



**SOUTH TEXAS
COLLEGE**

**Board of Trustees
Regular Board Meeting**

**Tuesday, November 23, 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, November 23, 2021 @ 5:30 p.m.
Ann Richards Administration Building Board Room
Pecan Campus, McAllen, Texas 78501**

AGENDA

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

COVID-19 Public Health / Attendance Measures

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

- Anyone wishing to make Public Comments as provided in the agenda is asked to sign up prior to the meeting.

- I. Call Meeting to Order**
- II. Determination of Quorum**
- III. Invocation**
- IV. Public Comments**
- V. Update by the College President**
- VI. Presentations 6 - 7**
 - 1. Update on December 12, 2021 Commencement Ceremonies
 - 2. Presentation on Texas Association of School Boards (TASB) Policy Management Services for South Texas College Board of Trustees
- VII. Consideration and Action on Consent Agenda**
 - 1. Approval of Board Meeting Minutes
 - a. October 26, 2021 Regular Board Meeting 8 - 57
 - 2. Approval and Authorization to Accept Grant Awards and Agreements .. 58 - 59
 - a. US Institute of Museum and Library Services, Texas State Library and Archives Commission, (TSLAC), Texas Supports Libraries Grant in the amount of \$63,556.00
 - b. Texas Higher Education Coordinating Board, Texas Reskilling and Upskilling through Education (TRUE) Institutional Capacity Grant Program, Governor’s Emergency Education Relief (GEER) Fund, subaward in the amount of \$469,010.60

- c. Lumina Foundation, Prioritizing Adult Community College Enrollment (PACCE) Grant, in the amount of \$75,000.00
- d. Additional Grant(s) Received/Pending Official Award

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 - 2) Regional Center for Public Safety Excellence Site Improvements and Leveling of Portable Buildings (Reject)
 - B. Purchases and Renewals (B-a. Instructional Item)
 - 3) Electronic Databases and Individual Serial Subscriptions Agreement (Purchase)
 - B. Purchases and Renewals (B-b. Non-Instructional Items)
 - 4) Merchant Services (Renewal)
 - 5) Signs, Banners, and Related Products (Renewal)
 - B. Purchases and Renewals (B-c. Technology Items)

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- Tuesday, December 7, 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, December 14, 2021
 - 5:30 p.m. – Regular Board Meeting

B. Other Announcements:

- The College will be closed from Thursday, November 25 2021, through Sunday, November 28, 2021, in observance of Thanksgiving.
- The December Commencement Ceremonies will be held on Sunday, December 12, 2021 at the Bert Ogden Arena.
- The College will be closed on Saturday, December 18, 2021 through Tuesday, January 4, 2022 in observance of Winter Break.

Presentations

1. Update on December 12, 2021 Commencement Ceremonies

On October 26, 2021, the Board authorized leasing the Bert Ogden Arena in Edinburg for the Sunday, December 12, 2021 Commencement Ceremonies. This will be the first time that the College holds its ceremonies at this facility.

Mr. Matthew Hebbard, Vice President for Student Affairs and Enrollment Services, will provide a brief update on the logistics and planning for the College's three commencement ceremonies, scheduled for 9:00 a.m., 12:00 p.m., and 3:00 p.m. Additional information and materials will be provided closer to the date of the ceremonies.

2. Presentation on Texas Association of School Boards (TASB) Policy Management Services for South Texas College Board of Trustees

Dr. Scott Rizzo, Texas Association of School Boards (TASB) Policy Specialist, will provide a presentation to the Board of Trustees on the TASB's Policy Management Services that will be implemented in three phases beginning on November 1, 2021.

Purpose – The TASB Policy Management Services presentation will provide the South Texas College Board of Trustees with an overview of TASB Policy Management Services.

Justification – The College entered into an interlocal agreement with TASB on March 31, 2020, for Policy Management Services. Throughout FY 2022 and FY 2023, current College board policies will be reviewed, retired, and transitioned into the TASB formatted policies. TASB will then provide a comprehensive, current, and legally sound Policy Manual.

As part of the transition process into TASB formatted policies, approved revisions will be incorporated as necessary to the new College Policy Manual, which will be comprised of the following Policy Sections:

- A. Basic District Foundations
- B. Local Governance
- C. Business and Support Services
- D. Personnel
- E. Instruction
- F. Students
- G. Community and Governmental Relations

The transition process will take place in three phases over a period of approximately 18 months, as outlined below:

Phase	Policy Section	Date
Phase I	Sections A, B, and G	November 1, 2021 - February 22, 2022
Phase II	Sections E and F	February 1, 2022 - June 28, 2022
Phase III	Sections C and D	June 1, 2022 - November 22, 2022

Background – TASB provides the College with an opportunity to strengthen the current policy management process. The Policy Manual under TASB will continue to adhere to the College's vision, mission, and core values for the continued commitment of excellence. College staff have completed training on the transition of the College's Policy Manual into TASB formatted policies.

Mary Elizondo, Vice President for Finance and Administrative Services, will attend the Board meeting to address any questions by the Board of Trustees.

These items are presented for the Board of Trustees' information. No action is required from the Board of Trustees.

Approval of Board Meeting Minutes

The following Board Meeting Minutes are submitted for approval:

- 1) October 26, 2021 Regular Board Meeting

It is recommended that the Board of Trustees of South Texas College approve the following Minute Order proposed for consideration:

The Board of Trustees of South Texas College approves and adopts the Minutes for the October 26, 2021 Regular Board Meeting as presented.

Approval Recommended:

Dr. Ricardo J. Solis
President

**SOUTH TEXAS COLLEGE
BOARD OF TRUSTEES REGULAR MEETING
Tuesday, October 26, 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, October 26, 2021 in the Ann Richards Administration Building Board Room at the Pecan Campus in McAllen, Texas. The meeting commenced at 5:31 p.m. with Ms. Rose Benavidez presiding.

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

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

Members absent: Mrs. Victoria Cantú

Also present: Dr. Ricardo J. Solis, Dr. David Plummer, Mrs. Mary Elizondo, Mr. Matthew Hebbard, Dr. Anahid Petrosian, Mrs. Rebecca Cavazos, Mr. Rick De La Garza, Ms. Myriam Lopez, Mr. George McCaleb, Mr. Robert Cuellar, Ms. Lauren Starnes, Mr. Martin Villarreal, Mrs. Laura Requena, Mr. Juan Carlos Aguirre, Ms. Lynda Lopez, Dr. Sylvia Flores, Ms. Kelly Salazar, Mr. Andrew De Mattos, Mr. Javier Villalobos, and Ms. Stephanie Hinojosa.

Determination of a Quorum

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

Invocation

Mr. Juan Carlos Aguirre, Special Assistant to the President for Continuing Education, said the invocation.

Public Comments

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

Presentations

1. Review and Reflections on the ACCT National Leadership Congress

A delegation of South Texas College Trustees attended the Association of Community College Trustees (ACCT) 2019 National Leadership Congress in San Diego, California.

The ACCT Leadership Congress is the premier annual conference for community college leaders and the only national conference dedicated to community college trustees.

The Trustees attended presentations delivered to an audience of Trustees, CEOs, and administration from among the ACCT's 1200-member colleges.

Each year, approximately 2,000 community and technical college trustees, CEOs and other executives, and federal higher education policy influencers gather to share information about governance best practices, community college advocacy, advancing student success and more.

Members of the trustee delegation were invited to report on learnings and insights gained from their participation at the National Leadership Congress

2. Presentation of the Delinquent Tax Collection Report for the Period Ending August 31, 2021

Ms. Kelly R. Salazar from Linebarger Goggan Blair & Sampson, LLP, provided the Board with the Delinquent Tax Collection Report through August 31, 2021.

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

No action was required.

3. Presentation of the South Texas College Annual Grant Report for FY 2021

The South Texas College Department of Resource Development, Management and Compliance (RDMC) provided the Annual Grant Report for FY 2021, under separate cover.

Dr. Virginia Champion, Executive Director for Resource Development, Management and Compliance, reviewed the Annual Grant Report, and recapped some of the significant events of the past year in RDMC operations.

The RDMC plays a vital role in helping the College develop new and innovative programs that serve our students through academic, workforce, and non-credit programs and services. From supporting faculty, staff, and other stakeholders with the development of successful grant applications, to the management of grant funded programs and compliance reporting as required by various grantors, RDMC helps the College stay at the leading edge, offering new programs and services to benefit the Rio Grande Valley.

These presentations were provided for the Board information and feedback to administration. No action was requested.

Update by the College President

Dr. Ricardo J. Solis, College President, provided a brief update on several activities, including:

- Dr. Solis introduced Ms. Lopez, newly hired Executive Director of Public Relations and Marketing, who shared her first impressions of the passion and successes at South Texas College, and her work to begin strategic promotion of the College to reach the right target demographics.
- Dr. Solis recognized Dr. Sylvia Flores, STC Faculty Senate President, and thanked her for representing the Faculty Senate at the Board meeting.
- Dr. Solis spoke on an ongoing project to develop a commercial truck driving licensure program at South Texas College, which would help address a crucial need for local and regional industry.
- Dr. Solis announced the ongoing progress to secure food services for each of the College's campuses as face-to-face operations resumed after the COVID-19 pandemic.
- Dr. Solis was engaged in discussion with a muralist who would work with South Texas College to design and paint murals at designated locations at each of the five campuses.
- Finally, Dr. Solis mentioned significant support from Hidalgo County and Starr County, both of which were committed to provide additional funding to support nursing instructors. This support was necessary to expand the nursing program to support larger cohorts and further meet the needs of the region.

Approval of Board Meeting Minutes

The following Board Meeting Minutes were submitted for approval:

- 1) September 28, 2021 Public Hearing and Special Board Meeting
- 2) September 28, 2021 Regular Board Meeting
- 3) October 1, 2021 Board Work Session

Upon a motion by Mr. Paul R. Rodriguez and a second by Dr. Alejo Salinas, Jr., the Board of Trustees of South Texas College approved and adopted the Minutes for the September 28, 2021 Public Hearing and Special Board Meeting, the September 28, 2021 Regular Board Meeting, and the October 1, 2021 Board Work Session as presented. The motion carried.

Approval and Authorization to Accept Grant Awards and Agreements

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

a. The Meadows Foundation, High School Equivalency Leads to College and Employment in the amount of \$289,388

This award would serve 405 low-income residents of Hidalgo and Starr counties by providing participants with 150 hours of GED preparation contextualized to various industry clusters. South Texas College's Department of Continuing, Professional, and Workforce Education would also provide participants 6 hours of Academic Success Skills, 4 hours of College Connections, 5 hours of Job Readiness Skills, and 4 hours of Cardiopulmonary Resuscitation (CPR), Automatic External Defibrillator (AED) Certification. Students would transition to a college program and/or employment. The funding period for this award was from October 15, 2021 to September 30, 2022.

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

b. The Gene Haas Foundation Scholarship Fund in the amount of \$20,000

This award would fund twenty scholarships at \$1,000 each for students enrolled in South Texas College's Certificate Program in Manufacturing with plans to pursue an Associate Degree in Precision Manufacturing Technology or students enrolled in the

Associate Degree in Precision Manufacturing Program. The funding period was November 2021 to November 2022.

This grant aligned to Strategic Direction # 3, Create Educational Opportunities for Students, by providing students with scholarship opportunities.

c. City of Weslaco Economic Development Corporation Grant in the amount of \$75,000

This grant would help to increase the total number of high skilled and high wage jobs in the City of Weslaco by providing customized skills training for new and incumbent workers in industries such as logistics, distribution, manufacturing, retail, and produce. Funds would be used for tuition, training materials, and supplies. The funding period was from November 1, 2021 to October 31, 2022.

This award aligned 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.

Summary of Grant Award Funding

The presented grants would provide up to \$384,388 in funding for the college to provide services and opportunities throughout the region.

Upon a motion by Ms. Rose Benavidez and a second by Mr. Gary Gurwitz, 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:

- a. The Meadows Foundation, High School Equivalency Leads to College and Employment in the amount of \$289,388
- b. The Gene Haas Foundation Scholarship Fund in the amount of \$20,000
- c. City of Weslaco Economic Development Corporation Grant in the amount of \$75,000

The motion carried.

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

A report on the College's Quarterly Investment Report for the Quarter August 31, 2021, was presented. The Board was asked to approve the Investment Report as presented.

Purpose – Ms. Susan Anderson from Valley View Consulting, L.L.C. presented the College’s Quarterly Investment Report for the Quarter Ended August 31, 2021 and provided a further update at the meeting. Ms. Anderson presented an overview of the investments, the annual interest earnings, the quarterly interest earnings, and the economic overview.

Justification – The report provided a brief review and update of the College’s Quarterly Investment Report for the Quarter Ended August 31, 2021 to the College’s Board of Trustees.

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

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

Enclosed Documents – A copy of the Quarterly Investment Report for the Quarter Ended August 31, 2021 was provided 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, attended the Board Meeting to address any questions.

Upon a motion by Mr. Paul R. Rodriguez and a second by Dr. Alejo Salinas, Jr., the Board of Trustees of South Texas College approved and authorized the Quarterly Investment Report for the Quarter Ended August 31, 2021, as presented. The motion carried.

Review of Presentations to the Education and Workforce Development Committee:

The following items were presented to the Education and Workforce Development Committee on Tuesday, October 19, 2021:

a. Presentation on Division of Liberal Arts

Dr. Anahid Petrosian, Interim Vice President for Academic Affairs, coordinated a series of presentations to highlight each of the Academic Divisions of South Texas College.

In October 2021, Dr. Petrosian invited Dr. Christopher Nelson, Dean of Liberal Arts, to present on the departments and activities within his division.

Dr. Nelson presented the background and organizational chart of the Division of Liberal Arts, covering the establishment and growth of the division over time.

This division incorporates courses and majors within the categories of Fine & Performing Arts as well as Humanities, and also houses the Center for Mexican American Studies.

Dr. Nelson also reviewed faculty and staff, as well as enrollment and graduation rates across the division. Division-wide, 303 faculty, including 143 Dual Credit faculty, and 16 staff support 1,357 course sections in Fall 2021.

The presentation included enrollment figures for Fall 2020 and Fall 2021, as well as college-wide headcount for declared majors within each field of study in the division, and a comparison of graduate counts for Academic Year 2020 and Academic Year 2021 for each associate degree included within the division.

Dr. Nelson briefly reviewed the Center for Mexican-American Studies and other recent notable achievements in the Division of Liberal Arts.

b. Presentation on Division of Social & Behavioral Sciences

Dr. Anahid Petrosian, Interim Vice President for Academic Affairs, coordinated a series of presentations to highlight each of the Academic Divisions of South Texas College.

In October 2021, Dr. Petrosian invited Dr. Eric Reittinger, Dean of Social & Behavioral Sciences, to present on the departments and activities within his division.

Dr. Reittinger presented the background and organizational chart of the Division of Social & Behavioral Sciences, covering the establishment and growth of the division over time.

This division incorporates courses and majors within a broad category of social and behavioral science disciplines, and also includes the Mid-Valley Campus Child Development Center, which both serves as a child care center for its surrounding community, and also provides hands-on learning opportunities for the College's Child Development students.

Dr. Reittinger also reviewed faculty and staff, as well as enrollment and graduation rates across the division. Division-wide, 119 faculty, including 17 Dual Credit faculty, and 19 staff support 706 course sections in Fall 2021.

The presentation included enrollment figures for Fall 2020 and Fall 2021, as well as college-wide headcount for declared majors within each field of study in the division, and a comparison of graduate counts for Academic Year 2020 and Academic Year 2021 for each associate degree included within the division.

Dr. Reittinger briefly reviewed the Child Development Center at the Mid-Valley Campus, including special events hosted to benefit students at that center and to provide professional development opportunities for childcare center directors and managers in the College's region.

Dr. Reittinger also reviewed the Annual Human Trafficking Conference, which last held its 14th occurrence just prior to the pandemic, as well as the Psychology Club, one of South Texas College's most well-established and most active student organizations.

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

Review of Presentations to the Finance, Audit, and Human Resources Committee:

The following items were presented to the Finance, Audit, and Human Resources Committee on Tuesday, October 19, 2021:

a. Review and Discussion of the Issuance of South Texas College District, Limited Tax Refunding Bonds, Taxable Series 2021

On August 24, 2021, the Board approved the College and Estrada Hinojosa & Company, the College's Financial Advisor, to compile proposed bond refunding parameters.

On August 24, 2021, the Board of Trustees authorized 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.

Moody's Investor Services and S & P Global affirmed the ratings of "Aa2" and "AA", respectively, to the Refunding Bonds, Taxable Series 2021.

The College’s Financial Advisor, Estrada Hinojosa & Company, presented on the issuance of South Texas College District, Limited Tax Refunding Bonds, Taxable Series 2021.

Estrada Hinojosa & Company served as Financial Advisor. The Perez Law Firm, PLLC, served as Bond Counsel. Underwriters were UBS and Wells Fargo Corporate and Investment Banking serving as Co-Senior Managers and RBC Capital Markets and FHN Financial Capital Markets serving as Co-Managers. Underwriter’s Counsels were Orrick, Herrington & Sutcliffe LLP.

Dr. Miguel de los Santos from Estrada Hinojosa & Company provided a presentation on the issuance of South Texas College District, Limited Tax Refunding Bonds, Taxable Series 2021.

b. Review and Discussion on College’s Higher Education Emergency Relief Fund Allocations

Mary Elizondo, Vice President for Finance and Administrative Services, presented on the Higher Education Emergency Relief Funds (HEERF).

Background on HEERF Received by the College

HEERF I

- On June 23, 2020, the South Texas College Board of Trustees ratified the acceptance and use of the Higher Education Emergency Relief Funds (HEERF) authorized by the Coronavirus Aid, Relief, and Economic Security (CARES) Act allocations received by the College. The College received Federal CARES Act funds in three allocations that included Student Funds, Institutional Funds, and Minority Serving Institution Funds. On December 20, 2020, the Minority Service Institution Funds were increased by \$11,550.

Total HEERF I funds are as follows:

Allocations	Amounts
Student	\$10,011,199
Institutional	10,011,199
Minority Serving Institutions	1,266,639
Total	\$21,289,037

HEERF II

- On January 26, 2021, the South Texas College Board of Trustees ratified the acceptance and use of the Higher Education Emergency Relief Funds II (HEERF

II) Student and Institutional grant awards under the Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA) allocations received by the College. The College received Federal CRRSAA funds in two formula allocations in January 2021 consisting of Student Funds and Institutional Funds. On March 4, 2021, the College received an additional CRRSAA allocation for the Minority Serving Institutions (MSI) which was presented to the Board on March 30, 2021. In August 2021, the College received an additional CRRSA allocation for the Supplemental Assistance to Institutions of Higher Education (SAIHE) which was presented to the Board on August 24, 2021.

Total HEERF II funds are as follows:

Allocations	Amounts
Student	\$10,011,199
Institutional	32,178,403
Minority Serving Institutions	2,283,123
Supplemental Assistance to Institutions of Higher Education	10,136,521
Total	\$54,609,246

HEERF III

- On May 24, 2021, the South Texas College Board of Trustees ratified the acceptance and use of the Higher Education Emergency Relief Funds III (HEERF III) Student and Institutional grant awards under the American Rescue Plan Act of 2021 (ARP) allocation received by the College. The College received Federal ARP funds in two formula allocations in May 2021 consisting of Student Funds and Institutional Funds. In August 2021, the College received an additional ARP allocation for the Minority Serving Institutions (MSI) which was presented to the Board on August 24, 2021.

Total HEERF III funds are as follows:

Allocations	Amounts
Student	\$37,592,196
Institutional	36,274,751
Minority Serving Institutions	3,873,690
Total	\$77,740,637

Total HEERF Funds Revenue and Expenses - Summary

The table below shows a summary of all HEERF funds received and their remaining balances.

Allocations	Revenue	Expenses	Remaining Balance
Student	\$57,614,594	\$47,174,199	\$10,440,395
Institutional	78,464,353	21,811,615	56,652,738
Minority Serving Institution	7,423,452	3,428,099	3,995,353
Supplemental Assistance to Institutions of Higher Education	10,136,521	-	10,136,521
Grand Total	\$153,638,920	\$72,413,913	\$81,225,007

Total Student, Minority Serving Institutions (MSI) - Detail

The table below summarizes the HEERF funds received for Student, Minority Serving Institutions (MSI) and Supplemental Assistance to Institutions of Higher Education (SAIHE) and how much the College has awarded in student scholarships.

	Student	Minority Serving Institutions	Supplemental Assistance to Institutions of Higher Education	Total
Revenue	\$57,614,594	\$7,423,452	\$10,136,521	\$75,174,567
Scholarship Expense	47,174,199	3,428,099	-	50,602,298
Remaining Balance	\$10,440,395	\$3,995,353	\$10,136,521	\$24,572,269

Total Institutions - Detail

The table below summarizes the HEERF funds received as Institutional portion and what the College has spent the funds on:

	Institutional
Total Revenue	\$78,464,353
Expenses	
Lost Revenue	9,582,576
Scholarships	6,516,572
Salaries and Benefits	3,313,874
Student Debt Discharge	1,758,193
Personal Protective Equipment (PPE)	415,590
Laptop and Distance Learning Equipment and Software	224,810
Total Expense	\$21,811,615
Remaining Balance	\$56,652,738

The proposed use for the remaining balance is the following:

- For the Student portion:
 - ⇒ Minority Serving Institutions (MSI) and Supplemental Assistance to Institutions of Higher Education (SAIHE), the funds will be used to assist students with their cost of attendance, including food, housing, course materials, technology, health care, and child care.
- For the Institutional portion:
 - ⇒ The funds will be used for lost revenue, student debt discharge, HVAC filtration system, air purifiers, hotspots, salaries and benefits, personal protective equipment (PPE) and scholarships for students.

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

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

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

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

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

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

- a. Approval of Proposed Revisions to Policy #5120: Investment Policy and Investment Strategy Statement
- b. Approval on Resolution 2022-005 Authorizing Investment Brokers, Dealers, Banks, and Investment Pools
- c. Approval on Rescind of Award, Purchases, and Renewals

- d. Approval to Solicit a Request for Proposals for Food Services
- e. Approval of Proposed Revisions to Policy #4306: Vacation Leave Accrual
- f. Approval of Interlocal Agreement for Compensation Study between South Texas College and Texas Association of School Boards

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

- a. Approval of Proposed Revisions to Policy #5120: Investment Policy and Investment Strategy Statement
- b. Approval on Resolution 2022-005 Authorizing Investment Brokers, Dealers, Banks, and Investment Pools
- c. Approval on Rescind of Award, Purchases, and Renewals
- d. Approval to Solicit a Request for Proposals for Food Services
- e. Approval of Proposed Revisions to Policy #4306: Vacation Leave Accrual
- f. Approval of Interlocal Agreement for Compensation Study between South Texas College and Texas Association of School Boards

The motion carried.

Consent Agenda Item:

a. Approval of Proposed Revisions to Policy #5120: Investment Policy and Investment Strategy Statement

Approval to revise Policy #5120: Investment Policy and Investment Strategy Statement was requested.

Purpose – The Public Funds Investment Act (PFIA), Chapter 2256.005 (e) and the College’s Policy requires the governing body of an investing entity to review its Investment Policy and Investment Strategy Statement not less than annually. The governing body must adopt a written instrument by rule, order, ordinance, or resolution stating that it has reviewed the Investment Policy and Investment Strategy Statement and that the written instrument so adopted shall record any changes made to either the Investment Policy or Investment Strategy Statement.

Justification – Revisions to Policy #5120: Investment Policy and Investment Strategy Statement were last approved and authorized on October 27, 2020. Administration brought the Investment Policy and Investment Strategy Statement to the Board of Trustees annually, as required.

Background – The College received the Certification of Investment Policy from the Government Treasurers’ Organization of Texas (GTOT) for the past six two-year periods, beginning August, 2009. The College’s Investment Policy and Investment Strategy Statement was submitted and reviewed by the Government Treasurers’ Organization of Texas (GTOT). In September 2020, the College was awarded the Certificate of Distinction by GTOT for the Investment Policy. This Certificate was for a two-year period ending August 31, 2022.

Reviewers – The Investment Policy and the Investment Strategy Statement have been reviewed by staff and also by South Texas College’s legal counsel, Valley View Consulting, LLC (Investment Advisor) and Carr, Riggs & Ingram, LLC (external auditors).

The current Investment Policy complies with the Public Funds Investment Act.

The revisions recommended included a reduction to the number of hours required for Investment Officer PFIA training, from 10 hours to 5 hours not less than once each state fiscal biennium or within the first twelve months after taking office or assuming duties, and minor changes to wording in an effort to provide clarification.

The revisions included in the Investment Policy are as follows:

	Section	From	To
1	On page 5, Section III E 2	In order to	To
2	On page 9, Section III G 1	10 hours	5 hours
3	On page 1, Investment Strategy Statement	In order to	To

Mr. Dick Long, from Valley View Consulting, LLC., presented on the revisions to the Investment Policy.

Enclosed Documents – The Investment Policy and Investment Strategy Statement and the Certification of Investment Policy were provided 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, were present at the October 19, 2021 Finance, Audit, and Human Resources Committee meeting to address any questions by the Committee.

The Finance, Audit, and Human Resources Committee recommended approval of the policy revisions to Policy #5120: Investment Policy and Investment Strategy Statement, as presented and which supersedes any previously adopted Board Policy.

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

Consent Agenda Item:

b. Approval on Resolution 2022-005 Authorizing Investment Brokers, Dealers, Banks, and Investment Pools

Approval of Resolution Authorizing Investment Brokers, Dealers, Banks, and Investment Pools was requested.

Purpose – A change to the approved Investment Brokers, Dealers, Banks and Investment Pools list was proposed.

The Texas Public Funds Investment Act (PFIA) requires that the Board of Trustees approve any broker and dealer firms that will be used to transact investment business with the College. In addition, the College’s Investment Policy requires that the Board of Trustees approve any banks and investment pools that will be used to transact investment business with the College. As per Policy #5120: *Investment Policy* and Investment Strategy Statement and in accordance with the PFIA, the Board of Trustees shall at least annually, review, revise, and adopt a list of qualified Investment Providers.

Justification – The Resolution Authorizing Investment Brokers, Dealers, Banks, and Investment Pools was approved and authorized on October 27, 2020, as amended. A revised list of brokers, dealers, banks, and investment pools, which shows a name change from BBVA to PNC Bank was included on Exhibit “A”.

The recommended change to the investment brokers, dealers, and banks list is as follows:

	Section	From	To
1	List of Authorized Banks:	BBVA	PNC Bank

Background – The Board adopted specific limitations on banks that could be used for College deposits with the adoption of Resolution Authorizing Investment Brokers, Dealers, Banks, and Investment Pools on October 27, 2020, as amended. Valley View Consulting, LLC, the investment advisor under contract with the College, has confirmed the change in name from BBVA to PNC Bank.

Reviewers – The Resolution was reviewed by Valley View Consulting, LLC (Investment Advisor) and was previously reviewed by South Texas College’s legal counsel.

Enclosed Documents – The revised Resolution Authorizing Investment Brokers, Dealers, Banks, and Investment Pools was provided in the packet for the Committee’s information and review.

Dr. Ricardo J. Solis, President, Mary Elizondo, Vice President for Finance and Administrative Services, and Mr. Dick Long, Valley View Consulting, LLC., were present at the October 19, 2021 Finance and Human Resources Committee meeting to address any questions by the Committee.

The Finance and Human Resources Committee recommended for Board approval Resolution 2022-005 Authorizing Investment Brokers, Dealers, Banks, and Investment Pools as presented, and which supersedes any previously adopted Board Resolution.

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

Consent Agenda Item:

c. Approval on Rescind of Award, Purchases, and Renewals

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

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

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

A. Rescind of Award

- 1) Pest Control Services (Rescind):** rescind the June 22, 2021, award to **Zaap It Pest Control** for Pest Control Services, since the vendor withdrew their proposal on September 14, 2021:

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

- 2) Admission Assessment Exams (Purchase):** purchase admission assessment exams from **Elsevier, Inc.** (New York, NY), a sole source vendor, for the period beginning September 1, 2021 through August 31, 2022, at an estimated amount of \$82,800.00;
- 3) Fire Science Training Simulator (Purchase):** purchase a fire science training simulator from **W.S. Darley & Co. / Darley Fire Equipment Division** (Itasca, IL) (New), a sole source vendor, at a total amount of \$60,500.00;
- 4) Headwalls and Furniture for Skills Labs (Purchase):** purchase headwalls and furniture for skills labs from **Pocket Nurse** (Monaca, PA), an Omnia Partners Purchasing Cooperative approved vendor, at a total amount of \$57,539.31;
- 5) Nursing Equipment and Supplies (Purchase):** purchase nursing equipment and supplies from **Bound Tree Medical** (Dublin, OH), a Texas Association of School Boards – Buyboard approved vendor, for the period beginning September 1, 2021 through August 31, 2022, at an estimated total amount of \$80,000.00, which is based on prior year expenditures;

- 6) **3D Printers, Accessories, and Supplies (Purchase):** purchase 3D printers, accessories, and supplies from **Technical Laboratory Systems** (Houston, TX), The Interlocal Purchasing System (TIPS) approved vendor, at a total amount of \$153,095.00;
- 7) **Training Manikin I (Purchase):** purchase a training manikin I from **Gaumard Scientific Co., Inc.** (Miami, FL), a Choice Partner Purchasing Cooperative approved vendor, at a total amount of \$80,278.15;
- 8) **Training Manikin II (Purchase):** purchase a training manikin II from **Laerdal Medical Corporation** (Wappingers Falls, NY), a Texas Association of School Boards (TASB) – Buyboard approved vendor, at a total amount of \$78,281.30;
- 9) **Virtual Reality Trainers (Purchase):** purchase virtual reality trainers from **zSpace** (San Jose, CA) (New), The Interlocal Purchasing System (TIPS) purchasing cooperative approved vendor, at a total amount of \$64,536.20;

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

- 10) **Building Automation Control Equipment, Parts, and Equipment Maintenance (Purchase):** purchase building automation control equipment, parts, and equipment maintenance from **Siemens Industry, Inc.** (Buffalo Grove, IL/La Feria, TX), a Sourcewell Cooperative approved vendor, for the period beginning September 1, 2021 through August 31, 2022, at an estimated amount of \$50,000.00, which is based on prior year expenditures;
- 11) **Graduation Caps and Gowns (Renewal):** renew the graduation caps and gowns contract with **Jostens, Inc.** (Minneapolis, MN), for the period beginning January 1, 2022 through December 31, 2022, at an estimated annual amount of \$65,000.00. The graduation caps and gowns are for the May 2022 and December 2022 ceremonies;
- 12) **Vehicle Fuel Program (Renewal):** renew the vehicle fuel program with **U.S. Bank/Voyager Fleet Systems** (Kansas City, MO), a State of Texas Procurement and Support Services (TPASS) approved vendor, acting by and through the State of Texas Council of Competitive Government (CCG), for the period beginning January 1, 2022 through December 31, 2022, at an estimated amount of \$130,000.00, which is based on prior year expenditures;

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

- 13) **Computers and Laptops (Purchase):** purchase of computers and laptops from the State of Texas Department of Information Resources (DIR) approved vendor, **Dell Marketing, LP.** (Dallas, TX), at a total amount of \$87,293.96;
- 14) **Microsoft Campus License Agreement (Renewal):** renew the Microsoft campus license agreement with **Software House International (SHI) Government Solutions, Inc.** (Austin, TX), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning November 1, 2021 through October 31, 2022, at a total amount of \$199,335.80;
- 15) **Syllabus Management Software Agreement (Renewal):** renew the syllabus management software agreement with **Intellidemia, Inc.** (New York, NY), for the period beginning October 1, 2021, through September 30, 2022, at a total amount of \$20,700.00.

Recommend Action - The total for all rescind of award, purchases, and renewals was \$1,209,379.72.

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

Consent Agenda Item:

d. Approval to Solicit a Request for Proposals for Food Services

Approval for the solicitation of a Request for Proposals (RFP) for Food Services was requested.

Purpose –The College was seeking Cafeteria Dining, Fast Food/Coffeehouse, and/or Food Truck Services to provide meals and beverages to students and employees at all campuses.

Justification – Due to the negative impact of the pandemic on the volume of sales resulting in a net loss, on December 16, 2020, the College discontinued Food Services, which were operated by College employees. Administration has been monitoring the number of students and employees on campus and the need to re-establish the Food Services operation. In an effort to address the current needs and have the flexibility to scale up or down, depending on sale volume without affecting College personnel, Administration is proposing the option of outsourcing the food services operations. The agreements between the College and food service vendors will allow flexibility on the contract terms regarding the begin and end date, variety of meals, number of vendor types, and hours and days of operations.

The award may be made to one or more of these types of vendors to offer students, employees, and visitors a variety of meals, beverages, and snacks at different locations and times.

Background – The Food Services Department was established to provide food, beverages, and snacks to students on campus and was operated by College employees. On November 24, 2020, the Board approved to cease Food Services operations on December 16, 2020, due to the significant reduction of customers resulting from COVID-19 restrictions, safety measures in place, and associated negative financial impact.

At this time, Administration recommended not to manage the Food Services Department internally due to the uncertain financial sustainability. An in-house operation would require hiring appropriate personnel for each location, which includes the hiring process of interviews and onboarding.

The College proposed to prepare a Request for Proposals (RFP) to seek different types of food services vendors for the five (5) campuses to include the following:

A. Cafeteria Dining Services

The awarded vendors will be allowed to operate the cafeteria, including the kitchen area, dining area, and ancillary spaces.

The cafeteria dining services vendor will prepare and cook breakfast and lunch meals on-site using the cafeteria’s kitchen to sell hot-and-ready special entrées, daily lunch specials, and other items such as pizza, hot dogs, tacos, hamburgers, sandwiches, salads, other special diets, desserts, snacks, and beverages.

B. National or Locally-Owned Fast-Food/Coffeehouse Vendors

The awarded vendors will be allowed to operate at a designated cafeteria space or other location on campus.

The national or locally-owned fast food/coffeehouse vendors will prepare and cook their exclusive menu items that are recognized as the vendor’s branded food and/or coffee. If needed, the vendor has the option to use the cafeteria’s kitchen or use another location on campus to sell the food to go.

C. Food Truck Services

The awarded authorized vendors will be allowed to operate at a designated parking space convenient for students, employees, and visitors.

The local food truck vendors will offer students a variety of meal options to go. The College may leverage using a food truck to enhance students' overall experience during student activity events such as enrollment and recruitment events. The food truck location may be in a high traffic area for students to quickly pick up breakfast, lunch, drinks, or snacks in a convenient manner. Food trucks have recently become a trend option because of their low maintenance cost, variety of meals, mobility and accessibility, and are being used at other colleges.

Locations appropriate for food trucks have been identified in each of the five (5) campuses.

Cafeteria dining and national or locally-owned fast-food/coffeehouse vendors may use the cafeteria at each campus, as follows:

Location	Cafeterias Sq. Ft.
Pecan Campus	9,141 sq.ft.
Technology Campus	1,801 sq.ft.
Nursing and Allied Health Campus	3,798 sq.ft.

Mid Valley Campus	5,414 sq.ft.
Starr County Campus	2,705 sq.ft.

Considerations

Upon Board approval to solicit and based on the number of RFP respondents, the main following factors and other pertinent factors would determine the outcome in proposing the selection of the vendors, number of vendors, and the type of vendors:

- The number and availability of food service and food truck vendors responding at each campus.
- The availability of campus cafeterias and other locations/ancillary spaces.
- The availability to provide catering services for College meetings or special events.
- The contract terms such as dates, commission rates, and lease space rates.
- The hours and days of operation.
- The types of food and drinks.

Tentative Timeline

The following table illustrates a tentative timeline:

Month	Activity
October 2021	Receive Board approval to solicit
November 2021	STC advertises and evaluates
December 2021	Receive Board approval to award food vendors
January 2022	Food Service Vendors begins at the start of the Spring 2022 semester

The recommendation to award the food service vendors was tentatively scheduled to be presented to the Board of Trustees at the December 2021 Board meeting.

Funding Source – Funds were budgeted in Auxiliary Services for FY 2021 – 2022.

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

The Finance, Audit, and Human Resources Committee recommended the solicitation of a Request for Proposals (RFP) for Food Services for Board approval at the October 26, 2021 Board meeting.

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

Consent Agenda Item:

e. Approval of Proposed Revisions to Policy #4306: Vacation Leave Accrual

Approval to revise Policy #4306: Vacation Leave Accrual was requested.

Purpose – The proposed revisions to the policy were necessary to increase the amount of vacation hours accrued by eligible employee on a monthly basis based on length of employment.

Justification – The request for the revisions to the policy were necessary to remain competitive in job market, to improve employee satisfaction and retention, and to align the tiered structure to the vacation accrual benefits of other Community Colleges and state law.

Background – South Texas College adopted Policy # 4306: Vacation Leave Accrual on April 11, 1996.

In an effort to improve the benefit of the accrual of vacation leave for eligible employees, the College reviewed the vacation accrual procedure of eleven other peer Community Colleges and one University (Exhibits A, B, and C) and found that the majority have a vacation accrual tiered structure that increases the monthly accrued vacation hours based on years of continuous eligible full-time employment.

The key revisions to the policy are as follows:

1. Modify vacation accruals from 8 hours per month to:
 - a. Less than 5 years of employment - accrue eight (8) vacation hours a month
 - b. At least 5 years but less than 10 years of employment - accrue ten (10) vacation hours a month
 - c. At least 10 years but less than 15 years of employment - accrue twelve (12) vacation hours a month
 - d. At least 15 years but less than 20 years of employment - accrue fourteen (14) vacation hours a month
 - e. At least 20 years or more of employment - accrue sixteen (16) vacation hours a month
2. Establish a maximum number of hours transferred to the next fiscal year in order to minimize the compensable absence liability increase at fiscal year-end:
 - a. The Texas Higher Education Coordinating Board Annual Financial Reports Requirements mandates the College to recognize as a liability the value of the balance of vacation hours not stated at the end of the fiscal year, August 31, 2021. As of August 31, 2021, the compensable absences liability amount was

\$1,001,446.61. The liability is estimated to increase by 56%, or approximately \$565,720 to \$1,567,166 if the vacation accrual methodology is approved.

Reviewers – The revised policies were reviewed by Administrative staff and Vice Presidents.

Enclosed Documents - The revised policy was provided in the packet for the Board's information and review.

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

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

The Finance, Audit, and Human Resources Committee recommended Board approval to revise Policy #4306: Vacation Leave Accrual, as presented and which supersedes any previously adopted Board policy.

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

Consent Agenda Item:

f. Approval of Interlocal Agreement for Compensation Study between South Texas College and Texas Association of School Boards

Approval of an interlocal agreement for a compensation study between South Texas College and Texas Association of School Boards was requested.

Purpose – The proposed TASB compensation study was necessary to analyze the College's full-time faculty and staff current pay practices and structures and determine if they are competitive to our industry and geographic location.

Justification – The objective was for the Human Resources Services Division of the Texas Association of School Boards (TASB) to conduct a comprehensive review of the College's employee compensation plans and examine the competitive job market and determine whether pay practices are internally fair and externally competitive.

Background – South Texas College's last compensation study for staff was conducted in FY 2014. The TASB Compensation Services includes delivering wage and salary surveys and consulting to develop and maintain effective pay systems for full-time faculty and staff.

South Texas College annually participates in the TASB comprehensive salary survey submission.

On September 30, 2021, a meeting was conducted with a TASB representative, who indicated that the cost of the study will be \$25,000.00 plus reimbursement of any travel expenses. The estimated timeline of the process is approximately three (3) to four (4) months before a final presentation of recommendations.

The proposed services/deliverables would include the following:

- Set up pay file modeling templates using a snapshot of current employee data;
- Analyze competitive pay position in the local job market;
- Build or adjust pay structures aligned with market rates;
- Develop implementation models with cost estimates for pay adjustments;
- Review a preliminary draft of findings and recommendations with Client leaders;
- Advise in the development of administrative processes;
- Document and present a final report of findings and recommendations; and
- Provide final employee data file with board-adopted general pay increase.

Enclosed Documents – The Interlocal Agreement was provided in the packet for your review and information.

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

The Finance, Audit, and Human Resources Committee recommended Board approval of the interlocal agreement for a compensation study between South Texas College and Texas Association of School Boards, as presented.

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

**Review and Action as Necessary on Proposed Revisions to Policy
#4216: Sex Discrimination, Sexual Harassment, Domestic Violence,
Dating Violence, Stalking and Retaliation Prohibited**

Approval to revise Policy #4216: Sex Discrimination, Sexual Harassment, Domestic Violence, Dating Violence, Stalking and Retaliation Prohibited was requested.

Purpose - The proposed revisions to Policy #4216: Sex Discrimination, Sexual Harassment, Domestic Violence, Dating Violence, Stalking and Retaliation Prohibited (“Policy #4216”) were necessary to ensure continued compliance with state and federal law.

Justification - The request for the revisions to the policy were necessary for the following reasons:

- To enhance continued compliance with Title IX regulations and Texas state law, including relevant provisions of the Texas Education Code and the Texas Administrative Code.
- To remove unnecessary and duplicative language in order to streamline the policy.
- To update the position designated as the Title IX Coordinator from the Vice President for Finance and Administration to the Interim Director of Institutional Equity and provide contact information for reporting as required by law.
- To correct minor errors and ensure a better flow of Policy #4216 overall.

Background - South Texas College originally adopted Policy #4216: Harassment, Discrimination, and Sexual Misconduct on May 26, 2015. Over the past six years, Policy #4216 has been regularly updated, reviewed, and approved by the Board. Policy #4216 was most recently updated on December 15, 2020 to ensure compliance with certain requirements of Chapter 51 of the Texas Education Code as well as the Title IX regulations promulgated by the Department of Education. The College needed to incorporate additional revisions to Policy #4216 to ensure continued compliance with all applicable laws.

Reviewers -The revised policy was edited and reviewed by the Office of Institutional Equity, reviewed by the Vice President for Finance and Administrative Services, the College's Legal Counsel, and the Director of Human Resources.

Enclosed Documents - The revised policy was provided in the packet for the Board's review and information.

Initial additions to the policies were highlighted in yellow, and deletions were marked with a red strikethrough.

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 recommended approval of the policy revisions, contingent on amendment of the policy to incorporate the feedback provided by the Committee. This feedback was incorporated into the current proposal.

Upon a motion by Mr. Rene Guajardo and a second by Mr. Danny Guzman, the Board of Trustees approved and adopted the proposed revisions to Policy #4216: Sex Discrimination, Sexual Harassment, Domestic Violence, Dating Violence, Stalking and Retaliation Prohibited as presented and which supersedes any previously adopted Board Policy. The motion carried.

Review and Action as Necessary on Proposed Graduation Facility Lease Agreement

Approval of the graduation facility lease agreement was requested.

Authorize the graduation facility lease agreement with the **Vipers Arena, LLC. / dba Bert Ogden Arena** (Edinburg, TX), as sole source agreement, from December 11, 2021 beginning at 8:00 p.m. through December 12, 2021 at midnight, at an estimated amount of \$35,000.00.

Purpose – The Division of Student Services requested an event license agreement for the rental of a facility for graduation ceremonies, which would be held on Sunday, December 12, 2021 at 9:00 a.m., 1:00 p.m., and 5:00 p.m.

Justification and Benefit – The facility would be used for South Texas College graduation ceremonies in December 2021.

Funds for this expenditure were budgeted in the Graduation budget for FY 2021 – 2022.

Mr. Matthew Hebbard, Vice President for Student Affairs and Enrollment Services, Ms. Cynthia Blanco, Director for Student Records and Registrar, and Mrs. Becky Cavazos, Director of Purchasing attended the Board Meeting to address any questions from the Board members.

This item was not presented to the Finance, Audit, and Human Resources Committee, however entering into lease agreement is priority to finalize plans for the December 2021 graduation ceremonies.

Upon a motion by Mr. Rene Guajardo and a second by Mr. Danny Guzman, the Board of Trustees of South Texas College approved and authorized the graduation facility lease agreement with the Vipers Arena, LLC. / dba Bert Ogden Arena as presented. The motion carried.

Review and Action as Necessary to Write-off Capital Assets Valued at \$5,000 and Over

Approval to write-off capital assets valued at \$5,000 and over was requested.

Purpose – The Fixed Asset/Inventory Department requested approval to write-off capital assets valued at \$5,000 and over for assets returned to vendor, replaced by vendor, or disposed by vendor during construction.

These assets totaling \$155,694.99 would be removed, as applicable, from the College's inventory system and general ledger.

Justification – As per Policy #5130: Fixed Assets, the capital assets value and associated accumulated depreciation would be written-off from the College's capital asset ledger and the reduction would be reflected on the Comprehensive Annual Financial Report as of August 31, 2022.

Reviewers – This information was reviewed by the Fixed Assets/Inventory Department and would be removed from the College's inventory after Board approval.

The items valued at \$5,000 and over were included in the College inventory through the Banner system.

Enclosed Documents - A listing of the capital assets valued at \$5,000 and over was provided in the packet for the Board's information and review.

Mary Elizondo, Vice President for Finance and Administrative Services, and Becky Cavazos, Director of Purchasing, attended the 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 item due to fiscal year end audit.

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 writing-off capital assets valued at \$5,000 and over as presented. The motion carried.

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

The following Consent Agenda items were thoroughly discussed by the 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.

Any trustee may identify an item or items that should be removed from the Consent Agenda for further discussion. Otherwise, the Board is asked to formally act on the full

consent agenda, according to the details and recommended action presented for each item in the following pages

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

- a. Approval to Proceed with Solicitation of Architectural Services for the Mid Valley Campus South Academic Building H Repair and Renovations of Damaged Roof and Interior Areas
- b. Approval on Contracting Architectural Services for the Mid Valley Campus Workforce Program Projects
- c. Approval on Contracting Architectural Services for the Mid Valley Campus Center for Learning Excellence Building A Culinary Arts Lab Renovation
- d. Approval on Contracting Architectural Services for the Starr County Workforce Program Projects
- e. Approval of Proposed Change Order for the Pecan Plaza West Building C Kinesiology Storage and Restroom Renovations
- f. Approval of Proposed Change Order for the District Wide Deferred Maintenance of Roofs at the Mid Valley Campus
- g. Approval of Proposed Change Order for the District Wide Deferred Maintenance of Roofs at the Nursing and Allied Health Campus
- h. Approval of Substantial Completion for the Pecan Plaza West Building C Kinesiology Storage and Restroom Renovations
- i. Approval on Architectural Fee Adjustment for the Pecan Campus Business and Science Building G Conversion of Two (2) Classrooms to Geology Labs Project

Upon a motion by Mr. Gary Gurwitz and a second by Mr. Danny Guzman, the Board of Trustees of South Texas College approve and authorize the following items:

- a. Approval to Proceed with Solicitation of Architectural Services for the Mid Valley Campus South Academic Building H Repair and Renovations of Damaged Roof and Interior Areas
- b. Approval on Contracting Architectural Services for the Mid Valley Campus Workforce Program Projects
- c. Approval on Contracting Architectural Services for the Mid Valley Campus Center for Learning Excellence Building A Culinary Arts Lab Renovation
- d. Approval on Contracting Architectural Services for the Starr County Workforce Program Projects
- e. Approval of Proposed Change Order for the Pecan Plaza West Building C Kinesiology Storage and Restroom Renovations
- f. Approval of Proposed Change Order for the District Wide Deferred Maintenance of Roofs at the Mid Valley Campus
- g. Approval of Proposed Change Order for the District Wide Deferred Maintenance of Roofs at the Nursing and Allied Health Campus

- h. Approval of Substantial Completion for the Pecan Plaza West Building C Kinesiology Storage and Restroom Renovations
- i. Approval on Architectural Fee Adjustment for the Pecan Campus Business and Science Building G Conversion of Two (2) Classrooms to Geology Labs Project

The motion carried.

Consent Agenda Item:

a. Approval to Proceed with Solicitation of Architectural Services for the Mid Valley Campus South Academic Building H Repair and Renovations of Damaged Roof and Interior Areas

Approval of authorization to proceed with the publication of a Request for Qualifications (RFQ) to solicit architectural services for the Mid Valley Campus South Academic Building H Repair and Renovations of Damaged Roof and Interior Areas project was requested.

Purpose

The Facilities Committee recommended approval of the solicitation of architectural services for the repair of the damaged roof and renovation of the affected interior areas of the building.

Justification

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

Scheduling Priority

This project was initiated in 2021 due to the building being damaged by a rainstorm. The project was reviewed by the Facilities Planning & Construction department, Administration, the President's Cabinet, the Coordinated Operations Council, the Facilities Committee, and the Board of Trustees. This project was scheduled as an educational space improvement to restore the building to operating condition.

Background

On May 12, 2021, heavy rain storms damaged the roof, which resulted in interior areas sustaining water damage. The project consisted of renovating several classrooms, piano lab, art lab, and offices. Items to be repaired within these areas include walls, flooring, painting, ceiling tile, batt insulation, and roof.

The proposed scope of work is summarized as follows:

- Design and construction of the repair and renovations to the roof and interior areas of the building

The following is a timeline of the insurance claim for the incident:

- 05/12/21 – Building and contents damaged by heavy storms. Risk Manager contacted insurance agent (Montalvo Insurance) and initiated the insurance claim process with The Hartford Fire Insurance Co.
- 05/25/21 – Two consultants were sent by The Hartford to inspect the damage. One adjuster was sent to inspect the contents and the other was sent to inspect the building.
- 08/16/21 – Administration met with Legal Counsel to discuss the claims. Legal Counsel recommended and the College staff agreed to hire a Public Adjuster to assess the building and develop an internal report to compare against the consultant’s report and insurance claim recovery.
- 08/31/21 – The public adjuster will conduct the study prior to the College performing any of the demolition and reconstruction.
- 10/08/21 – The public adjuster visited the site to assess the property damage.
- 10/14/21 – The table below is a summary of the current payments received for the building and contents claims:

Date Received	Item	Amount
7/30/21 9/22/21	Building	\$278,777.91
7/30/21	Contents (includes instruments)	97,815.54
Pending	Recoverable Depreciation (Building)	54,133.14
	Total if Depreciation is Recovered	\$430,726.59

Once repairs are completed, the College may request the recoverable depreciation amount from The Hartford, which would increase the total received to \$430,726.59. The Hartford has indicated that there is coverage for this under our policy. The repairs and renovation work will need to be constructed to meet all current all applicable building codes.

The total project budget is \$985,700 and is itemized in the table below:

Mid Valley Campus South Academic Building H Repair and Renovations of Damaged Roof and Interior Areas Total Project Budget	
Budget Item	Budget Amount
Construction	\$630,000
Design	60,000
Miscellaneous	12,000
FFE	158,700

Technology	125,000
Total Project Budget	\$985,700

Funding Source

Funds for the Mid Valley Campus South Academic Building H Repair and Renovations of Damaged Roof and Interior Areas Project 2022-038R were budgeted in the FY 2021-2022 Renewals & Replacements Fund.

Enclosed Documents

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

The Facilities Committee recommended Board approval of the solicitation of architectural services for the Mid Valley Campus South Academic Building H Repair and Renovations of Damaged Roof and Interior Areas project as presented.

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

Consent Agenda Item:

b. Approval on Contracting Architectural Services for the Mid Valley Campus Workforce Program Projects

Approval to contract architectural services for the following Workforce Program projects at the Mid Valley Campus was requested:

- A. Workforce Center Building D Welding Lab Expansion and Renovation
- B. Workforce Center Building D Automotive Lab Expansion
- C. Workforce Center Building D HVAC-R Labs Expansion and Renovation

Purpose

Architectural services were necessary for design and construction administration services for the Mid Valley Campus Workforce Program projects. The design scope of work included, but was not limited to, design, analysis, preparation of plans and specifications, permit applications, construction administration, and inspection of the projects.

Scheduling Priority

These projects were requested by College management and the Academic Division of Business, Public Safety, & Technology. They have been reviewed by the Facilities Planning & Construction department, Administration, the Coordinated Operations Council, the Facilities Committee, the Education & Workforce Development Committee, and the Board of Trustees. These projects were scheduled as educational space improvements.

Background

On June 22, 2021, the Board approved the proposed Workforce Program projects as part of the College's FY 2021-2022 Capital Improvement Projects.

The projects and associated scopes of work were summarized as follows:

A. Workforce Center Building D Welding Lab Expansion and Renovation

The project consisted of constructing an expansion and renovation to provide accommodation for multiple classes at one time, including Traditional, Dual Credit, and Continuing Education classes, and will expand indoor and outdoor welding lab spaces.

- Design and construction of the expansion and renovation
- Approximate square feet of the proposed space: 1,850 s.f.

The project budget was \$537,500 and itemized in the table below:

Mid Valley Campus Workforce Center Building D Welding Lab Expansion and Renovation Total Project Budget	
Budget Item	Budget Amount
Construction	\$370,000
Design	37,000
Miscellaneous	12,000
FFE	90,000
Technology	10,000
Contingency 5%	18,500
Total Project Budget	\$537,500

B. Workforce Center Building D Automotive Lab Expansion

The project consisted of constructing an expansion to provide accommodation for new fully-equipped bays with overhead doors, work spaces, storage space for equipment and tools, and the possibility for further expansion as needed.

- Design and construction of the expansion
- Approximate square feet of the proposed space: 3,500 s.f.

The project budget was \$920,500 and itemized in the table below:

Mid Valley Campus Workforce Center Building D Automotive Lab Expansion Total Project Budget	
Budget Item	Budget Amount
Construction	\$700,000
Design	70,000
Miscellaneous	17,500
FFE	38,500
Technology	59,500
Contingency 5%	35,000
Total Project Budget	\$920,500

C. Workforce Center Building D HVAC-R Labs Expansion and Renovation

The project consisted of constructing an expansion and renovation to provide adequate space and equipment for both Traditional and Dual Credit classes, including an indoor classroom as well as an outdoor covered lab space for HVAC-R brazing.

- Design and construction of the expansion and renovation
- Approximate square feet of the proposed space: 2,000 s.f.

The project budget was \$528,000 and itemized in the table below:

Mid Valley Campus Workforce Center Building D HVAC-R Labs Expansion and Renovation Total Project Budget	
Budget Item	Budget Amount
Construction	\$400,000
Design	40,000
Miscellaneous	12,000
FFE	22,000
Technology	34,000
Contingency 5%	20,000
Total Project Budget	\$528,000

On July 27, 2021, the Board of Trustees approved the solicitation for architectural services. Solicitation for architectural qualifications began on August 11, 2021, for the purpose of selecting an architectural firm to prepare the necessary plans and specifications for these projects. A total of eighteen (18) firms received a copy of the RFQ and a total of ten (10) firms submitted their responses on August 26, 2021.

Timeline for Solicitation of Statements of Qualifications	
August 11, 2021	Solicitation of statements of qualifications began.
August 26, 2021	Ten (10) statements of qualifications were received.

Highest Ranked Vendor

Based on the evaluations of the qualifications, **PBK Architects, Inc.** was the highest ranked firm.

The total of the combined project budgets is \$1,986,000 and is itemized in the table below:

Mid Valley Campus Workforce Program Projects Total Projects Budget	
Budget Item	Budget Amount
Workforce Center Building D Welding Lab Expansion and Renovation	\$537,500

Mid Valley Campus Workforce Program Projects Total Projects Budget	
Workforce Center Building D Automotive Lab Expansion	920,500
Workforce Center Building D HVAC-R Labs Expansion and Renovation	528,000
Total Projects Budget	\$1,986,000

Funding Source

Funds for the Mid Valley Campus Workforce Center Building D Welding Lab Expansion and Renovation Project 2022-013C, the Workforce Center Building D Automotive Lab Expansion Project 2022-012C, and the Workforce Center Building D HVAC-R Labs Expansion and Renovation Project 2022-014C were budgeted in the FY 2021-2022 Unexpended Construction Plant Fund.

Reviewers

The proposals were reviewed by College staff from the Division of Business, Public Safety, & Technology, Facilities Operations & Maintenance, Facilities Planning & Construction, and Purchasing departments.

Enclosed Documents

Presentations of the proposed projects were enclosed. The evaluation team members completed evaluations for the firms and prepared the enclosed scoring and ranking summary.

The Facilities Committee recommended Board approval to contract architectural services with PBK Architects, Inc. for the Mid Valley Campus Workforce Program Projects as presented.

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

Consent Agenda Item:

c. Approval on Contracting Architectural Services for the Mid Valley Campus Center for Learning Excellence Building A Culinary Arts Lab Renovation

Approval to contract architectural services for the Mid Valley Campus Center for Learning Excellence Building A Culinary Arts Lab Renovation was requested.

Purpose

Architectural services were necessary for design and construction administration services for the Mid Valley Campus Center for Learning Excellence Building A Culinary Arts Lab Renovation project. The design scope of work included, but was not limited to, design, analysis, preparation of plans and specifications, permit applications, construction administration, and inspection of the project.

Scheduling Priority

This project was requested by College management and the Academic Division of Business, Public Safety, & Technology. It was reviewed by the Facilities Planning & Construction department, the President’s Cabinet, the Coordinated Operations Council, the Facilities Committee, the Education & Workforce Development Committee, and the Board of Trustees. This project was scheduled as an educational space improvement to provide classroom and lab space for instruction and demonstration.

Background

On June 22, 2021, the Board approved the proposed Mid Valley Campus Center for Learning Excellence Building A Culinary Arts Lab Renovation, along with other Workforce Program projects, as part of the College’s FY 2021-2022 Capital Improvement Projects.

The project consisted of constructing a renovation to provide classroom and lab space for instruction and demonstration, supporting the full Certificate and AAS degree pathways in Culinary Arts and Restaurant Management.

- Design and construction of the renovation
- Approximate square feet of the proposed space: 2,165 s.f.

On July 27, 2021, the Board of Trustees approved the solicitation for architectural services. Solicitation for architectural qualifications began on August 25, 2021, for the purpose of selecting an architectural firm to prepare the necessary plans and specifications for these projects. A total of fourteen (14) firms received a copy of the RFQ and a total of eight (8) firms submitted their responses on September 9, 2021.

Timeline for Solicitation of Statements of Qualifications	
August 25, 2021	Solicitation of statements of qualifications began.
September 9, 2021	Eight (8) statements of qualifications were received.

Highest Ranked Vendor

Based on the evaluations of the qualifications, **Boultinghouse Simpson Gates Architects** was the highest ranked firm.

The project budget is \$531,365 and itemized in the table below:

Mid Valley Campus Center for Learning Excellence Building A Culinary Arts Labs Renovation Total Project Budget	
Budget Item	Budget Amount
Construction	\$357,225
Design	35,725
Miscellaneous	7,145
FFE	88,410

Technology	25,000
Contingency 5%	17,860
Total Project Budget	\$531,365

Funding Source

Funds for the Mid Valley Campus Center for Learning Excellence Building A Culinary Arts Labs Renovation Project 2022-002C were budgeted in the FY 2021-2022 Unexpended Construction Plant Fund.

Reviewers

The proposals were reviewed by College staff from the Division of Business, Public Safety, & Technology, Facilities Operations & Maintenance, Facilities Planning & Construction, and Purchasing departments.

Enclosed Documents

A presentation of the proposed project was provided. The evaluation team members completed evaluations for the firms and prepared scoring and ranking summary.

The Facilities Committee recommended Board approval of the contracting of architectural services with Boultinghouse Simpson Gates Architects for the Mid Valley Campus Center for Learning Excellence Building A Culinary Arts Labs Renovation project as presented.

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

Consent Agenda Item:

d. Approval on Contracting Architectural Services for the Starr County Workforce Program Projects

Approval to contract architectural services for the following Workforce Program projects at the Starr County Campus was requested:

- A. Workforce Center Building D Automotive Lab Expansion
- B. North Academic Building C HVAC-R Labs Expansion and Renovation

Purpose

Architectural services were necessary for design and construction administration services for the Starr County Campus Workforce Program projects. The design scope of work includes, but is not limited to, design, analysis, preparation of plans and specifications, permit applications, construction administration, and inspection of the projects.

Scheduling Priority

These projects have been requested by College management and the Academic Division of Business, Public Safety, & Technology. They have been reviewed by the Facilities Planning & Construction department, the President's Cabinet, the Coordinated Operations Council, the Facilities Committee, the Education & Workforce Development

Committee, and the Board of Trustees. These projects are scheduled as educational space improvements.

Background

On June 22, 2021, the Board approved the proposed Workforce Program projects as part of the College’s FY 2021-2022 Capital Improvement Projects.

The projects and associated scopes of work are summarized as follows:

A. Workforce Center Building D Automotive Lab Expansion

The project consisted of constructing an expansion that would separate the existing Automotive area from the Welding area, which would provide room for overhead doors and open bays, lift equipment, storage space, and room for future expansion.

- Design and construction of the expansion
- Approximate square feet of the proposed space: 4,100 s.f.

The project budget was \$1,078,300 and itemized in the table below:

Starr County Campus Workforce Center Building D Automotive Lab Expansion Total Project Budget	
Budget Item	Budget Amount
Construction	\$820,000
Design	82,000
Miscellaneous	20,500
FFE	45,100
Technology	69,700
Contingency 5%	41,000
Total Project Budget	\$1,078,300

B. North Academic Building C HVAC-R Labs Expansion and Renovation

The project consisted of constructing an expansion and renovation of the current space from two (2) to four (4) classrooms to provide adequate space for traditional and dual credit course enrollment, as well as the addition of a covered outdoor lab space for HVAC-R brazing.

- Design and construction of the expansion and renovation
- Approximate square feet of the proposed space: 600 s.f.

The project budget was \$153,500 and itemized in the table below:

Starr County Campus North Academic Building C HVAC-R Labs Expansion and Renovation Total Project Budget	
Budget Item	Budget Amount

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

On July 27, 2021, the Board of Trustees approved the solicitation for architectural services. Solicitation for architectural qualifications began on August 11, 2021, for the purpose of selecting an architectural firm to prepare the necessary plans and specifications for these projects. A total of eighteen (18) firms received a copy of the RFQ and a total of nine (9) firms submitted their responses on August 26, 2021.

Timeline for Solicitation of Statements of Qualifications	
August 11, 2021	Solicitation of statements of qualifications began.
August 26, 2021	Nine (9) statements of qualifications were received.

Highest Ranked Vendor

Based on the evaluations of the qualifications, **Able City, LLC.** was the highest ranked firm.

The total of the combined project budgets was \$1,231,800 and is itemized in the table below:

Starr County Campus Workforce Program Projects Total Projects Budget	
Budget Item	Budget Amount
Workforce Center Building D Automotive Lab Expansion	\$1,078,300
North Academic Building C HVAC-R Labs Expansion and Renovation	153,500
Total Projects Budget	\$1,231,800

Funding Source

Funds for the Starr County Campus Workforce Center Building D Automotive Lab Expansion Project 2022-005C and the Starr County Campus North Academic Building C HVAC-R Labs Expansion and Renovation Project 2022-007C were budgeted in the FY 2021-2022 Unexpended Construction Plant Fund.

Reviewers

The proposals were reviewed by College staff from the Division of Business, Public Safety, & Technology, Facilities Operations & Maintenance, Facilities Planning & Construction, and Purchasing departments.

Enclosed Documents

Presentations of the proposed projects were provided. The evaluation team members completed evaluations for the firms and prepared the scoring and ranking summary.

The Facilities Committee recommended Board approval of the contracting of architectural services with Able City, LLC. for the Starr County Campus Workforce Program Projects as presented.

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

Consent Agenda Item:

e. Approval of Proposed Change Order for the Pecan Plaza West Building C Kinesiology Storage and Restroom Renovations

Approval of a proposed change order with Tri-Gen Construction, LLC for the Pecan Plaza West Building C Kinesiology Storage and Restroom Renovations project was requested.

Purpose

The purpose of this change order was to request authorization to begin work on the proposed modifications to the construction scope.

Justification

Modifications to the scope were required due to necessary changes in scope and acceptance of a credit for unused Contingency Allowance.

Scheduling Priority

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

Background

On March 30, 2021, the Board approved contracting services with Tri-Gen Construction, LLC for the Pecan Plaza West Building C Kinesiology Storage and Restroom Renovations project. A previous change order was approved by the President; Change Order #1 was for various construction items which resulted in a net decrease of \$50.00. The water heater in the space was in unusable condition and required replacement. Additionally, an access door to the HVAC equipment for the space was requested. The change order includes the replacement of the water heater, the installation of an access door to the HVAC equipment, and acceptance of the remaining Contingency Allowance as a credit.

The project contained a Contingency Allowance of \$8,000. Changes to the scope which increased the construction costs were able to be deducted from the Contingency Allowance.

Modifications to scope associated with Change Order #2, which would be deducted from the Contingency Allowance in the amount of \$1,202.91, were listed as follows:

- Replacement of an existing water heater \$470.91
- Furnishing and installation of an access door..... 732.00
- Total \$1,202.91

The scope modifications totaling \$1,202.91 would be deducted from the Contingency Allowance of \$8,000, leaving a remaining balance of \$6,797.09.

The unused Contingency Allowance would be included as a credit in the change order. The acceptance of the Contingency Allowance credit associated with Change Order #2 would decrease the construction cost in the amount of \$6,797.09.

The project was nearing Final Completion and no other change orders were anticipated.

Below is a description of the proposed change order item.

Pecan Plaza West Building C Kinesiology Storage and Restroom Renovations			
Proposed Change Order No.	Item Description and Justification	Cost/ Days	Funding Source
2	<u>Contingency Allowance</u>	(\$8,000.00)	Unexpended Plant Fund
	• Increases to cost, deducted from Contingency Allowance		
	○ Replacement of water heater	470.91	
	○ Installation of access door	<u>732.00</u>	
	Subtotal	1,202.91	
Total for Proposed Change Order No. 2 - Credit		(\$6,797.09)	Unexpended Plant Fund

Below is a table summarizing the construction budget and the change order proposal.

Pecan Plaza West Building C Kinesiology Storage and Restroom Renovations Construction Budget with Change Order Proposal	
Construction Contract Amount	\$175,000.00
Approved Change Order No. 1 - Previous	(50.00)

Proposed Change Order No. 2	(6,797.09)
Revised Construction Contract Amount	\$168,152.91

Funding Source

Funds for Pecan Plaza West Building C Kinesiology Storage and Restroom Renovations Project 2020-002C were budgeted in the FY 2021-2022 Unexpended Construction Plant Fund.

Enclosed Documents

The proposed change order #2 was provided.

The Facilities Committee recommended Board approval of the proposed change order with Tri-Gen Construction, LLC for a total decrease in cost of \$6,797.09 for the Pecan Plaza West Building C Kinesiology Storage and Restroom Renovations project as presented.

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

Consent Agenda Item:

f. Approval of Proposed Change Order for the District Wide Deferred Maintenance of Roofs at the Mid Valley Campus

Approval of a proposed change order with Argio Roofing & Construction LLC for the District Wide Deferred Maintenance of Roofs at the Mid Valley Campus project was requested.

Purpose

The purpose of this change order was to request authorization to begin work on the proposed modifications to the construction scope.

Justification

Modifications to the scope and the completion date were required due to necessary changes in scope and unavoidable delays.

Scheduling Priority

This renewals & replacements project was part of the district wide deferred maintenance plan, and was reviewed by the Facilities Planning & Construction department, the President's Cabinet, the Facilities Committee, and the Board of Trustees. It was scheduled as a non-educational space improvement to perform deferred maintenance of the roof at the Mid Valley Campus.

Background

On April 27, 2021, the Board approved contracting construction services with Argio Roofing & Construction LLC for the District Wide Deferred Maintenance of Roofs at the Mid Valley Campus. A change order to the construction contract was needed for additional costs and additional time associated with the modifications in scope for adding galvanized pitch pans, metal coping arches, and roof drain bowls and for providing a credit for roof areas not needing repair prior to the installation of the roof coating.

The project contained a Contingency Allowance of \$40,000. Changes to the scope which increase the construction costs were able to be deducted from the Contingency Allowance.

Modifications to scope associated with Change Order #1, which would be deducted from the Contingency Allowance in the amount of \$16,498.20, were listed as follows:

- Adding galvanized pitch pans \$9,465.00
- Adding metal coping arches 4,663.20
- Adding roof drain bowls 2,370.00
- Total \$16,498.20

In addition, there was a credit for roof areas that would not be repaired in the amount of \$10,060.00.

The scope modifications totaling \$16,498.20 and the credit of \$10,060.00 would be applied to the Contingency Allowance of \$40,000, leaving a remaining balance of \$33,671.80. The unused Contingency Allowance would remain in the project budget.

The contract cost would not be affected by this change order because the cost increases associated with the scope modifications were within the contingency allowance in the project budget.

The contractor requested additional days due to the modifications to the scope.

Original Substantial Completion Date.....October 11, 2021
 Additional Days Requested per Change Order #1 Sixty-one (61) days
 Revised Substantial Completion Date per Change Order #1December 11, 2021

Below is a description of the proposed change order item.

District Wide Deferred Maintenance of Roofs at the Mid Valley Campus				
Proposed Change Order No.	Item Description and Justification	Cost	Days	Funding Source
1	<u>Contingency Allowance</u> • Increases to cost, deducted from Contingency Allowance <ul style="list-style-type: none"> ○ Adding galvanized pitch pans ○ Adding metal coping arches ○ Adding roof drain bowl Subtotal of increases • Credit for unrepaired roof areas • Rain days <u>Subtotal</u>	40,000.00 (9,465.00) (4,663.20) <u>(2,370.00)</u> (16,498.20) 10,060.00 <u>0.00</u> (6,498.20)	10 days 51 days	Renewals & Replacements Fund

	<u>Remaining Contingency Allowance, to remain in construction budget</u>	33,671.80		
Total for Proposed Change Order No. 1		\$0.00	61 days	Renewals & Replacements Fund

Below is a table summarizing the construction budget and the change order proposal.

District Wide Deferred Maintenance of Roofs at the Mid Valley Campus Construction Budget with Change Order Proposal	
Construction Contract Amount	\$756,295.00
Proposed Change Order No. 1	0.00
Revised Construction Contract Amount	\$756,295.00

Funding Source

Funds for District Wide Deferred Maintenance of Roofs at the Mid Valley Campus Project 2019-030R were budgeted in the FY 2021-2022 Renewals & Replacements Fund.

Enclosed Documents

The proposed change order #1 was enclosed.

The Facilities Committee recommended Board approval of the proposed change order with Argio Roofing & Construction LLC for scope modifications deducting \$16,498.20 from the Contingency Allowance and adding sixty-one (61) additional days for the District Wide Deferred Maintenance of Roofs at the Mid Valley Campus project as presented.

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

Consent Agenda Item:

- g. Review and Action as Necessary of Proposed Change Order for the District Wide Deferred Maintenance of Roofs at the Nursing and Allied Health Campus**

Approval of a proposed change order with American Roofing USA for the District Wide Deferred Maintenance of Roofs at the Nursing and Allied Health Campus project was requested.

Since the Facilities Committee meeting, the Substantial Completion Date per Change Order #1 was revised from October 30, 2021 to November 27, 2021.

Purpose

The purpose of this change order was to request authorization to begin work on the proposed modifications to the construction scope.

Justification

Modifications to the scope and the completion date were required due to necessary changes in scope and unavoidable delays.

Scheduling Priority

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

Background

On April 27, 2021, the Board approved contracting construction services with American Roofing USA for the District Wide Deferred Maintenance of Roofs at the Nursing and Allied Health Campus. A change order to the construction contract was needed for additional costs and additional time associated with the modifications in scope for additional retrofit drains and for providing a credit for repairing roof areas not needed prior to the installation of the roof coating.

Modifications to the scope associated with Change Order #1 were listed as follows:

- Increase to Costs
 - The addition of retrofit drains would increase the construction costs by \$10,000.
- Decrease to Costs
 - The credit for 3,022 sq. ft. of roofing not repaired would decrease the construction costs by \$31,520.

The contractor requested additional days due to:

- Scope modifications, material delivery delays, & Board approval process . 46 Days
- Rain days 7 Days

Total number of days requested by contractor **53 Days**

Original Substantial Completion Date.....September 7, 2021
Additional Days Requested per Change Order #1 Fifty-three (53) days
Revised Substantial Completion Date per Change Order #1November 27, 2021

Below is a description of the proposed change order item.

District Wide Deferred Maintenance of Roofs at the Nursing and Allied Health Campus				
Proposed Change Order No.	Item Description and Justification	Cost	Days	Funding Source
1	<u>Increases to cost</u>			Renewals & Replacements Fund
	<ul style="list-style-type: none"> Additional retrofit drains Rain days 	\$10,000 0.00	46 days 7 days	
	<u>Decreases to cost</u>			
	<ul style="list-style-type: none"> Credit for roofing that was not repaired 	(\$31,520)	0 days	
Total for Proposed Change Order No. 1		(\$21,520)	53 days	Renewals & Replacements Fund

Below is a table summarizing the construction budget and the change order proposal.

District Wide Deferred Maintenance of Roofs at the Nursing and Allied Health Campus Construction Budget with Change Order Proposal	
Construction Contract Amount	\$266,000
Proposed Change Order No. 1	(21,520)
Revised Construction Contract Amount	\$244,480

Funding Source

Funds for District Wide Deferred Maintenance of Roofs at the Nursing and Allied Health Campus Project 2019-030R were budgeted in the FY 2021-2022 Renewals & Replacements Fund.

Enclosed Documents

The proposed change order #1 is provided

The Facilities Committee recommended Board approval of the proposed change order with American Roofing USA for a total decrease in cost of \$21,520 and adding fifty-three (53) additional days for the District Wide Deferred Maintenance of Roofs at the Nursing and Allied Health Campus project as presented.

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

Consent Agenda Item:

h. Approval of Substantial Completion for the Pecan Plaza West Building C Kinesiology Storage and Restroom Renovations

Approval of substantial completion of the Pecan Plaza West Building C Kinesiology Storage and Restroom Renovations was requested:

	Project	Completion Recommended	Date Received
1.	Pecan Plaza West Building C Kinesiology Storage and Restroom Renovations Architect: Alvarado Architects & Associates, Inc. Contractor: Tri-Gen Construction, LLC	Substantial Completion Recommended	September 20, 2021

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

College staff visited the site and developed a construction punch list on September 20, 2021. A Certificate of Substantial Completion was issued. Substantial Completion was accomplished within the time allowed in the Owner/Contractor agreement for this project by Tri-Gen Construction, LLC. The original cost approved for this project was \$175,000.

The following table summarizes the current budget status:

Pecan Plaza West Building C Kinesiology Storage and Restroom Renovations					
Construction Budget	Approved Proposal Amount	Net Total Change Orders	Current Project Cost	Previous Amount Paid	Remaining Balance
\$175,000.00	\$175,000.00	(\$50.00)	\$174,950.00	\$99,162.15	\$75,787.85

A deductive change order which would affect these amounts has also been presented to the Committee in another agenda item. Upon Board approval of Change Order #2, the final project cost would be \$168,152.91, which would result in a remaining balance of \$68,990.76.

Enclosed Documents

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

The Facilities Committee recommended Board approval of the substantial completion of the Pecan Plaza West Building C Kinesiology Storage and Restroom Renovations as presented.

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

Consent Agenda Item:

i. Approval on Architectural Fee Adjustment for the Pecan Campus Business and Science Building G Conversion of Two (2) Classrooms to Geology Labs Project

Approval to amend the current architectural agreement with EGV Architects, Inc. to adjust the architectural fee based on the final construction cost for the Pecan Campus Business and Science Building G Conversion of Two (2) Classrooms to Geology Labs project was requested.

Purpose

Authorization was requested to amend the current architectural agreement with EGV Architects, Inc. to adjust their architectural fee based on the final construction cost for the Pecan Campus Business and Science Building G Conversion of Two (2) Classrooms to Geology Labs project.

Scheduling Priority

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

Justification

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

Background

The current architectural agreement with EGV Architects, Inc. for the Pecan Campus Business and Science Building G Conversion of Two (2) Classrooms to Geology Labs project stated a fee adjustment was required if the final construction cost exceeded or was lower than the Owner's original budget for the Cost of Work. However, phases that were already completed were not affected by the fee adjustment as per the Owner/Architect Agreement. These completed phases, which amount to \$8,640, were schematic design, design development, construction documents, and bidding & negotiation. The fee adjustment would only affect the construction administration phase.

The original construction budget for the project was \$135,000, and the fee was negotiated at 8%, for a total of \$10,800. On March 30, 2021, the Board of Trustees approved contracting construction services with Tri-Gen Construction, LLC in the amount of \$114,000. The total project cost for the Pecan Campus Business and Science Building G Conversion of Two (2) Classrooms to Geology Labs project was \$118,268.23, which included all change orders in the amount of \$4,268.23.

Administration requested a fee reduction of \$267.71, which would result in an adjusted fee of \$10,532.29. The total revised fee, including the reimbursable expenses of \$1,484.04, was \$12,016.33.

The fee information is summarized below:

Original Fee:	\$10,800.00
Fee Reduction:	<u>(267.71)</u>
Subtotal:	\$10,532.29
Reimbursable Expenses:	<u>1,484.04</u>
Total Revised Fee	\$12,016.33

Board approval was necessary to amend the current architectural agreement with EGV Architects, Inc. to a revised fixed fee of \$12,016.33. No additional costs were anticipated for this project.

Funding Source

Funds for the Pecan Campus Business and Science Building G Conversion of Two (2) Classrooms to Geology Labs Project 2020-008C were budgeted in the FY 2021-2022 Unexpended Construction Plant Fund.

The design budget for this project was \$13,500. The total revised fee was within the budgeted amount.

Pecan Campus Business and Science Building G Conversion of Two (2) Classrooms to Geology Labs Design Budget	
Budget Item	Budget Amount
Design Budget	\$13,500.00
Total Revised Fee	12,016.33
Design Budget Variance	\$1,483.67

Enclosed Documents

A detailed breakdown of the fee adjustment was provided.

The Facilities Committee recommended Board approval to amend the current architectural agreement with EGV Architects, Inc. for the Pecan Campus Business and Science Building G Conversion of Two (2) Classrooms to Geology Labs project to a revised fixed fee of \$12,016.33.

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 September 2021. The approval was for checks submitted for release in the amount greater than \$125,000.00 and checks in the amount greater than \$25,000.00 that were released as authorized by Board Policy No. 5610.

Mrs. Mary Elizondo, Vice President for Finance and Administrative Services, provided a review of the Financial Report for the month of **September 2021**, and was available to respond to questions posed by the Board.

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

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

Announcements

A. Next Meetings:

- Tuesday, November 9, 2021
 - 3:30 p.m. – Education and Workforce Development Committee
 - 4:30 p.m. – Facilities Committee
 - 5:30 p.m. – Finance, Audit, and Human Resources Committee
- Tuesday, November 23, 2021
 - 5:30 p.m. – Regular Board Meeting

B. Other Announcements:

- The College will be closed from Thursday, November 25 2021, through Sunday, November 28, 2021, in observance of Thanksgiving.

- The College will be closed on Saturday, December 18, 2021 through Tuesday, January 4, 2022 in observance of Winter Break.

Adjournment

There being no further business to discuss, the Regular Meeting of the South Texas College Board of Trustees adjourned at 6:59 p.m.

I certify the foregoing are the true and correct minutes of the Tuesday, October 26, 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. US Institute of Museum and Library Services, Texas State Library and Archives Commission, (TSLAC), Texas Supports Libraries Grant in the amount of \$63,556.00

Funding from this award will help to provide mobile hotspots for part-time or full-time students who complete the Federal Student Aid (FAFSA), obtain a Blackboard Orientation Certification, a Library Orientation Certification, and have a minimum cumulative 2.25 Grade Point Average (GPA). The funding period is from December 1, 2021 to August 31, 2022.

This grant aligns with Strategic Goal #4, Foster Student Success, by providing support structures that promote persistence and educational attainment.

2. Texas Higher Education Coordinating Board, Texas Reskilling and Upskilling through Education (TRUE) Institutional Capacity Grant Program, Governor's Emergency Education Relief (GEER) Fund, subaward in the amount of \$469,010.60

Funding from this grant in partnership with Texas State Technical College will help support 232 students to receive training through the Department of Continuing, Professional and Workforce Education and the Institute of Advanced Manufacturing. Training for students will be provided through new, existing, and redesigned programs focused on developing skills in targeted occupations. The funding period is from October 15, 2021 to September 30, 2022.

This grant aligns to Strategic Direction #3, Creating Educational Opportunities for Students, by aligning programs with high demand, high value workforce and education training programs.

3. Lumina Foundation, Prioritizing Adult Community College Enrollment (PACCE) Grant, in the amount of \$75,000.00

Funding from this grant will help transition the General Equivalency Diploma (GED) program to an online platform. Students will be offered the opportunity to co-enroll in the online GED courses and industry recognized certification programs. The funding period is from November 1, 2021 to April 30, 2023.

This grant aligns to Strategic Direction #3, Creating Educational Opportunities for Students, by aligning programs with high demand, high value workforce and education training programs.

4. Any Additional Grants Pending Official Award

Summary of Grant Award Funding

The presented grants will provide up to \$607,566.60 in funding for the college to provide services and opportunities throughout the region.

It is recommended that the Board of Trustees of South Texas College approve the following Minute Order proposed for consideration:

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:

- a. US Institute of Museum and Library Services, Texas State Library and Archives Commission, (TSLAC), Texas Supports Libraries Grant in the amount of \$63,556.00
- b. Texas Higher Education Coordinating Board, Texas Reskilling and Upskilling through Education (TRUE) Institutional Capacity Grant Program, Governor's Emergency Education Relief (GEER) Fund, subaward in the amount of \$469,010.60
- c. Lumina Foundation, Prioritizing Adult Community College Enrollment (PACCE) Grant, in the amount of \$75,000.00

Approval Recommended:

Dr. Ricardo J. Solis
President

Approval of Resolution #2022-006 and Ballot Casting Votes for Members of the Hidalgo County Appraisal District Board of Directors for Calendar Years 2022 - 2023

Approval of a Resolution and Ballot casting votes for members of the Hidalgo County Appraisal District Board of Directors for Calendar Years 2022 - 2023 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, Mr. Pablo "Paul" Villarreal, Jr.

At the September 28, 2021 Special Board meeting, the Board of Trustees approved a nomination of all currently serving directors by written resolution.

Since that time, eight (8) candidates have been declared by Mr. Rolando Garza, Chief Appraiser, and the South Texas College Board of Trustees is asked to cast their votes by written resolution prior to December 15, 2021. South Texas College is allowed 365 votes. Votes can be cast for one candidate or distributed among any number of candidates. A voting unit can only cast its votes for candidates named on the ballot. There is no provision for write-in candidates.

The eight candidates declared by the Chief Appraiser are:

- Eddy Betancourt
- Albert Cardenas
- Juan Raul (Johnny) Cisneros
- Pete Garcia
- Richard A. Garza
- Joe Olivarez
- Amador Requenez
- Rodgers Paul Truitt

The Supporting Documentation and Resolution #2022-006 are provided in the packet.

It is recommended that the Board of Trustees of South Texas College approve the following Minute Order proposed for consideration:

It is recommended that the Board of Trustees of South Texas College approve and adopt Resolution #2022-006 casting their votes on the official ballot for the members of the Hidalgo County Appraisal District Board of Directors for Calendar Years 2022 - 2023 as presented.

Approval Recommended:

Dr. Ricardo J. Solis
President

EDDY BETANCOURT
805 N Ware Rd
McAllen, TX 78501
(956) 789-8891

Overview

Results-driven construction and project manager with over 30 years of expertise as a superintendent, construction manager and construction business owner. History of concurrently directing multiple projects to successful completion through effective management and team collaboration. Continually strives to produce high quality Industrial, Commercial, Institutional, and Residential projects while adhering to a tight schedule and budget. Advanced understanding of customer needs with diligent attention to detail results in superior customer service and high levels of client satisfaction.

Project Management / Budget & Finances / Personnel Acquisition & Training /

Team Management / Design & Development / Customer Relations / Multi-Site Management /

New Business Development

Industry

- Commercial Construction
- Real Estate
- Commercial
- Retail
- Automotive

Project Management/Leadership

- Large Scale Construction management and implementation
- Small Business Owner
- Member, Board of Directors Hidalgo County Appraisal District

WORK EXPERIENCE

Aug 1984 to Present

R & B General Construction Co, Inc., President
McAllen TX.

Administer construction budgets and supervise a staff of 60 full-time employees. Plan & design industrial warehouses and commercial ventures. Assist in the development of industrial facilities in various industrial parks. Coordinate development of residential homes and Multi project of renovations for commercial projects. Work closely with city municipalities, Engineers, Architects. Often present viable projects to city and county entities, and city officials to obtain necessary variances and permits for various private projects to meet city ordinances and overall governmental building codes. Development and Management of multi-million-dollar investment projects, specializing in the Cold Storage warehouse industry.

Oct 2015 to Present

National Tire and Wheel, LLC Co-Owner and President.
McAllen, TX

Purchased existing business on 10/22/2015.
Current sales have exceeded historical sales.

Feb 2012 to Present

E2H Investments, LLC, General Retail Partner Manager.
McAllen, TX

Manage a Rent To Own Business.
Account Management
Sales
Marketing
Grew business to 8 locations in 48 months.

Sep 2004 – March 2010

EZ Rim & Tire, Oversaw General Management of Rent To Own Wheel and tires
McAllen, TX

Managed Budget and advertising campaigns
Startup business that was profitable in 6 months.
Established business from startup to 750,000 in sales within 16 months.

January 1992 - 1998

Century Forwarding Agency, Inc, Vice President
Hidalgo, Texas

Manage export operation of the Agency specializing in exporting general goods for various Mexican and American corporations as well as managing. Just In-Time inventories for various fortune 500 companies. Successfully implemented all logistics for Wal-Mart Mexico and Wal-Mart USA specializing in their produce sector through various U.S and Mexican custom brokers with strict adherence to the NAFTA rules and regulations.

Aug 1987 - 1992

Technics Construction of Texas Inc.
McAllen, TX.

Vice-President Administered construction budgets and supervised a staff of 30 full-time employees. Designed and Build warehouse storage facilities. Assisted in the Development of Industrial facilities. Coordinated all aspects of construction for residential homes and renovations of commercial projects.

COMMUNITY SERVICES:

Most Recent Appointment by Texas Governor as Commissioner for the Texas Facilities Commission.

Appointment as Member of Board of Directors Hidalgo County Appraisal District.
By Hidalgo County Entities Term 2020-22

Appointed Member to Hidalgo County Appraisal District Review Board 2007 - 2012

Board Held Positions

- Member
- Secretary
- Chairman

PROFESSIONAL DEVELOPMENT:

University of Texas Pan-American - School of Business Continuing Education
Real Estate, Appraisals, Marketing, Real Estate principles, Law and Contracts
Mathematics, and Finance.

State Licensed in Real Estate # 0440351(1994)

Fluent in Reading and Writing Spanish

EXTRA CURRICULAR ACTIVITIES:

- ENACTUS Advisory Board (Students In Free Enterprise early 90's Alumni)
- Chairman entrepreneurship workshops,
- Small business development conference Invitee speaker
- Active supporter of Higher Education
- Golfing Activities, Fishing,
- Active in Daughter's School Outreach Programs
- Enjoy Family Trips

FORMAL EDUCATION

BBA (94)- Marketing and International Business, University of Texas Pan American

OTHER

Bilingual - Spanish/English.

**Albert Cardenas
McAllen**



Current Board member of McAllen Public Utility Board

Current member Boys & Girls Club

Vice-President Easton Construction, dealing mainly with commercial projects with offices in McAllen and San Antonio

Served 6 years on the McAllen Planning & Zoning Board

Board Member Hidalgo County Appraisal District Board of Directors 2014-Current

JUAN RAUL (JOHNNY) CISNEROS

1117 Orange Avenue

McAllen, TX 78501

956.534.3670 /

cadencecommercial@gmail.com

• **CAREER SUMMARY:**

Experienced in private industry and state/federal government contracting. Over 20 years, experience in the areas of finance, management, investments, business and economic development. Recognized leadership abilities, fluent in Spanish, solid analytical, quantitative, and communication skills with a demonstrated work ethic and a strong desire and ability to excel.

• **PROFESSIONAL AND OCCUPATIONAL EXPERIENCE:**

POSITION: Broker-Owner, Cadence Commercial Real Estate McAllen, Texas
(December, 2007 - Present) (Texas Licensed Real Estate Broker)

Associate, Southern Commercial Real Estate Group Harlingen, Texas (June, 2004 -
December 2007) (Texas Licensed Real Estate Salesperson)

RESPONSIBILITIES:

Assisting clients with site selection, disposition of property, structuring lease contracts, development of commercial projects, and acquisition and management of investment properties.

ACCOMPLISHMENTS:

Awarded lease to U.S. Congressman Ruben Hinojosa in Edinburg, Texas;

Awarded federal lease contract (ATP: 7,500 SF) in McAllen, Texas. 2007 and 2020.

Awarded federal lease contract (Secret Service: 4,200 SF) in McAllen, Texas. 2007 and 2018

Successfully secured 4,000 SF lease space for US Army Corps of Engineers in Edinburg, Texas. 2008

Created team that was awarded bid for federal lease (FBI 12,000 SF) in Brownsville, Texas.

2006 Contracted by U.S. General Services Administration (GSA) in procuring 40- acre site for current 70,000 SF

DRS/Customs and Border Protection facility in McAllen, Texas. 2007-2008

Successfully leased 30,000 SF to Cinemark Theaters for their **first** US dinner theater: Cinemark Movie Bistro (2013)

Successfully identified site (25 AC) in Westover Hills, San Antonio, that was awarded a 197,000 SF VA Community Based Outpatient Clinic.

Successfully procured a 60 AC site for IDEA Public Schools' Toros (Soccer) Campus

POSITION: President, Perimetry Property Services McAllen, Texas (September, 2007 - Present) **RESPONSIBILITIES:**

Third Party property management of commercial real estate in South Texas.

POSITION: Project Director, South Texas Minority Business Opportunity Committee (MBOC), The University of Texas-Pan American, Office of Center Operations and Community Services, Edinburg, Texas. (October, 1999 - October, 2005)

RESPONSIBILITIES:

Responsible for directing the day-to-day operations of the South Texas MBOC as well as supervising and assisting five full time staff members and one intern. The function of the South Texas MBOC is to coordinate, identify, and disseminate information on procurement, international trade, and financial opportunities to minority businesses in the Rio Grande Valley. As Director, my role is to organize and coordinate the MBOC, its subcommittees and task forces, provide professional and program guidance, assure adequate MBOC outreach to public and private sector organizations.

ACCOMPLISHMENTS:

Acquired three-year federal grant (U.S. Dept. of Commerce Minority Business Development Agency) to operate MBOC. Managed the coordination of over twenty trade missions to Mexico exposing over 50 export- ready companies to the Mexican market. Coordinated the 2nd South Texas Construction Conference, with over 200 participants each. Developed and Coordinated annual Market Opportunities & Networking for Entrepreneurial Youth (MONEY) Conference-an event geared towards future entrepreneurs. Co-developed policies and principles of the South Texas Mentor-Protege Program, a program that matches expert/experienced firms with developing/ protege firms.

- **EDUCATION**

The University of Texas at Austin May, 1998
Bachelor of Business Administration
Major: Finance. Concentrations: English, Accounting.

- **SKILLS**

- Bilingual (English, Spanish) Write, Read & Speak.
- Proficient in all MS Office products.
- IT hardware/software installation and integration.

- **ASSOCIATIONS/ MEMBERSHIPS**

- Greater McAllen Association of Realtors (GMAR) 2008 - Present
- San Antonio Board of Realtors (SABOR) 2017 - Present
- Harlingen - Brownsville MLS 2020 - Present
- McAllen Traffic Advisory Board Member (2016 - Present)
- McAllen Historic Preservation Council Board Member (2016 - Present)

Pete Garcia
San Juan



San Juan EDC Board 2015 Member

Region ESL Member

Head Start Advisory Member 2013-2015

San Juan Housing Authority Member 2015

PSJA School Board Member 2004-2013

Hidalgo County Appraisal District Board of Directors Board Member 2009-2013

Richard A. Garza



Hidalgo County Appraisal District is responsible for appraising all real and business personal property within Hidalgo County. The district appraises property according to the Texas Property Tax Code and the Uniform Standards of Professional Appraisal practices (USPAP).

Lifelong Resident of the Rio Grande Valley

Received Real Estate License at age 18

BBA in Finance, Pan American University

Married to Dr. Sylvia Sanchez Garza, Ph.D for 32 years.

My wife and I have raised 4 sons. Ricky, Dr. Joseph, Matthew & Lucas

Real Estate Broker, BIC Realty for over 44 years

President of BIC Investments, GR Land Co., Garco LTD., BIC Development., Gold Star Holdings, Ice House Ranches, GR Inversiones & Anacahuatas Investment Companies

Chairman of Cuartitos.com, a cargo shipping container leasing Co.

Lifetime member of McAllen Board of Realtors & Edinburg Board of Realtors

Member of Texas Association of Realtors since 1977

Past Zoning Commissioner of the City of McAllen Planning & Zoning Board

Past Vice-President of Finance Discovery Montessori School Board

Current Director of Plazas Del Lago HOA Finance

Chairman, Hidalgo County Appraisal District Board of Directions 1991 to Present

Past Boy Scouts of America- Troup Leader

Current Director, Texas Land Developers Association

Current Member of Santa Gertrudis Breeders International

Previous Member of Edinburg Hospital Authority Board of Directors

Member of Las Villas at South Padre Island Board of Directors

Member of Holy Spirit Catholic Church

Previous Director of Edinburg Chamber of Commerce Board of Directors

Current Member of Edinburg Chamber of Commerce

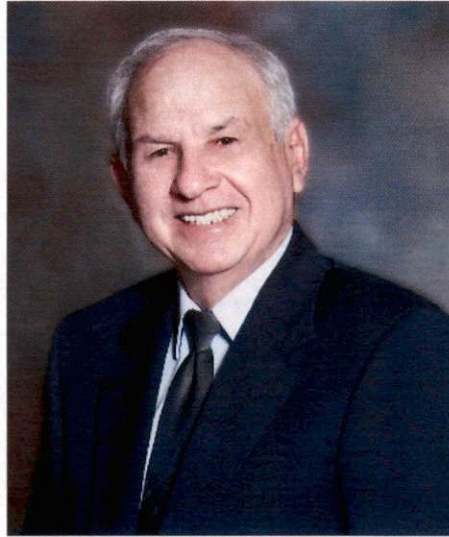
Current Member of McAllen Chamber of Commerce

Current Member of McAllen Hispanic Chamber of Commerce

**Joe Olivarez
Weslaco**

No Bio or Photo Provided

**Amador Requenez
Mission**



Owner & operator of Valley Welding Steel & Steel Fabrication in Mission since 1970
Owner & Operator of Valley Crane Service since 1970
Member of the (AGC) Associated General Contractors of America for 43 years
Member of Mission Chamber of Commerce for 20 and Director for 4 years
Member of Mission Rotary for 20 years
Served on Board of Hidalgo County Water District #6
Served on the Hidalgo PIC (Private Industry Council)
Served on Hidalgo County Appraisal District Board of Directors from 1992 to Present
Current Secretary Hidalgo County Appraisal District Board of Directors 2012 to Present

Rodgers Paul Truitt

Current member of the Criminal Justice Advisory Committee (5 years)

- General Adjuster – Engle Martin & Associates (4 years)
- Current Insurance Appraiser for multiple Insurance Carriers (8 years)
- Past Secretary of St. Paul's Lutheran Church Council (1 year)
- Past President of Edinburg Baseball and Softball Association (3 years)
- Past Professor of Psychology – South Texas College (13 years)
- Master of Arts in Clinical Psychology – St. Mary's University (1999)
- Bachelor of Arts in Psychology – Baylor University (1997)

RESOLUTION 2022-006

STATE OF TEXAS

COUNTY OF HIDALGO

WHEREAS, the Chief Appraiser of Hidalgo County Appraisal District has called for the election of the Hidalgo County Appraisal District Board of Directors: and

WHEREAS, South Texas College is entitled to cast a total of 365 votes in said election; and

WHEREAS, ballots must be returned by December 15, 2021 which is the deadline for accepting votes.

NOW THEREFORE BE IT RESOLVED South Texas College does hereby cast

- ___ votes for Eddy Betancourt
- ___ votes for Albert Cardenas
- ___ votes for Juan Raul (Johnny) Cisneros
- ___ votes for Pete Garcia
- ___ votes for Richard A. Garza
- ___ votes for Joe Olivarez
- ___ votes for Amador Requenez
- ___ votes for Rodgers Paul Truitt

for Hidalgo County Appraisal Board of Directors for 2022 - 2023.

READ. PASSED AND APPROVED at a regular meeting by the Board of Trustees for South Texas College on this the 23rd day of November, 2021.

BY: _____
Ms. Rose Benavidez
Chair, Board of Trustees

ATTEST:

BY: _____
Mrs. Victoria Cantú
Secretary, Board of Trustees

Approval of Resolution #2022-007 and Ballot Casting Votes for Members of the Starr County Appraisal District Board of Directors for Calendar Years 2022 - 2023

Approval of a Resolution and Ballot casting votes for members of the Starr County Appraisal District Board of Directors for Calendar Years 2022 - 2023 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, Ms. Ameida Salinas.

At the September 28, 2021 Special Board meeting, the Board of Trustees approved a nomination of all currently serving directors by written resolution.

Since that time, six (6) candidates have been declared by Ms. Rosalva Guerra, Chief Appraiser, and the South Texas College Board of Trustees is asked to cast their votes by written resolution prior to December 15, 2021. South Texas College is allowed 422 votes. Votes can be cast for one candidate or distributed among any number of candidates. A voting unit can only cast its votes for candidates named on the ballot. There is no provision for write-in candidates.

The eight candidates declared by the Chief Appraiser are:

- Clarissa Alvarez
- Jaime Escobar
- Eloy Garza
- Roy Pena
- Rogerio Olivares
- Encarnacion Saenz III

Supporting documentation and Resolution #2022-007 are provided in the packet.

It is recommended that the Board of Trustees of South Texas College approve the following Minute Order proposed for consideration:

It is recommended that the Board of Trustees of South Texas College approve and adopt Resolution #2022-007 casting their votes on the official ballot for the members of the Starr County Appraisal District Board of Directors for Calendar Years 2022 - 2023 as presented.

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
rguerra@starrcad.org*

October 29, 2021

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

Re: Election Ballot 2022-2023 Appraisal District Board of Directors

Dear Dr. Solis:

As prescribed by Section 6.03 of the Texas Property Tax Code enclosed you will find the "Official Ballot" with the candidate's names and the number of votes that you are authorized to cast in the election for Board of Directors for the Starr County Appraisal District. In addition, I have provided a list of the total vote distribution to all entities.

There are five Board of Directors who are elected by the taxing units that participate in the district which governs Starr County Appraisal District. In addition to the five elected Board of directors, the County Tax Assessor-Collector, presently Ms. Ameida Salinas, serves on the Board as a non-voting Director.

The governing body of a taxing unit may cast all its votes for one candidate or distribute them among any number of candidates. Each voting unit shall determine its vote by written resolution and submit it to the Chief Appraiser **before December 15, 2021**. A voting unit can only cast its votes for candidates named on the ballot. There is no provision for write-in candidates. The Chief Appraiser will not count votes cast for someone not listed on the official ballot.

The Chief Appraiser will count all the votes timely submitted and declare the five candidates who received the largest cumulative vote totals elected, and submit the results **before December 31, 2021**, to the governing body of each taxing unit in the district and to the candidates.

If you should have any questions, or I can provide additional information, please do not hesitate to contact me at (956) 487-5613.

Sincerely,


Rosalva Guerra, RPA, CTA, CCA
Chief Appraiser

**STARR COUNTY APPRAISAL DISTRICT
100 FM 3167, STE 300
RIO GRANDE CITY, TEXAS 78582**

“OFFICIAL BALLOT”

**ELECTION OF 2022-2023
APPRAISAL DISTRICT BOARD OF DIRECTORS**

ENTITY: SOUTH TEXAS COLLEGE	AUTHORIZED VOTES: 422
NOMINEE	# OF VOTES
CLARISSA ALVAREZ	
JAIME ESCOBAR	
ELOY GARZA	
ROY PENA	
ROGERIO OLIVARES	
ENARNACION SAENZ III	

DATE RESOLUTION PASSED
(ATTACH RESOLUTION)

AUTHORIZED REPRESENTATIVE

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

TAXING UNIT	2020 TAX LEVY	PERCENTAGE	NUMBER OF VOTES
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

NOTE: THE HOSPITAL DISTRICT DOES NOT PARTICIPATE ON THE SELECTION OF MEMBERS.

RESOLUTION 2022-007

STATE OF TEXAS

COUNTY OF HIDALGO

WHEREAS, the Chief Appraiser of Starr County Appraisal District has called for the election of the Hidalgo County Appraisal District Board of Directors: and

WHEREAS, South Texas College is entitled to cast a total of 422 votes in said election; and

WHEREAS, ballots must be returned by December 15, 2021 which is the deadline for accepting votes.

NOW THEREFORE BE IT RESOLVED South Texas College does hereby cast

- ___ votes for Clarissa Alvarez
- ___ votes for Jaime Escobar
- ___ votes for Eloy Garza
- ___ votes for Roy Pena
- ___ votes for Rogerio Olivares
- ___ votes for Encarnacion Saenz III

for Starr County Appraisal Board of Directors for 2022 - 2023.

READ. PASSED AND APPROVED at a regular meeting by the Board of Trustees for South Texas College on this the 23rd day of November, 2021.

BY: _____
Ms. Rose Benavidez
Chair, Board of Trustees

ATTEST:

BY: _____
Mrs. Victoria Cantú
Secretary, Board of Trustees

Review of Presentation to the Education and Workforce Development Committee:

The following item was presented to the Education and Workforce Development Committee on Tuesday, November 9, 2021:

a. Committee Approval for the Development of the Proposed Associate of Applied Science Degree and Certificate Programs for Surveying and Geospatial Technology

The Education and Workforce Development Committee was asked to approve development of an Associate of Applied Science Degree and a Certificate in Surveying and Geospatial Technology.

Committee and Board approval would be necessary to offer the programs once developed. Due to the nature of this new program and its difference from current programs offered by the College, an extended, two-phase institutional approval process is required:

- Phase I is the request for approval to initiate the development of the program. If approval to develop this program is granted by the required entities, up to and including the Education and Workforce Development Committee, Phase II of the process would begin.
- During Phase II, an Advisory Committee will be formally established that will guide the development of an appropriate curriculum that meets the business and industry workforce needs. Phase II includes the request to approve the program as proposed by the Advisory Committee and will follow the same approval channels including Education and Workforce Development Committee and South Texas College Board of Trustees, as well as the state and accrediting bodies.

The proposed program offers detailed instruction on land, route, control, and engineering design surveying, focusing on learning the legal principles of boundary location, evaluating property corners, describing the land, calculating land areas, and mapping the collected data of the natural and built environment. The program will prepare students for the use of modern surveying and mapping technologies such as Geographic Information Systems (GIS) and Global Positioning Systems (GPS) to collect, map, and analyze geographic data for projects in the Architectural, Engineering, and Construction (AEC) industry.

Students graduating from the proposed Certificate in Surveying and Geospatial Technology will have an opportunity to be certified in the Level I Site Layout credential from the National Center for Construction Education & Research (NCCER). Students that graduate with the associate degree will have an opportunity to be certified in the Level II Site Layout credential. Furthermore, students that complete the associate degree and accumulate two years of

experience working under a Registered Professional Land Surveyor will have the opportunity to qualify for the Surveyor in Training (SIT) exam for the Texas Board of Professional Engineers and Land Surveyors.

The program developers have researched and compiled job projection and wage data from Economic Modeling Specialists, Inc, conducted a student survey, and accumulated letters of support from industry partners to document program and student demand.

The following pages contain the Program Development Packet, which includes:

- Program Development Approval Checklist
- Program Development Approval Checklist
- Curriculum Department Review
- Program Development Checklist
- Program Summary
- Enrollment Management Plan
- Student Survey Summary
- Proposed Curriculum & Course Descriptions
- Instructional Costs and Projected Revenues
- Supporting Documents:
 - Proposed Advisory Committee Membership
 - Letters of Support

Dr. Anahid Petrosian, Vice President for Academic Affairs, introduced Ms. Christina Cavazos, Director for Curriculum, and Ms. Laura Salas, Chair for the Architectural and Engineering Design Technology department to review the proposal and respond to questions.

The Education and Workforce Development Committee approved Phase I so faculty could move forward to Phase II of the program development process for an Associate of Applied Science Degree and a Certificate in Surveying and Geospatial Technology as presented.

No Board action is needed for the development of these programs, though Committee and Board approval will be necessary to offer the programs once developed.

Review and Action as Necessary on Consent Agenda Item from the Education and Workforce Development Committee

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

Administration believes that all questions raised during the Committee discussion of Consent Agenda 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 to Offer the Proposed Associate of Arts Degree in Early Childhood Education in Fall 2022

It is recommended that the Board of Trustees of South Texas College approve and authorize the following Minute Order proposed for consideration:

The Board of Trustees of South Texas College approves and authorizes item a of the Education and Workforce Development Committee Consent agenda as presented.

Approval Recommended:

Dr. Ricardo J. Solis
President

Consent Agenda Item:

a. Approval to Offer the Proposed Associate of Arts Degree in Early Childhood Education in Fall 2022

The Board of Trustees is asked to approve offering an Associate of Arts Degree in Early Childhood Education in Fall 2022.

The proposed Associate of Arts Degree in Early Childhood Education will prepare students who are interested in pursuing a Bachelor of Science in Early Childhood Education, or related field, and help qualify graduates for career opportunities in public and private daycare centers as teachers or managers, teacher assistants in the public-school system, entry level positions in state/federally funded programs (Head Start and Early Head Start) and community-based programs.

Students graduating with an Associate of Arts in Early Childhood Education will have a well-rounded education that prepares them for success when transferring to other four-year institutions.

For the College, offering this degree will pave the way for potential articulation agreements with local and regional universities, providing graduates with a pathway to pursue further academic training.

The program developers have researched and compiled data from transfer universities and conducted a student survey to document program and student demand.

The following pages contain the Program Development Packet, which includes:

- Program Development Approval Checklist
- Program Development Process and Review
- Program Development Checklist
- Program Development Summary
- Enrollment Management Plan
- Student Survey
- Proposed Curriculum & Course Descriptions
- Instructional Costs and Projected Revenues

Dr. Anahid Petrosian, Vice President for Academic Affairs, introduced Ms. Christina Cavazos, Director for Curriculum, and Ms. Veronica Rodriguez, Chair for the Child Development/Early Childhood department to review the proposal and respond to questions.

The Education and Workforce Development Committee recommended Board approval to offer an Associate of Arts Degree program in Early Childhood Education in Fall 2022 as presented.



New Academic Associate Degree Program Certification Form

Directions: Texas public community, state, and technical colleges use this form to request a new academic associate degree program if the criteria for approval are met, per [Texas Administrative Code \(TAC\), Chapter 9, Subchapter J, Section 9.184](#) The criteria are listed as items A-H on the form's signature page.

This form requires the signatures of: (1) the Chief Executive Officer, certifying adherence to the Texas Administrative Code (TAC), Chapter 9, Subchapter J, Section 9.184 criteria, adequacy of funding for the new program, the notification of other Texas public institutions of higher education, and adherence to the [Standards for Academic Associate Degree Programs](#); and (2) a member of the institution's Governing Board (or designee) certifying Board approval.

Contact: Division of Academic Quality and Workforce, 512-427-6200.

Program Information

1. Institution Name: South Texas College

2. Proposed Program Name: Associate of Arts in Early Childhood Education
 Field of Study Voluntary Transfer Compact Statewide Articulation Agreement

3. Proposed CIP Code: 19.0711

4. Number of Required Semester Credit Hours (SCH): 60

5. Location and Delivery of the Proposed Program: Award will be offered at the South Texas College (STC) Pecan Campus location in McAllen, TX with the expectation of expansion to the STC Starr County Campus in Rio Grande City, TX and the STC Mid-Valley Campus in Weslaco, TX. Course offerings will be delivered via face-to-face, online and hybrid format.

6. Implementation Date: 08/22/2022

7. Contact Person:
Provide contact information for the person who can answer specific questions about the program.
Name: Christina Cavazos
Title: Director of Curriculum
E-mail: cycavazos@southtexascollege.edu
Phone: 956-872-6422

**Texas Higher Education Coordinating Board
Texas Public Community, State, and Technical Colleges**

1. Chief Executive Officer Certification – The Chief Executive Officer shall sign the following statements:

I hereby certify that all of the following criteria have been met in accordance with the procedures outlined in Texas Administrative Code (TAC), Title 19, Chapter 9, Subchapter J, Section 9.184:

- (A) The program has institution and governing board approval.
- (B) There is recent evidence of both short-term and long-term student demand for the program.
- (C) Enrollment projections reflect student demand estimates to ensure the financial self-sufficiency of the program.
- (D) The institution has an enrollment management plan for the program.
- (E) If the program does not follow a Board-approved field of study curriculum or a Board-approved statewide articulation transfer curriculum, the institution has or will initiate a process to establish transfer of credit articulation agreements for the program with senior-level institutions.
- (F) The program is designed to be consistent with the standards of the Southern Association of Colleges and Schools (Commission on Colleges), other applicable accrediting agencies, and is in compliance with applicable licensing authority requirements.
- (G) Adequate funding is available to cover all new costs to the institution over the first five years after the implementation of the program.
- (H) The program complies with all applicable provisions contained in Coordinating Board Rules, Chapter 9, Subchapter J and adheres to the [Standards for Academic Associate Degree Programs](#) approved by the Board.

I certify that my institution has notified all public institutions within 50 miles of the teaching site of our intention to offer the program at least 30 days prior to submitting this request. I also certify that if any objections were received, those objections were resolved prior to the submission of this request.

Chief Executive Officer

Date

2. Governing Board or Designee Approval – A member of the Governing Board or designee shall sign the following statement:

On behalf of the Governing Board, I hereby certify that the proposed program is appropriate for the mission of this institution, and the Governing Board has approved the proposed program.

Date of Governing Board approval: _____

Governing Board (Designee)

Date

Review of Presentations to the Finance, Audit, and Human Resources Committee:

The following item was presented to the Finance, Audit, and Human Resources Committee on Tuesday, November 9, 2021:

a. Update on Portable Air Purifiers

George McCaleb, Director of Facilities Operations and Maintenance provided an update on the portable air purifiers proposals that were received.

Purpose – Facilities Operations and Maintenance and the Purchasing Department requested additional time to complete the evaluation of the proposals received for the portable air purifiers.

Justification and Benefit – A total of twelve (12) proposals were received on October 29, 2021 and various types of units were proposed. The staff requested additional time to review and to thoroughly evaluate the proposed units.

Facilities Operations and Maintenance planned to purchase one (1) of each of the various manufacturer's units submitted by the vendors and will test the air quality in the rooms where the units are placed. An external tester would also be contracted and a report would be provided to staff with additional data, which would be considered when the units requested are evaluated.

Background – Request for Proposals were advertised on October 13, 2021 and October 20, 2021 and issued to twenty-five (25) vendors. Twelve (12) responses were received on October 29, 2021.

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

An update will be provided to the Board of Trustees at the December 2021 Regular Board Meeting.

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. Review and Action as Necessary on Award of Proposals, Purchases, and Renewals
- b. Review and Recommend Action to Revise Policy #4152: Documentation of Official Transcripts for All Employees
- c. Review and Recommend Action to Revise Purchasing Policies
 - Policy #5220: Contractors: Consultant Services, Professional Services and Honoraria
 - Policy #5225: Authorization for the President to Award Contracts After Informal Bidding for Expenditures Up to \$10,000 and Purchasing Procedures for Personal Property and Public Works
 - Policy #5226: Contracts
- d. Review and Recommend Action on Annual Investment Report for FY 2020 – 2021

It is recommended that the Board of Trustees of South Texas College approve items a – d of the Finance, Audit, and Human Resources Committee Consent agenda as presented.

Approval Recommended:

**Dr. Ricardo J. Solis
President**

Consent Agenda Item:
a. 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) Purchase of Clinical Skills Manikins (Award)

Award the proposal for the purchase of clinical skills manikins to **DiaMedical USA Equipment, LLC.** (West Bloomfield, MI), at a total amount of \$90,957.10.

Purpose – The Associate Degree Nursing (ADN) and Vocational Nursing (VN) programs in the Division of Nursing and Allied Health are requesting to purchase nine (9) low fidelity manikins for student learn basic nursing skills.

Justification and Benefit – The students will be using the manikins to gain basic knowledge and experience in properly placing IVs in arms, wound care, and proper tube tracheostomy tube placement among other things. This equipment has proven to help students gain the necessary skills needed before entering the workplace with real live patients which also improves their self-confidence.

Background – Proposals documents were advertised on October 13, 2021 and October 20, 2021 and issued to nine (9) vendors. Four (4) responses were received on October 28, 2021 and reviewed by the Division of Nursing and Allied Health and Purchasing Department.

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

2) Regional Center for Public Safety Excellence Site Improvements and Leveling for Portable Buildings (Reject)

Reject the proposals for the Regional Center for Public Safety Excellence site improvements and leveling for portable buildings, since all four (4) proposals received were over the budget.

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

3) Electronic Databases and Individual Serial Subscriptions Agreement (Purchase)

Purchase an electronic databases and individual serial subscriptions agreement from **Elsevier BV** (New York, NY) a sole source vendor, for the period beginning January 1, 2022 through December 31, 2024, at an estimated total amount of \$96,140.38, which will be paid in three (3) annual payments.

Purpose – Library Services is requesting to purchase subscriptions for ScienceDirect College Edition which is currently used by students and faculty in various academic programs. The focus of the resource includes physical sciences, engineering, life sciences, health sciences, social sciences, and humanities.

Justification and Benefit – The subscriptions provide access to over eighteen (18) million electronic journal (eJournal) articles, forty-two thousand (42,000) electronic books (eBooks), and over one (1) million open access articles (OER), which support the instructional programs and other needs of all College students and faculty (traditional, distance learning, and dual credit). The electronic format provides access to all students and faculty without geographic limitations.

Funds for this expenditure are budgeted in the Library Acquisitions budget for FY 2021 - 2022 and FY 2022 – 2023 and FY 2023 – 2024 pending Board approval of the budget.

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

4) Merchant Services (Renewal)

Renew the merchant services contract with **PNC Bank Merchant Services provided by First Data Merchant Services, LLC.** (McAllen, TX), for the period beginning December 1, 2021 through November 30, 2022, at an estimated total annual amount of \$196,000.00, which is based on prior year expenditures.

Purpose – The Business Office is requesting to renew the merchant services contract which will permit students, faculty, staff, and the general public to pay for services provided by the College with credit and debit cards.

Justification and Benefit – The merchant services contract will allow the College to accept credit and debit card transactions using online payments, in-person payments, or point of sale systems without interruption. Credit and debit card payments are processed at the cashier stations throughout the College district.

Background – The Board awarded the contract for merchant services at the November 26, 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.

Award	Board Meeting Date	Original Term	Renewal Term
Original	11/26/19	12/01/19 – 11/30/20	2 – one year options
1 st Renewal	11/24/20		12/01/20 – 11/30/21
2 nd Renewal	11/23/21		12/01/21 – 11/30/22

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

Funds for this expenditure are budgeted in the Business Office – Credit Card Charges budget for FY 2021 – 2022 and FY 2022 – 2023 pending Board approval of the budget.

5) Signs, Banners, and Related Products (Renewal)

Renew the signs, banners, and related products contracts for the period beginning February 1, 2022 through January 31, 2023, at an estimated total amount of \$50,000.00, which is based on prior year expenditures. The vendors are as follows:

- **Ana C. Tobias / Satori Display** (McAllen, TX)
- **FedEx Office and Print Services, Inc.** (Plano, TX)
- **Huntington Sky Production, Ltd./ dba Fastsigns** (McAllen, TX)
- **Imprezos Pro Uniforms, LLC.** (Pharr, TX)

Purpose – The Office of Public Relations and Marketing, Facilities Planning and Construction, Student Services, Department of Public Safety, and various departments are requesting to renew the contracts to purchase signs, banners, and related products for identification purposes and event awareness on an as needed basis only.

Justification and Benefit – The signs, banners, and related products will be used by various departments college wide to promote and market the instructional programs, departments, events, and South Texas College in the community and public schools.

Background – The Board awarded the contracts for the signs, banners, and related products at the December 15, 2020 Board of Trustees meeting for one year with two one-year annual renewals. The first renewal period begins February 1, 2022 and ends January 31, 2023.

Award	Board Meeting Date	Original Term	Renewal Term
Original	12/15/20	2/01/21 – 1/31/22	2 – one year options
1 st Renewal	11/23/21		2/01/22 – 1/31/23

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 Public Relations and Marketing, Student Services, Facilities Planning and Construction, Department of Public Safety, and various department budgets for FY 2021 – 2022 and FY 2022 and 2023 pending Board approval of the budget.

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

6) Mobile Devices and Service (Purchase)

Purchase mobile devices and service from **T-Mobile USA, Inc.** (Cincinnati, OH), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning January 1, 2022 through August 31, 2022, at an estimated total amount of \$15,986.08. The monthly service subscription for sixty-two (62) devices is \$32.23 per device.

Purpose – Library Public Services is requesting to purchase sixty-two (62) mobile devices and service, which will be utilized by Career and Technical Education (CTE) students throughout

the district. These devices will provide internet service using cellular towers which will provide students reliable connectivity to their coursework and to various services.

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 and additional resources including, connectivity to cell towers in Mexico at no extra cost and access to online courses. Additionally, these devices will be customized to provide students with access to resources and tools to support student success. Resources include: library resources, CLE tutoring, Blackboard, Office365, course specific materials, Teams, Jag Mobile, student services, mental health, RAVE Guardian, and more. Based on data, students receiving a hotspot have achieved a higher-grade point average and higher pass rate and we will compare the success of the students with a general hotspot to those with an customizable device.

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

7) Mobile Hotspot Services (Renewal)

Renew the mobile hotspot services with **AT&T Mobility, LLC.** (Carol Stream, IL), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning January 1, 2022 through April 30, 2022, at an estimated amount of \$52,480.00. The monthly subscription cost per device is \$40.00.

Purpose – Library Public Services is requesting to continue the mobile hotspot services for three hundred twenty-eight (328) mobile broadband hotspot devices which are currently utilized by students. On July 27, 2021, the Board of Trustees authorized the service renew for these devices through December 31, 2021 using the Higher Education Emergency Relief Funds (HEERF) grant funds. This renewal would continue the services for an additional four (4) months.

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

Funds for this expenditure are budgeted in the Higher Education Emergency Relief Fund (HEERF) grant budget for FY 2021 – 2022.

The Finance, Audit, and Human Resources Committee recommended Board approval at the November 23, 2021 Board meeting the award of proposals, purchases, and renewals as listed below:

A. Award of Proposals

- 1) **Purchase of Clinical Skills Manikins (Award):** award the proposal for the purchase of clinical skills manikins to **DiaMedical USA Equipment, LLC.** (West Blooming, MI), at a total amount of \$90,957.10;
- 2) **Regional Center for Public Safety Excellence Site Improvements and Leveling of Portable Buildings (Reject):** reject the proposals for the Regional Center for Public Safety Excellence site improvements and leveling for portable buildings, since all four (4) proposals received were over the approved budget;

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

- 3) **Electronic Databases and Individual Serial Subscriptions Agreement (Purchase):** purchase an electronic databases and individual serial subscriptions agreement from **Elsevier BV** (New York, NY), a sole source vendor, for the period beginning January 1, 2022 through December 31, 2024, at an estimated total amount of \$96,140.38, which will be paid in three (3) annual payments;

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

- 4) **Merchant Services (Renewal):** renew the merchant services contract with **PNC Bank Merchant Services provided by First Data Merchant Services, LLC.** (McAllen, TX), for the period beginning December 1, 2021 through November 30, 2022, at an estimated total annual amount of \$196,000.00, which is based on prior year expenditures;
- 5) **Signs, Banners, and Related Products (Renewal):** renew the signs, banners, and related products contracts for the period beginning February 1, 2022 through January 31, 2023, at an estimated total amount of \$50,000.00, which is based on prior year expenditures. The vendors are as follows:
 - **Ana C. Tobias / Satori Display** (McAllen, TX)
 - **FedEx Office and Print Services, Inc.** (Plano, TX)
 - **Huntington Sky Production, Ltd./ dba Fastsigns** (McAllen, TX)
 - **Imprezos Pro Uniforms, LLC.** (Pharr, TX)

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

- 6) **Mobile Devices and Service (Purchase):** purchase mobile devices and service from **T-Mobile USA, Inc.** (Cincinnati, OH), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning January 1, 2022 through August 31, 2022, at an estimated total amount of \$15,986.08. The monthly service subscription for sixty-two (62) devices is \$32.23 per device;
- 7) **Mobile Hotspot Services (Renewal):** renew the mobile hotspot services with **AT&T Mobility, LLC.** (Carol Stream, IL), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning January 1, 2022 through April 30, 2022, at an estimated total amount of \$52,480.00. The monthly subscription cost per device is \$40.00.

It is recommended that the Board of Trustees of South Texas College approve and authorize the following Minute Order proposed for consideration:

The Board of Trustees of South Texas College approves and authorizes all award of proposals, purchases, and renewals totaling \$501,563.56 as presented.

Approval Recommended:

Dr. Ricardo J. Solis
President

Consent Agenda Item:
b. Approval to Revise Policy #4152: Documentation of Official Transcripts for All Employees

Approval to revise Policy #4152: Documentation of Official Transcripts for All Employees is requested.

Purpose – The proposed revisions to the policy to improve process efficiency by granting an extension for submitting the official transcripts without signatures.

Justification – The request for the revisions to the policy are necessary to align the policy to the current practice as all extensions have been granted by the chain of command.

The key revisions to the policy are as follows:

1. Remove the signature approval by the chain of command for extending deadline to submit the official transcript. Currently, the chain of command must approve all extensions for the employees.

2. Update the name of the accrediting agency from the Southern Association for Colleges and Schools (SACS) to the Southern Association for Colleges and Schools Commission on Colleges (SACSCOC).

Background - South Texas College originally adopted Policy #4152: Documentation of Official Transcripts for All Employees on November 9, 1995 and then amended on August 21, 2003.

Reviewers – The revised policies have been reviewed by Administrative staff, Vice Presidents, and College's legal counsel.

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 November 6, 2021 Committee Meeting to address questions by the Committee.

The Finance, Audit and Human Resources Committee recommended Board approval to revise Policy #4152: Documentation of Official Transcripts for All Employees as presented and which supersedes any previously adopted Board policy as presented.

It is recommended that the Board of Trustees of South Texas College approve and authorize the following Minute Order proposed for consideration:

The Board of Trustees of South Texas College approves and authorizes the proposed revision of Policy #4152: Documentation of Official Transcripts for All Employees as presented and which supersedes any previously adopted Board policy as presented.

Approval Recommended:

Dr. Ricardo J. Solis
President

MANUAL OF POLICY

Title Documentation of Official Transcripts for All Employees 4152

Legal Authority Approval of the Board of Trustees Page 1 of 1

Date Approved by Board As Amended by Board Minute Order Dated November 23, 2021

I. Purpose

To establish the policy on the required documentation for the employee official transcripts.

II. Policy

Official transcripts must be sent directly from the issuing institution to the College’s Office of Human Resources to document compliance with Southern Association for Colleges and Schools Commission on Colleges (SACSCOC) requirements, or for placement of the employee on the appropriate salary schedule, or to document that the employee meets the necessary educational requirements for the position. This policy applies to full and part-time employees. This requirement must be met before beginning employment with the College.

If the official transcript has not been received before beginning employment, an extension for submitting the official transcripts will be granted in an emergency, provided copies of the unofficial transcripts are on file in the Office of Human Resources. Granting the extension is subject to the approval from the appropriate Dean or supervising Director, the appropriate Vice President and the Director of Human Resources. This extension cannot exceed beyond the first seven weeks of employment with the College. The Office of Human Resources will monitor compliance and maintain procedures.

If an extension is granted, employment is contingent upon receiving the official transcripts, and may be grounds for termination of the job assignment if not received by the deadline.

III. Definitions

N/A

IV. History

Table with 2 columns: Description, Date. Row 1: Origination Date Approved by Board, November 9, 1995. Row 2: Dates Amended and Approved by Board, August 21, 2003, November 23, 2021.

**Consent Agenda Item:
 c. Approval to Revise Purchasing Policies**

Approval to revise Policy #5220: Contractors: Consultant Services, Professional Services and Honoraria, Policy #5225: Authorization for the President to Award Contracts After Informal Bidding for Expenditures Up to \$10,000 and Purchasing Procedures for Personal Property and Public Works, and Policy #5226: Contracts is requested.

Purpose - The proposed policy revisions update the current policies to agree with Policy 5210: Purchasing, and to comply with current practices.

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

- a. Revise Policy #5220: Contractors: Consultant Services, Professional Services and Honoraria
 - To update the dollar amount as practiced in procedure.
 - To include the definitions of Consultant Services, Honoraria, and Professional Services.

- b. Revise Policy #5226: Contracts
 - To update the dollar amounts as stated in Policy 5210: Purchasing.

A summary of changes necessary to align with Policy #5210: Purchasing are as follows:

Contracts	Current	Proposed
Personal Property	Under \$25,000	Less than \$50,000
Construction, maintenance, repair or renovation of any building	Under \$15,000	Less than \$50,000
Change Order - Construction	Current	Proposed
Capital improvement	\$5,000 or less	Less than \$10,000
Capital improvement causing a significant delay	Exceeding \$5,000	At or above \$10,000

- c. Revise Policy #5225: Authorization for the President to Award Contracts After Informal Bidding for Expenditures Up to \$10,000 and Purchasing Procedures for Personal Property and Public Works
 - To update the dollar amounts as stated in Policy 5210: Purchasing.
 - To include the definition of Public Works.
 - To authorize the President to appoint a Designee.
 - Change title to Authorization for the President to Award Contracts After Informal Bidding for Expenditures **Less Than** ~~Up to \$10,000~~ **\$50,000** and Purchasing Procedures for Personal Property and Public Works

A summary of changes necessary to align with Policy #5210: Purchasing are as follows:

Policy 5210			Policy 5225	
Purchasing			Authorization for the President to Award Contracts After Informal Bidding for Expenditures Less Than Up to \$10,000 \$50,000 and Purchasing Procedures for Personal Property and Public Works	
Levels	Amounts	Description	Current	Proposed
Level I	Less than \$10,000	Under \$1K, quotations may be verbally accepted. \$1K to under \$10K, require at least one written quote.		
Level II	\$10,000 to less than \$50,000	At least 3 written quotations.	In excess of \$1,000 and not more than \$10,000	\$10,000 to less than \$50,000
Level III	At or above \$50,000	RFP, RFQ, ITB, RFO Requires Board of Trustees authorization to award the bid.	In excess of \$10,000	At or above \$50,000

Background - South Texas College originally adopted Policy #5220, Policy #5225, and Policy #5226 on November 9, 1995. Policy #5220 was amended in October 29, 2019 and Policy #5225 on July 29, 1999.

Reviewers -The revised policies have been reviewed by the Administrative staff and Vice Presidents.

Enclosed Documents - The revised policies are provided in the packet for the Board's review and information. Policy #5200: Purchasing Authority, and Policy #5210: Purchasing, are also included for reference.

Initial additions to the policies are highlighted in yellow and deletions are marked with a red strikethrough.

Mary Elizondo, Vice President for Finance and Administrative Services will be present at the Committee Meeting to address questions by the Committee.

The Finance, Audit, and Human Resources Committee recommended Board approval of the proposed policy revisions as presented.

It is recommended that the Board of Trustees of South Texas College approve and authorize the following Minute Order proposed for consideration:

The Board of Trustees of South Texas College approves and authorizes the proposed revisions to Policy #5220: Contractors: Consultant Services, Professional Services and Honoraria, Policy #5225: Authorization for the President to Award Contracts After Informal Bidding for Expenditures **Less Than** ~~Up to \$10,000~~ **\$50,000** and Purchasing Procedures for Personal Property and Public Works, and Policy #5226: Contracts as presented and which supersedes any previously adopted Board policy.

Approval Recommended:

Dr. Ricardo J. Solis
President

MANUAL OF POLICY

Title: Contractors: Consultant Services, Professional Services and Honoraria 5220

Legal Authority: Approval of the Board of Trustees Page 1 of 2

Date Approved by Board: As Amended by Board Minute Order dated November 23, 2021

I. Purpose

This policy defines and establishes guidelines for entering into those contracts that specifically encompass consultant services, professional services and payment of honoraria, as per Texas Government Code Chapter 2254.

II. Policy

Consultant services and professional services contract at \$1,000 or greater ~~than \$5,000~~ require ~~advance~~ approval, ~~in writing~~, by the College President or Designee.

Individuals, groups, or firms providing services to the College under a consultant service or professional services contract cannot begin work before a written agreement is fully executed.

Consultant Services are defined as services provided by persons or firms that perform a task(s) for which they have special expertise or background which results in a finished or written evaluation.

Professional Services are defined as services provided by individuals or firms with highly specialized technical skills which the College does not have available through internal personnel sources. Professional services are those generally provided by architects, attorneys, and auditors.

Honoraria are provided to individuals or groups who conduct work that directly supports the College's instructional programs. These funds would generally be available for guest lecturers, guest speakers, and/or artistic performances.

Grant contractors shall not be paid at a higher rate than College contractors with a similar assignment.

Employees of the College cannot be engaged as contractors.

Current or former Board Members cannot be engaged as contractors before the first anniversary of the date they ceased to be a member of the Board.

III. Definitions

1. Consultant Services - which are normally of an advisory or evaluative nature and are provided by persons or firms that perform a task(s) for which they have special expertise or background which results in a finished or written evaluation.

MANUAL OF POLICY

Title: Contractors: Consultant Services, Professional Services and Honoraria **5220**

Legal Authority: Approval of the Board of Trustees **Page 2 of 2**

Date Approved by Board: **As Amended by Board Minute Order dated November 23, 2021**

2. Honoraria - Payments provided to individuals or groups who conduct work that directly supports the College's instructional programs. The funds would generally be available for guest lecturers, guest speakers, and/or artistic performances.

3. Professional Services - Services provided by individuals or firms with highly specialized technical skills which the College does not have available through internal personnel sources. Professional services are more specifically defined in Chapter 2254 of the Texas Government Code and include, but are not limited to, services provided by architects, engineers, attorneys, and fiscal agents.

IV. History

Origination Date Approved by Board	November 9, 1995
Dates Reviewed and Amended by Board	October 29, 2019 November 23, 2021

MANUAL OF POLICY

Title: Authorization for the President to Award 5225
Policy: Contracts After Informal Bidding for Expenditures
Less Than ~~Up to \$10,000~~ \$50,000 and Purchasing
Procedures for Personal Property and Public Works

Legal Authority: Approval of the Board of Trustees Page 1 of 2

Date Approved by Board: As Amended by Board Minute Order dated November 23, 2021

I. Purpose

To establish the policy on the authorization for the President or designee to award contracts for informal bids received and valued less than \$50,000.

II. Policy

Personal Property

All South Texas College expenditures for the purchase of any personal property, except produce or vehicle fuel, ~~in excess of \$1,000.00~~ \$10,000 to less than ~~and not more than \$10,000.00~~ \$50,000 shall be made by the President or designee after the receipt of informal bids. All College expenditures at or above ~~in excess of \$10,000.00~~ \$50,000 shall be made after the receipt of bids approved by the Board of Trustees with the recommendation of the President. The Board of Trustees will decide which bid to accept. All College expenditures at or above ~~in excess of \$10,000.00~~ \$50,000 shall be made in accordance with the provisions relating to formal bidding procedures of Section 44.031 of the Texas Education Code and Local Gov't. Code 271.082, 271.083 and/or 271.102, 271.103. The procedures required in this section relating to formal competitive bidding procedures on College expenditures shall not apply to exempt procurements required by public calamity, the need for preservation of public health and safety, or to repair or replace unforeseen damage to public property, machinery or equipment as provided or otherwise exempted under 44.031(h) of the Texas Education Code but not otherwise, unless such requirements are otherwise waived by the Board of Trustees. Contracts for purchases by the College of any real estate or rights or easements therein or outside professional service contracts which are otherwise regulated by state law are not covered by the provisions of this section relating to bidding but shall be submitted to the Board of Trustees for approval.

Public Works

All South Texas College expenditures for public works, which become fixtures to real property ~~in excess of \$1,000.00~~ \$10,000 to less than ~~and not more than \$10,000.00~~ \$50,000 shall be made by the President or designee after the receipt of informal bids. All South Texas College expenditures at or above ~~in excess of \$10,000.00~~ \$50,000 shall be made after the receipt of bids submitted to the Board of Trustees with the recommendation of the President. The Board of Trustees will decide which bid to accept. All College expenditures at or above ~~in excess of \$10,000.00~~ \$50,000 shall be made in accordance with the provisions relating to formal bidding procedures of Section 44.031 of the Texas Education Code. The procedures required in this section relating to formal competitive bidding procedures on College expenditures shall not apply to exempt procurement required by public calamity, the need for preservation of public health and safety, or to repair or replace unforeseen damage to public property, as provided or otherwise exempted under 44.031(h) of the Texas Education Code but not otherwise, unless such requirements are otherwise waived by the Board of Trustees.

MANUAL OF POLICY

Title: Authorization for the President to Award 5225
Policy: Contracts After Informal Bidding for Expenditures
Less Than ~~Up to \$10,000~~ \$50,000 and Purchasing
Procedures for Personal Property and Public Works

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

Date Approved by Board: As Amended by Board Minute Order dated November 23, 2021

III. Definition

1. Public Works – improvement or work completed to public education facilities including alterations, demolitions, installation or repair work paid by public funds.

IV. History

Origination Date Approved by Board	November 9, 1995
Dates Reviewed and Amended by Board	July 29, 1999 November 23, 2021

MANUAL OF POLICY

Title: Contracts 5226
Legal Authority: Approval of the Board of Trustees Page 1 of 1
Date Approved by Board: As Amended by Board Minute Order dated November 23, 2021

I. Purpose

To establish the policy on the execution and management of contracts.

II. Policy

This policy shall apply to all contracts to which the College is a party, other than purchasing activities which are governed by a separate policy.

The authority to contract on behalf of the College is vested with the Board of Trustees. The size and complexity of the College is such that individual review by the Board of every contract is neither feasible nor in the best interest of the College.

Therefore, delegation of contracting authority is appropriate within the following guidelines:

Contracts less than under \$25,000 \$50,000 for personal property and contracts less than under \$15,000 \$50,000 for construction, maintenance, repair, or renovation of any building: The President may contract for any lawful purpose of the College provided the obligation of the College thereby incurred does not exceed the above limits in cash or in-kind equivalent.

Change Order - Construction. The President may approve a capital improvement change order involving expenditures of \$5,000 less than \$10,000 or less, and the President and Board Chair may jointly approve a construction change order involving an expenditure exceeding \$5,000 at or above \$10,000 when, in the opinion of the President, the deferral of the change order until the next regular Board meeting would cause a significant delay in the progress of the construction project.

Unless Board action specifically provides otherwise, all contracts approved by the Board shall be executed on behalf of the College by either the President or a designee.

The Vice President of Finance and Administrative Services is designated as custodian of all contracts (except employment) of the District.

The Director of Human Resources is designated as the custodian of employment contracts.

III. History

Table with 2 columns and 2 rows: Origination Date Approved by Board (November 9, 1995), Dates Reviewed and Amended by Board (November 23, 2021)

Consent Agenda Item:

d. Approval of Annual Investment Report for FY 2020 – 2021

Approval of the Annual Investment Report for FY 2020 - 2021 is requested.

Purpose – The State Auditor’s Office (SAO) requires that higher education institutions report to the SAO certain investment information prescribed by General Appropriations Act (82nd Legislature), Article III, Rider 5-Investment Reports. The governing board of each of the educational institutions is required to file with the SAO, Comptroller of Public Accounts, Legislative Budget Board, and the Governor an annual report of all investment transactions involving endowment funds, short-term and long-term investment funds, and all other securities transactions. The College’s Policy #5120: Investment Policy and Investment Strategy Statement, requires the independent auditor to review the Investment report at least annually and the result of the review is to be reported to the Board of Trustees.

Justification – The Administration presents the Annual Investment Report to the Board of Trustees annually for approval, as required.

Reviewers – The College’s Investments were reviewed by Carr, Riggs & Ingram, LLC (external auditors).

Enclosed Documents – The Annual Investment Report prepared for the State Auditor’s Office is provided 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, attended the November 9, 2021 Committee meeting to address any questions by the Committee.

The Finance, Audit and Human Resources Committee recommended Board approval of the Annual Investment Report for FY 2020 – 2021, as presented.

It is recommended that the Board of Trustees of South Texas College approve and authorize the following Minute Order proposed for consideration:

The Board of Trustees of South Texas College approves and authorizes the Annual Investment Report for FY 2020 – 2021, as presented.

Approval Recommended:

**Dr. Ricardo J. Solis
President**

Name of Institution
Annual Investment Report (Including Deposits)

August 31, 2021
Market Value

Investment or Deposit Type

Publicly Traded Equity and Similar Investments

Common Stock (U.S. and foreign stocks held in separately managed accounts or internally managed by institution investment staff; exclude mutual or commingled funds)

Equity/Stock Mutual Funds

Balanced Mutual Funds (where target allocation is > 50% equities)

"Commonfund" Equity Commingled Funds

Other Equity Commingled Funds (if primarily invested in publicly traded equities)

Preferred Stock

Other - list by type

Total Publicly Traded Equity and Similar Investments 0.00

"Other" Investments - Other than Publicly Traded Equity and Debt Investments

Real Estate (include direct ownership & investments in real estate limited partnerships, private REITs, or similar vehicles; include a portfolio of publicly traded REITs if managed as a separate asset allocation category rather than comprising part of a broadly diversified stock portfolio)

Other Real Asset Investments (e.g. investments in infrastructure funds)

Private Equity

Hedge Funds

"Commonfund" Alternative Asset Commingled Funds (Real Estate, Private Equity, Hedge Funds,

Commodities, etc.)

Annuities

Commodities

Collectibles

Other - Miscellaneous Coins

5,589.70

Total "Other" Investments - Other than Publicly Traded Equity & Debt Investments 5,589.70

Publicly Traded Debt & Similar Investments >1 year maturity

U.S. Government Securities ("Treasuries")

U.S. Government Agency Securities ("Agencies")

Mortgage Pass-Throughs - "Agency"

Mortgage Pass-Throughs - "Private Label"

Asset-Backed Securities (ABS) (other than mortgage-backed securities)

Sovereign Debt (non-U.S.)

Municipal Obligations

Collateralized Mortgage Obligations (CMOs) - list below by category

Interest Only Strips (IOs)

Principal Only Strips (POs)

Inverse Floaters

Stated Final Maturity longer than 10 years

Other CMOs - "Agency"

Other CMOs - "Private Label"

Corporate Obligations (U.S. or foreign companies) - list below by rating

Highly Rated (AAA/AA or equivalent)

Other Investment Grade (A/BBB or equivalent)

High Yield Bonds (<BBB or equivalent)

Not Rated (NR)

Fixed Income/Bond Mutual Funds (longer term; registered with the SEC)

Balanced Mutual Funds (where target allocation is > 50% bonds or other debt securities)

"Commonfund" Fixed Income/Bond Commingled Funds

Other Fixed Income/Bond Commingled Funds (primarily invested in publicly traded debt securities; not registered with the SEC)

GICs (Guaranteed Investment Contracts)

Other - list by type

Total Publicly Traded Debt & Similar Investments >1 year 0.00

Name of Institution
Annual Investment Report (Including Deposits)

August 31, 2021
Market Value

Investment or Deposit Type

Short-Term Investments & Deposits	
U.S. Government Securities ("Treasuries")	
U.S. Government Agency Securities ("Agencies")	
Bankers' Acceptances	
Commercial Paper - A1/P1 (or equivalent)	
Other Commercial Paper - lower rated	
Repurchase Agreements (Repos)	
Money Market Mutual Funds (registered with the SEC)	
Short-Term Mutual Funds Other than Money Market Mutual Funds (registered with the SEC)	
Public Funds Investment Pool Created to Function as a Money Market Mutual Fund (not registered w/ SEC but "2a7-like")	
TexPool (and TexPool Prime)	1,620,811.85
Other Public Funds Investment Pools Functioning as Money Market Mutual Funds	
Other Investment Pools - Short-Term (not created to function as a money market mutual fund)	
Certificates of Deposit (CD) - Nonnegotiable	227,072,057.97
Certificates of Deposit (CD) - Negotiable	
Bank Deposits	97,691,668.60
Cash Held at State Treasury	
Securities Lending Collateral Reinvestments (direct investments or share of pooled collateral)	
Other - Cash on Hand	8,860.00
Total Short-Term Investments & Deposits	326,393,398.42
TOTAL INVESTMENTS and DEPOSITS	326,398,988.12

Review and Action as Necessary on Purchase and Installation of LED Lights

The Board is asked to approve the award of a proposal for the purchase and installation of LED lights to **Facility Solutions Group** (Harlingen, TX), at a total amount of \$137,503.00.

Purpose – Facilities Operations and Maintenance has requested the purchase and installation of one hundred thirty-nine (139) LED lights which will replace existing lights at the Pecan Campus and Pecan Plaza.

Facilities Operations and Maintenance has identified parking lots district wide that have high electricity consumption and are replacing the light fixtures with LED lighting in a multiple phased approach. The return on investment is 15 ½ months.

Justification and Benefit – The replacement of lights is necessary to maintain properly lighted parking lots for the safety of our students, faculty, and staff. LED lights reduce energy consumption and have a longer life than current lights. The quality of the light is better light, lights are quiet, and safer for the environment.

Background – Proposals documents were advertised on October 13, 2021 and October 20, 2021 and issued to fifteen (15) vendors. Five (5) responses were received on October 28, 2021 and reviewed by Facilities Operations and Maintenance, Facilities Planning and Construction, and the Purchasing Department.

Funds for this expenditure are budgeted in the District Wide Exterior Lighting Upgrade budget for FY 2021 – 2022.

The Finance, Audit, and Human Resources Committee asked clarifying questions about the placement of LED lighting and the return on investment for project. The responses have been incorporated into the narrative above.

It is recommended that the Board of Trustees of South Texas College approve and authorize the following Minute Order proposed for consideration:

The Board of Trustees of South Texas College approves and authorizes the award of a proposal for the purchase and installation of LED lights to **Facility Solutions Group** (Harlingen, TX), at a total amount of \$137,503.00 as presented.

Approval Recommended:

Dr. Ricardo J. Solis
President

**SOUTH TEXAS COLLEGE
PURCHASE AND INSTALLATION OF LED LIGHTS
PROJECT NO. 21-22-1018**

#	Qty	Description	AAA Electrical Signs		Facility Solutions Group		Metro Electric, Inc.		ST Electric		Zitro Electric, LLC.	
			Proposed	Proposed	Proposed	Proposed	Proposed	Proposed	Proposed	Proposed	Proposed	Proposed
		ADDRESS	P O Box 3245		8018 W Expway 83		1901 Industrial Dr		106 International Blvd #4A		604 Palmview Dr	
		CITY/STATE/ZIP	McAllen, TX 78502		Harlingen, TX 78552		McAllen, TX 78504		Mission, TX 78572		Palmview, TX 78574	
		PHONE	956-682-7831		956-230-2505		956-686-2323		956-598-8820		956-581-8899	
		FAX	956-464-2408		956-230-2506						956-581-8892	
		CONTACT	Paul W. Sullivan		Rick Venegas		Michael A. Gerdes		Mike Pena		Juan Ortiz	
1	139	Concourse LED Lights Manufacturer Model No. CON-2-L	\$ 1,251.16	\$ 173,911.24	\$ 845.00	\$ 117,455.00	\$ 896.00	\$ 124,544.00	\$ 873.65	\$ 121,437.35	\$ 1,050.00	\$ 145,950.00
2	1	Square Non-Tapered Steel Poles Manufacturer Model No. SSP	\$ 2,212.00	\$ 2,212.00	\$ 1,423.00	\$ 1,423.00	\$ 1,512.00	\$ 1,512.00	\$ 1,488.00	\$ 1,488.00	\$ 2,100.00	\$ 2,100.00
3	1	Shipping and Handling	\$ 477.00	\$ 477.00	\$ 300.00	\$ 300.00	\$ 432.00	\$ 432.00	\$ 325.00	\$ 325.00	\$ 5,000.00	\$ 5,000.00
4	1	Installation	\$ 47,672.00	\$ 47,672.00	\$ 18,325.00	\$ 18,325.00	\$ 36,854.00	\$ 36,854.00	\$ 21,750.00	\$ 21,750.00	\$ 45,000.00	\$ 45,000.00
5		Completion of Work Within	35 Days		7 Days		150 Days		30 Days		180 Days	
TOTAL AMOUNT PROPOSED			\$	224,272.24	\$	137,503.00	\$	163,342.00	\$	145,000.35	\$	198,050.00
TOTAL EVALUATION POINTS			66.58		93		82.88		82.87		75.54	
RANKING			5		1		2		3		4	

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

*The proposal criteria follows in the packet for further explanation of each criteria.

**SOUTH TEXAS COLLEGE
PURCHASE AND INSTALLATION OF LED LIGHTS
PROJECT NO. 21-22-1018
EVALUATION SUMMARY**

VENDOR	AAA Electrical Signs	Facility Solutions Group	Metro Electric, Inc.	ST Electric	Zitro Electric, LLC.
ADDRESS	P O Box 3245	8018 W Expway 83	1901 Industrial Dr	106 Intl Blvd #4A	604 Palmview Dr
CITY/STATE/ZIP	McAllen, TX 78502	Harlingen, TX 78552	McAllen, TX 78504	Mission, TX 78572	Palmview, TX 78574
PHONE	956-682-7831	956-230-2505	956-686-2323	956-598-8820	956-581-8899
FAX	956-464-2408	956-230-2506			956-581-8892
CONTACT	Paul W. Sullivan	Rick Venegas	Michael A. Gerdes	Mike Pena	Juan Ortiz
1	27.58 27.58 27.58 27.58 27.58	45 45 45 45 45	37.88 37.88 37.88 37.88 37.88	42.67 42.67 42.67 42.67 42.67	31.24 31.24 31.24 31.24 31.24
2	13 11 11 11 11	13 14 13 14 14	13 12 14 14 11	13 11 12 14 11	13 11 14 13.5 11
3	13 12 11 11 12	13 14 13 15 14	13 12 14 15 12	13 11 10 13 11	13 12 15 14 12
4	16 12 12 17 12	17 18 18 18 18	17 15 18 18 15	16 12 11 16 12	17 14 18 18 14
5	2 2 2 2 2	2 3 3 3 3	2 2 3 3 2	2 2 2 2 2	2 2 3 3 2
6	0 0 0 0 0	0 0 0 0 0	0 0 0 0 0	1 1 1 1 1	0 0 0 0 0
TOTAL EVALUATION POINTS	66.58	93	82.88	82.87	75.54
RANKING	5	1	2	3	4

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

*The proposal criteria follows in the packet for further explanation of each criteria.

**SOUTH TEXAS COLLEGE
PROPOSAL CRITERIA - PRODUCT AND SERVICE**

		Product and Service	
		Points	Score Key
1	Criterion 1: The purchase price a. The low bidder gets the maximum points b. Divide the lowest proposal by each of the other proposal(s)	45	
2	Criterion 2: The reputation of the vendor and of the vendor's goods or services a. Number of Years in Business b. References (similar projects) c. Services/Installation d. Professional Licenses/Certifications	15	13-15 8-12 3-7 0-2 Excellent Acceptable Marginal Poor/No Response
3	Criterion 3: The quality of the vendor's goods or service a. Warranty b. Service Support/Response Time c. Goods/Product (manufacturer life) d. Product Performance	16	13-16 8-12 3-7 0-2 Excellent Acceptable Marginal Poor/No Response
4	Criterion 4: The extent to which the goods or services meet the district's needs a. Time Frame to complete the project b. Delivery Time Frame of product(s) c. Number of staff d. Meet or exceed the specifications	20	16-20 11-15 6-10 0-5 Excellent Acceptable Marginal Poor/No Response
5	Criterion 5: The vendor's past relationship with the district a. Quality of Past Performances with STC ****New Vendors will receive two points	3	3 2 1 0 Excellent Acceptable/New Vendor Marginal Poor/No Response
6	Criterion 6: The impact on the ability of the district to comply with laws and rules relating to historically underutilized businesses a. Provided the Certification	1	1 0 Yes No
7	Criterion 7: The total long-term cost to the district to acquire the vendor's goods or services; and a. Annual Escalation Increase b. Annual Maintenance Cost		Up to 5 points will be used from the purchase price if applicable
8	Criterion 8: Any other relevant factor specifically listed in the request for bids or proposals a. Financial Standing b. Potential or Pending Sale of Business c. SAS 70 d. Red Flag Rules e. Gramm-Leach-Bliley Act		Up to 5 points will be used from the purchase price if applicable
Total Points		100	

Definitions of evaluation terms:

- Excellent** - respondent provided information which fully addressed or exceeded the requirements
- Acceptable** - respondent provided information which addressed most but not all of the requirements
- Marginal** - respondent provided minimal information on requirements
- Poor/No response** - respondent provided inadequate responses to requirements or did not respond

Review and Action as Necessary on Renewal of Business Skills Training Services

The Board is asked to approve renewal of the business skills training services contracts for the period beginning February 1, 2022 through January 31, 2023 as follows:

Vendor	Course Rates	STC Commission	Courses
Leadership Empowerment Group (Mercedes, TX)	Full Day - \$2,000 Half Day - \$1,000 ***** Materials Included		Leadership: Executive, Nurse, Teacher, Parent Student, Business, and Etiquette Written Communication, Oral Communication, Customer Service, Organizational Skills, CPR, Conflict Management, Sexual Harassment, Strategic Planning, etc.
World-Class Training (Brownsville, TX)	\$300 per hour Minimum – Half Day ***** Materials Included	\$18 per instructional hour	Communication, Human Resources, Leadership, Management/Supervisory, Self-Management, Technical Skills, Office Support, Business Writing, Customer Services, etc.

Purpose – The Office of Continuing, Professional, and Workforce Education is requesting to renew the contracts for business skills training services to serve the community and College.

The Leadership Empowerment Group and World-Class Training provide trainings to private businesses through the South Texas College Office of Continuing, Professional, and Workforce Education. The number of participants in trainings/classes held, have ranged from five (5) to sixty-two (62), but most are less than fifty (50). Some of the types of contracted businesses have been restaurants, medical offices, an insurance agency, and a CPA firm.

Justification and Benefit – The business skills training services provide the development of skills used in corporate and business workplace settings. These trainings will be provided to staff of client firms through Continuing, Professional, and Workforce Education. The contract renewal for each vendor will be based upon the services provided, pricing, and availability to provide require services.

If the contract with Leadership Empowerment Group is renewed, the South Texas College Continuing, Education, and Professional Workforce Education team would be responsible for registration and other administrative duties. The College would then receive a thirty (30) percent service fee based upon tuition for this administrative service. The College has used their services to a limited expense and this recovery of charge has been accessed and collected in the past.

Background – The Board awarded the contracts for business skills training services at the January 28, 2020 Board of Trustees meeting for one year with two one-year annual renewals. The last renewal period begins February 1, 2022 and ends January 31, 2023.

Award	Board Meeting Date	Original Term	Renewal Term
Original	1/28/20	2/1/20 – 1/31/21	2 – one year options
1 st Renewal	11/24/20		2/1/21 – 1/31/22
2 nd Renewal	11/23/21		2/1/22 – 1/31/23

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

The Finance, Audit, and Human Resources Committee asked clarifying questions about the vendors recommended for renewal under this item. The responses have been incorporated into the narrative above.

It is recommended that the Board of Trustees of South Texas College approve and authorize the following Minute Order proposed for consideration:

The Board of Trustees of South Texas College approves and authorizes renewal of the business skills training services contracts for the period beginning February 1, 2022 through January 31, 2023 with Leadership Empowerment Group and with World-Class Training as presented.

Approval Recommended:

Dr. Ricardo J. Solis
President



**Purchasing Department
Pecan Campus Bldg N**

P.O. Box 9701

McAllen, TX 78502

Phone: (956) 872-4681

Fax: (956) 872-4688

November 9, 2021

Leadership Empowerment Group
Attn: Dr. Barbara Baggerly-Hinojosa
805 S Missouri
Mercedes, TX 78570

Dear Dr. Baggerly-Hinojosa:

On January 28, 2020, South Texas College awarded a contract to the Leadership Empowerment Group for Business Skills Training Services. The award allowed for two one-year renewal options on the contract if the terms and conditions remain the same. We are currently in the last few months of the second year of the contract and would like to renew for an additional one-year period. The last renewal period will be from February 1, 2022 through January 31, 2023.

We are requesting that you respond to us in writing if this would be acceptable to your company. For your convenience, we are providing a place for your signature approval at the bottom of the letter. If in acceptance of this extension, you may sign where indicated. The letter may be return via fax at (956) 872-4688 or email to Becky Cavazos at beckyc@southtexascollege.edu.

Sincerely,

Rebecca R. Cavazos
Director of Purchasing

Renewal of contract accepted through January 31, 2023 with no change in terms and conditions as per the South Texas College bid previously submitted.

Authorized Signature: _____

Name Printed: _____

Date: _____



**Purchasing Department
Pecan Campus Bldg N**

P.O. Box 9701

McAllen, TX 78502

Phone: (956) 872-4681

Fax: (956) 872-4688

November 9, 2021

World-Class Training
Attn: Ms. Martha A. Valdez
P O Box 4046
Brownsville, TX 78523

Dear Ms. Valdez:

On January 28, 2020, South Texas College awarded a contract to the World-Class Training for Business Skills Training Services. The award allowed for two one-year renewal options on the contract if the terms and conditions remain the same. We are currently in the last few months of the second year of the contract and would like to renew for an additional one-year period. The last renewal period will be from February 1, 2022 through January 31, 2023.

We are requesting that you respond to us in writing if this would be acceptable to your company. For your convenience, we are providing a place for your signature approval at the bottom of the letter. If in acceptance of this extension, you may sign where indicated. The letter may be return via fax at (956) 872-4688 or email to Becky Cavazos at beckyc@southtexascollege.edu.

Sincerely,

Rebecca R. Cavazos
Director of Purchasing

Renewal of contract accepted through January 31, 2023 with no change in terms and conditions as per the South Texas College bid previously submitted.

Authorized Signature: _____

Name Printed: _____

Date: _____

Review and Action as Necessary on Renewal of HEP Grant Consultant

The Board is asked to renew the High School Equivalency Program (HEP) grant consultant contract with **Leadership Empowerment Group** (Mercedes, TX), for the period beginning February 1, 2022 through January 31, 2023, at a total amount of \$31,751.57.

Purpose – Continuing, Professional, and Workforce Education is requesting renewal of the consultant to develop and conduct a longitudinal study to evaluate the impact of a four (4) year needs-based service delivery model. These services are required under the United States Department of Education and Texas Higher Education Coordinating Board grant. This grant was accepted at the August 27, 2019 Board of Trustees meeting.

The consultant under the HEP grant will serve as the external evaluator for the grant as required by Department of Education. The consultant will:

- Conduct a longitudinal study over the course of the grant to examine student success, increased retention, engagement, satisfaction, attainment, training and employment. The longitudinal study consists of a correlational research study that involves looking at variables over an extended period of time;
- Survey students to gather data for statistical multivariate analysis;
- Modify procedures and processes based on the results of the study;
- Conduct training for staff to increase student success and retention in the program, based on the results from the study.

Justification and Benefit – The services will require gathering cognitive and noncognitive data for statistical multivariate analysis with the ultimate goal of serving a total of five hundred (500) migrant and seasonal farmworkers that will result in increased educational attainment by providing students with a high school equivalency, and in some cases, an industry recognized certification, certificate, or degree.

The data that will be collected for the statistical multivariate analysis includes data involving more than one type of measurement or observation as follows:

Cognitive Data	Noncognitive Data
Pass rates for GED preparation courses	Sociodemographic background
Pass rate of GED tests	Affects
Attainment rates of GED credential	Attitudes
Pass rates of College Success Skills course	Interest
Pass rate of Job Readiness Skills course	Satisfaction
Pass rate of first credit-bearing course	Interpersonal competence
Pass rates of industry recognized certification program	Financial Aid
Job placement rate	
Postsecondary matriculation rate	
Military enrollment rate	

Background – The Board awarded the contract for HEP grant consultant at the January 26, 2021 Board of Trustees meeting for one year with three one-year annual renewals. The first renewal period begins February 1, 2022 and ends January 31, 2023.

Award	Board Meeting Date	Original Term	Renewal Term
Original	1/26/21	2/1/21 – 1/31/22	3 – one year options
1 st Renewal	11/23/21		2/1/22 – 1/31/23

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

Funds for this expenditure are budgeted in the High School Equivalency Program (HEP) – United States Department of Education grant budget for FY 2021 – 2022 and FY 2022 – 2023 pending Board approval of the budget.

The Finance, Audit, and Human Resources Committee asked clarifying questions about the services to be provided and data to be collected under this agreement. The responses have been incorporated into the narrative above.

It is recommended that the Board of Trustees of South Texas College approve and authorize the following Minute Order proposed for consideration:

The Board of Trustees of South Texas College approves and authorizes renewal of the High School Equivalency Program (HEP) grant consultant contract with **Leadership Empowerment Group** (Mercedes, TX), for the period beginning February 1, 2022 through January 31, 2023, at a total amount of \$31,751.57 as presented.

Approval Recommended:

Dr. Ricardo J. Solis
President



**Purchasing Department
Pecan Campus Bldg N**

P.O. Box 9701

McAllen, TX 78502

Phone: (956) 872-4681

Fax: (956) 872-4688

November 9, 2021

Leadership Empowerment Group
Attn: Dr. Barbara Baggerly-Hinojosa
805 S Missouri
Mercedes, TX 78570

Dear Dr. Baggerly-Hinojosa:

On January 26, 2021, South Texas College awarded a contract to the Leadership Empowerment Group for a HEP Grant Consultant. The award allowed for three one-year renewal options on the contract if the terms and conditions remain the same. We are currently in the last few months of the first year of the contract and would like to renew for an additional one-year period. The first renewal period will be from February 1, 2022 through January 31, 2023.

We are requesting that you respond to us in writing if this would be acceptable to your company. For your convenience, we are providing a place for your signature approval at the bottom of the letter. If in acceptance of this extension, you may sign where indicated. The letter may be return via fax at (956) 872-4688 or email to Becky Cavazos at beckyc@southtexascollege.edu.

Sincerely,

Rebecca R. Cavazos
Director of Purchasing

Renewal of contract accepted through January 31, 2023 with no change in terms and conditions as per the South Texas College bid previously submitted.

Authorized Signature: _____

Name Printed: _____

Date: _____

Review and Action as Necessary to Purchase Additional Promotional T-Shirts for Student Outreach

The Board is asked to approve the purchase of promotional t-shirts for student outreach for the period beginning December 1, 2021 through August 31, 2022, at an estimated total amount of \$87,000.00, from the previously approved vendors awarded contracts at the August 24, 2021 Board of Trustees meeting.

On August 28, 2021, the Board of Trustees awarded the promotional t-shirts for student outreach contracts in the amount of \$13,000.00 for the Office of Public Relations to the vendors listed below:

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

Purpose – The Office of Public Relations and Marketing is requesting the purchase of additional promotional t-shirts for various community events and to promote South Texas College. The department foresees that the purchase will increase the College’s engagement efforts to meet enrollment goals.

Justification and Benefit – The requesting department has provided a list of a few South Texas College events below:

- Increase community engagement during and after the pandemic to meet the enrollment goals and maintain brand awareness
- College t-shirts instill college pride among our community, parents, business members, and educators
- Youth t-shirts are distributed among elementary school students to promote a college-attending culture
- T-shirts are used to create awareness of South Texas College throughout community events and College mascot Jerry the Jaguar appearances
- During general marketing projects including social media and student photo shoots, t-shirts are used as an incentive for student participation and engagement
- And many more College/community events

Funds for this expenditure are budgeted in the Office of Public Relations and Marketing budget for FY2021 – 2022.

Mary Elizondo, Vice President for Finance and Administrative Services, and 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 the Office of Public Relations and Marketing has recently re-evaluated their initiatives and added additional upcoming events.

It is recommended that the Board of Trustees of South Texas College approve and authorize the following Minute Order proposed for consideration:

The Board of Trustees of South Texas College approves and authorizes purchase of promotional t-shirts for student outreach for the period beginning December 1, 2021 through August 31, 2022, at an estimated total amount of \$87,000.00, with the previously approved vendors of **Ad-Wear & Specialty of Texas, Inc.** (Houston, TX), **AuthenticPromotions.com** (Carmichael, CA), **Exclusive Decals & Screenprinting** (Alton, TX), and **Imprezos Pro Uniforms, LLC.** (Pharr, TX) as presented.

Approval Recommended:

Dr. Ricardo J. Solis
President

Review and Acceptance of Internal Audit Report in the Area of Teacher Retirement System of Texas (TRS)

Mr. Khalil Abdullah, Internal Auditor, attended the Committee meeting to discuss the results provided in the Teacher Retirement System of Texas (TRS) audit report.

The Finance, Audit, and Human Resources Committee reviewed the report, but was not asked to recommend Board action.

The Internal Audit Report is provided in the packet for the Board's review.

It is recommended that the Board of Trustees of South Texas College approve and authorize the following Minute Order proposed for consideration:

The Board of Trustees of South Texas College accepts the Teacher Retirement System of Texas (TRS) audit report as presented.

Approval Recommended:

Dr. Ricardo J. Solis
President



OFFICE OF INTERNAL AUDITS

SOUTH TEXAS COLLEGE

3201 W. Pecan Blvd. • McAllen, Texas 78501 • Office (956) 872-6709

November 2, 2021

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

Dr. Solis,

As part of the fiscal year 2021 Audit Plan, the Office of Internal Audits completed the Teacher Retirement System of Texas (TRS) Audit.

The objective of the audit was to evaluate the adequacy and effectiveness of internal controls to ensure the completeness and accuracy of the information reported to TRS. The scope of the audit included activity from September 1, 2019 through August 31, 2020.

We appreciated the assistance provided by South Texas College's management and other personnel. We hope the information and analyses presented in our report are helpful.

Respectfully submitted,

Khalil M. Abdullah CPA, CIA, CGAP, MAcc
Internal Auditor

cc: Ms. Mary Elizondo, Vice President Finance and Administrative Services
Ms. Myriam Lopez, Comptroller
Ms. Laura Requena, Director of Human Resources
Finance, Audit, and Human Resources Committee, South Texas College Board of Trustees

SOUTH TEXAS COLLEGE
TEACHER RETIREMENT SYSTEM
OF TEXAS
AUDIT REPORT



SOUTH TEXAS
COLLEGE

OFFICE OF INTERNAL AUDITS

November 2, 2021



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EXECUTIVE SUMMARY

The Teacher Retirement System of Texas Audit was included on the Finance, Audit, and Human Resources Committee's approved FY 2021 Audit Plan. The engagement included a review of employee census data, eligibility requirements, employment after retirement, and the optional retirement program.

The objective of the audit was to evaluate the adequacy and effectiveness of internal controls to ensure the completeness and accuracy of the information reported to the Teacher Retirement System of Texas (TRS).

The scope of the audit included activity from FY 2020 (September 1, 2019 – August 31, 2020). The audit was not designed or intended to be a detailed study of every relevant control system, procedure, or transaction.

The audit generally conformed to guidelines set forth by South Texas College's Policy 5460 *Internal Audit Function*.

Overall, the Business Office and the Office of Human Resources established an adequate system of internal controls related to ensuring the accurate reporting of TRS contributions. We observed the following internal controls related to TRS:

- Reported census data was accurate;
- Employees who made contributions were eligible to do so (e.g. hired for a minimum assignment of 4.5 months at one-half time or more);
- New TRS members (e.g., first 90 days of employment) made contributions as required;
- Employment after retirement employee's pension and/or TRS-Care surcharges were paid;
- Optional Retirement Program participants were employed in eligible positions and evidence was maintained on file supporting their election.



BACKGROUND

TRS is a defined pension plan that provides formula-based retirement annuities. TRS members and employing institutions make mandatory monthly contributions using percentages of salary that are established by the Texas legislature. Contributions go into a trust fund managed by investment professionals and does not require or allow any investment decisions by individual members. All TRS eligible employees at Texas institutions of higher education are automatically enrolled in TRS on their first day of employment. However, some employees (e.g. full-time faculty, librarians, and certain professionals and administrators) are eligible to participate in the Optional Retirement Program (ORP) as an alternative.

ORP is a defined contribution plan similar to a 401(k) with employer matching contributions. An important distinction between the plans is that TRS members don't make any investment decisions while ORP participants are responsible for selecting both the investment company as well as picking their investments. The employing institution has no fiduciary responsibility for the market value of a participant's ORP investments. ORP participants and the employing institution make mandatory monthly contributions using percentages of salary that are established by the Texas legislature. Eligible ORP participants must submit a completed form to the Office of Human Resources by the end of their election period, (e.g. 90 days from the first day of employment in an ORP-eligible position).

AUDIT OBJECTIVE

The objective of the audit was to evaluate the adequacy and effectiveness of internal controls to ensure the completeness and accuracy of the information reported to the Teacher Retirement System of Texas (TRS).

AUDIT SCOPE & METHODOLOGY

The scope of the audit included activity from FY 2020 (September 1, 2019 – August 31, 2020). To accomplish the audit objective, the auditors reviewed the following:

- TRS Laws and Rules (e.g. applicable Texas Government Code);
- Texas Government Code Ch. 821 – General Provisions;
- Texas Government Code Ch. 822 – Membership;
- Texas Government Code Ch. 830 – Optional Retirement Program;
- 'Employment After Retirement – How it Works for you' TRS manual;



- Texas Education Code Sec. 12.105 Membership in Teacher Retirement System of Texas;
- Texas Insurance Code Ch. 1575 Texas Public School Retired Employees Group Benefits Program (TRS-Care);
- The Office of Human Resource's – TRS Procedures;
- The Business Office's TRS process map

The audit generally conformed to guidelines set forth in South Texas College's Policy 5460 *Internal Audit Function*.

AUDIT RESULTS

Census Data

Reporting entities are required to provide accurate census data to TRS. We compared census data (e.g., employee names, gender, date of birth, and social security numbers) reported to TRS to source documentation maintained by the College's Office of Human Resources (HR). We selected a sample of fifty (50) employees for further testing to verify the accuracy of the census data reported to TRS. We were able to match the census data to source documentation (e.g. I-9, W-4, appointment letter, etc.) for each of the selected employees in our sample. No exceptions were noted in this area.

Employee Eligibility

An employee is eligible to participate in TRS if they work for a single TRS-covered employer; work the equivalent of 20 hours or more per week; and work for 4.5 months during the year. All public higher education employees in an eligible position are automatically enrolled in TRS on their first day of employment. We selected a sample of employees, and reviewed support documentation (e.g. appointment letters) in order to verify TRS eligibility. Based on testing we determined that each of the selected employees who made TRS contributions met the eligibility requirements. No exceptions were noted in this area.

New Members

Reporting entities are required to pay state contributions for new TRS members during report periods that contain the members' first 90 days of employment. We identified a list of six (6) employees that were within their first 90 days of employment as of October 2020. We verified their start dates by reviewing their employment contracts or their completed I-9 form. We reviewed each employee's October 2020 compensation data provided in the Payroll Report. Based



on testing we determined that the College made the required contributions to the state for new members. No exceptions were noted in this area.

Optional Retirement Program (ORP)

A person who is employed in an ORP-eligible position is given 90 days (e.g. ORP election period) to make a one-time, irrevocable decision to enroll in OPR in lieu of TRS. We selected a sample of thirty (30) employees who made contributions under ORP. We verified that ORP participants were working in an eligible position. Additionally, we verified that each employees' election to participate in ORP was done prior to their 91st day after becoming eligible (e.g., becoming employed in an ORP-eligible position). Based on testing we determined that each of the employees selected for testing were notified of their eligibility to participate in ORP. Additionally, sufficient support documentation maintained by the Office of Human Resources was available to substantiate the all of the employees in our sample made the election to participate in ORP within their 91st day of employment. No exceptions were noted in this area.

Employment After Retirement

Reporting entities are required to submit monthly reports that include payroll information for service and disability retirees who return to work. The report includes information on employee salary, the type of employment, numbers of hours worked, and number of days worked. For retirees who retired after September 1, 2005 and return to work, pension and TRS-Care surcharges are owed if the individual works more than one-half time during a calendar month. We requested a list of employees who retired and later returned to work. For those employees who worked more than one-half time during the calendar month we verified that TRS pension and/or TRS-Care surcharges were paid. Based on testing we determined that all retired members that returned to employment were accurately reported and that pension and TRS-Care surcharges were paid. No exceptions were noted in this area.

CONCLUSION

Overall, it was determined that the Office of Human Resources and the Business Office established an adequate system of internal controls. Employees selected for testing met the eligibility requirements for TRS/ORP; census data was accurately reported; appropriate contributions were made for new members; and pension/TRS-Care surcharges were paid for employees that returned to work after retirement.



South Texas College
Office of Internal Audits
Teacher Retirement System of Texas

A handwritten signature in blue ink, appearing to read "Khalil M. Abdullah".

11/2/2021

Khalil M. Abdullah CPA, CIA, CGAP, MAcc
Internal Auditor

A handwritten signature in blue ink, appearing to read "Jose Luis Silva".

11/2/2021

Jose Luis Silva CIA, CFE, CGAP
Staff Audit Specialist

Discussion and Action as Necessary on Use of the Department of Education Higher Education Emergency Relief Fund (HEERF) and Unrestricted Fund for a One-Time Return to Campus Safely COVID-19 Training and Response Strategies Payment to Eligible Regular and Full-Time Temporary and Part-Time Employees

Approval on Use of the Department of Education Higher Education Emergency Relief Fund (HEERF) and Unrestricted Fund for a One-Time Return to Campus Safely COVID-19 Training and Response Strategies Payment to Eligible Regular and Full-Time Temporary and Part-Time Employees is requested.

Purpose – To provide a salary payment to regular and full-time temporary and part-time employees on December 16, 2021, or January 28, 2022, as applicable. Employees paid from the Unrestricted, Auxiliary, and Restricted Funds are eligible for the One-Time Return to Campus Safely COVID-19 Training and Response Strategies Payment, which will be funded by the HEERF and Unrestricted Fund.

Justification – The proposed one-time payment to eligible regular and full-time temporary and part-time employees would be issued as an incentive to retain employees in light of the workplace hazardous conditions associated with COVID-19 upon returning to work on-campus and for completion of customized COVID-19 training. In addition, Department Leads must complete a departmental risk assessment and associated response strategies considering the COVID-19 workplace hazards, as applicable.

Background – On March 23, 2020, due to the COVID-19 pandemic and hazardous conditions, all College employees, with the exception of employees designated as essential, transitioned to work from home. Faculty teaching face-to-face classes transitioned their classes to an on-line platform and continued instruction for the Spring 2020 semester. Employees designated as essential continued to come to campus to operate the College's instruction and administrative functions while complying with newly developed College safety protocols and communication measures and federal and state mandates.

During the period of May 1, 2020, through August 31, 2021, staff first returned to work on-campus on a rotational basis and then transitioned to return to work on-campus as scheduled before the COVID-19 pandemic. Faculty provided instruction both on-campus and on-line.

In the Fall 2021 semester, most faculty also returned to work on campus since face-to-face instruction was increased from 20% to approximately 40% of all classes.

In an effort to mitigate the risk of contracting or spreading the COVID-19 virus as faculty and staff returned to campus, safety protocols and communication measures were developed and implemented, which included daily deep sanitization of offices and classrooms, reporting and monitoring processes, and informational webpage and notices.

All of the above-mentioned measures were undertaken to address concerns and provide assurance of the safest workplace and learning environment possible.

Department of Education

In an effort to provide an incentive to retain employees in light of the hazardous conditions associated with COVID-19, Administration requested and received approval from the Department of Education to grant a One-Time Return to Campus Safely COVID-19 Training and Response Strategies Payment funded by HEERF. The payment made serve as an incentive to retain employees who complete the customized COVID-19 training and the completion of a departmental risk assessment, considering the COVID-19 hazards, by Department Leads.

According to the Department of Education, however, HEERF funds may not be used to fund a payroll payment for senior management employees.

The Texas Association of School Boards (TASB) and Three-Part Test

Guidance was also requested from the Texas Association of School Boards (TASB) who indicated that the College should consider the public purpose and Texas Constitutional restrictions of the salary payment to eligible employees, as indicated below.

To comply with the appropriate use of public funds, Administration considered the Texas Constitution Article III, Sections 51 and 52, that does not preclude the state or a political subdivision from making an expenditure of public money that benefits a private person or entity if the appropriate governing body follows a two-part test by:

- (1) determining in good faith that the expenditure serves a public purpose; and
- (2) placing sufficient controls on the transaction to ensure that the public purpose is carried out.

In addition, the three-part test created by the Texas Supreme Court was considered by Administration to determine if the One-Time Return to Campus Safely COVID-19 Training and Response Strategies Payment accomplished a public purpose. The three-part test requires governmental bodies, including political subdivisions to:

- (1) ensure that the predominant purpose is to accomplish a public purpose, not to benefit private parties;
- (2) retain public control over the funds to ensure that the public purpose is accomplished and to protect the public's investment; and
- (3) ensure that the political subdivision receives a return benefit.

When a college faces a determination about an expenditure that either was not anticipated in the adoption of the budget or otherwise presents a question about the public purpose of the use of funds, the best practice is to place the proposed expenditure on a board agenda for board approval after consideration of the three-part test and amend the budget as necessary.

The following information is presented for the Board of Trustees' consideration in determining and meeting the public purpose of this expenditure using the three-part test:

- The predominant purpose of the expenditure is to retain employees in light of the hazardous conditions associated with COVID-19 upon returning to work on-campus and for completion of a customized COVID-19 training. In addition, Department Leads must complete a departmental risk assessment and associated response strategies, as applicable.
- The control of the funds is accomplished through the implementation of controlled measures that the employees completed the required customized COVID-19 training and the Departmental Leads completed the risk assessment and associated response strategies.
- The return benefit encompasses the public purpose of the employee's safety while on campus and College's ability to safely continue to serve the educational needs of the community.

One-Time Return to Campus Safely COVID-19 Training and Response Strategies Payment

The One-Time Return to Campus Safely COVID-19 Training and Response Strategies Payment and employers payroll taxes for regular and full-time temporary and part-time employees who are not considered senior management will be funded by HEERF. Senior management's one-time salary payment and employers payroll taxes will be funded from the Unrestricted Fund. In addition, the one-time salary payments and employers payroll taxes for thirty-two (32) employees who have not returned to work on campus will be funded by the Unrestricted Fund.

The proposed estimated payment for eligible regular and full-time temporary employees is \$2,500 and the proposed payment for part-time employees is \$1,500. The payment will be funded by HEERF and totals to \$4,513,765.

Funded by HEERF				
Regular and Full-Time Temporary Employees \$2,500				
Part-Time Employees \$1,500				
Eligible Employees	Employees Count	Payment Amount	Employers Payroll Taxes	Total
Regular and Full-Time Temporary Employees	1,448	\$3,620,000	\$276,930	\$3,896,930
Part-Time Employees	382	573,000	43,835	616,835
Total	1,830	\$4,193,000	\$320,765	\$4,513,765

A budget amendment to fund this cost from the Restricted Fund follows in the packet for the Board's consideration.

The proposed estimated payment for eligible regular full-time senior management employees and other eligible employees is \$2,500. The payment will be funded by the College's Unrestricted Fund and totals to \$231,448.

Funded by Unrestricted Fund Regular Employees \$2,500				
Eligible Employees	Employees Count	Payment Amount	Employers Payroll Taxes	Total
Senior Management	54	\$135,000	\$10,328	\$145,328
Other Eligible Employees	32	80,000	6,120	86,120
Total	86	\$215,000	\$16,448	\$231,448

Other eligible employees including those employees currently not working on campus such as those telecommuting due to Office of Human Resources approved accommodations or Departmental Leads' approval, or on Family and Medical Leave Act (FMLA), or on military leave are eligible to receive the one-time salary payment upon their return to work on campus.

A budget amendment to fund this cost from the Unrestricted Fund follows in the packet for the Board's consideration.

Eligibility Requirements

Employees may receive the one-time payment on December 16, 2021 or January 28, 2022 based on the following eligibility requirements:

- **Payment on December 16, 2021**
 - Regular and full-time temporary and part-time employees with an active assignment on November 23, 2021 and on December 3, 2021, and
 - Completion of the customized COVID-19 training by December 3, 2021, and
 - Completion and submission of the risk assessment and associated response strategies considering the COVID-19 workplace hazards by the Department Leads by December 3, 2021.

- **Payment on January 28, 2022**
 - Regular and full-time temporary and part-time employees with an active assignment on November 23, 2021 and on January 14, 2022, and
 - Completion of the customized COVID-19 training by January 14, 2022, and
 - Completion and submission of the risk assessment and associated response strategies considering the COVID-19 workplace hazards by the Department Leads by January 14, 2022.

Employees currently not working on campus such as, those telecommuting due to Office of Human Resources approved accommodations or Departmental Leads' approval, or on Family

and Medical Leave Act (FMLA), or on military leave are eligible to receive the one-time salary payment upon their return to work on campus.

Employees in the Unrestricted Fund, Auxiliary Fund, and Restricted Fund in the following categories will be eligible for the One-Time Return to Campus Safely COVID-19 Training and Response Strategies Payment:

- Executive
- Administrative
- Professional/Technical Support Full-Time Exempt
- Professional/Technical Support Full-Time Non-Exempt
- Classified
- Faculty (Including Full-Time Lecturers)
- Adjunct Faculty
- Direct Wage
- Trainers
- Work-Study

Part-time employees in the following category will not be eligible for the one-time payment:

- Dual Credit Faculty (High School Employees)

Funding Source – The HEERF and Unrestricted Fund will be utilized to fund this One-Time Return to Campus Safely COVID-19 Training and Response Strategies Payment to Regular and Full-Time Temporary and Part-Time eligible employees. If this payment is approved, a FY 2021 - 2022 budget amendment is necessary and follows in the packet as a separate agenda item for the Board's consideration and approval.

Reviewers – The One-Time Return to Campus Safely COVID-19 Training and Response Strategies Payment has been reviewed by College's Legal Counsel and Cabinet members.

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

It is recommended that the Board of Trustees of South Texas College approve and authorize the following Minute Order proposed for consideration:

The Board of Trustees of South Texas College approves and authorizes the Use of the Department of Education Higher Education Emergency Relief Fund (HEERF) and Unrestricted Fund for a One-Time Return to Campus Safely COVID-19 Training and Response Strategies Payment to Eligible Regular and Full-Time Temporary and Part-Time Employees and subject to Board approval of the FY 2021 – 2022 Budget Amendment as presented.

Approval Recommended:

Dr. Ricardo J. Solis
President

**Discussion and Action as Necessary on Proposed Budget Amendment
 for FY 2021 - 2022**

Approval of a proposed budget amendment for FY 2021 – 2022 is requested.

As a result of the proposed One-Time Return to Campus Safely COVID-19 Training and Response Strategies Payment, a budget amendment is requested. The total budgeted revenues and expenditures for the Unrestricted and Restricted Funds for fiscal year 2021 – 2022 will increase as follows:

**Fiscal Year 2021 - 2022
 Budgeted Revenues and Expenditures**

Fund	Exh.	Original Budget	Proposed Amendment	Amended Budget
Unrestricted Fund	A	\$182,717,923	\$231,448	\$182,949,371
Restricted Fund	B	176,195,958	-	176,195,958

The budget amendment details and presentation follow in the packet for the Board’s information and review.

The budget amendment is proposed as follows:

1. Budget Amendment – Increase Unrestricted Fund Revenues

A budget amendment is proposed to increase the Unrestricted Fund Revenues by \$231,448 as follows:

**Fiscal Year 2021 - 2022
 Summary of Unrestricted Fund Revenues Adjustment**

Revenue Source	Proposed Amendment
Total Carryover Allocations	\$231,448
Total Adjustments	\$231,448

**Fiscal Year 2021 - 2022
 Unrestricted Fund Carryover Allocations**

Revenue Source	Original Budget	Proposed Amendment	Amended Budget
One-Time Return to Campus Safely COVID-19 Training and Response Strategies Payment	\$ -	\$231,448	\$231,448

Carryover Allocations revenue is proposed to increase by \$231,448 from the FY 2021 – 2022 budgeted amount due to the addition of the new One-Time Return to Campus Safely COVID-

19 Training and Response Strategies Payment Carryover Allocation. The One-Time Return to Campus Safely COVID-19 Training and Response Strategies Payment Carryover Allocation will fund the total projected cost of a payment to regular and full-time temporary who meet the payment eligibility requirements and will not be funded by the Higher Education Emergency Relief Fund (HEERF).

In total, the Unrestricted Fund Revenues are proposed to increase by \$231,448.

2. Budget Amendment – Increase Unrestricted Fund Expenditures

A budget amendment is proposed to increase the Unrestricted Fund Expenditures by \$231,448.

**Fiscal Year 2021 - 2022
 Summary of Unrestricted Fund Expenditures Adjustments**

Expenditures	Proposed Amendment
Total Salaries	\$215,000
Total Benefits	16,448
Total Adjustments	\$231,448

**Fiscal Year 2021 - 2022
 Unrestricted Fund Salaries, Benefits, and Operating Expenditures**

Expenditures	Original Budget	Proposed Amendment	Amended Budget
Total Salaries	\$97,238,273	\$215,000	\$97,453,273
Total Benefits	30,477,694	16,448	30,464,142

A budget amendment is proposed to increase the Unrestricted Fund Expenditures by \$231,448 due to the issuance of the One-Time Return to Campus Safely COVID-19 Training and Response Strategies Payment to eligible regular and full-time temporary for completing a customized COVID-19 training and for retention purposes. The Salaries and Benefits expenditure budgets are proposed to increase by \$215,000 and \$16,448, respectively. The increase in the expenditure budgets is the projected total cost of the One-Time Return to Campus Safely COVID-19 Training and Response Strategies Payment for employees not funded by the Higher Education Emergency Relief Fund (HEERF).

In total, the Unrestricted Fund Expenditures are proposed to increase by \$231,448.

3. Budget Amendment – Reallocate Restricted Fund Expenditures

A budget amendment is proposed to reallocate the Restricted Fund Expenditures by \$4,513,765 as follows:

**Fiscal Year 2021 - 2022
 Summary of Restricted Fund Expenditures Adjustments**

Expenditures	Proposed Amendment
Total Salaries	\$4,193,000
Total Benefits	320,765
Total Operating	(4,513,765)
Total Adjustments	\$ -

**Fiscal Year 2021 - 2022
 Restricted Fund Salaries, Benefits, and Operating Expenditures**

Expenditures	Original Budget	Proposed Amendment	Amended Budget
Total Salaries	\$3,071,940	\$4,193,000	\$7,264,940
Total Benefits	903,232	320,765	1,223,997
Total Operating	33,458,380	(4,513,765)	28,944,616

A budget amendment is proposed to reallocate the Restricted Fund Expenditures by \$4,513,765 due to the issuance of the One-Time Return to Campus Safely COVID-19 Training and Response Strategies Payment to eligible regular and full-time temporary and part-time employees for completing a customized COVID-19 training and for retention purposes. The proposed budget amendment will reallocate funds from the Operating expenditure budget to the Salaries and Benefits expenditure budgets. The Salaries and Benefits expenditure budgets are proposed to increase by \$4,193,000 and \$320,765 respectively. The Operating expenditure budget is proposed to decrease by \$4,513,765. The proposed reallocations to the salary, benefit, and operating expenditure budgets will occur in the HEERF II Institutional Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA) fund.

In total, the Restricted Fund Expenditures are proposed to remain unchanged from their FY 2021 – 2022 level.

The budget amendment details and presentation follow in the packet for the Board’s information and review.

Mrs. Mary Elizondo, Vice President for Finance and Administrative Services, will present the Proposed Budget Amendment for FY 2021 – 2022.

It is recommended that the Board of Trustees of South Texas College approve and authorize the following Minute Order proposed for consideration:

The Board of Trustees of South Texas College approves and authorizes the proposed budget amendment for FY 2021 – 2022 as presented.

Approval Recommended:

Dr. Ricardo J. Solis
President

South Texas College Unrestricted Fund

Fiscal Year Ending August 31, 2022
AMENDED

Revenue Summary

Revenue Source and Carryover Allocations	Original Budget	Budget Amendment	Amended Budget
Total State Appropriations	\$ 49,098,912	\$ -	\$ 49,098,912
Total Tuition	30,880,973	-	30,880,973
Total Fees	24,334,646	-	24,334,646
Total M&O Property Taxes	58,273,025	-	58,273,025
Total Other Revenues	6,437,408	-	6,437,408
Total HEERF Lost Revenue	7,738,146	-	7,738,146
Total Carryover Allocations	5,954,813	231,448	6,186,261
Total Revenues and Carryover Allocations	\$ 182,717,923	\$ 231,448	\$ 182,949,371

Expenditures Summary

Expenditures/Transfers & Reserves	Original Budget	Budget Amendment	Amended Budget
Total Salaries	\$ 97,238,273	\$ 215,000	\$ 97,453,273
Total Benefits	30,477,694	16,448	30,494,142
Total Operating	37,144,217	-	37,144,217
Total Travel	2,229,954	-	2,229,954
Total Capital Outlay	1,524,058	-	1,524,058
Total Expenditures	\$ 168,614,196	\$ 231,448	\$ 168,845,644
Transfers & Reserves			
Transfer to Unexpended Plant Fund	3,500,000	-	3,500,000
Transfer to Office of ITED	865,581	-	865,581
Contingency Fund	2,000,000	-	2,000,000
HEERF Fund Balance Reserve	7,738,146	-	7,738,146
Total Transfers & Reserves	14,103,727	-	14,103,727
Total Expenditures/Transfers & Reserves	\$ 182,717,923	\$ 231,448	\$ 182,949,371

South Texas College Restricted Fund

Fiscal Year Ending August 31, 2022
AMENDED

Revenue Summary

Revenue Source	Original Budget	Budget Amendment	Amended Budget
Total Restricted Revenue	\$ 176,195,958	\$ -	\$ 176,195,958
Total Revenues	\$ 176,195,958	\$ -	\$ 176,195,958

Expenditures Summary

Expenditures/Reserves	Original Budget	Budget Amendment	Amended Budget
Total Salaries	\$ 3,071,940	\$ 4,193,000	\$ 7,264,940
Total Benefits	903,232	320,765	1,223,997
Total Operating	33,458,380	(4,513,765)	28,944,616
Total Travel	33,670	-	33,670
Total Capital Outlay	5,436,764	-	5,436,764
Total Scholarships	133,291,972	-	133,291,972
Total Expenditures	\$ 176,195,958	\$ -	\$ 176,195,958

South Texas College

Proposed Budget Amendment for FY 2021 - 2022

November 23, 2021

MARIA G. ELIZONDO, MBA, CPA, CFE, CGMA
VICE PRESIDENT FOR FINANCE AND ADMINISTRATIVE SERVICES



1

Summary of Proposed Budget Amendment

Budgeted Revenues and Expenditures

Fund	Original Budget	Proposed Amendment	Amended Budget
Unrestricted Fund	\$182,717,923	\$231,448	\$182,949,371
Restricted Fund	176,195,958	-	176,195,958

2

Unrestricted Fund



3

Summary of Budget Changes Unrestricted Fund Revenues

Revenue Source	Increase/ (Decrease)	Description
One-Time Return to Campus Safety COVID-19 Training and Response Strategies Payment Carryover Allocation	\$231,448	To Provide a Salary Payment to Eligible Regular and Full-Time Temporary and Part-Time Employees
Total Revenues Increase	\$231,448	

4

**Proposed Budget Amendment Summary
Unrestricted Fund**

Revenue Summary

Revenue Source and Carryover Allocations	Original Budget	Budget Amendment	Amended Budget
Total State Appropriations	\$ 49,098,912	\$ -	\$ 49,098,912
Total Tuition	30,880,973	-	30,880,973
Total Fees	24,334,646	-	24,334,646
Total M&O Property Taxes	58,273,025	-	58,273,025
Total Other Revenues	6,437,408	-	6,437,408
Total HEERF Lost Revenue	7,738,146	-	7,738,146
Total Carryover Allocations	5,954,813	231,448	6,186,261
Total Revenues and Carryover Allocations	\$ 182,717,923	\$ 231,448	\$ 182,949,371

5

**Summary of Budget Changes
Unrestricted Fund Expenditures**

Expenditure Source	Increase/ (Decrease)	Description
Salaries	\$215,000	One-Time Return to Campus Safely COVID-19 Training and Response Strategies Payment (Not Funded by HEERF)
Benefits	16,448	One-Time Return to Campus Safely COVID-19 Training and Response Strategies Payment (Not Funded by HEERF)
Total Expenditures Increase	\$231,448	

6

**Proposed Budget Amendment Summary
Unrestricted Fund**

Expenditures Summary

Expenditures/Transfers & Reserves	Original Budget	Budget Amendment	Amended Budget
Total Salaries	\$ 97,238,273	\$ 215,000	\$ 97,453,273
Total Benefits	30,477,694	16,448	30,494,142
Total Operating	37,144,217	-	37,144,217
Total Travel	2,229,954	-	2,229,954
Total Capital Outlay	1,524,058	-	1,524,058
Total Expenditures	\$ 168,614,196	\$ 231,448	\$ 168,845,644
Transfers & Reserves			
Transfer to Unexpended Plant Fund	3,500,000	-	3,500,000
Transfer to Office of ITED	865,581	-	865,581
Contingency Fund	2,000,000	-	2,000,000
HEERF Fund Balance Reserve	7,738,146	-	7,738,146
Total Transfers & Reserves	14,103,727	-	14,103,727
Total Expenditures/Transfers & Reserves	\$ 182,717,923	\$ 231,448	\$ 182,949,371

7

Restricted Fund

8

Summary of Budget Changes
Restricted Fund – HEERF II Institutional CRRSSA

Expenditures	Increase/ (Decrease)	Description
Total Salaries	\$4,193,000	One-Time Return to Campus Safely COVID-19 Training and Response Strategies Payment to Eligible Full-Time Employees
Total Benefits	320,765	One-Time Return to Campus Safely COVID-19 Training and Response Strategies Payment to Eligible Full-Time Employees
Total Operating	(4,513,765)	Reallocate Funds Due to One-Time Return to Campus Safely COVID-19 Training and Response Strategies Payment to Eligible Full-Time Employees
Total Expenditures Increase	\$ -	

9

Proposed Budget Amendment Summary
Restricted Fund

Expenditures Summary

Expenditures/Reserves	Original Budget	Budget Amendment	Amended Budget
Total Salaries	\$ 3,071,940	\$ 4,193,000	\$ 7,264,940
Total Benefits	903,232	320,765	1,223,997
Total Operating	33,458,380	(4,513,765)	28,944,616
Total Travel	33,670	-	33,670
Total Capital Outlay	5,436,764	-	5,436,764
Total Scholarships	133,291,972	-	133,291,972
Total Expenditures	\$ 176,195,958	\$ -	\$ 176,195,958

10

Thank You

Questions?



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

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

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

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

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

- a. Review and Recommend Action on Schematic Design of the Starr County Campus Workforce Center Building D Welding Lab Expansion
- b. Review and Recommend Action on Authorization to Proceed with Solicitation of Construction Services for the Starr County Campus Workforce Center Building D Welding Lab Expansion
- c. Review and Recommend Action on Contracting Construction Services for the District Wide Flooring Replacements Phase I at Pecan Campus, Mid Valley Campus, and Starr County Campus
- d. Review and Recommend Action on Approval of Final Completion for the Pecan Plaza West Building C Kinesiology Storage and Restroom Renovations
- e. Review and Recommend Action on Approval of Architectural Fee Adjustment for the Pecan Plaza West Building C Kinesiology Storage and Restroom Renovations
- f. Review and Recommend Action on Approval of Substantial Completion and Final Completion for the Regional Center for Public Safety Excellence Drainage Improvements Phase II

It is recommended that the Board of Trustees of South Texas College approve items a – f of the Facilities Committee Consent agenda as presented.

Approval Recommended:

**Dr. Ricardo J. Solis
President**

Consent Agenda Item:

a. Approval of Schematic Design of the Starr County Campus Workforce Center Building D Welding Lab Expansion

Approval of schematic design prepared by Gignac & Associates, LLP for the Starr County Campus Workforce Center Building D Welding Lab Expansion project is requested.

Purpose

Schematic design is the first phase of basic design services provided by the project design team. In this phase, the design team prepares schematic drawings based on the Owner's project program and design meetings with staff. The approval of this phase is necessary to establish the basis on which the project design team is given authorization to proceed with design development and construction document phases.

Scheduling Priority

This project was submitted by the Business, Public Safety, and Technology Division in 2019, and was reviewed by the Facilities Planning & Construction department, the Welding Program, the Coordinated Operations Council, Administration, the Facilities Committee, and the Board of Trustees. It is scheduled as an educational space improvement to provide more welding stations for the existing Welding Lab.

Justification

The College's Welding Program at Starr County Campus has experienced a growth in enrollment and needs more space to accommodate demand. The current Welding Lab contains twenty (20) existing welding stations.

Once schematic design is approved, Gignac & Associates, LLP will proceed to prepare all necessary design development drawings and specifications in preparation for the construction documents phase using STC design standards as well as all applicable codes and ordinances. Construction documents will then be issued for solicitation of construction proposals. Once received, construction proposals will be evaluated and submitted to the Board of Trustees with a recommendation to award a construction contract.

Background

On December 10, 2019, the Board of Trustees approved contracting architectural services with Gignac & Associates, LLP for this project to include ten (10) additional welding stations and 1000 square feet of additional space. On June 22, 2021, the Board approved the revised scope of work to include twenty-two (22) additional welding stations in lieu of the originally planned ten (10) stations. The approved revision also includes a storage room and work areas, and a revised estimated construction budget of \$372,960. The architect has worked with College staff to develop a schematic design to meet the current Welding Program needs.

The scope of work is as follows:

Program Scope

- Additional 22 welding stations
- Total 42 welding stations
- Material storage room
- 655 square feet of renovated space
- 2,110 square feet of expansion space

Funding Source

Funds for the Starr County Campus Workforce Center Building D Welding Lab Expansion Project 2022-006C are budgeted in the Unexpended Construction Plant Fund for available use in fiscal year 2021-2022. The total construction budget is \$372,960, which includes \$17,760 for contingency. The architect estimates that the construction cost based on the current schematic design is within the construction budget.

Reviewers

The proposed schematic design has been reviewed by staff from the Welding Program, Facilities Planning & Construction, and Facilities Operations & Maintenance departments, and the Coordinated Operations Council.

Enclosed Documents

Gignac & Associates, LLP has developed a schematic presentation describing the proposed design. Enclosed are drawings of the site plan, a floor plan, exterior views, and fact sheet.

Presenters

Gignac & Associates, LLP has developed a schematic presentation describing the proposed design. Representatives from Gignac & Associates, LLP will attend the Facilities Committee meeting to present the schematic design of the project.

The Facilities Committee recommended Board approval of the proposed schematic design of the Starr County Campus Workforce Center Building D Welding Lab Expansion project as presented.

It is recommended that the Board of Trustees of South Texas College approve and authorize the following Minute Order proposed for consideration:

The Board of Trustees of South Texas College approves and authorizes the proposed schematic design of the Starr County Campus Workforce Center Building D Welding Lab Expansion project as presented.

Approval Recommended:

Dr. Ricardo J. Solis
President



SOUTH TEXAS
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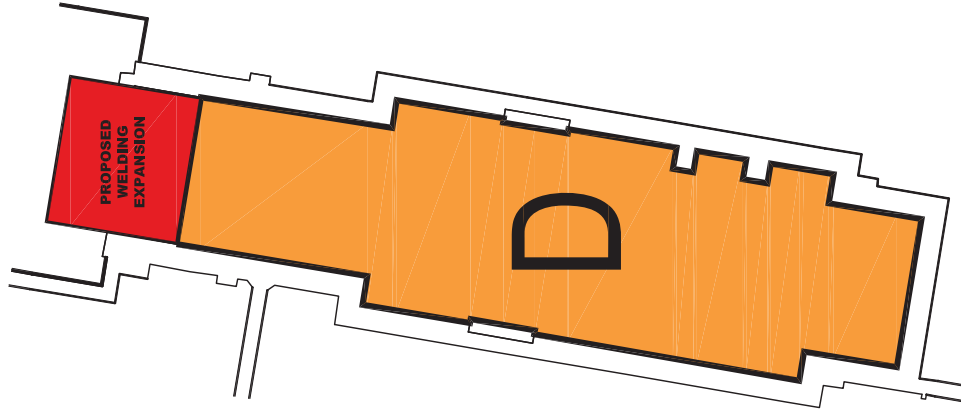
SCHEMATIC DESIGN STARR COUNTY CAMPUS WELDING LAB EXPANSION

NOVEMBER 2, 2021



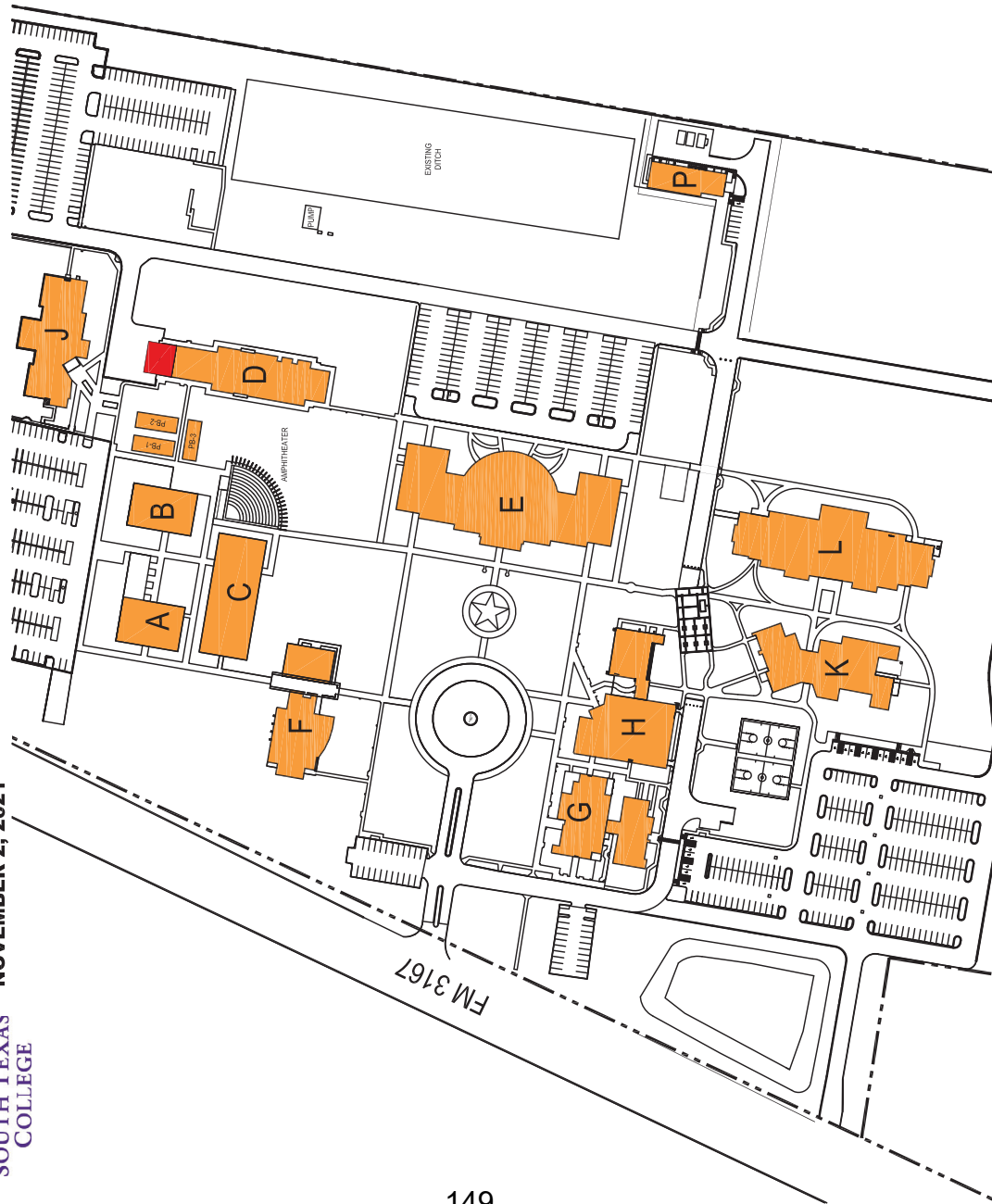
STC STARR COUNTY CAMPUS WELDING LAB EXPANSION

NOVEMBER 2, 2021



2

ENLARGED SITE PLAN
NOT TO SCALE



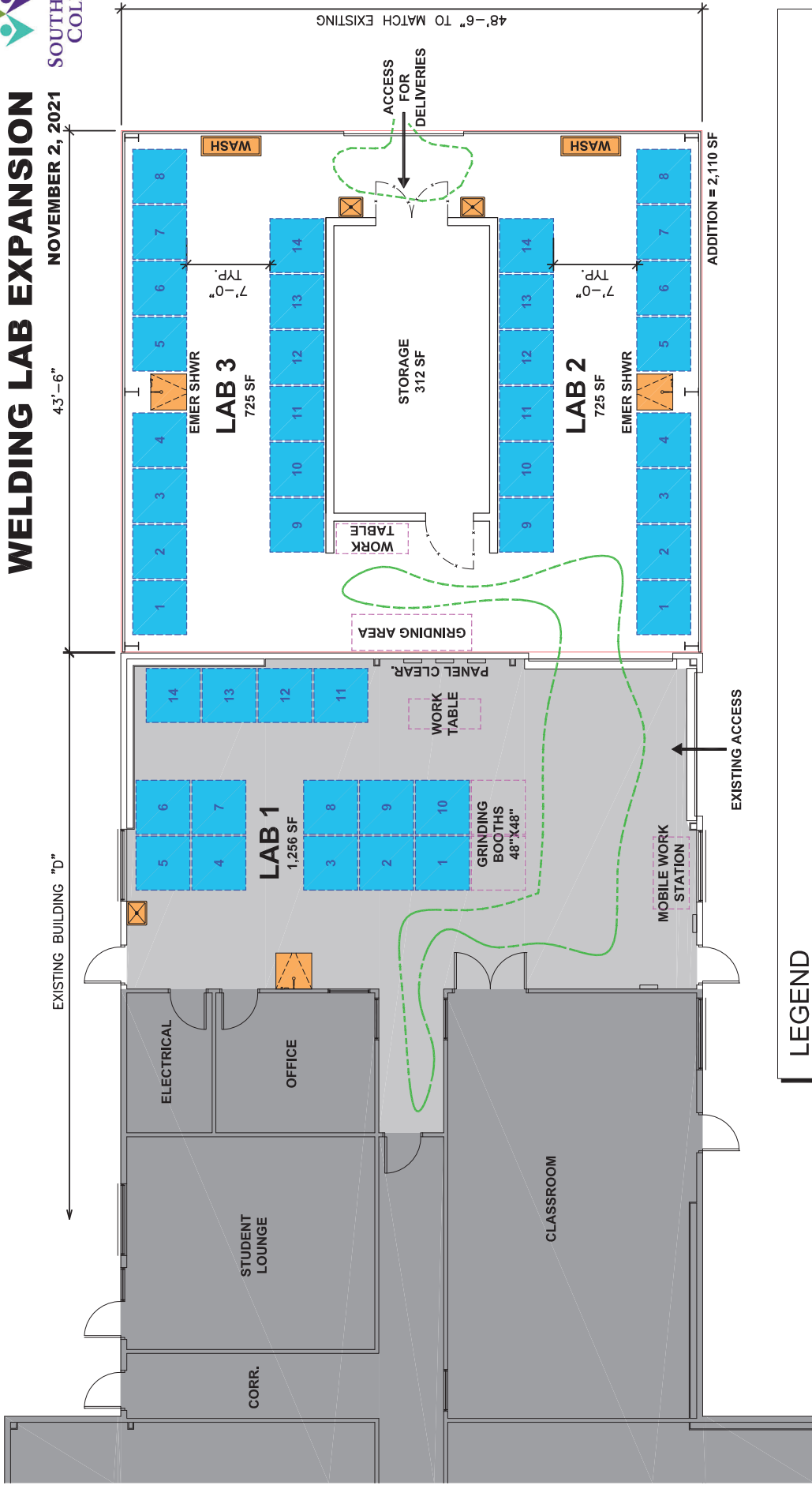
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CAMPUS SITE PLAN
NOT TO SCALE



STC STARR COUNTY CAMPUS WELDING LAB EXPANSION

NOVEMBER 2, 2021



LEGEND

- EXISTING AREA WITH NO SCOPE
- EXISTING AREA WITH SCOPE
- ADDITION
- CIRCULATION AREA
- 54" x 54" WELDING BOOTH
- PLUMBING FIXTURES
- EQUIPMENT BY OWNER

PROPOSED PLAN
NOT TO SCALE

1

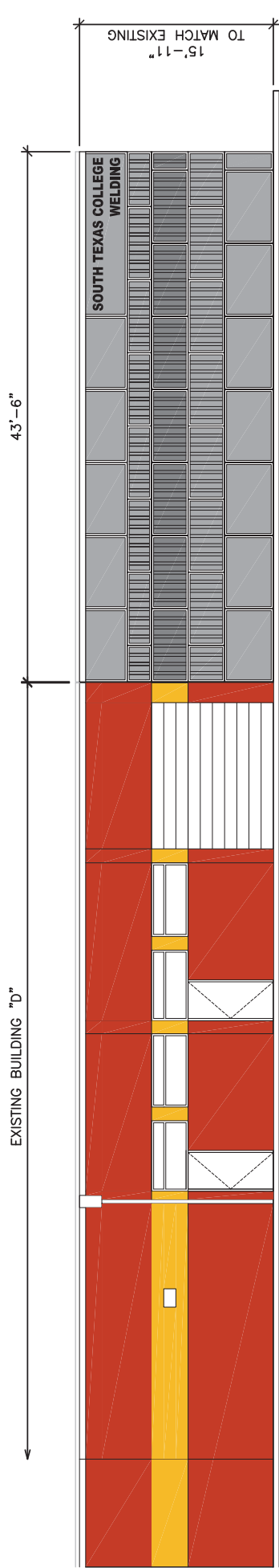
TRUE NORTH



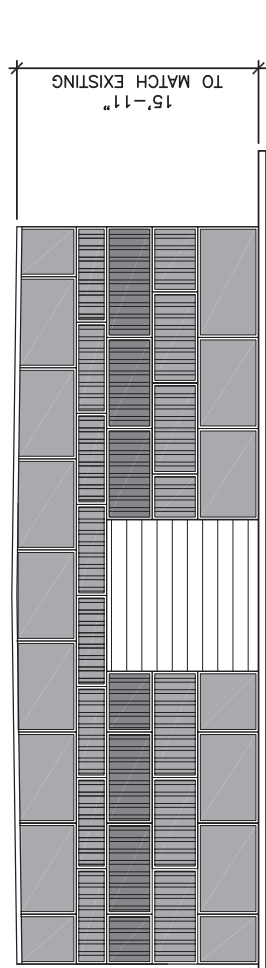
STC STARR COUNTY CAMPUS WELDING LAB EXPANSION

NOVEMBER 2, 2021




SOUTH TEXAS
COLLEGE



2 EAST ELEVATION
NOT TO SCALE



1 NORTH ELEVATION
NOT TO SCALE

Project Name: Starr County Campus - Workforce Building D Welding Lab Expansion										Project No.: 2022-006C	
Funding Source: Unexpended Plant Fund											
		FY 19-20			FY 20-21		FY 21-22				
	* Revised Total			Variance of					Variance of		
	Project Budget	Project Budget	Expenditures	Project Budget	Expenditures	Project Budget	Expenditures	Project Budget	Expenditures	Total Actual	
				vs. Actual					vs. Actual	Expenditures To	
				Expenditures					Expenditures	Date	
Construction:	\$ 355,200.00	\$ 150,000.00	\$ -	\$ 150,000.00	\$ 150,000.00	\$ -	\$ 75,000.00	\$ -	\$ 75,000.00	\$ -	
Other Construction Costs		-	-	-	-	-	-	-	-	-	
Design:	35,520.00	15,000.00	-	15,000.00	15,000.00	-	30,000.00	-	30,000.00	-	
Miscellaneous:	15,000.00	3,200.00	820.40	2,379.60	5,000.00	-	11,000.00	-	11,000.00	820.40	
FFE:	165,000.00	50,000.00	-	50,000.00	50,000.00	-	15,000.00	-	15,000.00	-	
Technology:	10,000.00	10,000.00	-	10,000.00	10,000.00	-	8,000.00	-	8,000.00	-	
Contingency 5%:	17,760.00									-	
Total:	\$ 598,480.00	\$ 228,200.00	\$ 820.40	\$ 227,379.60	\$ 230,000.00	\$ -	\$ 139,000.00	\$ -	\$ 139,000.00	\$ 820.40	
										* Budget adjusted due to change in scope of work and equipment.	
Project Team					Board Status						
Approval to Solicit Architect/Engineer: 9/24/2019					Board Approval of Schematic Design: 11/23/2021		Contract Amount: \$ 31,968.00		Actual Expenditures: \$ -		Variance: \$ 31,968.00
Architect/Engineer: Gignac Architects							Gignac				
Contractor: TBD					Substantial Completion: TBD		Board Acceptance: TBD				
STC FPC Project Manager: Martin Villarreal					Final Completion: TBD		Board Acceptance: TBD				
Project Description					Project Scope						
Renovation of Room D1.128 and outdoor welding labs.					Original Scope: Expansion of existing welding lab to add approximately 1,000 sq ft to accommodate ten (10) more welding stations. The existing space will be renovated to incorporate automotive lab space and welding lab space. Revised Scope: Design and Construction of Welding lab Expansion for Additional (22) Welding Stations, storage room, mobile work station area, wash basin work area, and grinding station area.						
Projected Timeline											
Board Approval of Architect		Board Approval of Schematic Design		Board Approval of Contractor		Construction Start Date		Substantial Completion Date		Final Completion Date	
12/10/2019		11/23/2021		5/24/2022		06/22./2022		2/16/2023		3/16/2023	
Project Calendar of Expenditures by Fiscal Year											
Fiscal Year	Construction	Design	Misc.	FFE	Tech	Contingency	Project Total				
2019-20	\$ -	\$ -	\$ 3,200.00	\$ -	\$ -	\$ -	\$ 3,200.00				
2020-21	-	-	5,000.00	-	-	-	5,000.00				
2021-22	-	-	-	-	-	-	-				
Project Total	\$ -	\$ -	\$ 8,200.00	\$ -	\$ -	\$ -	\$ 8,200.00				
Current Agenda Item											
11/09/21 Facilities Committee: Review and Recommend Action on Approval of Schematic Design for the Starr County Campus Workforce Building D Welding Lab Expansion Review and Recommend Action as Necessary on Authorization to Proceed with Solicitation of Construction Services for the Starr County Campus Workforce Center Building D Welding Lab Expansion											
											

FPC Project Manager *Martin Villarreal*

FPC Asst. Director *Rita Gignac*

FPC Director *RANA*

Consent Agenda Item:

b. Approval to Proceed with Solicitation of Construction Services for the Starr County Campus Workforce Center Building D Welding Lab Expansion

Approval of authorization to proceed with the solicitation of construction services for the Starr County Campus Workforce Center Building D Welding Lab Expansion project is requested.

Construction services are necessary to construct the expansion to the Welding Lab in Workforce Center Building D. If solicitation is approved, documents will be issued for solicitation of construction proposals. Once received, construction proposals will be evaluated and submitted to the Board of Trustees with a recommendation to award a construction contract.

Background

On December 10, 2019, the Board approved contracting architectural services with Gignac & Associates, LLP to design the Welding Lab expansion. On June 22, 2021, the Board approved the use of Unexpended Plant funds previously earmarked for the proposed Workforce Program projects at the Starr County Campus which included the expansion of the existing welding lab in the Workforce Center Building D.

Gignac & Associates, LLP estimates the cost of the expansion to be within the construction budget. The total project budget is \$598,480 which includes funds for construction, design, miscellaneous, FFE, and technology costs.

Starr County Campus Workforce Center Building D Welding Lab Expansion Total Project Budget	
Budget Item	Budget Amount
Construction	\$372,960
Design	35,520
Miscellaneous	15,000
FFE	165,000
Technology	10,000
Total Project Budget	\$598,480

Gignac & Associates, LLP will begin working on the development of the construction plans and specifications. Upon completion of the documents, the College would begin the process of the solicitation for construction services of the welding lab expansion project.

The Facilities Committee recommended Board approval to proceed with the solicitation of construction services for the Starr County Campus Workforce Center Building D Welding Lab Expansion project as presented.

It is recommended that the Board of Trustees of South Texas College approve and authorize the following Minute Order proposed for consideration:

The Board of Trustees of South Texas College approves and authorizes proceeding with the solicitation of construction services for the Starr County Campus Workforce Center Building D Welding Lab Expansion project as presented.

Approval Recommended:

Dr. Ricardo J. Solis
President

Consent Agenda Item:
**c. Approval to Contract Construction Services for the District Wide
 Flooring Replacements Phase I at Pecan Campus, Mid Valley Campus,
 and Starr County Campus**

Approval to contract construction services for the District Wide Flooring Replacements Phase I at Pecan Campus, Mid Valley Campus, and Starr County Campus Project is requested.

Purpose

The procurement of a contractor will provide construction services necessary for the first phase of flooring replacements district-wide.

Scheduling Priority

This project is part of the Deferred Maintenance plan developed by the Facilities Operations & Maintenance and Facilities Planning & Construction departments. The project has been reviewed by the Facilities Planning & Construction and Facilities Operations and Maintenance departments, the President’s Cabinet, and the Coordinated Operations Council, the Facilities Committee, and the Board of Trustees. This project is scheduled as a routine improvement to replace flooring in buildings district wide as necessary.

Background

On June 22, 2021, the Board approved the priority schedule for the District Wide Flooring Replacements, and the color selection for the first phase. The first phase includes the following locations:

District Wide Flooring Replacements Phase I		
Campus	Buildings	Floor / Sq. Ft.
Pecan Campus	South Academic Building J	1 st Floor – 23,547 sq. ft. 2 nd Floor – 23,364 sq. ft. 3 rd Floor – 13,317 sq. ft.
Mid Valley Campus	Student Union Building F	8,413 sq. ft.
Starr County Campus	Student Activities Center Building H	7,442 sq. ft.
Phase I Total		76,083 sq. ft.

The flooring in these buildings has been in place for 17 years and has considerable wear. The scope of work at each location includes carpeting replacements. In addition, areas at the Starr County Campus Student Activities Center Building H location also include the installation of luxury vinyl tiles (LVT) to replace the existing vinyl composition tiles (VCT) and sealed concrete flooring.

Solicitation of competitive sealed proposals for this project began on September 22, 2021. A total of fifteen (15) sets of construction documents were issued to vendors. A total of six (6) proposals were received on October 21, 2021. The Request for Proposals allows for multiple contract awards. The proposals were evaluated individually by campus.

Timeline for Solicitation of Competitive Sealed Proposals	
September 22, 2021	Solicitation of competitive sealed proposals began.
October 21, 2021	Six (6) proposals were received.

Proposed Contractors

College staff reviewed and evaluated the competitive sealed proposals and recommend the contractors as listed below:

Campus	Highest Ranked Contractor	Highest Ranked Proposal Bid
Pecan Campus South Academic Building J	Diaz Floors & Interiors	\$242,990
Mid Valley Campus Student Union Building F	Diaz Floors & Interiors	40,740
Starr County Campus Student Activities Center Building H	Terra Fuerte Construction, LLC	56,000
Total Amount		\$339,730

Funding Source

Funds for the District Wide Flooring Replacements Phase I Project 2022-032R are budgeted in the FY 2021-2022 Renewals & Replacements Fund in the amount of \$500,000 for construction. An amount of \$17,330 was expended from this budget to replace rubber flooring in the weight room at the Mid Valley Campus Kinesiology and Recreational Center Building C, due to materials ordered in FY 2020-2021 year arriving in FY 2021-2022.

District Wide Flooring Replacements Phase I Construction Budget and Variance	
Item	Amount
Construction Budget	\$500,000
Previous Expenditure	17,330
Total Bid Proposals Amount	339,730
Variance	\$142,940

Reviewers

The proposals have been reviewed by College staff from Facilities Planning & Construction, Facilities Maintenance & Operations, and Purchasing departments.

Enclosed Documents

Site plans of the projects are enclosed. The evaluation team members completed evaluations for the firms and prepared the enclosed scoring and ranking summary.

The Facilities Committee recommended Board approval to contract construction services with Diaz Floors & Interiors in the amount of \$242,990 for the Pecan Campus South Academic Building J, Diaz Floors & Interiors in the amount of \$40,740 for the Mid Valley Campus Student Union Building F, and Terra Fuerte Construction, LLC in the amount of \$56,000 for the Starr County Campus Student Activities Center Building H, for the District Wide Flooring Replacements Phase I Project as presented.

It is recommended that the Board of Trustees of South Texas College approve and authorize the following Minute Order proposed for consideration:

The Board of Trustees of South Texas College approves and authorizes contracting construction services with Diaz Floors & Interiors in the amount of \$242,990 for the Pecan Campus South Academic Building J, Diaz Floors & Interiors in the amount of \$40,740 for the Mid Valley Campus Student Union Building F, and Terra Fuerte Construction, LLC in the amount of \$56,000 for the Starr County Campus Student Activities Center Building H, for the District Wide Flooring Replacements Phase I Project as presented.

Approval Recommended:

Dr. Ricardo J. Solis
President



**SOUTH TEXAS
COLLEGE**

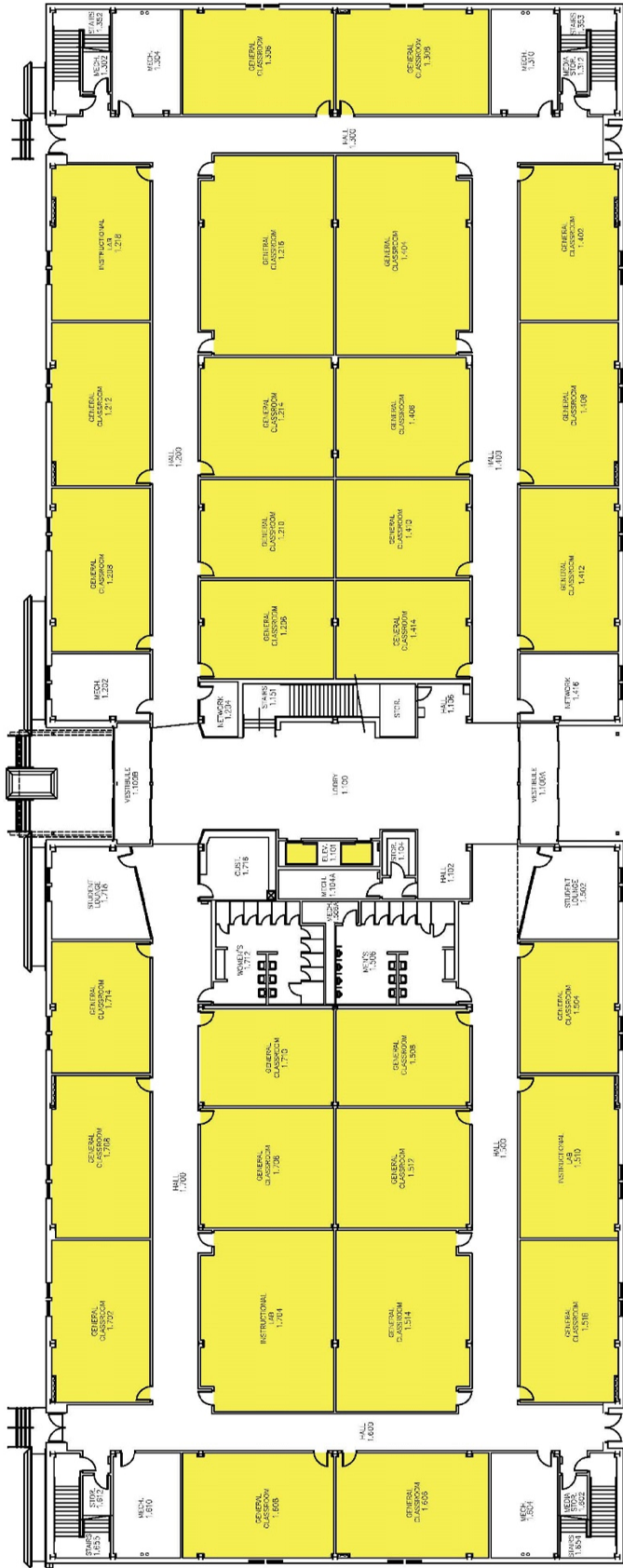
**District Wide
Flooring Replacement FY 21-22
2022-032R**

District Wide Flooring Replacement FY 21-22 Pecan Campus Bldg. J Location



District Wide Flooring Replacement FY 21-22

Pecan Campus Bldg. J Floor Plan 1st Floor



EXISTING CARPET TO BE REPLACED 23547 Sqft

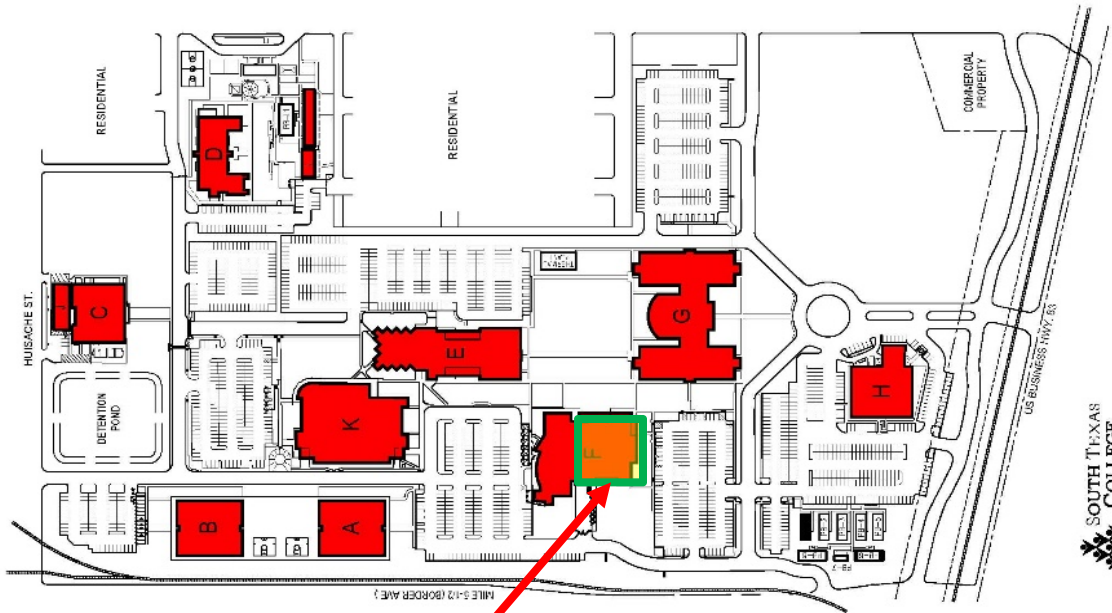
District Wide Flooring Replacement FY 21-22

Pecan Campus Bldg. J Floor Plan 2nd Floor



District Wide Flooring Replacement FY 21-22

Mid-Valley Campus Bldg. F Location



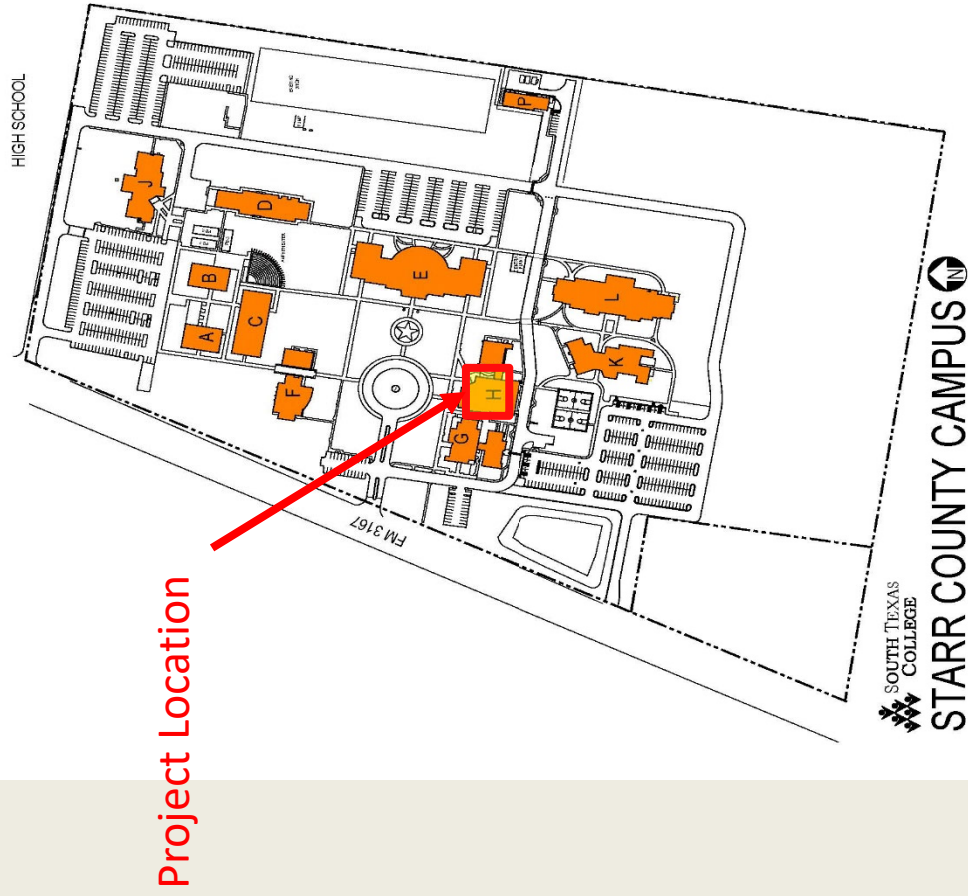
Project Location

District Wide Flooring Replacement FY 21-22

Mid-Valley Campus Bldg. F Floor Plan



District Wide Flooring Replacement FY 21-22 Starr County Campus Bldg. H Location



District Wide Flooring Replacement FY 21-22

Starr County Campus Bldg. H Floor Plan



District Wide Flooring Replacement FY 21-22 Proposed Scope & Budget



Requested By

Facilities Planning & Construction/Facilities Operations & Maintenance Department

Scope of work

Every fiscal year, different facilities are scheduled to have the flooring replaced. Maintenance developed a flooring priority schedule determining which flooring locations needs to be replaced for FY 21-22. A total of three (3) locations are proposed for flooring replacement. Pecan Campus Building J, Mid-Valley Campus Building F and Starr County Campus Building H.

Estimated Total Project Budget

Construction	\$ 500,000
Miscellaneous	\$4,000
Total Project Budget	\$ 504,000

**SOUTH TEXAS COLLEGE
DISTRICT WIDE FLOORING REPLACEMENT FOR STARR COUNTY CAMPUS BUILDING H, MID VALLEY CAMPUS BUILDING F, AND PECAN CAMPUS BUILDING J
PROJECT NO. 21-22-1014**

NAME	Diaz Floors & Interiors	E-Con Group, LLC.	Holchecom, Ltd.	Ontiveros Floor Covering, LLC.	RG Enterprises, LLC./ dba G&G Contractors	Terra Fuerte Construction, LLC.	
ADDRESS	1205 W Polk	3025 S Sugar Rd	900 N Main St	1211 S Alamo Rd	711 E Wisconsin Rd	614 E Frontage Rd	
CITY/STATE/ZIP	Pharr, TX 78577	Edinburg, TX 78539	McAllen, TX 78501	Alamo, TX 78516	Edinburg, TX 78539	Alamo, TX 78516	
PHONE	956-787-0056	956-259-8005	956-686-2925	956-961-4631	956-283-7040	956-844-6146	
FAX	956-781-7917	956-259-8009	956-686-2925	956-961-4632	956-259-8046		
CONTACT	Andres Diaz	Gilbert Enriquez	Michael C. Montalvo	Gregory Ontiveros	Rene Garza	Rolando Leal	
#	Proposed	Proposed	Proposed	Proposed	Proposed	Proposed	
1	Starr County Campus Building H	\$ 40,740.00	\$ 65,700.00	\$ 63,500.00	\$ 57,190.00	\$ 95,202.00	\$ 56,000.00
2	Begin Work Within			10 Working Days***	10 Working Days	10 Working Days	10 Working Days
3	Completion of Work Within		57.55	30 Calendar Days	30 Calendar Days	30 Calendar Days	10 Working Days
TOTAL EVALUATION POINTS		85.7		81.78	87.46	69.67	91.1
RANKING		1	5	3	2	4	1
4	Mid Valley Campus Building F	\$ 40,740.00	\$ 66,200.00	\$ 70,000.00	\$ 54,353.00	\$ 82,697.00	\$ 64,000.00
5	Begin Work Within	**		10 Working Days***	10 Working Days	10 Working Days	10 Working Days
6	Completion of Work Within		47.69	30 Calendar Days	15 Calendar Days	21 Calendar Days	10 Working Days
TOTAL EVALUATION POINTS		85.7		68.29	79.22	66.37	74.74
RANKING		1	6	4	2	2	3
7	Pecan Campus Building J	\$ 242,989.60	\$ 273,500.00	\$ 315,000.00	\$ 294,686.00	\$ 469,619.00	\$ 315,000.00
8	Begin Work Within	**		10 Working Days***	10 Working Days	10 Working Days	10 Working Days
9	Completion of Work Within		59.98	60 Calendar Days	60 Calendar Days	60 Calendar Days	100 Working Days
TOTAL EVALUATION POINTS		85.7		80.31	84	69.98	78.26
RANKING		1	6	3	2	5	4
10	Bid Bond Provided	Yes	Yes	Yes	Yes	Yes	Yes
Summary							
Starr County Campus Bldg H							\$ 56,000.00
Mid Valley Campus Bldg F		\$ 40,740.00					
Pecan Campus Bldg J		\$ 242,989.60					

**As per manufacturer, availability will take 6-8 weeks for delivery of materials. Once materials arrive, we will proceed with installation.
***Construction will start upon arrival of materials
The Director of Purchasing has reviewed all the responses and evaluations completed.

**SOUTH TEXAS COLLEGE
DISTRICT WIDE FLOORING REPLACEMENT FOR STARR COUNTY CAMPUS BUILDING H, MID VALLEY CAMPUS BUILDING F, AND PECAN CAMPUS BUILDING J
PROJECT NO. 21-22-1014
EVALUATION SUMMARY - PECAN CAMPUS BUILDING J**

VENDOR	Diaz Floors & Interiors	E-Con Group, LLC.	Holchmont, Ltd.	Ontiveros Floor Covering, LLC.	RG Enterprises, LLC/ dba G&G Contractors	Terra Fuente Construction, LLC.
ADDRESS	1205 W Polk	3025 S Sugar Rd	900N Main St	1211 S Alamo Rd	711 E Wisconsin Rd	614 E Frontage Rd
CITY/STATE/ZIP	Pharr, TX 78577	Edinburg, TX 78539	McAllen, TX 78501	Alamo, TX 78516	Edinburg, TX 78539	Alamo, TX 78516
PHONE	956-787-0056	956-259-8005	956-686-2925	956-961-4631	956-283-7040	956-844-6146
FAX	956-781-7917	956-259-8009	956-686-2925	956-961-4632	956-259-8046	
CONTACT	Andres Diaz	Gilbert Enriquez	Michael C. Motalvo	Gregory Ontiveros	Rene Garza	Rolando Leal
1 The Respondent's price proposal. (up to 45 points)	45	39.98	34.71	37.1	23.28	34.71
	45	39.98	34.71	37.1	23.28	34.71
	45	39.98	34.71	37.1	23.28	34.71
	45	39.98	34.71	37.1	23.28	34.71
	9	8	8	8	9	8
2 The Respondent's experience and reputation. (up to 10 points)	9	8	8	8.5	8	8.5
	9	7	7	8.1	8.5	8.3
	9	9	8.5	9	8.5	9
	9	9	9	9	9	9
	9	5	8	8	9	7
3 The quality of the Respondent's goods or services. (up to 10 points)	9	5	8	8	9	7
	8	4	7	8.9	8	8
	9	5.6	8	9	8	8
	9	9	8	9.5	8	9
	7	5	8	9	8	7
4 The Respondent's safety record. (up to 5 points)	4	0	3	4.5	4	3
	4	0	4	4	4	3.5
	3	0	4	4	4	4
	4	0	3.5	4	4	4
	4	0	4	4	4	3.5
5 The Respondent's proposed personnel. (up to 8 points)	7	6	6.5	7	7	6
	6.5	6	7	7	7	7
	7	6	6	7	6	7
	7	7	7	7	6	7
	7	6	7	6	7	7
6 The Respondent's financial capability in relation to the size and scope of the project. (up to 9 points)	8	0	7	7	8	8
	8	0	7	7	7	8
	7	0	7	7	8	8
	8	0	9	8	8	8
	8	0	8	6	8	7
7 The Respondent's organization and approach to the project. (up to 6 points)	5	0	4.5	5	4.5	5
	4	0	5	4	5	4
	5	0	4	4.4	5	4.8
	5	0	5	5	4.5	5
	5	0	5	4	4	5
8 The Respondent's time frame for completing the project. (up to 7 points)	0	0	7	7	7	4.45
	0	0	7	7	7	4.45
	0	0	7	7	7	4.45
	0	0	7	7	7	4.45
	0	0	7	7	7	4.45
TOTAL EVALUATION POINTS	85.7	59.98	80.31	84	69.98	78.26
RANKING	1	6	3	2	5	4

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

**SOUTH TEXAS COLLEGE
DISTRICT WIDE FLOORING REPLACEMENT FOR STARR COUNTY CAMPUS BUILDING H, MID VALLEY CAMPUS BUILDING F, AND PECAN CAMPUS BUILDING J
PROJECT NO. 21-22-1014
EVALUATION SUMMARY - MID VALLEY CAMPUS BUILDING F**

VENDOR	Diaz Floors & Interiors	E-Con Group, LLC.	Holchmont, Ltd.	Ontiveros Floor Covering, LLC.	RG Enterprises, LLC/ dba G&G Contractors	Terra Fuente Construction, LLC.	
ADDRESS	1205 W Polk	3025 S Sugar Rd	900 N Main St	1211 S Alamo Rd	711 E Wisconsin Rd	614 E Frontage Rd	
CITY/STATE/ZIP	Pharr, TX 78577	Edinburg, TX 78539	McAllen, TX 78501	Alamo, TX 78516	Edinburg, TX 78539	Alamo, TX 78516	
PHONE	956-787-0056	956-259-8005	956-686-2925	956-961-4631	956-283-7040	956-844-6146	
FAX	956-781-7917	956-259-8009		956-961-4632	956-259-8046		
CONTACT	Andres Diaz	Gilbert Enriquez	Michael C. Motalvo	Gregory Ontiveros	Rene Garza	Rolando Leal	
1	The Respondent's price proposal. (up to 45 points)	45	27.69	33.72	22.16	28.64	
		45	27.69	26.19	33.72	22.16	28.64
		45	27.69	26.19	33.72	22.16	28.64
		45	27.69	26.19	33.72	22.16	28.64
		9	8	8	8	9	8
2	The Respondent's experience and reputation. (up to 10 points)	9	8	8	8.5	8.5	
		9	7	8.1	8.7	8.5	
		9	9	8.5	9	8.5	
		9	9	9	9	9	
		9	5	8	8	9	
3	The quality of the Respondent's goods or services. (up to 10 points)	8	5	8	9	7	
		8	5	8	9	8	
		8	4	7	9	8	
		9	9	8	9.5	8	
		7	5	8	9	8	
4	The Respondent's safety record. (up to 5 points)	4	0	3	4.5	3	
		4	0	4	4	3.5	
		3	0	4	4	4	
		4	0	3.5	4	4	
		4	0	4	4	3.5	
5	The Respondent's proposed personnel. (up to 8 points)	7	6	6.5	7	6	
		6.5	6	7	7	7	
		7	6	6	7	7	
		7	7	7	7	7	
		7	6	7	6	7	
6	The Respondent's financial capability in relation to the size and scope of the project. (up to 9 points)	8	0	7	7	8	
		8	0	7	7	8	
		7	0	7	7	8	
		8	0	9	8	8	
		8	0	8	6	7	
7	The Respondent's organization and approach to the project. (up to 6 points)	5	0	4.5	5	5	
		4	0	5	4	4	
		5	0	4	4.4	5	
		5	0	5	5	5	
		5	0	5	4	5	
8	The Respondent's time frame for completing the project. (up to 7 points)	0	0	3.5	5.6	7	
		0	0	3.5	5.6	7	
		0	0	3.5	5.6	7	
		0	0	3.5	5.6	7	
		0	0	3.5	5.6	7	
TOTAL EVALUATION POINTS		85.7	47.69	68.29	79.22	66.37	74.74
RANKING		1	6	4	2	5	3

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




**SOUTH TEXAS COLLEGE
DISTRICT WIDE FLOORING REPLACEMENT FOR STARR COUNTY CAMPUS BUILDING H, MID VALLEY CAMPUS BUILDING F, AND PECAN CAMPUS BUILDING J
PROJECT NO. 21-22-1014
EVALUATION SUMMARY - STARR COUNTY BUILDING H**

VENDOR	E-Com Group, LLC.	Holebent, Ltd.	Oniveros Floor Covering, LLC.	RG Enterprises, LLC./ dba G&G Contractors	Terra Fuerte Construction, LLC.
ADDRESS	3025 S Sugar Rd	900 N Main St	1211 S Alamo Rd	711 E Wisconsin Rd	614 E Frontage Rd
CITY/STATE/ZIP	Edinburg, TX 78539	McAllen, TX 78501	Alamo, TX 78516	Edinburg, TX 78539	Alamo, TX 78516
PHONE	956-259-8005	956-686-2925	956-961-4631	956-283-7040	956-844-6146
FAX	956-259-8009	956-686-2925	956-961-4632	956-259-8046	
CONTACT	Gilbert Enriquez	Michael C. Montalvo	Gregory Oniveros	Rene Garza	Rolando L. eul
1 The Respondent's price proposal. (up to 45 points)	38.35	39.68	44.06	26.47	45
	38.35	39.68	44.06	26.47	45
	38.35	39.68	44.06	26.47	45
	38.35	39.68	44.06	26.47	45
2 The Respondent's experience and reputation. (up to 10 points)	8	8	8	9	8
	8	8	8.5	8	8.5
	7	7	9	8	9
	9	8.5	9	8.5	9
3 The quality of the Respondent's goods or services. (up to 10 points)	5	8	8	9	7
	5	8	9	8	8
	4	7	9	8	8
	5	8	9.5	8	9
4 The Respondent's safety record. (up to 5 points)	0	3	4.5	4	3
	0	4	4	4	3.5
	0	4	4	4	4
	0	3.5	4	4	4
5 The Respondent's proposed personnel. (up to 5 points)	6	6.5	7	7	6
	6	7	7	7	7
	6	6	7	6	7
	7	7	7	6	7
6 The Respondent's financial capability in relation to the size and scope of the project. (up to 9 points)	0	7	7	7	8
	0	7	7	7	8
	0	7	7.6	8	8
	0	9	8	8	8
7 The Respondent's organization and approach to the project. (up to 6 points)	0	4.5	5	4.5	5
	0	5	4	5	4
	0	4	4	5	5
	0	5	4	4.5	5
8 The Respondent's time frame for completing the project. (up to 7 points)	0	3.5	3.5	3.5	7
	0	3.5	3.5	3.5	7
	0	3.5	3.5	3.5	7
	0	3.5	3.5	3.5	7
TOTAL EVALUATION POINTS	57.55	81.78	87.46	69.67	91.11
RANKING	5	3	2	4	1

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

Project Fact Sheet

11/5/2021

Project Name: District Wide - Flooring Replacement Phase I		Project No. 2022-032R	
Funding Source(s): Renewals & Replacements Fund			
	FY 21-22		
	Total	**FY 21-22	Variance of
	Project Budget	Actual	Project Budget
		Expenditures	vs. Actual
		Expenditures	Expenditures
Construction:	\$ 500,000.00	\$ 17,330.00	\$ 482,670.00
Design	-	-	-
Miscellaneous:	4,000.00	160.23	3,839.77
FFE:	-	-	-
Technology:	-	-	-
Total:	\$ 504,000.00	\$ 17,490.23	\$ 486,509.77
	**Expenditures to date \$17,330 for replacement of MVC Bldg. C Rubber Flooring.		
Project Team		Board Status	
Approval to Solicit :	6/22/2021	Board Approval of Schematic Design	NA
Architect/Engineer:	N/A	Design	
Contractor:	TBD	Substantial Completion	TBD
Contractor:	TBD	Final Completion	TBD
Contractor:	TBD		
STC FPC Project Manager:	David Valdez		
Project Description		Project Scope	
Replacing various flooring material district wide due to flooring reaching their life expectancy. Request for Proposals or Request for Quotes are issued depending on the estimated construction cost.		Every fiscal year, different facilities are scheduled to have the flooring replaced. Maintenance developed a flooring priority schedule determining which flooring material needs to be replaced. Average six flooring replacements per fiscal year.	
Projected Timeline			
Board Approval of Architect/Engineer	Board Approval of Schematic Design	Board Approval of Contractor	Construction Start Date
N/A	N/A	11/23/2021	3/1/2022
			Substantial Completion Date
			5/30/2022
			Final Completion Date
			6/30/2022
			FFE Completion of Move In
			N/A
Project Calendar of Expenditures by Fiscal Year			
Fiscal Year	Construction	Design	Miscellaneous
2021-22	17,330.00	-	160.23
Project Total	\$ 17,330.00	\$ -	\$ 160.23
			FFE
			-
			Tech
			-
			Project Total
			\$ 17,490.23
			\$ 17,490.23
Current Agenda Item			
11/09/21 Facilities Committee: Review and Recommend Action on Contracting Construction Services for the District Wide Flooring Replacements Phase I at Pecan Campus, Mid Valley Campus, and Starr County Campus			
<div style="display: flex; justify-content: space-around; align-items: flex-start;"> <div style="text-align: center;">  <p>Pecan Campus</p> </div> <div style="text-align: center;">  <p>Mid-Valley Campus</p> </div> <div style="text-align: center;">  <p>Starr County Campus</p> </div> </div>			

FPC Project Manager *David A. Valdez*

FPC Asst. Director *Rita Geller*

FPC Director *RANA*

Consent Agenda Item:
**d. Approval of Final Completion for the Pecan Plaza West Building C
 Kinesiology Storage and Restroom Renovations**

Approval of final completion of the Pecan Plaza West Building C Kinesiology Storage and Restroom Renovations is requested.

	Project	Completion Recommended	Date Received
1.	Pecan Plaza West Building C Kinesiology Storage and Restroom Renovations Project No. 2020-002C Architect: Alvarado Architects & Associates, Inc. Contractor: Tri-Gen Construction, LLC	Final Completion Recommended	October 25, 2021

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

Final Completion, including punch list items, was accomplished as required in the Owner/Contractor agreement for this project. It is recommended that final completion and release of final payment for this project with Tri-Gen Construction, LLC be approved. The original cost approved for this project was \$175,000.

The following table summarizes the current budget status:

Pecan Plaza West Building C Kinesiology Storage and Restroom Renovations					
Construction Budget	Approved Proposal Amount	Net Total Change Orders	Current Project Cost	Previous Amount Paid	Remaining Balance
\$175,000.00	\$175,000.00	(\$6,847.09)	\$168,152.91	\$153,845.10	\$14,307.81

On October 25, 2021, Alvarado Architects & Associates, Inc. verified that all punch list items were completed.

Enclosed Documents

A copy of the final completion letter and photos are enclosed for the Board’s review and information.

The Facilities Committee recommended Board approval of final completion of the Pecan Plaza West Building C Kinesiology Storage and Restroom Renovations as presented.

It is recommended that the Board of Trustees of South Texas College approve and authorize the following Minute Order proposed for consideration:

The Board of Trustees of South Texas College approves and authorizes final completion of the Pecan Plaza West Building C Kinesiology Storage and Restroom Renovations project and release of final payment in the amount of \$14,307.81 as presented.

Approval Recommended:

Dr. Ricardo J. Solis
President

Pecan Plaza West Building C Kinesiology Storage and Restroom Renovations



Pecan Plaza West Building C Kinesiology Storage and Restroom Renovations



Pecan Plaza West Building C Kinesiology Storage and Restroom Renovations



October 29, 2021

Mr. Ricardo De la Garza, Associate AIA
Director of Facilities Planning & Construction
South Texas College
PO Box 9701
McAllen, Texas 78502

VIA: EMAIL

RE: STC Pecan Plaza – Kinesiology Renovations Phase 1
South Texas College
AAA Project Number: 2001

Dear Mr. De la Garza,

As of October 25, 2021, Tri-Gen Construction, LLC has completed all work associated with the Kinesiology Renovations project. A Final Walkthrough was conducted with STC, Alvarado Architects & Associates, Inc. and Tri-Gen Construction, LLC. All punch list items have been corrected and all Change Order work has been completed. All Close Out documents and as-builts have been submitted, they are currently under review, and they will be turned into STC for their records.

To the best of our knowledge, all work has been completed and performed in accordance with the Contract Documents. Alvarado Architects & Associates, Inc. recommends Final Acceptance being awarded to Tri-Gen Construction, LLC on the project.

If you have any questions or if we can be of any further assistance, please do not hesitate to contact our office at (956) 464-8258.


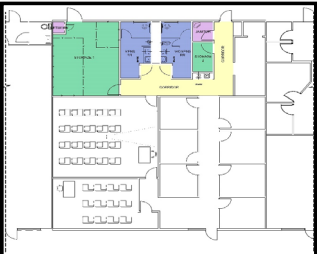
Sincerely,
Alvarado Architects & Associates, Inc.



Erasmo Alvarado, Jr. AIA
President

Cc: Robert Cuellar, STC
Martin Villareal, STC
Jorge Gonzalez, Tri-Gen Construction, LLC

Project Fact Sheet
11/5/2021

Project Name: Pecan Plaza - West Building C Kinesiology Renovation			Project No.: 2020-002C						
Funding Source(s): Unexpended Plant Fund									
	FY 19-20		FY 20-21			FY 21-22			Total Actual Expenditures To Date
	FY 19-20 Project Budget	Variance of Project Budget vs. Actual Expenditures	FY 20-21 Project Budget	Variance of Project Budget vs. Actual Expenditures	FY 21-22 Project Budget	Variance of Project Budget vs. Actual Expenditures	FY 21-22 Actual Expenditures	Total Actual Expenditures To Date	
Construction:	\$ 122,000.00	\$ -	\$ 122,000.00	\$ 99,162.15	\$ 175,000.00	\$ 54,682.95	\$ 120,317.05	\$ 153,845.10	
Design:	12,200.00	1,647.00	12,200.00	8,235.00	15,915.00	15,915.00	15,915.00	9,882.00	
Miscellaneous:	3,600.00	2,896.80	3,600.00	530.11	10,927.00	318.18	10,608.82	3,745.09	
FFE:	6,000.00	-	6,000.00	3,997.40	6,000.00	-	6,000.00	3,997.40	
Technology:	-	-	-	-	-	-	-	-	
Total:	\$ 143,800.00	\$ 4,543.80	\$ 143,800.00	\$ 111,924.66	\$ 207,842.00	\$ 55,001.13	\$ 152,840.87	\$ 171,469.59	
Approval to Solicit Architect/Engineer:	12/10/2019				Contract Amount	Actual Expenditures	Variance		
Architect/Engineer:	Alvarado Architects & Associates, Inc.	Board Approval of Schematic Design	09/22/2020		Alvarado Architects	\$ 10,980.00	\$ 9,882.00	\$ 1,098.00	
Contractor:	Tri-gen Construction LLC				Construction LLC	\$ 168,152.91	\$ 153,845.10	\$ 14,307.81	
STC FPC Project Manager:	Martin Villarreal	Substantial Completion	9/21/2021		Board Acceptance	10/26/2021			
		Final Completion	10/21/2021		Board Acceptance	TBD			
Project Description			Project Scope						
Renovating Kinesiology existing restrooms and storage spaces.			Renovate the Kinesiology Department facilities to include an upgrade for the restrooms, a separate storage space for first aid and CPR, and storage areas for equipment. 1,090 square feet of space to be renovated.						
Projected Timeline									
Board Approval of Architect/Engineer	Board Approval of Schematic Design	Board Approval of Contractor	Construction Start Date	Substantial Completion Date	Final Completion Date	FFE Completion of Move In			
12/10/2019	9/22/2020	3/30/2021	5/15/2021	9/21/2021	10/21/2021	9/21/2021			
Project Calendar of Expenditures by Fiscal Year									
Fiscal Year	Construction	Design	Miscellaneous	FFE	Technology	Project Total			
2019-20	-	1,647.00	2,896.80	-	-	\$ 4,543.80			
2020-21	99,162.15	8,235.00	530.11	3,997.40	-	\$ 111,924.66			
2021-22	54,682.95	-	318.18	-	-	\$ 55,001.13			
Project Total	\$ 153,845.10	\$ 9,882.00	\$ 3,745.09	\$ 3,997.40	\$ -	\$ 171,469.59			
Current Agenda Item									
11/9/21 Facilities Committee: Review and Recommend Action on Approval of Final Completion for the Pecan Plaza West Building C Kinesiology Storage and Restroom Renovations									
			 <p align="center">Proposed Layout</p>						

FPC Project Manager *Martin Villarreal*

FPC Asst. Director *Rita Cella*

FPC Director *RdA*

Consent Agenda Item:

e. Approval of Architectural Fee Adjustment for the Pecan Plaza West Building C Kinesiology Storage and Restroom Renovations

Approval to amend the current architectural agreement with Alvarado Architects & Associates, Inc. (AAA) to adjust the architectural fee based on the final construction cost for the Pecan Plaza West Building C Kinesiology Storage and Restroom Renovations project is requested.

Purpose

Authorization is requested to amend the current architectural agreement with AAA to adjust their architectural fee based on the final construction cost for the Pecan Plaza West Building C Kinesiology Storage and Restroom Renovations project.

Scheduling Priority

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

Justification

The Architect is compensated based on a percentage of the Construction Budget, and compensation adjustments may be necessary once the construction costs are finalized.

Background

The current architectural agreement with AAA for the Pecan Plaza West Building C Kinesiology Storage and Restroom Renovations project states a fee adjustment is required if the final construction cost exceeds or is lower than the Owner's original budget for the Cost of Work.

However, phases that have already been completed are not affected by the fee adjustment as per the Owner/Architect Agreement. These completed phases, which amount to \$8,784.00, are schematic design, design development, construction documents, and bidding & negotiation. The fee adjustment will only affect the construction administration phase.

The original construction budget for the project was \$122,000, with a negotiated fee at 9%, totaling \$10,980. On March 30, 2021, the Board of Trustees approved contracting construction services with Tri-Gen Construction, LLC in the amount of \$175,000 for the Pecan Plaza West Building C Kinesiology Storage and Restroom Renovations project. The total project cost is \$168,152.91, which includes a deductive amount of \$6,847.09 for all previously approved change orders.

The Architect is requesting a fee increase of \$830.75, which would result in an adjusted fee of \$11,810.75. The total revised fee, including the reimbursable expenses of \$907.50, is \$12,718.25.

The fee information is summarized below:

Original Fee:	\$10,980.00
Fee Increase:	<u>830.75</u>
Subtotal:	\$11,810.75
Reimbursable Expenses:	<u>907.50</u>
Total Revised Fee	\$12,718.25

Board approval is necessary to amend the current architectural agreement with AAA to a revised fixed fee of \$12,718.25. No additional costs are anticipated for this project.

Funding Source

Funds for the Pecan Plaza West Building C Kinesiology Storage and Restroom Renovations Project 2020-002C are budgeted in the FY 2021-2022 Unexpended Construction Plant Fund.

The design budget for this project is \$15,915. The total revised fee is within the budgeted amount.

Pecan Plaza West Building C Kinesiology Storage and Restroom Renovations Design Budget	
Budget Item	Budget Amount
Design Budget	\$15,915.00
Total Revised Fee	12,718.25
Design Budget Variance	\$3,196.75

Enclosed Documents

A detailed breakdown of the fee adjustment is enclosed.

The Facilities Committee recommended Board approval to amend the current architectural agreement with AAA for the Pecan Plaza West Building C Kinesiology Storage and Restroom Renovations project to a revised fixed fee of \$12,718.25.

It is recommended that the Board of Trustees of South Texas College approve and authorize the following Minute Order proposed for consideration:

The Board of Trustees of South Texas College approves and authorizes amending the current architectural agreement with AAA for the Pecan Plaza West Building C Kinesiology Storage and Restroom Renovations project to a revised fixed fee of \$12,718.25.

Approval Recommended:

Dr. Ricardo J. Solis
President

Company Name: Alvarado Architects & Associates
Campus: Pecan Plaza
Project Name: Building C Kinesiology Storage & Restroom Renovations

Original Construction Budget: \$122,000.00 Approved Construction Cost: \$175,000.00
Sum of all Change Orders (6,847.09)
Total Adjusted Cost of Work: \$168,152.91

Original Fee \$10,980.00
(9% of estimated construction budget)

Phases Unaffected by Fee Adjustment:

Completed Phases @ 9% of \$122,000 (Original Fee Agreement)	
Schematic Design @ 15%	\$1,647.00
Design Development @ 20%	2,196.00
Construction Documents @ 40%	4,392.00
Bidding & Negotiations @ 5%	549.00
Subtotal for Completed Phases	8,784.00

Phase Affected by Fee Adjustment:


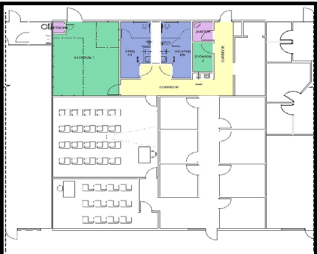
Remaining Phases @ 9% of \$168,152.91 (Revised Cost of Work)	
Construction Administration @ 20%	\$3,026.75
Adjusted Contract Fee:	\$11,810.75
Original fee based on Original Budget	10,980.00
Additional Fees	\$830.75

***Total Original Fee:** \$10,980.00

*Without reimbursable expenses

Total Original Fee:	\$10,980.00
Additional Fees:	\$830.75
Reimbursables	907.50
Total Adjusted Fee:	\$12,718.25
Less previously paid	(\$9,882.00)
Total owed to date	\$2,836.25

Project Fact Sheet
11/5/2021

Project Name: Pecan Plaza - West Building C Kinesiology Renovation			Project No.: 2020-002C						
Funding Source(s): Unexpended Plant Fund									
	FY 19-20		FY 20-21			FY 21-22			Total Actual Expenditures To Date
	FY 19-20 Project Budget	Variance of Project Budget vs. Actual Expenditures	FY 20-21 Project Budget	Variance of Project Budget vs. Actual Expenditures	FY 21-22 Project Budget	Variance of Project Budget vs. Actual Expenditures	FY 21-22 Actual Expenditures	Total Actual Expenditures To Date	
Construction:	\$ 122,000.00	\$ -	\$ 122,000.00	\$ 99,162.15	\$ 175,000.00	\$ 54,682.95	\$ 120,317.05	\$ 153,845.10	
Design:	12,200.00	1,647.00	12,200.00	8,235.00	15,915.00	15,915.00	15,915.00	9,882.00	
Miscellaneous:	3,600.00	2,896.80	3,600.00	530.11	10,927.00	318.18	10,608.82	3,745.09	
FFE:	6,000.00	-	6,000.00	3,997.40	6,000.00	-	6,000.00	3,997.40	
Technology:	-	-	-	-	-	-	-	-	
Total:	\$ 143,800.00	\$ 4,543.80	\$ 143,800.00	\$ 111,924.66	\$ 207,842.00	\$ 55,001.13	\$ 152,840.87	\$ 171,469.59	
Approval to Solicit Architect/Engineer:	12/10/2019				Contract Amount	Actual Expenditures	Variance		
Architect/Engineer:	Alvarado Architects & Associates, Inc.	Board Approval of Schematic Design	09/22/2020		Alvarado Architects	\$ 10,980.00	\$ 9,882.00	\$ 1,098.00	
Contractor:	Tri-gen Construction LLC				Construction LLC	\$ 168,152.91	\$ 153,845.10	\$ 14,307.81	
STC FPC Project Manager:	Martin Villarreal	Substantial Completion	9/21/2021		Board Acceptance	10/26/2021			
		Final Completion	10/21/2021		Board Acceptance	TBD			
Project Description			Project Scope						
Renovating Kinesiology existing restrooms and storage spaces.			Renovate the Kinesiology Department facilities to include an upgrade for the restrooms, a separate storage space for first aid and CPR, and storage areas for equipment. 1,090 square feet of space to be renovated.						
Projected Timeline									
Board Approval of Architect/Engineer	Board Approval of Schematic Design	Board Approval of Contractor	Construction Start Date	Substantial Completion Date	Final Completion Date	FFE Completion of Move In			
12/10/2019	9/22/2020	3/30/2021	5/15/2021	9/21/2021	10/21/2021	9/21/2021			
Project Calendar of Expenditures by Fiscal Year									
Fiscal Year	Construction	Design	Miscellaneous	FFE	Technology	Project Total			
2019-20	-	1,647.00	2,896.80	-	-	\$ 4,543.80			
2020-21	99,162.15	8,235.00	530.11	3,997.40	-	\$ 111,924.66			
2021-22	54,682.95	-	318.18	-	-	\$ 55,001.13			
Project Total	\$ 153,845.10	\$ 9,882.00	\$ 3,745.09	\$ 3,997.40	\$ -	\$ 171,469.59			
Current Agenda Item									
11/9/21 Facilities Committee: Review and Recommend Action on Approval of Final Completion for the Pecan Plaza West Building C Kinesiology Storage and Restroom Renovations									
			 <p align="center">Proposed Layout</p>						

FPC Project Manager *Martin Villarreal*

FPC Asst. Director *Rita Geller*

FPC Director *RdA*

Consent Agenda Item:

f. Approval of Substantial and Final Completion of the Regional Center for Public Safety Excellence Drainage Improvements Phase II

Approval of substantial and final completion of the Regional Center for Public Safety Excellence Drainage Improvements Phase II is requested.

Project		Completion Recommended	Date Received
1.	Regional Center for Public Safety Excellence Drainage Improvements Phase II Project No. 2020-022C	Substantial Completion	October 20, 2021
	Engineer: Perez Consulting Engineers, LLC Contractor: McAllen Multi Service	Final Completion Recommended	October 25, 2021

This project was initiated in 2019 as a Renewals & Replacements project. It was reviewed by the Facilities Operations & Maintenance, and Facilities Planning & Construction departments, Administration, the Coordinated Operations Council, the Facilities Committee, and the Board of Trustees. It was scheduled as an exterior improvement to provide drainage improvements at the site.

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 McAllen Multi Service be approved. The original cost approved for this project was in the amount of \$113,500.

The following table summarizes the current budget status:

Regional Center for Public Safety Excellence Drainage Improvements Phase II					
Construction Budget	Approved Proposal Amount	Net Total Change Orders	Final Project Cost	Previous Amount Paid	Remaining Balance
\$300,000.00	\$113,500.00	\$0	\$113,500.00	\$33,715.50	\$79,784.50

On October 19, 2021, Perez Consulting Engineers, LLC inspected the site to confirm that all punch list items were completed. On October 25, 2021, the engineer issued a letter recommending final completion and release of final payment to the contractor.

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 of the Regional Center for Public Safety Excellence Drainage Improvements Phase II as presented.

It is recommended that the Board of Trustees of South Texas College approve and authorize the following Minute Order proposed for consideration:

The Board of Trustees of South Texas College approves and authorizes substantial and final completion of the Regional Center for Public Safety Excellence Drainage Improvements Phase II project and release of final payment in the amount of \$79,784.50 as presented.

Approval Recommended:

Dr. Ricardo J. Solis
President

Regional Center for Public Safety Excellence Drainage Improvements Phase II



Regional Center for Public Safety Excellence Drainage Improvements Phase II



Regional Center for Public Safety Excellence Drainage Improvements Phase II



Regional Center for Public Safety Excellence Drainage Improvements Phase II



Substantial Completion Acceptance

Project Name: RCPSE - Site Drainage Improvements Phase II

Project No.: 20-21-1043

Owner: South Texas College

Contractor: McAllen Multiservice

A/E Firm: Perez Consulting Engineers

Scope of Work Covered by This Acceptance:

Work included completion of detention pond, irrigation and sprinkler system, rock rip rap and hydromulching.

Effective Date of Acceptance: 10/20/2021

This constitutes the Owner's acceptance for Beneficial Occupancy: Yes No

In accordance with plans and specifications of the Contract, this is to confirm the results of the substantial completion inspection(s). The "punch list(s)" of items remaining to be completed or corrected as of the effective date of this acceptance, is formally issued under separate cover. It is expressly understood that the failure to include any items on such list (s) does not alter the responsibility of the Contractor to complete all Work in accordance with the Contract Documents. In accordance with the Contract, the Date of Substantial Completion is that Date jointly certified by the Architect/Engineer, owner and Contractor that the Work is sufficiently completed for the Owner to utilize it, or designated portion thereof, for the intended purpose.

As of the effective date of the noted above, the Contractor is relieved of the responsibilities for utilities, maintenance, security, custodial services, and insurance coverage, which may pertain specifically to the Work, covered by this acceptance. The Contractor remains responsible; however, to maintain full insurance coverage as required by the Contract for any areas of the project not yet accepted, and such coverage as may be necessary for its employees and subcontractors while engaged in completion of the punch list items as identified above.

The Owner and A/E will continue to inspect the entire project, including the work accepted herein, until final completion and acceptance of all elements of the work. This inspection will cover such defects as may have been overlooked as well as the items currently remaining on the punch list (s). The date of Substantial Completion Acceptance of the Project or portion designated above is the date of issuance established by this document, which is also the date of commencement of applicable warranties required by the Contract Documents.

The Contractor shall complete/correct the items identified on the punch list(s) within	30
Calendar days from the Effective Date of this Acceptance.	
McAllen Multiservice	
<small>Printed Name and Title</small>	<small>Signature</small>
	<small>Date</small>

The Architect/Engineer agrees that the Work noted in this Acceptance is sufficiently complete to be used as intended.	
Perez Consulting Engineers	10/22/2021
<small>Printed Name and Title</small>	<small>Signature</small>
	<small>Date</small>

With the exception of those items noted on the attached "punch list(s)", the Owner accepts the Work designated herein as Substantially Complete as of the Effective Date of this Acceptance.	
South Texas College	
<small>Printed Name and Title</small>	<small>Signature</small>
	<small>Date</small>





October 25, 2021

Ricardo De La Garza, Director
Facilities Planning and Construction
South Texas College
3200 W. Pecan Blvd.
McAllen, TX 78501

**Re: Final Inspection
STC RCPSE Site Drainage Improvements Phase II
Project No.: 20-21-1043
Pharr, Texas**

Dear Mr. De La Garza,

On Tuesday, October 19, 2021, PCE Engineer David Perez P.E., inspected the project site along with representatives from SSP Design (Scott Pajeski), McAllen Multi-Service (Gabriel Carrillo), and South Texas College (Robert Cuellar and Robert Gomez). The site was visually inspected and to the best of my knowledge all items have been completed as per the plans and specifications.


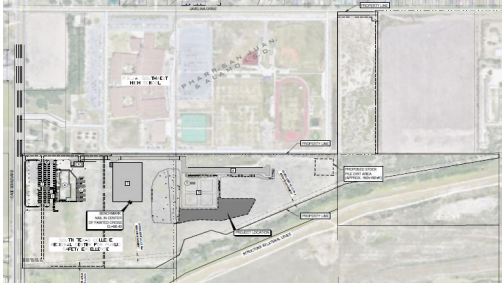
Based on the requirements outlined in the contract documents for final completion, we recommend contract amount to be paid including the retainage. If you have any questions, please feel free to contact me at 956.631.4482 or email me at dp@perezce.com.

Respectfully submitted,
Perez Consulting Engineers, LLC

A handwritten signature in blue ink, appearing to read 'J. David Perez', is written over the typed name.

J. David Perez, P.E.
President

CC: Ricardo De La Garza, STC
Scott Pajeski, SSP Design
Gabriel Carrillo, McAllen Multi-Service

Project Name: RCPSE - Site Drainage Improvements Phase II					Project No.: 2020-022C					
Funding Source(s): Unexpended Plant Fund										
	FY 18-19	FY 19-20		FY 20-21	FY 21-22					
	FY 18-19 Actual Expenditures	FY 19-20 Project Budget	FY 19-20 Actual Expenditures	Variance of Project Budget vs. Actual Expenditures	FY 20-21 Project Budget	FY 20-21 Actual Expenditures	Variance of Project Budget vs. Actual Expenditures	FY 21-22 Project Budget	FY 21-22 Actual Expenditures	Variance of Project Budget vs. Actual Expenditures
Construction:	\$ -	\$ 300,000.00	\$ -	\$ 300,000.00	\$ 300,000.00	\$ -	\$ 300,000.00	\$ 150,000.00	\$ 33,715.50	\$ 116,284.50
Design - Improvements:	-	30,000.00	-	30,000.00	30,000.00	10,730.00	19,270.00	19,880.00	-	19,880.00
Design - Drainage evaluation study:	-	40,000.00	23,745.00	16,255.00	16,255.00	15,745.00	510.00	-	-	-
Miscellaneous:	879.00	10,885.00	6.48	10,878.52	10,000.00	548.77	9,451.23	9,500.00	-	9,500.00
FFE:	-	-	-	-	-	-	-	-	-	-
Technology:	-	-	-	-	-	-	-	-	-	-
Total:	\$ 879.00	\$ 380,885.00	\$ 23,751.48	\$ 357,133.52	\$ 356,255.00	\$ 27,023.77	\$ 329,231.23	\$ 179,380.00	\$ 33,715.50	\$ 145,664.50
Original total design budget of \$70,000 includes: - 10% for design services @ \$30,000. - Fees for drainage evaluation study @ \$40,000.		The consulting engineer recommended Option 1A for the RCPSE drainage improvements. Option 1A was estimated to be less than the current budget.								
Project Team					Board Status					
Approval to Solicit Architect/Engineer:	7/23/2019	Board Approval of Schematic Design			NA		Contract Amount		Actual Expenditures	Variance
Architect/Engineer:	Perez Consulting Engineers, LLC	Substantial Completion			10/20/2021		Perez CE \$ 12,775.00		\$ 10,730.00	\$ 2,045.00
Contractor:	McAllen Multiservice	Final Completion			10/20/2021		McAllen Multiservice \$ 113,500.00		\$ 33,715.50	\$ 79,784.50
STC FPC Project Manager:	David Valdez	Board Acceptance			TBD		Board Acceptance		TBD	
Project Description					Project Scope					
Evaluation and proposed improvements of the RCPSE existing site drainage.					Consulting engineer to design drainage improvements to the existing detention pond. As per board approval, Option 1A consists of expanding the detention pond and drainage swales.					
Projected Timeline										
Board Approval of Architect/Engineer	Board Approval of Drainage Report	Board Approval of Contractor	Construction Start Date	Substantial Completion Date	Final Completion Date	FFE Completion of Move In				
8/27/2019	10/27/2020	7/27/2021	10/1/2021	10/20/2021	10/20/2021	NA				
Project Calendar of Expenditures by Fiscal Year										
Fiscal Year	Construction	Design Improvements	Design Drainage Study	Misc.	FFE	Tech	Project Total			
2018-19	\$ -	\$ -	\$ -	\$ 879.00	\$ -	\$ -	\$ 879.00			
2019-20	-	-	23,745.00	6.48	-	-	\$ 23,751.48			
2020-21	-	10,730.00	15,745.00	548.77	-	-	\$ 27,023.77			
2021-22	33,715.50	-	-	-	-	-	\$ 33,715.50			
Project Total	\$ 33,715.50	\$ 10,730.00	\$ 39,490.00	\$ 1,434.25	\$ -	\$ -	\$ 85,369.75			
Current Agenda Item										
11/09/21 Facilities Committee: Review and Recommend Action on Acceptance of Substantial and Final Completion for the Regional Center for Public Safety Excellence Drainage Improvements Phase II.										
 <p>Master Plan</p>					 <p>Proposed Drainage Improvements</p>					

FPC Project Manager *David Valdez* FPC Asst. Director *Rita Geller* FPC Director *RDA*

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, including a categorization based on priority. Mary Elizondo and Rick de la Garza will be present to respond to questions and address concerns of the committee.

South Texas College
Monthly Construction Report
Fiscal Year 2021 - 2022
As of November 5, 2021

Total Project Budget Summary	FY22 Unexpended Plant Fund	FY22 Renewals & Replacements Fund
Total Construction Project Budget	\$ 12,639,709	\$ 6,590,868
Previously Approved Projects from September - October 2021	(5,707,295)	(2,356,813)
Proposed Projects for the Month of November 2021	(139,000)	(504,000)
Total Project Budget Balance	\$ 6,793,414	\$ 3,730,055

Project Reference #	Project Name	Total Project Budget/Actual*	
		CIP Fund	R&R Fund
Board Approved 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 Board Approved on September 28, 2021		\$ 4,805,350	\$ 590,250
Board Approved on October 26, 2021			
2022-038R	Mid Valley Campus South Academic Building H Repair and Renovations of Damaged Roof and Interior Areas	\$ -	\$ 985,700
2022-013C	Mid Valley Campus Workforce Center Building D Welding Lab Expansion and Renovation	114,600	-
2022-012C	Mid Valley Campus Workforce Center Building D Automotive Lab Expansion	208,350	-

South Texas College
Monthly Construction Report
Fiscal Year 2021 - 2022
As of November 5, 2021

Project Reference #	Project Name	Total Project Budget/Actual*	
		CIP Fund	R&R Fund
2022-014C	Mid Valley Campus Workforce Center Building D HVAC-R Labs Expansion and Renovation	124,000	-
2022-002C	Mid Valley Campus Learning Excellence Building A Culinary Arts Labs Renovation	110,745	-
2022-005C	Starr County Campus Workforce Center Building D Automotive Lab Expansion	243,100	-
2022-007C	Starr County Campus North Academic Building C HVAC-R Labs Expansion and Renovation	31,700	-
2022-007C	Pecan Plaza West Building C Kinesiology Storage and Restroom Renovations - CO	55,000	-
2019-030R	District Wide Deferred Maintenance of Roofs at the Mid Valley Campus	-	573,872
2019-030R	District Wide Deferred Maintenance of Roofs at the Nursing and Allied Health Campus	-	206,991
2020-008C	Pecan Campus Business and Science Building G Conversion of Two (2) Classrooms to Geology Labs Project	14,450	-
Total Board Approved on October 26, 2021		\$ 901,945	\$ 1,766,563
Pending Board Approval on November 23, 2021			
2022-006C	Starr County Campus Workforce Center Building D Welding Lab Expansion - CO	\$ 139,000	\$ -
2022-032R	District Wide Flooring Replacements Phase I at Pecan Campus, Mid Valley Campus, and Starr County Campus - CO	-	504,000
Total Pending Board Approval on November 23, 2021		\$ 139,000	\$ 504,000
Current Total Project Budget		\$ 5,707,295	\$ 2,356,813

* Actuals costs will be updated as project progresses.

CO - Carry over project from previous year.

South Texas College
Unexpended Plant Fund - Capital Improvement Projects (CIP)
Project Status
FY 2020 - 2021

#	Projects	Not Started	Project Development	Design Phase	Bidding and Negotiations	Construction Phase	Substantial Completion	Final Completion	Move In	Completed	Total Project Budget	Amount Paid	Total Project Balance	FY2021 Budget	Priority Status	Upcoming Board Meeting Item	Architect/ Engineering Firm	Contractor	
Pecan Campus																			
1	Business and Science Building G Classroom Renovation			•							\$ 275,003	\$ 3,438	\$ 271,565	\$ 267,700	High	January 2021	Approval of Construction Services	EGV Architects	TBD
2	Sand Volleyball Courts					•					\$ 113,008	\$ 91,879	\$ 21,129	\$ -	High	N/A		Alvarado Architects & Assoc.	NM Contracting, LLC (Terminated)
3	Sand Volleyball Courts - Sand Replacement					•					\$ 43,711	\$ 23,381	\$ 20,330	\$ 44,450	High	November 2020	Substantial Completion	Alvarado Architects & Assoc.	Limon Masonry
4	Library Building F Renovation and Expansion			•							\$ 1,572,047	\$ 129,781	\$ 1,442,266	\$ 1,442,266	High	December 2020	Approval of Schematic Design	ERO Architects	TBD
5	Information Technology Building M Office and Work Space Renovation					•					\$ 624,445	\$ 227,757	\$ 396,688	\$ 499,435	High	November 2020	Substantial Completion	Boultinghouse Simpson Gates Architects	Noble Texas Builders
6	Student Services Building K Renovations	•									\$ 26,200	\$ -	\$ 26,200	\$ 26,200	Medium	TBD	TBD	TBD	N/A
Pecan Plaza																			
7	West Building C Kinesiology Renovation			•							\$ 36,909	\$ 4,544	\$ 32,365	\$ 142,538	High	January 2021	Approval of Construction Services	Alvarado Architects & Assoc.	TBD
8	Human Resources Building A Renovation	•									\$ 141,000	\$ -	\$ 141,000	\$ 141,000	Medium	TBD	TBD	TBD	TBD
9	Human Resources Building A Entry Court Yard Improvements	•									\$ 16,000	\$ -	\$ 16,000	\$ 16,000	High	TBD	TBD	TBD	TBD
Mid-Valley Campus																			
10	Student Union Building F Renovation					•					\$ 389,224	\$ 102,040	\$ 287,184	\$ 308,666	High	November 2020	Substantial Completion	ROFA Architects	Noble Texas Builders
11	Center for Learning Excellence Building A Renovation of Space for Supplemental Instruction			•							\$ 224,200	\$ 2,008	\$ 222,192	\$ 223,200	High	December 2020	Schematic Design	The Warren Group Architects	TBD
Technology Campus																			
12	Emerging Technologies Building A & Advanced Technical Careers Building B Renovation		•								\$ 151,320	\$ 820	\$ 150,500	\$ 150,500	High	December 2020	Master Plan Acceptance	EGV Architects	TBD
Dr. Ramiro R. Casso Nursing & Allied Health Campus																			
13	East Building A Student Services Renovation					•					\$ 396,616	\$ 21,346	\$ 375,270	\$ 375,270	High	December 2020	Substantial Completion	Gignac Architects	Holchemont
14	West Entry Campus Sign							•			\$ 80,353	\$ 56,680	\$ 23,673	\$ 60,000	High	October 2020	Final Completion	N/A	Limon Masonry
Starr County Campus																			
15	Student Services Building G Renovation					•					\$ 247,380	\$ 13,018	\$ 234,362	\$ 236,500	High	November 2020	Substantial Completion	Gignac Architects	Holchemont
16	Workforce Center Building D Welding Expansion			•							\$ 230,820	\$ 820	\$ 230,000	\$ 230,000	Low	November 2020	Schematic Design	Gignac Architects	TBD

South Texas College
Unexpended Plant Fund - Capital Improvement Projects (CIP)
Project Status
FY 2020 - 2021

#	Projects	Not Started	Project Development	Design Phase	Bidding and Negotiations	Construction Phase	Substantial Completion	Final Completion	Move In	Completed	Total Project Budget	Amount Paid	Total Project Balance	FY2021 Budget	Priority Status	Upcoming Board Meeting Item	Architect/Engineering Firm	Contractor	
Regional Center for Public Safety Excellence																			
17	Target Range - STC		•								\$ 296,092	\$ 14,780	\$ 281,312	\$ 291,972	High	December 2020	Schematic Design	PBK Architects	TBD
18	Canopy for Safety Training Vehicles	•									\$ 285,500	\$ -	\$ 285,500	\$ 285,500	Low	TBD	TBD	TBD	TBD
19	Canopy for Students/Instructors	•									\$ 247,000	\$ -	\$ 247,000	\$ 247,000	Low	TBD	TBD	TBD	TBD
20	Fire Training Area	•									\$ 443,600	\$ -	\$ 443,600	\$ 443,600	Low	TBD	TBD	TBD	TBD
21	Site Drainage Improvements			•							\$ 380,885	\$ 24,630	\$ 356,255	\$ 356,255	High	September 2020	Approval of Drainage Study	Perez Consulting Engineers	TBD
22	Chiller Installation		•								\$ 170,000	\$ -	\$ 170,000	\$ 170,000	High	TBD	TBD	TBD	TBD
23	Cityscape Remediation					•					\$ 129,500	\$ -	\$ 129,500	\$ 129,500	High	July 2020	Approval of additional construction services	TBD	TBD
Higher Education Center La Joya																			
24	Exterior Building and Wayfinding Signage (Wayfinding Signage Only)					•					\$ 59,144	\$ 6,424	\$ 52,721	\$ 36,400	High	N/A		N/A	Interface Architectural Signage
2																			
25	Land	N/A									\$ 3,000,000	\$ -	\$ 3,000,000	\$3,000,000	N/A	N/A		N/A	N/A
26	Renovation and Contingencies	N/A									\$ 659,296	\$ 22,594	\$ 636,703	\$ 659,296	N/A	N/A		N/A	TBD
27	Outdoor Furniture	•									\$ 25,000	\$ -	\$ 25,000	\$ 25,000	N/A	N/A		N/A	TBD
28	Facility Signage			•							\$ 49,632	\$ -	\$ 49,632	\$ 49,632	N/A	N/A		N/A	Fast Signs
29	Removal of Existing Trees	•									\$ 24,687	\$ -	\$ 24,687	\$ 24,687	N/A	N/A		N/A	TBD
30	Automatic Doors Phase IV	•									\$ 95,120	\$ -	\$ 95,120	\$ 95,120	Medium	N/A		TBD	TBD
31	Campus Master Plan	•									\$ 375,000	\$ -	\$ 375,000	\$ 375,000	N/A	N/A		TBD	N/A
Totals		12	3	6	0	8	1	0	0	1									

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

#	Projects	Not Started	Project Development	Design Phase	Bidding and Negotiations	Construction Phase	Substantial Completion	Final Completion	Move In	Completed	Total Project Budget	Amount Paid	Total Project Balance	FY2021 Budget	Priority Status	Upcoming Board Meeting Item	Architect/ Engineering Firm	Contractor	
Mid Valley Campus																			
1	Resurfacing Northwest Drive					•					\$ 128,132	\$ 11,134	\$ 116,998	\$ 92,971	High	November 2020	Substantial Completion	PCE Consultants	McAllen Multi Services
2	Drainage Improvements Phase I					•					\$ 459,202	\$ 218,862	\$ 240,340	\$ 302,919	High	November 2020	Substantial Completion	PCE Consultants	McAllen Multi Services
3	Roofing Replacement			•							\$ 951,000	\$ 4,308	\$ 946,692	\$ 947,123	High	December 2020	Approval of Schematic Design	Beam Professionals	TBD
Dr. Ramiro R. Casso Nursing & Allied Health Campus																			
4	NAH East Building A Westside Elevators Refurbishment					•					\$ 159,000	\$ -	\$ 159,000	\$ 159,000	Medium	January 2021	Approval of Substantial Completion	N/A	Oracle Elevator
5	NAH East Building A Roofing Replacement			•							\$ 166,077	\$ 1,077	\$ 165,000	\$ 165,108	High	January 2021	Approval of Schematic Design	BEAM Professionals	TBD
6	NAH East Building A Data Cabling Infrastructure Replacement								•		\$ 161,677	\$ 146,677	\$ 15,000	\$ 15,000	Low	TBD	TBD	N/A	TBD
7	NAH East Building A Exterior Stair Repairs and Replacement		•								\$ 169,000	\$ -	\$ 169,000	\$ 169,000	High	October 2020	Authorization to Solicit for Design Services	TBD	TBD
Starr County Campus																			
8	Roofing Replacement			•							\$ 832,323	\$ 8,615	\$ 823,708	\$ 824,569	High	January 2021	Approval of Schematic Design	Beam Professionals	TBD
District Wide																			
9	Irrigation System Controls Upgrade				•						\$ 143,685	\$ 72,485	\$ 71,200	\$ 71,200	Low	TBD		N/A	Aqua Tech
10	Fire Alarm Panel Replacement/Upgrade				•						\$ 182,500	\$ -	\$ 182,500	\$ 40,000	Low	TBD		N/A	TBD
11	Interior LED Lighting Upgrade				•						\$ 219,950	\$ 109,950	\$ 110,000	\$ 110,000	Low	TBD		N/A	TBD
12	Ext Walkway LED Lighting Upgrade Ph I				•						\$ 49,000	\$ -	\$ 49,000	\$ 49,000	Low	TBD		N/A	TBD
13	Interior Controls Upgrade				•						\$ 76,500	\$ 17,049	\$ 59,451	\$ 76,500	Low	TBD		N/A	TBD
14	Floor Replacement			•							\$ 532,042	\$ 28,042	\$ 504,000	\$ 504,000	Medium	October 2020	Color Selections	N/A	TBD
15	HVAC Upgrades				•						\$ 660,000	\$ -	\$ 660,000	\$ 660,000	Low	TBD		N/A	TBD
16	Exterior Lighting Upgrade				•						\$ 279,000	\$ -	\$ 279,000	\$ 279,000	Low	TBD		N/A	TBD
17	Keyless Entry Access Upgrades				•						\$ 39,626	\$ 14,626	\$ 25,000	\$ 25,000	Low	TBD		N/A	ADI
18	Renewals & Replacements	N/A									\$ 151,000	\$ -	\$ 151,000	\$ 151,000	N/A	N/A		N/A	N/A
19	Water Tower Logo Replacements		•								\$ 80,000	\$ -	\$ 80,000	\$ 80,000	N/A	TBD		N/A	TBD
Totals		0	1	4	8	3	0	0	0	1									

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 October 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 **October 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.

It is recommended that the Board of Trustees of South Texas College approve the following Minute Order proposed for consideration:

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

Announcements

A. Next Meetings:

- Tuesday, December 7, 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, December 14, 2021
 - 5:30 p.m. – Regular Board Meeting

B. Other Announcements:

- The College will be closed from Thursday, November 25 2021, through Sunday, November 28, 2021, in observance of Thanksgiving.
- The December Commencement Ceremonies will be held on Sunday, December 12, 2021 at the Bert Ogden Arena.
- The College will be closed on Saturday, December 18, 2021 through Tuesday, January 4, 2022 in observance of Winter Break.