



**SOUTH TEXAS
COLLEGE**

**Board of Trustees
Regular Board Meeting**

**Tuesday, July 27, 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, July 27, 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**
- V. Presentation..... 7 - 17**
 - 1. Recognition of Dr. David Plummer for Service as Interim President of South Texas College
 - 2. Welcoming Dr. Ricardo Solis as President of South Texas College
 - 3. Presentation on 2020 Redistricting Process
 - 4. Presentation of the Delinquent Tax Collection Report for the Period Ending May 31, 2021
- VI. Consideration and Action on Consent Agenda**
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 - b. Approval of Award of Proposal for Student / Faculty Medical Professional Liability Insurance, Voluntary Student Accident Insurance, and Workforce Training Programs Student Accident Insurance 124 - 134
 - c. Approval of Award of Proposals for Property / Inland Marine / Boiler & Machinery, Crime, School Leaders E&O, General Liability, Law Enforcement Liability, Automobile, Workers Compensation, and Foreign Liability Insurance 135 - 156

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 - 4) Air Condition Filters and Installation (Purchase)
 - 5) Building Automation Control Equipment, Parts, and Equipment Maintenance (Purchase)
 - 6) Chiller Chemicals and Maintenance (Purchase)
 - 7) Heating, Ventilation, and Air Conditioning (HVAC) Related Services (Purchase)
 - 8) Parts and Supplies (Purchase)
 - 9) Commercial Card Services (Accounts Payable Card) (Renewal)
 - 10) Elevator Maintenance Agreement (Renewal)
 - 11) Mass Notification System Agreement (Renewal)
 - 12) Mobile Hotspot Services (Renewal)
 - 13) Office Supplies (Renewal)
 - B. Purchases and Renewals (B-b. Technology Item)
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 - C. Interlocal Agreements
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ii. Workforce Center Building D Automotive Lab Expansion	
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A.	Next Meetings:	
•	<u>Tuesday, August 10, 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, August 24, 2021</u>	
➤	5:30 p.m. – Regular Board Meeting	
B.	Other Announcements:	
•	The Fall 2021 Semester begins on Monday, August 23, 2021!	
•	The College will be closed on Monday, September 6, 2021, in observance of Labor Day	
•	Wednesday, September 8 th is the Fall 2021 Semester Census Day	
•	The College will be closed on Friday, September 24, 2021, for College-Wide Professional and Organizational Development Day	

Presentation

1. Recognition of Dr. David Plummer for Service as Interim President of South Texas College

The Board recognizes Dr. David Plummer, for his leadership of South Texas College as Interim President from January 4, 2021 through July 14, 2021.

Dr. Plummer did an outstanding job keeping the College on track with its current operations, negotiating challenges that arose, and continuing to push for new opportunities to serve the South Texas communities.

The Board thanks Dr. Plummer for his service as Interim President and his continued contributions as a member of the executive leadership team at South Texas College.

2. Welcoming Dr. Ricardo Solis as President of South Texas College

The Board welcomes Dr. Ricardo Solis to his first regular meeting of the Board of Trustees of South Texas College.

The Board selected Dr. Solis for his visionary leadership and strong record of building collaborative relationships. With a strong record in economic development and educational leadership, Dr. Solis' experiences in the Rio Grande Valley, across the nation, and internationally have prepared him to lead the College as it continues to transform higher education and economic development opportunities throughout the South Texas region.

The Board looks forward to great things to come with Dr. Solis presiding over South Texas College!

3. Presentation on 2020 Redistricting Process

On April 24, 2018, the Board of Trustees authorized the engagement of the Law Offices of Rolando L. Rios and Associates, PLLC, for the Redistricting of South Texas College Trustee Districts. This redistricting is necessary following the completion of the 2020 Census, and complies with Texas Education Code 130.082(e) and the "one-man, one-vote" requirement set forth in the US Constitution.

Mr. Rolando Rios will present on the 2020 Redistricting Process and provide an outline of proposed next steps.

Mr. Rios will also review the American Community Survey (ACS) Data, which provides census estimates as of 2019, and is a reliable guide to help districts

gauge probably population shifts and start preliminary review of redistricting options.


Finally, Mr. Rios will review a benchmark plan, based on ACS Data, and which would be adjusted as required once the 2020 Census data is available.

4. Presentation of the Delinquent Tax Collection Report for the Period Ending May 31, 2021

Ms. Kelly R. Salazar from Linebarger Goggan Blair & Sampson, LLP, will provide the Board with the Delinquent Tax Collection Report for the period of March 1, 2021 through May 31, 2021.

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

These presentations are for the Board's information and feedback to administration. No action is required.

	2020 REDISTRICTING		Rolando L. Rios Attorney at Law	
PROCESS				
The taking of the 2020 US Census				
There have been 24 Census taken since the beginning of the Republic - taken between April - October of decade year				
Census not available but Census made available the ACS Data				
Redistricting Process:				
1. Adopt Redistricting Criteria				
2. Evaluate federal laws				
3. Analysis of Benchmark Plan				
4. Public hearings				
5. Evaluate Proposed Plans				
6. Adopt a Plan				



South Texas College District

Rolando L. Rios
Attorney at Law

AMERICAN COMMUNITY SURVEY (ACS) 2019 US CENSUS ESTIMATES - BENCHMARK PLAN

Dist	Tot Pop Ext.
ACS Estimate: (Star	
1 County)	64,078
2 ACS Estimate:	154,346
3 ACS Estimate	135,215
4 ACS Estimate	145,563
5 ACS Estimate	155,051
6 ACS Estimate:	122,908
7 ACS Estimate:	142,093
ACS Total 2019 Estimate:	855,176
Ideal ACS Estimate Population =	142,529 Ideal

Estimated Deviation :	High	155,051
	Low	-122,908
		32,143
Projected Deviation*:		22.55%

* Deviations exceeding 10% will require redistricting

NOTE: Population will have to be moved from D5 & 2 into D6 & 3

ACS 2019 Estimates of minority concentration

Dist	ACS Pop	ACS Hisp pop	ACS % Hisp pop	ACS Blk pop	%ACS Blk pop	Comb Min*
1	64,078	63,549	104.23%	49	0.08%	104.31%
2	154,346	147,338	105.62%	233	0.17%	105.79%
3	135,215	123,445	96.42%	716	0.56%	96.98%
4	145,563	122,627	94.49%	1,307	1.01%	95.49%
5	155,051	143,950	106.33%	1,757	1.30%	107.63%
6	-122,908	112,955	95.60%	374	0.32%	95.91%
7	142,093	137,967	111.34%	282	0.23%	111.57%

Total = 673,438

*Comb Min = Combine Minority



South Texas College District

Rolando L. Rios
Attorney at Law

AMERICAN COMMUNITY SURVEY (ACS) 2019 US CENSUS ESTIMATES - DEMONSTRATION PLAN 1

Dist	Tot Pop Ext.
ACS Estimate: (Star	
1 County)	64,078
2 ACS Estimate:	144,937
3 ACS Estimate	144,624
4 ACS Estimate	145,563
5 ACS Estimate	143,847
6 ACS Estimate:	134,112
7 ACS Estimate:	142,093
ACS Total 2019 Estimate:	855,176
Ideal ACS Estimate Population =	142,529 Ideal

Estimated Deviation :	High	145,563
	Low	-134,112
		11,451
Projected Deviation*:		8.03%

* Deviations exceeding 10% will require redistricting

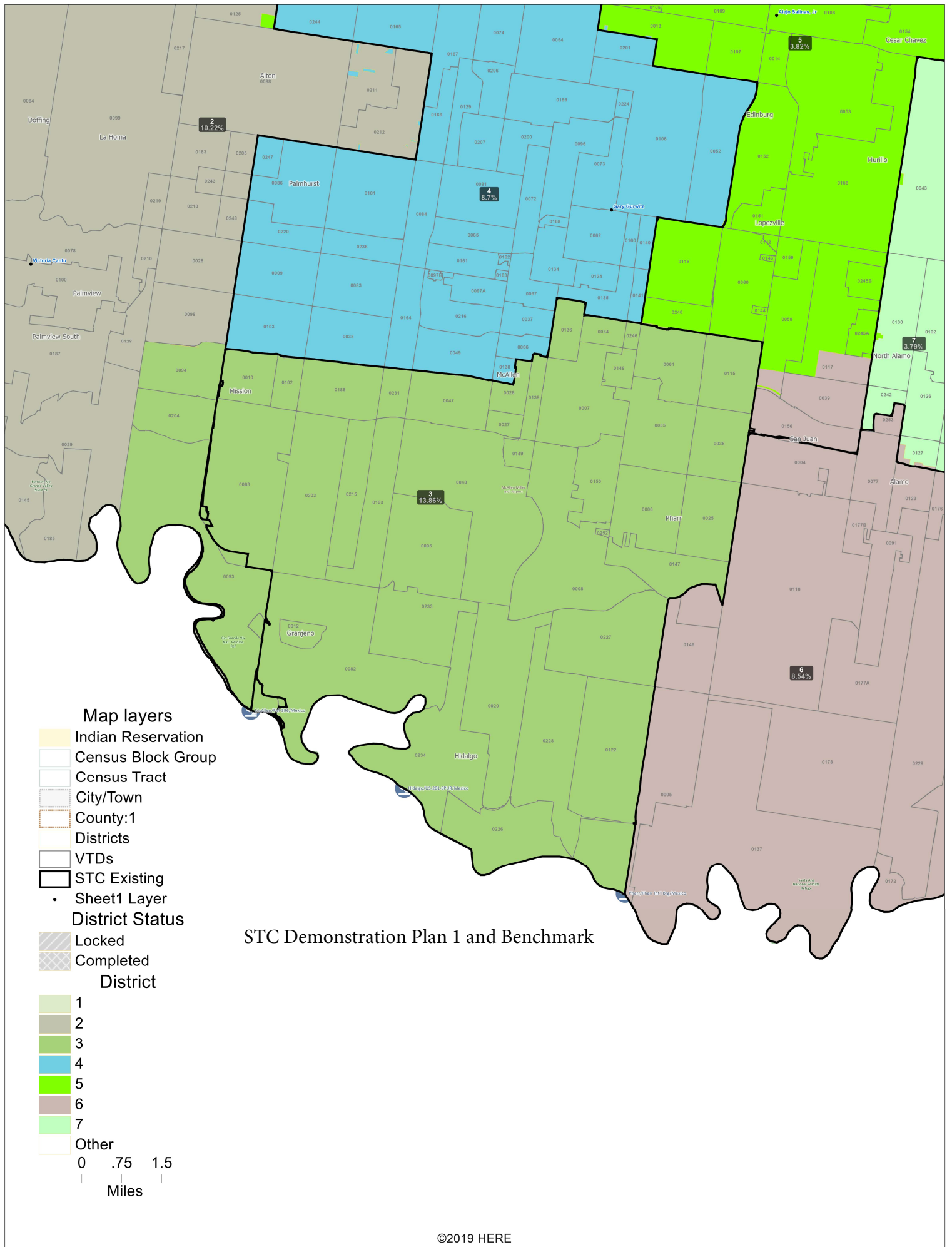
NOTE: Deviation is less than 10% and therefore, constitutional

ACS 2019 Estimates of minority concentration

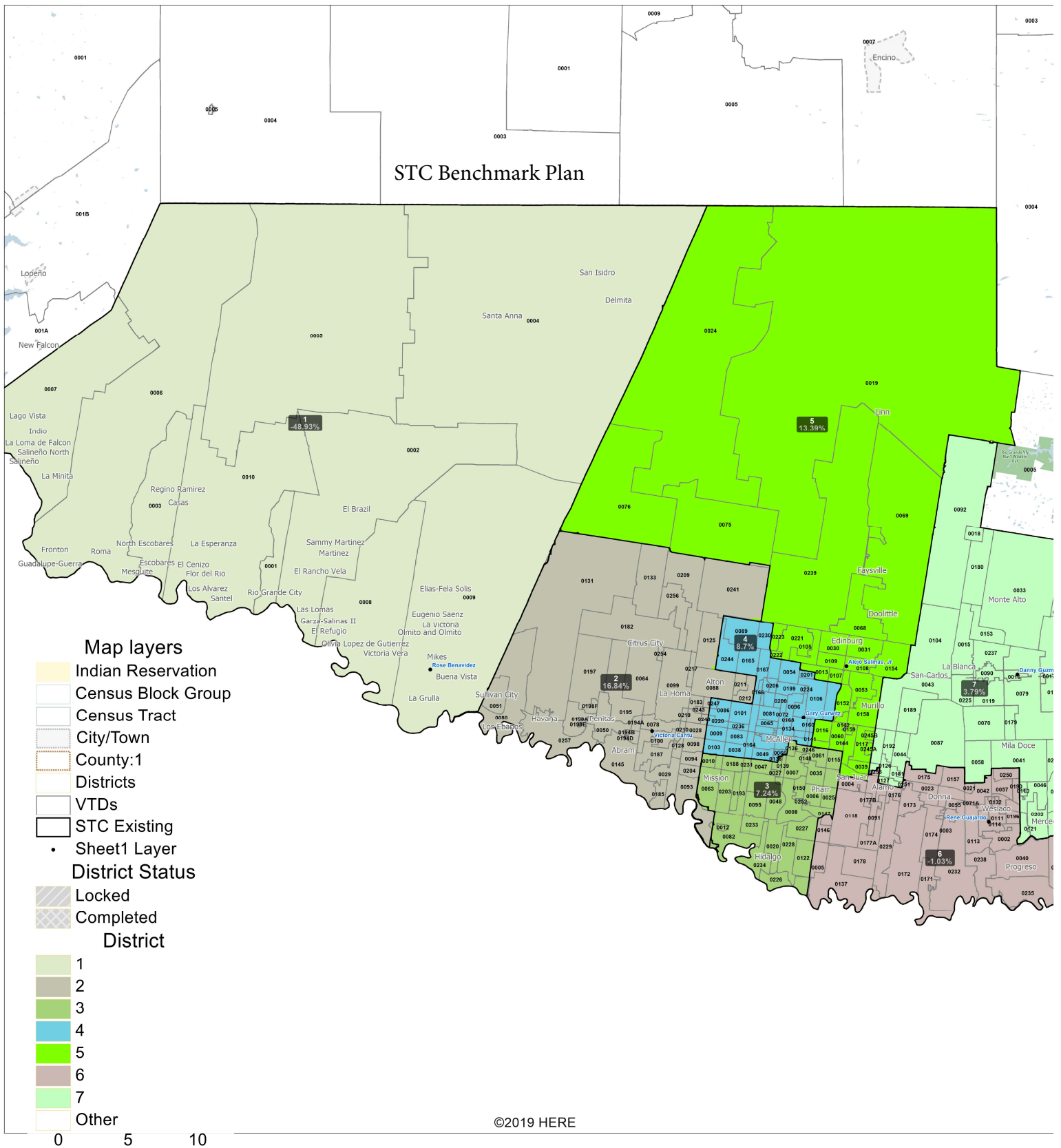
Dist	ACS Pop	ACS Hisp pop	ACS % Hisp pop	ACS Blk pop	%ACS Blk pop	Comb Min*
1	64,078	63,549	104.23%	49	0.08%	104.31%
2	144,937	138,659	105.37%	227	0.17%	105.55%
3	144,624	132,124	97.19%	722	0.53%	97.72%
4	145,563	122,627	94.49%	1,307	1.01%	95.49%
5	143,847	132,900	107.22%	1,755	1.42%	108.63%
6	134,112	124,005	95.69%	376	0.29%	95.98%
7	142,093	137,967	111.34%	282	0.23%	111.57%

Total = 919,254

*Comb Min = Combine Minority



STC Benchmark Plan



District	ACS2019_Population	% ACS2019_Population	ACS2019_Hispanic Origin	% ACS2019_Hispanic Origin	ACS2019_Black	% ACS2019_Black	ACS2019_Asian	% ACS2019_Asian
1	64078	105.1%	63549	104.23%	49	0.08%	10	0.02%
2	154346	110.64%	147338	105.62%	233	0.17%	292	0.21%
3	135215	105.61%	123445	96.42%	716	0.56%	1850	1.44%
4	145563	112.16%	122627	94.49%	1307	1.01%	4759	3.67%
5	155051	114.53%	143950	106.33%	1757	1.3%	996	0.74%
6	122908	104.02%	112955	95.59%	374	0.32%	407	0.34%
7	142093	114.67%	137967	111.34%	282	0.23%	66	0.05%



SOUTH TEXAS COLLEGE

Delinquent Tax Collection Report March 1, 2021—May 31, 2021



Collection Activities-Hidalgo County

March 2021—May 2021

330 Lawsuits Filed—\$195,978

385 Lawsuits Disposed—\$229,227

25,385 Incoming/Outgoing Calls

341 Property Inspections

383 Payment Agreements

Fiscal Year to Date
Linebarger collected
\$3,240,023
in base, penalty & interest
in Hidalgo County

Collection Activities –Starr County

March 2021—May 2021

40 Lawsuits Filed—\$53,421

49 Lawsuits Disposed—\$54,939

133 In Office Taxpayer Assistance

754 Incoming/Outgoing Calls

117 Property Inspections

Fiscal Year to Date
Linebarger collected

\$515,638

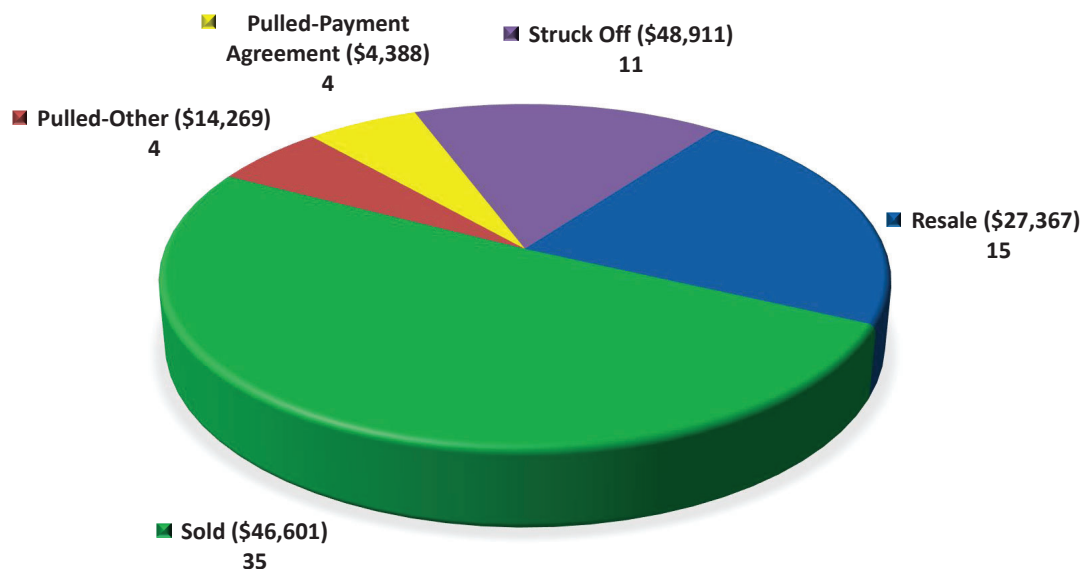
in base, penalty & interest
in Starr County

3

Tax Sale Results—Hidalgo County

March-May

Base Tax, Penalty and Interest

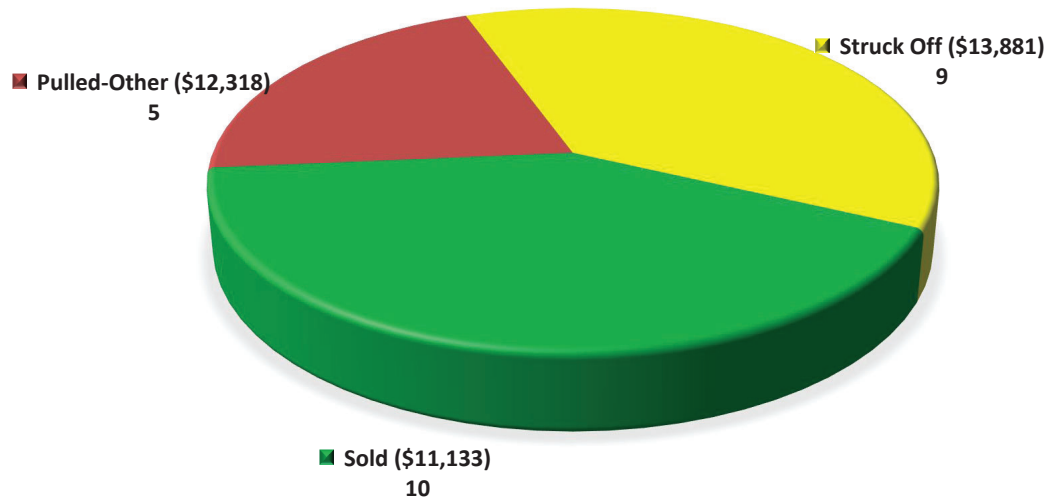


*Pulled—Other: Bankruptcy, Letters of Commitment & Deferrals

Tax Sale Results—Starr County

March-May

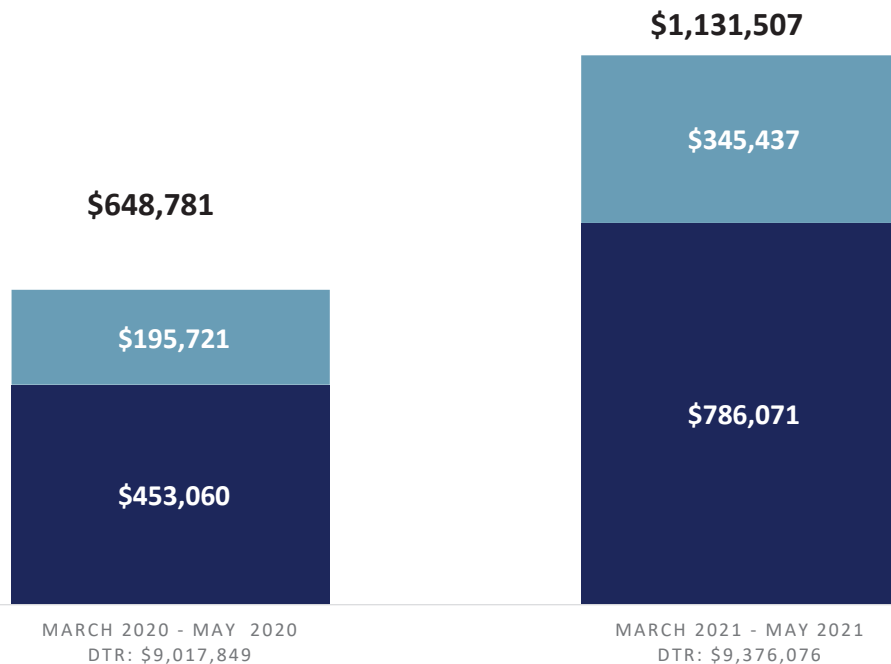
Base Tax, Penalty and Interest



*Pulled—Other: Bankruptcy, Letters of Commitment & Deferrals 5

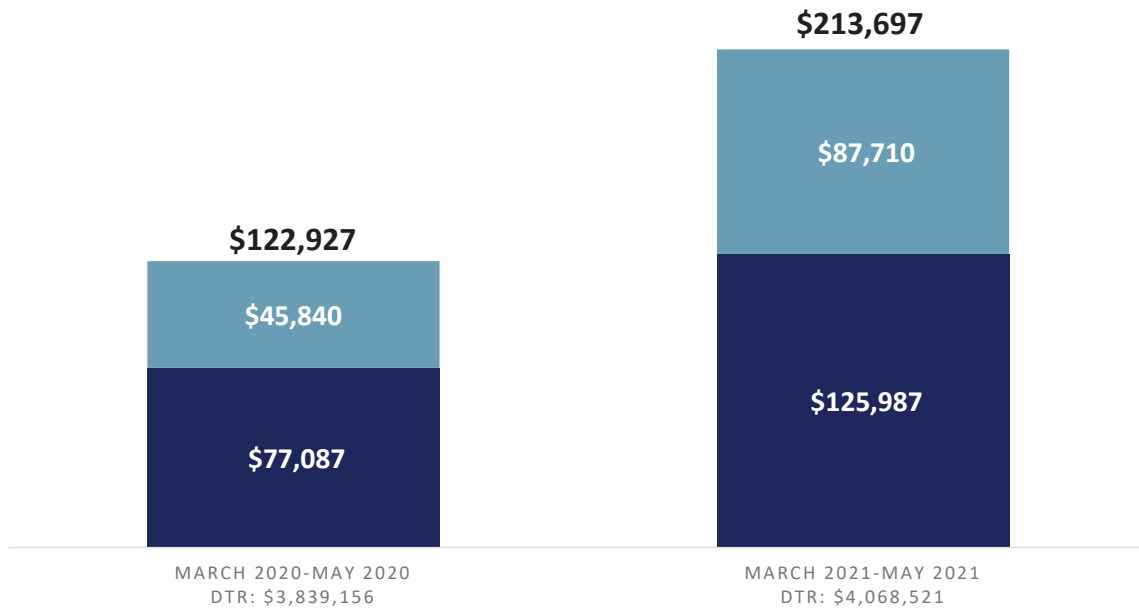
Collection Comparison—Hidalgo County

March—May



Source: Hidalgo County Tax Office Data 6

Collection Comparison—Starr County March 2021-May 2021



Source: Starr County Tax Office Data

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Thank you

Approval of Board Meeting Minutes

The following Board Meeting Minutes are submitted for approval:

- 1) June 22, 2021 Regular Board Meeting
- 2) July 20, 2021 Board Work Session

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and adopt the Minutes for the June 22, 2021 Regular Board Meeting and July 20, 2021 Board Work Session; as presented.

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

The Board of Trustees of South Texas College approves and adopts the Minutes for the June 22, 2021 Regular Board Meeting and July 20, 2021 Board Work Session; as presented.

Approval Recommended:

Dr. Ricardo J. Solis
President

**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**

Minutes

Call Meeting to Order:

The Regular Board Meeting of the South Texas College Board of Trustees was held on Tuesday, June 22, 2021 in the Ann Richards Administration Building Board Room at the Pecan Campus in McAllen, Texas. The meeting commenced at 5:33 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., Mr. Paul R. Rodriguez, Mr. Gary Gurwitz, Mr. Rene Guajardo, and Mr. Danny Guzman

Members absent: Mrs. Victoria Cantú

Also present: Dr. David Plummer, Mr. Javier Villalobos, Mr. Jose Guerrero, Mrs. Mary Elizondo, Mr. Matthew Hebbard, Mrs. Rebecca Cavazos, Mr. Rick De La Garza, Mrs. Myriam Lopez, Mr. George McCaleb, Mr. Robert Cuellar, Mr. Robert Gomez, Mr. Martin Villarreal, Mr. Sam Saldana, Mr. Ray Pedraza, Mr. Jose Gomez, Mr. Ben Briones, Mrs. Laura Requena, Mr. Carlos Hernandez, Ms. Alicia Correa, Ms. Vanessa Prado, Mr. Robert Gonzalez, and Mr. Andrew Fish.

Determination of a Quorum

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

Invocation

Mr. Ray Pedraza, Interim Director of Public Relations and Marketing, said the invocation.

Public Comments

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

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 recognized 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 extended 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 welcomed Mr. Villalobos to his role as the College's general counsel, and looked forward to his guidance and advocacy for the advancement of the College's mission and service to its students and communities.

No action was required.

Approval of Board Meeting Minutes

The following Board Meeting Minutes were 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

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

Approval and Authorization to Accept Grant Awards and Agreements

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

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

This award from the Texas Pioneer Foundation was 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 was from July 1, 2021 to June 30, 2022.

This grant aligned 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, was 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) would 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 would 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 was from April 1, 2021 to September 30, 2022.

This grant aligned 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 would be used for auxiliary positions at the Child Development Center from April 1, 2021 to August 31, 2021. The payment amount was 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 aligned 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.

Summary of Grant Award Funding:

The presented grants would provide up to \$423,140 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 Mr. Gary Gurwitz, 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. 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 motion carried.

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, presented 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 provided 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 also reviewed the online course catalog designation that can help students find OER-supported courses during the registration process.

Finally, Dr. Millan reviewed 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 was provided for the Trustees' information, and no action was 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 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.

Trustee were asked 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 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

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 following item:

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

The motion carried.

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 was 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 sought authorization 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 recommended 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 would 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 would 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 was asked to approve the form and content of the Agreements for academic year 2021 – 2022, which would 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.

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 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>
Total Revenue Change	-\$6,636,546

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>
Total Revenue Change	-\$6,636,546

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.

Trustee were asked 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. 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

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 the following items:

- a. Approval of Award of Proposals, Purchases, Renewals, and Interlocal Agreement in the amount of \$2,702,298.01

- 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 in the estimated amount of \$1,930,559.00
- e. Approval of Unrestricted Fund Balance Designations as of August 31, 2021 in the amount of \$3,000,000.00

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

The Finance, Audit, and Human Resources Committee recommended 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)
Henry Schein Medical A Division of Henry Schein, Inc. (Melville, NY)	McKesson Medical-Surgical Government Solutions, LLC. (Henrico, VA)
Medicaleshop, Inc. (New Milford, CT) (New)	QuadMed, Inc. (Jacksonville, FL) (New)
Performance Health Supply, Inc. / dba Medco Supply Company (Amherst, NY)	Pocket Nurse Enterprises, Inc. / dba Pocket Nurse (Monaca, PA)
School Nurse Supply, Inc. (Schaumburg, IL) (New)	Unipack, Corp. (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)
Anatomical Worldwide, LLC. / dba Anatomy Warehouse (Evanston, IL)	Bio-Rad Laboratories, Inc. (Hercules, CA)
Carolina Biological Supply, Co. (Burlington, NC)	Fisher Scientific, Co. LLC. (Hanover Pack, IL)
Flinn Scientific, Inc. (Batavia, IL)	Jameco Electronics (Belmont, CA)
PASCO Scientific (Roseville, CA)	VWR International, LLC. (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)
Ambassador Education Solutions (Melville, NY)	Barnes & Noble Booksellers, Inc. (New York, NY)

Vendor (City/State)	Vendor (City/State)
Barnes & Noble College Booksellers, LLC. (Basking Ridge, NJ)	Complete Book & Media Supply, LLC. (Cedar Park, TX)
Hertz-New Method, Inc. / dba Perma-Bound Books (Jacksonville, IL)	Kamico Instructional Media, Inc. (Salado, TX)
Kaplan Early Learning Company (Lewisville, NC)	Lakeshore Equipment Company / dba Lakeshore Learning Materials (Carson, CA)
Wolters Kluwer Medical (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)
ABDO Publishing Company (Edina, MN)	Baker & Taylor, LLC. (Charlotte, NC)	Bound to Bound Books, Inc. (Jacksonville, IL)
Cengage Learning, Inc. (Boston, MA)	Central Programs, Inc. / dba Gumdrop Books (Bethany, MO)	Crabtree Publishing Company (New York, NY)
EBSCO Industries, Inc. (Ipswich, MA)	Ingram Library Services, LLC. (La Vergne, TN)	Lektro, Inc. / dba Escue & Associates (Robstown, TX)
Midwest Library Service (Bridgeton, MO)	Midwest Tape, LLC. (Holland, OH)	Perma-Bound Books (Jacksonville, IL)
ProQuest, LLC. (Ann Arbor, MI)	Rittenhouse Book Distributors, Inc. (King of Prussia, PA)	Scholastic Library Publishing, Inc. (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	Clarus Glassboard, LLC. / Gateway Printing and Office Supply, Inc. (Fort Worth, TX/Edinburg, TX)	\$3,428.09
B	Cramer, LLC. / Gateway Printing and Office Supply, Inc. (Kansas City, MO/Edinburg, TX)	\$11,833.25
C	Datum Filing Systems, Inc. / Gateway Printing and Office Supply, Inc. (Emigsville, PA/Edinburg, TX)	\$380.64
D	Exemplis Corporation / Gateway Printing and Office Supply, Inc. (Cypress, CA/Edinburg, TX)	\$11,445.24
E	Gateway Printing and Office Supply, Inc. (Edinburg, TX)	\$4,400.98
F	Krueger International, Inc. / Gateway Printing and Office Supply, Inc. (Green Bay, WI/Edinburg, TX)	\$13,333.37
G	Landscape Forms (Kalamazoo, MI)	\$3,584.40
H	The Hon Company / Gateway Printing and Office Supply, Inc. (Muscatine, IA/Edinburg, TX)	\$6,338.44
I	Versteel / Gateway Printing and Office Supply, Inc. (Jasper, IN/Edinburg, TX)	\$5,649.60
Furniture Total		\$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	S & S Recovery, Inc. (Memphis, TN)
Secondary	Immediate Credit Recovery, Inc. (Poughkeepsie, NY) Key 2 Recovery, Inc. (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)
FDG Construction (Mission, TX)	G & S Glass, LLC. (Edinburg, TX)
Gateway Printing & Office Supply, Inc. (San Antonio, TX)	Luna Glass, LLC. (McAllen, TX)

R. E. Friedrichs Company (Pharr, TX)	Risica & Sons, Inc. (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:

Vendors (City/State)	Vendors (City/State)
Architectural Division 8, Inc. (Harlingen, TX)	Burton Companies (Weslaco, TX)
Bush Supply Company (Edinburg, TX)	Central Plumbing & Electric Supply (Weslaco, TX)
Dealers Electrical Supply (McAllen, TX)	Diaz Floors & Interior's, Inc. (Pharr, TX)
Ewing Irrigation (McAllen, TX)	Fairway Supply, Inc. (Austin, TX)
Fastenal Company (McAllen, TX)	Ferguson Enterprise (Pharr, TX)
International Supplier Larey, Inc. / dba International Industrial Supply, Co. (Brownsville, TX)	Interstate Batteries of the RGV (McAllen, TX)
Johnson Supply (Pharr, TX)	Johnstone Supply (Pharr, TX)
Lewis Mechanical Sales (Corpus Christi, TX)	Luna Glass, LLC. (McAllen, TX)
Martin Peña / dba Delta Specialties Sign & Supply (Edinburg, TX)	Morrison Supply Company (McAllen, TX)
MSC Industrial Supply, Co. (Harlingen, TX)	Sherwin Williams, Co. (McAllen, TX)
Trane U.S.A. (Edinburg, TX)	Valley Armature & Electric (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 was \$2,701,298.01.

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

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 was requested.

Purpose – The proposed revisions to the policies were 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 were necessary for the following reasons:

- The proposed revision to Policy #4213: *Drug Free Workplace and Campus* would:
 - 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* would:
 - 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 prohibited the possession and consumption of alcohol on campus. The Culinary Arts Program and the Workforce/Continuing Education Program requested the use of alcohol as part of the curriculum for instructional purposes only. Therefore, it

was proposed that Policy #4213 permit the use of alcohol limited to the programs and Policy #6320 references the exception.

Reviewers – The revised policies were 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 were provided in the packet for the Board’s information and review.

The additions to the policies were highlighted in yellow and the deletions were 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.

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

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) was requested.

The following changes to the Student Tuition and Fees were recommended to accommodate Out-of-District and Non-Resident School Districts who 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 were 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
INDEPENDENT DUAL CREDIT TUITION PER CREDIT:			
<ul style="list-style-type: none"> 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	\$87.00 Plus Applicable Differential Tuition	\$87.00 Plus Applicable Differential Tuition

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

	Proposed Rate FY 2021-2022
INDEPENDENT DUAL CREDIT TUITION PER CREDIT:	
<ul style="list-style-type: none"> 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
<ul style="list-style-type: none"> 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
<ul style="list-style-type: none"> 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
INDEPENDENT DUAL CREDIT FEES:	
<ul style="list-style-type: none"> • 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.
<ul style="list-style-type: none"> • 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.
<ul style="list-style-type: none"> • 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
DUAL CREDIT TUITION:	
<ul style="list-style-type: none"> • Per credit hour tuition for Out-of-District dual credit students sponsored by partnering school districts 	\$87.00
<ul style="list-style-type: none"> • 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
<ul style="list-style-type: none"> Continuing Education Law Enforcement Public Safety 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: <ul style="list-style-type: none"> Car Fire Simulator Training (per 4 hours) 	Variable, based on recovery of costs

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) were reviewed by staff and President's Cabinet.

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

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.

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

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 was 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 would be discharged with HEERF Institutional Funds. As a result, approximately 3,488 students with a total of \$1,930,559 in debt would not be expected to pay this outstanding debt in the future. In addition, the debt would 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:

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

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.

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

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 was 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 was \$93,263,688, which included the Board designated amount of \$34,500,000, as reflected in the table below. The total designation of \$34,500,000 included:

- 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 proposed 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 was 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 was 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.

Summary of Fund Balance Designations			
Fund Balance Designations Per Category	FY 2019 - 2020	FY 2020 - 2021	Increase
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	-
Total Fund Balance Designation as of August 31	\$34,500,000	\$37,500,000	\$3,000,000

As reflected below, as of August 31, 2021, the total estimated Undesignated Unrestricted Fund Balance was \$63,912,449 which represented 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 included 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.

Unrestricted Fund Balance			
	Undesignated Fund Balance	Designated Fund Balance	Total Fund Balance
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
Fund Balance – Projected August 31, 2021	\$63,912,449	\$37,500,000	\$101,412,449

Unrestricted Months Expense in Reserve	
	Undesignated Fund Balance
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.

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

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 was 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 reviewed the proposed staffing plan revisions requests for FY 2021 – 2022 with staff, which included 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

supported them, subject to the availability of funding and Board approval of the final budget.

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

Staffing Plan Revisions Requests	Amount	Funding Available	Impact to FY22 Budget
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
Total	\$2,438,227	\$(481,909)	\$1,956,318

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 included the above staffing plan revisions requests totaling \$1,956,318 and a reduction of the three (3) expenditures types totaling \$3,915,507, which consisted of the following:

Changes to FY 2021 – 2022 Salary Budget	Amount
FY 22 Staffing Plan Revisions Requests	\$1,956,318
Less:	
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)
Total Reduction	(3,915,507)
FY 2022 Salary Budget Reduction	\$(1,959,189)

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

a. Faculty Instructional Pool Funding Increase

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

A. Funding Instructional Pool Funding Increase	Amount
Faculty Instructional Pool Funding Increase (1)	\$1,000,000

b. Critical New Non-Faculty Position

One (1) critical new non-faculty position was 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 was requested for this position as follows:

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

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 were 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)
Net Salary Budget Increase for Reclassifications of Positions	\$0

d. Funding of Selected Previously Frozen Non-Faculty Positions

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

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

e. FY 2021 – 2022 Position Salary Funding Reserve

A position salary funding reserve would 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
Position Salary Funding Reserve for FY 2021 – 2022	\$339,549

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

A total of twenty-four (24) pools were 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)
Net Salary Budget Increase for Direct Wage Pools and Faculty Temp Pool	\$83,613

g. Title Changes of Non-Faculty and Faculty Positions

A total of twenty-nine (29) positions were 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 would not impact Fiscal Year 2021 – 2022.

h. Nursing Faculty Assignments Combined

A total of thirty-four (34) faculty positions were 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 would 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 would fund other salary pools and positions.

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

Administration reviewed with staff the need to delete vacant faculty-related positions for FY 2021 - 2022 and supported 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 was 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 were proposed to be reduced to fund the reclassifications of other positions and to fund other pools and would 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 totaled \$480,463 that was 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)
Total Available Funding Identified to Reclassify Other Positions and Direct Wage Pools	\$(481,909)
Net Impact to Budget	\$0

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 were provided in the packet for the Board's information and review.

Dr. David Plummer, Interim President, and Mary Elizondo, Vice President for Finance and Administrative Services, attended the 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.

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Mr. Paul R. Rodriguez, the Board of Trustees of South Texas College approved and authorized the Staffing Plan Revisions requests for FY 2021 – 2022 as presented. The motion carried, with three votes in favor and two opposed.

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.

Trustee were asked 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. 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

Dr. Alejo Salinas, Jr. made a motion that the Board approve the items as recommended by the Facilities Committee and presented under consent agenda.

Upon further discussion, trustees identified the following items to be removed from the consent agenda for separate deliberation and action:

- f. Approval of Priority Schedule for the District Wide Flooring Replacements

- h. Approval of Unexpended Plant Fund – Construction Proposed Projects and Preliminary Budgets for Fiscal Year 2021 – 2022

Dr. Salinas withdrew his motion recommending Board approval of all consent agenda items.

Upon a motion by Dr. Alejo Salinas, Jr. 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 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
- g. Approval of Color Selection for the District Wide Flooring Replacements for Fiscal Year 2020-2021
- i. Approval of Renewals & Replacements Plant Fund Proposed Projects and Preliminary Budgets for Fiscal Year 2021 – 2022

The motion carried.

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 was 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 were necessary to provide needed space to support the enrollment for the various programs at the Starr County Campus.

Background

College staff identified programs that required 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 were 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 was 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 proposed 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:

Starr County Campus Workforce Building D Welding Expansion Estimated Budget			
Item	Original Project Budget	Amount for Expanded Scope	Total
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:

Starr County Campus Workforce Program Projects Estimated Budgets	
Item	Total
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	\$1,830,280

Funding Source

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

Enclosed Documents

The packet included 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.

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

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 was requested.

Purpose

College administration requested 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 was 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 were available in the amount of \$2,258,252.

College administration identified programs that required 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:

Starr County Campus Workforce Program Projects Estimated Budgets	
Item	Total
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	\$1,830,280

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:

Variance of Funds	
Item	Amount
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 would remain earmarked for future Starr County Campus Workforce projects in the Unexpended Plant Fund.

Enclosed Documents

The packet included 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.

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

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 was 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 were scheduled as educational space improvements.

Justification

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

Background

College staff identified programs that required 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:

Mid Valley Campus Workforce Program Projects Estimated Budgets	
Item	Amount
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 were not included in the budget for FY 2020 – 2021. The use of earmarked funds for funding these projects would be requested in a separate agenda item. These projects would be budgeted in FY 2021-2022, accordingly.

Enclosed Documents

The packet included 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.

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

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 was requested.

Purpose

College Administration requested 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 subsequently reviewed this project, and determined that a renovation supporting the Culinary Arts Program in that area would provide greater benefit.

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

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

Justification

Approval of the termination was necessary because the services of the architect would 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:

Mid Valley Campus Center for Learning Excellence Building A Renovation of Space for Supplemental Instruction Project			
Item	Amount	Actual Expenses to Date	Balance of Project Budget
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
Total	\$224,200.00	\$2,007.60	\$222,192.40

Enclosed Documents

A site plan and a chart comparing the scopes of work between the two projects were 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 were 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.

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

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 was requested.

Purpose

College Administration requested 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 was 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 identified programs that required facility expansions due to the increased local education demands of the workforce community. The proposed Workforce Program projects are listed below:

- Workforce Building D Welding Expansion
- Workforce Building D Automotive Expansion
- Workforce Building D Heating, Ventilation, Air Conditioning, and Refrigeration (HVAC-R) Expansion
- Center for Learning Excellence Building A Culinary Arts Renovation

The estimated budgets are summarized in the table below:

Mid Valley Campus Workforce Program Projects Estimated Budgets	
Item	Amount
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:

Proposed Funding Sources	
Item	Amount
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 were \$222,192.40, of which \$106,166.00 would be used for the proposed Workforce Program projects, resulting in a balance of \$116,026.40 which would remain in the Unexpended Plant Fund for future use.

Enclosed Documents

The packet included 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.

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

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 was 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 recommended 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.

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

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 was requested.

Mary Elizondo and Rick de la Garza reviewed the proposed Renewals & Replacements Projects budgeted for FY 2021 - 2022. The proposed projects listed were not related to the Capital Improvement Projects and were 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 was 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 was provided in the packet for the Board's review and information.

Funding Source

The proposed projects would 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.

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

Removed from 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 was requested.

Purpose

Authorization of the priority schedule plan was 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 was 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 was necessary to move forward with the flooring replacement projects as planned.

Background

College staff 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 would 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:

District Wide Flooring Replacements Priority Schedule Five-Year Plan Summary		
FY 2021 - 2022		
Campus	Buildings	Estimated Cost
Pecan Campus	J	\$268,119.00
Mid Valley Campus	F	37,512.00
Starr County Campus	H	47,001.00
FY 2021 - 2022 Total		\$352,632.00

FY 2022 - 2023		
Campus	Buildings	Estimated Cost
Pecan Campus	K, X	71,253.00
Mid Valley Campus	G, L	223,901.00
Nursing and Allied Health Campus	A	68,304.00
FY 2022 - 2023 Total		\$363,458.00

FY 2023 - 2024		
Campus	Buildings	Estimated Cost
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
FY 2023 - 2024 Total		\$291,458.00

FY 2024 - 2025		
Campus	Buildings	Estimated Cost
Pecan Campus	C, M, N	160,485.00
Starr County Campus	E	101,007.00
FY 2024 - 2025 Total		\$261,492.00

FY 2025 - 2026		
Campus	Buildings	Estimated Cost
Pecan Campus	G, L	\$81,774.00
Pecan Plaza	A	59,189.00
Starr County Campus	D, F	96,914.00
Total		\$237,876.00

Total of Fiscal Years	
Campus	Estimated Cost
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
Total	\$1,506,916.00

Funding Source

Funds for the District Wide Flooring Replacements Project 1920-029R were budgeted in the FY 2020-2021 Renewals & Replacements Fund.

District Wide Flooring Replacements Budget FY 2020-2021	
Budget Item	Budget Amount
Construction Budget	\$500,000

Miscellaneous Budget	4,000
Total Project Budget	\$504,000

Enclosed Documents

A detailed priority schedule of the flooring replacements was provided in the packet.

The Facilities Committee recommended Board approval of the priority schedule for the District Wide Flooring Replacements project as presented.

Mr. Gary Gurwitz expressed a concern about providing approval for projects that were outlined over the following five years and committing future support to those specific projects. Instead, he recommended approving the adoption of the schedule for the projects presented for the first year.

Upon a motion by Mr. Gary Gurwitz and a second by Dr. Alejo Salinas, Jr., the Board of Trustees of South Texas College approved and authorized the priority schedule for the District Wide Flooring Replacements projects including Pecan Campus Building J, Mid Valley Campus Building F, and Starr County Campus Building H, at a total estimated cost of \$352,632.00. The motion carried.

Removed from 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 was requested.

Mary Elizondo and Ricardo de la Garza reviewed 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 would 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 was 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.

The Board discussed concerns over the proposed commitment to these projects, which were in various stages of development or execution. Administration clarified that Board action at this time was only requested to allow these items to be included in budget development, and authorization would not include engagement of design or construction teams or any other costs.

Upon a motion by Mr. Danny Guzman and a second by Dr. Alejo Salinas, Jr., the Board of Trustees of South Texas College approved and authorized the Unexpended Plant Fund

– Construction proposed projects and preliminary budgets for FY 2021 – 2022. 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 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 May 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 **May 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 Dr. Alejo Salinas, Jr., the Board of Trustees approved and authorized the submitted checks for release in an amount over \$125,000.00, the checks that were released as authorized by Board Policy #5610, and the financial reports submitted for the month of May 2021. The motion carried.

Executive Session:

The South Texas College Board of Trustees convened into Executive Session at 7:01 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 Contract

Open Session:

The South Texas College Board of Trustees returned to Open Session at 7:37 p.m. No action was taken in Executive Session.

Discussion and Action as Necessary Regarding Presidential Contract

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.
- 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 was 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.

Upon a motion by Ms. Rose Benavidez and a second by Dr. Alejo Salinas, Jr., the Board of Trustees of South Texas College approved and authorized the Presidential Contract for Dr. Ricardo Solis to serve as the next President of South Texas College, with terms as discussed in executive session. The motion carried unanimously.

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.

Adjournment

There being no further business to discuss, the Regular Meeting of the South Texas College Board of Trustees adjourned at 7:39 p.m.

I certify the foregoing are the true and correct minutes of the Tuesday, June 22, 2021 Regular Board Meeting of the South Texas College Board of Trustees.

X_____

Mrs. Victoria Cantú

Board Secretary

**SOUTH TEXAS COLLEGE
BOARD OF TRUSTEES WORK SESSION
Tuesday, July 20, 2021 @ 10:00 a.m.
Ann Richards Administration Building Board Room
Pecan Campus, McAllen, Texas 78501**

Minutes

Call Meeting to Order:

The South Texas College Board of Trustees Work Session was held on Tuesday, July 20, 2021 in the Ann Richards Administration Building Board Room at the Pecan Campus in McAllen, Texas. The meeting commenced at 10:11 a.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. Ricardo Solis, Dr. David Plummer, Mrs. Mary Elizondo, Dr. Anahid Petrosian, Mrs. Laura Requena, Ms. Alicia Correa, Mr. Khalil Abdullah, Mr. Jose Luis Silva, and Mr. Andrew Fish.

Determination of a Quorum

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

Overview of Employee Hiring and Pay Plan

Mrs. Mary Elizondo, Vice President for Finance and Administrative Services, and Mrs. Laura Requena, Director of Human Resources, provided an overview of the Employee Pay Plan and the Employee Hiring Process at South Texas College.

This review included a brief introduction of the Office of Human Resources, and the procedures they have in place to ensure that staffing and compensation practices at South Texas College are equitable and transparent, and comply with all applicable laws and policies. These procedures support the recruitment and retention of the most highly

qualified individuals to serve as faculty and staff at South Texas College, and provide employee support from hire through retirement.

These procedures include:

- Staffing Plan
- Pay Plan
- Employee Hiring
- Strategic Goals

Staffing Plan

- College leadership, from front line supervisors through the President, annually reviews current Staffing Plan positions and identify recommendations for any needed revisions to support operations.
- Proposed revisions are reviewed through their respective chain of command, culminating in review by the President and Vice Presidents, to determine the impact on the Mission, Vision, and strategic plans of the College.
- The Office of Human Resources evaluates all recommended revisions, focusing on job descriptions that outline the duties of the position, for placement in classification, position title, and salary adjustment as appropriate.
- Pay grade reviews are conducted in accordance with the Board-approved Pay Plan.
- This process ensures that staffing stays responsive to the needs of current and future College operations, and that compensation is equitable to the College's faculty and non-faculty work force.
- Staffing Plan revisions are identified by administration, and recommended for Board approval on an annual basis, and with careful consideration of budgetary impact.
- Frozen positions are those positions which are vacant, and from which funding has been stripped to provide for budgets in other areas. While these positions remain frozen and therefore vacant, their duties are often carried out by colleagues, or become a limiting factor on expanding services.

Pay Plan

- The Non-Faculty Pay Plan is established to ensure fair and equitable pay within the College, and to offer competitive salaries with peer institutions and the local labor market.
- Any proposal for new or revised positions is evaluated, on the basis of its job duties and related qualifications/required skills, and in light of legal guidelines and market value.

- All considerations for reclassification and salary change proposals are evaluated in accordance with the Pay Plan, to ensure comparable placement to similar positions.
- The Faculty Pay Plan accounts for faculty classification and teaching load.
- Faculty Pay is based upon Classroom hours, Office hours, and College/Department service hours.

Employee Hiring

- The Employee Hiring Process is design to incorporate essential controls and deliver the best candidate for each position.
- From position recruitment through the on-boarding of new employees, the Office of Human Resources supports the College's integrity and commitment to quality.
- The Office of Human Resources oversees and supports individual search committees charged with filling each position, to ensure compliance with all legal, policy, and procedural requirements.
- Search Committees are responsible for reviewing all applications that mean minimum position requirements, conducting interviews and references with the most highly competitive candidates, and to submit documentation of the entire process.
- Search Committees are comprised of three or more members, depending on the position being filled, and always include representation from outside the hiring department or division.
- The Office of Human Resources is implementing a new procedure of assigning at least one member to each Search Committee, from outside the hiring department, to ensure an impartial participant helps protect the integrity of every search.

Strategic Goals

- The Office of Human Resources continues to identify opportunities to improve its function at the College, including:
 - Improvements to the hiring process
 - Increased participation in full-time employee training opportunities
 - Innovating and automating HR processes
- The packet includes the Office of Human Resources Institutional Effectiveness Plan and Comprehensive Plan from the current year through the 2022-2023 year, outlining strategic goals and the plans to reach them.

No action was required from the Board. This item was presented for information and feedback.

Presentation on Internal Audit Function's Purpose and Concepts

Mr. Khalil Abdullah, (Internal Auditor, CAE) presented general information on the College's Internal Audit Function.

Purpose – The presentation provided an overview of the Office of Internal Audit's position within the College and provided information on the benefits of maintaining an internal audit function.

Justification – The presentation provided information to committee members related to the Office of Internal Audit to assist them in their oversight role of the internal audit function. It will also highlight the benefits of completing an external quality assurance review (QAR) required by the Institute of Internal Auditors (IIA) *Standards*:

- 1310 – *Requirements of the Quality Assurance and Improvement Program* – The quality assurance and improvement program must include both internal and external assessments.
- 1312 – *External assessments* – External assessments must be conducted at least once every five years by a qualified, independent assessor or assessment team from outside the organization. The chief audit executive (CAE) must discuss with the board:
 - ⇒ The form and frequency of external assessment
 - ⇒ The qualifications and independence of the external assessor or assessment team, including any potential conflict of interest.

Enclosed Documents – The Internal Audit Purpose & Concepts Presentation were provided in the packet for the Board's information and review.

No action was required from the Board. This item was presented for information and feedback.

Adjournment

There being no further business to discuss, the South Texas College Board of Trustees Work Session adjourned at 12:35 p.m.

I certify the foregoing are the true and correct minutes of the Tuesday, July 20, 2021 Board Work Session of the South Texas College Board of Trustees.

X_____

Mrs. Victoria Cantú
Board Secretary

Approval and Authorization to Accept Grant Awards and Agreements

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

1. Texas Higher Education Coordinating Board, Carl D. Perkins Basic Grant, in the amount of \$2,163,618

This award focuses on improving the academic and technical achievement of Career and Technical Education (CTE) students, strengthening the connections between secondary, postsecondary education, employer engagement, and improving accountability. Funds will be used for instructional equipment, training services, professional development, CTE personnel, and other program activities in the Division of Academic Affairs and Student Affairs and Enrollment Management and Information Services and Planning (Nursing and Allied Health, Business, Public Safety, and Technology, Math, Science, Information Technology, Liberal Arts, and Social Sciences). The award period is from September 1, 2021, to August 31, 2022.

This grant aligns to Strategic Directions #1, Clear Pathways, and Strategic Direction #2, Access and Success, by increasing community awareness and access to career and technical education programs that align to the Strengthening Career and Technical Education for the 21st Century Act.

2. Any Additional Grants Pending Official Award

Summary of Grant Award Funding

The presented grant will provide up to \$2,163,618 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 Higher Education Coordinating Board, Carl D. Perkins Basic Grant, in the amount of \$2,163,618

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 Higher Education Coordinating Board, Carl D. Perkins Basic Grant, in the amount of \$2,163,618

Approval Recommended:

Dr. Ricardo J. Solis
President

Approval and Adoption of Proposed FY 2021 – 2022 Board and Board Committee Meeting Schedule

The Board of Trustees for South Texas College is asked to approve and adopt the following schedule of Board and Board Committee meetings for the period from September 2020 through September 2021.

The proposed meeting schedule for the Board of Trustees is as follows:

<u>Month</u>	<u>Committee Meeting Date</u>	<u>Board Meeting Date</u>
September 2021	September 14, 2021	September 28, 2021
October 2021	October 19, 2021	October 26, 2021
November 2021	November 9, 2021	November 23, 2021
December 2021	December 7, 2021	December 14, 2021
January 2022	January 18, 2022	January 25, 2022
February 2022	February 8, 2022	February 22, 2022
March 2022	March 8, 2022	March 29, 2022
April 2022	April 12, 2022	April 26, 2022
May 2022	May 10, 2022	May 24, 2022
June 2022	June 14, 2022	June 28, 2022
July 2022	July 12, 2022	July 26, 2022
August 2022	August 9, 2022	August 23, 2022
September 2022	September 13, 2022	September 27, 2022

A full calendar view of the proposed Committee and Board meeting schedule follows in the packet for the Board's information.

There may be some variation during the scheduled period, to accommodate agenda items for scheduled meetings as necessary. This schedule was reviewed by during the July 13, 2021 Committee meetings, and all three committees recommended approval.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and adopt the Board and Board Committee meeting schedule for FY 2021 - 2022 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 Board and Board Committee meeting schedule for FY 2021 - 2022 as presented.

Approval Recommended:

Dr. Ricardo J. Solis
President



Board Meeting Committee Meeting Calendar FY 2021 - 2022

September 2021						
S	M	T	W	TH	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

October 2021						
S	M	T	W	TH	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

November 2021						
S	M	T	W	TH	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

December 2021						
S	M	T	W	TH	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

January 2022						
S	M	T	W	TH	F	S
					1	
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

February 2022						
S	M	T	W	TH	F	S
	1	2	3	4	5	
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

March 2022						
S	M	T	W	TH	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

April 2022						
S	M	T	W	TH	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

May 2022						
S	M	T	W	TH	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

June 2022						
S	M	T	W	TH	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

July 2022						
S	M	T	W	TH	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

August 2022						
S	M	T	W	TH	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

September 2022						
S	M	T	W	TH	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Regular Board Meeting
Graduation Ceremonies
Holiday/Professional Dev. Day,
College Closed

Committee Meetings -

- Education & Workforce Development
- Facilities
- Finance, Audit, & Human Resources

- * Education & Workforce Development Committee: 2nd Tuesday of the month, 3:30 p.m.
- * Facilities Committee: 2nd Tuesday of the month, 4:30 p.m.
- * Finance, Audit, & Human Resources Committee: 2nd Tuesday of the month, 5:30 p.m.
- * Board Meetings: 4th Tuesday of the month, 5:30 p.m.

Review and Action as Necessary on Quarterly Investment Report for Quarter Ending May 31, 2021

A report on the College's Quarterly Investment Report for the Quarter May 31, 2021, will be presented. The Board is asked to approve the Investment Report as presented.

Purpose – Ms. Susan Anderson from Valley View Consulting, L.L.C. will present on the status of the College's Quarterly Investment Report for the Quarter Ended May 31, 2021 and provide a further update at the meeting. Ms. Anderson will present an overview of the investments, the annual interest earnings, the quarterly interest earnings, and economic overview.

Justification – The report being presented will provide a brief review and update of the College's Quarterly Investment Report for the Quarter Ended May 31, 2021 to the College's Board of Trustees.

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

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

Enclosed Documents – A copy of the Quarterly Investment Report for the Quarter Ended May 31, 2021 follows in the packet for the Board's information and review.

Dr. Ricardo J. Solis, President, and Mary Elizondo, Vice President for Finance and Administrative Services, will be present at the Board Meeting to address any questions.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the Quarterly Investment Report for the Quarter Ended May 31, 2021, as presented.

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

The Board of Trustees approves and authorizes the Quarterly Investment Report for the Quarter Ended May 31, 2021, as presented.

Approval Recommended:

Dr. Ricardo J. Solis
President



QUARTERLY INVESTMENT REPORT

For the Quarter Ended

May 31, 2021

Prepared by

Valley View Consulting, L.L.C.

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

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

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

Summary

Quarter End Results by Investment Category:

Asset Type	February 28, 2021		May 31, 2021		
	Book Value	Market Value	Book Value	Market Value	Ave. Yield
DDA/MMA/NOW	\$ 89,339,994.75	\$ 89,339,994.75	\$ 72,101,017.47	\$ 72,101,017.47	0.22%
Pools	11,620,039.56	11,620,039.56	11,620,453.73	11,620,453.73	0.01%
CD/Security	220,556,694.54	220,556,694.54	236,700,334.29	236,700,334.29	0.68%
Totals	\$ 321,516,728.85	\$ 321,516,728.85	\$ 320,421,805.49	\$ 320,421,805.49	0.55%

Current Quarter Portfolio Performance (1)

Average Quarterly Yield	0.55%
Rolling Three Month Treasury	0.02%
Rolling Six Month Treasury	0.06%
TexPool	0.01%

Year-to-Date Portfolio Performance (2)

Average Quarter End Yield	0.72%
Rolling Three Month Treasury	0.07%
Rolling Six Month Treasury	0.10%
TexPool	0.06%

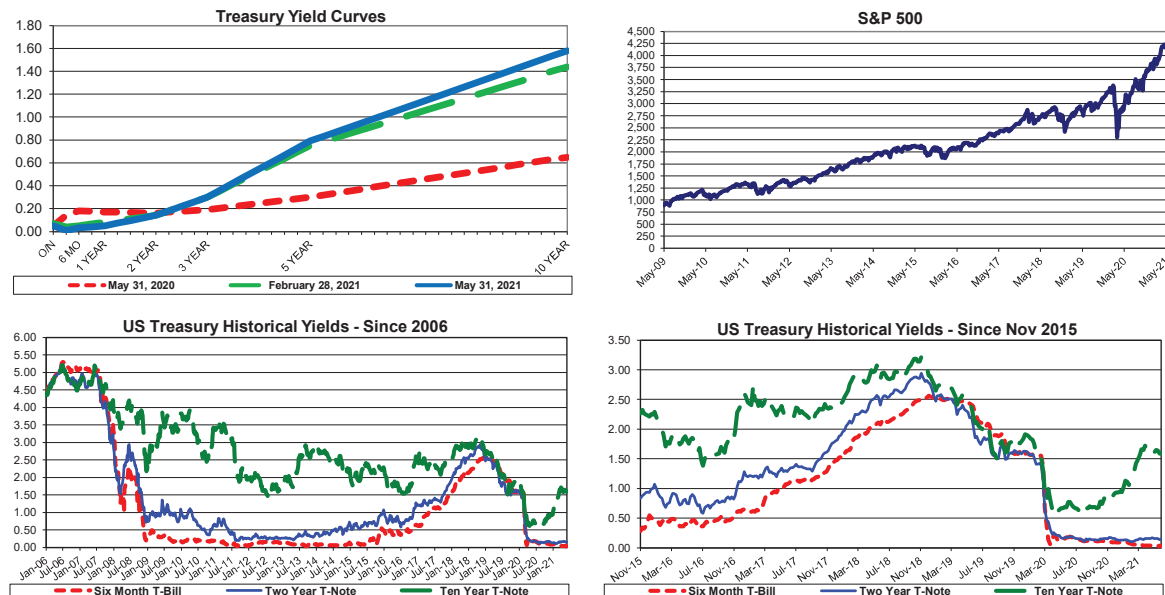
INTEREST EARNINGS

	<u>PRIOR YEAR</u>	<u>CURRENT YEAR</u>
Quarterly Interest Received	\$1,272,383.22 (Unaudited)	\$503,173.81 (Unaudited)
Accrued Interest-End of Quarter	\$117,614.96 (Unaudited)	\$53,212.22 (Unaudited)
Fiscal YTD Interest Received	\$4,001,336.22 (Unaudited)	\$1,799,233.07 (Unaudited)

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

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

The Federal Open Market Committee (FOMC) maintained the Fed Funds target range at 0.00% to 0.25% (Effective Fed Funds are trading <0.10%), and projects that reduced rates could remain into 2023. First Quarter GDP posted +6.4% (second estimate). In April, Payrolls added 559k and Unemployment (U2) fell to 5.8%. Crude oil traded up to +/- \$70 per barrel. The Stock Markets stabilized at new highs. Housing, Industrial Production, Durable Goods, Consumer Spending, and other indicators moderated and showed signs of strain. The Biden administration and Congress continue to negotiate an infrastructure package. The long end to the Yield Curve drifted slightly lower from earlier highs.



Valley View Consulting, L.L.C.

2

Investment Holdings May 31, 2021

Description	Rating	Coupon/Discount	Maturity Date	Settlement Date	Original Face/Par Value	Book Value	Market Price	Market Value	Life (Days)	Yield
BBVA - Operating		0.02%	06/01/21	05/31/21	\$ 19,997,057.72	\$ 19,997,057.72	1.00	\$ 19,997,057.72	1	0.02%
BBVA - Payroll		0.02%	06/01/21	05/31/21	236,863.68	236,863.68	1.00	236,863.68	1	0.02%
BBVA - Student		0.03%	06/01/21	05/31/21	297,854.66	297,854.66	1.00	297,854.66	1	0.03%
BBVA - I&S Bond 96,02,03,04,07,10,14,15		0.02%	06/01/21	05/31/21	4,631,819.08	4,631,819.08	1.00	4,631,819.08	1	0.02%
BBVA - Construction E&G Transfer		0.02%	06/01/21	05/31/21	4,907,004.00	4,907,004.00	1.00	4,907,004.00	1	0.02%
Veritex (Green) Bank MMA		0.07%	06/01/21	05/31/21	10,560,568.26	10,560,568.26	1.00	10,560,568.26	1	0.07%
NexBank MMA		0.45%	06/01/21	05/31/21	31,469,850.07	31,469,850.07	1.00	31,469,850.07	1	0.45%
TexPool LGIP	AAAm	0.01%	06/01/21	05/31/21	11,620,453.73	11,620,453.73	1.00	11,620,453.73	1	0.01%
Bank OZK CD		0.60%	06/01/21	05/14/20	5,031,623.77	5,031,623.77	100.00	5,031,623.77	1	0.60%
BBVA CD		2.09%	06/02/21	07/11/19	5,195,244.20	5,195,244.20	100.00	5,195,244.20	2	2.09%
East West Bank CD		1.53%	07/01/21	02/27/20	8,155,751.02	8,155,751.02	100.00	8,155,751.02	31	1.53%
BBVA CD		2.07%	07/02/21	07/11/19	3,116,004.13	3,116,004.13	100.00	3,116,004.13	32	2.07%
Texas Regional Bank CD		0.38%	07/30/21	09/11/20	1,001,885.27	1,001,885.27	100.00	1,001,885.27	60	0.38%
Texas Regional Bank CD		0.20%	07/31/21	02/17/21	9,004,389.04	9,004,389.04	100.00	9,004,389.04	61	0.20%
East West Bank CD		1.80%	08/02/21	10/04/19	10,303,352.28	10,303,352.28	100.00	10,303,352.28	63	1.80%
East West Bank CD		0.28%	08/02/21	09/11/20	9,018,175.99	9,018,175.99	100.00	9,018,175.99	63	0.28%
BBVA CD		0.25%	08/31/21	08/31/20	15,128.26	15,128.26	100.00	15,128.26	92	0.25%
BBVA CD		0.25%	08/31/21	08/31/20	116,916.05	116,916.05	100.00	116,916.05	92	0.25%
BBVA CD		0.25%	08/31/21	08/31/20	200,470.46	200,470.46	100.00	200,470.46	92	0.25%
East West Bank CD		1.79%	09/02/21	10/04/19	10,301,641.70	10,301,641.70	100.00	10,301,641.70	94	1.79%
Allegiance Bank CD		0.10%	09/07/21	03/10/21	3,000,460.29	3,000,460.29	100.00	3,000,460.29	99	0.10%
Texas Regional Bank CD		0.40%	09/15/21	09/11/20	1,002,028.43	1,002,028.43	100.00	1,002,028.43	107	0.40%
Bank OZK CD		0.30%	09/15/21	09/11/20	2,765,627.12	2,765,627.12	100.00	2,765,627.12	107	0.30%
East West Bank CD		1.48%	10/01/21	02/27/20	8,150,613.48	8,150,613.48	100.00	8,150,613.48	123	1.48%
East West Bank CD		1.78%	10/04/21	10/04/19	3,089,979.42	3,089,979.42	100.00	3,089,979.42	126	1.78%
East West Bank CD		1.78%	10/04/21	10/04/19	3,089,979.42	3,089,979.42	100.00	3,089,979.42	126	1.78%
East West Bank CD		1.64%	11/01/21	01/21/20	10,225,816.45	10,225,816.45	100.00	10,225,816.45	154	1.64%
Texas Regional Bank CD		0.35%	02/15/22	02/17/21	2,001,706.85	2,001,706.85	100.00	2,001,706.85	260	0.35%
Bank OZK CD		0.68%	03/01/22	05/14/20	8,054,650.36	8,054,650.36	100.00	8,054,650.36	274	0.68%
Allegiance Bank CD		0.15%	03/10/22	03/10/21	3,000,000.00	3,000,000.00	100.00	3,000,000.00	283	0.15%
Allegiance Bank CD		0.15%	03/11/22	03/11/21	751,004.67	751,004.67	100.00	751,004.67	284	0.15%
Bank OZK CD		0.21%	03/15/22	04/07/21	2,000,346.85	2,000,346.85	100.00	2,000,346.85	288	0.21%
Texas Regional Bank CD		0.45%	04/15/22	09/11/20	1,002,282.12	1,002,282.12	100.00	1,002,282.12	319	0.45%
Texas Regional Bank CD		0.18%	04/15/22	04/27/21	3,000,000.00	3,000,000.00	100.00	3,000,000.00	319	0.18%
BBVA CD		0.25%	04/15/22	09/10/20	4,006,635.61	4,006,635.61	100.00	4,006,635.61	319	0.25%
Bank OZK CD		0.32%	04/19/22	09/11/20	5,010,618.06	5,010,618.06	100.00	5,010,618.06	323	0.32%
Texas Regional Bank CD		0.45%	05/16/22	09/11/20	1,002,282.12	1,002,282.12	100.00	1,002,282.12	350	0.45%
BBVA CD		0.25%	05/16/22	09/10/20	4,006,635.61	4,006,635.61	100.00	4,006,635.61	350	0.25%
Bank OZK CD		0.33%	05/18/22	09/11/20	5,010,950.20	5,010,950.20	100.00	5,010,950.20	352	0.33%
Texas Regional Bank CD		0.50%	06/15/22	09/11/20	1,002,535.85	1,002,535.85	100.00	1,002,535.85	380	0.50%
Bank OZK CD		0.34%	06/15/22	09/11/20	5,011,282.35	5,011,282.35	100.00	5,011,282.35	380	0.34%

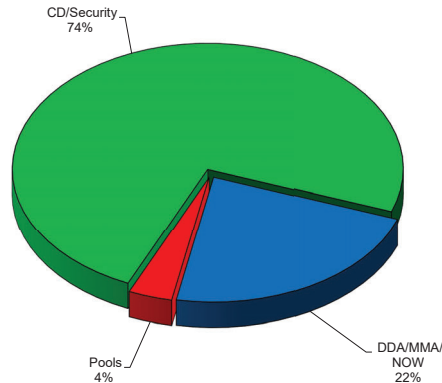
Investment Holdings
May 31, 2021

Description	Rating	Coupon/ Discount	Maturity Date	Settlement Date	Original Face/ Par Value	Book Value	Market Price	Market Value	Life (Days)	Yield
BBVA CD		0.25%	06/15/22	09/10/20	4,006,635.61	4,006,635.61	100.00	4,006,635.61	380	0.25%
Bank OZK CD		0.28%	07/15/22	10/21/20	3,004,899.76	3,004,899.76	100.00	3,004,899.76	410	0.28%
Allegiance Bank CD		0.15%	07/15/22	03/10/21	7,000,000.00	7,000,000.00	100.00	7,000,000.00	410	0.15%
Texas Regional Bank CD		0.35%	08/15/22	02/17/21	1,000,853.42	1,000,853.42	100.00	1,000,853.42	441	0.35%
Texas Regional Bank CD		0.30%	08/15/22	03/12/21	2,000,000.00	2,000,000.00	100.00	2,000,000.00	441	0.30%
Bank OZK CD		0.28%	08/15/22	10/21/20	3,004,899.76	3,004,899.76	100.00	3,004,899.76	441	0.28%
Allegiance Bank CD		0.15%	08/15/22	03/10/21	4,000,000.00	4,000,000.00	100.00	4,000,000.00	441	0.15%
Texas Regional Bank CD		0.35%	09/15/22	02/17/21	8,006,827.40	8,006,827.40	100.00	8,006,827.40	472	0.35%
Bank OZK CD		0.28%	09/15/22	10/21/20	4,006,533.01	4,006,533.01	100.00	4,006,533.01	472	0.28%
Texas Regional Bank CD		0.38%	10/14/22	02/17/21	6,005,559.45	6,005,559.45	100.00	6,005,559.45	501	0.38%
Allegiance Bank CD		0.30%	10/14/22	10/21/20	2,002,910.64	2,002,910.64	100.00	2,002,910.64	501	0.30%
Texas Regional Bank CD		0.35%	10/15/22	03/12/21	2,000,000.00	2,000,000.00	100.00	2,000,000.00	502	0.35%
Texas Regional Bank CD		0.38%	11/15/22	01/28/21	4,003,750.14	4,003,750.14	100.00	4,003,750.14	533	0.38%
Texas Regional Bank CD		0.35%	11/15/22	03/12/21	6,000,000.00	6,000,000.00	100.00	6,000,000.00	533	0.35%
Bank OZK CD		0.24%	11/15/22	4/7/2021	4,000,792.33	4,000,792.33	100.00	4,000,792.33	533	0.24%
Texas Regional Bank CD		0.40%	12/15/22	01/28/21	10,009,863.01	10,009,863.01	100.00	10,009,863.01	563	0.40%
Texas Regional Bank CD		0.25%	03/15/23	04/27/21	5,000,000.00	5,000,000.00	100.00	5,000,000.00	653	0.25%
Bank OZK CD		0.24%	03/15/23	04/07/21	4,000,792.33	4,000,792.33	100.00	4,000,792.33	653	0.24%
Texas Regional Bank CD		0.27%	04/14/23	04/27/21	10,000,000.00	10,000,000.00	100.00	10,000,000.00	683	0.27%
Texas Regional Bank CD		0.20%	05/07/23	05/10/21	10,000,000.00	10,000,000.00	100.00	10,000,000.00	706	0.20%
					\$ 320,421,805.49	\$ 320,421,805.49		\$ 320,421,805.49	235	0.55%
									(1)	(2)

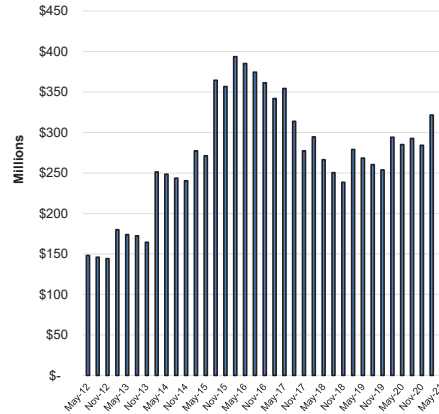
(1) **Weighted average life** - Pools, Money Market Funds, and Bank Deposits are assumed to have a one day maturity.

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

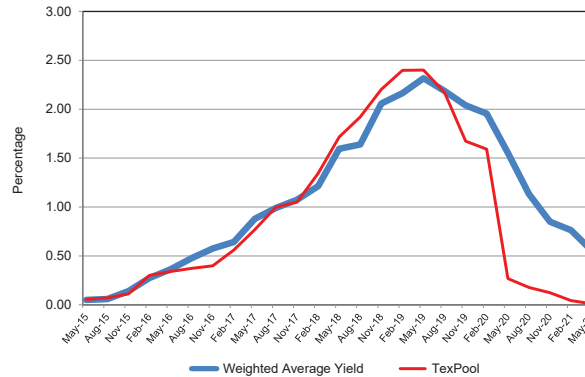
Portfolio Composition



Quarter-End Book Value



Total Portfolio Performance



Book & Market Value Comparison

Issuer/Description	Yield	Maturity Date	Book Value 02/28/21	Increases	Decreases	Book Value 05/31/21	Market Value 02/28/21	Change in Market Value	Market Value 05/31/21
BBVA - Operating	0.02%	06/01/21	\$ 17,906,445.82	\$ 2,090,611.90	\$ —	\$ 19,997,057.72	\$ 17,906,445.82	\$ 2,090,611.90	\$ 19,997,057.72
BBVA - Payroll	0.02%	06/01/21	153,272.35	83,591.33	—	236,863.68	153,272.35	83,591.33	236,863.68
BBVA - Student	0.03%	06/01/21	1,662,709.81	—	(1,364,855.15)	297,854.66	1,662,709.81	(1,364,855.15)	297,854.66
BBVA - Operating Reserve (3)	0.00%	06/01/21	20,000,000.00	—	(20,000,000.00)	—	20,000,000.00	(20,000,000.00)	—
BBVA - Federal Draw Down	0.00%	06/01/21	2,950,759.00	—	(2,950,759.00)	—	2,950,759.00	(2,950,759.00)	—
BBVA - I&S Bond 96,02,03,04,07,10,14,15	0.02%	06/01/21	2,762,718.79	1,869,100.29	—	4,631,819.08	2,762,718.79	1,869,100.29	4,631,819.08
BBVA - Construction E&G Transfer	0.02%	06/01/21	1,911,752.37	2,995,251.63	—	4,907,004.00	1,911,752.37	2,995,251.63	4,907,004.00
Veritex (Green) Bank MMA	0.07%	06/01/21	10,558,158.49	2,409.77	—	10,560,568.26	10,558,158.49	2,409.77	10,560,568.26
NexBank MMA	0.45%	06/01/21	31,434,178.12	35,671.95	—	31,469,850.07	31,434,178.12	35,671.95	31,469,850.07
TexPool LGIP	0.01%	06/01/21	11,620,039.56	414.17	—	11,620,453.73	11,620,039.56	414.17	11,620,453.73
East West Bank CD	1.69%	03/01/21	5,604,107.02	—	(5,604,107.02)	—	5,604,107.02	(5,604,107.02)	—
BBVA CD	2.66%	03/02/21	5,239,100.34	—	(5,239,100.34)	—	5,239,100.34	(5,239,100.34)	—
BTH Bank CD	2.76%	03/02/21	5,272,659.66	—	(5,272,659.66)	—	5,272,659.66	(5,272,659.66)	—
East West Bank CD	0.27%	03/11/21	750,949.30	—	(750,949.30)	—	750,949.30	(750,949.30)	—
East West Bank CD	0.39%	03/15/21	2,505,910.35	—	(2,505,910.35)	—	2,505,910.35	(2,505,910.35)	—
Bank OZK CD	0.60%	04/01/21	5,022,768.70	—	(5,022,768.70)	—	5,022,768.70	(5,022,768.70)	—
BBVA CD	2.65%	04/02/21	5,238,180.38	—	(5,238,180.38)	—	5,238,180.38	(5,238,180.38)	—
East West Bank CD	0.39%	04/15/21	2,505,910.35	—	(2,505,910.35)	—	2,505,910.35	(2,505,910.35)	—
East West Bank CD	0.27%	04/20/21	4,003,907.67	—	(4,003,907.67)	—	4,003,907.67	(4,003,907.67)	—
East West Bank CD	1.53%	05/03/21	5,585,497.57	—	(5,585,497.57)	—	5,585,497.57	(5,585,497.57)	—
BBVA CD	2.64%	05/03/21	5,237,260.66	—	(5,237,260.66)	—	5,237,260.66	(5,237,260.66)	—
East West Bank CD	0.39%	05/14/21	3,007,092.42	—	(3,007,092.42)	—	3,007,092.42	(3,007,092.42)	—
Bank OZK CD	0.60%	06/01/21	5,022,768.70	8,855.07	—	5,031,623.77	5,022,768.70	8,855.07	5,031,623.77
BBVA CD	2.09%	06/02/21	5,168,836.48	26,407.72	—	5,195,244.20	5,168,836.48	26,407.72	5,195,244.20
East West Bank CD	1.53%	07/01/21	8,124,360.10	31,390.92	—	8,155,751.02	8,124,360.10	31,390.92	8,155,751.02
BBVA CD	2.07%	07/02/21	3,100,316.49	15,687.64	—	3,116,004.13	3,100,316.49	15,687.64	3,116,004.13
Texas Regional Bank CD	0.38%	07/30/21	1,000,947.40	937.87	—	1,001,885.27	1,000,947.40	937.87	1,001,885.27
Texas Regional Bank CD	0.20%	07/31/21	9,000,000.00	4,389.04	—	9,004,389.04	9,000,000.00	4,389.04	9,004,389.04
East West Bank CD	1.80%	08/02/21	10,256,713.12	46,639.16	—	10,303,352.28	10,256,713.12	46,639.16	10,303,352.28
East West Bank CD	0.28%	08/02/21	9,011,813.68	6,362.31	—	9,018,175.99	9,011,813.68	6,362.31	9,018,175.99
BBVA CD	0.25%	08/31/21	15,118.73	9.53	—	15,128.26	15,118.73	9.53	15,128.26
BBVA CD	0.25%	08/31/21	116,844.80	71.25	—	116,916.05	116,844.80	71.25	116,916.05
BBVA CD	0.25%	08/31/21	200,348.29	122.17	—	200,470.46	200,348.29	122.17	200,470.46
East West Bank CD	1.79%	09/02/21	10,255,268.77	46,372.93	—	10,301,641.70	10,255,268.77	46,372.93	10,301,641.70
Allegiance Bank CD	0.10%	09/07/21	—	3,000,460.29	—	3,000,460.29	—	3,000,460.29	3,000,460.29
Texas Regional Bank CD	0.40%	09/15/21	1,001,041.10	987.33	—	1,002,028.43	1,001,041.10	987.33	1,002,028.43
Bank OZK CD	0.30%	09/15/21	2,763,598.29	2,028.83	—	2,765,627.12	2,763,598.29	2,028.83	2,765,627.12
East West Bank CD	1.48%	10/01/21	8,120,265.63	30,347.85	—	8,150,613.48	8,120,265.63	30,347.85	8,150,613.48
East West Bank CD	1.78%	10/04/21	3,076,147.39	13,832.03	—	3,089,979.42	3,076,147.39	13,832.03	3,089,979.42
East West Bank CD	1.78%	10/04/21	3,076,147.39	13,832.03	—	3,089,979.42	3,076,147.39	13,832.03	3,089,979.42
East West Bank CD	1.64%	11/01/21	10,183,634.20	42,182.25	—	10,225,816.45	10,183,634.20	42,182.25	10,225,816.45
Texas Regional Bank CD	0.35%	02/15/22	2,000,000.00	1,706.85	—	2,001,706.85	2,000,000.00	1,706.85	2,001,706.85
Bank OZK CD	0.68%	03/01/22	8,041,290.24	13,360.12	—	8,054,650.36	8,041,290.24	13,360.12	8,054,650.36
Allegiance Bank CD	0.15%	03/10/22	—	3,000,000.00	—	3,000,000.00	—	3,000,000.00	3,000,000.00
Allegiance Bank CD	0.15%	03/11/22	—	751,004.67	—	751,004.67	—	751,004.67	751,004.67
Bank OZK CD	0.21%	03/15/22	—	2,000,346.85	—	2,000,346.85	—	2,000,346.85	2,000,346.85
Texas Regional Bank CD	0.45%	04/15/22	1,001,171.23	1,110.89	—	1,002,282.12	1,001,171.23	1,110.89	1,002,282.12
Texas Regional Bank CD	0.18%	04/15/22	—	3,000,000.00	—	3,000,000.00	—	3,000,000.00	3,000,000.00
BBVA CD	0.25%	04/15/22	4,004,193.96	2,441.65	—	4,006,635.61	4,004,193.96	2,441.65	4,006,635.61
Bank OZK CD	0.32%	04/19/22	5,006,710.45	3,907.61	—	5,010,618.06	5,006,710.45	3,907.61	5,010,618.06
Texas Regional Bank CD	0.45%	05/16/22	1,001,171.23	1,110.89	—	1,002,282.12	1,001,171.23	1,110.89	1,002,282.12
South Texas College				Valley View Consulting, L.L.C.					6

Book & Market Value Comparison

Issuer/Description	Yield	Maturity Date	Book Value 02/28/21	Increases	Decreases	Book Value 05/31/21	Market Value 02/28/21	Change in Market Value	Market Value 05/31/21
BBVA CD	0.25%	05/16/22	4,004,193.96	2,441.65	—	4,006,635.61	4,004,193.96	2,441.65	4,006,635.61
Bank OZK CD	0.33%	05/18/22	5,006,920.26	4,029.94	—	5,010,950.20	5,006,920.26	4,029.94	5,010,950.20
Texas Regional Bank CD	0.50%	06/15/22	1,001,301.37	1,234.48	—	1,002,535.85	1,001,301.37	1,234.48	1,002,535.85
Bank OZK CD	0.34%	06/15/22	5,007,130.09	4,152.26	—	5,011,282.35	5,007,130.09	4,152.26	5,011,282.35
BBVA CD	0.25%	06/15/22	4,004,193.96	2,441.65	—	4,006,635.61	4,004,193.96	2,441.65	4,006,635.61
Bank OZK CD	0.28%	07/15/22	3,002,841.80	2,057.96	—	3,004,899.76	3,002,841.80	2,057.96	3,004,899.76
Allegiance Bank CD	0.15%	07/15/22	—	7,000,000.00	—	7,000,000.00	—	7,000,000.00	7,000,000.00
Texas Regional Bank CD	0.35%	08/15/22	1,000,000.00	853.42	—	1,000,853.42	1,000,000.00	853.42	1,000,853.42
Texas Regional Bank CD	0.30%	08/15/22	—	2,000,000.00	—	2,000,000.00	—	2,000,000.00	2,000,000.00
Bank OZK CD	0.28%	08/15/22	3,002,841.80	2,057.96	—	3,004,899.76	3,002,841.80	2,057.96	3,004,899.76
Allegiance Bank CD	0.15%	08/15/22	—	4,000,000.00	—	4,000,000.00	—	4,000,000.00	4,000,000.00
Texas Regional Bank CD	0.35%	09/15/22	8,000,000.00	6,827.40	—	8,006,827.40	8,000,000.00	6,827.40	8,006,827.40
Bank OZK CD	0.28%	09/15/22	4,003,789.08	2,743.93	—	4,006,533.01	4,003,789.08	2,743.93	4,006,533.01
Texas Regional Bank CD	0.38%	10/14/22	6,000,000.00	5,559.45	—	6,005,559.45	6,000,000.00	5,559.45	6,005,559.45
Allegiance Bank CD	0.30%	10/14/22	2,001,430.13	1,480.51	—	2,002,910.64	2,001,430.13	1,480.51	2,002,910.64
Texas Regional Bank CD	0.35%	10/15/22	—	2,000,000.00	—	2,000,000.00	—	2,000,000.00	2,000,000.00
Texas Regional Bank CD	0.38%	11/15/22	4,000,000.00	3,750.14	—	4,003,750.14	4,000,000.00	3,750.14	4,003,750.14
Texas Regional Bank CD	0.35%	11/15/22	—	6,000,000.00	—	6,000,000.00	—	6,000,000.00	6,000,000.00
Bank OZK CD	0.24%	11/15/22	—	4,000,792.33	—	4,000,792.33	—	4,000,792.33	4,000,792.33
Texas Regional Bank CD	0.40%	12/15/22	10,000,000.00	9,863.01	—	10,009,863.01	10,000,000.00	9,863.01	10,009,863.01
Texas Regional Bank CD	0.25%	03/15/23	—	5,000,000.00	—	5,000,000.00	—	5,000,000.00	5,000,000.00
Bank OZK CD	0.24%	03/15/23	—	4,000,792.33	—	4,000,792.33	—	4,000,792.33	4,000,792.33
Texas Regional Bank CD	0.27%	04/14/23	—	10,000,000.00	—	10,000,000.00	—	10,000,000.00	10,000,000.00
Texas Regional Bank CD	0.20%	05/07/23	—	10,000,000.00	—	10,000,000.00	—	10,000,000.00	10,000,000.00
TOTALS / AVERAGE	0.55%		\$ 321,516,728.85	\$ 73,194,035.21	\$(74,288,958.57)	\$ 320,421,805.49	\$ 321,516,728.85	\$ (1,094,923.36)	\$ 320,421,805.49

Allocation
May 31, 2021
Book & Market Value

	Total	Operating	Operating Construction	Endowment	Interest & Sinking
BBVA - Operating	\$ 19,997,057.72	\$ 19,997,057.72	\$ -	\$ -	\$ -
BBVA - Payroll	236,863.68	236,863.68	-	-	-
BBVA - Student	297,854.66	297,854.66	-	-	-
BBVA - I&S Bond 96,02,03,04,07,10,14,15	4,631,819.08	-	-	-	4,631,819.08
BBVA - Construction E&G Transfer	4,907,004.00	-	4,907,004.00	-	-
Veritex (Green) Bank MMA	10,560,568.26	-	10,560,568.26	-	-
NexBank MMA	31,469,850.07	30,339,357.63	-	-	1,130,492.44
TexPool LGIP	11,620,453.73	-	10,987,651.42	-	632,802.31
06/01/21-Bank OZK CD	5,031,623.77	5,031,623.77	-	-	-
06/02/21-BBVA CD	5,195,244.20	5,195,244.20	-	-	-
07/01/21-East West Bank CD	8,155,751.02	8,155,751.02	-	-	-
07/02/21-BBVA CD	3,116,004.13	3,116,004.13	-	-	-
07/30/21-Texas Regional Bank CD	1,001,885.27	-	-	-	1,001,885.27
07/31/21-Texas Regional Bank CD	9,004,389.04	-	-	-	9,004,389.04
08/02/21-East West Bank CD	10,303,352.28	10,303,352.28	-	-	-
08/02/21-East West Bank CD	9,018,175.99	-	-	-	9,018,175.99
08/31/21-BBVA CD	15,128.26	-	-	15,128.26	-
08/31/21-BBVA CD	116,916.05	-	-	116,916.05	-
08/31/21-BBVA CD	200,470.46	-	-	200,470.46	-
09/02/21-East West Bank CD	10,301,641.70	10,301,641.70	-	-	-
09/07/21-Allegiance Bank CD	3,000,460.29	-	3,000,460.29	-	-
09/15/21-Texas Regional Bank CD	1,002,028.43	-	1,002,028.43	-	-
09/15/21-Bank OZK CD	2,765,627.12	-	2,765,627.12	-	-
10/01/21-East West Bank CD	8,150,613.48	8,150,613.48	-	-	-
10/04/21-East West Bank CD	3,089,979.42	3,089,979.42	-	-	-
10/04/21-East West Bank CD	3,089,979.42	-	3,089,979.42	-	-
11/01/21-East West Bank CD	10,225,816.45	10,225,816.45	-	-	-
02/15/22-Texas Regional Bank CD	2,001,706.85	-	2,001,706.85	-	-
03/01/22-Bank OZK CD	8,054,650.36	8,054,650.36	-	-	-
03/10/22-Allegiance Bank CD	3,000,000.00	-	3,000,000.00	-	-
03/11/22-Allegiance Bank CD	751,004.67	-	751,004.67	-	-
03/15/22-Bank OZK CD	2,000,346.85	2,000,346.85	-	-	-
04/15/22-Texas Regional Bank CD	1,002,282.12	1,002,282.12	-	-	-
04/15/22-Texas Regional Bank CD	3,000,000.00	3,000,000.00	-	-	-
04/15/22-BBVA CD	4,006,635.61	4,006,635.61	-	-	-

South Texas College

Valley View Consulting, L.L.C.

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Allocation
May 31, 2021
Book & Market Value

	Total	Operating	Operating Construction	Endowment	Interest & Sinking
04/19/22-Bank OZK CD	5,010,618.06	5,010,618.06	-	-	-
05/16/22-Texas Regional Bank CD	1,002,282.12	1,002,282.12	-	-	-
05/16/22-BBVA CD	4,006,635.61	4,006,635.61	-	-	-
05/18/22-Bank OZK CD	5,010,950.20	5,010,950.20	-	-	-
06/15/22-Texas Regional Bank CD	1,002,535.85	1,002,535.85	-	-	-
06/15/22-Bank OZK CD	5,011,282.35	5,011,282.35	-	-	-
06/15/22-BBVA CD	4,006,635.61	4,006,635.61	-	-	-
07/15/22-Bank OZK CD	3,004,899.76	3,004,899.76	-	-	-
07/15/22-Allegiance Bank CD	7,000,000.00	7,000,000.00	-	-	-
08/15/22-Texas Regional Bank CD	1,000,853.42	1,000,853.42	-	-	-
08/15/22-Texas Regional Bank CD	2,000,000.00	2,000,000.00	-	-	-
08/15/22-Bank OZK CD	3,004,899.76	3,004,899.76	-	-	-
08/15/22-Allegiance Bank CD	4,000,000.00	4,000,000.00	-	-	-
09/15/22-Texas Regional Bank CD	8,006,827.40	8,006,827.40	-	-	-
09/15/22-Bank OZK CD	4,006,533.01	4,006,533.01	-	-	-
10/14/22-Texas Regional Bank CD	6,005,559.45	6,005,559.45	-	-	-
10/14/22-Allegiance Bank CD	2,002,910.64	2,002,910.64	-	-	-
10/15/22-Texas Regional Bank CD	2,000,000.00	2,000,000.00	-	-	-
11/15/22-Texas Regional Bank CD	4,003,750.14	4,003,750.14	-	-	-
11/15/22-Texas Regional Bank CD	6,000,000.00	6,000,000.00	-	-	-
11/15/22-Bank OZK CD	4,000,792.33	4,000,792.33	-	-	-
12/15/22-Texas Regional Bank CD	10,009,863.01	10,009,863.01	-	-	-
03/15/23-Texas Regional Bank CD	5,000,000.00	5,000,000.00	-	-	-
03/15/23-Bank OZK CD	4,000,792.33	4,000,792.33	-	-	-
04/14/23-Texas Regional Bank CD	10,000,000.00	10,000,000.00	-	-	-
05/07/23-Texas Regional Bank CD	10,000,000.00	10,000,000.00	-	-	-
Totals	\$ 320,421,805.49	\$ 252,603,696.13	\$ 42,066,030.46	\$ 332,514.77	\$ 25,419,564.13

South Texas College

Valley View Consulting, L.L.C.

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Allocation
February 28, 2021
Book & Market Value

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

South Texas College

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Allocation
February 28, 2021
Book & Market Value

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

South Texas College

Valley View Consulting, L.L.C.

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Investment Policy Compliance
May 31, 2021

Authorized Investments	Maximum %	Actual Market Value	% of Portfolio	Status
U.S. Treasury Bills/Notes/Bonds	100%	\$ —	0.0%	N/A
U.S. Agencies and Instrumentalities	100%	—	0.0%	N/A
States, Counties, Cities and Other	25%	—	0.0%	N/A
Financial Institution Deposits	100%	308,801,352	96.4%	Pass
Government Money Market Mutual Funds	25%	—	0.0%	N/A
Eligible Investment Pools	50%	11,620,454	3.6%	Pass
Total		\$ 320,421,805.49	100.0%	

Deliberation and Action as Necessary Regarding the Assessment of the Internal Auditor

The Board is asked to conduct an assessment of the Internal Auditor.

Policy #2250: *Evaluation of the Internal Auditor* calls for the Board to conduct a performance appraisal of the Internal Auditor on an annual basis. This assessment will provide the Board the opportunity to give the Internal Auditor with feedback on observed strengths and any areas needing improvement. Assessments like this are an integral part of the College's ongoing commitment to continuous improvement.

On February 23, 2021, the Board of Trustees adopted an Internal Auditor Performance Evaluation Instrument to be used for this purpose. A copy of this document is provided in the following pages.

Each trustee is asked to complete their independent assessment of the Internal Auditor using the provided instrument, and return the completed form to Chair Rose Benavidez no later than the August 10, 2021 Committee meeting date. The Board will be provided an opportunity to review the results in executive session and to provide feedback to the Internal Auditor upon completion of that review.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the assessment of the Internal Auditor by the Board of Trustees, as presented and using the Board-approved evaluation instrument.

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 assessment of the Internal Auditor by the Board of Trustees, as presented and using the Board-approved evaluation instrument.

Approval Recommended:

Dr. Ricardo J. Solis

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

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

4 = Excellent 3 = Good 2 = Satisfactory 1 = Needs Improvement 0 = Not observed

A.	Fulfillment of Role – Authority, Independence, & Objectivity, and Standards	SCORE
1	Demonstrates accountability and integrity in the execution of the internal auditor function	4 3 2 1 0
2	Successfully engages personnel pertinent to carrying out authorized auditing activities	4 3 2 1 0
3	Maintains freedom from interference by other elements within the College	4 3 2 1 0
4	Maintains free and clear communication with the Board of Trustees	4 3 2 1 0
5	Exercises proper judgment and focus on internal audit activities	4 3 2 1 0
6	Reviews Internal Audit Charter at least annually, with suggested revisions as necessary	4 3 2 1 0
7	Conforms with the Institute of Internal Auditors (IIA) International Standards for the Professional Practice of Internal Auditing (Standards) and IIA Code of Ethics	4 3 2 1 0

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

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

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

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

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

COMMENTS: _____

Review of Presentation to the Education and Workforce Development Committee:

a. Review and Discussion of Enrollment Strategies to Reach New Student Populations

South Texas College Administration continues to develop and execute strategies in the furtherance of the College's Vision and Mission.

These strategies build toward the College's Vision of being a global model in educational innovation and serving as a catalyst to drive regional prosperity, economic development, and the social mobility of its constituents.

They further the College's Mission to provide educational opportunities through excellence in teaching and learning, workforce development, cultural enrichment, community service, and regional and global collaborations.

Dr. David Plummer, Vice President for Information Services, Planning, Performance, and Strategic Initiatives, led a review and discussion of some exciting new enrollment strategies to reach new student populations.

These new strategies included:

- The Hidalgo County Sheriff's Office
- Firefighter Educational Programs
- Local Continuing Education Program Partnerships
- U.S. Military-Affiliated Students
- Guild Education, Inc.
- McAllen Economic Development Corporation - International Enrollment

Hidalgo County Sheriff's Office

Administration met with the Hidalgo County Sheriff's Office, and identified two separate opportunities to collaborate on educational programs that could be developed to benefit the region:

County Corrections Officer (Jailer) Certification

The Hidalgo County Sheriff's Office has traditionally operated its own Jailer certification program, providing training and testing to County employees, and hiring jailers from the graduating candidates.

South Texas College has worked with the Hidalgo County Sheriff's Office to develop a proposal whereby the College has certified the County's curriculum and instructors, and provides College continuing education credits to graduates from this program.

A significant benefit to the County is that their jailers will hold a South Texas College credential, which could be incorporated into a pathway for their jailers to pursue additional credentials, including academic pathways leading toward associate degrees and baccalaureate degree programs.

The College benefits by incorporating this essential training into its offerings not only to County employees currently served by the Hidalgo County Sheriff's Office, but expanding this opportunity to other stakeholders as well, potentially growing a program that could provide non-credit and credit courses to corrections officers at all levels.

Inmate Workforce Education Programs

In discussions with the Hidalgo County Sheriff's Office, administration also identified an opportunity to provide short-term workforce training opportunities to inmates held at the Hidalgo County Sheriff's Jail.

The County noted that access to such programs is often highly desirable to incarcerated individuals, and could be provided to non-violent inmates who are motivated to take advantage of the opportunity to build job skills that offer better opportunities for meaningful employment after release and potentially reduce recidivism rates.

With the recent reintroduction of Pell Grant eligibility for incarcerated students, as well as potential funding from the Texas Workforce Commission, there is a real opportunity for South Texas College to provide these students with pathways toward a better future.

Firefighter Educational Programs

With Phase 1 construction at the Regional Center for Public Safety Excellence (RCPSE), the College was primarily focused on law enforcement training. A focus of Phase 2 construction is to develop greater opportunity not only for the Fire Science cadets, but to also provide continuing education and academic opportunities for firefighters.

The Texas Commission on Fire Protection (TCFP) requires working firefighters to earn a minimum of 18 hours of continuing education per year, with additional hours required for firefighters holding specific credentials and job duties. Some continuing education training programs reinforce prior learning, and other programs develop new skills and lead to new career opportunities for students.

Currently, many firefighters seek online continuing education sources or travel out of the region to find qualified training programs.

South Texas College has been in discussion with local fire departments, exploring opportunities to provide local hands-on training at the RCPSE. With Phase 2 construction, the College will be positioned to provide state-of-the-art facilities to focus on specific aspects of firefighting training and better provide firefighters across the region with skills that help them safely carry out their mission.

Local Continuing Education Program Partnerships

On April 7, 2021, administration joined Chair Benavidez and Board Secretary Cantu in meeting with officials from western Hidalgo County to discuss workforce training opportunities in that area. The College coordinated to invite Mission CISD and the Mission Economic Development Corporation to that meeting. During that meeting, opportunities for workforce programs serving high-need communities were identified.

Since that meeting, administration has continued meeting with local entities to identify opportunities to develop, offer, and support Continuing Education workforce programs.

These meetings have included school districts, local housing authorities, and the Catholic Diocese of Brownsville, which oversees churches throughout the College's service area.

With each of these entities, the College is identifying workforce programs that are likely to provide valuable skills leading toward meaningful career pathways to targeted, high-need communities. The College is seeking partners to help develop and promote the right programs, recruit students who would benefit from them, and support students in their successful completion of these programs.

U.S. Military-Affiliated Students

South Texas College is working on several initiatives to increase enrollment of military-affiliated students. Opportunities include direct relationships with the U.S. Navy and the U.S. Coast Guard law enforcement academies, and a partnership with Central Texas College to serve their students, many of whom are active military.

Guild Education, Inc.

Guild Education (Guild) is a private company that works for major corporations to manage their employee education assistance benefits programs. Guild has reached out to South Texas College to enter into an agreement to provide educational opportunities in our region.

Additional details will be provided in the following agenda item, which will include a request for a committee recommendation for Board approval of the agreement.

McAllen Economic Development Corporation - International Enrollment

South Texas College has successfully worked with international high schools to provide higher education opportunities for their students.

With the Board's recent approval of a Memorandum of Understanding for non-resident districts, the College is positioned to grow these opportunities even further, expanding enrollment of students from outside Texas, and particularly in neighboring regions of Mexico.

The College is in discussion with the McAllen Economic Development Corporation (MEDC), which has an extensive network of connections to the educational, industrial, and other economic development communities in Reynosa. The College and MEDC are developing a proposal that will support the engagement of recruiting and support services based in Reynosa, that will further develop relationships with high schools throughout the city and neighboring areas. These schools would be invited to consider the College's MOU for non-resident districts, and to provide South Texas College's high quality and affordable online higher education programs to their students.

In addition to working with schools in Reynosa, the College and MEDC would consider options to expand the recruiting and support services to the maquila industry, where there is considerable need for workforce skills training that are already part of the College's innovative programs through the Office of Industry Training and Economic Development.

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

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

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

The Education and Workforce Development Committee recommended Board action on the following items as presented:

- a. Approval of Revisions to 2021-2022 Academic Calendar and 2022-2023 Academic Calendar
- b. Approval of Direct Payment Partner Agreement with Guild Education, Inc.

Recommendation:

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

- a. Approval of Revisions to 2021-2022 Academic Calendar and 2022-2023 Academic Calendar
- b. Approval of Direct Payment Partner Agreement with Guild Education, Inc.

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 Revisions to 2021-2022 Academic Calendar and 2022-2023 Academic Calendar
- b. Approval of Direct Payment Partner Agreement with Guild Education, Inc.

Approval Recommended:

Dr. Ricardo J. Solis
President

Consent Agenda:

a. Approval of Revisions to 2021-2022 Academic Calendar and 2022-2023 Academic Calendar

The Board is asked to approve and authorize the proposed revisions to the 2021-2022 Academic Calendar and 2022-2023 Academic Calendar to align with the official reporting date recommended by THECB. The accurate Census Date for the Summer III sessions must be the following:

Academic Year	Summer III Census Date
2021-2022	June 21, 2022
2022-2023	June 20, 2023

In previous years, the College would report two census dates for each Summer session, which were Summer I and Summer II. However, beginning with Summer 2022, the College will be reporting one census date for the entire Summer session that begins in June and ends in August. This change will align with the procedures of awarding year-round Federal Pell to eligible students and comply with the Texas Higher Education Coordinating Board (THECB) guidelines, where the official census reporting date for a Summer session must be the twelfth-class day.

Enclosed Documents

The proposed revisions to the 2021-2022 Academic Calendar and the 2022-2023 Academic Calendar are provided in the following pages. The revisions reflect the correct reporting date as mandated in the guidelines published by the Texas Higher Education Coordinating Board (THECB).

The Education and Workforce Development Committee recommended Board approval of the proposed revisions to the 2021-2022 Academic Calendar and the 2022-2023 Academic Calendar as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the proposed revisions to the 2021-2022 Academic Calendar and the 2022-2023 Academic Calendar as presented.

The Following Minute Order is proposed for consideration by the Board of Trustees:
The Board of Trustees of Trustees of South Texas College approves and authorizes the proposed revisions to the 2021-2022 Academic Calendar and the 2022-2023 Academic Calendar as presented.

Approval Recommended:

Dr. Ricardo J. Solis
President

2021-2022 Calendar

Rev : 06/22/2021



Fall Semester 2021 (August 23 - December 12)

August 6 (Friday)	Chair Meeting
August 11 (Wednesday)	New Faculty Start Date – New Faculty Benefits & Orientation (Human Resources)
August 12 (Thursday)	New Faculty Orientation
August 13 (Friday)	New Faculty Service Area Tour
August 16 (Monday)	Faculty Return – Academic Affairs Convocation / Division Meetings
August 17 (Tuesday)	Faculty Preparation Day / Departmental Meetings
August 18 (Wednesday)	Faculty Preparation Day / Departmental Meetings
August 19 (Thursday)	Faculty Preparation Day / Distance Learning Symposium / Full-Time Faculty Teaching Dual Credit Courses PD Day / Departmental Meetings
August 20 (Friday)	Faculty Preparation Day / Departmental Meetings
August 21 (Saturday)	Adjunct & Dual Credit Faculty Professional and Organizational Development Day
August 23 (Monday)	Classes Begin
September 6 (Monday)	College Closed – Labor Day
September 8 (Wednesday)	Census Day - Twelfth Class Day
September 24 (Friday)	College Closed – College-Wide Professional and Organizational Development Day
November 12 (Friday)	Last Day to Withdraw
November 25 – 28 (Thursday – Sunday)	College Closed - Thanksgiving Holiday
December 6 – 12 (Monday – Sunday)	Finals
December 11 (Saturday)	Commencement Ceremonies*
December 11 (Saturday)	Certificate and Degree Award Date
December 12 (Sunday)	End of Term
December 13 (Monday)	Grades Due Date
December 18 – January 4 (Saturday – Tuesday)	Winter Break (College Closed)

* May vary depending on facility availability.

2021-2022 Calendar

Rev : 06/22/2021



Spring Semester 2022 (January 18 – May 12)

January 5 (Wednesday).....	College Opens – Staff return
January 5 (Wednesday).....	New Faculty Start Date – New Faculty Benefits & Orientation (Human Resources)
January 10 (Monday)	Faculty Return – Division / Department Meetings
January 11 – 14 (Tuesday-Friday)	Faculty Preparation Day / Departmental Meetings
January 15 (Saturday)	Adjunct & Dual Credit Faculty Professional and Organizational Development Day
January 17 (Monday)	Martin Luther King, Jr. Day – College Closed
January 18 (Tuesday)	Classes Begin
February 2 (Wednesday).....	Census Day - Twelfth Class Day
February 11 (Friday).....	College Closed - College-Wide Professional and Organizational Development Day
March 14 – 20 (Monday - Sunday).....	College Closed - Spring Break
April 14 – 17 (Thursday – Sunday)	College Closed - Semester Break
April 18 (Monday)	Last Day to Withdraw
May 6 – 12 (Friday – Thursday)	Finals
May 12 (Thursday)	End of Term
May 13 – 14 (Friday - Saturday).....	Commencement Ceremonies*
May 13 – 14 (Friday - Saturday).....	Certificate and Degree Award Date
May 16 (Monday)	Grades Due Date
May 30 (Monday)	College Closed – Memorial Day

**May vary depending on facility availability.*

2021-2022 Calendar

Rev : 06/22/2021



Summer Session 2022 (June 6 – August 12)

June 6 (Monday) Classes Begin
June 10 (Friday) Staff – South Texas Leadership Academy
June ~~14~~ **21** (Tuesday) Census Day - ~~Seventh~~ **Twelfth** Class Day
July 4 (Monday) College Closed-Independence Day
July 11 – 12 (Monday & Tuesday) No classes
July 28 (Thursday) Last Day to Withdraw
August 11 (Thursday) End of Term/Finals (Classes Meeting M-R)
August 12 (Friday) End of Term /Finals (Classes Meeting M-F)
August 15 (Monday) Grades Due Date

SI – Minimester (June 6 – July 7)

June 6 (Monday) Classes Begin
June 9 (Thursday) Census Day - Fourth Class Day
June 29 (Wednesday) Last Day to Withdraw
July 4 (Monday) College Closed-Independence Day
July 7 (Thursday) End of Term/Finals
July 11 (Monday) Grades Due Date

SII – Minimester (July 13 – August 12)

July 13 (Wednesday) Classes Begin
July 18 (Monday) Census Day - Fourth Class Day
August 5 (Friday) Last Day to Withdraw
August 11 (Thursday) End of Term/Finals (Classes Meeting M-R)
August 12 (Friday) End of Term /Finals (Classes Meeting M-F)
August 15 (Monday) Grades Due Date

2022-2023 Calendar

Rev: 06/22/2021



Fall Semester 2022 (August 22 - December 11)

August 10 (Wednesday)	New Faculty Start Date – New Faculty Benefits & Orientation (Human Resources)
August 11 (Thursday)	New Faculty Orientation
August 12 (Friday)	New Faculty Service Area Tour
August 15 (Monday)	Faculty Return – Academic Affairs Convocation / Division Meetings
August 16 (Tuesday)	Faculty Preparation Day / Departmental Meetings
August 17 (Wednesday)	Faculty Preparation Day / Departmental Meetings
August 18 (Thursday)	Faculty Preparation Day / Full-Time Faculty Teaching Dual Credit Courses PD Day / Departmental Meetings
August 19 (Friday)	Faculty Preparation Day / Departmental Meetings
August 20 (Saturday)	Adjunct & Dual Credit Faculty Professional and Organizational Development Day
August 22 (Monday)	Classes Begin
September 5 (Monday)	College Closed – Labor Day
September 7 (Wednesday)	Census Day - Twelfth Class Day
September 23 (Friday)	College Closed – College-Wide Professional and Organizational Development Day
November 11 (Friday)	Last Day to Withdraw
November 24 – 27 (Thursday – Sunday)	College Closed - Thanksgiving Holiday
December 5 – 11 (Monday – Sunday)	Finals
December 10 (Saturday)	Commencement Ceremonies*
December 10 (Saturday)	Certificate and Degree Award Date
December 11 (Sunday)	End of Term
December 12 (Monday)	Grades Due Date
December 17 – January 3 (Saturday – Tuesday)	Winter Break (College Closed)

* May vary depending on facility availability.

2022-2023 Calendar

Rev: 06/22/2021



Spring Semester 2023 (January 17 – May 11)

January 4 (Wednesday).....	College Opens – Staff return
January 4 (Wednesday).....	New Faculty Start Date – New Faculty Benefits & Orientation (Human Resources)
January 9 (Monday).....	Faculty Return – Division / Department Meetings
January 10 – 13 (Tuesday-Friday)	Faculty Preparation Day / Departmental Meetings
January 14 (Saturday)	Adjunct & Dual Credit Faculty Professional and Organizational Development Day
January 16 (Monday)	Martin Luther King, Jr. Day – College Closed
January 17 (Tuesday)	Classes Begin
January 31 – February 4 (Tuesday – Saturday) ...	Distance Learning Symposium
February 1 (Wednesday).....	Census Day - Twelfth Class Day
February 10 (Friday).....	College Closed - College-Wide Professional and Organizational Development Day
March 13 – 19 (Monday - Sunday).....	College Closed - Spring Break
April 6 – 9 (Thursday – Sunday)	College Closed - Semester Break
April 18 (Tuesday).....	Last Day to Withdraw
May 5 – 11 (Friday – Thursday)	Finals
May 11 (Thursday)	End of Term
May 12 – 13 (Friday - Saturday).....	Commencement Ceremonies*
May 12 – 13 (Friday - Saturday).....	Certificate and Degree Award Date
May 15 (Monday)	Grades Due Date
May 29 (Monday)	College Closed – Memorial Day

**May vary depending on facility availability.*

2022-2023 Calendar

Rev: 06/22/2021



Summer Session 2023 (June 5 – August 11)

June 5 (Monday) Classes Begin

June 9 (Friday) Staff – South Texas Leadership Academy for Staff

June ~~13~~ 20 (Tuesday) Census Day - ~~Seventh~~ Twelfth Class Day

July 4 (Tuesday) College Closed-Independence Day

July 10 – 11 (Monday & Tuesday) No classes (For Summer III only)

July 27 (Thursday) Last Day to Withdraw

August 10 (Thursday) End of Term/Finals (Classes Meeting M-R)

August 11 (Friday) End of Term /Finals (Classes Meeting M-F)

August 14 (Monday) Grades Due Date

SI – Minimester (June 5 – July 6)

June 5 (Monday) Classes Begin

June 8 (Thursday) Census Day - Fourth Class Day

June 28 (Wednesday) Last Day to Withdraw

July 4 (Tuesday) College Closed-Independence Day

July 6 (Thursday) End of Term/Finals

July 10 (Monday) Grades Due Date

SII – Minimester (July 12 – August 11)

July 12 (Wednesday) Classes Begin

July 17 (Monday) Census Day - Fourth Class Day

August 4 (Friday) Last Day to Withdraw

August 10 (Thursday) End of Term/Finals (Classes Meeting M-R)

August 11 (Friday) End of Term /Finals (Classes Meeting M-F)

August 14 (Monday) Grades Due Date

Consent Agenda:

b. Approval of Direct Payment Partner Agreement with Guild Education, Inc.

Guild Education (Guild) is a private company that works for major corporations to manage their employee education assistance benefits programs.

- Guild provides services that help match employees of these corporations to educational programs based upon employee needs and goals.
- Guild has secured agreements with major universities across the U.S. including private, public, and for-profit institutions.
- Guild selects institutions based on their institutional profiles, programs, and regional impact and then extends invitations to select institutions based upon the potential to service a specific market.
- Guild Education serves as the exclusive intermediary between these major Fortune 1000 companies and educational providers.

Guild recently extended an invitation to South Texas College to enter into an agreement to provide educational opportunities for employees of JPMorgan Chase & Co.

Guild conducted a thorough needs analysis for JPMorgan Chase & Co. and selected South Texas College based on the potential of the College to support the strong regional presence of the company. Guild is strategically seeking to grow Community College partnerships, with existing agreements with institutions such as Valencia College, Rio Salado College, and Southern New Hampshire University.

Student Recruitment

Employees of the corporate client are directed by their employer to a student portal site provided by Guild to express interest in educational programs. Guild provides a Coach specifically for each employee to review programs with the employee and find the best match for them.

Business Model

Under the Guild business model, corporations provide funds for educational assistance directly to Guild and Guild pays the costs for tuition and fees directly to the College or University.

Guild typically charges a 5% service fee for each payment remitted to the College, however for the first year, Guild has proposed to waive the service fee as an incentive for South Texas College. If the agreement is approved, the College will be listed nationally on the Guild Education website and student portal. The initial agreement will be only for

employees of JPMorgan Chase & Co.; however, the potential exists for additional corporate partnerships in the near future.

Mr. Matthew Hebbard, Vice President for Student Affairs and Enrollment Management presented a brief summary of the potential partnership with Guild Education to the Committee.

Administration and legal counsel have reviewed the proposed Direct Payment Partner Agreement with Guild Education, Inc.

The Education and Workforce Development Committee recommended Board approval to enter into a Direct Payment Partner Agreement with Guild Education, Inc., at no cost to South Texas College.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize entering a Direct Payment Partner Agreement with Guild Education, Inc., at no cost to 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 entering a Direct Payment Partner Agreement with Guild Education, Inc., at no cost to South Texas College.

Approval Recommended:

Dr. Ricardo J. Solis
President

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

On July 13, 2021, 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	-\$4,797,293
Tuition	1,179,673
Fees	989,500
M&O Property Taxes	-844,491
Other Revenues	328,839
HEERF Lost Revenue	-1,554,422
Carryover Allocations	<u>776,912</u>
Total Revenue Change	-\$3,921,282

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

Salaries	-\$1,010,098
Benefits	2,460,816
Operating	5,600,454
Travel	-6,000
Capital Outlay	-22,117
Transfers & Reserves	<u>-10,944,337</u>
Total Expenditure Change	-\$3,921,282

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 Interlocal Agreement for Transportation Services between South Texas College and the Lower Rio Grande Valley Development Council (LRGVDC) for FY 2021 – 2022 at an estimated net cost not to exceed \$279,109.
- b. Approval of Award of Proposal for Student / Faculty Medical Professional Liability Insurance, Voluntary Student Accident Insurance, and Workforce Training Programs Student Accident Insurance at no cost to the College.
- c. Approval of Award of Proposals for Property / Inland Marine / Boiler & Machinery, Crime, School Leaders E&O, General Liability, Law Enforcement Liability, Automobile, Workers Compensation, and Foreign Liability Insurance at a total cost of \$1,529,700.
- d. Approval of Award of Proposals, Purchases, Renewals, Interlocal Agreements, and Contract Extensions totaling \$1,679,942.64.
- e. Approval of Bond Counsel Services
- f. Approval of 2018 – 2021 Junior College Audit Report on Safety and Security
- g. Approval of Proposed Revisions to Regional Center for Public Safety Excellence (RCPSE) Tuition and Fees for FY 2020 – 2021
- h. Approval of Proposed Staffing Plan Revisions Requests for FY 2021 – 2022
 - i. Increases to FY 2021 – 2022 Salary Reserve Pool
 - ii. Title Changes of Non-Faculty and Faculty Positions

- iii. Annual Salary Increase for Faculty and Non-Faculty Personnel
- i. Approval of Proposed Employee Pay Plan for FY 2021 – 2022
- j. Review and Recommend Action on Proposed Staffing Plan for FY 2021 – 2022
- k. Approval to Use Higher Education Emergency Relief Fund II (HEERF II) Institutional Funds for Purchase and Installation of Ultraviolet (UV) Air Purifiers in College Buses in the amount of \$20,400.
- l. Approval to Use Higher Education Emergency Relief Fund (HEERF) Institutional Funds for District Wide Air Handler Replacement Project in the amount of \$8,719,740.

Recommendation:

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

- a. Approval of Interlocal Agreement for Transportation Services between South Texas College and the Lower Rio Grande Valley Development Council (LRGVDC) for FY 2021 – 2022 at an estimated net cost not to exceed \$279,109.
- b. Approval of Award of Proposal for Student / Faculty Medical Professional Liability Insurance, Voluntary Student Accident Insurance, and Workforce Training Programs Student Accident Insurance at no cost to the College.
- c. Approval of Award of Proposals for Property / Inland Marine / Boiler & Machinery, Crime, School Leaders E&O, General Liability, Law Enforcement Liability, Automobile, Workers Compensation, and Foreign Liability Insurance at a total cost of \$1,529,700.
- d. Approval of Award of Proposals, Purchases, Renewals, Interlocal Agreements, and Contract Extensions totaling \$1,679,942.64
- e. Approval of Bond Counsel Services
- f. Approval of 2018 – 2021 Junior College Audit Report on Safety and Security
- g. Approval of Proposed Revisions to Regional Center for Public Safety Excellence (RCPSE) Tuition and Fees for FY 2020 – 2021
- h. Approval of Proposed Staffing Plan Revisions Requests for FY 2021 – 2022
 - i. Increases to FY 2021 – 2022 Salary Reserve Pool
 - ii. Title Changes of Non-Faculty and Faculty Positions
 - iii. Annual Salary Increase for Faculty and Non-Faculty Personnel
- i. Approval of Proposed Employee Pay Plan for FY 2021 – 2022
- j. Review and Recommend Action on Proposed Staffing Plan for FY 2021 – 2022
- k. Approval to Use Higher Education Emergency Relief Fund II (HEERF II) Institutional Funds for Purchase and Installation of Ultraviolet (UV) Air Purifiers in College Buses in the amount of \$20,400.

- I. Approval to Use Higher Education Emergency Relief Fund (HEERF) Institutional Funds for District Wide Air Handler Replacement Project in the amount of \$8,719,740.

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 Interlocal Agreement for Transportation Services between South Texas College and the Lower Rio Grande Valley Development Council (LRGVDC) for FY 2021 – 2022 at an estimated net cost not to exceed \$279,109.
- b. Approval of Award of Proposal for Student / Faculty Medical Professional Liability Insurance, Voluntary Student Accident Insurance, and Workforce Training Programs Student Accident Insurance at no cost to the College.
- c. Approval of Award of Proposals for Property / Inland Marine / Boiler & Machinery, Crime, School Leaders E&O, General Liability, Law Enforcement Liability, Automobile, Workers Compensation, and Foreign Liability Insurance at a total cost of \$1,529,700.
- d. Approval of Award of Proposals, Purchases, Renewals, Interlocal Agreements, and Contract Extensions totaling \$1,679,942.64
- e. Approval of Bond Counsel Services
- f. Approval of 2018 – 2021 Junior College Audit Report on Safety and Security
- g. Approval of Proposed Revisions to Regional Center for Public Safety Excellence (RCPSE) Tuition and Fees for FY 2020 – 2021
- h. Approval of Proposed Staffing Plan Revisions Requests for FY 2021 – 2022
 - i. Increases to FY 2021 – 2022 Salary Reserve Pool
 - ii. Title Changes of Non-Faculty and Faculty Positions
 - iii. Annual Salary Increase for Faculty and Non-Faculty Personnel
- i. Approval of Proposed Employee Pay Plan for FY 2021 – 2022
- j. Review and Recommend Action on Proposed Staffing Plan for FY 2021 – 2022
- k. Approval to Use Higher Education Emergency Relief Fund II (HEERF II) Institutional Funds for Purchase and Installation of Ultraviolet (UV) Air Purifiers in College Buses in the amount of \$20,400.
- l. Approval to Use Higher Education Emergency Relief Fund (HEERF) Institutional Funds for District Wide Air Handler Replacement Project in the amount of \$8,719,740.

Approval Recommended:

Dr. Ricardo J. Solis
President

Consent Agenda:

**a. Approval of Interlocal Agreement for Transportation Services
between South Texas College and the Lower Rio Grande Valley
Development Council (LRGVDC) for FY 2021 – 2022**

Approval of the Interlocal Agreement for the Jag Express Intercampus Transportation Services between South Texas College and the Lower Rio Grande Valley Development Council (LRGVDC) for a one-year period of September 1, 2021 through August 31, 2022 is requested.

Purpose – The Interlocal Agreement for Transportation Services between STC and the LRGVDC for FY 2021 - 2022 is needed to provide transportation services to STC students.

Justification – The Interlocal Agreement is intended to establish an intercampus bus route to serve all the College campuses. The bus routes will benefit students, faculty, and staff of South Texas College and thereby serve the goals of both organizations by facilitating access to the College and its educational programs and increasing the use of public transportation in the area.

In FY 2021 – 2022, increased student enrollment is anticipated, since Fall 2021 course schedule offers 60% of courses on campus or hybrid and 40% of courses on-line.

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. In FY 2020 – 2021, 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, Spring 2021 and Summer 2021 Semesters.

Information regarding the FY 2021 – 2022 Transportation Services and Agreement are presented below.

Ridership Count History

The table below reflects the ridership count history provided by the LRGVDC for the Purple Line, Green Lines and the College's ridership count history for the Yellow Line for FY 2019, FY 2020 and FY 2021:

Transportation Route	FY 2019	FY 2020* (Service Ended March 22, 2020)	FY 2021* (As of May 31, 2021)
LRGVDC			
Starr (Green Line 1* & 2)	13,925	7,379	786
Starr (Green Line Route 60/Roma)	6,180	4,277	76

Transportation Route	FY 2019	FY 2020* (Service Ended March 22, 2020)	FY 2021* (As of May 31, 2021)
Mid Valley (Purple Line)	7,517	4,267	38
STC			
Circulator (Yellow Line)	24,035	13,289	478
Park & Ride	20,870	18,070	No Service
Total	72,527	47,282	1,378

*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.

Transportation Services – FY 2020 – 2021 and FY 2021 - 2022

The following table illustrates the transportation services in FY 2020- 2021 and proposed in FY 2021 – 2022 by semesters and routes:

Routes	Fall 2020	Spring 2021	Summer 2021 (Current)	FY 2021 - 2022 (Proposed)
Green Line (Starr) - 1	✓ (LRGVDC)	✓ (LRGVDC)	✓ (STC)	✓ (STC)
Green Line (Starr) - 2	✓ (LRGVDC)*	X	X	X
Green Line Route 60 (Roma)	✓ (LRGVDC)	✓ (LRGVDC)	✓ (LRGVDC)	✓ (STC)
Purple Line (Mid-Valley)	✓ (LRGVDC)**	X	X	X
Yellow Line (Circulator)	✓ (STC)	✓ (STC)	✓ (STC)	✓ (STC)
Total Net Cost to South Texas College	\$23,304	\$69,481	\$54,097	\$279,109

*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)

Proposed Agreement for FY 2021 - 2022

- The College will remit payment to the LRGVDC for the operating cost of:
 - ⇒ The Green Line 1 (Starr County Campus to Pecan Campus) in the amount of ~~\$85,358~~ \$2,960
 - ⇒ Green Line Route 60 (Roma) in the amount of \$64,476
- Green Line 2 (Starr County Campus to Pecan Campus) - will not be operational.
- Purple Line (Mid Valley) was eliminated by the LRGVDC. As an alternate option, riders can use Valley Metro-operated Route 31 to travel between the Mid Valley Campus and McAllen Central Station. The route travels along Business 83. The stops include Harlingen Terminal, La Feria, RGV Outlets, STC Weslaco, Business at Sugar in Pharr and McAllen Central Station. From McAllen Central Station, the

riders can transfer to a McAllen Metro bus. There is a route that includes a stop at the Pecan campus and a route that includes a stop at the Technology campus.

- The College will cover cost of \$129,275 for the Yellow Line (Circular) routes operated by the College connecting the Pecan Campus, Technology Campus, and Nursing and Allied Health Campus.

FY 2021 - 2022	Amount
Total Operating Cost for Services	\$659,223
Contributions:	
State/Federal Operating	\$(380,114)
Total Net Cost to STC	\$279,109
STC Direct Expenditures – Yellow Line	\$129,275
STC Payment to LRGVDC – Green Line 1	85,358 2,960
STC Payment to LRGVDC – Green Line Route 60 (Roma)	64,476
STC In-Kind Expenditures	82,398
Total Net Cost to South Texas College	\$279,109

The budgeted cost by transportation routes for FY 2021 - 2022 are as follows:

Transportation Routes	Total Operating Cost for System	Contributions	STC In-Kind & Direct Expenditures	STC Payment to LRGVDC
Starr (Green-1)	204,569	119,211	0 82,398	85,358 2,960
Starr (Green-Roma)	153,519	89,043	0	64,476
Circular (Yellow)	301,135	171,860	129,275	0
Total	\$659,223	\$380,114	129,275 \$211,673	149,834 \$67,436

The increase of \$132,227, from total FY 2021 cost of \$146,882 to the total FY 2022 cost of \$279,109 is due to LRGVDC not covering any of the cost of the routes in FY 2022 and all CARES funds for transportation expended.

In the table above, in-kind costs associated with vehicle insurance, utilities, and depreciation estimated at \$82,398 are included.

At the Finance, Audit, and Human Resources Committee meeting on July 13, 2021, Mr. Tom Logan, Director of Valley Metro for the LRGVDC, informed the Committee that his staff is working on submitting a new federal grant that allows for in-kind costs to be taken

into consideration. If this grant is approved and pre-award authority is granted, South Texas College's payment to LRGVDC for its services for FY 2021 – 2022 could be reduced.

A conference call was held July 22, 2021 with South Texas College staff and Mr. Tom Logan, Director of Valley Metro for the LRGVDC, and his staff. On the call Mr. Logan shared his office put in a request with the FTA (Federal Transit Administration) and submitted a budget revision to be able to use our in-kind match against a current grant. They were notified the request was approved and STC could reduce by the budgeted in-kind amount of \$82,398.

Funding Source - Funds for this expenditure are budgeted in the Student Transportation Services budget for FY 2021 - 2022.

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- 2022 Interlocal Agreement is still pending final approval by the LRGVDC.

Enclosed Documents – A copy of the draft FY 2021 – 2022 Interlocal Agreement and a Presentation follow in the packet for the Board's information and review. The Transportation Services PowerPoint presentation follows in the packet for the Board'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 O. Cantu, Public Safety and Transportation Services Manager, attended the Committee Meeting to address any questions by the Committee.

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 a one-year period of September 1, 2021 through August 31, 2022, as presented, and contingent upon approval by the LRGVDC.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the Interlocal Agreement for Transportation Services between South Texas College and the Lower Rio Grande Valley Development Council (LRGVDC) for a one-year period of September 1, 2021 through August 31, 2022, as presented, and contingent upon approval by the LRGVDC.

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

The Board of Trustees of Trustees of South Texas College approves and authorizes the Interlocal Agreement for Transportation Services between South Texas College and the Lower Rio Grande Valley Development Council (LRGVDC) for a one-year period of September 1, 2021 through August 31, 2022, as presented, and contingent upon approval by the LRGVDC.

Approval Recommended:

Dr. Ricardo J. Solis
President



**SOUTH TEXAS
COLLEGE**

JAG EXPRESS OPERATION RECOMMENDATION FOR FY 2021 - 2022

BOARD MEETING

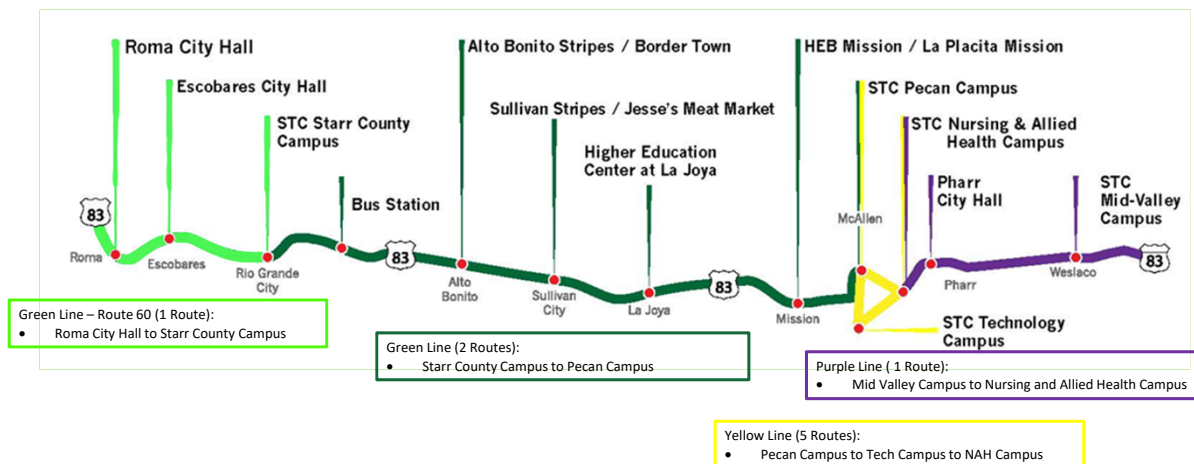
JULY 27, 2021

PRESENTED BY:

MARY G. ELIZONDO

Vice President For Finance And Administrative Services,
MBA, CPA, CFE, CGMA, Title IX Coordinator

SERVICE MAP



RIDERSHIP HISTORY

The table below reflects the ridership count provided by the LRGVDC for the Purple Line and Green Lines and the College's ridership for the Yellow Line for FY 2019, FY 2020 and FY 2021:

Transportation Route	FY 2019	FY 2020 (Service Ended March 22, 2020)	FY 2021 (As of May 31, 2021)
LRGVDC			
Starr (Green Line 1 & 2)	13,925	7,379	786
Starr (Green Line Route 60/Roma)	6,180	4,277	76
Mid Valley (Purple Line)	7,517	4,267	38
STC			
Circulator (Yellow Line)	24,035	13,289	478
Park & Ride	20,870	18,070	No Service
Total	72,527	47,282	1,378

SERVICE COMPARISON

The table below reflects the different levels of service.

Transportation Route	Fall 2020	Spring 2021	Summer 2021 (Current)	FY 2021 – 2022 (Proposed)
LRGVDC				
Green Line (Starr) - 1	✓ (LRGVDC)	✓ (LRGVDC)	✓ (STC)	✓ (STC)
Green Line (Starr) - 2*	✓ (LRGVDC)*	X	X	X
Green Line (Roma)	✓ (LRGVDC)	✓ (LRGVDC)	✓ (LRGDCD)	✓ (STC)
Purple Line (Mid Valley)**	✓ (LRGVDC)**	X	X	X
STC				
Circulator (Yellow Line)	✓ (STC)	✓ (STC)	✓ (STC)	✓ (STC)
Total Net Cost to STC	\$23,304	\$69,481	\$54,097	\$279,109

*Green Line(Starr/Pecan) is traditionally comprised of two routes. As of 11/16/20, Green Line has consisted of one route. **Purple Line (MV/NAH) was suspended as of 10/12/20.
Funded by – (LRGVDC) or (STC)

ESTIMATED COSTS FOR FY 2021 - 2022

The table below are estimated costs for FY 2021 – 2022 for LRGVDC and South Texas College.

Total Operating Cost for Services	\$659,223
Contributions:	
State/Federal Operating	\$(380,114)
Total Net Cost to STC	\$279,109
STC Direct Expenditures – Yellow Line	\$129,275
STC Payment to LRGVDC – Green line I	2,960
STC Payment to LRGVDC – Green Line Route 60 (Roma)	64,476
STC In-Kind Expenditures	82,398
Total Net Cost to South Texas College	\$279,109

COST OF SERVICES BREAKDOWN BY ROUTE

The cost by transportation routes for FY 2021 – 2022 are as follows:

Transportation Routes	Total Operating Cost	Contributions	STC In-Kind & Direct Expenditures	STC Payment to LRGVDC
Starr (Green -I)	204,569	119,211	82,398	2,960
Starr (Green-Roma)	153,519	89,043	0	64,476
Circular (Yellow)	301,135	171,860	129,275	0
Total	\$659,223	\$380,114	\$211,673	\$67,436



Thank You

**INTERLOCAL AGREEMENT FOR TRANSPORTATION SERVICES
BETWEEN SOUTH TEXAS COLLEGE AND
THE LOWER RIO GRANDE VALLEY DEVELOPMENT COUNCIL**

I. INTRODUCTION

This Interlocal Agreement for Transportation Services (“Agreement”) entered into to be effective as of September 1, 2021, is between South Texas College, a political subdivision of the State of Texas (“College”), and the Lower Rio Grande Valley Development Council, a voluntary association of local governments in Cameron, Hidalgo, Starr, and Willacy Counties (“LRGVDC”). This Agreement is made pursuant to chapter 791 of the Texas Government Code (the “Interlocal Cooperation Act”), as amended.

RECITALS

WHEREAS, the College currently owns six (6) transportation buses to serve its students’ transportation needs to and from College campuses through the Circulator (Yellow) transportation routes;

WHEREAS, LRGVDC owns and operates a regional public transportation system;

WHEREAS, the College and LRGVDC wish to join efforts to establish a more efficient and economical bus transportation service which will connect the campuses of the College for the benefit of College students, staff and faculty; and

WHEREAS, the transportation service will advance the objective of improving access to the College’s educational programs by increasing public transportation use in the Lower Rio Grande Valley;

NOW THEREFORE, in consideration of the promises and of the mutual covenants contained herein, the parties agree as follows:

II. ROLE OF THE LRGVDC for the Starr (Green) transportation route

LRGVDC shall have the following responsibilities:

1. Provide bus routes to serve the Starr County campus during the College’s business days and hours of service according to the attached schedule on Exhibit A;
2. Operate and maintain its public transit system in compliance with regulations and guidelines of the LRGVDC, the Texas Department of Transportation (“TxDOT”) and the Federal Transit Administration (“FTA”) as referenced in the attached LRGVDC Federal Transit Administration Certification and Assurances on Exhibit B;
3. Comply with Title VI (Circular 4702.1B “Title VI Requirements and Guidelines) of the Civil Rights Act of 1964 in accordance with Federal Transit Administration (FTA) grant recipient requirements;
4. Provide certifications and assurances that it will abide by all federal rules and regulations when using FTA funds in connection with this Agreement;
5. Ensure that College students, faculty and staff have access to bus transportation services provided hereunder free of charge upon presentation of an official identification card upon boarding; The Fast Ride micro-transit service and RGV Metro Express is not included in fare-free boarding.
6. Track all trips by College students, faculty and staff;
7. Provide College with monthly ridership participation reports within ten (10) working days after the last day of the month for which ridership participation is being reported;
8. Develop initiatives in coordination with the College to ensure that all reasonable efforts are undertaken to increase use of the transportation services;
9. Lease three (3) buses to the College which will be operated and maintained by the College to perform its obligations under this Agreement;
10. Maintain primary liability (within the limits of the Texas Tort Claims Act) and property insurance

- coverage on all its buses operating Green Line routes, in compliance with TxDOT and FTA requirements, and upon request, supply evidence of insurance coverage to the College; and
11. Calculate and provide the College with a good faith estimate of the total operating costs and the total maintenance expenses for the operation of the Green Line (Route 1) and the Green Line (Route 60) for the Fall 2021, Spring 2022 and Summer 2022 semesters.

III. ROLE OF COLLEGE

The College shall have the following responsibilities:

1. Operate and maintain six (6) buses owned by the College and three (3) buses leased from LRGVDC, as listed on Exhibit C, for the Circulator (Yellow) transportation routes during the College's business days and hours of service according to the attached schedule on Exhibit A;
2. Promote ridership by College students, faculty and staff (promotion efforts will include publicizing the service through newsletters, email notifications, signage at special events and semester registration, and other means the College determines would be effective at increasing participation and raising awareness of the service);
3. Designate boarding locations at each campus with appropriate signage at each of its campus stop locations;
4. Maintain primary liability (within the limits of the Texas Tort Claims Act) and property insurance coverage on all its buses, including buses being leased to the College, in compliance with TxDOT and FTA requirements, and upon request, supply evidence of such insurance coverage to LRGVDC; and
5. Operate and maintain its public transit system in compliance with regulations and guidelines of the LRGVDC and the Texas Department of Transportation ("TxDOT");
6. Report transportation data to the National Transit Database (NTD) as required; and
7. Pay LRGVDC an amount equal to fifty (50) percent of the total operating costs and twenty (20) percent of the total maintenance expenses, as estimated by LRGVDC, for the operation of the Green Line (Route 1) and the Green Line (Route 60) for the Fall 2021, Spring 2022 and Summer 2022 semesters ("Local Match Payment").

IV. CONTRACT AMOUNT AND COMPENSATION

A. Expense Reimbursement and Payment

On a monthly basis during the term of this Agreement, the College will submit to LRGVDC reimbursement vouchers with supporting documentation showing its operating costs and maintenance expenses arising from the operation of the Circulator (Yellow) transportation routes. LRGVDC shall remit payment to the College for fifty (50) percent of the total operating costs and eighty (80) percent of the total maintenance expenses incurred by the College in the operation of the Circulator (Yellow) transportation routes. (LRGVDC acknowledges that the total amount of the reimbursement payments to the College pursuant to this Agreement for the operation of the Circulator (Yellow) transportation routes is estimated to be \$171,860.) Each monthly report will be on College letterhead and approved and signed by an individual with the authority to request payment.

As consideration for the services to be provided by LRGVDC under this Agreement, the College will remit the Local Match Payment to LRGVDC in the amount of \$23,984.93 for the Fall 2021 semester, \$26,418.18 for the Spring 2022 semester and \$17,032.78 for the Summer 2022 semester.

B. Match/In-Kind Report

"Match/In-Kind Report" refers to a written report which describes and provides supporting details concerning the value of the personnel services provided by the College in performing its obligations under this Agreement. The amount of the "in-kind" contribution will be calculated and reported as:

- a) the College employee's gross hourly compensation multiplied by the actual hours dedicated by the employee to perform work essential to the implementation and operation of the transportation services hereunder, and

(b) the College's actual operation and maintenance expenses incurred in connection with operation of the transportation services.

The College will submit to LRGVDC Match/In-Kind Reports and supporting documentation no later than forty-five (45) days after the end of each month. The Reports will contain the following supporting documentation:

1. Documentation of any activity claimed as a Match/In-Kind contribution. All expenses claimed as Match/In-Kind must be incurred after the effective date of this Agreement.
2. For staff time, the College must provide signed documentation that the individual staff person worked the period of time stated in the Report. All time must be matched to an officially signed or electronic College employee approved timesheet.
3. Documentation that the Match/In-Kind contribution is drawn from local funds and that the expenditure is not credited or allocated to any other program or project for which a matching expenditure is required and is eligible to be applied as a matching contribution. The source must be identified.

V. TERM

The term of this Agreement begins on **September 1, 2021** and expires on **August 31, 2022**. This Agreement may be renewed for two additional one-year periods by mutual written agreement of the parties.

VI. TERMINATION

In the event of a material breach of this Agreement by one of the parties, the non-breaching party, without waiving any other remedy, may terminate this Agreement upon ten (10) days advance written notice of termination to the breaching party setting forth the nature of the material breach. The termination will not be effective if the material breach is fully cured prior to the ten (10) day period.

The Agreement may be terminated with or without cause by the College or LRGVDC upon the giving of at least thirty (30) days' prior written notice to the other party of its intention to terminate, specifying in such notice the effective date of such termination. In the event of such termination, it is understood and agreed that only the amounts due to the College for transportation services provided and expenses incurred to the date of termination will be due and payable. No penalty will be assessed for termination of this Agreement.

VII. AMENDMENT

Written amendments, signed by both parties, will be required for any revisions, deletions and/or additions to the Agreement.

Neither party hereto will be liable or responsible to the other for any loss or damage or for any delays or failure to perform due to causes beyond its reasonable control including acts of God, strikes, epidemics, war, riots, flood, fire, sabotage, or any other circumstances of like character ("Force Majeure Event"). If a Force Majeure Event occurs that will delay either party in the performance of its obligations under this Agreement, such party shall promptly notify the other party in writing of such condition and cause thereof no later than ten (10) days after the Force Majeure Event. Provided, however, that if a Force Majeure Event occurs, each party agrees to use its best efforts to mitigate the impact of the occurrence so that the party may continue to carry out its obligations hereunder during the occurrence.

VIII. COOPERATION

The parties understand and agree that the services described in this Agreement depend upon timely and open communications between the parties. In this regard, communication of issues, changes, or problems that arise should occur as early as possible. Each party agrees to work cooperatively and in good faith in a manner that ensures timely resolution of issues.

IX. NOTICES

Except as otherwise specifically provided in this Agreement, all notices, consents, approvals, demands, requests or other communications provided for or permitted under this Agreement will be in writing and will be deemed to have been duly given or served when delivered by hand delivery, email or fax or deposited in the U.S. Mail by registered or certified mail, return receipt requested, postage prepaid, and addressed as follows:

If to College: South Texas College
3201 W. Pecan Blvd.
McAllen, TX 78501
Attention: ~~Ruben~~ Suarez, Chief of Police
Phone: 956-872-2300
Email: rsuarez8@southtexascollege.edu

With copy to: South Texas College
3201 W. Pecan Blvd.
McAllen, TX 78501
Attention: Mary G. Elizondo, VP for Finance & Administrative Services
Phone: 956-872-3559
Email: marye@southtexascollege.edu

If to LRGVDC: Lower Rio Grande Valley Development Council
301 W. Railroad
Weslaco, TX 78596
Attention: Manuel Cruz, Executive Director for LRGVDC
Phone: 956-682-3481
Email: mcruz@lrgvdc.org

With copy to: Lower Rio Grande Valley Development Council
510 S Pleasantview Dr.
Weslaco, TX 78596
Attention: Tom Logan, Director for Valley Metro
Phone: 956-969-5761
Email: tlogan@lrgvdc.org

X. GENERAL PROVISIONS

A. Additional Obligations and Rights

1. LRGVDC shall be responsible for and provide, at its sole expense, adequate equipment inspections, preventative maintenance, and fuel for the Starr (Green) shuttle buses.
2. The College shall be responsible for and provide preventative maintenance with respect to the Circulator (Yellow) shuttle buses, and the College shall provide preventative maintenance reports to LRGVDC.
3. The College may place advertising wraps on buses subject to their removal upon termination of the Agreement.
4. The Valley Metro logo and the LRGVDC name will be included on the exterior of buses used in service and owned by Valley Metro and operated by the College for the Circulator (Yellow) transportation

routes.

5. At the College's request, Valley Metro shall provide, at its expense, training to the College's staff regarding FTA and TxDOT requirements and expectations under this Agreement.
6. The College will designate a person as its lead representative in connection with this Agreement as well as an additional person who will serve as the backup to the lead representative. Designated representatives will meet periodically for the purpose of exchanging updates, requesting information, providing technical assistance, and engaging in oversight of compliance with the terms and conditions of this Agreement.
7. LRGVDC will perform all grant management activities regarding this Agreement, including submission of a grant application to FTA for project funds, fiscal management, periodic reporting to FTA and triennial review reporting.
8. LRGVDC will perform periodic oversight and compliance of College activities for Circulator (Yellow) Line transportation route to ensure that the service is operated as public transportation and that all elements of this Agreement are followed. This will include, without limitation, inspections of buses, inspections of facilities, safety and security reviews, drug and alcohol reviews, annual reviews, report generation, and similar activities.
9. LRGVDC will claim the College's ridership, mileage, hours, and other statistical numbers in its reports and will publicize, market, and otherwise include the College's services as part of its public transportation network.
10. LRGVDC will institute a complaint process to record and address customer complaints, including discrimination complaints.
11. The College will record and submit any complaints to an LRGVDC representative within 24 hours from the receipt of such complaint.
12. For the duration of this Agreement, LRGVDC shall, at no additional cost to the College, lease three buses to the College to be operated in the Circulator (Yellow) transportation routes. The responsibility for the maintenance and operation costs thereof are elsewhere provided for in this Agreement.

B. Circulator (Yellow) Transportation Route

1. The College will operate the Circulator (Yellow) transportation routes as public transportation for the benefit of the College community. In this regard, it is acknowledged that if space is available, a person who is not a College student, faculty or staff, may be provided ridership, but only from and to an official College campus location, consistent with 49 United States Code (USC), Chapter 53, as described in Exhibit A.
2. The College will use its own staff and six (6) buses owned by the College and three (3) buses leased from LRGVDC, to provide public transportation services for the Circulator (Yellow) transportation routes. College staff will at all times remain employees of the College.
3. Buses must be parked in a safe and secure location. LRGVDC maintenance staff will have access to the buses to ensure that buses are properly maintained and operating in good conditions.
4. The College will provide service reports for Circulator (Yellow) shuttles.
5. The College will maintain auto primary liability on all College-owned buses and leased buses within the limits of the Texas Tort Claims Act.

C. Maintenance - Starr (Green Line) Transportation Route

1. LRGVDC will provide maintenance services with its own staff for buses used in connection with this Agreement. These maintenance activities will adhere to the *LRGVDC Vehicle Maintenance Plan* and will include:
 - a. Responding to road calls;
 - b. Providing routine preventive maintenance according to the manufacturer's specified maintenance schedule and FTA standards;
 - c. Detailing/cleaning buses once a week;
 - d. Providing tire replacement service according to the manufacturer's schedule;
 - e. Providing brake maintenance according to the manufacturer's schedule;
 - f. Providing out-of-cycle repairs as necessary;
 - g. Coordinating warranty work according to manufacturer guidelines;

- h. Keeping an inventory of all tools, equipment, parts, materials, and supplies;
- i. Keeping maintenance records of all activities, including work orders;
- j. Ensuring that all maintenance activities are safe and secure; and
- k. Adhering to the maintenance plan.

If a major repair or other repair is needed in connection with any equipment used to provide services for the Starr (Green Line) bus lines that will exceed the established maintenance budget, LRGVDC will present the College a plan of action to address the repair, including the cost and timeline for repair.

2. LRGVDC will perform periodic oversight of the College activities to ensure that the service is operated as public transportation and that all elements of this Agreement are followed. This includes, without limitation, inspections of buses, inspections of facilities, safety and security reviews, annual reviews, report generation, and similar activities.

D. Warranties

1. The College warrants that (a) the transportation services are necessary and authorized for activities that are properly within its statutory functions and programs; (b) it has the authority to contract for the services under authority granted in § 130.022, 130.010, and 130.084, *Texas Education Code*, and Chapter 791, *Texas Government Code*; (3) it has all necessary legal authority and has received all necessary approvals to execute and deliver this Agreement; and (4) the officer signing this Agreement on its behalf is authorized by its governing body to sign this Agreement.
2. LRGVDC warrants that (1) it has authority to perform the services under authority granted in Chapter 791, *Texas Government Code*; (2) it has all necessary legal authority and has received all necessary approvals to execute and deliver this Agreement; and (3) the officer signing this Agreement on its behalf is authorized by its governing body to sign this Agreement.

E. Capital

1. LRGVDC will initiate the process of procuring capital improvements under this Agreement upon request of the College.

F. Miscellaneous

1. This Agreement shall be interpreted, construed and enforced in accordance with the laws of the State of Texas. Venue for any action under this Agreement shall be Hidalgo County, Texas.
2. This Agreement may not be assigned except upon written approval by LRGVDC and College.
3. In case any provision in this Agreement shall, for any reason, be held invalid or unenforceable in any respect, such invalidity or unenforceability shall not affect any other provision hereof, and this Agreement shall be construed as if such invalid or unenforceable provision had not been included herein.
4. No joint venture or partnership is formed as a result of this Agreement. No employees, agents, or subcontractors of one party shall be deemed, or represent themselves to be, employees or agents of the other party. All transportation services provided by LRGVDC are on an independent contractor basis.
5. This Agreement may be amended or modified only by a written instrument executed by both parties.
6. This Agreement constitutes the entire agreement and understanding between the parties with respect to the subject matter hereof.
7. The College will maintain records of all documents and materials related to the performance of its obligations under this Agreement. The College agrees to allow LRGVDC to inspect and evaluate the work performed and any records under this Agreement.

The undersigned acknowledge that they have read and understand this Agreement and agree to be bound by its terms and conditions.

South Texas College

Ricardo Solis, M.B.A., Ph. D.
President

Date

**Lower Rio Grande Valley Development
Council**

Manuel Cruz
Executive Director

Date

Consent Agenda:

b. Approval of Award of Proposal for Student / Faculty Medical Professional Liability Insurance, Voluntary Student Accident Insurance, and Workforce Training Programs Student Accident Insurance

Approval to award the proposal for Student/Faculty Medical Professional Liability Insurance, Voluntary Student Accident Insurance and Workforce Training Programs Student Accident Insurance is requested.

Purpose - The basic purpose of the student insurances are as follows:

- Student / Faculty Medical Professional Liability Insurance - provides coverage for those students enrolled in the Nursing Allied Health and Child Development Programs as well as associated Faculty
- Voluntary Student Accident Insurance – provides students with a low-cost option for accident insurance
- Workforce Training Programs Student Accident Insurance – provides coverage for those students enrolled in the Continuing Education Training Programs

Justification - Every year, the College requests proposals for an insurance program that provides the broadest coverage at the most competitive price available in accord with approved or acceptable insurance practices in the State of Texas.

The College's Risk Management Consultant, Mr. Raul Cabaza III, will attend the July 13, 2021 Finance, Audit, and Human Resources Committee meeting to address questions from the Committee. Mr. Cabaza recommends the following awards:

- **Student / Faculty Medical Professional Liability Insurance:**
Affinity Insurance Services, Inc. / American Casualty Company of Reading, PA for the period beginning August 26, 2021 through August 26, 2022. The premium is \$23,800 which is \$10 per student. The recommendation is based on 2,380 students with limits of \$1,000,000 per occurrence / \$5,000,000 aggregate. **The cost for the Medical Professional Liability Insurance is paid by the students enrolled in the Nursing Allied Health and Child Development programs. The College and Faculty are insured parties at no additional cost to the student or to the College.** The premium is \$100 more than last year. Last year's premium was \$23,700 which was based on 2,370 students.
⇒ The cost per student (\$10) is the same as the prior year.
⇒ The carrier remains unchanged from the prior year.

- **Voluntary Student Accident Insurance:**

Student Assurance Services, Inc. / Ameritas Life Insurance Corporation for the period beginning August 26, 2021 through August 26, 2022. The student accident insurance limit is \$25,000. **This is a voluntary product, so there is no cost to the College.**

⇒ Should a student elect to purchase this voluntary coverage, the costs to him/her would be as follows:

- \$75 for school time coverage (same as prior year)
- \$160 for full time (24 hour) coverage (same as prior year)
- \$9 for dental coverage (increase of \$1)

⇒ The carrier remains unchanged from the prior year.

- **Workforce Training Programs Student Accident Insurance:**

Student Assurance Services, Inc. / Ameritas Life Insurance Corporation for the period beginning August 26, 2021 through August 26, 2022. The student accident insurance coverage limit is \$25,000. The annual premium is \$2,700 and includes all participants. The Workforce Training premium is based on 534 participants. These participants are enrolled in non-credit Continuing Education Training Programs such as Phlebotomy, Welding, Emergency Care Assistant, and Building Trades. **The premium is paid by the students.**

⇒ The premium is the same as the prior year.

⇒ The premium is \$2,700 based on an estimated 534 participants (approximately \$5.06 per student) in the workforce training programs. Actual cost per student will be determined once enrollment numbers are received.

⇒ The carrier remains unchanged from the prior year.

Background – Proposal documents were advertised on May 19, 2021 and May 26, 2021 and issued to nine (9) vendors. Two (2) responses were received on June 11, 2021 and were evaluated by Mr. Raul Cabaza, III, Risk Management Consultant, Accountability, Risk, and Compliance and the Purchasing Department.

Reviewers – This item was reviewed by Mr. Raul Cabaza, III, Risk Management Consultant, Mrs. Mary Elizondo, Vice President for Finance and Administrative Services, Frank Jason Gutierrez, Director of Accountability, Risk, and Compliance, Ken Lyons, Risk Manager and Becky Cavazos, Director of Purchasing.

Enclosed Documents - The recommendations provided by Mr. Raul Cabaza, III, follow in the packet for the Board's information and review.

The Finance, Audit, and Human Resources Committee recommended Board approval to award the proposal for Student/Faculty Medical Professional Liability Insurance, Voluntary Student Accident Insurance and Workforce Training Programs Student Accident Insurance at no cost to the College as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize awarding the proposal for Student/Faculty Medical Professional Liability Insurance, Voluntary Student Accident Insurance and Workforce Training Programs Student Accident Insurance at no cost to the College 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 awarding the proposal for Student/Faculty Medical Professional Liability Insurance, Voluntary Student Accident Insurance and Workforce Training Programs Student Accident Insurance at no cost to the College as presented.

Approval Recommended:

Dr. Ricardo J. Solis
President

**SOUTH TEXAS COLLEGE
2021 STUDENT INSURANCE
PROJECT NO. 20-21-1052**

Insurance Premium Summary					
Description	Recommended Carrier	Basis	Premium	Basis	Limit
Voluntary Student Accident Insurance	Ameritas Life Insurance Corp.	Primary	\$75 school time / \$160 24-Hour Basis		
Workforce Training Programs Student Accident	Ameritas Life Insurance Corp.	Excess	\$ 2,700	534 Participants (Approx. \$5.06 per student)	\$ 25,000
Professional Liability	American Casualty Company (C.N.A.)	Current Limit	\$ 23,800	2,380 Students \$10 per student	\$1MM/\$5MM
Professional Liability	American Casualty Company (C.N.A.)	Increased Limits	\$ 29,303	2,380 Students (Option only. Would equate to approx. \$12.31 per student)	\$2MM/\$5MM



June 29, 2021

Ms. Mary Elizondo
Vice President for Finance & Administrative Services
South Texas College
PO Box 9701
McAllen, TX 78501

Re: Medical Professional Liability RFP #20-21-1052

Dear Ms. Elizondo:

One proposal was received for Medical Professional Liability Insurance. The marketplace for such coverage is specialized and is cost effective when it is offered by national purchasing groups.

There are more than one million nurses, therapists and allied professionals insured in this program and it offers professional liability insurance to students, the faculty who instruct and supervise them, and the school.

Affinity Insurance Services, Inc. offered terms through American Casualty Company of Reading PA, Rated XV by A.M. Best. The following options based on 2,380 students were offered:

Limits:	Premium:	Cost per Student:
\$1,000,000/\$5,000,000.	\$23,800	\$10.00
\$2,000,000/\$5,000,000.	\$29,303.	\$12.31

Coverage Highlights:

- Defense Costs (Legal Representation) – Outside the Liability Limits
- Zero Deductible

Recommendation: Purchase of coverage for the year August 26, 2021, to August 26, 2022 at an annual premium of \$23,800.00 from American Casualty Company of Reading PA. The limit of insurance is \$1,000,000 per occurrence/\$5,000,000 aggregate. The cost for the medical professional liability insurance is paid by the students enrolled in the allied health and child development programs.

Sincerely,

Raul Cabaza III, CIC
President

121 W. Pecan / McAllen, Texas 78501 / (956) 682-2841 / Fax (956) 630-4015
1906-B East Tyler Avenue / Harlingen, Texas 78550 / 956-423-8755 / Fax (956) 428-0730

**SOUTH TEXAS COLLEGE
2021 STUDENT INSURANCE
PROJECT NO. 20-21-1052**

Student/Faculty Medical Professional Liability		
	<i>Current Program</i>	Recommended Program
Proposer:	<i>Affinity Ins Services</i>	Affinity Ins Services
Carrier:	<i>American Casualty Company of Reading PA (C.N.A.)</i>	American Casualty Company of Reading PA (C.N.A.)
A.M. Best Rating	<i>A XV</i>	A XV
Coverage Form:	<i>Occurrence</i>	Occurrence
Limit Per Occurrence:	<i>\$1,000,000</i>	\$1,000,000
Aggregate Limit:	<i>\$5,000,000</i>	\$5,000,000
Defense Costs:	<i>Outside the Limits</i>	Outside the Limits
Deductible:	<i>None</i>	None
Annual Premium:	\$23,700	\$23,800
Optional \$2M/\$5M		\$29,303
Rate per Student:	2,370 students/\$10.00 per participant	2,380 students/\$10.00 per participant

SHEPARD WALTON KING
INSURANCE GROUP

June 29, 2021

Ms. Mary G. Elizondo
Vice President for Finance and Administrative Services
South Texas College
PO Box 9701
McAllen, Texas 78501

Re: Voluntary Student Accident Insurance RFP# 20-21-1052

Ms. Elizondo:

One proposal was received for Voluntary Student Accident Insurance.

Student Assurance Services proposed placement of coverage through Ameritas Life Insurance Corp. on a primary basis for school time or alternately on a 24-hour basis. The annual premium is \$75 per insured person for school time coverage and \$160.00 for a 24-hour basis. The dental insurance coverage is \$9 additional premium. The premium is charged for the school year or by semester and the limit of insurance is \$25,000.

Recommendation:

We recommend Student Assurance Services, Inc. representing Ameritas Life Insurance Corp. for the year August 26, 2021, through August 26, 2022. This is a voluntary product purchased by the student and there is no cost to the college.

Submitted by



Raul Cabaza, III
Licensed Risk Manager

**SOUTH TEXAS COLLEGE
2021 STUDENT INSURANCE
PROJECT NO. 20-21-1052**

Voluntary Student Accident Insurance		
	<i>Current Program</i>	Proposed
Proposer:	<i>Student Assurance Services, Inc.</i>	Student Assurance Services, Inc.
Carrier:	<i>Ameritas Life Insurance Corp.</i>	Ameritas Life Insurance Corp.
A.M. Best Rating	<i>A XIV</i>	A XV
Limits:	<i>\$25,000 Maximum Medical Benefit</i>	\$25,000 Maximum Medical Benefit
Type of Policy:	<i>Primary Basis - will pay benefits regardless of Other Valid Coverage.</i>	Primary Basis - will pay benefits regardless of Other Valid Coverage.
2000 packets for registration	Yes	Yes
School Time Rate (Annual Cost)	<i>\$75 per student</i>	\$75 per student
24-Hour Basis (Annual Cost)	<i>\$160 per student</i>	\$160 per student
Cost for extended dental - \$5,000 Limit	<i>\$8 Stand Alone coverage - Not available</i>	\$9 Stand Alone coverage - Not available
All school sponsored activities?	Yes	Yes

SHEPARD WALTON KING
INSURANCE GROUP

June 29, 2021

Ms. Mary Elizondo
Vice President for Finance and Administrative Services
South Texas College
PO Box 9701
McAllen, Texas 78501

RE: Workforce Training Programs Student Accident Insurance RFP# 20-21-1052

Dear Ms. Elizondo:

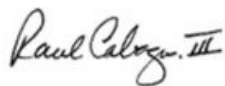
One proposal was received for Workforce Training Program-Student Accident Insurance.

Student Assurance Services proposed placement through Ameritas Life Insurance Corp. with an Accident and Medical Limit of \$25,000. The premium is based on 534 students. The students are enrolled in Continuing Education Programs such as Phlebotomy, Welding, Emergency Medical Technician, and Building trades with the cost being covered by cash paying students.

Recommendation:

Student Assurance Services proposed Ameritas Life Insurance Corp for the year August 26, 2021 through August 26, 2022. The annual premium is \$2,700.

Sincerely,



Raul Cabaza, III
Licensed Risk Manager

SOUTH TEXAS COLLEGE
2021 STUDENT INSURANCE
PROJECT NO. 20-21-1052

Workforce Training Programs - Student Accident Insurance		
	<i>Current Program</i>	Renewal Program
Proposer:	<i>Student Assurance Services</i>	Student Assurance Services
Carrier:	<i>Ameritas Life Insurance Corp.</i>	Ameritas Life Insurance Corp.
A.M. Best Rating	<i>A XIV</i>	A XV
WTS - Trade Students - Group Premium:	<i>\$2,700</i>	\$2,700
Basis - # of Participants	<i>514</i>	534
Schedule of Benefits - Accidental Medical		
<i>See Attached Form GA-2200Ed. 11-16 (TX)</i>		

BENEFITS FOR MEDICAL EXPENSES

When injury covered by this Policy results in treatment by a Licensed Physician within 180 days from the date of Accident, the Company shall pay the Usual and Customary Charges (U&C) incurred for necessary Covered Services, subject to all terms, conditions, limitations and exclusions of this Policy. Benefits shall be payable for eligible Expenses Incurred within one year from the date of Injury. The Company shall pay the scheduled benefit below for Covered Services up to the specified Maximum Medical Benefit, less any deductible, as stated in the Policy Schedule.

This Policy shall pay benefits regardless of Other Valid Coverage, if the covered claim expense is less than \$25. If the covered claim expense exceeds \$25 benefits shall be paid first by any other valid and collectible insurance including ERISA or self-funded group policy.

SCHEDULE OF COVERED SERVICES

(unless otherwise stated all amounts are per Injury)

1. **Inpatient Benefits**
 - a) Hospital Room and Board U&C
 - b) Intensive Care (in lieu of 1.a.) U&C
 - c) Hospital Miscellaneous Services U&C
(all other hospital charges except Room and Board or Intensive Care)
 - d) Physician's Non-Surgical Visits (1 visit per day, not paid day of surgery) U&C
 - e) Physiotherapy (1 visit per day, includes office visits) U&C
 - f) X-ray and Radiology Services U&C
 - g) Registered Nurse (private duty nurse, when ordered by physician) U&C
2. **Outpatient Surgery Benefits**
 - (a) Day Surgery Charges U&C
(facility charge, includes room supplies and all other expenses for outpatient surgery)
3. **Other Outpatient Benefits**
 - a) Hospital Emergency Room Charges (includes urgent care) U&C
 - b) X-ray Services U&C
 - c) Diagnostic Imaging (includes CT scans, MRI and bone scans) U&C
 - d) Physician's Non-Surgical Visits (1 visit per day; not paid day of surgery) U&C
 - e) Physiotherapy (1 visit per day, includes office visit and chiropractic services) ... U&C
 - f) Orthopedic Appliances U&C
 - g) Durable Medical Equipment U&C
 - h) Prescription Drugs U&C, up to \$50
 - i) Ambulance Services (ground) U&C
 - j) Laboratory Services U&C
 - k) Shots and Injections (when administered in physician's office) U&C
4. **Other Physician Services**
 - a) Dental Treatment (in lieu of all other medical benefits; including x-rays) U&C, up to \$250
of sound and natural teeth)
 - b) Physician Surgical Care (inpatient or outpatient) U&C
 - c) Assistant Surgeon (inpatient or outpatient) 25% Surgeon's Allowance
 - d) Anesthesia Services (inpatient or outpatient) 25% Surgeon's Allowance
 - e) Physician Consultation (1 visit per day, when referred by U&C
attending Physician)
5. **Motor Vehicle Injury** Same as any Injury
8. **Other Covered Service**
 - a) Rehabilitation Services (1 visit per day, includes home health care U&C
and inpatient skilled nursing)

Consent Agenda:

c. Approval of Award of Proposals for Property / Inland Marine / Boiler & Machinery, Crime, School Leaders E&O, General Liability, Law Enforcement Liability, Automobile, Workers Compensation, and Foreign Liability Insurance

Approval is requested to award the proposals for Property / Inland Marine / Boiler & Machinery, Crime, School Leaders E&O, General Liability, Law Enforcement Liability, Automobile, Workers Compensation, Foreign Liability, and Cyber Liability Insurance for the period beginning September 1, 2021 through August 31, 2022 at a total cost of \$1,529,700.

Purpose - The purpose of insurance is to anticipate catastrophic losses that could financially impair South Texas College. Insurance allows the College to minimize risk of loss from circumstances beyond its control.

Justification - Every year, prior to fiscal year end, the College requests proposals for an insurance program that provides the broadest coverage at the most competitive price available in accordance with approved or acceptable insurance practices in the State of Texas.

The College's Risk Management Consultant, Mr. Raul Cabaza III, will attend the July 13, 2021 Finance, Audit, and Human Resources Committee meeting to address questions from the Committee. Mr. Cabaza recommends the following awards:

- **Property / Inland Marine / Boiler & Machinery**

- ⇒ The Risk Management Consultant advised College staff on July 9, 2021, that the spreadsheet in the Finance, Audit, and Human Resources Committee packet that was distributed earlier in the day on July 9, 2021, did not reflect the correct values on certain line items for Option #1 and Option #2. The information was revised subsequently, based on clarification, and is included in the spreadsheets that follow in the packet. Refer to the Property, Inland Marine, and Boiler and Machinery Insurance spreadsheet for correct values.
- ⇒ Request award of Property / Inland Marine / Boiler & Machinery Insurance coverage to The Hartford Fire Insurance Co. (Montalvo) at a total cost of **\$1,017,738**. The policy offers a 5% named storm deductible, a 5% all other wind/hail deductible (applied per building with a \$100,000 minimum deductible per building), and a \$100,000 deductible for all other perils.
- ⇒ Flood insurance is included with a deductible of \$100,000 for Zones X and C and \$500,000 for Zone B. The deductible applies per occurrence and not per building.

⇒ The proposed premium of \$1,017,738 represents an increase of 8.7% from the prior year which includes a 3.96% increase in insured values.

- The commercial property segment continues to be challenged by civil unrest, record breaking wind events, the COVID pandemic, and the winter freeze affecting pricing, limits and deductibles. Material and labor cost and demand are up and period for repairs has increased due to supply chain problems.

⇒ The carrier remains unchanged from the prior year.

- **Crime Insurance**

⇒ Request award of Crime Insurance coverage to Traveler's Casualty & Surety Company of America (Montalvo) at a cost of **\$8,577**.

⇒ The proposed premium of \$8,577 represents an increase of 2.4% from the prior year.

- The crime includes computer fraud, funds transfer fraud, and social engineer coverages and increased claims are being experienced.

⇒ The carrier remains unchanged from the prior year.

- **School Leaders E&O, General Liability, Law Enforcement Liability, Automobile**

⇒ Per former legal counsel, the College's exposure is shown in the table below:

	Liability Exposure
State	Sovereign immunity except for injuries arising out of operation of motor vehicles. Limits: \$100,000/\$300,000.
Federal	Claims arising under US Constitution and federal statutes (covered under trustee coverage) No limits.

⇒ Per former legal counsel, under state law, the College is immune from liability except for injuries arising from a motor vehicle accident (\$100,000 per person / \$300,000 per accident). Under Federal Law, the College has exposure under Section 1983 Clauses of Action (Civil Rights Statute); there is theoretically no limit of liability. Former legal counsel advises that though there is no ceiling under civil rights cases, the Board may, based on history, develop a risk policy. Given the College's comprehensive practices and procedures to avoid liability and the experience of the College with these cases, the primary purpose is first to ensure the College has competent legal defense and coverage is within limits. Based on the College's claim history, a \$250,000 limit policy would be reasonable and sufficient coverage.

- ⇒ School Leaders E&O, General Liability, Law Enforcement Liability, Automobile Insurance to Texas Association of School Boards (TASB) at a cost of \$221,620. The program offers a \$1,000,000 limit for School Leaders E&O, General Liability and Law Enforcement Liability with deductibles of \$50,000 for School Leaders E&O, \$0 for General Liability, and \$0 for Employee Benefits Liability. Law Enforcement Liability deductible depends on if allegations are under General Liability or Professional Liability. The Automobile Liability limit is \$300,000 with a \$1,000 deductible applicable to both the liability and physical damage.
- ⇒ The proposed premium of \$221,620 represents an increase of 5.6% from the prior year.
 - The automobile insurance was affected by an increase in the number of insured units from 104 to 135, the litigation environment, cost of parts, the safety and electronic devices being placed on vehicles and the cost of materials.

⇒ The carrier remains unchanged from the prior year.

- **Workers Compensation Insurance**

- ⇒ Workers Compensation Insurance to Texas Association of School Boards (TASB) at a total cost of **\$273,564**.
- ⇒ The proposed premium of \$273,564 represents a flat premium due to reduction in payroll but an overall rate increase of 14.5% from the prior year.
 - TASB consider a number of factors in pricing including payroll volatility, losses, and individual class changes. TASB reviews 6 years of losses and collects contribution to cover the ultimate cost of claims.
- ⇒ The carrier remains unchanged from the prior year.

- **Foreign Liability Insurance**

- ⇒ Foreign Liability Insurance to Ace American Insurance Co. (Montalvo) at a total cost of **\$8,201**.
- ⇒ Due to employee travel to Mexico, the purchase of an international insurance policy is recommended.
- ⇒ Foreign Liability Insurance provides General Liability, Auto, Accidental Death & Dismemberment, and Property coverage in specific countries for employees during the normal scope of business, College-owned vehicles, vehicles leased by South Texas College, and equipment. General Liability includes the following limits:

- \$1,000,000 Each occurrence
- \$2,000,000 General aggregate
- \$2,000,000 Products-completed operations aggregate
- \$1,000,000 Personal and advertising injury
- \$1,000,000 Damage to premises rented to South Texas College
- \$25,000 Medical expenses (any one person)

⇒ The proposed premium of \$8,201 represents no increase from the prior year.

⇒ The carrier remains unchanged from the prior year.

• **Cyber Liability Insurance**

⇒ On July 13, 2021, the Risk Management Consultant was notified by Montalvo Insurance that the Cyber Liability quote had been withdrawn by the insurance carrier, Benchmark. All quotes with effective dates after July 1, 2021 are expired and withdrawn. The carrier, Benchmark, has put a temporary hold on all new public sector, school and college business nationwide as the cyber market continues to deteriorate with carriers exiting, restricting, and retracting from the market.

⇒ As such, College staff will work with the Risk Management Consultant to solicit a new request for proposal for Cyber Liability Insurance which will be presented at the August 24, 2021 Board of Trustees Meeting.

The total recommended award to Montalvo is **\$1,034,516**. The total recommended award to TASB is **\$495,184**.

	TASB	Montalvo
Property / Inland Marine and Boiler & Machinery		\$1,017,738
Crime		\$8,577
School Leaders E&O, General Liability, Law Enforcement	\$166,882	
Automobile	\$54,738	
Workers Compensation	\$273,564	
Foreign Liability		\$8,201
Cyber Liability		
TOTAL	\$495,184	\$1,034,516
Grand Total		\$1,529,700

Background – Proposal documents were advertised on May 19, 2021 and May 26, 2021 and issued to five (5) vendors. Two (2) responses were received on June 11, 2021 and were evaluated by Mr. Raul Cabaza, III, Risk Management Consultant, Accountability, Risk, and Compliance and the Purchasing Department.

Funding Source - Funds for this expenditure are budgeted in the Insurance and Benefits budgets for FY 2021 - 2022, pending Board approval of the budget.

Reviewers – This item was reviewed by Mr. Raul Cabaza, III, Risk Management Consultant, Mrs. Mary Elizondo, Vice President for Finance and Administrative Services, Frank Jason Gutierrez, Director of Accountability, Risk, and Compliance, Ken Lyons, Risk Manager and Becky Cavazos, Director of Purchasing.

Enclosed Documents – The recommendations and spreadsheets provided by Mr. Raul Cabaza, III, follow in the packet for the Board's information and review.

The Finance, Audit, and Human Resources Committee recommended Board approval to award the proposals for Property / Inland Marine / Boiler & Machinery (\$1,017,738), Crime (\$8,577), School Leaders E&O, General Liability, Law Enforcement Liability, Automobile (\$221,620), Workers Compensation (\$273,564), and Foreign Liability (\$8,201) Insurance for the period September 1, 2021 through August 31, 2022 at a total cost of **\$1,529,700**.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize awarding the proposals for Property / Inland Marine / Boiler & Machinery (\$1,017,738), Crime (\$8,577), School Leaders E&O, General Liability, Law Enforcement Liability, Automobile (\$221,620), Workers Compensation (\$273,564), and Foreign Liability (\$8,201) Insurance for the period September 1, 2021 through August 31, 2022 at a total cost of **\$1,529,700**.

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 awarding the proposals for Property / Inland Marine / Boiler & Machinery (\$1,017,738), Crime (\$8,577), School Leaders E&O, General Liability, Law Enforcement Liability, Automobile (\$221,620), Workers Compensation (\$273,564), and Foreign Liability (\$8,201) Insurance for the period September 1, 2021 through August 31, 2022 at a total cost of **\$1,529,700**.

Approval Recommended:

Dr. Ricardo J. Solis
President

**SOUTH TEXAS COLLEGE
PROPERTY AND CASUALTY INSURANCE
PROJECT NO. 21-22-1001
INSURANCE PREMIUM SUMMARY
Risk Management Consultant Evaluation**

COVERAGE PREMIUMS	Proposed Texas Association of School Boards	Proposed Montalvo Insurance Agency
Address of Proposer:	P O Box 301	208 S Texas Blvd
	Austin, TX 78767	Weslaco, TX 78596
	800-482-7276	956-968-5521
	Adrian Pena	Ramon Montalvo

PROPERTY/INLAND MARINE AND BOILER & MACHINERY

Hartford (\$200M Loss Limit - 5% Wind/Hail Deductible - TIV \$538,725,995.)		
Property including Inland Marine	No Quote	\$ 951,558.00
Terrorism Risk Insurance Act		\$ 28,335.00
Boiler & Machinery		Included
Sub-Total		\$ 979,893.00
Hartford (\$200M Loss Limit - 5% Wind/Hail Deductible - TIV \$560,125,024.)		
Property including Inland Marine	No Quote	\$ 988,288.00
Terrorism Risk Insurance Act		\$ 29,450.00
Boiler & Machinery		Included
Sub-Total		\$ 1,017,738.00

CRIME		
\$35,000 Retention	No Quote	\$ 8,577.00
\$50,000 Retention	No Quote	\$ 7,706.00

CASUALTY		
School Leaders E&O	\$166,882.00	No Quote
General Liability	Included in School Leaders E&O	No Quote
Law Enforcement	Included in School Leaders E&O	No Quote
Automobile	\$54,738.00	No Quote
Casualty Sub-Total	\$ 221,620.00	\$ -
Subject to:	**Coverage contingent upon concurrent participation in funds Auto, Liability and Worker's Compensation Programs	

WORKERS COMPENSATION		
Workers' Compensation - Out-of-Network	\$ 273,564.00	No Quote
Subject to:	**Coverage contingent upon concurrent participation in funds Auto, Liability and Worker's Compensation Programs	
Total Casualty and Workers Compensation**	\$ 495,184.00	

FOREIGN LIABILITY		
Foreign Liability	No Quote	\$ 8,201.00

TOTAL AWARD AMOUNT BY VENDOR	\$ 495,184.00	\$1,058,699	\$1,034,516
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The information on this page is a summary of coverage. It does not reflect complete policy conditions, terms, exclusions or limitations. The policy supersedes and should be reviewed for complete details.

SHEPARD WALTON KING
INSURANCE GROUP

July 9, 2021

Ms. Maria G. Elizondo
Vice President for Finance and Administrative Services
South Texas College
P. O. Box 9701
McAllen, TX 78502-9500

Re: **Property/Inland Marine and Boiler & Machinery Insurance**
Effective September 1, 2021

Dear Ms. Elizondo:

Two proposals for the Property/Inland Marine/Boiler & Machinery Insurance were received, both from Montalvo Insurance. Both proposals were through Hartford Fire Insurance Company and reflect a \$200,000,000 loss limit. The quote of \$979,893 is based on incorrect values of \$538,752,995. The quote at premium of \$1,017,738 is based on total scheduled values of \$560,125,024.as requested in the Request for Proposals.

The commercial property segment continues to be challenged by record breaking wind events, the COVID pandemic and the winter freeze affecting pricing, limits and deductibles.

We recommend purchase of the Hartford Fire Insurance Company property insurance quote including inland marine of \$1,017,738. through Montalvo Insurance for the period of September 1, 2021 through August 31, 2022.

Submitted by:



Raul Cabaza, III, CIC
Licensed Risk Manager

Enclosures

**SOUTH TEXAS COLLEGE
PROPERTY, INLAND MARINE, AND BOILER AND MACHINERY INSURANCE
PROJECT NO. 21-22-1001**

Proposer	Option #1		Option #2	
	Current Program	Proposed	Proposed	
	Montalvo Insurance Agency	Montalvo Insurance Agency	Montalvo Insurance Agency	
PROPERTY				
Insurance Company	Hartford Fire Insurance, Co.	Hartford Fire Insurance, Co.	Hartford Fire Insurance, Co.	
A.M. Best Rating	A+ XV	A+ XV	A+ XV	
Admitted/Non-Admitted	Admitted	Admitted	Admitted	
Blanket / Scheduled	Blanket	Scheduled	Scheduled	
Total Insured Values				
Building Limit:	\$ 436,890,027	\$436,890,031	\$ 436,890,027	
Business Personal Property incl EDP	\$ 67,941,692	\$67,941,692	\$ 68,226,749	
Business Income	\$ 33,921,272	\$33,921,272	\$ 55,008,248	
Sub-Total	\$ 538,752,991	\$538,752,995	\$ 560,125,024	
Contractors Equipment	\$ 777,160	\$ 777,160	\$ 777,160	
Fine Arts of Others (Max. \$10K item)	SPICE endorsement includes \$50,000 coverage	SPICE endorsement includes \$50,000 coverage	SPICE endorsement includes \$50,000 coverage	
Total Insured Values	\$ 539,530,151	\$539,530,155	\$ 560,902,184	
Co-Insurance	No Co-Insurance	No Co-Insurance	No Co-Insurance	
Policy Limit / Loss Limit	\$200,000,000	\$200,000,000	\$200,000,000	
Sub-Limits (Annual Aggregate)		See Location Level Details-Quote	See Location Level Details-Quote	
Earthquake/Earth Movement - Annual Aggregate	See Location Level Details-Quote	\$ 50,000,000	\$ 50,000,000	
Flood Annual Aggregate (Excl Zones A & V)				
-Zone B Annual Aggregate	\$ 5,000,000	\$ 5,000,000	\$ 5,000,000	
-Zone C Annual Aggregate	\$ 10,000,000	\$ 10,000,000	\$ 10,000,000	
-Zone X		No locations listed Zone X	No locations listed Zone X	
-Excluded	*Excluded - 603 N Coyote Dr, La Joya, TX 78560-4141	*Excluded - 603 N Coyote Dr, La Joya, TX 78560-4141	*Excluded - 603 N Coyote Dr, La Joya, TX 78560-4141	
Deductibles:				
Wind/Hail Deductibles	5% Windstorm or Hail Deductible applies	5% Windstorm or Hail Deductible applies	5% Windstorm or Hail Deductible applies	
Type Deductible	All Wind/Hail	All Wind/Hail	All Wind/Hail	
Wind/Hail Waiting Period - Business Income	72 Hours	72 Hours	72 Hours	
All Other Perils	\$ 100,000	\$ 100,000	\$ 100,000	
Earth Movement	\$ 100,000	\$ 100,000	\$ 100,000	
Fine Arts / Contractor's Equipment	\$ 2,500	\$ 2,500	\$ 2,500	
Flood Deductibles	See Location Level Details-Quote	See Location Level Details-Quote	See Location Level Details-Quote	
-Zone X and C	\$ 100,000	\$ 100,000	\$ 100,000	
-Zone B	\$ 500,000	\$ 500,000	\$ 500,000	
	Flood deductible applies per occurrence, not per building	Flood deductible applies per occurrence, not per building	Flood deductible applies per occurrence, not per building	
Valuation	Replacement Cost	Replacement Cost	Replacement Cost	
Property	\$ 899,677	\$ 942,296	\$ 979,026	
TRIA	\$ 27,017	\$ 28,335	\$ 29,450	
Inland Marine	\$ 9,262	\$ 9,262	\$ 9,262	
Sub-Total	\$ 935,956	\$ 979,893	\$ 1,017,738	
Insurance Company	Hartford Fire Insurance Co.	Hartford Fire Insurance Co.	Hartford Fire Insurance Co.	
A.M. Best Rating	A+ XV	A+ XV	A+ XV	
Admitted/Non-Admitted	Admitted	Admitted	Admitted	
Limit of Insurance	\$ 100,000,000	\$ 100,000,000	\$ 100,000,000	
Deductible	\$ 100,000	\$ 100,000	\$ 100,000	
Premium:	Included in Property	Included in Property	Included in Property	
Total		\$ 979,893	\$ 1,017,738	

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SHEPARD WALTON KING
INSURANCE GROUP

June 29, 2021

Ms. Maria G. Elizondo
Finance and Administrative Services
South Texas College
P. O. Box 9701
McAllen, TX 78501

Re: Crime Insurance Effective September 1, 2021

Dear Ms. Elizondo:

Only one proposal for crime insurance was received. It was from Montalvo Insurance Agency through Travelers Casualty & Surety Company of America at premium of \$8,577 at current retention level of \$35,000. Optional \$50,000 deductible is available at premium of \$7,706.

Limits remain as per expiring. The \$500,000 the Social Engineering is the maximum available through Travelers. The deductible for social engineering was increased to \$35,000 as Travelers requires it coincide with the employee theft retention limit.

We recommend purchase of Travelers Casualty & Surety Company of America proposal through Montalvo Insurance Agency for the period September 1, 2021 through August 31, 2022 at an annual premium of \$8,577 at the \$35,000 retention.

Submitted by:



Raul Cabaza, III, CIC
Licensed Risk Manager

Enclosures
AO

**SOUTH TEXAS COLLEGE
CRIME INSURANCE
PROJECT NO. 21-22-1001**

Proposer	<u>Current Program</u> Montalvo Insurance Agency	<u>Proposed</u> Montalvo Insurance Agency
Insurance Company	Travelers Casualty & Surety Company of America	Travelers Casualty & Surety Company of America
A.M. Best Rating	A++ XV	A++ XV
Admitted/Non-Admitted	Admitted	Admitted
Employee Theft (Dishonesty)	\$ 1,000,000	\$ 1,000,000
Forgery or Alteration	\$ 1,000,000	\$ 1,000,000
Theft, Disappearance & Destruction (Inside & Outside Premises)	\$ 1,000,000	\$ 1,000,000
Money Order & Counterfeit Currency	\$ 1,000,000	\$ 1,000,000
Computer Fraud	\$ 1,000,000	\$ 1,000,000
Funds Transfer Fraud	\$ 1,000,000	\$ 1,000,000
Claims Expense (\$0 Ded.)	\$ 5,000	\$ 5,000
Retention	\$ 35,000	\$ 35,000
Social Engineering Limit	\$ 500,000	\$ 500,000
Retention	\$ 20,000	\$ 35,000
Premium	\$ 8,378	\$ 8,577
Option \$50,000 Retention		\$ 7,706

*\$500,000. is maximum social engineering limit offered by Travelers

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SHEPARD WALTON KING
INSURANCE GROUP

June 29, 2021

Ms. Maria G. Elizondo
Finance and Administrative Services
South Texas College
P. O. Box 9701
McAllen, TX 78501

**RE: School Leaders E&O, General Liability, Law Enforcement Liability, Automobile
Insurance Effective September 1, 2021**

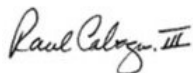
Dear Ms. Elizondo:

In response to the RFP, one proposal was received for these coverages.

Texas Association of School Boards offered renewal terms for School Leaders E&O including General Liability and Law Enforcement at premium of \$166,882 and Automobile at premium of \$54,378 for combined casualty premium of \$221,260. The proposal is contingent upon concurrent participation in Auto, Liability and Workers' Compensation programs through TASB.

We recommend purchase of School Leaders E&O, General Liability, Law Enforcement Liability, Automobile from TASB Risk Management Fund for the policy period September 1, 2021 through August 31, 2022 at an annual premium of \$221,260.

Submitted by:



Raul Cabaza, III, CIC
Licensed Risk Manager

Enclosures
AO

**SOUTH TEXAS COLLEGE
SCHOOL LEADERS, ERRORS AND OMISSIONS, GENERAL LIABILITY,
LAW ENFORCEMENT, AND AUTOMOBILE INSURANCES
PROJECT NO. 21-22-1001**

Proposer	<u>Current Program</u>	<u>Proposed</u>
	Texas Association of School Boards	Texas Association of School Boards
Insurance Company	TASB Risk Management Fund	TASB Risk Management Fund
A. M. Best Rating (A VIII or better)	Not Applicable	Not Applicable
Admitted/Non-Admitted	Not Applicable	Not Applicable
SCHOOL LEADERS E&O		
Policy Form	Claims Made	Claims Made
Retroactive Date	Not Applicable	Not Applicable
Limit (Annual Aggregate)	\$ 1,000,000	\$ 1,000,000
-Defense Outside Limit	Outside Limit	Outside Limit
Retentions:	\$ 50,000	\$ 50,000
Duty to Defend or Indemnity Form	Duty to Defend	Duty to Defend
Defense Coverage Breach of Employment Contract	Yes, See proposal clarification	Yes, See proposal clarification
Coverage Sexual Misconduct - Employment Practice Claims Only	Defense & Damages	Yes
Coverage Sexual Misconduct - Other than Employment	Defense & Damages	Yes
Defense for Individuals w/Disabilities suits	Yes	Yes
Coverage Discrimination of race or national origin	Yes	Yes
Adm. Hearings - ADR, Spec. Ed., EEOC	Not Covered. Coverage may be provided when a claim proceeds to court level.	Not Covered. Coverage may be provided when a claim proceeds to court level.
Proposed Policy Non-Assessable	No	No
Defense coverage for Breach of Contract- Other than Employment Contract	No	No
Coverage for liability resulting from wrongful acts of consultants and independent contractors	No	No
Punitive and Exemplary Coverage	No	No
Personal Injury from an Employment Claim	Yes	Yes
Back-Wages covered	No	No
Premium	\$ 159,813	\$ 166,882
GENERAL LIABILITY		
Limits:		
- General Aggregate	Not Applicable	Not Applicable
- Products/Completed Ops Agg	Property Damage to products or work is excluded	Property Damage to products or work is excluded
- Personal & Advertising Injury	Included	Included
- Each Occurrence	\$ 1,000,000	\$ 1,000,000
Deductible:	\$ -	\$ -
Coverage for Allegations Sexual Abuse or Molestation	See School Leaders E&O	See School Leaders E&O

**SOUTH TEXAS COLLEGE
SCHOOL LEADERS, ERRORS AND OMISSIONS, GENERAL LIABILITY,
LAW ENFORCEMENT, AND AUTOMOBILE INSURANCES
PROJECT NO. 21-22-1001**

Proposer	<u>Current Program</u>	<u>Proposed</u>
	Texas Association of School Boards	Texas Association of School Boards
Insurance Company	TASB Risk Management Fund	TASB Risk Management Fund
A. M. Best Rating (A VIII or better)	Not Applicable	Not Applicable
Admitted/Non-Admitted	Not Applicable	Not Applicable
Employee Benefits Liability	\$ 100,000	\$ 100,000
-Policy Form	Occurrence	Occurrence
-Retro Date	N/A	N/A
-Deductible	\$ -	\$ -
Premium	Included School Leaders E&O	Included School Leaders E&O
LAW ENFORCEMENT		
Limit of Liability	Included under GL or Professional Legal Liability depending on allegations	Included under GL or Professional Legal Liability depending on allegations
Policy Form	Depends on if allegations under general liability or professional liability	Depends on if allegations under general liability or professional liability
Retro Date	Not Applicable	Not Applicable
Deductible	Depends on if allegations under general liability or professional liability	Depends on if allegations under general liability or professional liability
Premium	Included School Leaders E&O	Included School Leaders E&O
AUTOMOBILE		
# Units	104	135
Liability Limits:	\$100,000./\$300,000./\$100,000.	\$100,000./\$300,000./\$100,000.
Liability Deductible	\$ 1,000	\$ 1,000
- Uninsured/Underinsured Motorist	No	No
Physical Damage:	ACV	ACV
- Comprehensive Deductible	\$ 1,000	\$ 1,000
- Collision Deductible	\$ 1,000	\$ 1,000
- Hired Car Physical Damage Limit	\$ 50,000	\$ 50,000
Premium	\$ 50,026	\$ 54,738
TOTAL PREMIUMS:	\$ 209,839	\$ 221,620
Subject to:	Coverage contingent upon concurrent participation in funds Auto, Liability and Worker's Compensation Programs	Coverage contingent upon concurrent participation in funds Auto, Liability and Worker's Compensation Programs

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June 29,2021

Ms. Maria G. Elizondo
Finance and Administrative Services
South Texas College
P. O. Box 9701
McAllen, TX 78501

RE: Workers Compensation Effective September 1, 2021

Dear Ms. Elizondo:

One proposal was received for Workers Compensation from TASB Risk Management Fund at premium of \$273,564. The TASB quote is contingent upon participation in the Auto, Liability and Workers Compensation programs.

We recommend purchase of the Workers' Compensation Coverage from TASB Risk Management Fund for the period September 1, 2021 to August 31, 2022 for an estimated annual premium of \$273,564 subject to final audit.

Submitted by:

A handwritten signature in black ink, appearing to read "Raul Cabaza, III".

Raul Cabaza, III, CIC
Licensed Risk Manager

Enclosures
AO

**SOUTH TEXAS COLLEGE
WORKERS COMPENSATION INSURANCE
PROJECT NO. 21-22-1001**

Proposer:	<u>Current Program</u>	<u>Proposed</u>
	Texas Association of School Boards	Texas Association of School Boards
Insurance Company	TASB Risk Management Fund	TASB Risk Management Fund
A.M. Best Rating	Not Applicable	Not Applicable
Admitted/Non-Admitted	Not Applicable	Not Applicable
Employers Liability	Not Offered	Not Offered
Payroll Classifications		
-7380 Bus Drivers	\$ -	\$ 93,708
-7720 Police Officers	\$ -	\$ 1,638,498
- 8810 Clerical	\$ 12,224,040	\$ 8,769,562
- 8868 Professionals	\$ 86,930,005	\$ 75,755,728
- 9101 All Other	\$ 10,279,277	\$ 7,458,544
Total Gross Payroll:	\$ 109,433,322	\$ 93,716,040
- 8868 Volunteer Instructors	Not Covered	Not Covered
Estimated Premium - Out-of Network	\$ 273,563	\$ 273,564
	Coverage contingent upon concurrent participation in funds Auto, Liability and Worker's Compensation Programs	Coverage contingent upon concurrent participation in funds Auto, Liability and Worker's Compensation Programs

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SHEPARD WALTON KING
INSURANCE GROUP

June 29, 2021

Ms. Maria G. Elizondo
Finance and Administrative Services
South Texas College
P. O. Box 9701
McAllen, TX 78501

Re: Foreign Liability Coverage Effective September 1, 2021

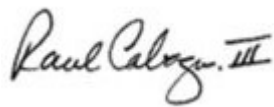
Dear Ms. Elizondo:

Only one proposal for foreign liability insurance was received. It was from Montalvo Insurance Agency through Ace American Insurance Company at premium of \$8,201.

Due to employee foreign travel and territory restrictions under the domestic policies, we recommend the purchase of a Foreign Liability Insurance Policy.

We recommend purchase of the Foreign Liability Insurance Coverage from Ace American Insurance through Montalvo Insurance Agency for the period from September 1, 2021 to August 31, 2022 for an annual premium of \$8,201.

Submitted by:



Raul Cabaza, III, CIC
Licensed Risk Manager
Enclosures
AO

**SOUTH TEXAS COLLEGE
FOREIGN LIABILITY INSURANCE
PROJECT NO. 21-22-1001**

Proposer:	<u>Current Program</u> Montalvo Insurance Agency	<u>Proposed</u> Montalvo Insurance Agency
Insurance Company	Ace American Insurance, Co.	Ace American Insurance, Co.
A.M. Best	A++ XV	A++ XV
Admitted/Non-Admitted	Admitted	Admitted
General Liability		
Each Occurrence	\$ 1,000,000	\$ 1,000,000
General Aggregate	\$ 2,000,000	\$ 2,000,000
Products/Co. Ops Aggregate	\$ 2,000,000	\$ 2,000,000
Damage to Premises Rented to You Limit (any one premises)	\$ 1,000,000	\$ 1,000,000
Personal & Advertising Injury	\$ 1,000,000	\$ 1,000,000
Medical Expense Limit	\$ 25,000	\$ 25,000
Employee Benefits Liability (\$1,000 Deductible)	\$ 1,000,000	\$ 1,000,000
Automobile Liability - Contingent	\$ 1,000,000	\$ 1,000,000
Total Premium	\$ 8,201	\$ 8,201

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**SOUTH TEXAS COLLEGE
PROPERTY, INLAND MARINE, AND BOILER AND MACHINERY INSURANCE
PROJECT NO. 21-22-1001
EVALUATION SUMMARY**

VENDOR		Montalvo Insurance Agency	
ADDRESS		208 S Texas Blvd	
CITY/STATE/ZIP		Weslaco, TX 78596	
PHONE		956-968-5521	
FAX		956-969-9198	
CONTACT		Ramon Montalvo, III	
1	The purchase price. (up to 60 points)	60	60
		60	
		60	
2	The reputation of the vendor and the vendor's goods or services . (up to 8 points)	8	7.66
		7	
		8	
3	The quality of the vendor's goods and/or services. (up to 14 points)	14	14
		14	
		14	
4	The extent to which the vendor's goods and/or services meet the College's needs. (up to 14 points)	14	13.33
		12	
		14	
5	The vendor's past relationship with the College. (up to 3 points)	3	3
		3	
		3	
6	The impact on the ability of the College to comply with laws relating to Historically Underutilized Businesses. (up to 1 point)	0	0
		0	
		0	
TOTAL EVALUATION POINTS		97.99	
RANKING		1	

**SOUTH TEXAS COLLEGE
CRIME INSURANCE
PROJECT NO. 21-22-1001
EVALUATION SUMMARY**

VENDOR		Montalvo Insurance Agency	
ADDRESS		208 S Texas Blvd	
CITY/STATE/ZIP		Weslaco, TX 78596	
PHONE		956-968-5521	
FAX		956-969-9198	
CONTACT		Ramon Montalvo, III	
1	The purchase price. (up to 60 points)	60	60
		60	
		60	
2	The reputation of the vendor and the vendor's goods or services. (up to 8 points)	8	7.66
		7	
		8	
3	The quality of the vendor's goods and/or services. (up to 14 points)	14	14
		14	
		14	
4	The extent to which the vendor's goods and/or services meet the College's needs. (up to 14 points)	14	13.33
		12	
		14	
5	The vendor's past relationship with the College. (up to 3 points)	3	3
		3	
		3	
6	The impact on the ability of the College to comply with laws relating to Historically Underutilized Businesses. (up to 1 point)	0	0
		0	
		0	
TOTAL EVALUATION POINTS		97.99	
RANKING		1	

**SOUTH TEXAS COLLEGE
SCHOOL LEADERS, ERROR AND OMISSIONS, GENERAL LIABILITY, LAW
ENFORCEMENT, AND AUTOMOBILE INSURANCE
PROJECT NO. 21-22-1001
EVALUATION SUMMARY**

VENDOR		TASB Risk Management Fund	
ADDRESS		P O Box 301	
CITY/STATE/ZIP		Austin, TX 78767	
PHONE		800-482-7276	
FAX		512-467-3645	
CONTACT		Adrian Pena	
1	The purchase price. (up to 60 points)	60	60
		60	
		60	
2	The reputation of the vendor and the vendor's goods or services. (up to 8 points)	8	8
		8	
		8	
3	The quality of the vendor's goods and/or services. (up to 14 points)	14	14
		14	
		14	
4	The extent to which the vendor's goods and/or services meet the College's needs. (up to 14 points)	14	14
		14	
		14	
5	The vendor's past relationship with the College. (up to 3 points)	3	3
		3	
		3	
6	The impact on the ability of the College to comply with laws relating to Historically Underutilized Businesses. (up to 1 point)	0	0
		0	
		0	
TOTAL EVALUATION POINTS		99	
RANKING		1	

**SOUTH TEXAS COLLEGE
WORKERS COMPENSATION INSURANCE
PROJECT NO. 21-22-1001
EVALUATION SUMMARY**

VENDOR		TASB Risk Management Fund	
ADDRESS		P O Box 301	
CITY/STATE/ZIP		Austin, TX 78767	
PHONE		800-482-7276	
FAX		512-467-3645	
CONTACT		Adrian Pena	
1	The purchase price. (up to 60 points)	60	60
		60	
		60	
2	The reputation of the vendor and the vendor's goods or services. (up to 8 points)	8	8
		8	
		8	
3	The quality of the vendor's goods and/or services. (up to 14 points)	14	14
		14	
		14	
4	The extent to which the vendor's goods and/or services meet the College's needs. (up to 14 points)	14	14
		14	
		14	
5	The vendor's past relationship with the College. (up to 3 points)	3	3
		3	
		3	
6	The impact on the ability of the College to comply with laws relating to Historically Underutilized Businesses. (up to 1 point)	0	0
		0	
		0	
TOTAL EVALUATION POINTS		99	
RANKING		1	

**SOUTH TEXAS COLLEGE
FOREIGN LIABILITY INSURANCE
PROJECT NO. 21-22-1001
EVALUATION SUMMARY**

VENDOR		Montalvo Insurance Agency	
ADDRESS		208 S Texas Blvd	
CITY/STATE/ZIP		Weslaco, TX 78596	
PHONE		956-968-5521	
FAX		956-969-9198	
CONTACT		Ramon Montalvo, III	
1	The purchase price. (up to 60 points)	60	60
		60	
		60	
2	The reputation of the vendor and the vendor's goods or services. (up to 8 points)	8	7.66
		7	
		8	
3	The quality of the vendor's goods and/or services. (up to 14 points)	14	14
		14	
		14	
4	The extent to which the vendor's goods and/or services meet the College's needs. (up to 14 points)	14	13.33
		12	
		14	
5	The vendor's past relationship with the College. (up to 3 points)	3	3
		3	
		3	
6	The impact on the ability of the College to comply with laws relating to Historically Underutilized Businesses. (up to 1 point)	0	0
		0	
		0	
TOTAL EVALUATION POINTS		97.99	
RANKING		1	

Consent Agenda:

d. Approval of Award of Proposals, Purchases, Renewals, Interlocal Agreements, and Contract Extensions

Approval of the following award of proposals, purchases, renewals, interlocal agreements, and contract extensions 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) Childcare Services (Award)

Award the proposal for childcare services for the period beginning September 1, 2021 through August 30, 2022, at an estimated total Carl Perkins grant amount of \$105,500.00. The fifty-nine (59) qualifying vendors are as follows:

Vendors (City, State)		
Blessings Learning Academy of Alamo, TX, Inc. (Alamo, TX)	iKids Academy (Alamo, TX) (New)	New Generation Child Care Center (Alamo, TX)
Kid'z First Child Care Center, Inc. (Alton, TX)	Early Start Child Care Development Center (Donna, TX)	Garza's Childcare and Development Center (Donna, TX)
Stepping Stones Day Care II (Donna, TX)	Alma's Daycare Center (Edinburg, TX)	Brighter Future Learning Center (Edinburg, TX)
Cambridge Academy (Edinburg, TX) (New)	Amando, Inc. / dba Genesis Learning Center (Edinburg, TX)	Learning Path Day School (Edinburg, TX)
The Children's College Learning Center (TCCLC) North (Edinburg, TX)	The Children's College Learning Center (Edinburg, TX)	The Learning Journey Day School (Edinburg, TX)
VIP Learning Center (Edinburg, TX)	Busy Bee Beehive Learning Center, LLC. (Elsa, TX) (New)	Building My Future, Learning Center #2 (Hidalgo, TX)
Play, Learn, Construct & Conserve Child Care Center (La Joya, TX)	Brackenridge Children's Center, LLC. (McAllen, TX)	Bright Beginnings (McAllen, TX)
Building My Future Academy (McAllen, TX)	Easter Seals Child Development (McAllen, TX)	Kids Cloud Academy (McAllen, TX)
Kids R Kids Child Care (McAllen, TX) (New)	Little Shining Star Daycare, Inc. (McAllen, TX)	Loving Angels Child Development Center, LLC. (McAllen, TX)

MommyLand Bilingual Academy (McAllen, TX)	Tony's Discovery Playhouse Center (McAllen, TX)	Bright Beginnings Learning Center (Mission, TX)
Honey's Little Bee's Learning Center (Mission, TX)	Kidz Crusade Academy, LLC. (Mission, TX)	Little Eagles Child Care (Mission, TX) (New)
Love Bugs CEC, LLC. (Mission, TX) (New)	Martha A. Garcia (Mission, TX)	Ready, Set, and Learn Daycare Center (Mission, TX) (New)
Children's Garden Daycare (Palmview, TX)	Fisher Kids Academy (Palmview, TX)	Lily's Little Kids Daycare Center (Palmview, TX)
Palmview Academy (Palmview, TX) (New)	Building My Future Learning Center (Pharr, TX)	Campanitas Day Care (Pharr, TX)
Candyland Daycare Center (Pharr, TX) (New)	Futuros Lideres Learning Center, LLC. (Pharr, TX) (New)	Go-Go Kids Learning Academy, LLC. (Pharr, TX) (New)
Kids Academy Daycare (Pharr, TX)	Kids Academy Daycare Center #2 (Pharr, TX)	Kids At Play Learning Center (Pharr, TX) (New)
Kids On Duty II Daycare & Learning Center (Pharr, TX) (New)	New Beginnings Learning Academy #1 (Pharr, TX) (New)	Royal Education Center (Pharr, TX)
Betty's Day Care, LLC. (Rio Grande City, TX)	Kami's Cuddling Center (Rio Grande City, TX)	Learning Zone (Rio Grande City, TX)
Learning Zone II (Rio Grande City, TX)	Kidzland Daycare and Learning Institute (Roma, TX) (New)	El Shaddai International Christian Day Care Center (Weslaco, TX)
Little Miracles Learning Center (Weslaco, TX) (New)	The Honey Tree Learning Center (Weslaco, TX) (New)	

Purpose – The Providing Academic Support to Students (PASS) Program is requesting childcare services for the students participating in the PASS Program majoring in a career and technical education programs that qualify for assistance with their childcare expenses based on available funding through the Carl Perkins grant.

Justification and Benefit – The career and technical education program students that meet the grant requirements qualify for childcare assistance under the Carl Perkins grant. Some of the requirements are as follows: a cumulative 2.7 GPA or higher and full-time status is required for the Fall, Spring, and Summer semesters (no online courses). In order for the vendors to qualify, they must submit all the required proposal documents with appropriate signatures and provide a copy of their current state issued license.

Background – Proposal documents were advertised on May 19, 2021 and May 26, 2021 and issued to four hundred nineteen (419) vendors. Fifty-nine (59) responses were

received on June 18, 2021 and reviewed by the PASS Program, Grant Development, Management, and Compliance Department, and Purchasing Department.

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

2) Custodial Supplies (Award)

Award the proposal for custodial supplies for the period beginning August 18, 2021 through August 17, 2022 with two one-year options to renew, at an estimated total amount of \$275,000.00, which is based on prior year expenditures. The vendors are as follows:

Primary Vendor	Gulf Coast Paper, Co. (Brownsville, TX)
Secondary Vendor(s)	Rio Paper & Supply, LLC. (Pharr, TX) Gateway Printing & Office Supply, Inc. (Edinburg, TX) Yanitor Paper and Supplies, LLC. (Pharr, TX)

Purpose – The Custodial Department is requesting to purchase custodial supplies which will be used throughout the College district as needed. It will include cleaning solutions, disinfecting sprays, disinfecting liquid solutions, hand towels, tissue paper, mops, brooms, gloves, trash bags, and other miscellaneous supplies.

Justification and Benefit – The custodial supplies are needed for the day-to-day cleaning, disinfecting, and maintenance of all South Texas College facilities. These supplies are essential for the health and safety of all students, faculty, staff, and visitors.

Background – Proposal documents were advertised on May 26, 2021 and June 2, 2021 and issued to seventeen (17) vendors. Eight (8) responses were received on June 10, 2021 and reviewed by the Facilities Operations and Maintenance, Custodial Department, and Purchasing Department.

Funds for this expenditure are budgeted in the Custodial budget for FY 2020 – 2021 and FY2021 – 2022 pending Board approval of the budget.

3) Printing Projects (Award)

Award the proposal for printing projects and general purpose printing for the period beginning September 1, 2021 through August 31, 2022, at an estimated total amount of \$73,525.00.

Purpose – Public Relations and Marketing is requesting services for printing of official stationary, business cards, and general purpose printing for the new fiscal year.

Justification and Benefit – The printing services are needed for various projects that are completed and distributed to faculty, staff, students, and the community to provide information related to upcoming events, past events, registration, course schedules, etc.

- a. Printing Projects – At an estimated total amount of \$13,525.00 to the following vendors in the amounts listed below.

Projects FY 2021 – 2022	Vendor	Amount
Official Stationery	Capital Spectrum/ dba Communications Specialist, Inc. (CSI) (Buda, TX)	\$5,265.00
Business Cards	UBEO, LLC./ dba Copy Zone (McAllen, TX)	\$8,260.00

- b. General Purpose Printing – At an estimated total amount of \$60,000.00 to the following ten (10) vendors:

Vendor (City/State)	Vendor (City/State)
Border Press, Inc. (Brownsville, TX)	Brand It, LLC. (McAllen, TX) (New)
Capital Spectrum/ dba Communications Specialist, Inc. (CSI) (Buda, TX) (New)	Copy Plus, LLC. (McAllen, TX)
FedEx Office and Printing Services, Inc. (Plano, TX)	Gateway Printing and Office Supply, Inc. (Edinburg, TX)
NJ Color Graphics and Printing (Mission, TX) (New)	Promo Universal, LLC. (Corpus Christi, TX)
San Antonio Printing (McAllen, TX)	UBEO, LLC./ dba Copy Zone (McAllen, TX)

Vendors submitting proposals for the general purpose printing projects provide quotes dependent on the number of copies, type of paper (weight and color), single or double sided copying, hole punched, bound, glued, and any other vehicle that might impact a particular project. The proposal award to each vendor will be based upon the services they provide, their pricing, and their availability (delivery timeline).

Background – Proposal documents were advertised on May 26, 2021 and June 2, 2021 and issued to fifteen (15) vendors. Ten (10) responses were received on June 10, 2021 and reviewed by Public Relations and Marketing, Enrollment Services, and the Purchasing Department.

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

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

4) Air Condition Filters and Installation (Purchase)

Purchase air condition filters and installation from **Joe W. Fly Company, Inc.** (Dallas, TX/Harlingen, TX), a Texas Association of School Boards – Buyboard approved vendor,

for the period beginning September 1, 2021 through August 31, 2022, at an estimated total monthly amount of \$13,300.00 and an estimated annual total amount of \$159,600.00, which is based on prior year expenditures.

Purpose – Facilities Operations and Maintenance is requesting the purchase and installation of air conditioning filters. Three thousand sixty-seven (3,067) air condition filters are replaced monthly at all STC buildings throughout the district.

Justification and Benefit – The air condition filters are needed to maintain air quality in the buildings and to keep the systems clean and running properly.

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

5) Building Automation Control Equipment, Parts, and Equipment Maintenance (Purchase)

Purchase building automation control equipment, parts, and equipment maintenance from **Siemens Industry, Inc.** (Buffalo Grove, IL/La Feria, TX), a State of Texas Multiple Award Schedule (TXMAS) approved vendor, for the period beginning September 1, 2021 through August 31, 2022, at an estimated total amount of \$85,000.00, which is based on prior year expenditures.

Purpose – Facilities Operations and Maintenance is requesting to purchase as needed building automation control equipment, parts, and maintenance, which will include replacement parts and services for all the buildings through the College district.

Justification and Benefit – The primary function of the building automation system is to provide control over heating, cooling, ventilation, lighting and other critical building systems at all campuses. These parts and services are necessary in order to replace components for the air conditioning building control systems for the chillers to operate efficiently and at full capacity.

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

6) Chiller Chemicals and Maintenance (Purchase)

Purchase chiller chemicals and maintenance from **Kurita America, Inc.** (Minneapolis, MN), a State of Texas Purchasing and Support Services (TPASS) – Term Contract approved vendor, for the period beginning September 1, 2021 through August 31, 2022, at an estimated total amount of \$89,000.00, which is based on prior year expenditures.

Purpose – Facilities Operations and Maintenance is requesting to purchase chiller chemicals and maintenance for all the seventeen (17) chillers throughout the district as needed.

Justification and Benefit – The chiller chemicals and maintenance are required for all the chillers to operate properly and efficiently.

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

7) Heating, Ventilation, and Air Conditioning (HVAC) Related Services (Purchase)

Purchase heating, ventilation, and air conditioning (HVAC) related services from **Pro Tech Mechanical, Inc.** (Corpus Christ, TX), The Interlocal Purchasing System (TIPS) purchasing cooperative approved vendor, for the period beginning August 26, 2021 through August 25, 2022, at an estimated total amount of \$50,000.00, which is based on prior year expenditures.

Purpose – Facilities Operations and Maintenance is requesting to purchase services related to heating, ventilation, and air conditioning maintenance and repairs of the seventeen (17) cooling towers.

Justification and Benefit – It will include ordering parts, repairs, and service of the district wide cooling towers as needed.

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.

8) Parts and Supplies (Purchase)

Purchase parts and supplies from **W. W. Grainger, Inc. / dba Grainger** (Austin, TX/McAllen, TX), a State of Texas Multiple Award Schedule (TXMAS) and the Texas Association of School Boards – Buyboard approved vendor, for the period beginning September 1, 2021 through August 31, 2022, at an estimated total amount of \$100,000.00, which is based on prior year expenditures.

Purpose – Facilities Operations and Maintenance is requesting parts and supplies, which will be purchased for the day-to-day operation of the College as needed.

Justification and Benefit – The parts and supplies are needed for electrical, plumbing, and air conditioning repairs throughout the College district. It will include some of the following items: tools, safety wear, fittings, batteries, tape, saw blades, cable ties, screws, repair kits, sealant, steel elbows, and various other parts and supplies.

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

9) Commercial Card Services (Accounts Payable Card) (Renewal)

Renew the commercial card services (accounts payable card) contract with BBVA Compass (McAllen, TX), for the period beginning September 1, 2021 through August 31, 2022, at no charge to the College.

Purpose – The Business Office is requesting to renew the commercial card account which may be used for vendor invoice payments and payments to vendors that do not accept purchase orders (registrations, subscriptions, software, etc.).

Justification and Benefit - The Accounts Payable (AP) card serves as an account payable department payment solution. It allows the Business Office to expedite payments to vendors and reduce payment processing and statement reconciliation costs and time for the College. In addition, the program offers the College the potential to earn revenue share on payments made using the AP card. The revenue share is based on the rebate schedule set forth below.

Rebate Schedule		
Monthly Charge Volume		Rebate Percentage
Low	High	
\$1	\$250,000	1.00%
\$250,001	\$500,000	1.30%
\$500,001	\$750,000	1.40%
\$750,001	\$1,000,000	1.50%
\$1,000,001+		1.60%
Large Ticket/Reduced Interchange Transaction Rebate 0.70%		

Background – The contract for commercial cards services for the period beginning April 1, 2013 was approved at the March 26, 2013, Board of Trustees meeting. This is one of the services that is available under the Depository Services contract.

Since FY 2014, the Board of Trustees has approved one-year contract extensions. The total rebate received from April 1, 2013 through May 31, 2021 is \$537,323.00.

Fiscal Year	Rebate Amounts
FY 2015	\$38,976.69
FY 2016	\$57,241.93
FY 2017	\$82,268.41
FY 2018	\$121,724.22
FY 2019	\$109,219.16
FY 2020	\$73,198.51
FY 2021 Sept-May	\$54,694.08

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

10) Elevator Maintenance Agreement (Renewal)

Renew the elevator maintenance agreement with **Otis Elevator Company** (Dallas, TX), a Texas Association of School Boards – Buyboard approved vendor for the period beginning September 1, 2021 through August 31, 2022, at an estimated total amount of \$95,000.00, which is based on prior year expenditures.

Purpose – Facilities Operations and Maintenance is requesting to renew the elevator maintenance agreement for all the elevators district wide.

Justification and Benefit – The elevator maintenance agreement includes the regular examinations and repairs of all thirty-one (31) elevators located at all campuses. The services will be requested from the vendor by the Facilities Maintenance Department as needed.

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

11) Mass Notification System Agreement (Renewal)

Renew the mass notification system agreement with **Rave Mobile Safety** (Framingham, MA), The Interlocal Purchasing System (TIPS) purchasing cooperative approved vendor, for the period beginning September 1, 2021 through August 31, 2022, at a total amount of \$54,651.64.

Purpose – The Department of Public Safety is requesting to renew the mass notification system agreement which provides emergency notifications concerning college closures due to weather, building alarm situations, campus intruders, etc.

Justification and Benefit – The mass automated notification has proven to be effective for the timely notification of faculty, staff, and students during emergencies via phone, cellular phones, text messages, and email. The system will also be used to contact specific student populations of upcoming deadlines and payment due dates for tuition and fees.

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

12) Mobile Hotspot Services (Renewal)

Renew the mobile hotspot services with **AT&T Mobility, LLC.** (Carol Stream, IL), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning September 1, 2021 through December 31, 2021, at an estimated total amount of \$52,480.00. The monthly subscription cost per device is \$40.00.

Purpose – Library Services is requesting to continue the service for three hundred twenty-eight (328) mobile broadband hotspots devices which are currently utilized by students. These devices were initially funded by grants which expires on July 31, 2021; therefore, it is critical to continue providing these services to students.

Justification and Benefit – The COVID-19 pandemic increased the College’s reliance on online instruction as a safe option for teaching and learning. This in turn has increased the need for students to access STC services from home. Many students do not have access to reliable internet when attending from home, in order to reduce the spread of COVID-19. These devices will provide reliable broadband internet service to students, allowing home access to online courses and learning resources. Based on data, the student receiving a hotspot have achieved a higher grade point average and higher pass rate.

The renewal request has been reviewed by the Interim President and Vice President for Finance and Administrative Services and being presented to the Finance Committee for consideration.

Funds for this expenditure are budgeted in the Higher Education Emergency Relief Fund (HEEFE) grant budget for FY 2020 – 2021.

13) Office Supplies (Renewal)

Renew the office supplies contracts for the period beginning October 1, 2021 through September 30, 2022, at an estimated total amount of \$300,000.00, which is based on prior year expenditures. The vendors are as follows:

Primary:	Gateway Printing and Office Supply, Inc. (Edinburg, TX)
Secondary:	Copy Plus (McAllen, TX)

Purpose – The Instructional Programs and Support Services are requesting to renew the contracts for the purchase of office supplies which include but not limited to paper, pens, markers, folders, indexes, batteries, binders, labels, dividers, post it notes, tape, etc. These supplies are purchased as needed throughout the fiscal year.

Justification and Benefit – The office supplies are needed for the day-to-day operation of the College’s instructional program and support services departments. Consideration when purchasing products includes delivery services, pricing, and availability of items.

Background – The Board awarded the contract for office supplies at the August 25, 2020 Board of Trustees meeting for one year with two one-year annual renewals. The first renewal period begins on October 1, 2021 and ends September 30, 2022.

Award	Board Meeting Date	Original Term	Renewal Term
Original	8/25/20	10/1/20 – 9/30/21	2 – one year options
1 st Renewal	7/27/21		10/1/21 – 9/30/22

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

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

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

14) Student Laptops and Carrying Bags (Purchase)

Purchase student laptops and carrying bags from **Dell Marketing L.P.** (Dallas, TX), a State of Texas Department of Information Resources (DIR) approved vendor, at a total amount of \$222,686.00. This request will be purchased using the U. S. Department of Education, Higher Education Emergency Relief Fund II (HEERF II) funds.

Purpose – Library Services, in agreement with Open Labs, and Information Technology is requesting to purchase two hundred (200) laptops and carrying bags for student use under the Library Laptop Circulating Program. Library Public Services will receive and circulate laptops with a carrying bag to students districtwide who apply through the College online portal to request these laptops. The laptops will be software configured with help from Information Technology and Open Labs. Any updates will be handled by the Open Labs staff as well as technical maintenance with the assistance from Information Technology when needed. A carrying bag is necessary to protect the laptop while in circulation.

Justification and Benefit – The COVID-19 pandemic increased the College's reliance on online instruction as a safe option for teaching and learning. This in turn has increased the need for students to access STC services from home. Many students do not have access to reliable internet when attending from home, in order to reduce the spread of COVID-19. It is essential that the Library Public Services expand its Laptop Circulating Program. The laptop lending program is districtwide and will assist with student instruction and learning, to address the equity gap in access to learning tools. This service will promote student persistence and educational success.

The purchase request has been reviewed by the Interim President and Vice President for Finance and Administrative Services and being presented to the Finance Committee for consideration.

Funds for this expenditure are budgeted in the Higher Education Emergency Relief Fund (HEEFE) grant budget for FY 2020 – 2021.

C. Interlocal Agreements

15) Professional Development Services (Interlocal Agreement/Renewal)

Renew the professional development services with **Region One Education Service Center** (Edinburg, TX), through an interlocal agreement, for the period beginning September 1, 2021 through August 31, 2022, at a total amount of \$17,500.00.

Purpose – The Office of Professional and Organizational Development is requesting to renew the professional development services hosted services agreement which stores and tracks faculty and staff current or past trainings, workshops, meetings, and conferences. This system has been used by South Texas College since 2016 not only for workshop creation, but also for workshop registrations, evaluations, certifications, and SACSCOC reporting for all instructional programs and support services.

Justification and Benefit –The system facilitates professional development services (workshops and trainings) for South Texas College faculty and staff pre and post events. Faculty and staff are able to print their participation certificates as needed and upload additional internal or external trainings required and information is stored in one central location for Academic Continuity or classification purposes. It also stores training evaluations, attendance logs, and contact information for presenters and participants. This software will also assist over thirty (30) instructional programs and support departments at South Texas College in complying with elements of their Institutional Effectiveness (IE) plans and goals. For example, one of the Office of Professional and Organizational Development objectives in the Institutional Effectiveness Plan is to leverage the online professional development system whereby 40% of all instructional programs and support services at South Texas College will be using the system at least once a month to communicate scheduled meetings and/or professional development. This objective also meets South Texas College's strategic goal of cultivating institutional excellence through a streamlined, well-structured, and efficient set of communication processes at the College. It is also used for National Alliance of Concurrent Enrollment Partnerships (NACEP) accreditation of all dual credit courses.

Funds for this expenditure are budgeted in the Office of Professional and Organizational Development budget for FY 2021 – 2022 pending Board approval of the budget.

16) Contract Training Agreement (Interlocal Agreement)

Approve a contract training agreement with **Pharr San Juan Alamo Independent School District** (Pharr, TX), an interlocal agreement, for the period beginning August 1, 2021 through July 31, 2022, at no charge to the College.

Purpose – Continuing, Professional and Workforce Education is requesting to enter into a training agreement in the amount of \$51,485.00 with the PSJA ISD Department of Career and Technical Education for the FY 2021 – 2022 school year.

Justification and Benefit – The training services will include the Real Estate Program and Dental Assistant Program. The participants will be high school juniors and seniors identified by the PSJA ISD Career and Technology Education Department. Upon successful completion of training, participants will receive a certificate of completion and will be eligible to sit for the Real Estate Sales Agent certification exam (Texas Real Estate Commission) or the Dental Assistant certification exam (Texas State Board of Dental Examiners).

D. Contract Extensions

17) Vending Services – Beverages (Contract Extension)

Extend the vending services – beverages contract with **Pepsico** (Hidalgo, TX) for an additional fourteen (14) months, from previously approved end date of July 31, 2024 to September 30, 2025.

Purpose – To discuss the contract extension requested by Pepsico to their current five (5) year contract for vending services – beverages.

On June 25, 2019, the Board of Trustees awarded a five (5) year contract to Pepsico for vending services – beverages beginning August 1, 2019 through July 31, 2024.

The current contract terms are as follows:

Product Donation	\$2,000 per year
Scholarship Support	\$15,000 per year
Discretionary Funding	\$35,000 per year
Vendor Commission Rates	30% - 43% for products sold

Justification and Benefit – Pepsico requested a contract extension of fourteen (14) months due to COVID-19 and the College's closure and transition to online classes. The contract end date would be changed from July 31, 2024 to September 30, 2025.

Within the existing contract, the force majeure clause provides the possibility for either party to amend the contract due to a governmental regulation or control, or acts of God. Due to the pandemic, Pepsico has asked that the College consider a modification to the existing contract.

The August 1, 2020 discretionary funding of \$35,000 has not been paid to the College by Pepsico and is pending the outcome of the Board's action/decision on the proposed contract extension.

Recommendation:

It is requested that the Finance, Audit, and Human Resources Committee recommend for Board approval at the July 27, 2021 Board meeting the award of proposals, purchases, renewals, interlocal agreements, and contract extensions as listed below:

A. Award of Proposals

- 1) **Childcare Services (Award):** award the proposal for childcare services for the period beginning September 1, 2021 through August 31, 2022, at an estimated total Carl Perkins grant amount of \$105,500.00. The fifty-nine (59) qualifying vendors are as follows:

Vendors (City, State)		
Blessings Learning Academy of Alamo, TX, Inc. (Alamo, TX)	iKids Academy (Alamo, TX) (New)	New Generation Child Care Center (Alamo, TX)
Kid'z First Child Care Center, Inc. (Alton, TX)	Early Start Child Care Development Center (Donna, TX)	Garza's Childcare and Development Center (Donna, TX)
Stepping Stones Day Care II (Donna, TX)	Alma's Daycare Center (Edinburg, TX)	Brighter Future Learning Center (Edinburg, TX)
Cambridge Academy (Edinburg, TX) (New)	Amando, Inc. / dba Genesis Learning Center (Edinburg, TX)	Learning Path Day School (Edinburg, TX)
The Children's College Learning Center (TCCLC) North (Edinburg, TX)	The Children's College Learning Center (Edinburg, TX)	The Learning Journey Day School (Edinburg, TX)
VIP Learning Center (Edinburg, TX)	Busy Bee Beehive Learning Center, LLC. (Elsa, TX) (New)	Building My Future, Learning Center #2 (Hidalgo, TX)
Play, Learn, Construct & Conserve Child Care Center (La Joya, TX)	Brackenridge Children's Center, LLC. (McAllen, TX)	Bright Beginnings (McAllen, TX)
Building My Future Academy (McAllen, TX)	Easter Seals Child Development (McAllen, TX)	Kids Cloud Academy (McAllen, TX)
Kids R Kids Child Care (McAllen, TX) (New)	Little Shining Star Daycare, Inc. (McAllen, TX)	Loving Angels Child Development Center, LLC. (McAllen, TX)
MommyLand Bilingual Academy (McAllen, TX)	Tony's Playhouse Discovery Center (McAllen, TX)	Bright Beginnings Learning Center (Mission, TX)
Honey's Little Bee's Learning Center (Mission, TX)	Kidz Crusade Academy, LLC. (Mission, TX)	Little Eagles Child Care (Mission, TX) (New)
Love Bugs CEC, LLC. (Mission, TX) (New)	Martha A. Garcia (Mission, TX)	Ready, Set, and Learn Daycare Center (Mission, TX) (New)
Children's Garden Daycare (Palmview, TX)	Fisher Kids Academy (Palmview, TX)	Lily's Little Kids Daycare Center (Palmview, TX)

Vendors (City, State)		
Palmview Academy (Palmview, TX) (New)	Building My Future Learning Center (Pharr, TX)	Campanitas Day Care (Pharr, TX)
Candyland Daycare Center (Pharr, TX) (New)	Futuros Lideres Learning Center, LLC. (Pharr, TX) (New)	Go-Go Kids Learning Academy, LLC. (Pharr, TX) (New)
Kids Academy Daycare (Pharr, TX)	Kids Academy Daycare Center #2 (Pharr, TX)	Kids At Play Learning Center (Pharr, TX) (New)
Kids On Duty II Daycare & Learning Center (Pharr, TX) (New)	New Beginnings Learning Academy #1 (Pharr, TX) (New)	Royal Education Center (Pharr, TX)
Betty's Day Care, LLC. (Rio Grande City, TX)	Kami's Cuddling Center (Rio Grande City, TX)	Learning Zone (Rio Grande City, TX)
Learning Zone II (Rio Grande City, TX)	Kidzland Daycare and Learning Institute (Roma, TX) (New)	El Shaddai International Christian Day Care Center (Weslaco, TX)
Little Miracles Learning Center (Weslaco, TX) (New)	The Honey Tree Learning Center (Weslaco, TX) (New)	

- 2) **Custodial Supplies (Award):** award the proposal for custodial supplies for the period beginning August 18, 2021 through August 17, 2022 with two one-year options to renew, at an estimated total amount of \$275,000.00, which is based on prior year expenditures. The vendors are as follows:

Primary Vendor	Gulf Coast Paper, Co. (Brownsville, TX)
Secondary Vendor(s)	Rio Paper & Supply, LLC. (Pharr, TX) Gateway Printing & Office Supply, Inc. (Edinburg, TX) Yanitor Paper and Supplies, LLC. (Pharr, TX)

- 3) **Printing Projects (Award):** award the proposal for printing projects and general purpose printing for the period beginning September 1, 2021 through August 31, 2022, at an estimated total amount of \$73,525.00,

- a. Printing Projects – At an estimated total amount of \$13,525.00 to the following vendors in the amounts listed below:

Projects FY 2021 – 2022	Vendor	Amount
Official Stationery	Capital Spectrum/ dba Communications Specialist, Inc. (CSI) (Buda, TX)	\$5,265.00
Business Cards	UBEO, LLC./ dba Copy Zone (McAllen, TX)	\$8,260.00

- b. General Purpose Printing – At an estimated total amount of \$60,000.00 to the following ten (10) vendors:

Vendor (City/State)	Vendor (City/State)
Border Press, Inc. (Brownsville, TX)	Brand It, LLC. (McAllen, TX) (New)
Capital Spectrum/ dba Communications Specialist, Inc. (CSI) (Buda, TX) (New)	Copy Plus, LLC. (McAllen, TX)
FedEx Office and Printing Services, Inc. (Plano, TX)	Gateway Printing and Office Supply, Inc. (Edinburg, TX)
NJ Color Graphics and Printing (Mission, TX) (New)	Promo Universal, LLC. (Corpus Christi, TX)
San Antonio Printing (McAllen, TX)	UBEO, LLC./ dba Copy Zone (McAllen, TX)

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

- 4) **Air Condition Filters and Installation (Purchase):** purchase air condition filters and installation from **Joe W. Fly Company, Inc.** (Dallas, TX/Harlingen, TX), a Texas Association of School Boards – Buyboard approved vendor, for the period beginning September 1, 2021 through August 31, 2022, at an estimated total monthly amount of \$13,300.00 and an estimated annual total amount of \$159,600.00, which is based on prior year expenditures;
- 5) **Building Automation Control Equipment, Parts, and Equipment Maintenance (Purchase):** purchase building automation control equipment, parts, and maintenance from **Siemens Industry, Inc.** (Buffalo Grove, IL/La Feria, TX), a State of Texas Multiple Award Schedule (TXMAS) approved vendor, for the period beginning September 1, 2021 through August 31, 2022, at an estimated total amount of \$85,000.00, which is based on prior year expenditures;
- 6) **Chiller Chemicals and Maintenance (Purchase):** purchase chiller chemicals and maintenance from **Kurita America, Inc.** (Minneapolis, MN), a State of Texas Purchasing and Support Services (TPASS) – Term Contract approved vendor, for the period beginning September 1, 2021 through August 31, 2022, at an estimated total amount of \$89,000.00, which is based on prior year expenditures;
- 7) **Heating, Ventilation, and Air Conditioning (HVAC) Related Services (Purchase):** purchase heating ventilation, and air conditioning (HVAC) related services from **Pro Tech Mechanical, Inc.** (Corpus Christi, TX), The Interlocal Purchasing System (TIPS) purchasing cooperative approved vendor, for the period beginning August 26, 2021 through August 25, 2022, at an estimated total amount of \$50,000.00, which is based on prior year expenditures;
- 8) **Parts and Supplies (Purchase):** purchase parts and supplies from **W. W. Grainger, Inc. / dba Grainger** (Austin, TX/McAllen, TX), a State of Texas Multiple Award Schedule (TXMAS) and the Texas Association of School Boards – Buyboard approved vendor, for the period beginning September 1, 2021 and August 31, 2022, at an estimated total amount of \$100,000.00, which is based on prior year expenditures;
- 9) **Commercial Card Services (Accounts Payable Card) (Renewal):** renew the commercial card services (accounts payable card) contract with **BBVA Compass**

(McAllen, TX), for the period beginning September 1, 2021 through August 31, 2022, at no charge to the College;

10) Elevator Maintenance Agreement (Renewal): renew the elevator maintenance agreement with **Otis Elevator Company** (Dallas, TX), a Texas Association of School Boards – Buyboard approved vendor, for the period beginning September 1, 2021 through August 31, 2022, at an estimated total amount of \$95,000.00, which is based on prior year expenditures;

11) Mass Notification System Agreement (Renewal): renew the mass notification system agreement with **Rave Mobile Safety** (Farmingham, MA), The Interlocal Purchasing System (TIPS) purchasing cooperative approved vendor, for the period beginning September 1, 2021 through August 31, 2022, at a total amount of \$54,651.64;

12) Mobile Hotspot Services (Renewal): renew the mobile hotspot services with **AT&T Mobility, LLC.** (Carol Stream, IL), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning September 1, 2021 through December 31, 2021, at an estimated total amount of \$52,480.00. The monthly subscription cost per device is \$40.00;

13) Office Supplies (Renewal): renew the office supplies contracts for the period beginning October 1, 2021 through September 30, 2022, at an estimated total amount of \$300,000.00, which is based on prior year expenditures. The vendors are as follows:

Primary:	Gateway Printing and Office Supplies, Inc. (Edinburg, TX)
Secondary:	Copy Plus (McAllen, TX)

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

14) Student Laptops and Carrying Bags (Purchase): purchase student laptops and carrying bags from **Dell Marketing L.P.** (Dallas, TX), a State of Texas Department of Information Resources (DIR) approved vendor, at a total amount of \$222,686.00. This request will be purchased using the U. S. Department of Education, Higher Education Emergency Relief Fund II (HEERF II) funds.

C. Interlocal Agreements

15) Professional Development Services (Interlocal Agreement/Renewal): renew the professional development services with **Region One Education Service Center** (Edinburg, TX), through an interlocal agreement, for the period beginning September 1, 2021 through August 31, 2022, at a total amount of \$17,500.00;

16) Contract Training Agreement (Interlocal Agreement): approve a contract training agreement with **Pharr San Juan Alamo Independent School District** (Pharr, TX), an interlocal agreement, for the period beginning August 1, 2021 through July 31, 2022, at no charge to the College;

D. Contract Extensions

17) Vending Services – Beverages (Contract Extension): extend the vending services – beverages contract with **Pepsico** (Hidalgo, TX) for an additional

fourteen (14) months, from previously approved end date of July 31, 2024 to September 30, 2025.

Recommend Action - The total for all award of proposals, purchases, renewals, interlocal agreements, and contract extensions is \$1,679,942.64.

The Finance, Audit, and Human Resources Committee recommended Board approval of the proposed award of proposals, purchases, renewals, interlocal agreements, and contract extensions totaling \$1,679,942.64 as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize proposed award of proposals, purchases, renewals, interlocal agreements, and contract extensions totaling \$1,679,942.64 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 proposed award of proposals, purchases, renewals, interlocal agreements, and contract extensions totaling \$1,679,942.64 as presented.

Approval Recommended:

Dr. Ricardo J. Solis
President

Consent Agenda:

e. Approval of Bond Counsel Services

Approval of bond counsel services is requested.

Award the qualifications for bond counsel services to **Orrick, Herrington, & Sutcliffe, LLP.** (Houston, TX) (New), for the period beginning August 1, 2021 through July 31, 2022 with two one-year options for renew.

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

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

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

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

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

At the March 30, 2021 Board of Trustees meeting, the Board approved the solicitation of a request for qualifications for bond counsel services using the standard operating procedure.

Qualification documents were advertised on April 14, 2021 and April 21, 2021 and issued to thirty-seven (37) firms. Five (5) responses were received on April 30, 2021 and reviewed by the Business Office and Purchasing Department. One (1) respondent has withdrawn the submitted qualifications.

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

Enclosed Documents – The summary of qualifications and evaluation summary are provided in the packet for the Board's information and review.

Mr. Javier Villalobos, Legal Counsel, Dr. David Plummer, Interim College President, and Mary Elizondo, Vice President for Finance and Administrative Services, attended the July 13, 2021 Committee meeting to address any questions by the Committee.

The Finance, Audit, and Human Resources Committee recommended Board approval to award the bond counsel services agreement to Orrick, Herrington, & Sutcliffe, LLP as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize awarding the bond counsel services agreement to Orrick, Herrington, & Sutcliffe, LLP 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 awarding the bond counsel services agreement to Orrick, Herrington, & Sutcliffe, LLP as presented.

Approval Recommended:

Dr. Ricardo J. Solis
President

**SOUTH TEXAS COLLEGE
STATEMENT OF QUALIFICATIONS - BOND COUNSEL SERVICES
PROJECT NO. 20-21-1046**

VENDOR	Bickerstaff Heath Delgado Acosta, LLP.	Winstead, PC, & J Cruz & Associates, LLC.	Orrick, Herrington, & Sutcliffe, LLP.	Ricardo Perez Law Firm, PLLC.
ADDRESS	3711 S MoPac Expway Bldg 1 Ste 300	310 S St Mary's St Ste 920	609 Main St 40th Fl	208 Lindberg Ave
CITY/STATE/ZIP	Austin, TX 78746	San Antonio, TX 78205	Houston, TX 77002	McAllen, TX 78501
PHONE	512-472-8021	210-277-6803	713-685-6795	956-782-2700
FAX	512-320-5638	210-277-6810	713-658-6401	956-782-2703
CONTACT	David Mendez	Daniel M. Martinez	Rick Witte	Ricardo Perez
7.1 Company Profile				
A	Provide a brief history of the firm and its operations.	Established 1980 in Austin. One of the largest firms in Texas devoted to practice of local and state government law. Focus on providing comprehensive legal solutions for local and state government. 26 attorneys and 22 support staff in Austin, McAllen, El Paso, and Houston. Registered limited liability partnership Recognized in Texas for bond counsel services since 1988.	Nationally prominent law firm founded in 1863. More than 1,200 lawyers around the world. Full-service law firm expertise including government and municipal finance, federal law, governmental affairs, and public policy etc.	Founded in 2005, specializes in several areas of law. Professional limited liability company. Public finance, litigation, banking, and real estate.
B	Number of consecutive years in business under present name.	14 years	41 years	16 years
C	Provide any other names under which respondent has operated within the last 10 years and length of time under for each.	The Firm has operated under no other name within the last ten years.	N/A	Ricardo Perez Law Firm, PLLC.
D	Explain changes that have occurred over the last 6 months regarding staffing, capital, organizational structure, as well as future changes.	Firm added office location in McAllen (Kevin D Pagan)	There have been no major change in the past 6 months regarding staffing, capital or organizational structure.	Firm added another attorney and a paralegal to the firm. Looking to hire additional attorneys and support staff.
F	Indicate if this response for multiple locations or division within your company and list applicable information.	Finance team based in Austin, office locations with attorneys and legal assistants in McAllen, Houston, and El Paso	Public finance department in Houston, Texas office.	Principal location in McAllen. Seeking to expand in Houston, San Antonio, and Dallas-Fort Worth
G	Describe the general capabilities of your firms, including information relating to total size and staffing, research capabilities, technology support, professional staff and clerical support, and the specific involvement of tax attorneys.	Organized around government and public law, litigation, regulatory law, and business law. Lawyers are former elected, appointed and employed members of state and local government and are recognized professionals. Collegiality and teamwork are cornerstones for firm 26 attorneys and 22 support staff	1,200 attorneys 25 + markets Financial Times - Most innovative Law Firm in North America 2020 Most Digital Law Firm	Currently consists of 6 fulltime and 2 part-time contract employees; Only bond counsel firm in South Texas and largest; Subscription to Lexis Nexis - legal research; and assembled a group of tax attorneys who they contract with.

**SOUTH TEXAS COLLEGE
STATEMENT OF QUALIFICATIONS - BOND COUNSEL SERVICES
PROJECT NO. 20-21-1046**

VENDOR		Bickerstaff Heath Delgado Acosta, LLP.	Winstead, PC. & J Cruz & Associates, LLC.	Orrick, Herrington, & Sutcliffe, LLP.	Ricardo Perez Law Firm, PLLC.
K	Describe how the firm will communicate with and deliver services to the College. ***** If located outside of Hidalgo and Starr County, include in the description any special arrangement to ensure delivery of quality services in a timely manner.	Built lasting relationships with its College clients in part by remaining easily accessible and responsive. Offer locations in McAllen, utilize local office to deliver bond counsel services to College. ***** Pride in effort to establish/maintain relationship. Understand clients goals. Full service local government law firm. Department of firm's bond counsel experience.	Provides resources of a large multifaceted firm, offices in San Antonio and Laredo Follow detailed program, uses checklists. Adherence to internal policies and checklists. Maintain close contact with staff, its financial advisor and finance team.	Available in person or phone, email, videoconference. Monitor and execute documents. Drafting, review, and production process. ***** Confirm proper approval obtain formal sign-offs closely manage document productions final review	Ricardo Perez lives in McAllen. Available through in person, phone email etc.
	L	What distinguishes your firm in the area of bond legal services, and how would your firm offer the College superior representation?	80 plus years experience in public finance, state and federal tax, and securities law issues. Served in a wide variety of roles in public finance large number of different practice groups, public finance attorney have access to attorneys and other resources well known in industry	Public finance 100 years, ranked first in the country for the past 20 years in total volume of financings for which served as a bond counsel. ***** During 2020: 531 transactions aggregating more than \$56 billion (12.5% national market share). Ranked #1 disclosure counsel on 137 transaction aggregating \$41 billion (20.3% of market)	Local firm, available in person to college at any time.
M	Please describe any past relationship of your firm relating to the public finance function of the College.	Our firm has not previously represented or advised the College on any public finance matters.	Winstead - None J Cruz - None	Unaware of any past relationship relating to the public finance function of the College.	Has served as underwriters counsel to a group of underwriters that have underwrote bonds issued by the College for the past 10 years.
7.2 Bond Counsel Experience and Availability					
A	Identify the Bond Counsel who would serve in potential engagements with STC.	David Mendez and Gregory Miller	Juan J Cruz (principal) Daniel Martinez (shareholder)	Orrick, Herrington, & Sutcliffe, LLP.	Ricardo Perez
B	List the experience of the firm and/or the attorneys proposed to be assigned to STC as Bond Counsel .	30 years public finance practice include colleges, Independent School Districts, local government served as Austin CCD since 1995 and worked on Dallas CC and Alamo CCD Ranger College, Weatherford provided range of services to Texas Colleges	Juan J Cruz (principal) Steven Trautmann (JCA Partner) Jaime Garcia (JCA Assoc Attorney) Mario Perez, Jr.(JCA Assoc Attorney) Daniel Martinez (shareholder) Nancy Hagquist (Of Counsel) Jeff Nydegger (Shareholder) Drew Stone (Shareholder) Marcus Brooks (Shareholder)	Public finance 100 years. #1 Bond Counsel firm #1 Disclosure Firm Familiarly with all structure/technique in public finance (variable rate, multi-modal, index based, electronic sales, certificate participation finance, zero coupon, capital appreciation convertible capital appreciation bonds, CP, forward refunding, credit enhanced financing	Practiced public finance law approximately 16 years as an attorney, 6 years banker. Focused on governmental entities in taxable and non-taxable public finance matters. Has been bond counsel or underwriters in over 250 financings in South Texas, over \$5 billion dollars in bonds. Participated in general obligation bonds, certificates of obligations, revenue bonds, conduit financing and lease purchase financings
B	List the experience of the firm and/or the attorneys proposed to be assigned to STC as Disclosure Counsel .	Listed in Bond Buyer's Municipal marketplace (RedBook) members of National Association of Bond Lawyers (NABL) Board certified in Administrative Law by Texas Board of Legal specialization and former board member, past president of Texas Association of Community College Attorneys	The team reviews the disclosure document of our issuer client's bond offerings but have also served as disclosure counsel. Represented South San Antonio ISD and Nixon-Smiley ISD.	Extensive knowledge and experience with securities laws and disclosure issues. #1 in total volume as disclosure counsel nationally SEC regulations, regulatory bodies (FBI, department of justice etc. Forefront in assisting issuers in complying with continuing disclosure requirement imposed by Rule 15c2-12	

**SOUTH TEXAS COLLEGE
STATEMENT OF QUALIFICATIONS - BOND COUNSEL SERVICES
PROJECT NO. 20-21-1046**

VENDOR		Bickerstaff Heath Delgado Acosta, LLP	Winstead, PC, & J Cruz & Associates, LLC.	Orrick, Herrington, & Sutcliffe, LLP.	Ricardo Perez Law Firm, PLLC.
B	List the experience of the firm and/or the attorneys proposed to be assigned to STC as Tax Experience.	Tax attorney - of counsel to the firm with >15 years experience. Federal tax matters in bond transactions and before the Treasury and US tax courts for the firms public finance clients. Admitted to the US Tax Court and licensed in the states NJ, NY and DC (not licensed in Texas)	The team's public finance attorneys are highly experienced in the application of federal and state securities laws affecting governmental finance transactions.	Nationally recognized in tax matters to public finance, participates as members of both tax and public finance department	
C	In narrative form, describe your experience and qualifications, including any necessary licenses, and how they related to and would add unique value to STC in issuing new debt.	The firm's experience includes over 30 years continuous years of successful public finance practice. Since 1988, provided public finance services to Texas governmental entities, including community colleges, school districts, special districts, cities, and counties. Served as bond counsel, co-bond counsel, underwriters' counsel, and issuer's counsel in new and refinancing debt obligations, including public facility corporation combined fee revenue building and refunding bonds, general obligation bonds, refunding and improvement bonds, certificates of obligation, sales tax revenue bonds, tax notes, and Texas water and sewer revenue bonds.	The team has significant experience with the debt instruments available to community college districts under the Texas law. Knowledgeable in the issuance of revenue bonds and general obligation bonds, and provide counsel on election requirements. The team is qualified in the area of public finance and will provide the College superior legal services.	15 attorneys, include past chairman/president of National Association of Bond Lawyers (NABL) American Bar association Committee on tax-exempt finance Tax exempt bond subcommittee of the tax exempt government entities advisory Committee (TEAC) First editor in chief of the multi-volume federal Taxation of Municipal Bonds	Ricardo Perez has practiced public finance law for approximately 16 years as an attorney and 6 years before that as a banker for a combined 22 years. The focus of his practice is assisting government entities in taxable and non-taxable public finance. Been bond counsel or underwriters counsel in over 250 financing in South TX with a par amount of approximately over 5 billion dollar in bonds.
D	Provide a brief summary describing complex transaction - provided expertise	Lease revenue bonds for Austin Community College District	Blinn College Privatized student housing project; Texas A&M University System - Cain Hall Redevelopment Project; Texas Public Finance Authority (TPFA)	Numerous issuers with variable rate without necessity for bank liquidity. Used stepped rate concept. Active with CP issuers	City of Pharr: Revenue bonds for bridge system. Issue debt through 3rd party agreement with the city's economic development corporation - help business in to city
E	Availability to South Texas College	Available immediately to address matters affecting the College and the entire resources of firm are available as needed	Maintains offices in Laredo and San Antonio. Utilize latest technology to conduct video teleconference	Rick Witte Todd Brewer James Hernandez answer questions within 24 hours	Available 24 hours a day 7 days a week
F	List specific experience with Texas Community College Districts, School Districts and other local government units and other Texas public entity bond issuances within the last 3 years for which your firm served as Bond Counsel	3 - Colleges 4 - School Districts 9 - Counties 2 - Cities	Several Counties, Cities, and School Districts	Several Counties, Cities, and School Districts	Several Counties, Cities, and School Districts
H	Provide detail up to 3 instances where your firm provided an added value to your client during a financing activity or developed or implemented an innovative financing technique or program.	Canadian River Municipal Water Authority Marble Falls Economic Development Corporation Austin Community College District, Public Facility Corporation	Blinn College Privatized student housing project Texas A&M University System - Cain Hall Redevelopment Project Texas Public Finance Authority (TPFA)	Variable rate Bonds Variable Rate Bonds / CP Term our provision Tax Credit Bonds CP & other interim financing alternatives	All clients - work side by side with the issuers financial advisor and issuers personnel in charge of finance in developing the most appropriate financing technique or program for the issuer. Once the Financial advisor finalized the plan for finance - we will make sure that the issuer has the statutory legal authority to execute the plan of finance.

**SOUTH TEXAS COLLEGE
STATEMENT OF QUALIFICATIONS - BOND COUNSEL SERVICES
PROJECT NO. 20-21-1046**

VENDOR		Bickerstaff Heath Delgado Acosta, LLP.	Winstead, PC. & J Cruz & Associates, LLC.	Orrick, Herrington, & Sutcliffe, LLP.	Ricardo Perez Law Firm, PLLC.
I	How would your firm assist the College in tracking private use activity to assure compliance with the IRS regulations? Describe a specific transaction, a private use issue encountered, and any solution developed to address the issue which best demonstrates your 1st experience in this area.	Has advised our college clients on the potential private activity use impact of college bookstores, nonprofit tv stations, incubator space, and use of facilities by other nonprofit entities as well other unrelated governmental bodies. In addition, firm regularly advises other issuers on private activity use impact of arrangements. Represented & counseled clients in negotiating contracts with tax law requirement	Developed post-issuance policies designed to provide issuers with the tools to monitor specific documentation and methods the IRS is looking for prepare policies advise compliance officers in integrating tax compliance with existing accounting systems (gives example)	Some users perform own tracking work with users to establishes systems/protocols to comply with IRS regulations Conduct annual training for issuers Recommend Orrick's subsidiary BLX to perform services	Work closely to make sure aware of tax regulations. Best approach is to create a compliance policy. Identify per a checklist the use of facilities financed, use of proceeds & source of payment on the obligations. Comprehensive list would require regulator monitoring to ensure compliance.
J	How would your firm assist clients dealing with an IRS audit?	Experience representing issuers and conduit borrowers before IRS and guiding them through the IRS audits of tax advantage bonds. Detail process, including: Initial list of questions and requests for documents (formerly IDR). Initiate process in conjunction with tax attorney. Review documents. Notify / intent to submit PoAa (form 2848). Discuss w/client and involvement of other parties. Submit form.	Assists clients through all levels of an IRS audit, from initial audit letter, information gathering, responding, investigation, administrative resolution, settlements, closing agreements etc. Assist in seeking and negotiating terms of technical advice memorandum assist issuers regarding disclosures	Tax lawyers have extensive experience has represented various clients, over 100 disputes	Review documentation and assist client with the gathering of all required documents. Advise the client on whether the facts are for or against the issuer and if whether to work toward negotiating a resolution via the IRS VCAP program or if the situation warrants going through the adversarial process with the IRS (not typical). If adverse consequences, we would work to assist with any required disclosure matters.
7.2.2 References					
A	References	Austin Community College District Tyler Independent School District City of Kyle Alamo College District City of Leander	Laredo College United Independent School District Laredo Independent School District Texas Southmost College Blinn College	Texarkana College Huntington Capital Markets Katy Independent School District McLennan College Clear Creek Independent School District	Sharyland Independent School District Edinburg Independent School District PSJA Independent School District La Joya Independent School District Rio Grande City Independent School District
7.3 Experience With Public Entities					
A	Does your firm have experience and track record of the firm. If yes, please provide a list.	Provided list of Colleges, Independent School Districts, Cities etc.	Provided list of Colleges, Independent School Districts etc.	Provided list of Colleges, Universities, Independent School Districts, Cities, etc.	Provided list of Counties, Cities, Colleges, and School Districts
B	Does your firm have experience as a bond counsel for the selection of underwriters for Texas bonds?	Extensive experience as bond counsel participating in the selection process for underwriters, trustees, and other finance related professionals.	Bond Counsel does not assist in that process. Such selections are assisted by financial advisor but glad to help	Not regularly participate in the process	Yes, assists clients and financial advisory in selecting underwriters for debt issuance
C	Describe your firm's approach and capability in designing and implementing a financial plan for a multi-year capital improvement program for the College.	Work with College's administration and finance team to design and implement multi-year capital improvement program as requested. Firm's legal expertise on prior transaction can benefit College in achieving its goals	Work closely with College team and financial advisor to determine the financial viability and fiscal impact on debt portfolio and debt capacity. After analysis, evaluate existing statutory and legal authority for College and recommend course of action	Run projections determine debt capabilities of college vs capital needs assist in process by identifying types of debt available	Will meet with Colleges financial advisors, college staff, and any committee designated. Work with all involved to develop a plan of finance to meet the needs

SOUTH TEXAS COLLEGE
STATEMENT OF QUALIFICATIONS - BOND COUNSEL SERVICES
PROJECT NO. 20-21-1046

VENDOR		Bickerstaff Heath Delgado Acosta, LLP.	Winstead, PC. & J Cruz & Associates, LLC.	Orrick, Herrington, & Sutcliffe, LLP.	Ricardo Perez Law Firm, PLLC.
D	Describe the firm's experience in assisting the public entities with the selection of underwriters for negotiated bond sales.	Extensive experience as bond counsel participating in the selection process for underwriters for bond sales.	Bond Counsel does not assist in that process. Such selections are assisted by financial advisor, but glad to help	Participates in more bond transactions annual than any other law firm in the country. Have significant relationships with many underwriters and can often assist our clients with id an experienced underwriter for a particular type of financing	Will assist clients in screening and conducting due diligence on potential underwriting firms who are being considered by clients
E	Describe the firm's experience with rating agencies, credit rating process, and rating agency presentations.	Detailed familiarity with credit rating process, asked to explain details of underlying transaction to the rating agencies, discuss process of submitting documents etc.	Significant experience in representing clients (both issuers and underwriters) Moody's S&P Fitch	Bond counsel in transactions involving all major rating agencies Moody's S&P Fitch	Participate in calls with clients
TOTAL EVALUATION POINTS		94.33	96.66	100	84.66
RANKING		3	2	1	4

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

**SOUTH TEXAS COLLEGE
BOND COUNSEL SERVICES
PROJECT NO. 20-21-1046
EVALUATION SUMMARY**

VENDOR		Bickerstaff Heath Delgado Acosta, LLP.		Winstead, PC. & J Cruz & Associates, LLC.		Orrick, Herrington, & Sutcliffe, LLP.		Ricardo Perez Law Firm, PLLC.	
ADDRESS		3711 S MoPac Expway Bldg 1 Ste 300		310 S St Mary's St Ste 920		609 Main St 40th Fl		208 Lindberg Ave	
CITY/STATE/ZIP		Austin, TX 78746		San Antonio, TX 78205		Houston, TX 77002		McAllen, TX 78501	
PHONE		512-472-8021		210-277-6803		713-685-6795		956-782-2700	
FAX		512-320-5638		210-277-6810		713-658-6401		956-782-2703	
CONTACT		David Mendez		Daniel M. Martinez		Rick Witte		Ricardo Perez	
1	Qualifications of personnel providing bond counsel services to the College. (up to 25 points)	22	22	24	24	25	25	20	20
		22		24		25		20	
		22		24		25		20	
2	Experience representing Public Entities, including, but not limited to Community Colleges. (up to 65 points)	63	62.33	63	62.66	65	65	55	55.33
		62		63		65		56	
		62		62		65		55	
3	References (up to 10 points)	10	10	10	10	10	10	10	9.33
		10		10		10		9	
		10		10		10		9	
TOTAL EVALUATION POINTS		94.33		96.66		100		84.66	
RANKING		3		2		1		4	

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

Consent Agenda:

f. Approval of 2018 – 2021 Junior College Audit Report on Safety and Security

Approval of the 2018 – 2021 Junior College Audit Report on Safety and Security is requested.

Purpose – Following the Texas School District safety and security procedures, an audit was conducted for all College district facilities to determine compliance with state statutes and safety protocols.

Justification – To comply with the Texas Education Code, a safety and security audit was conducted for the years 2018 – 2021. The code requires the results of the audit be signed by the President of the Junior College District, presented to the College Board of Trustees and submitted to the Texas School Safety Center. The report is subject to the approval and signature of the incoming College president, which is scheduled to occur before the Board Meeting of July 27, 2021.

Background – The Texas Education Code requires public junior college districts to report the results of security audits to the Texas School Safety Center. Section 37.108 of the Code states,

“At least once every three years, each public junior college district shall conduct a safety and security audit of the district's facilities. To the extent possible, a district shall follow safety and security audit procedures developed by the Texas School Safety Center or a comparable public or private entity”.

The audit consists of a series of questions directed at the operational readiness and procedures by key departments in the college. Questions are distributed to the departments and responses to the answers are used in compiling the requested information. Each building on the campuses is examined for safety concerns and procedures are reviewed for compliance with state statutes. The results are required to be posted on the School Safety Center website prior to September 15, 2021.

Reviewers – The Vice President of Finance and Administrative Services and the Department of Public Safety staff have reviewed the information being presented.

Enclosed Documents – The 2018 – 2021 Junior College Audit Report on Safety and Security is provided in the packet for the Board's review and discussion.

Ruben Suarez, Chief of Police for the Department of Public Safety attended the July 13, 2021 Finance, Audit and Human Resources Committee meeting to address any questions by the committee.

The Finance, Audit, and Human Resources Committee recommended Board acceptance of the results of the safety and security audit and approved submission to the Texas School Safety Center, as required by state law and as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College accept the results of the safety and security audit and approve submission to the Texas School Safety Center, as required by state law and as presented.

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

The Board of Trustees of Trustees of South Texas College accepts the results of the safety and security audit and approves submission to the Texas School Safety Center, as required by state law and as presented.

Approval Recommended:

Dr. Ricardo J. Solis
President

Welcome to the Texas School Safety Center's JCARTool

The Junior College Audit Report tool (JCARTool) consists of questions pertaining to your district's safety and security audit results. Every question must be answered in order to submit your results. The **deadline** for reporting your audit information to the TxSSC is **September 15, 2021**.

The JCARTool automatically **saves your information as you go**, so you do not have to complete all questions in one session. You **may re-enter the system unlimited times** using your provided login. You may complete and submit the JCARTool questionnaire any time prior to the deadline.

The JCARTool responds to the answers you provide and will direct you to the next appropriate question based on your answers. Therefore, you may not answer every question in sequential order, but you must answer every question the JCARTool presents to you.

Once all questions are answered, and you have saved and/or printed a copy of your JCAR Summary Report, you must **click on the "Next" button to submit** the report and for the system to recognize it as complete. Once your submission is complete, **you will receive a notification** thanking you for your response.

Once you submit the JCARTool questionnaire you will not be able to make any changes. If you need to correct any submitted information, please promptly contact the TxSSC.

[Click here](#) to download a printable PDF copy of the questions in this tool. The PDF contains a glossary of terms as well as legal references. Throughout the tool, glossary terms are underlined and legal references are noted where applicable. Refer to the Glossary (page 15) for full definitions of underlined terms. Refer to References (page 19) for applicable legal references.

The Texas Education Code (TEC) 37.108(b) requires each junior college district to conduct a safety and security audit at least once every three years and the 2018-2021 **audit cycle ends on August 31, 2021**. By August 31, 2021 each junior

college district shall complete safety and security audits of all district facilities.

In addition, the TEC 37.108(c) requires public junior college districts to report the results of their safety and security audit to the Texas School Safety Center (TxSSC) in the manner required by the TxSSC. TEC 37.108(c) also **requires that the report be presented to the board of trustees and signed by the president of the junior college district.**

For more detailed guidance on conducting safety and security audits, including reporting of results, please visit the TxSSC's [Higher Education Safety and Security Audit Toolkit](#).

If you have **questions about conducting your audit** or **how to answer questions within the JCARTool**, contact txssc_readiness@txstate.edu.

If you have **trouble logging in or other technical issues** with the JCARTool, contact txssc-research@txstate.edu.

To begin reporting your audit results, click the “Next” button below.

Thank you,
Texas School Safety Center

Instructions: *Using information collected during your district facility safety and security audit, please answer the following questions as they pertain to the current audit cycle.*

Section 1

Contact Information and District Demographics

1. First name of person reporting audit data

Ruben

2. Last name of person reporting audit data

Suarez

3. Title of person reporting audit data

Chief of Police

4. Direct email address for person reporting

rsuarez8@southtexascollege.edu

5. Direct phone number for person reporting (xxx-xxx-xxxx)

956-872-2330

6a. Are you the college president?

☐ Yes

☒ No

6b. Who is your college president?

Ricardo J. Solis

6c. Direct email for college president

president@southtexascollege.edu

6d. Direct phone number for college president (xxx-xxx-xxxx)

956-872-8366

7. College district cumulative enrollment *(Enter as whole number, no commas.)*

34000

8. In which counties does your district have campuses? *(Separate the list of counties with commas.)*

Hidalgo, Starr

9. Number of district campuses *(Numbers only please.)*

5

10. How many instructional facilities are present in your district? *(Numbers only please.)*

37

11. How many non-instructional facilities are present in your district? *(Numbers only please.)*

21

Section 2

Safety and Security Audit

12. Does the college district have a committee or working group to consider safety and security related issues and recommended improvements for the college district?

☒ **Yes**

☐ No

13a. Has a safety and security audit been completed for some or all facilities in your district?

Reference: TEC §37.108(b)

☒ **Yes**

☐ No

13b. How many instructional facilities were audited? Please provide the number completed. (Numbers only please.)

Note: Number should not be greater than 37. That is, the answer you provided in question #10.

37

13c. How many non-instructional facilities were audited? Please provide the number completed. (Numbers only please.)

Note: Number should not be greater than 21. That is, the answer you provided in question #11.

21

14. Have the safety and security audit results of your college district's campuses been reported or scheduled to be reported to the college district's Board of Trustees?

Reference: TEC §37.108(c)

- ☐ They have been reported.
- ☒ **They are scheduled to be reported at an upcoming board meeting.**

(Please enter date as mm/dd/yyyy)

07/27/2021

- ☐ No, they have not been reported and they have not been scheduled to be reported.

15. Has the district safety and security audit been signed by your college president?

Reference: TEC §37.108(c)(2)

- ☒ **Yes**
- ☐ No

16. Who conducted your college district's safety and security audit? (Check all that apply.)

☒ **District employees**

☐ Insurance provider or risk pool

☐ Local first responders (not district employees)

☐ Other (please specify):

17. Which of the following entity's audit procedures did your college district utilize to conduct your safety and security audit? (Check all that apply.)

Reference: TEC §37.108(b)

☒ **Texas School Safety Center**

☐ Locally developed with input from the district

☐ Locally developed with input from first responders

☐ Locally developed with input from emergency management

☐ Insurance provider or risk pool

☐ Education Service Center (please specify the region; numbers only please):

☐ Other (please specify):

18. Which of the following elements were reviewed during your college district's safety and security audit? (Check all that apply.)

- ☒ **Interior of facilities**
- ☒ **Exterior of facilities**
- ☒ **Surrounding environment**
- ☒ **Campus climate**
- ☒ **Data and documents**
- ☒ **Multi-Hazard Emergency Operations Plan**
- ☐ Other (please specify):
- ☐ None of these elements

19. What tools did you use to complete your junior college district safety and security audit? (Check all that apply.)

- ☒ **TxSSC Higher Ed Safety and Security Audit Toolkit**
- ☐ Education Service Center audit checklist
- ☐ Private contractor audit checklist
- ☒ **Junior College District internal audit checklist**
- ☐ Other (please specify):

Section 3

Emergency Management/Planning

20a. Has your college district adopted a Multi-Hazard Emergency Operations Plan?

Reference: TEC §37.108 (a)

- ☒ **Yes**
- ☐ No

20b. Do satellite locations of the college district have campus-specific emergency response plans?

- ☐ Yes
☒ No

20c. Is your college district's Multi-Hazard Emergency Operations Plan reviewed at least annually?

Reference: TEC §37.108 (c-2)(2).

- ☒ Yes
☐ No

20d. Is your college district's Multi-Hazard Emergency Operations Plan updated as needed based on findings from your annual review?

- ☒ Yes
☐ No

20e. Does your college district's Multi-Hazard Emergency Operations Plan address the following five phases of emergency management?

Reference: TEC §37.108 (a).

	Yes	No
<u>Prevention</u>	<input checked="" type="radio"/>	<input type="radio"/>
<u>Mitigation</u>	<input checked="" type="radio"/>	<input type="radio"/>
<u>Preparedness</u>	<input checked="" type="radio"/>	<input type="radio"/>
<u>Response</u>	<input checked="" type="radio"/>	<input type="radio"/>
<u>Recovery</u>	<input checked="" type="radio"/>	<input type="radio"/>

20f. Does your college district's Multi-Hazard Emergency Operations Plan include provisions for those with disabilities and/or access/functional needs?

- ☒ **Yes**
☐ No

20g. Does your district have the following plans/provisions in place?

	Yes	No
<u>Continuity of Operations Plan (COOP)</u>	<input checked="" type="radio"/>	<input type="radio"/>
<u>Cybersecurity</u>	<input checked="" type="radio"/>	<input type="radio"/>
Communicable Disease	<input checked="" type="radio"/>	<input type="radio"/>
<u>Evacuation / Reunification</u>	<input checked="" type="radio"/>	<input type="radio"/>
Special events (e.g., events, graduation)	<input checked="" type="radio"/>	<input type="radio"/>
Active threat	<input checked="" type="radio"/>	<input type="radio"/>

20h. Does your district's Multihazard Emergency Operations Plan provide training in responding to an emergency for district employees?

Reference: TEC §37.108(a)(1).

- ☒ **Yes**
☐ No

20i. Does your district's Multi-Hazard Emergency Operations Plan provide measures to ensure district employees have classroom access to a telephone, a cellular telephone or another electronic communication device allowing for immediate contact with: *(Check all that apply.)*

Reference: TEC §37.108(a)(2).

- ☒ District emergency services/agencies
- ☒ Law enforcement agencies
- ☒ Health departments
- ☒ Fire departments
- ☐ No, none of these

20j. Does your district's Multi-Hazard Emergency Operations Plan provide measures to ensure district communications technology and infrastructure are adequate to allow for communication during an emergency?

Reference: TEC §37.108(a)(3).

- ☒ Yes
- ☐ No

20k. Which of the following were involved in the development of the Multi-Hazard Emergency Operations Plan for your college district? (Check all that apply.)

Reference: TEC §37.108 (a)(5).

- ☐ Department of State Health Services (DSHS)
- ☐ Local emergency management agencies
- ☐ Regional emergency management agencies
- ☒ **State emergency management agencies**
- ☒ **Junior college district police department**
- ☒ **Local law enforcement agencies**
- ☐ Regional law enforcement agencies
- ☒ **Local health departments**
- ☐ Regional health department
- ☒ **Fire departments**
- ☒ **Emergency Medical Services (EMS)**
- ☐ Other university or college
- ☐ Volunteer Organizations
- ☐ School districts (K-12 dual attendance)
- ☐ Other (please specify)
- ☐ None of these entities were involved

20I. Does your district multi-hazard emergency operations plan mandate the following types of drills? (Check all that apply.)

- ☒ **Fire Evacuation Drills**
- ☒ **Evacuation Drills (non-fire)**
- ☒ **Lockdown Drills**
- ☐ Secure (Lockout) Drills
- ☒ **Shelter for Weather**
- ☐ Shelter-in-Place for Hazmat
- ☐ Hold
- ☐ Reunification
- ☐ None of these

21a. Has your college district conducted a hazard analysis or similar assessment to identify and prioritize unique hazards?

- ☒ **Yes**
- ☐ No

21b. Who did your college district collaborate with in conducting your hazard analysis? (Check all that apply.)

- ☐ Local/county emergency management
- ☐ Local first responders (Police/Fire/EMS)
- ☐ State agency
- ☐ Private consultant
- ☒ **Other (please specify):**

College departments
- ☐ No collaboration took place

22a. Have all district instructional facilities conducted the following drills within the last year? (Check all that apply.)

- ☒ **Fire Evacuation Drills**
- ☒ **Evacuation Drills (non-fire)**
- ☐ Lockdown Drills
- ☐ Secure (Lockout) Drills
- ☒ **Shelter for Weather**
- ☐ Shelter-in-Place for Hazmat
- ☐ Hold
- ☐ Reunification
- ☐ None of these

22b. Have all district non-instructional facilities conducted the following drills within the last year? (Check all that apply.)

- ☒ **Fire Evacuation Drills**
- ☒ **Evacuation Drills (non-fire)**
- ☐ Lockdown Drills
- ☐ Secure (Lockout) Drills
- ☒ **Shelter for Weather**
- ☐ Shelter-in-Place for Hazmat
- ☐ Hold
- ☐ Reunification
- ☐ None of these

23. Does your college district provide/include emergency response training at least annually to the following groups? (Check all that apply.)

Reference: TEC §37.108(a)(1).

- ☒ **Administrators**
- ☒ **Full-time faculty**
- ☒ **Part-time or adjunct faculty**
- ☒ **Staff**
- ☒ **Students**
- ☐ **Volunteers**
- ☒ **Emergency responders**
- ☐ **Contractors**
- ☐ **None of these**

24. Does your college district conduct after-action reviews following each:
(Check all that apply.)

- ☒ **Drill**
- ☒ **Exercise**
- ☒ **Actual emergency**
- ☒ **Special event**
- ☐ **None of these**

25a. Which of the following agreements does your junior college district have in place pertaining to safety and security? (Check all that apply.)

Reference: TEC §37.2121(d)(1)(2)(3).

- ☒ **Memoranda of Understanding (MOU)**
- ☐ Mutual Aid Agreements (MAA)
- ☐ Interlocal Agreements (ILA)
- ☐ Other (please specify):
- ☐ **No agreements are in place**

25b. With whom has your district entered into Memoranda of Understanding, Mutual Aid Agreements, Interlocal Agreements and/or similar agreements? (Check all that apply.)

Reference: TEC §37.2121(d)(1)(2)(3).

- ☐ Department of State Health Services (DSHS)
- ☐ Local and/or regional public health department
- ☐ Local emergency management
- ☒ **Law enforcement**
- ☐ Fire department
- ☐ Emergency Medical Services (EMS)
- ☐ Neighboring district
- ☐ Off-campus evacuation sites/reunification sites
- ☐ Volunteer organizations
- ☐ Behavioral health providers (e.g., Local mental health authorities, private practitioners, etc.)
- ☐ Other (please specify):

26a. Has your district identified key personnel who are responsible for specific emergency functions?

- ☒ **Yes**
- ☐ No

26b. Have key personnel responsible for specific emergency functions, been trained in the National Incident Management System (NIMS)?

- ☒ **Yes**
- ☐ No

26c. Have key personnel, responsible for specific emergency functions, been trained in the Incident Command System (ICS)?

☒ Yes

☐ No

27. Which of the following modes of mass notification does your junior college district use to communicate information to students, staff, and faculty? (Check all that apply.)

☒ Text message

☒ Email

☒ Reverse 911 call or text message

☐ Classroom notification boards

☒ Signage boards around campus (outside of classrooms)

☒ Social media

☒ Junior college website

☒ Other (please specify):

RAVE Alert System

☐ The junior college does not have a mass communication system

28. Are all mass notification systems tested at least annually?

☒ Yes

☐ No

Section 4

Additional Safety and Security Information

29a. Which of the following sources of safety personnel does your college district utilize? (Check all that apply.)

- ☒ College district police department
- ☐ Local or county peace officers
- ☐ State Police/Game Warden
- ☒ District security personnel (employees)
- ☐ Private security personnel (contracted).
- ☒ Other (please specify):
Building Responders
- ☐ None

29b. How many peace officers are employed by the college district police department? (Numbers only please.)

24

29c. How many district security personnel are employed by the college district police department? (Numbers only please.)

36

30a. Has your college district designated an individual in an Emergency Management Coordinator role?

- ☒ Yes
- ☐ No

30b. Is this position full-time or part-time (in addition to other duties)?

- ☐ Full Time
- ☒ Part Time

31a. Does your junior college district have safety and security procedures in place for minors attending programs on campus?

☒ Yes

☐ No

31b. Do these procedures address the following: *(Check all that apply.)*

☒ Fire drills for classrooms with minors in attendance

☐ Parent-student reunification for minors in the event of an emergency

☒ Registered sex offenders in proximity to classes attended by minors

☐ None of these

32a. Does your junior college district have a behavioral threat assessment process that includes identifying concerning or prohibited behaviors and prescribes interventions?

☒ Yes

☐ No

32b. Does your junior college district's behavioral threat assessment team work with a larger system of support, such as counseling and mental health providers?

☒ Yes

☐ No

32c. Does your junior college district behavioral threat assessment team include members of the following areas of expertise: (Check all that apply.)

- ☒ **Counseling**
- ☒ **Behavioral management**
- ☒ **Mental health/substance use**
- ☒ **Classroom instruction**
- ☒ **Special education**
- ☒ **School administration**
- ☒ **School safety/security**
- ☒ **Emergency management**
- ☒ **Law enforcement**
- ☐ None of these

32d. How many members of the behavioral threat assessment team have completed behavioral threat assessment training?

- ☐ None
- ☐ Less than 25%
- ☐ 25% or more but less than 50%
- ☐ 50% or more but less than 75%
- ☒ **75% or more but less than 100%**
- ☐ 100%

32e. Which behavioral threat assessment training model was the behavioral threat assessment team trained in? (Check all that apply.)

- ☐ Texas School Safety Center
- ☐ SIGMA Threat Management Services (aside from TxSSC)
- ☐ Salem-Keizer Student Threat Assessment System
- ☐ Dewey Cornell Comprehensive School Threat Assessment Guidelines
- ☐ Dewey Cornell Virginia Student Threat Assessment Guidelines
- ☒ **Other (please specify):**
National Association for B

33a. Does your district use some form of an anonymous reporting system for behavioral threat assessment?

- ☒ **Yes**
☐ No

33b. Please specify the name of the anonymous reporting system for behavioral threat assessment:

Eyewitness report/Maxient

34. Does your junior college district have a suicide prevention plan?

- ☒ **Yes**
☐ No

35. In your opinion, do you agree or disagree that safety and security has improved in your college district since the last audit cycle (2015-2018)?

- ☒ **Strongly agree**
☐ Agree
☐ Neutral
☐ Disagree
☐ Strongly disagree

36a. During the past three-year audit cycle, has your college district utilized any resources developed by the Texas School Safety Center to support safety and security programs, plans, or practices? (Check all that apply.)

- ☐ In-person training
☒ **Conferences**
☒ **Online tools**
☒ **Videos**
☒ **Publications**
☐ No TxSSC resources were utilized.

36b. Do you agree or disagree that these resources have been useful to your district in improving or supporting safety and security efforts?

- ☒ **Strongly agree**
- ☐ Agree
- ☐ Neutral
- ☐ Disagree
- ☐ Strongly disagree

By submitting this report on behalf of the district, I am confirming that I have reviewed all information for accuracy and that it is true and accurate, including items that may pertain to statutorily required safety measures. As the primary individual responsible for this report, the president of the district is aware of the information that has been reported.

Note: You can print or save a copy of your JCAR (2018-2021) information on the next page. Please click the button below to continue.

Please enter the access code provided to you by The Texas School Safety Center and click 'Next'.

If you need assistance logging in, please contact our office via email: txssc-research@txstate.edu.

Please enter your access code:

If you have questions about conducting your audit or how to answer questions within the JCARtool, contact txssc_readiness@txstate.edu.

If you have trouble logging in or other technical issues with the JCARtool, contact txssc-research@txstate.edu.

Consent Agenda:

g. Approval of Proposed Revisions to Regional Center for Public Safety Excellence (RCPSE) Tuition and Fees for FY 2020 – 2021

Approval of proposed revision to the Regional Center for Public Safety Excellence (RCPSE) Tuition and Fees for FY 2020 - 2021 is requested.

Purpose – To revise the Regional Center for Public Safety Excellence (RCPSE) Tuition and Fees for FY 2020 - 2021 in order to charge the fee to partnering agencies at the Regional Center for Public Safety Excellence (RCPSE) for the Car Fire Simulator as part of the Training that will now be offered.

Justification - On June 22, 2021, the Board approved the Regional Center for Public Safety Excellence (RCPSE) Tuition and Fees for FY 2021 – 2022, which included the new Car Fire Simulator Training fee.

The Car Fire Simulator is ready to use and there are requests from partnering agencies to utilize the simulator in FY 2020 – 2021, therefore, the revised Car Fire Simulator Training fee for FY 2020 - 2021 is as follows:

	Current Rate	Change	Proposed Changes FY 2020-2021
Fees: • Car Fire Simulator Training (per 4 hours)		Variable, based on recovery of costs	Variable, based on recovery of costs

Reviewers - The revised Regional Center for Public Safety Excellence (RCPSE) Tuition and Fees for FY 2020 – 2021 has been reviewed by staff and President's Cabinet.

The Finance, Audit, and Human Resources Committee recommended Board approval of the proposed revision to the Regional Center for Public Safety Excellence (RCPSE) Tuition and Fees for FY 2020 – 2021 as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the proposed revision to the Regional Center for Public Safety Excellence (RCPSE) Tuition and Fees for FY 2020 – 2021 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 revision to the Regional Center for Public Safety Excellence (RCPSE) Tuition and Fees for FY 2020 – 2021 as presented.

Approval Recommended:

Dr. Ricardo J. Solis
President

Consent Agenda:

h. Approval of Proposed Staffing Plan Revisions Requests for FY 2021 – 2022

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

Purpose – To discuss additional proposed staffing plan revisions requests for FY 2021 – 2022, which include no annual salaries for faculty and non-faculty personnel, increase salary reserve pool, and title changes of non-faculty and faculty positions.

Justification – The projected Fall semester student enrollment has increased, which has resulted in additional projected tuition and fee revenue. Administration is therefore proposing additional staffing plan revisions requests for FY 2021 – 2022, which were not included in the previous board meeting.

Background – On June 22, 2021, the Board approved the Staffing Plan Revisions Requests for FY 2021 – 2022. However, additional staffing requests are proposed.

The sections listed below provide a breakdown of the additional staffing plan revisions requests by category:

i. FY 2021 – 2022 Salary Reserve Pool

The FY 2021 – 2022 Salary Reserve Pool is proposed to be increased to fund currently frozen positions that may be unfrozen as needed in FY 2021 - 2022 and as approved by the President. The pool reserve will increase by \$1,445,608.

FY2021 - 2022 Salary Reserve Pool	Amounts
Board Approved 6/22/21	\$339,549
Total Additional Adjustment Proposed on 7/13/21	1,445,608
Total Funding Availability	\$1,785,157

ii. Title Changes of Non-Faculty and Faculty Positions

A total of nine (9) positions are proposed to change titles to align with department restructuring. The title change did not affect pay grade and classification and does not required a salary adjustment. This request will not impact the budget for Fiscal Year 2021 – 2022.

iii. Annual Salary Increase for Faculty and Non-Faculty Personnel

No annual salary increases for any personnel classification are recommended for FY2021 – 2022.

On July 2, 2021, College Administration met with Dr. Ricardo Solis, incoming College President, to review the salary reserve pool and the additional frozen positions proposed as priority to unfreeze.

The salary reserve pool will be utilized as needed and will depend on actual student enrollment and associated revenue. Recommendation of positions to unfreeze will be provided to Dr. Ricardo Solis for review and approval before unfreezing the positions.

The proposed no annual salary for faculty and non-faculty personnel, increase to salary reserve pool, and additional title changes of non-faculty and faculty positions may need to be adjusted before final approval of the staffing plan by the Board, based on final revenue projections.

Enclosed Documents – A presentation and a listing of the Proposed Staffing Plan Revisions Request for FY 2021 – 2022 is provided in the packet for the Board's information and review.

Dr. David Plummer, Interim President, and Mary Elizondo, Vice President for Finance and Administrative Services, attended the July 13, 2021 Committee meeting to address any questions by the Committee.

The Finance, Audit, and Human Resources Committee recommended Board approval of the Proposed Staffing Plan Revisions Requests for FY 2021 – 2022 as presented.

Recommendation:

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

Approval Recommended:

Dr. Ricardo J. Solis
President

Consent Agenda:

i. Approval of Proposed Employee Pay Plan for FY 2021 – 2022

Approval of the Proposed Employee Pay Plan for FY 2021 - 2022 is requested.

Purpose - The Proposed Employee Pay Plan for FY 2021 - 2022 for all employee groups is presented for the Board's review and consideration. The Employee Pay Plan includes the proposed pay grade ranges for Classified, Professional Technical (exempt and non-exempt), Administrative, Executive, and Faculty and other compensation information.

Justification - The Employee Pay Plan information was prepared by the Office of Human Resources to reflect the College's proposed compensation structure for FY 2021 - 2022.

Background – The Proposed Salary Pay Plan for FY 2021 – 2022 is approved on an annual basis and includes information to comply with State and Federal compensation regulations, ensure compensation consistency, enhance the ability to attract and retain qualified faculty and staff and to provide a clear and concise reference for compensation decisions as follows:

- Guidelines for Recruiting, Screening, and Hiring Support Staff
- Educational Supplements
- Pay Grades for Classified, Professional/Technical, Administrative, and Executive employees
- Direct Wage Employees Salary Plan
- Centers for Learning Excellence (CLE) Salary Plan
- Faculty Roles, Compensation Rates, and Faculty Salary Plan

Reviewers - The Interim President and all the Vice Presidents reviewed the Plan and approved the proposed revisions. The critical new positions included within the Plan were reviewed and approved by the Board of Trustees in June 2021.

Enclosed Documents - A copy of the Proposed Employee Pay Plan for FY 2021 - 2022 is included under separate cover for the Board's review and information.

Dr. David Plummer, Interim President, and Mary Elizondo, Vice President for Finance and Administrative Services, attended the July 13, 2021 Committee meeting to address any questions by the committee.

The Finance, Audit, and Human Resources Committee recommended Board approval of the Proposed Employee Pay Plan for FY 2021 - 2022, as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the Proposed Employee Pay Plan 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 Proposed Employee Pay Plan for FY 2021 - 2022, as presented.

Approval Recommended:

Dr. Ricardo J. Solis
President

Consent Agenda:

j. Review and Recommend Action on Proposed Staffing Plan for FY 2021 – 2022

Approval of the Proposed Staffing Plan for FY 2021 - 2022 is requested.

Purpose - The Proposed Staffing Plan for FY 2021 – 2022 for all employee groups is presented for the Board's review and consideration. The Staffing Plan includes all positions, titles, classifications, salaries, and salary pools under each Division and Organization of the College.

Justification - The Staffing Plan information was prepared by the Office of Human Resources, in collaboration with Business Office and all other organizational divisions of the College, to reflect the College's comprehensive proposed staffing and salary structure for FY 2021 - 2022.

Background – As indicated in Policy #4100, College Staffing Plan, the Staffing Plan is the official document listing position titles, classifications, employees, and salaries for each fiscal year. The Staffing Plan is not a contract between the College and any person listed on it, and neither the Staffing Plan nor any action taken by the Board of Trustees concerning it should be considered creating contract rights, expectations of continued employment, or a property interest for any person listed in the Staffing Plan.

Critical New positions and Reclassifications of Non-Faculty positions are included within the Plan and were reviewed and approved by the Board of Trustees in June 2021.

Funding Source – The budget to fund each position is reflected in the appropriate department and listed on the Staffing Plan and is subject to Board approval of the FY 2021 – 2022 Budget.

Reviewers – The Interim President and all the Vice Presidents reviewed the Plan and approved the proposed revisions.

Enclosed Documents - A copy of the Staffing Plan for FY 2021 - 2022 is included under separate cover for the Committee's review and information.

Dr. David Plummer, Interim President, and Mary Elizondo, Vice President for Finance and Administrative Services, attended the July 13, 2021 Committee meeting to address any questions by the committee.

The Finance, Audit, and Human Resources Committee recommended Board approval of the Proposed Staffing Plan for FY 2021 - 2022, as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the Proposed Staffing Plan 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 Proposed Staffing Plan for FY 2021 - 2022, as presented.

Approval Recommended:

Dr. Ricardo J. Solis
President

Consent Agenda:

k. Approval to Use Higher Education Emergency Relief Fund II (HEERF II) Institutional Funds for Purchase and Installation of Ultraviolet (UV) Air Purifiers in College Buses

Approval to use Higher Education Emergency Relief Fund II (HEERF II) Institutional Funds for purchase and installation of ultraviolet (UV) air purifiers in College buses is requested.

Purpose – To use HEERF II Institutional Funds for purchase and installation of ultraviolet (UV) air purifiers in College buses as allowed by the Department of Education guidance as a safety measure against the spread of COVID-19 and to provide clean and safe to breathe air for our students and staff riding in the buses.

Justification – Guidance provided by the Department of Education states that the HEERF II Institutional Funds must be used to implement COVID-19 health and safety measures. If approved for this use, six ultraviolet (UV) air purifiers will be purchased and installed on the College buses using HEERF II Institutional Funds.

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.

Currently, there are six (6) College-owned buses used for the South Texas College operated Jag Express Transportation Service. These buses transport students on the Yellow Line route circulator to the Pecan Campus, Technology Campus, and the Nursing and Allied Health Campus. There are no additional air filtration systems installed on the buses at this time. The South Texas College Department of Public Safety Student Transportation Services is proposing to purchase and install ultraviolet (UV) air purifiers on the College buses to disinfect the air that circulates in the bus. It would be beneficial to take extra measures to ensure a safe environment for students, faculty, staff and the public.

Air Purifier Benefits

The UV Vent Air Purifier uses high performance UV-C lamps that emit a wavelength of 254nm, as this is where the highest germicidal effect is achieved. The scientifically tested UV-technology system eliminates more than 95% of viruses, including COVID-19, as well as any bacteria or mold present in the air circulating in the cabin. Using the UV air purifier, the virus concentration in the interior of the bus remains low, similar to a fresh air supply, reducing the risk of infection. It has shock resistance technology which is necessary due

to all the movement on the bus or in the case of an accident. The UV purifier is “plug and play” with easy installation and is connected to turn on when the bus is started.

The proposed estimated cost to purchase and install ultraviolet (UV) air purifiers is \$3,400 per bus and the total estimated cost for six (6) buses is \$20,400. Installation will be completed within 3-5 weeks of when the air purifiers are ordered.

Reviewers – The Interim President and the Vice Presidents reviewed the proposal for purchase and installation of ultraviolet (UV) air purifiers in College buses with HEERF II Institutional Funds.

Dr. David Plummer, Interim President, and Mrs. Mary Elizondo, Vice President for Finance and Administrative Services, attended the July 13, 2021 Committee meeting to address any questions by the Committee.

The Finance, Audit, and Human Resources Committee recommended Board approval to use Higher Education Emergency Relief Fund II (HEERF II) Institutional Funds in the amount of \$20,400 for purchase and installation of ultraviolet (UV) air purifiers in College buses as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the use of Higher Education Emergency Relief Fund II (HEERF II) Institutional Funds in the amount of \$20,400 for purchase and installation of ultraviolet (UV) air purifiers in College buses 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 Higher Education Emergency Relief Fund II (HEERF II) Institutional Funds in the amount of \$20,400 for purchase and installation of ultraviolet (UV) air purifiers in College buses as presented.

Approval Recommended:

Dr. Ricardo J. Solis
President

Consent Agenda:

I. Approval to Use Higher Education Emergency Relief Fund (HEERF) Institutional Funds for District Wide Air Handler Replacement Project

Approval to use Higher Education Emergency Relief Fund (HEERF) Institutional Funds for district wide air handler replacement project is requested.

Purpose - To use HEERF Institutional Funds for the replacement of air handler unit district wide to include ultraviolet lighting to provide cleaner air to College facilities district-wide and a safer environment. The proposed District Wide Air Handler Replacement Project and Authorization to Proceed with Solicitation of Engineering Services is recommended in the July 13, 2021 Facilities Committee for request for Board approval.

Justification - Guidance provided by the Department of Education states that the HEERF Institutional Funds may be used for the installation or renovation of an HVAC system, to improve with air filtration to prevent the spread of COVID-19.

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.

Approval for a no-cost extension will be requested from the Department of Education, since the estimated completion timeline for the project extends beyond the end date of the HEERF Institutional Fund awards.

Currently, there are air handlers with ultraviolet (UV) lighting filtration installed at approximately 50% of the College's facilities. The Facilities Operations & Maintenance department is proposing to replace the older air handlers with new air handler units that have UV lighting purifiers built in to them in addition to conventional air filters.

a. Benefits

- ⇒ UV lighting uses short-wave energy to inactivate viral, bacterial, and fungal organisms so they are unable to replicate and potentially cause disease. According to the American Society of Heating, Refrigerating, and Air Conditioning Engineering, Inc. (ASHRAE), UV lighting is used as an engineering control to interrupt the transmission of pathogenic organisms, such as tuberculosis (TB), influenza viruses, mold, and potential bioterrorism agents. UV lighting can improve indoor air quality and thus enhance occupant health, comfort, and productivity. Listed below are some of the UV lighting benefits:
 - Disinfects the air flowing through the air handlers,

- Adds one more layer of purification to the air filtration.
- Provides an extra measure for a safe environment for students, faculty, staff, and the public.
- Replaces existing air handler units, which will potentially reduce energy consumption with new units.
- Eliminates mold, mildew, and bacteria
- Reduces the spread of viruses
- Reduces the quantity of air contaminants
- Improves indoor air quality
- Keeps the HVAC system clean

The estimated budget for the District Wide Air Handler Replacements is summarized in the table below:

District Wide Air Handler Replacements Estimated Project Budget	
Budget Item	Budget Amount
Construction	\$6,948,000
Design	694,800
Miscellaneous	173,700
Technology	555,840
Contingency 5%	347,400
Total Estimated Project Budget	\$8,719,740

b. Scope of Work

- ⇒ Removing one hundred twenty-six (126) existing air handlers.
- ⇒ Installing one hundred twenty-six (126) new air handlers with UV light purification

The estimated costs and facilities at which air handlers would be replaced are summarized in the table below:

District Wide Air Handlers Replacement Total Estimated Cost		
Campus	Buildings	Estimated Cost
Pecan Campus	A, D, X, B, C, E, F, G, H, L, M, N, T	\$2,980,000
Pecan Plaza	A, B, C	480,000
Mid Valley Campus	C, E, F, G, H, L	1,288,000
Nursing and Allied Health Campus	A, C	170,000
Technology Campus	A, B, D, E	775,000

Starr County Campus	D, E, F, G, H, J	715,000
District Wide Portables	Various	540,000
TOTAL		\$6,948,000

The estimated schedule for the project is below:

District Wide Air Handlers Replacement Estimated Schedule		
Project Phase	Task Date	Task Duration
Solicit A/E Qualifications	August 2021	1 Month
Evaluate A/E Qualification Statements	September 2021	1 Month
Recommend Board Approval of A/E Firm	October 2021	1 Month
A/E Design Phase	November – December 2021	2 Months
Solicit Proposals for Construction Services	January 2022	1 Month
Recommend Board Approval of Contractor	February 2022	1 Month
Negotiate, Execute Construction Contract/Agreement, and Issue Notice to Proceed	March 2022	1 Month
Substantial Completion	April – August 2022	5 Months
Final Completion	September 2022	1 Month
Total Estimated Project Duration		14 Months

Dr. David Plummer, Interim President, Mrs. Mary Elizondo, Vice President for Finance and Administrative Services, and George McCaleb, Director of Facilities Operations and Maintenance attended the July 13, 2021 Committee meeting to address any questions by the Committee.

The Finance, Audit, and Human Resources Committee recommended Board approval to use Higher Education Emergency Relief Fund (HEERF) Institutional Funds in the amount of \$8,719,740 for the district wide air handler replacement project as presented and subject to Board approval of proposed project and approval of a no-cost extension by the Department of Education.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the use of Higher Education Emergency Relief Fund (HEERF) Institutional Funds in the amount of \$8,719,740 for the district wide air handler replacement project as presented and subject to Board approval of proposed project and approval of a no-cost extension by the Department of Education.

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 Higher Education Emergency Relief Fund (HEERF) Institutional Funds in the amount of \$8,719,740 for the district wide air handler replacement project as presented and subject to Board approval of proposed project and approval of a no-cost extension by the Department of Education.

Approval Recommended:

Dr. Ricardo J. Solis
President

Review and Action as Necessary on Creative Agency Services Contract Extension

The Board is asked to approve and authorize and extension to the creative agency services contract with **Interact Communications, Inc.** (Clarksville, MD) for an additional six (6) months, beginning September 1, 2021 to February 28, 2022, at a total estimated amount of \$409,195.04.

Purpose – To discuss the contract extension provided by Interact Communications, Inc. for an additional six (6) months to allow for further direction related to the creative agency services.

The current contract scope of services includes the following:

Research	Community Environmental Scan, Media Prefs, Stop-Out Research, Stop-Out Campaign Development, and College App
Creative	Feature Writing (3 articles per month), Mini-Messaging Campaigns (4 campaigns), Email Writing (25 messages), Mini-Messaging Bible, Viewbook Research, Writing and Design (up to 48 pages), and Creative Reserve Budget
Media Buying	Digital Campaign, Traditional Campaigns, Media Buy Reserve Fund, Media Buy Management Fee
Administrative Fees	Monthly Administrative Fees and One-year marketing and media buying plan

On July 24, 2018, the Board of Trustees awarded a one-year contract with the option to renew for two (2) additional one-year periods. The last renewal period will expire on August 31, 2021 and the extension would move the end date to February 28, 2022.

Justification and Benefit – Interact Communications provided a contract extension which will allow Public Relations and Marketing to continue the Spring advertising campaign with time to develop a new request for proposals. The extension is necessary due to the change in the College's leadership and further guidance of a possible new direction.

Funds for this expenditure are budgeted in the Public Relations and Marketing budget for FY 2021 – 2022 pending Board approval of the budget.

On July 13, 2021, administration asked the Finance, Audit, and Human Resources Committee to recommend Board approval of the proposed contract extension, noting that this would allow ongoing work to continue, and would give the new President time to guide the development of an Request for Proposals for any new creative agency services that might be required moving forward.

The Committee did not act upon the recommendation, and asked that administration present this item to the Board directly.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the extension to the creative agency services contract with Interact Communications, Inc. (Clarksville, MD) for an additional six (6) months, beginning September 1, 2021 to February 28, 2022, at a total estimated amount of \$409,195.04.

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 extension to the creative agency services contract with Interact Communications, Inc. (Clarksville, MD) for an additional six (6) months, beginning September 1, 2021 to February 28, 2022, at a total estimated amount of \$409,195.04.

Approval Recommended:

Dr. Ricardo J. Solis
President

Review and Acceptance of Internal Audit Reports in the Areas of Memorandum of Understanding – Early College High School and Dual Credit and the Banner Computer System Security and Access

Acceptance of the Internal Audit Reports in the Areas of Memorandum of Understanding – Early College High School and Dual Credit and the Banner Computer System Security and Access is requested.

Purpose – To discuss the procedures, findings, and recommendations of the internal audit reports in the areas of Memorandum of Understanding – Early College High School and Dual Credit and the Banner Computer System Security and Access conducted by Mr. Khalil Abdullah, Internal Auditor.

Justification – Policy #5460: Internal Audit Function, states that it is the policy of the College to maintain an internal audit function to review and appraise business activities, integrity of records, and effectiveness of operations of the College in accordance with the Institute of Internal Auditors International Standards for the Professional Practice of Internal Auditing.

Background – The Texas Education Agency (TEA) requires that a high school seeking designation from Early College High Schools, and Pathways in Technology Early College High School (P-TECH) have a signed memorandum of understanding (MOU) with an institution of higher education. The purpose of the MOU is to outline the responsibilities of the College and the school districts that participate in the Dual Credit and Early College High School programs.

The Texas Department of Information Resources (DIR) Security Control Standards indicate that organizations should develop, document, and disseminate an access control policy that addresses purpose, scope, roles, responsibilities, management commitment, and procedures to facilitate the implementation of the access control policy.

Enclosed Documents – The Internal Audit Reports follow in the packet for the Board's information and review.

The Finance, Audit, and Human Resources Committee did not review this item and asked that it be presented directly to the Board of Trustees.

Recommendation:

It is recommended that the Board of Trustees of South Texas College accept the Internal Audit Reports in the Areas of Memorandum of Understanding – Early College High School and Dual Credit and the Banner Computer System Security and Access as presented.

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

The Board of Trustees of Trustees of South Texas College accepts the Internal Audit Reports in the Areas of Memorandum of Understanding – Early College High School and Dual Credit and the Banner Computer System Security and Access as presented.

Approval Recommended:

Dr. Ricardo J. Solis
President



OFFICE OF INTERNAL AUDITS

SOUTH TEXAS COLLEGE

3201 W. Pecan Blvd. • McAllen, Texas 78501 • Office (956) 872-6709

June 10, 2021

Dr. David Plummer, Interim President
South Texas College
3201 W. Pecan Blvd.
McAllen, TX 78501

Dr. Plummer,

As part of our fiscal year 2021 Audit Plan, the Office of Internal Audits completed the Memorandum of Understanding – Early College High School and Dual Credit Audit.

The objective of the audit was to evaluate the adequacy and effectiveness of the department's system of internal controls with an emphasis on memorandums of understandings between the College and participating Independent School Districts.

We appreciated the assistance provided by South Texas College's management and other personnel. We hope the information and analyses presented in our report are helpful.

Respectfully submitted,

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

cc: Dr. Anahid Petrosian, Interim Vice President for Academic Affairs
Dr. Rebecca De Leon, Dean for DCP & SD Partnerships
Ms. Mary Elizondo, Vice President Finance and Administrative Services
Finance, Audit, and Human Resources Committee, South Texas College Board of Trustees

**MEMORANDUM OF UNDERSTANDING –
EARLY COLLEGE HIGH SCHOOL & DUAL
CREDIT PROGRAMS AUDIT REPORT**



**SOUTH TEXAS
COLLEGE**

OFFICE OF INTERNAL AUDITS

June 10, 2021



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EXECUTIVE SUMMARY

The Memorandum of Understanding for Early College High School and Dual Credit Programs Audit was included on the Finance, Audit, and Human Resources Committee's approved FY 2021 Audit Plan. The audit included a review of the design elements of the Early College High School (ECHS) and Dual Credit Program (DC) Memorandums of Understandings (MOUs).

The objective of the audit was to evaluate the adequacy and effectiveness of the department's internal controls with a focus on memorandums of understanding between South Texas College and participating Independent School Districts.

The scope of the audit included activity from May 1, 2019 – August 31, 2020. The audit was not designed nor intended to be a detailed study of every relevant control system. Accordingly, the opportunities for improvement presented in this report may not be all-inclusive of areas where improvements could be made.

The audit generally conformed to guidelines set forth by South Texas College's Policy 5460 *Internal Audit Function*.

Overall, the department established an adequate system of internal controls. We observed the following related to the College's ECHS and DC MOUs.

- The design elements provided by the Texas Education Agency (TEA) and as stipulated by Texas Administrative Code (TAC) Sec. 4.84 *Institutional Agreements* were included in the College's ECHS and DC MOUs;
- Signed MOUs were maintained on file for each of the participating Independent School Districts as well as for each participating high school.

Additionally, the audit identified the following areas where improvements to internal controls could be realized:

- Ensuring that a date is included on the final signature page for both the ECHS and DC MOUs; and
- Including information related to low-cost open educational resources offered under the program on the DC MOU.



BACKGROUND

South Texas College's Dual Credit Pathways Department oversees 29 Independent School Districts (ISDs) Early College High Schools (ECHS). Each ECHS provides high school students the opportunity to earn up to 60 credit hours and/or an Associate degree while still in high school. Each ISD ECHS is designed to create a seamless transition between high school and college.

The Texas Education Agency (TEA) requires that a high school seeking designation for the following models: Texas Science, Technology, Engineering and Mathematics (TSTEM), Early College High Schools (ECHS), and Pathways in Technology Early College High School (P-TECH), have a signed memorandum of understanding (MOU) with an institution of higher education (IHE). The purpose of the MOU is to outline the roles and responsibilities of the College and the school districts that participate in the Dual Credit and Early College High School programs.

South Texas College is the first college in Texas to earn the prestigious accreditation by the National Alliance for Concurrent Enrollment Partnerships (NACEP).

AUDIT OBJECTIVE

The objective of the audit was to evaluate the adequacy and effectiveness of the department's internal controls with a focus on memorandums of understanding between South Texas College and participating Independent School Districts.

AUDIT SCOPE & METHODOLOGY

The scope of the audit included activity from May 1, 2019 – August 31, 2020. To accomplish the audit objective, the auditors performed the following:

- Reviewed the design elements for memorandums of understanding from the Texas Education Agency (TEA);
- Reviewed Texas Administrative Code (TAC) Sec. 4.84 *Institutional Agreements*;
- Verified that all design elements provided by the TEA were included in the College's MOUs related to the Early College High School program;
- Verified that all of the requirements provided in TAC 4.84 were included in the College's Dual Credit MOUs.



- Verified that signed MOUs were maintained on file for all participating Independent School Districts and high schools.

The audit generally conformed to guidelines set forth by South Texas College’s Policy 5460 *Internal Audit Function*.

AUDIT RESULTS

Early College High School (ECHS)

The Texas Education Agency (TEA) establishes the design elements for all Early College High School (ECHS) Memorandums of Understanding. Guidance provided by the TEA shows that there are 13 components required for inclusion in the agreement. We identified a total population of forty (40) participant schools and requested that the College provide us with a signed MOU for each school. We were able to verify that 100% of the MOUs were on file. However, in our review of the documentation, we noticed that some of the MOUs did not include dates into the following sentence on page 13, see below:

“In witness thereof, the parties have duly approved this Memorandum of Understanding, executed in duplicate originals on this ____ day of _____, 2019.”

We found that the date was missing in 15 out of 40 ECHS MOUs, or approximately 37% of population.

Dual Credit (DC)

We identified a total population of twenty-three (23) independent school districts (ISD) and requested that the department provide us with the signed MOUs. A MOU must be approved by the governing boards or designated authorities of both the school district and the College prior to offering any courses. We were able to verify that all of the MOUs were approved by the school’s governing boards or designated authorities and that 100% of the documents were on file. However, in our review of the documentation, we noticed that some of the MOUs did not include dates into the following sentence on page 11, see below:

“EXECUTED IN TWO (2) Original counterparts on this ____ day of _____ 20____.”



Dates were missing on 5 out of 23 DC MOUs, or approximately 21% of population.

Recommendation:

1. Management should establish procedures to ensure that signed Memorandum of Understandings are completely filled out and that dates are included in the document.

Management Response:

Accept audit recommendation as presented

1. Dual Credit Programs will implement established procedures for a final review of the Interlocal Agreement, previously known as the Memorandum of Understanding (MOU), prior to placing it on file. Due to the Interlocal Agreement not taking effect until the South Texas College Board Chair affixes his or her signature, an official date will be included on the day of the chairperson's signature. The Dean of Dual Credit Programs and School District Partnerships will be responsible to review both the Dual Credit Programs and Early College High Schools Interlocal Agreements once all required signatures are submitted. The established procedures will take effect in August 2021 for the 2021-2022 Academic Year.

Responsible Individual:

Dean for DCP & SD Prtnerships

Implementation Date:

8/23/2021

Dual Credit (DC) – TAC Sec. 4.84

Texas Administrative Code (TAC) Section 4.84 establishes the required elements for all Institutional Agreements of dual credit partnerships. We compared the College's MOUs to the required elements provided in TAC Sec. 4.84. We were able to verify that all of the design elements were included with one exception. We found that excluded from the College's agreement was required specifications related to the use of free or low-cost open educational resources in courses offered under the program.

Recommendation:

2. Management should review the Dual Credit Programs' MOU to ensure that all of the required elements are included as required under Texas Administrative Code (TAC) Sec. 4.84.



Management Response:

Accept audit recommendation as presented

2. Dual Credit Programs will ensure all required elements, including verbiage regarding the use of free or low-cost open educational resources in courses offered under the program, are included in the 2021-2022 Interlocal Agreement. The Dean of Dual Credit Programs and School District Partnerships will be responsible to ensure the verbiage is included in the Dual Credit Programs Interlocal Agreement prior to submission for Board Approval. The required elements as required under Texas Administrative Code (TAC) Sec. 4.84 will be included in the 2021-2022 Academic Year Dual Credit Programs Interlocal Agreements which takes effect August 23, 2021.

Responsible Individual:

Dean for DCP & SD Prtnerships

Implementation Date:

8/23/2021

CONCLUSION

Overall it was determined that the Department established an adequate system of internal controls. Some opportunities for improvement were identified to strengthen controls by ensuring that the agreements include all of the required elements from Texas Administrative Code (TAC) Sec. 4.84 and that the final signature pages include the dates which mark when the document is signed.

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

6/10/2021

Jose Luis Silva CIA, CFE, CGAP
Staff Audit Specialist

6/10/2021



OFFICE OF INTERNAL AUDITS

SOUTH TEXAS COLLEGE

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June 10, 2021

Dr. David Plummer, Interim President
South Texas College
3201 W. Pecan Blvd.
McAllen, TX 78501

Dr. Plummer,

As part of our fiscal year 2021 Audit Plan, the Office of Internal Audits completed the Banner Computer System Security and Access Audit.

The objective of the audit was to evaluate the adequacy and effectiveness of internal controls over granting, adjusting, and terminating employee system access.

We appreciated the assistance provided by South Texas College's management and other personnel. We hope the information and analyses presented in our report are helpful.

Respectfully submitted,

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

cc: Mr. Luis Gonzalez, Chief Information Security Officer
Ms. Alicia Gomez, Chief Information Officer
Ms. Mary Elizondo, Vice President Finance and Administrative Services
Finance, Audit, and Human Resources Committee, South Texas College Board of Trustees

BANNER COMPUTER SYSTEM SECURITY AND ACCESS AUDIT REPORT



**SOUTH TEXAS
COLLEGE**

OFFICE OF INTERNAL AUDITS

June 10, 2021



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EXECUTIVE SUMMARY

The Banner Computer System Security and Access Audit was included on the Finance, Audit, and Human Resources Committee's approved FY 2021 Audit Plan. The audit included a review of the College's procedures for granting, adjusting, and removing employee system access to Banner.

The objective of the audit was to evaluate the adequacy and effectiveness of internal controls over granting, adjusting, and terminating employee system access.

The scope of the audit included activity taking place during FY 2017 – FY 2018 (September 1, 2016 through August 31, 2018). The audit was not designed nor intended to be a detailed study of every relevant control system, procedure, or transaction. Accordingly, the opportunities for improvement presented in this report may not be all-inclusive of areas where improvements could be made.

The audit generally conformed to guidelines set forth by South Texas College's Policy 5460 *Internal Audit Function*.

Overall, we determined that an adequate system of IT access controls were in place. However, the audit identified the following areas where improvement could be made:

- Formal access control procedures describing the acceptable method(s) for requesting, adjusting, and removing end-user access have not been developed;
- A system access library that defines the level of access for each Banner form has not been documented and employee role-based access controls are not in place;
- IT has not established formal monitoring procedures to review end-user access rights to ensure that employee's access aligns with their current job responsibilities and to ensure that employee's access has been removed once their job assignment has ended.



BACKGROUND

Banner is a suite of integrated applications from Ellucian that more than 1,400 institutions including South Texas College rely on to operate effectively. It enables organizations to collect, store, manage, and apply real-time operational data. Banner is an enterprise resource planning (ERP) tool which refers to the systems and software packages used by the College to manage day-to-day business processes. Banner allows South Texas College to manage processes across finance, human resources, and student services.

AUDIT OBJECTIVE

The objective of the audit was to evaluate the adequacy and effectiveness of internal controls over granting, adjusting, and terminating employee system access.

AUDIT SCOPE & METHODOLOGY

The scope of the audit included activity taking place during FY 2017 – FY 2018 (September 1, 2016 through August 31, 2018). To accomplish the audit objective, the Internal Auditor performed the following:

- Reviewed the Banner Employee Self-Service User Guide;
- Reviewed the College's 'Data Classification Standard;'
- Reviewed the Texas Department of Information Resources (DIR) "Security Control Standards Catalog;"
- Met with the College's main Banner data-owners working within Student Services, Human Resources, and the Business Office;
- Reviewed each area's processes and documentation for requesting, adjusting, and termination end-user access;
- Interviewed management and employees on the department's procedures and existing internal controls;
- Reviewed Policy 4712 *Information Resources Security Electronic Communications* and Policy 4714 *Acceptable Use of Information Resources*;



The audit generally conformed to guidelines set forth by South Texas College's Policy 5460 *Internal Audit Function*.

AUDIT RESULTS

IT Access Controls

Access to computer resources should be controlled to protect against unauthorized use, damage, loss, or modifications. Properly designed access controls assist in the prevention and detection of deliberate or accidental errors caused by the improper use of system files, unauthorized use of programs, and/or the improper use of computer resources.

Some of the elements of the College's current processes for assigning employees system access are decentralized. There are three (3) main areas of the College that comprise the majority of employee system access requests (e.g. Human Resources, Student Services, and the Business Office). Business Analysts from these departments initiate employee system access requests. The Business Analysts do not report directly to anyone working within the Division of IT. Rather, they report to their respective department supervisors (e.g. Comptroller, HR Director, Student Financial Services Director, etc.). Establishing proper IT governance practices within an organization requires that IT risks are appropriately managed. System access controls are one of the fundamental IT controls to ensure system security and data integrity. In order to establish proper governance related to IT, it is important for the College's Division of IT to assume responsibility for the development and oversight of all IT access controls. Establishing IT as the division with the responsibility for the oversight of system access control sets the direction, goals, and tone of IT security and access procedures.

Additionally, uniform access control procedures have not been established. Rather, each department has their own procedures that they follow for requesting system access. The Texas Department of Information Resources (DIR) Security Controls Standards indicate that organizations should develop, document, and disseminate an access control policy that addresses purpose, scope, roles, responsibilities, and management commitment, as well as procedures to facilitate the implementation of the access control policy. A best practice provided by DIR indicates that organizations should establish a uniform process for employees to follow when requesting employee system access.

Recommendation:

1. IT should assume responsibility for the development and oversight of all IT access controls and establish formal access control procedures detailing the acceptable method(s) for



requesting, adjusting, and removing end-user system access rights. These procedures should be communicated throughout the College.

Management Response:

Accept audit recommendation as presented

1. Information Technology agrees with this recommendation. However, we recognize this effort cannot be accomplished by one department. Currently, each area (Finance, Human Resources, and Student Services) have their own process in place for access control. IT will seek collaboration with the established Banner User Group (BUG) committee to help develop a uniform procedure for all three areas of Banner. This same group will help with the communication and enforcement of the new procedures. In addition, a link with supporting information of the new procedures can be placed at the Banner login page.

Responsible Individual:

Chief Information Officer

Implementation Date:

8/10/2022

System Access Library

IT employees are responsible for executing the final steps for granting employees system access. However, IT employees may not actually know what access they are granting the end user. This is because specific classifications (e.g. a system access library) of system access have not been developed. Rather, IT employees rely on the data-owner's knowledge related to system access and whether or not granting access to the end-user is appropriate. IT employees verify that the request for system access originates from an appropriate data-owner and do not act as a reviewer on whether or not granting system access is appropriate. Moreover, in some instances, the data-owners also do not know or may not have a thorough understanding of the system access that they are requesting. For example, the Coordinator of Records from Student Services stated that there are times when requests for faculty access are made for privileges that she does not actually use and is not particularly familiar. This makes it challenging for her to know exactly what access she is requesting to be granted to the end-user. Circumstances such as these, create a situation where neither the IT employee nor the data-owner requesting system access actually know what level of access is being granted to the user.

Best practices from DIR indicate that organizations should ensure that information is accessible only to authorized users and that information files or records containing confidential information must be identified, documented, and protected in its entirety. Protecting user accounts and helping prevent misuse of privileged accounts is essential for any IT security program. User accounts, particularly those with special access should be assigned only to authorized individuals, managed effectively, and provide the minimum level of access to applications, computers, and networks. Properly designed IT access controls authenticate and authorize individuals to obtain information that they are permitted to view and use.

South Texas College's Information Security Office has developed a 'Data Classification Standard' that defines a framework for assessing data sensitivity, measured by the adverse business impact a breach of the data would have to the College.

DIR indicates that organizations should monitor the use of information system accounts. Additional best practices related to access controls provided by DIR include the following:

- Specifying authorized users of the information system and access authorizations (e.g., privileges) and other attributes as required for each account;
- Establish conditions for group and role memberships;
- Specifying authorized users of the information system, group and role membership, and access authorizations, and other attributes for each account;

Recommendation:

2. Data Owners should begin defining Banner screens/forms/classes and work collaboratively with IT to map each class to the College's 'Data Classification Standard, (e.g. confidential, restricted, or public data classifications). Additionally, IT should work alongside the data owners to establish employee role-based access restrictions and limit end-user access to those functions that are appropriate based on the employee's job responsibilities.

Management Response:

Accept audit recommendation as presented

2. IT will work with Data owners to conduct a Data Classification Standard and define Banner screen/forms and classes. IT can organize and facilitate the meetings and in conjunction



with data owners identify what data within Banner is confidential, restricted, or public. In addition, define and map the screens/forms/classes.

Responsible Individual:

Chief Information Officer

Implementation Date:

3/21/2022

Employee System Access Tests:

We requested a listing of all of employees that were either new hires, transfers (e.g. changed job positions), or separated from the College from the Office of Human Resources (HR) within the audit scope. The list provided by HR included 299 employees. We then worked with IT employees to identify which of these employees were also granted system access. Of the 299 employees, 50 were determined to have at one point been granted system access. We selected all 50 employees for further testing to evaluate access controls.

New Hires

The majority of new employees hired at the College are not granted system access. Based on the data files provided by HR and later reviewed by IT for accuracy, we identified 8 employees that were new to the College and who were also provided system access. We tested each of the employees and verified that the request for system access was made from the correct data owner, and that the access granted matched the request. We were able to obtain and review support documentation (e.g. data-owner request, tickets from IT, etc.) for all 8 tested employees. Based on our test we were able to verify that the College adhered to each of above attributes. No exceptions were noted in this area.

Employee Separations and Transfers

The current process for identifying employees that separate from the College as well as transfers (e.g. employees that change jobs at the College) includes a weekly automated workflow report. This report provides notification to IT on assignments that are ending for full-time employees so that they can act quickly to remove or adjust the employee's access. Full-time employees are required to go through HR's exit procedures and full-time transfer employees are also processed through HR. This allows full-time employees' data to be included in the automated workflow flagging their information for review by IT and leading the removal of their system access.

However, adjunct faculty, direct-wage, and other part-time employees are not required to go through HR's exit process and are therefore not included in the automated workflow report. Because part-time employees and adjunct faculty don't go through the same process that applies to full-time employees, they are at higher risk of retaining their system access after their job assignment has ended. Therefore, IT also relies on Business Analysts working at the department level to inform them when employees in their areas change job assignments or separate from the College.

Transfers

We identified 34 employees who changed jobs at the College and who also had system access. We selected all 34 employees for further testing. We were able to obtain and review support documentation (e.g. data-owner request, tickets from IT, etc.) for 21 out of the 34 (61%) of the employees who transferred to another job position within the College. For this group of employees, we were able to verify that a request for access was initiated by a data-owner, that the employee's previous access to the system was marked for removal, and that the work ticket was closed as appropriate. However, we were not provided similar support documentation for 13 out of 34 (38%) of the transfer employees and were unable verify the tested attributes described above.

Separations

We identified 8 employees who separated from the College within the audit scope and selected each for further testing. We were able to obtain and review support documentation for 87% of the employees. However, in 1 out of the 8 (12%) employees that separated from the College we were not provided support documentation. However, we were able to verify through other means that their system access was in fact removed. No exceptions were noted in this area.

Recommendation:

3. IT should establish formal procedures that require the periodic monitoring of employee system access rights to ensure that users' access to critical systems are appropriate (e.g. aligned with current job responsibilities). The results of these monitoring activities should be well documented and corrective action should be taken to adjust or remove any employee's access rights if necessary.

Management Response:

Accept audit recommendation, but with alternative corrective action

3. IT and InfoSec agree with the recommendation to establish formal procedures that require the periodic monitoring of employee system access rights. The granting of access should



South Texas College
Office of Internal Audits
Banner Computer System Security and Access Audit

be performed by a business analyst who currently request the access to client services. Those individuals in charge of requesting the access understand what access rights within Banner are needed. In changing to this format, it will reduce error and streamline the access request process. IT will work in conjunction with InfoSec to develop formal procedures that all Banner power users should follow.

Responsible Individual:

Chief Information Officer

Implementation Date:

10/1/2021

CONCLUSION

Overall it was determined that the College established an adequate system of IT access controls. Opportunities exist to strengthen controls by ensuring IT assumes responsibility for establishing all system access controls, creating formal written access control procedures, defining Banner screens and mapping each to the College's 'Data Classification Standard,' and ensuring that employee's access is periodically reviewed.

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

6/10/2021

Jose Luis Silva CIA, CFE, CGAP
Staff Audit Specialist

6/10/2021

Review and Acceptance of the Office of Internal Audit's Quality Assurance and Improvement Program – Internal Assessment

Acceptance of the Office of Internal Audit's Quality Assurance and Improvement Program – Internal Assessment is requested.

Purpose – To discuss the procedures, gaps to conformance, and opportunities for continuous improvement of the Office of Internal Audit. The Internal Assessment was conducted by Mr. Khalil Abdullah, Internal Auditor.

Justification – IIA *Standard 1300 – Quality Assurance and Improvement Program* – The Internal Auditor must develop and maintain a quality assurance and improvement program that covers all aspects of the internal audit activity.

IIA *Standard 1311 – Internal Assessments* – Internal assessments must include:

- Ongoing monitoring of the performance of the internal audit activity.
- Periodic self-assessments or assessments by other persons within the organization with sufficient knowledge of internal audit practices.

Background – The Internal Auditor is responsible for establishing and maintaining a Quality Assurance and Improvement Program. The Quality Assurance and Improvement Program is an ongoing and periodic assessment of the Office of Internal Audit. These assessments are composed of comprehensive processes; continuous supervision and testing of internal audit and consulting work; periodic validations of conformance with the Definition of Internal Auditing, the IIA Code of Ethics, and the IIA *Standards*.

Enclosed Documents – The Quality Assurance and Improvement Program – Internal Assessment are provided in the packet for the Board's information and review.

The Finance, Audit, and Human Resources Committee did not review this item and asked that it be presented directly to the Board of Trustees.

Recommendation:

It is recommended that the Board of Trustees of South Texas College accept the Office of Internal Audit's Quality Assurance and Improvement Program – Internal Assessment as presented.

The Following Minute Order is proposed for consideration by the Board of Trustees:
The Board of Trustees of Trustees of South Texas College accepts the Office of Internal Audit's Quality Assurance and Improvement Program – Internal Assessment as presented.

Approval Recommended:

Dr. Ricardo J. Solis
President



OFFICE OF INTERNAL AUDITS

SOUTH TEXAS COLLEGE

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June 10, 2021

Dr. David Plummer, Interim President
South Texas College
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McAllen, TX 78501

Dr. Plummer,

As part of our fiscal year 2020 Audit Plan, the Office of Internal Audits completed the Quality Assurance and Improvement Program (QAIP) – Internal Assessment.

The objective of the quality assessment was to assess the internal audit activity's conformance with the IIA *Standards* and the Code of Ethics. The internal assessment included a review of the South Texas College Office of Internal Audit's level of conformance with the Institute of Internal Auditor's (IIA) *International Standards for the Professional Practice of Internal Auditing (Standards)* and the IIA Code of Ethics.

We hope the information and analyses presented in this assessment are helpful.

Respectfully submitted,

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

cc: Ms. Mary Elizondo, Vice President Finance and Administrative Services
Finance, Audit, and Human Resources Committee, South Texas College Board of Trustees

**QUALITY ASSURANCE &
IMPROVEMENT PROGRAM -
INTERNAL ASSESSMENT**



**SOUTH TEXAS
COLLEGE**

OFFICE OF INTERNAL AUDITS

June 10, 2021



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EXECUTIVE SUMMARY

The Quality Assurance and Improvement Program (QAIP) – Internal Assessment was included on the Finance, Audit, and Human Resources Committee’s approved FY 2020 Audit Plan. The internal assessment included a review of the South Texas College Office of Internal Audit’s level of conformance with the Institute of Internal Auditor’s (IIA) *International Standards for the Professional Practice of Internal Auditing (Standards)* and the IIA Code of Ethics.

The objective of the quality assessment was to assess the internal audit activity’s conformance with the IIA *Standards* and the Code of Ethics. The scope of the assessment included activity from April 4, 2016 – December 13, 2019.

OPINION

As to Conformance with the *Standards* and the Code of Ethics: It is our overall opinion that the South Texas College Office of Internal Audits generally conforms with the IIA *Standards* and the Code of Ethics.

The IIA’s *Quality Assessment Manual for the Internal Audit Activity* suggests a scale of three rankings when opining on the internal audit function:

- Generally Conforms;
- Partially Conforms; and
- Does Not Conform

The ranking of “Generally Conforms” means that an internal audit activity has a charter, policies, and processes that are judged to be in conformance with the *Standards* and the Code of Ethics. “Partially Conforms” means that deficiencies in practice are noted that are judged to deviate from the *Standards* and the Code of Ethics; however, these deficiencies did not preclude the internal audit activity from performing its responsibilities in an acceptable manner. “Does Not Conform” means that deficiencies in practice are judged to deviate from the *Standards* and the Code of Ethics, and are significant enough to seriously impair or preclude the internal audit activity from performing adequately in all or in significant areas of its responsibility. A detailed description of conformance criteria can be found in Attachment A. **Also, some deficiencies may be beyond the control of the internal audit activity and may result in recommendations to senior management or the Board of Trustees.**



BACKGROUND

Self-assessments serve internal audit by evaluating conformance with the internal audit charter and the mandatory elements of the *International Standards for the Professional Practice of Internal Auditing*, the quality and supervision of audit work being done, internal audit's procedures, how internal audit adds value, and the achievement of key performance indicators. These processes provide insight into the level of conformance with the IIA *Standards*, the Code of Ethics, and the quality of the internal audit activity as a whole.

Along with periodic self-assessments, the IIA *International Standards for the Professional Practice of Internal Auditing (Standards)* requires that an external quality assessment of an internal audit activity must be conducted at least once every five (5) years by a qualified, independent assessor or assessment team from outside the organization. The external assessor or assessment team must demonstrate competence in both the professional practice of internal auditing and the quality assessment process. The quality assessment requirements can be accomplished either through a full external assessment or through conducting a self-assessment with independent validation provided by an external assessor. The South Texas College's Office of Internal Audits has sought to complete an internal assessment (e.g. self-assessment) the results of which are detailed in the body of this report. Subsequently, the results of this internal assessment will be evaluated by an independent external assessor/assessment team with the results of their assessment presented to the Finance, Audit, and Human Resources Committee.

OBJECTIVES

- The objective of the quality assessment was to assess the South Texas College's Office of Internal Audits conformance with the IIA *Standards* and the Code of Ethics;
- The Office of Internal Audits (IA) also evaluated its effectiveness in carrying out its mission (as set forth in the internal audit charter); identified successful internal audit practices; and identified opportunities for continuous improvement to enhance the efficiency and effectiveness of the infrastructure, processes, and the value to their stakeholders.

SCOPE

The scope of the quality assessment included activity from April 4, 2016 – December 13, 2019. The internal assessment included the internal audit activity, as set forth in the internal audit charter



and approved by the Board, which defines the purpose, authority, and responsibility of the activity. The IIA *Standards* and the Code of Ethics in place and effective as of December 13, 2019, were the basis for the internal assessment and provides senior management and the Board with information about the internal audit activity as of that date.

METHODOLOGY

The internal audit activity compiled and prepared information consistent with the methodology established in the IIA's *Quality Assessment Manual for the Internal Audit Activity*. This information included completed and detailed planning guides, together with all supporting documentation; and evaluation summaries documenting all conclusions and observations.

DETAILS

I. GAPS TO CONFORMANCE WITH THE *STANDARDS* OR THE CODE OF ETHICS

1. **Standard 1321 & 2430 – Use of “*Conforms with the International Standards for the Professional Practice of Internal Auditing*”** – Refrain from including similar phrases in engagement reports until all elements of the Quality Assurance and Improvement program (QAIP) support its use.

Internal Audit reports issued over the past 3.5 years, included the phrase “*The audit generally conformed to guidelines set forth by the Institute of Internal Auditor’s Standards.*” The decision to include the above phrase in engagement reports was made after an informal review of the IIA *Standards*. However, the use of that phrase prior to the completion of all elements of the Quality Assurance and Improvement Program (QAIP) is not consistent with IIA *Standards* 1321 and 2430 which state the following:

1321: “Indicating that the internal audit activity conforms with the *International Standards for the Professional Practice of Internal Auditing* is appropriate only if supported by the results of the quality assurance and improvement program.”



2430: “Indicating that engagements are ‘conducted in conformance with the *International Standards for the Professional Practice of Internal Auditing*’ is appropriate only if supported by the results of the quality assurance and improvement program.”

IA’s Response and Action Plan:

1. The phrase “*the audit generally conformed to guidelines set forth by the Institute of Internal Auditor’s Standards*” will be excluded from future engagement reports until all elements of the QAIP support its use, including the completion and presentation of both the internal and external quality assessments.

Implementation Date:

1/10/2020

2. **Standard 1110 – Organizational Independence** – Consider updating the College’s organizational chart to reflect the functional reporting relationship between the Internal Auditor, the President, and the Board as detailed in the audit charter.

Recent updates to the College’s organizational chart have the Internal Auditor (CAE) reporting directly to the Vice President of Finance and Administrative Services (VPFAS) with no indication of a direct reporting relationship to the President or the Board. Indicating that the CAE reports solely to the VPFAS is not consistent with the reporting relationship outlined in the charter which states the following:

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

The changes to the College’s organizational chart create the appearance that the internal audit activity is not independent from management as required by IIA *Standard 1110*. The *Standards* indicate that the Internal Auditor must maintain independence and objectivity in both fact and appearance, and that the details of any impairments to auditor independence be disclosed to appropriate parties (i.e. senior management and the Board). IIA *Standard 1110* states the following:

“The CAE must report to a level within the organization that allows the internal audit activity to fulfill its responsibilities.”



IA's Response and Action Plan:

2. The CAE does not have control over, and does not oversee changes, updates, or adjustments to the College's organizational chart. This is an example of a deficiency that is beyond the control of the internal audit activity.

3. **Standard 2020 – *Communication and Approval*** – Consider discussing the Office of Internal Audit's resource requirements with the Finance, Audit, and Human Resources Committee members.

The Office of Internal Audit's resource requirements are communicated to the VPFAS, who makes every effort to ensure that the activity has everything that it needs to successfully accomplish its work. However, such discussions related to resources are not also communicated directly with the Finance, Audit, and Human Resources Committee members. This is not consistent with IIA *Standard 2020* which states the following:

“The CAE must communicate the internal audit activity's plans and resource requirements, including significant interim changes, to senior management and the board for review and approval. The CAE must also communicate the impact of resource limitations.”

IA's Response and Action Plan:

3. At least annually, the Internal Auditor will communicate resource requirements as well as the impact of any resource limitations with the Finance, Audit, and Human Resources committee members.

Implementation Date:

1/14/2020

4. **Standard 2010.C1 – *Planning*** – The Internal Auditor and management should ensure that consulting engagements are included in the audit plan and that the revised plan is presented to the Finance, Audit, and Human Resources Committee members for their review. The final revised audit plan should subsequently be approved by the Board of Trustees.



Quality Assurance and Improvement Program (QAIP) – Internal Assessment

The Office of Internal Audits periodically receives requests from management to work on consulting engagements (e.g. advisory and related client service activities, the nature and scope of which are agreed with the client, are intended to add value and improve an organization's governance, risk management, and control processes without the Internal Auditor assuming management responsibility). These engagements are projects requested by management, but which have not been formally approved by the Board. Once the Internal Auditor accepts a consulting engagement, a revision to the audit plan is required by IIA *Standard* 2010.C1 to include the project in the audit plan. IIA *Standard* 2010.C1 states the following:

“The CAE should consider accepting proposed consulting engagements based on the engagement's potential to improve management of risks, add value, and improve the organization's operations. **Accepted engagements must be included in the plan.**”

IA's Response and Action Plan:

4. Revisions to the Internal Audit Charter have already been made to reflect the requirement to include consulting engagements accepted during the fiscal year into the audit plan and specifically states that significant deviation from the approved plan will be communicated to senior management and the Board.

Implementation Date:

1/6/2020

5. **Standard 2201.C1 – Planning Considerations** – Ensure that future consulting engagement's objective, scope, and respective responsibilities and other client expectations are formally documented.

In the recent past the Office of Internal Audits was expected to begin work on consulting engagements prior to the details of the engagement's objective, scope, respective responsibilities, and other expectations being documented. IIA *Standards* require that the Internal Auditor establish an understanding with consulting engagement clients (e.g. management) and ensure that this information is documented. IIA *Standard* 2201.C1 states the following:

“Internal auditors must establish an understanding with consulting engagement clients about objectives, scope, respective responsibilities, and other client expectations. For significant engagements, **this understanding must be documented.**”



IA's Response and Action Plan:

5. The Office of Internal Audits developed a document title 'Engagement Agreement for Consulting Services,' which will be utilized to document future consulting engagement's objectives, scope, respective responsibilities, and other client expectations. This document will be required to be signed by both the Internal Auditor and management prior to the acceptance and commencement of work.

Implementation Date:

1/14/2020

6. **Standard 2110.A2 – Governance** – Consider assessing whether the information technology governance of the organization supports the organization's strategies and objectives.

The Internal Audit Activity has not yet completed a formal assessment of information technology governance at the College. IIA *Standard 2110.AS* states the following:

"The internal audit activity must assess whether the information technology governance of the organization supports the organization's strategies and objectives."

IA's Response and Action Plan:

6. The Office of Internal Audits is not currently staffed with an IT auditor whose primary responsibility would include completing information technology related audits and IT governance assessments. The CAE will work with management to consider options for completing a formal assessment of the College's IT governance.

Implementation Date:

1/6/2020

II. OPPORTUNITIES FOR CONTINUOUS IMPROVEMENT

1. **Standard 1110 – Organizational Independence** – Consider updating the Internal Audit Charter to include all of the examples of functional reporting detailed in the interpretation portion of IIA *Standard 1110*.



The internal assessment identified two (2) examples of functional reporting included in the IIA *Standards* that are not currently included in the College's internal audit charter:

- Approving decisions regarding the appointment and removal of the Internal Auditor; and
- Approving the remuneration of the Internal Auditor.

IA's Response and Action Plan:

1. The Internal Audit Charter provides most of the specific detail and examples that represent a functional reporting relationship with the Board, including the following:
 - a. Approval of the Internal Audit Charter;
 - b. Approval of the Internal Audit Office's risk-based audit plan;
 - c. Annual performance appraisal of the Internal Auditor;
 - d. Approval of the Internal Audit Office's budget and resource plan;
 - e. Receiving communications from the Internal Auditor on the internal audit activity's performance relative to its plan and other matters; and
 - f. Making appropriate inquiries of management and the Internal Auditor to determine whether there are inappropriate scope or resource limitations.

The Internal Audit Charter will be updated to include both examples of functional reporting as outlined in IIA *Standard* 1110. The changes to the charter will be presented to the Finance, Audit, and Human Resources Committee during the July 14, 2020 scheduled meeting.

Implementation Date:

7/14/2020

2. **Standard 1210.A3 – Proficiency** – Consider improving auditor proficiency in the area of information technology.

The College's Internal Audit Activity does not currently employ an IT auditor. IIA *Standards* indicate that internal auditors must have sufficient knowledge of key information technology-based audit techniques to perform their assigned work. IIA *Standard* 1210.A3 states the following:

“Internal auditors must have sufficient knowledge of key information technology risks and controls and available technology-based audit techniques to perform their assigned work. However, not all internal auditors are expected to have the expertise of an internal auditor whose primary responsibility is information technology auditing.”

IA’s Response and Action Plan:

2. The Internal Auditor is currently pursuing an information technology certification from the Information Systems Audits and Control Association (ISACA) as a certified information systems auditor (CISA). While the CAE has sufficient knowledge to comply with Standard 1210.A3 auditor proficiency in this area could be improved if resources were available to hire an auditor that specializes Information Technology (IT). Future engagements that require proficient knowledge and extensive skills in IT will be evaluated, and we may recommend that such engagements be outsourced or co-sourced.

Implementation Date:

1/23/2020

Other Opportunities for Continuous Improvement:

- Establish metrics and compile office performance data to document areas where improvements can be realized (e.g. budgeted vs. actual engagement hours, percentage of audit plan completion, results of post audit evaluation surveys, project duration, percentage of accepted audit recommendations, and timeliness of report issuance, etc.). [Std. 1320]
- Ensure that future audit plans differentiate between assurance and consulting projects [Std. 2000];
- Evaluate the design, implementation, and effectiveness of the College’s ethics related objectives, programs, and activities [Std. 2100];
- Improve the timeliness with which engagement reports are issued and presented to the Finance, Audit, and Human Resources Committee [Std. 2400];
- Ensure that the Internal Audit Activity communicates performance relative to the audit plan at each meeting with the Finance, Audit, and HR Committee [Std. 2060];

III. SUCCESSFUL INTERNAL AUDIT PRACTICES

1. **Standard 1000 – Purpose, Authority, and Responsibility** – The internal audit charter is comprehensive and is consistent with the Mission of Internal Audit and the mandatory elements of the IIA’s *International Professional Practices Framework*. Especially noteworthy:
 - There is specific language that recognizes the mandatory nature of the Core Principles for the Professional Practice of Internal Auditing, the Definition of Internal Auditing, the Code of Ethics, and the Standards;
 - The charter is reviewed and approved annually by board as required by policy 5460 *Internal Audit Function*. As a result, the charter is updated in a timely manner when changes in the *Standards* become effective. Additionally, this demonstrates an appropriate “tone at the top” related to audit committee practices;
 - The charter establishes the functional and administrative reporting relationship of the chief audit executive (CAE), and specifically describes the nature of this functional reporting relationship;
 - The charter requires the Internal Auditor to annually confirm the organizational independence of the activity to the Finance, Audit, and Human Resources Committee;
 - The charter describes the responsibility of the Internal Auditor to report the results of the established Quality Assurance and Improvement Program.
2. **Standard 1110.A1 – Organizational Independence** – The Internal Auditor is free from interference in determining the scope of internal auditing, performing work, and communicating results.
 - Disclosure to the board is made related to threats to auditor independence along with a discussion of the implications;
 - Audit staff are required to maintain independence in the conduct of assigned work and promptly notify the CAE in writing concerning situations that would impair the office’s independence on an audit.
3. **Standard 1210 – Proficiency** – The Internal Auditor and the Staff Audit Professional have a combined 20 years of experience working as auditors and hold multiple professional certifications. Both auditors have certifications from the IIA (e.g. Certified Internal Auditor and Certified Government Auditing Professional). Additionally, the CAE is a Certified Public



Accountant (CPA), and the Staff Audit Professional holds a designation as a Certified Fraud Examiner (CFE).

4. **Standard 1230 – *Continuing Professional Development*** – Audit staff ensure that they continually enhance their knowledge, skills, and other competencies through continuing professional development (CPE). Staff maintain memberships with the Institute of Internal Auditors, the American Institute of Certified Public Accountants, the Association of College and University Auditors, and the Association of Fraud Examiners. Additionally, staff are encouraged to pursue professional certifications (e.g. become a Certified Information Systems Auditor, etc.).
5. **Standard 1300 – *Quality Assurance and Improvement Program*** – The CAE has developed and maintains a quality assurance and improvement program that covers all aspects of the internal audit activity. The QAIP is designed to enable an evaluation of the internal audit activity's conformance with the *Standards* and an evaluation of whether internal auditors apply the Code of Ethics. Post audit evaluation surveys are distributed to client management at the conclusion of the audit to help identify opportunities for improvement.
6. **Standard 2200 – *Engagement Planning*** – The CAE established assurance engagement templates that align with IIA *Standard's* for engagement planning. This will assist with the consistency of completed planning steps and help to ensure compliance.
7. **Standard 2300 – *Performing the Engagement*** – The CAE established record retention procedures that are aligned with the IIA *Standards* and the state of Texas regulations. Additionally, internal procedures require that sufficient, relevant, and useful information to achieve engagement objectives are well documented either hard copy or electronically as work papers within the department's audit management software.
8. **Standard 2400 – *Communicating Results*** – Final audit communications are distributed to parties within the organization who can ensure that the results are given due consideration.
9. **Standard 2500 – *Monitoring Progress*** – Established procedures were developed related to the communication and disposition of audit results to senior management and the Board. Additionally, reported exceptions are electronically monitored by the IA Activity's audit management software which automatically sends notifications that follow up procedures are required once the implementation dates have expired.



CONCLUSION

Overall, we determined that the Office of Internal Audits generally complied [GC] with the IIA *Standards* and the Code of Ethics. We identified six (6) conformance gaps, and some other opportunities for continued improvement.

Some of the identified deficiencies are beyond the sole control of the Internal Audit Function. For such deficiencies, it is our hope that management and the Board will continue to support the Internal Audit Activity, work with the internal auditors, and stay committed to full adherence with the IIA *Standards* and Code of Ethics.

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

6/10/2021

Jose Luis Silva CIA, CFE, CGAP
Staff Audit Specialist

6/10/2021

ATTACHEMENT A

Rating Definitions:

GC – “**Generally Conforms**” means that the assessor or the assessment team has concluded that the relevant structures, policies, and procedures of the activity, as well as the processes by which they are applied, comply with the requirements of the individual standard or elements of the Code of Ethics in all material respects. For the sections and major categories, this means that there is general conformity to a majority of the individual standard or element of the Code of Ethics and at least partial conformity to the others within the section/category. There may be significant opportunities for improvement, but these should not represent situations where the activity has not implemented the *Standards* or the Code of Ethics and has not applied them effectively or has not achieved their stated objectives. As indicated above, general conformance does not require complete or perfect conformance, the ideal situation, or successful practice, etc.

PC – “**Partially Conforms**” means that the assessor or assessment team has concluded that the activity is making good-faith efforts to comply with the requirements of the individual standard or elements of the Code of Ethics, or a section or major category, but falls short of achieving some major objectives. These will usually represent significant opportunities for improvement in effectively applying the *Standards* or the Code of Ethics and/or achieving their objectives. Some deficiencies may be beyond the control of the internal audit activity and may result in recommendations to senior management or the board of the organization.

DNC – “**Does Not Conform**” means that the assessor or assessment team has concluded that the internal audit activity is not aware of, is not making good-faith efforts to comply with, or is failing to achieve many or all of the objectives of the individual standard or element of the Code of Ethics, or a section or major category. These deficiencies will usually have a significantly negative impact on the internal audit activity’s effectiveness and its potential to add value to the organization. These may also represent significant opportunities for improvement, including actions by senior management or the board.



EVALUATION SUMMARY

	GC	PC	DNC
Overall Evaluation	X		

Attribute Standards (1000 through 1300)		GC	PC	DNC
1000	Purpose, Authority, and Responsibility	X		
1010	Recognizing Mandatory Guidance in the Internal Audit Charter	X		
1100	Independence and Objectivity	X		
1110	Organizational Independence	X		
1111	Direct Interaction with the Board	X		
1112	Chief Audit Executive Roles Beyond Internal Auditing	X		
1120	Individual Objectivity	X		
1130	Impairment to Independence or Objectivity	X		
1200	Proficiency and Due Professional Care	X		
1210	Proficiency	X		
1220	Due Professional Care	X		



Quality Assurance and Improvement Program (QAIP) – Internal Assessment

1230	Continuing Professional Development	X		
1300	Quality Assurance and Improvement Program	X		
1310	Requirements of the Quality Assurance and Improvement Program	X		
1311	Internal Assessments	X		
1312	External Assessments		X	
1320	Reporting on the Quality Assurance and Improvement Program	X		
1321	Use of “Conforms with the <i>International Standards for the Professional Practice of Internal Auditing</i> ”		X	
1322	Disclosure of Nonconformance	X		

Performance Standards (2000 through 2600)		GC	PC	DNC
2000	Managing the Internal Audit Activity	X		
2010	Planning	X		
2020	Communication and Approval		X	
2030	Resource Management	X		
2040	Policies and Procedures	X		



Quality Assurance and Improvement Program (QAIP) – Internal Assessment

2050	Coordination and Reliance	X		
2060	Reporting to Senior Management and the Board	X		
2070	External Service Provider and Organizational Responsibility for Internal Auditing	X		
2100	Nature of Work	X		
2110	Governance	X		
2120	Risk Management	X		
2130	Control	X		
2200	Engagement Planning	X		
2201	Planning Considerations	X		
2210	Engagement Objectives	X		
2220	Engagement Scope	X		
2230	Engagement Resource Allocation	X		
2240	Engagement Work Program	X		
2300	Performing the Engagement	X		
2310	Identifying Information	X		
2320	Analysis and Evaluation	X		



Quality Assurance and Improvement Program (QAIP) – Internal Assessment

2330	Documenting Information	X		
2340	Engagement Supervision	X		
2400	Communicating Results	X		
2410	Criteria for Communicating	X		
2420	Quality of Communications	X		
2421	Errors and Omissions	X		
2430	Use of “Conducted in Conformance with the <i>International Standards for the Professional Practice of Internal Auditing</i> ”		X	
2431	Engagement Disclosure of Nonconformance	X		
2440	Disseminating Results	X		
2450	Overall Opinions	X		
2500	Monitoring Progress	X		
2600	Communicating the Acceptance of Risks	X		

Code of Ethics		GC	PC	DNC
	Code of Ethics	X		

Review and Discussion on Internal Auditor's Follow-up Procedures

Mr. Khalil Abdullah, Internal Auditor, has completed follow-up procedures for the Clery Act and Violence Against Women Act (VAWA) audit and will provide an update on the current status of management's corrective actions.

The Implementation Status of Managements' Corrective Action(s) follows in the packet for the Board's review and discussion.

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

South Texas College
Office of Internal Audits
Implementation Status
of Mgmt.'s Corrective Action(s)

Audit Report Number	Report Date	Report Title	Responsible Party Title	Summary of Finding	Summary of Corrective Action	Original Implementation Date	Implementation Status
1 20-02	9/8/2020	Clery Act and VAWA Act	Chief of Police	CSA - All CSA's should provide their 'Campus Security Authority Reporting' form to the Dept. of Public Safety.	All CSA forms for calendar year 2018 and 2019 were completed and submitted. Efforts to reach 100% compliance will include escalating noncompliance to the VP and President level.	8/31/2019	Fully Implemented
2 20-02	9/8/2020	Clery Act and VAWA Act	Chief of Police	CSA - All CSA's should complete the Clery Act training.	All employees required to complete CSA training for calendar year 2018 and 2019 have done so. Efforts to reach 100% compliance will include escalating noncompliance to the VP and President level.	10/18/2019	Fully Implemented
3 20-02	9/8/2020	Clery Act and VAWA Act	Chief of Police	Crime Stats - Criminal incidents that meet the definition of more than one category should be recorded in each applicable category as required.	Criminal incidents that meet the definition of more than one category will be recorded in each applicable category as required.	8/9/2019	Fully Implemented
4 20-02	9/8/2020	Clery Act and VAWA Act	Chief of Police	Crime Stats - the crime stats should be included within the ASR as required.	The crime stats have been included within the ASR as an appendix.	8/9/2019	Fully Implemented
5 20-02	9/8/2020	Clery Act and VAWA Act	Chief of Police	Policy Stmts. - Review the ASR and ensure that all required policy statements have been included.	The 4 policy stmts. Have been updated and the Dept. of Public Safety will continue to monitor all 94 required stmts. To ensure that the ASR includes all of the required stmts.	10/31/2019	Fully Implemented
6 20-02	9/8/2020	Clery Act and VAWA Act	Chief of Police	Emergency Notifications - Ensure that (EN) are issued to the campus community upon confirmation of a significant emergency.	ASR policy stmt. Related to EN will be revised.	11/22/2019	Fully Implemented
7 20-02	9/8/2020	Clery Act and VAWA Act	Chief of Police	Timely Warnings - Consider improving existing internal controls related to the issuance of timely warnings.	Incident reports that document the decision, including a justification and description will be prepared and submitted to the Clery Act Committee for review.	3/1/2020	Fully Implemented

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 to Proceed with Solicitation of Architectural Services for the Proposed Workforce Program Projects in FY 2021-2022 at the Starr County Campus
 - i. Workforce Center Building D Automotive Lab Expansion
 - ii. North Academic Building C HVAC-R Labs Expansion and Renovation
- b. Approval to Proceed with Solicitation of Architectural Services for the Proposed Workforce Program Projects and Center for Learning Excellence Building in FY 2021-2022 at the Mid Valley Campus
 - i. Workforce Center Building D Welding Lab Expansion and Renovation
 - ii. Workforce Center Building D Automotive Lab Expansion
 - iii. Workforce Center Building D HVAC-R Labs Expansion and Renovation
 - iv. Center for Learning Excellence Building A Culinary Arts Labs Renovation
- c. Approval of Proposed District Wide Air Handler Replacements Project and Authorization to Proceed with Solicitation of Engineering Services
- d. Approval to Contract Architectural Services with Gignac & Associates, LLP. for the Regional Center for Public Safety Excellence Canopy for Safety Training Vehicles, Canopies for Students and Instructors, and Flammable Liquid and Gas (F.L.A.G.) Fire Training Area

- e. Approval to Contract Geotechnical Engineering and Materials Testing Services
- f. Approval to Contract Construction Services for the Pecan Campus Information Technology Building M Generator Replacement Project
- g. Approval to Contract Construction Services for the Regional Center for Public Safety Excellence Drainage Improvements Phase II
- h. Approval to Contract Construction Services for the District Wide Automatic Doors Phase IV Project
- i. Authorization to Approve Annual Facility Usage Agreements

Recommendation:

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

- a. Proceeding with Solicitation of Architectural Services for the Proposed Workforce Program Projects in FY 2021-2022 at the Starr County Campus
 - i. Workforce Center Building D Automotive Lab Expansion
 - ii. North Academic Building C HVAC-R Labs Expansion and Renovation
- b. Proceeding with Solicitation of Architectural Services for the Proposed Workforce Program Projects and Center for Learning Excellence Building in FY 2021-2022 at the Mid Valley Campus
 - iii. Workforce Center Building D Welding Lab Expansion and Renovation
 - iv. Workforce Center Building D Automotive Lab Expansion
 - v. Workforce Center Building D HVAC-R Labs Expansion and Renovation
 - vi. Center for Learning Excellence Building A Culinary Arts Labs Renovation
- c. Proposed District Wide Air Handler Replacements Project and Authorization to Proceed with Solicitation of Engineering Services
- d. Contracting Architectural Services with Gignac & Associates, LLP. for the Regional Center for Public Safety Excellence Canopy for Safety Training Vehicles, Canopies for Students and Instructors, and Flammable Liquid and Gas (F.L.A.G.) Fire Training Area
- e. A pool consisting of all five responding firms: Terracon Consultants, Inc.; Raba Kistner, Inc.; Millennium Engineers Group, Inc.; L&G Consulting Engineers, Inc.; and B2Z Engineering, LLC. to provide geotechnical engineering and materials testing services as needed for district-wide construction projects for the period beginning July 28, 2021 through July 27, 2022 with the option to renew for two (2) one-year periods

- f. Contracting construction services with Metro Electric, Inc. in the amount of \$137,556 for the Pecan Campus Information Technology Building M Generator Replacement Project
- g. Contracting construction services with McAllen Multi Service in the amount of \$113,500 for the Regional Center for Public Safety Excellence Drainage Improvements Phase II Project
- h. Contracting construction services with R. E. Friedrichs Company in the amount of \$53,000.00 for the District Wide Automatic Doors Phase IV project
- i. FY 2021 – 2022 annual facility usage agreements for use by the College Programs as presented.

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

The Board of Trustees approves and authorizes the following items:

- a. Proceeding with Solicitation of Architectural Services for the Proposed Workforce Program Projects in FY 2021-2022 at the Starr County Campus
 - i. Workforce Center Building D Automotive Lab Expansion
 - ii. North Academic Building C HVAC-R Labs Expansion and Renovation
- b. Proceeding with Solicitation of Architectural Services for the Proposed Workforce Program Projects and Center for Learning Excellence Building in FY 2021-2022 at the Mid Valley Campus
 - i. Workforce Center Building D Welding Lab Expansion and Renovation
 - ii. Workforce Center Building D Automotive Lab Expansion
 - iii. Workforce Center Building D HVAC-R Labs Expansion and Renovation
 - iv. Center for Learning Excellence Building A Culinary Arts Labs Renovation
- c. Proposed District Wide Air Handler Replacements Project and Authorization to Proceed with Solicitation of Engineering Services
- d. Contracting Architectural Services for the Regional Center for Public Safety Excellence Canopy for Safety Training Vehicles, Canopies for Students and Instructors, and Flammable Liquid and Gas (F.L.A.G.) Fire Training Area
- e. A pool consisting of all five responding firms: Terracon Consultants, Inc.; Raba Kistner, Inc.; Millennium Engineers Group, Inc.; L&G Consulting Engineers, Inc.; and B2Z Engineering, LLC. to provide geotechnical engineering and materials testing services as needed for district-wide construction projects for the period beginning July 28, 2021 through July 27, 2022 with the option to renew for two (2) one-year periods

- f. Contracting construction services with Metro Electric, Inc. in the amount of \$137,556 for the Pecan Campus Information Technology Building M Generator Replacement Project
- g. Contracting construction services with McAllen Multi Service in the amount of \$113,500 for the Regional Center for Public Safety Excellence Drainage Improvements Phase II Project
- h. Contracting construction services with R. E. Friedrichs Company in the amount of \$53,000.00 for the District Wide Automatic Doors Phase IV project
- i. FY 2021 – 2022 annual facility usage agreements for use by the College Programs as presented.

Approval Recommended:

Dr. Ricardo J. Solis
President

Consent Agenda:

a. Approval to Proceed with Solicitation of Architectural Services for the Proposed Workforce Program Projects in FY 2021-2022 at the Starr County Campus

Approval of authorization to proceed with the publication of a Request for Qualifications (RFQ) to solicit architectural services for the following Workforce Program projects at the Starr County Campus is requested.

- i. Workforce Center Building D Automotive Lab Expansion
- ii. North Academic Building C HVAC-R Labs Expansion and Renovation

Purpose

The Board is asked to approve the solicitation of architectural services for the expansions and renovation for the Workforce Program projects at the Starr County Campus Workforce Center Building D and North Academic Building C.

Justification

Solicitation of Request for Qualifications (RFQ) for architectural services is necessary to procure a design team to prepare all necessary design development drawings and specifications in preparation for construction. Once the statements of qualifications are 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. The scope of both projects will be included under one RFQ for architectural services.

Scheduling Priority

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

Background

The proposed Workforce Program projects were approved as part of the College's FY 2020-2021 Capital Improvement Projects at the June 22, 2021 Board meeting.

The projects and associated scopes of work are summarized as follows:

i. Workforce Center Building D Automotive Lab Expansion

The project consists of constructing an expansion that would separate the existing Automotive area from the Welding area, which would provide room for overhead doors and open bays, lift equipment, storage space, and room for future expansion.

- Design and construction of the expansion
- Approximate square feet of the proposed space: 4,100 s.f.

The project budget is \$1,078,300 and itemized in the table below:

Starr County Campus Workforce Center Building D Automotive Lab Expansion Total Project Budget	
Budget Item	Budget Amount
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

ii. North Academic Building C HVAC-R Labs Expansion and Renovation

The project consists of constructing an expansion and renovation of the current space from two (2) to four (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.

- Design and construction of the expansion and renovation
- Approximate square feet of the proposed space: 600 s.f.

The project budget is \$153,500 and itemized in the table below:

Starr County Campus North Academic Building C HVAC-R Labs Expansion and Renovation Total Project Budget	
Budget Item	Budget Amount
Construction	\$90,000
Design	9,000
Miscellaneous	15,000
FFE	10,000
Technology	25,000
Contingency 5%	4,500
Total Project Budget	\$153,500

The total of the combined project budgets is \$1,231,800 and is itemized in the table below:

Starr County Campus Workforce Program Projects Total Projects Budgets	
Budget Item	Budget Amount
Workforce Center Building D Automotive Lab Expansion	\$1,078,300
North Academic Building C HVAC-R Labs Expansion and Renovation	153,500
Total Projects Budgets	\$1,231,800

Funding Source

Previously earmarked funds are available in the Unexpended Construction Plant Fund and were approved for use toward the Starr County Campus Workforce Center Building D Automotive Lab Expansion Project 2022-005C and the Starr County Campus North Academic Building C HVAC-R Labs Expansion and Renovation Project 2022-007C in FY 2020-2021 at the June 22, 2021 Board meeting.

Enclosed Documents

Facilities Planning & Construction staff has prepared presentations of the projects and preliminary layouts of the spaces for the Committee's review and information.

The Facilities Committee recommended Board approval of the solicitation of architectural services for the Starr County Campus Workforce Program Projects for Workforce Center Building D and North Academic Building C as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the solicitation of architectural services for the Starr County Campus Workforce Program Projects for Workforce Center Building D and North Academic Building C 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 solicitation of architectural services for the Starr County Campus Workforce Program Projects for Workforce Center Building D and North Academic Building C as presented.

Approval Recommended:

Dr. Ricardo J. Solis
President



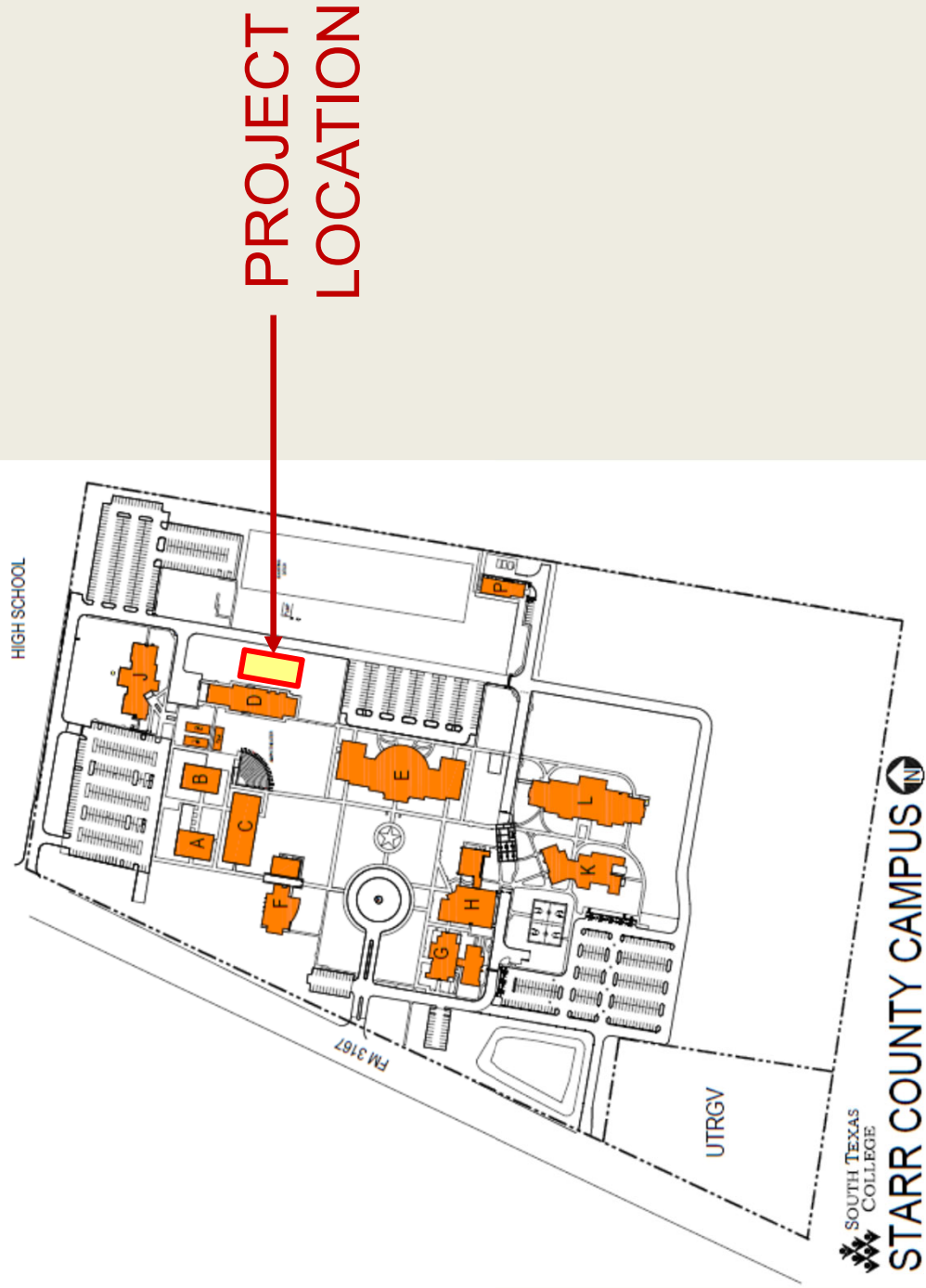
**Starr County Campus
Workforce Center Building D
Automotive Lab
Expansion CIP 2022-005C**



**SOUTH TEXAS
COLLEGE**

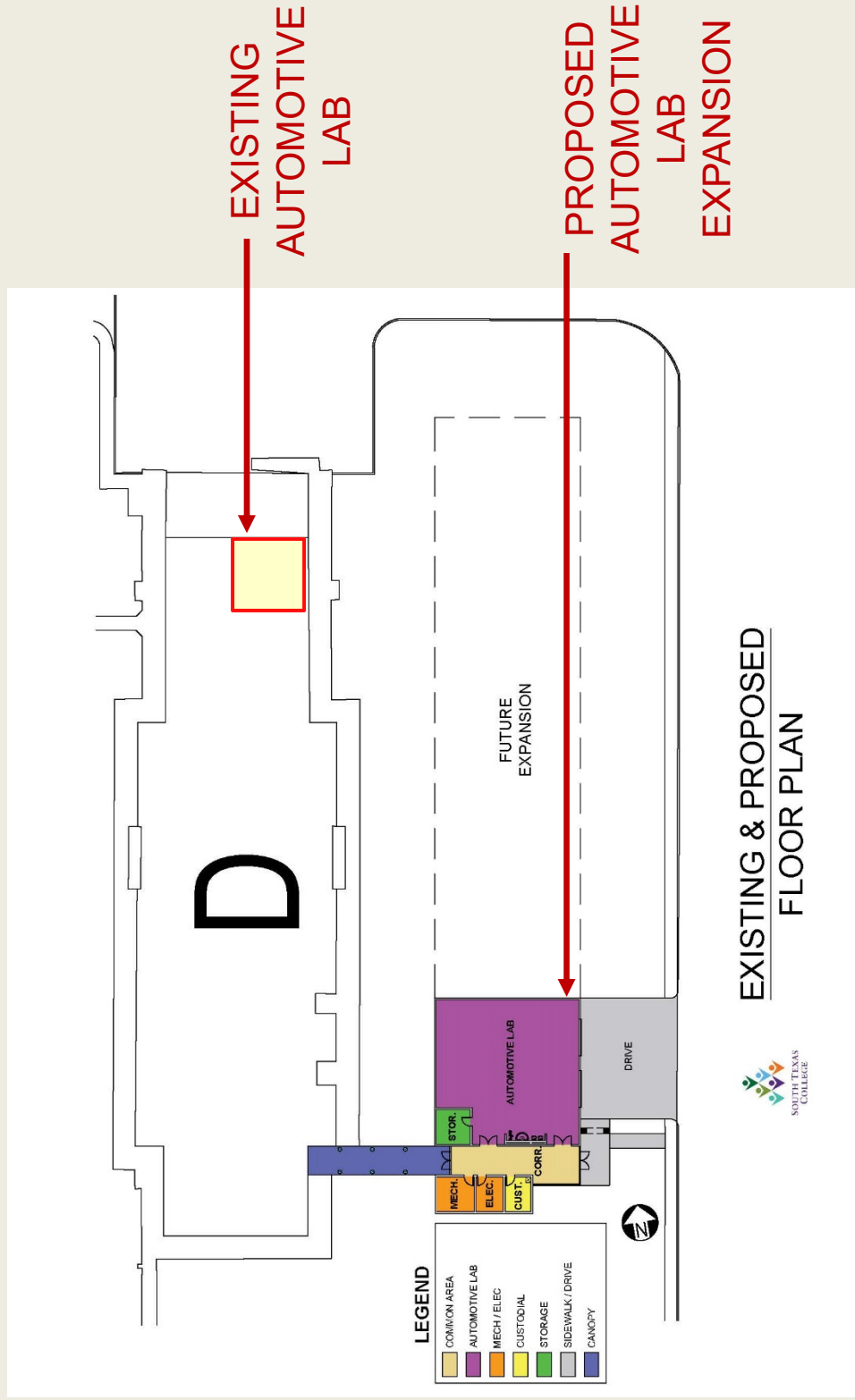
Starr County Campus Automotive Lab Expansion

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

PROJECT NO. 2022-005C

PROJECT SCHEDULE Starr County Campus – Automotive Lab Expansion		
	Project Phase	Task Date
	Board Approval to Solicit A/E	July 2021
	Solicit A/E Qualifications	August 2021
	Recommend Board Approval of A/E Firm	October 2021
	Design Phase	December 2021– June 2022
	Board approval of Schematic Design	February 2022
	Solicit Proposals for Construction Services	July 2022
	Recommend Board Approval of Contractor	September 2022
	Issue Notice to Proceed	November 2022
	Substantial Completion	July 2023
	Move In	July 2023
	Final Completion	August 2023

7/08/2021

 South Texas College
 Facilities Planning and Construction



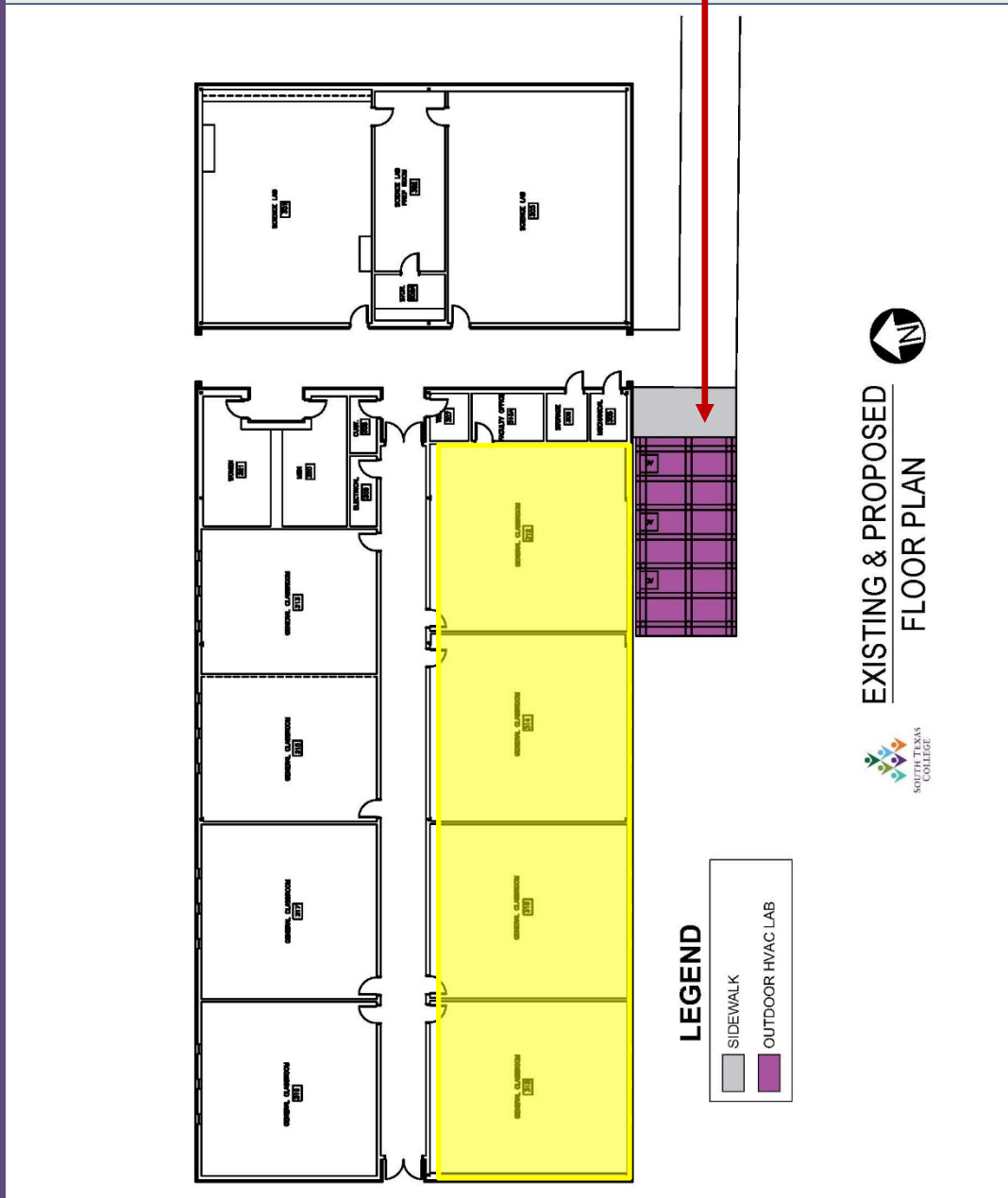
Starr County Campus
North Academic Building C
HVAC-R Labs Expansion and Renovation
CIP 2022-007C

Proposed Project Site



PROJECT
LOCATION

Proposed Project Location



Starr County Campus HVAC-R Labs Expansion and Renovation

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



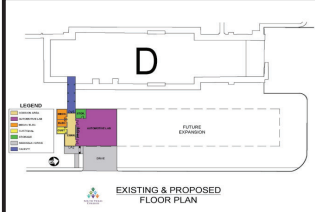
PROJECT NO. 2022-007C

PROJECT SCHEDULE Starr County Campus – HVAC-R Outdoor Covered Area		
	Project Phase	Task Date
	Board Approval to Solicit A/E	July 2021
	Solicit A/E Qualifications	August 2021
	Recommend Board Approval of A/E Firm	October 2021
	Design Phase	December 2021– June 2022
	Board approval of Schematic Design	February 2022
	Solicit Proposals for Construction Services	July 2022
	Recommend Board Approval of Contractor	September 2022
	Issue Notice to Proceed	November 2022
	Substantial Completion	July 2023
	Move In	July 2023
	Final Completion	August 2023

7/08/2021

 South Texas College
 Facilities Planning and Construction

Project Fact Sheet
7/8/2021




Project Name: Starr County Campus - Automotive Lab Expansion			Project No. 2022-005C														
Funding Source: Unexpended Plant Fund																	
	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th colspan="2">FY 21-22</th> <th rowspan="2">Variance of Project Budget vs. Actual Expenditures</th> <th rowspan="2">Total Actual Expenditures To Date</th> </tr> <tr> <th>Proposed Project Budget</th> <th>FY 21-22 Actual Expenditures</th> </tr> </table>			FY 21-22		Variance of Project Budget vs. Actual Expenditures	Total Actual Expenditures To Date	Proposed Project Budget	FY 21-22 Actual Expenditures								
FY 21-22		Variance of Project Budget vs. Actual Expenditures	Total Actual Expenditures To Date														
Proposed Project Budget	FY 21-22 Actual Expenditures																
Construction:	\$ 820,000.00	\$ -	\$ 820,000.00	\$ -													
Other Construction Costs	-	-	-	-													
Design:	82,000.00	-	82,000.00	-													
Miscellaneous:	20,500.00	-	20,500.00	-													
FFE:	45,100.00	-	45,100.00	-													
Technology:	69,700.00	-	69,700.00	-													
Contingency 5%:	41,000.00	-	41,000.00	-													
Total:	\$ 1,078,300.00	\$ -	\$ 1,078,300.00	\$ -													
Project Team			Board Status														
Approval to Solicit: TBD Architect/Engineer: TBD Contractor: TBD			<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th>Vendor</th> <th>Contract Amount</th> <th>Actual Expenditures</th> <th>Variance</th> </tr> <tr> <td>TBD</td> <td>\$ -</td> <td>\$ -</td> <td>\$ -</td> </tr> <tr> <td>TBD</td> <td>\$ -</td> <td>\$ -</td> <td>\$ -</td> </tr> </table>			Vendor	Contract Amount	Actual Expenditures	Variance	TBD	\$ -	\$ -	\$ -	TBD	\$ -	\$ -	\$ -
Vendor	Contract Amount	Actual Expenditures	Variance														
TBD	\$ -	\$ -	\$ -														
TBD	\$ -	\$ -	\$ -														
STC FPC Project Manager: Martin Villarreal			<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td>Board Approval of Schematic Design</td> <td>TBD</td> <td>Board Acceptance</td> <td>TBD</td> </tr> <tr> <td>Substantial Completion</td> <td>TBD</td> <td>Board Acceptance</td> <td>TBD</td> </tr> <tr> <td>Final Completion</td> <td>TBD</td> <td>Board Acceptance</td> <td>TBD</td> </tr> </table>			Board Approval of Schematic Design	TBD	Board Acceptance	TBD	Substantial Completion	TBD	Board Acceptance	TBD	Final Completion	TBD	Board Acceptance	TBD
Board Approval of Schematic Design	TBD	Board Acceptance	TBD														
Substantial Completion	TBD	Board Acceptance	TBD														
Final Completion	TBD	Board Acceptance	TBD														
Project Description			Project Scope														
Expansion of the Automotive Lab by providing a new facility .			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.														
Projected Timeline																	
Board Approval of Architect	Board Approval of Schematic Design	Board Approval of Contractor	Construction Start Date	Substantial Completion Date	FFE Completion of Move In	Final Completion Date											
TBD	TBD	TBD	TBD	TBD	TBD	TBD											
Project Calendar of Expenditures by Fiscal Year																	
Fiscal Year	Construction	Design	Misc.	FFE	Tech	Contingency	Project Total										
2021-22	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -										
Project Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -										
Current Agenda Item																	
07/13/2021 Facilities Committee: Review and Recommend Action on Authorization to Proceed with Solicitation of Architectural Services for the Proposed Workforce Program Projects in FY 2021-2022 at the Starr County Campus: Workforce Center Building D Automotive Lab Expansion																	
<div style="display: flex; justify-content: space-around; align-items: flex-start;">    </div>																	

FPC Project Manager 

FPC Asst. Director 

FPC Director 

Project Fact Sheet
7/8/2021

Project Name: Starr County Campus - HVAC-R Outdoor Covered Area				Project No. 2022-007C															
Funding Source Unexpended Plant Fund																			
		FY 21-22		Variance of Project Budget vs. Actual Expenditures		Total Actual Expenditures To Date													
		Proposed Project Budget	FY 21-22 Actual Expenditures																
Construction:		\$ 90,000.00	\$ -	\$ 90,000.00	\$ -														
Other Construction Costs		-	-	-	-														
Design:		9,000.00	-	9,000.00	-														
Miscellaneous:		15,000.00	-	15,000.00	-														
FFE:		10,000.00	-	10,000.00	-														
Technology:		25,000.00	-	25,000.00	-														
Contingency 5%:		4,500.00	-	4,500.00	-														
Total:		\$ 153,500.00	\$ -	\$ 153,500.00	\$ -														
Project Team				Board Status															
Approval to Solicit: TBD																			
Architect/Engineer: TBD				<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">Vendor</td> <td style="text-align: center;">Contract Amount</td> <td style="text-align: center;">Actual Expenditures</td> <td style="text-align: center;">Variance</td> </tr> <tr> <td style="text-align: center;">TBD</td> <td style="text-align: center;">\$-</td> <td style="text-align: center;">\$-</td> <td style="text-align: center;">\$-</td> </tr> <tr> <td style="text-align: center;">TBD</td> <td style="text-align: center;">\$-</td> <td style="text-align: center;">\$-</td> <td style="text-align: center;">\$-</td> </tr> </table>				Vendor	Contract Amount	Actual Expenditures	Variance	TBD	\$-	\$-	\$-	TBD	\$-	\$-	\$-
Vendor	Contract Amount	Actual Expenditures	Variance																
TBD	\$-	\$-	\$-																
TBD	\$-	\$-	\$-																
Contractor: TBD																			
STC FPC Project Manager: Martin Villarreal				Board Approval of Schematic Design TBD															
				Substantial Completion TBD															
				Board Acceptance TBD															
				Board Acceptance TBD															
Project Description				Project Scope															
HVAC Outdoor Covered area for Brazing				Design and Construction of HVAC Outside Covered Area for brazing instruction, equipment storage, and additional /data in classrooms C312, C313, C314 and C315															
Projected Timeline																			
Board Approval of Architect	Board Approval of Schematic Design	Board Approval of Contractor	Construction Start Date	Substantial Completion Date	FFE Completion of Move In		Final Completion Date												
TBD	TBD	TBD	TBD	TBD	TBD		TBD												
Project Calendar of Expenditures by Fiscal Year																			
Fiscal Year	Construction	Design	Misc.	FFE	Tech	Contingency	Project Total												
2021-22	\$ -	\$ -	-	\$ -	\$ -	\$ -	-												
Project Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -												
Current Agenda Item																			
07/13/2021 Review and Recommend Action on Authorization to Proceed with Solicitation of Architectural Services for the Proposed Workforce Program Projects in FY 2021-2022 at the Starr County Campus: North Academic Building C HVAC-R Labs Expansion and Renovation																			
<div style="display: flex; justify-content: space-around; align-items: flex-start;">    </div>																			

FPC Project Manager



FPC Asst. Director



FPC Director



Consent Agenda:

b. Approval to Proceed with Solicitation of Architectural Services for the Proposed Workforce Program Projects and Center for Learning Excellence Building in FY 2021-2022 at the Mid Valley Campus

Approval of authorization to proceed with the publication of a Request for Qualifications (RFQ) to solicit architectural services for the following Workforce Program projects at the Mid Valley Campus is requested.

- i. Workforce Center Building D Welding Lab Expansion and Renovation
- ii. Workforce Center Building D Automotive Lab Expansion
- iii. Workforce Center Building D HVAC-R Labs Expansion and Renovation
- iv. Center for Learning Excellence Building A Culinary Arts Labs Renovation

Purpose

The Board is asked to approve the solicitation of architectural services for the expansions and renovation for the Workforce Program projects at the Mid Valley Campus Workforce Center Building D and Center for Learning Excellence Building A.

Justification

Solicitation of Request for Qualifications (RFQ) for architectural services is necessary to procure a design team to prepare all necessary design development drawings and specifications in preparation for construction. Once the statements of qualifications are 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.

- The Center for Learning Excellence Building A Culinary Arts Labs project will be solicited under one RFQ for architectural services and the other three proposed projects at the Workforce Center Building D will be solicited under a separate RFQ.

Scheduling Priority

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

Background

On June 22, 2021, the Board approved the proposed Workforce Program projects as part of the College's FY 2020-2021 Capital Improvement Projects.

The projects and associated scopes of work are summarized as follows:

i. Workforce Center Building D Welding Lab Expansion and Renovation

The project consists of constructing an expansion and renovation 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.

- Design and construction of the expansion and renovation
- Approximate square feet of the proposed space: 1,850 s.f.

The project budget is \$537,500 and itemized in the table below:

Mid Valley Campus Workforce Center Building D Welding Lab Expansion and Renovation Total Project Budget	
Budget Item	Budget Amount
Construction	\$370,000
Design	37,000
Miscellaneous	12,000
FFE	90,000
Technology	10,000
Contingency 5%	18,500
Total Project Budget	\$537,500

ii. Workforce Center Building D Automotive Lab Expansion

The project consists of constructing an expansion to 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.

- Design and construction of the expansion
- Approximate square feet of the proposed space: 3,500 s.f.

The project budget is \$920,500 and itemized in the table below:

Mid Valley Campus Workforce Center Building D Automotive Lab Expansion Total Project Budget	
Budget Item	Budget Amount
Construction	\$700,000
Design	70,000
Miscellaneous	17,500
FFE	38,500
Technology	59,500
Contingency 5%	35,000
Total Project Budget	\$920,500

iii. Workforce Center Building D HVAC-R Labs Expansion and Renovation

The project consists of constructing an expansion and renovation to 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.

- Design and construction of the expansion and renovation
- Approximate square feet of the proposed space: 2,000 s.f.

The project budget is \$528,000 and itemized in the table below:

Mid Valley Campus Workforce Center Building D HVAC-R Labs Expansion and Renovation Total Project Budget	
Budget Item	Budget Amount
Construction	\$400,000
Design	40,000
Miscellaneous	12,000
FFE	22,000
Technology	34,000
Contingency 5%	20,000
Total Project Budget	\$528,000

iv. Center for Learning Excellence Building A Culinary Arts Labs Renovation

The project consists of constructing 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.

- Design and construction of the renovation
- Approximate square feet of the proposed space: 2,165 s.f.

The project budget is \$531,365 and itemized in the table below:

Mid Valley Campus Center for Learning Excellence Building A Culinary Arts Labs Renovation Total Project Budget	
Budget Item	Budget Amount
Construction	\$357,225
Design	35,725
Miscellaneous	7,145
FFE	88,410
Technology	25,000
Contingency 5%	17,860
Total Project Budget	\$531,365

The total of the combined project budgets is \$2,517,365 and is itemized in the table below:

Mid Valley Campus Workforce Program Projects Total Projects Budgets	
Budget Item	Budget Amount
Workforce Center Building D Welding Lab Expansion and Renovation	\$537,500

Workforce Center Building D Automotive Lab Expansion	920,500
Workforce Center Building D HVAC- R Labs Expansion and Renovation	528,000
Center for Learning Excellence Building A Culinary Arts Labs Renovation	531,365
Total Projects Budgets	\$2,517,365

Funding Source

Previously earmarked funds are available in the Unexpended Construction Plant Fund and were approved for use toward the Mid Valley Campus Workforce Center Building D Welding Lab Expansion and Renovation Project 2022-013C, the Mid Valley Campus Workforce Center Building D Automotive Lab Expansion Project 2022-012C, the Mid Valley Campus Workforce Center Building D HVAC-R Labs Expansion and Renovation Project 2022-014C, and the Mid Valley Campus Center for Learning Excellence Building A Culinary Arts Labs Renovation Project 2022-002C in FY 2020-2021 at the June 22, 2021 Board meeting.

Enclosed Documents

Facilities Planning & Construction staff has prepared presentations of the projects and preliminary layouts of the spaces for the Committee's review and information.

The Facilities Committee recommended Board approval of the solicitation of architectural services for the Mid Valley Campus Workforce Program Projects for Workforce Center Building D and Center for Learning Excellence Building A as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the solicitation of architectural services for the Mid Valley Campus Workforce Program Projects for Workforce Center Building D and Center for Learning Excellence Building A 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 solicitation of architectural services for the Mid Valley Campus Workforce Program Projects for Workforce Center Building D and Center for Learning Excellence Building A as presented.

Approval Recommended:

Dr. Ricardo J. Solis
President



Mid Valley Campus

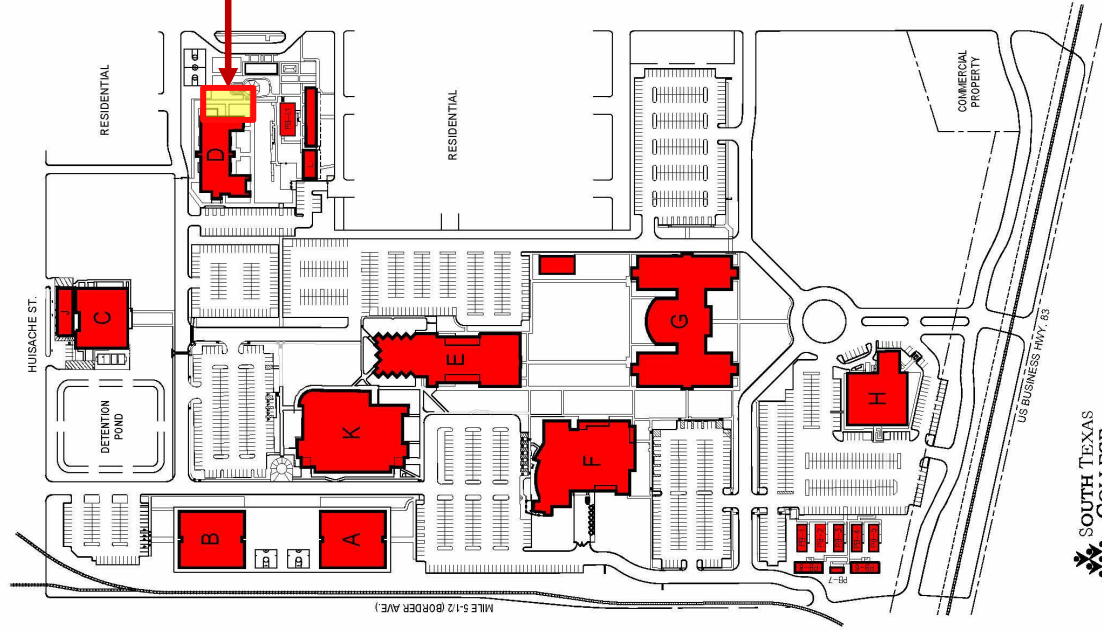
Workforce Center Building D

Welding Lab Expansion and Renovation

CIP 2022-013C

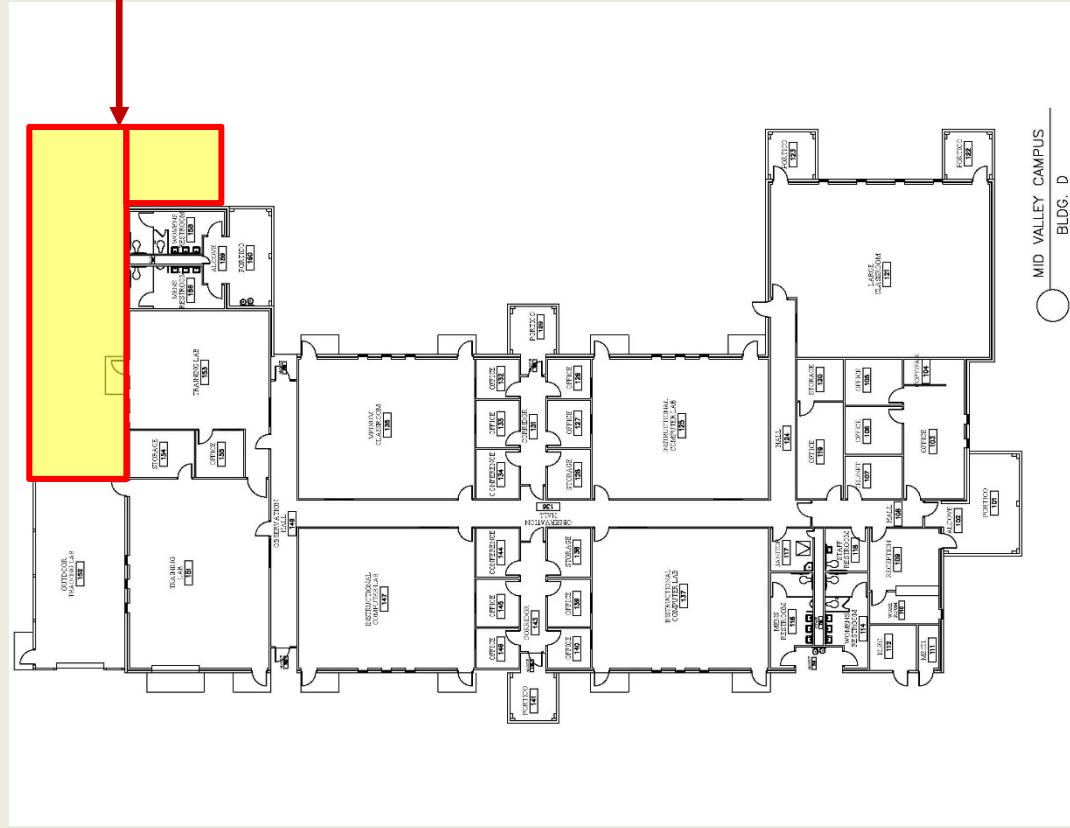
Mid Valley Campus Welding Lab Expansion and Renovation

Proposed Project Site

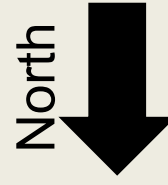


Mid Valley Campus Welding Lab Expansion and Renovation

Proposed Project Location



**PROPOSED
WELDING LAB
EXPANSION**



**Workforce Center
BUILDING D**

Mid Valley Campus Welding Lab Expansion and Renovation

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

PROJECT NO. 2022-013C

PROJECT SCHEDULE Mid Valley Campus – Welding Lab Expansion		
	Project Phase	Task Date
	Board Approval to Solicit A/E	July 2021
	Solicit A/E Qualifications	August 2021
	Recommend Board Approval of A/E Firm	October 2021
	Design Phase	December 2021– June 2022
	Board approval of Schematic Design	February 2022
	Solicit Proposals for Construction Services	July 2022
	Recommend Board Approval of Contractor	September 2022
	Issue Notice to Proceed	November 2022
	Substantial Completion	July 2023
	Move In	July 2023
	Final Completion	August 2023

7/08/2021

 South Texas College
 Facilities Planning and Construction



Mid Valley Campus

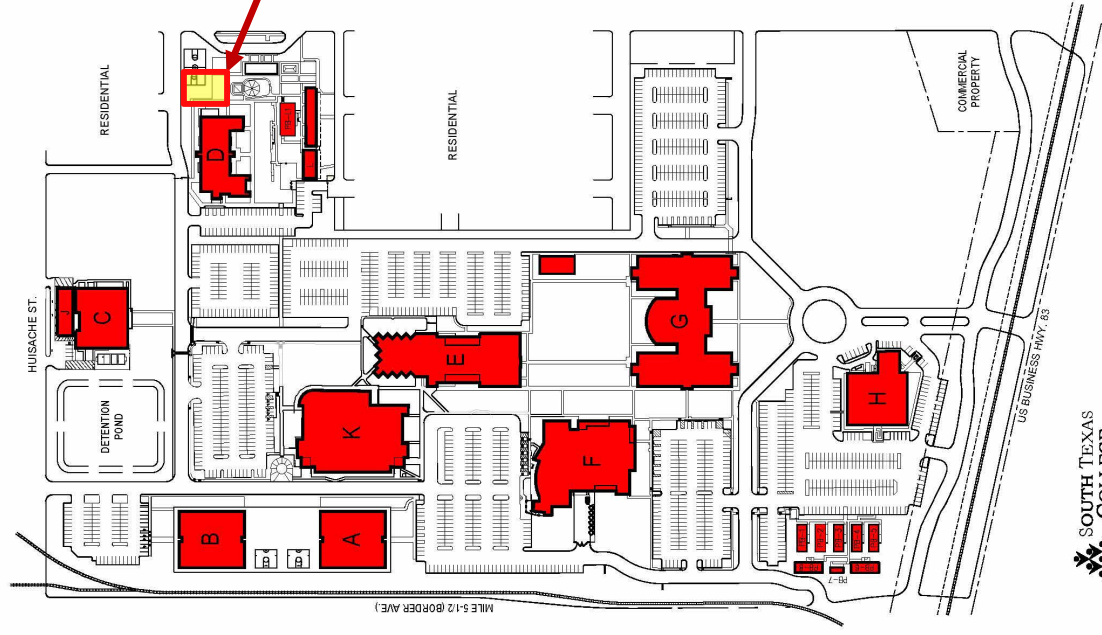
Workforce Center Building D

Automotive Lab Expansion CIP

2022-012C

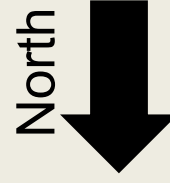
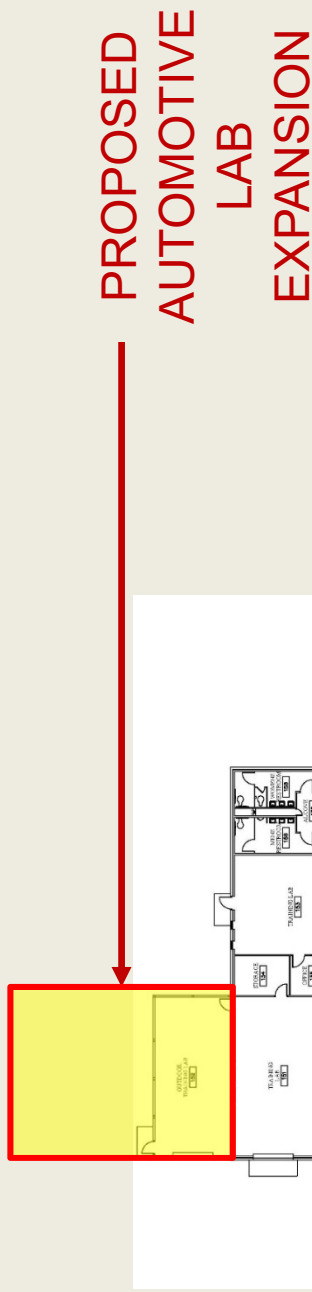
Mid Valley Campus Automotive Lab Expansion

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

PROJECT NO. 2022-012C

PROJECT SCHEDULE Mid Valley Campus – Automotive Lab Expansion		
	Project Phase	Task Date
	Board Approval to Solicit A/E	July 2021
	Solicit A/E Qualifications	August 2021
	Recommend Board Approval of A/E Firm	October 2021
	Design Phase	December 2021– June 2022
	Board approval of Schematic Design	February 2022
	Solicit Proposals for Construction Services	July 2022
	Recommend Board Approval of Contractor	September 2022
	Issue Notice to Proceed	November 2022
	Substantial Completion	July 2023
	Move In	July 2023
	Final Completion	August 2023

7/08/2021

 South Texas College
 Facilities Planning and Construction



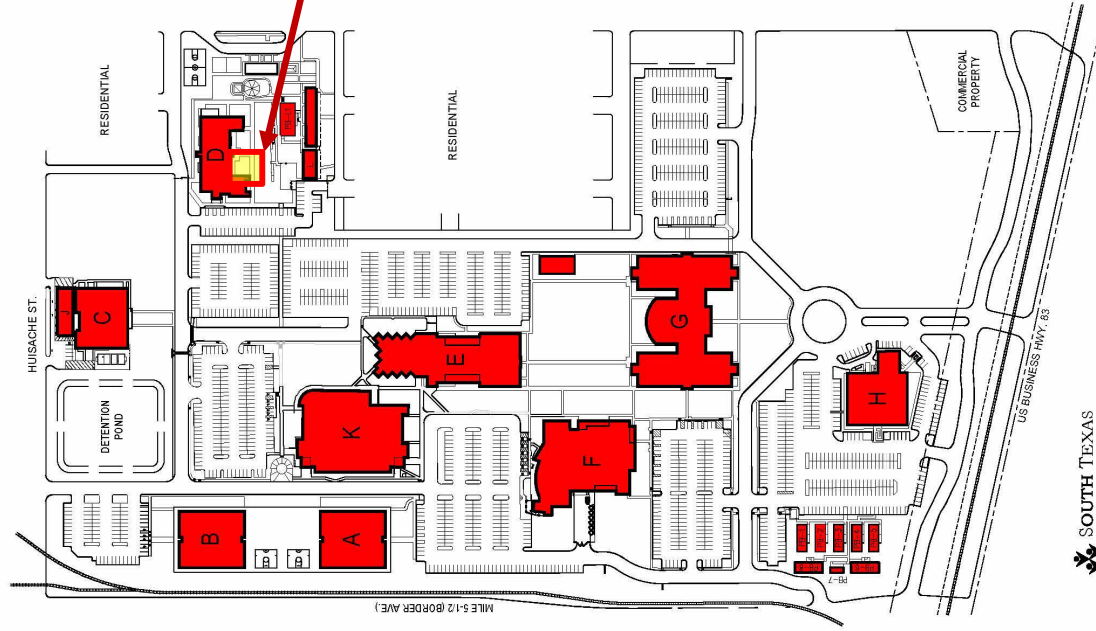
**SOUTH TEXAS
COLLEGE**

Mid Valley Campus Workforce Center Building D

HVAC-R Labs Expansion and Renovation CIP 2022-014C

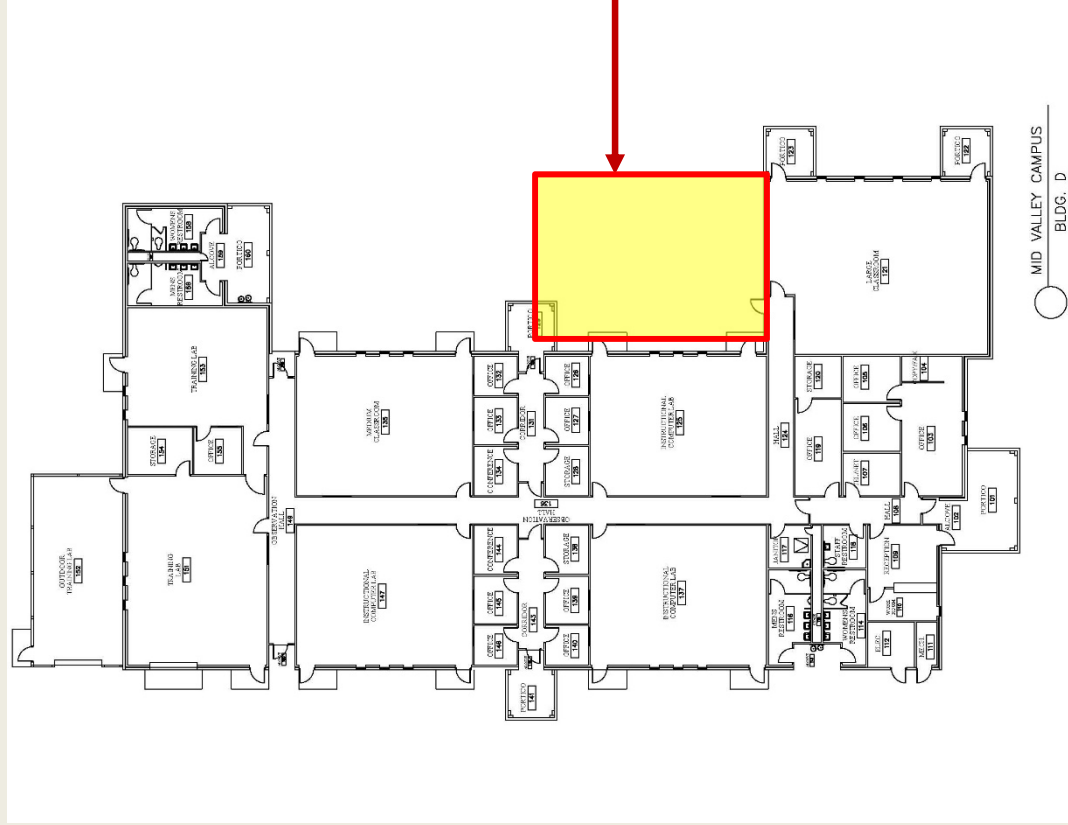
Mid Valley Campus HVAC-R Labs Expansion and Renovation

Proposed Project Site



Mid Valley Campus HVAC-R Labs Expansion and Renovation

Proposed Project Location



North



PROPOSED
HVAC-R LAB
EXPANSION

Workforce Center
BUILDING D

Mid Valley Campus HVAC-R Labs Expansion and Renovation

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
Total Project Budget	\$ 528,000

PROJECT NO. 2022-014C

PROJECT SCHEDULE Mid Valley Campus – HVAC-R Classroom and Outdoor Space		
	Project Phase	Task Date
	Board Approval to Solicit A/E	July 2021
	Solicit A/E Qualifications	August 2021
	Recommend Board Approval of A/E Firm	October 2021
	Design Phase	December 2021– June 2022
	Board approval of Schematic Design	February 2022
	Solicit Proposals for Construction Services	July 2022
	Recommend Board Approval of Contractor	September 2022
	Issue Notice to Proceed	November 2022
	Substantial Completion	July 2023
	Move In	July 2023
	Final Completion	August 2023

7/08/2021

 South Texas College
 Facilities Planning and Construction



Mid-Valley Campus
Center for Learning Excellence Building A
Culinary Arts Lab Renovation
CIP 2022-002C



**SOUTH TEXAS
COLLEGE**

Proposed Project Site

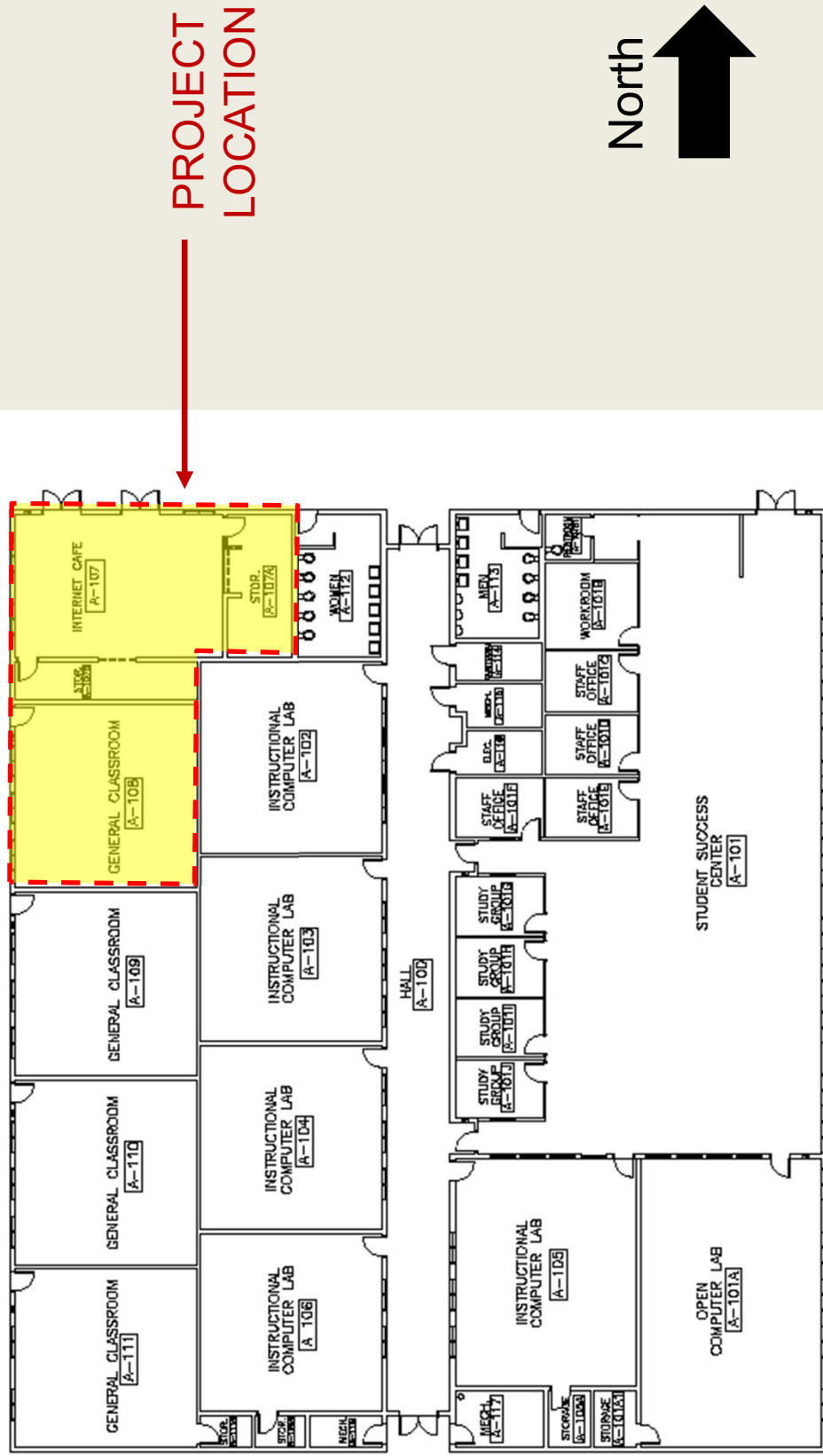


PROJECT
LOCATION



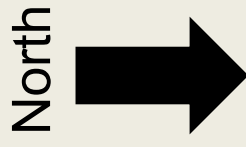
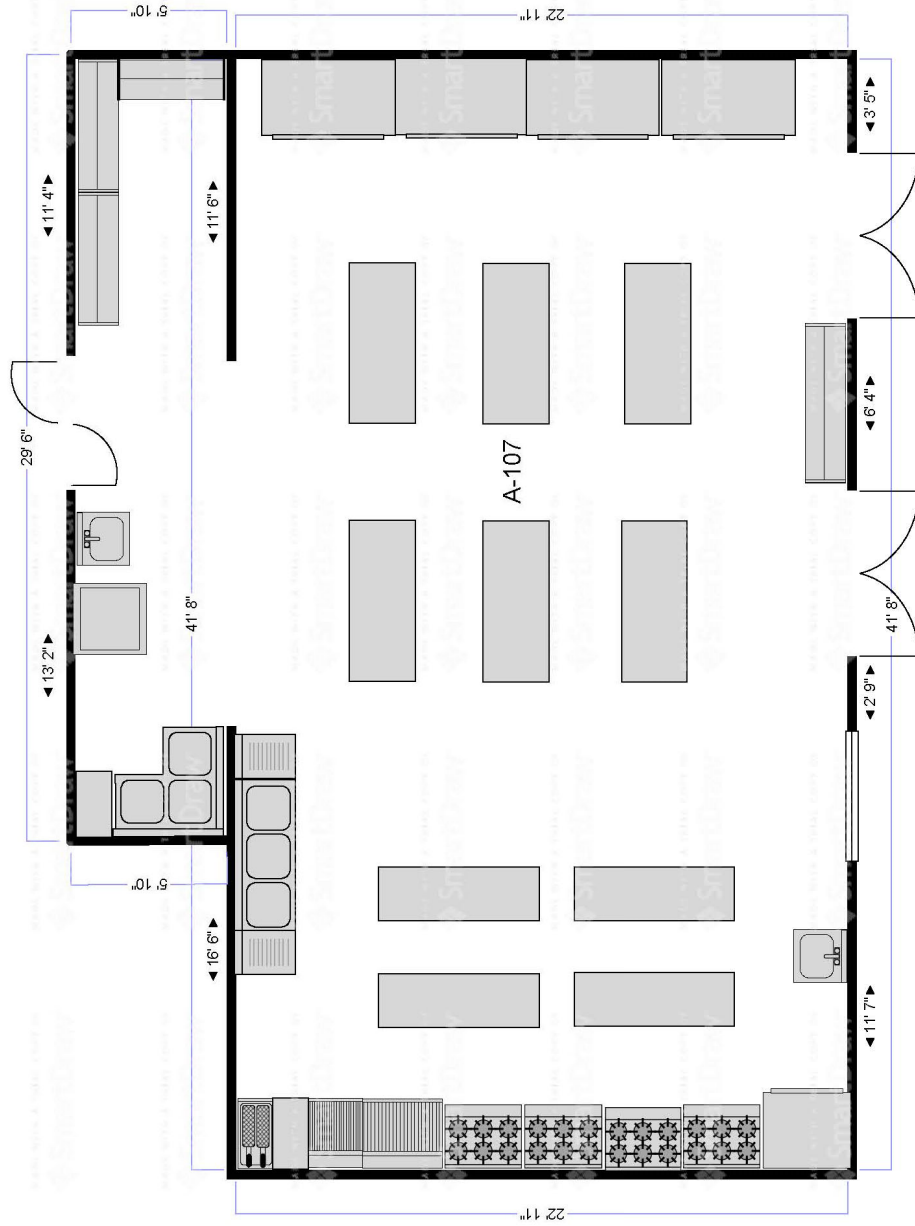
Mid Valley Campus Culinary Arts Lab Renovation

Proposed Project Location



CENTER FOR LEARNING EXCELLENCE
BUILDING A

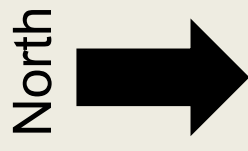
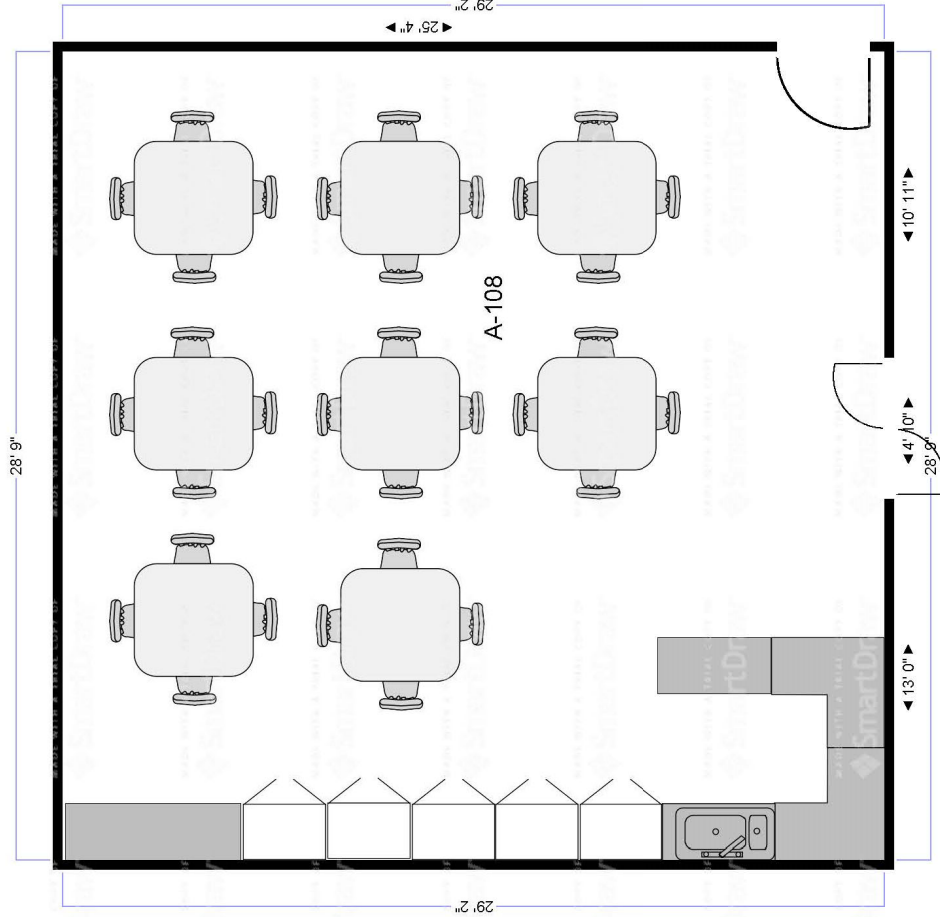
Mid Valley Campus Culinary Arts Lab Renovation



Proposed Layout for Kitchen Area

CENTER FOR LEARNING EXCELLENCE
BUILDING A

Mid Valley Campus Culinary Arts Lab Renovation



**Proposed Layout for
Dining/Catering Area**

**CENTER FOR LEARNING EXCELLENCE
BUILDING A**

Mid Valley Campus Culinary Arts Lab Renovation

Interior Photos



Existing Space

Mid Valley Campus Culinary Arts Lab Renovation

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

PROJECT NO. 2022-002C

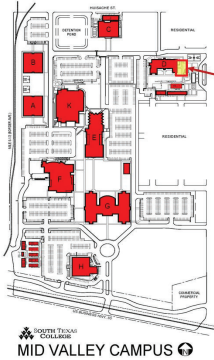


PROJECT SCHEDULE Mid Valley Campus – Culinary Arts Project Schedule		
	Project Phase	Task Date
	Board Approval to Solicit A/E	July 2021
	Solicit A/E Qualifications	August 2021
	Recommend Board Approval of A/E Firm	October 2021
	Begin Design	December 2021– June 2022
	Board Approval of Schematic Design	February 2022
	Solicit Proposals for Construction Services	July 2022
	Recommend Board Approval of Contractor	September 2022
	Issue Notice to Proceed	November 2022
	Substantial Completion	May 2023
	Move In	May 2023
	Final Completion	June 2023

7/08/2021

 South Texas College
 Facilities Planning and Construction

Project Fact Sheet

7/8/2021

Project Name: MVC - Bulding D Welding Lab Expansion		Project No. 2022-013C																			
Funding Source(s): Unexpended Plant Fund																					
Construction: Design: Miscellaneous: FFE: Technology: Contingency 5%: Total:	FY21-22		Total Actual Expenditures To Date																		
	<u>Proposed Project Budget</u>	<u>FY 21-22 Actual Expenditures</u>		<u>Variance of Project Budget vs. Actual Expenditures</u>																	
	\$ 370,000.00	\$ -		\$ 370,000.00																	
	37,000.00	-		37,000.00																	
	12,000.00	-		12,000.00																	
	90,000.00	-		90,000.00																	
	10,000.00	-		10,000.00																	
18,500.00	-	18,500.00																			
\$ 537,500.00	\$ -	\$ 537,500.00	\$ -																		
Project Team		Board Status																			
Approval to Solicit Architect: TBD Architect: TBD Contractor: TBD		<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="text-align: center;"><u>Board Approval of Schematic Design</u></td> <td style="text-align: center;">TBD</td> <td style="text-align: center;">Vendor</td> <td style="text-align: center;">Contract Amount</td> <td style="text-align: center;">Actual Expenditures</td> <td style="text-align: center;">Variance</td> </tr> <tr> <td></td> <td></td> <td style="text-align: center;">TBD</td> <td style="text-align: center;">\$-</td> <td style="text-align: center;">\$-</td> <td style="text-align: center;">\$-</td> </tr> <tr> <td></td> <td></td> <td style="text-align: center;">TBD</td> <td style="text-align: center;">\$-</td> <td style="text-align: center;">\$-</td> <td style="text-align: center;">\$-</td> </tr> </table>		<u>Board Approval of Schematic Design</u>	TBD	Vendor	Contract Amount	Actual Expenditures	Variance			TBD	\$-	\$-	\$-			TBD	\$-	\$-	\$-
<u>Board Approval of Schematic Design</u>	TBD	Vendor	Contract Amount	Actual Expenditures	Variance																
		TBD	\$-	\$-	\$-																
		TBD	\$-	\$-	\$-																
		<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="text-align: center;"><u>Substantial Completion</u></td> <td style="text-align: center;">TBD</td> <td style="text-align: center;"><u>Board Acceptance</u></td> <td style="text-align: center;">TBD</td> </tr> </table>		<u>Substantial Completion</u>	TBD	<u>Board Acceptance</u>	TBD														
<u>Substantial Completion</u>	TBD	<u>Board Acceptance</u>	TBD																		
STC FPC Project Manager: Martin Villarreal		<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="text-align: center;"><u>Final Completion</u></td> <td style="text-align: center;">TBD</td> <td style="text-align: center;"><u>Board Acceptance</u></td> <td style="text-align: center;">TBD</td> </tr> </table>		<u>Final Completion</u>	TBD	<u>Board Acceptance</u>	TBD														
<u>Final Completion</u>	TBD	<u>Board Acceptance</u>	TBD																		
Project Description		Project Scope																			
Expand the Welding Labs in Building D, which currently share a small space with Automotive Program.		Design and Construction of Welding Lab Expansion for Additional Welding Stations.																			
Projected Timeline																					
Board Approval of Architect	Board Approval of Schematic Design	Board Approval of Contractor	Construction Start Date																		
TBD	TBD	TBD	TBD																		
Substantial Completion Date		Final Completion Date																			
TBD		TBD																			
Project Calendar of Expenditures by Fiscal Year																					
Fiscal Year	Construction	Design	Miscellaneous																		
2021-22	\$ -	\$ -	\$ -																		
Project Total	\$ -	\$ -	\$ -																		
Current Agenda Item																					
7/13/21 Facilities Committee: Review and Recommend Action on Authorization to Proceed with Solicitation of Architectural Services for the Proposed Workforce Center Building D Welding Lab Expansion and Renovation.																					
<div style="display: flex; justify-content: space-around; align-items: flex-start;"> <div style="text-align: center;">  <p>PROJECT LOCATION</p> </div> <div style="text-align: center;">  <p>PROPOSED WELDING LAB EXPANSION</p> </div> <div style="text-align: center;">  </div> </div>																					

FPC Project Manager

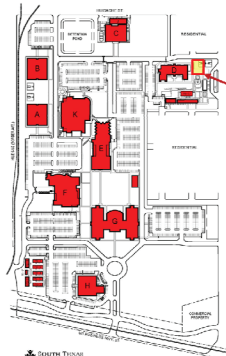
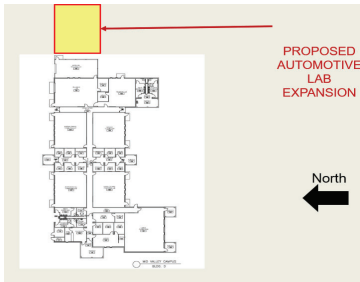



FPC Asst. Director



FPC Director



Project Name:				MVC - Building D Automotive Lab Expansion				Project No.		2022-012C	
Funding Source(s):				Unexpended Plant Fund							
Construction: Design: Miscellaneous: FFE: Technology: Contingency 5%: Total:				FY21-22			Variance of Project Budget vs. Actual Expenditures		Total Actual Expenditures To Date		
				FY 21-22		Project Budget					
				Proposed		Actual	vs. Actual				
				Project Budget		Expenditures	Expenditures				
				\$ 700,000.00		\$ -	\$ 700,000.00				
				70,000.00		-	70,000.00				
				17,500.00		-	17,500.00				
38,500.00		-	38,500.00								
59,500.00		-	59,500.00								
35,000.00			35,000.00								
\$ 920,500.00		\$ -	\$ 920,500.00	\$ -							
Project Team				Board Status							
Approval to Solicit Architect: TBD				Board Approval of Schematic Design			TBD	Vendor	Contract Amount	Actual Expenditures	Variance
Architect: TBD							TBD	\$-	\$-	\$-	
Contractor: TBD							TBD	\$-	\$-	\$-	
				Substantial Completion			TBD	Board Acceptance		TBD	
STC FPC Project Manager: Martin Villarreal				Final Completion			TBD	Board Acceptance		TBD	
Project Description				Project Scope							
Expand the Automotive Program area, which is currently sharing small space with Welding Program. Would need to accommodate large specialized equipment.				Design and Construction of Automotive Lab Expansion including 3 bays, storage, wash station, and eyewash.							
Projected Timeline											
Board Approval of Architect		Board Approval of Schematic Design		Board Approval of Contractor		Construction Start Date		Substantial Completion Date		Final Completion Date	
TBD		TBD		TBD		TBD		TBD		TBD	
Project Calendar of Expenditures by Fiscal Year											
Fiscal Year		Construction		Design		Miscellaneous		FFE		Tech	
2021-22		\$ -		\$ -		\$ -		\$ -		\$ -	
Project Total		\$ -		\$ -		\$ -		\$ -		\$ -	
Current Agenda Item											
7/13/21 Facilities Committee: Review and Recommend Action on Authorization to Proceed with Solicitation of Architectural Services for the Proposed Workforce Center Building D Automotive Lab Expansion											
<div><div><p>PROJECT LOCATION</p></div><div><p>PROPOSED AUTOMOTIVE LAB EXPANSION</p><p>North</p></div><div></div></div>											

FPC Project Manager

FPC Asst. Director

FPC Director

Project Name: MVC - HVAC-R Outdoor Covered Area		Project No. 2022-014C	
Funding Source(s): Unexpended Plant Fund			
	FY21-22	Variance of FY 21-22 Actual Expenditures	Total Actual Expenditures To Date
	Proposed Project Budget	Actual Expenditures	vs. Actual Expenditures
Construction:	\$ 400,000.00	\$ -	\$ 400,000.00
Design:	40,000.00	-	40,000.00
Miscellaneous:	12,000.00	-	12,000.00
FFE:	22,000.00	-	22,000.00
Technology:	34,000.00	-	34,000.00
Contingency 5%:	20,000.00	-	20,000.00
Total:	\$ 528,000.00	\$ -	\$ 528,000.00

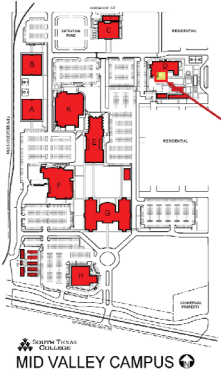
Project Team	Board Status												
Approval to Solicit Architect: TBD	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:10%; text-align: center;">Vendor</td> <td style="width:10%; text-align: center;">Contract Amount</td> <td style="width:10%; text-align: center;">Actual Expenditures</td> <td style="width:10%; text-align: center;">Variance</td> </tr> <tr> <td style="text-align: center;">TBD</td> <td style="text-align: center;">\$-</td> <td style="text-align: center;">\$-</td> <td style="text-align: center;">\$-</td> </tr> <tr> <td style="text-align: center;">TBD</td> <td style="text-align: center;">\$-</td> <td style="text-align: center;">\$-</td> <td style="text-align: center;">\$-</td> </tr> </table>	Vendor	Contract Amount	Actual Expenditures	Variance	TBD	\$-	\$-	\$-	TBD	\$-	\$-	\$-
Vendor		Contract Amount	Actual Expenditures	Variance									
TBD		\$-	\$-	\$-									
TBD	\$-	\$-	\$-										
Architect: TBD													
Contractor: TBD													
	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:10%; text-align: center;">Board Acceptance</td> <td style="width:10%; text-align: center;">TBD</td> </tr> </table>	Board Acceptance	TBD										
Board Acceptance	TBD												
STC FPC Project Manager: Martin Villarreal	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:10%; text-align: center;">Board Acceptance</td> <td style="width:10%; text-align: center;">TBD</td> </tr> </table>	Board Acceptance	TBD										
Board Acceptance	TBD												

Project Description	Project Scope
Add exterior space adjacent to Building D, for 5 work benches, 2 gas storage cabinets, and 1 cabinet.	Design and construction of HVAC-R Classroom and Outside Covered Area for brazing instruction and equipment storage.

Projected Timeline						
Board Approval of Architect	Board Approval of Schematic Design	Board Approval of Contractor	Construction Start Date	Substantial Completion Date	Final Completion Date	FFE Completion of Move In
TBD	TBD	TBD	TBD	TBD	TBD	TBD


Project Calendar of Expenditures by Fiscal Year						
Fiscal Year	Construction	Design	Miscellaneous	FFE	Tech	Project Total
2021-22	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Project Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Current Agenda Item
7/13/21 Facilities Committee: Review and Recommend Action on Authorization to Proceed with Solicitation of Architectural Services for the Proposed Workforce Center Building D HVAC-R Labs Expansion and Renovation.




PROJECT LOCATION

SOUTH TEXAS COLLEGE
MID VALLEY CAMPUS



PROPOSED HVAC LAB EXPANSION

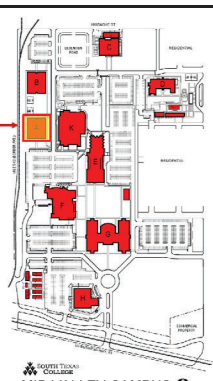
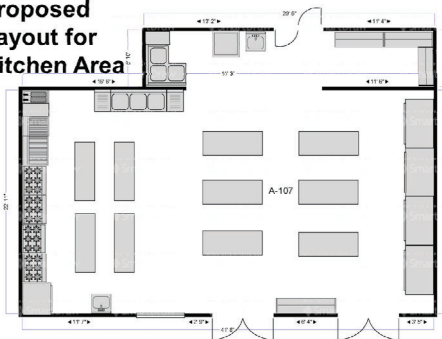
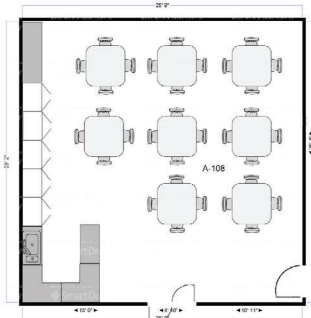
NORTH



FPC Project Manager 

FPC Asst. Director 

FPC Director 

Project Name: MVC - Culinary Arts Instructional Kitchen		Project No. 2022-002C	
Funding Source(s): Unexpended Plant Fund			
	FY21-22	Variance of Project Budget vs. Actual Expenditures	
	Proposed Project Budget	FY 21-22 Actual Expenditures	Total Actual Expenditures To Date
Construction:	\$ 357,225.00	\$ -	\$ 357,225.00
Design	35,725.00	-	35,725.00
Miscellaneous:	7,145.00	-	7,145.00
FFE:	88,410.00	-	88,410.00
Technology:	25,000.00	-	25,000.00
Contingency 5%:	17,860.00	-	17,860.00
Total:	\$ 531,365.00	\$ -	\$ 531,365.00
Project Team		Board Status	
Approval to Solicit Architect: TBD	<u>Board Approval of Schematic Design</u> TBD <u>Substantial Completion</u> TBD <u>Final Completion</u> TBD		Vendor Contract Amount Actual Expenditures Variance
Architect: TBD			TBD \$- \$- \$-
Contractor: TBD			TBD \$- \$- \$-
STC FPC Project Manager: Martin Villarreal			<u>Board Acceptance</u> TBD
		<u>Board Acceptance</u> TBD	
Project Description		Project Scope	
Design and construction of an existing space for a Kitchen Lab and Dining/Catering Lab for the Culinary Arts Program.		Renovation of existing former cafeteria in Building A, Rm 107. Classroom adjoining (108) would be repurposed for classroom training and exhibits or events.	
Projected Timeline			
Board Approval of Architect	Board Approval of Schematic Design	Board Approval of Contractor	Construction Start Date
TBD	TBD	TBD	TBD
Substantial Completion Date		Final Completion Date	
TBD		TBD	
Project Calendar of Expenditures by Fiscal Year			
Fiscal Year	Construction	Design	Miscellaneous
2021-22	\$ -	\$ -	\$ -
Project Total		\$ -	
Current Agenda Item			
7/13/21 Facilities Committee: Review and Recommend Action on Authorization to Proceed with Solicitation of Architectural Services for the Proposed Center for Learning Excellence Building A Culinary Arts Labs Renovation.			
 <p>PROJECT LOCATION</p> <p><small>SOUTH TEXAS COLLEGE MID VALLEY CAMPUS</small></p>	<p>Proposed Layout for Kitchen Area</p>  <p style="text-align: right;">North ↓</p>		 <p style="text-align: right;">North ↓</p> <p>Proposed Layout for Dining/Catering Area</p>

FPC Project Manager



FPC Asst. Director



FPC Director



Consent Agenda:

c. Approval of Proposed District Wide Air Handler Replacements Project and Authorization to Proceed with Solicitation of Engineering Services

Approval of the proposed District Wide Air Handler Replacements project and authorization to proceed with the solicitation of a Request for Qualifications (RFQ) for engineering services is requested.

Purpose

The Board is asked to approve the proposed District Wide Air Handler Replacements project and the authorization to proceed with solicitation of engineering services. The proposed Use of Higher Education Emergency Relief Funds (HEERF), subject to approval of a no-cost extension by the Department of Education, for the District Wide Air Handler Replacement Project is included under separate request for Board approval.

Approval for a no-cost extension will be requested from the Department of Education, since the estimated completion timeline for the project extends beyond the end date of the HEERF Institutional Fund awards.

Scheduling Priority

This project has been requested by the Facilities Operations & Maintenance department. It has been reviewed by the Facilities Operations & Maintenance, Purchasing, and Facilities Planning & Construction departments, and Administration. This project is scheduled as a routine improvement to provide cleaner air to College facilities district-wide and a safer environment.

Justification

The proposed improvements are necessary to provide better filtration to the air in various facilities district-wide. Engineering services are necessary to coordinate the proper upgrade of the existing air handler units.

Background

Currently, there are air handlers with ultraviolet (UV) lighting filtration installed at approximately 50% of the College's facilities. The Facilities Operations & Maintenance department is proposing a district-wide effort to replace the older air handlers with new air handler units that have UV lighting purifiers built in to them in addition to conventional air filters.

Benefits

UV lighting uses short-wave energy to inactivate viral, bacterial, and fungal organisms so they are unable to replicate and potentially cause disease. According to the American Society of Heating, Refrigerating, and Air Conditioning Engineering, Inc. (ASHRAE), UV lighting is used as an engineering control to interrupt the transmission of pathogenic organisms, such as tuberculosis (TB), influenza viruses, mold, and potential bioterrorism

agents. UV lighting can improve indoor air quality and thus enhance occupant health, comfort, and productivity. Listed below are some of the UV lighting benefits:

- Disinfects the air flowing through the air handlers,
- Adds one more layer of purification to the air filtration.
- Provides an extra measure for a safe environment for students, faculty, staff, and the public.
- Replaces existing air handler units, which will potentially reduce energy consumption with new units.
- Eliminates mold, mildew, and bacteria
- Reduces the spread of viruses
- Reduces the quantity of air contaminants
- Improves indoor air quality
- Keeps the HVAC system clean

c. Scope of Work

- Removing one hundred twenty-six (126) existing air handlers.
- Installing one hundred twenty-six (126) new air handlers with UV light purification

The estimated costs and facilities at which air handlers would be replaced are summarized in the table below:

District Wide Air Handlers Replacement Total Estimated Cost		
Campus	Buildings	Estimated Cost
Pecan Campus	A, D, X, B, C, E, F, G, H, L, M, N, T	\$2,980,000
Pecan Plaza	A, B, C	480,000
Mid Valley Campus	C, E, F, G, H, L	1,288,000
Nursing and Allied Health Campus	A, C	170,000
Technology Campus	A, B, D, E	775,000
Starr County Campus	D, E, F, G, H, J	715,000
District Wide Portables	Various	540,000
TOTAL		\$6,948,000

The estimated schedule for the project is below:

District Wide Air Handlers Replacement Estimated Schedule		
Project Phase	Task Date	Task Duration
Solicit A/E Qualifications	August 2021	1 Month
Evaluate A/E Qualification Statements	September 2021	1 Month
Recommend Board Approval of A/E Firm	October 2021	1 Month
A/E Design Phase	November – December 2021	2 Months

Solicit Proposals for Construction Services	January 2022	1 Month
Recommend Board Approval of Contractor	February 2022	1 Month
Negotiate, Execute Construction Contract/Agreement, and Issue Notice to Proceed	March 2022	1 Month
Substantial Completion	April – August 2022	5 Months
Final Completion	September 2022	1 Month
Total Estimated Project Duration		14 Months

The estimated budget for the District Wide Air Handler Replacements is summarized in the table below:

District Wide Air Handler Replacements Estimated Project Budget	
Budget Item	Budget Amount
Construction	\$6,948,000
Design	694,800
Miscellaneous	173,700
Technology	555,840
Contingency 5%	347,400
Total Estimated Project Budget	\$8,719,740

The total project budget reflects the combined estimated budgets for the replacements at each campus.

Funding Source

The proposed District Wide Air Handler Replacements project is not included in the budget for FY 2020 – 2021. The use of Higher Education Emergency Relief Fund (HEERF) for this project is pending approval from the Finance Committee and Board of Trustees in July 2021, and subject to approval of a no-cost extension by the Department of Education. This project will be budgeted in FY 2021-2022, accordingly.

Enclosed Documents

The packet includes a detailed project description and budget for the Board's review and information.

The Facilities Committee recommended Board approval of the proposed District Wide Air Handler Replacements project in the amount of \$8,719,740 and authorization to proceed with the solicitation of engineering services as presented, and approval of the Use of HEERF funds, and subject to approval of a no-cost extension by the Department of Education.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the proposed District Wide Air Handler Replacements project in the amount of \$8,719,740 and authorization to proceed with the solicitation of engineering services as presented, and approval of the Use of HEERF funds, and subject to approval of a no-cost extension by the Department of Education.

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 District Wide Air Handler Replacements project in the amount of \$8,719,740 and authorization to proceed with the solicitation of engineering services as presented, and approval of the Use of HEERF funds, and subject to approval of a no-cost extension by the Department of Education.

Approval Recommended:

Dr. Ricardo J. Solis
President

SOUTH TEXAS COLLEGE
District Wide Air Handler Replacements

TOTAL ESTIMATED COSTS - DISTRICT WIDE		
Campus	Buildings	Total
Pecan Campus	A, D, X, B, C, E, F, G, H, L, M, N, T	\$ 2,980,000
Pecan Plaza	A, B, C	480,000
Mid Valley Campus	C, E, F, G, H, L	1,288,000
Nursing and Allied Health Campus	A, C	170,000
Technology Campus	A, B, D, E	775,000
Starr County Campus	D, E, F, G, H, J	715,000
District Wide Portable Buildings	Various	540,000
District Wide Total		\$ 6,948,000

SOUTH TEXAS COLLEGE
District Wide Air Handler Replacements

PECAN CAMPUS				
Letter	Name	# of Units	Estimated Cost	Total
A,D,X	ANN RICHARDS ADMINISTRATION	16	\$ 45,000	\$ 720,000
B	ART	11	45,000	495,000
C	SYLVIA ESTERLINE CENTER FOR LEARNING EXCELLENCE	3	50,000	150,000
E	PHYSICAL PLANT	3	35,000	105,000
F	LIBRARY	12	35,000	420,000
G	BUSINESS AND SCIENCE	4	50,000	200,000
H	STUDENT ACTIVITIES CENTER	3	50,000	150,000
L	COOPER CENTER FOR PERFORMING ARTS	5	40,000	200,000
M	INFORMATION TECHNOLOGY	4	50,000	200,000
N	INSTITUTIONAL SUPPORT SERVICES	4	50,000	200,000
T	SOCIAL SCIENCES	4	35,000	140,000
Pecan Campus Total				\$ 2,980,000

PECAN PLAZA				
Letter	Name	# of Units	Estimated Cost	Total
A	HUMAN RESOURCES	6	\$ 40,000	\$ 240,000
B	EAST	2	40,000	80,000
C	WEST	4	40,000	160,000
Pecan Plaza Total				\$ 480,000

MID VALLEY CAMPUS				
Letter	Name	# of Units	Estimated Cost	Total
C	KINESIOLOGY AND RECREATIONAL CENTER	4	\$ 65,000	\$ 260,000
E	LIBRARY	4	65,000	260,000
F	STUDENT UNION	2	65,000	130,000
G	NORTH ACADEMIC	7	65,000	455,000
H	SOUTH ACADEMIC	9	15,000	135,000
L	CHILDCARE	4	12,000	48,000
Mid Valley Campus Total				\$ 1,288,000

SOUTH TEXAS COLLEGE
District Wide Air Handler Replacements


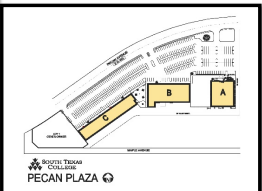
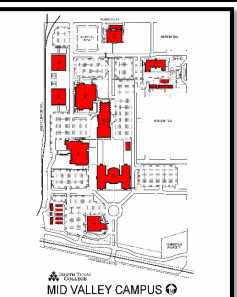
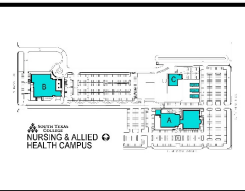
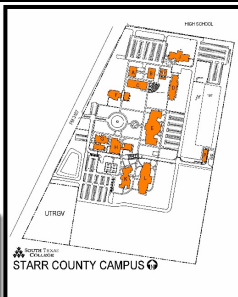
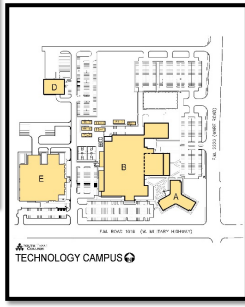
DR. RAMIRO R. CASSO NURSING AND ALLIED HEALTH CAMPUS				
Letter	Name	# of Units	Estimated Cost	Total
A	NAH EAST	2	\$ 50,000	\$ 100,000
C	PHYSICAL PLANT	2	35,000	70,000
Nursing and Allied Health Campus Total				\$ 170,000

TECHNOLOGY CAMPUS				
Letter	Name	# of Units	Estimated Cost	Total
A	EMERGING TECHNOLOGIES	6	\$ 50,000	\$ 300,000
B	ADVANCED TECHNICAL CAREERS	6	50,000	300,000
D	SHIPPING AND RECEIVING	2	35,000	70,000
E	INSTITUTE FOR ADVANCED MANUFACTURING	3	35,000	105,000
Technology Campus Total				\$ 775,000

STARR COUNTY CAMPUS				
Letter	Name	# of Units	Estimated Cost	Total
D	WORKFORCE CENTER	1	\$ 65,000	\$ 65,000
E	SOUTH ACADEMIC	5	65,000	325,000
F	CULTURAL ARTS CENTER	2	65,000	130,000
G	STUDENT SERVICES	1	65,000	65,000
H	STUDENT ACTIVITIES CENTER	1	65,000	65,000
J	MANUEL BENAVIDES RURAL TECHNOLOGY CENTER	1	65,000	65,000
Starr County Campus Total				\$ 715,000

DISTRICT WIDE PORTABLE BUILDINGS				
Letter	Name	# of Units	Estimated Cost	Total
N/A	DISTRICT WIDE PORTABLE BUILDINGS	108	\$ 5,000	\$ 540,000
District Wide Portable Buildings Total				\$ 540,000

Project Fact Sheet
7/8/2021

Project Name: District Wide Air Handlers Replacements		Project No. 2022-016R	
Funding Source(s): Unexpended Plant Fund			
	FY21-22		
	Proposed Project Budget	FY 21-22 Actual Expenditures	Variance of Project Budget vs. Actual Expenditures
Construction:	\$ 6,948,000.00	\$ -	\$ 6,948,000.00
Design	694,800.00	-	694,800.00
Miscellaneous:	173,700.00	-	173,700.00
Technology:	555,840.00	-	555,840.00
Contingency 5%	347,400.00	-	347,400.00
Total:	\$ 8,719,740.00	\$ -	\$ 8,719,740.00
Project Team		Board Status	
Approval to Solicit: 7/27/2021	Board Approval of Schematic Design TBD	Vendor	Contract Amount
Engineer: TBD		TBD	\$-
Contractor: TBD		TBD	\$-
	Substantial Completion TBD	Board Acceptance	TBD
STC FPC Project Manager: Roberto Cuellar	Final Completion TBD	Board Acceptance	TBD
Project Description		Project Scope	
Routine improvements to provide cleaner air to College facilities district-wide and a safer environment.		The proposed improvements are necessary to provide better filtration to the air in various facilities district-wide and replace older air handlers with new air handler units. Currently there are air handlers with ultraviolet lighting filtration installed at approximately 50% of the College's facilities. Removing 126 existing air handlers and installing 126 new air handlers with UV light.	
Projected Timeline			
Board Approval of Engineer	Board Approval of Schematic Design	Board Approval of Contractor	Construction Start Date
TBD	N/A	TBD	TBD
		Substantial Completion Date	Final Completion Date
		TBD	TBD
Project Calendar of Expenditures by Fiscal Year			
Fiscal Year	Construction	Design	Miscellaneous
2021-22	\$ -	\$ -	\$ -
Project Total	\$ -	\$ -	\$ -
Current Agenda Item			
07/13/21 Facilities Committee: Review and Recommend Action on Approval of the Proposed District Wide Air Handlers Replacements Project and Authorization to Proceed with Solicitation of Engineering Services			
<div style="display: flex; justify-content: space-around; align-items: flex-start;">       </div>			

FPC Project Manager



FPC Asst. Director



FPC Director



Consent Agenda:

d. Approval to Contract Architectural Services for the Regional Center for Public Safety Excellence Canopy for Safety Training Vehicles, Canopies for Students and Instructors, and Flammable Liquid and Gas (F.L.A.G.) Fire Training Area

Approval to contract architectural services for Regional Center for Public Safety Excellence (RCPSE) Canopy for Safety Training Vehicles, Canopies for Students and Instructors, and Flammable Liquid and Gas (F.L.A.G.) Fire Training Area projects is requested.

Purpose

Architectural services are necessary for design and construction administration services for the RCPSE Canopy for Safety Training Vehicles, Canopies for Students and Instructors, and Flammable Liquid and Gas (F.L.A.G.) Fire Training Area projects. The design scope of work includes, but is not limited to, design, analysis, preparation of plans and specifications, permit applications, construction administration, and inspection of the projects. Building code requires that these structures are designed by licensed professionals due to their size, cost, and structural requirements.

Scheduling Priority

These projects have been requested by RCPSE staff and the Business, Public Safety, & Technology division. The projects have been reviewed by the Facilities Planning & Construction department, Administration, the Coordinated Operations Council, the Facilities Committee, and the Board of Trustees. The canopy to provide protection and security for safety training vehicles is scheduled as a non-educational space improvement project. The canopies for students & instructors and the F.L.A.G. are scheduled as educational space improvements projects.

Background

The proposed RCPSE Canopy for Safety Training Vehicles, Canopies for Students and Instructors, and Flammable Liquid and Gas (F.L.A.G.) Fire Training Area projects are part of the College's FY 2020-2021 Capital Improvement Projects.

Canopy for Safety Training Vehicles

The safety training vehicles at the RCPSE require protection from the elements and security protection.

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 project budget is \$285,500 and itemized in the table below:

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

Canopies for Students and Instructors

The students are often in full fire safety gear during instruction in the outdoor training environment. The project would provide two (2) canopies and concrete pads with bleachers to protect students and instructors during outdoor instruction and while performing pre/post check routines.

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 project budget is \$247,000 and itemized in the table below:

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

Flammable Liquid and Gas (F.L.A.G.) Fire Training Area

The Fire Science program has acquired a fire trainer vehicle and are awaiting the delivery of a fire trailer that will need a fire training pad to conduct fire training exercises.

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 project budget is \$443,600 and itemized in the table below:

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

On April 27, 2021, the Board of Trustees approved the solicitation for architectural services. Solicitation for architectural qualifications began on May 19, 2021, for the purpose of selecting an architectural firm to prepare the necessary plans and specifications for these projects. A total of fourteen (14) firms received a copy of the RFQ and a total of two (2) firms submitted their responses on June 2, 2021.

Timeline for Solicitation of Statements of Qualifications	
May 19, 2021	Solicitation of statements of qualifications began.
June 2, 2021	Two (2) statements of qualifications were received.

The total of the combined project budgets is \$976,100 and is itemized in the table below:

RCPSE Canopy for Safety Training Vehicles, Canopies for Students and Instructors, and Flammable Liquid and Gas (F.L.A.G.) Fire Training Area Total Projects Budget	
Budget Item	Budget Amount
Canopy for Safety Training Vehicles	\$285,500
Canopies for Students and Instructors	247,000
Flammable Liquid and Gas (F.L.A.G.) Fire Training Area	443,600
Total Projects Budget	\$976,100

Funding Source

Funds for the RCPSE Canopy for Safety Training Vehicles Project 2019-016C, the RCPSE Canopies for Students and Instructors Project 2019-017C, and the RCPSE Flammable Liquid and Gas (F.L.A.G.) Fire Training Area Project 2019-020C are budgeted in the Unexpended Construction Plan Fund for available use in FY 2020-2021.

Reviewers

The proposals have been reviewed by College staff from the Division of Business, Public Safety, & Technology, Facilities Operations & Maintenance, Facilities Planning & Construction, and Purchasing departments.

Enclosed Documents

Presentations of the proposed projects are enclosed. The evaluation team members completed evaluations for the firms and prepared the enclosed scoring and ranking summary.

The Facilities Committee recommended Board approval to contract architectural services with Gignac & Associates, LLP. for the Regional Center for Public Safety Excellence (RCPSE) Canopy for Safety Training Vehicles, Canopies for Students and Instructors, and Flammable Liquid and Gas (F.L.A.G.) Fire Training Area Projects as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize contracting architectural services with Gignac & Associates, LLP. for the Regional Center for Public Safety Excellence (RCPSE) Canopy for Safety Training Vehicles, Canopies for Students and Instructors, and Flammable Liquid and Gas (F.L.A.G.) Fire Training Area Projects as presented.

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

The Board of Trustees of Trustees of South Texas College approves and authorizes contracting architectural services with Gignac & Associates, LLP. for the Regional Center for Public Safety Excellence (RCPSE) Canopy for Safety Training Vehicles, Canopies for Students and Instructors, and Flammable Liquid and Gas (F.L.A.G.) Fire Training Area Projects as presented.

Approval Recommended:

Dr. Ricardo J. Solis
President



Regional Center for Public Safety Excellence

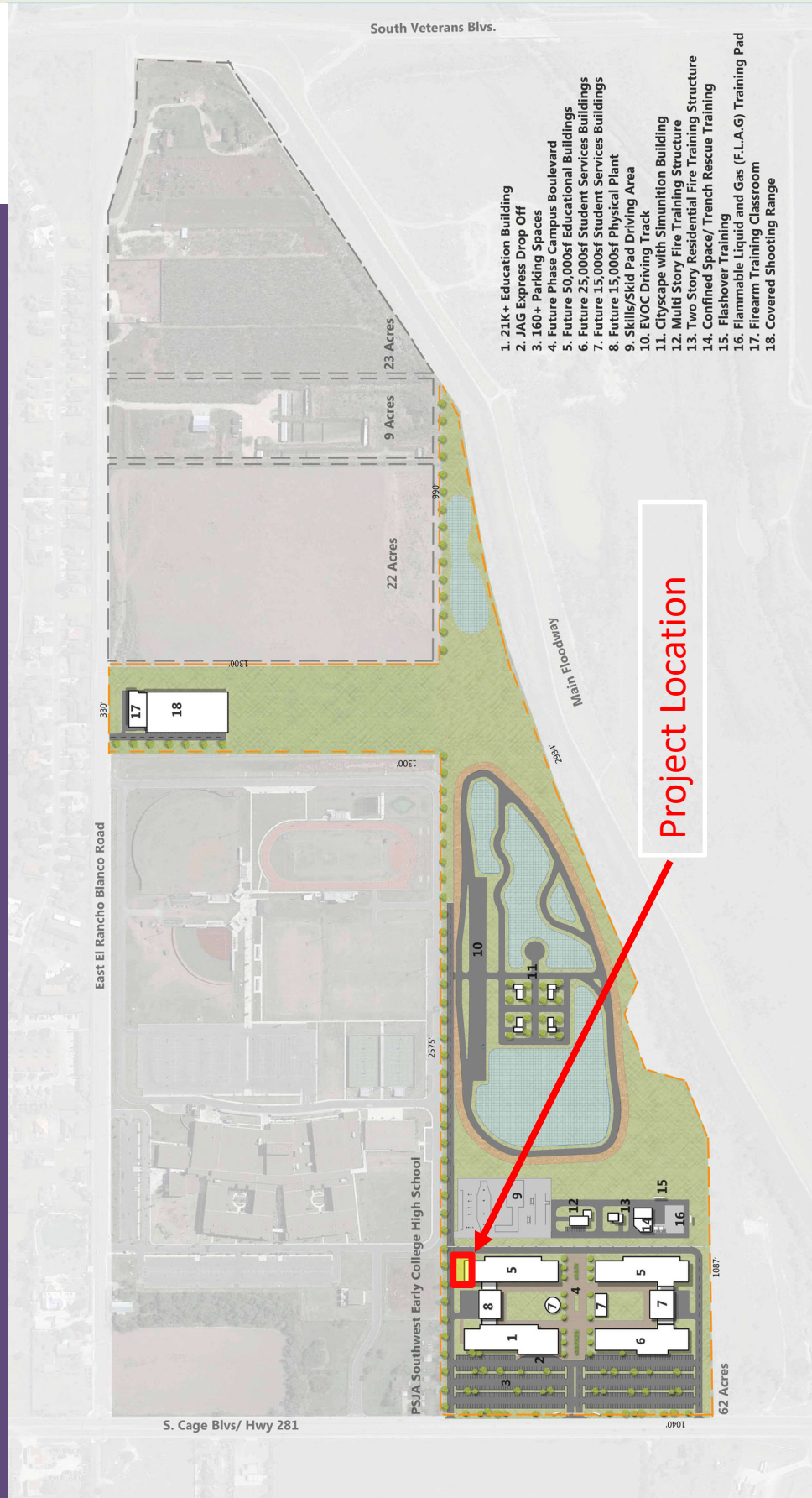
Canopy for Safety Training Vehicles



**SOUTH TEXAS
COLLEGE**

RCPSE Canopy for Safety Training Vehicles

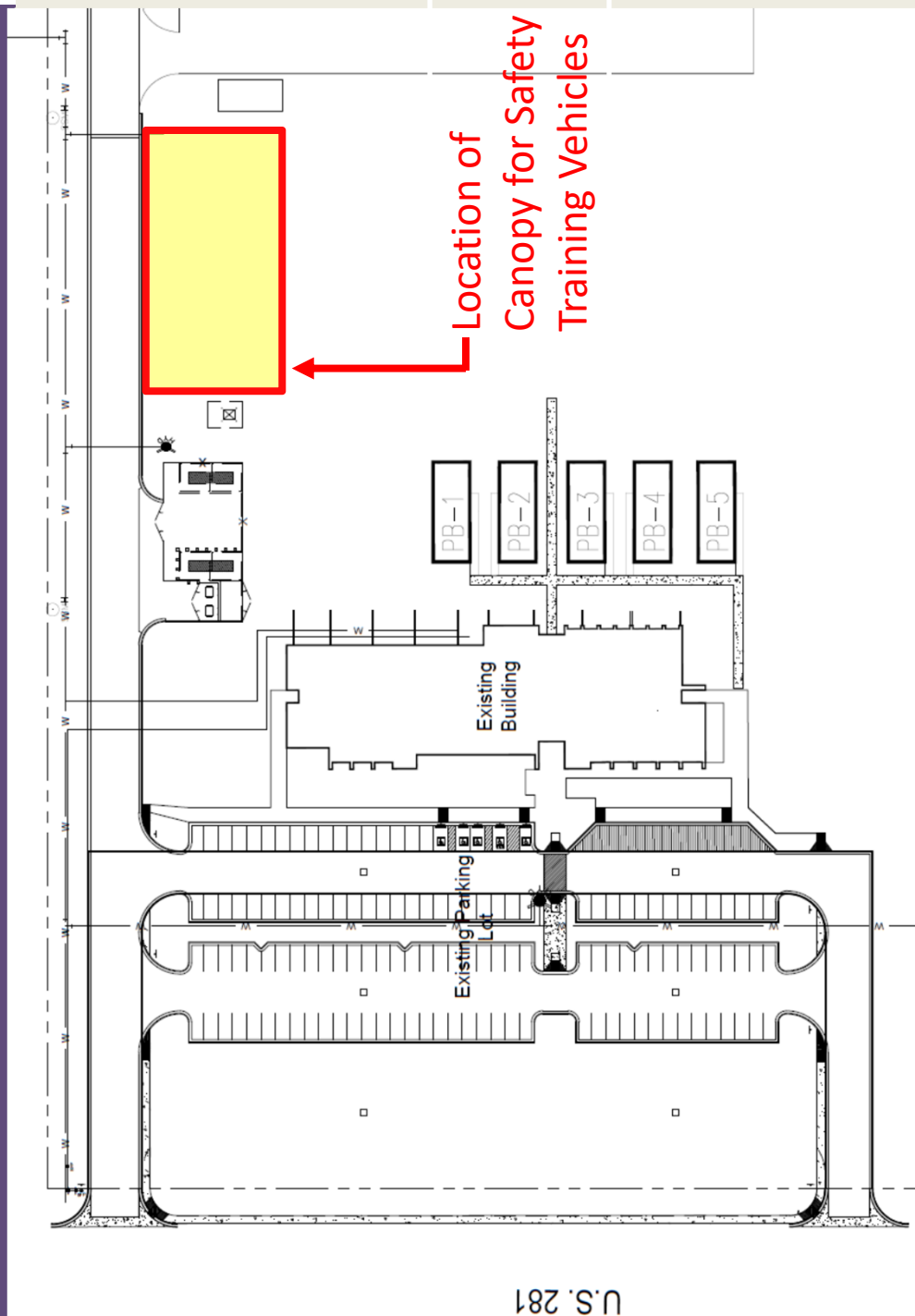
Project Location



Master Plan
Regional Center for Public Safety Excellence

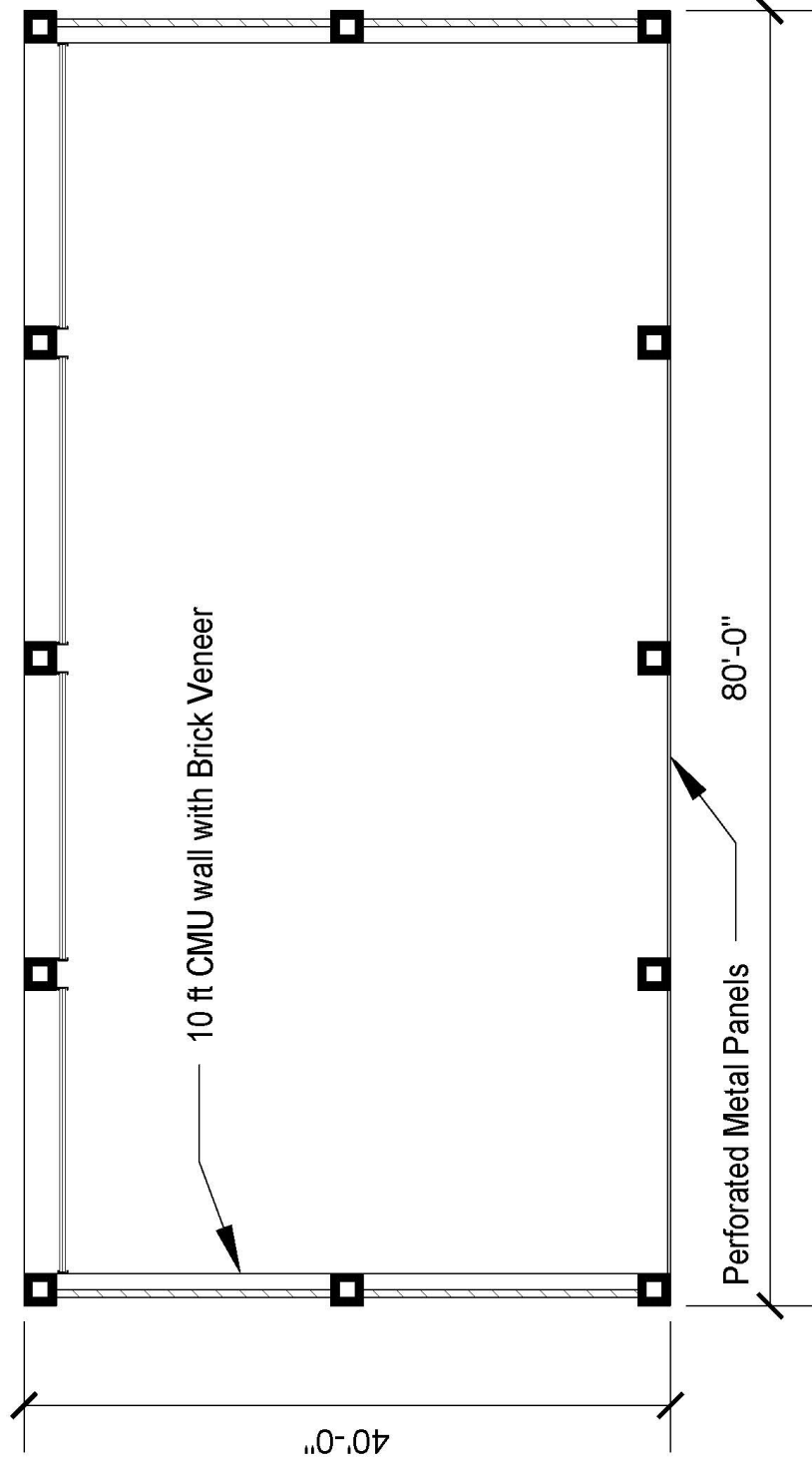
RCPSE Canopy for Safety Training Vehicles

Project Location



RCPSE Canopy for Safety Training Vehicles

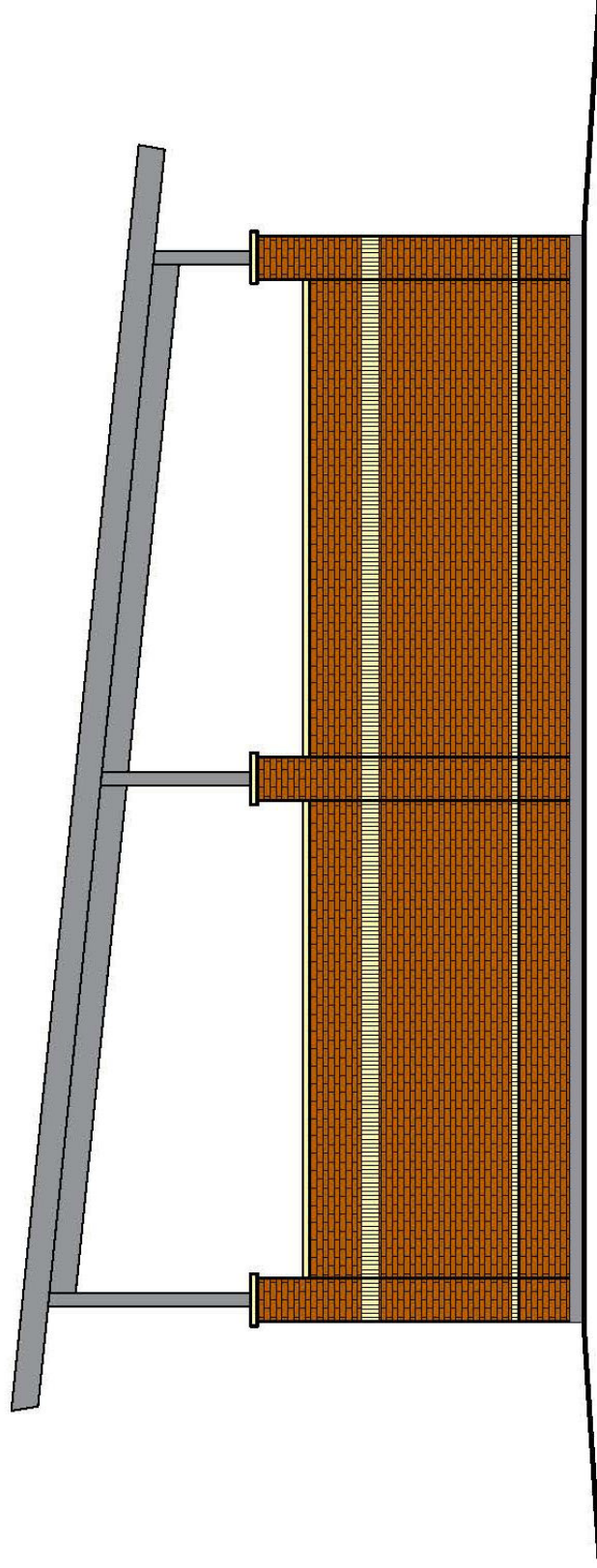
Proposed Layout



Proposed Layout

RCPSE Canopy for Safety Training Vehicles

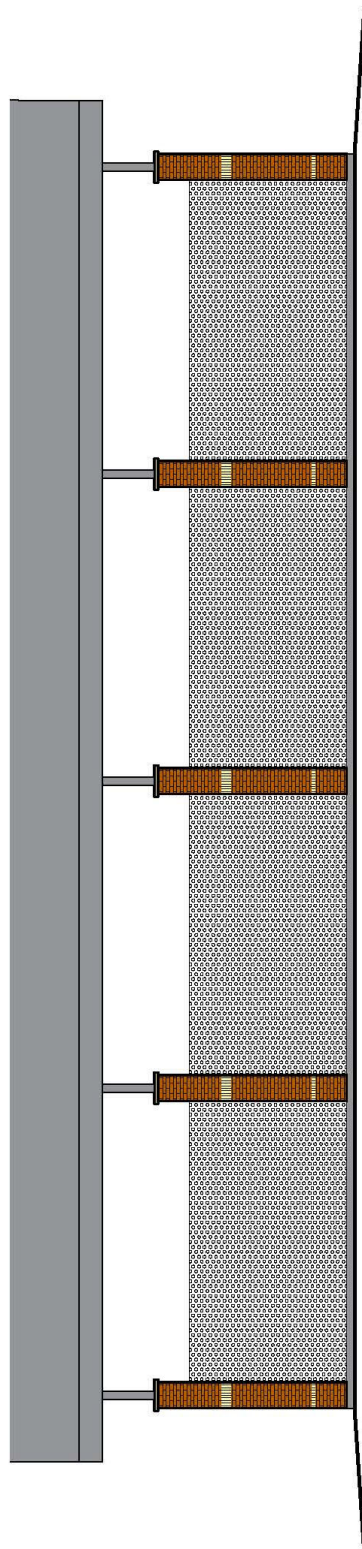
Exterior View



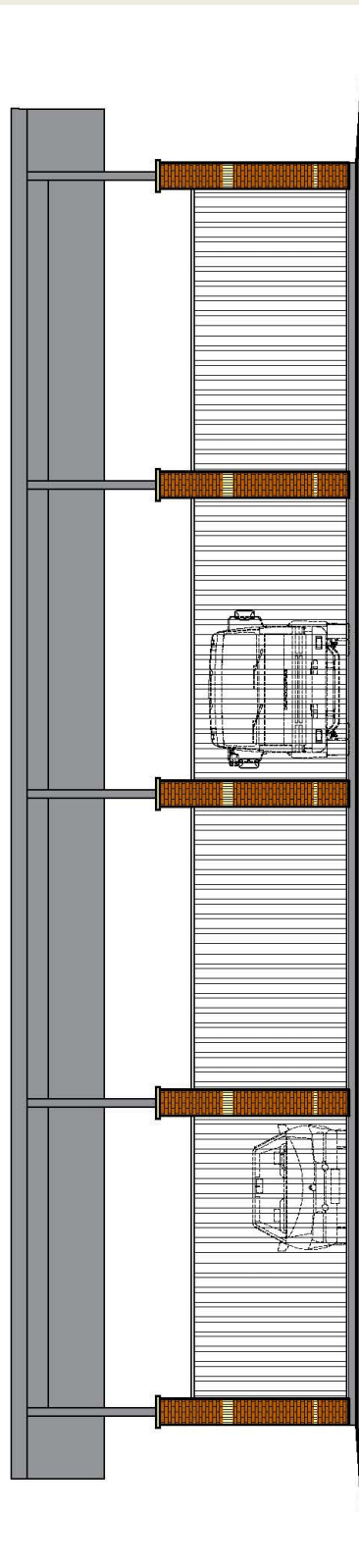
Proposed West Elevation View

RCPSE Canopy for Safety Training Vehicles

Exterior Views



Proposed South Elevation View



Proposed North Elevation View

RCPSE Canopy for Safety Training Vehicles

Proposed Scope & Budget



Scope of work

Design and construction of a canopy for the safety training vehicles such as the fire truck, public safety vehicles, and fire trainers. The canopy will provide covered protection from the elements and an enclosure for security protection.

Total square feet area= 3,200 s.f.

Estimated Total Project Budget

Construction	\$ 245,000
Design	24,500
Miscellaneous	10,000
Technology	<u>6,000</u>

Total Project Budget \$ 285,500

Funds for the project are available in the FY 20-21 Unexpended – Construction budget. Estimated cost is \$285,500.



Regional Center for Public Safety Excellence

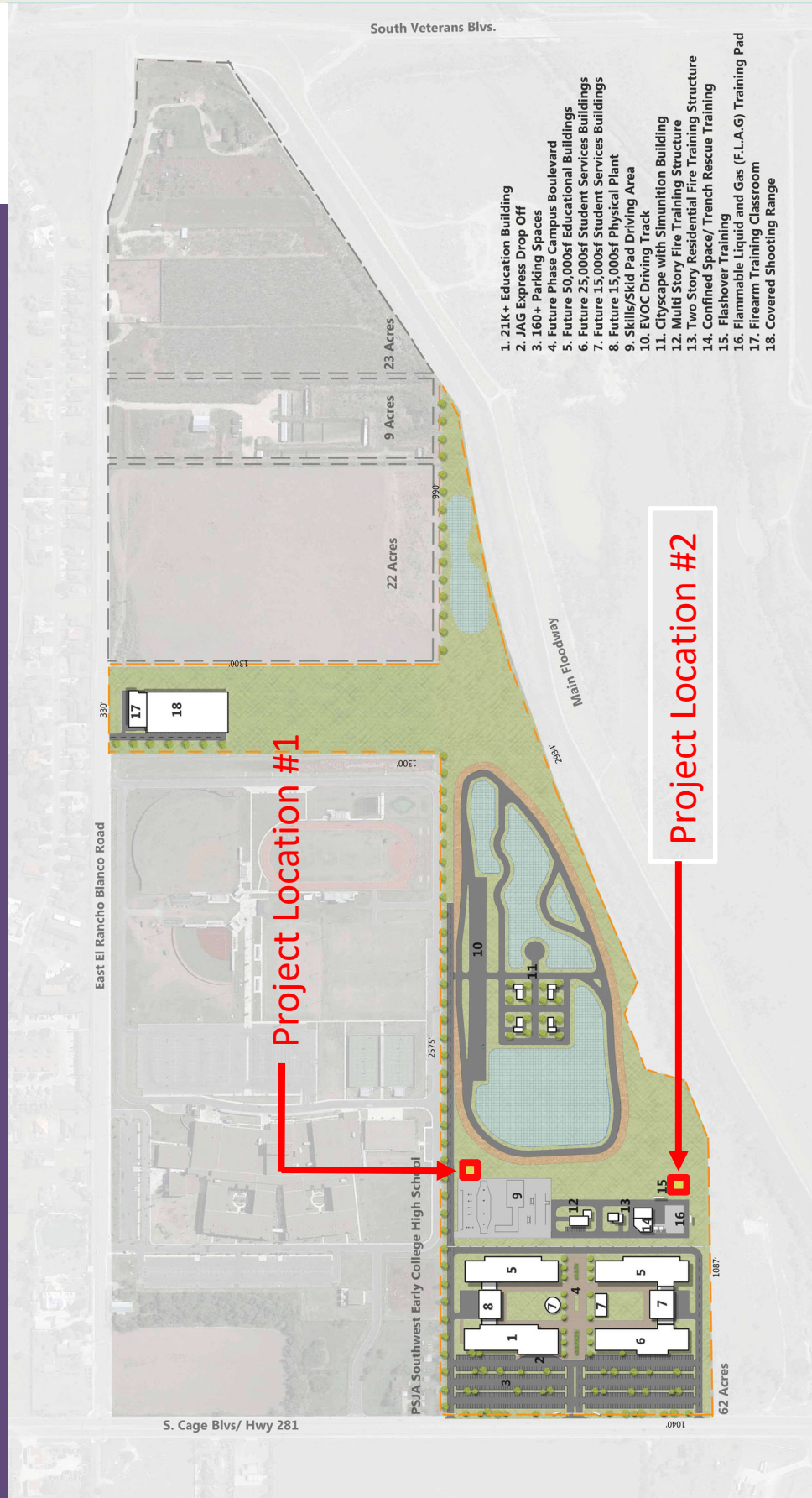
Canopies for Students and Instructors



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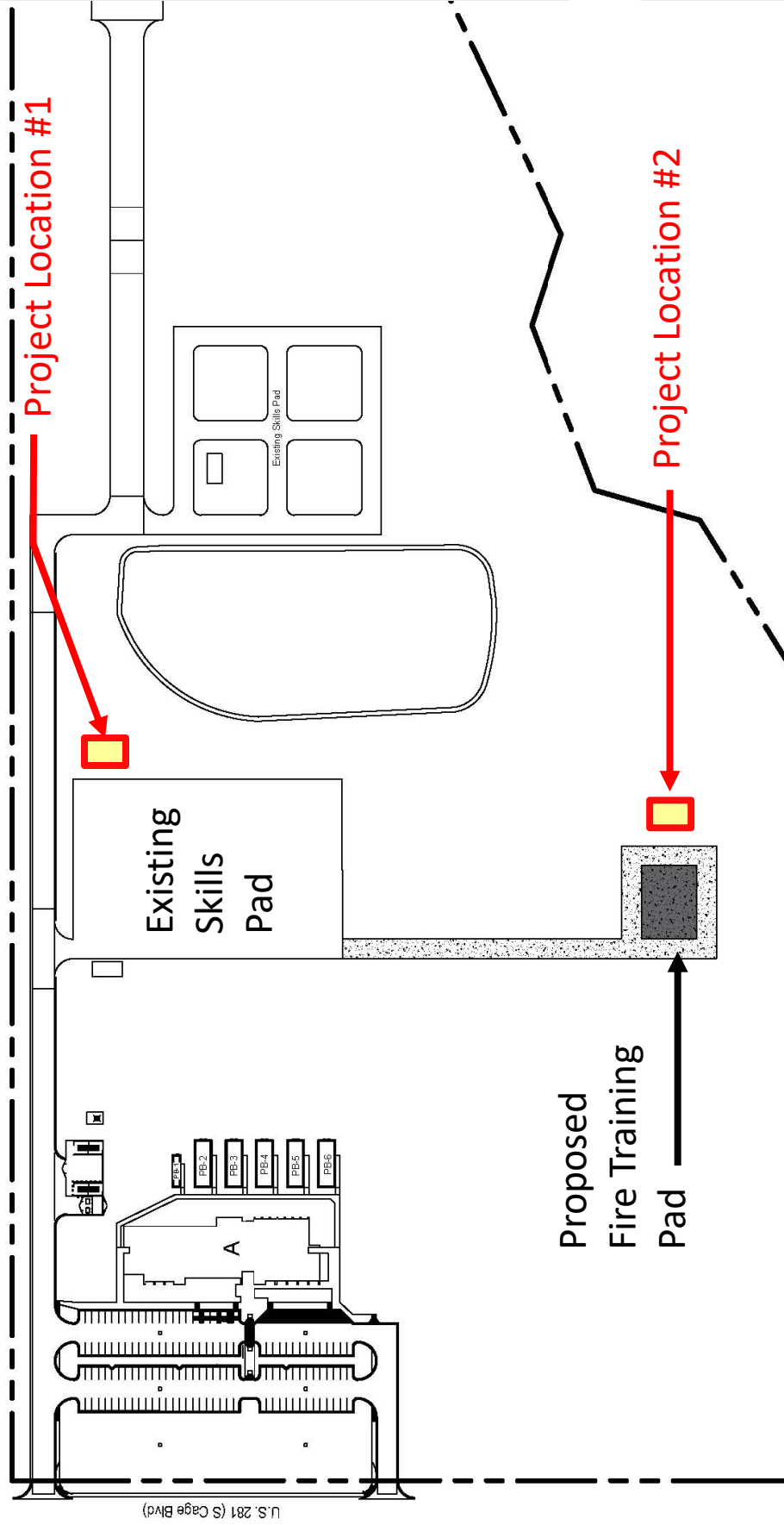
**SOUTH TEXAS
COLLEGE**



Master Plan Regional Center for Public Safety Excellence

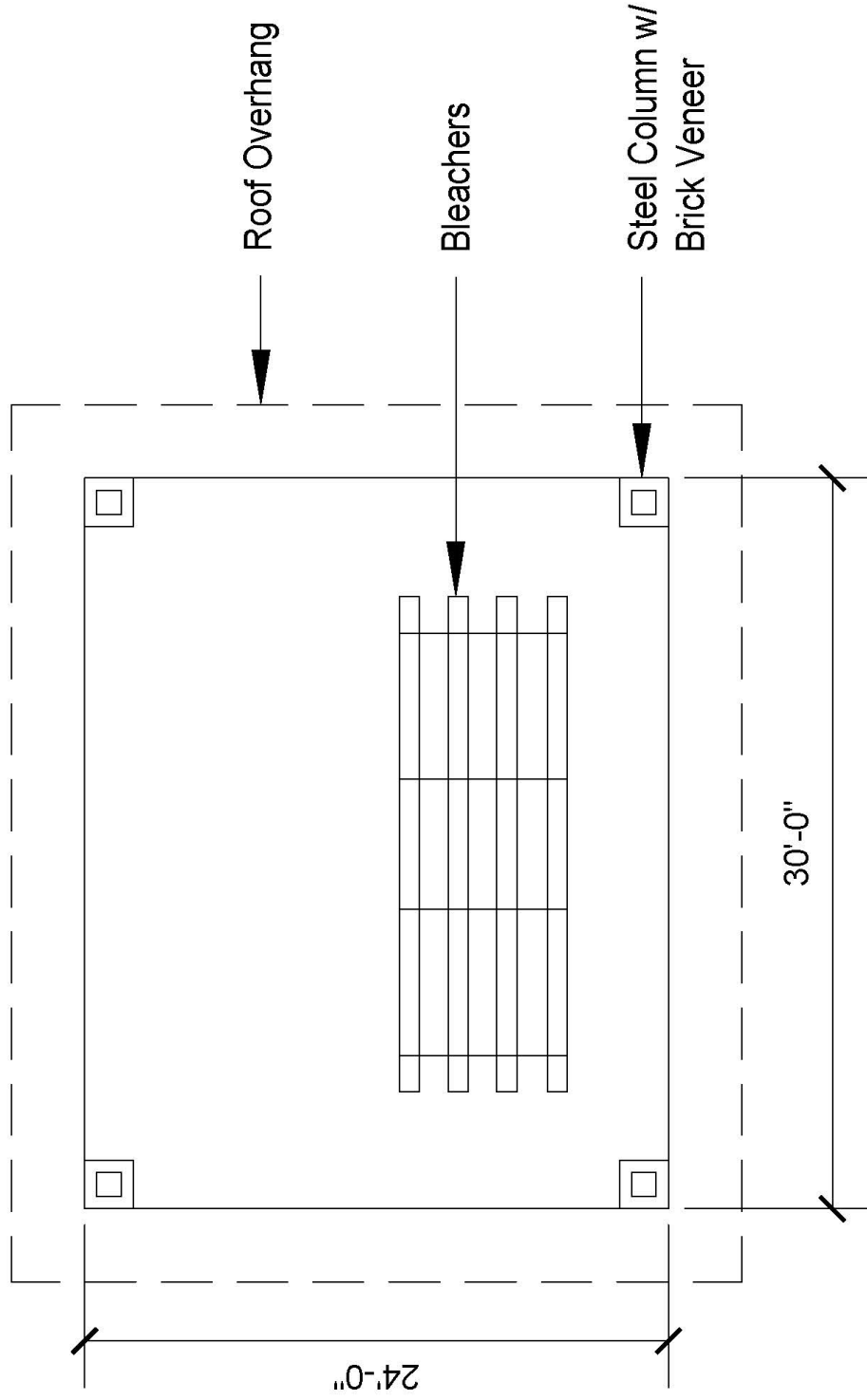
RCPSE Canopies for Students and Instructors

Proposed Locations



RCPSE Canopies for Students and Instructors

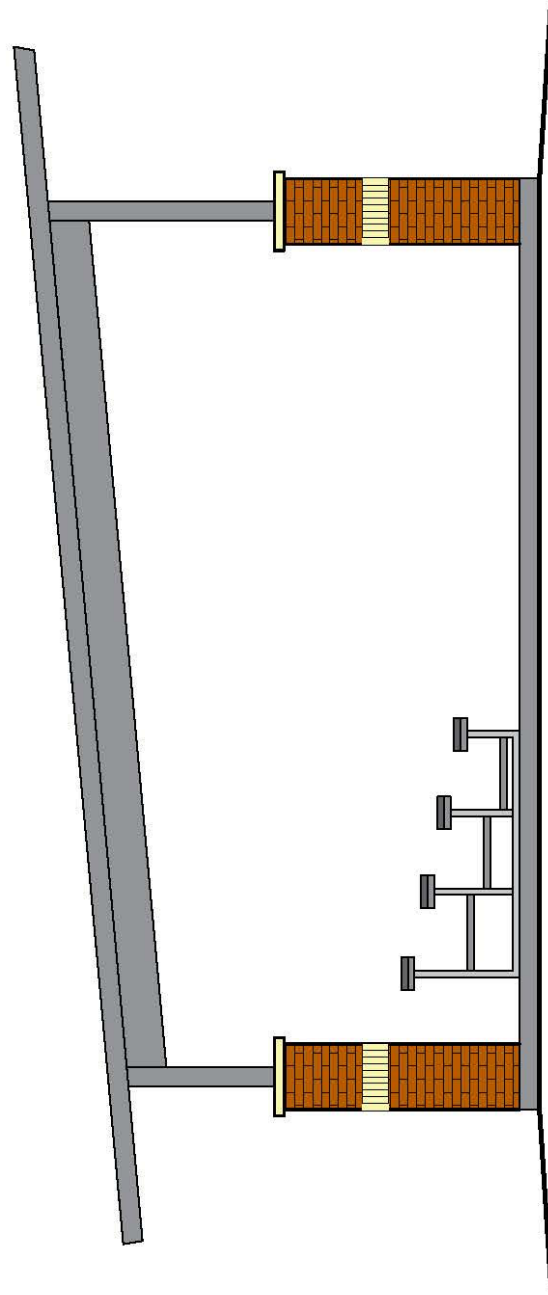
Proposed Canopy Layout



Proposed Layout

RCPSE Canopies for Students and Instructors

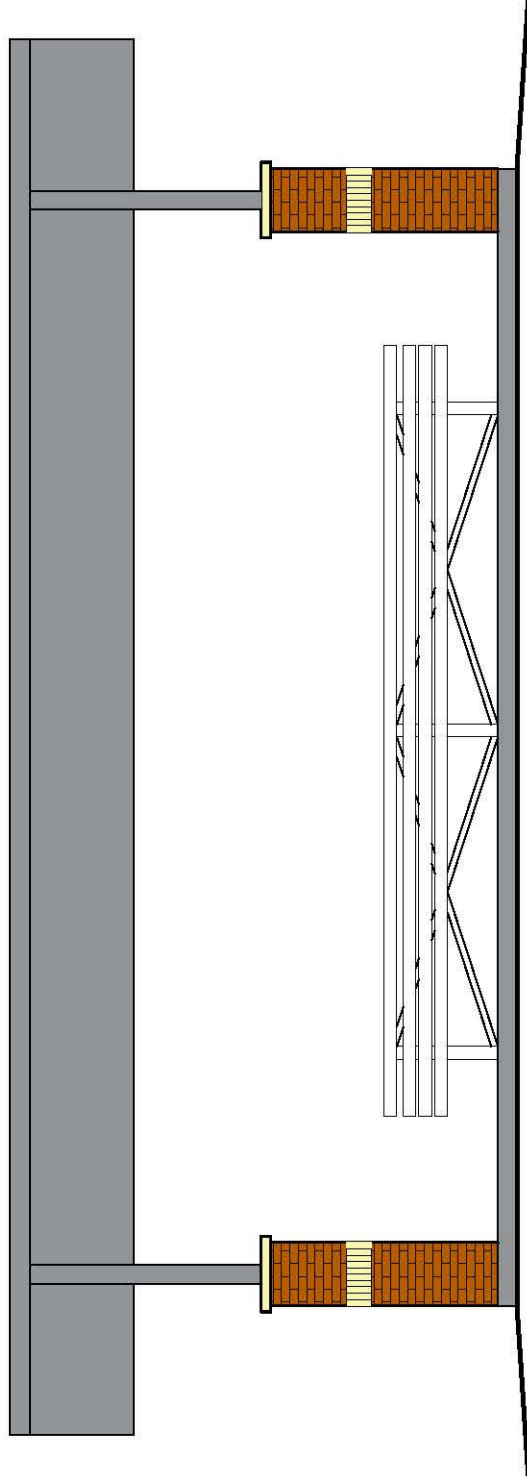
Proposed Exterior View



Proposed North View

RCPSE Canopies for Students and Instructors

Proposed Exterior View



Proposed West View

RCPSE Canopies for Students and Instructors

Proposed Scope & Budget



Scope of work

Design and construction of canopies for students and instructors to provide covered protection during outdoor instruction and to perform pre/post check routines.

Total square feet area= 720 s.f.

Estimated Total Project Budget

Construction	\$ 205,000
Design	20,500
Miscellaneous	10,000
FFE	5,500
Technology	<u>6,000</u>

Total Project Budget \$ 247,000

Funds for the project are available in the FY 20-21 Unexpended – Construction budget. Estimated cost is \$247,000.



Regional Center for Public Safety Excellence

Flammable Liquid and Gas (F.L.A.G.)
Fire Training Area

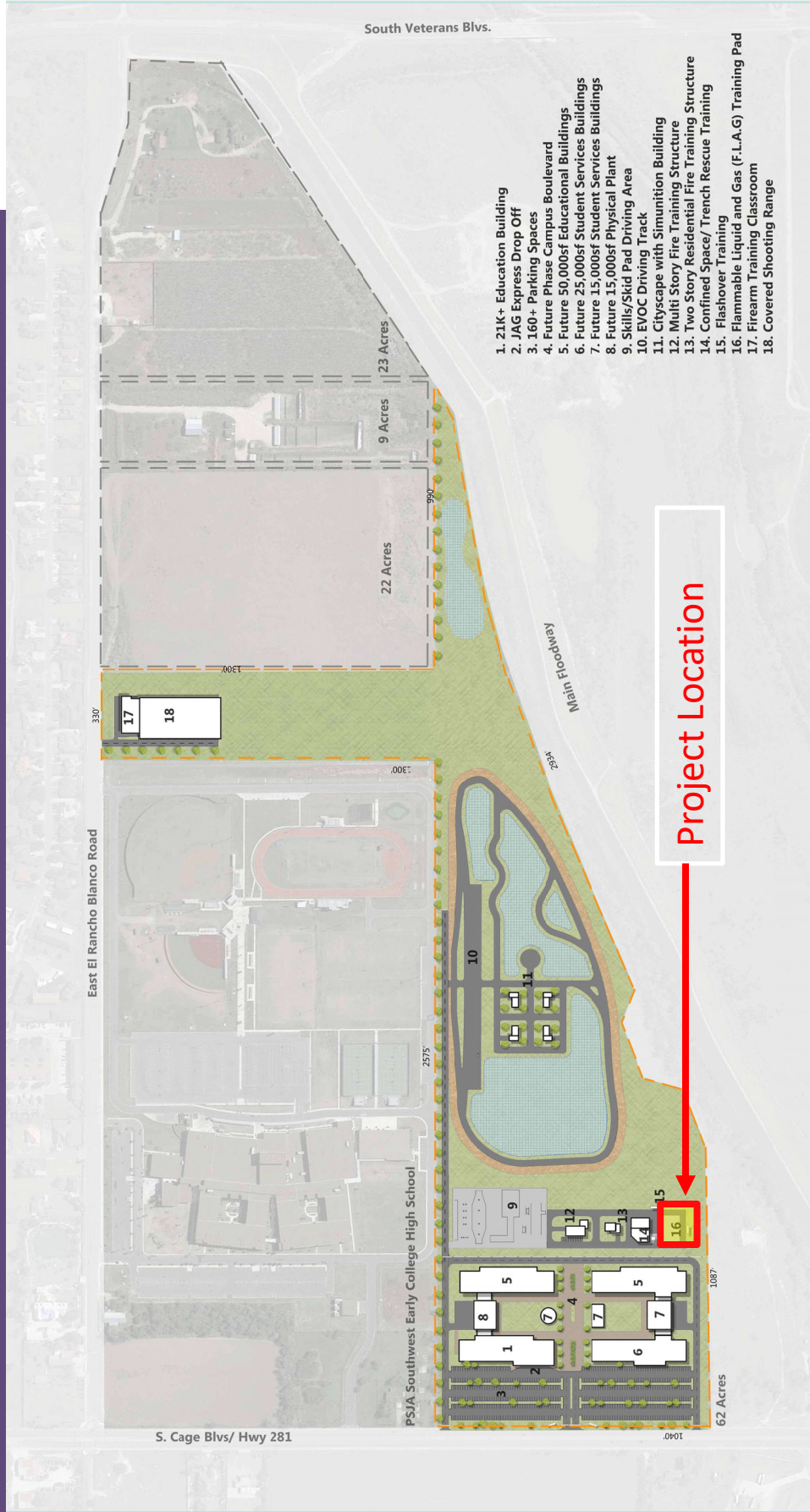


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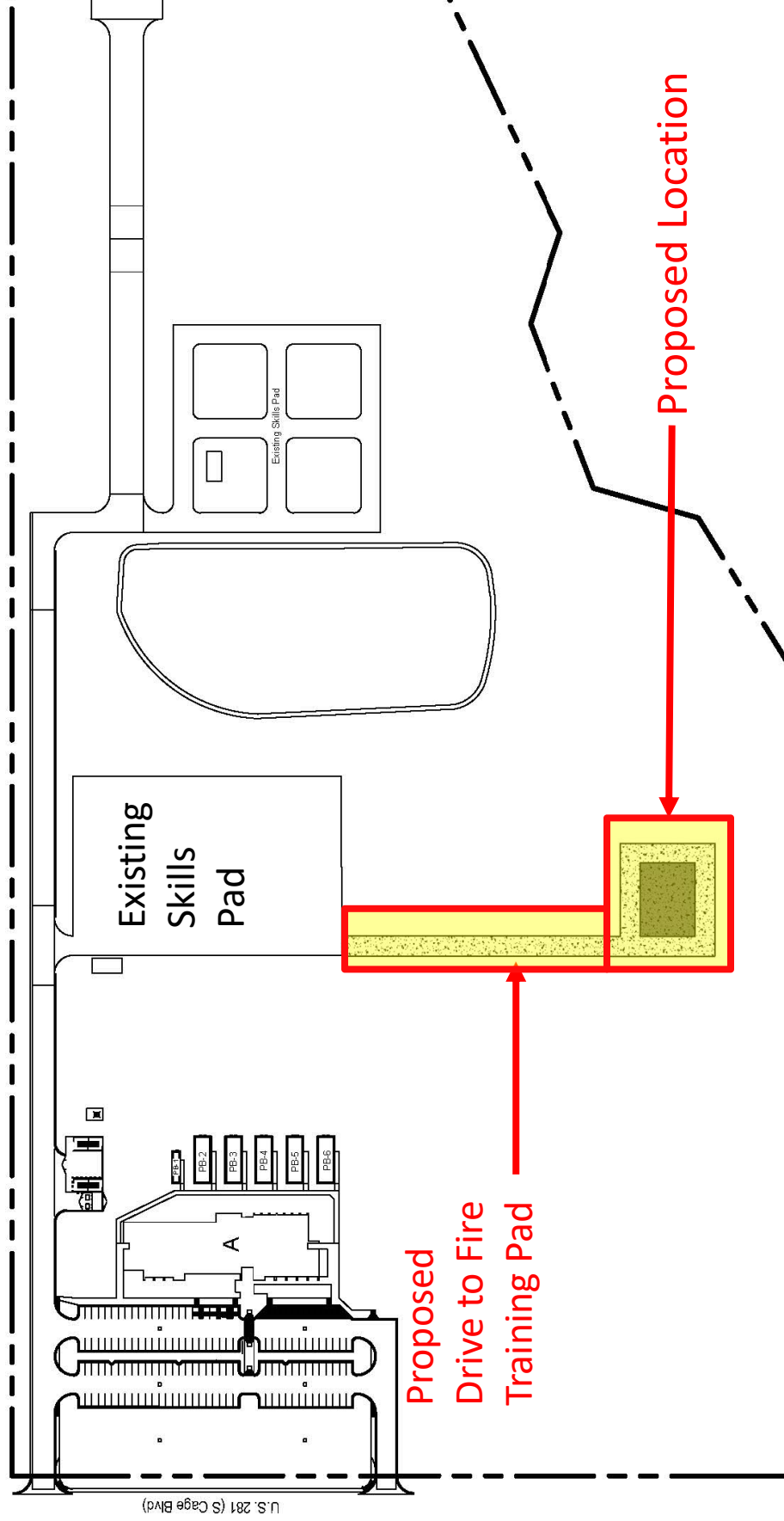
**SOUTH TEXAS
COLLEGE**



Master Plan Regional Center for Public Safety Excellence

RCPSE Flammable Liquid and Gas (F.L.A.G.)

Fire Training Area Proposed Location



RCPSE Flammable Liquid and Gas (F.L.A.G.)

Fire Training Area Proposed Budget



Scope of work

Design and construction of a concrete pad, associated fire line, and access drive to conduct fire training for the fire science program.

Total square feet area= 29,000 s.f.

Estimated Total Project Budget

Construction	\$ 300,000
Design	30,000
Miscellaneous	13,600
FFE	<u>100,000</u>
Total Project Budget	\$ 443,600

Funds for the project are available in the FY 20-21 Unexpended – Construction budget. Estimated cost is \$443,600.

PROJECT NOS. 2019-016C, 2019-017C, 2019-020C

PROJECT SCHEDULE		
RCPSE – FIRE TRAINING AREA, CANOPY FOR VEHICLES, CANOPIES STUDENTS AND INSTRUCTORS		
	Project Phase	Task Date
	Board Approval to Solicit A/E	April 2021
	Solicit A/E Qualifications	May 2021
	Recommend Board Approval of A/E Firm	July 2021
	Design Phase	August 2021-December 2021
	Solicit Proposals for Construction Services	December 2021
	Recommend Board Approval of Contractor	February 2022
	Issue Notice to Proceed	March 2022
	Substantial Completion	July 2022
	Move In	July 2022
	Final Completion	August 2022

07/8/2021

South Texas College
Facilities Planning and Construction

**SOUTH TEXAS COLLEGE
ARCHITECTURAL SERVICES - REGIONAL CENTER FOR PUBLIC SAFETY EXCELLENCE FIRE
TRAINING AREA AND CANOPIES
PROJECT NO. 20-21-1051**

VENDOR	Boultinghouse Simpson Gates Architects	Gignac & Associates, LLP.
ADDRESS	3301 N McColl Rd	3700 N 10th St
CITY/STATE/ZIP	McAllen, TX 78501	McAllen, TX 78504
PHONE	956-630-9494	956-686-0100
FAX	956-630-2058	956-622-7313
CONTACT	Danny Boultinghouse	Raymond Gignac
3.1 Statement of Interest		
3.1.1 Statement of Interest for Project	Made a statement of the firm's work on numerous renovation services on the STC Pecan Campus for over 19 years and therefore the familiarity of STC's requirements and expectations.	Pointed out their expertise with state-of-the-art educational spaces. Indicated that sustainable design is a regular practice for the firm. Included experience designing the Eagle Pass Public Safety Complex & Harlingen Fire Station No. 4.
3.1.2 History and Statistics of Firm	- Firm established in 1990 - 600 successful projects and 85% repeat client rate - Three registered architects	- Offices in Corpus Christi, Harlingen and McAllen - Established in 1988
3.1.3 Narrative describing the design team's unique qualifications and specialized design experience as it relates to the project	Stated the firm's philosophy of being "client" oriented as much as "project" oriented.	Pointed out the firm's experience with a wide-range of construction projects. Cited their team has a vast amount of experience designing public safety facilities nationwide for college and public agencies. Listed experience with 30 Public Safety Facilities nationwide.
3.1.4 Statement of Availability and Commitment	Indicated their availability and commitment to the project. Stated that project architect and project manager would be involved with the project until completed.	Stated that they will commit the work force necessary to complete project within the designated schedule and budget.
3.2 Prime Firm		
3.2.1 Resumes of Principals and Key Members	Included resumes for the following: - Robert S. Simpson, Principal Architect - John Gates, Architect	Included resumes for the following staff: - Raymond Gignac, Principal-In-Charge - Rolando Garza, Senior Project Architect - Carolyn James, Senior Interior Designer/Space Planner - Nicholas Gignac, Associate AIA - Juan Mujica, Project Manager - Ana Salas-Luksa, Assistant Project Manager - Hector Guevara, Production Support/Architectural Intern
3.2.2 Project Assignments and Lines of Authority	Lines of authority and assignments within firm are shown in an organization chart that includes eleven staff members.	Lines of authority and project assignments were shown in organization chart.
3.2.3 Prime Firm proximity and meeting availability	Indicated that their local presence give them the opportunity to respond in a timely many to any planned or unexpected meetings with STC.	Indicated they are located in McAllen, TX a 10 minute drive from STC campus and will be very accessible for meeting throughout the entire project.
3.2.4 Describe any litigation the prime firm is currently involved in which could affect the firm's ability to provide professional services to STC	Indicated that firm is not involved in any litigation that could affect the firm's ability to provide professional services to STC.	Indicated that firm is not currently involved in any litigation that will affect ability to provide professional services to STC.

SOUTH TEXAS COLLEGE
ARCHITECTURAL SERVICES - REGIONAL CENTER FOR PUBLIC SAFETY EXCELLENCE FIRE
TRAINING AREA AND CANOPIES
PROJECT NO. 20-21-1051

VENDOR	Boultinghouse Simpson Gates Architects	Gignac & Associates, LLP.
3.3 Project Team		
3.3.1 Organization chart with Role of Prime Firm and each consultants firm	Included organization chart which showed the following consultants: - Halff Associates - MEP - Chanin Engineering - Structural	Included organization chart showing prime firm and the following consultants: - G2 Solutions Group - Public Safety Design Group - DBR Engineering - MEP - Chanin Engineering - Structural Perez Consulting - Civil
3.4 Representative Projects		
3.4.1 Minimum of 5 projects firm has worked on	- UTRGV - Bus Canopy Projects (TBD) - City of McAllen - McAllen Public Library and Dewey Park Trails (\$14,300,000) - South Texas College - Building K Renovations Admissions Welcome Center and Entrance (\$411,633) - UTRGV - School of Medicine (\$4,610,972) - UTRGV - Annex Bldg. Renovation (\$2,727,000) - STC - Building D Auditorium Remodel (\$565,802)	-City of Eagle Pass Public Safety Headquarters Complex: Police and Fire (\$10,200,000) -City of Harlingen Fire Station No. 4 (\$1,500,000) -City of Port Aransas Fire Station (\$15,000,000) -City of Palmview Fire Station, EMS, & Police Station (\$6,662,776) -La Joya ISD Police Station & Training Facility (\$12,700,000) -City of Roseburg Police & Fire Training Public Safety Center (\$12,200,000) - Collin College - Public Safety Facility (\$31,500,000) -City of Round Rock Public Safety Training Center (\$28,700,000) -Harrisburg Area Community College Police & Fire Training Facility (\$11,800,000) -City of Fort Worth Public Safety Facility Police & Fire Training (\$97,500,000) -Allan Hancock Joint Community College District Public Safety Complex (\$28,000,000)
3.5 References		
3.5.1 References for five (5) projects	- University of Texas Rio Grande Valley - City of McAllen	-City of Harlingen -City of Weslaco -Region One ESC -Del Mar College -PSJA ISD
3.6 Project Execution		
3.6.1 Summary of approach to project that addresses interaction with STC staff, management of different phases of the project, how you maintain quality control, and final project close-out.	Firm did not address this item.	Provided very detailed project approach process and part of it addresses timely completion of project.
3.6.2 Willingness and ability to expedite services. Ability to supplement production.	Reiterated the availability of the firm's staff and agree to add staff if required by project demands.	Indicated they are willing and able to expedite design services and construction administration. Provided very detailed project approach process and part of it addresses timely completion of project. Explained "Fast-Tracking" of Project to meet deadlines.
TOTAL EVALUATION POINTS	567.60	575.4
RANKING	2	1

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

SOUTH TEXAS COLLEGE
ARCHITECTURAL SERVICES - REGIONAL CENTER FOR PUBLIC SAFETY EXCELLENCE FIRE
TRAINING AREA AND CANOPIES
PROJECT NO. 20-21-1051
EVALUATION SUMMARY

VENDOR	Boultinghouse Simpson Gates Architects		Gignac & Associates, LLP.	
ADDRESS	3301 N McColl Rd		3700 N 10th St	
CITY/STATE/ZIP	McAllen, TX 78501		McAllen, TX 78504	
PHONE	956-630-9494		956-686-0100	
FAX	956-630-2058		956-622-7313	
CONTACT	Danny Boultinghouse		Raymond Gignac	
3.1 Statement of Interest (up to 100 points)				
3.1.1 Statement of interest on projects including a narrative describing the prime firm's unique qualifications 3.1.2 Firm History including credentials 3.1.3 Narrative describing the design team's unique qualifications and specialized design experience as it relates to the project 3.1.4 Availability and commitment of firm and its principal(s) and key professionals	98	95.40	98	95.60
	95		95	
	99		97	
	92		93	
	93		95	
3.2 Prime Firm (up to 100 points)				
3.2.1 Resumes giving the experience and expertise principles and key members for the prime firm that will be involved in the project(s), including their experience with similar projects and the number of years with the prime firm 3.2.2 Proposed project assignments, lines of authority, and communication for principals and key professional members of the prime firm that will be involved in the project(s). Indicate the estimated percent of time these individuals will be involved in the project(s). 3.2.3 Prime Firm proximity and meeting availability 3.2.4 Describe any litigation the prime firm is currently involved in which could affect the firm's ability to provide professional services to STC	97	93.40	98	95.00
	93		94	
	96		98	
	88		90	
	93		95	
3.3 Project Team (up to 100 points)				
3.3.1 Organizational chart showing, the roles of the prime firm and each consultant firm or individual included. --Identify the consultant and provide a brief history about the consultant --Describe the consultant's proposed role in the project and its related project experience --List a project(s) that the prime firm and the consultant have worked together on during the last five years --Provide a statement of the consultant's availability for the projects(s) --Provide resumes giving the experience and expertise of principals and key professional members for the consultant who will be assigned to the projects(s) 3.3.2 provide an organizational chart showing the roles of the prime firm and each specialized consultant firm(s) or individual(s) to be included if any. --Identify the consultant and provide a brief history about the consultant and their area of design expertise --Describe the consultant's proposed role in the project --List (3) projects the consultant has worked on during the last 5 years which best describe the firm's design expertise --List a project(s) that the prime firm and the specialized consultant have worked together on during the last 5 years --Provide a statement of the consultant's availability for the project --Provide resumes giving the experience and expertise of principals and key professionals members for the consultant who will be assigned to the project	95	94.00	96	95.40
	93		93	
	98		99	
	92		94	
	92		95	

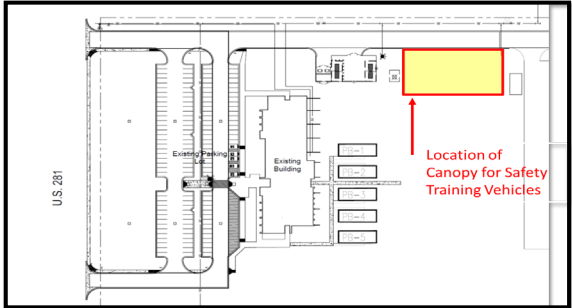
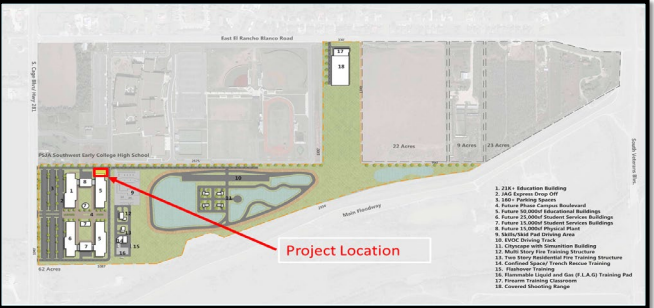
**SOUTH TEXAS COLLEGE
ARCHITECTURAL SERVICES - REGIONAL CENTER FOR PUBLIC SAFETY EXCELLENCE FIRE
TRAINING AREA AND CANOPIES
PROJECT NO. 20-21-1051
EVALUATION SUMMARY**

VENDOR		Boultinghouse Simpson Gates Architects	Gignac & Associates, LLP.	
3.4 Representative Projects (up to 100 points)				
3.4.1 Specific data on 5 projects the prime firm provided or is providing professional services in an educational setting --Project name and location; Project Owner and contact information; Project construction cost; Project size in gross square feet; Date project was started and completed; Professional services prime firm provided for the project; Project manager; Project architect; Project designer; Names of consultant firms and their expertise.	98	94.60	98	96.80
	95		95	
	95		98	
	93		98	
	92		95	
3.5 Five References (up to 100 points)				
3.5.1 Provide references for 5 projects, other than STC, listed in response to Part four, 3.4.1. The references shall include: --Owner's name, Owner's representative who served as the day-to-day liaison during planning, design, and construction of the project, and the Owner representative's telephone number and email address	95	94.80	97	96.20
	95		95	
	98		97	
	95		98	
	91		94	
3.6 Project Execution (up to 100 points)				
3.6.1 Provide information as part of submission response to assure that Architectural firm is willing and able to expedite design services and construction administration for the project. Please provide insight if Architect is intending to supplement production capability in order to meet schedule demands. 3.6.2 Willingness and ability to expedite services. Ability to supplement production.	96	95.40	97	96.40
	94		94	
	98		98	
	96		98	
	93		95	
TOTAL EVALUATION POINTS		567.60		575.40
RANKING		2		1

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

Project Fact Sheet

7/8/2021

Project Name: RCPSE - Canopy for Safety Training Vehicles		Project No. 2019-016C																																					
Funding Source(s): Unexpended Plant Fund																																							
	FY 20-21 <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th></th> <th><u>Revised Project Budget</u></th> <th><u>FY 20-21 Actual Expenditures</u></th> <th><u>Variance of Project Budget vs. Actual Expenditures</u></th> </tr> <tr> <td>Construction:</td> <td>\$ 245,000.00</td> <td>\$ -</td> <td>\$ 245,000.00</td> </tr> <tr> <td>Design:</td> <td>24,500.00</td> <td>-</td> <td>24,500.00</td> </tr> <tr> <td>Miscellaneous:</td> <td>10,000.00</td> <td>-</td> <td>10,000.00</td> </tr> <tr> <td>FFE:</td> <td>-</td> <td>-</td> <td>-</td> </tr> <tr> <td>Technology:</td> <td>6,000.00</td> <td>-</td> <td>6,000.00</td> </tr> <tr> <td>Total:</td> <td>\$ 285,500.00</td> <td>\$ -</td> <td>\$ 285,500.00</td> </tr> </table>			<u>Revised Project Budget</u>	<u>FY 20-21 Actual Expenditures</u>	<u>Variance of Project Budget vs. Actual Expenditures</u>	Construction:	\$ 245,000.00	\$ -	\$ 245,000.00	Design:	24,500.00	-	24,500.00	Miscellaneous:	10,000.00	-	10,000.00	FFE:	-	-	-	Technology:	6,000.00	-	6,000.00	Total:	\$ 285,500.00	\$ -	\$ 285,500.00	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th><u>Total Actual Expenditures To Date</u></th> </tr> <tr> <td>-</td> </tr> <tr> <td>-</td> </tr> <tr> <td>-</td> </tr> <tr> <td>-</td> </tr> <tr> <td>-</td> </tr> <tr> <td>-</td> </tr> </table>	<u>Total Actual Expenditures To Date</u>	-	-	-	-	-	-	
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	Substantial Completion TBD	Board Acceptance TBD																																					
STC FPC Project Manager: Roberto S Gomez	Final Completion TBD	Board Acceptance TBD																																					
Project Description		Project Scope																																					
Design and construction of a canopy for the safety training vehicles.		Design and construction of a canopy for the safety training vehicles such as the fire truck, public safety vehicles, and fire trainers. The canopy will provide covered protection from the elements and an enclosure for security protection.																																					
Projected Timeline																																							
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FPC Project Manager

Roberto S. Gomez

FPC Asst. Director

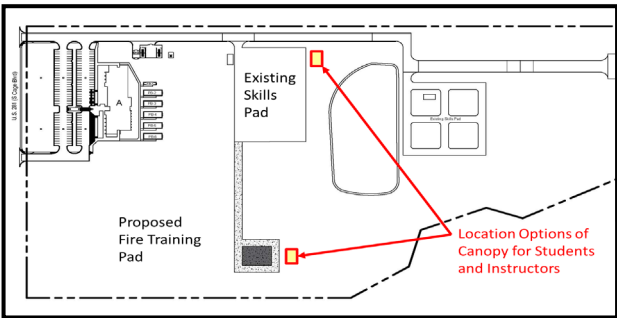
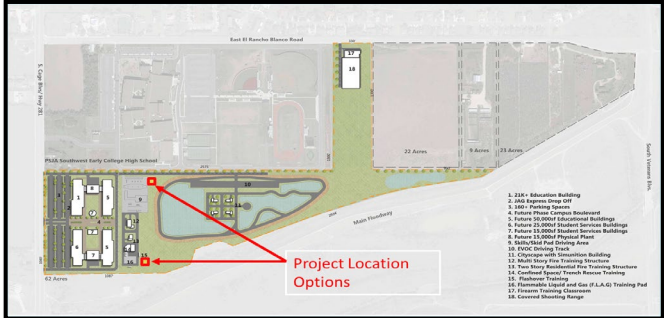
Roberto S. Gomez

FPC Director

R. S. Gomez

Project Fact Sheet

7/8/2021

Project Name: RCPSE - Canopies for Students and Instructors		Project No. 2019-017C																																		
Funding Source(s): Unexpended Plant Fund																																				
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Contractor:	TBD																																			
STC FPC Project Manager: Roberto S Gomez			Board Acceptance TBD Board Acceptance TBD																																	
Project Description		Project Scope																																		
Design and construction of canopies for students and instructors.		Design and construction of two (2) open canopies for students and instructors to conduct class instructions for the EVOC and Fire Training Areas and provide protection from weather conditions.																																		
Projected Timeline																																				
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Project Total	\$ -	\$ -	\$ -																																	
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FPC Project Manager

Roberto S. Gomez

FPC Asst. Director

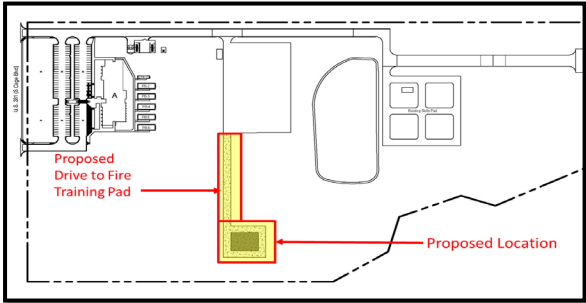
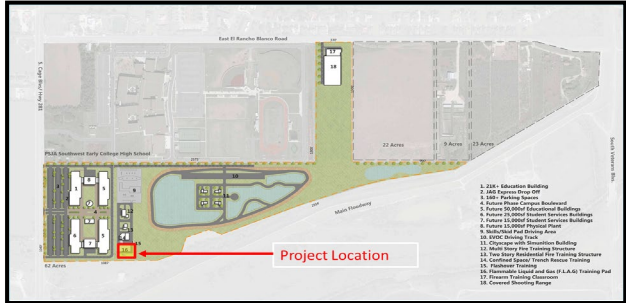
Rita Galle

FPC Director

RMA

Project Fact Sheet

7/8/2021

Project Name: RCPSE - Flammable Liquid and Gas (FLAG) Fire Training Area		Project No. 2019-020C																																			
Funding Source(s): Unexpended Plant Fund																																					
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Design and construction of a fire training area for the fire science program.		Design and construction of a concrete pad, associated fire line, and access drive for a new fire training area for the fire science program and to conduct fire training exercises.																																			
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FPC Project Manager

Roberto S. Gomez

FPC Asst. Director

Rita G. Miller

FPC Director

Rita G. Miller

Consent Agenda:

e. Approval to Contract Geotechnical Engineering and Materials Testing Services

Approval of a pool of firms to provide geotechnical engineering and materials testing services as needed for various construction projects is requested.

Purpose

The current approval of geotechnical engineering and materials testing services expired on May 21, 2021. It is recommended that all five (5) firms be approved for a period beginning July 28, 2021 through July 27, 2022 with the option to renew for two (2) one-year periods. The end date of the period has been revised to reflect an exact year.

Background

Solicitation for geotechnical engineering and materials testing services began on June 2, 2021. A total of six (6) firms received a copy of the RFQ and a total of five (5) firms submitted their responses on June 15, 2021.

Timeline for Solicitation of Statements of Qualifications	
June 2, 2021	Solicitation of statements of qualifications began.
June 15, 2021	Five (5) statements of qualifications were received.

Once firms have been selected and approved by the Board of Trustees, the firms will be available to provide the College with geotechnical engineering and materials testing services as needed for various construction projects. Some of the anticipated engineering services which may be provided are as follows:

- Testing of soil conditions for proper foundation design
- Testing of select fill dirt for proper compaction
- Testing of concrete samples during concrete pours
- Testing of sub-grades, caliche base, and asphalt for parking areas
- Testing of structural steel reinforcing
- Testing of steel welding
- Testing of floors for levelness
- Testing of fireproof materials
- Testing of environmental conditions including air quality
- Testing for identifying asbestos type materials

Fees for these services could range from \$5,000 to \$45,000 depending on the scope and complexity of each construction project. As part of the fee negotiations process, each firm will be asked to provide unit costs for a standard list of possible services. These unit costs will be used a basis for each future project fee proposal.

Staff recommends all five (5) firms to be approved based on the evaluation ranking. They are as follows:

- Terracon Consultants, Inc.
- Raba Kistner, Inc.
- Millennium Engineers Group, Inc.
- L&G Consulting Engineers, Inc.
- B2Z Engineering, LLC.

Enclosed Documents

Summaries of the scoring and ranking prepared by the College's Purchasing Department have been provided for the Board's review and information.

The Facilities Committee recommended Board approval of a pool consisting of all five responding firms: Terracon Consultants, Inc.; Raba Kistner, Inc.; Millennium Engineers Group, Inc.; L&G Consulting Engineers, Inc.; and B2Z Engineering, LLC. to provide geotechnical engineering and materials testing services as needed for district-wide construction projects for the period beginning July 28, 2021 through July 27, 2022 with the option to renew for two (2) one-year periods as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize a pool consisting of all five responding firms: Terracon Consultants, Inc.; Raba Kistner, Inc.; Millennium Engineers Group, Inc.; L&G Consulting Engineers, Inc.; and B2Z Engineering, LLC. to provide geotechnical engineering and materials testing services as needed for district-wide construction projects for the period beginning July 28, 2021 through July 27, 2022 with the option to renew for two (2) one-year periods 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 a pool consisting of all five responding firms: Terracon Consultants, Inc.; Raba Kistner, Inc.; Millennium Engineers Group, Inc.; L&G Consulting Engineers, Inc.; and B2Z Engineering, LLC. to provide geotechnical engineering and materials testing services as needed for district-wide construction projects for the period beginning July 28, 2021 through July 27, 2022 with the option to renew for two (2) one-year periods as presented.

Approval Recommended:

Dr. Ricardo J. Solis
President

**SOUTH TEXAS COLLEGE
ENGINEERING SERVICES - GEOTECHNICAL AND MATERIALS TESTING
PROJECT NO. 20-21-1053
EVALUATION SUMMARY**

VENDOR	B2Z Engineering, LLC.	L&G Consulting Engineers, Inc.	Millennium Engineers Group, Inc.	Raba Kistner, Inc.	Terracon Consultants, Inc.
ADDRESS	900 S Stewart Rd Ste 4	2100 W Expressway 83	5804 N Gumwood Ave	800 E Hackberry	1506 Mid Cities Dr
CITY/STATE/ZIP	Mission, TX 78572	Mercedes, TX 78570	Pharr, TX 78577	McAllen, TX 78501	Pharr, TX 78577
PHONE	956-585-3773	956-565-9813	956-702-8500	956-682-5332	956-283-8254
CONTACT	Aisha Gonzalez	Jacinto Garza	Raul Palma	Katrin Leonard	Jorge A. Flores
2.1 Statement of Interest (up to 100 points)					
2.1.1 Statement of interest on projects including a narrative describing the prime firm's unique qualifications	94	94	98	96	98
2.1.2 Firm History and important statistics	92	92	92	94	95
2.1.3 Narrative describing the design team's unique qualifications and specialized design experience as it relates to the project	82	89	95	93	97
2.1.4 Availability and commitment of firm and its principal(s), and key professionals	93	93	94	94	95
	92	90	96	96	96
2.2 Prime Firm (up to 100 points)					
2.2.1 Resumes giving the experience and expertise principles and key members for the prime firm that will be involved in the project(s), including their experience with similar projects and the number of years with the prime firm	93	93	96	95	96
2.2.2 Proposed project assignments, lines of authority, and communication for principals and key professional members of the prime firm that will be involved in the project(s). Indicate the estimated percent of time these individuals will be involved in the project(s)	92	93	93	93	93
2.2.3 Prime Firm proximity and meeting availability	89	87	95	98	96
2.2.4 Describe any litigation the prime firm is currently involved in which could affect the firm's ability to provide professional services to STC	92	92	93	94	94
	93	90	95	95	94
2.3 Project Team (up to 100 points)					
2.3.1 Organizational chart showing, the roles of the prime firm and each consultant firm or individual included	94	95	95	96	97
--Identify he consultant and provide a brief history about the consultant	94	94	93	94	95
--Describe the consultant's proposed role in the project and its related project experience	95	95	95	95	95
--List a project(s) that the prime firm and the consultant have worked together on during the last five years	92	91	93	93	93
--Provide a statement of the consultant's availability for the project(s)	94	93	90	90	95
--Provide resumes giving the experience and expertise of principals and key professional members for the consultant who will be assigned to the project(s)					
2.4 Representative Projects (up to 100 points)					
2.4.1 Specific data on 5 representative projects showing similarities	92	92	94	94	94
--Project name and location; Project Owner and contact information; Project description; Whether the project was new construction, an addition, or a renovation	93	93	93	95	96
	92	93	95	94	95
	92	92	93	94	94
	93	90	93	94	94
2.5 Five References (up to 100 points)					
2.5.1 Provide references for any three of the projects, other than STC, listed in response to Part four, 2.4.1. The references shall include: Owner's name, Owner's representative who served as the day-to-day liaison during planning, design, and construction of the project, and the Owner representative's telephone number	94	93	95	95	95
	84	84	84	84	85
	95	95	95	95	95
	93	93	94	94	94
	94	95	95	95	95
2.6 Project Execution (up to 100 points)					
2.6.1 Provide information as part of submission response to assure that the firm is willing and able to expedite services for various types of projects. Please provide insight if firm is able to supplement production capability in order to meet schedule demands.	94	93	96	96	96
-- Describe the firm's quality assurance program explaining the methods used and how the firm maintains quality control during the phases of a project	92	93	93	94	94
	85	90	93	92	96
	94	94	94	94	94
	93	94	93	96	96
TOTAL EVALUATION POINTS	552.2	553	562.6	564.4	568.4
RANKING	5	4	3	2	1

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

**SOUTH TEXAS COLLEGE
ENGINEERING SERVICES - GEOTECHNICAL AND MATERIALS TESTING
PROJECT NO. 20-21-1053**

VENDOR	B2Z Engineering, LLC.	L&G Consulting Engineers, Inc.	Millennium Engineers Group, Inc.	Raba Kistner, Inc.	Terracon Consultants, Inc.
ADDRESS	900 S Stewart Rd Ste 4	2100 W Expressway 83	5804 N Gumwood Ave	800 E Hackberry	1506 Mid Cities Dr
CITY/STATE/ZIP	Mission, TX 78572	Mercedes, TX 78570	Pharr, TX 78577	McAllen, TX 78501	Pharr, TX 78577
PHONE	956-585-3773	956-565-9813	956-702-8500	956-682-5332	956-283-8254
CONTACT	Aisha Gonzalez	Jacinto Garza	Raul Palma	Katrin Leonard	Jorge A. Flores
2.1 Statement of Interest					
2.1.1 Statement of Interest for Project	Stated they have extensive experience providing similar services to various public entities in the RGV and across the state of Texas.	Stated they have the knowledge, experience and equipment to meet any and all the needs of our clients.	The firm emphasized their local history and the experience of project manager in performing projects within all of Texas.	Emphasized the 40+ years of continuous service by the same executive management and their work on more than 110 projects for STC.	Provided an extended statement that mentions the firm's strong local presence, their full service capabilities and their previous experience in providing services to STC.
2.1.2 History and Statistics of Firm	- Founded in 2009 - Located in Mission, TX - Expanded to Houston and Austin	- Founded over 20+ years - Office in Mercedes and Mission - 56 Employees	- Firm was established in 2001 - Staff of 50 - Offices in Pharr and San Benito	- Firm was founded in 1968 - Has 11 offices across the US and Mexico and over 500 employees	- Firm established in 1965 - 5,000+ employees - Over 500 staff in Texas offices
2.1.3 Narrative describing the design team's unique qualifications and specialized design experience as it relates to the project	Stated their team was constructed with the simple goal of being able to provide STC with the highest level of services	Stated they have in-house dedicated discrete branches for needed project assistance including a ROW Acquisition Division, Utility Investigation & Relocation Specialty Division, Environmental Assessment Division and Geotechnical & CMT Division.	Stated they believe that client satisfaction, reputable and prompt service and staying in stride with the latest technologies and tools will give our firm a unique advantage in providing a service to you as our client.	Stated they are uniquely qualified to assist with STC for the following reasons: familiarity with STC College Campuses, Safety, Proximity to all STC campuses, Depth of resources, and keeping you informed.	Stated they are experienced on many levels of construction materials projects involvement, from reporting results to concrete cylinder tests to sophisticated research projects.
2.1.4 Statement of Availability and Commitment	Stated they have staff available to begin work immediately for any size project.	Indicated that any and all work product can and will be completed in a timely manner.	Indicated their commitment to STC by providing staff and resources to be responsive to South Texas College projects. Added that key personnel would be available for the life of the project.	Stated they committed to providing high quality service and has the staffing necessary to serve this project in an efficient and timely manner.	Indicated the commitment of the key professionals to providing services to STC. Pointed to the previous work performed for the college.
2.2 Prime Firm					
2.2.1 Resumes of Principals and Key Members	Provided resumes for the following: - Aisha Gonzalez, President/Owner - Mark McClelland, P.E., Senior Project Manager - Oliver F. Salgado, P.E., Geotechnical Lead - Raphael Campos, P.E., Materials Testing Lead - Roger Balandran, P.E., QA/QC Manager - Hector Cantu, Corporate Lab Manager - Jorge Solis, Laboratory Manager	Provided resumes for the following: - Jacinto Garza, P.E., CEO/Principal - David A. Saenz, P.E., C.F.M., Project Manager - Ricardo Gallaga, P.E., Assistant Project Manager/QA/QC/Geotechnical & CMT Services - Velma Garcia, Environmental Specialist - Mr. Casares - CMT Laboratory Manager	Provided Resumes for the following: - Raul Palma, PE, Principal Engineer - Amos Emerson, E.I.T., Geotechnical Engineer EIT - Dr. Thang Pham, Ph.D., P.E., Geotechnical Engineer - Andres Palma, P.E., Geotechnical Engineer - Oscar Bounds, Senior Engineering Inspector - Quality Assurance Quality Control - Juan M. Borjon P.E., Senior Materials Engineer - Humberto Palma, C.WI, CMT Laboratory Manager/Senior Engineering Technician Certified - Welding Inspector	Provided resumes for the following staff: - Katrin M. Leonard, PE, Vice President - Saul Cruz, EIT - Edwin Manrique, EIT	Provided resumes for the following staff: - Jorge Flores, P.G., Office Manager/Environmental Department Manager - Alfonso A. Soto, PE, D. GE, F.ASCE, Geotechnical and Construction Materials Department Manager - Martin Reyes, E.I.T., Senior Staff Engineer - Sam Mustapha Rahmannerhad, PH.D., AM.ASCE, Geotechnical Project Manager - Stephany Chacon, EIT, Geotechnical Specialist - Guadalupe Leal, Construction Materials Testing Group Manager - Jorge L. Perez, Construction Materials Testing Project Manager - George Flores, Jr., Field Supervisor/Project Manager - Pelsa C. Garcia, Materials Assistant Manager - Eloy Palacios, Environmental Manager/Asbestos Consultant/Indoor Air Quality Consultant - Tomas Cruz, Environmental Project Manager
2.2.2 Project Assignments and Lines of Authority	Listed seven key personnel and their availability to the projects.	Lines of authority are indicated in the organization chart.	Indicated that Mr. Palma, the Chief Engineer, will serve as task leader for services for STC. The lines of authority are shown in an organization chart.	Presented assignments of four named staff members. Lines of authority are shown on organization chart.	Pointed out how their employees are crossed trained for maximum efficiency. Also, listed the roles of employees.
2.2.3 Prime Firm proximity and meeting availability	Stated they are always available to attend planned and/or unexpected meetings.	Stated the proximity is about 30 minutes from their Mercedes office.	Stated they are located within 10 miles of the campus.	Stated their McAllen office is located centrally among all of the STC Campus. With no more than 10 minutes to the PCN Campus for any meetings.	Stated their office is less than 5 miles and 15 minutes from STC.
2.2.4 Describe any litigation the prime firm is currently involved in which could affect the firm's ability to provide professional services to STC	Stated they do not currently have, nor has it ever had, any litigations against or involving the firms or its agents or employees.	Stated they don't have any pending litigations in Hidalgo County or surrounding areas that could affect the ability to provide professional services.	Stated they do not have any pending litigation against or involving services that have been performed by MEG.	Stated they are not currently involved in any litigation whose outcome in any way would impact their ability to provide services.	Indicated that the number of claims received annually is a very small percentage of the overall number of projects performed, well less than 0.5% of the total.

**SOUTH TEXAS COLLEGE
ENGINEERING SERVICES - GEOTECHNICAL AND MATERIALS TESTING
PROJECT NO. 20-21-1053**

VENDOR	B2Z Engineering, LLC.	L&G Consulting Engineers, Inc.	Millennium Engineers Group, Inc.	Raba Kistner, Inc.	Terracon Consultants, Inc.
2.3 Project Team					
2.3.1 Organization chart with Role of Prime Firm and Consultants	Included organization chart which shows role of each staff member.	Included organization chart that shows all staff by position and their occupational titles. No consultants are shown.	Included organization chart which shows role of each staff member.	Stated they will provide all services in the RFQ with in-house resources. Additional Consultant firms will not be used.	Provided a detailed organization chart with clear lines of authority. It includes one consultant (Southwest Drilling) for geotechnical drilling.
2.4 Representative Projects					
2.4.1 Representative Projects Information	<ul style="list-style-type: none"> - City of Mission - Mission Event Center - Hidalgo County Precinct No. 2 - Lopezville Park Improvements Project - Hidalgo County Precinct No. 2 - Hidalgo County Regional Linear Park Project - Section II - Hidalgo County - Hidalgo County Health Department Testing/Bio-Safety Laboratory - METRO - West Bellfort Park & Ride Facility 	<ul style="list-style-type: none"> - Texas Department of Transportation - Pharr District Geotechnical and CMT - La Joya ISD - Various Projects - Cameron County- Carrizales Rucker Detention Center - Hidalgo County - Linn-San Miguel Emergency Services Center - Texas Cameron County Regional Mobility Authority - SH 550 Project 	<ul style="list-style-type: none"> - South Texas College - Nursing Allied Health Campus New Building - South Texas College - Nursing & Allied Health Main Building Addition - Texas A&M McAllen Campus - Tres Lagos - Laredo ISD -Dovalina Elementary School - City of Edinburg - Edinburg Auditorium Basement 	<ul style="list-style-type: none"> - Brownsville ISD - Pace High School Fine Arts Building Addition - PSJA ISD - Stadium Improvements, Phase III - Brownsville ISD - Academic Center - Sam Benito CISD - San Benito CISD Performing Art Center - City of Pharr - City of Pharr Aquatic Facility 	<ul style="list-style-type: none"> - South Texas College - North Academic Building Pecan Campus - South Texas College - Student Activities Building and Cafeteria Pecan Campus - South Texas College - South Academic Building Pecan Campus - South Texas College - Science, Technology, Engineering and Math (STEM) Building Pecan Campus - South Texas College - Asbestos Inspection Services - Several STC Campuses Valley Wide
2.5 References					
2.5.1 List of References	<ul style="list-style-type: none"> - Hidalgo County Precinct No. 2 - Hidalgo County Drainage District No. 1 - City of Edinburg - Hidalgo County Precinct No. 4 - Entech Civil Engineers 	<ul style="list-style-type: none"> - Texas Department of Transportation Pharr District - La Joya ISD - Carrizales-Rucker Detention Center - Cameron County Regional Mobility Authority - Linn-San Miguel Emergency Services Center 	<ul style="list-style-type: none"> - Brownsville ISD - Edinburg CISD - La Joya ISD - Valley International Airport - Brownsville Public Utilities Board 	<ul style="list-style-type: none"> - UTRGV - Texas A&M University System - Edinburg CISD -Brownsville ISD 	<ul style="list-style-type: none"> - UTRGV -Texas State Technical College - PSJA ISD
2.6 Execution of Services					
2.6.1 Willingness and ability to expedite services. Ability to supplement production.	Indicated they have the capacity and capability to fulfil all requests for expedited geotechnical and material testing services for STC.	Indicated the staffing and qualified and experienced team of professionals dedicated to getting a project done under any circumstances.	Indicated their team would make recommendations on the course of action to the client when issues of potential delays or increased cost arise.	Indicated they are familiar with timing and fiscal constraints and understand the sensitivity required for service turnaround time and scheduling.	Pointed out firm's ability to expand capacity by following two practices: Sharing of work between all of firm's offices and having staff work overtime hours during heavy workload periods.
2.6.2 Firm's quality assurance program.	Indicated they have a three-tiered approach to QA/QC where the first QA/QC comes from the Task Leads, followed by the QA/QC oversight representative and lastly the Project Manager.	Indicated the quality control and quality assurance in the field of CMT is a must to ensure all testing is of the highest quality. Their three tiered approach provides a triple check system of all reports, design and recommendations prior to submittal to client.	Indicated that quality control is monitored in every aspect of work. The QC program as been approved by the American Association of State Highway and Transportation Officials (ASSHTO).	Stated that they embrace continued improvement of the effectiveness and efficiency of the QMS process to meet the needs and expectations of our clients.	Firm maintains a Quality Control/Quality Assurance policy and procedures manual.
TOTAL EVALUATION	552.2	553	562.6	564.4	568.4
RANKING	5	4	3	2	1

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

Consent Agenda:

f. Approval to Contract Construction Services for the Pecan Campus Information Technology Building M Generator Replacement Project

Approval to contract construction services for the Pecan Campus Information Technology Building M Generator Replacement project is requested.

Purpose

The procurement of a contractor will provide for construction services necessary for the replacement of a generator at the Pecan Campus Information Technology Building M.

Scheduling Priority

This project was submitted as a Renewals & Replacements project by the IS&P Division in 2019, and was reviewed by the Facilities Operations & Maintenance, Facilities Planning & Construction, and Information Technology departments, Administration, the Coordinated Operations Council, the Facilities Committee, and the Board of Trustees. It is scheduled as a high priority project to upgrade the power supply redundancy to a backup generator that provides continuous power without the need to refuel.

Background

On March 30, 2021, the Board of Trustees discussed the project's heightened priority and approved the solicitation of construction services for this project. Half Associates, Inc. prepared plans and specifications needed for the solicitation of construction proposals.

Solicitation of competitive sealed proposals for this project began on May 26, 2021. A total of four (4) sets of construction documents were issued to plan rooms and two (2) to general contractors. A total of two (2) proposals were received on June 9, 2021.

Timeline for Solicitation of Competitive Sealed Proposals	
May 26, 2021	Solicitation of competitive sealed proposals began.
June 9, 2021	Two (2) proposals were received.

College staff reviewed and evaluated the competitive sealed proposals and recommend Metro Electric, Inc. as the highest ranked in the amount of \$137,556.

Funding Source

Source of Funding	Estimated Budget	Highest Ranked Proposal Metro Electric, Inc.	Estimated Budget Variance
Renewals & Replacements Plant Fund	\$250,000	\$137,556	\$112,444
Total Amount	\$250,000	\$137,556	\$112,444

Funds for the Pecan Campus Information Technology Building M Generator Replacement Project 2020-014R are budgeted in the Renewals & Replacements Plant Fund for available use in FY 2020-2021.

Reviewers

The proposals have been reviewed by Halff Associates, Inc. and College staff from the Facilities Planning & Construction, Facilities Operations & Maintenance, and Purchasing departments.

Enclosed Documents

Enclosed are the project presentation, proposal ranking and evaluation, and fact sheet. Staff evaluated the proposal and prepared the enclosed proposal summary.

The Facilities Committee recommended Board approval to contract construction services with Metro Electric, Inc. in the amount of \$137,556 for the Pecan Campus Information Technology Building M Generator Replacement Project as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize contracting construction services with Metro Electric, Inc. in the amount of \$137,556 for the Pecan Campus Information Technology Building M Generator Replacement Project as presented.

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

The Board of Trustees of Trustees of South Texas College approves and authorizes contracting construction services with Metro Electric, Inc. in the amount of \$137,556 for the Pecan Campus Information Technology Building M Generator Replacement Project as presented.

Approval Recommended:

Dr. Ricardo J. Solis
President



Pecan Campus – Information Technology Building M Generator Replacement

Pecan Campus Building M Generator Replacement Project Proposed Site



Project Site



Pecan Campus Building M Generator Replacement

Photo



Pecan Campus Building M Generator Replacement

Proposed Scope & Budget



Requested By

Information Services & Planning and Operations & Maintenance
Department

Scope of work

Replacement of diesel fuel generator with a natural gas generator.

Total Renovated Square Feet = N/A

Estimated Total Project Budget

Construction	\$ 250,000
Design	25,000
Miscellaneous	<u>5,000</u>
Total Project Budget	\$ 280,000

PROJECT NO. 2020-014R

PROJECT SCHEDULE		
PECAN CAMPUS – BUILDING M EMERGENCY GENERATOR REPLACEMENT		
	Project Phase	Task Date
	Board Approval to Solicit A/E	October 2019
	Solicit A/E Qualifications	November 2019
	Recommend Board Approval of A/E Firm	February 2020
	Design Phase	April 2021 – May 2021
	Solicit Proposals for Construction Services (1 st ad)	May 2021
	Recommend Board Approval of Contractor	July 2021
	Issue Notice to Proceed	August 2021
	Substantial Completion	December 2021
	Final Completion	January 2021

07/8/2021

 South Texas College
 Facilities Planning and Construction

**SOUTH TEXAS COLLEGE
PECAN CAMPUS BUILDING M GENERATOR REPLACEMENT
PROJECT NO. 20-21-1044**

NAME		Metro Electric, Inc.	Zitro Electric
ADDRESS		1901 Industrial Dr	604 Palmview Dr
CITY/STATE/ZIP		McAllen, TX 78504	Palmview, TX 78574
PHONE		956-686-2323	956-581-8899
CONTACT		Michael A. Gerdes	Juan Ortiz
#	Description	Proposed	Proposed
1	Pecan Campus Building M Generator Replacement	\$ 137,556.00	\$ 146,500.00
2	Bid Bond	Yes	Yes
3	Begin Work Within	1 Working Day	130 Working Days
4	Completion of Work Within	170 Calendar Days	160 Calendar Days
TOTAL AMOUNT PROPOSED		\$ 137,556.00	\$ 146,500.00
TOTAL EVALUATION POINTS		94.2	63.08
RANKING		1	2

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


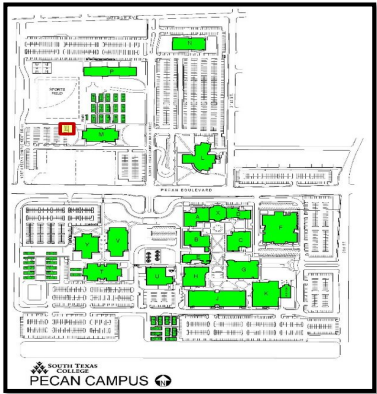
**SOUTH TEXAS COLLEGE
PECAN CAMPUS BUILDING M GENERATOR REPLACEMENT
PROJECT NO. 20-21-1044
EVALUATION SUMMARY**

VENDOR		Metro Electric, Inc.		Zitro Electric	
ADDRESS		1901 Industrial Dr		604 Palmview Dr	
CITY/STATE/ZIP		McAllen, TX 78504		Palmview, TX 78574	
PHONE		956-686-2323		956-581-8899	
CONTACT		Michael A. Gerdes		Juan Ortiz	
1	The Respondent's price proposal. (up to 45 points)	45	45	42.25	42.25
		45		42.25	
		45		42.25	
		45		42.25	
		45		42.25	
2	The Respondent's experience and reputation. (up to 10 points)	9	9.2	8	8.7
		10		10	
		9		8	
		9		8.5	
		9		9	
3	The quality of the Respondent's goods or services. (up to 10 points)	8	8.8	2	2
		10		2	
		8		2	
		9		2	
		9		2	
4	The Respondent's safety record (up to 5 points)	4	4.2	1	1.2
		5		1	
		4		1	
		4		1	
		4		2	
5	The Respondent's proposed personnel. (up to 8 points)	7	7	2	1.8
		8		2	
		6		2	
		7		2	
		7		1	
6	The Respondent's financial capability in relation to the size and scope of the project. (up to 9 points)	8	7.8	2	2
		8		2	
		8		2	
		8		2	
		7		2	
7	The Respondent's organization and approach to the project. (up to 6 points)	5	5.2	1	1
		6		1	
		5		1	
		5		1	
		5		1	
8	The Respondent's time frame for completing the project. (up to 7 points)	7	7	4.13	4.13
		7		4.13	
		7		4.13	
		7		4.13	
		7		4.13	
TOTAL EVALUATION POINTS		94.2		63.08	
RANKING		1		2	

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

Project Fact Sheet

7/8/2021

Project Name: Pecan Campus - Technology Building M Generator Replacement		Project No. 2020-014R																																																		
Funding Source(s): Renewals & Replacement Fund																																																				
	**FY19-20 <table border="1"> <thead> <tr> <th></th> <th><u>FY 19-20</u> <u>Actual</u> <u>Project Budget</u></th> <th><u>Variance of</u> <u>Project Budget</u> <u>vs. Actual</u> <u>Expenditures</u></th> </tr> </thead> <tbody> <tr> <td>Construction:</td> <td>\$ 250,000.00</td> <td>\$ -</td> </tr> <tr> <td>Design:</td> <td>25,000.00</td> <td>-</td> </tr> <tr> <td>Miscellaneous:</td> <td>5,000.00</td> <td>820.40</td> </tr> <tr> <td>FFE:</td> <td>-</td> <td>-</td> </tr> <tr> <td>Technology:</td> <td>-</td> <td>-</td> </tr> <tr> <td>Total:</td> <td>\$ 280,000.00</td> <td>\$ 820.40</td> </tr> </tbody> </table>			<u>FY 19-20</u> <u>Actual</u> <u>Project Budget</u>	<u>Variance of</u> <u>Project Budget</u> <u>vs. Actual</u> <u>Expenditures</u>	Construction:	\$ 250,000.00	\$ -	Design:	25,000.00	-	Miscellaneous:	5,000.00	820.40	FFE:	-	-	Technology:	-	-	Total:	\$ 280,000.00	\$ 820.40	FY 20-21 <table border="1"> <thead> <tr> <th></th> <th><u>FY 20-21</u> <u>Actual</u> <u>Project Budget</u></th> <th><u>Variance of</u> <u>Project Budget</u> <u>vs. Actual</u> <u>Expenditures</u></th> <th><u>Total Actual</u> <u>Expenditures To</u> <u>Date</u></th> </tr> </thead> <tbody> <tr> <td>Construction:</td> <td>\$ 250,000.00</td> <td>\$ -</td> <td>\$ -</td> </tr> <tr> <td>Design:</td> <td>25,000.00</td> <td>-</td> <td>-</td> </tr> <tr> <td>Miscellaneous:</td> <td>5,000.00</td> <td>5,000.00</td> <td>820.40</td> </tr> <tr> <td>FFE:</td> <td>-</td> <td>-</td> <td>-</td> </tr> <tr> <td>Technology:</td> <td>-</td> <td>-</td> <td>-</td> </tr> <tr> <td>Total:</td> <td>\$ 280,000.00</td> <td>\$ -</td> <td>\$ 820.40</td> </tr> </tbody> </table>		<u>FY 20-21</u> <u>Actual</u> <u>Project Budget</u>	<u>Variance of</u> <u>Project Budget</u> <u>vs. Actual</u> <u>Expenditures</u>	<u>Total Actual</u> <u>Expenditures To</u> <u>Date</u>	Construction:	\$ 250,000.00	\$ -	\$ -	Design:	25,000.00	-	-	Miscellaneous:	5,000.00	5,000.00	820.40	FFE:	-	-	-	Technology:	-	-	-	Total:	\$ 280,000.00	\$ -	\$ 820.40
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Technology:	-	-	-																																																	
Total:	\$ 280,000.00	\$ -	\$ 820.40																																																	
**The Generator replacement was placed on hold for FY19-20.																																																				
Project Team		Board Status																																																		
Approval to Solicit Engineer: 10/29/2019 Engineer: Halff Associates, Inc. Contractor: TBD	Board Approval of Schematic Design TBD Substantial Completion TBD Final Completion TBD	<table border="1"> <thead> <tr> <th>Vendor</th> <th>Contract Amount</th> <th>Actual Expenditures</th> <th>Variance</th> </tr> </thead> <tbody> <tr> <td>Halff Associates</td> <td>\$ 12,380.04</td> <td>\$ -</td> <td>\$ 12,380.04</td> </tr> <tr> <td>TBD</td> <td>\$ -</td> <td>\$ -</td> <td>\$ -</td> </tr> </tbody> </table> Board Acceptance TBD Board Acceptance TBD		Vendor	Contract Amount	Actual Expenditures	Variance	Halff Associates	\$ 12,380.04	\$ -	\$ 12,380.04	TBD	\$ -	\$ -	\$ -																																					
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TBD	\$ -	\$ -	\$ -																																																	
STC FPC Project Manager: Roberto S Gomez																																																				
Project Description		Project Scope																																																		
Replace the existing diesel generator with a natural gas generator that provides continuous power without the need to refuel.		Replacement of existing diesel generator with a nature gas generator, and providing new natural gas service to the new generator.																																																		
Projected Timeline																																																				
Board Approval of Engineer	Board Approval of Schematic Design	Board Approval of Contractor	Construction Start Date																																																	
2/25/2020	N/A	7/27/2021	TBD																																																	
		Substantial Completion Date	Final Completion Date																																																	
		TBD	TBD																																																	
Project Calendar of Expenditures by Fiscal Year																																																				
Fiscal Year	Construction	Design	Miscellaneous	FFE	Tech	Project Total																																														
2019-20	\$ -	\$ -	\$ 820.40	\$ -	\$ -	\$ 820.40																																														
2020-21	-	-	-	-	-	-																																														
Project Total	\$ -	\$ -	\$ 820.40	\$ -	\$ -	\$ 820.40																																														
Current Agenda Item																																																				
07/13/21 Facilities Committee: Review and Recommend Action on Contracting Architectural Services for the Regional Center for Public Safety Excellence Canopy for safety Training Vehicles.																																																				
																																																				

FPC Project Manager

Roberto S. Gomez

FPC Asst. Director

Rita Gell

FPC Director

Rita Gell

Consent Agenda:

g. Approval to Contract Construction Services for the Regional Center for Public Safety Excellence Drainage Improvements Phase II

Approval to contract construction services for the Regional Center for Public Safety Excellence (RCPSE) Drainage Improvements Phase II project is requested.

Purpose

The procurement of a contractor will provide for construction services necessary for the second phase of drainage improvements at the RCPSE.

Scheduling Priority

This project was initiated in 2019 as a Renewals & Replacements project. It was reviewed by the Facilities Operations & Maintenance, and Facilities Planning & Construction departments, Administration, the Coordinated Operations Council, the Facilities Committee, and the Board of Trustees. It is scheduled as an exterior improvement to provide drainage improvements at the site.

Background

On April 27, 2021, the Board of Trustees approved the solicitation of construction services for this project. Perez Consulting Engineers, LLC prepared plans and specifications needed for the solicitation of construction proposals.

Solicitation of competitive sealed proposals for this project began on June 16, 2021. A total of eight (8) sets of construction documents were issued to vendors. A total of two (2) proposals were received on June 30, 2021.

Timeline for Solicitation of Competitive Sealed Proposals	
June 16, 2021	Solicitation of competitive sealed proposals began.
June 30, 2021	Two (2) proposals were received.

College staff reviewed and evaluated the competitive sealed proposals and recommend McAllen Multi Service as the highest ranked in the amount of \$113,500.

Funding Source

Source of Funding	Estimated Budget	Engineer's Estimated Budget	Highest Ranked Proposal McAllen Multi Service	Estimated Budget Variance
Unexpended Construction Plant Fund	\$300,000	\$84,920	\$113,500	\$186,500
Total Amount	\$300,000	\$84,920	\$113,500	\$186,500

Funds for the RCPSE Drainage Improvements Phase II Project 2020-022C are budgeted in the Unexpended Construction Plant Fund for available use in FY 2020-2021. The proposal includes costs for landscape and irrigation scope that the engineer had not included in his original estimated budget.

Reviewers

The proposals have been reviewed by Perez Consulting Engineers, Inc. and College staff from the Regional Center for Public Safety Excellence, and the Facilities Operations & Maintenance, Facilities Planning & Construction, and Purchasing departments.

Enclosed Documents

Enclosed are the project presentation, proposal ranking and evaluation, and fact sheet. Staff evaluated the proposal and prepared the enclosed proposal summary.

The Facilities Committee recommended Board approval to contract construction services with McAllen Multi Service in the amount of \$113,500 for the Regional Center for Public Safety Excellence Drainage Improvements Phase II Project as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize contracting construction services with McAllen Multi Service in the amount of \$113,500 for the Regional Center for Public Safety Excellence Drainage Improvements Phase II Project as presented.

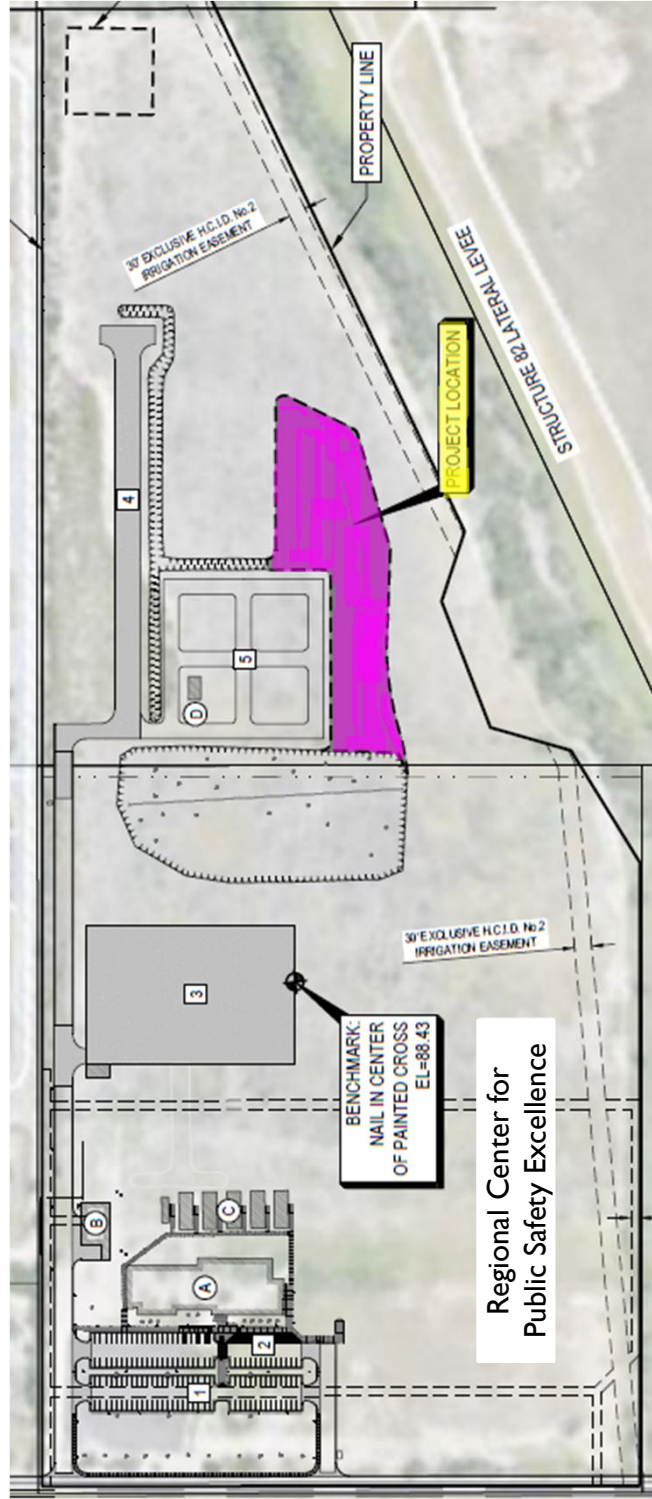
The Following Minute Order is proposed for consideration by the Board of Trustees:

The Board of Trustees of Trustees of South Texas College approves and authorizes contracting construction services with McAllen Multi Service in the amount of \$113,500 for the Regional Center for Public Safety Excellence Drainage Improvements Phase II Project as presented.

Approval Recommended:

Dr. Ricardo J. Solis
President

REGIONAL CENTER FOR PUBLIC SAFETY EXCELLENCE DRAINAGE IMPROVEMENTS PHASE II



PROJECT NO. 2020-022C

PROJECT SCHEDULE		
RCPSE - SITE DRAINAGE IMPROVEMENTS PHASE II		
	Project Phase	Task Date
	Board Approval to Solicit A/E	July 2019
	Solicit A/E Qualifications	July 2019
	Recommend Board Approval of A/E Firm	August 2019
	Design Phase	February 2021–June 2021
	Solicit Proposals for Construction Services	June 2021
	Recommend Board Approval of Contractor	July 2021
	Issue Notice to Proceed	August 2021
	Substantial Completion	November 2021
	Final Completion	December 2021

07/8/2021

 South Texas College
 Facilities Planning and Construction

**SOUTH TEXAS COLLEGE
REGIONAL CENTER FOR PUBLIC SAFETY EXCELLENCE SITE DRAINAGE IMPROVEMENTS -
PHASE II
PROJECT NO. 20-21-1043**

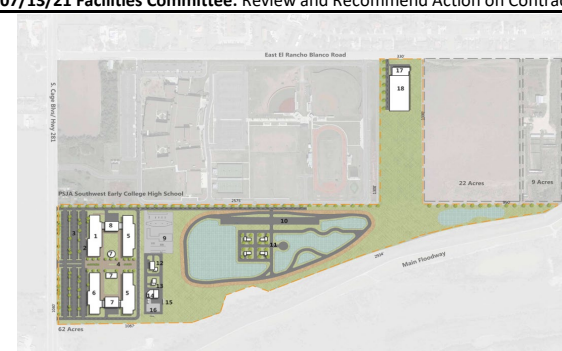

NAME		McAllen Multi Service	Texas Cordia Construction, LLC.
ADDRESS		P O Box 4428	3149-A Center Pointe Dr
CITY/STATE/ZIP		McAllen, TX 78502	Edinburg, TX 78539
PHONE		956-322-9777	956-627-6181
CONTACT		Gabriel Carrillo	Yara M. Corbitt
#	Description	Proposed	Proposed
1	Regional Center for Public Safety Excellence Site Drainage Improvements - Phase II	\$ 113,500.00	\$ 155,265.00
2	Bid Bond	Yes	Yes
3	Begin Work Within	10 Working Days	10 Working Days
4	Completion of Work Within	90 Calendar Days	50 Calendar Days
TOTAL AMOUNT PROPOSED		\$ 113,500.00	\$ 155,265.00
TOTAL EVALUATION POINTS		86.02	79.29
RANKING		1	2

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

SOUTH TEXAS COLLEGE
REGIONAL CENTER FOR PUBLIC SAFETY EXCELLENCE SITE DRAINAGE IMPROVEMENTS -
PHASE II - PROJECT NO. 20-21-1043
EVALUATION SUMMARY

VENDOR		McAllen Multi Service		Texas Cordia Construction, LLC.	
ADDRESS		PO Box 4428		3149-A Center Pointe Dr	
CITY/STATE/ZIP		McAllen, TX 78502		Edinburg, TX 78539	
PHONE		956-322-9777		956-627-6181	
CONTACT		Gabriel Carrillo		Yara M. Corbitt	
1	The Respondent's price proposal. (up to 45 points)	45	45	32.9	32.9
		45		32.9	
		45		32.9	
		45		32.9	
		45		32.9	
		45		32.9	
2	The Respondent's experience and reputation. (up to 10 points)	9	8.41	9	9.16
		9		10	
		6		9	
		9		9	
		8.5		9	
		9		9	
3	The quality of the Respondent's goods or services. (up to 10 points)	8.5	8.25	8	7.83
		8		9	
		6		7	
		9		8	
		9		9	
		9		6	
4	The Respondent's safety record (up to 5 points)	4	3.66	4	3.66
		4		3	
		3		3.5	
		3		4	
		4		4.5	
		4		3	
5	The Respondent's proposed personnel. (up to 8 points)	6.5	5.75	7.5	7.25
		5		8	
		4		6	
		7		8	
		6		7	
		6		7	
6	The Respondent's financial capability in relation to the size and scope of the project. (up to 9 points)	7.5	6.75	8	7.83
		6		7	
		4		8	
		9		9	
		7		8	
		7		7	
7	The Respondent's organization and approach to the project. (up to 6 points)	4	4	4	3.66
		4		3	
		3		4	
		5		3	
		4		5	
		4		3	
8	The Respondent's time frame for completing the project. (up to 7 points)	4.2	4.2	7	7
		4.2		7	
		4.2		7	
		4.2		7	
		4.2		7	
		4.2		7	
TOTAL EVALUATION POINTS		86.02		79.29	
RANKING		1		2	

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

Project Name: RCPSE - Site Drainage Improvements Phase II				Project No. 2020-022C	
Funding Source(s): Unexpended Plant Fund					
FY 18-19		FY 19-20		FY 20-21	
FY 18-19 Actual Expenditures		FY 19-20 Actual Expenditures		FY 20-21 Actual Expenditures	
Variance of Project Budget vs. Actual Expenditures		Variance of Project Budget vs. Actual Expenditures		Variance of Project Budget vs. Actual Expenditures	
Total Actual Expenditures To Date					
Construction:	\$ -	\$ 300,000.00	\$ -	\$ 300,000.00	\$ 300,000.00
Design - Improvements:	-	30,000.00	-	30,000.00	2,500.00
Design - Drainage evaluation study:	-	40,000.00	23,745.00	16,255.00	15,745.00
Miscellaneous:	879.00	10,885.00	6.48	10,878.52	510.00
FFE:	-	-	-	-	10,000.00
Technology:	-	-	-	-	-
Total:	\$ 879.00	\$ 380,885.00	\$ 23,751.48	\$ 357,133.52	\$ 356,255.00
Original total design budget of \$70,000 includes:		The consulting engineer recommended Option 1A for the RCPSE drainage improvements. Option 1A was estimated to be less than the current budget.		\$ 18,245.00	
- 10% for design services @ \$30,000.				\$ 338,010.00	
- Fees for drainage evaluation study @ \$40,000.				\$ 42,875.48	
Project Team		Board Status			
Approval to Solicit Engineer:	7/23/2019	Board Approval of Schematic Design	NA	Vendor	Contract Amount
Engineer:	Perez Consulting Engineers, LLC	Substantial Completion	TBD	Perez CE	Actual Expenditures
Contractor:	TBD	Final Completion	TBD	TBD	Variance
STC FPC Project Manager:	Robert S Gomez				
Project Description		Project Scope			
Evaluation and proposed improvements of the RCPSE existing site drainage.		Consulting engineer to design drainage improvements to the existing detention pond. As per board approval, Option 1A consists of expanding the detention pond and drainage swales.			
Projected Timeline					
Board Approval of Engineer	Board Approval of Drainage Report	Board Approval of Contractor	Construction Start Date	Substantial Completion Date	Final Completion Date
8/27/2019	10/27/2020	TBD	TBD	TBD	FFE Completion of Move In
Project Calendar of Expenditures by Fiscal Year					
Fiscal Year	Construction	Design Improvements	Design Drainage Study	Misc.	FFE
2018-19	\$ -	\$ -	\$ -	\$ 879.00	\$ -
2019-20	-	-	23,745.00	6.48	-
2020-21	-	2,500.00	15,745.00	-	-
Project Total	\$ -	\$ 2,500.00	\$ 39,490.00	\$ 885.48	\$ -
Current Agenda Item					
07/13/21 Facilities Committee: Review and Recommend Action on Contracting Construction Services for the Regional Center for Public Safety Excellence Drainage Improvements Phase II					
					
Master Plan			Proposed Drainage Improvements		

FPC Project Manager

Robert S. Doney

FPC Asst. Director

Rita Geller

FPC Director

RNA

Consent Agenda:

h. Approval to Contract Construction Services for the District Wide Automatic Doors Phase IV Project

Approval to contract construction services for the District Wide Automatic Doors Phase IV project will be requested at the July 27, 2021 Board meeting.

Purpose

The procurement of a contractor will provide for construction services necessary for the fourth phase of installing automatic door openers district wide.

Scheduling Priority

This project was initiated to provide various building entrances with accessibility upgrades. It has been reviewed by the Facilities Planning & Construction and Facilities Operations & Maintenance departments, and Administration. This project is scheduled as a necessary improvement to install automatic door openers to improve access to building entrances district wide for users with disabilities, who may have difficulties opening doors, and for assisting safety precautions.

Background

On October 27, 2020, the Board of Trustees approved the contracting engineering services with Ethos Engineering for this project. Ethos Engineering prepared plans and specifications needed for the solicitation of construction proposals. Automatic door openers are proposed for installation at the following locations:

District Wide Automatic Door Openers Phase IV Proposed Locations		
Campus	Buildings	Number of Openers
Pecan Campus	M, L, G	5
Starr County Campus	C	1
Mid Valley Campus	C	1
Nursing and Allied Health Campus	A	1
TOTAL		8

Solicitation of competitive sealed proposals for this project began on May 19, 2021. A total of four (4) sets of construction documents were issued to plan rooms and one (1) to general contractors. A total of two (2) proposals were received on June 2, 2021.

Timeline for Solicitation of Competitive Sealed Proposals	
May 19, 2021	Solicitation of competitive sealed proposals began.
June 2, 2021	Two (2) proposals were received.

College staff reviewed and evaluated the competitive sealed proposals and recommend R. E. Friedrichs Company as the highest ranked in the amount of \$53,000.00.

Funding Source

Source of Funding	Estimated Budget	Highest Ranked Proposal R. E. Friedrichs Company	Estimated Budget Variance
Unexpended Construction Plant Fund	\$85,000	\$53,000	\$32,000
Total Amount	\$85,000	\$53,000	\$32,000

Funds for the District Wide Automatic Doors Phase IV Project 2020-019C are budgeted in the Unexpended Construction Plant Fund for available use in FY 2020-2021.

Reviewers

The proposals have been reviewed by the engineer and College staff from the Facilities Planning & Construction, Facilities Operations & Maintenance, and Purchasing departments.

Enclosed Documents

Enclosed are the project presentation, proposal ranking and evaluation, and fact sheet. Staff evaluated the proposal and prepared the enclosed proposal summary.

The Facilities Committee recommended Board approval to contract construction services with R. E. Friedrichs Company in the amount of \$53,000.00 for the District Wide Automatic Doors Phase IV project as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize contracting construction services with R. E. Friedrichs Company in the amount of \$53,000.00 for the District Wide Automatic Doors Phase IV project as presented.

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

The Board of Trustees of Trustees of South Texas College approves and authorizes contracting construction services with R. E. Friedrichs Company in the amount of \$53,000.00 for the District Wide Automatic Doors Phase IV project as presented.

Approval Recommended:

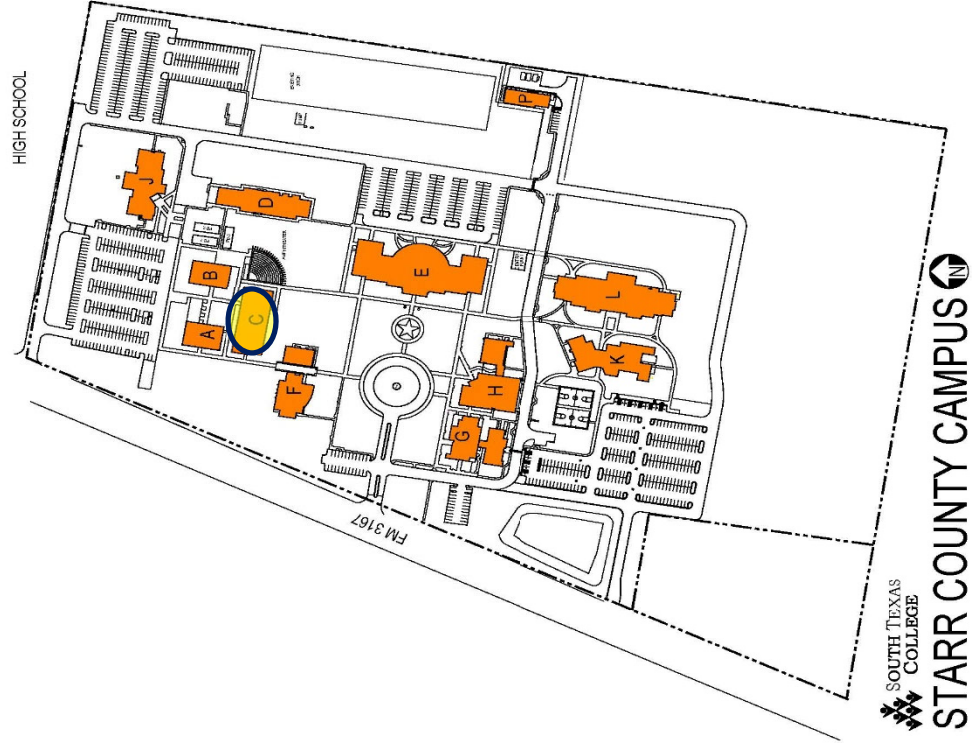
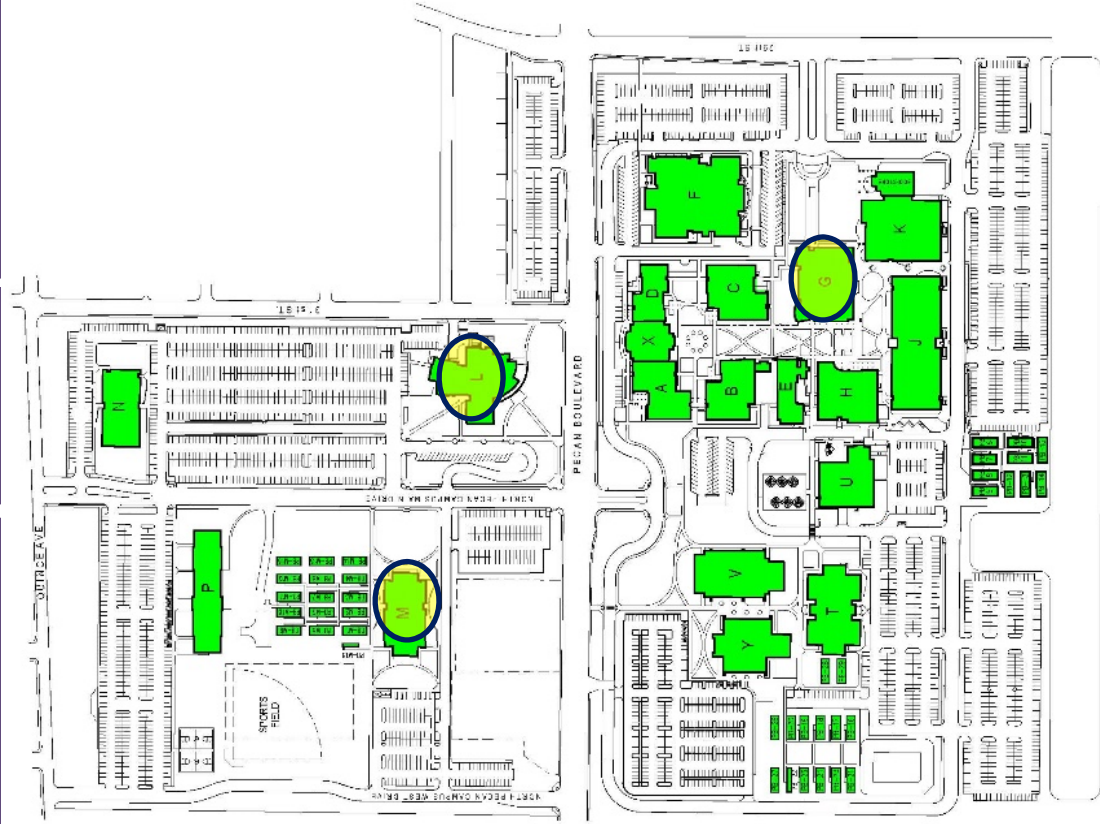
Dr. Ricardo J. Solis
President



District Wide Automatic Door Openers Phase IV

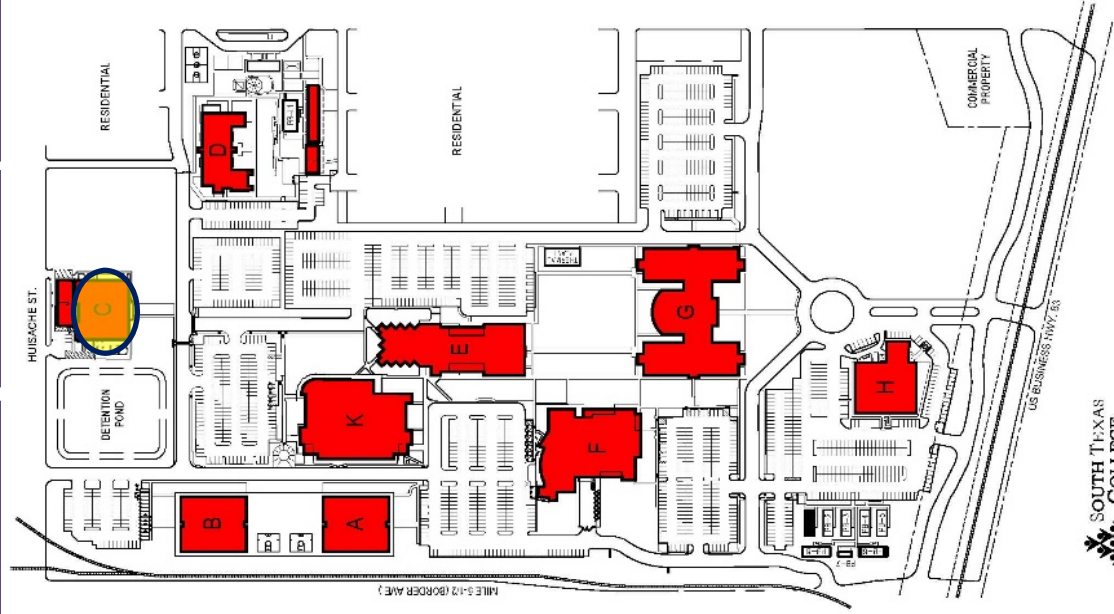
District Wide Automatic Door Openers Ph. IV

Project Proposed Sites / Locations

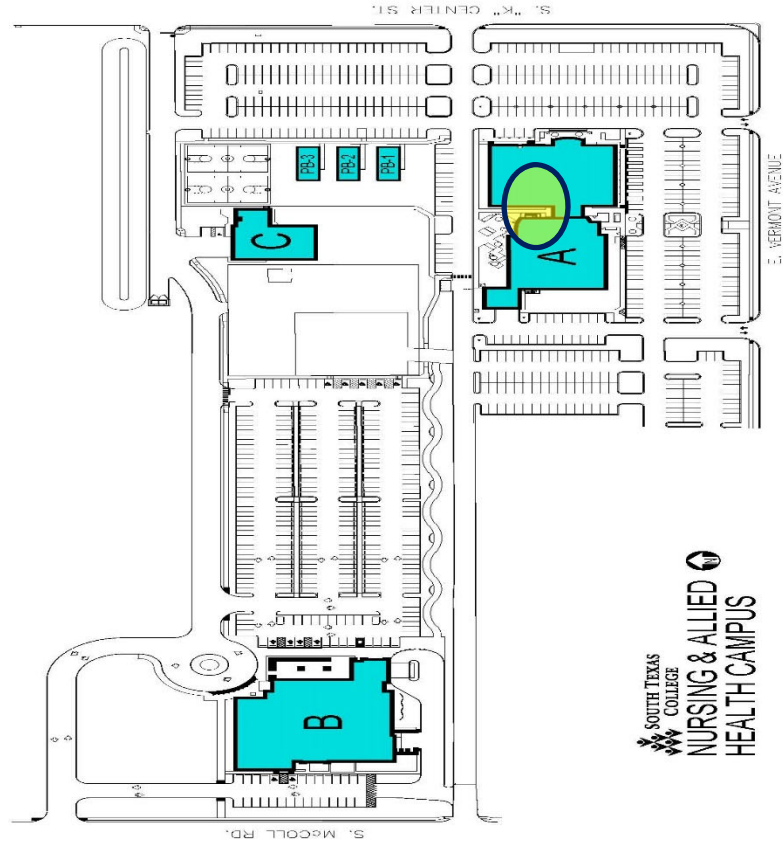


District Wide Automatic Door Openers Ph. IV

Project Proposed Sites / Locations



SOUTH TEXAS
COLLEGE
MID VALLEY CAMPUS



SOUTH TEXAS
COLLEGE
NURSING & ALLIED
HEALTH CAMPUS

District Wide Automatic Door Openers Phase IV

Proposed Scope & Budget



Requested By

Facilities Planning & Construction Department

Scope of work

1. Provide automatic door openers, including hardware, electrical, and installation, to main entrances district wide remaining to have improved accessibility for students and staff.

A total of eight (8) locations are needed to complete this project.

Estimated Total Project Budget

Construction	\$ 85,000
Design	8,500
Miscellaneous	1,620
FFE	-

Total Project Budget \$ 95,120

PROJECT NO. 2020-019C

PROJECT SCHEDULE DISTRICT WIDE – AUTOMATIC DOOR OPENERS		
	Project Phase	Task Date
	Board Approval to Solicit A/E	NA
	Solicit A/E Qualifications	September 2020
	Recommend Board Approval of A/E Firm	October 2020
	Design Phase	February 2021-May 2021
	Solicit Proposals for Construction Services	May 2021
	Recommend Board Approval of Contractor	July 2021
	Issue Notice to Proceed	August 2021
	Substantial Completion	November 2021
	Final Completion	December 2021

07/8/2021

 South Texas College
 Facilities Planning and Construction

**SOUTH TEXAS COLLEGE
DISTRICT WIDE AUTOMATIC DOOR OPENERS – PHASE IV
PROJECT NO. 20-21-1042**

NAME		R.E. Friedrichs Company	Terra Fuerte Construction
ADDRESS		3409 S Jackson Rd	614 E Frontage Rd
CITY/STATE/ZIP		Pharr, TX 78577	Alamo, TX 78516
PHONE		956-687-8261	956-844-6146
CONTACT		Austin Friedrichs	Rolando Leal
#	Description	Proposed	Proposed
1	District Wide Automatic Door Openers – Phase IV	\$ 53,000.00	\$ 62,000.00
2	Bid Bond	Yes	Yes
3	Begin Work Within	5 Working Days	14 Working Days
4	Completion of Work Within	45 Calendar Days	60 Calendar Days
TOTAL AMOUNT PROPOSED		\$ 53,000.00	\$ 62,000.00
TOTAL EVALUATION POINTS		92.1	82.29
RANKING		1	2

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





**SOUTH TEXAS COLLEGE
DISTRICT WIDE AUTOMATIC DOOR OPENERS – PHASE IV
PROJECT NO. 20-21-1042
EVALUATION SUMMARY**

VENDOR		R.E. Friedrichs Company		Terra Fuerte Construction	
ADDRESS		3409 S Jackson Rd		614 E Frontage Rd	
CITY/STATE/ZIP		Pharr, TX 78577		Alamo, TX 78516	
PHONE		956-687-8261		956-844-6146	
CONTACT		Austin C. Friedrichs		Rolando Leal	
1	The Respondent's price proposal. (up to 45 points)	45	45	38.47	38.46
		45		38.47	
		45		38.47	
		45		38.42	
		45		38.47	
2	The Respondent's experience and reputation. (up to 10 points)	9	8.4	9	8
		9		8	
		9		9	
		7		6	
		8		8	
3	The quality of the Respondent's goods or services. (up to 10 points)	8	8.2	8	8.1
		8.5		8	
		8.5		8.5	
		8		8	
		8		8	
4	The Respondent's safety record (up to 5 points)	3.5	4	4	4
		4		4	
		4.5		4	
		4		4	
		4		4	
5	The Respondent's proposed personnel. (up to 8 points)	7	7	6	6.5
		7		7	
		7		6.5	
		7		7	
		7		6	
6	The Respondent's financial capability in relation to the size and scope of the project. (up to 9 points)	7	7.8	8	7.7
		8		8	
		8		8.5	
		8		7	
		8		7	
7	The Respondent's organization and approach to the project. (up to 6 points)	4.5	4.7	5	4.8
		5		4	
		5		5	
		5		5	
		4		5	
8	The Respondent's time frame for completing the project. (up to 7 points)	7	7	4.73	4.73
		7		4.73	
		7		4.73	
		7		4.73	
		7		4.73	
TOTAL EVALUATION POINTS		92.1		82.29	
RANKING		1		2	

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

Project Fact Sheet

7/19/2021

Project Name: District Wide - Automatic Door Openers Phase IV		Project No. 2020-019C	
Funding Source(s): Unexpended Plant Fund			
	FY19-20 FY 19-20 Actual Project Budget Expenditures Variance of Project Budget vs. Actual Expenditures		FY 20-21 FY 20-21 Actual Project Budget Expenditures Variance of Project Budget vs. Actual Expenditures
Construction:	\$ 85,000.00	\$ -	\$ 85,000.00
Design	8,500.00	-	8,500.00
Miscellaneous:	2,500.00	880.00	1,620.00
FFE:	-	-	-
Technology:	-	-	-
Total:	\$ 96,000.00	\$ 880.00	\$ 95,120.00
Project Team		Board Status	
Approval to Solicit Engineer: 10/29/2019	Board Approval of Schematic Design NA	Contract Amount	Actual Expenditures
Engineer: Ethos Engineering, LLC		Vendor Ethos Engineering	Variance
Contractor: TBD	Substantial Completion TBD	\$ 5,300.00	\$ 5,567.50
		\$ -	\$ -
STC FPC Project Manager: Roberto S Gomez	Final Completion TBD	Board Acceptance TBD	
Project Description		Project Scope	
Provide automatic door openers district wide to main entrances to assist with easier accessibility for students and staff.		Add eight (8) automatic door openers district wide to the Pecan, Mid Valley, Nursing & Allied Health, and Starr County campuses to complete the final phase for this project.	
Projected Timeline			
Board Approval of Engineer	Board Approval of Schematic Design	Board Approval of Contractor	Construction Start Date
10/27/2020	N/A	7/27/2021	TBD
		Substantial Completion Date	Final Completion Date
		TBD	TBD
Project Calendar of Expenditures by Fiscal Year			
Fiscal Year	Construction	Design	Miscellaneous
2019-20	\$ -	\$ -	\$ 880.00
2020-21	-	5,567.50	-
Project Total	\$ -	\$ 5,567.50	\$ 880.00
Current Agenda Item			
07/13/21 Facilities Committee: Review and Recommend Action on Contracting Construction Services for the District Wide Automatic Doors Phase IV Project			
<div style="display: flex; justify-content: space-around; align-items: flex-start;"> <div style="text-align: center;">  <p>Mid-Valley</p> </div> <div style="text-align: center;">  <p>Nursing & Allied Health</p> </div> </div> <div style="display: flex; justify-content: space-around; align-items: flex-start; margin-top: 20px;"> <div style="text-align: center;">  <p>Pecan Campus</p> </div> <div style="text-align: center;">  <p>Starr County Campus</p> </div> </div>			

FPC Project Manager _____

FPC Asst. Director _____

FPC Director _____

Consent Agenda:

i. Authorization to Approve Annual Facility Usage Agreements

Approval of the FY 2020 – 2021 annual facility usage agreements for use by the College Programs is requested.

Purpose

Approval of annual facility usage agreements for various locations that host student instruction will be requested for FY 2021 – 2022.

Justification

Various locations are needed to accommodate the Kinesiology program courses offered at South Texas College. The facilities needed are course specific (ex. golf, swimming, tennis, bowling, etc.).

Background

The College leases facilities on an annual basis which are used for various instructional purposes. The facilities will provide for Bowling, Golf, Basketball, Volleyball, Swimming, Softball, Soccer, Flag Football, and Tennis courses in the Kinesiology Program for the Fall 2021, Spring 2022, and Summer 2022 semesters. In FY 2020 - 2021 a total of 1,626 students enrolled in Kinesiology courses and a Physical Education Special Activity fee of \$55 was charged per student for each course taken. A total of \$29,543.84 was spent on facility usage fees in FY 2020 - 2021. The following includes examples of facilities at which courses may be offered.

- City of McAllen
 - Boys and Girls Club Othal Brand Center
 - Boys and Girls Club Roney Center
 - Boys and Girls Club Pool
 - Las Palmas Park
 - Los Encinos Park Tennis Courts
 - Municipal Baseball Complex
 - Municipal Pool
 - Palm View Golf Course
 - Parks and Recreation Bicentennial Soccer Field
 - Westside Park
- City of Mission
 - Bannworth Park
 - Parks & Recreation North Side Pool
- City of Weslaco
 - Weslaco City Park
 - Harlon Block Park (Weslaco, TX)
- Main Event (Pharr, TX)
- Flamingo Bowl (McAllen, TX)
- McAllen ISD – McAllen High School Tennis Courts

Additional facilities may be required at which the College Programs may offer courses due to unforeseen circumstances. In these circumstances, the President will be asked to review and approve the use of various facilities as needed, pursuant to Policy 6130.

Funding Source

Funds will be budgeted in the proposed FY 2021 - 2022 Physical Education Facility Rental budget.

Recommended Action

It is recommended that the Facilities Committee recommend for Board approval at the August 25, 2020 Board meeting, the FY 2021 – 2022 annual facility usage agreements for use by the College Programs as presented.

The Facilities Committee recommended Board authorization and approval of FY 2021 – 2022 annual facility usage agreements for use by the College Programs as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize FY 2021 – 2022 annual facility usage agreements for use by the College Programs 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 FY 2021 – 2022 annual facility usage agreements for use by the College Programs as presented.

Approval Recommended:

Dr. Ricardo J. Solis
President

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

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

South Texas College
Monthly Construction Report
Fiscal Year 2020 - 2021
As of July 7, 2021

Total Project Budget Summary	FY21 Unexpended Plant Fund	FY21 Renewals & Replacements Fund
Total Construction Project Budget	\$ 10,982,474	\$ 4,883,890
Previously Approved Projects for September - June 2021	(4,120,582)	(471,919)
Proposed Project(s) for the Month of July 2021	(356,255)	(280,000)
Total Project Budget Balance	\$ 6,505,637	\$ 4,131,971

Project Reference #	Project Name	Total Project Budget/Actual*	
		CIP Fund	R&R Fund
Board Approved on September 22, 2020			
2020-008C	Pecan Campus Business and Science Building G Classroom Conversion of Two (2) Classrooms to Geology Labs - CO	\$ 267,700	\$ -
2020-002C	Pecan Plaza West Building C Kinesiology Storage and Restroom Renovations	142,538	-
2019-047R	Mid Valley Campus Drainage Improvements Phase I - CO	-	302,919
2018-019R	Asphalt Resurfacing for the Northwest Drive - CO	-	92,971
Total Board Approved on September 22, 2020		\$ 410,238	\$ 302,919
Board Approved on October 27, 2020			
2021-011R	Nursing and Allied Health Campus NAH East Building A Exterior Stairs Repairs and Replacement	\$ -	\$ 169,000
2019-019C	Regional Center for Public Safety Excellence Additional Chiller Installation Project - CO	170,000	-
2020-019C	District Wide Automatic Door Openers Phase IV	95,120	-
2020-022C	Regional Center for Public Safety Excellence Site Drainage Improvements Conditions	356,255	-
Total Board Approved on October 27, 2020		\$ 265,120	\$ 169,000
Board Approved on November 24, 2020			
2019-015C	Regional Center for Public Safety Excellence Indoor Shooting Range - CO	\$ 291,972	\$ -
Total Board Approved on November 24, 2020		\$ 291,972	\$ -

South Texas College
Monthly Construction Report
Fiscal Year 2020 - 2021
As of July 7, 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	\$ -
Board Approved on June 22, 2021			
2019-014C	Starr County Campus Workforce Center Building D Welding Lab Expansion and Renovation	\$ (230,000)	\$ -
Total Board Approved on June 22, 2021		\$ (230,000)	\$ -

South Texas College
Monthly Construction Report
Fiscal Year 2020 - 2021
As of July 7, 2021

Project Reference #	Project Name	Total Project Budget/Actual*	
		CIP Fund	R&R Fund
Pending Board Approval on July 27, 2021			
2020-014R	Pecan Campus Information Technology Building M Generator Replacement	\$ -	\$ 280,000
2020-022C	RCPSE Drainage Improvement Phase II	\$ 356,255	\$ -
Total Pending Board Approval on July 27, 2021		\$ 356,255	\$ 280,000
Current Total Project Budget		\$ 4,476,837	\$ 751,919

* 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	\$ 19,768	\$ 313,232	\$ 267,700	High	August 2021	Approval of Substantial Completion	EGV Architects	Tri-Gen Constrcution
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	\$ 265,345	\$ 1,200,655	\$ 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	\$ 1,791,857	\$ 2,137,906	\$ 2,873,838					
Pecan Plaza																				
9	West Building C Kinesiology Renovation	MV					●					\$ 143,800	\$ 22,457	\$ 121,343	\$ 142,538	High	September 2021	Approval of Substantial Completion	Alvarado Architects & Assoc.	Tri-Gen Construction
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	\$ 34,153	\$ 266,647	\$ 299,538					
Mid-Valley Campus																				
12	Student Union Building F Renovation	SS									●	\$ 355,000	\$ 331,544	\$ 23,456	\$ 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	\$ 333,551	\$ 245,649	\$ 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	August 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	\$ 312,560	\$ 114,940	\$ 375,270	Completed	N/A		Gignac Architects	Holchemont
16	West Entry Campus Sign	DV									●	\$ 76,000	\$ 74,456	\$ 1,544	\$ 60,000	Completed	N/A		N/A	Limon Masonry Interface
Nursing and Allied Health Campus Subtotal												\$ 503,500	\$ 387,016	\$ 116,484	\$ 435,270					
Starr County Campus																				
17	Student Services Building G Renovation	SS									●	\$ 225,000	\$ 229,402	\$ (4,402)	\$ 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	\$ 230,222	\$ 224,778	\$ 466,500					
Regional Center for Public Safety Excellence																				
19	Shooting Range (Previously Target Range)	DV			●							\$ 634,312	\$ 56,326	\$ 577,986	\$ 291,972	High	September 2021	Approval of Schematic Design	PBK Architects	TBD
20	Canopy for Safety Training Vehicles	RG		●								\$ 285,500	\$ 91	\$ 285,409	\$ 285,500	Low	July 2021	Approval of Architectural Services	TBD	TBD
21	Canopy for Students/Instructors	RG		●								\$ 247,000	\$ 91	\$ 246,909	\$ 247,000	Low	July 2021	Approval of Architectural Services	TBD	TBD
22	Fire Training Area	RG		●								\$ 443,600	\$ 91	\$ 443,509	\$ 443,600	Low	July 2021	Approval of Architectural Services	TBD	TBD
23	Site Drainage Improvements	RG			●							\$ 356,255	\$ 43,059	\$ 313,196	\$ 356,255	High	July 2021	Approval of Construction Services	Perez Consulting Engineers	TBD
24	Chiller Installation	MV				●						\$ 170,000	\$ 8,433	\$ 161,567	\$ 170,000	High	August 2021	Approval of Construction Services	Half 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	\$ 211,626	\$ 2,054,541	\$ 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	\$ 6,016	\$ 89,104	\$ 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	\$ 15,126	\$ 4,249,609	\$ 4,264,735				
Totals			12	3	6	0	8	1	0	0	13	\$ 13,674,215	\$ 3,050,460	\$ 10,623,755	\$ 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	\$ 3,054	\$ 276,946	\$ -	Low	July 2021	Approval of Construction Services	Half Associates, Inc	TBD
Pecan Campus Subtotal												\$ 280,000	\$ 3,054	\$ 276,946	\$ -					
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	\$ 3,000	\$ 166,000	\$ 169,000	High	October 2021	Approval of Construction Services	Chanin Engineering, LLC	TBD
Nursing and Allied Health Campus Subtotal												\$ 758,000	\$ 161,331	\$ 596,669	\$ 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	Authorization to Solicit for Construction Services	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	1	0	4	0	0	0	13	\$ 6,205,564	\$ 1,100,693	\$ 5,104,871	\$ 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 June 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 **June 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 June 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 June 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 June 2021.
- 2) Release of Checks for \$125,000.00 and Above
Board of Trustees Approval Required for June 2021.
- 3) Release of Checks for \$125,000.00 and Above
Released Prior to Board Approval for June 2021.
- 4) Release of Construction Fund Checks for June 2021.
- 5) Quarterly Investment Report and Money Market Accounts for June 2021.
- 6) Summary of Revenues for June 2021.
- 7) Summary of State Appropriations Revenue for June 2021.
- 8) Summary of Property Tax Revenue for June 2021.
- 9) Summary of Expenditures by Classification for June 2021.
- 10) Summary of Expenditures by Function for June 2021.
- 11) Summary of Auxiliary Fund Revenues and Expenditures for June 2021.
- 12) Summary of Grant Revenues and Expenditures for June 2021.
- 13) Summary of Bid Solicitations.
- 14) Summary of Purchase Orders.

Discussion and Recommend Action as Necessary on Real Property

The Board is asked to review issues related to real property.

Administration will provide an update on issues related to real property, and request Board action as necessary.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize action as necessary related to real property.

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

The Board of Trustees of Trustees of South Texas College approves and authorizes action as necessary related to real property.

Approval Recommended:

Dr. Ricardo J. Solis
President

Announcements

A. Next Meetings:

- *Tuesday, August 10, 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, August 24, 2021*
 - 5:30 p.m. – Regular Board Meeting

B. Other Announcements:

- The Fall 2021 Semester begins on Monday, August 23, 2021!
- The College will be closed on Monday, September 6, 2021, in observance of Labor Day
- Wednesday, September 8th is the Fall 2021 Semester Census Day
- The College will be closed on Friday, September 24, 2021, for College-Wide Professional and Organizational Development Day