



**SOUTH TEXAS
COLLEGE**

Board of Trustees

Regular Board Meeting

Tuesday, March 30, 2021
5:30 p.m.

Mid Valley Campus
Student Union
Cafeteria
Weslaco, Texas

Online Board Packet

**SOUTH TEXAS COLLEGE
BOARD OF TRUSTEES REGULAR MEETING
Tuesday, March 30, 2021 @ 5:30 p.m.
Mid Valley Campus
400 N. Border, Weslaco, Texas 78596**

AGENDA

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

COVID-19 Public Health / Attendance Measures

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

- 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 upon when it is their turn to make comments.

- I. Call Meeting to Order**
- II. Determination of Quorum**
- III. Invocation**
- IV. Public Comments**
- V. Presentations 6 - 19**
 - 1) Presentation on Spring 2021 Enrollment Report
 - 2) Presentation on South Texas College Drive Thru Fairs
- VI. Consideration and Action on Consent Agenda**
 1. Approval of Board Meeting Minutes 20 - 68
 - 1) February 23, 2021 Regular Board Meeting
 - 2) March 9, 2021 Board Work Session
 2. Approval and Authorization to Accept Grant Awards and Agreements .. 69 - 72
 - 1) Texas Workforce Commission (TWC), Explore STEM! for Students with Disabilities, additional funds in the amount of \$83,311
 - 2) Texas Higher Education Coordinating Board, Texas Reskilling Support Fund Grant Program, in the amount of \$112,500

- 3) RGV Focus and Communities Foundation of Texas, Educate Texas, Apprenticeship Subaward in the amount of \$25,000
- 4) Texas Workforce Commission, Skills Development Fund COVID-19 Special Initiative, additional funds in the amount of \$62,500
- 5) US Department of Education, Higher Education Emergency Relief Fund (HEERF) Minority Serving Institutions, Developing Hispanic Serving Institutions under the CARES (Coronavirus Aid, Relief, and Economic Security) Act, Allocation in the amount of \$2,283,123
- 6) Additional Grant(s) Received/Pending Official Award

VII. Consideration and Action on New Agenda Items

1. Review and Action as Necessary on College's Preliminary Proposed Uses and Drawing Down of Higher Education Emergency Relief Fund II (HEERF II) Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA) Funds 73 - 75

VIII. Consideration and Action on Committee Items

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 - a. Presentation on the South Texas College Online Music Camps
 - b. Presentation on the South Texas College Library Services Hotspot Program
 - c. Review of Spring 2021 Section Offering Data by Division and Program

B. Finance, Audit, and Human Resources Committee Items

1. Review of Presentation to the Finance, Audit, and Human Resources Committee: 78 - 95
 - a. Review and Discussion of Preliminary FY 2021 – 2022 Budget Development
2. Review and Action as Necessary on Consent Agenda Items from the Finance, Audit, and Human Resources Committee 96 - 97
 - a. Review and Action as Necessary on Award of Proposal, Purchases, and Renewals 98 - 105
 - A. Award of Proposal
 - 1) Marketing Services for Career and Technology Education Programs (Award)
 - B. Purchases and Renewals (B-a. Instructional Item)
 - 2) Training and Consulting Program Agreement (Purchase)

B. Purchases and Renewals (B-b. Non-Instructional Items)	
3) Classroom Camera System (Purchase)	
4) Building Moving Services (Renewal)	
5) Food and Related Non-Food Products (Renewal)	
B. Purchases and Renewals (B-c. Technology Items)	
6) Computers, Laptops, Tablets, and Graphic Processing Units (Purchase)	
7) Network Software Maintenance Agreement (Renewal)	
8) VMware Maintenance Agreement (Renewal)	
b. Review and Action as Necessary to Write-off Obsolete Fixed Assets/Capital Assets Valued at \$5,000 and Over	106 - 107
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4. Review and Action as Necessary on Legal Services	145 - 146
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b. Review and Action as Necessary on South Façade Options for the Pecan Campus Library Building F Renovation and Expansion	154 - 161
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d. Review and Action as Necessary on Contracting Construction Services for Pecan Plaza West Building C Kinesiology Storage and Restroom Renovations	174 - 184

e. Review and Action as Necessary on Prioritization of Projects	185 - 196
3. Update on Status of Unexpended Plant Fund Construction Projects and Renewals & Replacements Projects	197 - 204
IX. Consideration and Approval of Checks and Financial Reports	205 - 206
X. President's Report.....	207 - 209
XI. Announcements	
A. Next Meetings:	210
• <u>Tuesday, April 6, 2021</u>	
➤ 3:00 p.m. – Technology Campus Tour	
• <u>Tuesday, April 13, 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, April 27, 2021</u>	
➤ 3:00 p.m. – Starr County Campus Tour	
➤ 5:30 p.m. – Regular Board Meeting at Starr County Campus	
• <u>Tuesday, May 4, 2021</u>	
➤ 1:30 p.m. – Regional Center for Public Safety Excellence Tour	
➤ 3:00 p.m. – Nursing & Allied Health Campus Tour	
B. Other Announcements:	
• The College will be closed Thursday, April 1, 2021 – Sunday, April 4, 2021 for Semester Break.	

Presentations

1) Presentation on Spring 2021 Enrollment Report

Mr. Matthew Hebbard, Vice President of Student Affairs and Enrollment Management, provided a preliminary Spring 2021 Enrollment Report to the Board on February 23, 2021. Due to the disruptive winter storm and power outages earlier that month, the final report was not yet ready for presentation at that meeting.

VP Hebbard has finalized the Spring 2021 Enrollment Report, which provides a direct comparison of the Spring 2020 Enrollment with the Spring 2021 Enrollment, as well as a discussion of national and statewide enrollment trends.

VP Hebbard will present this finalized report at the March 30, 2021 Regular Board Meeting.

2) Presentation on South Texas College Drive Thru Fairs

Dr. Rebecca De Leon, Dean for Dual Credit Programs & School District Partnerships, and Dr. Lazaro Barroso, Director of College Connections, will present on South Texas College's Drive-Thru Program Fair.

Our Dual Credit Programs and College Connections teams work tirelessly to develop the college-going culture throughout our region. While the COVID-19 pandemic has significantly disrupted our traditional outreach to students on local school district middle- and high-school campuses, the teams have gotten creative with their outreach.

From February 3 – 6, 2021, the Drive-Thru Program Fair provided the community with an innovative way to learn about STC programs, services, and registration from the safety of their private vehicles and at each of the five campuses. CDC and STC guidelines were followed, and 166 current and prospective students attended.

Dr. De Leon and Dr. Barroso will review the Drive-Thru Program Fair, including its marketing strategies, participant response, and plans for an August 5 – 7, 2021 *Summer Bash!*

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

Spring 2021 Enrollment

EXPERIENCE DEDICATION

Learn today. Make a difference tomorrow.

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



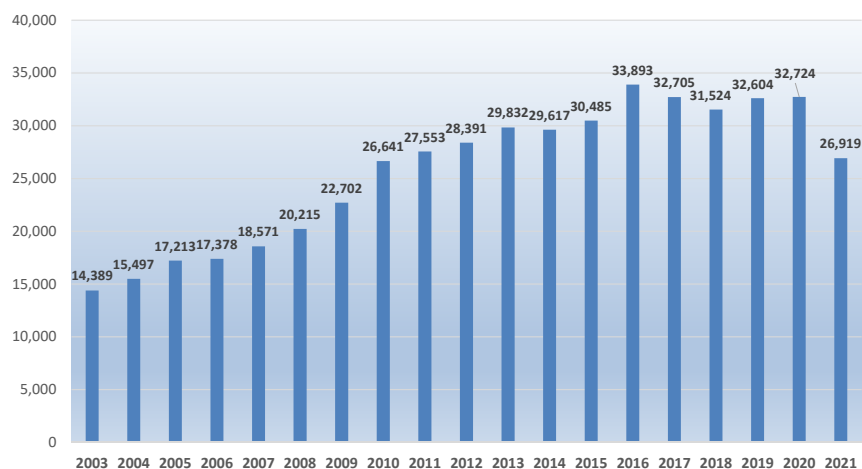
SouthTexasCollege.edu
 1-855-GoToSTC


**SOUTH TEXAS
COLLEGE**

**Experience
Exceptional**

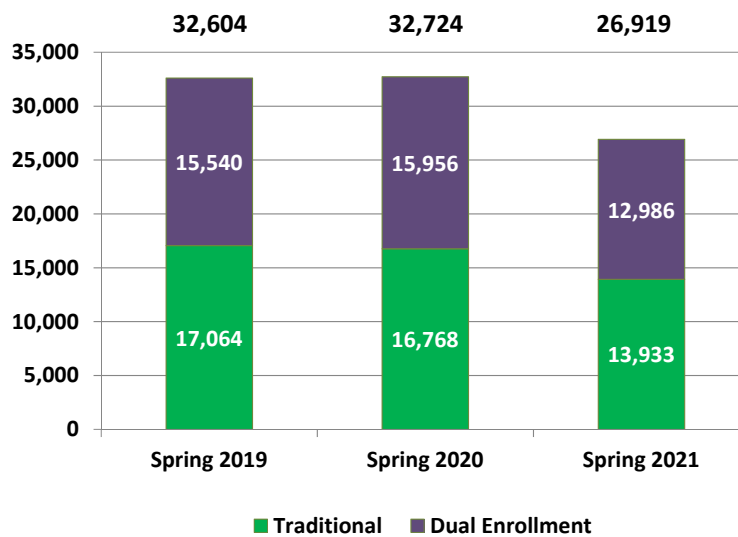
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Student Enrollment History

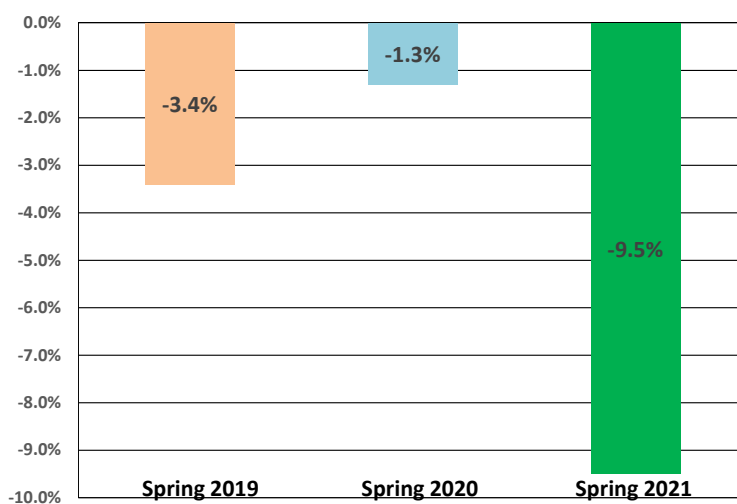


From Spring 2003 to Spring 2021

Total Enrollment



National Enrollment Trends 2-year Colleges



Source: National Student Clearinghouse

National Enrollment Trends

Four-Year and Two-Year Public Institutions Spring 2021



Source: National Student Clearinghouse

Campus Enrollment

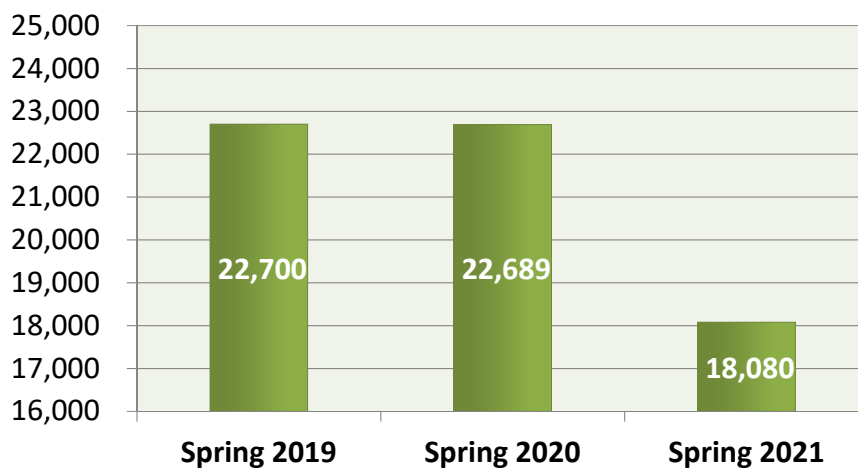
Campus	Spring 2020	Spring 2021	+/-	%
Pecan	8,774	1,188	-7,586	-86.5%
Mid Valley	2,812	546	-2,266	-80.6%
Starr County	937	173	-764	-81.5%
NAH	1,734	1,272	-462	-26.6%
Technology	1,402	762	-640	-45.6%
Distance Learning	7,488	24,675	17,187	229.5%
Dual Enrollment at High School	15,088	493	-14,595	-96.7%
Total Headcount*	32,724	26,919	-5,805	-17.7%

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

Unduplicated Enrollment by Residence

County	Spring 2019	Spring 2020	Spring 2021
Central Hidalgo	21,330	21,944	17,830
Eastern Hidalgo	5,962	6,082	4,958
Western Hidalgo	2,012	1,475	1,240
Starr County	2,359	2,229	1,838
Out of District	883	957	1,017
Out of State	35	27	33
Out of Country	23	10	3
Total	32,604	32,724	26,919

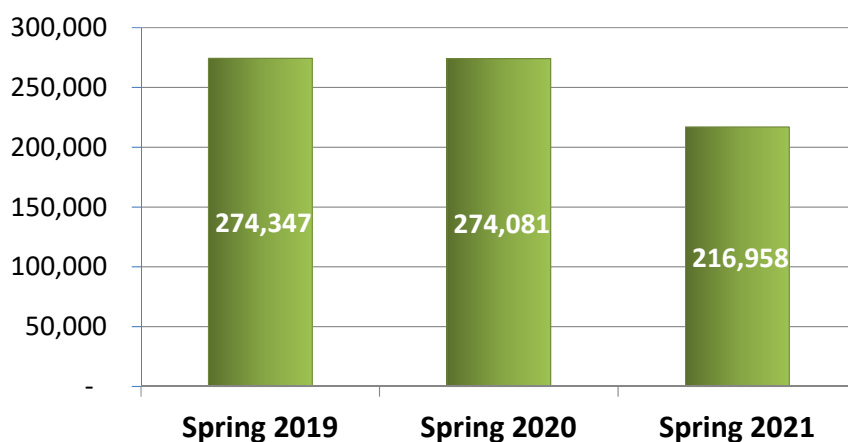
Full Time Equivalency (total semester credit hours/12)



Semester Credit Hours /Contact Hours

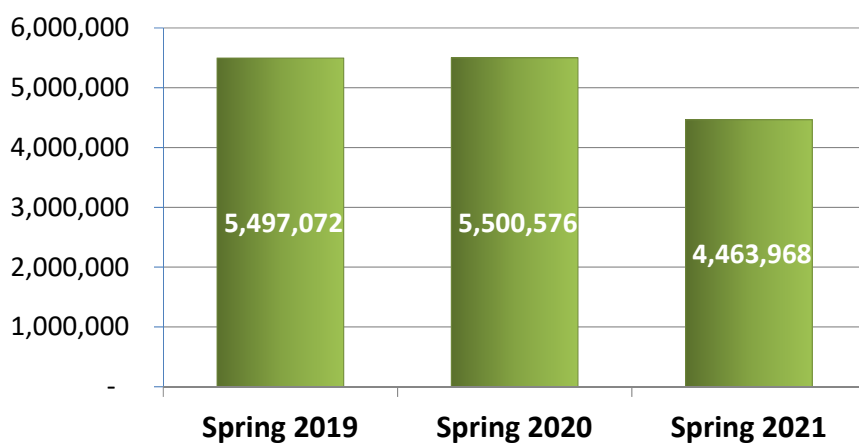
- Semester Credit Hour is the basis for the amount of college credit awarded for a course.
 - ENG 1301 meets for 3 hours per week, and awards 3 Semester Credit Hours upon completion of a semester.
- Contact hour is calculated based upon the type of course, and generally correlates to the amount of time spent in the classroom during a semester.
 - ENG 1301 meets a total of 16 weeks, including finals, and totals 48 (3 * 16) Contact Hours.
- Both are reported to the Texas Higher Education Coordinating Board.

Semester Credit Hours



10

Contact Hours



11

Dual Enrollment – Hidalgo County

District	Spring 2019	Spring 2020	Spring 2021
DONNA ISD	396	528	457
EDCOUCH-ELSA ISD	299	367	273
EDINBURG CISD	2,107	2,061	1,635
HIDALGO ISD	371	398	356
LA JOYA ISD	1,803	1,930	1,513
LA VILLA HS	52	47	40
MCALLEN ISD	1,186	1,051	885
MERCEDES ISD	455	482	411
MISSION CISD	1,031	1,028	902
MONTE ALTO ISD	65	61	67
PROGRESO ISD	197	181	145
PSJA ISD	3,278	3,336	2,687
SHARYLAND ISD	744	857	669
SOUTH TEXAS ISD	542	579	475
VALLEY VIEW HS	465	425	250
WESLACO ISD	1,156	1,255	1,015
Subtotal	14,147	14,586	11,780

Dual Enrollment – Starr County

	Spring 2019	Spring 2020	Spring 2021
RIO GRANDE CITY ISD	758	757	689
ROMA HS	212	140	96
SAN ISIDRO ISD		5	3
Subtotal	970	902	788

Other – Districtwide

	Spring 2019	Spring 2020	Spring 2021
PRIVATE SCHOOLS	81	56	27
CHARTER SCHOOLS	318	408	388
HOME HS & OTHERS	24	3	3
Subtotal	423	467	418

	Spring 2019	Spring 2020	Spring 2021
Total Dual Credit	15,540	15,955	12,986

Enrollment Strategies

- New Student Emergency Aid (HEERF II)
- Direct calls, texts, emails, postcards
- Law Enforcement Initiative
- Virtual and On-Demand Services
- Expanded Service Hours Holidays and Weekends
- Work Directly with High Schools to Enroll Seniors
- Call Campaigns to Key Populations (Stop-outs, Seniors, Current Students)



**SOUTH TEXAS
COLLEGE**

DRIVE-THRU PROGRAM FAIR

Presentation for
South Texas College Board of Trustees
March 30, 2021

Presenters:
Dr. Rebecca De Leon, Dean for Dual Credit Programs & School District Partnerships
Dr. Lazaro Barroso, Director of College Connections

What is the Drive-Thru Program Fair?

Provides the **opportunity** for
the **Community** to "drive-by"
and receive information
about **STC Programs, Services,
and Registration.**







Safety Measures

- All CDC and STC guidelines were followed
- Program tables were spaced out 6-9 feet apart
- Masks were mandatory for all vehicle passengers
- Information was handed out via the passenger side window

South Texas College



Open to students, parents
and community members

Meet with STC Faculty and College
representatives as they share information about:

- Registration
- Financial Aid
- Program Options

For everyone's safety:

Masks are required for all vehicle passengers. Passengers must remain
in their vehicles at all times. Vehicles must remain in single line.



Experience
Exceptional

Save the Date
**February
2021**

**Date/Time/
Location**

Wednesday, February 3
NAH Campus
4pm - 7pm

Thursday, February 4
Starr County Campus
4pm - 7pm

Friday, February 5
Mid-Valley Campus
4pm - 7pm

Saturday, February 6
Pecan Campus
9am - 12noon

Saturday, February 6
Technology Campus
9am - 12noon

For more information call
1-855-Go-To-STC

Marketing Efforts

- Save the Date Flyer
- STC Website Homepage Banner
- Facebook Event pages
- Press Releases and Newspaper Ads
- Emails to prospective, current, and high school students and ISD contacts
- Live radio coverage
- Social Media Advertising
- TV Commercial

It Takes a TEAM

(Collaboration is Key)

- Dual Credit Programs
- Public Relations
- College Connections
- Facilities and Maintenance
- Police Department and Security
- Valley Scholar Volunteers
- Educational Technologies
- Program Chairs, Faculty and Deans



Campus Breakdown

Campus	Date Held	Total Student Submissions
NAH Campus	Wednesday, Feb. 3	22
Starr County Campus	Thursday, Feb. 4	18
Mid-Valley Campus	Friday, Feb. 5	34
Pecan Campus	Saturday, Feb. 6	80
Technology Campus	Saturday, Feb. 6	12
TOTAL		166

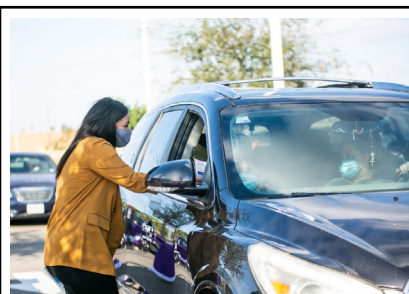
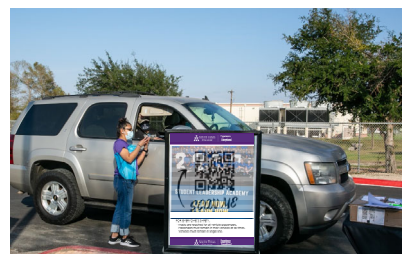
Duplicated Student Submission

Student Submission Breakdown

Student Population	Attendance
Current Students	41
9 th – 11 th Grade	11
Prospective Students	101
Other	6
TOTAL	159

Unduplicated Student Submission

- Current Students: currently enrolled, traditional student
- 9th – 11th Grade: High school student, dual and non-dual
- Prospective Student: student interested in enrolling
- Other: Community member, parent who may not enroll



What did the Participants Have to Say?

This was such a great idea!

I am ready to register!

I heard it on the Radio, so I decided to stop by and get information.

Will you be having another one?

Very Innovative



Drive-Thru Program Fair *Summer Bash*

August 5 - 7, 2021

Pecan Campus
MV Campus
Starr County Campus



SOUTH TEXAS
COLLEGE

Thank You!

Approval of Board Meeting Minutes

The following Board Meeting Minutes are submitted for approval:

- 1) February 23, 2021 Regular Board Meeting
- 2) March 9, 2021 Board Work Session

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and adopt the Minutes for the February 23, 2021 Regular Board Meeting, and the March 9, 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 the February 23, 2021 Regular Board Meeting, and the March 9, 2021 Special Board Meeting as presented.

Approval Recommended:

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

**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**

Minutes

Call Meeting to Order:

The Regular Board Meeting of the South Texas College Board of Trustees was held on Tuesday, February 23, 2021 in the Ann Richards Administration Building Board Room at the Pecan Campus in McAllen, Texas. The meeting commenced at 5:35 p.m. with Ms. Rose Benavidez presiding.

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

These precautions included:

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

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

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, Mrs. Becky Cavazos, Mr. William Buhidar, Ms. Alicia Gomez, Mr. Lucio Gonzalez, Ms. Lisa Aleman, Mr. Khalil Abdullah, Ms. Myriam Lopez, Mr. Eli Ochoa, Dr. Bill Holda, Mrs. Kelly Salazar, and Mr. Andrew Fish.

Determination of a Quorum

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

Invocation

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

Public Comments

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

Presentations

1. Report on the Association of Community College Trustees (ACCT) 2021 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.

Ms. Benavidez provided an update on the ACCT 2021 National Legislative Summit, and also recognized Mr. Paul R. Rodriguez for his recent election to serve on the Community College Association of Texas Trustees (CCATT) Board of Directors.

2. Presentation on Spring 2021 Enrollment Report

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

Due to the disruptive impact of the February 2021 winter storms and associated statewide power outages, the Spring 2021 Enrollment Report was not finalized for the February 23, 2021 Regular Board Meeting.

VP Hebbard provided a preliminary report and discussed overall enrollment trends. The detailed report and analysis would be provided at the March 30, 2021 Regular Board Meeting.

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

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

Dr. Valerio was unable to attend, the meeting, and Dr. Anahid Petrosian, Interim Vice President for Academic Affairs, provided 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, reported 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.

While there were minor damages, the facilities were largely unaffected by the storm and resulting power outages. One significant event during the power outages, though, was the failure of the emergency power generator system designed to maintain constant power for the College's Pecan Campus data center.

The emergency power generator system relies on regular refueling of a diesel generator. This generator is critical to power the network and server equipment that supports the College's district-wide computer infrastructure. Power interruptions can lead to data corruption and hardware failure.

During the February 2021 Winter Storm, the College was notified by its contracted vendor that refueling of the diesel generator could not be completed in a timely manner. To prevent data loss and hardware damage, Information Technology staff initiated the proper shut-down procedures to safely take the network offline. While there were no damages to the College's data or systems, this highlighted a problem with the power backup system.

Administration advised the Board that a plan to transition the diesel generator to a natural gas-powered generator had been placed on hold as a low-priority project at the onset of the COVID-19 pandemic. Upon recovering from the February 2021 power outages, administration re-designated the emergency power generator project as a high-priority, and authorized the Board-approved engineer to resume design work.

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) January 26, 2021 Regular Board Meeting Minutes
- 2) February 11, 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 January 26, 2021 Regular Board Meeting, and the February 11, 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. Texas Workforce Commission, Explore STEM! for Students with Disabilities in the amount of \$30,916.69

This grant was awarded to the 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 modalities. Students would be instructed both through the Microsoft Teams online platform and in person while providing students an Instructional Coach for hands-on lead activities as needed. This grant allowed the IAM an opportunity to work with students with disabilities, enhance their learning experience through interactive learning, and encourage students to persist in STEM-related studies. FIRST RGV and IAM faculty would provide curriculum development and online instruction for both camps. The funding period was from March 1, 2021 through December 31, 2021.

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

2. Texas Workforce Commission, Skills Development Fund in the amount of \$50,000

This grant was awarded to the Institute for Advanced Manufacturing (IAM) and the Department of Continuing, Professional and Workforce Education to provide customized training in the areas of Advanced Technologies, Manufacturing, IT, Healthcare and Construction. Texas Workforce Commission was approving awardees while they establish partnerships with local private businesses. Additional funding may be requested to provide additional training. The funding cycle was from March 1, 2021 through September 30, 2022.

This award aligned with Strategic Direction # 3, High Success Rate. Participating trainees would develop knowledge and skills that would help them in their current employment, which can also increase the potential for economic and social mobility among residents in our region.

3. Educate Texas / RGV Focus Grant Award in the amount of \$25,000

This grant would support South Texas College in the development of multiple short workforce training programs that lead to the following micro-credentials in high demand skills/career fields:

- Certified Phlebotomy Technician
- Certified EKG/ECG Technician
- AWS D1.1 Structural Steel Welding
- (MTA) Introduction to Programming Using Python
- Basic Jailer Exam
- Certified Secure Computer User
- EPA Section 608 for HVACR

Each of these credentials was chosen due to their value to job-seeking and currently-employed students. These credentials can also provide students with an entry point into stackable credential pathways that lead to further continuing education and/or academic and workforce degree completion.

Funding would directly support student testing fees to minimize expense to students and employers.

This grant was aligned to Strategic Goal #1, Leading Community Engagement and Strategic Goal #2, Create Educational Opportunities for Students by developing continuing education opportunities with local community and workforce needs and by establishing these opportunities as a stepping stone to meaningful career and educational pathways.

The presented grants would provide up to \$105,916.69 in funding for the college to provide services and opportunities throughout the region.

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.

1. Texas Workforce Commission, Explore STEM! for Students with Disabilities in the amount of \$30,916.69
2. Texas Workforce Commission, Skills Development Fund in the amount of \$50,000
3. Educate Texas / RGV Focus Grant Award in the amount of \$25,000

The motion carried.

Executive Session:

The South Texas College Board of Trustees convened into Executive Session at 6:16 p.m. in accordance with Chapter 551 of the Texas Government Code for the specific purpose provided in:

➤ Section 551.071, Consultation with Legal Counsel

1. Discussion and Action as Necessary on the Presidential Search

Open Session:

The South Texas College Board of Trustees returned to Open Session at 6:37 p.m. No action was taken in Executive Session.

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 recommended 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 finalists 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 proposed a revised *Presidential Search Timeline*, in an effort to keep the search on schedule. The proposed timeline was provided in the packet.

Search Committee Membership

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

Upon a motion by Mrs. Victoria Cantú and a second by Mr. Danny Guzman, the Board of Trustees of South Texas College approved and authorized the calendar as outlined in the *Presidential Search Timeline*. The motion carried.

Upon a motion by Mr. Danny Guzman and a second by Mrs. Victoria Cantú, the Board of Trustees of South Texas College approved and authorized the presidential search committee roster, contingent upon acceptance by each member. The motion carried.

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

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

South Texas College had 419 votes to cast. The candidates were:

- Rogerio Olivarez
- Encarnacion “Chonito” Saenz

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

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

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Mrs. Victoria Cantú, the Board of Trustees of South Texas College approved and authorized the official ballot casting 210 votes for Rogerio Olivarez and 209 votes for Encarnacion “Chonito” Saenz, for the Starr County Appraisal District Board of Directors. 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 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 was requested from the Board of Trustees.

The Board took the following agenda items out of the posted agenda order:

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 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 were 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 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, contingent upon final legal counsel approval

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

- 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 motion carried.

The Board discussed the proposed schematic design of the renovation and expansion of the existing Pecan Campus Library Building F, as presented by ERO Architects. The Board instructed that alternatives should be provided related to improving the south façade of the proposed renovation and expansion design.

Upon a motion by Mr. Danny Guzman and a second by Mrs. Victoria Cantú, the Board of Trustees of South Texas College approved and authorized the Schematic Design of the Renovation and Expansion of the Existing Pecan Campus Library Building F, contingent upon the inclusion of alternates provided for the south façade, as discussed. The motion carried.

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 was requested.

Purpose

Schematic design was 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 was 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 was 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 had 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.

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.

- Original building 1993
- 1st Renovation 2000
- 2nd Renovation 2004
- District Wide Master Plan 2010
- Adequacy Assessment 2017
- Feasibility Study 2018
- Solicitation for Feasibility and Design April 2019
- Architect Awarded Project June 2019
- 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 were 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
 - New Addition (First Floor) 8,440 sf
 - Total Square Feet 74,466 sf

- **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
 - Support Spaces - Restrooms, Storage, Custodial, Mechanical, Information Technology
 - 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 was asked to approve the schematic design.

Architectural Fee

The architect's basic design services fee for this project was 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 would assess 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 was \$156,328.13. The additional services fees been paid to date for the architect's consultants, including the architect's 10% additional services management fees, were \$26,793.80. The total amount paid to date for basic design services and additional services fees was \$183,121.93.

The table below describes the additional services fees:

Design Fees for Basic Services and Additional Services Feasibility, Design, and Construction Administration			
Item	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
Additional Svcs. Management (10% of total consultant fees)	12,508.50	-	2,435.80
Total:	\$846,258.50	\$125,085.00	\$183,121.93
Percent of \$11.5M Budget:	7.36%	1.09%	1.59%

Funding Source

Funds for the Pecan Campus Library Building F Renovation and Expansion Project 2016-018C were 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 was \$11,416,981, which was 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 would be budgeted for the remainder of the project for the subsequent fiscal years.

Reviewers

The proposed schematic design was reviewed by Administration and staff from the Library and Learning Support Services group, Pecan Campus Library Taskforce, and the Facilities Planning & Construction department.

Enclosed Documents

The packet included 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 developed a schematic presentation describing the proposed design. Representatives from ERO Architects attended 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.

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 was requested.

Purpose

The Board was 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 was 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 was part of the College's FY 2020-2021 Capital Improvement projects. The project consisted of renovating and expanding Library Building F.

The architect 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 were 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.

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 was requested.

Purpose

The purpose of the change order was to request authorization to increase the number of days to complete the construction scope.

Justification

Modification to the completion date was 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.

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 requested 47 additional days due to delays listed below:

- Delay in material for doors and door hardware and electrical floor boxes by supplier due to Covid-19 15 Days
- Delay in Board approval of Change Orders #1 and #2 32 Days
- Total number of days requested by contractor **47 Days**

Original Substantial Completion Date December 26, 2020

Revised Substantial Completion Date per Change Orders #1 and #2. January 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	<ul style="list-style-type: none"> • 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 were 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 was \$188,000, and the construction budget for the Nursing Allied Health Campus East Building A Student Services Renovation was 247,000. The total combined construction budget was \$435,000. The total construction costs between the two renovation projects were 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 were 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 was provided.

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.

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 was requested.

Project		Completion Recommended	Date Received
1.	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	Final Completion Recommended	January 26, 2021

This project was reviewed by the Facilities Planning & Construction department, the President's Cabinet, the Coordinated Operations Council, the Facilities Committee, and the Board of Trustees. This project was scheduled as an educational space improvement to 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 was 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					
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	\$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 was provided for the Board's review and information.

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.

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) was requested.

Purpose

Authorization was 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 was 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 were 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.

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) was requested.

Purpose

Authorization was 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 was 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 would allow an efficient and cost-effective process to back-up and restore STC data in the event of disaster.

The STC assets that would be relocated to TJC were as follows:

STC Tag #	Equipment Description	Serial Number	Purchase Date	Purchase Amount
46020	Dell EMC VxRail P570F Server	F9C17X2	8/1/2019	\$8,130.50
46021	Dell EMC VxRail P570F Server	F9C37X2	8/1/2019	\$8,130.50
46022	Dell EMC VxRail P570F Server	F9C5FW2	8/1/2019	\$8,130.50
46023	Dell EMC VxRail P570F Server	F9C27X2	8/1/2019	\$8,130.50
23743	Cisco C9500-16X Switch	FCW2309F1AH	4/16/2019	\$6,184.09
23375	Cisco C9500-16X Switch	FCW2309F1ED	4/16/2019	\$6,184.09
38533	Cisco C3650-24TX Switch	FDO2142V0AH	11/21/2017	\$4,073.46
25387	Dell SuperMassive 9800 Firewall	C0EAE4AC3480	2/25/2015	\$42,719.86

STC Tag #	Equipment Description	Serial Number	Purchase Date	Purchase Amount
25388	Dell SuperMassive 9800 Firewall	C0EAE4AC38C0	2/25/2015	\$20,505.84
23161	Cisco ASR 1002-F Router	FOX1437H4BC	6/8/2010	\$16,800.00
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 was still being drafted with Tyler Junior College, and was yet been presented for review by legal counsel.

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.

The Board returned to the posted agenda order.

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 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 were presented here substantially as recommended by the Committee, for approval by the Board of Trustees.

All trustees were invited to 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

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

Consent Agenda Item a:
Approval of Purchases and Renewals

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)

- 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;

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
A	Datum Filing Systems, Inc. / Gateway Printing and Office Supply, Inc. (Edinburg, TX)	\$26,523.10
B	The Hon Company / Gateway Printing and Office Supply, Inc. (Edinburg, TX)	\$2,064.85
C	Krueger International, Inc. / Gateway Printing and Office Supply, Inc. (Green Bay, WI / Edinburg, TX)	\$43,240.60
	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%;
- 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;

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;
- 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.

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

**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 was 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 one-year period was 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 was 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 was 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 was provided 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.

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 was 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 was 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 was provided 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

Consent Agenda Item d:

Approval of Proposed Revisions to Tuition and Fees Schedules for FY 2021 – 2022

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) was requested.

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

a. Student Tuition and Fees

- No changes were 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 format and FY 2019 - 2020 Schedule
• TSI Assessment Reservation Fee			
• TSI Assessment Exam Fee- Both exams			
• 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 FY 2019 - 2020 Schedule
• TSI Assessment Reservation Fee			
• TSI Assessment Exam Retesting Fee- Both exams			
• TSI Assessment Exam Fee - Retesting Math only			

			Proposed Rate FY 2019-2020
• 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 Fees , 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) <ul style="list-style-type: none"> • 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	Proposed Rate FY 2021-2022
COURSE FEES:			
American Welding Society Certification Testing and Material Fee (per certification) <ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> • WLDG 1312 	School Districts will be responsible for the following fees: <ul style="list-style-type: none"> • 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	Remove section from Schedule	Remove section from Schedule

	Current Rate	Change	Proposed Rate FY 2021- 2022
<ul style="list-style-type: none"> • WLDG 1457 • WLDG 1428 • WLDG 2406 • WLDG 2451 	completion of each certification exam.		

c. Regional Center for Public Safety Excellence Tuition and Fees

- No changes were recommended for this schedule.

d. Employee Fees

- No changes were recommended for this schedule.

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

- No changes were 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) were reviewed by staff and President's Cabinet.

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

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 was requested.

Purpose - The [Code of Criminal Procedure Article 2.131-2.138](#) 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 [Code of Criminal Procedure Article 2.131-2.138](#). 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 posed 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
Expired License Plates	16	-
Disregard Traffic Signal	3	1
Turned Where Prohibited	14	1

Description	Year 2019 Stops Conducted	Year 2020 Stops Conducted
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
Total	273	59

Reviewers - The Vice President for Finance and Administrative Services and the Chief of Police for the Department of Public Safety 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 was provided 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.

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

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.

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 was 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 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. Sandra 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.

The training session was 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 would also be provided that is required to access the training session. In addition, the accompanying handouts for the power point presentation would be provided to each Board Member. Each Board Member may access the on-line training at their convenience.

Board Members would 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 was provided 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.

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

Approval of Internal Auditor Performance Evaluation Instrument was 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 was 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 was designed to be focused on the specific internal audit function.

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

Also included, for the Board's reference, was 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 were provided 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 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.

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 was requested.

Purpose – The Financial Advisor Services was needed to provide 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., would expire at the end of February 2021, and should be renewed through March 31, 2021, if the Board would not authorize a new engagement at this time.

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

At the February 23, 2021 Regular Board Meeting, the Chair announced that the recommendation to invite firms to provide presentations had been withdrawn.

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 action as necessary regarding the Financial Advisor Services and Continuing Disclosure Services. There were five votes in favor of the motion, with one abstention. The motion carried.

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

The Facilities Planning and Construction staff provided a design and construction update. This update summarizes the status of each capital improvement and renewals &

replacements project currently in progress. Mary Elizondo and Rick de la Garza were present to respond to questions and address concerns of the Board.

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 January 2021. 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 **January 2021**, 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 January 2021. The motion carried.

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.
- Tuesday, March 9, 2021
 - 3:30 p.m. – Education and Workforce Development Committee
 - 4:30 p.m. – Facilities Committee
 - 5:30 p.m. – Finance, Audit, and Human Resources Committee
- Tuesday, March 30, 2021
 - 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.

Adjournment

There being no further business to discuss, the Regular Meeting of the South Texas College Board of Trustees adjourned at 7:13 p.m.

I certify the foregoing are the true and correct minutes of the Tuesday, February 23, 2021 Regular Board Meeting of the South Texas College Board of Trustees.

X_____

Mrs. Victoria Cantú

Board Secretary

**SOUTH TEXAS COLLEGE
BOARD OF TRUSTEES SPECIAL MEETING
Tuesday, March 9, 2021 @ 5:30 p.m.
Ann Richards Administration Building Board Room
Pecan Campus, McAllen, Texas 78501**

Minutes

Call Meeting to Order:

The Special Board Meeting of the South Texas College Board of Trustees was held on Tuesday, March 9, 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;
- Trustees were encouraged to attend in person or participate by conference call, as their personal circumstances dictated.

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

Members absent: None

Also present: Dr. David Plummer, Mr. Jesus Ramirez, Mrs. Mary Elizondo, Mrs. Becky Cavazos, Dr. William Holda, and Mr. Andrew Fish.

Determination of a Quorum

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

Review and Action as Necessary on Legal Services

Approval of legal services was requested.

At the January 26, 2021 Board of Trustees meeting, the Board authorized the solicitation of a request for qualifications for legal services to protect the College and provide advice and representation. A solicitation of qualification or appointment of one or more law firms is an essential for matters that are as follows:

- 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:
 - ⇒ 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
 - ⇒ Elections
 - ⇒ Texas Open Meetings Act
 - ⇒ Texas Public Information Act
 - ⇒ Construction contracts
 - ⇒ Litigation representation
 - ⇒ Tax Abatement Agreements
 - ⇒ IRS examinations
 - ⇒ Policy Drafting and Advising
 - ⇒ Legal Counsel Advising
 - ⇒ Public Information Responses
 - ⇒ Real Estate
 - ⇒ Intellectual Property
 - ⇒ Other U.S. State and International Matters and Engagements
 - ⇒ Land Use, Environmental, Health, and Safety
 - ⇒ 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 (4) areas occupy most of the College's needs, and the remainder are needed, more or less, on an occasional basis.

Proposal documents were advertised on February 3, 2021 and February 10, 2021 and issued to twenty-eight (28) attorneys/law firms. Seven (7) responses were received on February 24, 2021.

At the January 12, 2021 Finance Committee meeting, it was indicated that the Purchasing Department would receive the request for qualifications responses and package them for the trustees to review and evaluate.

On March 5, 2021, administration provided procedures and best practices regarding 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 seven (7) responsive Qualifications. The Board of Trustees 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.

On March 9, the Board was asked to provide feedback on how to proceed with the legal services.

Upon a motion by Mr. Rene Guajardo and a second by Mrs. Victoria Cantú, 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 Legal Services evaluation, and to compile the final evaluations of those qualifications into a summary sheet for presentation to the Board of Trustees. The motion carried.

Executive Session:

The South Texas College Board of Trustees convened into Executive Session at 5:41 p.m. in accordance with Chapter 551 of the Texas Government Code for the specific purpose provided in:

➤ Section 551.071, Consultation with Legal Counsel

1. Review and Action as Necessary on Presidential Search

Open Session:

The South Texas College Board of Trustees returned to Open Session at 6:08 p.m. No action was taken in Executive Session.

Review and Action as Necessary on Presidential Search

South Texas College engaged the Association of Community College Trustees and Dr. William Holda to assist with the presidential search process.

On February 23, 2021, the Board of Trustees authorized the development of the Search Committee, contingent upon the final agreement by each member to serve. Mr. Paul R. Rodriguez, South Texas College Trustee, will serve as the Search Committee Chair. The roster of the Search Committee was included in the packet.

On March 2 – 3, Dr. Holda moderated a series of public forum sessions via teleconference, to hear from the stakeholders of South Texas College. ACCT also conducted an online survey open to the public, also seeking anonymous feedback. Both the public forums sessions and the survey sought insights from faculty, staff, students,

partners, and the community at large on the challenges facing the College, the characteristics they most want to see in the next College President, and any other items they wished to provide for the Search Committee and Board of Trustees to consider.

Dr. Holda synthesized the feedback from the forum sessions and the surveys into a draft Presidential Profile. He shared this profile with the Search Committee membership, and will incorporate their feedback into a final Presidential Search, which he provided to the Board on Tuesday, March 9, 2021, for their review and approval.

Upon approval, this profile would serve as the basis for ACCT's national search process to attract a wide range of highly qualified candidates to be considered for the next South Texas College President.

The Board asked Dr. Holda to also include a reference in the profile that South Texas College is among the ten largest colleges in Texas.

Upon a motion by Mr. Danny Guzman and a second by Dr. Alejo Salinas, Jr., the Board of Trustees of South Texas College approved and authorized the South Texas College Presidential Profile, including the reference suggested, and the release of the profile and entry of the search committee into the record. The motion carried.

Adjournment

There being no further business to discuss, the Special Meeting of the South Texas College Board of Trustees adjourned at 6:26 p.m.

I certify the foregoing are the true and correct minutes of the Tuesday, March 9, 2021 Special Board Meeting of the South Texas College Board of Trustees.

X_____

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 (TWC), Explore STEM! for Students with Disabilities, additional funds in the amount of \$83.31

On February 2021, an award for the Explore STEM grant in the amount of \$30,916.69 was authorized for acceptance by the Board. South Texas College later received a contract agreement with the total award amount of \$31,000 which was due to rounding up from the original amount requested by TWC. This grant was awarded to South Texas College for the 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 modalities. Students will be instructed both through the Microsoft Teams online platform and in person while providing students an Instructional Coach for hands-on lead activities as needed. This grant allows the IAM an opportunity to work with students with disabilities, enhance their learning experience through interactive learning, and encourage students to persist in STEM-related studies. FIRST RGV and IAM faculty will provide curriculum development and online instruction for both camps. The funding period is from March 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 coherent educational experiences through Science, Technology, Engineering and Math (STEM) learning camps that encourage them to pursue higher education in STEM-related occupations.

2. Texas Higher Education Coordinating Board, Texas Reskilling Support Fund Grant Program, in the amount of \$112,500

This award will be managed by Division of Student Affairs and Enrollment Management (SAEM) to provide up to 75 students with support for tuition and fees in high value workforce credential programs such as Computer and Information Sciences, Heating, Air Conditioning, Ventilation and Refrigeration Maintenance Technology, Emergency Medical Technology, Diagnostic Medical Sonography, and Registered Nursing.

South Texas College's outreach plan will include identifying students who have previously completed postsecondary education credits and who are near completion and wish to re-enroll. SAEM staff will provide daily intrusive case management that will focus on and help to monitor attendance, academic progress, and will offer assistance with other types of challenges that the student

may be facing that may impede student achievement. The funding period is from March 4, 2021 to February 15, 2022.

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

3. RGV Focus, Communities Foundation of Texas - Educate Texas, Apprenticeship Subaward in the amount of \$25,000

Subaward grant funds will be used by the Institute for Advanced Manufacturing (IAM) to support up to 25 apprentices enrolled in the Employer Apprenticeship Program in connection with the Texas Workforce Commission Apprenticeship Training Programs.

Funding from RGV Focus and Educate Texas with financial support from Texas Mutual will support enrolled apprentices earn their certificate of completion and make substantial progress toward earning the Department of Labor's (DOL) apprenticeship journeyman certification. The funding period is from March 1, 2021 to October 31, 2021.

This award aligns to Strategic Direction #3, Create Educational Opportunities for Students, by aligning programs with emerging technologies and changing needs in the job market.

4. Texas Workforce Commission, Skills Development Fund COVID-19 Special Initiative, additional funds in the amount of \$62,500

These additional funds were awarded for South Texas College's Department of Continuing, Professional and Workforce Education and the Institute for Advanced Manufacturing to provide training in response to the direct needs of the COVID-19 Pandemic. Training will target those business partners retooling business processes to respond to the need of COVID-19 related necessities, as well as those businesses that are retooling to provide continuing employment to employees.

Approximately \$2,000 will be made available per qualifying participant. Industries that will be targeted for this grant are Healthcare, Manufacturing, IT, Transportation, Construction, and Goods & Services. Short-term training topics will include billing for telehealth services, disinfection training, COVID-19 related stress, customer safety, and cross-training for employees to fill job demand resulting from workforce reduction. The funding period is from June 8, 2020 to June 30, 2021.

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

5. US Department of Education, Higher Education Emergency Relief Fund (HEERF) Minority Serving Institutions, Developing Hispanic Serving Institutions under the CARES (Coronavirus Aid, Relief, and Economic Security) Act, Allocation in the amount of \$2,283,123

Authorization is requested to accept additional funds in the amount of \$2,283,123. Funds will be used to assist students with their cost of attendance, including food, housing, course materials, technology, health care, and child care. The original award notification in the amount of \$1,255,089 was received and authorized by the Board for acceptance in June 2020. At the January 12, 2021 Special Board Meeting, authorization was requested and approved to allow administration to utilize additional funds in the amount of \$11,550. Those additional funds increased the awarded amount to \$1,266,639. Funds were designated to support students enrolling in the Spring 2021 semester. South Texas College is currently using these funds for two separate grant-supported scholarship funds to assist students with qualified expenses.

These additional funds in the amount of \$2,283,123 increase the total award amount to \$3,549,762. Funds are planned to be used for the same two separate grant-supported scholarship funds. The funding period as stated on the Grant Award Notification received by the college is June 8, 2020 to June 7, 2021. South Texas College plans to request a no-cost extension.

This allocation is managed by the Division of Student Affairs and Enrollment Management. Vice President Mathew Hebbard serves as the Project Director and Miguel Carranza is the Financial Manager.

The presented grants will provide up to \$2,483,206.31 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 (TWC), Explore STEM! for Students with Disabilities, additional funds in the amount of \$83,31
2. Texas Higher Education Coordinating Board, Texas Reskilling Support Fund Grant Program, in the amount of \$112,500

3. RGV Focus and Communities Foundation of Texas, Educate Texas, Apprenticeship Subaward in the amount of \$25,000
4. Texas Workforce Commission, Skills Development Fund COVID-19 Special Initiative, additional funds in the amount of \$62,500
5. US Department of Education, Higher Education Emergency Relief Fund (HEERF) Minority Serving Institutions, Developing Hispanic Serving Institutions under the CARES (Coronavirus Aid, Relief, and Economic Security) Act, Allocation in the amount of \$2,283,123

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

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

1. Texas Workforce Commission (TWC), Explore STEM! for Students with Disabilities, additional funds in the amount of \$83.31
2. Texas Higher Education Coordinating Board, Texas Reskilling Support Fund Grant Program, in the amount of \$112,500
3. RGV Focus and Communities Foundation of Texas, Educate Texas, Apprenticeship Subaward in the amount of \$25,000
4. Texas Workforce Commission, Skills Development Fund COVID-19 Special Initiative, additional funds in the amount of \$62,500
5. US Department of Education, Higher Education Emergency Relief Fund (HEERF) Minority Serving Institutions, Developing Hispanic Serving Institutions under the CARES (Coronavirus Aid, Relief, and Economic Security) Act, Allocation in the amount of \$2,283,123

Approval Recommended:

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

Review and Action as Necessary on College's Preliminary Proposed Use and Drawing Down of Higher Education Emergency Relief Fund II (HEERF II) Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA) Funds

The Board of Trustees is asked to approve and authorize the proposed use and drawing down of Higher Education Emergency Relief Fund II (HEERF II) Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA) Funds as presented.

Mary Elizondo, Vice President for Finance and Administrative Services, will present on the College's preliminary proposed use of Higher Education Emergency Relief Fund II (HEERF II) Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA) Institutional Funds.

Matthew Hebbard, Vice President for Student Affairs and Enrollment Services, will present on the College's proposed use of HEERF II Student Support Funds.

Background on HEERF

- On June 23, 2020, the South Texas College Board of Trustees ratified the acceptance and use of the Higher Education Emergency Relief Funds (HEERF) authorized by the Coronavirus Aid, Relief, and Economic Security (CARES) Act allocations received by the College. The College received Federal CARES Act funds in three allocations that included Student funds, Institutional funds, and Minority Serving Institution funds.
- On December 20, 2020, the Minority Service Institution funds were increased by \$11,550.
- On January 26, 2021, the South Texas College Board of Trustees ratified the acceptance and use of the Higher Education Emergency Relief Funds II (HEERF II) Student and Institutional grant awards under the Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA) allocation received by the College. As reviewed with the Board of Trustees on January 26, 2021, the College received Federal CRRSAA funds in two formula allocations in January 2021.
- On March 4, 2021, the College received an additional CRRSAA allocation for the Minority Serving Institutions. This allocation was included among the grants presented for Board approval on March 30, 2021.

The table below includes the actual/projected expenditures funded by HEERF I.

Expenditure	HEERF I CARES) Actual/Projected
Staff Salaries & Benefits	\$2,856,158.82
Faculty Salaries & Benefits	\$500,000.00
Personal Protective Equipment (PPE) and Other Equipment & Software	\$297,933.34
Student Awards	\$17,634,944.84
Total Expenditures Funded by HEERF	\$21,289,037.00

For direct student support, the following CARES ACT Student Awards will be distributed through Spring 2021:

Category of Funds	Total Amount Awarded	Number of Students Served
Student Emergency Aid	\$10,011,199	11,361
Institutional Funds	\$6,357,106	8,825
CARES Act Funded Scholarship	\$1,266,639	1,858
TOTAL	\$17,634,944	22,044

HEERF II Funding

HEERF II funds may be used for expenditures and loss revenue for the period of March 13, 2020 to January 15, 2022 and will be charged to the HEERF II fund in Fiscal Year 2020 – 2021 and Fiscal Year 2021 – 2022.

Award Type	HEERF II (CRRSAA)
Student Funds	\$10,011,199
Institutional Funds	\$32,178,403
Minority Serving Institutions	\$2,283,123
Total HEERF II allocations	\$44,472,725

In total, HEERF II provided \$44,472,725 to South Texas College. The College is required to draw down an initial portion of the HEERF II funds by April 15, 2021, and additional funds will be drawn as eligible expenditures and lost revenues are identified and reported to the Board.

Proposed uses of HEERF II funds are for the following types of expenditures, as outlined in initial guidance from the U.S. Department of Education:

- Staff Salaries & Benefits
- Faculty Salaries & Benefits
- Personal Protective Equipment (PPE)
- Other Equipment & Software
- Student Awards
- Tuition & Fee Loss Revenue*
- Indirect Cost*

* these expenditures are now allowed, under HEERF II funding guidelines

Direct Student Awards

For Direct Student Awards, administration proposes the following for both Summer 2021 and Fall 2021 semesters:

- Upon registration and completion of the FAFSA, eligible students would receive \$300
- Upon completion of the first week of classes, eligible student would receive another \$300
- At the students' discretion, their total \$600 award could be applied to tuition and fees or paid directly to the student.

Administration will continue to monitor guidance from the U.S. Department of Education to identify possible use of HEERF II funds based on the needs of the College. Projected amounts of expenditures will be presented to the Board at a later date.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the proposed uses and drawing down of Higher Education Emergency Relief Fund II (HEERF II) Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA) Funds 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 uses and drawing down of Higher Education Emergency Relief Fund II (HEERF II) Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA) Funds as presented.

Approval Recommended:

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

Review of Presentations to the Education and Workforce Development Committee:

The following items were presented to the Education and Workforce Development Committee on March 9, 2021:

a. Presentation on the South Texas College Online Music Camps

Mr. William Buhidar, Music Department Chair and Assistant Professor of Music, provided a presentation on the South Texas College Online Music Camps.

Traditionally, music instruction was conducted through face-to-face instruction, with live performances as part of the practice and evaluation of students. With the onset of the COVID-19 pandemic, such instruction models were no longer safely practicable.

The South Texas College Music Department embraced the challenges posed by the pandemic, and developed a virtual instruction and performance opportunities to keep the students engaged and learning.

In addition to traditional instruction, the Music Department has transitioned its popular summer camps into an online format, connecting with local school district students in innovative ways.

Mr. Buhidar provided an overview of this online transition, and was joined by Professor Jaime Garcia and student Matthew Flores for a demonstration of a virtual music instruction session.

b. Presentation on the South Texas College Library Services Hotspot Program

South Texas College Library Services has implemented a hotspot program. Dr. Jesus Campos, Dean of Library & Learning Support Services accompanied by Lisa Walters, Associate Dean of Library Services, provided a presentation to the Committee on the program.

In response to the COVID-19 pandemic's disruptive impact on normal course delivery, South Texas College quickly moved all courses in Spring 2020 to an online format, with limited in-person delivery returning as quickly as safely practical for certain programs requiring face-to-face instruction.

For many students, limited or non-existent home access to reliable internet became a severe hurdle. Studies conducted by the College's Research and Analytical Services team in Spring 2020 showed internet access issues as a significant challenge, or even a barrier to registration for Fall 2020.

With a grant-funded pilot program, South Texas College was able to deliver mobile hotspots to students in need. These kits included a device that allowed a student to create an internet-connected WiFi hotspot at their home or other study location. The kits also included a battery packet and a micro-USB charger, which helped provide reliable and mobile access to best serve students.

Dr. Campos reviewed the grants that supported this program:

- Perkins Basic Grant Program
- Institute of Museum and Library Services (IMLS) and Texas State Library Archives Commission (TSLAC) CARES Act

The presentation also covered the application and selection process that helped students in need of this support sign up for and receive these mobile hotspot kits. This included a report on the distribution of hotspots by grant program and campus.

Finally, Dr. Campos discussed the anticipated impact of this program on participating students.

c. Review of Spring 2021 Section Offering Data by Division and Program

On February 23, 2021, the Board received a preliminary enrollment report indicating that Spring 2021 Enrollment was 17.7% lower than Spring 2020 Enrollment. At that meeting, Mrs. Victoria Cantu requested further details on how this decline in enrollment has impacted the number of sections offered to students at South Texas College.

Mr. Serkan Celtek, Director of Research and Analytical Services, provided a table outlining the number of sections offered in each Division and Department/Program within those Divisions.

Within the table on the following pages, those listings with greater than 25% decline in section offerings were highlighted in red, while those listing with greater than 25% increase in section offerings were highlighted in green.

Mr. Celtek reviewed the data at the March 9, 2021 Education and Workforce Development Committee meeting.

Dr. David Plummer, Interim President, and Mr. Celtek provided additional analysis of the data based upon observations by academic deans and program chairs.

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 item was scheduled for presentation to the Finance, Audit, and Human Resources Committee on March 9, 2021, but was deferred to this regular Board meeting:

a. Review and Discussion of Preliminary FY 2021 – 2022 Budget Development

Mary Elizondo, Vice President for Finance and Administrative Services, will present on the FY 2021 – 2022 Budget Development for the Board's review and discussion.

Purpose – The status of the College's Budget Development process for FY 2021 – 2022, that includes evaluating and considering internal and external factors and priorities, will be presented to the Board of Trustees for review.

Justification – The College staff has begun the FY 2021 – 2022 Budget Development process and is considering factors impacting the revenue projections. Financial Managers are currently reviewing their expenditure budgets and will be submitting their requests by March 31, 2021. Preliminary revenue and expenditure projections and factors considered will be discussed with the Committee.

Background – The College's annual budget cycle includes the budget development process that consists of projecting revenues and expenditures based on historical trend, assumptions for the upcoming fiscal year, and considering other pertinent factors. The revenue and expenditure budget development considerations are used as the basis for the upcoming fiscal year assumptions and are a fundamental component of developing a proposed balanced budget. The proposed balanced budget is reviewed by staff, the President's Cabinet, and the Finance, Audit, and Human Resources Committee before it is presented for approval by the Board of Trustees at the annual Budget Hearing.

Reviewers –The FY 2021 – 2022 Budget Development has been reviewed by the President's Cabinet.

Enclosed Documents – The Preliminary Summary of Projected Revenues and Expenditures for FY 2021 - 2022 with Comparison to the FY 2020 - 2021 approved budget and the FY 2021 – 2022 Budget Development PowerPoint Presentation follow in the packet for the Board's review and information.

Mrs. Mary Elizondo, Vice President for Finance and Administrative Services, will present the FY 2021 – 2022 Budget Development at the March 30, 2021 Regular Board Meeting and will address any questions by the committee.

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



FY 2021 – 2022

Budget Development Unrestricted Fund

March 30, 2021

1

Integrated Budget Planning Process



2

FY 2021 – 2022 | Budget Cycle Timeline

	September-December	January	February	March	April	May	June	July	August
Budget Planning and Development		Instructions and Guidelines							
				Department Requests					
	Revenue Projections		Revenue and Expenditure Projections						
				Balance Budget					
Budget Development Review				Preliminary Review by Finance, Audit, and Human Resources Committee					
Preliminary Budget Review				Department and Cabinet Review			Preliminary Review by Finance, Audit, and Human Resources Committee		
Budget Approval									Hearing Publication
									Budget Hearing
									Budget Proposal
									Budget Approval

3

FY 2021 – 2022 | Budget Objectives



Produce a Balanced Budget

Total Revenue Equal Total Expenditures



Maintain Benchmarks

Instruction Function – 50% of Total Expenditures Budgeted
Salaries and Benefits – Approximately 77% or Lower of Total Expenditures Budgeted (Excluding Transfers and Reserves)



Allocate Resources Based on Strategic Planning



Maintain Financial Responsibility, Sustainability, and Controls

4

FY 2021 – 2022 | Budget Considerations

Revenue and Fund Balance Carryover Allocations

- State Funding for Community Colleges
- Student Enrollment Projections
- Board Approved Tuition and Fee Rate Changes
 - Increased/Changed Fee Rates for TSI Testing, American Welding Society Certification Testing and Materials Fees, and Welding and Other Course Fees
- Property Tax Assessed Valuation and Collections
- Fund Balance Carryover Allocations

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FY 2021 – 2022 | Budget Considerations (Cont.)

Expenditures

- Faculty and Staff Salary Increases
- New Positions
- Salary Adjustments/Position Reclassifications
- Vacant Position Hiring Freezes/Pauses
- Strategic Investment Priorities
- Unexpended Plant Fund Transfers
- CARES (HEERF II and HEERF III) Funds
- Past Trends and Models May Not Predict the Future

6

FY 2019-2020 – FY 2021-2022 | Budget Revenue Sources and Carryover Allocations

Fiscal Year Budget	State Appropriations Contact Hour Funding Includes Core Operations, Student Success Points, and Contact Hour Funding	State Appropriations On Behalf Benefits	Tuition and Fees Includes Academic Tuition, Differential Tuition, CPWE, Mandatory and Incidental Fees
FY 2019 - 2020	\$42.2 million 23.2%	\$6.2 million 3.4%	\$66.6 million 36.6%
FY 2020 - 2021	\$38.0 million 22.6%	\$11.7 million 6.9%	\$53.0 million 31.5%
FY 2021 - 2022	\$41.4 million 24.8%	\$8.9 million 5.3%	\$53.6 million 32.1%

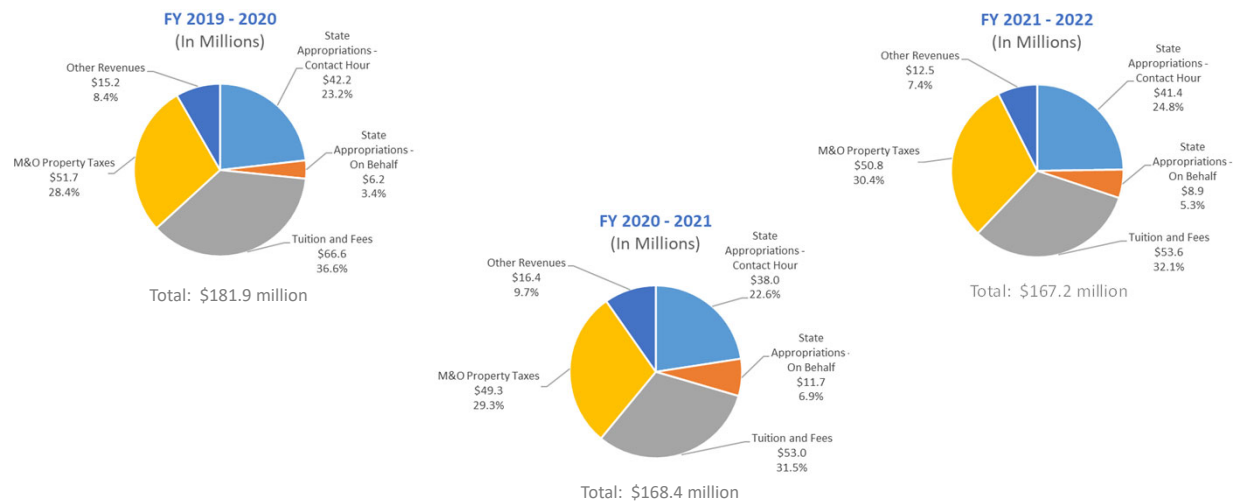
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FY 2019-2020 – FY 2021-2022 | Budget Revenue Sources and Carryover Allocations

Fiscal Year Budget	M&O Property Taxes Includes Current Levy Tax Collections, Delinquent Tax, and Penalties and Interest	Other Revenues Includes Dual Credit Reimbursement Costs, Dual Credit Academy Participation Fee, Administrative Costs, and Carryover Allocations	Total
FY 2019 - 2020	\$51.7 million 28.4%	\$15.2 million 8.4%	\$181.9 million 100.0%
FY 2020 - 2021	\$49.3 million 29.3%	\$16.4 million 9.7%	\$168.4 million 100.0%
FY 2021 - 2022	\$50.8 million 30.4%	\$12.5 million 7.4%	\$167.2 million 100.0%

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FY 2019-2020 – FY 2021-2022 | Budget Revenue Sources and Carryover Allocations



FY 2019-2020 – FY 2020-2021 | Budget Expenditures (Including Transfers & Reserves)

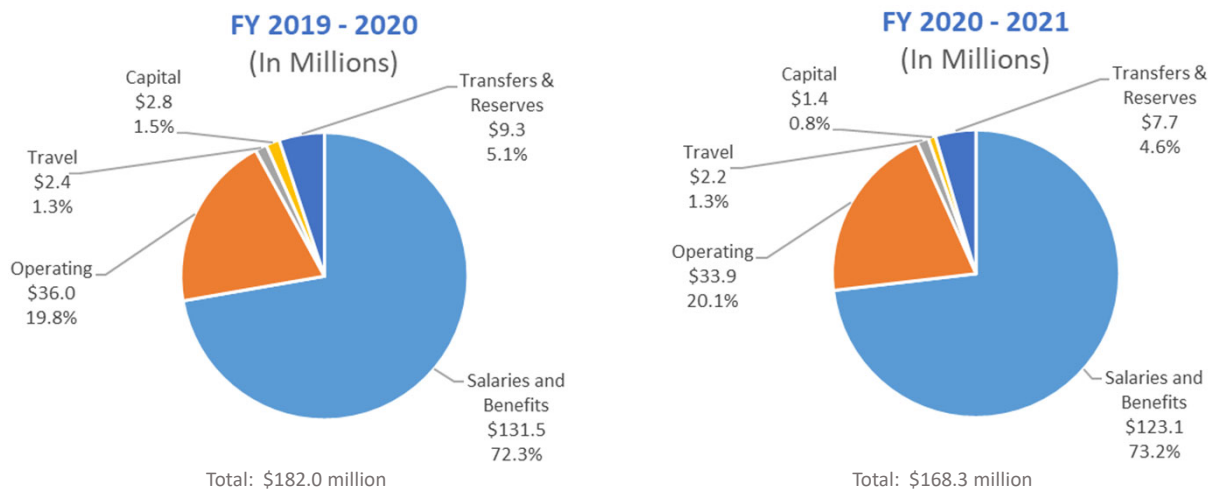
Fiscal Year Budget	Salaries and Benefits FY 2019 – FY 2020: Includes 3% Salary Increase for Faculty and Staff FY 2020 – 2021: Used \$4.5 million from Fund Balance	Operating FY 2019 – 2020: Includes Reduction in M&O Expenditures Funded by Fund Balance Carryover Allocation FY 2020 – 2021: Includes Division Wide Reductions Due to Revenue Decline	Travel FY 2019 – 2020: Includes Increase Based on Department Needs FY 2020 – 2021: Includes Division Wide Reductions Due to Revenue Decline
FY 2019 - 2020	\$131.5 million 72.3%	\$36.0 million 19.8%	\$2.4 million 1.3%
FY 2020 - 2021	\$123.1 million 73.2%	\$33.9 million 20.1%	\$2.2 million 1.3%

FY 2019-2020 – FY 2020-2021 | Budget Expenditures (Including Transfers & Reserves)

Fiscal Year Budget	Capital FY 2019 – 2020: Includes Increase Based on Department Needs FY 2020 – 2021: Includes Division Wide Reductions Due to Revenue Decline	Transfers & Reserves FY 2019 – 2020: Includes Fund Balance Reserve (CARES Act) FY 2020 – 2021: Includes HEGI Reserve	Total
FY 2019 - 2020	\$2.8 million 1.5%	\$9.3 million 5.1%	\$182.0 million 100.0%
FY 2020 - 2021	\$1.4 million 0.8%	\$7.7 million 4.6%	\$168.3 million 100.0%

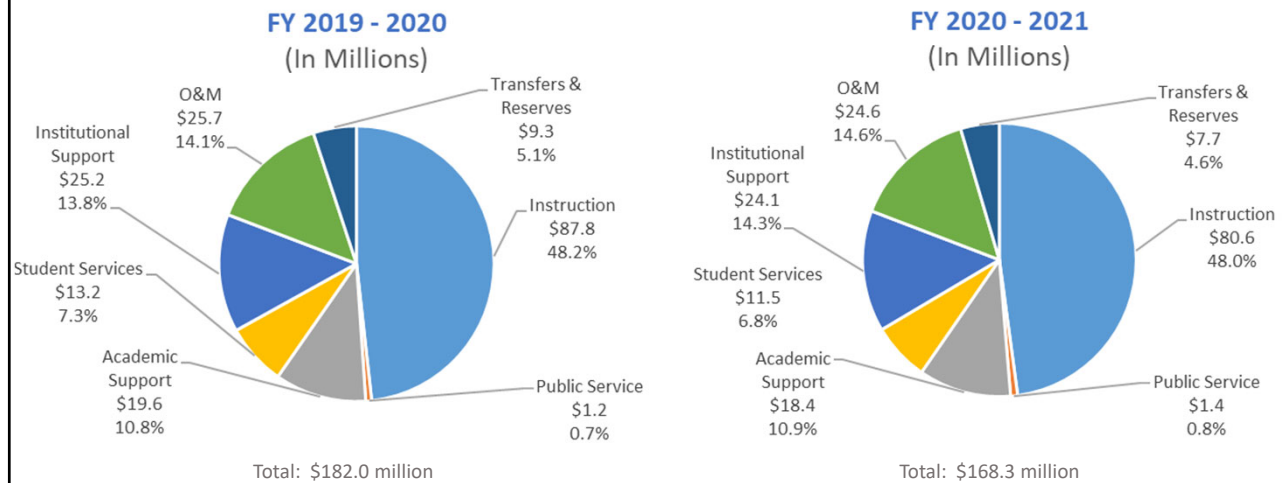
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FY 2019-2020 – FY 2020-2021 | Budget Expenditures (Including Transfers & Reserves)



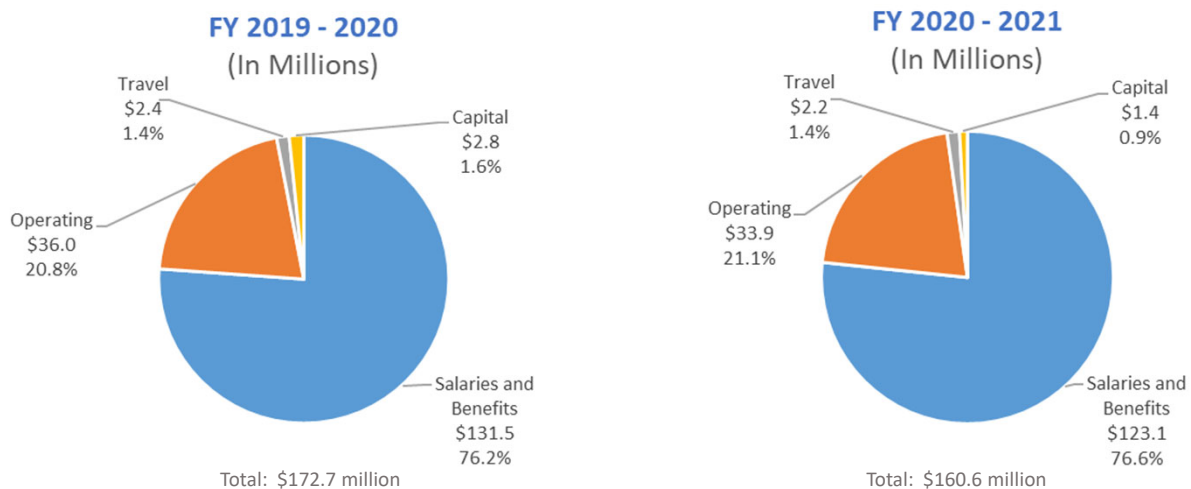
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FY 2019-2020 – FY 2020-2021 | Budget Expenditures (Including Transfers & Reserves)



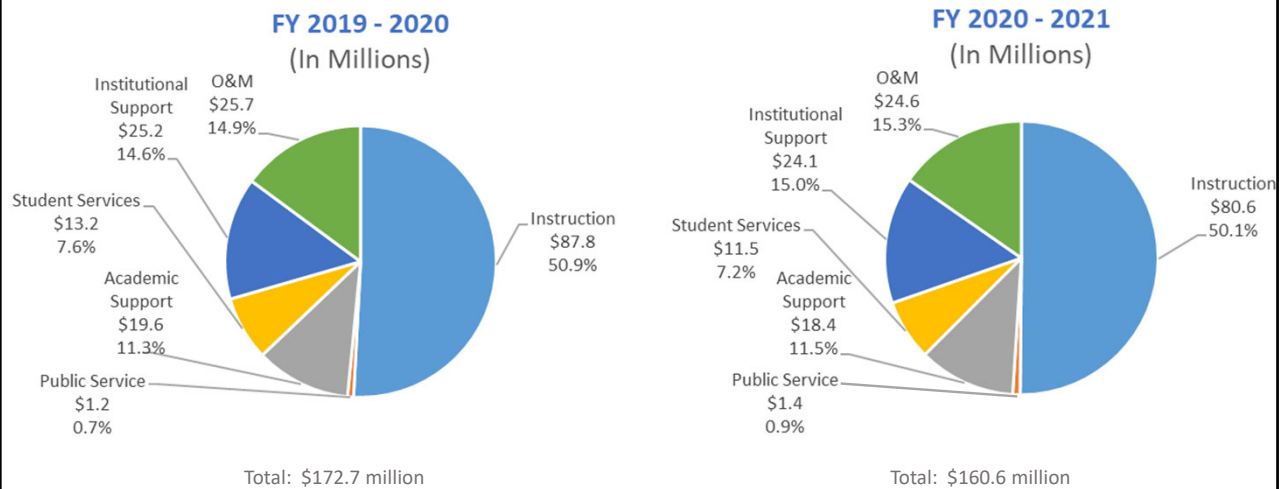
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FY 2019-2020 – FY 2020-2021 | Budget Expenditures (Excluding Transfers & Reserves)



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FY 2019-2020 – FY 2020-2021 | Budget Expenditures (Excluding Transfers & Reserves)



State Appropriations Revenue

Revenues	FY 2019 – 2020 Budget (Amended)		FY 2020 – 2021 Budget (Approved)		FY 2021 – 2022 Budget (Preliminary)
State Appropriations – Contact Hour	\$42,172,061		\$37,954,853		\$41,436,656
<i>Increase/(Decrease) from Prior Fiscal Year</i>			<i>\$(4,217,208)</i>		<i>\$3,481,803</i>
<i>Increase/(Decrease) from FY 2019-2020</i>					<i>\$(735,405)</i>
Budget Assumption	First Year of the Biennium	↓	Second Year of the Biennium 10% Decrease – Potential Reduction	↑	First Year of the Biennium Increase Based on Preliminary Appropriations from HB1/SB1
Actuals (As of February 2021)	Exceeded Budget Due to Reallocation of Funds	↑	No Reduction Exceeding Budget		
Projected (As of August 31, 2021)		↑	Exceed Budget		

State Appropriations On Behalf & Hazlewood Revenue

Revenues	FY 2019 – 2020 Budget (Amended)		FY 2020 – 2021 Budget (Approved)		FY 2021 – 2022 Budget (Preliminary)
State Appropriations – On Behalf & Hazlewood	\$6,273,316		\$11,713,899		\$8,883,740
<i>Increase/(Decrease) from Prior Fiscal Year</i>			\$5,440,583		\$(2,830,159)
<i>Increase/(Decrease) from FY 2019-2020</i>					\$2,610,424
Budget Assumption	Underfunded for the Biennium	↑	Underfunded for the Biennium Increase to Recover Funding Shortage in Spring 2021	↓	Correctly Funded for the Biennium
Actuals (As of February 2021)	Exceeded Budget (Retirement Funding)	?	Pending Approval of Supplemental Request at Legislative Session		
Projected (As of August 31, 2021)		✓	Meet Budget, Pending Approval of Supplemental Request at Legislative Session		

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Optional Retirement Plan (ORP) Contribution Rates

SB 1812, Eighty-third Legislature, limited the payroll state contribution rate for Optional Retirement Program (ORP) to 50% of the contribution. Total projected State Retirement Contribution for ORP in FY 2021 – 2022 is **\$524,004**.

Classification	FY 2019 – 2020	FY 2020 – 2021	FY 2021 – 2022
Employee	6.65%	6.65%	Pending
Employer (Base)	6.6%	6.6%	Pending
Total (Minimum)	13.25%	13.25%	Pending
Optional ORP Supplement (Maximum)	1.9%	1.9%	Pending
Total (Maximum)	15.15%	15.15%	Pending

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Teacher Retirement System (TRS) Contribution Rates

SB 1812, Eighty-third Legislature, limited the payroll state contribution rate for Teacher Retirement System (TRS) to 50% of the contribution. Total projected State Retirement Contribution for TRS in FY 2021 – 2022 is **\$2,155,023**.

Classification	FY 2019 – 2020	FY 2020 – 2021	FY 2021 – 2022
Member Retirement Contribution	7.7%	7.7%	8.0%
State Contribution	7.5%	7.5%	7.75%

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Health Plan Premium Rates

SB 1812, Eighty-third Legislature, set the payroll state contribution rate for Higher Education Group Insurance (HEGI) contributions for community colleges at 50% of the cost associated with eligible employees. Total projected State Insurance Contribution in FY 2021 – 2022 is **\$6,159,713**.

Classification	FY 2019 – 2020		FY 2020 – 2021		FY 2021 – 2022	
	State Pays	Member Pays	State Pays	Member Pays	State Pays	Member Pays
Member Only	\$624.82	\$0	\$624.82	\$0	Pending	Pending
Member + Spouse	982.82	358.00	982.36	357.54	Pending	Pending
Member + Children	864.52	239.70	864.20	239.38	Pending	Pending
Member + Family	1,222.52	597.70	1,221.74	596.92	Pending	Pending

20

Tuition and Fee Revenue

Revenues	FY 2019 – 2020 Budget (Amended)	FY 2020 – 2021 Budget (Approved)	FY 2021 – 2022 Budget (Preliminary)
Tuition and Fees	\$66,606,116	\$53,046,446	\$53,592,721
<i>Increase/(Decrease) from Prior Fiscal Year</i>		<i>\$(13,559,670)</i>	<i>\$546,275</i>
<i>Increase/(Decrease) from FY 2019-2020</i>			<i>\$(13,013,395)</i>
Budget Assumption	1% Enrollment Decline in Traditional Students	Enrollment Decrease in Traditional Students Enrollment Decrease: 25% for Fall, 10% for Spring, 0% for Summer	Flat Enrollment in Traditional Students Increase Based on Trend and Flat Enrollment
Actuals (As of February 2021)	Budget Shortfall Due to Decrease in Fall Enrollment and Semester Credit Hours	Enrollment Decrease: 19% for Fall, 20% for Spring, TBD for Summer	
Projected (As of August 31, 2021)		Meet Budget (Breakeven), (Pending Summer Enrollment)	

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Property Taxes Revenue

Revenues	FY 2019 – 2020 Budget (Amended)	FY 2020 – 2021 Budget (Approved)	FY 2021 – 2022 Budget (Preliminary)
Property Taxes	\$51,707,955	\$49,306,802	\$50,806,802
<i>Increase/(Decrease) from Prior Fiscal Year</i>		<i>\$(2,401,153)</i>	<i>\$1,500,000</i>
<i>Increase/(Decrease) from FY 2019-2020</i>			<i>\$(901,153)</i>
Budget Assumption	Collection Increase by \$500,000	Collection Decrease by 5%	Increase Projection Based on Trends
Actuals (As of February 2021)	Exceeded Budget	Exceeding Budget	
Projected (As of August 31, 2021)		Exceed Budget	

22

Dual Credit Reimbursement Cost Revenue

Revenues	FY 2019 – 2020 Budget (Amended)		FY 2020 – 2021 Budget (Approved)		FY 2021 – 2022 Budget (Preliminary)
Dual Credit Reimbursement Cost	\$4,454,217		\$4,008,795		\$5,000,000
<i>Increase/(Decrease) from Prior Fiscal Year</i>			<i>\$(445,422)</i>		<i>\$991,205</i>
<i>Increase/(Decrease) from FY 2019-2020</i>					<i>\$545,783</i>
Budget Assumption	Enrollment Decrease by 1%	↓	Enrollment Decrease by 10%	↑	Enrollment Increase Based on Trends
Actuals (As of February 2021)	Exceeded Budget	↑	No Decrease, Exceeding Budget		
Projected (As of August 31, 2021)		↑	Exceed Budget		

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Interest Income Revenue

Revenues	FY 2019 – 2020 Budget (Amended)		FY 2020 – 2021 Budget (Approved)		FY 2021 – 2022 Budget (Preliminary)
Interest Income	\$2,750,000		\$1,200,000		\$1,200,000
<i>Increase/(Decrease) from Prior Fiscal Year</i>			<i>\$(1,550,000)</i>		<i>\$-</i>
<i>Increase/(Decrease) from FY 2019-2020</i>					<i>\$(1,550,000)</i>
Budget Assumption	Interest Rate Increase	↓	Interest Rate Decrease	↔	Flat Interest Rate Maintain Revenue Level
Actuals (As of February 2021)	Exceeded Budget	↑	Decrease, But Exceeding Budget		
Projected (As of August 31, 2021)		↑	Exceed Budget		

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Other Revenues

(Conferences, Dual Credit Academy Participation Fee, Administrative Costs, Shuttle System Contribution, and Testing Commissions)

Revenues	FY 2019 – 2020 Budget (Amended)	FY 2020 – 2021 Budget (Approved)	FY 2021 – 2022 Budget (Preliminary)
Other Revenues	\$1,558,271	\$1,157,384	\$1,094,409
<i>Increase/(Decrease) from Prior Fiscal Year</i>		<i>\$(400,887)</i>	<i>\$(62,975)</i>
<i>Increase/(Decrease) from FY 2019-2020</i>			<i>\$(463,862)</i>
Budget Assumption	Based on Departments Increase in Projections	↓ Based on Departments Decrease in Projections	↓ Based on Departments Projections
Actuals (As of February 2021)	Budget Shortfall	↓ Decrease in Projections	
Projected (As of August 31, 2021)		↓ Budget Shortfall	

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Other Revenues Detail

Revenues	FY 2019 – 2020 Budget (Amended)	FY 2020 – 2021 Budget (Approved)	FY 2021 – 2022 Budget (Preliminary)
Conferences – CPWE	\$64,742	\$64,742	\$64,742
Dual Credit Enrollment Costs Reimbursement	4,454,217	4,008,795	5,000,000
Dual Credit Academy Participation Fee	454,250	408,825	350,000
Interest	2,750,000	1,200,000	1,200,000
Administrative Cost – Veterans	6,000	4,000	4,000
Administrative Cost - Pell	72,000	75,000	75,000
Administrative Cost – Federal Work Study	75,000	60,000	60,000
Administrative Cost – CPWE	110,299	110,247	110,247
Administrative Cost – Carl Perkins	91,145	-	-
Shuttle System Contribution	676,315	429,470	429,470
Testing Commissions	8,520	5,100	950
Total	\$8,762,488	\$6,366,179	\$7,294,409

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Carryover Allocations

Revenues	FY 2019 – 2020 Budget (Amended)	FY 2020 – 2021 Budget (Approved)	FY 2021 – 2022 Budget (Preliminary)
Carryover Allocations	\$6,455,238	\$10,005,908	\$5,177,901
Increase/(Decrease) from Prior Fiscal Year		\$3,550,670	\$(4,828,007)
Increase/(Decrease) from FY 2019-2020			\$(1,277,337)
Budget Assumption	Reduce Based on Need (M&O Tax Bond Program 2013, Plant Fund, Capital Purchases)	Use Fund Balance for Salaries and Benefits Increase to Fund Salaries and Benefits	No Allocation for Salaries and Benefits Maintain Recurring Use of Carryover Allocation
Actuals (As of February 2021)	Entire Budgeted Amount Not Used	Carryover Allocations to Fund Salary and Benefits Not Used. Current Year Revenue and CARES Funding Used	
Projected (As of August 31, 2021)		Carryover Allocations to Fund Salary and Benefits Not Used. Current Year Revenue and CARES Funding Used	

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Carryover Allocations Detail

Revenues	FY 2019 – 2020 Budget (Amended)	FY 2020 – 2021 Budget (Approved)	FY 2021 – 2022 Budget (Preliminary)
Contingency Fund	\$1,813,783	\$2,000,000	\$2,000,000
Book Royalties	5,455	4,813	4,813
Unexpended Construction Plant Fund	3,000,000	2,000,000	2,000,000
Continuing, Professional, and Workforce Education	450,000	450,000	450,000
Capital Purchases	-	723,088	723,088
M&O Tax Bond Program 2013	1,186,000	-	-
Waived Fee Allocation	-	328,007	-
Filled Positions	-	2,000,000	-
In Person – Hybrid Class Faculty Pay	-	1,500,000	-
Lecturer Positions	-	1,000,000	-
Total	\$6,455,238	\$10,005,908	\$5,177,901

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Higher Education Emergency Relief Fund (HEERF) I Coronavirus Aid, Relief, and Economic Security (CARES) Act Funds Student and Institutional

Federal CARES Act Formula Allocations	Amount Received	Student Portion	Institutional Portion
CARES Act Student Funds – Section 18004(a)(1) 50%	\$10,011,199	\$10,011,199	
CARES Act Institutional Funds – Section 18004(a)(1) 50%	10,011,199		10,011,199
Total CARES Act Section 18004(a)(1)	\$20,022,398		
CARES Act Minority Serving Institutions – Section 18004(a)(2)	1,255,089	1,255,089	
Grand Total	\$21,277,487	\$11,266,288	\$10,011,199

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HEERF I CARES Act Funds – Institutional Portion Expenditures As of March 4, 2021

**Institutional
Funds:
\$10,011,199**

Expenditures	FY 2019 - 2020	FY 2020 – 2021*	Total
Staff Salaries	\$2,146,521	\$-	\$2,146,521
Staff Benefits	709,638	-	709,638
Faculty In Person – Hybrid Stipends	-	500,000	500,000
Operating (PPE, Other Equipment and Software)	297,933	-	297,933
Student Scholarship Awards	-	6,357,107	6,357,107
Total Expenditures	\$3,154,092	\$6,857,107	\$10,011,199

* Projected To Be Expended by March 5, 2021

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Higher Education Emergency Relief Fund (HEERF) II Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA) Funds Student and Institutional

Federal CRRSAA Act Formula Allocations	Amount Received
Emergency Financial Aid Grants to Students	\$10,011,199
Institutional Portion	32,178,403
Grand Total	\$42,189,602

To Be Expended by January 14, 2022

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Preliminary Budget Summary – FY 2021 – 2022 Revenues

Summary of Revenues and Carryover Allocations	FY 2021 Budget (Approved)	FY 2022 Budget (Proposed)	% of Total Revenues	Difference FY 2021 Approved to FY 2022 Preliminary
State Contact Hour Appropriation	\$ 37,954,853	\$ 41,436,656	24.78%	\$ 3,481,803
<i>Other State Appropriation-ORP</i>	524,004	524,004	0.31%	-
<i>Other State Appropriation-TRS</i>	2,155,023	2,155,023	1.29%	-
<i>Other State Appropriation-HEGI-Year 2</i>	6,159,713	6,159,713	3.68%	-
<i>Other State Appropriation-HEGI-Year 1 (Reimbursement)</i>	2,830,159	-	0.00%	(2,830,159)
<i>Other State Appropriation-Hazlewood Reimbursement</i>	45,000	45,000	0.03%	-
Other State Appropriations Subtotal	11,713,899	8,883,740	5.28%	(2,830,159)
Total State Appropriations	49,668,752	50,320,396	30.10%	651,644
<i>Academic & Differential Tuition-Net TPEG</i>	26,696,844	27,677,422	16.55%	980,578
<i>Continuing Ed/ATCP/ITED-Net TPEG</i>	3,004,456	3,004,456	1.80%	-
Total Tuition	29,701,300	30,681,878	18.35%	980,578
Total Fees	23,345,146	22,910,843	13.70%	(434,303)
Total M&O Property Taxes	49,306,802	50,806,802	30.39%	1,500,000
Total Other Revenues	6,366,179	7,294,409	4.36%	928,230
Total Carryover Allocations	10,005,908	5,177,901	3.10%	(4,828,007)
Total Revenues and Carryover Allocations	\$ 168,394,087	\$ 167,192,229	100.00%	\$ (1,201,858)

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Preliminary Budget Summary – FY 2021 – 2022 Expenditures

Summary of Expenditures	FY 2021 Budget (Approved)	FY 2022 Budget (Proposed)	% of Total Expenditures	Difference FY 2021 Approved to FY 2022 Preliminary
Total Salaries	\$ 95,603,721	\$ 95,603,721	57.74%	\$ -
Total Benefits	27,466,307	27,466,307	16.58%	-
Total Operating	33,946,190	33,946,190	20.50%	-
Total Travel	2,235,954	2,235,954	1.35%	-
Total Capital Outlay	1,446,175	1,446,175	0.87%	-
Total Expenditures	\$ 160,698,347	\$ 160,698,347	97.04%	\$ -
Transfers & Reserves				
Transfer to Unexpended Plant Fund	2,000,000	2,000,000	1.21%	-
Transfer to Office of ITED	865,581	865,581	0.52%	-
Contingency Fund	2,000,000	2,000,000	1.21%	-
Fund Balance Reserve	-	-	0.00%	-
HEGI Reserve	2,830,159	-	0.02%	(2,830,159)
Total Transfers & Reserves	7,695,740	4,865,581	2.96%	(2,830,159)
Total Expenditures, Transfers and Reserves	\$ 168,394,087	\$ 165,563,928	100.00%	\$ (2,830,159)
Revenues and Carryover Allocations over Expenditures	\$ -	\$ 1,628,301		\$ 1,628,301

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THANK YOU



Questions?

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. Review and Action as Necessary on Award of Proposal, Purchases, and Renewals
- b. Review and Recommend Action to Write-off Obsolete Fixed Assets/Capital Assets Valued at \$5,000 and Over
- c. Review and Recommend Action on Removal and Disposal of Radiology Equipment
- d. Discussion and Action as Necessary on Solicitation of a Request for Qualifications for Bond Counsel Services
- e. Discussion and Action as Necessary on Postponing the Faculty and Administrators Cost and Productivity Study

Recommendation:

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

- a. Review and Action as Necessary on Award of Proposal, Purchases, and Renewals
- b. Review and Recommend Action to Write-off Obsolete Fixed Assets/Capital Assets Valued at \$5,000 and Over
- c. Review and Recommend Action on Removal and Disposal of Radiology Equipment

- d. Discussion and Action as Necessary on Solicitation of a Request for Qualifications for Bond Counsel Services
- e. Discussion and Action as Necessary on Postponing the Faculty and Administrators Cost and Productivity Study

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

- a. Review and Action as Necessary on Award of Proposal, Purchases, and Renewals
- b. Review and Recommend Action to Write-off Obsolete Fixed Assets/Capital Assets Valued at \$5,000 and Over
- c. Review and Recommend Action on Removal and Disposal of Radiology Equipment
- d. Discussion and Action as Necessary on Solicitation of a Request for Qualifications for Bond Counsel Services
- e. Discussion and Action as Necessary on Postponing the Faculty and Administrators Cost and Productivity Study

Approval Recommended:

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

Consent Agenda Item:
Review and Action as Necessary on Award of Proposal, Purchases,
and Renewals

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

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

The Finance, Audit, and Human Resources Committee recommended approval of each item on March 9, 2021. At that same meeting, the Committee excluded one proposed purchase, for an internet service agreement with Spectrum Enterprise. This item has been removed from the following list, and is presented in a stand-alone item outside the scope of the request for consent agenda approval of committee recommendations.

A. Award of Proposal

1) Marketing Services for Career and Technology Education Programs (Award)

Award the proposal for marketing services for career and technology education programs to **Image House Media, LLC.** (McAllen, TX), for the period beginning April 1, 2021 through August 31, 2021, at a total amount of \$55,000.00.

Purpose – The Carl Perkins grant is providing marketing services funds for career and technology education programs. This campaign is to promote non-traditional careers to male and female students of which individuals from one gender comprise less than 25% of the workforce.

Justification and Benefit – The Division of Business, Public Safety, and Technology in collaboration with the Perkins Project Director from the Department of Resource Development, Management, and Compliance are requesting these services to demonstrate career and technical pathway opportunities at South Texas College as underrepresented gender groups are recruited, persist towards program completion or go into a non-traditional workforce field. **EVALUATED AS HIGH PRIORITY AND SHOULD NOT BE POSTPONED.**

The services will include the following: traditional media – 25%, digital media – 45%, content creation – 15%, and graphic design – 15%. Some of the instructional programs that will be part of the services are Automotive Technology, Diesel Technology, Electrician Technology, Law Enforcement, Fire Science, etc.

Background – Proposal documents were advertised on January 20, 2021 and January 27, 2021 and issued to eight (8) vendors. Five (5) responses were received on February 4, 2021 and reviewed by the Division of Business, Public Safety, and Technology, Public Relations and Marketing, and Purchasing Department.

Funds for this expenditure are budgeted in the Carl Perkins grant budget for FY 2020 – 2021.

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

2) Training and Consulting Program Agreement (Purchase)

Purchase a training and consulting program agreement from **Inside Track, Inc.** (Portland, OR) (New) (a sole source vendor), for the period beginning April 1, 2021 through December 31, 2024, at a total amount of \$376,500.00, with payments being issued quarterly.

Purpose – Division of Math, Science, Information Technology, and Bachelor Programs are requesting the training and consulting services as per the Department of Education – Hispanic Serving Institutions grant which was accepted by the Board on September 22, 2020. These services will include student coaching, staff training, technology and data analytics to increase enrollment, completion, and career readiness.

Justification and Benefit – This project will increase student access to online tutoring, provide online financial literacy resources to help student effectively manage debt and stay on a path leading to program completion and employment and to integrate academic coaching and intervention support to help students successfully pass their courses.
EVALUATED AS HIGH PRIORITY AND SHOULD NOT BE POSTPONED.

Funds for this expenditure are budgeted in the Department of Education – Hispanic Serving Institutions grant budget for FY 2021 – 2022.

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

3) Classroom Camera System (Purchase)

Purchase a classroom camera system from **Intelligent Video Solutions** (Sussex, WI) (New), a sole source vendor, at a total amount of \$66,211.71.

Purpose – The Child Development Program is requesting to purchase twelve (12) cameras and licenses, a server, ceiling microphones, audio servers, and accessories which will be installed at the Mid Valley Campus Child Development Center classrooms.

Justification and Benefit – In an effort to ensure students are well trained and provided the best learning experience, especially with the ongoing pandemic (COVID-19), the purchase of additional state of the art equipment for the Child Development programs will help to support student success. Studies show that observation is often seen as one of the simplest, yet effective methods of assessing young children as they develop. For a child care provider, early childhood educator, or child development student, observing a child begins with noting how each child behaves, learns, reacts to new situations and interacts with others. Later, providers, educators or students can reflect on this information and determine how they can help improve the classroom to meet the needs of young learners. In order to meet this criterion during the pandemic, the program needs

equipment, specifically classroom cameras to support observations. **EVALUATED AS HIGH PRIORITY AND SHOULD NOT BE POSTPONED.**

The equipment being requested includes items which support these programs and provide students with an opportunity to complete their program required observations without interruptions to the classroom. It provides students with the experience and training needed in their field of study. The equipment will also provide classroom innovation so that students in the program may be successful and develop the skills needed for their career path.

Funds for this expenditure are budgeted in the Carl Perkins Grant and Child Development Center budgets for FY 2020 – 2021.

4) Building Moving Services (Renewal)

Renew the building moving services contract with **Zuniga's House Mover, LLC.** (San Juan, TX), for the period beginning May 1, 2021 through April 30, 2022, at an estimated amount of \$50,000.00.

Purpose – Facilities Planning and Construction is requesting building moving services for the relocation of portable buildings throughout the College district as needed.

Justification and Benefit – It is necessary to move portable buildings to accommodate enrollment needs at various campuses. **EVALUATED AS HIGH PRIORITY AND SHOULD NOT BE POSTPONED.**

Background – The Board awarded the contract for building moving services at the April 23, 2019 Board of Trustees meeting for one-year with two one-year annual renewals. The last 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	3/31/20		5/1/20 – 4/30/21
2 nd Renewal	3/30/21		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 Construction – Portable Building Relocation and Moving Services budgets for FY 2020 – 2021 and FY 2021 – 2022 pending Board approval of the budget.

5) Food and Related Non-Food Products (Renewal)

Renew the food and related non-food products contracts for the period beginning April 27, 2021 through April 26, 2022, at an estimated amount of \$100,000.00, which is based on prior year history. The vendors are as follows:

- **Ben E. Keith Company** (Fort Worth, TX)
- **Devin Distributing & Packaging, Inc.** (McAllen, TX)
- **Labatt Food Service** (Harlingen, TX)
- **Sysco Central Texas, Inc.** (New Braunfels, TX)

Purpose – The Culinary Arts Program and Mid-Valley Childcare Center are requesting to purchase of food products and supplies for student instruction and the students attending at the Mid-Valley Childcare Center as needed.

Justification and Benefit – The food products are necessary for providing breakfast, lunch and snacks to the students attending the Mid Valley Childcare Center and for student enrolled in the Culinary Arts Program courses at the Pecan Campus. It is in the best interest of the College to have multiple vendors to be able to purchase at the lowest price to keep food cost down, to obtain the best quality products, and to ensure availability. **EVALUATED AS HIGH PRIORITY AND SHOULD NOT BE POSTPONED.**

Background - The Board awarded the food and related non-food products at the March 31, 2020 Board of Trustees meeting for one-year with two one-year annual renewals. The first renewal period begins April 27, 2021 through April 26, 2022.

Award	Board Meeting Date	Original Term	Renewal Term
Original	3/31/20	4/27/20 – 4/26/21	2 – one year options
1 st Renewal	3/30/21		4/27/21 – 4/26/22

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

Funds for this expenditure are budgeted in the Culinary Arts Program and Mid-Valley Childcare Center – Auxiliary budgets for FY 2020 – 2021 and FY 2021 – 2022 pending Board approval of the budget.

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

6) Computers, Laptops, Tablets, and Graphic Processing Units (Purchase)

Purchase computers, laptops, tablets, and graphic processing units from the State of Texas Department of Information Resources (DIR) approved vendors, **Dell Marketing, LP.** (Dallas, TX) and **Apple, Inc.** (Dallas, TX), and **CDW Government, LLC.** (Vernon Hill, IL) an E&I Cooperative Service approved vendor, at a total amount of \$472,736.01.

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

An itemized list with justifications is included for your review and information.

Information Technology used the following criteria when recommending the purchase of technology:

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

The purchases can be summarized as follows:

- Student Computers
⇒ 130 Computers for Information Technology (District Wide Student Labs)
- Faculty Computers
⇒ 131 Computers for Information Technology (District Wide)
- Staff Computers
⇒ 339 Computers for Information Technology (District Wide)
⇒ 7 Computers for Educational Technologies
- Staff Laptops
⇒ 2 Laptops for Educational Technologies
⇒ 3 Laptops for Dual Credit Academies
⇒ 3 Laptops for Dual Credit Pathways
⇒ 1 Laptop for Division of Business, Public Safety, and Technology
- Faculty Tablets
⇒ 1 Tablet for Music Program
- Student Graphics Processing Units
⇒ 8 Graphics Processing Units for Computer Science Program

Funds for these expenditures are budgeted in the requesting department budgets for FY 2020 -2021 as follows: Information Technology, Educational Technologies, Dual Credit Academies, Dual Credit Pathways, Music, Division of Business, Public Safety, and Technology, and Computer Science.

7) Network Software Maintenance Agreement (Renewal)

Renew the network software maintenance agreement with **Netsync Network Solutions** (Houston, TX), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning April 1, 2021 through March 31, 2024, at total amount of \$222,326.00 with an initial payment of \$51,782.00 and two (2) annual payments of \$85,272.00.

Purpose – Information Technology is requesting to renew the network software maintenance agreement for the College network software. The agreement will provide support for voice over IP phones, virtual phones, and call centers district wide.

Justification and Benefit – The network software maintenance agreement will provide online phone support and software upgrades for all Cisco systems. It will cover troubleshooting support, upgrades and security patches. The network software is critical to the network infrastructure which provides faculty, staff and students connectivity to the internet and intranet applications and services such as call centers and virtual phones. **EVALUATED AS HIGH PRIORITY AND SHOULD NOT BE POSTPONED.**

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

8) VMware Maintenance Agreement (Renewal)

Renew the VMware maintenance agreement with **Dell Marketing, LP./Dell Financial Services, LLC.** (Carol Stream, IL), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning April 1, 2021 through March 31, 2024, at a total amount of \$404,833.97 with an initial payment of \$134,944.65 and two (2) annual payments of \$134,944.66.

Purpose – Information Technology is requesting to renew the VMware maintenance agreement for the College's virtual server infrastructure. This is a three (3) year Enterprise License Agreement (ELA) that will deliver professional support services for critical systems such as Banner, Jagnet, and virtual computers throughout the College district.

Justification and Benefit – The maintenance agreement offers 24-hour, year-round technical support for the college's virtual servers. This agreement will provide professional support to the virtual servers supporting applications such as Banner and Jagnet. The agreement will also provide support to virtual desktops deployed at the Pecan, Weslaco, and Starr County campus welcome centers, call centers, classroom computers, and computer labs district wide. **EVALUATED AS HIGH PRIORITY AND SHOULD NOT BE POSTPONED.**

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

Recommendation:

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

A. Award of Proposal

- 1) Marketing Services for Career and Technology Education Programs (Award):** award the proposal for marketing services for career and technology education programs to **Image House Media, LLC.** (McAllen, TX), for the period beginning April 1, 2021 through August 31, 2021, at a total amount of \$55,000.00;

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

- 2) Training and Consulting Program Agreement (Purchase):** purchase a training and consulting program agreement from **Insight Track, Inc.** (Portland, OR) (New) (a sole source vendor), for the period beginning April 1, 2021 through December 31, 2024, at a total amount of \$376,500.00, with payments being issued quarterly;

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

- 3) Classroom Camera System (Purchase):** purchase a classroom camera system from **Intelligent Video Solutions** (Sussex, WI) (New), a sole source vendor, at a total amount of \$66,211.71;
- 4) Building Moving Services (Renewal):** renew the building moving services contract with **Zuniga's House Mover, LLC.** (San Juan, TX), for the period beginning May 1, 2021 through April 30, 2022, at an estimated amount of \$50,000.00;
- 5) Food and Related Non-Food Products (Renewal):** renew the food and related non-food products contracts for the period beginning April 27, 2021 through April 26, 2022, at an estimated amount of \$100,000.00, which is based on prior year expenditures. The vendors are as follows:
- **Ben E. Keith Company** (Fort Worth, TX)
 - **Devin Distributing & Packaging, Inc.** (McAllen, TX)
 - **Labatt Food Service** (Harlingen, TX)
 - **Sysco Central Texas, Inc.** (New Braunfels, TX)

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

- 6) Computers, Laptops, Tablets, and Graphic Processing Units (Purchase):** purchase computers, laptops, tablets, and graphic processing units from the State of Texas Department of Information Resources (DIR) approved vendors, **Dell Marketing, LP.** (Dallas, TX), and **Apple, Inc.** (Dallas, TX) and **CDW Government, LLC.** (Vernon Hill, IL) an E&I Cooperative Service approved vendor, at a total amount of \$472,736.01;
- 7) Network Software Maintenance Agreement (Renewal):** renew the network software maintenance agreement with **Netsync Network Solutions** (Houston, TX), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning April 1, 2021 through March 31, 2024, at a total amount of \$222,326.00 with an initial payment of \$51,782.00 and two (2) annual payments of \$85,272.00;
- 8) VMware Maintenance Agreement (Renewal):** renew the VMware maintenance agreement with **Dell Marketing, LP./Dell Financial Services, LLC.** (Carol Stream, IL), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning April 1, 2021 through March 31, 2024, at a total amount of \$404,833.97 with an initial payment of \$134,944.65 and two (2) annual payments of \$134,944.66.

Recommend Action - The total for all award of proposal, purchases, and renewals is \$1,747,607.69.

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 award of proposal, purchases, and renewals totaling \$1,747,607.69 as presented.

Approval Recommended:

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

Consent Agenda Item:
**Review and Action as Necessary to Write-off Obsolete Fixed
Assets/Capital Assets Valued at \$5,000 and Over**

Approval to write-off obsolete fixed assets/capital assets valued at \$5,000 and over is requested.

Purpose – The Fixed Asset/Inventory Department is requesting to write-off obsolete fixed assets/capital assets valued at \$5,000 and over, for obsolete and no longer in use software programs. These assets totaling \$176,958.52 will be removed, as applicable, from the College's inventory system and general ledger.

Justification – As per Policy #5130: Fixed Assets, the capital assets value and associated accumulated depreciation will be written-off from the College's capital asset ledger and the reduction will be reflected on the Comprehensive Annual Financial Report as of August 31, 2021.

Reviewers – The various software programs are no longer in use or have not been renewed.

Enclosed Documents - A listing of the fixed assets/capital assets valued at \$5,000 and above follows in the packet for the Board's information and review.

Mary Elizondo, Vice President for Finance and Administrative Services, and Becky Cavazos, Director of Purchasing, attended the March 9, 2021 Finance, Audit, and Human Resources Committee meeting to address any questions by the committee.

The Finance, Audit, and Human Resources Committee recommended Board approval to write-off obsolete fixed assets/capital software assets valued at \$5,000 and over.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize writing-off obsolete fixed assets/capital software assets valued at \$5,000 and over 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 writing-off obsolete fixed assets/capital software assets valued at \$5,000 and over as presented.

Approval Recommended:

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

SOUTH TEXAS COLLEGE
ASSETS FOR WRITE-OFF VALUED AT \$5,000.00 AND OVER - LIST #FA14
FEBRUARY 9, 2021

Ptag	Orgn	PO#	Asset Description	Silver Tag	Acquisition Date	Purchase Amount	No Longer In Use As Of	Net Book Value
000003942	5300013		Library Software License	32117	8/31/1999	\$ 8,649.88	6/14/2017	\$ -
000004270	5300013	P0009013	Sirsi Software	32119	10/29/1999	\$ 34,070.00	6/14/2017	\$ -
000004813	445010	P205002	Mathsoft Mathcad 2000 PRO 10u Lan Software	26229	7/18/2000	\$ 7,731.84	10/28/2015	\$ -
000005857	5300013		Library Software	32140	11/17/2000	\$ 9,543.25	6/17/2017	\$ -
000006203	445010	P103508	Microsoft Licensing Agreement 2218830	22332	12/18/2000	\$ 41,119.19	5/17/2013	\$ -
000006051	445010	P103479	ACES R2 System Licenses	26232	2/6/2001	\$ 25,175.00	9/14/2015	\$ -
000006642	445010	P106759	License Agreement Smartforce Courses	22333	6/28/2001	\$ 32,386.00	5/17/2013	\$ -
000006691	445010	P107275	International Tax Navigator Software	22550	8/31/2001	\$ 5,520.00	4/29/2016	\$ -
000007491	445010	P402331	TN464 DS-1 Interface Software	22414	12/5/2001	\$ 5,263.36	6/7/2016	\$ -
000007549	445010	P403148	Sirsi iLink Software License	17057	3/27/2002	\$ 7,500.00	6/12/2013	\$ -
List #FA14						\$ 176,958.52		

Consent Agenda Item:
Review and Action as Necessary on Removal and Disposal of
Radiology Equipment

Approval on the removal and disposal of radiology equipment by MXR Imaging Corporation at a total fee of \$2,500.00 is requested.

Purpose – The Radiologic Technology Program in the Division of Nursing and Allied Health and Fixed Asset/Inventory Department are requesting approval to properly remove and dispose of x-ray tables, x-ray wall buckies, x-ray collimator, x-ray generator, and an x-ray control console, as per Policy #5125: Disposal of Surplus Property.

Justification – The radiology equipment was purchased in 2000 and 2001 and after many years of use, the Division of Nursing and Allied Health Radiologic Technology Program is requesting approval to properly remove and dispose of the obsolete and end-of-life radiology equipment housed in Building A at Nursing and Allied Health campus. Due to the ever-evolving technology in the medical field, the equipment in question is obsolete and must be removed by an authorized vendor from our facility in order to comply with the Texas Department of State Health Services – Radiation Safety Licensing Branch requirements.

As per the South Texas College Radiation Safety Officer (RSO), this equipment has been turned off and the units have not been used since the 2013 Bond purchase of two (2) new GE XR646 x-ray units, which are located in Nursing and Allied Health Campus Building B. The equipment's original cost was \$52,877.65 and became fully depreciated as of June 30, 2011.

This equipment emitted a percentage of radiation, therefore contains a liquid that must be properly handled during the removal process. The authorized vendor for removal of the equipment is MXR Imaging Corporation, which charges a fee of \$2,500.00, and will also provide disposal documentation to South Texas College as proof that the equipment was properly disposed.

Enclosed Documents - A listing of the radiology equipment to be removed and disposed of follows in the packet for Board's information and review.

Mary Elizondo, Vice President for Finance and Administrative Services, Dr. Jayson Valerio, Dean for Nursing and Allied Health, and Becky Cavazos, Director of Purchasing, attended the March 9, 2021, Finance, Audit, and Human Resources Committee meeting to address any questions by the committee.

The Finance, Audit, and Human Resources Committee recommended Board approval of the removal and disposal of radiology equipment by MXR Imaging Corporation at a total fee of \$2,500.00 as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the removal and disposal of radiology equipment by MXR Imaging Corporation at a total fee of \$2,500.00 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 removal and disposal of radiology equipment by MXR Imaging Corporation at a total fee of \$2,500.00 as presented.

Approval Recommended:

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

**SOUTH TEXAS COLLEGE
RADIOLOGY EQUIPMENT - REMOVAL AND DISPOSAL
MARCH 30, 2021**

#	Model No.	Description	Ptag	Silver Tag	Serial No.	Acquisition Date	Purchase Amount	Net Book Value
1	RT-100	Gendex-Del X-Ray Table	000004705	21911	KA0164-0770	8/31/2000	\$ 26,322.00	\$ 0.00
2	110-0100Q2	Gendex-Del ATC 525 X-Ray Control Console			BD0294-0700			
3	0370-0007	Vertical X-Ray Wall Bucky (Chest Display Receiver Plate)			1686			
4		X-Ray Generator						
5	RT-100	Gendex-Del Medical Imaging - X-Ray Table	000006386	21912	KA0209-0401	7/10/2001	\$ 26,555.65	\$ 0.00
6	LX125 D800	Gendex-Del Medical Imaging - X-Ray Collimator			NIR079-0316			
7	110-0100Q2	Del Medical ATC 525 X-Ray Control Console			BD0388-0501			
8	QKC	Vertical X-Ray Wall Bucky (Chest Display Receiver Plate)			4081			
							\$ 52,877.65	\$ 0.00

Consent Agenda Item:

Discussion and Action as Necessary on Solicitation of a Request for Qualifications for Bond Counsel Services

Approval for the solicitation of a request for qualifications for bond counsel services is requested.

Purpose – The College requires bond counsel services and representation in the areas of public education bond law, tax law, local government law, the trial and appeal of bond validation actions, and the issuance of tax-exempt Texas Community College District, Texas School District, and other relevant entities' bonds and notes.

Justification – The bond counsel services are necessary to provide advice and counsel to administrative staff, the President, Board Committees, and Board of Trustees. A solicitation of a request for qualifications or appointment of an attorney or law firm is essential. The Board has the option of engaging the services for matters that include the following:

- A. Bond counsel will be expected to provide, as a part of its basic service fee, policy development, review and drafting of documents, briefs, opinions, negotiations, litigation, research as well as legal advice from time to time pertaining to matters directly or indirectly related to the bond program and corresponding tax issues.
- B. Consult with South Texas College officials, Business Office staff, and the Colleges outside Legal Counsel and Financial Advisor, concerning all legal questions relating to the issuance, refinancing, defeasance, and management of debt.
- C. Assist in the preparation of specified sections of the Preliminary Official Statement and the Final Official Statement, and be responsible for the proper scope, legal effectiveness, and compliance with applicable regulatory requirements of the entirety of both documents, subject to the understanding that bond counsel will not be expected to independently verify data contained in the Official Statements that is generated by the client or third parties.
- D. Assist in making presentations and required submissions and obtain approval of the Bond Review Board and any other state entity with supervisory powers over the issuance of bonds by South Texas College, including the Texas Office of Attorney General.
- E. Perform all usual and necessary legal services with reference to the authorization, sale, and delivery of any debt issuance and bond refunding that South Texas College may require, including resolutions, agreements, and minute orders, as needed.
- F. Represent South Texas College in the preparation of any bond refunding and purchase contracts and insuring that all participants, including underwriters and investment banking firms, whether retained or contracted by South Texas College,

disclose all conflicts of interest to and with South Texas College and any other parties involved in the bonds. Assist South Texas College in presentations to the major rating agencies in order to obtain rating for the bonds.

- G. Attend Board meetings and Finance Committee meetings to the extent required or requested by the College.
- H. Provide tax opinion on debt issues and bond refunding.
- I. Prepare any Internal Revenue Service filings required by federal tax law. Assist in any Internal Revenue Service inquiry and actions as needed.
- J. Render other written opinions of bond counsel pertaining to investment earnings and any amounts required to be related to the United States as excess arbitrage earnings, if any, and any other written opinion of counsel which may be required under the terms of the Bond Resolutions or under the Internal Revenue Code, as amended.
- K. Assist with post-issuance matters, such as providing direction for compliant private use activity, including aiding in annual calculation.
- L. Provide analysis and resolution of tax issues associated with financing plans.
- M. Prepare documents calling any bond election, notice thereof, submitting election documents to the U. S. Justice Department for preclearance and canvassing of election results.
- N. File all required bond-related documents and obtain approval of such from the Texas Office of Attorney General.
- O. Provide a complete bond transcript in paper and electronic format at the conclusion of each financing.
- P. Provide advice and counsel on continuing compliance with securities, tax, and other applicable law pertaining to bonds.
- Q. All other matters necessary or incidental to the refunding and issuance of the bonds.

Background – At the April 16, 2020 Board of Trustees meeting, the Board contracted bond counsel services with The J. Ramirez Law Firm to provide legal advice for the issuance and purchase of tax exempt and taxable bonds.

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.*
⇒ 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 bond 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 Clarification – March 9, 2021 Finance, Audit, and Human Resources Committee Meeting

Administration requested feedback from the Finance, Audit, and Human Resources Committee regarding the following decisions associated with the Request for Qualifications for bond counsel services:

#	Decisions	Legal Counsel Comments	Committee Recommendations
1	Who will evaluate the requests for qualifications (RFQ) responses?	Evaluation process is at the Board's discretion.	Staff will evaluate
2	Which evaluation criteria and ratings should be used?	Evaluation criteria options are at the Board's discretion.	Proposed evaluation criteria as included below.
3	Will the Purchasing staff be conducting the vendor references?	Conducting vendor references is at the Board's discretion.	Yes
4	Will the Director of Purchasing summarize the Board evaluations?	Summarizing the vendor evaluations is at the Board's discretion.	Staff will evaluate

Evaluation Criteria – Proposed

The proposed evaluation criteria and points are as follows:

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

Timeline

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

Solicitation Process	Date and Time
Advertise qualifications	April 7, 2021 and April 14, 2021
Release the request for qualifications	April 7, 2021
Deadline for written questions/inquiries	April 19, 2021
Responses for written questions/inquiries	April 21, 2021
Proposal submittal due date	April 28, 2021
Finance, Audit, and Human Resources Committee update and review	May 11, 2021

Solicitation Process	Date and Time
Firm presentations	TBD (if applicable)
Board recommendation and approval	May 25, 2021

Enclosed Documents – The proposed draft Request for Qualifications (RFQ) follows 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 March 9, 2021 Finance Committee meeting to address any questions by the Committee.

The Finance, Audit, and Human Resources Committee recommended Board approval of the solicitation of a request for qualifications for bond counsel services using the standard operating procedure.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the solicitation of a request for qualifications for bond counsel services using the standard operating procedure

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 solicitation of a request for qualifications for bond counsel services using the standard operating procedure

Approval Recommended:

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



SOUTH TEXAS COLLEGE

**PURCHASING DEPARTMENT
P O Box 9500
MCALLEN, TX 78502-9500**

REQUEST FOR QUALIFICATIONS

RFQ NUMBER: 20-21-10XX

**QUALIFICATIONS MUST BE RECEIVED BEFORE:
3:00 p.m., Central Time, April 28, 2021
Opening will be public**

If by US Postal Service, Mail to: South Texas College Purchasing Department P O Box 9500 McAllen, TX 78502-9500	Hand Deliver or Express Mail (Overnight, 2nd day, etc) to: South Texas College Purchasing Department 3200 W Pecan Blvd Bldg N Rm 145 McAllen, TX 78501
--	--

Show RFQ Number, Opening Date and Time on Return Envelope

NOTE: Qualifications must be time stamped at **South Texas College Purchasing Department** before the hour and date specified for receipt of qualifications.

Sealed qualifications shall be submitted in a sealed envelope plainly marked with the name and address of those submitting qualifications as well as the following: **STATEMENT OF QUALIFICATIONS FOR BOND COUNSEL SERVICES** plus the date and time of the formal opening. If the QUALIFICATIONS are sent through the mail or other delivery system, the sealed QUALIFICATIONS shall be enclosed in a separate envelope with "SEALED QUALIFICATIONS ENCLOSED" on the face thereof.

The QUALIFICATIONS will not be awarded on opening day. The Board of Trustees will only award until after study and consideration of the qualifications. Acceptance of the qualifications shall not constitute or imply the Owner's acceptance of the suitability of the firm.

For information regarding any part of this statement of qualifications, call:

Becky Cavazos, Purchasing Dept, Phone: (956) 872-4681 or email at stcpurchasing@southtexascollege.edu

NOTE: Qualifications received after the 3:00 pm deadline will not be accepted and will be returned to firm unopened.

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SECTION 1
ACKNOWLEDGEMENT OF RECEIPT

**THIS FORM MUST BE COMPLETED AND FAXED
UPON RECEIVING THE REQUEST FOR QUALIFICATIONS**

ACKNOWLEDGEMENT OF RECEIPT

Please fill in the requested information below as acknowledgement that you have received the RFQ and intend to respond. Send the completed page via Fax or as an email attachment with the subject line "20-21-1025 Statement of Qualifications for Bond Counsel Services" to the following contact information:

South Texas College
Purchasing Department
Fax No.: (956) 872-4688
Email: stcpurchasing@southtexascollege.edu

By doing this, we will be able to provide notification of any addenda to the RFQ.

Name of Firm: _____

Address: _____

City/State/Zip: _____

Phone: (____) _____ Fax: (____) _____

Name: (Print) _____

Title: _____

Signature: _____ Date: _____

_____ Yes, our company does have an interest in responding.

_____ No, our company does not have an interest in responding.

SECTION 2 INTRODUCTION

2.1 Background on STC

South Texas College (“STC” or the “College”) is a comprehensive community college serving the Counties of Hidalgo and Starr in South Texas. It has six campuses including three in McAllen: the Pecan Campus, the Technology Campus, and the Nursing and Allied Health Campus; the Mid-Valley Campus in Weslaco; the Starr County Campus in Rio Grande City; and the Regional Center for Public Safety Excellence in Pharr. Established in 1993, STC serves an area with a population of approximately 940,000 and has an enrollment of approximately 32,742 (22,689 FTE). It offers more than 100 degree and certificate programs.

STC is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award baccalaureate and associate degrees. The College offers certificates and institutional awards, and is also approved for veteran’s educational training in Certificate and Associate of Applied Science degree programs by the Texas Education Agency. The College offers over 120 degree and certificate options.

STC has a diversified revenue structure with the three main sources of unrestricted revenue deriving from student tuition and fees, local taxes, and state appropriation.

STC’s innovative endeavors and dedication to excellence have paved the way to praise and acclaim. The College has received numerous awards from national, state and local bodies that recognize its leadership among the community colleges in the State of Texas and the nation.

In June 2019, the College received the inaugural “Seal of Excelencia” by Washington D.C. based Excelencia in Education, affirming more than 25 years of creating a college-going culture for Hispanic students of the Rio Grande Valley. Excelencia created the seal of approval to challenge colleges to increase Latino enrollment and improve student retention rates and faculty representation on their campuses.

In 2019, the College received the Pioneer Award from the Community College Baccalaureate Association in recognition of progress toward making baccalaureates accessible to all.

2.2 Purpose and Objectives

South Texas College is soliciting qualifications from qualified firms to provide professional Bond Counsel Services or opinions in advisory capacity to be performed in accordance with the scope of services. South Texas College wishes to contract for a period of one (1) year with an option to renew for two (2) additional one-year periods.

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SECTION 3 INSTRUCTIONS AND RESPONSE REQUIREMENTS

3.1 Acceptance and Consideration of Qualifications

- A. STC reserves the right to accept or reject any or all qualifications, to waive informalities and minor technicalities, or to cancel this RFQ in part or in its entirety, according to what is in the best interest of STC.
- B. Only sealed qualifications will be accepted. Faxed or emailed qualifications will NOT be accepted.
- C. Qualifications received after the stated deadline for submittal will not be accepted under any circumstances and will be returned to the respondent unopened.
- D. Unsigned qualifications will NOT be considered.
- E. Qualifications which are qualified with conditional clauses, or alterations, or irregularities of any kind are subject to disqualification by STC, at its option.
- F. All accepted qualifications will become the property of the STC Purchasing Department upon submission.

3.2 Qualifications Preparation Instructions

- A. Each qualification shall be prepared simply and economically, providing a straightforward and concise description of Respondent's ability to meet the requirements of this RFQ. Emphasis shall be on completeness, clarity of content and responsiveness to the qualification requirements.
- B. Qualifications must be typed or printed on letter size (8 1/2 x 11) white paper suitable for copies.
- C. All pages of the qualifications should be numbered sequentially.
- D. All sections of this RFQ requiring information and/or a signature must be filled out and returned as part of the submittal package.
- E. Respondents must submit **one original and seven (7) copies**, of the complete qualifications.

3.3 Alteration of Qualifications

Qualifications cannot be altered or amended after submission deadline. However, a qualification may be withdrawn and re-submitted at any time prior to the deadline for submittals. The signer of the qualifications, guaranteeing authenticity, must initial any interlineations, alterations, or erasures made on the qualifications document.

3.4 Submittal Documents

The following documents, at a minimum, **must be filled out, signed** by an authorized representative, and returned as part of your qualifications:

- A. Answers to Respondent Questionnaire and Request for Documentation (Section 7)
- B. Addenda Checklist (Exhibit 1)
- C. **Signed** Execution of Offer (Exhibit 2)
- D. **Signed** References (Exhibit 3)

3.5 Submittal Deadline and Location

- A. All qualifications must be received by STC no later than **3:00 p.m. (CST), April 28, 2021.**
- B. Hand deliver or express mail to:

South Texas College
Purchasing Department
3200 W Pecan Blvd Bldg N Ste 145
McAllen, Texas 78501

3.6 South Texas College Contacts

Any questions or concerns regarding this Request for Qualifications shall be directed to:

Becky Cavazos
Director of Purchasing
South Texas College
3200 W Pecan Blvd Bldg N Ste 145
McAllen, Texas 78501
Phone: (956) 872-4681
Email: beckyc@southtexascollege.edu

STC specifically requests that Respondents restrict all contact and questions regarding this RFQ to the above-named individual(s).

3.7 Inquiries and Interpretations

Responses to inquiries which directly affect an interpretation or change to this RFQ will be issued in writing by addendum (amendment) and mailed and/or faxed to all parties recorded by STC as having received a copy of the RFQ. All such addenda issued by STC prior to the time that qualifications are received shall be considered part of the RFQ, and the Respondent shall acknowledge receipt of such in their response.

Only those STC replies to inquiries, which are made by formal written addenda, shall be binding. Oral and other interpretations or clarification will be without legal effect.

3.8 Addenda Acknowledgement

Addenda must be acknowledged with bid submittal. An addenda acknowledgement form is included as part of this RFQ (Exhibit 1) and must be returned with the response if applicable.

3.9 Open Records

STC considers all information, documentation and other materials requested to be submitted in response to this solicitation to be of a non-confidential and/or non-proprietary nature and therefore shall be subject to public disclosure under the Texas Public Information Act (Texas Government Code, Chapter 552). Notwithstanding the foregoing, disclosure of information related to this solicitation shall be made only after a contract is awarded.

3.10 Award of Contract

STC shall reserve the right to award a contract for all or any of the requirements in this Request for Qualifications, to award multiple contracts, or to not award any contract, according to what is in the best interest of STC.

STC will evaluate and rank each qualification with respect to the selection criteria contained in this RFQ. After opening and ranking, an award may be made on the basis of the qualifications initially submitted, without discussion, clarification or modification, or, STC may discuss with the selected Respondent offers for cost reduction and other elements of the Respondent's qualifications. If STC determines that it is unable to reach a contract satisfactory to STC with the selected Respondent, then STC will terminate discussions with the selected Respondent and proceed to the next Respondent in order of selection ranking until a contract is reached or STC has rejected all qualifications.

3.11 Validity Period

Qualifications are to be valid for a minimum of ninety (90) days from the submittal deadline date to allow time for evaluation, selection, and any unforeseen delays.

3.12 Response Irregularities

Qualifications that are qualified with conditional clauses, alterations, and items not requested in the RFQ documents, or irregularities of any kind are subject to disqualification by STC at its option.

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SECTION 4 EVALUATION CRITERIA FOR AWARD

4.1 Evaluation Information

STC will utilize an evaluation team for the evaluation of this RFQ. The evaluation will include the overall response to the RFQ and the general requirements defined in the RFQ. STC must be confident that the respondent's good/services will perform and meet the needs of STC. STC will evaluate and make the award on the qualifications that is determined to be the best value to STC based on the criteria listed below.

All qualifications must be complete and convey all of the information requested to be considered responsive. If the qualifications fail to conform to the essential requirements of the RFQ, STC alone will determine whether the respondent will be a candidate for further consideration.

4.2 Evaluation Criteria and Weights

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

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SECTION 5 SCOPE OF SERVICES

General Statement of Services

South Texas College (STC) is seeking responses to this Request for Qualifications (“RFQ”) from individual attorneys or firms with the qualifications and experience required to provide Bond Counsel services. These Bond Counsel services may include review analysis, legal advice and representation concerning debt issuance, use of proceeds, IRS filings, and other matters related to current and future college debt and bond elections.

5.1 Requirements and Qualifications

Respondents must meet the following requirements:

- A. Must have adequate financial resources, or the ability to obtain such resources as required during the performance of any resulting contract;
- B. Must have experience with various and bond debt instruments including tax-exempt and taxable bonds, notes, commercial paper, variable rate obligations, swaps, leases, contract revenue, and conduit financing;
- C. Must have experience and expertise in addressing federal tax issues related to tax-exempt and taxable debt obligation;
- D. Must have experience with rating agencies and detailed familiarity with colleges and universities credit rating process;
- E. Must have knowledge of rating criteria used by major credit rating agencies and experience with obtaining credit supports and bond insurance;
- F. Must be able to comply with the required performance schedule, taking into consideration all existing business commitments;
- G. Must have a satisfactory record of performance;
- H. Must have necessary attorneys and staff support capability to perform any resulting contract;
- I. Must be qualified as an established firm, regularly engaged in the type of business necessary to fulfill the contract requirements;
- J. Must have experience with the Texas Bond Review Board and Office of the Attorney General in relation to public financing;
- K. Certify that the firm is not delinquent in any tax owed the State of Texas under Chapter 171, Tax Code; and is not delinquent in taxes owed to South Texas College; signing and submitting the qualifications is also certifying to such non-delinquency;
- L. Be otherwise qualified and eligible to receive an award under applicable laws and regulations;
- M. Must have a satisfactory record of integrity and ethics;
- N. All respondent law firms shall comply with the Code of Professional Responsibility of the State Bar of Texas and other applicable law regarding conduct, including conflict of interest;
- O. Must comply with all federal, state, and local laws governing or covering this type of service;
- P. Respondent(s) may be requested to submit additional written evidence verifying that the firm meets the minimum requirements described in A through K under this section and as necessary, to perform the requirements of the solicitation and be determined a responsible proposer. Failure to provide any request for additional information may result in the respondent being declared non-responsive and the qualifications being rejected;
- Q. A person is not eligible to be considered for award of this solicitation or any resulting contract or to be a subcontractor of the proposed or prime contractor if the person assisted in the

development of this solicitation or any part of this solicitation or if the person participated in a project related to this solicitation when such participation would give the person special knowledge that would give that person or a prime contractor an unfair advantage over other firms; and

- R. Only individual firms or lawfully formed business organizations may apply (This does not preclude a respondent from using subcontractors or contractors). South Texas College will contract only with the individual firm or formal organization that submits a response to this RFQ.

5.2 Scope of Services

South Texas College (College) is seeking legal services from an experience and qualified firm to serve as Bond Counsel. The firm must possess demonstrated ability, knowledge, and expertise to provide bond services to the College. It is important that the firm have sufficient depth of talent and experience in education bond law, tax law, local government law, the trial and appeal of bond validation actions, and the issuance of tax-exempt Texas Community College District, Texas School District, and other relevant entities' bonds and notes and that it be in position to respond quickly and efficiently.

Services outlined in the RFQ will be performed by the awarded firm with the absence of subcontracting.

Statement of Work is as follows:

- A. Bond counsel will be expected to provide, as a part of its basic service fee, policy development, review and drafting of documents, briefs, opinions, negotiations, litigation, research as well as legal advice from time to time pertaining to matters directly or indirectly related to the bond program and corresponding tax issues.
- B. Consult with South Texas College officials, Business Office staff, and the College's outside Legal Counsel and Financial Advisor, concerning all legal questions relating to the issuance, refinancing, defeasance, and management of debt.
- C. Assist in the preparation of specified sections of the Preliminary Official Statement and the Final Official Statement, and be responsible for the proper scope, legal effectiveness and compliance with applicable regulatory requirements of the entirety of both documents, subject to the understanding that bond counsel will not be expected to independently verify data contained in the Official Statements that is generated by the client or third parties.
- D. Assist in making presentations and required submissions and obtain approval of the Bond Review Board and any other State entity with supervisory powers over the issuance of bonds by South Texas College, including the Texas Office of the Attorney General.
- E. Perform all usual and necessary legal services with reference to the authorization, sale, and delivery of any debt issuance and bond refunding that South Texas College may require, including resolutions, agreements, and minute orders, as needed.
- F. Represent South Texas College in the preparation of any bond refunding and purchase contracts and insuring that all participants, including underwriters and investment banking firms, whether retained or contracted by South Texas College, disclose all conflicts of interest to and with South Texas College and any other parties involved in the bonds. Assist South Texas College in presentations to the major rating agencies in order to obtain rating for the bonds.

- G. Attend Board meetings and Finance Committee meeting to the extent required or requested.
- H. Provide tax opinion on debt issues and bond refunding.
- I. Prepare any Internal Revenue Service filings required by federal tax law. Assist in any IRS inquiry and actions as needed.
- J. Render other written opinions of bond counsel pertaining to investment earnings and any amounts required to be related to the United States as excess arbitrage earnings, if any, and any other written opinion of counsel which may be required under the terms of the Bond Resolutions or under the Internal Revenue Code, as amended.
- K. Assist with post-issuance matters, such as providing direction for compliant private use activity, including aiding in annual calculation.
- L. Provide analysis and resolution of tax issues associated with financing plans.
- M. Prepare documents calling any bond election, notice thereof, submitting election documents to the U. S. Justice Department for preclearance and canvassing election results.
- N. File all required bond-related documents and obtain approval of such from the Texas Office of the Attorney General.
- O. Provide a complete bond transcript in paper and electronic format at the conclusion of each financing.
- P. Provide advice and counsel on continuing compliance with securities, tax, and other applicable law pertaining to bonds.
- Q. All other matters necessary or incidental to the refunding and issuance of the bonds.

In addition to matters pertaining to bond issuance and refunding, the Bond Counsel may also be engaged to provide legal advice on other matters regarding debt financing arrangement and possibly prepare associated legal documents on of South Texas College. Such engagement would be compensated on a time and expenses basis, specifically authorized in advance by South Texas College.

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SECTION 6

GENERAL TERMS AND CONDITIONS

These General Terms and Conditions shall be made a material part of and govern any Purchase Order and/or Contract resulting from this Request for Qualifications.

6.1 Time of Performance

Time is of the essence in the rendering of services and delivery of products hereunder. Contractor agrees to perform all obligations and render services set forth in the requirements in this Contract and according to any service schedule(s) agreed upon by STC and Contractor.

6.2 Acceptance and Ownership of Materials

All services performed under this Contract shall be to the satisfaction of STC and in accordance with the specifications, terms, and conditions of the Contract. STC reserves the right to inspect the final product furnished and/or the services performed, and to determine the quality, acceptability, and fitness of such product and/or services. Contractor agrees that the copyright to all market research results and materials developed for STC shall become the property of STC. This shall include, but not be limited to, all rights to photos, advertisements, questionnaires, survey instruments, and other creative materials developed for STC during the contract period.

6.3 Default

In the event that Professional Marketing Firm fails to carry out or comply with any of the terms and conditions of the Contract with STC, STC may notify Contractor of such failure or default in writing and demand that the failure or default be remedied within ten (10) days. In the event that Contractor fails to remedy such failure or default within the ten (10) day period, STC shall have the right to cancel the Contract.

The cancellation of the Contract, under any circumstances whatsoever, shall not affect or relieve the Contractor from any obligation or liability that may have been incurred or will be incurred pursuant to the Contract and such cancellation by STC shall not limit any other right or remedy available to STC at law or in equity.

6.4 Indemnification

To the fullest extent permitted by law, the Contractor agrees to indemnify and hold harmless STC, its officers, employees, and agents harmless from and against any and all claims, damages, losses and expenses of whatever kind or nature, including but not limited to attorneys' fees, of any nature or kind arising out of or caused from the performance of services, or provision of goods, by the Contractor pursuant to this contract, which are caused, in whole or in part, by any negligent act or omission of the Contractor.

6.5 Compliance with Law

Contractor is aware of and in full compliance with its obligations under existing applicable law and regulations, including the Immigration Reform and Control Act of 1986, Title VI of the Civil Rights Act of 1964 (as amended), the Age Discrimination Act of 1975, the Fair Labor Standards Act (as amended), the Americans with Disabilities Act of 1990, and all other applicable laws and regulations.

6.6 Payments

Payment for services/goods will be made after acceptable performance of services and/or receipt of items in good condition and after receipt of a valid invoice. Payment shall be in accordance with the State of

6.7 Termination

- A. STC shall have the right to terminate the contract for convenience and without cause upon thirty (30) days' written notice to Contractor.
- B. STC may terminate this Contract, without penalty, either in whole or in part, if funds are not appropriated by STC in its budget specifically for this contract.

In no event shall such termination by STC, as provided for under this Section, give rise to any liability on the part of STC, including, but not limited to, claims of the Contractor for compensation for anticipated profits, unabsorbed overhead, or interest on borrowing. STC's sole obligation hereunder is to pay Contractor for products and/or services ordered and received prior to the date of termination.

6.8 Contract Amendments

The Contract may be amended, in writing, within the Contract period by mutual consent of the parties. No modification or amendment to the Contract shall become valid unless in writing and signed by both parties. All correspondence regarding modifications or amendments to the Contract must be forwarded to the STC Purchasing Department for prior review and approval.

6.9 Independent Contractor Status

The Contractor shall supervise and direct the work, using its best skill and attention. The Contractor shall be solely responsible for, and have control over means, methods, techniques, sequences and procedures and for coordinating all portions of the Work, and acknowledges that it is being engaged by STC as an independent contractor.

6.10 Non-Disclosure

Contractor and STC acknowledge that they or their employees may, in the performance of this contract, come into the possession of proprietary or confidential information owned by or in the possession of the other. Neither party shall use any such information for its own benefit outside this Agreement. Subject to Section 3.9, neither party shall make such information available to any person, firm, corporation, or other organizations, whether directly or indirectly affiliated with Contractor or STC, unless required by law.

6.11 Publicity

Contractor agrees that it shall not publicize this Contract or disclose, confirm or deny any details thereof to third parties or use any photographs or video recordings of STC's name in connection with any sales promotion or publicity event without the prior express written approval of STC.

6.12 Severability

If any provision of this Contract, or the application of any provision to any party or circumstance is held invalid, unenforceable, or illegal in any respect, the remainder of the Contract and the application of the provision to other parties or circumstances shall remain valid and in full force and effect.

6.13 Non-Waiver of Defaults

Any failure of STC at any time, to enforce or require the strict keeping and performance of any of the terms and conditions of this Contract shall not constitute a waiver of such terms, conditions, or rights, and shall not affect or impair same, or the right of STC at any time to avail itself of same.

6.14 Force Majeure

If either STC or Contractor is delayed at any time in the performance of its obligations under this contract by economic industry-wide strikes, fire, floods, acts of government, unavoidable casualties, or other causes reasonably beyond the control of either party and which could not have been reasonably anticipated, then the party affected by such an event shall give notice to the other party of the probable extent to which the affected party will be unable to perform or be delayed in performing its obligations hereunder. If the performance of either party is delayed or prevented by such an event, both parties shall be excused from performing their obligations hereunder while and to the extent the conditions arising from the event exist, after which the parties' performance shall be resumed. A delay or failure in performance by either party under this paragraph shall not constitute default hereunder, or give rise to any claim for damages.

6.15 Governing Law

This contract will be governed and construed according to the laws of the State of Texas. Both parties agree that venue for any litigation arising from this contract shall lie in Hidalgo County, Texas.

6.16 Assignment

The Contractor shall not sell, assign, transfer or convey this contract, in whole or in part, without the prior written consent of STC.

6.17 Insurance

Contractor shall obtain and keep in effect during the term of this contract, insurance coverage in the below listed types and amounts. As evidence of insurance coverage, Contractor shall furnish to STC copies of the policies of insurance **before commencement** of any work under this contract.

TYPE OF COVERAGE		LIMITS
A.	Worker's Compensation	Statutory
B.	Comprehensive General Liability	\$1,000,000 each occurrence \$2,000,000 aggregate
C.	Comprehensive Automobile Liability (owned, non-owned and hired vehicles)	\$1,000,000 each occurrence \$1,000,000 aggregate
D.	Professional Liability (This coverage includes infringement of copyright, unauthorized use of ideas, names, music or similar materials, breach of contract related to ideas or writings; personal injury)	\$1,000,000 each occurrence

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SECTION 7

RESPONDENT QUESTIONNAIRE AND REQUEST FOR DOCUMENTATION

The Respondent recognizes that in selecting a provider of the requested services, STC will rely, in part, on the answers provided in response to this Section. Accordingly, Respondent warrants to the best of its knowledge that all responses are true, correct, and complete. STC reserves the right to confirm this information listed below and shall be free from any liability to respondent for conducting such inquiry.

Provide concise and complete answers to each question on a separate page(s). It is not necessary to repeat the question, but it is important that you reference the answer with the same section and subsection numbers as the questions.

7.1 Company Profile

- A. Provide a brief history of the firm and its operations.
- B. Respondent Name: _____
(give exact legal name as it will appear and state company headquarters information below):
- a. Principal address: _____
- b. City: _____ State: _____ Zip Code: _____
- c. Telephone No. _____ Fax No: _____
- d. Website address: _____
- e. Year established: _____
- f. Number of Consecutive Years in Business under present name: _____
- g. Social Security Number or Federal Employer Identification Number: _____
- h. Texas Comptroller's Taxpayer Number, if applicable: _____
NOTE: (this 11-digit number is sometimes referred to as the Comptroller's TIN or TID)
- i. DUNS Number: _____
- C. Provide any other names under which Respondent has operated within the last 10 years and length of time under for each.
- D. Explain changes that have occurred over the last six (6) months regarding staffing, capital, organizational structure, as well as future changes you expect may occur.
- E. Does Respondent anticipate any mergers, transfers of organization ownership, management reorganization, or departure of key personnel within the next twelve (12) months?

Yes _____

No _____

If "Yes", state anticipated changes.

- F. Please indicate if this response is for multiple locations or divisions within your company and list applicable information.
- G. Describe the general capabilities of your firms, including information relating to total size and staffing, research capabilities, technology support, professional staff and clerical support, and the specific involvement of tax attorneys.
- H. Describe any financing for which your firm or any of its attorneys proposed to be assigned to the College's work have rendered any opinion which has resulted in the loss of tax exemption on bonds issued by clients.
- I. Describe the nature and magnitude of any litigation or proceeding whereby, during the past three (3) years, a court or any administrative agency has ruled against your firm in any matter related to the firm's bond work. Similar information should be provided for current or pending litigation.
- J. Do you anticipate or know of any staff or management changes in the near future, e.g. retirements, extended leaves, downsizing, or expansion that will affect the team proposed for this engagement?
- K. Describe how the firm will communicate with and deliver services to the College. If the firm is located outside of Hidalgo County and Starr County, include in the description any special arrangement the respondent will make to ensure delivery of quality services in a timely manner.
- L. What distinguishes your firm in the area of bond legal services, and how would your firm offer the College superior representation?
- M. Please describe any past relationship of your firm relating to the public finance function of the College.

Signature of Company Representative Authorized to Contractually Bind Company:

7.2 Bond Counsel Experience and Availability

7.2.1 Bond Counsel Experience and Availability

- A. Identify the Bond Counsel who would serve in potential engagements with STC and provide contact information:

Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone Number: _____ Fax Number: _____

Cellphone Number: _____ Email Address: _____

- B. List the experience of the firm and/or the attorneys proposed to be assigned to STC (see number G below also) as bond counsel, underwriter's counsel, tax counsel, or disclosure counsel. This information may be presented in an Appendix, in chart form, organized to clearly indicate the type of issuer, name of issuer, title of bonds, date and amount by type of issuer: i.e., institutions of higher education, state agencies, local governments, special purpose districts, school districts, and others.
- C. In narrative form, describe your experience and qualifications, including any necessary licenses, and how they relate to and would add unique value to STC in issuing new debt.
- D. Provide a brief summary describing a complex transaction or combination of transactions in which the Bond Counsel provided expertise which could be utilized and applied to STC's potential future transactions.
- E. Provide a statement of availability to South Texas College.
- F. List specific experience with Texas Community College Districts, Texas School Districts and other local government units and other Texas public entity bond issuances (including par amounts, type of security and purpose) within the last three years for which your firm has served as Bond Counsel, as well as that of the individual(s) assigned to work with the college. Include a representative list of current and past clients indicating entities in which you have prepared bond election documents.

Include the following information with your response:

- a. Type of issue
 - b. Size of issue
 - c. Manner in which bonds were sold (competitive, negotiated or private placement)
 - d. Indicate whether your firm was sole or co-counsel on the project.
- G. Provide resumes, which include each person's licensure, current office location, position with the firm, and years of experience, for those individuals who would be assigned to serve STC, and indicate specifically the proposed role of each individual. Specify who would be assigned as the primary day-to-day contact for STC and indicate the role they played in the transactions listed in B, above.

- H. Provide detail for up to three instances where your firm provided an added value to your client during a financing activity or developed or implemented an innovative financing technique or program.
- I. How would your firm assist the College in tracking private use activity to assure compliance with the IRS regulations? Describe a specific transaction, a private use issue encountered, and any solution developed to address the issue which best demonstrates your first experience in this area.
- J. How would your firm assist clients dealing with an IRS audit?

7.2.2 References

- A. Provide at least five recent public entity references/clients that you have worked with in the last five (5) years. Please refer to the form in Exhibit 5.

7.3 Experience with Public Entities

7.3.1 Overall public finance experience and track record of the firm.

- A. Does your firm have experience with public entities? If yes, please provide a list.
- B. Does your firm have experience as a bond counsel for the selection of underwriters for Texas bonds?
- C. Describe your firm's approach and capability in designing and implementing a financial plan for a multi-year capital improvement program for the College.
- D. Describe the firm's experience in assisting the public entities with the selection of underwriters for negotiated bond sales.
- E. Describe the firm's experience with rating agencies, credit rating process, and rating agency presentations.
- F. Describe the firm's relevant innovative financing experience including innovations previously developed, related to tax-exempt securities, including results and success of such innovations.
- G. Describe specific experience of the firm and staff with refunding bonds issued by public entities.
- H. Provide any other pertinent information that would be helpful in assessing the firm's ability to perform financial advisory and continuing disclosure services to South Texas College.

7.3.2 Describe specific experience of the firm and staff with debt obligations issued by the public entities.

EXHIBIT 1
ADDENDA CHECKLIST

Any addenda issued by STC to this RFQ will become part of the RFQ. Addenda will be numbered sequentially. Respondent must indicate on this sheet the receipt of any and all addenda.

Receipt is hereby acknowledged of the following addenda to this RFQ.

No. 1 _____

No. 2 _____

No. 3 _____

No. 4 _____

Company/Entity Name: _____

Authorized Signature (only if addenda have been issued)

EXHIBIT 2
EXECUTION OF OFFER

In compliance with this RFQ, and subject to all the conditions herein, the undersigned offers and agrees to furnish any or all goods and/or services at the prices quoted. Failure to sign this Execution of Offer ("Offer"), or signing it with a false statement, shall void the Qualifications and any resulting contract and may cause the Respondent to be removed from STC vendor lists.

By signature hereon, the Respondent hereby certifies that it:

i) is a lawfully established business and is regularly engaged in providing the goods and/or services requested herein.

ii) has the necessary experience, knowledge, abilities, skills, and resources to provide the goods and/or perform the services requested herein.

iii) is not currently delinquent in the payment of any franchise taxes owed to the State of Texas under Chapter 171 of the Tax Code or is not subject to the payment of such taxes, and the Respondent agrees that any false statement with respect to its franchise tax status shall be a material breach of any contract that may result from the submission of the Qualifications.

iv) is not currently delinquent in the payment of any property taxes owed to STC.

v) is aware that if Texas Government Code § 2252.908 is applicable to any contract awarded to the Respondent as a result of this RFQ, the Respondent is required to make an electronic filing of Form 1295 with the Texas Ethics Commission as a condition of being awarded the contract.

vi) is a publicly-traded company or, if not a publicly-traded company, no owner, employee or director of the Respondent is either currently employed by STC or has been an employee of STC within the immediate twelve (12) months prior to the time set for the submission of Qualifications to this RFQ.

vii) is not debarred, suspended or otherwise declared ineligible to contract by any federal, state or local public agency.

viii) has not, in connection with the Qualifications, given or offered to give, and does not intend to and shall not give at any time hereafter, any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to an employee or trustee of STC or to a family member of an STC employee or trustee.

By signature hereon, the Respondent hereby certifies that:

a) neither the Respondent nor anyone acting on its behalf has violated the antitrust laws of the State, codified in Section 15.01, et seq., Texas Business and Commerce Code or the Federal antitrust laws, or has disclosed, directly or indirectly, any information contained in the Respondent's Qualifications to any competitor or any other person engaged in such line of business.

b) pursuant to *Texas Local Government Code*, Chapter 176, all vendors who contract or seek to contract with "local governmental entity" such as STC may be required to complete a conflict of interest questionnaire ("CIQ") if the vendor has a relationship with an officer of STC who is considered a "local government officer" or with a family member of such officer. If completion of a CIQ is required as of the effective date or at any

time during the term of the Contract, the Respondent shall file the CIQ with STC's designated records administrator: Mary G. Elizondo, Vice President of Finance and Administrative Services (marye@southtexascollege.edu), or her successor. At <https://www.ethics.state.tx.us/data/forms/conflict/CIQ.pdf>, the Respondent can find the official CIQ form along with a list of STC officers who are defined by Chapter 176 as "local government officers."

c) pursuant to *Texas Education Code*, Chapter 44.034, a person or business entity, **excluding** publicly-traded companies and certain vendors of library goods and services, that does business with STC, must notify STC if such person, or an owner or operator of such business entity, has ever been convicted of a felony, and must include in the notification a general description of the conduct that resulted in the felony conviction. At <https://finance.southtexascollege.edu/purchasing/purchase/files/Form-Criminal-History.pdf>, the Respondent can find a Criminal History Disclosure Form ("CHDF") that shall be used for this purpose. If the Respondent is required to submit a CHDF pursuant to Chapter 44.034 as of the effective date of the Contract or at any time during the term of the Contract, the Respondent shall send the CHDF to Mary G. Elizondo, Vice President of Finance and Administrative Services (marye@southtexascollege.edu), or her successor, with a copy to Rebecca Cavazos, Director of Purchasing (beckyc@southtexascollege.edu), or her successor.

c) the individual signing this Offer as well as the other documents included in the Qualifications is authorized to sign such documents on behalf of the Respondent and to bind the Respondent under any contract which may result from the submission of the Qualifications.

d) pursuant to Texas Government Code, Title 10, Subtitle D, Section 2155.004(b), the individual or business entity named in the Qualifications or contract is not ineligible to receive the specified contract and acknowledges that the contract may be terminated and payment withheld if this certification is inaccurate.

The Respondent hereby acknowledges that the Qualifications must include the Respondent's Taxpayer Identification Number and full legal name and address; the failure to sign the Qualifications will disqualify it; and the authorized agent signing the Qualifications may be required by STC to provide evidence of the agent's authority to bind the Respondent to a contract.

Signature: _____

Printed Name: _____

Title: _____

Taxpayer Identification Number: _____

Respondent's Name: _____

Street Address: _____

City/State/Zip: _____

Telephone No.: _____

Email: _____

Fax No.: _____

**EXHIBIT 3
REFERENCES
THIS FORM MUST BE RETURNED**

Please list at least five (5) references of educational institutions or current commercial customers who can verify the quality of service your company provides. STC prefers customers of similar size and scope of work as noted herein.

REFERENCE ONE

Government/Company Name: _____

Address: _____

Contact Person/Title: _____

Telephone: _____ Email Address: _____

Description of Services: _____

REFERENCE TWO

Government/Company Name: _____

Address: _____

Contact Person/Title: _____

Telephone: _____ Email Address: _____

Description of Services: _____

REFERENCE THREE

Government/Company Name: _____

Address: _____

Contact Person/Title: _____

Telephone: _____ Email Address: _____

Description of Services: _____

REFERENCE FOUR

Government/Company Name: _____

Address: _____

Contact Person/Title: _____

Telephone: _____ Email Address: _____

Description of Services: _____

REFERENCE FIVE

Government/Company Name: _____

Address: _____

Contact Person/Title: _____

Telephone: _____ Email Address: _____

Description of Services: _____

Signature (Authorized Company Representative) _____

Company Name: _____

Consent Agenda Item:

Discussion and Action as Necessary on Postponing the Faculty and Administrators Cost and Productivity Study

Approval on postponing the Faculty and Administrators Cost and Productivity Study is requested.

Purpose – Administration is seeking to postpone the Faculty and Administrators Cost and Productivity Study that was approved by the Board of Trustees at the October 27, 2020, Board meeting.

Justification – After careful consideration of the impact of the coronavirus pandemic on enrollment, Administration is proposing to postpone the Faculty and Administrators Cost and Productivity Study previously approved by the Board of Trustees due to the lessened validity of past enrollment trends in predicting future enrollment and associated costs for the formulation of recommendations by outside consultants.

Background – The initial Faculty Cost and Productivity study was proposed prior to the coronavirus pandemic because enrollment for both traditional and dual credit programs at South Texas College had leveled off and, in some years, decreased; however, faculty costs had increased. The study's scope of work was developed and presented to the Board. The study would analyze the College's faculty costs and productivity, identify benchmark data, obtain peer group comparisons, and identify best practices, standards, and targets. The results would be incorporated into future operations.

The scope of work has been revised since the initial Board approval of the study on February 25, 2020. The scope of the study was amended to include Administrators. Administrators were included in the study primarily to obtain the services for both Faculty and Administrators concurrently to decrease the cost and timeframe of conducting two separate studies.

Below are previous board actions regarding the study:

1. On February 25, 2020, the Board of Trustees approved the issuance of a Request for Proposals (RFP) for a Faculty Cost and Productivity Study.
2. At the September 22, 2020 Board meeting, the Board of Trustees requested the study include Administrators in the cost and productivity study.
3. At the October 27, 2020 Board meeting, the Board of Trustees approved to reject all Faculty Cost and Productivity Study proposals received and approved a new RFP be issued to include both Faculty and Administrators in the cost and productivity study.

Administration is proposing that the Faculty and Administrators Cost and Productivity Study be postponed at this time. After having College staff review the previously proposed methodologies for the study, all of the potential vendors use three years' worth of enrollment and financial data to develop their calculations and subsequent models.

The Fall 2020 and Spring 2021 semesters' unpredictable enrollment and subsequent financial effect due to the pandemic has highlighted that the enrollment premises upon which the studies would be based, would not be representative and would not provide accurate models at this time. Given that the enrollment assumptions for this coming Fall will continue to be unpredictable for the near future, the data used for a cost study would not be reliable to create recommendations for the future.

Therefore, Administration recommends that the Faculty and Administrative Cost Study be postponed.

The Finance, Audit, and Human Resources Committee recommended Board approval to postpone the Faculty and Administrators Cost and Productivity Study as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize postponing the Faculty and Administrators Cost and Productivity Study 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 postponing the Faculty and Administrators Cost and Productivity Study as presented.

Approval Recommended:

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

Review and Action as Necessary on Purchase of Internet Service Agreement with Spectrum Enterprise

The Board is asked to approve the purchase of an internet service agreement with Spectrum Enterprise through the **Texas Department of Information Resources (DIR)** (Austin, TX) for the period beginning April 1, 2021 through March 31, 2023, at a monthly amount of \$3,696.00, a one-time installation fee of \$560.00, and a total annual amount of \$44,912.00 for year one (1). The second-year total amount is \$44,352.00, for a contract total of \$89,264.00.

Purpose – Information Technology is requesting to purchase point-to-point internet services to and from for Tyler Junior College (TJC). These services will support the College's assets at the new disaster recovery location.

Justification and Benefit – This disaster recovery location will support the Pecan Campus datacenter services. If the Pecan Campus datacenter becomes inaccessible due to an unforeseen event, such as fire, power outages or inclement weather the TJC location will support various services. This Disaster recovery connection at TJC will provide access to Banner data, backups, and other applications that are critical to provide business continuity and support to student, faculty, and staff. **EVALUATED AS HIGH PRIORITY AND SHOULD NOT BE POSTPONED.**

Question Regarding “No Cost” Disaster Recovery Hosting

This item was initially included among the purchasing items presented together for the Finance, Audit, and Human Resources Committee's review on March 9, 2021. At that time, trustees correctly recalled that a colocation agreement was presented on February 23, 2021, as part of a disaster recovery plan. Furthermore, that colocation agreement was presented to the Board as a “no cost” agreement.

The “no cost” agreement was a reference to the fact that South Texas College and Tyler Junior College would each agree to host the other institution's computer and network equipment at no charge. As shown below, colocation fees are often a significant portion of the cost of an off-site disaster recovery solution.

As an example, the vendor Rackspace is a leading vendor in providing hosted space in a secure data center, and the College has used their San Antonio facility for certain services. To host the equipment included in the Tyler Junior College interlocal agreement, the College estimates the following fees:

Rackspace Colocation Storage:	\$132,900.00 per year
Oracle Site License:	\$180,399.00 per year
Total Annual Colocation Cost:	\$313,299.00 per year

At Tyler Junior College, STC would not be charged for Colocation storage, and would be able to use an Oracle license already owned by the College, avoiding an estimated \$313,299 in fees.

The proposal in February focused on only hosting costs, and did not include secure, point-to-point connection service costs that would be part of the off-site system.

Question Regarding Shared Costs with Tyler Junior College

On March 9, 2021, the trustees asked whether STC and TJC could share costs for the internet services, as a means to reduce the expense.

Best practices in information security require that the College's equipment installed in the Colocation space at TJC not be connected to their network. This complete disconnection helps ensure the integrity of the College's data, and prevents any security issues at TJC from impacting STC. Similarly, TJC's equipment hosted at the Pecan Campus will not be directly connected to STC's network, for the same reason.

Because these systems will not be connected to the same networks, separate and dedicated point-to-point internet connections are necessary, and costs will be borne by each institution.

Funds for this expenditure are budgeted in the Systems and Networking budget for FY 2020 – 2021 and FY 2021 – 2022 pending Board approval of the budget.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the purchase of an internet service agreement with Spectrum Enterprise through the Texas Department of Information Resources (DIR) (Austin, TX) for the period beginning April 1, 2021 through March 31, 2023, at a monthly amount of \$3,696.00 and with a one-time installation fee of \$560.00, for a contract total of \$89,264.00.

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 purchase of an internet service agreement with Spectrum Enterprise through the Texas Department of Information Resources (DIR) (Austin, TX) for the period beginning April 1, 2021 through March 31, 2023, at a monthly amount of \$3,696.00 and with a one-time installation fee of \$560.00, for a contract total of \$89,264.00.

Approval Recommended:

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

SOUTH TEXAS COLLEGE
7. INTERNET SERVICE AGREEMENT

NAME			Spectrum Enterprise through the Texas Department of Information Resources (DIR)	
ADDRESS			P O Box 13564	
CITY/STATE/ZIP			Austin, TX 78711	
PHONE			877-472-4848	
CONTACT			John Batiste	
#	Qty	Description	Unit Price	Extension
		Service Period: 4/1/21 - 3/31/23		
1	24	Internet Service From: Pecan Campus to Tyler Junior College	\$ 1,848.00	\$ 44,352.00
2	1	One Time Installation Fee	\$ 280.00	\$ 280.00
3	24	Internet Service From: Tyler Junior College to Pecan Campus	\$ 1,848.00	\$ 44,352.00
4	1	One Time Installation Fee	\$ 280.00	\$ 280.00
TOTAL AMOUNT			\$ 89,264.00	

Review and Action as Necessary on Legal Services

The Board is asked to take action as necessary regarding the evaluation and / or engagement of legal services.

At the January 26, 2021 Board of Trustees meeting, the Board authorized the solicitation of a request for qualifications for legal services to protect the College and provide advice and representation.

Proposal documents were advertised on February 3, 2021 and February 10, 2021 and issued to twenty-eight (28) attorneys/law firms. Seven (7) responses were received on February 24, 2021.

At the January 12, 2021 Finance Committee meeting, it was indicated that the Purchasing Department would receive the request for qualifications responses and package them for the trustees to review and evaluate.

On March 5, 2021, administration provided procedures and best practices regarding 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 seven (7) responsive Qualifications. The Board of Trustees 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.

On March 9, 2021, the Board authorized the Director of Purchasing to conduct reference checks for the seven responding firms. These checks were conducted, with the results received prior to Spring Break 2021 provided to the Trustees on March 12, 2021, and the results received during Spring Break 2021 provided to the Trustees on March 23, 2021.

On March 9, 2021, the Board further authorized the Director of Purchasing to compile a summary report of the evaluations independently conducted by each trustee. The Trustees have been asked to provide their evaluations by March 26, 2021, after the publication of this packet. The summary report will be provided to the trustees as quickly as practical after these individual evaluations are received.

At this time, the Board is asked to provide feedback on how to proceed with the legal services.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize action as necessary on the evaluation or engagement of legal 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 on the evaluation or engagement of legal services.

Approval Recommended:

Ms. Rose Benavidez
Board Chair

Review of Presentation to the Facilities Committee:

The following items were presented to the Facilities Committee on March 9, 2021:

a. Update on Status of the Regional Center for Public Safety Excellence Indoor Target Range Project

As part of the second phase of the Regional Center for Public Safety Excellence (RCPSE) Master Plan, the College plans to construct a safe, well-managed, state-of-the-art indoor target range to serve as an instructional training facility for students, law enforcement, and the public, in compliance with all current target range standards.

In November 2020, administration reviewed two planning charettes, during which the College assessed the needs of various federal, state, and local law enforcement agencies. Their input was requested to determine how best to meet the needs of the public and the agencies that will use the target range. Additionally, a questionnaire was issued to the agencies to obtain more detailed input. The range will support training, instruction, and officer/agent qualification needs.

Based upon feedback from the meetings and the questionnaire, administration has continued to seek out opportunities for federal, state, and local funding support to complete the target range project.

Discussions with City of Mission

The College was in discussion with the City of Mission regarding a joint-request from the Texas Legislature to support the construction of the College's indoor target range at the RCPSE and an outdoor target range in the City of Mission. Both facilities would be developed to support local, state, and federal law enforcement agencies in their firearms training needs.

South Texas College RCPSE Indoor Target Range

As proposed, this request could provide the College with approximately \$9.2M to construct the facility, including administrative offices, classroom spaces, and a shooting range consisting of 20 lanes at 25 yards each. A design alternate to add an additional 15 lanes at 50 yards each could be added for approximately \$4.7M in additional funding.

City of Mission Outdoor Target Range

The City of Mission was requesting \$5M to construct an outdoor shooting range consisting of 20 lanes, which would allow training with long rifles, in addition to hand guns and tactical firearms.

Additional Funding and RCPSE Master Plan Phase II

While the College continued to pursue this option with the City of Mission, administration was also seeking other potential revenues for support, including federal funding that may allow further development of the target range as well as the construction of the remainder of RCPSE Master Plan Phase II.

Target Range – Additional 50 Yard Lanes

PBK Architects estimated that the proposed indoor target range would cost approximately \$9.2M as designed with only 20 shooting lanes at 25 yards each, and would cost approximately \$13.9M if 15 shooting lanes at 50 yards each were included. The additional funding may be available from other sources.

RCPSE Master Plan Phase II

The RCPSE Master Plan Phase II called for the following facilities, in addition to the target range. The cost estimates were updated from the Master Plan to account for 20% cost escalation since the Master Plan was developed in Summer 2017, and an additional 30% in soft costs, such as design as well as furniture, fixtures, equipment (FFE) and technology to equip the facility.

RCPSE Phase II Projects	Estimated Construction Cost	Estimated Soft Costs	Total Project Amount
Multi Story Fire Training Structure	\$2,400,000.00	\$720,000.00	\$3,120,000.00
Two Story Residential Fire Training Structure	1,200,000.00	360,000.00	1,560,000.00
EVOC Driving Track: <ul style="list-style-type: none"> • Scenario Buildings; • Cityscape with Simulation Building; • Collision Avoidance; • Barriers/Buffer Zones 	4,380,000.00	1,314,000.00	5,694,000.00
Confined Space/Trench Rescue Training	297,600.00	89,280.00	386,880.00
Flashover Training	199,200.00	59,760.00	258,960.00
Flammable Liquid and Glass (F.L.A.G.) Training Pad	511,200.00	153,360.00	664,560.00

Total: \$11,684,400.00

b. Review and Discussion on the Pecan Campus Information Technology Building M Generator Replacement

An update on the Pecan Campus Information Technology Building M Generator Replacement project was provided.

On February 23, 2021, Dr. David Plummer, Interim President, notified the Board that the Pecan Campus Information Technology Building M Generator Replacement project needed to be re-prioritized, due to concerns during the winter storms of the prior week.

This project was classified as a low priority and placed on temporary hold in May 2020, as the College monitored the impact of the pandemic on enrollment, funding, and capital improvement priorities. At that time, the existing diesel backup generator system was expected to be sufficient in the event of a power outage at the building.

When the project was placed on temporary hold, the College had negotiated a contract with the Board-approved engineer, Halff Associates, but had not yet issued the notice to proceed with the work, which effectively placed the project on hold.

During the recent power outages and cold weather, the vendor responsible for refueling the generator was unable to perform, and the critical computer servers were shut down safely to prevent damage during the power outage.

The proposed new system would tie the emergency power generation systems to continuous natural gas supply and is expected to provide reliable emergency power during a similar outage. Information Technology Building M contains computer servers critical to College functions, and should maintain continuous power service.

Since the February 23, 2021 Board update, Dr. Plummer instructed administration to issue the engineer authorization to proceed with this high-priority project.

Under a separate agenda item, administration will request Board authorization to solicit construction services as soon as the construction documentation is ready.

The total project budget is \$280,000 and itemized in the table below:

Pecan Information Technology Building M Generator Replacement Total Project Budget	
Budget Item	Budget Amount
Construction	\$250,000
Design	25,000
Miscellaneous	5,000
Total Project Budget	\$280,000

Funding Source

The project and project budget for the Pecan Campus Information Technology Building M Generator Replacement Project 2020-014R were deferred to fiscal year 2021-2022 Renewals & Replacements fund due to the project being classified as low priority on May 12, 2020. Funds are available to be transferred from another project that will not be completed in fiscal year 2020-2021 in the Renewals & Replacements fund to cover the required project budget.

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 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. Review and Action as Necessary on Authorization to Proceed with Solicitation of Construction Services for the Pecan Campus Information Technology Building M Generator Replacement
- b. Review and Recommend Action on South Façade Options for the Pecan Campus Library Building F Renovation and Expansion
- c. Review and Recommend Action on Contracting Construction Services for the Pecan Campus Business and Science Building G Conversion of Two Classrooms to Geology Labs
- d. Review and Recommend Action on Contracting Construction Services for Pecan Plaza West Building C Kinesiology Storage and Restroom Renovations
- e. Review and Recommend Action as Necessary on Prioritization of Projects

Recommendation:

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

- a. Review and Action as Necessary on Authorization to Proceed with Solicitation of Construction Services for the Pecan Campus Information Technology Building M Generator Replacement

- b. Review and Recommend Action on South Façade Options for the Pecan Campus Library Building F Renovation and Expansion
- c. Review and Recommend Action on Contracting Construction Services for the Pecan Campus Business and Science Building G Conversion of Two Classrooms to Geology Labs
- d. Review and Recommend Action on Contracting Construction Services for Pecan Plaza West Building C Kinesiology Storage and Restroom Renovations
- e. Review and Recommend Action as Necessary on Prioritization of Projects

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

- a. Review and Action as Necessary on Authorization to Proceed with Solicitation of Construction Services for the Pecan Campus Information Technology Building M Generator Replacement
- b. Review and Recommend Action on South Façade Options for the Pecan Campus Library Building F Renovation and Expansion
- c. Review and Recommend Action on Contracting Construction Services for the Pecan Campus Business and Science Building G Conversion of Two Classrooms to Geology Labs
- d. Review and Recommend Action on Contracting Construction Services for Pecan Plaza West Building C Kinesiology Storage and Restroom Renovations
- e. Review and Recommend Action as Necessary on Prioritization of Projects

Approval Recommended:

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

Consent Agenda Item:
Review and Action as Necessary on Authorization to Proceed with
Solicitation of Construction Services for the Pecan Campus
Information Technology Building M Generator Replacement

Approval of authorization to proceed with the solicitation of construction services for the Pecan Campus Information Technology Building M Generator Replacement project is requested.

Construction services are necessary to install the replacement generator at Information Technology Building M. If solicitation is approved, documents will be issued for solicitation of construction proposals. Once received, construction proposals will be evaluated and submitted to the Board of Trustees with a recommendation to award a construction contract.

The Facilities Committee recommended Board approval to proceed with the solicitation of construction services for the Pecan Campus Information Technology Building M Generator Replacement project as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize proceeding with the solicitation of construction services for the Pecan Campus Information Technology Building M Generator Replacement 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 solicitation of construction services for the Pecan Campus Information Technology Building M Generator Replacement project as presented.

Approval Recommended:

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

Consent Agenda Item:

Review and Action as Necessary on South Façade Options for the Pecan Campus Library Building F Renovation and Expansion

Approval of the south façade of Pecan Campus Library Building F Renovation and Expansion Project is requested.

Background

On February 23, 2021, the Board of Trustees requested for ERO Architects to provide options for the south façade of the building to be included as alternates as part of the construction documents. ERO Architects have prepared schematic designs for review by the Facilities Committee.

Presenters

Representatives from ERO Architects attended the March 9, 2021 Facilities Committee meeting to provide and present the options for the south façade.

At the March 9th meeting, the Facilities Committee recommended the option including installing the College's logo on the southern façade, with backlighting. The Committee also asked ERO Architects to find a way to include additional windows.

The Committee did not make a formal recommendation, and deferred until an update rendering could be provided to the Board incorporating their feedback.

ERO Architects has provided the updated renderings of the southern façade, based on the Committee's feedback and recommendation.

Enclosed Documents

Schematic designs of the options are enclosed for the Board's review and information.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the façade of Pecan Campus Library Building F Renovation and Expansion 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 the façade of Pecan Campus Library Building F Renovation and Expansion project as presented.

Approval Recommended:

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



**PECAN CAMPUS
LIBRARY RENOVATION PROJECT
SOUTH FAÇADE**

MARCH 30, 2021

© 2021 ERO Architects. Images are for preliminary design presentation purposes and may not represent final designs.





EXPANSION - SOUTH VIEW

© 2021 ERO Architects. Images are for preliminary design presentation purposes and may not represent final designs.





EXPANSION – SOUTH WEST VIEW

© 2021 ERO Architects. Images are for preliminary design presentation purposes and may not represent final designs.





EXPANSION – SOUTH EAST VIEW

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EXPANSION - EAST VIEW

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EXPANSION – EAST PATIO VIEW

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EXPANSION – ACRYLIC LED LOGO

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Consent Agenda Item:

Review and Action as Necessary on Contracting Construction Services for the Pecan Campus Business and Science Building G Conversion of Two Classrooms to Geology Labs

Approval to contract construction services for the Pecan Campus Business and Science Building G Conversion of Two (2) Classrooms to Geology Labs Project is requested.

Purpose

The contractor will provide construction services for the Pecan Campus Business and Science Building G Conversion of Two (2) Classrooms to Geology Labs Project.

Scheduling Priority

This project was submitted by the Physical Science department in 2019, and has been reviewed by the FPC department, Coordinated Operations Council, the President's Cabinet, the Facilities Committee, and the Board of Trustees. It is scheduled as an educational space improvement to convert two classrooms in Building G to geology labs.

Background

Enrollment in Geology courses has grown 135% since Fall 2014, and the program requested additional lab space to accommodate the increased need. Currently, there is only one dedicated Geology lab and other science labs are being used as a temporary solution. On September 22, 2020, the Board approved the schematic design as prepared by the architect, EGV Architects, Inc., and authorized the solicitation of construction services for this project.

Solicitation of competitive sealed proposals for this project began on January 13, 2021. A total of six (6) sets of construction documents were issued to vendors and plan rooms. A total of seven (7) proposals were received on February 4, 2021.

Timeline for Solicitation of Competitive Sealed Proposals	
January 13, 2021	Solicitation of competitive sealed proposals began.
February 4, 2021	Seven (7) proposals were received.

College staff reviewed and evaluated the competitive sealed proposal and recommend **Tri-Gen Construction, LLC** as the highest ranked in the amount of \$114,000.

Funding Source

Source of Funding	Original Construction Budget	Revised Construction Budget	Highest Ranked Proposal Tri-Gen Construction, LLC	Original Budget Variance
Unexpended Construction Plant Fund	\$188,000	\$135,000	\$114,000	\$74,000
Total Amount	\$188,000	\$135,000	\$114,000	\$74,000

Funds for the Pecan Campus Business and Science Building G Conversion of Two (2) Classrooms to Geology Labs Project 2020-008C are budgeted in the FY 2020-2021 Unexpended Construction Plant Fund in the amount of \$188,000 for construction. The original construction budget of \$188,000 was planned for the conversion of 3 classrooms to geology labs, but was revised to \$135,000 for the renovation of only 2 classrooms to geology labs.

Reviewers

The proposals have been reviewed by EGV Architects and College staff from the Facilities Planning & Construction, Maintenance & Operations, 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 construction services with Tri-Gen Construction, LLC in the amount of \$114,000 for the Pecan Campus Business and Science Building G Conversion of Two (2) Classrooms to Geology Labs Project as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize contracting construction services with Tri-Gen Construction, LLC in the amount of \$114,000 for the Pecan Campus Business and Science Building G Conversion of Two (2) Classrooms to Geology Labs Project as presented.

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

The Board of Trustees of Trustees of South Texas College approves and authorizes contracting construction services with Tri-Gen Construction, LLC in the amount of \$114,000 for the Pecan Campus Business and Science Building G Conversion of Two (2) Classrooms to Geology Labs Project as presented.

Approval Recommended:

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



Pecan Campus Business and Science Building G Conversion of 2 Classrooms to Geology Labs

Business and Science Building G Conversion of 2 Classrooms to Geology Labs Project Proposed Site



PROJECT LOCATION,
BUSINESS AND SCIENCE
BUILDING G



**SOUTH TEXAS
COLLEGE**

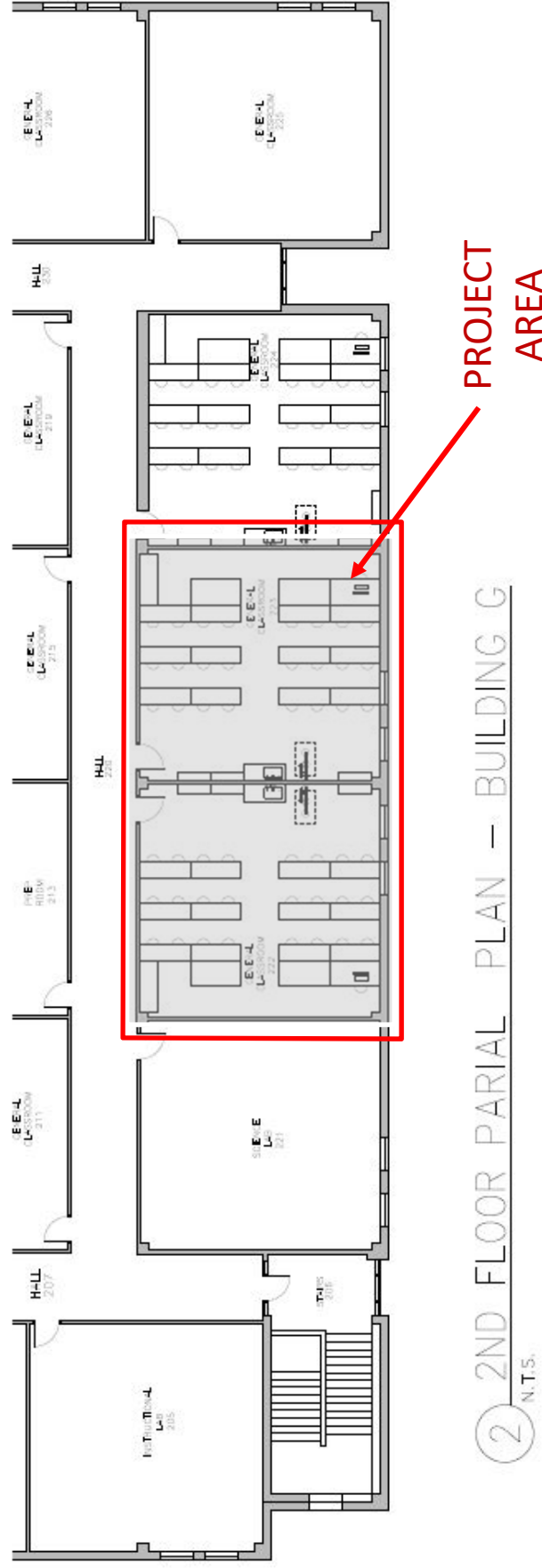


North



Business and Science Building G

Conversion of 2 Classrooms to Geology Labs



North



Proposed Layout

BUSINESS AND SCIENCE
BUILDING G
ROOMS 222 & 223

Business and Science Building G

Conversion of 2 Classrooms to Geology Labs



Existing Geology Lab

Business and Science Building G

Conversion of 2 Classrooms to Geology Labs



**Classrooms to be
Renovated**



Business and Science Building G

Conversion of 2 Classrooms to Geology Labs

Proposed Scope & Budget

Requested By

Geology Department

Scope of work

1. Convert 2 Classrooms to Geology Labs
2. Add new lab tables, lab chairs, flooring, sinks / cabinets, eye wash stations, and electrical service for lab tables

Total Renovated Square Feet = 1,584 sq. ft.

Estimated Total Project Budget

Construction	\$ 135,000
Design	13,500
Miscellaneous	6,000
FFE	45,000
Total Project Budget	\$ 199,500

**SOUTH TEXAS COLLEGE
PECAN CAMPUS - BUILDING G PHYSICAL SCIENCE CLASSROOM CONVERSION
PROJECT NO. 20-21-1018**

NAME	Holchemont, Ltd.	J.T Vaughn Construction, LLC.	NM Contracting, LLC.	Noble Texas Builders	R.E. Friedrichs Company	RG Enterprises, LLC./ dba G&G Contractors	Tri-Gen Construction, LLC.
ADDRESS	900 N Main St	525 E Nolana Ste H	2022 Orchid Ave	108 S Main St	3409 S Jackson Rd	711 E Wisconsin Rd	2900 N Texas Blvd Ste 201
CITY/STATE/ZIP	McAllen, TX 78501	McAllen, Texas 78504	McAllen, TX 78504	La Feria, TX 78574	Pharr, TX 78577	Edinburg, TX 78539	Weslaco, TX 78599
PHONE	956-686-2901	210-669-3470	956-631-5667	956-277-0708	956-687-8261	956-283-7040	956-447-1048
FAX	895-686-2925		956-627-3959	956-277-0705	956-687-6164	956-259-8046	956-447-2003
CONTACT	Michael C. Montalvo	J. Thomas Vaughn	Noel Munoz	Alfredo Garcia, Jr.	Austin C. Friedrichs	Rene Garza	Jorge Gonzalez
#	Description	Proposed	Proposed	Proposed	Proposed	Proposed	Proposed
1	Pecan Campus - Building G - Physical Science Classroom Conversion	\$ 139,000.00	\$ 141,000.00	\$ 137,000.00	\$ 155,865.00	\$ 129,600.00	\$ 121,929.00
2	Bid Bond	Yes	Yes	Yes	Yes	Yes	Yes
3	Begin Work Within	10 Working Days	1 Working Day	10 Working Days	5 Working Days	10 Working Days	10 Working Days
4	Completion of Work Within	90 Calendar Days	83 Calendar Days	90 Calendar Days	90 Calendar Days	60 Calendar Days	60 Calendar Days
TOTAL AMOUNT PROPOSED		\$ 139,000.00	\$ 141,000.00	\$ 137,000.00	\$ 155,865.00	\$ 129,600.00	\$ 121,929.00
TOTAL EVALUATION POINTS		79.31	84.51	75.45	80.77	83.98	85.04
RANKING		6	3	7	5	4	2
							1

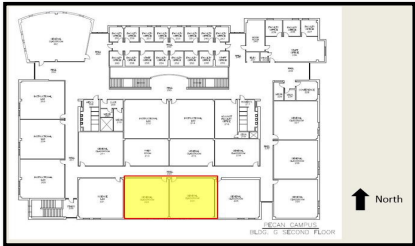

The Director of Purchasing has reviewed all the responses and evaluations completed.

**SOUTH TEXAS COLLEGE
PECAN CAMPUS - BUILDING G PHYSICAL SCIENCE CLASSROOM CONVERSION
PROJECT NO. 20-21-1018
EVALUATION SUMMARY**

VENDOR	Holdemont, Ltd.	J.T. Vaughn Construction, LLC.	NM Contracting, LLC.	Noble Texas Builders	R.E. Friedrichs Company	RG Enterprises, LLC./ dba G&G Contractors	Tri-Gen Construction, LLC.
ADDRESS	900 N Main St	525 E Nolana Ste H	2022 Orchid Ave	108 S Main St	3409 S Jackson Rd	711 E Wisconsin Rd	2900 N Texas Blvd Ste 201
CITY/STATE/ZIP	McAllen, TX 78501	McAllen, Texas 78504	McAllen, TX 78504	La Feria, TX 78574	Pharr, TX 78577	Edinburg, TX 78539	Weslaco, TX 78599
PHONE	956-686-2901	210-669-3470	956-631-5667	956-277-0708	956-687-8261	956-283-7040	956-477-1048
FAX	956-686-2925		956-627-3959	956-277-0705	956-687-6164	956-259-8046	956-447-2003
CONTACT	Michael C. Montalvo	J. Thomas Vaughn	Noel Munoz	Alfredo Garcia, Jr.	Austin C. Friedrichs	Rene Garza	Jorge Gonzalez
1 The Respondent's price proposal. (up to 45 points)	36.91	36.38	37.45	32.91	39.58	42.07	45
	36.91	36.38	37.45	32.91	39.58	42.07	45
	36.91	36.38	37.45	32.91	39.58	42.07	45
	36.91	36.38	37.45	32.91	39.58	42.07	45
	8	8	7	9	8	8	9
2 The Respondent's experience and reputation. (up to 10 points)	6	9	5	9	8	7	9
	8	9.5	7	9	9	8.5	9
	7	9	5.5	8.5	7	7.5	8.5
	8	8	8	8	8	8	7
	8.5	8.5	7	9	8	8	8.5
3 The quality of the Respondent's goods or services. (up to 10 points)	6.5	8	5	9	7	7	9
	8	9.5	5	9	7	9	9
	6.5	9	4.5	8	5	8	8
	8	8	7	8	8	8	7
	4	4	4	4	4	4	4
4 The Respondent's safety record (up to 5 points)	4	4	4	4	4	4	5
	4	4.5	4	4.5	4.5	4.5	4.5
	2.5	4.5	3	4	3.5	3.5	3.5
	4	4	4	5	4	4	4
	7	7	7	7	7	7	7
5 The Respondent's proposed personnel. (up to 8 points)	6	7	6	7	7	6	7
	7	7.5	5	7.5	7	7.5	7
	6	7	5	7	4.5	6.5	7
	8	8	8	8	8	8	7
	8	7	7	8	8	7	8
6 The Respondent's financial capability in relation to the size and scope of the project. (up to 9 points)	6	8	6	8	6	7	8
	8	9	6	8.5	8	8.5	8
	7	8	7	8	5	7	7
	8	8	7	9	8	8	8
	5	5	5	5	4.5	5	5
7 The Respondent's organization and approach to the project. (up to 6 points)	4	5	3	6	5	5	6
	5	6	4	5.5	5	5	5
	4.5	5.5	4.5	5	3	4.5	5
	5	5	5	6	6	5	5
	4.9	5.83	4.9	5.16	7	3.77	7
8 The Respondent's time frame for completing the project. (up to 7 points)	4.9	5.83	4.9	5.16	7	3.77	7
	4.9	5.83	4.9	5.16	7	3.77	7
	4.9	5.83	4.9	5.16	7	3.77	7
	4.9	5.83	4.9	5.16	7	3.77	7
	4.9	5.83	4.9	5.16	7	3.77	7
TOTAL EVALUATION POINTS		79.31	84.51	80.77	83.98	85.04	93
RANKING		6	3	5	4	2	1

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

Project Fact Sheet 3/5/2021

Project Name: Pecan Campus - Building G Geology Labs Conversion		Project No. 2020-008C				
Funding Source(s): Unexpended Plant Fund		<u>Original Budget</u>	<u>Revised Budget</u>	<u>Actual Expenditures To Date</u>	<u>Variance of Revised Budget vs. Actual Expenditures To Date</u>	<u>Variance of Original Budget vs. Actual Expenditures To Date</u>
	Construction:	\$188,000.00	\$135,000.00	\$0.00	\$135,000.00	\$188,000.00
	Design:	18,000.00	13,500.00	\$7,884.00	5,616	10,116.00
	Miscellaneous:	60,000.00	6,000.00	\$1,818.20	4,182	58,181.80
	FFE:	67,000.00	45,000.00	-	45,000	67,000.00
	Technology:	0.00	0.00	0.00	0.00	0.00
Total:	\$ 333,000	\$ 199,500	\$9,702.20	\$ 189,798	\$ 323,298	
Architect: EGV Architects, Inc.	Board Approval of Schematic Design 9/22/2020 Substantial Completion TBD Board Acceptance TBD Final Completion TBD Board Acceptance TBD					
Contractor: TBD						
STC FPC Project Manager: Samuel Saldana						
Project Description		Project Scope				
The project will consist of Converting two (2) classrooms in the Business and Science Building G into Geology Labs to be used for Geology Classes by the Science Department. The original construction budget of \$188,000 was planned for the conversion of 3 classrooms to geology labs, but was revised to \$135,000 for the renovation of only 2 classrooms to geology labs.		Additon of Lab sink, eye wash station, lab tables, lab chairs and additional electrical outlets. Square feet for both labs is 1,584 sf.				
Projected Timeline						
Board Approval of Architect	Board Approval of Schematic Design	Board Approval of Contractor	Construction Start Date	Substantial Completion Date	Final Completion Date	FFE Completion of Move In
3/31/2020		10/2020	11/2020	2/2021	3/2021	4/2021
Project Calendar of Expenditures by Fiscal Year						
Fiscal Year	Construction	Design	Misc.	FFE	Tech	Project Total
2019-20	\$0.00	\$1,620.00	\$ 1,818	\$ -	\$ -	\$3,438.20
2020-21	\$0.00	\$6,264.00				\$6,264.00
Project Total	\$0.00	\$7,884.00	\$ 1,818	\$ -	\$ -	\$9,702.20
Current Agenda Item						
3/9/21 Facilities Committee: Review and Recommend Action on Contracting Construction Services for the Pecan Campus Business and Science Building G Conversion of Two Classrooms to Geology Labs						
<div style="display: flex; justify-content: space-around;">   </div>						

Consent Agenda Item:

Review and Action as Necessary on Contracting Construction Services for Pecan Plaza West Building C Kinesiology Storage and Restroom Renovations

Approval to contract construction services for the Pecan Plaza West Building C Kinesiology Storage and Restroom Renovations Project is requested.

Purpose

The procurement of a contractor will provide for construction services necessary for the Pecan Plaza West Building C Kinesiology Storage and Restroom Renovations Project.

Scheduling Priority

This project was submitted by the Kinesiology department in 2019, and was reviewed by the FPC department, Coordinated Operations Council, the President's Cabinet, the Facilities Committee, and the Board of Trustees. It is scheduled as an educational space improvement to provide more efficient storage space for staff and to renovate the restrooms.

Background

The storage area and restrooms were part of the original facility when it was purchased in 2008, and minimal renovations or modification have been made since. The restrooms have experienced operational issues in previous years. The restrooms are open to staff, students, and the public and need to be upgraded and modernized to meet current college standards with regards to flooring and wall finishes and restroom fixtures, and to meet state and local codes. On September 22, 2020, the Board approved the schematic design as prepared by the architect, Alvarado Architects & Associates, Inc., and authorized the solicitation of construction services for this project.

Solicitation of competitive sealed proposals for this project began on February 3, 2021. A total of seven (7) sets of construction documents were issued to vendors. A total of five (5) proposals were received on February 24, 2021.

Timeline for Solicitation of Competitive Sealed Proposals	
February 3, 2021	Solicitation of competitive sealed proposals began.
February 24, 2021	Five (5) proposals were received.

College staff reviewed and evaluated the competitive sealed proposal and recommend **Tri-Gen Construction, LLC** as the highest ranked in the amount of \$175,000.

Funding Source

Source of Funding	Construction Budget	Schematic Design Estimated Amount	Highest Ranked Proposal Tri-Gen Construction, LLC	Estimated Budget Variance
Unexpended Construction Plant Fund	\$122,000	\$135,000	\$175,000	(\$53,000)
Total Amount	\$122,000	\$135,000	\$175,000	(\$53,000)

Funds for the Pecan Plaza West Building C Kinesiology Storage and Restroom Renovations Project 2020-002C are budgeted in the FY 2020-2021 Unexpended Construction Plant Fund in the amount of \$122,000 for construction. Additional funds are available in the FY 2020-2021 Unexpended Construction Plant Fund that represent budget savings from other projects to cover the construction budget variance.

Reviewers

The proposals have been reviewed by Alvarado Architects & Associates, Inc., and College staff from the Facilities Planning & Construction, Maintenance & Operations, 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 construction services with Tri-Gen Construction, LLC in the amount of \$175,000 for the Pecan Plaza West Building C Kinesiology Storage and Restroom Renovations Project as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize contracting construction services with Tri-Gen Construction, LLC in the amount of \$175,000 for the Pecan Plaza West Building C Kinesiology Storage and Restroom Renovations Project as presented.

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

The Board of Trustees of Trustees of South Texas College approves and authorizes contracting construction services with Tri-Gen Construction, LLC in the amount of \$175,000 for the Pecan Plaza West Building C Kinesiology Storage and Restroom Renovations Project as presented.

Approval Recommended:

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



Pecan Plaza – West Building C

Kinesiology Storage and Restroom Renovations

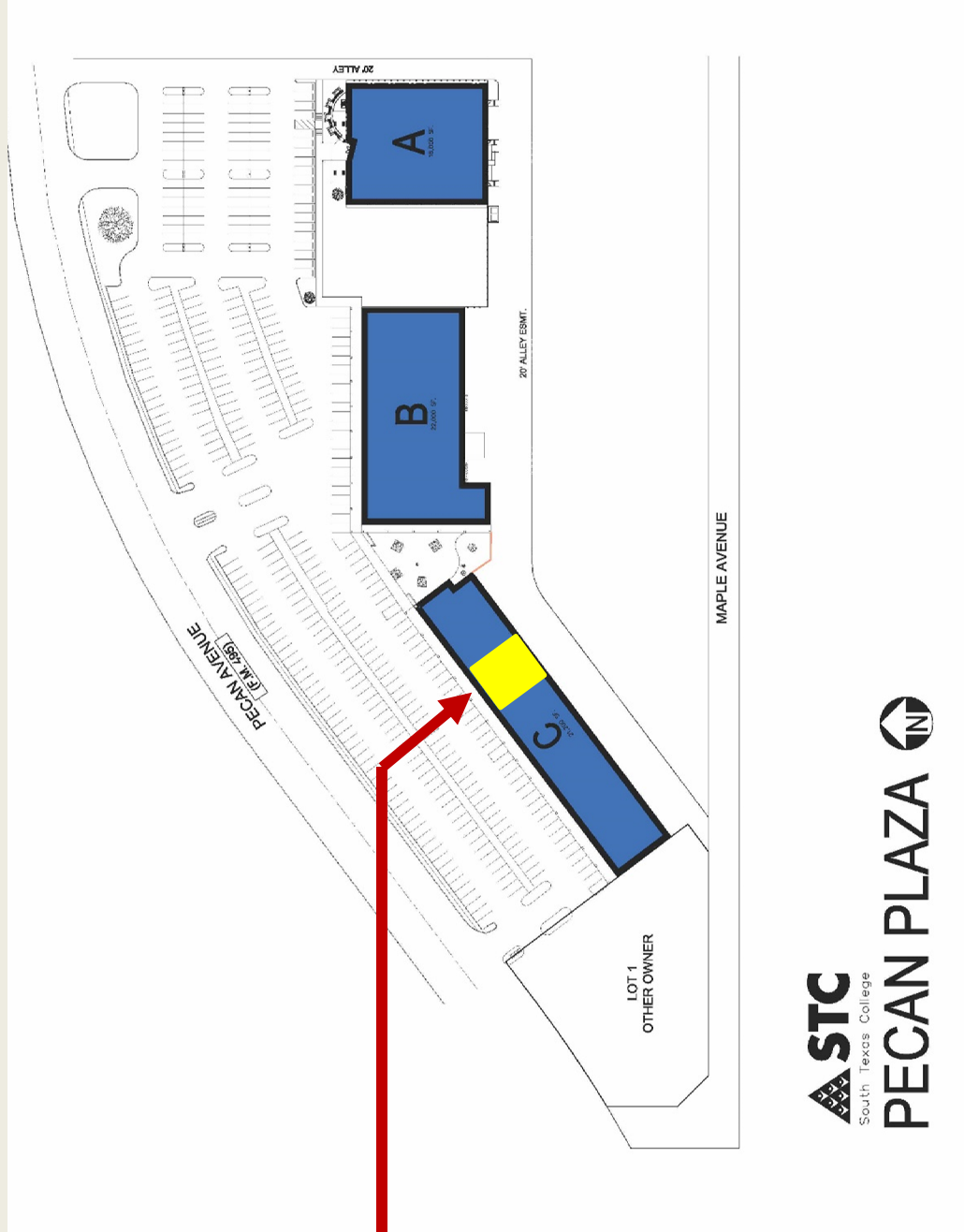


**SOUTH TEXAS
COLLEGE**

Project Proposed Site



PROJECT
LOCATION

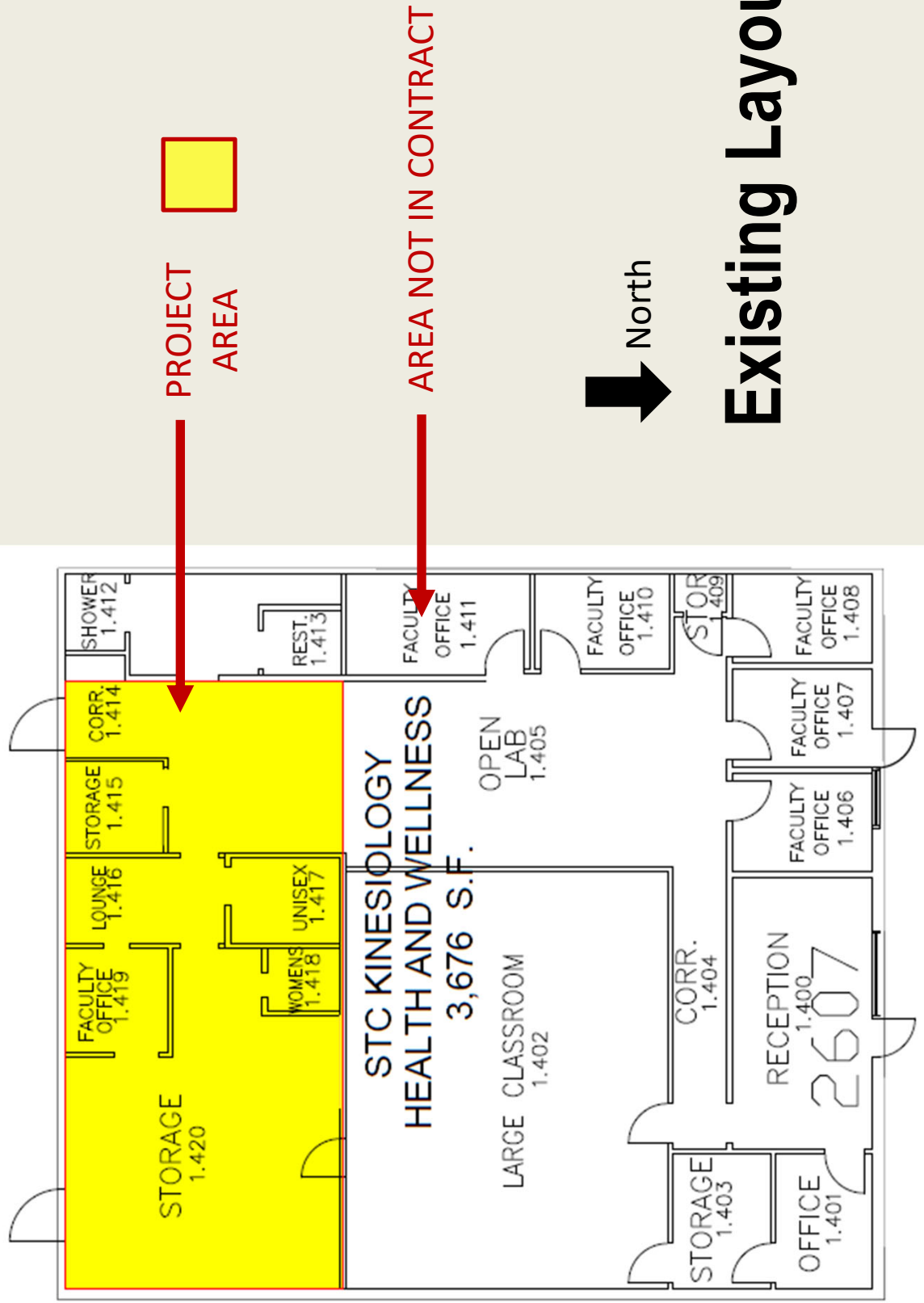




**SOUTH TEXAS
COLLEGE**

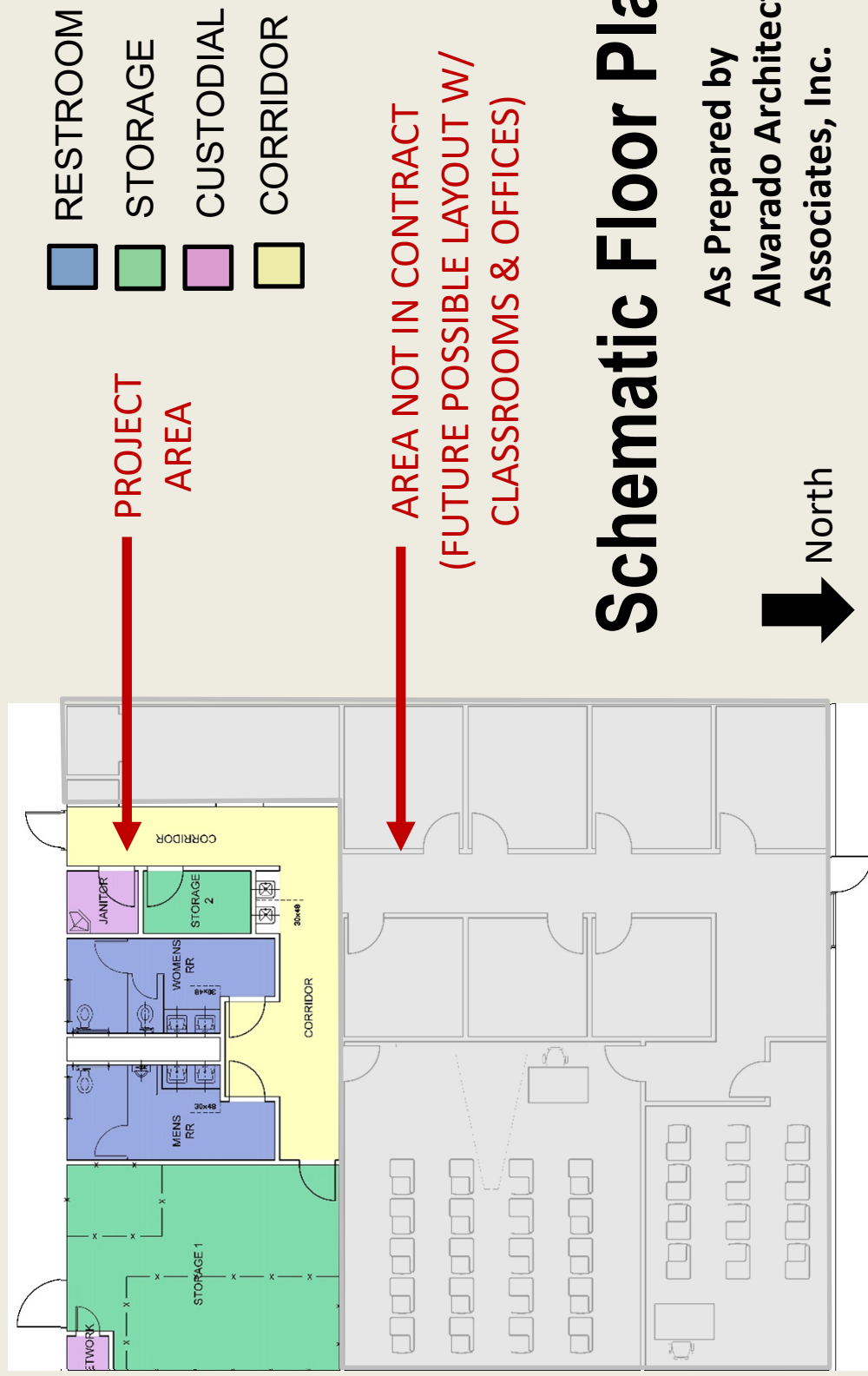


Kinesiology Storage and Restroom Renovations



Existing Layout

Kinesiology Storage and Restroom Renovations



**SOUTH TEXAS COLLEGE
PECAN PLAZA KINESIOLOGY RENOVATION PHASE I
PROJECT NO. 20-21-1029**

NAME	Holchemont, Ltd.	J. T. Vaughn Construction, LLC.	R.E. Friedrichs Company	RG Enterprises, LLC./ dba G&G Constructions	Tri-Gen Construction, LLC.
ADDRESS	900 N Main St	525 E Nolana Ste H	3409 S Jackson Rd	711 E Wisconsin Rd	2900 N Texas Blvd Ste 201
CITY/STATE/ZIP	McAllen, TX 78501	McAllen, TX 78504	Pharr, TX 78577	Edinburg, TX 78539	Weslaco, TX 78599
PHONE	956-686-2901	210-669-3470	956-687-8261	956-283-7040	956-447-1048
FAX	956-686-2925		956-687-6164	956-259-8046	956-447-2003
CONTACT	Michael C. Montalvo	Mike W. Simpson	Austin C. Friedrichs	Rene Garza	Jorge Gonzalez
#	Description	Proposed	Proposed	Proposed	Proposed
1	Pecan Plaza Kinesiology Renovation Phase I	\$ 287,000.00	\$ 261,000.00	\$ 261,000.00	\$ 175,000.00
2	Bid Bond	Yes	Yes	Yes	Yes
3	Begin Work Within	5 Working Days	10 Working Days	10 Working Days	10 Working Days
4	Completion of Work Within	100 Calendar Days	70 Calendar Days	210 Calendar Days	75 Calendar Days
TOTAL AMOUNT PROPOSED		\$ 287,000.00	\$ 261,000.00	\$ 261,000.00	\$ 175,000.00
TOTAL EVALUATION POINTS		72.37	76.68	79.83	93.29
RANKING		4	3	2	1

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


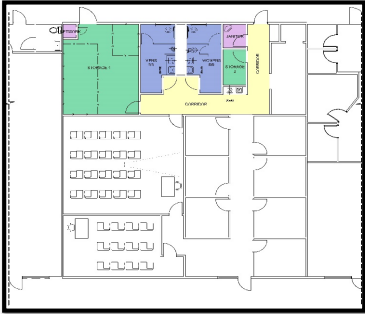
**SOUTH TEXAS COLLEGE
PECAN PLAZA KINESIOLOGY RENOVATION PHASE I
PROJECT NO. 20-21-1029
EVALUATION SUMMARY**

VENDOR		Holchemont, Ltd.		J. T. Vaughn Construction, LLC.		R.E. Friedrichs Company		RG Enterprises, LLC/ dba G&G Constructions		Tri-Gen Construction, LLC.	
ADDRESS		900 N Main St		525 E Nolana Ste H		3409 S Jackson Rd		711 E Wisconsin Rd		2900 N Texas Blvd Ste 201	
CITY/STATE/ZIP		McAllen, TX 78501		Mcallen, TX 78504		Pharr, TX 78577		Edinburg, TX 78539		Weslaco, TX 78599	
PHONE		956-686-2901		210-669-3470		956-687-8261		956-283-7040		956-447-1048	
FAX		956-686-2925				956-687-6164		956-259-8046		956-447-2003	
CONTACT		Michael C. Montalvo		Mike W. Simpson		Austin C. Friedrichs		Rene Garza		Jorge Gonzalez	
1	The Respondent's price proposal. (up to 45 points)	27.44	27.44	30.17	30.17	37.43	37.43	30.17	30.17	45	45
		27.44		30.17		37.43		30.17		45	
		27.44		30.17		37.43		30.17		45	
		27.44		30.17		37.43		30.17		45	
		27.44		30.17		37.43		30.17		45	
2	The Respondent's experience and reputation. (up to 10 points)	9	8.2	9	9	7	7.9	8	7.9	9	9
		8		9		8.5		8.5		9	
		8		9		8		8		9	
		8		9		8		7		9	
		8		9		8		8		9	
3	The quality of the Respondent's goods or services. (up to 10 points)	9	8.2	9	8.6	7	7.9	8	7.8	9	8.7
		7		8		8.5		8		9	
		8		9		8		8		8.5	
		9		9		8		7		9	
		8		8		8		8		8	
4	The Respondent's safety record (up to 5 points)	4	4	4	4.5	4	4	4	4	4	4
		4		5		4		4		4	
		4		4.5		4		4		4	
		4		5		4		4		4	
		4		4		4		4		4	
5	The Respondent's proposed personnel. (up to 8 points)	6	6.7	7	7	6	6.8	6	6.8	7	7
		6.5		7		7		7		7	
		7		7		7		7		7	
		7		7		7		7		7	
		7		7		7		7		7	
6	The Respondent's financial capability in relation to the size and scope of the project. (up to 9 points)	7	7.5	7	7.8	8	7.8	8	7.7	7	7.8
		7.5		8		7.5		8		8	
		7		8		7		8		8	
		8		8		8		8		8	
		8		8		8		8		8	
7	The Respondent's organization and approach to the project. (up to 6 points)	5	5	5	5.2	1	1	5	5	5	5.2
		5		5		5		6			
		4		5		5		5			
		6		6		5		5			
		5		5		1		5		5	
8	The Respondent's time frame for completing the project. (up to 7 points)	5.33	5.33	4.41	4.41	7	7	2.55	2.55	6.59	6.59
		5.33		4.41		7		2.55		6.59	
		5.33		4.41		7		2.55		6.59	
		5.33		4.41		7		2.55		6.59	
		5.33		4.41		7		2.55		6.59	
TOTAL EVALUATION POINTS		72.37		76.68		79.83		71.92		93.29	
RANKING		4		3		2		5		1	

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

Project Fact Sheet

3/3/2021

Project Name: Pecan Plaza - West Building C Kinesiology Renovation		Project No. 2020-002C																						
Funding Source(s): Unexpended Plant Fund	Original Budget		<table border="1"> <thead> <tr> <th><u>Contracted Budget</u></th> <th><u>Actual Expenditures To Date</u></th> <th><u>Variance of Original Budget vs. Actual Expenditures To Date</u></th> </tr> </thead> <tbody> <tr> <td>Construction: \$ 122,000</td> <td></td> <td>122,000.00</td> </tr> <tr> <td>Design: 12,200</td> <td>3,843.00</td> <td>8,357.00</td> </tr> <tr> <td>Miscellaneous: 3,600</td> <td>2,896.80</td> <td>703.20</td> </tr> <tr> <td>FFE: 6,000</td> <td></td> <td>6,000.00</td> </tr> <tr> <td>Technology: -</td> <td></td> <td>-</td> </tr> <tr> <td>Total: \$ 143,800</td> <td>\$ 6,739.80</td> <td>137,060.20</td> </tr> </tbody> </table>	<u>Contracted Budget</u>	<u>Actual Expenditures To Date</u>	<u>Variance of Original Budget vs. Actual Expenditures To Date</u>	Construction: \$ 122,000		122,000.00	Design: 12,200	3,843.00	8,357.00	Miscellaneous: 3,600	2,896.80	703.20	FFE: 6,000		6,000.00	Technology: -		-	Total: \$ 143,800	\$ 6,739.80	137,060.20
	<u>Contracted Budget</u>	<u>Actual Expenditures To Date</u>	<u>Variance of Original Budget vs. Actual Expenditures To Date</u>																					
	Construction: \$ 122,000		122,000.00																					
	Design: 12,200	3,843.00	8,357.00																					
	Miscellaneous: 3,600	2,896.80	703.20																					
	FFE: 6,000		6,000.00																					
Technology: -		-																						
Total: \$ 143,800	\$ 6,739.80	137,060.20																						
Architect: Alvarado Architects & Associates, Inc. Contractor: TBD		Board Approval of Schematic Design 9-22-20																						
STC FPC Project Manager: Martin Villarreal		Substantial Completion TBD Board Acceptance TBD Final Completion TBD Board Acceptance TBD																						
Project Description		Project Scope																						
Renovating Kinesiology existing restrooms and storage spaces.		Renovate the Kinesiology Department facilities to include an upgrade for the restrooms, a separate storage space for first aid and CPR, and storage areas for equipment. 1,090 square feet of space to be renovated.																						
Projected Timeline																								
Board Approval of Architect	Board Approval of Schematic Design	Board Approval of Contractor	Construction Start Date Substantial Completion Date Final Completion Date FFE Completion of Move In																					
12/10/2019	9/22/2020	3/30/2021	5/5/2021 8/23/2021 9/23/2021 10/23/2021																					
Project Calendar of Expenditures by Fiscal Year																								
Fiscal Year	Construction	Design	Misc.	FFE	Tech	Project Total																		
2019-20	\$ -	\$ 1,647.00	\$ 2,896.80	\$ -	\$ -	4,543.80																		
2020-21		\$ 2,196.00				2,196.00																		
Project Total	\$ -	\$ 3,843.00	\$ 2,896.80	\$ -	\$ -	6,739.80																		
Current Agenda Item																								
3/9/21 Facilities Committee: Review and Recommend Action on Contracting Construction Services for Pecan Plaza West Building C Kinesiology Storage and Restroom Renovations																								
<div style="display: flex; justify-content: space-around;">   </div> <p style="text-align: center;">Proposed Layout</p>																								

Consent Agenda Item:

Review and Action as Necessary on Prioritization of Projects

The Facilities Planning and Construction staff prepared an overview of currently scheduled capital improvement (CIP) and renewals & replacements projects which includes a description and priority status for each.

A list of high priority projects was previously presented to the Board of Trustees on May 26, 2020.

Fiscal Year 2020-2021 Budgeted Projects

In fiscal year 2020-2021, 33 Unexpended Fund CIP projects budgeted at \$10,982,474, and 21 Renewals & Replacements projects budgeted at \$4,83,890 were included in the annual budget.

FY 2020-2021 Budgeted Projects		
Phase	Number of Projects	Budget
Capital Improvement Projects	33	\$10,982,474
Renewals & Replacements Projects	21	4,883,890
Total	54	\$15,866,364

As of March 5, 2021, each of the 33 CIP projects may be classified by the status of completion as follows:

FY 2020-2021 Capital Improvement Projects		
Phase	Number of Projects	Budget
Design	8	\$2,683,113
Bidding & Negotiation	3	459,870
Construction	5	697,220
Completed	7	1,254,315
On Hold	2	435,200
N/A (Budgeted funds for Land and Renovations & Contingencies)	2	3,659,296
Not Started	6	1,775,460
Total	33	\$10,982,474

The following CIP projects have been started, but were placed on hold:

- Mid Valley Campus Center for Learning Excellence Building A Renovation of Space for Supplemental Instruction
 - The Warren Group Architects were approved by the Board on December 10, 2019. The Owner/Architect agreement has been signed.

- Staff is no longer requesting this project and instead wish to pursue a proposed CIP in FY 2021-2022 to convert the space to instructional labs for the Culinary Arts program.
- Starr County Campus Welding Lab Expansion
 - Staff is recommending to proceed with this project as presented to the Education and Workforce Committee on February 9, 2021.

The following CIP projects have not been started:

- Pecan Campus Student Services Building K Renovations
 - Staff is recommending to postpone this project to FY 2021-2022
- Pecan Campus New Continuing Education Building
 - Project is contingent on progress of the grant application
- Regional Center for Public Safety Excellence Canopy for Safety Training Vehicles
- Regional Center for Public Safety Excellence Canopy for Students and Instructors
- Regional Center for Public Safety Excellence Fire Training

As of March 5, 2021, each of the 21 Renewals & Replacements projects may be classified by the status of completion as follows:

FY 2020-2021 Renewals & Replacements Projects		
Phase	Number of Projects	Budget
Design	6	\$1,692,000
Bidding & Negotiation	4	2,199,300
Construction	2	269,000
Completed	7	603,590
On Hold	0	0
N/A	1	49,000
Not Started	1	151,000
Total	21	\$4,883,890

Proposed Projects Prioritization for FY 2020-2021

Administration recommends proceeding with the following projects:

- Pecan Campus Information Technology Building M Generator Replacement
 - As noted in an earlier agenda item.
- Starr Welding Lab
 - Staff recommends to proceed with contracting the architectural services with Gignac & Associates, LLP., which the Board previously approved on December 10, 2019. College staff has expressed to the Board the need for providing additional welding stations to meet the current student demand.
- Regional Center for Public Safety Excellence (RCPSE) Projects
 - The following projects were all placed on hold pending development of the drainage report for the RCPSE site. The report has been completed, along with recommended Phase I drainage improvements, which included work

at the Cityscape area. The engineer is developing construction documents for Phase II of the drainage improvements for the site.

- RCPSE Canopy for Safety Training Vehicles
 - Management has identified the need for this project, specifically to provide covered protection from the elements, and enclosure for security for the training vehicles, such as the fire truck, public safety vehicles, and the fire trainers.
- RCPSE Canopy for Students and Instructors
 - Management has identified the need for this project, specifically to provide covered protection for students and instructors for outdoor instruction.
- RCPSE Flammable Liquid and Gas (F.L.A.G.) Fire Training Area
 - Management has identified the need for this project, specifically to provide an outdoor concrete pad for the fire training program.

The Facilities Committee recommended Board approval of the prioritization of the following projects:

- Starr County Campus Workforce Center Building D Welding Expansion project
- RCPSE Canopy for Safety Training Vehicles
- RCPSE Canopy for Students/Instructors
- RCPSE Fire Training Area

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the prioritization of the Starr County Campus Workforce Center Building D Welding Expansion project and the Regional Center for Public Safety Excellence projects for the Canopy for Safety Training Vehicles, Canopy for Students/Instructors, and Fire Training Area 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 prioritization of the Starr County Campus Workforce Center Building D Welding Expansion project and the Regional Center for Public Safety Excellence projects for the Canopy for Safety Training Vehicles, Canopy for Students/Instructors, and Fire Training Area as presented.

Approval Recommended:

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

Unexpended Construction Plant Fund FY 2020 - 2021 Projects										
#	Projects	Phase	Original FY2021 Budget	Budget Transfer (+/-)	Revised FY 2020-2021 Budget	Amount Paid To Date	Total Project Balance (Revised FY20-21 Budget - Amount Paid To Date)	Priority Status	Architect/ Engineering Firm	Contractor
Pecan Campus										
1	Library Building F Renovation and Expansion	Design Phase	\$ 1,442,266.00	\$ -	\$ 1,442,266.00	\$ 135,334.69	\$ 1,306,931.31	High	ERO Architects	TBD
2	Business and Science Building G Classroom Renovation	Bidding and Negotiation Phase	\$ 267,700.00	\$ -	\$ 267,700.00	\$ 6,264.00	\$ 261,436.00	High	EGV Architects	TBD
3	Sand Volleyball Courts - Sand Replacement	Construction Phase	\$ 44,450.00	\$ 2,607.00	\$ 47,057.00	\$ 31,155.00	\$ 15,902.00	High	Alvarado Architects & Assoc.	Limon Masonry
4	Information Technology Building M Office and Work Space Renovation	Completed	\$ 499,435.00	\$ -	\$ 499,435.00	\$ 330,565.93	\$ 168,869.07	Completed	Boultinghouse Simpson Gates Architects	Noble Texas Builders
5	Student Activities Center Building H Cafeteria Renovation	Completed	\$ 195,627.00	\$ 135.05	\$ 195,762.05	\$ 8,186.75	\$ 187,575.30	Completed	EGV Architects	Noble Texas Builders
6	Student Services Building K Renovations	Not Started	\$ 26,200.00	\$ -	\$ 26,200.00	\$ -	\$ 26,200.00	Medium	TBD	N/A
7	New Continuing Education Building	Not Started	\$ 398,160.00	\$ -	\$ 398,160.00	\$ -	\$ 398,160.00	Low	TBD	TBD
Pecan Campus Subtotal			\$ 2,873,838.00	\$ 2,742.05	\$ 2,876,580.05	\$ 511,506.37	\$ 2,365,073.68			
Pecan Plaza										
8	Human Resources Building A Renovation	Design Phase	\$ 141,000.00	\$ -	\$ 141,000.00	\$ -	\$ 141,000.00	Medium	N/A	O&M
9	West Building C Kinesiology Renovation	Bidding and Negotiation Phase	\$ 142,538.00	\$ -	\$ 142,538.00	\$ 2,196.00	\$ 140,342.00	High	Alvarado Architects & Assoc.	TBD
10	Human Resources Building A Entry Court Yard Improvements	Construction Phase	\$ 16,000.00	\$ -	\$ 16,000.00	\$ -	\$ 16,000.00	High	N/A	Limon Masonry
Pecan Plaza Subtotal			\$ 299,538.00	\$ -	\$ 299,538.00	\$ 2,196.00	\$ 297,342.00			

Unexpended Construction Plant Fund FY 2020 - 2021 Projects										
#	Projects	Phase	Original FY2021 Budget	Budget Transfer (+/-)	Revised FY 2020-2021 Budget	Amount Paid To Date	Total Project Balance (Revised FY20-21 Budget - Amount Paid To Date)	Priority Status	Architect/ Engineering Firm	Contractor
Mid-Valley Campus										
11	Student Union Building F Renovation	Completed	\$ 308,666.00	\$ -	\$ 308,666.00	\$ 209,573.03	\$ 99,092.97	Completed	ROFA Architects	Noble Texas Builders
12	Center for Learning Excellence Building A Renovation of Space for Supplemental Instruction	On Hold	\$ 223,200.00	\$ -	\$ 223,200.00	\$ -	\$ 223,200.00	High	The Warren Group Architects	TBD
Mid Valley Campus Subtotal			\$ 531,866.00	\$ -	\$ 531,866.00	\$ 209,573.03	\$ 322,292.97			
Technology Campus										
13	Emerging Technologies Building A & Advanced Technical Careers Building B Renovation	Design Phase	\$ 150,500.00	\$ -	\$ 150,500.00	\$ 5,850.00	\$ 144,650.00	High	EGV Architects	TBD
Technology Campus Subtotal			\$ 150,500.00	\$ -	\$ 150,500.00	\$ 5,850.00	\$ 144,650.00			
Nursing and Allied Health Campus Subtotal										
14	East Building A Student Services Renovation	Construction Phase	\$ 375,270.00	\$ -	\$ 375,270.00	\$ 178,576.99	\$ 196,693.01	High	Gignac Architects	Holchemont
15	West Entry Campus Sign	Completed	\$ 60,000.00	\$ -	\$ 60,000.00	\$ 12,448.92	\$ 47,551.08	Completed	N/A	Limon Masonry
Nursing and Allied Health Campus Subtotal			\$ 435,270.00	\$ -	\$ 435,270.00	\$ 191,025.91	\$ 244,244.09			
Starr County Campus										
16	Student Services Building G Renovation	Construction Phase	\$ 236,500.00	\$ 9,057.00	\$ 245,557.00	\$ 147,532.76	\$ 98,024.24	High	Gignac Architects	Holchemont
17	Workforce Center Building D Welding Expansion	On Hold	\$ 230,000.00	\$ -	\$ 230,000.00	\$ 820.40	\$ 229,179.60	Low	Gignac Architects	TBD
Starr County Campus Subtotal			\$ 466,500.00	\$ 9,057.00	\$ 475,557.00	\$ 148,353.16	\$ 327,203.84			

Unexpended Construction Plant Fund FY 2020 - 2021 Projects										
#	Projects	Phase	Original FY2021 Budget	Budget Transfer (+/-)	Revised FY 2020-2021 Budget	Amount Paid To Date	Total Project Balance (Revised FY20-21 Budget - Amount Paid To Date)	Priority Status	Architect/ Engineering Firm	Contractor
Regional Center for Public Safety Excellence										
18	Indoor Shooting Range (Previously Target Range)	Design Phase	\$ 291,972.00	\$ -	\$ 291,972.00	\$ -	\$ 291,972.00	High	PBK Architects	TBD
19	Site Drainage Improvements	Design Phase	\$ 356,255.00	\$ -	\$ 356,255.00	\$ 15,745.00	\$ 340,510.00	High	Perez Consulting Engineers	TBD
20	Chiller Installation	Design Phase	\$ 170,000.00	\$ -	\$ 170,000.00	\$ -	\$ 170,000.00	High	Half Associates, Inc	TBD
21	Cityscape Remediation	Completed	\$ 129,500.00	\$ 2,766.00	\$ 132,266.00	\$ 98,035.93	\$ 34,230.07	Completed	Perez Consulting Engineers	Noble Texas Builders
22	Canopy for Safety Training Vehicles	Not Started	\$ 285,500.00	\$ -	\$ 285,500.00	\$ -	\$ 285,500.00	Low	TBD	TBD
23	Canopy for Students/Instructors	Not Started	\$ 247,000.00	\$ -	\$ 247,000.00	\$ -	\$ 247,000.00	Low	TBD	TBD
24	Fire Training Area	Not Started	\$ 443,600.00	\$ -	\$ 443,600.00	\$ -	\$ 443,600.00	Low	TBD	TBD
Regional Center for Public Safety Excellence Subtotal			\$ 1,923,827.00	\$ 2,766.00	\$ 1,926,593.00	\$ 113,780.93	\$ 1,812,812.07			
Higher Education Center La Joya										
25	Exterior Building and Wayfinding Signage (Wayfinding Signage Only)	Completed	\$ 36,400.00	\$ -	\$ 36,400.00	\$ 9,439.60	\$ 26,960.40	Completed	N/A	Interface Architectural Signage/Cast Con
Higher Education Center La Joya Subtotal			\$ 36,400.00	\$ -	\$ 36,400.00	\$ 9,439.60	\$ 26,960.40			

Unexpended Construction Plant Fund FY 2020 - 2021 Projects										
#	Projects	Phase	Original FY2021 Budget	Budget Transfer (+/-)	Revised FY 2020-2021 Budget	Amount Paid To Date	Total Project Balance (Revised FY20-21 Budget - Amount Paid To Date)	Priority Status	Architect/ Engineering Firm	Contractor
District Wide										
26	Automatic Doors Phase IV	Design Phase	\$ 95,120.00	\$ -	\$ 95,120.00	\$ -	\$ 95,120.00	Medium	TBD	TBD
27	Fence Enclosures	Design Phase	\$ 36,000.00	\$ -	\$ 36,000.00	\$ -	\$ 36,000.00	Low	N/A	TBD
28	Facility Signage	Bidding and Negotiation Phase	\$ 49,632.00	\$ -	\$ 49,632.00	\$ -	\$ 49,632.00	N/A	N/A	TBD
29	Outdoor Furniture	Construction Phase	\$ 25,000.00	\$ -	\$ 25,000.00	\$ -	\$ 25,000.00	N/A	N/A	TBD
30	Removal of Existing Trees	Completed	\$ 24,687.00	\$ -	\$ 24,687.00	\$ -	\$ 24,687.00	N/A	N/A	TBD
31	Campus Master Plan	Not Started	\$ 375,000.00	\$ -	\$ 375,000.00	\$ -	\$ 375,000.00	N/A	TBD	N/A
32	Land	N/A	\$ 3,000,000.00	\$ -	\$ 3,000,000.00	\$ -	\$ 3,000,000.00	N/A	N/A	N/A
33	Renovation and Contingencies	N/A	\$ 659,296.00	\$ (14,565.35)	\$ 644,730.65	\$ 9,109.85	\$ 635,620.80	N/A	N/A	TBD
District Wide Subtotal			\$ 4,264,735.00	\$ (14,565.35)	\$ 4,250,169.65	\$ 9,109.85	\$ 4,241,059.80			
Totals			\$ 10,982,474.00	\$ (0.30)	\$ 10,982,473.70	\$ 1,200,834.85	\$ 9,781,638.85			

Unexpended Construction Plant Fund Proposed FY 2021 - 2022 Projects									
#	Projects	Phase	Original Project Budget	Amount Paid	Total Project Balance	Proposed FY 2021-2022 Budget	Priority Status	Architect/ Engineering Firm	Contractor
Pecan Campus									
1	Student Activities Center Building H West Elevation Modifications	On Hold for FY22	\$ 183,750	\$ -	\$ 183,750	\$ 183,750	Low	TBD	TBD
2	Cooling Tower Screen Upgrades	On Hold for FY22	\$ 322,573	\$ -	\$ 322,573	\$ 296,177	Low	TBD	TBD
3	Site Improvements to North Pecan Campus	On Hold for FY22	\$ 37,000	\$ -	\$ 37,000	\$ 37,000	Low	TBD	TBD
4	Park & Ride Portable Renovation and Fence Enclosure for College Vehicles	On Hold for FY22	\$ 118,000	\$ -	\$ 118,000	\$ 118,000	Low	TBD	TBD
5	Entry Monument Sign	On Hold for FY22	\$ 103,000	\$ -	\$ 103,000	\$ 103,000	Low	N/A	TBD
Pecan Campus Subtotal			\$ 764,323	\$ -	\$ 764,323	\$ 737,927			
Mid-Valley Campus									
6	East Loop Drive	On Hold for FY22	\$ 214,200	\$ -	\$ 214,200	\$ 214,200	Low	TBD	TBD
Mid-Valley Campus Subtotal			\$ 214,200	\$ -	\$ 214,200	\$ 214,200			
Technology Campus									
7	Automotive Lab Exhaust System	On Hold for FY22	\$ 111,600	\$ 879	\$ 110,721	\$ 110,721	Low	Ethos Engineering	TBD
8	Site Improvements	On Hold for FY22	\$ 57,000	\$ -	\$ 57,000	\$ 57,000	Low	TBD	TBD
Technology Campus Subtotal			\$ 168,600	\$ 879	\$ 167,721	\$ 167,721			
Starr County Campus									
9	Cultural Arts Center Building F Renovation	On Hold for FY22	\$ 163,000	\$ -	\$ 163,000	\$ 163,000	Low	TBD	TBD
Starr County Campus Subtotal			\$ 163,000	\$ -	\$ 163,000	\$ 163,000			
Regional Center for Public Safety Excellence									
10	Running and Exercise Track	On Hold for FY22	\$ 219,500	\$ -	\$ 219,500	\$ 219,500	Low	TBD	TBD
11	Additional Parking Lot	On Hold for FY22	\$ 300,600	\$ -	\$ 300,600	\$ 300,600	Low	TBD	TBD
Regional Center for Public Safety Excellence Subtotal			\$ 520,100	\$ -	\$ 520,100	\$ 520,100			
Totals									
			\$ 1,830,223	\$ 879	\$ 1,829,344	\$ 1,802,948			

Renewals & Replacements Fund FY 2020 - 2021 Projects										
#	Projects	Phase	Original FY2021 Budget	Budget Transfer (+/-)	Revised FY 2020-2021 Budget	Amount Paid To Date	Total Project Balance (Revised FY20-21 Budget - Amount Paid To Date)	Priority Status	Architect/ Engineering Firm	Contractor
Pecan Campus										
1	Information Technology Building M Generator Replacement	Design Phase	\$ -	\$ 280,000.00	\$ 280,000.00	\$ -	\$ 280,000.00	Low	Half Associates	TBD
Pecan Campus Subtotal			\$ -	\$ 280,000.00	\$ 280,000.00	\$ -	\$ 280,000.00			
Mid Valley Campus										
2	Roofing Replacement	Bidding and Negotiation Phase	\$ 947,123.00	\$ -	\$ 947,123.00	\$ 32,959.50	\$ 914,163.50	High	Beam Professionals	TBD
3	Resurfacing Northwest Drive	Completed	\$ 92,971.00	\$ 33,135.00	\$ 126,106.00	\$ 115,214.00	\$ 10,892.00	Completed	PCE Consultants	McAllen Multi Services
4	Drainage Improvements Phase I	Completed	\$ 302,919.00	\$ (33,135.00)	\$ 269,784.00	\$ 167,980.09	\$ 101,803.91	Completed	PCE Consultants	McAllen Multi Services
Mid Valley Campus Subtotal			\$ 1,343,013.00	\$ -	\$ 1,343,013.00	\$ 316,153.59	\$ 1,026,859.41			
Technology Campus										
5	Advanced Technical Careers Building B Concrete Floor Repairs	Completed	\$ 20,000.00	\$ -	\$ 20,000.00	\$ -	\$ 20,000.00	Completed	CLH Engineering	5 Star Construction
Technology Campus Subtotal			\$ 20,000.00	\$ -	\$ 20,000.00	\$ -	\$ 20,000.00			
Dr. Ramiro R. Casso Nursing & Allied Health Campus										
6	NAH East Building A Exterior Stair Repairs and Replacement	Design Phase	\$ 169,000.00	\$ -	\$ 169,000.00	\$ -	\$ 169,000.00	High	Chanin Engineering, LLC	TBD
7	NAH East Building A Westside Elevators Refurbishment	Construction Phase	\$ 159,000.00	\$ -	\$ 159,000.00	\$ -	\$ 159,000.00	Medium	N/A	Oracle Elevator
8	NAH East Building A Roofing Replacement	Bidding and Negotiation Phase	\$ 165,108.00	\$ -	\$ 165,108.00	\$ 9,581.25	\$ 155,526.75	High	BEAM Professionals	TBD
9	NAH East Building A Data Cabling Infrastructure Replacement	Completed	\$ 15,000.00	\$ -	\$ 15,000.00	\$ -	\$ 15,000.00	Completed	N/A	TBD
Nursing and Allied Health Campus Subtotal			\$ 508,108.00	\$ -	\$ 508,108.00	\$ 9,581.25	\$ 498,526.75			

Renewals & Replacements Fund FY 2020 - 2021 Projects										
#	Projects	Phase	Original FY2021 Budget	Budget Transfer (+/-)	Revised FY 2020-2021 Budget	Amount Paid To Date	Total Project Balance (Revised FY20-21 Budget - Amount Paid To Date)	Priority Status	Architect/ Engineering Firm	Contractor
Starr County Campus										
10	Roofing Replacement	Bidding and Negotiation Phase	\$ 824,569.00	\$ -	\$ 824,569.00	\$ 29,510.25	\$ 795,058.75	High	Beam Professionals	TBD
Starr County Campus Subtotal			\$ 824,569.00	\$ -	\$ 824,569.00	\$ 29,510.25	\$ 795,058.75			
District Wide										
11	Floor Replacement	Design Phase	\$ 504,000.00	\$ (280,000.00)	\$ 224,000.00	\$ -	\$ 224,000.00	Medium	N/A	TBD
12	Water Tower Logo Replacments	Design Phase	\$ 80,000.00	\$ -	\$ 80,000.00	\$ -	\$ 80,000.00	N/A	N/A	TBD
13	Irrigation System Controls Upgrade	Bidding and Negotiation Phase	\$ 71,200.00	\$ -	\$ 71,200.00	\$ -	\$ 71,200.00	Low	N/A	Aqua Tech
14	Fire Alarm Panel Replacement/Upgrade	Bidding and Negotiation Phase	\$ 182,500.00	\$ -	\$ 182,500.00	\$ -	\$ 182,500.00	Low	N/A	TBD
15	Interior LED Lighting Upgrade	Bidding and Negotiation Phase	\$ 110,000.00	\$ -	\$ 110,000.00	\$ -	\$ 110,000.00	Low	N/A	TBD
16	Ext. Walkway LED Lighting Upgrade Ph I	Bidding and Negotiation Phase	\$ 49,000.00	\$ -	\$ 49,000.00	\$ -	\$ 49,000.00	Low	N/A	TBD
17	Interior Controls Upgrade	Bidding and Negotiation Phase	\$ 76,500.00	\$ -	\$ 76,500.00	\$ 25,922.88	\$ 50,577.12	Low	N/A	TBD
18	HVAC Upgrades	Bidding and Negotiation Phase	\$ 660,000.00	\$ -	\$ 660,000.00	\$ -	\$ 660,000.00	Low	N/A	TBD
19	Exterior Lighting Upgrade	Bidding and Negotiation Phase	\$ 279,000.00	\$ -	\$ 279,000.00	\$ -	\$ 279,000.00	Low	N/A	TBD
20	Keyless Entry Access Upgrades	Bidding and Negotiation Phase	\$ 25,000.00	\$ -	\$ 25,000.00	\$ 8,701.67	\$ 16,298.33	Low	N/A	ADI
21	Renewals & Replacements	N/A	\$ 151,000.00	\$ -	\$ 151,000.00	\$ 2,445.25	\$ 148,554.75	N/A	N/A	N/A
District Wide Subtotal			\$ 2,188,200.00	\$ (280,000.00)	\$ 1,908,200.00	\$ 37,069.80	\$ 1,871,130.20			
Totals										
			\$ 4,883,890.00	\$ -	\$ 4,883,890.00	\$ 392,314.89	\$ 4,491,575.11			

Renewals & Replacements Fund Proposed FY 2021 - 2022 Projects									
#	Projects	Phase	Original Project Budget	Amount Paid	Total Project Balance	Proposed FY 2021-2022 Budget	Priority Status	Architect/ Engineering Firm	Contractor
Pecan Campus									
1	Ann Richards Administration Building A Data Cabling Infrastructure Replacement	On Hold for FY22	\$ 80,000	\$ -	\$ 80,000	\$ 80,000	Low	N/A	TBD
2	Art Building B Data Cabling Infrastructure Replacement	On Hold for FY22	\$ 40,000	\$ -	\$ 40,000	\$ 40,000	Low	N/A	TBD
3	Student Activities Center Building H Data Cabling Infrastructure Replacement	On Hold for FY22	\$ 150,000	\$ -	\$ 150,000	\$ 150,000	Low	N/A	TBD
4	Information Technology Building M Generator Replacement	On Hold for FY22	\$ 280,000	\$ 820	\$ 279,180	\$ 279,180	Low	Half Associates	TBD
5	Reseeding and Regrading of Athletic Fields	On Hold for FY22	\$ 125,000	\$ -	\$ 125,000	\$ 125,000	Low	N/A	TBD
Pecan Campus Subtotal			\$ 675,000	\$ 820	\$ 674,180	\$ 674,180			
Mid Valley Campus									
6	Resurfacing Parking Lot #3	On Hold for FY22	\$ 57,000	\$ 11,174	\$ 45,826	\$ 46,133	Low	PCE Consultants	TBD
7	Resurfacing Parking Lot #7	On Hold for FY22	\$ 106,000	\$ -	\$ 106,000	\$ 106,000	Low	TBD	TBD
Mid Valley Campus Subtotal			\$ 163,000	\$ 11,174	\$ 151,826	\$ 152,133			
Dr. Ramiro R. Casso Nursing & Allied Health Campus									
8	NAH East Building A West Side Window Waterproofing	On Hold for FY22	\$ 65,000	\$ -	\$ 65,000	\$ 65,000	Low	TBD	TBD
9	NAH East Building A Analog to Digital Conversion	On Hold for FY22	\$ 500,000	\$ -	\$ 500,000	\$ 500,000	Low	N/A	TBD
Nursing and Allied Health Campus Subtotal			\$ 565,000	\$ -	\$ 565,000	\$ 565,000			

Renewals & Replacements Fund Proposed FY 2021 - 2022 Projects									
#	Projects	Phase	Original Project Budget	Amount Paid	Total Project Balance	Proposed FY 2021-2022 Budget	Priority Status	Architect/ Engineering Firm	Contractor
Starr County Campus									
10	Starr Repaint Stucco Buildings	On Hold for FY22	\$ 90,400	\$ -	\$ 90,400	\$ 90,400	Low	TBD	TBD
11	Administration/Bookstore Building A Data Cabling Infrastructure Replacement	On Hold for FY22	\$ 40,000	\$ -	\$ 40,000	\$ 40,000	Low	N/A	TBD
12	Center for Learning Excellence Building B Data Cabling Infrastructure Replacement	On Hold for FY22	\$ 40,000	\$ -	\$ 40,000	\$ 40,000	Low	N/A	TBD
13	North Academic Building C Data Cabling Infrastructure Replacement	On Hold for FY22	\$ 40,000	\$ -	\$ 40,000	\$ 40,000	Low	N/A	TBD
Starr County Campus Subtotal			\$ 210,400	\$ -	\$ 210,400	\$ 210,400			
District Wide									
14	Marker Boards Replacement	On Hold for FY22	\$ 201,000	\$ 7,202	\$ 193,798	\$ 193,798	Medium	N/A	TBD
District Wide Subtotal			\$ 201,000	\$ 7,202	\$ 193,798	\$ 193,798			
Totals			\$ 502,400	\$ 7,202	\$ 495,198	\$ 495,198			

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 March 5, 2021

Total Project Budget Summary	FY21 Unexpended Plant Fund	FY21 Renewals & Replacements
Total Construction Project Budget	\$ 10,982,474	\$ 4,883,890
Previously Approved Projects for September - February 2021	(3,374,482)	(471,919)
Proposed Project(s) for the Month of March 2021	-	-
Total Project Budget Balance	\$ 7,607,992	\$ 4,411,971

Project Reference #	Project Name	Total Project Budget/Actual*	
		CIP Fund	R&R Fund
Board Approved on September 22, 2020			
2020-008C	Pecan Campus Business and Science Building G Classroom Conversion of Two (2) Classrooms to Geology Labs - CO	\$ 267,700	\$ -
2020-002C	Pecan Plaza West Building C Kinesiology Storage and Restroom Renovations	142,538	-
2019-047R	Mid Valley Campus Drainage Improvements Phase I - CO	-	302,919
2018-019R	Asphalt Resurfacing for the Northwest Drive - CO	-	92,971
Total Board Approved on September 22, 2020		\$ 410,238	\$ 302,919
Board Approved on October 27, 2020			
2021-011R	Nursing and Allied Health Campus NAH East Building A Exterior Stairs Repairs and Replacement	\$ -	\$ 169,000
2019-019C	Regional Center for Public Safety Excellence Additional Chiller Installation Project - 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 Approved on October 27, 2020		\$ 265,120	\$ 169,000
Board Approved on November 24, 2020			
2019-015C	Regional Center for Public Safety Excellence Indoor Shooting Range - CO	\$ 291,972	\$ -
Total Board Approved on November 24, 2020		\$ 291,972	\$ -

South Texas College
Monthly Construction Report
Fiscal Year 2020 - 2021
As of March 5, 2021

Project Reference #	Project Name	Total Project Budget/Actual*	
		CIP Fund	R&R Fund
Board Approved 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 Approved on January 26, 2021		\$ 353,116	\$ -
Board Approved 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 Board Approved 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	Upcoming Board Meeting Item	Architect/ Engineering Firm	Contractor	
Pecan Campus																				
1	Business and Science Building G Classroom Renovation	SS				●						\$ 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	April 2021	Approval of Substantial Completion	Alvarado Architects & Assoc.	Limon Masonry
4	Library Building F Renovation and Expansion	DV			●							\$ 1,572,047	\$ 246,356	\$ 1,325,691	\$ 1,442,266	High	January 2022	Approval of Construction Documennts	ERO Architects	TBD
5	Information Technology Building M Office and Work Space Renovation	MV									●	\$ 624,445	\$ 557,398	\$ 67,047	\$ 499,435	Completed	N/A		Boultinghouse Simpson Gates Architects	Noble Texas Builders
6	Student Activities Center Building H Cafeteria Renovation	MV									●	\$ 957,600	\$ 720,789	\$ 236,811	\$ 195,627	Completed	N/A		EGV Architects	Noble Texas Builders
7	Student Services Building K Renovations	TBD	●									\$ 26,200	\$ -	\$ 26,200	\$ 26,200	Medium	June 2021	Approval of Schematic Design	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	\$ 1,677,604	\$ 2,332,570	\$ 2,873,838					
Pecan 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	Limon Masonry
Pecan Plaza Subtotal												\$ 193,909	\$ 6,739	\$ 187,170	\$ 299,538					
Mid-Valley Campus																				
12	Student Union Building F Renovation	SS									●	\$ 389,224	\$ 311,613	\$ 77,611	\$ 308,666	Completed	N/A		ROFA Architects	Noble Texas Builders
13	Center for Learning Excellence Building A Renovation of Space for Supplemental Instruction	DV		●								\$ 224,200	\$ 2,008	\$ 222,192	\$ 223,200	High	TBD	TBD	The Warren Group Architects	TBD
Mid Valley Campus Subtotal												\$ 613,424	\$ 313,621	\$ 299,803	\$ 531,866					
Technology Campus																				
14	Emerging Technologies Building A & Advanced Technical Careers Building B Renovation	SS			●							\$ 151,320	\$ 6,670	\$ 144,650	\$ 150,500	High	April 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	Upcoming Board Meeting Item	Architect/ Engineering Firm	Contractor	
Nursing and Allied Health Campus Subtotal																				
15	East Building A Student Services Renovation	SS					●					\$ 396,616	\$ 199,923	\$ 196,693	\$ 375,270	High	April 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	\$ 261,931	\$ 215,038	\$ 435,270					
Starr County Campus																				
17	Student Services Building G Renovation	SS					●					\$ 247,380	\$ 160,551	\$ 86,829	\$ 236,500	High	April 2021	Approval of Substantial Completion	Gignac Architects	Holchemont
18	Workforce Center Building D Welding Expansion	MV		●								\$ 230,820	\$ 820	\$ 230,000	\$ 230,000	Low	June 2021	Approval of Schematic Design	Gignac Architects	TBD
Starr County Campus Subtotal												\$ 478,200	\$ 161,371	\$ 316,829	\$ 466,500					
Regional Center for Public Safety Excellence																				
19	Shooting Range (Previously Target Range)	DV			●							\$ 296,092	\$ 14,780	\$ 281,312	\$ 291,972	High	April 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	June 2021	Approval of Construction Services	Half Associates, Inc	TBD
25	Cityscape Remediation	RG									●	\$ 129,500	\$ 93,636	\$ 35,864	\$ 129,500	Completed	N/A		Perez Consulting Engineers	Noble Texas Builders
Regional Center for Public Safety Excellence Subtotal												\$ 1,952,577	\$ 148,792	\$ 1,803,785	\$ 1,923,827					
Higher Education Center La Joya																				
26	Exterior Building and Wayfinding Signage (Wayfinding Signage Only)	DV									●	\$ 59,144	\$ 31,463	\$ 27,681	\$ 36,400	Completed	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 Board Meeting Item	Architect/ Engineering Firm	Contractor
District 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	\$ 9,110	\$ 650,186	\$ 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	DV				●						\$ 49,632	\$ -	\$ 49,632	\$ 49,632	N/A	N/A	N/A	TBD
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	July 2021	Approval of Construction Services	TBD
33	Campus Master Plan	TBD	●									\$ 375,000	\$ -	\$ 375,000	\$ 375,000	N/A	N/A	TBD	N/A
34	Fence Enclosures	MV		●								\$ 36,000	\$ -	\$ 36,000	\$ 36,000	Low	N/A	N/A	TBD
District Wide Subtotal												\$ 4,264,735	\$ 9,110	\$ 4,255,625	\$ 4,264,735				
Totals			12	3	6	0	8	1	0	0	7	\$ 12,200,452	\$ 2,617,301	\$ 9,583,152	\$ 10,982,474				

South Texas College
Renewal and Replacement Projects
Project Status
FY 2020 - 2021

#	Projects	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	
Pecan Campus																				
1	Information Technology Building M Generator Replacement			●								\$ 280,000	\$ 820	\$ 279,180	\$ -	Low	March 2021	Ratification on Proceeding	Half Associates	TBD
Pecan Campus Subtotal												\$ 280,000	\$ 820	\$ 279,180	\$ -					
Mid Valley Campus																				
2	Resurfacing Northwest Drive	SS									●	\$ 128,132	\$ 126,348	\$ 1,784	\$ 92,971	Completed	N/A		PCE Consultants	McAllen Multi Services
3	Drainage Improvements Phase I	SS									●	\$ 459,202	\$ 386,842	\$ 72,360	\$ 302,919	Completed	N/A		PCE Consultants	McAllen Multi Services
4	Roofing Replacement	MV				●						\$ 951,000	\$ 37,267	\$ 913,733	\$ 947,123	High	April 2021	Approval of Construction Services	Beam Professionals	TBD
Mid Valley Campus Subtotal												\$ 1,538,334	\$ 550,457	\$ 987,877	\$ 1,343,013					
Technology Campus																				
5	Advanced Technical Careers Building B Concrete Floor Repairs	DV									●	\$ 126,870	\$ 120,613	\$ 6,257	\$ 20,000	Completed	N/A		CLH Engineering	5 Star Construction
Technology Campus Subtotal												\$ 126,870	\$ 120,613	\$ 6,257	\$ 20,000					
Dr. Ramiro R. Casso Nursing & Allied Health Campus																				
6	NAH East Building A Westside Elevators Refurbishment	RC/O&M					●					\$ 159,000	\$ -	\$ 159,000	\$ 159,000	Medium	June 2021	Approval of Substantial Completion	N/A	Oracle Elevator
7	NAH East Building A Roofing Replacement	MV				●						\$ 166,077	\$ 10,658	\$ 155,419	\$ 165,108	High	April 2021	Approval of Construction Services	BEAM Professionals	TBD
8	NAH East Building A Data Cabling Infrastructure Replacement	RC/O&M									●	\$ 161,677	\$ 146,677	\$ 15,000	\$ 15,000	Completed	N/A		N/A	TBD
9	NAH East Building A Exterior Stair Repairs and Replacement	RG			●							\$ 169,000	\$ -	\$ 169,000	\$ 169,000	High	TBD	Approval of Construction Services	Chanin Engineering, LLC	TBD
Nursing and Allied Health Campus Subtotal												\$ 655,754	\$ 157,335	\$ 498,419	\$ 508,108					
Starr County Campus																				
10	Roofing Replacement	MV				●						\$ 832,323	\$ 38,126	\$ 794,197	\$ 824,569	High	April 2021	Approval of Construction Services	Beam Professionals	TBD
Starr County Campus Subtotal												\$ 832,323	\$ 38,126	\$ 794,197	\$ 824,569					

South Texas College
Renewal and Replacement Projects
Project Status
FY 2020 - 2021

#	Projects	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	
District Wide																				
11	Irrigation System Controls Upgrade	RC/O&M				●						\$ 143,685	\$ -	\$ 143,685	\$ 71,200	Low	TBD		N/A	Aqua Tech
12	Fire Alarm Panel Replacement/Upgrade	RC/O&M				●						\$ 182,500	\$ -	\$ 182,500	\$ 182,500	Low	TBD		N/A	TBD
13	Interior LED Lighting Upgrade	RC/O&M				●						\$ 219,950	\$ -	\$ 219,950	\$ 110,000	Low	TBD		N/A	TBD
14	Ext. Walkway LED Lighting Upgrade Ph I	RC/O&M				●						\$ 49,000	\$ -	\$ 49,000	\$ 49,000	Low	TBD		N/A	TBD
15	Interior Controls Upgrade	RC/O&M				●						\$ 76,500	\$ 25,923	\$ 50,577	\$ 76,500	Low	TBD		N/A	TBD
16	Floor Replacement	RG			●							\$ 532,042	\$ -	\$ 532,042	\$ 504,000	Medium	March 2021	Update on flooring conditions	N/A	TBD
17	HVAC Upgrades	MV/O&M				●						\$ 660,000	\$ -	\$ 660,000	\$ 660,000	Low	TBD		N/A	TBD
18	Exterior Lighting Upgrade	RC/O&M				●						\$ 279,000	\$ -	\$ 279,000	\$ 279,000	Low	TBD		N/A	TBD
19	Keyless Entry Access Upgrades	RC/O&M				●						\$ 39,626	\$ 8,702	\$ 30,924	\$ 25,000	Low	TBD		N/A	ADI
20	Renewals & Replacements	N/A	N/A									\$ 151,000	\$ 2,445	\$ 148,555	\$ 151,000	N/A	N/A		N/A	N/A
21	Water Tower Logo Replacments	RG		●								\$ 80,000	\$ -	\$ 80,000	\$ 80,000	N/A	TBD		N/A	TBD
District Wide Subtotal												\$ 2,413,303	\$ 37,070	\$ 2,376,233	\$ 2,188,200					
Totals		0	0	0	2	11	1	0	0	0	4	\$ 5,846,584	\$ 904,420	\$ 4,942,164	\$ 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 February 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 **February 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 February 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 February 2021.

Approval Recommended:

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

Consideration and Approval of Checks and Financial Reports

The Checks and the Financial Reports presented for approval are included in the Board Packet under SEPARATE COVER:

- 1) Release of Checks for \$25,000.00 - \$125,000.00
Released Prior to Board Approval for February 2021.
- 2) Release of Checks for \$125,000.00 and Above
Board of Trustees Approval Required for February 2021.
- 3) Release of Checks for \$125,000.00 and Above
Released Prior to Board Approval for February 2021.
- 4) Release of Construction Fund Checks for February 2021.
- 5) Quarterly Investment Report and Money Market Accounts for February 2021.
- 6) Summary of Revenues for February 2021.
- 7) Summary of State Appropriations Revenue for February 2021.
- 8) Summary of Property Tax Revenue for February 2021.
- 9) Summary of Expenditures by Classification for February 2021.
- 10) Summary of Expenditures by Function for February 2021.
- 11) Summary of Auxiliary Fund Revenues and Expenditures for February 2021.
- 12) Summary of Grant Revenues and Expenditures for February 2021.
- 13) Summary of Bid Solicitations.
- 14) Summary of Purchase Orders.

President's Report

February 28, 2021 – March 27, 2021



Week of February 28 – March 6, 2021

- Discussion of Occupational Skills Award Recognition
- Discussion of Commencement Expenses
- Discussion of Texas Governor Greg Abbott's Executive Order GA-34 Relating to the Opening of Texas in Response to COVID-19
- Discussion and Update on Coronavirus Response, Relief, and Supplemental Appropriations Act (CRRSAA) Implementation
- Participated in virtual meeting with Mayor Darling to discuss the city's participation for reimbursement of fees for city employees in the Associate degree programs in fire and law and the Texas A&M Health Science Center building located near the Nursing and Allied Health Campus.
- Met with Rachel Sale, Dean of Distance Learning, Dr. Anahid Petrosian, Interim Vice President for Academic Affairs, Dr. Brett Millan, Special Assistant to the Office of VP for Academic Affairs, Dr. Ali Esmaeili, Dean for Math, Science, Information Technology, and Bachelor Programs, and Matthew Hebbard, Vice President for Student Affairs and Enrollment Management to discuss the Fort Wood Request for Proposals.
- Met with staff from the Academic Affairs Division and Public Relations Department to strategize on promotion of the bachelor degree programs and student experience.
- Met with Jim Moffitt on property site owned by him to discuss site plan layout and questions.
- Met with Mary Elizondo, Vice President of Finance and Administrative Services, Matthew Hebbard, Vice President for Student Affairs and Enrollment Management, Dr. Anahid Petrosian, Interim Vice President for Academic Affairs, and Dr. Virginia Champion, Executive Director for Resource Development, Management, and Compliance to discuss the establishment of a college foundation, and a twelve-month plan.
- Met with Rene Ramirez from Pathfinder Public Affairs to discuss professional services offered
- Met with Ed Wylie, Interim City Manager for City of Pharr, Andy Harvey Jr., Police Chief for City of Pharr, Lenny Perez, Fire Chief for the City of Pharr, Jose Moroles, Director of RCPSE, Sara Lozano, Dean for Business, Public Safety and Technology, Juan Carlos Aguirre, Assistant to the President for Continuing Education, Olivia De La Rosa, Director of Professional and Workforce Education, and Robert Vela, Law Enforcement Program Chair to discuss opportunities for City of Pharr's utilization of RCSPE's services and future growth plans.
- Continue to meet with South Texas College's President's Administrative Staff. The purpose of the President's Administrative Staff is to communicate information to all administrative staff and to provide the opportunity for discussion on areas of concern regarding the leadership and strategic direction for the College.
- Coordinated the agenda and back-up material for the March 9, 2021 Board Committee meetings.

President's Report

February 28, 2021 – March 27, 2021

Week of March 7 – March 13, 2021

- Discussion of Enrollment Projections
 - Summer 2021
 - Fall 2021
- Update on Commencement Ceremony Program Options for Spring 2021
- Update on Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA) Higher Education Emergency Relief (HEERF) II Funding
- Discussion of COVID-19 Campus Safety Protocols
- Provided the welcome address at the 1st Annual National Summit for Dual Credit Programs. The national summit was developed to expand the regional summit focus on dual credit. The College hosted the regional summit for 15 years and expanded the summit this year to a national scale with the goal to focus, share, collaborate, and align the strengths of higher education institutions, public school districts, state agencies, the business community and community leaders to improve the readiness of high school graduates for college completion. The event was a success with 160 attendees from 11 states, 12 school districts, 26 higher education institutions, and 9 state/national entities.
- Participated in a virtual meeting with Senator Eddie Lucio to discuss possible acquisition of building near Nursing and Allied Health Campus.
- Participated in virtual meeting hosted by Texas Association of Community Colleges to discuss state restrictions relative to COVID-19 safety protocols, and the implications for colleges and students.
- Attended the Hidalgo County Commissioner's meeting of March 9, 2021 for the resolution honoring Dr. Shirley A. Reed with the Spirit of the Valley award.
- Participated in conference call with Jose Moroles, Director of Regional Center for Public Safety Excellence to discuss changes in organizational structure.
- Participated in virtual meeting with Mary Elizondo, Vice President for Finance and Administrative Services, Richard Cervantes, Vice Chancellor for Business and Finance/CFO, Blinn College, and Leighton Schubert, Executive Vice Chancellor, Blinn College to discuss process of transfer of endowed funds to college foundation.
- Attended the City of Pharr City Hall Remodel Grand Opening and Ribbon Cutting Ceremony.

Week of March 14 – March 20, 2021

- College closed for Spring Break.

Week of March 21 – March 27, 2021

- Review and Discussion of Possible Dates for December In-Person Commencement.
- Continued Discussion on Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA) Higher Education Emergency Relief (HEERF) II Funding.
- Discussion of American Rescue Plan Act Funding for Higher Education Institutions and Students
- Discussion of Marketing Strategies.
- Met with Sara Lozano, Dean for Business, Public Safety and Technology, Dr. Anahid Petrosian, Interim Vice President for Academic Affairs, and Christina Cavazos, Director of Curriculum to receive an update of the Cosmetology program development.

President's Report

February 28, 2021 – March 27, 2021

- Met with Dr. Xavier Salinas, Edinburg CISD Superintendent, Matthew Hebbard, Vice President for Student Affairs and Enrollment Management, Mike Carranza, Associate Dean for Student Financial Services, Testing, and Veteran Affairs, and Larry Barroso, Director of College Connection and Admissions for Traditional students to discuss enrollment of the current senior class from the District.
- Met with Daniel Ramirez, Director of Public Relations and Marketing, Matthew Hebbard, Vice President for Student Affairs and Enrollment Management, Dr. Anahid Petrosian, Interim Vice President for Academic Affairs, and Mary Elizondo, Vice President for Finance and Administrative Services to discuss advertising strategies for HEERF allocation.
- Coordinated the agenda and back-up material for the March 30, 2021 Board meeting.

Announcements

A. Next Meetings:

- Tuesday, April 13, 2021
 - 3:30 p.m. – Education and Workforce Development Committee
 - 4:30 p.m. – Facilities Committee
 - 5:30 p.m. – Finance, Audit, and Human Resources Committee
- Tuesday, April 27, 2021
 - 3:00 p.m. – Starr County Campus Tour
 - 5:30 p.m. – Regular Board Meeting at Starr County Campus
- Tuesday, May 4, 2021
 - 1:30 p.m. – Regional Center for Public Safety Excellence Tour
 - 3:00 p.m. – Nursing & Allied Health Campus Tour

B. Other Announcements:

- The College will be closed Thursday, April 1, 2021 – Sunday, April 4, 2021 for Semester Break.