



**SOUTH TEXAS  
COLLEGE**

**Board of Trustees  
Regular Board Meeting**

**Tuesday, March 29, 2022  
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, March 29, 2022 @ 5:30 p.m.  
Ann Richards Administration Building Board Room  
Pecan Campus, McAllen, Texas 78501**

**AGENDA**

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

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

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

- I. Call Meeting to Order**
- II. Determination of Quorum**
- III. Invocation**
- IV. Public Comments**
- V. Update by the College President**
- VI. Consideration and Action on Consent Agenda**
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  - a. Award of Proposal, Rejection of Proposal, Purchases, Renewal, and Interlocal Agreement ..... 86 - 92
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    - B. Rejection of Proposal
      2. Purchase of Heavy-Duty Trucks - II (Reject)
    - C. Purchases and Renewals
      - a) *Instructional Items*
        3. 3D Metal Printer (Purchase)
        4. Fire Science Training Simulator (Purchase)
        5. Instructional Equipment, Software, and Materials (Purchase)
      - b) *Non-Instructional Item*
        6. Consultant Services Contract (Purchase)
      - c) *Technology Items*
        7. Computers, Laptops, and Tablets (Purchase)
        8. Network Equipment (Purchase)
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A. Next Meetings:

- Tuesday, April 12, 2022
  - 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, April 26, 2022
  - 5:30 p.m. – Regular Board Meeting

B. Other Announcements:

- The College will be closed on Thursday, April 14, 2022 through Sunday, April 17, 2022 in observance of Semester Break.
- Spring 2022 Commencement Ceremonies will take place on Friday, May 6 and Saturday, May 7, 2022 at the Bert Ogden Arena in Edinburg, Texas.

## **Approval of Board Meeting Minutes**

The following Board Meeting Minutes are submitted for approval:

- 1) February 21, 2022 Board Work Session
- 2) February 22, 2022 Regular Board Meeting
- 3) March 8, 2022 Special 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 February 21, 2022 Board Work Session, February 22, 2022 Regular Board Meeting, and the March 8, 2022 Special Board Meeting as presented.

**Approval Recommended:**

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

**SOUTH TEXAS COLLEGE  
BOARD OF TRUSTEES WORK SESSION  
Monday, February 21, 2022 @ 10:00 a.m.  
Student Union Ball Room  
Pecan Campus, McAllen, Texas 78501**

**Minutes**

**Call Meeting to Order:**

The Board Work Session of the South Texas College Board of Trustees was held on Monday, February 21, 2022 in the Student Union Ball Room at the Pecan Campus in McAllen, Texas. The meeting commenced at 10:15 a.m. with Ms. Rose Benavidez presiding.

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

Members absent: None

Also present: Dr. Ricardo J. Solis, Mrs. Mary Elizondo, Dr. David Plummer, Dr. Anahid Petrosian, Mr. Matthew Hebbard, Dr. Rodney Rodriguez, Ms. Lynda Lopez, Mrs. Becky Cavazos, Mr. Ricardo De La Garza, Mr. George McCaleb, Mr. Robert Cuellar, Mr. Martin Villarreal, Mr. David Valdez, Mr. Sam Saldana, Mrs. Melissa Escamilla, Mr. Eddie Romero, Jr., Ms. Alma Church, Mr. Juan Carlos Aguirre, Mrs. Gardenia Perez, Dr. Sylvia Flores, Mr. Javier Villalobos, and Mr. Javier Villalobos, Mr. Andrew Fish.

**Determination of a Quorum**

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

**Update on Texas Association of School Boards (TASB) Policies**

The South Texas College Board of Trustees has engaged the Texas Association of School Boards (TASB) for Policy Management Services.

As presented in August 2021, throughout FY2022 and FY2023, the College would transition Board Policies from the current STC format to the TASB local model format, which will occur over a period of approximately 18 months. During the transition process, existing policies maintained in the South Texas College Policy Manual would be:

- retired,
- included in the new TASB local policy manual, and/or
- adapted to a procedure.

### **Transition to Policy Management Services by TASB**

During the transition process, administration would update the College's Policy Manual website, directing internal and external stakeholders toward the TASB-hosted Online Policy Manual.

The current South Texas College Policy Manual and the new TASB South Texas College Board Policy Manual would coexist throughout the transition process. The online policy manual would include all Legal Policies as compiled by TASB, as well as all Local Policies adopted by the South Texas College Board of Trustees. This would be implemented in March 2022.

### **Local Policies**

Current South Texas College policies were undergoing evaluation for a recommendation to the Board for one of the following options, as appropriate:

- Adoption as a Local Policy
- Retirement of existing policy or portion of a policy that is obsolete or is redundant with Legal Policy
- Migrate to an internal procedure

### **Legal Policies**

Legal policies are not board adopted, but are intended to be read in conjunction with Local policies. Legal policies summarize the law on a topic and contain citations to the statutes, rules, and case law.

Phase I Local Policies would be brought to the Board for action starting after March 2022.

This was an update for the Board's review and feedback. No action was taken by the Board.

## **Review and Discussion of Pecan Campus Master Plan vs. Current Facility Needs**

The Board of Trustees requested a work session to review the Pecan Campus Master Plan prepared in 2010 by Freese & Nichols and review the current facility needs of the College for Pecan Campus.

The following information was presented for the Board and Administration for review and discussion.

- Master Plan Projects Evaluation vs. Current Facility Needs
- 2010 Master Plan for Pecan Campus
  - Projects Completed vs Projects Pending



- Current Needs for Pecan Campus
  - College President's Office Renovation at Pecan Campus Building A
  - Vice President for Institutional Advancement and Economic Development - Office Renovation at Pecan Campus Building A
  - Vice President for Finance and Administrative Services - Office Renovation at Pecan Campus Building P
  - Accountability, Compliance, and Risk Management Department, Office of Institutional Equity, and COVID-19 Prevention and Response Department Office's Renovation at Pecan Campus Building P
  - New Continuing Education Building
  - Cosmetology Building
  - Kinesiology Building - Phase I
  - Cooper Center Expansion - Music Expansion
  - New Department of Public Safety Building
  - Maintenance Building
- Existing Occupancy at Pecan Plaza
  - Future Relocation of Departments Currently Located at Pecan Plaza

The Board asked administration to provide a prioritized list of those projects recommended for construction.

This was an update for the Board's review and feedback. No action was taken by the Board.

### **Review and Discussion of Unexpended Plant Fund - Construction Improvement Projects (CIP) Budget**

Management reviewed the Unexpended Plant Fund Construction Improvement Project Budget.

A ten (10) year budget plan for construction improvement projects was developed and updated as new priority projects were requested and included the proposed sources of revenue to fund the projects, including the use of unrestricted fund designation and additional transfers from Unrestricted Funds.

This was an update for the Board's review and feedback. No action was taken by the Board.

## **Review and Discussion of Existing Portable Buildings Use**

The Board of Trustees reviewed the usage of the existing Portable Buildings.

A presentation was provided indicating the current use for all portables on each campus. The College President requested the possible removal of portables from the campuses in the future. Currently most portables are needed for various services, including:

- Offices
- Classrooms
- Mailroom
- Music Classrooms
- Training Labs
- Library / Center for Learning Excellence
- Student Services
- Maintenance & Operations Distribution Center
- Storage
- Restrooms
- Temporary Storage for Library Staff & Furniture

This was an update for the Board's review and feedback. No action was taken by the Board.

## **Adjournment**

There being no further business to discuss, the Board Work Session of the South Texas College Board of Trustees adjourned at 12:05 p.m.

I certify the foregoing are the true and correct minutes of the Monday, February 21, 2022 Board Work Session of the South Texas College Board of Trustees.

X\_\_\_\_\_

Mrs. Victoria Cantú

Board Secretary

**SOUTH TEXAS COLLEGE  
BOARD OF TRUSTEES REGULAR MEETING  
Tuesday, February 22, 2022 @ 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, February 22, 2022 in the Ann Richards Administration Building Board Room at the Pecan Campus in McAllen, Texas. The meeting commenced at 5:37 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, and Mr. Danny Guzman

Members absent: Mrs. Victoria Cantú and Mr. Rene Guajardo

Also present: Dr. Ricardo J. Solis, Mr. Javier Villalobos, Dr. David Plummer, Mrs. Mary Elizondo, Mr. Matthew Hebbard, Dr. Anahid Petrosian, Dr. Rodney Rodriguez, Mrs. Rebecca Cavazos, Mr. Rick De La Garza, Mr. George McCaleb, Ms. Lynda Lopez, Mrs. Laura Requena, Mrs. Myriam Lopez, Mr. Lucio Gonzalez, Mrs. Sara Lozano, Dr. Jayson Valerio, Ms. Leslie Howland, Chief Ruben Suarez, Mr. Robert Cuellar, Dr. Sylvia Flores, Mr. Martin Villarreal, Ms. Lisa Aleman, Mrs. Gardenia Perez, Mrs. Kelly Salazar, Mr. Robert Pena, Ms. Susan Anderson, Mr. Luis Prunedo, and Mr. Andrew T. Fish.

**Determination of a Quorum**

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

**Invocation**

Dr. Jayson Valerio, Dean of Nursing & Allied Health, said the invocation.

## **Public Comments**

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

## **Update by the College President**

Dr. Ricardo J. Solis, College President, provided the Board with an update on ongoing and upcoming activities at South Texas College, including:

1. Dr. Solis announced the recent report that South Texas College is the largest provider of Associate Degree Nursing graduates among community colleges in the State of Texas.
2. Dr. Solis congratulated Dr. Rebecca De Leon and staff on the successful Dual Credit Summit, held in partnership with the National Alliance of Concurrent Enrollment Partners, at the South Padre Island Convention Center from February 27 – March 1, 2022, and attracting nearly 250 participants from across the nation.
3. Dr. Solis informed the Board that applications had been received for the Vice President for Academic Affairs search, and interviews were scheduled to begin soon.
4. Dr. Solis invited Dr. Sylvia Flores to present highlights on behalf of the Faculty Senate.

## **Presentations**

### **1. Expression of Appreciation to Trustees for Support of Associate Degree Nursing Program**

On behalf of the ADN Program Faculty and Staff, Dr. Jayson Valerio, Dean for Nursing & Allied Health, and Dr. Mariano Acevedo, A.D.N. Department Chair, commended and extended their appreciation to the Board of Trustees for their dedication, vision, and action through the different initiatives to alleviate the Nursing Shortage in the Community.

### **2. Update on Institutional Advancement and Economic Development**

Dr. Rodney Rodriguez, Vice President for Institutional Advancement and Economic Development, provided an update to the Board of Trustees on recent activities in his area.

In the realm of Institutional Advancement, Dr. Rodriguez continued working on the development of the South Texas College Foundation. In February he attended the Texas Association of Community College Foundations, and worked with colleagues there to review the current Articles of Incorporation and bylaws, and received feedback on best practices to move the STC Foundation forward.

Dr. Rodriguez reached out to the Texas Workforce Commission, The Council for South Texas Economic Progress (COSTEP), The Greater Texas Foundation, and private foundations such as the Bill & Melinda Gates Foundation and the Hector and Gloria Lopez Foundation to start developing prospective partnerships to support South Texas College students and programs.

As part of the Economic Development focus of his division, Dr. Rodriguez worked with the STC Institute for Advancement Manufacturing on partnerships with UTRGV, expansion of the College's FANUC robotics programs, and maquiladora training programs with international companies in Mexico.

Dr. Rodriguez provides executive leadership for the STC Regional Center for Public Safety Excellence, and in that role started to work toward expanding partnerships with local police departments and the U.S. Border Patrol. He also started planning for a Spring 2022 planning meeting to develop and promote activities and partnerships with city and county law enforcement and fire departments.

### **3. Presentation of the Delinquent Tax Collection Report for the Period Ending November 30, 2021**

Ms. Kelly R. Salazar from Linebarger Goggan Blair & Sampson, LLP, provided the Board with the Delinquent Tax Collection Report for the period of September 1, 2021 through November 30, 2021.

These items were presented for the Board of Trustees' information. No action was required from the Board of Trustees.

**The following item was considered out of the posted agenda order:**

### **Discussion and Action as Necessary on Starr County Tax Resale Private Bid and Resolution #2022-011 Authorizing Tax Resale Bid**

Approval of a Starr County Tax Resale Private Bid and the Resolution #2022-011 Authorizing the Tax Resale Bid was requested.

Purpose – The law office of Linebarger Goggan Blair & Sampson, LLP requested consideration and possible action on the tax resale private bid for one (1) property in Starr County.

Justification – The Texas Property Tax Code requires approval from all taxing entities for the resale of a property for an amount that is less than the appraised value on a resale auction.

Background - On January 25, 2022, Linebarger Goggan Blair & Sampson, LLP received a

Private Bid from Mr. Rufino Garza for one (1) struck off property located within Starr County and it is presented for consideration.

Linebarger Goggan Blair & Sampson, LLP submitted for the Board of Trustees' consideration the analysis of the bid received. The total amount the College would receive for this property was \$1,007.89.

In accordance with Texas Tax Code Sec. 34.05(i), any private bid received must have the approval of all taxing entities. As of the publication of the Board packet, the private bid has been approved by Starr County and Rio Grande City Consolidated Independent School District.

Enclosed Documents - Resolution #2022-011 Authorizing the Tax Resale, a list of the bid, the legal description of the property, as well as the amount of the bid, the South Texas College amount, and the Analysis of the Bid Received were provided in the packet for the Board's information and review.

Mrs. Kelly Salazar from Linebarger Goggan Blair & Sampson, LLP attended the meeting to address any questions by the Board.

The Finance, Audit, and Human Resources Committee did not review this item, since it was just submitted to the College on February 11, 2022 for Board approval.

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Mr. Danny Guzman, the Board of Trustees of South Texas College approved and authorized the Starr County Tax Resale Private Bid and Resolution #2022-011 Authorizing the Tax Resale to Linebarger Goggan Blair & Sampson, LLP as presented. The motion carried.

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

The Board Meeting Minutes for the January 25, 2022 Regular Board Meeting were submitted for approval.

Dr. Salinas noted that the Minutes for the January 25, 2022 Regular Board Meeting showed five trustees voting in favor of an award of a purchase of portable air purified, and one trustee opposed. Dr. Salinas asked that the Minutes be updated to clarify that he was the trustee opposed to the motion.

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Mr. Paul R. Rodriguez, the Board of Trustees of South Texas College approves and adopts the Minutes for the January 25, 2022 Regular Board Meeting as corrected. The motion carried.

## **Ratification of Interlocal Cooperation Agreement between the County of Hidalgo, Texas and South Texas College for American Rescue Plan Recovery Funds**

The Board of Trustees was asked to ratify the Interlocal Cooperation Agreement between the County of Hidalgo, Texas and South Texas College for American Rescue Plan Recovery Funds.

Through this agreement, the County of Hidalgo agreed to provide \$2M in funding to South Texas College. This funding would provide faculty stipends and benefits for Associate Degree Nursing faculty at South Texas College from Spring 2022 through Fall 2024.

South Texas College had become the largest provider of nursing graduates among all community colleges in Texas. This program served a vital need in our region, as the nursing shortage continues to outpace demand for their services. Unfortunately, enrollment in the program was limited by the number of faculty that can teach the classes. The College currently turned away a significant number of qualified, eligible applicants to the program, due to limited enrollment.

With this support from the County, the College would be able to recruit and retain additional faculty, which would then allow the College to expand enrollment to train even more nurses. This would help address the nursing shortage, which has been even further impacted by the COVID-19 pandemic.

This award aligned with Strategic Directions #1, Lead Community Engagement, by partnering with Hidalgo County to support greater enrollment of nursing students and increase the graduation of nurses to address the critical shortage of nurses in our region.

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Mr. Danny Guzman, the Board of Trustees of South Texas College ratified the Interlocal Cooperation Agreement between the County of Hidalgo, Texas and South Texas College for American Rescue Plan Recovery Funds as presented. The motion carried.

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

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

**1. The Texas Higher Education Coordinating Board, Accelerating Credentials of Purpose and Value Grant Sub-award from The University of Texas Rio Grande Valley in the amount of \$216,140**

This subaward would help the college to develop six stackable accelerated credentials in the areas of digital skills, data analytics, and statistics to support upskilling and the acquisition of new skills relevant to information technology (IT), deep learning (a subset of Artificial Intelligence), and data analytics. These were areas of high-growth and high-paying careers that were often inaccessible to residents of the Rio Grande Valley due to lack of local, cost-effective, accelerated credential opportunities. The Departments of Cybersecurity and Mathematics would each develop three micro-credential courses. The funding period for this grant was from February 17, 2022 to September 30, 2022.

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

**2. The Texas Higher Education Coordinating Board, Carl Perkins Basic Grant Additional Funds (Reallocation) in the amount of \$419,958**

The purpose of the Carl D. Perkins Basic Grant Reallocation was to improve graduation, retention, access, quality, and to provide for the expansion of Career and Technical Education (CTE) programs. This allocation was formula based for FY22 to support Carl Perkins Basic Grant Postsecondary Level Core Indicators: Postsecondary Placement, Earned Recognized Postsecondary Credential, and Non-traditional Program Concentration. These funds were to be used for instructional resources and equipment for CTE programs. With this reallocation, the Perkins Basic Grant award for this funding period totaled to \$2,583,576. The funding period was from September 1, 2021 to August 31, 2022.

This award aligned with Strategic Direction #3, Create Educational Opportunities for Students, and Strategic Direction #4, Foster Student Success, by providing students with opportunities in career and technical education, and providing extensive support structures that promote persistence, educational attainment, academic achievement, personal and professional growth.

**3. Texas Workforce Commission, Camp Code Grant, in the amount of \$43,496**

This grant would help foster an interest in STEM-related careers and increase the exposure of Texas middle school children to coding and programming through hands-on experiences in summer camps. The Institute for Advanced Manufacturing (IAM) would host six Camp



Codes in the summer of 2022 that will include challenging and innovative concepts and summer camp experiences in learning, problem solving, and analytical skills. The funding period was from March 14, 2022 to August 31, 2022.

This grant was aligned to Strategic Direction #1, Clear Pathways, by encouraging students to pursue higher education in STEM-related occupations.

**4. The Texas Higher Education Coordinating Board, Work-Based Learning Opportunity Grant – Internships, in the amount of \$250,000**

This grant would convert non-paid internships to paid work-based learning opportunities for student interns by providing wages and financial support for education related costs. Student interns would come from the Division of Business, Public Safety, and Technology. The funding period was from February 15, 2022 to September 30, 2022.

This award aligned with Strategic Direction #4, Foster Student Success, by providing students with financial support while they gain on-the-job experience through internships.

**5. The Texas Higher Education Coordinating Board, Work-Based Learning Opportunity Grant – Apprenticeships, in the amount of \$164,974**

This award would support training and personnel costs to expand four existing Registered Apprenticeship Programs (RAP) in the following programs: Construction Technician, Construction Superintendent, Computer Numerically Controlled Tool Programmer, and Computer Numerically Controlled Tool Operator. Funds would also support curriculum development for new Pre-apprenticeship Programs and RAPs that include Paralegal Assistant and Veterinary Assistant. The funding period for this grant was from February 15, 2022 to September 30, 2022.

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

**Summary of Grant Award Funding**

The presented grants would provide up to \$1,094,568 in funding for the college to provide services and opportunities throughout the region.

Upon a motion by Mr. Danny Guzman and a second by Dr. Alejo Salinas, Jr., the Board of Trustees of South Texas College approved and authorized accepting a partial set of the grants, due to confusion in the documentation provided for the Board's consideration.

After deliberation and clarifying comments were provided, Dr. Salinas withdrew his second, and Mr. Guzman withdrew his motion.

Upon a new motion by Mr. Danny Guzman and a second by Dr. Alejo Salinas, Jr., the Board of Trustees of South Texas College approved and authorized accepting the following grant awards, including the use of related funds and execution of related agreements as necessary for by each grant, contingent upon official award as appropriate:

1. The Texas Higher Education Coordinating Board, Accelerating Credentials of Purpose and Value Grant Sub-award from The University of Texas Rio Grande Valley in the amount of \$216,140
2. The Texas Higher Education Coordinating Board, Carl Perkins Basic Grant Additional Funds (Reallocation) in the amount of \$419,958
3. Texas Workforce Commission, Camp Code Grant, in the amount of \$43,496
4. The Texas Higher Education Coordinating Board, Work-Based Learning Opportunity Grant – Internships, in the amount of \$250,000
5. The Texas Higher Education Coordinating Board, Work-Based Learning Opportunity Grant – Apprenticeships, in the amount of \$164,974

The motion carried.

### **Review and Action as Necessary on Quarterly Investment Report for Quarter Ending November 30, 2021**

A report on the College's Quarterly Investment Report for the Quarter November 30, 2021, was presented. The Board was asked to approve the Investment Report as presented.

Purpose – Ms. Susan Anderson from Valley View Consulting, L.L.C. presented on the status of the College's Quarterly Investment Report for the Quarter Ended November 30, 2021 and provide a further update at the meeting. Ms. Anderson provided an overview of the investments, the annual interest earnings, the quarterly interest earnings, and the economic overview.

Justification – The report being provided a brief review and update of the College's Quarterly Investment Report for the Quarter Ended November 30, 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*, required 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) reviewed the information being presented.

Enclosed Documents – A copy of the Quarterly Investment Report for the Quarter Ended November 30, 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 November 30, 2021, as presented. The motion carried.

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

#### **a. Presentation on the South Texas College and University of Texas – Rio Grande Valley Collaborative**

Dr. Anahid Petrosian, Interim Vice President for Academic Affairs, introduced the **STC & UTRGV Collaborative** initiative that began in 2019 and was spearheaded by South Texas College. The initiative is Co-Led by Dr. Anahid Petrosian and Dr. Janna Arney, Executive Vice President and Provost for UTRGV.

The STC & UTRGV Collaborative has four Workgroups with membership from both STC and UTRGV. The Workgroups have been meeting regularly for the past four years to develop strategies to ensure a seamless transitioning of students between STC and UTRGV. This includes STC students in our dual credit programs, traditional enrollment programs, or both.

On January 25, 2022, Dr. Ricardo J. Solis, President of STC, and Dr. Guy Bailey, President of UTRGV, attended the Collaborative Leadership Meeting to support the vision of the Collaborative and review their progress and plans for future coordination of efforts.

#### **Collaborative Workgroup**

- Admission & Connections

#### **STC Co-Chairs**

Mr. Matthew Hebbard, VP for Student Affairs & Enrollment Management

**Collaborative Workgroup**

- Research & Data Sharing
- Student Progression & Success
- Faculty Collaboration & Exchange

**STC Co-Chairs**

Dr. Fernando Chapa, Dean for Institutional Research, Effectiveness, and Strategic Planning

Dr. Kelli Davis, Director of University Relations, Transfer, and Articulation Center

Dr. Esmeralda Adame, Associate Professor of Advanced Manufacturing Technology

Jessica Galloso, Associate Dean, Office of Professional and Organizational Development

Dr. Petrosian and the Workgroup Co-Chairs described the charges of each workgroup, reviewed their major accomplishments thus far, and outlined their goals for the year ahead.

They reviewed some innovative practices and proposals, including Joint Admission of students at each institution; improved data sharing to track student performance across institutions; better alignment of curriculum to support articulation of credits and improved transfer processes; and even greater collaboration between faculty at each institution in events supporting our students and programs.

No action was requested. This information was presented to the Board of Trustees for discussion and feedback.

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

**a. Review and Discussion of Award for Outstanding Achievement in Popular Annual Financial Reporting Issued by Government Finance Officers Association of the United States and Canada (GFOA)**

Government Finance Officers Association of the United States and Canada (GFOA) has given an Award for Outstanding Achievement in Popular Annual Financial Reporting to South Texas College for its Popular Annual Financial Report for the fiscal year ended August 31, 2021. The Award for Outstanding Achievement in Popular Annual Financial Reporting is a prestigious national award recognizing conformance with the highest standards for preparation of state and local government popular reports.

Purpose – In order to receive an Award for Outstanding Achievement in Popular Annual Financial Reporting, a government unit must publish a Popular Annual Financial Report, whose contents conform to program standards of creativity, presentation, understandability, and reader appeal.

An Award for Outstanding Achievement in Popular Annual Financial Reporting is valid for a period of one year only. This is the first time the College has applied for and received the Popular Award. We believe our current report continues to conform to the Popular Annual Financial Reporting requirements, and we are submitting it to GFOA to determine its eligibility for another Award.

Background – The Government Finance Officers Association (GFOA) established the Popular Annual Financial Reporting Awards Program (PAFR Program) in 1991 to encourage and assist state and local governments to extract information from their annual comprehensive financial report (ACFR) to produce high quality popular annual financial reports specifically designed to be readily accessible and easily understandable to the general public and other interested parties without a background in public finance and then to recognize individual governments that are successful in achieving that goal.

The Business Office completed the PAFR for the first time. The report is not a required document, but it is considered a best practice, and it meets an important need of presenting the highlights of the financial statements in a user-friendly format that simplifies complex data for those without an accounting background. It is a summarized version of the College's ACFR for the last fiscal year.

Presenters - Mary Elizondo, Vice President for Finance and Administrative Services, and Myriam Lopez, Comptroller, attended the February 8, 2022 Finance, Audit and Human Resources Committee meeting to address any questions by the Committee.

No action was required from the Board of Trustees. This item was presented for information and feedback to staff.

### **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.

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

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

Since the Committee's recommendation, the annual cost for *Item g Approval of Renewal Agreement for Continuing Disclosure Services* was decreased from \$4,000 to \$3,500, as reflected in the narrative for that item.

Linebarger, Goggan, Blair, and Sampson requested that the Board not take action on items j and k, related to delinquent tax collection and imposition of a penalty on delinquent taxes, respectively.

- a. Approval of Guidelines and Criteria for Granting Tax Abatements and Approval of Resolution 2022-009 for Electing to Participate in Tax Abatement Agreements and Adopting Guidelines and Criteria
- b. Approval to Amend and Restate the Terra-Gen Development Company, LLC, Tax Abatement Agreements
  - A. Monte Cristo Windpower, LLC
  - B. La Joya Windpower, LLC
  - C. West Willacy Windpower, LLC (Monte Alto)
- c. Approval of Withdrawal/Termination of the Buenos Aires Windpower, LLC (Terra-Gen Development Company, LLC) Tax Abatement Agreement
- d. Approval of Monte Alto Windpower, LLC, Phase II (Terra-Gen Development Company, LLC) Tax Abatement Application, Agreement, and Resolution 2022-010 Approving the Agreement
- e. Approval of Award of Proposals, Purchases, and Renewals
- f. Approval of Renewal Agreement for Financial Advisor Services
- g. Approval of Renewal Agreement for Continuing Disclosure Services
- h. Approval to Award Contract for External Auditor Services

- i. Approval of Disposal of Surplus Property Valued at \$5,000 and Over
- ~~j. Approval of Renewal of Delinquent Tax Collection Services for Hidalgo County and Starr County~~
- ~~k. Approval of Resolution 2022-008 to Impose an Additional 15% Penalty for Collection Cost of Delinquent Taxes as Authorized Under Section 33.07 of the Texas Property Tax Code for Attorney's Compensation~~
- l. Approval of Use of the Department of Education Higher Education Emergency Relief Fund (HEERF) and Unrestricted Fund for a Return to Campus Safely COVID-19 Training and Retention Incentive Payment to Eligible Regular and Full-Time Temporary and Part-Time Employees
- m. Approval of Proposed Budget Amendment for FY 2021 – 2022
- n. Approval to Use HEERF Institutional Funds to Discharge Additional Student Debt for Summer 2020, Fall

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Mr. Paul R. Rodriguez, the Board of Trustees of South Texas College approved and authorized items a – i and items l - n of the Finance, Audit, and Human Resources Committee Consent agenda as presented. The motion carried.

### **Consent Agenda:**

#### **a. Approval of Guidelines and Criteria for Granting Tax Abatements and Approval of Resolution 2022-009 for Electing to Participate in Tax Abatement Agreements and Adopting Guidelines and Criteria**

Approval of guidelines and criteria for granting tax abatements and resolution 2022-009 for electing to participate in tax abatement agreements and adopting guidelines and criteria was requested.

Purpose – The College's Guidelines and Criteria for Granting Tax Abatements are effective for a two-year period from the adoption date. Approval to renew the Criteria for Granting Tax Abatements is needed in order to continue granting tax abatements.

Justification – Property Tax Code Chapter 32 authorizes a taxing unit to enter into a tax abatement agreement in order to offer a temporary real property and/or tangible personal property tax abatement for a limited period of time as an inducement for financial investment in the development or redevelopment of certain taxable property. The property tax code requires that a taxing unit establish guidelines and criteria governing tax abatement agreements and approve a resolution to allow the College to participate in tax abatements.

Background – The proposed guidelines would serve for the month of February 2022 to January 2024. The request to update the guidelines, criteria, and resolution is being requested by Terra-Gen Development Company, LLC.

The Board of Trustees adopted the guidelines, criteria, and resolution electing to participate in Tax Abatements on November 22, 2019 for two years, December 2019 through November 2020, on November 28, 2017 for two years, December 2017 through November 2019, and on May 26, 2015 for two years, June 2015 through May 2017.

Reviewers – The College Staff and South Texas College’s Legal Counsel, have reviewed the proposed guidelines and criteria.

Enclosed Documents – Resolution 2022-009 Electing to Participating in Tax Abatement Agreements and the Guidelines and Criteria Governing Tax Abatement Agreements were provided in the packet for the Board’s information and review.

The Finance, Audit, and Human Resources Committee recommended Board approval of the guidelines and criteria for granting tax abatements and resolution 2022-009 for electing to participate in tax abatements agreements and adopting guidelines and criteria, as presented.

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

### **Consent Agenda:**

#### **b. Approval to Amend and Restate the Terra-Gen Development Company, LLC, Tax Abatement Agreements**

- A. Monte Cristo Windpower, LLC
- B. La Joya Windpower, LLC
- C. West Willacy Windpower, LLC (Monte Alto)

Approval to amend and restate the Terra-Gen Development Company, LLC, Tax Abatement Agreements to reflect a new construction commencement date, was requested.

Purpose – To Amend and Restate three (3) Terra-Gen Development Company, LLC Tax abatement agreements in order to delay the commencement date for two years and to identify in its entirety that the Amended and Restated Tax Abatement Agreements supersede and replace the prior Tax Abatement Agreements.

Justification - Terra-Gen Development Company, LLC requested an amendment and restatement to the Board approved tax abatement agreements for three (3) projects due to the impact of the COVID-19 Pandemic. The amendment and restatement tax abatement agreements for three (3) projects is necessary because Terra-Gen Development Company,



LLC was not able to meet the commencement dates of the projects that were approved on November 26, 2019 by the College’s Board of Trustees.

Background – On November 26, 2019, the Board of Trustees approved the Terra-Gen Tax Abatement Agreements for the following projects:

- A. Buenos Aires Windpower, LLC
- B. Monte Cristo Windpower, LLC
- C. La Joya Windpower, LLC
- D. West Willacy Windpower, LLC (Monte Alto)

On February 25, 2020, the Board of Trustees approved the revisions to the agreements regarding the scholarship’s payment dates. The agreements with Terra-Gen included the following terms:

- An estimated 50% tax abatement for each of the four agreements for a period not to exceed ten years (Based on tax abatement percentage scale)
- A lump sum payment to the College of \$40,000 per agreement for scholarships
- A \$10,000 Payment in Lieu of Taxation (PILOT) to the College per project for each of the ten years of the abatement period

On November 5, 2021, Terra-Gen requested an amendment for the “Commencement Date” for three (3) of the agreements due to the COVID-19 Pandemic impact on the workforce and material availability, which caused a delay in the approved commencement date.

At this time, Terra-Gen requested the withdrawal/termination of the Buenos Aires Windpower, LLC agreement. The withdrawal/termination request for the Buenos Aires Windpower, LLC agreement followed as a separate item.

The proposed commencement date for construction was two years from the original date stated on the agreement under Section III A - Improvements in Enterprise Zone. The proposed commencement dates were as follows:

Project	Commencement Date Change	
	Current Agreement Approved on 11/26/19	Proposed Dates Requested by Terra-Gen on 11/15/21
A. Monte Cristo Windpower, LLC	June 30, 2021	June 30, 2023
B. La Joya Windpower, LLC	December 31, 2020	December 31, 2022
C. West Willacy Windpower, LLC (Monte Alto)	December 31, 2020	March 31, 2023

Reviewers – The proposed Terra-Gen amendment and restated Tax Abatement Agreements was reviewed by Legal Counsel.

Enclosed Documents – The three (3) proposed Terra-Gen amend and restate tax abatement agreements were included under separate cover in the packet for the Board’s information and review.

Ms. Mary Elizondo, Vice President for Finance and Administrative Services, Robert Peña, Texas Energy Consultants, and Terra-Gen Development Company, LLC Representative provided an update on the Terra-Gen Development Company, LLC, Tax Abatement Agreements and addressed questions from the Board.

The Finance, Audit, and Human Resources Committee recommended Board approval to amend and restate the Terra-Gen Development Company, LLC Tax Abatement Agreements to reflect the revised construction Commencement Date for Monte Cristo Windpower, LLC, La Joya Windpower, LLC, and West Willacy Windpower, LLC (Monte Alto) as presented.

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

### **Consent Agenda:**

#### **c. Approval of Withdrawal/Termination of the Buenos Aires Windpower, LLC (Terra-Gen Development Company, LLC) Tax Abatement Agreement**

Approval on Withdrawal/Termination of the Buenos Aires Windpower, LLC (Terra-Gen Development Company, LLC) Tax Abatement Agreement, was requested.

Purpose – To withdraw/terminate the Buenos Aires Windpower, LLC (Terra-Gen Development Company, LLC) Tax Abatement Agreement as the project did not proceed as planned due to anticipated delays related to COVID-19 Pandemic and would not meet the development and construction timeline outlined in the approved agreement.

Justification - On November 5, 2021, Terra-Gen Development Company, LLC requested the withdrawal/termination of the Buenos Aires Windpower, LLC due to the COVID-19 Pandemic impact on the workforce and material availability, which caused a delay and would not meet the development and construction.

Background – On November 26, 2019, the Board of Trustees approved the Terra-Gen Tax Abatement Agreements for the following projects:

- A. Buenos Aires Windpower, LLC
- B. Monte Cristo Windpower, LLC
- C. La Joya Windpower, LLC
- D. West Willacy Windpower, LLC (Monte Alto)

On February 25, 2020, the Board of Trustees approved the revisions to the agreements regarding the scholarship’s payment dates. The agreements with Terra-Gen included the following terms:

- An estimated 50% tax abatement for each of the four agreements for a period not to exceed ten years (based on tax abatement percentages scale)
- A lump sum payment to the College of \$40,000 per agreement for scholarships
- A \$10,000 Payment in Lieu of Taxation (PILOT) to the College per project for each of the ten years of the abatement period

Terra-Gen Development Company, LLC, requested the following:

<b>Project</b>	<b>Current Agreement Approved on 11/26/19</b>	<b>Requested by Terra-Gen on 11/05/21</b>
A. Buenos Aires Windpower, LLC	Commencement Date of June 30, 2021	Withdrawal and Termination

Reviewers – The Buenos Aires Windpower, LLC Withdrawal/Termination Tax Abatement Agreement Letter was reviewed by Legal Counsel.

Enclosed Documents – The Buenos Aires Windpower, LLC Withdrawal/Termination Tax Abatement Agreement Letter was included in the packet for the Board’s information and review.

Ms. Mary Elizondo, Vice President for Finance and Administrative Services, Robert Peña, Texas Energy Consultants and Terra-Gen Development Company, LLC Representative provided an update on the Terra-Gen Development Company, LLC, Tax Abatement Agreements and addressed questions from the Board.

The Finance, Audit, and Human Resources Committee recommended Board approval of the Withdrawal/Termination of the Buenos Aires Windpower, LLC (Terra-Gen Development Company, LLC) Tax Abatement Agreement as presented.

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

**Consent Agenda:**

**d. Approval of Monte Alto Windpower, LLC Phase II (Terra-Gen Development Company, LLC) Tax Abatement Application, Agreement, and Resolution 2022-010 Approving the Agreement**

Approval of the Monte Alto Windpower, LLC Phase II (Terra-Gen Development Company, LLC), Tax Abatement Application, Agreement, and Resolution 2022-010 Approving the Agreement was requested, subject to the Board approving the guidelines and criteria and an exception to the minimum threshold of \$200 million.

Purpose – Terra-Gen Development Company, LLC, submitted an application for tax abatement for their wind powered electric generating facility in Hidalgo County. Approval of the tax abatement application, agreement, and resolution 2022-010 was needed in order for the College to participate in a tax abatement agreement with a wind power renewable energy company.

Justification – Property Tax Code Chapter 312 authorizes a taxing unit to enter into a tax abatement agreement in order to offer a temporary real property and/or tangible personal property tax abatement for a limited period of time as an inducement for financial investment in the development or redevelopment of certain taxable property. The property tax code requires that a taxing unit establish guidelines and criteria governing tax abatement agreements and approve a resolution to allow the College to participate in tax abatements.

Background – The Board of Trustees adopted the current guidelines and criteria, and resolution electing to participate in Tax Abatement Agreements on November 26, 2019. The College's Guidelines and Criteria for Granting Tax Abatements are effective for a two-year period from the adoption date. As a result, the renewal of the Guidelines and Criteria for Granting Tax Abatements will be reviewed by the Board at the February 22, 2022 Board meeting for the period of February 2022 to January 2024. The current New Capital Investment minimum threshold is \$200 million.

On January 10, 2022, Terra-Gen Development Company, LLC., indicated they would be splitting the Monte Alto Tax Abatement project into Monte Alto Windpower, LLC project and the Monte Alto II Windpower, LLC project and requesting approval of a new tax abatement project for Monte Alto II. The new Monte Alto II Tax Abatement Agreement submitted by Terra-Gen reflects a total project value of \$156 million which is below the \$200 million threshold required in the Guidelines.

Reviewers – Business Office Staff, Legal Counsel, and Mrs. Mary Elizondo, Vice President for Finance and Administrative Services, have reviewed this item and will discuss and provide additional information and address questions by the Board as needed.

Enclosed Documents – Monte Alto II Windpower, LLC Tax Abatement Application and Tax Abatement Agreement were included under separate cover for the Board’s information and review. Resolution 2022-010 was submitted to Legal Counsel for review and it was provided in the packet for the Board’s information and review.

Ms. Mary Elizondo, Vice President for Finance and Administrative Services, Robert Pena, Texas Energy Consultants and Terra-Gen Development Company Representative addressed questions on the Monte Alto Windpower, LLC Phase II Tax Abatement from the Board.

The Finance, Audit, and Human Resources Committee recommended Board approval of the requested Monte Alto Windpower, LLC Phase II Tax Abatement, including the exception to the guideline’s minimum threshold level and the resolution as presented.

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

**Consent Agenda:**

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

Approval of the following award of proposals, 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 recommend for Board approval of the award of proposals, purchases, and renewals as listed below:

**A. Award of Proposals**

- 1) Advertising Services (Award):** award the proposal advertising services for the period beginning March 1, 2022 through February 28, 2023 with two one-year options to renew, at an estimated amount of \$653,400.00. The vendors are as follows:

<b>Vendors</b>	<b>Vendors</b>
<b>Acme Partnership, LP.</b> (Austin, TX)	<b>Advertir, Inc.</b> (McAllen, TX) (New)
<b>Advance Publishing, LLC.</b> (Pharr, TX)	<b>ASG, LLC./ dba De Shopping en Texas</b> (McAllen, TX) (New)
<b>AIM Media Texas Operating, LLC.</b> (McAllen, TX)	<b>Catholic Diocese of Brownsville</b> (Brownsville, TX)
<b>Cobalt Digital Marketing, LLC.</b> (McAllen, TX) (New)	<b>Entravision Communications</b> (McAllen, TX)
<b>Fantich Media</b> (McAllen, TX) (New)	<b>GC Publishing, LLC./ dba Edible RGV</b> (Brownsville, TX)

Vendors	Vendors
<b>ICP, LLC./ dba Mexico Industry</b> (McAllen, TX) (New)	<b>I Heart Media</b> (Weslaco, TX)
<b>Image House Media, LLC.</b> (McAllen, TX)	<b>Lamar Advertising</b> (San Benito, TX)
<b>MADD Media, LLC.</b> (McAllen, TX) (New)	<b>Media Choice, LLC.</b> (Austin, TX)
<b>Mega Doctor News</b> (McAllen, TX)	<b>NBCUniversal, LLC. Telemundo Rio Grande Valley aka KTLM</b> (McAllen, TX)
<b>Nexstar Media, Inc.</b> (Harlingen, TX) (New)	<b>Radio United, LLC.</b> (McAllen, TX) (New)
<b>RGVision Media</b> (Mission, TX)	<b>Screenvision Media</b> (Highland Village, TX)
<b>Starchannel Marketing, LLC.</b> (McAllen, TX)	<b>Starr County Town Crier</b> (Rio Grande City, TX)
<b>Texas Border Business</b> (McAllen, TX)	<b>Urban One, Inc.</b> (Silver Spring, MD) (New)
<b>VBR Media / Valley Business Report</b> (Clermont, FL)	<b>VisionPoint Marketing, LLC.</b> (Raleigh, NC) (New)

- 2) **Digital Advertising Services (Award):** award the proposal for the digital advertising services for the period beginning March 1, 2022 through February 28, 2023 with two one-year options to renew, at an estimated amount of \$435,600.00. The vendors are as follows:

Vendors	Vendors
<b>25<sup>th</sup> Hour Communications, Inc.</b> (Westwood, MA)	<b>Acme Partnership, LP.</b> (Austin, TX)
<b>Advertir, Inc.</b> (McAllen, TX) (New)	<b>Advertising Solutions Group, LLC./ dba De Shopping en Texas</b> (McAllen, TX) (New)
<b>AIM Media Texas Operating, LLC.</b> (McAllen, TX)	<b>Carlberg, LLC./ dba Carlberg Branding &amp; Advertising</b> (Houston, TX)
<b>Catholic Diocese of Brownsville</b> (Brownsville, TX)	<b>Cobalt Digital Marketing, LLC.</b> (McAllen, TX) (New)
<b>Entravision Communications</b> (McAllen, TX)	<b>Estrella Digital Media</b> (McAllen, TX) (New)
<b>Fantich Media</b> (McAllen, TX) (New)	<b>ICP, LLC./ dba Mexico Industry</b> (McAllen, TX) (New)
<b>I Heart Media</b> (Weslaco, TX)	<b>Image House Media, LLC.</b> (McAllen, TX)
<b>International Publicity and Representation, Inc.</b> (McAllen, TX)	<b>Lamar Advertising</b> (San Benito, TX)
<b>MADD Media, LLC.</b> (McAllen, TX) (New)	<b>Media Choice, LLC.</b> (Austin, TX)

Vendors	Vendors
<b>Mega Doctor News</b> (McAllen, TX) (New)	<b>NBCUniversal, LLC. Telemundo Rio Grande Valley aka KTLM</b> (McAllen, TX)
<b>Nexstar Media, Inc.</b> (Harlingen, TX) (New)	<b>OZAY, LLC./ dba CODESM</b> (Pharr, TX) (New)
<b>Radio United, LLC.</b> (McAllen, TX) (New)	<b>ReachLocal, Inc.</b> (Woodland Hills, CA)
<b>Revista Expresion</b> (Hidalgo, TX) (New)	<b>Spectrum Reach / Charter Communications Holding, LLC.</b> (McAllen, TX)
<b>Starr County Town Crier</b> (Rio Grande City, TX)	<b>Texas Border Business</b> (McAllen, TX)
<b>Univision Radio</b> (McAllen, TX)	<b>Urban One, Inc.</b> (Silver Spring, MD) (New)
<b>Urban TVs, LLC.</b> (Palmview, TX) (New)	<b>Vision Point Marketing, LLC.</b> (Raleigh, NC) (New)

- 3) **Library Materials Moving Services (Award):** award the proposal for library materials moving services to **Library Interiors of Texas** (Lakeway, TX) (New) for the period beginning May 1, 2022 through April 30, 2023 with two one-year options to renew, at an estimated amount of \$117,048.00;
- 4) **Moving Services (Award):** award the proposal for moving services for the period beginning March 1, 2022 through February 28, 2023, with two one-year options to renew, at an estimated amount of \$65,000.00. The vendors are as follows:
  - **Gateway Printing & Office Supply, Inc.** (San Antonio, TX)
  - **Groves Moving & Storage** (McAllen, TX)

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

- 5) **Mobile Fire Training Ventilation Prop (Purchase):** purchase a mobile fire training ventilation prop from **Fire Vent, LLC.** (Carson City, NV) (New), a sole source vendor, at a total amount of \$107,445.00;
- 6) **Graduation Facility Agreement (Lease/purchase):** lease/purchase of a graduation facility with the **Vipers Arena, LLC. / dba Bert Ogden Arena** (Edinburg, TX), a sole source vendor, beginning May 5, 2022 through May 7, 2022, at an estimated amount of \$60,000.00;

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

- 7) **Asset Management, Chemical Inventory, and Inspection Software System (Renewal):** renew the asset management, chemical inventory, and inspection software system contract with **SafetyStratus, Inc.** (Plano, TX), for the period beginning May 1, 2022 through April 30, 2023, at a total amount of \$20,000.00;
- 8) **Food and Non-Food Related Products (Renewal):** renew the food and non-food related products contracts for the period beginning April 27, 2022 through April 26, 2023, at an estimated amount of \$90,000.00, which is based on prior year expenditures. The vendors are as follows:

- **Ben E. Keith Company** (Fort Worth, TX)
- **Labatt Food Service** (Harlingen, TX)
- **Sysco Central Texas, Inc.** (New Braunfels, TX)

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

- 9) Computers, Laptops, and Monitors (Purchase):** purchase computers, laptops, and monitors from the State of Texas Department of Information Resources (DIR) approved vendor **Dell Marketing, LP.** (Dallas, TX), at a total amount of \$75,436.67;
- 10) Parking Management System (Purchase):** purchase a parking management system from **T2 Systems, Inc., a Verra Mobility Company** (Indianapolis, IN) (New), a Sourcewell purchasing cooperative approved vendor, at a total amount of \$149,895.57;
- 11) Adobe License Software Agreement (Renewal):** renew the Adobe license software agreement with **Software House International (SHI) Government Solutions, Inc.** (Austin, TX), a State of Texas Department of Information Resources (DIR) and The Interlocal Purchasing System (TIPS) purchasing cooperative approved vendor, for the period beginning April 4, 2022 through April 3, 2023, at an estimated amount of \$74,790.30.

Recommend Action - The total for all award of proposals, purchases, and renewals was \$1,848,615.54.

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

**Consent Agenda:**

**f. Approval of Renewal Agreement for Financial Advisor Services**

Approval to renew the financial advisor services agreement with Estrada Hinojosa & Company, Inc., for the period beginning March 1, 2022 through February 28, 2023 was requested.

Purpose – Financial Advisor Services were needed to provide independent and professional advice regarding the authorization and issuance of indebtedness in various amounts and forms, and in connection with the authorization, sale, issuance and delivery of such indebtedness, and other financial matters, such as, credit rating advisability, assist in the negotiation of Paying Agent/Registrar, provide copies of the changes in law, and provide advice and assistance with regard to exercising any call and/or refunding of any outstanding debt instruments.

Justification and Benefit – The Financial Advisor Services performed professional and adequate financial services for the College in connection with the issuance of municipal securities and complied with the Security and Exchange Commission (SEC) 15c2-12. In



addition, the Financial Advisor is registered as a municipal advisor with the Municipal Rulemaking Board (MSRB) and with the Security and Exchange Commission (SEC).

Background – On February 23, 2021, the Board of Trustees awarded the financial services to Estrada Hinojosa & Company, Inc. for one year with two one-year annual renewal options. The initial term was for the period of March 1, 2021 to February 28, 2022. The first renewal period begins March 1, 2022 and ends February 28, 2023.

Award	Board Meeting Date	Original Term	Renewal Term
Original	2/23/21	3/1/21 – 2/28/22	2 – one year options
1 <sup>st</sup> Renewal	2/22/22		3/1/22 – 2/28/23

The vendor has complied with all the terms and conditions of the contract and services for the Financial Advisor satisfactory.

The fees for the services provided by the financial advisor were netted against the bond proceeds received at time of a bond issuance.

**Compensation for Financial Advisor Services**

In consideration for the services rendered by Estrada Hinojosa, the fee for each issue of a debt instrument would be as follows:

**Base Fee - Any Issue - \$ 3,750**

Plus	\$6.50	Per	1,000 up to	\$500,000	or	\$7,000	for	\$500,000	Bonds
Plus	6.00	Per	1,000 next	500,000	or	10,000	for	1,000,000	Bonds
Plus	3.50	Per	1,000 next	1,500,000	or	15,250	for	2,500,000	Bonds
Plus	2.50	Per	1,000 next	2,500,000	or	21,500	for	5,000,000	Bonds
Plus	2.00	Per	1,000 next	5,000,000	or	31,500	for	10,000,000	Bonds
Plus	1.50	per	1,000 for anything over \$10,000,000						

*Note: “Bonds” = par plus premium minus discount.*

Using the above fee schedule, Estrada Hinojosa’s fee for a \$20 million bond issue would be \$46,500, and the fee for a \$30 million bond issue would be \$61,500.

Refunding Issues - Fees for Advance Issues shall be the amount shown plus a 20% additional charge (\$55,800 for a \$20 million issue, and \$73,800 for a \$30 million issue).

The fee would be calculated on the above schedule and will also include costs and expenses, where applicable, incurred on behalf of the College for the following items:

- Computer structuring fees, not to exceed \$10,000
- Messenger, overnight delivery, market data technology photocopying, postage, and telephone, not to exceed \$3,500
- Preparation of the Notice of Sale, Official Statement, and Uniform Bid Form, not to exceed \$8,500
- Printing of the Notice of Sale, Official Statement, and Uniform Bid Form, at cost
- Bond Counsel fees, at cost
- Bond rating and/or credit enhancement fees, at cost
- Personal meetings with bond rating agencies and/or credit enhancement providers, at cost
- Preparation and printing of physical securities, at cost
- Reports of independent auditors or consultants, at cost
- Travel expenses of College and Company personnel, at cost.

The Finance, Audit, and Human Resources Committee recommended Board approval of the first-year renewal option for the financial advisor services agreement with Estrada Hinojosa & Company, Inc., for the period beginning March 1, 2022 through February 28, 2023, as presented.

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

### **Consent Agenda:**

#### **g. Approval of Renewal Agreement for Continuing Disclosure Services**

Approval to renew the continuing disclosure services agreement with Estrada Hinojosa & Company, Inc. (Edinburg, TX), for the period beginning March 1, 2022 through February 28, 2023 was requested.

Purpose – Continuing Disclosure Services consist of important information about municipal bonds that arises after the initial issuance. This information generally reflects the financial health and operating condition of the state or local government as it changes over time, or the occurrence of specific events that can have an impact on key features of the bonds. In addition, these disclosures are made available to investors and the public by the Municipal Securities Rulemaking Board (MSRB).

Justification and Benefit – The Continuing Disclosure Services were necessary to ensure compliance and reasonable assurance that prompt notice of certain events and certain financial information are met with Security and Exchange Commission (SEC) 15c2-12 and Municipal Securities Rulemaking Board (MSRB).

Background – On February 23, 2021, the Board of Trustees awarded the contract for continuing disclosure services to Estrada Hinojosa & Company, Inc. for one year with two one-year annual renewal options. The initial term was for the period of March 1, 2021 to February 28, 2022. The first renewal period begins March 1, 2022 and ends February 28, 2023.

Award	Board Meeting Date	Original Term	Renewal Term
Original	2/23/21	3/1/21 – 2/28/22	2 – one year options
1 <sup>st</sup> Renewal	2/22/22		3/1/22 – 2/28/23

The vendor and staff worked together to comply with all the terms and conditions of the contract and the requirements of the Security and Exchange Commission (SEC) Rule 15c2-12 and Municipal Securities Rulemaking Board (MSRB) and submit the Continuing Disclosure required financial and notice of event documentation to Electronic Municipal Market Access (EMMA) by February 28, 2022.

**Compensation for Continuing Disclosure Services**

The annual fee for continuing disclosure services is \$3,500.00 per year for each credit (source of revenue used to secure the issuance of bonds).

On February 15, 2022, the College received an updated Continuing Disclosure Agreement from Estrada Hinojosa & Company, Inc., which revised the fee amount to \$3,500.00 per year for each credit.

The fees for the continuing disclosure services were budgeted in the Unrestricted Fund.

The Finance, Audit, and Human Resources Committee recommended Board approval to renew the continuing disclosure services agreement with Estrada Hinojosa & Company, Inc. (Edinburg, TX), for the period beginning March 1, 2022 through February 28, 2023, as presented.

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

**Consent Agenda:**

**h. Approval to Award Contract for External Auditor Services**

Approval to award a contract for external auditor services for the fiscal year ending August 31, 2022, with four (4) one-year renewal options to Carr Riggs & Ingram, LLC (McAllen, TX) was requested.

Purpose – The external auditors perform the College’s annual financial audit and issue an opinion on the financial statements prepared by the College Business Office staff. The audited Annual Comprehensive Financial Report (ACFR) must be submitted annually to the Texas Higher Education Coordinating Board by December 31<sup>st</sup>.

Justification – The external auditors start the interim audit work related to the financial audit prior to fiscal year end, therefore the College is proposing the selection of an external auditor at this time.

Background – Requests for qualifications for external auditor was advertised in the local newspaper on January 5, 2022 and January 12, 2022, and the request for qualifications documents were mailed to the following:

- Burton, McCumber, & Longoria, LLP. (McAllen, TX)
- Carr, Riggs, & Ingram, LLC. (McAllen, TX)
- Casco & Associates, PC. (Brownsville)
- Hart, Silva, & Co. (McAllen, TX)
- Virtual Bid Alerts

Three (3) responses were received on January 25, 2022 from the following firms:

- Burton, McCumber, & Longoria, LLP. (McAllen, TX)
- Carr, Riggs, & Ingram LLC. (McAllen, TX)
- Casco & Associates, PC. (Brownsville, TX)

Carr, Riggs & Ingram, LLC (former Long Chilton, LLP) has performed the College’s annual financial audit since FY 1994-1995.

Funding Source - Expenditures are budgeted in the Audit Services budget for FY 2021-2022 budget and in the FY 2022-2023 budget, pending Board approval of the budget.

Reviewers - Responses were reviewed by the Vice President for Finance and Administrative Services, Business Office and Purchasing Department.

Enclosed Documents - Included in the packet for consideration and review were the following materials:

1. External Auditor Qualification Summary
2. Evaluation Summary
3. Sample Request for Qualifications
4. Blank Evaluation Form

Dr. Ricardo Solis, President, and Mary Elizondo, Vice President for Finance and Administrative Services, were available to address any questions by the Board.

The Finance, Audit, and Human Resources Committee recommended Board approval to award a contract for external auditor services for the fiscal year ending August 31, 2022, with four (4) one-year renewal options to Carr Riggs & Ingram, LLC (McAllen, TX), as presented.

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

### **Consent Agenda:**

#### **i. Approval of Disposal of Surplus Property Valued at \$5,000 and Over**

Approval to dispose of surplus property valued at \$5,000 and over through a live auction was requested.

Purpose – The Fixed Assets Department requested the disposal through a live auction of surplus property valued at \$5,000 and over. These assets were part of the College's inventory therefore, it was also requested that these assets be removed from inventory and the general ledger.

Justification and Benefit – It was necessary to dispose of obsolete, damaged, and not functioning property for safety purposes and due to the lack of storage area for surplus property.

Background – The surplus property goes through an evaluation process by the departments to determine if the items are damaged beyond repair and unable to utilized district wide. After this evaluation process, the department submits a request to have the property removed from the department and relocated to the Shipping and Receiving Warehouse for auction.

The auction items were located at the South Texas College Receiving Department, 3700 W. Military Hwy., McAllen, TX.

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

Enclosed Documents - The listing of the items to be auctioned followed in the packet for the Board's review and information.

The Finance, Audit, and Human Resources Committee recommended Board approval of the disposal of surplus property valued at \$5,000 and over through a live auction and for these capital assets to be removed from the College's fixed assets ledger as presented.

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

**Consent Agenda:**

**j. Approval of Renewal of Delinquent Tax Collection Services for Hidalgo County and Starr County**

No action was taken on this item.

**Consent Agenda:**

**k. Approval of Resolution 2022-008 to Impose an Additional 15% Penalty for Collection Cost of Delinquent Taxes as Authorized Under Section 33.07 of the Texas Property Tax Code for Attorney's Compensation**

No action was taken on this item.

**Consent Agenda:**

**l. Approval of Use of the Department of Education Higher Education Emergency Relief Fund (HEERF) and Unrestricted Fund for a Return to Campus Safely COVID-19 Training and Retention Incentive 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 Return to Campus Safely COVID-19 Training and Retention Incentive Payment to Eligible Regular and Full-Time Temporary and Part-Time Employees was requested.

Purpose – To provide a salary payment to regular and full-time temporary and part-time employees on April 13, 2022, as applicable. Employees paid from the Unrestricted, Auxiliary, and Restricted Funds were eligible for the Return to Campus Safely COVID-19 Training and Retention Incentive Payment, which would be funded by the HEERF and Unrestricted Fund.

Justification – The proposed payment to eligible regular and full-time temporary and part-time employees would be issued as an incentive to encourage employees to continue to work on-campus and retain employees in light of the workplace hazardous conditions associated with COVID-19 upon returning to work on-campus, and for completion of additional customized COVID-19 training.

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 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.

**One-Time Return to Campus Safely COVID-19 Training and Response Strategies Payment December 2021 and January 2022**

On November 23, 2021 the College’s Board of Trustees approved 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 in the amount of \$2,500 and \$1,500, respectively. The payment was funded by HEERF and the College’s Unrestricted Fund as follows:

<b>Funded by HEERF</b>				
Regular and Full-Time Temporary Employees \$2,500				
Part-Time Employees \$1,500				
<b>Eligible Employees</b>	<b>Employees Count</b>	<b>Payment Amount</b>	<b>Employers Payroll Taxes</b>	<b>Total</b>
Regular and Full-Time Temporary Employees	1,448	\$3,620,000	\$276,930	\$3,896,930
Part-Time Employees	382	73,000	43,835	616,835
<b>Total</b>	<b>1,830</b>	<b>\$4,193,000</b>	<b>\$320,765</b>	<b>\$4,513,765</b>

<b>Funded by Unrestricted Fund</b>				
Regular Employees \$2,500				
<b>Eligible Employees</b>	<b>Employees Count</b>	<b>Payment Amount</b>	<b>Employers Payroll Taxes</b>	<b>Total</b>
Senior Management	54	\$135,000	\$10,328	\$145,328
Other Eligible Employees	32	80,000	6,120	86,120
<b>Total</b>	<b>86</b>	<b>\$215,000</b>	<b>\$16,448</b>	<b>\$231,448</b>

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 were eligible to receive the one-time salary payment upon their return to work on campus.

**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 Return to Campus Safely COVID-19 Training and Retention Incentive Payment funded by HEERF. The payment will serve as an incentive to retain employees, encourage employees to continue to work on-campus, and complete the additional customized COVID-19 training.

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**

Administration considered the guidance provided by the Texas Association of School Boards (TASB) and the three-part test created by the Texas Supreme Court to determine if the One-Time Continued Return to Campus Safely COVID-19 Training Payment complies with the appropriate use of public funds and accomplishes a public purpose. Similar to the evaluation that was conducted for the November One-Time Return to Campus Safely COVID-19 Training and Response Strategies Payment, Administration has verified that the payment complies with the criteria provided by TASB and the three-part test requirements.

**Return to Campus Safely COVID-19 Training and Retention Incentive Payment March 2022**

A proposed payment for eligible regular and full-time temporary employees was \$2,500 and the proposed payment for part-time employees was \$1,500. The payment would be funded by HEERF and totaled to \$4,127,301.



The Return to Campus Safely COVID-19 Training and Retention Incentive Payment and employer’s payroll taxes for regular and full-time temporary and part-time employees who were not considered senior management would be funded by HEERF. Senior management’s one-time salary payment and employer’s payroll taxes would be funded from the Unrestricted Fund. In addition, the one-time salary payments and employer’s payroll taxes for seventeen (17) employees who had not returned to work on campus would be funded by the Unrestricted Fund.

<b>Funded by HEERF</b>				
Regular and Full-Time Temporary Employees \$2,500				
Part-Time Employees \$1,500				
<b>Eligible Employees</b>	<b>Employees Count</b>	<b>Payment Amount</b>	<b>Employers Payroll Taxes</b>	<b>Total</b>
Regular and Full-Time Temporary Employees	1,419	\$3,547,500	\$271,384	\$3,818,884
Part-Time Employees	191	286,500	21,917	308,417
<b>Total</b>	<b>1,610</b>	<b>\$3,834,000</b>	<b>\$293,301</b>	<b>\$4,127,301</b>

A budget amendment to fund this cost from the Restricted Fund was provided in the packet for the Board’s consideration.

The proposed payment for eligible regular full-time senior management employees and other eligible employees is \$2,500. The payment would be funded by the College’s Unrestricted Fund and totals to \$199,153.

<b>Funded by Unrestricted Fund</b>				
Regular Employees \$2,500				
<b>Eligible Employees</b>	<b>Employees Count</b>	<b>Payment Amount</b>	<b>Employers Payroll Taxes</b>	<b>Total</b>
Senior Management	57	\$142,500	\$10,901	\$153,401
Other Eligible Employees	17	42,500	3,252	45,752
<b>Total</b>	<b>74</b>	<b>\$185,000</b>	<b>\$14,153</b>	<b>\$199,153</b>

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 were 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 was provided in the packet for the Board's consideration.

### **Eligibility Requirements**

Employees may receive the payment on April 13, 2022 based on the following eligibility requirements:

- Regular and full-time temporary and part-time employees with an active assignment on February 22, 2022 and on March 31, 2022, and
- Completion of the additional customized COVID-19 training by March 31, 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 were 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 would 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 would not be eligible for the one-time payment:

- Dual Credit Faculty (High School Employees)

Funding Source – The HEERF and Unrestricted Fund would be utilized to fund this Return to Campus Safely COVID-19 Training and Retention Incentive Payment to Regular and Full-Time Temporary and Part-Time eligible employees. If this payment was approved, a FY 2021 - 2022 budget amendment was necessary and was provided in the packet as a separate agenda item for the Board's consideration and approval.

Reviewers – The Return to Campus Safely COVID-19 Training and Retention Incentive Payment was reviewed by College’s Legal Counsel and Cabinet members.

Dr. Ricardo Solis, President, and Mary Elizondo, Vice President for Finance and Administrative Services, attended the meeting to address questions by the Board.

The Finance, Audit, and Human Resources Committee recommended Board approval of the proposed Use of the Department of Education Higher Education Emergency Relief Fund (HEERF) and Unrestricted Fund for a Return to Campus Safely COVID-19 Training and Retention Incentive Payment to Eligible Regular and Full-Time Temporary and Part-Time Employees as presented.

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

**Consent Agenda:**

**m. Approval of Proposed Budget Amendment for FY 2021 – 2022**

Approval of a proposed budget amendment for FY 2021 – 2022 was requested.

As a result of additional tuition and fee revenue, the proposed Return to Campus Safely COVID-19 Training and Retention Incentive Payment, and transfer to the Unexpended Plant Fund, a budget amendment was requested. The total budgeted revenues and expenditures for the Unrestricted Fund, Restricted Fund, and Unexpended Plant Fund - Construction for fiscal year 2021 – 2022 would increase as follows:

**Fiscal Year 2021 - 2022  
 Budgeted Revenues and Expenditures**

Fund	Exh.	Amended Budget	Proposed Amendment	Amended Budget
Unrestricted Fund	A	\$182,949,371	\$8,283,631	\$191,233,002
Restricted Fund	B	176,195,958	-	176,195,958
Unexpended Plant Fund - Construction	C	12,639,709	-	12,639,709

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

The budget amendment was proposed as follows:

**1. Budget Amendment – Increase Unrestricted Fund Revenues**

A budget amendment was proposed to increase the Unrestricted Fund Revenues by \$8,283,631 as follows:

**Fiscal Year 2021 – 2022  
 Summary of Unrestricted Fund Revenues Adjustment**

Revenue Source	Proposed Amendment
Total Tuition	\$3,086,188
Total Fees	4,352,107
Total Carryover Allocations	845,336
<b>Total Adjustments</b>	<b>\$8,283,631</b>

**Fiscal Year 2021 - 2022  
 Unrestricted Revenues and Carryover Allocations**

Expenditures	Amended Budget	Proposed Amendment	Amended Budget
Total Tuition	\$30,880,973	\$3,086,188	\$33,967,161
Total Fees	24,334,646	4,352,107	28,686,753
Total Carryover Allocations	6,186,261	845,336	7,031,597
<b>Total Unrestricted Revenues and Carryover Allocations</b>	<b>\$61,401,880</b>	<b>\$8,283,631</b>	<b>\$69,685,511</b>

Tuition revenue was proposed to increase by \$3,086,188 and Fees revenue was proposed to increase by \$4,352,107 from their FY 2021 – 2022 budgeted amounts. The increase in tuition and fee revenue was due to additional revenue attributed to an increase in traditional student enrollment for the Fall semester and the projected increase in traditional student enrollment for the Spring semester.

Carryover Allocations was proposed to increase by \$845,336 for the purpose of transferring funds from the Unrestricted Fund Balance to the Unexpended Plant Fund – Construction (Continuing Education Project) for capital improvement projects.

In total, the Unrestricted Fund Revenues were proposed to increase by \$8,283,631.

**2. Budget Amendment – Increase Unrestricted Fund Expenditures**

A budget amendment was proposed to increase the Unrestricted Fund Expenditures by \$8,283,631.

**Fiscal Year 2021 - 2022  
 Summary of Unrestricted Fund Expenditures Adjustments**

Expenditures	Proposed Amendment
Total Salaries	\$1,928,165
Total Benefits	456,425
Total Operating	500,000
Total Transfers & Reserves	5,399,041
<b>Total Adjustments</b>	<b>\$8,283,631</b>

**Fiscal Year 2021 - 2022  
 Unrestricted Fund Salaries, Benefits, and Operating Expenditures, and  
 Transfers & Reserves**

Expenditures	Amended Budget	Proposed Amendment	Amended Budget
Total Salaries	\$97,453,273	\$1,928,165	\$99,381,438
Total Benefits	30,494,142	456,425	30,950,567
Total Operating	37,144,217	500,000	37,644,217
Total Transfers & Reserves	14,103,727	5,399,041	19,502,768
<b>Total Salaries, Benefits, and Operating Expenditures, and Transfers &amp; Reserves</b>	<b>\$179,195,359</b>	<b>\$8,283,631</b>	<b>\$187,478,990</b>

A budget amendment was proposed to increase the Unrestricted Fund Expenditures and Transfers & Reserves by \$8,283,631. The amendment was needed to increase funding for instructional pools, fund the College’s new Cosmetology program, unfreeze positions, fund the Return to Campus Safely COVID-19 Training and Retention Incentive Payment to eligible regular and full-time temporary for completing a customized additional COVID-19 training and for retention purposes, and transfer funds to the Continuing Education Unexpended Plant Fund – Construction.

The Salaries expenditure budget was proposed to increase by \$1,928,165. The increase in the salary expenditure budget was the projected total cost of the instructional pool increase in the amount of \$1,000,000, the unfreezing of positions in the amount of \$619,415, the creation of two new positions in the amount of \$123,750, and the Return to Campus Safely COVID-19 Training and Retention Incentive Payment for employees not funded by the Higher Education Emergency Relief Fund (HEERF) in the amount of \$185,000.

The Benefits expenditure budget was proposed to increase by \$456,425. The increase in the benefits expenditure budget was the projected total cost of the instructional pool increase in the amount of \$200,000, the unfreezing of positions in the amount of \$201,929, the creation of two new positions in the amount of \$40,343, and the Return to Campus Safely COVID-19

Training and Retention Incentive Payment for employees not funded by the Higher Education Emergency Relief Fund (HEERF) in the amount of \$14,153.

The Operating expenditure budget was proposed to increase by \$500,000 due to the College's new Cosmetology program equipment.

The Transfers & Reserves budget was proposed to increase by \$5,399,041. The increase in the transfers and reserves budget reflected the excess tuition and fee revenue that would be added to the College's fund balance in the amount of \$4,553,705 and the transfer to the Unexpended Plant Fund – Construction (Continuing Education Project) in the amount of \$845,336.

In total, the Unrestricted Fund Expenditures were proposed to increase by \$8,283,631.

### 3. Budget Amendment – Reallocate Restricted Fund Expenditures

A budget amendment was proposed to reallocate the Restricted Fund Expenditures by \$4,127,301 as follows:

**Fiscal Year 2021 - 2022  
 Summary of Restricted Fund Expenditures Adjustments**

Expenditures	Proposed Amendment
Total Salaries	\$3,834,000
Total Benefits	293,301
Total Operating	(4,127,301)
<b>Total Adjustments</b>	<b>\$-</b>

**Fiscal Year 2021 - 2022  
 Restricted Fund Salaries, Benefits, and Operating Expenditures**

Expenditures	Amended Budget	Proposed Amendment	Amended Budget
Total Salaries	\$7,264,940	\$3,834,000	\$11,098,940
Total Benefits	1,223,997	293,301	1,517,298
Total Operating	28,944,616	(4,127,301)	24,817,315
<b>Total Salaries, Benefits, and Operating Expenditures</b>	<b>\$37,433,553</b>	<b>\$-</b>	<b>\$37,433,553</b>

A budget amendment was proposed to reallocate the Restricted Fund Expenditures by \$4,127,301 due to the issuance of the Return to Campus Safely COVID-19 Training and Incentive Payment to eligible regular and full-time temporary and part-time employees for completing a customized additional COVID-19 training and for retention purposes. The proposed budget amendment would reallocate funds from the Operating expenditure budget

to the Salaries and Benefits expenditure budgets. The Salaries and Benefits expenditure budgets were proposed to increase by \$3,834,000 and \$293,301, respectively. The Operating expenditure budget was proposed to decrease by \$4,127,301. The proposed reallocations to the salary, benefit, and operating expenditure budgets would occur in the HEERF II Institutional Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA) fund.

In total, the Restricted Fund Expenditures were proposed to remain unchanged from their FY 2021 – 2022 level.

**4. Budget Amendment – Transfer Fund Balance from the Unrestricted Fund to the Unexpended Plant Fund – Construction (Continuing Education Project)**

A budget amendment was proposed to transfer fund balance from the Unrestricted Fund to the Unexpended Plant Fund – Construction (Continuing Education Project) for the purpose of funding capital improvement projects, as follows:

**Fiscal Year 2021 – 2022  
 Unexpended Plant Fund - Construction**

Revenues	Original Budget	Proposed Amendment	Amended Budget
Unexpended Plant Fund – Construction Transfer In from Unrestricted Fund (Continuing Education Project)	\$500,000	\$845,336	\$1,345,336
Fund Balance Deduction	9,104,485	(845,336)	8,259,149
<b>Total Transfer In from Unrestricted Fund and Fund Balance Deduction</b>	<b>\$9,604,485</b>	<b>\$-</b>	<b>\$9,604,485</b>

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

Mrs. Mary Elizondo, Vice President for Finance and Administrative Services, was available to present the Proposed Budget Amendment for FY 2021 – 2022 and/or respond to questions.

The Finance, Audit, and Human Resources Committee recommended Board approval of the proposed budget amendment for FY 2021 – 2022 as presented.

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

**Consent Agenda:**

**n. Approval to Use HEERF Institutional Funds to Discharge Additional Student Debt for Summer 2020, Fall**

Approval to use Higher Education Emergency Relief Fund (HEERF) Institutional Funds to discharge additional student debt for Summer 2020, Fall 2020, Spring 2021 and Summer 2021 and new student debt for Fall 2021 was requested.

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

Justification – Guidance provided by the Department of Education states that the HEERF Institutional Funds may be used to reimburse sources of lost revenue including unpaid student accounts. If approved for this use, student unpaid delinquent account balances for the Fall 2021 term would be discharged with HEERF Institutional Funds. As a result, approximately 2,743 students with a total of \$1,381,021.87 in debt would not be expected to pay this outstanding debt in the future.

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

On June 22, 2021 and September 28, 2021, the Board approved the discharge of student debt for Summer 2020, Fall 2020, Spring 2021 and Summer 2021. The following debt was discharged as of January 25, 2022:

<b>Term</b>	<b>Number of Students</b>	<b>Proposed Discharged Student Debt (Estimated)</b>
Summer 2020	385	\$186,528.06
Fall 2020	1,469	973,726.38
Spring 2021	1,897	1,036,494.83
Summer 2021	851	344,399.39
<b>Total</b>	<b>4,602</b>	<b>\$2,541,148.66</b>



As of January 25, 2022, the proposed estimated student debt requested to be discharged was as follows:

<b>Term</b>	<b>Number of Students</b>	<b>Proposed Discharged Student Debt (Estimated)</b>
Summer 2020	1	\$27.00
Fall 2020	2	1,058.45
Spring 2021	8	4,075.63
Summer 2021	22	3,039.12
Fall 2021	2,710	1,372,820.67
<b>Total</b>	<b>2,743</b>	<b>\$1,381,021.87</b>

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

Dr. Ricardo Solis, President, and Mrs. Mary Elizondo, Vice President for Finance and Administrative Services, attended the meeting to address questions by the Board.

The Finance, Audit, and Human Resources Committee recommended Board approval to use HEERF Institutional Funds to discharge student debt as presented.

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

### **Approval of Award for Network Cabling Services for Building Renovation Projects**

The Board of Trustees was asked to award the proposal for network cabling services for building renovation projects for the period beginning March 27, 2022 through March 26, 2023, with two one-year options to renew, at an estimated amount of \$280,500.00. The vendors were as follows:

- **Telepro Communications** (Mission, TX)
- **BridgeNet Communications** (Donna, TX)

Purpose – Information Technology (IT) and Facilities Planning and Construction requested network cabling services for building renovation projects throughout the district. The renovation projects are listed below:

Campus	Projects
Mid Valley Campus	Workforce Center Welding Expansion and Center for Learning Excellence Building A - Culinary Arts Program
Nursing and Allied Health Campus	East Building A Occupational Therapy Program
Pecan Campus	Student Activities Center Building H Data Cabling Infrastructure Replacement
Pecan Plaza	Building B Dance Studio Improvements
Regional Center for Public Safety Excellence	Canopy for Students/Instructors
Starr County Campus	Workforce Welding Lab Expansion, Workforce Automotive Expansion, North Academic Building C HVAC-R Program, Administration/Bookstore Building A Data Cabling Infrastructure Replacement, Center for Learning Excellence Building B Data Cabling Infrastructure Replacement, and North Academic Building C Data Cabling Infrastructure Replacement

Justification and Benefit – The various renovation projects were scheduled for the upcoming year and due to the scope of the work during the building renovations data drops and network cabling will need to be replaced or added. The new data drops and network cabling would enhance the network/internet services in the buildings scheduled for renovation or upgrade.

Background – Proposal documents were advertised on January 5, 2022 and January 12, 2022 and issued to twelve (12) vendors. Three (3) responses were received on January 25, 2022, which were reviewed by Information Technology, Facilities Planning and Construction, and the Purchasing Department.

Funds for this expenditure were budgeted in the Renewal and Replacement Plant Fund budget for FY 2021 – 2022 and FY 2022 – 2023 pending Board approval of the budget.

**Discussion of Recommendation for Two Firms**

At the February 8, 2022 Finance, Audit, and Human Resources Committee, the Committee inquired why two of the three responding vendors were recommended for award.

The decision to request approval to engage two firms was based on prior experience and an evaluation of projects planned for the proposed engagement term and renewal period. Both firms would be contacted to determine availability to complete the listed projects in the scheduled timeline. The firm that responded first and committed to the schedule would be awarded the project.

Administration did not believe a third firm would be necessary to meet project deadlines.

### **Discussion of Ranking of Respondents**

At the February 8, 2022 Finance, Audit, and Human Resources Committee, the Committee inquired why administration conducted a ranking of respondents, considering that they would recommend multiple awardees.

Administration published the evaluation criteria as part of the Request for Proposals. The criteria used were the Board-approved criteria for the evaluation of proposals to determine best value to the College. These criteria consider cost and other aspects of a proposal to determine best value.

At that time, there was no way to anticipate the number of respondents that would submit proposals. Regardless of the number of respondents, staff conducts evaluations of each proposal, and ranks them to determine best value to the College.

This process is followed whether administration plans to recommend a single respondent or multiple respondents.

In this particular instance, the ranking of proposals helped administration recommend the first- and second highest ranked proposals in order of best value to the College.

The Finance, Audit, and Human Resources Committee recommended Board approval to award the proposal for network cabling services for building renovation projects for the period beginning March 27, 2022 through March 26, 2023, with two one-year options to renew, to Telepro Communications (Mission, TX) as the primary vendor and BridgeNet Communications (Donna, TX) as the secondary vendor, at an estimated amount of \$280,500.00 as presented.

At the February 22, 2022 Regular Board Meeting, the trustees requested further clarification of the process by which work would be assigned to the awarded vendors. Staff proposed the practice of alerting both firms of upcoming projects, and then awarding specific projects to firms based on their response regarding availability and pricing.

The Board did not approve that process, and instead stated that available projects should first be presented to the primary vendor for first choice and at the pricing provided during the RFP process, and only in the event that the primary vendor would not be able to complete the project on time and at the agreed upon price should staff present the project to the secondary vendor.

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Mr. Danny Guzman, the Board of Trustees of South Texas College approved and authorizes awarding the proposal for network cabling services for building renovation projects for the period beginning March 27, 2022 through March 26, 2023, with two one-year options to renew, to Telepro Communications (Mission, TX) as the primary vendor and BridgeNet Communications (Donna, TX) as the

secondary vendor, at an estimated amount of \$280,500.00, with the understanding that the secondary vendor would be utilized only if the primary vendor could not complete a project. The motion carried.

**Approval of Proposed Revisions to Tuition and Fees Schedules for FY 2022 – 2023**

- a. Student Tuition and Fees
- b. Dual Credit Tuition and Fees for Students Sponsored by Partnering School Districts
- c. Regional Center for Public Safety Excellence Tuition and Fees
- d. Employee Fees
- e. Other (Non-Student/Non-Employee) Fees

Approval of proposed revisions to Tuition and Fees Schedules for FY 2022 – 2023 for students, dual credit students sponsored by partnering school districts, Regional Center for Public Safety Excellence, employees, and other (non-student/non-employee) was requested.

The recommended changes for the FY 2022 - 2023 schedules listed below were as follows:

- a. Student Tuition and Fees
  - No changes were recommended in base student tuition and fee rates.
  - Change Library Fees as follows:

	Current Rate	Change	Proposed Rate FY 2021-2022
<b>LIBRARY FEES:</b>			
Lost or Damaged Library Item Processing Fee per item	30.00	(20.00)	10.00

- Change Program Specific Fees as follows:

	Current Rate	Change	Proposed Rate FY 2021-2022
<b>PROGRAM SPECIFIC FEES:</b>			
Fire Academy Fees: (per student/per semester) includes: <ul style="list-style-type: none"> <li>• Gear Rental</li> <li>• Self Contained Breathing Apparatus</li> <li>• Testing</li> <li>• Ambulance Standby (Live Fire)</li> <li>• Uniform</li> </ul>	1,060.00	Recovery of costs and processing fees	Recovery of costs and processing fees
Police Academy Fees: (per student/per course) Includes: Ammunition (pistol, rifle, and shotgun), less lethal (taser cartridges, OC Canisters), duty gear (holster, pouches, handcuffs, etc.), uniform <ul style="list-style-type: none"> <li>• For the following courses: CJLE 1506, CJLE 1512, CJLE 1518, CJLE 1524, CJLE 1429</li> </ul>	165.00		165.00
Technology Programs Fees: <i>Insurance</i>		Recovery of costs and processing fees	Recovery of costs and processing fees
Law Enforcement and Fire Safety Programs Fees: <i>Insurance</i>		Recovery of costs and processing fees	Recovery of costs and processing fees
Culinary Arts Program Fees: <i>Insurance</i>		Recovery of costs and processing fees	Recovery of costs and processing fees

- b. Dual Credit Tuition and Fees for Students Sponsored by Partnering School Districts
- No changes were recommended for this schedule.
- c. Regional Center for Public Safety Excellence Tuition and Fees
- No changes were recommended for this schedule.

- d. Employee Fees
  - No changes were recommended for this schedule.
  
- e. Other (Non-Student/Non-Employee) Fees
  - No changes are recommended for this schedule.

Reviewers - The revised Tuition and Fees Schedules for FY 2022 - 2023 for students, dual credit students sponsored by partnering school districts, Regional Center for Public Safety Excellence, employees, and other (non-student/non-employee) were reviewed by staff and President's Cabinet.

The five (5) proposed Tuition and Fees Schedules for FY 2022 – 2023 were provided in the packet for the Board's information and review. The proposed revisions for FY 2022 - 2023 were highlighted in yellow.

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Mr. Paul R. Rodriguez, the Board of Trustees of South Texas College approved and authorized the proposed revisions to Tuition and Fees Schedules for FY 2022 – 2023 for students, dual credit students sponsored by partnering school districts, Regional Center for Public Safety Excellence, employees, and other (non-student/non-employee) as presented. The motion carried.

### **Approval of Legal Services Modification Agreement**

Approval on legal services modification agreement was requested.

Purpose – To modify the legal services agreement by changing the payment terms from an hourly rate to a fixed monthly retainer fee of \$5,000.00.

Justification – To modify payment terms of hourly rates to a fixed monthly retainer amount was requested by Legal Counsel, Javier Villalobos, in order to streamline and expedite the accounts receivable process.

Background – On June 8, 2021, the Board of Trustees awarded the contract for legal services to the Law Office of Javier Villalobos, P.C.

The compensation rates established in the current legal services agreement were as follows:

<b>Compensation Rates Established in Legal Services Agreement</b>	
Attorney Fees	\$200.00/hour
Litigation Fees	\$250.00/hour

<b>Compensation Rates Established in Legal Services Agreement</b>	
Paralegal Services: Assistant 1	\$50.00/hour
Paralegal Services: Assistance 2	\$80.00/hour
Reimbursements	Out-of-Pocket Expenses at Actual Cost

**\*\***(Fractional hours will be billed in increments of 0.25 hours)

The modification agreement replaced the above hourly rates to a monthly retainer of \$5,000.00 that was based on working 25 hours a month at an hourly rate of \$200.00. This monthly retainer would be retroactive to January 2022.

Mary Elizondo, Vice President for Finance and Administrative Services, and Mr. Villalobos, Legal Counsel, attended the Board Meeting to address questions by the Board.

The Finance, Audit, and Human Resources Committee recommended Board approval of the legal services modification agreement with the Law Office of Javier Villalobos, P.C. as presented.

At the February 22, 2022 Regular Board Meeting, Mr. Gary Gurwitz raised concerns about the practice of the College compensating an attorney based on a retainer, and stated that attorneys should be paid on the basis of work performed and billed to the College.

Mr. Villalobos stated that the proposed retainer was based upon an average of billing paid to prior legal counsel, and that he was comfortable that the same amount would adequately compensate his service as general counsel. He believed that while work performed may vary from month-to-month, it would balance out to approximately 25 hours per month as used as the basis for the proposed retainer.

The Board took no action on this item.

### **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.

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

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

- a. Approval to Contract Architectural Services for the Technology Campus Master Plan Phase I Welding Lab Expansion Building F
- b. Approval of Schematic Design of the Starr County Campus Workforce Program Projects
- c. Authorization to Proceed with Solicitation of Construction Services for the Starr County Campus Workforce Program Projects
- d. Approval of Substantial Completion of the Deferred Maintenance of District Wide Roofs at Mid Valley Campus

Upon a motion by Mr. Gary Gurwitz and a second by Dr. Alejo Salinas, Jr., the Board of Trustees of South Texas College approve and authorize items a – d of the Finance, Audit, and Human Resources Committee Consent agenda as presented. The motion carried.

### **Consent Agenda:**

#### **a. Approval to Contract Architectural Services for the Technology Campus Master Plan Phase I Welding Lab Expansion Building F**

Approval to contract architectural services for the Technology Campus Master Plan Phase I Welding Lab Expansion Building F project was requested.

#### **Purpose**

Architectural services were necessary for design and construction administration services for the Technology Campus Master Plan Phase I Welding Lab Expansion Building F 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 the Division of Business, Public Safety, and Technology. It has been reviewed by the Facilities Operations & Maintenance, Purchasing, and Facilities Planning & Construction departments, Administration, and the Coordinated Operations Council. This project was scheduled as an educational improvement to accommodate the current and future needs of the welding program.

**Background**

On September 28, 2021, the Board approved the Master Plan for the Technology Campus Buildings A and B, which includes the proposed Technology Campus Master Plan Phase I Welding Lab Expansion Building F as part of the College’s FY 2021-2022 Capital Improvement Projects. The project consisted of constructing a new facility that will provide sixty (60) additional welding stations, storage space, office space, and support space.

The proposed scope of work is summarized as follows:

- Design and construction of the Welding Lab
- Approximate square feet: 6,020 s.f.

On September 28, 2021, the Board of Trustees approved the solicitation for architectural services. Solicitation for architectural qualifications began on November 17, 2021, for the purpose of selecting an architectural firm to prepare the necessary plans and specifications for this project. A total of twenty-one (21) firms received a copy of the Request for Qualifications (RFQ) and a total of nine (9) firms submitted their responses on December 7, 2021.

<b>Timeline for Solicitation of Statements of Qualifications</b>	
November 17, 2021	Solicitation of statements of qualifications began.
December 7, 2021	Nine (9) statements of qualifications were received.

**Highest Ranked Vendor**

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

The total project budget was \$1,559,180 and itemized in the table below:

<b>Technology Campus Master Plan Phase I Welding Lab Expansion Building Total Project Budget</b>	
<b>Budget Item</b>	<b>Budget Amount</b>
Construction	\$1,204,000
Design	120,400
Miscellaneous	30,100
FFE	102,340
Technology	102,340
<b>Total Project Budget</b>	<b>\$1,559,180</b>

**Funding Source**

Funds for the Technology Campus Master Plan Phase I Welding Lab Expansion Building F Project 2022-036C 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 enclosed. The evaluation team members completed evaluations for the firms and prepared a scoring and ranking summary.

The Facilities Committee recommended Board approval to contract architectural services with EGV Architects, Inc. for the Technology Campus Master Plan Phase I Welding Lab Expansion Building F project as presented.

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

**Consent Agenda:**

**b. Approval of Schematic Design of the Starr County Campus Workforce Program Projects**

Approval of schematic designs by Able City, LLC. for the following Starr County Campus Workforce Program Projects was requested.

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

**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 was 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**

These projects are 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 were scheduled as educational space improvements.

### **Justification**

The proposed expansions and renovation would allow for additional instruction space and storage space for the Automotive program and additional instruction space for Heating, Ventilation, Air Conditioning, and Refrigeration (HVAC-R) courses.

Once schematic design was approved, Able City, LLC. would 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 would then be issued for solicitation of construction proposals. Once received, construction proposals would be evaluated and submitted to the Board of Trustees with a recommendation to award a construction contract.

### **Background**

On October 26, 2021, the Board of Trustees approved contracting architectural services with Able City, LLC. for these projects. The architect worked with College staff to develop schematic designs to meet the needs of the Workforce Program.

### **Program Scope**

#### ***Workforce Center Building D Automotive Lab Expansion***

- Design and construction of the expansion
- Approximate square feet of the proposed space: 3,375 s.f.
- Overhead doors and open bays, lift equipment, storage space, and room for future expansion

#### ***North Academic Building C HVAC-R Labs Expansion and Renovation***

- Design and construction of the expansion and renovation
- Approximate square feet of the proposed space: 668 s.f.
- Two (2) additional classrooms, for a total of four (4)
- A covered outdoor lab space for HVAC-R brazing

### **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.

Able City, LLC. estimated the construction costs for the Starr County Campus Workforce Center Building D Automotive Lab Expansion to be \$886,008. An alternate to extend the canopy to the existing restrooms at Building D is included at an estimated additional cost of \$16,940. Additional funds were available in the FY 2021-2022 Unexpended Construction Plant Fund to cover the estimated shortfall.

<b>Starr County Campus Workforce Center Building D Automotive Lab Expansion</b>	
<b>Construction Budget</b>	<b>Cost</b>
Budgeted Amount	\$820,000
Schematic Design Estimated Amount	886,008
<b>Variance</b>	<b>(\$66,008)</b>
Alternate Amount	16,940
<b>Variance with Alternate</b>	<b>(\$82,948)</b>

Able City, LLC. estimated the construction costs for the Starr County Campus North Academic Building C HVAC-R Labs Expansion and Renovation to be \$173,576. Additional funds were available in the FY 2021-2022 Unexpended Construction Plant Fund to cover the estimated shortfall.

<b>Starr County Campus North Academic Building C HVAC-R Labs Expansion and Renovation</b>	
<b>Construction Budget</b>	<b>Cost</b>
Budgeted Amount	\$90,000
Schematic Design Estimated Amount	173,576
<b>Variance</b>	<b>(\$83,576)</b>

**Reviewers**

The proposed schematic design was reviewed by Administration, the Academic Division of Business, Public Safety, & Technology, Facilities Planning & Construction, Facilities Operations & Maintenance, and the Coordinated Operations Council.

**Enclosed Documents**

Able City, LLC. developed a schematic presentation describing the proposed design. The packet included drawings of the site plan, floor plans, and a fact sheet.

**Presenters**

Able City, LLC. developed a schematic presentation describing the proposed design and attended the Facilities Committee meeting to present the schematic design of the proposed improvement project.

The Facilities Committee recommended Board approval of the proposed schematic design of the Starr County Campus Workforce Program Projects as presented.

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

**Consent Agenda:**

**c. Approval to Proceed with Solicitation of Construction Services for the Starr County Campus Workforce Program Projects**

Approval of authorization to proceed with the solicitation of construction services for the following Starr County Campus Workforce Program Projects was requested.

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

Construction services were necessary to expand and renovate the existing spaces automotive and HVAC-R instruction and training. If solicitation was approved, documents would be issued for solicitation of construction proposals. Once received, construction proposals would be evaluated and submitted to the Board of Trustees with a recommendation to award a construction contract.

**Background**

On October 26, 2021, the Board approved contracting architectural services with Able City, LLC. Able City, LLC. estimated the costs of the proposed renovations to exceed the construction budgets. The total project budgets were as follows, and include funds for construction, design, furniture, fixtures, and equipment (FFE), technology, and miscellaneous costs. Additional funds were available in the Unexpended Construction Plant Fund.

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

<b>Starr County Campus North Academic Building C HVAC-R Labs Expansion and Renovation Total Project Budget</b>	
<b>Budget Item</b>	<b>Budget Amount</b>
Construction	\$90,000
Design	9,000
Miscellaneous	15,000
FFE	10,000
Technology	25,000
Contingency 5%	4,500
<b>Total Project Budget</b>	<b>\$153,500</b>

Able City, LLC. would 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.

The Facilities Committee recommended Board approval to proceed with the solicitation of construction services for the Starr County Campus Workforce Program Projects project as presented.

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

**Consent Agenda:**  
**d. Approval of Substantial Completion of the Deferred Maintenance of District Wide Roofs at Mid Valley Campus**

Approval of substantial completion of the Deferred Maintenance of District Wide Roofs at Mid Valley Campus was requested.

	<b>Project</b>	<b>Completion Recommended</b>	<b>Date Received</b>
1.	District Wide Roofs at Mid Valley Campus Architect: BEAM Professionals Contractor: Argio Roofing & Construction, LLC	Substantial Completion Recommended	January 29, 2022

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

College staff visited the site and developed a construction punch list on January 31, 2022. A Certificate of Substantial Completion was issued. Substantial Completion was accomplished within the time allowed in the Owner/Contractor agreement for this project by Argio Roofing & Construction, LLC. The original cost approved for this project was \$756,295.

The following table summarizes the current budget status:

Deferred Maintenance of District Wide Roofs at Mid Valley Campus					
Construction Budget	Approved Proposal Amount	Net Total Change Orders	Current Project Cost	Previous Amount Paid	Remaining Balance
\$756,295.00	\$756.295.00	\$0	\$756,295.00	\$634,248.82	\$122,046.18

**Enclosed Documents**

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

The Facilities Committee recommended Board approval of substantial completion of the Deferred Maintenance of District Wide Roofs at Mid Valley Campus as presented.

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

**Review and Action as Necessary on Pecan Campus Ann Richards Administration Building A Renovation for the President’s Office**

The Board of Trustees was asked to approve the solicitation of design services for the Pecan Campus Ann Richards Administration Building A Renovation for the President’s Office project.

**Purpose**

The College President requested the renovation of a portion of Pecan Campus Building A for the relocation of the President’s office and administrative staff area.

**Scheduling Priority**

This project was requested by the College President and has been reviewed by the Facilities Operations & Maintenance, Purchasing, and Facilities Planning & Construction Departments, and Administration. This project was scheduled as a non-educational improvement to renovate areas of Building A for the College President’s Office.

**Background**

The College President, Dr. Ricardo J. Solis, identified the need to relocate the President’s office space to the first floor of Building A. The building was first built in 1984, and would benefit from an updated professional space to conduct College business, receive visitors, and allow for additional space for support staff. The proposed space was an ideal location for the President’s Office due to its proximity to the building entrance and parking on the north side of Building A. The renovation consisted of demolishing the existing spaces, formerly occupied by the Distance Learning department, and renovating them to accommodate the following spaces:

- President’s office
- Four (4) staff offices
- Conference room
- Lobby
- Workroom
- Private restroom

The proposed scope of work is summarized as follows:

- Interior design and construction of the renovation
- Approximate square feet: 3,100 sf.

This item was presented at the Facilities Committee on February 8, 2022, and proposed that the College’s Facilities Operations and Maintenance (FOM) Department would perform the construction work. This was no longer proposed due to the guidance mentioned below per Texas State Statues and the associated liabilities with construction of this size, which would be solely placed on the College if FOM performed the work.

A secondary review of documents issued by Texas Board of Architectural Examiners (TBAE) and the Texas Association of School Boards (TASB), guidance which references 22 Tex. Admin. Code §1.212, confirmed that all renovation projects in public buildings with over \$50,000 in construction work require the engagement of an architect. Additionally, an engineer is required if there is over \$8,000 in mechanical, electrical, and plumbing (MEP) work per Engineering Practice Act Tex. Occ. Code § 1001.407.

The total project estimated cost, including professional design services and construction services, is \$660,000 and was itemized in the table below:

<b>Pecan Campus Ann Richards Administration Building A Renovation for the President’s Office Total Estimated Project Budget</b>	
<b>Budget Item</b>	<b>Estimated Costs</b>
Construction	\$465,000
Design	46,500
Miscellaneous	2,500
FFE	110,000
Technology	36,000
<b>Total Estimated Project Budget</b>	<b>\$660,000</b>

**Projected Timeline**

The project, including design and construction, would take approximately eight (8) months.



### **Funding Source**

Funds for the Pecan Campus Ann Richards Administration Building A Renovation for the President's Office were available in the Unexpended Construction Plant Fund for use in Fiscal Year 2021 - 2022.

A budget amendment to fund this project in the Unexpended Construction Plant Fund would be presented in the March Finance Committee for Board consideration.

### **Enclosed Documents**

Staff from the Division of Business, Public Safety and Technology and the Facilities Planning & Construction Department prepared interior renderings and a preliminary layout of the project for the Committee's review and information.

Mr. Gary Gurwitz moved that the Board of Trustees of South Texas College approved and authorizes solicitation of design services for the Pecan Campus Ann Richards Administration Building A Renovation for the President's Office as presented. Dr. Alejo Salinas, Jr. seconded the motion.

Mr. Danny Guzman raised a question whether the posted agenda gave adequate notice for the Board to take the proposed action.

Mr. Javier Villalobos opined that the posted agenda did not provide sufficient or reasonable notice to the public that the Board intended to solicit an architect.

Chair Benavidez suggested that this item could be corrected and placed on the agenda for an upcoming Special Board Meeting.

Mr. Gurwitz disagreed with legal counsel regarding the issue of adequacy of notice, and did not wish to withdraw his motion.

Dr. Alejo Salinas, Jr. withdrew his second of the motion before the Board, and no other trustee seconded the motion.

The motion failed for lack of a motion.

## **Review and Update on Pecan Campus Ann Richards Administration Building A Renovation for the Vice President for Institutional Advancement and Economic Development's Office**

An update on the Pecan Campus Ann Richards Administration Building A Renovation for the Vice President for Institutional Advancement and Economic Development's (VP-IAED) Office project would be provided.

**Purpose**

The College President requested the renovation of a portion of Pecan Campus Building A for the VP-IAED’s office and staff area.

**Scheduling Priority**

This project was requested by the College President. It was reviewed by the Facilities Operations & Maintenance, Purchasing, and Facilities Planning & Construction departments, and Administration. This project was scheduled as a non-educational improvement to renovate areas of Building A for the VP-IAED’s office and staff area.

**Background**

The College President, Dr. Ricardo J. Solis, identified the need for the new VP-IAED to have a dedicated office space and support staff area to conduct College business on the first floor of Building A. The renovation consisted of demolition of existing spaces, currently occupied by the Dual Credit department, and their renovations to accommodate the following spaces:

- Vice President office
- One (1) staff office
- Conference room space
- Reception area

The proposed scope of work was summarized as follows:

- Interior design and construction of the renovation
- Approximate square feet: 760 sf.
- Work to be performed in house by the Facilities Operations & Maintenance and Facilities Planning & Construction staff.
- The project does not require architectural services

The total project estimated cost was \$85,000 and itemized in the table below:

<b>Pecan Campus Ann Richards Administration Building A Renovation for the VP-IAED’s Office Total Estimated Project Budget</b>	
<b>Budget Item</b>	<b>Estimated Costs</b>
Construction	\$20,000
FFE	40,000
Technology	25,000
<b>Total Project Budget</b>	<b>\$85,000</b>

**Funding Source**

Funds for the Pecan Campus Ann Richards Administration Building A Renovation for the VP-IAED’s Office Project were available in the Unrestricted Plant Fund for use in Fiscal Year 2021 - 2022.

### **Enclosed Documents**

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

No formal action was necessary. This item was provided for the Board's review and feedback to administration.

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

The Facilities Planning and Construction staff prepared a 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 were available to respond to questions and address concerns of the committee.

### **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 January 2022. 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 **January 2022**, and was available to respond to questions posed by the Board.

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

Upon a motion by Mr. Paul R. Rodriguez and a second by Dr. Alejo Salinas, Jr., the Board of Trustees of South Texas College 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 January 2022. The motion carried.

## Announcements

### A. Next Meetings:

- Tuesday, March 8, 2022
  - 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, March 29, 2022
  - 5:30 p.m. – Regular Board Meeting

### B. Other Announcements:

- The South Texas College / NACEP Dual Credit Summit will be held from Sunday, February 27 – Tuesday, March 1, 2022 at the South Padre Island Convention Center.
- The College will be closed on Monday, March 14, 2021 through Sunday, March 20, 2022 in observance of Spring Break.

## Adjournment

There being no further business to discuss, the Regular Meeting of the South Texas College Board of Trustees adjourned at 7:54 p.m.

I certify the foregoing are the true and correct minutes of the Tuesday, February 22, 2022 Regular Board Meeting of the South Texas College Board of Trustees.

X \_\_\_\_\_

Mrs. Victoria Cantú

Board Secretary

**SOUTH TEXAS COLLEGE  
BOARD OF TRUSTEES SPECIAL MEETING  
Tuesday, March 8, 2022 @ 5:15 p.m.  
Ann Richards Administration Building Board Room  
Pecan Campus, McAllen, Texas 78501**

**Minutes**

**Call Meeting to Order:**

The Special Board Meeting of the South Texas College Board of Trustees was held on Tuesday, March 8, 2022 in the Ann Richards Administration Building Board Room at the Pecan Campus in McAllen, Texas. The meeting commenced at 5:15 p.m. with Ms. Rose Benavidez presiding.

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

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

Members absent: None

Also present: Dr. Ricardo J. Solis, Mr. Javier Villalobos, Dr. David Plummer, Mrs. Mary Elizondo, Mr. Matthew Hebbard, Dr. Rodney Rodriguez, Mrs. Rebecca Cavazos, Mr. Rick De La Garza, Mr. George McCaleb, Ms. Katarina Bugariu, Mr. Khalil Abdullah, Mr. Ken Lyons, Ms. Lynda Lopez, Mrs. Gardenia Perez, and Mr. Andrew T. Fish.

**Determination of a Quorum**

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

**Deliberation and Authorization of Self-Assessment of the Board of Trustees**

The Board was asked to conduct a self-assessment of the Board of Trustees.

These assessments are a valuable process to provide the Board of Trustees with a periodic review of their stewardship of the College. Additionally, the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) *Principles of Accreditation* calls for regular Board self-evaluation (Principle 4.2.g).

The previous self-assessment of the Board of Trustees was conducted in 2020. The process was postponed during the COVID-19 pandemic, and then during the search for a new College President through Spring and Summer 2021.

The evaluation form for the self-assessment of the Board of Trustees was provided under separate cover for the Board's information and review.

Ms. Rose Benavidez, Board Chair, asked that the Trustees individually complete the evaluation form and submit it for her review by Friday, March 18, 2022 so that they would be ready for review by the Regular Board Meeting on Tuesday, March 29, 2022.

The Board would be asked to review the assessment at a subsequent Board meeting and to recommend any action as necessary based upon the results.

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Mrs. Victoria Cantú, the Board of Trustees of South Texas College approved and authorized the self-assessment of the Board of Trustees as outlined. The motion carried.

### **Deliberation and Authorization of Assessment of the College President**

The Board was asked to conduct an assessment of the College President.

These assessments are a valuable process to help the Board in their stewardship of the College and to provide the College President with feedback as necessary. Additionally, the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) *Principles of Accreditation* calls for regular Board evaluation of the College President (Principle 4.2.c).

The previous assessment of the College President was conducted in 2020. The process was postponed during the COVID-19 pandemic, and then during the Presidential Search process through Spring and Summer 2021.

The evaluation form for the assessment of the College President was provided under separate cover for the Board's information and review.

Ms. Rose Benavidez, Board Chair, asked that the Trustees individually complete the evaluation form and submit it for her review by Friday, March 18, 2022 so that they would be ready for review by the Regular Board Meeting on Tuesday, March 29, 2022.

The Board would be asked to review the assessment at a subsequent Board meeting and to recommend any action as necessary based upon the results.

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Mr. Gary Gurwitz, the Board of Trustees of South Texas College approves and authorizes the assessment of the College President as outlined. The motion carried.

### **Deliberation and Authorization of Assessment of the Internal Auditor**

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

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

The implementation of the evaluation process was postponed during the COVID-19 pandemic, and was now ready to commence with this first evaluation of the Internal Auditor.

The evaluation form for the assessment of the Internal Auditor was provided under separate cover for the Board's information and review.

Ms. Rose Benavidez, Board Chair, asked that the Trustees individually complete the evaluation form and submit it for her review by Friday, March 18, 2022 so that they would be ready for review by the Regular Board Meeting on Tuesday, March 29, 2022.

The Board would be asked to review the assessment at a subsequent Board meeting and to provide feedback to the Internal Auditor upon completion of that review.

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Mr. Paul R. Rodriguez, the Board of Trustees of South Texas College approves and authorizes the assessment of the Internal Auditor by the Board of Trustees, as presented and using the Board-approved evaluation instrument. The motion carried.

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

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

**1. U.S. Department of Agriculture, National Institute of Food and Agriculture, Research and Extension Experiential Learning for Undergraduate program, Subaward from The University of Texas Rio Grande Valley in the amount of \$230,435**

This subaward would promote seminars and research assistant internship opportunities to Associate in Science (AS) Engineering and Environmental Science related majors interested in careers in food, agriculture, and natural resources. The proposed Pathways to NRCS and Academic Careers to Civil Engineering and Agriculture Students (PANACEAS) project would train students to diagnose issues, design, implement, and maintain water and soil conservation practices, so that the sustainability of agriculture adapting to global changes can be ensured. The funding period for this grant as from January 15, 2022 to January 14, 2027.

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

**Summary of Grant Award Funding**

The presented grant would provide up to \$230,435 in funding for the college to provide services and opportunities throughout the region.

Upon a motion by Mrs. Victoria Cantú and a second by Mr. Danny Guzman, the Board of Trustees of South Texas College approves and authorizes accepting the following grant award, including the use of related funds and execution of related agreements as necessary for the grant, contingent upon official award as appropriate:

**1. U.S. Department of Agriculture, National Institute of Food and Agriculture, Research and Extension Experiential Learning for Undergraduate program, Subaward from The University of Texas Rio Grande Valley in the amount of \$230,435**

The motion carried.



## Review and Approval of Proposed Revisions to Tuition and Fees Schedules for FY 2022 – 2023

- a. Student Tuition and Fees
- b. Regional Center for Public Safety Excellence Tuition and Fees
- c. Employee Fees
- d. Other (Non-Student/Non-Employee) Fees

Approval of proposed revisions to Tuition and Fees Schedules for FY 2022 – 2023 for students, Regional Center for Public Safety Excellence, employees, and other (non-student/non-employee) was requested.

The recommended changes for the FY 2022 - 2023 schedules listed below were as follows:

- a. Student Tuition and Fees
  - Establish a flat-rate tuition for out-of-state students that will cover tuition and applicable fees. Administration has reviewed other institutions offering programming for out-of-state students, and has determined that the following flat-rate tuition schedule would be highly competitive, and would sufficiently correspond with the College’s existing tuition and fee schedules for traditional students:  
 ⇒ Out of State Tuition:      \$250 per credit hour

A flat-rate tuition would provide transparency for students. Qualified students would be charged the flat rate per credit hour, which would be sufficient to cover tuition and applicable fees, while offering the student a clear expectation of their educational costs. This would provide an opportunity to be more competitive and attract out-of-state students to the outstanding certificate and degree programs offered at the college.

The changes to tuition are as follows:

	Current Rate	Change	Proposed Rate FY 2022-2023
<b>NON-RESIDENT TUITION-OUT OF STATE/ INTERNATIONAL PER CREDIT HOUR:</b>			
Out-of-state/International per credit hour	200.00	(200.00)	-0-
<b>OUT-OF-STATE/INTERNATIONAL FLAT TUITION RATE PER CREDIT HOUR:</b>			
Out-of-state/International Flat Tuition per credit hour*		250.00 flat rate	250.00 flat rate
*All fees will be assessed, except mandatory and course fees.			

	Current Rate	Change	Proposed Rate FY 2022-2023
<b>ACTIVE DUTY MILITARY, SPOUSES, AND DEPENDENTS FLAT TUITION PER CREDIT HOUR:</b>			
In-district per credit hour*	127.00		127.00
Out-of-District per credit hour*	137.00		137.00
Out-of-State per credit hour*	250.00		250.00
*All fees will be assessed, except mandatory and course fees.			

b. Regional Center for Public Safety Excellence Tuition and Fees

- The schedule encompasses Continuing Education courses related to Public Safety. After consultation with local, state and federal public safety agencies, a thorough review of the schedule was undertaken. Different options to reduce the costs to our public safety partner agencies were developed as follows:

⇒ Option One would be for the College to provide an instructor to support the training.

⇒ Option Two would be for the agency to send their members to get trained on the simulators and then be the primary trainer for their members.

The selection of Option One or Two, along with the number of students to be trained, would determine the amount for recovery of costs. This would provide flexibility to our public safety partners in selecting the best option to meet their training requirements and training budgets.

- Changes to the fees are as follows:

	Current Rate	Change	Proposed Rate FY 2022-2023
<b>FEES:</b>			
Firearms Scenario-Based Simulator Training (per student for 30 minutes)	23.00	Variable, based on recovery of costs	Variable, based on recovery of costs
Target Range Qualifier Simulator Training (per student for 30 minutes)	18.00	Variable, based on recovery of costs	Variable, based on recovery of costs

	Current Rate	Change	Proposed Rate FY 2022-2023
Driving Simulator Training (per student for 30 minutes)	38.00	Variable, based on recovery of costs	Variable, based on recovery of costs
Emergency Vehicle Operations Course (EVOC) (per agency)	100.00 per day or 18.00 per hour	Variable, based on recovery of costs	Variable, based on recovery of costs
Skills Pad ( per agency per hour)	25.00	Variable, based on recovery of costs	Variable, based on recovery of costs

c. Employee Fees

- Change Library Fees as follows:

	Current Rate	Change	Proposed Rate FY 2022-2023
<b>LIBRARY FEES:</b>			
Lost or Damaged Library Item Processing Fee per item	30.00	(20.00)	10.00

d. Other (Non-Student/Non-Employee) Fees

- Change Library Fees as follows:

	Current Rate	Change	Proposed Rate FY 2022-2023
<b>LIBRARY FEES:</b>			
Lost or Damaged Library Item Processing Fee per item	30.00	(20.00)	10.00

Reviewers - The revised Tuition and Fees Schedules for FY 2022 - 2023 for students, Regional Center for Public Safety Excellence, employees, and other (non-student/non-employee) were reviewed by staff and President's Cabinet.

The four (4) proposed Tuition and Fees Schedules for FY 2022 – 2023 were provided in the packet for the Board’s information and review. The proposed revisions for FY 2022 - 2023 were highlighted in yellow.

All the Tuition and Fees Schedules for FY 2022 – 2023 were approved at the February 22, 2022 Board of Trustees Meeting. These were additional changes being proposed by Administration for approval.

Upon a motion by Mr. Paul R. Rodriguez and a second by Mr. Gary Gurwitz, the Board of Trustees of South Texas College approved and authorized the proposed revisions to Tuition and Fees Schedules for FY 2022 – 2023 for students, Regional Center for Public Safety Excellence, employees, and other (non-student/non-employee) as presented. The motion carried.

### **Review and Approval to Proceed with Solicitation of Architectural Services for the Pecan Campus Ann Richards Administration Building A Renovation for the President’s Office**

The Board of Trustees was asked to approve the solicitation of design services for the Pecan Campus Ann Richards Administration Building A Renovation for the President’s Office project.

#### **Purpose**

The College President requested the renovation of a portion of Pecan Campus Building A for the relocation of the President’s office and administrative staff area.

#### **Scheduling Priority**

This project was requested by the College President and has been reviewed by the Facilities Operations & Maintenance, Purchasing, and Facilities Planning & Construction Departments, and Administration. This project was scheduled as a non-educational improvement to renovate areas of Building A for the College President’s Office.

#### **Background**

The College President, Dr. Ricardo J. Solis, identified the need to relocate the President’s office space to the first floor of Building A. The building was first built in 1984, and would benefit from an updated professional space to conduct College business, receive visitors, and allow for additional space for support staff. The proposed space was an ideal location for the President’s Office due to its proximity to the building entrance and parking on the north side of Building A. The renovation consisted of demolishing the existing spaces, formerly occupied by the Distance Learning department, and renovating them to accommodate the following spaces:

- President’s office
- Four (4) staff offices
- Conference room
- Lobby
- Workroom
- Private restroom

The proposed scope of work is summarized as follows:

- Interior design and construction of the renovation
- Approximate square feet: 3,100 sf.

This item was presented at the Facilities Committee on February 8, 2022, and proposed that the College’s Facilities Operations and Maintenance (FOM) Department would perform the construction work. This was no longer proposed due to the guidance mentioned below per Texas State Statutes and the associated liabilities with construction of this size, which would be solely placed on the College if FOM performed the work.

A secondary review of documents issued by Texas Board of Architectural Examiners (TBAE) and the Texas Association of School Boards (TASB), guidance which references 22 Tex. Admin. Code §1.212, confirmed that all renovation projects in public buildings with over \$50,000 in construction work require the engagement of an architect. Additionally, an engineer is required if there is over \$8,000 in mechanical, electrical, and plumbing (MEP) work per Engineering Practice Act Tex. Occ. Code § 1001.407.

The total project estimated cost, including professional design services and construction services, is \$660,000 and is itemized in the table below:

<b>Pecan Campus Ann Richards Administration Building A Renovation for the President’s Office Total Estimated Project Budget</b>	
<b>Budget Item</b>	<b>Estimated Costs</b>
Construction	\$465,000
Design	46,500
Miscellaneous	2,500
FFE	110,000
Technology	36,000
<b>Total Estimated Project Budget</b>	<b>\$660,000</b>

**Projected Timeline**

The project, including design and construction, would take approximately eight (8) months.

**Funding Source**

Funds for the Pecan Campus Ann Richards Administration Building A Renovation for the President’s Office were available in the Unexpended Construction Plant Fund for use in Fiscal Year 2021 - 2022.

A budget amendment to fund this project in the Unexpended Construction Plant Fund would be presented in the March Finance Committee for Board consideration.

Upon a motion by Mr. Gary Gurwitz and a second by Dr. Alejo Salinas, Jr., the Board of Trustees of South Texas College approved and authorized solicitation of design services for the Pecan Campus Ann Richards Administration Building A Renovation for the President’s Office as presented, subject to the Board approval of the budget amendment in the Unexpended Construction Plant Fund. The motion carried.

## Discussion and Action as Necessary on Proposed Budget Amendment for FY 2021 – 2022

Approval of a proposed budget amendment for FY 2021 – 2022 was requested.

As a result of the proposed Distance Learning Department renovation for the new President’s Office Project in the Unexpended Plant Fund, a budget amendment was requested. The total budgeted revenues and expenditures for the Unexpended Plant Fund - Construction for fiscal year 2021 – 2022 would increase as follows:

### Fiscal Year 2021 - 2022 Budgeted Revenues and Expenditures

Fund	Exh.	Amended Budget	Proposed Amendment	Amended Budget
Unexpended Plant Fund - Construction	A	\$12,639,709	\$660,000	\$13,299,709

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

The budget amendment was proposed as follows:

#### 1. Budget Amendment – Use of Previously Earmarked Funds in the Unexpended Plant Fund – Construction

A budget amendment was proposed to use \$660,000 from the \$4,600,000 previously earmarked by the Board of Trustees from the Bond 2021 for a Satellite Campus and budgeted in the Unexpended Plant Fund – Construction for the purpose of funding the capital improvement project, as follows:

### Fiscal Year 2021 – 2022 Summary of Unexpended Plant Fund – Construction Revenue Adjustments

Revenues	Amended Budget	Proposed Amendment	Amended Budget
Fund Balance Deduction	\$8,259,149	\$660,000	\$8,919,149
<b>Total Fund Balance Deduction</b>	<b>\$8,259,149</b>	<b>\$660,000</b>	<b>\$8,919,149</b>

### Fiscal Year 2021 – 2022 Summary of Unexpended Plant Fund – Construction Expenditure Adjustments

Expenditures	Amended Budget	Proposed Amendment	Amended Budget
Projected Draws for Approved Projects	\$12,639,709	\$140,000	\$12,779,709
Fund Balance Addition	-	520,000	520,000
<b>Total Expenditures and Fund Balance Addition</b>	<b>\$12,639,709</b>	<b>\$660,000</b>	<b>\$13,299,709</b>

The Projected Draws for Approved Projects budget was proposed to increase by \$140,000. The increase in the Projected Draws for Approved Projects budget was the projected total cost of the Distance Learning Department renovation for the new President's Office Project in FY 2021 – 2022. The amount of \$140,000 would be reduced from the funds previously earmarked by the Board of Trustees for a Satellite Campus.

The Fund Balance Addition budget was proposed to increase by \$520,000. The increase in the Fund Balance Addition budget was the total cost of the Distance Learning Department renovation for the new President's Office Project in FY 2022 – 2023. The amount of \$520,000 would be reduced from the funds previously earmarked by the Board of Trustees for a Satellite Campus.

The detail of the transfer to the Unexpended Plant Fund – Construction was provided in the packet for the Board's information and review.

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

Mrs. Mary Elizondo, Vice President for Finance and Administrative Services, was available to present the Proposed Budget Amendment for FY 2021 – 2022 and/or respond to questions.

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Mrs. Victoria Cantú, the Board of Trustees of South Texas College approved and authorized the proposed budget amendment for FY 2021 – 2022 as presented. The motion carried.

### **Adjournment**

There being no further business to discuss, the Special Meeting of the South Texas College Board of Trustees adjourned at 5:36 p.m.

I certify the foregoing are the true and correct minutes of the Tuesday, March 8, 2022 Special Board Meeting of the South Texas College Board of Trustees.

X \_\_\_\_\_

Mrs. Victoria Cantú

Board Secretary

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

### **a. Update on South Texas College Presentations at the Community College Baccalaureate Association (CCBA) Conference**

Dr. Anahid Petrosian, Interim Vice President for Academic Affairs, provided an update on South Texas College's presentations at the recent Community College Baccalaureate Association (CCBA) Conference in Tucson, Arizona, from February 16 – 18, 2022.

The CCBA advocates for equitable access to baccalaureate degrees, and supports community colleges in developing and implementing best practices related to baccalaureate programs.

As *the* leader among Texas community colleges, and recognized as a national model for community colleges offering bachelors degrees, South Texas College was invited to present at the CCBA national conference and to lead round table discussions that highlighted South Texas College's expertise. STC-led sessions included:

- Competency-Based Education and the Role Faculty Play
- Financing and Budgeting for New Baccalaureate Degrees
- A-to-Z of What You Need to Know about Competency-Based Educational Professional Development for Faculty
- The Pursuit of Bachelor of Science in Nursing Degree in a Community College Setting
- Strategies for Effective Competency-Based Education (CBE) Course Delivery: From the Faculty Perspective

Dr. Petrosian briefly presented on the College's participation at this conference and recognized expert faculty and administration who participated.

### **b. Presentation on South Texas College Distance Learning**

Dr. Anahid Petrosian, Interim Vice President for Academic Affairs, introduced Dr. Rachel Sale, Dean of Distance Learning. Dr. Sale provided a presentation on the Distance Learning Department, which is the team behind South Texas College Online Campus and online instruction.

Dr. Sale provided background on the department, including a listing of major achievements and partnerships. Major achievements included national recognition of the incredible value offered by South Texas College's online offerings. Partnerships included opportunities to expand the College's market



while offering high quality and affordable programs to federal military, law enforcement and Texas state agencies.

The report on online enrollment, program offerings, and faculty development provided a comprehensive overview of how the Distance Learning team has supported growing South Texas College's resources to offer high-value and convenient program access to fully-online students.

Dr. Sale outlined her team's support of faculty and students to help ensure successful delivery of online course content. Through faculty and student development and twenty-four-hour support of all stakeholders, the Distance Learning team helped increase engagement and overcome technological challenges associated with online learning.

South Texas College's investment in its online programs enabled the Distance Learning team to meet the extraordinary demands of the COVID-19 pandemic and the immediate transition of all in-person courses at South Texas College to fully online or hybrid offerings as required by emerging health and safety recommendations.

- In direct response to the pandemic, all newly hired faculty members are required to complete the College's Instructional Continuity training by the end of their first semester at the College
- Instructional Continuity training will be continuously updated to keep current with technology changes

Dr. Sale reviewed the current Distance Learning Certifications, and other training related to distance learning, such as *Quality Matters* training to ensure quality course design as well as Competency-Based Education (CBE) course development.

Finally, Dr. Sale discussed special Distance Learning events, including the College's annual Distance Learning Symposium, and participation in the annual National Distance Learning Week.

**c. Update on the South Texas College Library Services Technology Loan Programs**

Dr. Jesús Campos, Dean of Library & Learning Support Services, and Ms. Lisa Walters, Associate Dean of Library Services, presented on the Technology Loan Programs. These grant funded programs provided mobile internet hotspots, smartphones, and laptops to STC students with financial need.

Dr. Campos and Ms. Walters provided background on the need for these programs, as well as the grant opportunities that provided over \$400,000 to support the cost of technology and service subscriptions.

They then discussed the process by which eligible students were identified and how technology was allocated to those in need at each of the College's campuses.

Finally, they reviewed the tremendous positive impact this technology had on participating students. Data over Spring, Summer, and Fall 2021 showed that students who received this technology attained higher GPA and course pass rates than their peer students who did not participate.

No action is requested. This information is presented to the Board of Trustees for discussion and feedback.

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

### **a. Review and Discussion of FY 2022 – 2023 Budget Development**

Mary Elizondo, Vice President for Finance and Administrative Services, presented on the FY 2022 – 2023 Budget Development.

Purpose – As part of the budget planning process, the College was evaluating the revenue and expenditure budget considerations influencing the preparation of the FY 2022 – 2023 budget.

Justification – The budget planning process is an integral part of strategic planning that is preceded by sound planning and effectively aligns the budget with the College's programs and activities. The revenue and expenditure budget development considerations affect the projected available resources, determine the planned expenditures, and have a direct impact on the budget allocations for the FY 2022 – 2023 budget.

Background – The College's annual budget cycle includes the budget planning process that consists of projecting revenues and expenditures based on historical trend and assumptions for the upcoming fiscal year. The revenue and expenditure budget development considerations are used as the basis for the upcoming fiscal year assumptions and are a fundamental component of developing a proposed balanced budget. The proposed balanced budget is reviewed by staff, the President's Cabinet, and the Finance, Audit, and Human Resources Committee before it is presented for approval by the Board of Trustees at the annual Budget Hearing.

Mrs. Mary Elizondo, Vice President for Finance and Administrative Services, presented the FY 2022 – 2023 Budget Development at the March 8, 2022 Finance, Audit, and Human Resources Committee meeting and was available to address questions by the committee.

No action is required from the Board of Trustees. This item is presented for information and feedback to staff.

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

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

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

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

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

- a. Approval of Proposal, Rejection of Proposal, Purchases, Renewal, and Interlocal Agreement totaling \$1,077,734.14
- b. Approval of Disposal/Recycle of Technology and Electronic Items with an Original Value of \$5,000 and Over
- c. Approval of the Operation of the College Bookstore Second Contract Modification
- d. Approval of Revised Appraisal District Allocated Cost Payments for the 2022 Assessment Fees for Hidalgo County
- e. Approval of Use of the Department of Education Higher Education Emergency Relief Fund (HEERF) and Unrestricted Fund for a Retention Incentive Payment to Regular and Full-Time Temporary and Part-Time Employees Working Fully Remote and Other Eligible Employees
- f. Approval of Proposed Budget Amendment for FY 2021 -2022
- g. Approval of Amend TASB Risk Management Fund Interlocal Participation Agreement (IPA)

**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 approve and authorize items a – g of the Finance, Audit, and Human Resources Committee Consent agenda as presented.

**Approval Recommended:**

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

## **Consent Agenda:**

### **a. Approval of Proposal, Rejection of Proposal, Purchases, Renewal, and Interlocal Agreement totaling \$1,077,734.14**

Approval of the following award of proposal, rejection of proposal, purchases, renewal, and interlocal agreement is requested.

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

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

##### **1) Risk Management Consultant Services (Award)**

Award the proposal for risk management consultant services to **Valley Risk Consulting, Inc.** (McAllen, TX) (New), for the period beginning May 1, 2022 through April 30, 2023 with four one-year options to renew, at a total annual amount of \$55,800.00 with authorization for the Purchasing Department to negotiate the final contract amount.

Purpose – The Vice President for Finance and Administrative Services and Office of Accountability, Risk, and Compliance has requested risk management consultant services for the annual review and recommendations concerning the College's insurances.

Justification and Benefit – The consultant will assist the College in evaluating current insurance coverage to determine if it is adequate and make recommendations regarding any changes needed, soliciting and evaluating bids for insurance coverages, providing evaluations, and making recommendations to College administration regarding any potential loss situations, and providing safety training to College staff on an as-needed basis. In addition, the insurance services consultant assists College staff in the processing of claims and responding to questions arising from claims.

Background – Proposal documents were advertised on February 9, 2022 and February 16, 2022 and issued to eighteen (18) vendors. One (1) response was received on February 25, 2022 and reviewed by the Office of Accountability, Risk and Compliance, and Purchasing Department.

Funds for this expenditure are budgeted in the Insurance budget for FY2021- 2022.

#### **B. Rejection of Proposal**

##### **2) Purchase of Heavy-Duty Trucks - II (Reject)**

Reject the two (2) proposals received for the purchase of heavy-duty trucks – II since the proposed trucks did not meet the required specifications and available budget.

## **C. Purchases and Renewals (C-a. Instructional Items)**

### **3) 3D Metal Printer (Purchase)**

Purchase a 3D metal printer from **MLC CAD Systems, LLC.** (San Antonio, TX) (New), a sole source vendor, at a total amount of \$154,800.00.

Purpose – The Advanced Manufacturing Technology (AMT) program is requesting to purchase a 3D metal printer for student instruction at the Technology Campus.

Justification and Benefit – The purchase of the printer is necessary to provide students the ability of printing on metallic materials. This printer has the ability to produce parts that are incapable of being machined using traditional methods. It will allow for students to become more employable by the industry due to the hands-on training and experience. Some of the local companies like General Electric Aviation and SpaceX are increasing their focus and resources on metal 3D printing.

Additionally, Advanced Manufacturing Technology program has incorporated this industry certification in their course curriculum. The equipment would allow students to receive hands on training and meet skills needed as a Machinists.

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

### **4) Fire Science Training Simulator (Purchase)**

Purchase a fire science training simulator from **W. S. Darley & Co. / Darley Fire Equipment Division** (Itasca, IL), a sole source vendor, at a total amount of \$59,000.00.

Purpose – The Division of Business, Public Safety, and Technology is requesting to purchase a second fire science training simulator for student instruction in the Fire Science and Law Enforcement programs at the Regional Center for Public Safety Excellence Virtual Reality Lab.

Justification and Benefit – The simulator vest generates heat and instructors are able to properly demonstrate to students real life scenarios that law enforcement and fire professionals face in their industry and throughout the community. Additionally, this simulator will be used to demonstrate some technology available and make a great attraction for potential students visiting the Regional Center for Public Safety Excellence.

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

### **5) Instructional Equipment, Software, and Materials (Purchase)**

Purchase instructional equipment, software, and materials from **Technical Laboratory Systems, Inc.** (Houston, TX), through The Interlocal Purchasing System (TIPS) purchasing cooperative approved vendor, at a total amount of \$90,111.00.

Purpose – Continuing Professional and Workforce Education and the Office of Industry Training and Economic Development are requesting to purchase instructional equipment, software, and materials to develop and convert six (6) non-credit digital skills training programs to an online format.

Justification and Benefit – The non-credit training programs lead to industry-recognized certifications, the trainings will convert to semester credit hours, and will align with on-

demand occupations. The programs will include Web Development, Mobile App Development, FANUC Robot Operator, Electro-Mechanical Devices, Digital Fundamentals, and Programmable Logic Controller occupations.

Funds for this expenditure are budgeted in the Accelerating Credentials of Purpose and Value grant for FY 2021 – 2022.

### **C. Purchases and Renewals (C-b. Non-Instructional Item)**

#### **6) Consultant Services Contract (Purchase)**

Purchase additional services in the amount of \$2,500.00 on an existing consultant services contract with **Pathfinders Public Affairs, Inc.** (Edinburg, TX), a sole source vendor, for the period beginning September 1, 2021 through March 30, 2022, for a total revised amount of \$52,500.00.

Purpose – The President’s Office requested additional services to the existing contract, which provides governmental and public affairs representation for South Texas College.

Justification and Benefit – The services will include an additional month of continued coordination with College leadership regarding ongoing and developing priorities, resulting in strategic representation of South Texas College’s priorities and needs to local legislative delegation and monitoring of legislative issues that impact the College.

Funds for this expenditure are budgeted in the President’s Non-Public budget for FY 2021 – 2022.

### **C. Purchases and Renewals (C-c. Technology Items)**

#### **7) Computers, Laptops, and Tablets (Purchase)**

Purchase of computers, laptops, and tablets from the State of Texas Department of Information Resources (DIR) approved vendor **Dell Marketing, LP.** (Dallas, TX) and **Apple, Inc.** (Dallas, TX), at a total amount of \$613,185.44.

All purchase requests for computers, laptops, and tablets have been evaluated by the Information Technology and the Chief Information Officer. Information Technology does not have refurbished systems available for new hires. Instructional and/or business need must be clearly identified/justified for any equipment that is outside standard configuration or does not replace existing office systems. (Ex. mobile devices)

An itemized list with justification is included for your review and information.

Information Technology used the following criteria when recommending the purchase of technology:

- Systems being requested meet the South Texas College standard configuration
- The new systems will replace an older model (5+ years and out of warranty)



- Software requirements exceed the system capacity

The purchases can be summarized as follows:

- Student Computers
  - ⇒ 50 Computers for Information Technology Program
- Student Laptops
  - ⇒ 8 Laptops for Educational Technology Maintenance and Replacement
- Staff Computers
  - ⇒ 3 Computers for Technology Support
  - ⇒ 3 Computers for Centers for Learning Excellence
  - ⇒ 6 Computers for Public Relations and Marketing
  - ⇒ 1 Computer for Medical Health Service Management Program
  - ⇒ 332 Computers for Technology Support
- Staff Laptops
  - ⇒ 6 Laptops for Centers of Learning Excellence
  - ⇒ 1 Laptop for Kinesiology Program
  - ⇒ 4 Laptops for Public Relations and Marketing
  - ⇒ 18 Laptops for Educational Technology Maintenance and Replacement
  - ⇒ 1 Laptop for Patient Care Assistant Program
  - ⇒ 1 Laptop for Criminal Justice Program
- Staff Tablets
  - ⇒ 10 Tablets for Graduation Program
  - ⇒ 1 Tablet for Public Relations and Marketing
- Faculty Computers
  - ⇒ 268 Computers for Technology Support & Systems and Networking
- Faculty Laptops
  - ⇒ 1 Laptop for Health Administrative Services Program
  - ⇒ 1 Laptop for Criminal Justice Program
  - ⇒ 1 Laptop for Kinesiology Program
  - ⇒ 18 Laptops for Educational Technology Maintenance & Replacement

Funds for these expenditures are budgeted in the requesting department budgets for FY 2021 - 2022 as follows: Information Technology Program, Educational Technology Maintenance & Replacement, Technology Support, Centers for Learning Excellence, Public Relations/Marketing Department, Medical Health Service Management, Kinesiology Program, Patient Care Assistant Program, Criminal Justice Program, Graduation Program, Health Administrative Services, and Systems and Networking.

**8) Network Equipment (Purchase)**

Purchase network equipment from **Netsync Network Solutions, Inc.** (Houston, TX), a State of Texas Department of Information Resources (DIR) approved vendor, at a total amount of \$42,337.70.

Purpose – Educational Technologies is requesting to purchase eight (8) network switches, which are needed to complete the Mid Valley Campus Building G analog to digital project that was Board approved on December 14, 2021.

Justification and Benefit – The analog to digital project has required additional network switches to be installed to support the new equipment communication and network connectivity needs. The existing network infrastructure would not be able to support the sharp increase in network devices that will be installed for this project upgrade.

Funds for this expenditure are budgeted in the Educational Technology Maintenance and Replacement budget for FY 2021 – 2022.

**D. Interlocal Agreement**

**9) State Records Inquiry Access Agreement (Purchase/Renewal)**

Enter into a state records inquiry access interlocal agreement with the **Texas Department of Public Safety (DPS)** (Austin, TX), a state agency/sole source vendor, for the period beginning January 4, 2022 through December 31, 2022, at an estimated amount of \$10,000.00

Purpose – The Office of Human Resources and Department of Public Safety are requesting to enter into an interlocal agreement to access driving records (Motor Vehicle Records) as required as part of their day to day operation for compliance with Policy 6426: Authorization to Drive College-Owned Vehicles.

Justification and Benefit – The access is needed to verify driving records for faculty and staff driving College owned vehicles, including gators. In order to be authorized to drive a South Texas College vehicle or drive any vehicle, whether owned by the College or on behalf of the College, the employee's driving record is authorized, accessed, and evaluated using standard criteria as listed in policy to ensure continued eligibility to drive a college vehicle. This verification process has been conducted since the inception of the College and driving records are verified annually.

Funds for this expenditure are budgeted in the Office of Human Resources and Department of Public Safety budgets for FY 2021 – 2022.

**Recommendation:**

The Finance, Audit, and Human Resources Committee recommended Board approval of the award of proposal, rejection of proposal, purchases, renewal, and interlocal agreement as listed below:

**A. Award of Proposal**

- 1) **Risk Management Consultant Services (Award):** award the proposal for risk management consultant services to **Valley Risk Consulting, Inc.** (McAllen, TX) (New), for the period beginning May 1, 2022 through April 30, 2023 with four one-year options to renew, at a total amount of \$55,800.00 with authorization for the Purchasing Department to negotiate the final contract amount;

**B. Rejection of Proposal**

- 2) **Purchase of Heavy-Duty Trucks - II (Reject):** reject the two (2) proposals for the purchase of heavy-duty trucks – II since the proposed trucks did not meet the required specifications and available budget;

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

- 3) **3D Metal Printer (Purchase):** purchase a 3D metal printer from **MLC CAD Systems, LLC.** (San Antonio, TX) (New), a sole source vendor, at a total amount of \$154,800.00;
- 4) **Fire Science Training Simulator (Purchase):** purchase a fire science training simulator from **W. S. Darley & Co. / Darley Fire Equipment Division** (Itasca, IL), a sole source vendor, at a total amount of \$59,000.00;
- 5) **Instructional Equipment, Software, and Materials (Purchase):** purchase instructional equipment, software, and materials from **Technical Laboratory Systems, Inc.** (Houston, TX), through The Interlocal Purchasing System (TIPS) purchasing cooperative approved vendor, at a total amount of \$90,111.00;

**C. Purchases and Renewals (C-b. Non-Instructional Item)**

- 6) **Consultant Services Contract (Purchase):** purchase additional services in the amount of \$2,500.00 on an existing consultant services contract with **Pathfinders Public Affairs, Inc.** (Edinburg, TX), a sole source vendor, for the period beginning September 1, 2021 through March 30, 2022, for a total revised amount of \$52,500.00.

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

- 7) **Computers, Laptops, and Tablets (Purchase):** purchase computers, laptops, and tablets from the State of Texas Department of Information Resources (DIR) approved vendor **Dell Marketing, LP.** (Dallas, TX) and **Apple, Inc.** (Dallas, TX), at a total amount of \$613,185.44;
- 8) **Network Equipment (Purchase):** purchase network equipment from **Netsync Network Solutions, Inc.** (Houston, TX), a State of Texas Department of Information Resources (DIR) approved vendor, at a total amount of \$42,337.70;

**D. Interlocal Agreement**

- 9) State Records Inquiry Access Agreement (Purchase/Renewal):** enter into a state records inquiry access interlocal agreement with the **Texas Department of Public Safety (DPS)** (Austin, TX), a state agency/sole source vendor, for the period beginning January 4, 2022 through December 31, 2022, at an estimated amount of \$10,000.00.

Recommend Action - The total for all award of proposal, rejection of proposal, purchases, renewal, and interlocal agreement is \$1,077,734.14.

**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 proposal, rejection of proposal, purchases, renewal, and interlocal agreement totaling \$1,077,734.14 as presented.

**Approval Recommended:**

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

## **Consent Agenda:**

### **b. Approval of Disposal/Recycle of Technology and Electronic Items with an Original Value of \$5,000 and Over**

Approval of disposal/recycle of technology and electronic items with an original value of \$5,000 and over through the Texas Department of Criminal Justice (TDCJ), a state of Texas agency approved to properly recycle technology and electronic items is requested.

Purpose – The Fixed Asset/Inventory Department is requesting the disposal/recycle of technology and electronic items to follow the Environmental Protection Agency (EPA) regulations. TDCJ provides an environmentally sound way to dispose of surplus technology equipment. These assets are part of the College's inventory therefore, it is also requested that these assets be removed from inventory and the general ledger.

Justification – As technology and electronic items become obsolete, out of warranty or not functioning, it is disposed of according to South Texas Board Policy #5135 Disposal of Surplus Property. TDCJ is the method of disposal to comply with all EPA regulations. They will clean data from all systems, recycle systems that can be repaired for inmate training or donation to schools and damaged systems are properly disposed of.

The technology and electronic items are located at the South Texas College, Technology Campus, Receiving Department, 3700 West Military Hwy Building D, McAllen, Texas.

Reviewers – These items have been inspected by Information Technology (IT), Educational Technologies (ET), and approved by the Vice President for Information Services, Planning, Performance and Strategic Initiatives to be disposed after Board approval.

Enclosed Documents - A listing of the technology and electronic items to be disposed/recycled follows in the packet for Board's information and review.

Mary Elizondo, Vice President for Finance and Administrative Services, Dr. David Plummer, Vice President for Information Services, Planning, Performance, and Strategic Initiatives, and Becky Cavazos, Director of Purchasing, attended the March 8, 2022 Finance and Human Resources Committee meeting to address any questions by the committee.

The Finance, Audit, and Human Resources Committee recommended Board approval of the disposal/recycle of technology and electronic items with an original value of \$5,000 and over through the Texas Department of Criminal Justice (TDCJ), a State of Texas agency approved to properly recycle technology and electronic items 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 disposal/recycle of technology and electronic items with an original value of \$5,000 and over through the Texas Department of Criminal Justice (TDCJ), a State of Texas agency approved to properly recycle technology and electronic items as presented.

**Approval Recommended:**

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

**SOUTH TEXAS COLLEGE  
TECHNOLOGY AND ELECTRONICS FOR DISPOSAL/RECYCLE VALUED AT \$5,000 AND OVER - LIST #77  
MARCH 29, 2022**

Pallet	Qty	Description	Serial Number	Silver Tag	Purchase Date	Ptag	Amount	Net Book Value	Condition
29	1 EA	PhysioControl Life Pak 11 Diagnostic Cardiac Monitor (with AC Power Module)	00000147	0000001233	7/28/1997	000001903	\$ 6,787.00	\$ -	Obsolete
29	1 EA	Smart Board Expression Media Cart	SE1-1411	0000004038	7/28/2000	000004785	\$ 6,398.00	\$ -	Obsolete
MVC 1	1 EA	Smart Expressions Cart	SE1-1548	0000005105	1/9/2001	000006370	\$ 6,247.00	\$ -	Damaged
MVC 2	1 EA	Smart Expressions Cart	SE1-1533	0000005104	1/9/2001	000006369	\$ 6,247.00	\$ -	Damaged
22	1 EA	Water Breeze System Part# 176809000	EO225P259M	0000006178	8/21/2002	000008133	\$ 28,021.59	\$ -	Obsolete
20	1 EA	Cisco 3550 Catalyst System	CHK0628W195	0000007855	8/30/2002	000008425	\$ 119,889.20	\$ -	Obsolete
27	1 EA	Mastertech 3100 Multi-function Tester Scanner Kit	33038205	28755	12/17/2003	000009702	\$ 6,356.00	\$ -	Obsolete
22	1 EA	Cisco 7200 Series VXR Catalyst	CNM2WC0ARC	0000009242	4/29/2004	000010607	\$ 37,296.73	\$ -	Obsolete
22	1 EA	Cisco 3750 Catalyst	CAT0817Z06R	0000009257	6/8/2004	000010297	\$ 26,875.63	\$ -	Obsolete
22	1 EA	Cisco 3560 Catalyst	CAT0822Y1XL	0000009263	6/8/2004	000012737	\$ 5,031.09	\$ -	Obsolete
22	1 EA	Cisco 3750 Catalyst	CAT1038RH7K	18188	6/8/2004	000010501	\$ 7,446.55	\$ -	Obsolete
20	1 EA	Sanyo PLC-XU56 Projector	G4902624	11254	12/15/2004	000012111	\$ 5,736.29	\$ -	Obsolete
20	1 EA	Sanyo PLC-XU55A Projector	G4601518	11124	12/15/2004	000012105	\$ 5,736.29	\$ -	Obsolete
22	1 EA	Sanyo PLC-XU55A Projector	G4601637	10930	12/15/2004	000012114	\$ 5,736.29	\$ -	Obsolete
22	1 EA	Sanyo PLC-XU55A Projector	G4601554	0000009860	12/15/2004	000012184	\$ 5,736.29	\$ -	Obsolete
22	1 EA	Smart Symodium ID250 LCD Tablet	4DFP00400	0000011026	12/15/2004	000012324	\$ 5,401.57	\$ -	Obsolete
27	1 EA	Extron System 5 IP Switcher	816766034	0000011034	12/15/2004	000012314	\$ 5,207.55	\$ -	Obsolete
27	1 EA	Extron System 5 IP Switcher	816766003	0000009880	12/15/2004	000012292	\$ 5,207.55	\$ -	Obsolete
27	1 EA	Extron System 5 IP Switcher	825995009	0000011136	12/15/2004	000012290	\$ 5,207.55	\$ -	Obsolete
27	1 EA	Extron System 5 IP Switcher	816766012	0000011120	12/15/2004	000012288	\$ 5,207.55	\$ -	Obsolete
27	1 EA	Extron System 5IP Switcher	816766007	0000011170	12/15/2004	000012308	\$ 5,207.55	\$ -	Obsolete
27	1 EA	Extron System 5IP Switcher	816766022	0000011159	12/15/2004	000012306	\$ 5,207.55	\$ -	Obsolete
27	1 EA	Extron System 5IP Switcher	816766001	0000011019	12/15/2004	000012312	\$ 5,207.55	\$ -	Obsolete
27	1 EA	Extron System 5IP Switcher	825995004	0000010918	12/15/2004	000012299	\$ 5,207.55	\$ -	Obsolete
29	1 EA	Smart Symodium ID250 Interactive Pen Display	4DFP00384	0000011289	12/15/2004	000012319	\$ 5,401.57	\$ -	Obsolete
29	1 EA	Smart ID250 Symodium	4DFP00457	0000011173	12/15/2004	000012323	\$ 5,401.57	\$ -	Obsolete
29	1 EA	Smart ID250 Symodium	4DFP00456	0000011167	12/15/2004	000012322	\$ 5,401.57	\$ -	Obsolete
29	1 EA	Smart ID250 Symodium	4DFP00459	0000011156	12/15/2004	000012320	\$ 5,401.57	\$ -	Damaged
28	1 EA	Kodak Direct View CR 500 With Dry View 8150 Laser Imager	K4198-6918	0000010709	6/23/2005	000011905	\$ 95,016.00	\$ -	Obsolete
26	1 EA	Modis EEMS300 Elite Kit	245HDH004038	0000009655	7/6/2005	000012488	\$ 6,120.84	\$ -	Incomplete
24	1 EA	Cisco 4500 Catalyst	FOX092102M3	0000011740	8/12/2005	000012340	\$ 5,693.00	\$ -	Obsolete
20	1 EA	Dell Latitude D610 Laptop with SimBaby Infant Training Manikin (Laptop Only)	41Y1K91(LAPTOP)	17383	4/7/2006	N00012882	\$ 33,130.00	\$ -	Obsolete
20	1 EA	Cisco Catalyst 3750 48 10/100 PoE Standard Image	CAT1021R0SG	15689	6/9/2006	N00012825	\$ 5,001.81	\$ -	Obsolete
20	1 EA	Cisco Systems 3750 Ethernet Series PoE-48 Catalyst Switch	CAT1021R0RS	15605	6/9/2006	N00012829	\$ 5,001.81	\$ -	Obsolete
20	1 EA	Cisco 3750 Catalyst	CAT1021Z0VF	15438	6/9/2006	N00012830	\$ 5,001.81	\$ -	Obsolete
22	1 EA	Cisco 3750 Catalyst	CAT1019R2BV	23710	6/9/2006	N00012828	\$ 5,001.81	\$ -	Incomplete
23	1 EA	Cisco 3750 Catalyst	CAT1021Z0VC	15584	6/9/2006	N00012826	\$ 5,001.81	\$ -	Obsolete
19	1 EA	Ricoh Aficio 240W Laminator	L3051200252	15253	8/25/2006	N00015043	\$ 8,108.00	\$ -	Damaged
20	1 EA	Polycom VSX7000E Video Conference System	06BA36	15273	8/31/2006	N00014501	\$ 6,652.00	\$ -	Obsolete
22	1 EA	SmartBoard	138496	0000010981	8/31/2006	000012729	\$ 5,052.86	\$ -	Incomplete
22	1 EA	Dell PowerEdge 2950 Server with Intel Xeon Processor	GMG21C1	15767	11/2/2006	N00015080	\$ 9,002.85	\$ -	Obsolete
22	1 EA	Advance Video System, #210-08001 on Dell 620 Computer	9TQOTB1	15764	11/13/2006	N00015134	\$ 8,039.68	\$ -	Obsolete
27	1 EA	Mastertech 3100 Multi-function Tester Scanner Kit	0650V00296	13376	3/9/2007	N00015263	\$ 5,899.80	\$ -	Obsolete
20	1 EA	Cisco Systems 3750 Ethernet Series PoE-48 Catalyst Switch	CAT1039NLMY	15156	4/12/2007	N00016049	\$ 5,361.70	\$ -	Obsolete
20	1 EA	Cisco Systems 3750 Ethernet Series PoE-48 Catalyst Switch	CAT1039NLMQ	15126	4/12/2007	N00016073	\$ 5,361.71	\$ -	Obsolete
22	1 EA	Cisco 3750 Catalyst	CAT1039NLN7	15109	4/12/2007	N00016075	\$ 5,361.71	\$ -	Obsolete
22	1 EA	Cisco 3750 Catalyst	CAT1036ZG69	15125	4/12/2007	N00016074	\$ 5,361.71	\$ -	Obsolete
22	1 EA	Cisco 3750 Catalyst	CAT1039NLLG	15165	4/12/2007	N00016066	\$ 5,361.71	\$ -	Obsolete
22	1 EA	Cisco 3750 Catalyst	FOC1043Y3QW	15171	4/12/2007	N00016064	\$ 10,336.71	\$ -	Obsolete
22	1 EA	Cisco 3750 Catalyst	FOC1043Y3RG	15145	4/12/2007	N00016072	\$ 8,661.71	\$ -	Obsolete
22	1 EA	Cisco 3750 Catalyst	FOC1043ZBA4	15552	4/12/2007	N00016056	\$ 8,661.70	\$ -	Obsolete
22	1 EA	Cisco 3750 Catalyst	FOC1043ZBQ1	15489	4/12/2007	N00016057	\$ 8,661.70	\$ -	Obsolete
22	1 EA	Cisco 3750 Catalyst	CAT1038ZKWU	15548	4/12/2007	N00016051	\$ 8,076.70	\$ -	Obsolete
23	1 EA	Cisco 3750G Catalyst	FOC1551V19F	26325	4/12/2007	N00016065	\$ 8,661.71	\$ -	Obsolete
26	1 EA	Cisco 3750 Catalyst	FOC1043Y3Q4	15691	4/12/2007	N00016061	\$ 8,661.71	\$ -	Obsolete
20	1 EA	Panasonic-Plasma Display High Definition TH-50-PF9UK TV	YK7210044	14989	6/11/2007	N00015854	\$ 5,244.92	\$ -	Obsolete

**SOUTH TEXAS COLLEGE  
TECHNOLOGY AND ELECTRONICS FOR DISPOSAL/RECYCLE VALUED AT \$5,000 AND OVER - LIST #77  
MARCH 29, 2022**

Pallet	Qty	Description	Serial Number	Silver Tag	Purchase Date	Ptag	Amount	Net Book Value	Condition
20	1 EA	Sharp XG-PH70X Projector	704411342	18974	8/31/2007	N00016082	\$ 10,392.37	\$ -	Obsolete
20	1 EA	Cisco 4400 Series Wireless LAN Controller	FOC1131F04R	14993	10/12/2007	N00016207	\$ 67,229.95	\$ -	Obsolete
24	1 EA	Panasonic PT-D5700 LCD Projector	SH7620083	14172	12/14/2007	N00016215	\$ 5,250.14	\$ -	Obsolete
20	1 EA	Crestron Isys 15" Tilt Touchpanel Monitor	65001912481173	13942	3/3/2008	N00016848	\$ 5,127.83	\$ -	Obsolete
20	1 EA	Cisco 4400 Series WLAN Controller for up to 100	FOC1220F0AN	11963	6/11/2008	N00016820	\$ 32,738.58	\$ -	Obsolete
20	1 EA	Tandberg TTC7-09 Codec/ Endpoint	33A50333	13871	6/18/2008	N00016704	\$ 14,823.82	\$ -	Obsolete
20	1 EA	Cisco 7800 MCS	JAB12240238	11958	6/20/2008	N00016819	\$ 14,877.50	\$ -	Obsolete
24	1 EA	Extron IN1508 8-Input Scaling Presentation Switcher	A05HECC	11975	7/11/2008	N00016966	\$ 5,707.77	\$ -	Obsolete
22	1 EA	Cisco Systems 4400 Series Wireless LAN Controller	FOC1240F0L0	17683	10/21/2008	N00017226	\$ 15,733.70	\$ -	Obsolete
20	1 EA	Cisco Catalyst 3750 48 10/100 PoE+4SFP IPB	FDO1313X14A	18340	5/5/2009	N00017604	\$ 7,571.20	\$ -	Obsolete
26	1 EA	Cisco 3750 Catalyst	FDO1316Y1SL	17959	5/7/2009	N00017738	\$ 5,877.20	\$ -	Obsolete
23	1 EA	Extron 406A Medialink Switcher	A0612Q7	18543	6/10/2009	N00017551	\$ 6,826.85	\$ -	Obsolete
23	1 EA	Extron 406A Medialink Switcher	A0612RD	18540	6/10/2009	N00017550	\$ 6,826.85	\$ -	Obsolete
27	1 EA	Extron 406SA Media Link Switcher	A0612R0	18510	6/10/2009	N00017541	\$ 7,314.02	\$ -	Obsolete
27	1 EA	Extron 406SA Media Link Switcher	A0612SD	18513	6/10/2009	N00017602	\$ 8,384.24	\$ -	Obsolete
20	1 EA	Extron Lockable Metal Wall Box with Flip-down 4U	A05N6HC	18654	7/23/2009	N00017701	\$ 5,854.65	\$ -	Incomplete
20	1 EA	Dell Avigilon	D0LQ3M1	18616	4/6/2010	N00017981	\$ 60,154.00	\$ -	Obsolete
26	1 EA	Cisco 3750 Catalyst	FOC1415Z45P	18806	4/23/2010	N00017907	\$ 7,837.20	\$ -	Obsolete
22	1 EA	Cisco 3750 Catalyst	FOC1229Y5Q0	14284	5/11/2010	N00018051	\$ 7,837.20	\$ -	Obsolete
22	1 EA	Cisco 3750 Catalyst	FOC1417Z4AN	16539	5/11/2010	N00018052	\$ 7,837.20	\$ -	Obsolete
24	1 EA	Cisco 3750 Catalyst	FOC1417Y4MJ	16537	5/11/2010	N00018050	\$ 7,837.20	\$ -	Obsolete
26	1 EA	Cisco 3750 Catalyst	FOC1417Y4NA	16540	5/11/2010	N00018053	\$ 7,837.20	\$ -	Obsolete
23	1 EA	Cisco 3750 Catalyst	FDO1425Y0AL	14602	7/12/2010	N00018296	\$ 5,022.85	\$ -	Obsolete
24	1 EA	Cisco 3750V2 Catalyst	FDO1425Y0E3	14581	7/12/2010	N00018293	\$ 5,022.86	\$ -	Obsolete
24	1 EA	Cisco 3750V2 Catalyst	FDO1425Y0DV	14609	7/12/2010	N00018298	\$ 5,022.85	\$ -	Obsolete
24	1 EA	Cisco 3750V2 Catalyst	FDO1421K2WN	42436	8/13/2010	N00018514	\$ 5,127.30	\$ -	Obsolete
24	1 EA	Cisco 3750V2 Catalyst	FDO1420Z06C	42190	8/13/2010	N00018510	\$ 5,127.30	\$ -	Obsolete
22	1 EA	Dell Power Vault MD1000 Server	C18XKN1	19092	10/12/2010	N00018602	\$ 8,622.54	\$ -	Obsolete
22	1 EA	Dell PowerVault MD1000 Storage	C18WKN1	19091	10/12/2010	N00018601	\$ 8,622.54	\$ -	Obsolete
27	1 EA	Fluke TIR32 Thermal Imager	TIR32-10060259	24025	10/18/2010	N00018605	\$ 8,347.99	\$ -	Obsolete
22	1 EA	Panasonic KV-S7065C Scanner	A599ZMA1309	19127	11/8/2010	N00018678	\$ 5,308.33	\$ -	Obsolete
27	1 EA	Non Clinical E-Series AED	AB09J012297	19140	2/15/2011	N00018818	\$ 14,171.97	\$ -	Incomplete
26	1 EA	Dell EqualLogic PS4000 Server Storage Drivers	SHU0937898J025F	19149	6/7/2011	N00019026	\$ 35,830.30	\$ -	Obsolete
27	1 EA	Extron 226 Media Link Controller	A0CXXW8	19597	6/13/2011	N00019160	\$ 5,721.53	\$ -	Obsolete
23	1 EA	Cisco 3750X Catalyst	FDO1521R1XL	27336	6/23/2011	N00019113	\$ 7,770.00	\$ -	Obsolete
23	1 EA	Cisco 3750X Catalyst	FDO1521R1X4	27335	6/23/2011	N00019112	\$ 7,770.00	\$ -	Obsolete
23	1 EA	Cisco 3750X Catalyst	FDO1521P1V4	27337	6/23/2011	N00019108	\$ 7,770.00	\$ -	Obsolete
23	1 EA	Cisco 3750X Catalyst	FDO1521V00L	19274	6/23/2011	N00019109	\$ 9,980.85	\$ -	Obsolete
18	1 EA	HP CP6015XH Color Printer	JPRCB840D7	19590	7/8/2011	N00019133	\$ 5,640.56	\$ -	Damaged
24	1 EA	Cisco 4500+E Catalyst	FOX1519GC0F	19665	7/14/2011	N00019139	\$ 35,210.76	\$ -	Obsolete
23	1 EA	Cisco 3750X Catalyst	FDO1527K0RX	19581	7/26/2011	N00019143	\$ 9,044.70	\$ -	Obsolete
23	1 EA	Cisco 3750X Catalyst	FDO1541Z0RF	18929	11/8/2011	N00019920	\$ 10,629.06	\$ -	Obsolete
23	1 EA	Cisco 3750X Catalyst	FDO1542K0SV	18928	11/8/2011	N00019921	\$ 9,273.50	\$ -	Obsolete
23	1 EA	Cisco 3750X Catalyst	FDO1541V0Y3	18930	11/8/2011	N00019917	\$ 10,629.06	\$ -	Obsolete
23	1 EA	Cisco 3750X Catalyst	FDO1541V0YA	18916	11/8/2011	N00019918	\$ 10,629.06	\$ -	Obsolete
24	1 EA	Cisco 48 Port Data IP Base 3750X Catalyst	FDO1541V0YP	18946	11/8/2011	N00019919	\$ 10,629.06	\$ -	Obsolete
20	1 EA	Panasonic KV-S7075C High Speed Color Scanner	A5901MA1029	20096	1/10/2012	N00019876	\$ 5,205.19	\$ -	Obsolete
27	1 EA	Extron 608 D Media Link Switcher	A0J0V4V	20239	2/3/2012	N00020048	\$ 7,796.55	\$ -	Obsolete
23	1 EA	Cisco 3750X Catalyst	FDO1605K0U9	27326	3/28/2012	N00021134	\$ 7,150.00	\$ -	Obsolete
20	1 EA	Extron MLS-608-D Media Link Switch	A0LMP93	20497	6/13/2012	N00020307	\$ 7,765.88	\$ 258.36	Obsolete
24	1 EA	Extron 608 D Media Link Switcher	A0LMP93	20497	6/13/2012	N00020307	\$ 7,765.88	\$ 258.36	Obsolete
24	1 EA	Panasonic PT-FX400 LCD Projector	SC2256029	20613	6/18/2012	N00020265	\$ 5,219.00	\$ 174.16	Obsolete
26	1 EA	Panasonic PT-D6000ULS Projector	SH3216003	21671	4/1/2013	N00020933	\$ 5,867.00	\$ 684.66	Obsolete
26	1 EA	Panasonic PT-D6000ULS Projector	SH3216002	21670	4/1/2013	N00020934	\$ 5,867.00	\$ 684.66	Obsolete
26	1 EA	Dell EqualLogic FS7600 1G NAS Enclosure (225-3554)	F6G77Y1	27340	8/9/2013	N00021258	\$ 14,346.30	\$ -	Obsolete
25	1 EA	Stratasys Objet24 V2 3D Printer Bundle With Rolling Stand	0240206	17238	8/19/2013	N00021206	\$ 23,355.00	\$ -	Obsolete



**SOUTH TEXAS COLLEGE  
TECHNOLOGY AND ELECTRONICS FOR DISPOSAL/RECYCLE VALUED AT \$5,000 AND OVER - LIST #77  
MARCH 29, 2022**

Pallet	Qty	Description	Serial Number	Silver Tag	Purchase Date	Ptag	Amount	Net Book Value	Condition
23	1 EA	Cisco 3750X Catalyst	FDO1725R026	27408	8/30/2013	N00021335	\$ 6,105.00	\$ -	Obsolete
23	1 EA	Cisco 3750X Catalyst	FDO1534P1X3	26926	8/30/2013	N00021329	\$ 6,475.00	\$ -	Obsolete
23	1 EA	Cisco 3750X Catalyst	FDO1814P02N	26548	8/30/2013	N00021331	\$ 6,105.00	\$ -	Obsolete
23	1 EA	Cisco 3750X Catalyst	FDO1725Z01E	27410	8/30/2013	N00021326	\$ 7,625.00	\$ -	Obsolete
23	1 EA	Cisco 3750X Catalyst	FDO1724R2QT	27409	8/30/2013	N00021325	\$ 7,625.00	\$ -	Obsolete
23	1 EA	Cisco 3750X Catalyst	FDO1725R00X	27412	8/30/2013	N00021328	\$ 6,105.00	\$ -	Obsolete
23	1 EA	Cisco 3750X Catalyst	FDO1644V07V	23672	8/30/2013	N00021327	\$ 7,625.00	\$ -	Obsolete
26	1 EA	Dell PowerVault MD3200i - Server	13VSFZ1	18913	2/20/2014	N00021658	\$ 9,999.00	\$ -	Obsolete
21	1 EA	Stratasys Objet 24 3D Printer, Item # O24 Bundle with Rolling Stand	0240318	19746	5/12/2014	N00021758	\$ 29,800.00	\$ -	Obsolete
23	1 EA	Cisco Switch 48-Port - Managed- Rack Catalyst	FDO1815R0BS	26520	6/19/2014	N00021875	\$ 5,760.30	\$ -	Obsolete

List #77

**Consent Agenda:**  
**c. Approval of the Operation of the College Bookstore Second Contract Modification**

On February 17, 2022, Barnes & Noble College Booksellers contacted the College; to request a second contract modification for the period beginning November 1, 2020 through October 31, 2021.

Purpose – To discuss the second contract modification option provided by Barnes & Noble College Booksellers to their current contract.

Justification - Barnes & Noble provided a modification option to their current five-year contract (November 1, 2019 through October 31, 2024) due to COVID-19 and the College's lack of foot traffic on campus because of online classes. The modification option requested is for the second year of the five-year contract, November 1, 2020 through October 31, 2021.

Background - On August 27, 2019, the Board of Trustees awarded a five-year contract to Barnes & Noble College Booksellers, for the period beginning November 1, 2019 through October 31, 2024.

The terms of the current contract are as follows:

- The vendor is currently obligated to pay the College the greater of the Minimum Annual Guarantee or the total commissions received on Commissionable Sales and Digital Sales during the period.
- The vendor remits commissions on a periodic basis during the term. If the total commissions are less than the Minimum Annual Guarantee, the vendor pays the difference to the College at the end of the period.

Within the existing contract, the force majeure clause provides the possibility for either party to amend the contract due to a governmental regulations or controls, or acts of God. Due to this uncontrollable event, Barnes and Noble has asked that the College consider a second contract modification to the existing contract.

The current and proposed modified terms are as follows:

<b>Minimum Annual Guarantee</b>	<b>Amount</b>
Original Contract Period: 11/1/19 – 10/31/24	\$500,000
1 <sup>st</sup> Contract Modification Amount Period: 11/1/19 – 10/31/20 Board Approved 5/26/20	\$400,000

Minimum Annual Guarantee	Amount
<b>Proposed</b> 2 <sup>nd</sup> Contract Modification Amount Period: 11/1/20 – 10/31/21	\$325,000

*Note: According to Barnes & Noble College Booksellers, the contract terms will revert back to the original minimum guaranteed payment amount of \$500,000 for the period of 11/01/21 to 10/31/22.*

Commissionable Sales	Percentage Rate of Sales
<ul style="list-style-type: none"> <li>No change requested</li> </ul>	<ul style="list-style-type: none"> <li>14.5% of Commissionable Sales up to \$2,000,000.00</li> </ul>
	<ul style="list-style-type: none"> <li>15.5% of Commissionable Sales from \$2,000,001.00 to \$3,000,000.00</li> </ul>
	<ul style="list-style-type: none"> <li>17% of Commissionable Sales in excess of \$3,000,000.00</li> </ul>

In summary, the proposed modification seeks to replace the Minimum Annual Guarantee for the period beginning November 1, 2020 through October 31, 2021 from \$500,000 to \$325,000.

The current and previous commission history reports are as follows:

Contract	Commission Amount
November 2020 – September 2021	\$323,351.55
November 2019 – October 2020	\$479,889.53
Previous Contract	
November 2018 – October 2019	\$487,495.00
November 2017 – October 2018	\$538,879.00
November 2016 – October 2017	\$607,112.00
November 2015 – October 2016	\$601,327.00
November 2014 – October 2015	\$593,622.00

Enclosed Documents – The Barnes & Noble College Booksellers Second Contract Modification letter follows in the packet for the Board’s information and review.

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

The Finance, Audit, and Human Resources Committee recommended Board approval to modify the current Barnes & Noble College Booksellers contract minimum annual guarantee from \$500,000 to \$325,000 for the period beginning November 1, 2020 through October 31, 2021.

**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 modification of the current Barnes & Noble College Booksellers contract minimum annual guarantee from \$500,000 to \$325,000 for the period beginning November 1, 2020 through October 31, 2021 as presented.

**Approval Recommended:**

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

January 20, 2022

George Mccaleb  
Director of Operations  
South Texas College

Re: Agreement for Bookstore Services dated November 1, 2019 (“Agreement”)

Dear George:

Thank you for your time with Courtney to discuss the impact COVID-19 is presenting to our business and our ability to serve your campus. As a result, we'd like to make temporary adjustments to certain financial terms in the Agreement. This letter outlines our understanding of that arrangement.

Effective November 2020 the Minimum Annual Guarantee as stated in Section 14.ID of the Agreement shall be reduced from \$500,000 to \$325,000 for the contract year of November 2020 through October 2021.

Thereafter, effective November 1, 2021 and in accordance with Section 14.ID of the Agreement, the Minimum Annual Guarantee will recommence at \$500,000.

Except as expressly modified in this letter, all other terms and conditions of the Agreement shall remain the same. All capitalized terms used but not defined in this letter refer to the definitions in the Agreement.

If you agree with the terms outlined above, please confirm by signing below and returning a copy of this letter to me at your earliest possible convenience.

Thank you for your continued support and partnership. Please let me know if you have any questions or would like to discuss the above. As always, I thank you in advance for your consideration and for your ongoing support and partnership.

Very truly yours,

Brian Stark  
Senior VP, Stores

ACKNOWLEDGED AND AGREED:

South Texas College

Sign: \_\_\_\_\_

Dr. Ricardo J. Solis  
President

**Consent Agenda:**

**d. Approval of Revised Appraisal District Allocated Cost Payments for the 2022 Assessment Fees for Hidalgo County**

Approval on revised Appraisal District Allocated Cost payments for the 2022 Assessment Fees for Hidalgo County according to the revised allocated cost schedule, as described below, is requested.

Purpose – The Hidalgo County Appraisal District performs property valuation assessments for taxes imposed during the tax year. The College’s allocated cost for property valuation services is provided annually.

Justification - On February 8, 2022, Hidalgo County Appraisal District informed the College that the allocated cost for the 2022 assessment fees were modified due to a tax levy revision for one of the entities in the county. The Hidalgo County Appraisal District is considered a sole source and the College and other taxing entities are required to use their services to determine the assessed valuation of properties.

Background – On December 14, 2021, the Board of Trustees approved the Hidalgo County Appraisal District allocated cost payments for \$737,436 for tax levy 2021 as stated in the Texas Property Tax Code, Chapter 6, Section 6.06 (e).

The revised allocated costs for the 2022 assessment fees increased the College’s allocation as follows:

<b>Fiscal Year 2021 – 2022 Hidalgo County Assessment Fees</b>	
	<b>Allocated Cost for Assessment Fees</b>
Assessment Fees Approved on December 14, 2021	\$737,436
Revised Allocated Cost for Assessment Fee	738,652
<b>Assessment Fees Increase/(Decrease)</b>	<b>\$1,216</b>

Enclosed Documents – The Hidalgo County Appraisal District Letter follow in the packet for the Board’s information and review.

The Finance, Audit, and Human Resources Committee recommended Board approval of the revised Appraisal District allocated cost payments for the 2022 assessment fees for Hidalgo County as stated in the Texas Property Tax Code, Chapter 6, Section 6.06 (e) and which reflects an increase of \$1,216 over the prior year.

**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 revised Appraisal District allocated cost payments for the 2022 assessment fees for Hidalgo County as stated in the Texas Property Tax Code, Chapter 6, Section 6.06 (e) and which reflects an increase of \$1,216 over the prior year.

**Approval Recommended:**

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

# HIDALGO COUNTY APPRAISAL DISTRICT

## ADMINISTRATION

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



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

## BOARD OF DIRECTORS

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

February 8, 2022

PRESIDING OFFICER  
ALL ENTITIES

RE: 2022 Assessment Fees (Revision)

On January 7, 2022, we mailed you a letter along with the 2022 official assessment fees spreadsheet. Due to a tax levy revision to one of the entities, we have modified the 2022 assessment fees.

Please see the attachment with your new assessment fees. The difference owed for the first quarter will be included in your second quarter invoice.

If you should require any additional information on this matter, please do not hesitate to contact Ms. Lydia Elizondo, Finance/Personnel Director at (956) 381-8466 Extension 130.

Sincerely,

A handwritten signature in black ink that reads "Rolando Garza".

Rolando Garza, RPA  
Chief Appraiser



2022 OFFICIAL ENTITY ASSESSMENT (REVISED)

ENTITY:	2021 Tax Levied	2021 Percent	New 2022		Previous 2022		2022 Difference	New Quarterly Assessment	2nd Quarter Assessment
			Official Assessment	Official Assessment	Official Assessment	Official Assessment			
Hidalgo County Drainage Dist.#1	\$235,088,870 \$52,011,015	23.15% 5.12%	2,434,942.00 538,706.00	\$2,430,934.00 \$537,819.00	\$2,430,934.00 \$537,819.00	4,008.00 887.00	\$608,735.50 \$134,676.50	\$609,737.50 \$134,898.25	
Entity Totals	287,099,884	27.57%	2,973,648.00	\$2,968,753.00	\$2,968,753.00	4,895.00			
<b>Fire Districts:</b>									
EMS District #1	\$214,671	0.02%	2,224.00	\$2,219.00	\$2,219.00	5.00	\$556.00	\$557.25	
EMS District #2	\$386,169	0.04%	4,000.00	\$3,993.00	\$3,993.00	7.00	\$1,000.00	1,001.75	
EMS District #3	\$494,006	0.05%	5,116.00	\$5,108.00	\$5,108.00	8.00	\$1,279.00	1,281.00	
EMS District #4	\$258,545	0.03%	2,678.00	\$2,674.00	\$2,674.00	4.00	\$669.50	670.50	
Entity Totals	1,353,390	0.13%	14,018.00	\$13,994.00	\$13,994.00	24.00			
<b>Irrigation Districts:</b>									
Donna #1	715,476	0.07%	7,410.00	\$7,399.00	\$7,399.00	11.00	\$1,852.50	1,855.25	
Delta Lake	561,644	0.06%	5,818.00	\$5,807.00	\$5,807.00	11.00	\$1,454.50	1,457.25	
Kennedy Co GCD	1,130	0.0001%	12.00	\$12.00	\$12.00	-	\$3.00	3.00	
Brush Country GCD	449	0.00004%	4.00	\$4.00	\$4.00	-	\$1.00	1.00	
Red Sands GCD	67,469	0.01%	698.00	\$697.00	\$697.00	1.00	\$174.50	174.75	
Entity Totals	1,346,168	0.14%	13,942.00	\$13,919.00	\$13,919.00	23.00			

2022 OFFICIAL ENTITY ASSESSMENT (REVISED)

ENTITY: Cities:	2021	2021	2022		2022		New Quarterly Assessment	2nd Quarter Assessment
	Tax Levied	Percent	Official Assessment	Official Assessment	Difference	Quarterly Assessment		
Alamo	\$4,358,898	0.43%	\$	\$45,073.00	\$	\$	\$11,286.75	\$ 11,305.25
Alton	\$2,549,579	0.25%	\$	\$26,408.00	\$	\$	\$6,602.00	\$ 6,613.00
Donna	\$5,888,308	0.58%	\$	\$60,988.00	\$	(\$17,220.00)	\$15,247.00	\$ 10,942.00
Edcouch	\$575,296	0.06%	\$	\$5,959.00	\$	\$	\$1,489.75	\$ 1,492.25
Edinburg	\$36,773,969	3.62%	\$	\$380,888.00	\$	\$627.00	\$95,222.00	\$ 95,378.75
Elsa	\$1,537,757	0.15%	\$	\$15,927.00	\$	\$26.00	\$3,981.75	\$ 3,988.25
Granjeno	\$25,869	0.003%	\$	\$268.00	\$	\$1.00	\$67.00	\$ 67.25
Hidalgo	\$2,583,559	0.25%	\$	\$26,759.00	\$	\$44.00	\$6,689.75	\$ 6,700.75
La Joya	\$1,106,033	0.11%	\$	\$11,456.00	\$	\$19.00	\$2,864.00	\$ 2,868.75
La Villa	\$619,039	0.06%	\$	\$6,412.00	\$	\$10.00	\$1,603.00	\$ 1,605.50
McAllen	\$53,036,057	5.22%	\$	\$549,322.00	\$	\$903.00	\$137,330.50	\$ 137,556.25
Mercedes	\$5,295,642	0.52%	\$	\$4,850.00	\$	\$91.00	\$13,712.50	\$ 13,735.25
Mission	\$25,552,721	2.52%	\$	\$264,664.00	\$	\$437.00	\$66,166.00	\$ 66,275.25
Palmview	\$3,107,561	0.31%	\$	\$32,187.00	\$	\$53.00	\$8,046.75	\$ 8,060.00
Penitas	\$1,472,827	0.15%	\$	\$15,255.00	\$	\$25.00	\$3,813.75	\$ 3,820.00
Progreso	\$923,102	0.09%	\$	\$9,561.00	\$	\$15.00	\$2,390.25	\$ 2,394.00
Pharr	\$25,143,252	2.48%	\$	\$260,422.00	\$	\$428.00	\$65,105.50	\$ 65,212.50
San Juan	\$9,088,384	0.89%	\$	\$94,133.00	\$	\$155.00	\$23,533.25	\$ 23,572.00
Sullivan City	\$639,883	0.06%	\$	\$6,628.00	\$	\$11.00	\$1,657.00	\$ 1,659.75
Weslaco	\$14,176,268	1.40%	\$	\$146,832.00	\$	\$242.00	\$36,708.00	\$ 36,768.50
Entity Totals	\$194,454,004	19.15%	\$	\$2,014,066.00	\$	(\$14,005.00)		

2022 OFFICIAL ENTITY ASSESSMENT (REVISED)

ENTITY: Schools:	2021	2021	2022		2022	2022	New	2nd Quarter	
	Tax Levied	Percent	Official Assessment	Official Assessment	Difference	Quarterly Assessment	Assessment	Assessment	
Donna	\$20,198,602	1.99%	209,208.00	\$208,863.00	\$	345.00	\$52,302.00	\$	52,388.25
Edcouch-Elsa	\$5,015,917	0.49%	51,953.00	\$51,867.00	\$	86.00	\$12,988.25	\$	13,009.75
Edinburg	\$88,342,425	8.70%	915,010.00	\$913,504.00	\$	1,506.00	\$228,752.50	\$	229,129.00
Hidalgo	\$6,984,990	0.69%	72,347.00	\$72,228.00	\$	119.00	\$18,086.75	\$	18,116.50
La Joya	\$38,367,742	3.78%	397,395.00	\$396,741.00	\$	654.00	\$99,348.75	\$	99,512.25
La Villa	\$1,790,962	0.18%	18,550.00	\$18,520.00	\$	30.00	\$4,637.50	\$	4,645.00
Lyford	\$158,326	0.02%	1,640.00	\$1,637.00	\$	3.00	\$410.00	\$	410.75
McAllen	\$90,489,805	8.91%	937,252.00	\$935,708.00	\$	1,544.00	\$234,313.00	\$	234,699.00
Mercedes	\$8,796,046	0.87%	91,106.00	\$90,955.00	\$	151.00	\$22,776.50	\$	22,814.25
Mission	\$28,363,668	2.79%	293,778.00	\$293,294.00	\$	484.00	\$73,444.50	\$	73,565.50
Monte Alto	\$2,085,506	0.21%	21,601.00	\$21,565.00	\$	36.00	\$5,400.25	\$	5,409.25
PSJA	\$66,168,839	6.52%	685,346.00	\$684,218.00	\$	1,128.00	\$171,336.50	\$	171,618.50
Progreso	\$2,652,277	0.26%	27,471.00	\$27,426.00	\$	45.00	\$6,867.75	\$	6,879.00
Sharyland	\$42,944,037	4.23%	444,795.00	\$444,062.00	\$	733.00	\$111,198.75	\$	111,382.00
So Tx College	\$71,315,413	7.02%	738,652.00	\$737,436.00	\$	1,216.00	\$184,663.00	\$	184,967.00
South Texas ISD	\$21,215,812	2.09%	219,744.00	\$219,382.00	\$	362.00	\$54,936.00	\$	55,026.50
Valley View	\$10,182,717	1.00%	105,468.00	\$105,294.00	\$	174.00	\$26,367.00	\$	26,410.50
Weslaco	\$26,211,702	2.58%	271,488.00	\$271,041.00	\$	447.00	\$67,872.00	\$	67,983.75
Entity Total	531,284,785	52.32%	5,502,804.00	\$5,493,741.00	\$	9,063.00			
GRAND TOTALS	1,015,538,231	100%	10,518,478.00	\$10,518,478.00	\$	-	\$2,629,619.50		
BUDGET TOTAL			10,518,478.00	\$10,518,478.00					

**Consent Agenda:**

**e. Approval of Use of the Department of Education Higher Education Emergency Relief Fund (HEERF) and Unrestricted Fund for a Retention Incentive Payment to Regular and Full-Time Temporary and Part-Time Employees Working Fully Remote and Other Eligible Employees**

Approval on Use of the Department of Education Higher Education Emergency Relief Fund (HEERF) and Unrestricted Fund for a Retention Incentive Payment to Regular and Full-Time Temporary and Part-Time Employees Working Fully Remote and Other Eligible Employees is requested.

Purpose – To provide a salary payment to regular and full-time temporary and part-time employees working fully remote and other eligible employees on April 13, 2022. Employees paid from the Unrestricted, Auxiliary, and Restricted Funds are eligible for the Retention Incentive Payment, which will be funded by the HEERF and Unrestricted Fund.

Justification – The proposed payment to regular and full-time temporary and part-time employees working fully remote and other eligible employees would be issued as an incentive to retain employees.

Background – On February 22, 2022, the College’s Board of Trustees approved a Return to Campus Safely COVID-19 Training and Retention Incentive Payment to eligible regular and full-time temporary and part-time employees, as follows:

- February 2022 - Return to Campus Safely COVID-19 Training and Response Strategies Payment
  - ⇒ Regular and Full-Time Temporary Employees \$2,500
  - ⇒ Part-Time Employees \$1,500
  - ⇒ Paid 1,684 employees a total of \$4,326,454, which included payroll taxes

In addition to the above payment, a payment as follows is proposed:

- March 2022 - Retention Incentive Payment for Employees Working Fully Remote
  - ⇒ Regular and Full-Time Temporary Employees \$1,250
  - ⇒ Part-Time Employees \$750
  - ⇒ Proposed payment to 69 employees for a total of \$82,084, including payroll taxes

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 Retention Incentive Payment.

Other eligible employees will receive the Return to Campus Safely COVID-19 Training payment upon their return to work on campus.

The Retention Incentive Payment and employer’s payroll taxes for regular and full-time temporary and part-time employees who are not considered senior management will be funded by HEERF as follows:

<b>Funded by HEERF</b>				
Regular and Full-Time Temporary Employees \$1,250 Part-Time Employees \$750				
<b>Eligible Employees</b>	<b>Employees Count</b>	<b>Payment Amount</b>	<b>Employers Payroll Taxes</b>	<b>Total</b>
Regular and Full-Time Temporary Employees	3	\$3,750	\$287	\$4,037
Part-Time Employees	20	15,000	1,148	16,148
Other Eligible Employees	45	56,250	4,303	60,553
<b>Total</b>	<b>68</b>	<b>\$75,000</b>	<b>\$5,738</b>	<b>\$80,738</b>

A budget amendment to fund this cost from the Restricted Fund follows in the packet for the Board’s consideration.

In addition, the salary payment and employer payroll taxes for one (1) senior management employee who has not returned to work on campus will be funded by the Unrestricted Fund.

The proposed payment for the senior management employee is \$1,250. The payment will be funded by the College’s Unrestricted Fund and totals to \$1,346.

<b>Funded by Unrestricted Fund</b>				
Regular Employees \$1,250				
<b>Eligible Employees</b>	<b>Employees Count</b>	<b>Payment Amount</b>	<b>Employers Payroll Taxes</b>	<b>Total</b>
Senior Management Employee	1	\$1,250	\$96	\$1,346
<b>Total</b>	<b>1</b>	<b>\$1,250</b>	<b>\$96</b>	<b>\$1,346</b>

A budget amendment to fund this cost from the Unrestricted Fund follows in the packet for the Board’s consideration.

### **Department of Education**

In an effort to provide an incentive to retain employees, Administration requested and received approval from the Department of Education to grant a Retention Incentive Payment funded by HEERF. The payment will serve as an incentive to retain employees in order to sustain a workforce level needed to continue to deliver instruction to the region in spite of the pandemic.

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**

Administration considered the guidance provided by the Texas Association of School Boards (TASB) and the three-part test created by the Texas Supreme Court to determine if the Retention Incentive Payment for employees working fully remote and other eligible employees complies with the appropriate use of public funds and accomplishes a public purpose. Similar to the evaluation that was conducted for the February Return to Campus Safely COVID-19 Training and Retention Incentive Payment, Administration has verified that the payment complies with the criteria provided by TASB and the three-part test requirements.

### **Eligibility Requirements**

Employees may receive the payment on April 13, 2022 based on the following eligibility requirements:

- Regular and full-time temporary and part-time employees working fully remote with an active assignment on March 29, 2022, or
- Regular and full-time temporary employees not working on campus due to Office of Human Resources approved accommodations or Departmental Lead's approval, or on FMLA, or military leave with an active assignment on March 29, 2022

Employees in the Unrestricted Fund, Auxiliary Fund, and Restricted Fund in the following categories will be eligible for the Retention Incentive 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 Retention Incentive Payment to Regular and Full-Time Temporary and Part-Time employees working fully remote and other 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 Retention Incentive Payment has been reviewed by Cabinet members.

Dr. Ricardo Solis, President, and Mary Elizondo, Vice President for Finance and Administrative Services, attended the Committee meeting to address any questions by the Committee.

It is requested that the Finance, Audit, and Human Resources Committee recommend for Board approval at the March 29, 2022 Board meeting, the proposed Use of the Department of Education Higher Education Emergency Relief Fund (HEERF) and the Unrestricted Fund for a Retention Incentive Payment to Regular and Full-Time Temporary and Part-Time Employees Working Fully Remote and Other Eligible Employees, as presented.

The Finance, Audit, and Human Resources Committee recommended Board approval of the proposed Use of the Department of Education Higher Education Emergency Relief Fund (HEERF) and the Unrestricted Fund for a Retention Incentive Payment to Regular and Full-Time Temporary and Part-Time Employees Working Fully Remote and Other Eligible Employees, 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 Use of the Department of Education Higher Education Emergency Relief Fund (HEERF) and the Unrestricted Fund for a Retention Incentive Payment to Regular and Full-Time Temporary and Part-Time Employees Working Fully Remote and Other Eligible Employees, as presented.

**Approval Recommended:**

**Dr. Ricardo J. Solis  
President**

**Consent Agenda:**

**f. Approval of 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 Retention Incentive Payment, and proposed renovation projects for the Vice President for Finance and Administrative Services, Department of Accountability, Risk and Compliance, and Office of Institutional Equity in the Unexpended Plant Fund, a budget amendment is requested. The total budgeted revenues and expenditures for the Unrestricted Fund, Restricted Fund, and Unexpended Plant Fund - Construction for fiscal year 2021 – 2022 will increase as follows:

**Fiscal Year 2021 - 2022  
 Budgeted Revenues and Expenditures**

Fund	Exh.	Amended Budget	Proposed Amendment	Amended Budget
Unrestricted Fund	A	\$191,893,002	\$1,346	\$191,894,348
Restricted Fund	B	176,195,958	-	176,195,958
Unexpended Plant Fund - Construction	C	13,299,709	1,034,110	14,333,819

The budget amendment details and presentation follow in the packet for the Committee’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 \$1,346 as follows:

**Fiscal Year 2021 – 2022  
 Summary of Unrestricted Fund Revenues Adjustment**

Revenue Source	Proposed Amendment
Total Carryover Allocations	\$1,346
<b>Total Adjustments</b>	<b>\$1,346</b>

**Fiscal Year 2021 - 2022  
 Unrestricted Carryover Allocations**

Expenditures	Amended Budget	Proposed Amendment	Amended Budget
Total Carryover Allocations	\$7,691,597	\$1,346	\$7,692,943
<b>Total Unrestricted Carryover Allocations</b>	<b>\$7,691,597</b>	<b>\$1,346</b>	<b>\$7,692,943</b>



Carryover Allocations is proposed to increase by \$1,346 for the purpose of funding the proposed Retention Incentive Payment.

In total, the Unrestricted Fund Revenues are proposed to increase by \$1,346.

**2. Budget Amendment – Increase Unrestricted Fund Expenditures**

A budget amendment is proposed to increase the Unrestricted Fund Expenditures by \$1,716,986.

**Fiscal Year 2021 - 2022  
 Summary of Unrestricted Fund Expenditures Adjustments**

Expenditures	Proposed Amendment
Total Salaries	\$1,250
Total Benefits	96
<b>Total Adjustments</b>	<b>\$1,346</b>

**Fiscal Year 2021 - 2022  
 Unrestricted Fund Salaries, Benefits, and Transfers & Reserves**

Expenditures	Amended Budget	Proposed Amendment	Amended Budget
Total Salaries	\$99,381,438	\$1,250	\$99,382,688
Total Benefits	30,950,567	96	30,950,663
<b>Total Salaries, Benefits, and Transfers &amp; Reserves</b>	<b>\$130,332,005</b>	<b>\$1,346</b>	<b>\$130,333,351</b>

A budget amendment is proposed to increase the Unrestricted Fund Expenditures by \$1,346. The amendment is needed to increase funding for the Retention Incentive Payment to eligible regular and full-time temporary employees for retention purposes.

The Salaries expenditure budget is proposed to increase by \$1,250. The increase in the salary expenditure budget is the projected total cost of the Retention Incentive Payment for employees not funded by the Higher Education Emergency Relief Fund (HEERF).

The Benefits expenditure budget is proposed to increase by \$96. The increase in the benefits expenditure budget is the projected total cost of the Retention Incentive Payment for employees not funded by the Higher Education Emergency Relief Fund (HEERF).

In total, the Unrestricted Fund Expenditures are proposed to increase by \$1,346.

**3. Budget Amendment – Reallocate Restricted Fund Expenditures**

A budget amendment is proposed to reallocate the Restricted Fund Expenditures by \$80,738 as follows:

**Fiscal Year 2021 - 2022  
 Summary of Restricted Fund Expenditures Adjustments**

Expenditures	Proposed Amendment
Total Salaries	\$75,000
Total Benefits	5,738
Total Operating	(80,738)
<b>Total Adjustments</b>	<b>\$-</b>

**Fiscal Year 2021 - 2022  
 Restricted Fund Salaries, Benefits, and Operating Expenditures**

Expenditures	Amended Budget	Proposed Amendment	Amended Budget
Total Salaries	\$11,098,940	\$75,000	\$11,173,940
Total Benefits	1,517,298	5,738	1,523,036
Total Operating	24,817,315	(80,738)	24,736,577
<b>Total Salaries, Benefits, and Operating Expenditures</b>	<b>\$37,433,553</b>	<b>\$-</b>	<b>\$37,433,553</b>

A budget amendment is proposed to reallocate the Restricted Fund Expenditures by \$80,738 due to the issuance of the Retention Incentive Payment to eligible regular and full-time temporary and part-time employees 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 \$75,000 and \$5,738, respectively. The Operating expenditure budget is proposed to decrease by \$80,738. 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.

**4. Budget Amendment – Use of Previously Earmarked Funds in the Unexpended Plant Fund – Construction**

A budget amendment is proposed to use \$1,034,110 from the funds previously earmarked by the Board of Trustees from the Bond 2021 in the total amount of \$4,600,000 for the Satellite Campus in the Unexpended Plant Fund – Construction for the purpose of funding capital improvement projects, as follows:

**Fiscal Year 2021 – 2022  
 Unexpended Plant Fund – Construction Revenue Adjustments**

Revenues	Amended Budget	Proposed Amendment	Amended Budget
Fund Balance Deduction	\$8,919,149	\$1,034,110	\$9,953,259
<b>Total Fund Balance Deduction</b>	<b>\$8,919,149</b>	<b>\$1,034,110</b>	<b>\$9,953,259</b>

**Fiscal Year 2021 – 2022  
 Unexpended Plant Fund – Construction Expenditure Adjustments**

Expenditures	Amended Budget	Proposed Amendment	Amended Budget
Projected Draws for Approved Projects	\$12,779,709	\$103,411	\$12,883,120
Fund Balance Addition	520,000	930,699	1,450,699
<b>Total Expenditures and Fund Balance Addition</b>	<b>\$13,299,709</b>	<b>\$1,034,110</b>	<b>\$14,333,819</b>

The detail of the transfer to the Unexpended Plant Fund – Construction follows in the packet for the Board’s information and review.

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, presented the Proposed Budget Amendment for FY 2021 – 2022 at the Committee meeting.

The Finance, Audit, and Human Resources Committee recommended Board approval of the proposed budget amendment for FY 2021 – 2022 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 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	Amended Budget	Budget Amendment	Amended Budget
Total State Appropriations	\$ 49,098,912	\$ -	\$ 49,098,912
Total Tuition	33,967,161	-	33,967,161
Total Fees	28,686,753	-	28,686,753
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	7,691,597	1,346	7,692,943
<b>Total Revenues and Carryover Allocations</b>	<b>\$ 191,893,002</b>	<b>\$ 1,346</b>	<b>\$ 191,894,348</b>

### Expenditures Summary

Expenditures/Transfers & Reserves	Amended Budget	Budget Amendment	Amended Budget
Total Salaries	\$ 99,381,438	\$ 1,250	\$ 99,382,688
Total Benefits	30,950,567	96	30,950,663
Total Operating	37,644,217	-	37,644,217
Total Travel	2,229,954	-	2,229,954
Total Capital Outlay	1,524,058	-	1,524,058
<b>Total Expenditures</b>	<b>\$ 171,730,234</b>	<b>\$ 1,346</b>	<b>\$ 171,731,580</b>
<b>Transfers &amp; Reserves</b>			
Transfer to Unexpended Plant Fund	4,160,000	-	4,160,000
Transfer to CE Unexpended Plant Fund	845,336	-	845,336
Transfer to Office of ITED	865,581	-	865,581
Contingency Fund	2,000,000	-	2,000,000
Fund Balance Reserve	4,553,705	-	4,553,705
HEERF Fund Balance Reserve	7,738,146	-	7,738,146
<b>Total Transfers &amp; Reserves</b>	<b>20,162,768</b>	<b>-</b>	<b>20,162,768</b>
<b>Total Expenditures/Transfers &amp; Reserves</b>	<b>\$ 191,893,002</b>	<b>\$ 1,346</b>	<b>\$ 191,894,348</b>

## South Texas College Restricted Fund

Fiscal Year Ending August 31, 2022  
AMENDED

### Revenue Summary

Revenue Source	Amended Budget	Budget Amendment	Amended Budget
Total Restricted Revenue	\$ 176,195,958	\$ -	\$ 176,195,958
<b>Total Revenues</b>	<b>\$ 176,195,958</b>	<b>\$ -</b>	<b>\$ 176,195,958</b>

### Expenditures Summary

Expenditures/Reserves	Amended Budget	Budget Amendment	Amended Budget
Total Salaries	\$ 11,098,940	\$ 75,000	\$ 11,173,940
Total Benefits	1,517,298	5,738	1,523,036
Total Operating	24,817,315	(80,738)	24,736,577
Total Travel	33,670	-	33,670
Total Capital Outlay	5,436,764	-	5,436,764
Total Scholarships	133,291,972	-	133,291,972
<b>Total Expenditures</b>	<b>\$ 176,195,958</b>	<b>\$ -</b>	<b>\$ 176,195,958</b>

## South Texas College Unexpended Plant Fund - Construction

Fiscal Year Ending August 31, 2022  
AMENDED

### Revenue Summary

Revenue Source and Fund Balance Allocations	Amended Budget	Budget Amendment	Amended Budget
Interest	\$ 35,224	\$ -	\$ 35,224
Transfer In from Unrestricted Fund	3,000,000	-	3,000,000
Transfer In from Unrestricted Fund Continuing Ed	1,345,336	-	1,345,336
Fund Balance Deduction	8,919,149	1,034,110	9,953,259
<b>Total Revenues</b>	<b>\$ 13,299,709</b>	<b>\$ 1,034,110</b>	<b>\$ 14,333,819</b>

### Expenditure Summary

Expenditures/Reserves	Amended Budget	Budget Amendment	Amended Budget
Projected Draws for Approved Projects	\$ 12,779,709	\$ 103,411	\$ 12,883,120
Fund Balance Addition	520,000	930,699	1,450,699
<b>Total Expenditures</b>	<b>\$ 13,299,709</b>	<b>\$ 1,034,110</b>	<b>\$ 14,333,819</b>

**South Texas College**  
**March 2022 Budget Amendment**  
**Detail of Transfer to Unexpended Plant Fund - Construction**

Project	Amount
Building P - Vice President for Finance and Administrative Services	\$ 484,270.00
Building P - Accountability, Risk & Compliance and Office of Institutional Equity	549,840.00
Total Transfer to Unexpended Plant Fund - Construction	\$ 1,034,110.00

# South Texas College

## Proposed Budget Amendment for FY 2021 - 2022

March 8, 2022

**MARIA G. ELIZONDO, MBA, CPA, CFE, CGMA**

VICE PRESIDENT FOR FINANCE AND ADMINISTRATIVE SERVICES

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## Summary of Proposed Budget Amendment

### Budgeted Revenues and Expenditures

Fund	Original/Amended Budget	Proposed Amendment	Amended Budget
Unrestricted Fund	\$191,893,002	\$1,346	\$191,894,348
Restricted Fund	176,195,958	-	176,195,958
Unexpended Plant Fund	13,299,709	1,034,110	14,333,819

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## Unrestricted Fund

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### Summary of Budget Changes Unrestricted Fund Revenues

Revenue Source	Increase/ (Decrease)	Description
Total Carryover Allocations	\$1,346	Fund Proposed Retention Incentive Payment Not Funded by HEERF
<b>Total Revenues Increase</b>	<b>\$1,346</b>	

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**Proposed Budget Amendment Summary  
Unrestricted Fund**

**Revenue Summary**

<b>Revenue Source and Carryover Allocations</b>	<b>Amended Budget</b>	<b>Budget Amendment</b>	<b>Amended Budget</b>
Total State Appropriations	\$ 49,098,912	\$ -	\$ 49,098,912
Total Tuition	33,967,161	-	33,967,161
Total Fees	28,686,753	-	28,686,753
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	7,691,597	1,346	7,692,943
<b>Total Revenues and Carryover Allocations</b>	<b>\$ 191,893,002</b>	<b>\$ 1,346</b>	<b>\$ 191,894,348</b>

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**Summary of Budget Changes  
Unrestricted Fund Expenditures**

<b>Expenditure Source</b>	<b>Increase/ (Decrease)</b>	<b>Description</b>
Total Salaries	\$1,250	Retention Incentive Payment (Not Funded by HEERF)
Total Benefits	96	Retention Incentive Payment (Not Funded by HEERF)
<b>Total Expenditures Increase</b>	<b>\$1,346</b>	

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## Proposed Budget Amendment Summary Unrestricted Fund

### Expenditures Summary

Expenditures/Transfers & Reserves	Amended Budget	Budget Amendment	Amended Budget
Total Salaries	\$ 99,381,438	\$ 1,250	\$ 99,382,688
Total Benefits	30,950,567	96	30,950,663
Total Operating	37,644,217	-	37,644,217
Total Travel	2,229,954	-	2,229,954
Total Capital Outlay	1,524,058	-	1,524,058
<b>Total Expenditures</b>	<b>\$ 171,730,234</b>	<b>\$ 1,346</b>	<b>\$ 171,731,580</b>
<b>Transfers &amp; Reserves</b>			
Transfer to Unexpended Plant Fund	4,160,000	-	4,160,000
Transfer to CE Unexpended Plant Fund	845,336	-	845,336
Transfer to Office of ITED	865,581	-	865,581
Contingency Fund	2,000,000	-	2,000,000
Fund Balance Reserve	4,553,705	-	4,553,705
HEERF Fund Balance Reserve	7,738,146	-	7,738,146
<b>Total Transfers &amp; Reserves</b>	<b>20,162,768</b>	<b>-</b>	<b>20,162,768</b>
<b>Total Expenditures/Transfers &amp; Reserves</b>	<b>\$ 191,893,002</b>	<b>\$ 1,346</b>	<b>\$ 191,894,348</b>

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## Restricted Fund

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**Summary of Budget Changes**  
**Restricted Fund – HEERF II Institutional CRRSSA**

Expenditures	Increase/ (Decrease)	Description
Total Salaries	\$75,000	Retention Incentive Payment to Eligible Full-Time Employees
Total Benefits	5,738	Retention Incentive Payment Benefits for Eligible Full-Time Employees
Total Operating	(80,738)	Reallocate Funds Due to Retention Incentive Payment to Eligible Full-Time Employees
<b>Total Expenditures Increase</b>	<b>\$ -</b>	

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**Proposed Budget Amendment Summary**  
**Restricted Fund**

**Expenditures Summary**

Expenditures/Reserves	Amended Budget	Budget Amendment	Amended Budget
Total Salaries	\$ 11,098,940	\$ 75,000	\$ 11,173,940
Total Benefits	1,517,298	5,738	1,523,036
Total Operating	24,817,315	(80,738)	24,736,577
Total Travel	33,670	-	33,670
Total Capital Outlay	5,436,764	-	5,436,764
Total Scholarships	133,291,972	-	133,291,972
<b>Total Expenditures</b>	<b>\$ 176,195,958</b>	<b>\$ -</b>	<b>\$ 176,195,958</b>

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# Unexpended Plant Fund - Construction



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## Summary of Budget Changes Unexpended Plant Fund - Construction

Revenues	Increase/ (Decrease)	Description
Fund Balance Deduction	\$1,034,110	Use of Funds Previously Earmarked by the Board of Trustees from the Bond 2021 for Capital Improvement Projects
<b>Total Revenues Increase</b>	<b>\$1,034,110</b>	

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**Proposed Budget Amendment Summary  
Unexpended Plant Fund - Construction**

**Revenue Summary**

<b>Revenue Source and Fund Balance Allocations</b>	<b>Amended Budget</b>	<b>Budget Amendment</b>	<b>Amended Budget</b>
Interest	\$ 35,224	\$ -	\$ 35,224
Transfer In from Unrestricted Fund	3,000,000	-	3,000,000
Transfer In from Unrestricted Fund Continuing Ed	1,345,336	-	1,345,336
Fund Balance Deduction	8,919,149	1,034,110	9,953,259
<b>Total Revenues</b>	<b>\$ 13,299,709</b>	<b>\$ 1,034,110</b>	<b>\$ 14,333,819</b>

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**Summary of Budget Changes  
Unexpended Plant Fund - Construction**

<b>Expenditures</b>	<b>Increase/ (Decrease)</b>	<b>Description</b>
Projected Draws for Approved Projects	\$103,411	Use of Funds Previously Earmarked by the Board of Trustees from the Bond 2021 for Capital Improvement Projects FY 2021 - 2022
Fund Balance Addition	930,699	Use of Funds Previously Earmarked by the Board of Trustees from the Bond 2021 for Capital Improvement Projects FY 2022 - 2023
<b>Total Expenditures Increase</b>	<b>\$1,034,110</b>	

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# Thank You

## Questions?



**Consent Agenda:**  
**g. Approval of Amend TASB Risk Management Fund Interlocal  
Participation Agreement (IPA)**

Approval to amend the Interlocal Participation Agreement (IPA) between South Texas College and the TASB Risk Management Fund is requested.

Purpose – An amended IPA was adopted by the Board of Trustees of the TASB Risk Management Fund on November 12, 2021, and is effective May 1, 2022. The new IPA replaces the current IPA and must be authorized and approved by the College's Board of Trustees to ensure continued coverage in Fund programs. The Fund's IPA was last updated in 2012.

Justification – The IPA was last approved by the TASB Risk Management Fund Board in April 2012 as a universal IPA covering all Fund programs. It has not been modified since 2012. The Fund reviews and updates its IPA at least once every ten (10) years or more frequently, as needed. Membership in each specific Fund program is created and controlled through a Contribution and Coverage Summary (CCS). The IPA is approved once by each Fund Member's board. It remains in effect until the Fund Member ceases to participate in at least one Fund coverage program or the Fund terminates the IPA.

Background – The College received the amended IPA on March 1, 2022. The signed IPA must be returned to TASB no later than May 13, 2022. The IPA is the foundational agreement of the TASB Risk Management Fund. The Fund is a self-funded risk pool, and the IPA is the agreement through which Fund Members participate in the Fund. The IPA sets out the basic terms, conditions, and requirements of Fund membership. Through an executed IPA, Fund Members may participate in the various lines of coverage offered by the Fund. The amendments to the IPA focus on three (3) separate areas:

- clarity of purpose and meaning,
- updating Fund Member duties and obligations, and
- revising the dispute resolution provisions.

Reviewers – The amended IPA was reviewed by the Vice President for Finance and Administrative Services, Raul Cabaza, Risk Management Consultant, and Accountability, Risk and Compliance.

Enclosed Documents – The following documents are provided for the Board's review:

- Letter of Explanation
- Amended Interlocal Participation Agreement

It is requested that the Finance, Audit, and Human Resources Committee recommend for Board approval at the March 29, 2022 Board meeting, amended the Interlocal Participation Agreement (IPA) between South Texas College and the TASB Risk Management Fund as presented.



The Finance, Audit, and Human Resources Committee recommended Board approval of the amended Interlocal Participation Agreement (IPA) between South Texas College and the TASB Risk Management Fund 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 amended Interlocal Participation Agreement (IPA) between South Texas College and the TASB Risk Management Fund as presented.

**Approval Recommended:**

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



March 1, 2022

Dr. Ricardo Solis  
South Texas College  
[president@southtexascollege.edu](mailto:president@southtexascollege.edu)

### **Participation in TASB Risk Management Fund Coverage Programs**

Dear Dr. Solis:

Please accept this letter as formal written notice that the Interlocal Participation Agreement (IPA) between South Texas College and the TASB Risk Management Fund (Fund) is amended by the Fund effective May 1, 2022. The IPA is the foundational agreement by which eligible organizations join the Fund.

The amended IPA will replace your current IPA with the Fund. A copy of the new IPA is included for review and execution. It was last amended in 2012. Pursuant to Chapter 791 of the Texas Government Code, the new IPA must be authorized and approved by your Board of Trustees.

Along with the new IPA, a Frequently Asked Questions document with more information and a summary of changes is included to assist you in executing the agreement. The updates to the IPA focus on three areas: 1) clarity of purpose and meaning, 2) updates to Fund Member duties and obligations, and 3) revisions to the dispute resolution provisions.

The IPA must be approved through Board action and returned to the Fund. Your organization may take one of following approaches related to the new IPA:

- Seek authorization from your Board of Trustees and return the executed IPA to the TASB Risk Management Fund at [tasbrmf@tasbrmf.org](mailto:tasbrmf@tasbrmf.org) no later than May 13, 2022. A countersigned copy will be returned to you for your records.
- Take no action. The IPA will go into effect May 1, 2022, and your current coverage will continue under the terms of the new IPA. However, your next renewal proposal for Fund coverage will require a board-approved executed IPA unless you terminate coverage at that time.
- Terminate coverage in all Fund programs effective April 30, 2022, by providing written notice of termination to the Fund by April 29, 2022.

Please reach out to your TASB Risk Management Marketing Consultant for assistance with this process. We thank you for your membership in the TASB Risk Management Fund. We are very



proud of our 48-year record of proven strength, stability, and service to Texas public school districts and other educational entities and look forward to our continued partnership.

Sincerely,

A handwritten signature in black ink that reads "Dubravka H. Romano". The signature is written in a cursive style.

Dubravka H. Romano  
Associate Executive Director  
Risk Management Services  
Texas Association of School Boards, Inc.

CC: Ken Lyons, Laura Requena  
Adrian Pena ([Adrian.Pena@tasb.org](mailto:Adrian.Pena@tasb.org))

Attachments: Frequently Asked Questions and Explanation of Changes, Amended Interlocal Participation Agreement

## TASB RISK MANAGEMENT FUND INTERLOCAL PARTICIPATION AGREEMENT

Pursuant to the Texas Interlocal Cooperation Act, Chapter 791 of the Texas Government Code, this Interlocal Participation Agreement (Agreement) is entered into by and between the Texas Association of School Boards Risk Management Fund (Fund) and the undersigned local government of the State of Texas (Fund Member). The Fund is an administrative agency of local governments (Fund Members) that cooperate in performing administrative services and governmental functions relative to risk management.

### TERMS AND CONDITIONS

In consideration of the mutual covenants and conditions contained in this Agreement and other good and valuable consideration, including, without limitation, the agreement of the Fund and Fund Members to provide risk management programs as detailed in this Agreement, the receipt and sufficiency of which are hereby acknowledged, Fund Member and the Fund, intending to be legally bound, and subject to the terms, conditions, and provisions of this Agreement, agree as follows:

1. **Authority.** Fund Member hereby approves and adopts the Restatement of Interlocal Agreement, dated May 20, 1997, which restated the Interlocal Agreement dated July 2, 1974, establishing the predecessor of the Fund. The Restatement of Interlocal Agreement is incorporated into this Agreement by reference and is available from the Fund upon request. This Agreement serves to outline the relationship between the Fund and Fund Member. While the Texas Interlocal Cooperation Act provides the overarching basis for the Fund, certain Fund programs are further authorized pursuant to various statutes, such as Chapter 504 of the Texas Labor Code, pertaining to workers' compensation; and Chapter 2259, Subchapter B, of the Texas Government Code, pertaining to other risks or hazards.
2. **Program Participation.** This Agreement enables Fund Member to participate in one or more of the Fund's available programs. Because this is an enabling Agreement, Fund Member must also execute a separate Contribution and Coverage Summary (CCS) for each Fund program from which it seeks coverage and/or administrative services. Only a valid CCS will confer the right to participate in a specific program and each CCS shall be incorporated into this Agreement. Through participation in any Fund program, Fund Member waives none of its immunities and authorizes the Fund, or its designee, to assert such immunities on its behalf and on behalf of the Fund or its designee.
3. **Term of Agreement.** This Agreement shall be effective from the date of the last signature below and shall remain in effect unless terminated as provided in this Agreement. This Agreement will automatically terminate if Fund Member ceases to participate in at least one of the Fund's programs (due to the expiration of a CCS participation term or the valid termination of same) or fails to meet the membership qualifications of the Fund as provided in this Agreement and as determined by the Fund in writing.
4. **Termination.** Unless this Agreement is automatically terminated as described above, this Agreement, and/or any component CCS applicable to Fund Member, can be terminated as set forth below. However, unless specifically required in a CCS, the termination of any single Fund program under a CCS shall not also result in the automatic termination of another pending CCS, or this enabling Agreement if any other CCS is still in force for Fund Member. Rather, each Fund program can only be terminated as provided in this Agreement.
  - a. **By Either Party with 30 Days Notice before Renewal.** Any CCS may be terminated by either party with termination to be effective on any successive renewal date by giving written notice to the other party no later than 30 days prior to automatic renewal.
  - b. **By Fund Member upon Payment of Late Notice Fee.** If Fund Member fails to terminate a CCS as provided above, it may still terminate participation in any Fund program prior to the renewal date by paying a late notice fee as herein provided. If Fund Member terminates the CCS before the renewal date, but with fewer than 30 days' advance written notice, Fund Member agrees to pay the Fund a late notice fee in the amount of 25% of the annual contribution for the expiring participation term. Fund Member expressly acknowledges that the late notice fee is not a penalty, but a reasonable approximation of the Fund's damages for the Fund Member's untimely withdrawal from the program identified in the CCS. However, once the renewal term of a CCS commences, Fund Member can no longer terminate the CCS by paying a late notice fee; the CCS shall renew and Fund Member must pay 100% of the annual contribution for the renewal period.
  - c. **By the Fund upon Breach by Fund Member.** The Fund may terminate this Agreement or any CCS based on breach of any of the following obligations, by giving 10 days' written notice to Fund Member of the breach; and Fund Member's failure to cure the breach within said 10 days (or other time period allowed by the Fund):
    - 1) Fund Member fails or refuses to make the payments or contributions required by this Agreement;
    - 2) Fund Member fails to cooperate and comply with any reasonable requests for information and/or records made by the Fund;



- 3) Fund Member fails or refuses to follow loss prevention or statutory compliance requirements of the Fund, as provided in this Agreement; or
- 4) Fund Member otherwise breaches this Agreement.

If the Fund terminates this Agreement, or any CCS, based on breach as described above, Fund Member agrees that the Fund will have no responsibility of any kind or nature to provide coverage on the terminated Fund program post-termination. Further, Fund Member shall bear the full financial responsibility for any unpaid open claim and expense related to any claim, asserted or unasserted and reported or unreported, against the Fund or Fund Member, or incurred by the agents or representatives of Fund Member.

In addition to the foregoing, if termination is due to Fund Member's failure to make required payments or contributions, Fund Member agrees that it shall pay the Fund liquidated damages in the amount of 50% of the annual contribution for the participation term identified in the terminated CCS.

## 5. Contributions.

- a. **Agreement to Pay Contribution.** Fund Member agrees to pay its contribution for each Fund program in which it participates based on a plan developed by the Fund. The amount of contribution will be stated in the relevant CCS and will be payable upon receipt of an invoice from the Fund. Late fees amounting to the maximum interest allowed by law, but not less than the rate of interest authorized under Chapter 2251, Texas Government Code, shall begin to accrue daily on the first day following the due date and continue until the contribution and late fees are paid in full. If Fund Member fails to pay the amounts due under this Agreement, including any CCS, the Fund may redirect other amounts due to the Fund Member, payments received from Fund Member, or amounts held by the Fund for Fund Member's benefit, to offset the amount owed. Any offset will not extinguish Fund Member's obligation for any and all payments due under this Agreement, including any CCS.
- b. **Other Payments Due to the Fund.** In addition to contributions, if the Fund Member owes other payments to the Fund, such as deductibles or claim overpayments, and Fund Member fails to timely pay the amounts due, the Fund may redirect other amounts due to the Fund Member, payments received from Fund Member, or amounts held by the Fund for the Fund Member's benefit to offset the amounts owed.
- c. **Estimated Contribution and Contribution Adjustment.** In specified situations, the amount of contribution shown in the CCS will be identified as an estimate. The Fund reserves the right to request an audit of updated exposure information at the end of the CCS participation term and adjust contributions if Fund Member's exposure changes during the CCS participation term. As a result of the exposure review, any additional contribution payable to the Fund shall be paid by Fund Member, and any overpayment of contribution by Fund Member shall be returned or credited by the Fund. The Fund reserves the right to audit the relevant records of Fund Member in order to conduct this exposure review.

Upon expiration of each participation period, Fund Member may request a contribution adjustment due to exposure changes. Such request must be made in writing within 60 days after the end of the participation period. Fund Member must provide documentation as requested by the Fund to demonstrate that the exposure change warrants a contribution adjustment.

The annual contribution may be adjusted due to an exposure change or audit as presented in the CCS. The Fund may also request a contribution adjustment should the Fund's underwriting income for any program within a given program year be inadequate to pay the ultimate cost of claims incurred for that year, the Fund may collect an adjusted contribution from any current or former Fund Member if that Fund Member's contribution is inadequate to pay the Fund Member's claims incurred during that year.

6. **Contribution and Coverage Summary.** Fund Member agrees to abide by each CCS that governs its participation. A CCS will incorporate the program specific coverage document, if any, which sets forth the scope of coverage and/or services from the Fund. This Agreement will be construed to incorporate the CCS, Coverage Agreements, Endorsements, and Addenda, if any, whether or not physically attached. A CCS for a Fund program will state the participation term. After Fund Member's execution of a CCS, the CCS will automatically renew annually, unless terminated in accordance with this Agreement. Any renewal containing a change in the amount of contribution or other terms will be subject to the Amendment by Notice process described in this Agreement.
7. **Loss Prevention.** The Fund may provide loss prevention services to Fund Member. Fund Member agrees to adopt the Fund's reasonable and customary standards for loss prevention and to cooperate in implementing any and all reasonable loss prevention and statutory compliance recommendations or requirements. The Fund makes no warranty on Fund loss prevention recommendations.

## 8. Other Duties of Fund Member.

- a. **Standards of Performance.** Time shall be of the essence in Fund Member's reporting of any and all claims to the Fund, payment of any contributions or monies due to the Fund, and delivery of any written notices under this Agreement.
- b. **Claims Reporting.** Notice of any claim must be provided to the Fund as required by law or the applicable Coverage Agreement. Failure by Fund Member to timely report a claim may result in denial of coverage or payment of fines or penalties imposed by law or regulatory agencies. If the Fund advances payment of any fine or penalty arising from Fund Member's late claim reporting, Fund Member will reimburse the Fund for all such costs.
- c. **Cooperation and Access.** Fund Member agrees to cooperate and to comply in a timely manner with all reasonable requests for access, information and/or records made by the Fund or by a third-party acting for the Fund. Fund Member further agrees to provide complete and accurate statements of material facts, to not misrepresent or omit such facts, or make false statements to the Fund. The Fund Member agrees that any information held by the Fund's Administrator, or its' affiliated entities may be provided to the Fund. The Fund reserves the right to audit the relevant records of Fund Member to determine compliance with this Agreement.

9. **Administration of Claims.** The Fund or its designee agrees to administer all claims for which Fund Member has coverage after Fund Member provides timely written notice to the Fund. Fund Member hereby authorizes the Fund or its designee to act in all matters pertaining to handling of claims for which Fund Member has coverage pursuant to this Agreement. Fund Member expressly agrees that the Fund has sole authority in all matters pertaining to the administration of claims and grants the Fund or its designee full decision-making authority in all matters, including without limitation, discussions with claimants and their attorneys or other duly authorized representatives. Fund Member further agrees to be fully cooperative in supplying any information reasonably requested by the Fund in the handling of claims. All decisions on individual claims shall be made by the Fund or its designee, including, without limitation, decisions concerning claim values, payment due on the claim, settlement, subrogation, litigation, or appeals.

10. **Excess Coverage/Reinsurance.** The Fund, in its sole discretion, may purchase excess coverage or reinsurance for any or all Fund programs. In the event of a substantial change in terms or cost of such coverage, the Fund reserves the right to make adjustments to the terms and conditions of a CCS as allowed by the Amendment by Notice process under this Agreement. If any reinsurer, stop loss carrier, and/or excess coverage provider fails to meet its obligations to the Fund or any Fund Member, the Fund is not responsible for any payment or any obligations to Fund Member from any reinsurer, stop loss carrier, or excess coverage provider.

## 11. Subrogation and Assignment of Rights.

- a. Fund Member, on its own behalf and on behalf of any person entitled to benefits under this Agreement, assigns all subrogation rights to the Fund. The Fund has the right, in its sole discretion, without notice to Fund Member, to bring all claims and lawsuits in the name of Fund Member or the Fund. Fund Member agrees that all subrogation rights and recoveries belong first to the Fund, up to the amount of benefits, expenses, and attorneys' fees incurred by the Fund, with the balance, if any, being paid to Fund Member, unless otherwise specifically stated in the Agreement. Award of funds to any person entitled to coverage, whether by judgment or settlement, shall be conclusive proof that the injured party has been made whole. Fund Member's right to be made whole is expressly superseded by the Fund's subrogation rights. If Fund Member procures alternate coverage for a risk covered by the Fund, the latter acquired coverage shall be deemed primary coverage concerning that risk.
- b. Fund Member shall do nothing to prejudice or waive the Fund's existing or prospective subrogation rights under this Agreement. If Fund Member has waived any subrogation right without first obtaining the Fund's written approval, the Fund shall be entitled to recover from Fund Member any sums that it would have been able to recover absent such waiver. Recoverable amounts include attorneys' fees, costs, and expenses.

12. **Appeals.** Fund Member shall have the right to appeal any written decision or recommendation to the Fund's Board of Trustees, and the Board's determination will be final. Any appeal shall be made in writing to the Board Chair within 30 days of the decision or recommendation.

13. **Bylaws, Policies, and Procedures.** Fund Member agrees to abide by the Bylaws of the Fund, as they may be amended from time to time, and any and all written policies and procedures established by the Fund (which are available from the Fund upon written request). If a change is made to the Fund's Bylaws, written policies or procedures which conflicts with or impairs a CCS, such change will not apply to Fund Member until the renewal of such CCS, unless Fund Member specifically agrees otherwise.

14. **Payments.** Fund Member represents and warrants that all payments required under this Agreement of Fund Member shall be made from its available current revenues.

15. **Fund Member's Designation of Coordinator.** Fund Member agrees to designate an employee with appropriate authority as coordinator (Program Coordinator) for Fund Member on this Agreement or any CCS executed by Fund Member. Fund Member's Program Coordinator shall have express authority to represent and to bind Fund Member, shall fully communicate with the Fund regarding Fund business, and shall not delegate this communication to a third party. The Fund will not be required to contact any other individual regarding matters arising from or related to this Agreement. Fund Member reserves the right to change its Program Coordinator as needed, by giving written notice to the Fund; such notice is not effective until actually received by the Fund. Notice provided to the Chief Executive Officer of Fund Member shall also serve as notice to the Program Coordinator.
16. **Risk Sharing Agreement.** This Agreement is a risk sharing and risk participation agreement and should not be construed to be a contract of insurance. If any ambiguity exists in this Agreement, including any CCS or specific coverage document, the provision shall not be construed against the Fund as drafter of this Agreement. The Fund is not an insurance company nor is any member an insured. The Fund is a self-insured risk pool through which its members agree to share risk and actively participate in their contractual obligations to lessen risk and cost for all members. Any reference in this Agreement to an insurance term or concept is coincidental, is not intended to characterize the Fund as "insurance" as defined by law, shall be deemed to apply to self-insurance, and is not to be construed as being contrary to the self-insurance concept.
17. **Representation.** Fund Member authorizes the Fund to represent Fund Member in any lawsuit, dispute, or proceeding arising under or relating to any Fund program and/or coverage in which Fund Member participates. The Fund may exercise this right in its sole discretion and to the fullest extent permitted or authorized by law. Fund Member shall fully cooperate with the Fund, its designee, and the Fund's chosen counsel, including, without limitation, supplying any information necessary or relevant to the lawsuit, dispute, or proceeding in a timely fashion. Subject to specific revocation, Fund Member designates the Fund to act as a class representative on its behalf in matters arising out of this Agreement.
18. **Members' Equity.** The Fund Board, in its sole discretion, may declare a distribution of the Fund's members' equity to Fund Members. Members' equity belongs to the Fund. No current or former individual Fund Member is entitled to an individual allocation or portion of members' equity.
19. **Entire Agreement.** This Agreement, together with the Restated Interlocal Agreement, Bylaws, CCSs, and Coverage Agreements that are in effect as to Fund Member from time to time, represent and contain the complete understanding and agreement of the Fund and Fund Member, and there are no representations, agreements, arrangements, or undertakings, oral or written, between the Fund and Fund Member other than those set forth in this Agreement duly executed in writing. In the event of conflict between the terms of this Agreement and the Restated Interlocal Agreement, Bylaws, CCS, or any Coverage Agreement, the specific terms of the later adopted agreement shall prevail to the extent necessary to resolve the conflict. This Agreement replaces all previous Interlocal Participation Agreements between the Fund and Fund Member. Notwithstanding the foregoing, this Agreement does not supersede any unexpired participation term or pending claim under an existing agreement between Fund Member and Fund.
20. **Amendment by Notice.** This Agreement, including any of its component CCSs or coverage documents, may be amended by the Fund, in writing, by providing Fund Member with written notice before the earlier of (i) the effective date of the amendment or (ii) the date by which Fund Member can terminate without payment of late notice fees or liquidated damages. Unless this Agreement expressly provides otherwise, an amendment shall only apply prospectively and Fund Member shall have the right to terminate this Agreement, or a component CCS to which the amendment applies, before the amendment becomes effective, as provided in this Agreement. If Fund Member fails to give the Fund timely written notice of termination, Fund Member shall be deemed to have consented to the Fund's amendment and agrees to abide by and be bound by the amendment, without necessity of obtaining Fund Member's signature.

The Fund may amend this Agreement or any CCS effective upon renewal. Amendments may be for any reason including changes to the terms or contribution amount.

The Fund may also amend this Agreement or any CCS, effective during the term of a CCS, for any reason including but not limited to the following:

- a. State or federal governments, including any court, regulatory body, or agency thereof, adopt a statute, rule, decision, or take any action that would substantially impact the rights or financial obligations of the Fund as it pertains to this Agreement, or any Fund program or CCS.
- b. The terms of the Fund's stop-loss or excess coverage or reinsurance change substantially.

If the Fund exercises the option to amend the Agreement or any CCS during the term of a CCS and prior to renewal, the Fund shall give Fund Member 30 days advance written notice. Fund Member will then have the right during the 30-day period to give the Fund written notice of termination of the applicable Fund program, effective upon the expiration of the 30-day notice period (or longer period if so provided by the Fund in writing).



21. **Severability; Interpretation.** If any portion of this Agreement shall be declared illegal or held unenforceable for any reason, the remaining portions shall continue in full force and effect. Any questions of particular interpretation shall not be interpreted against the drafter of this Agreement, but rather in accordance with the fair meaning thereof.
22. **Dispute Resolution.** This Agreement shall be governed by and construed in accordance with the laws of the State of Texas, without regard to conflict of law principles that would require the application of the laws of another state. The Fund retains its governmental immunity except to the extent it is waived by the legislature. The parties agree that the following adjudication procedures apply to any legal dispute, and that the Fund Member's right to file suit against the Fund is contingent upon compliance with these procedures pursuant to Texas Local Government Code section 271.154:
- a. Prior to filing suit, the Fund Member must comply with all of its obligations under this Agreement and any specific Coverage Agreement including an appeal to the Fund Board as described by Section 12 of this Agreement. A good-faith appeal to the Fund Board is a pre-suit adjudication procedure that is required before litigation by a Fund Member against the Fund.
  - b. Prior to filing suit, the Fund Member will participate in good faith in mediation in Travis County, Texas before a mediator approved by both parties; and
  - c. Any suit against the Fund must be brought in Travis County, Texas.

In the event of a lawsuit or formal adjudication between Fund Member and the Fund, the prevailing party is entitled to recover reasonable and necessary attorneys' fees and expenses, including expert fees, that are equitable and just.

**Waiver and Estoppel.** No provision of this Agreement will be deemed waived by either party unless expressly waived in writing by the waiving party. No waiver shall be implied by delay or any other act or omission. No waiver by either party of any provision of this Agreement shall be deemed a waiver of such provision with respect to any subsequent matter relating to such provision. Estoppel may not be asserted against either party so as to prevent that party from enforcing or insisting on the other party's compliance with any provision of this Agreement.

**Assignment.** This Agreement or any duties or obligations imposed by this Agreement shall not be assignable by Fund Member without the prior written consent of the Fund. Fund Member shall not transfer any interest in Fund claim related payments to any third party, including, but not limited to litigation finance companies, attorneys, banks, public adjusters, architects, engineers, or contractors. Any action by the Fund Member which grants or attempts to grant to any third party an interest in or control over any claim payment, including, but not limited to, the Member's entry into a contingent fee contract, will immediately suspend any obligation by the Fund to make any claim payment under this Agreement. The obligation of the Fund to make any such claim payments shall not be restored unless and until the Fund Member provides the Fund with evidence reasonably satisfactory to the Fund that any such transfer or attempt to transfer an interest in or control over such claim payment to a third party has effectively been terminated.

23. **Authorization.** By the execution of this Agreement, the undersigned individuals warrant that they have been authorized by all requisite governance action to enter into and to perform the terms and conditions of this Agreement and that the Fund Member authorizes the Program Coordinator or Chief Executive Officer to approve and bind the Fund Member to any current or future CCS entered into under this Agreement
24. **Notice.** Unless expressly stated otherwise in this Agreement, any notice required or provided under this Agreement by either party to the other party shall be in writing and shall be sent by first class mail, postage prepaid or by a carrier for overnight service or by electronic means typically used in commerce. Notice to the Fund shall be sufficient if made or addressed as follows: TASB Risk Management Fund, P.O. Box 301, Austin, Texas 78767-0301, or [tasbrmf@tasbrmf.org](mailto:tasbrmf@tasbrmf.org). The Fund's required notice address may be updated through explicit written or electronic notice to Fund Members. Notice to a Fund Member shall be sufficient if addressed to the Program Coordinator or Fund Member's Chief Executive Officer and mailed to Fund Member's physical or electronic address of record on file with the Fund.
25. **Miscellaneous.** These provisions apply throughout this Agreement:
- a. **Fund reference.** Any reference to the Fund in this Agreement includes reference to its designees.
  - b. **CCS reference.** References to a Contribution and Coverage Summary (CCS) includes a reference to all separate coverage portions of a CCS and/or any similar service agreement between the Fund and a Fund Member.
  - c. **"Including."** Unless the context requires otherwise, the term "including" means "including but not limited to."
  - d. **Successors.** This Agreement binds and inures to the benefit of the parties and their successors.
  - e. **Headings.** The headings are for convenience only and do not affect the interpretation of this Agreement.





26. **Signatures/Counterparts.** The failure of a party to provide an original, manually executed signature to the other party shall not affect the validity or enforceability of this Agreement. Either party may rely upon a facsimile or imaged signature as if it were an original. This Agreement may be executed in several separate counterparts, each of which shall be an original and all of which shall constitute one and the same instrument.

WHEREFORE, the parties agree to be bound by this Agreement by signing below.

For FUND MEMBER: **South Texas College**

By: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of Fund Member's Authorized Representative

Printed Name of Fund Member's Authorized Representative

\_\_\_\_\_

Date approved by Fund Member's Board of Trustees: \_\_\_\_\_

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**For TASB Risk Management Fund Use Only**

**For TASB RISK MANAGEMENT FUND:**

By: \_\_\_\_\_

Date: \_\_\_\_\_

Chair, TASB Risk Management Fund Board of Trustees



## **Update on the District Wide Air Handler Replacement Project**

Mary Elizondo, Vice President for Finance and Administrative Services, will provide an update on the District Wide Air Handler Replacement Project.

Justification – Guidance provided by the Department of Education states that the HEERF Institutional Funds may be used for the installation or renovation of an HVAC system, to improve air filtration with ultra-violet lighting technology to prevent the spread of COVID -19 and other air borne contaminants. As of March 2022, the Department of Education has extended the use of HEERF Funds until June 30, 2023.

Background – On July 27, 2021, the South Texas College Board of Trustees approved the use of Higher Education Emergency Relief Fund (HEERF) Institutional funds in the amount of \$8,719,740 and solicitation of engineering services for the district wide air handler replacement project, subject to approval of a no-cost extension by the Department of Education.

On August 5, 2021, the College submitted a No-Cost Extension (NCE) Request for the use of the HEERF Institutional Award for this purpose. The NCE indicated that any remaining funds from the preliminary estimate would be used for other allowable expenses, such as air filters and student emergency awards.

On August 30, 2021, the Department of Education provided guidance that the NCE must be submitted 90 days prior to May 19, 2022, the original end date of the award.

On February 23, 2022, within 90 days prior to May 19, 2022, the College submitted an NCE requests to the Department of Education for the District Wide Air Handler Replacement Project.

On March 11, 2022, the Department of Education notified the College that an automatic NCE for the use of HEERF Funds is being granted until June 30, 2023.

Based upon the July 27, 2021 Board approval to proceed with solicitation of engineering services contingent upon the approval of this no-cost extension, the College will begin soliciting a Request for Qualifications (RFQ) for engineering services for the District Wide Air Handler Replacement project. Qualifications will be brought to the Facilities Committee for a recommendation for Board approval.

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

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

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

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

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

- a. Approval to Proceed with Solicitation of Architectural Services for the Pecan Campus North Academic Humanities Building P Renovations for the Office of the Vice President for Finance and Administrative Services, the Accountability, Risk, and Compliance Department, and the Office of Institutional Equity
- b. Approval to Contract Engineering Services for the Pecan Campus East Drive Resurfacing
- c. Approval to Contract Engineering Services for the Pecan Campus South Academic Building J Generator Replacement and for the Nursing and Allied Health Campus NAH East Building A Generators Replacement
- d. Approval to Contract Architectural Services for the Mid Valley Campus South Academic Building H Repair and Renovations of Damaged Roof and Interior Areas

**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 approve and authorize items a – d of the Finance, Audit, and Human Resources Committee Consent agenda as presented.

**Approval Recommended:**

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

## **Consent Agenda:**

### **a. Approval to Proceed with Solicitation of Architectural Services for the Pecan Campus North Academic Humanities Building P Renovations for the Office of the Vice President for Finance and Administrative Services, the Accountability, Risk, and Compliance Department, and the Office of Institutional Equity**

Approval of authorization to proceed with solicitation of architectural services for the Pecan Campus North Academic Humanities Building P Renovations for the Office of the Vice President for Finance and Administrative Services (VP-FAS), the Accountability, Risk, and Compliance (ARC) Department, and the Office of Institutional Equity (OIE) is requested.

#### **Purpose**

The Board is asked to approve the solicitation of architectural services for renovating the third floor of North Academic Humanities Building P to accommodate office spaces for the Office of the VP-FAS, the ARC department, and the OIE.

#### **Justification**

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

#### **Scheduling Priority**

This project was requested by Administration, and has been reviewed by the Facilities Operations & Maintenance, Purchasing, and Facilities Planning & Construction Departments, and Administration. This project is scheduled as a non-educational improvement to renovate areas of Pecan Campus North Academic Humanities Building P to convert classroom spaces to office spaces.

#### **Background**

The proposed relocation of staff is necessary due to renovations to Pecan Campus Ann Richards Administration Building A and the relocations of Administration and other department staff in Pecan Campus Ann Richards Administration Buildings A and X. In addition to the Office of the Vice President for Finance and Administrative Services, the ARC department and the OIE will be relocated to the Pecan Campus North Academic Humanities Building P.

The ARC department is dedicated to supporting services aimed at facilitating operations surrounding the health and safety of employees and students, conducting process improvement initiatives, performing compliance and risk assessments, COVID-19 safety measures and procedures, and managing the records management program and policy management operations for the College. The OIE is responsible for Title IX and Section 504 compliance functions.

Staff from the Office of the VP-FAS, the ARC department, and the OIE will be relocated to the third floor of Building P. The existing classrooms have been identified as available for office conversion by the Academic Affairs Division. The renovation consists of demolishing the existing spaces and renovating them to accommodate the following spaces:

Office of the Vice President for Finance and Administrative Services:

- VP-FAS Office
- Eight (8) staff offices
- Conference room
- Reception Areas
- Workroom
- File / Storage
- Multipurpose Room

Accountability, Risk, and Compliance Department:

- Twelve (12) staff offices
- Work Area
- Document Disposal Room
- File and Storage Rooms

Office of Institutional Equity:

- Four (4) staff offices
- Work Area
- File Room

ARC & OIE:

- Shared Conference Room
- Shared Reception Area
- Shared Multipurpose Room

The proposed scope of work is summarized as follows:

- Interior design and construction of the renovation
- Approximate square feet: 7,900 sf.

The total project estimated cost, including professional design services and construction services, is \$1,034,110 and is itemized in the table below:

<b>Pecan Campus North Academic Humanities Building P Renovation for the Office of the VP-FAS, the ARC, and the OIE Total Estimated Project Budget</b>	
<b>Budget Item</b>	<b>Estimated Costs</b>
Construction	\$790,100
Design	79,010
Miscellaneous	5,000
FFE	110,000
Technology	50,000
<b>Total Estimated Project Budget</b>	<b>\$1,034,110</b>

**Funding Source**

A budget amendment to fund this project in the Unexpended Construction Plant Fund will be presented in the March Finance Committee for the Board’s approval.

Funds for the Pecan Campus North Academic Humanities Building P Renovation for the Office of the VP-FAS, the ARC department, and the OIE will become available in the Unexpended Construction Plant Fund for use in Fiscal Year 2021 – 2022, subject to the Board’s approval of the budget amendment.

**Enclosed Documents**

The packet includes 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 Pecan Campus North Academic Humanities Building P Renovation for the Office of the Vice President for Finance and Administrative Services (VP-FAS), the Accountability, Risk, and Compliance (ARC) Department, and the Office of Institutional Equity (OIE), subject to Board approval of the budget amendment, 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 solicitation of architectural services for the Pecan Campus North Academic Humanities Building P Renovation for the Office of the Vice President for Finance and Administrative Services (VP-FAS), the Accountability, Risk, and Compliance (ARC) Department, and the Office of Institutional Equity (OIE), subject to Board approval of the budget amendment, as presented.

**Approval Recommended:**

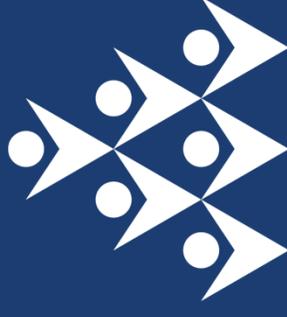
**Dr. Ricardo J. Solis**  
**President**

# Pecan Campus North Academic Humanities Building P Renovation Project

March 8, 2022 Facilities Committee Meeting

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Mary G. Elizondo, MBA, CPA, CFE, CGMA  
Vice President for Finance and Administrative Services



SOUTH TEXAS  
COLLEGE

# Discussion Points

## I. Offices Relocation Plan

- Cause and Effect to (6) Departments

## II. Review Proposed Layout for Office of VP-FAS

- Proposed Area at Pecan Campus North Academic Humanities Building P 3<sup>rd</sup> Floor for VP-FAS

## III. Review Proposed Layout for ARC and OIE

- Proposed Area at Pecan Campus North Academic Humanities Building P 3<sup>rd</sup> Floor for ARC and OIE

## IV. Total Project Budget

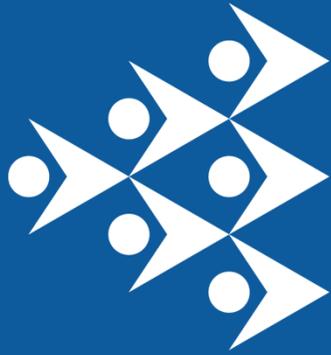
- Budget Impact

## V. Funding Source

- Earmarked Funds



# I. Offices Relocation Plan



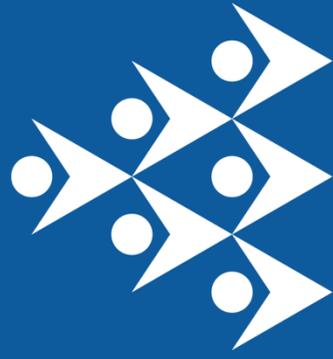
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# I. Offices Relocation Plan

Renovations to offices and classrooms are proposed to accommodate the relocation of the Office of the President as follows:

- Distance Learning Space (President’s Office)
- Accountability, Risk, and Compliance (ARC) and Office of Institutional Equity (OIE)
- Space – (Distance Learning)
- Pecan Campus North Academic Humanities Building P (ARC)
- Academic Affairs (VP-IAED)
- VPFAS (Academic Affairs)
- Pecan Campus North Academic Humanities Building P (VPFAS)
- President’s Office (Executive VP)

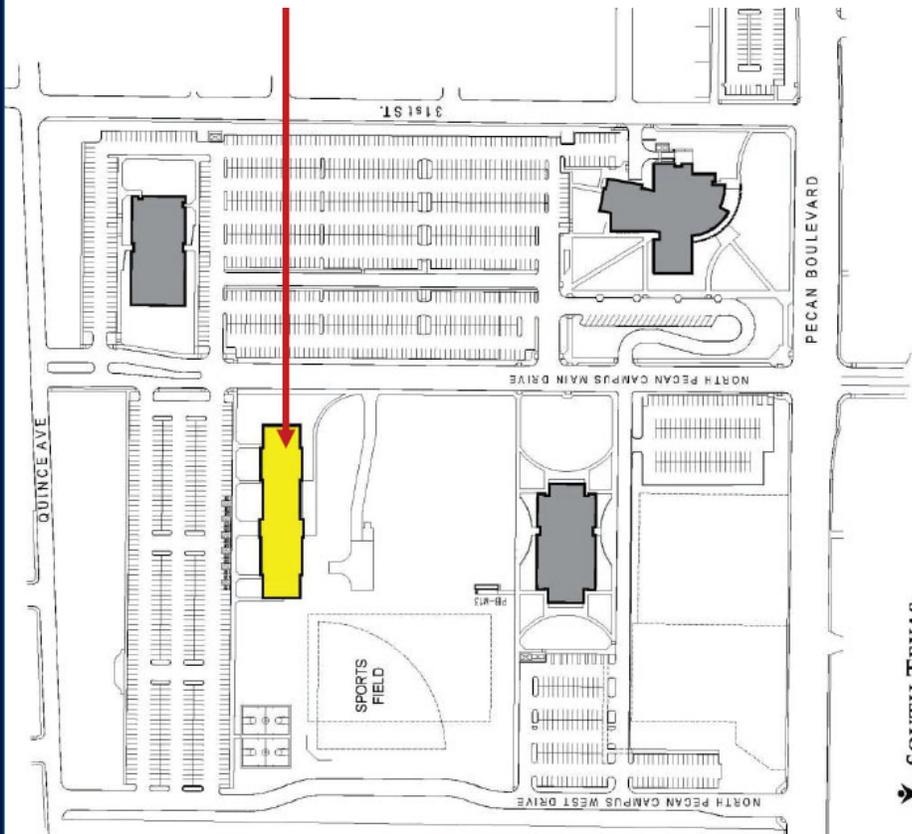




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## II. Review Proposed Layout for Office of VP-FAS

## II. Review Proposed Layout for Office of VP-FAS, ARC, and OIE



Pecan Campus  
North Academic Humanities  
Building P





# II. Review Proposed Layout for Office of VP-FAS

## Pecan Campus North Academic Humanities Building P



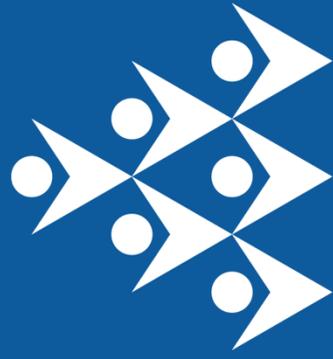
### Pecan Campus North Academic Humanities Bldg P 3<sup>rd</sup> Floor – East Side

- Office of Vice President for Finance & Administrative Services

#### Scope of Work:

- VPFAS Office
- (8) Staff Offices
- Reception Areas
- Conference room
- Reception Area
- Workroom
- Multipurpose room
- File/Storage room





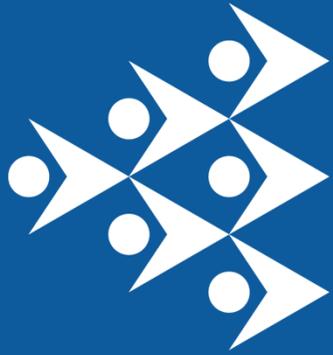
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### III. Review Proposed Layout for the Accountability, Risk, & Compliance Department and the Office of Institutional Equity





# IV. Total Project Budget



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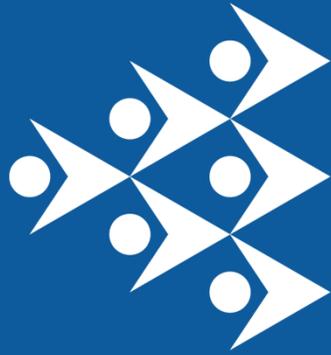
## IV. Total Project Budget

**Total Project Budget - Pecan Campus North Academic Humanities Building P Renovation for the Office of the Vice President for Finance and Administrative Services (VP-FAS), the Accountability, Risk, & Compliance Department (ARC), and the Office of Institutional Equity**

- The total project estimated cost, including professional design services and construction services, is \$1,034,110 and is itemized in the table below:

Budget Item	Budget Amount
Construction	\$790,100
Design	79,010
Miscellaneous	5,000
Fixed, Furniture, & Equipment (FFE)	110,000
Technology	50,000
<b>Total Estimated Project Budget</b>	<b>\$1,034,110</b>

# V. Funding Source



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# V. Funding Source

## Funding Source - Earmarked Funds - 2001 Bond Satellite Center Expansion

- Budget amendment – March 8, 2022 Special Board Meeting
- \$660,000 - President’s Office Bldg A Renovation Project
- Funded by previously earmarked funds
  - \$140,000 – FY 2022 expenditures
  - \$520,000 – In fund balance for FY 2023 expenditures

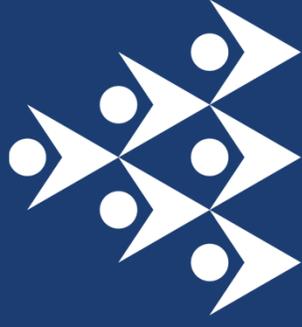
- Budget amendment – March 8, 2022 Finance Committee

### Meeting

- \$1,034,110 – VPFAS, ARC, and OIE Bldg P Office Renovation Project
- Funded by previously earmarked funds
  - \$103,411 – FY 2022 expenditures
  - \$930,669 – In fund balance for FY 2023 expenditures

Proposed Administrative Office Renovation Projects	Total Project Budget
President's Office Bldg A Renovation	\$ 660,000
VPFAS, ARC, and OIE Office Bldg P Renovation	1,034,110
<b>Total Project Budget</b>	<b>\$ 1,694,110</b>

Earmarked Project - Bond 2001	Earmarked Funds
Satellite Center Expansion Startup (15) classrooms and (4) labs	\$ 4,600,000
Proposed Use - Administrative Office Renovation Projects	1,694,110
<b>Remaining Funds</b>	<b>\$ 2,905,890</b>



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Questions?

Thank you

**Project Fact Sheet**  
**3/4/2022**

**Project Name:** Pecan Campus - North Academic Humanities Building P Renovations for the Office of the Vice President for Finance and Administrative Services, the Accountability, Risk, and Compliance Department, and Office of Institutional Equity **Project No.** 2022-041C

**Funding Source(s):** Unexpended Plant Fund

	Total Project Budget	FY 21-22			FY 22-23			Total Actual Expenditures To Date
		Project Budget	FY 21-22		Project Budget	FY 22-23		
			Actual Expenditures	Variance of Project Budget vs. Actual Expenditures		Actual Expenditures	Variance of Project Budget vs. Actual Expenditures	
Construction:	\$ 790,100.00	\$ -	\$ -	\$ -	\$ 790,100.00	\$ -	\$ 790,100.00	\$ -
Design	79,010.00	11,900.00	-	11,900.00	67,110.00	-	67,110.00	-
Miscellaneous:	5,000.00	2,500.00	-	2,500.00	2,500.00	-	2,500.00	-
FFE:	110,000.00	-	-	-	110,000.00	-	110,000.00	-
Technology:	50,000.00	-	-	-	50,000.00	-	50,000.00	-
<b>Total:</b>	<b>\$ 1,034,110.00</b>	<b>\$ 14,400.00</b>	<b>\$ -</b>	<b>\$ 14,400.00</b>	<b>\$ 1,019,710.00</b>	<b>\$ -</b>	<b>\$ 1,019,710.00</b>	<b>\$ -</b>

Project Team		Board Status						
<b>Approval to Solicit Architect/Engineer:</b>	TBD	<b>Board Approval of Schematic Design</b>	TBD	<b>Contract Vendor</b>	<b>Contract Amount</b>	<b>Actual Expenditures</b>	<b>Variance</b>	
<b>Architect/Engineer:</b>	TBD				TBD	\$ -	\$ -	\$ -
<b>Contractor:</b>	TBD				TBD	\$ -	\$ -	\$ -
<b>STC FPC Project Manager:</b> David Valdez		<b>Substantial Completion</b>	TBD	<b>Board Acceptance</b>	TBD			
		<b>Final Completion</b>	TBD	<b>Board Acceptance</b>	TBD			

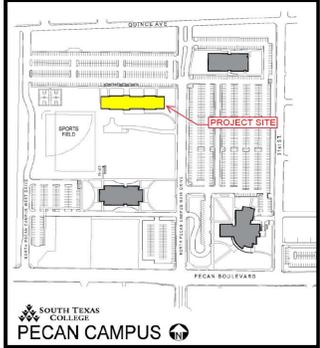
Project Description	Project Scope
Renovation of the Pecan Campus North Academic Humanities Building P for the Office of the President for Finance and Administrative Services, Accountability, Risk, and Compliance Department, and Office of Institutional Equity.	Renovate existing instructional spaces on the third floor of the Pecan Campus North Academic Humanities Building P for administrative offices.

Projected Timeline							
Board Approval to Solicit Architect/Engineer	Board Approval of Architect/Engineer	Board Approval of Schematic Design	Board Approval of Contractor	Construction Start Date	Board Approval of Substantial Completion Date	Final Completion Date	FFE Completion of Move In
3/22/2022	5/24/2022	8/23/2022	2/28/2023	3/28/2023	9/28/2023	10/28/2023	9/28/2023

Fiscal Year	Construction	Design	Miscellaneous	FFE	Tech	Project Total
2021-22	-	-	-	-	-	\$ -
2022-23	-	-	-	-	-	\$ -
<b>Project Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

**Current Agenda Item**

**03/08/2022 Facilities Committee:** Review and Recommend Action to proceed with Solicitation of Architectural Services for the Pecan Campus North Academic Humanities Building P Renovations for the Office of the Vice President for Finance and Administrative Services, the Accountability, Risk, and Compliance Department, and Office of Institutional Equity



FPC Project Manager David A. Valdez FPC Asst. Director Rita Geller FPC Director RMA

## Consent Agenda:

### b. Approval to Contract Engineering Services for the Pecan Campus East Drive Resurfacing

Approval to contract architectural services for the Pecan Campus East Drive Resurfacing project is requested.

#### Purpose

Engineering services are necessary for design and construction administration services for the Pecan Campus East Drive Resurfacing project. 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 project.

#### Scheduling Priority

This project has been developed through the annual Deferred Maintenance process. It has been reviewed by the Facilities Planning & Construction and Facilities Operations & Maintenance departments, Administration, the President's Cabinet, the Coordinated Operations Council, and the Board of Trustees. This project is scheduled as a non-educational and routine improvement.

#### Background

On June 22, 2021, the Board approved the proposed project as part of the College's FY 2021-2022 Renewals & Replacements projects. The project consists of resurfacing the asphalt, which has not been paved since 1998 and has developed cracks and deterioration due to vehicular traffic.

- Design and construction of the resurfacing of the asphalt paving

On September 28, 2021, the Board of Trustees approved the solicitation for engineering services. Solicitation for architectural qualifications began on January 26, 2022, for the purpose of selecting an architectural firm to prepare the necessary plans and specifications for this project. A total of thirteen (13) firms received a copy of the Request for Qualifications (RFQ) and a total of six (6) firms submitted their responses on February 10, 2022.

Timeline for Solicitation of Statements of Qualifications	
January 26, 2022	Solicitation of statements of qualifications began.
February 10, 2022	Six (6) statements of qualifications were received.

#### Highest Ranked Vendor

Based on the evaluations of the qualifications, **Perez Consulting Engineers, LLC.** was the highest ranked firm.

The project budget is \$280,000 and itemized in the table below:

<b>Pecan Campus Resurfacing of East Drive Total Project Budget</b>	
<b>Budget Item</b>	<b>Project Total</b>
Construction	\$250,000
Design	25,000
Miscellaneous	5,000
<b>Total Project Budget</b>	<b>\$280,000</b>

**Funding Source**

Funds for the Pecan Campus East Drive Resurfacing Project 2022-017R are budgeted in the FY 2021-2022 Renewals & Replacements Fund.

**Reviewers**

The proposals have been reviewed by College staff from the Facilities Operations & Maintenance, Facilities Planning & Construction, and Purchasing departments.

**Enclosed Documents**

The packet includes a presentation of the proposed project. The evaluation team members completed evaluations for the firms and provided the scoring and ranking summary.

The Facilities Committee recommended Board approval to contract engineering services with Perez Consulting Engineers, LLC. for the Pecan Campus East Drive Resurfacing project as presented.

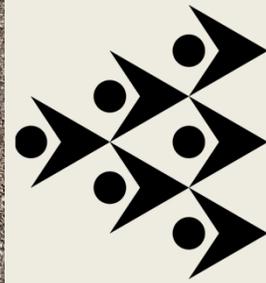
**It is recommended that the Board of Trustees of South Texas College approve and authorize the following Minute Order proposed for consideration:**

The Board of Trustees of South Texas College approves and authorizes contracting engineering services with Perez Consulting Engineers, LLC. for the Pecan Campus East Drive Resurfacing project as presented.

**Approval Recommended:**

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

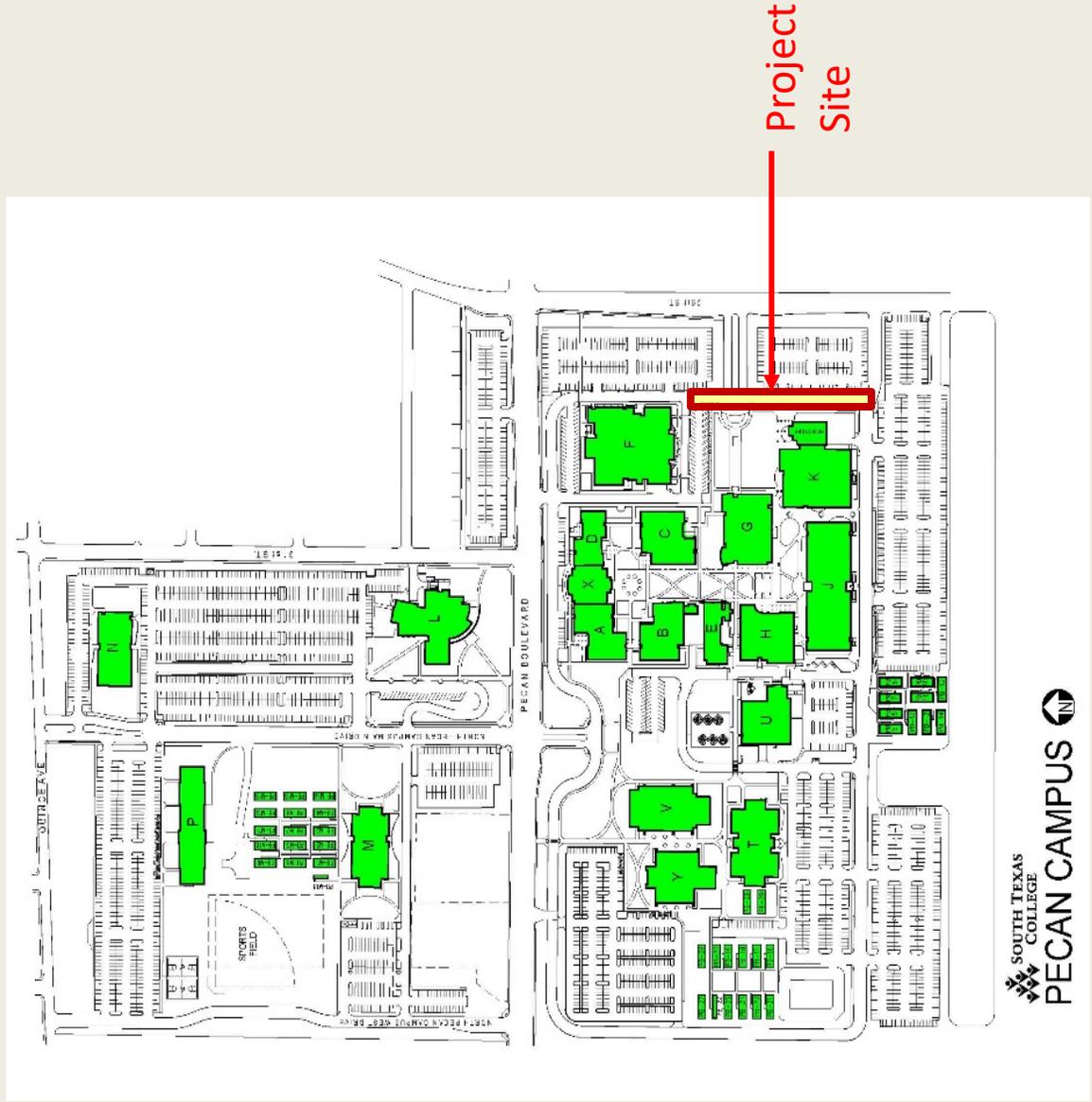




**SOUTH TEXAS  
COLLEGE**

**RFQ 21-22-1040  
Pecan Campus - Resurfacing of East  
Drive**

# Pecan Campus Resurfacing of East Drive Proposed Site



# Pecan Campus Resurfacing of East Drive South View



SOUTH TEXAS  
COLLEGE



# Pecan Campus Resurfacing of East Drive North View



# Pecan Campus Resurfacing of East Drive Proposed Scope & Budget

**Requested By**

Facilities Planning & Construction and Facilities Operations & Maintenance Departments

**Scope of work**

Replacement of asphalt paved surface at drive.

**Estimated Total Project Budget**

Construction	\$ 250,000
Design	25,000
Miscellaneous	<u>5,000</u>
Total Project Budget	\$ 280,000

**SOUTH TEXAS COLLEGE  
CIVIL ENGINEERING SERVICES - PECAN CAMPUS RESURFACING OF EAST DRIVE  
PROJECT NO. 21-22-1040**

<b>VENDOR</b>	Ambiotec Civil Engineering Group, Inc.	Perez Consulting Engineers, LLC.	R. Gutierrez Engineering Corporation	SAMES, Inc.	SWG Engineering, LLC.	Trimad Consultants, LLC.
<b>ADDRESS</b>	5420 Paredes Line Rd	808 Dallas Ave	130 E Park Ave	200 S 10th St Ste 1500	611 Bill Summers Intl Blvd	1803 Mozelle St
<b>CITY/STATE/ZIP</b>	Brownsville, TX 78526	McAllen, TX 78501	Pharr, TX 78577	McAllen, TX 78501	Weslaco, TX 78596	Pharr, TX 78577
<b>PHONE</b>	956-548-9333	956-631-4482	956-782-2557	956-702-8880	956-968-2194	956-688-8860
<b>CONTACT</b>	Vicente Mendez	J. David Perez	Ramiro Gutierrez	Saul D. Maldonado	Randall C. Winston	Ricardo Salazar
<b>3.1 Statement of Interest</b>						
<b>3.1.1 Statement of Interest for Project</b>	The firm presented their interest by summarizing their qualifications and experience of their staff. They indicate that all work would be performed by local staff and that the principals would be directly involved in providing services.	Stated they are very interested in assisting STC with the Pecan Campus Resurfacing of East Drive Project. Having worked with STC, they are familiar with the procedures for a smooth project design and construction.	Firm stated their interest in the project. They summarized their firms capability in various aspects of services required for the project.	Firm stated they are fully committed and prepared to offer STC a solid team of experts with comprehensive engineering design.	Stated they have put together a team that strives to exceed expectations, and that possesses true dedication, exemplified by our commitment to project success.	Stated they are committed to assisting STC with any infrastructure project by providing both efficient and innovative cost-effective solutions.
<b>3.1.2 History and Statistics of Firm</b>	- Established in 1986 - Staff of 24 - Located in Brownsville, TX with office in Harlingen	- Established in 1991 - Located in McAllen, TX - Principal has been providing services since 1976	- Established in 1998 - Staff of 8 Employees - Located in Pharr, Texas	- Established in 2008 - Located in McAllen, Texas - 7 Licensed Engineers - 117 Employees	- Offices in McAllen & Weslaco - 75 years in Business	- Office in Pharr, TX - Incorporated in 2017 but didn't practice until 2019 - Staff of 4
<b>3.1.3 Narrative describing the design team's unique qualifications and specialized design experience as it relates to the project</b>	Indicated they are the largest engineering firm in Cameron County and has over 100 years of cumulative experience in planning, permitting, design, construction and surveying services. Pointed to work provided previously to institutions of higher education.	Pointed to the firm's experience throughout the Rio Grande Valley area in various aspects of services. Provided an example of the type of work already provided to the STC previously.	The firm described the specific details needed for the work and provided a list of previous similar work they have provided for STC.	Stated they provide turn-key options including complete project development, design, construction and completion.	Stated their employees of SWG have assisted municipalities, counties, political subdivisions, governmental agencies and private industries. Indicated their work speaks for itself as 80 percent of their business is from repeat clients.	Stated that even though TRIMAD has 2 young and thriving graduate engineers with under 3 years of experience, under the guidance of Mr. Salazar, they are confident the qualifications and design experience will outshine the competition.
<b>3.1.4 Statement of Availability and Commitment</b>	Stated their team is dedicating the resources required to complete the project on-time and within budget. Indicated that project will be given highest priority.	Indicated that are involved in other work, but is approx. 85% complete. They can assign a project engineer as soon as awarded and can add personnel as workload increases.	Stated they are committed to providing STC with the attention it deserves. They are able to commence work on any STC project immediately.	Made a general statement of committing the firm's team to work alongside South Texas College.	SWG staff would be able to dedicate 75% of their time to this project and is committed to deliver timely results.	Stated they are located in Pharr, TX and will be able to quickly respond to any STC assignments.
<b>3.2 Prime Firm</b>						
<b>3.2.1 Resumes of Principals and Key Members</b>	Included resumes for the following: - Carlos M. Marin, Ph.D., P.E., Principal-In-Charge/Technical Review Committee - Vicente Mendez, P.E., R.P.L.S., Principal Engineer/Project Manager - Lupe Nuñez, R.P.L.S., Surveying Manager - Joseph Tamayo, P.E., Civil Engineering - Marc Haws, P.G., Sr. Geologist/Environmental Consultant/Project Manager - Jude Benavides, Ph.D., Senior Project Engineer/Technical Review Committee - Homer Trevino, Construction Inspection	Included resumes for the following staff: - J. David Perez, P.E., President - Jorge D. Perez, P.E., Vice President	Included resumes for the following staff: - Ramiro Gutierrez, PE, President/Principal in Charge - Hernan A. Lugo, PE, CFM, Engineering Design & Quality Control - Pablo Soto, Jr. PE, RPLS, Survey Project Manager	Included resumes for the following staff: - Saul D. Maldonado, PE, Principal-in-Charge - Oscar Hernandez, RPLS, Program Surveyor - Nadia M. Lopez, PR, Project Engineer/Project Manager - Arlett Rodriguez, Assistant Project Engineer - Everardo Suarez, Assistant Project Engineer	Included resumes for the following staff: - Randall C. Winston, P.E., MECE, President - Joseph B. Winston, Jr., P.E. R.P.L.S., Executive Vice President - Jose G. Reyes, P.E., Vice President - Isaac Huacuja, EIT, CFM, Consulting Engineer/Treasurer	Included resumes for the following staff: - Ricardo Salazar, P.E. Project Engineer - Jose A. Perez, Graduate Engineer - Fatima Martinez, Graduate Engineer
<b>3.2.2 Project Assignments and Lines of Authority</b>	Listed key personnel, role and percent of time they can commit to this project. Pointed out that it is possible that significantly more time could be dedicated towards the STC parking and resurfacing project if required to meet timelines.	Named key personnel in an organization chart.	Named two key personnel and the roles each will play in the project. Indicated that the percentage time of the project team will be as much as may be needed.	Listed seven personnel and a summary of their expertise, and named the main person who would be responsible for providing services as well as the time commitment.	Named key personnel in an organization chart.	Listed key personnel, role and percent of time they can commit to this project.
<b>3.2.3 Prime Firm proximity and meeting availability</b>	Firm has its prime office located in Brownsville with an additional office in Harlingen. Indicated that both offices are less than an hours drive to STC and will be available through all phases of the project.	Firm has stated that they are less than 10 minutes away from Pecan Campus which makes them readily available for scheduled and unplanned meetings.	Firm is located in Pharr. They indicated that they can be at the STC Planning & Construction office within 15 minutes of departure from our base of operations.	Firm is located in McAllen, Texas and is 7 minutes from STC.	Firm is located in McAllen & Weslaco.	Firm is located in Pharr, Texas and is 15 minutes from STC.
<b>3.2.4 Describe any litigation the prime firm is currently involved in which could affect the firm's ability to provide professional services to STC</b>	Indicated that firm has not been involved in litigation disputes that would affect ability to provide services to STC.	Firm states they are not involved in any litigation.	Provided information regarding litigation.	Indicated that firm has not been involved in litigation disputes.	Indicated that firm has not been involved in litigation disputes.	Indicated that firm has not been involved in litigation disputes.

**SOUTH TEXAS COLLEGE  
CIVIL ENGINEERING SERVICES - PECAN CAMPUS RESURFACING OF EAST DRIVE  
PROJECT NO. 21-22-1040**

VENDOR	Ambiotec Civil Engineering Group, Inc.	Perez Consulting Engineers, LLC.	R. Gutierrez Engineering Corporation	SAMES, Inc.	SWG Engineering, LLC.	Trimad Consultants, LLC.
<b>3.3 Project Team</b>						
<b>3.3.1 Organization chart with Role of Prime Firm and each consultants firm</b>	Included organization chart which showed the firm's prime staff and employee levels.	Included organizational chart showing prime firm and the following consultant: - CVQ Land Surveyors	Included organizational chart showing prime firm. They did not include any sub consultants for this project.	Included organizational chart showing prime firm. They did not include any sub consultants.	Included organizational chart showing prime firm. They did not include any sub consultants.	Included organizational chart showing prime firm. They did not include any sub consultants.
<b>3.4 Representative Projects</b>						
<b>3.4.1 Minimum of 5 projects firm has worked on</b>	- Harlingen ISD - Dr. Abraham P. Cano Freshman Academy (\$26.8 Million) - Brownsville ISD - Performing Arts Building at Hanna High School (\$2.8 Million) - Brownsville ISD - BISSD Early College (\$5.7 Million) - South Texas ISD - Cameron County Med High School (\$28.1 Million) - UTRGV - Multipurpose Academic Center (\$23 Million)	-South Texas College - Nursing & Allied Health Center - South Texas College - North Pecan Campus Infrastructure Improvements Project (\$3 Million) - South Texas College - Reconstruction of 31st St (\$338,091.40) - PSJA ISD - T-STEM Early College & Football Stadium Parking Lot - (\$1,800 per packing space) - UTRGV - Lamar and ITT Parking Lot (\$1.965M)	- South Texas College - Nursing and Allied Health Center Campus Parking #1 Resurfacing (\$90,941) - South Texas College - Nursing and Allied Health Center Campus Parking and Site Improvements (\$2.2 Million) - South Texas College - Pecan Plaza Area for Police Vehicles (\$202,500) - PSJA ISD - Liberty Middle School Athletic Fields (\$3.7 Million) - PSJA ISD - Liberty Middle School Athletics Fields (\$3.7 Million) - PSJA ISD - Carnahan Elementary School Parking Lot Additions (\$184,497.90)	- Edinburg CISD - BL Garza Middle School New Parking Lot and Pavement Reconstruction (\$417,107) - Edinburg CISD - Norma Linda Trevino Elementary Student Drop Off Lane Improvements (\$200,000) - City of Escobares - TXCDBG Street Improvements (\$243,416) - IDEA Academy Public Schools - Parking Lot Expansion Project (\$219,000) - Edinburg CISD - Economedes High School Paving Improvements Project (\$96,227)	- Sharyland Water Supply Corp. (\$650,000) - Harlingen CISD - Various Harlingen CISD schools (\$500,000) - City of La Feria - Drainage and Paving Improvements for Beddeos Rd and Kelley Dr (\$2,566,869.20) - City of Donna (\$180,252) -Progreso Bridge Company (\$2,600,000) - City of La Feria - Paving and Drainage Improvements (\$3,481,911.71)	- City of Pharr - El Dora Elevated Storage Tank Improvements (\$2,500,000) - City of Pharr - Water Transmission Main Project Hibiscus Rd (\$6,500,000) -City of Pharr - Water Transmission Main Project Cypress St (\$6,500,000) - City of Pharr - Water Lift Station No. 25 & 16 - In Force Main Improvements (\$2,000,000)
<b>3.5 References</b>						
<b>3.5.1 References for five projects</b>	- Harlingen ISD - Brownsville ISD - South Texas ISD - UTRGV - City of Brownsville	- ERO Architects - Boultinghouse Simpson Architects - UTRGV - PSJA ISD	- PSJA ISD - City of Pharr - EVG Architects	- IDEA Academy Public Schools - City of Escobares - Edinburg CISD - Tropical Texas Behavioral Health - City of Pharr	- Sharyland Water Supply Corp. - Harlingen CISD - City of La Feria - City of Donna - Progreso Bridge Company	- City of Pharr - McAllen Public Utility
<b>3.6 Project Execution</b>						
<b>3.6.1 Summary of approach to project that addresses interaction with STC staff, management of different phases of the project, how you maintain quality control, and final project close-out.</b>	Stated their commitment to providing quality services to STC in an expedited manner. They summarized their process for maintaining projects on time and within budget.	Presented step-by-step approaches for project tasks and schedule.	Provided a brief summary of the phases/stages they will follow on the project.	Stated the initial preparation of the project to comprehensive planning documents through final design, strategy sessions and adaptions to perspective challenges as well as managing tasks through a scheduled phasing system, the firm can successfully manage this project from inception to completion.	Included a detailed technical approach which consists of four phases: Project Development, Detailed Design, Project Implementation, & Commissioning and Closing. A summary of their quality assurance/quality control plan was also included.	Provided a brief summary of their project approach and the phases they will follow.
<b>3.6.2 Willingness and ability to expedite services. Ability to supplement production.</b>	Stated they are committed to dedicating the necessary staff to this project upon commencement and are prepared to work after normal hours and weekends as needed to successfully complete the project.	Stated that firm is cognizant of deadline and schedules to facilitate the occupancy of the proposed parking facilities in a timely manner.	Stated the firm's willingness and ability to commence work on the project. The do not foresee a need to supplement production capability.	Stated that they are willing and able to expedite services and construction administration and, if needed, they can increase their Professional Staff to meet schedule milestones and project demands.	Firm did not address this item.	Firm did not address this item.
<b>Total Evaluation Points</b>	565.8	571.8	570	570.8	549.4	553.6
<b>Ranking</b>	4	1	3	2	6	5

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

**SOUTH TEXAS COLLEGE  
CIVIL ENGINEERING SERVICES - PECAN CAMPUS RESURFACING OF EAST DRIVE  
PROJECT NO. 21-22-1040  
EVALUATION SUMMARY**

<b>VENDOR</b>	Ambiotec Civil Engineering Group, Inc.	Perez Consulting Engineers, LLC.	R. Gutierrez Engineering Corporation	SAMES, Inc.	SWG Engineering, LLC.	Trimad Consultants, LLC.
<b>ADDRESS</b>	5420 Paredes Line Rd	808 Dallas Ave	130 E Park Ave	200 S 10th St Ste 1500	611 Bill Summers Intl Blvd	1803 Mozelle St
<b>CITY/STATE/ZIP</b>	Brownsville, TX 78526	McAllen, TX 78501	Pharr, TX 78577	McAllen, TX 78501	Weslaco, TX 78596	Pharr, TX 78577
<b>PHONE</b>	956-548-9333	956-631-4482	956-782-2557	956-702-8880	956-968-2194	956-688-8860
<b>CONTACT</b>	Vicente Mendez	J. David Perez	Ramiro Gutierrez	Saul D. Maldonado	Randall C. Winston	Ricardo Salazar
<b>3.1 Statement of Interest (up to 100 points)</b>						
3.1.1 Statement of interest on projects	95	100	100	100	95	90
3.1.2 Firm History including credentials	95	98	98	98	97	95
3.1.3 Narrative describing the design team's unique qualifications and specialized design experience as it relates to the project	95	95	96	95	96	92
3.1.4 Availability and commitment of firm and its principal(s), its consultants and key professionals	90	90	90	90	90	90
	97	97	97	97	97	97
<b>3.2 Prime Firm (up to 100 points)</b>						
3.2.1 Resume giving the experience and expertise principles and key members for the prime firm that will be involved in the project(s), including their experience with similar projects and the number of years with the prime firm	100	95	95	95	100	90
3.2.2 Proposed project assignments, lines of authority and communication for principals and key professional members of the prime firm that will be involved in the project(s). Indicate the estimated percent of time these individuals will be involved in the project(s).	98	98	98	98	98	90
3.2.3 Prime Firm proximity and meeting availability	95	95	95	96	95.2	90
3.2.4 Describe any litigation the prime firm is currently involved in which could affect the firm's ability to provide professional services to STC.	95	90	90	90	95	85
	96	97	97	97	96	95
<b>3.3 Project Team (up to 100 points)</b>						
3.3.1 Organizational chart showing the roles of the prime firm and each consultant firm or individual included. Identify the consultant and provide a brief history about the consultant. Describe the consultant's proposed role in the project and its related project experience. List a project(s) that the prime firm and the consultant have worked together on during the last five years. Provide a statement of the consultant's availability for the project(s). Provide resumes giving the experience and expertise of principals and key professional members for the consultant who will be assigned to the project(s).	90	95	90	90	95	90
3.3.2 Proposed organizational chart showing the roles of the prime firm and each specialized consultant firm(s) or individual(s) to be assigned if any. Identify the consultant and provide a brief history about the consultant and their area of design expertise. Describe the consultant's proposed role in the project. List (3) projects the consultant has worked on during the last 5 years which best describe the firm's design expertise. List a project(s) that the prime firm and the specialized consultant have worked together on during the last 5 years. Provide a statement of the consultant's availability for the project. Provide resumes giving the experience and expertise of principals and key professional members for the consultant who will be assigned to the project.	95	95	96	97	95	92
	95	95	94.4	95	93.6	90
	90	90	90	90	90	90
	95	97	97	97	96	97
<b>3.4 Representative Projects (up to 100 points)</b>						
3.4.1 Specific data on 5 projects the prime firm provided or is providing professional services in an educational setting. Project name and location; Project Owner and contact information; Project construction cost; Project size in gross square feet; Date project was started and completed; Professional services prime firm provided for the project; Project manager; Project architect; Project designer; Names of consultant firms and their expertise	100	100	100	100	95	95
	96	98	98	97	95	93
	95	95	96	94	95.4	90
	90	90	88	95	90	85
	95	97	97	97	95	95
<b>3.5 Five References (up to 100 points)</b>						
3.5.1 Provide references for 5 projects, other than STC, listed in response to Part four, 3.4.1. The references shall include: Owner's name, Owner's representative who served as the day-to-day liaison during planning, design, and construction of the project, and the Owner representative's telephone number and email address	100	100	100	95	85	100
	95	96	96	97	95	95
	90	97	95.8	95	95.4	93
	85	90	90	90	95	85
	95	96	96	96	95	95
<b>3.6 Project Execution (up to 100 points)</b>						
3.6.1 Provide a summary of your approach to the project that addresses key elements such as your interaction with STC staff, management of the different phases of the project, how you maintain quality control, and final project close out.	95	95	95	95	90	100
3.6.2 Provide information as part of submission response to assure that Architectural firm is willing and able to expedite design services and construction administration for the project. Please provide insight if Architect is intending to supplement production capability in order to meet schedule demands.	95	96	97	97	98	95
	92	96	94.6	95	94.4	94
	90	90	90	90	90	75
	95	96	95	95	96	94
<b>TOTAL EVALUATION POINTS</b>	565.8	571.8	570	570.8	549.4	553.6
<b>RANKING</b>	4	1	3	2	6	5

The Director of Purchasing has reviewed all the responses and evaluations complete





## **Consent Agenda:**

### **c. Approval to Contract Engineering Services for the Pecan Campus South Academic Building J Generator Replacement and for the Nursing and Allied Health Campus NAH East Building A Generators Replacement**

Approval to contract engineering services for the Pecan Campus South Academic Building J Generator Replacement project and for the Nursing and Allied Health Campus NAH East Building A Generators Replacement project is requested.

#### **Purpose**

Engineering services are necessary for design and construction administration services for the Pecan Campus South Academic Building J Generator Replacement and the Nursing and Allied Health Campus NAH East Building A Generators Replacement. 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 project.

#### **Scheduling Priority**

These projects have been developed through the annual Deferred Maintenance process. It has been reviewed by the Facilities Planning & Construction and Facilities Operations & Maintenance departments, Administration, the President's Cabinet, the Coordinated Operations Council, and the Board of Trustees. These projects are scheduled as non-educational and routine improvements to upgrade the power supply redundancy.

#### **Background**

On June 22, 2021, the Board approved the proposed projects as part of the College's FY 2021-2022 Renewals & Replacements projects. The projects consist of replacing the existing diesel fuel generators with natural gas generators to provide continuous power without the need to refuel. The upgrade provides more reliable and convenient uninterrupted power to the buildings, and eliminates the concern of supply chain issues for fuel that have impacted the operation of the College's diesel fuel generators in the past. There will be a total of three generators that will be replaced: one (1) generator at the Pecan Campus which was installed in 2004 and two (2) generators at the Nursing and Allied Health Campus NAH East Building A which were installed in 2000 and 2004. The scope of the projects includes:

- Design and construction of the generator installations.
- Design and installation of necessary natural gas line and electrical services.
- Replacement of the diesel fuel generators with new natural gas generators.

On September 28, 2021, the Board of Trustees approved the solicitation for engineering services. Solicitation for architectural qualifications began on January 26, 2022, for the purpose of selecting an architectural firm to prepare the necessary plans and specifications for this project. A total of eight (8) firms received a copy of the Request for Qualifications (RFQ) and a total of five (5) firms submitted their responses on February 10, 2022.

<b>Timeline for Solicitation of Statements of Qualifications</b>	
January 26, 2022	Solicitation of statements of qualifications began.
February 10, 2022	Five (5) statements of qualifications were received.

**Highest Ranked Vendor**

Based on the evaluations of the qualifications, **DBR Engineering Consultants, Inc.** was the highest ranked firm.

The Pecan Campus South Academic Building J Generator Replacement project budget is \$280,000 and itemized in the table below:

<b>Pecan Campus South Academic Building J Generator Replacement Total Project Budget</b>	
<b>Budget Item</b>	<b>Project Total</b>
Construction	\$250,000
Design	25,000
Miscellaneous	5,000
<b>Total Project Budget</b>	<b>\$280,000</b>

The Nursing and Allied Health Campus NAH East Building A Generators Replacement project budget is \$422,000 and itemized in the table below:

<b>Nursing and Allied Health Campus NAH East Building A Generators Replacement Total Project Budget</b>	
<b>Budget Item</b>	<b>Project Total</b>
Construction	\$375,000
Design	37,500
Miscellaneous	9,500
<b>Total Project Budget</b>	<b>\$422,000</b>

**Funding Source**

Funds for the Pecan Campus South Academic Building J Generator Replacement Project 2022-019R and the Nursing and Allied Health Campus NAH East Building A Generators Replacement Project 2022-023R are budgeted in the FY 2021-2022 Renewals & Replacements Fund.

**Reviewers**

The proposals have been reviewed by College staff from the Facilities Operations & Maintenance, Facilities Planning & Construction, and Purchasing departments.

**Enclosed Documents**

The packet includes presentations of the proposed projects. The evaluation team members completed evaluations for the firms and provided the scoring and ranking summary.

The Facilities Committee recommended Board approval to contract engineering services with DBR Engineering Consultants, Inc. for the Pecan Campus South Academic Building J Generator Replacement project and the Nursing and Allied Health Campus NAH East Building A Generators Replacement 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 engineering services with DBR Engineering Consultants, Inc. for the Pecan Campus South Academic Building J Generator Replacement project and the Nursing and Allied Health Campus NAH East Building A Generators Replacement project as presented.

**Approval Recommended:**

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



**RFQ 21-22-1041  
Pecan Campus  
South Academic Building J  
Generator Replacement**



# Pecan Campus South Academic Building J Generator Replacement Project



Project Site

# Pecan Campus South Academic Building J Generator Replacement Project



# Pecan Campus South Academic Building J Generator Replacement Project Budget



## **Requested By**

Facilities Planning & Construction and Facilities Operations & Maintenance Departments

## **Scope of work**

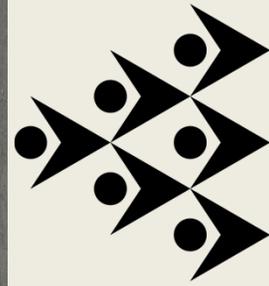
Replacement of diesel fuel generator with a natural gas generator.

Total Renovated Square Feet = N/A

## **Estimated Total Project Budget**

Construction	\$ 250,000
Design	25,000
Miscellaneous	<u>5,000</u>
Total Project Budget	\$ 280,000

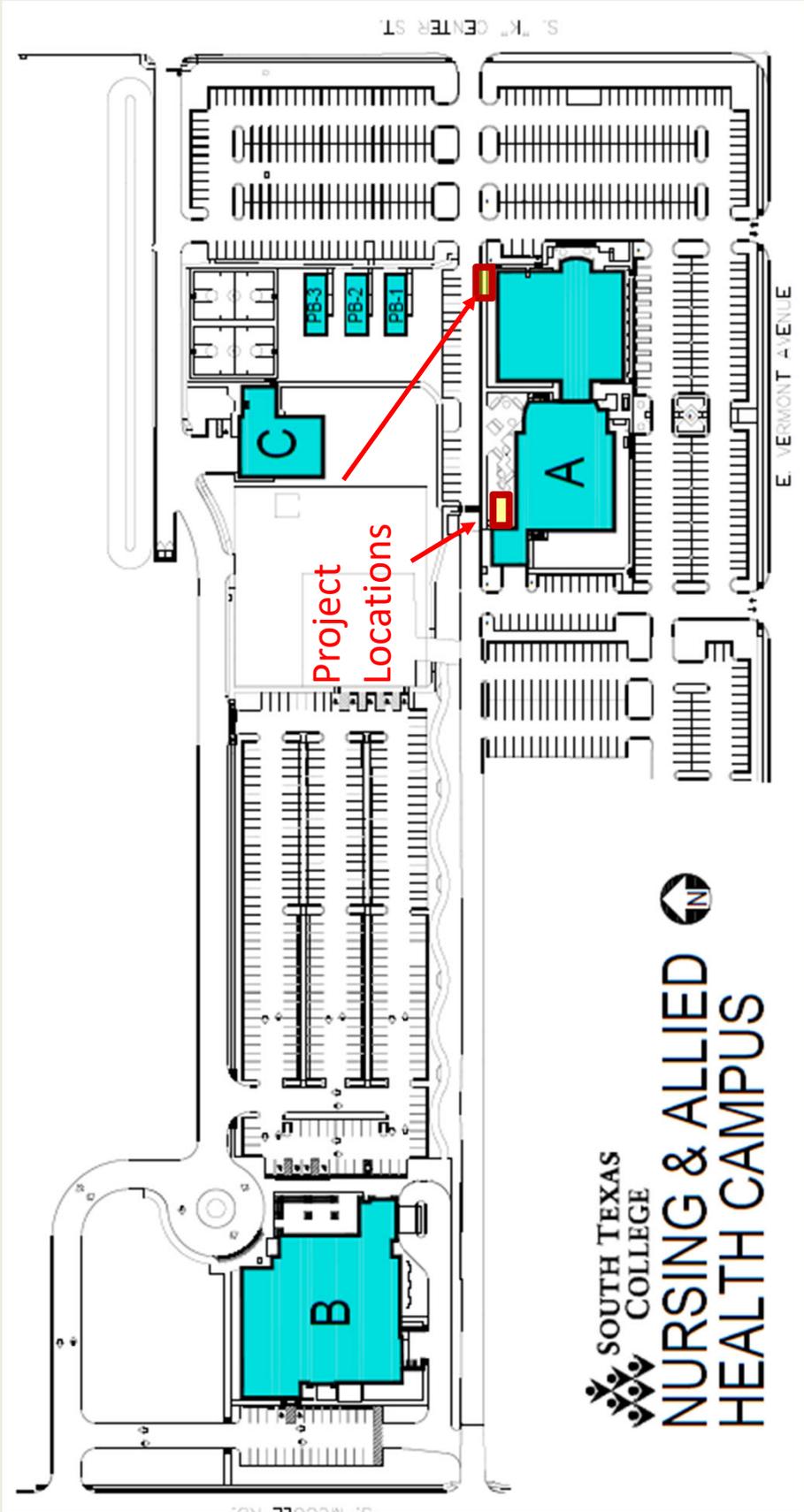




**SOUTH TEXAS  
COLLEGE**

**RFQ 21-22-1041**  
**Nursing and Allied Health Campus**  
**East Building A**  
**Generators Replacement**

**Nursing and Allied Health Campus East Building A Generators Replacement  
Proposed Site**



# Nursing and Allied Health Campus East Building A Generators Replacement Existing Generator Views



Generator Location at Northeast End  
of Building A



Generator Location at Northwest End  
of Building A

# Nursing and Allied Health Campus East Building A Generators Replacement Proposed Scope & Budget



## **Requested By**

Facilities Planning & Construction and Facilities Operations & Maintenance Departments

## **Scope of work**

Replacement of two (2) diesel fuel generators with two (2) natural gas generators.

Total Renovated Square Feet = N/A

## **Estimated Total Project Budget**

Construction	\$ 375,000
Design	37,500
Miscellaneous	<u>9,500</u>
Total Project Budget	\$ 422,000

**SOUTH TEXAS COLLEGE  
MECHANICAL, ELECTRICAL, PLUMBING, ENGINEERING SERVICES -  
DR. RAMIRO R. CASSO - NURSING AND ALLIED HEALTH CAMPUS EAST BUILDING A AND  
PECAN CAMPUS SOUTH ACADEMIC BUILDING J GENERATOR REPLACEMENTS  
PROJECT NO. 21-22-1041**

VENDOR	De la Luz, LLC./ dba A&G Engineering	DBR Engineering Consultants, Inc.	Ethos Holistic Holdings, LLC./ dba Ethos Engineering	MEP Solutions Engineering	Sigma HN Engineers, PLLC.
ADDRESS	1004 W Frontage Rd	200 S 10th St Ste 901	1126 S Commerce	600 E Beaumont Ave Ste 2	701 S 15th St
CITY/STATE/ZIP	Alamo, TX 78516	McAllen, TX 78501	Harlingen, TX 78550	McAllen, TX 78501	McAllen, TX 78501
PHONE	956-787-3473	956-683-1640	956-230-3435	956-664-2727	956-332-3206
CONTACT	Luis E. Madrigal	Hugo Avila	Guillermo Quintanilla	Abram L. Dominguez	Jesus G. Hinojosa
<b>3.1 Statement of Interest</b>					
<b>3.1.1 Statement of Interest for Project</b>	Indicated they feel confident that they would be able to provide STC with the highest customer experience and deliver projects that meet our expectations.	Pointed out the work the firm has provided for STC. Indicated that they can begin work on new projects immediately.	Indicated the firm's highly qualified team has been providing MEP engineering services to higher education for about 20 years. Emphasized their previous work for STC and therefore their familiarity with the campuses and staff.	Indicated their team consists of two licensed professional engineers and three engineering assistants/designers. Stated their committed to providing quality services and is readily available to perform engineering services on an as needed basis.	The firm emphasized the experience of the two principals within the firm. They indicated that STC would be working directly with the two principals and pointed out that the firm's size would be better able to meet the needs in a cost-effective manner.
<b>3.1.2 History and Statistics of Firm</b>	- Served the RGV since 2012 - Office in Alamo, TX - Has Certificate of registration with the Texas Board of Professional Engineers and Land Surveyors	- Providing services since 1972 - 130+ staff member in 6 offices in Texas - Offices in Houston, San Antonio, Austin, McAllen, Dallas, and El Paso	- Founded in 2014 - Headquarters located in Harlingen, TX - 20 MEP professionals - Honored with Engineer of the Year and Consultant of the Year award	- Established in 2007 - 5 Employees - Office located in McAllen, TX	- Established in 2012 - Over 20 Years of combined experience - Completed over 300 projects, 57 of which were for Higher Education
<b>3.1.3 Narrative describing the design team's unique qualifications and specialized design experience as it relates to the project</b>	Stated their team meticulously reviews and analyzes the project standard's prioritizing the client vision, budget, and standards. Indicated they are passionate about the philosophy of "continuous learning and improvement" in the Art of Engineering design and application of code.	Stated that are uniquely qualified for this project because of the following: Intimate Knowledge of Existing Systems, Design and Specification of Generators, and Experience with STC.	Stated that they have successfully executed over 250 projects, and are collaborating with several high profile A/E teams across the State. Indicated that energy efficiency and sustainable designs, as well as client satisfaction have always been our forte, and continue to be our prime focus.	Stated that the firm offers MEP Engineering services to the Rio Grande Valley, and provided a list of some of their work.	Stated that one of the qualities that makes SIGMA unique is their size. STC will always be working directly with the principals of the firm. To date, they have been personally involved on over 40 projects with STC.
<b>3.1.4 Statement of Availability and Commitment</b>	Indicated they are committed to work closely with the client to ensure project timelines, project standards, and project deliverables are met.	Indicated that the firm's design team meets each week to discuss project schedules and allocate staff to meet the needs of the project.	Indicated they are available as soon as they are awarded and will make STC projects their top priority.	Firm did not directly address this section of the RFQ, but had indicated in the Statement of Interest their commitment to provide services as needed.	Indicated that firm has the resources to perform work immediately for STC. Stated that they will ensure the necessary resources for the project.
<b>3.2 Prime Firm</b>					
<b>3.2.1 Resumes of Principals and Key Members</b>	Included resumes for the following: - Luis Eduardo Madrigal, PE, CEO and President - Edgar Garcia, Lead Designer - Rodolfo Martinez, Lead Drafter - Enrique Castillo, Designer-Mechanical - Eliud Reyna, Designer-Fire Sprinkler - Lorena M Bush, Logistics Director	Included resumes for the following staff: - Edward Puentes, PE,CEM, LEED, Partner in Charge - Hugo H. Avila, PE, Senior Project Manager - Robert Tijerina, PE, Senior Mechanical Engineer - T. Joey Beltz, Senior Electrical Designer - Maritza Garza, EIT, Senior Mechanical Designer -Maximo Antonio Leochico, Senior Plumbing Designer	Included resumes for the following staff: - Rajesh Kapileshwari, PE, LEED AP, Principal - Guillermo Quintanilla, Principal - Cesar A. Gonzalez, PE, Principal - Mark Power Warren, Commissioning Director	Provided resumes for the two professional engineers: - Luis Javier Pena, PE - Abram L. Dominguez, PE	Provided resumes for the two principals: - Jesus Gabriel Hinojosa, PE, LEED AP, Principal - Jose Antonio Nicanor, PE, LEED AP, Principal
<b>3.2.2 Project Assignments and Lines of Authority</b>	Indicated the time commitment for three staff that will be involved in the project.	Listed the assignments for the above named staff and the time commitment each will devote to the project. The partner in charge will commit 40% of his time to project. The others are indicated at 50% time commitment.	Indicated the Project Manager will oversee a team of seasoned engineers. Included an organization chart that shows lines of authority.	Firm did not respond to this section.	Indicated a 100% time commitment from both principals for the project and provided the time commitments from the seven staff.
<b>3.2.3 Prime Firm's Proximity and ability to respond to unplanned meetings</b>	Stated they are located in Alamo, TX and about 10 minutes away from the project site.	Stated they are about 3 miles away from the project site.	Stated they are available to meet for face-to-face discussions within the hour. Since they have several projects in Hidalgo County, one of the principals or engineers is always in the area.	Firm did not respond to this section.	Stated they are located in downtown McAllen, and only 3 miles away from the Facilities Planning and Construction building.
<b>3.2.4 Litigation that could affect firm's ability provide services</b>	Firm states they are not involved in any litigation.	Firm states they are not involved in any litigation.	Indicated "Non Applicable" on response to this item.	Firm did not respond to this section.	Firm states they are not involved in any litigation.

SOUTH TEXAS COLLEGE  
MECHANICAL, ELECTRICAL, PLUMBING, ENGINEERING SERVICES -  
DR. RAMIRO R. CASSO - NURSING AND ALLIED HEALTH CAMPUS EAST BUILDING A AND  
PECAN CAMPUS SOUTH ACADEMIC BUILDING J GENERATOR REPLACEMENTS  
PROJECT NO. 21-22-1041

VENDOR	De la Luz, LLC./ dba A&G Engineering	DBR Engineering Consultants, Inc.	Ethos Holistique Holdings, LLC./ dba Ethos Engineering	MEP Solutions Engineering	Sigma HN Engineers, PLLC.
<b>3.3 Project Team</b>					
<b>3.3.1 Organization chart with Role of Prime Firm and basic Services consultants</b>	Included organization chart with the staff who will be assigned to project. Indicated that no sub-consultants will be used for project.	Included organization chart with the staff who will be assigned to project. Indicated that no sub-consultants will be used for project.	Included organization chart that showed all firm staff and which included the following sub consultants: - Boultinghouse Simpson Gates Architects - Architect - Green Rubiano & Associates - Structural Engineer - Perez Consulting Engineers - Civil Engineer	Included organization chart with the staff who will be assigned to project.	Organization chart was included showing the primary roll of the two principals and the following sub consultants: - CLH Engineering
<b>3.4 Representative Projects</b>					
<b>3.4.1 Minimum of 5 projects firm has worked on</b>	- Donna ISD - CTE Welding Laboratory (\$100,000) - Donna ISD - High School Gymnasium HVAC Chill Water Replacement (\$300,000) - Red Sands Detention Facility (\$10,000,000) - South Texas College - Kinesiology Office Remodel Phase I (\$200,000)	- South Texas College - Mid Valley Campus - Central Thermal Plant (\$4.4M) -South Texas College - Emergency Generator for Pecan Plaza (\$400,000) - South Texas College - Emergency Generator for Starr County Campus (\$400,000) - City of McAllen - McAllen Fire Station No. 5 Emergency Generator (\$540,000) -City of McAllen - McAllen Fire Station No. 6 - Emergency Generator (\$420,000)	- City of Harlingen - Harlingen Fire Station (\$1,518,000) - Sharyland ISD Transportation Building, Bus Barn - Cameron County Precincts - Transportation Maintenance Workshops (\$2,858,956) - Idea Academy Headquarters (\$12,388,000) - Tropical Texas Behavioral Health - \$8,850,000) - Valley International Airport VIA FIS Facility Generator (\$148,167) - Brownsville ISD - Maintenance Building Genset	- La Joya ISD -Middle HVAC Renovations (\$3,076,000) - Edinburg ISD - Middle School Cafeteria Expansion & Renovation (\$2,680,000) - UTRGV - Medical Research Facility (\$21,000,000)	- South Texas College - Starr County Campus Thermal Plant (\$5.3M) - South Texas College - Starr County Health and Science Facility (\$8.5M) - South Texas College - Starr County Library (\$2.8M) - South Texas College - Starr County Campus Student Services Expansion (\$1.32M) - South Texas College - Starr County Campus Student Activities Expansion (\$1.37M)
<b>3.5 References</b>					
<b>3.5.1 References</b>	- Donna ISD - IDEO Designs - Adelantes Architecture - Executive Designs - GMG Design	- Texas A&M University - McAllen - Texas A&M University - Kingsville - University of Texas Rio Grande Valley - Texas A&M University - Texas State Technical College	- Cameron County - University of Texas Rio Grande Valley - Brownsville ISD - Sharyland ISD - Harlingen CISD - Los Fresnos CISD - Valley International Airport	- La Joya ISD - Edinburg CISD - PSJA ISD	- La Joya ISD - IDEA Public Schools -Edinburg CISD -Brownsville ISD -Harlingen CISD
<b>3.6 Project Execution</b>					
<b>3.6.1 Summary of approach to project that addresses interaction with STC staff, management of different phases of the project, how you maintain quality control, and final project close-out.</b>	Stated their internal protocols for quality control includes multiple reviews utilizing our internal checklist, daily update meetings with P.E. regarding the project milestones, and the consistent communication with their client will ensure that the design process is constantly monitored, analyzed, and on time.	Stated that all successful projects begin with an effective project-management approach. They have developed a set of project management tools that would be utilized on proposed projects for STC. Included some examples of how they manage information in order to deliver successful projects with ease.	Stated they utilize a quality control and quality assurance plan to ensure projects are implemented smoothly and expediently.	Firm did not respond to this section.	Stated that to complete projects within budget we communicate with our clients and visit the job site to clearly define a scope of work. They prepare an engineering cost estimate and establish a budget. The basic elements of effective budget control allow us to provide quality designs, which minimize unanticipated cost in the construction phase such as change orders.
<b>3.6.2 Willingness and ability to expedite services. Ability to supplement production.</b>	Stated they are committed to provide all of their clients with superior customer service. They make every attempt to keep capacity to 80% to allow for unforeseen concerns and/or professional development time.	Indicated their willing and able to expedite design services. Stated that they do not anticipate the need to supplement the production capability, but can do so by utilizing staff from other offices.	Reiterated their commitment to the project. Stated their staff has committed to fulfilling their responsibilities in a professional, timely, and reliable manner.	Stated they are committed to providing quality services and is readily available to perform engineering work on an as needed basis.	Stated that they are available to expedite any challenge presented, and ensure adherence to the quality standards expected by STC.
<b>Total Evaluation Points</b>	548.6	568.60	566.60	551.80	558.80
<b>Ranking</b>	5	1	2	4	3

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

**SOUTH TEXAS COLLEGE  
MECHANICAL, ELECTRICAL, AND PLUMBING ENGINEERING SERVICES -  
DR. RAMIRO R. CASSO - NURSING AND ALLIED HEALTH CAMPUS EAST BUILDING A  
AND PECAN CAMPUS SOUTH ACADEMIC BUILDING J GENERATOR REPLACEMENTS  
PROJECT NO. 21-22-1041  
EVALUATION SUMMARY**

<b>VENDOR</b>	De la Luz, LLC/ dba A&G Engineering	DBR Engineering Consultants, Inc.	Ethos Holistique Holdings, LLC./ dba Ethos Engineering	MEP Solutions Engineering	Sigma HN Engineers, PLLC.
<b>ADDRESS</b>	1004 W Frontage Rd	200 S 10th St Ste 901	1126 S Commerce	600 E Beaumont Ave Ste 2	701 S 15th St
<b>CITY/STATE/ZIP</b>	Alamo, TX 78516	McAllen, TX 78501	Harlingen, TX 78550	McAllen, TX 78501	McAllen, TX 78501
<b>PHONE</b>	956-787-3473	956-683-1640	956-230-3435	956-664-2727	956-332-3206
<b>CONTACT</b>	Luis E. Madrigal	Hugo Avila	Guillermo Quintanilla	Abram L. Dominguez	Jesus G. Hinojosa
<b>3.1 Statement of Interest (up to 100 points)</b>					
3.1.1 Statement of interest on projects	93	95	93	92	94
3.1.2 Firm History including credentials	74	85	85	84	80
3.1.3 Narrative describing the design team's unique qualifications and specialized design experience as it relates to the project	100	100	100	98	95
3.1.4 Availability and commitment of firm and its principal(s), its consultants and key professionals	91	97	95	80	95
	95	96	96	95	95
<b>3.2 Prime Firm (up to 100 points)</b>					
3.2.1 Resumes giving the experience and expertise/principles and key members for the prime firm that will be involved in the project(s), including their experience with similar projects and the number of years with the prime firm	93	95	95	92	95
3.2.2 Proposed project assignments, lines of authority, and communication for principals and key professional members of the prime firm that will be involved in the project(s). Indicate the estimated percent of time these individuals will be involved in the project(s).	69	89	88	85	82
3.2.3 Prime Firm proximity and meeting availability	95	100	95	95	98
3.2.4 Describe any litigation the prime firm is currently involved in which could affect the firm's ability to provide professional services to STC.	97	97	96	80	97
	94	96	95	94	96
<b>3.3 Project Team (up to 100 points)</b>					
3.3.1 Organizational chart showing, the roles of the prime firm and each consultant firm or individual included. --Identify the consultant and provide a brief history about the consultant --Describe the consultant's proposed role in the project and its related project experience --List a project(s) that the prime firm and the consultant have worked together on during the last five years --Provide a statement of the consultant's availability for the project(s) --Provide resumes giving the experience and expertise of principals and key professional members for the consultant who will be assigned to the project(s)	93	95	95	90	95
3.3.2 provide an organizational chart showing the roles of the prime firm and each specialized consultant firm(s) or individual(s) to be included if any. --Identify the consultant and provide a brief history about the consultant and their area of design expertise --Describe the consultant's proposed role in the project --List (3) projects the consultant has worked on during the last 5 years which best describe the firm's design expertise --List a project(s) that the prime firm and the specialized consultant have worked together on during the last 5 years --Provide a statement of the consultant's availability for the project --Provide resumes giving the experience and expertise of principals and key professionals members for the consultant who will be assigned to the project	85	87	89	88	89
	90	90	95	95	95
	95	94	97	94	96
	94	96	95	94	95
<b>3.4 Representative Projects (up to 100 points)</b>					
3.4.1 Specific data on 5 projects the prime firm provided or is providing professional services in an educational setting --Project name and location; Project Owner and contact information; Project construction cost; Project size in gross square feet; Date project was started and completed; Professional services prime firm provided for the project; Project manager; Project architect; Project designer; Names of consultant firms and their expertise	90	97	96	90	90
	88	91	91	89	88
	95	100	95	95	90
	92	94	96	94	94
	94	97	96	94	95
<b>3.5 Three References (up to 100 points)</b>					
3.5.1 Provide references for 5 projects, other than STC, listed in response to Part four, 3.4.1. The references shall include: --Owner's name, Owner's representative who served as the day-to-day liaison during planning, design, and construction of the project, and the Owner representative's telephone number and email address	95	96	95	95	95
	89	97	98	98	97
	95	100	98	100	90
	90	93	94	95	95
	94	95	95	94	95
<b>3.6 Project Execution (up to 100 points)</b>					
3.6.1 Provide a summary of your approach to the project that addresses key elements such as your interaction with STC staff, management of the different phases of the project, how you maintain quality control, and final project close-out.	96	90	92	95	94
3.6.2 Provide information as part of submission response to assure that Architectural firm is willing and able to expedite design services and construction administration for the project. Please provide insight if Architect is intending to supplement production capability in order to meet schedule demands.	88	91	91	90	90
	90	96	98	90	95
	94	98	93	90	93
	95	96	96	94	96
<b>TOTAL EVALUATION POINTS</b>	548.60	568.60	566.60	551.80	558.80
<b>RANKING</b>	5	1	2	4	3

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







## **Consent Agenda:**

### **d. Approval to Contract Architectural Services for the Mid Valley Campus South Academic Building H Repair and Renovations of Damaged Roof and Interior Areas**

Approval to contract architectural services for the Mid Valley Campus South Academic Building H Repair and Renovations of Damaged Roof and Interior Areas project is requested.

#### **Purpose**

Architectural services are necessary for design and construction administration services for the Mid Valley Campus South Academic Building H Repair and Renovations of Damaged Roof and Interior Areas project. 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 project.

#### **Scheduling Priority**

This project was initiated in 2021 due to the building being damaged by a rainstorm. The project has been 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 is scheduled as an educational space improvement to restore the building to operating condition.

#### **Background**

On May 12, 2021, heavy rainstorms damaged the roof, which resulted in interior areas sustaining water damage. The College has received funds from an insurance claim and is also in the process of requesting additional funds for the damages from the insurance company with the assistance of a public adjuster. The project consists of renovating five (5) classrooms, including a music lab, art lab, and eight (8) 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

On October 26, 2021, the Board of Trustees approved the solicitation for architectural services. Solicitation for architectural qualifications began on January 26, 2022, for the purpose of selecting an architectural firm to prepare the necessary plans and specifications for this project. A total of sixteen (16) firms received a copy of the Request for Qualifications (RFQ) and a total of four (4) firms submitted their responses on February 10, 2022.

<b>Timeline for Solicitation of Statements of Qualifications</b>	
January 26, 2022	Solicitation of statements of qualifications began.
February 10, 2022	Four (4) statements of qualifications were received.

**Highest Ranked Vendor**

Based on the evaluations of the qualifications, **Milnet Architectural Services, PLLC.** was the highest ranked firm.

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

<b>Mid Valley Campus South Academic Building H Repair and Renovations of Damaged Roof and Interior Areas Total Project Budget</b>	
<b>Budget Item</b>	<b>Budget Amount</b>
Construction	\$630,000
Design	60,000
Miscellaneous	12,000
FFE	158,700
Technology	125,000
<b>Total Project Budget</b>	<b>\$985,700</b>

**Funding Source**

Funds for the Mid Valley Campus South Academic Building H Repair and Renovations of Damaged Roof and Interior Areas Project 2022-038R will be used from the insurance claim and additional funds are available in the FY 2021-2022 Renewals & Replacements Fund.

**Reviewers**

The proposals have been reviewed by College staff from the Facilities Operations & Maintenance, Facilities Planning & Construction, and Purchasing departments.

**Enclosed Documents**

The packet includes a presentation of the proposed project. The evaluation team members completed evaluations for the firms and provided the scoring and ranking summary.

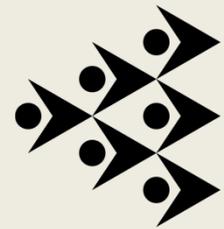
The Facilities Committee recommended Board approval to contract architectural services with Milnet Architectural Services, PLLC. for the Mid Valley Campus South Academic Building H Repair and Renovations of Damaged Roof and Interior Areas project as presented.

**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 architectural services with Milnet Architectural Services, PLLC. for the Mid Valley Campus South Academic Building H Repair and Renovations of Damaged Roof and Interior Areas project as presented.

**Approval Recommended:**

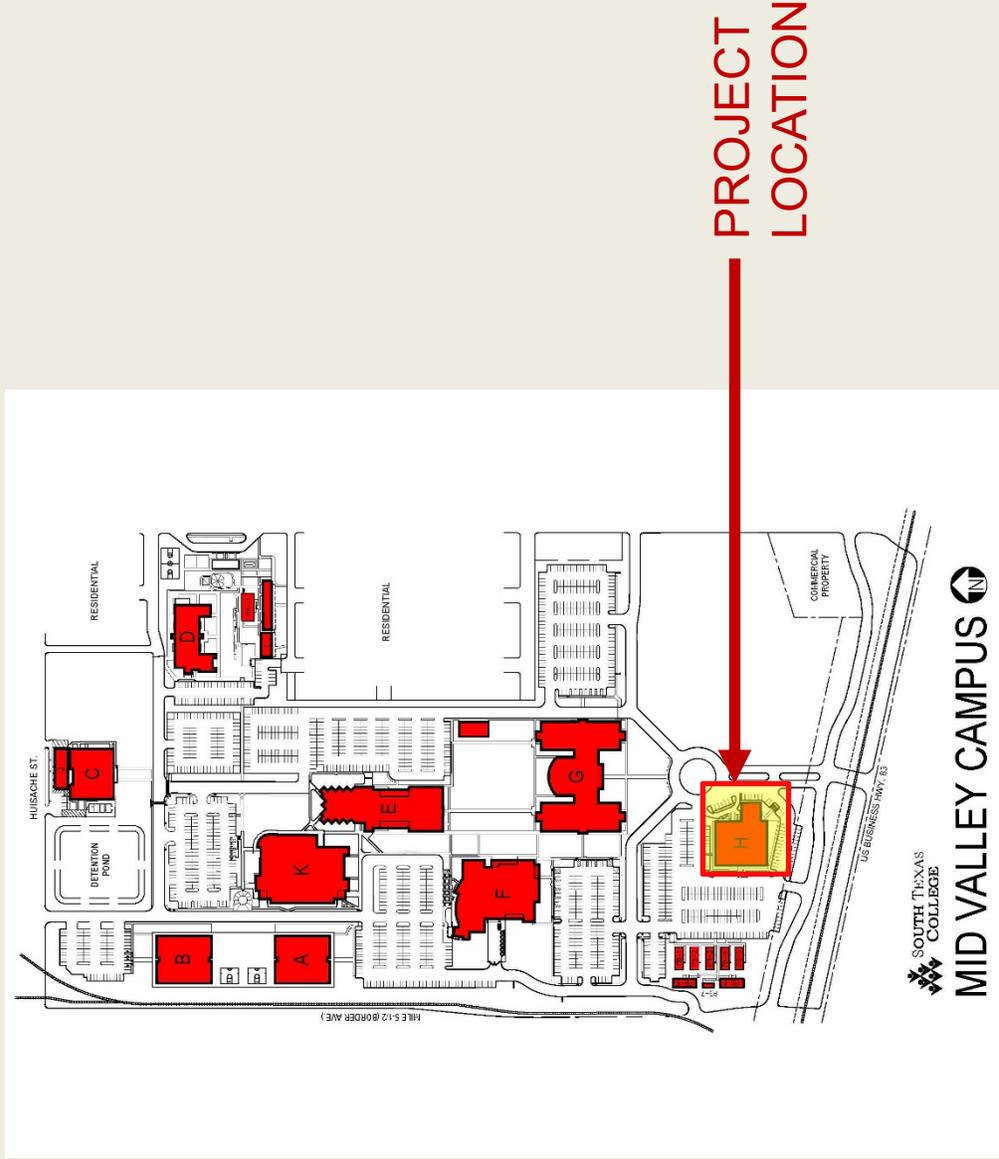
**Dr. Ricardo J. Solis**  
**President**



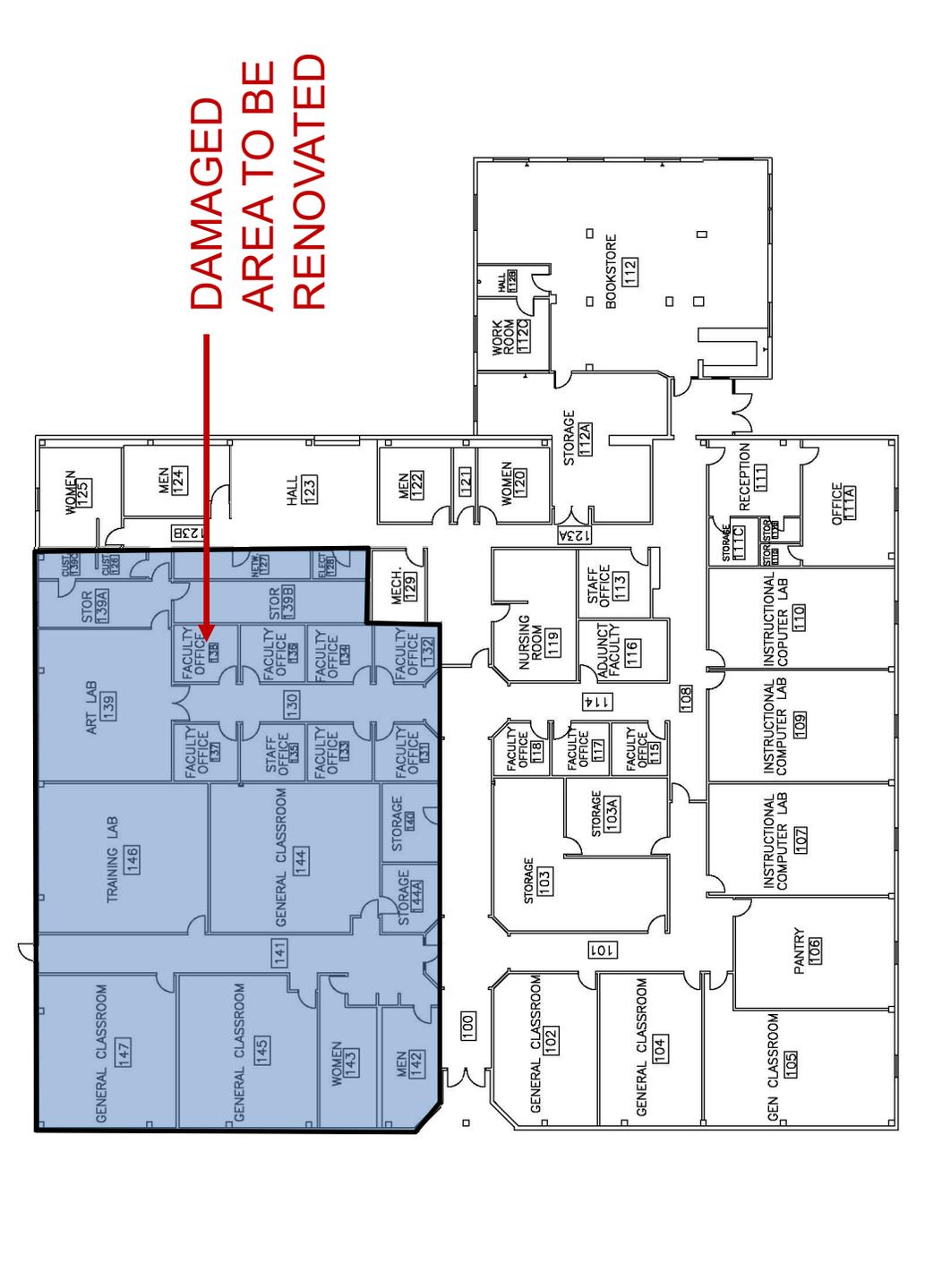
**SOUTH TEXAS  
COLLEGE**

**Mid Valley Campus  
South Academic Building H Repair and  
Renovations of Damaged Roof and Interior  
Areas**

# Mid Valley South Academic Building H Repair and Renovations of Damaged Roof and Interior Areas



# Mid Valley South Academic Building H Repair and Renovations of Damaged Roof and Interior Areas



South Academic Building H



**SOUTH TEXAS  
COLLEGE**

## **Mid Valley South Academic Building H Repair and Renovations of Damaged Roof and Interior Areas**



## **Original Roof Damage**



**Mid Valley South Academic Building H  
Repair and Renovations of Damaged Roof and Interior  
Areas**

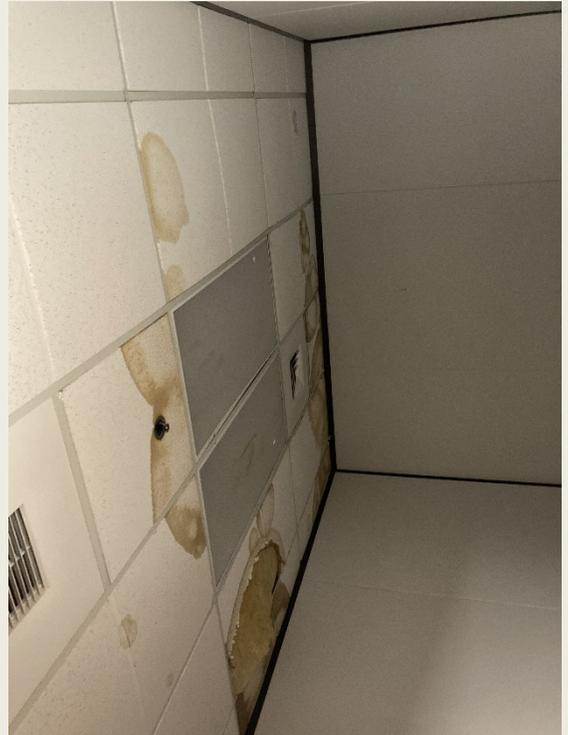
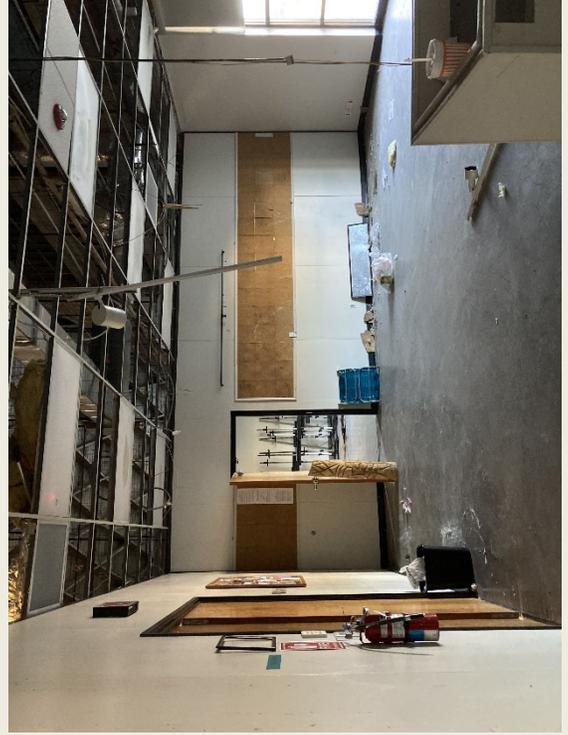


**Roof Damage as of 01/31/22**



SOUTH TEXAS  
COLLEGE

# Mid Valley South Academic Building H Repair and Renovations of Damaged Roof and Interior Areas



## Mid Valley South Academic Building H Repair and Renovations of Damaged Roof and Interior Areas

**Requested By**

Facilities Planning & Construction and Facilities Operations & Maintenance Departments

**Scope of work**

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

**Estimated Total Project Budget**

Construction	\$ 630,000
Design	60,000
Miscellaneous	12,000
FFE	158,700
Technology	<u>125,000</u>

Total Project Budget    \$ 985,700

**SOUTH TEXAS COLLEGE  
ARCHITECTURAL SERVICES - MID VALLEY CAMPUS SOUTH ACADEMIC BUILDING H  
REPAIR AND RENOVATIONS DAMAGED ROOF AND INTERIOR AREAS  
PROJECT NO. 21-22-1044**

<b>VENDOR</b>	CG5 Architect, LLC.	Gignac & Associates, LLP.	Milnet Architectural Services, PLLC.	SAMES, Inc.
<b>ADDRESS</b>	1314 E 22nd St	3700 N 10th St	608 S 12th St	200 S 10th St Ste 1500
<b>CITY/STATE/ZIP</b>	Mission, TX 78572	McAllen, TX 78504	McAllen, TX 78501	McAllen, TX 78501
<b>PHONE</b>	956-239-2438	956-686-0100	956-688-5656	956-702-8880
<b>CONTACT</b>	Jose C. Garcia III	Raymond Gignac	Rodolfo R. Molina, Jr.	Saul D. Maldonado
<b>3.1 Statement of Interest</b>				
<b>3.1.1 Statement of Interest for Project</b>	Stated that they are interested in establishing & maintaining a professional relationship with STC.	Pointed out their expertise with state-of-the-art spaces. Indicated that they are uniquely qualified for this project because of their extensive experience in public safety projects, coupled with an extensive knowledge of Texas Architecture.	Stated their familiarity with roof repair and replacement projects coupled with their prior experience in providing clients attentive services are the main drivers to assist with this project.	Stated they are fully committed and prepared to offer STC a solid team of experts with comprehensive engineering design that will combine their knowledge and experience to deliver valuable, cost effective, and quality driven professional services.
<b>3.1.2 History and Statistics of Firm</b>	- Established in 2014 - Principal's experience spans 30 years and includes leadership roles on multi-million-dollar projects - Principal's credentials include State of Texas licensed; State of Texas Registered Architectural Firm; member of the American Institute of Architects; former Board of Trustee, President & Member for Mission CISD	- Offices in Corpus Christi, Harlingen, and McAllen - Established in 1988 - over 400 successful projects	- Established in 2000 - Pointed out the 37 years experience	- Established in 2008 - 117 Employees
<b>3.1.3 Narrative describing the design team's unique qualifications and specialized design experience as it relates to the project</b>	Stated they have unique qualifications working on commercial kitchens for professional sport arenas, UTRGV teaching kitchens for educational facilities, and local area restaurants.	Pointed out the teams has a vast amount of experience designing roofing and interior renovations for educational clients in South Texas and the Rio Grande Valley.	Stated they manage and coordinate a project from beginning to end, because of this they are able to use their knowledge base of Best Management Practices to the advantage of the project.	Stated they have a distinct advantage over many other architectural firms in that they provide project turn-key options including complete project development, design, construction and completion.
<b>3.1.4 Statement of Availability and Commitment</b>	Stated they are ready and available to staff any size project for South Texas College as they have access to an enhanced team of drafters and project managers.	Stated that the project principals and professional staff identified will be available at dedicated levels and at appropriate times to successfully accomplish the scope of work and schedule for the project.	Stated they do not pursue projects unless it is certain to have the capabilities, talent, and personnel to produce outstanding projects on or ahead of schedule.	Stated they have 117 employees that are readily available to provide quality professional services to STC.

**SOUTH TEXAS COLLEGE  
ARCHITECTURAL SERVICES - MID VALLEY CAMPUS SOUTH ACADEMIC BUILDING H  
REPAIR AND RENOVATIONS DAMAGED ROOF AND INTERIOR AREAS  
PROJECT NO. 21-22-1044**

VENDOR	CG5 Architect, LLC.	Gignac & Associates, LLP.	Milnet Architectural Services, PLLC.	SAMES, Inc.
<b>3.2 Prime Firm</b>				
<b>3.2.1 Resumes of Principals and Key Members</b>	Included resumes for the following: - Charlie Garcia III, Managing Partner - Olga N. Garcia, Owner Executive Director - Charlie Garcia, Sr., Construction Manager	Included resumes for the following staff: - Raymond Gignac, Principal-In-Charge - Rolando Garza, Senior Project Architect - Carolyn James, Senior Interior Designer/ Space Planner - Nicholas Gignac, Architectural Designer - Juan Mujica, Project Manager - Ana Salas-Luksa, Assistant Project Manager - Hector Guevara - Production Support/Architectural Intern	Included resumes for the following staff: - Rodolfo R. Molina, Jr, President - Ramon Villalobos, Project Manager - Olivia Curry, Project Manager	Included resumes for the following staff: - Saul D. Maldonado, PE Principal in Charge - Adan A. Alvarez, Jr, Senior Architect/ Project Manager - Luz Maria Ibarra Cantu, Construction Manager - Samuel D. Maldonado, PE, Project Surveyor - Ricardo A. Leal, EIT, Construction Manager - Tomas Luna, AI, Architectural Intern/Construction Inspector
<b>3.2.2 Project Assignments and Lines of Authority</b>	Lines of authority and communication start with the Owner and the Project Architect. The Architect of Record leads the Design Team through Schematic Design & on thru Owner.	Lines of authority and assignments within firm are shown in an organization chart that includes seven staff members.	Listed the team members for the project with the amount of time they would spend on the project. Indicated they do not "hand off" a project to a different team or personnel.	Duties and time assignments for firm staff are summarized in a table.
<b>3.2.3 Prime Firm proximity and meeting availability</b>	Indicated they are located in Mission, TX and has access to offices in McAllen, Weslaco, and San Antonio. Their main area of services is the RGV.	Indicated they are located in McAllen, TX a 10 minute drive from STC campus and will be very accessible for meeting throughout the entire project.	Firm is located within 17 miles of the work site.	Firm is 2.4 miles from STC.
<b>3.2.4 Describe any litigation the prime firm is currently involved in which could affect the firm's ability to provide professional services to STC</b>	Indicated that the firm is not or has not ever been involved in any litigation.	Provided information regarding litigation.	Indicated that the firm is not involved in any litigation.	Indicated that the firm is not involved in any litigation.
<b>3.3 Project Team</b>				
<b>3.3.1 Organization chart with Role of Prime Firm and each consultants firm</b>	Included organization chart which showing prime firm and its five (5) employees and the following consultants: - CLH Engineering - Civil & Structural - VME Engineering LLC - MEP - MEG Engineers - Material and Soil Testing	Included organization chart showing prime firm and the following consultants: - Chanin Engineering - Structural - DBR Engineering - MEP - Perez Consulting Engineers - Civil	Included organizational chart showing prime firm and the following consultant: - ARMKO Industries, Inc - Roof & Building Envelope - Structural & MEP - TBD	Included organizational chart and indicated they will not be subcontracting any portion of the work.

**SOUTH TEXAS COLLEGE  
ARCHITECTURAL SERVICES - MID VALLEY CAMPUS SOUTH ACADEMIC BUILDING H  
REPAIR AND RENOVATIONS DAMAGED ROOF AND INTERIOR AREAS  
PROJECT NO. 21-22-1044**

VENDOR	CG5 Architect, LLC.	Gignac & Associates, LLP.	Milnet Architectural Services, PLLC.	SAMES, Inc.
<b>3.4 Representative Projects</b>				
<b>3.4.1 Minimum of 5 projects firm has worked on</b>	<ul style="list-style-type: none"> <li>- PSJA ISD - Elvis J Ballew Parking Lot and Interior Renovations including Cosmetology Lab (\$873,000)</li> <li>- PSJA ISD - Franklin Elementary Roof (\$600,000)</li> <li>- La Joya ISD- Guillermo Flores Elementary Roof and Interior Renovations (\$1.1M)</li> <li>-La Joya ISD - Rosendo Benavides Elementary Roof and Interior Renovations (\$1.6M)</li> <li>- La Joya ISD - Kika De La Garza Elementary Roof and Interior Renovations (\$750,000)</li> <li>- Edinburg CISD - Cayetano Cavazos Elementary (\$700,000)</li> <li>- Edinburg CISD - Trevino Elementary (\$700,000)</li> </ul>	<ul style="list-style-type: none"> <li>- Presbyterian Pan-American Schools - Multipurpose Facility &amp; FEMA Community Safe Room (\$3M)</li> <li>-Tuloso-Midway ISD- High School Multipurpose Facility &amp; FEMA Community Safe Shelter</li> <li>- City of Mercedes - Multipurpose Facility &amp; FEMA Community Safe Room (\$3.8M)</li> <li>- Del Mar College - Emerging Technology Expansion (\$8M)</li> </ul>	<ul style="list-style-type: none"> <li>- TSTC - Engineering Center Phase II (\$3,400,000)</li> <li>- PSJA Memorial Early College High School Mechanical Equipment, Window &amp; Roof Upgrades (\$17,000,000)</li> <li>- Mission Housing Authority - Administration Building Roof Repairs (\$22,000)</li> <li>- Edinburg Housing Authority Lantana Apartments Roof Replacement (\$584,671)</li> <li>- City of McAllen - Public Safety Building Re-Roofing &amp; Interior Renovations (\$550,000)</li> </ul>	<ul style="list-style-type: none"> <li>- Texas State Technical College -Building 20H1 Renovation - P.B.E. HVAC Technology (\$519,449)</li> <li>- Texas State Technical College - Engineering Technology Center - Phase II (\$3,750,000)</li> <li>- Texas State Technical College - Building 200D Renovation (\$1,993,000)</li> <li>- Texas State Technical College Engineering Technology Center- Phase I (\$4,418,666)</li> <li>-The University of Texas System - UTRGV at Starr County (\$5,207,784)</li> </ul>
<b>3.5 References</b>				
<b>3.5.1 References for five (5) projects</b>	<ul style="list-style-type: none"> <li>- PSJA ISD</li> <li>- La Joya ISD</li> </ul>	<ul style="list-style-type: none"> <li>- City of Weslaco</li> <li>- Region One ESC</li> <li>- Del Mar College</li> <li>- PSJA ISD</li> </ul>	<ul style="list-style-type: none"> <li>- Edinburg Housing Authority</li> <li>- PSJA ISD</li> <li>- Mission Housing Authority</li> <li>- City of McAllen</li> <li>- Texas State Technical College</li> </ul>	<ul style="list-style-type: none"> <li>- Texas State Technical College</li> <li>- MD Anderson Center</li> <li>- Tropical Texas Behavioral Health</li> <li>- Edinburg CISD</li> <li>- San Jacinto College</li> </ul>
<b>3.6 Project Execution</b>				
<b>3.6.1 Summary of approach to project that addresses interaction with STC staff, management of different phases of the project, how you maintain quality control, and final project close-out.</b>	Stated that they are committed to their clients' success.	Provided very detailed project approach process.	Provided process that includes quality control, plan & specification reviews, construction phase quality control, schedules, and budgets.	Stated they are experienced in Architectural and Engineering master planning, programming, design, and construction administration.
<b>3.6.2 Willingness and ability to expedite services. Ability to supplement production.</b>	Stated that their Architect, Charlie Garcia III's is experienced with enhanced and expedited project scheduling which, for example, allowed them to successfully complete Vanguard Academy Educational Facility with 15 classrooms (\$1.5 Million) within months.	Indicated they are able to adjust schedules and fast-track projects to meet owner deadlines.	Stated the project management team has already started the process of connecting with a specialty consultant for this specific project.	Stated they are willing and able to expedite services and construction administration, if needed.
<b>TOTAL EVALUATION POINTS</b>	548.00	559.80	564.60	555.00
<b>RANKING</b>	4	2	1	3

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

**SOUTH TEXAS COLLEGE  
ARCHITECTURAL SERVICES - MID VALLEY CAMPUS SOUTH ACADEMIC BUILDING H  
REPAIR AND RENOVATIONS DAMAGED ROOF AND INTERIOR AREAS  
PROJECT NO. 21-22-1044  
EVALUATION SUMMARY**

VENDOR	CG5 Architect, LLC.	Gignac & Associates, LLP.	Milnet Architectural Services, PLLC.	SAMES, Inc.
ADDRESS	1314 E 22nd St	3700 N 10th St	608 S 12th St	200 S 10th St Ste 1500
CITY/STATE/ZIP	Mission, TX 78572	McAllen, TX 78504	McAllen, TX 78501	McAllen, TX 78501
PHONE	956-239-2438	956-686-0100	956-688-5656	956-702-8880
CONTACT	Jose C. Garcia III	Raymond Gignac	Rodolfo R. Molina Jr.	Saul D. Maldonado
<b>3.1 Statement of Interest (up to 100 points)</b>				
3.1.1 Statement of interest on project	95	95	95	95
3.1.2 Firm History including credentials	96	96	96	96
3.1.3 Narrative describing the design team's unique qualifications and specialized design experience as it relates to the project	90	94	95	94
3.1.4 Availability and commitment of firm and its principal(s) and key professionals	85	95	95	90
	90	92	92	90
<b>3.2 Prime Firm (up to 100 points)</b>				
3.2.1 Resumes giving the experience and expertise principles and key members for the prime firm that will be involved in the project(s), including their experience with similar projects and the number of years with the prime firm	92	93	93	93
3.2.2 Proposed project assignments, lines of authority, and communication for principals and key professional members of the prime firm that will be involved in the project(s). Indicate the estimated percent of time these individuals will be involved in the project(s).	93	96	97	95
3.2.3 Prime Firm proximity and meeting availability	92	91	95	94
3.2.4 Describe any litigation the prime firm is currently involved in which could affect the firm's ability to provide professional services to STC	90	90	90	95
	92	94	93	93
<b>3.3 Project Team (up to 100 points)</b>				
3.3.1 Organizational chart showing, the roles of the prime firm and each consultant firm or individual included.	92	92	94	92
--Identify the consultant and provide a brief history about the consultant	93	95	97	95
--Describe the consultant's proposed role in the project and its related project experience	95	95	95	95
--List a project(s) that the prime firm and the consultant have worked together on during the last five years	85	90	95	85
--Provide a statement of the consultant's availability for the project(s)	93	94	94	93
<b>3.4 Representative Projects (up to 100 points)</b>				
3.4.1 Specific data on five (5) projects the prime firm provided or is providing professional services in an educational setting	92	93	95	93
--Project name and location; Project Owner and contact information; Project construction cost; Project size in gross square feet; Date project was started and completed; Professional services prime firm provided for the project; Project manager; Project architect; Project designer; Names of consultant firms and their expertise.	94	96	97	95
	95	95	95	90
	80	90	90	85
	93	92	95	92
<b>3.5 Five References (up to 100 points)</b>				
3.5.1 Provide references for five (5) projects, other than STC. The references shall include the following current information: Owner's name, Owner's representative who served as the day-to-day liaison during planning, design, and construction of the project, and the Owner representative's telephone number and email address.	93	93	93	93
	93	95	95	95
	90	91	95	91
	90	90	90	90
	92	92	93	91
<b>3.6 Project Execution (up to 100 points)</b>				
3.6.1 Provide a summary of your approach to the project that addresses key elements such as your interaction with STC staff, management of the different phases of the project, how you maintain quality control, and final project close-out.	92	92	93	92
3.6.2 Provide information as part of submission response to assure that Architectural firm is willing and able to expedite design services and construction administration for the project. Please provide insight if Architect is intending to supplement production capability in order to meet schedule demands.	93	96	95	96
	90	95	95	92
	90	95	95	95
	90	92	91	90
<b>TOTAL EVALUATION POINTS</b>	<b>548.00</b>	<b>559.80</b>	<b>564.60</b>	<b>555.00</b>
<b>RANKING</b>	<b>4</b>	<b>2</b>	<b>1</b>	<b>3</b>

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

Project Fact Sheet  
3/1/2022

<b>Project Name:</b> MVC - South Academic Building H Repair and Renovations		<b>Project No.:</b> 2022-038R					
<b>Funding Source(s):</b> Renewals and Replacement Fund							
		<b>FY21-22</b>		<b>FY22-23</b>			
	<b>Total Project Budget</b>	<b>Budget Transfer</b>	<b>FY 21-22 Actual Expenditures</b>	<b>Variance of Project Budget vs. Actual Expenditures</b>	<b>Project Budget</b>	<b>FY 22-23 Actual Expenditures</b>	<b>Total Actual Expenditures To Date</b>
Construction:	\$ 600,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Design:	60,000.00	-	-	-	-	-	-
Miscellaneous:	12,000.00	-	183.12	(183.12)	-	-	183.12
FFE:	158,700.00	-	-	-	-	-	-
Technology:	125,000.00	-	-	-	-	-	-
Contingency 5%:	30,000.00	-	-	-	-	-	-
<b>Total:</b>	<b>\$ 985,700.00</b>	<b>\$ -</b>	<b>\$ 183.12</b>	<b>\$ (183.12)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 183.12</b>

Funds will be used from the insurance claim and savings from other projects.

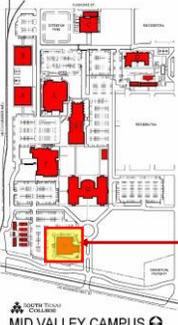
<b>Project Team</b>		<b>Board Status</b>								
<b>Approval to Solicit Architect/Engineer:</b>	10/26/2021	<b>Board Approval of Schematic Design</b>	TBD	<b>Contract Amount</b>	<b>Actual Expenditures</b>	<b>Variance</b>				
<b>Architect/Engineer:</b>	TBD						TBD	\$-	\$-	\$-
<b>Contractor:</b>	TBD						TBD	\$-	\$-	\$-
<b>STC FPC Project Manager:</b> David Valdez		<b>Substantial Completion</b>	TBD	<b>Board Acceptance</b>	TBD					
		<b>Final Completion</b>	TBD	<b>Board Acceptance</b>	TBD					

<b>Project Description</b>	<b>Project Scope</b>
Repair the existing roof and renovate the interior due to a recent heavy rain storm damage	Repair the roof membrane with a new Garland roof membrane. Demolish the interior gypsum board walls, flooring, ceiling, and lighting fixtures and renovate the damaged areas with new materials to match existing.

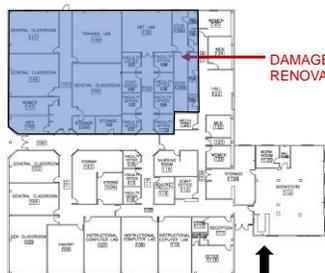
<b>Projected Timeline</b>							
Board Approval to Solicit Architect/Engineer	Board Approval of Architect/Engineer	Board Approval of Schematic Design	Board Approval of Contractor	Construction Start Date	Board Approval of Substantial Completion Date	Board Approval of Final Completion Date	FFE Completion of Move In
10/26/2021	3/29/2022	TBD	TBD	TBD	TBD	TBD	TBD

<b>Project Calendar of Expenditures by Fiscal Year</b>							
<b>Fiscal Year</b>	<b>Construction</b>	<b>Design</b>	<b>Miscellaneous</b>	<b>FFE</b>	<b>Tech</b>	<b>Project Total</b>	
2021-22	\$ -	\$ -	\$ 183.12	\$ -	\$ -	\$ 183.12	
2022-23	-	-	-	-	-	-	
<b>Project Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 183.12</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 183.12</b>	

**Current Agenda Item**  
03/08/2022 Facilities Committee: Review and Recommend Action on Contracting Architectural Services for the Mid Valley Campus South Academic Building H Repair and Renovations of Damaged Roof and Interior Areas



PROJECT LOCATION



DAMAGED AREA TO BE RENOVATED

North



FPC Project Manager David A. Valdez FPC Asst. Director Rita Geller FPC Director Rita Geller



## **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 March 4, 2022**

<b>Total Project Budget Summary</b>	<b>FY22 Unexpended Plant Fund</b>	<b>FY22 Renewals &amp; Replacements Fund</b>
Total Construction Project Budget	\$ 12,639,709	\$ 6,590,868
Previously Approved Projects from September - February 2022	(6,250,894)	(3,029,813)
<b>Proposed Projects for the Month of March 2022</b>	<b>(1,694,110)</b>	<b>-</b>
<b>Total Project Budget Balance</b>	<b>\$ 4,694,705</b>	<b>\$ 3,561,055</b>

<b>Project Reference #</b>	<b>Project Name</b>	<b>Total Project Budget/Actual*</b>	
		<b>CIP Fund</b>	<b>R&amp;R Fund</b>
<b>Board Approved on September 28, 2021</b>			
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
<b>Total Board Approved on September 28, 2021</b>		<b>\$ 4,805,350</b>	<b>\$ 590,250</b>
<b>Board Approved on October 26, 2021</b>			
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	-
2022-014C	Mid Valley Campus Workforce Center Building D HVAC-R Labs Expansion and Renovation	124,000	-

**South Texas College**  
**Monthly Construction Report**  
**Fiscal Year 2021 - 2022**  
**As of March 4, 2022**

Project Reference #	Project Name	Total Project Budget/Actual*	
		CIP Fund	R&R Fund
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 - CO	14,450	-
<b>Total Board Approved on October 26, 2021</b>		<b>\$ 901,945</b>	<b>\$ 1,766,563</b>
<b>Board Approved on November 23, 2021</b>			
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
<b>Total Board Approved on November 23, 2021</b>		<b>\$ 139,000</b>	<b>\$ 504,000</b>
<b>Board Approved on December 14, 2021</b>			
2021-011R	Nursing and Allied Health Campus NAH East Building A Exterior Stairs Repairs and Replacement - CO	\$ -	\$ 169,000
2019-019C	Regional Center for Public Safety Excellence Additional Chiller Installation - CO	170,000	-
<b>Total Board Approved on December 14, 2021</b>		<b>\$ 170,000</b>	<b>\$ 169,000</b>

**South Texas College**  
**Monthly Construction Report**  
**Fiscal Year 2021 - 2022**  
**As of March 4, 2022**

Project Reference #	Project Name	Total Project Budget/Actual*	
		CIP Fund	R&R Fund
<b>Board Approved on January 25, 2022</b>			
2019-016C	Regional Center for Public Safety Excellence Canopy for Safety Training Vehicles	79,833	-
2019-017C	Regional Center for Public Safety Excellence Canopies for Students and Instructors	67,333	-
2019-020C	Regional Center for Public Safety Excellence Flammable Liquid and Gas (F.L.A.G) Fire Training Area	87,433	-
<b>Total Board Approved on January 25, 2022</b>		<b>\$ 234,599</b>	<b>\$ -</b>
<b>Pending Board Approval on March 8, 2022</b>			
2022-040C	Pecan Campus Ann Richards Administration Building A Renovation for the President's Office	660,000	-
<b>Total Pending Board Approval on March 8, 2022</b>		<b>\$ 660,000</b>	<b>\$ -</b>
<b>Pending Board Approval on March 29, 2022</b>			
2022-041C	Pecan Campus North Academic Humanities Building P Renovations for the Vice President for Finance and Administrative Service's Office, Accountability, Risk, and Compliance Department, and Office of Institutional Equity	\$ 1,034,110	\$ -
<b>Total Pending Board Approval on March 29, 2022</b>		<b>\$ 1,034,110</b>	<b>\$ -</b>
<b>Current Total Project Budget</b>		<b>\$ 7,945,004</b>	<b>\$ 3,029,813</b>

South Texas College  
Unexpended Plant Fund - Capital Improvement Projects (CIP)  
Project Status  
FY 2021 - 2022

#	Projects	FPC Project Managers	Not Started	Project Development	Design Phase	Bidding and Negotiations	Construction Phase	Substantial Completion	Final Completion	Move In	Completed	Total Project Budget	Amount Paid	Total Project Balance	FY2022 Budget	Priority Status	Upcoming Board Meeting Item	Architect/Engineering Firm	Contractor	
<b>Pecan Campus</b>																				
1	Business and Science Building G Classroom Renovation	SS									●	\$ 179,677	\$ 177,495	\$ 2,182	\$ 14,450	Completed	N/A	EGV Architects	Tri-Gen Construction	
2	Student Services Building K Renovations	TBD	●									\$ 26,200	\$ -	\$ 26,200	\$ 26,200	Low	TBD	Approval of Schematic Design	TBD	N/A
3	Library Building F Renovation and Expansion	DV		●								\$ 4,289,187	\$ 602,278	\$ 3,686,909	\$ 3,778,000	High	April 2022	Approval of Solicitation for Construction Services	ERO Architects	TBD
4	New Continuing Education Building	TBD		●								\$ 398,160	\$ -	\$ 398,160	\$ 398,160	Low	March 2022	Approval of Solicitation for Architectural Services	TBD	TBD
<b>Pecan Campus Subtotal</b>												<b>\$ 4,893,224</b>	<b>\$ 779,773</b>	<b>\$ 4,113,451</b>	<b>\$ 4,216,810</b>					
<b>Pecan Plaza</b>																				
8	West Building C Kinesiology Renovation	MV									●	\$ 207,841	\$ 189,248	\$ 18,593	\$ 55,000	Completed	N/A	Alvarado Architects & Assoc.	Tri-Gen Construction	
9	East Building B Dance Studio Improvements	SS	●									\$ 51,250	\$ -	\$ 51,250	\$ 51,250	Low	TBD	TBD	TBD	TBD
10	Human Resources Building A Renovation	RG									●	\$ 15,108	\$ 24,240	\$ (9,132)	\$ 5,000	Completed	N/A	N/A	O&M	
<b>Pecan Plaza Subtotal</b>												<b>\$ 274,199</b>	<b>\$ 213,488</b>	<b>\$ 60,711</b>	<b>\$ 111,250</b>					
<b>Mid-Valley Campus</b>																				
11	Workforce Center Building D Welding Expansion	MV		●								\$ 114,600	\$ -	\$ 114,600	\$ 114,600	High	April 2022	Approval of Schematic Design	PBK Architects	TBD
12	Workforce Center Building D Automotive Lab Expansion	MV		●								\$ 208,350	\$ -	\$ 208,350	\$ 208,350	High	April 2022	Approval of Schematic Design	PBK Architects	TBD
13	Workforce Center Building D HVAC-R Classroom and Outdoor Covered Area	MV		●								\$ 124,000	\$ -	\$ 124,000	\$ 124,000	High	April 2022	Approval of Schematic Design	PBK Architects	TBD
14	Center for Learning Excellence Building A Renovation of Existing Cafeteria to Culinary Arts Instructional Kitchen	MV		●								\$ 110,745	\$ 27,504	\$ 83,241	\$ 110,745	High	April 2022	Approval of Construction Services	Boultinghouse Simpson Gates Architects	TBD
<b>Mid Valley Campus Subtotal</b>												<b>\$ 557,695</b>	<b>\$ 27,504</b>	<b>\$ 530,191</b>	<b>\$ 557,695</b>					
<b>Technology Campus</b>																				
15	Emerging Technologies Building A & Advanced Technical Careers Building B Renovation (Master Plan Only)	SS									●	\$ 172,195	\$ 12,000	\$ 160,195	\$ 127,500	Completed	N/A	EGV Architects	TBD	
16	Welding Lab Expansion Building	SS		●								\$ 115,800	\$ 456	\$ 115,344	\$ 115,800	High	May 2022	Approval of Schematic Design	TBD	TBD
17	Advanced Technical Careers Building B Automotive Lab Exhaust System	MV	●									\$ 200,500	\$ -	\$ 200,500	\$ 200,500	Low	TBD	TBD	Ethos Engineering, LLC	TBD
18	Exterior Solar Panels Structure	SS		●								\$ 103,100	\$ 446	\$ 102,654	\$ 103,100	High	April 2022	Approval of Schematic Design	SAMES, Inc	TBD
<b>Technology Campus Subtotal</b>												<b>\$ 591,595</b>	<b>\$ 12,902</b>	<b>\$ 578,693</b>	<b>\$ 546,900</b>					

South Texas College  
Unexpended Plant Fund - Capital Improvement Projects (CIP)  
Project Status  
FY 2021 - 2022

#	Projects	FPC Project Managers	Not Started	Project Development	Design Phase	Bidding and Negotiations	Construction Phase	Substantial Completion	Final Completion	Move In	Completed	Total Project Budget	Amount Paid	Total Project Balance	FY2022 Budget	Priority Status	Upcoming Board Meeting Item	Architect/Engineering Firm	Contractor	
<b>Nursing and Allied Health Campus Subtotal</b>																				
19	East Building A Student Services Renovation	SS									●	\$ 425	\$ 327,633	\$ (327,208)	\$ 425	Completed	N/A	Gignac & Associates, LLP	Holchemont	
20	East Building A Occupational Therapy Kitchen Lab Expansion	SS			●							\$ 73,500	\$ 456	\$ 73,044	\$ 73,500	High	April 2022	Approval of Schematic Design	Negrete & Kolar Architects, LLP	TBD
Nursing and Allied Health Campus Subtotal												\$ 73,925	\$ 328,089	\$ (254,164)	\$ 73,925					
<b>Starr County Campus</b>																				
20	Workforce Center Building D Welding Expansion	MV			●							\$ 139,000	\$ 820	\$ 138,180	\$ 139,000	High	April 2022	Approval of Construction Services	Gignac & Associates, LLP	TBD
21	Workforce Building D Automotive Expansion	MV			●							\$ 243,100	\$ -	\$ 243,100	\$ 243,100	High	August 2022	Approval of Construction Services	Able City, LLC	TBD
22	North Academic Building C HVAC-R Classroom and Outdoor Covered Area	MV			●							\$ 31,700	\$ -	\$ 31,700	\$ 31,700	High	August 2022	Approval of Construction Services	Able City, LLC	TBD
Starr County Campus Subtotal												\$ 413,800	\$ 820	\$ 412,980	\$ 413,800					
<b>Regional Center for Public Safety Excellence</b>																				
23	Target Range	DV			●							\$ 870,627	\$ 61,519	\$ 809,108	\$ 815,000	Low	TBD	TBD	PBK Architects	TBD
24	Canopy for Safety Training Vehicles	DV			●							\$ 79,924	\$ 160	\$ 79,764	\$ 79,833	High	May 2022	Approval of Construction Services	Gignac & Associates, LLP	TBD
25	Canopy for Students/Instructors	DV			●							\$ 67,424	\$ 160	\$ 67,264	\$ 67,333	High	May 2022	Approval of Construction Services	Gignac & Associates, LLP	TBD
26	Chiller Installation	MV					●					\$ 170,000	\$ 12,738	\$ 157,262	\$ 158,250	High	May 2022	Approval of Substantial Completion	Half Associates, Inc	Johnson Controls
27	Fire Training Area	DV			●							\$ 97,524	\$ 160	\$ 97,364	\$ 97,433	High	May 2022	Approval of Schematic Design	Gignac & Associates, LLP	TBD
28	Site Drainage Improvements	DV									●	\$ 230,885	\$ 167,199	\$ 63,686	\$ 179,380	Completed	N/A	Perez Consulting Engineers	McAllen Multi Service	
29	Perimeter Fencing	DV		●								\$ 193,000	\$ -	\$ 193,000	\$ 193,000	Low	TBD	TBD	TBD	TBD
30	Skills Pad and EVOC Lighting	SS			●							\$ 342,000	\$ 468	\$ 341,532	\$ 342,000	High	October 2022	Approval of Substantial Completion	DBR	TBD
31	Two-Story Residential Fire Training Structure	SS			●							\$ 381,250	\$ 195	\$ 381,055	\$ 381,250	Medium	May 2022	Approval of Schematic Design	Matrinez	TBD
Regional Center for Public Safety Excellence Subtotal												\$ 2,432,634	\$ 242,597	\$ 2,190,037	\$ 2,313,479					

South Texas College  
 Unexpended Plant Fund - Capital Improvement Projects (CIP)  
 Project Status  
 FY 2021 - 2022

#	Projects	FPC Project Managers	Not Started	Project Development	Design Phase	Bidding and Negotiations	Construction Phase	Substantial Completion	Final Completion	Move In	Completed	Total Project Budget	Amount Paid	Total Project Balance	FY2022 Budget	Priority Status	Upcoming Board Meeting Item	Architect/Engineering Firm	Contractor
<b>District Wide</b>																			
32	Fence Enclosures	MV									●	\$ 35,000	\$ -	\$ 35,000	\$ 35,000	Completed	N/A	N/A	Maldonado Nursery
33	Outdoor Furniture	HTM		●								\$ 25,000	\$ -	\$ 25,000	\$ 25,000	Low	N/A	N/A	TBD
34	Land	N/A	N/A									\$ 3,000,000	\$ -	\$ 3,000,000	\$ 3,000,000	N/A	N/A	N/A	N/A
35	Renovation and Contingencies	N/A	N/A									\$ 948,750	\$ 283	\$ 948,467	\$ 948,750	N/A	N/A	N/A	TBD
36	Campus Master Plan	TBD		●								\$ 375,000	\$ -	\$ 375,000	\$ 375,000	High	TBD	TBD	N/A
37	Automatic Doors Phase IV	SS					●					\$ 67,568	\$ 6,176	\$ 61,392	\$ 62,000	High	May 2022	Approval of Substantial Completion	Ethos Engineering, LLC R.E. Friedrichs Company
38	Facility Signage	DV	●									\$ 50,000	\$ -	\$ 50,000	\$ 50,000	Low	N/A	N/A	TBD
39	Removal of Existing Trees	TBD	●									\$ 25,900	\$ -	\$ 25,900	\$ 25,900	Low	N/A	N/A	TBD
<b>District Wide Subtotal</b>												\$ 4,527,218	\$ 6,459	\$ 4,520,759	\$ 4,521,650				
<b>Totals</b>			12	3	6	0	8	1	0	0	6	\$ 13,764,290	\$ 1,611,633	\$ 12,152,657	\$ 12,755,509				

South Texas College  
Renewal and Replacement Projects  
Project Status  
FY 2021 - 2022

#	Projects	FPC Project Manager	Not Started	Project Development	Design Phase	Bidding and Negotiations	Construction Phase	Substantial Completion	Final Completion	Move In	Completed	Total Project Budget	Amount Paid	Total Project Balance	FY2022 Budget	Priority Status	Upcoming Board Meeting Item	Architect/Engineering Firm	Contractor	
<b>Pecan Campus</b>																				
1	Ann Richards Building A Data Cabling Infrastructure Replacement	RC									●	\$ 80,000	\$ -	\$ 80,000	\$ 80,000	High	TBD	TBD	TBD	TBD
2	Art Building B Data Cabling Infrastructure Replacement	RC									●	\$ 40,000	\$ -	\$ 40,000	\$ 40,000	High	TBD	TBD	TBD	TBD
3	Student Activities Building H Data Cabling Infrastructure Replacement	RC	●									\$ 150,000	\$ -	\$ 150,000	\$ 150,000	High	TBD	TBD	TBD	TBD
4	Information Technology Building M Generator Replacement	SS					●					\$ 169,254	\$ 16,315	\$ 152,939	\$ 156,000	High	April 2022	Approval of Substantial Completion	Half Associates, Inc	Metro Electric, Inc.
5	Reseeding and Regrading of Athletic Fields	DV	●									\$ 125,000	\$ -	\$ 125,000	\$ 125,000	High	TBD	TBD	TBD	TBD
6	Stucco Repainting	SS			●							\$ 150,000	\$ -	\$ 150,000	\$ 150,000	High	TBD	TBD	TBD	TBD
7	Resurfacing of East Drive	SS		●								\$ 92,000	\$ 183	\$ 91,817	\$ 92,000	High	March 2022	Approval of Engineering Services	TBD	TBD
8	Sylvia Esterline Center for Learning Excellence Building C to Business and Science Building G Cabling Infrastructure Replacement	RC									●	\$ 25,000	\$ -	\$ 25,000	\$ 25,000	High	TBD	TBD	TBD	TBD
9	South Academic Building J Generator Replacement	SS		●								\$ 76,250	\$ -	\$ 76,250	\$ 76,250	High	March 2022	Approval of Engineering Services	TBD	TBD
<b>Pecan Campus Subtotal</b>												<b>\$ 907,504</b>	<b>\$ 16,498</b>	<b>\$ 891,006</b>	<b>\$ 894,250</b>					
<b>Pecan Plaza</b>																				
10	Stucco Repainting	SS			●							\$ 30,500	\$ -	\$ 30,500	\$ 30,500	High	TBD	TBD	TBD	TBD
<b>Pecan Plaza Subtotal</b>												<b>\$ 30,500</b>	<b>\$ -</b>	<b>\$ 30,500</b>	<b>\$ 30,500</b>					
<b>Mid Valley Campus</b>																				
11	Roofing Deferred Maintenance	MV						●				\$ 805,309	\$ 730,469	\$ 74,840	\$ 573,872	High	March 2022	Approval of Final Completion	Beam Professionals	Argio Roofing
12	North Academic Building G Analog to Digital Conversion	RC	●									\$ 562,000	\$ -	\$ 562,000	\$ 562,000	Low	TBD	TBD	TBD	TBD
13	Stucco Repainting and Exterior Upgrades	SS			●							\$ 200,000	\$ -	\$ 200,000	\$ 200,000	Low	TBD	TBD	TBD	TBD
<b>Mid Valley Campus Subtotal</b>												<b>\$ 1,567,309</b>	<b>\$ 730,469</b>	<b>\$ 836,840</b>	<b>\$ 1,335,872</b>					
<b>Dr. Ramiro R. Casso Nursing &amp; Allied Health Campus</b>																				
14	NAH East Building A Westside Window Waterproofing	RC	●									\$ 65,000	\$ -	\$ 65,000	\$ 65,000	Low	TBD	TBD	TBD	TBD
15	NAH East Building A Westside Elevators Refurbishment	RC/O&M				●						\$ 200,000	\$ -	\$ 200,000	\$ 200,000	Medium	TBD	TBD	N/A	Oracle Elevator
16	NAH East Building A Roofing Deferred Maintenance	MV						●				\$ 286,077	\$ 241,403	\$ 44,674	\$ 206,991	High	April 2022	Approval of Final Completion	BEAM Professionals	American Contracting USA
17	NAH East Building A Exterior Stair Repairs and Replacement	SS					●					\$ 283,000	\$ 12,794	\$ 270,206	\$ 280,000	High	May 2022	Approval of Substantial Completion Services	Chanin Engineering, LLC	5 Star GC Construction, LLC
18	NAH East Building A Generator Replacements	SS		●								\$ 422,000	\$ -	\$ 422,000	\$ 422,000	Low	TBD	TBD	TBD	TBD
<b>Nursing and Allied Health Campus Subtotal</b>												<b>\$ 1,256,077</b>	<b>\$ 254,197</b>	<b>\$ 1,001,880</b>	<b>\$ 1,173,991</b>					



South Texas College  
Renewal and Replacement Projects  
Project Status  
FY 2021 - 2022

#	Projects	FPC Project Manager	Not Started	Project Development	Design Phase	Bidding and Negotiations	Construction Phase	Substantial Completion	Final Completion	Move In	Completed	Total Project Budget	Amount Paid	Total Project Balance	FY2022 Budget	Priority Status	Upcoming Board Meeting Item	Architect/Engineering Firm	Contractor	
<b>Starr County Campus</b>																				
19	Stucco Repainting	SS			●							\$ 223,000	\$ -	\$ 223,000	\$ 223,000	High	TBD	TBD	TBD	TBD
20	Roofing Deferred Maintenance	MV					●					\$ 702,320	\$ 441,385	\$ 260,935	\$ 661,255	High	April 2022	Approval of Substantial Completion	Beam Professionals	Sechrist Hall
21	Administration/Bookstore Building A Data Cabling Infrastructure Replacement	RC	●									\$ 60,000	\$ -	\$ 60,000	\$ 60,000	High	TBD	TBD	TBD	TBD
22	Center for Learning Excellence Building B Data Cabling Infrastructure Replacement	RC	●									\$ 60,000	\$ -	\$ 60,000	\$ 60,000	High	TBD	TBD	TBD	TBD
23	North Academic Building C Data Cabling Infrastructure Replacement	RC	●									\$ 60,000	\$ -	\$ 60,000	\$ 60,000	High	TBD	TBD	TBD	TBD
<b>Starr County Campus Subtotal</b>												<b>\$ 1,105,320</b>	<b>\$ 441,385</b>	<b>\$ 663,935</b>	<b>\$ 1,064,255</b>					
<b>District Wide</b>																				
24	Renewals & Replacements	N/A	N/A									\$ 484,135	\$ -	\$ 484,135	\$ 151,000	N/A	N/A	N/A	N/A	N/A
25	Fire Alarm Panel Replacement/Upgrade	RC/O&M		●								\$ 201,963	\$ -	\$ 201,963	\$ 182,500	Low	TBD		N/A	TBD
26	Interior LED Lighting Upgrade	RC/O&M		●								\$ 577,945	\$ -	\$ 577,945	\$ 110,000	Low	TBD		N/A	TBD
27	Ext. Walkway LED Lighting Upgrade	RC/O&M		●								\$ 98,443	\$ -	\$ 98,443	\$ 49,000	Low	TBD		N/A	TBD
28	Building Automation Systems Upgrade	RC/O&M		●								\$ 174,048	\$ -	\$ 174,048	\$ 76,500	Low	TBD		N/A	TBD
29	Flooring Replacement	DV/HTM				●						\$ 756,380	\$ 17,724	\$ 738,656	\$ 504,000	Medium	TBD		N/A	TBD
30	HVAC Replacement and Upgrade	RC/O&M		●								\$ 829,910	\$ -	\$ 829,910	\$ 660,000	Low	TBD		N/A	TBD
31	Exterior Lighting Upgrade	RC/O&M		●								\$ 324,912	\$ -	\$ 324,912	\$ 279,000	Low	TBD		N/A	TBD
32	Water Tower Logo Replacements	DV		●								\$ 80,000	\$ -	\$ 80,000	\$ 80,000	N/A	TBD		N/A	TBD
<b>District Wide Subtotal</b>												<b>\$ 3,527,736</b>	<b>\$ 17,724</b>	<b>\$ 3,510,012</b>	<b>\$ 2,092,000</b>					
<b>Totals</b>		<b>0</b>	<b>5</b>	<b>7</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>\$ 8,394,446</b>	<b>\$ 1,460,272</b>	<b>\$ 6,934,174</b>	<b>\$ 6,590,868</b>					

### **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 February 2022. 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 **February 2022**, 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 February 2022.

**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 February 2022.
- 2) Release of Checks for \$125,000.00 and Above  
Board of Trustees Approval Required for February 2022.
- 3) Release of Checks for \$125,000.00 and Above  
Released Prior to Board Approval for February 2022.
- 4) Release of Construction Fund Checks for February 2022.
- 5) Quarterly Investment Report and Money Market Accounts for February 2022.
- 6) Summary of Revenues for February 2022.
- 7) Summary of State Appropriations Revenue for February 2022.
- 8) Summary of Property Tax Revenue for February 2022.
- 9) Summary of Expenditures by Classification for February 2022.
- 10) Summary of Expenditures by Function for February 2022.
- 11) Summary of Auxiliary Fund Revenues and Expenditures for February 2022.
- 12) Summary of Grant Revenues and Expenditures for February 2022.
- 13) Summary of Bid Solicitations.
- 14) Summary of Purchase Orders.

## **Deliberation and Action as Necessary Regarding the Self-Assessment of the Board of Trustees**

Approval to conduct the self-assessment of the Board of Trustees by the Trustees was granted by the Board on March 9, 2022.

The evaluations were returned to Ms. Rose Benavidez, Board Chair.

Chair Benavidez is asked to review and discuss the results of the assessments with the Board of Trustees, and to take action to accept the results of the assessments and any additional action as necessary.

This item may be discussed in executive session under Texas Government Code (§ 551.074. Personnel Matters).

**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 results of the self-assessment of the Board of Trustees, as conducted by the Board of Trustees, and approves action as necessary in response to the assessment.

**Approval Recommended:**

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

## **Deliberation and Action as Necessary Regarding the Assessment of the College President**

Approval to conduct the assessment of the College President was granted by the Board on March 9, 2022.

The evaluations were returned to Ms. Rose Benavidez, Board Chair.

Chair Benavidez is asked to review and discuss the results of the assessments with the Board of Trustees, and to take action to accept the results of the assessments and any additional action as necessary.

This item may be discussed in executive session under Texas Government Code (§ 551.074. Personnel Matters).

**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 results of the assessment of the College President, and approves action as necessary in response to the assessment.

**Approval Recommended:**

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

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

Approval to conduct the assessment of the Internal Auditor by the Trustees was granted by the Board on March 9, 2022.

The evaluations were returned to Ms. Rose Benavidez, Board Chair.

Chair Benavidez is asked to review and discuss the results of the assessments with the Board of Trustees, and to take action to accept the results of the assessments and any additional action as necessary.

This item may be discussed in executive session under Texas Government Code (§ 551.074. Personnel Matters).

**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 results of the assessment of the Internal Auditor, and approves action as necessary in response to the assessment.

**Approval Recommended:**

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

## Announcements

### A. Next Meetings:

- Tuesday, April 12, 2022
  - 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, April 26, 2022
  - 5:30 p.m. – Regular Board Meeting

### B. Other Announcements:

- The College will be closed on Thursday, April 14, 2022 through Sunday, April 17, 2022 in observance of Semester Break.
- Spring 2022 Commencement Ceremonies will take place on Friday, May 6 and Saturday, May 7, 2022 at the Bert Ogden Arena in Edinburg, Texas