



**SOUTH TEXAS  
COLLEGE**

**Board of Trustees  
Regular Board Meeting**

**Tuesday, September 28, 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, September 28, 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. Presentations ..... 7 - 17**
  - 1. Rio-South Texas Education and Community Development Foundation Check Presentation
  - 2. Report on 2021 Board of Trustees Institute
  - 3. Presentation on the South Texas College Educational Foundation
  - 4. Presentation of Spring 2021 Enrollment Report
- VI. Update by the College President**
- VII. Consideration and Action on Consent Agenda**
  - 1. Approval of Board Meeting Minutes ..... 18 - 57
    - 1) August 24, 2021 Public Hearing and Special Board Meeting
    - 2) August 24, 2021 Regular Board Meeting
  - 2. Approval and Authorization to Accept Grant Awards and Agreements .. 58 - 61
    - 1) Texas Workforce Commission, Jobs and Education (JET) for Texans Grant in the amount of \$204,058
    - 2) The Texas Department of Agriculture, Child Development Associates Credential Program, Renewal Funds in the amount of \$60,275.60
    - 3) Texas Higher Education Coordinating Board, Carl D. Perkins State Leadership Grant, in the amount of \$174,963



- 4) Region One Education Service Center Agreement with South Texas College for the Texas Workforce Commission, Adult Education and Family Literacy Grant in the amount of \$238,095
- 5) John G. and Marie Stella Kenedy Memorial Foundation, Scholarship Funds in the amount of \$15,000
- 6) Texas Workforce Commission, Self Sufficiency Fund in the amount of \$157,000
- 7) City of McAllen Development Corporation Grant in the amount of \$260,000
- 8) Texas Workforce Commission, Information Technology Registered Apprenticeship Expansion Grant in the amount of \$199,981
- 9) Additional Grant(s) Received/Pending Official Award

#### **VIII. Consideration and Action on New Items**

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3. Approval of Resolution 2022-004 to Submit Nominees for the Starr County Appraisal District Board of Directors for FY 2022 - 2023..... 77 - 80

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  - b. Presentation on South Texas College Bachelor Programs
  - c. Presentation on Workforce Training Opportunities for Industry Partners in Reynosa
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  - a. Approval of Revision to 2021-2022 and 2022-2023 Academic Calendar ..... 85 - 92

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  - b. Review and Discussion of Mission Economic Development Authority (MEDA) Scholarship Fund Awards

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  - b. Approval of Revised Interlocal Agreement for Transportation Services between South Texas College and the Lower Rio Grande Valley Development Council (LRGVDC) for Fiscal Year 2021 – 2022 ..... 105 - 115
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      - 1) Industrial Supplies, Materials, and Accessories (Award)
      - 2) Nursing and Allied Health Campus Bldg A – Analog to Digital Upgrade Phase II (Award)
    - B. Purchases and Renewals (B-a. Non-Instructional Items)
      - 3) Audio Visual Equipment and Supplies (Purchase)
      - 4) Chiller Maintenance Agreement (Purchase)
      - 5) Computer Components, Peripherals, Software, and Supplies (Purchase)
      - 6) Maintenance Equipment, Parts, and Supplies (Purchase)
      - 7) Mobile Hotspot Devices and Services (Purchase)
      - 8) Parts and Supplies (Purchase)
      - 9) Catering Services (Renewal)
      - 10) Equipment Rental Services (Renewal)
      - 11) Fire Suppression Systems Service (Renewal)
      - 12) In-Store Purchases of Materials and Supplies (Renewal)
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    - B. Purchases and Renewals (B-b. Technology Items)
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  - g. Approval to Use HEERF Institutional Funds to Discharge Student Debt for Summer Sessions 2020..... 141 - 142
  - h. Approval to Use HEERF Institutional Funds to Discharge Student Debt for Fall Semester 2020, Spring Semester 2021, and Summer Sessions 2021..... 143 - 144

- i. Acceptance of South Texas College Chief Executive Officer Reporting Requirements for Academic Year 2020 – 2021 of Sexual Harassment, Sexual Assault, Dating Violence, and Stalking Incidents Under Texas Education Code, Section 51.253(c) ..... 145 - 148
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    - e. Approval of Solicitation of Engineering Services for Selected FY2021 - 2022 Renewals & Replacements Projects..... 226 - 240
      - i. Pecan Campus Resurfacing of East Drive
      - ii. Pecan Campus South Academic Building J Generator Replacement
      - iii. Nursing and Allied Health Campus NAH East Building A Generator Replacement
    - f. Approval of Substantial and Final Completion for the Pecan Campus Business and Science Building G Conversion of Two (2) Classrooms to Geology Labs Project ..... 241 - 248

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•	<u>Friday, October 1, 2021</u>	
➤	10:00 a.m. – Board Work Session	
•	<u>Tuesday, October 19, 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, October 26, 2021</u>	
➤	5:30 p.m. – Regular Board Meeting	
B.	Other Announcements:	
•	The Association of Community College Trustees will hold its annual National Leadership Summit from October 13 – 16, 2021.	

## **Presentations**

### **1) Rio-South Texas Education and Community Development Foundation Check Presentation**

The Rio-South Texas Education and Community Development Foundation (RSTF) stated mission is: “to ensure residents acquire skills and knowledge and have access to economic opportunities to enable them to pursue meaningful careers and live prosperous lives in Rio South Texas.”

In support of this mission, RSTF provided a grant for \$116,330.08 to South Texas College that will provide 72 local individuals with a pathway toward life-changing careers. Eligible recipients of this support will be adults who currently lack a high school diploma or GED.

Upon recruitment into the grant-funded program, these adult learners will be co-enrolled in a GED program and one of six technical skills training programs, ranging from healthcare, information technology, or industrial technology. Students will be provided with ongoing support as they pursue not only their GED, but also a higher education credential in their chosen technical skill field. This will open new pathways to high-skill, high-wage careers and further workforce training when they are ready to continue.

Mr. Juan Carlos Aguirre, Special Assistant to the President for Continuing Education, will speak on the fantastic programs supported by this grant. Then, Mr. Aguirre will introduce Mr. Adam Gonzalez, Senior Vice President for Business Development with RSTF, to present a check to South Texas College to symbolically recognize this generous donation.

### **2) Report on 2021 Board of Trustees Institute**

Mr. Paul R. Rodriguez and Mr. Danny Guzman attended the Community College Association of Texas Trustees’ 2021 Board of Trustees Institute in Austin, Texas. The Institute provided an update on statewide issues affecting community colleges, as well as workshops focused on Board governance, leadership, and supporting student success.

Mr. Rodriguez will provide a brief report to the Board on the Institute and the outlook for community colleges and higher education.

3) Presentation on the South Texas College Educational Foundation

Dr. Ricardo J. Solis, College President, has invited Mr. Mario A. Vazquez to present on the South Texas College Educational Foundation.

Mr. Vazquez is a professional fundraising executive with experience in public and private sectors, including higher education. Mr. Vazquez has reviewed the current state of the South Texas College Educational Foundation, and has prepared a brief presentation for the Board's review and consideration. Mr. Vazquez will be available, on a complimentary basis, to assist with initial steps toward the next steps of transforming the Foundation into an active functioning fundraising entity.

Mr. Vazquez' presentation will cover essential steps to reorganize the Foundation and find the right executive director to lead it, as well as the establishment of a relationship, likely through a Memorandum of Understanding, that ties the Foundation to the mission and benefit of the College while allowing the College to provide material support toward the organization and operation of the Foundation.

Following the presentation, Mr. Vazquez will be available for questions from the Board.

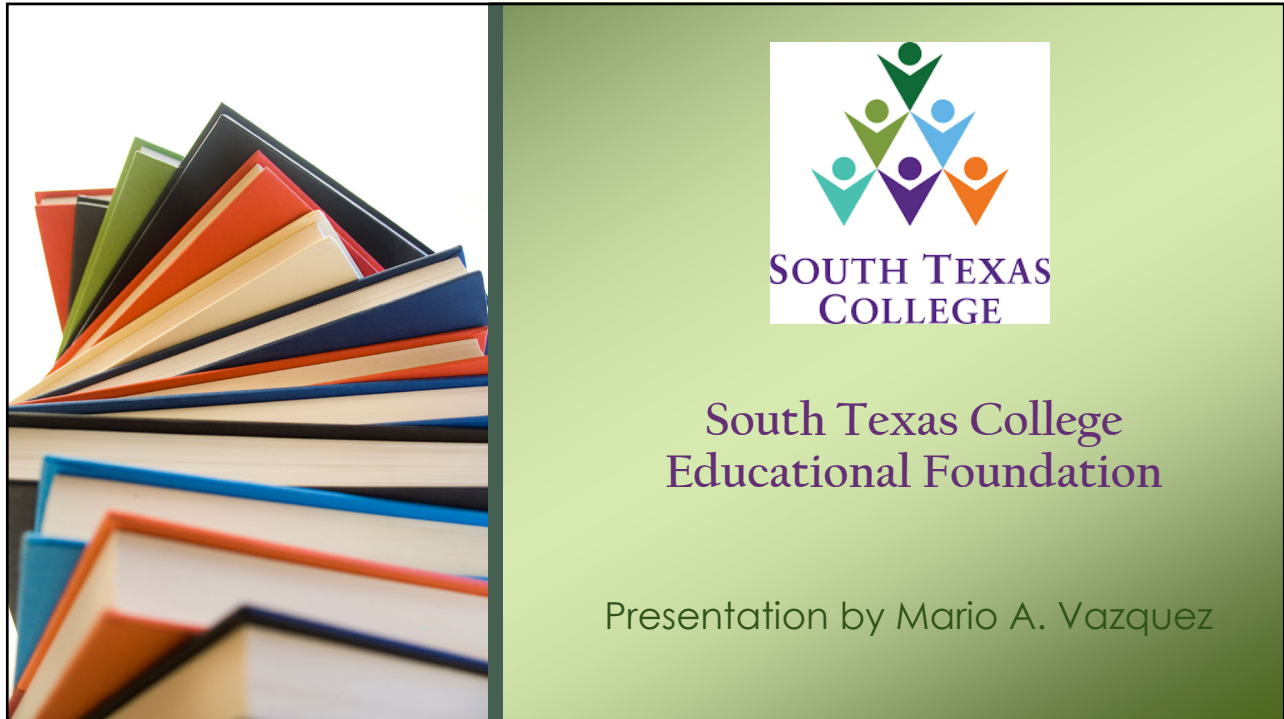
4) Presentation of Fall 2021 Enrollment Report

Mr. Matthew Hebbard, Vice President for Student Affairs and Enrollment Management, will present the Fall 2022 Enrollment Report.

While the College and its communities are still impacted by the COVID-19 pandemic, the September 9, 2020 Census Day for the Fall 2021 term has provided administration with the official enrollment for the term.

VP Hebbard will compare actual Summer 2020 and Fall 2020 enrollment to administration's projections, and discuss the strategies underway to ensure that students know South Texas College is ready to safely and effectively serve them.

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



## Introduction

- Mario is a professional fundraising executive having led a major PBS station as CEO, VP of Institutional Advancement for Texas A&M University-San Antonio, and recently completed launching a \$30 million capital campaign for a \$2B healthcare system
- Has provided guidance to STC on a complimentary basis and is not seeking long-term engagement
- Will provide initial guidance to assure the Foundation is an actively functioning fundraising entity

## Organizational Structure for Foundation

- The current STC Foundation is essentially structured as another department reporting to the President and is not a self-governing entity. Most foundations are organized as the vehicle to lead and accept philanthropic support through its 501(c)(3) tax-exempt status.
- A newly-created Foundation Board should be comprised of community leaders with the primary purpose of donating and raising funds. It has no formal governance responsibilities. The Foundation exists to support STC in all fundraising efforts.
- Create a full-time Executive Director position reporting to the President. All employees and expenses of the Foundation shall be borne by STC, as outlined in an MOU between the College and Foundation.

## New Executive Director General Role

- The Executive Director will help design and implement a comprehensive plan for developing external alliances by cultivating individual and philanthropic support.
- Develop and implement fundraising campaigns that include annual, alumni, employee, major gift, endowment, planned giving, and capital programs designed to raise funds from individuals, businesses and foundations.
- Work with STC leadership, trustees, campuses and other stakeholders to assure funding priorities are met.
- Help develop or consult in establishing policies and procedures, gift policies, naming opportunities and other organizational matters.
- Other responsibilities outlined in the job description.



## Next Steps

- Mario will develop and provide a job description for the Executive Director Position
- Guide Dr. Solis as well as vet applicants
- Assist with the recruitment process as available.

## Observations & Opportunities for STC

- A stronger image, brand, and formal system structure can make a significant difference in major gifts
- Would recommend a similar system structure as with the Alamo Colleges in San Antonio with a Chancellor and campus presidents. Campus presidents usually take on a fundraising role and provide an additional layer of leadership fundraising.
- Donor Button on the Home Page of the website
- Marketing team should work closely with the new Foundation ED to assure the philanthropic angle is engaged and achieved in media posts
- You have an impressive college system – show it off ubiquitously in order to be on the radar of donors like MacKenzie Scott and others.

## Question & Answer

Thank you for your time. You have an outstanding college system and tremendous potential for major gifts.

It takes time and you are on the right track.

I can answer questions now or email or call at your convenience.

[mario@alamoconsult.com](mailto:mario@alamoconsult.com)

210-885-0760

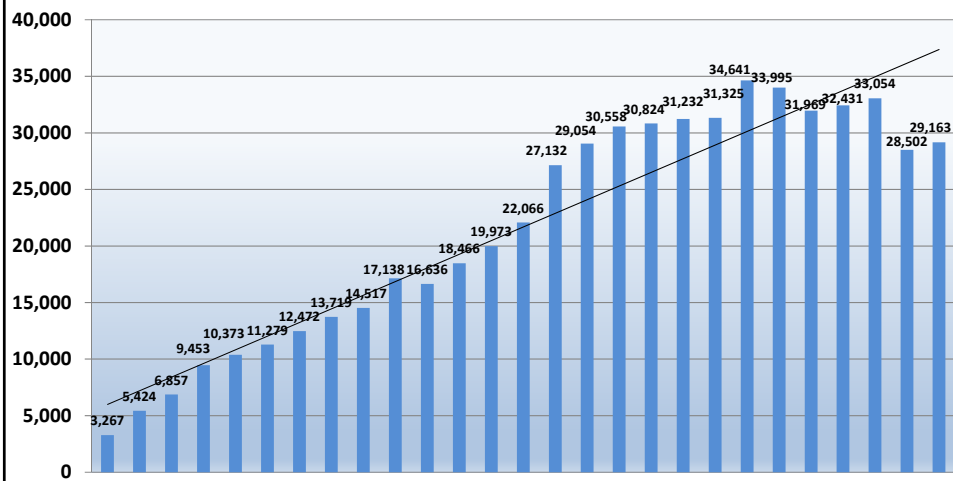
Mario A. Vazquez

End of Presentation

# Fall 2021 Enrollment

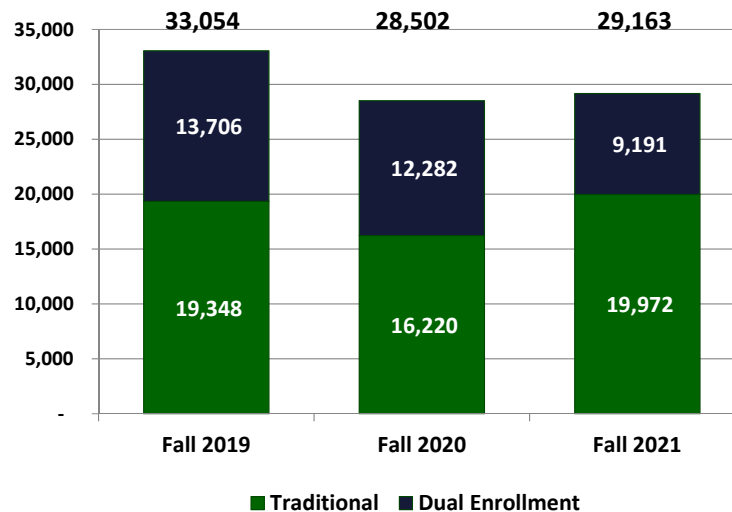


## Student Enrollment History



Fall 1995 to Fall 2021

## Total Enrollment



3

## Campus Enrollment

Campus	Fall 2020	Fall 2021	+/-	%
Pecan	1,617	4,938	+3,321	+205%
Mid Valley	537	1,917	+1,380	+257%
Starr County	233	627	+394	+169%
NAH	1,087	1,406	+319	+29%
Technology	789	1,248	+459	+58%
Distance Learning	26,497	16,974	-9,523	-36%
Dual Enrollment Taking Class at High School	316	8,442	+8,126	+2,572%
Regional Center for Public Safety Excellence	123	61	-62	-50%
Higher Education Center - La Joya	43	19	-24	-56%
Higher Education Center -Pharr	40	48	+8	+20%
<b>Total Unduplicated</b>	<b>28,502</b>	<b>29,163</b>	<b>+661</b>	<b>+2%</b>

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

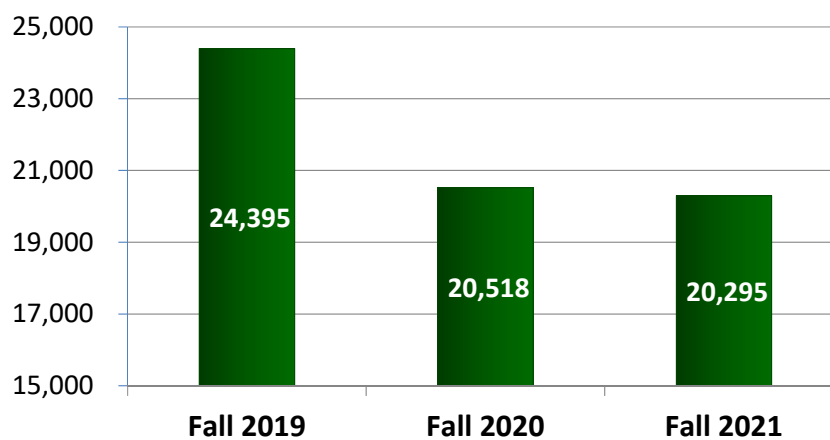
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### Unduplicated Enrollment by Residence

County	Fall 2019	Fall 2020	Fall 2021	% Change '20-'21
Central Hidalgo	21,487	18,919	19,493	+3%
Eastern Hidalgo	6,179	5,267	5,162	-2%
Western Hidalgo	2,038	1,300	1,302	0%
Starr County	2,306	1,942	2,010	+3%
Out of District and Country	1,044	1,074	1,196	+10%
<b>TOTAL</b>	<b>33,054</b>	<b>28,502</b>	<b>29,163</b>	<b>+2%</b>

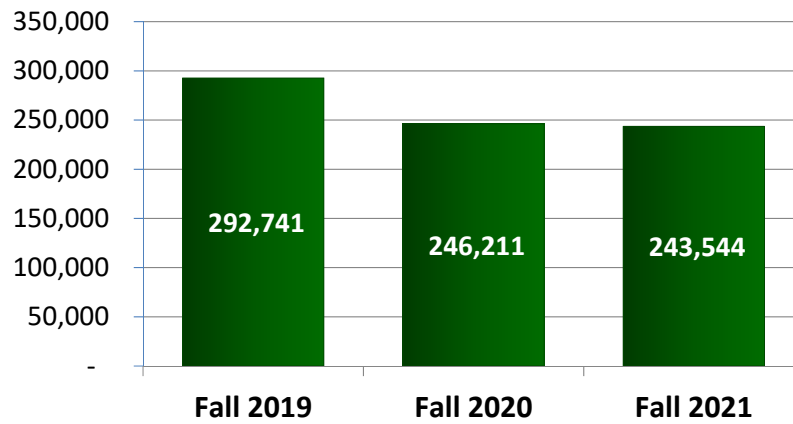
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### Full Time Equivalency (total semester credit hours/12)



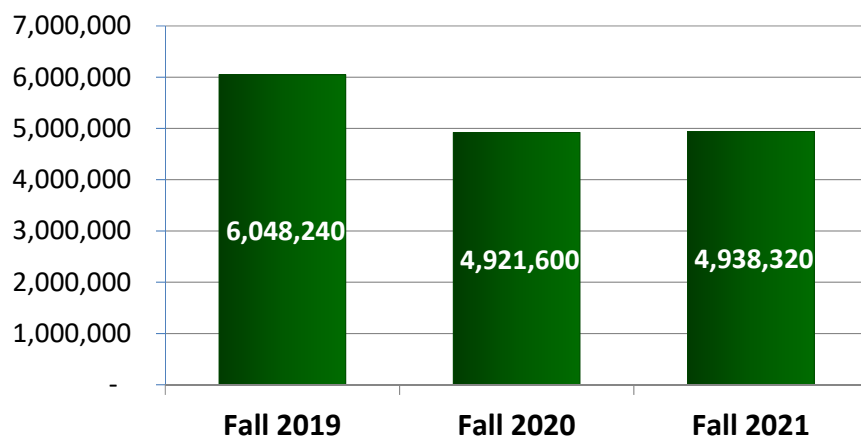
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### Semester Credit Hours



7

### Contact Hours



8

### Dual Enrollment – Hidalgo County

District	Fall 2019	Fall 2020	Fall 2021
DONNA ISD	511	467	260
EDCOUCH-ELSA ISD	245	226	182
EDINBURG CISD	2,010	1,599	1,302
HIDALGO ISD	338	298	252
LA JOYA ISD	1,531	1,498	1,107
LA VILLA ISD	34	26	33
MCALLEN ISD	947	842	528
MERCEDES ISD	400	403	267
MISSION CISD	947	847	780
MONTE ALTO ISD	35	40	25
PROGRESO ISD	154	131	87
PSJA ISD	2,719	2,424	1,958
SHARYLAND ISD	751	619	449
SOUTH TEXAS ISD	571	502	280
VALLEY VIEW ISD	327	316	203
WESLACO ISD	1,095	1,005	721
<b>Subtotal</b>	<b>12,615</b>	<b>11,243</b>	<b>8,434</b>

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### Dual Credit – Starr County

	Fall 2019	Fall 2020	Fall 2021
RIO GRANDE CITY CISD	594	573	377
ROMA ISD	161	116	70
SAN ISIDRO ISD	4	3	1
<b>Subtotal</b>	<b>759</b>	<b>692</b>	<b>448</b>

### Other – District-wide

	Fall 2019	Fall 2020	Fall 2021
PRIVATE SCHOOLS	60	29	22
CHARTER SCHOOLS	266	295	283
HOME SCHL & OTHERS	6	23	4
<b>Subtotal</b>	<b>332</b>	<b>347</b>	<b>309</b>

	Fall 2019	Fall 2020	Fall 2021
<b>Total Dual Credit</b>	<b>13,706</b>	<b>12,282</b>	<b>9,191</b>

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

The following Board Meeting Minutes are submitted for approval:

- 1) August 24, 2021 Public Hearing and Special Board Meeting
- 2) August 24, 2021 Regular Board Meeting Minutes

**Recommendation:**

It is recommended that the Board of Trustees of South Texas College approve and adopt the Minutes for August 24, 2021 Public Hearing and Special Board Meeting and the August 24, 2021 Regular Board Meeting as presented.

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

The Board of Trustees of South Texas College approves and adopts the Minutes for August 24, 2021 Public Hearing and Special Board Meeting and the August 24, 2021 Regular Board Meeting as presented.

**Approval Recommended:**

**Dr. Ricardo J. Solis**  
**President**



**SOUTH TEXAS COLLEGE  
BOARD OF TRUSTEES  
Public Hearing and Special Board Meeting  
Tuesday, August 24, 2021 @ 5:00 p.m.  
Ann Richards Administration Building Board Room  
Pecan Campus, McAllen, Texas 78501**

**Minutes**

**Call Meeting to Order:**

The Public Hearing and Special Board Meeting of the South Texas College Board of Trustees was held on Tuesday, August 24, 2021 in the Ann Richards Administration Building Board Room at the Pecan Campus in McAllen, Texas. The meeting commenced at 5:02 p.m. with Ms. Rose Benavidez presiding.

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

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

Members absent: None

Also present: Dr. Ricardo J. Solis, Dr. David Plummer, Mrs. Mary Elizondo, Dr. Anahid Petrosian, Mrs. Myriam Lopez, Dr. Rebecca De Leon, Dr. Carlos Margo, Dr. Virginia Champion, Mr. Frank Gutierrez, Dr. Maria Rosas, Ms. Erika Rodriguez, Mr. Ken Lyons, Mr. Ben Briones, Dr. Rodney Rodriguez, Mr. Javier Villalobos, and Mr. Andrew Fish.

**Determination of a Quorum**

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

**The Public Hearing on FY 2021 - 2022 Budget**

Mrs. Mary Elizondo, Vice President for Finance and Administrative Services, presented the FY 2021 - 2022 Budget to the public and Board of Trustees during the public hearing and prior to the formal adoption of the Budget by the Board.

The Public Hearing on the FY 2021 - 2022 Budget opened at 5:03 p.m. and consisted of:

- Presentation of Overview of FY 2021 - 2022 Budget

Mrs. Elizondo presented the Overview of the proposed FY 2021 - 2022 Budget and responded to questions from the Board.

- Public Comments

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

- Closing of the Public Hearing on FY 2021 - 2022 Budget

The Public Hearing closed at 5:36 p.m.

The Budget was included under separate cover in the Board packet.

### **Consideration and Approval of Resolution 2021-004 Adopting the Budget for FY 2021 - 2022**

It was recommended that the Board of Trustees approve Resolution 2021-004 adopting the Budget for FY 2021 - 2022 as presented.

A Notice of the Public Hearing on South Texas College's proposed budget for FY 2021 - 2022 was advertised on August 4, 2021 in the Starr County Town Crier, the Mid Valley Town Crier, and The Monitor. The Hearing gave the general public the opportunity to make comments and have input with regard to the adoption of the budget. A copy of the budget was included under separate cover.

Resolution 2021-004 adopting the Budget for FY 2021 - 2022 and a presentation on the Budget were provided in the packet for the Board's information and review.

A copy of the proposed budget was made available for viewing at the Office of the Vice President for Finance and Administrative Services located in the Administration Building in Room 230 at the Pecan Campus prior to the Public Hearing. Copies of the budget were publicly available online and printed copies were made available at the Public Hearing.

On August 10, 2021, the Finance, Audit, and Human Resources Committee deferred a review of the Proposed Budget for FY 2021 – 2022 until it could be presented to the full Board of Trustees.

Upon a motion by Mr. Rene Guajardo and a second by Mrs. Victoria Cantú, the Board of Trustees of South Texas College approved Resolution 2021-004 adopting the Budget for FY 2021 – 2022 as presented. The motion carried.

### **Adjournment**

There being no further business to discuss, the Public Hearing and Special Meeting of the South Texas College Board of Trustees adjourned at 5:48 p.m.

I certify the foregoing are the true and correct minutes of the Tuesday, August 24, 2021 Public Hearing and Special Board Meeting of the South Texas College Board of Trustees.

X\_\_\_\_\_

Mrs. Victoria Cantú

Board Secretary

**SOUTH TEXAS COLLEGE  
BOARD OF TRUSTEES REGULAR MEETING  
Tuesday, August 24, 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, August 24, 2021 in the Ann Richards Administration Building Board Room at the Pecan Campus in McAllen, Texas. The meeting commenced at 5:43 p.m. with Ms. Rose Benavidez presiding.

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

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

Members absent: None

Also present: Dr. Ricardo J. Solis, Dr. David Plummer, Mrs. Mary Elizondo, Mr. Matthew Hebbard, Mrs. Rebecca Cavazos, Mr. Rick De La Garza, Mrs. Myriam Lopez, Mr. George McCaleb, Mr. Robert Cuellar, Mr. Lucio Gonzalez, Mr. Jason Gutierrez, Ms. Erika Rodriguez, Mr. Ken Lyons, Dr. Maria Rosas, Dr. Carlos Margo, Dr. Virginia Champion, Mr. Khalil Abdullah, Mr. Raul Cabaza, Ms. Arnetta Oropeza, Dr. Rodney Rodriguez, Mr. Trey Murray, Mr. James Hiebert, Mr. Javier Villalobos, and Mr. Andrew Fish.

**Determination of a Quorum**

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

**Invocation**

Dr. Rebecca De Leon, Dean for Dual Credit Programs and School District Partnerships, said the invocation.

**Public Comments**

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

## **Presentation**

### **1) RGV Focus Grant Check Presentation**

Dr. Rodney Rodriguez, Senior Director of RGV Focus, presented a check for \$30,000 to support at least 100 students pursuing Industry Based Certifications. This support was made possible by RGV Focus and Educate Texas, part of the Communities Foundation of Texas.

This was a new round of support, building upon a prior award that helped students obtain a workforce-ready IBC, and start their pathway toward further continuing education and/or academic and workforce degree programs.

This check corresponded to a grant that was proposed for Board acceptance later in this meeting's agenda.

This presentation was provided for the Board information and feedback to administration. No action was requested at this time.

## **Update by the College President**

Dr. Ricardo J. Solis announced the creation of a new position at South Texas College, the Manager for COVID-19 Preparedness and Response, which was designed to oversee, manage, coordinate, and communicate the College's response to the COVID-19 pandemic.

Dr. Solis then introduced Dr. Maria Rosas, who was appointed to serve in this new role. Dr. Rosas brings an extensive background working to protect our community from communicable diseases, and years of teaching experience in South Texas College's Health Information Technology Department.

Dr. Rosas spoke a few words thanking the Board and Dr. Solis for the opportunity and expressing her eagerness to undertake these new, critical responsibilities.

## **Approval of Board Meeting Minutes**

The following Board Meeting Minutes were submitted for approval:

### **1) July 27, 2021 Regular Board Meeting Minutes**

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Mrs. Victoria Cantú, the Board of Trustees of South Texas College approved and adopted the Minutes for July 27, 2021 Regular 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. An eight grant was introduced after the publication of the Board packet, and was introduced for approval at the Board meeting, as listed below:

### **1. Texas Workforce Commission, Information Technology Registered Apprenticeship Expansion Grant in the amount of \$199,467.11**

This award would help to create work-based learning opportunities for students in the Registered Apprenticeship Expansion Program (RAP). The Institute for Advanced Manufacturing at South Texas College planned to engage at least five employers to help support 50 new apprentices and three new RAPs. The apprenticeship expansion program would give students a chance to work towards a nationally recognized credential and help them gain the skills and knowledge needed to prepare for occupations that included Computer Network Support Specialist, Information and Records Clerk, and Computer User Support Specialist. The award period was from September 1, 2021 to February 28, 2023.

This grant aligned with 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 include apprenticeship opportunities.

### **2. US Department of Education, Higher Education Emergency Relief Fund – Supplemental Assistance to Institutions of Higher Education (SAIHE) Program in the amount of \$10,136,521**

This award supported institutions of higher education (IHEs) with unmet needs related to recovery from disruptions in the finances, day-to-day operations, instruction, and student supports due to coronavirus. South Texas College was eligible to apply under Absolute Priority #6, institutions of higher education (IHEs) that serve a high percentage of low-income students and that have experienced a significant enrollment decline. Grantees under Absolute Priority 6 are to use funds to support students in their continued engagement and reengagement in postsecondary education.

This grant would be managed by the Division of Student Affairs and Enrollment Management Services. Vice President Matthew Hebbard serves as the Project Director for this federal award. The federal funding period for this award is from July 31, 2021 to July 31, 2022.

**3. Texas Higher Education Coordinating Board, OER Course Development and Implementation Grant, in the amount of \$76,145.25**

This award would support the enhance the quality in online course offerings and reduce the costs of educational materials for students at Texas public and independent institutions of higher education through matching grants to support open educational resources (OER). Two categories of grants were available under the RFA, Development and Implementation.

Through the Development grant, STC would lead a consortium with the University of Texas-Rio Grande Valley (UTRGV) and the University of Texas-Dallas (UTD) to develop new OER for three mathematics courses (Math 2413-Differential Calculus, Math 2412-Precalculus, and Math 1414-College Algebra) that are among the fifty most frequently transferred courses in Texas. The Development award amount was for \$71,315.25.

Through the Implementation grant, South Texas College would curate readings and activities from existing OER for Introduction to Ethics (PHIL 2306), which was also among the fifty most frequently transferred courses in Texas. South Texas College would redesign them for online delivery. The implementation award was in the amount of \$4,830. The combined total amount awarded was \$76,145.25. The funding period was upon execution of the agreement to August 31, 2022.

This grant aligned with Strategic Goal #3, Create Educational Opportunities, by providing accessible and inclusive educational opportunities that align programs with emerging technologies.

**4. Additional funds for the U.S. Department of Education, Higher Education Emergency Relief Fund (HEERF) Minority Serving Institutions, Developing Hispanic Serving Institutions under the American Rescue Plan Act in the amount of \$3,873,690**

Authorization was requested to accept additional funds in the amount of \$3,873,690 for the period of August 6, 2021 to August 5, 2022. Funds would be used to assist students with their cost of attendance, including food, housing, course materials, technology, health care, and child care.

The college administration was using these funds to establish two separate grant-supported scholarship funds to support eligible students with micro-scholarships to cover qualified expenses.

Additional Funds would increase the awarded amount to \$7,423,452. This allocation is managed by the Division of Student Affairs and Enrollment Management. Vice President Matthew Hebbard served as the Project Director for this federal award and Juan Miguel Galvan is the Financial Manager.

**5. Greater Texas Foundation, Healthcare and Information Technology Postsecondary Career Pathways, in the amount of \$80,592**

This award sought to serve 57 individuals without secondary credentials in postsecondary career pathways by co-enrolling them in GED and technical training programs leading to industry-recognized certifications (EKG, Phlebotomy, and Microsoft Office) and college credit conversion, and transitioning them to college certificate programs, Associate's programs, and employment in target occupations. The grant funding period was from September 1, 2021 to August 31, 2022.

This grant aligned with Strategic Direction #3, Create Educational Opportunities for Students, by ensuring that students engaged in learning that would prepare them for the workforce, which positively affected the economic and social mobility of residents in our region.

**6. Rio South Texas Education and Community Development Foundation, Postsecondary Career Pathways in Healthcare, Information, Technology, and Manufacturing in the amount of \$116,330.08**

This award would recruit, assess and select 72 individuals without high school diploma or GED, and co-enroll them in GED and one of six technical training programs (EKG Technician, Phlebotomy Technician, Microsoft Office Specialist, FANUC Robot Operator, CNC Machine Operator Assistant, and Production Operator Assistant) leading to industry-recognized certifications and college credit conversion. Daily case management would be provided to help with persistence and completion. Participants would be assisted in transitioning into a college certificate program and employment. The amount requested would be matched 1:1 using South Texas College's Texas Public Educational Grant funds. The grant funding period was from September 1, 2021 to August 31, 2022.

This grant aligned with Strategic Direction #3, Create Educational Opportunities for Students, by ensuring that students engage in learning that will prepare them for the workforce, which positively affects the economic and social mobility of residents in our region.

**7. RGV Focus, Communities Foundation of Texas - Educate Texas Grant in the amount of \$30,000**

Grant funds would be used by the South Texas College to provide micro-credential testing to at least 100 students for Industry Based Certifications (IBC) that would help students enter a high-demand workforce occupation and/or the next level of education. South Texas College anticipated at least 75 students would gain an Industry Based Certification.

Funding from Communities Foundation of Texas and Educate Texas, with financial support from The Educate Texas Fund of Communities Foundation of Texas, would help



enrolled students earn their certificate of completion and make substantial progress toward earning IBCs in their field of study. The funding period was from August 15, 2021 to May 31, 2022.

This funding would build upon previous support from Communities Foundation of Texas and Educate Texas, which covered the costs for 190 eligible students testing in eight different IBC. Prior funding helped South Texas College provide IBC exams to workforce students, helping them pursue credentials that lead toward meaningful career opportunities.

With prior funding, a total of 70 STC students successfully obtained an Industry Based Certification. These students can build upon successful attainment of IBCs to continue into further continuing education and/or academic and workforce degree programs, as part of South Texas College's stackable credential pathways.

South Texas College reflected on both the positive experiences and challenges of the prior grant funded program. Administration was very proud that Dual Credit Students successfully obtained IBCs in Welding in the College's newly license American Welding Society Accredited Test Facility (ATF). Certified by the American Welding Society in October 2020, during the COVID-19 pandemic, the Technology Campus ATF was serving as a model for the college to deliver a vital IBC.

To improve outcomes, South Texas College started to assess the feasibility of imbedding the opportunity for a student to obtain an IBC into its academic curriculum for high demand occupations. Institutional processes needed to support an IBC based academic curriculum were also under assessment. Overall, South Texas College looked to increase student opportunities and success in earning an Industry Based Credential.

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

**8. US Department of Agriculture, South Texas Agriculture Roadmap for Training, Research, Experiential Learning, and Careers (STARTREC) in Food, Agriculture, and Natural Resources, Sub-award from The University of Texas Rio Grande Valley (UTRGV) in the amount of \$70,000**

This subaward would provide scholarship funding for selected STC Associate in Science (AS) majors. Students would be selected based on their interest in careers in food, agriculture, and natural resources, they would receive financial support, and assistance with the transfer process to matriculate into UTRGV's Agricultural Sciences program. The funding period was from September 1, 2021 to July 31, 2025.

This award aligned to Strategic Direction #3, Create Educational Opportunities for Students, by offering opportunities that enable a seamless transfer to advanced degrees and align with emerging workforce needs.

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

The presented grants will provide up to \$14,582,745.44 in funding for the college to provide services and opportunities throughout the region.

Upon a motion by Mrs. Victoria Cantú and a second by Mr. Danny Guzman, the Board of Trustees approved and authorized accepting the following grant awards including the use of related funds and execution of related agreements as necessary for each grant, contingent upon official award as appropriate.

1. Texas Workforce Commission, Information Technology Registered Apprenticeship Expansion Grant in the amount of \$199,467.11
2. US Department of Education, Higher Education Emergency Relief Fund – Supplemental Assistance to Institutions of Higher Education (SAIHE) Program in the amount of \$10,136,521
3. Texas Higher Education Coordinating Board, OER Course Development and Implementation Grant, in the amount of \$76,145.25
4. Additional funds for the U.S. Department of Education, Higher Education Emergency Relief Fund (HEERF) Minority Serving Institutions, Developing Hispanic Serving Institutions under the American Rescue Plan Act in the amount of \$3,873,690
5. Greater Texas Foundation, Healthcare and Information Technology Postsecondary Career Pathways, in the amount of \$80,592
6. Rio South Texas Education and Community Development Foundation, Postsecondary Career Pathways in Healthcare, Information, Technology, and Manufacturing in the amount of \$116,330.08
7. RGV Focus, Communities Foundation of Texas - Educate Texas Grant in the amount of \$30,000
8. US Department of Agriculture, South Texas Agriculture Roadmap for Training, Research, Experiential Learning, and Careers (STARTREC) in Food, Agriculture, and Natural Resources, Sub-award from The University of Texas Rio Grande Valley (UTRGV) in the amount of \$70,000

The motion carried.

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

The following items were presented to the Education and Workforce Development Committee on August 10, 2021:

**a. Presentation on the Emergency Medical Technology (EMT) Program and Pathways Aligned to Health Science (PATHS) Grant**

Mrs. Victoria Cantú, Committee Chair, requested a presentation focused on the Emergency Medical Technology Program at South Texas College.

Dr. Jayson Valerio, Dean for Nursing & Allied Health, presented on the Emergency Medical Technology Program at South Texas College, and on the related topic of the Pathways Aligned to Health Science (PATHS) Grant.

**Emergency Medical Technology (EMT) Program**

Emergency Medical Technology is a critical component of public health and safety, and the EMT Program that provide this training at South Texas College was one of the earliest priorities of South Texas College's allied health programming.

Dr. Valerio provided program background, starting with the need for this program and its original establishment, and detailing the various levels of credentialing available in the EMT program, from basic certification through the Paramedic Associate of Applied Science (AAS) degree, and the faculty and staff who train and support these students.

Dr. Valerio also discussed the standards in place for students seeking entry to the EMT program, as well as their enrollment, licensure, and job placement rates.

While there are several proprietary schools offering their own EMT programs within the Rio Grande Valley, Dr. Valerio highlighted the value of South Texas College's programs and the credentials issued by STC, versus the more expensive and less successful proprietary training programs.

Dr. Valerio reviewed ongoing EMT Program partnerships with school districts, which offer local high school students a pathway to an incredible and critical career path upon graduation.

The College was poised to enhance EMT programs with partnering school districts, including the EMT Dual Credit Academy.

Administration was also developing non-credit and credit EMT pathways to provide police academy cadets and current law enforcement and Custom Border Patrol Agents with the ability to quickly earn credentials in EMT, which provides an academic pathway toward a Paramedic AAS.

### **Pathways Aligned to Health Science (PATHS) Grant**

Region One ESC has supported South Texas College in the Pathways Aligned to Health Sciences (PATHS) Project, enabling the College to provide direct assistance to partnering school districts in the development of healthcare programs for their students, including the curricular and extra-curricular requirements and support that help students achieve success in healthcare programs.

The two-day PATHS Conference was hosted at the STC Nursing & Allied Health Campus on July 14 – 15, 2021, and brought together approximately 40 counselors, CTE directors, and advisors from seven Region One districts, as well as Region One staff. The College represented each of its 13 Nursing and Allied Healthcare programs at this conference, and received great feedback from participants.

Administration looked forward to establishing annual PATHS Conferences to continue building and promoting Nursing and Allied Health partnerships with partnering districts.

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

### **Review and Action as Necessary on Consent Agenda 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 this 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 item were resolved to the Committee's satisfaction at the meeting, and the item was presented here substantially as recommended by the Committee, for approval by the Board of Trustees.

All trustees were invited to identify an item or items that should be removed from the Consent Agenda for further discussion. Otherwise, the Board was asked to formally act on the full consent agenda, according to the details and recommended action presented for the item in the following pages

The Education and Workforce Development Committee recommended Board action on the following item as presented.

- a. Approval of Proposed Memorandum of Understanding between South Texas College and the National Alliance of Concurrent Enrollment Partnership (NACEP)

Upon a motion by Mrs. Victoria Cantú and a second by Mr. Danny Guzman, the Board of Trustees of South Texas College approved and authorized the following items:

- a. Approval of Proposed Memorandum of Understanding between South Texas College and the National Alliance of Concurrent Enrollment Partnership (NACEP)

The motion carried.

#### **Consent Agenda Item:**

##### **a. Approval of Proposed Memorandum of Understanding between South Texas College and the National Alliance of Concurrent Enrollment Partnership (NACEP)**

The Board of Trustees was asked to approve and authorize administration to enter into a Memorandum of Understanding (MOU) with the National Alliance of Concurrent Enrollment Partnerships (NACEP) to join together in support of the upcoming 2022 National Summit for Dual Credit Programs, scheduled for February 27 – March 1, 2022.

##### **Background on the South Texas College Summit on College and Career Readiness**

South Texas College established the Annual Summit on College and Career Readiness as a forum to engage public schools, private schools, and institutions of higher education in collaborative dialogue focused on closing the achievement gap in college readiness for high school graduates.

South Texas College developed annual programs for elected leaders, administration, counselors, advisors, and teachers, and over the years grew this event to include speakers and panelist from a wide spectrum, including the Texas Higher Education Coordinating Board, Texas Education Agency, and Texas Workforce Commission. While the Summit grew, it retained a sharp focus on helping smooth students' pathways from and through secondary school to higher education, and to prepare them for success along this journey.

##### **Opportunity for STC to Partner with NACEP in hosting national conference**

South Texas College transformed the regional Summit into a national conference and expanded the scope of the conference from one to three days. South Texas College Dual Credit Programs proudly hosted the first **National Summit for Dual Credit Programs** with 160 **paid** virtual attendees from March 7 to 9, 2021.

Meanwhile, the College's relationship with NACEP continued to thrive after NACEP's formal accreditation of STC's Dual Credit Programs. This accreditation is highly prestigious, and STC is the first College in Texas to receive it.

In discussions with NACEP, Dr. Rebecca De Leon and her team in Dual Credit Programs developed the opportunity to partner with NACEP as a co-host of a 2022 National Conference, building upon South Texas College's established Summit program.

With NACEP's support, administration believed STC can reach a larger audience, and from there highlight the College's successes for institutions across the nation, and learn from the best practices developed and implemented elsewhere.

Dr. De Leon presented the draft conference agenda to the Education and Workforce Development Committee on August 10, 2021, which was provided in the packet along with a brief narrative.

The Education and Workforce Development Committee recommended Board approval to enter into a Memorandum of Understanding (MOU) with the National Alliance of Concurrent Enrollment Partnerships to join together in support of the upcoming 2022 National Summit for Dual Credit Programs, scheduled for February 27 – March 1, 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:**

The following items were presented to the Finance, Audit, and Human Resources Committee on August 10, 2021:

#### **a. Update on No-Cost Extension (NCE) Request for the Higher Education Emergency Relief Fund (HEERF) Institutional Award**

Mary Elizondo, Vice President for Finance and Administrative Services, will provided an update on the no-cost extension (NCE) request for the Higher Education Emergency Relief Fund (HEERF) Institutional Award.

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 air filtration to prevent the spread of COVID-19. Grantees may request to initiate a one-time extension to extend the final budget period of the grant up to 12 additional months.

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 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.

On July 27, 2021, the South Texas College Board of Trustees approved 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, which had an estimated completion date of September 2022 subject to approval of a no-cost extension by the Department of Education.

A no-cost extension (NCE) request was necessary because the estimated completion timeline for the project extends beyond the end date of the HEERF Institutional Award of May 19, 2022.

On August 6, 2021, the College submitted an NCE request for the HEERF Institutional Award. The NCE indicated that remaining funds from the preliminary estimate would be used for other allowable expenses, such as air filters and student emergency awards.

By the August 10, 2021 Finance, Audit, and Human Resources Committee meeting, the Department of Education had not responded.

Administration would notify the Board of Trustees once a response is received from the US Department of Education.

**b. Update on Interlocal Agreement for Policy Management Services between South Texas College and Texas Association of School Boards for FY 2022**

Mary Elizondo, Vice President for Finance and Administrative Services, presented an update on the interlocal agreement for policy management services between South Texas College and Texas Association of School Boards (TASB) for FY 2022 to maintain a legally sound policy manual for the College and will also provide an update on the pricing.

Purpose – The College had maintained an internal Board Policy Manual since its inception, and entered into an interlocal agreement with TASB for FY 2022 for Policy Management Services to produce a comprehensive and current policy manual that would include legal and local provisions and updates for the College.

Justification – The College entered into an interlocal agreement with TASB to provide policy manual maintenance and update services. TASB is a voluntary, non-profit, statewide educational association that provides legal expertise and comprehensive policy development and maintenance responsive to the needs of Texas community colleges and school districts.

The purchase of the policy management services with Texas Association of School Boards (TASB) (Austin, TX), through an interlocal agreement was approved at the March 31, 2020, Board Meeting. Subsequent to Board approval, South Texas College was notified of the following:

- The performance work by TASB would commence in Fall 2021, due to TASB entering into agreements with two (2) other institutions for Fall 2020, which occurred prior to board approval. TASB only partners with two (2) institutions per year.
- Increased pricing for Year One to \$28,200 from \$24,550 and for Year Two to \$14,200 from \$12,550. The increase in pricing was due to their normal pricing increase that occurs every other year.

The College entered into an interlocal agreement with TASB due to various benefits including, but not limited to, the following:

- Continuous Monitoring of Legal Landscape
  - ⇒ TASB initiates semiannual updates and ensures policies follow the latest compliance requirements from state and federal law regulations.
- Policy Development and Management
  - ⇒ To produce a comprehensive, current, and legally sound policy manual for use by the board and administration.
  - ⇒ TASB has in-house attorneys dedicated to policy development for community colleges and assigns a policy consultant available to provide unlimited policy consultation.
  - ⇒ TASB converts the policies to a standard template.
  - ⇒ Access to board policy manual published on the Policy On-Line tool.
- Development of Local and Legal policies
  - ⇒ Legal Policies
    - Summarize the law on a topic, which outline local board mandates regarding governance issues. They are compiled by TASB Community College Services to provide the legal framework for key areas of the college operations. (Appendix A)



⇒ Local Policies

- Are unique and consistent with College practices. This provides the College the opportunity to incorporate provisions that are in accordance with the College mission, vision, and Board of Trustee's preferences.

- Streamline of Policy Management Process

- ⇒ Professional resources to supplement staff working on the policy management process.
- ⇒ Policy review cycle and timely updates.

TASB's consultant and attorney would administer in person or remote training sessions during FY 2022 for Board members and Administrators. The purpose of the training was to provide an overview of TASB Policy Management and answer any questions. The training was included in the localization cost except for travel expenses.

Background - TASB is a voluntary, non-profit, statewide educational association. TASB was established in 1949 with two main goals:

- To share information through publications and training to help Texas board members serve their communities more effectively.
- To speak with a unified voice to decision-makers to chart the best future for Texas public schools.

Entering an interlocal agreement with TASB provides the College with an opportunity to strengthen the current policy management process. The policy manual under TASB would continue to adhere to the College's vision, mission, and core values for the continued commitment of excellence.

Enclosed Documents – A PowerPoint Presentation and a sample of the TASB Legal Policy on Student Rights and Responsibilities Student Expression and Freedom from Discrimination, Harassment, and Retaliation were provided in the packet for the Board's review and information.

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

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

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

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

All trustees were invited to identify an item or items that should be removed from the Consent Agenda for further discussion. Otherwise, the Board 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.

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 totaling \$5,660,203.90
- b. Acceptance of Internal Auditor's Annual Statement of Organizational Independence
- c. Approval of Internal Audit Charter
- d. Approval of Proposed Projects for Internal Auditor for FY 2021 – 2022
- e. Acceptance of the Internal Audit Annual Report for FY 2021

The motion carried.

**Consent Agenda Item:**

**a. Approval of Award of Proposals, Purchases, Renewals, and Interlocal Agreement totaling \$5,565,862.36**

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:

On August 10, 2021, the Finance, Audit, and Human Resources Committee recommended Board approval of the award of proposals, purchases, renewals, and interlocal agreement as listed below.

The Committee's recommendation also included another item, for the renewal of a Network Hardware and Software Maintenance Agreement with Netsync Network Solutions, Inc. Since the Committee meeting, the pricing has increased from what the Committee recommended, and that item was presented separately for deliberation by the Board of Trustees.

**A. Award of Proposals**

- 1) **Promotional Items for Student Outreach (Award):** award the proposal for promotional items for student outreach for the period beginning September 1, 2021 through August 31, 2022, at an estimated amount of \$70,000.00. The vendors are as follows:

<b>Vendor</b>	<b>Vendor</b>
<b>AuthenticPromotions.com</b> (Carmichael, CA)	<b>Imprezos Pro Uniforms, LLC.</b> (Pharr, TX)
<b>4 Imprint, Inc.</b> (Oshkosh, WI)	<b>Promo Universal, LLC.</b> (Corpus Christi, TX)
<b>Promo Masters</b> (Alton, TX)	

- 2) **Promotional T-Shirts for Student Outreach (Award):** award the proposal for promotional t-shirts for student outreach for the period beginning September 1, 2021 through August 31, 2022, with two one-year options to renew, at an estimated total amount of \$58,000.00. The vendors are as follows:

<b>Vendor</b>	<b>Vendor</b>
<b>Ad-Wear &amp; Specialty of Texas, Inc.</b> (Houston, TX)	<b>Exclusive Decals &amp; Screenprinting</b> (Alton, TX)
<b>Imprezos Pro Uniforms, LLC.</b> (Pharr, TX)	<b>AuthenticPromotions.com</b> (Carmichael, CA)

- 3) **Welding Gases, Metals, and Supplies (Award):** award the proposal for welding gases, metals, and supplies for the period beginning October 1, 2021 through September 30, 2022, with two one-year options to renew, at an estimated total amount of \$175,000.00. The vendors are as follows:

Vendor	Vendor
<b>Fastenal Company</b> (McAllen, TX)	<b>Industrial Supplier Larey, Inc./ dba International Industrial Supply, Co.</b> (Brownsville, TX)
<b>Matheson</b> (San Benito, TX)	<b>Praxair Distribution, Inc.</b> (McAllen, TX)
<b>Rio Grande CAS</b> (Edinburg, TX) (New)	<b>Rio Grande Steel</b> (Edinburg, TX)
<b>Triple-S Steel Supply, LLC./ dba Alamo Iron Works</b> (San Antonio, TX)	

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

- 4) **Chill Water Chiller (Purchase):** purchase a chill water chiller from **Johnson Controls, Inc.** (Milwaukee, WI), The Interlocal Purchasing System (TIPS) approved vendor, at a total amount of \$300,342.86;

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

- 5) **Banner Application Maintenance Agreement (Renewal):** renew the Banner application maintenance agreement with Ellucian, Inc. through **Texas A&M University – Corpus Christi** (Corpus Christi, TX), acting by and through the State of Texas Department of Information Resources (DIR) for the Texas Connection Consortium (TCC), for the period beginning September 1, 2021 through August 31, 2022, at an estimated total amount of \$406,556.92;
- 6) **Banner Travel and Expense Subscription (Renewal):** renew the Banner travel and expense subscription with Ellucian, Inc. through **Texas A&M University – Corpus Christi** (Corpus Christi, TX), acting by and through the State of Texas Department of Information Resources (DIR) for the Texas Connection Consortium, for the period beginning October 1, 2021 through September 30, 2024, at an annual amount of \$29,600.00 and total contract amount of \$88,800.00;
- 7) **Communication Software Agreement (Renewal):** renew the communication software agreement with **Hit Labs, Inc.** (Lehi, UT), a sole source vendor, for the period beginning September 1, 2021 through August 31, 2022, at an estimated amount of \$71,465.63;
- 8) **Course Management and Hosting Services (Renewal):** renew the course management and hosting services contract with **Blackboard, Inc.** (Washington, DC), a sole source vendor, for the periods beginning and ending, and total amounts as follows:

Period	Amount
September 30, 2021 through September 29, 2022	\$773,804.00
September 30, 2022 through September 29, 2023	\$781,242.00
September 30, 2023 through September 29, 2024	\$788,755.00

Period	Amount
September 30, 2024 through September 29, 2025	\$796,342.00
<b>Total for 4 years</b>	<b>\$3,140,143.00</b>

- 9) **Data Hosting and Maintenance Agreement (Renewal):** renew the data hosting and maintenance agreement with **TouchNet Information Systems, Inc.** (Atlanta, GA), a sole source vendor, for the period beginning September 1, 2021 through August 31, 2022, at a total amount of \$265,838.00;
- 10) **Email Security Software License Agreement (Renewal):** renew the email security software license agreement with **Software House International (SHI) Government Solutions** (Austin, TX), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning September 30, 2021 through September 29, 2022, at a total amount of \$39,219.60;
- 11) **Enterprise Software Licenses and Maintenance Agreements (Renewal):** renew the enterprise software licenses and maintenance agreements with **Software House International (SHI) Government Solutions** (Austin, TX), a State of Texas Department of Information Resources (DIR), Texas Association of School Boards – Buyboard, and Purchasing Association of Cooperative Entities (PACE) approved vendor, for the period beginning September 1, 2021 through September 20, 2022, at a total amount of \$75,063.40;
- 12) **Internet Service – District Wide (Renewal):** renew the internet service – district wide agreement with Spectrum Gulf Coast through the State of Texas **Department of Information Resources (DIR) – TEXAN** (Austin, TX), for the period beginning September 1, 2021 through August 31, 2022, at an estimated monthly total amount of \$15,000.00 and estimated annual total amount of \$180,000.00;
- 13) **Oracle License Maintenance Agreement (Renewal):** renew the Oracle license maintenance agreement with **Oracle America, Inc.** (Dallas, TX), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning September 1, 2021 through August 31, 2022, at a total amount of \$497,293.72;
- 14) **Public Website Hosting Services Agreement (Renewal):** renew the public website hosting services agreement with **Rackspace US, Inc.** (San Antonio, TX), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning September 1, 2021 through August 31, 2022, at a total estimated amount of \$75,000.00;
- 15) **Server Hardware Maintenance and Support Agreement (Renewal):** renew the server hardware maintenance and support agreement with **Dell Marketing, LP.** (Dallas, TX), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning September 1, 2021 through August 31, 2022, at a total amount of \$79,438.43;
- 16) **System Appliances Maintenance Agreement (Renewal):** renew the system appliances maintenance agreement with **Netsync Network Solutions, Inc.** (Houston, TX), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning September 1, 2021 through August 31, 2022, at a total amount of \$20,700.80;

### **C. Interlocal Agreement**

- 17) Graduation Facility (Lease Agreement):** Lease the graduation facility from the **City of Hidalgo / dba Payne Arena** (Hidalgo, TX), through an interlocal license agreement, from December 10, 2021 beginning at 8:00 a.m. through December 12, 2021 at midnight, at an estimated amount of \$23,000.00;

Recommend Action - The total for all award of proposals, purchases, renewals, and interlocal agreement was \$5,565,862.36.

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

### **Consent Agenda Item:**

#### **b. Acceptance of Internal Auditor's Annual Statement of Organizational Independence**

Mr. Khalil Abdullah, Internal Auditor, confirmed the organizational independence of the internal audit activity to the Finance, Audit, and Human Resources Committee as required by applicable IIA *Standard* 1110 as listed below.

The Board was asked to formally accept the Auditor's Annual Statement of Organizational Independence.

The audit organization and the individual auditor should be free in both fact and appearance from personal, external, and organizational impairments to independence. Internal auditors are independent when they can carry out their work freely and objectively. Independence permits internal auditors to render the impartial and unbiased judgments essential to the proper conduct of audits. It is achieved through organizational structure and objectivity.

South Texas College's Office of Internal Audits expects our auditors to comply with professional standards and internal policies and procedures; maintain independence of mental attitude in the conduct of all assigned work; to be objective, fair, and impartial; and to conduct themselves so that auditees and third parties will see our office in this way. Each staff member must promptly notify the Chief Audit Executive (CAE), in writing, concerning any situation that would impair the staff member's or the office's independence on an audit, or that might lead others to question it. The Chief Audit Executive (CAE) describes the person responsible for effectively managing the internal audit activity. At South Texas College, those responsibilities reside with the Internal Auditor.

IIA *Standard* 1110 *Organizational Independence* – The CAE must report to a level within the organization that allows the internal audit activity to fulfill its responsibilities. The CAE must confirm to the board, at least annually, the organizational independence of the internal audit activity.

IIA *Standard* 1100 *Independence and Objectivity* – The internal audit activity must be independent, and internal auditors must be objective in performing their work.

*Interpretation* of Standard 1100 – “Independence is the freedom from conditions that threaten the ability of the internal audit activity to carry out internal audit responsibilities in an unbiased manner. To achieve the degree of independence necessary to effectively carry out the responsibilities of the internal audit activity, the chief audit executive has direct and unrestricted access to senior management and the board. This can be achieved through a dual-reporting relationship. Threats to independence must be managed at the individual auditor, engagement, functional, and organizational levels. Objectivity is an unbiased mental attitude that allows internal auditors to perform engagements in such a manner that they believe in their work product and that no quality compromises are made. Objectivity requires that internal auditors do not subordinate their judgment on audit matters to others. Threats to objectivity must be managed at the individual auditor, engagement, functional, and organizational levels.”

Enclosed Documents – The Internal Auditor’s Annual Statement of Organizational Independence was provided in the packet for the Board’s information and review.

The Finance, Audit, and Human Resources Committee recommended Board acceptance of the Internal Auditor’s Statement of Organizational Independence as presented.

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

### **Consent Agenda Item:**

#### **c. Approval of Internal Audit Charter**

Approval of the Internal Audit Charter for the period of September 1, 2021 through August 31, 2022 was requested.

Purpose – An Internal Audit Charter is required by the Institute of Internal Auditors (IIA) *Standards*. Specifically, IIA Attribute Standard 1000 states that “The purpose, authority, and responsibility of the internal audit activity must be formally defined in an Internal Audit Charter, consistent with the Definition of Internal Auditing, the Code of Ethics, and the *Standards*. The chief audit executive must periodically review the Internal Audit Charter and present it to senior management and the Board for approval.”

Justification – Approval of the Internal Audit Charter aligns South Texas College’s internal audit function with the IIA *Standards* as prescribed in Manual of Policy 5460.

Background – The Internal Audit Charter is a formal document that defines the internal audit activity’s purpose, authority, and responsibility. The charter establishes the internal audit activity’s position within the organization, including the nature of the internal auditor’s functional reporting relationship with the Board; authorizes access to records, personnel, and physical properties relevant to the performance of engagements; and

defines the scope of internal audit activities. Final approval of the Internal Audit Charter resides with the Board.

Enclosed Documents – The Internal Audit Charter was provided in the packet for the Board's review and discussion.

Dr. Ricardo J. Solis, President, Mary Elizondo, Vice President for Finance and Administrative Services, and Khalil Abdullah, Internal Auditor, attended the August 10, 2021 Finance, Audit, and Human Resources Committee meeting to address any questions by the Committee.

The Finance, Audit, and Human Resources Committee recommended Board approval of the Internal Audit Charter for the period of September 1, 2021 through August 31, 2022 as presented.

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

#### **Consent Agenda Item:**

#### **d. Approval of Proposed Projects for Internal Auditor for FY 2021 – 2022**

Approval of proposed projects for the Internal Auditor for FY 2021 - 2022 was requested.

Purpose – Staff recommended the following projects for the Board's consideration for the Internal Auditor's review for Fiscal Year 2021 - 2022. The projects listed below were proposed as the assignments for the Internal Auditor.

- FY 2021 - 2022 (Scheduled)
  1. Fraud Survey
  2. Teacher Retirement System of Texas (TRS)
  3. Science Lab Safety and Storage Compliance
  4. HR Processes – Faculty Credentials
  5. Financial Aid – Federal Awards
  6. Purchasing
  7. Faculty Overloads & Stipends
  8. Texas Administrative Code (TAC) 202
  9. Emergency Medical Technology (EMT) Program
  10. IT - Business Continuity / Disaster Recovery
  11. Quality Assurance and Improvement Program – External QAR



Enclosed Documents - The list of Internal Audits conducted for FY 2007 - 2008 through FY 2020 - 2021 was provided in the packet for the Board's information and review.

Dr. Ricardo J. Solis, President, Mary Elizondo, Vice President for Finance and Administrative Services, and Khalil Abdullah, Internal Auditor, attended the August 10, 2021 Finance, Audit, and Human Resources Committee meeting to address any questions by the Committee.

The Finance, Audit, and Human Resources Committee recommended Board approval of the proposed projects for the Internal Auditor for FY 2021 - 2022 as presented.

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

### **Consent Agenda Item:**

#### **e. Acceptance of the Internal Audit Annual Report for FY 2021**

Acceptance of the Internal Audit Annual Report for FY 2021 was requested.

Purpose – "Texas Government Code Section 2102.015 *Publication of Audit Plan and Annual Report on Internet* requires state agencies and institutions of higher education to post certain information on their website. To comply with Texas Government Code 2102.015, an Internal Audit Annual Report has been completed."

Justification – The Internal Audit Annual Report for FY 2021 provides the Finance, Audit, and Human Resources Committee with information related to the Internal Audit Function's activities over the past fiscal year. Specifically, the annual report includes the prior year's approved projects and audit plan; a summary of findings; management's plan for corrective action; implementation status of corrective action; and next fiscal year's approved projects and audit plan.

Enclosed Documents - A copy of the Internal Audit Annual Report for FY 2021 was provided in the packet for the Board's information and review.

Presenters – Mr. Khalil Abdullah, Internal Auditor, attended the August 10, 2021 Finance, Audit, and Human Resources committee meeting to discuss and address any questions by the Committee.

The Internal Audit Annual Report for FY 2021 included a summary of audit findings along with management's planned corrective actions.

The Finance, Audit, and Human Resources Committee recommended Board approval of the acceptance of the Internal Audit Annual Report for FY 2021 as presented.

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

### **Review and Approval to Renew the Network Hardware and Software Maintenance Agreement with Netsync Network Solutions, Inc.**

The Board of Trustees was asked to approve and authorize renewal of the network hardware and software maintenance agreement with Netsync Network Solutions, Inc. (Houston, TX), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning September 1, 2021 through August 31, 2022, at a total amount of \$109,393.67.

Purpose – Information Technology requested approval to renew the network hardware and software maintenance agreement for the College network hardware and software.

Justification and Benefit – The network equipment and software maintenance agreement would provide online phone support and software upgrades for all Cisco network equipment. It would cover equipment failure by providing equipment replacements within the next business day. The equipment was critical to the network infrastructure which provides faculty, staff, and students connectivity to the internet and intranet applications and services such as Blackboard and Banner.

At the August 10, 2021 Finance, Audit, and Human Resources Committee meeting, this item was presented for the Committee's recommendation at a total price of \$94,341.54.

Following the Committee meeting, staff noted that the pricing provided by the vendor did not include new licensing support requested by the College. Staff secured a new quote from the vendor, resulting in a total price increase to \$109,393.67.

Administration reviewed the requested licensure changes and correlated cost increase, and recommended approval at this new price point. These licenses were required to support current and future upgrades to IT infrastructure. Funds for this expenditure were budgeted in the Systems and Networking budget for FY 2021 – 2022, pending Board approval of the budget.

Upon a motion by Mr. Rene Guajardo and a second by Dr. Alejo Salinas, Jr., the Board of Trustees of South Texas College approved and authorized renewal of the network hardware and software maintenance agreement with Netsync Network Solutions, Inc. (Houston, TX), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning September 1, 2021 through August 31, 2022, at a total amount of \$109,393.67. The motion carried.

### **Discussion and Action as Necessary on Potential Refunding of the Series 2015 Bonds**

Approval of Potential Refunding of the Series 2015 Bonds was requested.

The College's Financial Advisor, Estrada Hinojosa & Company, indicated that there may be an opportunity to issue taxable bonds to refund outstanding Series 2015 Bonds and produce savings to the College and taxpayers.

Estrada Hinojosa & Company presented a Market Overview and a Taxable Refunding Analysis and a Taxable Savings Summary associated with refunding Series 2015 Bonds at the August 10, 2021 Finance, Audit, and Human Resources Committee Meeting.

Enclosed Documents – The presentation, which included a Market Overview, the Taxable Refunding Analysis, and the Taxable Savings Summary submitted by Estrada Hinojosa & Company, was provided in the packet for the Board's review and information.

The Finance, Audit, and Human Resources Committee recommended Board approval on the potential refunding of the Series 2015 Bonds.

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 College and Estrada Hinojosa & Company, the College's Financial Advisor, to prepare the bond refunding Resolution and compile proposed parameters to present at the August 24, 2021 Board Meeting. The motion carried.

### **Discussion and Action as Necessary on Resolution 2021-005 Authorizing the Issuance of South Texas College Limited Tax Refunding Bonds, Taxable Series 2021; Delegating the Authority to Certain College Officials to Execute Certain Documents Related to the Sale of the Bonds; Entering into a Bond Purchase Agreement, an Escrow Agreement, and a Paying Agent/Registrar Agreement; Approving an Official Statement for Use in the Marketing of the Bonds; and Authorizing and Approving Other Matters Related Thereto**

Approval of Resolution 2021-005 authorizing the issuance of South Texas College Limited Tax Refunding Bonds, Taxable Series 2021; delegating the authority to certain college officials to execute certain documents related to the sale of the bonds; entering into a bond purchase agreement, an escrow agreement, and a paying agent/registrar agreement; approving an official statement for use in the marketing of the bonds; and authorizing and approving other matters related thereto was requested.

Dr. Miguel de los Santos from Estrada Hinojosa & Company, Mr. Ricardo Perez, Bond Counsel, and Mary Elizondo, Vice President for Finance and Administrative Services, discussed and reviewed the proposed parameters regarding a bond sale for refunding of Bond Series 2015.

The refunding Bond issue is in 'Day-to-Day' mode, meaning bonds can be priced at any time within the 180 days recommended in the parameters and in an interest rate environment will result in at least the minimum parameters being achieved. Unlike a new money transaction where the timing is based on a construction schedule, refinancing transactions are more dependent on the interest rate environment. Additionally, the recommended parameters for Board consideration provide the most flexibility in executing a potential transaction should the market conditions exist. This does not obligate that the entire amounts for Series 2015 Bonds will be refunded. Based on the prevailing market conditions, the Series 2015 Bonds may be refunded as applicable, in order to optimize the debt service savings

The general parameters for Board consideration were as follows:

- Maximum par Amount: \$58,165,000
- Minimum Savings: 8%
- Maximum TIC (True Interest Cost): 2.75%
- The Bonds will be issued as Taxable Advance Refunding Bonds
- Maximum Maturity Date – August 15, 2035
- Expiration of Delegated Authority – 180Days
- Delegation Authority- The Chairperson of the Board of Trustees, the President, and the Vice President for Finance and Administrative Services

At the Board of Trustees Meeting on July 27, 2021, the Board appointed Mr. Ricardo Perez as Bond Counsel.

If Resolution 2021-005 and the parameters were approved, Estrada Hinojosa & Company, would prepare a Timetable of Events to expeditiously undertake the required steps of the process, which include document preparation and seeking ratings on the proposed refunding bond issue.

If Resolution 2021-005 was approved, Estrada Hinojosa & Company, would continue to monitor the interest rates on a day to day basis.

Resolution 2021-005 delegated certain authority to the Chairperson of the Board of Trustees, the College President, and the Vice President for Finance and Administrative Services to authorize the refunding of bonds, including the selection of the underwriters, if the parameters are achieved as approved.

The next steps in the process were as follows:

- Financial advisor prepares Timetable of Events and works with Staff to finalize debt service savings structure
- Staff, bond counsel, and financial advisor prepare and finalize required documentation
- Rating agency process is initiated
- Underwriting syndicate selected
- Financial advisor and underwriting syndicate monitor municipal markets
- Upon determination targeted debt service savings can be achieved, pricing occurs
- STC executes Officer's Pricing Certificate
- Transaction closes

Dr. Miguel de los Santos from Estrada Hinojosa & Company attended the meeting to review the parameters and timeline for the Board's information and consideration.

Enclosed Documents – The Resolution and the Presentation, which includes a Market Overview and the Proposed Parameters for Refunding Opportunities submitted by Estrada Hinojosa & Company, were provided in the packet for the Board's review and information.

Upon a motion by Mr. Rene Guajardo and a second by Mr. Paul R. Rodriguez, the Board of Trustees of South Texas College approved and authorized the Resolution 2021-005 authorizing the issuance of South Texas College Limited Tax Refunding Bonds, Taxable Series 2021; delegating the authority to certain college officials to execute certain documents related to the sale of the bonds; entering into a bond purchase agreement, an escrow agreement, and a paying agent/registrar agreement; approving an official statement for use in the marketing of the bonds; and authorizing and approving other matters related thereto as presented. The motion carried.

### **Executive Session:**

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

➤ Section 551.071, Deliberation with Legal Counsel

1. Discussion and Action as Necessary on Procurement of Air Purifiers for Classrooms

## Open Session:

The South Texas College Board of Trustees returned to Open Session at 6:55 p.m. No action was taken in Executive Session.

### Discussion and Action as Necessary on Procurement of Air Purifiers for Classrooms

Approval of procurement of air purifiers for classrooms was requested.

Purpose - On July 27, 2021, the Board of Trustees requested information related to air purifiers for classroom throughout the College district.

Justification - As the Fall 2021 semester begins face-to-face instruction, this equipment would create a safer classroom environment for students, faculty, and staff and reduce the spread of COVID-19.

Background - On August 10, 2021, Administration asked the Finance, Audit, and Human Resources Committee to recommend Board approval of an option for the procurement of the air purifiers.

Administration brought to the Finance, Audit, and Human Resources Committee the information provided in Exhibit A.

The Committee requested that more information be brought to the Board Meeting for review and further discussion.

In the Fall semester, the College would be utilizing libraries, open labs, centers for learning excellence, common spaces, and approximately six hundred twenty-three (623) classrooms. Therefore, the College recommended purchasing one thousand (1,000) units, an increase of thirty (30) units originally recommended to the Finance, Audit, and Human Resources Committee, to include common spaces.

Additional information was presented to staff on August 19, 2021 and was provided to the Board of Trustees as follows:

Vendor / Purchasing Cooperative	Manufacturer / Model / Filters / Filter Life	Warranty Period	Available 8/19/2021	Lead Time	Unit Price	Total for Units	Annual Filters Costs (2 <sup>nd</sup> Yr and Beyond)	Total Purchase Cost for Units and Filters
Aberration, Inc. / TIPS	Surgically Clean Air/ Jade 6 Stage / 2 filters lasting 1 year and 1 UVC light	Standard / 1-year distribution parts replacement warranty	1,000	1 week	\$1,650	\$1,650,000	\$238,000	\$1,888,000

Aberration, Inc. / TIPS	Surgically Clean Air / Jade 6 Stage / 2 filters lasting 1 year and 1 UVC light	3% Cash Back / Life Time Service / 3 years – distribution parts replacement warranty	1,000	1 week	\$1,899	\$1,899,000	\$238,000	\$2,137,000
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*Note: The unit prices include shipping and handling.*

The procurement options were as follows:

1. The solicitation of a request for proposals which would take approximately eight (8) weeks and with Board action at the earliest on October 26, 2021. The time frame for delivery would be 1-2 weeks.
2. The purchase of equipment utilizing a purchasing cooperative that will require compliance with federal award procurement requirements. The time frame for delivery would be 1-2 weeks.

Reviewers – The procurement of air purifiers was reviewed by Mrs. Mary Elizondo, Vice President for Finance and Administrative Services, George McCaleb, Director of Operations and Maintenance, and Becky Cavazos, Director of Purchasing.

Funds for this expenditure were budgeted in the Higher Education Emergency Relief Fund (HEERF) award budget for FY 2020 – 2021 and FY 2021 – 2022, pending Board approval of the budget.

Mrs. Mary Elizondo, Vice President for Finance and Administrative Services, George McCaleb, Director of Operations and Maintenance, Becky Cavazos, Director of Purchasing, attended the Board meeting to address any questions by the Board members.

Upon a motion by Mr. Paul R. Rodriguez and a second by Mrs. Victoria Cantú, the Board of Trustees of South Texas College approved and authorized the procurement of 125 units at the cost of \$237,375. The motion carried.

### **Review and Approval of Award of Proposal for Cyber Liability Insurance**

Approval was requested to award the proposal for Cyber Liability Insurance for the period beginning September 1, 2021 through August 31, 2022 at a total cost of \$51,871.74.

Purpose - The purpose of insurance is to anticipate 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 the end of the fiscal year, the College requests proposals for an insurance program that provides the broadest coverage at the most competitive price<sup>1</sup> available in accordance with approved or acceptable insurance practices in the State of Texas.

Background – Proposal documents were advertised on July 21, 2021 and July 28, 2021 and issued to six (6) vendors. One (1) response was received on August 10, 2021 and were evaluated by Mr. Raul Cabaza, III, Risk Management Consultant, Jason Gutierrez, Director of Accountability, Risk and Compliance, Ken Lyons, Risk Manager, and Becky Cavazos, Director of Purchasing.

- **Cyber Liability Insurance**

- ⇒ On July 13, 2021, the Risk Management Consultant was notified by Montalvo Insurance that the Cyber Liability Insurance proposal they submitted had been withdrawn by their insurance carrier, Benchmark. The carrier, Benchmark, 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 worked with the Risk Management Consultant to solicit a new request for proposals for Cyber Liability Insurance which will be presented at the August 24, 2021 Board of Trustees Meeting.
- ⇒ Mr. Cabaza recommended the following award: Cyber Liability Insurance to Brit with **Montalvo Insurance** as the carrier, at a total cost of \$31,631.74.
- ⇒ Since the Brit proposal requires a change in insurance company, an extension of the current policy is recommended by Mr. Cabaza. This would then require the purchase of an additional twelve (12) month coverage of the current Beazley policy provided by **Montalvo Insurance**, at a total cost of \$20,240.00. Per Mr. Cabaza, the additional twelve (12) month reporting period through Beazley would offer coverage for an incident occurring in the prior policy period, yet discovered after the policy period expires. Per Mr. Cabaza, it is very common for incidents to be identified after the policy expires and the extension would add 12 months to file a claim on the prior policy (Beazley).

Brit, the new insurance company, would respond to a covered incident provided you had no knowledge of it prior to policy inception. It is common that cyber claims don't come to light until months after they've occurred and if the new insurance company learns that you had knowledge of the event prior to their policy inception, you have a coverage gap; therefore, our recommendation to purchase the twelve month extended reporting period.



⇒ Total purchase and extension total cost of \$51,871.74.

Funding Source - Funds for this expenditure were 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 recommendation and spreadsheet provided by Mr. Raul Cabaza, III, were provided in the packet for the Board's information and review.

Board approval was requested at the August 24, 2021 Board meeting to award Montalvo Insurance the Cyber Liability Insurance, for the period September 1, 2021 through August 31, 2022, in the amount of \$31,631.74. Approval was also requested to purchase an additional twelve (12) month coverage of the current Beazley policy provided by Montalvo Insurance, at a total cost of \$20,240.00. Total purchase and renewal cost of \$51,871.74.

Upon a motion by Mr. Rene Guajardo and a second by Mr. Danny Guzman, the Board of Trustees of South Texas College approved and authorized awarding Montalvo Insurance the Cyber Liability Insurance, for the period September 1, 2021 through August 31, 2022, in the amount of \$31,631.74. Approval was also granted to purchase an additional twelve (12) month coverage of the current Beazley policy provided by Montalvo Insurance, at a total cost of \$20,240.00. Total purchase and renewal cost of \$51,871.74. The motion carried.

## **Review and Discussion of South Texas College Proposed 2021 Tax Rate**

Chapter 26 of the Property Tax code requires taxing units to comply with truth-in-taxation laws in adopting the tax rate. The laws have two purposes: to make taxpayers aware of tax rate proposals and to allow taxpayers, in certain cases, to roll back or limit a tax increase. The truth-in-taxation requires a taxing unit to calculate two (2) tax rates, no-new-revenue tax rate and the voter-approval tax rate, after receiving its certified appraisal roll from the chief appraiser.

Comparing a proposed tax rate to these two (2) rates determines which truth-in-taxation steps apply. A taxing unit must publish special notices and hold a public hearing before adopting a tax rate that exceeds the no-new-revenue rate and/or the voter-approval rate. The College is proposing to adopt a tax rate that does exceed the no-new-revenue tax rate but does not exceed the voter-approval tax rate and therefore, is required to hold one public hearing.

The Texas Tax Code 26.04(e) requires the taxing units to publish a Notice of Tax Rate and sets out the requirement for the format and content of the notice. The notice shall be posted prominently on the home page of the taxing unit's website in the form prescribed by the Comptroller's office that include the statutory requirements. In addition, the Texas Tax Code 26.06(c) requires the taxing unit to publish a Notice of Public Hearing in newspaper, website and on TV, if available, if the taxing unit proposes a tax rate that:

- Exceeds the no-new-revenue tax rate and the voter-approval tax rate;
- Exceeds the no-new-revenue tax rate but does not exceed the voter-approval tax rate; or
- Does not exceed the no-new-revenue tax rate but exceeds the voter-approval tax rate.

The compiled data for both counties and the Truth-in-Taxation calculation used to determine the tax rates is reflected below:

	M&O RATE	DEBT RATE	RATE	REVENUE
No-New-Revenue Tax Rate (Formerly Effective Tax Rate)			\$0.1663	\$75,307,095
Voter-Approval Tax Rate (Formerly Rollback Tax Rate)	\$0.1467	\$0.0315	\$0.1782	\$80,246,066
<b><i>Proposed Tax Rate</i></b>	<b><i>\$0.1400</i></b>	<b><i>\$0.0315</i></b>	<b><i>\$0.1715</i></b>	<b><i>\$77,465,301</i></b>

The proposed maintenance and operations (M&O) tax rate of \$0.1400 is the maximum rate that the College can adopt as approved by the voters on November 5, 2013 and is the rate levied since Levy 2014.

The proposed debt rate of \$0.0315 was the amount necessary to fully fund all the debt service payments that consist of the 2013 Tax Bond Program including Bonds Series 2014, Bond Series 2015, and Refunding Bonds Taxable Series 2020.

South Texas College was required to hold one public hearing and publish special notices before adopting the proposed tax rate of \$0.1715 since this tax rate did exceed the no-new-revenue tax rate but did not exceed the voter-approval tax rate.

In fiscal year 2021, South Texas College held one public hearing and published special notices before adopting the tax rate of \$0.1718. The tax rates in 2020 were \$.1400 cents for M&O and \$0.1318 for I&S.

The Notice of No-New-Revenue Rate for 2021 and a presentation on Proposed 2021 Property Tax Rate 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 to staff.

### **Review and Action as Necessary to Take Record Vote and Schedule a Public Hearing Regarding Adoption of the Proposed Tax Rate that Exceeds the No-New-Revenue Tax Rate and/or the Voter-Approval Tax Rate**

The Board was asked to take a record vote and schedule a public hearing regarding adoption of the proposed tax rate that exceeds the no-new-revenue tax rate and/or the voter-approval tax rate will be requested at the August 24, 2021 Board meeting.

A taxing unit is required to hold a public hearing and publish newspaper ads before adopting a tax rate if that tax rate exceeds the no-new-revenue tax rate and/or the voter-approval tax rate. The Tax Assessors for Hidalgo County and Starr County determined South Texas College's rates to be the following:

	M&O RATE	DEBT RATE	RATE	REVENUE
No-New-Revenue Tax Rate (Formerly Effective Tax Rate)			\$0.1663	\$75,307,095
Voter-Approval Tax Rate (Formerly Rollback Tax Rate)	\$0.1467	\$0.0315	\$0.1782	\$80,246,066
<b><i>Proposed Tax Rate</i></b>	<b><i>\$0.1400</i></b>	<b><i>\$0.0315</i></b>	<b><i>\$0.1715</i></b>	<b><i>\$77,465,301</i></b>

The proposed tax rate exceeded the no-new-revenue tax rate but did not exceed the voter-approval tax rate and, therefore, the Board must take record vote and schedule a public hearing.

The Notice of Public Hearing and the Roll Call Vote of Members of the Board form were provided in the packet for the Board's information and review.

The tax rate for Levy 2021 were not presented to the Finance, Audit, and Human Resources Committee at the August 10, 2021 meeting because information necessary to complete the truth-in-taxation worksheets were not available.

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 by record vote the scheduling of a public hearing, on September 28, 2021 at 5:15 PM, before adopting the proposed tax rate of \$ 0.1715 which exceeds the no-new-revenue tax rate but does not exceed the voter-approval tax rate. All seven trustees were present, and voted unanimously in favor of the motion.

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

The following Consent Agenda item was 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 the 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 item were resolved to the Committee's satisfaction at the meeting, and the item was presented here substantially as recommended by the Committee, for approval by the Board of Trustees.

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

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

- a. Rejection of Construction Services Proposals for the Regional Center for Public Safety Excellence Chiller Installation Project

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

- a. Rejection of Construction Services Proposals for the Regional Center for Public Safety Excellence Chiller Installation Project

The motion carried.

### **Consent Agenda Item:**

#### **a. Rejection of Construction Services Proposals for the Regional Center for Public Safety Excellence Chiller Installation Project**

Rejection of the construction services proposals for the Regional Center for Public Safety Excellence (RCPSE) Chiller Installation project was requested.

### **Purpose**

The rejection of the construction services proposals would allow for proposals to be submitted by contractors and/or subcontractors at a later date for the RCPSE Chiller Installation project.

### **Scheduling Priority**

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

### **Background**

On January 26, 2021, the Board of Trustees approved contracting design services with Halff Associates, Inc. for this project. Halff Associates, Inc. prepared plans and specifications needed for the solicitation of construction proposals.

After evaluating the construction proposals and consulting with the engineer, Administration recommended Board rejection of all of the proposals. The proposals that were submitted were significantly over the project construction budget. College staff would work with the engineer to modify the scope in an effort to reduce project costs. A new solicitation for construction services would be issued as necessary.

The Facilities Committee recommended Board approval of the rejection of construction services proposals for the Regional Center for Public Safety Excellence Chiller Installation project as presented.

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

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

The Facilities Planning and Construction staff provided a design and construction update. This update summarized the status of each capital improvement and renewals & replacements project currently in progress. Mary Elizondo and Rick de la Garza were present to respond to questions and address concerns of the Board.

## Consideration and Approval of Checks and Financial Reports

Board action was requested to approve the checks for release and the financial reports for the month of July 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, would provide a review of the Financial Report for the month of **July 2021**, and would respond to questions posed by the Board.

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

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

## Announcements

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

- Tuesday, September 14, 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, September 28, 2021
  - 5:30 p.m. – Regular Board Meeting

### B. Other Announcements:

- The College will be closed on Monday, September 6, 2021, in observance of Labor Day
- Wednesday, September 8<sup>th</sup> 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

### **Adjournment**

There being no further business to discuss, the Regular Meeting of the South Texas College Board of Trustees adjourned at 7:19 p.m.

I certify the foregoing are the true and correct minutes of the Tuesday, August 24, 2021 Regular Board Meeting of the South Texas College Board of Trustees.

X\_\_\_\_\_

Mrs. Victoria Cantú

Board Secretary

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

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

### **1. Texas Workforce Commission, Jobs and Education for Texans (JET) Grant in the amount of \$204,058**

The JET grant seeks to expand the capacity of the Architectural and Engineering Design Technology (AEDT) certificate program by acquiring new equipment for use by approximately 130 students. The AEDT certificate program helps to prepare students with the knowledge, skills, and required employability skills needed for occupations that are in demand in our region. South Texas College will be contributing the required 5% match funds in the amount of \$10,740. The funding period is from September 1, 2021 to August 2022.

This grant aligns with Strategic Direction #3, Create Educational Opportunities, by ensuring students engage in learning that will prepare them for the workforce, which positively affects the economic and social mobility of residents in our region.

### **2. Texas Department of Agriculture, Child and Adult Care Food Program Application (CACF) Renewal in the amount of \$60,275.60**

The CACF award renewal provides reimbursements for nutritious meals and snacks for eligible children who are enrolled for care at the South Texas College Mid Valley Child Development Center. Grant funds will be used for the reimbursement of the meals served and meeting grant reporting requirements. The funding period is from October 1, 2021 to September 30, 2022.

This grant aligns with Strategic Direction #3, Create Educational Opportunities, by providing students who are parents with an opportunity to be enrolled while their children receive child care and nutritious meals and snacks.

### **3. Texas Higher Education Coordinating Board, Carl D. Perkins State Leadership Grant, in the amount of \$174,963**

This award will build upon the success of the Advancing Completion and Employability (ACE) project by developing replicable Competency-Based Education (CBE) courses for Associate Degrees in Building Technologies (i.e. Heating, Ventilation, and Air Conditioning, Electrician Assistant, and Construction Supervision). Funds will be used to develop a Labor Market Building Technologies Career Pathway model aligned to stakeholder needs.

The award aligns with Strategic Direction # 4, Foster Student Success, by providing students with accessible pathways and effective support structures that promote persistence, educational attainment, academic achievement, personal and professional growth.



**4. Region One Education Service Center Agreement with South Texas College for the Texas Workforce Commission, Adult Education and Family Literacy Grant in the amount of \$238,095**

This agreement provides funding for South Texas College to provide post-secondary education and training services for 135 students through an Integrated Education and Training model. The Department of Continuing, Professional, and Workforce Education at South Texas College will provide Adult Basic Education and Adult Secondary Education instructional services training in phlebotomy, electrocardiography (EKG), educational aide, structural welding, and medical office specialist. The funding period is from October 1, 2021 to June 30, 2022.

This agreement aligns with Strategic Directions #1, Lead Community Engagement, by advancing mutually beneficial community and educational partnerships with Region One Education Service Center.

**5. John G. and Marie Stella Kenedy Memorial Foundation, Scholarship in the amount of \$15,000**

Funding from the Kenedy Memorial Foundation will provide scholarships for students in need of financial assistance to help support the completion of an Associate of Applied Science Degree in a technical field. The Division of Business, Public Safety, and Technology Department will manage the dissemination of these funds to students with support from Financial Aid Services at South Texas College (STC). The funding period is from September 1, 2021 to August 31, 2022.

This grant aligns with Strategic Goal #4, Fostering Student Success, by providing scholarships to students wishing to pursue an Associate of Applied Science Degree.

**6. Texas Workforce Commission, Self Sufficiency Fund in the amount of \$157,000**

Through this grant, the Institute for Advanced Manufacturing (IAM) will provide training leading to high demand occupations for up to 90 participants in the areas of OSHA 30 General Industry, OSHA 30 Construction, Industrial Maintenance Technology, Structural Welding and Pipe Welding. Workforce Solutions will provide daily case management services and career advancement opportunities for all participants. The funds will help cover tuition, program supplies, and supportive services funds such as fuel stipends. This award is for the period of August 31, 2021 through August 31, 2022.

This grant aligns to Strategic Direction #1, Clear Pathways, by offering technical skills training toward high demand occupations.

**7. City of McAllen Development Corporation Grant in the amount of \$260,000**

This grant will help to increase the total number of high skilled, high wage manufacturing jobs in the Rio Grande Valley by providing customized upskill training for new and incumbent workers in industrial occupations in Advanced Manufacturing or Robotics who are employed in the City of McAllen. Funds will be used for used for tuition, training material, supplies and Institute for Advanced Manufacturing (IAM) personnel. This grant is subject to approval by the City of McAllen at the next City Commissioners meeting. The funding period for this grant is from October 1, 2021 to September 30, 2022.

This award aligns to Strategic Direction #1, Lead Community Engagement, by providing training that develops skills to meet employer needs and contributes toward the economic mobility of the region.

#### **8. Texas Workforce Commission, Information Technology Registered Apprenticeship Expansion Grant in the amount of \$199,981**

In August 2021, the Information Technology Registered Apprenticeship Expansion Grant was presented and authorized by the STC Board of Trustees in the amount of \$199,467.11. Thereafter, the college later received the contract with the total award in the amount of \$199,981.

The difference in the awarded amount totals \$513.89. As previously presented, this award will help to create work-based learning opportunities for students in the Registered Apprenticeship Expansion Program (RAP) to support 50 new apprentices, three new RAPs, and will include at least five local employers. The apprenticeship expansion program will give students a chance to work toward a nationally recognized credential and will help them gain the skills and knowledge needed to prepare for occupations, including Computer Network Support Specialist, Information and Records Clerk, and Computer User Support Specialist. The award period is from September 1, 2021 to February 28, 2023.

This grant aligns with Strategic Direction #3, Create Educational Opportunities, by increasing community awareness and access to apprenticeship programs.

#### **9. Any Additional Grants Pending Official Award**

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

The presented grants will provide up to \$1,109,391.60 in additional funding for the college to provide services and opportunities throughout the region.

Additionally, as noted in award item #8, the total amount awarded on the contract agreement from the Texas Workforce Commission for the IT Registered Apprenticeship Expansion Grant included \$513.89 less than what originally was presented and authorized by the Board in August 2021. This brings the total amount in additional funding for the college to \$1,109,905.49.

**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 Workforce Commission, Jobs and Education (JET) for Texans Grant in the amount of \$204,058
2. The Texas Department of Agriculture, Child Development Associates Credential Program, Renewal Funds in the amount of \$60,275.60
3. Texas Higher Education Coordinating Board, Carl D. Perkins State Leadership Grant, in the amount of \$174,963
4. Region One Education Service Center Agreement with South Texas College for the Texas Workforce Commission, Adult Education and Family Literacy Grant in the amount of \$238,095
5. John G. and Marie Stella Kenedy Memorial Foundation, Scholarship Funds in the amount of \$15,000
6. Texas Workforce Commission, Self Sufficiency Fund in the amount of \$157,000
7. City of McAllen Development Corporation Grant in the amount of \$260,000
8. Texas Workforce Commission, Information Technology Registered Apprenticeship Expansion Grant in the amount of \$199,981

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

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

1. Texas Workforce Commission, Jobs and Education (JET) for Texans Grant in the amount of \$204,058
2. The Texas Department of Agriculture, Child Development Associates Credential Program, Renewal Funds in the amount of \$60,275.60
3. Texas Higher Education Coordinating Board, Carl D. Perkins State Leadership Grant, in the amount of \$174,963
4. Region One Education Service Center Agreement with South Texas College for the Texas Workforce Commission, Adult Education and Family Literacy Grant in the amount of \$238,095
5. John G. and Marie Stella Kenedy Memorial Foundation, Scholarship Funds in the amount of \$15,000
6. Texas Workforce Commission, Self Sufficiency Fund in the amount of \$157,000
7. City of McAllen Development Corporation Grant in the amount of \$260,000
8. Texas Workforce Commission, Information Technology Registered Apprenticeship Expansion Grant in the amount of \$199,981

**Approval Recommended:**

**Dr. Ricardo J. Solis**  
**President**

**Review and Action as Necessary on Redistricting Plan for the South Texas College's Single Member Districts Using the 2020 United States Census and Resolution 2022-002 Directing Legal Counsel to Seek Approval of Redistricting Plan from the United States Department of Justice**

Mr. Rolando L. Rios of Rolando L. Rios and Associates, PLLC, will provide the Board with a presentation on the 2021 redistricting plan for South Texas College's Single Member Districts based on the 2020 census data.

Mr. Rios will discuss with the Board recommendations for redistricting of STC's Single Member Districts. The law requires that the total deviation in population for each single member district not exceed 10%. Any deviation above 10% requires redistricting.

Currently, the total deviation for STC's seven single member districts is 26.92%, thus redistricting is necessary.

Mr. Rios will Demonstration Plan A, which offers a solution to equalize the population of the College's single member districts. He will be able to show the effects of changes to the individual single member districts border. This will allow the Board to review Mr. Rios's recommendation and proposed changes as necessary to meet redistricting requirements.

Mr. Rios will review the population growth in Hidalgo and Starr counties with population analysis and voting precinct data by STC's Single Member Districts.

Demonstration Plan A, prepared by Mr. Rios, proposes minimal changes to boundary lines to keep the single member districts in compliance with federal law. The Board will have the final decision to modify single member district boundaries as necessary to be in compliance with federal law.

The proposed changes to South Texas College's Single Member Districts in Demonstration Plan 'A' are as follows:

- Single Member District 1 – No change proposed
- Single Member District 2 – Two changes, ceding territory to Single Member Districts 3 and 4
- Single Member District 3 – Two changes, gaining territory from Single Member District 2 and ceding territory to Single Member District 6
- Single Member District 4 – One change, gaining territory from Single Member District 2
- Single Member District 5 – One change, ceding territory to Single Member District 6

- Single Member District 6 – Three changes, gaining territory from Single Member Districts 3, 5, and 7
- Single Member District 7 – One change, ceding territory to Single Member District 6

The packet includes:

- the 2020 Redistricting Final Report, based on 2020 US Census Data,
- a map detailing South Texas College Trustees Districts – Plan A, and
- Resolution 2022-002 to adopt Plan A and authorize its submission to the US Department of Justice.

**Recommendation:**

It is recommended that the Board of Trustees of South Texas College approve and authorize Resolution 2022-002 to adopt Plan A and authorize its submission to the U.S. Department of Justice 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 Resolution 2022-002 to adopt Plan A and authorize its submission to the U.S. Department of Justice as presented.

**Approval Recommended:**

**Dr. Ricardo J. Solis**  
**President**

# **2020 Redistricting**

## **Final Report**

### **2020 US Census Data**



## **South Texas College**



# South Texas College District

Rolando L. Rios  
Attorney at Law

## 2020 US Census BENCHMARK PLAN

Dist	Tot Pop Ext.
1 2020 Census Data	65,920
2 2020 Census Data	158,461
3 2020 Census Data	139,934
4 2020 Census Data	144,300
5 2020 Census Data	160,932
6 2020 Census Data	121,863
7 2020 Census Data	145,281
Total 2020 Pop:	870,771
Ideal 2020 Population =	145,129 Ideal

Estimated Deviation :	High	160,932
	Low	-121,863
		39,069
Projected Deviation*:		<b>26.92%</b>

\* Deviations exceeding 10% will require redistricting

**NOTE: Population will have to be moved from D5 & 2 into D6 & 3;  
D4 & 7 do not need to change as they are close to the ideal population.**

## 2020 Census Data Voting Age Population (VAP)

Dist	Pop	Hisp pop	% Hisp pop	Blk pop	% Blk pop	Comb Min*
1	46,110	45,030	68.31%	51	0.08%	68.39%
2	106,346	99,941	63.07%	261	0.16%	63.23%
3	101,044	91,547	65.42%	354	0.25%	65.67%
4	106,627	88,197	61.12%	983	0.68%	61.80%
5	112,704	103,049	64.03%	1,294	0.80%	64.84%
6	85,168	76,923	63.12%	253	0.21%	63.33%
7	96,329	90,217	62.10%	185	0.13%	62.23%

Total = 654,328

\*Comb Min = Combine Minority





# South Texas College District

Rolando L. Rios  
Attorney at Law

## 2020 US Census DEMONSTRATION PLAN A

Dist	Tot Pop Ext.
1 2020 Census Data	65,920
2 2020 Census Data	150,366
3 2020 Census Data	147,452
4 2020 Census Data	144,300
5 2020 Census Data	150,685
6 2020 Census Data	141,536
7 2020 Census Data	136,432
Total 2020 Pop:	870,771
Ideal 2020 Population =	145,129 Ideal

Estimated Deviation :	High	150,685
	Low	-136,432
		14,253
Projected Deviation*:		9.82%

\* Deviations exceeding 10% will require redistricting

**NOTE: Population deviation is below 10% and therefore, constitutional**

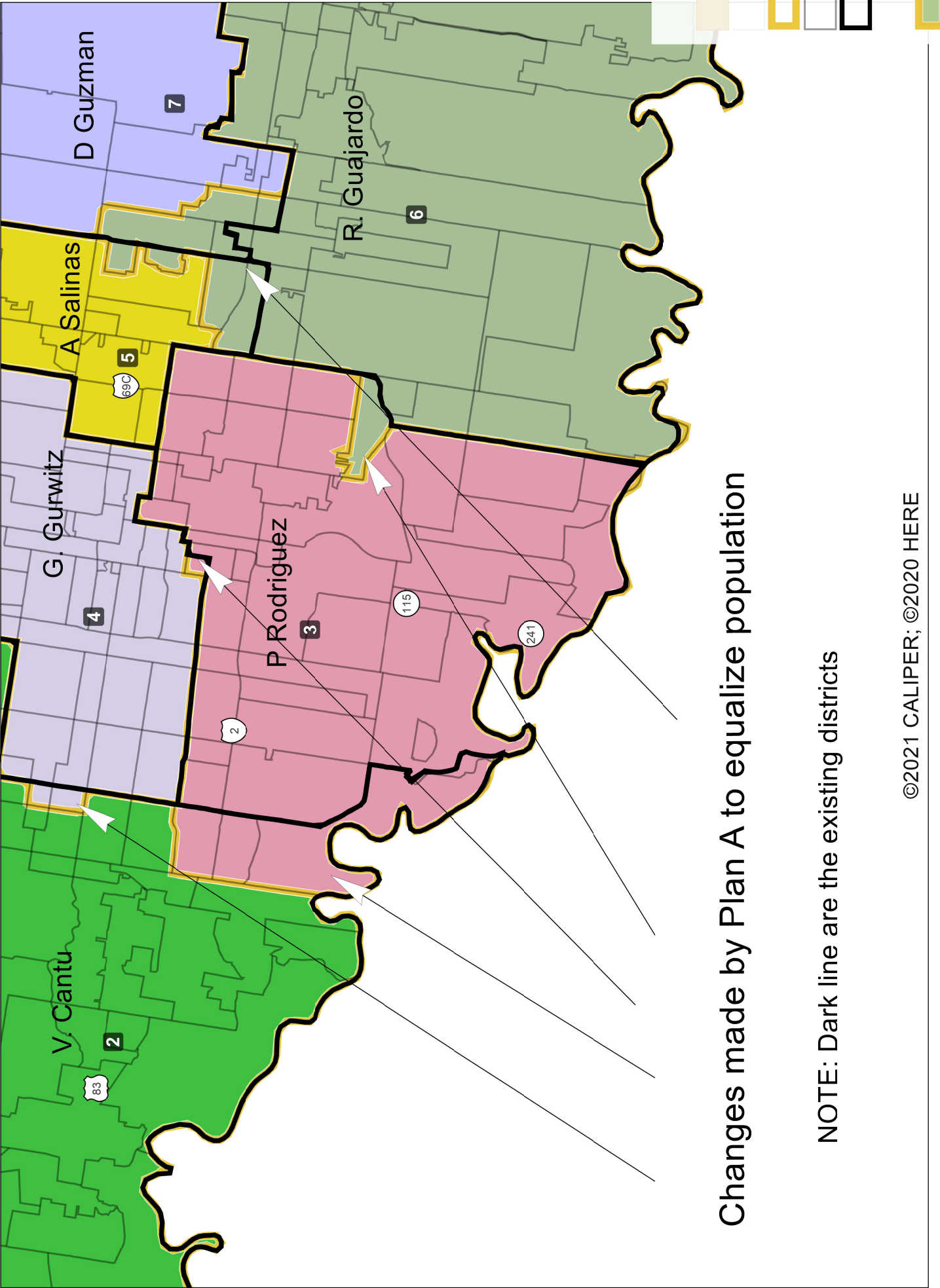
## 2020 Census Data Voting Age Population (VAP)

Dist	Pop	Hisp pop	% Hisp pop	Blk pop	%Blk pop	Comb Min*
1	46,110	45,030	68.31%	51	0.08%	68.39%
2	100,792	94,898	63.11%	253	0.17%	63.28%
3	106,246	96,268	65.29%	361	0.24%	65.53%
4	106,627	88,197	61.12%	983	0.68%	61.80%
5	105,655	96,183	63.83%	1,273	0.84%	64.68%
6	99,018	89,578	63.29%	286	0.20%	63.49%
7	89,880	84,750	62.12%	174	0.13%	62.25%

Total = 654,328

\*Comb Min = Combine Minority

# South Texas College Trustee Districts - Plan A



COUTNY OF HIDALGO §

STATE OF TEXAS §

### **RESOLUTION OF SOUTH TEXAS COLLEGE TRUSTEES TO ADOPT PLAN A**

WHEREAS the 2020 United States Census data indicates that SOUTH TEXAS COLLEGE TRUSTEE DISTRICTS do not comply with the constitutional one person one vote rule;<sup>2</sup>

WHEREAS, SOUTH TEXAS COLLEGE TRUSTEE have considered the following criteria in equalizing the population in each trustee district:

1. Districts are of equal population size given the limitations imposed by the 14<sup>th</sup> Amendment of the United States Constitution and 42 USC § 1983. No more than a 10% top to bottom deviation.
2. Districts must comply with Sections 2 of the Federal Voting Rights act, 42 USC § 1973, as amended and the Texas State Equal Rights Provisions.
3. Population must be equalized using the latest US Census Data before elections can be legally conducted.
4. Districts are comprised of compact and contiguous geographic areas given the limitations imposed by the non-compactness of the jurisdiction. (COMAPCTNESS and CONTIGUOUSNESS FACTORS)
5. Other considerations include:
  - a. identifiable geographic features for boundaries;
  - b. integrity of political subdivisions and communities;
  - c. protection of incumbency;

WHEREAS SOUTH TEXAS COLLEGE TRUSTEES wishes to comply with the federal and state laws protecting the citizens right to vote;

WHEREAS, it is the considered judgment of the SOUTH TEXAS COLLEGE TRUSTEES that **Plan A** is in the best interest of the community;

IT IS THEREFORE RESOLVED THAT THE SOUTH TEXAS COLLEGE TRUSTEES adopts the attached **Plan A** (Attached map shows proposed changes) as the new trustee districts for use in all elections after this date; the county elections administrator is directed to adopt these changes for use in future elections; and

IT IS THEREFORE FURTHER RESOLVED THAT the SOUTH TEXAS COLLEGE TRUSTEES authorize redistricting counsel to make minor modifications to the adopted **Plan A** should the State Legislative Redistricting process require such modifications and subject to approval by the trustees; and

IT IS FURTHER RESOLVED THAT redistricting counsel is directed to submit this plan to the U.S.

Department of Justice for approval, if necessary, as soon as appropriate;

PASSED AND APPROVED this 28th day of September, 2021

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Rose Benavidez, Board Chair

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Alejo Salinas, Jr., Vice Chair

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Victoria Cantu, Board Secretary

---

Paul Rodriguez, Trustee

---

Gary Gurwitz, Trustee

---

Rene Guajardo, Trustee

---

Danny Guzman, Trustee

## **Approval of Resolution 2022-003 to Submit Nominees for the Hidalgo County Appraisal District Board of Directors for FY 2022 - 2023**

Approval of a Resolution to submit nominees for the Hidalgo County Appraisal District Board of Directors is requested.

The Appraisal District Board of Directors consists of six (6) members: five (5) voting members who are appointed by vote and one (1) nonvoting member, which is the County Tax Assessor/Collector, Pablo "Paul" Villarreal, Jr.

The current 2020 - 2021 Appraisal District Board of Directors include:

- Richard A. Garza, Chairman
- Albert D. Cardenas, Vice-Chairman
- Amador Requenez, Secretary
- Eddy Betancourt, Member
- Joe D. Olivarez, Member
- Pablo "Paul" Villarreal, Jr. (Non-voting member, County Tax Assessor)

A voting taxing entity may nominate one (1) but no more than five (5) candidates for the election. Each voting unit shall determine its nomination by written resolution and submit it to the Chief Appraiser before October 15, 2021.

The Resolution follows in the packet.

The Chief Appraiser will prepare and deliver a listing of all candidates properly nominated, and each voting entity will be allowed to vote from this pool of candidates to elect the Board of Directors. This list will be delivered to each entity by October 30, 2021, and the governing bodies of the taxing entities will need to submit a formal resolution announcing their final vote before December 15, 2021.

### **Recommendation:**

It is recommended the Board of Trustees approve and adopt Resolution 2022-003 to submit nominees for the Hidalgo County Appraisal District Board of Directors.

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

The Board of Trustees of South Texas College approves and adopts Resolution 2022-003 to submit nominees for the Hidalgo County Appraisal District Board of Directors.

### **Approval Recommended:**

**Dr. Ricardo J. Solis**  
**President**

# HIDALGO COUNTY APPRAISAL DISTRICT

ADMINISTRATION  
Rolando Garza, Chief Appraiser  
Jorge Gonzalez, Asst. Chief Appraiser  
Brent E Cavazos, Associate Chief Appraiser  
PO Box 208  
Edinburg, TX 78540-0208  
(956) 381-8466 (956) 565-2461



[www.hidalgoad.org](http://www.hidalgoad.org)

BOARD OF DIRECTORS  
Richard A. Garza Chairman  
Albert D. Cardenas Vice-Chairman  
Amador Requenez Secretary  
Eddy Betancourt Member  
Joe D. Olivarez Member  
Pablo "Paul" Villarreal, Jr. Member

August 15, 2021

Dr. Ricardo J Solis  
South Texas College  
3201 W. Pecan  
McAllen, TX 78501

Re: Election of Board of Directors 2022-2023

Dear Mr. Solis:

The Hidalgo County Appraisal District is governed by a Board of Directors that are appointed by vote of the taxing units that participate in the district. In accordance with Section 6.03 of the Property Tax Code, the Appraisal District will be conducting the 2022-2023 election for the Board of Directors of the Hidalgo County Appraisal District. Attached you will find important information and dates for you to keep in mind for the 2022-2023 election process.

The Board of Directors consists of six (6) members, five (5) voting members who are appointed by vote and one (1) nonvoting member, which is the County Tax Assessor/Collector. Therefore, for this election each voting taxing unit may nominate one (1) but no more than five (5) candidates for the election. The candidate(s) name(s) must be submitted to the Chief Appraiser by resolution adopted by the governing body before **October 15<sup>th</sup>**.

The Chief Appraiser shall prepare and deliver to the presiding officer of the governing body of each voting taxing unit a ballot listing all the candidates whose names were timely submitted and the taxing unit's voting entitlement before **October 30<sup>th</sup>**. The governing body of each voting taxing unit shall determine its vote by resolution and submit such resolution before **December 15<sup>th</sup>** to the Chief Appraiser.

Before **December 31, 2021**, the Chief Appraiser shall declare the five candidates that received the most votes elected and submit the results to the candidates and the governing bodies of the taxing entities.

If I may be of further assistance in providing you additional information regarding the selection/election process, please do not hesitate to contact me at (956) 381-8466.

Sincerely,

A handwritten signature in cursive script that reads "Rolando Garza".

Rolando Garza, RPA  
Chief Appraiser

RG: je

Attachment




# HIDALGO COUNTY APPRAISAL DISTRICT

ADMINISTRATION  
 Rolando Garza, Chief Appraiser  
 Jorge Gonzalez, Asst. Chief Appraiser  
 Brent E Cavazos, Associate Chief Appraiser  
 PO Box 208  
 Edinburg, TX 78540-0208  
 (956) 381-8466 (956) 565-2461



www.hidalgoaad.org

BOARD OF DIRECTORS  
 Richard A. Garza Chairman  
 David Hernandez Vice-Chairman  
 Amador Requenez Secretary  
 Albert D. Cardenas Member  
 Pete Garcia Member  
 Pablo "Paul" Villarreal, Jr. Member

 <p><b>Hidalgo County Appraisal District                  Timeline Election of Board of Directors                  2022 - 2023</b></p>	
<p><b>August 2021                  But before October 1, 2021</b></p>	<p>Notify all presiding officers of each taxing unit about upcoming election and their voting entitlement for the 2022-2023 election for the Board of Directors for the Appraisal District.</p>
<p><b>Before October 15, 2021</b></p>	<p>The Presiding Officer of the unit submits the name(s) of the nominee(s) by written resolution to the Chief Appraiser.</p>
<p><b>Before October 30, 2021</b></p>	<p>The Chief Appraiser prepares the ballot, listing the candidates in order by surname and delivers a copy of the ballot to the presiding officer of each unit.</p>
<p><b>Before December 15, 2021</b></p>	<p>Each voting unit cast its vote by written resolution and submits it to the Chief Appraiser.</p>
<p><b>Before December 31, 2021</b></p>	<p>The Chief Appraiser shall count the votes and declare the candidates who received the largest cumulative vote total elected and submit the results to the governing bodies and to the candidates.</p>



2022-2023  
VOTING ENTITLEMENT  
HCAD BOARD OF DIRECTORS

	2020 Tax Levied	2020 Total Levy	2020 Percent	Votes	2022-2023 Directorships	2022-2023 Official Votes
<b>Entity</b>						
Hidalgo County	\$ 220,338,129	\$ 911,952,107	24.161%	242	5	1210
<b>Cities</b>						
Alamo	\$ 4,052,229	\$ 911,952,107	0.444%	4	5	20
Alton	\$ 2,266,126	\$ 911,952,107	0.248%	2	5	10
Donna	\$ 5,591,745	\$ 911,952,107	0.613%	6	5	30
Edcouch	\$ 571,220	\$ 911,952,107	0.063%	1	5	5
Edinburg	\$ 34,033,591	\$ 911,952,107	3.732%	37	5	185
Elsa	\$ 1,628,015	\$ 911,952,107	0.179%	2	5	10
Granjeno	\$ 21,952	\$ 911,952,107	0.002%	1	5	5
Hidalgo	\$ 2,384,287	\$ 911,952,107	0.261%	3	5	15
La Joya	\$ 957,155	\$ 911,952,107	0.105%	1	5	5
La Villa	\$ 568,646	\$ 911,952,107	0.062%	1	5	5
McAllen	\$ 50,905,212	\$ 911,952,107	5.582%	56	5	280
Mercedes	\$ 4,993,189	\$ 911,952,107	0.548%	5	5	25
Mission	\$ 24,033,922	\$ 911,952,107	2.635%	26	5	130
Palmview	\$ 2,788,816	\$ 911,952,107	0.306%	3	5	15
Penitas	\$ 1,342,062	\$ 911,952,107	0.147%	1	5	5
Progreso	\$ 831,009	\$ 911,952,107	0.091%	1	5	5
Pharr	\$ 23,908,466	\$ 911,952,107	2.622%	26	5	130
San Juan	\$ 8,178,632	\$ 911,952,107	0.897%	9	5	45
Sullivan City	\$ 536,134	\$ 911,952,107	0.059%	1	5	5
Weslaco	\$ 13,534,312	\$ 911,952,107	1.484%	15	5	75
<b>Schools</b>						
Donna	\$ 18,502,671	\$ 911,952,107	2.029%	20	5	100
Edcouch-Elsa	\$ 4,776,664	\$ 911,952,107	0.524%	5	5	25
Edinburg	\$ 82,255,219	\$ 911,952,107	9.020%	90	5	450
Hidalgo	\$ 7,362,355	\$ 911,952,107	0.807%	8	5	40
La Joya	\$ 35,077,606	\$ 911,952,107	3.846%	38	5	190
La Villa	\$ 1,673,868	\$ 911,952,107	0.184%	2	5	10
Lyford	\$ 122,079	\$ 911,952,107	0.013%	1	5	5
McAllen	\$ 88,388,374	\$ 911,952,107	9.692%	97	5	485
Mercedes	\$ 8,293,942	\$ 911,952,107	0.909%	9	5	45
Mission	\$ 28,040,951	\$ 911,952,107	3.075%	31	5	155
Monte Alto	\$ 1,775,228	\$ 911,952,107	0.195%	2	5	10
PSJA	\$ 63,835,097	\$ 911,952,107	7.000%	70	5	350
Progreso	\$ 2,406,438	\$ 911,952,107	0.264%	3	5	15
Sharyland	\$ 44,000,759	\$ 911,952,107	4.825%	48	5	240
So Tx College	\$ 66,982,283	\$ 911,952,107	7.345%	73	5	365
South Texas ISD	\$ 19,815,889	\$ 911,952,107	2.173%	22	5	110
Valley View	\$ 9,507,799	\$ 911,952,107	1.043%	10	5	50
Weslaco	\$ 25,670,034	\$ 911,952,107	2.815%	28	5	140
<b>Grand Total</b>	\$ 911,952,107		100.000%	1000		5000

## RESOLUTION – 2022-003

**A RESOLUTION OF THE BOARD OF TRUSTEES FOR SOUTH TEXAS COLLEGE EXPRESSING ITS NOMINATION FOR APPRAISAL DISTRICT DIRECTORS FOR 2022 - 2023 ON THE HIDALGO COUNTY APPRAISAL DISTRICT BOARD OF DIRECTORS:**

**WHEREAS**, the Board of Trustees for South Texas College are authorized to make nominations for each position to be filled in the Hidalgo County Appraisal District Board of Directors; and

**WHEREAS**, these directors shall serve a two (2) year term beginning January 1, 2022 and that all taxing entities associated with the Hidalgo County Appraisal District are authorized to nominate one person for said Board; and

**WHEREAS**, the Board of Trustees for South Texas College must submit the names of the nominee(s) by written resolution to the Chief Appraiser by October 15, 2021.

**NOW, THEREFORE**, BE IT RESOLVED BY SOUTH TEXAS COLLEGE, that the name(s) of:

1.

---

2.

---

3.

---

4.

---

5.

---

are hereby nominated by the South Texas College Board of Trustees to the Hidalgo County Appraisal District Board of Directors.

**FURTHER**, the South Texas College directs the Chief Appraiser to submit said nomination(s) for consideration by all taxing entities within the Hidalgo County Appraisal District in the upcoming district election.

**PASSED AND APPROVED** this the 28th day of September, 2021.

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Ms. Rose Benavidez, STC Board Chair

ATTEST:

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Mrs. Victoria Cantú, STC Board Secretary

**Approval of Resolution 2022-004 to Submit Nominees for the Starr  
County Appraisal District Board of Directors for FY 2022 - 2023**

Approval of a Resolution to submit nominees for the Starr County Appraisal District Board of Directors is requested.

The Appraisal District Board of Directors consists of five (5) directors who serve a two-year term beginning January 1 of each even year.

A voting taxing entity may nominate one (1) but no more than five (5) candidates for the election. Each voting unit shall determine its nomination by written resolution and submit it to the Chief Appraiser before October 15, 2021.

The Resolution follows in the packet.

The Chief Appraiser will prepare and deliver a listing of all candidates properly nominated, and each voting entity will be allowed to vote from this pool of candidates to elect the Board of Directors. This list will be delivered to each entity by October 30, 2021, and the governing bodies of the taxing entities will need to submit a formal resolution announcing their final vote before December 15, 2021.

**Recommendation:**

It is recommended the Board of Trustees approve and adopt Resolution 2022-004 to submit nominees for the Starr County Appraisal District Board of Directors.

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

The Board of Trustees of South Texas College approves and adopts Resolution 2022-004 to submit nominees for the Starr County Appraisal District Board of Directors.

**Approval Recommended:**

**Dr. Ricardo J. Solis**  
**President**

*Starr County Appraisal District  
100 N. FM 3167, Ste. 300  
Rio Grande City, Texas 78582*



*Rosalva Guerra, RPA  
Starr County Chief Appraiser  
www.starrcad.org*

*Tel. 956-487-5613  
Fax 956-487-8555  
r Guerra@starrcad.org*

**July 13, 2021**

**Starr County Taxing Units:**

The process of the selection of appraisal district directors will be taking place the last quarter of this year. The selection process for all appraisal districts in the State of Texas is established in Section 6.03 of the Property Tax Code. Our appraisal district consists of five (5) directors who serve a two-year term beginning January 1 of each even year. I have calculated the number of votes to which each taxing unit is entitled. I am attaching the formula along with the number of votes each unit is entitled as prescribed by subsection (d) of said section.

Please keep in mind the following datelines. A summary of the datelines is as follows:

- Before October 1<sup>st</sup>: Chief Appraiser submits written notice of voting entitlement.  
(This is the written notice).
- Before October 15<sup>th</sup>: Presiding officer of governing body submits names of nominees.  
(Current members are: Commissioner Roy Pena, Chairman, Clarissa Alvarez, Secretary, Commissioner Eloy Garza, Encarnacion Saenz, III, and Rogerio Olivarez).
- Before October 30<sup>th</sup>: Chief Appraiser prepares a ballot and delivers to each voting entity.
- Before December 15<sup>th</sup>: Voting entity submits votes by WRITTEN RESOLUTION to the Chief Appraiser.
- Before December 31<sup>st</sup>: Chief Appraiser shall count votes and submit the results to the governing body of each taxing unit and to the candidates.

The new directors will be serving 2022-2023 term. If you have any questions, please contact me anytime.

Sincerely yours,

Rosalva Guerra, RPA CTA CCA  
Chief Appraiser Starr County Appraisal District

# **STARR COUNTY APPRAISAL DISTRICT**

BOARD OF DIRECTORS

VOTING ENTITLEMENT 2021

FORMULA:

TAXING UNIT'S LEVY/TOTAL LEVY = PERCENTAGE

PERCENTAGE X 1000 X 5 (#OF MEMBERS) = NUMBER OF VOTES

<b>TAXING UNIT</b>	<b>2020 TAX LEVY</b>	<b>PERCENTAGE</b>	<b>NUMBER OF VOTES</b>
COUNTY OF STARR	\$16,900,239.58	0.3468	1734
RIO GRANDE ISD	\$14,758,336.74	0.3028	1514
ROMA ISD	\$6,968,329.87	0.143	715
SAN ISIDRO ISD	\$1,763,323.69	0.0362	181
CITY OF RIO GRANDE	\$2,676,008.23	0.0549	274
CITY OF ROMA	\$1,385,195.59	0.0284	142
CITY OF ESCOBARES	\$177,514.35	0.0036	18
SOUTH TEXAS COLLEGE	\$4,108,455.73	0.0843	422
TOTAL LEVY	\$48,737,403.78	1	5000

## RESOLUTION – 2022-004

### A RESOLUTION OF THE BOARD OF TRUSTEES FOR SOUTH TEXAS COLLEGE EXPRESSING ITS NOMINATION FOR APPRAISAL DISTRICT DIRECTORS FOR 2022 - 2023 ON THE STARR COUNTY APPRAISAL DISTRICT BOARD OF DIRECTORS:

**WHEREAS**, Section 6.03 of the Texas Property Tax Code outlines the selection procedure of County Appraisal District Directors;

**AND WHEREAS**, the Board of Trustees for South Texas College are authorized to make nominations for each position to be filled in the Board of Directors of the Starr County Appraisal District;

**AND WHEREAS**, these directors shall serve a two (2) year term beginning January 1, 2022 and that all taxing entities associated with the Starr County Appraisal District are authorized to nominate one person for said Board;

**AND WHEREAS**, the Board of Trustees for South Texas College must submit the names of the nominee(s) by written resolution to the Chief Appraiser by October 15, 2021.

**NOW, THEREFORE**, BE IT RESOLVED BY SOUTH TEXAS COLLEGE, that the name(s) of:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

are hereby nominated by the South Texas College Board of Trustees to the Starr County Appraisal District Board of Directors.

**FURTHER**, the South Texas College directs the Chief Appraiser to submit said nomination(s) for consideration by all taxing entities within the Starr County Appraisal District in the upcoming district election.

**PASSED AND APPROVED** this the 28th day of September, 2021.

\_\_\_\_\_  
Ms. Rose Benavidez, STC Board Chair

ATTEST:

\_\_\_\_\_  
Mrs. Victoria Cantú, STC Board Secretary

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

The following items were presented to the Education and Workforce Development Committee on Tuesday, September 24, 2021:

### **a. Presentation on Division of Math, Science, Information Technology & Bachelor Programs**

Dr. Anahid Petrosian, Interim Vice President for Academic Affairs, has coordinated a series of presentations highlighting each of the Academic Divisions of South Texas College. In September 2021, Dr. Petrosian invited Dr. Ali Esmaeili, Dean of Math, Science, Information Technology and Bachelor Programs, to present on the departments and activities within his division.

Dr. Esmaeili presented the background and organizational chart of the Division of Math, Science, Information Technology & Bachelor Programs, covering the establishment and growth of the division over time.

Starting with a focus specifically on Math & Science, the division was expanded to incorporate Bachelor Programs with the approval of South Texas College's first baccalaureate degrees in 2004. In 2020, the division was further expanded to incorporate Information Technology, which includes Computer & Advanced Technologies as well as Cybersecurity.

In addition to academic departments, this division houses the University Relations, Transfer & Articulation Center, which works with other institutions of higher education to facilitate seamless transfer opportunities for South Texas College's students. Currently, the College maintains 88 specific agreements with 67 institutions, including agreements that help guide community college graduates across Texas into South Texas College's baccalaureate programs. This office also maintains numerous transfer maps with UTRGV and TAMUK, providing easy transfer paths for students pursuing specific degree plans.

Dr. Esmaeili also reviewed faculty and staff, as well as enrollment and graduation rates across the division. Division-wide, 140 faculty and 29 staff support 1,016 course sections in Fall 2021. The presentation included enrollment figures for Fall 2020 and Fall 2021.

Despite the COVID-19 pandemic, the Division graduated more students in the 2020 Academic Year than in the preceding year.

Finally, Dr. Esmaeili reviewed a number of fantastic grant-funded programs within the Division, and notable achievements and accomplishments, including the STEM Connection Newsletter. This newsletter was printed in Fall 2019, and has not been

republished during the pandemic, although the Division maintains an active STEM Connection website for accomplishments and upcoming events.

**b. Presentation on South Texas College Bachelor Programs**

While the Bachelor Programs are included within the Division of Math, Science, Information Technology and Bachelor Programs, administration will present on Bachelor Programs separately.

Dr. Ali Esmaeili, Dean of Math, Science, Information Technology and Bachelor Programs, provided a review of the timeline of development of the bachelor programs, including the legislative support for the baccalaureate pilot program in 2003, the College's accreditation changes in 2004 to support baccalaureate programs, and other benchmarks in South Texas College's path as a state- and national leader in developing and offering successful bachelor degree programs as a community college.

Dr. Esmaeili also reviewed the specific Baccalaureate Degrees offered at South Texas College, each of which was identified and developed to support workforce needs of the region, and to provide graduates with a pathway toward higher education, including graduate school.

The presentation covered recognition received by South Texas College's baccalaureate programs, including recognition by *Excelencia in Education* in 2017, and recognitions of affordability and value.

Dr. Esmaeili reported Fall 2020 student demographics, enrollment trends including a discussion of recruitment efforts to attract students to the bachelor programs, and graduation rates, followed by some of the most eye-opening statistics proving the importance and value of baccalaureate programs at South Texas College:

- 53% of students who successfully graduate from South Texas College's baccalaureate programs received some level of development coursework.
- 43% of students who successfully graduate from South Texas College's baccalaureate programs transfer to a university to continue further education.

While the development of baccalaureate programs at community colleges has been an uphill battle against critics who question the value and rigor of such programs, South Texas College has demonstrated that they are a viable, valuable pathway to students seeking academic and workforce advancement.



**c. Presentation on Workforce Training Opportunities for Industry Partners in Reynosa**

Dr. Carlos Margo, Associate Dean of Industry Training and Economic Development, presented on workforce training opportunities for industry partners in Reynosa.

Working with the McAllen Economic Development Corporation, Index Reynosa, and other economic development partners, South Texas College's Office of Industry Training and Economic Development recognizes that there is a great benefit to our region by improving workforce training to partnering maquiladoras in Reynosa.

The Federal Reserve Bank of Dallas has noted that the economic condition of McAllen and surrounding communities is closely tied to the maquiladora industry in Reynosa. Their models predict that a 10 percent increase in maquiladora output results in a 6.6 percent increase in total employment in McAllen, largely in the service industry. Efforts to improve maquiladora productivity show great promise for the improved economic development of the region.

Toward that goal, Dr. Margo presented his proposal to provide customized workforce training to manufacturing employees in Mexico. By providing South Texas College's Institute of Advanced Manufacturing training, curriculum, and credentialing to workers in Reynosa's maquiladoras, the College would help communities continue to prosper on both sides of the border, improving performance and growth by existing business and supporting recruitment of new investments in the region. Such bi-national training initiatives are critical components in attracting national and international investment in new manufacturing and other business developments.

Currently, there are over 130,000 workers employed by over 150 manufacturing companies among the maquiladoras in Reynosa. These workers are producing for the automotive, electronic, medical, aerospace, and other industries, and over 80% of the companies have a United States affiliate. Furthermore, the United States-Mexico-Canada Agreement that replaced NAFTA encourages further growth on both sides of the US/Mexico border.

Dr. Margo briefly outlined the proposed training programs, including responsibilities and benefits to the College and partnering maquiladoras.

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

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

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

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

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

The Education and Workforce Development Committee recommended Board action on the following item as presented.

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

### **Recommendation:**

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

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

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

The Board of Trustees approves and authorizes the following item:

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

### **Approval Recommended:**

**Dr. Ricardo J. Solis**  
**President**

**Consent Agenda Item:**

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

The Board is asked to approve the proposed revisions to the 2021-2022 and 2022-2023 Academic Calendars to include Juneteenth (June 19<sup>th</sup>) as an observed federal holiday. If approved, the College would be closed to observe this holiday beginning in Summer 2022 and moving forward.

A federal law recently went into effect declaring June 19th a federal holiday, known as Juneteenth, which commemorates the emancipation of African-American slaves. Because the holiday falls on a Sunday in the 2022 calendar year, the observed date would fall on Monday, June 20, 2022. For the 2023 calendar year, the observed date would be Monday, June 19, 2023.

In order to ensure that the instructional days for the Summer I session were balanced with the Summer II session, the Summer I session would be extended by one day, as follows:

<b>Summer I Session</b>			
<b>AY</b>		<b>Start Date</b>	<b>End Date</b>
<b>2021-2022</b>	<b>Current</b>	Monday, June 6, 2022	Thursday, July 7, 2022
	<b>Proposed</b>	Monday, June 6, 2022	Friday, July 8, 2022
<b>2022-2023</b>	<b>Current</b>	Monday, June 5, 2023	Thursday, July 6, 2023
	<b>Proposed</b>	Monday, June 5, 2023	Friday, July 7, 2023

The revisions would not impact or overlap with the Summer II session and would still remain in compliance with the Texas Higher Education Coordinating Board (THECB) common calendar. The census and last day to withdraw dates would be adjusted accordingly to align with the new proposed dates for the Summer I sessions.

This proposal was sent to the Academic Calendar Committee members for consideration and feedback and no objections were received.

**Enclosed Documents**

The proposed revisions to the 2021-2022 and 2022-2023 Academic Calendars are provided in the following pages to include the addition of the holiday and the adjustment of census/last day to withdraw dates.

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

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

**Approval Recommended:**

**Dr. Ricardo J. Solis**  
**President**

# 2021-2022 Calendar

Rev : 08/26/2021



## Fall Semester 2021 (August 23 - December 12)

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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
<b>August 23 (Monday)</b>	<b>Classes Begin</b>
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 : 08/26/2021



## Spring Semester 2022 (January 18 – May 12)

---

January 5 (Wednesday).....	<b>College Opens</b> – 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
<b>January 18 (Tuesday) .....</b>	<b>Classes Begin</b>
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 : 08/26/2021



## Summer Session 2022 (June 6 – August 12)

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<b>June 6 (Monday)</b> .....	<b>Classes Begin</b>
June 10 (Friday) .....	Staff – South Texas Leadership Academy
<b>June 20 (Monday)</b> .....	<b>College Closed - Juneteenth</b>
June <del>21</del> <b>22</b> ( <del>Tuesday</del> <b>Wednesday</b> ) .....	Census Day - 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~~ **8**)

<b>June 6 (Monday)</b> .....	<b>Classes Begin</b>
June 9 (Thursday) .....	Census Day - Fourth Class Day
<b>June 20 (Monday)</b> .....	<b>College Closed - Juneteenth</b>
June <del>29</del> <b>30</b> ( <del>Wednesday</del> <b>Thursday</b> ) .....	Last Day to Withdraw
July 4 (Monday) .....	College Closed-Independence Day
July <del>7</del> <b>8</b> ( <del>Thursday</del> <b>Friday</b> ) .....	End of Term/Finals
July 11 (Monday) .....	Grades Due Date

## SII – Minimester (July 13 – August 12)

<b>July 13 (Wednesday)</b> .....	<b>Classes Begin</b>
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: 8/26/2021



## 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
<b>August 22 (Monday)</b>	<b>Classes Begin</b>
September 5 (Monday)	College Closed – Labor Day
September 7 (Wednesday)	Census Day - Twelfth Class Day
September 23 (Friday)	College Closed – College-Wide Professional and Organizational Development Day
November 11 (Friday)	Last Day to Withdraw
November 24 – 27 (Thursday – Sunday)	College Closed - Thanksgiving Holiday
December 5 – 11 (Monday – Sunday)	Finals
December 10 (Saturday)	Commencement Ceremonies*
December 10 (Saturday)	Certificate and Degree Award Date
December 11 (Sunday)	End of Term
December 12 (Monday)	Grades Due Date
December 17 – January 3 (Saturday – Tuesday)	Winter Break (College Closed)

\* May vary depending on faculty availability.



# 2022-2023 Calendar

Rev: 8/26/2021



## Spring Semester 2023 (January 17 – May 11)

---

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

*\*May vary depending on facility availability.*

# 2022-2023 Calendar

Rev: 8/26/2021



## Summer Session 2023 (June 5 – August 11)

---

<b>June 5 (Monday)</b>	<b>Classes Begin</b>
June 9 (Friday)	Staff – South Texas Leadership Academy for Staff
<b>June 19 (Monday)</b>	<b>College Closed - Juneteenth</b>
June <del>20</del> <b>21</b> ( <del>Tuesday</del> <b>Wednesday</b> )	Census Day - 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~~ **7**)

<b>June 5 (Monday)</b>	<b>Classes Begin</b>
June 8 (Thursday)	Census Day - Fourth Class Day
<b>June 19 (Monday)</b>	<b>College Closed - Juneteenth</b>
June <del>28</del> <b>29</b> ( <del>Wednesday</del> <b>Thursday</b> )	Last Day to Withdraw
July 4 (Tuesday)	College Closed-Independence Day
July <del>6</del> <b>7</b> ( <del>Thursday</del> <b>Friday</b> )	End of Term/Finals
July 10 (Monday)	Grades Due Date

## SII – Minimester (July 12 – August 11)

<b>July 12 (Wednesday)</b>	<b>Classes Begin</b>
July 17 (Monday)	Census Day - Fourth Class Day
August 4 (Friday)	Last Day to Withdraw
August 10 (Thursday)	End of Term/Finals (Classes Meeting M-R)
August 11 (Friday)	End of Term /Finals (Classes Meeting M-F)
August 14 (Monday)	Grades Due Date

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

The following items were presented to the Finance, Audit, and Human Resources Committee on September 14, 2021:

**a. Review and Discussion of Mission Economic Development Authority (MEDA) Scholarship Fund Trust with Edward Jones for Student Scholarships and Report on Funds Distributed to the College**

A report on the Mission Economic Development Authority (MEDA) Scholarship Fund Trust, which provides scholarships to students living in the City of Mission, and funds distributed was presented.

Justification – The presentation provided the College Board of Trustees a brief review and update of the MEDA Scholarship Fund and funds distributed to the College.

Background – On August 29, 2012, the South Texas College Board of Trustees approved and authorized the acceptance of the Mission Economic Development Authority (MEDA) Scholarship Fund Endowment Agreement, which established a trust in excess of \$3 million, with Edwards Jones Trust Company as the sole Trustee and with South Texas College as the sole beneficiary, with funds to be used to establish and offer scholarships as described.

The MEDA Scholarship Fund Trust Agreement and Agreement of Trustee establishes the provision of distributions to South Texas College as the sole beneficiary. According to section 5 of the agreement, **the amount distributed in each fiscal year of the Trust is not to exceed an amount equal to the greater of the following: (i) the net income of the Trust; and (ii) Five Percent (5%) of the fair market value of the undistributed income and corpus of the Trust as of the last day of the Trust's previous fiscal year.**

According to the August 2021 Monthly Account Statement provided by Edward Jones Trust Company, the amount distributed to the college in the past fiscal years, including for FY 2020, has been based on (ii) Five Percent (5%) of the fair market value of the undistributed income and corpus of the Trust as of the last day of the Trust's previous fiscal year.

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

MEDA Scholarship Fund Trust

The table below is a recap of the market value activity for the period of October 1, 2012 through August 31, 2021.

<b>Market Value-October 1, 2012</b>		<b>\$3,189,982.10</b>
<b>Additions:</b>		
Cash & Security Transfers		22,002.66
Contributions <sup>(1)</sup>		291,596.70
Refund of Duplicate Disbursement <sup>(2)</sup>		183,032.00
Income & Capital Gain Distributions		689,800.85
Realized Gain/Loss		367,218.50
Change in market value		1,941,890.59
<b>Total Additions</b>		<b>\$3,495,541.30</b>
<b>Reductions:</b>		
Disbursements to STC		(1,667,942.55)
Duplicate Disbursement to STC <sup>(3)</sup>		(183,032.00)
Other Disbursements <sup>(4)</sup>		(365,922.11)
<b>Total Reductions</b>		<b>\$(2,216,896.66)</b>
<b>Market Value-August 31, 2021</b>		<b>\$4,468,626.74</b>

- (1) Contributions (previously reported as additions) include insurance proceeds, capital gain distributions, and federal tax refunds.
- (2) Funds returned to MEDA for duplicate disbursement of \$183,032.00 to STC.
- (3) Duplicate disbursement to STC. This amount was returned to the MEDA Scholarship Fund Trust on 7/29/21.
- (4) Other Disbursements include tax return preparation fees, fiduciary taxes, published fees, and legal fees.

The distributions paid to the College have been as follows:

<b>Month/Year</b>	<b>Distribution Amount</b>
June 2013	\$160,784.54
June 2014	185,937.10
July 2015	187,900.18
May 2016	173,937.78
June 2017	180,511.68
May 2018	193,928.47
May 2019	174,239.09
May 2020	198,719.57
May 2021	183,032.00
Aug 2021	28,952.14
<b>Total Distributions Received</b>	<b>\$1,667,942.55</b>

Cumulative Other Disbursements of \$365,922.11 of the Trust are as follows:

<b>Expense Type:</b>	<b>Cumulative as of 12/31/20</b>	<b>Calendar YTD Activity</b>	<b>Cumulative as of 08/31/21</b>
Published Fee <sup>(1)</sup>	\$ (272,453.39)	\$ (23,988.45)	\$ (296,441.84)
<b>Other Disbursements:</b>			
Household Expense –			
Miscellaneous-Personal	(33,057.76)	-	(33,057.76)
ADR Fee	(50.26)	(3.66)	(53.92)
US Treasury Bulk Tax	(30,085.00)	-	(30,085.00)
Administrative Expenses –			
Trust Tax Preparation	(4,800.00)	-	(4,800.00)
Fiduciary Tax Federal Return	(850.00)	-	(850.00)
Cost Adjustments	(440.22)	(193.37)	(633.59)
<b>Total Other Disbursements</b>	<b>\$ (341,736.63)</b>	<b>\$ (24,185.48)</b>	<b>\$ (365,922.11)</b>

- i. Published Fee for Serving as Trustee – The Trustee, Edward Jones Trust Company, manages and administers the Trust according to the terms set out in the Trust.

**b. Review and Discussion of Mission Economic Development Authority (MEDA) Scholarship Fund Awards**

In 2012, the Mission Economic Development Authority (MEDA) developed a scholarship trust fund to be managed by Edward Jones and to provide scholarship benefits to City of Mission residents pursuing higher education and workforce training at South Texas College.

South Texas College administration prepared a report showing the history of scholarships awarded through the MEDA Scholarship Trust Fund. Administration also provided a summary of the benefit recipients' performance and demographic information.

The history of awards showed that since its inception, the MEDA Scholarship has benefited 642 individual students enrolled at South Texas College. These awards have been made for each term from Fall 2013 through Fall 2021, resulting in a total of 1,745 scholarship awards to those 642 students, totaling \$1,125,900.00.

The included PowerPoint provided a breakdown of graduation/enrollment status, showing that of these 642 students, 64.33% (413 students) had graduated, 26.64% (171 students) were still enrolled, while the remaining 9.03% (58 students) were not enrolled in Fall 2021 and had not yet graduated. This was a greater retention rate than the general population, which may indicate the pivotal role these funds play in helping these students stay in their program of study through completion.

Judy Martinez, Coordinator of Scholarships, presented an update on the revenue and distribution of the scholarship funds. Additional data was provided in the packet to showcase the demographic profile of the MEDA Scholarship participants. These demographic profiles were provided to demonstrate the impact that the availability of these funds had in helping provide access to higher education for students who had a greater need for financial support, and were highly motivated and successful when that support is available.

Detailed reporting of the scholarship disbursements from the MEDA Scholarship Trust Fund distributions since Fall 2013 was provided for the Committee's review. These distributions are drawn from the interest on the invested principal, as managed by Edward Jones. There was a balance of \$181,042.55 available for scholarship disbursements to support Mission students work toward their academic and workforce goals in Spring 2022.

The MEDA Scholarship was advertised to eligible students through the College's scholarship website, the Mission CISD, and announcements in various media outlets, as identified below:

- STC Scholarship website
- STC Social Media Accounts
- Texas Border Business
- Rio Grande Guardian
- Mission CISD
- 710 KURV
- Telemundo 40
- The Monitor
- Progress Times
- Direct Mail
- Email

**c. Update on No-Cost Extension (NCE) Request for the Higher Education Emergency Relief Fund (HEERF) Institutional Award**

Mary Elizondo, Vice President for Finance and Administrative Services, provided an update on the no-cost extension (NCE) request for the Higher Education Emergency Relief Fund (HEERF) Institutional Award.

Purpose – Administration updated the Committee on the status of the no-cost extension (NCE) request for the HEERF Institutional Award.

Justification – Guidance provided by the US Department of Education (DOE) stated that the HEERF Institutional Funds may be used for the installation or renovation of an HVAC system, to improve air filtration to prevent the spread of COVID-19. Grantees may request to initiate a one-time extension to expand the final budget period of the grant up to 12 additional months.

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 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.

On July 27, 2021, the South Texas College Board of Trustees approved 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, which has an estimated completion date of September 2022, subject to approval of a no-cost extension by the Department of Education.

A no-cost extension (NCE) request was necessary because the estimated completion timeline for the project extends beyond the end date of the HEERF Institutional Awards of May 19, 2022.

On August 5, 2021, the College initiated a no-cost extension request for the HEERF Institutional Award to the Department of Education (DOE). The NCE request indicated that remaining funds from the preliminary estimate would be used for other allowable expenses, such as air filters and student emergency awards.

On August 30, 2021, the DOE provided a response indicating the no-cost extension may only be requested 90 days prior to end of the grant. Based on the award period for the HEERF II and HEERF III Institutional Funds, the earliest the

College may submit a request for the no-cost extension is February 19, 2022. The College would submit the no-cost extension after February 19, 2022, if institutional funds were available for this purpose.

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



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

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

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

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

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

- a. Approval to Accept a Reimbursement from the Lower Rio Grande Valley Development Council for the FY 2021 Summer Session Transportation Services
- b. Approval of Revised Interlocal Agreement for Transportation Services between South Texas College and the Lower Rio Grande Valley Development Council (LRGVDC) for Fiscal Year 2021 – 2022 .....
- c. Approval of Award of Proposals, Purchases, and Renewals
- d. Approval of Lease/Rental Procurement of District-Wide Copiers
- e. Approval of Assignment of Bank Depository Services Contract from BBVA to PNC Bank
- f. Approval of Proposed Revisions to Policy #5320: Preparation and Processing of Budget Changes
- g. Approval to Use HEERF Institutional Funds to Discharge Student Debt for Summer Sessions 2020
- h. Approval to Use HEERF Institutional Funds to Discharge Student Debt for Fall Semester 2020, Spring Semester 2021, and Summer Sessions 2021
- i. Acceptance of South Texas College Chief Executive Officer Reporting Requirements for Academic Year 2020 – 2021 of Sexual Harassment, Sexual Assault, Dating Violence, and Stalking Incidents Under Texas Education Code, Section 51.253(c)

**Recommendation:**

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

- a. Approval to Accept a Reimbursement from the Lower Rio Grande Valley Development Council for the FY 2021 Summer Session Transportation Services
- b. Approval of Revised Interlocal Agreement for Transportation Services between South Texas College and the Lower Rio Grande Valley Development Council (LRGVDC) for Fiscal Year 2021 – 2022 .....
- c. Approval of Award of Proposals, Purchases, and Renewals
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- i. Acceptance of South Texas College Chief Executive Officer Reporting Requirements for Academic Year 2020 – 2021 of Sexual Harassment, Sexual Assault, Dating Violence, and Stalking Incidents Under Texas Education Code, Section 51.253(c)

**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 to Accept a Reimbursement from the Lower Rio Grande Valley Development Council for the FY 2021 Summer Session Transportation Services
- b. Approval of Revised Interlocal Agreement for Transportation Services between South Texas College and the Lower Rio Grande Valley Development Council (LRGVDC) for Fiscal Year 2021 – 2022 .....
- c. Approval of Award of Proposals, Purchases, and Renewals
- d. Approval of Lease/Rental Procurement of District-Wide Copiers
- e. Approval of Assignment of Bank Depository Services Contract from BBVA to PNC Bank
- f. Approval of Proposed Revisions to Policy #5320: Preparation and Processing of Budget Changes

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- h. Approval to Use HEERF Institutional Funds to Discharge Student Debt for Fall Semester 2020, Spring Semester 2021, and Summer Sessions 2021
- i. Acceptance of South Texas College Chief Executive Officer Reporting Requirements for Academic Year 2020 – 2021 of Sexual Harassment, Sexual Assault, Dating Violence, and Stalking Incidents Under Texas Education Code, Section 51.253(c)

**Approval Recommended:**

**Dr. Ricardo J. Solis**  
**President**

**Consent Agenda Item:**

**a. Approval to Accept a Reimbursement from the Lower Rio Grande Valley Development Council for the FY 2021 Summer Session Transportation Services**

Approval to accept a reimbursement from the Lower Rio Grande Valley Development Council (LRGVDC) for the FY 2021 Summer Session Transportation Services is requested.

Purpose – The LRGVDC is reimbursing the College by issuing a credit in the Fall 2021 semester for the FY 2021 Summer Session due to the suspension of transportation services for the Green Line I bus route between the Starr County Campus and the Pecan Campus.

Justification – The College paid the LRGVDC for the FY 2021 Summer Session based on the Interlocal Agreement approved by Tom Logan, Director of Regional Transit Valley Metro. However, the LRGVDC notified the College that the Green Line I bus route providing transportation services between the Starr County Campus and the Pecan Campus was canceled by the LRGVDC during the FY 2021 Summer Session. LRGVDC proposed to rectify their error by reimbursing the funds to the College with a credit to the Fall 2021 semester invoice.

Background – On May 25, 2021, the Board of Trustees approved the Interlocal Agreement between STC and LRGVDC for the FY 2021 Summer Session, a three-month period from June 1, 2021, through August 31, 2021. This agreement included and authorized a payment in the amount of \$17,916.40 to LRGVDC for the Green Line I bus route. The College issued payment to LRGVDC on July 13, 2021, as per the agreement.

The LRGVDC is proposing to reimburse the College by crediting the College \$17,916.40 for the canceled Green Line I bus route in the Fall 2021 semester invoice. The College and the LRGVDC have implemented measures to monitor and detect route performance and changes.

Reviewers – The LRGVDC Letter received was reviewed by the Vice President for Finance and Administrative Services, Comptroller, and Student Transportation Services.

Enclosed Documents – A copy of the LRGVDC letter dated August 12, 2021, follows in the packet for the Board's information and review.

Tom Logan from LRGVDC, Mary Elizondo, Vice President for Finance and Administrative Services, Ruben Suarez, Chief of Police for the Department of Public Safety, and Alina Cantu, Public Safety and Transportation Services Manager, attended the Committee Meeting to address any questions by the Committee.

The Finance, Audit, and Human Resources Committee recommended Board approval to accept a reimbursement from the Lower Rio Grande Valley Development Council for the FY 2021 Summer Session Transportation Services, as presented.

**Recommendation:**

It is recommended that the Board of Trustees of South Texas College approve and authorize acceptance of a reimbursement from the Lower Rio Grande Valley Development Council for the FY 2021 Summer Session Transportation Services, 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 acceptance of a reimbursement from the Lower Rio Grande Valley Development Council for the FY 2021 Summer Session Transportation Services, as presented.

**Approval Recommended:**

**Dr. Ricardo J. Solis**  
**President**



# Lower Rio Grande Valley Development Council

Judge Aurelio "Keter" Guerra, Willacy County .....President  
Mayor Ambrosio "Amos" Hernandez, Pharr.....1<sup>st</sup> Vice President  
Mayor Chris Boswell, Harlingen ..... 2<sup>nd</sup> Vice President  
Mayor Trey Mendez, Brownsville..... Secretary  
Mayor David Suarez, Weslaco ..... Treasurer  
Mr. Jim Darling, Member-at-Large ..... Immediate Past President

## BOARD MEMBERS

David A. Garza  
Commissioner, Cameron County

David Fuentes  
Commissioner, Hidalgo County

Pilar Garza  
Commissioner, Alamo

Johnny Garcia  
Councilman, Edinburg

Rick Salinas  
Mayor, Lyford

Javier Villalobos  
Mayor, McAllen

Oscar D. Montoya  
Mayor, Mercedes

Norie Gonzalez Garza  
Councilwoman, Mission

Jorge Ledezma  
Mayor, Primera

Maribel Guerrero  
Mayor Rancho Viejo

Edward Gonzales  
Commissioner, Raymondville

Ricardo "Rick" Guerra  
Mayor, San Benito

Marco "Markie" Villegas  
Commissioner, San Juan

Veronica Gonzales  
UT Rio Grande Valley

Paul Hernandez  
South Texas College

Maricela De Leon  
Texas State Technical College

Troy Allen  
Delta Lake Irrigation District

Ronald Mills  
Willacy County Navigation District

Eleazar Garcia, Jr.  
Member-at-Large

Sergio Contreras  
Member-at-Large

Lupita Sanchez Martinez  
Grassroots Organizations

## EXECUTIVE DIRECTOR

Manuel "Manny" Cruz

August 12, 2021

Alina O. Cantu, MBA  
South Texas College, Department of Public Safety  
2509 W. Pecan Blvd.  
McAllen, Texas 78501

Re: Green Line 1 service

Dear Mrs. Cantu,

After weighing options to correct the inadvertent cancellation of Green Line 1 service at the beginning of the Summer 2021 term, Valley Metro is prepared to offer South Texas College a \$17,916.40 credit of Green Line 1 service at no cost to STC. This proposed credit would go into effect at the start of the Fall 2021 semester and will be reflected on the invoice.

We have come to this decision after careful consideration of our established partnership and believe it to be a fair and productive solution to the unfortunate and unintentional lapse in service over June and July. Additionally, we have taken steps to amend our service policy in order to enhance the "checks and balances" on our end, ensuring that a similar scenario will not occur in the future.

We appreciate the opportunity to rectify this error and look forward to continuing on with our solid partnership as well as our commitment to providing transit for the educational community.

Should you have any questions or comments feel free to contact me at your earliest convenience.

Sincerely,

Thomas F. Logan,  
Director of Regional Transit, Valley Metro

cc: Francisco Jaramillo, Planner II

**Consent Agenda Item:**

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

Approval of the Revised 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 – A Revised Interlocal Agreement for Transportation Services between STC and the LRGVDC for FY 2021 – 2022 is needed to reflect the updated methodology for in-kind costs.

Justification - The Revised Interlocal Agreement will reflect the updated methodology for applying in-kind costs.

Background – On July 27, 2021, the Board of Trustees approved the Interlocal Agreement for Transportation between STC and LRGVDC for FY 2021 – 2022, in which the in-kind costs for the Yellow Line were reduced against the payment to the LRGVDC for the Green Lines services. In the revised Interlocal Agreement, STC's in-kind costs will be part of the monthly reimbursement STC receives from the LRGVDC.

Although the in-kind cost is applied differently in the revised Interlocal Agreement, the net cost will remain the same for STC. The table below reflects the revised cost:

<b>FY 2021 - 2022</b>	<b>Original Amount</b>	<b>Revised Amount</b>
<b>Total Operating Cost for Services</b>	<b>\$659,223</b>	<b>\$741,621</b>
Contributions:		
State/Federal Operating	(380,114)	(380,114)
State/Federal In-Kind	0	(82,398)
<b>Total Contributions</b>	<b>\$(380,114)</b>	<b>\$(462,512)</b>
<b>Total Net Cost to STC</b>	<b>\$279,109</b>	<b>\$279,109</b>
STC Direct Expenditures – Yellow Line	\$129,275	\$129,275
STC Payment to LRGVDC – Green Line 1	2,960	85,358
STC Payment to LRGVDC – Green Line Route 60 (Roma)	64,476	64,476
STC In-Kind Expenditures	82,398	0
<b>Total Net Cost to South Texas College</b>	<b>\$279,109</b>	<b>\$279,109</b>

The in-kind match of \$82,398 is eligible for reimbursement to the College as per the Federal Transit Administration (FTA) operating assistance.

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

<b>Transportation Routes</b>	<b>Total Operating Cost for System</b>	<b>Contributions</b>	<b>STC Direct Expenditures</b>	<b>STC Payment to LRGVDC</b>
Starr (Green-1)	\$204,569	\$119,211	\$0	\$85,358
Starr (Green-Roma)	153,519	89,043		64,476
Circular (Yellow)	383,533	254,258	129,275	0
<b>Total</b>	<b>\$741,621</b>	<b>\$462,512</b>	<b>\$129,275</b>	<b>\$149,834</b>

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 Revised Interlocal Agreement between STC and LRGVDC for FY 2021 – 2022 and a copy of a letter received from LRGVDC follow in the packet for the Board's information and 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 Revised 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 Revised 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 Revised 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**

**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 and in-kind costs 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 operations~~ and maintenance of the Circulator (Yellow) transportation routes is estimated to be \$171,860. ~~LRGVDC shall remit payment to the College for one hundred (100) percent of the total in-kind expenses for the Circulator (Yellow) transportation routes is estimated to be \$82,398.~~ 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 \$53,291.47 for the Fall 2021 semester, \$58,697.85 for the Spring 2022 semester and \$37,844.67 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

## IX. 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**

**Lower Rio Grande Valley Development  
Council**

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

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**Manuel Cruz  
Executive Director**

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**Date**

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**Date**





# Lower Rio Grande Valley Development Council

Judge Aurelio "Keter" Guerra, Willacy County.....President  
Mayor Ambrosio "Amos" Hernandez, Pharr.....1<sup>st</sup> Vice President  
Mayor Chris Boswell, Harlingen.....2<sup>nd</sup> Vice President  
Mayor Trey Mendez, Brownsville.....Secretary  
Mayor David Suarez, Weslaco.....Treasurer  
Mr. Jim Darling, Member-at-Large.....Immediate Past President

September 2, 2021

## BOARD MEMBERS

David A. Garza  
Commissioner, Cameron County

David Fuentes  
Commissioner, Hidalgo County

Pilar Garza  
Commissioner, Alamo

Johnny Garcia  
Councilman, Edinburg

Rick Salinas  
Mayor, Lyford

Javier Villalobos  
Mayor, McAllen

Oscar D. Montoya  
Mayor, Mercedes

Norie Gonzalez Garza  
Councilwoman, Mission

Jorge Ledezma  
Mayor, Primera

Maribel Guerrero  
Mayor Rancho Viejo

Edward Gonzales  
Commissioner, Raymondville

Ricardo "Rick" Guerra  
Mayor, San Benito

Marco "Markie" Villegas  
Commissioner, San Juan

Veronica Gonzales  
UT Rio Grande Valley

Paul Hernandez  
South Texas College

Maricela De Leon  
Texas State Technical College

Troy Allen  
Delta Lake Irrigation District

Ronald Mills  
Willacy County Navigation District

Eleazar Garcia, Jr.  
Member-at-Large

Sergio Contreras  
Member-at-Large

Lupita Sanchez Martinez  
Grassroots Organizations

## EXECUTIVE DIRECTOR

Manuel "Manny" Cruz

Ricardo Solis, M.B.A., Ph. D.  
President, South Texas College  
3201 W. Pecan  
McAllen, Texas 78501

Re: Use of In-Kind as match

Dear Mr. Solis,

Upon further review of the budget for South Texas College (STC) and it's use of in-kind as match, we found the total in-kind amount was inadvertently applied to LRGVDC-Valley Metro's operating budget and not STC's.

The in-kind as match should be applied solely towards STC's operating costs as it is incurred by STC's shuttle buses' depreciation, STC utilities, STC vehicle insurance, and has no relation to Valley Metro's operation of Jag Express service routes.

Therefore, for Fiscal Year 2022 and in future agreements, we request South Texas College apply any use of in-kind as match towards STC's incurred operating expenses and provide the local cash match due to LRGVDC-Valley Metro's operation of the Jag Express service routes.

*For guidance, please refer to the Title2 of U.S. Code of Federal Regulations, Part 200-Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. Below is a graphic illustration of an example:*

FTA Operating Assistance (\$50,000)	Local Cash Match (\$50,000)
Additional FTA Operating Assistance (\$10,000)	In-Kind Match (10,000)

We hope you will act favorably on our request and thank you for your continued partnership. Please contact me at your earliest convenience to address any questions or concerns at (956) 969-5761, ext. 301 or you may email me at [tlogan@lrgvdc.org](mailto:tlogan@lrgvdc.org).

Sincerely,

Thomas F. Logan,  
Director of Valley Metro

cc: Manuel Cruz, Executive Director  
Crystal Balboa, Finance Director  
Maribel Contreras, Finance Assistant Director



**Consent Agenda Item:**

**c. Approval of Award of Proposals, Purchases, and Renewals**

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

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

**A. Award of Proposals**

**1) Industrial Supplies, Materials, and Accessories (Award)**

Award the proposal for industrial supplies, materials, and accessories for the period beginning November 25, 2021 through November 24, 2022 with two one-year options to renew, at an estimated total amount of \$75,000.00, which is based on prior year expenditures. The vendors are as follows:

<b>Vendors</b>	<b>Vendors</b>
<b>American Industrial Supplies &amp; Tool Repair, Inc.</b> (McAllen, TX)	<b>Burton Companies</b> (Weslaco, TX)
<b>Industrial Supplier Larey, Inc./ dba International Industrial Supply, Co.</b> (Brownsville, TX)	<b>Sid Tool Company/ dba MSC Industrial Supply</b> (Melville, NY)
<b>Triple-S Steel Supply, LLC./ dba Alamo Iron Works</b> (San Antonio, TX)	

Purpose – The Institute for Advanced Manufacturing and Advanced Manufacturing Technology Program are requesting to purchase industrial supplies, materials, and accessories as needed for student instruction.

Justification and Benefit – The industrial supplies, materials, and accessories include some of the following items: steel rods, aluminum rods, and drill rods which are used in the required course labs.

Background – Proposals documents were advertised on August 11, 2021 and August 18, 2021 and issued to ten (10) vendors. Five (5) responses were received on August 27, 2021 and reviewed by Institute for Advanced Manufacturing, Advance Manufacturing Technology Program, and the Purchasing Department.

Funds for this expenditure are budgeted in the Institute for Advanced Manufacturing and Advance Manufacturing Technology Program budgets for FY 2021 - 2022.

## **2) Nursing and Allied Health Campus Bldg A – Analog to Digital Upgrade Phase II (Award)**

Award the proposal for the Nursing and Allied Health Campus Bldg A – Analog to Digital Upgrade Phase II to **Audio Visual Aids** (San Antonio, TX), at a total amount of \$193,751.54.

**Purpose** – This Educational Technology project is a continuation of the ongoing yearly initiative to upgrade outdated analog audio visual equipment in classrooms/labs in pre-bond buildings to meet the new digital standard developed for the 2013 bond buildings. The equipment upgrade to the remaining classrooms will allow the audio visual systems in the Nursing and Allied Health Campus Building A to support digital video signals that are now standard in most new devices. This upgrade will improve faculty instruction and student success by enabling expanded use of podiums, projectors, laptops, tablets, and other digital equipment. This project does not require any new construction or renovation to the existing building only replacement of outdated analog audio visual equipment.

**Justification and Benefit** – This project will upgrade thirteen (13) classrooms at the Nursing and Allied Health Campus Building A to the College digital audio visual standard to support the digital video signals provided by modern computing and presentation devices. The upgrade also includes sharper and higher resolution projected images and improved sound quality for instruction and student presentations. This will also aid in supporting the newly established Bachelor of Science in Nursing program by providing modern, high quality equipment for instruction, and student learning.

**Background** – Proposal documents were advertised on August 18, 2021 and August 25, 2021 and issued to nine (9) vendors. Two (2) responses were received on August 26, 2021 and reviewed by Educational Technologies, Information Technologies, and the Purchasing Department.

Funds for this expenditure are budgeted in the Educational Technologies budget for FY 2021 – 2022.

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

### **3) Audio Visual Equipment and Supplies (Purchase)**

Purchase audio visual equipment and supplies for the period beginning September 1, 2021 through August 31, 2022, at an estimated amount of \$205,000.00, which is based on prior year expenditures, with the following purchasing cooperative approved vendors:

<b>Vendor/Purchasing Cooperative</b>	<b>Amount</b>
<b>Audio Visual Aids</b> (San Antonio, TX) – Purchasing Cooperative of America (PCA), Texas Association of School Boards (TASB) – Buyboard, and The Interlocal Purchasing System (TIPS)	\$70,000.00
<b>B&amp;H Foto &amp; Electronics, Corp./ dba B&amp;H Photo Video</b> (New York, NY) – E&I Cooperative Services, Omnia Partners, Purchasing	\$75,000.00

<b>Vendor/Purchasing Cooperative</b>	<b>Amount</b>
Cooperative of American (PCA), Texas Association of School Boards (TASB) – Buyboard, and The Interlocal Purchasing System (TIPS)	
<b>Howard Technology Solutions</b> (Ellisville, MS) – The Interlocal Purchasing System (TIPS) and Texas Association of School Boards (TASB) - Buyboard	\$40,000.00
<b>SKC Communications Products, LLC.</b> (Shawnee Mission, KS) – E&I Cooperative Services and The Interlocal Purchasing System (TIPS)	\$20,000.00

Purpose – The purchase of audio visual equipment and supplies are requested districtwide as needed to support classroom instruction, staff presentations, office operations, and communication with internal and external individuals or groups.

Justification and Benefit – The audio visual equipment and supplies are purchased for the day-to-day operation of support services departments and instruction programs. Below are some of the items requested by departments and programs:

- Headphones – Distance Education, Educational Technologies, and Academic Programs
- Digital Cameras, Lenses, Camera Cases – Art Program, Public Relations and Marketing, Facilities Planning and Construction, and all other requesting departments and academic programs
- Dome Cameras / Camcorders – Nursing and Allied Health Programs, Public Relations and Marketing, and Educational Technologies
- Computer Cables, Printer Cables, and Projector Cables – Information Technology, Educational Technologies, and all other requesting departments and academic programs
- Sound Equipment – Educational Technologies and all other requesting departments and academic programs
- Projector Screens and Parts – Educational Technologies and all other requesting departments and academic programs

Funds for this expenditure are budgeted in the requesting department/program budgets for FY 2021 – 2022.

#### **4) Chiller Maintenance Agreement (Purchase)**

Purchase a chiller maintenance agreement from **Johnson Controls, Inc.** (Milwaukee, WI/Corpus Christi, TX), The Interlocal Purchasing System (TIPS) purchasing cooperative approved vendor, for the period beginning November 21, 2021 through November 20, 2022, at an annual amount of \$51,900.00 for scheduled services and an estimated amount of \$80,000.00 for as needed repair services. The total annual amount is \$131,900.00.

Purpose – Facilities Operations and Maintenance is requesting to purchase the maintenance agreement for the air-cooled and water-cooled chillers districtwide.

Justification and Benefit – The chiller maintenance agreement includes scheduled preventive maintenance inspections and emergency service calls for the various chiller units located districtwide.

- Quarterly Inspections – 18 Chillers
  - ⇒ Check refrigerant circuit for leaks
  - ⇒ Check operating pressures and temperatures
  - ⇒ Oil Analysis
  - ⇒ Check electrical connections
- Annual Inspection – 18 Chillers
  - ⇒ Operating Controls
  - ⇒ Inspect thermal insulation for integrity
  - ⇒ Clean condenser tubes
  - ⇒ Clean control panel interior

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

#### 5) Computer Components, Peripherals, Software, and Supplies (Purchase)

Purchase computer components, peripherals, software, and supplies for the period beginning September 1, 2021 through August 31, 2022, at an estimated amount of \$350,000.00, which is based on prior year expenditures, with the following purchasing cooperative approved vendors:

Vendor/Purchasing Cooperative	Amount
<b>B&amp;H Foto &amp; Electronics, Corp./ dba B&amp;H Photo Video</b> (New York, NY) – E&I Cooperative Services, Omnia Partners, Purchasing Cooperative of American (PCA), Texas Association of School Boards (TASB) – Buyboard, and The Interlocal Purchasing System (TIPS)	\$80,000.00
<b>CDW Government, LLC.</b> (Vernon Hills, IL) – Choice Partners, Texas Department of Information Resources (DIR), E&I Cooperative Services, Omnia Partners, Sourcewell, Purchasing Association of Cooperative Entities (PACE), and The Interlocal Purchasing System (TIPS)	\$50,000.00
<b>Dell Marketing, LP.</b> (Dallas, TX) – Texas Department of Information Resources (DIR)	\$45,000.00
<b>Reyna Enterprise, Inc./ dba Computer Repair Center (CRC)</b> (McAllen, TX) – Texas Department of Information Resources (DIR)	\$80,000.00
<b>SHI Government Solutions</b> (Austin, TX) – Choice Partners, National Cooperative Purchasing Alliance (NCPA), Omnia Partners, Purchasing Association of Cooperative Entities (PACE), Texas Association of School	\$75,000.00

<b>Vendor/Purchasing Cooperative</b>	<b>Amount</b>
Boards (TASB) – Buyboard, Texas Department of Information Resources (DIR), and The Interlocal Purchasing System (TIPS)	
<b>SKC Communication Products, LLC.</b> (Shawnee Mission, KS) – E&I Cooperative Services and The Interlocal Purchasing System (TIPS)	\$20,000.00

Purpose – The computer components, peripherals, software, and supplies purchases are requested districtwide as needed to support classroom instruction, staff office operations, and communication with internal and external individuals or groups.

Justification and Benefit – The computer components, peripherals, software, and supplies are purchased districtwide for the day-to-day operation of departments and instructional programs. Below are some of the items requested by departments and programs:

- Scanners, Printers, Storage Media, Surge Protectors, Toner Cartridges, and Cables – All programs and departments districtwide
- Barcode Scanners – Library Services, Security, Central Receiving, and Educational Technologies
- Memory – Information Technology Program and all departments districtwide
- Head Phones – Open Labs, Center for Learning Excellence, and Distance Education
- Web Cameras – Distance Education, Academic Programs, and departments district wide
- Computer Parts – Information Technology Program and other departments and programs
- Software (Instructional and Business packages) – All departments and programs districtwide

Funds for this expenditure are budgeted in the Educational Technologies, Library Services, Central Receiving, Distance Education, Information Technology, and other departments and programs budgets for FY 2021 – 2022.

#### **6) Maintenance Equipment, Parts, and Supplies (Purchase)**

Purchase maintenance equipment, parts, and supplies through the Texas Association of School Boards (TASB) – Buyboard approved vendors, for the period beginning September 1, 2021 through August 31, 2022, at an estimated amount of \$100,000.00, which is based on prior year expenditures. The vendors are as follows:

- Carrier Enterprise, LLC.** (Houston, TX/Pharr, TX)
- Crawford Electric Supply** (San Antonio, TX/Mission, TX)
- McCoy's Building Supply** (San Marcos, TX/Pharr, TX)

Purpose – Facilities Operations and Maintenance is requesting the purchase of maintenance equipment, parts, and supplies for districtwide daily work order requests as needed.

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

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

#### **7) Mobile Hotspot Devices and Services (Purchase)**

Purchase mobile hotspot devices and services from **AT&T Mobility, LLC**. (Carol Stream, IL), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning October 1, 2021 through August 31, 2022, at an estimated total amount of \$39,600.00. The monthly service subscription cost for three hundred (300) mobile hotspots is \$12.00 per device.

Purpose – Library Services is requesting to procure devices and monthly service for three hundred (300) mobile broadband hotspot devices that be utilized by Career and Technical Education (CTE) students. These devices are funded by the FY2022 Carl D. Perkins federal grant.

Justification and Benefit – The COVID-19 pandemic increased the College's reliance on online and hybrid 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 taking online or hybrid courses. These devices will provide reliable broadband internet service to students, allowing home access to online courses and learning resources. Based on data, students receiving a hotspot have achieved a higher-grade point average and higher pass rate.

Funds for this expenditure are budgeted in the Carl Perkins grant budget for FY 2021 - 2022.

#### **8) Parts and Supplies (Purchase)**

Purchase parts and supplies from **W. W. Grainger, Inc. / dba Grainger** (Austin, TX/McAllen, TX), an E&I Cooperative Services 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 – On July 27, 2021, the Board of Trustees approved purchasing parts and supplies from Grainger using the TXMAS and TASB Buyboard. At this time, it is requested that the E&I Cooperative Services be added to the list of purchasing cooperatives due to the rebates that are offered with each purchase.

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, cables, 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.

### 9) Catering Services (Renewal)

Renew the catering services contracts for the period beginning November 28, 2021 through November 27, 2022, at an estimated total amount of \$50,000.00, which is based on prior year expenditures. The vendors are as follows:

Vendors	Vendors
<b>Amigos Del Valle, Inc.</b> (Edinburg, TX)	<b>Atencion Selecta, LLC./ dba Teresita's at Los Lagos</b> (Edinburg, TX)
<b>Luis Magdaleno/ dba Chick-Fil-A 27<sup>th</sup> &amp; Nolana</b> (McAllen, TX)	<b>Chick-Fil-A Sharyland Towne Crossing</b> (Mission, TX)
<b>Coastal Deli, Inc./ dba Jason's Deli</b> (Corpus Christi, TX)	<b>Cornerstone Catering</b> (Mission, TX)
<b>Pizza Hut Muy Pizzas Tejas</b> (San Antonio, TX)	<b>Pizza Properties, Inc./ dba Peter Piper Pizza</b> (El Paso, TX)
<b>Siempre Natural</b> (Mission, TX)	

Purpose – Various college departments and instructional programs are requesting to purchase food and drinks for meetings and events attended by faculty, staff, students, and the community throughout the fiscal year on an as needed basis. These vendors are utilized when the College's cafeterias are not available.

Justification – The catering services are necessary throughout the district for student activities events, professional development events, College sponsored events, and division meetings. The vendors provide sandwiches, salads, soups, pizza, variety of trays, wraps, breakfast tacos, plate lunches, pastries, desserts, and drinks.

Background – The Board awarded the contract for the catering services at the October 29, 2019 Board of Trustees meeting for one year with two one-year annual renewals. The last renewal period begins November 28, 2021 and ends November 27, 2022.

Award	Board Meeting Date	Original Term	Renewal Term
Original	10/29/19	11/28/19 – 11/27/20	2 – one year options
1 <sup>st</sup> Renewal	11/24/20		11/28/20 – 11/27/21
2 <sup>nd</sup> Renewal	09/28/21		11/28/21 – 11/27/22

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 auxiliary budgets for FY 2021 – 2022.

#### 10) Equipment Rental Services (Renewal)

Renew the equipment rental services contracts for the period beginning December 1, 2021 through November 30, 2022, at an estimated total amount of \$65,000.00, which is based on prior year expenditures. The vendors are as follows:

<b>Vendors</b>	<b>Vendors</b>
<b>Briggs Equipment</b> (Pharr, TX)	<b>Marento, Inc./ dba Tejas Events and Tents</b> (McAllen, TX)
<b>Rental World</b> (McAllen, TX)	

Purpose – Student Activities and the Office of Public Relations and Marketing rent various types of equipment, tables, chairs, linens, and stages for various types of College events as needed.

Justification and Benefit - The rental services will be used for College sponsored events and student events districtwide.

Background – The Board awarded the contract for the equipment rental services at the October 29, 2019 Board of Trustees meeting for one year with two one-year annual renewals. The last renewal period begins December 1, 2021 and ends November 30, 2022.

<b>Award</b>	<b>Board Meeting Date</b>	<b>Original Term</b>	<b>Renewal Term</b>
Original	10/29/19	12/01/19 – 11/30/20	2 – one year options
1 <sup>st</sup> Renewal	11/24/20		12/01/20 – 11/30/21
2 <sup>nd</sup> Renewal	09/28/21		12/01/21 – 11/30/22

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 Student Activities and Public Relations and Marketing budgets for FY 2021 – 2022.

#### 11) Fire Suppression Systems Service (Renewal)

Renew the fire suppression systems service contracts for the period beginning November 29, 2021 through November 28, 2022, at an estimated total amount of \$211,587.00, which is based on prior year expenditures. The vendors are as follows:

<b>#</b>	<b>Services</b>	<b>Vendor</b>	<b>Amount</b>
1	Fire Alarm Panels	<b>Strongline Security &amp; Fire</b> (San Juan, TX)	\$20,300.00
2	Fire Alarm Repairs	<b>Strongline Security &amp; Fire</b> (San Juan, TX)	\$60,000.00

#	Services	Vendor	Amount
3	Kitchen Hoods	<b>1<sup>st</sup> FP McAllen, LLC.</b> (McAllen, TX)	\$1,202.00
4	Kitchen Hoods Repairs	<b>1<sup>st</sup> FP McAllen, LLC.</b> (McAllen, TX)	\$10,000.00
5	Fire Sprinklers Inspections	<b>1<sup>st</sup> FP McAllen, LLC.</b> (McAllen, TX)	\$16,125.00
6	Fire Sprinklers Repairs	<b>1<sup>st</sup> FP McAllen, LLC.</b> (McAllen, TX)	\$70,000.00
7	Clean Agent Fire Suppression System Inspection	<b>1<sup>st</sup> FP McAllen, LLC.</b> (McAllen, TX)	\$3,960.00
8	Fire Extinguishers / Inspection Rates	<b>EI Fire &amp; Safety, Inc.</b> (Mission, TX)	\$10,000.00
9	Hydro Test Rates	<b>EI Fire &amp; Safety, Inc.</b> (Mission, TX)	\$10,000.00
10	Recharge Rates	<b>EI Fire &amp; Safety, Inc.</b> (Mission, TX)	\$10,000.00

Purpose – Facilities Operations and Maintenance is requesting to renew the contracts for the fire suppression systems service and alarm monitoring for all campuses.

Justification and Benefit – The fire suppression systems and inspections contracts require periodic inspection of the fire suppression systems at all College campuses. This will include inspection of the fire alarm system, fire sprinkler system inspection and repair, kitchen hood inspections, and inspection of portable extinguishers.

Background – The Board awarded the contract for the fire suppression systems service at the October 29, 2019 Board of Trustees meeting for one year with two one-year annual renewals. The last renewal period begins November 29, 2021 and ends November 28, 2022.

Award	Board Meeting Date	Original Term	Renewal Term
Original	10/29/19	11/29/19 – 11/28/20	2 – one year options
1 <sup>st</sup> Renewal	09/22/20		11/29/20 – 11/28/21
2 <sup>nd</sup> Renewal	09/28/21		11/29/21 – 11/28/22

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

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

### 12) In-Store Purchase of Materials and Supplies (Renewal)

Renew the in-store purchase of materials and supplies contracts for the period beginning November 27, 2021 through November 26, 2022, at an estimated amount of \$150,000.00, which is based on prior year expenditures. The vendors are as follows:

Vendors	Vendors
<b>HEB Grocery, Co.</b> (McAllen, TX)	<b>Hobby Lobby Store</b> (McAllen, TX)
<b>Sam's Club</b> (McAllen, TX)	<b>Walmart</b> (Mission, TX)

Purpose – The in-store purchases of materials, supplies, and miscellaneous items are necessary throughout the College district for the Culinary Arts Program, Science Programs (Biology and Chemistry) instructional labs, student activities events, professional development events, College sponsored events, and division meetings.

Justification and Benefit – These items are purchased as needed for hosted events and meetings held at all College's campuses for faculty, staff, students, and the community.

Background – The Board awarded the contract for in-store purchases of materials and supplies at the October 29, 2019 Board of Trustees meeting for one year with two one-year option annual renewals. The last renewal period begins November 27, 2021 and ends November 26, 2022.

Award	Board Meeting Date	Original Term	Renewal Term
Original	10/29/19	11/27/19 – 11/26/20	2 – one year options
1 <sup>st</sup> Renewal	09/22/20		11/27/20 – 11/26/21
2 <sup>nd</sup> Renewal	09/28/21		11/27/21 – 11/26/22

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

Funds for this expenditure are budgeted in the various requesting programs and departments budgets for FY 2021 – 2022.

### 13) Institutional Membership – TACC (Renewal)

Renew the institutional membership with the **Texas Association of Community Colleges (TACC)** (Austin, TX), a sole source vendor, for the period beginning September 1, 2021 through August 31, 2022, at a total amount of \$73,084.00.

Purpose – The Office of the President is requesting to renew the institutional membership, which includes the annual association membership, telecommunication membership, building assessment, and mathways assessment.

Justification and Benefit – TACC is comprised of all fifty (50) public community college districts in the state and represents the interests of the colleges before the Texas Legislature and state agencies. The General Appropriations Bill and legislation affecting

public community colleges in general have been and remain the principal concern of TACC.

Funds for this expenditure are budgeted in the Non-Public Fund Project budget for FY 2021 – 2022.

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

### **14) Enrollment Management System Agreement (Renewal)**

Renew the enrollment management system agreement with **EAB Global, Inc.** (Washington, DC) (New), a sole source vendor, for the period beginning November 1, 2021 through October 31, 2026, at a total amount of \$408,000.00. The total amount will be paid in five (5) annual payments.

Purpose – The Division of Student Services, Division of Academic Affairs, and the Office of Public Relations and Marketing are requesting the agreement renewal of the Starfish Early Alert System along with professional services to better serve students.

Justification and Benefit – The Starfish system enabled South Texas College to move into an integrated Early Alert system. The College will be able to provide a more personalized service and targeted interventions for students and improve the student experience. The overall goal is to transform our current processes to be fully integrated between all departments across the College. The early alert system will allow the College to get the right intervention to the right student at the right time, which will lead to increased student retention and completion.

The College's Starfish Early Alert System has become an essential frontline communication tool used by faculty to academically connect directly with students. During this period, South Texas College faculty have sent more than 100,000 academic alerts to more than 60,000 students.

Background – On September 8, 2015, EDUCASE, with funding from the Bill & Melinda Gates Foundation and the Leona M. and Harry B. Helmsley Charitable Trust, awarded South Texas College the Integrated Planning and Advising for Student Success (iPASS) grant, South Texas College was one of twenty-four (24) institutions across the county who received up to \$225,000 in grant funding. From the iPASS(2) pool of technology vendors, consultants in technology integration and business process redesign, STC selected EAB Global, Inc. formerly known as Hobson, Inc. and purchased the Starfish Early Alert System.

iPASS is an integrative approach to student success that promotes shared ownership among students, faculty, and staff. It encompasses services that help students formulate and advance toward educational goals, including advising, counseling, progress tracking, and academic early alerts. iPASS technologies can contribute in many ways, such as by documenting and tracking students' educational plans, improving data analysis, offering

self-service resources that reduce advisor workloads, and triggering interventions based on student behavior or faculty input.

With the Board's approval, South Texas College formally entered into a three (3) year contract with Hobsons on September 25, 2015. On September 25, 2018, the Board approved to renew the contract with Hobson for an additional three (3) years.

Funds for this expenditure are budgeted in the Early Alert System Technology Renewal Fund budget for FY 2021 – 2022.

#### **15) Student Enrollment Management System Agreement (Renewal)**

Renew the student enrollment management system agreement with **Admissions US, LLC., a wholly owned subsidiary of Anthology, Inc. (fka Campus Management, Corp.)** (Boca Raton, FL), a sole source vendor, for the period beginning September 27, 2021 through September 26, 2022, at a total amount of \$52,525.00.

**Purpose** – The Division of Student and Enrollment Management is requesting to renew the Radius Constituent Relationship Management (CRM) agreement along with chat services.

**Justification and Benefit** – The College currently utilizes a Constituent Relationship Management system. This system provides the tools needed to support students at all stages of their student lifecycle from recruitment, enrollment, and admission through graduation.

Funds for this expenditure are budgeted in the Division of Student Affairs and Enrollment Management budget for FY 2021 – 2022.

#### **Recommendation:**

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

#### **A. Award of Proposal**

- 1) **Industrial Supplies, Materials, and Accessories (Award):** award the proposal for industrial supplies, materials, and accessories for the period beginning November 25, 2021 through November 24, 2022 with two one-year options to renew, at an estimated total amount of \$75,000.00, which is based on prior year expenditures. The vendors are as follows:

2)

<b>Vendors</b>	<b>Vendors</b>
<b>American Industrial Supplies &amp; Tool Repair, Inc.</b> (McAllen, TX)	<b>Burton Companies</b> (Weslaco, TX)
<b>Industrial Supplier Larey, Inc./ dba International Industrial Supply, Co.</b> (Brownsville, TX)	<b>Sid Tool Company/ dba MSC Industrial Supply</b> (Melville, NY)

Vendors	Vendors
<b>Triple-S Steel Supply, LLC./ dba Alamo Iron Works</b> (San Antonio, TX)	

- 2) **Nursing and Allied Health Campus Bldg A – Analog to Digital Upgrade Phase II (Award):** award the proposal for the Nursing and Allied Health Campus Bldg A – analog to digital upgrade phase II to **Audio Visual Aids** (San Antonio, TX), at a total amount of \$193,751.54;

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

- 3) **Audio Visual Equipment and Supplies (Purchase):** purchase audio visual equipment and supplies for the period beginning September 1, 2021 through August 31, 2022, at an estimated amount of \$205,000.00, which is based on prior year expenditures, with the following purchasing cooperative approved vendors:

Vendor/Purchasing Cooperative	Amount
<b>Audio Visual Aids</b> (San Antonio, TX) – Purchasing Cooperative of America (PCA), Texas Association of School Boards (TASB) – Buyboard, and The Interlocal Purchasing System (TIPS)	\$70,000.00
<b>B&amp;H Foto &amp; Electronics, Corp./ dba B&amp;H Photo Video</b> (New York, NY) – E&I Cooperative Services, Omnia Partners, Purchasing Cooperative of American (PCA), Texas Association of School Boards (TASB) – Buyboard, and The Interlocal Purchasing System (TIPS)	\$75,000.00
<b>Howard Technology Solutions</b> (Ellisville, MS) – The Interlocal Purchasing System (TIPS) and Texas Association of School Boards (TASB) - Buyboard	\$40,000.00
<b>SKC Communications Products, LLC.</b> (Shawnee Mission, KS) – E&I Cooperative Services and The Interlocal Purchasing System (TIPS)	\$20,000.00

- 4) **Chiller Maintenance Agreement (Purchase):** purchase a chiller maintenance agreement from **Johnson Controls, Inc.** (Milwaukee, WI/Corpus Christi, TX), The Interlocal Purchasing System (TIPS) purchasing cooperative approved vendor, for the period beginning November 21, 2021 through November 20, 2022, at an estimated annual amount of \$51,900.00 for scheduled services and an estimated annual amount of \$80,000.00 for as needed repair services. The total annual amount is \$131,900.00;
- 5) **Computer Components, Peripherals, Software, and Supplies (Purchase):** purchase computer components, peripherals, software, and supplies for the period beginning September 1, 2021 through August 31, 2022, at an estimated amount of \$350,000.00, which is based on prior year expenditures, with the following purchasing cooperative approved vendors:

Vendor/Purchasing Cooperative	Amount
<b>B&amp;H Foto &amp; Electronics, Corp./ dba B&amp;H Photo Video</b> (New York, NY) – E&I Cooperative Services, Omnia Partners, Purchasing	\$80,000.00

<b>Vendor/Purchasing Cooperative</b>	<b>Amount</b>
Cooperative of American (PCA), Texas Association of School Boards (TASB) – Buyboard, and The Interlocal Purchasing System (TIPS)	
<b>CDW Government, LLC.</b> (Vernon Hills, IL) – Choice Partners, Texas Department of Information Resources (DIR), E&I Cooperative Services, Omnia Partners, Sourcewell, Purchasing Association of Cooperative Entities (PACE), and The Interlocal Purchasing System (TIPS)	\$50,000.00
<b>Dell Marketing, LP.</b> (Dallas, TX) – Texas Department of Information Resources (DIR)	\$45,000.00
<b>Reyna Enterprise, Inc./ dba Computer Repair Center (CRC)</b> (McAllen, TX) – Texas Department of Information Resources (DIR)	\$80,000.00
<b>SHI Government Solutions</b> (Austin, TX) – Choice Partners, National Cooperative Purchasing Alliance (NCPA), Omnia Partners, Purchasing Association of Cooperative Entities (PACE), Texas Association of School Boards (TASB) – Buyboard, Texas Department of Information Resources (DIR), and The Interlocal Purchasing System (TIPS)	\$75,000.00
<b>SKC Communication Products, LLC.</b> (Shawnee Mission, KS) – E&I Cooperative Services and The Interlocal Purchasing System (TIPS)	\$20,000.00

- 6) **Maintenance Equipment, Parts, and Supplies (Purchase):** purchase maintenance equipment, parts, and supplies through the Texas Association of School Boards (TASB) – Buyboard approved vendors, for the period beginning September 1, 2021 through August 31, 2022, at an estimated amount of \$100,000.00, which is based on prior year expenditures. The vendors are as follows:
  - a. **Carrier Enterprise, LLC.** (Houston, TX/Pharr, TX)
  - b. **Crawford Electric Supply** (San Antonio/Mission, TX)
  - c. **McCoy's Building Supply** (San Marcos, TX/Pharr, TX)
- 7) **Mobile Hotspot Devices and Services (Purchase):** purchase mobile hotspot devices and services from **AT&T Mobility, LLC.** (Carol Stream, IL), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning October 1, 2021 through August 31, 2022, at an estimated total amount of \$39,600.00. The monthly service subscription cost for three hundred (300) mobile hotspots is \$12.00 per device;
- 8) **Parts and Supplies (Purchase):** purchase parts and supplies from **W. W. Grainger, Inc. / dba Grainger** (Austin, TX/McAllen, TX), an E&I Cooperative Services 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;
- 9) **Catering Services (Renewal):** renew the catering services contracts for the period beginning November 28, 2021 through November 27, 2022, at an estimated total amount of \$50,000.00, which is based on prior year expenditures. The vendors are as follows:

<b>Vendors</b>	<b>Vendors</b>
<b>Amigos Del Valle, Inc.</b> (Edinburg, TX)	<b>Atencion Selecta, LLC./ dba Teresita's at Los Lagos</b> (Edinburg, TX)
<b>Luis Magdaleno/ dba Chick-Fil-A 27<sup>th</sup> &amp; Nolana</b> (McAllen, TX)	<b>Chick-Fil-A Sharyland Towne Crossing</b> (Mission, TX)
<b>Coastal Deli, Inc./ dba Jason's Deli</b> (Corpus Christi, TX)	<b>Cornerstone Catering</b> (Mission, TX)
<b>Pizza Hut Muy Pizzas Tejas</b> (San Antonio, TX)	<b>Pizza Properties, Inc./ dba Peter Piper Pizza</b> (El Paso, TX)
<b>Siempre Natural</b> (Mission, TX)	

- 10) Equipment Rental Services (Renewal):** renew the equipment rental services contracts for the period beginning December 1, 2021 through November 30, 2022, at an estimated total amount of \$65,000.00, which is based on prior year expenditures. The vendors are as follows:

<b>Vendors</b>	<b>Vendors</b>
<b>Briggs Equipment</b> (Pharr, TX)	<b>Marento, Inc./ dba Tejas Events and Tents</b> (McAllen, TX)
<b>Rental World</b> (McAllen, TX)	

- 11) Fire Suppression Systems Service (Renewal):** renew the fire suppression systems service contracts for the period beginning November 29, 2021 through November 28, 2022, at an estimated amount of \$211,587.00, which is based on prior year expenditures. The vendors are as follows:

<b>#</b>	<b>Services</b>	<b>Vendor</b>	<b>Amount</b>
1	Fire Alarm Panels	<b>Strongline Security &amp; Fire</b> (San Juan, TX)	\$20,300.00
2	Fire Alarm Repairs	<b>Strongline Security &amp; Fire</b> (San Juan, TX)	\$60,000.00
3	Kitchen Hoods	<b>1<sup>st</sup> FP McAllen, LLC.</b> (McAllen, TX)	\$1,202.00
4	Kitchen Hoods Repairs	<b>1<sup>st</sup> FP McAllen, LLC.</b> (McAllen, TX)	\$10,000.00
5	Fire Sprinklers Inspections	<b>1<sup>st</sup> FP McAllen, LLC.</b> (McAllen, TX)	\$16,125.00
6	Fire Sprinklers Repairs	<b>1<sup>st</sup> FP McAllen, LLC.</b> (McAllen, TX)	\$70,000.00
7	Clean Agent Fire Suppression System Inspection	<b>1<sup>st</sup> FP McAllen, LLC.</b> (McAllen, TX)	\$3,960.00
8	Fire Extinguishers / Inspection Rates	<b>EI Fire &amp; Safety, Inc.</b> (Mission, TX)	\$10,000.00
9	Hydro Test Rates	<b>EI Fire &amp; Safety, Inc.</b> (Mission, TX)	\$10,000.00



#	Services	Vendor	Amount
10	Recharge Rates	<b>EI Fire &amp; Safety, Inc.</b> (Mission, TX)	\$10,000.00

- 12) In-Store Purchases of Materials and Supplies (Renewal):** renew the in-store purchase of materials and supplies contracts for the period beginning November 27, 2021 through November 26, 2022, at an estimated amount of \$150,000.00, which is based on prior year expenditures. The vendors are as follows:

Vendors	Vendors
<b>HEB Grocery, Co.</b> (McAllen, TX)	<b>Hobby Lobby Store</b> (McAllen, TX)
<b>Sam's Club</b> (McAllen, TX)	<b>Walmart</b> (Mission, TX)

- 13) Institutional Membership – TACC (Renewal):** renew the institutional membership with the **Texas Association of Community Colleges (TACC)** (Austin, TX), a sole source vendor, for the period beginning September 1, 2021 through August 31, 2022, at a total amount of \$73,084.00;

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

- 14) Enrollment Management System Agreement (Renewal):** renew the enrollment management system agreement with **EAB Global, Inc.** (Washington, DC) (New), a sole source vendor, for the period beginning November 1, 2021 through October 31, 2026, at a total amount of \$408,000.00. The total amount will be paid in five (5) annual payments;
- 15) Student Enrollment Management System Agreement (Renewal):** renew the student enrollment management system agreement with **Admissions US, LLC., a wholly owned subsidiary of Anthology, Inc. (fka Campus Management, Corp.)** (Boca Raton, FL), a sole source vendor, for the period beginning September 27, 2021 through September 26, 2022, at a total amount of \$52,525.00;

Recommend Action - The total for all award of proposals, purchases, and renewals is \$2,205,447.54.

**Recommendation:**

It is recommended that the Board of Trustees of South Texas College approve and authorize the award of proposals, purchases, and renewals totaling \$2,205,447.54 as presented.

**The Following Minute Order is proposed for consideration by the Board of Trustees:**  
The Board of Trustees of Trustees of South Texas College approves and authorizes the award of proposals, purchases, and renewals totaling \$2,205,447.54 as presented.

**Approval Recommended:**

**Dr. Ricardo J. Solis**  
**President**

**Consent Agenda Item:**

**d. Approval of Lease/Rental Procurement of District-Wide Copiers**

Approval on lease/rental procurement of district-wide copiers is requested.

Purpose – The Board of Trustees requested that the Purchasing Department solicit proposals for district-wide copier leases/rentals. A solicitation was completed and an award was approved on August 25, 2020. The awarded vendor was not able to fulfill their proposal and withdrew their offer due to the copiers required by the College being fewer in number, which affected their price proposal. Prior to this solicitation of proposals, the College utilized the Texas Department of Information Resources (DIR) Cooperative Contracts for all copier leases/rentals.

Justification – The College departments utilize copiers for their day-to-day operations. Most of the copiers' leases/rentals contracts with Texas DIR have expired, however, Texas DIR has allowed the services to continue on a month-to-month option.

Background – The College currently has ninety-six (96) copiers throughout the district, which were procured through the Texas Department of Information Resources (DIR) and/or a purchasing cooperative copier lease/rental program. Of those copiers, the term of the lease/rental has expired for seventy-nine (79) and they are currently on a month-to-month option. Seventeen (17) remaining copiers are currently under a lease/rental term arrangement with Texas DIR and are set to expire within the next six (6) to twelve (12) months.

The current annual copier lease expense is approximately \$299,800.00, which is subject to change as copiers are removed or new placements are received.

Two (2) options are available for the procurement of copiers throughout the College district as follows:

1. Request for Proposals - Solicitation takes approximately three to four months and Board action therefore could be completed at the earliest on December 14, 2021.
2. Texas DIR Cooperative Contracts - The lease/rental utilizing the Texas Department of Information Resources (DIR) approved vendors is available with a delivery time frame of thirty (30) days.

College staff recommends continuing contracting with Texas DIR for the lease/rental procurement of district-wide copiers.

Reviewers – The lease/rental procurement of district-wide copiers have been reviewed by Mrs. Mary Elizondo, Vice President for Finance and Administrative Services and Becky Cavazos, Director of Purchasing.

Funds for this expenditure are budgeted in the various requesting department budgets for FY 2021 – 2022.

Mrs. Mary Elizondo, Vice President for Finance and Administrative Services and Becky Cavazos, Director of Purchasing, attended the Committee meeting to address any questions by the Committee.

The Finance, Audit, and Human Resources Committee recommended Board approval for administration to utilize the Texas Department of Information Resources (DIR) procurement method for the lease/rental procurement of district-wide copiers.

**Recommendation:**

It is recommended that the Board of Trustees of South Texas College approve and authorize utilizing the Texas Department of Information Resources (DIR) procurement method for the lease/rental procurement of district-wide copiers 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 utilizing the Texas Department of Information Resources (DIR) procurement method for the lease/rental procurement of district-wide copiers as presented.

**Approval Recommended:**

**Dr. Ricardo J. Solis**  
**President**

**Consent Agenda Item:**

**e. Approval of Assignment of Bank Depository Services Contract from BBVA to PNC Bank**

Approval of assignment of current contract for bank depository services from BBVA to PNC Bank, for the period ending January 31, 2023, is requested.

Purpose – The current bank depository services contract with BBVA will expire on January 31, 2023 and approval is needed to accept the assignment of the current bank depository services contract to PNC Bank, which acquired BBVA on June 1, 2021.

Justification – A continuation of the current bank depository services contract for the College is essential for safekeeping of College funds, maintaining a check issuing system and providing electronic payments to students, employees, and vendors, and for funds received by the College.

Background – On October 27, 2020, the Board of Trustees awarded the bank depository services contract to BBVA for a period beginning February 1, 2021 through January 31, 2023, with three two-year options to renew.

The College was notified that effective June 1, 2021, PNC Bank acquired BBVA.

The conversion of accounts, products, and services to PNC is anticipated for October 2021. PNC will be issuing communication to customers on what to anticipate as the two banks integrate as PNC.

Reviewers – Notification was reviewed by the Vice President for Finance and Administrative Services, Comptroller, and Purchasing Department.

Mrs. Mary Elizondo, Vice President for Finance and Administrative Services, Myriam Lopez, Comptroller, and Becky Cavazos, Director of Purchasing will be present at the Committee meeting to address any questions by the Committee.

The Finance, Audit, and Human Resources Committee recommended Board approval of the assignment of current contract for bank depository services from BBVA to PNC Bank, for the period ending January 31, 2023, as presented.

**Recommendation:**

It is recommended that the Board of Trustees of South Texas College approve and authorize the assignment of current contract for bank depository services from BBVA to PNC Bank, for the period ending January 31, 2023, 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 assignment of current contract for bank depository services from BBVA to PNC Bank, for the period ending January 31, 2023, as presented.

**Approval Recommended:**

**Dr. Ricardo J. Solis**  
**President**

**Consent Agenda Item:**

**f. Approval of Proposed Revisions to Policy #5320: Preparation and Processing of Budget Changes**

Approval to revise Policy #5320: Preparation and Processing of Budget Changes is requested.

Purpose – The proposed revisions to the policy are necessary to improve budget change efficiency by increasing the approval limits required by the President, Vice President, and Financial Manager for Unrestricted, Auxiliary, Restricted, and Plant Fund changes.

Justification – The request for the revisions to the policy are necessary to allow the President to delegate additional authority to other designees, including Vice Presidents, to expedite the process while maintaining strong internal controls.

Background – South Texas College adopted both Policy #5320: Preparation and Processing Of Budget Changes on November 9, 1995.

Key revisions are as follows:

1. Authorize the President to designate higher dollar amount levels of approval of Budget Changes to Vice Presidents.
2. President approval requirement will increase from \$5,000 and over to \$25,000 and over for Unrestricted, Auxiliary, and Restricted Fund changes.
3. President approval requirement will increase from \$10,000 and over to \$50,000 and over for Plant Fund construction budget changes.
4. Vice President and Financial Manager approval requirement will increase from under \$5,000 to under \$25,000 for Unrestricted, Auxiliary, and Restricted Fund changes.
5. Vice President and Financial Manager approval requirement will increase from under \$10,000 to under \$50,000 for Plant Fund construction budget changes.
6. A monthly budget transfer report provided to the President by the Business Office.

Reviewers – The revised policies have been reviewed by administrative staff and Vice Presidents

Enclosed Documents - The revised policy is provided in the packet for the Board's information and review.

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

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

Dr. Alejo Salinas, Jr. provided feedback to the Committee on changes to clarify and improve the proposed revisions to the policy. This feedback has been incorporated into the current proposal.

The Finance, Audit, and Human Resources Committee recommended Board approval of the proposed revisions to Policy #5320: Preparation and Processing of Budget Changes, as presented and which supersedes any previously adopted Board policy.

**Recommendation:**

It is recommended that the Board of Trustees of South Texas College approve and authorize the proposed revisions to Policy #5320: Preparation and Processing of Budget Changes, as presented and which supersedes any previously adopted Board policy.

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

The Board of Trustees of Trustees of South Texas College approves and authorizes the proposed revisions to Policy #5320: Preparation and Processing of Budget Changes, as presented and which supersedes any previously adopted Board policy.

**Approval Recommended:**

**Dr. Ricardo J. Solis**  
**President**



## MANUAL OF POLICY

Title	Preparation and Processing Of Budget Changes	5320
Legal Authority	Approval of the Board of Trustees	Page 1 of 2
Date Approved by Board	Board Minute Order dated November 9, 1995 As Amended by Board Minute Order dated September 28, 2021	

### I. Purpose

Changes to the approved Operating Budget are processed through established procedures and approval requirements. The budget approved by the Board of Trustees at the beginning of each fiscal year is the operating document for all College activities for that year.

### II. Policy

**Approval Levels for Budget Changes are as follows:**

- A. Board and President approval is required for:
  - 1. Increases or decreases in total budgeted revenues and expenditures except restricted, auxiliary, and agency funds; or
  - 2. Increases or decreases to the number of authorized positions in the staffing plan except restricted, auxiliary, and agency funds; or
  - 3. Increases or decreases between fund types.
- B. President and Vice-President for Finance and Administrative Services approval is required for:
  - 1. Increases or decreases to the Benefits budget.
  - 2. Decreases to capital budget for use of other than intended purpose.
- C. President, Vice-President, and Financial Manager approval is required for budget changes resulting in:
  - 1. Increases or decreases of ~~\$5,000~~ \$25,000 and over within the Unrestricted, Auxiliary, and Restricted Funds for:
    - a. Salary budgeted positions;
    - b. Operating or Travel budgets; or
    - c. Capital budget for expenditure reclassification purposes
  - 2. Increases or decreases of ~~\$10,000~~ \$50,000 and over within Plant Funds construction budgets.
- D. Vice President and Financial Manager approval is required for budget changes resulting in:
  - 1. Increases or decreases of less than ~~\$5,000~~ \$25,000 within the Unrestricted, Auxiliary, and Restricted Funds for:
    - a. Salary budgeted positions;
    - b. Operating or Travel budgets; or
    - c. Capital budget for expenditure reclassification purposes
  - 2. Increases or decreases of less than ~~\$10,000~~ \$50,000 within Plant Funds construction budgets.
- E. Vice-President for Finance and Administrative Services or Comptroller approval is required for budget changes resulting in:
  - 1. Reallocations due to regular maintenance of the General Ledger.

## MANUAL OF POLICY

<b>Title</b>	<b>Preparation and Processing Of Budget Changes</b>	<b>5320</b>
<b>Legal Authority</b>	<b>Approval of the Board of Trustees</b>	<b>Page 2 of 2</b>
<b>Date Approved by Board</b>	<b>Board Minute Order dated November 9, 1995 As Amended by Board Minute Order dated September 28, 2021</b>	

### **Monthly Reporting**

- A. A report on all budget transfers will be provided to the President by the Business Office on a monthly basis.

### **III. Definitions**

N/A

### **IV. History**

Origination Date Approved by Board	November 9, 1995
Dates Amended and Approved by Board	August 16, 2001 October 27, 2016 September 28, 2021

**Consent Agenda Item:**

**g. Approval to Use HEERF Institutional Funds to Discharge Student Debt for Summer Sessions 2020**

Approval to use Higher Education Emergency Relief Fund (HEERF) Institutional Funds to discharge student debt for Summer Sessions 2020 is requested.

Purpose – To use HEERF Institutional Funds to discharge student debt for Summer Sessions 2020, 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 Summer 2020 term will be discharged with HEERF Institutional Funds. As a result, approximately 508 students with a total of \$198,457 in debt will be not expected to pay this outstanding debt in the future. In addition, collection fees of approximately \$2,092 associated with this debt will be funded with the College Auxiliary Fund.

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 August 24, 2021, the proposed estimated student debt that would be discharged from Summer Sessions 2020 is as follows:

<b>Term</b>	<b>Number of Students</b>	<b>Proposed Discharged Student Debt (Estimated)</b>
Summer 2020	508	\$198,457
<b>Total</b>	<b>508</b>	<b>\$198,457</b>

Reviewers – The President and the Vice Presidents reviewed the proposal to discharge student debt with HEERF Institutional Funds for Summer Sessions 2020.

Dr. Ricardo Solis, 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 Higher Education Emergency Relief Fund (HEERF) Institutional Funds to discharge student debt for Summer Sessions 2020 as presented.

**Recommendation:**

It is recommended that the Board of Trustees of South Texas College approve and authorize using Higher Education Emergency Relief Fund (HEERF) Institutional Funds to discharge student debt for Summer Sessions 2020 as presented.

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

The Board of Trustees of Trustees of South Texas College approves and authorizes using Higher Education Emergency Relief Fund (HEERF) Institutional Funds to discharge student debt for Summer Sessions 2020 as presented

**Approval Recommended:**

**Dr. Ricardo J. Solis**  
**President**

**Consent Agenda Item:**

**h. Approval to Use HEERF Institutional Funds to Discharge Student Debt for Fall Semester 2020, Spring Semester 2021, and Summer Sessions 2021**

Approval to use Higher Education Emergency Relief Fund (HEERF) Institutional Funds to discharge student debt for Fall Semester 2020, Spring Semester 2021, and Summer Sessions 2021 is requested.

Purpose – To use HEERF Institutional Funds to discharge student debt for Fall Semester 2020, Spring Semester 2021, and Summer Sessions 2021, 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 Semester 2020, Spring Semester 2021, and Summer Sessions 2021, terms will be discharged with HEERF Institutional Funds. As a result, approximately 1,147 students with a total of \$605,480 in debt will be not expected to pay this outstanding debt in the future. In addition, the debt will not be referred to a collection agency as per Board Policy #5537: Collection of Delinquent Accounts.

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

On June 22, 2021, the Board of Trustees approved the discharge of student debt in the amount of \$1,009,841 and \$920,718 for the Fall Semester 2020 and Spring Semester 2021, respectively.

As of September 9, 2021, 367 additional students' debt in the amount of \$1,873 and \$292,490 is outstanding for the Fall Semester 2020 and Spring Semester 2021, respectively. In addition, students' debt in the amount of \$311,117 is outstanding for the Summer Sessions 2021.

As of August 24, 2021, the proposed estimated student debt that would be discharged is as follows:

<b>Term</b>	<b>Number of Students</b>	<b>Proposed Discharged Student Debt (Estimated)</b>
Fall 2020 (additional)	3	\$1,873
Spring 2021(additional)	364	292,490
Summer 2021	780	311,117
<b>Total</b>	<b>1,147</b>	<b>\$605,480</b>

Reviewers – The President and the Vice Presidents reviewed the proposal to discharge student debt with HEERF Institutional Funds for Fall Semester 2020, Spring Semester 2021, and Summer Sessions 2021.

Dr. Ricardo Solis, 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 student debt for Fall Semester 2020, Spring Semester 2021, and Summer Sessions 2021 as presented.

**Recommendation:**

It is recommended that the Board of Trustees of South Texas College approve and authorize using HEERF Institutional Funds to discharge student debt for Fall Semester 2020, Spring Semester 2021, and Summer Sessions 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 using HEERF Institutional Funds to discharge student debt for Fall Semester 2020, Spring Semester 2021, and Summer Sessions 2021 as presented.

**Approval Recommended:**

**Dr. Ricardo J. Solis**  
**President**

**Consent Agenda Item:**

**i. Acceptance of South Texas College Chief Executive Officer Reporting Requirements for Academic Year 2020 – 2021 of Sexual Harassment, Sexual Assault, Dating Violence, and Stalking Incidents Under Texas Education Code, Section 51.253(c)List**

Acceptance of South Texas College Chief Executive Officer Reporting Requirements for Academic Year 2020 - 2021 of Sexual Harassment, Sexual Assault, Dating Violence, and Stalking Incidents Under Texas Education Code, Section 51.253(c) is requested.

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

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

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

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

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

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

The College President is now presenting the FY 2020-2021 Annual Report.

The Annual Report (September 2020-August 2021) includes incidents defined in the TEC, Section 51.251 as "sexual harassment," "sexual assault," "dating violence," or "stalking,"

which are also violations of the sexual misconduct provisions of South Texas College Policy #4216: Sex Discrimination, Sexual Harassment, Domestic Violence, Dating Violence, Stalking and Retaliation Prohibited.

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

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

Enclosed documents – The South Texas College's CEO's SB212 Annual Report (September 2020 - August 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 and Title IX Coordinator, attended the Committee Meeting to address any questions by the Committee.

The Finance, Audit, and Human Resources Committee recommended Board approval of the acceptance of South Texas College Chief Executive Officer Reporting Requirements for Academic Year 2020 - 2021 of Sexual Harassment, Sexual Assault, Dating Violence, and Stalking Incidents under Texas Education Code Section 51.253(c) as presented.

**Recommendation:**

It is recommended that the Board of Trustees of South Texas College approve and authorize the acceptance of South Texas College Chief Executive Officer Reporting Requirements for Academic Year 2020 - 2021 of Sexual Harassment, Sexual Assault, Dating Violence, and Stalking Incidents under Texas Education Code Section 51.253(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 acceptance of South Texas College Chief Executive Officer Reporting Requirements for Academic Year 2020 - 2021 of Sexual Harassment, Sexual Assault, Dating Violence, and Stalking Incidents under Texas Education Code Section 51.253(c) as presented.

**Approval Recommended:**

**Dr. Ricardo J. Solis**  
**President**





## Office of the President

3201 W. Pecan Blvd.  
McAllen, TX 78501  
t 956-872-8366  
f 956-872-8368

P.O. Box 9701, McAllen, TX 78502-9701  
[www.southtexascollege.edu](http://www.southtexascollege.edu)

### South Texas College SB212 Annual Report, 2020-2021 (commencing September 1, 2020 through August 31, 2021)

**TO:** South Texas College Board of Trustees  
**FROM:** Dr. Ricardo Solis, Ph.D., South Texas College President  
**DATE:** September 28, 2021  
**RE:** President Reporting Requirements under Tex. Educ. Code § 51.253(c)

Under the Texas Education Code (TEC), Section 51.253(c), the institution's President is required to submit a data report at least once during each fall or spring semester to the institution's governing body and post on the institution's internet website a report concerning the reports *received by employees* under the TEC, Section 51.252, concerning "sexual harassment," "sexual assault," "dating violence," or "stalking" as defined in the TEC, Section 51.251, and any disciplinary actions taken under TEC, Section 51.255.

For the purposes of complying with the President's reporting requirements under TEC, Section 51.253(c), the attached summary data report<sup>1</sup> (Appendix A) includes all of the required reporting information to the Board of Trustees for the 2020-2021 academic year, commencing September 1, 2020 and through August 31, 2021. The summary data in Appendix A is categorized based on the reporting requirements under TEC, Section 51.253(c). The reports received may be applicable in multiple reporting categories, and therefore, the summary data in the categories may not add up to the totals of other categories.

The summary data report is also posted on the South Texas College Title IX Webpage as per the public reporting requirements under TEC, Section 51.253(c) at <https://www.southtexascollege.edu/about/notices/title-ix.html>.

**Note:** Any additional reports received by the Title IX Coordinator that do not meet the required reporting criteria in the Texas Education Code have been omitted for the compliance purposes of this specific report.

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<sup>1</sup> When identifiable, duplicate reports were consolidated and counted as one report in the summary data, and confidential employee reporting is noted as a sub-set to the total number of reports received.

## **Appendix A**

### **Summary Data Report 2020-2021 Academic Year**

(commencing September 1, 2020 through August 31, 2021)

**Texas Education Code, Section 51.252 Table**

<b>Number of reports received under Section 51.252</b>	<b>7</b>
Number of confidential reports <sup>2</sup> under Section 51.252	<b>0</b>
Number of investigations conducted under Section 51.252	<b>3</b>
Disposition <sup>3</sup> of any disciplinary processes for reports under Section 51.252:	<b>0</b>
a. Concluded, No Finding of Policy Violation	<b>0</b>
b. Concluded, with Employee Disciplinary Sanction	<b>0</b>
c. Concluded, with Student Disciplinary Sanction	<b>0</b>
d. <b>SUBTOTAL</b>	<b>0</b>
Number of reports under Section 51.252 for which the institution determined not to initiate a disciplinary process	<b>7</b>

**Texas Education Code, Section 51.255 Table**

<b>Number of reports received that include allegations of an employee's failure to report or who submits a false report to the institution under Section 51.255(a)</b>	<b>0</b>
Any disciplinary action taken, regarding failure to report or false reports to the institution under Section 51.255(c):	
a. Employee termination	-
b. Institutional intent to termination, in lieu of employee resignation	-
	-
	-

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<sup>2</sup> "Number of confidential reports" is a sub-set of the total number of reports that were received under Section 51.252, by a confidential employee or office (e.g., Counseling Center, Student Health Center, Victim Advocate for Students, or Student Ombuds).

<sup>3</sup> "Disposition" means "final result under the institution's disciplinary process" as defined in the Texas Higher Education Coordinating Board's (THECB) rules for TEC, Section 51.259 [See 19 Texas Administrative Code, Section 3.6(3) (2019)]; therefore, pending disciplinary processes will not be listed until the final result is rendered.

## **Review and Approval of Proposed Vending Services – Beverages Contract Extension**

The Board is asked to approve an extension of 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 vendor 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.

As of September 6, 2021, the discretionary funding of \$35,000 for 2020 and \$35,000 for 2021 has been received by the College.

At the Finance, Audit, and Human Resources meeting on September 14, 2021, an attending trustee inquired about the contract extension with Pepsico and asked that we consult with legal counsel. Legal Counsel was consulted and found no issues with this contract extension and he will be in attendance at the meeting for any questions.

### **Recommendation:**

It is recommended that the Board of Trustees of South Texas College approve and authorize the proposed extension of 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.

**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 extension of 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.

**Approval Recommended:**

**Dr. Ricardo J. Solis**  
**President**

## **Review and Approval of Proposed Revisions to Policy #4520: Compensation for Overtime**

Approval to revise Policy #4520: Compensation for Overtime is requested.

Purpose – The proposed revisions to the policy are necessary improve overtime process efficiency by including a President designee.

Justification – The request for the revisions to the policy are necessary to allow the President to delegate additional authority to other designees, including Vice Presidents, to expedite the process while maintaining strong internal controls.

Background – South Texas College adopted Policy # 4520: Compensation for Overtime on November 9, 1995 and amended the Policy on September 15, 2004.

Key revisions are as follows:

1. Authorize the President to designate the approval of overtime to other College personnel, including the Vice Presidents.
2. A monthly overtime report provided to the President by the Business Office.

Reviewers – The revised policies have been reviewed by administrative staff and Vice Presidents

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

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

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

Dr. Alejo Salinas, Jr. provided feedback to on changes to clarify and improve the proposed revisions to the policy.

The Finance, Audit, and Human Resources Committee did not act on the policy revisions, and asked that the proposed revisions to Policy #4520: Compensation for Overtime be amended to incorporate the feedback provided by the Committee. This feedback has been incorporated into the current proposal.

**Recommendation:**

It is recommended that the Board of Trustees of South Texas College approve and authorize the proposed revisions to Policy #4520: Compensation for Overtime, as presented and which supersedes any previously adopted Board policy.

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

The Board of Trustees of Trustees of South Texas College approves and authorizes the proposed revisions to Policy #4520: Compensation for Overtime, as presented and which supersedes any previously adopted Board policy.

**Approval Recommended:**

**Dr. Ricardo J. Solis**  
**President**

# MANUAL OF POLICY

Title	Compensation for Overtime	4520
Legal Authority	Approval of the Board of Trustees	Page 1 of 2
Date Approved by Board	As Amended by Board Minute Order dated September 28, 2021	

## I. Purpose

South Texas College provides overtime compensation to employees in accordance with the Fair Labor Standards Act and State of Texas statutes.

## II. Policy

Employees subject to FLSA are entitled to compensation for any hours worked in excess of 40 hours in one week in one of the following ways:

- ~~• Allowing or requiring the employee to take compensatory time off at the rate of 1.5 hours for each hour over 40 worked during the work week, or~~
- Compensation of one and one-half times the employees regular rate of pay for all hours worked in excess of 40 hours in any workweek, or
- ~~• When granting compensatory time off is not practical, the employee will receive 1.5 times the normal rate of pay for each hour worked over 40 during the week.~~
- Compensatory time off at a rate of one and one-half times for all hours worked in excess of 40 hours in any workweek.

Accumulated compensatory time off must be taken within the work week and no later than the following week.

Requests for overtime work for non-exempt employees may only be authorized by the appropriate supervisor with approval of the President or the President's Designee(s). Exceptions may be granted in emergency situations. All overtime worked must be properly authorized including hours to be worked and an explanation of the reason for the overtime. A report on overtime hours worked by employee will be provided to the President by the Business Office on a monthly basis. Employees working unauthorized hours may be subject to disciplinary action.

The work week begins Sunday at midnight. ~~An employee with authorized compensation time must take time off within the work week and no later than the following week.~~

## III. Definitions

As used in this policy and College procedures, the following definitions apply:

Compensatory Time Off: hours during which an employee is not working, which are not counted as hours worked during an applicable workweek or other work period for purposes of overtime compensation and for which the employee is compensated at his/her regular rate.

Overtime: working hours in excess of the regularly scheduled 40 hours workweek, for which an employee is compensated at one and one-half times his/her regular rate.

Employees Subject to FLSA: A non-exempt employee who is subject to the overtime provisions of the Fair Labor Standards Act of 1938, 29 U.S.C. Secs. 201, et seq. (FLSA) is entitled to compensation for overtime.

## MANUAL OF POLICY

**Title**                                      **Compensation for Overtime**                                      **4520**

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

**Date Approved by Board**      **As Amended by Board Minute Order dated September 28, 2021**

### IV. History

Origination Date Approved by Board	November 9, 1995
Dates Amended and Approved by Board	September 15, 2004 September 28, 2021



## **Discussion and Action as Necessary for Solicitation of Proposals to Purchase Air Purifiers for Classrooms and Common Areas**

Approval for the solicitation of proposals to purchase air purifiers for classrooms and common areas is requested.

Purpose – Facilities Operations and Maintenance is requesting to solicit proposals for the purchase of air purifiers for classrooms and common areas throughout the College district.

Justification - Since the Fall 2021 semester began with face-to-face instruction, the additional equipment would create a safer environment for classrooms and common areas for students, faculty, and staff and reduce the spread of COVID-19.

Background - On August 24, 2021, the Board of Trustees approved the purchase of one hundred twenty five (125) air purifiers for classrooms through The Interlocal Purchasing System (TIPS) purchasing cooperative. The units were delivered on September 10, 2021 and installed on September 14, 2021 at the Pecan, Mid Valley, Nursing and Allied Health, and Starr County Campuses.

During the Fall semester, the College will be utilizing libraries, open labs, centers for learning excellence, common spaces, and approximately six hundred twenty-three (623) classrooms. Therefore, Administration recommends purchasing an additional eight hundred seventy-five (875) units for the remaining spaces utilized by students.

The procurement process is as follows:

- The solicitation of a request for proposals will take approximately six (6) weeks and will require Board action at the regular Board meeting on November 23, 2021. The vendor delivery and installation will take approximately 1 to 2 weeks after receipt of order.

George McCaleb, Director of Facilities Operations and Maintenance will present on the effectiveness of the air purifiers that were previously purchased and installed.

Reviewers – The solicitation of proposals for the purchase of air purifiers has been reviewed by Mrs. Mary Elizondo, Vice President for Finance and Administrative Services, George McCaleb, Director of Operations and Maintenance, and Becky Cavazos, Director of Purchasing.

Funds for this expenditure are budgeted in the Higher Education Emergency Relief Fund (HEERF) award budget for FY 2021 – 2022.

Mrs. Mary Elizondo, Vice President for Finance and Administrative Services, George McCaleb, Director of Operations and Maintenance, Becky Cavazos, Director of

Purchasing, will be present at the Board meeting to address any questions by the Board members.

This item was not presented to the Finance, Audit, and Human Resources Committee, since staff was asked to prioritize this purchase.

**Recommendation:**

It is recommended that the Board of Trustees of South Texas College approve and authorize the solicitation of proposals to purchase air purifiers for classrooms and common areas as presented.

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

The Board of Trustees approves and authorizes the solicitation of proposals to purchase air purifiers for classrooms and common areas as presented.

**Approval Recommended:**

**Dr. Ricardo J. Solis**  
**President**

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

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

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

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

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

- a. Approval of the Master Plan for the Renovations at the Technology Campus Emerging Technologies Building A and Advanced Technical Careers Building B
- b. Approval of Contract Amendment with EGV Architects, Inc. for Removal of the Technology Campus Advanced Technical Careers Building B Cafeteria and Atrium Areas Project from Scope of Work
- c. Approval to Proceed with Solicitation of Architectural Services for the Technology Campus Master Plan Phase I Welding Lab Expansion Building
- d. Approval of Solicitation of Design Services for Selected FY2021 - 2022 Capital Improvement Proposal Projects
  - a. Technology Campus Exterior Solar Panel Structure
  - b. Nursing and Allied Health Campus East Building A Occupational Therapy Kitchen Lab Expansion
  - c. Regional Center for Public Safety Excellence Skills Pad and EVOC Lighting
  - d. Regional Center for Public Safety Excellence Two-Story Residential Fire Training Structure
- e. Approval of Solicitation of Engineering Services for Selected FY2021 - 2022 Renewals & Replacements Projects

- a. Pecan Campus Resurfacing of East Drive
- b. Pecan Campus South Academic Building J Generator Replacement
- c. Nursing and Allied Health Campus NAH East Building A Generator Replacement
- f. Approval of Substantial and Final Completion for the Pecan Campus Business and Science Building G Conversion of Two (2) Classrooms to Geology Labs Project

**Recommendation:**

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

- a. Approval of the Master Plan for the Renovations at the Technology Campus Emerging Technologies Building A and Advanced Technical Careers Building B
- b. Approval of Contract Amendment with EGV Architects, Inc. for Removal of the Technology Campus Advanced Technical Careers Building B Cafeteria and Atrium Areas Project from Scope of Work
- c. Approval to Proceed with Solicitation of Architectural Services for the Technology Campus Master Plan Phase I Welding Lab Expansion Building
- d. Approval of Solicitation of Design Services for Selected FY2021 - 2022 Capital Improvement Proposal Projects
  - a. Technology Campus Exterior Solar Panel Structure
  - b. Nursing and Allied Health Campus East Building A Occupational Therapy Kitchen Lab Expansion
  - c. Regional Center for Public Safety Excellence Skills Pad and EVOC Lighting
  - d. Regional Center for Public Safety Excellence Two-Story Residential Fire Training Structure
- e. Approval of Solicitation of Engineering Services for Selected FY2021 - 2022 Renewals & Replacements Projects
  - a. Pecan Campus Resurfacing of East Drive
  - b. Pecan Campus South Academic Building J Generator Replacement
  - c. Nursing and Allied Health Campus NAH East Building A Generator Replacement
- f. Approval of Substantial and Final Completion for the Pecan Campus Business and Science Building G Conversion of Two (2) Classrooms to Geology Labs Project

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

- a. Approval of the Master Plan for the Renovations at the Technology Campus Emerging Technologies Building A and Advanced Technical Careers Building B
- b. Approval of Contract Amendment with EGV Architects, Inc. for Removal of the Technology Campus Advanced Technical Careers Building B Cafeteria and Atrium Areas Project from Scope of Work
- c. Approval to Proceed with Solicitation of Architectural Services for the Technology Campus Master Plan Phase I Welding Lab Expansion Building
- d. Approval of Solicitation of Design Services for Selected FY2021 - 2022 Capital Improvement Proposal Projects
  - a. Technology Campus Exterior Solar Panel Structure
  - b. Nursing and Allied Health Campus East Building A Occupational Therapy Kitchen Lab Expansion
  - c. Regional Center for Public Safety Excellence Skills Pad and EVOC Lighting
  - d. Regional Center for Public Safety Excellence Two-Story Residential Fire Training Structure
- e. Approval of Solicitation of Engineering Services for Selected FY2021 - 2022 Renewals & Replacements Projects
  - a. Pecan Campus Resurfacing of East Drive
  - b. Pecan Campus South Academic Building J Generator Replacement
  - c. Nursing and Allied Health Campus NAH East Building A Generator Replacement
- f. Approval of Substantial and Final Completion for the Pecan Campus Business and Science Building G Conversion of Two (2) Classrooms to Geology Labs Project

**Approval Recommended:**

**Dr. Ricardo J. Solis**  
**President**

**Consent Agenda Item:**

**a. Approval of the Master Plan for the Renovations at the Technology Campus Emerging Technologies Building A and Advanced Technical Careers Building B**

Approval of the proposed master plan for the Renovations at the Technology Campus Emerging Technologies Building A and Advanced Technical Careers Building B is requested.

**Purpose**

The master plan for Technology Campus Emerging Technologies Building A and Advanced Technical Careers Building B will provide the basis for the schematic drawings to be designed, based on the Owner's project program and design meetings with College staff.

**Justification**

Approval of the master plan for the Technology Campus Emerging Technologies Building A and Advanced Technical Careers Building B is necessary for the project team to move forward with the project planning and design.

**Scheduling Priority**

This project was requested by the Division of Business, Public Safety, and Technology. The project has been reviewed by the Facilities Operations & Maintenance, Purchasing, and Facilities Planning & Construction departments, Administration, the Coordinated Operations Council, the Facilities Committee, and the Board of Trustees. This project is scheduled as educational and non-educational improvements to redesign and reprogram Emerging Technologies Building A & Advanced Technical Careers Building B to accommodate the current and future instructional and operational needs of the campus.

**Background**

On July 23, 2019, the Board approved contracting architectural services with EGV Architects to prepare a master plan of the renovations proposed at the Technology Campus Emerging Technologies Building A and Advanced Technical Careers Building B and to design and prepare plans for Phase I construction of the Building B Cafeteria and Atrium Areas renovation. EGV Architects met and worked with College departments at the campus, including staff from the Division of Business, Public Safety, and Technology, and have developed a master plan to address both present and future stakeholder needs and expectations.

The master plan consists of seven (7) phases as developed by EGV Architects. The architect has prepared a presentation of the master plan to include phases to accommodate continued operation of the facilities, spatial layouts, and estimated budgets for each phase.

### Master Plan Phases

Below are descriptions of the proposed phases of the master plan.

<b>Technology Campus Emerging Technologies Building A &amp; Advanced Technical Careers Building B Master Plan Phases</b>					
<b>Phase</b>	<b>Description</b>	<b>Square Feet</b>	<b>Estimated Construction Cost</b>	<b>Total Estimated Project Cost</b>	<b>Estimated Timeline</b>
Phase 1	Welding Lab Expansion	6,020 SF	\$1,204,000	\$1,879,805	FY 22
	Athletic Field & Relocation of Basketball Courts	N/A	285,000		
Phase 2	Renovation of Welding and Heating Ventilation Air Conditioning & Refrigeration (HVAC-R) Labs	25,926 SF	3,629,640	4,700,384	FY 23
Phase 3	Relocation and Renovation of Library, Student Activities, and Cafeteria	17,549 SF	3,428,375	4,439,746	FY 26
Phase 4	Relocation and Renovation of Automotive Classrooms	4,459 SF	356,720	461,952	FY27
Phase 5	Renovation of Atrium, Multipurpose Rooms, and Student Services	13,677 SF	2,650,540	3,432,449	FY27
Phase 6	Relocation and Renovation of Architectural and Engineering Design Technology Labs	5,193 SF	778,950	1,008,740	FY28
Phase 7	Exterior Improvements to West and East Facades and Sidewalk and Entrance Improvements	N/A	464,680	601,761	FY28
<b>Total</b>		<b>72,824 SF</b>	<b>\$12,797,905</b>	<b>\$16,524,837</b>	

### Enclosed Documents

The proposed master plan from EGV Architects is enclosed for the Board's review and information.

**Presenters**

Representatives from EGV Architects attended the Facilities Committee meeting to address any questions related to the proposed additional services.

The Facilities Committee recommended Board approval of the proposed master plan for the Renovations at the Technology Campus Emerging Technologies Building A and Advanced Technical Careers Building B as presented.

**Recommendation:**

It is recommended that the Board of Trustees of South Texas College approve and authorize the proposed master plan for the Renovations at the Technology Campus Emerging Technologies Building A and Advanced Technical Careers Building B 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 master plan for the Renovations at the Technology Campus Emerging Technologies Building A and Advanced Technical Careers Building B as presented.

**Approval Recommended:**

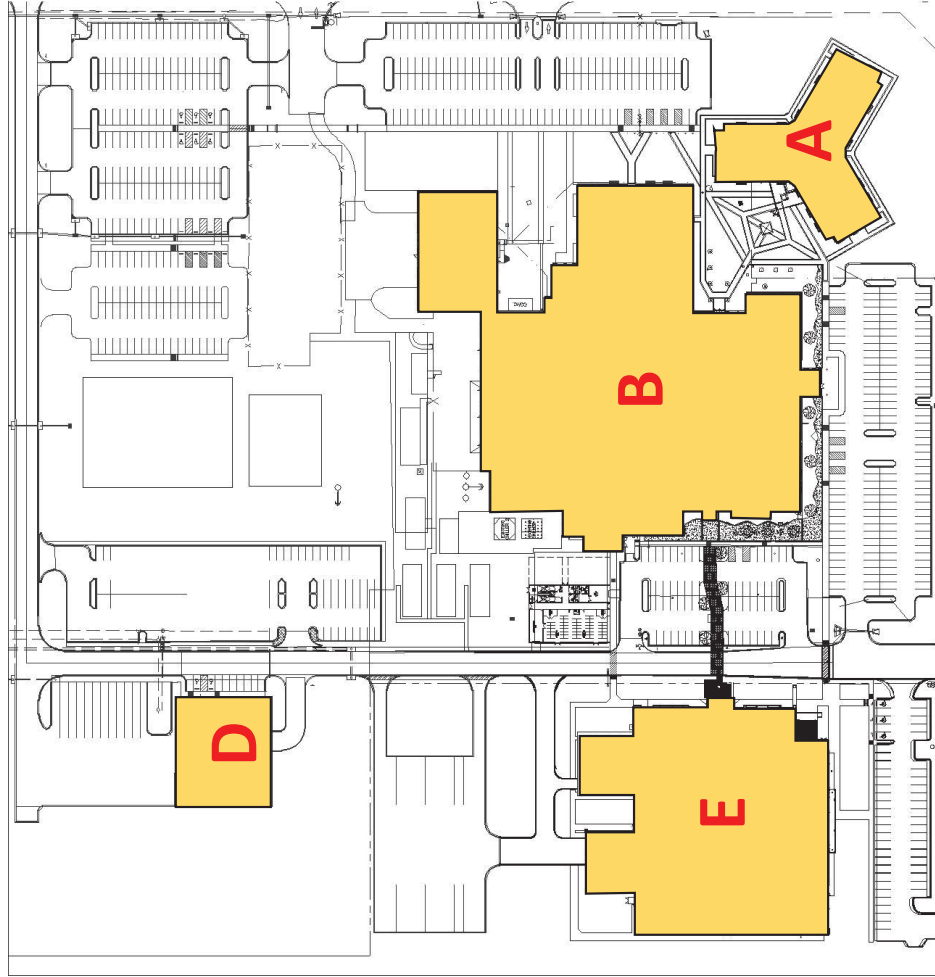
**Dr. Ricardo J. Solis**  
**President**



# SOUTH TEXAS COLLEGE

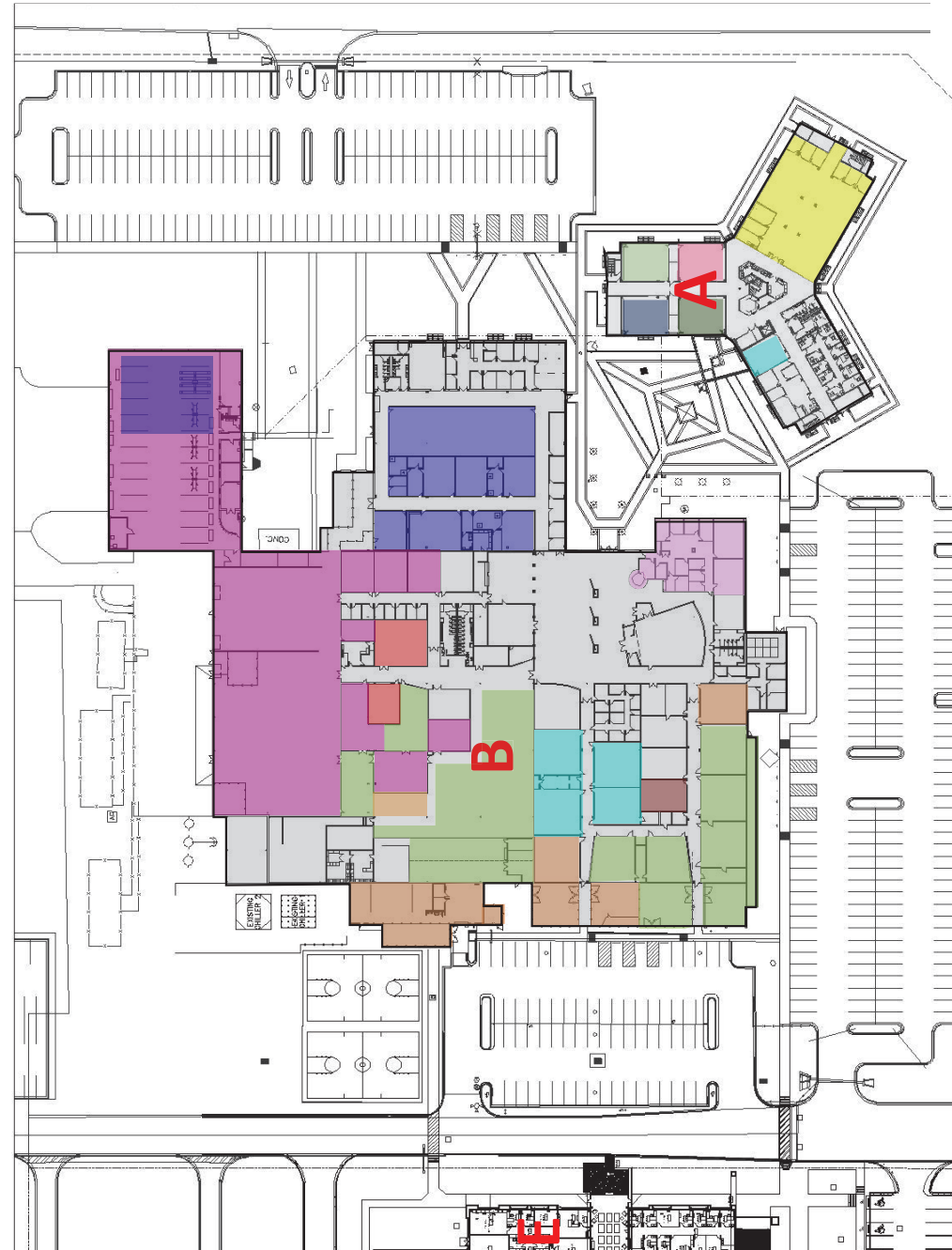
TECHNOLOGY CAMPUS BUILDING “A” EMERGING  
TECHNOLOGIES AND BUILDING “B” ADVANCED  
TECHNICAL CAREERS MASTER PLAN





LEGEND	
<b>A</b>	EMERGING TECHNOLOGIES
<b>B</b>	ADVANCED TECHNICAL CAREERS
<b>D</b>	SHIPPING AND RECEIVING
<b>E</b>	INSTITUTE FOR ADVANCED MANUFACTURING

OVERALL SITE PLAN 



BUILDING A LEGEND						
	LIBRARY		INFORMATION TECHNOLOGY		PARALEGAL	
	CYBERSECURITY		BCIS		VR LAB	
BUILDING B LEGEND						
	HVAC		ELECTRICAL		WELDING	
	DIESEL		AUTOMOTIVE		INFORMATION TECHNOLOGY	
	AMT		STUDENT SERVICES			



BUILDING "A" & "B" - EXISTING PROGRAM



ATRIUM IN BUILDING B



ATRIUM IN BUILDING B



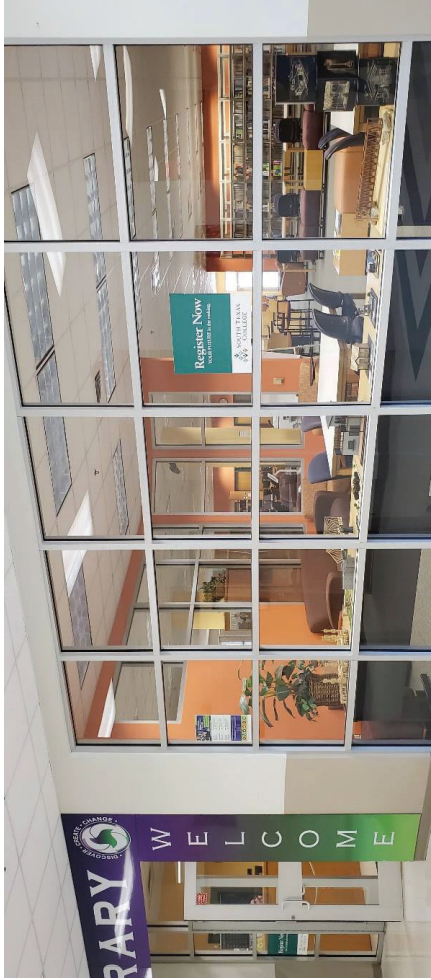
AUDITORIUM IN BUILDING B



AUDITORIUM IN BUILDING B

## EXISTING CONDITIONS





LIBRARY AT BUILDING A



WEST BUILDING EXIT IN BUILDING B



CAFETERIA/ DINING AREA IN BUILDING B



WEST BUILDING EXIT IN BUILDING B

## EXISTING CONDITIONS





HVAC TRAINING LAB IN BUILDING B



EXISTING CLASSROOMS TO BE RENOVATED AS AUTOMOTIVE TRAINING LABS IN BUILDING B

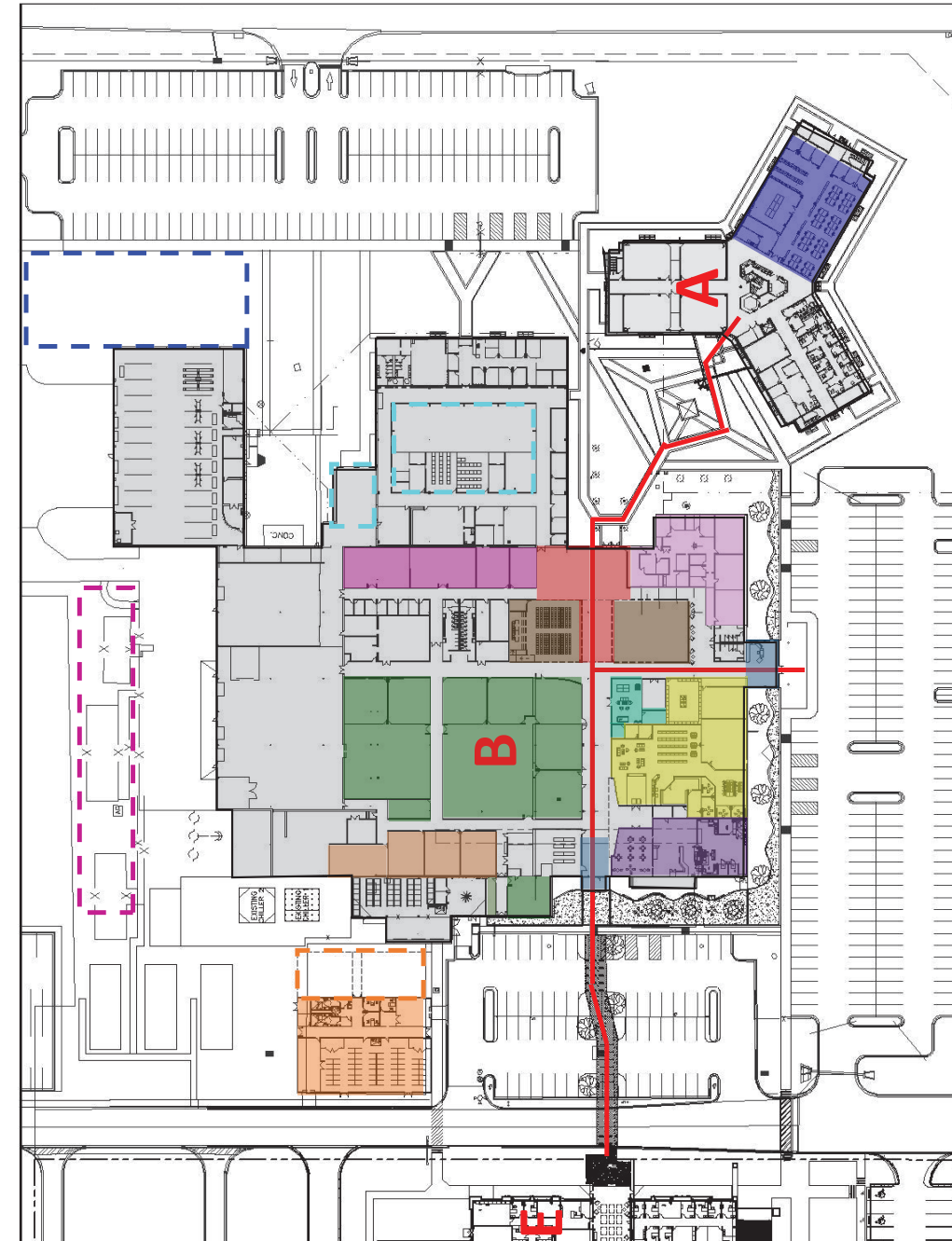













OUTDOOR WELDING TRAINING LABS IN BUILDING B








OUTDOOR WELDING TRAINING LABS IN BUILDING B

## EXISTING CONDITIONS

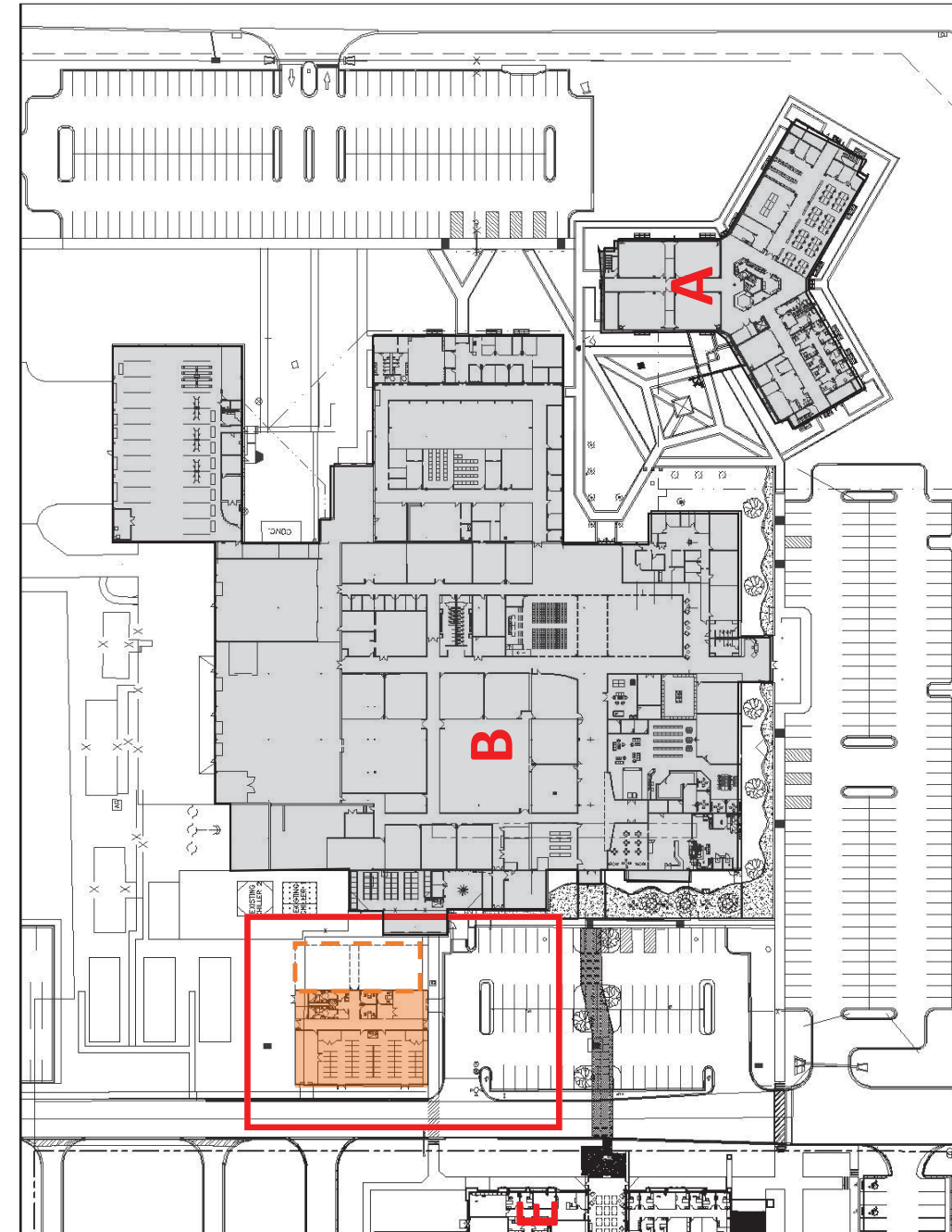


LEGEND	
	PROPOSED WELDING
	PROPOSED AUTOMOTIVE
	PROPOSED CAFETERIA
	PROPOSED STUDENT ACTIVITIES
	PROPOSED HVAC-R
	PROPOSED LIBRARY
	ATRIUM
	MULTIPURPOSE ROOM
	ENTRANCES
	STUDENT SERVICES
	AEDT ARCHITECTURAL & ENGINEERING DESIGN TECHNOLOGY

-  CIRCULATION
-  FUTURE WELDING
-  FUTURE AUTOMOTIVE BLDG.
-  FUTURE DIESEL BLDG.
-  FUTURE EMERGING & ADVANCED TECHNOLOGY PROGRAMS

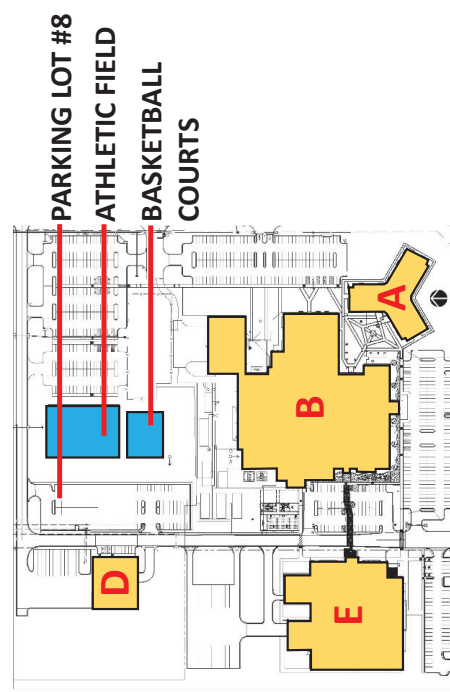


BUILDING "A" & "B" - PROPOSED PROGRAM



LEGEND	
	PROPOSED WELDING

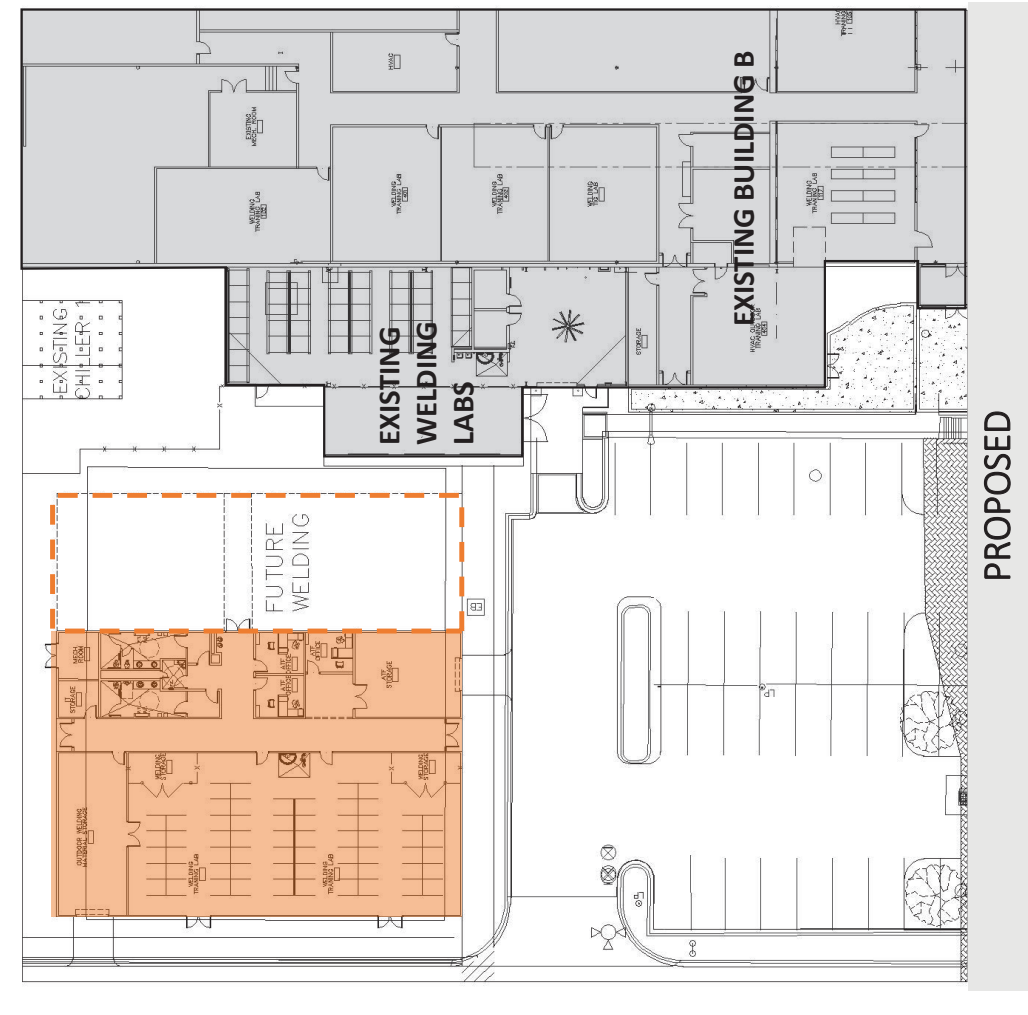
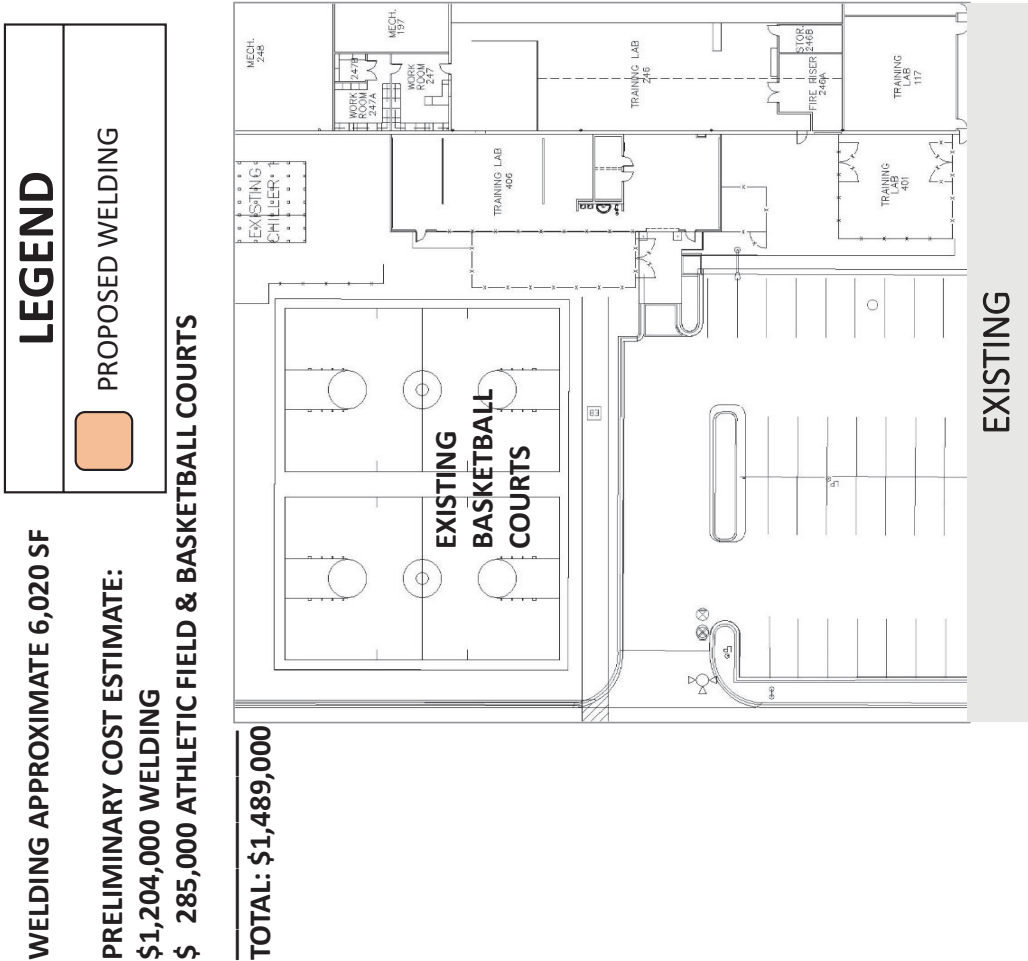
Phase 1 proposes a much larger foot print for the Welding Program than what the current area in Building B has allocated. Phase I will include a new facility adjacent to Building B with room for expansion. Proposed location is where the current Basketball Courts are located. Proposed new location of Athletic Field and New Basketball Courts will be east of Parking Lot #8 on the north side of campus.



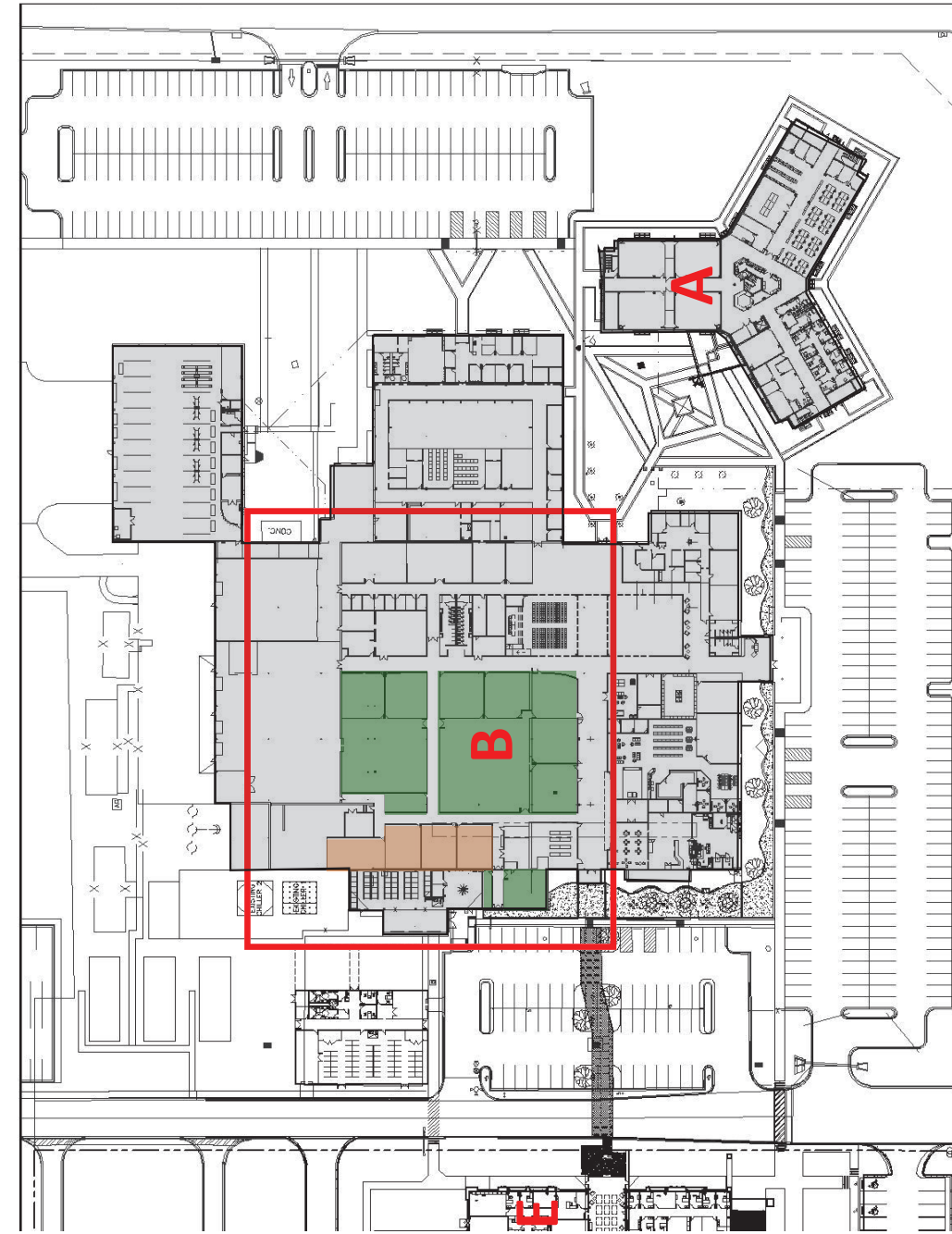
PROPOSED PHASE 1: WELDING







PROPOSED PHASE 1: WELDING



LEGEND	
	PROPOSED WELDING
	PROPOSED HVAC-R

Phase 2 will relocate the HVAC-R Department to a new centralized location on the northwest side of Building B, which will include new classrooms and renovated lab. This will allow new Kitchen/Cafeteria, Library and Student Activities for Phase 3.



PROPOSED PHASE 2: BUILDING B – WELDING & HVAC-R

LEGEND

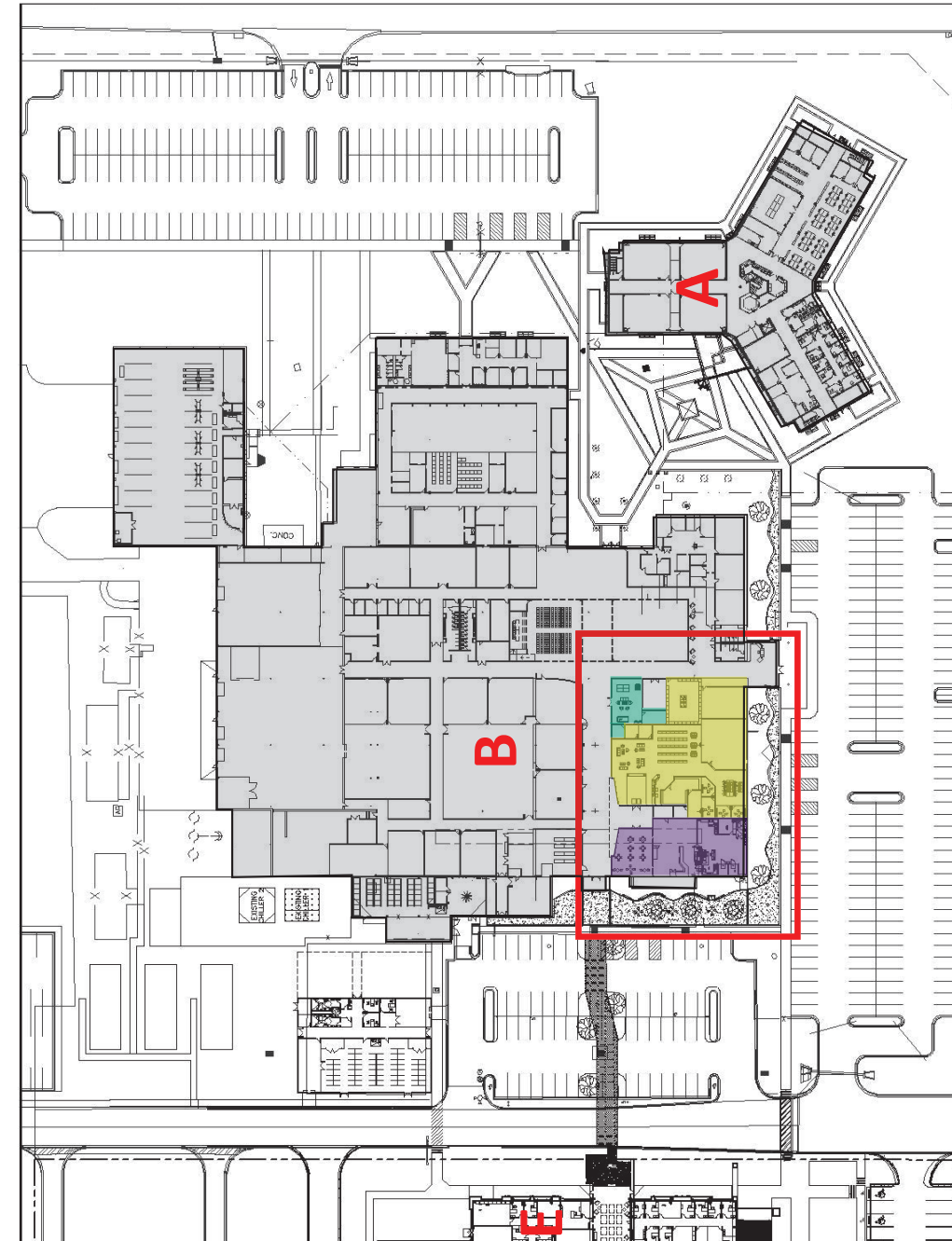
PROPOSED WELDING

PROPOSED HVAC-R

APPROXIMATE 25,926 SF  
 PRELIMINARY COST ESTIMATE:  
 \$3,629,640



# PROPOSED PHASE 2: BUILDING B – WELDING & HVAC-R

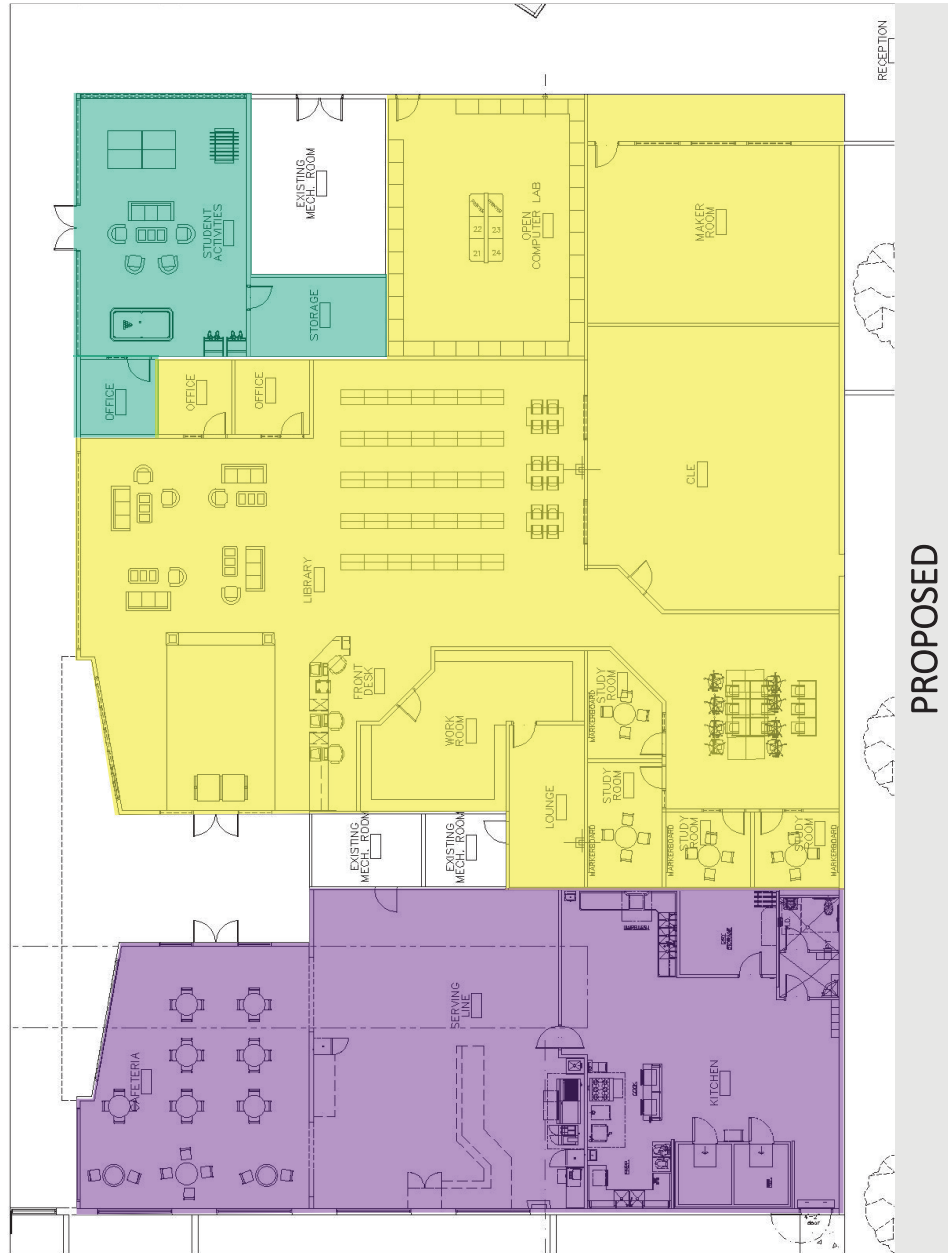


## LEGEND

- PROPOSED CAFETERIA
- PROPOSED STUDENT ACTIVITIES
- PROPOSED LIBRARY

Phases 3 proposes the Library to be relocated from Building A to Building B to a more centralized location. This will allow additional space for Architectural, Engineering, Design Technology Department. It will include study rooms, computer labs, offices, a maker space and the Center of Learning Excellence (CLE). The Cafeteria will also be relocated to the westside of Building B allowing for a larger kitchen and dining area to accommodate for current and future student demand. Student Activities will be located adjacent to the Library.

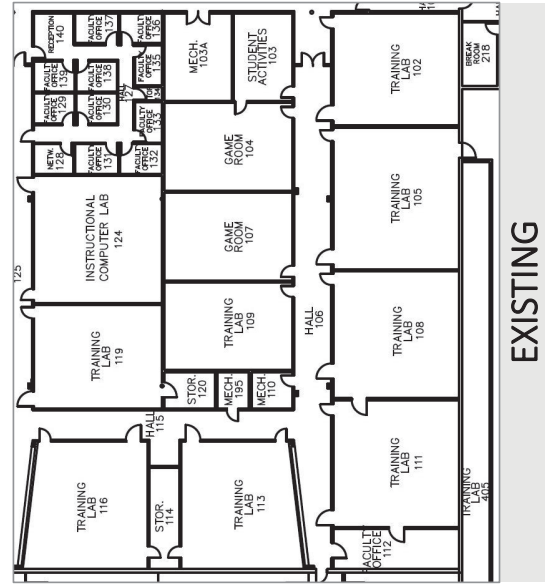
## PROPOSED PHASE 3: BUILDING B – CAFETERIA, STUDENT ACTIVITIES, CLE, & MAKER SPACE



**PROPOSED**

LEGEND	
	PROPOSED CAFETERIA
	PROPOSED STUDENT ACTIVITIES
	PROPOSED LIBRARY

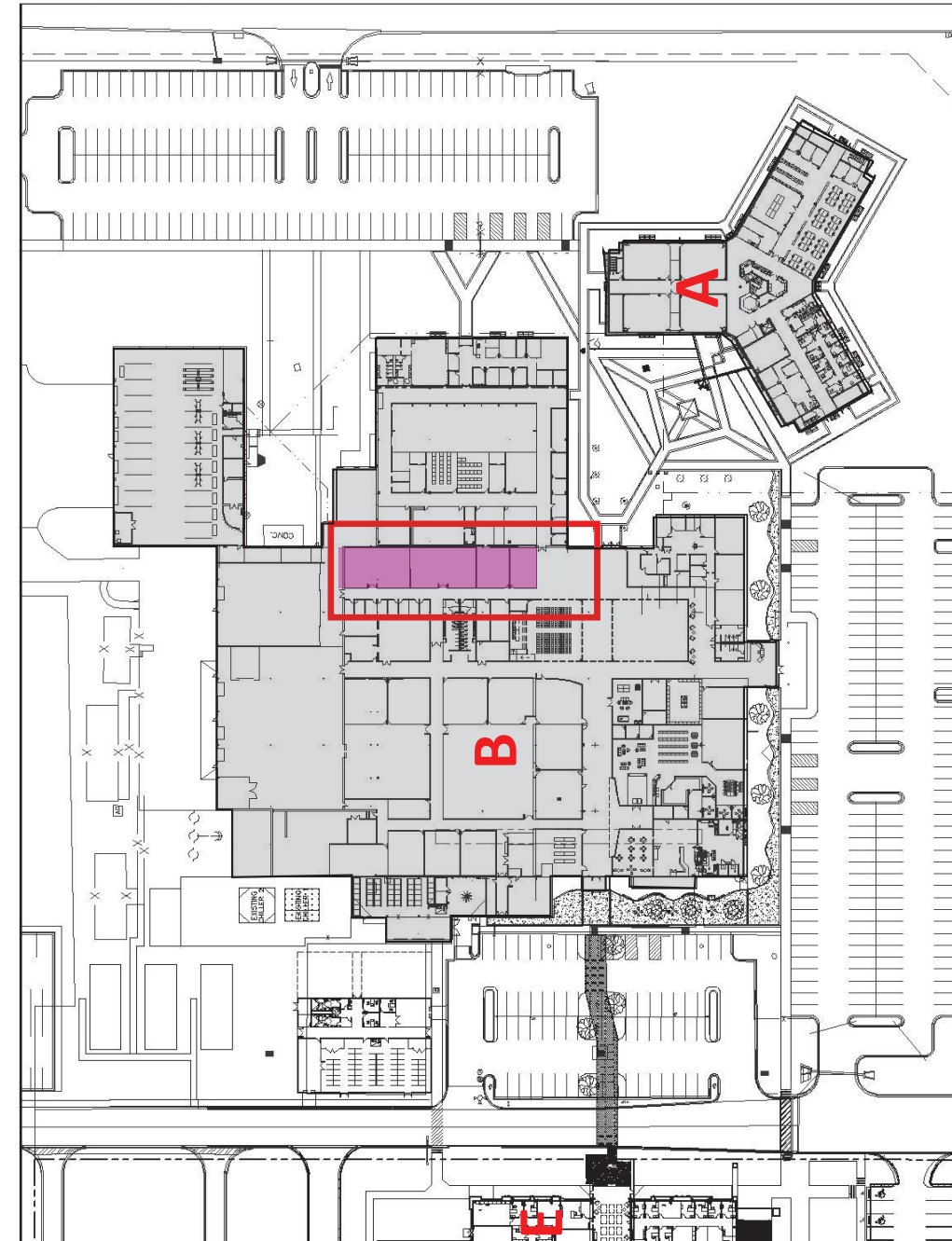
APPROXIMATE  
17,549 SF  
PRELIMINARY COST  
ESTIMATE:  
\$3,428,375



**EXISTING**

**PROPOSED PHASE 3: BUILDING B – CAFETERIA, STUDENT ACTIVITIES, LIBRARY, CLE, MAKER SPACE & OPEN LABS.**





## LEGEND



PROPOSED AUTOMOTIVE

Phase 4 proposes for the Automotive Training Labs to be located at the central northeast area of Building B. Four standard sized classrooms will be converted into two large labs to accommodate the training equipment. A standard computer lab and a standard training lab are also included.

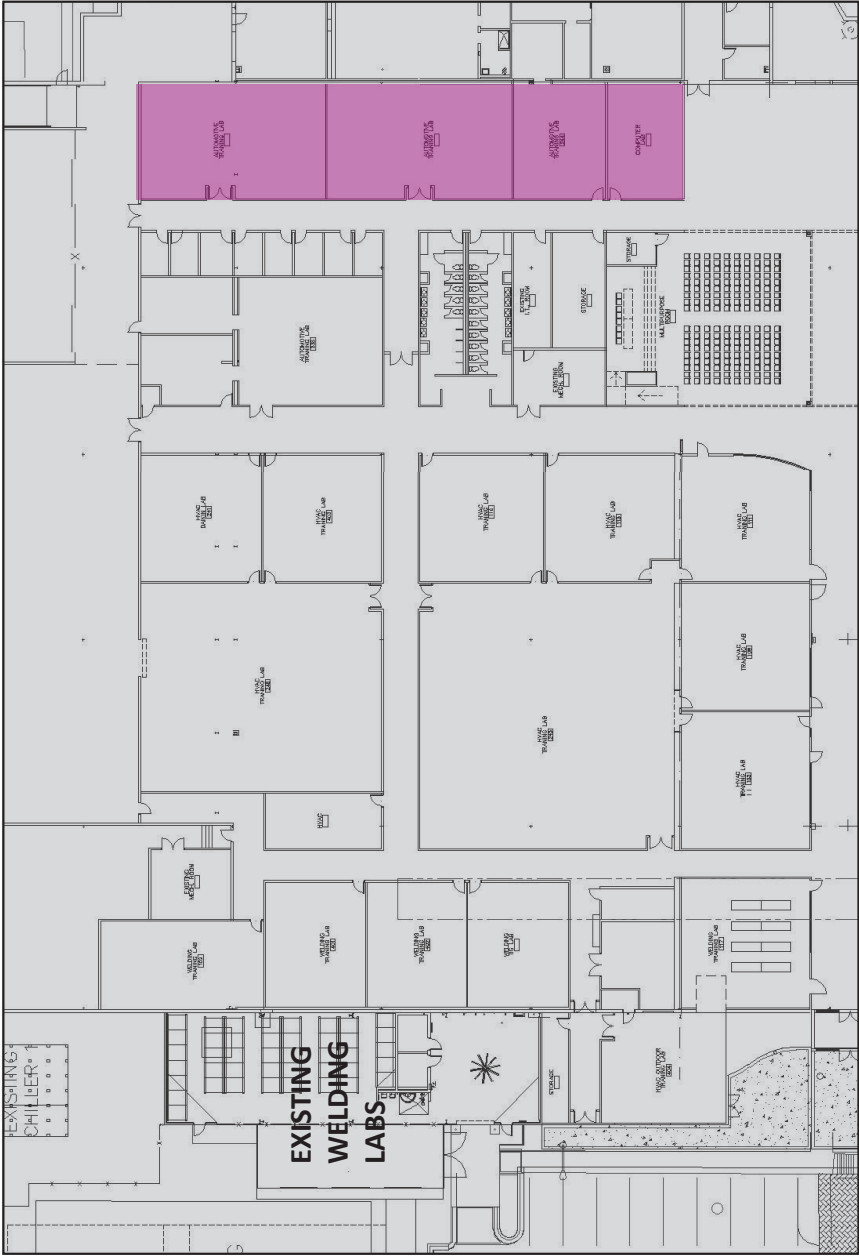
PROPOSED PHASE 4: BUILDING B – AUTOMOTIVE



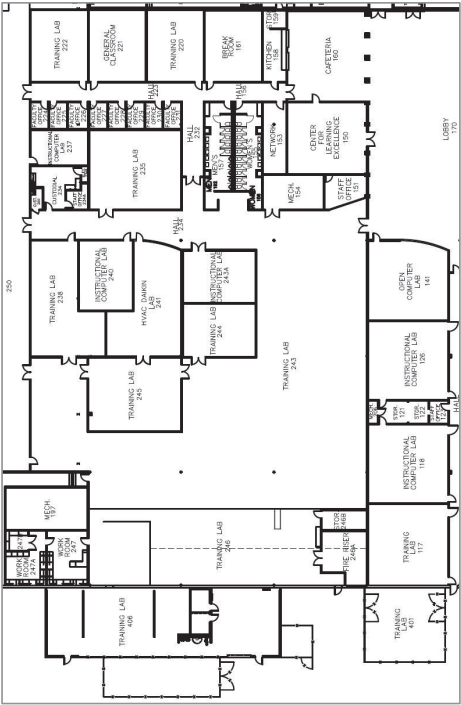
LEGEND


 PROPOSED AUTOMOTIVE

APPROXIMATE 4,459 SF  
 PRELIMINARY COST ESTIMATE:  
 \$356,720



PROPOSED



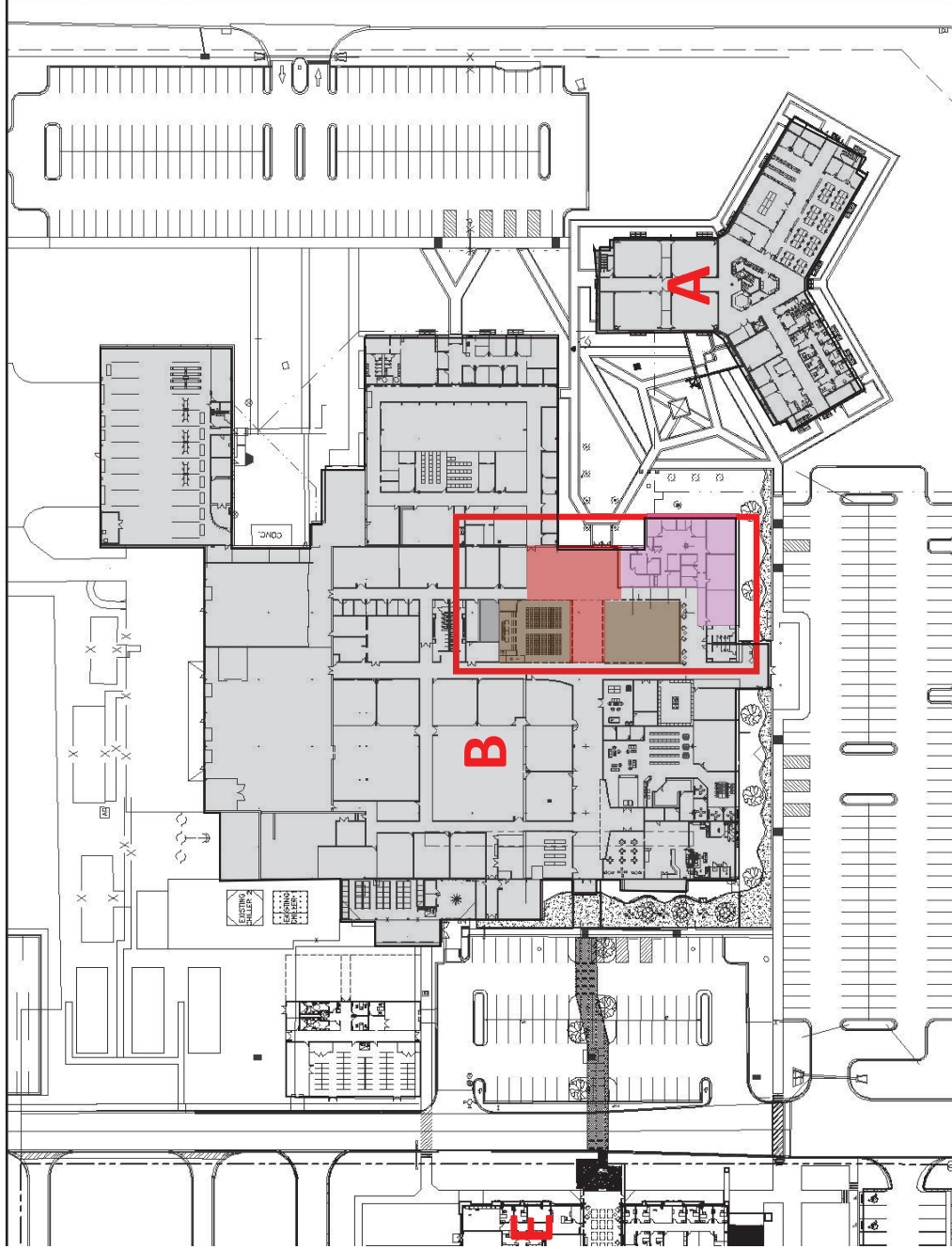
EXISTING

# PROPOSED PHASE 4: BUILDING B –AUTOMOTIVE



LEGEND	
	MULTIPURPOSE ROOM/ ATRIUM
	ATRIUM
	STORAGE
	STUDENT SERVICES

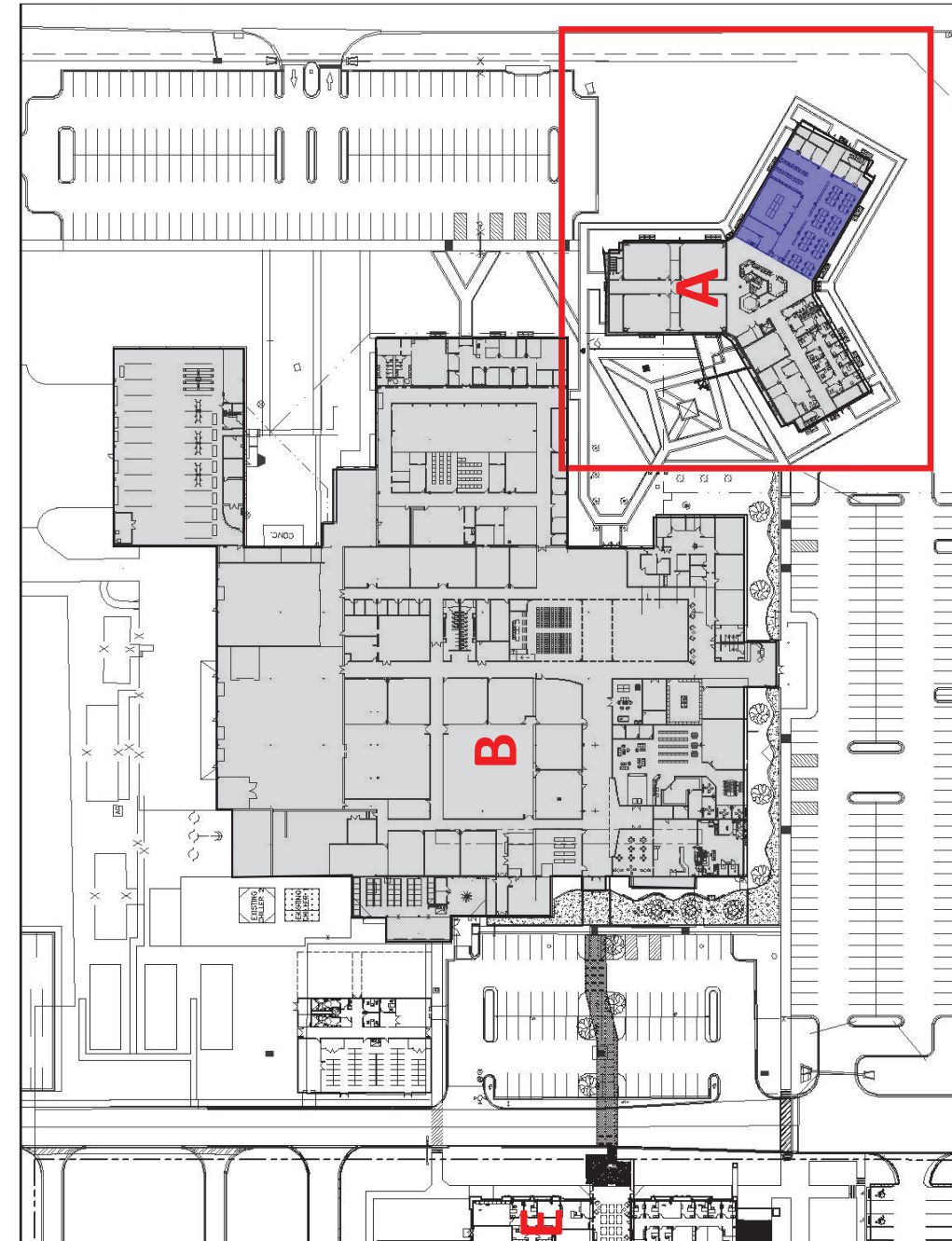
Phase 5 proposes the demolition of the existing auditorium to allow for a larger Multipurpose Room. The proposed Atrium space will be designed to allow for it to be divided by the use of wall partitions to allow for various types of gathering, activities or events. Additional office spaces will be included. Renovate Student Services area to make resources more, functional, accessible and inviting.



## PROPOSED PHASE 5: BUILDING B – MULTIPURPOSE ROOMS, ATRIUM & STUDENT SERVICES







## LEGEND



**AEDT**  
ARCHITECTURAL & ENGINEERING  
DESIGN TECHNOLOGY

Phase 6 proposes to repurpose the existing Library area in Building A for conversion and expansion of the Architectural and Engineering Design Technology program. It will include an architectural studio, printing room, 3-D printing room, production lab, materials library, meeting rooms, and materials storage.

PROPOSED PHASE 6: BUILDING A



LEGEND

AEDT

ARCHITECTURAL & ENGINEERING

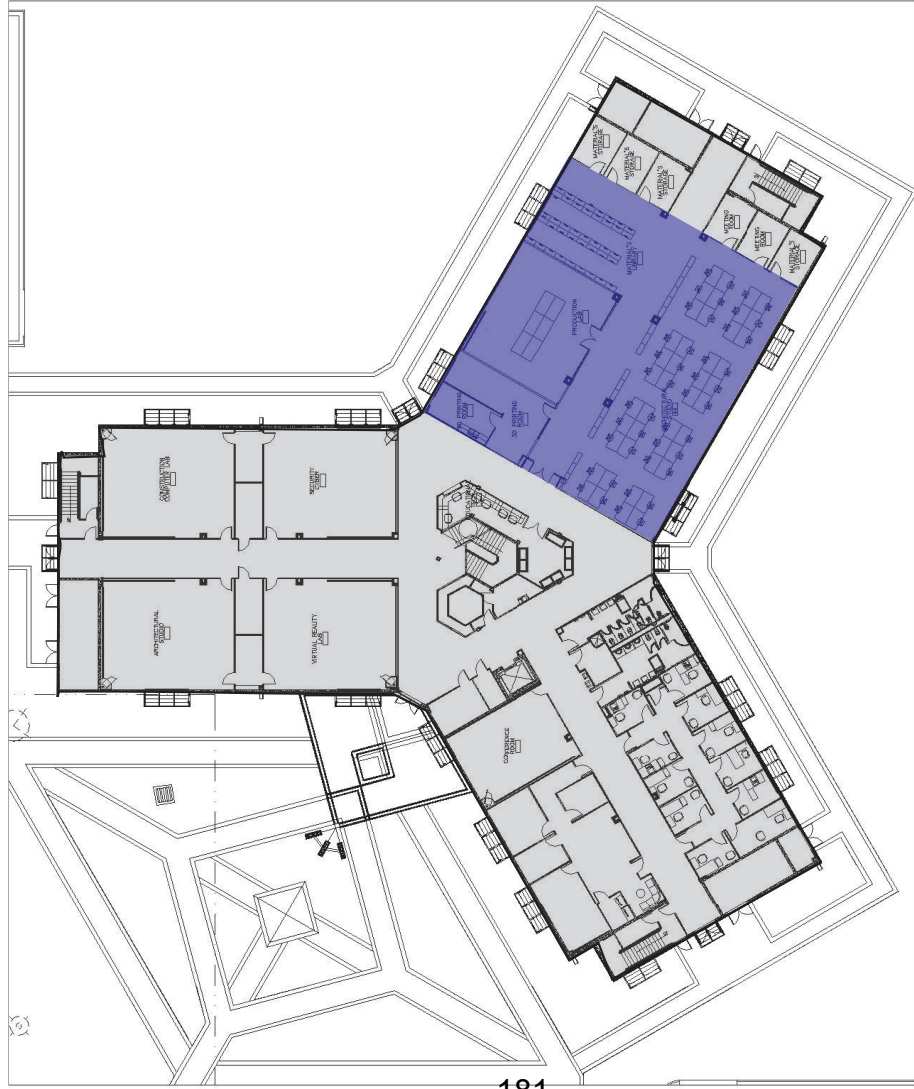
DESIGN TECHNOLOGY

APPROXIMATE 5,193 SF

PRELIMINARY COST

ESTIMATE:

\$778,950

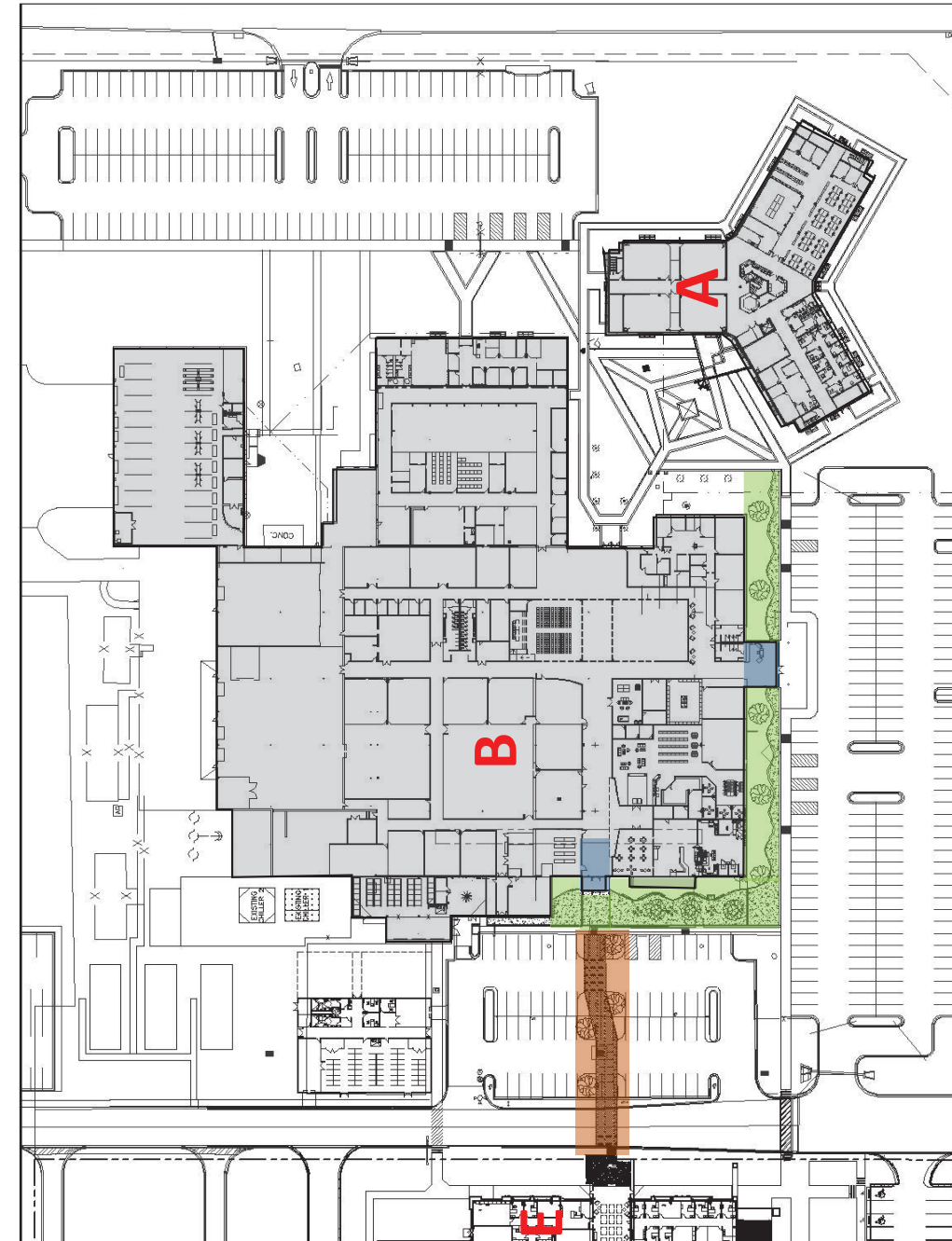


PROPOSED

EXISTING



PROPOSED PHASE 6: BUILDING A FIRST FLOOR



## LEGEND

- OUTDOOR AREA/  
LANDSCAPE
- CROSSWALK
- WEST AND SOUTH  
ENTRANCES

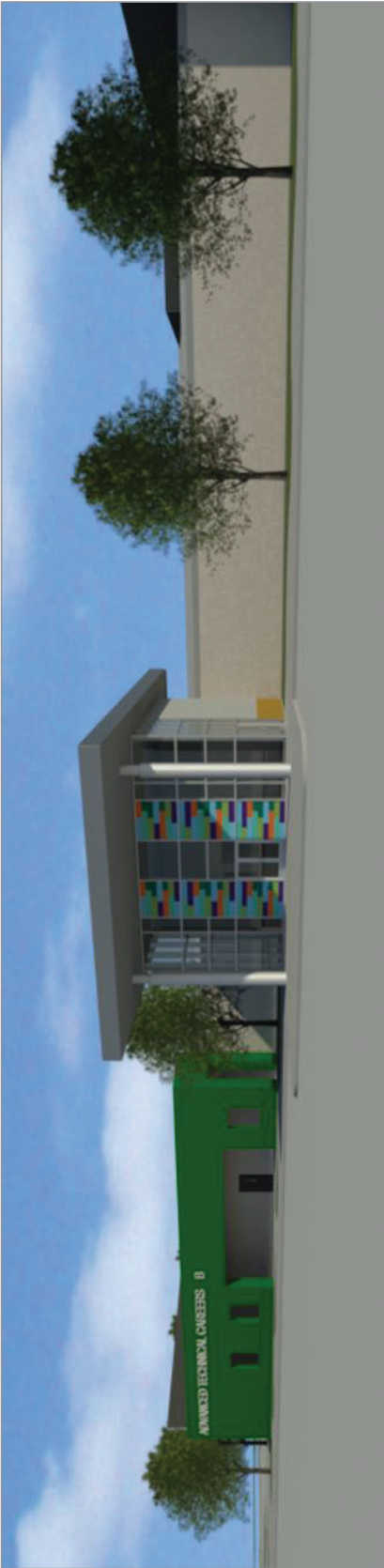
**PRELIMINARY COST ESTIMATE:**  
**\$464,680**

Phase 7 proposes the beautification of the building with new entrances on the west and south facades as well as outdoor areas. It also focuses on the connectivity between Buildings B and E with proposed student crossover.

**PROPOSED PHASE 7: BUILDING B – OUTDOOR AREAS, CROSSWALK AND ENTRANCE**







PROPOSED SOUTH ELEVATION



EXISTING SOUTH ELEVATION

**PROPOSED PHASE 7: BUILDING B – BUILDING EXTERIOR FACADE**

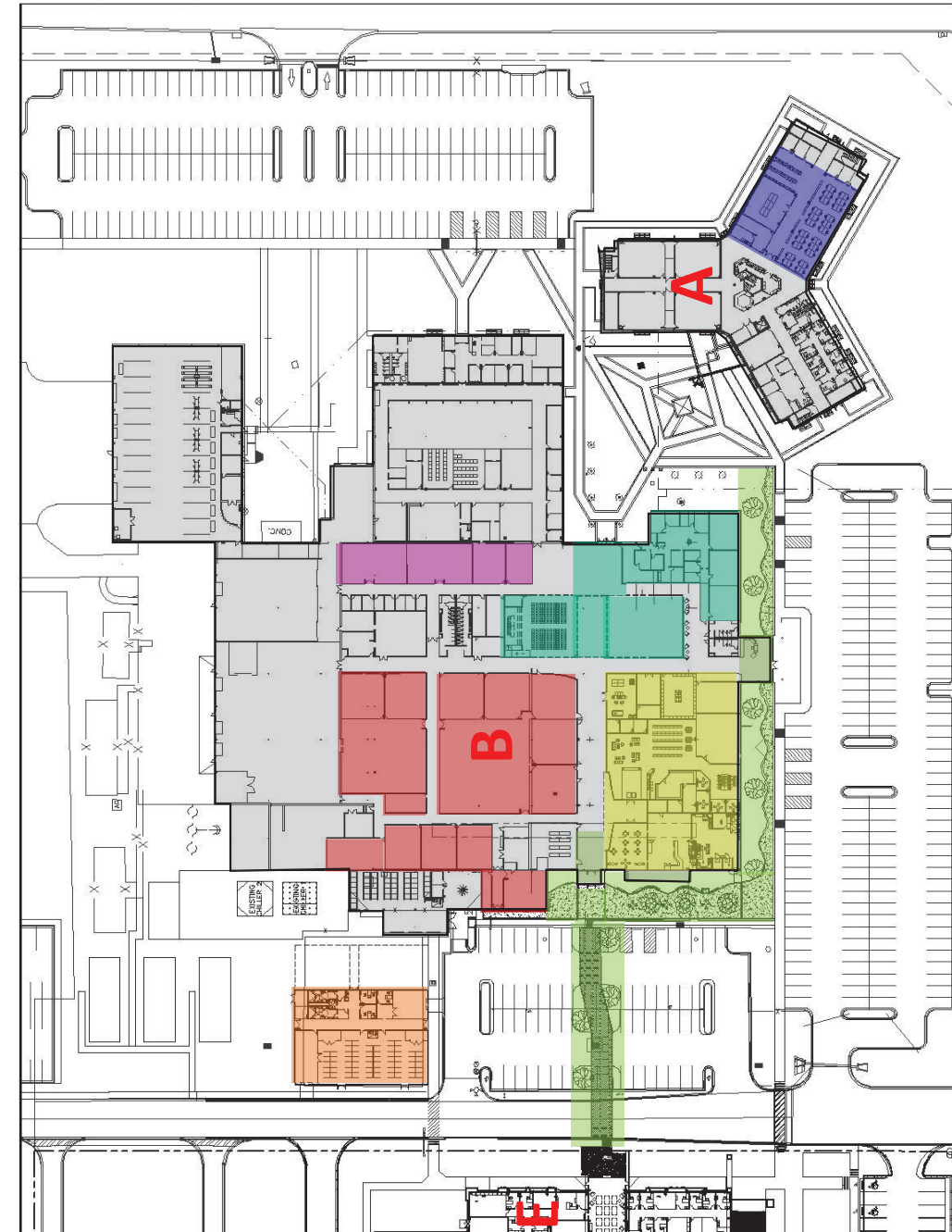









PROPOSED WEST ELEVATION



EXISTING WEST ELEVATION

## PROPOSED PHASE 7: BUILDING B – BUILDING EXTERIOR FACADE






LEGEND	
	PHASE 1: \$1,489,000
	PHASE 2: \$3,629,640
	PHASE 3: \$3,428,375
	PHASE 4: \$356,720
	PHASE 5: \$2,650,540
	PHASE 6: \$778,950
	PHASE 7: \$464,680
TOTAL: \$12,797,905	

LEGEND	
<b>A</b>	EMERGING TECHNOLOGIES
<b>B</b>	ADVANCED TECHNICAL CAREERS
<b>E</b>	INSTITUTE FOR ADVANCED MANUFACTURING

PRELIMINARY COST PER PHASE 

# Project Fact Sheet

## 9/2/2021

<b>Project Name:</b> Technology Campus - Emerging Technologies Bldg A & Technical Careers Bldg B Renovation - Master Plan					<b>Project No.</b> 2019-010C	
<b>Funding Source</b> Unexpended Plant Fund						
	<b>FY 18-19</b>		<b>FY 19-20</b>			<b>FY 20-21</b>
	<u><b>FY 18-19 Actual</b></u>		<u><b>FY 19-20 Actual</b></u>			<u><b>FY 20-21 Actual</b></u>
	<u><b>Project Budget</b></u>	<u><b>Expenditures</b></u>	<u><b>Project Budget</b></u>	<u><b>Expenditures</b></u>	<u><b>Variance of Project Budget vs. Actual Expenditures</b></u>	<u><b>Variance of Project Budget vs. Actual Expenditures</b></u>
Construction:	\$ 2,850,000.00		\$ 750,000.00	\$ -	\$ 750,000.00	\$ 750,000.00 \$ - \$ 750,000.00
Design:	285,000.00		75,000.00		75,000.00	128,000.00 46,800.00 81,200.00
Miscellaneous:	71,250.00	820.40	22,500.00		22,500.00	22,500.00 - 22,500.00
FFE:	174,250.00		350,000.00	-	350,000.00	350,000.00 350,000.00
Technology:	223,750.00		123,700.00	-	123,700.00	123,700.00 - 123,700.00
			-	-	-	- - -
<b>Total:</b>	<b>\$ 3,604,250.00</b>	<b>\$ 820.40</b>	<b>\$ 1,321,200.00</b>	<b>\$ -</b>	<b>\$ 1,321,200.00</b>	<b>\$ 1,374,200.00 \$ 46,800.00 \$ 1,327,400.00</b>
Master Plan Design = \$58,500						
<b>Project Team</b>			<b>Board Status</b>			
<b>Approval to Solicit Architect/Engineer:</b>	N/A		<u><b>Board Approval of Master Plan</b></u> TBD  <u><b>Board Approval of Schematic Design</b></u> TBD  <u><b>Substantial Completion</b></u> TBD  <u><b>Final Completion</b></u> TBD			Vendor Contract Amount Actual Expenditures Variance EGV Architects \$ 58,500.00 \$ 46,800.00 \$ 11,700.00 TBD \$ - \$ - \$ -
<b>Architect/Engineer:</b>	EGV Architects					
<b>Contractor:</b>	TBD					
<b>STC FPC Project Manager:</b>	Samuel Saldana		<u><b>Board Acceptance</b></u> TBD  <u><b>Board Acceptance</b></u> TBD			
<b>Project Description</b>			<b>Project Scope</b>			
Master Plan design of Buildings A and B, with seven phases of design and construction, with Phase I being the Welding Program Expansion.			Development of master plan outlining the various phases for design and construction; provide construction documents for Phase I of the master plan to include the expansion of a new building facility for the welding program and other construction to include renovation of Buildings A and B as necessary for the master plan.			
<b>Projected Timeline</b>						
Board Approval of Architect/Engineer	Board Approval of Schematic Design	Board Approval of Contractor	Construction Start Date	Substantial Completion Date	FFE Completion of Move In	Final Completion Date
7/23/2019	TBD	TBD	TBD	TBD	TBD	TBD
<b>Project Calendar of Expenditures by Fiscal Year</b>						
<b>Fiscal Year</b>	<b>Construction</b>	<b>Design</b>	<b>Misc.</b>	<b>FFE</b>	<b>Tech</b>	<b>Project Total</b>
2018-19	-	-	820.40	-	-	\$ 820.40
2019-20	-	-	-	-	-	\$ -
2020-21	-	46,800.00	-	-	-	\$ 46,800.00
<b>Project Total</b>	<b>\$ -</b>	<b>\$ 46,800.00</b>	<b>\$ 820.40</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 47,620.40</b>
<b>Current Agenda Item</b>						
<b>9/14/2021 Facilities Committee:</b> Review and Recommend Action as Necessary on the Master Plan for the Renovations at the Technology Campus Emerging Technologies Building A and Advanced Technical Careers Building B Review and Recommend Action as Necessary on Contract Amendment with EGV Architects, Inc. for Removal of the Technology Campus Advanced Technical Careers Building B Cafeteria and Atrium Areas Project from Scope of Work						
<div style="display: flex; justify-content: space-around;">    </div>						

FPC Project Manager \_\_\_\_\_

FPC Asst. Director \_\_\_\_\_

FPC Director \_\_\_\_\_



### **Consent Agenda Item:**

#### **b. Approval of Contract Amendment with EGV Architects, Inc. for Removal of the Technology Campus Advanced Technical Careers Building B Cafeteria and Atrium Areas Project from Scope of Work**

Approval on a contract amendment to remove the design of construction documents for the Technology Campus Advanced Technical Careers Building B Cafeteria and Atrium Areas from the scope of contract with EGV Architects, Inc. is requested.

#### **Purpose**

College Administration requests Board approval to amend the contract with EGV Architects, Inc. for this project.

#### **Justification**

A contract amendment is required to remove the design of construction documents for the Technology Campus Advanced Technical Careers Building B Cafeteria and Atrium Areas renovations from the scope of the current contract because additional and current priorities and project requirements have changed.

#### **Background**

On July 23, 2019, the Board of Trustees approved contracting architectural services with EGV Architects, Inc. to master-plan the renovations at the Technology Campus Emerging Technologies Building A and Advanced Technical Careers Building B and to design and prepare plans for the planned Phase I construction of the Building B Cafeteria and Atrium Areas.

The master plan developed by EGV Architects, Inc. calls for seven (7) phases of construction to redesign and reprogram areas of the Technology Campus. If the master plan is approved as presented, the first phase would involve an expansion to the Welding Lab instead of the Building B Cafeteria and Atrium Areas renovations as previously proposed and approved. The existing basketball courts are currently located where the Phase 1 Welding Lab Expansion is proposed to be located. College staff will be conducting a study to assess the needs for the construction of an athletic field and the relocation of the existing basketball courts. The cafeteria and atrium renovations currently within the scope of the contract with EGV Architects, Inc. are planned in Phase 3 and Phase 5 of the master plan, respectively.

<b>Phase I Construction for Technology Campus Buildings A and B Renovations</b>	
<b>Phase I - Original Scope of Work</b>	<b>Phase I - Master Plan</b>
Building B Cafeteria Renovation*	Welding Lab Expansion
Building B Atrium Renovation**	Athletic Field and Relocation of Basketball Courts***

\* Phase 3 as outlined in the Master Plan

\*\* Phase 5 as outlined in the Master Plan

\*\*\* Pending study by College staff

Due to the altered timeline and plans for starting these renovations, Administration and College staff recommend removing the design of construction documents from the scope of the current contract with EGV Architects, Inc. and soliciting architectural services for the first phase as outlined in the master plan.

The following table shows the design budget with the current contract scope:

<b>Master Plan of the Technology Campus Emerging Technologies Building A and Advanced Technical Careers Building B Design Budget with Current Contract Scope</b>	
<b>Budget Item</b>	<b>Budget Amount</b>
Design Budget Amount	\$128,500
Scope of Contract:	
Master Plan Fixed Fee	58,500
Building B Cafeteria and Atrium Design (8.5%)	63,750
Contracted Amount	122,250
<b>Total Design Variance</b>	<b>\$6,250</b>

The following table shows the contract amount with the design of the Technical Careers Building B Cafeteria and Atrium removed from the scope of the current contract:

<b>Master Plan of the Technology Campus Emerging Technologies Building A and Advanced Technical Careers Building B Revised Contract Amount</b>	
<b>Budget Item</b>	<b>Budget Amount</b>
Contracted Amount	\$122,250
Building B Cafeteria and Atrium Design (8.5%) Removal of Scope	(63,750)
<b>Total Revised Contract Amount</b>	<b>\$58,500</b>

To date, the architect has been paid \$46,800. If the contract is revised as recommended, the remaining balance owed to the architect is \$11,700.

### **Funding Source**

Funds for the Phase I of the Renovations at the Technology Campus Emerging Technologies Building A and Advanced Technical Careers Building B Project 2019-010C are budgeted in the Unexpended Construction Plant Fund for available use in fiscal year 2021 - 2022.

The Facilities Committee recommended Board approval of a contract amendment to remove the design of construction documents for the Technology Campus Advanced Technical Careers Building B Cafeteria and Atrium Areas from the scope of contract with EGV Architects, Inc. as presented.

**Recommendation:**

It is recommended that the Board of Trustees of South Texas College approve and authorize a contract amendment to remove the design of construction documents for the Technology Campus Advanced Technical Careers Building B Cafeteria and Atrium Areas from the scope of contract with EGV Architects, Inc. 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 contract amendment to remove the design of construction documents for the Technology Campus Advanced Technical Careers Building B Cafeteria and Atrium Areas from the scope of contract with EGV Architects, Inc. as presented.

**Approval Recommended:**

**Dr. Ricardo J. Solis**  
**President**

**Consent Agenda Item:**

**c. Approval to Proceed with Solicitation of Architectural Services for the Technology Campus Master Plan Phase I Welding Lab Expansion Building**

Approval of authorization to proceed with the publication of a Request for Qualifications (RFQ) to solicit architectural services for the Technology Campus Master Plan Phase I Welding Lab Expansion Building is requested.

**Purpose**

The Board is asked to approve the solicitation of architectural services for a welding lab expansion building as per Phase I of the master plan designed by EGV Architects.

The existing basketball courts are currently located where the Phase 1 Welding Lab Expansion Building project is proposed to be located.

College staff will conduct a study to assess the needs for the construction of an athletic field and the relocation of the existing basketball courts at a later date. College staff will propose the solicitation of professional services for those facilities to the Facilities Committee at a later date based on the findings of the study.

**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.

**Scheduling Priority**

This project was requested by the Division of Business, Public Safety, and Technology. It has been reviewed by the Facilities Operations & Maintenance, Purchasing, and Facilities Planning & Construction departments, Administration, and the Coordinated Operations Council. This project is scheduled as an educational improvement to accommodate the current and future needs of the welding program.

**Background**

The proposed Welding Lab Expansion Building is the first phase of the master plan designed by EGV Architects for the Technology Campus Emerging Technologies Building A and Advanced Technical Careers Building B Renovations project. The Welding Lab Expansion Building will provide sixty (60) additional welding stations, storage space, office space, and support space.

The proposed scope of work is summarized as follows:

- Design and construction of the Welding Lab
- Approximate square feet: 6,020 s.f.

The total project budget is \$1,559,180 and itemized in the table below:

<b>Technology Campus Master Plan Phase I Welding Lab Expansion Building Total Project Budget</b>	
<b>Budget Item</b>	<b>Budget Amount</b>
Construction	\$1,204,000
Design	120,400
Miscellaneous	30,100
FFE	102,340
Technology	102,340
<b>Total Project Budget</b>	<b>\$1,559,180</b>

Funds for those facilities are budgeted in the Unexpended Construction Plant Fund and College staff will request proceeding with those projects as necessary.

#### **Funding Source**

Funds for the Technology Campus Master Plan Phase I Welding Lab Expansion Building Project 2022-036C are budgeted in the Unexpended Construction Plant Fund for available use in fiscal year 2021 - 2022.

#### **Enclosed Documents**

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

Phase I initially included the construction of an athletic field and the relocation of the existing basketball court.

On September 14, 2021, the Facilities Committee recommended that administration focus on the scope of work related to the Welding Lab Expansion project, and excluded the construction of an athletic field and relocation of the existing basketball court at the present time.

College staff will conduct a study to assess the needs of athletic facilities and will update the Board with the findings of the study at a later date.

The Facilities Committee recommended Board approval of the solicitation of architectural services for the Technology Campus Master Plan Phase I Welding Lab Expansion Building 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 Technology Campus Master Plan Phase I Welding Lab Expansion Building 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 Technology Campus Master Plan Phase I Welding Lab Expansion Building as presented.

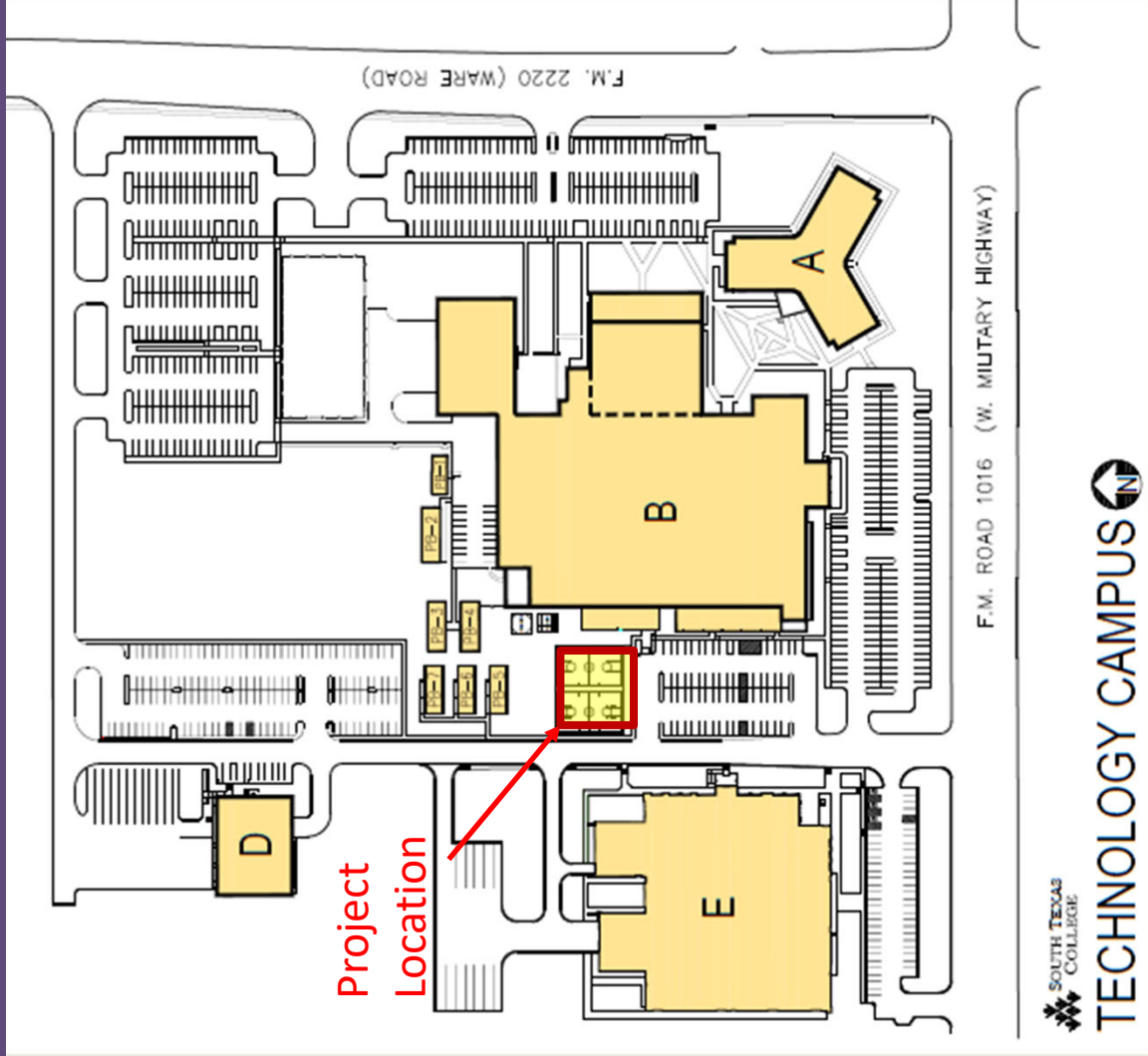
**Approval Recommended:**

**Dr. Ricardo J. Solis**  
**President**



# Technology Campus Master Plan Phase I Welding Lab Expansion Building

# Technology Campus Master Plan Phase I Welding Lab Expansion Building Proposed Site





## Technology Campus Master Plan Phase I Welding Lab Expansion Building Existing View



Proposed Location of Welding Lab Building

## Technology Campus Master Plan Phase I Welding Lab Expansion Building Proposed Scope & Budget



### **Requested By**

Division of Business, Public Safety and Technology

### **Scope of work**

Design and construction of a 6,020 s.f. welding lab with sixty (60) additional welding spaces, storage space, office space and support space.

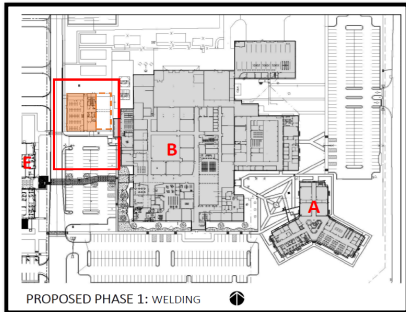
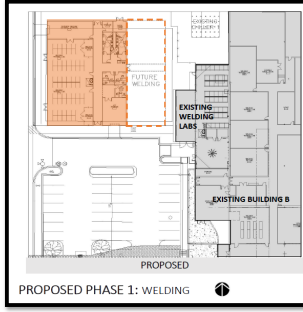
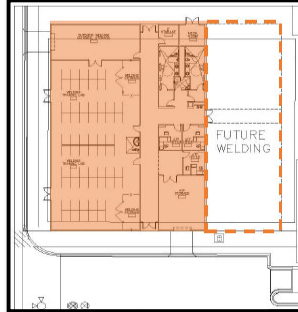
Total New Square Feet = 6,020

### **Estimated Total Project Budget**

Construction	\$ 1,204,000
Design	120,400
Miscellaneous	30,100
FFE	102,340
Technology	<u>102,340</u>
Total Project Budget	\$1,559,180

# Project Fact Sheet

9/9/2021

<b>Project Name:</b> Technology Campus Master Plan Phase I Welding Lab Expansion Building					<b>Project No.</b> 2022-036C		
<b>Funding Source</b> Unexpended Plant Fund							
				<b>FY 21-22</b> <b>Variance of Project Budget vs. Actual Expenditures</b> <b>FY 21-22 Actual Expenditures</b>		<b>Total Actual Expenditures To Date</b>	
Construction:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Design:	-	-	-	105,000.00	-	105,000.00	
Miscellaneous:	-	-	-	22,500.00	-	22,500.00	
FFE:	-	-	-	-	-	-	
Technology:	-	-	-	-	-	-	
<b>Total:</b>	\$ -	\$ -	\$ -	\$ 127,500.00	\$ -	\$ 127,500.00	
<b>Project Team</b>			<b>Board Status</b>				
<b>Approval to Solicit Architect/Engineer:</b>	TBD			Vendor	Contract Amount	Actual Expenditures	Variance
<b>Architect/Engineer:</b>	TBD			TBD	\$ -	\$ -	\$ -
<b>Contractor:</b>	TBD			TBD	\$ -	\$ -	\$ -
		<b>Board Approval of Schematic Design</b>		TBD			
<b>STC FPC Project Manager:</b> Samuel Saldana		<b>Substantial Completion</b>		TBD		<b>Board Acceptance</b>	TBD
		<b>Final Completion</b>		TBD		<b>Board Acceptance</b>	TBD
<b>Project Description</b>			<b>Project Scope</b>				
New Building for the welding program to the west of Building B. 60 new welding stations, outdoor storage area, indoor ATF storage area, offices and restrooms			Development of a new building for the welding program to include welding lab for 60 new welding stations, restrooms, offices, indoor and outdoor storage areas				
<b>Projected Timeline</b>							
Board Approval of Architect/Engineer	Board Approval of Schematic Design	Board Approval of Contractor	Construction Start Date	Substantial Completion Date	FFE Completion of Move In	Final Completion Date	
7/23/2019	TBD	TBD	TBD	TBD	TBD	TBD	
<b>Project Calendar of Expenditures by Fiscal Year</b>							
<b>Fiscal Year</b>	<b>Construction</b>	<b>Design</b>	<b>Misc.</b>	<b>FFE</b>	<b>Tech</b>	<b>Project Total</b>	
2020-21	-	-	-	-	-	\$ -	
2021-22	-	-	-	-	-	\$ -	
<b>Project Total</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
<b>Current Agenda Item</b>							
9/14/21 Facilities Committee: Review and Recommend Action on Authorization to Proceed with Solicitation of Architectural Services for the Technology Campus Master Plan Phase I Welding Lab Expansion Building							
  							

FPC Project Manager \_\_\_\_\_

FPC Asst. Director \_\_\_\_\_

FPC Director \_\_\_\_\_

**Consent Agenda Item:**

**d. Approval of Solicitation of Design Services for Selected FY2021 - 2022 Capital Improvement Proposal Projects**

Approval of authorization to proceed with the solicitation of design services for the following projects is requested.

- i. Technology Campus Exterior Solar Panel Structure
- ii. Nursing and Allied Health Campus East Building A Occupational Therapy Kitchen Lab Expansion
- iii. Regional Center for Public Safety Excellence Skills Pad and EVOC Lighting
- iv. Regional Center for Public Safety Excellence Two-Story Residential Fire Training Structure

**Purpose**

The Board is asked to approve the solicitation of design services for the selected projects at various campuses and centers.

**Justification**

Solicitation of Request for Qualifications (RFQ) for design 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 a design professional to the Facilities Committee at a later date.

**Scheduling Priority**

These projects have been requested through the College's Capital Improvement Proposal process. They have been reviewed by the Facilities Planning & Construction department and Administration, the President's Cabinet, the Coordinated Operations Council, the Facilities Committee, and the Board of Trustees. These projects are scheduled as educational space improvements.

**Background**

On June 22, 2021, the Board approved the proposed Unexpended Plant Fund – Construction projects as part of the College's FY 2021 - 2022 budgets.

The projects and associated scopes of work are summarized as follows:

**i. Technology Campus Exterior Solar Panel Structure (2022-008C)**

The project consists of constructing an exterior solar panel structure adjacent to Building E to facilitate instruction on the installation of solar panels.

- Design and construction of the structure
- Approximate square feet of the proposed space: 840 s.f.

The project budget is \$103,100 and itemized in the table below:

<b>Technology Campus Exterior Solar Panel Structure Total Project Budget</b>	
<b>Budget Item</b>	<b>Project Total</b>
Construction	\$88,200
Design	8,400
Miscellaneous	6,500
<b>Total Project Budget</b>	<b>\$103,100</b>

**ii. Nursing and Allied Health Campus East Building A Occupational Therapy Kitchen Lab Expansion (2022-004C)**

The project consists of constructing an expansion to the existing Occupational Therapy Kitchen Lab to provide adequate space and equipment for instruction and training of occupational therapy.

- Design and construction of the expansion
- Approximate square feet of the proposed space: 923 s.f.

The project budget is \$76,500 and itemized in the table below:

<b>Nursing and Allied Health Campus East Building A Occupational Therapy Kitchen Lab Expansion Total Project Budget</b>	
<b>Budget Item</b>	<b>Project Total</b>
Construction	\$60,000
Design	6,000
Miscellaneous	1,500
FFE	3,000
Contingency 5%	3,000
<b>Total Project Budget</b>	<b>\$76,500</b>

**iii. Regional Center for Public Safety Excellence Skills Pad and EVOC Lighting (2022-010C)**

The project consists of constructing light poles to provide lighting around the Skills Pad and EVOC (Emergency Vehicle Operator Course).

- Design and construction of the light poles

The project budget is \$342,000 and itemized in the table below:

<b>Regional Center for Public Safety Excellence Skills Pad and EVOC Lighting Total Project Budget</b>	
<b>Budget Item</b>	<b>Project Total</b>
Construction	\$280,000

Design	28,000
Miscellaneous	20,000
Contingency 5%	14,000
<b>Total Project Budget</b>	<b>\$342,000</b>

**iv. Regional Center for Public Safety Excellence Two-Story Residential Fire Training Structure (2022-015C)**

The project consists of constructing a fire training structure for instruction on extinguishing fires in residential structures.

- Design and construction of the two-story structure
- Equipped with live fire props for training
- Approximate square feet: 3000 s.f.

The project budget is \$1,581,250 and itemized in the table below:

<b>Regional Center for Public Safety Excellence Two-Story Residential Fire Training Structure Total Project Budget</b>	
<b>Budget Item</b>	<b>Project Total</b>
Construction	\$1,250,000
Design	125,000
Miscellaneous	31,250
FFE	68,750
Technology	106,250
<b>Total Project Budget</b>	<b>\$1,581,250</b>

The total of the combined project budgets is \$2,102,850 and is itemized in the table below:

<b>Combined Project Budgets</b>	
<b>Budget Item</b>	<b>Project Amount</b>
Technology Campus Exterior Solar Panel Structure	103,100
Nursing and Allied Health Campus East Building A Occupational Therapy Kitchen Lab Expansion	76,500
Regional Center for Public Safety Excellence Skills Pad and EVOC Lighting	342,000
Regional Center for Public Safety Excellence Two-Story Residential Fire Training Structure	1,581,250
<b>Total Projects Budgets</b>	<b>\$2,102,850</b>

The recommendations to approve contracting design services for each of the projects will be presented as separate agenda items at a future date. Based on the evaluations of the

consultants' Statements of Qualifications, it is possible for one (1) design firm to be awarded more than one (1) of these projects.

**Funding Source**

Funds for these projects are budgeted in the Unexpended Construction Plant Fund for use in fiscal year 2021 - 2022.

**Enclosed Documents**

Facilities Planning & Construction staff has prepared presentations of the projects and preliminary layouts of the spaces for the Board's review and information.

The Facilities Committee recommended Board approval of the solicitation of design services for the selected projects as presented.

**Recommendation:**

It is recommended that the Board of Trustees of South Texas College approve and authorize the solicitation of design services for the selected projects as presented.

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

The Board of Trustees of Trustees of South Texas College approves and authorizes the solicitation of design services for the selected projects as presented.

**Approval Recommended:**

**Dr. Ricardo J. Solis**  
**President**



# Technology Campus

## Institute for Advanced Manufacturing Building E

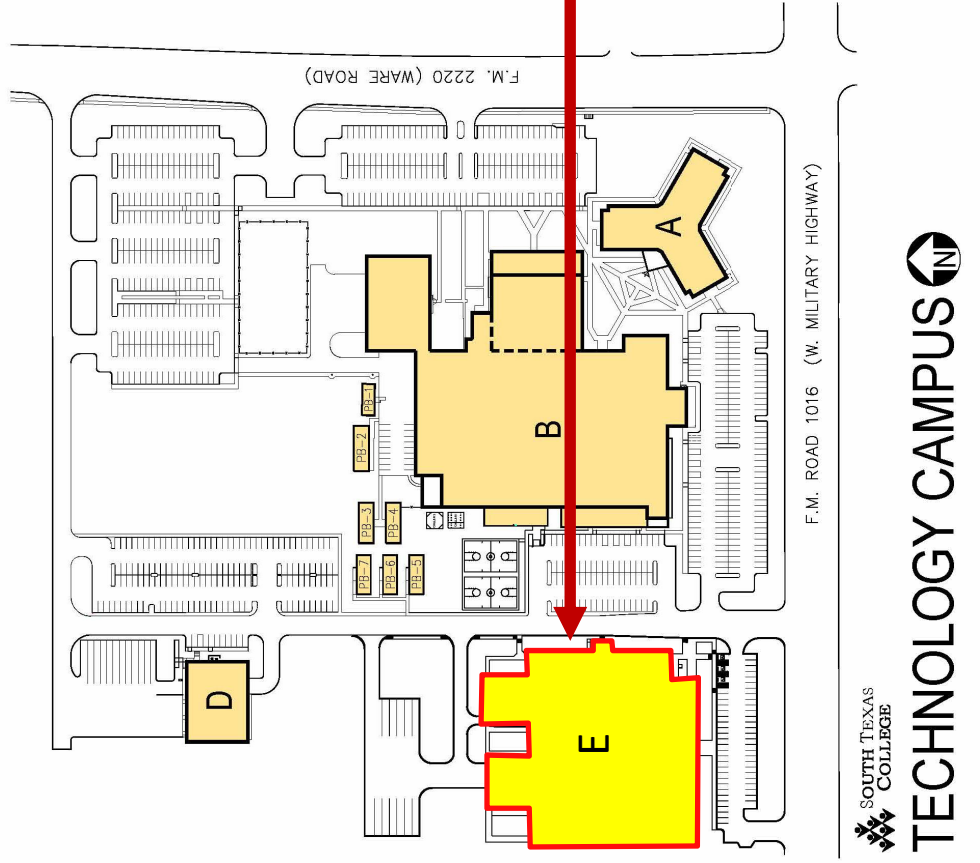
### Solar Panel Structure

CIP 2122-008



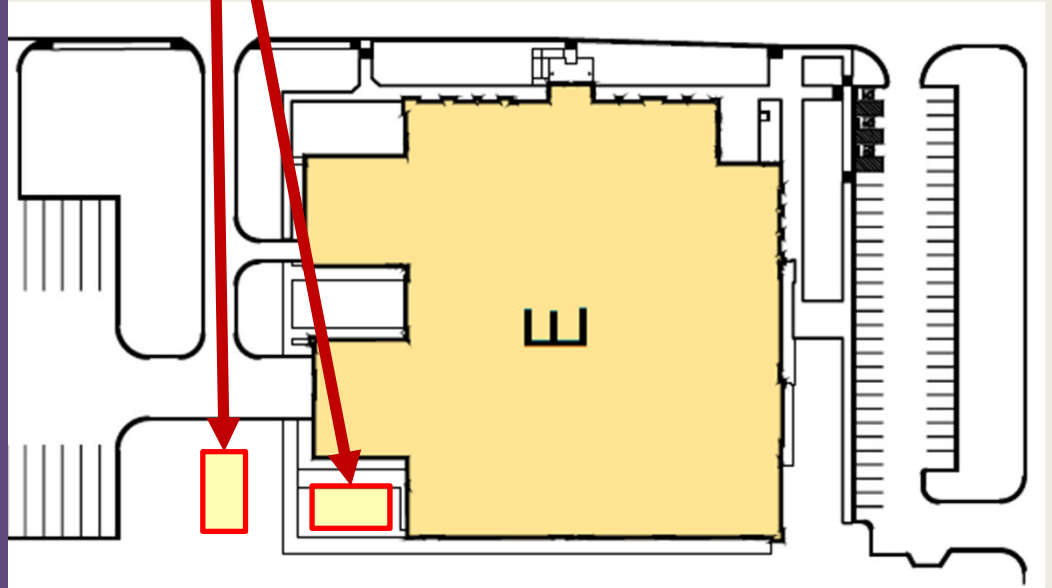


# Technology Campus Solar Panel Structure Proposed Project Site

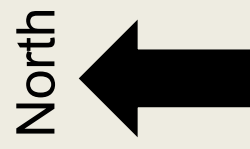


**PROJECT  
LOCATION**  
Institute for Advanced  
Manufacturing  
Building E

# Technology Campus Solar Panel Structure Proposed Project Locations



PROPOSED  
PROJECT  
LOCATIONS



# Technology Campus Solar Panel Structure Exterior Photo



**Existing Site – Location 1**

# Technology Campus Solar Panel Structure Exterior Photo



**Existing Site Photo – Location 2**

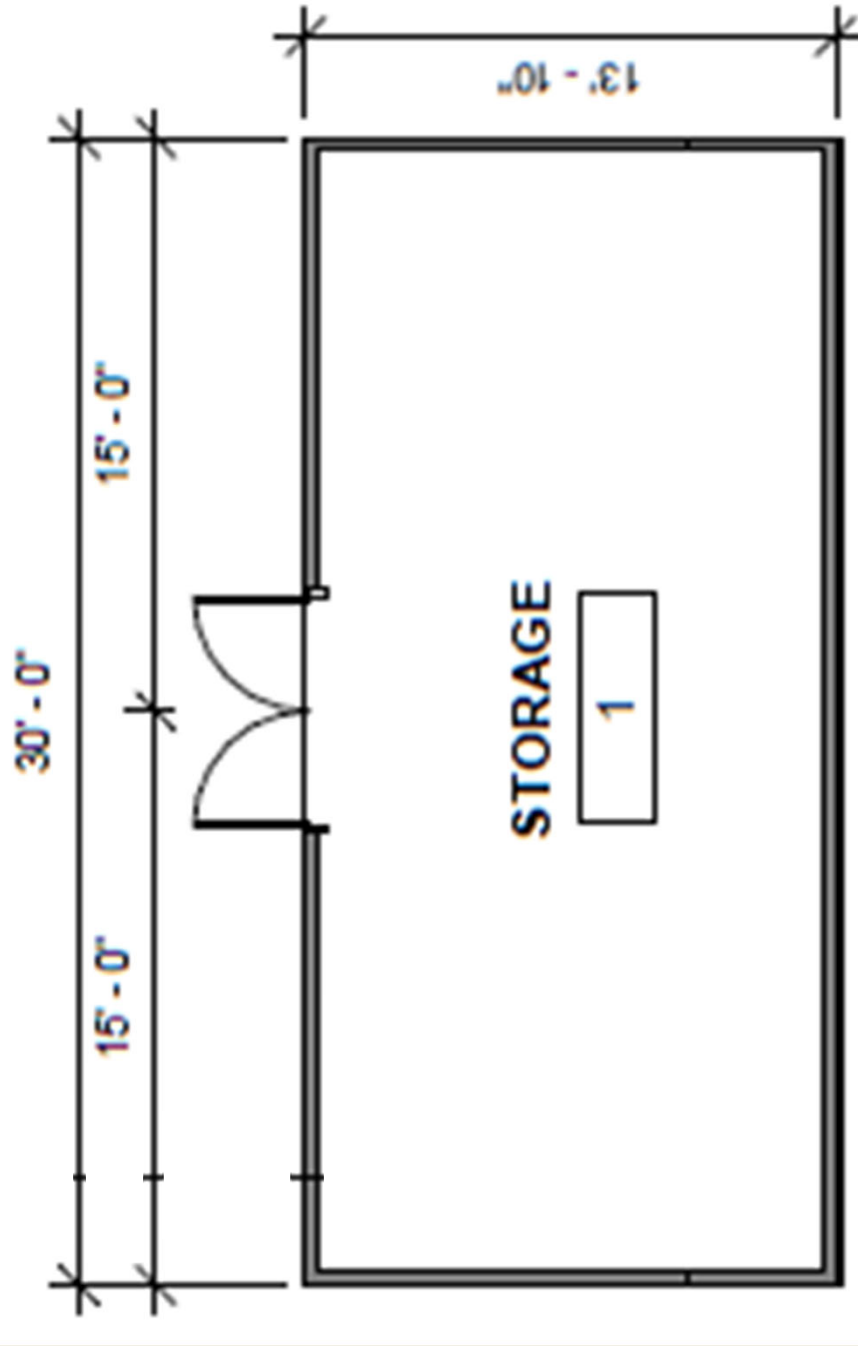


## Technology Campus Solar Panel Structure

# Proposed Floor Plan



SOUTH TEXAS  
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**Proposed  
Floor Plan**

# Technology Campus Solar Panel Structure Proposed Elevation Views



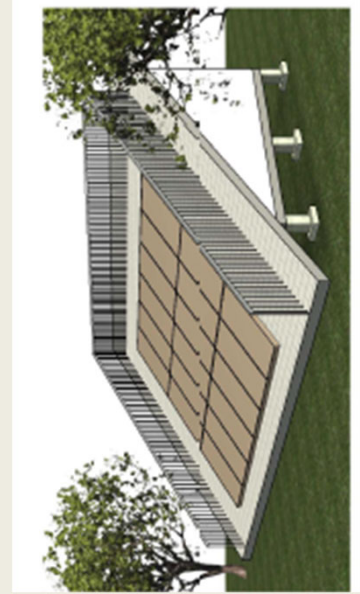
**Front**

**Side**



**Rear**

**Side**



**Proposed  
Structures**

# Technology Campus Solar Panel Structure

## Proposed Locations



### **Requested By**

Construction and Building Technologies Program

### **Scope of Work**

1. Two free-standing structures used to instruct students on the installation of solar panels, and a storage space for solar panels
2. Free standing structures:
  - Wood frame on concrete blocks
  - Asphalt shingle roof
  - Safety railing all around elevated areas

Total Renovated Square Feet = 840 sq. ft.

Estimated Construction Cost per Square Foot = \$100/sq ft

### **Estimated Total Project Budget**

Construction	\$ 84,000
Design	8,400
Miscellaneous	6,500
Contingency 5%	4,200
<b>Total Project Budget</b>	<b>\$ 103,100</b>



# **Nursing and Allied Health Campus**

## **NAH East - Building A**

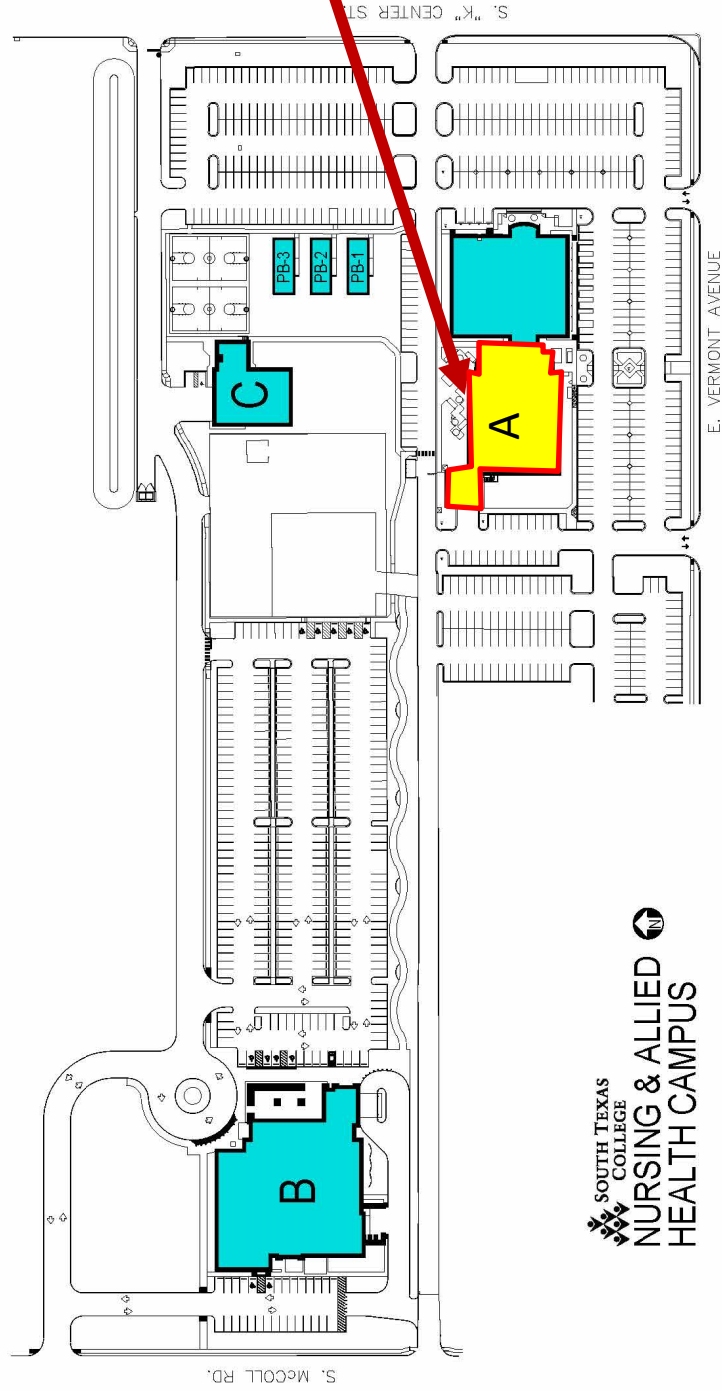
### **Occupational Therapy Program**

### **Kitchen Lab Expansion**

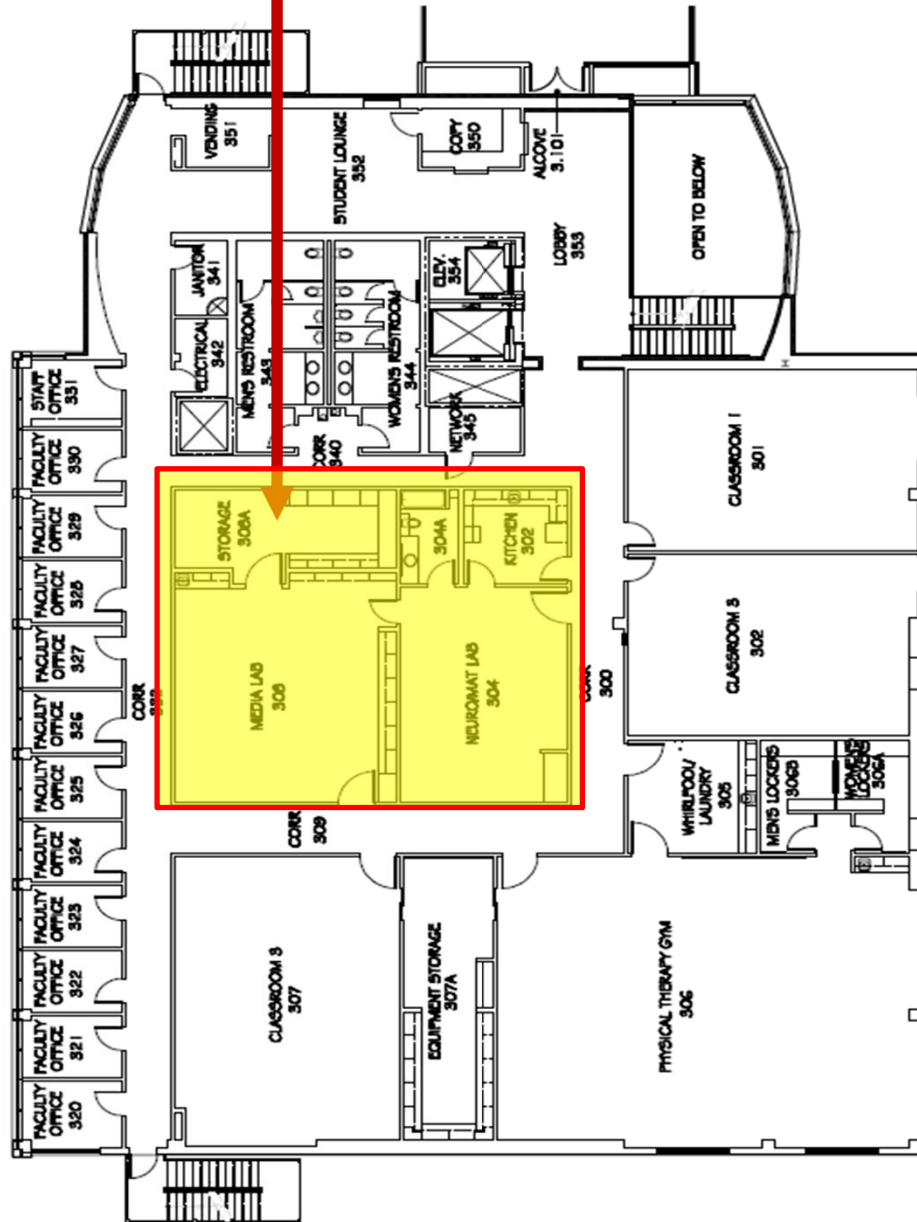
**CIP 2122-004**



# NAHC Occupational Therapy Program Kitchen Expansion



# NAHC Occupational Therapy Program Kitchen Expansion



**PROJECT  
LOCATION**

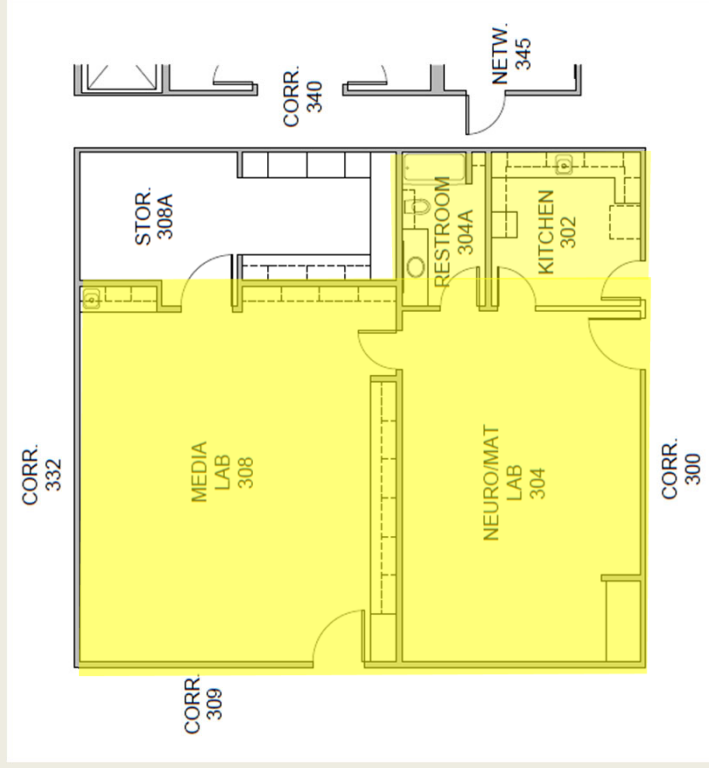
**THIRD FLOOR  
ROOMS 303, 304,  
304A, & 308**

North



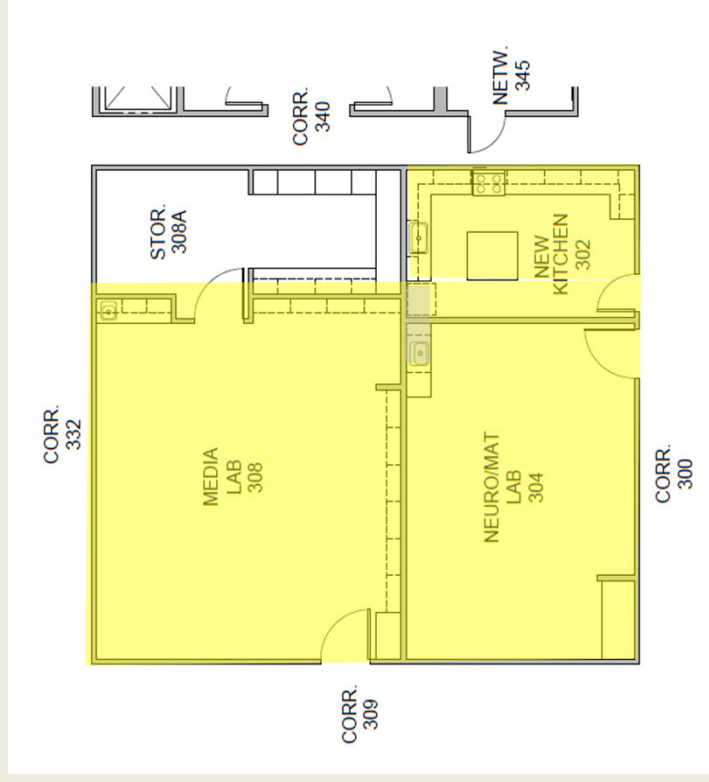
# NAHC Occupational Therapy Program Kitchen Expansion

## Proposed Layout



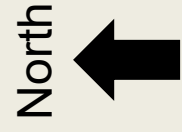
## Existing Layout

ROOMS 303, 304,  
304A, & 308



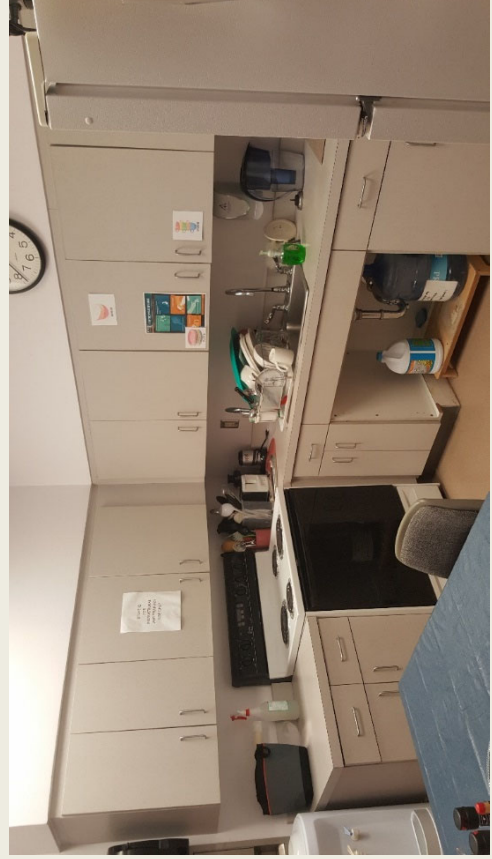
## Proposed Layout

ROOMS 302, 304, 308



## NAHC Occupational Therapy Program Kitchen Expansion

# Interior Photos



## Existing Room 302

# NAHC Occupational Therapy Program Kitchen Expansion

## Interior Photos



## Existing Rooms 304 & 304A



# NAHC Occupational Therapy Program Kitchen Expansion

## Interior Photos



## Existing Room 308

# NAHC Occupational Therapy Program Kitchen Expansion



## Project Scope and Budget

### Requested By

Occupational Therapy Assistant Program

### Scope of work

- Existing Kitchen Lab A303 expanded to allow more counter space for instructional stations and more floor space for teaching students to use assisted devices (wheel chairs and walkers)
- Hand washing station in Neuromat Lab A304.
- Bathroom (A304) to be part of the kitchen expansion.
- Media Lab (A308) remove computer counter and add storage shelving.

Total Renovated Square Feet = 923 sq. ft.

Estimated Construction Cost per Square Foot = \$65/sq ft

### Estimated Total Project Budget

Construction	\$ 60,000
Design	6,000
Miscellaneous	1,500
FFE	3,000
Contingency 5%	3,000
<b>Total Project Budget</b>	<b>\$ 73,500</b>



# Regional Center for Public Safety Excellence

Skills Pad and EVOC Lighting  
CIP-2122-010



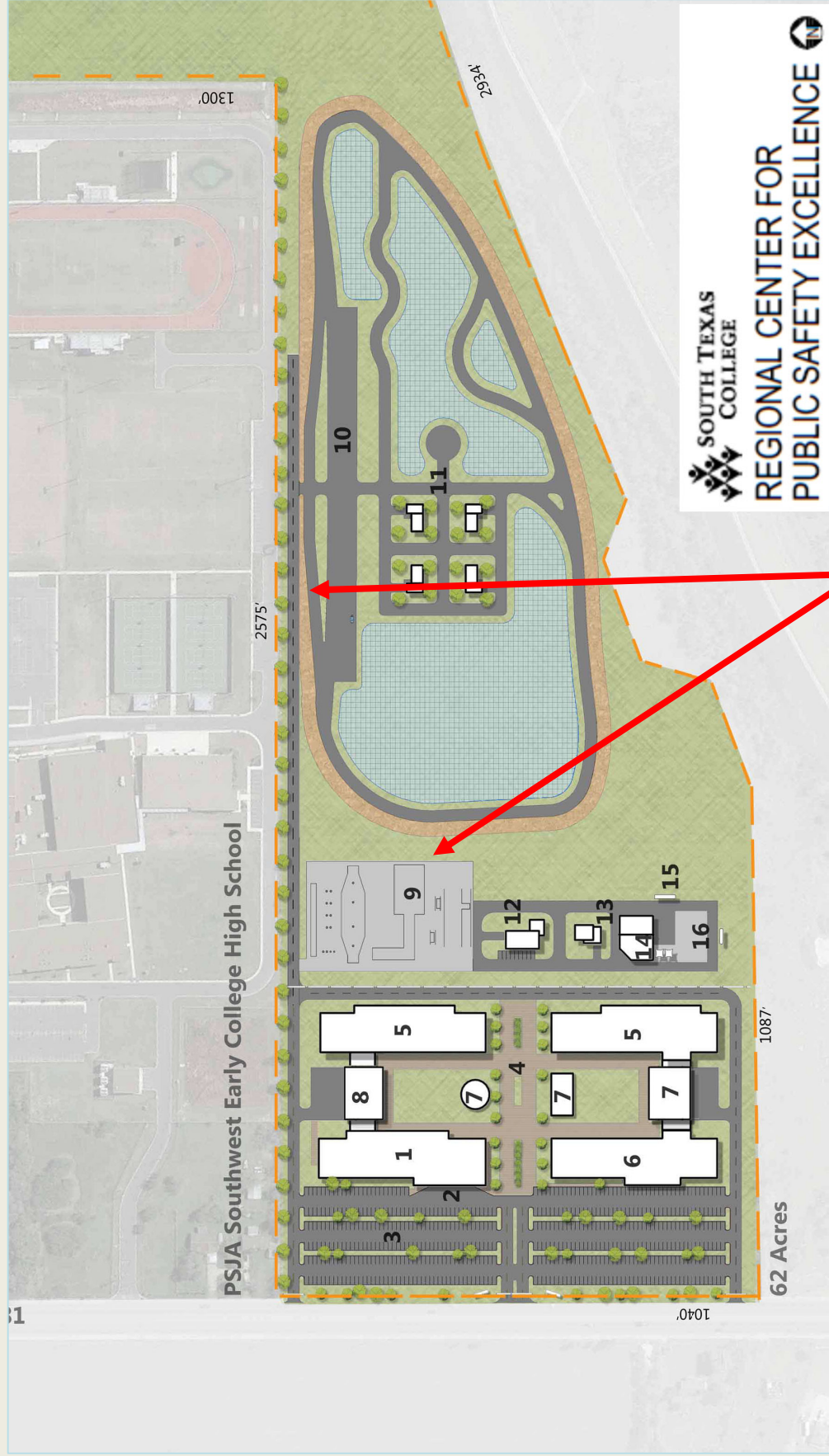
# RCPSE Skills Pad and EVOC Lighting Master Site Plan Locations



Project Locations



# RCPSE Skills Pad and EVOC Lighting Site Plan Locations



**Project Locations**

# RCPSE Skills Pad and EVOC Lighting Proposed Scope and Budget



## **Requested By**

RCPSE

## **Scope of Work**

Installation of Skills Pad and Emergency Vehicle Operator Course (EVOC) site lighting

## **Estimated Total Project Budget**

Construction	\$ 280,000
Design	28,000
Miscellaneous	20,000
Contingency 5%	14,000
<b>Total Project Budget</b>	<b>\$ 342,000</b>





# Regional Center for Public Safety Excellence

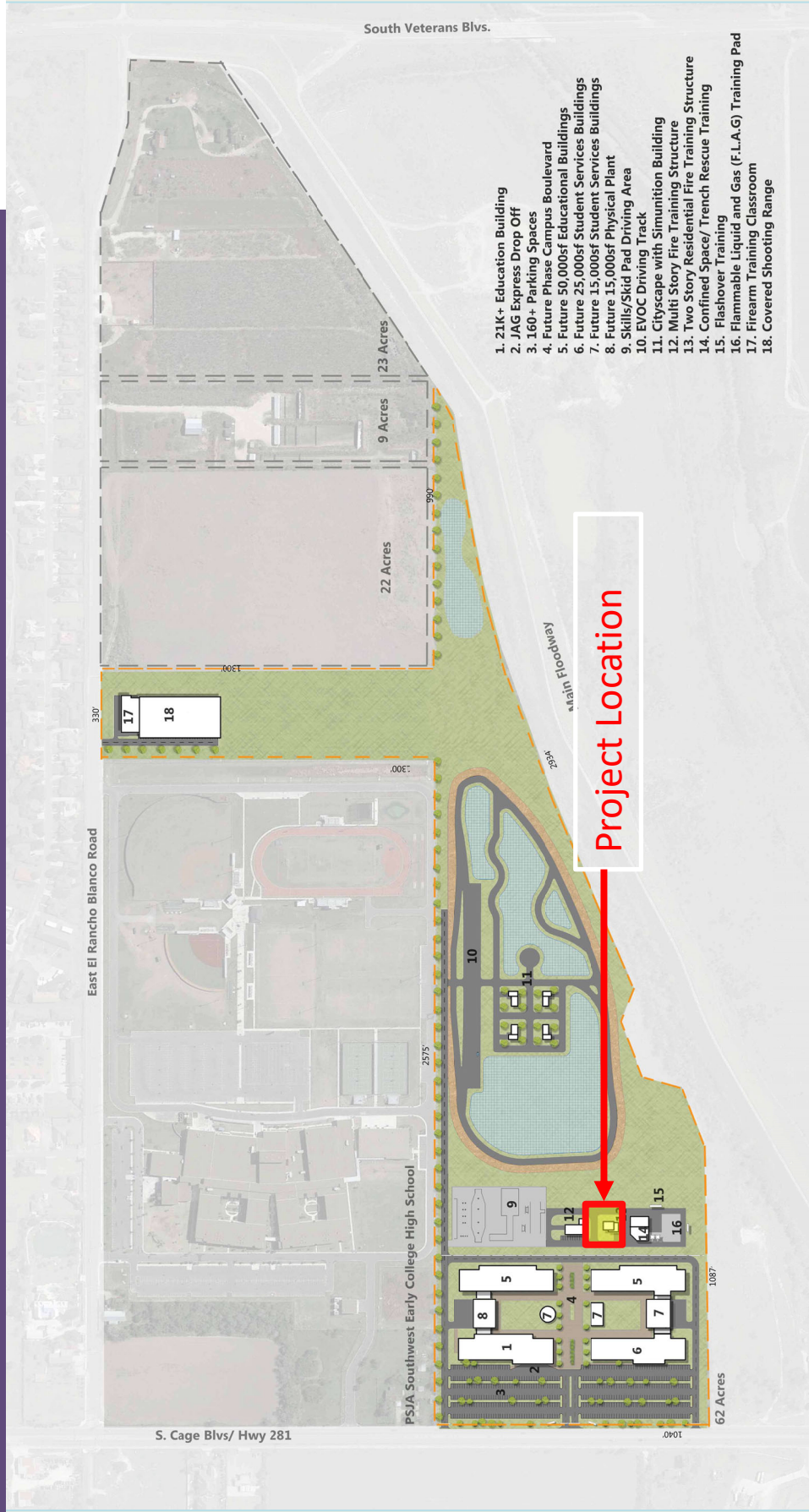
## Two Story Residential Fire Training Structure

CIP-2122-015



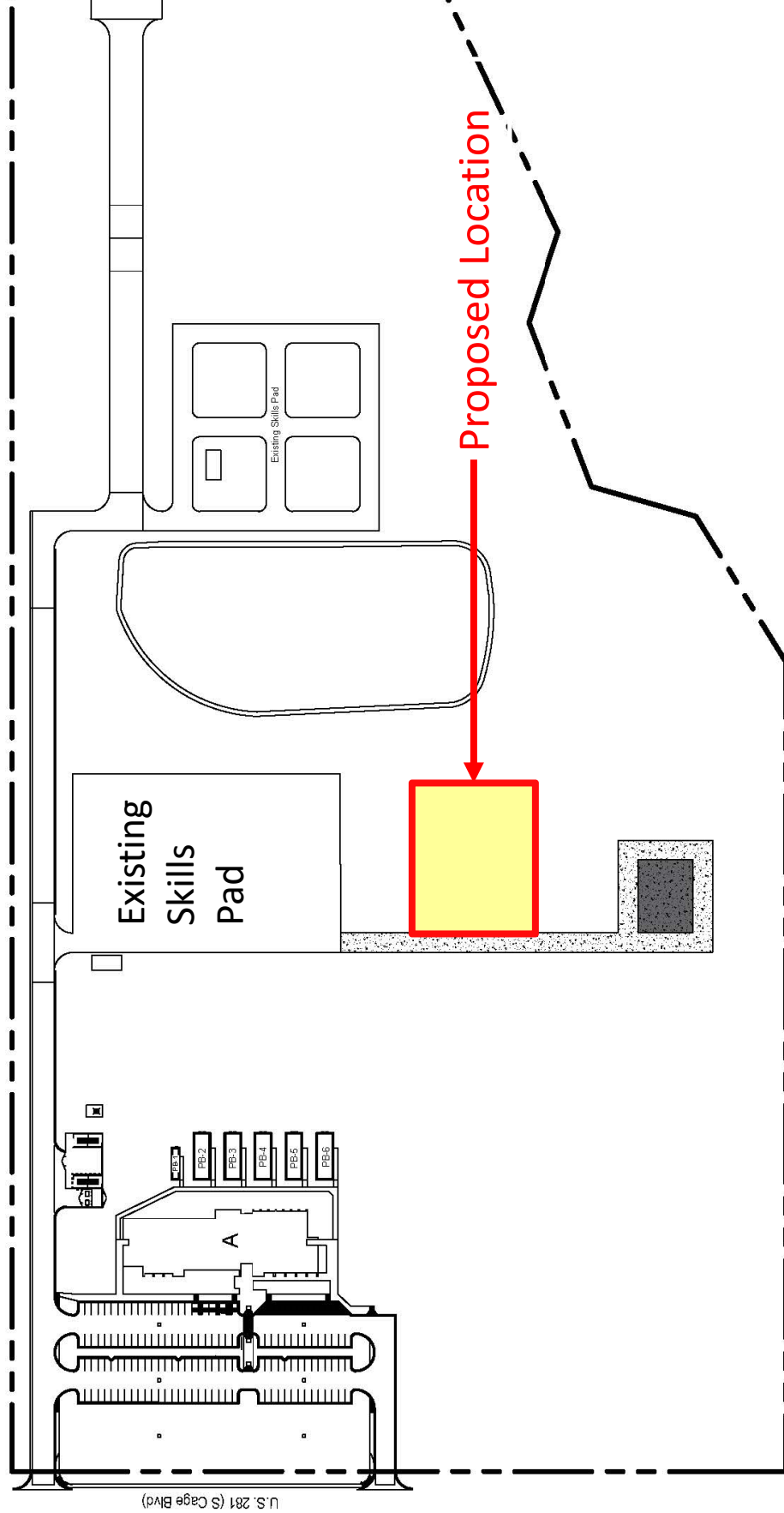
**SOUTH TEXAS  
COLLEGE**

# RCPSE Two-Story Residential Fire Training Structure Proposed Project Site



Master Plan  
Regional Center for Public Safety Excellence

# RCPSE Two-Story Residential Fire Training Structure Proposed Project Location



# RCPSE Two-Story Residential Fire Training Structure

## Proposed Scope & Budget



### Requested By

RCPSE Staff

### Scope of Work

Construction of a 2-story residential building to be used as a fire training structure, including several fire training elements and live fire props.

### Estimated Total Project Budget

Construction	\$ 1,250,000
Design	125,000
Miscellaneous	31,250
FFE	68,750
Technology	<u>106,250</u>
Total Project Budget	\$ <b>1,581,250</b>

**Consent Agenda Item:**

**e. Approval of Solicitation of Engineering Services for Selected  
FY2021 - 2022 Renewals & Replacements Projects**

Approval of authorization to proceed with solicitation of engineering services for the following projects is requested.

- i. Pecan Campus Resurfacing of East Drive
- ii. Pecan Campus South Academic Building J Generator Replacement
- iii. Nursing and Allied Health Campus NAH East Building A Generator Replacement

**Purpose**

The Board is asked to approve the solicitation of engineering services for the selected projects at various campuses.

**Justification**

Solicitation of Request for Qualifications (RFQ) for engineering 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.

**Scheduling Priority**

These projects have been developed through the annual Deferred Maintenance process. They have been reviewed by the Facilities Planning & Construction department and Administration, the President's Cabinet, the Coordinated Operations Council, and the Facilities Committee. These projects are scheduled as non-educational and routine improvements.

**Background**

On June 22, 2021, the Board approved the proposed Renewals & Replacements projects as part of the College's FY 2021 - 2022 budgets.

The projects and associated scopes of work are summarized as follows:

**i. Pecan Campus Resurfacing of East Drive (2022-017R)**

The project consists of resurfacing the asphalt.

- Design and construction of the resurfacing of the asphalt paving

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

<b>Pecan Campus Resurfacing of East Drive Total Project Budget</b>	
<b>Budget Item</b>	<b>Project Total</b>



Construction	\$250,000
Design	25,000
Miscellaneous	5,000
<b>Total Project Budget</b>	<b>\$280,000</b>

ii. **B. Pecan Campus South Academic Building J Generator Replacement (2022-019R)**

The project consists of replacing the existing generator.

- Design and construction of the generator installation.
- Replacement of a diesel fuel generator with a new natural gas generator.

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

<b>Pecan Campus South Academic Building J Generator Replacement Total Project Budget</b>	
<b>Budget Item</b>	<b>Project Total</b>
Construction	\$250,000
Design	25,000
Miscellaneous	5,000
<b>Total Project Budget</b>	<b>\$280,000</b>

iii. **C. Nursing and Allied Health Campus NAH East Building A Generator Replacement (2022-023R)**

The project consists of replacing the existing generator.

- Design and construction of the generator installation.
- Replacement of a diesel fuel generator with a new natural gas generator.

The project budget is \$422,000 and itemized in the table below:

<b>Nursing and Allied Health Campus NAH East Building A Generator Replacement Total Project Budget</b>	
<b>Budget Item</b>	<b>Project Total</b>
Construction	\$375,000
Design	37,500
Miscellaneous	9,500
<b>Total Project Budget</b>	<b>\$422,000</b>

The total of the combined project budgets is \$982,000 and is itemized in the table below:

<b>Combined Project Budgets</b>	
<b>Budget Item</b>	<b>Project Amount</b>
Pecan Plaza East Building B Dance Studio Improvements	\$280,000
Technology Campus Exterior Solar Panel Structure	280,000
Nursing and Allied Health Campus East Building A Occupational Therapy Kitchen Lab Expansion	422,000
<b>Total Projects Budgets</b>	<b>\$982,000</b>

The recommendations to approve contracting engineering services for each of the projects will be presented as separate agenda items at a future date. Based on the evaluations of the engineers' Statements of Qualifications, it is possible for one (1) engineering firm to be awarded more than one (1) of these projects.

#### **Funding Source**

Funds for these projects are budgeted in the Renewals & Replacements Fund for use in fiscal year 2021 - 2022.

#### **Enclosed Documents**

Facilities Planning & Construction staff has prepared presentations of the projects and preliminary layouts of the spaces for the Board's review and information.

The Facilities Committee recommended Board approval of the solicitation of engineering services for the selected projects as presented.

#### **Recommendation:**

It is recommended that the Board of Trustees of South Texas College approve and authorize the solicitation of engineering services for the selected projects as presented.

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

The Board of Trustees of Trustees of South Texas College approves and authorizes the solicitation of engineering services for the selected projects as presented.

#### **Approval Recommended:**

**Dr. Ricardo J. Solis**  
**President**



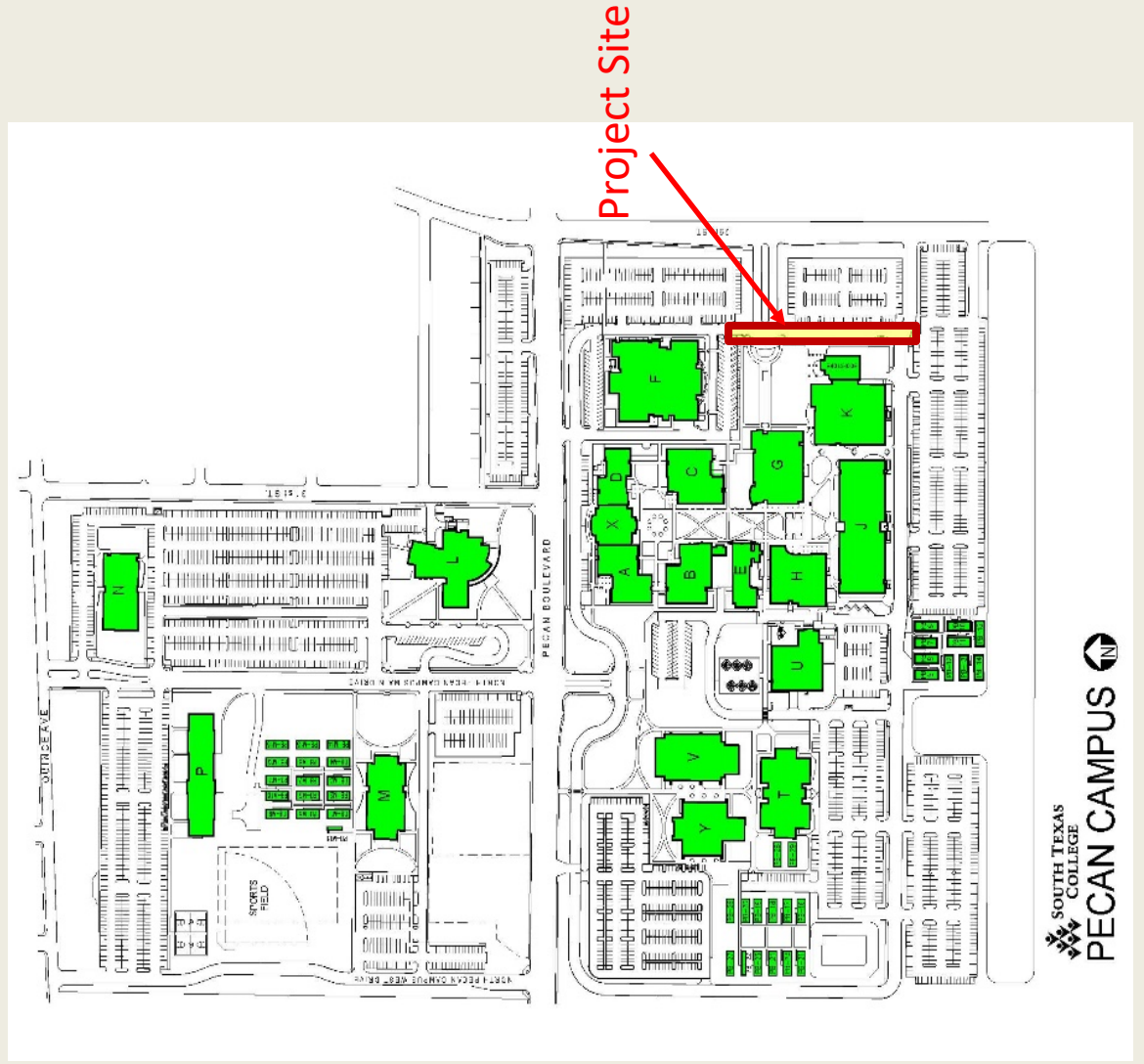
## Pecan Campus – Resurfacing of East Drive



**SOUTH TEXAS  
COLLEGE**



# Pecan Campus Resurfacing of East Drive Proposed Site





# Pecan Campus Resurfacing of East Drive South View



# Pecan Campus Resurfacing of East Drive

## Proposed Scope & Budget



### Requested By

Planning and Operations & Maintenance Department

### Scope of work

Replacement of asphalt paved surface at drive.

### Estimated Total Project Budget

Construction	\$ 250,000
Design	25,000
Miscellaneous	<u>5,000</u>
Total Project Budget	\$ 280,000





# **Pecan Campus South Academic Building J Generator Replacement**

# Pecan Campus South Academic Building J Generator Replacement Project



Project Site



# Pecan Campus South Academic Building J Generator Replacement Project



# Pecan Campus South Academic Building J

## Generator Replacement Project Budget



### **Requested By**

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**

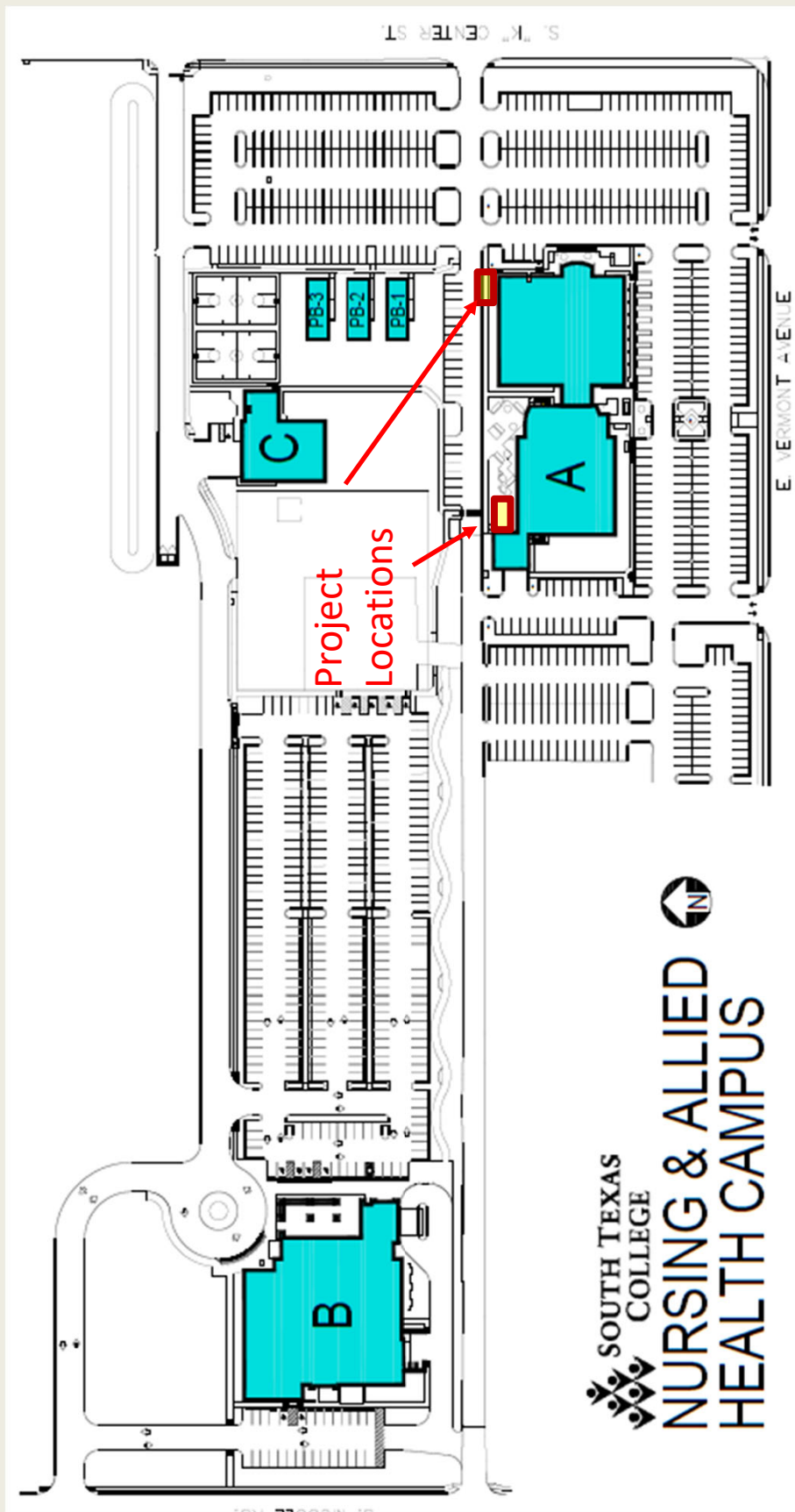
Construction	\$ 250,000
Design	25,000
Miscellaneous	<u>5,000</u>
Total Project Budget	\$ 280,000





# **Nursing and Allied Health Campus East Building A Generator Replacements**

# Nursing and Allied Health Campus East Building A Generator Replacements Proposed Site





# Nursing and Allied Health Campus East Building A Generator Replacements

## Existing Generator Views



Generator Location at Northeast End  
of Building A



Generator Location at Northwest End  
of Building A

## Nursing and Allied Health Campus East Building A Generator Replacements Proposed Scope & Budget



### **Requested By**

Planning and Operations & Maintenance Department

### **Scope of work**

Replacement of two (2) diesel fuel generators with two (2) natural gas generators.

Total Renovated Square Feet = N/A

### **Estimated Total Project Budget**

Construction	\$ 375,000
Design	37,500
Miscellaneous	<u>9,500</u>
Total Project Budget	\$ 422,000

**Consent Agenda Item:**

**f. Approval of Substantial and Final Completion for the Pecan Campus Business and Science Building G Conversion of Two (2) Classrooms to Geology Labs Project**

Approval of substantial and final completion of the Pecan Campus Business and Science Building G Conversion of Two (2) Classrooms to Geology Labs Project is requested.

Project		Completion Recommended	Date Received
1.	Pecan Campus Business and Science Building G Conversion of Two (2) Classrooms to Geology Labs Project No. 2020-008C  Architect: EGV Architects, Inc. Contractor: Tri-Gen Construction, LLC	Substantial Completion	August 19, 2021
		Final Completion Recommended	September 9, 2021

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

College staff visited the site and developed a construction punch list on August 16, 2021. A Certificate of Substantial Completion has been issued. Final Completion, including punch list items, was accomplished as required in the Owner/Contractor agreement for this project. It is recommended that substantial and final completion and release of final payment for this project with Tri-Gen Construction, LLC be approved. The original cost approved for this project was \$114,000.

The following table summarizes the current budget status:

Pecan Campus Business and Science Building G Conversion of Two (2) Classrooms to Geology Labs					
Construction Budget	Approved Proposal Amount	Net Total Change Orders	Current Project Cost	Previous Amount Paid	Remaining Balance
\$188,000.00	\$114,000.00	\$4,268.23	\$118,268.23	\$112,354.82	\$5,913.41

On September 9, 2021, Facilities Planning & Construction staff inspected the site to confirm that all punch list items were completed.

**Enclosed Documents**

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



The Facilities Committee recommended Board approval of substantial and final completion and release of final payment of \$5,913.41 to Tri-Gen Construction, LLC for the Pecan Campus Business and Science Building G Conversion of Two (2) Classrooms to Geology Labs Project as presented.

**Recommendation:**

It is recommended that the Board of Trustees of South Texas College approve and authorize substantial and final completion and release of final payment of \$5,913.41 to Tri-Gen Construction, LLC for the Pecan Campus Business and Science Building G Conversion of Two (2) Classrooms to Geology Labs Project as presented.

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

The Board of Trustees of Trustees of South Texas College approves and authorizes substantial and final completion and release of final payment of \$5,913.41 to Tri-Gen Construction, LLC for the Pecan Campus Business and Science Building G Conversion of Two (2) Classrooms to Geology Labs Project as presented.

**Approval Recommended:**

**Dr. Ricardo J. Solis**  
**President**

## Pecan Campus Business and Science Building G

### Conversion of Two (2) Classrooms to Geology Labs



## Pecan Campus Business and Science Building G

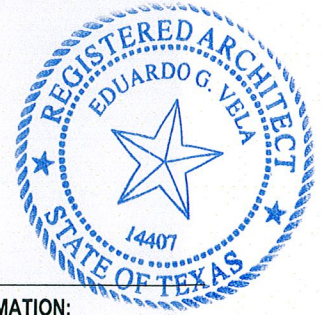
### Conversion of Two (2) Classrooms to Geology Labs







# AIA® Document G704® – 2017



## Certificate of Substantial Completion

<b>PROJECT:</b> <i>(name and address)</i> South Texas College Pecan Campus Building G Physical Science Classroom Conversion 3200 W. Pecan Blvd. McAllen, TX 78501	<b>CONTRACT INFORMATION:</b> Contract For: General Construction  Date: April 8, 2021	<b>CERTIFICATE INFORMATION:</b> Certificate Number: 1  Date: August 19, 2021
<b>OWNER:</b> <i>(name and address)</i> South Texas College 3201 W. Pecan Blvd. McAllen, TX 78501	<b>ARCHITECT:</b> <i>(name and address)</i> EGV Architects, Inc. P O Box 8627 Hidalgo, TX 78557	<b>CONTRACTOR:</b> <i>(name and address)</i> Tri-Gen Construction 2900 N. Texas Blvd., Ste. 201 Weslaco, TX 78596

The Work identified below has been reviewed and found, to the Architect's best knowledge, information, and belief, to be substantially complete. Substantial Completion is the stage in the progress of the Work when the Work or designated portion is sufficiently complete in accordance with the Contract Documents so that the Owner can occupy or utilize the Work for its intended use. The date of Substantial Completion of the Project or portion designated below is the date established by this Certificate.  
*(Identify the Work, or portion thereof, that is substantially complete.)*

Entire project with the exception of the items listed on the punch list.

EGV Architects, Inc.  
**ARCHITECT** *(Firm Name)*

  
**SIGNATURE**

Eduardo G. Vela, Architect  
 / President  
**PRINTED NAME AND TITLE**

August 19, 2021  
**DATE OF SUBSTANTIAL COMPLETION**

### WARRANTIES

The date of Substantial Completion of the Project or portion designated above is also the date of commencement of applicable warranties required by the Contract Documents, except as stated below:  
*(Identify warranties that do not commence on the date of Substantial Completion, if any, and indicate their date of commencement.)*

As per date of substantial completion above.

### WORK TO BE COMPLETED OR CORRECTED

A list of items to be completed or corrected is attached hereto, or transmitted as agreed upon by the parties, and identified as follows:  
*(Identify the list of Work to be completed or corrected.)*

Refer to attached punch list items.

The failure to include any items on such list does not alter the responsibility of the Contractor to complete all Work in accordance with the Contract Documents. Unless otherwise agreed to in writing, the date of commencement of warranties for items on the attached list will be the date of issuance of the final Certificate of Payment or the date of final payment, whichever occurs first. The Contractor will complete or correct the Work on the list of items attached hereto within Thirty (30) days from the above date of Substantial Completion.

Cost estimate of Work to be completed or corrected: \$5,000.00

The responsibilities of the Owner and Contractor for security, maintenance, heat, utilities, damage to the Work, insurance, and other items identified below shall be as follows:  
*(Note: Owner's and Contractor's legal and insurance counsel should review insurance requirements and coverage.)*

Owner assumes responsibility for security, maintenance, heat, utilities, damage to the work and insurance as of substantial completion date.

The Owner and Contractor hereby accept the responsibilities assigned to them in this Certificate of Substantial Completion:



Tri-Gen Construction

**CONTRACTOR** (*Firm  
Name*)

SIGNATURE

Jorge Gonzalez,  
President

PRINTED NAME AND TITLE

DATE

South Texas College

**OWNER** (*Firm Name*)

SIGNATURE

Dr. Ricardo J. Solis,  
College President

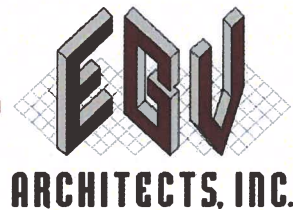
PRINTED NAME AND TITLE

DATE

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User Notes:

(3B9ADA4E)



September 9, 2021

South Texas College  
Mr. Ricardo De La Garza, Director of  
Facilities Planning and Construction  
P. O. Box 9701  
McAllen, TX 78501

Re: South Texas College Pecan Campus Building G Physical Science Labs Renovation

Dear Mr. De La Garza,

As per final walk-through this afternoon at 3:00 pm, all work has been performed as per manufacturer's specifications. Tri-Gen Construction has completed the punch list items. We recommend release of final payment to Tri-Gen Construction for the above referenced project once the closing documents have been submitted.

If you have any questions please call at (956) 843-2987.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Eduardo G. Vela', is written over a horizontal line.

Eduardo G. Vela, Architect

XC: Tri-Gen Construction, Connie Bearden

# Project Fact Sheet

9/9/2021

<b>Project Name:</b>	Pecan Campus - Business and Science Building G Classroom Renovation					<b>Project No.</b>	2020-008C
<b>Funding Source(s):</b>	Unexpended Plant Fund						
	<b>FY 19-20</b>			<b>FY 20-21</b>			
		<b>FY 19-20 Actual</b>	<b>Variance of Project Budget vs. Actual</b>		<b>FY 20-21 Actual</b>	<b>Variance of Project Budget vs. Actual</b>	<b>Total Actual Expenditures To Date</b>
	<b>Project Budget</b>	<b>Expenditures</b>	<b>Expenditures</b>	<b>Project Budget</b>	<b>Expenditures</b>	<b>Expenditures</b>	
Construction:	\$ 188,000.00	\$ -	\$ 188,000.00	\$ 188,000.00	\$ 112,354.82	\$ 75,645.18	\$ 112,354.82
Other Construction Cost *	-	-	-	-	-	-	-
Design:	18,000.00	1,620.00	16,380.00	18,000.00	7,841.08	10,158.92	9,461.08
Miscellaneous:	60,000.00	1,818.20	58,181.80	60,000.00	491.27	59,508.73	2,309.47
FFE:	67,000.00	-	67,000.00	67,000.00	-	67,000.00	-
Technology:	-	-	-	-	-	-	-
<b>Total:</b>	<b>\$ 333,000.00</b>	<b>\$ 3,438.20</b>	<b>\$ 329,561.80</b>	<b>\$ 333,000.00</b>	<b>\$ 120,687.17</b>	<b>\$ 212,313</b>	<b>\$ 124,125.37</b>

\*Other Construction Costs: Data Drop installation, no cost incurred to date

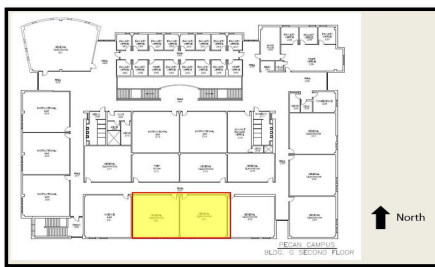
<b>Project Team</b>		<b>Board Status</b>			
<b>Approval to Solicit</b>		<b>Board Approval of Schematic Design</b>	9/22/2020	Contract Amount	Actual Expenditures
<b>Architect/Engineer:</b>	12/10/2019			Vendor	Variance
<b>Architect/Engineer:</b>	EGV Architects			EGV Architects	\$ 10,800.00 \$ 9,461.08 \$ 1,338.92
<b>Contractor:</b>	Tri-Gen Construction			Tri-Gen Construction	\$ 118,268.23 \$ 112,354.82 \$ 5,913.41
		<b>Substantial Completion</b>	8/19/2021	<b>Board Acceptance</b>	TBD
<b>STC FPC Project Manager:</b>	Sam Saldana	<b>Final Completion</b>	9/9/2021	<b>Board</b>	TBD

<b>Project Description</b>	<b>Project Scope</b>
The project will consist of Converting two (2) classrooms in the Business and Science Building G into Geology Labs to be used for Geology Classes by the Science Department. The original construction budget of \$188,000 was planned for the conversion of 3 classrooms to geology labs, but was revised to \$135,000 for the renovation of only 2 classrooms to geology labs.	Addition of Lab sink, eye wash station, lab tables, lab chairs, and additional electrical outlets. Square feet for both labs is 1,584 sf.

<b>Projected Timeline</b>						
Board Approval of Architect/Engineer	Board Approval of Schematic Design	Board Approval of Contractor	Construction Start Date	Substantial Completion Date	FFE Completion of Move In	Final Completion Date
3/31/2020	9/22/2020	3/30/2021	5/14/2021	8/19/2021	9/17/21	9/9/2021
<b>Project Calendar of Expenditures by Fiscal Year</b>						
<b>Fiscal Year</b>	<b>Construction</b>	<b>Design</b>	<b>Misc.</b>	<b>FFE</b>	<b>Tech</b>	<b>Project Total</b>
2019-20	\$ -	\$ 1,620.00	\$ 1,818.20	\$ -	\$ -	\$ 3,438.20
2020-21	112,354.82	7,841.08	491.27	-	-	120,687.17
<b>Project Total</b>	<b>\$ 112,354.82</b>	<b>\$ 9,461.08</b>	<b>\$ 2,309.47</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 124,125.37</b>

**Current Agenda Item**

9/14/21 Facilities Committee: Review and Approval of Substantial and Final Completion for the Pecan Campus Business and Science Building G Conversion of Two (2) Classrooms to Geology Labs Project



Floor Plan



Site Plan

FPC Project Manager \_\_\_\_\_ FPC Asst. Director \_\_\_\_\_ FPC Director \_\_\_\_\_



## **Review and Approval of Increase of Construction Budget and Approval of Proposed Changes to the Design of the Pecan Campus Library Building F Expansion and Renovation Project**

Approval of an increase to the construction budget and approval of the proposed changes to the design of the Pecan Campus Library Building F Expansion and Renovation project is requested.

### **Purpose**

College staff has proposed modifications to the design of the floor plan developed by ERO Architects and previously approved by the Board of Trustees. Modifications are necessary due to additional space requested by Administration.

### **Justification**

Approval of the proposed changes to the design are necessary for the architect to modify the plans and specifications to meet the additional space requirements.

### **Scheduling Priority**

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

### **Background**

On February 23, 2021, the Board of Trustees approved the schematic design of the project as designed by ERO Architects. College staff and Administration have since determined additional needs for the facility.

Below are the changes to the floor plan design proposed by College staff and Administration:

- Enlarging the meeting space to accommodate additional seating
- The addition of a separate meeting room
- Relocating the following areas within the library:
  - The Library Technical Services area
  - The Extended Hours Open Computer Lab
  - Staff offices and workstations
  - Storage spaces

The proposed changes are not expected to add additional square footage to the project but will add additional costs to the project and delay the start of the construction:

- Architectural and Consulting Fees - ERO Architects has proposed a cost of \$116,352 in additional design fees to redesign the space and modify the drawings as necessary.
- Construction Costs - ERO Architects has stated that the proposed changes will not cause additional construction costs. Other construction costs are described below under Construction Cost Increase.
- Furniture Fixture & Equipment (FFE) Costs – College staff estimates that there may be an additional \$150,000 - \$175,000 cost in FFE.
- Technology Costs – College staff estimates that there may be an additional \$250,000 - \$300,000 cost in technology equipment.

### **Construction Cost Increase**

The architect's estimate of the probable construction cost for the current approved schematic design has increased from \$11,416,981 to \$12,398,054, due to the following factors:

- Increased cost of shipping
- Increased cost of steel
- Increased cost of manufacturing
- Extension of delivery time
- General Inflation
- Limited supply

The scope of the proposed changes are not expected to significantly contribute to these construction costs increases.

The current Owner/Architect Agreement states the total construction cost is not to exceed the \$11.5 million construction budget. Based on the updated construction estimate provided by the architect, the construction budget is projected to increase by \$900,000 to a total of \$12.4 million.

### **Funding Source**

Funds for the Pecan Campus Library Building F Renovation and Expansion Project 2016-018C are budgeted in the Unexpended Construction Plant Fund for use in fiscal year 2021 - 2022.

Below are the funds allocated for FY 2021 - 2022.

<b>Pecan Campus Library Building F Renovation and Expansion Fiscal Year 2021 - 2022 Budget</b>	
<b>Construction Budget</b>	<b>Amount</b>
Construction	\$3,375,000
Design	323,000
Miscellaneous	80,000
<b>Total FY 21 - 22 Budget</b>	<b>\$3,778,000</b>

Additional funds will be budgeted for the remainder of the project in subsequent fiscal years.

Below is the total project budget.

<b>Pecan Campus Library Building F Renovation and Expansion Total Project Budget</b>			
<b>Budget Item</b>	<b>Original Project Budget</b>	<b>Estimated Revised Amount</b>	<b>Variance</b>
Construction	\$11,500,00	\$12,400,000	\$900,000
Design	1,150,000	1,240,000	90,000
Miscellaneous	345,000	345,000	0
FFE	920,000	1,095,000	175,000
Technology	1,035,000	1,335,000	300,000
Contingency	600,000	600,000	0
<b>Total Project Budget</b>	<b>\$15,550,000</b>	<b>17,015,000</b>	<b>1,465,000</b>

The Total Project Budget will require revisions if the proposed plan changes are approved.

#### **Reviewers**

The proposed design changes have been reviewed by Administration and College staff from the Library and Learning Support Services group and the Facilities Planning & Construction department.

#### **Enclosed Documents**

Enclosed are the proposed changes to the architect's floor plan design for the Committee's review and information.

#### **Recommendation:**

It is recommended that the Board of Trustees of South Texas College approve and authorize the increase to the construction budget of \$900,000 for a total of \$12.4 million, and the proposed changes to the floor plan design of the Pecan Campus Library Building F Expansion and Renovation 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 increase to the construction budget of \$900,000 for a total of \$12.4 million, and the proposed changes to the floor plan design of the Pecan Campus Library Building F Expansion and Renovation as presented.

**Approval Recommended:**

**Dr. Ricardo J. Solis**  
**President**

## **Review and Action as Necessary on Contract Amendment for ERO Architects for the Pecan Campus Library Building F Renovation and Expansion Project**

Approval of contract amendment for additional design services and basic design services fees with ERO Architects for the Pecan Campus Library Building F Renovation and Expansion is requested.

### **Purpose**

Authorization is requested to approve additional services with ERO Architects to revise the current schematic design to incorporate the proposed changes from Administration and College staff and to amend the architect's contract to include an adjustment to the architect's basic services fees based on the revised estimated construction budget.

### **Justification**

Additional services are needed to incorporate the proposed changes, as requested by the College, into the previously provided schematic design. An adjustment to the architect's basic design services fee is necessary to reflect the revised estimated construction budget. A contract amendment would be required to amend the Owner/Architect Agreement as necessary.

### **Background**

On June 25, 2019, the Board of Trustees approved contracting architectural services with ERO architects to evaluate the existing facility, provide recommendations to the Board, and prepare plans for the renovation and expansion.

On February 23, 2021, the Board of Trustees approved the schematic design of the project as designed by ERO Architects. As presented in a previous item on the agenda, Administration and College staff have proposed changes to the approved schematic design.

The additional scope of the architect's services are as follows:

- Enlarging the meeting space to accommodate additional seating
- The addition of a separate meeting room
- Relocating the following areas within the library:
  - The Library Technical Services area
  - The Extended Hours Open Computer Lab
  - Staff offices and workstations
  - Storage spaces
- Updating the project design and construction schedules
- Updating the construction cost estimate

### **Additional Services for Design Changes**

Additional design services will be required to incorporate the proposed changes into the schematic design. The current agreement with ERO Architects allows for additional services to be added to their scope with the College's approval.

ERO Architects has provided a proposal for the additional services requested, which increases the design fees for the architect and consultant by \$116,352. The design fees are itemized in the following table:

<b>Pecan Campus Library Building F Renovation and Expansion Additional Design Fees</b>	
<b>Item</b>	<b>Amount</b>
ERO Architects	\$56,275
Halff – Mechanical, Electrical, Plumbing	36,500
Halff – Information Technology Systems	13,000
<b>Subtotal</b>	<b>105,775</b>
Cost Plus 10%	10,577
<b>Total</b>	<b>\$116,352</b>

#### **Adjusted Fee Based on Increase to Construction Budget**

The architect's estimate of the probable construction cost for the current approved schematic design is \$11,416,981, which was within the construction budget of \$11.5M.

The architect stated that the proposed changes would not necessitate an increase in the construction costs. However, due to the current construction market trends, the architect has estimated the probable construction cost for the project would increase to \$12,398,054.

The architect is currently under contract to ensure the total construction cost does not exceed \$11.5 million dollars. An amendment to the architectural services contract would be necessary to increase the construction budget to \$12,400,000. In addition, the architect's basic design services fee is based on a percentage of the total construction budget, and would need to be adjusted accordingly.

On November 26, 2019, the Board of Trustees approved the architectural and consultant fees amount of \$971,343.50 based on a percentage of the \$11.5 million construction budget. The architect's current contract fees are as follows:

<b>Feasibility, Design, and Construction Administration – Based on \$11.5M</b>			
	<b>ERO Architects</b>	<b>Consultants</b>	<b>Total</b>
Architect Basic Service including Library Consultant (7.25% of total construction budget)	\$833,750	\$0	\$833,750
Civil Engineering	-	60,420	60,420
Landscape Architect	-	9,198	9,198
Technology Consultant	-	55,467	55,467
Additional Svcs. Management (10% of total consultant fees)	12,508.50	-	12,508.50
<b>Total:</b>	<b>\$846,258.50</b>	<b>\$125,085</b>	<b>\$971,343.50</b>
Percent of \$11.5M Budget:	7.36%	1.09%	8.45%

A breakdown of the adjusted fee, which incorporates design services already rendered and paid and the increased construction budget, follows in the table below:

<b>Adjusted Fee for ERO Architects</b>	
<b>Completed Phases at 7.25% of \$11.5M</b>	
Feasibility Phase (15%)	\$125,062.50
Schematic Design (15%)	125,062.50
Design Development (15%)	125,062.50
Construction Document (10% of the total 35% fee)	29,181.25
<b>Remaining Phases at 7.25% of \$12.4M</b>	
Construction Document (90% of the total 35% fee)	283,185.00
Bidding & Negotiations (5%)	44,950.00
Construction Administration (15%)	134,850.00
<b>Adjusted Basic Services Fee Total</b>	<b>\$867,353.75</b>
Original Fee of 7.25% @ \$11.5M	833,750.00
<b>Total Adjustment to Basic Services Fee</b>	<b>\$33,603.75</b>

The architect's fees would need to be adjusted to reflect the revised construction budget. The fees previously paid for completed phases would not be affected or changed by this adjustment, as per the Owner/Architect agreement.

The total adjusted fee, including the current Architect/Consultant fees, the fees for additional design services for the proposed plan changes, and the adjusted fees based on the increased construction budget of \$12.4M, is \$1,121,299.25 per the table below:

<b>Total Adjusted / Additional Fee</b>	
Current Architect/Consultant Fees	\$971,343.50
Architect/Consultant Design Fees for Additional Services	116,352.00
Adjustment to Basic Services Fee Based on \$12.4M	33,603.75
<b>Total Adjusted/Additional Fees</b>	<b>\$1,121,299.25</b>

### **Funding Source**

Funds for the Pecan Campus Library Building F Renovation and Expansion Project 2016-018C are budgeted in the Unexpended Construction Plant Fund for use in fiscal year 2021 - 2022.

### **Presenters**

Representatives from ERO Architects will be present at the Facilities Committee meeting to address any questions related to the proposed additional services.



On September 14, 2021, ERO Architects presented its fee adjustment, but staff had not yet had sufficient time to review the proposed adjustment. The Facilities Committee did not recommend Board action, and instead asked administration to review the proposed fee adjustment.

Staff has subsequently reviewed the proposed fee adjustment and recommends approval. The proposal is in accordance with the current contract, and appropriate to the scope of work. Administration recommends approval of the contract amendment as presented.

**Recommendation:**

It is recommended that the Board of Trustees of South Texas College approve and authorize a contract amendment for additional design services of \$116,352 and an adjustment of \$33,603.75 to the basic design services fees based on a revised construction budget of \$12,400,000 with ERO Architects for the Pecan Campus Library Building F Renovation and Expansion project as presented.

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

The Board of Trustees of Trustees of South Texas College approves and authorizes a contract amendment for additional design services of \$116,352 and an adjustment of \$33,603.75 to the basic design services fees based on a revised construction budget of \$12,400,000 with ERO Architects for the Pecan Campus Library Building F Renovation and Expansion project as presented.

**Approval Recommended:**

**Dr. Ricardo J. Solis**  
**President**



# AIA<sup>®</sup> Document G802<sup>™</sup> – 2017

## Amendment to the Professional Services Agreement

**PROJECT:** *(name and address)*  
Renovation and Expansion of the  
Existing Pecan Campus Library  
3201 W. Pecan Blvd.  
McAllen, TX 78501

**AGREEMENT INFORMATION:**  
Date: October 30, 2019

**AMENDMENT INFORMATION:**  
Amendment Number: 002

Date: September 22, 2021

**OWNER:** *(name and address)*  
South Texas College  
3201 W. Pecan Blvd  
McAllen, TX 78501

**ARCHITECT:** *(name and address)*  
ERO Architects  
P.O. Box 720428  
McAllen, Texas 78504

The Owner and Architect amend the Agreement as follows:

Under the AIA B101-2017 Agreement between Owner and Architect, specifically Articles 4.2 Architect's Additional Services and 11.3 Compensation for Additional Services, for the modifications of the approved Design Development phase drawings per Exhibit No. 1.

1.1.3 The Owner's Budget for the Cost of the Work shall be adjusted from Eleven Million Five Hundred Thousand Dollars (\$11,500,000) to Twelve Million Four Hundred Thousand Dollars (\$12,400,000), and corresponding adjustments related to Basic Services identified in paragraph 11.1.1.

The Architect's compensation and schedule shall be adjusted as follows:

Compensation Adjustment:

For Additional Services identified in G802-002, Exhibit No. 1 the compensation shall be \$116,352.

For Basic Services the fee will be adjusted with the new approved budget for the Scope of Work.

Schedule Adjustment:

Reference Exhibit No. 1.

### SIGNATURES:

ERO Architects

**ARCHITECT** *(Firm name)*

**OWNER** *(Firm name)*

**SIGNATURE**

Eli Ochoa, PE, AIA, Principal

**PRINTED NAME AND TITLE**

September 22, 2021

**DATE**

**SIGNATURE**

**PRINTED NAME AND TITLE**

**DATE**



September 17, 2021

Ricardo De La Garza  
 Director of Facilities Planning & Construction  
 Facilities Planning & Construction  
 P.O. Box 9701  
 McAllen, Tx 78501  
 P: (956) 872-3737  
 F: (956) 872-3747

Re: ERO Architects Professional Services for the Renovation and Expansion of the Existing Pecan Campus Library Project – Additional Services.

Dear Mr. Ricardo De La Garza:

ERO Architects is pleased to provide this proposal for Additional Services of the Renovation and Expansion of the Existing Pecan Campus Library Project based upon South Texas College (STC) Facilities Committee request on September 14, 2021. The approved Program of Spaces, Schematic Design layout, Design Development plans and ten percent of Construction Drawings have changed based on the direction of STC as noted in the PCN Library Renovation - Location of Revised Areas as prepared by the office of Facilities Planning & Construction on September 2, 2021. (See attachment A.)

The basis of this proposal is the AIA B101 – 2017 Owner and Architect Agreement signed on October 13, 2019, and under Articles 4.2 Architect's Additional Services and 11.3 & 11.4 Compensation for Additional Services and Compensation for Supplemental and Additional Services; services necessitated by a change of scope in the initial information, previous instructions or approvals given by the Owner.

The following includes the Scope of Work and Compensation for Additional Services as it pertains to the Renovation and Expansion of the Existing Pecan Campus Library Project – Additional Services:

**Additional Services – Scope of Work**

1. ERO will provide the following:
  - A. Drawings:
    - b. Revise floor plan layout and dimensions.
    - c. Revise reflected ceiling plans, furr downs and dimensions.
    - d. Revise interior view ports, detail components and annotations.
    - e. Revise room names and numbers, door tags, and interior glazing tags.
    - f. Revise wall sections, wall details, and plan detail sheets.
    - g. Revise interior partitions, doors and room schedules.
    - h. Revise exterior elevations. (South Façade.)
    - i. Revise site plan. (West Entrance.)
    - j. Coordinate all affected work with consultants.

*Renovation and Expansion of the Existing Pecan Campus Library Project*  
*September 17, 2021*  
*Page 1*



- B. Probable Cost of Construction (PCC) and Project schedule.
  - a. Revise the PCC for the new Scope of Work.
  - b. Revise Consulting schedule.
- C. Code Compliance
  - a. Revise Code Compliance.
- D. Interior Design
  - a. Revise Interior Design.
- E. Structure
  - a. Revise STC's Design Horizontal Bracing Structure.

#### **Exclusions**

The following items are excluded from this proposal:

- a. Renderings of new spaces and new exterior elevations.
- b. Furniture, fixtures and equipment planning and design.

#### **Additional Services - Compensation**

1. The cost for the revised layout of spaces, budget for the cost of work analysis, and schedule development is:

a.	ERO	\$56,275
b.	Halff MEP	\$36,500
c.	Halff ITS	\$13,000
d.	Cost Plus 10%	\$10,577
e.	<b>Total</b>	<b>\$116,352</b>

ERO deliverable will be completed within 30 days when ERO receives a signed agreement by STC and a formal notice to proceed.

#### **Additional Services**

The fees quoted above have been set to meet the specific requirements and change of scope in the initial information, previous instructions or approvals given by the Owner. The fees are subject to increase if the scope is modified from the above mentioned scope of work. Any fee increase for additional services will be discussed and mutually agreed upon.

If acceptable, please sign and return one copy of this proposal to ERO Architects and the signed Amendment to our Agreement. Thank you!

Respectfully submitted,

A handwritten signature in blue ink, appearing to read 'B. Godinez', is positioned above the printed name.

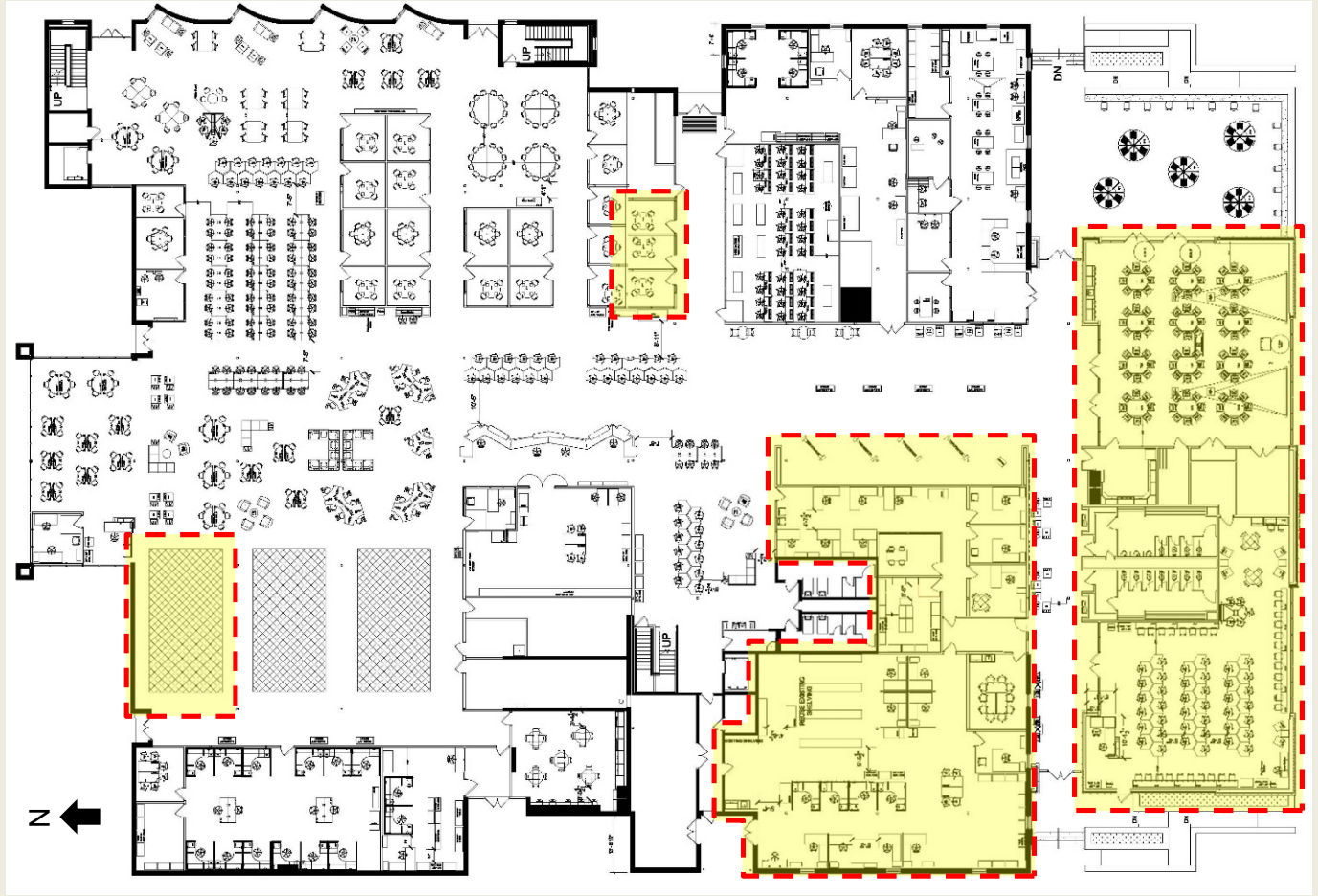
Brian Godinez  
Principal  
ERO Architects

Encl:

- A. PCN Library Renovation - Location of Revised Areas 09.02.21
- B. ERO Fee Schedule
- C. Halff Associates Proposal for MEP & ITS Additional Services and Fee Schedule
- D. Consulting Schedule

# Renovation and Expansion of the Existing Pecan Campus Library

## Original Approved Schematic Design



- Location of  
Revised Spaces

# Renovation and Expansion of the Existing Pecan Campus Library

## Original Approved Schematic Design



- Location of Revised Spaces







# Renovation and Expansion of the Existing Pecan Campus Library

## Proposed Layout



- Location of  
Revised Spaces



ERO Fee Schedule				
Task		Hours	Rate	Total
<b>A. Drawings</b>				
	Nestor Camacho	122	\$155	\$18,910
	Yesenia Suchil	36	\$200	\$7,200
	Larry Alvarez	40	\$165	\$6,600
	Eli Ochoa	4	\$225	\$900
	Robert Pruneda	25	\$200	\$5,000
<b>B. Probable Cost of Construction</b>				
	Nestor Camacho	16	\$155	\$2,480
	Yesenia Suchil	2	\$200	\$400
	Eli Ochoa	3	\$225	\$675
<b>C. Code Compliance</b>				
	Nestor Camacho	4	\$155	\$620
	Yesenia Suchil	2	\$200	\$400
	Eli Ochoa	2	\$225	\$450
<b>D. Interior Design</b>				
	Robert Pruneda	20	\$200	\$4,000
<b>E. Structure</b>				
	Ivan Mata	30	\$200	\$6,000
	Larry Alvarez	16	\$165	\$2,640
	<b>Total:</b>			<b>\$56,275</b>



September 13, 2021

Mr. Eli Ochoa, P.E., Architect  
ERO Architects  
300 S. 8th St.  
McAllen, TX 78501

RE: STC Library Expansion – Additional Services for Layout Reconfiguration

Dear Mr. Ochoa:

Per your request Halff Associates is pleased to submit the enclosed proposal for additional services for the STC Library Expansion Layout Reconfiguration.

Halff has met with ERO to review the floor plan design changes for the STC Library project. We have also discussed the MEP and ITS scope of work required to update the design development deliverables to these newly required Owner floor plan changes.

The scope of this proposal identifies the added scope of work as a lump sum agreement.

Please refer to the attached scope of services in Exhibit 'A' to review the included work. Halff Associates is interested in performing this work, and we are appreciative of the opportunity to work with ERO Architects on this project. If you find these agreeable, you may authorize Halff Associates to proceed by signing the agreement to add services to original contract. We expect to be able to work toward mutually acceptable agreed terms. If you have any questions or concerns, don't hesitate to contact us.

Sincerely,

HALFF ASSOCIATES, INC.

A handwritten signature in blue ink, appearing to read "Jose Delgado", is written over a faint, circular blue stamp.

Jose Delgado, PE, RCDD

## EXHIBIT 'A'

**ADDITIONAL MEP SCOPE OF SERVICES**

Mechanical plan redesign shall consist of:

1. Provide HVAC load calculations and adjustment for floor plan changes.
2. Re-size low pressure and medium pressure ductwork at floor plan areas that have changed.
3. Re-assign single duct boxes for floor plan areas that have changed.
4. Re-schedule mechanical equipment floor plan areas that have changed.

Electrical plan redesign shall consist of the following:

1. Provide electrical outlet and floor box updates as per new floor plan changes.
2. Provide illumination design update as per new floor plan changes.
3. Update electrical load analysis

Plumbing plan redesign shall consist of:

1. Update domestic water line plan to restrooms.
2. Update sanitary sewer plan to restrooms.
3. Update enlarged plumbing sanitary sewer and domestic water plans.
4. Update sanitary sewer riser schematic diagram for update plans.

**ADDITIONAL SPECIALTY DESIGN SCOPE OF SERVICES**

Information Technology System redesign shall consist of:

Special Systems Alarms

1. Update Fire Alarm plans as per new floor plan changes.

Telecommunications

1. Update telecom plans for data/voice and wi-fi access points.
2. Update telecom plans for (CATV/IP).
3. Update telecom plans for digital signage.
4. Update telecom plans for people counters.
5. Update telecom plans for audio-visual locations.

Design Meetings and deliverables

1. The redesign work includes three teleconference style meetings during the redesign phase. No onsite meetings are included.
2. The redesign work includes one review set and a one 100% DD set.
3. The redesign work includes one cost estimate revision at 100% DD submittal.

**PROFESSIONAL FEE**

Halff Associates will perform the defined Scope of Additional Services for the following professional fee:

Exhibit A: MEP/ITS lump sum fee: **\$49,500**

Approved: \_\_\_\_\_

Signature: \_\_\_\_\_

Typed or Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Halff Associates, Inc.  
Fee Schedule - STC Pecan Library Renovation - Additional Services

Phase/Service	Project Manager	PE	EIT	Senior CADD/ Designer	CAD Tech	TOTAL (HOURS)	TOTAL (\$)
<b>Contracted Rate:</b>	<b>\$200</b>	<b>\$140</b>	<b>\$100</b>	<b>\$95</b>	<b>\$60</b>		
<b>Phase 2</b>							
<b>ITS Plans (subtotal)</b>	<b>8</b>	<b>42</b>	<b>25</b>	<b>23.26</b>	<b>13.5</b>	<b>111.76</b>	<b>\$13,000</b>
Special Systems	1	1	14	8		24	\$2,500
Telecommunications	4	20		7	8	39	\$4,745
Design Meetings and deliverables	3	21	11	8.3	6	48.76	\$5,755
<b>Electrical Plans (subtotal)</b>		<b>12</b>	<b>103.8</b>		<b>24</b>	<b>139.8</b>	<b>\$13,500</b>
Electrical plan redesign		12	103.8		24	139.8	\$13,500
<b>Mechanical Plans (subtotal)</b>		<b>8</b>	<b>96</b>		<b>46.33</b>	<b>150</b>	<b>\$13,500</b>
Mechanical plan redesign		8	96		46.33	150.33	\$13,500
<b>Plumbing Plans (subtotal)</b>		<b>8</b>	<b>22.25</b>	<b>49</b>		<b>79</b>	<b>\$8,000</b>
Plumbing plan redesign		8	22.3	49		79.25	\$8,000
<b>QA/QC (subtotal)</b>		<b>8</b>	<b>2</b>		<b>3</b>	<b>13</b>	<b>\$1,500</b>
<b>100%</b>		<b>8</b>	<b>2</b>		<b>3</b>	<b>13</b>	<b>\$1,500</b>
<b>Phase 2 Design Sub-Total (Hours)</b>	<b>8</b>	<b>78</b>	<b>249.05</b>	<b>72.26</b>	<b>86.83</b>	<b>605.9</b>	
<b>Phase 2 Design Sub-Total (\$)</b>	<b>\$1,600</b>	<b>\$10,920</b>	<b>\$24,905</b>	<b>\$6,865</b>	<b>\$5,210</b>		<b>\$49,500</b>
<b>TOTAL HOURS (PRIME CONSULTANT)</b>	<b>8.0</b>	<b>78</b>	<b>249.1</b>	<b>72</b>	<b>87</b>	<b>606</b>	
<b>Sub-Contract:</b>							
<b>TOTAL LABOR PLUS EXPENSES</b>	<b>\$1,876</b>	<b>\$10,920</b>	<b>\$24,905</b>	<b>\$6,865</b>	<b>\$5,210</b>		<b>\$49,500</b>





# PECAN LIBRARY RENOVATION PROJECT

TENTATIVE PROJECT SCHEDULE

ERO PROJECT NO. 19030

UPDATED SEP. 13, 2021

PROJECT PHASE	STARTING	ENDING	PROJECT PHASE	STARTING	ENDING
SCHEMATIC DESIGN - 4 MONTHS	OCT 2020	FEB 23	CONSTRUCTION DOCUMENTS - 6 MONTHS	NOV 15	MAY 2022
DESIGN DEVELOPMENT - 4 MONTHS	MARCH 10	JUNE 30	OWNER REVIEW CD 30% - 2 WEEKS	JAN 17	JAN 28
OWNER REVIEW DD 50% - 2 WEEKS	MAY 3	MAY 16	OWNER REVIEW CD 60% - 2 WEEKS	FEB 28	MARCH 11
OWNER REVIEW DD 100% - 2 WEEKS	JUNE 21	JULY 2	OWNER REVIEW CD 90% - 2 WEEKS	APRIL 18	APRIL 29
CONSTRUCTION DOCUMENTS - 10% CDS	JULY 5	AUG 4	BIDDING & NEGOTIATION - 2 MONTHS	JUN 2022	JULY 2022
HOLD LETTER - NOTICE TO PROCEED*	AUG 4	OCT 1	BOARD APPROVAL - 1 MONTH	AUG 2022	AUG 2022
DESIGN CHANGES - 4 WEEKS	OCT 4	OCT 29	CONSTRUCTION - 14 TO 20 MONTHS	SEP 2022	MAY 2024
OWNER REVIEW - 2 WEEKS	NOV 1	NOV 12	MOVE-IN - 2 MONTHS	JUNE 2024	JULY 2024

## 2021

JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE
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# PECAN LIBRARY RENOVATION PROJECT

TENTATIVE PROJECT SCHEDULE

ERO PROJECT NO. 19030

UPDATED SEP. 13, 2021

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## 2022

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<div> <div>1</div> <div>2</div> <div>3</div> <div>4</div> <div>5</div> <div>6</div> <div>7</div> <div>8</div> <div>9</div> <div>10</div> <div>11</div> <div>12</div> <div>13</div> <div>14</div> <div>15</div> <div>16</div> <div>17</div> <div>18</div> <div>19</div> <div>20</div> <div>21</div> <div>22</div> <div>23</div> <div>24</div> <div>25</div> <div>26</div> <div>27</div> <div>28</div> <div>29</div> <div>30</div> <div>31</div> </div>	<div> <div>1</div> <div>2</div> <div>3</div> <div>4</div> <div>5</div> <div>6</div> <div>7</div> <div>8</div> <div>9</div> <div>10</div> <div>11</div> <div>12</div> <div>13</div> <div>14</div> <div>15</div> <div>16</div> <div>17</div> <div>18</div> <div>19</div> <div>20</div> <div>21</div> <div>22</div> <div>23</div> <div>24</div> <div>25</div> <div>26</div> <div>27</div> <div>28</div> <div>29</div> <div>30</div> <div>31</div> </div>	<div> <div>1</div> <div>2</div> <div>3</div> <div>4</div> <div>5</div> <div>6</div> <div>7</div> <div>8</div> <div>9</div> <div>10</div> <div>11</div> <div>12</div> <div>13</div> <div>14</div> <div>15</div> <div>16</div> <div>17</div> <div>18</div> <div>19</div> <div>20</div> <div>21</div> <div>22</div> <div>23</div> <div>24</div> <div>25</div> <div>26</div> <div>27</div> <div>28</div> <div>29</div> <div>30</div> <div>31</div> </div>	<div> <div>1</div> <div>2</div> <div>3</div> <div>4</div> <div>5</div> <div>6</div> <div>7</div> <div>8</div> <div>9</div> <div>10</div> <div>11</div> <div>12</div> <div>13</div> <div>14</div> <div>15</div> <div>16</div> <div>17</div> <div>18</div> <div>19</div> <div>20</div> <div>21</div> <div>22</div> <div>23</div> <div>24</div> <div>25</div> <div>26</div> <div>27</div> <div>28</div> <div>29</div> <div>30</div> <div>31</div> </div>	<div> <div>1</div> <div>2</div> <div>3</div> <div>4</div> <div>5</div> <div>6</div> <div>7</div> <div>8</div> <div>9</div> <div>10</div> <div>11</div> <div>12</div> <div>13</div> <div>14</div> <div>15</div> <div>16</div> <div>17</div> <div>18</div> <div>19</div> <div>20</div> <div>21</div> <div>22</div> <div>23</div> <div>24</div> <div>25</div> <div>26</div> <div>27</div> <div>28</div> <div>29</div> <div>30</div> <div>31</div> </div>	<div> <div>1</div> <div>2</div> <div>3</div> <div>4</div> <div>5</div> <div>6</div> <div>7</div> <div>8</div> <div>9</div> <div>10</div> <div>11</div> <div>12</div> <div>13</div> <div>14</div> <div>15</div> <div>16</div> <div>17</div> <div>18</div> <div>19</div> <div>20</div> <div>21</div> <div>22</div> <div>23</div> <div>24</div> <div>25</div> <div>26</div> <div>27</div> <div>28</div> <div>29</div> <div>30</div> <div>31</div> </div>

# PECAN LIBRARY RENOVATION PROJECT

TENTATIVE PROJECT SCHEDULE

ERO PROJECT NO. 19030

UPDATED SEP. 13, 2021

PROJECT PHASE	STARTING	ENDING	PROJECT PHASE	STARTING	ENDING
SCHEMATIC DESIGN - 4 MONTHS	OCT 2020	FEB 23	CONSTRUCTION DOCUMENTS - 6 MONTHS	NOV 15	MAY 2022
DESIGN DEVELOPMENT - 4 MONTHS	MARCH 10	JUNE 30	OWNER REVIEW CD 30% - 2 WEEKS	JAN 17	JAN 28
OWNER REVIEW DD 50% - 2 WEEKS	MAY 3	MAY 16	OWNER REVIEW CD 60% - 2 WEEKS	FEB 28	MARCH 11
OWNER REVIEW DD 100% - 2 WEEKS	JUNE 21	JULY 2	OWNER REVIEW CD 90% - 2 WEEKS	APRIL 18	APRIL 29
CONSTRUCTION DOCUMENTS - 10% CDS	JULY 5	AUG 4	BIDDING & NEGOTIATION - 2 MONTHS	JUN 2022	JULY 2022
HOLD LETTER - NOTICE TO PROCEED*	AUG 4	OCT 1	BOARD APPROVAL - 1 MONTH	AUG 2022	AUG 2022
DESIGN CHANGES - 4 WEEKS	OCT 4	OCT 29	CONSTRUCTION - 14 TO 20 MONTHS	SEP 2022	MAY 2024
OWNER REVIEW - 2 WEEKS	NOV 1	NOV 12	MOVE-IN - 2 MONTHS	JUNE 2024	JULY 2024

## 2023

JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE
<div> <div>M</div> <div>T</div> <div>W</div> <div>T</div> <div>F</div> <div>S</div> <div>S</div> </div> <div> <div>1</div> <div>2</div> <div>3</div> <div>4</div> <div>5</div> <div>6</div> <div>7</div> </div> <div> <div>8</div> <div>9</div> <div>10</div> <div>11</div> <div>12</div> <div>13</div> <div>14</div> </div> <div> <div>15</div> <div>16</div> <div>17</div> <div>18</div> <div>19</div> <div>20</div> <div>21</div> </div> <div> <div>22</div> <div>23</div> <div>24</div> <div>25</div> <div>26</div> <div>27</div> <div>28</div> </div> <div> <div>29</div> <div>30</div> <div>31</div> </div>	<div> <div>M</div> <div>T</div> <div>W</div> <div>T</div> <div>F</div> <div>S</div> <div>S</div> </div> <div> <div>1</div> <div>2</div> <div>3</div> <div>4</div> <div>5</div> <div>6</div> <div>7</div> </div> <div> <div>8</div> <div>9</div> <div>10</div> <div>11</div> <div>12</div> <div>13</div> <div>14</div> </div> <div> <div>15</div> <div>16</div> <div>17</div> <div>18</div> <div>19</div> <div>20</div> <div>21</div> </div> <div> <div>22</div> <div>23</div> <div>24</div> <div>25</div> <div>26</div> <div>27</div> <div>28</div> </div> <div> <div>29</div> <div>30</div> <div>31</div> </div>	<div> <div>M</div> <div>T</div> <div>W</div> <div>T</div> <div>F</div> <div>S</div> <div>S</div> </div> <div> <div>1</div> <div>2</div> <div>3</div> <div>4</div> <div>5</div> <div>6</div> <div>7</div> </div> <div> <div>8</div> <div>9</div> <div>10</div> <div>11</div> <div>12</div> <div>13</div> <div>14</div> </div> <div> <div>15</div> <div>16</div> <div>17</div> <div>18</div> <div>19</div> <div>20</div> <div>21</div> </div> <div> <div>22</div> <div>23</div> <div>24</div> <div>25</div> <div>26</div> <div>27</div> <div>28</div> </div> <div> <div>29</div> <div>30</div> <div>31</div> </div>	<div> <div>M</div> <div>T</div> <div>W</div> <div>T</div> <div>F</div> <div>S</div> <div>S</div> </div> <div> <div>1</div> <div>2</div> <div>3</div> <div>4</div> <div>5</div> <div>6</div> <div>7</div> </div> <div> <div>8</div> <div>9</div> <div>10</div> <div>11</div> <div>12</div> <div>13</div> <div>14</div> </div> <div> <div>15</div> <div>16</div> <div>17</div> <div>18</div> <div>19</div> <div>20</div> <div>21</div> </div> <div> <div>22</div> <div>23</div> <div>24</div> <div>25</div> <div>26</div> <div>27</div> <div>28</div> </div> <div> <div>29</div> <div>30</div> <div>31</div> </div>	<div> <div>M</div> <div>T</div> <div>W</div> <div>T</div> <div>F</div> <div>S</div> <div>S</div> </div> <div> <div>1</div> <div>2</div> <div>3</div> <div>4</div> <div>5</div> <div>6</div> <div>7</div> </div> <div> <div>8</div> <div>9</div> <div>10</div> <div>11</div> <div>12</div> <div>13</div> <div>14</div> </div> <div> <div>15</div> <div>16</div> <div>17</div> <div>18</div> <div>19</div> <div>20</div> <div>21</div> </div> <div> <div>22</div> <div>23</div> <div>24</div> <div>25</div> <div>26</div> <div>27</div> <div>28</div> </div> <div> <div>29</div> <div>30</div> <div>31</div> </div>	<div> <div>M</div> <div>T</div> <div>W</div> <div>T</div> <div>F</div> <div>S</div> <div>S</div> </div> <div> <div>1</div> <div>2</div> <div>3</div> <div>4</div> <div>5</div> <div>6</div> <div>7</div> </div> <div> <div>8</div> <div>9</div> <div>10</div> <div>11</div> <div>12</div> <div>13</div> <div>14</div> </div> <div> <div>15</div> <div>16</div> <div>17</div> <div>18</div> <div>19</div> <div>20</div> <div>21</div> </div> <div> <div>22</div> <div>23</div> <div>24</div> <div>25</div> <div>26</div> <div>27</div> <div>28</div> </div> <div> <div>29</div> <div>30</div> <div>31</div> </div>
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# PECAN LIBRARY RENOVATION PROJECT

TENTATIVE PROJECT SCHEDULE

ERO PROJECT NO. 19030

UPDATED SEP. 13, 2021

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OWNER REVIEW DD 50% - 2 WEEKS	MAY 3	MAY 16	OWNER REVIEW CD 60% - 2 WEEKS	FEB 28	MARCH 11
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## 2024

JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE
<div> <div>M T W T F S S</div> <div>1 2 3 4 5 6 7</div> <div>8 9 10 11 12 13 14</div> <div>15 16 17 18 19 20 21</div> <div>22 23 24 25 26 27 28</div> <div>29 30 31</div> </div>	<div> <div>M T W T F S S</div> <div>1 2 3 4</div> <div>5 6 7 8 9 10 11</div> <div>12 13 14 15 16 17 18</div> <div>19 20 21 22 23 24 25</div> <div>26 27 28 29</div> </div>	<div> <div>M T W T F S S</div> <div>4 5 6 7 8 9 10</div> <div>11 12 13 14 15 16 17</div> <div>18 19 20 21 22 23 24</div> <div>25 26 27 28 29 30 31</div> </div>	<div> <div>M T W T F S S</div> <div>1 2 3 4 5 6 7</div> <div>8 9 10 11 12 13 14</div> <div>15 16 17 18 19 20 21</div> <div>22 23 24 25 26 27 28</div> <div>29 30</div> </div>	<div> <div>M T W T F S S</div> <div>6 7 8 9 10 11 12</div> <div>13 14 15 16 17 18 19</div> <div>20 21 22 23 24 25 26</div> <div>27 28 29 30 31</div> </div>	<div> <div>M T W T F S S</div> <div>3 4 5 6 7 8 9</div> <div>10 11 12 13 14 15 16</div> <div>17 18 19 20 21 22 23</div> <div>24 25 26 27 28 29 30</div> </div>
JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
<div> <div>M T W T F S S</div> <div>1 2 3 4 5 6 7</div> <div>8 9 10 11 12 13 14</div> <div>15 16 17 18 19 20 21</div> <div>22 23 24 25 26 27 28</div> <div>29 30 31</div> </div>	<div> <div>M T W T F S S</div> <div>5 6 7 8 9 10 11</div> <div>12 13 14 15 16 17 18</div> <div>19 20 21 22 23 24 25</div> <div>26 27 28 29 30 31</div> </div>	<div> <div>M T W T F S S</div> <div>2 3 4 5 6 7 8</div> <div>9 10 11 12 13 14 15</div> <div>16 17 18 19 20 21 22</div> <div>23 24 25 26 27 28 29 30</div> </div>	<div> <div>M T W T F S S</div> <div>7 8 9 10 11 12 13</div> <div>14 15 16 17 18 19 20</div> <div>21 22 23 24 25 26 27</div> <div>28 29 30 31</div> </div>	<div> <div>M T W T F S S</div> <div>4 5 6 7 8 9 10</div> <div>11 12 13 14 15 16 17</div> <div>18 19 20 21 22 23 24</div> <div>25 26 27 28 29 30</div> </div>	<div> <div>M T W T F S S</div> <div>2 3 4 5 6 7 8</div> <div>9 10 11 12 13 14 15</div> <div>16 17 18 19 20 21 22</div> <div>23 24 25 26 27 28 29 30 31</div> </div>

### **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 2021 - 2022**  
**As of September 10, 2020**

<b>Total Project Budget Summary</b>	<b>FY22 Unexpended Plant Fund</b>	<b>FY22 Renewals &amp; Replacements Fund</b>
Total Construction Project Budget	\$ 12,639,709	\$ 6,590,868
Proposed Projects for the Month of September 2021	(4,805,350)	(590,250)
<b>Total Project Budget Balance</b>	<b>\$ 7,834,359</b>	<b>\$ 6,000,618</b>

Project Reference #	Project Name	Total Project Budget/Actual*	
		CIP Fund	R&R Fund
Pending Board Approval on September 28, 2021			
2022-036C	Technology Campus Advanced Technical Careers Building B Welding Lab Expansion	\$ 127,500	\$ -
2016-018C	Pecan Campus Library Building F Renovation and Expansion	3,778,000	-
2022-008C	Technology Campus Exterior Solar Panel Structure	103,100	-
2022-004C	Nursing and Allied Health Campus East Building A Occupational Therapy Kitchen Lab Expansion	73,500	-
2022-010C	Regional Center for Public Safety Excellence Skills Pad and EVOC Lighting	342,000	-
2022-015C	Regional Center for Public Safety Excellence Two-Story Residential Fire Training Structure	381,250	-
2020-017R	Pecan Campus Resurfacing of East Drive	-	92,000
2020-019R	Pecan Campus South Academic Building J Generator Replacement	-	76,250
2016-019R	Nursing and Allied Health Campus NAH East Building A Generator Replacement	-	422,000
Total Pending Board Approval		\$ 4,805,350	\$ 590,250

<b>Current Total Project Budget</b>	<b>\$ 4,805,350</b>	<b>\$ 590,250</b>
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\* 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 2021 - 2022

#	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	FY2022 Budget	Priority Status	Upcoming Board Meeting Item	Architect/ Engineering Firm	Contractor	
Pecan Campus																				
1	Business and Science Building G Classroom Renovation	SS						●				\$ 179,677	\$ 124,588	\$ 55,089	\$ 14,450	High	September 2021	Approval of Substantial and Final Completion	EGV Architects	Tri-Gen Constrction
2	Student Services Building K Renovations	TBD	●									\$ 26,200	\$ -	\$ 26,200	\$ 26,200	Low	TBD	Approval of Schematic Design	TBD	N/A
3	Library Building F Renovation and Expansion	DV			●							\$ 4,289,187	\$ 482,705	\$ 3,806,482	\$ 3,778,000	High	September 2021	Approval of Proposed Changes to Schematic Design	ERO Architects	TBD
4	New Continuing Education Building	TBD	●									\$ 398,160	\$ -	\$ 398,160	\$ 398,160	Low	TBD	TBD	TBD	TBD
Pecan Campus Subtotal												\$ 4,893,224	\$ 607,293	\$ 4,285,931	\$ 4,216,810					
Pecan Plaza																				
8	West Building C Kinesiology Renovation	MV					●					\$ 207,841	\$ 116,468	\$ 91,373	\$ 55,000	High	October 2021	Approval of Substantial Completion	Alvarado Architects & Assoc.	Tri-Gen Constrction
9	Human Resources Building B Dance Studio Improvements	SS	●									\$ 51,250	\$ -	\$ 51,250	\$ 51,250	Low	TBD	TBD	TBD	TBD
Pecan Plaza Subtotal												\$ 259,091	\$ 116,468	\$ 142,623	\$ 106,250					
Mid-Valley Campus																				
10	Workforce Center Building D Welding Expansion	MV	●									\$ 114,600	\$ -	\$ 114,600	\$ 114,600	High	October 2021	Approval of Architectural Services	TBD	TBD
11	Workforce Center Building D Automotive Lab Expansion	MV	●									\$ 208,350	\$ -	\$ 208,350	\$ 208,350	High	October 2021	Approval of Architectural Services	TBD	TBD
12	Workforce Center Building D HVAC-R Classroom and Outdoor Covered Area	MV	●									\$ 124,000	\$ -	\$ 124,000	\$ 124,000	High	October 2021	Approval of Architectural Services	TBD	TBD
13	Center for Learning Excellence Building A Renovation of Existing Cafeteria to Culinary Arts Instructional Kitchen	MV	●									\$ 110,745	\$ -	\$ 110,745	\$ 110,745	High	October 2021	Approval of Architectural Services	TBD	TBD
Mid Valley Campus Subtotal												\$ 557,695	\$ -	\$ 557,695	\$ 557,695					
Technology Campus																				
14	Emerging Technologies Building A & Advanced Technical Careers Building B Renovation	SS			●							\$ 172,195	\$ 47,620	\$ 124,575	\$ 127,500	High	September 2021	Approval of Master Plan	EGV Architects	TBD
15	Advanced Technical Careers Building B Automotive Lab Exhaust System	MV	●									\$ 200,500	\$ -	\$ 200,500	\$ 200,500	Low	TBD	TBD	TBD	TBD
16	Exterior Solar Panels Structure	SS	●									\$ 103,100	\$ -	\$ 103,100	\$ 103,100	High	TBD	TBD	TBD	TBD
Technology Campus Subtotal												\$ 475,795	\$ 47,620	\$ 428,175	\$ 431,100					



South Texas College  
Unexpended Plant Fund - Capital Improvement Projects (CIP)  
Project Status  
FY 2021 - 2022

#	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	FY2022 Budget	Priority Status	Upcoming Board Meeting Item	Architect/ Engineering Firm	Contractor	
Nursing and Allied Health Campus Subtotal																				
17	East Building A Occupational Therpay Kitchen Lab Expansion	SS	●									\$ 73,500	\$ -	\$ 73,500	\$ 73,500	High	TBD	TBD	TBD	TBD
Nursing and Allied Health Campus Subtotal												\$ 73,500	\$ -	\$ 73,500	\$ 73,500					
Starr County Campus																				
18	Workforce Center Building D Welding Expansion	MV			●							\$ 139,000	\$ 820	\$ 138,180	\$ 139,000	High	October 2021	Approval of Schematic Design	Gignac & Associates, LLP	TBD
19	Workforce Building D Automotive Expansion	MV	●									\$ 243,100	\$ -	\$ 243,100	\$ 243,100	High	October 2021	Approval of Architectural Services	TBD	TBD
20	North Academic Building C HVAC-R Classroom and Outdoor Covered Area	MV	●									\$ 31,700	\$ -	\$ 31,700	\$ 31,700	High	October 2021	Approval of Architectural Services	TBD	TBD
Starr County Campus Subtotal												\$ 413,800	\$ 820	\$ 412,980	\$ 413,800					
Regional Center for Public Safety Excellence																				
21	Target Range	DV			●							\$ 870,627	\$ 61,519	\$ 809,108	\$ 815,000	Low	October 2021	Approval of Schematic Design	PBK Architects	TBD
22	Canopy for Safety Training Vehicles	RG			●							\$ 79,924	\$ 160	\$ 79,764	\$ 79,833	High	December 2021	Approval of Construction Services	Gignac & Associates, LLP	TBD
23	Canopy for Students/Instructors	RG			●							\$ 67,424	\$ 160	\$ 67,264	\$ 67,333	High	December 2021	Approval of Construction Services	Gignac & Associates, LLP	TBD
24	Chiller Installation	MV				●						\$ 170,000	\$ 11,998	\$ 158,002	\$ 158,250	High	November 2021	Approval of Construction Services	Halff Associates, Inc	TBD
25	Fire Training Area	RG			●							\$ 97,524	\$ 160	\$ 97,364	\$ 97,433	High	December 2021	Approval of Construction Services	Gignac & Associates, LLP	TBD
26	Site Drainage Improvements	RG					●					\$ 230,885	\$ 51,654	\$ 179,231	\$ 179,380	High	November 2021	Approval of Substantial Completion	Perez Consulting Engineers	McAllen Multi Service
27	Perimeter Fencing	SS	●									\$ 193,000	\$ -	\$ 193,000	\$ 193,000	Low	TBD	TBD	TBD	TBD
28	Skills Pad and EVOC Lighting	SS	●									\$ 342,000	\$ -	\$ 342,000	\$ 342,000	High	N/A	TBD	TBD	TBD
29	Two-Story Residential Fire Training Structure	SS	●									\$ 381,250	\$ -	\$ 381,250	\$ 381,250	Medium	N/A	TBD	TBD	TBD
Regional Center for Public Safety Excellence Subtotal												\$ 2,432,634	\$ 125,651	\$ 2,306,983	\$ 2,313,479					

South Texas College  
Unexpended Plant Fund - Capital Improvement Projects (CIP)  
Project Status  
FY 2021 - 2022

#	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	FY2022 Budget	Priority Status	Upcoming Board Meeting Item	Architect/ Engineering Firm	Contractor	
District Wide																				
30	Fence Enclosures	MV					●					\$ 35,000	\$ -	\$ 35,000	\$ 35,000	Low	N/A		Maldonado Nursery	TBD
31	Outdoor Furniture	HTM		●								\$ 25,000	\$ -	\$ 25,000	\$ 25,000	Low	N/A		N/A	TBD
32	Land	N/A	N/A									\$ 3,000,000	\$ -	\$ 3,000,000	\$ 3,000,000	N/A	N/A		N/A	N/A
33	Renovation and Contingencies	N/A	N/A									\$ 948,750	\$ 18,844	\$ 929,906	\$ 948,750	N/A	N/A		N/A	TBD
34	Campus Master Plan	TBD	●									\$ 375,000	\$ -	\$ 375,000	\$ 375,000	N/A	N/A		TBD	N/A
35	Automatic Doors Phase IV	RG				●						\$ 67,568	\$ 6,176	\$ 61,392	\$ 62,000	High	November 2021	Approval of Substantial Completion	Ethos Engineering, LLC	R.E. Friedrichs Company
36	Facility Signage	DV	●									\$ 50,000	\$ -	\$ 50,000	\$ 50,000	Low	N/A		N/A	TBD
37	Removal of Existing Trees	TBD	●									\$ 25,900	\$ -	\$ 25,900	\$ 25,900	Low	N/A		N/A	TBD
District Wide Subtotal												\$ 4,527,218	\$ 25,020	\$ 4,502,198	\$ 4,521,650					
Totals			12	3	6	0	8	1	0	0	2	\$ 13,632,957	\$ 922,873	\$ 12,710,084	\$ 12,634,284					

South Texas College  
Renewal and Replacement Projects  
Project Status  
FY 2021 - 2022

#	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	FY2022 Budget	Priority Status	Upcoming Board Meeting Item	Architect/ Engineering Firm	Contractor	
Pecan Campus																				
1	Ann Richards Building A Data Cabling Infrastructure Replacement	RC	●									\$ 80,000	\$ -	\$ 80,000	\$ 80,000	High	TBD	TBD	TBD	TBD
2	Art Building B Data Cabling Infrastructure Replacement	RC	●									\$ 40,000	\$ -	\$ 40,000	\$ 40,000	High	TBD	TBD	TBD	TBD
3	Student Activities Building H Data Cabling Infrastructure Replacement	RC	●									\$ 150,000	\$ -	\$ 150,000	\$ 150,000	High	TBD	TBD	TBD	TBD
4	Information Technology Building M Generator Replacement	RG					●					\$ 169,254	\$ 13,448	\$ 155,806	\$ 156,000	High	February 2022	Approval of Substantial Completion	Half Associates, Inc	Metro Electric, Inc.
5	Reseeding and Regrading of Athletic Fields	DV	●									\$ 125,000	\$ -	\$ 125,000	\$ 125,000	High	TBD	TBD	TBD	TBD
6	Stucco Repainting	DV	●									\$ 150,000	\$ -	\$ 150,000	\$ 150,000	High	TBD	TBD	TBD	TBD
7	Resurfacing of East Drive	SS	●									\$ 92,000	\$ -	\$ 92,000	\$ 92,000	High	TBD	TBD	TBD	TBD
8	Sylvia Esterline Center for Learning Excellence Building C to Business and Science Building G Cabling Infrastructure Replacement	RC	●									\$ 25,000	\$ -	\$ 25,000	\$ 25,000	High	TBD	TBD	TBD	TBD
9	South Academic Building J Generator Replacement	TBD	●									\$ 76,250	\$ -	\$ 76,250	\$ 76,250	High	TBD	TBD	TBD	TBD
Pecan Campus Subtotal												\$ 907,504	\$ 13,448	\$ 894,056	\$ 894,250					
Pecan Plaza																				
10	Stucco Repainting	DV	●									\$ 30,500	\$ -	\$ 30,500	\$ 30,500	High	TBD	TBD	TBD	TBD
Pecan Plaza Subtotal												\$ 30,500	\$ -	\$ 30,500	\$ 30,500					
Mid Valley Campus																				
11	Roofing Deferred Maintenance	MV					●					\$ 805,309	\$ 41,892	\$ 763,417	\$ 573,872	High	November 2021	Approval of Substantial Completion	Beam Professionals	Argio Roofing
12	North Academic Building G Analog to Digital Conversion	RC	●									\$ 562,000	\$ -	\$ 562,000	\$ 562,000	Low	TBD	TBD	TBD	TBD
13	Stucco Repainting and Exterior Upgrades	DV	●									\$ 200,000	\$ -	\$ 200,000	\$ 200,000	Low	TBD	TBD	TBD	TBD
Mid Valley Campus Subtotal												\$ 1,567,309	\$ 41,892	\$ 1,525,417	\$ 1,335,872					
Dr. Ramiro R. Casso Nursing & Allied Health Campus																				
14	NAH East Building A Westside Window Waterproofing	RC	●									\$ 65,000	\$ -	\$ 65,000	\$ 65,000	Low	TBD	TBD	TBD	TBD
15	NAH East Building A Westside Elevators Refurbishment	RC/O&M				●						\$ 200,000	\$ -	\$ 200,000	\$ 200,000	Medium	TBD	Approval of Construction Services	N/A	Oracle Elevator
16	NAH East Building A Roofing Deferred Maintenance	MV					●					\$ 286,077	\$ 106,564	\$ 179,513	\$ 206,991	High	November 2021	Approval of Substantial Completion	BEAM Professionals	American Contracting USA
17	NAH East Building A Exterior Stair Repairs and Replacement	RG			●							\$ 283,000	\$ 9,600	\$ 273,400	\$ 280,000	High	November 2021	Approval of Construction Services	Chanin Engineering, LLC	TBD
18	NAH East Building A Generator Replacements	SS	●									\$ 422,000	\$ -	\$ 422,000	\$ 422,000	Low	TBD	TBD	TBD	TBD
Nursing and Allied Health Campus Subtotal												\$ 1,256,077	\$ 116,164	\$ 1,139,913	\$ 1,173,991					

South Texas College  
Renewal and Replacement Projects  
Project Status  
FY 2021 - 2022

#	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	FY2022 Budget	Priority Status	Upcoming Board Meeting Item	Architect/ Engineering Firm	Contractor	
Starr County Campus																				
19	Stucco Repainting	DV	●									\$ 223,000	\$ -	\$ 223,000	\$ 223,000	High	TBD	TBD	TBD	TBD
20	Roofing Deferred Maintenance	MV					●					\$ 702,320	\$ 42,278	\$ 660,042	\$ 661,255	High	February 2022	Approval of Substantial Completion	Beam Professionals	Sechrist Hall
21	Administration/Bookstore Building A Data Cabling Infrastructure Replacement	RC	●									\$ 60,000	\$ -	\$ 60,000	\$ 60,000	High	TBD	TBD	TBD	TBD
22	Center for Learning Excellence Building B Data Cabling Infrastructure Replacement	RC	●									\$ 60,000	\$ -	\$ 60,000	\$ 60,000	High	TBD	TBD	TBD	TBD
23	North Academic Building C Data Cabling Infrastructure Replacement	RC	●									\$ 60,000	\$ -	\$ 60,000	\$ 60,000	High	TBD	TBD	TBD	TBD
Starr County Campus Subtotal												\$ 1,105,320	\$ 42,278	\$ 1,063,042	\$ 1,064,255					
District Wide																				
24	Renewals & Replacements	N/A	N/A									\$ 484,135	\$ -	\$ 484,135	\$ 151,000	N/A	N/A		N/A	N/A
25	Fire Alarm Panel Replacement/Upgrade	RC/O&M	●									\$ 201,963	\$ -	\$ 201,963	\$ 182,500	Low	TBD		N/A	TBD
26	Interior LED Lighting Upgrade	RC/O&M	●									\$ 577,945	\$ -	\$ 577,945	\$ 110,000	Low	TBD		N/A	TBD
27	Ext. Walkway LED Lighting Upgrade	RC/O&M	●									\$ 98,443	\$ -	\$ 98,443	\$ 49,000	Low	TBD		N/A	TBD
28	Building Automation Systems Upgrade	RC/O&M	●									\$ 174,048	\$ -	\$ 174,048	\$ 76,500	Low	TBD		N/A	TBD
29	Flooring Replacement	RG			●							\$ 756,380	\$ -	\$ 756,380	\$ 504,000	Medium	October 2021	Authorization to Solicit for Construction Services	N/A	TBD
30	HVAC Replacement and Upgrade	RC/O&M	●									\$ 829,910	\$ -	\$ 829,910	\$ 660,000	Low	TBD		N/A	TBD
31	Exterior Lighting Upgrade	RC/O&M	●									\$ 324,912	\$ -	\$ 324,912	\$ 279,000	Low	TBD		N/A	TBD
32	Water Tower Logo Replacements	RG			●							\$ 80,000	\$ -	\$ 80,000	\$ 80,000	N/A	TBD		N/A	TBD
District Wide Subtotal												\$ 3,527,736	\$ -	\$ 3,527,736	\$ 2,092,000					
Totals		0	14	0	2	1	3	0	0	0	0	\$ 8,394,446	\$ 213,781	\$ 8,180,665	\$ 6,590,868					

## **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 August 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 **August 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 August 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 August 2021.

### **Approval Recommended:**

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

## **Discussion and Action as Necessary Regarding the President's Contract**

The Board of Trustees is asked to review and take action as necessary regarding a proposed first amendment to the President's Contract.

### **Recommendation:**

It is recommended that the Board of Trustees of South Texas College approve and authorize the proposed first amendment to the President's Contract 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 first amendment to the President's Contract as presented.

### **Approval Recommended:**

**Dr. Ricardo J. Solis**  
**President**



## **Announcements**

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

- *Friday, October 1, 2021*
  - 10:00 a.m. – Board Work Session
- *Tuesday, October 19, 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, October 26, 2021*
  - 5:30 p.m. – Regular Board Meeting

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

- The Association of Community College Trustees will hold its annual National Leadership Summit from October 13 – 16, 2021.

*The following document  
was provided as a  
handout at the meeting.*

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

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

**1. Texas Workforce Commission, Jobs and Education for Texans (JET) Grant in the amount of \$204,058.00**

The JET grant seeks to expand the capacity of the Architectural and Engineering Design Technology (AEDT) certificate program by acquiring new equipment for use by approximately 130 students. The AEDT certificate program helps to prepare students with the knowledge, skills, and required employability skills needed for in demand occupations. South Texas College will be contributing the required 5% match funds in the amount of \$10,740. The funding period is from September 1, 2021 to August 2022.

This grant aligns with Strategic Direction #3, Create Educational Opportunities, by ensuring students engage in learning that will prepare them for the workforce, which positively affects the economic and social mobility of residents in our region.

**2. Texas Department of Agriculture, Child and Adult Care Food Program Application (CACF) Renewal in the amount of \$60,275.60**

The CACF award renewal provides reimbursements for nutritious meals and snacks for eligible children who are enrolled for care at the South Texas College Mid Valley Child Development Center. Grant funds will be used for the reimbursement of the meals served and meeting grant reporting requirements. The funding period is from October 1, 2021 to September 30, 2022.

This grant aligns with Strategic Direction #3, Create Educational Opportunities, by providing students who are parents with an opportunity to be enrolled while their children receive child care and nutritious meals and snacks.

**3. Texas Higher Education Coordinating Board, Carl D. Perkins State Leadership Grant, in the amount of \$174,963.00**

This project will build upon the success of the Advancing Completion and Employability (ACE) project by developing replicable Competency-Based Education courses for Associate Degrees in Building Technologies (i.e. Heating, Ventilation, and Air Conditioning, Electrician Assistant, and Construction Supervision). Funds will be used to develop a Labor Market Building Technologies Career Pathway model aligned to stakeholder needs.

The award aligns with Strategic Direction # 4, Foster Student Success, by providing students with accessible pathways and effective support structures that promote persistence, educational attainment, academic achievement, and professional growth.

**4. Region One Education Service Center Agreement with South Texas College for the Texas Workforce Commission, Adult Education and Family Literacy Grant in the amount of \$238,095.00**

This agreement provides funding for South Texas College to provide post-secondary education and training services for 135 students through an Integrated Education and Training model. The Department of Continuing, Professional, and Workforce Education at South Texas College will provide Adult Basic Education and Adult Secondary Education instructional services training in Phlebotomy, Electrocardiography, Educational Aide, Structural Welding, and Medical Office Specialist. The funding period is from October 1, 2021 to June 30, 2022.

This agreement aligns with Strategic Directions #1, Lead Community Engagement, by advancing mutually beneficial community and educational partnerships with Region One Education Service Center.

**5. John G. and Marie Stella Kenedy Memorial Foundation, Scholarship in the amount of \$15,000.00**

Funding from the Kenedy Memorial Foundation will provide scholarships for students in need of financial assistance to help support the completion of an Associate of Applied Science degree in a technical field. The Division of Business, Public Safety, and Technology Department will manage the dissemination of these funds to students with support from Financial Aid Services at South Texas College. The funding period is from September 1, 2021 to August 31, 2022.

This grant aligns with Strategic Goal #4, Fostering Student Success, by providing scholarships to students wishing to pursue an Associate of Applied Science degree.

**6. Texas Workforce Commission, Self Sufficiency Fund in the amount of \$157,000.00**

Through this grant, the Institute for Advanced Manufacturing will provide training leading to high demand occupations for up to 90 participants in the areas of Occupational Safety and Health Administration (OSHA), General Industry, OSHA 30 Construction, Industrial Maintenance Technology, Structural Welding and Pipe Welding. Workforce Solutions will provide daily case management services and career advancement opportunities for all participants. The funds will help cover tuition, program supplies, and supportive services funds such as fuel stipends. This award is for the period of August 31, 2021 through

August 31, 2022.

This grant aligns to Strategic Direction #1, Clear Pathways, by offering technical skills training toward high demand occupations.

**7. McAllen Development Corporation, Inc. Grant in the amount of \$260,000.00**

This grant will help to increase the total number of high skilled, high wage manufacturing jobs in the Rio Grande Valley by providing customized upskill training for new and incumbent workers in industrial occupations in Advanced Manufacturing or Robotics who are employed in the City of McAllen. Funds will be used for used for tuition, training material, supplies and Institute for Advanced Manufacturing personnel. This grant is subject to approval by the City of McAllen at the next City Commissioners meeting. The funding period for this grant is from October 1, 2021 to September 30, 2022.

This award aligns to Strategic Direction #1, Lead Community Engagement, by providing training that develops skills to meet employer needs and contributes toward the economic mobility of the region.

**8. Texas Workforce Commission, Information Technology Registered Apprenticeship Expansion Grant in the amount of \$199,981.00**

In August 2021, the Information Technology Registered Apprenticeship Expansion Grant was presented and authorized by the STC Board of Trustees in the amount of \$199,467.11. Thereafter, the college later received the contract with the total award in the amount of \$199,981.

The difference in the awarded amount totals \$513.89. As previously presented, this award will help to create work-based learning opportunities for students in the Registered Apprenticeship Expansion Program (RAP) to support 50 new apprentices, three new RAPs, and will include at least five local employers. The apprenticeship expansion program will give students a chance to work toward a nationally recognized credential and will help them gain the skills and knowledge needed to prepare for occupations, including Computer Network Support Specialist, Information and Records Clerk, and Computer User Support Specialist. The award period is from September 1, 2021 to February 28, 2023.

This grant aligns with Strategic Direction #3, Create Educational Opportunities, by increasing community awareness and access to apprenticeship programs.

**9. Occupational Safety and Health Administration (OSHA), Susan Harwood Foundation Targeted Training Program in the amount of \$152,985.00**

Funding from this grant will be utilized by the Institute for Advanced Manufacturing (IAM) for OSHA Targeted Topic Training that will deliver valuable safety and health training and educational programs that aim to prevent work-related injuries, illnesses, and deaths. The IAM will provide safety and targeted topic training for workers in high-risk, high hazard working conditions, minority workers, low literacy workers, and limited English proficiency and eligible workers covered under the OSH Act of 1970. The training topics include Industrial Trucks/Forklifts, Safe Material and Package Handling, Lockout Tag-out, Slips, Trips, and Falls, and Hazardous Communication. The IAM will update existing training material developed by IAM and also acquire new training material from OSHA for workers in the light manufacturing industry. The funding period is from September 30, 2021 to September 30, 2022.

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

**Summary of Grant Award Funding**

The presented grants will provide up to \$1,262,376.60 in additional funding for the college to provide services and opportunities throughout the region.

Additionally, as noted in award item #8, the total amount awarded on the contract agreement from the Texas Workforce Commission for the IT Registered Apprenticeship Expansion Grant included \$513.89 less than what originally was presented and authorized by the Board in August 2021. This brings the total amount of funding for the college to \$1,262,376.60.

**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 Workforce Commission, Jobs and Education (JET) for Texans Grant in the amount of \$204,058.00
2. The Texas Department of Agriculture, Child Development Associates Credential Program (CACF), Renewal Funds in the amount of \$60,275.60
3. Texas Higher Education Coordinating Board, Carl D. Perkins State Leadership Grant, in the amount of \$174,963.00
4. Region One Education Service Center Agreement with South Texas College for the Texas Workforce Commission, Adult Education and Family Literacy Grant in the amount of \$238,095.00

5. John G. and Marie Stella Kenedy Memorial Foundation, Scholarship Funds in the amount of \$15,000.00
6. Texas Workforce Commission, Self Sufficiency Fund in the amount of \$157,000.00
7. McAllen Development Corporation, Inc. Grant in the amount of \$260,000.00
8. Texas Workforce Commission, Information Technology Registered Apprenticeship Expansion Grant in the amount of \$199,981.00
9. Occupational Safety and Health Administration (OSHA), Susan Harwood Foundation Targeted Training Program in the amount of \$152,985.00

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

1. Texas Workforce Commission, Jobs and Education (JET) for Texans Grant in the amount of \$204,058.00
2. The Texas Department of Agriculture, Child Development Associates Credential Program (CACF), Renewal Funds in the amount of \$60,275.60
3. Texas Higher Education Coordinating Board, Carl D. Perkins State Leadership Grant, in the amount of \$174,963.00
4. Region One Education Service Center Agreement with South Texas College for the Texas Workforce Commission, Adult Education and Family Literacy Grant in the amount of \$238,095.00
5. John G. and Marie Stella Kenedy Memorial Foundation, Scholarship Funds in the amount of \$15,000.00
6. Texas Workforce Commission, Self Sufficiency Fund in the amount of \$157,000.00
7. McAllen Development Corporation, Inc. grant funds in the amount of \$260,000.00
8. Texas Workforce Commission, Information Technology Registered Apprenticeship Expansion Grant in the amount of \$199,981.00
9. Occupational Safety and Health Administration (OSHA), Susan Harwood Foundation Targeted Training Program in the amount of \$152,985.00

**Approval Recommended:**

**Dr. Ricardo J. Solis**  
**President**