



**SOUTH TEXAS  
COLLEGE**

**Board of Trustees  
Regular Board Meeting**

**Tuesday, May 25, 2021  
5:30 p.m.**

**Pecan Campus  
Ann Richards Administration Building  
Board Room  
McAllen, Texas**

**Online Board Packet**

**SOUTH TEXAS COLLEGE  
BOARD OF TRUSTEES REGULAR MEETING  
Tuesday, May 25, 2021 @ 5:30 p.m.  
Ann Richards Administration Building Board Room  
Pecan Campus, McAllen, Texas 78501**

**AGENDA**

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

**COVID-19 Public Health / Attendance Measures**

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

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

- I. Call Meeting to Order**
- II. Determination of Quorum**
- III. Invocation**
- IV. Public Comments**
- V. Presentation..... 6 - 10**
  - 1. Presentation of the Delinquent Tax Collection Report for the Period Ending February 28, 2021

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

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  - 7) May 18, 2021 Board Work Session ..... 71 - 72
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  - 1) BBVA Foundation, Community Giving Program Grant, additional funds in the amount of \$7,500
  - 2) Lower Rio Grande Valley Workforce Development Board - Workforce Solutions, 2021 Infant & Toddler Initiative Grant, equipment and educational materials in the amount of \$5,000
  - 3) U.S. Department of Education, American Rescue Plan (ARP) Act's Higher Education Emergency Relief Fund (HEERF) III, Institutional Portion Allocation in the amount of \$36,274,751
  - 4) U.S. Department of Education, American Rescue Plan (ARP) Act's Higher Education Emergency Relief Fund (HEERF) III, Student Aid Allocation in the amount of \$37,592,196
  - 5) Additional Grant(s) Received/Pending Official Award

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**X. Consideration and Action on Executive Session Items**

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**XI. Announcements**

A. Next Meetings: ..... 245

- Tuesday, June 8, 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, June 22, 2021
  - 5:30 p.m. – Regular Board Meeting

B. Other Announcements:

- The College will be closed on Monday, May 31, 2021, in observance of Memorial Day.
- The College will be closed on Monday, July 5, 2021, in observance of Independence Day.

## **Presentation**

- 1) Presentation of the Delinquent Tax Collection Report for the Period Ending February 28, 2021

Ms. Kelly R. Salazar from Linebarger Goggan Blair & Sampson, LLP, will provide the Board with the Delinquent Tax Collection Report for the period of September 1, 2020 through February 28, 2021.

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

No action is required.



# SOUTH TEXAS COLLEGE

## Delinquent Tax Collection Report December 1, 2020—February 28, 2021



### Collection Activities-Hidalgo County

December 2020—February 2021

317 Lawsuits Filed—\$155,029

168 Lawsuits Disposed—\$130,295

22,957 Incoming/Outgoing Calls

192 Property Inspections

1 Mailings—15,282 Statements Mailed

Fiscal Year to Date  
Linebarger collected  
**\$2,108,515**  
in base, penalty & interest  
in Hidalgo County

## Collection Activities –Starr County

December 2020—February 2021

73 Lawsuits Filed—\$98,092

17 Lawsuits Disposed—\$16,071

81 In Office Taxpayer Assistance

894 Incoming/Outgoing Calls

97 Property Inspections

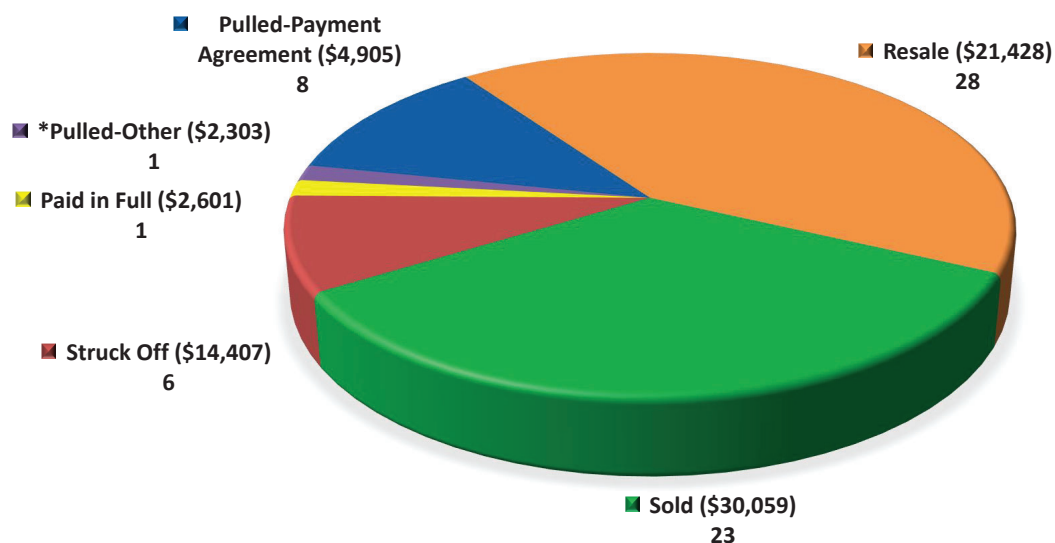
Fiscal Year to Date  
Linebarger collected  
**\$301,941**  
in base, penalty & interest  
in Starr County

3

## Tax Sale Results—Starr and Hidalgo

December-February

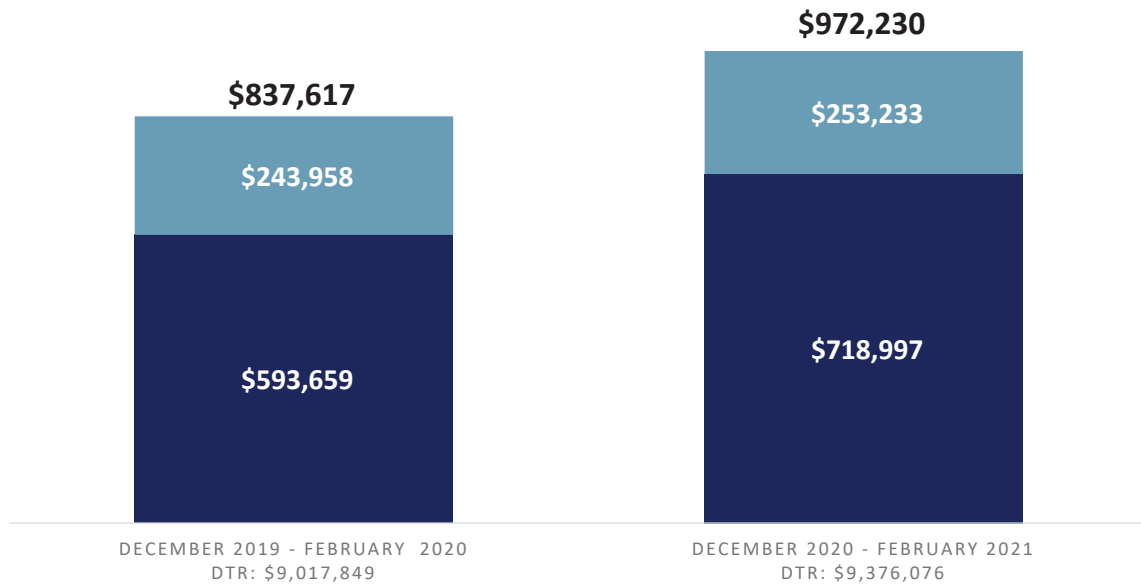
Base Tax, Penalty and Interest



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



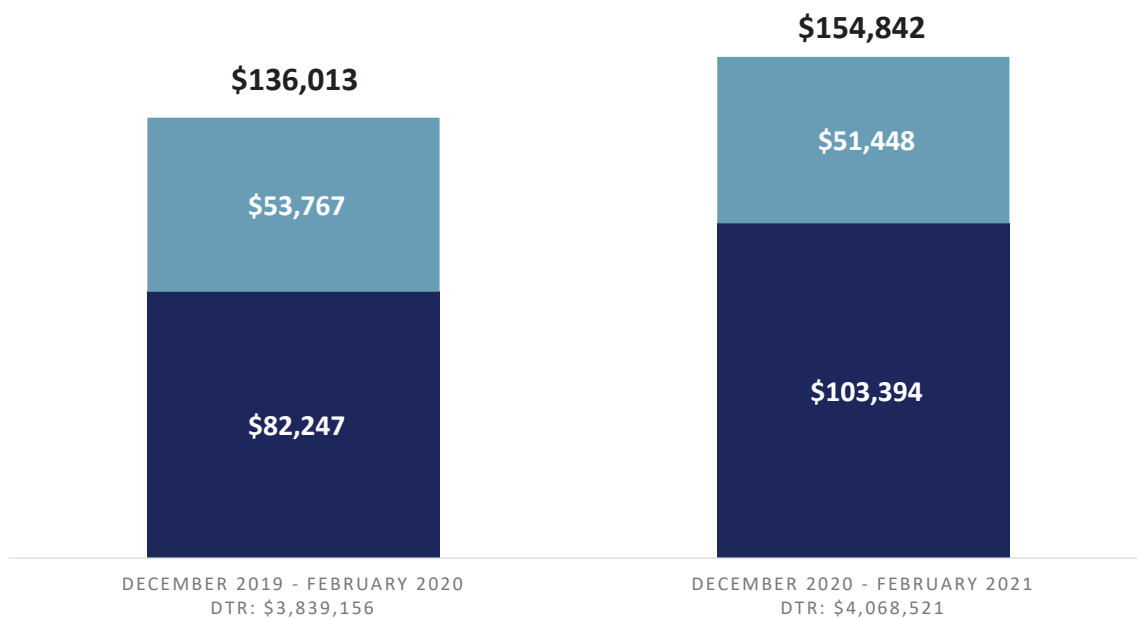
## Collection Comparison—Hidalgo County December—February



5  
Source: Hidalgo County Tax Office Data



## Collection Comparison—Starr County December through February



6  
Source: Starr County Tax Office Data



Thank you



## **Approval of Board Meeting Minutes**

The following Board Meeting Minutes are submitted for approval:

- 1) April 27, 2021 Board Work Session
- 2) April 27, 2021 Regular Board Meeting
- 3) May 4, 2021 Special Board Meeting
- 4) May 11, 2021 Board Work Session
- 5) May 11, 2021 Special Board Meeting
- 6) May 17, 2021 Special Board Meeting
- 7) May 18, 2021 Board Work Session
- 8) May 19, 2021 Board Work Session

### **Recommendation:**

It is recommended that the Board of Trustees of South Texas College approve and adopt the Minutes for the April 27, 2021 Board Work Session; April 27, 2021 Regular Board Meeting; May 4, 2021 Special Board Meeting; May 11, 2021 Board Work Session; May 11, 2021 Special Board Meeting; May 17, 2021 Special Board Meeting; May 18, 2021 Board Work Session; and May 19, 2021 Board Work Session 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 April 27, 2021 Board Work Session; April 27, 2021 Regular Board Meeting; May 4, 2021 Special Board Meeting; May 11, 2021 Board Work Session; May 11, 2021 Special Board Meeting; May 17, 2021 Special Board Meeting; May 18, 2021 Board Work Session; and May 19, 2021 Board Work Session as presented.

### **Approval Recommended:**

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

**SOUTH TEXAS COLLEGE  
BOARD OF TRUSTEES WORK SESSION  
Tuesday, April 27, 2021 @ 3:00 p.m.  
Starr County Campus Tour  
142 FM 3167, Rio Grande City, Texas 78582**

**Minutes**

The April 27, 2021 Board Work Session was called for a tour by the trustees of the Starr County Campus. The tour began at 3:00 p.m. at the Student Activities Center.

Members present: Mr. Paul R. Rodriguez, Mr. Gary Gurwitz, and Mr. Rene Guajardo

Members absent: Ms. Rose Benavidez, Dr. Alejo Salinas, Jr., Mrs. Victoria Cantú, and Mr. Danny Guzman

Also present: Dr. David Plummer, Dr. Arturo Montiel, and Mr. Andrew Fish.

**I. Tour of Starr County Campus**

Planned Tour Highlights:

- a. Building K – Library
- b. Building L – Health Professions and Sciences
- c. Building D – Workforce Center Expansion
- d. Building G – Student Services
- e. Building H – Student Activities Center

**Adjournment**

The tour ended, and the Work Session adjourned, at 4:45 p.m.

I certify the foregoing are the true and correct minutes of the Tuesday, April 27, 2021 Board Work Session of the South Texas College Board of Trustees.

X\_\_\_\_\_

Mrs. Victoria Cantú

Board Secretary

04/27/2021  
Board Work Session Minutes



**SOUTH TEXAS COLLEGE  
BOARD OF TRUSTEES REGULAR MEETING  
Tuesday, April 27, 2021 @ 5:30 p.m.  
Student Activities Building Event Room  
Starr County Campus, Rio Grande City, Texas 78582**

**Minutes**

**Call Meeting to Order:**

The Regular Board Meeting of the South Texas College Board of Trustees was held on Tuesday, April 27, 2021 in the Student Activities Building Event Room at the Starr County Campus in Rio Grande City, Texas. The meeting commenced at 5:30 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.

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

Members absent: Mr. Danny Guzman

Also present: Dr. David Plummer, Mr. Jesus Ramirez, Mrs. Mary Elizondo, Mr. Matthew Hebbard, Dr. Art Montiel, Mrs. Rebecca Cavazos, Mr. Rick De La Garza, Ms. Myriam Lopez, Dr. Marie Evans, Mr. Lucio Gonzalez, Chief Ruben Suarez, Mr. Robert Cuellar, Dr. Jesus Campos, Mr. George McCaleb, Dr. Rebecca De Leon, Mr. Daniel Perez, Ms. Alina Cantu, Mr. Ben Briones, Mr. Eli Alvarado, Mr. Todd Scrimsher, Ms. Itzayanna Lopez, Mr. Anthony Cantu, Mr. Jose Rios, Ms. Jisel Munoz, and Mr. Andrew Fish.

**Determination of a Quorum**

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

**Invocation**

Ms. Itzayanna Lopez, Starr County Campus Student Government Association President,, said the invocation.

## Public Comments

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

## Presentation

### 1) Presentation on the Summer Power-Up Program

Mr. Matthew Hebbard, Vice President for Student Affairs and Enrollment Management, and Mr. Ray Pedraza, Assistant Director of Public Relations and Marketing, presented the Summer Power-Up program.

The Summer Power-Up program was a strategic outreach to current and potential students, showing that enrolling in six hours at South Texas College over the summer is *better than free*, and would lead to about \$1,200 in direct cash to qualifying traditional students with full Pell eligibility.

The Summer Power-Up was based upon a Summer Pell award of \$1,500 for at least half-time enrollment, and an estimated tuition and fees of \$900 for six credit hour enrollment. This resulted in a \$600 Pell refund to these students, which was then matched by another \$600 in federal funding (HEERF Emergency Aid).

\$1,500	Pell Amount – at least 6 hours, eligible for full Pell Grant
<u>-\$900</u>	Estimated tuition and fees for 6 credit hours
\$600	Pell refund
<u>+\$600</u>	HEERF Emergency Aid
<b>\$1,200</b>	<b>Total amount paid to students.</b>

All eligible students would receive at least the \$600 in HEERF Emergency Aid, regardless of Pell eligibility.

To determine eligibility, all students were required to file their Free Application for Federal Student Aid (FAFSA) for 2020-2021. Through completing the FAFSA, students would learn of their Pell Grant eligibility, and the school would determine whether students were eligible to receive the HEERF Emergency Aid.

Administration marketed this program to potential and current students, encouraging anyone who had not yet completed the FAFSA to do so, and providing in-person and online support to students. Students needed to also complete the Power-Up application, which was a simple form, and support was provided to encourage and assist with this process.

Students who qualified for the \$600 HEERF allocation would receive \$300 upon completion of enrollment, and an additional \$300 upon verification that they remain enrolled through the first week of classes.

Recipients would receive grant funding on a first-come, first-serve basis, until funds were depleted.

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

The following Board Meeting Minutes were submitted for approval:

- 1) March 30, 2021 Board Work Session
- 2) March 30, 2021 Regular Board Meeting
- 3) April 7, 2021 Board Work Session

Upon a motion by Mr. Paul R. Rodriguez and a second by Mrs. Victoria Cantú, the Board of Trustees of South Texas College approved and adopted the Minutes for the March 30, 2021 Board Work Session, March 30, 2021 Regular Board Meeting, and the April 7, 2021 Board Work Session as presented. The motion carried.

### **Review of Presentations to the Education and Workforce Development Committee:**

The following items were presented to the Education and Workforce Development Committee on April 13, 2021:

#### **a. Review and Discussion of Spring 2021 Commencement Ceremony**

Mr. Matthew Hebbard, Vice President of Student Affairs and Enrollment Management, reviewed and discussed the preparations and plans for the Spring 2021 Commencement Ceremony.

In Spring 2021, South Texas College will graduate an estimated 3,444 students! The College is extremely proud of these exceptional graduates, who have continued through extraordinary times to successfully complete their programs of study.

Since April 5, 2021, the College distributed regalia to graduates on all STC campuses. Graduates were asked to submit pictures and messages to be used in our virtual ceremony by April 20, 2021, and were invited to “drive-by” graduation events at the Starr, Pecan, Mid-Valley, and Nursing & Allied Health Campuses

from April 28 – 30 to have their photo taken with faculty, family, and guests in front of an STC backdrop:

- Graduates were assigned a time for their photo opportunity
- Mr. Hebbard discussed the locations to be used at each campus
- Graduate pictures and PR videos will be included in the virtual ceremony

Commencement Day will be May 15, 2021, and will include:

- Live ceremony broadcast at 10:00 a.m. from Pecan Student Union
- Designed to reflect our traditional in-person commencement
- A commencement party will be invited to participate in the processional
- Dr. Plummer will provide a 5 – 10 minute live address
- Videos from deans / faculty will be broadcast
- Dr. Plummer will pronounce graduates, and lead the turning of the tassels from home
- Graduates are invited to submit photos and a message for the compilation of a congratulatory video with name reading for participating graduates.

Mr. Hebbard provided additional details and discussed the plans with the Committee.

All trustees were invited to provide feedback and identify ways they would like to join in the commencement activities.

**b. Presentation on the South Texas College Ballet Folklórico**

Mr. Victor Gomez, Assistant Professor of History and Coordinator of the Center for Mexican American Studies, provided a presentation on the South Texas College Ballet Folklórico.

Ballet Folklórico is an accomplished program, established in Spring 2012 by the South Texas College Center for Mexican American Studies, with a goal of enhancing the persistence and completion of Hispanic students through the strengthening of their cultural identity.

With forty current members, students learn dance from professional instructors with expertise in the history of cultural dances and costumes from across Mexico.

Ballet Folklórico has represented South Texas College and its communities across the nation, as well as in internationally televised programs carried throughout Univision markets.

Mr. Gomez presented on *Tradiciones*, an annual concert series alongside the musical accompaniment of Conjunto Jaguar. The success of *Tradiciones* has led to invitations to perform across Mexico and the United States, and in Peru.

With the current pandemic, the Ballet Folklórico has recently recorded its 2021 *Tradiciones* concert for online broadcast.

Mr. Gomez discussed the past, present, and future of Ballet Folklórico, and shared two brief videos showcasing some of their performances.

**c. Presentation on the South Texas College Mid Valley Campus Proposed Workforce Program Expansion**

Dr. David Plummer, Interim President, and Dean Sara Lozano, Dean of the Division of Business, Public Safety, and Technology, provided a review of the proposed workforce program expansions to improve and align facilities with the workforce training needs at the Mid Valley Campus.

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

- Automotive
  - Proposal included an expansion to install overhead doors, new fully-equipped bays, work spaces, storage space for equipment and tools, and the possibility for further expansion as needed.
- Welding
  - Proposal included an expansion that would allow the accommodation of multiple classes at one time, including Traditional, Dual Credit, and Continuing Education classes, and will expand indoor and outdoor welding lab spaces.
- Heating, Ventilation, Air Conditioning, and Refrigeration (HVAC-R)
  - Proposal included an expansion to provide adequate space and equipment for both Traditional and Dual Credit classes, as well as an outdoor covered concrete slab for HVAC Brazing.
- Electrician Assistant
  - Proposal included an expansion to include a computer lab directly north of the current lab, with specialized Multisim specialized software, and to include wind and/or solar training equipment as needed.
- Cosmetology
  - The new Cosmetology Program would include the construction of classroom areas for instruction, open lab space for technical instruction, demonstration, and practice, and to meet Texas

Department of Licensing and Regulation requirements for cosmetology training.

- Culinary Arts
  - Proposal included a renovation to provide classroom and lab space for instruction and demonstration, supporting the full Certificate and AAS degree pathways in Culinary Arts and Restaurant Management.
  - The expansion could also incorporate the old cafeteria to provide students with real-world experience of cooking, baking, serving, and managing a cafeteria.

The proposed expansions and renovation would impact facilities at two buildings at the Mid Valley 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.

This information was provided for the Trustees' information, and no action was requested from the Board of Trustees.

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

The following items were presented to the Finance, Audit, and Human Resources Committee on April 13, 2021:

#### **a. Update on Transportation Services Operation Plan for FY 2020 – 2021**

Mrs. Mary Elizondo, Vice President of Finance and Administrative Services, provided an update on the Transportation Services Operation Plan for FY 2020 – 2021, including a review of routes and ridership during Fall 2020 and Spring 2021.

Administration continues to work with the Lower Rio Grande Development Corporation on a potential agreement to continue services during Summer 2021, but the final agreement is not yet ready for review by the College.

This information was provided for the Trustees' information, 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 provided the opportunity to identify an item or items that should be removed from the Consent Agenda for further discussion. Otherwise, the Board was asked to formally act on the full consent agenda, according to the details and recommended action presented for each item in the following pages

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

- a. Review and Action as Necessary on Award of Proposals, Purchases, and Renewals
- b. Review and Action as Necessary to Renew the Hidalgo County Agreement for Tax Assessment Collection
- c. Review and Action as Necessary to Renew the Starr County Agreement for Tax Assessment Collection
- d. Review and Action as Necessary to Approve and Implement a Late Cancellation Fee for Dual Credit Sections Assigned to be Taught by South Texas College Faculty
- e. Presentation and Action as Necessary to Accept South Texas College Chief Executive Officer Report on Sexual Harassment, Sexual Assault, Dating Violence, and Stalking Incidents Under Texas Education Code, Section 51.253(c)

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

- a. Review and Action as Necessary on Award of Proposals, Purchases, and Renewals totaling \$1,310,731.79.
- b. Review and Action as Necessary to Renew the Hidalgo County Agreement for Tax Assessment Collection

- c. Review and Action as Necessary to Renew the Starr County Agreement for Tax Assessment Collection
- d. Review and Action as Necessary to Approve and Implement a Late Cancellation Fee for Dual Credit Sections Assigned to be Taught by South Texas College Faculty
- e. Presentation and Action as Necessary to Accept South Texas College Chief Executive Officer Report on Sexual Harassment, Sexual Assault, Dating Violence, and Stalking Incidents Under Texas Education Code, Section 51.253(c)

The motion carried.

### **Consent Agenda:**

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

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

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

The Finance, Audit, and Human Resources Committee recommended approval of each item as presented below.

One item recommended by the Committee, for renewal of grounds maintenance services, was removed from the Consent Agenda portion and was included separately in the agenda to allow for continued discussion as needed.

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

- 1) Audio Visual Equipment for Special Events (Award):** award the proposal for audio visual equipment for special events to **SKC Communications Products, LLC**. (Richardson, TX), at a total amount of \$84,243.95;
- 2) Dual User Virtual Reality Welding Training Simulator (Award):** award the proposal for a dual user virtual reality welding training simulator to **Airgas USA, LLC**. (McAllen, TX), at a total amount of \$57,100.00. A second simulator has been solicited and will be presented at the Board meeting for approval;
- 3) Internet Services for South Texas College Sites (Award):** award the proposal for internet services for South Texas College sites to **Smartcom Telephone, LLC**. (McAllen, TX), for the period beginning July 1, 2021 through August 31, 2022, at an estimated annual amount of \$49,512.00;
- 4) Vehicle Maintenance and Repair Services (Award):** award the proposal for vehicle maintenance and repair services for the period beginning May 29, 2021 through May 28, 2022 with two one-year options to renew, at an estimated amount of \$75,000.00, which is based on prior year expenditures. The vendors are as follows:



Vendor (City, State)	Vendor (City, State)
<b>Auto Haus of McAllen</b> (McAllen, TX)	<b>Boggus Motor Sales II, LLC.</b> (McAllen, TX)
<b>Brownsville Sports Center, Inc.</b> (Brownsville, TX)	<b>Charles Clark Chevrolet, Co.</b> (McAllen, TX)
<b>Firestone Complete Auto Care</b> (McAllen, TX)	<b>Municipal Fire Apparatus Specialists, LLC.</b> (McAllen, TX)
<b>Pan American Auto, LLC.</b> (McAllen, TX)	<b>Rush Truck Centers of Texas, LP. / dba Rush Truck Center, Pharr</b> (Pharr, TX)
<b>Scott's Tire Center</b> (Mission, TX)	<b>Spikes Motors</b> (Mission, TX)
<b>Stutz Auto Service, Inc.</b> (McAllen, TX)	<b>Tellus Equipment Solutions, LLC.</b> (Katy, TX)

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

- 5) Mobile Hotspot Service Extension (Purchase/Subscribe):** purchase/subscribe to one (1) additional month of mobile hotspot services from **AT&T Mobility, LLC.** (Austin, TX), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning August 1, 2021 through August 31, 2021, at a total amount \$12,460.72. This will enable South Texas College libraries to continue making available to eligible students the three hundred twenty-eight (328) mobile broadband hotspot devices for one month following the expiration of the IMLS-TSLAC grant funding period;

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

- 6) Furniture (Purchase):** Purchase furniture from National Cooperative Purchasing Alliance (NCPA), OMNIA Partners formerly National Intergovernmental Purchasing Alliance (NIPA), and Sourcewell Purchasing Cooperatives, at a total amount of \$67,257.68;

#	Vendor	Amount
A	<b>Clarus Glassboard, LLC. / Gateway Printing and Office Supply, Inc.</b> (Fort Worth, TX/Edinburg, TX)	\$13,474.33
B	<b>Exemplis Corporation / Gateway Printing and Office Supply, Inc.</b> (Cypress, CA/Edinburg, TX)	\$18,792.70
C	<b>Krueger International, Inc. / Gateway Printing and Office Supply, Inc.</b> (Green Bay, WI/Edinburg, TX)	\$24,688.66
D	<b>National Office Furniture, Inc. / Gateway Printing and Office Supply, Inc.</b> (Jasper, IN/Edinburg, TX)	\$9,389.70
E	<b>The Hon Company / Gateway Printing and Office Supply, Inc.</b> (Muscatine, IA/Edinburg, TX)	\$912.29
Furniture Total		\$67,257.68

- 7) Asset Management, Chemical Inventory, and Inspection Software System (Renewal):** renew the asset management, chemical inventory, and inspection

software system contract with **SafetyStratus, Inc.** (Plano, TX), for the period beginning May 1, 2021 through April 30, 2022, at a total amount of \$20,000.00;

- 8) **Telephone Services (Renewal):** renew the telephone services contract with **SmartCom Telephone, LLC.** (McAllen, TX), for the period beginning June 21, 2021 through June 20, 2022, at an estimated monthly amount of \$13,650.00 and an estimated annual amount of \$163,800.00;
- 9) **Temporary Personnel Services (Renewal):** renew the temporary personnel services contracts for the period beginning June 29, 2021 through June 28, 2022, at an estimated amount of \$500,000.00, which is based on prior year expenditures. The vendors are as follows:

Vendor (City, State)	Vendor (City, State)
<b>AMP Personnel Services, LLP.</b> (McAllen, TX)	<b>Elite Employment Services, LLC.</b> (Pharr, TX)
<b>Express Employment Professionals</b> (McAllen, TX)	<b>Extra Extras, Inc.</b> (Weslaco, TX)
<b>Fewell Professional Services, LLC. / dba FPS Staffing</b> (Harlingen, TX)	<b>Link Staffing Services</b> (McAllen, TX)
<b>Manpower Group US, Inc.</b> (McAllen, TX)	<b>Onin Staffing</b> (McAllen, TX)
<b>R&amp;D Contracting, Inc. / dba R&amp;D Personnel</b> (McAllen, TX)	<b>Region Staffing</b> (Pharr, TX)
<b>Select Staff</b> (Edinburg, TX)	<b>Temps Plus Staffing Services, LLC.</b> (McAllen, TX)
<b>Texas Staffing Pros, LLC.</b> (McAllen, TX)	

- 10) **Travel Services (Renewal):** renew the travel services contract with **Echo Travel** (Edinburg, TX), for the period beginning July 1, 2021 through June 30, 2022, at a service fee of \$25.00 per airline ticket;

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

- 11) **Firewall Equipment Agreement (Purchase):** purchase of firewall equipment agreement with **Hewlett-Packard Financial Services Company** (Berkeley Heights, NJ), for the period beginning April 1, 2021 through March 31, 2025, at an annual amount of \$57,210.11 and a total agreement amount of \$228,840.44;
- 12) **Software License, Maintenance, and Support Agreements (Renewal):** renew the software license, maintenance, and support agreements with **Evisions, Inc.** (Irvine, CA), a sole source vendor, for the period beginning September 1, 2020 through July 31, 2022, at a total amount of \$52,517.00.

Recommend Action - The total for all award of proposals, purchases, and renewals was \$1,310,731.79.

## **Consent Agenda:**

### **b. Review and Action as Necessary to Renew the Hidalgo County Agreement for Tax Assessment Collection**

Approval to renew the Hidalgo County Agreement for Tax Assessment and Collection for current and delinquent taxes collected from September 1, 2021 through August 31, 2022 was requested.

Purpose – The Hidalgo County Agreement for Tax Assessment and Collection must be approved by the College by June 1, 2021. Approval of the tax assessment and collection fee was needed in order for the Hidalgo County Tax Assessor to assess and collect taxes levied.

Justification – Texas Property Tax Code, Sec. 6.27 (c) Compensation for Assessment and Collection, indicates that the assessor or collector is entitled to a reasonable fee, not to exceed actual costs incurred, for which it assesses and collects taxes. Texas Education Code, Sec. 130.121 (b) Tax Assessment and Collection, indicates that each governing board shall be authorized to have the taxable property in its district assessed and/or its taxes collected, in whole or in part, by the tax assessors and/or tax collectors, respectively, of any county, city, taxing district, or other governmental subdivision in which all or any part of the junior college district is located. The Inter-Local Cooperation Agreement requires the County, after reviewing actual collection costs, to submit a proposed fee to the College, which may include a cost increase of no more than 5% per year, prior to May 1st. The College will then have until June 1st to accept the recommended fee.

Background – The Board of Trustees approved the Inter-Local Cooperation Agreement for Tax Assessment and Collection with Hidalgo County on March 11, 1996 with an option to renew for subsequent tax years. The contract was last renewed on April 24, 2020, and the annual fee approved was \$103,212.00. Mr. Pablo Villarreal, Jr., RTA for Hidalgo County, has advised the College that the annual fee for tax year 2021 will remain at \$103,212.00. The monthly collection fee of approximately \$8,601.00 is reduced from taxes collected during the month and the remaining funds are wired to the South Texas College's bank depository account.

Below is a summary of fees charged by Hidalgo County each year for the periods of FY 2011 – 2012 and FY 2021– 2022.

<b>Ten Year History of Fees for Hidalgo County Tax Assessment and Collection</b>			
<b>Fiscal Year</b>	<b>Fee</b>	<b>Increase over Previous Year</b>	<b>Total Tax Levy</b>
2021 - 2022	\$103,212.00	0%	Not Available

<b>Ten Year History of Fees for Hidalgo County Tax Assessment and Collection</b>			
<b>Fiscal Year</b>	<b>Fee</b>	<b>Increase over Previous Year</b>	<b>Total Tax Levy</b>
2020 – 2021	\$103,212.00	0%	\$66,982,283.00
2019 – 2020	\$103,212.00	0%	\$64,711,985.97
2018 - 2019	\$103,212.00	0%	\$63,236,679.08
2017 – 2018	\$103,212.00	5%	\$62,624,834.26
2016 – 2017	\$98,304.00	0%	\$59,701,217.59
2015 – 2016	\$98,304.00	0%	\$56,408,070.41
2014 – 2015	\$98,304.00	5%	\$52,781,657.49
2013 – 2014	\$93,626.00	0%	\$42,343,115.93
2012 – 2013	\$93,626.00	0%	\$41,616,411.41
2011 – 2012	\$93,626.00	0%	\$41,248,920.80

Funding Source – The annual collection fee was reduced monthly from taxes collected during the month. Funds for these expenditures would be budgeted in the Hidalgo Appraisal/Collection Fee budget for FY 2021 – 2022, pending Board approval of the budget.

Enclosed Documents – Clause VI, Consideration of the Hidalgo County Collection of Taxes Inter-Local Cooperation Agreement for Tax Assessment and Collection Contract was provided in the packet for the Board's review and information.

The Finance, Audit, and Human Resources Committee recommended Board approval of the renewal of the Hidalgo County Agreement for Tax Assessment and Collection for current and delinquent taxes collected at an annual fee of \$103,212.00 from September 1, 2021 through August 31, 2022 as presented.

### **Consent Agenda:**

#### **c. Review and Action as Necessary to Renew the Starr County Agreement for Tax Assessment Collection**

Approval to renew the Starr County Agreement for Tax Assessment and Collection for current and delinquent taxes collected from September 1, 2021 through August 31, 2022 was requested.

**Purpose** – The Starr County Agreement for Tax Assessment and Collection must be approved by the College by June 1, 2021. Approval of the tax assessment and collection fee was needed in order for the Starr County Tax Assessor to assess and collect taxes levied.

**Justification** – Texas Property Tax Code, Sec. 6.27 (c) Compensation for Assessment and Collection, indicates that the assessor or collector is entitled to a reasonable fee, not to exceed actual costs incurred, for which it assesses and collects taxes. Texas Education Code, Sec. 130.121 (b) Tax Assessment and Collection, indicates that each governing board shall be authorized to have the taxable property in its district assessed and/or its taxes collected, in whole or in part, by the tax assessors and/or tax collectors, respectively, of any county, city, taxing district, or other governmental subdivision in which all or any part of the junior college district is located.

**Background** – The Board of Trustees approved the Inter-Local Cooperation Agreement for Tax Assessment and Collection with Starr County on August 14, 2017, with an option to renew for subsequent tax years. The contract was last renewed on April 28, 2020, and the annual fee approved was 3.5% of the College's total tax collections for the period of September 1, 2020 through August 31, 2021 for tax year 2020. The annual fee for Fiscal Year 2021 is estimated to be \$147,763.59. Ms. Maria Ameida Salinas, Tax Assessor-Collector for Starr County, has advised the College that the annual fee for tax year 2021 will remain at 3.5% of the College's total tax collections. The annual fee for Fiscal Year 2022 is estimated to be \$153,407.32, based on 3.5% of the College's total estimated tax collections for the period of September 1, 2021 through August 31, 2022. The monthly collection fee of approximately \$12,783.94 will be reduced from taxes collected.

Below is a summary of fees charged by Starr County each year for the periods of FY 2011 – 2012 to FY 2019 – 2020 and the estimated fee for Fiscal Year 2020 – 2021 and Fiscal Year 2021 – 2022, based on a rate of 3.5% of total tax collections.

<b>Ten Year History of Fees for Starr County Tax Assessment and Collection</b>			
<b>Fiscal Year</b>	<b>Fee</b>	<b>Increase over Previous Year</b>	<b>Total Tax Levy</b>
2021 – 2022	\$153,407.32***	3.82%	Not Available
2020 – 2021	\$147,763.59**	3.55%	\$4,108,455.73
2019 – 2020	\$142,693.53	(3.50%)	\$4,010,125.41
2018 – 2019	\$147,863.11	0.001%	\$4,058,100.49
2017 – 2018	\$147,862.05*	68.24%	\$3,933,751.72
2016 – 2017	\$87,886.00	0%	\$3,494,095.10

<b>Ten Year History of Fees for Starr County Tax Assessment and Collection</b>			
<b>Fiscal Year</b>	<b>Fee</b>	<b>Increase over Previous Year</b>	<b>Total Tax Levy</b>
2015 – 2016	\$87,886.00	0%	\$3,871,198.83
2014 – 2015	\$87,886.00	0%	\$3,352,380.96
2013 – 2014	\$87,886.00	0%	\$2,735,855.80
2012 – 2013	\$87,886.00	0%	\$2,735,414.30
2011 – 2012	\$87,886.00	0%	\$2,978,854.04

\*In Fiscal Year 2018, Starr County changed the annual fee from a flat rate to 3.5% of all current and delinquent base taxes collected. Prior to Fiscal Year 2018, Starr County assessed a flat rate fee of \$87,886.00

\*\*Estimated Fee Amount to be paid by August 31, 2021,

\*\*\*Estimated Fee Amount to be approved at April 27, 2021 Board Meeting

Funding Source – The annual collection fee was reduced monthly from taxes collected during the month. Funds for these expenditures would be budgeted in the Starr Appraisal/Collection Fee budget for FY 2021 – 2022, pending Board approval of the budget.

Enclosed Documents – Clause VI, Consideration of the Starr County Collection of Taxes Inter-Local Cooperation Agreement for Tax Assessment and Collection Contract was provided in the packet for the Board's review and information.

The Finance, Audit, and Human Resources Committee recommended Board approval of the renewal of the Starr County Agreement for Tax Assessment and Collection for current and delinquent taxes collected at a fee of 3.5% or approximately \$153,407.32 for the taxable year 2021 of the College's total tax collected from September 1, 2021 through August 31, 2022, as per the Starr County Commissioner's Court approval on March 8, 2021, as presented.

### **Consent Agenda:**

#### **d. Review and Action as Necessary to Approve and Implement a Late Cancellation Fee for Dual Credit Sections Assigned to be Taught by South Texas College Faculty**

The Board was asked to approve and implement a late cancellation fee for Dual Credit sections assigned to be taught by a South Texas College faculty.

Dr. Rebecca De Leon, Dean for Dual Credit Programs & School District Partnerships reviewed and discussed the proposed Late Cancellation Fee for Dual Credit Sections assigned to be taught by South Texas College faculty which could be implemented beginning in Academic Year 2021 – 2022.

Purpose - Instituting a Late Cancellation Fee for Dual Credit Sections assigned to STC Faculty for Academic Year 2021 - 2022.

Proposed Fee - The Late Fee would be based on 20% of the minimum approved Dual Credit Programs Flat Rate of \$4,500. Therefore, the fee would be \$900 per each cancelled section, which would partially offset STC's staff time and effort for the creation, staffing, and then subsequent cancellation of sections.

Justification - South Texas College's Dual Credit Programs supports partnerships with 21 school districts, and at 70 separate high school campuses, across Hidalgo and Starr Counties. In Fall 2020, 1,556 dual credit sections were offered, serving 12,282 dual credit students from partnering school districts.

STC ensures that the dual credit course schedule is reviewed, approved, and finalized by partnering school district at least two months prior to the start of an academic semester. Dual Credit Programs Scheduling Staff, Program Chairs, and Academic Deans provide the oversight to assign qualified faculty to teach the dual credit courses, whether those faculty are employed by the College or the partnering district.

Specifically, STC Program Chairs and Academic Deans coordinate College faculty schedules for each district site. The number of faculty and their assigned course loads at district sites have increased over the years, where in Fall 2020, 270 STC Faculty were assigned to teach 620 sections at high school campuses.

There would be no Late Cancellation Fee charged if the partnering school districts comply with the cancellation dates included in the Annual Interlocal Agreement. In addition, the cancellation fee would only be applied to sections that were assigned to be taught by STC faculty.

Cancellation Dates by Semester: The last day school districts can cancel a section assigned to STC faculty:

- Fall 2021 semester: August 6, 2021
- Spring 2022 semester: January 4, 2022
- Summer 2022 summer terms: May 23, 2022 (Summer I); June 29, 2022 (Summer II)
- Dates for future terms will be outlined in Interlocal Agreements with each partnering school district.

Background - The deadline to request STC faculty to teach dual credit sections for Fall 2020 was set for August 10, 2020, however, sixty (68) dual credit sections assigned to STC Faculty were not confirmed until the first-class day. In addition, thirty-six (36) sections were cancelled the first-class day, thus affecting teaching assignments of faculty who were assigned to teach those cancelled sections. The cancellation of sections also necessitated major changes in teaching assignments of most faculty in those departments as department chairs had to ensure that all departmental faculty have sufficient teaching assignments to meet the faculty contract requirements with the College.

The major goal of establishing the late cancellation fee after the deadline is to deter cancelation by the partnering school districts after announced cancelation dates and also to partially recuperate the cost related to time and effort expended on activities such as:

- Time spent by Program Chairs and Academic Deans in assessment of overall Departmental Course Schedule to accommodate dual section requests
- Staff time in creation and then cancellation of courses for Dual Credit Programs Schedule
- Time spent by division dean in requesting and hiring additional faculty to staff dual sections requests by partnering school districts
- Time spent in collaboration with Curriculum Department for proper scheduling
- Time spent by Program Chair reshuffling of multiple STC Faculty Schedules to restore Contractual Load to STC faculty who had been assigned confirmed dual sections cancelled at the last moment
- As a last resort, Academic Affairs has to create and compensate STC Faculty members impacted by cancelled sections through special assignments to ensure faculty have their contractual loads.

The Finance, Audit, and Human Resources Committee recommended Board approval and implementation of the late cancellation fee for Dual Credit sections assigned to be taught by South Texas College faculty, beginning in Academic Year 2021 – 2022 as presented.



## **Consent Agenda:**

### **e. Presentation and Action as Necessary to Accept South Texas College Chief Executive Officer Report on Sexual Harassment, Sexual Assault, Dating Violence, and Stalking Incidents Under Texas Education Code, Section 51.253(c)**

Acceptance of South Texas College Chief Executive Officer Report on Sexual Harassment, Sexual Assault, Dating Violence, and Stalking Incidents Under Texas Education Code, Section 51.253(c) was requested.

Purpose – Under the Texas Education Code (TEC), Section 51.253(a), the institution's Title IX Coordinator was required to submit a written report no less than every three months to the institution's Chief Executive Officer regarding reports **received from employees** who are required to report under the TEC, Section 51.252.

The Chief Executive Officer of every higher education institution must also submit a data report at least once during each fall or spring semester to the Board of Trustees and submit the report to the Texas Higher Education Coordinating Board and certify that it has been presented to the Board and posted on the College's website.

Justification – During academic year 2020 - 2021 (commencing September 1, 2020), the College has received reports concerning sexual harassment, sexual assault, dating violence or stalking incidents from employees.

Background – Texas Education Code Section 51.252 requires **employees** of higher education institutions to report incidents of sexual harassment, sexual assault, dating violence, or stalking allegedly committed by or against a student or employee, to a Title IX Coordinator or Deputy Title IX Coordinator. If an employee fails to report or falsely reports such incidents, SB212 subjects these employees to criminal liability (misdemeanor) and termination of employment.

Thus, these reports only include incidents submitted by employees and does not include incidents submitted by students or others. Therefore, this was not a summary of all sexual harassment or sexual misconduct cases received by the College. Any additional reports received by the Title IX Coordinator that do not meet the required reporting criteria in the Texas Education Code have been omitted for the compliance purposes of this specific report.

On October 27, 2020, the College President presented to the Board, the FY 2019 – 2020 annual report.

On April 27, 2021, the Interim President presented the FY 2020 – 2021 Quarter 1 and Quarter 2 reports.

The Quarter 1 (September 2020 – November 2020) and Quarter 2 (December 2020 – February 2021) Reports include incidents defined in the TEC, Section 51.251 as “sexual harassment,” “sexual assault,” “dating violence,” or “stalking”, which are also violations of the sexual misconduct provisions of South Texas College Policy #4216: Sex Discrimination, Sexual Harassment, Domestic Violence, Dating Violence, Stalking and Retaliation Prohibited.

For the purposes of complying with the reporting requirements under TEC Section 51.253(a), these reports have been modeled following guidance provided by the Texas Higher Education Coordinating Board.

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

Enclosed Documents – The items below were provided in the packet for the Board’s information and review:

1. South Texas College CEO’s SB212 Quarter 1 (September 2020 – November 2020)
2. South Texas College CEO’s SB212 Quarter 2 (December 2020 – February 2021)

Dr. David C. Plummer, Interim President, and Mary Elizondo, Vice President for Finance and Administrative Services/Title IX Coordinator, presented at the Committee Meeting.

The Finance, Audit, and Human Resources Committee recommended Board approval and acceptance of South Texas College Chief Executive Officer’s Reporting of Sexual Harassment, Sexual Assault, Dating Violence, and Stalking Incidents Under Texas Education Code, Section 51.253(c) as presented.

## **Review and Action as Necessary on Renewal of Ground Maintenance Services Contract**

The Board was asked to approve the renewal of the ground maintenance contract with TLC Total Lawn Care, LLC, for the period beginning July 26, 2021 through July 25, 2022. The contract included an estimated base of \$448,035.84 for mowing, tree trimming, shredding services, and irrigation inspections. The contract also included an estimated

amount of \$175,000 for various plants, replacement plants, and landscaping as needed, as well as an estimated amount of \$50,000 for sprinkler system repairs as needed. The total contract was at an estimated amount of \$673,035.84.

This contract provided grounds maintenance for all six physical campuses, Pecan Plaza, all parking lots, and open land, which together comprise a total of three-hundred-eighty-nine (389) acres. The services included:

- Mowing approximately 46 times per year
- Tree trimming annually, for 2,189 trees of various types
- Shredding of grass approximately every two months, for 85 acres of open land
- Irrigation inspections and repair on a monthly basis
- Planting and replacing plants, shrubs, mulch, and landscaping materials as needed.

This would be the first renewal of the original contract, as approved by the Board on June 23, 2020. A second renewal term would be available again next year, under the current contract.

On April 13, 2021, the Finance, Audit, and Human Resources Committee recommended Board approval of the renewal as presented. This item was included with other procurement items presented for the Committee's review, and was the subject of discussion about costs related to these services. It was separated from other items, and is presented for the Board's discussion and action as necessary.

### **June 26, 2020 Procurement Process**

In 2020, administration released a Request for Proposals to solicit competitive seals proposals for the ground maintenance services contract. Five firms responded, though two firms submitted incomplete documents and were not evaluated.

The evaluation committee used the Board-approved evaluation criteria and scoring weights, as advertised as part of the Request for Proposals.

The proposal submitted by TLC Total Lawn Care, LLC, was evaluated as the highest ranking, and was awarded upon Board approval.

### **Consideration of Developing South Texas College Grounds Maintenance Team**

At the April 13, 2021 Finance, Audit, and Human Resources Committee meeting, trustees asked whether the College had considered hiring grounds maintenance staff directly, rather than contracting third-party services.

Mr. George McCaleb, Director of Facilities Operations and Maintenance, affirmed that he had conducted an internal study, and estimated that an inhouse grounds maintenance team would cost the College approximately \$1.15 million dollars per year, compared to the current third-party contract for an estimated \$448,035.84 in base services, plus a not to exceed amount of \$225,000 for plants, landscaping, and irrigation repairs, for an estimated cost not to exceed \$673,035.84 per year.

The internal study included the following costs:

Personnel	\$773,161	includes salary and benefits
Equipment	37,856	various equipment
Vehicles	40,800	annual depreciation over 5 years
Fuel for equipment	15,000	at current fuel costs
Fuel for vehicles	10,937	at current fuel costs
Equipment maintenance	15,000	not-to-exceed estimate
Plants	50,000	not-to-exceed estimate
Trees	50,000	not-to-exceed estimate
Shredding	15,150	outsourced expense
Tree trimming	36,398	outsourced expense
Irrigation supplies	40,000	not-to-exceed estimate
Misc supplies**	30,000	not-to-exceed estimate
Mulching	<u>40,000</u>	not-to-exceed estimate
<b>Total:</b>	<b>\$1,154,302</b>	

### **Administration Recommendation**

Administration recognized that several trustees expressed concern about the cost. Staff found the contract cost to be reasonable in comparison to other qualified bids submitted in June 2020. While there was one proposal in June 2020 that was substantially lower, the vendor did not submit the required documents and the evaluation was not evaluated. The other two evaluated proposals in June 2020 were roughly \$150,000 - \$210,000 higher than the awarded proposal.

Administration had been satisfied with the performance of Total Lawn Care, LLC, under the current contract, and recommended renewal of the contract.

Upon a motion by Mr. Rene Guajardo and a second by Dr. Alejo Salinas, Jr., the Board of Trustees of South Texas College approved and authorized renewal of the ground maintenance contract with TLC Total Lawn Care, LLC, for the period beginning July 26, 2021 through July 25, 2022. The contract includes an estimated base of \$448,035.84 for mowing, tree trimming, shredding services, and irrigation inspections. The contract also includes a not-to-exceed amount of an additional \$175,000 for various plants, replacement plants, and landscaping as needed, as well as a not-to-exceed \$50,000 for sprinkler system repairs as needed. The total contract would not exceed \$673,035.84. The motion carried.

### **Review and Action as Necessary on Award of Dual User Virtual Reality Welding Training Simulator II**

The Board was asked to award the proposal for a dual user virtual reality welding training simulator II.

On April 13, 2021, the Finance, Audit, and Human Resources Committee reviewed and recommended approval to award a proposal for a dual user virtual reality welding training simulator to Airgas USA, LLC, for a total of \$57,100.00. That recommendation was included in the purchasing items presented under the consent agenda earlier in this packet.

In the Committee packet and at the meeting, administration also notified the Committee that Carl Perkins grant funds were available to purchase a second unit, but that unit would need to be solicited separately. This purchase would need to be authorized by April 30, 2021, under the grant program requirements.

The request for proposals was advertised and proposals were due on Monday, April 26, 2021, and the award information including the cost was provided at the Board meeting.

Purpose – The welding program requested authorization to purchase a second dual user virtual reality welding training simulator for student instruction at the Technology Campus.

Justification and Benefit – The simulator was necessary for student training and instructor preparation as it realistically simulates the experience of a welding device. It provided a virtual hands-on training experience that allows students to complete more passes in traditional training and provides real-time feedback on different welding techniques and positions to both students and instructors.

This computer-based training system was an educational tool designed to supplement and enhance traditional welding training. It allowed students to practice their welding techniques in a simulated and immersive environment.

Background – Proposal documents were advertised on April 11, 2021 and April 18, 2021 and issued to nine (9) vendors. The proposals were due on April 26, 2021 and were reviewed by the Welding Program and Purchasing Department.

Funds for this expenditure were budgeted in the Carl Perkins grant capital budget for FY 2020 – 2021, which were only available through April 30, 2021.

Upon a motion by Mr. Rene Guajardo and a second by Dr. Alejo Salinas, Jr., the Board of Trustees of South Texas College approved and authorized awarding the proposal for a dual user virtual reality welding training simulator to Alamo Iron Works (Brownsville, TX) for \$58,344.20. The motion carried.

### **Review and Action as Necessary on Purchase of Mobile Hotspots for Phase IV Service Expansion**

The Board was asked to approve and authorize purchasing 294 mobile hotspot devices and subscribing services for four months through **AT&T Mobility, LLC**. (Carol Stream, IL), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning May 1, 2021 through August 31, 2021, at a total amount of \$29,976.24.

The devices and service subscriptions would enable South Texas College libraries to expand mobile broadband hotspot service for students.

Purpose – Library Services requested authorization to purchase two hundred ninety-four (294) mobile broadband hotspot devices and subscribe services for four (4) months on each device. These devices would provide home Internet accessibility to eligible students enrolled in South Texas College career and technical education programs. This would allow student home access to online courses and learning resources through the end of the summer.

Justification and Benefit – With \$30,000 in additional grant support from the Perkins Basic Grant pursuant to the Perkins Basic FY21 Approved Amendment One, the College was able to purchase/subscribe to mobile broadband services for two hundred ninety-four (294) additional devices to make available to eligible students enrolled in career and technical education programs. The Perkins Basic FY21 Approved Amendment funding will expire on August 31, 2021. The monthly subscription cost per device was \$37.99 and the total discounted cost for the service expansion was \$29,976.24, with the savings of \$14,700.

- $\$37.99 \times 294 \text{ (devices quantity)} = \$11,169.06 \times 4 \text{ (month subscription)} = \$44,676.24 - \$29,976.24 \text{ (amount billed)} = \$14,700 \text{ in savings.}$

Funds for this expenditure were budgeted in the Carl D. Perkins Vocational and Technical Education grant budget, for which the funding period ends August 31, 2021.

### **Previously Purchased Hotspots**

These new devices would add to the devices already included in the ongoing mobile hotspot program, which was included in the April Finance Committee agenda purchasing items. This purchase would be the fourth group of mobile hotspot to be purchased and distributed to qualifying students.

In previous phases, 414 total hotspots were purchased (86 with Perkins Basic Grant funding and 328 with funding from the Institute of Museum and Library Services/Texas State Library and Archives Commission CARES Act Grant) and these were made available to students. Selected eligible students were notified by phone and in a follow-up e-mail message that their application for a hotspot was approved and they were instructed to (1) view an online tutorial on how to use Blackboard and another tutorial on library resources and services and (2) provide confirmation of satisfactory completion of the tutorials before visiting the library to pick up their hotspots. Most students in the Phase I group completed the tutorials and picked up their hotspot. However, several students in the Phase II distribution were unable to complete the tutorials and pick up their hotspots after more than two weeks of being notified. Some declined the hotspots.

As of April 21, 2021, 318 (76.81%) of the available 414 total hotspots had been issued out to eligible students, and administration had streamlined the distribution process to improve the issuance of current and future devices:

- The deadline to complete the tutorials and pick up the devices has been reduced to one week, so that other eligible students who applied but were not initially selected could receive a hotspot.
- Additionally, the tutorials component has been revised to provide for a brief assessment and on-the-spot instruction as needed instead of the previous online tutorial and assessment confirmation.
- Hotspots availability between campuses has been made more fluid to make devices more available where needed.

It was anticipated that these changes would improve the circulation of hotspots moving forward.

Upon a motion by Mr. Rene Guajardo and a second by Mr. Paul R. Rodriguez, the Board of Trustees of South Texas College approved and authorized purchasing 294 mobile hotspot devices and subscribing services for four months through **AT&T Mobility, LLC**. (Carol Stream, IL), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning May 1, 2021 through August 31, 2021, at a total amount of \$29,976.24 as presented. The motion carried.

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

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

Administration 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 provided the opportunity 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. Authorization to Proceed with Solicitation of Architectural Services for the Regional Center for Public Safety Excellence Canopy for Safety Training Vehicles
- b. Authorization to Proceed with Solicitation of Architectural Services for the Regional Center for Public Safety Excellence Canopies for Students and Instructors
- c. Authorization to Proceed with Solicitation of Architectural Services for the Regional Center for Public Safety Excellence Flammable Liquid and Gas (F.L.A.G.) Fire Training Area
- d. Authorization to Proceed with Solicitation of Construction Services for the Regional Center for Public Safety Excellence Site Drainage Improvements Phase II
- e. Approval of Substantial Completion of the Nursing and Allied Health Campus East Building A Student Services Renovation
- f. Approval of Substantial Completion of the Starr County Campus Student Services Building G Cashiers and Veterans Affairs Areas Renovation
- g. Approval of Final Completion of the Pecan Campus Sand Volleyball Courts Sand Replacement
- h. Renewal of Lease Agreement with City of Edinburg



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

- a. Authorization to Proceed with Solicitation of Architectural Services for the Regional Center for Public Safety Excellence Canopy for Safety Training Vehicles
- b. Authorization to Proceed with Solicitation of Architectural Services for the Regional Center for Public Safety Excellence Canopies for Students and Instructors
- c. Authorization to Proceed with Solicitation of Architectural Services for the Regional Center for Public Safety Excellence Flammable Liquid and Gas (F.L.A.G.) Fire Training Area
- d. Authorization to Proceed with Solicitation of Construction Services for the Regional Center for Public Safety Excellence Site Drainage Improvements Phase II
- e. Approval of Substantial Completion of the Nursing and Allied Health Campus East Building A Student Services Renovation
- f. Approval of Substantial Completion of the Starr County Campus Student Services Building G Cashiers and Veterans Affairs Areas Renovation
- g. Approval of Final Completion of the Pecan Campus Sand Volleyball Courts Sand Replacement
- h. Renewal of Lease Agreement with City of Edinburg

The motion carried.

### **Consent Agenda:**

- a. Review and Action as Necessary on Authorization to Proceed with Solicitation of Architectural Services for the Regional Center for Public Safety Excellence Canopy for Safety Training Vehicles**

Approval of authorization to proceed with the publication of a Request for Qualifications (RFQ) to solicit architectural services for the Regional Center for Public Safety Excellence (RCPSE) Canopy for Safety Training Vehicles project was requested.

### **Purpose**

The Board was asked to approve the solicitation of architectural services for the construction of a canopy and a fenced and wall enclosure with a security gate for the protection of the RCPSE safety training vehicles, such as the fire truck, police training vehicles, service truck, all-terrain vehicles, trailers, and a trainer for the fire program.

### **Justification**

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

### **Scheduling Priority**

This project was requested by the RCPSE staff. The project was reviewed by the Facilities Planning & Construction department, Administration, and the Coordinated Operations Council. This project was scheduled as a non-educational space improvement to provide protection and security for safety training vehicles.

### **Background**

The proposed RCPSE Canopy for Safety Training Vehicles project was part of the College's FY 2020-2021 Capital Improvement Projects. The project consisted of constructing a canopy and enclosure with a security gate to protect the safety training vehicles at the RCPSE. The canopy would protect the vehicles from the elements, and the enclosed area would provide security protection for the vehicles. On March 30, 2021, the Board of Trustees authorized moving forward with this project.

The proposed scope of work is summarized as follows:

- Design and construction of the canopy and enclosure
- Approximate square feet of the enclosed canopy: 3,200 s.f.
- Enclosure materials to match the existing RCPSE facility

The total project budget was \$285,500 and itemized in the table below:

<b>Regional Center for Public Safety Excellence Canopy for Safety Training Vehicles Total Project Budget</b>	
<b>Budget Item</b>	<b>Budget Amount</b>
Construction	\$245,000
Design	24,500
Miscellaneous	10,000
Technology	6,000
<b>Total Project Budget</b>	<b>\$285,500</b>

### **Funding Source**

Funds for the Regional Center for Public Safety Excellence Canopy for Safety Training Vehicles Project 2019-016C were budgeted in the Unexpended Construction Plant Fund for available use in fiscal year 2020-2021.

### **Enclosed Documents**

Facilities Planning & Construction staff prepared a presentation of the project and a preliminary layout of the space for the Board's review and information.

The Facilities Committee recommended Board approval of the solicitation of architectural services for the Regional Center for Public Safety Excellence Canopy for Safety Training Vehicles project as presented.

## **Consent Agenda:**

### **b. Review and Action as Necessary on Authorization to Proceed with Solicitation of Architectural Services for the Regional Center for Public Safety Excellence Canopies for Students and Instructors**

Approval of authorization to proceed with the publication of a Request for Qualifications (RFQ) to solicit architectural services for the Regional Center for Public Safety Excellence (RCPSE) Canopies for Students and Instructors project was requested.

#### **Purpose**

The Board was asked to approve the solicitation of architectural services for the construction of canopies with bleachers for the protection of students and instructors during outdoor instruction at the RCPSE.

#### **Justification**

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

#### **Scheduling Priority**

This project was requested by the Business, Public Safety, & Technology division in 2017. The project was reviewed by the Facilities Planning & Construction department, Administration, and the Coordinated Operations Council. This project was scheduled as an educational space improvement to provide protective canopies with bleachers for students and instructors during outdoor instruction.

#### **Background**

The proposed RCPSE Canopies for Students and Instructors project was part of the College's FY 2020-2021 Capital Improvement Projects. The project consisted of constructing two (2) canopies and concrete pads with bleachers to protect students and instructors during outdoor instruction and while performing pre/post check routines at the RCPSE. The students were often in full fire safety gear during instruction in the outdoor training environment. On March 30, 2021, the Board of Trustees authorized moving forward with this project.

The proposed scope of work is summarized as follows:

- Design and construction of the canopies with concrete pads and bleachers
- Approximate square feet of each canopy: 720 s.f.
- Canopy materials to match the existing RCPSE facility

The total project budget was \$247,000 and itemized in the table below:

<b>Regional Center for Public Safety Excellence Canopies for Students and Instructors Total Project Budget</b>	
<b>Budget Item</b>	<b>Budget Amount</b>
Construction	\$205,000
Design	20,500
Miscellaneous	10,000
FFE	5,500
Technology	6,000
<b>Total Project Budget</b>	<b>\$247,000</b>

#### **Funding Source**

Funds for the Regional Center for Public Safety Excellence Canopies for Students and Instructors Project 2019-017C were budgeted in the Unexpended Construction Plant Fund for available use in fiscal year 2020-2021.

#### **Enclosed Documents**

Facilities Planning & Construction staff prepared a presentation of the project and a preliminary layout of the space for the Board's review and information.

The Facilities Committee recommended Board approval of the solicitation of architectural services for the Regional Center for Public Safety Excellence Canopies for Students and Instructors project as presented.

#### **Consent Agenda:**

##### **c. Review and Action as Necessary on Authorization to Proceed with Solicitation of Architectural Services for the Regional Center for Public Safety Excellence Flammable Liquid and Gas (F.L.A.G.) Fire Training Area**

Approval of authorization to proceed with the publication of a Request for Qualifications (RFQ) to solicit architectural services for the Regional Center for Public Safety Excellence (RCPSE) Flammable Liquid and Gas (F.L.A.G.) Fire Training Area project was requested.

### **Purpose**

The Board was asked to approve the solicitation of architectural services for the construction of a F.L.A.G. training area for students at the RCPSE.

### **Justification**

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

### **Scheduling Priority**

This project was requested by the Business, Public Safety, & Technology division in 2017. The project was reviewed by the FPC department, Administration, and the Coordinated Operations Council. This project was scheduled as an educational space improvement to provide an outdoor area for flammable liquid and gas (F.L.A.G.) fire training.

### **Background**

The proposed RCPSE F.L.A.G. Fire Training Area project was part of the College's FY 2020-2021 Capital Improvement Projects. The project consisted of constructing a concrete pad with necessary drainage, extending the existing fire line with fire hydrants, and adding an access drive for students to receive F.L.A.G. fire training. The Fire Science program acquired a fire trainer vehicle and was awaiting the delivery of a fire trailer that would need a fire training pad to conduct fire training exercises. On March 30, 2021, the Board of Trustees authorized moving forward with this project.

The proposed scope of work is summarized as follows:

- Design and construction of the concrete pad with drainage
- Design and construction of the access drive to the fire training pad
- Design and construction of the fire line and fire hydrants to the fire training pad
- Approximate square feet of the fire training pad and drive: 29,000 s.f.

The total project budget was \$443,600 and itemized in the table below:

<b>Regional Center for Public Safety Excellence F.L.A.G. Fire Training Area Total Project Budget</b>	
<b>Budget Item</b>	<b>Budget Amount</b>
Construction	\$300,000
Design	30,000
Miscellaneous	13,600
FFE	100,000
<b>Total Project Budget</b>	<b>\$443,600</b>

### **Funding Source**

Funds for the Regional Center for Public Safety Excellence Flammable Liquid and Gas (F.L.A.G.) Fire Training Area Project 2019-020C were budgeted in the Unexpended Construction Plant Fund for available use in fiscal year 2020-2021.

### **Enclosed Documents**

Facilities Planning & Construction staff prepared a presentation of the project and a preliminary site layout for the Board's review and information.

The Facilities Committee recommended Board approval of the solicitation of architectural services for the Regional Center for Public Safety Excellence Flammable Liquid and Gas (F.L.A.G.) Fire Training Area project as presented.

### **Consent Agenda:**

#### **d. Review and Action as Necessary on Authorization to Proceed with Solicitation of Construction Services for the Regional Center for Public Safety Excellence Site Drainage Improvements Phase II**

Approval of authorization to proceed with the solicitation of construction services for the Regional Center for Public Safety Excellence (RCPSE) Site Drainage Improvements Phase II-Option 1A project will be requested at the April 27, 2021 Board meeting.

Construction services were necessary to perform drainage improvements at the RCPSE. If solicitation was approved, documents would be issued for solicitation of construction proposals. Once received, construction proposals would be evaluated and submitted to the Board of Trustees with a recommendation to award a construction contract. Phase I of the project, which included work at the Cityscape area, was completed and accepted by the Board of Trustees on February 23, 2021.

### **Background**

On October 27, 2020, the Board of Trustees approved the Drainage Improvement plan prepared by Perez Consulting Engineers (PCE). The Board approved Option 1A, which enlarged the existing detention pond to meet or exceed the Hidalgo County Drainage District (HCDD) No. 1 and City of Pharr requirements of a 50-year storm.

- Option 1A provided detention pond volume to:
  - exceed the 50-year requirement, and
  - meet a 100-year storm as recommended in the approved Drainage Improvement plan.
  - add an additional 2.5 acre-feet of detention to the existing detention facilities.

### **Budget – FY 20-21**

For FY 20-21, a construction budget of \$300,000 was included in the Unexpended Construction Plant Fund before PCE outlined specific solutions to resolve the drainage issues and before the board approved an option and was based on the engineer's preliminary estimate. PCE estimated that the cost of Option 1A will be within the \$300,000 construction budget.

The FY 20-21 project budget and estimated project cost for Option 1A was as follows:

<b>Regional Center for Public Safety Excellence  Site Drainage Improvements Phase II  Total Project Budget for FY2020-2021</b>			
<b>Budget Item</b>	<b>Original Budget</b>	<b>Drainage Evaluation Study</b>	<b>Project Estimate Option 1A</b>
Construction	\$300,000	\$0	\$84,920
Design			
Drainage Evaluation Study	40,000	39,490	
Engineering Fees	30,000		8,492
Miscellaneous	10,000	0	10,000
<b>Total Project Budget</b>	<b>\$380,000</b>	<b>\$39,490</b>	<b>\$103,412</b>

PCE was working on the development of the construction plans and specifications. Upon completion of the documents, the College would begin the process of the solicitation for construction services of the drainage improvements.

### **Enclosed Documents**

The packet included the proposed plan of Option 1A from PCE for the Board's review and information.

The Facilities Committee recommended Board approval to proceed with the solicitation of construction services for the Regional Center for Public Safety Excellence (RCPSE) Site Drainage Improvements Phase II-Option 1A project as presented.

## Consent Agenda:

### **e. Review and Action as Necessary on Approval of Substantial Completion of the Nursing and Allied Health Campus East Building A Student Services Renovation**

Approval of substantial completion of the Nursing and Allied Health Campus East Building A Student Services Renovation Project was requested.

Project		Completion Recommended	Date Received
1.	Nursing and Allied Health Campus East Building A Student Services Renovation Project No. 2019-006C  Architect: Gignac & Associates, LLP Contractor: Holchemont, Ltd.	Substantial Completion Recommended	March 10, 2021

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 was reviewed by the FPC department, the President's Cabinet, the Coordinated Operations Council, the Facilities Committee, and the Board of Trustees. This project was scheduled as a non-educational space improvement to provide more efficient and effective use of space for the Student Services areas and Cashiers area.

College staff visited the site and developed a construction punch list on March 10, 2021. A Certificate of Substantial Completion was issued. Substantial Completion was accomplished within the time allowed in the Owner/Contractor agreement for this project by Holchemont, Ltd. The original cost approved for this project was \$217,000.

The following table summarizes the current budget status:

Nursing and Allied Health Campus East Building A Student Services Renovation					
Construction Budget	Approved Proposal Amount	Net Total Change Orders	Current Project Cost	Previous Amount Paid	Remaining Balance
\$247,000.00	\$217,000	\$4,947.80	\$221,947.80	\$207,034.07	\$14,913.73

### **Enclosed Documents**

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

The Facilities Committee recommended Board approval of substantial completion of the Nursing and Allied Health Campus East Building A Student Services Renovation Project as presented.



**Consent Agenda:**

**f. Review and Action as Necessary on Approval of Substantial Completion of the Starr County Campus Student Services Building G Cashiers and Veterans Affairs Areas Renovation**

Approval of substantial completion of the Starr County Campus Student Services Building G Cashiers and Veterans Affairs Areas Renovation Project was requested.

Project		Completion Recommended	Date Received
1.	Starr County Campus Student Services Building G Cashiers and Veterans Affairs Areas Renovation Project No. 2018-020C  Architect: Gignac & Associates, LLP Contractor: Holchemont, Ltd.	Substantial Completion Recommended	March 10, 2021

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 project was reviewed by the FPC department, the President's Cabinet, the Coordinated Operations Council, the Facilities Committee, and the Board of Trustees. This project was scheduled as a non-educational space improvement to enhance Student Services and Cashiers areas to make more efficient and effective use of space.

College staff visited the site and developed a construction punch list on March 10, 2021. A Certificate of Substantial Completion was issued. Substantial Completion was accomplished within the time allowed in the Owner/Contractor agreement for this project by Holchemont, Ltd. The original cost approved for this project was \$183,000.

The following table summarizes the current budget status:

Starr County Campus Student Services Building G Cashiers and Veterans Affairs Areas Renovation					
Construction Budget	Approved Proposal Amount	Net Total Change Orders	Current Project Cost	Previous Amount Paid	Remaining Balance
\$188,000.00	\$183,000	\$717.20	\$183,717.20	\$146,870.47	\$36,846.73

**Enclosed Documents**

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

The Facilities Committee recommended Board approval of substantial completion of the Starr County Campus Student Services Building G Cashiers and Veterans Affairs Areas Renovation Project as presented.

## Consent Agenda:

### **g. Review and Action as Necessary on Approval of Final Completion of the Pecan Campus Sand Volleyball Courts Sand Replacement**

Approval of final completion of the Pecan Campus Sand Volleyball Courts Sand Replacement project was requested.

Project		Completion Recommended	Date Received
1.	Pecan Campus Sand Volleyball Courts Sand Replacement Project No. 2016-014C1  Contractor: Limon Masonry, LLC	Final Completion Recommended	March 5, 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 remove and replace the existing sand material at the sand volleyball courts.

Final Completion, including punch list items, was accomplished as required in the Owner/Contractor agreement for this project. It was recommended that final completion and release of final payment for this project with Limon Masonry, LLC be approved. The original contractor's cost approved for this project was \$48,200.

The following chart summarizes the above information:

Pecan Campus Sand Volleyball Courts Sand Replacement						
Construction Budget	Revised Construction Budget	Approved Proposal Amount	Net Total Change Orders	Current Project Cost	Previous Amount Paid	Remaining Balance
\$50,000	\$58,884	\$48,200	\$9,975	\$58,175	\$43,380	\$14,795

On March 5, 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 \$14,795 to Limon Masonry, LLC for the Pecan Campus Volleyball Courts Sand Replacement project as presented.

### **Consent Agenda:**

#### **h. Review and Action as Necessary on Renewal of Lease Agreement with City of Edinburg**

Approval of the renewal of the facility lease agreement with the City of Edinburg for use of the Edinburg Fire Department Training facility by South Texas College was requested.

#### **Purpose**

Authorization was requested to renew the current facility lease agreement for use by the fire science program.

#### **Justification**

The continuation of the lease of this facility was needed to continue to accommodate fire science programs being offered by South Texas College.

#### **Background**

At the June 25, 2019 Board meeting, the Board approved the initial facility lease agreement with the City of Edinburg for the period of September 1, 2019 to May 31, 2020 with the option to renew for three successive terms. The Board approved the first renewal at the April 28, 2020 Board meeting. Staff from the fire science program expressed interest in continuing to lease this space. Staff recommended approval of the second renewal of the facility lease agreement for use starting September 1, 2021 to May 31, 2022.

<b>Facility</b>	<b>Initial Term</b>	<b>Optional Renewal Periods</b>	<b>Lease Cost</b>
City of Edinburg Fire Department Training Facility	9/1/19 – 5/31/20	9/1/20-5/31/21 9/1/21-5/31/22 9/1/22-5/31/23	Up to \$13,000 per academic semester plus materials used

#### **Funding Source**

Funds for these expenditures were budgeted in the Facilities Lease budget for FY 2020-2021.

The Facilities Committee recommended Board approval of the renewal of the facility lease agreement with the City of Edinburg for use of the Edinburg Fire Department by South Texas College for the period of September 1, 2021 to May 31, 2022 as presented.

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

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

On April 13, 2021, the Facilities Committee recommended approval of the proposed Change Order #4; however, there were some adjustments to the related costs. Because of these changes, totaling \$83.60, this item was pulled from the *consent agenda* discussion, and was provided here for the Board's discussion and action as needed.

At the Committee meeting, Change Order #4 was presented as an overall deduction of \$6,155.80. The new cost impact of Change Order #4 would be a deduction of \$6,072.20.

#### **Purpose**

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

#### **Justification**

Modification to the scope and the completion date was required due to necessary changes in scope and unavoidable delays.

#### **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 was reviewed by the FPC department, the President's Cabinet, the Coordinated Operations Council, the Facilities Committee, and the Board of Trustees. This project was scheduled as 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 was reviewed by the FPC department, the President's Cabinet, the Coordinated Operations Council, the Facilities Committee, and the Board of Trustees. This project was scheduled as 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 by \$5,665 and extended the completion days by eight (8) days. On February 23, 2021, the Board approved change order #3, which extended the completion days by forty-seven (47) days, and had no change to the cost.

#### **Change Order #4**

Modifications to scope associated with change order #4 would increase the costs by \$3,544.20 and were listed as follows:

##### *Both Campuses*

- The installation of office signage

##### *Nursing and Allied Health Campus*

- The installation of additional electrical and data receptacles in the Testing Area
- The installation of additional plastic laminate and modifications to the Cashiers Area counter

##### *Starr County Campus*

- The installation of recessed electrical and data work in the Cashiers Area

Modifications to scope associated with change order #4 would decrease the costs by \$9,700.00 and were listed as follows:

##### *Starr County Campus*

- The non-installation of overhead doors at the Cashiers Area

The contractor requested additional days due to the modifications to the scope, and for the delays due to the winter storm and the delivery of the bullet resistant window.

The contractor requested 35 additional days due to delays listed below:

- Time to work on additional scope of work..... 15 Days
- Delay in delivery of materials for bullet resistant window at Starr ..... 15 Days
- Delay due to winter freeze at NAHC and Starr ..... 5 Days

Total number of days requested by contractor ..... **35 Days**

Original Substantial Completion Date..... December 26, 2020

Revised Substantial Completion Date per Change Orders #1, 2, and 3  
..... February 19, 2021

New Substantial Completion Date per proposed Change Order #4 ..... March 26, 2021

The projects reached substantial completion on March 10, 2021. Recommendations for acceptance of Substantial Completion for the Nursing and Allied Health Campus (NAHC) and Starr County Campus Student Services Renovations projects would be requested under separate agenda items.

Change order #4 decreased the total cost by \$6,072.20, and an additional 35 days added to the substantial completion date. Below is a table with a description of the proposed Change Order #4.

<b>Nursing and Allied Health Campus and Starr County Campus Student Services Renovations</b>			
<b>Proposed Change Order No.</b>	<b>Item Description</b>	<b>Cost</b>	<b>Days</b>
4	<u><i>Increases to cost</i></u>		
	• The installation of office signage	\$1,894.00	5
	• Additional electrical and data receptacles	280.00	4
	• Additional plastic laminate and modifications to counter	288.00	3
	• Recessed electrical and data work	836.00	3
	• <u>Contractor's Overhead and Profit (10%)</u>	<u>329.80</u>	<u>0</u>
	<b>Subtotal</b>	<b>\$3,627.80</b>	<b>15</b>
	<u><i>Decreases to cost</i></u>		
	• <u>Removal of overhead doors from scope</u>	<u>(\$9,700.00)</u>	<u>0</u>
	<b>Subtotal</b>	<b>(\$9,700.00)</b>	<b>0</b>
	<u><i>No Cost Items</i></u>		
	• Winter storm delay	No Cost	5

<b>Nursing and Allied Health Campus and Starr County Campus Student Services Renovations</b>			
<b>Proposed Change Order No.</b>	<b>Item Description</b>	<b>Cost</b>	<b>Days</b>
	<ul style="list-style-type: none"> <li><u>Bullet resistant window delivery delay</u></li> </ul>	<u>No Cost</u>	<u>15</u>
	<b>Subtotal</b>	<b>No Cost</b>	<b>20</b>
<b>Total Proposed Change Order No. 4</b>		<b>(\$6,072.20)</b>	<b>35 days</b>

### **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 Renovation 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, #2, and #3 was \$405,665.

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

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

At the April Facilities Committee Meeting, the proposed change order was listed at \$6,155.80, but was revised to \$6,072.20 resulting in a difference of \$83.60. Below is the revised current construction contract amount if the proposed Change Order #4 was approved.

<b>Nursing and Allied Health Campus and Starr County Campus Student Services Renovations Proposed Construction Contract Changes</b>		
<b>Item</b>	<b>Change Orders</b>	<b>Amount</b>
Approved Construction Contract		\$400,000.00
Previously Approved Change Orders #1, 2, and 3	5,665.00	
Current Change Order #4	(6,072.20)	
Subtotal of Change Orders		(407.20)
<b>Current Construction Contract Amount</b>		<b>\$399,592.80</b>

Below is the variance of the construction budget if the proposed Change Order #4 is approved.

<b>Nursing and Allied Health Campus and Starr County Campus Student Services Renovations Construction Budget Variance</b>	
<b>Budget</b>	<b>Amount</b>
Total Construction Budget	\$435,000.00
Current Construction Contract Amount	399,592.80
<b>Variance</b>	<b>\$35,407.20</b>

#### **Enclosed Documents**

The proposed change order #4 was provided in the packet.

The Facilities Committee recommended Board approval of the proposed change order with Holchemont, LTD for a total decrease in cost of \$6,155.80, which has subsequently been reduced to \$6,072.20, and thirty-five (35) additional days for the Nursing and Allied Health Campus (NAHC) and Starr County Campus Student Services Renovations projects as presented.

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Mr. Gary Gurwitz, the Board of Trustees of South Texas College approved and authorized the proposed change order with Holchemont, LTD for a total decrease in cost of \$6,072.20 and thirty-five (35) additional days for the Nursing and Allied Health Campus (NAHC) and Starr County Campus Student Services Renovations projects as presented. The motion carried.

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

The Facilities Planning and Construction staff 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 available to respond to questions and address concerns of the Board.



### **Executive Session:**

The South Texas College Board of Trustees convened into Executive Session at 6:19 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 Regional Center for Public Safety Excellence Cityscape Agreement

### **Open Session:**

The South Texas College Board of Trustees returned to Open Session at 6:32 p.m. No action was taken in Executive Session.

### **Review and Action as Necessary on Regional Center for Public Safety Excellence Cityscape Agreement**

Legal counsel provided an update on the Regional Center for Public Safety Excellence Cityscape Agreement.

Upon a motion by Mr. Paul R. Rodriguez and a second by Dr. Alejo Salinas, Jr., the Board of Trustees of South Texas College approved and authorized the proposed modification of the Regional Center for Public Safety Excellence Cityscape Agreement. The motion carried.

### **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 March 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 **March 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 Mrs. Victoria Cantú, 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 March 2021. The motion carried.

## **Announcements**

### **A. Next Meetings: .....**

- **Tuesday, May 4, 2021**
  - 10:00 a.m. – Board Work Session
- **Tuesday, May 18, 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, May 25, 2021**
  - 5:30 p.m. – Regular Board Meeting

### **B. Other Announcements:**

- The Spring 2021 Commencement Ceremony will be held live on Saturday, May 15 and broadcast to graduates participating from home.
- The College will be closed on Monday, May 31, 2021 in observance of Memorial Day.

## **Adjournment**

There being no further business to discuss, the Regular Meeting of the South Texas College Board of Trustees adjourned at 6:33 p.m.

I certify the foregoing are the true and correct minutes of the Tuesday, April 27, 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, May 4, 2021 @ 10:00 a.m.  
Ann Richards Administration Building Board Room  
Pecan Campus, McAllen, Texas 78501**

**Minutes**

**Call Meeting to Order:**

The Special Board Meeting of the South Texas College Board of Trustees was held on Tuesday, May 4, 2021 in the Ann Richards Administration Building Board Room at the Pecan Campus in McAllen, Texas. The meeting commenced at 10:03 a.m. with Ms. Rose Benavidez presiding.

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

These precautions included:

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

Members present: 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, Mrs. Mary Elizondo, Mrs. Becky Cavazos, Mr. Rick De La Garza, Mr. Robert Cuellar, 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 Contracting Construction  
Services for the Deferred Maintenance of District Wide Roofs at Mid  
Valley Campus, Dr. Ramiro R. Casso Nursing and Allied Health  
Campus, and Starr County Campus**

Approval to contract construction services for the Deferred Maintenance of District Wide Roofs at Mid Valley Campus, Dr. Ramiro R. Casso Nursing and Allied Health Campus, and Starr County Campus Project was requested.

The Facilities Committee's recommendation for Board approval of this item was originally scheduled for presentation on April 27, 2021, but was mistakenly omitted from the posted agenda for that meeting. It was presented for the Board's review and action as necessary.

**Purpose**

The procurement of a contractor would provide for construction services necessary for the deferred maintenance of the roofs district-wide.

**Scheduling Priority**

This renewals & replacements project was part of the district wide deferred maintenance plan, and was reviewed by the Facilities Planning & Construction department, the President's Cabinet, the Facilities Committee, and the Board of Trustees. It was scheduled as a non-educational space improvement to perform deferred maintenance of the roofs at the Mid Valley, Dr. Ramiro R. Casso Nursing and Allied Health, and Starr County Campuses.

**Background**

On May 30, 2019, the Board approved contracting design services with BEAM Professionals, a PBK Company. The architect evaluated the existing roofs, provided recommendations to the Board, and prepared construction documents accordingly.

The architect recommended providing a roof coating system for the following buildings:

<b>Mid Valley Campus</b>		
<b>Building Letter</b>	<b>Building Name</b>	<b>Year of Roof Installation</b>
Building D	Workforce Center	2004
Building E	Library (partial roof)	2004
Building F	Student Union (previously Student Services-partial roof)	2004
Building G	North Academic	2004

<b>Dr. Ramiro R. Casso Nursing and Allied Health Campus</b>		
<b>Building Letter</b>	<b>Building Name</b>	<b>Year of Roof Installation</b>
Building A	NAH East	2000 and 2004

<b>Starr County Campus</b>		
<b>Building Letter</b>	<b>Building Name</b>	<b>Year of Roof Installation</b>
Building A	Administration/Bookstore	1998
Building B	Center for Learning Excellence	1998
Building C	North Academic	1998
Building D	Workforce Center	2004
Building E	South Academic	2004
Building F	Cultural Arts Center	2004
Building G	Student Services (partial roof)	2004
Building H	Student Activities Center (partial roof)	2004

The selected roofs for this project have been in place between 17 and 23 years. On August 25, 2020, the Board approved the architect's recommendations for the deferred maintenance of the roofs, and authorized the solicitation of construction services for this project.

Solicitation of competitive sealed proposals for this project began on January 27, 2021. A total of seven (7) sets of construction documents were issued to vendors and plan rooms. A total of three (3) proposals were received on February 18, 2021. The Request for Proposals allows for multiple contract awards. The proposals were evaluated individually by campus.

<b>Timeline for Solicitation of Competitive Sealed Proposals</b>	
January 27, 2021	Solicitation of competitive sealed proposals began.
February 18, 2021	Three (3) proposals were received.

### **Proposed Contractors and Alternate #1**

College staff reviewed and evaluated the competitive sealed proposals and recommend Argio Roofing & Construction LLC (Argio) as the highest ranked in the amount of \$756,295 for the Mid Valley Campus, American Roofing USA as the highest ranked in the amount of \$266,000 for the Nursing and Allied Health Campus, and Sechrist-Hall Company. as the highest ranked in the amount of \$862,055 for the Starr County Campus. The recommended proposals include the base bid and pricing for Alternate #1, which calls for safety railing at the roof hatches to meet current building codes. The contractors' bid proposals are listed below:

<b>Campus</b>	<b>Highest Ranked Contractor</b>	<b>Estimated Budget</b>	<b>Highest Ranked Proposal Base Bid</b>	<b>Alternate #1</b>	<b>Total Bid Proposal</b>	<b>Variance</b>
Mid Valley Campus	Argio Roofing & Construction	\$860,000	\$746,149	\$10,146	\$756,295	\$103,705
Nursing and Allied Health Campus	American Contracting USA	150,000	263,000	3,000	266,000	(116,000)
Starr County Campus	Sechrist-Hall Company	770,000	853,055	9,000	862,055	(92,055)
<b>Total Amount</b>		<b>\$1,780,000</b>	<b>\$1,862,204</b>	<b>\$22,146</b>	<b>1,884,350</b>	<b>(\$104,350)</b>

### **Funding Source**

Funds for the Deferred Maintenance of District Wide Roofs at Mid Valley Campus, Dr. Ramiro R. Casso Nursing and Allied Health Campus, and Starr County Campus Project 2019-030R were budgeted in the FY 2020-2021 Renewals & Replacements Fund in the amount of \$1,780,000 for construction. Additional funds in the Renewals & Replacements Fund were available to cover the deficit.

<b>Source of Funding</b>	<b>Campus</b>	<b>Estimated Budget</b>
Renewals & Replacements Fund	Mid Valley Campus	\$860,000
Renewals & Replacements Fund	Nursing and Allied Health Campus	150,000
Renewals & Replacements Fund	Starr County Campus	770,000
<b>Total Amount</b>		<b>\$1,780,000</b>

### **Alternate #1**

Staff requested for the contractor's proposals to include an alternate for safety railing around the existing roof hatches for fall protection. The safety railings were required as part of the new 2018 International Building Code (IBC) and Occupational Safety and Health Administration (OSHA) requirements which went into effect in 2021. Staff recommended including the Alternate#1 proposals as part of the contractor's bids.

### **Reviewers**

The proposals were reviewed by College staff from BEAM Professionals, Facilities Planning & Construction, Maintenance & Operations, and Purchasing departments.

### **Enclosed Documents**

Site plans of the projects were 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 Argio in the amount of \$756,295 for the Mid Valley Campus, American Roofing USA in the amount of \$266,000 for the Nursing and Allied Health Campus, and Sechrist-Hall

Company in the amount of \$862,055 for the Starr County Campus, for the Deferred Maintenance of District Wide Roofs at Mid Valley Campus, Dr. Ramiro R. Casso Nursing and Allied Health Campus, and Starr County Campus Project as presented.

There was discussion at the Committee meeting whether the College had an option to go with the lowest bidder when it was not the best value proposal. Legal counsel advised that the College is obligated to selected the best value proposal, as determined by the Board-approved evaluation criteria and weights. Staff evaluators used this Board-approved criteria and weights in their review and ranking of these proposals.

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Mr. Gary Gurwitz, the Board of Trustees of South Texas College approved and authorized contracting construction services with Argio in the amount of \$756,295 for the Mid Valley Campus, American Roofing USA in the amount of \$266,000 for the Nursing and Allied Health Campus, and Sechrist-Hall Company in the amount of \$862,055 for the Starr County Campus, for the Deferred Maintenance of District Wide Roofs at Mid Valley Campus, Dr. Ramiro R. Casso Nursing and Allied Health Campus, and Starr County Campus Project as presented. The motion carried, with six votes in favor and one vote opposed.

### **Executive Session:**

The South Texas College Board of Trustees convened into Executive Session at 10:12 a.m. in accordance with Chapter 551 of the Texas Government Code for the specific purpose provided in:

➤ Section 551.074, Personnel Matters

1. Review and Action as Necessary on Presidential Search

### **Open Session:**

The South Texas College Board of Trustees returned to Open Session at 11:43 a.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 (ACCT) and Dr. William Holda to assist with the presidential search process.

#### **Presidential Search Process**

- February 23, 2021 - the Board of Trustees authorized the formation of the Search Committee, with Mr. Paul R. Rodriguez, South Texas College Trustee serving as the Search Committee Chair. The roster of the Search Committee is included in this packet.

- March 2 – 3, 2021 – Dr. Holda moderated a series of public forum sessions to hear from the stakeholders of South Texas College. ACCT also conducted an online survey open to the public, also seeking feedback.
- March 5, 2021 – The Search Committee reviewed a draft Presidential Profile based upon the feedback provided during public forums and via the online survey. The draft was revised based upon the insights of the Search Committee.
- March 9, 2021 – The Board of Trustees reviewed the Presidential Profile and authorized its publication, to publicly start the solicitation of candidates.
- April 16 – 17, 2021 – The Search Committee met to review the applications submitted by all candidates, and recommended candidates for interviews by the Search Committee.
- April 29 – 30, 2021 – the Search Committee conducted a first round of interviews, and recommended an unranked short list for consideration by the Board of Trustees.

The Board was asked to review the unranked short list of candidates as recommended by the Search Committee, and to take formal action as necessary on next steps in this process.

Additionally, the Board was asked to authorize action as necessary on the following issues:

### **In-Depth Summary Reference Reports**

The agreement with ACCT includes the provision of In-Depth Summary Reference Reports on up to three final candidates.

- The Board may wish to authorize ACCT to conduct these reports.
- Reports on additional candidates may be requested, as a billing rate of \$1,300 per candidate.

### **Timeline for Next Steps in the Presidential Search Process**

The Board is asked to set the agenda for the next steps of the Search Process, including the timeline and activities.



### **Further Consultant Participation**

Dr. William Holda has offered to provide services beyond the scope of his engagement through the ACCT agreement.

In discussion with the Board, Dr. Holda has considered a proposal for the Board to undertake a round of private virtual interviews with semi-finalist candidates before narrowing the field to finalist candidates. Dr. Holda could support the Board in this round of virtual interviews for a flat cost of \$1,000.

Dr. Holda has also offered to assist with the finalist interview process at a cost not to exceed \$3,000 plus travel expenses.

The Board is asked to authorize staff to negotiate an agreement for these extra services, at a cost not to exceed \$4,000 plus travel expenses.

### **Expenses for In-Person Travel by Candidates**

Should the Board wish to schedule in-person interviews with candidates, ACCT recommends that the Board consider covering travel costs up front or through reimbursement for each candidate plus their spouse/significant other. Such expenses are not normally provided for under College travel policies and procedures, and the Board is asked for formal action as necessary to provide an exemption to standard practices to allow for such expenses.

Travel Expenses for candidates and spouses may include but are not limited to:

- Airfare booked through the College's travel agency or by the candidate
- Hotel accommodations related to travel to and from in-person interviews
- Car rental
- Incidental expenses, such as baggage fees, parking fees, cab/Uber/Lyft fees
- Per diem expenses
- Expenses related to lunches and dinners provided to candidates and/or spouses
- Expenses related to providing spouses with tour of the region during candidate visits with stakeholders

Upon a motion by Mr. Paul R. Rodriguez and a second by Dr. Alejo Salinas, Jr., the Board of Trustees of South Texas College approved and authorized the outlined action for the ongoing presidential search. The motion carried, with six votes in favor and one opposed.

### **Adjournment**

There being no further business to discuss, the Special Meeting of the South Texas College Board of Trustees adjourned at 11:45 a.m.

I certify the foregoing are the true and correct minutes of the Tuesday, May 4, 2021 Special Board Meeting of the South Texas College Board of Trustees.

X\_\_\_\_\_

Mrs. Victoria Cantú

Board Secretary

**SOUTH TEXAS COLLEGE  
BOARD OF TRUSTEES WORK SESSION  
Tuesday, May 11, 2021 @ 9:45 a.m.  
Ann Richards Administration Building Board Room  
Pecan Campus, McAllen, Texas 78501**

**Minutes**

**Call Meeting to Order:**

The South Texas College Board of Trustees Work Session was held on Tuesday, May 11, 2021 in the Ann Richards Administration Building Board Room at the Pecan Campus in McAllen, Texas. The meeting commenced at 9:45 a.m. with Ms. Rose Benavidez presiding.

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

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: Mr. Andrew Fish.

**Determination of a Quorum**

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

**Executive Session:**

The South Texas College Board of Trustees convened into Executive Session at 10:00 a.m. in accordance with Chapter 551 of the Texas Government Code for the specific purpose provided in:

➤ Section 551.074, Personnel Matters

1. Executive Session Interviews for Presidential Search

**Open Session:**

The South Texas College Board of Trustees returned to Open Session at 3:55 p.m. No action was taken in Executive Session.

### **Executive Session Interviews for Presidential Search**

The Board conducted interviews with semi-finalist candidates as part of the ongoing presidential search.

No action was taken.

### **Announcements**

#### **I. Next Meetings:**

- Tuesday, May 11, 2021
  - 4:00 p.m. – Special Board Meeting
- Tuesday, May 18, 2021
  - 3:30 p.m. – Education and Workforce Development Committee Meeting
  - 4:30 p.m. – Facilities Committee Meeting
  - 5:30 p.m. – Finance, Audit, and Human Resources Committee Meeting
- Tuesday, May 25, 2021
  - 5:30 p.m. – Regular Board Meeting

### **Adjournment**

There being no further business to discuss, the Work Session of the South Texas College Board of Trustees adjourned at 3:56 p.m.

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

X\_\_\_\_\_

Mrs. Victoria Cantú

Board Secretary

**SOUTH TEXAS COLLEGE  
BOARD OF TRUSTEES SPECIAL BOARD MEETING  
Tuesday, May 11, 2021 @ 4:00 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, May 11, 2021 in the Ann Richards Administration Building Board Room at the Pecan Campus in McAllen, Texas. The meeting commenced at 4:07 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.

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. William Holda, and Mr. Andrew Fish.

**Determination of a Quorum**

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

**Executive Session:**

The South Texas College Board of Trustees convened into Executive Session at 4:07 p.m. in accordance with Chapter 551 of the Texas Government Code for the specific purpose provided in:

➤ Section 551.074, Personnel Matters

1. Deliberation and Action as Necessary Regarding Finalist Candidate(s)
2. Action as Necessary Regarding Presidential Search Protocols

### **Open Session:**

The South Texas College Board of Trustees returned to Open Session at 4:59 p.m. No action was taken in Executive Session.

### **Deliberation and Action as Necessary Regarding Finalist Candidate(s)**

Upon a motion by Mr. Paul R. Rodriguez and a second by Mrs. Victoria Cantú, the Board of Trustees of South Texas College authorized proceeding with the presidential candidates as discussed in executive session. The motion carried.

### **Action as Necessary Regarding Presidential Search Protocols**

No action was taken.

### **Announcements**

#### **I. Next Meetings:**

- Tuesday, May 18, 2021
  - 3:30 p.m. – Education and Workforce Development Committee Meeting
  - 4:30 p.m. – Facilities Committee Meeting
  - 5:30 p.m. – Finance, Audit, and Human Resources Committee Meeting
- Tuesday, May 25, 2021
  - 5:30 p.m. – Regular Board Meeting

### **Adjournment**

There being no further business to discuss, the Special Meeting of the South Texas College Board of Trustees adjourned at 5:00 p.m.

I certify the foregoing are the true and correct minutes of the Tuesday, May 11, 2021 Special Board Meeting of the South Texas College Board of Trustees.

X\_\_\_\_\_

Mrs. Victoria Cantú

Board Secretary

**SOUTH TEXAS COLLEGE  
BOARD OF TRUSTEES SPECIAL BOARD MEETING  
Monday, May 17, 2021 @ 4:00 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 Monday, May 17, 2021 in the Ann Richards Administration Building Board Room at the Pecan Campus in McAllen, Texas. The meeting commenced at 4:33 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.

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, Dr. William Holda, and Mr. Andrew Fish.

**Review and Action as Necessary on Legal Services**

The Board was asked to take action as necessary on 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. 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.

Enclosed Documents – All seven trustees completed independent evaluations of the responsive qualifications. These evaluations were submitted to the Purchasing Department for the compilation of an Evaluation Summary, as provided in the packet for the Board's information and review.

Mr. Danny Guzman moved that the Board of Trustees of South Texas College approve and authorize the engagement of the most highly ranked firm, the Law Firm of Javier Villalobos, P.C., and Mrs. Victoria Cantú seconded the motion.



The Board discussed the merits of conducting an interview with the highest ranked firm and negotiating contract terms prior to finalization of the engagement.

Mr. Danny Guzman amended his motion that the engagement of the highest ranked firm be subject to bringing the candidate in for an interview and negotiation. Mrs. Victoria Cantú seconded the amendment.

The motion carried, with Mr. Gary Gurwitz abstaining from the vote.

### **Executive Session:**

The South Texas College Board of Trustees convened into Executive Session at 4:51 p.m. in accordance with Chapter 551 of the Texas Government Code for the specific purpose provided in:

➤ Section 551.074, Personnel Matters

1. Deliberation and Action as Necessary Regarding Presidential Search Protocols

### **Open Session:**

The South Texas College Board of Trustees returned to Open Session at 5:44 p.m. No action was taken in Executive Session.

### **Deliberation and Action as Necessary Regarding Presidential Search Protocols**

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

#### **Presidential Search Process**

- February 23, 2021 - the Board of Trustees authorized the formation of the Search Committee, with Mr. Paul R. Rodriguez, South Texas College Trustee serving as the Search Committee Chair. The roster of the Search Committee is included in this packet.
- March 2 – 3, 2021 – Dr. Holda moderated a series of public forum sessions to hear from the stakeholders of South Texas College. ACCT also conducted an online survey open to the public, also seeking feedback.
- March 5, 2021 – The Search Committee reviewed a draft Presidential Profile based upon the feedback provided during public forums and via the online survey. The draft was revised based upon the insights of the Search Committee.

- March 9, 2021 – The Board of Trustees reviewed the Presidential Profile and authorized its publication, to publicly start the solicitation of candidates.
- April 16 – 17, 2021 – The Search Committee met to review the applications submitted by all candidates, and recommended candidates for interviews by the Search Committee.
- April 29 – 30, 2021 – the Search Committee conducted a first round of interviews, and recommended an unranked short list for consideration by the Board of Trustees.
- May 11, 2021 – the Board conducted a round of semi-finalist interviews, and identified two semi-finalists for invitation for further interviews.

The Board was asked to act as necessary in preparation for interviews and next steps of the presidential steps.

No action was necessary. No action was taken.

### **Adjournment**

There being no further business to discuss, the Special Meeting of the South Texas College Board of Trustees adjourned at 5:46 p.m.

I certify the foregoing are the true and correct minutes of the Monday, May 17, 2021 Special Board Meeting of the South Texas College Board of Trustees.

X\_\_\_\_\_

Mrs. Victoria Cantú

Board Secretary

**SOUTH TEXAS COLLEGE  
BOARD OF TRUSTEES WORK SESSION  
Tuesday, May 18, 2021 @ 5:30 p.m.  
Ann Richards Administration Building Board Room  
Pecan Campus, McAllen, Texas 78501**

**Minutes**

**Call Meeting to Order:**

The South Texas College Board of Trustees Work Session was held on Tuesday, May 18, 2021 in the Ann Richards Administration Building Board Room at the Pecan Campus in McAllen, Texas. The meeting commenced at 5:41 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.

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: Mr. Andrew Fish.

**Determination of a Quorum**

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

**Executive Session:**

The South Texas College Board of Trustees convened into Executive Session at 5:42 p.m. in accordance with Chapter 551 of the Texas Government Code for the specific purpose provided in:

➤ Section 551.074, Personnel Matters

1. Executive Session Interviews for Presidential Search

### **Open Session:**

The South Texas College Board of Trustees returned to Open Session at 7:06 p.m. No action was taken in Executive Session.

### **Executive Session Interviews for Presidential Search**

The Board conducted an interview with a finalist candidate as part of the ongoing presidential search.

No action was taken.

### **Next Meetings:**

- Wednesday, May 19, 2021
  - 5:30 p.m. – Board Work Session
- Tuesday, May 25, 2021
  - 5:30 p.m. – Regular Board Meeting

### **Adjournment**

There being no further business to discuss, the Work Session of the South Texas College Board of Trustees adjourned at 7:07 p.m.

I certify the foregoing are the true and correct minutes of the Tuesday, May 18, 2021 Board Work Session of the South Texas College Board of Trustees.

X\_\_\_\_\_

Mrs. Victoria Cantú

Board Secretary

**SOUTH TEXAS COLLEGE  
BOARD OF TRUSTEES WORK SESSION  
Wednesday, May 19, 2021 @ 5:30 p.m.  
Ann Richards Administration Building Board Room  
Pecan Campus, McAllen, Texas 78501**

**Minutes**

**Call Meeting to Order:**

The South Texas College Board of Trustees Work Session was held on Wednesday, May 19, 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.

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: Mr. Andrew Fish.

**Determination of a Quorum**

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

**Executive Session:**

The South Texas College Board of Trustees convened into Executive Session at 5:36 p.m. in accordance with Chapter 551 of the Texas Government Code for the specific purpose provided in:

➤ Section 551.074, Personnel Matters

1. Executive Session Interviews for Presidential Search

### **Open Session:**

The South Texas College Board of Trustees returned to Open Session at 7:07 p.m. No action was taken in Executive Session.

### **Executive Session Interviews for Presidential Search**

The Board conducted an interview with a finalist candidate as part of the ongoing presidential search.

No action was taken.

### **Next Meetings:**

### **Adjournment**

There being no further business to discuss, the Work Session of the South Texas College Board of Trustees adjourned at 7:07 p.m.

I certify the foregoing are the true and correct minutes of the Wednesday, May 19, 2021 Board Work Session 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. BBVA Foundation, Community Giving Program Grant, additional funds in the amount of \$7,500**

This award from the BBVA Foundation, Community Giving Program is to provide additional financial support for the Institute for Advanced Manufacturing's (IAM) Robotics & Industry 4.0 Certification Program. Funding will be used for tuition and fees to serve 12 additional incumbent workers in the Advanced Manufacturing industry. Participants will receive an industry-recognized credential from Festo Didactic. The award period is from May 1, 2021 to April 31, 2022.

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

**2. Lower Rio Grande Valley Workforce Development Board - Workforce Solutions, 2021 Infant & Toddler Initiative Grant, equipment and educational materials in the amount of \$5,000**

This award is for equipment valued in the amount of \$5,000 from the Lower Rio Grande Valley Workforce Development Board - Workforce Solutions for the STC Mid Valley Child Development Center (CDC) for use in the infant and toddler classroom. The equipment and educational materials will be delivered to the CDC by June 2021.

This grant aligns to Strategic Direction #, Fostering Student Success by providing equipment and educational materials in classrooms to support the overall growth and development of the children of South Texas College students while their parents are attending college classes.

**3. U.S. Department of Education, American Rescue Plan (ARP) Act's Higher Education Emergency Relief Fund (HEERF) III, Institutional Portion Allocation in the amount of \$36,274,751**

Authorization is requested to accept additional funds in the amount of \$ allocated for South Texas College. These funds are in addition to funds previously awarded under the Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA) in the amount of \$32,178,403 and the Coronavirus (CARES) Act in the amount of \$10,011,199.

The Secretary of Education strongly encourages institutions to use these funds to make additional financial aid grants to students. Institutions can also use funds for a variety of institutional costs connected to the pandemic, including lost revenue, reimbursement for eligible expenses already incurred, technology costs associated with a transition to distance education, faculty and staff trainings, and payroll costs associated with the pandemic. It is required that institutions use a portion of their award, if not committed entirely to financial aid grants to students, to (a) implement evidence-based practices to monitor and suppress coronavirus in accordance with public health guidelines, such as CDC guidelines; and (b) conduct direct outreach to financial aid applicants about the opportunity to receive a financial aid adjustment due to the recent unemployment of a family member or independent student, or other circumstances.

This allocation will be managed by the Division of Finance and Administrative Services. Vice President, Mary Elizondo serves as the Project Director and Myriam Lopez is the Financial Manager for these funds. The federal funding period for this award is for one year from the date of award, which the college anticipates will be from May 2021 to April 2022.

**4. U.S. Department of Education, American Rescue Plan (ARP) Act's Higher Education Emergency Relief Fund (HEERF) III, Student Aid Allocation in the amount of \$37,592,196**

Authorization is requested to accept additional funds in the amount of \$ allocated for South Texas College. These funds are in addition to funds previously awarded under the Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA) in the amount of \$10,011,199 and the Coronavirus (CARES) Act in the amount of \$10,011,199.

This allocation is a supplemental award under the ARP which requires that institutions prioritize students with exceptional need, such as students who receive Pell grants or undergraduates with extraordinary financial circumstances. The Department's final rule on student eligibility for HEERF states that all students who are or were enrolled in an institution of higher education during COVID-19 national emergency are eligible for emergency financial aid grants, regardless of whether they completed a FAFSA or are eligible for Title IV.

These funds will be managed by the Division of Student Affairs and Enrollment Management Services. Vice President, Matthew Hebbard serves as the Project Director and Miguel Carranza is the Financial Manager for these funds. The federal funding period for this award is for one year from the date of award, which the college anticipates will be from May 2021 to April 2022.

**5. Any Additional Grants Pending Official Award**



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

The presented grants will provide up to \$73,879,447 in additional funding for the College to provide services and opportunities throughout the region.

### **Recommendation:**

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

1. BBVA Foundation, Community Giving Program Grant, additional funds in the amount of \$7,500
2. Lower Rio Grande Valley Workforce Development Board - Workforce Solutions, 2021 Infant & Toddler Initiative Grant, equipment and educational materials in the amount of \$5,000
3. U.S. Department of Education, American Rescue Plan (ARP) Act's Higher Education Emergency Relief Fund (HEERF) III, Institutional Portion Allocation in the amount of \$36,274,751
4. U.S. Department of Education, American Rescue Plan (ARP) Act's Higher Education Emergency Relief Fund (HEERF) III, Student Aid Allocation in the amount of \$37,592,196

### **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 BBVA Foundation, Community Giving Program Grant, additional funds in the amount of \$7,500
2. Lower Rio Grande Valley Workforce Development Board - Workforce Solutions, 2021 Infant & Toddler Initiative Grant, equipment and educational materials in the amount of \$5,000
3. U.S. Department of Education, American Rescue Plan (ARP) Act's Higher Education Emergency Relief Fund (HEERF) III, Institutional Portion Allocation in the amount of \$36,274,751
4. U.S. Department of Education, American Rescue Plan (ARP) Act's Higher Education Emergency Relief Fund (HEERF) III, Student Aid Allocation in the amount of \$37,592,196

### **Approval Recommended:**

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

## **Review and Ratification of Activities Related to Emergency Remediation and Repairs at Mid Valley Campus South Academic Building H**

Mr. George McCaleb, Director of Facilities Operations and Maintenance, will provide an update on the status of emergency remediation and repairs at the Mid Valley Campus South Academic Building H.

Emergency remediation and repairs were necessary as a result of damages from recent rain events on May 12, 2021, which led to substantial roof damage and flooding of large portions of the building, followed by additional rain events on May 15, 2021 and May 19, 2021, which led to further water penetration into the building. This building is approximately 70 years old, and the College has not undertaken any roof repairs since its acquisition of the building over 25 years previously. The current Mid Valley Campus Master Plan calls for the eventual demolition of this building to make room for new construction.

Damage from the rain events has only been observed at the Mid Valley Campus South Academic Building H.

### **Emergency Remediation and Repairs**

Pursuant to Board Policy #5210: Purchasing, the Interim President authorized emergency steps as necessary to secure and clean up damages while administration worked with the insurance carrier. Administration engaged Texas Noble Builders, available through the Texas Association of School Boards (TASB) – BuyBoard, to inspect the building, provide remediation and cleanup services, and patch the damaged roof to prevent further damage.

### **Insurance**

The College's Risk Management team has been in coordination with the insurance carrier. As of May 19, 2021, the situation has been transferred to the underwriter's large claims unit, and an adjuster has been assigned.

This adjuster will schedule an onsite visit to inspect the damaged building and contents. The adjuster has asked that the College maintain a log of costs associated with cleaning, remediation, and patching the roof, as these costs are reimbursable.

The adjuster has also advised that demolition should not be started until the adjuster has had the opportunity to inspect the site. They have further clarified that continued rain will not constitute a new occurrence or trigger a separate deductible, provided that the College undertakes reasonable efforts to protect the building.

### **Next Steps**

Administration will work with the insurance adjuster and with Noble Texas Builders on appropriate remediation and steps necessary to prevent further damage.

Meanwhile, administration is developing options including steps necessary to repair Mid Valley Campus South Academic Building H and an option to move programs at that building to alternative sites and demolishing the building.

Any recommendations for future options will be brought to the Facilities Committee for review prior to presentation to the Board.

### **Recommendation:**

It is recommended that the Board of Trustees of South Texas College ratify the engagement of Texas Noble Builders, through TASB BuyBoard, for the cleanup and remediation of damages to Mid Valley Campus South Academic Building H, and for construction services limited to patching the damaged roof to mitigate further damage.

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

The Board of Trustees of Trustees of South Texas College ratifies the engagement of Texas Noble Builders, through TASB BuyBoard, for the cleanup and remediation of damages to Mid Valley Campus South Academic Building H, and for construction services limited to patching the damaged roof to mitigate further damage.

### **Approval Recommended:**

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

## **Review and Action as Necessary on Quarterly Investment Report for Quarter Ending February 28, 2021**

A report on the College's Quarterly Investment Report for the Quarter February 28, 2021, is being presented. The Board is asked to approve the Investment Report as presented. Purpose – Ms. Susan Anderson from Valley View Consulting, L.L.C. will present on the status of the College's Quarterly Investment Report for the Quarter Ended February 28, 2021 and provide a further update at the meeting. Ms. Anderson will present an overview of the investments, the annual interest earnings, the quarterly interest earnings, and economic overview.

Justification – The report being presented will provide a brief review and update of the College's Quarterly Investment Report for the Quarter Ended February 28, 2021 to the College's Board of Trustees.

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

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

Enclosed Documents – A copy of the Quarterly Investment Report for the Quarter Ended February 28, 2021 follows in the packet for the Board's information and review.

Dr. David C. Plummer, Interim President, and Mary Elizondo, Vice President for Finance and Administrative Services, will be present at the Board Meeting to address any questions.

### **Recommendation:**

It is recommended that the Board of Trustees of South Texas College approve and authorize the Quarterly Investment Report for the Quarter Ended February 28, 2021, as presented.

**The following Minute Order is proposed for consideration by the Board of Trustees:**  
The Board of Trustees approves and authorizes the Quarterly Investment Report for the Quarter Ended February 28, 2021, as presented.

### **Approval Recommended:**

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



## QUARTERLY INVESTMENT REPORT

For the Quarter Ended

February 28, 2021

Prepared by

Valley View Consulting, L.L.C.

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

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

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

### Summary

#### Quarter End Results by Investment Category:

Asset Type	November 30, 2020		February 28, 2021		
	Book Value	Market Value	Book Value	Market Value	Ave. Yield
DDA/MMA/NOW	\$ 89,661,021.65	\$ 89,661,021.65	\$ 89,339,994.75	\$ 89,339,994.75	0.21%
Pools	11,617,976.61	11,617,976.61	11,620,039.56	11,620,039.56	0.04%
CD/Security	183,028,609.54	183,028,609.54	220,556,694.54	220,556,694.54	1.03%
<b>Totals</b>	<b>\$ 284,307,607.80</b>	<b>\$ 284,307,607.80</b>	<b>\$ 321,516,728.85</b>	<b>\$ 321,516,728.85</b>	<b>0.76%</b>

#### Current Quarter Portfolio Performance (1)

Average Quarterly Yield	0.76%
Rolling Three Month Treasury	0.07%
Rolling Six Month Treasury	0.10%
TexPool	0.04%

#### Year-to-Date Portfolio Performance (2)

Average Quarter End Yield	0.81%
Rolling Three Month Treasury	0.09%
Rolling Six Month Treasury	0.11%
TexPool	0.08%

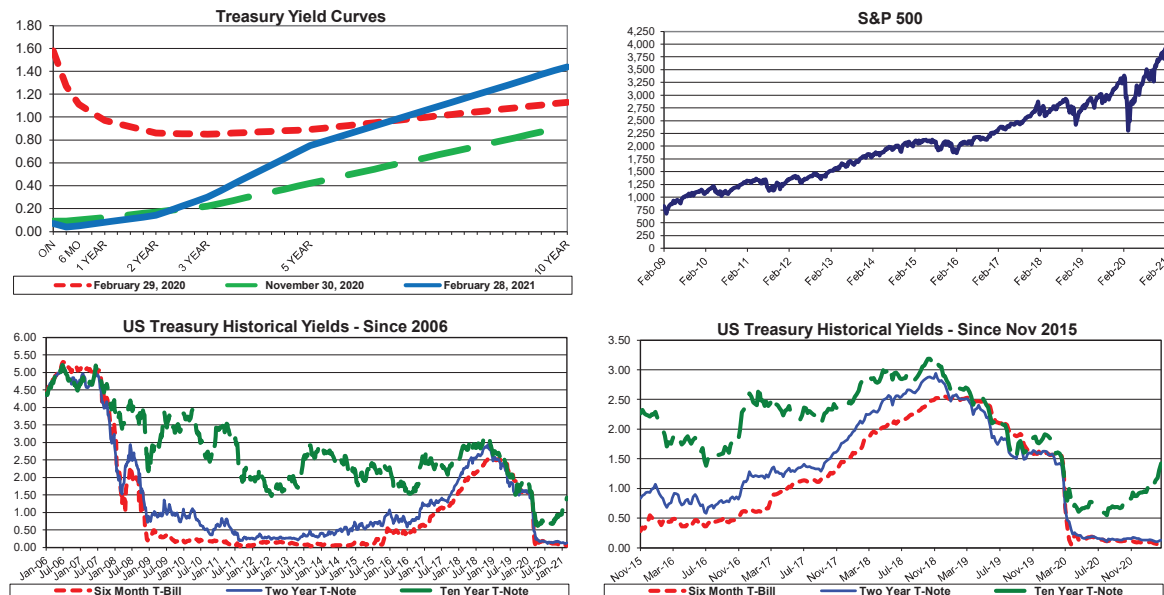
#### INTEREST EARNINGS

	<u>PRIOR YEAR</u>	<u>CURRENT YEAR</u>
Quarterly Interest Received	\$1,331,470.02 (Unaudited)	\$602,126.71 (Unaudited)
Accrued Interest-End of Quarter	\$181,768.64 (Unaudited)	\$66,361.90 (Unaudited)
Fiscal YTD Interest Received	\$2,728,953.00 (Unaudited)	\$1,296,059.26 (Unaudited)

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

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

The Federal Open Market Committee (FOMC) maintained the Fed Funds target range at 0.00% to 0.25% (Effective Fed Funds are trading <0.10%), and projected that reduced rates could remain into 2023 or longer. Second estimate of Fourth Quarter GDP revised up slightly to +4.1%. Crude oil traded above \$60 per barrel. Employment/ Unemployment continues modest improvement, but Initial Jobless Claims remain erratic and elevated. The Stock Markets are still performing well. Housing, Industrial Production, Durable Goods, Consumer Spending, and other indicators showed solid gains. Additional individual stimulus checks, and other factors, helped the economy. The Yield Curve continued steepening on longer maturities.



Valley View Consulting, L.L.C.

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### Investment Holdings February 28, 2021

Description	Rating	Coupon/Discount	Maturity Date	Settlement Date	Original Face/Par Value	Book Value	Market Price	Market Value	Life (Days)	Yield
BBVA - Operating		0.10%	03/01/21	02/28/21	\$ 17,906,445.82	\$ 17,906,445.82	1.00	\$ 17,906,445.82	1	0.10%
BBVA - Payroll		0.10%	03/01/21	02/28/21	153,272.35	153,272.35	1.00	153,272.35	1	0.10%
BBVA - Student		0.10%	03/01/21	02/28/21	1,662,709.81	1,662,709.81	1.00	1,662,709.81	1	0.10%
BBVA - Operating Reserve (3)		0.00%	03/01/21	02/28/21	20,000,000.00	20,000,000.00	1.00	20,000,000.00	1	0.00%
BBVA - I&S Bond 96,02,03,04,07,10,14,15		0.10%	03/01/21	02/28/21	2,762,718.79	2,762,718.79	1.00	2,762,718.79	1	0.10%
BBVA - Construction E&G Transfer		0.10%	03/01/21	02/28/21	1,911,752.37	1,911,752.37	1.00	1,911,752.37	1	0.10%
Veritex (Green) Bank MMA		0.14%	03/01/21	02/28/21	10,558,158.49	10,558,158.49	1.00	10,558,158.49	1	0.14%
NexBank MMA		0.45%	03/01/21	02/28/21	31,434,178.12	31,434,178.12	1.00	31,434,178.12	1	0.45%
TexPool LGIP	AAAm	0.04%	03/01/21	02/28/21	11,620,039.56	11,620,039.56	1.00	11,620,039.56	1	0.04%
East West Bank CD		1.69%	03/01/21	01/21/20	5,604,107.02	5,604,107.02	100.00	5,604,107.02	1	1.69%
BBVA CD		2.66%	03/02/21	05/09/19	5,239,100.34	5,239,100.34	100.00	5,239,100.34	2	2.66%
BTH Bank CD		2.76%	03/02/21	03/08/19	5,272,659.66	5,272,659.66	100.00	5,272,659.66	2	2.76%
East West Bank CD		0.27%	03/11/21	09/11/20	750,949.30	750,949.30	100.00	750,949.30	11	0.27%
East West Bank CD		0.39%	03/15/21	07/23/20	2,505,910.35	2,505,910.35	100.00	2,505,910.35	15	0.39%
Bank OZK CD		0.60%	04/01/21	05/14/20	5,022,768.70	5,022,768.70	100.00	5,022,768.70	32	0.60%
BBVA CD		2.65%	04/02/21	05/09/19	5,238,180.38	5,238,180.38	100.00	5,238,180.38	33	2.65%
East West Bank CD		0.39%	04/15/21	07/23/20	2,505,910.35	2,505,910.35	100.00	2,505,910.35	46	0.39%
East West Bank CD		0.27%	04/20/21	10/20/20	4,003,907.67	4,003,907.67	100.00	4,003,907.67	51	0.27%
East West Bank CD		1.53%	05/03/21	02/27/20	5,585,497.57	5,585,497.57	100.00	5,585,497.57	64	1.53%
BBVA CD		2.64%	05/03/21	05/09/19	5,237,260.66	5,237,260.66	100.00	5,237,260.66	64	2.64%
East West Bank CD		0.39%	05/14/21	07/23/20	3,007,092.42	3,007,092.42	100.00	3,007,092.42	75	0.39%
Bank OZK CD		0.60%	06/01/21	05/14/20	5,022,768.70	5,022,768.70	100.00	5,022,768.70	93	0.60%
BBVA CD		2.09%	06/02/21	07/11/19	5,168,836.48	5,168,836.48	100.00	5,168,836.48	94	2.09%
East West Bank CD		1.53%	07/01/21	02/27/20	8,124,360.10	8,124,360.10	100.00	8,124,360.10	123	1.53%
BBVA CD		2.07%	07/02/21	07/11/19	3,100,316.49	3,100,316.49	100.00	3,100,316.49	124	2.07%
Texas Regional Bank CD		0.38%	07/30/21	09/11/20	1,000,947.40	1,000,947.40	100.00	1,000,947.40	152	0.38%
Texas Regional Bank CD		0.20%	07/31/21	02/17/21	9,000,000.00	9,000,000.00	100.00	9,000,000.00	153	0.20%
East West Bank CD		1.80%	08/02/21	10/04/19	10,256,713.12	10,256,713.12	100.00	10,256,713.12	155	1.80%
East West Bank CD		0.28%	08/02/21	09/11/20	9,011,813.68	9,011,813.68	100.00	9,011,813.68	155	0.28%
BBVA CD		0.25%	08/31/21	08/31/20	15,118.73	15,118.73	100.00	15,118.73	184	0.25%
BBVA CD		0.25%	08/31/21	08/31/20	116,844.80	116,844.80	100.00	116,844.80	184	0.25%
BBVA CD		0.25%	08/31/21	08/31/20	200,348.29	200,348.29	100.00	200,348.29	184	0.25%
East West Bank CD		1.79%	09/02/21	10/04/19	10,255,268.77	10,255,268.77	100.00	10,255,268.77	186	1.79%
Texas Regional Bank CD		0.40%	09/15/21	09/11/20	1,001,041.10	1,001,041.10	100.00	1,001,041.10	199	0.40%
Bank OZK CD		0.30%	09/15/21	09/11/20	2,763,598.29	2,763,598.29	100.00	2,763,598.29	199	0.30%
East West Bank CD		1.48%	10/01/21	02/27/20	8,120,265.63	8,120,265.63	100.00	8,120,265.63	215	1.48%
East West Bank CD		1.78%	10/04/21	10/04/19	3,076,147.39	3,076,147.39	100.00	3,076,147.39	218	1.78%
East West Bank CD		1.78%	10/04/21	10/04/19	3,076,147.39	3,076,147.39	100.00	3,076,147.39	218	1.78%
East West Bank CD		1.64%	11/01/21	01/21/20	10,183,634.20	10,183,634.20	100.00	10,183,634.20	246	1.64%
Texas Regional Bank CD		0.35%	02/15/22	02/17/21	2,000,000.00	2,000,000.00	100.00	2,000,000.00	352	0.35%
Bank OZK CD		0.68%	03/01/22	05/14/20	8,041,290.24	8,041,290.24	100.00	8,041,290.24	366	0.68%

**Investment Holdings**  
**February 28, 2021**

Description	Rating	Coupon/ Discount	Maturity Date	Settlement Date	Original Face/ Par Value	Book Value	Market Price	Market Value	Life (Days)	Yield
Texas Regional Bank CD		0.45%	04/15/22	09/11/20	1,001,171.23	1,001,171.23	100.00	1,001,171.23	411	0.45%
BBVA CD		0.25%	04/15/22	09/10/20	4,004,193.96	4,004,193.96	100.00	4,004,193.96	411	0.25%
Bank OZK CD		0.32%	04/19/22	09/11/20	5,006,710.45	5,006,710.45	100.00	5,006,710.45	415	0.32%
Texas Regional Bank CD		0.45%	05/16/22	09/11/20	1,001,171.23	1,001,171.23	100.00	1,001,171.23	442	0.45%
BBVA CD		0.25%	05/16/22	09/10/20	4,004,193.96	4,004,193.96	100.00	4,004,193.96	442	0.25%
Bank OZK CD		0.33%	05/18/22	09/11/20	5,006,920.26	5,006,920.26	100.00	5,006,920.26	444	0.33%
Texas Regional Bank CD		0.50%	06/15/22	09/11/20	1,001,301.37	1,001,301.37	100.00	1,001,301.37	472	0.50%
Bank OZK CD		0.34%	06/15/22	09/11/20	5,007,130.09	5,007,130.09	100.00	5,007,130.09	472	0.34%
BBVA CD		0.25%	06/15/22	09/10/20	4,004,193.96	4,004,193.96	100.00	4,004,193.96	472	0.25%
Bank OZK CD		0.28%	07/15/22	10/21/20	3,002,841.80	3,002,841.80	100.00	3,002,841.80	502	0.28%
Texas Regional Bank CD		0.35%	08/15/22	02/17/21	1,000,000.00	1,000,000.00	100.00	1,000,000.00	533	0.35%
Bank OZK CD		0.28%	08/15/22	10/21/20	3,002,841.80	3,002,841.80	100.00	3,002,841.80	533	0.28%
Texas Regional Bank CD		0.35%	09/15/22	02/17/21	8,000,000.00	8,000,000.00	100.00	8,000,000.00	564	0.35%
Bank OZK CD		0.28%	09/15/22	10/21/20	4,003,789.08	4,003,789.08	100.00	4,003,789.08	564	0.28%
Texas Regional Bank CD		0.38%	10/14/22	02/17/21	6,000,000.00	6,000,000.00	100.00	6,000,000.00	593	0.38%
Allegiance Bank CD		0.30%	10/14/22	10/21/20	2,001,430.13	2,001,430.13	100.00	2,001,430.13	593	0.30%
Texas Regional Bank CD		0.38%	11/15/22	1/28/2021	4,000,000.00	4,000,000.00	100.00	4,000,000.00	625	0.38%
Texas Regional Bank CD		0.40%	12/15/22	1/28/2021	10,000,000.00	10,000,000.00	100.00	10,000,000.00	655	0.40%
					<b>\$ 321,516,728.85</b>	<b>\$ 321,516,728.85</b>		<b>\$ 321,516,728.85</b>	<b>181</b>	<b>0.76%</b>
									(1)	(2)

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

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

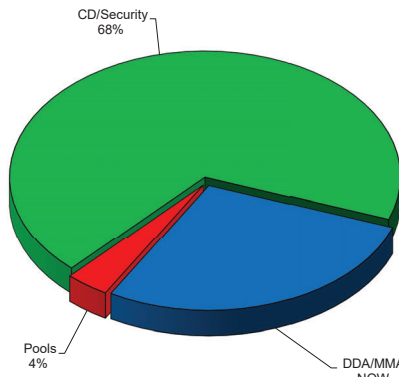
(3) **Compensating Balances** - although shown as a 0% coupon/discount, the account generates an earnings credit to offset depository bank fees.

South Texas College

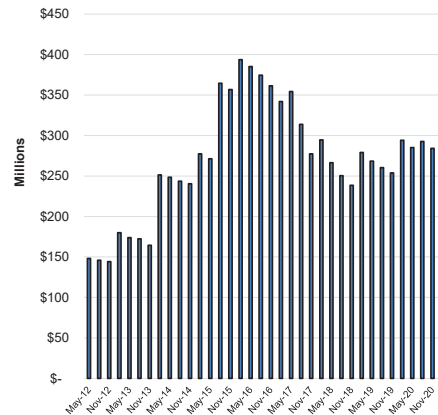
Valley View Consulting, L.L.C.

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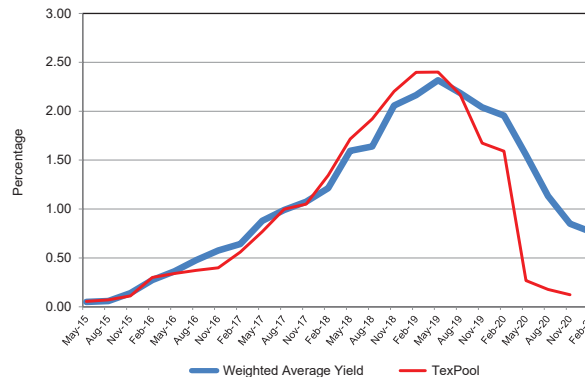
**Portfolio Composition**



**Quarter-End Book Value**



**Total Portfolio Performance**



South Texas College

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Book & Market Value Comparison

Issuer/Description	Yield	Maturity Date	Book Value 11/30/20	Increases	Decreases	Book Value 02/28/21	Market Value 11/30/20	Change in Market Value	Market Value 02/28/21
BBVA - Operating	0.10%	03/01/21	\$ 21,071,421.72	\$ -	\$ (3,164,975.90)	\$ 17,906,445.82	\$ 21,071,421.72	\$ (3,164,975.90)	\$ 17,906,445.82
BBVA - Payroll	0.10%	03/01/21	135,459.03	17,813.32	-	153,272.35	135,459.03	17,813.32	153,272.35
BBVA - Student	0.10%	03/01/21	349,657.95	1,313,051.86	-	1,662,709.81	349,657.95	1,313,051.86	1,662,709.81
BBVA - Operating Reserve (3)	0.00%	03/01/21	20,000,000.00	-	-	20,000,000.00	20,000,000.00	-	20,000,000.00
BBVA - Federal Draw Down	0.10%	03/01/21	-	2,950,759.00	-	2,950,759.00	-	2,950,759.00	2,950,759.00
BBVA - I&S Bond 96,02,03,04,07,10,14,15	0.10%	03/01/21	1,328,605.50	1,434,113.29	-	2,762,718.79	1,328,605.50	1,434,113.29	2,762,718.79
BBVA - Construction E&G Transfer	0.10%	03/01/21	4,822,041.03	-	(2,910,288.66)	1,911,752.37	4,822,041.03	(2,910,288.66)	1,911,752.37
Veritex (Green) Bank MMA	0.14%	03/01/21	10,554,514.61	3,643.88	-	10,558,158.49	10,554,514.61	3,643.88	10,558,158.49
NexBank MMA	0.45%	03/01/21	31,399,321.81	34,856.31	-	31,434,178.12	31,399,321.81	34,856.31	31,434,178.12
TexPool LGIP	0.04%	03/01/21	11,617,976.61	2,062.95	-	11,620,039.56	11,617,976.61	2,062.95	11,620,039.56
East West Bank CD	0.27%	01/29/21	3,001,798.08	-	(3,001,798.08)	-	3,001,798.08	(3,001,798.08)	-
East West Bank CD	1.69%	03/01/21	5,580,803.13	23,303.89	-	5,604,107.02	5,580,803.13	23,303.89	5,604,107.02
BBVA CD	2.66%	03/02/21	5,204,151.79	34,948.55	-	5,239,100.34	5,204,151.79	34,948.55	5,239,100.34
BTH Bank CD	2.76%	03/02/21	5,236,148.75	36,510.91	-	5,272,659.66	5,236,148.75	36,510.91	5,272,659.66
East West Bank CD	0.27%	03/11/21	750,449.52	499.78	-	750,949.30	750,449.52	499.78	750,949.30
East West Bank CD	0.39%	03/15/21	2,503,501.74	2,408.61	-	2,505,910.35	2,503,501.74	2,408.61	2,505,910.35
Bank OZK CD	0.60%	04/01/21	5,015,167.63	7,601.07	-	5,022,768.70	5,015,167.63	7,601.07	5,022,768.70
BBVA CD	2.65%	04/02/21	5,203,368.89	34,811.49	-	5,238,180.38	5,203,368.89	34,811.49	5,238,180.38
East West Bank CD	0.39%	04/15/21	2,503,501.74	2,408.61	-	2,505,910.35	2,503,501.74	2,408.61	2,505,910.35
East West Bank CD	0.27%	04/20/21	4,001,242.93	2,664.74	-	4,003,907.67	4,001,242.93	2,664.74	4,003,907.67
East West Bank CD	1.53%	05/03/21	5,564,465.85	21,031.72	-	5,585,497.57	5,564,465.85	21,031.72	5,585,497.57
BBVA CD	2.64%	05/03/21	5,202,586.18	34,674.48	-	5,237,260.66	5,202,586.18	34,674.48	5,237,260.66
East West Bank CD	0.39%	05/14/21	3,004,202.08	2,890.34	-	3,007,092.42	3,004,202.08	2,890.34	3,007,092.42
Bank OZK CD	0.60%	06/01/21	5,015,167.63	7,601.07	-	5,022,768.70	5,015,167.63	7,601.07	5,022,768.70
BBVA CD	2.09%	06/02/21	5,141,723.94	27,112.54	-	5,168,836.48	5,141,723.94	27,112.54	5,168,836.48
East West Bank CD	1.53%	07/01/21	8,093,768.51	30,591.59	-	8,124,360.10	8,093,768.51	30,591.59	8,124,360.10
BBVA CD	2.07%	07/02/21	3,084,209.34	16,107.15	-	3,100,316.49	3,084,209.34	16,107.15	3,100,316.49
Texas Regional Bank CD	0.38%	07/30/21	1,000,000.00	947.40	-	1,000,947.40	1,000,000.00	947.40	1,000,947.40
Texas Regional Bank CD	0.20%	07/31/21	-	9,000,000.00	-	9,000,000.00	-	9,000,000.00	9,000,000.00
East West Bank CD	1.80%	08/02/21	10,211,292.13	45,420.99	-	10,256,713.12	10,211,292.13	45,420.99	10,256,713.12
East West Bank CD	0.28%	08/02/21	9,005,594.02	6,219.66	-	9,011,813.68	9,005,594.02	6,219.66	9,011,813.68
BBVA CD	0.25%	08/31/21	15,109.41	9.32	-	15,118.73	15,109.41	9.32	15,118.73
BBVA CD	0.25%	08/31/21	116,771.19	73.61	-	116,844.80	116,771.19	73.61	116,844.80
BBVA CD	0.25%	08/31/21	200,222.07	126.22	-	200,348.29	200,222.07	126.22	200,348.29
East West Bank CD	1.79%	09/02/21	10,210,105.95	45,162.82	-	10,255,268.77	10,210,105.95	45,162.82	10,255,268.77
Texas Regional Bank CD	0.40%	09/15/21	1,000,000.00	1,041.10	-	1,001,041.10	1,000,000.00	1,041.10	1,001,041.10
Bank OZK CD	0.30%	09/15/21	2,761,502.64	2,095.65	-	2,763,598.29	2,761,502.64	2,095.65	2,763,598.29
East West Bank CD	1.48%	10/01/21	8,090,686.86	29,578.77	-	8,120,265.63	8,090,686.86	29,578.77	8,120,265.63
East West Bank CD	1.78%	10/04/21	3,062,675.97	13,471.42	-	3,076,147.39	3,062,675.97	13,471.42	3,076,147.39
East West Bank CD	1.78%	10/04/21	3,062,675.97	13,471.42	-	3,076,147.39	3,062,675.97	13,471.42	3,076,147.39
East West Bank CD	1.64%	11/01/21	10,142,537.34	41,096.86	-	10,183,634.20	10,142,537.34	41,096.86	10,183,634.20
Texas Regional Bank CD	0.35%	02/15/22	-	2,000,000.00	-	2,000,000.00	-	2,000,000.00	2,000,000.00
Bank OZK CD	0.68%	03/01/22	8,027,503.21	13,787.03	-	8,041,290.24	8,027,503.21	13,787.03	8,041,290.24
Texas Regional Bank CD	0.45%	04/15/22	1,000,000.00	1,171.23	-	1,001,171.23	1,000,000.00	1,171.23	1,001,171.23
BBVA CD	0.25%	04/15/22	4,001,671.58	2,522.38	-	4,004,193.96	4,001,671.58	2,522.38	4,004,193.96
Bank OZK CD	0.32%	04/19/22	5,002,674.33	4,036.12	-	5,006,710.45	5,002,674.33	4,036.12	5,006,710.45
Texas Regional Bank CD	0.45%	05/16/22	1,000,000.00	1,171.23	-	1,001,171.23	1,000,000.00	1,171.23	1,001,171.23
BBVA CD	0.25%	05/16/22	4,001,671.58	2,522.38	-	4,004,193.96	4,001,671.58	2,522.38	4,004,193.96
Bank OZK CD	0.33%	05/18/22	5,002,757.91	4,162.35	-	5,006,920.26	5,002,757.91	4,162.35	5,006,920.26
Texas Regional Bank CD	0.50%	06/15/22	1,000,000.00	1,301.37	-	1,001,301.37	1,000,000.00	1,301.37	1,001,301.37
Bank OZK CD	0.34%	06/15/22	5,002,841.50	4,288.59	-	5,007,130.09	5,002,841.50	4,288.59	5,007,130.09

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Book & Market Value Comparison

Issuer/Description	Yield	Maturity Date	Book Value 11/30/20	Increases	Decreases	Book Value 02/28/21	Market Value 11/30/20	Change in Market Value	Market Value 02/28/21
BBVA CD	0.25%	06/15/22	4,001,671.58	2,522.38	-	4,004,193.96	4,001,671.58	2,522.38	4,004,193.96
Bank OZK CD	0.28%	07/15/22	3,000,715.97	2,125.83	-	3,002,841.80	3,000,715.97	2,125.83	3,002,841.80
Texas Regional Bank CD	0.35%	08/15/22	-	1,000,000.00	-	1,000,000.00	-	1,000,000.00	1,000,000.00
Bank OZK CD	0.28%	08/15/22	3,000,715.97	2,125.83	-	3,002,841.80	3,000,715.97	2,125.83	3,002,841.80
Texas Regional Bank CD	0.35%	09/15/22	-	8,000,000.00	-	8,000,000.00	-	8,000,000.00	8,000,000.00
Bank OZK CD	0.28%	09/15/22	4,000,954.63	2,834.45	-	4,003,789.08	4,000,954.63	2,834.45	4,003,789.08
Texas Regional Bank CD	0.38%	10/14/22	-	6,000,000.00	-	6,000,000.00	-	6,000,000.00	6,000,000.00
Allegiance Bank CD	0.30%	10/14/22	2,000,000.00	1,430.13	-	2,001,430.13	2,000,000.00	1,430.13	2,001,430.13
Texas Regional Bank CD	0.38%	11/15/22	-	4,000,000.00	-	4,000,000.00	-	4,000,000.00	4,000,000.00
Texas Regional Bank CD	0.40%	12/15/22	-	10,000,000.00	-	10,000,000.00	-	10,000,000.00	10,000,000.00
<b>TOTALS / AVERAGE</b>	<b>0.76%</b>		<b>\$ 284,307,607.80</b>	<b>\$ 46,286,183.69</b>	<b>\$ (9,077,062.64)</b>	<b>\$ 321,516,728.85</b>	<b>\$ 284,307,607.80</b>	<b>\$ 37,209,121.05</b>	<b>\$ 321,516,728.85</b>

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**Allocation**  
**February 28, 2021**  
**Book & Market Value**

	Total	Operating	Operating Construction	Endowment	Interest & Sinking
BBVA - Operating	\$ 17,906,445.82	\$ 17,906,445.82	\$ -	\$ -	\$ -
BBVA - Payroll	153,272.35	153,272.35	-	-	-
BBVA - Student	1,662,709.81	1,662,709.81	-	-	-
BBVA - Operating Reserve	20,000,000.00	20,000,000.00	-	-	-
BBVA - Federal Draw Down	2,950,759.00	2,950,759.00	-	-	-
BBVA - I&S Bond 96,02,03,04,07,10,14,15	2,762,718.79	-	-	-	2,762,718.79
BBVA - Construction E&G Transfer	1,911,752.37	-	1,911,752.37	-	-
Veritex (Green) Bank MMA	10,558,158.49	-	10,558,158.49	-	-
NexBank MMA	31,434,178.12	30,304,967.06	-	-	1,129,211.06
TexPool LGIP	11,620,039.56	-	10,987,259.98	-	632,779.58
03/01/21-East West Bank CD	5,604,107.02	5,604,107.02	-	-	-
03/02/21-BBVA CD	5,239,100.34	5,239,100.34	-	-	-
03/02/21-BTH Bank CD	5,272,659.66	-	5,272,659.66	-	-
03/11/21-East West Bank CD	750,949.30	-	750,949.30	-	-
03/15/21-East West Bank CD	2,505,910.35	2,505,910.35	-	-	-
04/01/21-Bank OZK CD	5,022,768.70	5,022,768.70	-	-	-
04/02/21-BBVA CD	5,238,180.38	5,238,180.38	-	-	-
04/15/21-East West Bank CD	2,505,910.35	2,505,910.35	-	-	-
04/20/21-East West Bank CD	4,003,907.67	-	4,003,907.67	-	-
05/03/21-East West Bank CD	5,585,497.57	5,585,497.57	-	-	-
05/03/21-BBVA CD	5,237,260.66	5,237,260.66	-	-	-
05/14/21-East West Bank CD	3,007,092.42	3,007,092.42	-	-	-
06/01/21-Bank OZK CD	5,022,768.70	5,022,768.70	-	-	-
06/02/21-BBVA CD	5,168,836.48	5,168,836.48	-	-	-
07/01/21-East West Bank CD	8,124,360.10	8,124,360.10	-	-	-
07/02/21-BBVA CD	3,100,316.49	3,100,316.49	-	-	-
07/30/21-Texas Regional Bank CD	1,000,947.40	-	-	-	1,000,947.40
07/31/21-Texas Regional Bank CD	9,000,000.00	-	-	-	9,000,000.00
08/02/21-East West Bank CD	10,256,713.12	10,256,713.12	-	-	-
08/02/21-East West Bank CD	9,011,813.68	-	-	-	9,011,813.68
08/31/21-BBVA CD	15,118.73	-	-	15,118.73	-
08/31/21-BBVA CD	116,844.80	-	-	116,844.80	-
08/31/21-BBVA CD	200,348.29	-	-	200,348.29	-
09/02/21-East West Bank CD	10,255,268.77	10,255,268.77	-	-	-
09/15/21-Texas Regional Bank CD	1,001,041.10	-	1,001,041.10	-	-

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**Allocation**  
**February 28, 2021**  
**Book & Market Value**

	Total	Operating	Operating Construction	Endowment	Interest & Sinking
09/15/21-Bank OZK CD	2,763,598.29	-	2,763,598.29	-	-
10/01/21-East West Bank CD	8,120,265.63	8,120,265.63	-	-	-
10/04/21-East West Bank CD	3,076,147.39	3,076,147.39	-	-	-
10/04/21-East West Bank CD	3,076,147.39	-	3,076,147.39	-	-
11/01/21-East West Bank CD	10,183,634.20	10,183,634.20	-	-	-
02/15/22-Texas Regional Bank CD	2,000,000.00	-	2,000,000.00	-	-
03/01/22-Bank OZK CD	8,041,290.24	8,041,290.24	-	-	-
04/15/22-Texas Regional Bank CD	1,001,171.23	1,001,171.23	-	-	-
04/15/22-BBVA CD	4,004,193.96	4,004,193.96	-	-	-
04/19/22-Bank OZK CD	5,006,710.45	5,006,710.45	-	-	-
05/16/22-Texas Regional Bank CD	1,001,171.23	1,001,171.23	-	-	-
05/16/22-BBVA CD	4,004,193.96	4,004,193.96	-	-	-
05/18/22-Bank OZK CD	5,006,920.26	5,006,920.26	-	-	-
06/15/22-Texas Regional Bank CD	1,001,301.37	1,001,301.37	-	-	-
06/15/22-Bank OZK CD	5,007,130.09	5,007,130.09	-	-	-
06/15/22-BBVA CD	4,004,193.96	4,004,193.96	-	-	-
07/15/22-Bank OZK CD	3,002,841.80	3,002,841.80	-	-	-
08/15/22-Texas Regional Bank CD	1,000,000.00	1,000,000.00	-	-	-
08/15/22-Bank OZK CD	3,002,841.80	3,002,841.80	-	-	-
09/15/22-Texas Regional Bank CD	8,000,000.00	8,000,000.00	-	-	-
09/15/22-Bank OZK CD	4,003,789.08	4,003,789.08	-	-	-
10/14/22-Texas Regional Bank CD	6,000,000.00	6,000,000.00	-	-	-
10/14/22-Allegiance Bank CD	2,001,430.13	2,001,430.13	-	-	-
11/15/22-Texas Regional Bank CD	4,000,000.00	4,000,000.00	-	-	-
12/15/22-Texas Regional Bank CD	10,000,000.00	10,000,000.00	-	-	-
<b>Totals</b>	<b>\$ 321,516,728.85</b>	<b>\$ 255,321,472.27</b>	<b>\$ 42,325,474.25</b>	<b>\$ 332,311.82</b>	<b>\$ 23,537,470.51</b>

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**Allocation**  
**November 30, 2020**  
**Book & Market Value**

	<b>Total</b>	<b>Operating</b>	<b>Operating Construction</b>	<b>Endowment</b>	<b>Interest &amp; Sinking</b>
BBVA - Operating	\$ 21,071,421.72	\$ 21,071,421.72	\$ -	\$ -	\$ -
BBVA - Payroll	135,459.03	135,459.03	-	-	-
BBVA - Student	349,657.95	349,657.95	-	-	-
BBVA - Operating Reserve	20,000,000.00	20,000,000.00	-	-	-
BBVA - I&S Bond 96,02,03,04,07,10,14,15	1,328,605.50	-	-	-	1,328,605.50
BBVA - Construction E&G Transfer	4,822,041.03	-	4,822,041.03	-	-
Veritex (Green) Bank MMA	10,554,514.61	-	10,554,514.61	-	-
NexBank MMA	31,399,321.81	30,271,362.85	-	-	1,127,958.96
TexPool LGIP	11,617,976.61	-	10,985,309.33	-	632,667.28
01/29/21-East West Bank CD	3,001,798.08	-	3,001,798.08	-	-
03/01/21-East West Bank CD	5,580,803.13	5,580,803.13	-	-	-
03/02/21-BBVA CD	5,204,151.79	5,204,151.79	-	-	-
03/02/21-BTH Bank CD	5,236,148.75	-	5,236,148.75	-	-
03/11/21-East West Bank CD	750,449.52	-	750,449.52	-	-
03/15/21-East West Bank CD	2,503,501.74	2,503,501.74	-	-	-
04/01/21-Bank OZK CD	5,015,167.63	5,015,167.63	-	-	-
04/02/21-BBVA CD	5,203,368.89	5,203,368.89	-	-	-
04/15/21-East West Bank CD	2,503,501.74	2,503,501.74	-	-	-
04/20/21-East West Bank CD	4,001,242.93	-	4,001,242.93	-	-
05/03/21-East West Bank CD	5,564,465.85	5,564,465.85	-	-	-
05/03/21-BBVA CD	5,202,586.18	5,202,586.18	-	-	-
05/14/21-East West Bank CD	3,004,202.08	3,004,202.08	-	-	-
06/01/21-Bank OZK CD	5,015,167.63	5,015,167.63	-	-	-
06/02/21-BBVA CD	5,141,723.94	5,141,723.94	-	-	-
07/01/21-East West Bank CD	8,093,768.51	8,093,768.51	-	-	-
07/02/21-BBVA CD	3,084,209.34	3,084,209.34	-	-	-
07/30/21-Texas Regional Bank CD	1,000,000.00	-	-	-	1,000,000.00
08/02/21-East West Bank CD	10,211,292.13	10,211,292.13	-	-	-
08/02/21-East West Bank CD	9,005,594.02	-	-	-	9,005,594.02
08/31/21-BBVA CD	15,109.41	-	-	15,109.41	-
08/31/21-BBVA CD	116,771.19	-	-	116,771.19	-
08/31/21-BBVA CD	200,222.07	-	-	200,222.07	-
09/02/21-East West Bank CD	10,210,105.95	10,210,105.95	-	-	-
09/15/21-Texas Regional Bank CD	1,000,000.00	-	1,000,000.00	-	-
09/15/21-Bank OZK CD	2,761,502.64	-	-	-	2,761,502.64

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**Allocation**  
**November 30, 2020**  
**Book & Market Value**

	<b>Total</b>	<b>Operating</b>	<b>Operating Construction</b>	<b>Endowment</b>	<b>Interest &amp; Sinking</b>
10/01/21-East West Bank CD	8,090,686.86	8,090,686.86	-	-	-
10/04/21-East West Bank CD	3,062,675.97	3,062,675.97	-	-	-
10/04/21-East West Bank CD	3,062,675.97	-	3,062,675.97	-	-
11/01/21-East West Bank CD	10,142,537.34	10,142,537.34	-	-	-
03/01/22-Bank OZK CD	8,027,503.21	8,027,503.21	-	-	-
04/15/22-Texas Regional Bank CD	1,000,000.00	1,000,000.00	-	-	-
04/15/22-BBVA CD	4,001,671.58	4,001,671.58	-	-	-
04/19/22-Bank OZK CD	5,002,674.33	5,002,674.33	-	-	-
05/16/22-Texas Regional Bank CD	1,000,000.00	1,000,000.00	-	-	-
05/16/22-BBVA CD	4,001,671.58	4,001,671.58	-	-	-
05/18/22-Bank OZK CD	5,002,757.91	5,002,757.91	-	-	-
06/15/22-Texas Regional Bank CD	1,000,000.00	1,000,000.00	-	-	-
06/15/22-Bank OZK CD	5,002,841.50	5,002,841.50	-	-	-
06/15/22-BBVA CD	4,001,671.58	4,001,671.58	-	-	-
07/15/22-Bank OZK CD	3,000,715.97	3,000,715.97	-	-	-
08/15/22-Bank OZK CD	3,000,715.97	3,000,715.97	-	-	-
09/15/22-Bank OZK CD	4,000,954.63	4,000,954.63	-	-	-
10/14/22-Allegiance Bank CD	2,000,000.00	2,000,000.00	-	-	-
<b>Totals</b>	<b>\$ 284,307,607.80</b>	<b>\$ 224,704,996.51</b>	<b>\$ 43,414,180.22</b>	<b>\$ 332,102.67</b>	<b>\$ 15,856,328.40</b>

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**Investment Policy Compliance**  
**February 28, 2021**

<b>Authorized Investments</b>	<b>Maximum %</b>	<b>Actual Market Value</b>	<b>% of Portfolio</b>	<b>Status</b>
U.S. Treasury Bills/Notes/Bonds	100%	\$ —	0.0%	N/A
U.S. Agencies and Instrumentalities	100%	—	0.0%	N/A
States, Counties, Cities and Other	25%	—	0.0%	N/A
Financial Institution Deposits	100%	309,896,689	96.4%	Pass
Government Money Market Mutual Funds	25%	—	0.0%	N/A
Eligible Investment Pools	50%	11,620,040	3.6%	Pass
<b>Total</b>		<b>\$ 321,516,728.85</b>	<b>100.0%</b>	

## **Review and Action as Necessary on Consent Agenda Items from the Education and Workforce Development Committee**

The following Consent Agenda items were thoroughly discussed by the Education and Workforce Development 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 Education and Workforce Development Committee recommended Board action on the following items as presented.

- a. Approval of Proposed New Program: Production, Logistics & Maintenance Technician Non-Credit Certificate
- b. Approval of the Proposed Interlocal Agreement for Dual Credit Program Partnerships with Local School Districts
- c. Approval of Proposed 2022 – 2023 Academic Calendar

### **Recommendation:**

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

- a. Approval of Proposed New Program: Production, Logistics & Maintenance Technician Non-Credit Certificate
- b. Approval of the Proposed Interlocal Agreement for Dual Credit Program Partnerships with Local School Districts
- c. Approval of Proposed 2022 – 2023 Academic Calendar

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

- a. Approval of Proposed New Program: Production, Logistics & Maintenance Technician Non-Credit Certificate
- b. Approval of the Proposed Interlocal Agreement for Dual Credit Program Partnerships with Local School Districts
- c. Approval of Proposed 2022 – 2023 Academic Calendar

**Approval Recommended:**

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

### **Consent Agenda:**

#### **a. Approval of Proposed New Program: Production, Logistics & Maintenance Technician Non-Credit Certificate**

The Board is asked to approve offering the proposed new Production, Logistics & Maintenance Technician Non-Credit Certificate, which would be offered through the College's Industry Training and Economic Development (ITED) Department.

The PLMT program at South Texas College would prepare students for a variety of careers in aspects of manufacturing including, but not limited to:

- Production
- Logistics
- Maintenance
- Electrical
- Safety
- Electro-Mechanical, and
- Environmental Awareness

Analysis by Economic Modeling Specialists, Inc. anticipated an average job growth of 9.3% from 2020 through 2030 in the South Texas region. Jobs for which graduates would be prepared are among the Texas Workforce Solutions' *2020 Target Occupations List* for the Rio Grande Valley.

This program would be built upon South Texas College's existing non-credit course offerings through ITED.

- Of the eleven courses within the program, seven prepare students for individual certifications, as outlined in the Program Development Packet.
- Student would be eligible for Certified Production Technician (CPT) certification from the Manufacturing Skills Standards Council upon completion of four of the courses.

Upon completion of the non-credit PLMT certificate program, students would hold a valuable workforce credential, and would also have six semester credit hours escrowed toward an associate's degree at South Texas College. This provides a meaningful pathway from workforce certification to an associate's or even baccalaureate degree from South Texas College.

According to Texas Higher Education Coordinating Board data, there are currently no existing non-credit certificate programs in this area offered by Texas community colleges.

The Education and Workforce Development Committee recommended Board approval to offer the proposed new non-credit Production, Logistics & Maintenance Technician (PLMT) certificate program as presented.

**Recommendation:**

It is recommended that the Board of Trustees of South Texas College approve and authorize offering the proposed new non-credit Production, Logistics & Maintenance Technician (PLMT) certificate program 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 offering the proposed new non-credit Production, Logistics & Maintenance Technician (PLMT) certificate program as presented.

**Approval Recommended:**

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



Program Development Proposal

# Production, Logistics & Maintenance Technician

**Non-Credit Certificate**

Academic Affairs/Industry Training  
& Economic Development

May 18, 2021



SOUTH TEXAS  
COLLEGE







## **Production, Logistics & Maintenance Technician – Non-Credit Certificate**

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## Production, Logistics & Maintenance Technician – Non-Credit Certificate

APPROVAL PROCESS FOR DEVELOPMENT		DATE
✓	Advisory Committee	9/24/2020
✓	Division Committee	11/6/2020
✓	College-Wide Curriculum Committee (Information Item Only)	11/17/2020
✓	Continuing Education/Industry Training and Economic Development Approval	3/5/2021
✓	SACSCOC Liaison – PLA Review <ul style="list-style-type: none"> <li>• Prior Learning Assessment Review</li> <li>• Substantive Change</li> </ul>	3/25/2021 N/A
✓	Academic Council	3/29/2021
✓	Planning and Development Council (PDC)	4/23/2021
✓	Education and Workforce Development Committee (EWDC)	5/17/2021
✓	Higher Education Regional Council/Workforce Solutions (Letter of Intent)	5/18/2021
<input type="checkbox"/>	STC Board of Trustees (Certification Form)	-
<input type="checkbox"/>	Texas Higher Education Coordinating Board (THECB)	-

## **Program Development Process**

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

### **Curriculum Department Review: Non-Credit Certificate – Production, Logistics & Maintenance Technician**

The proposed non-credit Production, Logistics & Maintenance Technician Certificate adequately prepares students for the multi-faceted aspects of manufacturing operations including, but not limited to, production, logistics, maintenance, electrical, safety, electro-mechanical, and environmental awareness. According to Economic Modeling Specialists, Inc., which utilizes data from the Texas Workforce Commission, the average job growth totals 9.3% from 2020 to 2030 in the South Texas Area and includes jobs in the Industrial Machinery Mechanics, Calibration Technologists & Technicians, and Maintenance & Repair Worker occupational profiles. The current job posting intensity revealed that for every 5 job postings, there was 1 unique job to fill for a total of 526 unique job postings. Furthermore, Maintenance and Repair Workers and Industrial Machinery Mechanics are listed on the Texas Workforce Solutions 2020 Target Occupations List for the Rio Grande Valley. Letters of support from Humanetics, Legacy Precision LLC, and JDM Industrial Technical Services, LLC. have demonstrated strong employer support to address industry needs and the marketable skills and certifications

recognized by regional production, logistics and maintenance industries. In addition, they have demonstrated support for the placement of students for onsite external experiences, if needed.

Student demand exists and is documented through historical enrollment in coursework offered through the Industry Training and Economic Development department. Historical enrollment for these courses totaled 780 trainees in the past five years. In addition, student enrollment in for-credit courses offered in the Advanced Manufacturing Program totaled 246 students for the past two years. Both the growth in this occupation and the demand for the credit program, indicates that a non-credit program can complement the College's current offering to meet the needs of non-credit students. Students that complete coursework for the non-credit Production, Logistics & Maintenance Technician Certificate will be eligible for certifications from the Manufacturing Skill Standards Council, FESTO, and American Welding Society, as outlined on pg. 13. In addition, students that complete and successfully pass the MCHN 1019 and MCHN 1020 courses are eligible to earn six credit hours for MCHN 1319 – Manufacturing Materials and Processes and MCHN 1320 – Precision Tools and Measurement held in escrow that can be applied towards the College's current Associate of Applied Science Degree in Precision Manufacturing Technology. Thus, this program offers a new pathway allowing students to enter a high skill profession while continuing their progress towards higher education.

*A review conducted by the Curriculum Department indicates the program complies with the criteria set forth from the Texas Higher Education Coordinating Board and recommends the proposed non-credit Production, Logistics & Maintenance Technician Certificate continue through the established approval process.*

## Non-Credit Certificate

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

### Proposed Non-Credit Certificate:

Program Title: Production, Logistics & Maintenance Technician Certificate

**For Curriculum Office Use Only**

Proposed CIP Code: 48.0501

Term/Year to be Implemented: Fall 2021

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

AAS – Precision Manufacturing Technology, CT1 – Precision Manufacturing Technology

### 1. Documentation of Workforce Demand:

Category	Standard	Met the Standard	Did not meet the Standard	Comments
1. Occupational Need	A) *EMSI data (provided by the Curriculum Department) projects a significant occupational growth rate in <b>South Texas, the state, and/or nationally.</b>	✓		<u>Calibration Technologists and Technicians</u> South Texas: 13.4% (+19 jobs) Texas: 7.2% (+761 jobs) Nation: 4.7% (+4,503 jobs)  <u>Maintenance &amp; Repair Workers</u> South Texas: 8.5% (+369 jobs) Texas: 12.4% (+16,689 jobs) Nation: 7.6% (+124,157 jobs)  <u>Industrial Machinery Mechanics</u> South Texas: 5.9% (+37 jobs) Texas: 10.5% (+4,623 jobs) Nation: 6.8% (+27,742 jobs)
	A-1)*Wage data			<u>Calibration Technologists and Technicians</u> South Texas: \$25.27/hour Texas: \$27.07/hour National: \$30.21/hour  <u>Maintenance &amp; Repair Workers</u> South Texas: \$12.19/hour Texas: \$17.56/hour National: \$18.75/hour  <u>Industrial Machinery Mechanics</u> South Texas: \$20.41/hour

Category	Standard	Met the Standard	Did not meet the Standard	Comments
				Texas: \$25.95/hour National: \$25.71/hour
	A-2)*Job Posting Intensity (Average posting intensity is 6:1)			<u>Calibration Technologists and Technicians</u> South Texas – 5:1 (19 unique postings out of a total 98 postings)  Texas – 6:1 (634 unique postings out of a total of 3,776)  <u>Maintenance &amp; Repair Workers</u> South Texas – 5:1 (451 unique postings out of a total 2,072 postings)  Texas – 5:1 (28,795 unique postings out of a total of 143,865)  <u>Industrial Machinery Mechanics</u> South Texas – 4:1 (33 unique postings out of a total 122 postings)  Texas – 5:1 (2,961 unique postings out of a total of 14,805)
<i>*Growth rates and wage data are estimated projections for a 10-year period from 2020-2030. Job Posting Intensity is derived from the time period of June 2020 – December 2020. Data sources include the U.S. Department of Commerce, U.S. Department of Labor, U.S. Census Bureau, U.S. Department of Education. For a complete list, refer to the EMSI Data Source Appendix.</i>				
	B) Occupational Outlook Handbook indicates an average or above average job outlook for the next 5 to 10 years (national data).	✓		4% (As fast as average) for Maintenance & Repair Workers and N/A for Calibration Technologists and Technicians
	C) Program is on Targeted/In-Demand Occupations lists produced by the Texas Workforce Commission OR Program is an emerging and/or evolving occupation for the region or state in the Texas Workforce Commission's Labor Market and Career Information.	✓		Maintenance and Repair Workers and Industrial Machinery Mechanics are listed on the Texas Workforce Solutions 2020 Target Occupations List for the Rio Grande Valley.
	D) Job demand and wage data is documented through the survey of 8-12 top local employers.	If requested by VPAA.		
	E) High employer demand exists and is documented through letters of support.	✓		
	F) Educational and/or employer publications or news articles document a growth in the industry or demand for employees.	N/A		
2. Student Demand	High enrollment exists in related non-credit or credit programs (Stackable certificates or degrees).	✓		Refer to program summary.

Category	Standard	Met the Standard	Did not meet the Standard	Comments
	High number of <b>graduates</b> are produced in related non-credit or credit programs (Stackable certificates or degrees).	✓		Refer to program summary.
<b>3. Existing Programs</b>	Similar programs <b>do not exist</b> within STC's service area – Hidalgo and Starr Counties (Please include documentation of the nearest similar programs).	✓		There is currently no non-credit certificate offered for this CIP code in any Texas community college.
<b>4. Program Linkage &amp; Opportunities for Further Education</b>	<b>Program-specific articulation</b> agreements with institutions of higher education (IHEs) currently exist or will be pursued in the future (Please include list of IHEs)/ <b>Prior Learning Assessment (PLA)</b> consideration for non-credit to credit pathway.	✓		PLA opportunities for escrow credit are being developed. Refer to program summary

## 2. Projected Outcomes:

Category	Standard	Met the Standard	Did not meet the Standard	Comments
<b>1. Graduate Earnings</b>	EMSI data (provided by the Curriculum Department) projects that program graduates will earn a <b>median hourly earnings</b> wage that is above the “living wage” for South Texas, the state, and/or nationally.	✓		<u>Calibration Technologists and Technicians</u> South Texas: \$25.27/hour Texas: \$27.07/hour National: \$30.21/hour  <u>Maintenance &amp; Repair Workers</u> South Texas: \$12.19/hour Texas: \$17.56/hour National: \$18.75/hour  <u>Industrial Machinery Mechanics</u> South Texas: \$20.41/hour Texas: \$25.95/hour National: \$25.71/hour  <b>According to the Bureau of Labor Statistics:</b> -Calibration Technologists and Technicians earned a median salary of \$65,940 as of 2019.  -Maintenance & Repair Workers earned a median salary of \$41,020 as of 2018.  -Industrial Machinery Mechanics earned a median salary of \$52,860 as of 2019.

				Living wage calculation for Texas: \$14.01 per hour  Source: <a href="http://livingwage.mit.edu/states/48">http://livingwage.mit.edu/states/48</a>
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## Program Summary

**Institution:** South Texas College, McAllen, Texas

**Proposed Award:** Production, Logistics & Maintenance Technician  
Non-Credit Certificate

### PROGRAM DESCRIPTION

**Program Objective:** The Production, Logistics & Maintenance Technician non-credit certificate adequately prepares students for the multi-faceted aspects of manufacturing operations including, but not limited to, production, logistics, maintenance, electrical, safety, electro-mechanical, and environmental awareness.

**Curriculum:** The non-credit certificate is comprised of 11 courses and totals 604 contact hours. The courses are derived from the Workforce Education Course Manual (WECM). Students that complete coursework for the non-credit Production, Logistics & Maintenance Technician Certificate will be eligible for certifications from the Manufacturing Skill Standards Council, FESTO, and American Welding Society as outlined on pg. 13. In addition, students that complete and successfully pass the MCHN 1019 and MCHN 1020 courses are eligible to earn six credit hours for MCHN 1319 – Manufacturing Materials and Processes and MCHN 1320 – Precision Tools and Measurement held in escrow that can be applied towards the College's current Associate of Applied Science Degree in Precision Manufacturing Technology.

**Admissions Requirements:** The admissions requirements for this certificate would follow the general admissions procedures set forth by the Industry Training and Economic Development department.

### PROGRAM DEMAND

#### Occupational Need:

##### Calibration Technologists and Technicians

According to Economic Modeling Specialists, Inc. (EMSI) which utilizes data from the Texas Workforce Commission, Calibration Technologists and Technicians are expected to experience a 13.4% growth from 2020 to 2030 in the Lower Rio Grande Regional Area (Cameron, Hidalgo, Starr and Willacy counties) with 19 additional job openings expected during this time period; a 7.2% growth between 2020 and 2030 in the State of Texas with 761 additional job openings expected during this time period; and a 4.7% growth between 2020 and 2030 nationally with a total of 4,503 job openings expected during this time period. Sample job titles include Industrial Engineering Technologies and Manufacturing Production Technicians.

According to the Economic Modeling Specialists, Inc. (EMSI), the median hourly earnings wage for Calibration Technologists and Technicians is \$25.27/hr. for Cameron, Hidalgo, Starr and Willacy Counties; \$27.07/hr. for the State of Texas; and \$30.21/hr. as a national average.

The job posting intensity for this occupation for the region was 5:1, meaning for every 5 job postings, there was 1 unique job to fill for a total of 19 unique job postings. This ratio is the average which indicates they are putting average effort toward hiring for this position. The job posting intensity for the state was 6:1, with a total of 634 unique job postings. Job posting data was derived from a 6-month time period from June 2020 – December 2020. Data sources for EMSI are aggregated from U.S. Department of Commerce, U.S. Department of Labor, and U.S. Census Bureau, among others.

### **Maintenance & Repair Workers**

According to Economic Modeling Specialists, Inc. (EMSI) which utilizes data from the Texas Workforce Commission, Maintenance & Repair Workers are expected to experience an 8.5% growth from 2020 to 2030 in the Lower Rio Grande Regional Area (Cameron, Hidalgo, Starr and Willacy counties) with 369 additional job openings expected during this time period; a 12.4% growth between 2020 and 2030 in the State of Texas with 16,689 additional job openings expected during this time period; and a 7.6% growth between 2020 and 2030 nationally with a total of 124,157 job openings expected during this time period. Sample job titles include Maintenance Technician and Maintenance Mechanic.

According to the Economic Modeling Specialists, Inc. (EMSI), the median hourly earnings wage for Maintenance & Repair Workers is \$12.19/hr. for Cameron, Hidalgo, Starr and Willacy Counties; \$17.56/hr. for the State of Texas; and \$18.75/hr. as a national average.

The job posting intensity for this occupation for the region was 5:1, meaning for every 5 job postings, there was 1 unique job to fill for a total of 451 unique job postings. This ratio is the average which indicates they are putting average effort toward hiring for this position. The job posting intensity for the state was 5:1, with a total of 28,795 unique job postings. Job posting data was derived from a 6-month time period from June 2020 – December 2020. Data sources for EMSI are aggregated from U.S. Department of Commerce, U.S. Department of Labor, and U.S. Census Bureau, among others.

### **Industrial Machinery Mechanics**

According to Economic Modeling Specialists, Inc. (EMSI) which utilizes data from the Texas Workforce Commission, Industrial Machinery Mechanics are expected to experience a 5.9% growth from 2020 to 2030 in the Lower Rio Grande Regional Area (Cameron, Hidalgo, Starr and Willacy counties) with 37 additional job openings expected during this time period; a 10.5% growth between 2020 and 2030 in the State of Texas with 4,623 additional job openings expected during this time period; and a 6.8% growth between 2020 and 2030 nationally with a total of 27,742 job openings expected during this time period. Sample job titles include Industrial Maintenance Mechanic, Machine Adjuster, Fixer and Maintenance Mechanic.

According to the Economic Modeling Specialists, Inc. (EMSI), the median hourly earnings wage for Industrial Machinery Mechanics is \$20.41/hr. for Cameron, Hidalgo, Starr and Willacy Counties; \$25.95/hr. for the State of Texas; and \$25.71/hr. as a national average.

The job posting intensity for this occupation for the region was 4:1, meaning for every 4 job postings, there was 1 unique job to fill for a total of 33 unique job postings. This ratio is the average which indicates they are putting average effort toward hiring for this position. The job posting intensity for the state was 5:1, with a total of 2,961 unique job postings. Job posting data was derived from a 6-month time period from June 2020 – December 2020. Data sources for EMSI are aggregated from U.S. Department of Commerce, U.S. Department of Labor, and U.S. Census Bureau, among others.

#### **EMSI Data Summary:**

<b>Occupation</b>	<b>Geographic Area</b>	<b>Expected Growth Rate</b>	<b>Additional Job Openings</b>	<b>Median Hourly Wage Earnings</b>
<b>Calibration Technologists &amp; Technicians</b>	Regional	13.4%	19	\$25.27
	State	7.2%	761	\$27.07
	National	4.7%	4,503	\$30.21
<b>Maintenance &amp; Repair Workers</b>	Regional	8.5%	369	\$12.19
	State	12.4%	16,689	\$17.56
	National	7.6%	125,157	\$18.75
<b>Industrial Machinery Mechanics</b>	Regional	5.9%	37	\$20.41
	State	10.5%	4,623	\$25.95
	National	6.8%	27,742	\$25.71

According to the U.S. Bureau of Labor Statistics, Occupational Outlook Handbook, employment of Maintenance & Repair Workers is expected to grow by 4% (as fast as the average) over the 2019-2029 decade and Industrial Machinery Mechanics are expected to grow by 13% (much faster than average). No data was available for the Calibration Technologists and Technicians.

According to the U.S. Bureau of Labor Statistics, Occupational Outlook Handbook, in 2019 the median annual earnings for Calibration Technologists and Technicians was \$65,940 nationally; for Maintenance & Repair Workers it was \$41,020; and for Industrial Machinery Mechanics it was \$52,860.

#### **Student Demand:**

Student demand exists and is documented through historical enrollment in coursework offered through the Industry Training and Economic Development department for the past five academic years. Historical enrollment totaled **780** trainees.

	<b>AY16</b>	<b>AY17</b>	<b>AY18</b>	<b>AY19</b>	<b>AY20</b>
<b>No. of Trainees</b>	<b>83</b>	<b>186</b>	<b>127</b>	<b>217</b>	<b>167</b>

In addition, the credit version of two courses, MCHN 1319 and 1320, in the proposed curriculum are offered under the Advanced Manufacturing department. Student enrollment for these two courses totaled **246** students for the past two years. The number of declared majors and graduates for the related programs is indicated below.

Award	Fall 2016	Fall 2017	Fall 2018	Fall 2019	Fall 2020
<b>Precision Manufacturing Certificate</b>	<b>60</b>	<b>104</b>	<b>106</b>	<b>100</b>	<b>72</b>
<b>AAS Precision Manufacturing</b>	<b>113</b>	<b>95</b>	<b>80</b>	<b>78</b>	<b>47</b>

Award	Fall 2016	Fall 2017	Fall 2018	Fall 2019	Fall 2020
<b>Precision Manufacturing Certificate</b>	<b>59</b>	<b>99</b>	<b>41</b>	<b>62</b>	<b>49</b>
<b>AAS Precision Manufacturing</b>	<b>12</b>	<b>11</b>	<b>22</b>	<b>19</b>	<b>12</b>

#### **Existing Programs:**

A search in the program inventory database for the Texas Higher Education Coordinating Board revealed that currently, there is no existing non-credit certificate for the proposed CIP code 48.0501 – Machine Tool Technology/Machinist in the Texas community colleges.

#### **Program Linkage and Opportunities for Further Education:**

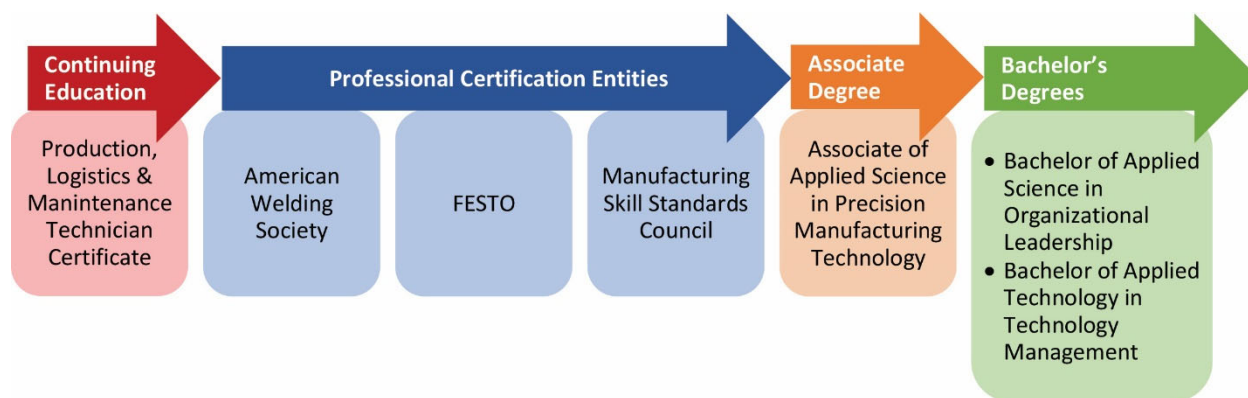
The proposed non-credit Production, Logistics & Maintenance Technician Certificate is comprised of an eleven-course curriculum. Out of the eleven courses, seven of the courses would prepare students for individual certifications, based on the course as indicated in the table below. Students would be eligible to sit for the respective certification exam upon completion of each course. In addition, students that pass the certification exams for MCHN 1019, MCHN 1020, INMT 1003, and OSHT 1015 would receive the full Certified Production Technician (CPT) certification from the Manufacturing Skill Standards Council.

Course	Course Title	Certification Name	Certifying Agency
<b>MCHN 1019</b>	Manufacturing Materials and Processes	Manufacturing Processes and Production	Manufacturing Skill Standards Council
<b>MCHN 1020</b>	Precision Tools and Measurement	Quality Practices and Measurement	Manufacturing Skill Standards Council
<b>INMT 1003</b>	Basic Industrial Maintenance Technology	Maintenance Awareness	Manufacturing Skill Standards Council
<b>OSHT 1015</b>	Safety and Accident Prevention	Safety	Manufacturing Skill Standards Council
<b>CETT 1002</b>	Electricity Principles	Electricity Principles	FESTO
<b>ELTN 1043</b>	Electrical Troubleshooting	Electrical Troubleshooting	FESTO
<b>WLDG 1000</b>	Introduction to Welding	Plate 1F or 1G	American Welding Society

Furthermore, students that complete and successfully pass the MCHN 1019 and MCHN 1020 courses are eligible to earn six credit hours for MCHN 1319 – Manufacturing Materials and Processes and MCHN 1320 – Precision Tools and Measurement held in escrow that can be applied towards the College’s current Associate of Applied Science Degree in Precision Manufacturing Technology.

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

South Texas College offers the Bachelors of Applied Science in Organizational Leadership and Bachelors of Applied Technology in Technology Management. These awards accept the six credits from the technical coursework for the AAS – Precision Manufacturing Technology towards the lower-division requirements for the degrees should a student choose to continue on the pathway to a baccalaureate degree.



### Expected Enrollment:

The projected enrollment is based on two factors, the first being historical enrollment in Maintenance and Certified Production Technician courses previously and currently offered. The second factor is the opportunity arising from this development which would form a pathway towards credit into the Precision Manufacturing Technology certificate and associate degree

Year	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026
Enrollees	9	12	15	20	24

### PROGRAM SUPPORT

**Faculty:** Currently, the Industry Training and Economic Development department utilizes three full-time faculty from the Welding and Advanced Manufacturing Technology departments. It is expected that these faculty will carry the majority of the teaching workload for these courses. However, the program anticipates hiring one additional full-time faculty to supplement the existing faculty over the 5-year period.

**Supplies and Materials:** Costs for supplies and materials would be used towards Electrical, Environmental/Health/Safety and Welding materials required for the following courses: Certified Production Technician, Fundamentals of Manufacturing Control, Electricity Principles, Electrical Troubleshooting, Introduction to Environmental Safety and Health, and Introduction to Welding.

**Facilities and Equipment:** Current classroom and lab facilities will be used for all courses required by this program. Costs for equipment and software will be used to cover the purchase of Amatrol electrical trainer, Environmental/Health/Safety and Fire trainer, Fall and Lockout/Tagout kits required for the following courses: Certified Production Technician, Electricity Principles, Electrical Troubleshooting, Introduction to Environmental Safety and Health, and Introduction to Welding.

**Professional Development:** Costs will be allocated for training for faculty including FESTO instructor training, OSHA/Environmental/Health/Safety instructor training, and fundamentals of Manufacturing Control instructor training.

**New Costs:** Total costs for this program are projected to be \$299,423.25. The funding to defray the costs of this program will come from state appropriations: \$104,697.36 and tuition: \$338,240.00. The total projected 5-year revenue is \$442,937.36. See attached specific budget details.

# Enrollment Management Plan

## POTENTIAL SOURCE OF STUDENTS

The number of students identified as potential participants for the non-credit Production, Logistics and Maintenance Technician Certificate include various sources. Students in the program will be comprised of the general current STC noncredit student body, veterans, high school seniors, STC graduates wishing to pursue a non-credit certificate, industry workers seeking to advance their skill set, and members of the community at large.

## MARKETING

The non-credit Production, Logistics and Maintenance Technician Certificate will be marketed to various members of the public for continued growth of potential applicants and graduates. Targeted individuals will include the general current STC noncredit student body, veterans, high school seniors, STC graduates wishing to pursue a non-credit certificate, industry workers seeking to advance their skill set, and members of the community at large. The program will be promoted through various activities that will include student advising sessions, high school career fairs, employer presentations, specialized events hosted by the STC Industry Training and Economic Development department, presentations at various STC campuses, distribution of flyers, brochures, rack cards, and additional advertisement of the program in coordination with the STC Public Relations and Marketing Department.

## RETENTION

Trainer support, assistance, and tutoring will be the primary resource for high retention and graduation rates for the program. Trainers will continue utilizing student-centered learning techniques, encourage active participation, and promote outside student learning activities. Tutoring will also be available through the Centers for Learning Excellence. Case management provided by the Student Success Assistant will contribute significantly to student retention and graduation. Student involvement activities such as clubs, student workshops and industry networking events will be offered.

## ENROLLMENT PROJECTIONS

The projected enrollment is based on two factors, the first being historical enrollment in Maintenance and Certified Production Technician courses previously and currently offered. The second factor is the opportunity arising from this development which would form a pathway towards credit into the Precision Manufacturing Technology certificate and associate degree

Year	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026
Enrollees	9	12	15	20	24

## PROJECTED NUMBER OF GRADUATES

The department projects that at least 90% of students enrolled in the program will complete the non-credit Production, Logistics, and Maintenance Technician Certificate. This target is based on the average course completion rate of 94%.

Year	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026
<b>Enrollees</b>	9	12	15	20	24
<b>Graduates</b> (90% target)	8	11	14	18	22



# Proposed Curriculum & Course Descriptions

# Production, Logistics & Maintenance Technician

## Non-Credit Certificate

AY 2021-2022

Title: Production, Logistics & Maintenance Technician Certificate					FICE CODE: 031034 CIP CODE: 48.0501		
TSI Exempt							
Term One (16 weeks)				Lecture Hours	Lab Hours	External Hours	Contact Hours
MCHN	1019	Manufacturing Materials and Processes					96
MCHN	1020	Precision Tools and Measurement					96
INMT	1003	Industrial Maintenance Technology, Basic					48
Total Semester Hours:				0	0	0	240
Term Two (12 weeks)				Lecture Hours	Lab Hours	External Hours	Contact Hours
OSHT	1015	Safety and Accident Prevention					40
LMGT	1010	Fundamentals of Manufacturing Control					80
BUSG	1012	Professionalism in the Workplace					12
BMGT	1018	Basic Supervision					12
Total Semester Hours:				0	0	0	144
Term Three (16 weeks)				Lecture Hours	Lab Hours	External Hours	Contact Hours
CETT	1002	Electricity Principles					48
ELTN	1043	Electrical Troubleshooting					64
EPCT	1007	Introduction to Environmental Safety and Health					48
WLDG	1000	Introduction to Welding					60
Total Semester Hours:				0	0	0	220
				Total Contact Hours: 604			
Escrowed courses towards AAS (6 credits)							

# **Production, Logistics & Maintenance Technician Non-Credit Certificate**

## **Course Descriptions – Workforce Courses**

### **MCHN 1019 – MANUFACTURING MATERIALS AND PROCESSES**

Contact Hours: 96

This course is a basic study of various materials used in the manufacturing industry and the chemical, physical, and mechanical properties of various materials. Emphasis on manufacturing processes, including casting, forming and machining.

#### Course Learning Outcomes

- Identify ferrous and nonferrous metals.
- Describe different manufacturing processes.
- Identify by code and color the different types of metals.
- Test to determine the kind of metal being used.
- Determine whether it is casting or forging.

### **MCHN 1020 – PRECISION TOOLS AND MEASUREMENT**

Contact Hours: 96

This course is an introduction to the modern science of dimensional metrology. Emphasis on the identification, selection, and application of various types of precision instruments associated with the machining trade. Practice of basic layout and piece part measurements while using standard measuring tools.

#### Course Learning Outcomes

- Perform common methods of measurement conversion.
- Determine the degree of precision measurement required.
- Identify various types of precision instruments and their applications.
- List maintenance procedures on various types of measuring instruments.
- Interpret and confirm blueprint requirements.
- Convert between English and metric units.
- Compute total tolerances of parts.
- Calibrate various types of precision measuring instruments to a standard.
- Select and use precision measurement tools.

### **INMT 1003 – INDUSTRIAL MAINTENANCE TECHNOLOGY, BASIC**

Contact Hours: 48

This course is an introduction to preventive maintenance of equipment associated with general industrial production. Instruction in diagnosing and repairing hydraulic, pneumatic and mechanical systems related to industrial equipment.

#### Course Learning Outcomes

- Define break-down, preventative and total productivity maintenance.

- Develop a cost model of each type of maintenance.
- Design a basic troubleshooting tree.
- Solve basic AC and DC schematic problems.
- Identify electrical inputs and expected outputs of basic industrial components.
- Develop a flow chart for the operation of an air conditioning and/or refrigeration unit (AC/R).
- Identify expected pressures and temperatures for an AC/R unit.

### **OSHT 1015 – SAFETY AND ACCIDENT PREVENTION**

Contact Hours: 40

This course will recognize and evaluate hazards in the workplace and implement control measures including engineering, administrative, and personal protective equipment.

#### Course Learning Outcomes

- Recognize common occupational hazards.
- Describe the components of effective workplace design and accident prevention programs.
- Demonstrate correct selection and safe use of personal protective equipment.

### **LMGT 1010 – FUNDAMENTALS OF MANUFACTURING CONTROL**

Contact Hours: 80

This course is a detailed study of priority and capacity management through the use of material requirements planning (MRP), capacity management, capacity requirements planning (CRP), production activity control (PAC), and Just-In-Time (JIT). Exploration of the execution of the production place and master production schedule, reactions to capacity constraints, and maintenance of individual order control.

#### Course Learning Outcomes

- Describe the various methods of manufacturing management such as MRP, CRP, PAC, JIT.
- Utilize the methods of manufacturing management in the production environment.

### **CETT 1002 – ELECTRICITY PRINCIPLES**

Contact Hours: 48

This course covers the principles of electricity including proper use of test equipment, A/C and D/C circuits, and component theory and operations.

#### Course Learning Outcomes

- Identify basic principles of electricity (A/C and D/C), voltage, current, and circuitry.
- Apply Ohm's law to electrical calculations.
- Use test equipment to measure continuity, voltage, and current values.
- Use electrical safety practices.

### **ELTN 1043 – ELECTRICAL TROUBLESHOOTING**

Contact Hours: 64

This course covers maintenance, operation, troubleshooting, and repair of circuits of various residential, commercial, and industrial electrical systems.

#### Course Learning Outcomes

- Use multimeters to perform tests on electrical equipment.
- Discuss various types of circuits and electrical systems.
- Demonstrate the proper way to test transformers and motors.
- Identify a short circuit, open circuit, and a closed circuit.
- Troubleshoot electric motors and control circuits.

### **EPCT 1007 – INTRODUCTION TO ENVIRONMENTAL SAFETY AND HEALTH**

Contact Hours: 48

This course covers a historic overview of environmental safety and health. Emphasis on the use of occupational safety and health codes.

#### Course Learning Outcomes

- Explain the historical impact of the safety and health movement.
- Interpret and summarize safety and health standards based on student-conducted research.

### **WLDG 1000 – INTRODUCTION TO WELDING**

Contact Hours: 60

This course covers equipment used in oxy-fuel and arc welding. Includes cutting of ferrous metals. Emphasizes welding and cutting safety and basic welding processes.

#### Course Learning Outcomes

- Identify safety procedures associated with oxy-fuel and arc welding and cutting processes.
- Demonstrate basic welding and cutting.

### **BUSG 1012 – PROFESSIONALISM IN THE WORKPLACE**

Contact Hours: 12

This course covers the development of entry-level skills for the workforce. Includes professionalism, interpersonal skills, communication, workplace civility, and employability skills.

#### Course Learning Outcomes

- Identify attitudes and values that contribute to effective work habits.
- Demonstrate how to work as part of a team.
- Exhibit business etiquette, workplace civility, and ethics.
- Identify appropriate workplace attire.

### **BMGT 1018 – BASIC SUPERVISION**

Contact Hours: 12

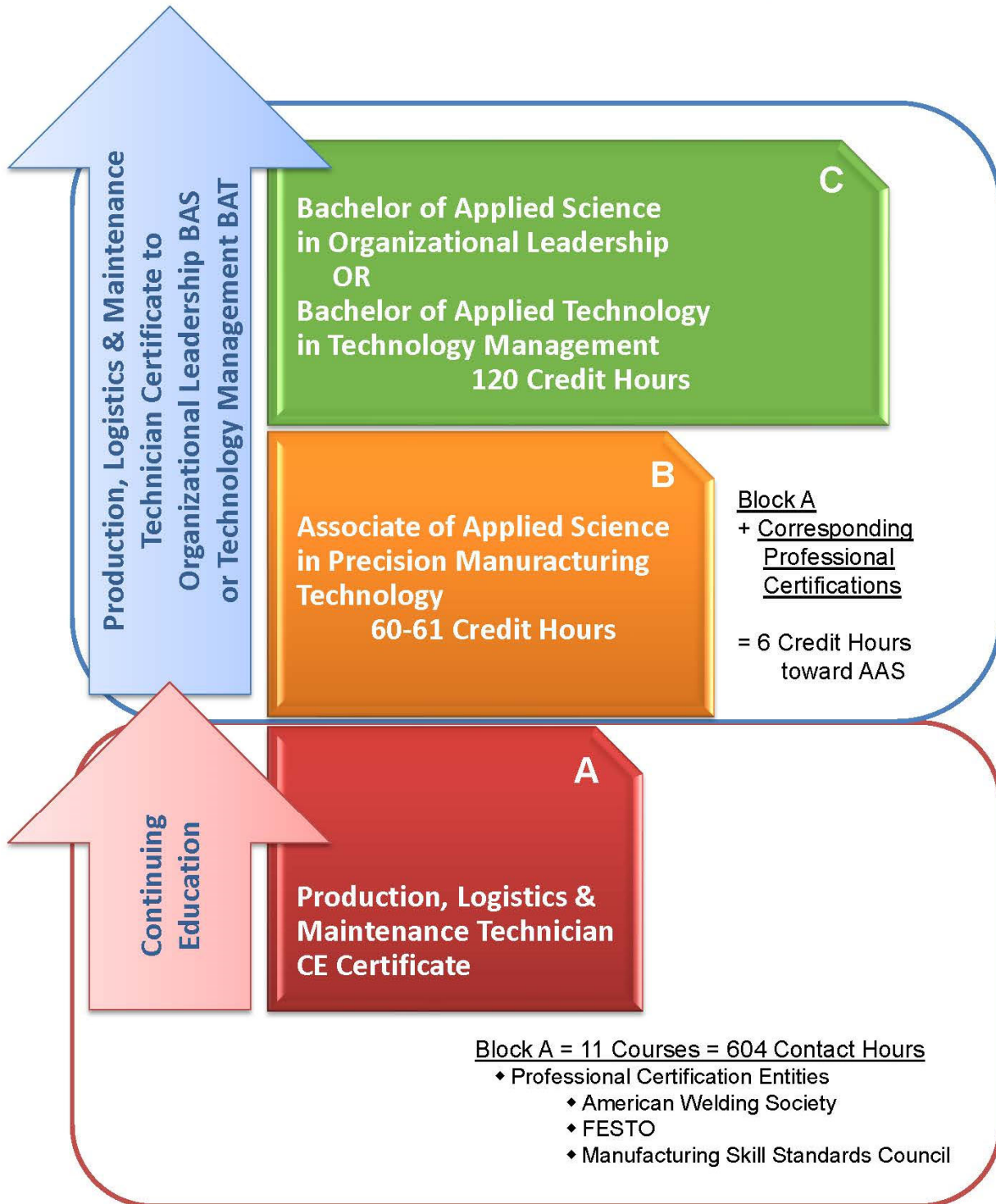
This course covers exploration of supervisory functions as applied to leadership, counseling, motivation and human skills.

#### Course Learning Outcomes

- Explain the role, characteristics, and skills of a supervisor.

# South Texas College Stackable Credentials

## South Texas College Stackable Credentials Non-credit to Credit Pathway



# Instructional Costs & Projected Revenue



# Instructional Costs and Projected Revenue for Production, Logistics & Maintenance Technician (CE)

Faculty Compensation & Benefits	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026	Totals
Compensation Rate per Contact Hour	\$ 33.75	\$ 33.75	\$ 33.75	\$ 33.75	\$ 33.75	
# of Contact Hours Taught by P/T	140	140	140	140	140	
# of Contact Hours Taught by C F/T	464	464	464	464	464	
P/T Salary	\$ 4,725.00	\$ 4,725.00	\$ 4,725.00	\$ 4,725.00	\$ 4,725.00	
Multiplied by Benefits Rate (9%)	1.09	1.09	1.09	1.09	1.09	
Total Salary for P/T	\$ 5,150.25	\$ 5,150.25	\$ 5,150.25	\$ 5,150.25	\$ 5,150.25	
C F/T Faculty Compensation	\$15,660	\$15,660	\$15,660	\$15,660	\$15,660	
Benefit Rate (C F/T teaching CE courses = 9%)	\$ 1,409.40	\$ 1,409.40	\$ 1,409.40	\$ 1,409.40	\$ 1,409.40	
<b>Cost for Faculty Compensation/Benefits</b>	<b>\$ 22,219.65</b>	<b>\$ 22,219.65</b>	<b>\$ 22,219.65</b>	<b>\$ 22,219.65</b>	<b>\$ 22,219.65</b>	<b>\$ 111,098.25</b>

Projected Revenue	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026	Totals
State Appropriations *						
# of Cohorts	1	1	1	1	1	
# of Students per Cohort	9	12	15	20	24	
Total # of Students per Year	9	12	15	20	24	
# of Contact Hours per Student	604	604	604	604	604	
Total Contact Hours	5436	7248	9060	12080	14496	
Multiplied by Average State Funding Rate for CE (3.21)	\$ 3.21	\$ 3.21	\$ 3.21	\$ 3.21	\$ 3.21	
State Appropriations Generated	\$ 17,449.56	\$ 23,266.08	\$ 29,082.60	\$ 38,776.80	\$ 46,532.16	
<b>State Appropriations Received</b>	<b>\$ 17,449.56</b>	<b>\$ 17,449.56</b>	<b>\$ 17,449.56</b>	<b>\$ 23,266.08</b>	<b>\$ 29,082.60</b>	<b>\$ 104,697.36</b>

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

Tuition	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026	Totals
Enrollment # Projected	9	12	15	20	24	
Tuition Rate per Contact Hour	\$ 7.00	\$ 7.00	\$ 7.00	\$ 7.00	\$ 7.00	
Subtotal	\$ 63.00	\$ 84.00	\$ 105.00	\$ 140.00	\$ 168.00	
# of Contact Hours per Student	604	604	604	604	604	
<b>Total Tuition</b>	<b>\$ 38,052.00</b>	<b>\$ 50,736.00</b>	<b>\$ 63,420.00</b>	<b>\$ 84,560.00</b>	<b>\$ 101,472.00</b>	<b>\$ 338,240.00</b>

**Notes:** Compensation rate of \$33.75 was used as this program would anticipate faculty teaching would hold between an Associate's degree and Master's degree, even though the minimum requirement is a certificate and certification in subject taught. The number of contract hours per academic year was derived from the total contact hours from the proposed curriculum and the number of cohorts expected to be offered. Contact Hours per student was derived from the proposed curriculum which totals 604 contact hours for the award.

## Operating Costs and Revenue Projections

CATEGORY	INITIAL COST	BUDGET 2ND YEAR	BUDGET 3RD YEAR	BUDGET 4TH YEAR	BUDGET 5TH YEAR	TOTAL BUDGET
	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026	2021-2026
Faculty Compensation and Benefits	\$22,219.65	\$22,219.65	\$22,219.65	\$22,219.65	\$22,219.65	\$111,098.25
Supplies and Materials (Operating)	\$4,075.00	\$5,900.00	\$8,200.00	\$10,700.00	\$14,200.00	\$43,075.00
Library Resources	\$600.00	\$1,000.00	\$1,000.00	\$1,200.00	\$1,200.00	\$5,000.00
Equipment and Software (Capital)	\$4,450.00	\$14,250.00	\$20,300.00	\$32,800.00	\$19,500.00	\$91,300.00
Facilities (Furniture) (Operating)	\$1,300.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$5,300.00
Faculty Professional Development/Conferences	\$2,200.00	\$3,050.00	\$7,800.00	\$14,300.00	\$16,300.00	\$43,650.00
<b>Subtotal - Instructional &amp; Operating Budget</b>	\$34,844.65	\$47,419.65	\$60,519.65	\$82,219.65	\$74,419.65	\$299,423.25
<b>Total Budget Per Year</b>	<b>\$34,844.65</b>	<b>\$47,419.65</b>	<b>\$60,519.65</b>	<b>\$82,219.65</b>	<b>\$74,419.65</b>	<b>\$299,423.25</b>

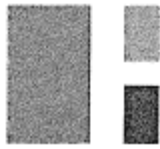
CATEGORY	REVENUE	REVENUE	REVENUE	REVENUE	REVENUE	TOTAL REVENUE
	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026	2021-2026
<b>State Appropriations</b>	\$ 17,449.56	\$ 17,449.56	\$ 17,449.56	\$ 23,266.08	\$ 29,082.60	\$ 104,697.36
<b>Tuition</b>	\$ 38,052.00	\$ 50,736.00	\$ 63,420.00	\$ 84,560.00	\$101,472.00	\$ 338,240.00
<b>TOTAL REVENUE</b>	<b>\$ 55,501.56</b>	<b>\$ 68,185.56</b>	<b>\$ 80,869.56</b>	<b>\$107,826.08</b>	<b>\$130,554.60</b>	<b>\$ 442,937.36</b>

# Supporting Documentation

- Advisory Committee List
- Letters of Support

**Production, Logistics & Maintenance Technician**  
**Non-Credit Certificate**  
**Advisory Committee Membership**

<b>Name</b>	<b>Title</b>	<b>Business</b>	<b>Email</b>
Daniel Moncada	Owner	JDM Industrial	<a href="mailto:josedanielmoncada123@gmail.com">josedanielmoncada123@gmail.com</a>
Daniel Morales	Owner	Legacy Precision	<a href="mailto:daniel.morales@legacyprecision.com">daniel.morales@legacyprecision.com</a>
Alberto Alcantar	Manager	Humanetics	<a href="mailto:aalcantar@humanetics.com">aalcantar@humanetics.com</a>



**humanetics**

Value + Innovation ⇒ SPEED

**Alberto Alcantar**

**Production Manager**

**956.432.4385 wireless**

**956.994.9200 office**

**7021 South Bentsen Road**

**McAllen, TX 78503**

**[www.humanetics.com](http://www.humanetics.com)**

August 24, 2020

South Texas College  
McAllen, TX 78501

To whom it may concern,

I am writing to convey our support for the Production, Logistics and Maintenance Technician (PLMT) program developed by South Texas College Institute for Advanced Manufacturing's PLMT program advisory committee.

Humanetics has collaborated with the Institute for Advanced Manufacturing (IAM) for the past 10 years by providing training and employment support. Both entities have enjoyed a successful collaboration assisting students gain knowledge, skills and credentials of value in the Rio Grande Valley.

We have reviewed the PLMT program design being proposed and strongly support it because it meets industry needs and leads to marketable skills and nine certifications recognized by regional production, logistics, and maintenance industries.

According to our projections, Humanetics is forecasting approximately 8 new Production, Logistics and Maintenance technician positions in the next year.

We will work in collaboration with South Texas College to assist students with practicum sites and employment opportunities whenever available. We are confident that IAM has the experience and capacity to implement this program and strongly support their efforts to enhance the skills of our population and improve their quality of life. Please do not hesitate to contact me at 956-432-4385 if you have any questions.

Respectfully,

*Alberto Alcantar 9/24/20*

JDM Industrial Technical Services, LLC.

September 24, 2020

South Texas College  
McAllen, TX 78501

To whom it may concern,

I am writing to convey our support for the Production, Logistics and Maintenance Technician (PLMT) program developed by South Texas College Institute for Advanced Manufacturing's PLMT program advisory committee.

JDM Industrial Technical Services, LLC. has collaborated with the Institute for Advanced Manufacturing (IAM) for the past 1.5 years by providing assistance in the development of curriculums and training. Both entities have enjoyed a successful collaboration assisting students gain knowledge, skills and credentials of value in the Rio Grande Valley.

We have reviewed the PLMT program design being proposed and strongly support it because it meets industry needs and leads to marketable skills and nine certifications recognized by regional production, logistics, and maintenance industries.

According to our projections, JDM Industrial Technical Services, LLC. is forecasting approximately 10 new Production, Logistics and Maintenance technician positions in the next 5 years.

We will work in collaboration with South Texas College to assist students with practicum sites and employment opportunities whenever available. We are confident that IAM has the experience and capacity to implement this program and strongly support their efforts to enhance the skills of our population and improve their quality of life. Please do not hesitate to contact me at 956-215-3382 if you have any questions.

Respectfully,



Jose Daniel Moncada

Service Manager/Owner

JDM Industrial Technical Services, LLC.



LEGACY PRECISION LLC - TECHNICAL CENTER

PO Box 6349 McAllen, TX 78502  
323 E. Owassa Rd. Suite 24 Edinburg, TX 78542  
(956) 510-8111 / info@legacyprecision.com  
www.legacyprecision.com

September 25, 2020

South Texas College  
Institute for Advanced Manufacturing Technology  
McAllen, TX 78501

To Whom it may concern,

I am writing to convey our support for the Production, Logistics and Maintenance Technician (PLMT) program developed by South Texas College Institute for Advanced Manufacturing's PLMT program advisory committee.

Legacy Precision LLC has collaborated with the Institute for Advanced Manufacturing (IAM) for the past 5 years by providing support from industry. Both entities have enjoyed a successful collaboration assisting students gain knowledge, skills and credentials of value in the Rio Grande Valley.

We have reviewed the PLMT program design being proposed and strongly support it because it meets industry needs and leads to marketable skills and nine certifications recognized by regional production, logistics, and maintenance industries.

According to our projections, LegacyPrecision LLC is forecasting approximately 2 new Production, Logistics and Maintenance technician positions in the next 4 years.

We will work in collaboration with South Texas College to assist students with practicum sites and employment opportunities whenever available. We are confident that IAM has the experience and capacity to implement this program and strongly support their efforts to enhance the skills of our population and improve their quality of life. Please do not hesitate to contact me at 956-222-2245 if you have any questions.

Sincerely,

Daniel Morales  
Project Leader  
Legacy Precision LLC  
daniel.morales@legacyprecision.com  
(956) 222-2245

### **Consent Agenda:**

#### **b. Approval of the Proposed Interlocal Agreement for Dual Credit Program Partnerships with Local School Districts**

The Board is asked to approve the Interlocal Agreement for Dual Credit Programs partnerships with local school districts for academic year 2021 – 2022.

##### **Background**

South Texas College works with partnering school districts to execute an agreement to specify the partnership terms that help the College and Districts maintain a high level of quality and service to participating dual credit high school students. The agreement is updated annually, and includes all Board-approved changes to the tuition and fee structures and policies that impact dual credit programs.

##### **Proposed Interlocal Agreement**

Administration recommends the approval and adoption of the Interlocal Agreement for academic year 2021 - 2022 by the South Texas College Board of Trustees, as well as the governing board of each partnering district.

This agreement will assist in the communication of and response to any compliance concerns with administration of partnering districts and the College.

The South Texas College Board of Trustees will be asked to approve the form and content of the agreement for academic year 2021 - 2022, which will then be sent to each partnering district for review and approval by the governing boards.

##### **Changes for FY 2021 - 2022**

The proposed agreement includes minor grammatical changes, as well as a number of substantive revisions, as shown in the one-page summary on the following page.

The Interlocal Agreement as revised is also included for the Board's review. Proposed additions are highlighted in yellow, and proposed deletions are marked with red strikethrough formatting.

One change includes the imposition of a Late Dual Credit Section Cancellation Fee, under section 5(d), as approved by the Board on April 27<sup>th</sup>. This would only apply if-and-when partnering districts schedule a dual credit class requiring a faculty member assigned by the College, and then cancel that class after the designated deadline.

The Education and Workforce Development Committee recommended Board approval of the Interlocal Agreement for Dual Credit Program partnerships with local school districts for academic year 2021 – 2022.



**Recommendation:**

It is recommended that the Board of Trustees of South Texas College approve and authorize the Interlocal Agreement for Dual Credit Program partnerships with local school districts for academic year 2021 – 2022.

**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 Interlocal Agreement for Dual Credit Program partnerships with local school districts for academic year 2021 – 2022.

**Approval Recommended:**

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



## **2021-2022 Dual Credit Programs Interlocal Agreement Recommended Revisions**

South Texas College Dual Credit Programs Interlocal Agreement outlines the roles and responsibilities of the College and partnering school districts. The following reflects the recommended revisions *in the 2021-2022 Dual Credit Programs Interlocal Agreement*:

### ***Academic Policies & Procedures***

- **Books and Supplemental Materials** (pages 5-6)
  - The College will consider the use of free or low-cost open educational resources in courses offered under the program for School District.
- **Transportation** (page 6)
  - The School District will provide transportation to students enrolled as required, deemed necessary, and appropriate under State law and School District rules and procedures. Students enrolled in dual credit courses at the College may be transported by the School district.
- **Submission of College Grade** (page 6)
  - The final course grade submitted for the College will be a letter grade, and for the high school a numeric grade based on a standard 100-point scale, which will be provided by STC Faculty, upon request. Request must be submitted by the School District to the STC Faculty before the end of the College's finals week. The final course grade recorded for the College will be a letter grade and for the high school a numeric grade that may differ from the College letter grade.
- **Reporting Required Critical Student Performance Information**  
**STC Faculty** (page 6)
  - Will only provide final course numeric grades based on a standard 100-point scale to the School District, upon request. Request must be submitted by the School District to the STC Faculty before the end of College's finals week.
  - Will not be required to submit midterm course grade
  - Will provide the following Starfish Early Alert Surveys:
    - Fall 2021 and Spring 2022: First Week Attendance Verification, and two Progress Surveys (Weeks 5-6 & Weeks 11-12)
    - Summer 2022: First Week Attendance Verification, and one Progress Survey (Week 3)

### ***Student Enrollment & Support Services***

- **Dual Credit Sections** (Page 9)
  - Dual credit sections assigned to an STC Faculty and/or Dual Credit Faculty must have a minimum of ten (10) students enrolled in Academic sections and seven (7) in Career Technical Education sections. Dual credit sections with less than the minimum enrollment will be cancelled by the advertised semester deadline.

### ***Financial Support Services***

- **Faculty Charges** (Page 11)
  - School Districts cannot cancel dual credit courses with assigned College Faculty after August 6, 2021 (Fall 2021 semester), January 4, 2022 (Spring 2022 semester), May 23, 2022 (Summer I semester), and June 29, 2022 (Summer II). Should a School District cancel dual credit course(s) with an assigned College Faculty after the advertised deadline, a Late Dual Credit Section Cancellation Fee will be assessed.
- **Data Sharing** (Page 11)
  - The School District agrees to provide directory information for all 11th and 12th grade students enrolled in the district for recruitment purposes. The School District will provide an electronic secure file to the Director of College Connections and Admissions for Traditional students by the end of September. The file will include student names, school emails, home phone numbers, and home addresses.



## Interlocal Agreement South Texas College Dual Credit Programs

**SOUTH TEXAS COLLEGE** (herein called the “College”) and \_\_\_\_\_ **SCHOOL DISTRICT** (herein called the “School District”) enter into the following Interlocal Agreement (IA), and for the terms of which WITNESS THE FOLLOWING:

### TERM

This IA shall be in effect from August 23<sup>4</sup>, 2020 2021 to August 23<sup>4</sup>, 2021 2022, and posted during this term on the College’s and School District’s respective internet websites.

### OVERVIEW

The College is committed to serving the students and communities of South Texas through collaborative work with school districts in the College’s service area. A major initiative promoting a college-going and college graduation culture is the **South Texas College Dual Credit Programs**, which complies with the rules set forth by the State of Texas (TAC Title:19 Chapter 4, Subchapter D, Rule § 4.84) for dual credit partnerships between secondary schools and Texas public colleges to offer dual credit to qualified students; therefore,

### NON-DISCRIMINATION

The College prohibits discrimination, including harassment, against any employee, applicant for employment, student or applicant for admission on the basis of any protected class or any other basis prohibited by law. Protected classes at the College include: race, color, national origin, religion, age, sex, sexual orientation, gender, gender identity, physical or mental disability, genetic information, veteran status or any other basis prohibited by law.

Discrimination is defined as prohibited conduct directed at an employee or student on the basis of race, color, national origin, religion, age, sex, including pregnancy and parental status, sexual orientation, gender, gender identity, physical or mental disability, genetic information, veteran status, or any other basis prohibited by law, that adversely affects the employee’s employment or that adversely affects the student.

For more information, please visit [Board Policy #4216 Sex Discrimination, Sexual Harassment, Discrimination, Domestic Violence, Dating Violence, Stalking and Retaliation Prohibited. and Sexual Misconduct](#)

#### 1) **IA PURPOSE**

The purpose of this IA is to outline the roles and responsibilities of the College and the School Districts that participate in the Dual Credit Programs. This IA is the agreement that encompasses all programs and initiatives under the Dual Credit Programs as required by the Texas Higher Education Coordinating Board (THECB). An additional **Memorandum of Understanding IA** is required by the Texas Education Agency for Early College High Schools, T-STEM and P-TECH schools.

#### 2) **RECOGNITION OF HIGHER EDUCATION PARTNER**

The School District, when reporting and publicizing high school *students’ completion* of dual credit **courses, degrees, or certificates**, will recognize all Higher Education partners, including South Texas College. Furthermore, when the School District advertises and/or publicizes including but not limited to,

designations, awards received, tuition saved, and articles written in social media, television commercials and print ads for dual credit, the School District will recognize South Texas College as their Higher Education partner. The following statement must be included in all the School District's publications and/or advertisements in regards to the Dual Credit Programs:

"[ISD name] collaborates with South Texas College, our Higher Education partner, to offer college credit hours, college certificates and degrees, while saving families hundreds of thousands of dollars by waiving tuition and fees."

In addition, the School District shall adhere to the format and style of all advertising, marketing, reporting, and publicity materials, which includes billboards, print ads, and television commercials, as set forth in the College's ***Branding, Marketing, and Advertising Guidelines for South Texas College Dual Credit Programs*** at [www.southtexascollege.edu/go/dual-credit-marketing](http://www.southtexascollege.edu/go/dual-credit-marketing) (see Exhibit B for Sample Recognition). Failure to follow this provision will result in a non-compliance notification as stated in Section 9 of this document.

### 3) **ACADEMIC POLICIES & PROCEDURES**

Regular academic policies and procedures applicable to regular college courses and students will also apply to dual credit courses and dual credit students. A degree plan with a defined sequence of courses will be available through DegreeWorks for all dual credit students.

#### a) Eligible Courses

Academic courses offered by the College for dual credit are developed based on the guidelines published in the Academic Course Guide Manual. Workforce courses are developed based on the guidelines published in the Workforce Education Course Manual. The College does not offer ~~remedial~~, kinesiology, **guided studies, competency-based** or developmental courses for dual credit.

#### b) Faculty Qualification, Selection, Supervision, and Evaluation

The College has established an approval process for selecting and/or approving qualified School District faculty (those approved will herein be called "Dual Credit Faculty") to teach dual credit course(s). Each approved Dual Credit Faculty will be supervised by the College's respective department chair or designee and be evaluated and monitored to ensure quality of instruction and compliance with the College's policies and procedures in accordance with the standards established by the State of Texas and the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). For a comprehensive view of the Faculty Credentials and Qualification, Selection, Supervision, and Evaluation process, refer to the ***Dual Credit Programs Instructional and Quality Standards Manual - Academic Affairs Division***.

- i. The School District will collaborate with the College to ensure that the School District instructor applying to teach in the Dual Credit Programs meets the credential requirements as stated in the College's ***Board Policy #4151 Academic and Professional Credentials for Faculty***, which includes the criteria used by the College to determine teaching eligibility.
- ii. The College will ensure that College Faculty requested to teach dual credit courses at the School District sites have met acceptable national criminal background checks.
- iii. School District faculty approved as Dual Credit Faculty must be cleared by the College's Office of Human Resources to teach any dual credit courses.
- iv. Dual Credit Faculty will submit all required reporting documents such as rosters, learning outcome results, syllabi/section outlines, and grades by the deadlines set by the College.

- v. New Dual Credit Faculty approved for the upcoming Academic Year must satisfactorily complete the ~~Blackboard~~ LMS Fundamentals and ~~Instructional~~ Academic Continuity ~~Certifications~~ ~~Trainings~~ offered through the College's Distance Learning Department prior to ~~or during their first semester~~ teaching Dual Credit Program courses.
- vi. College and Dual Credit Faculty teaching dual credit courses should check their class rosters during the first week of classes by accessing Starfish through JagNet to make sure that all students attending the class are enrolled in the dual credit course. Refer students not on the roster to the appropriate School District counselor and the Dual2Degree Department. Any student not listed on the roster by the 12<sup>th</sup> day of class (Census Day) will not be enrolled in the dual credit course.
- vii. New Dual Credit Faculty approved for the upcoming Academic Year must satisfactorily complete the DELTA Online Academy course offered through the College's Office of Professional and Organizational Development during the ~~summer prior to, or the Fall~~ first semester ~~teaching dual credit courses.~~ ~~of, their first academic year.~~ Dual Credit Faculty not completing this Academy will not be allowed to continue teaching the following academic year. This Academy focuses on relevant College policies and procedures, resources, faculty responsibilities, and maintaining a college environment in the classroom.
- viii. The School District will allow release time from School District duties for all Dual Credit Faculty to attend required College departmental meetings, discipline and course-specific College professional development training, and the two Dual Credit professional development days organized by the College held on the Saturday before each full semester begins. The department chairs will provide the meeting schedule to the Dual Credit Faculty before the beginning of the semester, so that the Dual Credit Faculty can coordinate ~~his/her~~ ~~their~~ teaching responsibilities at the high school in order to attend required department meetings.
- ix. College Faculty and Dual Credit Faculty teaching college-level courses are expected to ~~reach out~~ ~~communicate with~~ ~~to~~ students who need academic assistance and direct them to the appropriate College or School District support services. ~~College provides students access to college resources, and support services at no cost.~~
- x. The School District will forward any concerns regarding Dual Credit Faculty or College Faculty teaching the college-level course to the College Department Chair for investigation. To ~~address and~~ resolve the concerns, a meeting shall take place between the College Department Chair (and/or designee) and the School District Principal (and/or other designated high school administrator) to discuss the issues and reach a decision that is mutually agreeable.
- xi. The ~~Dual Credit Faculty or College~~ Faculty assigned to teach a dual credit course is charged with the duties and responsibilities of the instructor of record. In cases where the course is a Distance Learning course taught at the partner school, as stated in Board Policy #3115 Distance Education, the instructor of record, not an assistant, is the one responsible for delivery of instruction and evaluation of student progress. Online students shall be informed that they are able to access the online course at any time, not only during a designated time at the high school.
- xii. Even though Dual Credit Faculty ~~members~~ are full-time employees of the School District

wherein they teach the college course(s), they are expected to follow all the College's policies as applicable during the instructional time designated for dual credit courses. ~~Because~~ **Since** Dual Credit Faculty are employed by both the College and the School District, they are confronted with unique challenges; ~~nonetheless, but should~~ **they should** have the same rights, responsibilities, and privileges as College Faculty teaching a dual credit course at a high school site. They must fulfill their responsibilities as Dual Credit Faculty while acting in accordance with the expectations, policies, and responsibilities required by their School District and Principal.

xiii. Dual Credit Faculty Rights and Responsibilities when teaching a College-level Course for the College:

- College-Level Course Work: The rigor of college-level course work can often require additional time outside of class for students to meet course learning objectives and outcomes; therefore, Dual Credit Faculty should not be coerced to decrease the amount of out-of-class work assigned to students.
- Issuing of College Grade: Dual Credit Faculty ~~shall~~ **should** not inflate the college letter grade, which might differ from the high school numeric grade.
- Contact Hours Pertaining to Dual Credit Students: Just as Dual Credit Faculty are expected to meet the required number of contact hours per semester, students enrolled in dual credit courses are required to maintain regular and punctual attendance in classes and laboratories. In accordance with the College [Board Policy #3335 Student Attendance](#), the student is responsible for communicating with faculty members concerning any absence. The student may be required to present evidence to support an absence, and make-up work for class absences will be permitted only as specified by the faculty in the course syllabus.
- Dual Credit Faculty must not be coerced to take unreasonable measures to help a student who, in the estimation of the Faculty member, is failing the course due to **the student's classroom performance**, ~~a~~-lack of **participation effort** and/or excessive student absences.

c) Location, Facilities, Teaching Environment, and College Courses

The location of dual credit courses will be held at approved **instructional** ~~high-school~~ sites in accordance with SACSCOC **S** standards.

i. Facilities

The School District will work with the College to ensure that the School District's facilities meet the expectations and criteria required for college classes and are appropriate for college-level instruction by the first day of class including the following:

- School District will ensure that College Faculty and dual credit students have appropriate access to all available instructional facilities, resources, and essential technology;
- School District **will** ~~shall~~ permit access to the College's electronic learning resources when the course is taught at the School District; and
- School District offering science courses ~~shall~~ **will** meet the laboratory safety standards and have material/equipment required for College courses available in all labs in which classes are being taught to comply with the College science program requirements.

ii. Teaching Environment

The School District will ensure that the classroom environment is conducive to college-level learning by:

- Designating a classroom for the dual credit classes;
- Displaying the signs provided by the College outside of the classroom that indicate “College Course is in Session”;
- Assuring no interruptions take place in the College dual credit class while in session, such as removing students for high school activities, or making announcements except for official business or emergencies. Interruptions for official announcements must be minimized; and
- Accepting the faculty member’s attendance requirements as stated in the course syllabus and as supported by [\*Board Policy #3335 Student Attendance\*](#). This policy provides guidelines related to student attendance and authorizes faculty to drop a student, prior to the withdrawal deadline, when in the opinion of the faculty, the student would have difficulty in successfully completing the course.

iii. College Courses

Faculty teaching dual credit courses must use the College’s approved Learning Management System. The College maintains security measures to protect faculty and students while learning in an online environment. More detailed information can be accessed on the Dual Credit Programs webpage at the following link:  
<https://www.southtexascollege.edu/dual/index.html>.

iv. Course Delivery

The School District will ensure that all dual credit courses taught by Dual Credit Faculty are conducted through face-to-face instruction, except when a State of Emergency is activated, **it** is when a Dual Credit Faculty may be approved to conduct online instruction to adhere to the College’s Instructional Contingency Plan, using the College’s Learning Management System.

d) Course Curriculum, Instruction, and Grading

School Districts that participate in the Dual Credit Programs at the College will comply with procedures and guidelines as published in the ***Dual Credit Programs Principal Agreement***, and ***Dual Credit Programs Instructional and Quality Standards Manual***, including the following:

i. Academic Instructional Calendar

Dual credit classes will follow the College Academic Calendar. Exceptions may be arranged through collaboration between the College and the School District. When the requested exception involves the Final Exam Schedule for long semester classes, the College Department Chair and Division Dean should be involved in any decision. The College requires that the Division Dean approve any exception. Notification of conflicts between mandatory State testing and final exams must be made well in advance of final exams. College courses and exams should take reasonable priority over School District activities.

ii. Monitoring Instruction

The School District will work with the College so College personnel will have the opportunity to monitor the quality of instruction in compliance with the College course syllabus and the standards established by the State of Texas, SACSCOC, and the School District.

iii. Books and Supplemental Materials

The School District will provide textbooks for each registered student, equipment, and supplemental materials required for the cohort (S sections) classes. **The College will**



consider the use of free or low-cost open educational resources in courses offered under the program for School District. College-approved textbooks purchased by the School District as required for a college course are allowed to be used for four (4) years. Chairs may request a change of textbooks earlier than four (4) years, if the textbooks are for technology-based courses or with reasonable justification. Required textbooks and materials shall be available to each registered student on the first class day. Exceptions must be discussed with the Dean of Dual Credit Programs and the Department Chair.

iv. Transportation

The School District will provide transportation to students enrolled as required, deemed necessary, and appropriate under State law and School District rules and procedures. Students enrolled in dual credit courses at the College may be transported by the School District.

v. Grading Procedures

All Dual Credit Faculty will follow the College Grading System as stated in the College's [Board Policy #3310 Grading System: Credit Programs](#), as well as the grading criteria in the department approved syllabus.

vi. Submission of College Grade

The primary responsibility for assigning College grades in a course belongs to the faculty member, and in the absence of compelling evidence of discrimination, differential treatment, or procedural irregularities, the judgment of the faculty member responsible for the course must remain determinative. College and School District officials will not interfere with the faculty member's responsibility for assigning College grades. The final course grade submitted for the College will be a letter grade, and for the high school a numeric grade based on a standard 100-point scale, which will be provided by STC Faculty, upon request. Request must be submitted by the School District to the STC Faculty before the end of the College's finals week. The final course grade recorded for the College will be a letter grade and for the high school a numeric grade that may differ from the College letter grade. ~~that might differ from the College grade.~~

vii. Grade Appeal

The School District will direct students to follow the College's Grade Appeal process. An electronic copy of these documents may be accessed on the Academic Affairs Department webpage at the following link:

[https://academicaffairs.southtexascollege.edu/grade\\_appeals/](https://academicaffairs.southtexascollege.edu/grade_appeals/).

viii. Reporting Required Critical Student Performance Information

The College has developed guidelines for sharing critical student performance information when needed for high school reporting.

STC Faculty

- Will only provide final course numeric grades based on a standard 100-point scale to the School District, upon request. Request must be submitted by the School District to the STC Faculty before the end of College's finals week.
- Will not be required to submit midterm course grade
- Will provide the following Starfish Early Alert Surveys:
  - Fall 2021 and Spring 2022: First Week Attendance Verification, and two Progress Surveys (Weeks 5-6 & Weeks 11-12)
  - Summer 2022: First Week Attendance Verification, and one Progress Survey (Week 3)



### **Dual Credit Faculty**

- ~~The~~ Guidelines indicate reporting requirements and responsibilities of the Dual Credit Faculty regarding parent inquiries, progress reports, and discipline matters. ~~These guidelines~~ which are found in the *Dual Credit Programs Instructional and Quality Standards Manual*.

#### e) Dual Credit Policies

- i. **Board Policy #3230 Dual Credit Programs with Partnering School Districts**
  - Lists general provisions that partnering School District must comply with; and
  - States that tuition and fees for dual credit students sponsored by partnering School District will be charged as approved by the College's Board of Trustees.
- ii. **Board Policy #3232 Dual Credit Student Eligibility Requirements**
  - Outlines the dual credit student eligibility requirements;
  - Stipulates limitations on what courses and how many hours may be taken;
  - Mandates student compliance with Financial Aid Satisfactory Academic Progress (SAP); and
  - Levies the independent student tuition and fees for students enrolled in (non-S) section(s) without prior approval by the College.
- iii. **Board Policy #3320 Academic Progress Standards**
  - States expectation that students meet academic standards for coursework at the College;
  - Defines levels of academic status GPA criteria; and
  - Explains student academic progress standards including probation, suspension, and readmission.
- iv. **Board Policy #3322 Student Financial Aid - Satisfactory Academic Progress (SAP)**
  - Cites Federal regulations that require the College to monitor Satisfactory Academic Progress (SAP) for all students, including dual credit students, in order to determine financial aid eligibility; and
  - Cites regulations that require the evaluation of quantitative (67% course completion rate and maintaining at least a 2.0 cumulative GPA) standards, as well as completion of a degree or certificate within 150% of normal time frame.

#### 4) **STUDENT ENROLLMENT & SUPPORT SERVICES**

##### a) Student Eligibility

The College requires the School District to follow all College enrollment procedures and guidelines for dual credit students. All procedures and guidelines are outlined in the College's *Dual Credit Programs Enrollment and Support Services Manual*. An electronic copy of this document may be accessed on the Dual Credit Programs webpage at the following link:  
<https://www.southtexascollege.edu/dual/index.html>.

All students must meet dual credit admissions and eligibility requirements as outlined by the THECB laws and regulations, the Texas Administrative Code, Title 19, Part 1, Chapter 4, Subchapter D, Rule § 4.85, and as stated in the College's **Board Policy #3200 Student Admissions**. The School District will work with the College to make certain that all dual credit students are enrolled by the first day of class to help ensure student success and will comply with the College Dual Credit Programs Admission and Registration Timeline. An electronic copy of this document

may be accessed on the Dual Credit Programs webpage at the following link:  
<https://www.southtexascollege.edu/dual/index.html>.

High school students are eligible to participate in the Dual Credit Programs upon meeting the Texas Success Initiative (TSI) Assessment minimum passing scores established by the THECB and the College dual credit course pre-requisites as published in the College's ***Dual Credit Programs Enrollment and Support Services Manual***.

Dual credit students must comply with the College's Academic Progress Standards as outlined in ***Board Policy #3320*** and ***Board Policy #3322***. Federal Financial Aid SAP requirements measure all students' GPA and progression regardless of whether or not they receive aid and these requirements are applicable to dual credit students who are still in high school.

b) ***Collaboration and Outreach Efforts***

The College provides informational sessions for students and parents regarding dual credit opportunities, benefits, cost, and resources. Sessions are available throughout the academic year upon request by the School District. The College disseminates the most current dual credit information regarding enrollment, resources, and requirements for the program on the College's dual credit website.

c) ***Course Load***

As stated in the College's ***Board Policy #3232 Dual Credit Student Eligibility Requirement***, dual credit students may not enroll in college-level courses until the Spring semester of their 9th grade, and then limited to no more than two (2) dual credit courses for that semester from an approved list of recommended courses. All 10th grade students will be limited to only two (2) dual credit courses per Fall and Spring semester. All 11th and 12th grade students should not exceed four (4) dual credit courses per Fall and Spring semesters. Summer session enrollment is limited to two (2) dual credit courses for Summer Term I/III and two (2) dual credit courses for Summer Term II.

Dual credit students shall be limited to courses within their declared major and corresponding degree plan. Students who declare a major leading to Career Technical Education (CTE) certificate or Associate degree, may also enroll in academic dual credit courses, limited to English 1301, Mathematics/Natural Science Electives, Humanities Electives, Social and Behavioral Electives, and other Associate of Applied Science (AAS) Electives needed to complete their Certificate and/or AAS degree, while not exceeding the limitation on dual credit courses per semester described below. Students may attempt a maximum of 68 credit hours, with the exception of students pursuing the Associate of Science in Engineering. The Dual Credit Programs is subject to all applicable College policies and procedures.

***Non-S Section Enrollment***

Students who want to enroll in regular (non-S) section(s) must submit a request and be approved by the Dean of Dual Credit Programs and School District Partnerships. Students can only be enrolled in courses within their declared major. Any student approved to enroll in a regular (non-S) section(s) will not be assessed the independent student tuition and fee rates based on the Board Approved Tuition & Fee Schedule. Dual credit students who do not receive approval to enroll in a regular (non-S) section(s), may still enroll, but will be assessed the independent student tuition and fee based on the Board Approved Tuition & Fee Schedule.

Non-S section requests for ~~12~~ 10 or more students in the same course type during the same semester will require an "S" section to be created by the School District. Criteria is available on the Dual Credit Programs website, which includes the eligibility of enrollment of only 11<sup>th</sup> and 12<sup>th</sup> graders.

d) Student Composition of Class

As outlined in the Texas Administrative Code, Title 19, Part 1, Chapter 4, Subchapter D, Rule 4.85, the school district may not enroll both dual credit and non-dual credit students in the same section unless creation of a high school credit-only class is not financially viable for the high school and only under one of the following conditions:

- i. If the course is required for completion under State Board of Education High School graduation requirements, and the school is otherwise unable to offer such a course.
- ii. If the high school credit-only students are College Board Advanced Placement or International Baccalaureate students.
- iii. If the course is a career and technology/college workforce education course and the high school credit-only students are eligible to earn articulated college credits.

Dual Credit Sections

Dual credit sections assigned to an STC Faculty and/or Dual Credit Faculty must have a minimum of ten (10) students enrolled in Academic sections and seven (7) in Career Technical Education sections. Dual credit sections with less than the minimum enrollment with fewer than ten (10) students will be cancelled by the advertised semester deadline, prior to the first class day. Dual Credit Programs will work with the School District to determine options to combine dual credit courses with partnering school districts approval, if available.

e) Advising

The College and the School District shall offer college advising services for dual credit students, consisting of a general first time dual credit student advising, group enrollment advising using DegreeWorks, face to face advising, and in addition to a College Advising Training Program for High School District Counselors held by the College.

The College offers advising services for dual credit students regarding transferability and applicability to baccalaureate degree plans of all college credit offered and earned.

In active collaboration with the College, the School District shall take whatever actions deemed reasonably necessary by the College to fully comply with the advising mandates delineated in TX SB 25 (2019) and TX SB 1324 (2019).

f) Pathways Alignment

The College shall provide a comprehensive guide to the alignment of High School endorsements, dual credit courses, post-secondary pathways, credentials at the institution, and industry certifications.

g) Counseling and Student Accommodations

The College and the School District will adhere to Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 (ADA), and the ADA Amendments Act of 2008.

The School District will provide classroom accommodations for dual credit students. If the class is taught at the high school by a high school Dual Credit Faculty, the School District's high school will be responsible to provide the classroom accommodations. If the class is taught by a College STC Faculty at the high school, the College Counselor will coordinate class accommodations with the high school's Special Education Counselor. All procedures and guidelines are outlined in the College *Dual Credit Programs Enrollment and Support Services Manual*. An electronic copy of this

document may be accessed on the Dual Credit Programs webpage at the following link:  
<https://www.southtexascollege.edu/dual/index.html>.

h) *Student Complaints*

Grievance or Complaint procedures for handling student complaints, regarding college courses, are applicable to all students including those enrolled in dual credit courses. Dual credit students with complaints shall follow the procedures as stated in the College's [Board Policy #3313](#), ***Student Grievance or Complaint***, and [Board Policy #4216](#), ***Sex Discrimination, Sexual Harassment, Discrimination, Domestic Violence, Dating Violence, Stalking and Retaliation Prohibited. and Sexual Misconduct***. A student may report a grievance or complaint at the following link:  
<https://www.southtexascollege.edu/report/index.html>.

i) *Student Conduct*

All students, including dual credit students, are subject to discipline and appropriate sanctions, ranging from verbal or written warning to suspension and expulsion from the College and all related programming, under the College's Student Handbook and Code of Student Conduct. The Code of Student Conduct is an articulation of the College's commitment to maintaining an environment that recognizes and supports the rights of its students, while providing a guide for defining behaviors the College considers inappropriate. Procedures, including a list of violations, potential sanctions, and a list of individual rights for each student, are listed in the College's Student Handbook, Chapter 2, Code of Student Conduct. Dual credit students who receive a sanction of suspension or expulsion from the College must be removed from the college course and placed in a high school credit course or a traditional high school setting by the School District; and in accordance with Texas State law shall have a transcript notation of suspension or expulsion placed on their official record. On request by the student, the College may remove the notation from the official transcript. Further, the College reserves the right to refer cases to the Behavioral Intervention Team for review and threat assessment. An electronic copy of this Student Handbook and Code of Conduct may be accessed on following link: [https://www.southtexascollege.edu/pdf/student\\_code\\_of\\_conduct.pdf](https://www.southtexascollege.edu/pdf/student_code_of_conduct.pdf)

j) *Transcription of Credit*

The College and the School District will transcript dual credit courses for both college credit and high school credit immediately upon student completion of the performance required in each course.

k) *Commencement Ceremonies*

To become eligible to participate in the College Commencement Ceremonies held in May, December, or at such time determined by the Board of Trustees, dual credit students must be enrolled in all final coursework for their declared program and all coursework must be completed at the end of the semester of graduation. Dual Credit students who are eligible to participate cannot defer participation to a later Commencement Ceremony date, except when a State of Emergency is activated. The College Registrar is the Graduation Determination Official and has the final authority to determine dual credit eligibility for graduation and ceremony participation. Dual credit students must meet all graduation requirements as outlined in College Policy to be eligible for graduation and participation in the Commencement Ceremonies.

## 5) **FINANCE SUPPORT SERVICES**

a) *Faculty Stipend*

School District instructors approved by the College to be Dual Credit Faculty and approved to teach college level courses will be paid a stipend by the College per class, per semester, as outlined in the College ***Dual Credit Programs Instructional and Quality Standards Manual***.

b) Tuition & Fees

The School District will be charged tuition and fees as outlined in *Exhibit A: Board Approved Tuition & Fees for Dual Credit Students Sponsored by Partnering School Districts for FY 2020-2021-2022*. The College's Board of Trustees reserves the right to adjust tuition and fees as deemed necessary during the year.

c) Invoicing

The College will invoice the School District that sponsors the student for the applicable charges, in accordance with the *Board Approved Tuition & Fees for Dual Credit Students Sponsored by Partnering School Districts for FY 2020-2021-2022*, as approved by the College Board of Trustees (see Exhibit A).

d) Faculty Charges

When the College provides the faculty, including via ~~interactive~~ distance learning, the School District is responsible for the mileage and faculty cost as stipulated in the Dual Credit Course Agreement (DCCA). School Districts cannot cancel ~~a~~ dual credit courses with ~~an~~ assigned College Faculty after August 6~~10~~, 2021~~0~~ (Fall 2021~~0~~ semester), January 4~~5~~, 2022~~1~~ (Spring 2022~~1~~ semester), May 23, 2022 (Summer I semester), and June 29, 2022 (Summer II). Should a School District cancel dual credit course(s) with an assigned College Faculty after the advertised deadline, a Late Dual Credit Section Cancellation Fee will be assessed.

This agreement is outlined in the *Dual Credit Programs Instructional and Quality Standards Manual*. An electronic copy of this document may be accessed on the Dual Credit Programs webpage at the following link: <https://www.southtexascollege.edu/dual/index.html>.

6) DATA SHARING

FERPA allows protected student data to be exchanged between the College and School District for students that are dually enrolled without the consent of either the parents or the student under § 99.34. If the student is under 18, the parents still retain the right under FERPA to inspect and review any education records maintained by the School District, including records that the College disclosed. The College and the School District are expected to meet FERPA requirements to maintain the privacy of student data.

The School District agrees to provide directory information for all 11th and 12th grade students enrolled in the district for recruitment purposes. The School District will provide an electronic secure file to the Director of College Connections and Admissions for Traditional students by the end of September. The file will include student names, school emails, home phone numbers, and home addresses.

The College will provide data reports to the School District via standard reports as per identified timelines. These reports have been developed in an effort to provide required data in a timely manner to our partners with a signed IA.

The School District shall provide a primary and secondary contact, at the District and at each high school, to receive data via a secure process from the College. These contacts will be responsible for distributing data securely within their assigned area and within FERPA guidelines. Any data received from the College shall not be shared outside the District without prior authorization from the College.

The School District may request data outside of the scheduled report distribution schedule provided:

- An IA has been executed and is active between the School District and the College
- The data request is submitted, at minimum, three (3) business days prior to the requested delivery date

**PLEASE NOTE:** Requests are **NOT** guaranteed to be delivered by the requested delivery date and may be delayed depending on the data team's existing request volume. Requests will be prioritized depending on identified need.

The School District may submit an e-mail request for reports to: [dcdatarequest@southtexascollege.edu](mailto:dcdatarequest@southtexascollege.edu).

7) **HUMAN RESOURCES DEPARTMENT, DATA PRIVACY & SHARING AGREEMENT**

The School District will collaborate with the College to ensure that all School District faculty applying to teach in the Dual Credit Programs meet the credential requirements as stated in the College's [\*Board Policy #4151 Academic and Professional Credentials for Faculty\*](#), and submit all required documents for the **approval**/hiring process to the Human Resources Department as well as agree to full information sharing in the event of an investigation of a personnel matter regarding Dual Credit Faculty.

- a) Any non-academic incidents or complaints against Dual Credit Faculty teaching a College course are required to be reported to the College's Office of Human Resources to the attention of the Director and/or Employee Relations Officers for investigation.
- b) The School District will comply with Title IX of the Education Amendments 1972 (20 U.S.C. § 1681 et seq.) regulations as stated in the College's [\*Board Policy #4216 Sex Discrimination, Sexual Harassment, Discrimination, Domestic Violence, Dating Violence, Stalking and Retaliation Prohibited Sexual Misconduct\*](#) and the School District Title IX policy in resolving incidents and complaints. **An electronic copy of the College's Board Policy may be accessed on following link:**  
<https://admin.southtexascollege.edu/president/policies/pdf/4000/4216.pdf>.

Title IX Statement:

Title IX of the Education Amendments of 1972 (20 U.S.C. §1681 et seq) and its implementing regulations, 34 C.F.R. Part 107 (Title IX) state: "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."

Title IX resources, policies, and procedures, including the names and contact information of the Title IX Coordinator and the Title IX Deputy Coordinators for the College are located at the following link: <https://www.southtexascollege.edu/about/notices/title-ix.html>.

- e) The School District will designate a specific School District official that is certified as a Title IX Investigator/Coordinator to serve as the authorized liaison ~~for~~ with South Texas College Office of Human Resources, **Office of Student Rights and Responsibilities, and/or Title IX Coordinator**. The School District official and the College's representative(s) will work collaboratively and timely to share any and all information necessary in the event of an investigation of a personnel matter (see Exhibit C).

8) **INTERLOCAL AGREEMENT (IA)**

This IA may be amended by mutual written agreement of both parties.

The College and the School District reserve the right to terminate this IA, by notice from either party in accordance with this IA or by operation of law. The College or the School District may terminate the IA no fewer than ninety (90) days prior to the intended date of termination. To be effective, notice must be submitted in writing, signed by the College President or the School District Superintendent and personally delivered to the other party to this IA.



9) **NOTIFICATION OF NON—COMPLIANCE AND TERMINATION OF AGREEMENT**

Failure to act in accordance with any provision in this IA will result in a Notification of Non-Compliance (Notice), which may be initiated by either party. The Notice shall be in writing and shall state in particular the alleged non-compliance. The Notice will be provided to the College President and School District Superintendent for review and action. Failure to correct non-compliance may result in termination of this agreement.

EXECUTED IN TWO (2) Original counterparts on this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

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~~Shirley A. Reed, M.B.A., Ed.D.~~  
David C. Plummer, M.B.A., Ed.D.  
Interim President  
South Texas College

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Superintendent  
School District

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Chairman, Board of Trustees  
South Texas College

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President, Board of Trustees  
School District

# EXHIBIT A

## TUITION AND FEES FOR DUAL CREDIT STUDENTS SPONSORED BY PARTNERING SCHOOL DISTRICTS FOR FY 2021-2022

	Board Approved FY 2019-2020	Board Approved FY 2020-2021	Board Approved FY 2021-2022
<b>DUAL CREDIT TUITION:</b>			
Per credit hour tuition for in-district dual credit students sponsored by partnering school districts	0.00	0.00	0.00
<b>DIFFERENTIAL TUITION PER CREDIT HOUR FOR COURSES OFFERED ON A SOUTH TEXAS COLLEGE CAMPUS OR FACULTY:</b>			
Associate Degree Nursing	75.00	0.00	0.00
Emergency Medical Technology	55.00	0.00	0.00
Occupational Therapy Assistant	55.00	0.00	0.00
Patient Care Assistant	35.00	0.00	0.00
Pharmacy Tech	55.00	0.00	0.00
Physical Therapist Assistant	55.00	0.00	0.00
Radiologic Technology/Sonography	65.00	0.00	0.00
Respiratory Therapy	65.00	0.00	0.00
Vocational Nursing	75.00	0.00	0.00
<b>COURSE FEES:</b>			
Electronic Distance Learning/VCT Course Fee per credit hour (Summer 2020 Sessions - Fee waived) (Fall 2020 Session - Fee waived)	10.00	10.00	10.00
Hybrid Course Fee per credit hour	0.00	0.00	0.00
NAH and Other Course Fees: <i>Liability Insurance/Exams/Booklets/Badges/Special Program ID/Certificates/Pinning Ceremony/Other Activities</i>	Recovery of costs and processing fees	Recovery of costs and processing fees	Recovery of costs and processing fees
<b>INCIDENTAL FEES:</b>			
Fee per credit hour for dual credit students attempting a course three or more times	125.00	125.00	125.00
Dual Credit Late Processing Fee per course per student after Census Day	200.00	200.00	200.00

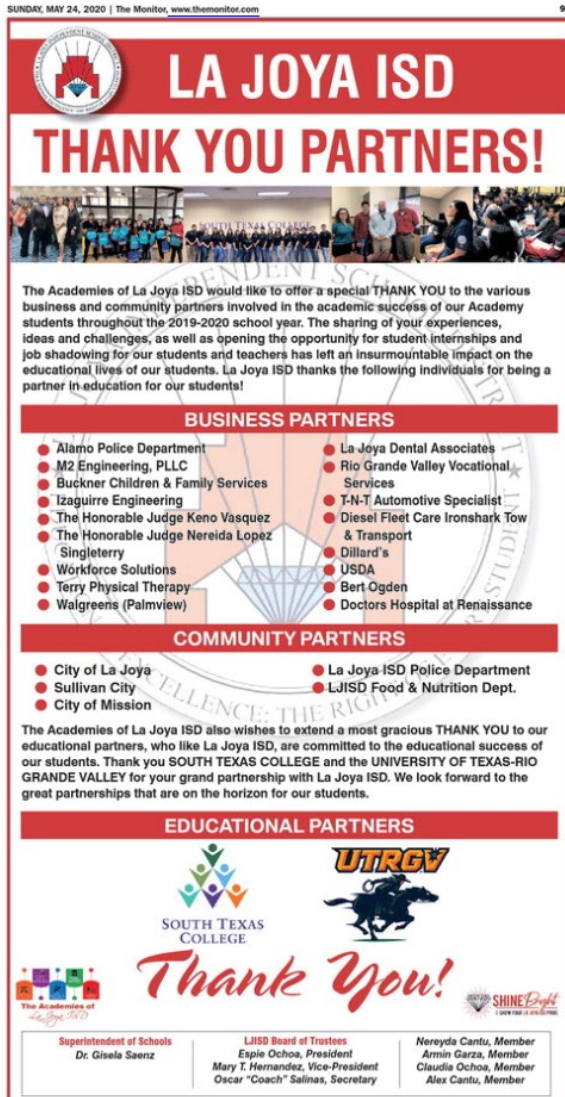
Board Approved\_DualCreditTuitionandFeesFY2021-2022\_February 23, 2021



# Exhibit B

## Sample Recognition

SUNDAY, MAY 24, 2020 | The Monitor, www.themonitor.com



### LA JOYA ISD THANK YOU PARTNERS!

The Academies of La Joya ISD would like to offer a special THANK YOU to the various business and community partners involved in the academic success of our Academy students throughout the 2019-2020 school year. The sharing of your experiences, ideas and challenges, as well as opening the opportunity for student internships and job shadowing for our students and teachers has left an insurmountable impact on the educational lives of our students. La Joya ISD thanks the following individuals for being a partner in education for our students!

#### BUSINESS PARTNERS



- Alamo Police Department
- M2 Engineering, PLLC
- Buckner Children & Family Services
- Izaguirre Engineering
- The Honorable Judge Keno Vasquez
- The Honorable Judge Nereida Lopez Singletery
- Workforce Solutions
- Terry Physical Therapy
- Walgreens (Palmview)
- La Joya Dental Associates
- Rio Grande Valley Vocational Services
- T-N-T Automotive Specialist
- Diesel Fleet Care Ironshark Tow & Transport
- Dillard's
- USDA
- Bert Ogden
- Doctors Hospital at Renaissance

#### COMMUNITY PARTNERS

- City of La Joya
- Sullivan City
- City of Mission
- La Joya ISD Police Department
- LJISD Food & Nutrition Dept.

The Academies of La Joya ISD also wishes to extend a most gracious THANK YOU to our educational partners, who like La Joya ISD, are committed to the educational success of our students. Thank you SOUTH TEXAS COLLEGE and the UNIVERSITY OF TEXAS-RIO GRANDE VALLEY for your grand partnership with La Joya ISD. We look forward to the great partnerships that are on the horizon for our students.

#### EDUCATIONAL PARTNERS

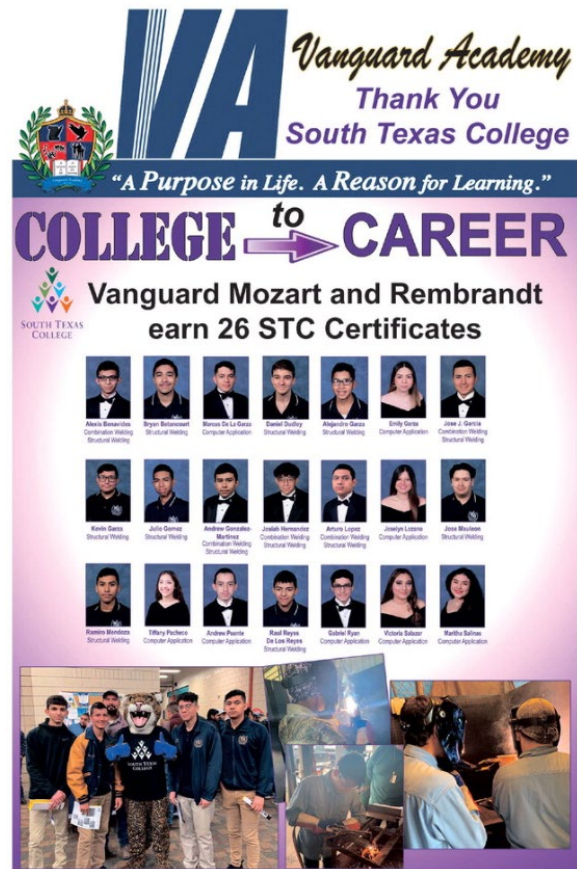



### Thank You!

**Superintendent of Schools**  
Dr. Gisela Saez

**LJISD Board of Trustees**  
Espie Ochoa, President  
Mary T. Hernandez, Vice-President  
Oscar "Coach" Salinas, Secretary

**Nereyda Cantu, Member**  
Armin Garza, Member  
Claudia Ochoa, Member  
Alex Cantu, Member





### Vanguard Academy Thank You South Texas College

"A Purpose in Life. A Reason for Learning."

## COLLEGE to CAREER

Vanguard Mozart and Rembrandt  
earn 26 STC Certificates

South Texas College linked  
PSJAISD @PSJAISD

Breaking a district record, 541 PSJA ISD seniors were named candidates to receive Associate Degrees from @stcjaguars during the 2019-2020 school year!

Congrats to our amazing PSJA Early College Graduates!

Read more: [bit.ly/3cTJSKz](https://bit.ly/3cTJSKz)

#PSJAProud #onlyatPSJA



### CONGRATULATIONS CLASS OF 2020

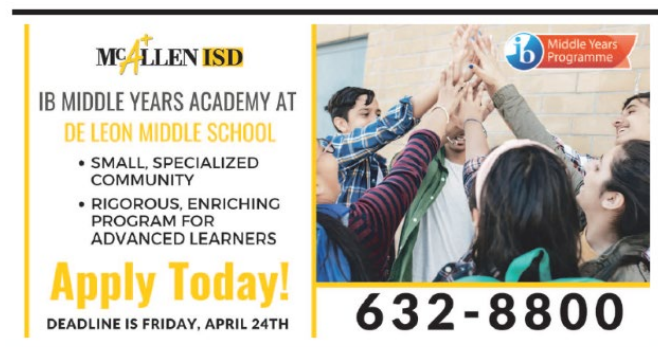
# 540+

PSJA ISD EARLY COLLEGE GRADUATES

More than 540 high school students in PSJA ISD were named candidates for South Texas College's Commencement Ceremonies for the 2019-2020 school year.

#PSJAProud #PSJACollegeConnected

3:30 PM · May 21, 2020 · Sprout Social



### McALLEN ISD

#### IB MIDDLE YEARS ACADEMY AT DE LEON MIDDLE SCHOOL

- SMALL, SPECIALIZED COMMUNITY
- RIGOROUS, ENRICHING PROGRAM FOR ADVANCED LEARNERS

### Apply Today!

DEADLINE IS FRIDAY, APRIL 24TH

## 632-8800

UTRGV Thank you for your Dual Enrollment Programs! SOUTH TEXAS COLLEGE

## EXHIBIT C

### School District Title IX Investigator/Coordinator

As stated in Section 7C, the School District will designate a specific School District official that is certified as a Title IX Investigator to serve as the authorized liaison for South Texas College Office of Human Resources. The School District official and the College's representative(s) will work collaboratively and timely to share any and all information necessary in the event of an investigation of a personnel matter.

The School District Liaison contact information is as follows:

School District Name: \_\_\_\_\_

High School Name: \_\_\_\_\_

Liaison's Name: \_\_\_\_\_

Position Title: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

This form must be completed in its entirety and submitted to:

Title IX Coordinator  
Mary Elizondo, CPA, MBA, CFE, CGMA  
Vice President - Finance and Administrative Services  
3201 West Pecan Blvd. X224  
McAllen, TX 78501  
956-872-3558  
[TitleIX@southtexascollege.edu](mailto:TitleIX@southtexascollege.edu)

For any questions, please contact:

Laura Requena, MBA, MPAcc, PHR, SHRM-CP  
~~Interim~~ Director of Human Resources  
2501 West Pecan Blvd.  
McAllen, TX 78501  
956-872-3646  
[HR\\_Administrators@southtexascollege.edu](mailto:HR_Administrators@southtexascollege.edu)

**Consent Agenda:**

**c. Approval of Proposed 2022 – 2023 Academic Calendar**

The Board is asked to approve the proposed 2022 – 2023 Academic Calendar as presented.

The Academic Calendar Steering Committee, which includes membership from each area of the College and Student Government representation, has developed the FY 2022 – 2023 Academic Calendar.

The calendar was developed to be compatible with local area school district calendars and other higher education institutions in Texas. The calendar was presented to South Texas College faculty and staff for review, feedback, and input during the months of March and April. Input received from staff and faculty was incorporated into the proposed calendar.

The proposed calendar has been approved by the Academic Calendar Steering Committee and has been reviewed and approved by the President's Cabinet.

The proposed calendar follows in the packet for the Board's review and consideration.

The Education and Workforce Development Committee recommended Board approval of the 2022 – 2023 Academic Calendar as presented.

**Recommendation:**

It is recommended that the Board of Trustees of South Texas College approve and authorize the 2022 – 2023 Academic Calendar 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 2022 – 2023 Academic Calendar as presented.

**Approval Recommended:**

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

## Committee Membership and Timeline

### Academic Calendar 2022-2023

Updated May 11, 2021

#### Committee Membership

Christina Cavazos, Curriculum	Itzayana Lopez, Student Government
Esmeralda Eureste, Curriculum	Erika Leal, OPOD
Miguel Carranza, Student Financial Services	Alejandra Cantu, Dual Credit Programs
Juan Miguel Carranza, Student Financial Services	Monica Perez, VPAA
Jesus Campos, IS&P	Mark Murray, Faculty Senate
Bradley Davis, IS&P	Joel Jason Rodriguez, Council of Chairs
Cynthia Blanco, Admissions	Dr. Mahmoud Fathelden, MSITB (faculty)
Jesus Ramirez, Admissions	Erika Guerra, BPST (faculty)
Ray Pedraza, Public Relations	Nathaniel Weber, LA (faculty)
Laura Requena, Human Resources	Fred Cady, SBS (faculty)
Norma Jimenez, Business Office	Dr. Theresa Garza, NAH (faculty)
Willie Langley, Purchasing	

#### Timeline and Process

March 5, 2021	Calendar Committee meet to propose a preliminary draft calendar. (Materials provided in advance)
March 8 – March 31, 2021	Time for review and feedback by faculty and staff. Committee members distribute the draft calendar to faculty and staff in their area for feedback. <b>Feedback due by March 31, 2021.</b>
April 9, 2021 (tentative)	Calendar Committee may meet to review collected feedback from faculty and staff and revised draft, if applicable.
April 12 – May 7, 2021	Draft Calendar will be presented to Academic Council, Planning and Development Council, President's Administrative Staff, Council of Chairs, and Faculty Senate.
May 10 – May 17, 2021	Calendar Committee members will vote on the Final Draft Calendar via email.
May 17, 2021	Final Calendar will be submitted to the Vice President for Academic Affairs.
May 18, 2021	Final Calendar will be presented at the Board of Trustees Education and Workforce Development Committee Meeting.
May 25, 2021	Final Calendar will be submitted to the Board of Trustees.

# 2022-2023 Calendar

Updated: 04/21/2021



## Fall Semester 2022 (August 22 - December 11)

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August 10 (Wednesday)	New Faculty Start Date – New Faculty Benefits & Orientation (Human Resources)
August 11 (Thursday)	New Faculty Orientation
August 12 (Friday)	New Faculty Service Area Tour
August 15 (Monday)	Faculty Return – Academic Affairs Convocation / Division Meetings
August 16 (Tuesday)	Faculty Preparation Day / Departmental Meetings
August 17 (Wednesday)	Faculty Preparation Day / Departmental Meetings
August 18 (Thursday)	Faculty Preparation Day / Full-Time Faculty Teaching Dual Credit Courses PD Day / Departmental Meetings
August 19 (Friday)	Faculty Preparation Day / Departmental Meetings
August 20 (Saturday)	Adjunct & Dual Credit Faculty Professional and Organizational Development Day
<b>August 22 (Monday)</b>	<b>Classes Begin</b>
September 5 (Monday)	College Closed – Labor Day
September 7 (Wednesday)	Census Day - Twelfth Class Day
September 23 (Friday)	College Closed – College-Wide Professional and Organizational Development Day
November 11 (Friday)	Last Day to Withdraw
November 24 – 27 (Thursday – Sunday)	College Closed - Thanksgiving Holiday
December 5 – 11 (Monday – Sunday)	Finals
December 10 (Saturday)	Commencement Ceremonies*
December 10 (Saturday)	Certificate and Degree Award Date
December 11 (Sunday)	End of Term
December 12 (Monday)	Grades Due Date
December 17 – January 3 (Saturday – Tuesday)	Winter Break (College Closed)

\* May vary depending on facility availability.

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# 2022-2023 Calendar

Updated: 04/21/2021



## Spring Semester 2023 (January 17 – May 11)

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January 4 (Wednesday).....	<b>College Opens</b> – Staff return
January 4 (Wednesday).....	New Faculty Start Date – New Faculty Benefits & Orientation (Human Resources)
January 9 (Monday) .....	Faculty Return – Division / Department Meetings
January 10 – 13 (Tuesday-Friday) .....	Faculty Preparation Day / Departmental Meetings
January 14 (Saturday) .....	Adjunct & Dual Credit Faculty Professional and Organizational Development Day
January 16 (Monday) .....	Martin Luther King, Jr. Day – College Closed
<b>January 17 (Tuesday) .....</b>	<b>Classes Begin</b>
January 31 – February 4 (Tuesday – Saturday) ...	Distance Learning Symposium
February 1 (Wednesday).....	Census Day - Twelfth Class Day
February 10 (Friday).....	College Closed - College-Wide Professional and Organizational Development Day
March 13 – 19 (Monday - Sunday).....	College Closed - Spring Break
April 6 – 9 (Thursday – Sunday) .....	College Closed - Semester Break
April 18 (Tuesday).....	Last Day to Withdraw
May 5 – 11 (Friday – Thursday) .....	Finals
May 11 (Thursday) .....	End of Term
May 12 – 13 (Friday - Saturday).....	Commencement Ceremonies*
May 12 – 13 (Friday - Saturday).....	Certificate and Degree Award Date
May 15 (Monday) .....	Grades Due Date
May 29 (Monday) .....	College Closed – Memorial Day

*\*May vary depending on facility availability.*



# 2022-2023 Calendar

Updated: 04/21/2021



## Summer Session 2023 (June 5 – August 11)

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### June 5 (Monday) .....Classes Begin

June 9 (Friday) ..... Staff – South Texas Leadership Academy for Staff  
June 13 (Tuesday) ..... Census Day - Seventh Class Day  
July 4 (Tuesday) ..... College Closed-Independence Day  
July 10 – 11 (Monday & Tuesday) ..... No classes (For Summer III only)  
July 27 (Thursday) ..... Last Day to Withdraw  
August 10 (Thursday) ..... End of Term/Finals (Classes Meeting M-R)  
August 11 (Friday) ..... End of Term /Finals (Classes Meeting M-F)  
August 14 (Monday) ..... Grades Due Date

## SI – Minimester (June 5 – July 6)

### June 5 (Monday) .....Classes Begin

June 8 (Thursday) ..... Census Day - Fourth Class Day  
June 28 (Wednesday) ..... Last Day to Withdraw  
July 4 (Tuesday) ..... College Closed-Independence Day  
July 6 (Thursday) ..... End of Term/Finals  
July 10 (Monday) ..... Grades Due Date

## SII – Minimester (July 12 – August 11)

### July 12 (Wednesday) .....Classes Begin

July 17 (Monday) ..... Census Day - Fourth Class Day  
August 4 (Friday) ..... Last Day to Withdraw  
August 10 (Thursday) ..... End of Term/Finals (Classes Meeting M-R)  
August 11 (Friday) ..... End of Term /Finals (Classes Meeting M-F)  
August 14 (Monday) ..... Grades Due Date

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

### **a. Review and Discussion of Preliminary Summary of Unrestricted Projected Revenues and Expenditures for FY 2021 - 2022 with Comparison to FY 2020 – 2021 Approved Budget**

Mrs. Mary Elizondo, Vice President of Finance and Administrative Services, provided an update on the preliminary summary of unrestricted projected revenues and expenditures for FY 2021 – 2022, with comparison to the FY 2020 – 2021 approved budget.

The update included a preliminary estimated change of revenues and carryover allocations as follows:

State Appropriations	-\$26,648
Tuition	-291,986
Fees	-628,663
M&O Property Taxes	8,966,223
Other Revenues	928,230
HEERF Lost Revenue	8,115,242
Carryover Allocations	<u>-2,128,432</u>
<b>Total Revenue Change</b>	<b>\$14,933,966</b>

The update included a preliminary estimated change of expenditures, transfers, and reserves as follows:

Salaries	\$1,781,410
Benefits	2,576,669
Operating	4,509,508
Travel	-6,000
Capital Outlay	-212,704
Transfers & Reserves	<u>6,285,083</u>
<b>Total Revenue Change</b>	<b>\$14,933,966</b>

Administration anticipates a balanced budget for FY 2021 – 2022.

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



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

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

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

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

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

- a. Approval of Award of Proposals, Purchases, Renewals, and Interlocal Agreement
- b. Approval to Close Three Bank Accounts

### **Recommendation:**

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

- a. Approval of Award of Proposals, Purchases, Renewals, and Interlocal Agreement
- b. Approval to Close Three Bank Accounts

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

The Board of Trustees approves and authorizes the following items:

- a. Approval of Award of Proposals, Purchases, Renewals, and Interlocal Agreement
- b. Approval to Close Three Bank Accounts

### **Approval Recommended:**

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

## **Consent Agenda:**

### **a. Approval of Award of Proposals, Purchases, Renewals, and Interlocal Agreement**

Approval of the following award of proposals, purchases, renewals, and interlocal agreement 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 as presented below.

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

##### **1) Audio Visual Equipment for Classroom Upgrades (Award)**

Award the proposal for audio visual equipment for classroom upgrades to **SKC Communication Products, LLC.** (Richardson, TX), at a total amount of \$120,869.08.

Purpose – Educational Technologies is requesting to purchase audio visual equipment for eleven (11) classroom upgrades at the Mid Valley, Pecan, Starr County, and Technology campuses. The purchase will include some of the following items: displays, switchers, transformers, amplifiers, receivers, cables, and hardware.

<b>Mid Valley Campus</b>		<b>Pecan Campus</b>	
Center for Learning Excellence Bldg A Room 104		South Academic Bldg J Room 3.208	
Center for Learning Excellence Bldg A Room 108		South Academic Bldg J Room 1.714	
Center of Learning Excellence Bldg A Room 110			
<b>Starr County Campus</b>		<b>Technology Campus</b>	
South Academic Bldg E Room 1.304		Institute for Advanced Manufacturing Bldg E Room 1.907	
South Academic Bldg E Room 1.310			
South Academic Bldg E Room 1.210			
South Academic Bldg E Room 1.202			
South Academic Bldg E Room 1.106			

Justification and Benefit – The upgrades will provide state-of-the-art resources that will enhance learning experiences for students, faculty, staff, and the community. It is necessary to update or replace outdated/obsolete equipment to provide better services to our students, faculty, staff, and community by enhancing communication, collaboration, and knowledge sharing across all environments.

Background – Proposal documents were advertised on March 24, 2021 and March 31, 2021 and issued to fifteen (15) vendors. Six (6) responses were received on April 13, 2021 and reviewed by Educational Technologies, Information Technology, and the Purchasing Department.

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

## 2) Audio Visual Equipment for Classroom Upgrades II (Award)

Award the proposal for audio visual equipment for classroom upgrades II, at a total amount of \$53,381.37. The vendors are as follows:

Project No.	Project Name	Vendor	Amount
1	Pecan Campus – Business and Science Bldg G Room 109 (Science Lab)	<b>Pro Sound, Inc./ dba Pro Sound &amp; Video</b> (Pensacola, FL)	\$9,325.09
2	Technology Campus – Building E Room 1.511 Precision Manufacturing Lab	<b>Pro Sound, Inc./ dba Pro Sound &amp; Video</b> (Pensacola, FL)	\$5,977.82
3	Starr County Campus – Building J Room 108 Computer Lab	<b>Audio Visual Aids</b> (San Antonio, TX)	\$11,220.69
4	Starr County Campus – Building D Room 116 Large Classroom/Conference Space	<b>Pro Sound, Inc./ dba Pro Sound &amp; Video</b> (Pensacola, FL)	\$26,857.77
Total			\$53,381.37

Purpose – Educational Technologies is requesting to purchase audio visual equipment for classroom upgrades for the Pecan, Starr County, and Technology campuses. The purchase will include some of the following items: displays, switchers, transformers, amplifiers, receivers, cables, and hardware.

Justification and Benefit – The upgrades will provide state-of-the-art resources that will enhance learning experiences for students, faculty, staff, and the community. It is necessary to update or replace outdated/obsolete equipment to provide better services to our students, faculty, staff, and community by enhancing communication, collaboration, and knowledge sharing across all environments.

Background – Proposal documents were advertised on March 24, 2021 and March 31, 2021 and issued to fourteen (14) vendors. Five (5) responses were received on April 13, 2021 and reviewed by Educational Technologies, Information Technology, and the Purchasing Department.

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

### 3) Audio Visual Equipment – Digital Signage, Parts, and Supplies (Award)

Award the proposal for audio visual equipment – digital signage, parts, and supplies, at a total amount of \$55,128.87. The vendors are as follows:

<b>Project No.</b>	<b>Project Name</b>	<b>Vendor</b>	<b>Amount</b>
1	Boardroom Upgrade	<b>Audio Visual Aids (San Antonio, TX)</b>	\$14,683.00
2	College Wide Replacement Screens	<b>SKC Communication Products, LLC.</b> (Richardson, TX)	\$8,626.25
3	Interactive Display for Starr County Campus Bldg E Room 2.602	<b>Howard Technology Solutions</b> (Ellisville, MS)	\$4,810.00
4	Digital Signage Equipment for Starr County Campus	<b>SKC Communication Products, LLC.</b> (Richardson, TX)	\$766.98
5	College Wide Interactive Classroom Display Upgrades	<b>SKC Communication Products, LLC.</b> (Richardson, TX)	\$26,242.64
Total			\$55,128.87

**Purpose** – Educational Technologies is requesting to purchase audio visual equipment – digital signage, parts, and supplies for new installations and to upgrade existing equipment throughout the College district. This upgrade will provide state-of-the-art resources that will enhance learning experiences for students, faculty, staff, and the community.

**Justification and Benefit** – The equipment, parts, and supplies are necessary to update or replace outdated and obsolete audio visual equipment and digital signage. It will provide better services for our student, faculty, staff, and community by enhancing communication, collaboration, and knowledge sharing across all environment.

**Background** – Proposal documents were advertised on March 24, 2021 and March 31, 2021 and issued to fifteen (15) vendors. Three (3) responses were received on April 14, 2021 and were reviewed by Educational Technologies, Information Technology, and the Purchasing Department.

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

#### **4) Medical Office Skills Training (Award)**

Award the proposal for medical office skills training to **Practice Management Institute** (San Antonio, TX), for the period beginning July 1, 2021 through June 30, 2022 with two one-year options to renew, at no charge to the College. The student or employee participating in the training program will pay the training fee and South Texas College will receive a 30% commission.

Purpose – Continuing, Professional, and Workforce Education is requesting to contract for medical office skill training that will allow the College to expand training for medical office staff in areas such as managing front office staff, billing and coding, record retention, and anything else that will help make a medical office more efficient.

Justification and Benefit –Continuing Education does not have the trainers to provide this type of training, so this contract will allow the department to meet this need and expand its customer base.

Background – Proposal documents were advertised on March 24, 2021 and March 31, 2021 and issued to three (3) vendors. Two (2) responses were received on April 15, 2021 and reviewed by Continuing, Professional, and Workforce Education, Office of Industry Training and Economic Development, and the Purchasing Department.

#### **5) Small Business Skills Training (Award)**

Award the proposal for small business skills training to **Leadership Empowerment Group, LLC**. (Mercedes, TX), for the period beginning July 1, 2021 through June 30, 2022 with two one-year options to renew, at no charge to the College. The student or employee participating in the training program will pay the training fee and South Texas College will receive a 30% commission.

Purpose – Continuing, Professional, and Workforce Education is requesting a contract for small business skills training that will allow the College to recruit new businesses, expand its services and provide small businesses with training such as managing a business, communication skills, and handling difficult customers. It includes some of the following programs: Executive Leadership Academy, Teacher Leadership Academy, Workforce Training, Industry Specific Training, Conflict Management, Organizational Skills, Business Etiquette, Customer Service, Communication Skills, etc.

Justification and Benefit – Continuing Education does not have the trainers to conduct outreach to small businesses and provide them with training opportunities, so this contract will benefit not only Continuing Education by helping the department to expand its customer base, but also many small businesses that are part of the community.

Background – Proposal documents were advertised on March 24, 2021 and March 31, 2021 and issued to five (5) vendors. One (1) response was received on April 15, 2021 and reviewed by Continuing, Professional, and Workforce Education, Office of Industry Training and Economic Development, and the Purchasing Department.

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

### **6) Online Tutoring Service Agreement (Purchase)**

Purchase an additional online tutoring service agreement from **Upswing International, Inc.** (Austin, TX), a sole source vendor, for the period beginning May 26, 2021 through August 31, 2021, at a total amount of \$69,000.00 for three thousand (3,000) services hours.

**Purpose** – The Centers for Learning Excellence is requesting to purchase additional hours for the online tutoring services, which are utilized by students through the College district.

**Justification and Benefit** – The service agreement will include online tutoring and retention services in English, Math, Developmental English, Developmental Math, Developmental Reading, History, Economics, Philosophy, Education, Business, Political Science, Nursing, Psychology, Spanish, Allied Health, Biology, Chemistry, Physics, Sociology, and many other subjects. These services supplement and enhance the services provided at the College's Centers for Learning Excellence by allowing students to access services outside of regular operating hours and from any location, and, in some cases, providing tutors for subjects in which it is difficult to find qualified tutors locally. These tutoring services provide new, enhanced features such as audio and video tutoring capabilities, data and analytics dashboards, and the ability to schedule appointments and select and rate tutors. The provision of online tutoring services is in accordance with SACS Best Practices for Electronically Offered Degree and Certificate Programs, which stipulate that the institution recognizes that appropriate services must be available for students regardless of their location on or off campus. Usage of the online tutoring service has increased during this academic year, and approximately 2/3 of the hours purchased have already been used. The Centers for Learning Excellence is seeking to purchase additional hours to continue providing this service to students for the rest of the academic year.

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

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

### **7) Furniture (Purchase)**

Purchase furniture from OMNIA Partners, Sourcewell, and The Interlocal Purchasing System (TIPS) purchasing cooperatives, and the State of Texas Multiple Award Schedule (TXMAS) approved vendors, at a total amount of \$177,971.08. The vendors are as follows:

#	Vendors	Amount
A	<b>Computer Comforts, Inc.</b> (Kemah, TX)	\$14,591.30

#	Vendors	Amount
B	<b>Cramer, LLC. /Gateway Printing and Office Supply, Inc.</b> (Kansas City, MO/Edinburg, TX)	\$35,499.75
C	<b>Datum Filing Systems, Inc./Gateway Printing and Office Supply, Inc.</b> (Emigsville, PA/Edinburg, TX)	\$1,208.40
D	<b>Diversified Metal Fabricators, Inc./Gateway Printing and Office Supply, Inc.</b> (Smithville, MO/Edinburg, TX)	\$24,640.58
E	<b>Environamics, Inc. / Gateway Printing and Office Supply, Inc.</b> (Charlotte, NC/Edinburg, TX)	\$18,147.60
F	<b>Exemplis Corporation/Gateway Printing and Office Supply, Inc.</b> (Cypress, CA/Edinburg, TX)	\$5,953.42
G	<b>Krueger International, Inc./Gateway Printing and Office Supply, Inc.</b> (Green Bay, WI/Edinburg, TX)	\$76,238.17
H	<b>The Hon Company/Gateway Printing and Office Supply, Inc.</b> (Muscatine, IA/Edinburg, TX)	\$1,691.86
Furniture Total		\$177,971.08

The purchases can be summarized as follows:

- Computer Comforts, Inc. (Kemah, TX)
  - ⇒ Mid Valley Campus
    - 10 Mobile glass boards for the Centers for Learning Excellence
- Cramer, LLC. /Gateway Printing and Office Supply, Inc. (Kansas City, MO/Edinburg, TX)
  - ⇒ Pecan Campus
    - 72 Students stools and 3 faulty/staff stools for the Division of Math and Science
- Datum Filing Systems, Inc./Gateway Printing and Office Supply, Inc. (Emigsville, PA/Edinburg, TX)
  - ⇒ Pecan Campus
    - 4 Storage shelving units for the Kinesiology Program
- Diversified Metal Fabricators, Inc./Gateway Printing and Office Supply, Inc. (Smithville, MO/Edinburg, TX)
  - ⇒ Pecan Campus
    - 30 Science lab tables for the Division of Math and Science
- Environamics, Inc./Gateway Printing and Office Supply, Inc. (Charlotte, NC/Edinburg, TX)
  - ⇒ Nursing and Allied Health Campus
    - Mobile Walls for the Center for Learning Excellence

- Exemplis Corporation/Gateway Printing and Office Supply, Inc. (Cypress, CA/Edinburg, TX)
  - ⇒ Pecan Campus
    - 2 Faculty/Staff chairs for the Division of Social and Behavioral Sciences
    - 9 Faculty/Staff chairs for the Centers for Learning Excellence
- Krueger International, Inc./Gateway Printing and Office Supply, Inc. (Green Bay, WI/Edinburg, TX)
  - ⇒ Pecan Campus
    - 2 Faculty/Staff guest chairs and 1 table for the Division of Social and Behavioral Sciences
    - 9 Chairs for Valley Scholars-Student Services
  - ⇒ Mid Valley Campus
    - 66 Student lab chairs and 33 lab tables for the Division of Nursing and Allied Health
  - ⇒ Nursing and Allied Health Campus
    - 2 Tables for the Centers for Learning Excellence
    - 16 Student Chairs for the Division of Nursing
    - 1 Faculty/Staff desk and chair for the Centers for Learning Excellence
  - ⇒ Technology Campus
    - 1 Faculty/Staff round table for the Architectural and Engineering Design Technician Program
    - 1 Table for the Centers for Learning Excellence
- The Hon Company/Gateway Printing and Office Supply, Inc. (Muscatine, IA/Edinburg, TX)
  - ⇒ Mid Valley Campus
    - 1 Faculty/Staff bookcase for the Centers for Learning Excellence
  - ⇒ Pecan Campus
    - 2 Faculty/Staff Bookcases for the Centers for Learning Excellence
    - 1 Storage Cabinet for the Library Public Services

Fund for these expenditures are budgeted in the requesting department budgets for FY 2020 - 2021 as follows: Architectural and Engineering Design Technician, Associate Degree Nursing, Centers for Learning Excellence, Division Nursing and Allied Health, Division of Social and Behavioral Sciences, Library Public Services, Nursing and Allied Health Student Services Renovation-FFE, Pecan Business and Science Bldg G Classroom Renovation, Pecan Plaza West Bldg C Kinesiology Renovation, and Valley Scholars-Student Services.

#### **8) Network Cabling and Equipment Installation Services (Renewal)**

Renew the network cabling and equipment installation services contracts for the period beginning July 26, 2021 through July 25, 2022, at an estimated amount of \$70,000.00. The amount is based on prior year trends and will be expensed as needed. The vendors are as follows:



- **BridgeNet Communications** (Donna, TX)
- **Network Cabling Services, Inc.** (Houston, TX)
- **Telepro Communications** (Mission, TX)

Purpose – Information Technology and the Office of Public Safety are requesting to renew the network cabling and equipment installation services for the internet connections and for installation of surveillance cameras district wide as needed. Several vendors are needed due to the various needs by the departments and vendor availability of supplies, pricing, installation services availability, and product/service warranty.

Justification and Benefit – These services are needed to install data cabling in new facilities and renovated areas or to install additional data lines in existing classrooms and offices. It will also include the installation and data connections for new or replaced surveillance cameras through the College district.

Background – The Board awarded the contract for network cabling and equipment installation services at the June 23, 2020 Board of Trustees meeting for one year with two one-year annual renewals. The first renewal period begins on July 26, 2021 and ends July 25, 2022.

Award	Board Meeting Date	Original Term	Renewal Term
Original	6/23/20	7/26/20 – 7/26/21	2 – one year options
1 <sup>st</sup> Renewal	5/25/21		7/26/21 – 7/25/22

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 various requesting department budgets for FY 2020 – 2021 and FY 2021 – 2022, pending Board approval of the budget.

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

### **9) Computers, Laptops, and Tablet (Purchase)**

Purchase of computers, laptops, and a tablet from the State of Texas Department of Information Resources (DIR) approved vendors **Dell Marketing, LP.** (Dallas, TX) and **Apple, Inc.** (Dallas, TX), at a total amount of \$237,840.16.

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

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

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

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

The purchases can be summarized as follows:

- Student Computers
  - ⇒ 139 Computers for Learning Commons and Open Labs
  - ⇒ 4 Computers for Clinical Simulation
  - ⇒ 6 Computers for Cybersecurity Program
- Staff Computers
  - ⇒ 1 Computer for Learning Outcomes
  - ⇒ 1 Computer for Academic Advancement
  - ⇒ 1 Computer for Bachelors of Science in Nursing
  - ⇒ 5 Computers for Library Public Services
- Student Laptops
  - ⇒ 5 Laptops for Counseling and Student Access Services
  - ⇒ 10 Laptops for Clinical Simulation
- Faculty Laptops
  - ⇒ 2 Laptops for Respiratory Therapy Program
  - ⇒ 2 Laptops for Computer Science Program
  - ⇒ 4 Laptops for Educational Technologies
  - ⇒ 1 Laptop for Cybersecurity Program
- Staff Laptops
  - ⇒ 1 Laptop for Dual Credit Programs
  - ⇒ 1 Laptop for Respiratory Therapy Program
  - ⇒ 6 Laptops for Library Acquisition
  - ⇒ 2 Laptops for Medical Health Service Management
  - ⇒ 1 Laptop for Academic Advancement
  - ⇒ 10 Laptops for Distance Learning
  - ⇒ 7 Laptops for Educational Technologies
  - ⇒ 1 Laptop for Safety and Security
- Staff Tablet
  - ⇒ 1 Tablet for Music Program

Funds for these expenditures are budgeted in the requesting department budgets for FY 2020 - 2021 as follows: Learning Commons and Open Labs, Clinical Simulation,

Cybersecurity, Learning Outcomes, Academic Advancement, Bachelors of Science in Nursing, Library Public Services, Counseling and Student Access Services, Respiratory Therapy, Computer Science, Educational Technologies-Maintenance and Replacement, Dual Credit Programs, Library Acquisition, Medical Health Service Management, Distance Learning, Safety and Security, Educational Technologies, and Music.

### **C. Interlocal Agreement**

#### **10) State Records Inquiry Access Agreement (Purchase/Renewal)**

Enter into a state records inquiry access interlocal agreement with the **Texas Department of Public Safety** (Austin, TX), a state agency/sole source vendor, for the period beginning January 4, 2021 through December 31, 2021, at an estimated amount of \$10,000.00.

Purpose – The Office of Human Resources and Department of Public Safety are requesting to enter into an interlocal agreement to access driving records (Motor Vehicle Records) as required as part of their day to day operation for compliance with Policy 6426: Authorization to Drive College-Owned Vehicles.

In addition, the College is updating the account contact information therefore, a new agreement is required by the Texas Department of Public Safety to continue accessing their records.

Justification and Benefit – The access is needed to verify driving records for faculty and staff driving College owned vehicles, including gators. In order to be authorized to drive a South Texas College vehicle or drive any vehicle, whether owned by the College or on behalf of the College, the employee's driving record is authorized, accessed, and evaluated using standard criteria as listed in policy to ensure continued eligibility to drive a college vehicle. This verification process has been conducted since inception of the College and driving records are verified annually.

Funds for this expenditure are budgeted in the Office of Human Resources and Department of Public Safety budgets for FY 2020 – 2021.

#### **Recommendation:**

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

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

- 1) Audio Visual Equipment for Classroom Upgrades (Award):** award the proposal for audio visual equipment for classroom upgrades to **SKC Communication Products, LLC**. (Richardson, TX), at a total amount of \$120,869.08;

- 2) Audio Visual Equipment for Classroom Upgrades II (Award):** award the proposal for audio visual equipment for classroom upgrades II, at a total amount of \$53,381.37. The vendors are as follows:

<b>Project No.</b>	<b>Project Name</b>	<b>Vendor</b>	<b>Amount</b>
1	Pecan Campus – Business and Science Bldg G Room 109 (Science Lab)	<b>Pro Sound, Inc./ dba Pro Sound &amp; Video</b> (Pensacola, FL)	\$9,325.09
2	Technology Campus – Building E Room 1.511 Precision Manufacturing Lab	<b>Pro Sound, Inc./ dba Pro Sound &amp; Video</b> (Pensacola, FL)	\$5,977.82
3	Starr County Campus – Building J Room 108 Computer Lab	<b>Audio Visual Aids</b> (San Antonio, TX)	\$11,220.69
4	Starr County Campus – Building D Room 116 Large Classroom/Conference Space	<b>Pro Sound, Inc./ dba Pro Sound &amp; Video</b> (Pensacola, FL)	\$26,857.77
Total			\$53,381.37

- 3) Audio Visual Equipment – Digital Signage, Parts, and Supplies (Award):** award the proposal for audio visual equipment – digital signage, parts, and supplies, at a total amount of \$55,128.87. The vendors are as follows:

<b>Project No.</b>	<b>Project Name</b>	<b>Vendor</b>	<b>Amount</b>
1	Boardroom Upgrade	<b>Audio Visual Aids (San Antonio, TX)</b>	\$14,683.00
2	College Wide Replacement Screens	<b>SKC Communication Products, LLC.</b> (Richardson, TX)	\$8,626.25
3	Interactive Display for Starr County Campus Bldg E Room 2.602	<b>Howard Technology Solutions</b> (Ellisville, MS)	\$4,810.00
4	Digital Signage Equipment for Starr County Campus	<b>SKC Communication Products, LLC.</b> (Richardson, TX)	\$766.98
5	College Wide Interactive Classroom Display Upgrades	<b>SKC Communication Products, LLC.</b> (Richardson, TX)	\$26,242.64
Total			\$55,128.87

- 4) **Medical Office Skills Training (Award):** award the proposal for medical office skills training to **Practice Management Institute** (San Antonio, TX), for the period beginning July 1, 2021 through June 30, 2022 with two one-year options to renew, at no charge to the College. The student or employee participating in the training program will pay the training fee and South Texas College will receive a 30% commission;
- 5) **Small Business Skills Training (Award):** award the proposal for small business skills training to **Leadership Empowerment Group, LLC.** (Mercedes, TX), for the period beginning July 1, 2021 through June 30, 2022 with two one-year options to renew, at no charge to the College. The student or employee participating in the training program will pay the training fee and South Texas College will receive a 30% commission;

**B. Purchases and Renewal (B-a. Instructional Item)**

- 6) **Online Tutoring Service Agreement (Purchase):** purchase an additional online tutoring service agreement from **Upswing International, Inc.** (Austin, TX), a sole source vendor, for the period beginning May 26, 2021 through August 31, 2021, at a total amount of \$69,000.00 for three thousand (3,000) services hours;

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

- 7) **Furniture (Purchase):** purchase furniture from OMNIA Partners, Sourcewell, and The Interlocal Purchasing System (TIPS) purchasing cooperatives, and the State of Texas Multiple Award Schedule (TXMAS) approved vendors, at a total amount of \$177,971.08. The vendors are as follows:

#	Vendors	Amount
A	<b>Computer Comforts, Inc.</b> (Kemah, TX)	\$14,591.30
B	<b>Cramer, LLC. /Gateway Printing and Office Supply, Inc.</b> (Kansas City, MO/Edinburg, TX)	\$35,499.75
C	<b>Datum Filing Systems, Inc./Gateway Printing and Office Supply, Inc.</b> (Emigsville, PA/Edinburg, TX)	\$1,208.40
D	<b>Diversified Metal Fabricators, Inc./Gateway Printing and Office Supply, Inc.</b> (Smithville, MO/Edinburg, TX)	\$24,640.58
E	<b>Environamics, Inc./Gateway Printing and Office Supply, Inc.</b> (Charlotte, NC/Edinburg, TX)	\$18,147.60
F	<b>Exemplis Corporation/Gateway Printing and Office Supply, Inc.</b> (Cypress, CA/Edinburg, TX)	\$5,953.42
G	<b>Krueger International, Inc./Gateway Printing and Office Supply, Inc.</b> (Green Bay, WI/Edinburg, TX)	\$76,238.17
H	<b>The Hon Company/Gateway Printing and Office Supply, Inc.</b> (Muscatine, IA/Edinburg, TX)	\$1,691.86
Furniture Total		\$177,971.08

**8) Network Cabling and Equipment Installation Services (Renewal):** renew the network cabling and equipment installation services contracts for the period beginning July 26, 2021 through July 25, 2022, at an estimated amount of \$70,000.00. The amount is based on prior year trends and will be expensed as needed. The vendors are as follows:

- **BridgeNet Communications** (Donna, TX)
- **Network Cabling Services, Inc.** (Houston, TX)
- **Telepro Communications** (Mission, TX)

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

**9) Computers, Laptops, and Tablet (Purchase):** purchase computers, laptops, and tablet from the State of Texas Department of Information Resources (DIR) approved vendors **Dell Marketing, LP.** (Dallas, TX) and **Apple, Inc.** (Dallas, TX), at a total amount of \$237,840.16.

**C. Interlocal Agreement**

**10) State Records Inquiry Access Agreement (Purchase/Renewal):** enter into a state records inquiry access interlocal agreement with the **Texas Department of Public Safety** (Austin, TX), a state agency/sole source vendor, for the period beginning January 4, 2021 through December 31, 2021, at an estimated amount of \$10,000.00.

Recommend Action - The total for all award of proposals, purchases, renewals, and interlocal agreement is \$794,190.56.

**Recommendation:**

It is recommended that the Board of Trustees of South Texas College approve and authorize the award of proposals, purchases, renewals, and interlocal agreement totaling \$794,190.56 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 award of proposals, purchases, renewals, and interlocal agreement totaling \$794,190.56 as presented.

**Approval Recommended:**

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

**Consent Agenda:**

**b. Approval to Close Three Bank Accounts**

Approval to close three bank accounts with the College's depository bank, BBVA, is requested.

Purpose – To close the three bank accounts listed below.

Financial Institution	Account Number	Primary Account Holder	Account Name
BBVA	6720987978	South Texas College	LT Bonds Series 2014
BBVA	6731734028	South Texas College	LT Bonds Series 2015
BBVA	6734303834	South Texas College	Operating Reserve

Justification – The LT Bonds Series 2014 and the LT Bonds Series 2015 bank accounts were established with bond proceeds used to pay for bond construction projects. The Operating Reserve bank account was established to comply with the Depository Services Contract, which required that the College maintain a non-interest bearing bank account with a balance of \$20,000,000.

All proceeds from the bonds have been expended and the current Depository Service Contract does not require the College to maintain a separate non-interest bearing bank account.

Background – The LT Bonds Series 2014 Checking Account was established on February 21, 2014, the LT Bonds Series 2015 Checking Account was established on July 30, 2015, and the Operating Reserve Checking Account was established on December 1, 2015.

Bond construction projects have been completed and bond funds have been expended. The funds totaling \$20,000,000 deposited in the Operating Reserve Checking Account have been transferred to the E&G Fund I Checking Account.

The three bank accounts, LT Bonds Series 2014, LT Bonds Series 2015, and the Operating Reserve Checking Accounts are inactive and have a zero balance.

Reviewers – The Vice President for Finance and Administrative Services and the Comptroller have reviewed the information being presented.

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

The Finance, Audit, and Human Resources Committee recommended Board approval to close the LT Bonds Series 2014, LT Bonds Series 2015, and the Operating Reserve Checking Accounts with the College's depository bank, BBVA, as presented.

**Recommendation:**

It is recommended that the Board of Trustees of South Texas College approve and authorize closing the LT Bonds Series 2014, LT Bonds Series 2015, and the Operating Reserve Checking Accounts with the College's depository bank, BBVA, 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 closing the LT Bonds Series 2014, LT Bonds Series 2015, and the Operating Reserve Checking Accounts with the College's depository bank, BBVA, as presented.

**Approval Recommended:**

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



## **Review and Action as Necessary on One-Time Payment for Regular and Temporary Full-Time and Part-Time Employees**

Approval of a one-time payment for regular and temporary full-time and part-time employees is requested.

Purpose – To provide a one-time payment to regular and temporary full-time and part-time employees active on May 3, 2021 and who received a paycheck in calendar year 2020. Employees paid from the Unrestricted, Auxiliary, and Restricted Funds are eligible for the one-time payment.

Justification – The payment to eligible full-time and part-time employees would be issued in appreciation and acknowledgement from the College Board and College Leadership for the extraordinary contribution made by faculty and staff in fulfilling the mission of the College under the most challenging circumstances resulting from the COVID-19 pandemic.

Background – In FY 2021, a salary increase was not proposed or granted to College employees due to the anticipated reduction in revenues including state appropriation, tuition and fees, and property taxes, resulting from the COVID-19 pandemic. In response to the pandemic, faculty and staff delivered new instruction methods for students and safety protocols and COVID-19 related policies and procedures for students and employees. In addition, many faculty and staff performed their duties from home, incurring work-related expenses.

Although reductions in revenues were anticipated in FY 2021, trends have been positive which will result in sufficient revenue levels to cover the cost of the one-time payment. A FY 2021 budget amendment is necessary and will be proposed and presented to the Board of Trustees in June. The payment will be issued in June to eligible employees.

The Finance, Audit, and Human Resources Committee reviewed this item and requested additional one-time payment scenarios for full-time eligible employees and also to include scenarios for part-time eligible employees.

Requirements of eligibility are as follows:

- Regular and temporary full-time and part-time employees with an active position on May 3, 2021, and who received a paycheck in calendar year 2020.
- Employees in the Unrestricted Fund, Auxiliary Fund, and Restricted Fund in the following categories will be eligible for the one-time payment:
  - Executive
  - Administrative
  - Professional/Technical Support Full-Time Exempt
  - Professional/Technical Support Full-Time Non-Exempt
  - Classified
  - Faculty (Including Full-Time Lecturers)
  - Adjunct Faculty

- Direct Wage
- Trainers
- Work Study
- Part-time employees in the following category will not be eligible for the one-time payment:
  - Dual Credit Faculty (High School Employees)

The total estimated cost for the one-time payment to regular and temporary full-time and part-time employees, including employer paid benefits costs, who are paid from the Unrestricted, Auxiliary, and Restricted Funds is as follows:

<b>A. Full-Time \$1,250.00 and Part-Time \$1,150.00</b>							
Employee Type	No. of Employees	Gross Pay	Average Net Pay	Total Gross Pay	Total Employer Paid Benefits	Total Salaries and Benefits	
Full-Time	1,526	\$ 1,250	\$ 1,036	\$ 1,907,500	\$ 145,924	\$ 2,053,424	
Part-Time	641	1,150	1,028	737,150	56,392	793,542	
Total	2,167	\$ 2,400	\$ 2,064	\$ 2,644,650	\$ 202,316	\$ 2,846,966	

<b>B. Full-Time \$1,250.00 and Part-Time \$600.00</b>							
Employee Type	No. of Employees	Gross Pay	Average Net Pay	Total Gross Pay	Total Employer Paid Benefits	Total Salaries and Benefits	
Full-Time	1,526	\$ 1,250	\$ 1,036	\$ 1,907,500	\$ 145,924	\$ 2,053,424	
Part-Time	641	600	536	384,600	29,422	414,022	
Total	2,167	\$ 1,850	\$ 1,572	\$ 2,292,100	\$ 175,346	\$ 2,467,446	

<b>C. Full-Time and Part-Time \$1,000.00</b>							
Employee Type	No. of Employees	Gross Pay	Average Net Pay	Total Gross Pay	Total Employer Paid Benefits	Total Salaries and Benefits	
Full-Time	1,526	\$ 1,000	\$ 829	\$ 1,526,000	\$ 116,739	\$ 1,642,739	
Part-Time	641	1,000	894	641,000	49,037	690,037	
Total	2,167	\$ 2,000	\$ 1,723	\$ 2,167,000	\$ 165,776	\$ 2,332,776	

<b>D. Full-Time \$1,000.00 and Part-Time \$500.00</b>							
Employee Type	No. of Employees	Gross Pay	Average Net Pay	Total Gross Pay	Total Employer Paid Benefits	Total Salaries and Benefits	
Full-Time	1,526	\$ 1,000	\$ 829	\$ 1,526,000	\$ 116,739	\$ 1,642,739	
Part-Time	641	500	447	320,500	24,518	345,018	
Total	2,167	\$ 1,500	\$ 1,276	\$ 1,846,500	\$ 141,257	\$ 1,987,757	

Funding Source – The Unrestricted Fund revenues will be utilized to fund this one-time payment to regular and temporary full-time and part-time eligible employees. If approved, a budget amendment will be presented to the Board of Trustees for approval and the payment will be issued in June.

Reviewers – Cabinet members have reviewed this information and recommend the proposed payment.

Dr. David Plummer, Interim President, and Mary Elizondo, Vice President for Finance and Administrative Services, attended the May 17, 2021 Finance, Audit, and Human Resources Committee meeting to address questions by the Committee.

**Recommendation:**

It is recommended that the Board of Trustees of South Texas College approve and authorize one of the scenarios for the one-time payment for regular and temporary full-time and part-time employees 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 one of the scenarios for the one-time payment for regular and temporary full-time and part-time employees as presented.

**Approval Recommended:**

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

## **Review and Action as Necessary on Interlocal Agreement for Transportation Services between South Texas College and the Lower Rio Grande Valley Development Council for FY 2021 Summer Session**

Approval of the Interlocal Agreement for Transportation Services between South Texas College and the Lower Rio Grande Valley Development Council (LRGVDC) for FY 2021 Summer Session, a three-month period of June 1, 2021, through August 31, 2021, is requested.

Purpose – The Interlocal Agreement for Transportation Services between STC and the LRGVDC for FY 2021 Summer Session is needed to provide transportation services to STC students.

Justification – The Interlocal Agreement is intended to establish an intercampus bus route to serve all the College’s campuses. The bus routes will benefit students, faculty, and staff of South Texas College and thereby serve the goals of both organizations by facilitating access to the College and its educational programs and increasing the use of public transportation in the area.

Background - As a result of the pandemic, face-to-face classes on campus were significantly reduced and employee’s presence on campus was also reduced due to a rotational work schedule implemented in order to reduce the density on campus. Both parties were allowed the opportunity to make any necessary adjustments as a result of the pandemic, therefore, Interlocal Agreements were negotiated separately for the Fall 2020 and the Spring 2021 Semesters.

Information regarding the FY 2021 Summer Session Transportation Services and Agreement are presented below.

### **Summer Session Ridership Count History**

The table below reflects the ridership count history provided by the LRGVDC for the Purple Line and Green Lines and the College’s ridership count history for the Yellow Line for the months of June through August:

<b>Transportation Route</b>	<b>FY 2018</b>	<b>FY 2019</b>	<b>FY 2020</b>
LRGVDC			No Service Provided – Furloughed due to the pandemic
Starr (Green Line 1 & 2)	3,164	1,722	
Starr (Green Line Route 60/Roma)	856	751	
Mid Valley (Purple Line)	695	604	
STC			
Circulator (Yellow Line)	3,046	1,280	
<b>Total</b>	<b>7,761</b>	<b>4,357</b>	

### Summer 2021 Session

College staff worked with the LRGVDC to extend the current agreement to cover the FY 2021 Summer Session running from June 1, 2021 through August 31, 2021. The LRGVDC has agreed to continue to fund the cost for the Green Line Route 60 (Roma); however, they will not fund the Green Line 1, which connects the Starr County Campus to the Pecan Campus.

### LRGVDC Proposed Agreement for FY 2021 Summer Session

For Summer Session, the agreement includes the following:

- The LRGVDC will continue to fund the cost for Green Line Route 60 (Roma).
  - The College will remit payment to the LRGVDC for the operating cost of the Green Line 1 (Starr County Campus to Pecan Campus) in the amount of \$17,916.40.
  - Green Line (Starr) - 2 was eliminated by the LRGVDC.
  - Purple Line (Mid Valley) was eliminated by the LRGVDC.
  - The College will cover the costs for the Yellow Line (Circular) routes operated by the College connecting the Pecan Campus, Technology Campus, and Nursing and Allied Health Campus to be reimbursed by CARES Act Funds carried over in the amount of \$142.04 from FY 2020 and federal/state grant contributions received from the LRGVDC, totaling a net cost of \$36,181.01
- ⇒ On January 20, 2020, the CARES Act awarded \$297,624.00 of which, as of today, May 13, 2021, the outstanding balance is \$142.04.

The following table illustrates the transportation services the College has provided by semesters and routes:

Routes	Fall 2020	Spring 2021 (Current)	Summer 2021 (Proposed)
Green Line (Starr) - 1	✓ (LRGVDC)	✓ (LRGVDC)	✓ (STC)
Green Line (Starr) - 2	✓ (LRGVDC)*	X	X
Green Line Route 60 (Roma)	✓ (LRGVDC)	✓ (LRGVDC)	✓ (LRGVDC)
Purple Line (Mid-Valley)	✓ (LRGVDC)**	X	X
Yellow Line (Circulator)	✓ (STC)	✓ (STC)	✓ (STC)
<b>Total Net Cost to South Texas College</b>	<b>\$23,304</b>	<b>\$69,481</b>	<b>\$54,097</b>

\*Green Line (Starr/Pecan) is traditionally comprised of two routes. As of 11/16/20, Green Line has consisted of one route.

\*\*Purple Line (MV/NAH) was suspended as of 10/12/20.  
Funded by – (LRGVDC) or (STC)

The estimated costs for FY 2021 Summer Session in the table below were reconciled with LRGVDC after the Finance Committee meeting which resulted in the payment to LRGVDC for the Green Line 1 being increased by \$631, from \$17,285 to \$17,916.

	<b>Amount</b>
<b>Total Operating Cost for Services</b>	<b>\$161,506</b>
Contributions:	
State/Federal Operating	\$(92,919)
LRGVDC-Green Line Route 60 (Roma)	(14,490)
<b>Total Contributions</b>	<b>\$(107,409)</b>
<b>Total Net Cost to STC</b>	<b>\$54,097</b>

The \$54,097 total net cost to South Texas College consists of the following items:

STC Direct Expenditures – Yellow Line	\$36,181
STC Payment to LRGVDC – Green Line 1	17,916
<b>Total Net Cost to South Texas College</b>	<b>\$54,097</b>

The cost by transportation routes for FY 2021 Summer Session are as follows:

<b>Transportation Routes</b>	<b>Total Operating Cost for System</b>	<b>Contributions</b>	<b>Total Cost to LRGVDC</b>	<b>STC Payment to LRGVDC</b>	<b>STC Direct Expenditures</b>
Starr (Green-1)	47,141	29,225	0	17,916	0
Starr (Green-Roma)	37,694	23,204	14,490	0	0
Circular (Yellow)	76,671	40,490	0	0	36,181
<b>Total</b>	<b>\$161,506</b>	<b>\$92,919</b>	<b>\$14,490</b>	<b>\$17,916</b>	<b>\$36,181</b>

Not included in the table above are in-kind costs associated with vehicle insurance, utilities, and depreciation estimated at \$19,784.

An update regarding the LRGVDC transportation services costs and contribution for the Fall 2021 Semester will be presented to the Finance, Audit, and Human Resources Committee in July 2021.

Funding Source - Funds for this expenditure are budgeted in the Student Transportation Services budget for FY 2020 - 2021.

Reviewers – The Interlocal Agreement was reviewed by Tom Logan, Director of Valley Metro at the LRGVDC, Vice President for Finance and Administrative Services, Chief of Police for Department of Public Safety, Comptroller, Contract Manager, and by the College's Legal Counsel. The FY 2021 Summer Session Interlocal Agreement is still pending final approval by the LRGVDC.

Enclosed Documents – A copy of the draft FY 2021 Summer Session Interlocal Agreement follows in the packet for the Committee's information and review. Appendix A is also enclosed to reflect the total cost per route for Fall 2020 and Spring 2021 semesters. The Transportation Services PowerPoint presentation follows in the packet for the Committee's review.

Tom Logan from the LRGVDC, Mary Elizondo, Vice President for Finance and Administrative Services, Ruben Suarez, Chief of Police for the Department of Public Safety, and Alina Cantu, Public Safety and Transportation Services Manager, will be present at the Board Meeting to address any questions by the trustees.

It is requested that the Finance, Audit, and Human Resources Committee recommend for Board approval at the May 25, 2021 Board meeting, the Interlocal Agreement for Transportation Services between South Texas College and the Lower Rio Grande Valley Development Council (LRGVDC) for FY 2021 Summer Session, a three-month period of June 1, 2021, through August 31, 2021, as presented, and contingent upon approval by the LRGVDC.

The Finance, Audit, and Human Resources Committee recommended Board approval of the Interlocal Agreement for Transportation Services between South Texas College and the Lower Rio Grande Valley Development Council (LRGVDC) for FY 2021 Summer Session, a three-month period of June 1, 2021, through August 31, 2021. Since that recommendation, the total cost to South Texas College has increased by \$631.

**Recommendation:**

It is recommended that the Board of Trustees of South Texas College approve and authorize the Interlocal Agreement for Transportation Services between South Texas College and the Lower Rio Grande Valley Development Council (LRGVDC) for FY 2021 Summer Session, a three-month period of June 1, 2021, through August 31, 2021, as presented, and contingent upon approval by the LRGVDC.

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

The Board of Trustees of Trustees of South Texas College approves and authorizes the Interlocal Agreement for Transportation Services between South Texas College and the Lower Rio Grande Valley Development Council (LRGVDC) for FY 2021 Summer Session, a three-month period of June 1, 2021, through August 31, 2021, as presented, and contingent upon approval by the LRGVDC.

**Approval Recommended:**

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

**INTERLOCAL AGREEMENT FOR TRANSPORTATION SERVICES  
BETWEEN SOUTH TEXAS COLLEGE AND  
THE LOWER RIO GRANDE VALLEY DEVELOPMENT COUNCIL**

**I. INTRODUCTION**

This Interlocal Agreement for Transportation Services (“Agreement”) entered into to be effective as of **June 1, 2021**, is between South Texas College, a political subdivision of the State of Texas (“College”), and the Lower Rio Grande Valley Development Council, a voluntary association of local governments in Cameron, Hidalgo, Starr, and Willacy Counties (“LRGVDC”). This Agreement is made pursuant to chapter 791 of the Texas Government Code (the “Interlocal Cooperation Act”), as amended.

**RECITALS**

WHEREAS, the College currently owns ~~eight (8)~~ **six (6)** transportation buses to serve its students’ transportation needs to and from College campuses through the Circulator (Yellow) transportation routes;

WHEREAS, LRGVDC owns and operates a regional public transportation system;

WHEREAS, the College and LRGVDC wish to join efforts to establish a more efficient and economical bus transportation service which will connect the campuses of the College for the benefit of College students, staff and faculty; and

WHEREAS, the transportation service will advance the objective of improving access to the College’s educational programs by increasing public transportation use in the Lower Rio Grande Valley;

NOW THEREFORE, in consideration of the promises and of the mutual covenants contained herein, the parties agree as follows:

**II. ROLE OF THE LRGVDC (for Mid Valley (Purple) and Starr (Green) transportation routes)**

LRGVDC shall have the following responsibilities:

1. Provide bus routes to serve the Mid Valley and Starr County campuses during the College’s business days and hours of service according to the attached schedule on Exhibit A;
2. Operate and maintain its public transit system in compliance with regulations and guidelines of the LRGVDC, the Texas Department of Transportation (“TxDOT”) and the Federal Transit Administration (“FTA”) as referenced in the attached LRGVDC Federal Transit Administration Certification and Assurances on Exhibit B;
3. Comply with Title VI (Circular 4702.1B “Title VI Requirements and Guidelines) of the Civil Rights Act of 1964 in accordance with Federal Transit Administration (FTA) grant recipient requirements;
4. Provide certifications and assurances that it will abide by all federal rules and regulations when using FTA funds in connection with this Agreement;
5. Ensure that College students, faculty and staff have access to bus transportation services provided hereunder free of charge upon presentation of an official identification card upon boarding; **The Fast Ride micro-transit service and RGV Metro Express is not included in fare-free boarding.**
6. Track all trips by College students, faculty and staff;
7. Provide College with monthly ridership participation reports within ten (10) working days after the last day of the month for which ridership participation is being reported;
8. Develop initiatives in coordination with the College to ensure that all reasonable efforts are undertaken to increase use of the transportation services;
9. Lease three (3) buses to the College which will be operated and maintained by the College to perform its obligations under this Agreement; and
10. Maintain primary liability (within the limits of the Texas Tort Claims Act) and property insurance



coverage on all its buses operating the Purple and Green Line routes, in compliance with TxDOT and FTA requirements, and upon request, supply evidence of insurance coverage to the College.

### III. ROLE OF COLLEGE

The College shall have the following responsibilities:

1. Operate and maintain ~~eight (8)~~ **six (6)** buses owned by the College and three (3) buses leased from LRGVDC, as listed on Exhibit C, for the Circulator (Yellow) transportation routes during the College's business days and hours of service according to the attached schedule on Exhibit A;
2. Promote ridership by College students, faculty and staff (promotion efforts will include publicizing the service through newsletters, email notifications, signage at special events and semester registration, and other means the College determines would be effective at increasing participation and raising awareness of the service);
3. Designate boarding locations at each campus with appropriate signage at each of its campus stop locations;
4. Maintain primary liability (within the limits of the Texas Tort Claims Act) and property insurance coverage on all its buses, including buses being leased to the College, in compliance with TxDOT and FTA requirements, and upon request, supply evidence of such insurance coverage to LRGVDC; and
5. Operate and maintain its public transit system in compliance with regulations and guidelines of the LRGVDC and the Texas Department of Transportation ("TxDOT").
6. **Report transportation data to the National Transit Database (NTD) as required**

### IV. CONTRACT AMOUNT AND COMPENSATION

#### A. Expense Reimbursement and Payment

On a ~~monthly~~ ~~quarterly~~ **annual** basis **during the term of this Agreement**, the College will submit to LRGVDC reimbursement vouchers with supporting documentation **showing** ~~for~~ its operating costs and maintenance expenses arising from ~~the~~ operation of the Circulator (Yellow) transportation routes. LRGVDC shall remit payment to the College for fifty (50) percent of the total operating costs and eighty (80) percent of the total maintenance expenses incurred by the College **in the operation of the Circulator (Yellow) transportation routes**. (LRGVDC acknowledges that the total amount of the reimbursement payments to the College pursuant to this Agreement for the operation of the Circulator (Yellow) transportation routes is estimated to be \$40,490.00.) Each monthly report will be on College letterhead and approved and signed by an individual with the authority to request payment.

Prior to the implementation of the foregoing **partial** reimbursement structure, using any funds still available from the \$297,624.00 which LRGVDC received from the Corona Virus Aid, Relief and Economic Security (CARES) Act (the "Act") and allocated for payment to the College for the purposes contemplated in this Agreement, LRGVDC ~~shall~~ **agrees to** allocate from such funds and pay to the College an amount sufficient to cover all of the College's operating costs and maintenance expenditures which qualify for reimbursement under the Act. The College will submit to LRGVDC monthly expenditure reimbursement vouchers and will be reimbursed for one hundred (100) percent of its operating costs and maintenance expenses **in connection with the operation of the Circulator (Yellow) transportation routes** during the term of this Agreement until the CARES funds are completely expended, following which the **partial reimbursement** ~~payment~~ structure and reporting requirements described above shall go into effect. Each monthly report will be submitted on College letterhead and approved and signed by an individual with the authority to request payment.

**As consideration for the services to be provided by LRGVDC under this agreement, the College will remit payment to LRGVDC in the amount of \$17,916.40 for the Green Line route between Starr County Campus and Pecan Campus during the Summer 2021 semester.**

~~LRGVDC agrees that during the term hereof, the College shall have no obligation to make any monetary contribution to LRGVDC as consideration for the services to be provided by LRGVDC under this~~

## **Agreement.**

### **B. Match/In-Kind Report**

“Match/In-Kind Report” refers to a written report which describes and provides supporting details concerning the value of the personnel services provided by the College in performing its obligations under this Agreement. The amount of the “in-kind” contribution will be calculated and reported as: a) the College employee’s gross hourly compensation multiplied by the actual hours dedicated by the employee to perform work essential to the implementation and operation of the transportation services hereunder, and (b) the College’s actual operation and maintenance expenses incurred in connection with operation of the transportation services.

The College will submit to LRGVDC Match/In-Kind Reports and supporting documentation no later than thirty (30) ~~fifty (50)~~ days after the end of each fiscal year quarter ~~monthly~~ (November, February, May, and ~~June, July, and~~ August). The Reports will contain the following supporting documentation:

1. Documentation of any activity claimed as a Match/In-Kind contribution. All expenses claimed as Match/In-Kind must be incurred after the effective date of this Agreement.
2. For staff time, the College must provide signed documentation that the individual staff person worked the period of time stated in the Report. All time must be matched to an officially signed or electronic College employee approved timesheet.
3. Documentation that the Match/In-Kind contribution is drawn from local funds and that the expenditure is not credited or allocated to any other program or project for which a matching expenditure is required and is eligible to be applied as a matching contribution. The source must be identified.

## **V. TERM**

The term of this Agreement begins on **June 1, 2021** and expires on **August 31, 2021**. This Agreement may be renewed for two additional one-year periods by mutual written agreement of the parties.

## **VI. TERMINATION**

In the event of a material breach of this Agreement by one of the parties, the non-breaching party, without waiving any other remedy, may terminate this Agreement upon ten (10) days advance written notice of termination to the breaching party setting forth the nature of the material breach. The termination will not be effective if the material breach is fully cured prior to the ten (10) day period.

The Agreement may be terminated with or without cause by the College or LRGVDC upon the giving of at least thirty (30) days’ prior written notice to the other party of its intention to terminate, specifying in such notice the effective date of such termination. In the event of such termination, it is understood and agreed that only the amounts due to the College for transportation services provided and expenses incurred to the date of termination will be due and payable. No penalty will be assessed for termination of this Agreement.

## **VII. COOPERATION**

The parties understand and agree that the services described in this Agreement depend upon timely and open communications between the parties. In this regard, communication of issues, changes, or problems that arise should occur as early as possible. Each party agrees to work cooperatively and in good faith in a manner that ensures timely resolution of issues.

## VIII. NOTICES

Except as otherwise specifically provided in this Agreement, all notices, consents, approvals, demands, requests or other communications provided for or permitted under this Agreement will be in writing and will be deemed to have been duly given or served when delivered by hand delivery, email or fax or deposited in the U.S. Mail by registered or certified mail, return receipt requested, postage prepaid, and addressed as follows:

If to College: South Texas College  
3201 W. Pecan Blvd.  
McAllen, TX 78501  
Attention: Lt. Ruben Suarez, Acting Chief of Police  
Phone: 956-872-2300  
Email: rsuarez8@southtexascollege.edu

*With copy to:* South Texas College  
3201 W. Pecan Blvd.  
McAllen, TX 78501  
Attention: Mary G. Elizondo, VP for Finance & Administrative Services  
Phone: 956-872-3559  
Email: marye@southtexascollege.edu

If to LRGVDC: Lower Rio Grande Valley Development Council  
301 W. Railroad  
Weslaco, TX 78596  
Attention: Manuel Cruz, Executive Director for LRGVDC  
Phone: 956-682-3481  
Email: mcruz@lrgvdc.org

*With copy to:* Lower Rio Grande Valley Development Council  
510 S Pleasantview Dr.  
Weslaco, TX 78596  
Attention: Tom Logan, Director for Valley Metro  
Phone: 956-969-5761  
Email: tlogan@lrgvdc.org

## IX. GENERAL PROVISIONS

### A. Special Provisions

1. This Agreement shall be interpreted, construed and enforced in accordance with the laws of the State of Texas. Venue for any action under this Agreement shall be Hidalgo County, Texas.
2. This Agreement may not be assigned except upon written approval by LRGVDC and College.
3. In case any provision in this Agreement shall, for any reason, be held invalid or unenforceable in any respect, such invalidity or unenforceability shall not affect any other provision hereof, and this Agreement shall be construed as if such invalid or unenforceable provision had not been included herein.
4. No joint venture or partnership is formed as a result of this Agreement. No employees, agents, or subcontractors of one party shall be deemed, or represent themselves to be, employees or agents of the other party. All transportation services provided by LRGVDC are on an independent contractor basis.
5. This Agreement may be amended or modified only by a written instrument executed by both parties.
6. This Agreement constitutes the entire agreement and understanding between the parties with respect to the subject matter hereof.
7. Neither party will be liable for failure or delay in performance of its obligations hereunder to the extent caused by circumstances beyond its reasonable control.
8. The College will maintain records of all documents and materials related to the performance of its

obligations under this Agreement. The College agrees to allow LRGVDC to inspect and evaluate the work performed and any records under this Agreement.

9. LRGVDC shall be responsible for and provide, at its sole expense, adequate equipment inspections, preventative maintenance, fuel for the Mid Valley (Purple) and Starr (Green) shuttle buses.
10. The College shall be responsible for and provide preventative maintenance with respect to the Circulator (Yellow) shuttle buses, and the College shall provide preventative maintenance reports to LRGVDC.
11. The College may place advertising wraps on buses subject to their removal upon termination of the Agreement.
12. The Valley Metro logo and the LRGVDC name will be included on the exterior of buses used in service and owned by Valley Metro and operated by the College for the Circulator (Yellow) transportation routes.
13. At the College's request, Valley Metro shall provide, at its expense, training to the College's staff regarding FTA and TxDOT requirements and expectations under this Agreement.
14. The College will designate a person as its lead representative in connection with this Agreement as well as an additional person who will serve as the backup to the lead representative. Designated representatives will meet periodically for the purpose of exchanging updates, requesting information, providing technical assistance, and engaging in oversight of compliance with the terms and conditions of this Agreement.
15. LRGVDC will perform all grant management activities regarding this Agreement, including submission of a grant application to FTA for project funds, fiscal management, periodic reporting to FTA and triennial review reporting.
16. LRGVDC will perform periodic oversight and compliance of College activities for Circulator (Yellow) Line & Park and Ride transportation routes to ensure that the service is operated as public transportation and that all elements of this Agreement are followed. This will include, without limitation, inspections of buses, inspections of facilities, safety & security reviews, drug and alcohol reviews, annual reviews, report generation, and similar activities.
17. LRGVDC will claim the College's ridership, mileage, hours, and other statistical numbers in its reports and will publicize, market, and otherwise include the College's services as part of its public transportation network.
18. LRGVDC will institute a complaint process to record and address customer complaints, including discrimination complaints.
19. The College will record and submit any complaints to an LRGVDC representative within 24 hours from the receipt of such complaint.
20. For the duration of this Agreement, LRGVDC shall, at no additional cost to the College, lease three buses to the College to be operated in the Circulator (Yellow) transportation routes. The responsibility for the maintenance and operation costs thereof are elsewhere provided for in this Agreement.

#### **B. Circulator (Yellow) Transportation Routes**

1. The College will operate the Circulator (Yellow) transportation routes as public transportation for the benefit of the College community. In this regard, it is acknowledged that if space is available, a person who is not a College student, faculty or staff, may be provided ridership, but only from and to an official College campus location, consistent with 49 United States Code (USC), Chapter 53, as described in Exhibit A.
2. The College will use its own staff and buses to provide public transportation services for the Circulator (Yellow) transportation routes. College staff will at all times remain employees of the College.
3. Buses must be parked in a safe and secure location. LRGVDC maintenance staff will have access to the buses to ensure that buses are properly maintained and operating in good conditions.
4. The College will provide service reports for Circulator (Yellow) shuttles.
5. The College will maintain auto primary liability on all College-owned buses and leased buses within the limits of the Texas Tort Claims Act.

#### **C. Maintenance - Starr (Green) and Mid Valley (Purple) Transportation Routes**

1. LRGVDC will provide maintenance services with its own staff for buses used in connection with this

Agreement. These maintenance activities will adhere to the *LRGVDC Vehicle Maintenance Plan* and will include:

- a. Responding to road calls;
- b. Providing routine preventive maintenance according to the manufacturer's specified maintenance schedule and FTA standards;
- c. Detailing/cleaning buses once a week;
- d. Providing tire replacement service according to the manufacturer's schedule;
- e. Providing brake maintenance according to the manufacturer's schedule;
- f. Providing out-of-cycle repairs as necessary;
- g. Coordinating warranty work according to manufacturer guidelines;
- h. Keeping an inventory of all tools, equipment, parts, materials, and supplies;
- i. Keeping maintenance records of all activities, including work orders;
- j. Ensuring that all maintenance activities are safe and secure; and
- k. Adhering to the maintenance plan.

If a major repair or other repair is needed in connection with any equipment used to provide services for the Mid Valley (Purple) or Starr (Green) bus lines that will exceed the established maintenance budget, LRGVDC will present the College a plan of action to address the repair, including the cost and timeline for repair.

2. LRGVDC will perform periodic oversight of the College activities to ensure that the service is operated as public transportation and that all elements of this Agreement are followed. This includes, without limitation, inspections of buses, inspections of facilities, safety and security reviews, annual reviews, report generation, and similar activities.

#### **D. Warranties**

1. The College warrants that (a) the transportation services are necessary and authorized for activities that are properly within its statutory functions and programs; (b) it has the authority to contract for the services under authority granted in § 130.022, 130.010, and 130.084, *Texas Education Code*, and Chapter 791, *Texas Government Code*; (3) it has all necessary legal authority and has received all necessary approvals to execute and deliver this Agreement; and (4) the officer signing this Agreement on its behalf is authorized by its governing body to sign this Agreement.
2. LRGVDC warrants that (1) it has authority to perform the services under authority granted in Chapter 791, *Texas Government Code*; (2) it has all necessary legal authority and has received all necessary approvals to execute and deliver this Agreement; and (3) the officer signing this Agreement on its behalf is authorized by its governing body to sign this Agreement.

#### **E. Capital**

1. LRGVDC will initiate the process of procuring capital improvements under this Agreement upon request of the College.

**The undersigned acknowledge that they have read and understand this Agreement and agree to be bound by its terms and conditions.**

**South Texas College**

**Lower Rio Grande Valley Development  
Council**

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

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**Manuel Cruz**  
**Executive Director**

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Date

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Date

## **EXHIBIT A**

### **COLLEGE'S BUSINESS DAYS AND HOURS OF SERVICE**

## Appendix A

### Interlocal Agreement for the Jag Express Intercampus Transportation Services between LRGVDC and STC for Fall 2020 and Spring 2021 Semesters

#### Fall 2020 Semester

On August 25, 2020, the Board of Trustees approved and authorized the Interlocal Agreement for the Jag Express Intercampus Transportation Services between South Texas College and the Lower Rio Grande Valley Development Council (LRGVDC) for Fall 2020 Semester, a four-month period from September 1, 2020, through December 31, 2020.

For the Fall 2020 semester, the agreement included the following:

- LRGVDC funded all the costs for routes to the Starr County Campus (Green Lines) and Mid Valley Campus (Purple Line), totaling \$258,140.
- The College covered the costs for the Yellow Line routes operated by the College connecting the Pecan Campus, Technology Campus, and Nursing and Allied Health Campus to be reimbursed by CARES Act Funds carried over from FY 2020 and federal/state grant contributions received from LRGVDC with a net cost of \$23,303.

The total costs for LRGVDC and South Texas College for the Fall 2020 semester are as follows:

Transportation Routes	LRGVDC	South Texas College		
	Operating Cost for System	Operating Cost for System	CARES Act & Grant Contribution	Net Cost
Starr (Green)	\$195,122	\$ -	\$ -	\$ -
Mid Valley (Purple)	63,019	-	-	-
Circulator (Yellow)	-	99,547	76,244	23,303
<b>Total</b>	<b>\$258,141</b>	<b>\$99,547</b>	<b>\$76,244</b>	<b>\$23,303</b>

## Appendix A

### Interlocal Agreement for the Jag Express Intercampus Transportation Services between LRGVDC and STC for Fall 2020 and Spring 2021 Semesters

#### Spring 2021 Semester – Current Agreement

On November 24, 2020, the Board of Trustees approved and authorized the Interlocal Agreement for the Jag Express Intercampus Transportation Services between South Texas College and the Lower Rio Grande Valley Development Council (LRGVDC) for Fall 2020 Semester, a five-month period from January 1, 2021 through May 31, 2021.

For the Spring 2021 semester, the agreement included the following:

- LRGVDC funded all costs for Green Line 1, Green Line – Roma, and Purple Line for the Spring semester only.
- LRGVDC continued Green Line 1 service.
- LRGVDC continued Green Line Route 60 (Roma) service.
- LRGVDC eliminated Green Line 2 service.
- LRGVDC continued the Purple Line Service with modified routes.
- STC will maintain and continued operating the Yellow Line service and federal/state grant contributions will be received from LRGVDC to assist with the cost.

The estimated total costs for LRGVDC and South Texas College for the Spring 2021 semester is as follows:

	LRGVDC	South Texas College		
Transportation Routes	Operating Cost for System - Approximate	Operating Cost for System	Grant Contribution	Net Cost
Starr (Green)	\$199,777	\$ -	\$ -	\$ -
Mid Valley (Purple)	77,944	-	-	-
Circulator (Yellow)	-	\$146,143	76,662	69,481
<b>Total</b>	<b>\$277,721</b>	<b>\$146,143</b>	<b>\$76,662</b>	<b>\$69,481</b>



## Appendix A

### Interlocal Agreement for the Jag Express Intercampus Transportation Services between LRGVDC and STC for Fall 2020 and Spring 2021 Semesters

The table below provides an estimated total cost for the Fall 2020 and Spring 2021 semesters for LRGVDC and South Texas College:

	Amount
<b>Total Operating Cost for Services</b>	<b>\$781,552</b>
Contributions:	
State/Federal Operating	(441,874)
City of Weslaco and Weslaco EDC Contribution	(59,229)
LRGVDC-Green & Purple Lines	(163,356)
<b>Total Contributions</b>	<b>\$664,459</b>
<b>Total Net Cost to STC – Yellow Line Only</b>	<b>\$117,093</b>
STC Direct Expenditures	117,093
STC Payment to LRGVDC	0
<b>Total Net Cost to South Texas College</b>	<b>\$117,093</b>

The cost by transportation routes for Fall 2020 and Spring 2021 semesters are as follows:

Transportation Routes	Total Operating Cost for System	Contributions	Total Cost to LRGVDC	STC Direct Expenditures	STC Payment to LRGVDC
Mid Valley (Purple)	\$ 140,963	\$140,963	\$0	\$0	\$0
Starr (Green)	394,899	231,543	163,356	0	0
Circular (Yellow)	245,690	128,597	0	117,093	0
Park & Ride	0	0	0	0	0
<b>Total</b>	<b>\$ 781,552</b>	<b>\$501,103</b>	<b>\$ 163,356</b>	<b>\$117,093</b>	<b>\$0</b>

The Transportation Services Operation Plan for Summer 2021 semester was not included in the Spring 2021 LRGVDC agreement.



**SOUTH TEXAS  
COLLEGE**

# JAG EXPRESS OPERATION RECOMMENDATION FOR SUMMER 2021

**BOARD MEETING**

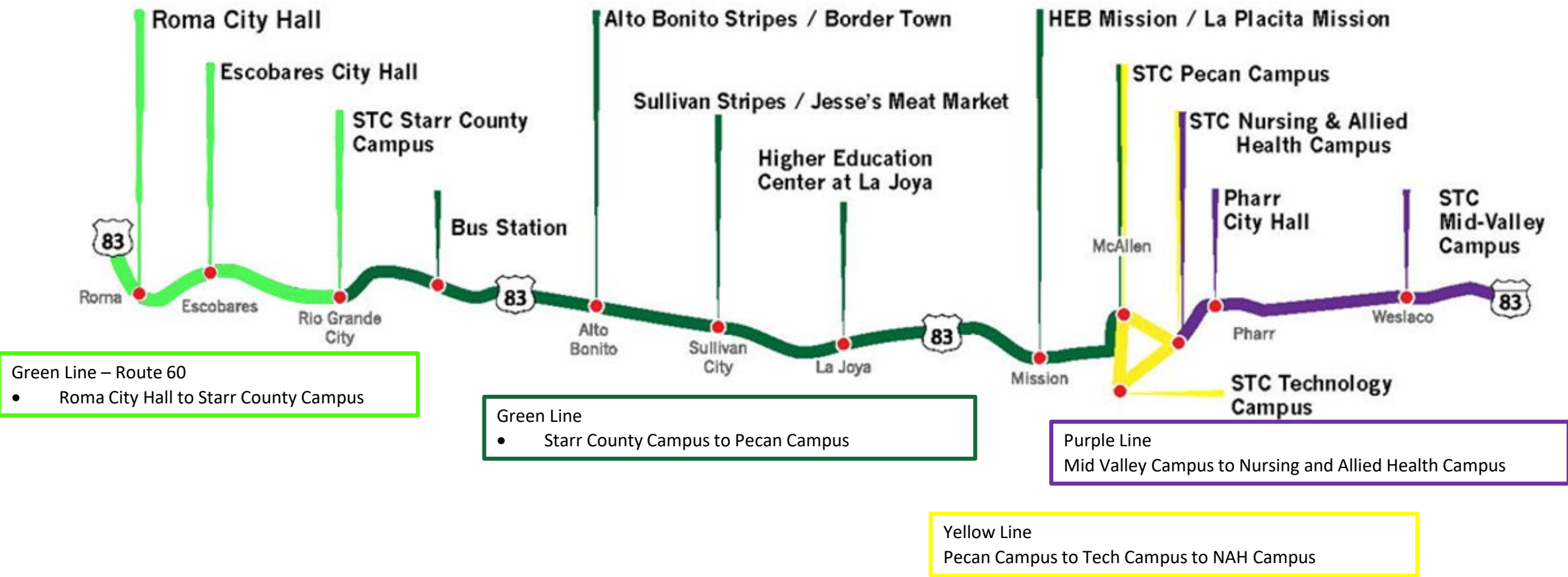
**MAY 25, 2021**

**PRESENTED BY:**

**MARY G. ELIZONDO**

Vice President For Finance And Administrative Services,  
MBA, CPA, CFE, CGMA, Title IX Coordinator

# SERVICE MAP



## RIDERSHIP ACTIVITY FOR JUNE THROUGH AUGUST

The table below reflects the ridership count provided by the LRGVDC for the Purple Line and Green Lines and the College's ridership for the Yellow Line for the months of June through August:

Transportation Route	FY 2018	FY 2019	FY 2020
LRGVDC			No Service Provided – Furloughed due to pandemic
Starr (Green Line 1 & 2)	3,164	1,722	
Starr (Green Line Route 60/Roma)	856	751	
Mid Valley (Purple Line)	695	604	
STC			
Circulator (Yellow Line)	3,046	1,280	
Total	7,761	4,357	

# SERVICE COMPARISON

The table below reflects the different levels of service the college has recently received.

Transportation Route	Fall 2020	Spring 2021	Summer 2021
LRGVDC			
Green Line (Starr) - 1	✓ (LRGVDC)	✓ (LRGVDC)	✓ (STC)
Green Line (Starr) - 2*	✓ (LRGVDC)*	X	X
Green Line (Roma)	✓ (LRGVDC)	✓ (LRGVDC)	✓ (LRGCDC)
Purple Line (Mid Valley)**	✓ (LRGVDC)**	X	X
STC			
Circulator (Yellow Line)	✓ (STC)	✓ (STC)	✓ (STC)
Total Net Cost to STC	\$23,304	\$69,481	\$54,097

\*Green Line(Starr/Pecan) is traditionally comprised of two routes. As of 11/16/20, Green Line has consisted of one route. \*\*Purple Line (MV/NAH) was suspended as of 10/12/20.

Funded by – (LRGVDC) or (STC)

## ESTIMATED COSTS FOR FY 2021 SUMMER SESSION

The table below are estimated costs for FY 2021 Summer Session for LRGVDC and South Texas College.

<b>Total Operating Cost for Services</b>	<b>\$161,506</b>
Contributions:	
State/Federal Operating	\$(92,919)
LRGVDC – Green Line Route 60 (Roma) & Purple Lines	(14,490)
Total Contributions	\$107,409
Total Net Cost to STC	\$54,097
STC Direct Expenditures – Yellow Line	\$36,181
STC Payment to LRGVDC – Green line I	17,916
Total Net Cost to South Texas College	\$54,097

## COST OF SERVICES BREAKDOWN BY ROUTE

The cost by transportation routes for FY 2021 Summer Session are as follows:

Transportation Routes	Total Operating Cost	Contributions	Total Cost to LRGVDC		STC Payment to LRGVDC	STC Direct Expenditures
Sarr (Green -I)	47,141	29,225	0		17,916	0
Sarr (Green-Roma)	37,694	23,204	14,490		0	0
Circular (Yellow)	76,671	40,490	0		0	36,181
<b>Total</b>	<b>\$161,506</b>	<b>\$92,919</b>	<b>\$14,490</b>		<b>\$17,916</b>	<b>\$36,181</b>

## COST OF SERVICES BREAKDOWN FY 2020 – FY 2021

The table below provides the estimated total cost for the Fall 2020, Spring 2021, and Summer 2021 semesters for LRGVDC and South Texas College:

Fiscal Year 2020 - 2021	LRGVDC	STC		
	Operating Cost for the Green and Purple Line	Operating Cost for the Yellow Line	Grant Contribution	Net Cost
Fall 2020	\$258,141	\$99,547	\$76,244	\$23,303
Spring 2021	\$277,721	\$146,143	\$76,662	\$69,481
Summer 2021	Only Includes (Green – Roma) \$37,694	Includes Green Line - I \$123,812	\$69,715	\$54,097
Total	\$573,556	\$369,502	\$222,621	\$146,881





# Thank You

## **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. Acceptance of the Nursing and Allied Health Campus NAH East Building A Exterior Stairs Repairs and Replacement Assessment Report
- b. Authorization to Proceed with Solicitation of Construction Services for the Nursing and Allied Health Campus NAH East Building A Exterior Stairs Repairs and Replacement
- c. Approval of Final Completion of the Nursing and Allied Health Campus NAH East Building A Student Services Renovation
- d. Approval of Architectural Fee Adjustment for the Nursing and Allied Health Campus NAH East Building A Student Services Renovation Project
- e. Approval of Final Completion of the Starr County Campus Student Services Building G Cashiers and Veterans Affairs Areas Renovation
- f. Approval of Architectural Fee Adjustment for the Starr County Campus Student Services Building G Cashiers and Veterans Affairs Areas Renovation Project

### **Recommendation:**

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

- a. Acceptance of the Nursing and Allied Health Campus NAH East Building A Exterior Stairs Repairs and Replacement Assessment Report

- b. Authorization to Proceed with Solicitation of Construction Services for the Nursing and Allied Health Campus NAH East Building A Exterior Stairs Repairs and Replacement
- c. Approval of Final Completion of the Nursing and Allied Health Campus NAH East Building A Student Services Renovation
- d. Approval of Architectural Fee Adjustment for the Nursing and Allied Health Campus NAH East Building A Student Services Renovation Project
- e. Approval of Final Completion of the Starr County Campus Student Services Building G Cashiers and Veterans Affairs Areas Renovation
- f. Approval of Architectural Fee Adjustment for the Starr County Campus Student Services Building G Cashiers and Veterans Affairs Areas Renovation Project

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

- a. Acceptance of the Nursing and Allied Health Campus NAH East Building A Exterior Stairs Repairs and Replacement Assessment Report
- b. Authorization to Proceed with Solicitation of Construction Services for the Nursing and Allied Health Campus NAH East Building A Exterior Stairs Repairs and Replacement
- c. Approval of Final Completion of the Nursing and Allied Health Campus NAH East Building A Student Services Renovation
- d. Approval of Architectural Fee Adjustment for the Nursing and Allied Health Campus NAH East Building A Student Services Renovation Project
- e. Approval of Final Completion of the Starr County Campus Student Services Building G Cashiers and Veterans Affairs Areas Renovation
- f. Approval of Architectural Fee Adjustment for the Starr County Campus Student Services Building G Cashiers and Veterans Affairs Areas Renovation Project

**Approval Recommended:**

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

### **Consent Agenda:**

#### **a. Acceptance of the Nursing and Allied Health Campus NAH East Building A Exterior Stairs Repairs and Replacement Assessment Report**

Approval of the Nursing and Allied Health Campus NAH East Building A Exterior Stairs Repairs and Replacement Assessment Report and authorization to proceed with design of the recommended repairs is requested.

##### **Purpose**

The acceptance of the NAH East Building A Exterior Stairs Repairs and Replacement Assessment Report will acknowledge the findings and recommendations of the report prepared by Chanin Engineering, LLC. The authorization to proceed with design of the recommended repairs is needed to allow the engineer to move forward with design work for addressing the recommendations in the report.

##### **Scheduling Priority**

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

##### **Background**

On January 26, 2021, the Board approved contracting engineering services with Chanin Engineering, LLC to evaluate the condition of the stairs on the north side and west side of Building A, make recommendations for repairing or replacing the stairs, and develop construction documents.

Chanin has completed the Structural Assessment Report of the stairs and will be presenting their findings at the Facilities Committee meeting. The assessment report includes an evaluation of the adequacy of the existing stairs, and recommendations for repairing them.

The engineer has provided information regarding the evaluation of rust damage, which is classified into four stages as follows:

- Stage 1: Base metal is sound. Corrosion deposits on the surface accompanied by minor etching and pitting is present.
- Stage 2: Base metal still unaffected. Scaling and flakes of metal develop, become loose, and fall off.
- Stage 3: Surface conditions similar to stage 2, in addition to which the base metal is compromised, and small pinholes may be present.
- Stage 4: Corrosion has advanced to the point in which the base metal has been penetrated.

The engineer's observations in the report are summarized below:

*West Stairs:*

- Minimal corrosion deposits throughout the structure members and connections.
- The base connections of the columns appear to be in stage 4 of corrosion.

*East Stairs:*

- Appear to have stages 3-4 of corrosion at approximately 40% of its members and connections.

The engineer's recommendations in the report are summarized below:

*West Stairs:*

- All members and connections may be cleaned using wire brush or sand blast.
- All deteriorated welds may be re-welded and inspected by a certified weld inspector.
- Steel column bases may be encapsulated with steel plates.
- Install new steel angles around the bottom perimeter of the deck/concrete landings.
- Re-paint all steel members and connections with a Rust-Inhibitive paint.
- Incorporate a proper maintenance program to clean/re-paint stairs periodically to maintain its structural integrity.

*East Stairs:*

- Approximately 40% of the structure's members and connections would have to be replaced due to their stage of corrosion.
- Considering the amount of steel members and connections to be removed, shored, and replaced, it may be more feasible to remove and replace the stairs in its entirety in-kind.

Chanin Engineering, LLC estimates the cost of the proposed repairs for both east side and west side stairs to be within the construction budget. The total project budget is \$169,000 which includes funds for construction, design, and miscellaneous costs.

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

**Funding Source**

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

**Enclosed Documents**

The Structural Assessment Report and a site plan are enclosed for the Board's review and information.

**Presenters**

A representative from Chanin Engineering, LLC attended the meeting to present the findings of the report and respond to questions from the Committee.

The Facilities Committee recommended Board acceptance of the Nursing and Allied Health Campus NAH East Building A Exterior Stairs Repairs and Replacement Assessment Report prepared by Chanin Engineering, LLC and authorization to proceed with design of the repairs as presented.

**Recommendation:**

It is recommended that the Board of Trustees of South Texas College accept the Nursing and Allied Health Campus NAH East Building A Exterior Stairs Repairs and Replacement Assessment Report prepared by Chanin Engineering, LLC and authorization to proceed with design of the repairs as presented.

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

The Board of Trustees of Trustees of South Texas College accepts the Nursing and Allied Health Campus NAH East Building A Exterior Stairs Repairs and Replacement Assessment Report prepared by Chanin Engineering, LLC and authorization to proceed with design of the repairs as presented.

**Approval Recommended:**

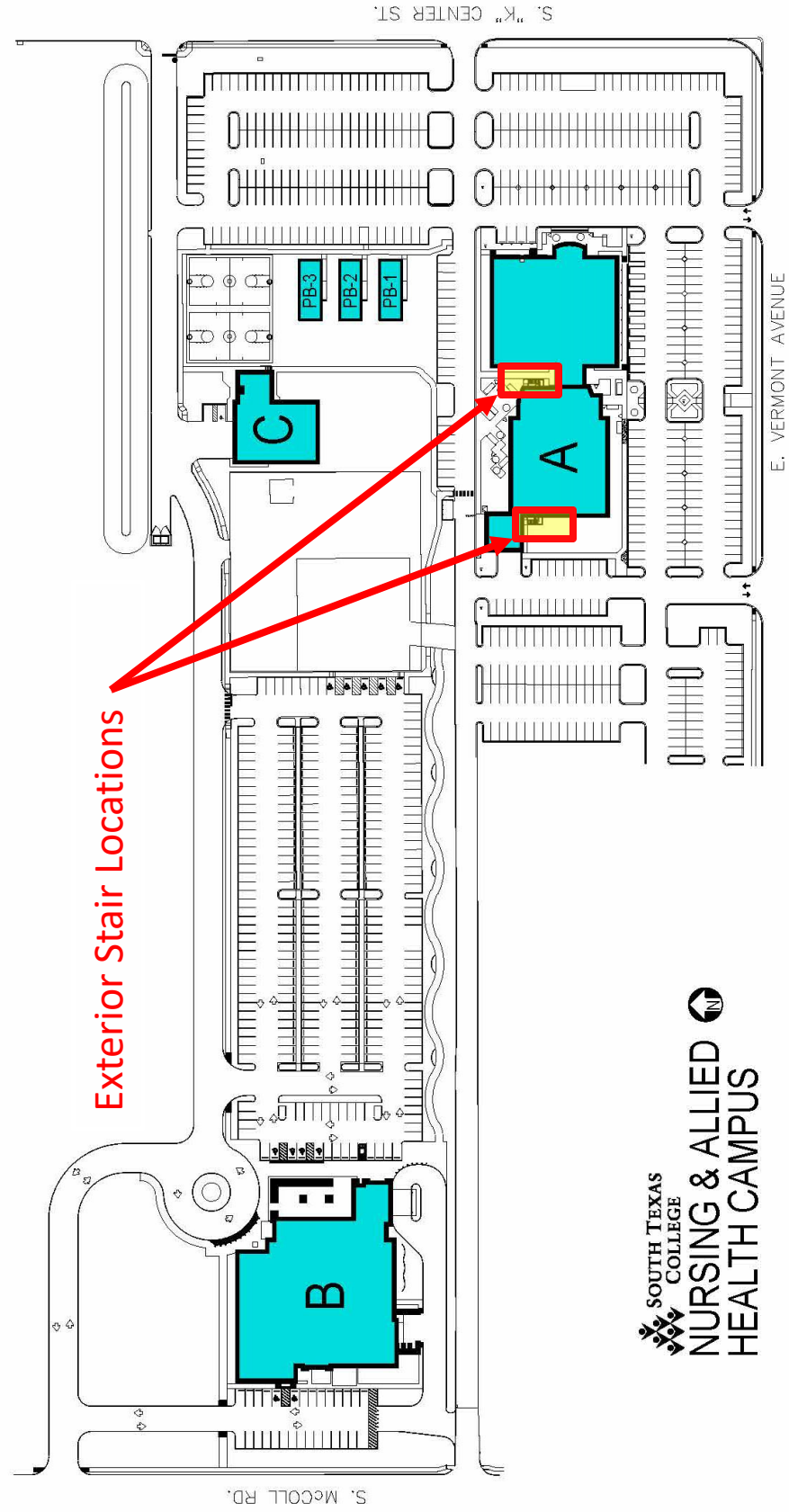
**David C. Plummer, M.B.A., Ed.D.**  
**Interim President**



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

**East Building A Exterior Stairs Repairs and Replacement**

# NAHC East Building A Exterior Stairs Repairs and Replacement





May 13, 2021

Roberto S Gomez, MPA, CPM  
Project Manager  
Facilities Planning and Construction  
South Texas College  
3200 W. Pecan Blvd., Bldg. N, Suite 179  
McAllen, Texas 78501  
956-872-3734  
[rgomez\\_2823@southtexascollege.edu](mailto:rgomez_2823@southtexascollege.edu)

**Re: Nursing & Allied Health Campus East Building A Exterior Stairs Repair & Replacement –  
Structural Assessment  
CE No. 21-128**

Dear Roberto Gomez,

Upon your request and authorization, Chanin Engineering LLC, performed a visual structural observation of the Exterior Stairs at Nursing & Allied Health Building located at 1101 E. Vermont McAllen, TX 78503 on Tuesday, April 13, 2021. This letter will serve as a summary of the observations and recommendations by Chanin Engineering. No destructive testing or dismantling of materials was performed as a part of this assessment.

**Background and Purpose:**

It is our understanding that South Texas College has concerns with the structural integrity and condition of the two sets of exterior stairs located on the East and West of the referenced building. We have been asked to perform a visual structural observation and assessment of the current conditions and present our professional opinion relating to the stair's structural integrity. No existing construction documents were provided.

**Project Description:**

Both exterior stairs, which are currently dormant, have a footprint of approximately 19'-6" x 8'-0" with a total height of 53'-0". The stair systems consists of concrete landings and steps supported by cold-formed angles and 12" steel channels for beam landings and stringers. Steel channel stringers bear into main landing beams consisting of 8" x 4" square tube (Long Leg Vertical). In turn, the landing beams bear on 4" x 4" square columns.

**Observations:**

West Stairs:

- Base plates appear to have reached stage 3 of corrosion as seen on **Images 2 & 4.**
- Deflection is present at angles at the bottom perimeter of the landings as seen on **Image 3.**
- Flacking of paint is present as shown on **Images 5 & 8.**
- Weld along first 24" deep channel appears to have reached stage 3 of corrosion as seen on **Image 6.**
- Approximately 15% of welds on steps/ stringer at 3<sup>rd</sup> level appear to have reached stage 3 of corrosion as shown on **Image 7.**

400 Nolana, Suite H2  
McAllen, Texas 78504  
Phone: (956) 687-9421 | Fax: (956) 687-3211  
TBPE Firm Registration No. F-9369

- Flaking of paint is present at roof members as seen on **Image 9**.

East Stairs:

- Base plates have reached stage 4 of corrosion as shown on **Images 11 & 12**.
- Several Steps have reached stage 4 of corrosion as seen on **Images 13 & 14**.
- Welds throughout structure have reached stage 3-4 as seen on **Images 15-19**.
- Flaking of paint is present throughout structure as seen on **Image 20**.
- Approximately 40% of structural members and connections/welds appeared to have reached stage 3-4 of corrosion.

**Analysis:**

Evaluating rust damage is classified into four stages. Stages are as followed:

- Stage 1: Base metal is sound. Corrosion deposits on the surface accompanied by minor etching and pitting is present.
- Stage 2: Base metal still unaffected. Scaling and flakes of metal develop, become loose, and fall off.
- Stage 3: Surface conditions similar to stage 2, in addition to which the base metal is compromised, and small pinholes may be present.
- Stage 4: Corrosion has advanced to the point in which the base metal has been penetrated.

Based on our visual observations and in our opinion, the stairs located on the West appear to have minimal corrosion deposits throughout the structure members and connections. The base connections of the columns appear to be in stage 4 of corrosion. The stairs located on the East appear to have stages 3-4 of corrosion at approximately 40% of its members and connections.

RISA 3D, a structural analysis software, was used to create a finite element model based on the field measurements obtained on the field to determine the structural adequacy of the existing members. The occupancy live, dead, and wind loads are in accordance with ASCE's 7-16 edition of the Minimum Design Loads for Buildings and Other Structures, which is referenced in the International Building Code.

Design Assumptions:

The assumed yield strength for the structural steel was 36ksi for channels and 46ksi for square and rectangular tubes. A ¼" wall thickness was assumed on the structural columns. If the wall thickness and/or yield strength of the columns is any less of the assumed value, the columns may be inadequate for the loadings as referenced in the section below and may need replacement.

Loading:

Loads were applied to the model based on their occupancy and assumed steel and concrete weight in accordance with ASCE 7-16. A dead load of 44psf and 55psf was used for stringers and landings

respectively. A live load of 100psf was used for both stringers and landings. Lastly, a live and dead load of 20 psf and 10 psf respectively was applied on the roof.

Structural Analysis:

Based on the referenced design assumptions and loading shown above, it appears the existing members are structurally adequate. Exclusions on calculations include angle connections and weld capacities due to weld and member thickness being unobtainable.

### Recommendations and Conclusion

A list of recommendations for the referenced stairs are as follows:

#### West Stairs:

- All members and connections may be cleaned using wire brush or sand blast.
- All deteriorated welds may be re-welded and inspected by a certified weld inspector.
- Steel column bases may be encapsulated with steel plates.
- Install new steel angles around the bottom perimeter of the deck/concrete landings.
- Re-paint all steel members and connections with a Rust-Inhibitive paint.
- Incorporate a proper maintenance program to clean/re-paint stairs periodically to maintain its structural integrity.

#### East Stairs:

Approximately 40% of the structure's members and connections would have to be replaced due to their stage of corrosion. Considering the amount of steel members and connections to be removed, shored, and replaced, it may be more feasible to remove and replace the stairs in its entirety in-kind.

### Engineer's Cost Opinions

The cost opinions provided in the table below are intended to provide information on the general magnitude of costs and should not be taken as a quotation of the actual cost. The actual costs associated with the repairs is beyond our control and may vary from cost opinions.

The cost opinions include demolishing and replacing materials, labor, and installation costs. It is based on professional opinion based on previous work experience. The projected estimate may increase based on other factors not considered, such as time, price fluctuation and existing conditions.

Repairs Category	Repair Description	Cost Opinion
Category #1 - Recommended Repairs	Removal and replacement of one set of Stairs.	\$125,000 - \$150,000
Category #2 - Recommended Repairs	Repair including wire-brushing/sand blasting, re-painting structure, touch up welds, encasing column bases with steel, and adding steel angles around perimeters of all landings.	TBD Upon final walkthrough and construction documents.

### Life Safety and Code Considerations

Risks to life-safety are generally described as a separation of parts of the building, such as partial or total collapse of the major structural components. Due to the deterioration of the steel members and the amount of corrosion observed, there is a possibility of falling debris injuring someone in the vicinity of the stairs.

### Limitations:

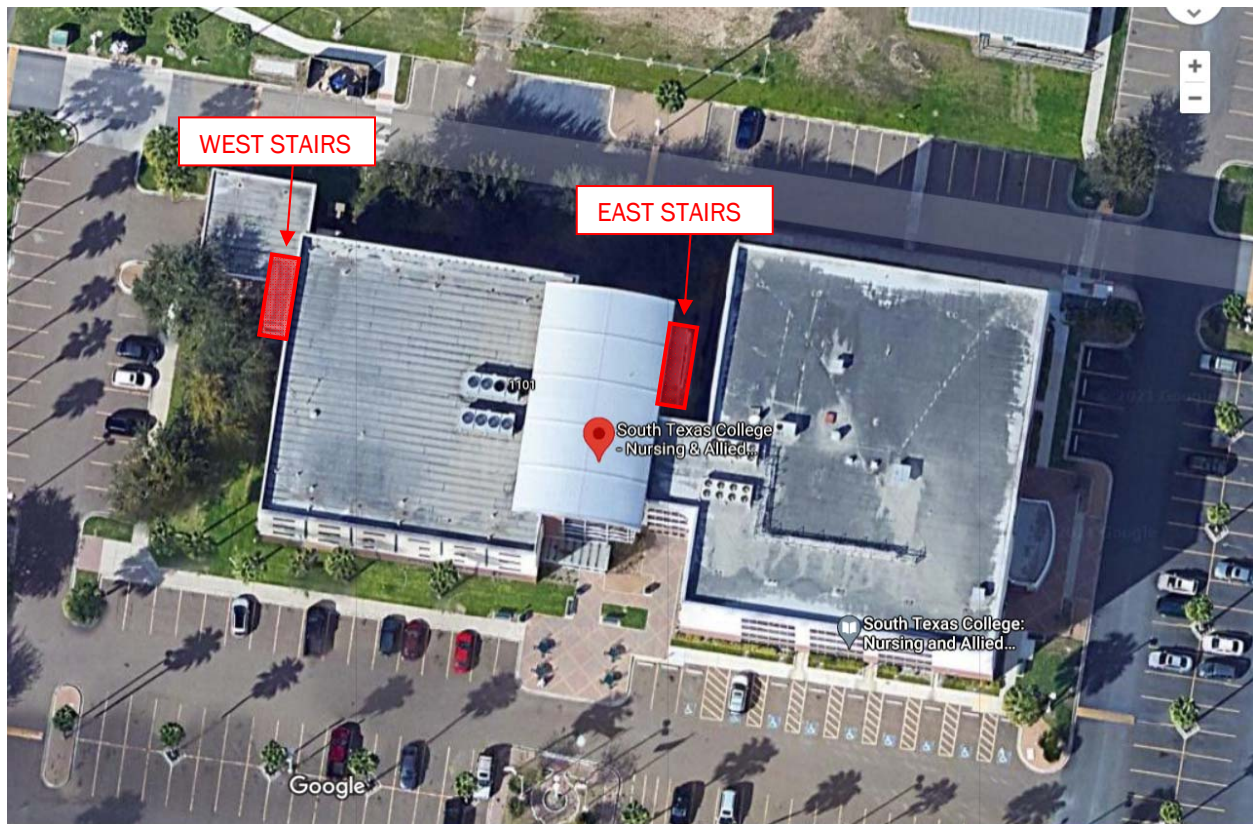
This observation report is the result of a professional, specific and limited scope assignment. It is limited to visual observations at the time of the job site visit. All professional opinions are strictly based on visual observations. No testing was performed on nor detailed data provided on the construction materials utilized during construction. It was prepared with care and within the customs and practices of the industry. The opinions expressed are valid as of the present date. However, changes in the conditions of a property can occur with the passage of time, whether they are due to natural processes or the works of man on the building site or adjacent to the building. In addition, changes in applicable or appropriate standards may occur, whether they result from legislation or the broadening of knowledge. Accordingly, the opinions of this report may be invalidated wholly or partially by changes outside our control. Further, this report does not serve as a guarantee, but instead serves as a memorial of a site observation visit.

If you have any questions, please do not hesitate to call the office.

Respectfully Submitted,



Miguel Chanin, PE  
Principal-in-Charge



400 Nolana, Suite H2  
McAllen, Texas 78504  
Phone: (956) 687-9421 | Fax: (956) 687-3211  
TBPE Firm Registration No. F-9369





Image 1: West Stairs



Image 2: West-Base Plate



Image 3: West-Deflection at perimeter deck angles.



Image 4: West-Base Plate



Image 5: West- Flaking of paint present at steps



Image 6: West-Weld corrosion at 24" deep channel



Image 7: West- Corroded welds at 3<sup>rd</sup> level steps.



Image 8: West- Flaking of paint and corroded welds at 3<sup>rd</sup> level steps/stringer





Image 9: West Flacking of paint on Roof structure



Image 10: East Stairs



Image 11: East-Base Plate



Image 12: East-Base Plate





Image 13: East-Stage 4 corrosion present at steps



Image 14: East- Stage 4 corrosion present at steps



Image 15: East-Weld conditions



Image 16: East-Weld conditions



Image 17: East- Weld conditions



Image 18: East-Weld conditions




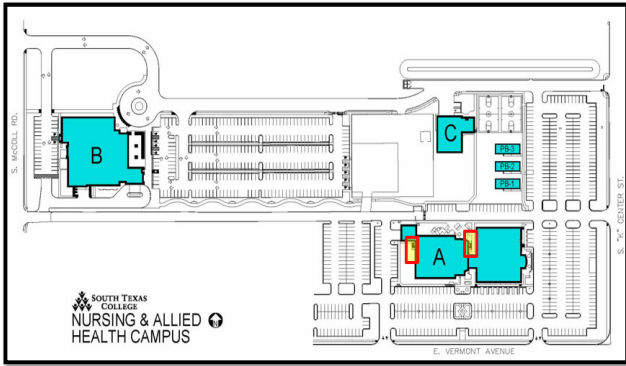
Image 19: East- Weld conditions



Image 20: East-Flacking of paint present

# Project Fact Sheet

5/14/2021

<b>Project Name:</b> NAH - Building A Stair Repairs and Replacement		<b>Project No.</b> 2021-011R	
<b>Funding Source(s):</b> Renewals & Replacements Fund			
<b>FY 20-21</b>			
	<b>Project Budget</b>	<b>Actual Expenditures</b>	<b>Variance of Project Budget vs. Actual Expenditures</b>
			<b>Total Actual Expenditures To Date</b>
Construction:	\$ 150,000.00	\$ -	\$ 150,000.00
Design	15,000.00	-	15,000.00
Miscellaneous:	4,000.00	-	4,000.00
FFE:	-	-	-
Technology:	-	-	-
<b>Total:</b>	<b>\$ 169,000.00</b>	<b>\$ -</b>	<b>\$ 169,000.00</b>
<b>Project Team</b>		<b>Board Status</b>	
<b>Approval to Solicit Engineer:</b> 10/27/2020		<b>Board Approval of Schematic Design</b> TBD	
<b>Engineer:</b> Chanin Engineering			
<b>Contractor:</b> TBD		<b>Substantial Completion</b> TBD	
<b>STC FPC Project Manager:</b> Robert S Gomez		<b>Board Acceptance</b> TBD	
		<b>Final Completion</b> TBD	
<b>Project Description</b>		<b>Project Scope</b>	
Repair and/or replacement of the existing exterior stairs for Building A due to rust damage and deterioration.		Hire a structural engineer to evaluate the stairs and make a recommendation on how to proceed with repairing them, then proceed with repair work as approved.	
<b>Projected Timeline</b>			
Board Approval of Engineer	Board Approval of Schematic Design	Board Approval of Contractor	Construction Start Date
1/26/2021	TBD	TBD	TBD
		Substantial Completion Date	
		TBD	
		Final Completion Date	
		TBD	
		FFE Completion of Move In	
		TBD	
<b>Project Calendar of Expenditures by Fiscal Year</b>			
<b>Fiscal Year</b>	<b>Construction</b>	<b>Design</b>	<b>Miscellaneous</b>
2020-21	-	-	-
<b>Project Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Current Agenda Item</b>			
05/18/21 Facilities Committee: Review and Recommend Action on the Nursing and Allied Health Campus NAH East Building A Exterior Stairs Repairs and Replacement Assessment Report			
05/18/21 Facilities Committee: Review and Recommend Action on Necessary on Authorization to Proceed with Solicitation of Construction Services for the Nursing and Allied Health Campus NAH East Building A Exterior Stairs Repairs and Replacement			
			

FPC Project Manager \_\_\_\_\_

FPC Asst. Director \_\_\_\_\_

FPC Director \_\_\_\_\_

**Consent Agenda:**

**b. Authorization to Proceed with Solicitation of Construction Services  
for the Nursing and Allied Health Campus NAH East Building A  
Exterior Stairs Repairs and Replacement**

Approval of authorization to proceed with the solicitation of construction services for the Nursing and Allied Health Campus NAH East Building A Exterior Stairs Repairs and Replacement project is requested.

Construction services are necessary to perform repairs to the exterior stairs at NAH East Building A. 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.

**Background**

On January 26, 2021, the Board approved contracting engineering services with Chanin Engineering, LLC to evaluate the condition of the stairs on the north side and west side of Building A.

Chanin Engineering, LLC estimates the cost of the proposed repairs for both east side and west side stairs to be within the construction budget. The total project budget is \$169,000 which includes funds for construction, design, and miscellaneous costs.

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

Chanin Engineering, LLC is currently working on the development of the construction plans and specifications. Upon completion of the documents, the College would begin the process of the solicitation for construction services of the drainage improvements.

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

**Recommendation:**

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

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

The Board of Trustees of Trustees of South Texas College approves and authorizes proceeding with the solicitation of construction services for the Nursing and Allied Health Campus NAH East Building A Exterior Stairs Repairs and Replacement project as presented.

**Approval Recommended:**

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



**Consent Agenda:**

**c. Approval of Final Completion of the Nursing and Allied Health Campus NAH East Building A Student Services Renovation**

Approval of final completion of the Nursing and Allied Health Campus NAH East Building A Student Services Renovation Project is requested.

Project		Completion Recommended	Date Received
1.	Nursing and Allied Health Campus NAH East Building A Student Services Renovation Project No. 2019-006C  Architect: Gignac & Associates, LLP Contractor: Holchemont, Ltd.	Final Completion Recommended	May 5, 2021

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 was scheduled as a non-educational space improvement to provide more efficient and effective use of space for the Student Services areas and Cashiers area.

Final Completion, including punch list items, was accomplished as required in the Owner/Contractor agreement for this project. It is recommended that final completion and release of final payment for this project with Holchemont, Ltd. be approved. The original contractor's cost approved for this project was \$217,000.

The following table summarizes the current budget status:

Nursing and Allied Health Campus NAH East Building A Student Services Renovation					
Construction Budget	Approved Proposal Amount	Net Total Change Orders	Current Project Cost	Previous Amount Paid	Remaining Balance
\$247,000.00	\$217,000	\$6,614.30	\$223,614.30	\$207,034.07	\$16,580.23

On April 13, 2021, Gignac & Associates, LLP verified that all punch list items were completed.

**Enclosed Documents**

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

The Facilities Committee recommended Board approval of final completion and release of final payment of \$16,580.23 to Holchemont, Ltd. for the Nursing and Allied Health Campus NAH East Building A Student Services Renovation Project as presented.

**Recommendation:**

It is recommended that the Board of Trustees of South Texas College approve and authorize final completion and release of final payment of \$16,580.23 to Holchemont, Ltd. for the Nursing and Allied Health Campus NAH East Building A Student Services Renovation Project as presented.

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

The Board of Trustees of Trustees of South Texas College approves and authorizes final completion and release of final payment of \$16,580.23 to Holchemont, Ltd. for the Nursing and Allied Health Campus NAH East Building A Student Services Renovation Project as presented.

**Approval Recommended:**

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

## Nursing and Allied Health Campus NAH East Building A Student Services Renovation





## Nursing and Allied Health Campus NAH East Building A Student Services Renovation



## Nursing and Allied Health Campus NAH East Building A Student Services Renovation



May 5, 2021

South Texas College  
Attn: Ricardo de la Garza  
Director of Facilities, Planning and Construction  
3200 W. Pecan Blvd.  
McAllen, TX 78501

Re: NAH Campus and Starr County Campus Student Services Renovation

Mr. De la Garza:

As the Architect of Record, Gignac I Architects hereby states that the General Contractor has completed the scope of Work as is identified in the Contract Documents, which include Drawings, Project Manual, Addenda, Architect's Supplemental Instructions, and approved Change Orders.

To the best of the firm's knowledge and observation, the General Contractor has completed said work in general conformance with the Contract Documents noted above.


The General Contractor has submitted its final completion certificate and application for payment in accordance with the Contract Documents.

The total cost of the Work for each of the campuses is as follows:

- NAH campus: \$223,614.30
  - Starr County campus: \$175,978.50
- TOTAL cost of the Work is **\$399,592.80**

Having observed the Work in place, we recommend acceptance of the Work and that final payment be made to the General Contractor.




Respectfully:



Juan Mújica, Jr.  
Gignac I Architects

# Project Fact Sheet

## 5/13/2021

<b>Project Name:</b> Nursing and Allied Health Campus - East Bldg. A Student Services Renovation						<b>Project No.</b> 2019-012C													
<b>Funding Source</b> Unexpended Plant Fund																			
<b>FY 18-19</b> <b>FY 18-19 Actual</b> <b>Project Budget</b> <b>Expenditures</b>		<b>FY 19-20</b> <b>FY 19-20 Actual Expenditures</b> <b>Variance of Project Budget vs. Actual Expenditures</b>			<b>FY 20-21</b> <b>FY 20-21 Actual Expenditures To Date</b> <b>Variance of Project Budget vs. Actual Expenditures</b>		<b>Total Actual Expenditures To Date</b>												
Construction:	\$ 275,000.00   \$ -	\$ 275,000.00   \$ -	\$ 275,000.00   \$ -	\$ 275,000.00	\$ 247,000.00   \$ 207,034.07	\$ 39,965.93	\$ 207,034.07												
Other Construction Costs	-   -	-   -	-   -	-	-   13,231.67	-	13,231.67												
Design:	27,500.00   -	27,500.00   18,730.22	8,769.78	25,500.00	-	25,500.00	18,730.22												
Miscellaneous:	5,000.00   1,988.37	5,000.00   627.75	4,372.25	4,116.00	-	4,116.00	2,616.12												
FFE:	75,000.00   -	75,000.00   -	75,000.00	75,000.00	25,843.08	49,156.92	25,843.08												
Technology:	45,000.00   -	45,000.00   -	45,000.00	45,000.00	38,185.34	6,815	38,185.34												
	-   -	-   -	-	-	-	-	-												
<b>Total:</b>	<b>\$ 427,500.00   \$ 1,988.37</b>	<b>\$ 427,500.00   \$ 19,357.97</b>	<b>\$ 408,142.03</b>	<b>\$ 396,616.00</b>	<b>\$ 284,294.16</b>	<b>\$ 125,553.51</b>	<b>\$ 305,640.50</b>												
*Other Construction Costs: Data Drop installation																			
<b>Project Team</b>				<b>Board Status</b>															
<b>Architect/Engineer:</b> Gignac Architects <b>Contractor:</b> Holchemont, LLC				<b>Board Approval of Schematic Design</b> 11/26/2019 <table border="1"> <thead> <tr> <th>Vendor</th> <th>Contract Amount</th> <th>Actual Expenditures</th> <th>Variance</th> </tr> </thead> <tbody> <tr> <td>Holchemont</td> <td>\$ 223,614.30</td> <td>\$ 207,034.07</td> <td>\$ 16,580.23</td> </tr> <tr> <td>Gignac</td> <td>\$ 19,007.22</td> <td>\$ 18,730.22</td> <td>\$ 277.00</td> </tr> </tbody> </table>				Vendor	Contract Amount	Actual Expenditures	Variance	Holchemont	\$ 223,614.30	\$ 207,034.07	\$ 16,580.23	Gignac	\$ 19,007.22	\$ 18,730.22	\$ 277.00
Vendor	Contract Amount	Actual Expenditures	Variance																
Holchemont	\$ 223,614.30	\$ 207,034.07	\$ 16,580.23																
Gignac	\$ 19,007.22	\$ 18,730.22	\$ 277.00																
<b>STC FPC Project Manager:</b> Samuel Saldana				<b>Substantial Completion</b> 3/10/2021 <b>Board Acceptance</b> 4/27/2021 <b>Final Completion</b> 5/5/2021 <b>Board Acceptance</b> 5/25/2021															
<b>Project Description</b>				<b>Project Scope</b>															
Redesign of the Existing Counseling, Testing, Admissions, Information area and Cashier's area.				Demolish existing walls and infrastructure, renovation of walls, flooring, ceiling, and interior finishes, and adding electrical, data, and HVAC infrastructure for a 2,136 sq. ft. space.															
<b>Projected Timeline</b>																			
Board Approval of Architect	Board Approval of Schematic Design	Board Approval of Contractor	Construction Start Date	Substantial Completion Date	FFE Completion of Move In		Final Completion Date												
2/26/2019	11/26/2019	4/28/2020	5/25/2020	3/10/2021	4/19/2021		5/5/2021												
<b>Project Calendar of Expenditures by Fiscal Year</b>																			
<b>Fiscal Year</b>	<b>Construction</b>	<b>Design</b>	<b>Misc.</b>	<b>FFE</b>	<b>Tech</b>	<b>Project Total</b>													
2018-19	\$ -	\$ -	1,988.37	\$ -	\$ -	\$ 1,988.37													
2019-20	-	18,730.22	627.75	-	-	\$ 19,357.97													
2020-21	220,265.74	-	-	25,843.08	38,185.34	\$ 284,294.16													
<b>Project Total</b>	<b>\$ 220,265.74</b>	<b>\$ 18,730.22</b>	<b>\$ 2,616.12</b>	<b>\$ 25,843.08</b>	<b>\$ 38,185.34</b>	<b>\$ 305,640.50</b>													
<b>Current Agenda Item</b>																			
05/18/21 Facilities Committee: Review and Recommend Action on Approval of Final Completion of the Nursing and Allied Health Campus East Building A Student Services Renovation																			
05/18/21 Facilities Committee: Review and Action as Necessary on Architectural Fee Adjustment for the Nursing and Allied Health Campus East Building A Student Services Renovation Project																			
<div style="display: flex; justify-content: space-around;">    </div>																			

FPC Project Manager \_\_\_\_\_

FPC Asst. Director \_\_\_\_\_

FPC Director \_\_\_\_\_

**Consent Agenda:**

**d. Approval of Architectural Fee Adjustment for the Nursing and Allied Health Campus NAH East Building A Student Services Renovation Project**

Approval to amend the current architectural agreement with Gignac & Associates, LLP to adjust the architectural fee based on the final construction cost for the Nursing and Allied Health Campus NAH East Building A Student Services Renovation project is requested.

**Purpose**

Authorization is requested to amend the current architectural agreement with Gignac & Associates, LLP to adjust their architectural fee based on the final construction cost for the Nursing and Allied Health Campus NAH East Building A Student Services Renovation.

**Scheduling Priority**

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, and the Coordinated Operations Council. This project was scheduled as a non-educational space improvement to provide more efficient and effective use of space for the Student Services areas and Cashiers area.

**Justification**

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

**Background**

The current architectural agreement with Gignac & Associates, LLP for the Nursing and Allied Health Campus NAH East Building A Student Services Renovation states a fee adjustment is required if the final construction cost exceeds or is lower than the Owner's original budget for the Cost of Work.

The original construction budget for the project was \$275,000, and the fee was negotiated at 8.5%, for a total of \$23,375. On July 28, 2020, the Board of Trustees approved contracting construction services with Holchemont, Ltd. in the amount of \$400,000, which included Student Services renovations at both Nursing and Allied Health Campus and Starr County Campus of \$217,000 and \$183,000, respectively. The total project cost for the Nursing and Allied Health Campus NAH East Building A Student Services Renovation is \$223,614.30, which includes all added change orders of \$6,614.30.

Administration is requesting a fee reduction of \$4,367.78, which would result in an adjusted fee of \$19,007.22.

The fee information is summarized below:

Original Fee:	\$23,375.00
Fee Reduction:	<u>(4,367.78)</u>
<b>Total Revised Fee</b>	<b>\$19,007.22</b>

Board approval is necessary to amend the current architectural agreement with Gignac & Associates, LLP to a revised fixed fee of \$19,007.22. No additional costs are anticipated for this project.

### **Funding Source**

Funds for the Nursing and Allied Health Campus NAH East Building A Student Services Renovation Project 2019-006C are budgeted in the FY 2020-2021 Unexpended Construction Plant Fund.

The design budget for this project is \$27,500. The total revised fee is within the budgeted amount.

<b>Nursing and Allied Health Campus NAH East Building A Student Services Renovation Design Budget</b>	
<b>Budget Item</b>	<b>Budget Amount</b>
Design Budget	\$27,500.00
Total Revised Fee	19,007.22
<b>Design Budget Variance</b>	<b>\$8,492.78</b>

### **Enclosed Documents**

A detailed breakdown of the fee adjustment is enclosed.

The Facilities Committee recommended Board approval to amend the current architectural agreement with Gignac & Associates, LLP for the Nursing and Allied Health Campus NAH East Building A Student Services Renovation project to a revised fixed fee of \$19,007.22.

### **Recommendation:**

It is recommended that the Board of Trustees of South Texas College approve and authorize amendment of the current architectural agreement with Gignac & Associates, LLP for the Nursing and Allied Health Campus NAH East Building A Student Services Renovation project to a revised fixed fee of \$19,007.22, and payment of the remaining unpaid balance.

**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 amendment of the current architectural agreement with Gignac & Associates, LLP for the Nursing and Allied Health Campus NAH East Building A Student Services Renovation project to a revised fixed fee of \$19,007.22, and payment of the remaining unpaid balance.

**Approval Recommended:**

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

## Gignac Architects - Fee Adjustment Summary

Company Name:	Gignac Architect
Campus:	Nursing Allied Health Campus Student Services Renovation
Project Name:	
Original Construction Budget:	\$275,000.00
Original Contract Fee	<u>\$23,375.00</u>
Reimbursables	\$0.00
*Total Original Contract Fee: Without reimbursable expenses	\$23,375.00
Approved Construction Cost:	\$217,000.00
Sum of all Change Orders	6,614.30
Total Adjusted Cost of Work:	<u>\$223,614.30</u>
Fee Percent:	8.50%
Adjusted Contract Fee:	<u>\$19,007.22</u>
Original Contract Fee:	\$23,375.00
Fee Reduction	<u>(\$4,367.78)</u>
Adjusted Contract Fee:	\$19,007.22
Reimbursables	0.00
Total Adjusted Fee:	<u>\$19,007.22</u>
Total Original Fee:	\$23,375.00
Fee Reduction	<u>(\$4,367.78)</u>
Reimbursables	<u>0.00</u>
Net Fee Adjustment:	(4,367.78)
Total Adjusted Fee:	<u>\$19,007.22</u>



**Consent Agenda:**

**e. Approval of Final Completion of the Starr County Campus Student Services Building G Cashiers and Veterans Affairs Areas Renovation**

Approval of final completion of the Starr County Campus Student Services Building G Cashiers and Veterans Affairs Areas Renovation Project is requested.

Project		Completion Recommended	Date Received
1.	Starr County Campus Student Services Building G Cashiers and Veterans Affairs Areas Renovation Project No. 2018-020C  Architect: Gignac & Associates, LLP Contractor: Holchemont, Ltd.	Final Completion Recommended	May 5, 2021

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 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 was scheduled as a non-educational space improvement to enhance Student Services and Cashiers areas to make more efficient and effective use of space.

Final Completion, including punch list items, was accomplished as required in the Owner/Contractor agreement for this project. It is recommended that final completion and release of final payment for this project with Holchemont, Ltd. be approved. The original contractor's cost approved for this project was \$183,000.

The following table summarizes the current budget status:

Starr County Campus Student Services Building G Cashiers and Veterans Affairs Areas Renovation					
Construction Budget	Approved Proposal Amount	Net Total Change Orders	Current Project Cost	Previous Amount Paid	Remaining Balance
\$188,000.00	\$183,000.00	(\$7,021.50)	\$175,978.50	\$159,654.81	\$16,323.69

On April 13, 2021, Gignac & Associates, LLP verified that all punch list items were completed.

**Enclosed Documents**

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

The Facilities Committee recommended Board approval of final completion and release of final payment of \$16,323.69 to Holchemont, Ltd. for the Starr County Campus Student

Services Building G Cashiers and Veterans Affairs Areas Renovation Project as presented.

**Recommendation:**

It is recommended that the Board of Trustees of South Texas College approve and authorize final completion and release of final payment of \$16,323.69 to Holchemont, Ltd. for the Starr County Campus Student Services Building G Cashiers and Veterans Affairs Areas Renovation Project as presented.

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

The Board of Trustees of Trustees of South Texas College approves and authorizes final completion and release of final payment of \$16,323.69 to Holchemont, Ltd. for the Starr County Campus Student Services Building G Cashiers and Veterans Affairs Areas Renovation Project as presented.

**Approval Recommended:**

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

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



Corridor View

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



Corridor View

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



Interior View

May 5, 2021

South Texas College  
Attn: Ricardo de la Garza  
Director of Facilities, Planning and Construction  
3200 W. Pecan Blvd.  
McAllen, TX 78501

Re: NAH Campus and Starr County Campus Student Services Renovation

Mr. De la Garza:

As the Architect of Record, Gignac I Architects hereby states that the General Contractor has completed the scope of Work as is identified in the Contract Documents, which include Drawings, Project Manual, Addenda, Architect's Supplemental Instructions, and approved Change Orders.

To the best of the firm's knowledge and observation, the General Contractor has completed said work in general conformance with the Contract Documents noted above.

The General Contractor has submitted its final completion certificate and application for payment in accordance with the Contract Documents.

The total cost of the Work for each of the campuses is as follows:

- NAH campus: \$223,614.30
  - Starr County campus: \$175,978.50
- TOTAL cost of the Work is **\$399,592.80**




Having observed the Work in place, we recommend acceptance of the Work and that final payment be made to the General Contractor.

Respectfully:



Juan Mújica, Jr.  
Gignac I Architects



<b>Project Name:</b>		Starr County Campus - Student Services Building G Cashiers and Veterans Affairs Areas Renovations					<b>Project No.</b>		2018-020C		
<b>Funding Source</b>		Unexpended Plant Fund									
<b>FY 18-19</b>			<b>FY 19-20</b>			<b>FY 20-21</b>					
<b>FY 18-19 Actual</b>			<b>FY 19-20 Actual</b>			<b>Variance of Project Budget vs. Actual</b>					
<b>Project Budget Expenditures</b>			<b>Project Budget Expenditures</b>			<b>Project Budget Expenditures</b>			<b>Total Actual Expenditures To Date</b>		
Construction	\$ 160,000.00	\$ -	\$ 160,000.00	\$ -	\$ 160,000.00	\$ 188,000.00	\$ 159,654.81	\$ 28,345.19	\$ 159,654.81		
Other Construction Costs*	-	-	-	-	-	-	8,817.00	-	8,817.00		
Design:	16,000.00	-	16,000.00	10,880.00	5,120.00	14,380.00	-	14,380.00	10,880.00		
Miscellaneous	4,000.00	395.55	4,000.00	1,742.75	2,257.25	-	-	-	2,138.30		
FFE:	30,000.00	-	30,000.00	-	30,000.00	30,000.00	20,329.93	9,670.07	20,329.93		
Technology	15,000.00	-	15,000.00	-	15,000.00	15,000.00	20,057.30	(5,057.30)	20,057.30		
	-	-	-	-	-	-	-	-	-		
	-	-	-	-	-	-	-	-	-		
<b>Total</b>	<b>\$ 225,000.00</b>	<b>\$ 395.55</b>	<b>\$ 225,000.00</b>	<b>\$ 12,622.75</b>	<b>\$ 212,377.25</b>	<b>\$ 247,380.00</b>	<b>\$ 208,859.04</b>	<b>\$ 47,337.96</b>	<b>\$ 221,877.34</b>		
*Other Construction Costs: Data Drop installation											
<b>Project Team</b>			<b>Board Status</b>								
<b>Architect/Engineer:</b> Gignac Architects			<b>Board Approval of Schematic Design</b>		11/26/2019		<b>Contract Amount</b>		<b>Actual Expenditures</b>		<b>Variance</b>
<b>Contractor:</b> Holchemont, LLC							<b>Vendor</b>				
							Holchemont	\$ 175,978.50	\$ 159,654.81	\$ 16,323.69	
							Gignac	\$ 14,958.17	\$ 10,880.00	\$ 4,078.17	
<b>STC FPC Project Manager:</b> Samuel Saldana			<b>Substantial Completion</b>		<b>Board Acceptance</b>		4/27/2021				
			3/10/2021								
			<b>Final Completion</b>		<b>Board Acceptance</b>		5/25/2021				
			5/5/2021								
<b>Project Description</b>			<b>Project Scope</b>								
Redesign of the Existing Counseling, Testing, Admissions, Information area and Cashier's area.			Demolish existing walls and infrastructure, renovation of walls, flooring, ceiling, and interior finishes, and adding electrical, data, and HVAC infrastructure for a 1,808 sq. ft. space.								
<b>Projected Timeline</b>											
Board Approval of Architect		Board Approval of Schematic Design		Board Approval of Contractor		Construction Start Date		Substantial Completion Date		FFE Completion of Move In	
2/26/2019		11/26/2019		4/28/2020		5/25/2020		3/10/2021		4/19/2021	
<b>Project Calendar of Expenditures by Fiscal Year</b>											
<b>Fiscal Year</b>		<b>Construction</b>		<b>Design</b>		<b>Misc.</b>		<b>FFE</b>		<b>Tech</b>	
2018-19		\$ -		\$ -		\$ 395.55		\$ -		\$ -	
2019-20		-		10,880.00		1,742.75		-		-	
2020-21		168,471.81		-		-		20,329.93		20,057.30	
<b>Project Total</b>		<b>\$ 168,471.81</b>		<b>\$ 10,880.00</b>		<b>\$ 2,138.30</b>		<b>\$ 20,329.93</b>		<b>\$ 20,057.30</b>	
<b>Current Agenda Item</b>											
<b>05/18/2021 Facilities Committee:</b> Review and Recommend Action on Approval of Final Completion of the Starr County Campus Student Services Building G Cashiers and Veterans Affairs Areas Renovation											
<b>05/18/2021 Facilities Committee:</b> Review and Action as Necessary on Architectural Fee Adjustment for the Starr County Campus Student Services Building G Cashiers and Veterans Affairs Areas Renovation Project											
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FPC Project Manager

FPC Asst. Director

FPC Director

**Consent Agenda:**

**f. Approval of Architectural Fee Adjustment for the Starr County  
Campus Student Services Building G Cashiers and Veterans Affairs  
Areas Renovation Project**

Approval to amend the current architectural agreement with Gignac & Associates, LLP to adjust the architectural fee based on the final construction cost for the Starr County Campus Student Services Building G Cashiers and Veterans Affairs Areas Renovation project is requested.

**Purpose**

Authorization is requested to amend the current architectural agreement with Gignac & Associates, LLP to adjust their architectural fee based on the final construction cost for the Starr County Campus Student Services Building G Cashiers and Veterans Affairs Areas Renovation.

**Scheduling Priority**

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 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 was scheduled as a non-educational space improvement to enhance Student Services and Cashiers areas to make more efficient and effective use of space.

**Justification**

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

**Background**

The current architectural agreement with Gignac & Associates, LLP for the Starr County Campus Student Services Building G Cashiers and Veterans Affairs Areas Renovation states an additional fee is required if the final construction cost exceeds the Owner's original budget for the Cost of Work.

The original construction budget for the project was \$160,000, and the fee was negotiated at 8.5%, for a total of \$13,600. On July 28, 2020, the Board of Trustees approved contracting construction services with Holchemont, Ltd. in the amount of \$400,000, which included Student Services renovations at both Starr County Campus and the Nursing and Allied Health Campus of \$183,000 and \$217,000, respectively. The total project cost for the Starr County Campus Student Services Building G Cashiers and Veterans Affairs Areas Renovation is \$175,978.50, which includes all net deductive change orders of \$7,021.50.

Gignac & Associates, LLP is requesting an additional fee of \$1,358.17, which would result in an adjusted fee of \$14,958.17.



The fee information is summarized below:

Original Fee:	\$13,600.00
Additional Fee:	1,358.17
<b>Total Revised Fee</b>	<b>\$14,958.17</b>

Board approval is necessary to amend the current architectural agreement with Gignac & Associates, LLP to a revised fixed fee of \$14,958.17. No additional costs are anticipated for this project.

#### **Funding Source**

Funds for the Starr County Campus Student Services Building G Cashiers and Veterans Affairs Areas Renovation Project 2018-020C are budgeted in the FY 2020-2021 Unexpended Construction Plant Fund.

The design budget for this project is \$16,000. The total revised fee is within the budgeted amount.

<b>Starr County Campus Student Services Building G Cashiers and Veterans Affairs Areas Renovation Design Budget</b>	
<b>Budget Item</b>	<b>Budget Amount</b>
Design Budget	\$16,000.00
Total Revised Fee	14,958.17
<b>Design Budget Variance</b>	<b>\$1,401.83</b>

#### **Enclosed Documents**

A detailed breakdown of the fee adjustment is enclosed.

The Facilities Committee recommended Board approval to amend the current architectural agreement with Gignac & Associates, LLP for the Starr County Campus Student Services Building G Cashiers and Veterans Affairs Areas Renovation project to a revised fixed fee of \$14,598.17.

#### **Recommendation:**

It is recommended that the Board of Trustees of South Texas College approve and authorize amendment of the current architectural agreement with Gignac & Associates, LLP for the Starr County Campus Student Services Building G Cashiers and Veterans Affairs Areas Renovation project to a revised fixed fee of \$14,958.17, and payment of the remaining unpaid balance.

**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 amendment of the current architectural agreement with Gignac & Associates, LLP for the Starr County Campus Student Services Building G Cashiers and Veterans Affairs Areas Renovation project to a revised fixed fee of \$14,958.17, and payment of the remaining unpaid balance.

**Approval Recommended:**

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

Approved Construction Cost:  
Sum of all Change Orders  
Total Adjusted Cost of Work:  
Fee Percent:  
Adjusted Contract Fee:

Original Contract Fee:  
Fee Adjustment Requested  
Adjusted Contract Fee:  
Reimbursables  
Total Adjusted Fee:

**Total Adjusted Fee:**

\$1,358.17  
0.00

### **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 May 14, 2021**

<b>Total Project Budget Summary</b>	<b>FY21 Unexpended Plant Fund</b>	<b>FY21 Renewals &amp; Replacements</b>
Total Construction Project Budget	\$ 10,982,474	\$ 4,883,890
Previously Approved Projects for September - April 2021	(4,350,582)	(471,919)
Proposed Project(s) for the Month of May 2021	-	-
<b>Total Project Budget Balance</b>	<b>\$ 6,631,892</b>	<b>\$ 4,411,971</b>

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 May 14, 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	\$ -
Board Approved on April 27, 2021			
2019-016C	Regional Center for Public Safety Excellence Canopy for Safety Training Vehicles	\$ 285,500	\$ -
2019-017C	Regional Center for Public Safety Excellence Canopy for Students and Instructors	247,000	-
2019-020C	Regional Center for Public Safety Excellence Flammable Liquid and Gas (F.L.A.G.) Fire Training Area	443,600	-
Total Board Approved on April 27, 2021		\$ 976,100	\$ -
Current Total Project Budget		\$ 4,350,582	\$ 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					●					\$ 333,000	\$ 10,193	\$ 322,807	\$ 267,700	High	August 2021	Approval of Substantial Completion	EGV Architects	Tri-Gen Constrction
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									●	\$ 60,500	\$ 54,536	\$ 5,964	\$ 44,450	Completed	N/A		Alvarado Architects & Assoc.	Limon Masonry
4	Library Building F Renovation and Expansion	DV			●							\$ 1,466,000	\$ 265,116	\$ 1,200,884	\$ 1,442,266	High	January 2022	Approval of Construction Documennts	ERO Architects	TBD
5	Information Technology Building M Office and Work Space Renovation	MV									●	\$ 575,295	\$ 557,854	\$ 17,441	\$ 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	TBD	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												\$ 3,929,763	\$ 1,700,367	\$ 2,229,396	\$ 2,873,838					
Pecan Plaza																				
9	West Building C Kinesiology Renovation	MV					●					\$ 143,800	\$ 7,270	\$ 136,530	\$ 142,538	High	September 2021	Approval of Substantial Completion	Alvarado Architects & Assoc.	Tri-Gen Constrction
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												\$ 300,800	\$ 7,270	\$ 293,530	\$ 299,538					
Mid-Valley Campus																				
12	Student Union Building F Renovation	SS									●	\$ 355,000	\$ 313,175	\$ 41,825	\$ 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												\$ 579,200	\$ 315,183	\$ 264,017	\$ 531,866					
Technology Campus																				
14	Emerging Technologies Building A & Advanced Technical Careers Building B Renovation	SS			●							\$ 1,323,050	\$ 6,670	\$ 1,316,380	\$ 150,500	High	July 2021	Approval of Master Plan	EGV Architects	TBD
Technology Campus Subtotal												\$ 1,323,050	\$ 6,670	\$ 1,316,380	\$ 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							●			\$ 427,500	\$ 305,641	\$ 121,860	\$ 375,270	High	May 2021	Approval of Final Completion	Gignac Architects	Holchemont
16	West Entry Campus Sign	DV									●	\$ 76,000	\$ 62,007	\$ 13,993	\$ 60,000	Completed	N/A		N/A	Limon Masonry
Nursing and Allied Health Campus Subtotal												\$ 503,500	\$ 367,648	\$ 135,852	\$ 435,270					
Starr County Campus																				
17	Student Services Building G Renovation	SS							●			\$ 225,000	\$ 224,016	\$ 984	\$ 236,500	High	May 2021	Approval of Final Completion	Gignac Architects	Holchemont
18	Workforce Center Building D Welding Expansion	MV			●							\$ 230,000	\$ 820	\$ 229,180	\$ 230,000	Low	TBD	Approval of Schematic Design	Gignac Architects	TBD
Starr County Campus Subtotal												\$ 455,000	\$ 224,836	\$ 230,164	\$ 466,500					
Regional Center for Public Safety Excellence																				
19	Shooting Range (Previously Target Range)	DV			●							\$ 634,312	\$ 14,780	\$ 619,532	\$ 291,972	High	July 2021	Approval of Schematic Design	PBK Architects	TBD
20	Canopy for Safety Training Vehicles	TBD			●							\$ 285,500	\$ -	\$ 285,500	\$ 285,500	Low	July 2021	Approval of Architectural Services	TBD	TBD
21	Canopy for Students/Instructors	TBD			●							\$ 247,000	\$ -	\$ 247,000	\$ 247,000	Low	July 2021	Approval of Architectural Services	TBD	TBD
22	Fire Training Area	TBD			●							\$ 443,600	\$ -	\$ 443,600	\$ 443,600	Low	July 2021	Approval of Architectural Services	TBD	TBD
23	Site Drainage Improvements	RG				●						\$ 356,255	\$ 42,875	\$ 313,380	\$ 356,255	High	July 2021	Approval of Construction Services	Perez Consulting Engineers	TBD
24	Chiller Installation	MV			●							\$ 170,000	\$ -	\$ 170,000	\$ 170,000	High	August 2021	Approval of Construction Services	Halff Associates, Inc	TBD
25	Cityscape Remediation	RG									●	\$ 129,500	\$ 103,535	\$ 25,965	\$ 129,500	Completed	N/A		Perez Consulting Engineers	Noble Texas Builders
Regional Center for Public Safety Excellence Subtotal												\$ 2,266,167	\$ 161,191	\$ 2,104,976	\$ 1,923,827					
Higher Education Center La Joya																				
26	Exterior Building and Wayfinding Signage (Wayfinding Signage Only)	DV									●	\$ 52,000	\$ 31,463	\$ 20,537	\$ 36,400	Completed	N/A		N/A	Innerface Architectural Signage/Cast Con
Higher Education Center La Joya Subtotal												\$ 52,000	\$ 31,463	\$ 20,537	\$ 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	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	8	\$ 13,674,215	\$ 2,823,738	\$ 10,850,477	\$ 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	RG			●							\$ 280,000	\$ 820	\$ 279,180	\$ -	Low	July 2021	Approval of Construction Services	Halff Associates, Inc	TBD
Pecan Campus Subtotal												\$ 280,000	\$ 820	\$ 279,180	\$ -					
Mid Valley Campus																				
2	Resurfacing Northwest Drive	SS									●	\$ 194,308	\$ 134,274	\$ 60,034	\$ 92,971	Completed	N/A		PCE Consultants	McAllen Multi Services
3	Drainage Improvements Phase I	SS									●	\$ 334,203	\$ 409,870	\$ (75,667)	\$ 302,919	Completed	N/A		PCE Consultants	McAllen Multi Services
4	Roofing Replacement	MV				●						\$ 951,000	\$ 38,280	\$ 912,720	\$ 947,123	High	TBD	Approval of Substantial Completion	Beam Professionals	Argio Roofing
Mid Valley Campus Subtotal												\$ 1,479,511	\$ 582,424	\$ 897,087	\$ 1,343,013					
Technology Campus																				
5	Advanced Technical Careers Building B Concrete Floor Repairs	DV									●	\$ 422,750	\$ 120,613	\$ 302,137	\$ 20,000	Completed	N/A		CLH Engineering	5 Star Construction
Technology Campus Subtotal												\$ 422,750	\$ 120,613	\$ 302,137	\$ 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	TBD	Approval of Substantial Completion	N/A	Oracle Elevator
7	NAH East Building A Roofing Replacement	MV				●						\$ 280,000	\$ 11,030	\$ 268,970	\$ 165,108	High	TBD	Approval of Substantial Completion	BEAM Professionals	American Contracting USA
8	NAH East Building A Data Cabling Infrastructure Replacement	RC/O&M									●	\$ 150,000	\$ 146,677	\$ 3,323	\$ 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	May 2021	Approval of Stair Assessment	Chanin Engineering, LLC	TBD
Nursing and Allied Health Campus Subtotal												\$ 758,000	\$ 157,707	\$ 600,293	\$ 508,108					
Starr County Campus																				
10	Roofing Replacement	MV				●						\$ 852,000	\$ 39,044	\$ 812,956	\$ 824,569	High	TBD	Approval of Substantial Completion	Beam Professionals	Sechrist Hall
Starr County Campus Subtotal												\$ 852,000	\$ 39,044	\$ 812,956	\$ 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	\$ 96,639	\$ 123,311	\$ 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	August 2021	Update on Flooring Conditions	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	\$ 133,708	\$ 2,279,595	\$ 2,188,200				
Totals		0	0	0	2	7	4	0	0	0	5	\$ 6,205,564	\$ 1,034,316	\$ 5,171,248	\$ 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 April 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 **April 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 April 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 April 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 April 2021.
- 2) Release of Checks for \$125,000.00 and Above  
Board of Trustees Approval Required for April 2021.
- 3) Release of Checks for \$125,000.00 and Above  
Released Prior to Board Approval for April 2021.
- 4) Release of Construction Fund Checks for April 2021.
- 5) Quarterly Investment Report and Money Market Accounts for April 2021.
- 6) Summary of Revenues for April 2021.
- 7) Summary of State Appropriations Revenue for April 2021.
- 8) Summary of Property Tax Revenue for April 2021.
- 9) Summary of Expenditures by Classification for April 2021.
- 10) Summary of Expenditures by Function for April 2021.
- 11) Summary of Auxiliary Fund Revenues and Expenditures for April 2021.
- 12) Summary of Grant Revenues and Expenditures for April 2021.
- 13) Summary of Bid Solicitations.
- 14) Summary of Purchase Orders.

## **Discussion and Action as Necessary Regarding 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.

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.

On May 17, 2021, the Board reviewed the trustees' independent evaluations of legal services qualifications. The most highly ranked firm was the Law Office of Javier Villalobos, P.C.

On May 17, 2021, the Board authorized the engagement of the Law Office of Javier Villalobos, P.C., contingent upon an interview with Mr. Villalobos and the negotiation of an agreement for legal services.

The Board asked Chair Benavidez to coordinate with Mr. Villalobos, and invite him to the May 25, 2021 Regular Board Meeting.

Chair Benavidez reached out to Mr. Villalobos. While he is ready to meet with the Board, he has a pre-existing commitment on May 25<sup>th</sup>, and cannot attend this regular meeting. Chair Benavidez will provide an update on potential opportunities to interview Mr. Villalobos in the near future.

### **Recommendation:**

It is recommended that the Board of Trustees of South Texas College approve a process for the interview and negotiation of an agreement for legal services with the Law Office of Javier Villalobos, P.C.

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

The Board of Trustees of Trustees of South Texas College approves a process for the interview and negotiation of an agreement for legal services with the Law Office of Javier Villalobos, P.C.

### **Approval Recommended:**

**Ms. Rose Benavidez**  
**Board Chair**

## **Discussion and Action as Necessary Regarding Presidential Search**

The South Texas College Board of Trustees is asked to take action as necessary regarding the ongoing Presidential Search.

### **Presidential Search Process**

- South Texas College engaged the Association of Community College Trustees (ACCT), with Dr. William Holda serving as Search Consultant, to assist with the presidential search process.
- February 23, 2021 - the Board of Trustees authorized the formation of the Search Committee, with Mr. Paul R. Rodriguez, South Texas College Trustee serving as the Search Committee Chair. The roster of the Search Committee included representation from the South Texas College Board of Trustees, administration, faculty, student leadership, and a number of community leaders representing Hidalgo and Starr Counties.
- March 2 – 3, 2021 – Dr. Holda moderated a series of public forum sessions to hear from the stakeholders of South Texas College. ACCT also conducted an online survey open to the public, also seeking feedback.
- March 5, 2021 – The Search Committee reviewed a draft Presidential Profile based upon the feedback provided during public forums and via the online survey. The draft was revised based upon the insights of the Search Committee.
- March 9, 2021 – The Board of Trustees reviewed the Presidential Profile and authorized its publication, to publicly start the solicitation of candidates.
- April 16 – 17, 2021 – The Search Committee met to review the applications submitted by all candidates, and recommended candidates for interviews by the Search Committee.
- April 29 – 30, 2021 – the Search Committee conducted a first round of interviews, and recommended an unranked short list of semi-finalist candidates for consideration by the Board of Trustees.
- May 4, 2021 – the Board received and accepted the unranked short list of semi-finalist candidates as recommended by the Search Committee and authorized the coordination of interviews with each.
- May 11, 2021 – the Board conducted a round of semi-finalist interviews, and identified two semi-finalists for invitation for further interviews.
- May 18 – 19, 2021 – The College held forums and Board interviews for the two finalist candidates.

The Board is asked to deliberate its selection of a sole finalist. Upon the selection of a sole finalist, the Board is asked to authorize ACCT to proceed with reference checks as necessary, and to appoint a delegation of up to three trustees to negotiate a contract with the sole finalist.

The Board is further asked to authorize the announcement of the sole finalist once satisfactory progress is made upon the reference checks and the contract negotiations.

**Recommendation:**

It is recommended that the Board of Trustees of South Texas College approve and authorize action as necessary related to the selection and announcement of a sole finalist for the next President of South Texas College.

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

The Board of Trustees of Trustees of South Texas College approves and authorizes action as necessary related to the selection and announcement of a sole finalist for the next President of South Texas College.

**Approval Recommended:**

**Ms. Rose Benavidez**  
**Board Chair**



## **Announcements**

### **A. Next Meetings:**

- *Tuesday, May 4, 2021*
  - 10:00 a.m. – Board Work Session
- *Tuesday, May 18, 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, May 25, 2021*
  - 5:30 p.m. – Regular Board Meeting

### **B. Other Announcements:**

- The Spring 2021 Commencement Ceremony will be held live on Saturday, May 15 and broadcast to graduates participating from home.
- The College will be closed on Monday, May 31, 2021 in observance of Memorial Day.