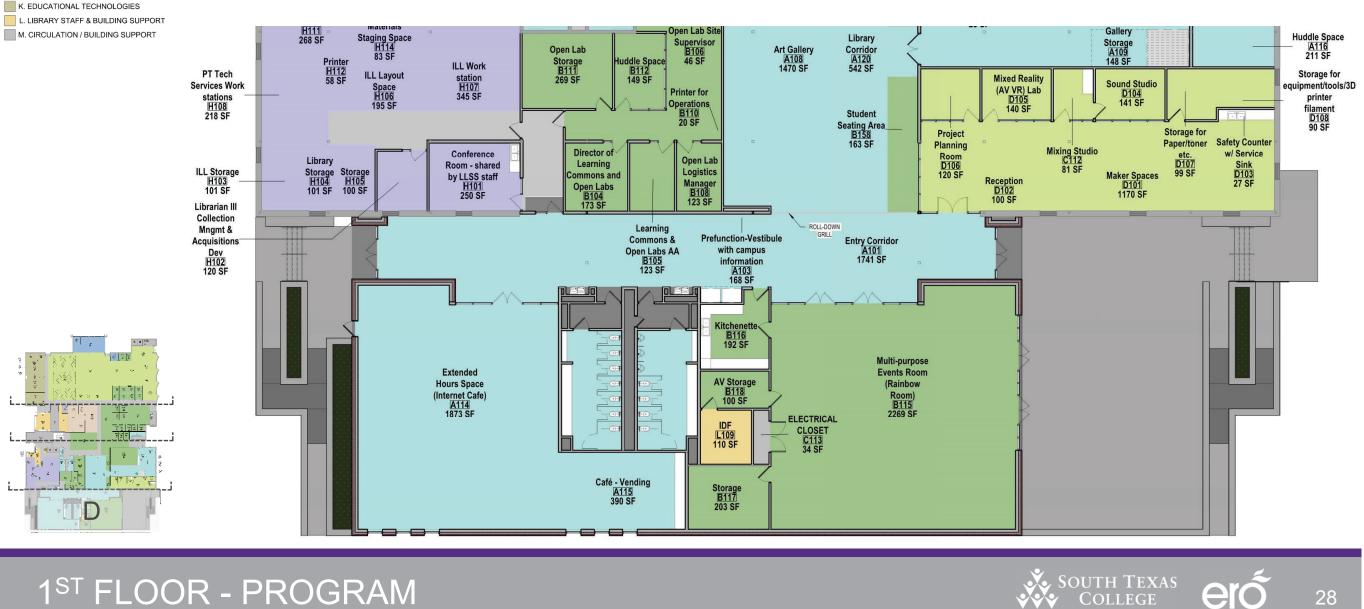


Department Legend

C. STUDENT COLLABORATION AREAS

B. MULTI-PURPOSE INSTRUCTION/MEETING SPACE





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28

H. TECHNICAL SERVICES

2 4 4

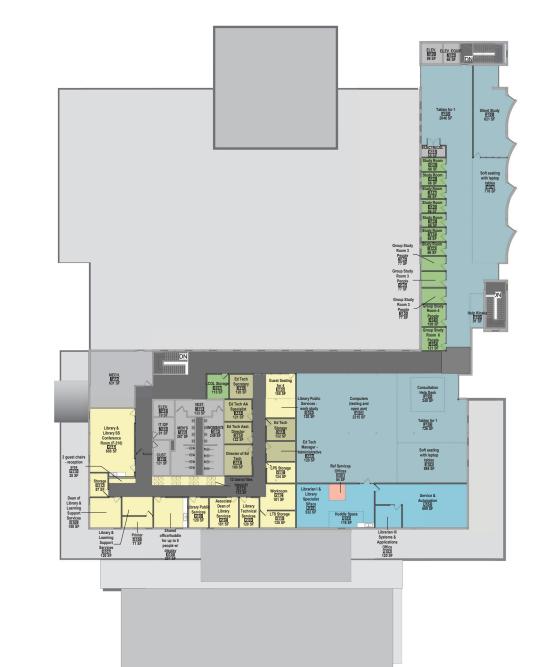
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D. CLE & HUMANITIES TUTORING E. CIRCULATION/MAIN HELP DESK

B. MULTI-PURPOSE INSTRUCTION/MEETING SPACE C. STUDENT COLLABORATION AREAS

A. LOBBY/CENTRAL CIRCULATION

Department Legend



DEPARTMENT LEGEND

B. MULTI-PURPOSE INSTRUCTION/MEETING SPACE

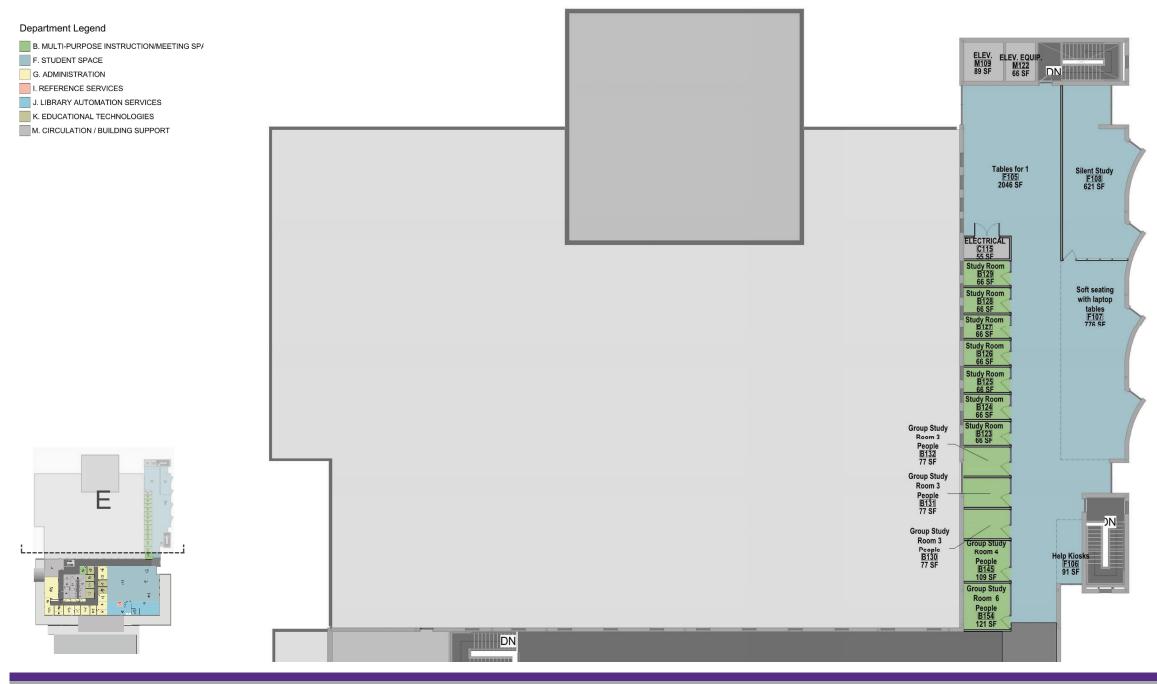
- F. STUDENT SPACE
- G. ADMINISTRATION
- I. REFERENCE SERVICES
- J. LIBRARY AUTOMATION SERVICES
- K. EDUCATIONAL TECHNOLOGIES
- M. CIRCULATION / BUILDING SUPPORT

2ND FLOOR - PROGRAM





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Department Legend

B. MULTI-PURPOSE INSTRUCTION/MEETING SPACE

F. STUDENT SPACE

G. ADMINISTRATION

I. REFERENCE SERVICES

J. LIBRARY AUTOMATION SERVICES

K. EDUCATIONAL TECHNOLOGIES

M. CIRCULATION / BUILDING SUPPORT









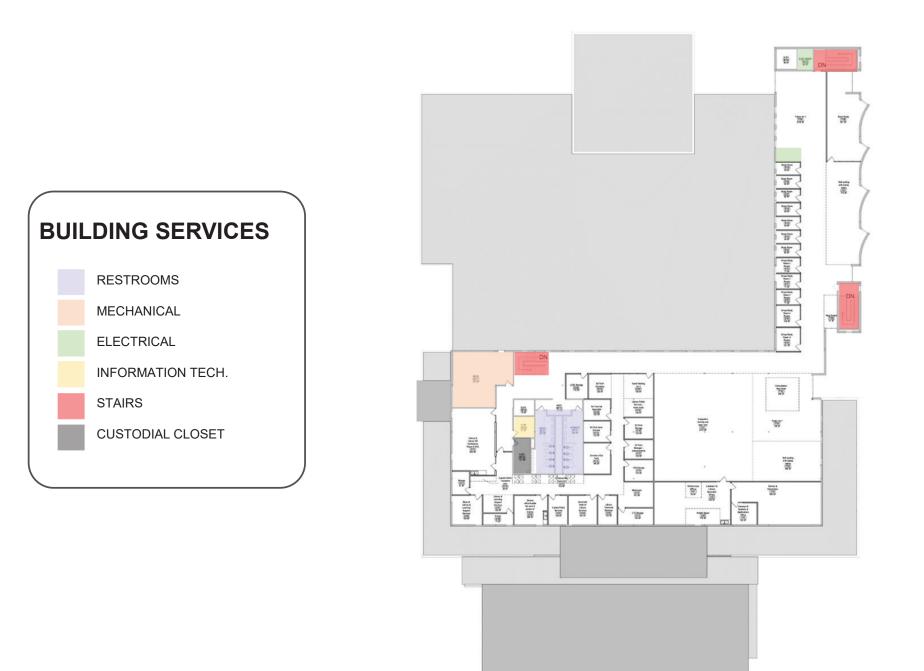
31



1ST FLOOR – BUILDING SERVICES







2ND FLOOR — BUILDING SERVICES © 2021 ERO Architects. Images are for preliminary design presentation purposes and may not represent final designs.



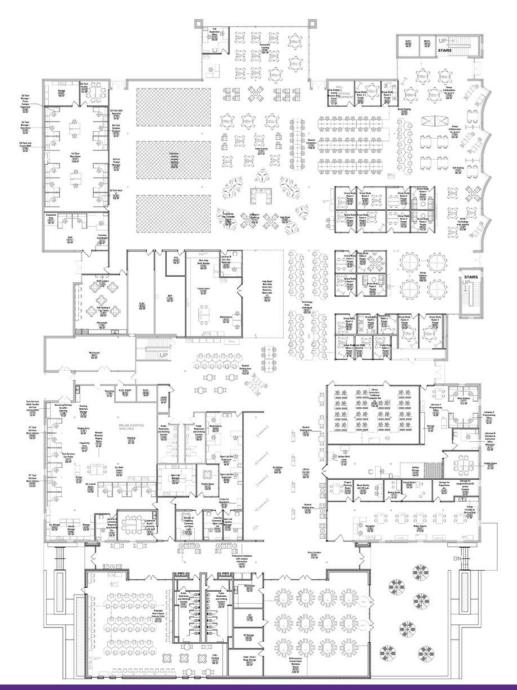




1ST FLOOR – FURNITURE

FURNITURE LAYOUT PROVIDED BY OWNER

FLOOR	STUDENT SEATS
1 ST	867
2 ND	188
TOTAL	1,055







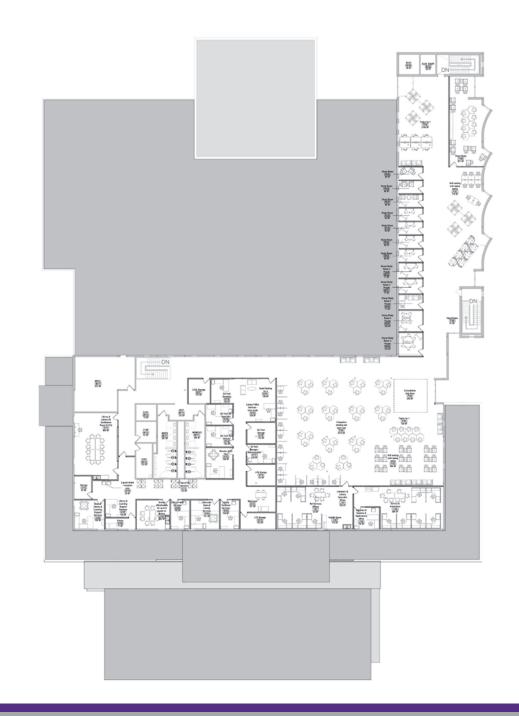




2ND FLOOR — FURNITURE © 2021 ERO Architects. Images are for preliminary design presentation purposes and may not represent final designs.

FURNITURE LAYOUT PROVIDED BY OWNER

FLOOR	STUDENT SEATS
1 ST	867
2 ND	188
TOTAL	1,055











Approximately \$11.4M

BUILDING	SQ. FT	COST
1 ST FLOOR	44,379	\$ 6,104,118
2 ND FLOOR	19,095	\$ 2,622,032
EXPANSION	8,238	\$ 2,690,831
TOTAL	71,712	\$ 11,416,981

PROBALE CONSTRUCTION COST © 2021 ERO Architects. Images are for preliminary design presentation purposes and may not represent final designs.





- Verify existing door entrances/exits required by code.
- Incorporate comments/feedback from committees into design.
- February Facilities Committee Presentation.
- Board approval for Schematic Design.











Project Fact Sheet 2/4/2021

Project Name:	Pecan Campus - Library	Renovation			Project No.	2016-018C		
Funding Source(e)		Construction	<u>Budget</u> FY 20-21		Revised Actual Combined Expenditures Budget To Date \$ 500,000.00 \$		Variance of Original Budget vs. Actual Expenditures To Date	
Funding Source(s):	Unexpended Plant Fund	Construction: Design: Miscellaneous: FFE: Technology:	\$ 500,000.00 842,266.00 100,000.00 - -	\$ 500,000.00 842,266.00 100,000.00 -	\$ - 183,121.93 703.20 - -	\$ 500,000.00 659,144.07 99,296.80 - -	\$ 659,144.07	
		Total:	\$ 1,442,266.00	\$ 1,442,266.00	\$ 183,825.13	\$ 1,258,440.87	\$ 1,258,440.87	
Architect: Contractor:	ERO Architects TBD	<u>Board Approval of</u> <u>Schematic Design</u>	TBD					
STC FPC Project Manager:	David Valdez	Substantial Completion	TBD	<u>Board</u> Acceptance	TBD			
		Final Completion	TBD	<u>Board</u> Acceptance	TBD			
Project De	escription			Project	Scope			
Renovation and expansion o Campus Library	f the existing Pecan	Project includes the comp		the existing facitli	ty with a propos	ed expansion to the S	South.	
		PI	rojected Timeline					
Board Approval of Architect	Board Approval of Schematic Design	Board Approval of Contractor	Construction Start Date	Date Substantial Comple		Final Completion Date	FFE Completion of Move In	
11/26/2019	2/23/2021	TBD	TBD	TE	D	TBD	TBD	
Fiscal Year	Construction	Design	r of Expenditures b Mi		FFE	Tech	Project Total	
2018-19	\$ -	\$ -	\$	-	\$ -	\$ -	\$ -	
2019-20	\$ -	\$ 129,077.87	\$	703.20	\$ -	\$ -	\$ 129,781.07	
2020-21	\$ -	\$ 54,044.06	\$	-	\$ -	\$ -	\$ 54,044.06	
Project Total	\$-	\$ 183,121.93	\$	703.20	\$-	\$-	\$ 183,825.13	
		Cui	rent Agenda Item					
02/09/21 Facilities Committee: F	eview and Recommend Action a	is Necessary on Schematic Desi	gn of the Renovation a	nd Expansion of the	Existing Pecan Cam	pus Library Building F		

Consent Agenda Item b:

Approval to Proceed with Design Development and Construction Document Phases for the Renovation and Expansion of the Existing Pecan Campus Library Building F

Approval of authorization to proceed with the design development phase and the construction documents phase for the Renovation and Expansion of the Existing Pecan Campus Library Building F project is requested.

Purpose

The Board is asked to authorize the architect to proceed with design development drawings and construction documents for the Renovation and Expansion of the Existing Pecan Campus Library Building F.

Justification

Design development drawings and specifications are necessary in preparation for construction. Upon approval of the architect's schematic design, the project design team would require authorization to proceed with the design development and construction document phases.

Scheduling Priority

This project was requested by Library staff based on meeting future SACSCOC requirements. This project has been previously reviewed by Library and College staff, the Coordinated Operations Council, the President's Cabinet, the Facilities Committee, and the Board of Trustees. This project is scheduled as an educational space improvement to enhance Library and Learning Support Services, add additional space for students and staff, and make more efficient and effective use of space.

Background

The proposed Renovation and Expansion of the Existing Pecan Campus Library Building F project is part of the College's FY 2020-2021 Capital Improvement projects. The project consists of renovating and expanding Library Building F. The architect has provided a schematic design, which was presented at the Facilities Committee meeting on February 9, 2021 for a recommendation for Board approval, which would establish the basis on which the design development drawings and construction documents would be developed.

Funding Source

Funds for the Pecan Campus Library Building F Renovation and Expansion Project 2016-018C are budgeted in the Unexpended Construction Plant Fund for use in Fiscal Year 2020-2021.

The Facilities Committee recommended Board approval to proceed with the design development phase and the construction documents phase for the Renovation and Expansion of the Existing Pecan Campus Library Building F project as presented.

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Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize proceeding with the design development phase and the construction documents phase for the Renovation and Expansion of the Existing Pecan Campus Library Building F project as presented.

The Following Minute Order is proposed for consideration by the Board of Trustees: The Board of Trustees of Trustees of South Texas College approves and authorizes proceeding with the design development phase and the construction documents phase for the Renovation and Expansion of the Existing Pecan Campus Library Building F project as presented.

Approval Recommended:

David C. Plummer, M.B.A., Ed.D. Interim President

Consent Agenda Item c:

Approval of Proposed Change Order for the Nursing and Allied Health Campus and Starr County Campus Student Services Renovations

Approval of proposed change order with Holchemont, LTD for the Nursing and Allied Health Campus (NAHC) and Starr County Campus Student Services Renovations projects is requested.

Purpose

The purpose of the change order is to request authorization to increase the number of days to complete the construction scope.

Justification

Modification to the completion date is required due to delays that have occurred during the construction time frame of the project.

Scheduling Priority

Starr County Campus Student Services Building G Cashiers and Veterans Affairs Areas Renovation

This project was requested due to the space made available when the Student Enrollment Center was expanded as part of the 2013 Bond Construction Program. The Admissions area was vacated and the Cashiers department planned to use the available space. In addition, due to the Cashiers department relocation, a Veterans Affairs area was to be created in the vacated Cashiers space. The initial planning was provided as part of the Bond Construction Program. The project has been reviewed by the FPC department, the President's Cabinet, the Coordinated Operations Council, the Facilities Committee, and the Board of Trustees. This project is scheduled as a non-educational space improvement to enhance Student Services and Cashiers areas to make more efficient and effective use of space.

Nursing Allied Health Campus East Building A Student Services Renovation

This project was originally submitted in 2017 and expanded in 2018 by the Student Services department to include the entire Student Services and Cashiers areas. The project has been reviewed by the FPC department, the President's Cabinet, the Coordinated Operations Council, the Facilities Committee, and the Board of Trustees. This project is scheduled as a non-educational space improvement to provide more efficient and effective use of space for the Student Services areas and Cashiers area. The existing Student Services area has been in operation since 2005, and staff would like to provide a one-stop shop for the enrollment process and provide renovation improvements to meet the College's current space design standards that have been implemented at the Pecan, Mid Valley, and Starr County Campuses. In addition, the current state standards for ADA testing require revised accommodations which have also been incorporated into the design.

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Background

On July 28, 2020, the Board approved contracting construction services with Holchemont, LTD for both projects for a total amount of \$400,000. On January 26, 2021, the Board approved change orders #1 and #2 for these projects, which increased the cost and extended the completion days by eight (8) days.

The contractor has requested 47 additional days due to delays listed below:

Original Substantial Completion Date......December 26, 2020 Revised Substantial Completion Date per Change Orders #1 and #2January 3, 2021 New Substantial Completion Date per proposed Change Order #3 February 19, 2021

Below is a description of the proposed Change Order #3.

Nursing and Allied Health Campus and Starr County Campus Student Services Renovations				
Proposed Change Order No.	Item Description	Days		
3	Increase in days due to delays beyond control of the contractor	47 days		

Funding Source

Funds for the Nursing & Allied Health Campus East Building A Student Services Renovation Project 2019-006C and Starr County Campus Student Services Building G Cashiers and Veterans Affairs Areas Renovation Project 2018-020C are budgeted in the Unexpended Construction Plant Fund for available use in fiscal year 2020-2021.

The construction budget for the Starr County Campus Student Services Building G Cashiers and Veterans Affairs Areas Renovation is \$188,000, and the construction budget for the Nursing Allied Health Campus East Building A Student Services Renovation is 247,000. The total combined construction budget is \$435,000. The total construction costs between the two renovation projects are combined since the projects were awarded as one contract to the contractor, Holchemont, LTD. The contractor's current contract approved by the Board including previous Change Orders #1 and #2 is \$405,665.

No additional costs are associated with Change Order #3.

Below is a summary of the combined construction budget for the projects.

Nursing and Allied Health Campus and Starr County Campus Student Services Renovations				
Construction Budget				
Budget	Amount			
Starr Student Services Construction Budget	\$188,000			
NAHC Student Services Construction Budget	247,000			
Total Construction Budget Amount	\$435,000			

Below is the variance of the construction budget versus the current construction contract.

Nursing and Allied Health Campus and Starr County Campus Student Services Renovations Construction Budget Variance				
Budget	Amount			
Total Construction Budget	\$435,000			
Current Construction Contract Amount	405,665			
Variance	\$29,335			

Enclosed Documents

The proposed change order #3 is enclosed.

The Facilities Committee recommended Board approval of the proposed change order with Holchemont, LTD for forty-seven (47) additional days for the Nursing and Allied Health Campus (NAHC) and Starr County Campus Student Services Renovations projects as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the proposed change order with Holchemont, LTD for forty-seven (47) additional days for the Nursing and Allied Health Campus (NAHC) and Starr County Campus Student Services Renovations projects as presented.

The Following Minute Order is proposed for consideration by the Board of Trustees: The Board of Trustees of Trustees of South Texas College approves and authorizes the proposed change order with Holchemont, LTD for forty-seven (47) additional days for the Nursing and Allied Health Campus (NAHC) and Starr County Campus Student Services Renovations projects as presented.

Approval Recommended:

David C. Plummer, M.B.A., Ed.D. Interim President

RAFT AIA Document G701 - 2017

Change Order

PROJECT: (Name and address) 19.18 STC NAH Campus & Starr County Campus Student Services Renovations	CONTRACT INFORMATION: Contract For: General Construction	CHANGE ORDER INFORMATION: Change Order Number: 003
McAllen, TX and Rio Grande City, TX	Date: Sept. 9, 2020	Date: February 4, 2021
OWNER: (<i>Name and address</i>) South Texas College (STC) 3200 W. Pecan Blvd. McAllen, TX 78501	ARCHITECT: (Name and address) Gignac & Associates 416 Starr St. Corpus Christi, Texas 78401	CONTRACTOR: (Name and address) Holchemont, LTD 900 N. Main St. McAllen, TX 78501
adjustments attributable to executed Cons 32 Calendar day time extension for C	ge and, if applicable, attach or reference sp struction Change Directives.) hange Order approvals	pecific exhibits. Also include agreed upon on doors, door hardware and electrical
The original Contract Sum was The net change by previously authorized of The Contract Sum prior to this Change On The Contract Sum will be unchanged by t The new Contract Sum including this Cha	rder was his Change Order in the amount of	\$ 400,000.00 \$ 5,665.00 \$ 405,65.00 \$ 405,65.00 \$ 4
The Contract Time will be increased by for The new date of Substantial Completion v		
Contract Time, that have been author, agreed upon by both the Owner and Construction Change Directive.	clude adjustments to the Contract Sum ized by Construction Change Directive Contractor, in which case a Change Or CHITECT, CONTRACTOR AND OWNER	der is executed to supersede the
Gignac & Associates	Holchemont, LTD	South Texas College (STC)
ARCHITECT (Firm name)	CONTRACTOR (Firm name)	OWNER (Firm name)
SIGNATURE	SIGNATURE	SIGNATURE
Raymond GignacPrincipal	Michael Montalvo, Manager	College President
PRINTED NAME AND TITLE	PRINTED NAME AND TITLE	PRINTED NAME AND TITLE
February 4, 2021		
DATE	DATE	DATE

1



Project Fact Sheet 2/5/2021

Project Name:	Nursing and All	ied Health Camp	ous - East Bldg A Stu	dent Services Reno	vation		Project No.	2019-012C
							Variance of	
							Revised Budget	
						Actual	vs. Actual	Variance of Original
							Expenditures To	
				Original Budget	Revised Budget		Date	Expenditures To Date
Funding Source(s):	Unexpended Pla	ant Fund	Construction:	\$247,000.00	\$ 217,000.00			\$ 169,045.09
			Design: Miscellaneous:	27,500.00	-	18,730.22	(18,730)	
			FFE:	5,000.00 75,000.00	20,718.97	2,616.12	18,102.85	2,383.88 75,000
			Technology:	45,000.00	-	29,160.72	(29,161)	
			Total:	\$ 399,500.00	\$ 237,718.97			
Architect/Engineer:	Gignac Archited	cts	Board Approval	11/26/2019				
Contractor:	Holchemont, LL	.C	of Schematic					
			<u>Design</u>					
	Daharta C.Cam		Substantial	TOD	Board		TOD	
STC FPC Project Manager:	Roberto S Gom	ez	<u>Completion</u>	TBD	Acceptance		TBD	
					Board			
			Final Completion	TBD	Acceptance		TBD	
Project D	escription				Proj	ect Scope		
Redesign of the Existing Counseli		nissions.	Demolish existing	walls and infrastru		•	. ceiling, and interi	ior finishes, and adding
Information area and Cashier's a	•	,	electrical, data, an				,	5
						·		
			Proj	ected Timeline				
	Board Approval							
	of Schematic	Board Approval	Construction Start	Substantial				
Board Approval of Architect	of Schematic Design	Board Approval of Contractor	Date	Completion Date	F	inal Completion D	ate	In
Board Approval of Architect 2/26/2019	of Schematic	Board Approval	Date 5/25/2020	Completion Date 2/19/2021		inal Completion D 3/19/2021	ate	
2/26/2019	of Schematic Design 11/26/2019	Board Approval of Contractor 4/28/2020	Date 5/25/2020 Project Calendar o	Completion Date 2/19/2021 f Expenditures by	Fiscal Year	3/19/2021		In 4/19/2021
2/26/2019 Fiscal Year	of Schematic Design 11/26/2019 Construction	Board Approval of Contractor 4/28/2020 Design	Date 5/25/2020 Project Calendar o Misc.	Completion Date 2/19/2021 f Expenditures by FFE	Fiscal Year	3/19/2021 ech	Pro	In 4/19/2021 ject Total
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2/26/2019 Fiscal Year 2020-21	of Schematic Design 11/26/2019 Construction \$ 77,954.91	Board Approval of Contractor 4/28/2020 Design \$ 18,730.22	Date 5/25/2020 Project Calendar o Misc. \$ 2,616.12 \$ 2,616.12	Completion Date 2/19/2021 f Expenditures by FFE \$ -	Fiscal Year Te \$	3/19/2021 ech 29,161	Pro \$	In 4/19/2021 ject Total 128,461.97
2/26/2019 Fiscal Year 2020-21 Project Total	of Schematic Design 11/26/2019 Construction \$ 77,954.91 \$ 77,954.91	Board Approval of Contractor 4/28/2020 Design \$ 18,730.22 \$ 18,730.22	Date 5/25/2020 Project Calendar o Misc. \$ 2,616.12 \$ 2,616.12 Curre	Completion Date 2/19/2021 f Expenditures by FFE \$ - \$ -	Fiscal Year Te \$	3/19/2021 ech 29,161	Pro \$	In 4/19/2021 ject Total 128,461.97
2/26/2019 Fiscal Year 2020-21	of Schematic Design 11/26/2019 Construction \$ 77,954.91 \$ 77,954.91	Board Approval of Contractor 4/28/2020 Design \$ 18,730.22 \$ 18,730.22	Date 5/25/2020 Project Calendar o Misc. \$ 2,616.12 \$ 2,616.12 Curre	Completion Date 2/19/2021 f Expenditures by FFE \$ - \$ -	Fiscal Year Te \$	3/19/2021 ech 29,161	Pro \$	In 4/19/2021 ject Total 128,461.97
2/26/2019 Fiscal Year 2020-21 Project Total	of Schematic Design 11/26/2019 Construction \$ 77,954.91 \$ 77,954.91	Board Approval of Contractor 4/28/2020 Design \$ 18,730.22 \$ 18,730.22	Date 5/25/2020 Project Calendar o Misc. \$ 2,616.12 \$ 2,616.12 Curre	Completion Date 2/19/2021 f Expenditures by FFE \$ - \$ -	Fiscal Year Te \$	3/19/2021 ech 29,161	Pro \$	In 4/19/2021 ject Total 128,461.97
2/26/2019 Fiscal Year 2020-21 Project Total	of Schematic Design 11/26/2019 Construction \$ 77,954.91 \$ 77,954.91	Board Approval of Contractor 4/28/2020 Design \$ 18,730.22 \$ 18,730.22	Date 5/25/2020 Project Calendar o Misc. \$ 2,616.12 \$ 2,616.12 Curre	Completion Date 2/19/2021 f Expenditures by FFE \$ - \$ -	Fiscal Year Te \$	3/19/2021 ech 29,161	Pro \$	In 4/19/2021 ject Total 128,461.97
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2/26/2019 Fiscal Year 2020-21 Project Total	of Schematic Design 11/26/2019 Construction \$ 77,954.91 \$ 77,954.91	Board Approval of Contractor 4/28/2020 Design \$ 18,730.22 \$ 18,730.22	Date 5/25/2020 Project Calendar o Misc. \$ 2,616.12 \$ 2,616.12 Curre	Completion Date 2/19/2021 f Expenditures by FFE \$ - \$ -	Fiscal Year Te \$	3/19/2021 ech 29,161	Pro \$	In 4/19/2021 ject Total 128,461.97
2/26/2019 Fiscal Year 2020-21 Project Total	of Schematic Design 11/26/2019 Construction \$ 77,954.91 \$ 77,954.91	Board Approval of Contractor 4/28/2020 Design \$ 18,730.22 \$ 18,730.22	Date 5/25/2020 Project Calendar o Misc. \$ 2,616.12 \$ 2,616.12 Curre	Completion Date 2/19/2021 f Expenditures by FFE \$ - \$ -	Fiscal Year Te \$	3/19/2021 ech 29,161	Pro \$	In 4/19/2021 ject Total 128,461.97
2/26/2019 Fiscal Year 2020-21 Project Total 02/9/21 Facilities Committee: Review	of Schematic Design 11/26/2019 Construction \$ 77,954.91 \$ 77,954.91	Board Approval of Contractor 4/28/2020 \$ 18,730.22 \$ 18,730.22 \$ 18,730.22	Date 5/25/2020 Project Calendar o Misc. \$ 2,616.12 \$ 2,616.12 Curre of Change Order #3	Completion Date 2/19/2021 f Expenditures by FFE \$ - \$ - nt Agenda Item	Fiscal Year 5 5 5	3/19/2021 ech 29,161 29,160.72	Pro	In 4/19/2021 ject Total 128,461.97
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2/26/2019 Fiscal Year 2020-21 Project Total 02/9/21 Facilities Committee: Review	of Schematic Design 11/26/2019 Construction \$ 77,954.91 \$ 77,954.91	Board Approval of Contractor 4/28/2020 \$ 18,730.22 \$ 18,730.22 \$ 18,730.22	Date 5/25/2020 Project Calendar o Misc. \$ 2,616.12 \$ 2,616.12 Curre	Completion Date 2/19/2021 f Expenditures by FFE \$ - \$ - nt Agenda Item	Fiscal Year 5 5 5	3/19/2021 ech 29,161 29,160.72	Pro	In 4/19/2021 ject Total 128,461.97
2/26/2019 Fiscal Year 2020-21 Project Total 02/9/21 Facilities Committee: Review	of Schematic Design 11/26/2019 Construction \$ 77,954.91 \$ 77,954.91	Board Approval of Contractor 4/28/2020 \$ 18,730.22 \$ 18,730.22 \$ 18,730.22	Date 5/25/2020 Project Calendar o Misc. \$ 2,616.12 \$ 2,616.12 Curre of Change Order #3	Completion Date 2/19/2021 f Expenditures by FFE \$ - \$ - nt Agenda Item	Fiscal Year 5 5 5	3/19/2021 ech 29,161 29,160.72	Pro	In 4/19/2021 ject Total 128,461.97
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2/26/2019 Fiscal Year 2020-21 Project Total 02/9/21 Facilities Committee: Review	of Schematic Design 11/26/2019 Construction \$ 77,954.91 \$ 77,954.91	Board Approval of Contractor 4/28/2020 \$ 18,730.22 \$ 18,730.22 \$ 18,730.22	Date 5/25/2020 Project Calendar o Misc. \$ 2,616.12 \$ 2,616.12 Curre of Change Order #3	Completion Date 2/19/2021 f Expenditures by FFE \$ - \$ - nt Agenda Item	Fiscal Year 5 5 5	3/19/2021 ech 29,161 29,160.72	Pro	In 4/19/2021 ject Total 128,461.97
2/26/2019 Fiscal Year 2020-21 Project Total 02/9/21 Facilities Committee: Review	of Schematic Design 11/26/2019 Construction \$ 77,954.91 \$ 77,954.91	Board Approval of Contractor 4/28/2020 \$ 18,730.22 \$ 18,730.22 \$ 18,730.22	Date 5/25/2020 Project Calendar o Misc. \$ 2,616.12 \$ 2,616.12 Curre of Change Order #3	Completion Date 2/19/2021 f Expenditures by FFE \$ - \$ - nt Agenda Item	Fiscal Year 5 5 5	3/19/2021 ech 29,161 29,160.72	Pro	4/19/2021 ject Total 128,461.97



Project Fact Sheet 2/5/2021

Project Name:	Starr CC - Stude	nt Svcs Bldg G C	ashiers and Vet. Af	fairs Areas Renova	tions		Project No.	2018-020C
Funding Source(s):	Unexpended Pla	ant Fund	Construction: Design: Miscellaneous: FFE: Technology: Total:	Original Budget \$ 188,000.00 16,000.00 4,000.00 30,000.00 15,000.00 \$ 253,000.00	-	Date \$ 125,438.47 10,880.00 2,138.30 - 14,274.16	(10,880) (2,138.30) - (14,274)	Second Stress State Second Stress Second Stress Second Stress Second Stres SecondS
Architect/Engineer: Contractor:	Gignac Architec Holchemont, LL		Board Approval of Schematic Design	11/26/2019				
STC FPC Project Manager:	Roberto S Gome	2z	<u>Substantial</u> Completion	TBD	Board Acceptance		TBD	
			Final Completion	TBD	<u>Board</u> Acceptance		TBD	
Proiect D	escription				Proi	ect Scope		
Redesign of the Existing Counsel Information area and Cashier's a		15510115,	-	nd HVAC infrastuctu			, cening, and intern	ior finishes, and adding
			Proi	ected Timeline				
Board Approval of Architect	Board Approval of Schematic Design	Board Approval of Contractor	Construction Start Date	Substantial Completion Date	F	inal Completion D	ate	FFE Completion of Mov In
2/26/2019	11/26/2019	4/28/2020	5/25/2020	2/19/2021		3/19/2021		4/19/2021
Et and Manu	Comptend the second	Destau	Project Calendar o		1		D	1
Fiscal Year 2020-21	Construction \$ 125,438.47	Design \$ 10,880.00	Misc. \$ 2,138.30	FFE \$ -	\$	ech 14,274		ject Total 152,730.93
Project Total	\$ 125,438.47				\$	14,274.16		152,730.93
	<i>+</i> ,	+/		ent Agenda Item		_ ,,	Ţ	,
02/09/2021 Facilities Committee: Re	view and Recommen	d Action on Appro	val of Proposed Chang	e Order for the Nursir	ng and Allied Health	Campus and Starr Co	ounty Campus Studen	t Services Renovations

Consent Agenda Item d:

Approval of Final Completion of the Regional Center for Public Safety Excellence Drainage Improvements at the Cityscape Area

Approval of final completion of the Regional Center for Public Safety Excellence Drainage Improvements at the Cityscape Area project will be requested at the February 23, 2021 Board Meeting:

Project	Completion Recommended	Date Received
 Regional Center for Public Safety Excellence Drainage Improvements at the Cityscape Area Project No. 2020- 022C1 Engineer: Perez Consulting Engineers Contractor: Noble Texas Builders, LLC 		January 26, 2021

This project has been reviewed by the Facilities Planning & Construction department, the President's Cabinet, the Coordinated Operations Council, the Facilities Committee, and the Board of Trustees. This project was scheduled as an educational space improvement to provide a realistic urban driving environment on which law enforcement students can train.

Final Completion, including punch list items, was accomplished as required in the Owner/Contractor agreement for this project. It is recommended that final completion and release of final payment for this project with Noble Texas Builders be approved. The original contractor's cost approved for this project was \$87,989.50.

The following chart summarizes the above information:

Regional Center for Public Safety Excellence Drainage Improvements at the Cityscape Area							
ConstructionApprovedNet TotalCurrentPreviousRemainingBudgetAmountOrdersProject CostAmount PaidBalance							
\$88,000.00	\$87,989.50	\$0	\$87,989.50	\$79,266.57	\$8,722.93		

On January 26, 2021, Perez Consulting Engineers verified that all punch list items were completed.

Enclosed Documents

A copy of the final completion letter is enclosed for the Board's review and information.

February 23, 2021 Regular Board Meeting Page 54, Revised 02/19/2021 @ 11:27 AM

The Facilities Committee recommended Board approval of final completion and release of final payment of \$8,722.93 to Noble Texas Builders for the Regional Center for Public Safety Excellence Drainage Improvements at the Cityscape Area project as presented.

Recommendation:

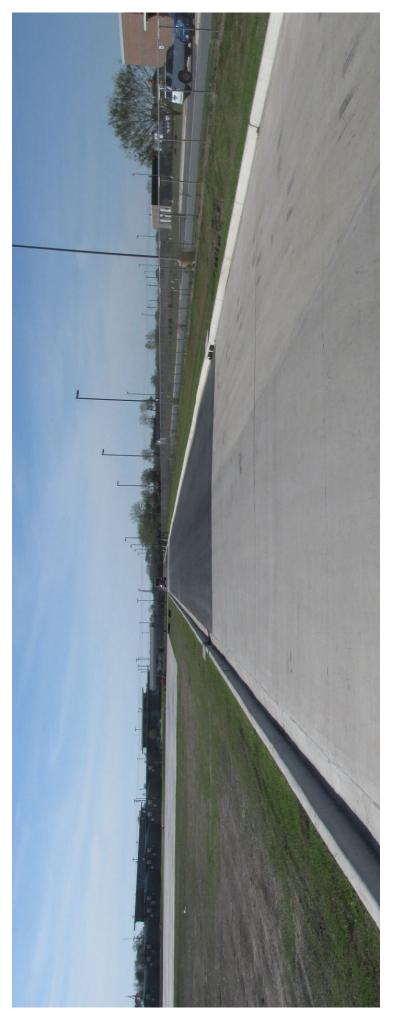
It is recommended that the Board of Trustees of South Texas College approve and authorize final completion and release of final payment of \$8,722.93 to Noble Texas Builders for the Regional Center for Public Safety Excellence Drainage Improvements at the Cityscape Area project as presented.

The Following Minute Order is proposed for consideration by the Board of Trustees: The Board of Trustees of Trustees of South Texas College approves and authorizes final completion and release of final payment of \$8,722.93 to Noble Texas Builders for the Regional Center for Public Safety Excellence Drainage Improvements at the Cityscape Area project as presented.

Approval Recommended:

David C. Plummer, M.B.A., Ed.D. Interim President

Regional Center for Public Safety Excellence Drainage Improvements at the Cityscape Area



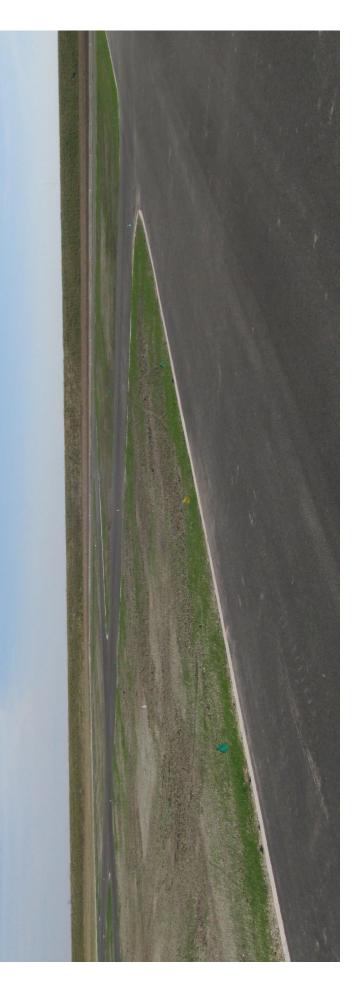
Asphalt Access Drive View Looking West





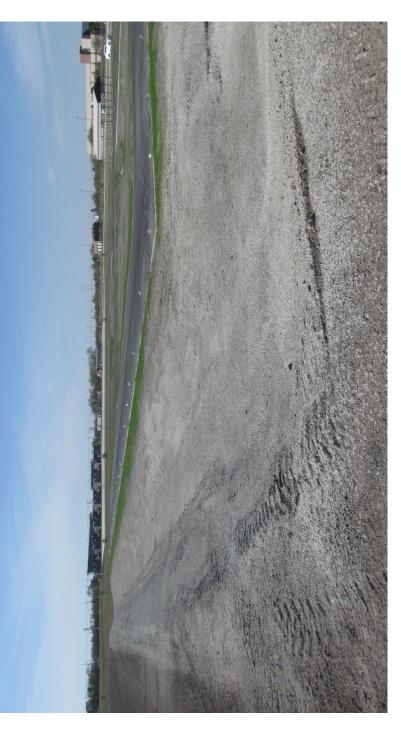
North Swale along Collision Avoidance Track View Looking East

Regional Center for Public Safety Excellence Drainage Improvements at the Cityscape Area



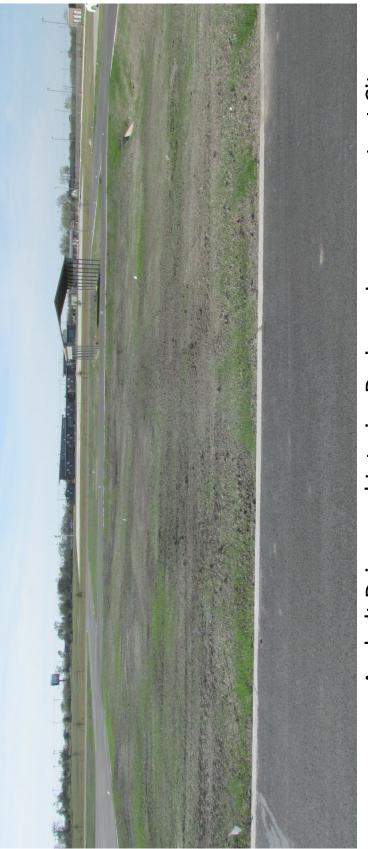
Asphalt Drives with Drainage Improvements at the Cityscape View Looking Southeast

Regional Center for Public Safety Excellence Drainage Improvements at the Cityscape Area



Drainage Swales at South of Cityscape View Looking Northwest





Asphalt Drives and Interior Drainage Improvements at Cityscape View Looking West

Regional Center for Public Safety Excellence Drainage Improvements at the Cityscape Area



North Swale along Collision Avoidance Track View Looking West



January 26, 2021

Ricardo De La Garza, Director Facilities Planning and Construction South Texas College 3200 W. Pecan Blvd. McAllen, TX 78501

Re: Final Completion STC RCPSE Cityscape Remediation Pharr, Texas

Dear Mr. De La Garza,

On January 25, 2021 PCE Engineer David Perez P.E. inspected the project site to ensure that all punch list items have been completed. The site was visually inspected and to the best of my knowledge all items found deficient in accordance with the plans and specifications have be completed.

Based on the requirements outlined in the contract documents for final completion, we recommend contract amount to be paid in full. If you have any questions, please feel free to contact me at 956.631.4482 or email me at dp@perezce.com.

Respectfully submitted, Perez Consulting Engineers, LLC

J. David Perez, P.E. President

CC: Ricardo De La Garza, STC Juan Delgado, Noble Texas Builders



Project Fact Sheet 2/1/2021

	Construction: Design: Miscellaneous: FFE: Technology: Total: Board Approval of Schematic Design Substantial Completion	NA	Revised Budget \$ 87,989.50 - 20,718.97 - \$ 108,708.47 Board	<u>To Date</u> \$ 79,266.57 - 10,046.43	- 10,672.54 - -	Expenditures To Date \$ 8,733.43 23,500.00 7,953.57 - -
	Design: Miscellaneous: FFE: Technology: Total: Board Approval of Schematic Design Substantial	\$ 88,000.00 \$ 23,500.00 \$ 18,000.00 \$ - \$ - \$ 129,500.00 NA	\$ 87,989.50 20,718.97 \$ 108,708.47	\$ 79,266.57 10,046.43	\$ 8,722.93 - 10,672.54 -	\$ 8,733.43 23,500.00 7,953.57 - -
	<u>Schematic Design</u> Substantial		Board			
<u>q</u>		1/4/2021	Board			
			Acceptance		1/26/2021	
1	Final Completion	1/26/2021	<u>Board</u> Acceptance		2/23/2021	
			Proje	ct Scope		
-	Reconstruction of c edgecurb, swales, a		subgrade, flexbas	e and asphalt. I	Raise cityscape by s	six inches. Install
	Projec	ted Timeline				
rd Approval Contractor	Construction Start Date	Substantial Completion Date	Fi	nal Completion E	Date	FFE Completion of Move In
NA	10/2/2020	1/4/2021		1/26/2021		NA
	roject Calendar of				r	
Design	Misc.	FFE	Teo	ch		ject Total
	\$ 10,046.43 \$ 10,046.43	\$ - \$ -	\$ \$	-	\$ \$	89,313.00 89,313.00
		t Agenda Item	Ş	-	Ş	85,513.00
ו Approval of F	Final Completion of the	e Regional Center for P	ublic Safety Exceller	nce Drainage Impro	ovements at the Cityse	ape Area

Consent Agenda Item e: Approval of Proposed Facilities Usage Agreement with the Mission Economic Development Corporation

Approval to enter into a Facilities Usage Agreement with the Mission Economic Development Corporation (MEDC) is requested.

Purpose

Authorization is requested to enter into a Facilities Usage Agreement with MEDC for the use of the sound studio suite at the Mission Center for Education and Economic Development (CEED) Building located at 801 N. Bryan Road, Mission, TX 78572.

Justification

The CEED's sound studio suite is equipped with high-quality and expensive audio recording and sound production technology. This suite would provide a workspace for South Texas College music students and instructors to record audition material, lesson assignments, and performances, as well as use for professional development activities.

The proposed agreement would provide up to ten hours per week of access to the studio, at a variable schedule as determined by the College and approved by administration at the CEED.

Terms

The proposed agreement would be for a six-month term, from March 1, 2021 – August 31, 2021, at a total cost of \$3,000.

Renewal or a new agreement might be considered by the College, and would be presented for Board approval as appropriate.

Funding Source

Funds for this agreement are available in the Music Department Operating Funds budget for FY 2020 - 2021.

The Facilities Committee recommended Board approval of the proposed Facilities Usage Agreement with the Mission Economic Development Corporation for use of the CEED Building Sound Studio Suite for the period from March 1, 2021 through August 31, 2021, at a cost of \$3,000.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the proposed Facilities Usage Agreement with the Mission Economic Development Corporation for use of the CEED Building Sound Studio Suite for the period from March 1, 2021 through August 31, 2021, at a cost of \$3,000.

February 23, 2021 Regular Board Meeting Page 56, Revised 02/19/2021 @ 11:27 AM

The Following Minute Order is proposed for consideration by the Board of Trustees: The Board of Trustees of Trustees of South Texas College approves and authorizes the proposed Facilities Usage Agreement with the Mission Economic Development Corporation for use of the CEED Building Sound Studio Suite for the period from March 1, 2021 through August 31, 2021, at a cost of \$3,000.

Approval Recommended:

David C. Plummer, M.B.A., Ed.D. Interim President

Consent Agenda Item f: Approval of Proposed Facilities Usage/Interlocal Agreement and with Tyler Junior College

Approval to enter into a Facilities Usage/Interlocal Agreement with Tyler Junior College (TJC) is requested.

Purpose

Authorization is requested to enter into a Facilities Usage/Interlocal Agreement with TJC for the use of space to host South Texas College network and system equipment at their main data center located at 1327 South Baxter Ave, Tyler, TX. The agreement would also allow South Texas College to host TJC's comparable network and system equipment at South Texas College's main data center.

Justification

The STC Information Technology Department is scaling the business continuity and disaster recovery plan to include critical data replication, storage, and recovery to and from a safe remote location. A data center collocation site at TJC will allow an efficient and cost-effective process to back-up and restore STC data in the event of disaster.

STC Tag #	Equipment	Serial Number	Purchase	Purchase
	Description		Date	Amount
46020	Dell EMC VxRail	F9C17X2	8/1/2019	\$8,130.50
	P570F Server			
46021	Dell EMC VxRail	F9C37X2	8/1/2019	\$8,130.50
	P570F Server			
46022	Dell EMC VxRail	F9C5FW2	8/1/2019	\$8,130.50
	P570F Server			
46023	Dell EMC VxRail	F9C27X2	8/1/2019	\$8,130.50
	P570F Server			
23743	Cisco C9500-16X	FCW2309F1AH	4/16/2019	\$6,184.09
	Switch			
23375	Cisco C9500-16X	FCW2309F1ED	4/16/2019	\$6,184.09
	Switch			
38533	Cisco C3650-	FDO2142V0AH	11/21/2017	\$4,073.46
	24TX Switch			
25387	Dell	C0EAE4AC3480	2/25/2015	\$42,719.86
	SuperMassive			
	9800 Firewall			
25388	Dell	C0EAE4AC38C0	2/25/2015	\$20,505.84
	SuperMassive			
	9800 Firewall			
23161	Cisco ASR 1002-	FOX1437H4BC	6/8/2010	\$16,800.00
	F Router			

The STC assets that will be relocated to TJC are as follows:

STC Tag #	Equipment Description	Serial Number	Purchase Date	Purchase Amount
23376	Cisco C9500-16X Switch	FCW2309F1E9	4/16/2019	\$6,184.09
9000074234	Palo Alto PA-220 Rack	12801009396	6/8/2017	\$160.00
42974	TrippLite 2200 UPS	2938AV0SM88FF00187	2/20/2020	\$1,033.54
42401	TrippLite 2200 UPS	2941JLCPS864400037	5/7/2020	\$3,870.47

Terms

South Texas College and Tyler Junior College would enter into this agreement at no charge to either institution. Each College would provide its own equipment to be installed into the other institution's collocation data center and would be responsible to maintain data services to support the offsite equipment. Each College would be responsible to maintain site conditions, security, and liability insurance as appropriate for its facilities.

The Facilities Usage/Interlocal Agreement is still being drafted with Tyler Junior College, and has not yet been presented for review by legal counsel. Administration will review the proposed agreement with legal counsel prior to presenting it for Board approval on February 23, 2021.

Renewal or a new agreement might be considered by the College, and would be presented for Board approval as appropriate.

Funding Source

No additional funds are necessary for this agreement.

The Facilities Committee recommended Board approval of the proposed Facilities Usage/Interlocal Agreement with Tyler Junior College for development of and installation of equipment into collocation data centers, including the delivery and hosting of equipment as necessary, for the period beginning March, 1 2021 through March 1, 2023 at no additional cost to either institution.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the proposed Facilities Usage/Interlocal Agreement with Tyler Junior College for development of and installation of equipment into collocation data centers, including the delivery and hosting of equipment as necessary, for the period beginning March, 1 2021 through March 1, 2023 at no additional cost to either institution.

February 23, 2021 Regular Board Meeting Page 59, Revised 02/19/2021 @ 11:27 AM

The Following Minute Order is proposed for consideration by the Board of Trustees: The Board of Trustees of Trustees of South Texas College approves and authorizes the proposed Facilities Usage/Interlocal Agreement with Tyler Junior College for development of and installation of equipment into collocation data centers, including the delivery and hosting of equipment as necessary, for the period beginning March, 1 2021 through March 1, 2023 at no additional cost to either institution.

Approval Recommended:

David C. Plummer, M.B.A., Ed.D. Interim President

Update on Status of Unexpended Plant Fund Construction Projects 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 February 5, 2021

		FY21	FY21
	Unex	pended Plant	Renewals &
Total Project Budget Summary		Fund	Replacements
Total Construction Project Budget	\$	10,982,474	\$ 4,883,890
Previously Approved Projects for September - January 2021		(1,320,446)	(471,919)
Proposed Project(s) for the Month of February 2021		(2,054,036)	-
Total Project Budget Balance	\$	7,607,992	\$ 4,411,971

Project		Total Project I	Budget/Actual*
Reference #	Project Name	CIP Fund	R&R Fund
Board Approve	d on September 22, 2020		
2020-008C	Pecan Campus Business and Science Building G Classroom Conversion of Two (2) Classrooms to Geology Labs - CO	\$ 267,700	\$ -
2020-002C	Pecan Plaza West Building C Kinesiology Storage and Restroom Renovations	142,538	-
2019-047R	Mid Valley Campus Drainage Improvements Phase I - CO	-	302,919
2018-019R	Asphalt Resurfacing for the Northwest Drive - CO	-	92,971
Total Board Ap	proved on September 22, 2020	\$ 410,238	\$ 302,919
Board Approve	d 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 - CO	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 Ap	proved on October 27, 2020	\$ 265,120	\$ 169,000
Board Approve	d on November 24, 2020		
2019-015C	Regional Center for Public Safety Excellence Indoor Shooting Range - CO	\$ 291,972	\$ -
Total Board Ap	proved on November 24, 2020	\$ 291,972	\$-

South Texas College Monthly Construction Report Fiscal Year 2020 - 2021 As of February 5, 2021

Project		Total Project I	Budg	get/Actual*
Reference #	Project Name	CIP Fund		R&R Fund
Board Approve	d on January 26, 2021			
2016-014C1	Pecan Campus Sand Volleyball Court Sand Replacement - CO	\$ 44,450	\$	-
2019-009C	Mid Valley Campus Student Union Bldg F. Renovation of Cashiers and Career & Employer Services Areas - CO	\$ 308,666	\$	-
Total Board Ap	proved on January 26, 2021	\$ 353,116	\$	-
Pending Board	Approval on February 23, 2021			
2016-018C	Pecan Campus Library Building F Renovation and Expansion - CO	\$ 1,442,266	\$	-
2019-006C	Nursing and Allied Health Campus East Building A Student Services Renovation - CO	\$ 375,270	\$	-
2018-020C	Starr County Campus Student Services Building G Cashiers and Veterans Affairs Areas Renovation - CO	\$ 236,500	\$	-
Total Pending I	Board Approval on February 23, 2021	\$ 2,054,036	\$	-
Current Total	Project Budget	\$ 3,374,482	\$	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 FY 2020 - 2021

Projects	FPC Project Managers	Not Started	Project Development	Design Phase	Bidding and Negotiations	Construction Phase	Substantial Completion	Final Completion	Move In	Completed	Total Project Budget	Amount Paid	Total Project Balance	FY2021 Budget	Priority Status	• •	Board Meeting em	Architect/ Engineering Firm	Contractor
1 Business and Science Building G Classroom Renovation	SS				•			Pec	an Campus		\$ 275,003	\$ 9,702	\$ 265,301	\$ 267,700	High	March 2021	Approval of Construction Services	EGV Architects	TBD
2 Sand Volleyball Courts	DV					•					\$ 113,008	\$ 91,879	\$ 21,129	\$-	High	N/A		Alvarado Architects & Assoc.	NM Contracting, LLC (Terminated)
3 Sand Volleyball Courts - Sand Replacement	DV						•				\$ 43,711	\$ 51,479	\$ (7,768)	\$ 44,450	High	March 2021	Approval of Construction Services	Alvarado Architects & Assoc.	Limon Masonry
4 Library Building F Renovation and Expansion	DV			•							\$ 1,572,047	\$ 183,825	\$ 1,388,222	\$ 1,442,266	High	February 2021	Approval of Schematic Design	ERO Architects	TBD
Information Technology Building 5 M Office and Work Space Renovation	MV									•	\$ 624,445	\$ 527,585	\$ 96,860	\$ 499,435	Completed	N/A		Boultinghouse Simpson Gates Architects	Noble Texas Builders
6 Student Activities Center Building H Cafeteria Renovation	MV									•	\$ 957,600	\$ 778,385	\$ 179,215	\$ 195,627	Completed	N/A		EGV Architects	Noble Texas Builders
7 Student Services Building K Renovations	TBD	•									\$ 26,200	\$ -	\$ 26,200	\$ 26,200	Medium	TBD	TBD	TBD	N/A
8 New Continuing Education Building	RC	•									\$ 398,160	\$ -	\$ 398,160	\$ 398,160	Low	TBD	TBD	TBD	TBD
Pecan Campus Subtotal											\$ 4,010,174	\$ 1,642,856	\$ 2,367,318	\$ 2,873,838					
		_		_	_	_		Pe	can Plaza	_						_	_		
9 West Building C Kinesiology Renovation	MV			•							\$ 36,909	\$ 6,739	\$ 30,170	\$ 142,538	High	March 2021	Approval of Construction Services	Alvarado Architects & Assoc.	TBD
10 Human Resources Building A Renovation	RG		•								\$ 141,000	\$-	\$ 141,000	\$ 141,000	Medium	N/A		N/A	O&M
11 Human Resources Building A Entry Court Yard Improvements	DV				•						\$ 16,000	\$-	\$ 16,000	\$ 16,000	High	N/A		N/A	TBD
Pecan Plaza Subtotal											\$ 193,909	\$ 6,739	\$ 187,170	\$ 299,538					
								Mid-\	alley Camp	ous									
12 Student Union Building F Renovation	SS								•		\$ 389,224	\$ 287,546	\$ 101,678	\$ 308,666	High	N/A		ROFA Architects	Noble Texas Builders
Center for Learning Excellence 13 Building A Renovation of Space for Supplemental Instruction	DV		•								\$ 224,200	\$ 2,008	\$ 222,192	\$ 223,200	High	TBD	TBD	The Warren Group Architects	TBD
Mid Valley Campus Subtotal											\$ 613,424	\$ 289,554	\$ 323,870	\$ 531,866					
								Techr	ology Cam	pus									
Emerging Technologies Building 14 A & Advanced Technical Careers Building B Renovation	SS			•							\$ 151,320	\$ 6,670	\$ 144,650	\$ 150,500	High	March 2021	Approval of Master Plan	EGV Architects	TBD
Technology Campus Subtotal											\$ 151,320	\$ 6,670	\$ 144,650	\$ 150,500					

South Texas College Unexpended Plant Fund - Capital Improvement Projects (CIP) Project Status FY 2020 - 2021

Projects	FPC Project Managers	Not Started	Project Development	Design Phase	Bidding and Negotiations	Construction Phase	Substantial Completion	Final Completion	Move In	Completed	Total Project Budget	Amount Paid	Total Project Balance	FY2021 Budget	Priority Status	•	oard Meeting em	Architect/ Engineering Firm	Contractor
							Nursi	ng and Allie	d Health Ca	mpus Subto	tal								
15 East Building A Student Services Renovation	SS					•					\$ 396,616	\$ 107,156	\$ 289,460	\$ 375,270	High	March 2021	Approval of Substantial Completion	Gignac Architects	Holchemont
16 West Entry Campus Sign	DV									•	\$ 80,353	\$ 62,007	\$ 18,346	\$ 60,000	Completed	N/A		N/A	Limon Masonry
Nursing and Allied Health Campus	Subtotal										\$ 476,969	\$ 169,163	\$ 307,806	\$ 435,270					
								Starr C	County Cam	pus									
17 Student Services Building G Renovation	SS					•					\$ 247,380	\$ 106,553	\$ 140,827	\$ 236,500	High	March 2021	Approval of Substantial Completion	Gignac Architects	Holchemont
18 Workforce Center Building D Welding Expansion	MV		•								\$ 230,820	\$ 820	\$ 230,000	\$ 230,000	Low	TBD	TBD	Gignac Architects	TBD
Starr County Campus Subtotal											\$ 478,200	\$ 107,373	\$ 370,827	\$ 466,500					
							Regior	nal Center fo	or Public Sa	fety Excelle	nce								
19 Shooting Range (Previously Target Range)	DV			•							\$ 296,092	\$ 14,780	\$ 281,312	\$ 291,972	High	March 2021	Approval of Schematic Design	PBK Architects	TBD
20 Canopy for Safety Training Vehicles	TBD	•									\$ 285,500	\$-	\$ 285,500	\$ 285,500	Low	TBD	Approval for Solicitation of Architects	TBD	TBD
21 Canopy for Students/Instructors	TBD	•									\$ 247,000	\$-	\$ 247,000	\$ 247,000	Low	TBD	Approval for Solicitation of Architects	TBD	TBD
22 Fire Training Area	TBD	•									\$ 443,600	\$-	\$ 443,600	\$ 443,600	Low	TBD	Approval for Solicitation of Architects	TBD	TBD
23 Site Drainage Improvements	RG			•							\$ 380,885	\$ 40,375	\$ 340,510	\$ 356,255	High	April 2021	Approval of Construction Services	Perez Consulting Engineers	TBD
24 Chiller Installation	MV			•							\$ 170,000	\$ -	\$ 170,000	\$ 170,000	High	N/A		Halff Associates, Inc	TBD
25 Cityscape Remediation	RG						•				\$ 129,500	\$ 89,313	\$ 40,187	\$ 129,500	High	February 2021	Approval of Final Completion	Perez Consulting Engineers	Noble Texas Builders
Regional Center for Public Safety	Excellence S	ubtotal									\$ 1,952,577	\$ 144,468	\$ 1,808,109	\$ 1,923,827					
								ligher Educ	ation Cente	r La Joya									
Exterior Building and Wayfinding 26 Signage (Wayfinding Signage Only)	DV									•	\$ 59,144	\$ 31,463	\$ 27,681	\$ 36,400	High	N/A		N/A	Innerface Architectural Signage/Cast Con
Higher Education Center La Joya	Subtotal										\$ 59,144	\$ 31,463	\$ 27,681	\$ 36,400					

South Texas College Unexpended Plant Fund - Capital Improvement Projects (CIP) Project Status FY 2020 - 2021

#	Projects	FPC Project Managers	Not Started	Project Development	Design Phase	Bidding and Negotiations	Construction Phase	Substantial Completion	Final Completion	Move In	Completed	Total Project Budget	Amount Paid	Total Project Balance	FY2021 Budget	Priority Status	Upcoming Bo Ite	-	Contractor
									Dis	trict Wide									
27	Land	N/A	N/A									\$ 3,000,000	\$-	\$ 3,000,000	\$ 3,000,000	N/A	N/A	N/A	N/A
28	Renovation and Contingencies	N/A	N/A									\$ 659,296	\$ 6,691	\$ 652,605	\$ 659,296	N/A	N/A	N/A	TBD
29	Outdoor Furniture	TBD		•								\$ 25,000	\$ -	\$ 25,000	\$ 25,000	N/A	N/A	N/A	TBD
30	Facility Signage	MV				•						\$ 49,632	\$-	\$ 49,632	\$ 49,632	N/A	N/A	N/A	Fast Signs
31	Removal of Existing Trees	TBD									•	\$ 24,687	\$-	\$ 24,687	\$ 24,687	N/A	N/A	N/A	TBD
32	Automatic Doors Phase IV	RG			•							\$ 95,120	\$-	\$ 95,120	\$ 95,120	Medium	N/A	TBD	TBD
33	Campus Master Plan	TBD	•									\$ 375,000	\$-	\$ 375,000	\$ 375,000	N/A	N/A	TBD	N/A
34	Fence Enclosures	DV		•								\$ 36,000	\$-	\$ 36,000	\$ 36,000	Low	N/A	N/A	TBD
Di	strict Wide Subtotal											\$ 4,264,735	\$ 6,691	\$ 4,258,044	\$ 4,264,735				
Тс	tals		12	3	6	0	8	1	0	0	5	\$ 12,200,452	\$ 2,404,978	\$ 9,795,474	\$ 10,982,474				

South Texas College Renewal and Replacement Projects Project Status FY 2020 - 2021

		FPC Project Manager	Not Started	Project Development	Design Phase	Bidding and Negotiations	Construction Phase	Substantial Completion	Final Completion	Move In	Completed	Total Project Budget	Amount Paid	Total Project Balance	FY2021 Budget	Priority Status	Upcoming Boa	rd Meeting Item	Architect/ Engineering Firm	Contractor
#	Projects	Manayer		Development		Negotiations	FlidSe	Completion	Completion			Budget		Balarice		Status			Engineering Firm	
	,								Mid Valley C	ampus										
1 Res	urfacing Northwest Drive	SS									•	\$ 128,132	\$ 126,348	\$ 1,784	\$ 92,971	Completed	N/A		PCE Consultants	McAllen Multi Services
2 Drai	nage Improvements Phase I	SS									•	\$ 459,202	\$ 386,842	\$ 72,360	\$ 302,919	Completed	N/A		PCE Consultants	McAllen Multi Services
3 Roo	fing Replacement	MV				•						\$ 951,000	\$ 37,267	\$ 913,733	\$ 947,123	High	March 2021	Approval of Construction Services	Beam Professionals	TBD
Pecan C	ampus Subtotal											\$ 1,538,334	\$ 550,457	\$ 987,877	\$ 1,343,013					
								Т	echnology	Campus										
	anced Technical Careers Building B crete Floor Repairs	DV									•	\$ 126,870	\$ 120,613	\$ 6,257	\$ 20,000	Completed	N/A		CLH Engineering	5 Star Construction
Technol	ogy Campus Subtotal											\$ 126,870	\$ 120,613	\$ 6,257	\$ 20,000					
							Dr. Ra	miro R. Cas	so Nursing	& Allied H	ealth Cam	pus					1			
	I East Building A Westside Elevators ırbishment	RC/O&M					•					\$ 159,000	\$-	\$ 159,000	\$ 159,000	Medium	April 2021	Approval of Substantial Completion	N/A	Oracle Elevator
	I East Building A Roofing lacement	MV				•						\$ 166,077	\$ 10,658	\$ 155,419	\$ 165,108	High	March 2021	Approval of Construction Services	BEAM Professionals	TBD
	I East Building A Data Cabling structure Replacement	RC/O&M									•	\$ 161,677	\$ 146,677	\$ 15,000	\$ 15,000	Completed	N/A		N/A	TBD
	I East Building A Exterior Stair airs and Replacement	RG			•							\$ 169,000	\$-	\$ 169,000	\$ 169,000	High	TBD	Approval of Construction Services	Chanin Engineering, LLC	TBD
Nursing	and Allied Health Campus Subtota	ıl										\$ 655,754	\$ 157,335	\$ 498,419	\$ 508,108					
								St	tarr County	Campus										
9 Roo	fing Replacement	MV				•						\$ 832,323	\$ 38,126	\$ 794,197	\$ 824,569	High	March 2021	Approval of Construction Services	Beam Professionals	TBD
Starr Co	ounty Campus Subtotal											\$ 832,323	\$ 38,126	\$ 794,197	\$ 824,569					

South Texas College Renewal and Replacement Projects Project Status FY 2020 - 2021

	FPC Project Manager	Not Started	Project Development	Design Phase	Bidding and Negotiations	Construction Phase	Substantial Completion	Final Completion	Move In	Completed	Total Project Budget	Amount Paid	Total Project Balance	FY2021 Budget	Priority Status	Upcoming Board Meeting Item	Architect/ Engineering Firm	Contractor
# Projects								District V	Vide									
10 Irrigation System Controls Upgrade	RC/O&M				•						\$ 143,685	\$ -	\$ 143,685	\$ 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	ş -	\$ 219,950	\$ 110,000	Low	TBD	N/A	TBD
13 Ext. Walkway LED Lighting Upgrade Ph	RC/O&M				•						\$ 49,000	6 -	\$ 49,000	\$ 49,000	Low	TBD	N/A	TBD
14 Interior Controls Upgrade	RC/O&M				•						\$ 76,500	ş -	\$ 76,500	\$ 76,500	Low	TBD	N/A	TBD
15 Floor Replacement	RG			•							\$ 532,042	\$ -	\$ 532,042	\$ 504,000	Medium	March 2021 Update on flooring conditions	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	ş -	\$ 279,000	\$ 279,000	Low	TBD	N/A	TBD
18 Keyless Entry Access Upgrades	RC/O&M				•						\$ 39,626	\$ 8,702	\$ 30,924	\$ 25,000	Low	TBD	N/A	ADI
19 Renewals & Replacements	N/A	N/A									\$ 151,000 \$	\$ 2,445	\$ 148,555	\$ 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	\$ 11,147	\$ 2,402,156	\$ 2,188,200				
Totals	0	0	0	2	11	1	0	0	0	4	\$ 5,566,584	\$ 877,677	\$ 4,688,907	\$ 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 January 2021. 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 **January 2021**, 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 January 2021.

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 January 2021.

Approval Recommended:

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

February 23, 2021 Regular Board Meeting Page 62, Revised 02/19/2021 @ 11:27 AM

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 January 2021.
- 2) Release of Checks for \$125,000.00 and Above Board of Trustees Approval Required for January 2021.
- 3) Release of Checks for \$125,000.00 and Above Released Prior to Board Approval for January 2021.
- 4) Release of Construction Fund Checks for January 2021.
- 5) Quarterly Investment Report and Money Market Accounts for January 2021.
- 6) Summary of Revenues for January 2021.
- 7) Summary of State Appropriations Revenue for January 2021.
- 8) Summary of Property Tax Revenue for January 2021.
- 9) Summary of Expenditures by Classification for January 2021.
- 10) Summary of Expenditures by Function for January 2021.
- 11)Summary of Auxiliary Fund Revenues and Expenditures for January 2021.
- 12) Summary of Grant Revenues and Expenditures for January 2021.
- 13) Summary of Bid Solicitations.
- 14) Summary of Purchase Orders.

Announcements

- A. Next Meetings:
 - A Board Development Work Session will be scheduled for Saturday, February 27, 2021 or Saturday, March 6, 2021, depending on ongoing recovery from recent severe weather and power outages.
 - <u>Tuesday, March 9, 2021</u>
 3:30 p.m. Education and Workforce Development Committee
 4:00 p.m. Education 2 provides
 - ➢ 4:30 p.m. − Facilities Committee
 - > 5:30 p.m. Finance, Audit, and Human Resources Committee
 - <u>Tuesday, March 30, 2021</u>
 > 5:30 p.m. Regular Board Meeting
- B. Other Announcements:
 - The College will be closed Monday, March 15, 2021 Sunday, March 21, 2021 for Spring Break.
 - The College will be closed Thursday, April 1, 2021 Sunday, April 4, 2021 for Semester Break.