



**SOUTH TEXAS  
COLLEGE**

# **Board of Trustees**

## **Regular Board Meeting**

**Tuesday, June 22, 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, June 22, 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>.

- I. Call Meeting to Order**
- II. Determination of Quorum**
- III. Invocation**
- IV. Public Comments**
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  - 2. Welcoming Honorable Javier Villalobos as South Texas College Legal Counsel
- VI. Consideration and Action on Consent Agenda**
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      - 3) Mail Services (Award)
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•	<u>Tuesday, July 13, 2021</u>	
➤	3:30 p.m. – Education and Workforce Development Committee	
➤	4:30 p.m. – Facilities Committee	
➤	5:30 p.m. – Finance, Audit, and Human Resources Committee	
•	<u>Tuesday, July 27, 2021</u>	
➤	5:30 p.m. – Regular Board Meeting	
B.	Other Announcements:	
•	The College will be closed on Monday, July 5, 2021, in observance of Independence Day.	

## **Presentation**

### **1. Recognition of Mr. Jesus Ramirez for extraordinary services as South Texas College Legal Counsel**

Mr. Jesus Ramirez has served as general legal counsel for South Texas College for approximately two decades.

The Board of Trustees recognizes Mr. Ramirez for his long and extraordinary service as legal counsel, bond counsel, and countless additional capacities during his tenure advising the Board and administration on legal matters.

The Board extends its appreciation to Mr. Ramirez, and wishes him the best in his well-deserved retirement from representation of South Texas College.

### **2. Welcoming Honorable Javier Villalobos as South Texas College Legal Counsel**

After a public solicitation, the Board of Trustees for South Texas College undertook the review of submitted qualifications of attorneys and firms seeking engagement as the College's next general legal counsel.

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 successful negotiation of an agreement for legal services.

On June 3, 2021, the Board interviewed Mr. Villalobos, and he offered to provide legal services under the same terms of engagement as the College maintained with prior general counsel.

On June 8, 2021, the Board formally approved and authorized the execution of the Legal Services Agreement for the engagement of the Law Office of Javier Villalobos, P.C.

The Board now welcomes Mr. Villalobos to his role as the College's general counsel, and looks forward to his guidance and advocacy for the advancement of the College's mission and service to its students and communities.

No action is required.

## **Approval of Board Meeting Minutes**

The following Board Meeting Minutes are submitted for approval:

- 1) April 27, 2021 Regular Board Meeting
- 2) May 25, 2021 Regular Board Meeting
- 3) June 3, 2021 Special Board Meeting
- 4) June 8, 2021 Special Board Meeting

### **Recommendation:**

It is recommended that the Board of Trustees of South Texas College approve and adopt the Minutes for the April 27, 2021 Regular Board Meeting; May 25, 2021 Regular Board Meeting, June 3, 2021 Special Board Meeting; and June 8, 2021 Special Board Meeting; as presented.

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

The Board of Trustees of South Texas College approves and adopts the Minutes for the April 27, 2021 Regular Board Meeting; May 25, 2021 Regular Board Meeting, June 3, 2021 Special Board Meeting; and June 8, 2021 Special Board Meeting; as presented.

### **Approval Recommended:**

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

**SOUTH TEXAS COLLEGE  
BOARD OF TRUSTEES REGULAR MEETING  
Tuesday, 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.

This item was approved by the Board as part of consent agenda action.

## **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.

This item was approved by the Board as part of consent agenda action.

## **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
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 budget approval.

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.

This item was approved by the Board as part of consent agenda action.

## **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 cancellation by the partnering school districts after announced cancellation 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.

This item was approved by the Board as part of consent agenda action.

## **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.

This item was approved by the Board as part of consent agenda action.

### **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.

This item was approved by the Board as part of consent agenda action.

### **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.

This item was approved by the Board as part of consent agenda action.

#### **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.

This item was approved by the Board as part of consent agenda action.

### **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.

This item was approved by the Board as part of consent agenda action.

## 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.

This item was approved by the Board as part of consent agenda action.

## 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.

This item was approved by the Board as part of consent agenda action.

**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.

This item was approved by the Board as part of consent agenda action.

#### **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.

This item was approved by the Board as part of consent agenda action.

### **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>
	<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>329.80</u>	<u>0</u>

<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>Contractor's Overhead and Profit (10%)</u> <b>Subtotal</b>	<b>\$3,627.80</b>	<b>15</b>
	<u>Decreases to cost</u>	<u>(\$9,700.00)</u>	<u>0</u>
	• <u>Removal of overhead doors from scope</u> <b>Subtotal</b>	<b>(\$9,700.00)</b>	<b>0</b>
	<u>No Cost Items</u>	No Cost	5
	• Winter storm delay	<u>No Cost</u>	<u>15</u>
	• <u>Bullet resistant window delivery delay</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.

Nursing and Allied Health Campus and Starr County Campus Student Services Renovations Proposed Construction Contract Changes		
Item	Change Orders	Amount
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.

Nursing and Allied Health Campus and Starr County Campus Student Services Renovations Construction Budget Variance	
Budget	Amount
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 REGULAR MEETING  
Tuesday, May 25, 2021 @ 5:30 p.m.  
Ann Richards Administration Building Board Room  
Pecan Campus, McAllen, Texas 78501**

**Minutes**

**Call Meeting to Order:**

The Regular Board Meeting of the South Texas College Board of Trustees was held on Tuesday, May 25, 2021 in the Ann Richards Administration Building Board Room at the Pecan Campus in McAllen, Texas. The meeting commenced at 5:31 p.m. with Ms. Rose Benavidez presiding.

Ms. Benavidez announced that specific precautions had been taken due to the COVID-19 / novel coronavirus, including social distancing recommendations.

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

Members absent: None

Also present: Dr. David Plummer, Mr. Jesus Ramirez, Mrs. Mary Elizondo, Mr. Matthew Hebbard, Mrs. Rebecca Cavazos, Mr. Rick De La Garza, Mrs. Myriam Lopez, Chief Ruben Suarez, Mr. George McCaleb, Dr. Rebecca De Leon, Dr. Carlos Margo, Mrs. Christina Cavazos, Mr. Leonel Garcia, Ms. Alina Cantu, Ms. Susan Anderson, Ms. Kelly Salazar, Dr. Bill Holda, and Mr. Andrew Fish.

**Determination of a Quorum**

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

**Invocation**

Mr. Paul R. Rodriguez, Trustee, said the invocation.

**Public Comments**

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

## **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, provided the Board with the Delinquent Tax Collection Report for the period of September 1, 2020 through February 28, 2021.

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

No action was required.

## **Approval of Board Meeting Minutes**

The following Board Meeting Minutes were 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

Dr. Alejo Salinas, Jr. noted that he had some concerns about the representation of specific items of Board action in the April 27, 2021 Regular Board Meeting Minutes, and recommended that not be approved at that time.

Administration agreed to review Dr. Salinas' concerns and make appropriate revisions for presentation to the Board at a later date.

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Mr. Rene Guajardo, the Board of Trustees of South Texas College approved and adopted the Minutes for the April 27, 2021 Board Work Session; 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 motion carried.

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

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

**1. BBVA Foundation, Community Giving Program Grant, additional funds in the amount of \$7,500**

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

This grant aligned 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 was 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 would be delivered to the CDC by June 2021.

This grant aligned 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 was requested to accept additional funds in the amount of \$ allocated for South Texas College. These funds were 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 encouraged 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 was 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 would be managed by the Division of Finance and Administrative Services. Vice President, Mary Elizondo served as the Project Director and Myriam Lopez was the Financial Manager for these funds. The federal funding period for this award was for one year from the date of award, which the college anticipated would 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 was requested to accept additional funds in the amount of \$ allocated for South Texas College. These funds were 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 was a supplemental award under the ARP which required 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 stated that all students who are or were enrolled in an institution of higher education during COVID-19 national emergency were eligible for emergency financial aid grants, regardless of whether they completed a FAFSA or were eligible for Title IV.

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

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

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

Upon a motion by Mr. Danny Guzman and a second by is requested, the Board of Trustees approved and authorized 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 motion carried.

### **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, provided 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 was only 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 was in coordination with the insurance carrier. As of May 19, 2021, the situation was transferred to the underwriter's large claims unit, and an adjuster was assigned.

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

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

### **Next Steps**

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

Meanwhile, administration was 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 would be brought to the Facilities Committee for review prior to presentation to the Board.

Upon a motion by Mr. Danny Guzman and a second by Mr. Gary Gurwitz, the Board of Trustees of South Texas College ratified 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 motion carried.

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

Purpose – Ms. Susan Anderson from Valley View Consulting, L.L.C. presented on the status of the College's Quarterly Investment Report for the Quarter Ended February 28, 2021 and provide a further update at the meeting. Ms. Anderson presented an overview of the investments, the annual interest earnings, the quarterly interest earnings, and economic overview.

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

Enclosed Documents – A copy of the Quarterly Investment Report for the Quarter Ended February 28, 2021 was provided 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, attended the Board Meeting to address any questions.

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 Quarterly Investment Report for the Quarter Ended February 28, 2021, as presented. The motion carried.

## **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 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 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 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

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

### **Consent Agenda:**

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

The Board was 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 were 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.

This item was approved by the Board as part of consent agenda action.

### **Consent Agenda:**

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

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

##### **Background**

South Texas College worked 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 was updated annually, and included all Board-approved changes to the tuition and fee structures and policies that impact dual credit programs.

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

Administration recommended 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 would 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 was asked to approve the form and content of the agreement for academic year 2021 - 2022, which would then be sent to each partnering district for review and approval by the governing boards.

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

The proposed agreement included minor grammatical changes, as well as a number of substantive revisions, as shown in the one-page summary provided in the packet.

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

One change included 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 scheduled a dual credit class requiring a faculty member assigned by the College, and then cancelled 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.

This item was approved by the Board as part of consent agenda action.

### **Consent Agenda:**

#### **c. Approval of Proposed 2022 – 2023 Academic Calendar**

The Board was asked to approve the proposed 2022 – 2023 Academic Calendar as presented.

The Academic Calendar Steering Committee, which included membership from each area of the College and Student Government representation, 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 was approved by the Academic Calendar Steering Committee and was reviewed and approved by the President's Cabinet.

The proposed calendar was provided 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.

This item was approved by the Board as part of consent agenda action.

#### **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 anticipated a balanced budget for FY 2021 – 2022.

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 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. Approval of Award of Proposals, Purchases, Renewals, and Interlocal Agreement
- b. Approval to Close Three Bank Accounts

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

- a. Approval of Award of Proposals, Purchases, Renewals, and Interlocal Agreement
- b. Approval to Close Three Bank Accounts

The motion carried.

### **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 was requested.

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

The Finance, Audit, and Human Resources Committee recommended Board 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

<b>Project No.</b>	<b>Project Name</b>	<b>Vendor</b>	<b>Amount</b>
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
<b>Total</b>			<b>\$53,381.37</b>

- 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
<b>Total</b>			<b>\$55,128.87</b>

- 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 was \$794,190.56.

This item was approved by the Board as part of consent agenda action.

**Consent Agenda:**

**b. Approval to Close Three Bank Accounts**

Approval to close three bank accounts with the College's depository bank, BBVA, was 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 had been expended and the current Depository Service Contract did 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 were completed and bond funds had been expended. The funds totaling \$20,000,000 deposited in the Operating Reserve Checking Account had 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 were inactive and had 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.

This item was approved by the Board as part of consent agenda action.

### **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 was 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, actual trends had been positive and resulted in sufficient revenue levels to cover the cost of the one-time payment. A FY 2021 budget amendment was necessary and was proposed and presented to the Board of Trustees in June. The payment would 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 were 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 would 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 would 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 were paid from the Unrestricted, Auxiliary, and Restricted Funds was 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 would be utilized to fund this one-time payment to regular and temporary full-time and part-time eligible employees. If approved, a budget amendment would be presented to the Board of Trustees for approval and the payment would be issued in June.

Reviewers – Cabinet members reviewed this information and recommended 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.

Upon a motion by Mr. Rene Guajardo and a second by Mrs. Victoria Cantú, the Board of Trustees of South Texas College approved and authorized Scenario A as outlined for the one-time payment for regular and temporary full-time and part-time employees as presented. The motion carried.

### **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, was requested.

Purpose – The Interlocal Agreement for Transportation Services between STC and the LRGVDC for FY 2021 Summer Session was needed to provide transportation services to STC students.

Justification – The Interlocal Agreement was intended to establish an intercampus bus route to serve all the College's campuses. The bus routes would benefit students, faculty, and staff of South Texas College and thereby served 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			
Starr (Green Line 1 & 2)	3,164	1,722	

Transportation Route	FY 2018	FY 2019	FY 2020
Starr (Green Line Route 60/Roma)	856	751	No Service Provided – Furloughed due to the pandemic
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 agreed to continue to fund the cost for the Green Line Route 60 (Roma); however, they would 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 included the following:

- The LRGVDC would continue to fund the cost for Green Line Route 60 (Roma).
  - The College would 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 would 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

Routes	Fall 2020	Spring 2021 (Current)	Summer 2021 (Proposed)
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.

	Amount
<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 consisted 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 were as follows:

Transportation Routes	Total Operating Cost for System	Contributions	Total Cost to LRGVDC	STC Payment to LRGVDC	STC Direct Expenditures
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 would be presented to the Finance, Audit, and Human Resources Committee in July 2021.

Funding Source - Funds for this expenditure were 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 was still pending final approval by the LRGVDC.

Enclosed Documents – A copy of the draft FY 2021 Summer Session Interlocal Agreement was provided in the packet for the Board's information and review. Appendix A was also enclosed to reflect the total cost per route for Fall 2020 and Spring 2021 semesters. The Transportation Services PowerPoint presentation was provided 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, attended the Board Meeting to address any questions by the trustees.

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.

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

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. 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 motion carried.

### **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 was requested.

#### **Purpose**

The acceptance of the NAH East Building A Exterior Stairs Repairs and Replacement Assessment Report acknowledged the findings and recommendations of the report prepared by Chanin Engineering, LLC. The authorization to proceed with design of the recommended repairs was needed to allow the engineer to move forward with design work for addressing the recommendations in the report.

#### **Scheduling Priority**

This project was initiated in 2020 to maintain the safety conditions and code compliance of emergency evacuation routes. It was reviewed by the Facilities Planning & Construction and Facilities Operations & Maintenance departments. It was scheduled as a routine improvement to repair and replace exterior stairs that were in a deteriorated condition. Based on the findings in the report, staff recommended 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 completed the Structural Assessment Report of the stairs and presented their findings at the Facilities Committee meeting. The assessment report included an evaluation of the adequacy of the existing stairs, and recommendations for repairing them.

The engineer provided information regarding the evaluation of rust damage, which was 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 were 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 estimated the cost of the proposed repairs for both east side and west side stairs to be within the construction budget. The total project budget was \$169,000 which included 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 were budgeted in the Renewals & Replacements fund for available use in fiscal year 2020-2021.

### **Enclosed Documents**

The Structural Assessment Report and a site plan were provided 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.

This item was approved by the Board as part of consent agenda action.

### **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 was requested.

Construction services were necessary to perform repairs to the exterior stairs at NAH East Building A. 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.

## 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 estimated the cost of the proposed repairs for both east side and west side stairs to be within the construction budget. The total project budget was \$169,000 which included funds for construction, design, and miscellaneous costs.

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

Chanin Engineering, LLC was 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.

This item was approved by the Board as part of consent agenda action.

## 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 was 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 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.

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 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 was 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.

This item was approved by the Board as part of consent agenda action.

#### **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 was requested.

### **Purpose**

Authorization was 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 was 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 was compensated based on a percentage of the Construction Budget, and compensation adjustments was necessary once the construction costs were finalized.

### **Background**

The current architectural agreement with Gignac & Associates, LLP for the Nursing and Allied Health Campus NAH East Building A Student Services Renovation stated a fee adjustment was required if the final construction cost exceeded or was 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 was \$223,614.30, which included all added change orders of \$6,614.30.

Administration requested a fee reduction of \$4,367.78, which resulted 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 was necessary to amend the current architectural agreement with Gignac & Associates, LLP to a revised fixed fee of \$19,007.22. No additional costs were anticipated for this project.

### Funding Source

Funds for the Nursing and Allied Health Campus NAH East Building A Student Services Renovation Project 2019-006C were budgeted in the FY 2020-2021 Unexpended Construction Plant Fund.

The design budget for this project was \$27,500. The total revised fee was 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 was 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.

This item was approved by the Board as part of consent agenda action.

### 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 was requested.

<b>Project</b>	<b>Completion Recommended</b>	<b>Date Received</b>
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 was 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 was 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.

This item was approved by the Board as part of consent agenda action.

#### **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 was requested.

### **Purpose**

Authorization was 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 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.

### **Justification**

The Architect was compensated based on a percentage of the Construction Budget, and compensation adjustments were necessary once the construction costs were 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 stated an additional fee was required if the final construction cost exceeded 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 was \$175,978.50, which included all net deductive change orders of \$7,021.50.

Gignac & Associates, LLP requested 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:	<u>1,358.17</u>
<b>Total Revised Fee</b>	<b>\$14,958.17</b>

Board approval was necessary to amend the current architectural agreement with Gignac & Associates, LLP to a revised fixed fee of \$14,958.17. No additional costs were 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 were budgeted in the FY 2020-2021 Unexpended Construction Plant Fund.

The design budget for this project was \$16,000. The total revised fee was 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 was 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.

This item was approved by the Board as part of consent agenda action.

### **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 summarized the status of each capital improvement and renewals & replacements project currently in progress. Mary Elizondo and Rick de la Garza were present to respond to questions and address concerns of the Board.

### **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 April 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 **April 2021**, and responded to questions posed by the Board.

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

Upon a motion by Mr. Paul R. Rodriguez and a second by Mr. Rene Guajardo, the Board of Trustees approved and authorized the submitted checks for release in an amount over \$125,000.00, the checks that were released as authorized by Board Policy #5610, and the financial reports submitted for the month of April 2021. The motion carried.

### **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 was ready to meet with the Board, he had a pre-existing commitment on May 25<sup>th</sup>, and could not attend this regular meeting. Chair Benavidez provided an update on potential opportunities to interview Mr. Villalobos in the near future.

No action was taken.

### **Executive Session:**

The South Texas College Board of Trustees convened into Executive Session at 6:30 p.m. in accordance with Chapter 551 of the Texas Government Code for the specific purpose provided in:

➤ Section 551.074, Personnel Matters

1. Discussion and Action as Necessary Regarding Presidential Search

**Open Session:**

The South Texas College Board of Trustees returned to Open Session at 7:46 p.m. No action was taken in Executive Session.

**Discussion and Action as Necessary Regarding Presidential Search**

The South Texas College Board of Trustees was 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 was asked to deliberate its selection of a sole finalist. Upon the selection of a sole finalist, the Board was 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 was further asked to authorize the announcement of the sole finalist once satisfactory progress was made upon the reference checks and the contract negotiations.

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Mrs. Victoria Cantú, the Board of Trustees of South Texas College announced Dr. Ricardo Solis a sole finalist for the next President of South Texas College, and authorized contract negotiations to begin. The motion carried.

The Board of Trustees extended its appreciation of Interim President Dr. David Plummer, for a tremendous job continuing the leadership of South Texas College during this transition.

## **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 7:49 p.m.

I certify the foregoing are the true and correct minutes of the Tuesday, May 25, 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  
Thursday, June 3, 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 Thursday, June 3, 2021 in the Ann Richards Administration Building Board Room at the Pecan Campus in McAllen, Texas. The meeting commenced at 10:00 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 were present.

Members absent: None

Also present: Mr. Javier Villalobos and Mr. Andrew Fish.

**Determination of a Quorum**

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

**Discussion and Action as Necessary Regarding Legal Services**

The Board of Trustees interviewed Mr. Javier Villalobos, with the Law Office of Javier Villalobos, P.C., who had been authorized for engagement for legal services upon the completion of an interview and successful negotiation of a contract for such services.

Mr. Villalobos offered to accept the same terms of engagement that the College had with prior legal counsel. A letter of engagement would be drawn up for the Board's consideration and presentation for Mr. Villalobos' review.

No action was taken at this time.

### **Executive Session:**

The South Texas College Board of Trustees convened into Executive Session at 10:45 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 11:04 a.m. No action was taken in Executive Session.

### **Discussion and Action as Necessary Regarding Presidential Search**

The South Texas College Board of Trustees was 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.
- May 27, 2021 – The Board announced Dr. Ricardo Solis a sole finalist for the next President of South Texas College, and authorized contract negotiations to begin. The motion carried.

Upon a motion by Mr. Gary Gurwitz and a second by Mrs. Victoria Cantú, the Board of Trustees of South Texas College approved and authorized Chair Rose Benavidez to negotiate final contract terms of the presidential contract with Dr. Ricardo Solis. The motion carried.

## **Announcements**

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

- 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

## **Adjournment**

There being no further business to discuss, the Special Meeting of the South Texas College Board of Trustees adjourned at 11:06 a.m.

I certify the foregoing are the true and correct minutes of the Thursday, June 3, 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 MEETING  
Tuesday, June 8, 2021 @ 5:30 p.m.  
Ann Richards Administration Building Board Room  
Pecan Campus, McAllen, Texas 78501**

**Minutes**

**Call Meeting to Order:**

The Special Board Meeting of the South Texas College Board of Trustees was held on Tuesday, June 8, 2021 in the Ann Richards Administration Building Board Room at the Pecan Campus in McAllen, Texas. The meeting commenced at 5:31 p.m. with Ms. Rose Benavidez presiding.

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

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, Mr. Jesus Ramirez, Mrs. Becky Cavazos, Mrs. Myriam Lopez, Mr. George McCaleb, Mrs. Sara Lozano, Mrs. Laura Requena, and Mr. Andrew Fish.

**Determination of a Quorum**

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

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

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.

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.

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 interviewed Mr. Villalobos during a Special Board Meeting on June 3, 2021. At that meeting, Mr. Villalobos agreed to provide legal services under the same terms of engagement with current general counsel.

Administration provided a proposed Legal Services Agreement for the Board's review and approval, for the engagement of the Law Office of Javier Villalobos, P.C., as provided in the following pages.

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 authorized execution of the Legal Services Agreement as presented. The motion carried.

Mr. Jesus Ramirez then noted that he was representing the College in an ongoing litigation matter. He sought guidance from the Board on whether he should continue working on this issue, or should hand the case files to new legal counsel.

Mr. Paul R. Rodriguez moved that Mr. Jesus Ramirez should continue representing the College in the ongoing litigation, and Dr. Alejo Salinas, Jr. seconded the motion. The Board vote resulted in a tie, and the motion failed.

Mr. Danny Guzman moved that the Board accept Mr. Jesus Ramirez' withdrawal from the case and that the issue be passed to Mr. Villalobos, and Mrs. Victoria Cantú seconded the motion. The motion carried.

### **Discussion and Action as Necessary on Proposed Budget Amendment for FY 2020 – 2021**

Approval of a proposed budget amendment for FY 2020 – 2021 was requested.

As a result of the proposed budget amendment, the total budgeted revenues and expenditures/fund balance for the Unrestricted, Plant, and Restricted Funds for fiscal year 2020 – 2021 would increase as follows:

**Fiscal Year 2020 - 2021  
Budgeted Revenues and Expenditures/Fund Balance**

Fund	Exh.	Original Budget	Proposed Amendment	Amended Budget
Unrestricted Fund	A	\$168,394,087	\$18,502,728	\$186,896,815
Unexpended Plant Fund – Construction	B	10,982,474	1,000,000	11,982,474
Renewals and Replacements Plant Fund	C	4,883,890	1,000,000	5,883,890
Restricted Fund	D	84,404,264	32,178,403	116,582,667

The budget amendment details and presentation were provided in the packet for the Board's information and review.

The budget amendment was proposed as follows:

**1. Budget Amendment – Adjust Unrestricted Fund Revenues and Carryover Allocations**

A budget amendment was proposed to increase the Unrestricted Fund Revenues and Carryover Allocations by \$18,502,728 as follows:

**Fiscal Year 2020 - 2021  
Summary of Unrestricted Fund Revenues and Carryover Allocations Adjustments**

	Revenue Source	Proposed Amendment
A.	Total State Appropriations	\$4,227,453
B.	Total HEERF Lost Revenue	9,292,568
C.	Total M&O Property Taxes	9,810,714
D.	Total Carryover Allocations	(4,828,007)
	<b>Total Adjustments</b>	<b>\$18,502,728</b>

**Fiscal Year 2020 - 2021  
A. Unrestricted Fund State Contact Hour Appropriation**

Revenue Source	Original Budget	Proposed Amendment	Amended Budget
State Contact Hour Appropriation	\$37,954,853	\$4,227,453	\$42,182,306

State Contact Hour Appropriation was proposed to increase by \$4,227,453 due to an increase in general appropriation revenue funding from the FY 2020 – 2021 budgeted amount. During the Budget Development phase for the FY 2020 – 2021 budget, the College expected the State of Texas to reduce general appropriation revenue by 10%

and, as a result, reduced State Contact Hour Appropriation revenue to reflect that reduction. The 10% reduction in FY 2020 – 2021 general appropriation revenue did not occur which will result in the College receiving the full general appropriation revenue funding.

**Fiscal Year 2020 - 2021**  
**B. Unrestricted Fund HEERF Lost Revenue**

Revenue Source	Original Budget	Proposed Amendment	Amended Budget
Total HEERF Lost Revenue	\$-	\$9,292,568	\$9,292,568

The Higher Education Emergency Relief Fund (HEERF) Lost Revenue would be added to the FY 2020 – 2021 budget in the amount of \$9,292,568 to reflect the funding the College will recognize as lost revenue due to the COVID-19 pandemic. The HEERF Lost Revenue represents the revenues expected by the College but were reduced or eliminated as a result of the COVID-19 pandemic. The HEERF Lost Revenue is funded from the HEERF II Institutional Portion allocated to the College.

**Fiscal Year 2020 - 2021**  
**C. Unrestricted Fund M&O Property Taxes**

Revenue Source	Original Budget	Proposed Amendment	Amended Budget
Total M&O Property Taxes	\$49,306,802	\$9,810,714	\$59,117,516

M&O Property Taxes revenue was proposed to increase by \$9,810,714 due to an increase in assessed taxable valuation and projected tax collections. During the Budget Development phase for the FY 2020 – 2021 budget, the College expected a decrease in tax collections due to the COVID-19 pandemic. As of March 31, 2021, the College's tax collections has exceeded the budgeted amount by \$6,235,103 and the College is projecting an additional \$3,575,611 in tax revenue for the remainder of FY 2020 – 2021.

**Fiscal Year 2020 - 2021**  
**D. Unrestricted Fund Carryover Allocations**

Revenue Source	Original Budget	Proposed Amendment	Amended Budget
Contingency Fund	\$2,000,000	\$-	\$2,000,000
Developmental Studies Book Royalties	4,813	-	4,813
Unexpended Plant Fund	2,000,000	-	2,000,000
Continuing, Professional, and Workforce Education	450,000	-	450,000
Capital Purchases	723,088	-	723,088
Waived Fee Allocation	328,007	(328,007)	-
Filled Positions	2,000,000	(2,000,000)	-
In Person-Hybrid Class Faculty Pay	1,500,000	(1,500,000)	-

**Fiscal Year 2020 - 2021**  
**D. Unrestricted Fund Carryover Allocations**

Revenue Source	Original Budget	Proposed Amendment	Amended Budget
Lecturer Positions	1,000,000	(1,000,000)	-
<b>Total Carryover Allocations</b>	<b>\$10,005,908</b>	<b>\$(4,828,007)</b>	<b>\$5,177,901</b>

Carryover Allocations was proposed to decrease by \$4,828,007 due to the removal of the fund balance allocations that were designated to fund salaries and benefits. During the Budget Development phase for the FY 2020 – 2021 budget, the College’s Board of Trustees approved the use of the fund balance to provide funding for the waived Electronic Distance Learning/VCT Course Fee for students enrolling in Fall 2020 courses, to mitigate the elimination of filled positions, and to provide funding for In Person-Hybrid Class Faculty Pay anticipated instructional pools in response to the projected negative impact of the COVID-19 pandemic on revenue sources.

As a result of the HEERF I and HEERF II allocations received by the College and additional revenues from State Appropriations and M&O Property Tax, the use of the fund balance was no longer needed for these categories and they would be removed from the FY 2020 – 2021 budget.

In total, the Unrestricted Fund Revenues and Carryover Allocations were proposed to increase by \$18,502,728.

**2. Budget Amendment – Adjust Unrestricted Fund Expenditures, Transfers and Reserves**

A budget amendment was proposed to increase the Unrestricted Fund Expenditures, Transfers and Reserves by \$18,502,728.

**Fiscal Year 2020 - 2021**  
**Summary of Unrestricted Fund Expenditures, Transfers and Reserves**  
**Adjustments**

	Expenditures, Transfers and Reserves	Proposed Amendment
A.	Total Salaries	\$2,644,650
B.	Total Benefits	202,316
C.	Total Operating	(1,696,562)
D.	Total Transfers and Reserves	17,352,324
	<b>Total Adjustments</b>	<b>\$18,502,728</b>

**Fiscal Year 2020 - 2021**  
**A. Unrestricted Fund Salaries and Benefits**

Expenditures	Original Budget	Proposed Amendment	Amended Budget
Total Salaries	\$95,603,721	\$2,644,650	\$98,248,371
Total Benefits	27,466,307	202,316	27,668,623

The Salaries and Benefits expenditure budgets were proposed to increase by \$2,644,650 and \$202,316, respectively. The increase in the salaries and benefits expenditure budgets was due to the projected total cost of granting a one-time payment to eligible full-time and part-time employees in appreciation and acknowledgement for the extraordinary contribution made by faculty and staff under the challenging circumstances resulting from the COVID-19 pandemic.

**Fiscal Year 2020 - 2021**  
**B. Unrestricted Fund Operating**

Expenditures	Original Budget	Proposed Amendment	Amended Budget
Total Operating	\$33,946,190	\$(1,696,562)	\$32,249,628

The Operating expenditure budget was proposed to decrease by \$1,696,562. The decrease was due to the removal of the Uncollectible Accounts expenditure budget, which represents the amount that the College expects to incur in student debt and unpaid balances. In a separate motion, the College proposed to discharge the student debt and unpaid balances budgeted in the Uncollectible Accounts. Discharging the student debt and unpaid balances would require the College to remove the Uncollectible Accounts expenditure budget. The discharged student debt and unpaid balances would be funded by the HEERF II Institutional Portion allocated to the College.

**Fiscal Year 2020 - 2021**  
**C. Unrestricted Fund Transfers & Reserves**

Transfers & Reserves	Original Budget	Proposed Amendment	Amended Budget
Transfer to Unexpended Plant Fund	\$2,000,000	\$1,000,000	\$3,000,000
Transfer to Renewals & Replacements Plant Fund	-	1,000,000	1,000,000
Transfer to Office of ITED	865,581	-	865,581
Contingency Fund	2,000,000	-	2,000,000
Fund Balance Reserve	-	6,059,756	6,059,756
HEERF Fund Balance Reserve	-	9,292,568	9,292,568
HEGI Reserve	2,830,159	-	2,830,159
<b>Total Transfers &amp; Reserves</b>	<b>\$7,695,740</b>	<b>\$17,352,324</b>	<b>\$25,048,064</b>

The Transfer to Unexpended Plant Fund and the Transfer to Renewals and Replacements Plant Fund expenditure budgets were proposed to increase by \$1,000,000

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each for a total of \$2,000,000. The increase in the Transfer to Unexpended Plant Fund and the Transfer to Renewals and Replacements Plant Fund expenditure budgets would be used to for funding capital improvement projects and facilities deferred maintenance.

The Fund Balance Reserve would be added to the FY 2020 – 2021 budget in the amount of \$6,059,756. This amount represented the additional revenue that would be received in FY 2020 – 2021 that would be added to the College’s fund balance.

The HEERF Fund Balance Reserve would be added to the FY 2020 – 2021 budget in the amount of \$9,292,568. The HEERF Fund Balance Reserve represented the HEERF Lost Revenue recognized by the College that would be added to the College’s fund balance at August 31, 2021.

In total, Expenditures, Transfers and Reserves were proposed to increase by \$18,502,728.

### 3. Budget Amendment – Increase the Restricted Fund Revenues and Expenditures

A budget amendment was proposed to increase the Restricted Fund Revenues and Expenditures by \$32,178,403 as follows:

#### Fiscal Year 2020 - 2021 Restricted Fund Revenues and Expenditures

Classification	Original Budget	Proposed Amendment	Amended Budget
<b>Revenues</b>			
HEERF II Institutional CRRSAA	\$-	\$32,178,403	\$32,178,403
<b>Expenditures</b>			
Total Salaries	\$-	\$250,000	\$250,000
Total Benefits	-	75,000	75,000
Total Operating	-	31,853,403	31,853,406
Total Expenditures	\$-	\$32,178,403	\$32,178,403

A budget amendment was proposed to increase the Restricted Fund Revenues and Expenditures by \$32,178,403 due to the receipt of funds provided by the HEERF II Institutional Portion under the Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA). The HEERF II allocation was ratified by the Board of Trustees on January 26, 2021.

#### 4. Budget Amendment – Transfer Fund Balance from the Unrestricted Fund to the Plant Funds

A budget amendment was proposed to transfer fund balance from the Unrestricted Fund to the Plant Funds for the purpose of funding capital improvement projects and deferred maintenance, as follows:

##### Fiscal Year 2020 - 2021 Plant Funds

Classification	Original Budget	Proposed Amendment	Amended Budget
<b>Revenues</b>			
Unexpended Plant Fund – Construction Transfer In from Unrestricted Fund	\$2,000,000	\$1,000,000	\$3,000,000
Renewals and Replacements Plant Fund –Transfer In from Unrestricted Fund	-	1,000,000	1,000,000
<b>Expenditures</b>			
Unexpended Plant Fund – Fund Balance Addition	\$-	\$1,000,000	\$1,000,000
Renewals and Replacements Plant Fund – Fund Balance Addition	-	1,000,000	1,000,000

The budget amendment details and presentation were provided in the packet for the Board's information and review.

Mrs. Mary Elizondo, Vice President for Finance and Administrative Services, presented the Proposed Budget Amendment for FY 2020 – 2021.

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 authorized the proposed budget amendment for FY 2020 – 2021 as presented. The motion carried.

### Adjournment

There being no further business to discuss, the Special Meeting of the South Texas College Board of Trustees adjourned at 5:58 p.m.

I certify the foregoing are the true and correct minutes of the Tuesday, June 8, 2021 Special Board Meeting of the South Texas College Board of Trustees.

X\_\_\_\_\_

Mrs. Victoria Cantú  
Board Secretary

Special Board Meeting Minutes  
Tuesday, June 8, 2021

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

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

**1. Texas Pioneer Foundation, High School Equivalency Leads to College and Employment, in the amount of \$150,000**

This award from the Texas Pioneer Foundation is for the Department of Continuing, Professional, and Workforce Education to serve 200 low-income residents of Hidalgo and Starr counties through 150 hours of GED preparation contextualized to various industry clusters, 6 hours of Academic Success Skills, 4 hours of College Connections, 5 hours of Job Readiness Skills, and 4 hours of CPR/AED Certification. The award period is from July 1, 2021 to June 30, 2022.

This grant aligns to Strategic Direction #2, Access and Success, by providing students with access to High School Equivalency preparation.

**2. Texas Workforce Commission, Apprenticeship Expansion Grant, in the amount of \$202,898**

This award from the Texas Workforce Commission to The Lower Rio Workforce Development Board, in partnership with South Texas College, is for the expansion of the Registered Apprenticeship (RAP) programs in our region to create work-based learning opportunities that lead to jobs and careers.

South Texas College's Institute of Advanced Manufacturing (IAM) will engage approximately 8-10 employers to help support the state's prescribed target for establishing thirty-three (33) new RAPs in Texas by adding 2 new Registered Apprenticeship Program, enrolling 110 new apprentices and expanding upon 2 existing RAPs.

This apprenticeship expansion program will give students a chance to work towards a nationally recognized credential at STC and help them gain the skills and knowledge needed to prepare for the occupations of Production Technician (new RAP), Phlebotomy Technician, (existing RAP), Construction Superintendent/Manager (existing RAP), and Computer Numerical Controlled (CNC) Programmers (new RAP). The award period is from April 1, 2021 to September 30, 2022.

This grant aligns to Strategic Direction #2, Access and Success, by providing students with access to the skills and knowledge needed to prepare for occupations.

**3. The Texas Workforce Commission, Child Care Relief Funds, in the amount of \$70,242**

The South Texas College, Mid-Valley Child Development Center was invited to receive Child Care Relief Funding as a result of the COVID-19 Pandemic. The Texas Workforce Commission approved multiple policy and funding actions to support families and child care providers due to the pandemic. The grant award will be used for auxiliary positions at the Child Development Center from April 1, 2021 to August 31, 2021. The payment amount is based on the child care program's licensed capacity and the 75th percentile of the average local market rate for child care in the area.

This grant aligns to Strategic Direction #, Fostering Student Success to support the overall growth and development for children of South Texas College students while their parents attend college classes.

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

**Summary of Grant Award Funding:**

The presented grants will provide up to \$423,140 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. Texas Pioneer Foundation, High School Equivalency Leads to College and Employment, in the amount of \$150,000
2. Texas Workforce Commission, Apprenticeship Expansion Grant, in the amount of \$202,898
3. The Texas Workforce Commission, Child Care Relief Funds, in the amount of \$70,242

**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 Pioneer Foundation, High School Equivalency Leads to College and Employment, in the amount of \$150,000
2. Texas Workforce Commission, Apprenticeship Expansion Grant, in the amount of \$202,898
3. The Texas Workforce Commission, Child Care Relief Funds, in the amount of \$70,242

**Approval Recommended:**

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

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

### **a. Presentation on Open Educational Resources (OER) at South Texas College**

The College Board, a national non-profit focused on expansion of higher education, reported that the average student in 2016-17 should budget \$1,230 - \$1,390 per year just for text books and course materials. The price of textbooks had increased by 88% from January 2006 to July 2016.

At South Texas College, administration, faculty, and staff work diligently to ensure student have a pathway to academic and workforce education, and to minimize barriers to student success. This includes helping find alternatives to expensive textbooks.

Dr. Brett J. Millán, Special Assistant to the Office of the Vice President for Academic Affairs, and Professor of English, will present on Open Educational Resources (OER) at South Texas College.

OER encompasses materials that are either in the public domain or have been made available with an open intellectual property license, allowing for free use by faculty, staff, and students as educational texts and supplemental materials. Existing OER can include textbooks, online/streaming videos, software, educational modules, and testing resources.

At South Texas College, OER was specifically implemented for all courses as part of the Bachelor of Science in Organizational Leadership program, since its inception in 2014. Since that time, three other bachelor programs at South Texas College, excluding the Bachelor of Science in Nursing, have transitioned to OER materials.

Dr. Millán will provide an overview of the South Texas College bachelor and associate degree programs implementing OER, and data on the sections currently offered with OER options for students. He will also review the online course catalog designation that can help students find OER-supported courses during the registration process.

Finally, Dr. Millan will review institutional and state level resources to help develop further high-quality OER materials, and plans to extend OER options to dual credit and other specific programs at South Texas College.

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 Item from the Education and Workforce Development Committee**

The following Consent Agenda item was 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 item as presented.

- a. Approval of the Proposed Out-of-District Interlocal Agreement and Non-Resident Memorandum of Understanding for Dual Credit Programs Partnerships

### **Recommendation:**

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

- a. Approval of the Proposed Out-of-District Interlocal Agreement and Non-Resident Memorandum of Understanding for Dual Credit Programs Partnerships

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

The Board of Trustees approves and authorizes the following item:

- a. Approval of the Proposed Out-of-District Interlocal Agreement and Non-Resident Memorandum of Understanding for Dual Credit Programs Partnerships

### **Approval Recommended:**

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

### **Consent Agenda:**

#### **a. Approval of the Proposed Out-of-District Interlocal Agreement and Non-Resident Memorandum of Understanding for Dual Credit Programs Partnerships**

The Board is asked to approve the proposed Out-of-District Interlocal Agreement and the proposed Non-Resident Memorandum of Understanding for Dual Credit Programs partnerships in academic year 2021 – 2022.

##### **Background**

South Texas College works with partnering school districts within the College's service area to execute an interlocal agreement to specify the partnership terms that help the College and In-District ISD partners maintain a high level of quality and service to participating dual credit high school students. On May 25, 2021, the Board of Trustees approved the proposed interlocal agreement for partnering districts within Hidalgo and Starr Counties for FY 2021 – 2022.

Due to requests received by Out-of-District and Non-Resident Districts, College Administration is seeking to establish in FY 2021 - 2022 Agreements to offer virtual dual credit courses taught by South Texas College Faculty.

*Out-of-District* partners would include school districts with service areas outside Hidalgo and Starr Counties but within the State of Texas, and who would provide opportunities for students to attend South Texas College dual credit courses online. Because these partners would be within the State of Texas, an Interlocal Agreement would be the appropriate form of agreement to govern these partnerships.

*Non-Resident* partners would include school districts outside the State of Texas, and would also include international school districts within Mexico. Like Out-of-District partners, these Non-Resident partners would provide opportunities for their students to attend South Texas College dual credit courses online. Because these partners would be outside the State of Texas, a Memorandum of Understanding would be the appropriate form of agreement to govern these partnerships.

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

Administration recommends the approval and adoption of the proposed Out-of-District Interlocal Agreement and the proposed Non-Resident Memorandum of Understanding for academic year 2021 - 2022 by the South Texas College Board of Trustees, for presentation to the governing board of each partnering district.

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

Students of the Out-of-District and Non-Resident District partners would not be eligible for the full tuition waiver provided to partnering ISDs within the College's service area. Administration also reviewed the proposed tuition and fee structures with the Finance, Audit, and Human Resources Committee. The Board will be asked to adopt appropriate tuition and fees, as referenced in section 5(b) of both proposed agreements, under a separate agenda item.

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

The Education and Workforce Development Committee recommended Board approval of the proposed Out-of-District Interlocal Agreement and the proposed Non-Resident Memorandum of Understanding for dual credit program partnerships for academic year 2021 – 2022.

**Recommendation:**

It is recommended that the Board of Trustees of South Texas College approve and authorize the proposed Out-of-District Interlocal Agreement and the proposed Non-Resident Memorandum of Understanding for dual credit program partnerships 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 proposed Out-of-District Interlocal Agreement and the proposed Non-Resident Memorandum of Understanding for dual credit program partnerships for academic year 2021 – 2022.

**Approval Recommended:**

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



## 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, 2021 to August 23, 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 ~~that are out-of-district~~ and within 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, Domestic Violence, Dating Violence, Stalking and Retaliation Prohibited](#).

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

The purpose of this IA is to outline the roles and responsibilities of the College and the School District 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, Interlocal Agreement 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 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 LMS Fundamentals and Academic Continuity Certifications offered through the College's Distance Learning Department prior to teaching dual credit 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 first semester teaching dual credit courses. 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 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 communicate with 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 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. Since Dual Credit Faculty are employed by both the College and the School District, they are

confronted with unique challenges; nonetheless, 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 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, lack of participation 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 sites in accordance with SACSCOC standards.

i. ~~Facilities~~ Location

The School District will work with the College to ensure that the School District's ~~facilities~~ meets 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; and~~
- School District will permit access to the College's electronic learning resources, ~~when the course is taught at the School District; and~~
- ~~School District offering science courses 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~~ **will** 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 determinant. 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.

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**

- Guidelines indicate reporting requirements and responsibilities of the Dual Credit Faculty regarding parent inquiries, progress reports, and discipline matters 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) with 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 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 12th 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 will be cancelled by the advertised semester deadline. 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 offers college advising services for dual credit students, 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 provides 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 Dual Credit Faculty, the School District's high school will be responsible to provide the classroom accommodations. If the class is taught by a 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, Domestic Violence, Dating Violence, Stalking and Retaliation Prohibited*. 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 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 2021-2022***, as approved by the College Board of Trustees (see Exhibit A).

d) Faculty Charges

When the College provides the faculty, including via 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 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.

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, Domestic Violence, Dating Violence, Stalking and Retaliation Prohibited* 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 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\_\_\_\_\_.

\_\_\_\_\_  
David C. Plummer, M.B.A., Ed.D.  
Interim President  
South Texas College

\_\_\_\_\_  
Superintendent  
School District

\_\_\_\_\_  
Chairman, Board of Trustees  
South Texas College

\_\_\_\_\_  
President, Board of Trustees  
School District

DRAFT

# 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
Per credit hour tuition for Out-of-District dual credit students sponsored by partnering school districts			87.00
Per credit hour tuition for Non-Resident dual credit students sponsored by partnering school districts			87.00
<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



PSJA Career & Technical Education  
@PSJACTE

Congratulations to our @PSJAISD students earning their Electrician Assistant Certificate! Any current 10th grade students interested in joining the program next year, please contact your high school counselor.  
@PsjaCollege @stcdual #PSJACTE #CareerReady



2:07 PM · May 14, 2021 · Twitter for iPhone



Sharyland ISD  
@SISDnews

Go Cobras!!! Congratulations SA3 Class of 2021 🎓  
South Texas College ✨



10:05 PM · May 27, 2021 · Twitter for iPhone



Rio Grande City CISD  
@rgccisd

Important information from Preparatory for Early College High School.



11:03 AM · Feb 23, 2021 · Twitter Web App

## 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  
Director of Human Resources  
2501 West Pecan Blvd.  
McAllen, TX 78501  
956-872-3646  
[HR\\_Administrators@southtexascollege.edu](mailto:HR_Administrators@southtexascollege.edu)



## Memorandum of Understanding 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 Memorandum of Understanding (MOU), and for the terms of which WITNESS THE FOLLOWING:

### TERM

This MOU shall be in effect from August 23, 2021 to August 23, 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 **that are non-resident** and within 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, Domestic Violence, Dating Violence, Stalking and Retaliation Prohibited](#).

#### 1) **MOU PURPOSE**

The purpose of this MOU is to outline the roles and responsibilities of the College and the School District that participate in the Dual Credit Programs. This MOU 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, Interlocal Agreement 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 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 LMS Fundamentals and Academic Continuity Certifications offered through the College's Distance Learning Department prior to teaching dual credit 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 first semester teaching dual credit courses. 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 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 communicate with 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 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. Since Dual Credit Faculty are employed by both the College and the School District, they are

confronted with unique challenges; nonetheless, 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 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, lack of participation 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 sites in accordance with SACSCOC standards.

i. ~~Facilities~~ Location

The School District will work with the College to ensure that the School District's ~~facilities~~ meets 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; and~~
- School District will permit access to the College's electronic learning resources, ~~when the course is taught at the School District; and~~
- ~~School District offering science courses 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~~ **will** 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 determinant. 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.

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**

- Guidelines indicate reporting requirements and responsibilities of the Dual Credit Faculty regarding parent inquiries, progress reports, and discipline matters 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) with 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 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 12th 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 will be cancelled by the advertised semester deadline. 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 offers college advising services for dual credit students, 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 provides 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 Dual Credit Faculty, the School District's high school will be responsible to provide the classroom accommodations. If the class is taught by a 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, Domestic Violence, Dating Violence, Stalking and Retaliation Prohibited*. 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 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 2021-2022***, as approved by the College Board of Trustees (see Exhibit A).

d) Faculty Charges

When the College provides the faculty, including via 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 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.

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 MOU.

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 MOU 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, Domestic Violence, Dating Violence, Stalking and Retaliation Prohibited](#) 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 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) **MEMORANDUM OF UNDERSTANDING (MOU)**

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

The College and the School District reserve the right to terminate this MOU, by notice from either party in accordance with this MOU or by operation of law. The College or the School District may terminate the MOU 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 MOU.

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

Failure to act in accordance with any provision in this MOU 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\_\_\_\_\_.

\_\_\_\_\_  
David C. Plummer, M.B.A., Ed.D.  
Interim President  
South Texas College

\_\_\_\_\_  
Superintendent  
School District

\_\_\_\_\_  
Chairman, Board of Trustees  
South Texas College

\_\_\_\_\_  
President, Board of Trustees  
School District

DRAFT

# 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
Per credit hour tuition for Out-of-District dual credit students sponsored by partnering school districts			87.00
Per credit hour tuition for Non-Resident dual credit students sponsored by partnering school districts			87.00
<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



PSJA Career & Technical Education  
@PSJACTE

Congratulations to our @PSJAISD students earning their Electrician Assistant Certificate! Any current 10th grade students interested in joining the program next year, please contact your high school counselor.  
@PsjaCollege @stcdual #PSJACTE #CareerReady



2:07 PM · May 14, 2021 · Twitter for iPhone



Sharyland ISD  
@SISDnews

Go Cobras!!! Congratulations SA3 Class of 2021 🎓  
South Texas College ✨



10:05 PM · May 27, 2021 · Twitter for iPhone



Rio Grande City CISD  
@rgccisd

Important information from Preparatory for Early College High School.



11:03 AM · Feb 23, 2021 · Twitter Web App

## **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  
Director of Human Resources  
2501 West Pecan Blvd.  
McAllen, TX 78501  
956-872-3646  
[HR\\_Administrators@southtexascollege.edu](mailto:HR_Administrators@southtexascollege.edu)

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

### **a. Review and Discussion of Preliminary Summary of Unrestricted Fund Projected Revenues and Expenditures for FY 2021 - 2022 with Comparison to FY 2020 – 2021 Amended Budget**

Mrs. Mary Elizondo, Vice President of Finance and Administrative Services, provided an update on the preliminary summary of unrestricted fund projected revenues and expenditures for FY 2021 – 2022, with comparison to the FY 2020 – 2021 amended budget.

The update included a preliminary estimated change of revenues and carryover allocations as follows:

State Appropriations	-\$4,899,222
Tuition	-291,986
Fees	-628,663
M&O Property Taxes	-844,491
Other Revenues	928,230
HEERF Lost Revenue	-1,177,326
Carryover Allocations	<u>276,912</u>
<b>Total Revenue Change</b>	<b>-\$6,636,546</b>

The update included a preliminary estimated change of expenditures, transfers, and reserves as follows:

Salaries	-\$1,959,189
Benefits	2,045,664
Operating	4,562,924
Travel	-6,000
Capital Outlay	-212,704
Transfers & Reserves	<u>-11,067,241</u>
<b>Total Revenue Change</b>	<b>-\$6,636,546</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 Revise Policy #4213: Drug Free Workplace and Campus and Policy #6320: Prohibition of Drugs and Alcohol on Campus
- c. Approval of Proposed Revisions to Tuition and Fees Schedules for FY 2021 – 2022
- d. Approval to Use HEERF Institutional Funds to Discharge Student Debt
- e. Approval of Unrestricted Fund Balance Designations as of August 31, 2021

### **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 Revise Policy #4213: Drug Free Workplace and Campus and Policy #6320: Prohibition of Drugs and Alcohol on Campus
- c. Approval of Proposed Revisions to Tuition and Fees Schedules for FY 2021 – 2022
- d. Approval to Use HEERF Institutional Funds to Discharge Student Debt
- e. Approval of Unrestricted Fund Balance Designations as of August 31, 2021

**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 Revise Policy #4213: Drug Free Workplace and Campus and Policy #6320: Prohibition of Drugs and Alcohol on Campus
- c. Approval of Proposed Revisions to Tuition and Fees Schedules for FY 2021 – 2022
- d. Approval to Use HEERF Institutional Funds to Discharge Student Debt
- e. Approval of Unrestricted Fund Balance Designations as of August 31, 2021

**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:

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

###### **1) Accounts Payable (Invoice) Automation System (Award)**

Award the proposal for an accounts payable (invoice) automation system to **Rich Arminio/Image Processing Systems, Inc. (IPS)** (Secaucus, NJ) (New), for the period beginning July 1, 2021 through June 30, 2023 with a one-year option to renew, at a total estimated amount of \$82,980.00.

Purpose – The Business Office is requesting to purchase an automated accounts payable invoice approval system subscription, which is a key element to the business continuity and disaster recovery plan especially during College closures when staff cannot be physically on campus. This system will automate the current manual invoice payment and online Financial Manager approval process for approximately 23,000 invoices received annually.

Justification and Benefit – The current accounts payable process is a manual process which includes physically entering invoices into the Banner system and Financial Manager approving/signing paper invoices. Manual routing of invoices for approval is the major delay in the accounts payable process. During the College closures, Financial Managers and staff worked from home, and were unable to review the hard copies of the invoices on a daily basis. The invoices were individually emailed, which resulted in a time-consuming process.

An accounts payable (invoice) automated system would improve process efficiencies by eliminating physical data-entry, enable online financial manager approvals, generate digital audit trails, match invoices to purchase orders, shorten process time, reduce human errors such as duplicate payments, and provide more transparency and internal controls, through full visibility into the accounts payable workflow.

By implementing an Accounts Payable solution that also includes a vendor portal, invoices can be submitted directly into the system by the vendors and picked up by Accounts Payable staff regardless of their location, ensuring that no invoices go missing or delay in the approval process. Automating accounts payable allows users to restrict access and store documents, and invoices safely in accordance with data regulations.

The Business Office together with Information Technology, Information Security, and the Purchasing Department worked in developing the request for proposals specifications, security requirements, and documenting the process workflow.

Management also benefits from high-level reports on vendor performance, cash flow, and working capital by having an automated accounts payable system. The system allows for benchmarking their employees' day-to-day productivity, which reduces the need to follow up.

Background – Proposal documents were advertised on March 24, 2021 and March 31, 2021 and issued to eleven (11) vendors. Four (4) responses were received on April 16, 2021 and reviewed by the Business Office, Information Technology, Information Security, and Purchasing Department.

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

## **2) DHSI Grant Consultant (Award)**

Award the proposal for the DHSI grant consultant to **Vasquez Consulting Services** (Edinburg, TX) (New), for the period beginning June 23, 2021 through August 31, 2025, at a total amount of \$158,750.00.

Purpose – Resource Development, Management, and Compliance is requesting a contract with an external consultant/evaluator to determine the extent to which the five (5) year Developing Hispanic-Serving Institutions (DHSI) program grant has achieved its specific objectives. These services are required under the U. S. Department of Education DHSI grant which was accepted at the September 22, 2020 Board of Trustees meeting.

Justification and Benefit – The services will require an external evaluation and verification of the DHSI grant activities and to guide the data and information collection and analysis processes ensuring that they are relevant and effective in assessing the quality, effectiveness, and impact of the DHSI grant objectives.

Background – Proposal documents were advertised on April 14, 2021 and April 21, 2021 and issued to forty-three (43) vendors. Three (3) responses were received on May 14, 2021 and reviewed by the Office of Strategic Initiatives, Grant System Management and Compliance Office, and Purchasing Department.

Funds for this expenditure are budgeted in the Developing Hispanic-Serving Institutions (DHSI) program grant budget for FY 2020 – 2021, FY 2021 – 2022, FY 2022 – 2023, FY 2023 – 2024, and FY 2024 – 25 pending Board approval of the budget.

## **3) Mail Services (Award)**

Award the proposal for mail services to **Upper Valley Mail Services, LLC.** (McAllen, TX), for the period beginning September 1, 2021 through August 31, 2022 with two one-year

options to renew, at an estimated annual amount of \$65,000.00, which is based on prior year expenditures.

**Purpose** – The Mail Services Department has requested the following services: postage on all envelopes/packages, add the intelligent mail barcode to all outgoing STC envelopes/packages, pre-sorting of all outgoing mail, and pickup and delivery mail to the McAllen post office.

**Justification and Benefit** – With these services, the College will receive lower postage rates for all outgoing mail. Since the service provider is able to group mail with the same zip code and bundle it with other entities, the College saves in postage.

**Background** – Proposal documents were advertised on April 7, 2021 and April 14, 2021 and issued to three (3) vendors. One (1) response was received on April 22, 2021 and reviewed by Mail Services, Business Office, and the Purchasing Department.

Funds for this expenditure are budgeted in the Postage budget for FY 2021 – 2022 pending Board approval of the budget.

#### **4) Nursing and Allied Health Equipment and Supplies (Award)**

Award the proposal for nursing and allied health equipment and supplies for the period beginning August 1, 2021 through July 31, 2022, with two one-year options to renew, at an estimated total amount of \$150,000.00, which is based on prior year expenditures. The vendors are as follows:

<b>Vendor (City/State)</b>	<b>Vendor (City/State)</b>
<b>Henry Schein Medical A Division of Henry Schein, Inc.</b> (Melville, NY)	<b>McKesson Medical-Surgical Government Solutions, LLC.</b> (Henrico, VA)
<b>Medicaleshop, Inc.</b> (New Milford, CT) (New)	<b>QuadMed, Inc.</b> (Jacksonville, FL) (New)
<b>Performance Health Supply, Inc. / dba Medco Supply Company</b> (Amherst, NY)	<b>Pocket Nurse Enterprises, Inc. / dba Pocket Nurse</b> (Monaca, PA)
<b>School Nurse Supply, Inc.</b> (Schaumburg, IL) (New)	<b>Unipack, Corp.</b> (Brooklyn, NY) (New)

**Purpose** – The Nursing and Allied Health instructional programs are requesting to purchase equipment and supplies for various courses and labs.

**Justification and Benefit:** The Nursing and Allied Health equipment and supplies will be used for student instruction in various instruction programs in the Division of Nursing and Allied Health. It will include some of the following items: gloves masks, needles, lancets, alcohol pads, sponges, tubes, lab coats, gauze, tape, infusion and syringe pumps, gowns, face masks, caps, IV start kits, catheters, blood pressure cuffs, bed pads, thermometers, bandage strips, medicine cups, etc.

Several vendors are needed due to the various needs by the programs and vendor availability of supplies, discount pricing, estimated delivery, and durability of the products.

Background – Proposal documents were advertised on April 7, 2021 and April 14, 2021 and issued to thirty-three (33) vendors. Eight (8) responses were received on April 22, 2021 and reviewed by the Nursing and Allied Health Programs and Purchasing Department.

Funds for this expenditure are budgeted in the Vocational Nursing, Associate Degree Nursing, Patient Care Assistant, Respiratory Therapy, Medical Assistant Technology, Pharmacy Technology Program and Emergency Medical Technician budgets for FY 2020 – 2021 and FY 2021 – 2022 pending Board approval of the budget.

#### **5) Pest Control Services (Award)**

Award the proposal for pest control services to **Zaap It Pest Control** (Mission, TX) (New), for the period beginning September 1, 2021 through August 31, 2022 with two one-year options to renew, at an estimated total amount of \$13,375.00.

Purpose – Facilities Operations and Maintenance is requesting district wide pest control services, which will be scheduled throughout the year for all South Texas College campuses and facilities.

Justification and Benefit – The pest control services include monthly service at all six (6) cafeterias and the Central Receiving Warehouse, quarterly pest control service, and annual termites/fleas service for all buildings through the College district.

Background – Proposal documents were advertised on May 5, 2021 and May 12, 2021 and issued to twenty-four (24) vendors. Five (5) responses were received on May 20, 2021 and were reviewed by Facilities Operations and Maintenance, Facilities Planning and Construction, and the Purchasing Department.

Funds for this expenditure are budgeted in the Facilities Maintenance budget for FY 2021 – 2022 pending Board approval of the budget.

#### **6) Science Laboratory Supplies (Award)**

Award the proposal for science laboratory supplies for the period beginning September 1, 2021 through August 31, 2022 with two one-year options to renew, at an estimated amount of \$270,000.00, which is based on prior year expenditures. The vendors are as follows:

<b>Vendor (City/State)</b>	<b>Vendor (City/State)</b>
<b>Anatomical Worldwide, LLC. / dba Anatomy Warehouse</b> (Evanston, IL)	<b>Bio-Rad Laboratories, Inc.</b> (Hercules, CA)
<b>Carolina Biological Supply, Co.</b> (Burlington, NC)	<b>Fisher Scientific, Co. LLC.</b> (Hanover Pack, IL)

<b>Vendor (City/State)</b>	<b>Vendor (City/State)</b>
<b>Flinn Scientific, Inc.</b> (Batavia, IL)	<b>Jameco Electronics</b> (Belmont, CA)
<b>PASCO Scientific</b> (Roseville, CA)	<b>VWR International, LLC.</b> (Radnor, PA)

Purpose – The science programs are requesting lab supplies for the instructional labs, which are required for science courses.

Justification and Benefit – The science laboratory supplies are used for student instruction in the Division of Math and Science by the following programs: Biology, Chemistry, Physics, Geology, and Geography. The programs require labs for students to conduct experiments and testing. Some of the supply items are as follows: specimens, instruments, models, chemicals, glassware, soil, test kits, materials, etc.

Background – Proposal documents were advertised on May 5, 2021 and May 12, 2021 and issued to twenty-two (22) vendors. Eight (8) responses were received on May 20, 2021 and reviewed by the Science Programs and Purchasing Department.

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

#### **7) Security Cameras (Award)**

Award the proposal for security cameras to **Darvid, Inc. / dba Security Solutions of DFW** (Dallas, TX), at a total amount of \$24,205.60.

Purpose – The Department of Public Safety is requesting to purchase twenty-seven (27) cameras and licenses for four (4) different camera projects at Pecan and Nursing and Allied Health campuses. These cameras are to replace cameras that are no longer working and/or to cover blind spots in areas that need additional camera coverage.

Justification and Benefit – College surveillance cameras are a deterrent to crime, including acts of violence. The cameras are used to identify individuals involved in nefarious acts on campus and provide the documentation necessary to prosecute violators. These twenty-seven (27) cameras will help the College by adding additional coverage and/or replacing cameras that are no longer working and are unable to be repaired.

Background – Proposal documents were advertised on May 5, 2021 and May 12, 2021 and issued to eleven (11) vendors. Five (5) responses were received on May 20, 2021 and reviewed by the Department of Public Safety, Information Technology, and Purchasing Department.

Funds for this expenditure are budgeted in the Safety and Security budget for FY 2020 – 2021.

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

### 8) Books and Educational Materials (Renewal)

Renew the books and educational materials contracts for the period beginning August 27, 2021 through August 26, 2022, at an estimated total amount of \$500,000.00, which is based on prior year expenditures. The vendors are as follows:

Vendor (City/State)	Vendor (City/State)
<b>Ambassador Education Solutions</b> (Melville, NY)	<b>Barnes &amp; Noble Booksellers, Inc.</b> (New York, NY)
<b>Barnes &amp; Noble College Booksellers, LLC.</b> (Basking Ridge, NJ)	<b>Complete Book &amp; Media Supply, LLC.</b> (Cedar Park, TX)
<b>Hertz-New Method, Inc. / dba Perma-Bound Books</b> (Jacksonville, IL)	<b>Kamico Instructional Media, Inc.</b> (Salado, TX)
<b>Kaplan Early Learning Company</b> (Lewisville, NC)	<b>Lakeshore Equipment Company / dba Lakeshore Learning Materials</b> (Carson, CA)
<b>Wolters Kluwer Medical</b> (Philadelphia, PA)	

Purpose – The Providing Academic Support to Students (PASS) Program and Continuing, Professional, and Workforce Education are requesting to renew the contracts for the purchase of books and educational materials for qualifying students in career and technical education programs.

Justification and Benefit – The books and materials will be provided to students participating in the PASS Program lending library as needed. The PASS Program lending library and Continuing Education will provide books to students in the Fall 2021, Spring 2022, and Summer 2022 semesters.

Background – The Board awarded the contract for books and educational materials at the July 28, 2020 Board of Trustees meeting for one year with two one-year annual renewals. The first renewal period begins on August 27, 2021 and ends August 26, 2022.

Award	Board Meeting Date	Original Term	Renewal Term
Original	7/28/20	8/27/20 – 8/26/21	2 – one year options
1 <sup>st</sup> Renewal	6/22/21		8/27/21 – 8/26/22

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

Funds for this expenditure are budgeted in the Carl Perkins (Grant), Continuing Education, and other requesting department budgets for FY 2020 – 2021 and FY 2021 – 2022, pending Board approval of the budget.

### 9) Library Serials (Renewal)

Renew the library serials contract with **EBSCO Information Services** (Birmingham, AL), for the period beginning September 1, 2021 through August 31, 2022, at an estimated total amount of \$50,000.00.

Purpose – Library Services is requesting to renew the contract for the purchase of library serials that serve all the libraries district wide.

Justification and Benefit – The approximate one hundred forty-one (141) serials that include magazines, journals, and newspapers will be used by the libraries district wide to support the instructional programs and other needs of South Texas College students.

Background – The Board awarded the contract for library serials at the July 23, 2019 Board of Trustees meeting for one year with two one-year annual renewals. The last renewal period begins on September 1, 2021 and ends August 31, 2022.

Award	Board Meeting Date	Original Term	Renewal Term
Original	7/23/19	9/1/19 – 8/31/20	2 – one year options
1 <sup>st</sup> Renewal	6/23/20		9/1/20 – 8/31/21
2 <sup>nd</sup> Renewal	6/22/21		9/1/21 – 8/31/22

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

Funds for this expenditure are budgeted in the Library Acquisitions budget FY 2021 – 2022, pending Board approval of the budget.

### 10) Library Materials (Renewal)

Renew the library materials contracts for the period beginning September 1, 2021 through August 31, 2022, at an estimated total amount of \$500,000.00. The vendors are as follows:

Vendor (City/State)	Vendor (City/State)	Vendor (City/State)
<b>ABDO Publishing Company</b> (Edina, MN)	<b>Baker &amp; Taylor, LLC.</b> (Charlotte, NC)	<b>Bound to Bound Books, Inc.</b> (Jacksonville, IL)
<b>Cengage Learning, Inc.</b> (Boston, MA)	<b>Central Programs, Inc. / dba Gumdrop Books</b> (Bethany, MO)	<b>Crabtree Publishing Company</b> (New York, NY)
<b>EBSCO Industries, Inc.</b> (Ipswich, MA)	<b>Ingram Library Services, LLC.</b> (La Vergne, TN)	<b>Lektro, Inc. / dba Escue &amp; Associates</b> (Robstown, TX)
<b>Midwest Library Service</b> (Bridgeton, MO)	<b>Midwest Tape, LLC.</b> (Holland, OH)	<b>Perma-Bound Books</b> (Jacksonville, IL)

Vendor (City/State)	Vendor (City/State)	Vendor (City/State)
<b>ProQuest, LLC.</b> (Ann Arbor, MI)	<b>Rittenhouse Book Distributors, Inc.</b> (King of Prussia, PA)	<b>Scholastic Library Publishing, Inc.</b> (Brookfield, CT)

Purpose – Library Services is requesting to renew the contracts to purchase library materials to support instructional programs and other needs of South Texas College students, faculty, staff, and patrons district wide.

Justification and Benefit – The library materials will include books, reference materials, ebooks, and other materials for all the College's academic programs. A list of vendors is needed to fulfill the large variety of requests needed district wide.

Background – The Board awarded the contracts for library materials at the August 25, 2020 Board of Trustees meeting for one year with two one-year annual renewals. The first renewal period begins on September 1, 2021 and ends August 31, 2022.

Award	Board Meeting Date	Original Term	Renewal Term
Original	8/25/20	9/1/20 – 8/31/21	2 – one year options
1 <sup>st</sup> Renewal	6/22/21		9/1/21 – 8/31/22

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 Library Acquisitions and BAT & Support Materials budgets FY 2021 – 2022, pending Board approval of the budget.

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

### **11)Furniture (Purchase)**

Purchase furniture from the National Cooperative Purchasing Alliance (NCPA), OMNIA Partners, Purchasing Cooperative of America (PCA), Sourcewell, and The Interlocal Purchasing System (TIPS) purchasing cooperatives, at a total amount of \$60,394.01.

#	Vendor	Amount
A	<b>Clarus Glassboard, LLC. / Gateway Printing and Office Supply, Inc.</b> (Fort Worth, TX/Edinburg, TX)	\$3,428.09
B	<b>Cramer, LLC. / Gateway Printing and Office Supply, Inc.</b> (Kansas City, MO/Edinburg, TX)	\$11,833.25
C	<b>Datum Filing Systems, Inc. / Gateway Printing and Office Supply, Inc.</b> (Emigsville, PA/Edinburg, TX)	\$380.64
D	<b>Exemplis Corporation / Gateway Printing and Office Supply, Inc.</b> (Cypress, CA/Edinburg, TX)	\$11,445.24

#	Vendor	Amount
E	<b>Gateway Printing and Office Supply, Inc.</b> (Edinburg, TX)	\$4,400.98
F	<b>Krueger International, Inc. / Gateway Printing and Office Supply, Inc.</b> (Green Bay, WI/Edinburg, TX)	\$13,333.37
G	<b>Landscape Forms</b> (Kalamazoo, MI)	\$3,584.40
H	<b>The Hon Company / Gateway Printing and Office Supply, Inc.</b> (Muscatine, IA/Edinburg, TX)	\$6,338.44
I	<b>Versteel / Gateway Printing and Office Supply, Inc.</b> (Jasper, IN/Edinburg, TX)	\$5,649.60
<b>Furniture Total</b>		<b>\$60,394.01</b>

The purchases can be summarized as follows:

- Clarus Glassboard, LLC. / Gateway Printing and Office Supply, Inc. (Fort Worth, TX/Edinburg, TX)
  - ⇒ Mid Valley Campus
    - 2 Mobile Glass Boards for the Division Nursing and Allied Health
- Cramer, LLC. / Gateway Printing and Office Supply, Inc. (Kansas City, MO/Edinburg, TX)
  - ⇒ Pecan Campus
    - 24 Students Stools and 1 Faculty/Staff Stool for the Division of Math and Science
- Datum Filing Systems, Inc. / Gateway Printing and Office Supply, Inc. (Emigsville, PA/Edinburg, TX)
  - ⇒ Pecan Campus
    - 1 Storage Shelving Unit for the Chemistry Program
- Exemplis Corporation / Gateway Printing and Office Supply, Inc. (Cypress, CA/Edinburg, TX)
  - ⇒ Nursing and Allied Health Campus
    - 1 Faculty/Staff Chair for the Centers for Learning Excellence
  - ⇒ Mid Valley Campus
    - 24 Student Lab Chairs for the Centers for Learning Excellence
    - 3 Faculty/Staff Chairs for Student Financial Services
  - ⇒ Pecan Campus
    - 1 Faculty/Staff Chair for Resource Development Management and Compliance
- Gateway Printing and Office Supply, Inc. (Edinburg, TX)
  - ⇒ Mid Valley Campus
    - 3 Lockers for staff use at the Centers for Learning Excellence

- ⇒ Pecan Campus
  - 4 Lockers for staff use at the Centers for Learning Excellence
- Krueger International, Inc. / Gateway Printing and Office Supply, Inc. (Green Bay, WI/Edinburg, TX)
  - ⇒ Pecan Campus
    - 1 Faculty/Staff Desk and 4 Chairs for the Office of Institutional Equity
    - 1 Faculty/Staff Desk and 1 Table for the Academic Advancement Office
    - 3 Tables for the Office Administration Program
  - ⇒ Mid Valley Campus
    - 3 Stools for Student Financial Services
- Landscape Forms (Kalamazoo, MI)
  - ⇒ Regional Center for Public Safety Excellence
    - 3 Exterior Benches for the Fire Academy Program
- The Hon Company / Gateway Printing and Office Supply, Inc. (Muscatine, IA/Edinburg, TX)
  - ⇒ Nursing and Allied Health Campus
    - 1 Faculty/Staff File Cabinet and 1 Bookcase for the Centers for Learning Excellence
  - ⇒ Pecan Campus
    - 6 Storage Cabinets for the Library Public Services
    - 1 Faculty/Staff Chair for Academic Advancement
  - ⇒ Regional Center for Public Safety Excellence
    - 1 Faculty/Staff Bookcase for the Fire Academy Program
  - ⇒ Technology Campus
    - 1 Faculty/Staff Chair for the Division of Business, Public Safety, and Technology
- Versteel / Gateway Printing and Office Supply, Inc. (Jasper, IN/Edinburg, TX)
  - ⇒ Mid Valley Campus
    - 10 Tables for the Centers for Learning Excellence

Fund for these expenditures are budgeted in the requesting department budgets for FY 2020 - 2021 as follows: Centers for Learning Excellence, Chemistry, Division of Business, Public Safety, and Technology, Division Nursing and Allied Health, Academic Advancement Equipment-New Faculty/Programs, Library Public Services, New Furniture, Office Administration, Office of Institutional Equity, Regional Center for Public Safety Excellence–State, Resource Development Management and Compliance, and Student Financial Services.

## **12)Staff Uniforms and Service Agreement (Purchase/Rental)**

Purchase a staff uniforms and service agreement from **UniFirst Corporation** (Wilmington, MA), a Texas Association of School Boards - Buyboard approved vendor,

for the period beginning July 1, 2021 through June 30, 2024, at an estimated annual amount of \$36,000.00 and a total estimated agreement amount of \$108,000.00.

**Purpose** – Facilities Operations and Maintenance and Custodial Department are requesting to purchase a services agreement to provide staff uniforms which includes the rental, pickup, delivery, and cleaning services.

**Justification and Benefit** – The uniforms will be worn daily by one hundred fifty (150) Facilities Maintenance and Custodial Department staff for identification through the College district. The service will include weekly pickup of uniforms, delivery of clean uniforms, and repairs of uniforms as needed.

Funds for this expenditure are budgeted in the Facilities Operations and Custodial budgets for FY 2020 – 2021 and FY 2021 – 2022 pending Board approval of the budget.

### **13)Collection Agency Services (Renewal)**

Renew the collection agency services contracts for the period beginning September 1, 2021 through August 31, 2022, at no charge to the College. The vendors are as follows:

Primary	<b>S &amp; S Recovery, Inc.</b> (Memphis, TN)
Secondary	<b>Immediate Credit Recovery, Inc.</b> (Poughkeepsie, NY) <b>Key 2 Recovery, Inc.</b> (Hamilton, OH)

**Purpose** – The Business Office is requesting to renew the contracts for collection agency services for the collection of delinquent accounts due to the College from students, faculty, and staff.

**Justification and Benefit** - The collection agency services provide collection for delinquent emergency student loans, tuition and fees, accounts receivable, and other unpaid accounts. Students may have delinquent balances due to circumstances such as returned checks and/or financial aid award reversals. Employees may also have delinquent accounts due to failure to comply with waiver reimbursement guidelines.

**Background** – The Board awarded the contract for collection agency services at the July 28, 2020 Board of Trustees meeting for one year with two one-year annual renewals. The first renewal period begins on September 1, 2021 and ends August 31, 2022.

Award	Board Meeting Date	Original Term	Renewal Term
Original	7/28/20	9/1/20 – 8/31/21	2 – one year options
1 <sup>st</sup> Renewal	6/22/21		9/1/21 – 8/31/22

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

#### 14) Glass, Plexiglass, and Installation (Renewal)

Renew the glass, plexiglass, and installation contracts for the period beginning August 26, 2021 through August 25, 2022, at an estimated total amount of \$70,000.00. The vendors are as follows:

<b>Vendor (City/State)</b>	<b>Vendor (City/State)</b>
<b>FDG Construction</b> (Mission, TX)	<b>G &amp; S Glass, LLC.</b> (Edinburg, TX)
<b>Gateway Printing &amp; Office Supply, Inc.</b> (San Antonio, TX)	<b>Luna Glass, LLC.</b> (McAllen, TX)
<b>R. E. Friedrichs Company</b> (Pharr, TX)	<b>Risica &amp; Sons, Inc.</b> (San Juan, TX)

Purpose – Facilities Operations and Maintenance is requesting to renew the contracts to purchase glass, plexiglass, and installation as needed throughout the College district.

Justification and Benefit – The glass replacement and installation will be purchased by Facilities Operations and Maintenance for the day-to-day operation. It will be used to replace broken glass or for the installation of new windows throughout the district.

The plexiglass will be installed as needed in areas that serve faculty, staff, students, and visitors for health and safety due to the pandemic. This will provide a barrier for individuals and maintain social distancing in open workspaces.

Background – The Board awarded the contracts for glass, plexiglass, and installation at the August 25, 2020 Board of Trustees meeting for one year with two one-year annual renewals. The first renewal period begins on September 1, 2021 and ends August 31, 2022.

<b>Award</b>	<b>Board Meeting Date</b>	<b>Original Term</b>	<b>Renewal Term</b>
Original	8/25/20	9/1/20 – 8/31/21	2 – one year options
1 <sup>st</sup> Renewal	6/22/21		9/1/21 – 8/31/22

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

#### 15) Maintenance and Repair Parts, Materials, and Supplies (Renewal)

Renew the maintenance and repair parts, materials, and supplies contracts for the period beginning September 1, 2021 through August 31, 2022, at an estimated amount of \$500,000.00, which is based on prior year expenditures. The vendors are as follows:

<b>Vendors (City/State)</b>	<b>Vendors (City/State)</b>
<b>Architectural Division 8, Inc.</b> (Harlingen, TX)	<b>Burton Companies</b> (Weslaco, TX)

<b>Vendors (City/State)</b>	<b>Vendors (City/State)</b>
<b>Bush Supply Company</b> (Edinburg, TX)	<b>Central Plumbing &amp; Electric Supply</b> (Weslaco, TX)
<b>Dealers Electrical Supply</b> (McAllen, TX)	<b>Diaz Floors &amp; Interior's, Inc.</b> (Pharr, TX)
<b>Ewing Irrigation</b> (McAllen, TX)	<b>Fairway Supply, Inc.</b> (Austin, TX)
<b>Fastenal Company</b> (McAllen, TX)	<b>Ferguson Enterprise</b> (Pharr, TX)
<b>International Supplier Larey, Inc. / dba International Industrial Supply, Co.</b> (Brownsville, TX)	<b>Interstate Batteries of the RGV</b> (McAllen, TX)
<b>Johnson Supply</b> (Pharr, TX)	<b>Johnstone Supply</b> (Pharr, TX)
<b>Lewis Mechanical Sales</b> (Corpus Christi, TX)	<b>Luna Glass, LLC.</b> (McAllen, TX)
<b>Martin Peña / dba Delta Specialties Sign &amp; Supply</b> (Edinburg, TX)	<b>Morrison Supply Company</b> (McAllen, TX)
<b>MSC Industrial Supply, Co.</b> (Harlingen, TX)	<b>Sherwin Williams, Co.</b> (McAllen, TX)
<b>Trane U.S.A.</b> (Edinburg, TX)	<b>Valley Armature &amp; Electric</b> (Edinburg, TX)

Purpose – Facilities Operations and Maintenance is requesting to renew the contracts to purchase parts, materials, and supplies for district wide daily maintenance and repair work order requests.

Justification and Benefit – The maintenance and repair parts, materials, are supplies are needed for the day-to-day repairs and improvements in the areas of plumbing, painting, irrigation, electrical, door locks, vehicle and equipment batteries, and air conditioning.

Background – The Board awarded the contracts for maintenance and repair parts, materials, and supplies at the August 19, 2019 Board of Trustees meeting for one year with two one-year annual renewals. The last renewal period begins on September 1, 2021 and ends August 31, 2022.

<b>Award</b>	<b>Board Meeting Date</b>	<b>Original Term</b>	<b>Renewal Term</b>
Original	8/19/19	9/1/19 – 8/31/20	2 – one year options
1 <sup>st</sup> Renewal	6/23/20		9/1/20 – 8/31/21
2 <sup>nd</sup> Renewal	6/22/21		9/1/21 – 8/31/22

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 Facilities Maintenance budget for FY 2021 – 2022 pending Board approval of the budget.

## **B. Purchases and Renewals (B-c. Technology Item)**

### **16)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 \$148,593.40.

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
  - ⇒ 32 Computers for Computer Science Program
  - ⇒ 26 Computers for Learning Commons and Open
- Staff Computers
  - ⇒ 2 Computers for Resource Development, Management, and Compliance
- Student Laptops
  - ⇒ 10 Laptops for Architectural, Engineering, and Design Technology Program
- Staff Laptops
  - ⇒ 1 Laptop for Resource Development, Management, and Compliance
  - ⇒ 1 Laptop for Business Office
  - ⇒ 6 Laptops for Centers for Learning Excellence
  - ⇒ 3 Laptops for Early College High School Programs
  - ⇒ 4 Laptops for Dual Credit Pathways
  - ⇒ 2 Laptops for Educational Technologies
- Staff Tablet
  - ⇒ 1 Tablet for Music Program

Funds for these expenditures are budgeted in the requesting department budgets for FY 2020 - 2021 as follows: Computer Science Program, Learning Commons and Open Labs, Resource Development, Management and Compliance, Carl Perkins Grant Compliance, Business Office, Centers for Learning Excellence, Early College High School, Dual Credit Pathways, Educational Technologies, and Music Program.

### **C. Interlocal Agreement**

#### **17) Contract Training Agreement (Services Agreement)**

Contract services agreement with **McAllen Independent School District** (McAllen, TX), for the period beginning September 1, 2021 through June 30, 2022, at no cost to the College.

Purpose – Continuing, Professional, and Workforce Education is requesting to enter into a training agreement with the McAllen ISD Department of Special Services / Parental Involvement Program. Under this agreement, McAllen ISD would pay the College an estimated \$99,434.55 for training services.

Justification and Benefit – The training services will include some of the following courses: Basic Cake Decorating, CPR Training, GED Spanish Review, Intro to Welding, Beginning and Intermediate Computers, Food Safety and Sanitation, and Healthy Cooking I and II. The participants will be identified by McAllen ISD and upon completion, South Texas College will award Continuing Education Units (CEUs), and provide a Certificate of Completion.

#### **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) Accounts Payable (Invoice) Automation System (Award):** award the proposal for an accounts payable (invoice) automation system to **Rich Arminio / Image Processing Systems, Inc. (IPS)** (Secaucus, NJ) (New), for the period beginning July 1, 2021 through June 30, 2023 with a one-year option to renew, at a total estimated amount of \$82,980.00;
- 2) DHSI Grant Consultant (Award):** award the proposal for the DHSI grant consultant to **Vasquez Consulting Services** (Edinburg, TX) (New), for the period beginning June 23, 2021 through August 31, 2025, at a total amount of \$158,750.00;
- 3) Mail Services (Award):** award the proposal for mail services to **Upper Valley Mail Services, LLC.** (McAllen, TX), for the period beginning September 1, 2021 through August 31, 2022 with two one-year options to renew, at an estimated annual amount of \$65,000.00, which is based on prior year expenditures;
- 4) Nursing and Allied Health Equipment and Supplies (Award):** award the proposal for nursing and allied health equipment and supplies, for the period

beginning August 1, 2021 through July 31, 2022, with two one-year options to renew, at an estimated total amount of \$150,000.00, which is based on prior year expenditures. The vendors are as follows:

Vendor (City/State)	Vendor (City/State)
<b>Henry Schein Medical A Division of Henry Schein, Inc.</b> (Melville, NY)	<b>McKesson Medical-Surgical Government Solutions, LLC.</b> (Henrico, VA)
<b>Medicaleshop, Inc.</b> (New Milford, CT) (New)	<b>QuadMed, Inc.</b> (Jacksonville, FL) (New)
<b>Performance Health Supply, Inc. / dba Medco Supply Company</b> (Amherst, NY)	<b>Pocket Nurse Enterprises, Inc. / dba Pocket Nurse</b> (Monaca, PA)
<b>School Nurse Supply, Inc.</b> (Schaumburg, IL) (New)	<b>Unipack, Corp.</b> (Brooklyn, NY) (New)

- 5) **Pest Control Services (Award):** award the proposal for pest control services to **Zaap It Pest Control** (Mission, TX) (New), for the period beginning September 1, 2021 through August 31, 2022 with two one-year options to renew, at an estimated total amount of \$13,375.00;
- 6) **Science Laboratory Supplies (Award):** award the proposal for science laboratory supplies for the period beginning September 1, 2021 through August 31, 2022 with two one-year options to renew, at an estimated amount of \$270,000.00, which is based on prior year expenditures. The vendors are as follows:

Vendor (City/State)	Vendor (City/State)
<b>Anatomical Worldwide, LLC. / dba Anatomy Warehouse</b> (Evanston, IL)	<b>Bio-Rad Laboratories, Inc.</b> (Hercules, CA)
<b>Carolina Biological Supply, Co.</b> (Burlington, NC)	<b>Fisher Scientific, Co. LLC.</b> (Hanover Pack, IL)
<b>Flinn Scientific, Inc.</b> (Batavia, IL)	<b>Jameco Electronics</b> (Belmont, CA)
<b>PASCO Scientific</b> (Roseville, CA)	<b>VWR International, LLC.</b> (Radnor, PA)

- 7) **Security Cameras (Award):** award the proposal for security cameras to **Darvid, Inc. / dba Security Solutions of DFW** (Dallas, TX), at a total amount of \$24,205.60;

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

- 8) **Books and Educational Materials (Renewal):** renew the books and educational materials contracts for the period beginning August 27, 2021 through August 26, 2022, at an estimated total amount of \$500,000.00, which is based on prior year expenditures. The vendors are as follows:

Vendor (City/State)	Vendor (City/State)
<b>Ambassador Education Solutions</b> (Melville, NY)	<b>Barnes &amp; Noble Booksellers, Inc.</b> (New York, NY)
<b>Barnes &amp; Noble College Booksellers, LLC.</b> (Basking Ridge, NJ)	<b>Complete Book &amp; Media Supply, LLC.</b> (Cedar Park, TX)
<b>Hertz-New Method, Inc. / dba Perma-Bound Books</b> (Jacksonville, IL)	<b>Kamico Instructional Media, Inc.</b> (Salado, TX)
<b>Kaplan Early Learning Company</b> (Lewisville, NC)	<b>Lakeshore Equipment Company / dba Lakeshore Learning Materials</b> (Carson, CA)
<b>Wolters Kluwer Medical</b> (Philadelphia, PA)	

- 9) **Library Serials (Renewal):** renew the library serials contract with **EBSCO Information Services** (Birmingham, AL), for the period beginning September 1, 2021 through August 31, 2022, at an estimated total amount of \$50,000.00;
- 10) **Library Materials (Renewal):** renew the library materials contracts for the period beginning September 1, 2021 through August 31, 2022, at an estimated total amount of \$500,000.00. The vendors are as follows:

Vendor (City/State)	Vendor (City/State)	Vendor (City/State)
<b>ABDO Publishing Company</b> (Edina, MN)	<b>Baker &amp; Taylor, LLC.</b> (Charlotte, NC)	<b>Bound to Bound Books, Inc.</b> (Jacksonville, IL)
<b>Cengage Learning, Inc.</b> (Boston, MA)	<b>Central Programs, Inc. / dba Gumdrops Books</b> (Bethany, MO)	<b>Crabtree Publishing Company</b> (New York, NY)
<b>EBSCO Industries, Inc.</b> (Ipswich, MA)	<b>Ingram Library Services, LLC.</b> (La Vergne, TN)	<b>Lektro, Inc. / dba Escue &amp; Associates</b> (Robstown, TX)
<b>Midwest Library Service</b> (Bridgeton, MO)	<b>Midwest Tape, LLC.</b> (Holland, OH)	<b>Perma-Bound Books</b> (Jacksonville, IL)
<b>ProQuest, LLC.</b> (Ann Arbor, MI)	<b>Rittenhouse Book Distributors, Inc.</b> (King of Prussia, PA)	<b>Scholastic Library Publishing, Inc.</b> (Brookfield, CT)

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

- 11) **Furniture (Purchase):** purchase furniture from the National Cooperative Purchasing Alliance (NCPA), OMNIA Partners, Purchasing Cooperative of America (PCA), Sourcewell, and The Interlocal Purchasing System (TIPS) purchasing cooperatives, at a total amount of \$60,394.01.

#	Vendor	Amount
A	<b>Clarus Glassboard, LLC. / Gateway Printing and Office Supply, Inc.</b> (Fort Worth, TX/Edinburg, TX)	\$3,428.09
B	<b>Cramer, LLC. / Gateway Printing and Office Supply, Inc.</b> (Kansas City, MO/Edinburg, TX)	\$11,833.25
C	<b>Datum Filing Systems, Inc. / Gateway Printing and Office Supply, Inc.</b> (Emigsville, PA/Edinburg, TX)	\$380.64
D	<b>Exemplis Corporation / Gateway Printing and Office Supply, Inc.</b> (Cypress, CA/Edinburg, TX)	\$11,445.24
E	<b>Gateway Printing and Office Supply, Inc.</b> (Edinburg, TX)	\$4,400.98
F	<b>Krueger International, Inc. / Gateway Printing and Office Supply, Inc.</b> (Green Bay, WI/Edinburg, TX)	\$13,333.37
G	<b>Landscape Forms</b> (Kalamazoo, MI)	\$3,584.40
H	<b>The Hon Company / Gateway Printing and Office Supply, Inc.</b> (Muscatine, IA/Edinburg, TX)	\$6,338.44
I	<b>Versteel / Gateway Printing and Office Supply, Inc.</b> (Jasper, IN/Edinburg, TX)	\$5,649.60
<b>Furniture Total</b>		\$60,394.01

**12) Staff Uniforms and Service Agreement (Purchase/Rental):** purchase a staff uniforms and service agreement from **UniFirst Corporation** (Wilmington, MA), a Texas Association of School Boards – Buyboard approved vendor, for the period beginning July 1, 2021 through June 30, 2024, at an annual estimated amount of \$36,000.00 and a total estimated agreement amount of \$108,000.00;

**13) Collection Agency Services (Renewal):** renew the collection agency services contracts for the period beginning September 1, 2021 through August 31, 2022, at no charge to the College. The vendors are as follows:

Primary	<b>S &amp; S Recovery, Inc.</b> (Memphis, TN)
Secondary	<b>Immediate Credit Recovery, Inc.</b> (Poughkeepsie, NY) <b>Key 2 Recovery, Inc.</b> (Hamilton, OH)

**14) Glass, Plexiglass, and Installation (Renewal):** renew the glass, plexiglass, and installation contracts for the period beginning August 26, 2021 through August 25, 2022, at an estimated total amount of \$70,000.00. The vendors are as follows:

Vendor (City/State)	Vendor (City/State)
<b>FDG Construction</b> (Mission, TX)	<b>G &amp; S Glass, LLC.</b> (Edinburg, TX)
<b>Gateway Printing &amp; Office Supply, Inc.</b> (San Antonio, TX)	<b>Luna Glass, LLC.</b> (McAllen, TX)

<b>R. E. Friedrichs Company</b> (Pharr, TX)	<b>Risica &amp; Sons, Inc.</b> (San Juan, TX)
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- 15) Maintenance and Repair Parts, Materials, and Supplies (Renewal):** renew the maintenance and repair parts, materials, and supplies contracts for the period beginning September 1, 2021 through August 31, 2022, at an estimated amount of \$500,000.00, which is based on prior year expenditures. The vendors are as follows:

<b>Vendors (City/State)</b>	<b>Vendors (City/State)</b>
<b>Architectural Division 8, Inc.</b> (Harlingen, TX)	<b>Burton Companies</b> (Weslaco, TX)
<b>Bush Supply Company</b> (Edinburg, TX)	<b>Central Plumbing &amp; Electric Supply</b> (Weslaco, TX)
<b>Dealers Electrical Supply</b> (McAllen, TX)	<b>Diaz Floors &amp; Interior's, Inc.</b> (Pharr, TX)
<b>Ewing Irrigation</b> (McAllen, TX)	<b>Fairway Supply, Inc.</b> (Austin, TX)
<b>Fastenal Company</b> (McAllen, TX)	<b>Ferguson Enterprise</b> (Pharr, TX)
<b>International Supplier Larey, Inc. / dba International Industrial Supply, Co.</b> (Brownsville, TX)	<b>Interstate Batteries of the RGV</b> (McAllen, TX)
<b>Johnson Supply</b> (Pharr, TX)	<b>Johnstone Supply</b> (Pharr, TX)
<b>Lewis Mechanical Sales</b> (Corpus Christi, TX)	<b>Luna Glass, LLC.</b> (McAllen, TX)
<b>Martin Peña / dba Delta Specialties Sign &amp; Supply</b> (Edinburg, TX)	<b>Morrison Supply Company</b> (McAllen, TX)
<b>MSC Industrial Supply, Co.</b> (Harlingen, TX)	<b>Sherwin Williams, Co.</b> (McAllen, TX)
<b>Trane U.S.A.</b> (Edinburg, TX)	<b>Valley Armature &amp; Electric</b> (Edinburg, TX)

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

- 16) Computers, Laptops, and Tablet (Purchase):** purchase 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 \$148,593.40;

**C. Interlocal Agreement**

- 17) Contract Training Agreement (Interlocal Agreement):** contract service agreement with **McAllen Independent School District** (McAllen, TX), for the period beginning September 1, 2021 through June 30, 2022, at no cost to the College.

The total for all award of proposals, purchases, renewals, and interlocal agreement is \$2,701,298.01.

**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 \$2,701,298.01 as presented.

**Approval Recommended:**

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

**Consent Agenda:**

**b. Approval to Revise Policy #4213: Drug Free Workplace and Campus and Policy #6320: Prohibition of Drugs and Alcohol on Campus**

Approval to revise Policy #4213: Drug Free Workplace and Campus and Policy #6320: Prohibition of Drugs and Alcohol on Campus is requested.

Purpose – The proposed revisions to the policies are necessary to reflect the College's current operations, procedures, and regulations relating to an alcohol and drug-free workplace and campus.

Justification – The request for the revisions to the policies are necessary for the following reasons:

- The proposed revision to Policy #4213: *Drug Free Workplace and Campus* will:
  - Strengthen compliance in accordance with federal regulations;
  - Permit the limited use of alcohol as part of specific programs where the alcohol is used for instructional purposes, and in compliance with prevailing law;
  - Align the current policy with the College's Public Safety Department procedures;
  - Change the title to "Drug-Free and Alcohol-Free Workplace and Campus"; and,
  - Incorporate clarifying revisions.
- The proposed revision to Policy #6320: *Prohibition of Drugs and Alcohol on Campus* will:
  - Strengthen the policy in accordance with the Controlled Substances Act; and,
  - Modify the policy to permit the use of alcohol in accordance with the revisions to Policy #4213, above.

Background – South Texas College adopted both Policy #4213: Drug Free Workplace and Campus and Policy #6320: Prohibition of Drugs and Alcohol on Campus on November 9, 1995.

Policy #4213 currently prohibits the possession and consumption of alcohol on campus. The Culinary Arts Program and the Workforce/Continuing Education Program have requested the use of alcohol as part of the curriculum for instructional purposes only. Therefore, it is proposed that Policy #4213 permit the use of alcohol limited to the programs and Policy #6320 references the exception.

Reviewers – The revised policies have been reviewed by staff, President's Cabinet, President's Administrative staff, Planning and Development Council (PDC), the Vice

President for Finance and Administrative Services, Interim Vice President for Academic Affairs, and STC Legal Counsel, Mr. Jose Guerrero

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

The additions to the policies are highlighted in yellow and the deletions are designated with a red strikeout.

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

The Finance, Audit, and Human Resources Committee recommended Board approval to revise Policy #4213: Drug Free Workplace and Campus, and to change the title to "Drug-Free and Alcohol-Free Workplace and Campus", and revise Policy #6320: Prohibition of Drugs and Alcohol on Campus, as presented and which supersedes any previously adopted Board policy.

**Recommendation:**

It is recommended that the Board of Trustees of South Texas College approve and authorize the proposed revisions to Policy #4213: Drug Free Workplace and Campus, and to change the title to "Drug-Free and Alcohol-Free Workplace and Campus", and the proposed revisions to Policy #6320: Prohibition of Drugs and Alcohol on Campus, as presented and which supersedes any previously adopted Board policy.

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

The Board of Trustees of Trustees of South Texas College approves and authorizes the proposed revisions to Policy #4213: Drug Free Workplace and Campus, and to change the title to "Drug-Free and Alcohol-Free Workplace and Campus", and the proposed revisions to Policy #6320: Prohibition of Drugs and Alcohol on Campus, as presented and which supersedes any previously adopted Board policy.

**Approval Recommended:**

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

## MANUAL OF POLICY

Title	<b>Drug-Free and Alcohol-Free</b> <del>Drug-Free</del> Workplace and Campus	4213
Legal Authority	Approval of the Board of Trustees	Page 1 of 3
Date Approved by Board	As Amended by Board Minute Order dated <b>June 22, 2021</b>	

### I. Purpose

South Texas College (College) is committed to maintaining a drug-free and alcohol-free workplace and campus for employees. The following policy is established for employees at South Texas College, with this goal in mind.

~~The policy of South Texas College is to maintain a drug-free workplace and campus. For the purposes of this policy "workplace and campus" is defined as College property, any College-sponsored activity, or any other site for the performance of work for the College. Activities prohibited by this policy shall be considered good cause, as that term is used in policies, for discipline, including but not limited to suspension, non-renewal or immediate termination of employment, if the activities occur on College property or at College-sponsored activities or at any other site for the performance of the work of the College. The provisions of policies shall apply to violations of this policy.~~

### II. Policy

All College employees shall be provided a copy of this policy. As a condition of employment, all College employees must comply with this policy.

It is the policy of South Texas College to prohibit the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance or alcohol ~~Prohibited activities under this policy include unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance, as defined in schedules I through V of section 202 of 21 U.S.C. S 812, 21 C.F.R. Sections 1308.11-1308.15, as amended from time to time, in the workplace or campus, as defined by this policy.~~ by any College employee.

South Texas College prohibits any employee from being under the influence of alcohol or any non-prescribed controlled substance while in the workplace or campus.

South Texas College prohibits any employee from being under the influence of any legally prescribed drug while on duty with the College at any workplace or campus if it impairs the employee's ability to perform the essential functions of the position or if such impairment jeopardizes the safety of the employee or any other person.

The use of alcohol is permitted as part of the Culinary Arts Program, Enology or Wine Technology Program, Brewing, or Beer Technology Program, where the alcohol is used solely for instructional purposes. A student who is 18 years of age or older may taste the alcohol for educational purposes as part of the curriculum for the Culinary Arts Program, Enology or Wine Technology, Brewing or Beer Technology Program, provided that the service and tasting of the alcohol is supervised by a faculty or staff member who is at least 21 years of age in accordance with Sec. 106.16 of the Alcoholic Beverage Code. For this purpose, "taste" means to draw the alcohol into the mouth without swallowing or otherwise consuming the alcohol. The Culinary Arts Program, Enology or Wine Technology Program, and the Brewing and Beer Technology Program shall maintain written procedures regarding the use and safeguarding of alcohol.

~~To implement this policy, the administration shall establish a program to inform employees of the following:~~

- ~~1. Standards of Conduct that clearly prohibit, at a minimum, the unlawful possession, use, or distribution of drugs and alcohol by students and employees on the property of the College or at any part of the College's activities;~~

~~Strikethrough denotes deletion~~

**Denotes addition**

## MANUAL OF POLICY

Title **Drug-Free and Alcohol-Free ~~Drug-Free~~ Workplace and Campus** 4213

Legal Authority Approval of the Board of Trustees Page 2 of 3

Date Approved by Board As Amended by Board Minute Order dated **June 22, 2021**

- ~~2. College policy of maintaining a drug free workplace and campus;~~
- ~~3. Any available drug counseling, rehabilitation, and employee assistance programs; and~~
- ~~4. A clear statement that South Texas College will impose sanctions on students and employees (consistent with local, state and federal law) and a description of these sanctions, up to and including expulsion or termination of employment and referral for prosecution for violations of the standards of conduct.~~

### Sanctions

1. An employee who engages in conduct prohibited by this policy shall be subject to disciplinary action, suspension, or other adverse action, including termination or expulsion under this policy and/or under Board Policy 4901: Standards of Conduct. The decision to discipline an employee should be made in accordance with Board Policy 4911: Disciplinary Action Procedures.
2. An employee who engages in conduct prohibited by this policy may be subject to referral for prosecution.
3. Any College employee who has been convicted under any criminal drug statute for a violation occurring in the workplace, as defined by this policy, must report that conviction to the Office of Human Resources ~~College~~ no later than 5 days after the conviction in accordance with Board Policy 4112: Self-Reporting of Criminal Conduct. If the convicted employee was performing work pursuant to a federal grant or to a federal contract for the procurement of goods or services valued at \$25,000 or more, the administration shall notify the federal contracting or granting agency of the conviction from the employee, ~~or otherwise.~~ Within 30 days after receiving notice of the conviction described in this paragraph ~~policy~~, the College shall impose discipline on the employee, or require the employee to satisfactory participation in a enroll in a College-approved drug abuse assistance or rehabilitation program. ~~by, any employee who is convicted of a violation of a criminal drug statute if the violation occurred in the workplace or on campus.~~ A convicted employee shall be required to satisfactorily complete the College-approved drug abuse assistance or rehabilitation program, as a condition of continued employment.

### Drug and Alcohol Testing

The College shall conduct testing to bus drivers in accordance with federal regulations, 49 CFR Part 655 (Federal Transit Administration funding received through agreement with the Lower Rio Grande Valley Development Council), and 49 C.F.R. Part 40, and in accordance with South Texas College Department of Public Safety's Student Transportation Services Drug and Alcohol-Free Workplace Procedures.

All applicants recommended for employment into safety-sensitive positions or individuals being transferred into safety-sensitive positions from non-safety sensitive positions are required to be given a pre-employment drug and alcohol test before making an offer of employment or transfer. Random, reasonable suspicion, and post-accident drug testing shall be conducted on all safety-sensitive employees. The South Texas College Department of Public Safety maintains written procedures regarding drug and alcohol testing.

### **III. Definitions:**

For purposes of this policy:

1. Alcohol – shall mean alcoholic beverages, distilled spirits, liquor, wine or vinous liquor, ale, malt liquor, wine cooler, mixed beverage, or beer, as these terms are defined in Chapter 1 of the Texas Alcoholic Beverages Code, as amended.

~~Strikethrough denotes deletion~~

**Denotes addition**

## MANUAL OF POLICY

Title **Drug-Free and Alcohol-Free ~~Drug-Free~~ Workplace and Campus** 4213

Legal Authority Approval of the Board of Trustees Page 3 of 3

Date Approved by Board As Amended by Board Minute Order dated **June 22, 2021**

2. Controlled substances – as defined by Title 21 U.S.C. Controlled Substances Act, Chapter 13, Part A, Section 802, shall mean a drug or other substance, or immediate precursor, included in schedule I, II, III, IV, or V, as amended; the Texas Controlled Substances Act, the Texas Dangerous Drugs Act, and the Texas Simulated Control Substances Act.
3. Safety Sensitive Positions – shall mean a duty position or job category that requires the performance of a safety-sensitive function of Police Officers and Police Dispatchers.
4. Workplace or campus – shall mean any property or premises owned or otherwise under the possession and control of the College, any College-sponsored activity, or any other site used for the performance of work for the College or for teaching College students.

### IV. History

Origination Date Approved by Board	November 9, 1995
Date Amended and Approved by Board	June 22, 2021

~~Strikethrough denotes deletion~~

**Denotes addition**

## MANUAL OF POLICY

Title	Prohibition of Drugs and Alcohol on Campus	6320
Legal Authority	Approval of the Board of Trustees	
Date Approved by Board	As Amended by Board Minute Order dated June 22, 2021	

### I. Purpose

South Texas College is committed to maintaining a safe, healthy, and lawful working and educational environment for its employees and students.

### II. Policy

~~South Texas College prohibits alcoholic beverages and narcotic drugs, stimulants, hallucinogenics, and barbiturates within all owned or leased College buildings or grounds.~~ South Texas College prohibits employees and students from the unlawful possession, sale, distribution, offering, and/or consumption of controlled substances, as defined by the Controlled Substances Act, Subchapter I, Schedules I-V, on facilities and property owned, leased, or operated by the College, or while engaged in College-related activities or functions.

South Texas College also prohibits employees and students from being under the influence, possessing, or consuming alcoholic beverages on facilities and property owned, leased, or operated by the College, except as permitted in accordance with Board Policy 4213: Drug-Free and Alcohol-Free Workplace and Campus.

### III. Definitions

Controlled Substance – as defined by Title 21 U.S.C. Controlled Substances Act, Chapter 13, Part A, Section 802, shall mean a drug or other substance, or immediate precursor, included in schedule I, II, III, IV, or V, as amended; The Texas Controlled Substances Act, the Texas Dangerous Drugs Act, and the Texas Simulated Controlled Substances Act.

### IV. History

Origination Date Approved by Board	November 9, 1995
Date Amended and Approved by Board	June 22, 2021

Strikethrough denotes deletion

Denotes addition

**Consent Agenda:**

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

- 1. Student Tuition and Fees**
- 2. Dual Credit Tuition and Fees for Students Sponsored by Partnering School Districts**
- 3. Regional Center for Public Safety Excellence (RCPSE) Tuition and Fees**

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

The following changes to the Student Tuition and Fees are recommended to accommodate Out-of-District and Non-Resident School Districts who have contacted College Administration seeking to establish partnership for FY 2021 - 2022 to offer virtual dual credit courses taught by South Texas College Faculty. The changes to the Regional Center for Public Safety Excellence (RCPSE) tuition and fees schedules encompass Continuing Education courses related to Public Safety and add the fee associated with the Car Fire Simulator Training that will now be offered to partnering agencies.

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

**1. Student Tuition and Fees**

- Revise Independent Dual Credit Tuition per Credit Hours as follows:

	Current Rate	Change	Proposed Rate FY 2021-2022
<b>INDEPENDENT DUAL CREDIT TUITION PER CREDIT:</b>			
• Out-of-District Home Schooled or Dual Credit Students Who Are Not Enrolled in a School District with a Memorandum of Understanding or an Interlocal Agreement with South Texas College	\$80.00 Plus Applicable Differential Tuition	<b>\$87.00</b> <b>Plus</b> <b>Applicable</b> <b>Differential</b> <b>Tuition</b>	<b>\$87.00</b> <b>Plus</b> <b>Applicable</b> <b>Differential</b> <b>Tuition</b>

- Add new Independent Dual Credit Tuition per Credit Hours as follows:

	Proposed Rate FY 2021-2022
<b>INDEPENDENT DUAL CREDIT TUITION PER CREDIT:</b>	
• Out-of-District Dual Credit Students Who Are Enrolled in a School District with a Memorandum of Understanding or an Interlocal Agreement with	\$87.00

	Proposed Rate FY 2021-2022
<b>INDEPENDENT DUAL CREDIT TUITION PER CREDIT:</b>	
South Texas College Who Do Not Receive Approval to Enroll in a Regular (Non-S) Section(s).	Plus Applicable Differential Tuition
• Non-Resident Dual Credit Students Who Are Not Enrolled in a School District with a Memorandum of Understanding or an Interlocal Agreement with South Texas College	\$87.00 Plus Applicable Differential Tuition
• Non-Resident Dual Credit Students Who Are Enrolled in a School District with a Memorandum of Understanding or an Interlocal Agreement with South Texas College Who Do Not Receive Approval to Enroll in a Regular (Non-S) Section(s).	\$87.00 Plus Applicable Differential Tuition

- Add new Independent Dual Credit Fees as follows:

	Proposed Rate FY 2021-2022
<b>INDEPENDENT DUAL CREDIT FEES:</b>	
• Out-of-District Dual Credit Students Who Are Enrolled in a School District with a Memorandum of Understanding or an Interlocal Agreement with South Texas College Who Do Not Receive Approval to Enroll in a Regular (Non-S) Section(s).	All fees, including course and incidental fees are applicable and will not be waived.
• Non-Resident Dual Credit Students Who Are Not Enrolled in a School District with a Memorandum of Understanding or an Interlocal Agreement with South Texas College	All fees, including course and incidental fees are applicable and will not be waived.
• Non-Resident Dual Credit Students Who Are Enrolled in a School District with a Memorandum of Understanding or an Interlocal Agreement with South Texas College Who Do Not Receive Approval to Enroll in a Regular (Non-S) Section(s).	All fees, including course and incidental fees are applicable and will not be waived.

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

- Add new Dual Credit Tuition as follows:

	Proposed Rate FY 2021-2022
<b>DUAL CREDIT TUITION:</b>	
• Per credit hour tuition for Out-of-District dual credit students sponsored by partnering school districts	\$87.00
• Per credit hour tuition for Non-Resident dual credit students sponsored by partnering school districts	\$87.00

## 3. Regional Center for Public Safety Excellence (RCPSE) Tuition and Fees

- Revise Continuing Education Law Enforcement Courses Tuition and Fees as follows:

	Current Rate	Change	Proposed Rate FY 2021-2022
• Continuing Education <del>Law Enforcement</del> <b>Public Safety</b> Courses	\$6.50 per contact hour, or variable tuition based on recovery of costs	As per Workforce/ Continuing Education Tuition and Fees Section on 2021-2022 Student Tuition and Fee Schedule	As per Workforce/ Continuing Education Tuition and Fees Section on 2021-2022 Student Tuition and Fee Schedule

- Add new Regional Center for Public Safety Excellence (RCPSE) Fee as follows:

	Proposed Rate FY 2021-2022
Fees:	Variable, based on recovery of costs
• Car Fire Simulator Training (per 4 hours)	

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

Enclosed- The three (3) proposed Tuition and Fees Schedules for FY 2021 - 2022 follow in the packet for the Board's information and review. The proposed revisions for FY 2021 - 2022 are highlighted in yellow.

Dr. Rebecca De Leon, Dean for Dual Credit Programs & School District Partnerships, and Sara Lozano, Dean of Division of Business, Public Safety, and Technology, attended the Committee meeting to address any questions by the Committee.

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

**Recommendation:**

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

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

The Board of Trustees of Trustees of South Texas College approves and authorizes the proposed revisions to Tuition and Fees Schedules for FY 2021 - 2022 for students, dual credit students sponsored by partnering school districts, and Regional Center for Public Safety Excellence (RCPSE) as presented.

**Approval Recommended:**

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

# STUDENT TUITION AND FEES FY 2021-2022

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

## STUDENT TUITION AND FEES FY 2021-2022

	Board Approved FY 2019-2020	Board Approved FY 2020-2021	Board Approved FY 2021-2022 <b>PROPOSED CHANGES</b>
Out-of-State per credit hour		250.00	250.00
<b>WORKFORCE/CONTINUING EDUCATION TUITION AND FEES:</b>			
Workforce/Continuing Education Non-Credit Tuition per contact hour or variable tuition including zero tuition	6.00 or variable tuition including zero	Deleted	Deleted
Workforce/Continuing Education Non-Credit Tuition per contact hour or variable tuition including zero tuition (In-District)		7.00 or variable tuition including zero	7.00 or variable tuition including zero
Workforce/Continuing Education Non-Credit Tuition per contact hour or variable tuition including zero tuition (Out-of-District)		8.00 or variable tuition including zero	8.00 or variable tuition including zero
Workforce/Continuing Education Non-Credit Tuition per contact hour or variable tuition including zero tuition (Non-Resident)		18.00 or variable tuition including zero	18.00 or variable tuition including zero
Workforce/Continuing Education Non-Credit Late Registration Fee	10.00	10.00	10.00
Continuing Education Installment Plan Fee	5.00	5.00	5.00
Continuing Education Non-Credit Installment Plan Late Payment Fee	10.00	10.00	10.00
Workforce/Continuing Education, Conferences/Seminars/Summer Camps/Workshops/Customized Training/Other Training Activities and Events	Negotiated recovery of costs and processing fees including exemption of both	Negotiated recovery of costs and processing fees including exemption of both	Negotiated recovery of costs and processing fees including exemption of both
<b>INDEPENDENT DUAL CREDIT TUITION PER CREDIT:</b>			
In-district dual credit students who are enrolled in a school district with a Memorandum of Understanding or an Interlocal Agreement with South Texas College <u>who do not receive approval</u> to enroll in a regular (non-S) section(s).	50.00 Plus applicable differential tuition	50.00 Plus applicable differential tuition	50.00 Plus applicable differential tuition
In-district home schooled or dual credit students who are not enrolled in a school district with a Memorandum of Understanding or an Interlocal Agreement with South Texas College.	50.00 Plus applicable differential tuition	50.00 Plus applicable differential tuition	50.00 Plus applicable differential tuition
Out-of-district dual credit students who are enrolled in a school district with a Memorandum of Understanding or an Interlocal Agreement with South Texas College who do not receive approval to enroll in a regular (Non-S) section(s).			87.00 Plus applicable differential tuition
Out-of-district home schooled or dual credit students who are not enrolled in a school district with a Memorandum of Understanding or an Interlocal Agreement with South Texas College.	80.00 Plus applicable differential tuition	80.00 Plus applicable differential tuition	<del>80.00</del> 87.00 Plus applicable differential tuition
Non-resident dual credit students who are not enrolled in a school district with a Memorandum of Understanding or an Interlocal Agreement with South Texas College			87.00 Plus applicable differential tuition

## STUDENT TUITION AND FEES FY 2021-2022

	Board Approved FY 2019-2020	Board Approved FY 2020-2021	Board Approved FY 2021-2022 <b>PROPOSED CHANGES</b>
Non-resident dual credit students who are enrolled in a school district with a Memorandum of Understanding or an Interlocal Agreement with South Texas College who do not receive approval to enroll in a regular (Non-S) section(s).			87.00 Plus applicable differential tuition
<b>INDEPENDENT DUAL CREDIT FEES:</b>			
In-district dual credit student who are enrolled in a school district with a Memorandum of Understanding or an Interlocal Agreement with South Texas College <u>who do not receive approval</u> to enroll in a regular (non-S) section(s).	All fees, including course and incidental fees are applicable and will not be waived	All fees, including course and incidental fees are applicable and will not be waived	All fees, including course and incidental fees are applicable and will not be waived
In-district home schooled or dual credit students who are not enrolled in a school district with a Memorandum of Understanding or an Interlocal Agreement with South Texas College.	All fees, including course and incidental fees are applicable and will not be waived	All fees, including course and incidental fees are applicable and will not be waived	All fees, including course and incidental fees are applicable and will not be waived
Out-of-district dual credit students who are enrolled in a school district with a Memorandum of Understanding or an Interlocal Agreement with South Texas College who do not receive approval to enroll in a regular (Non-S) section(s).			All fees, including course and incidental fees are applicable and will not be waived
Out-of-district home schooled or dual credit students who are not enrolled in a school district with a Memorandum of Understanding or an Interlocal Agreement with South Texas College.	All fees, including course and incidental fees are applicable and will not be waived	All fees, including course and incidental fees are applicable and will not be waived	All fees, including course and incidental fees are applicable and will not be waived
Non-resident dual credit students who are not enrolled in a school district with a Memorandum of Understanding or an Interlocal Agreement with South Texas College			All fees, including course and incidental fees are applicable and will not be waived
Non-resident dual credit students who are enrolled in a school district with a Memorandum of Understanding or an Interlocal Agreement with South Texas College who do not receive approval to enroll in a regular (Non-S) section(s).			All fees, including course and incidental fees are applicable and will not be waived
<b>DUAL CREDIT ACADEMIES PARTICIPATION FEES:</b>			
Dual Credit Academies Participation Fee – Fall and Spring, per student per semester (charged to School District)	\$600 for recovery of costs and processing fees	\$600 for recovery of costs and processing fees	\$600 for recovery of costs and processing fees
Dual Credit Academies Participation Fee-Summer, per student per credit hour (charged to School District)	\$50 for recovery of costs and processing fees	\$50 for recovery of costs and processing fees	\$50 for recovery of costs and processing fees

# STUDENT TUITION AND FEES FY 2021-2022

	Board Approved FY 2019-2020	Board Approved FY 2020-2021	Board Approved FY 2021-2022 <b>PROPOSED CHANGES</b>
<b>DUAL CREDIT REIMBURSEMENT OF COSTS:</b>			
School Districts Requesting South Texas College Faculty to Teach Dual Credit Courses, per course per semester	Recovery of faculty salaries, fringe benefits, mileage, and other associated costs and processing fees	Recovery of faculty salaries, fringe benefits, mileage, and other associated costs and processing fees	Recovery of faculty salaries, fringe benefits, mileage, and other associated costs and processing fees
Late Cancellation Fee for Dual Credit Sections Assigned to South Texas College Faculty to Teach, per section per semester			900.00
<b>MANDATORY FEES:</b>			
Registration Fee: Fall and Spring: • Registration Fee per semester	150.00	150.00	150.00
Summer Minimesters: • Registration fee (one-time fee) per student for Summer Minimesters with start dates of May 15th through June 30th	150.00	150.00	150.00
• Registration fee (one-time fee) per student for Summer Minimesters with start dates of July 1st through August 10th	150.00	150.00	150.00
Information Technology Fee per credit hour	30.00	31.00	31.00
Learning Support Fee per credit hour	12.00	14.00	14.00
Student Activity Fee per credit hour (Summer 2020 Sessions - Fee waived)	4.00	4.00	4.00
<b>COURSE FEES:</b>			
Lab Fee per lab credit hour for applicable courses with labs	24.00	24.00	24.00
Electronic Distance Learning/VCT Course Fee per credit hour • Summer 2020 traditional (non- "S" section) courses - Fee waived • Fall 2020 traditional (non-"S" section) courses - Fee waived • Spring 2021 traditional (non-"S" section) courses- Fee waived	10.00	10.00	10.00
Physical Education Special Activity Fee per course	55.00	55.00	55.00
<b>LIBRARY FEES:</b>			
Lost or Damaged Library Item	Cost of item plus processing fee	Cost of item plus processing fee	Cost of item plus processing fee
Lost or Damaged Library Item Processing Fee per item	30.00	30.00	30.00
Overdue Inter-Library Loan or TexShare Item per day	Fine as assessed and charged by lending library	Fine as assessed and charged by lending library	Fine as assessed and charged by lending library
Lost or Damaged Inter-Library Loan or TexShare Item per day	Fine and/or replacement cost as assessed and charged by lending library	Fine and/or replacement cost as assessed and charged by lending library	Fine and/or replacement cost as assessed and charged by lending library
<b>INSTALLMENT PLAN/EMERGENCY LOAN FEES:</b>			
Installment Plan Fee	35.00	35.00	35.00
Installment Plan Late Payment Fee Spring 2020 - Fee waived when incurred on or after March 13, 2020	35.00	35.00	35.00

## STUDENT TUITION AND FEES FY 2021-2022

	Board Approved FY 2019-2020	Board Approved FY 2020-2021	Board Approved FY 2021-2022 <b>PROPOSED CHANGES</b>
Emergency Loan Late Payment Fee Spring 2020 -Fee waived when incurred on or after March 13, 2020	35.00	35.00	35.00
<b>PARKING/MOVING TRAFFIC VIOLATIONS FEES:</b>			
Parking Permit Fee (except when parking at Pecan Campus Park and Ride location during scheduled operating hours)	25.00	25.00	25.00
Parking Permit Replacement Fee	25.00	25.00	25.00
Parking Permit Violations:			
<i>First</i>	30.00	30.00	30.00
<i>Second</i>	50.00	50.00	50.00
<i>Third</i>	80.00	80.00	80.00
<i>Fourth</i>	100.00	100.00	100.00
<i>Fifth</i>	120.00	120.00	120.00
Handicap Parking Violations	150.00	150.00	150.00
Moving Traffic Violations:			
<i>First</i>	30.00	30.00	30.00
<i>Second</i>	50.00	50.00	50.00
<i>Third</i>	90.00	90.00	90.00
Vehicle Boot Removal Fee	100.00	100.00	100.00
Proposed Skateboard and Other Appliance Violation:			
<i>First</i>	Warning	Warning	Warning
<i>Second</i>	30.00	30.00	30.00
<i>Third</i>	50.00	50.00	50.00
<i>Fourth</i>	70.00	70.00	70.00
<i>Fifth</i>	90.00	90.00	90.00
<b>TESTING FEES:</b>			
Health Education Services Inc. (HESI) Exam Fee	45.00 Students will register and pay fees for each attempt when signing up for the exam through the Market Place website. The College purchases the units through Elsevier Inc. Fees will be subject to change	45.00 Students will register and pay fees for each attempt when signing up for the exam through the Market Place website. The College purchases the units through Elsevier Inc. Fees will be subject to change	45.00 Students will register and pay fees for each attempt when signing up for the exam through the Market Place website. The College purchases the units through Elsevier Inc. Fees will be subject to change
Proctoring/Professional Testing Services Fee	Recovery of costs and processing fees to be negotiated	Recovery of costs and processing fees to be negotiated	Recovery of costs and processing fees to be negotiated
TCOLE Licensing Examination (per exam)			
• Basic Peace Officer Exam		35.00	35.00
• Basic Jailer Exam		35.00	35.00
• Telecommunicator Exam		35.00	35.00
• Police Officer to Jailer Exam		35.00	35.00

## STUDENT TUITION AND FEES FY 2021-2022

	Board Approved FY 2019-2020	Board Approved FY 2020-2021	Board Approved FY 2021-2022 <b>PROPOSED CHANGES</b>
Credit By Examination	Tuition	Tuition	Tuition
<b>GED Exam Fee-1st and 4th Attempts</b> <ul style="list-style-type: none"> <li>GED Exam Fee-<b>\$36.25</b> English Language Arts</li> <li>GED Exam Fee-<b>\$36.25</b> Mathematics only</li> <li>GED Exam Fee-<b>\$36.25</b> Science only</li> <li>GED Exam Fee-<b>\$36.25</b> Social Studies only</li> </ul>	Students will register and pay fees to Pearson VUE for GED on-line testing services and subject to change	Students will register and pay fees to Pearson VUE for GED on-line testing services and subject to change	Students will register and pay fees to Pearson VUE for GED on-line testing services and subject to change
<b>GED Retest Exam Fee-2nd, 3rd, 5th, and 6th Attempts</b> <ul style="list-style-type: none"> <li>GED Retest Exam Fee-<b>\$16.25</b> English Language Arts</li> <li>GED Retest Exam Fee-<b>\$16.25</b> Mathematics only</li> <li>GED Retest Exam Fee-<b>\$16.25</b> Science only</li> <li>GED Retest Exam Fee-<b>\$16.25</b> Social Studies only</li> </ul>	Students will register and pay fees to Pearson VUE for GED on-line testing services and subject to change	Students will register and pay fees to Pearson VUE for GED on-line testing services and subject to change	Students will register and pay fees to Pearson VUE for GED on-line testing services and subject to change
<b>HiSET Exam Fee (All Five Exams-1st and 4th Attempts)</b> <ul style="list-style-type: none"> <li>HiSET Exam Fee-Reading only \$25.00</li> <li>HiSet Exam Fee-Writing only \$25.00</li> <li>HiSET Exam Fee-Math only \$25.00</li> <li>HiSET Exam Fee-Science only \$25.00</li> <li>HiSET Exam Fee-Social Studies only \$25.00</li> </ul>	Students will register through the ETS website and pay all applicable fees online, including Test Center Fees. Fees subject to change	Students will register through the ETS website and pay all applicable fees online, including Test Center Fees. Fees subject to change	Students will register through the ETS website and pay all applicable fees online, including Test Center Fees. Fees subject to change
<b>HiSET Exam Fee (All Five Exams-2nd, 3rd, 5th, and 6th Attempts)</b> <ul style="list-style-type: none"> <li>HiSET Exam Fee-Reading only \$15.00</li> <li>HiSET Exam Fee-Writing only \$15.00</li> <li>HiSET Exam Fee-Math only \$15.00</li> <li>HiSET Exam Fee-Science only \$15.00</li> <li>HiSET Exam Fee-Social Studies only \$15.00</li> </ul>	Students will register through the ETS website and pay all applicable fees online, including Test Center Fees. Fees subject to change	Students will register through the ETS website and pay all applicable fees online, including Test Center Fees. Fees subject to change	Students will register through the ETS website and pay all applicable fees online, including Test Center Fees. Fees subject to change
<b>TSI Assessment Exam Fees: Effective January 11, 2021</b>			
• TSI Assessment Reservation Fee	As per prior format and schedule	25.00	25.00
• TSI Assessment Exam Fee- Both exams		29.00	29.00
• TSI Assessment Exam Fee - Math only		15.00	15.00
• TSI Assessment Exam Fee-English Language Arts and Reading only		15.00	15.00
<b>TSI Assessment Exam Retesting Fees: Effective January 11, 2021</b>			
• TSI Assessment Reservation Fee	As per prior format and schedule	25.00	25.00
• TSI Assessment Exam Retesting Fee- Both exams		29.00	29.00
• TSI Assessment Exam Fee - Retesting Math only		15.00	15.00
• TSI Assessment Exam Fee-Retesting English Language Arts and Reading only		15.00	15.00

# STUDENT TUITION AND FEES

## FY 2021-2022

	Board Approved FY 2019-2020	Board Approved FY 2020-2021	Board Approved FY 2021-2022 <b>PROPOSED CHANGES</b>
American Welding Society Certification Testing and Material Fees		250.00	Recovery of costs and processing fees
<b>CHILD DEVELOPMENT CENTER FEES:</b>			
Tuition fee per week	120.00	125.00/week 25.00/day	125.00/week 25.00/day
Registration Fee: (per semester/session)			
• Fall Semester	40.00	50.00	50.00
• Spring Semester	40.00	50.00	50.00
• Summer Session	20.00	25.00	25.00
Late Pick-Up Fee	\$5/first 5 minutes and \$1/ea. add'l minute	\$5/first 5 minutes and \$1/ea. add'l minute	\$5/first 5 minutes and \$1/ea. add'l minute
Supply Fee: (per semester/session)			
• Fall Semester	30.00	40.00	40.00
• Spring Semester	30.00	40.00	40.00
• Summer Session	10.00	20.00	20.00
Reservation Fee: (per semester/session)			
• Fall Semester	65.00	65.00	65.00
• Spring Semester	65.00	65.00	65.00
• Summer Session	20.00	25.00	25.00
<b>INCIDENTAL FEES:</b>			
Audit Fee	Tuition and Lab Fees	Tuition and Lab Fees	Tuition and Lab Fees
Drop Fee (one-time fee)-1st class day through Census date	25.00	25.00	25.00
Course Repeat Fee per credit hour			
• Third or more attempt (Excludes Developmental)	125.00	125.00	125.00
• Enrollment in Developmental Studies Courses (>18 credit hours)	125.00	125.00	125.00
Developmental Studies Fee: One-time fee per semester	29.00	29.00	29.00
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
Reinstatement Fee (after Census date)	200.00	200.00	200.00
Spring 2020 - Fee waived when incurred on or after March 13, 2020			
Returned Check	30.00	30.00	30.00
Student ID Replacement Fee	15.00	15.00	15.00
Withdrawal Fee (from all courses-one-time fee)-after Census date	50.00	50.00	50.00
Student Insurance Fee (voluntary)	Fee is paid to approved insurance carrier. Subject to change	Fee is paid to approved insurance carrier. Subject to change	Fee is paid to approved insurance carrier. Subject to change
<b>PROGRAM SPECIFIC FEES:</b>			
Fire Academy Fees: (per student/per semester) includes:			
• Gear Rental	280.00/4 weeks	1060.00	1060.00
• Self Contained Breathing Apparatus	360.00/Semester		
• Testing	85.00		

## STUDENT TUITION AND FEES FY 2021-2022

	Board Approved FY 2019-2020	Board Approved FY 2020-2021	Board Approved FY 2021-2022 <b>PROPOSED CHANGES</b>
Police Academy Fees: (per student/per course) Includes: Ammunition (pistol, rifle, and shotgun), less lethal (taser cartridges, OC Canisters), duty gear (holster, pouches, handcuffs, etc.)  • For the following courses: CJLE 1506, CJLE 1512, CJLE 1518, CJLE 1524, CJLE 1429		165.00	165.00
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
Welding and Other Course Fees: Certification (non- "S" Section) (per course)  • For the following courses: WLDG 1312, WLDG 1457, WLDG 1428, WLDG 2406, WLDG 2451		Recovery of costs and processing fees	150.00
Information Technology and Other Course Fees: Certification (per course)  • For the following courses: CPMT 1166 and CPMT 2350		Recovery of costs and processing fees	Recovery of costs and processing fees



**TUITION AND FEES FOR DUAL CREDIT STUDENTS SPONSORED  
BY PARTNERING SCHOOL DISTRICTS**

	<b>Board Approved FY 2019-2020</b>	<b>Board Approved FY 2020-2021</b>	<b>Board Approved FY 2021-2022</b> <b>PROPOSED CHANGES</b>
<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
Per credit hour tuition for out-of-district dual credit students sponsored by partnering school districts			87.00
Per credit hour tuition for non-resident dual credit students sponsored by partnering school districts			87.00
<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



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

	<b>Board Approved FY 2019-2020</b>	<b>Board Approved FY 2020-2021</b>	<b>Board Approved FY 2021-2022</b> <b>PROPOSED CHANGES</b>
Continuing Education <del>Law Enforcement</del> Public Safety Courses	\$6.50 per contact hour, or variable tuition based on recovery of costs	\$6.50 per contact hour, or variable tuition based on recovery of costs	<del>\$6.50 per contact hour, or variable tuition based on recovery of costs</del> As per Workforce/Continuing Education Tuition and Fees Section on 2021-2022 Student Tuition and Fee Schedule
Fees:			
• Firearms Scenario-Based Simulator Training (per student for 30 minutes)	23.00	23.00	23.00
• Target Range Qualifier Simulator Training (per student for 30 minutes)	18.00	18.00	18.00
• Driving Simulator Training (per student for 30 minutes)	38.00	38.00	38.00
• Car Fire Simulator Training (per 4 hours)			Variable, based on recovery of costs
• Emergency Vehicle Operations Course (EVOC) (per agency)	100.00 per day or 18.00 per hour	100.00 per day or 18.00 per hour	100.00 per day or 18.00 per hour
• Skills Pad ( per agency per hour)	25.00	25.00	25.00
• Classroom w/Technology (per day beyond 3 days of consecutive usage)	114.00	114.00	114.00
• TCOLE Licensing Certification Exam			
• Basic Peace Officer Exam		35.00	35.00
• Basic Jailer Exam		35.00	35.00
• Telecommunicator Exam		35.00	35.00
• Police Officer to Jailer Exam		35.00	35.00

**Consent Agenda:**

**d. Approval to Use HEERF Institutional Funds to Discharge Student Debt**

Approval to use Higher Education Emergency Relief Fund (HEERF) Institutional Funds to discharge student debt is requested.

Purpose – To use HEERF Institutional Funds to discharge student debt as allowed by the Department of Education guidance and to offer students the opportunity to eliminate their debt burden.

Justification – Guidance provided by the Department of Education states that the HEERF Institutional Funds may be used to reimburse sources of lost revenue including unpaid student accounts. If approved for this use, student unpaid delinquent account balances for the Fall 2020 and Spring 2021 terms will be discharged with HEERF Institutional Funds. As a result, approximately 3,488 students with a total of \$1,930,559 in debt will be not expected to pay this outstanding debt in the future. In addition, the debt will not be referred to a collection agency as per Board Policy #5537: Collection of Delinquent Accounts.

Background – The US Department of Education, Higher Education Emergency Relief Fund II (HEERF II) Institutional Portion allocation under the Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA) in the amount of \$32,178,403 was ratified by the Board of Trustees on January 26, 2021. In addition, the US Department of Education, Higher Education Emergency Relief Fund III (HEERF III) Institutional Portion allocation under the American Rescue Plan (ARP) in the amount of \$36,274,751 was ratified by the Board of Trustees on May 25, 2021.

As of June 2, 2021, the proposed estimated student debt that would be discharged is as follows:

<b>Term</b>	<b>Number of Students</b>	<b>Proposed Discharged Student Debt (Estimated)</b>
Fall 2020	1,514	\$1,009,841
Spring 2021	1,974	920,718
<b>Total</b>	<b>3,488</b>	<b>\$1,930,559</b>

Reviewers – The Interim President and the Vice Presidents reviewed the proposal to discharge student debt with HEERF Institutional Funds.

Dr. David Plummer, Interim President, and Mrs. 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 use HEERF Institutional Funds to discharge of student debt as presented.

**Recommendation:**

It is recommended that the Board of Trustees of South Texas College approve and authorize the use of HEERF Institutional Funds to discharge of student debt 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 use of HEERF Institutional Funds to discharge of student debt as presented.

**Approval Recommended:**

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

**Consent Agenda:**

**e. Approval of Unrestricted Fund Balance Designations as of August 31, 2021**

Approval of the Unrestricted Fund Balance Designations as of August 31, 2021 is requested.

The Unrestricted Fund Balance Designations represent the College's intended future use of available resources and must be approved by the Board of Trustees. The amount approved as the Unrestricted Fund Balance Designations appears on the College's Comprehensive Annual Financial Report and is itemized as Board Designated.

As of August 31, 2020, the total fund balance in the Unrestricted Fund is \$93,263,688, which includes the Board designated amount of \$34,500,000, as reflected in the table below. The total designation of \$34,500,000 includes:

- 1) a \$7,500,000 designation for employee health insurance premiums due to the rising costs of employee health insurance and the uncertainty of continued state funding,
- 2) a \$15,000,000 designation for the continued functionality of the College's Enterprise Resource Planning (ERP) system,
- 3) a \$4,000,000 designation for the deferred maintenance of facilities,
- 4) a \$6,000,000 designation for the College's business continuity of operations in the event of serious incidents or disasters, and
- 5) \$2,000,000 for furniture replacements.

**ADDITIONAL DESIGNATION**

Management proposes an additional Unrestricted Fund Balance designation in the amount of \$3,000,000 in Fiscal Year 2020 - 2021 for ERP infrastructure maintenance and renewal. This recommendation is presented because the acquisition of a new ERP system with updated technological features will be necessary in the future. The College must be prepared to fund a high cost ERP system.

In addition, the designation is also requested to be renamed to ERP Procurement and Infrastructure Maintenance and Renewal to include the possible procurement of an ERP system in the future.

Including the proposed additional fund balance designations for fiscal year 2020 - 2021, the total designation as of August 31, 2021 would be \$37,500,000, as follows.

<b>Summary of Fund Balance Designations</b>			
<b>Fund Balance Designations Per Category</b>	<b>FY 2019 - 2020</b>	<b>FY 2020 - 2021</b>	<b>Increase</b>
Health Insurance Premiums	\$7,500,000	\$7,500,000	\$-
ERP Procurement and Infrastructure Maintenance & Renewal	15,000,000	18,000,000	3,000,000
Facilities Deferred Maintenance	4,000,000	4,000,000	-
Business Continuity and Disaster Plan	6,000,000	6,000,000	-
Furniture Replacement	2,000,000	2,000,000	-
<b>Total Fund Balance Designation as of August 31</b>	<b>\$34,500,000</b>	<b>\$37,500,000</b>	<b>\$3,000,000</b>

As reflected below, as of August 31, 2021, the total estimated Undesignated Unrestricted Fund Balance is \$63,912,449 which represents approximately four and one-third (4.3) months of budgeted expenditures. Per Policy #5350: Unrestricted Fund Balance, the College should maintain an Unrestricted Fund Balance sufficient to cover no less than four months of budgeted expenditures. These balances include the projected increase in fund balance due to FY 2020 - 2021 activity. After the completion of the FY 2020 – 2021 audit, management may propose an additional increase to the ERP procurement and infrastructure maintenance and renewal designation contingent on the final increase to the fund balance due to FY 2020 – 2021 activity, including the GASB liabilities.

<b>Unrestricted Fund Balance</b>			
	<b>Undesignated Fund Balance</b>	<b>Designated Fund Balance</b>	<b>Total Fund Balance</b>
Fund Balance – September 1, 2020	\$58,763,688	\$34,500,000	\$93,263,688
Less: Proposed Plant Funds Transfer	(2,000,000)	-	(2,000,000)
Proposed Amended Fund Balance	56,763,688	34,500,000	91,263,688
FY 2020 – 2021 Additional Designation	(3,000,000)	3,000,000	-
FY 2020 – 2021 Projected Net Fund Balance Increase	10,148,761	-	10,148,761
<b>Fund Balance – Projected August 31, 2021</b>	<b>\$63,912,449</b>	<b>\$37,500,000</b>	<b>\$101,412,449</b>

<b>Unrestricted Months Expense in Reserve</b>	
	<b>Undesignated Fund Balance</b>
Adjusted Fund Balance	\$63,912,449
# Months Expenses in Reserve	4.3 Months

The Finance, Audit, and Human Resources Committee recommended Board approval of the Unrestricted Fund Balance Designation as of August 31, 2020 in the amount of \$3,000,000 as presented.

**Recommendation:**

It is recommended that the Board of Trustees of South Texas College approve and authorize the Unrestricted Fund Balance Designation as of August 31, 2020 in the amount of \$3,000,000 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 Unrestricted Fund Balance Designation as of August 31, 2020 in the amount of \$3,000,000 as presented.

**Approval Recommended:**

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

**Discussion and Action as Necessary on Proposed Staffing Plan Revisions  
Requests  
for FY 2021 – 2022**

- A. Faculty Instructional Pool Funding Increase
- B. Critical New Non-Faculty Position
- C. Reclassifications of Non-Faculty Positions
- D. Funding of Selected Previously Frozen Positions
- E. FY 2021 – 2022 Position Salary Funding Reserve
- F. Instructional Direct Wage Pools, Instructional Stipend Pools, Trainer Pool and Non-Faculty Temp Pools Funding
- G. Title Changes of Non-Faculty and Faculty Positions
- H. Nursing Faculty Assignments Combined
- I. Funding Sources: 1) Deletion of Vacant Department Chairs, Non-Faculty Position, and Salary Pools and 2) Reduction of Pool Positions

Approval of the Proposed Staffing Plan Revisions requests for FY 2021 – 2022 is requested.

Purpose – To discuss staffing plan revisions requests for FY 2021 – 2022, which include the approval of the faculty instructional pool funding increase, critical new non-faculty position, reclassification of non-faculty positions, funding of selected previously frozen positions, deletion of vacant department chair and non-faculty positions and salary pools and for FY 2021-2022 position salary funding reserve.

Justification – Administration has reviewed the proposed staffing plan revisions requests for FY 2021 – 2022 with staff, which include the faculty instructional pool funding increase, critical new non-faculty position, reclassification of non-faculty positions, funding of selected previously frozen position, funding for instructional direct wage pools, Nursing Faculty Assignments Combined, deletion of vacant department chair and non-faculty positions, and salary pools, and FY 2021-2022 position salary funding reserve and support them subject to the availability of funding and Board approval of the final budget.

Background – The Staffing Plan Revisions Requests for FY 2021 – 2022 are as follows:

<b>Staffing Plan Revisions Requests</b>	<b>Amount</b>	<b>Funding Available</b>	<b>Impact to FY22 Budget</b>
A. Faculty Instructional Pool Funding Increase (1)	\$1,000,000	\$-	\$1,000,000
B. Critical New Non-Faculty Position (1)	60,000	-	60,000
C. Reclassification of Non-Faculty Positions (8)	79,493	(79,493)	-
D. Selected Previously Frozen Positions (12)	473,156	-	473,156
E. FY 2021 - 2022 Position Salary Funding Reserve (1)	339,549	-	339,549
F. Direct Wage Pools, Instructional Stipend Pools, Trainer Pool, and Non-Faculty Temp Pools (24)	486,029	(402,416)	83,613
<b>Total</b>	<b>\$2,438,227</b>	<b>\$(481,909)</b>	<b>\$1,956,318</b>

### **FY 2022 Salary Budget Reduction**

The total reduction of \$1,959,189 in salary budget from Fiscal Year 2020 – 2021 to Fiscal Year 2021 – 2022 includes the above staffing plan revisions requests totaling \$1,956,318 and a reduction of the three (3) expenditures types totaling \$3,915,507, which consists of the following:

<b>Changes to FY 2021 – 2022 Salary Budget</b>	<b>Amount</b>
FY 22 Staffing Plan Revisions Requests	\$1,956,318
<b>Less:</b>	
Proposed Removal of One-Time Payment (Eligible Full-Time Faculty and Staff)	(2,644,650)
Proposed Removal of In Person-Hybrid Class Faculty Pay Pool (Pandemic Related)	(1,153,846)
Changes in Salaries due to Vacancies and New Hire	(117,011)
<b>Total Reduction</b>	<b>(3,915,507)</b>
<b>FY 2022 Salary Budget Reduction</b>	<b>\$(1,959,189)</b>

Details of the Proposed Staffing Plan Revisions Requests for FY 2021 – 2022 are as follows:

**a. Faculty Instructional Pool Funding Increase**

A faculty instructional pool funding increase in the amount of \$1,000,000 will be required in Fiscal Year 2021-2022 to support student enrollment.

A. Funding Instructional Pool Funding Increase	Amount
<b>Faculty Instructional Pool Funding Increase (1)</b>	<b>\$1,000,000</b>

**b. Critical New Non-Faculty Position**

One (1) critical new non-faculty position is proposed for FY 2021 – 2022 to support the demand for matriculation events and activities for Dual Credit students in the future. A proposed net increase in salary budget in the amount of \$60,000 is being requested for this position as follows:

B. Critical New Non-Faculty Position	Amount
<b>Critical New Non-Faculty Position (1)</b>	<b>\$60,000</b>

**c. Reclassifications of Non-Faculty Positions**

Reclassifications of positions were recommended by the appropriate supervisor and reviewed with the Office of Human Resources.

A total of eight (8) reclassifications are proposed, resulting in the title, classification, pay grade change, and/or possible salary adjustments. Funding for the adjustments totaling \$79,493 has been identified from vacant positions and salary pools, resulting in no salary budget increase as follows:

C. Reclassification of Non-Faculty Positions	Amount
Salary Budget for Proposed Reclassifications of Non-Faculty Positions (8)	\$79,493
Less -- Funding from Savings of Existing Vacant Positions and Vacant Pool Positions	(79,493)
<b>Net Salary Budget Increase for Reclassifications of Positions</b>	<b>\$0</b>

**d. Funding of Selected Previously Frozen Non-Faculty Positions**

A total of twelve (12) previously frozen positions are proposed to be unfrozen. These positions are critically necessary for the operations of the College functions.

D. Selected Previously Frozen Non-Faculty Positions	Amount
<b>Unfreeze Non-Faculty Positions (12)</b>	<b>\$473,156</b>

**e. FY 2021 – 2022 Position Salary Funding Reserve**

A position salary funding reserve will be budgeted in Fiscal Year 2021 - 2022 to provide Administration the opportunity to fund critical faculty or staff positions that may become necessary during the fiscal year.

E. FY 2021 – 2022 Position Salary Funding Reserve	Amount
<b>Position Salary Funding Reserve for FY 2021 – 2022</b>	<b>\$339,549</b>

**f. Instructional Direct Wage Pools, Instructional Stipend Pools, Trainer Pool, and Non-Faculty Temp Pools Funding**

A total of twenty-four (24) pools are proposed to increase in the amount of \$86,613 to support the daily operations of the College in Fiscal Year 2021-2022.

F. Pool Funding	Amount
Instructional Direct Wage Pools, Instructional Stipend Pools, Trainer Pool, and Non-Faculty Temp Pool	\$486,029
Less -- Funding from Savings of Existing Vacant Pools	(402,416)
<b>Net Salary Budget Increase for Direct Wage Pools and Faculty Temp Pool</b>	<b>\$83,613</b>

**g. Title Changes of Non-Faculty and Faculty Positions**

A total of twenty-nine (29) positions are proposed to change titles to align with department restructuring. The title change did not affect pay grade and classification and does not require a salary adjustment. This request will not impact Fiscal Year 2021 – 2022.

**h. Nursing Faculty Assignments Combined**

A total of thirty-four (34) faculty positions are proposed to combine the base salary with the summer extension stipend to comply with standards set forth by the Texas Board of Nursing. This request to combine salary budgets will not impact Fiscal Year 2021 – 2022.

**i. Funding Sources: 1) Deletion of Vacant Department Chairs and Non-Faculty Positions, and Salary Pools and 2) Reduction of Vacant Positions and Direct Wage Pools**

## **1. Deletion of Vacant Department Chairs and Non-Faculty Positions, and Salary Pools**

The budget of the eleven (11) deleted vacant Department Chairs, one (1) Non-Faculty Position, and four (4) Direct Wage Pools will fund other salary pools and positions.

- A total of eleven (11) vacant department chairs are proposed to be deleted. The funds budgeted for these positions will be transferred to fund instructional salary pools for all academic divisions. The instructional pools are used to fund adjunct faculty, lecturers, and special assignment stipends.
- One staff position is proposed to be deleted and the funds will be transferred to fund another a pool.
- A total of four (4) direct wage pools are proposed to be deleted and the funds will be transferred to create new direct wage pools allocated by campus.

Administration has reviewed with staff the need to delete vacant faculty-related positions for FY 2021 - 2022 and supports the recommendations.

The appropriate supervisor recommended the deletion of the vacant department chair and non-faculty positions and salary pools and were reviewed with the Office of Human Resources.

There is no impact on budget.

## **2. Reduction of Vacant Positions and Direct Wage Pools (Not Deleted)**

A total of fifteen (15) positions and direct wage pools are proposed to be reduced to fund the reclassifications of other positions and to fund other pools and will not be deleted.

- Five (5) positions are non-faculty positions
- Ten (10) are direct wage pools.

### **Total Funding Source Identified**

The deletion and reduction of Non-Faculty Positions, Direct Wage Pools, and Department Chairs totals \$480,463 that is available to fund position reclassifications and increase other direct wage and salary pools.

Total Funding Source Identified	Amount
1. Total Salary Budgeted in Vacant Department Chair, Direct Wage Pool, and Non-Faculty Position	\$(280,767)
2. Total Salary Proposed to Reduce	(201,142)
<b>Total Available Funding Identified to Reclassify Other Positions and Direct Wage Pools</b>	<b>\$(481,909)</b>
<b>Net Impact to Budget</b>	<b>\$0</b>

The proposed faculty instructional pool funding increase, critical new non-faculty position, the reclassifications of non-faculty positions, funding of selected previously frozen positions, FY 2022 position salary funding reserve, funding for instructional direct wage pools, Non-Faculty Position Title Change, Nursing Faculty Assignments Combined, and the deletion and reduction of vacant department chair and non-faculty positions and salary pools, may need to be adjusted before final approval of the Staffing Plan by the Board, based on final revenue projections.

Enclosed Documents – A listing of the proposed faculty instructional pool funding increase, critical new non-faculty position, the reclassifications of non-faculty positions, funding of selected previously frozen positions, FY 2022 position salary funding reserve, funding for instructional direct wage pools, Non-Faculty Position Title Change, Nursing Faculty Assignments Combined, and the deletion and reduction of vacant department chair and non-faculty positions and salary pools for FY 2021 - 2022 follow in the packet for the Committee's information and review.

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.

During the Finance, Audit, and Human Resources Committee, there were a number of questions raised about the reclassifications and budget adjustments proposed. As discussed at the meeting, in each case, administration has determined that there is significant need to adjust the scope of duties for certain positions, and make associated adjustments to budgeting and/or salaries.

In the case of adjustments to vacant positions, administration will follow all normal advertisement, recruitment, and hiring procedures normally used to fill staff positions.

In those instances where an incumbent position has been selected for reclassification and/or a salary adjustment, it is due to the expansion of the role and responsibilities of the identified employee, and the revised job description has been reviewed by the Office of Human Resources to keep salary adjustments commensurate with comparable positions at the College.

Mr. Rene Guajardo, Committee Chair, requested a detailed breakdown of the proposed changes. Administration has provided that breakdown within this narrative and the backup materials in the following pages.

The Finance, Audit, and Human Resources Committee did not make any recommendation, and the proposed changes are presented here for the Board's consideration and action as necessary.

**Recommendation:**

It is recommended that the Board of Trustees of South Texas College approve and authorize the Staffing Plan Revisions requests for FY 2021 – 2022 as presented.

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

The Board of Trustees of Trustees of South Texas College approves and authorizes the Staffing Plan Revisions requests for FY 2021 – 2022 as presented.

**Approval Recommended:**

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

**South Texas College**  
**Faculty Instructional Pool Funding Increase for FY 2021-2022**

**A.**

#	Title	Current Salary	Salary Adjustment	Adjusted Salary Budget	Impact to Budget
<b>Vice President for Academic Affairs</b>					
1	VPAA Reserve Pool (Faculty Instructional Pool)	\$ 1,265,739	\$ 1,000,000	\$ 2,265,739	\$ 1,000,000
Rationale: •Funds requested will be used to fund VPAA Reserve Pool.					
<b>Total for Vice President for Academic Affairs</b>		<b>\$ 1,265,739</b>	<b>\$ 1,000,000</b>	<b>\$ 2,265,739</b>	<b>\$ 1,000,000</b>
<b>Net Salary Budget Increase for Faculty Instructional Pool Funding</b>					<b>\$ 1,000,000</b>

**South Texas College**  
**Critical New Non-Faculty Position for FY 2021 - 2022**

#	Organization Name	Title	Classification	Grade	Salary	Impact to Budget
Vice President for Student Affairs and Enrollment Management						
1	Dual2Degree	Coordinator of Transition Services for Dual Credit	Prof/Tech Support Exempt	D	\$ 60,000	\$ 60,000
Rationale: <ul style="list-style-type: none"><li>• To support the demand for matriculation events and activities for Dual Credit Students.</li></ul>						
Total Requested for Student Affairs and Enrollment Management					\$ 60,000	\$ 60,000
Net Salary Budget Increase for Critical New Non-Faculty Position					\$ 60,000	

**South Texas College**  
**Reclassifications of Non-Faculty Positions for FY 2021-2022**  
**Filled Positions and Vacant Positions**

#	Title	Classification	Grade	Current Salary	Salary Adjustment	Adjusted Salary Budget	Impact to Budget
<b>Vice President for Finance and Administrative Services</b>							
1	Reclassification for Staff Secretary (Position 710502) to Secretary	Classified Non-Exempt	A to B	\$ 33,397	\$ 1,255	\$ 34,652	\$ -
Rationale: •The Staff Secretary's duties have expanded to include the same duties as the Secretary position. All FOM Department Secretaries (Staff Secretary and Secretary) are cross-trained in all duties (i.e. data entry, invoices, requisitions, etc.), which allows all positions to assist in the duties of the Department as needed. Title change is needed to accurately reflect the functions being performed. Position will require a budget adjustment of \$1,255. Funding source identified with no impact to budget.							
2	Reclassification for Staff Secretary (Position 711499) to Secretary - <b>Vacant</b>	Classified Non-Exempt	A to B	\$ 19,496	\$ 1,318	\$ 20,814	\$ -
Rationale: •The Staff Secretary's duties have expanded to include the same duties as the Secretary position. All FOM Department Secretaries (Staff Secretary and Secretary) are cross-trained in all duties (i.e. data entry, invoices, requisitions, etc.), which allows all positions to assist in the duties of the Department as needed. Title change is needed to accurately reflect the functions being performed. Position will require a budget adjustment of \$1,318. Funding source identified with no impact to budget.							
3	Reclassification for FPC Administrative Assistant (Position 724501) to FPC Coordinator	Classified Non-Exempt to Prof/Tech Support Non-Exempt	F to D	\$ 33,949	\$ 9,000	\$ 42,949	\$ -
Rationale: •The Administrative Assistant duties have expanded beyond the job description and is currently assisting with special projects and specific tasks. Additionally, this position would be assigned supervisory duties to manage any secretarial, clerical, part-time, or direct wage staff for their day to day duties. Position will require a budget adjustment of \$9,000. Funding source identified with no impact to budget.							
4	Reclassification for Human Resources Records Technician (Position 705240) to HRIS Workflow Specialist	Classified to Prof/Tech Support Non-Exempt	A to B	\$ 20,000	\$ 9,000	\$ 29,000	\$ -
Rationale: •The duties and responsibilities of the current position have evolved to centralize document imaging and include record retention and coordination. This position will assist in testing and implementing automation workflow processes. Position will require a budget adjustment of \$9,000. Funding source identified with no impact to budget.							
<b>Total for Vice President for Finance and Administrative Services</b>				<b>\$ 106,842</b>	<b>\$ 20,573</b>	<b>\$ 127,415</b>	<b>\$ -</b>
<b>Total for Vice President for Information Services, Planning, Performance and Strategic Initiatives</b>							
5	Reclassification for Digital Sign/Clsm Tech Training Support Specialist (Position 719271) to Educational Technologies Instructional Support Manager	Prof/Tech Support Exempt	Grade C to Grade E	\$ 45,619	\$ 6,321	\$ 51,940	\$ -
Rationale: • The duties and responsibilities of the current position have evolved to include testing and implementing new classroom technologies and classroom related Web 2.0 software and provides support to faculty and staff in the use of those technologies. Manages the designs and provides trainings for new technologies and Web 2.0 software. Manages, designs, and develops all digital signage content, including the purchase, implementation and coordinating of all Digital Signage equipment at all institutional sites. Position will require a salary adjustment of \$6,321. Funding source identified with no impact to budget.							
6	Reclassification for Administrative Assistant (Position 702171) to Senior Administrative Assistant	Classified to Prof/Tech Non-Exempt	Grade F to Grade A	\$ 38,229	\$ 2,946	\$ 41,175	\$ -
Rationale: • The current administrative assistant supports the Dean and a Director. The degree of support is at a higher level of administration than current position title and description. The current position also coordinates activities amongst three departments (IEA, RAS, and IRESP) and many functions including Institutional Effectiveness, Research and Analytical Services, Accreditation, and Strategic Planning. The change is to more accurately reflect the degree of support and job duties that are provided at this position. Position will require a salary adjustment of \$2,946. Funding source identified with no impact to budget.							

**South Texas College**  
**Reclassifications of Non-Faculty Positions for FY 2021-2022**  
**Filled Positions and Vacant Positions**

#	Title	Classification	Grade	Current Salary	Salary Adjustment	Adjusted Salary Budget	Impact to Budget
7	Reclassification for Library Tech (Position 715101) to Librarian II Electronic Resource Management - <b>Vacant</b>	Classified Non-Exempt to Prof/Tech Exempt	Grade A to Grade D	\$ 27,084	\$ 26,541	\$ 53,625	\$ -
Rationale: • The Librarian II - Electronic Resource Management position is needed to provide leadership to the department as digital / electronic journal collections are added have become a major component of the collection. This position will manage all aspects of electronic resources including evaluation, data mining and reporting, and managing the budget. The library invests in over 120 electronic journal databases to serve all college curricula. This position is required to hold a Masters Degree from a program accredited by the American Library Association (ALA). Position will require a salary adjustment of \$26,541. Funding source identified with no impact to budget.							
8	Reclassification for Library Tech (Position 700031) to Coordinator of Library Projects - <b>Vacant</b>	Classified to Prof/Tech Exempt	Grade A to Grade C	\$ 26,388	\$ 23,112	\$ 49,500	\$ -
Rationale: •An increase in projects and enhanced administrative support including the library renovations and expansions, an increase in grant activity, ongoing records management support, inventory coordination, and administrative support for library budget planning, have resulted in the need for a position to assist with the these varied duties. Position will require a salary adjustment of \$23,112. Funding source identified with no impact to budget.							
<b>Total for Vice President for Information Services, Planning, Performance and Strategic Initiatives</b>				<b>\$ 137,320</b>	<b>\$ 58,920</b>	<b>\$ 196,240</b>	<b>\$ -</b>
Salary Budget for Proposed Reclassifications of Non-Faculty Positions				\$ 244,162	\$ 79,493	\$ 323,655	\$ -
Less Funding from Savings of Existing Vacant Positions and Vacant Pool Positions					(79,493)		
<b>Net Salary Budget Increase for Reclassifications of Positions</b>					<b>\$ -</b>		

## South Texas College

## Proposed Request to Unfreeze Non-Faculty Positions for FY 2021-2022

#	Position #	Title	Classification	Current Salary	Salary Adjustment	Adjusted Salary Budget	Impact to Budget
<b>Vice President for Academic Affairs</b>							
1	701555	Licensed Lab Assistant-EMT	Prof/Tech Non-Exempt	\$ 2	\$ 33,988	\$ 33,990	\$ 33,988
2	715559	Nursing Lab Clinical Coord	Prof/Tech Non-Exempt	2	49,995	49,997	49,995
3	701204	Lab Specialist II - Biology	Prof/Tech Non-Exempt	2	35,948	35,950	35,948
4	701412	Lab Spec II - Engineering	Prof/Tech Non-Exempt	2	30,898	30,900	30,898
5	705285	Dual Credit Program Spec	Prof/Tech Non-Exempt	2	31,825	31,827	31,825
6	701283	Academic Adv Support Spec	Prof/Tech Non-Exempt	2	39,875	39,877	39,875
<b>Total for Vice President for Academic Affairs</b>				<b>\$ 12</b>	<b>\$ 222,529</b>	<b>\$ 222,541</b>	<b>\$ 222,529</b>
<b>Vice President for Finance and Administrative Services</b>							
7	706360	FAS Business Systems Spec	Prof/Tech Non-Exempt	\$ 2	\$ 39,873	39,875	\$ 39,873
8	717514	Police Sergeant	Prof/Tech Non-Exempt	2	69,779	69,781	69,779
9	700119	Maintenance Technician	Classified	2	35,033	35,035	35,033
10	719184	Accounting Assistant	Classified	2	\$ 27,534	27,536	27,534
<b>Total for Vice President for Finance and Administrative Services</b>				<b>\$ 8</b>	<b>\$ 172,219</b>	<b>\$ 172,227</b>	<b>\$ 172,219</b>
<b>Vice President for Student Affairs and Enrollment Management</b>							
11	702461	Admissions Specialist	Prof/Tech Non-Exempt	2	29,998	30,000	29,998
12	841612	DW Staff - OAR	Pool	2	\$ 48,410	48,412	48,410
<b>Total for Vice President for Student Affairs and Enrollment Management</b>				<b>\$ 4</b>	<b>\$ 78,408</b>	<b>\$ 78,412</b>	<b>\$ 78,408</b>
<b>Grand Total</b>				<b>\$ 24</b>	<b>\$ 473,156</b>	<b>\$ 473,180</b>	<b>\$ 473,156</b>
<b>Net Salary Budget Increase to Unfreeze Non-Faculty Positions</b>							<b>\$ 473,156</b>

**South Texas College**  
**Position Salary Funding Reserve for FY 2021-2022**

#	Title	Current Salary	Salary Adjustment	Adjusted Salary Budget	Impact to Budget
<b>Office of the President</b>					
1	Position Salary Funding Reserve	\$ -	\$ 339,549	\$ 339,549	\$ 339,549
Rationale: •Funds requested will be used to fund positions in FY 2021 - 2022.					
<b>Total for Office of the President</b>		<b>\$ -</b>	<b>\$ 339,549</b>	<b>\$ 339,549</b>	<b>\$ 339,549</b>
<b>Net Salary Budget for Position Salary Funding Reserve</b>					<b>\$ 339,549</b>

**South Texas College**  
**Funding for Instructional Direct Wage Pools, Stipend Pools, Trainer Pool, and Non-Faculty**  
**Temp Pools Increase for FY 2021-2022**

#	Title	Current Salary	Salary Adjustment	Adjusted Salary Budget	Impact to Budget
<b>Office of the President</b>					
1	RCPSE Trainer Pool	\$ -	\$ 28,999	\$ 28,999	\$ -
Rationale: •Position needed to hire adjunct trainers that provide training to the community.					
<b>Total for the Office of the President</b>		<b>\$ -</b>	<b>\$ 28,999</b>	<b>\$ 28,999</b>	<b>\$ -</b>
<b>Vice President for Academic Affairs</b>					
2	VPAA Direct Wage Pool - Physical Therapy	\$ 14,000	\$ 8,500	\$ 22,500	\$ -
Rationale: •Request an increase to DW Pool (840558) to hire additional part-time lab assistants to assist the faculty and students with timely completion of skills check-offs and student mastery of course content, as is required prior to clinical placement.					
3	VPAA Direct Wage Pool - Distance Learning	\$ 40,731	\$ 19,269	\$ 60,000	\$ 19,269
Rationale: •Request an increase to DW Pool (841374) to hire a part-time Instructional Designer to assist with maintaining the Online Teaching Certification and Instructional Continuity grading process.					
4	VPAA Direct Wage Pool - Kinesiology	\$ 3,624	\$ 31,944	\$ 35,568	\$ 24,344
Rationale: •Request an increase to DW Pool (840130) to support the daily operations of the Wellness Center.					
5	VPAA Direct Wage Pool - Dual Credit Programs	\$ 8,180	\$ 7,000	\$ 15,180	\$ 7,000
Rationale: •Request an increase to DW Pool (840286) to support the daily operations including hosting of the National Summit for Dual Credit Programs.					
6	Academic Affairs Non-Faculty Temp Pool	\$ 49,218	\$ 33,000	\$ 82,218	\$ 33,000
Rationale: •Request an increase to Salary Pool (720279) to support the division needs.					
7	Bus/Tech Stipend Pool	\$ 20,000	\$ 40,000	\$ 60,000	\$ -
Rationale: •Funds will be used to fund the Bus/Tech Stipend Pool.					
8	SBS Stipend Pool	\$ 20,000	\$ 5,000	\$ 25,000	\$ -
Rationale: •Funds will be used to fund the SS Stipend Pool.					

## South Texas College

### Funding for Instructional Direct Wage Pools, Stipend Pools, Trainer Pool, and Non-Faculty Temp Pools Increase for FY 2021-2022

#	Title	Current Salary	Salary Adjustment	Adjusted Salary Budget	Impact to Budget
9	NAH Stipend Pool	\$ 21,125	\$ 10,000	\$ 31,125	\$ -
Rationale: •Funds will be used to fund the NAH Stipend Pool.					
10	Dw Pool - Law Enforcement	\$ -	\$ 7,500	\$ 7,500	\$ -
Rationale: •Funds will be used from Automotive Technology DW Pool (841308) to create new DW Pool for Law Enforcement. Pool is needed to hire direct-wage to assist with the daily operations related to the program.					
<b>Total for Vice President for Academic Affairs</b>		<b>\$ 176,878</b>	<b>\$ 162,213</b>	<b>\$ 339,091</b>	<b>\$ 83,613</b>
<b>Vice President for Information Services, Planning, Performance and Strategic Initiatives</b>					
11	DW-Academic Coach	\$ -	\$ 33,250	\$ 33,250	\$ -
Rationale: •Two part-time academic coaching positions were created through a MADASSAR grant. Since the conclusion of the grant project they have been funded through salary savings. This internal reallocation will create a permanent funding pool. This request reallocates funds from the customer service clerk/testing technician direct wage pool to permanently fund academic coaches.					
12	Center for Learning Excellence-NAH-DW-SLA/SI Leader	\$ 59,146	\$ 30,000	\$ 89,146	\$ -
Rationale: •The NAH DW pool has been chronically underfunded in comparison to the other campus CLEs. New program support responsibilities have been added to the NAH portfolio (e.g. BSN program support, online writing center, Diagnostic Medical Sonography support) with no corresponding funding increase. Routine transfers have been made from other CLE campus DW pools to make up this shortfall. This internal reallocation will provide a permanent pool increase. The amount is based on actual funds transferred from other campus CLE pools in FY20 and FY21.					
13	DW - SLA/SI Leader - CLE Online	\$ -	\$ 40,606	\$ 40,606	\$ -
Rationale: •Create a pool from which to hire tutors to work in the online CLE.					
14	DW - Customer Svc Clerk - Pecan Campus	\$ -	\$ 46,452	\$ 46,452	\$ -
Rationale: •Create a campus-specific pool from which to hire Customer Service Clerks (currently all campuses draw on same pool, which cause conflict and risks unintentional overdraft).					
15	DW - Learning Excellence Spec - Pecan Campus	\$ -	\$ 33,231	\$ 33,231	\$ -
Rationale: •Create a campus-specific pool from which to hire Learning Excellence Specialists (currently all campuses draw on same pool, which cause conflict and risks unintentional overdraft).					
16	DW - Customer Svc Clerk - Mid Valley Campus	\$ -	\$ 20,367	\$ 20,367	\$ -
Rationale: •Create a campus-specific pool from which to hire Customer Service Clerks (currently all campuses draw on same pool, which cause conflict and risks unintentional overdraft).					

## South Texas College

### Funding for Instructional Direct Wage Pools, Stipend Pools, Trainer Pool, and Non-Faculty Temp Pools Increase for FY 2021-2022

#	Title	Current Salary	Salary Adjustment	Adjusted Salary Budget	Impact to Budget
17	DW - Learning Excellence Spec - Mid Valley Campus	\$ -	\$ 14,221	\$ 14,221	\$ -
Rationale: •Create a campus-specific pool from which to hire Learning Excellence Specialists (currently all campuses draw on same pool, which cause conflict and risks unintentional overdraft).					
18	DW - Customer Svc Clerk - NAH Campus	\$ -	\$ 13,793	\$ 13,793	\$ -
Rationale: •Create a campus-specific pool from which to hire Learning Excellence Specialists (currently all campuses draw on same pool, which cause conflict and risks unintentional overdraft).					
19	DW - Learning Excellence Spec - NAH Campus	\$ -	\$ 8,290	\$ 8,290	\$ -
Rationale: •Create a campus-specific pool from which to hire Learning Excellence Specialists (currently all campuses draw on same pool, which cause conflict and risks unintentional overdraft).					
20	DW - Learning Excellence Spec - Tech Campus	\$ -	\$ 17,652	\$ 17,652	\$ -
Rationale: •Create a campus-specific pool from which to hire Learning Excellence Specialists (currently all campuses draw on same pool, which cause conflict and risks unintentional overdraft).					
21	DW - Customer Svc Clerk - Starr County Campus	\$ -	\$ 11,220	\$ 11,220	\$ -
Rationale: •Create a campus-specific pool from which to hire Customer Service Clerks (currently all campuses draw on same pool, which cause conflict and risks unintentional overdraft).					
22	DW - Learning Excellence Spec - Starr County Campus	\$ -	\$ 2,644	\$ 2,644	\$ -
Rationale: •Create a campus-specific pool from which to hire Learning Excellence Specialists (currently all campuses draw on same pool, which cause conflict and risks unintentional overdraft).					
23	DW - Learning Excellence Spec - CLE Supplemental Instruction	\$ -	\$ 9,290	\$ 9,290	\$ -
Rationale: •Create a campus-specific pool from which to hire Learning Excellence Specialists (currently all campuses draw on same pool, which cause conflict and risks unintentional overdraft).					
24	DW - SLA/SI Leader	\$ -	\$ 13,800	\$ 13,800	\$ -
Rationale: •Create a pool from which to hire tutors to work at the Regional Center for Public Safety Excellence.					
<b>Total for Vice President for Information Services, Planning, Performance and Strategic Initiatives</b>		<b>\$ 59,146</b>	<b>\$ 294,817</b>	<b>\$ 353,963</b>	<b>\$ -</b>
<b>Net Salary Budget Increase for Pool Funding</b>		<b>\$ 236,024</b>	<b>\$ 486,029</b>	<b>\$ 722,053</b>	<b>\$ 83,613</b>

**South Texas College**  
**Title Changes of Non-Faculty and Faculty Positions for FY 2021-2022**  
**Filled Positions and Vacant Positions**

#	Title	Classification	Grade	Impact to Budget
<b>Vice President for Academic Affairs</b>				
1	Title Change for Valley Scholars Specialist (Position 701279) to Academic Excellence Specialist - <b>Vacant</b>	Prof/Tech Support Non-Exempt	Grade B	\$ -
Rationale: •Align position (701279) with title of department Academic Excellence Programs (210030). Position will not require a salary adjustment.				
2	A total of (8) title changes for Student Success Specialist to Guided Pathway Specialist: 1 - Position 712150      5 - Position 713150 2 - Position 720332      6 - Position 709426 3 - Position 721332      7 - Position 702416 4 - Position 714557      8 - Position 707426	Prof/Tech Support Non-Exempt	Grade C	\$ -
Rationale: •Title change only. Guided Pathway Specialist will be assigned a select Meta-Major to facilitate and assist with: enrollment of students through the Online Meta Major Exploration Course; transition of students to designated chairs; targeted invention; track and monitor students' progress through case management. Positions will not require a salary adjustment.				
3	A total of (5) title changes for Coordinator of Dual Credit Pathways to Coordinator of Dual Credit Academic Pathways 1 - Position 705426      4 - Position 706286 2 - Position 701423      5 - Position 720286 3 - Position 703284	Prof/Tech Support Exempt	Grade D	\$ -
Rationale: •Align positions with new org name change to Dual Credit Academic Pathways (212012). Positions will not require a salary adjustment.				
4	Title Change for Coordinator of Director of Dual Credit Pathways (Position 703286) to Director of Dual Credit Academic Pathways	Administrative	Grade B	\$ -
Rationale: •Align position (703286) with new org name change to Dual Credit Academic Pathways (212012). Position will not require a salary adjustment.				

**South Texas College**  
**Title Changes of Non-Faculty and Faculty Positions for FY 2021-2022**  
**Filled Positions and Vacant Positions**

#	Title	Classification	Grade	Impact to Budget
5	A total of (5) title changes for Dual Credit Pathways Specialist to Dual Credit Academic Pathways Specialist 1 - Position 707286      2 - Position 705286 3 - Position 740284      4 - Position 742284 5 - Position 741284	Prof/Tech Support Non-Exempt	Grade B	\$ -
Rationale: •Align positions with new org name change to Dual Credit Academic Pathways (212012). Positions will not require a salary adjustment.				
6	Title Change for Director of Academies & High School Projects (Position 701286) to Director of Academies & Career Technical Pathways	Administrative	Grade B	\$ -
Rationale: •Align position (701286) with new org name change to Dual Credit Academic Pathways (212012). Position will not require a salary adjustment.				
7	A total of (2) title changes for Coordinator of Academies & High School Projects to Coordinator of Academies & Career Technical Pathways 1 - Position 702286      2 - Position 701285	Prof/Tech Support Exempt	Grade D	\$ -
Rationale: •Align positions with new org name change to Academies & Career Technical Pathways (212004).				
8	A total of (2) title changes for Academies Specialist to Academies & Career Technical Pathways Specialist 1 - Position 703285      2 - Position 709286	Prof/Tech Support Exempt	Grade D	\$ -
Rationale: •Align positions with new org name change to Academies & Career Technical Pathways (212004).				
9	A title change for Valley Scholars Specialist (701279) to Academic Excellence Specialist	Prof/Tech Support Non Exempt	Grade B	\$ -
Rationale: •Align position (701279) with title of department Academic Excellence Programs (210030).				
10	A total of (2) title changes for Instructional Designer to Instructional Designer II 1 - Position 705276      2 - Position 704276	Prof/Tech Support Exempt	Grade E	\$ -
Rationale: •Title change to align with duties and responsibilities of position.				
11	A title change for Student Success Specialist (707332) to Coordinator of Academic Excellence Programs	Prof/Tech Support Non Exempt	Grade C	\$ -

**South Texas College**  
**Title Changes of Non-Faculty and Faculty Positions for FY 2021-2022**  
**Filled Positions and Vacant Positions**

#	Title	Classification	Grade	Impact to Budget
Rationale: •Title change. Coordinator is providing on-going support for the Honors Program and Valley Scholars Program. Coordinator has been working directly with faculty and students in providing resources.				
12	Title change for Lab Asst-Office Admin (701410) to Lab Asst-Bus & Tech	Classified Non-Exempt	N/A	\$ -

**South Texas College**  
**Title Changes of Non-Faculty and Faculty Positions for FY 2021-2022**  
**Filled Positions and Vacant Positions**

#	Title	Classification	Grade	Impact to Budget
Rationale: •Transfer Lab Asst position (701410) to Div of Business Public Safety & Technology org (221001).				
13	A total of (2) title changes for Assoc Prof of Dev Math to Assoc Prof of Math 1 - Position 309424    2 - Position 310424	Faculty	N/A	\$ -
Rationale: •Change in title from Assoc Prof of Dev Math to Assoc Prof of Math to align title with department.				
14	A total of (14) title changes for Dev Math Instr to Math Instr 1 - Position 313424    2 - Position 300006 3 - Position 316424    4 - Position 306424 5 - Position 314424    6 - Position 317424 7 - Position 303424    8 - Position 307424 9 - Position 300996    10 - Position 305424 11 - Position 300061    12 - Position 312424 13 - Position 300007    14 - Position 309204	Faculty	N/A	\$ -
Rationale: •Change in title from Dev Math Instr to Math Instr to align title with department.				
15	A title change for Academic Coach (702293) to Lab Technician	Faculty	N/A	\$ -
Rationale: •Align position (702293) with Technology Management Prg-TMGT department (225036).				
16	A total of (9) title changes for Patient Care Assistant Instructor to Patient Care Technician Instructor 1 - Position 304551    2 - Position 300047 3 - Position 315555    4 - Position 307551 5 - Position 308551    6 - Position 300046 7 - Position 301555    8 - Position 303551 9 - Position 305551	Faculty	N/A	\$ -
Rationale: •Align positions with new org name change to Patient Care Technician Instructor.				
17	A title change for Department Chair - Speech (380228) to Department Chair - Communication	Faculty	N/A	\$ -
Rationale: •Align position (380228) with new org name change to Communication (223003).				

**South Texas College**  
**Title Changes of Non-Faculty and Faculty Positions for FY 2021-2022**  
**Filled Positions and Vacant Positions**

#	Title	Classification	Grade	Impact to Budget
18	A total of (2) title changes for Assoc Prof of Speech to Assoc Prof of Communication 1 - Position 306202 2 - Position 312228	Faculty	N/A	\$ -
Rationale: •Align positions with new org name change to Communication (223003).				
19	A total of (11) title changes for Speech Instructor to Communication Instructor - <b>(5) Vacant</b> 1 - Position 306228 2 - Position 314228 3 - Position 313228 4 - Position 309228 5 - Position 308228 6 - Position 302228 7 - Position 311228 8 - Position 301228 9 - Position 301300 10 - Position 304228 11 - Position 315228	Faculty	N/A	\$ -
Rationale: •Align positions with new org name change to Communication (223003).				
20	Title change for Assoc Prof of College Success (303426) to Assoc Prof of Education	Faculty	N/A	\$ -
Rationale: •Department and position (303426) will merge with Education (223022). Org 222002 will need to be inactive after the merger.				
21	Title change for Asst Prof of College Success (313406) to Asst Prof of Education	Faculty	N/A	\$ -
Rationale: •Department and position (313406) will merge with Education (223022). Org 222002 will need to be inactive after the merger.				
22	A total of (2) title changes for College Success Instructor to Education Instructor 1 - Position 302426 2 - Position 308422	Faculty	N/A	\$ -
Rationale: •Department and positions will merge with Education (223022). Org 222002 will need to be inactive after the merger.				

**South Texas College**  
**Title Changes of Non-Faculty and Faculty Positions for FY 2021-2022**  
**Filled Positions and Vacant Positions**

#	Title	Classification	Grade	Impact to Budget
23	Title change for Physical Therapy/Clinical Coordinator Instructor (300558) to Physical Therapy Instructor	Faculty	N/A	\$ -
Rationale: •Align position (300558) with org name (224004).				
24	Title change for ADN Instructor (307556) to BSN Instructor - <b>Vacant</b>	Faculty	N/A	\$ -
Rationale: •Transfer ADN Instructor position (307556) to Bachelor's of Nursing org (224044).				
25	Title change for Diesel Tech Instructor (304308) to Welding Instructor - <b>Vacant</b>	Faculty	N/A	\$ -
Rationale: •Position (304308) will be moved under Welding department (221415).				
26	Title change for Vocational Nursing Instructor (300001) to BSN Instructor	Faculty	N/A	\$ -
Rationale: •Position (300001) will be moved under the Bachelor's of Nursing department (224044).				
27	Title change for BSN Instructor (302559) to Vocational Nursing Instructor - <b>Vacant</b>	Faculty	N/A	\$ -
Rationale: •Position (302559) will be moved under the Bachelor's of Nursing department (224018).				
<b>Total for Vice President for Academic Affairs</b>				<b>\$ -</b>

**South Texas College**  
**Title Changes of Non-Faculty and Faculty Positions for FY 2021-2022**  
**Filled Positions and Vacant Positions**

#	Title	Classification	Grade	Impact to Budget
<b>Vice President for Finance and Administrative Services</b>				
28	Title change for Accountability Assistant (705160) to Accountability & Compliance Assistant	Classified Non-Exempt	Grade G	\$ -
Rationale: •Reclassify position title from Accountability Assistant to Compliance Assistant to align with department needs and operations. Records Management is a core function of the Compliance unit and this employee is primarily responsible for the day -to-day operations involving records management. In addition, the majority of special assignments are designated to the Compliance unit. With this change in title, this employee will aid the department in accomplishing its annual objectives.				
<b>Total for Vice President for Finance and Administrative Services</b>				<b>\$ -</b>
<b>Vice President for Information Services, Planning, Performance and Strategic Initiatives</b>				
29	Title change for Reporting Analyst IEA (701396) to Institutional Research Analyst	Prof/Tech Support Non-Exempt to Prof/Tech Support Exempt	Grade C to Grade D	\$ -
Rationale: •To accommodate the changes in response to frozen positions from Research and Analytical Services, a request to change description and job duties from Reporting Analyst to Institutional Research Analyst so that the current position can remain flexible and cover the duties required from the similar frozen position. The job duties between the current and proposed job descriptions are similar and only represent an alignment of duties between the two positions.				
<b>Total for Vice President for Information Services, Planning, Performance and Strategic Initiatives</b>				<b>\$ -</b>
<b>Net Salary Budget Increase for Non-Faculty and Faculty Position Title Changes</b>				<b>\$ -</b>

**South Texas College**  
**Nursing Faculty Assignments Combined for FY 2021-2022**

H.

#	Position #	Title	Current Salary	Summer Extension	Total Combined New Salary	Impact to Budget
<b>Vice President for Academic Affairs</b>						
1	300046	Patient Care Asst Instructor	\$ 60,305	\$ 6,593	\$ 66,898	\$ -
Rationale: •Combining the current salary (300046) and one month extension (360024) to comply with standards setforth by the Texas Board of Nursing.						
2	302556	ADN Instructor	\$ 71,296	\$ 11,988	\$ 83,284	\$ -
Rationale: •Combining the current salary (302556) and one and one-half month extension (366262) to comply with standards setforth by the Texas Board of Nursing.						
3	300113	ADN Instructor	\$ 65,775	\$ 10,962	\$ 76,737	\$ -
Rationale: •Combining the current salary (300113) and one and one-half month extension (396262) to comply with standards setforth by the Texas Board of Nursing.						
4	300133	ADN Instructor	\$ 62,901	\$ 10,484	\$ 73,385	\$ -
Rationale: •Combining the current salary (300133) and one and one-half month extension (367262) to comply with standards setforth by the Texas Board of Nursing.						
5	314559	ADN Instructor	\$ 56,963	\$ 9,494	\$ 66,457	\$ -
Rationale: •Combining the current salary (314559) and one and one-half month extension (365262) to comply with standards setforth by the Texas Board of Nursing.						
6	305262	ADN Instructor	\$ 67,460	\$ 22,487	\$ 89,947	\$ -
Rationale: •Combining the current salary (305262) and three month extension (360003) to comply with standards setforth by the Texas Board of Nursing.						
7	301563	Diagnostic Med Sono Instructor	\$ 48,868	\$ 8,145	\$ 57,013	\$ -
Rationale: •Combining the current salary (301563) and one and one-half month extension (362550) to comply with standards setforth by the Texas Board of Nursing.						
8	302550	Diagnostic Med Sono Instructor	\$ 55,871	\$ 9,312	\$ 65,183	\$ -
Rationale: •Combining the current salary (302550) and one and one-half month extension (361550) to comply with standards setforth by the Texas Board of Nursing.						
9	300121	Phys Ther/Clinical Coord Instructor	\$ 72,645	\$ 12,107	\$ 84,752	\$ -
Rationale: •Combining the current salary (300121) and one and one-half month extension (360005) to comply with standards setforth by the Texas Board of Nursing.						
10	300260	Physical Therapy Instructor	\$ 51,130	\$ 8,522	\$ 59,652	\$ -
Rationale: •Combining the current salary (300260) and one and one-half month extension (361558) to comply with standards setforth by the Texas Board of Nursing.						
11	301558	Physical Therapy Instructor	\$ 54,751	\$ 9,125	\$ 63,876	\$ -
Rationale: •Combining the current salary (301558) and one and one-half month extension (362558) to comply with standards setforth by the Texas Board of Nursing.						

**South Texas College**  
**Nursing Faculty Assignments Combined for FY 2021-2022**

H.

#	Position #	Title	Current Salary	Summer Extension	Total Combined New Salary	Impact to Budget
12	300112	Occup Ther Asst Instructor	\$ 61,402	\$ 10,234	\$ 71,636	\$ -
Rationale: •Combining the current salary (300112) and one and one-half month extension (360261) to comply with standards setforth by the Texas Board of Nursing.						
13	300079	Radiology Tech Instructor	\$ 43,171	\$ 7,195	\$ 50,366	\$ -
Rationale: •Combining the current salary (300079) and one and one-half month extension (363550) to comply with standards setforth by the Texas Board of Nursing.						
14	301135	Radiology Tech Instructor	\$ 51,214	\$ 8,536	\$ 59,750	\$ -
Rationale: •Combining the current salary (301135) and one and one-half month extension (360007) to comply with standards setforth by the Texas Board of Nursing.						
15	301550	Radiology Tech Instructor	\$ 49,843	\$ 8,307	\$ 58,150	\$ -
Rationale: •Combining the current salary (301550) and one and one-half month extension (360550) to comply with standards setforth by the Texas Board of Nursing.						
16	300135	Radiology Tech Instructor	\$ 63,845	\$ 10,641	\$ 74,486	\$ -
Rationale: •Combining the current salary (300135) and one and one-half month extension (360019) to comply with standards setforth by the Texas Board of Nursing.						
17	310552	Vocational Nursing Instructor	\$ 50,089	\$ 11,131	\$ 61,220	\$ -
Rationale: •Combining the current salary (310552) and two month extension (361560) to comply with standards setforth by the Texas Board of Nursing.						
18	311552	Vocational Nursing Instructor	\$ 54,751	\$ 12,167	\$ 66,918	\$ -
Rationale: •Combining the current salary (311552) and two month extension (360014) to comply with standards setforth by the Texas Board of Nursing.						
19	300042	Vocational Nursing Instructor	\$ 68,587	\$ 15,242	\$ 83,829	\$ -
Rationale: •Combining the current salary (300042) and two month extension (364560) to comply with standards setforth by the Texas Board of Nursing.						
20	301560	Vocational Nursing Instructor	\$ 51,130	\$ 11,362	\$ 62,492	\$ -
Rationale: •Combining the current salary (301560) and two month extension (361552) to comply with standards setforth by the Texas Board of Nursing.						
21	300041	Vocational Nursing Instructor	\$ 52,238	\$ 11,608	\$ 63,846	\$ -
Rationale: •Combining the current salary (300041) and two month extension (362560) to comply with standards setforth by the Texas Board of Nursing.						
22	308552	Vocational Nursing Instructor	\$ 63,845	\$ 14,188	\$ 78,033	\$ -
Rationale: •Combining the current salary (308552) and one month extension (363552) to comply with standards setforth by the Texas Board of Nursing.						
23	307552	Vocational Nursing Instructor	\$ 62,901	\$ 13,978	\$ 76,879	\$ -
Rationale: •Combining the current salary (307552) and two month extension (368552) to comply with standards setforth by the Texas Board of Nursing.						
24	300060	Vocational Nursing Instructor	\$ 53,952	\$ 11,989	\$ 65,941	\$ -

**South Texas College**  
**Nursing Faculty Assignments Combined for FY 2021-2022**

H.

#	Position #	Title	Current Salary	Summer Extension	Total Combined New Salary	Impact to Budget
Rationale: •Combining the current salary (300060) and two month extension (366552) to comply with standards setforth by the Texas Board of Nursing.						
25	300552	Vocational Nursing Instructor	\$ 46,991	\$ 10,442	\$ 57,433	\$ -
Rationale: •Combining the current salary (300552) and two month extension (367552) to comply with standards setforth by the Texas Board of Nursing.						
26	302560	Vocational Nursing Instructor	\$ 64,802	\$ 14,400	\$ 79,202	\$ -
Rationale: •Combining the current salary (302560) and two month extension (360551) to comply with standards setforth by the Texas Board of Nursing.						
27	300099	Vocational Nursing Instructor	\$ 69,811	\$ 15,514	\$ 85,325	\$ -
Rationale: •Combining the current salary (300099) and two month extension (360011) to comply with standards setforth by the Texas Board of Nursing.						
28	300560	Vocational Nursing Instructor	\$ 49,578	\$ 11,017	\$ 60,595	\$ -
Rationale: •Combining the current salary (300560) and two month extension (360020) to comply with standards setforth by the Texas Board of Nursing.						
29	302552	Vocational Nursing Instructor	\$ 70,542	\$ 23,514	\$ 94,056	\$ -
Rationale: •Combining the current salary (302552) and three month extension (360013) to comply with standards setforth by the Texas Board of Nursing.						
30	309552	Vocational Nursing Instructor	\$ 45,845	\$ 10,188	\$ 56,033	\$ -
Rationale: •Combining the current salary (309552) and two month extension (360560) to comply with standards setforth by the Texas Board of Nursing.						
31	306552	Vocational Nursing Instructor	\$ 56,174	\$ 12,483	\$ 68,657	\$ -
Rationale: •Combining the current salary (306552) and two month extension (369552) to comply with standards setforth by the Texas Board of Nursing.						
32	301552	Vocational Nursing Instructor	\$ 52,625	\$ 11,694	\$ 64,319	\$ -
Rationale: •Combining the current salary (301552) and two month extension (362552) to comply with standards setforth by the Texas Board of Nursing.						
33	300001	Vocational Nursing Instructor	\$ 63,882	\$ 14,196	\$ 78,078	\$ -
Rationale: •Combining the current salary (300001) and two month extension (365552) to comply with standards setforth by the Texas Board of Nursing.						
34	300001	BSN Instructor	\$ 63,882	\$ 14,196	\$ 78,078	\$ -
Rationale: •Combining the current salary (300001) and three month extension (365552) to comply with standards setforth by the Texas Board of Nursing.						
<b>Total for Vice President for Academic Affairs</b>			<b>\$ 1,979,065</b>	<b>\$ 403,441</b>	<b>\$ 2,382,506</b>	<b>\$ -</b>
<b>Net Salary Budget Increase for Combining Faculty Salaries</b>						<b>\$ -</b>

**South Texas College**

**Deletion of Vacant Department Chairs, Non-Faculty Position, and Salary Pools for FY  
2021-2022**

#	Position #	Title	Classification	Current Salary
<b>Faculty - Department Chair and Instructional Direct Wage Pool</b>				
<b>Vice President for Academic Affairs</b>				
1	380044	Accounting	Department Chair	5,000
2	380408	Economics	Department Chair	5,000
3	380312	Fire Science	Department Chair	5,000
4	380007	Paralegal	Department Chair	5,000
5	380302	CBMT	Department Chair	5,000
6	380310	Electrician Asst	Department Chair	5,000
7	380309	Diesel Tech	Department Chair	5,000
8	380413	Office Admin	Department Chair	5,000
9	380426	College Success	Department Chair	5,000
10	380561	MAT	Department Chair	5,000
11	380056	Health Info	Department Chair	5,000
12	841308	DW Staff Auto Tech	DW Pool	7,500
<b>Total for Vice President for Academic Affairs</b>				<b>\$ 62,500</b>
<b>Vice President for Information Services, Planning, Performance and Strategic Initiatives</b>				
<b>Non-Faculty Position and Direct Wage Pools</b>				
13	709423	Lrng Exel Spec for Online Svcs	Professional/Technical Non-Exempt	\$ 40,606
14	841171	DW Staff - RAS	DW Pool	500
15	841423	DW - Customer Svc Clerk	DW Pool	89,390
16	842423	DW - Learning Excellence Spec	DW Pool	87,771
<b>Total for Vice President for Information Services, Planning, Performance and Strategic Initiatives</b>				<b>\$ 218,267</b>
Available Funding Source Identified to Reclassify Positions and DW Pools				\$ 280,767
Total Salary Budgeted				(280,767)
<b>Total Impact to Budget</b>				<b>\$ -</b>

**South Texas College**  
**Funding Source: Reduction of Vacant Positions and Direct Wage Pools**  
**for FY 2021-2022**

#	Position #	Title	Classification	Salary Reduced
<b>Vice President for Finance and Administrative Services</b>				
6	792502	Floor Technician	Classified Non-Exempt	1,255
7	789502	Floor Technician	Classified Non-Exempt	1,318
8	725501	Technical Facilities Spec	Prof/Tech Non- Exempt	9,000
9	709240	Staffing Support Specialist	Prof/Tech Non-Exempt	9,000
<b>Total for Vice President for Finance and Administrative Services</b>				<b>\$ 20,573</b>
<b>Vice President for Information Services, Planning, Performance and Strategic Initiatives</b>				
10	840423	DW - Testing Technician	Direct Wage Pool	\$ 63,250
11	840104	DW Staff - Library Acquisition	Direct Wage Pool	26,541
12	841101	DW Staff - Library Pub Svcs	Direct Wage Pool	24,558
13	840102	DW Staff - Ed Technologies Pool	Direct Wage Pool	6,321
14	840171	DW Staff - IEA	Direct Wage Pool	1,000
15	844423	DW - SLA/SI Leader	Direct Wage Pool	13,800
<b>Total for Vice President for Information Services, Planning, Performance and Strategic Initiatives</b>				<b>\$ 135,470</b>
Available Funding Source Identified to Reclassify Positions and DW Pools				\$ 201,142
Total Salary Reduced				(201,142)

## **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. Approval of Proposed Workforce Program Expansions and Renovations to Starr County Campus Building D for Welding and Automotive Labs and Building C for HVAC-R Labs
- b. Approval to Use Unexpended Plant Funds Previously Earmarked for the Proposed Workforce Program Projects in FY 2021-2022 at the Starr County Campus
  - i. Expansion and Renovation at the Building D Welding Lab
  - ii. Expansion at the Building D Automotive Lab
  - iii. Expansion and Renovation at the Building C HVAC-R Labs
- c. Approval of Proposed Workforce Program Expansions and Renovations to Mid Valley Campus Building D for Welding, Automotive, HVAC-R Labs, and Building A for Culinary Arts Labs
- d. Approval of Termination of the Architectural Services Agreement with The Warren Group Architects, Inc. and Cancellation of the Mid Valley Campus Center for Learning Excellence Building A Renovation of Space for Supplemental Instruction Project
- e. Approval to Use Unexpended Plant Funds Previously Earmarked for the Proposed Workforce Program Projects and Funds Released from the Center for Learning Excellence Building A Renovation of Space for Supplemental Instruction Project in FY 2021-2022 at the Mid Valley Campus

- i. Expansion and Renovation at the Building D Welding Lab
  - ii. Expansion at the Building D Automotive Lab
  - iii. Expansion and Renovation at the Building D HVAC-R Labs
  - iv. Renovation at Building A for Culinary Arts Labs
- f. Approval of Priority Schedule for the District Wide Flooring Replacements
- g. Approval of Color Selection for the District Wide Flooring Replacements for Fiscal Year 2020-2021
- h. Approval of Unexpended Plant Fund – Construction Proposed Projects and Preliminary Budgets for Fiscal Year 2021 – 2022
- i. Approval of Renewals & Replacements Plant Fund Proposed Projects and Preliminary Budgets for Fiscal Year 2021 – 2022

**Recommendation:**

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

- a. Approval of Proposed Workforce Program Expansions and Renovations to Starr County Campus Building D for Welding and Automotive Labs and Building C for HVAC-R Labs
- b. Approval to Use Unexpended Plant Funds Previously Earmarked for the Proposed Workforce Program Projects in FY 2021-2022 at the Starr County Campus
  - iv. Expansion and Renovation at the Building D Welding Lab
  - v. Expansion at the Building D Automotive Lab
  - vi. Expansion and Renovation at the Building C HVAC-R Labs
- c. Approval of Proposed Workforce Program Expansions and Renovations to Mid Valley Campus Building D for Welding, Automotive, HVAC-R Labs, and Building A for Culinary Arts Labs
- d. Approval of Termination of the Architectural Services Agreement with The Warren Group Architects, Inc. and Cancellation of the Mid Valley Campus Center for Learning Excellence Building A Renovation of Space for Supplemental Instruction Project
- e. Approval to Use Unexpended Plant Funds Previously Earmarked for the Proposed Workforce Program Projects and Funds Released from the Center for Learning Excellence Building A Renovation of Space for Supplemental Instruction Project in FY 2021-2022 at the Mid Valley Campus
  - v. Expansion and Renovation at the Building D Welding Lab
  - vi. Expansion at the Building D Automotive Lab
  - vii. Expansion and Renovation at the Building D HVAC-R Labs

- viii. Renovation at Building A for Culinary Arts Labs
- f. Approval of Priority Schedule for the District Wide Flooring Replacements
- g. Approval of Color Selection for the District Wide Flooring Replacements for Fiscal Year 2020-2021
- h. Approval of Unexpended Plant Fund – Construction Proposed Projects and Preliminary Budgets for Fiscal Year 2021 – 2022
- i. Approval of Renewals & Replacements Plant Fund Proposed Projects and Preliminary Budgets for Fiscal Year 2021 – 2022

**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 Workforce Program Expansions and Renovations to Starr County Campus Building D for Welding and Automotive Labs and Building C for HVAC-R Labs
- b. Approval to Use Unexpended Plant Funds Previously Earmarked for the Proposed Workforce Program Projects in FY 2021-2022 at the Starr County Campus
  - vii. Expansion and Renovation at the Building D Welding Lab
  - viii. Expansion at the Building D Automotive Lab
  - ix. Expansion and Renovation at the Building C HVAC-R Labs
- c. Approval of Proposed Workforce Program Expansions and Renovations to Mid Valley Campus Building D for Welding, Automotive, HVAC-R Labs, and Building A for Culinary Arts Labs
- d. Approval of Termination of the Architectural Services Agreement with The Warren Group Architects, Inc. and Cancellation of the Mid Valley Campus Center for Learning Excellence Building A Renovation of Space for Supplemental Instruction Project
- e. Approval to Use Unexpended Plant Funds Previously Earmarked for the Proposed Workforce Program Projects and Funds Released from the Center for Learning Excellence Building A Renovation of Space for Supplemental Instruction Project in FY 2021-2022 at the Mid Valley Campus
  - ix. Expansion and Renovation at the Building D Welding Lab
  - x. Expansion at the Building D Automotive Lab
  - xi. Expansion and Renovation at the Building D HVAC-R Labs
  - xii. Renovation at Building A for Culinary Arts Labs
- f. Approval of Priority Schedule for the District Wide Flooring Replacements

- g. Approval of Color Selection for the District Wide Flooring Replacements for Fiscal Year 2020-2021
- h. Approval of Unexpended Plant Fund – Construction Proposed Projects and Preliminary Budgets for Fiscal Year 2021 – 2022
- i. Approval of Renewals & Replacements Plant Fund Proposed Projects and Preliminary Budgets for Fiscal Year 2021 – 2022

**Approval Recommended:**

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

### **Consent Agenda:**

#### **a. Approval of Proposed Workforce Program Expansions and Renovations to Starr County Campus Building D for Welding and Automotive Labs and Building C for HVAC-R Labs**

Approval of the proposed Workforce Program projects at the Starr County Campus is requested.

##### **Purpose**

The Facilities Committee recommended approval of the proposed Workforce Program projects at the Starr County Campus.

##### **Scheduling Priority**

College administration and the Academic Division of Business, Public Safety, & Technology requested these projects. They have been reviewed by the Facilities Planning & Construction department, the President's Cabinet, and the Coordinated Operations Council. These projects are scheduled as educational space improvements.

##### **Justification**

The proposed improvements and expansions of the Workforce Program projects are necessary to provide needed space to support the enrollment for the various programs at the Starr County Campus.

##### **Background**

College staff has identified programs that require facility expansions due to the increased local education demands of the workforce community. On February 9, 2021, staff presented on these proposed Workforce Program projects at the Education & Workforce Development Committee to improve and align facilities with the workforce training needs. The proposed Workforce Program projects are listed below:

##### **a. Workforce Building D Welding Expansion**

- Expansion into adjacent classroom and automotive lab spaces to serve traditional and Continuing Education courses, as well as an expansion of the outdoor welding lab facility, to double its current capacity.
- This project is an existing project which is currently funded, but the proposed increased scope requires additional funds.
- On December 10, 2019, the Board approved contracting architectural services with Gignac & Associates, LLP for this project with a total project budget of \$230,000. As of May 3, 2021, the project has not been started.
- Administration proposes to expand the scope of this previously approved project, to increase the additional new welding stations from 11 to 22, and increase the additional square footage from 1,000 square feet to 2,368 square feet.

The estimated budget for the Workforce Building D Welding Expansion is summarized in the table below:

<b>Starr County Campus Workforce Building D Welding Expansion Estimated Budget</b>			
<b>Item</b>	<b>Original Project Budget</b>	<b>Amount for Expanded Scope</b>	<b>Total</b>
Workforce Building D Welding Expansion	\$230,000	\$368,480	\$598,480

**b. Workforce Building D Automotive Expansion**

- Expansion would separate the existing Automotive area from the Welding area, providing room for overhead doors and open bays, lift equipment, storage space, and room for future expansion.

**c. North Academic Building C Heating, Ventilation, Air Conditioning, and Refrigeration (HVAC-R) Outdoor Covered Area**

- Expansion of the current space from 2 to 4 classrooms to provide adequate space for traditional and dual credit course enrollment, as well as the addition of a covered outdoor lab space for HVAC-R brazing.

The estimated budgets are summarized in the table below:

<b>Starr County Campus Workforce Program Projects Estimated Budgets</b>	
<b>Item</b>	<b>Total</b>
Workforce Building D Welding Expansion	\$598,480
Workforce Building D Automotive Expansion	1,078,300
North Academic Building C HVAC-R Outdoor Covered Area	153,500
Proposed Workforce Program Projects Budgets Total	<b>\$1,830,280</b>

**Funding Source**

The proposed Workforce Program projects are not included in the budget for FY 2020 – 2021. The use of earmarked funds for funding these projects will be requested in a separate agenda item. These projects will be budgeted in FY 2021-2022, accordingly. Although the Building D Welding Expansion is an existing project, Administration is recommending to release the budgeted funds in the amount of \$230,000 from the FY 2020-2021 budget and use the earmarked funds to fund the entire project as recommended in the separate agenda item.

**Enclosed Documents**

Enclosed are detailed project descriptions and budgets for the Board's review and information.

The Facilities Committee recommended Board approval of the proposed Workforce Program projects at the Starr County Campus as presented.

**Recommendation:**

It is recommended that the Board of Trustees of South Texas College approve and authorize the proposed Workforce Program projects at the Starr County Campus as presented.

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

The Board of Trustees of Trustees of South Texas College approves and authorizes the proposed Workforce Program projects at the Starr County Campus as presented.

**Approval Recommended:**

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

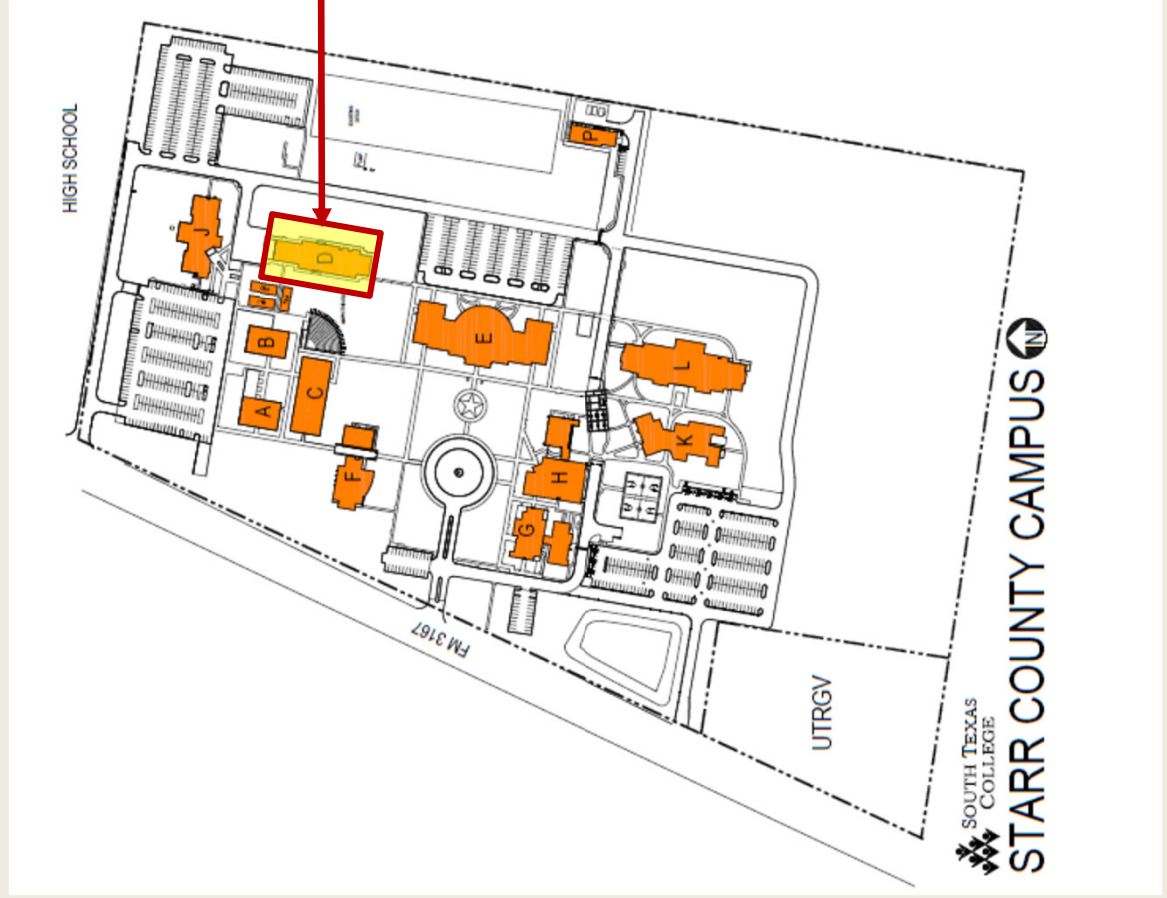


# **Starr County Campus Workforce Center - Building D**

Welding Lab Expansion  
CIP 2122-006

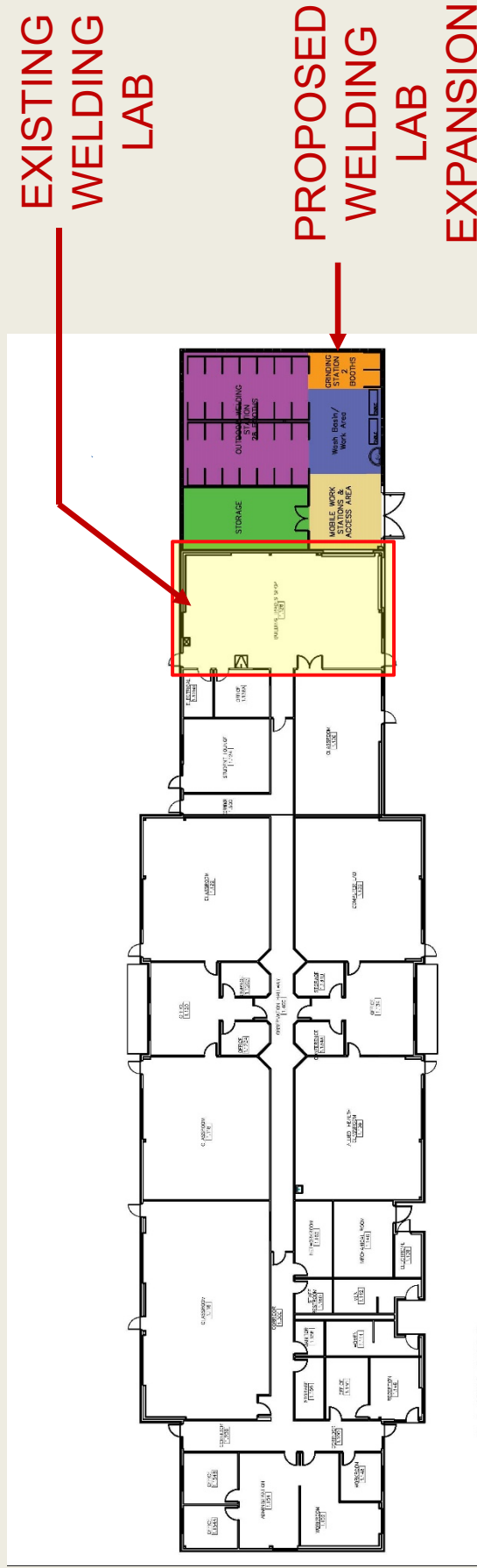


# Starr County Campus Welding Lab Expansion Proposed Project Site



# Starr County Campus Welding Lab Expansion

## Proposed Project Location



## Starr County Campus Welding Lab Expansion

### Interior Photo



Existing Welding Lab

## Proposed Scope & Budget



### **Requested By**

Welding Department

### **Scope of Work**

Design and Construction of Welding Lab Expansion for Additional (22) Welding Stations

Total Square Feet Area = 2,368

Estimated Construction Cost per Square Foot = \$150/sq ft

### **Estimated Total Project Budget**

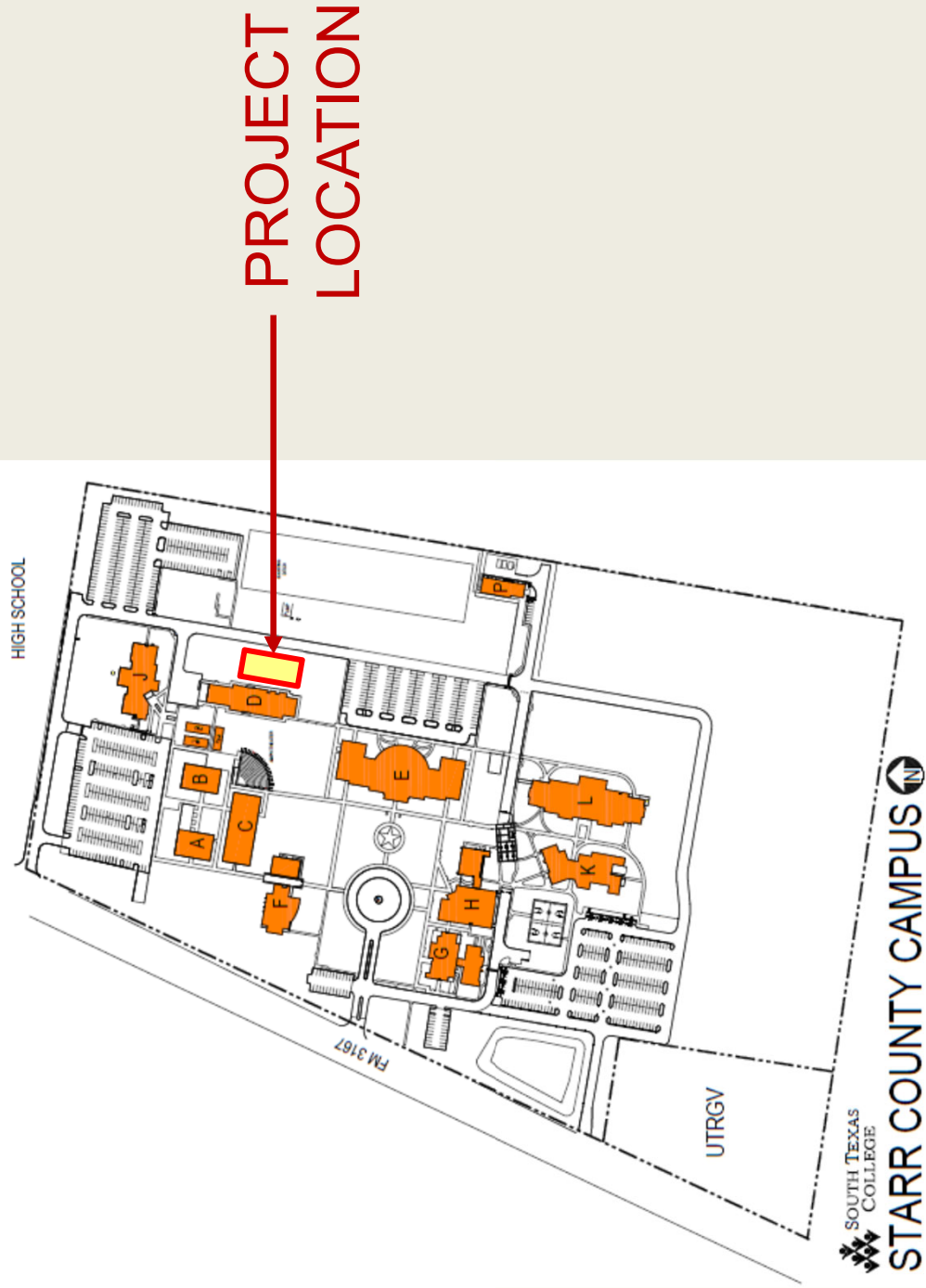
Construction	\$ 355,200
Design	35,520
Miscellaneous	15,000
FFE	165,000
Technology	10,000
Contingency 5%	17,760
Total Project Budget	\$ 598,480



**Starr County Campus  
Workforce Center - Building D  
Automotive Lab Expansion  
CIP 2122-005**

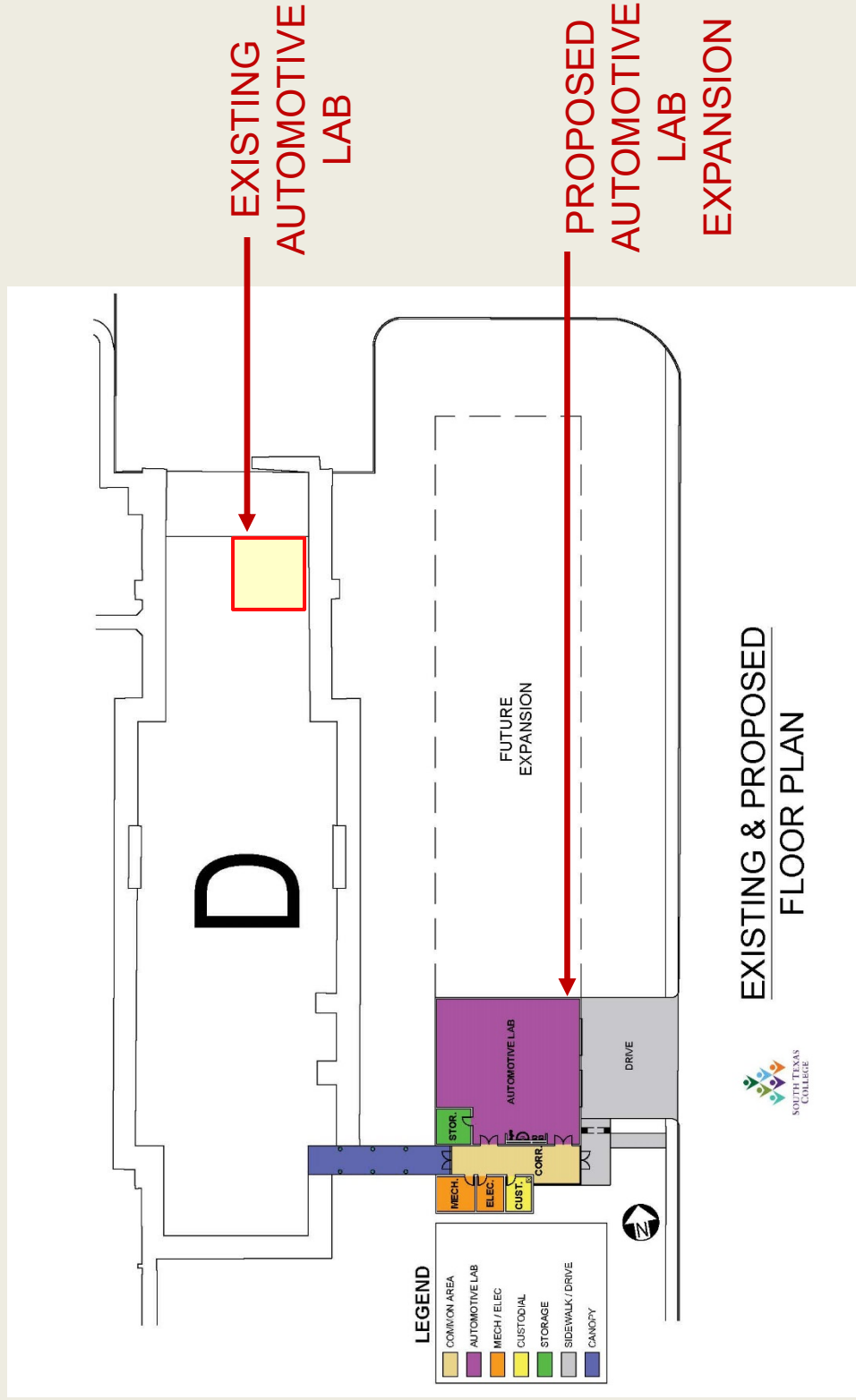


# Project Proposed Site



## Starr County Campus Automotive Lab Expansion

# Project Proposed Location



WORKFORCE CENTER  
BUILDING D

## Starr County Campus Automotive Lab Expansion

### Interior Photo



Existing Automotive Lab

## Proposed Scope & Budget

### Requested By

Automotive Department

### Scope of Work

Design and Construction of Automotive Lab Expansion including 2 bays, storage, wash station, eyewash, mechanical room, electrical room, custodial room, and covered walkway connecting to Building D

Total Square Feet Area = 4,100

Estimated Construction Cost per Square Foot = \$200/sq ft

### Estimated Total Project Budget

Construction	\$ 820,000
Design	82,000
Miscellaneous	20,500
FFE	45,100
Technology	69,700
Contingency 5%	41,000
Total Project Budget	\$ 1,078,300



**Starr County Campus**  
**North Academic - Building C**  
**HVAC-R Outdoor Covered Area**  
**CIP 2122-007**

## Starr County Campus HVAC-R Outdoor Covered Area

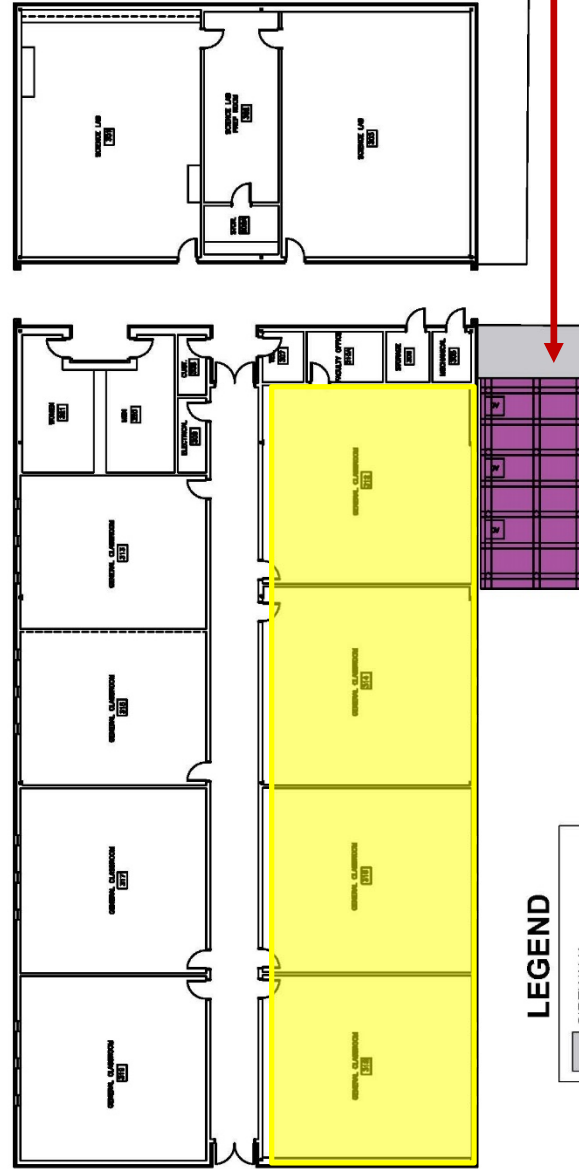
# Proposed Project Site



PROJECT  
LOCATION

# Starr County Campus HVAC-R Outdoor Covered Area

## Proposed Project Location



PROPOSED  
HVAC LAB  
EXPANSION

### LEGEND



EXISTING & PROPOSED  
FLOOR PLAN



NORTH ACADEMIC  
BUILDING C

## Starr County Campus HVAC-R Outdoor Covered Area

### Exterior Photos



Proposed Location

## Proposed Scope & Budget



### Requested By

HVAC Department

### Scope of Work

Design and construction of HVAC-R Outside Covered Area for brazing instruction, equipment storage, and additional electrical/data in classrooms C312, C313, C314, C315.

Total Square Feet Area = 600

Estimated Construction Cost per Square Foot = \$150/sq ft

### Estimated Total Project Budget

Construction	\$ 90,000
Design	9,000
Miscellaneous	15,000
FFE	10,000
Technology	25,000
Contingency 5%	4,500
Total Project Budget	\$ 153,500

**Consent Agenda:**

**b. Approval to Use Unexpended Plant Funds Previously Earmarked for the Proposed Workforce Program Projects in FY 2021-2022 at the Starr County Campus**

Approval to use Unexpended Plant funds previously earmarked for the proposed Workforce Program projects in FY 2021 – 2022 at the Starr County Campus is requested.

**Purpose**

College administration requests that the Board approve the use of funds that were previously earmarked in the Unexpended Plant Fund for the Starr County Campus Workforce Expansion.

**Justification**

Approval is necessary for College staff to utilize previously earmarked funds in the Unexpended Plant Fund for the proposed Workforce Program projects at Starr County Campus.

**Background**

Funds for Workforce Expansion projects were included as part of the 2013 Bond Construction Program at Mid Valley Campus and Starr County Campus.

- Due to the high costs per square foot for the projects and enrollment projections for the type of facilities being constructed, College staff and administration decided to wait until a future time to determine revised program requirements.
- On September 19, 2017, the Board approved the termination of professional services, program management services, and construction-manager-at-risk services for the Workforce Expansions at both campuses.
- Funds that have been earmarked for the Starr County Campus Workforce Program Expansion are available in the amount of \$2,258,252.

College administration has identified programs that require facility expansions due to the increased local education demands of the workforce community. The proposed Workforce Program projects are listed below:

- a. Workforce Building D Welding Expansion
- b. Workforce Building D Automotive Expansion
- c. North Academic Building C HVAC-R Outdoor Covered Area

The estimated budgets are summarized in the table below:

<b>Starr County Campus Workforce Program Projects Estimated Budgets</b>	
<b>Item</b>	<b>Total</b>
Workforce Building D Welding Expansion	\$598,480
Workforce Building D Automotive Expansion	1,078,300
North Academic Building C HVAC-R Outdoor Covered Area	153,500
Proposed Workforce Program Projects Budgets Total	<b>\$1,830,280</b>

### **Proposed Funding Source**

The variance of the proposed Workforce Program projects estimated budgets and the earmarked funds in the Unexpended Plant Fund is included in the table below:

<b>Variance of Funds</b>	
<b>Item</b>	<b>Amount</b>
Unexpended Plant Fund Funds Earmarked for Starr County Campus Workforce Expansion	\$2,258,252
Estimated Project Budgets	1,830,280
Estimated Variance	\$427,972

The remaining funds in the estimated amount of \$427,972 will remain earmarked for future Starr County Campus Workforce projects in the Unexpended Plant Fund.

### **Enclosed Documents**

The packet includes project descriptions and budgets for the Board's review and information.

The Facilities Committee recommended Board approval of the use of Unexpended Plant funds previously earmarked for the proposed Workforce Program projects in FY 2021 – 2022 at the Starr County Campus as presented.

### **Recommendation:**

It is recommended that the Board of Trustees of South Texas College approve and authorize the use of Unexpended Plant funds previously earmarked for the proposed Workforce Program projects in FY 2021 – 2022 at the Starr County Campus 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 use of Unexpended Plant funds previously earmarked for the proposed Workforce Program projects in FY 2021 – 2022 at the Starr County Campus as presented.

### **Approval Recommended:**

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



# Starr County Campus Workforce Center - Building D Welding Lab Expansion CIP 2122-006



**SOUTH TEXAS  
COLLEGE**

## Proposed Scope & Budget



### **Requested By**

Welding Department

### **Scope of Work**

Design and Construction of Welding Lab Expansion for Additional (22) Welding Stations

Total Square Feet Area = 2,368

Estimated Construction Cost per Square Foot = \$150/sq ft

### **Estimated Total Project Budget**

Construction	\$ 355,200
Design	35,520
Miscellaneous	15,000
FFE	165,000
Technology	10,000
<u>Contingency 5%</u>	<u>17,760</u>
Total Project Budget	\$ 598,480



**Starr County Campus  
Workforce Center - Building D  
Automotive Lab Expansion  
CIP 2122-005**



**SOUTH TEXAS  
COLLEGE**

## Proposed Scope & Budget

### Requested By

Automotive Department

### Scope of Work

Design and Construction of Automotive Lab Expansion including 2 bays, storage, wash station, eyewash, mechanical room, electrical room, custodial room, and covered walkway connecting to Building D

Total Square Feet Area = 4,100

Estimated Construction Cost per Square Foot = \$200/sq ft

### Estimated Total Project Budget

Construction	\$ 820,000
Design	82,000
Miscellaneous	20,500
FFE	45,100
Technology	69,700
Contingency 5%	41,000
Total Project Budget	\$ 1,078,300



**Starr County Campus**  
**North Academic - Building C**  
HVAC-R Outdoor Covered Area  
CIP 2122-007



**SOUTH TEXAS  
COLLEGE**

## Proposed Scope & Budget



### Requested By

HVAC Department

### Scope of Work

Design and construction of HVAC-R Outside Covered Area for brazing instruction, equipment storage, and additional electrical/data in classrooms C312, C313, C314, C315.

Total Square Feet Area = 600

Estimated Construction Cost per Square Foot = \$150/sq ft

### Estimated Total Project Budget

Construction	\$ 90,000
Design	9,000
Miscellaneous	15,000
FFE	10,000
Technology	25,000
Contingency 5%	4,500
Total Project Budget	\$ 153,500

**Consent Agenda:**

**c. Approval of Proposed Workforce Program Expansions and Renovations to Mid Valley Campus Building D for Welding, Automotive, HVAC-R Labs, and Building A for Culinary Arts Labs**

Approval of the proposed Workforce Program projects at the Mid Valley Campus is requested.

**Purpose**

The Facilities Committee recommended approval of the proposed Workforce Program projects at the Mid Valley Campus.

**Scheduling Priority**

College administration and the Academic Division of Business, Public Safety, & Technology requested these projects. They have been reviewed by the Facilities Planning & Construction department, the President's Cabinet, and the Coordinated Operations Council. These projects are scheduled as educational space improvements.

**Justification**

The proposed improvements and expansions of the Workforce Program projects are necessary to provide needed space to support the enrollment for the various programs at the Mid Valley Campus.

**Background**

College staff has identified programs that require facility expansions due to the increased local education demands of the workforce community. On April 13, 2021, staff presented on these proposed Workforce Program projects at the Education & Workforce Development Committee to improve and align facilities with the workforce training needs. The proposed Workforce Program projects are listed below:

**a. Workforce Building D Welding Expansion**

- Expansion to provide accommodation for multiple classes at one time, including Traditional, Dual Credit, and Continuing Education classes, and will expand indoor and outdoor welding lab spaces.

**b. Workforce Building D Automotive Expansion**

- Expansion would provide accommodation for new fully-equipped bays with overhead doors, work spaces, storage space for equipment and tools, and the possibility for further expansion as needed.

**c. Workforce Building D Heating, Ventilation, Air Conditioning, and Refrigeration (HVAC-R) Expansion**

- Expansion would provide adequate space and equipment for both Traditional and Dual Credit classes, including an indoor classroom as well as an outdoor covered lab space for HVAC-R brazing.

**d. Center for Learning Excellence Building A Culinary Arts Renovation**

- Renovation would provide classroom and lab space for instruction and demonstration, supporting the full Certificate and AAS degree pathways in Culinary Arts and Restaurant Management.

The estimated budgets are summarized in the table below:

<b>Mid Valley Campus Workforce Program Projects Estimated Budgets</b>	
<b>Item</b>	<b>Amount</b>
Workforce Building D Welding Expansion	\$537,500
Workforce Building D Automotive Expansion	920,500
Workforce Building D HVAC-R Expansion	528,000
Center for Learning Excellence Building A Culinary Arts Renovation	531,365
Proposed Workforce Program Projects Estimated Budgets Total	\$2,517,365

**Funding Source**

The proposed Workforce Program projects are not included in the budget for FY 2020 – 2021. The use of earmarked funds for funding these projects will be requested in a separate agenda item. These projects will be budgeted in FY 2021-2022, accordingly.

**Enclosed Documents**

The packet includes detailed project descriptions and budgets for the Board's review and information.

The Facilities Committee recommended Board approval of the proposed Workforce Program projects at the Mid Valley Campus as presented.

**Recommendation:**

It is recommended that the Board of Trustees of South Texas College approve and authorize the proposed Workforce Program projects at the Mid Valley Campus 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 authorizes the proposed Workforce Program projects at the Mid Valley Campus as presented.

**Approval Recommended:**

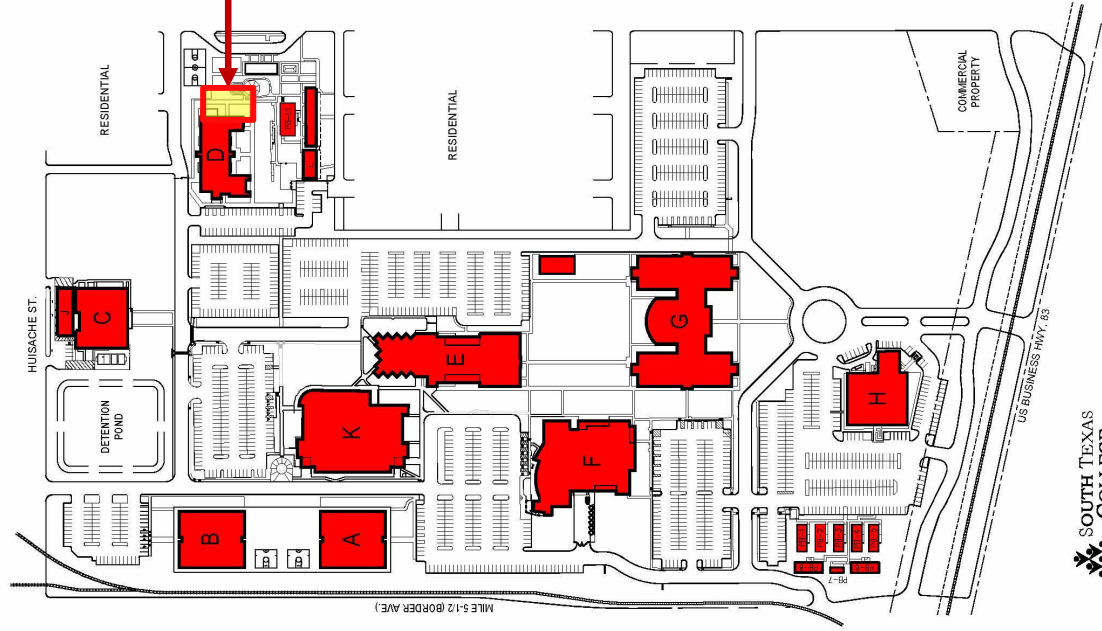
**David C. Plummer, M.B.A., Ed.D.**  
**Interim President**



**Mid Valley Campus**  
**Workforce Center - Building D**  
Welding Lab Expansion  
CIP 2122-013

## Mid Valley Campus Welding Lab Expansion

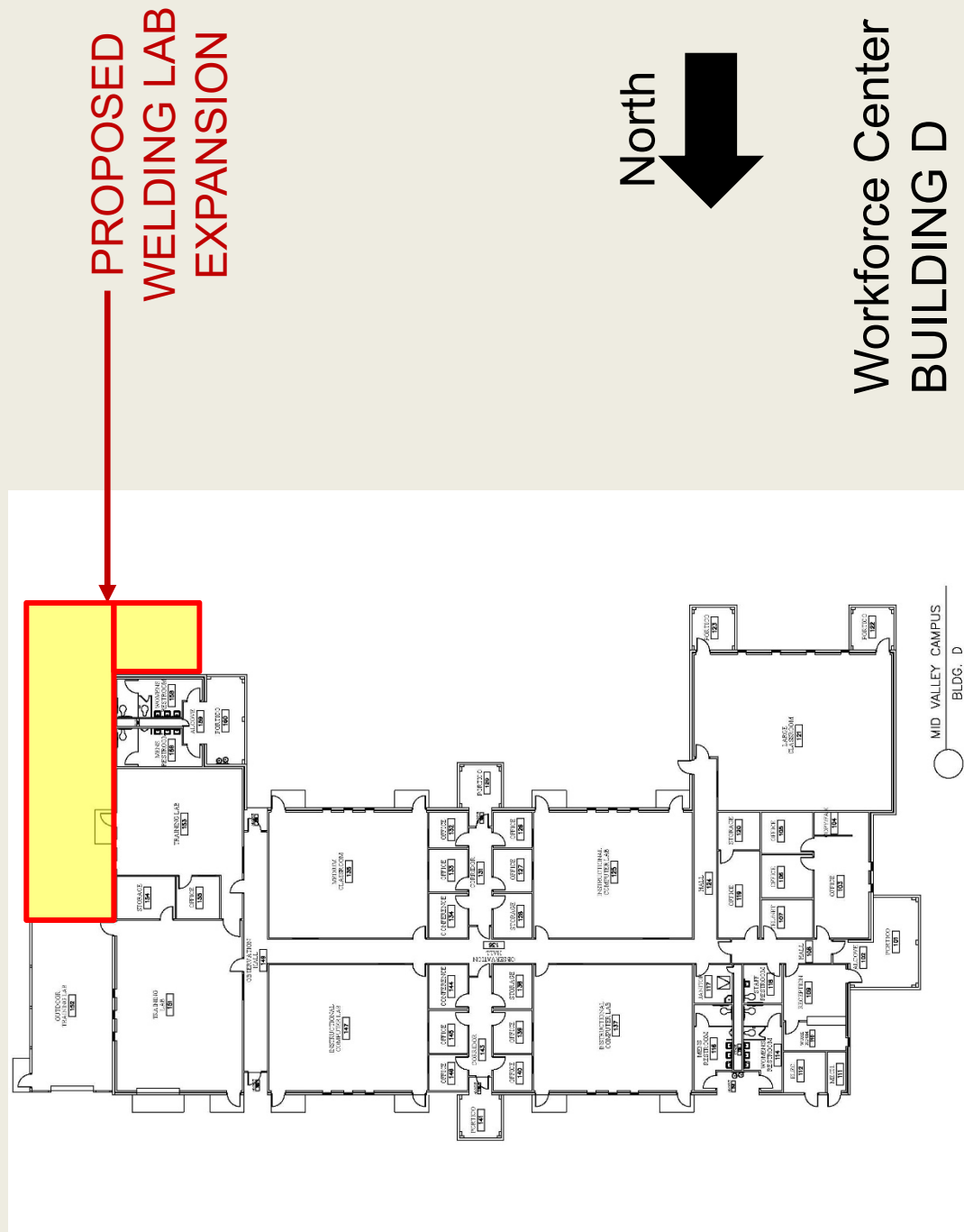
# Proposed Project Site



PROJECT  
LOCATION



# Proposed Project Location



## Mid Valley Campus Welding Lab Expansion

# Exterior Photos



Proposed Location

# Proposed Scope & Budget



## Requested By

Welding Department

## Scope of Work

Design and Construction of Welding Lab Expansion for Additional Welding Stations

Total Square Feet Area = 1,850

Estimated Construction Cost per Square Foot = \$200/sq ft

## Estimated Total Project Budget

Construction	\$ 370,000
Design	37,000
Miscellaneous	12,000
FFE	90,000
Technology	10,000
Contingency 5%	18,500
Total Project Budget	\$ 537,500



# Mid Valley Campus

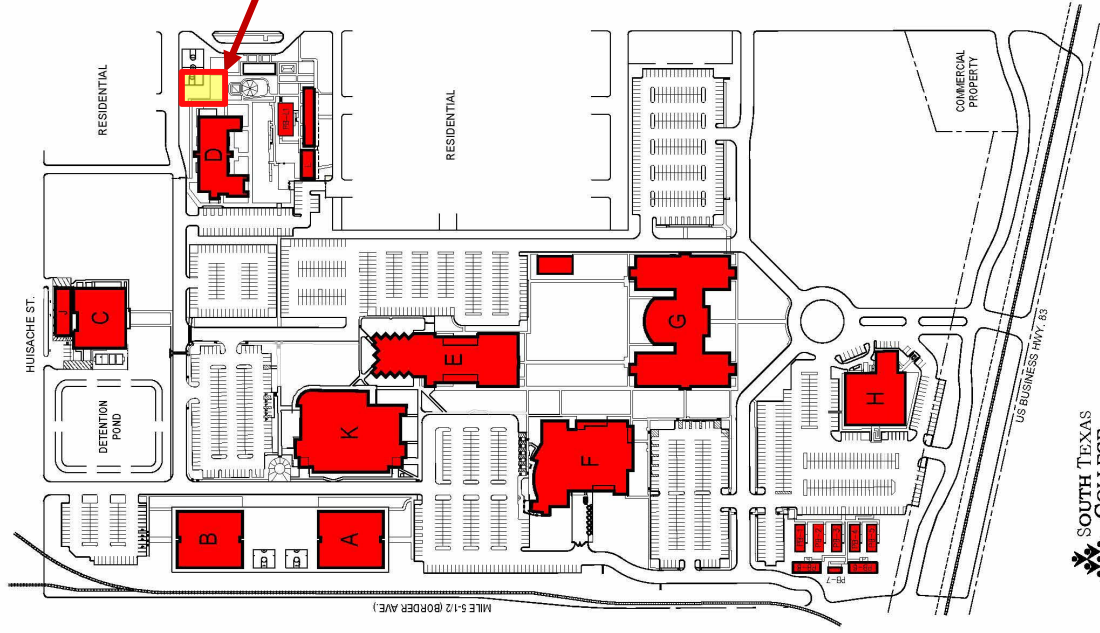
## Workforce Center - Building D

Automotive Lab Expansion

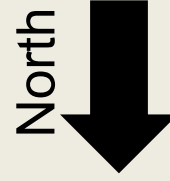
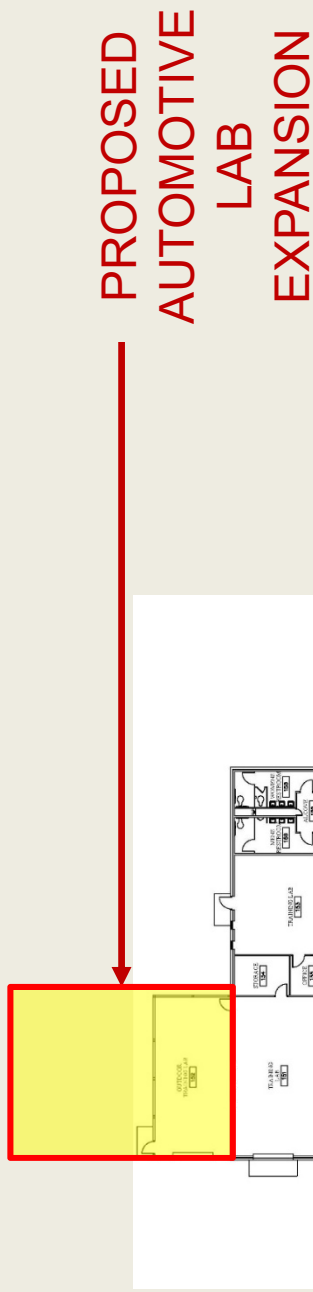
CIP 2122-012

## Mid Valley Campus Automotive Lab Expansion

# Proposed Project Site



# Mid Valley Campus Automotive Lab Expansion Proposed Project Location



Workforce Center  
BUILDING D

MID VALLEY CAMPUS  
BLDG. D

## Mid Valley Campus Automotive Lab Expansion

# Exterior Photos



Proposed Location

## Proposed Scope & Budget



### Requested By

Automotive Department

### Scope of Work

Design and Construction of Automotive Lab Expansion including 3 bays, storage, wash station, and eyewash.

Total Square Feet Area = 3,500

Estimated Construction Cost per Square Foot = \$200/sq ft

### Estimated Total Project Budget

Construction	\$ 700,000
Design	70,000
Miscellaneous	17,500
FFE	38,500
Technology	59,500
Contingency 5%	35,000
Total Project Budget	\$ 920,500



# Mid Valley Campus

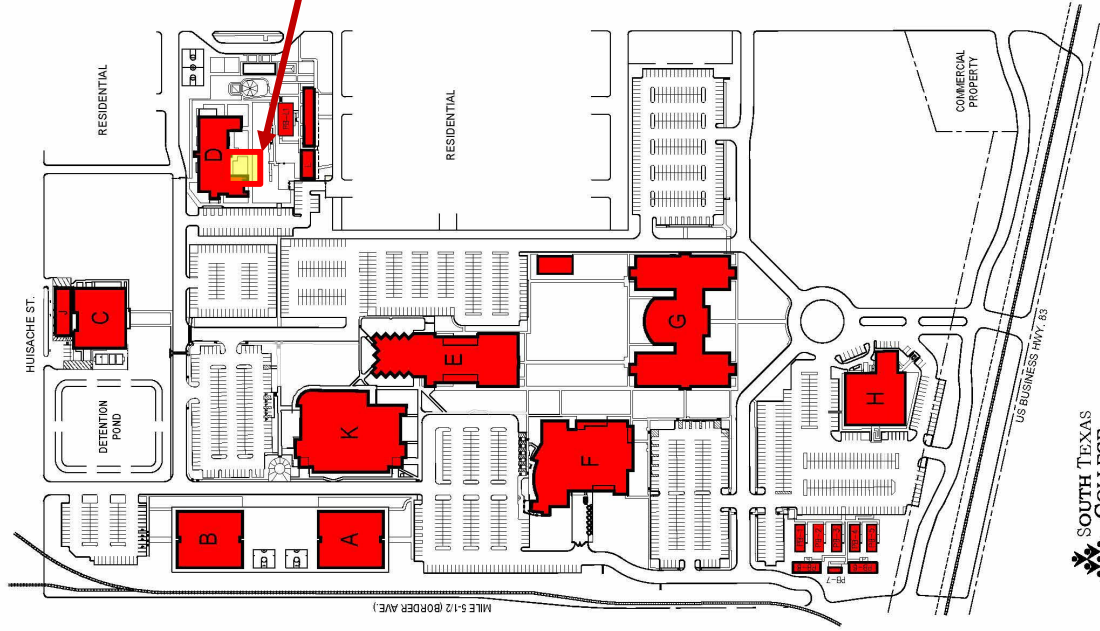
## Workforce Center - Building D

### HVAC-R Outdoor Covered Area

CIP 2122-014

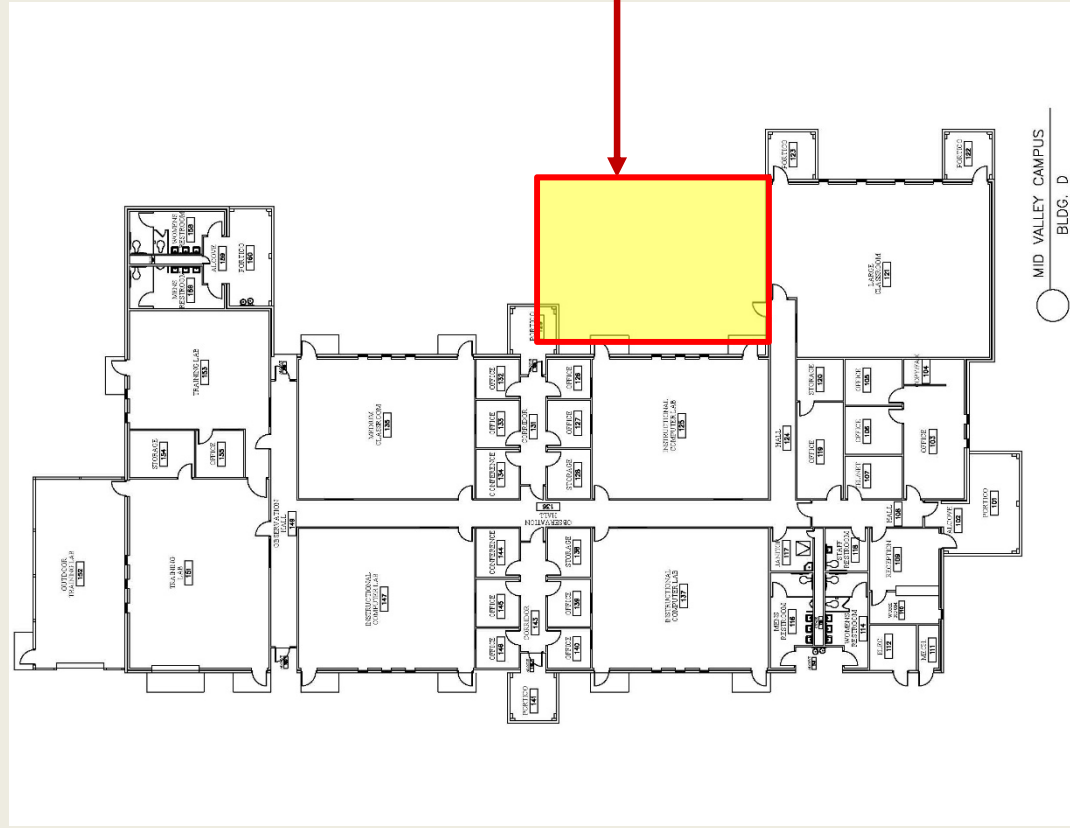
# Mid Valley Campus HVAC-R Outdoor Covered Area

## Proposed Project Site



## Mid Valley Campus HVAC-R Outdoor Covered Area

# Proposed Project Location



North



PROPOSED  
HVAC LAB  
EXPANSION

Workforce Center  
BUILDING D

## Mid Valley Campus HVAC-R Outdoor Covered Area

# Exterior Photos



Proposed Location

## Proposed Scope & Budget



### Requested By

HVAC Department

### Scope of Work

Design and construction of HVAC-R Classroom and Outside Covered Area for brazing instruction and equipment storage.

Total Square Feet Area = 2000

Estimated Construction Cost per Square Foot = \$200/sq ft

### Estimated Total Project Budget

Construction	\$ 400,000
Design	40,000
Miscellaneous	12,000
FFE	22,000
Technology	34,000
Contingency 5%	20,000
<b>Total Project Budget</b>	<b>\$ 528,000</b>



**Mid-Valley Campus**  
**Center for Learning Excellence - Building A**  
**Renovation of Space for Culinary Arts**  
**CIP 21222-002**



**SOUTH TEXAS  
COLLEGE**

# Mid Valley Campus Renovation of Space for Culinary Arts

## Proposed Project Site

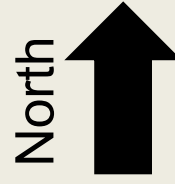
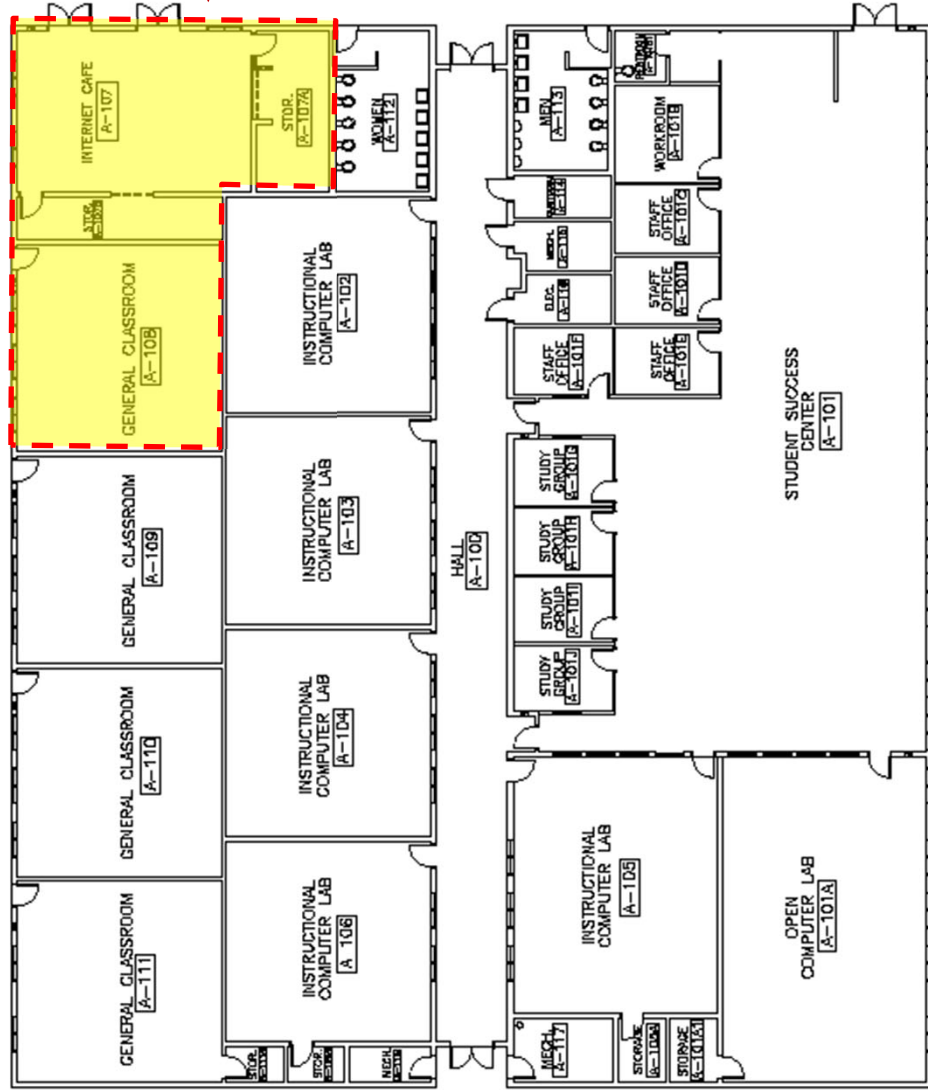


PROJECT  
LOCATION



# Mid Valley Campus Renovation of Space for Culinary Arts

## Proposed Project Location



CENTER FOR LEARNING EXCELLENCE  
BUILDING A

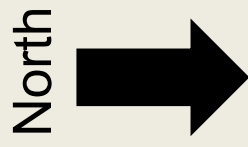
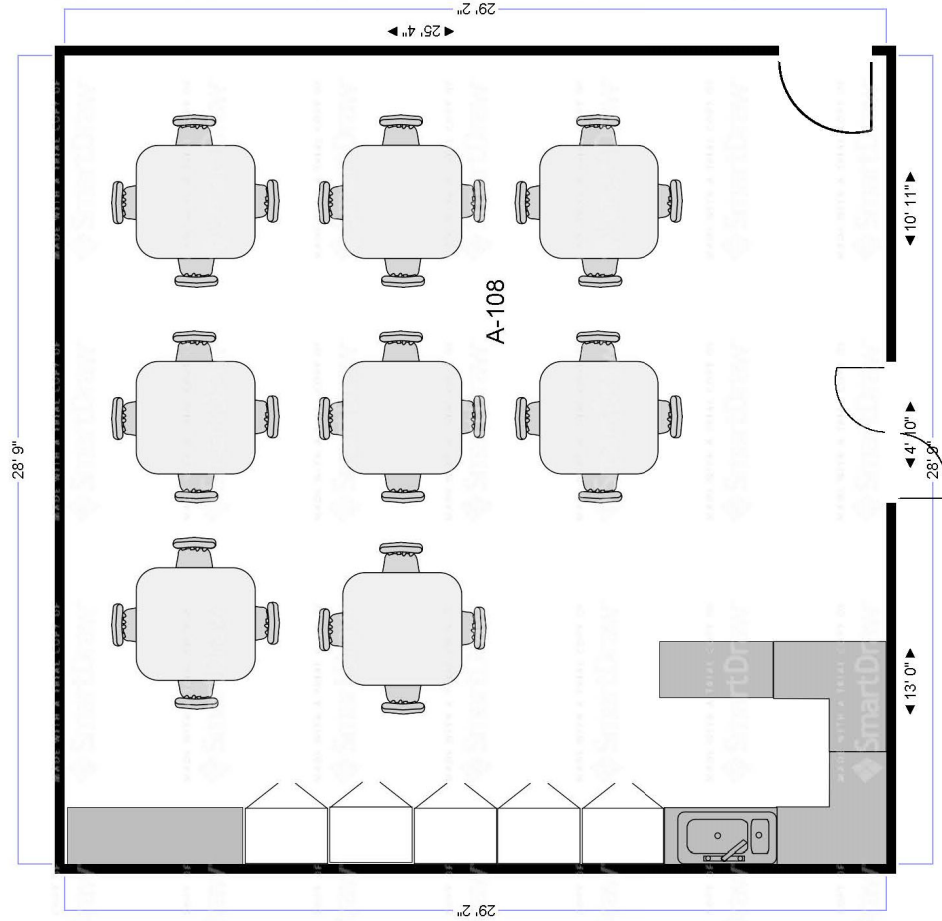
# Mid Valley Campus Renovation of Space for Culinary Arts



## Proposed Layout for Kitchen Area

CENTER FOR LEARNING EXCELLENCE  
BUILDING A

# Mid Valley Campus Renovation of Space for Culinary Arts



## Proposed Layout for Dining/Catering Area

CENTER FOR LEARNING EXCELLENCE  
BUILDING A

## Mid Valley Campus Renovation of Space for Culinary Arts

### Interior Photos



Existing Space

## Mid Valley Campus Renovation of Space for Culinary Arts

### Interior Photos



Existing Storage Space

# Proposed Scope & Budget



## Requested By

Culinary Arts Program

## Scope of Work

Design and Renovation of Existing Space for Culinary Arts Kitchen Lab and Dining/Catering Lab

Kitchen Area Square Feet	1,320 sf
Dining/Catering Area Square Feet	845 sf
Total Square Feet of Renovated Area	2165 sf

Estimated Construction Cost per Square Foot = \$165/sq ft

## Estimated Total Project Budget

Construction	\$357,225
Design	35,725
Miscellaneous	7,145
FFE	88,410
Technology	25,000
Contingency 5%	17,860
Total Project Budget	\$531,365

### **Consent Agenda:**

#### **d. Approval of Termination of the Architectural Services Agreement with The Warren Group Architects, Inc. and Cancellation of the Mid Valley Campus Center for Learning Excellence Building A Renovation of Space for Supplemental Instruction Project**

Approval to terminate the architectural services agreement with The Warren Group Architects, Inc. and cancel the Mid Valley Campus Center for Learning Excellence Building A Renovation of Space for Supplemental Instruction Project is requested.

##### **Purpose**

College Administration requests that the Board officially terminate any contractual obligations with The Warren Group Architects, Inc. regarding Mid Valley Campus Center for Learning Excellence Building A Renovation of Space for Supplemental Instruction Project 2020-005C and cancel the project.

On December 10, 2019, the Board approved the engagement of The Warren Group Architects for the Mid Valley Campus Center for Learning Excellence Building A Renovation of Space for Supplemental Instruction project.

This project was placed on hold by the Board of Trustees when the onset of the COVID-19 pandemic prompted the re-evaluation of project priorities. Administration has subsequently reviewed this project, and determined that a renovation supporting the Culinary Arts Program in that area would provide greater benefit.

Administration recommends the termination of The Warren Group Architects, Inc. engagement for the original project, as well as the cancellation of the project itself.

This recommendation is entirely due to a new strategic decision supporting the Culinary Arts Program, and is not a reflection of any kind on the engaged architect.

##### **Justification**

Approval of the termination is necessary because the services of the architect will no longer be needed due to the Library and Learning Support Services Department's and Administration's proposal to cancel the project after an evaluation of student needs.

##### **Scheduling Priority**

This project was submitted by the Library & Learning Support Services Department in 2019, and was reviewed by the Facilities Planning & Construction Department, the Coordinated Operations Council, and the President's Cabinet. It was scheduled as an educational space improvement to provide a supplemental learning environment for students in Center for Learning Excellence Building A.

##### **Background**

On December 10, 2019, the Board approved contracting architectural design services with The Warren Group Architects, Inc. to serve as the architect of record for this project.

The Library and Learning Support Services Department and Administration has reevaluated the need for this project, and determined the College would benefit greater from moving forward instead with a Culinary Arts renovation in this area and utilize the existing infrastructure of the previous cafeteria space. On April 13, 2021, staff presented on newly proposed Workforce Program projects at the Education & Workforce Development Committee to improve and align facilities with the workforce training needs, which included the proposed Culinary Arts renovation.

The total project budget for the Mid Valley Campus Center for Learning Excellence Building A Renovation of Space for Supplemental Instruction Project was \$224,000.00. The remaining project budget is \$222,192.40. The nature of the expenditure in the amount of \$2,007.60 was for testing and advertising services.

The remaining budgets for the project are summarized in the table below:

<b>Mid Valley Campus Center for Learning Excellence Building A Renovation of Space for Supplemental Instruction Project</b>			
<b>Item</b>	<b>Amount</b>	<b>Actual Expenses to Date</b>	<b>Balance of Project Budget</b>
Construction	\$132,000.00	\$0.00	\$132,000.00
Design	13,200.00	0.00	13,200.00
Miscellaneous	4,000.00	2,007.60	1,992.40
FFE	50,000.00	0.00	50,000.00
Technology	25,000.00	0.00	25,000.00
<b>Total</b>	<b>\$224,200.00</b>	<b>\$2,007.60</b>	<b>\$222,192.40</b>

### **Enclosed Documents**

A site plan and a chart comparing the scopes of work between the two projects are provided in the packet for the Board's review and information.

### **Funding Source**

Funds for the Mid Valley Campus Center for Learning Excellence Building A Renovation of Space for Supplemental Instruction Project 2020-005C are budgeted in the Unexpended Construction Plant Fund for available use in FY 2020-2021. The cancellation of the project and termination of the agreement with The Warren Group Architects, Inc. would result in the project's budget being released and added to undesignated funds in the Unexpended Plant Fund.

The Facilities Committee recommended Board approval to terminate the architectural services agreement with The Warren Group Architects, Inc. and to cancel the Mid Valley Campus Center for Learning Excellence Building A Renovation of Space for Supplemental Instruction project as presented.

### **Recommendation:**

It is recommended that the Board of Trustees of South Texas College approve and authorize termination of the architectural services agreement with The Warren Group

Architects, Inc. and cancellation of the Mid Valley Campus Center for Learning Excellence Building A Renovation of Space for Supplemental Instruction 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 termination of the architectural services agreement with The Warren Group Architects, Inc. and cancellation of the Mid Valley Campus Center for Learning Excellence Building A Renovation of Space for Supplemental Instruction project as presented.

**Approval Recommended:**

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

MID VALLEY CAMPUS CIP PROJECT REQUESTS COMPARISON	
<b>Mid Valley Campus Center for Learning Excellence Building A Renovation of Space for Supplemental Instruction</b>	<b>Mid Valley Campus Building A Center for Learning Excellence Building A Renovation of Space for Culinary Arts</b>
<p><b>Project Scope:</b> Renovate the existing unused space to provide supplemental instruction, test proctoring services, and collaborative CLE functions</p> <ul style="list-style-type: none"> <li>• Supplemental Instruction Lab - 1320 square feet</li> <li>• Demolition of existing walls and infrastructure</li> <li>• Renovation of walls, flooring, ceiling, and interior finishes</li> <li>• Renovation to add electrical and data infrastructure</li> <li>• Addition of new furniture and media &amp; computer equipment</li> </ul>	<p><b>Project Scope:</b> Renovate the existing unused space to provide a new culinary arts lab and converting the adjacent classroom into a dining/catering lab</p> <ul style="list-style-type: none"> <li>• Culinary Arts Lab-1320 square feet</li> <li>• Dining/Catering Lab-845 square feet</li> <li>• Demolition of existing walls, flooring, ceiling, and infrastructure</li> <li>• Renovation of walls, flooring, ceiling, and interior finishes</li> <li>• Renovation of plumbing, exhaust system, HVAC, electrical, and data infrastructure as necessary</li> <li>• Addition of new kitchen equipment, furniture, and media &amp; computer equipment</li> </ul>
<p><b>Timeline:</b> Project On-Hold</p> <ul style="list-style-type: none"> <li>• Original Scheduled Substantial Completion - December 2020</li> </ul>	<p><b>Timeline:</b> Requested the submission of a CIP for review and approval to schedule and budget in FY 21-22</p>
<p><b>Budget:</b></p> <ul style="list-style-type: none"> <li>• Construction \$132,000</li> <li>• Design 13,200</li> <li>• Miscellaneous 4,000</li> <li>• FFE 50,000</li> <li>• <u>Technology 25,000</u></li> </ul> <p>Total Project Budget \$224,200</p>	<p><b>Budget:</b></p> <ul style="list-style-type: none"> <li>• Construction \$357,225</li> <li>• Design 35,725</li> <li>• Miscellaneous 7,145</li> <li>• FFE 88,410</li> <li>• Technology 25,000</li> <li>• <u>Contingency 17,860</u></li> </ul> <p>Total Project Budget \$531,365</p>
<p><b>Architect:</b> The Warren Group</p> <ul style="list-style-type: none"> <li>• Owner/Architect Agreement has been executed</li> <li>• Design Kick-off meeting has not been held</li> <li>• Project is On-Hold</li> <li>• Contract will need to be terminated if Board approved.</li> </ul>	<p><b>Architect:</b> TBD</p>
<p><b>Priority:</b> Low Priority</p>	<p><b>Priority:</b> Project has not yet been approved</p> <ul style="list-style-type: none"> <li>• CIP has been submitted</li> </ul>

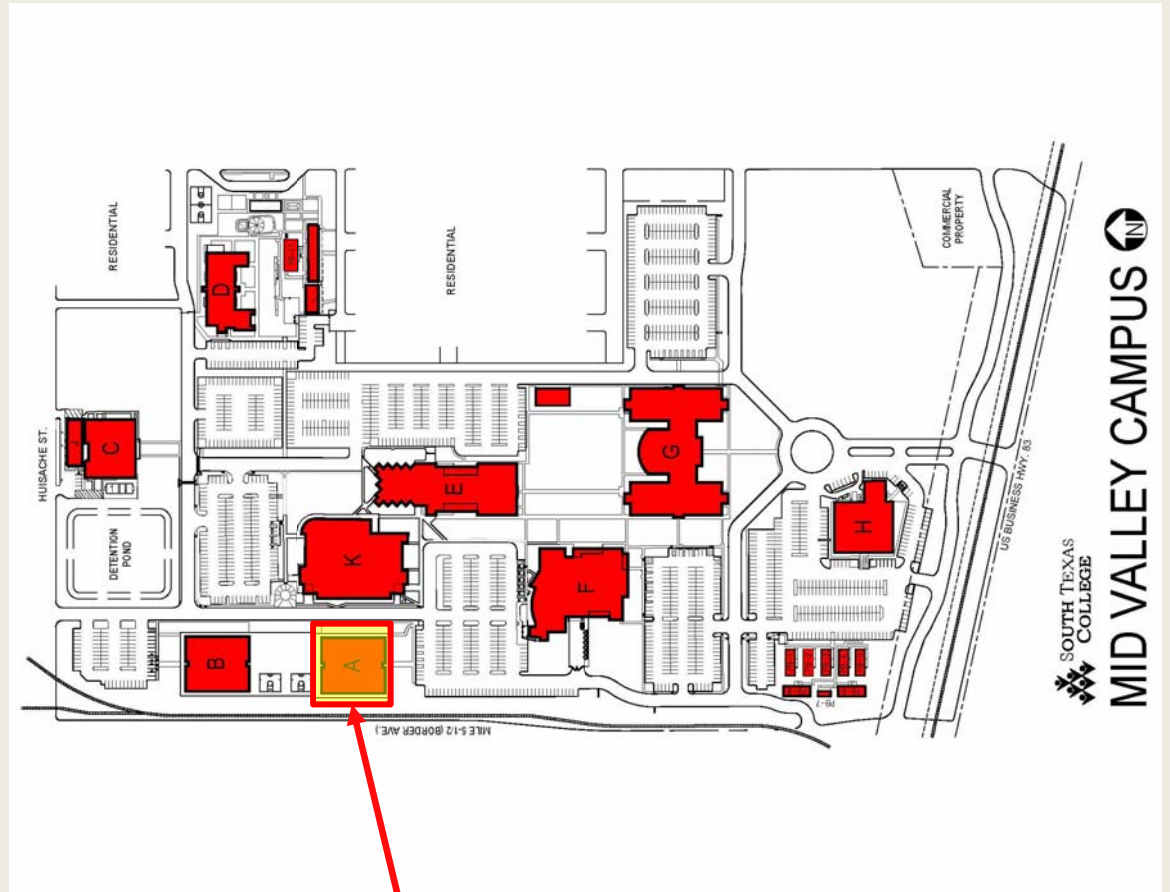


## Mid-Valley Campus Center for Learning Excellence - Building A Renovation of Space for Supplemental Instruction



SOUTH TEXAS  
COLLEGE

# Project Proposed Site



PROJECT  
LOCATION



**SOUTH TEXAS  
COLLEGE**



275

### **Consent Agenda:**

#### **e. Approval to Use Unexpended Plant Funds Previously Earmarked for the Proposed Workforce Program Projects and Funds Released from the Center for Learning Excellence Building A Renovation of Space for Supplemental Instruction Project in FY 2021-2022 at the Mid Valley Campus**

Approval of authorization to use funds in the Unexpended Plant Fund previously earmarked for the proposed Workforce Program projects and funds released from the Center for Learning Excellence Building A Renovation of Space for Supplemental Instruction project at the Mid Valley Campus is requested.

#### **Purpose**

College Administration requests that the Board authorize the use of funds that were previously earmarked in the Unexpended Plant Fund for the Mid Valley Campus Workforce Expansion, and funds released from the Center for Learning Excellence Building A Renovation of Space for Supplemental Instruction project.

#### **Justification**

Authorization is necessary for College staff to utilize previously earmarked funds in the Unexpended Plant Fund for the proposed Workforce Program projects at Mid Valley County Campus, and to utilize the funds released from the Center for Learning Excellence Building A Renovation of Space for Supplemental Instruction project.

#### **Background**

Funds for Workforce Expansion projects were included as part of the 2013 Bond Construction Program at Mid Valley Campus and Starr County Campus.

- Due to the high costs per square foot for the projects and enrollment projections for the type of facilities being constructed, College staff and administration decided to wait until a future time to determine revised program requirements.
- On September 19, 2017, the Board approved the termination of professional services, program management services, and construction-manager-at-risk services for the Workforce Expansions at both campuses.
- Funds that have been earmarked for the Mid Valley Campus Workforce Program Expansion are available in the amount of \$2,411,199.
- Funds that have been released from the Mid Valley Campus Center for Learning Excellence Building A Renovation of Space for Supplemental Instruction project are available in the amount of \$222,192.40.

College Administration has identified programs that require facility expansions due to the increased local education demands of the workforce community. The proposed Workforce Program projects are listed below:

- a. Workforce Building D Welding Expansion

- b. Workforce Building D Automotive Expansion
- c. Workforce Building D Heating, Ventilation, Air Conditioning, and Refrigeration (HVAC-R) Expansion
- d. Center for Learning Excellence Building A Culinary Arts Renovation

The estimated budgets are summarized in the table below:

<b>Mid Valley Campus Workforce Program Projects Estimated Budgets</b>	
<b>Item</b>	<b>Amount</b>
Workforce Building D Welding Expansion	\$537,500
Workforce Building D Automotive Expansion	920,500
Workforce Building D HVAC-R Expansion	528,000
Center for Learning Excellence Building A Culinary Arts Renovation	531,365
Proposed Workforce Program Projects Estimated Budgets Total	\$2,517,365

### **Proposed Funding Sources**

The funding sources for the proposed Workforce Program projects estimated budgets are included in the table below:

<b>Proposed Funding Sources</b>	
<b>Item</b>	<b>Amount</b>
Unexpended Plant Fund Funds Earmarked for Mid Valley Campus Workforce Expansion	\$2,411,199
Released Funds from Mid Valley Campus Center for Learning Excellence Building A Renovation of Space for Supplemental Instruction Project (Proposed cancellation)	106,166
Available Funds Total	\$2,517,365

The total funds released from the Mid Valley Campus Center for Learning Excellence Building A Renovation of Space for Supplemental Instruction Project are \$222,192.40, of which \$106,166.00 will be used for the proposed Workforce Program projects, resulting in a balance of \$116,026.40 which will remain in the Unexpended Plant Fund for future use.

### **Enclosed Documents**

The packet includes detailed project descriptions and budgets for the Board's review and information.

The Facilities Committee recommended Board approval of the use of the Unexpended Plant Fund funds previously earmarked for the proposed Workforce Program projects and the released funds from the Center for Learning Excellence Building A Renovation of Space for Supplemental Instruction project at the Mid Valley Campus as presented.

**Recommendation:**

It is recommended that the Board of Trustees of South Texas College approve and authorize the use of the Unexpended Plant Fund funds previously earmarked for the proposed Workforce Program projects and the released funds from the Center for Learning Excellence Building A Renovation of Space for Supplemental Instruction project at the Mid Valley Campus 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 use of the Unexpended Plant Fund funds previously earmarked for the proposed Workforce Program projects and the released funds from the Center for Learning Excellence Building A Renovation of Space for Supplemental Instruction project at the Mid Valley Campus as presented.

**Approval Recommended:**

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



# Mid Valley Campus

## Workforce Center - Building D

Welding Lab Expansion

CIP 2122-013

## Mid Valley Campus Welding Lab Expansion

# Proposed Scope & Budget



### **Requested By**

Welding Department

### **Scope of Work**

Design and Construction of Welding Lab Expansion for Additional Welding Stations

Total Square Feet Area = 1,850

Estimated Construction Cost per Square Foot = \$200/sq ft

### **Estimated Total Project Budget**

Construction	\$ 370,000
Design	37,000
Miscellaneous	12,000
FFE	90,000
Technology	10,000
Contingency 5%	18,500
<b>Total Project Budget</b>	<b>\$ 537,500</b>



# Mid Valley Campus

## Workforce Center - Building D

Automotive Lab Expansion

CIP 2122-012



**SOUTH TEXAS  
COLLEGE**

## Proposed Scope & Budget



### Requested By

Automotive Department

### Scope of Work

Design and Construction of Automotive Lab Expansion including 3 bays, storage, wash station, and eyewash.

Total Square Feet Area = 3,500

Estimated Construction Cost per Square Foot = \$200/sq ft

### Estimated Total Project Budget

Construction	\$ 700,000
Design	70,000
Miscellaneous	17,500
FFE	38,500
Technology	59,500
Contingency 5%	35,000
Total Project Budget	\$ 920,500



**SOUTH TEXAS  
COLLEGE**

# **Mid Valley Campus**

## **Workforce Center - Building D**

### **HVAC-R Outdoor Covered Area**

**CIP 2122-014**

## Proposed Scope & Budget



### **Requested By**

HVAC Department

### **Scope of Work**

Design and construction of HVAC-R Classroom and Outside Covered Area for brazing instruction and equipment storage.

Total Square Feet Area = 2000

Estimated Construction Cost per Square Foot = \$200/sq ft

### **Estimated Total Project Budget**

Construction	\$ 400,000
Design	40,000
Miscellaneous	12,000
FFE	22,000
Technology	34,000
Contingency 5%	20,000
<b>Total Project Budget</b>	<b>\$ 528,000</b>



**Mid-Valley Campus**  
**Center for Learning Excellence - Building A**  
**Renovation of Space for Culinary Arts**  
**CIP 21222-002**

# Proposed Scope & Budget



## Requested By

Culinary Arts Program

## Scope of Work

Design and Renovation of Existing Space for Culinary Arts Kitchen Lab and Dining/Catering Lab

Kitchen Area Square Feet	1,320 sf
Dining/Catering Area Square Feet	845 sf
Total Square Feet of Renovated Area	2165 sf

Estimated Construction Cost per Square Foot = \$165/sq ft

## Estimated Total Project Budget

Construction	\$357,225
Design	35,725
Miscellaneous	7,145
FFE	88,410
Technology	25,000
Contingency 5%	17,860
Total Project Budget	\$531,365

**Consent Agenda:**

**f. Approval of Priority Schedule for the District Wide Flooring Replacements**

Approval of the priority schedule for the District Wide Flooring Replacements project is requested.

**Purpose**

Authorization of the priority schedule plan is requested to proceed with flooring replacements district wide according to the condition of the flooring and the operational needs of the buildings.

**Scheduling Priority**

This project is part of the Deferred Maintenance plan developed by the Facilities Operations & Maintenance and Facilities Planning & Construction departments. The project has been reviewed by the Facilities Planning & Construction and Facilities Operations and Maintenance departments, the President's Cabinet, and the Coordinated Operations Council. This project is scheduled as a routine improvement to replace flooring in buildings district wide as necessary.

**Justification**

Authorization of the priority schedule is necessary to move forward with the flooring replacement projects as planned.

**Background**

College staff has visited each campus and assessed the condition of the flooring in each building. As a result of these assessments, a schedule to replace the flooring by priority based on the condition, age, and need was developed. The flooring replacements will need to be phased in on an annual basis due to the number of buildings and the amount of flooring square footage area.

The timeframe for the proposed schedule spans five (5) to ten (10) years to complete the majority of the currently identified flooring replacements, depending on space availability for affected staff, faculty, and/or classrooms. A summary of the proposed priority schedule for the next five (5) years is as follows:

<b>District Wide Flooring Replacements Priority Schedule Five-Year Plan Summary</b>		
<b>FY 2021 - 2022</b>		
<b>Campus</b>	<b>Buildings</b>	<b>Estimated Cost</b>
Pecan Campus	J	\$268,119.00
Mid Valley Campus	F	37,512.00
Starr County Campus	H	47,001.00
<b>FY 2021 - 2022 Total</b>		<b>\$352,632.00</b>

<b>FY 2022 - 2023</b>		
<b>Campus</b>	<b>Buildings</b>	<b>Estimated Cost</b>
Pecan Campus	K, X	71,253.00
Mid Valley Campus	G, L	223,901.00
Nursing and Allied Health Campus	A	68,304.00
<b>FY 2022 - 2023 Total</b>		<b>\$363,458.00</b>

<b>FY 2023 - 2024</b>		
<b>Campus</b>	<b>Buildings</b>	<b>Estimated Cost</b>
Pecan Campus	H	\$2,388.00
Mid Valley Campus	D, E	74,424.00
Starr County Campus	G	15,039.00
Technology Campus	A	199,607.00
<b>FY 2023 - 2024 Total</b>		<b>\$291,458.00</b>

<b>FY 2024 - 2025</b>		
<b>Campus</b>	<b>Buildings</b>	<b>Estimated Cost</b>
Pecan Campus	C, M, N	160,485.00
Starr County Campus	E	101,007.00
<b>FY 2024 - 2025 Total</b>		<b>\$261,492.00</b>

<b>FY 2025 - 2026</b>		
<b>Campus</b>	<b>Buildings</b>	<b>Estimated Cost</b>
Pecan Campus	G, L	\$81,774.00
Pecan Plaza	A	59,189.00
Starr County Campus	D, F	96,914.00
<b>Total</b>		<b>\$237,876.00</b>

<b>Total of Fiscal Years</b>		<b>Estimated Cost</b>
<b>Campus</b>		
FY 2021 – 2022		\$352,632.00
FY 2022 – 2023		363,458.00
FY 2023 – 2024		291,458.00
FY 2024 – 2025		261,492.00
FY 2025 – 2026		237,876.00
<b>Total</b>		<b>\$1,506,916.00</b>

### **Funding Source**

Funds for the District Wide Flooring Replacements Project 1920-029R are budgeted in the FY 2020-2021 Renewals & Replacements Fund.

<b>District Wide Flooring Replacements Budget FY 2020-2021</b>	
<b>Budget Item</b>	<b>Budget Amount</b>
Construction Budget	\$500,000
Miscellaneous Budget	4,000
<b>Total Project Budget</b>	<b>\$504,000</b>

### **Enclosed Documents**

A detailed priority schedule of the flooring replacements is provided in the packet.

The Facilities Committee recommended Board approval of the priority schedule for the District Wide Flooring Replacements project as presented.

### **Recommendation:**

It is recommended that the Board of Trustees of South Texas College approve and authorize the priority schedule for the District Wide Flooring Replacements project as presented.

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

The Board of Trustees of Trustees of South Texas College approves and authorizes the priority schedule for the District Wide Flooring Replacements project as presented.

### **Approval Recommended:**

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

District Wide Flooring Replacement 5-Year Plan					
Building Letter	Building Name	Carpet Square Feet	Carpet Projected Cost	LVT Square Feet	LVT Projected Cost
Year One 2021-2022					
<b>Pecan Campus</b>					
J	South Academic	59,582	\$ 268,119	-	-
<b>Mid-Valley Campus</b>					
F	Student Union	8,336	\$ 37,512	-	-
<b>Starr County Campus</b>					
H	Student Activities Center	1,722	\$ 7,749	6,542	\$ 39,252
Carpet Total =			\$ 313,380	LVT Total =	\$ 39,252
				Grand Total	\$ 352,632
Year Two 2022-2023					
<b>Pecan Campus</b>					
K	Student Services	10,052	\$ 45,234	-	-
X	Ann Richards Administration	5,782	\$ 26,019	-	-
<b>Mid-Valley Campus</b>					
G	North Academic	43,893	\$ 197,519	-	-
L	Child Development Center	-	-	4,397	\$ 26,382
<b>Nursing and Allied Health Campus</b>					
A	NAH East	-	-	11,384	\$ 68,304
Carpet Total =			\$ 268,772	LVT Total =	\$ 94,686
				Grand Total	\$ 363,458
Year Three 2023-2024					
<b>Pecan Campus</b>					
H	Student Activities Center	-	-	398	\$ 2,388
<b>Mid-Valley Campus</b>					
D	Workforce Center	2,004	\$ 9,018	7,662	\$ 45,972
E	Library	488	\$ 2,196	2,873	\$ 17,238
<b>Starr County Campus</b>					
G	Student Services	3,342	\$ 15,039	-	-
<b>Technology Campus</b>					
A	Emerging Technologies	15,941	\$ 71,735	21,312	\$ 127,872
Carpet Total =			\$ 97,988	LVT Total =	\$ 193,470
				Grand Total	\$ 291,458
Year Four 2024-2025					
<b>Pecan Campus</b>					
C	Sylvia Esterline Center for Learning Excellence	13,228	\$ 59,526	1099	\$ 6,594
M	Information Technology	13,294	\$ 59,823	-	-
N	Institutional Support Services	7,676	\$ 34,542	-	-
<b>Starr County Campus</b>					
E	South Academic	22,446	\$ 101,007	-	-
Carpet Total =			\$ 254,898	LVT Total =	\$ 6,594
				Grand Total	\$ 261,492
Year Five 2025-2026					
<b>Pecan Campus</b>					
G	Business and Science	15,258	\$ 68,661	-	-
L	Cooper Center for Performing Arts	2,914	\$ 13,113	-	-
<b>Pecan Plaza</b>					
A	Human Resources	9,017	\$ 40,577	3,102	\$ 18,612
<b>Starr County Campus</b>					
D	Workforce Center	2,201	\$ 9,905	8,452	\$ 50,712
F	Cultural Arts Center	8,066	\$ 36,297	-	-
Carpet Total =			\$ 168,552	LVT Total =	\$ 69,324
				Grand Total	\$ 237,876

# Project Fact Sheet

5/28/2021

<b>Project Name:</b> District Wide - Flooring Replacement		<b>Project No.</b> 2020-029R	
<b>Funding Source(s):</b> Renewals & Replacements Fund			
FY 20-21			
	<u>Project Budget</u>	<u>FY 20-21 Actual Expenditures</u>	<u>Variance of Project Budget vs. Actual Expenditures</u>
			<u>Total Actual Expenditures To Date</u>
Construction:	\$ 500,000.00	\$ -	\$ 500,000.00
Design	-	-	-
Miscellaneous:	4,000.00	-	4,000.00
FFE:	-	-	-
Technology:	-	-	-
<b>Total:</b>	<b>\$ 504,000.00</b>	<b>\$ -</b>	<b>\$ 504,000.00</b>

<b>Project Team</b>	<b>Board Status</b>
<b>Approval to Solicit Engineer:</b> N/A <b>Engineer:</b> N/A <b>Contractor:</b> TBD	<b>Board Approval of Schematic Design</b> TBD  <b>Substantial Completion</b> TBD  <b>Board Acceptance</b> TBD
<b>STC FPC Project Manager:</b> Roberto S Gomez	<b>Final Completion</b> TBD  <b>Board Acceptance</b> TBD

<b>Project Description</b>	<b>Project Scope</b>
Replacing various flooring material district wide due to flooring reaching their life expectancy. Request for Proposals or Request for Quotes are issued depending on the estimated construction cost.	Every fiscal year, different facilities are scheduled to have the flooring replaced. Maintenance developed a flooring priority schedule determining which flooring material needs to be replaced. Average six flooring replacements per fiscal year.

<b>Projected Timeline</b>						
Board Approval of Engineer	Board Approval of Schematic Design	Board Approval of Contractor	Construction Start Date	Substantial Completion Date	Final Completion Date	FFE Completion of Move In
N/A	N/A	TBD	TBD	TBD	TBD	TBD


  

<b>Project Calendar of Expenditures by Fiscal Year</b>						
<b>Fiscal Year</b>	<b>Construction</b>	<b>Design</b>	<b>Miscellaneous</b>	<b>FFE</b>	<b>Tech</b>	<b>Project Total</b>
2020-21	-	-	-	-	-	-
<b>Project Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>


  

<b>Current Agenda Item</b>
10/13/20 Facilities Committee: Review and Recommend Action on Contracting Engineering Services for the District Wide Automatic Door Openers Phase IV.


  




Mid-Valley



Nursing & Allied Health



Pecan Campus



Starr County Campus

FPC Project Manager Roberto S. Gomez FPC Asst. Director

Rita G. Miller FPC Director RMA

**Consent Agenda:**

**g. Approval of Color Selection for the District Wide Flooring Replacements for Fiscal Year 2020-2021**

Approval of the color selection for the District Wide Flooring Replacements for FY 2020-2021 is requested.

**Background**

The proposed priority schedule for the District Wide Flooring Replacements were reviewed at the June 8, 2021 Facilities Committee meeting. As proposed, College staff recommends replacing flooring at the following buildings in FY 2020-2021:

- Pecan Campus South Academic Building J
- Mid Valley Campus Student Union Building F
- Starr County Campus Student Union Building H

College staff prepared color boards of the flooring materials and presented them at the June 8, 2021 Facilities Committee meeting.

**Presenters**

Ricardo de la Garza, Director of the Facilities Planning & Construction department, attended the June 8, 2021 Facilities Committee meeting to provide and present the recommended color boards.

The Facilities Committee recommended Board approval of the selection of colors for the District Wide Flooring Replacements for FY 2020-2021 in Pecan Campus South Academic Building J, Mid Valley Campus Student Union Building F, and Starr County Campus Student Union Building H as presented.

**Recommendation:**

It is recommended that the Board of Trustees of South Texas College approve and authorize the selection of colors for the District Wide Flooring Replacements for FY 2020-2021 in Pecan Campus South Academic Building J, Mid Valley Campus Student Union Building F, and Starr County Campus Student Union Building H, 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 selection of colors for the District Wide Flooring Replacements for FY 2020-2021 in Pecan Campus South Academic Building J, Mid Valley Campus Student Union Building F, and Starr County Campus Student Union Building H, as presented.

**Approval Recommended:**

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

# FLOORING REPLACEMENT PECAN CAMPUS SOUTH ACADEMIC BUILDING

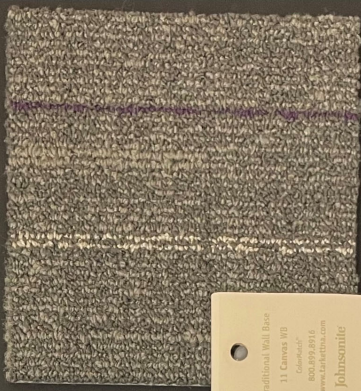
## EXISTING PAINT



## EXISTING VCT FLOORING

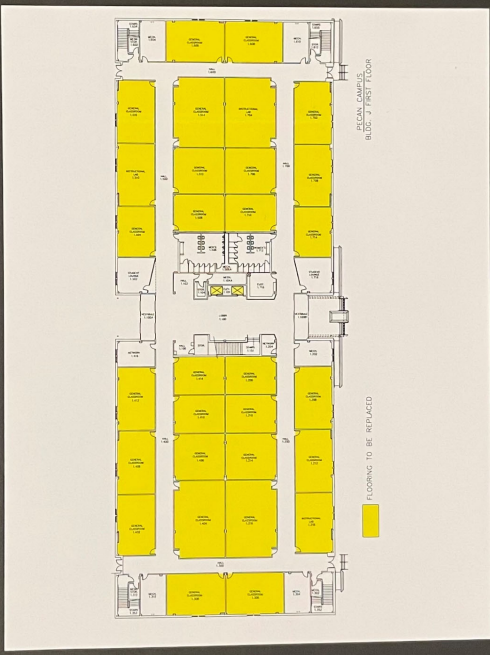


## CARPET TILE



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 Boulder, CO 80501  
 800.899.8916  
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## RUBBER BASE



## FLOORING REPLACEMENT PLAN

### **Consent Agenda:**

#### **h. Approval of Unexpended Plant Fund – Construction Proposed Projects and Preliminary Budgets for Fiscal Year 2021 – 2022**

Approval of the Unexpended Plant Fund – Construction Proposed Projects and Preliminary Budgets for FY 2021 – 2022 is requested.

Mary Elizondo and Ricardo de la Garza will review the proposed Unexpended Plant Fund - Construction Projects budgeted for FY 2021 - 2022. The proposed projects listed are managed by the College's Facilities Planning & Construction Department staff.

The definitions below provide a brief description of the Construction Projects and funding source:

#### **Unexpended Plant Fund**

The College utilizes the Unexpended Plant Fund to budget and fund new renovation and construction projects termed Capital Improvements Projects (CIPs).

The College's construction fund projects are identified on an annual basis through a broad-based involvement of Administration, President's Administrative Staff, and the Coordinated Operations Council to determine construction needs and priorities.

#### **Capital Improvements Projects**

The CIPs are projects requested and reviewed by College personnel for new renovation and construction. In the CIP process, the College's administrative staff, in conjunction with their respective department/division staff, identify facility improvement needs and justifications. The various needs are described on a CIP form which includes a project description and evaluation criteria. The evaluation criteria requires the requestor to provide written statements describing how the proposed improvement supports the College's Strategic Directions. This CIP process was developed in order to prioritize improvements, provide an equitable opportunity, and provide an integrated planning process supporting the College mission and related priorities.

The proposed preliminary project budgets include the following budget categories: Construction; Design; Furniture, Fixtures, & Equipment (FFE); Miscellaneous Items; and Technology Equipment. The Miscellaneous items include materials testing, surveys, cost of advertisement, cost of printing, and related fees required by the governing authorities.

#### **Funding Source**

The proposed projects will be included in the Unexpended Plant Fund - Construction Fund budget for use in FY 2021-2022.

**Presenters**

Mary Elizondo, Vice President of the Finance & Administrative Services Division, and Ricardo de la Garza, Director of Facilities Planning & Construction, addressed questions related to the proposed projects and budget during the June 8, 2021 Facilities Committee meeting.

**Enclosed Documents**

A report summarizing the proposed preliminary Unexpended Plant Funds Construction projects and budgets for FY 2021 - 2022 is provided in the packet for the Board's review and information.

The Facilities Committee recommended Board approval of the Unexpended Plant Fund – Construction proposed projects and preliminary budgets for FY 2021 – 2022.

**Recommendation:**

It is recommended that the Board of Trustees of South Texas College approve and authorize the Unexpended Plant Fund – Construction proposed projects and preliminary budgets for FY 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 Unexpended Plant Fund – Construction proposed projects and preliminary budgets for FY 2021 – 2022.

**Approval Recommended:**

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

**South Texas College**  
**Unexpended Plant Fund - Capital Improvement Projects**  
**FY22 Proposed Projects and Budget**

		FY21 Carryover Projects		New Proposed		
#	Project Name	FY21 Continued Projects	FY21 On Hold Projects	New FY22 Projects	Comprehensive Operation Plan (COP) Projects	FY22 Total Budget
A. Pecan Campus						
1	<b>Business and Science Building G Classroom Renovation</b> Renovate (3) existing classrooms into multipurpose classrooms for the Geology and Physical Science programs.	\$ 11,900	\$ -	\$ -	\$ -	\$ 11,900
2	<b>Library Building F Renovation</b> Renovation and expansion of the existing Library Building F.	3,732,222	-	-	-	3,732,222
3	<b>Student Services Building K Renovations</b> Renovation of advising, financial aid, and cashier areas.	26,200	-	-	-	26,200
4	<b>New Continuing Education Building</b> Construct a new Continuing Education Building at the Pecan Campus west property.	398,160	-	-	-	398,160
Pecan Campus Subtotal		\$ 4,168,482	\$ -	\$ -	\$ -	\$ 4,168,482
B. Pecan Plaza						
5	<b>West Building C Kinesiology Renovation</b> Renovate the Kinesiology Department facilities to include an upgrade for the restrooms, a separate storage space for first aid and CPR, and four areas of chain link storage for equipment.	\$ 69,270	\$ -	\$ -	\$ -	\$ 69,270
6	<b>East Building B Dance Studio Improvements</b> Renovate existing dance room inside East Building B which includes reflooring, upgrade of existing HVAC system, addition of wall mounted sound system, and sound proofing.	-	-	196,950	-	196,950
Pecan Plaza Subtotal		\$ 69,270	\$ -	\$ 196,950	\$ -	\$ 266,220
C. Mid Valley Campus						
7	<b>Center for Learning Excellence Building A Renovation of Existing Cafeteria to Culinary Arts Instructional Kitchen</b> Renovate existing former cafeteria inside Center for Learning Excellence Building A to a culinary arts lab and dining/catering lab.	\$ -	\$ -	\$ 531,365	\$ -	\$ 531,365
8	<b>Workforce Center Building D Welding Expansion</b> Design and construction of a welding lab expansion for additional welding stations at the Workforce Center Building D.	-	-	537,500	-	537,500

**South Texas College**  
**Unexpended Plant Fund - Capital Improvement Projects**  
**FY22 Proposed Projects and Budget**

#	Project Name	FY21 Carryover Projects		New Proposed		FY22 Total Budget
		FY21 Continued Projects	FY21 On Hold Projects	New FY22 Projects	Comprehensive Operation Plan (COP) Projects	
9	<b>Workforce Center Building D HVAC-R Outdoor Covered Area</b> Design and construction of HVAC Classroom and Outside Covered Area for brazing instruction and equipment storage on the east side of the Workforce Center Building D.	-	-	528,000	-	528,000
10	<b>Workforce Center Building D Automotive Lab Expansion</b> Design and construction of automotive lab expansion which includes 2 bays, wash station, eye wash, mechanical, electrical, and custodial room.	-	-	920,500	-	920,500
<b>Mid Valley Campus Subtotal</b>		\$ -	\$ -	\$ 2,517,365	\$ -	\$ 2,517,365
<b>D. Technology Campus</b>						
11	<b>Emerging Technologies Building A &amp; Advanced Technical Careers Building B Renovations</b> This project is to renovate Buildings A and B to meet the current and future needs to include but not limited to the following:  - Redesign atrium space for various events, seating, and enhancing acoustics of Advanced Technical Careers Building B.  - Renovate and expand the existing kitchen.  - Redesign of student information area	\$ 127,000	\$ -	\$ -	\$ -	\$ 127,000
12	<b>Advanced Technical Careers Building B Automotive Lab Exhaust System</b> Provide exhaust system to remove fumes from vehicles for automotive labs inside of Advanced Technical Careers Building B.	-	200,500	-	-	200,500
13	<b>Exterior Solar Panel Structure</b> Construction of two free-standing structures to be used for instructional purposes on the north side of Institute for Advanced Manufacturing Building E.	-	-	103,100	-	103,100
<b>Technology Campus Subtotal</b>		\$ 127,000	\$ 200,500	\$ 103,100	\$ -	\$ 430,600

**South Texas College**  
**Unexpended Plant Fund - Capital Improvement Projects**  
**FY22 Proposed Projects and Budget**

		FY21 Carryover Projects		New Proposed		
#	Project Name	FY21 Continued Projects	FY21 On Hold Projects	New FY22 Projects	Comprehensive Operation Plan (COP) Projects	FY22 Total Budget
E. Nursing and Allied Health Campus						
14	<b>East Building A Occupational Therapy Kitchen Lab Expansion</b> Renovate existing kitchen lab, bathroom, and media lab inside NAH East Building A to allow more room for instruction.	\$ -	\$ -	\$ 73,500	\$ -	\$ 73,500
Nursing and Allied Health Campus Subtotal		\$ -	\$ -	\$ 73,500	\$ -	\$ 73,500
F. Starr County Campus						
15	<b>Workforce Center Building D Automotive Expansion</b> Design and Construction of Automotive Lab Expansion including 2 bays, storage, wash station, eyewash, mechanical room, electrical room, custodial room, and covered walkway connecting to the Workforce Center Building D.	\$ -	\$ -	\$ 1,078,300	\$ -	\$ 1,078,300
16	<b>Workforce Center Building D Welding Expansion</b> Design and Construction of Welding Lab Expansion for Additional Welding Stations at the Workforce Center Building D.	598,480	-	-	-	598,480
17	<b>North Academic Building C HVAC-R Outdoor Covered Area</b> Design and Construction of HVAC Outside Covered Area for brazing instruction, equipment storage, and additional electrical/data in classrooms C312, C313, C314, C315 inside the North Academic Building C.	-	-	153,500	-	153,500
Starr County Campus Subtotal		\$ 598,480	\$ -	\$ 1,231,800	\$ -	\$ 1,830,280

**South Texas College**  
**Unexpended Plant Fund - Capital Improvement Projects**  
**FY22 Proposed Projects and Budget**

		FY21 Carryover Projects		New Proposed		
#	Project Name	FY21 Continued Projects	FY21 On Hold Projects	New FY22 Projects	Comprehensive Operation Plan (COP) Projects	FY22 Total Budget
G. Regional Center for Public Safety Excellence						
18	<b>Target Range</b> Construct a new indoor shooting Target Range Building at the Regional Center for Public Safety Excellence.	\$ 2,455,481	\$ -	\$ -	\$ -	\$ 2,455,481
19	<b>Canopy for Safety Training Vehicles</b> Provide a covered structure for the fire truck and police vehicles.	285,333	-	-	-	285,333
20	<b>Canopy for Students/Instructors</b> Provide a canopy for students and instructors to perform pre/post check routines under a shaded structure.	246,833	-	-	-	246,833
21	<b>Chiller Installation</b> Connection of existing relocated chiller to provide campus redundancy.	158,250	-	-	-	158,250
22	<b>Fire Training Area</b> Provide a concrete pad, associated fire line infrastructure, access drive, and a self contained fire training trailer for the Fire Science program.	443,433	-	-	-	443,433
23	<b>Site Drainage Improvements</b> Based on the Site Drainage study, certain areas of the 64 acres may need to be improved to provide proper drainage to detain water during a storm.	179,380	-	-	-	179,380
24	<b>Perimeter Fencing</b> Provide a perimeter security fence.	-	-	193,000	-	193,000
25	<b>Skills Pad and EVOC Lighting</b> Installation of Skills Pad and Emergency Vehicle Operator Course site lighting.	-	-	342,000	-	342,000
26	<b>Two-Story Residential Fire Training Structure</b> Design and construction of a two-story residential fire training structure for Fire Science, Law Enforcement, and Continuing Education programs.	-	-	1,581,250	-	1,581,250
Regional Center for Public Safety Excellence Subtotal		\$ 3,768,710	\$ -	\$ 2,116,250	\$ -	\$ 5,884,960

**South Texas College**  
**Unexpended Plant Fund - Capital Improvement Projects**  
**FY22 Proposed Projects and Budget**

		FY21 Carryover Projects		New Proposed		
#	Project Name	FY21 Continued Projects	FY21 On Hold Projects	New FY22 Projects	Comprehensive Operation Plan (COP) Projects	FY22 Total Budget
H. District Wide						
27	<b>Land</b> Purchasing of potential land acquisitions.	\$ 3,000,000	\$ -	\$ -	\$ -	\$ 3,000,000
28	<b>Renovations and Contingencies</b> Projects which may arise unexpectedly for all campuses and project contingencies.	948,750	-	-	-	948,750
29	<b>Outdoor Furniture</b> Provide new outdoor furniture for all campuses.	25,000	-	-	-	25,000
30	<b>Campus Master Plan</b> Provide a college wide campus master plan to determine current and future needs.	375,000	-	-	-	375,000
31	<b>Automatic Doors Phase IV</b> Provide additional accessibility for pending building entrances at all campuses.	89,519	-	-	-	89,519
32	<b>Facility Signage</b> Provide various building signage types (i.e. building name lettering, exterior/interior wayfinding signage) for all campuses.	50,000	-	-	-	50,000
33	<b>Removal of Existing Trees</b> Removal of any existing trees for all campuses.	25,900	-	-	-	25,900
34	<b>Fence Enclosures</b> Provide enclosures for miscellaneous mechanical equipment for all campuses.	36,000	-	-	-	36,000
District Wide Subtotal		\$ 4,550,169	\$ -	\$ -	\$ -	\$ 4,550,169
FY22 Proposed Project Budget Totals		\$ 13,282,111	\$ 200,500	\$ 6,238,965	\$ -	\$ 19,721,576

**Consent Agenda:**

**i. Approval of Renewals & Replacements Plant Fund Proposed Projects and Preliminary Budgets for Fiscal Year 2021 – 2022**

Approval of the Renewals & Replacements Plant Fund Proposed Projects and Preliminary Budgets for FY 2021 – 2022 is requested.

Mary Elizondo and Rick de la Garza will review the proposed Renewals & Replacements Projects budgeted for FY 2021 - 2022. The proposed projects listed are not related to the Capital Improvement Projects and are managed by the College's Facilities Planning & Construction Department staff.

**Renewals and Replacements Fund**

Personnel from the College's Facilities Operations and Maintenance Department and the Facilities Planning & Construction Department work together to identify and project facilities' deferred maintenance projects. These efforts result in a five-year plan which is updated on an annual basis and includes capital renewal and replacement construction projects needed at each campus. Using this five-year deferred maintenance plan, a Renewals and Replacements budget is prepared each year to address the deferred maintenance planned needs for the following fiscal year.

**Enclosed Documents**

A report summarizing the proposed Renewals and Replacements projects and budgets proposed for FY 2021 - 2022 is provided in the packet for the Board's review and information.

**Funding Source**

The proposed projects will be included in the Renewals and Replacements Plant Fund budget for use in FY 2021-2022.

**Presenters**

Mary Elizondo and Ricardo de la Garza addressed questions related to the proposed projects and budget during the June 8, 2021 Facilities Committee meeting.

The Facilities Committee recommended Board approval of the Renewals & Replacements Plant Fund proposed projects and preliminary budgets for FY 2021 – 2022.

**Recommendation:**

It is recommended that the Board of Trustees of South Texas College approve and authorize the Renewals & Replacements Plant Fund proposed projects and preliminary budgets for FY 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 Renewals & Replacements Plant Fund proposed projects and preliminary budgets for FY 2021 – 2022.

**Approval Recommended:**

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

**South Texas College**  
**Unexpended Plant Fund - Renewals and Replacements Projects**  
**FY22 Proposed Projects and Budget**

		FY21 Carryover Projects		New Proposed		
#	Project Name	FY21 Continued Projects	FY21 On Hold Projects	New FY22 Projects	Comprehensive Operation Plan (COP) Projects	FY22 Total Budget
A. Pecan Campus						
1	<b>Information Technology Building M Generator Replacement</b> Replacement of the existing generator at Information Technology Building M with a new generator.	\$ 262,633	\$ -	\$ -	\$ -	\$ 262,633
2	<b>Ann Richards Administration Building A Data Cabling Infrastructure Replacement</b> Replace existing data cabling at Ann Richards Administration Building A with new upgraded cabling to meet current standards.	-	80,000	-	-	80,000
3	<b>Art Building B Data Cabling Infrastructure Replacement</b> Replace existing data cabling at Art Building B with new upgraded cabling to meet current standards.	-	40,000	-	-	40,000
4	<b>Student Activities Center Building H Data Cabling Infrastructure Replacement</b> Replace existing data cabling at Student Activities Center Building H with new upgraded cabling to meet current standards.	-	150,000	-	-	150,000
5	<b>Reseeding and Regrading of Athletic Fields</b> Evaluate and repair any issues on the existing athletic field, including reseeding and regrading.	-	125,000	-	-	125,000
6	<b>Stucco Repainting</b> Repainting of existing exterior stucco walls Cooper Center For Performing Arts Building L, Information Technology Building M, Institutional Support Services Building N,	-	-	150,000	-	150,000

**South Texas College**  
**Unexpended Plant Fund - Renewals and Replacements Projects**  
**FY22 Proposed Projects and Budget**

#	Project Name	FY21 Carryover Projects		New Proposed		FY22 Total Budget
		FY21 Continued Projects	FY21 On Hold Projects	New FY22 Projects	Comprehensive Operation Plan (COP) Projects	
7	<b>Resurfacing of East Drive</b> Resurface existing east drive located at the 29th street east entrance and east of Student Services Building K.	-	-	149,500	-	149,500
8	<b>Sylvia Esterline Center for Learning Excellence Building C to Business and Science Building G Cabling Infrastructure Replacement</b> Replace existing data cabling from Center for Learning Excellence Building C to General Academic Building G with new upgraded cabling to meet current standards.	-	-	25,000	-	25,000
9	<b>South Academic Building J Generator Replacement</b> Replacement of the existing generator at South Academic Building J with a new generator.	-	-	281,250	-	281,250
<b>Pecan Campus Subtotal</b>		<b>\$ 262,633</b>	<b>\$ 395,000</b>	<b>\$ 605,750</b>	<b>\$ -</b>	<b>\$ 1,263,383</b>
<b>B. Pecan Plaza</b>						
10	<b>Stucco Repainting</b> Repainting of existing exterior stucco at Human Resources Building A.	\$ -	\$ -	30,500	\$ -	\$ 30,500
<b>Pecan Plaza Campus Subtotal</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ 30,500</b>	<b>\$ -</b>	<b>\$ 30,500</b>

**South Texas College**  
**Unexpended Plant Fund - Renewals and Replacements Projects**  
**FY22 Proposed Projects and Budget**

		FY21 Carryover Projects		New Proposed		
#	Project Name	FY21 Continued Projects	FY21 On Hold Projects	New FY22 Projects	Comprehensive Operation Plan (COP) Projects	FY22 Total Budget
C. Mid Valley Campus						
11	<b>Roofing Replacement</b> Replacement of existing roofs for Workforce Center Building D, Library Building E, Student Union Building F, and South Academic Building H.	\$ 368,449	\$ -	\$ -	\$ -	\$ 368,449
12	<b>North Academic Building G Analog to Digital Conversion</b> Replace all existing 2nd floor classroom audio visual equipment new upgraded cabling inside North Academic Building G to meet current standards.	-	-	562,000	-	562,000
13	<b>Stucco Repainting</b> Repainting of existing exterior stucco at Business and Science Building G, Library Building E, and Student Union Building F.	-	-	124,000	-	124,000
Mid Valley Campus Subtotal		\$ 368,449	\$ -	\$ 686,000	\$ -	\$ 1,054,449
D. Nursing & Allied Health Campus						
14	<b>NAH East Building A Westside Elevators Refurbishment</b> Upgrade of existing elevator and cab inside NAH East Building A.	\$ 200,000	\$ -	\$ -	\$ -	\$ 200,000
15	<b>NAH East Building A Roofing Replacement</b> Replacement of existing roof of NAH East Building A.	24,891	-	-	-	24,891
16	<b>NAH East Building A Stair Repairs and Replacement</b> Repair and replace existing stairs of the NAH East Building A.	290,000	-	-	-	290,000
17	<b>NAH East Building A West Side Window Waterproofing</b> Provide proper waterproofing for windows on west side of NAH East Building A to prevent water infiltration.	-	65,000	-	-	65,000
18	<b>NAH East Building A Generator Replacements</b> Replacement of the two (2) existing generators at East Building A with new generators.	-	-	422,000	-	422,000
Nursing and Allied Health Campus Subtotal		\$ 514,891	\$ 65,000	\$ 422,000	\$ -	\$ 1,001,891

**South Texas College**  
**Unexpended Plant Fund - Renewals and Replacements Projects**  
**FY22 Proposed Projects and Budget**

		FY21 Carryover Projects		New Proposed		
#	Project Name	FY21 Continued Projects	FY21 On Hold Projects	New FY22 Projects	Comprehensive Operation Plan (COP) Projects	FY22 Total Budget
E. Starr County Campus						
19	<b>Roofing Replacement</b> Replacement of existing roofs for Administrative Building A, Center for Learning Excellence Building B, North Academic Building C, Workforce Building D, South Academic Building E, Cultural Arts Center Building F, Student Services Building G, and Student Activities Building H.	\$ 483,837	\$ -	\$ -	\$ -	\$ 483,837
20	<b>Starr Repaint Stucco Buildings</b> Repainting of existing exterior stucco walls on Buildings D , E, G, H, L, K, P	-	223,000	-	-	223,000
21	<b>Administration/Bookstore Building A Data Cabling Infrastructure Replacement</b> Replace existing data cabling at Administration/Bookstore Building A with new upgraded cabling to meet current standards.	-	60,000	-	-	60,000
22	<b>Center for Learning Excellence Building B Data Cabling Infrastructure Replacement</b> Replace existing data cabling at Center for Learning Excellence Building B with new upgraded cabling to meet current standards.	-	60,000	-	-	60,000
23	<b>North Academic Building C Data Cabling Infrastructure Replacement</b> Replace existing data cabling at North Academic Building C with new upgraded cabling to meet current standards.	-	60,000	-	-	60,000
Starr County Campus Subtotal		\$ 483,837	\$ 403,000	\$ -	\$ -	\$ 886,837

**South Texas College**  
**Unexpended Plant Fund - Renewals and Replacements Projects**  
**FY22 Proposed Projects and Budget**

		FY21 Carryover Projects		New Proposed		
#	Project Name	FY21 Continued Projects	FY21 On Hold Projects	New FY22 Projects	Comprehensive Operation Plan (COP) Projects	FY22 Total Budget
F. District Wide						
24	<b>Fire Alarm Panel Replacement/Upgrade</b> Replace/Upgrade existing fire alarm panels for all campuses.	\$ 182,500	\$ -	\$ -	\$ -	\$ 182,500
25	<b>Interior LED Lighting Upgrade</b> Upgrade of existing interior light fixtures to LED for all campuses.	110,000	-	-	-	110,000
26	<b>Exterior Walkway LED Lighting Upgrade</b> Upgrade of existing exterior light fixtures to LED for all campuses.	49,000	-	-	-	49,000
27	<b>Interior Lighting Controls Upgrade</b> Upgrade of existing interior lighting controls for all campuses.	76,500	-	-	-	76,500
28	<b>Flooring Replacement</b> Replacement of existing flooring for all campuses.	504,000	-	-	-	504,000
29	<b>HVAC Replacement and Upgrade</b> Replace/Upgrade of existing HVAC equipment for all campuses.	660,000	-	-	-	660,000
30	<b>Exterior Lighting Upgrade</b> Upgrade of existing exterior light fixtures for all campuses.	279,000	-	-	-	279,000
31	<b>Renewals and Replacements</b> Replace/Renew any miscellaneous equipment, material, etc. for all campuses.	151,000	-	-	-	151,000
32	<b>Water Tower Logo Replacements</b> Replace/Renew College Logo on existing City of McAllen Water Towers.	80,000	-	-	-	80,000
District Wide Subtotal		\$ 2,092,000	\$ -	\$ -	\$ -	\$ 2,092,000
FY22 Proposed Project Budget Totals		\$ 3,721,810	\$ 863,000	\$ 1,744,250	\$ -	\$ 6,329,060

### **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 June 4, 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 - May 2021	(4,350,582)	(471,919)
Proposed Project(s) for the Month of June 2021	230,000	-
<b>Total Project Budget Balance</b>	<b>\$ 6,861,892</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 June 4, 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	\$ -
Pending Board Approval on June 22, 2021			
2019-014C	Starr County Campus Workforce Center Building D Welding Lab Expansion and Renovation	\$ (230,000)	\$ -
Total Pending Board Approval on June 22, 2021		\$ (230,000)	\$ -
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	\$ 55,736	\$ 4,764	\$ 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	\$ 559,253	\$ 16,042	\$ 499,435	Completed	N/A		Boultinghouse Simpson Gates Architects	Noble Texas Builders
6	Student Activities Center Building H Cafeteria Renovation	MV									●	\$ 957,600	\$ 799,876	\$ 157,724	\$ 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	\$ 1,782,053	\$ 2,147,710	\$ 2,873,838					
Pecan Plaza																				
9	West Building C Kinesiology Renovation	MV					●					\$ 143,800	\$ 12,211	\$ 131,589	\$ 142,538	High	September 2021	Approval of Substantial Completion	Alvarado Architects & Assoc.	Tri-Gen Constrction
10	Human Resources Building A Renovation	RG					●					\$ 141,000	\$ 11,696	\$ 129,304	\$ 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	\$ 23,907	\$ 276,893	\$ 299,538					
Mid-Valley Campus																				
12	Student Union Building F Renovation	SS									●	\$ 355,000	\$ 322,315	\$ 32,686	\$ 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	\$ 324,322	\$ 254,878	\$ 531,866					
Technology Campus																				
14	Emerging Technologies Building A & Advanced Technical Careers Building B Renovation	SS			●							\$ 1,323,050	\$ 15,445	\$ 1,307,605	\$ 150,500	High	July 2021	Approval of Master Plan	EGV Architects	TBD
Technology Campus Subtotal												\$ 1,323,050	\$ 15,445	\$ 1,307,605	\$ 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	Completed	N/A		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	\$ 221,877	\$ 3,123	\$ 236,500	Completed	N/A		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	\$ 222,698	\$ 232,302	\$ 466,500					
Regional Center for Public Safety Excellence																				
19	Shooting Range (Previously Target Range)	DV			●							\$ 634,312	\$ 56,326	\$ 577,986	\$ 291,972	High	August 2021	Approval of Schematic Design	PBK Architects	TBD
20	Canopy for Safety Training Vehicles	RG		●								\$ 285,500	\$ -	\$ 285,500	\$ 285,500	Low	July 2021	Approval of Architectural Services	TBD	TBD
21	Canopy for Students/Instructors	RG		●								\$ 247,000	\$ -	\$ 247,000	\$ 247,000	Low	July 2021	Approval of Architectural Services	TBD	TBD
22	Fire Training Area	RG		●								\$ 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	August 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	\$ 202,737	\$ 2,063,431	\$ 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
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	Maldonado Nursery	TBD
District Wide Subtotal												\$ 4,264,735	\$ 9,110	\$ 4,255,625	\$ 4,264,735				
Totals			12	3	6	0	8	1	0	0	10	\$ 13,674,215	\$ 2,979,382	\$ 10,694,833	\$ 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	\$ 417,269	\$ (83,066)	\$ 302,919	Completed	N/A		PCE Consultants	McAllen Multi Services
4	Roofing Replacement	MV					●					\$ 951,000	\$ 40,424	\$ 910,576	\$ 947,123	High	October 2021	Approval of Substantial Completion	Beam Professionals	Argio Roofing
Mid Valley Campus Subtotal												\$ 1,479,511	\$ 591,967	\$ 887,544	\$ 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 Construction Services	N/A	Oracle Elevator
7	NAH East Building A Roofing Replacement	MV					●					\$ 280,000	\$ 11,654	\$ 268,346	\$ 165,108	High	October 2021	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	October 2021	Approval of Construction Services	Chanin Engineering, LLC	TBD
Nursing and Allied Health Campus Subtotal												\$ 758,000	\$ 158,331	\$ 599,669	\$ 508,108					
Starr County Campus																				
10	Roofing Replacement	MV					●					\$ 852,000	\$ 40,964	\$ 811,036	\$ 824,569	High	January 2022	Approval of Substantial Completion	Beam Professionals	Sechrist Hall
Starr County Campus Subtotal												\$ 852,000	\$ 40,964	\$ 811,036	\$ 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	\$ 35,700	\$ 107,985	\$ 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	\$ 109,995	\$ 109,955	\$ 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	N/A	TBD
17	HVAC Upgrades	MV/O&M				●						\$ 660,000	\$ -	\$ 660,000	\$ 660,000	Low	TBD	N/A	TBD	
18	Exterior Lighting Upgrade	RC/O&M				●						\$ 279,000	\$ -	\$ 279,000	\$ 279,000	Low	TBD	N/A	TBD	
19	Keyless Entry Access Upgrades	RC/O&M				●						\$ 39,626	\$ 8,702	\$ 30,924	\$ 25,000	Low	TBD	N/A	ADI	
20	Renewals & Replacements	N/A	N/A									\$ 151,000	\$ 2,445	\$ 148,555	\$ 151,000	N/A	N/A	N/A	N/A	
21	Water Tower Logo Replacments	RG			●							\$ 80,000	\$ -	\$ 80,000	\$ 80,000	N/A	TBD	N/A	TBD	
District Wide Subtotal												\$ 2,413,303	\$ 182,765	\$ 2,230,538	\$ 2,188,200					
Totals		0	0	0	2	8	4	0	0	0	4	\$ 6,205,564	\$ 1,095,460	\$ 5,110,104	\$ 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 May 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 **May 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 May 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 May 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 May 2021.
- 2) Release of Checks for \$125,000.00 and Above  
Board of Trustees Approval Required for May 2021.
- 3) Release of Checks for \$125,000.00 and Above  
Released Prior to Board Approval for May 2021.
- 4) Release of Construction Fund Checks for May 2021.
- 5) Quarterly Investment Report and Money Market Accounts for May 2021.
- 6) Summary of Revenues for May 2021.
- 7) Summary of State Appropriations Revenue for May 2021.
- 8) Summary of Property Tax Revenue for May 2021.
- 9) Summary of Expenditures by Classification for May 2021.
- 10) Summary of Expenditures by Function for May 2021.
- 11) Summary of Auxiliary Fund Revenues and Expenditures for May 2021.
- 12) Summary of Grant Revenues and Expenditures for May 2021.
- 13) Summary of Bid Solicitations.
- 14) Summary of Purchase Orders.

## **Discussion and Action as Necessary Regarding Presidential Contract**

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.

- On May 25, 2021 the Board announced Dr. Ricardo Solis as the sole finalist for the next President of South Texas College.
- On June 3, 2021, the Board authorized Board Chair Rose Benavidez to conduct contract negotiations with Dr. Solis.
- The negotiated contract will be reviewed by the Board in executive session.

The Board is asked to review and take action as necessary on the proposed Presidential Contract, as negotiated between Chair Rose Benavidez and Dr. Ricardo Solis and reviewed by Mr Jose Guerrero, Legal Counsel.

**Recommendation:**

It is recommended that the Board of Trustees of South Texas College approve and authorize the Presidential Contract for Dr. Ricardo Solis to serve as 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 the Presidential Contract for Dr. Ricardo Solis to serve as the next President of South Texas College.

**Approval Recommended:**

**Ms. Rose Benavidez**  
**Board Chair**

# *President's Report*

*April 25, 2021 – June 18, 2021*

## **Week of April 25 – May 1, 2021**

- Student Enrollment Update – Summer and Fall 2021
- Review and Discussion of FY 2019-2020 Comprehensive Operational Plan Status Report
- Discussion of COVID-19 Campus Safety Protocols
- Review and Discussion of Request For Proposals (RFP) for Creative Agency Services
- Conducted a walk-through of the Texas A&M Health Science Center with Ricardo De La Garza, Director of Facilities, Planning, and Construction; Juan C. Aguirre, Assistant to the President for Continuing Education; Olivia De la Rosa, Director of Professional and Workforce Education; Dr. Jayson Valerio, Dean for Nursing and Allied Health to review current conditions and building layout for consideration to use for potential expansion of nursing and allied health programs
- Met with Dr. Jose Gonzalez, McAllen ISD Superintendent and his leadership team at the Technology Campus to provide a presentation of programs and tour of the campus. Sara Lozano, Dean for Business, Public Safety, and Technology provided the presentation and lead the tour.
- Attended the City of McAllen's State of the City acknowledging Mayor Jim Darling's retirement, his accomplishments during his tenure, and the legislative direction for the upcoming year.
- Delivered the Message from the President to the Ambassadors Cross-Training Academy (ACTA) at the Commissioning Ceremony. ACTA is one of six academies provided by the Office of Professional and Organizational Development designed to provide staff a broader knowledge of college operations in order to better serve our students.
- Attended the Leadership McAllen – Class of 39 Graduating Ceremony to accept the Alex Longoria Leadership Award for Dr. Shirley Reed.
- Met with Elrick W. Jones from the FBI McAllen Field Office to introduce himself as Task Force Coordinator for the region and to discuss one of the agencies priorities of meeting with community partners to discuss threat awareness.

## **Week of May 2 – May 8, 2021**

- Discussion of Recruiting International Students
- Discussion and Feedback on Marketing Strategies for Bachelor and Other Competency Based Education (CBE) Programs
- Review and Discussion of Potential Partnership with Guild Education
- Review and Discussion of Recommended Revisions to the 2021-2022 Dual Credit Programs Interlocal Agreement
- Update on FY 2021-2022 Staffing Plan
- Review and Discussion of One-Time Payment to Full-time Regular and Temporary Employees
- Review and Discussion of New Capital Improvement Projects Received
- Review and Discussion of New Renewal and Replacement Projects
- Review and Discussion of Capital Improvement Projects and Beyond Budget
- Discussion on Identification of Expenses for Reimbursement by the HEERF II Institutional Award
- Review of College Policies – Policy #4213: Drug Free Workplace and Campus and Policy #6320: Prohibition of Drugs and Alcohol on Campus
- Participated in the walk through of the Technology Campus Master Plan Project for Building A and B
- Participated in a conference call with Dr. Mario Salinas, Superintendent for Edinburg CISD to discuss a potential partnership as part of their JET application submission.

# President's Report

*April 25, 2021 – June 18, 2021*

## **Week of May 9 – May 15, 2021**

- Review and Discussion of FY 21 Budget Amendment
- Review and Discussion of FY 22 Budget Summary
- Continued Discussion of One-Time Payment to Full-Time Regular and Temporary Employees
- Review and Discussion of the American Rescue Plan Higher Education Emergency Relief Fund (HEERF III)
- Review and Discussion of Recruiting Out of District and International Students
- Met with Campus Administrator, Daniel Montez to conduct a walk through of campus
- Participated in Commencement Ceremony Walk Through
- Conducted assessment of Build H at Mid-Valley Campus due to rainstorms
- Met with Dr. Mario Salinas, Edinburg CISD Superintendent and his leadership team at the Technology Campus to provide a presentation of programs and tour of the campus. Sara Lozano, Dean for Business, Public Safety, and Technology provided the presentation and lead the tour.
- Met with Stephanie Hawk, Cobalt Digital Marketing; Ray Pedraza, Interim Director of Public Relation and Marketing; William Collins, Digital Services Manager to discuss potential marketing campaign initiative.
- Attended the City of Pharr EMS Headquarters Kick-Off Event showcasing the new department addition to the city offering EMS services to the city and surrounding areas
- Coordinated the agenda and back-up material for the May 17, 2021 Board Committee meetings.

## **Week of May 16 – May 22, 2021**

- Review and Discussion of Guild Education Inc. Addendum to Contract of Services
- Discussion of Employee Trainings
- Discussion of COVID-19 Campus Safety Protocols
- Continued Discussion of FY 2021 One-Time Payment for Employees
- Discussion of Debt Relief for Students from the American Rescue Plan Higher Education Emergency Relief Funds (HEERF III)
- Participated at the City of Pharr's Police Department Memorial Ceremony hosted at the Regional Center for Public Safety Excellence to recognize officers who have paid the ultimate sacrifice in the line of duty and to recognize our law enforcement community
- Participated in a virtual meeting hosted by Congressman Henry Cuellar to discuss the American Rescue Plan Funding to Universities and Local Governments. I provided some talking points on the intended use of the funds provided to the College.
- Participated in the Texas Association of Community Colleges CEO Planning meeting to discuss Governor Abbot's Executive Order GA36 and other legislative matters.
- Met with Matthew Hebbard, Vice President for Student Affairs and Enrollment Management; Dr. Emma Miller, Chair for the Organizational Leadership Program; William Collins, Digital Services Manager; and Ray Pedraza, Interim Director for Public Relations and Marketing to review the splash page created for the accelerated degree programs.
- Visited Del Mar College to meet with staff to discuss the development of their Cosmetology Program.
- Coordinated the agenda and back-up material for the May 25, 2021 Board meeting.

# President's Report

*April 25, 2021 – June 18, 2021*

## **Week of May 23 – May 29, 2021**

- Review and Discussion of 2021-2022 Dual Credit Programs Interlocal Agreement (IA) for Out of District Partnerships
- Discussion of Student Statement of Account from Cashier's Office
- Discussion of Discharge of Student Unpaid Debt
- Discussion of FY 21 Budget Amendment
- Discussion of FY 22:
  - Staffing Plan
  - Salary Increases
  - Budget
  - Unrestricted Fund Balance Designation
- Participated in virtual meeting hosted by The University of Texas Rio Grande Valley regarding a partnership coalition between McAllen Economic Development Council, Workforce Solutions, UTRGV, and STC.
- Participated in a virtual meeting hosted by El Paso Community College pm the first convening of the Presidents of the six institutions in the State of Texas whose institutions were recipients of the Seal of Excelencia to discuss how to further engage other leaders in education to continue to close the gap in degree attainment and how to best serve Latino students.
- Participated in conference call with Chief Andy Harvey regarding the Memorandum of Understanding (MOUS) between South Texas College and the City of Pharr (Pharr Police Department) in connection with the Basic Officer Certification program and status of its internal review by the City.
- Met with Ray Pedraza, Interim Director of Public Relations and Marketing and William Collins, Digital Services Manager to discuss and strategize the use social media platforms for promotion of programs and news.
- Met with Dr. Rodriguez, Superintendent for Edcouch Elsa ISD and his leadership team at Mid Valley Campus to discuss their senior class enrollment and provide a presentation of programs and tour of the campus.

## **Week of May 30 – June 5, 2021**

- Continued Discussion of FY 21 Budget Amendment
- Continued Discussion of FY 22:
  - Staffing Adjustments
  - Budget
  - Unrestricted Fund Balance Designation
- Discussion of Dining and Food Truck Services
- Discussion of Presidential Transition
- Met with Jose Moroles, Director of Regional Center for Public Safety Excellence (RCPSE); Sara Lozano, Dean for Business Public Safety and Technology; Dr. Anahid Petrosian, Interim Vice President for Academic Affairs; and Robert Vela, Chair for Law Enforcement Program to discuss programs, projects, and plans for next academic year for RCPSE.
- Met with the new director for the Weslaco Economic Development Council, Steven M. Valdez to introduce opportunities for future partnerships with the College.
- Coordinated the agenda and back-up material for the June 8, 2021 Board Committee meetings.

# President's Report

*April 25, 2021 – June 18, 2021*

## **Week of June 6 – June 12, 2021**

- Participated in the educational panel for a virtual meeting hosted by Educate Texas in partnership with Region One to discuss their certification initiative with the College and share the collective impact in the Rio Grande Valley regarding student achievement and educational equity.
- Met with Dr. Lara, Superintendent for South Texas ISD and his leadership team at the Technology Campus to provide an overview of programs and tour of the campus.
- Attended and providing remarks at the Vanguard Rembrandt T-STEM and Mozart Early College High School Graduation.

## **Week of June 13 – June 19, 2021**

- Review and Discussion of New Program Development: Geospatial Engineering Technology
- Review and Discussion of Salary Plan Revision Requests
- Discussion of COVID-19 Campus Safety Protocols
- Discussion of Work from Home Guidelines
- Review and Discussion of Guidelines for Faculty Request for Modification of Teaching Schedule
- Participated in virtual meeting with Sara Lozano, Dean for Business, Public Safety and Technology and Dr. Anahid Petrosian, Interim Vice President for Academic Affairs to discuss the master plan for the Tech Campus and requests from Student Activities.
- Participated in a virtual meeting with Rito Silva, new Vice President of Enrollment Services and Student Affairs at Texas A&M University Kingsville to discuss and collaborate on further partnerships and initiatives between the institutions.
- Participated in conference call with Chief Peres, City of Pharr Fire Department on possible partnership for professional development with Pharr Fire Department.
- Participated in conference call with Mr. Roy Rodriguez, City Manager for City of McAllen to discuss fee reimbursement for McAllen Fire Department and incorporation of item in the Collective Bargaining Agreement.
- Met with Ray Pedraza, Interim Director of Public Relations and Marketing; Dr. Anahid Petrosian, Interim Vice President for Academic Affairs; and Dr. Ali Esmaeili, Dean for Math, Science, Information Technology, and Bachelor Programs, and Public Relations and Marketing Staff to discuss current marketing of the Power Up campaign.
- Coordinated the agenda and back-up material for the June 22, 2021 Board meeting.

## **Announcements**

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

- *Tuesday, July 13, 2021*
  - 3:30 p.m. – Education and Workforce Development Committee
  - 4:30 p.m. – Facilities Committee
  - 5:30 p.m. – Finance, Audit, and Human Resources Committee
- *Tuesday, July 27, 2021*
  - 5:30 p.m. – Regular Board Meeting

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

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