



**SOUTH TEXAS
COLLEGE**

**Board of Trustees
Regular Board Meeting**

**Tuesday, June 28, 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, June 28, 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>.

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 - b. Approval of Award of Proposals, Rejection of Proposal, Purchases, Renewals, and Contract Extension Totaling \$3,493,043.89 92 - 116

A. Award of Proposal

- 1) Library Serials (Award)
- 2) Maintenance and Repair Parts, Materials, and Supplies (Award)
- 3) Nursing and Allied Health Equipment and Supplies (Award)
- 4) Purchase of Automatic Heavy Duty Tractor Trailer Unit (Award)

B. Rejection of Proposal

- 5) Travel Services (Reject)

C. Purchases and Renewals

a) Instructional Items

- 6) Books and Educational Materials (Renewal)
- 7) Library Materials (Renewal)
- 8) Science Laboratory Supplies (Renewal)
- 9) Graduation Facility Lease Agreement (Lease/Purchase)

b) Non-Instructional Item

- 10) Furniture (Purchase)
- 11) Geotechnical and Materials Testing Services (Renewal)
- 12) Glass, Plexiglass, and Installation (Renewal)
- 13) Mail Services (Renewal)
- 14) Mass Notification System Agreement (Renewal)

- 15) Promotional Items for Student Outreach (Renewal)
- 16) Promotional Items for T-Shirts (Renewal)
- c) Technology Items
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 - F. Funding of Selected Previously Frozen Positions
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 - A. Next Meetings:
 - Tuesday, July 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, July 26, 2022
 - 5:30 p.m. – Regular Board Meeting

 - B. Other Announcements:
 - The College will be closed on Monday, July 4, 2022, in observance of Independence Day.

Update by the College President

Dr. Ricardo J. Solis, College President, will provide an update to the Board of Trustees.

No action is requested.

Approval of Board Meeting Minutes

The following Board Meeting Minutes are submitted for approval:

- 1) May 26, 2022 Regular Board Meeting
- 2) June 6, 2022 Board Work Session

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 May 26, 2022 Regular Board Meeting and June 6, 2022 Board Work Session as presented.

Approval Recommended:

Dr. Ricardo J. Solis
President

**SOUTH TEXAS COLLEGE
BOARD OF TRUSTEES REGULAR MEETING
Thursday, May 26, 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 Thursday, May 26, 2022 in the Ann Richards Administration Building Board Room at the Pecan Campus in McAllen, Texas. The meeting commenced at 5:42 p.m. with Ms. Rose Benavidez presiding.

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

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

Members absent: None

Also present: Dr. Ricardo J. Solis, Dr. David Plummer, Mrs. Mary Elizondo, Mr. Matthew Hebbard, Dr. Anahid Petrosian, Dr. Rodney Rodriguez, Ms. Lynda Lopez, Dr. Jayson Valerio, Mr. Rick De la Garza, Mrs. Rebecca Cavazos, Dr. Jesus Campos, Mrs. Sara Lozano, Dr. Rebecca De Leon, Mr. Lucio Gonzalez, Dr. Virginia Champion, Mr. Robert Cuellar, Mr. Sam Saldana, Ms. Lauren Starnes, Mr. Frank Jason Gutierrez, Mr. Ken Lyons, Ms. Sandra Garcia, Ms. Ashley Gonzalez, Dr. Aaron Wilson, Mr. Dallas Gutierrez, Mr. Eli Ochoa, Ms. Saunie Schuster, and Mr. Andrew T. Fish.

Determination of a Quorum

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

Invocation

Mrs. Sara Lozano, Dean of Business, Public Safety, and Technology, said the invocation.

Public Comments

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

Presentations

1. Welcoming to Returning and Newly Elected Trustees

South Texas College held an election for Trustees representing Single-Member District #3 and Single-Member District #4 on May 7, 2022.

On May 18, 2022, the South Texas College Board of Trustees reviewed the canvassing reports provided by the Hidalgo County Elections Administrator and formally canvassed the election and certified the results as follows:

Mr. Paul R. Rodriguez, Representing District #3

Mr. Paul R. Rodriguez was re-elected on May 7, 2022, to serve for six years as the Trustee for Single-Member District #3, which encompasses South McAllen, Southwest Pharr, Hidalgo, Sharyland, Southeast Mission, and Granjeno.

Mr. Rodriguez had served on the South Texas College Board of Trustees since his appointment in August 2012. Mr. Rodriguez had served as Chairman and Secretary of the Board of Trustees, as well as serving as a Chairman and Member of the Finance, Audit, and Human Resources Committee, and Member of the Education and Workforce Development Committee and Facilities Committee.

Mrs. Dalinda Gonzalez-Alcantar, Representing District #4

Mrs. Dalinda Gonzalez-Alcantar was elected on May 7, 2022, to serve for six years as the Trustee for Single-Member District #4, which encompasses North McAllen, Northwest Pharr, Palmhurst, Northeast Mission, and Southwest Edinburg.

This was Mrs. Gonzalez-Alcantar's first term serving on the South Texas College Board of Trustees.

2. Presentation on the National Summit for Dual Credit Programs

Dr. Rebecca De Leon, Dean for Dual Credit Programs & School District Partnerships, presented on the first annual National Summit for Dual Credit Programs, hosted jointly by South Texas College and the National Alliance of Concurrent Enrollment Partnerships.

This successful Summit was held from February 27 – March 1, 2022 at the South Padre Island Convention Center. Dr. De Leon presented to the Board on the Summit,

including an overview of the participation from across the country, the keynote speakers, and the summit sessions, as well as a post conference session that highlighted South Texas College's leadership in the development and implementation of highly successful dual credit partnerships.

Dr. De Leon shared feedback from attendees, and outlined recommendations for consideration for the next annual Summit, which will be held February 19 – 21, 2023 at South Padre Island.

3. Presentation of the Faculty Senate Board Update for Spring 2022

Dr. Aaron Wilson, Faculty Senate President-Elect and Associate Professor of Philosophy, presented the Spring 2022 Board Update on behalf of the Faculty Senate.

This presentation covered the composition and structure of the Faculty Senate, as well as their activities during the Spring 2022 semester.

4. Presentation on Title IX Training

Ms. Sandra K. Schuster, Esq., Partner at TNG (a consulting firm that also oversees the membership organization Association of Title IX Administrators (ATIXA)) and National Center for Higher Education Risk Management) Consulting provided the trustees with Title IX Training.

Purpose – The Title IX Training provided the South Texas College Board of Trustees knowledge and understanding of the Title IX regulations, including the 2020 revisions and new Texas State laws for higher education institutions.

Justification – Understanding and complying with the new Title IX regulations issued by the Department of Education on May 19, 2020 and that became effective on August 14, 2020, remains a top priority for South Texas College. In addition, on August 1, 2020, portions of the Subchapter E-3 of Chapter 51 of the Texas Education Code (House Bill 1735 and Senate Bill 212) took effect that require higher education institutions to incorporate language into their policies that address sexual harassment.

Title IX of the Education Amendments 1972 (20 U.S.C. s1681 et seq.) and its implementing regulations, 34 C.F.R. Part 106 (Title IX) state the following:

“No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.”

The College, by adhering to federal and state laws and regulations, strives to maintain a healthy and safe environment where all members of the community, students, faculty and staff feel welcome on College campuses and classrooms. Students, faculty, and staff are thus prohibited from conducting themselves in a way that results in any form of sexual harassment, sex- based harassment, and/or sexual violence.

Background – College staff continued to attend trainings and study the laws to stay abreast of the new requirements and to incorporate such requirements into College policies and procedures.

Training for Board of Trustees

In an effort to provide the College's Board of Trustee an overview of the Title IX regulations, as well as highlight the new 2020 revisions, a brief training session was developed specifically for South Texas College Board of Trustees by Ms. Sandra K. Schuster. Ms. Schuster provided valuable training on various Title IX related topics to College staff since FY 2013.

The training session was approximately fifteen to twenty minutes in length as presented by Ms. Schuster at the May 26, 2022 Board Meeting. In addition, accompanying handouts for the power point presentation and other supplementary materials were provided to each Board Member.

Board Members completed and submitted an Acknowledgement of Training form for training documentation purposes.

Enclosed Documents - The Acknowledgement of Training form was provided in the packet for the Board's review and signature.

Mary Elizondo, Vice President for Finance and Administrative Services and Lauren Starnes, Director of Institutional Equity/Title IX and 504 Coordinator, attended the Board of Trustees meeting to address any questions by the Trustees.

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

Update by the College President

Dr. Ricardo J. Solis, College President, updated the Board on continued discussions for another substantial donation from Hidalgo County, to provide funding to further support the College's nursing programs. He informed the Board that the City of McAllen was considering a similar donation, also to support the nursing programs.

Dr. Solis then informed the trustees that administration was still looking at re-organization of the College, with an expectation for further information during the summer.

Dr. Solis's updated on the CDL Program, which had recently been announced for development into commercial drivers license training offered at the Starr County Campus, and that he had helped leadership at El Paso Community College begin to develop a similar program for implementation in their region.

Approval of Board Meeting Minutes

The following Board Meeting Minutes were submitted for approval:

- 1) April 26, 2022 Regular Board Meeting
- 2) May 10, 2022 Special Board Meeting
- 3) May 18, 2022 Special Board Meeting

Prior to the May 26, 2022 Regular Board Meeting, Dr. Alejo Salinas, Jr. requested the Minutes for the April 26, 2022 Regular Board Meeting be amended to reflect comments he made at that meeting.

Those Minutes were revised as requested, and the Board was informed of the revision.

Upon a motion by Mrs. Victoria Cantú and a second by Mr. Danny Guzman, the Board of Trustees of South Texas College approved and adopted the revised Minutes for the April 26, 2022 Regular Board Meeting and the Minutes for the May 10, 2022 Special Board Meeting, and May 18, 2022 Special Board Meeting as presented.

Mrs. Dalinda Gonzalez-Alcantar abstained from the vote, stating that she was not yet on the Board and did not attend the meetings recorded within these Minutes.

The motion carried.

Approval and Authorization to Accept Grant Awards and Agreements

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

1. Texas Higher Education Coordinating Board, Texas Reskilling Support Program, Round 3, additional funds in the amount of \$200,000.00

The Texas Higher Education Coordinating Board previously awarded South Texas College, \$112,500.00, which was approved by the Board of Trustees on January 25, 2022. Additional

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funds in the amount of \$200,000.00 were being awarded to continue supporting approximately 125 students who previously completed post-secondary education credits, were near completion, and would like to re-enroll in college. This program helps to increase postsecondary credential attainment for eligible students with tuition and fees assistance for program completion. The funding period for this grant was from February 2, 2022 to September 30, 2022.

This award aligned with Strategic Direction #1, Lead Community Engagement, by aligning educational opportunities with community and workforce needs.

2. Texas Higher Education Foundation, Texas Affordable Baccalaureate Grant with support from the Michael and Susan Dell Foundation in the amount of \$20,000.00

These funds would be used to help promote and provide awareness about Competency Based Education (CBE) programs and to implement an advertising and marketing plan that prioritizes new and innovative digital content and similar platforms. The plan was designed with the assistance of the South Texas College Department of Public Relations and Marketing. The funding period was from September 1, 2022 to May 15, 2023.

This award aligned with Strategic Direction #2, Access and Success, by promoting a college-going culture through proactive outreach that targets prospective students; and aligns to Strategic Direction #3, to Create Educational Opportunities for Students by providing more affordable educational opportunities through Competency CBE Programs.

3. Texas Higher Education Coordinating Board, Professional Nursing Shortage Reduction Program Regular Program, award allocation in the amount of \$853,728.11.

Funds for this grant would be used to recruit and retain students enrolled in the Associate Degree Nursing Program for nursing faculty enhancement and for the development and implementation of innovative methods to deliver curriculum and/or preceptorships for fiscal year 2022. The funding period was from September 1, 2022 to August 31, 2026.

This award aligned with Strategic Direction #2, Access and Success, by increasing the college-going culture in the region through community outreach for the STC nursing program.

4. Texas Workforce Commission, Skills Development Fund, additional funds in the amount of \$31,221.00

The Texas Higher Education Coordinating Board previously awarded South Texas College, \$50,000.00, which was approved by the Board of Trustees on February 23, 2021. Additional funds in the amount of \$31,221.00 were awarded to South Texas College bringing the total to \$81,221.00. These funds would be used to help provide customized training for 203 additional

students in Advanced Technologies and Manufacturing for Stanley Black and Decker. The original funding cycle was from April 15, 2021 through March 31, 2022. The end date was extended to July 31, 2022.

This award aligned with Strategic Direction # 3, to Create Educational Opportunities for Students, by developing knowledge and skills to help individuals in their current employment and increase their earning potential and social mobility.

5. Dollar General Foundation, Adult Education and Literacy Grant in the amount of \$9,000.00

These funds would allow the Department of Continuing, Professional and Workforce Education to purchase thirty-three GED reusable software licenses. The software would be used to assist 737 GED training participants. The funding period for this grant was from May 20, 2022 to April 31, 2023.

This award aligned with Strategic Direction #3, to Create Educational Opportunities for Students, by aligning programs with emerging technologies to support students.

Summary of Grant Award Funding

The presented grants would provide up to \$1,113,949.11 funding for the college to provide services and opportunities throughout the region.

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

1. Texas Higher Education Coordinating Board, Texas Reskilling Support Program, Round 3, additional funds in the amount of \$200,000.00
2. Texas Higher Education Foundation, Texas Affordable Baccalaureate Grant with support from the Michael and Susan Dell Foundation in the amount of \$20,000.00
3. Texas Higher Education Coordinating Board, Professional Nursing Shortage Reduction Program Regular Program, award allocation in the amount of \$865,445.95.
4. Texas Workforce Commission, Skills Development Fund, additional funds in the amount of \$31,221.00
5. Dollar General Foundation, Adult Education and Literacy Grant in the amount of \$9,000.00

The motion carried.

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

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

Administration believed that all questions raised during the Committee discussion of Consent Agenda items were resolved to the Committee's satisfaction at the meeting, and the items were presented 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 Education and Workforce Development Committee recommended Board action on the following items as presented.

- a. Approval of Proposed Revision to 2022-2023 Academic Calendar
- b. Approval of Proposed 2023 – 2024 Academic Calendar
- c. Approval to Offer the Proposed Associate of Applied Science Degree and Certificate for Surveying and Geospatial Technology
- d. Approval to Offer the Proposed Certificate for Cosmetology Operator
- e. Approval of Proposed Interlocal Agreements for Dual Credit Programs:
 - i. In-District Interlocal Agreements
 - ii. Out-of-District Interlocal Agreement
 - iii. Non-Resident Interlocal Agreement

Upon a motion by Mrs. Victoria Cantú and a second by Mr. Danny Guzman, the Board of Trustees of South Texas College approve and authorize items a – e of the Education and Workforce Development Committee Consent agenda as presented. The motion carried.

Consent Agenda:

a. Approval of Proposed Revision to 2022-2023 Academic Calendar

The Board was asked to approve and authorize the proposed revision to the 2022-2023 Academic Calendar.

The 2022-2023 Academic Calendar was previously approved by the Board on May 25, 2021. In the current calendar, the College-Wide Professional and Organizational Development Day is scheduled for February 10, 2023.

However, since that time, staff identified a scheduling conflict with the McAllen Convention Center, which serves as the venue for the event.

Due to the scheduling conflict at the McAllen Convention Center, it was necessary to update the calendar to reflect the new date of Friday, January 27, 2023 for College-Wide Professional and Organizational Development Day

The proposed revision to the 2022-2023 Academic Calendar was provided in the packet.

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

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

Consent Agenda:

b. Approval of Proposed 2023 – 2024 Academic Calendar

The Board was asked to approve and authorize the proposed 2023-2024 Academic Calendar and recommend Board approval as presented.

The Academic Calendar Steering Committee, which includes membership from each area of the College and Student Government representation, developed the FY 2023 – 2024 Academic Calendar.

The calendar was developed to be compatible with local area school district calendars and other higher education institutions in Texas. The calendar was presented to South Texas College faculty and staff for review, feedback, and input during the months of March and April. Input received from staff and faculty was incorporated into the proposed calendar.

The proposed calendar was approved by the Academic Calendar Steering Committee and reviewed and approved by the Academic Council.

The proposed calendar was provided in the packet for the Board's review and consideration.

The Education and Workforce Development Committee recommended Board approval of the 2023-2024 Academic Calendar as presented.

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

Consent Agenda:

c. Approval to Offer the Proposed Associate of Applied Science Degree and Certificate for Surveying and Geospatial Technology

The Board was asked to approve offering an Associate of Applied Science Degree and a Certificate in Surveying and Geospatial Technology in Spring 2023.

Education and Workforce Development Committee approval was necessary to develop this new program. Due to the nature of this new program and its difference from current programs offered by the College, an extended, two-phase institutional approval process was required:

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

The proposed Associate of Applied Science Degree and a Certificate in Surveying and Geospatial Technology was previously presented to the Education and Workforce Development Committee on November 9, 2021 to request approval of Phase I in order to move forward with Phase II of the program development process. Following Education and Workforce Development Committee approval, the Advisory Committee was formed to finalize and approve the official curriculum.

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

Students graduating from the proposed Certificate in Surveying and Geospatial Technology will have an opportunity to be certified in the Level I Site Layout credential from the National Center for Construction Education & Research (NCCER). Students that graduate with the Associate's degree will have an opportunity to be certified in the Level II Site Layout credential. Furthermore, students that complete the Associate's degree and accumulate two years of experience working under a Registered Professional Land Surveyor will have the opportunity

to qualify for the Surveyor in Training (SIT) exam for the Texas Board of Professional Engineers and Land Surveyors.

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

The Program Development Packet was provided under separate cover, and included:

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

Dr. Anahid Petrosian, Vice President for Academic Affairs, Ms. Christina Cavazos, Director for Curriculum, and Ms. Laura Salas, Chair for the Architectural and Engineering Design Technology department attended the May 10, 2022 Committee meeting to review the proposal and respond to questions.

The Education and Workforce Development Committee recommended Board approval to offer the Associate of Applied Science Degree and a Certificate in Surveying and Geospatial Technology as presented.

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

Consent Agenda:

d. Approval to Offer the Proposed Certificate for Cosmetology Operator

The Board was asked to approve offering a Certificate in Cosmetology Operator in Spring 2023.

The proposed program prepares students for a career in the cosmetology profession. The program would offer instruction in the latest salon technology, nail services, skincare, the artistry of hair design, hair coloring, and safety and sanitation laws. Students pursuing this credential would be prepared to pass the state licensing exam for the Cosmetology Operator license required to work in this industry.

Due to the nature of the program and the need for a facility and specialized equipment, South Texas College partnered with PSJA ISD to offer this proposed program at one of their high school sites. The site was previously approved by the Texas Department of Licensing and Regulation to offer the state-approved Cosmetology curriculum and would serve as the model for future sites with other school districts until we are able to secure our own facility.

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

The Program Development Packet is provided under separate cover, and includes:

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

Currently, South Texas College was in the process of completing the application requirements to serve as a licensed institution for the Cosmetology Operator program. Upon approval from the STC Board of Trustees and the Texas Department of Licensing and Regulation, the expected first semester of offering would be Spring 2023.

Dr. Anahid Petrosian, Vice President for Academic Affairs, Ms. Christina Cavazos, Director for Curriculum, and Ms. Sandra Charles-Garza, Developer and Instructor for the Human Resources Specialist department, attended the May 10, 2022 Committee meeting to review the proposal and respond to questions.

The Education and Workforce Development Committee recommended Board approval to offer the Certificate in Cosmetology Operator as presented.

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

Consent Agenda:

e. Approval of Proposed Interlocal Agreements for Dual Credit Programs

The Board was asked to approve the Interlocal Agreements and Memorandum of Understanding for Dual Credit Programs partnerships for academic year 2022 – 2023. These agreements cover a variety of partnerships, including:

- b. In-District: School districts within the College’s service area of Hidalgo and Starr counties.
- c. Out-of-District: School districts within the State of Texas, but outside the College’s service area of Hidalgo and Starr counties.
- d. Non-Resident: School districts outside the State of Texas, including international schools.

The proposed agreements were provided under separate cover for the Board’s review.

Background

South Texas College works with partnering school districts and/or international schools to execute agreements to specify the partnership terms that help the College and Districts maintain a high level of quality and service to participating dual credit high school students. The agreements are updated annually, and include all Board-approved changes to the tuition and fee structures and policies that impact dual credit programs.

Proposed Interlocal Agreement

Administration recommended the approval and adoption of the proposed Interlocal Agreements and Memorandum of Understanding for academic year 2022 - 2023 by the South Texas College Board of Trustees, as well as the governing board of each partnering district. There were different template agreements for In-District, Out-of-District, and Non-Resident partners.

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

The South Texas College Board of Trustees were asked to approve the form and content of the agreements for academic year 2022 - 2023, which would then be sent to each partnering district for review and approval by the governing boards.

Changes for FY 2022 - 2023

Administration provided a brief summary of the necessary revisions proposed for the interlocal agreements and memorandum of understanding that govern these dual credit partnerships, as provided in the packet.

The Education and Workforce Development Committee recommended Board approval of the proposed Interlocal Agreements and Memorandum of Understanding for Dual Credit Program

partnerships for academic year 2022 – 2023, including agreements for In-District, Out-of-District, and Non-Resident school districts.

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

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

a. Review and Discussion of Preliminary Summary of Unrestricted Projected Revenues and Expenditures for FY 2022 - 2023 with Comparison to FY 2021 – 2022 Amended Budget

On May 10, 2022, Mrs. Mary Elizondo, Vice President for Finance and Administrative Services, reviewed the Preliminary Summary of Unrestricted Projected Revenues and Expenditures for FY 2022 - 2023 with Comparison to the FY 2021 - 2022 amended budget for the Committee’s information and review.

This was a preliminary plan for the next fiscal year that includes the following assumptions:

Revenues:

- State appropriations were expected to increase \$92,913 in FY 2022 - 2023. The projected increase was mainly due to the increases in other state appropriation revenues consisting of Optional Retirement Plan (ORP) and Teacher Retirement System (TRS). The state contact hour appropriation revenue was based on the state allocation schedules and other state revenues were based on projected funding for eligible employees.

State Appropriations	FY 2021 - 2022	FY 2022 - 2023	Increase/ (Decrease)
State Appropriations	\$40,094,035	\$40,094,033	\$(2)
Other State Appropriation-ORP	532,963	551,137	18,174
Other State Appropriation-TRS	2,191,868	2,266,609	74,741
Other State Appropriation-HEGI	6,235,046	6,235,046	-
Hazlewood Reimbursement	45,000	45,000	-
Total State Appropriation	\$49,098,912	\$49,191,825	\$92,913

- Tuition for FY 2022 - 2023 was based on projected enrollment of 17,197 traditional students, a 14% decrease from Fall 2021, and 11,100 dual enrollment tuition free students for Fall 2022. In total, tuition revenue was projected to decrease \$2,129,525 in FY 2022 - 2023.

Tuition	FY 2021 - 2022	FY 2022 - 2023	Increase/ (Decrease)
Academic & Differential Tuition-Net TPEG	\$30,976,503	\$28,846,978	\$(2,129,525)

Tuition	FY 2021 - 2022	FY 2022 - 2023	Increase/ (Decrease)
Continuing Ed/ITED-Net TPEG	2,990,658	2,990,658	-
Total Tuition	\$33,967,161	\$31,837,636	\$(2,129,525)

- Fees for FY 2022 - 2023 were based on projected enrollment of 17,197 traditional students, a 14% decrease from Fall 2021, and 11,100 dual enrollment tuition free students for Fall 2022. The projections indicated a decrease in fees revenue of \$2,234,550 in FY 2022 - 2023.

Fees	FY 2021 - 2022	FY 2022 - 2023	Increase/ (Decrease)
Total Fees	\$28,686,753	\$26,452,203	\$(2,234,550)

- M&O Property Tax revenue for FY 2022 - 2023 was expected to increase \$7,615,335, due to an anticipated increase in tax collections and property values.

M&O Property Taxes	FY 2021 - 2022	FY 2022 - 2023	Increase/ (Decrease)
Total M&O Property Taxes	\$58,273,025	\$65,888,360	\$7,615,335

- Other revenue was expected to remain at the FY 2021 – 2022 level.

Other Revenues	FY 2021 - 2022	FY 2022 - 2023	Increase/ (Decrease)
Dual Credit Cost Reimbursement	\$5,000,000	\$5,000,000	\$-
Dual Credit Academy Participation Fee	350,000	350,000	-
Interest	600,000	600,000	-
Administrative Costs and Shuttle System Contribution	421,716	421,716	-
Testing Commissions	950	950	-
Conferences-Continuing, Professional, and Workforce Education	64,742	64,742	-
Total Other Revenues	\$6,437,408	\$6,437,408	\$-

- The HEERF Lost Revenue was projected to decrease \$3,655,461 in FY 2022 – 2023. The decrease was due to the decrease in the Higher Education Emergency Relief Fund (HEERF) Lost Revenue. The HEERF Lost Revenue represented the revenues expected by the College but were reduced or eliminated as a result of the COVID-19 pandemic. The HEERF Lost Revenue was funded from the HEERF III Institutional Portion allocated to the College.

HEERF Lost Revenue	FY 2021 - 2022	FY 2022 - 2023	Increase/ (Decrease)
Total HEERF Lost Revenue	\$ 7,738,146	\$4,082,685	\$(3,655,461)

- Carryover Allocations were projected to increase \$3,743,584 in FY 2022 - 2023. The increase resulted from the decrease of \$845,336 in the Unexpended Construction Plant

Transfer allocation, the removal of \$231,448 in the One-Time Return to Campus Safely COVID-19 Training and Response Strategies Payment allocation, and the removal of \$1,346 in the Retention Incentive Payment allocation being partially offset by the increase in the Salary and Benefits allocation of \$2,721,656 and the addition of the Welding Equipment allocation of \$2,100,058.

Carryover Allocations	FY 2021 - 2022	FY 2022 - 2023	Increase/ (Decrease)
Unexpended Construction Plant Transfer	\$4,345,336	\$3,500,000	\$(845,336)
Continuing, Professional, and Workforce Education	450,000	450,000	-
Contingency Fund	2,000,000	2,000,000	-
Developmental Studies Book Royalties	4,813	4,813	-
One-Time Return to Campus Safely COVID-19 Training and Response Strategies Payment	231,448	-	(231,448)
Retention Incentive Payment	1,346	-	(1,346)
Salary and Benefits	-	2,721,656	2,721,656
Welding Equipment	-	2,100,058	2,100,058
Total Carryover Allocations	\$7,032,943	\$10,776,527	\$3,743,584

In total, revenues and carryover allocations would increase as follows:

Revenues and Carryover Allocations	FY 2021 - 2022	FY 2022 - 2023	Increase/ (Decrease)
State Appropriations	\$49,098,912	\$49,191,825	\$92,913
Tuition-Net of TPEG	33,967,161	31,837,636	(2,129,525)
Fees	28,686,753	26,452,203	(2,234,550)
M&O Property Taxes	58,273,025	65,888,360	7,615,335
Other Revenues	6,437,408	6,437,408	-
HEERF Lost Revenue	7,738,146	4,082,685	(3,655,461)
Carryover Allocations	7,032,943	10,776,527	3,743,584
Total Revenues and Carryover Allocations	\$191,234,348	\$194,666,644	\$3,432,296

Expenditures, Transfers and Reserves:

- The Salary expenditures budget for FY 2022 - 2023 was proposed to increase by \$5,997,277. The increase was due to the removal of the COVID-19 Training and Retention Incentive Payments in the amount of \$401,250 and the decrease due to vacancies and new hires in the amount of \$170,567 being offset by the increase in funding for the faculty instructional pools in the amount of \$1,000,000, the increase in funding for positions that were previously frozen in the amount of \$619,415, the increase in funding for new positions approved in FY 2021 – 2022 in the amount of \$123,750, the increase in funding for annual faculty and staff salary increases,

compensation study adjustments and divisional salary adjustments and new positions in the amount of \$4,825,929.

	Changes to FY 2022 - 2023 Salary Budget	Amount
1.	Proposed Removal of COVID-19 Training and Retention Incentive Payments	\$(401,250)
2.	Changes in Salaries due to Vacancies and New Hires	(170,567)
3.	Proposed Faculty Instructional Pool Increase	1,000,000
4.	Restoration of Frozen Positions Approved in FY 2021 - 2022	619,415
5.	Funding for New Positions Approved in FY 2021 – 2022	123,750
6.	Proposed Annual Salary Increase, Compensation Study Adjustments, and Division Salary Adjustments and New Positions	4,825,929
	Total	\$5,997,277

Additional modifications to salary expenditures including reductions may be necessary prior to final approval of the Staffing Plan by the Board and based on revised revenue projections and subject to the availability of funding and Board approval of the final budget.

- The Benefits expenditures budget for FY 2022 - 2023 was proposed to increase by \$2,853,217 primarily due to an increase in on-behalf retirement and insurance expenditures, the additional funding for the faculty instructional pools, funding for the frozen positions that were previously frozen, funding for new positions, annual salary increases, compensation study adjustments, and divisional salary adjustments and new positions being offset by the removal of the COVID-19 Training and Retention Incentive Payments, and the decrease due to vacancies and new hires.
- The Operating expenditures budget for FY 2022 - 2023 was proposed to increase by \$2,086,783 based on the needs of the College's departments.
- The Travel expenditures budget for FY 2022 - 2023 was proposed to decrease by \$94,711. Approximately 25 percent of the travel budget represents local mileage reimbursement for faculty.
- The Capital Outlay expenditures budget for FY 2022 - 2023 was proposed to increase by \$1,454,810 based on the needs of the College's departments.
- The Transfers and Reserves budget for FY 2022 - 2023 was proposed to decrease by \$9,054,502. The decrease was due to the removal of the Transfer to the Continuing Education Unexpended Plant Fund of \$845,336, the removal of the Fund Balance Reserve in the amount of \$4,553,705, and the decrease in the HEERF Fund Balance Reserve of \$3,655,461.

In total, expenditures, transfers and reserves would increase as follows:

Expenditures, Transfers & Reserves	FY 2021 - 2022	FY 2022 - 2023	Increase/ (Decrease)
Salaries	\$99,382,688	\$105,379,965	\$5,997,277
Benefits	30,950,663	33,803,880	2,853,217
Operating	37,644,217	39,731,000	2,086,783
Travel	2,229,954	2,324,665	94,711
Capital Outlay	1,524,058	2,978,868	1,454,810
Total Expenditures	171,731,580	184,218,378	12,486,798
Transfers & Reserves			
Transfer to Unexpended Plant Fund	3,500,000	3,500,000	-
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	4,082,685	(3,655,461)
Total Transfers & Reserves	19,502,768	10,448,266	(9,054,502)
Total Expenditures, Transfers & Reserves	\$191,234,348	\$194,666,644	\$3,432,296

The Preliminary Summary of Unrestricted Projected Revenues and Expenditures for FY 2022 - 2023 with Comparison to the FY 2021 - 2022 amended budget was provided in the packet for the Board’s review and information. In order to balance the unrestricted fund budget, the College would continue to monitor trends, update projections and adjust revenues and expenditures as needed.

Additional changes may be required to the budget revenue and expenditure projections, prior to final presentation to the Board based on revised revenue projections.

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

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.

- a. Approval of Hidalgo County Tax Resale Private Bid and Resolution #2022-013 Authorizing Tax Resale Bid
- b. Approval of Award of Proposals, Rejection of Proposal, Purchases, and Renewals
- c. Approval of Unrestricted Fund Balance Designations as of August 31, 2022 and Funding Plan for the Construction Projects Using the Unrestricted Fund Balance Designations
- d. Approval of the Metric to Determine the Minimum Unrestricted Fund Financial Reserve Level

Mr. Paul R. Rodriguez stated that he had reviewed the bids provided for Insurance Risk Management Consultant Services as related to item b, and determined that the evaluation committee's recommendation was consistent with the criteria for this award.

Mr. Danny Guzman asked about the proposed rejection of the proposal for District Wide Wireless Network Equipment Upgrade as related to item b. Legal counsel concurred with administrations recommendation to reject the sole proposal, and Dr. Alejo Salinas, Jr., supported this position.

Upon a motion by Mr. Rene Guajardo and a second by Dr. Alejo Salinas, Jr., the Board of Trustees of South Texas College approved and authorized items a – d of the Finance, Audit, and Human Resources Committee Consent agenda as presented.

Mrs. Dalinda Gonzalez-Alcantar abstained from the vote.

The motion carried.

Consent Agenda:

a. Approval of Hidalgo County Tax Resale Private Bid and Resolution #2022-013 Authorizing Tax Resale Bid

Approval of a Hidalgo County Tax Resale Private Bid and the Resolution #2022-013 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 two (2) properties in Hidalgo County.

Justification – The Texas Property Tax Code required approval from all taxing entities for the resale of a property.

Background - On April 14,2022, Linebarger Goggan Blair & Sampson, LLP received a Private Bid packet from Perdue Brandon Field Collins & Mott LLP, for two (2) struck off properties located within Hidalgo County and it is presented for consideration.

Linebarger Goggan Blair & Sampson, LLP submitted the analysis of the bid received for the Board of Trustees' consideration. The total amount the College would receive for these properties was \$2,563.19 (combined).

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 is pending approval by Hidalgo County, Hidalgo County Drainage District #01, City of Mercedes, Mercedes Independent School District and South Texas Independent School District.

Enclosed Documents - Resolution #2022-013 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 included in the packet for the Board's information and review.

A representative from Linebarger Goggan Blair & Sampson, LLP attended the Committee meeting to address any questions by the trustees.

The Finance, Audit, and Human Resources Committee recommended Board approval of the Hidalgo County Tax Resale Private Bid and the Resolution #2022-013 Authorizing the Tax Resale Bid as presented.

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

Consent Agenda:

b. Approval of Award of Proposals, Rejection of Proposal, Purchases, and Renewals

Approval of the following award of proposals, rejection of proposal, 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, rejection of proposal, purchases, and renewals as listed below:

A. Award of Proposals

- 1) **Building Moving Services - II (Award):** award the proposal for building moving services – II to **Zuniga’s House Mover, LLC.** (San Juan, TX), for the period beginning June 1, 2022 through May 31, 2023 with two one-year options to renew, at an estimated amount of \$50,000.00;
- 2) **Insurance Risk Management Consultant Services (Award):** award the proposal for insurance risk management consultant services to **Acrisure, LLC. / dba Carlisle Insurance** (Corpus Christi, TX), for the period beginning June 1, 2022 through May 31, 2023 with four one-year options to renew, at a total annual amount of \$25,000.00;
- 3) **Telephone Services (Award):** award the proposal for telephone services to **Smartcom Telephone, LLC.** (McAllen, TX), for the period beginning June 21, 2022 through June 20, 2025 with two one-year options to renew, at an estimated monthly amount of \$13,400.00 and an estimated annual amount of \$160,800.00;
- 4) **Temporary Personnel Services (Award):** award the proposal for temporary personnel services for the period beginning June 29, 2022 through June 28, 2023 with two one-year options to renew, at an estimated amount of \$450,000.00, which is based on prior year expenditures. The qualified vendors are as follows:

Vendor (City/State)	Vendor (City/State)
Exceptional Staffing, LLC. (Edinburg, TX) (New)	Fewell Professional Services, LLC. / dba FPS Staffing (McAllen, TX)
Five Star Staffing, LLC. / dba Spherion Staffing (McAllen, TX)	Hire Quest, LLC. / dba Snelling Staffing Services (Goose Creek, SC) (New)
Infojini, Inc. (Columbia, MD) (New)	Manpower Group US, Inc. (McAllen, TX)
Onin Staffing (McAllen, TX)	People Ready, Inc. (Tacoma, WA) (New)
R&D Contracting, Inc. / dba R&D Personnel (McAllen, TX)	Readymen Staffing Services (Pharr, TX) (New)
Region Staffing, Inc. (Pharr, TX)	Select Staff (Edinburg, TX)
Temps Plus Staffing Service (McAllen, TX)	Texas Staffing Pros, LLC. (McAllen, TX)

B. Rejection of Proposal

- 5) **District Wide Wireless Network Equipment Upgrade (Reject):** reject one (1) proposal received for the district wide wireless network equipment upgrade and advertise this project in order to comply with the federal procurement guidelines related to receiving multiple responses;

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

- 6) Online Tutoring Services (Purchase):** purchase an online tutoring services agreement from **Upswing International, Inc.** (Durham, NC), a sole source vendor, for the period beginning June 1, 2022 through August 31, 2022, at a total amount of \$40,800.00 for one thousand seven hundred (1,700) service hours;

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

- 7) Bond Counsel Services (Renewal):** renew the bond counsel services contract with **Ricardo Perez Law Firm, PLLC.** (McAllen, TX), for the period beginning August 1, 2022 through July 31, 2023;
- 8) Collection Agency Services (Renewal):** renew the collection agency services contracts for the period beginning September 1, 2022 through August 31, 2023, at no charge to the College. The vendors are as follows:

Primary	S & S Recovery, Inc. (Memphis, TN)
Secondary	Immediate Credit Recovery, Inc. (Poughkeepsie, NY) Key 2 Recovery, Inc. (Hamilton, OH)

- 9) Custodial Supplies (Renewal):** renew the custodial supplies contracts for the period beginning August 18, 2022 through August 17, 2023, in the amount of \$288,000.00, which is based on prior year expenditures. The vendors are as follows:

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

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

- 10) Audio Visual Equipment (Purchase):** purchase audio visual equipment from **B&H Photo Video** (New York, NY), an E&I Cooperative Services approved vendor, at a total amount of \$30,381.07;
- 11) Computers, Laptops, and Tablets (Purchase):** purchase computers, laptops, and tablets from the State of Texas Department of Information Resources (DIR) approved vendors **Dell Marketing, LP.** (Dallas, TX) and **Apple, Inc.** (Dallas, TX), at a total amount of \$313,517.93;
- 12) Software License, Maintenance, and Support Agreements (Renewal):** renew the software license, maintenance, and support agreements with **Evisions, LLC.** (Irvine, CA), a sole source vendor, for the period beginning August 1, 2022 through August 31, 2025, at a total amount of \$187,979.00;
- 13) Time and Attendance Software License, Maintenance, and Support Agreements (Renewal):** renew the time and attendance software license, maintenance, and support agreements with **TimeClock Plus, LLC.** (San Antonio, TX), a sole source vendor, for the period beginning September 1, 2022 through August 31, 2023, at a total amount of \$47,164.08.

Recommend Action - The total for all award of proposals, rejection of proposal, purchases, and renewals was \$1,593,642.08.

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

Consent Agenda:

c. Approval of Unrestricted Fund Balance Designations as of August 31, 2022 and Funding Plan for the Construction Projects Using the Unrestricted Fund Balance Designations

Approval of the Unrestricted Fund Balance Designations as of August 31, 2022 and the funding plan for the construction projects using the Unrestricted Fund Balance Designations was requested.

Purpose – To approve the changes to the Unrestricted Fund Balance Designations as of August 31, 2022 and the funding plan for the construction projects using the Unrestricted Fund Balance Designations.

Justification – Changes to the Unrestricted Fund Balance Designations as of August 31, 2022 and a funding plan for the construction projects using the Unrestricted Fund Balance Designations were necessary. Approval was needed to increase the Unrestricted Fund Balance Designations for the Enterprise Resource Planning (ERP) System, release the Unrestricted Fund Balance Designations for equipment needed by the Welding program, and create a funding plan includes the release of Unrestricted Fund Balance Designations in fiscal year 2023 – 2024 to fund the completion of Unexpended Plant Fund – Construction capital improvement projects.

1. Increase of the Unrestricted Fund Balance Designations for the ERP System

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

As of August 31, 2021, the total fund balance in the Unrestricted Fund was \$104,432,951, which included the Board designated amount of \$37,500,000, as reflected in the table below. The total designations of \$37,500,000 included the following:

Fund Balance Designations Per Category	FY 2020 - 2021
Employee Health Insurance Premiums Due to Rising Costs of Employee Health Insurance and Uncertainty of Continued State Funding	\$7,500,000
Upgrade of the College’s Enterprise Resource Planning (ERP) System	18,000,000
Deferred Maintenance of Facilities	4,000,000
College’s Business Continuity of Operations in the Event of Serious Incidents or Disasters	6,000,000
Furniture Replacements	2,000,000
Total Fund Balance Designation as of August 31, 2021	\$37,500,000

Management proposed an additional Unrestricted Fund Balance designation in the amount of \$2,000,000 in Fiscal Year 2021 - 2022 for upgrade of the College's ERP System. This recommendation was presented because the acquisition of a new ERP system with updated technological features would be necessary in the future. The College must be prepared to fund a high cost ERP system.

2. Release the Unrestricted Fund Balance Designations for Equipment Needed by the Welding Program

Administration also recommended to release the Unrestricted Fund Balance designations in the amount of \$2,100,058 for the purpose of funding equipment needed by the Welding program in fiscal year 2022 – 2023.

Including the proposed additional fund balance designation for the College's Enterprise Resource Planning (ERP) System in the amount of \$2,000,000 and the release of the Unrestricted Fund Balance designations for the Welding program equipment in the amount of \$2,100,058, the total designations as of August 31, 2022 would be \$37,399,942, as follows.

Summary of Fund Balance Designations ERP Increase and Welding Equipment Decrease August 31, 2022			
Fund Balance Designations Per Category	FY 2020 - 2021	FY 2021 - 2022	Increase/ (Decrease)
Health Insurance Premiums	\$7,500,000	\$7,500,000	\$-
ERP Procurement and Infrastructure Maintenance & Renewal	18,000,000	20,000,000	2,000,000
Facilities Deferred Maintenance	4,000,000	3,899,942	(100,058)
Business Continuity and Disaster Plan	6,000,000	6,000,000	-
Furniture Replacement	2,000,000	-	(2,000,000)
Total Fund Balance Designation as of August 31	\$37,500,000	\$37,399,942	\$(100,058)

As reflected below, as of August 31, 2022, without considering the FY 2021 – 2022 activity, the total estimated Undesignated Unrestricted Fund Balance is \$67,033,009 which represented approximately four (4.1) months of budgeted expenditures. Per Policy #5350: Unrestricted Fund Balance, the College should maintain an Unrestricted Fund Balance sufficient to cover no less than four months of budgeted expenditures. After the completion of the FY 2021 – 2022 audit, management may propose an additional increase to the upgrade of the ERP system designation contingent on the final increase to the fund balance due to FY 2021 – 2022 activity, including the GASB liabilities.

Unrestricted Fund Balance			
	Undesignated Fund Balance	Designated Fund Balance	Total Fund Balance
Fund Balance – September 1, 2021	\$66,932,951	\$37,500,000	\$104,432,951
FY 2021 – 2022 Additional Designation	(2,000,000)	2,000,000	-
FY 2021 – 2022 Release of Unrestricted Fund Balance Designations	2,100,058	(2,100,058)	-
Fund Balance – Projected August 31, 2022	\$67,033,009	\$37,399,942	\$104,432,951

Unrestricted Months Expense in Reserve	
	Undesignated Fund Balance
Adjusted Fund Balance	\$67,033,009
# Months Expenses in Reserve	4.1 Months

3. Funding Plan for Construction Projects Using the Unrestricted Fund Balance Designations

At the March 8, 2022 Special Board of Trustees meeting, the Board of Trustees approved the use of funds previously earmarked from the Bond 2001 2001 in the total amount of \$4,600,000 for the Satellite Center Expansion in the Unexpended Plant Fund – Construction. The Board of Trustees approved the use of \$660,000 from the earmarked funds for the Pecan Campus Ann Richards Administration Building X renovation project for the new President’s Office.

At the March 29, 2022 Board of Trustees meeting, the Board of Trustees approved an additional use of funds previously earmarked from the Bond 2001 in the total amount of \$4,600,000 for the Satellite Center Expansion in the Unexpended Plant Fund – Construction. The Board of Trustees approved the use of \$1,034,110 from the earmarked funds for renovation projects for the Pecan Campus North Academic Humanities Building P Renovation for the Office of the Vice President for Finance and Administrative Services, Department of Accountability, Risk and Compliance, and the Office of Institutional Equity.

At the April 26, 2022 Board of Trustees meeting, the Board of Trustees approved the additional use of funds previously earmarked from the Bond 2001 for the Satellite Center Expansion in the Unexpended Plant Fund – Construction in the amount of \$2,905,890 for partially funding upcoming capital improvement projects as follows:

- 1) Pecan Campus Kinesiology Building Phase I
- 2) Pecan Campus Cooper Center for Performing Arts Building L Expansion and Renovation for the Music and Dance Program
- 3) Pecan Campus Continuing Education Building

The use of the funds previously earmarked from the Bond 2001 for the Satellite Center Expansion in the Unexpended Plant Fund – Construction allowed for the partial funding of construction projects, however additional funding sources are needed for their completion.

Administration recommended creation of a funding plan for the construction projects using the Unrestricted Fund Balance Designations to ensure their completion. The proposed plan included funding the construction projects with funds resulting from the release of Unrestricted Fund Balance Designations in fiscal year 2023 – 2024. Administration estimated that approximately \$12,500,000 would need to be released from the Unrestricted Fund Balance Designations in fiscal year 2023 – 2024, however this amount was subject to change as the projects develop.

Including the release of the Unrestricted Fund Balance Designations in fiscal year 2023 – 2024, the projected total designations as of August 31, 2024 would be \$24,899,842, as follows.

Summary of Projected Fund Balance Designations Construction Projects Decrease August 31, 2024			
Fund Balance Designations Per Category	FY 2021 - 2022	FY 2023 - 2024	Increase/ (Decrease)
Health Insurance Premiums	\$7,500,000	\$2,000,000	\$(5,500,000)
ERP Procurement and Infrastructure Maintenance & Renewal	20,000,000	20,000,000	-
Facilities Deferred Maintenance	3,899,942	-	(3,899,942)
Business Continuity and Disaster Plan	6,000,000	2,899,942	(3,100,058)
Furniture Replacement	-	-	-
Total Fund Balance Designation as of August 31	\$37,399,942	\$24,899,842	\$(12,500,000)

Reviewers – The funding plan for the construction projects using the Unrestricted Fund Balance Designations and the release of Unrestricted Fund Balance designations to fund equipment needed by the Welding program was reviewed by Cabinet members.

Mary Elizondo, Vice President for Finance and Administrative Services attended the May 10, 2022 Committee Meeting to address any questions by the Committee.

The Finance, Audit, and Human Committee recommended Board approval of the funding plan for the construction projects using the Unrestricted Fund Balance Designations and the changes to the Unrestricted Fund Balance Designations, as presented.

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

Consent Agenda:

d. Approval of the Metric to Determine the Minimum Unrestricted Fund Financial Reserve Level

Approval of the metric to determine the minimum Unrestricted Fund Financial Reserve Level was requested.

Purpose – To approve a change to the metric used to determine the minimum Unrestricted Fund Financial Reserve Level. Administration updated the Committee regarding the projected Unrestricted Fund Balance as of August 31, 2022 and the impact of the Board Unrestricted Fund Balance Designations, GASB 68, Accounting and Financial Reporting for Pensions, and GASB 75, Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions, requirements on the metric used to determine the Unrestricted Fund balance.

Justification – Board Policy #5350: Unrestricted Fund Balance states that “The College shall maintain an unrestricted fund balance sufficient to cover no less than four months of budgeted expenditures, unless the Board of Trustees approves the use, transfer, or designation of fund balance, and a plan to restore the fund balance to the minimum amount.”

Background – The College’s Unrestricted Fund Balance is a component of the overall financial management strategy and long-term financial planning that is used to ensure stable service delivery, meet future needs and protect against financial stability. The Unrestricted Fund Balance represents the financial reserve that the College maintains to provide sufficient cash flow to meet operating needs and to ensure continued operations of the College in case of a financial hardship. The College’s Unrestricted Fund Balance has been negatively impacted due to the implementation of GASB 68 and GASB 75 and has put the College at risk of not complying with Board Policy #5350.

The College’s Unrestricted Fund Balance consists of Unrestricted Fund Balance Designations and Unrestricted Undesignated Funds. The Unrestricted Fund Balance Designations represents the College’s intended future use of available resources that have been approved by the Board of Trustees. Unrestricted Undesignated Funds represent the amount of the Unrestricted Fund Balance that has not been committed or assigned to a specific purpose.

As of August 31, 2021, the Unrestricted Fund Balance Designations and Unrestricted Undesignated Funds are as follows:

Unrestricted Fund Balance	As of August 31, 2021	
Unrestricted Undesignated Fund Balance		\$66,932,951
Unrestricted Fund Balance Designations		
Employee Health Insurance Premiums	7,500,000	
Enterprise Resource Planning (ERP) System Upgrade	18,000,000	
Deferred Maintenance of Facilities	4,000,000	
Business Continuity	6,000,000	
Furniture Replacements	2,000,000	
Total Unrestricted Fund Balance Designations		37,500,000
Total Unrestricted Fund Balance		\$104,432,951

The projected Unrestricted Fund Balance Designations and Unrestricted Undesignated Funds as of August 31, 2022 are as follows:

Projected Unrestricted Fund Balance			
	Undesignated Fund Balance	Designated Fund Balance	Total Fund Balance
Fund Balance – September 1, 2021	\$66,932,951	\$37,500,000	\$104,432,951
FY 2021 – 2022 Projected Increase to Fund Balance	6,863,657	-	6,863,657
FY 2021 – 2022 Additional ERP System Designation	(2,000,000)	2,000,000	-
FY 2021 – 2022 Release for Welding Program Equipment	2,100,058	(2,100,058)	-
Fund Balance – Projected August 31, 2022	\$73,896,666	\$37,399,942	\$111,296,608

The projected Unrestricted Undesignated Fund Balance as of August 31, 2022 in the amount of \$73,896,666 represents approximately four and one-half (4.6) months of budgeted expenditures.

The College’s external auditor, Carr, Riggs, & Ingram, agreed that Policy #5350: Unrestricted Fund Balance may be revised to use different metrics such as those presented below.

The methodology to calculate the minimum Unrestricted Fund Balance would be to change the metric used to determine the minimum Unrestricted Fund Balance to reflect the Total Unrestricted Fund Balance, including the Unrestricted Undesignated Fund Balance and the Unrestricted Fund Balance Designations.

A comparison of the different methodologies to calculate the minimum Unrestricted Fund Balance are as follows:

Methodology	Amount	Minimum Unrestricted Fund Balance Financial Reserve Level
Unrestricted Undesignated Fund Balance	\$73,796,608	4.6 months
Total Unrestricted Undesignated Fund Balance and Designated Fund Balance	111,296,608	7.1 months

Recommendation – Administration recommended to change the metric used to determine the minimum Unrestricted Fund Balance to reflect the Total Unrestricted Fund Balance, which includes the Unrestricted Fund Balance and the Unrestricted Fund Balance Designations.

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

At the May 10, 2022 Committee meeting, Mr. Paul R. Rodriguez questioned the use of the word “metric” in this context. Administration confirmed that this is the term generally used, as the approved metric is a method to measure liquidity.

The Finance, Audit, and Human Resources Committee recommended Board approval of the metric to determine the minimum Unrestricted Fund Financial Reserve Level, as requested.

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

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

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

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

After publication of the Board packet, administration requested that items a and e, as identified below, be pulled from the consent agenda for separate discussion with legal counsel prior to Board action.

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 consent agenda, except for items a and e, 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 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 District Wide Air Handler Replacements
- c. Approval of Schematic Design of the Nursing and Allied Health Campus NAH East Building A Occupational Therapy Kitchen Lab Expansion
- d. Approval to Proceed with Solicitation of Construction Services for the Nursing and Allied Health Campus NAH East Building A Occupational Therapy Kitchen Lab Expansion
- e. Approval to Proceed with Solicitation of Construction Services for the Pecan Campus Library Building F Renovation and Expansion
- f. Approval of Substantial Completion of the Deferred Maintenance of District Wide Roofs at Starr County Campus

In addition to removing items a and e as identified by administration, Mr. Danny Guzman requested that item b be pulled from the consent agenda.

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 c, d, and f of the Facilities Committee Consent agenda as presented. The motion carried.

Consent Agenda:

c. Approval of Schematic Design of the Nursing and Allied Health Campus NAH East Building A Occupational Therapy Kitchen Lab Expansion

Approval of schematic design prepared by Negrete & Kolar Architects, LLP for the Nursing and Allied Health Campus NAH East Building A Occupational Therapy Kitchen Lab Expansion project was requested.

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Purpose

Schematic design is the first phase of basic design services provided by the project design team. In this phase, the design team prepares schematic drawings based on the Owner's project program and design meetings with staff. The approval of this phase is necessary to establish the basis on which the project design team is given authorization to proceed with design development and construction document phases.

Scheduling Priority

This project was requested by the Division of Nursing & Allied Health. It was reviewed by the Facilities Planning & Construction department, Administration, the Facilities Committee, and the Board of Trustees. This project was scheduled as an educational space improvement to provide lab space for instruction and demonstration.

Justification

Once schematic design was approved, Negrete & Kolar Architects, LLP would proceed to prepare all necessary design development drawings and specifications in preparation for the construction documents phase using College 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 December 14, 2021, the Board of Trustees approved contracting architectural services with Negrete & Kolar Architects, LLP for this project. The architect has worked with College staff to develop a schematic design to meet the current Nursing Program needs.

The scope of work was as follows:

Program Scope

- Design and construction of the expansion
- Addition of cabinet millwork, shelving, and sinks
- Existing Kitchen Lab A303 expanded to allow more counter space for instructional stations and more floor space for teaching students to use assisted devices (wheel chairs and walkers)
- Hand washing station in Neuromat Lab A304.
- Bathroom (A304) to be part of the kitchen expansion.
- Media Lab (A308) remove computer counter and add storage shelving.
- Approximate square feet of the proposed space: 923 s.f.

Funding Source

Funds for the Nursing and Allied Health Campus NAH East Building A Occupational Therapy Kitchen Lab Expansion Project 2022-004C were budgeted in the FY 2021-2022 Unexpended Construction Plant Fund. The total construction budget was \$63,000, which included \$3,000 in contingency.

Negrete & Kolar Architects, LLP estimated the construction costs for the Nursing and Allied Health Campus NAH East Building A Occupational Therapy Kitchen Lab Expansion to be \$89,000. Additional funds were available in the FY 2021-2022 Unexpended Construction Plant Fund to cover the estimated variance.

Nursing and Allied Health Campus NAH East Building A Occupational Therapy Kitchen Lab Expansion	
Construction Budget	Cost
Budgeted Construction Amount (including contingency)	\$63,000
Schematic Design Estimated Amount	89,000
Variance	(\$26,000)

Reviewers

The proposed schematic design was reviewed by staff from the Nursing Program, Facilities Planning & Construction, and Facilities Operations & Maintenance departments, and the Coordinated Operations Council.

Enclosed Documents

Negrete & Kolar Architects, LLP developed a schematic presentation describing the proposed design. The packet included drawings of the site plan, floor plans, interior views, and fact sheet.

Presenters

Negrete & Kolar Architects, LLP developed a schematic presentation describing the proposed design. Representatives from Negrete & Kolar Architects, LLP attended the Facilities Committee meeting to present the schematic design of the project.

The Facilities Committee recommended Board approval of the proposed schematic design of the Nursing and Allied Health Campus NAH East Building A Occupational Therapy Kitchen Lab Expansion project as presented.

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

Consent Agenda:

**d Approval to Proceed with Solicitation of Construction Services for the
Nursing and Allied Health Campus NAH East Building A Occupational
Therapy Kitchen Lab Expansion**

Approval of authorization to proceed with the solicitation of construction services for the Nursing and Allied Health Campus NAH East Building A Occupational Therapy Kitchen Lab Expansion project was requested.

Construction services were necessary to construct the Occupational Therapy Kitchen Lab Expansion. 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 December 14, 2021, the Board of Trustees approved contracting architectural services with Negrete & Kolar Architects, LLP to design the expansion.

Negrete & Kolar Architects, LLP estimated the construction cost of the project to be \$89,000. The total project budget is \$73,500 which includes funds for construction, design, miscellaneous, FFE, and contingency costs. Additional funds are available in the FY 2021-2022 Unexpended Construction Plant Fund to cover the estimated variance.

Nursing and Allied Health Campus NAH East Building A Occupational Therapy Kitchen Lab Expansion Total Project Budget	
Budget Item	Project Total
Construction	\$60,000
Design	6,000
Miscellaneous	1,500
FFE	3,000
Contingency 5%	3,000
Total Project Budget	\$73,500

Negrete & Kolar Architects, LLP 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 soliciting for construction services for the Occupational Therapy Kitchen Lab Expansion project.

The Facilities Committee recommended Board approval the solicitation of construction services for the Nursing and Allied Health Campus NAH East Building A Occupational Therapy Kitchen Lab Expansion project as presented.

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

Consent Agenda:

f. Approval of Substantial Completion of the Deferred Maintenance of District Wide Roofs at Starr County Campus

Approval of substantial completion of the Deferred Maintenance of District Wide Roofs at Starr County Campus was requested.

	Project	Completion Recommended	Date Received
1.	District Wide Roofs at Starr County Campus Architect: BEAM Professionals Contractor: Sechrist-Hall Company	Substantial Completion Recommended	April 20, 2022

This renewals & replacements project was part of the district wide deferred maintenance plan, and has been 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 Starr County Campus.

College staff visited the site and developed a construction punch list on April 20, 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 Sechrist-Hall Company. The original cost approved for this project was \$862,055.

The following table summarizes the current budget status:

Deferred Maintenance of District Wide Roofs at Starr County Campus					
Construction Budget	Approved Proposal Amount	Net Total Change Orders	Current Project Cost	Previous Amount Paid	Remaining Balance
\$770,000.00	\$862,055.00	\$0.00	\$862,055.00	\$754,120.44	\$107,934.56

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 Starr County Campus as presented.

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

**Pulled from Facilities Committee Consent Agenda:
 b. Approval to Contract Engineering Services for the District Wide Air
 Handler Replacements**

Approval to contract engineering services for the District Wide Air Handler Replacements project was requested.

Purpose

Engineering services were necessary for design and construction administration services for the District Wide Air Handler Replacements 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 Facilities Operations & Maintenance department. It was reviewed by the Facilities Operations & Maintenance, Purchasing, and Facilities Planning & Construction departments, Administration, Facilities Committee, and the Board of Trustees. This project was scheduled as an improvement to provide cleaner air to College facilities district-wide and a safer environment.

Background

On July 27, 2021, the Board approved the proposed project and the use of Higher Education Emergency Relief Funds (HEERF). The College received notice of a no-cost extension from the Department of Education (DOE) on March 11, 2022 for the use of HEERF Institutional Funds until June 30, 2023. The project consisted of removing the existing air handlers and installing air handlers with UV light purification.

- Removing one hundred forty-three (143) existing air handlers from the buildings.
- Installing one hundred forty-three (143) new air handlers with UV light purification at the buildings
- Removing one hundred eight (108) existing air conditioning units from the portable buildings
- Installing one hundred eight (108) new air conditioning units with UV light purification at the portable buildings

The estimated costs and facilities at which air handlers would be replaced were summarized in the table below:

District Wide Air Handlers Replacement Total Estimated Cost		
Campus	Buildings	Estimated Cost
Pecan Campus	A, D, X, B, C, E, F, G, H, L, M, N, T	\$2,980,000
Pecan Plaza	A, B, C	480,000
Mid Valley Campus	C, E, F, G, H, L	1,288,000

District Wide Air Handlers Replacement Total Estimated Cost		
Campus	Buildings	Estimated Cost
Nursing and Allied Health Campus	A, C	170,000
Technology Campus	A, B, D, E	775,000
Starr County Campus	D, E, F, G, H, J	715,000
District Wide Portables	Various	540,000
TOTAL		\$6,948,000

On July 27, 2021, the Board of Trustees approved the solicitation for engineering services. Solicitation for engineering qualifications began on April 6, 2022, for the purpose of selecting an engineering firm to prepare the necessary plans and specifications for this project. A total of seven (7) firms received a copy of the Request for Qualifications (RFQ) and a total of five (5) firms submitted their responses on April 25, 2022.

Timeline for Solicitation of Statements of Qualifications	
April 6, 2022	Solicitation of statements of qualifications began.
April 25, 2022	Five (5) statements of qualifications were received.

Qualified Vendors and Project Timeline

Based on the evaluations of the qualifications, all five (5) of the firms that submitted statements of qualifications were highly qualified to provide engineering services for this project. Due to the urgency of the HEERF usage timeline, the scope of work, and the timelines for procurement and delivery of the equipment, staff recommended contracting engineering services with all five (5) vendors. The work would be divided between campuses, and awarded based on the vendor ranking and the total estimated cost of the work to be performed.

The following table indicated the proposed project assignments:

District Wide Air Handlers Replacements				
Engineer	Campus	Building(s)	# of Units	Estimated Cost
Rank #1: Halff Associates, Inc.	Pecan Campus - South	A, D, X	16	\$720,000
		B	11	495,000
		C	3	150,000
		E	3	105,000
		F	12	420,000
		G	4	200,000
		H	3	150,000
		T	4	140,000
Pecan Campus South Totals		10	56	\$2,380,000

District Wide Air Handlers Replacements				
Engineer	Campus	Building(s)	# of Units	Estimated Cost
Rank #2: DBR Engineering Consultants, Inc.	Mid Valley Campus	C	4	\$260,000
		E	4	260,000
		F	2	130,000
		G	7	455,000
		H	9	135,000
		L	4	48,000
		Portables (9)	18	90,000
Mid Valley Campus Totals		15	48	\$1,378,000
Rank #3: Ethos Engineering	Pecan Plaza (PCN PLZ)	A	6	\$240,000
		B	2	80,000
		C	4	160,000
	Regional Center for Public Safety Excellence (RCPSE)	Portables (6)	12	60,000
	Starr County Campus	D	1	65,000
		E	5	325,000
		F	2	130,000
		G	1	65,000
		H	1	65,000
	J	1	65,000	
Portables (3)	6	30,000		
PCN PLZ, RCPSE, and Starr Totals		18	41	\$1,285,000
Rank #4: Sigma HN Engineers, PLLC.	Technology Campus	A	6	\$300,000
		B	6	300,000
		D	2	70,000
		E	3	105,000
		Portables (7)	14	70,000
	Nursing and Allied Health Campus (NAHC)	A	2	100,000
		C	2	70,000
		Portables (3)	6	30,000
Technology Campus and NAHC Totals		16	41	\$1,045,000
Rank #5: A&G Engineering	Pecan Campus - North	L	5	\$200,000
		M	4	200,000
		N	4	200,000
		Portables (26)	52	260,000
Pecan Campus North Totals		29	65	\$860,000

The estimated budget for the District Wide Air Handler Replacements is summarized in the table below:

District Wide Air Handler Replacements Estimated Project Budget	
Budget Item	Budget Amount
Construction	\$6,948,000
Design	694,800
Miscellaneous	173,700
Technology	555,840
Contingency 5%	347,400
Total Estimated Project Budget	\$8,719,740

The total project budget reflects the combined estimated budgets for the replacements at each campus.

Funding Source

Funds for the District Wide Air Handler Replacements project would be used from the Higher Education Emergency Relief Fund (HEERF) in Fiscal Year 2021 – 2022.

Reviewers

The proposals were reviewed by College staff from the Facilities Operations & Maintenance, Facilities Planning & Construction, and Purchasing departments.

Enclosed Documents

A detailed list of the air handlers to be replaced was provided. The evaluation team members completed evaluations for the firms and prepared the scoring and ranking summary.

The Facilities Committee recommended Board approval to contract engineering services with Halff Associates, Inc. for the Pecan Campus South; DBR Engineering Consultants, Inc. for the Mid Valley Campus; Ethos Engineering for the Pecan Plaza, RCPSE Portables, and Starr County Campus; Sigma HN Engineers, PLLC. for the Technology Campus and NAHC, and A&G Engineering for the Pecan Campus North portions of the District Wide Air Handler Replacements project as presented.

Mr. Danny Guzman voiced concerns about the practice of using vendor lists for direct distribution of RFPs and RFQs that lead to contracts with the College. He indicated that engineering firms had claimed to him that they had requested to be added to the vendor lists and had not subsequently been added. No specific firms were identified.

Dr. Alejo Salinas, Jr. recalled that this issue was discussed during the May 10, 2022 Facilities Committee meeting, and that it had been determined at that time that the College’s advertisement of solicitations was legally compliant. He mentioned a recommendation that the College might stop using vendor lists entirely and only rely on the legally required public advertisements, if the use of lists was causing the concern.

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 contracting engineering services with Halff Associates, Inc. for the Pecan Campus South; DBR Engineering Consultants, Inc. for the Mid Valley Campus; Ethos Engineering for the Pecan Plaza, RCPSE Portables, and Starr County Campus; Sigma HN Engineers, PLLC. for the Technology Campus and NAHC, and A&G Engineering for the Pecan Campus North portions of the District Wide Air Handler Replacements project as presented. There were four trustees voting in favor, and three trustees opposed. The motion carried.

Review and Action as Necessary on Authorization to Proceed with Project Development of the Pecan Campus Cosmetology Building

Approval to proceed with project development of the Pecan Campus Cosmetology Building project was requested.

Background

At the February 21, 2022 Board Work Session, the Board of Trustees was presented information on the need for a proposed Cosmetology Building to be constructed at the Pecan Campus West Property. The proposed 10,000 sq. ft. facility would include training labs, classrooms, a computer lab, staff and faculty offices, and reception, waiting, and support spaces.

The College would begin the instructional program through the use of lease spaces with the Pharr-San Juan-Alamo Independent School District until the proposed new facility is constructed.

There were various options for the location of the proposed facility, such as constructing a separate building adjacent to the proposed Continuing Education building or including the space as a second-floor addition to the proposed Continuing Education building.

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 staff to proceed with project development of the Pecan Campus Cosmetology Building project as presented. The motion carried.

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

The Facilities Planning and Construction staff provided a design and construction update. This update summarizes the status of each capital improvement and renewals & replacements project currently in progress, including a categorization based on priority. Mary Elizondo and Rick de la Garza were available to respond to questions and address concerns of the Board.

No action was taken.

Consideration and Approval of Checks and Financial Reports

Board action was requested to approve the checks for release and the financial reports for the month of April 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 **April 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 Mrs. Victoria Cantú, 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 April 2022.

Mrs. Dalinda Gonzalez-Alcantar abstained from the vote.

The motion carried.

Executive Session:

The South Texas College Board of Trustees convened into Executive Session at 6:56 p.m. in accordance with Chapter 551 of the Texas Government Code for the specific purpose provided in:

- §551. 072, Deliberation Regarding Real Property
 1. Update and Action as Necessary Regarding Acquisition of Real Property

- §551. 071, Consultation with Attorney
 2. Approval to Contract 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

3. Approval to Proceed with Solicitation of Construction Services for the Pecan Campus Library Building F Renovation and Expansion

Open Session:

The South Texas College Board of Trustees returned to Open Session at 7:21 p.m. No action was taken in Executive Session.

Update and Action as Necessary Regarding Acquisition of Real Property (§551. 072, Deliberation Regarding Real Property)

The College had been negotiating the possibility of acquiring real property.

Dr. Solis discussed this real property acquisition opportunity and recommended actions as necessary in Executive Session.

Any action must be taken in Open Session.

The Board was asked for approval and authorization of action as necessary regarding the acquisition of the real property.

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 authorizes action as necessary regarding the proposed acquisition of real property. The motion carried.

Pulled from Facilities Committee Consent Agenda:

a. Approval to Contract 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 to contract 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 Department (ARC), and the Office of Institutional Equity (OIE) project was requested.

Purpose

Architectural services were necessary for design and construction administration 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 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 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

Administration and College staff must be relocated 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.

The proposed scope of work is summarized as follows:

- Interior design and construction of the renovations
- Approximate square feet: 7,900 sq. ft.

On March 29, 2022, the Board of Trustees approved the solicitation for architectural services. Solicitation for architectural qualifications began on April 6, 2022, for the purpose of selecting an architectural firm to prepare the necessary plans and specifications for this project. A total of seventeen (17) firms received a copy of the Request for Qualifications (RFQ) and a total of nine (9) firms submitted their responses on April 25, 2022.

Timeline for Solicitation of Statements of Qualifications	
April 6, 2022	Solicitation of statements of qualifications began.
April 25, 2022	Nine (9) statements of qualifications were received.

Highest Ranked Vendor

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

The total project estimated cost, including professional design services and construction services, was \$1,034,110 was itemized in the table below:

Pecan Campus North Academic Humanities Building P Renovations for the Office of the VP-FAS, the ARC, and the OIE Total Estimated Project Budget	
Budget Item	Estimated Costs
Construction	\$790,100
Design	79,010

Miscellaneous	5,000
FFE	110,000
Technology	50,000
Total Estimated Project Budget	\$1,034,110

Funding Source

Funds for the Pecan Campus North Academic Humanities Building P Renovations for the Office of the VP-FAS, the ARC, and the OIE were available in the Unexpended Construction Plant Fund for use in Fiscal Year 2021 – 2022, as approved by the Board on March 29, 2022.

Reviewers

The proposals were reviewed by College staff from the Facilities Operations & Maintenance, Facilities Planning & Construction, Finance & Administrative Services, and Purchasing departments.

Enclosed Documents

A presentation of the proposed project was provided. 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 Able City, LLC. 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 Department (ARC), and the Office of Institutional Equity (OIE) project as presented.

Subsequent to the publication of the Board packet, administration recommended removing the scope of renovations related to the Office of the Vice President for Finance and Administrative Services from this project, but retaining the remainder of the scope. Administration made this revised recommendation for consideration by the Board of Trustees.

Upon a motion by Mr. Rene Guajardo and a second by Mrs. Victoria Cantú, the Board of Trustees of South Texas College approved and authorized contracting architectural services with Able City, LLC. for the Pecan Campus North Academic Humanities Building P Renovations for the Accountability, Risk, and Compliance Department (ARC) and the Office of Institutional Equity (OIE) project as presented. The motion carried.

Pulled from Facilities Committee Consent Agenda:

e. Approval to Proceed with Solicitation of Construction Services for the Pecan Campus Library Building F Renovation and Expansion

Approval of authorization to proceed with the solicitation of construction services for the Pecan Campus Library Building F Renovation and Expansion project was requested.

Background

On July 25, 2019, the Board of Trustees approved contracting architectural services with ERO Architects to design the renovation and expansion. On September 28, 2021, the Board approved proposed changes to the design and an increase to the project budget.

The total project budget is \$17,015,000 which includes funds for construction, design, miscellaneous, FFE, technology, and contingency costs.

Pecan Campus Library Building F Renovation and Expansion Total Project Budget	
Budget Item	Amount
Construction	\$12,400,000
Design	1,240,000
Miscellaneous	345,000
FFE	1,095,000
Technology	1,335,000
Contingency	600,000
Total Project Budget	\$17,015,000

ERO Architects has been developing construction plans and specifications and will complete them at the end of May 2022. Upon completion of the documents, the College would begin the process of the solicitation for construction services for the project.

ERO Architects has indicated the probable construction cost of the renovation and expansion could be over the approved budget of \$12,400,000 due to current market conditions for construction.

- Increase in costs to manufacture building products
- Increase in costs for building materials
- Increase in labor costs
- Increase in shipping and delivery costs

Administration recommends to begin solicitation for construction services with the anticipation that the construction proposals could be over the approved budget. Upon receiving of proposals, Administration would recommend options to the Facilities Committee and Board for proceeding forward if the proposals exceed the budget.

Representatives from ERO Architects attended the Facilities Committee meeting to respond to any questions.

During the May 10, 2022 Facilities Committee Meeting, the Committee inquired about the changes that ERO Architects referenced to reduce the estimated cost of the project. ERO Architects presented the value management items to the Facilities Committee on September 14, 2021. It has been confirmed that no additional changes have been made other than those approved at the Board meeting on September 28, 2021.

At the September 28, 2021 Board meeting, The Board of Trustees approved the increase of the construction budget, the proposed design changes, and the contract amendment for additional fees for ERO Architects for the Pecan Campus Library Building F Renovation and Expansion Project.

On May 10, 2022, the Facilities Committee recommended Board approval of the solicitation of construction services for the Pecan Campus Library Building F Renovation and Expansion project as presented.

Following the May 10, 2022 Facilities Committee meeting, administration continued to consider additional revisions to the scope of the Pecan Campus Library Building F Renovation and Expansion project, with the intent to reduce the overall project expense by reducing the scope of the renovations and removing the proposed expansion.

The Board took no action on this item, and asked that administration return with ERO Architects to discuss the proposed new scope.

Announcements

A. Next Meetings:

- Tuesday, June 14, 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, June 28, 2022
 - 5:30 p.m. – Regular Board Meeting

B. Other Announcements:

- The College will be closed on Monday, May 30, 2022, in observance of Memorial Day.
- The College will be closed on Monday, June 20, 2022, in observance of Juneteenth.

Adjournment

There being no further business to discuss, the Regular Meeting of the South Texas College Board of Trustees adjourned at 7:59 p.m.

I certify the foregoing are the true and correct minutes of the Thursday, May 26, 2022 Regular Board Meeting of the South Texas College Board of Trustees.

X _____

Mrs. Victoria Cantú

Board Secretary

05/26/2022
Regular Board Meeting Minutes

**SOUTH TEXAS COLLEGE
BOARD OF TRUSTEES WORK SESSION
Monday, June 6, 2022 @ 10:00 a.m.
Ann Richards Administration Building Board 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, June 6, 2022 in the Ann Richards Administration Building Board Room at the Pecan Campus in McAllen, Texas. The meeting commenced at 10:08 a.m. with Ms. Rose Benavidez presiding.

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

Members absent: None

Also present: Dr. Ricardo J. Solis, Mrs. Mary Elizondo, Dr. Christopher Nelson, Dr. Rodney Rodriguez, Mrs. Laura Requena, Mrs. Alicia Correa, Mrs. Myriam Lopez, Ms. Lynda Lopez, Mr. Daniel Montez, Mrs. Gardenia Perez, Dr. Sylvia Flores, Dr. Aaron Wilson, Ms. Luz Cadena, and 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) Compensation Study

The South Texas College Board of Trustees had previously engaged the Texas Association of School Boards (TASB) to conduct a compensation study.

On June 6, 2022, Ms. Luz Cadena with TASB reviewed the completed compensation study, including their findings and recommendations for general increases and specific adjustments to help South Texas College reach market parity.

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 11:25 a.m.

I certify the foregoing are the true and correct minutes of the Monday, June 6, 2022 Board Work Session of the South Texas College Board of Trustees.

X _____

Mrs. Victoria Cantú

Board Secretary

Approval and Authorization to Accept Grant Awards and Agreements

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

1. The Texas Higher Education Coordinating Board, Accelerating Credentials Planning Grant, in the amount of \$45,273.40

Funding from this grant will provide Computer Science and Bachelor of Applied Technology in Computer and Information Technologies (BAT-CITP) personnel the opportunity to participate in professional development, curriculum development, and instructional design in support of two industry-recognized Google Career Certificate Micro-credentials: Google IT Automation with Python and Google Data Analytics. Throughout the grant period faculty will develop a work plan to embed the micro-credentials within the existing courses of CITP 3305 - System Analysis and Design and CITP 3320 - Database Management. The funding period is upon execution through September 30, 2022.

This award aligns with Strategic Direction #2, Promote Academic Integrity and Excellence, by creating a dynamic and innovative educational environment based on continuous improvement via professional development of faculty.

Summary of Grant Award Funding

The presented grant will provide up to \$45,273.40 funding for the college to provide services and opportunities throughout the region.

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

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

1. The Texas Higher Education Coordinating Board, Accelerating Credentials of Purpose and Value, in the amount of \$45,273.40

Approval Recommended:

Dr. Ricardo J. Solis
President

Chair Appointment of Board Committee Members

Policy # 1110: *Board Committees* designates the three (3) committees of the Board:

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

The Chair may, from time to time as deemed necessary, create committees to advise the Board and facilitate the efficient operation of the Board. Their membership is to be established by action of the Chair.

The membership and appointment of Committee Chairs is established by action of the Board Chair.

With the election of trustee Mrs. Dalinda Gonzalez-Alcantar, the Board Chair will take this opportunity to review Committee membership and make appointments as necessary.

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

The Board Chair announces appointments to Committee membership.

Approval Recommended:

Dr. Ricardo J. Solis
President

Review and Action as Necessary Regarding Purchasing Audit Report

The Board is asked to review and accept the Purchasing Audit Report.

The Fiscal year 2022 Audit Plan included an internal audit of the purchasing function at South Texas College. The objective of the audit was to evaluate the adequacy and effectiveness of internal controls. Subsequent discussions at Board and Board Committee meetings clarified the scope of this audit.

Mr. Khalil Abdullah, Internal Auditor, will review the scope and methodology of the Purchasing Audit Report, and will be available to respond to questions from the Trustees.

This audit focused on Level III purchases, which are those purchases at or above \$50,000, from April 1, 2021 through April 30, 2022.

Enclosed Documents

The Purchasing Audit Report is included within the packet.

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 Purchasing Audit Report as presented.

Approval Recommended:

Dr. Ricardo J. Solis
President



OFFICE OF INTERNAL AUDITS

SOUTH TEXAS COLLEGE

3201 W. Pecan Blvd. • McAllen, Texas 78501 • Office (956) 872-6709

June 22, 2022

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

Dr. Solis,

As part of the fiscal year 2022 Audit Plan, the Office of Internal Audits completed the Purchasing Audit. The objective for this assurance engagement, was to evaluate the adequacy and effectiveness of internal controls over the College's Purchasing function.

We appreciated the assistance provided by South Texas College's management and other personnel and hope that the information and analyses presented in this report are helpful.

Respectfully submitted,

Khalil M. Abdullah CPA, CIA, CGAP, MAcc
Internal Auditor

cc: Ms. Mary G. Elizondo, Vice President Finance and Administrative Services
Ms. Rebecca R. Cavazos, Director of Purchasing
Mr. Andrew T. Fish, Board Liaison
South Texas College Board of Trustees

PURCHASING AUDIT REPORT



SOUTH TEXAS COLLEGE

OFFICE OF INTERNAL AUDITS

June 22, 2022



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EXECUTIVE SUMMARY

The Purchasing Audit was included in the South Texas College Board of Trustee's approved fiscal year 2022 Audit Plan. The audit included a review of College Policy and State regulations, as well as the process for selecting the proposal evaluation committee. We reviewed Policy 5210 *Purchasing*, Policy 5200 *Purchasing Authority*, Policy 5213 *Voluntary Participation in Texas Purchasing Program*, as well as College policies on ethics, conflicts of interests, and outside employment. We also reviewed Texas Education Code (TEC) Ch. 44 *Fiscal Responsibility*.

The objective of the audit was to evaluate the adequacy and effectiveness of internal controls over the College's Purchasing function.

The audit scope included activity from April 1, 2021 through April 30, 2022 and was limited to level III purchases (i.e., purchases at or above \$50,000). The audit was not designed or intended to be a detailed study of every relevant control system, procedure, or transaction. Accordingly, any opportunities for improvement presented in this report may not be all-inclusive of areas where improvements could be made.

Overall, we determined that the Purchasing Department established an adequate system of internal controls. We observed the following related to the Purchasing Department's controls:

- A control conscience environment was established through the formation of departmental goals, the establishment of formal written procedures, and ensuring staff complete training;
- Incompatible roles are kept segregated, helping to avoid conflicts of interest and decrease the risk of impropriety;
- All proposal evaluation information as well as other support documentation is maintained;

Additionally, the audit identified the following area where internal controls could be improved:

- The College's proposal evaluation criteria do not take into consideration the vendor's principal place of business within the state of Texas as required by TEC Ch. 44.031

BACKGROUND

Purchasing is a major expenditure of any organization and critical to the College's success. Policy 5200 – *Purchasing Authority*, establishes that the only employees authorized to purchase on behalf of the College are the Director of Purchasing and other Purchasing Department personnel.

The steps in the non-construction purchasing process are detailed below:

- I. The process is initiated when a department Administrative Assistant or other employee creates a purchase requisition (REQ) in Banner. This requires the employee to login using their unique credentials (i.e., username and password);
 - a. The REQ is assigned a unique number generated by the system, and sent electronically to be reviewed by an employee from Purchasing;
 - b. The REQ is also reviewed by the Business Office/Budget Dept. to ensure that sufficient funds are available and that the purchase will post to the correct account;
 - c. After clearing Purchasing, and the Budget Department, the REQ is provided to the appropriate Financial Manager for their approval;
 - d. Once approved by the Financial Manager, the REQ is returned to Purchasing for further processing.

- II. Approved REQs are stored in an online queue in Banner. The REQs are reviewed by the Director of Purchasing and forwarded to a Buyer for processing. Policy 5210 *Purchasing*, establishes requirements for purchases made at different price levels.

Level I – (\$10,000 or less) – requires at least 1 written quote.

Level II – (\$10,000 - \$50,000) – requires at least 3 written quotes. Information related to purchases made at this level are provided to the Board in the 'Summary of Purchase Orders Not Requiring Board Approval' report submitted in the Board's supplement packet each month.

Level III – (purchases at or above \$50,000) – Purchases made at this level requires one of the methods authorized by Texas Education Code section 44.031, Local Government Code 271.082 or 271.083 and to adhere with required procedures. Purchasing staff work with the end-user to develop the proposal specifications and ensure that the solicitation for proposals are advertised in newspapers in both Hidalgo and Starr Counties (i.e., The Advance News Journal, and The Starr Co. Town Crier). All notices for bid solicitations

must be advertised in both Hidalgo and Starr Counties. In addition to the bid solicitations being advertised in the newspapers, some vendors may be provided bid solicitation information directly. Purchasing also has a link on its website under 'Bid Opportunities' which allows vendors to submit their information and be emailed the proposal. All vendor's that submit their information are tracked to allow Purchasing staff to keep them informed of any addendums.

Proposal Evaluation Committee – The selection of the Proposal Evaluation Committee is an informal process. It's designed to assemble a qualified and effective group to evaluate the proposals. The assigned buyer/project lead and the Purchasing Director meet to discuss which employees to invite to participate on the Proposal Evaluation Committee. The goal is to select an appropriate mix of individuals who are knowledgeable concerning the product/service being purchased and who are able to provide valuable input necessary for effectively evaluating proposals. To accomplish this, the Purchasing Director and staff invite personnel that are subject matter experts to participate. For example, if the item being purchased is technology related, it is important that someone from Information Technology (IT) sit on the committee. Likewise, if the item being purchased is grant funded, personnel from the Grant Development, Management, and Compliance Office will be invited to participate. At least one employee from Purchasing is always included as part of the evaluation committee to ensure that each of the participants are aware of and adhere to the Board's approved proposal evaluation criteria (Appendix A-D). The Director of Purchasing never acts as a proposal evaluator. The Purchasing Director's role in this process is to guide staff in the composition of the evaluation committee and to review the final results. In some instances, the Purchasing Director will follow-up with individual evaluators in the event that something appears out of place with their scoring (e.g., missing input, data outlier, etc.). The proposal evaluation committees are comprised of at least 3 - 5 individuals and may include employees from the following areas:

- Purchasing – an employee from the Purchasing Department is always included on the evaluation committee.
- The Department – An employee familiar with the project or an employee with direct knowledge of the department's needs related to the goods/service being purchased (e.g., subject matter expert);
- Employee from outside of the Department – Personnel familiar with the project, but who works outside of the project owner's department;

- Grants – Someone from the Grant Development, Management, and Compliance Office is always invited to participate on the evaluation committee if the purchase is funded by a grant;
 - Information Technology – an employee from IT is invited to participate if the item being purchased is related to IT (e.g. information resources equipment or software);
- III. Board Approval – Once the evaluation committee completes its ranking of the proposals, the Purchasing Director reviews the information and prepares an evaluation summary for the Board’s review. The information is provided to the members of the Finance, Audit, and Human Resources Committee for review and discussion and later taken to the Board for its final approval. If approved, Purchasing sends a notification to the selected vendor, informing them of the result. Notifications are also sent to each of the vendors who were not selected. The selected vendor is then instructed to provide additional support documentation (e.g. insurance information, form 1295 Texas Ethics Commission, etc.). Purchasing then works on creating the purchase order information.
- IV. Receiving Goods/Services – The majority of purchased items are sent directly to the College’s central receiving warehouse. In some instances (e.g. furniture, hospital beds, other large equipment, etc.) items are delivered directly to the department. In either case, employees from Central Receiving and Fixed Assets are required to inspect the goods, match the received item(s) to the information detailed in the purchase order, verify that the correct quantity of items were received, affix asset tags to the new asset (if applicable), and complete the ‘Key Receiving’ form. Once every item and the quantity of the items are verified and the ‘Key Receiving’ form is completed, the Fixed Assets & Receiving Technician or the Distribution Services Specialist update the system (i.e., post receiving in Banner).
- V. Once the system is updated to indicate that the items were properly received, the Accounts Payable Department is able to run a report and proceed with paying the vendor.

AUDIT OBJECTIVE

The objective of the audit was to evaluate the adequacy and effectiveness of internal controls over the College’s Purchasing function.

AUDIT SCOPE & METHODOLOGY

The audit scope included activity from April 1, 2021 through April 30, 2022 and was limited to level III purchases (i.e., purchases at or above \$50,000). To accomplish the audit objective, we performed the following:

- Observed the public opening of proposals;
- Reviewed the following College policies:
 - 5200 *Purchasing Authority*;
 - 5210 *Purchasing*;
 - 5213 *Voluntary Participation in Texas Purchasing Program*;
 - 5214 *Disclosure of Business Relationships with Vendors*;
 - 5225 *Presidential Award*;
 - 5600 *Authorization to Sign Checks*;
 - 5915 *Conflicts of Interest*;
 - 4800 *Outside Employment*;
 - 4000 *Code of Ethics Policy Statement*; and
 - 4001 *Code of Professional Ethics for the Administration, Faculty, and Staff*
- Reviewed the following:
 - Texas Education Code Chapter 44 – *Fiscal Management*;
 - Government Code Chapter 791 – *Interlocal Cooperation Contracts*;
 - Government Code Chapter 2254 – *Professional and Consulting Services*;
 - Government Code Chapter 2269 – *Contracting and Delivery Procedures for Construction Projects*;

AUDIT RESULTS

Control Conscience Environment:

A control conscious environment encompasses technical competence and ethical commitment, and is necessary for the development of effective internal controls. To establish an adequate control conscious environment, goals and objectives should be in place, procedures should be formally adopted, and an assessment of risks should be performed in order to identify high risk activities as well as develop risk mitigation strategies. These items should be reviewed regularly and updated as needed. Based on our review of documentation, we found that the department established

formal written procedures in the Purchasing and Distribution Services Handbook, set goals and objectives, and encouraged employees to complete training specific to their job responsibilities. No exceptions were noted in this area.

Separation of Duties:

Ensuring that a single person does not have total access or control over purchasing activities is critical. Separating responsibilities over the purchasing function helps to avoid conflicts of interest while preserving accountability. The following roles in procuring goods/services should be handled by different individuals. Different individuals should be responsible for the following:

- Purchase approvals;
- Central Receiving;
- Invoice payment approvals/disbursement;
- Financial records management;
- Inventory management

Failure to segregate these duties could result in unauthorized purchases and increases the risk of impropriety. We evaluated the adequacy of the College's division of responsibilities among Purchasing, Receiving, and Accounts Payables and determined that the various roles in procuring goods/services on behalf of the College were appropriately segregated. No exceptions were noted in this area.

Proposal Evaluation Criteria:

We reviewed the College's evaluation criteria for proposals and compared it to the Texas Education Code (TEC) Ch. 44 requirements. TEC Ch. 44.031 states that "in determining to whom to award a contract, the district shall consider:

- The purchase price;
- The reputation of the vendor and of the vendor's goods or services;
- The quality of the vendor's goods or services;
- The extent to which the goods or services meet the district's needs;
- The vendor's past relationship with district;
- The impact on the ability of the district to comply with laws and rules relating to historically underutilized businesses;

- The total long-term cost to the district to acquire the vendor’s goods or services;
- For a contract for goods and services, other than goods and services related to telecommunications and information services, building construction and maintenance, or instructional materials, whether the vendor or the vendor’s ultimate parent company or majority owner:
 - Has its principal place of business in this state; or
 - Employs at least 500 persons in this state; and
- Any other relevant factor specifically listed in the request for bids or proposals.”

The criteria used to evaluate non-construction proposals (Appendix A-C) at South Texas College were created with input from personnel working at Library Services; Operations & Maintenance; Instructional Technology; the Business Office; Facilities, Planning, & Construction; Purchasing; as well as the College’s then Legal Counsel. The proposal evaluation criteria were then presented to the College’s Board of Trustees and its use approved by the Board at its meeting held on November 26, 2013.

Each of the elements provided in TEC Ch. 44.031 are included in the College’s proposal evaluation criteria with one exception. The College’s evaluation criteria do not give any consideration to whether the vendor’s parent company or majority owner’s principal place of business is located in Texas or that the business employs at least 500 people in the state.

Recommendation:

1. Management should consider adding, as one of its proposal evaluation criteria, the vendor’s principal place of business (i.e., located in Texas or out of state). Additionally, management should consider reviewing the proposal evaluation criteria with the Board of Trustees to ensure that the weights currently applied to each category continue to align with the Board’s preferences.

Management Response:

Accept audit recommendation as presented

1. The Texas Education Code 44.031 Purchasing Contract provides a list of criteria that shall be used in the evaluation of proposals (non-construction related). The Board approved criteria were developed and approved prior to the change in the law which added the evaluation criteria of the vendor’s principal place of business (i.e., location in Texas or employs at least 500 in Texas).

The Code states the following:

- Subsection (b) of Section 44.031 – “Except as provided in this subchapter, in determining to whom to award a contract, the district shall consider,” and proceeds to list all the criteria.
- Section 44.0352 – comprises of the procedures for conducting competitive sealed proposals, which is the method used by South Texas College for almost all of its formal competitive solicitations.
 - Subsection (e) of Section 44.0352 – “In determining the best value for the district, the district is not restricted to considering price alone but may consider any other factors stated in the selection criteria,” This therefore allows for the criteria to be applied selectively by the College for the competitive sealed proposals method.

The Purchasing Department will present to the Board of Trustees, for consideration, the addition of the criteria regarding the vendors principal place of business for non-federal non-construction goods and services.

Responsible Individual:

Director of Purchasing

Implementation Date:

9/1/2022

A different set of criteria is used to evaluate construction proposals (Appendix D – RFP – Construction Evaluation Criteria). The construction evaluation criteria were reviewed by the Board on 2/25/2020.

Purchasing Test [Level III]:

We compiled a list of level III purchases (i.e., purchases valued at more than \$50,000 in the aggregate for each 12-month period) brought to the Board for approval from April 1, 2021 – April 30, 2022. The total population of purchases during those 12 months equaled \$22,753,198. We then judgmentally selected a sample of twenty (20) purchases totaling \$7,693,200 or 34% of the total population. In each of the selected purchases we sought to verify that:

- One of the methods listed below was utilized as required by TEC Ch. 44.031
 - Competitive bidding;
 - Competitive sealed proposals;
 - Request for proposals; or
 - An interlocal contract.
- A notice of the time and place where bids / proposals / request for qualifications will be received and opened was published;
- An evaluation committee was established to review the submitted proposals using the Board's approved criteria;
- The make-up of the proposal evaluation committee was consistent with management's stated practices (i.e., 3-5 individuals, at least one employee from Purchasing, and at least one subject matter expert); and
- Vendors who submitted a proposal received a notification from Purchasing informing them of the result;

Based on testing, it was determined that the internal controls are effective and working as designed. Sufficient documentation was maintained to substantiate that purchases are made in accordance with College policy and state law. Each of the tested attributes were observed within our sample. The proposal evaluation committees were comprised of individuals consistent with stated practices, and notices of the time and place where bids/proposals/RFQ will be received and opened were published in both Hidalgo and Starr County. No exceptions were noted in this area.

Documentation was also evaluated to determine whether decisions made by the proposal evaluation committees were biased. To test for this, we sought to identify Level III 'Awards of Proposals' with the following attributes:

- The vendor was selected multiple times during April 1, 2021 – April 30, 2022; and
- The proposal evaluation committee was comprised of the same individuals; and
- Documentation that substantiates that the selection was based on something other than the Board approved proposal evaluation criteria.

We did not observe a single situation in which all of the above attributes were met. In each instance, we observed that the evaluation committee was comprised of different individuals. Most of the vendors that were selected multiple times within scope, did not require the formation of an evaluation committee as they were selected through a Cooperative (e.g., DIR, Buyboard, etc.). Policy 5213 *Voluntary Participation in Texas Purchasing Program* allows the Purchasing



Department to purchase or acquire services via state contracts and the state's catalog purchasing program.

Based on testing, we did not observe sufficient evidence to support that the evaluation committees were biased in their assessments. To better address this concern, additional testing may be required across a larger data set (i.e., 3 years).

CONCLUSION

Overall, it was determined that the College's Purchasing function established an adequate system of internal controls over the acquisition of goods and services. An opportunity was identified to improve controls by reviewing the proposal evaluation criteria and ensuring that all of the elements listed in TEC 44.031 are included.

A handwritten signature in blue ink, appearing to read "Khalil M. Abdullah".

Khalil M. Abdullah CPA, CIA, CGAP, MAcc
Internal Auditor

6/22/2022



APPENDIX A – PROPOSAL CRITERIA – PRODUCT ONLY

	Product Only		
	Points	Score Key	
1 Criterion 1: The purchase price a. The low bidder gets the maximum points b. Divide the lowest proposal by each of the other proposal(s)	50		
2 Criterion 2: The reputation of the vendor and of the vendor's goods or services a. Number of Years in Business b. References (similar projects)	10	8-10 5-7 2-4 0-1	Excellent Acceptable Marginal Poor/No Response
3 Criterion 3: The quality of the vendor's goods or service a. Warranty b. Service Support/Response Time c. Goods/Product (manufacturer life) d. Product Performance	18	14-18 9-13 4-8 0-3	Excellent Acceptable Marginal Poor/No Response
4 Criterion 4: The extent to which the goods or services meet the district's needs a. Delivery Time Frame of product(s) b. Meet or exceed the specifications	18	14-18 9-13 4-8 0-3	Excellent Acceptable Marginal Poor/No Response
5 Criterion 5: The vendor's past relationship with the district a. Quality of Past Performances with STC ****New Vendors will receive two points	3	3 2 1 0	Excellent Acceptable/New Vendor Marginal Poor/No Response
6 Criterion 6: The impact on the ability of the district to comply with laws and rules relating to historically underutilized businesses a. Provided the Certification	1	1 0	Yes No
7 Criterion 7: The total long-term cost to the district to acquire the vendor's goods or services a. Annual Maintenance Cost b. Annual Escalation Increase			Up to 5 points will be used from the purchase price if applicable
8 Criterion 8: Any other relevant factor specifically listed in the request for bids or proposals, e.g.: a. Financial Standing b. Potential or Pending Sale of Business c. Trade-In of outdated equipment			Up to 5 points will be used from the purchase price if applicable
Total Points	100		

Definitions of evaluation terms:

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

APPENDIX B – PROPOSAL CRITERIA – PRODUCT & SERVICE

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

Definitions of evaluation terms:

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



APPENDIX C – PROPOSAL CRITERIA – SERVICE ONLY

		Service Only	
		Points	Score Key
1	Criterion 1: The purchase price a. The low bidder gets the maximum points b. Divide the lowest proposal by each of the other proposal(s)	40	
2	Criterion 2: The reputation of the vendor and of the vendor's goods or services a. Number of Years in Business b. References (similar projects) c. Services/Installation d. Professional Licenses/Certifications	18	15-18 10-14 5-9 0-4 Excellent Acceptable Marginal Poor/No Response
3	Criterion 3: The quality of the vendor's goods or service a. Warranty b. Service Support/Response Time c. Goods/Product (manufacturer life) d. Product Performance	18	15-18 10-14 5-9 0-4 Excellent Acceptable Marginal Poor/No Response
4	Criterion 4: The extent to which the goods or services meet the district's needs a. Time Frame to complete the project b. Delivery Time Frame of product(s) c. Number of staff d. Meet or exceed the specifications	15	12-15 7-11 3-6 0-2 Excellent Acceptable Marginal Poor/No Response
5	Criterion 5: The vendor's past relationship with the district a. Quality of Past Performances with STC ****New Vendors will receive two points	3	3 2 1 0 Excellent Acceptable/New Vendor Marginal Poor/No Response
6	Criterion 6: The impact on the ability of the district to comply with laws and rules relating to Historically Underutilized Businesses a. Provided the Certification	1	1 0 Yes No
7	Criterion 7: The total long-term cost to the district to acquire the vendor's goods or services; and a. Annual Escalation Increase b. Annual Maintenance Cost	5	5 3-4 1-2 0 Excellent Acceptable Marginal Poor/No Response
8	Criterion 8: Any other relevant factor specifically listed in the request for bids or proposals, e.g.: a. Financial Standing b. Potential or Pending Sale of Business		Up to 5 points will be used from the purchase price if applicable
Total Points		100	

Definitions of evaluation terms:

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

APPENDIX D – RFP CONSTRUCTION EVALUATION CRITERIA

#	Criterion for Selection	Criterion Points
1	The Respondent's price proposal. --Project Price.	45 points
2	The Respondent's experience and reputation. --Provide the number of current company employees. --Provide dollar amounts for each project contract in the past twenty-four months. --Are there currently or in the past five years, any judgements, claims, arbitration proceedings, claims on bonds or suits pending or outstanding against your organization or its officers. --Provide a customer reference list of no less than five (5) organizations for whom your organization has previously provided services of equal type and scope within the past five (5) years as requested in this RFP. Reference list is to include company name, contact person, telephone number, email address, and description of the project.	10 points
3	The quality of the Respondent's goods or services. --Describe your company's quality control program. --Explain the methods used to maintain quality control in the construction project --Describe the company's process for addressing warranty claims. --Describe the experience of key personnel responsible for maintaining quality control. --Provide examples of past STC construction projects or other similar projects (all respondents will receive a minimum of 3 points for item (e) unless it is determined that past performance is poor. References will be considered as part of the evaluation.	10 points
4	The Respondent's safety record --Provide a copy of your company's safety program or describe how job site safety is managed. Include safety policies which employees must be in compliance with. --What is your company's Experience Modifier Rate (EMR) for the past three (3) most recent annual insurance year ratings? --Have you had any OSHA fines within the last three (3) years? If yes, provide details.	5 points
5	The Respondent's proposed personnel. --Provide resumes of the Respondent's team that will be directly involved in the project. The resumes must include experience in similar projects, number of years with the firm and city of residence. --Describe the project assignments and the percent of time each member will be involved in the project. --Provide list of member(s) on your staff, directly involved in managing the project, who are Certified Construction Program Manager through the Construction Management Association of American (CMAA) or similar. --Within 24 hours after the proposal delivery date and time, provide a list of key sub-contractors to be used, including a list of five projects recently completed by each sub-contractor.	8 points
6	The Respondent's financial capability in relation to the size and scope of the project. --Attach a letter of intent from a surety company indicating your company's ability to bond for the entire construction cost of the project and total bonding limitation. --Is your company currently in default on any loan agreement or financing agreement with any bank, financial institution or other entity? If yes, provide details and prospects for resolution. --Provide a list and description of all construction projects currently under contract, including total cost and start and end dates. --Attach a Dunn and Bradstreet analysis or current financial statements, preferably audited.	9 points
7	The Respondent's organization and approach to the project. --Provide a statement of the project approach. --Submit a work schedule with key dates and milestones. --Do you anticipate difficulties in serving STC and how do you plan to manage these? What assistance will you require from STC?	6 points
8	The Respondent's time frame for completing the project. --Project Delivery Schedule.	7 points

Review of Presentations to the Education and Workforce Development Committee

a. Review and Discussion of the Office of Industry Training & Economic Development

Dr. Rodney Rodriguez, Vice President for Institutional Advancement and Economic Development, introduced Dr. Carlos Margo, Dean for Industry Training & Economic Development. Dr. Margo presented ongoing programs at the South Texas College Institute for Advanced Manufacturing. This presentation included:

Grant Funding for FY 2021 & FY 2022

40 grants, totaling over \$5M in funding over two years, provided training for more than 7,000 participants.

Dr. Margo reviewed the grantors whose generous support has helped fund workforce training programs, and the students who have received career training through this support.

Pre-Apprenticeship & Apprenticeship Programs

Dr. Margo reviewed 12 apprenticeship programs and three pre-apprenticeship programs that have helped develop incredible workforce training opportunities for South Texas College, partnering school districts, and partnering employers. These programs set participating students on a pathway to earn hands-on training and valuable experience leading toward rewarding careers.

Global Training & Initiatives

The Institute for Advanced Manufacturing (IAM) had begun offering trainings with international partners, and continues to expand opportunities for these programs. These partnerships are with industry partners, institutions of higher education, and governmental and non-governmental organizations. Teaching a variety of technical and soft skills, these trainings help improve productivity among maquilas, which contributes to increased economic activity among Texas border communities.

- *Industry Partners* - 39 current and future programs to serve over 400 trainees
- *Higher Education Partners* - 13 current and future programs to serve over 140 trainees
- *Government and Non-Governmental Organizations* - 7 current and future programs to serve over 75 trainees

Dr. Margo highlighted ongoing global marketing strategies to promote and expand the international training programs.

b. Review and Discussion of Counseling and Student Accessibility Services

Mr. Matthew Hebbard, Vice President for Student Affairs and Enrollment Management, has coordinated a series of presentations that will highlight the robust services South Texas College provides to support its students through their educational journey.

At the June 14, 2022 Education and Workforce Development Committee meeting, Mr. Hebbard introduced Ms. Santa Elisa Pena, Director of Counseling and Student Accessibility Services. Ms. Pena presented on Mental Health and Academic Counseling services.

Mental Health Services includes a variety of short-term and solution focused counseling services provided by licensed South Texas College staff. Individualized support and crisis intervention help empower our students and help them navigate challenges that might otherwise interrupt their academic, workforce, and other personal goals.

Through a variety of online and in-person events, the Counseling and Student Accessibility Services (CSAS) team provides excellent opportunities to promote personal and academic growth. CSAS staff also provides referrals to other services, including internal and external departments, community services, or governmental services that can aid our students.

The Academic Counseling team leads degree planning and advising for students, and also provides case management for academic improvement, appeals, and probation or suspension issues, with a goal of helping students find pathways whenever possible to succeed at South Texas College.

The Career Counseling & Transfer Services team supports students in identifying career options and correlated South Texas College degree programs, and also assists with transfer information to help students plan their continued academic careers after completing their studies at South Texas College.

Ms. Pena opened a discussion on the “new normal” facing students as we recover from the COVID-19 pandemic and the unprecedented changes brought about. This includes options for remote or in-person counseling, improved response times, and intervention in case of emergencies or other crises.

Ms. Pena concluded her presentation with a demonstration of the student portal, which provides access to information and an opportunity to report issues for the attention of the CSAS team and other administrative services as appropriate.

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 Preliminary Summary of Unrestricted Projected Revenues and Expenditures for FY 2022 - 2023 with Comparison to FY 2021 – 2022 Amended Budget

The Preliminary Summary of Unrestricted Projected Revenues and Expenditures for FY 2022 – 2023 with Comparison to the FY 2021 – 2022 amended budget (Exhibit #1) with the minimum annual salary starting at \$11.00 per hour was presented to the Finance, Audit, and Human Resources Committee on June 14, 2022.

The enclosed Preliminary Summary (Exhibit #2) has been updated with the minimum annual salary starting at \$12.15 per hour.

In addition, Preliminary Summary (Exhibit #3) is enclosed and reflects the salary cost estimate for implementing a minimum hourly rate of \$13.00 per hour, however the source of funds for the additional salary expenditures had not been identified at the time of publication resulting in projected expenditures exceeding revenues.

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

**South Texas College
Unrestricted Fund**

Exhibit #1 (\$11.00 Minimum Hourly Rate)
Scenario: Flat Enrollment
Fall: 19,972, Spring: 18,532, Summer: 7,174

**Preliminary FY 2022 - 2023 (Next Year) Budget Summary with Comparison to FY 2021 - 2022 (Current Year)
As of June 28, 2022**

Summary of Revenues and Carryover Allocations	FY 2021 - 2022 Budget (Amended)	FY 2022 - 2023 Budget (Preliminary)	% of Total Revenues	Difference FY 2022 Amended to FY 2023 Preliminary
State Appropriations	\$ 40,094,035	\$ 40,094,033	21.21%	\$ (2)
<i>Other State Appropriation-ORP*</i>	532,963	-	0.00%	(532,963)
<i>Other State Appropriation-TRS*</i>	2,191,868	-	0.00%	(2,191,868)
<i>Other State Appropriation-HEGI*</i>	6,235,046	-	0.00%	(6,235,046)
<i>Other State Appropriation-Hazlewood Reimbursement</i>	45,000	45,000	0.02%	-
Other State Appropriations Subtotal	9,004,877	45,000	0.00%	(8,959,877)
Total State Appropriations	49,098,912	40,139,033	21.23%	(8,959,879)
<i>Academic & Differential Tuition-Net TPEG</i>	30,976,503	33,602,367	17.77%	2,625,864
<i>Continuing Ed/ITED-Net TPEG</i>	2,990,658	3,157,898	1.67%	167,240
Total Tuition-Net of TPEG	33,967,161	36,760,265	19.44%	2,793,104
Total Fees	28,686,753	29,228,312	15.46%	541,559
Total M&O Property Taxes	58,273,025	65,888,360	34.85%	7,615,335
Total Other Revenues	6,437,408	6,907,408	3.65%	470,000
Total HEERF Lost Revenue	7,738,146	4,082,685	2.16%	(3,655,461)
Total Carryover Allocations	7,032,943	6,054,871	3.21%	(978,072)
Total Revenues and Carryover Allocations	\$ 191,234,348	\$ 189,060,934	100.00%	\$ (2,173,414)

Summary of Expenditures	FY 2021 - 2022 Budget (Amended)	FY 2022 - 2023 Budget (Preliminary)	% of Total Expenditures	Difference FY 2022 Amended to FY 2023 Preliminary
Total Salaries	\$ 99,382,688	\$ 107,559,228	56.89%	\$ 8,176,540
Total Benefits	30,950,663	24,857,288	13.15%	(6,093,375)
<i>Retirement-ORP</i>	725,493	408,725	0.22%	(316,768)
<i>Retirement-TRS</i>	6,290,924	3,861,376	2.04%	(2,429,548)
<i>Insurance-HEGI</i>	15,116,106	9,099,511	4.81%	(6,016,595)
<i>Insurance-Unemployment</i>	350,000	350,000	0.19%	-
<i>FICA</i>	7,393,979	7,927,115	4.19%	533,136
<i>Workmen's Compensation</i>	178,887	354,945	0.19%	176,058
<i>Car Allowance</i>	19,876	10,756	0.01%	(9,120)
<i>Benefits Unallocated</i>	875,398	2,844,860	1.50%	1,969,462
Total Operating	37,644,217	41,685,200	22.05%	4,040,983
Total Travel	2,229,954	2,342,665	1.24%	112,711
Total Capital Outlay	1,524,058	3,033,868	1.60%	1,509,810
Total Expenditures	\$ 171,731,580	\$ 179,478,249	94.93%	\$ 7,746,669
Transfers & Reserves				
Transfer to Unexpended Plant Fund	3,500,000	3,500,000	1.85%	-
Transfer to CE Unexpended Plant Fund	845,336	-	0.00%	(845,336)
Transfer to Office of ITED	865,581	-	0.00%	(865,581)
Contingency Fund	2,000,000	2,000,000	1.06%	-
Fund Balance Reserve	4,553,705	-	0.00%	(4,553,705)
HEERF Fund Balance Reserve	7,738,146	4,082,685	2.16%	(3,655,461)
Total Transfers & Reserves	19,502,768	9,582,685	5.07%	(9,920,083)
Total Expenditures, Transfers & Reserves	\$ 191,234,348	\$ 189,060,934	100.00%	\$ (2,173,414)

Revenues and Carryover Allocations over Expenditures	\$ -	\$ -		\$ -
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* State On-Behalf Appropriations Moved to Restricted Fund for FY 2022 - 2023

**South Texas College
Unrestricted Fund**

Exhibit #2 (\$12.15 Minimum Hourly Rate)

Scenario: Flat Enrollment

Fall: 19,972, Spring: 18,532, Summer: 7,174

Preliminary FY 2022 - 2023 (Next Year) Budget Summary with Comparison to FY 2021 - 2022 (Current Year)

As of June 28, 2022

Summary of Revenues and Carryover Allocations	FY 2021 - 2022 Budget (Amended)	FY 2022 - 2023 Budget (Preliminary)	% of Total Revenues	Difference FY 2022 Amended to FY 2023 Preliminary
State Appropriations	\$ 40,094,035	\$ 40,094,033	21.21%	\$ (2)
<i>Other State Appropriation-ORP*</i>	532,963	-	0.00%	(532,963)
<i>Other State Appropriation-TRS*</i>	2,191,868	-	0.00%	(2,191,868)
<i>Other State Appropriation-HEGI*</i>	6,235,046	-	0.00%	(6,235,046)
<i>Other State Appropriation-Hazlewood Reimbursement</i>	45,000	45,000	0.02%	-
Other State Appropriations Subtotal	9,004,877	45,000	0.00%	(8,959,877)
Total State Appropriations	49,098,912	40,139,033	21.23%	(8,959,879)
<i>Academic & Differential Tuition-Net TPEG</i>	30,976,503	33,602,367	17.77%	2,625,864
<i>Continuing Ed/ITED-Net TPEG</i>	2,990,658	3,157,898	1.67%	167,240
Total Tuition-Net of TPEG	33,967,161	36,760,265	19.44%	2,793,104
Total Fees	28,686,753	29,228,312	15.46%	541,559
Total M&O Property Taxes	58,273,025	65,888,360	34.85%	7,615,335
Total Other Revenues	6,437,408	6,907,408	3.65%	470,000
Total HEERF Lost Revenue	7,738,146	4,082,685	2.16%	(3,655,461)
Total Carryover Allocations	7,032,943	6,054,871	3.21%	(978,072)
Total Revenues and Carryover Allocations	\$ 191,234,348	\$ 189,060,934	100.00%	\$ (2,173,414)

Summary of Expenditures	FY 2021 - 2022 Budget (Amended)	FY 2022 - 2023 Budget (Preliminary)	% of Total Expenditures	Difference FY 2022 Amended to FY 2023 Preliminary
Total Salaries	\$ 99,382,688	\$ 107,971,886	57.11%	\$ 8,589,198
<i>Total Benefits - Not State Funded</i>	21,990,786	24,950,342	13.21%	2,959,556
<i>Total Benefits - State Funded</i>	8,959,877	-	0.00%	(8,959,877)
Total Benefits	30,950,663	24,950,342	13.21%	(6,000,321)
Total Operating	37,644,217	41,179,488	21.78%	3,535,271
Total Travel	2,229,954	2,342,665	1.24%	112,711
Total Capital Outlay	1,524,058	3,033,868	1.60%	1,509,810
Total Expenditures	\$ 171,731,580	\$ 179,478,249	94.94%	\$ 7,746,669
Transfers & Reserves				
Transfer to Unexpended Plant Fund (Carryover)	3,500,000	3,500,000	1.85%	-
Transfer to CE Unexpended Plant Fund	845,336	-	0.00%	(845,336)
Transfer to Office of ITED	865,581	-	0.00%	(865,581)
Contingency Fund (Carryover)	2,000,000	2,000,000	1.05%	-
Fund Balance Reserve	4,553,705	-	0.00%	(4,553,705)
HEERF Fund Balance Reserve	7,738,146	4,082,685	2.16%	(3,655,461)
Total Transfers & Reserves	19,502,768	9,582,685	5.06%	(9,920,083)
Total Expenditures, Transfers & Reserves	\$ 191,234,348	\$ 189,060,934	100.00%	\$ (2,173,414)

Revenues and Carryover Allocations over Expenditures	\$ -	\$ -		\$ -
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* State On-Behalf Appropriations Moved to Restricted Fund for FY 2022 - 2023

**South Texas College
Unrestricted Fund**

Exhibit #3 (\$13.00 Minimum Hourly Rate)

Scenario: Flat Enrollment

Fall: 19,972, Spring: 18,532, Summer: 7,174

Preliminary FY 2022 - 2023 (Next Year) Budget Summary with Comparison to FY 2021 - 2022 (Current Year)

As of June 28, 2022

Summary of Revenues and Carryover Allocations	FY 2021 - 2022 Budget (Amended)	FY 2022 - 2023 Budget (Preliminary)	% of Total Revenues	Difference FY 2022 Amended to FY 2023 Preliminary
State Appropriations	\$ 40,094,035	\$ 40,094,033	21.21%	\$ (2)
<i>Other State Appropriation-ORP*</i>	532,963	-	0.00%	(532,963)
<i>Other State Appropriation-TRS*</i>	2,191,868	-	0.00%	(2,191,868)
<i>Other State Appropriation-HEGI*</i>	6,235,046	-	0.00%	(6,235,046)
<i>Other State Appropriation-Hazlewood Reimbursement</i>	45,000	45,000	0.02%	-
Other State Appropriations Subtotal	9,004,877	45,000	0.00%	(8,959,877)
Total State Appropriations	49,098,912	40,139,033	21.23%	(8,959,879)
<i>Academic & Differential Tuition-Net TPEG</i>	30,976,503	33,602,367	17.77%	2,625,864
<i>Continuing Ed/ITED-Net TPEG</i>	2,990,658	3,157,898	1.67%	167,240
Total Tuition-Net of TPEG	33,967,161	36,760,265	19.44%	2,793,104
Total Fees	28,686,753	29,228,312	15.46%	541,559
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Total Other Revenues	6,437,408	6,907,408	3.65%	470,000
Total HEERF Lost Revenue	7,738,146	4,082,685	2.16%	(3,655,461)
Total Carryover Allocations	7,032,943	6,054,871	3.21%	(978,072)
Total Revenues and Carryover Allocations	\$ 191,234,348	\$ 189,060,934	100.00%	\$ (2,173,414)

Summary of Expenditures	FY 2021 - 2022 Budget (Amended)	FY 2022 - 2023 Budget (Preliminary)	% of Total Expenditures	Difference FY 2022 Amended to FY 2023 Preliminary
Total Salaries	\$ 99,382,688	\$ 108,312,941	57.16%	\$ 8,930,253
<i>Total Benefits - Not State Funded</i>	21,990,786	25,027,250	13.21%	3,036,464
<i>Total Benefits - State Funded</i>	8,959,877	-	0.00%	(8,959,877)
Total Benefits	30,950,663	25,027,250	13.21%	(5,923,413)
Total Operating	37,644,217	41,185,910	21.74%	3,541,693
Total Travel	2,229,954	2,342,665	1.24%	112,711
Total Capital Outlay	1,524,058	3,033,868	1.60%	1,509,810
Total Expenditures	\$ 171,731,580	\$ 179,902,634	94.95%	\$ 8,171,054
Transfers & Reserves				
Transfer to Unexpended Plant Fund (Carryover)	3,500,000	3,500,000	1.85%	-
Transfer to CE Unexpended Plant Fund	845,336	-	0.00%	(845,336)
Transfer to Office of ITED	865,581	-	0.00%	(865,581)
Contingency Fund (Carryover)	2,000,000	2,000,000	1.05%	-
Fund Balance Reserve	4,553,705	-	0.00%	(4,553,705)
HEERF Fund Balance Reserve	7,738,146	4,082,685	2.15%	(3,655,461)
Total Transfers & Reserves	19,502,768	9,582,685	5.05%	(9,920,083)
Total Expenditures, Transfers & Reserves	\$ 191,234,348	\$ 189,485,319	100.00%	\$ (1,749,029)

Revenues and Carryover Allocations over Expenditures	\$ -	\$ (424,385)		\$ (424,385)
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* State On-Behalf Appropriations Moved to Restricted Fund for FY 2022 - 2023

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

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

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

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

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

- a. Approval of Interlocal Agreement for the Jag Express Intercampus Transportation Services between South Texas College and the Lower Rio Grande Valley Development Council (LRGVDC) for FY 2022 – 2023
- b. Approval of Award of Proposals, Rejection of Proposal, Purchases, Renewals, and Contract Extension Totaling \$3,493,043.89
- c. Approval of Use of a Purchasing Card (P-Card) by College Employees
- d. Approval of Proposed Auxiliary Fund Budget Amendment for FY 2021 - 2022

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

The Board of Trustees of South Texas College 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 of Interlocal Agreement for the Jag Express Intercampus Transportation Services between South Texas College and the Lower Rio Grande Valley Development Council (LRGVDC) for FY 2022 – 2023

Approval of the Interlocal Agreement for the Jag Express Intercampus Transportation Services between South Texas College and the Lower Rio Grande Valley Development Council (LRGVDC) for FY 2022 – 2023 for a one-year period of September 1, 2022 through August 31, 2023 is requested.

Purpose – The Interlocal Agreement for Transportation Services between STC and the LRGVDC for FY 2022 - 2023 is needed to provide transportation services to STC students.

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

In FY 2022 – 2023, an increase in student enrollment is anticipated, since Fall 2022 course schedule offers 60% of courses on campus or hybrid and 40% of courses on-line.

Background - As a result of the pandemic, face-to-face classes on campus were significantly reduced and employee's presence on campus was also reduced due to a rotational work schedule implemented in order to reduce the density on campus. In FY 2020 – 2021, both parties were allowed the opportunity to make any necessary adjustments as a result of the pandemic, therefore, Interlocal Agreements were negotiated separately for the Fall 2020, Spring 2021 and Summer 2021 Semesters. In FY 2021 – 2022, face-to-face classes were still reduced however, employee presence on campus was reduced from a rotational work schedule to all employees return to work on campus. However, since the face-to-to classes were not at 100% the routes were still running on a reduced service.

Information regarding the FY 2022 – 2023 Transportation Services and Agreement are presented below.

Ridership Count History

The table below reflects the ridership count history provided by the LRGVDC for the Purple Line, Green Lines and the College's ridership count history for the Yellow Line for FY 2019, FY 2020, FY 2021 and FY2022:

Transportation Route	FY 2019	FY 2020* (Service Ended March 22, 2020)	FY 2021*	FY 2022 (As of April 30, 2022)
LRGVDC				
Starr (Green Line 1* & 2)	13,925	7,379	786	2,134
Starr (Green Line Route 60/Roma)	6,180	4,277	76	3,359
Mid Valley (Purple Line)	7,517	4,267	38	No Service
STC				
Circulator (Yellow Line)	24,035	13,289	478	1,068
Park & Ride	20,870	18,070	No Service	No Service
Total	72,527	47,282	1,378	6,562

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

Transportation Services Cost – FY 2020 – 2021, FY 2021 – 2022, and FY 2022 – 2023

The following table illustrates the transportation services in FY 2020 – 2021, FY 2021 – 2022 and proposed in FY 2022 – 2023 by semesters and routes:

Routes	Fall 2020	Spring 2021	Summer 2021	FY 2021 – 2022 (Current)	FY 2022 – 2023 (Proposed)
Green Line (Starr) - 1	✓ (LRGVDC)	✓ (LRGVDC)	✓ (STC)	✓ (STC)	✓ (STC)
Green Line (Starr) - 2	✓ (LRGVDC)*	X	X	X	X
Green Line Route 60 (Roma)	✓ (LRGVDC)	✓ (LRGVDC)	✓ (LRGVDC)	✓ (STC)	✓ (STC)
Purple Line (Mid-Valley)	✓ (LRGVDC)**	X	X	X	X
Yellow Line (Circulator)	✓ (STC)	✓ (STC)	✓ (STC)	✓ (STC)	✓ (STC)
Total Cost to South Texas College	\$23,304	\$69,481	\$54,097	\$279,109	\$313,813

*Green Line (Starr/Pecan) is traditionally comprised of two routes. As of 11/16/20, Green Line has consisted of one route.

**Purple Line (MV/NAH) was suspended as of 10/12/20.
 Funded by – (LRGVDC) or (STC)

Proposed Agreement for FY 2022 - 2023

- The College will remit payment to the LRGVDC for the operating cost of:
 - ⇒ The Green Line 1 (Starr County Campus to Pecan Campus) in the amount of \$93,894.
 - ⇒ Green Line Route 60 (Roma) in the amount of \$70,924.
- Green Line 2 (Starr County Campus to Pecan Campus) - will not be operational.
- Purple Line (Mid Valley) was eliminated by the LRGVDC. As an alternate option, riders can use Valley Metro-operated Route 31 to travel between the Mid Valley Campus and McAllen Central Station. The route travels along Business 83. The stops include Harlingen Terminal, La Feria, RGV Outlets, STC Weslaco, Business at Sugar in Pharr and McAllen Central Station. From McAllen Central Station, the riders can transfer to a McAllen Metro bus. There is a route that includes a stop at the Pecan campus and a route that includes a stop at the Technology campus.
- The College will cover cost of \$148,995 for the Yellow Line (Circular) routes operated by the College connecting the Pecan Campus, Technology Campus, and Nursing and Allied Health Campus.

FY 2022 - 2023	FY 2022-2023 Amount
Total Operating Cost for Services	\$707,460
Contributions:	
State/Federal Operating	\$(393,647)
Total Net Cost to STC	\$313,813
STC Direct Expenditures – Yellow Line	\$148,995
STC Payment to LRGVDC – Green Line 1	93,894
STC Payment to LRGVDC – Green Line Route 60 (Roma)	70,924
Total Net Cost to South Texas College	\$313,813

The budgeted cost by transportation routes for FY 2022 - 2023 are as follows:

Transportation Routes	Total Operating Cost for System	Contributions	STC Direct Expenditures	STC Payment to LRGVDC
Starr (Green-1)	225,026	131,132	0	93,894
Starr (Green-Roma)	168,872	97,948	0	70,924
Circular (Yellow)	313,562	164,567	148,995	0
Total	\$707,460	\$393,647	\$148,995	\$164,818

Funding Source - Funds for this expenditure are budgeted in the Student Transportation Services budget for FY 2022 - 2023.

Reviewers – The Interlocal Agreement was reviewed by Maribel Contreras, Director of Valley Metro at the LRGVDC, Vice President for Finance and Administrative Services, Chief of Police for Department of Public Safety, Comptroller, Contract Manager, and by the College’s Legal Counsel. The FY 2022- 2023 Interlocal Agreement is still pending final approval by the LRGVDC.

Enclosed Documents – A copy of the draft FY 2022 – 2023 Interlocal Agreement and a Presentation follow in the packet for the Board’s information and review.

Jose Silva, Assistant Director of Regional Transit Services from the LRGVDC, Mary Elizondo, Vice President for Finance and Administrative Services, Ruben Suarez, Chief of Police for the Department of Public Safety, and Cindy Zavala, Parking and Security Services Manager, attended the June 14, 2022 Committee Meeting to address any questions by the Committee.

The Finance, Audit, and Human Resources Committee recommended Board approval of the Interlocal Agreement for the Jag Express Intercampus Transportation Services between South Texas College and the Lower Rio Grande Valley Development Council (LRGVDC) for FY 2022 - 2023 for a one-year period of September 1, 2022 through August 31, 2023, as presented, and contingent upon approval by the LRGVDC.

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 Interlocal Agreement for the Jag Express Intercampus Transportation Services between South Texas College and the Lower Rio Grande Valley Development Council (LRGVDC) for FY 2022 - 2023 for a one-year period of September 1, 2022 through August 31, 2023, as presented, and contingent upon approval by the LRGVDC.

Approval Recommended:

Dr. Ricardo J. Solis
President

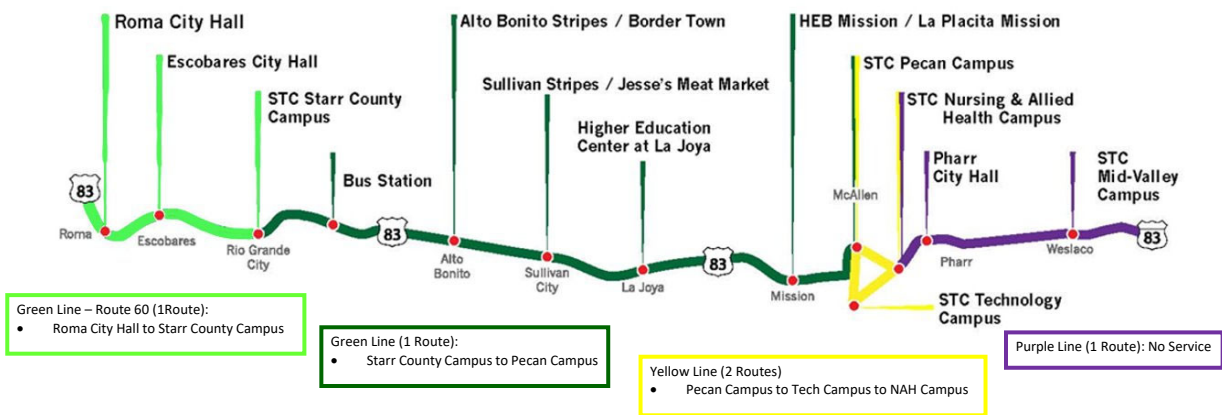


JAG EXPRESS OPERATION RECOMMENDATION FOR FY 2022 - 2023

**BOARD OF TRUSTEES MEETING
JUNE 28, 2022**

PRESENTED BY:
MARY G. ELIZONDO
Vice President for Finance and Administrative Services,
MBA, CPA, CFE, CGMA

SERVICE MAP



RIDERSHIP HISTORY

The table below reflects the ridership count provided by the LRGVDC for the Purple Line and Green Lines and the College's ridership for the Yellow Line for FY 2019, FY 2020, FY 2021 and FY 2022:

Transportation Route	FY 2019	FY 2020 (Service Ended March 22, 2020)	FY 2021 (As of May 31, 2021)	FY 2022 (As of April 30, 2022)
LRGVDC				
Starr (Green Line 1 & 2)	13,925	7,379	786	2,134
Starr (Green Line Route 60/Roma)	6,180	4,277	76	3,359
Mid Valley (Purple Line)	7,517	4,267	38	No Service
STC				
Circulator (Yellow Line)	24,035	13,289	478	1,068
Park & Ride	20,870	18,070	No Service	No Service
Total	72,527	47,282	1,378	6,562

SERVICE COMPARISON

The table below reflects the different levels of service.

Transportation Route	Fall 2020	Spring 2021	Summer 2021	FY 2021 – 2022 (Current)	FY 2022 – 2023 (Proposed)
LRGVDC					
Green Line (Starr) - 1	✓ (LRGVDC)	✓ (LRGVDC)	✓ (STC)	✓ (STC)	✓ (STC)
Green Line (Starr) - 2*	✓ (LRGVDC)*	X	X	X	X
Green Line (Roma)	✓ (LRGVDC)	✓ (LRGVDC)	✓ (LRGCDC)	✓ (STC)	✓ (STC)
Purple Line (Mid Valley)**	✓ (LRGVDC)**	X	X	X	X
STC					
Circulator (Yellow Line)	✓ (STC)	✓ (STC)	✓ (STC)	✓ (STC)	✓ (STC)
Total Net Cost to STC	\$23,304	\$69,481	\$54,097	\$279,109	\$313,813

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

ESTIMATED COSTS FOR FY 2022 - 2023

The table below are estimated costs for FY 2022 – 2023 for LRGVDC and South Texas College.

Total Operating Cost for Services	\$707,460
Contributions:	
State/Federal Operating	\$(393,647)
Total Contributions	\$393,647
Total Net Cost to STC	\$313,813
STC Direct Expenditures – Yellow Line	\$148,995
STC Payment to LRGVDC – Green line I	93,894
STC Payment to LRGVDC – Green Line Route 60 (Roma)	70,924
Total Net Cost to South Texas College	\$313,813

COST OF SERVICES BREAKDOWN BY ROUTE

The cost by transportation routes for FY 2022 – 2023 are as follows:

Transportation Routes	Total Operating Cost	Contributions	STC Direct Expenditures	STC Payment to LRGVDC
Starr (Green -I)	225,026	131,132	0	93,894
Starr (Green-Roma)	168,872	97,948	0	70,924
Circular (Yellow)	313,562	164,567	148,995	0
Total	\$707,460	\$393,647	\$148,995	\$164,818



Thank You

Consent Agenda:

b. Approval of Award of Proposals, Rejection of Proposal, Purchases, Renewals, and Contract Extension Totaling \$3,493,043.89

Approval of the following award of proposals, rejection of proposal, purchases, renewals, and contract extension is requested.

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

A. Award of Proposals

1) Library Serials (Award)

Award the proposal for library serials to **EBSCO Information Services, LLC.** (Birmingham, AL) for the period beginning September 1, 2022 through August 31, 2023 with two one-year options to renew, at an estimated total amount of \$47,914.78.

Purpose – Library Services is requesting library serials for all libraries district wide.

Justification and Benefit – The approximate one hundred thirty-nine (139) serials that includes magazines, journals, and newspapers will be used by the libraries district-wide to support the instructional programs and other needs of South Texas College students, faculty, staff, and patrons.

Background – Proposal documents were advertised on May 4, 2022 and May 11, 2022 and issued to seven (7) vendors. Two (2) responses were received on May 19, 2022 and reviewed by Library Services and the Purchasing Department.

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

2) Maintenance and Repair Parts, Materials, and Supplies (Award)

Award the proposal for maintenance and repair parts, materials, and supplies for the period beginning September 1, 2022 through August 31, 2023 with two one-year options to renew, at an estimated total amount of \$500,000.00, which is based on prior year expenditures.

The vendors are as follows:

Vendor (City/State)	Vendor (City/State)
Architectural Division 8 (Harlingen, TX)	Burton Companies (Weslaco, TX)
Bush Supply Company (Edinburg, TX)	Carrier Enterprise, LLC. (Houston, TX)

Vendor (City/State)	Vendor (City/State)
CC Distributors, Inc. (Corpus Christi, TX)	Central Plumbing & Electric Supply (Weslaco, TX)
Crawford Electric (Mission, TX)	Dealers Electrical Supply (McAllen, TX)
Door Control Services, a DH Pace Company (Ben Wheeler, TX)	Facility Solutions Group (Harlingen, TX)
Fairway Supply, Inc. (Austin, TX)	Fastenal Company (McAllen, TX)
Guthries Locksmith & Safe Shop (McAllen, TX)	Industrial Supplier Larey Inc./ dba International Industrial Supply, Co. (Brownsville, TX)
Johnstone Supply (Pharr, TX)	Lopez Brothers Distribution, LLC./ dba Interstate Battery System of the Rio Grande Valley (McAllen, TX)
Luna Glass, LLC. (McAllen, TX)	MSC Industrial Supply, Co. (Harlingen, TX)
PPG Architectural Finishes, Inc. (McAllen, TX)	R. E. Friedrichs Company (Pharr, TX)
Standard Supply (McAllen, TX) (New)	The Sherwin-Williams Company (McAllen, TX)
Valley Armature & Electric Co., LLC. (Edinburg, TX)	

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

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

Background – Proposal documents were advertised on May 4, 2022 and May 11, 2022 and issued to fifty (50) vendors. Twenty-three (23) responses were received on May 19, 2022 and reviewed by Facilities Operations and Maintenance and the Purchasing Department.

Funds for this expenditure are budgeted in the Facilities Maintenance budget for FY 2022 – 2023 pending Board approval of the budget.

3) Nursing and Allied Health Equipment and Supplies (Award)

Award the proposal for nursing and allied health equipment and supplies for the period beginning August 1, 2022 through July 31, 2023, with two one-year options to renew, at an estimated total amount of \$200,000.00, which is based on prior year expenditures.

The vendors are as follows:

Vendor (City/State)	Vendor (City/State)
Bound Tree Medical, LLC. (Dublin, OH)	DiaMedical USA Equipment, LLC. (West Bloomfield, MI)
Hand Safety, LLC. (Wichita Falls, TX)	Henry Schein, Inc. (Melville, NY)
J and B Medical Supply Company, Inc. (Wixom, MI)	Meadows Medical Supply (Quogue, NY)
Performance Health Supply, LLC./ dba Medco Supply Company (Warrenville, IL)	Pocket Nurse Enterprises, Inc./ dba Pocket Nurse (Monaca, PA)
Social Medical Supply, LLC./ dba Well Before (Dallas, TX)	

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

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

Background – Proposal documents were advertised on May 4, 2022 and May 11, 2022 and issued to twenty-nine (29) vendors. Nine (9) responses were received on May 19, 2022 and reviewed by the Division of Nursing and Allied Health and Purchasing Department.

Funds for this expenditure are budgeted in the Vocational Nursing, Associate Degree Nursing, Patient Care Assistant, Respiratory Therapy, Medical Assistant Technology, Pharmacy Technology, and Emergency Medical Technician programs budgets for FY2021 – 2022 and FY 2022 – 2023 pending Board approval of the budget.

4) Purchase of Automatic Heavy Duty Tractor Trailer Unit (Award)

Award the proposal for the purchase of an automatic heavy duty tractor trailer unit to **Trancasa USA, Inc.** (Pharr, TX), at a total amount of \$97,800.00.

Purpose – Continuing, Professional, and Workforce Education is requesting the purchase of an automatic heavy duty tractor trailer unit for student instruction at the Technology Campus.

Justification and Benefit: The purchase of an automatic heavy duty tractor trailer will allow us to enroll an additional four (4) students per month in our truck driving program. With the two (2) trucks that we currently have, we are only able to enroll eight (8) students per month. With the high demand for truck drivers nationwide, an additional truck would help us train more drivers.

Background – Proposal documents were advertised on April 27, 2022 and May 4, 2022 and issued to nineteen (19) vendors. Three (3) responses were received on May 12, 2022 and reviewed by Continuing, Professional, and Workforce Education and the Purchasing Department.

Funds for this expenditure are budgeted in the Continuing, Professional, and Workforce Education – State budget for FY 2021 – 2022.

B. Rejection of Proposal

5) Travel Services (Reject)

Reject the one (1) proposal that was received for travel services, since the vendor did not submit a complete proposal. This service will be re-advertised and presented at the August 2022 Board meeting.

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

6) Books and Educational Materials (Renewal)

Renew the books and educational materials contracts for the period beginning August 27, 2022 through August 26, 2023, at an estimated total amount of \$600,000.00, which is based on prior year expenditures. The vendors are as follows:

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

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

Justification and Benefit – The books and materials will be provided to students participating in the PASS Program lending library as needed. The PASS Program lending library and Continuing Education will provide books to students in the Fall 2022, Spring 2023, and Summer 2023 semesters.

Background – The Board awarded the contract for books and educational materials at the July 28, 2020 Board of Trustees meeting for one year with two one-year annual renewals. The last renewal period begins on August 27, 2022 and ends August 26, 2023.

Award	Board Meeting Date	Original Term	Renewal Term
Original	7/28/20	8/27/20 – 8/26/21	2 – one year options
1 st Renewal	6/22/21		8/27/21 – 8/26/22
2 nd Renewal	6/28/22		8/27/22 – 8/26/23

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

Funds for this expenditure are budgeted in the Carl Perkins (Grant), Continuing Education, and other requesting department budgets for FY 2021 – 2022 and FY 2022 – 2023, pending Board approval of the budget.

7) Library Materials (Renewal)

Renew the library materials contracts for the period beginning September 1, 2022 through August 31, 2023, at an estimated total amount of \$500,000.00. The vendors are as follows:

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

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

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

Background – The Board awarded the contract for library materials at the August 25, 2020 Board of Trustees meeting for one year with two one-year annual renewals. The last renewal period begins on September 1, 2022 and ends August 31, 2023.

Award	Board Meeting Date	Original Term	Renewal Term
Original	8/25/20	9/1/20 – 8/31/21	2 – one year options
1 st Renewal	6/22/21		9/1/21 – 8/31/22
2 nd Renewal	6/28/22		9/1/22 – 8/31/23

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

Funds for this expenditure are budgeted in the Library Acquisitions and BAT & Support Materials budgets FY 2022 – 2023, pending Board approval of the budget.

8) Science Laboratory Supplies (Renewal)

Renew the science laboratory supplies contracts for the period beginning September 1, 2022 through August 31, 2023, at an estimated total amount of \$450,000.00. The vendors are as follows:

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

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

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

Background – The Board awarded the contracts for science laboratory supplies at the June 22, 2021 Board of Trustees meeting for one year with two one-year annual renewals. The first renewal period begins on September 1, 2022 and ends August 31, 2023.

Award	Board Meeting Date	Original Term	Renewal Term
Original	6/22/21	9/1/21 – 8/31/22	2 – one year options
1 st Renewal	6/28/22		9/1/22 – 8/31/23

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

Funds for this expenditure are budgeted in the Vocational Nursing, Associate Degree Nursing, Patient Care Assistant, Respiratory Therapy, Medical Assistant Technology, Pharmacy Technology, and Emergency Medical Technician budgets for FY 2022 – 2023 pending Board approval of the budgets.

9) Graduation Facility Lease Agreement (Lease/Purchase)

Purchase of a graduation facility lease agreement from **Vipers Arena, LLC. / dba Bert Ogdan Arena** (Edinburg, TX), a sole source vendor, for the period beginning December 9, 2022 at 8:00 p.m. through midnight December 10, 2022, at an estimated amount of \$40,000.00.

Purpose – The Division of Student Services is requesting an event license agreement for the lease of a facility for graduation ceremonies, which will be held on Saturday, December 10, 2022 at 9:00 a.m., 1:00 p.m., and 5:00 p.m.

Justification and Benefit – The facility will be used for the three Fall 2022 South Texas College graduation ceremonies in December 2022.

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

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

10)Furniture (Purchase)

Purchase furniture from the OMNIA Partner, Sourcewell, and The Interlocal Purchasing System (TIPS) purchasing cooperatives, at an estimated total amount of \$262,707.70.

#	Vendor	Amount
A	Computer Comforts, Inc. (Kemah, TX)	\$3,033.45
B	Datum Filing Systems, Inc. / Gateway Printing and Office Supply, Inc. (Emigsville, PA / Edinburg, TX)	\$12,636.51
C	Exemplis Corporation / Gateway Printing and Office Supply, Inc. (Cypress, CA / Edinburg, TX)	\$1,281.16
D	Kimball Office, Inc. / Gateway Printing and Office Supply, Inc. (Jasper, IN / Edinburg, TX)	\$6,616.90
E	Krueger International, Inc. / Gateway Printing and Office Supply, Inc. (Green Bay, WI / Edinburg, TX)	\$220,117.40
F	National Office Furniture / Gateway Printing and Office Supply, Inc. (Jasper, IN / Edinburg, TX)	\$6,454.25
G	The Hon Company / Gateway Printing and Office Supply, Inc. (Mascatine, IA / Edinburg, TX)	\$9,008.98
H	VIA Seating / Gateway Printing and Office Supply, Inc. (Sparks, NV / Edinburg, TX)	\$3,559.05
Furniture Total		\$262,707.70

The purchases can be summarized as follows:

- Computer Comforts, Inc. (Kemah, TX)
 - ⇒ Pecan Campus
 - 1 AV Lectern for the Distance Learning

- Datum Filing Systems, Inc. / Gateway Printing and Office Supply, Inc. (Emigsville, PA / Edinburg, TX)
 - ⇒ Pecan Campus
 - 20 Storage Shelving units for Learning Commons and Open Labs
 - 1 Storage Shelving unit for the Chemistry Program

- Exemplis Corporation / Gateway Printing and Office Supply, Inc. (Cypress, CA / Edinburg, TX)
 - ⇒ Pecan Campus
 - 2 Faculty/Staff Chairs for the Counseling & Student Access Services

- Kimball Office, Inc. / Gateway Printing and Office Supply, Inc. (Jasper, IN / Edinburg, TX)
 - ⇒ Pecan Plaza
 - 8 Conference Room Chairs for Human Resources/Facilities Planning and Construction

- Krueger International, Inc. / Gateway Printing and Office Supply, Inc. (Green Bay, WI / Edinburg, TX)
 - ⇒ Mid Valley Campus
 - 30 Computer Lab Student Chairs for Facilities Planning and Construction
 - ⇒ Pecan Campus
 - 14 Chairs for the Library Public Services
 - 253 Computer Lab Student Chairs for Facilities Planning and Construction
 - ⇒ Nursing and Allied Health Campus
 - 49 Computer Lab Student Chairs for Facilities Planning and Construction
 - ⇒ Pecan Plaza
 - 32 Conference/Orientation/Training Room Chairs for Human Resources/Facilities Planning and Construction
 - ⇒ Regional Center for Public Safety Excellence
 - 26 Computer Lab Student Chairs for Facilities Planning and Construction
 - ⇒ Starr County Campus
 - 39 Computer Lab Student Chairs for Facilities Planning and Construction
 - ⇒ Technology Campus
 - 88 Computer Lab Student Chairs for Facilities Planning and Construction

- National Office Furniture / Gateway Printing and Office Supply, Inc. (Jasper, IN / Edinburg, TX)
 - ⇒ Pecan Campus
 - 2 Lounge Chairs and 1 Table for the Bachelor of Applied Technology and Science Programs

- The Hon Company / Gateway Printing and Office Supply, Inc. (Muscatine, IA / Edinburg, TX)
 - ⇒ Regional Center for Public Safety
 - 1 Faculty/Staff vertical file cabinet and 1 bookcase for the Department of Public Safety
 - ⇒ Pecan Campus
 - 6 Storage cabinets for Learning Commons and Open Labs
 - 3 Storage cabinets for Library Public Services
 - ⇒ Technology Campus
 - 1 Faculty/Staff vertical file cabinet for the Architectural and Engineering Design Technology Program

- VIA Seating / Gateway Printing and Office Supply, Inc. (Sparks, NV / Edinburg, TX)
 - ⇒ Pecan Campus
 - 3 Faculty/Staff chairs for Institutional Advancement and Economic Development Department

Fund for these expenditures are budgeted in the requesting department budgets for FY 2021 - 2022 as follows: Architectural and Engineering Design Technology, BAT/BAS, Chemistry, Counseling & Student Access Services, Department of Public Safety, Distance Learning, HEERF Institutional Award, Learning Commons and Open Labs, and Library Public Services.

11)Geotechnical and Materials Testing Services (Renewal)

Renew the geotechnical and materials testing services contracts for the period beginning July 28, 2022 through July 27, 2023, for services ranging from \$5,000 to \$45,000 per project. The firms are as follows:

Firm (City/State)	Firm (City/State)
B2Z Engineering, LLC. (Mission, TX)	L&G Consulting Engineers, Inc. (Mercedes, TX)
Millennium Engineers Group, Inc. (Pharr, TX)	Raba Kistner, Inc. (McAllen, TX)
Terracon Consultants, Inc. (Pharr, TX)	

Purpose – Facilities Planning and Construction is requesting to renew geotechnical and materials testing services which will be provided as needed for various construction projects.

Justification and Benefit – Some of the anticipated engineering services which may be provided are testing of the following:

Services	
Soil conditions for proper foundation design	Select fill dirt for proper compaction
Concrete samples during concrete pours	Sub-grades, caliche base, and asphalt for parking areas
Structural steel reinforcing	Steel Welding
Floors for levelness	Fireproof materials
Environmental conditions including air quality	Identifying asbestos type materials

Background - The Board awarded the geotechnical and materials testing services contracts at the July 27, 2021 Board of Trustees meeting for one-year with two one-year annual renewals. The first renewal period begins July 28, 2022 and ends July 27, 2023.

Award	Board Meeting Date	Original Term	Renewal Term
Original	7/27/21	7/28/21 – 7/27/22	2 – one year options
1 st Renewal	6/28/22		7/28/22 – 7/27/23

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

Funds for this expenditure are budgeted in various Construction budgets for FY 2021 – 2022 the FY 2022 – 2023, pending Board approval of the budget.

12)Glass, Plexiglass, and Installation (Renewal)

Renew the glass, plexiglass, and installation contracts for the period beginning August 26, 2022 through August 25, 2023, at an estimated total amount of \$50,000.00. The vendors are as follows:

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

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

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

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

Background – The Board awarded the contracts for glass, plexiglass, and installation at the August 25, 2020 Board of Trustees meeting for one year with two one-year annual renewals. The last renewal period begins on August 26, 2022 and ends August 25, 2023.

Award	Board Meeting Date	Original Term	Renewal Term
Original	8/25/20	8/26/20 – 8/25/21	2 – one year options
1 st Renewal	6/22/21		8/26/21 – 8/25/22
2 nd Renewal	6/28/22		8/26/22 – 8/25/23

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

Funds for this expenditure are budgeted in the Facilities Maintenance budget for FY 2021 – 2022 and FY 2022 – 2023 pending Board approval of the budget.

13)Mail Services (Renewal)

Renew the mail services contract with **Upper Valley Mail Services, LLC.** (McAllen, TX), for the period beginning September 1, 2022 through August 31, 2023, at an estimated total amount of \$65,000.00, which is based on prior year expenditures.

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

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

Background – The Board awarded the contract for mail services at the June 22, 2021 Board of Trustees meeting for one year with two one-year annual renewals. The first renewal period begins on September 1, 2022 and ends August 31, 2023.

Award	Board Meeting Date	Original Term	Renewal Term
Original	6/22/21	9/1/21 – 8/31/22	2 – one year options
1 st Renewal	6/28/22		9/1/22 – 8/31/23

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

Funds for this expenditure are budgeted in the Postage budget for FY 2022 – 2023 pending Board approval of the budget.

14)Mass Notification System Agreement (Renewal)

Renew the mass notification system agreement with **Rave Mobile Safety** (Framingham, MA), The Interlocal Purchasing System (TIPS) purchasing cooperative approved vendor, for the period beginning September 1, 2022 through August 31, 2023, at a total amount of \$58,477.25.

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

Justification and Benefit – The mass automated notification has proven to be effective for the timely notifications to faculty, staff, and students during emergencies via phone, cellular phones, text messages, and email.

Funds for this expenditure are budgeted in the Department of Public Safety budget for FY 2022 – 2023 pending Board approval of the budget.

15)Promotional Items for Student Outreach (Renewal)

Renew the promotional items for student outreach contracts for the period beginning September 1, 2022 through August 31, 2023, at an estimated total amount of \$100,000.00. The vendors are as follows:

Vendor (City/State)	Vendor (City/State)
4 Imprint, Inc. (Oshkosh, WI)	Authentic Promotions.com (Carmichael, CA)
Imprezos Pro Uniforms, LLC. (Pharr, TX)	Promo Masters (Alton, TX)
Promo Universal, LLC. (Corpus Christi, TX)	

Purpose – Public Relations and Marketing, College Connections, and Student Engagement and Completion Services are requesting to purchase promotional items for community awareness and various student events. Some of the promotional items purchased are as follows: pens, pencils, keychains, erasers, rulers, pouches, stress relievers, water bottles, cups, bags, lanyards, totes, etc.

Justification and Benefit – The requesting departments have provided a list of a few South Texas College events below:

- Public Relations and Marketing provides promotional items for the College’s community outreach efforts, in the of \$50,000.00. Items are ordered as needed throughout the fiscal year.

- Increase community engagement to meet the enrollment goals and maintain brand awareness.
 - Increase the awareness of South Texas College at K-12 schools and other community organizations through the distribution of promotional items as requested.
 - And many more College/community events.
- College Connections purchases promotional items in the amount of \$35,000.00 for the following reasons:
 - Recruitment – College Connections attends recruitment events throughout the college district that targets traditional and non-traditional students, parents, and the community. Traditional recruitment targets over 77 high school sites with over 55,000 students in grades 9-12. Recruiters attend information sessions, college/career fairs, college bound events, and community events. Non-traditional recruitment efforts target law enforcement initiatives including local law enforcement, fire fighters, border patrol, customs agents, TxDot, active duty military, and veterans and their families.
 - Campus Tours – College Connections connects students and their families to South Texas College campus tours. The Campus Tour has been redesigned as the South Texas College Experience to share the South Texas College story with prospective students and their families. Campus Tours engage K-12 students and community organizations to welcome them on campus. Over 5,000 students tour a South Texas College Campus each year. Although impacted by the pandemic, campus tours have already been inquired about by schools for the 2022-2023 academic year.
 - Family Awareness – College Connections creates awareness for parents and families at parent’s night and parent meetings at schools. College Connections will be launching a Parent Academy to increase awareness and preparation.
 - Community Outreach – College Connections hosts “Coffee Talks” with parents and the community at local community centers to begin the college conversation. In addition, Recruiters attend health fairs and community events to represent the college.
 - Division Initiatives – College Connections supports the Division of Student Affairs Enrollment Management (SAEM) initiatives to promote application drives, registration events, and FAFSA completion at campus events for prospective, current, new, returning and transfer students. Promotional items are provided as part of enrollment strategies and planning.
 - Student Ambassador Program – College Connections has launched the Student Ambassador Program to serve as a peer-to-peer mentor program and supplement recruitment efforts in the community. Student Ambassadors meet with current college students to promote registration, financial aid, and overall student success. In addition, Student Ambassadors support recruiter efforts in partner schools and community events.

- Elementary Schools & Junior Jaguar Leadership Conference – College Connections strives to build a college-going culture early. Programming and events at elementary schools promote higher education. Promotional items are given to students, parents, and families. The College Connections attends school district and community Back to School rallies to meet with students and build excitement for the start of a new school year. The College Connections believes “College begins in Kindergarten” and encourages the college knowledge conversation.
- Student Engagement and Completion Services purchases promotional items in the amount of \$15,000.00 for the following reasons:
 - New student recruitment in Hidalgo and Starr counties targeting first-time in college, stop-outs, and continuing, professional, and workforce education students.
 - Student campus tour events/visits and one-stop campus enrollment events designed to provide support through the admission, registration, and financial aid processes.
 - Workforce recruitment events which support varies government agencies during presentations and on-site support with enrollment processes.
 - Community awareness of the College’s programs of study, services, and resources during events throughout the year.

Background – The Board awarded the contracts for promotional items for student outreach at the August 24, 2021 Board of Trustees meeting for one year with two one-year annual renewals. The first renewal period begins on September 1, 2022 and ends August 31, 2023.

Award	Board Meeting Date	Original Term	Renewal Term
Original	8/24/21	9/1/21 – 8/31/22	2 – one year options
1 st Renewal	6/28/22		9/1/22 – 8/31/23

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

Funds for this expenditure are budgeted in the Public Relations and Marketing, College Connections, and Student Engagement and Completion Services budgets for FY 2022 – 2023 pending Board approval of the budget.

16)Promotional T-Shirts for Student Outreach (Renewal)

Renew the promotional t-shirts for student outreach contracts for the period beginning September 1, 2022 through August 31, 2023, at an estimated total amount of \$175,000.00. The vendor are as follows:

Vendor (City/State)	Vendor (City/State)
Ad-Wear & Specialty of Texas, Inc. (Houston, TX)	Authentic Promotions.com (Carmichael, CA)

Vendor (City/State)	Vendor (City/State)
Exclusive Decals & Screenprinting (Alton, TX)	Imprezos Pro Uniforms, LLC. (Pharr, TX)

Purpose – Public Relations and Marketing, College Connections, and Student Engagement and Completion Services are requesting to renew the contracts to purchase promotional t-shirts for various community events and to promote South Texas College.

Justification and Benefit – The requesting departments have provided a list of a few South Texas College events below:

- **Public Relations and Marketing - \$100,000.00**
 - ⇒ Increase community engagement to meet the enrollment goals and maintain brand awareness
 - ⇒ College t-shirts instill college pride among our community, parents, business members, and educators
 - ⇒ Youth t-shirts are distributed among elementary school students to promote a college-attending culture
 - ⇒ T-Shirts will be distributed to the students participating in the dual enrollment program
 - ⇒ T-shirts are used to create awareness of South Texas College throughout community events and College mascot Jerry the Jaguar appearances
 - ⇒ During general marketing projects including social media and student photo shoots, t-shirts are used as an incentive for student participation and engagement
 - ⇒ T-shirts are used as door prizes and incentives for registration, college and career fairs, Registration Round-Ups, and other student recruitment efforts
 - ⇒ T-shirts used during special campus events including the financial aid and employment fairs
 - ⇒ T-shirts are used to promote community outreach and special programs including Veteran’s Day and the Science Olympiad
 - ⇒ T-shirts are used for youth camp activities on campus during summer sessions including TexPrep, TSI, robotics, and cybersecurity

- **Student Activities and Wellness - \$35,000.00**
 - ⇒ Student Intramural Sport Teams (Basketball, Soccer, Flag Football, Dodge Ball, Volleyball, etc.)
 - ⇒ Student Leadership Academy and Student Government Association
 - ⇒ Community College Day when students visit at the State Capital
 - ⇒ Student Activities and Wellness events for marketing and recruitment (Earth Day, etc.)
 - ⇒ First Year Connection Orientations (Spring, Summer, and Fall semesters)
 - ⇒ South Texas College Students care community/neighborhood volunteering day
 - ⇒ Early College High Schools Sports Tournament

- ⇒ Various on-campus high school visits to the College
- ⇒ Various visits to high schools throughout the district
- ⇒ Various other student travel
- College Connections - \$20,000.00
 - ⇒ High School Recruitment – With over seventy (77) high school sites in Hidalgo and Starr Counties, and over 55,000 students in grades 9-12, the college competes with other colleges and universities to engage and recruit students and their families to South Texas College. As events resume on campus, post pandemic, the College Connections prepares to welcome over 3,000 prospective students to one of our five (5) campuses and helped them connect to the institution. In addition, shirts are a part of welcome mailout packages sent to prospective and new students. T-shirts are an essential part of the College’s recruitment and connection process.
 - ⇒ Non-Traditional Recruitment – College Connections leads several initiatives to target non-traditional student populations. The adult learners are reengaged through the recruitment process and connected to the College. These populations include local law enforcement, firefighters, border patrol, customs agents, TXDOT, active military, and veterans and their families.
 - ⇒ Enrollment and Registration - College Connections leads the Fast Track initiative to transition prospective students to South Texas College. Entering freshmen receive a specially designed shirt that is only given to new students who register for classes. Students are brought to a South Texas College campus to complete the enrollment process, admissions, advising, financial aid, and registration. Shirts identify students as new Jaguars and builds college pride and spirit. Over 1,000 students attend the Fast Track events each year. College Connections targets overall enrollment efforts and hosts Saturday events that averaged over 200 students in attendance.
 - ⇒ Community Outreach – College Connections has increased community event presence. In addition to community fairs and school events, recruitment staff are visible in city events throughout the college district. The Department has launched the community outreach efforts through the Catholic Diocese of Brownsville to lead information sessions at parish halls to connect with the community and raise awareness in higher education, financial aid, admissions, etc. Community outreach events also occur at community centers and community-based locations to increase college awareness. These events have reengaged the institution with parents and the community.
 - ⇒ Elementary Schools & Junior Jaguar Leadership Conference – The College Connections Department strives to connect with students early and build a college-going culture in elementary schools. College shirts are provided to support College T-Shirt Days. In addition, College Connections hosts the Junior Jaguar Leadership Conference for 5th grade students from the adopted elementary schools, and commissions them as ambassadors for South Texas College and higher education after attending a day workshop on leadership, financial literacy and college knowledge. T-shirts are given to identify the students as Ambassadors and Peer

Mentors. The college has adopted the following ten (10) elementary schools: Marcell Elementary, Mission CISD; Roosevelt Elementary, McAllen ISD; Cesar Chavez Elementary, PSJA ISD; A.C. Barrera Elementary (formerly named North Grammar Elementary), Rio Grande City ISD; E.B. Reyna Elementary, La Joya ISD; Lincoln Elementary, Edinburg CISD; Progreso West Elementary, Progreso ISD; Taylor Elementary; Mercedes ISD and Weslaco ISD, and R.T. Barrera, Roma ISD.

⇒ Student Ambassador Program – College Connections has launched the Student Ambassador Program to support student success and recruitment initiatives. Student Ambassadors serve as peer-to-peer mentors and promote registration, financial aid, and overall student success to fellow students to impact persistence. Ambassadors lead campus tours and use shirts as giveaways to build excitement. Student Ambassadors support recruitment initiatives in the community and partner schools to connect with students and represent South Texas College.

- Student Engagement and Completion Services purchases promotional t-shirts in the amount of \$20,000.00 for the following reasons:
 - ⇒ New student recruitment in Hidalgo and Starr counties targeting first-time in college, stop-outs, and continuing, professional, and workforce education students.
 - ⇒ Student campus tour events/visits and one-stop campus enrollment events designed to provide support through the admission, registration, and financial aid processes.
 - ⇒ Workforce recruitment events which support various government agencies during presentations and on-site support with enrollment processes.
 - ⇒ Community awareness of the College’s programs of study, services, and resources during events throughout the year.

Background – The Board awarded the contracts for promotional t-shirts for student outreach at the August 24, 2021 Board of Trustees meeting for one year with two one-year annual renewals. The first renewal period begins on September 1, 2022 and ends August 31, 2023.

Award	Board Meeting Date	Original Term	Renewal Term
Original	8/24/21	9/1/21 – 8/31/22	2 – one year options
1 st Renewal	6/28/22		9/1/22 – 8/31/23

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

Funds for this expenditure are budgeted in the Public Relations and Marketing, College Connections, and Student Engagement and Completion Services budgets for FY 2022 – 2023 pending Board approval of the budget.

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

17) Computers and Laptops (Purchase)

Purchase of computers and laptops from the State of Texas Department of Information Resources (DIR) approved vendors **Dell Marketing, LP.** (Dallas, TX) and **Apple, Inc.** (Dallas, TX), at a total amount of \$298,616.84.

All purchase requests for computers and laptops 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 (i.e. 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
 - ⇒ 1 Computer for Educational Technologies
 - ⇒ 15 Computers for Learning Commons and Open Labs
 - ⇒ 200 Computers for Information Technology Support
 - ⇒ 13 Computers for Art Program
 - ⇒ 7 Computers for Library Public Services
- Student Laptops
 - ⇒ 8 Laptops for Physics Program
 - ⇒ 6 Laptops for Chemistry Program
- Staff Computers
 - ⇒ 1 Computer for Division of Nursing and Allied Health
 - ⇒ 3 Computers for Clinical Simulation
 - ⇒ 1 Computer for Chemistry Program
 - ⇒ 1 Computer for Learning Commons and Open Labs
- Staff Laptops
 - ⇒ 2 Laptops for Dual2Degree

- ⇒ 2 Laptops for Professional and Organizational Development
- ⇒ 1 Laptop for Division of Nursing and Allied Health
- ⇒ 6 Laptops for College Connections

- Faculty Computers
 - ⇒ 7 Computers for Chemistry Program

- Faculty Laptops
 - ⇒ 1 Laptop for Physical Therapy Program
 - ⇒ 2 Laptops for Educational Technologies
 - ⇒ 4 Laptops for Division of Math and Science

Funds for these expenditures are budgeted in the requesting department budgets for FY 2021 - 2022 as follows: Technology Projects, Learning Commons and Open Labs, Technology Support, Art Program, Library Public Services, Physics Program, Chemistry Program, Division of Nursing and Allied Health, Clinical Simulation, Dual2Degree, Professional and Organizational Development, College Connections, Physical Therapy Program, and Division of Math and Science.

18)Software License Agreement (Renewal)

Renew the software license agreement with **Netsync Network Solutions** (Houston, TX), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning June 14, 2022 through June 13, 2023, at a total amount of \$47,527.32.

Purpose – Information Technology is requesting to renew the Cisco Umbrella software license agreement which provides a first line of defense against online threats and proactively protects students, faculty, and staff.

Justification and Benefit – This renewal is necessary to provide an internet-wide layer of security that protects against malware infections. It provides a secure internet gateway with the visibility to protect internet access for students, faculty, and staff district-wide.

Funds for this expenditure are budgeted in the Technology Support budget for FY 2021 – 2022.

D. Contract Extension

19)Travel Services (Contract Extension)

Contract extension of travel services with **Echo Travel Agency** (Edinburg, TX) for an additional two (2) months, beginning July 1, 2022 through August 31, 2022, at a \$25.00 fee per ticket.

The Finance, Audit, and Human Resources Committee recommend for Board approval at the June 28, 2022 Board meeting the award of proposals, rejection of proposal, purchases, renewals, and contract extension as listed below:

A. Award of Proposals

- 1) **Library Serials (Award):** award the proposal for library serials to **EBSCO Information Services, LLC.** (Birmingham, AL), for the period beginning September 1, 2022 through August 31, 2023 with two one-year options to renew, at an estimated total amount of \$47,914.78;
- 2) **Maintenance and Repair Parts, Materials, and Supplies (Award):** award the proposal for maintenance and repair parts, materials, and supplies for the period beginning September 1, 2022 through August 31, 2023 with two one-year options to renew, at an estimated total amount of \$500,000.00, which is based on prior year expenditures. The vendors are as follows:

Vendor (City/State)	Vendor (City/State)
Architectural Division 8 (Harlingen, TX)	Burton Companies (Weslaco, TX)
Bush Supply Company (Edinburg, TX)	Carrier Enterprise, LLC. (Houston, TX)
CC Distributors, Inc. (Corpus Christi, TX)	Central Plumbing & Electric Supply (Weslaco, TX)
Crawford Electric (Mission, TX)	Dealers Electrical Supply (McAllen, TX)
Door Control Services, a DH Pace Company (Ben Wheeler, TX)	Facility Solutions Group (Harlingen, TX)
Fairway Supply, Inc. (Austin, TX)	Fastenal Company (McAllen, TX)
Guthries Locksmith & Safe Shop (McAllen, TX)	Industrial Supplier Larey Inc./ dba International Industrial Supply, Co. (Brownsville, TX)
Johnstone Supply (Pharr, TX)	Lopez Brothers Distribution, LLC./ dba Interstate Battery System of the Rio Grande Valley (McAllen, TX)
Luna Glass, LLC. (McAllen, TX)	MSC Industrial Supply, Co. (Harlingen, TX)
PPG Architectural Finishes, Inc. (McAllen, TX)	R. E. Friedrichs Company (Pharr, TX)
Standard Supply (McAllen, TX) (New)	The Sherwin-Williams Company (McAllen, TX)
Valley Armature & Electric Co., LLC. (Edinburg, TX)	

- 3) **Nursing and Allied Health Equipment and Supplies (Award):** award the proposal for nursing and allied health equipment and supplies, for the period beginning August 1, 2022 through July 31, 2023, with two one-year options to

renew, at an estimated total amount of \$200,000.00, which is based on prior year expenditures. The vendors are as follows:

Vendor (City/State)	Vendor (City/State)
Bound Tree Medical, LLC. (Dublin, OH)	DiaMedical USA Equipment, LLC. (West Bloomfield, MI)
Hand Safety, LLC. (Wichita Falls, TX)	Henry Schein, Inc. (Melville, NY)
J and B Medical Supply Company, Inc. (Wixom, MI)	Meadows Medical Supply (Quogue, NY)
Performance Health Supply, LLC./ dba Medco Supply Company (Warrenville, IL)	Pocket Nurse Enterprises, Inc./ dba Pocket Nurse (Monaca, PA)
Social Medical Supply, LLC./ dba Well Before (Dallas, TX)	

- 4) **Purchase of Automatic Heavy Duty Tractor Trailer Unit (Award):** award the proposal for the purchase of an automatic heavy duty tractor trailer unit to **Trancasa USA, Inc.** (Pharr, TX), at a total amount of \$97,800.00;

B. Rejection of Proposal

- 5) **Travel Services (Reject):** reject the one (1) proposal that was received for travel services, since the vendor did not submit a complete proposal.

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

- 6) **Books and Educational Materials (Renewal):** renew the books and educational materials contracts for the period beginning August 27, 2022 through August 26, 2023, at an estimated total amount of \$600,000.00, which is based on prior year expenditures. The vendors are as follows:

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

- 7) **Library Materials (Renewal):** renew the library materials contracts for the period beginning September 1, 2022 through August 31, 2023, at an estimated total amount of \$500,000.00. The vendors are as follows:

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

8) Science Laboratory Supplies (Renewal): renew the science laboratory supplies contracts for the period beginning September 1, 2022 through August 31, 2023, at an estimated total amount of \$450,000.00 The vendors are as follows:

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

9) Graduation Facility Lease Agreement (Lease/Purchase): purchase of a graduation facility lease agreement from **Vipers Arena, LLC. / dba Bert Ogden Arena** (Edinburg, TX), a sole source vendor, for the period beginning December 9, 2022 at 8:00 p.m. through midnight December 10, 2022, at an estimated amount of \$40,000.00;

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

10)Furniture (Purchase): purchase furniture from OMNIA Partner, Sourcewell, and The Interlocal Purchasing System (TIPS) purchasing cooperatives, at an estimated total amount of \$262,707.70.

#	Vendor	Amount
A	Computer Comforts, Inc. (Kemah, TX)	\$3,033.45
B	Datum Filing Systems, Inc. / Gateway Printing and Office Supply, Inc. (Emigsville, PA / Edinburg, TX)	\$12,636.51

#	Vendor	Amount
C	Exemplis Corporation / Gateway Printing and Office Supply, Inc. (Cypress, CA / Edinburg, TX)	\$1,281.16
D	Kimball Office, Inc. / Gateway Printing and Office Supply, Inc. (Jasper, IN / Edinburg, TX)	\$6,616.90
E	Krueger International, Inc. / Gateway Printing and Office Supply, Inc. (Green Bay, WI / Edinburg, TX)	\$220,117.40
F	National Office Furniture / Gateway Printing and Office Supply, Inc. (Jasper, IN / Edinburg, TX)	\$6,454.25
G	The Hon Company / Gateway Printing and Office Supply, Inc. (Mascatine, IA / Edinburg, TX)	\$9,008.98
H	VIA Seating / Gateway Printing and Office Supply, Inc. (Sparks, NV / Edinburg, TX)	\$3,559.05
Furniture Total		\$262,707.70

11)Geotechnical and Materials Testing Services (Renewal): renew the geotechnical and materials testing services contracts for the period beginning July 28, 2022 through July 27, 2023 for services ranging from \$5,000 to \$45,000 per project. The firms are as follows:

Firm (City/State)	Firm (City/State)
B2Z Engineering, LLC. (Mission, TX)	L&G Consulting Engineers, Inc. (Mercedes, TX)
Millennium Engineers Group, Inc. (Pharr, TX)	Raba Kistner, Inc. (McAllen, TX)
Terracon Consultants, Inc. (Pharr, TX)	

12)Glass, Plexiglass, and Installation (Renewal): renew the glass, plexiglass, and installation contracts for the period beginning August 26, 2022 through August 25, 2023, at an estimated total amount of \$50,000.00. The vendors are as follows:

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

13)Mail Services (Renewal): renew the mail services contract with **Upper Valley Mail Services, LLC.** (McAllen, TX), for the period beginning September 1, 2022 through August 31, 2023, at an estimated total amount of \$65,000.00, which is based on prior year expenditures;

14)Mass Notification System Agreement (Renewal): renew the mass notification system agreement with **Rave Mobile Safety** (Framingham, MA), The Interlocal Purchasing System (TIPS) purchasing cooperative approved vendor, for the period

beginning September 1, 2022 through August 31, 2023, at a total amount of \$58,477.25;

- 15) Promotional Items for Student Outreach (Renewal):** renew the promotional items for student outreach contracts for the period beginning September 1, 2022 through August 31, 2023, at an estimated total amount of \$100,000.00. The vendors are as follows:

Vendor (City/State)	Vendor (City/State)
4 Imprint, Inc. (Oshkosh, WI)	Authentic Promotions.com (Carmichael, CA)
Imprezos Pro Uniforms, LLC. (Pharr, TX)	Promo Masters (Alton, TX)
Promo Universal, LLC. (Corpus Christi, TX)	

- 16) Promotional T-Shirts for Student Outreach (Renewal):** renew the promotional t-shirts for student outreach contracts for the period beginning September 1, 2022 through August 31, 2023, at an estimated total amount of \$175,000.00. The vendors are as follows:

Vendor (City/State)	Vendor (City/State)
Ad-Wear & Specialty of Texas, Inc. (Houston, TX)	Authentic Promotions.com (Carmichael, CA)
Exclusive Decals & Screenprinting (Alton, TX)	Imprezos Pro Uniforms, LLC. (Pharr, TX)

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

- 17) Computers and Laptops (Purchase):** purchase computers and laptops from the State of Texas Department of Information Resources (DIR) approved vendors **Dell Marketing, LP.** (Dallas, TX) and **Apple, Inc.** (Dallas, TX), at a total amount of \$298,616.84;

- 18) Software License Agreement (Renewal):** renew the software license agreement with **Netsync Network Solutions** (Houston, TX), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning June 14, 2022 through June 13, 2023, at a total amount of \$47,527.32;

D. Contract Extension

- 19) Travel Services (Contract Extension):** extend the current contract for travel services with **Echo Travel Agency** (Edinburg, TX) for an additional two (2) months, beginning July 1, 2022 through August 31, 2022, at a \$25.00 fee per ticket.

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 award of proposals, rejection of proposal, purchases, renewals, and contract extension totaling \$3,493,043.89 as presented.

Approval Recommended:

Dr. Ricardo J. Solis
President

Consent Agenda:

c. Approval of Use of a Purchasing Card (P-Card) by College Employees

Approval on the Use of a Purchasing Card (P-Card) by College employees is requested.

Purpose – A Purchasing Card (P-Card) will be used by employees authorized by the President to pay for qualified expenses.

Justification – Multiple financial accounting and internal controls benefits are associated with the implementation of a P-Card program. A P-Card is a form of an organization credit card issued to designated employees with the ability to procure goods and services without using the traditional method of a purchase requisition and purchase order.

Background – The College's existing procedures includes the use of credit cards by designated employees approved by the President for the procurement of business-related goods and services. The P-Card will replace the current operation of issuing credit cards.

The benefits in implementing a P-Card program include, but are not limited to the following:

- Efficient and streamlined payment method.
- Decreased transaction costs and timely reconciliations.
- Reduction of employee reimbursements.
- Ability to limit use to specific vendors.
- Statements available electronically, providing line-item details.
- Increased internal controls on purchases, including the ability to set credit limits on each card
- Rebate payments for the College

The P-Card program contract will be with the State of Texas Comptroller of Public Accounts approved vendor **Citibank, N.A. (Citi)** at no cost to the College with a start date of August 1, 2022. The implementation and distribution of P-Cards will require approval by the College President and will be in accordance with College procedures.

Reviewers – The proposed implementation of P-Cards within the College's operations has been reviewed by the President's Cabinet.

Dr. Ricardo J. Solis, College President, and Mary Elizondo, Vice President for Finance and Administrative Services, attended the June 14, 2022 Committee Meeting to address questions by the Committee.

The Finance, Audit, and Human Resources Committee recommended Board approval to permit the Use of a Purchasing Card (P-card) by College Employees to procure goods

and services through the State of Texas Comptroller of Public Accounts approved vendor **Citibank N.A. (Citi)** with a start date of August 1, 2022, at no cost to the College.

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

The Board of Trustees of South Texas College approves and authorizes the use of a Purchasing Card (P-card) by College Employees to procure goods and services through the State of Texas Comptroller of Public Accounts approved vendor **Citibank N.A. (Citi)** with a start date of August 1, 2022, at no cost to the College.

Approval Recommended:

Dr. Ricardo J. Solis
President

Consent Agenda:

d. Approval of Proposed Auxiliary Fund Budget Amendment for FY 2021 - 2022

Approval of a proposed auxiliary budget amendment for FY 2021 - 2022 is requested.

The proposed budget amendment is necessary for the following reasons:

1. To reduce the Auxiliary Fund revenue budgets due to the decrease in commission revenues.
2. To create the Higher Education Emergency Relief Fund (HEERF) Revenue Loss Reimbursement revenue in the amount of \$344,189.

The budget amendment is proposed as follows:

1. Budget Amendment – Reduce the Auxiliary Fund Revenues Budgets

Fiscal Year 2021 – 2022	
Summary of Auxiliary Fund Increase/(Decrease) by Classification	
Classification	Increase/(Decrease)
Revenues	
Bookstore	\$(221,515)
Vending Machines	(25,000)
Total Revenue Reduction	\$(246,515)
Expenditures	
Operating	(246,515)
Total Expenditures Reduction	\$(246,515)

A. Auxiliary Revenue Budget Reduction

- The Auxiliary Fund revenue budget will be reduced by \$246,515 due to the decrease in commission revenues. The revenue budget will be adjusted as follows:
 - The Bookstore revenue budget will be reduced by \$221,515. The revenue reduction is necessary because of the negative impact the COVID-19 pandemic is having on the sales volume of Barnes & Noble, the College’s contracted bookstore.
 - The Vending Machines revenue budget will be reduced by \$25,000. The revenue reduction is necessary because vending machine operations are expected to decrease in light of the COVID-19 pandemic.

B. Operating Budget Reduction

- The operating expense budget will be decreased by \$246,515.

**Fiscal Year 2021 – 2022
 Auxiliary Fund Operating Expenditures**

Operating Expenditures	Increase/ (Decrease)
Non Self-Sustaining Organizations	(246,515)
Total Operating Reduction	\$(246,515)

2. Budget Amendment – Create the HEERF Revenue Loss Reimbursement Revenue in the amount of \$344,189

**Fiscal Year 2021 – 2022
 Summary of Auxiliary Fund Increase/(Decrease) by Classification**

Classification	Increase/(Decrease)
Revenues	
HEERF Revenue Loss Reimbursement	\$344,189
Total Revenue Increase	\$344,189
Expenditures	
Operating	\$344,189
Total Expenditures Increase	\$344,189

A. Auxiliary Revenue Budget Increase

- The Auxiliary Fund revenue budget will be increased by \$344,189 to establish the HEERF Revenue Loss Reimbursement revenue funded by the HEERF III Institutional portion allocated to the College.
 - The HEERF Revenue Loss Reimbursement revenue budget will be added to the Auxiliary Fund revenue budget in the amount of \$344,189. The addition of the revenue represents the revenues expected by the College but were reduced or eliminated as a result of the COVID-19 pandemic.

B. Operating Budget Increase

- The operating budget will be increased by \$344,189 to reflect the additional revenue resulting from the HEERF Revenue Loss Reimbursement.

**Fiscal Year 2021 – 2022
 Auxiliary Operating Expenditures**

Operating Expenditures	Increase/ (Decrease)
Non Self-Sustaining Organizations	\$344,189
Total Operating Increase	\$344,189

3. Summary of Proposed Budget Amendment – Revenues and Expenditures

As a result of the proposed budget amendment, the total budgeted revenues and expenditures for fiscal year 2021 – 2022 will decrease as follows:

Fiscal Year 2021 – 2022	
Summary of Proposed Amendment – Revenues and Expenditures	
Classification	Increase/(Decrease)
Revenues	
Bookstore	\$(221,515)
Vending Machines	(25,000)
HEERF Revenue Loss Reimbursement	34,189
Total Revenue Increase	\$97,674
Expenditures	
Operating	97,674
Total Expenditures Increase	\$97,674

As a result of the proposed budget amendment, the total budgeted revenues and expenditures for fiscal year 2021 – 2022 will increase as follows:

Fiscal Year 2021 – 2022			
Budgeted Revenues and Expenditures			
Fund	FY 2022 Original Budget	FY 2022 Proposed Amended Budget	Increase/ (Decrease)
Auxiliary Fund	\$3,963,217	\$4,060,891	\$97,674

Enclosed Documents - The budget amendment (Exhibit A) and presentation follow in the packet for the Board’s information and review.

Mrs. Mary Elizondo, Vice President for Finance and Administrative Services will present the Proposed Budget Amendment for FY 2021 – 2022.

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

Approval Recommended:

**Dr. Ricardo J. Solis
President**

South Texas College Auxiliary Fund

Fiscal Year Ending August 31, 2022
AMENDED

Revenues Summary

Revenues	Original Budget	Budget Amendment	Amended Budget
Bookstore	\$ 450,000	\$ (221,515)	\$ 228,485
Interest Income	8,000	-	8,000
Food Services	480,625	-	480,625
General Conferences	135,000	-	135,000
Mid-Valley Child Care & Development Center	364,475	-	364,475
Non Public Fund	612,577	-	612,577
Professional Development Conferences	80,000	-	80,000
Self-Supporting Conferences	126,322	-	126,322
Student Activity Fee	1,656,218	-	1,656,218
Vending Machines	50,000	(25,000)	25,000
HEERF Revenue Loss Reimbursement	-	344,189	344,189
Total Revenues	\$ 3,963,217	\$ 97,674	\$ 4,060,891

Expenditures Summary

Expenditures	Original Budget	Budget Amendment	Amended Budget
Total Salaries	\$ 1,358,097	\$ -	\$ 1,358,097
Total Benefits	467,830	-	467,830
Total Operating	2,043,790	97,674	2,141,464
Total Travel	85,000	-	85,000
Total Institutional Scholarships	8,500	-	8,500
Total Expenditures	\$ 3,963,217	\$ 97,674	\$ 4,060,891

South Texas College

Proposed Auxiliary Fund Budget Amendment for FY 2021 - 2022



Proposed Budget Amendment Auxiliary Fund

The Proposed Budget Amendment is necessary for the following reasons:

1. To reduce the Auxiliary Fund revenue and expenditure budgets due to the decrease in commission revenues
2. To create the Higher Education Emergency Relief Fund (HEERF) Revenue Loss Reimbursement revenue in the amount of \$344,189

**Proposed Budget Amendment Summary
Auxiliary Fund**

Revenues Summary

Revenues	Original Budget	Budget Amendment	Amended Budget
Bookstore	\$ 450,000	\$ (221,515)	\$ 228,485
Interest Income	8,000	-	8,000
Food Services	480,625	-	480,625
General Conferences	135,000	-	135,000
Mid-Valley Child Care & Development Center	364,475	-	364,475
Non Public Fund	612,577	-	612,577
Professional Development Conferences	80,000	-	80,000
Self-Supporting Conferences	126,322	-	126,322
Student Activity Fee	1,656,218	-	1,656,218
Vending Machines	50,000	(25,000)	25,000
HEERF Revenue Loss Reimbursement	-	344,189	344,189
Total Revenues	\$ 3,963,217	\$ 97,674	\$ 4,060,891

South Texas College

**Proposed Budget Amendment Summary
Auxiliary Fund**

Expenditures Summary

Expenditures	Original Budget	Budget Amendment	Amended Budget
Total Salaries	\$ 1,358,097	\$ -	\$ 1,358,097
Total Benefits	467,830	-	467,830
Total Operating	2,043,790	97,674	2,141,464
Total Travel	85,000	-	85,000
Total Institutional Scholarships	8,500	-	8,500
Total Expenditures	\$ 3,963,217	\$ 97,674	\$ 4,060,891

South Texas College

1. Proposed Auxiliary Expenditure Reductions Due To Decrease in Commission Revenues



Revenue Budget Reductions Decrease in Commission Revenues

Revenues	Revenue Reduction
Bookstore	\$ (221,515)
Vending Machines	(25,000)
Total Revenue Reduction	\$ (246,515)

Expenditures	Expenditure Reduction
Operating	\$ (246,515)
Total Expenditure Reduction	\$ (246,515)

South Texas College

2. Proposed Addition of the HEERF Revenue Loss Reimbursement Revenue



Proposed Budget Amendment Summary HEERF Revenue Loss Reimbursement Revenue

Revenues	Increase/(Decrease)
HEERF Revenue Loss Reimbursement	\$ 344,189
Total Revenue Increase	\$ 344,189

Expenditures	Increase/(Decrease)
Operating (Non Self-Sustaining)	\$ 344,189
Total Expenditure Increase	\$ 344,189

3. Summary of Proposed Auxiliary Budget Amendment



Summary of Proposed Budget Amendment Auxiliary Fund

Revenues	Increase/(Decrease)
Bookstore	\$(221,515)
Vending Machines	(25,000)
HEERF Revenue Loss Reimbursement	34,189
Total Revenue Increase/(Decrease)	\$ 97,674

Expenditures	Increase/(Decrease)
Operating	\$ 97,674
Total Expenditures Increase/(Decrease)	\$ 97,674

South Texas College

Thank You

Questions?



Discussion and Action as Necessary on Consultant Services Agreement with Pathfinder Public Affairs, Inc.

On June 14, 2022, the Finance, Audit, and Human Resources Committee was presented with a recommendation to purchase a consultant services contract with **Pathfinders Public Affairs, Inc.** (Edinburg, TX), a sole source vendor, for the period beginning June 1, 2022 through May 31, 2023, at a total amount of \$95,000.00.

At that meeting, Legal Counsel advised the Committee that there were further legal questions regarding this engagement, and he recommended that the Committee not make a Board recommendation on this item.

Legal Counsel has been asked to provide his recommendation to the Board of Trustees on the engagement of consultant services.

The services will include 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 and FY 2022 – 2023, pending Board approval of the budget.

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 action as necessary regarding the proposed consultant services contract with Pathfinders Public Affairs, Inc.

Approval Recommended:

Dr. Ricardo J. Solis
President

Discussion and Action as Necessary on Texas Association of School Boards Compensation Study

Approval of the Texas Association of School Boards (TASB) Compensation Study and to proceed with recommended results will be requested at the June 28, 2022 Board Meeting.

Mary Elizondo, Vice President for Finance and Administrative Services, will present on the TASB compensation study recommendations for the College.

Purpose – To implement the proposed recommendation results from the TASB compensation study in order to ensure that the College's pay practices align with other institutions' practices and standards.

Justification – The Human Resources Services Division of TASB conducted a comprehensive review of the College's employee compensation plan, examined the competitive job market, and recommended to update the College's current pay structure to maintain internally equity and externally competitive salaries.

Background – The last compensation study for South Texas College staff employees was conducted in FY 2013 – 2014.

On April 20, 2006, the Board of Trustees approved the intent of a three year Faculty Pay Plan to be funded for the first year (FY 2006 - 2007) with the second and third year funding subject to an evaluation of the impact of the salary increases on faculty retention, recruitment, and performance and subject to the availability of funds. The percentage increases for FY 2006 - 2007, FY 2007 - 2008, and FY 2008 – 2009, were 6.9%, 9.6%, and 9.1% respectively.

On October 26, 2021, the Board of Trustees approved an agreement with TASB for a compensation study for the College's full-time faculty and staff.

One of the many services the TASB Compensation Group of Human Resources Services delivers includes wage and salary surveys, and consulting to develop and maintain effective pay systems for employees.

On June 6, 2022, Ms. Luz Cadena, TASB Human Resources Services Consultant, presented the Compensation Pay System Study results and recommendations to the Board of Trustees at a Board Work Session. In addition to the cost at the minimum hourly rate of \$11.00, to other cost models have been requested for minimum hourly rate of \$12.15 and \$13.00. The table below reflects the total cost per cost model.

The detail of that cost model follows the table.

Cost – Models					
Pay Group	General Pay Increase	Adjustments	Estimated Total Increase	Benefits	Total
Cost – Models (\$11.00)					
Model 1: 2.0% GPI	\$1,655,599	\$1,656,259	\$3,311,858	\$746,824	\$4,058,682
Model 2: 2.5% GPI	\$2,079,366	\$1,647,704	\$3,727,070	\$840,454	\$4,567,524
Model 3: 3.0% GPI	\$2,496,036	\$1,603,792	\$4,099,828	\$924,511	\$5,024,339
Cost – Models (\$12.15)					
Model 1: 2.0% GPI	\$1,673,397	\$2,061,432	\$3,734,829	\$842,203	\$4,577,032
Model 2: 2.5% GPI	\$2,098,457	\$2,038,502	\$4,136,959	\$840,454	\$4,977,413
Model 3: 3.0% GPI	\$2,519,700	\$1,978,223	\$4,497,923	\$1,014,282	\$5,512,205
Cost – Models (\$13.00)					
Model 4: 2.0% GPI	\$1,678,723	\$2,400,099	\$4,078,822	\$919,773	\$4,998,595
Model 5: 2.5% GPI	\$2,107,296	\$2,367,396	\$4,474,692	\$1,009,042	\$5,483,734
Model 6: 3.0% GPI	\$2,531,742	\$2,297,236	\$4,828,978	\$1,088,934	\$5,917,912

TASB Recommendation – at the June 6, 2022 Board Work Session, TASB provided the following recommendations as presented for FY 2022 – 2023.

Recommendation 1
Implement pay structure adjustments to align with market <ul style="list-style-type: none"> • Strong starting salaries <ul style="list-style-type: none"> ⇒ Administrative/Technical Support and Operations Support - \$11.00 entry rate (25.4% adjustment from current \$8.77 per hour) • Midpoints aligned with market • Jobs reclassified based on level of skill, effort, and scope of responsibility
Recommendation 2
Adopt a general pay increase (GPI) to maintain market position <ul style="list-style-type: none"> • Model 1: 2% for all staff <ul style="list-style-type: none"> ⇒ Includes a \$1,260 increase for all continuing faculty on the master’s degree schedule. Additional adjustments at years 1-8 and 10-12 for market alignment. • Model 2: 2.5% for all staff

<ul style="list-style-type: none"> ⇒ Includes a \$1,500 increase for all continuing faculty on the master’s degree schedule. Additional adjustments at years 1-12 for market alignment. • Model 3: 3.0% for all staff ⇒ Includes a \$1,910 increase for all continuing faculty on the master’s degree schedule. Additional adjustments at years 1-12 for market alignment. • For faculty, GPI calculated as a percentage of degree midpoint • For other staff, GPI calculated as a percentage of employee’s pay grade midpoint • Credit job related experience up to 20 years for faculty and up to the range midpoint with peer equity for exempt and nonexempt jobs
Recommendation 3
<p>Provide adjustments to address market differences and maintain equity</p> <ul style="list-style-type: none"> • Adjustments to 1% above the range minimum • Strategic adjustments of additional 1% of midpoint for administrative/professional employees whose pay remains below 90 percent of the new midpoint after the GPI is applied • Placement scale adjustments to align pay by years of experience and relieve pay compression for nonexempt staff
Recommendation 4
<p>Adopt a market-base approach to pay planning</p> <ul style="list-style-type: none"> • Annually review the compensation plan and updates needed to maintain a competitive market position • For all employees, grant pay raises based on available revenue each year

TASB provided the Cost Models as follows:

Cost – Model 1 (2.0% GPI) – (\$11.00)					
Pay Group	General Pay Increase	Adjustments	Estimated Total Increase	Benefits	Total
Faculty (512)	\$667,018	\$754,810	\$1,421,828	\$320,622	\$1,742,450
Executive Administrative Professional (309)	\$438,360	\$267,077	\$705,437	\$159,076	\$864,513
Technology (62)	\$79,004	\$109,224	\$188,228	\$42,445	\$230,673
Administrative Technical Support (412)	\$313,740	\$364,800	\$678,540	\$153,011	\$831,551
Operations Support (210)	\$157,477	\$160,348	\$317,825	\$71,670	\$389,495

	Total	\$1,655,599	\$1,656,259	\$3,311,858	\$746,824	\$4,058,682
% of Current Costs		2.2%	2.2%	4.5%		
Cost – Model 2 (2.5% GPI) – (\$11.00)						
Pay Group	General Pay Increase	Adjustments	Estimated Total Increase	Benefits	Total	
Faculty (512)	\$841,713	\$818,199	\$1,659,912	\$374,310	\$2,034,222	
Executive Administrative Professional (309)	\$547,947	\$247,570	\$795,517	\$179,389	\$974,906	
Technology (62)	\$98,779	\$102,907	\$201,686	\$45,480	\$247,166	
Administrative Technical Support (412)	\$394,825	\$331,056	\$725,881	\$163,686	\$889,567	
Operations Support (210)	\$196,102	\$147,972	\$344,074	\$77,589	\$421,663	
Total	\$2,079,366	\$1,647,704	\$3,727,070	\$840,454	\$4,567,524	
% of Current Costs		2.8%	2.2%	5.0%		

Cost – Model 3 (3.0% GPI) – (\$11.00)						
Pay Group	General Pay Increase	Adjustments	Estimated Total Increase	Benefits	Total	
Faculty (512)	\$1,011,113	\$840,054	\$1,851,167	\$417,438	\$2,268,605	
Executive Administrative Professional (309)	\$657,536	\$230,947	\$888,483	\$200,353	\$1,088,836	
Technology (62)	\$118,515	\$95,934	\$214,449	\$48,358	\$262,807	
Administrative Technical Support (412)	\$473,270	\$300,804	\$774,074	\$174,554	\$948,628	
Operations Support (210)	\$235,602	\$136,053	\$371,655	\$83,808	\$455,463	
Total	\$2,496,036	\$1,603,792	\$4,099,828	\$924,511	\$5,024,339	
% of Current Costs		3.4%	2.2%	5.5%		

At the Board Session, the Board of Trustees requested the following information:

- Implementing a minimum starting salary for non-faculty at \$25,000. Cost models were updated as follows:

- ⇒ Cost Model 1 (2.0% GPI) \$3,734,829
- ⇒ Cost Model 2 (2.5% GPI) \$4,136,959
- ⇒ Cost Model 3 (3.0% GPI) \$4,497,923

- Budgets for the other Community Colleges in the peer group (Exhibit 1).
- Property tax valuation and revenue for other Community Colleges in the peer group (Exhibit 2).
- Other faculty payments including stipends, overloads, special assignments, and extensions (Exhibit 3).

The above information requested by the Board of Trustees follows in the packet for the Committee's information and review.

After the June 14, 2022 Finance, Audit, Human Resources Committee Meeting, Administration was asked to provide the cost models for implementing a minimum hourly rate of \$12.15 or \$25,000 annually.

Updated Cost – Model 1 (2.0% GPI) – (\$12.15)					
Pay Group	General Pay Increase	Adjustments	Estimated Total Increase	Benefits	Total
Faculty (512)	\$667,018	\$754,810	\$1,421,828	\$320,622	\$1,742,450
Executive Administrative Professional (309)	\$438,360	\$267,077	\$705,437	\$159,076	\$864,513
Technology (62)	\$79,004	\$109,224	\$188,228	\$42,445	\$230,673
Administrative Technical Support (412)	\$326,006	\$631,592	\$957,598	\$215,938	\$1,173,536
Operations Support (210)	\$163,009	\$298,729	\$461,738	\$104,122	\$565,860
Total	\$1,673,397	\$2,061,432	\$3,734,829	\$842,203	\$4,577,032
% of Current Costs	2.3%	2.8%	5.0%		

Updated Cost – Model 2 (2.5% GPI) – (\$12.15)					
Pay Group	General Pay Increase	Adjustments	Estimated Total Increase	Benefits	Total
Faculty (512)	\$841,713	\$818,199	\$1,659,912	\$374,310	\$2,034,222
Executive Administrative Professional (309)	\$547,947	\$247,570	\$795,517	\$179,389	\$974,906
Technology (62)	\$98,779	\$102,907	\$201,686	\$45,480	\$247,166
Administrative Technical Support (412)	\$407,156	\$588,652	\$995,808	\$163,686	\$889,567
Operations Support (210)	\$202,862	\$281,174	\$484,036	\$77,589	\$421,663
Total	\$2,098,457	\$2,038,502	\$4,136,959	\$840,454	\$4,567,524
% of Current Costs	2.8%	2.7%	5.6%		

Update Cost – Model 3 (3.0% GPI) – (\$12.15)					
Pay Group	General Pay Increase	Adjustments	Estimated Total Increase	Benefits	Total
Faculty (512)	\$1,011,113	\$840,054	\$1,851,167	\$417,438	\$2,268,605
Executive Administrative Professional (309)	\$657,536	\$230,947	\$888,483	\$200,353	\$1,088,836
Technology (62)	\$118,515	\$95,934	\$214,449	\$48,358	\$262,807
Administrative Technical Support (412)	\$490,237	\$546,546	\$1,036,783	\$233,795	\$1,270,578
Operations Support (210)	\$242,299	\$264,742	\$507,041	\$114,338	\$621,379
Total	\$2,519,700	\$1,978,223	\$4,497,923	\$1,014,282	\$5,512,205
% of Current Costs	3.4%	2.7%	6.1%		

After the June 14, 2022 Finance, Audit, Human Resources Committee Meeting, Administration was asked to obtain from TASB the cost models for implementing a minimum hourly rate for non-faculty employees of \$13.00.

The Cost Models for implementing a minimum starting hourly rate for non-faculty at \$13.00 are as follows:

Model 4 \$45,250 starting, 2.0% GPI \$13/hr. new MIN for returning Nonexempt					
Pay Group	General Pay Increase	Adjustments	Estimated Total Increase	Benefits	Total
Faculty (512)	\$667,018	\$754,810	\$1,421,828	\$320,622	\$1,742,450
Executive Administrative Professional (309)	\$438,360	\$267,077	\$705,437	\$159,076	\$864,513
Technology (62)	\$79,004	\$109,224	\$188,228	\$42,445	\$230,673
Administrative Technical Support (412)	\$326,006	\$803,401	\$1,129,407	\$254,681	\$1,384,088
Operations Support (210)	\$168,335	\$465,587	\$633,922	\$142,949	\$776,871
Total	\$1,678,723	\$2,400,099	\$4,078,822	\$919,773	\$4,998,595
% of Current Costs	2.3%	3.2%	5.5%		

Model 5 \$46,250 starting, 2.5% GPI \$13/hr. new MIN for returning Nonexempt					
Pay Group	General Pay Increase	Adjustments	Estimated Total Increase	Benefits	Total
Faculty (512)	\$841,713	\$818,199	\$1,659,912	\$374,310	\$2,034,222
Executive Administrative Professional (309)	\$547,947	\$247,570	\$795,517	\$179,389	\$974,906
Technology (62)	\$98,779	\$102,907	\$201,686	\$45,480	\$247,166
Administrative Technical Support (412)	\$409,234	\$754,931	\$1,164,165	\$262,519	\$1,426,684
Operations Support (210)	\$209,623	\$443,789	\$653,412	\$147,344	\$800,756
Total	\$2,107,296	\$2,367,396	\$4,474,692	\$1,009,042	\$5,483,734
% of Current Costs	2.8%	3.2%	6.0%		

Model 6 \$46,750 starting, 3.0% GPI \$13/hr. new MIN for returning Nonexempt					
Pay Group	General Pay Increase	Adjustments	Estimated Total Increase	Benefits	Total
Faculty (512)	\$1,011,113	\$840,054	\$1,851,167	\$417,438	\$2,268,605
Executive Administrative Professional (309)	\$657,536	\$230,947	\$888,483	\$200,353	\$1,088,836
Technology (62)	\$118,515	\$95,934	\$214,449	\$48,358	\$262,807
Administrative Technical Support (412)	\$492,315	\$708,519	\$1,200,834	270,788	\$1,471,622
Operations Support (210)	\$252,263	\$421,782	\$674,045	\$151,997	\$826,042
Total	\$2,531,742	\$2,297,236	\$4,828,978	\$1,088,934	\$5,917,912
% of Current Costs	3.4%	3.1%	6.5%		

NOTE: Additional modifications including reductions may be necessary prior to final approval by the Board and based on revised revenue projections and subject to the availability of funding and Board approval of the final budget.

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

The Finance, Audit, and Human Resources Committee did not take action on this item, preferring it be presented directly to the full Board of Trustees.

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 Texas Association of School Boards (TASB) Compensation Study and proceed with the recommendations proposed, including Model 3, 3% increase, as presented.

Approval Recommended:

Dr. Ricardo J. Solis
President

Discussion and Action as Necessary on Proposed Staffing Plan Revisions Requests for FY 2022 – 2023

- A. Funding Increase to Faculty Instructional Pool
- B. Reinstatement of NAH Faculty Positions
- C. Funding Increases to Dual Credit and Adjunct Instructor Pool
- D. Critical New Non-Faculty Positions
- E. Reclassifications of Vacant Non-Faculty Positions
- F. Funding of Selected Previously Frozen Positions
- G. Pool Adjustments to Instructional Direct Wage Pool and Non-Faculty Temp Pool
- H. ITED Restructure – Restricted to Unrestricted
- I. Funding for FY 2022 – 2023 Positions Salary Reserve Pool
- J. Title Changes of Non-Faculty Positions
- K. Position Salary Adjustments Approved by the President During FY 2021-2022
- L. Salary Reserve Pool and Budget Amendment Approval During FY 2021-2022
- M. Funding Sources: 1) Deletion of Vacant Non-Faculty Positions and Pool and Reduction of Direct Wage Pools
- N. Compensation Study Adjustments

Approval of the Proposed Staffing Plan Revisions requests for FY 2022 – 2023 will be requested at the June 28, 2022 Board meeting.

Purpose – To discuss staffing plan revisions requests for FY 2023 – 2023, which include the approval of the critical new non-faculty position, reclassification of vacant non-faculty positions, funding of selected previously frozen positions, FY 2022-2023 position salary funding reserve pool adjustments, title changes of non-faculty positions, deletion of vacant non-faculty positions and reduction of pools, and changes approved by the College President throughout FY 2021-2022.

Justification – Administration has reviewed the proposed staffing plan revisions requests for FY 2022 – 2023 with staff, which include the critical new non-faculty position, reclassification of vacant non-faculty positions, funding of selected previously frozen position, pool adjustments, title changes of non-faculty positions, deletion of vacant non-faculty positions and reduction of pools, and FY 2022-2023 position salary funding reserve and support them subject to the availability of funding and Board approval of the final budget.

Background – The Staffing Plan Revisions Requests for FY 2022 – 2023 are as follows:

Staffing Plan Revisions Requests	Amount	Funding Available	Impact on FY23 Budget
A. Funding Increases to Faculty Instructional Pool	\$425,005	\$ -	\$425,005
B. Reinstatement of NAH Faculty Positions (5)	274,995	-	274,995
C. Funding Increases to Dual Credit and Adjunct Instructor Pool	1,000,000	-	1,000,000
D. Critical New Non-Faculty Positions (12)	659,984	(185,435)	474,549
E. Reclassification and Salary Adjustment of Vacant Non-Faculty Positions (11)	178,563	(63,190)	115,373
F. Selected Previously Frozen Positions (11)	554,259	(95,922)	458,337
G. Pool Adjustments to Instructional Direct Wage Pools and Non-Faculty Temp Pools (18)	341,196	(118,348)	222,848
H. ITED Restructure - Restricted to Unrestricted	558,973	-	558,973
I. Funding for FY 2022 - 2023 Positions Salary Reserve Pool	258,961	-	258,961
N. Compensation Study Adjustments (3% GPI)	4,099,828	-	4,099,828
N. Compensation Study Minimum Salary Increase (\$12.15)	398,095	-	398,095
Total	\$8,749,859	\$(462,895)	\$8,286,964
Compensation Study Minimum Salary Increase (\$13.00)	331,055	-	331,055
Estimated additional salary costs for (D), (E), (F) at \$13.00 Minimum	10,000	-	10,000
Total	\$9,090,914	\$(462,895)	\$8,628,019

FY 2022 Salary Budget Changes

The total increase of \$8,589,198 in salary budget from Fiscal Year 2021 – 2022 to Fiscal Year 2022 – 2023 includes the above staffing plan revisions requests totaling \$8,286,964 and a reduction of the two (2) expenditures types totaling \$689,568, and an increase totaling \$991,802, consisting of the following:

Changes to FY 2022 – 2023 Salary Budget	Amount	
Proposed FY 2022 -2023 Staffing Plan Revisions Requests		\$8,286,964
Plus:		
Removal of COVID Training and Retention Incentive Payments	(401,250)	
Changes in Salaries due to Vacancies and New Hires	(288,318)	
L-2 Restoration of Frozen Positions Board Approved in FY 2021 – 2022	619,415	
L-2 Funding for New Positions Board Approved in FY 2021 – 2022	123,750	
K-1 Salary Adjustments Approved by the President in FY 2021 - 2022	248,637	
Total Changes		302,234
FY 2022 - 2023 Salary Budget Increase		\$8,589,198

Details of the Proposed Staffing Plan Revisions Requests for FY 2022 – 2023 are as follows:

A. Funding Increases to Faculty Instructional Pool

An increase in the faculty instructional pool of \$425,005 will be required in FY 2022-2023 to support student enrollment.

B. Reinstatement of NAH Faculty Positions

Reinstatement of five (5) NAH Faculty Positions is proposed for FY 2022 – 2023 to support student enrollment. A proposed net increase in the amount of \$274,995 is being requested.

C. Funding Increases to Dual Credit and Adjunct Instructor Pool

An increase in the Dual Credit and Adjunct Instructor Pool of \$1,000,000 will be required in FY 2022-2023 to increase instructor payments.

D. Critical New Non-Faculty Position

Twelve (12) critical new non-faculty positions is proposed for FY 2022– 2023 to support college operations. A proposed net increase in salary budget in the amount of \$474,549 is being requested for these positions as follows:

Critical New Non-Faculty Position	Amount
Critical New Non-Faculty Position (12)	\$659,984
Less -- Funding from Savings of Existing Vacant Positions and Pool Positions	(185,435)
Net Salary Budget Increase for New Non-Faculty Positions	\$474,549

*Based on minimum hourly rate of \$12.15

E. Reclassifications of Vacant Non-Faculty Positions

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

A total of nine (9) reclassifications of vacant positions are proposed, resulting in the title, classification, pay grade change, and/or possible salary adjustments. Funding for the adjustments totaling \$63,190 has been identified from vacant positions and salary pools, resulting in a net increase in the salary budget as follows:

Reclassification of Non-Faculty Positions	Amount
Salary Budget for Proposed Reclassifications of Non-Faculty Positions (9)	\$178,563
Less -- Funding from Savings of Existing Vacant Positions and Vacant Pool Positions	(63,190)
Net Salary Budget Increase for Reclassifications of Vacant Positions	\$115,373

*Based on minimum hourly rate of \$12.15

F. Funding of Selected Previously Frozen Non-Faculty Positions

A total of thirteen (11) previously frozen positions are proposed to be unfrozen. These positions are critically necessary for the operations of the College functions.

Selected Previously Frozen Non-Faculty Positions	Amount
Unfreeze Non-Faculty Positions (13)	\$554,259
Less -- Funding from Savings of Existing Vacant Positions and Vacant Pool Positions	(95,922)
Net Salary Budget Increase for Unfreezes	\$458,337

*Based on minimum hourly rate of \$12.15

G. Pool Adjustments to Instructional Direct Wage Pools, Non-Faculty Temp Pools, FY 2022 – 2023 Position Salary Funding Reserve

A total of eighteen (18) pools are proposed to increase in the amount of \$222,848 to support the daily operations of the College in Fiscal Year 2022-2023.

Pool Funding	Amount
Instructional Direct Wage Pools, Faculty Temp Pool, Salary Reserve Pool	\$341,196
Less -- Funding from Savings of Existing Vacant Pools	(118,348)
Net Salary Budget Increase for Direct Wage Pools and Faculty Temp Pool	\$222,848

*Based on minimum hourly rate of \$12.15

H. ITED Restructure – Restricted to Unrestricted

The positions for Office of Industry Training and Economic Development (ITED) will be transitioning from restricted to unrestricted for FY 2022-2023. The total impact to the FY 2022 – 2023 budget is \$558,973.

I. Funding for FY 2022 – 2023 Positions Salary Reserve Pool

An increase in the salary reserve pool in the amount of \$258,961 will be included in FY 2022 – 2023 to fund staffing plan changes approved by the President during the year.

Salary Reserve Pool	Amount
FY 2022 – 2023 Position Salary Reserve Pool	\$258,961

J. Title Changes of Non-Faculty Positions

A total of eleven (11) positions are proposed to change titles to align with department restructuring. Adjustments for the new title change will be set with the recommended amount from TASB and is budgeted in the compensation study.

K. Position Salary Adjustments During FY 2021 – 2022 Approved by the President

- Budget impact - Staffing plan revisions during the year were approved by the President that will impact the FY 2022 – 2023 budget due to filled and vacant positions requiring salary adjustments resulting from position reclassifications totaling \$248,637.

- No budget impact – Other staffing plan revisions approved by the President included title changes and classification changes with no budget impact to FY 2022 - 2023.

L. Salary Reserve Pool and Budget Amendment Approval During FY 2021-2022

- 1) On July 27, 2021, the Board approved a salary reserve pool to fund frozen positions, new positions, adjustments to vacant positions, and an instructional pool increase totaling \$1,785,157. These funds were allocated and the positions became effective in fiscal year 2021 – 2022. There is no impact to fiscal year 2022 – 2023.

Salary Reserve Pool for FY 2021 – 2022 Approved by the President	Amount
Unfreeze Non-Faculty Positions (35)	\$1,217,573
New Positions and Adjustments to Existing Positions (3)	150,200
Instructional Pool Increase (1)	417,384
Total	\$1,785,157

- 2) On February 22, 2022, the Board approved a budget amendment that included an additional request to unfreeze positions, fund new positions, and increase the instructional pool totaling \$1,743,129.

Budget Amendment for FY 2021 - 2022	Amount
Instructional Pool Increase (1)	1,000,000

Budget Amendment for FY 2021 - 2022	Amount
Unfreeze Non-Faculty Positions (18)	\$619,379
New Positions (2)	123,750
Total	\$743,129

Budget Amendment for FY 2021 - 2022	Amount
Grand Total	\$1,743,129

M. Funding Sources: 1) Deletion of Vacant Non-Faculty Positions and Pool, 2) Reduction of Direct Wage Pools for FY 2022-2023

1. Deletion of Vacant Non-Faculty Positions

The budget of eleven (11) Non-Faculty Positions, one (1) Salary Pool, and one (1) Direct Wage Pool will fund other salary pools and positions.

- A total of eleven (11) non-faculty positions are proposed to be deleted and reduced to fund new positions, frozen positions, reclassification of vacant positions, and any remaining funds will be transferred to fund pools.
- A total of one (1) salary pool is proposed to be deleted. The funds will be used to unfreeze a position.
- A total of one (1) direct wage pool is proposed to be reduced to unfreeze a position.

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

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

A total of three (3) positions and one direct wage pool are proposed to be reduced to fund the reclassifications of other positions and to fund other pools and will not be deleted.

The salary budgets of vacant positions and available pools were reduced to fund a portion of the proposed staffing plan changes. This funding availability totals \$462,895.

Staffing Plan Revision Requests	Amount
Total Staffing Plan Revisions Requests	\$8,749,859
Available Funding Source Identified for New Positions, Reclassification of Vacant Positions and DW Pools	(462,895)
Net Salary Budget Increase for FY 2022 - 2023	\$8,286,964

N. Compensation Study Adjustments

Administration proposed to proceed with the recommendations proposed by the Texas Association of School Boards (TASB) including Model 3, 3% increase, totaling \$4,497,923 as presented.

The proposed critical new non-faculty positions, the reclassifications of vacant non-faculty positions, funding of selected previously frozen positions, funding for instructional direct

wage pools and salary pools, non-faculty position title change, and the deletion and reduction of vacant non-faculty positions, may need to be adjusted before final approval of the Staffing Plan by the Board, based on final revenue projections.

Enclosed Documents – A report listing the FY 2022 – 2023 staffing plan revisions follow in the packet for the Committee's information and review.

The Finance, Audit, and Human Resources Committee recommended Board approval of the Staffing Plan Revisions requests for FY 2022 – 2023 as presented to the Committee, but instructed that this item not be included on the consent agenda for Board approval to ensure adequate discussion.

Additionally, administration has made further revisions as necessary since the Committee recommended approval. Dr. Ricardo Solis, President, and Mary Elizondo, Vice President for Finance and Administrative Services, will be present at the Board meeting to address any questions by the trustees.

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 Staffing Plan Revisions requests for FY 2022 – 2023 as presented.

Approval Recommended:

Dr. Ricardo J. Solis
President

South Texas College
Faculty Instructional Pool Funding Increase for FY 2022-2023

A.

#	Positions #	Title	Current Salary	Salary Adjustment	Adjusted Salary Budget	Impact to Budget
Vice President for Academic Affairs						
1	210200	VPAA Reserve Pool	\$ 3,683,123	\$ 425,005	\$ 4,108,128	\$ 425,005
Total for Vice President for Academic Affairs					\$ 4,108,128	\$ 425,005
Net Salary Budget Increase for Faculty Instructional Pool Funding						\$ 425,005

South Texas College
Reinstatement of Faculty Positions for FY 2022-2023

#	Organization Name	Position #	Title	Current Salary	Salary Adjustment	TASB Adjusted Salary Budget	Impact to Budget
Vice President for Academic Affairs							
1	Associate Degree Nursing	300559	ADN Instructor	\$ 1	\$ 54,999	\$ 55,000	\$ 54,999
2	Associate Degree Nursing	301559	ADN Instructor	\$ 1	\$ 54,999	\$ 55,000	\$ 54,999
3	Associate Degree Nursing	304559	ADN Instructor	\$ 1	\$ 54,999	\$ 55,000	\$ 54,999
4	Associate Degree Nursing	306556	ADN Instructor	\$ 1	\$ 54,999	\$ 55,000	\$ 54,999
5	Associate Degree Nursing	308556	ADN Instructor	\$ 1	\$ 54,999	\$ 55,000	\$ 54,999
Total for Vice President for Academic Affairs				\$ 5	\$ 274,995	\$ 275,000	\$ 274,995

South Texas College
Dual Credit and Adjunct Instructor Pool Increase for FY 2022-2023

C.

#	Positions #	Title	Current Salary	Salary Adjustment	Adjusted Salary Budget	Impact to Budget
Vice President for Academic Affairs						
1	210415	Bus/Tech Adjunct Pool	\$ 123,863	\$ 140,000	\$ 263,863	\$ 140,000
2	210250	LA Adjunct Pool	282,645	\$ 140,000	\$ 422,645	\$ 140,000
3	210416	MSIT&B Prgms Adjunct Pool	574,388	\$ 140,000	\$ 714,388	\$ 140,000
4	210557	NAH Adjunct Pool	86,059	\$ 140,000	\$ 226,059	\$ 140,000
5	210150	SBS Adjunct Pool	188,432	\$ 140,000	\$ 328,432	\$ 140,000
6	215415	Bus/Tech Dual Cr Fac Pool	\$ 95,000	\$ 45,000	\$ 140,000	\$ 45,000
7	215250	LA Dual Cr Fac Pool	\$ 150,000	\$ 129,000	\$ 279,000	\$ 129,000
8	212417	MSIT&B Prgms DC Fac Pool	\$ 107,500	\$ 99,000	\$ 206,500	\$ 99,000
9	215557	NAH Dual Cr Fac Pool	\$ 52,500	\$ 3,000	\$ 55,500	\$ 3,000
10	215150	SBS Dual Cr Fac Pool	\$ 100,000	\$ 24,000	\$ 124,000	\$ 24,000
Total for Vice President for Academic Affairs			\$ 1,760,387	\$ 1,000,000	\$ 2,760,387	\$ 1,000,000
Net Salary Budget Increase for Dual Credit and Adjunct Pay Pool						\$ 1,000,000

South Texas College
Critical New Non-Faculty Position for FY 2022 - 2023

#	Organization Name	Title	Classification	TASB Pay Grade	Salary	Impact to Budget
Vice President for Institutional Advancement and Economic Development						
1	Resource Dev., Mgt. and Compliance	Grant And Contract Compliance Specialist	Prof/Tech Support Non-Exempt	6	\$ 50,107	\$ -
Rationale: <ul style="list-style-type: none"> Mitigate risk of non-compliance by providing post-award services for competitive grants 						
Total for Vice President for Institutional Advancement and Economic Development					\$ 50,107	\$ -
Vice President for Academic Affairs						
2	Dual Credit Programs	Dual Credit Enrollment Specialist	Prof/Tech Support Non-Exempt	5	\$ 42,099	\$ 42,099
Rationale: <ul style="list-style-type: none"> Reassessment of dual credit enrollment has been assigned to the Dual Credit Programs department. This position will serve as liaison to public schools and community agencies regarding the College's Dual Credit Programs, and will support students, parents, and school district partners as it relates to program recruitment and enrollment services. 						
3	Culinary Arts	Lab Assistant- Culinary Arts	Classified Non-Exempt	3	\$ 34,000	\$ 34,000
Rationale: <ul style="list-style-type: none"> With the expansion occurring at the Mid-Valley, the Lab Assistant position will be needed to assist the faculty with lab prep since the Culinary Arts program has seen an increase in enrollment. 						
4	Div of Business Public Safety & Tech	Coordinator of Public Safety Training	Prof/Tech Support Non-Exempt	3	\$ 61,943	\$ 61,943
Rationale: <ul style="list-style-type: none"> The Coordinator of Public Safety Training will coordinate all labs (indoor and outdoor activity), including virtual simulation equipment and technology. This position would assist both credit and non-credit programs and courses. 						
Total for Vice President for Academic Affairs					\$ 138,042	\$ 138,042
Vice President for Finance and Administrative Services						
5	Human Resources	HRIS Document Management Specialist	Administrative Technical Support	6	\$ 50,107	\$ 50,107
Rationale: <ul style="list-style-type: none"> The Records Technician Position will support all functions and activities related to scanning and documenting important HR related forms. 						
6	Human Resources	Assistant Director of Human Resources (Employee Relations)	Administrative	7	\$ 105,391	\$ 105,391
Rationale: <ul style="list-style-type: none"> Assist Director with employee relations matters (policies, investigations, performance appraisals, consultations, etc.) and required training needs. High number of cases. 						

South Texas College
Critical New Non-Faculty Position for FY 2022 - 2023

#	Organization Name	Title	Classification	TASB Pay Grade	Salary	Impact to Budget
7	Accountability, Risk, and Compliance	Records Management Coordinator	Executive Administrative Professional	3	\$ 61,943	\$ 61,943
<p>Rationale:</p> <ul style="list-style-type: none"> This position will directly support all functions and activities surrounding the state-mandated records management program for South Texas College. A dedicated staff exclusively working 100% of their workday on all duties regarding the program is necessary. The program requires time and focus on inventory, department inquiries, working with destruction and processing of records, dissemination of information, etc. Devoted staff is needed for continuous success to the program. Some institutions have standalone records management departments; however, South Texas College current ARC staff members portion their work week to the program. This new position will fully contribute to the operations and continued enhancement of the program for South Texas College. 						
8	Business Office	Student Accounts Manager	Prof/Tech Support Exempt	6	\$ 83,644	\$ 83,644
<p>Rationale:</p> <ul style="list-style-type: none"> Position will assist the Bursar with critical and complex duties and responsibilities including the development and maintenance of students tuition and fee tables and reporting requirements. 						
Total for Vice President for Finance and Administrative Services					\$ 301,085	\$ 301,085
Vice President for Information Services, Planning, Performance and Strategic Initiatives						
9	Centers for Learning Excellence	Student Learning Assistant	Classified Non-Exempt	3	\$ 34,000	\$ 34,000
<p>Rationale:</p> <ul style="list-style-type: none"> This request is to institutionalize temporary position 629423. This position was created in 2017, split funded between 57008 and 57009. Position supports both supplemental instruction and tutoring at Starr County campus across multiple subjects, and assists with full-time coverage of Center. Productivity of position (sessions held, contact hours with students) in the most recent two years has increased by 153% over the first two years. Position is critical to stable functioning of the Center, particularly now that part-time Student Learning Assistants are exceptionally difficult to recruit and retain. 						
10	Library Public Services	Librarian I Public Services	Prof/Tech Support Exempt	2	\$ 52,875	\$ -
<p>Rationale:</p> <ul style="list-style-type: none"> The Librarian I - Public Services (NAH) position is needed to assist faculty with Open Education Resources (OER) development, provide students with online and face-to-face instruction, select appropriate resources in the assigned academic department(s), and provide reference and consultation services. This position requires the individual to hold a Masters Degree from a program accredited by the American Library Association (ALA). 						
11	Library Acquisition	Secretary	Classified Non-Exempt	2	\$ 31,000	\$ 1,422
<p>Rationale:</p> <ul style="list-style-type: none"> An Administrative Assistant position in Library Services was recently vacated. Converting this Administrative Assistant position to a Secretary position would improve workflow within Library Services by creating a Secretary/AA ladder. Additionally, applying the balance of the Administrative Assistant position funding to the Library Public Services direct wage pool will help meet direct wage staffing requirements. 						
Total Requested for Vice President for Information Services, Planning, Performance and Strategic Initiatives					\$ 117,875	\$ 35,422

**South Texas College
Critical New Non-Faculty Position for FY 2022 - 2023**

#	Organization Name	Title	Classification	TASB Pay Grade	Salary	Impact to Budget
Vice President for Student Affairs and Enrollment Mgmt.						
12	College Connections	Coordinator of College Connections	Exempt	2	\$ 52,875	\$ -
Rationale: <ul style="list-style-type: none"> To supervise staff and support increased call volume and call campaigns, in addition with increased virtual services and holiday/extended hours. Monitor service and streamline support. 						
Total Requested for Vice President for Student Affairs and Enrollment Mgmt.					\$ 52,875	\$ -
Total for Critical New Non-Faculty Position					\$ 659,984	\$ 474,549
Less Funding from Vacant Positions					(185,435)	
Net Salary Budget Increase for Critical New Non-Faculty Position					\$ 474,549	

South Texas College
Reclassifications and Salary Adjustment of Vacant Non-Faculty Positions for FY 2022-2023

#	Organization Name	Title	Classification	TASB Pay Grade	Current Salary	Salary Adjustment	TASB Adjusted Salary Budget	Impact to Budget
Office of the President								
1	PR-Promotional/Marketing	Reclassification for Social Media Specialist (Position 721462) to Communication Specialist - Vacant	Prof/Tech Support Non-Exempt	5	\$ 32,357	\$ 9,742	\$ 42,099	\$ -
Rationale: <ul style="list-style-type: none"> Part of reorganization of department. Position name change better suited for functions performed 								
Total for Office of the President					\$ 32,357	\$ 9,742	\$ 42,099	\$ -
Vice President for Institutional Advancement and Economic Development								
2	Institutional Advancement	Salary Adjustment for Director of Fundraising and Foundation (Position 702650) - Vacant	Administrative Exempt	7	\$ 74,999	\$ 19,100	\$ 94,099	\$ 19,100
Rationale: <ul style="list-style-type: none"> Provide leadership and oversight over the STC Foundation 								
3	Resource Dev., Mgt. and Compliance	Salary Adjustment for Grant and Contract Compliance Specialist (Position 703420) - Vacant	Prof/Tech Support Non-Exempt	6	\$ 39,875	\$ 10,232	\$ 50,107	\$ -
Rationale: <ul style="list-style-type: none"> Mitigate risk of non-compliance by providing post-award services for competitive grants. 								
Total for Vice President for Institutional Advancement and Economic Development					\$ 114,874	\$ 29,332	\$ 144,206	\$ 19,100
Vice President for Academic Affairs								
4	Chemistry	Reclassification for Lab Specialist II - Chemistry (Position 704200) to Chemistry Science Lab Coordinator - Vacant	Prof/Tech Support Non-Exempt	5	\$ 31,000	\$ 21,875	\$ 52,875	\$ 21,875
Rationale: <ul style="list-style-type: none"> Position is needed to oversee lab personnel (Lab Specialist II, Direct wage employees, work study employees), develop/update onboarding lab personnel procedures, develop discipline specific safety trainings, maintain safety training records, develop/update emergency lab safety protocols, and to coordinate lab waste management with the Environmental Health & Safety Office. 								
5	Fire Science	Reclassification for Lab Assistant - Fire Science (Position 702312) to Lab Coordinator- Public Safety - Vacant	Classified Non-Exempt to Prof/Tech Support Non-Exempt	5	\$ 26,809	\$ 26,066	\$ 52,875	\$ 26,066
Rationale: <ul style="list-style-type: none"> Position would assist both credit and non-credit programs and courses and oversee all labs (indoor and outdoor activity), including virtual simulation equipment and technology. 								
6	Division of Liberal Arts	Reclassification for Lab Technician- Liberal Arts (Position 702426) to Coordinator of Center for Mexican American Studies - Vacant	Classified Non-Exempt to Prof/Tech Support Exempt	5	\$ 18,979	\$ 23,120	\$ 42,099	\$ 23,120
Rationale: <ul style="list-style-type: none"> The title change is needed to support, implement, and evaluate the activities related to the Center for Mexican American Studies and Ballet Folklorico South Texas College (BFSTC). For several years, a faculty has been overseeing the center and Ballet Folklorico; however, the division has identified the need to establish a full-time staff position to oversee the duties and responsibilities associated with the center and BFSTC. 								
Total for Vice President for Academic Affairs					\$ 76,788	\$ 71,061	\$ 147,849	\$ 71,061
Vice President for Finance and Administrative Services								
7	Facilities Operations & Maintenance	Reclassification for Operations Support Coordinator (Position 727501) to Project Manager - Facilities Operations & Maintenance - Vacant	Prof/Tech Support Non-Exempt to Prof/Tech Support Exempt	3	\$ 50,234	\$ 11,709	\$ 61,943	\$ -

South Texas College
Reclassifications and Salary Adjustment of Vacant Non-Faculty Positions for FY 2022-2023

#	Organization Name	Title	Classification	TASB Pay Grade	Current Salary	Salary Adjustment	TASB Adjusted Salary Budget	Impact to Budget
Rationale: • The Operations Support Coordinator's duties have expanded to include project management for Environmental Health and Safety projects and inspections, Facilities O & M Staff team building workshops, and District-Wide Key Management. Title change and reclassification is needed to accurately reflect the complex functions and project management skills such as initiating projects, monitoring project deliverables, tracking project costs, and facilitating communication between project team and customers. Position will require a budget adjustment of \$7,000. Funding source identified with no impact to budget.								
8	Purchasing	Salary Adjustment for Purchasing Technician (Position 701580) - Vacant	Classified Non-Exempt	2	\$ 23,477	\$ 7,523	\$ 31,000	\$ 7,523
Rationale: • The responsibilities of the technicians has increased and daily decisions are made to ensure that all policies and procedures are followed.								
9	Safety & Security	Salary Adjustment for Bus Driver (Position 707359) - Vacant	Classified Non-Exempt	3	2	35,381	35,383	\$ -
Rationale: • Hire additional bus driver funded from the transportation pool.								
Total for Vice President for Finance and Administrative Services					\$ 73,713	\$ 54,613	\$ 128,326	\$ 7,523
Vice President for Student Affairs and Enrollment Mgmt.								
10	Student Financial Services	Reclassification for Coordinator of Vet Enrollment Services (Position 705190) to VA Certifying Official- Vacant	Prof/Tech Support Non-Exempt to Prof/Tech Support Exempt	5	\$ 45,973	\$ (3,874)	\$ 42,099	\$ -
Rationale: • To meet the demand of increased certifications, VA regulation changes, adjustments, and reporting to the US Department of Veterans Affairs. There is no need for two VA Coordinators in the office. We would like to change one Coordinator to a VA Certifying Official.								
11	Student Financial Services	Reclassification for Financial Aid Technician (Position 711440) to Financial Aid Specialist - Vacant	Classified Non-Exempt to Prof/Tech Support Non-Exempt	5	\$ 24,410	\$ 17,689	\$ 42,099	\$ 17,689
Rationale: • All front counter staff were upgraded from Classified Non-Exempt to Prof/Tech Support Non-Exempt.								
Total for Vice President for Student Affairs and Enrollment Mgmt.					\$ 70,383	\$ 13,815	\$ 84,198	\$ 17,689
Salary Budget for Proposed Reclassifications of Non-Faculty Positions					\$ 368,115	\$ 178,563	\$ 546,678	\$ 115,373
Less Funding from Savings of Existing Vacant Positions and Pool Positions						(63,190)		
Net Salary Budget Increase for Reclassifications of Positions						\$ 115,373		

South Texas College

Proposed Request to Unfreeze Non-Faculty Positions for FY 2022-2023

#	Position #	Title	Classification	Current Salary	Previously Frozen Amount	Adjusted Salary	TASB Salary Amount	Impact to Budget
Office of the President								
1	704362	Unfreeze and Title Change - Administrative Assistant to Secretary	Classified Non-Exmpt	\$ 2	\$ 29,578	\$ 1,422	\$ 31,000	\$ -
Total for the Office of the President				\$ -	\$ 29,578	\$ 1,422	\$ 31,000	\$ -
Vice President for Academic Affairs								
2	703587	Unfreeze - Program Developer and Manager	Prof/Tech Support Exempt	\$ 2	\$ 54,025	\$ 7,918	\$ 61,943	\$ -
Total for Vice President for Academic Affairs				\$ 2	\$ 54,025	\$ 7,918	\$ 61,943	\$ -
Vice President for Finance and Administrative Services								
3	733514	Unfreeze and Title Change - Security Guard Specialist to Parking Support Specialist	Prof/Tech Support Non-Exempt	\$ 2	\$ 28,151	\$ 12,014	\$ 40,165	\$ 40,165
4	728580	Unfreeze and Title Change - Specifications Writer to System Analyst	Prof/Tech Support Exempt	2	31,000	19,107	50,107	50,107
5	707501	Unfreeze and Title Change - Senior Project Manager to Construction Account Manager	Classified	2	71,068	4,628	75,696	75,696
6	771514	Unfreeze - Security Guard	Classified	2	24,500	5,500	30,000	30,000
Total for Vice President for Finance and Administrative Services				\$ 8	\$ 154,719	\$ 41,249	\$ 195,968	\$ 195,968
Vice President for Information Services, Planning, Performance and Strategic Initiatives								
7	722271	Unfreeze - ET Operations Manager	Prof/Tech Support Exempt	\$ 2	\$ 58,000	\$ 3,943	\$ 61,943	\$ 61,943
8	720102	Unfreeze - ET Specialist - AV System Design	Prof/Tech Support Exempt	2	\$ 26,398	\$ 25,269	51,667	51,667
9	724397	Unfreeze - Open Lab Technician	Classified	2	\$ 25,750	\$ 11,170	36,920	36,920
10	701101	Unfreeze and Reclassify - Senior Library Tech Svcs Spec to Librarian I Technical Services	Prof/Tech Support Non- Exempt to Prof/Tech Support Exempt	2	\$ 46,521	\$ 6,354	52,875	49,896
11	700218	Unfreeze and Reclassify - Survey Research Facilitator to Institutional Research Analyst	Prof/Tech Support Non- Exempt to Prof/Tech Support Exempt	2	\$ 39,875	\$ 22,068	61,943	61,943
Total for Vice President for Information Services, Planning, Performance and Strategic Initiatives				\$ 10	\$ 196,544	\$ 68,804	\$ 265,348	\$ 262,369
Grand Total				\$ 20	\$ 434,866	\$ 119,393	\$ 554,259	\$ 458,337
Less Funding from Savings of Existing Vacant Positions and Pools							(95,922)	-
Net Salary Budget Increase to Unfreeze Non-Faculty Positions							\$ 458,337	\$ 458,337

South Texas College

Funding for Direct Wage Pools and Non-Faculty Temp Pools Increase for FY 2022-2023

#	Title	Current Salary	Salary Adjustment	Adjusted Salary Budget	Impact to Budget
Office of the President					
1	DW Staff - PR (Position 840462)	\$ 73,000	\$ 30,143	\$ 103,143	\$ -
Rationale: •Funds will be used to hire additional DW staff.					
2	DW Staff - PR (Position 844362)	\$ 20,400	\$ 25,250	\$ 45,650	\$ -
Rationale: •Funds will be used to hire additional DW staff.					
Total for the Office of the President		\$ 93,400	\$ 55,393	\$ 148,793	\$ -
Vice President for Institutional Advancement and Economic Development					
3	DW Staff - Grants - New	\$ -	\$ 15,466	\$ 15,466	\$ -
Rationale: •Funds will be used to hire additional DW staff.					
Total for the Vice President for Institutional Advancement and Economic Development		\$ -	\$ 15,466	\$ 15,466	\$ -
Vice President for Academic Affairs					
4	DW Staff - Biology (Position 848204)	\$ 10,008	\$ 8,500	\$ 18,508	\$ 8,500
Rationale: •Requesting an increase to cover two more direct wages that can help assist in our labs at Mid Valley Campus and Starr Campus. As we reopen to a more typical face to face semester, we have a need to increase our staff to help assist with our labs. Over the course of the pandemic, we lost 5 Dual Credit Faculty at various high schools, and these courses are now taught by FT biology faculty that need to have the labs prepped. This has increased the need of our lab specialists to travel increasing the need for lab staff to help manage our labs at these campuses. Likewise all our campuses have labs in different buildings which makes it harder to manage the lab prep needed when labs are scheduled at the same time in different buildings.					
5	DW Staff - DC Prgm Instr Pthwys (Position 840286)	\$ 15,180	\$ 1,000	\$ 16,180	\$ 1,000
Rationale: •Increase is to support an increase in hours for our Part-time position, Dual Credit Program Assistant. This position is essential to support the National Summit for Dual Credit Programs logistical planning, Dual Credit Programs Events and Marketing.					
6	DW Staff - Respiratory Therapy (Position 845564)	\$ 14,000	\$ 5,500	\$ 19,500	\$ 5,500
Rationale: •Funds will be used to hire additional DW respiratory staff.					

South Texas College

Funding for Direct Wage Pools and Non-Faculty Temp Pools Increase for FY 2022-2023

#	Title	Current Salary	Salary Adjustment	Adjusted Salary Budget	Impact to Budget
7	DW Staff - Associate Degree Nursing (New)	\$ -	\$ 6,000	\$ 6,000	\$ 6,000
Rationale: •Funds will be used to hire DW records technician to assist with ACEN accreditation record keeping.					
8	DW Staff - Vocational Nursing (Position 840557)	\$ 14,000	\$ 6,000	\$ 20,000	\$ 6,000
Rationale: •Funds will be used to hire additional DW respiratory staff.					
9	DW Staff - Distance Education (Position 841374)	\$ 60,000	\$ 8,500	\$ 68,500	\$ 8,500
Rationale: •Funds will be used to hire additional DW staff.					
10	DW Staff - BAT/BAS (New)	\$ -	\$ 8,500	\$ 8,500	\$ 8,500
Rationale: •Due to the increasing in bachelor programs a direct wage Student Success Specialist Assistant is being requested to work 19 hours.					
11	Academic Affairs Non-Faculty Temp Pool (Position 720279)	\$ 82,218	\$ 41,545	\$ 123,763	\$ 41,545
Rationale: •Support all departments under the Academic Affairs Division with temporary staff as needed throughout the fiscal year.					
12	DW Staff - Liberal Arts (New)	\$ -	\$ 8,500	\$ 8,500	\$ 8,500
Rationale: •Funds will be used to hire direct wage staff to assist the division office and departments within Liberal Arts.					
Total for Vice President for Academic Affairs		\$ 195,406	\$ 94,045	\$ 289,451	\$ 94,045
Vice President for Finance and Administrative Services					
13	DW Staff - Purchasing (Position 840580)	\$ 15,000	\$ 15,000	\$ 30,000	\$ 15,000
Rationale: •Additional funds are needed to fund direct wage staff.					
Total for the Vice President for Finance and Administrative Services		\$ 15,000	\$ 15,000	\$ 30,000	\$ 15,000

South Texas College

Funding for Direct Wage Pools and Non-Faculty Temp Pools Increase for FY 2022-2023

#	Title	Current Salary	Salary Adjustment	Adjusted Salary Budget	Impact to Budget
Vice President for Information Services, Planning, Performance and Strategic Initiatives					
14	DW Pool - (Position 840102)	\$ 74,598	\$ 77,000	\$ 151,598	\$ 77,000
Rationale: •DW Positions were terminated 3/20. The return to F2F instruction has required the hiring of DW staff to provide classroom and event support across the institution. ET rotates team members to provide cross training experiences at all levels. Campus leads are responsible for additional duties above regular job descriptions. Needed for NAH, TCH & MVC: \$500/semester x 3 semesters = \$4500 \$4500 included in total DW increase					
15	DW Pool Library Acquisitions - (Position 840104)	\$ 15,475	\$ 38,364	\$ 53,839	\$ -
Rationale: •DW Positions were terminated 3/20. Part-time staff are needed to complete routine tasks (deliver and collect mail, physically process books (spine labels and location identification), etc., freeing technicians to complete more complex work.					
16	DW Pool Library Public Services - (Position 841101)	\$ 83,986	\$ 50,126	\$ 134,112	\$ 46,472
Rationale: •The number of students and faculty using the campus libraries is growing though a technician assigned to a single campus is not needed at this time. By having two Library Tech Full-time Temp roving positions they will assume the technician responsibilities and assist in any library in the College based on the needs of each location.					
Total for Vice President for Information Services, Planning, Performance and Strategic Initiatives		\$ 174,059	\$ 165,490	\$ 339,549	\$ 123,472
Vice President for Student Affairs and Enrollment Mgmt.					
17	DW Staff - SFS (Position 840440)	\$ 2	\$ 5,471	\$ 5,473	\$ -
Rationale: •Funds will be used to hire additional DW staff.					
18	DW Staff - Jags at Work (Position 843275)	\$ 9,671	\$ (9,669)	\$ 2	\$ (9,669)
Rationale: •Reduce pool and allocate pools to each division.					
Total for the Vice President for Student Affairs and Enrollment Mgmt.		\$ 9,673	\$ (4,198)	\$ 5,475	\$ (9,669)
Grand Total		\$ 487,538	\$ 341,196	\$ 828,734	\$ 222,848
Less Funding from Vacant Positions			\$ (118,348)		
Net Salary Budget Increase for Pool Funding			\$ 222,848		

South Texas College
The Office of Industry Training and Economic Development (ITED)
Positions Transition from Restricted to Unrestricted
for FY 2022-2023

#	Org.Name	Position #	Title	Current Salary (Restricted)	Impact to Budget (Unrestricted)
Vice President for Institutional Advancement and Economic Development					
1	ITED	622884	Secretary	\$ 28,696	\$ 28,696
2	ITED	555881	Training Manager	\$ 55,620	\$ 55,620
3	ITED	621885	Customer Svc Tech	\$ 21,109	\$ 21,109
4	ITED	620885	Customer Svc Tech	\$ 24,135	\$ 24,135
5	ITED	552880	Project Training Specialist	\$ 48,271	\$ 48,271
6	ITED	559880	Project Training Specialist	\$ 48,125	\$ 48,125
7	ITED	558880	Assoc Dean Ind Trng & Econ Dev	\$ 100,745	\$ 100,745
8	ITED	550880	Administrative Assistant	\$ 43,065	\$ 43,065
9	ITED	551880	Training Specialist III	\$ 62,091	\$ 62,091
10	ITED	553880	Training Specialist III	\$ 52,650	\$ 52,650
11	ITED	550881	Global Market Dev Coordinator	\$ 46,800	\$ 46,800
12	ITED	842883	Direct Wage Pool	\$ 27,666	\$ 27,666
Total				\$ 558,973	\$ 558,973

South Texas College

Funding for FY 2022-2023 Position Salary Reserve Pool

#	Title	Current Salary	Salary Adjustment	Adjusted Salary Budget	Impact to Budget
Office of the President					
1	Position Salary Funding Reserve	\$ -	\$ 258,961	\$ 258,961	\$ 258,961
Rationale: •Funds requested will be used to fund positions in FY 2022 - 2023.					
Total for the Office of the President		\$ -	\$ 258,961	\$ 258,961	\$ 258,961
Net Salary Budget for Position Salary Funding Reserve					\$ 258,961

South Texas College

Title Changes of Non-Faculty Positions with No Budget Impact for FY 2022-2023
 Filled Positions and **Vacant Positions**

#	Title	Classification	Grade	Impact to Budget
Office of the President				
1	Title Change for Public Relations Specialist (Position 702462) to Communication Specialist	Prof/Tech Support Non-Exempt	Grade B	\$ -
Rationale: •Part of reorganization of department. Position name change better suited for functions performed.				
2	Title Change for Internal Auditor (Position 700273) to Chief Internal Auditor	Admin Exempt	Grade E	\$ -
Rationale: •This change in title would assist in the identification of hierarchy in the department with current staff and any future positions.				
Vice President for Academic Affairs				
3	Title Change for Nursing Lab Clinical Coordinator (Position 715559) to Nursing Skills Remediation & Lab Coordinator - Vacant	Prof/Tech Support Non-Exempt	Grade C	\$ -
Rationale: •Position classification and title need to align with the job duties being executed. Position will oversee students skills checkoff in NAH, MVC, and Starr campuses.				
4	Title Change for Academic Initiatives and Projects Officer (Position 708279) to Academic Initiatives Officer - Vacant	Prof/Tech Support Exempt	Grade G	\$ -
Rationale: •Align position title with on-going initiatives related to instructional divisions.				
5	Title Change for E-Learning Assistive Technologies Specialist (Position 702374) to Instructional Designer II	Prof/Tech Support Exempt	Grade C	
Rationale: •Based on the assessment of the departmental need, the title change is required due to the change in departmental development of online and hybrid courses. The typical semester now contains more than twice the number of line and hybrid section offered.				
Total for Vice President for Academic Affairs				\$ -

South Texas College

Title Changes of Non-Faculty Positions with No Budget Impact for FY 2022-2023
Filled Positions and Vacant Positions

#	Title	Classification	Grade	Impact to Budget
Vice President for Information Services, Planning, Performance and Strategic Initiatives				
6	Six (6) Title Changes for Lab Supervisor to Open Lab Supervisor for the following positions: <ul style="list-style-type: none"> Position 712397, 713397, 712102, 723102, 710397, 715397 	Prof/Tech Support Non-Exempt	Grade C	
Rationale: <ul style="list-style-type: none"> The "Lab Supervisor" and "Open Lab Supervisor" have the same duties, responsibilities, and requirements. This change is needed to streamline and clarify these positions within the organization. 				
7	Title Change for Reporting Analyst II (Position 707392) to Applications Analyst II - Vacant	Prof/Tech Support Non-Exempt	Grade B	
Rationale: <ul style="list-style-type: none"> The Applications Analyst II would be able to perform complex analysis for reporting and software needs to meet business requirements. The skills would include maintain, manage, and modify existing reports, but would also pertain to software systems and applications. The Reporting Analyst II title limits the employee to only reporting responsibilities. 				
8	Two (2) Title Changes for Reporting Analyst I (Position 705393) to Applications Analyst I for the following positions: <ul style="list-style-type: none"> Position 705393 and 700207 - Vacant 	Prof/Tech Support Non-Exempt	Grade B	
Rationale: <ul style="list-style-type: none"> The Applications Analyst I would be able to perform complex analysis for reporting and software needs to meet business requirements. The skills would include maintain, manage, and modify existing reports, but would also pertain to software systems and applications. The Reporting Analyst I title limits the employee to only reporting responsibilities. 				
9	Title Change for Software Development Architect (Position 702391) to Software Development Engineer - Vacant	Prof/Tech Support Non-Exempt	Grade C	
Rationale: <ul style="list-style-type: none"> Software Engineer would oversee the technical requirements of large projects and determine if all systems are compatible once new applications are introduced. 				
Total for Vice President for Information Services, Planning, Performance and Strategic Initiatives				\$ -

South Texas College

Title Changes of Non-Faculty Positions with No Budget Impact for FY 2022-2023
 Filled Positions and **Vacant Positions**

#	Title	Classification	Grade	Impact to Budget
Vice President for Student Affairs and Enrollment Mgmt.				
10	Title Change for Document Management Specialist (Position 712612) to Records and Registration Specialist	Prof/Tech Support Non-Exempt	Grade C	\$ -
Rationale: <ul style="list-style-type: none"> Processes admissions applications for all incoming students. Performs data entry to input and maintain accurate student information into the student information system and other software systems. Utilizes reports to ensure student data is correct in student information system. Interprets registration, admission and program policies to faculty, staff, and students. 				
11	Title Change for Admissions Specialist (Position 702461) to Student Services Specialist - Vacant	Prof/Tech Support Non-Exempt	Grade B	\$ -
Rationale: <ul style="list-style-type: none"> Change of position title aligns with job duties and roles for position at each campus. The current title is being assigned to Call Center. 				
Total for Vice President for Information Services, Planning, Performance and Strategic Initiatives				\$ -
Net Salary Budget Increase for Non-Faculty Position Title Changes				\$ -

FY 2021 – 2022 Position Salary Adjustments Approved by the President with Budget Impact

#	Organization Name	Title	Effective Date	Classification	Pay Grade	Current Salary	Salary Adjustment	Adjusted Salary Budget	Impact to Budget
Office of the President									
1	Public Relations and Marketing	Position 700093 - Reclassification for Director of Relations and Executive Director of Public Relations and Marketing - Filled	8/25/2021	Admin Exempt	C	\$ 86,625	\$ 25,375	\$ 112,000	\$ 25,375
2	Public Relations and Marketing	Position 703462 - Reclassification for Director of Relations and Marketing to Director of Creative Arts - Filled	2/1/2022	Admin Exempt	C	\$ 71,645	\$ 15,355	\$ 87,000	\$ 15,355
3	Public Relations and Marketing	Position 707462 - Reclassification for Coordinator of Public Relations to Communications and Public Relations Manager - Filled	3/1/2022	Prof/Tech Support Non-Exempt to Exempt	C to E	\$ 48,124	\$ 7,843	\$ 55,967	\$ 7,843
4	Institutional Advancement	Position 700650 - Reclassification for Vice President for Institutional Advancement to Vice President for Institutional Advancement and Economic Development - Filled	11/1/2021	Executive Exempt	B to C	\$ 74,027	\$ 77,140	\$ 151,167	\$ 77,140
5	Office of President	Position 700404 - Reclassification for Project Coordinator to Project Events Manager - Filled	11/1/2021	Prof/Tech Support Non-Exempt to Exempt	C to E	\$ 40,764	\$ 10,236	\$ 51,000	\$ -
6	Office of President	Position 703362 - Reclassification for Board Liaison to Board Relations Officer- Filled	6/1/2022	Prof/Tech Support Exempt	F to G	\$ 67,250	\$ 16,250	\$ 83,500	\$ -
7	Office of President	Position 700189 - Reclassification for Chief Assistant to the President to Chief of Staff - Filled	6/1/2022	Prof/Tech Support Exempt	F to G	\$ 67,000	\$ 17,000	\$ 84,000	\$ -
Total for Office of the President						\$ 455,435	\$ 169,199	\$ 624,634	\$ 125,713
Vice President for Academic Affairs									
8	Div Nursing & Allied Health	Position 700557 - Salary Adjustment for Dean for Nursing & Allied Health - Filled	5/1/2022	Admin Exempt	E	\$ 133,310	\$ 10,000	\$ 143,310	\$ -
9	Academic Advancement	Position 704279 - Reclassification for Dual Credit Scheduling and Compliance Manager to Director of Dual Credit Scheduling and Enrollment Services - Filled	4/1/2022	Prof/Tech Support Exempt to Admin Exempt	E to B	\$ 63,121	\$ 10,000	\$ 73,121	\$ -
10	Academic Advancement	Position 702272 - Salary Adjustment for Interim Vice President of Academic Affairs/Assistant Vice President for Academic Advancement - Filled	6/1/2022	Admin Exempt	E	\$ 109,634	\$ 10,000	\$ 119,634	\$ -
11	Div of Business Public Safety & Tec	Position 700415 - Salary Adjustment for Dean Bus, Publ Safety & Tech - Filled	6/1/2022	Administrative Exempt	E	\$ 107,000	\$ 5,000	\$ 112,000	\$ 5,000
12	Dual Credit Programs	Position 708286 - Reclassification for Dean for Dual Credit Programs and School District Partnerships - Filled	6/1/2022	Administrative Exempt	D to E	\$ 94,760	\$ 5,240	\$ 100,000	\$ 5,240
Total for Vice President for Academic Affairs						\$ 507,825	\$ 40,240	\$ 548,065	\$ 10,240
Vice President for Finance and Administrative Services									
13	Office of Human Resources	Position 732240 - Reclassification for HR System Specialist to HRIS Reporting and Data Analyst - Vacant	6/1/2022	Prof/Tech Non Exempt to Exempt	B to E	\$ 30,900	\$ 15,100	\$ 46,000	\$ -
14	Business Office	Position 718184 - Reclassification for Accounting Group Manager - Filled	11/1/2021	Prof/Tech Exempt	F to G	\$ 73,219	\$ 5,000	\$ 78,219	\$ -

FY 2021 – 2022 Position Salary Adjustments Approved by the President with Budget Impact

#	Organization Name	Title	Effective Date	Classification	Pay Grade	Current Salary	Salary Adjustment	Adjusted Salary Budget	Impact to Budget
15	Office of Human Resources	Position 705240 - Reclassification for HRIS Workflow Specialist - Filled	6/1/2022	Prof/Tech Non Exempt to Exempt	B to D	\$ 29,000	\$ 15,000	\$ 44,000	\$ 15,000
16	Judicial Affairs to OIE	Position 702290 - Reclassification for Student Conduct Specialist to Institutional Equity Investigator - Vacant	6/1/2022	Prof/Tech Non Exempt to Exempt	B to E	\$ 39,239	\$ 27,659	\$ 66,898	\$ 27,659
17	Prof & Org Dev to Human Resources	Position 703352 - Reclassification for Instructional Coach - Professional and Organizational Development to Human Resources Talent and Learning Coach - Vacant	6/1/2022	Prof/Tech Non Exempt	F	\$ 59,873	\$ 7,025	\$ 66,898	\$ 7,025
Total for Vice President for Finance and Administrative Services						\$ 232,231	\$ 69,784	\$ 302,015	\$ 49,684
Vice President for Student Affairs and Enrollment Mgmt.									
18	Counseling & Student Access Services	Position 737332 - Reclassification for Covid 19 Prevention and Response Manager to Student Well Being Resources Manager - Filled	5/1/2022	Prof/Tech Exempt	G	\$ 21,000	\$ 63,000	\$ 84,000	\$ 63,000
Total for Vice President for Finance and Administrative Services						\$ 21,000	\$ 63,000	\$ 84,000	\$ 63,000
Net Salary Budget Increase for Reclassifications of Positions						\$ 1,216,491	\$ 342,223	\$ 1,558,714	\$ 248,637

* Funded for partial year.

FY 2021 – 2022 Position Salary Adjustments Approved by the President with No Budget Impact

#	Organization Name	Title	Effective Date	Classification	Pay Grade	Current Salary	Salary Adjustment	Adjusted Salary Budget	Impact to Budget
Vice President for Institutional Advancement and Economic Development									
1	Institutional Advancement	Position 558880 - Reclassification for Associate Dean Industry Training and Economic Development to Dean Industry Training and Economic Development - Filled	3/1/2022	Admin Exempt	C	\$ 100,745	\$ -	\$ 100,745	\$ -
Total for Vice President for Institutional Advancement and Economic Development						\$ 100,745	\$ -	\$ 100,745	\$ -
Vice President for Academic Affairs									
2	Academic Excellence Programs to Academic Advancement	Position 710651 - Reclassification for Academic Excellence Programs Officer to Academic Operations Officer - Filled	1/1/2022	Prof/Tech Support Exempt	G	\$ 68,000	\$ -	\$ 68,000	\$ -
3	Distance Learning	Position 702374 - Reclassification for E Learning Assistive Tech Specialist to Instructional Designer II - Filled	3/1/2022	Prof/Tech Support Exempt to Admin Exempt	C to E	\$ 57,239	\$ -	\$ 57,239	\$ -
4	Emergency Medical Technology	Position 701555 - Reclassification for Licensed Lab Assistant - EMT to Lab Specialist - Emergency Medical Technology - Vacant	3/1/2022	Prof/Tech Support Non-Exempt	B	\$ 33,990	\$ -	\$ 33,990	\$ -
5	Academic Advancement to Dual Credit Programs	Position 702284 - Reclassification for Project Manager - Academic Affairs to Dual Credit Enrollment Specialist - Vacant	12/1/2021	Prof/Tech Support Exempt to Non-Exempt	E to B	\$ 5,050	\$ -	\$ 5,050	\$ -
6	Distance Learning to Div of Business Public Safety & Tec	Position 722332 - Reclassification for Student Success Specialist to Guided Pathway Specialist - Filled	12/1/2021	Prof/Tech Support Non-Exempt	C	\$ 35,400	\$ -	\$ 35,400	\$ -
7	Distance Learning to Div of Business Public Safety & Tec	Position 708426 - Reclassification for Student Success Specialist to Guided Pathway Specialist - Vacant	12/1/2021	Prof/Tech Support Non-Exempt	C	\$ 42,688	\$ -	\$ 42,688	\$ -
8	Dual Credit Programs	Position 700134 - Reclassification for Dual2Degree Specialist to Dual Credit Enrollment Specialist - Filled	1/1/2022	Prof/Tech Support Non-Exempt	B	\$ 30,450	\$ -	\$ 30,450	\$ -
9	Dual Credit Programs	Position 705610 - Reclassification for Dual2Degree Specialist to Dual Credit Enrollment Specialist - Vacant	1/1/2022	Prof/Tech Support Non-Exempt	B	\$ 34,800	\$ -	\$ 34,800	\$ -
10	Dual Credit Programs	Position 700112 - Reclassification for Dual2Degree Specialist to Dual Credit Enrollment Specialist - Vacant	1/1/2022	Prof/Tech Support Non-Exempt	B	\$ 30,900	\$ -	\$ 30,900	\$ -
11	Medical Health Svc Mngmt - MHSM to Div of Math Science IT & BA Prog	Position 725332 - Org Change for Student Success Specialist - Vacant	8/1/2021	Prof/Tech Support Non-Exempt	C	\$ 42,000	\$ -	\$ 42,000	\$ -

FY 2021 – 2022 Position Salary Adjustments Approved by the President with No Budget Impact

#	Organization Name	Title	Effective Date	Classification	Pay Grade	Current Salary	Salary Adjustment	Adjusted Salary Budget	Impact to Budget
Total for Vice President for Academic Affairs						\$ 380,517	\$ -	\$ 380,517	\$ -
Vice President for Finance and Administrative Services									
12	Office of Human Resources	Position 710240 - Reclassification for HR Payroll/Position Ctrl Spec to Compensation Specialist - Vacant	6/1/2022	Prof/Tech Support Non-Exempt	C	\$ 55,234	\$ -	\$ 55,234	\$ -
Total for Vice President for Finance and Administrative Services						\$ 55,234	\$ -	\$ 55,234	\$ -
Vice President for Finance and Administrative Services									
13	Educational Technologies	Position 702102 - Classification change for Educational Technology Specialist - Filled	9/1/2022	Prof/Tech Support Non-Exempt to Exempt	C	\$ 52,834	\$ -	\$ 52,834	\$ -
Total for Vice President for Finance and Administrative Services						\$ 52,834	\$ -	\$ 52,834	\$ -
Vice President for Student Affairs and Enrollment Mgmt.									
14	Counseling & Student Access Services	Position 740332 - Reclassification for ASL Interpreter to Senior ASL Interpreter - Vacant	3/1/2022	Prof/Tech Exempt	C to D	\$ 62,400	\$ -	\$ 62,400	
15	Counseling & Student Access Services	Position 703336 - Reclassification for Coordinator of Student Disability Services to Student Accessibility Services Manager - Filled	3/1/2022	Prof/Tech Exempt	E to F	\$ 75,000	\$ -	\$ 75,000	
16	Career and Employer Services	Position 700043 - Reclassification for Coordinator of Transition Services for Dual Credit to Coordinator of Enrollment Services for Dual Credit - Filled	1/1/2022	Prof/Tech Non Exempt	D	\$ 47,800	\$ -	\$ 47,800	
17	Counseling & Student Access Services	Position 700238 - Reclassification for Licensed Counselor to Counselor - Filled	12/1/2021	Prof/Tech Exempt	D	\$ 42,436	\$ -	\$ 42,436	
18	Counseling & Student Access Services	Position 632332 - Reclassification for Covid 19 Prevention and Response Manager to Student Well Being Resources Manager - Filled	5/1/2022	Prof/Tech Exempt	G	\$ 84,000	\$ -	\$ 84,000	
19	Counseling & Student Access Services	Position 633332 - Reclassification for Covid 19 Specialist to Student Well Being Resources Specialist - Filled	5/1/2022	Prof/Tech Non Exempt	B	\$ 36,250	\$ -	\$ 36,250	
Total for Vice President for Student Affairs and Enrollment Mgmt.						\$ 347,886	\$ -	\$ 347,886	\$ -
Net Salary Budget Increase for Reclassifications of Positions						\$ 937,216	\$ -	\$ 937,216	\$ -

South Texas College
Additional Request to Unfreeze Non-Faculty Positions for FY 2021-2022 Approved by the President
and Continued for FY 2022 - 2023
September 15, 2021

#	Position #	Title	Classification	Current Salary	Salary Adjustment	Adjusted Salary Budget	Impact to Budget
Office of the President							
1	704420	Assoc Dir of Grnt Mgmt & Compl	Administrative	\$ 2	\$ 59,998	\$ 60,000	\$ 59,998
2	702650	Director of Fundraising and Foundation	Administrative	2	74,997	74,999	74,997
Total for the Office of the President				\$ 4	\$ 134,995	\$ 134,999	\$ 134,995
Vice President for Academic Affairs							
3	703279	VP for Academic Affairs - Stipend	Executive	\$ -	36,000	36,000	\$ 36,000
4	703279	VP for Academic Affairs	Executive	2	88,998	89,000	88,998
5	704200	Lab Specialist II- Chemistry	Prof/Tech NE	2	30,998	31,000	30,998
6	707557	Lab Asst- NAH	Classified NE	2	26,805	26,807	26,805
7	709557	Lab Asst- NAH	Classified NE	2	26,805	26,807	26,805
8	700013	Lab Asst- ITP	Classified NE	2	26,805	26,807	26,805
9	722557	Lab Specialist II- NAH	Prof/Tech NE	2	29,998	30,000	29,998
10	702426	Lab Tech - Liberal Arts	Classified NE	2	18,977	18,979	18,977
11	702135	Faculty Secretary	Classified NE	2	24,078	24,080	24,078
12	716557	Faculty Secretary	Classified NE	2	19,826	19,828	19,826
13	701264	Lab Assistant - Bus & Tech	Classified NE	2	23,866	23,868	23,866
14	710651	Academic Excellence Programs Officer - Frozen Swap Position	Prof/Tech NE	2	61,873	61,875	61,873
15	703352	Instr Coach - Prof & Org Dev	Prof/Tech NE	2	19,997	19,999	19,997
Total for Vice President for Academic Affairs				\$ 24	\$ 435,026	\$ 435,050	\$ 435,026

South Texas College
Additional Request to Unfreeze Non-Faculty Positions for FY 2021-2022 Approved by the President
and Continued for FY 2022 - 2023
September 15, 2021

#	Position #	Title	Classification	Current Salary	Salary Adjustment	Adjusted Salary Budget	Impact to Budget
Vice President for Finance and Administrative Services							
16	706160	Accountability and Compliance Coordinator	Prof/Tech NE	\$ 2	\$ 41,998	42,000	\$ 41,998
17	707240	HR Support Specialist	Prof/Tech NE	2	31,033	31,035	31,033
18	701240	Human Resources Assistant	Prof/Tech NE	2	24,298	24,300	24,298
19	709514	Security Support Specialist - Frozen Swap Position	Prof/Tech NE	2	29,866	29,868	29,866
20	746514	Security Guard	Classified NE	2	25,854	25,856	25,854
21	756514	Security Guard	Classified NE	2	25,867	25,869	25,867
22	714502	Lead Custodian - Pecan Campus	Classified NE	2	25,910	25,912	25,910
23	746502	Custodian - Pecan Campus	Classified NE	2	23,068	23,070	23,068
24	762502	Custodian - Pecan Campus	Classified NE	2	19,903	19,905	19,903
25	782502	Custodian - NAH Campus	Classified NE	2	25,081	25,083	25,081
26	712502	Custodian - Tech Campus	Classified NE	2	20,334	20,336	20,334
27	770502	Custodian - Mid Valley Campus	Classified NE	2	19,313	19,315	19,313
28	700007	Custodian - Mid Valley Campus	Classified NE	2	25,081	25,083	25,081
29	700090	Custodian - Mid Valley Campus	Classified NE	2	25,081	25,083	25,081
30	767502	Custodian - Mid Valley Campus	Classified NE	2	21,218	21,220	21,218
31	732499	Carpenter	Classified NE	2	29,578	29,580	29,578

South Texas College
Additional Request to Unfreeze Non-Faculty Positions for FY 2021-2022 Approved by the President
and Continued for FY 2022 - 2023
September 15, 2021

#	Position #	Title	Classification	Current Salary	Salary Adjustment	Adjusted Salary Budget	Impact to Budget
32	741499	Warehouse Assistant	Classified NE	2	18,239	18,241	18,239
Total for Vice President for Finance and Administrative Services				\$ 34	\$ 431,722	\$ 431,756	\$ 431,722
Vice President for Information Services, Planning, Performance and Strategic Initiatives							
33	704395	IT Risk and Security Manager	Prof/Tech E	\$ 2	\$ 80,337	80,339	80,337
Total for Vice President for Information Services, Planning, Performance and Strategic Initiatives				\$ 2	\$ 80,337	\$ 80,339	\$ 80,337
Vice President for Student Affairs and Enrollment Management							
34	704612	Dean of Enrollment Services	Administrative	\$ 2	\$ 98,344	\$ 98,346	\$ 98,344
35	710332	Advisor	Prof/Tech NE	2	37,149	37,151	37,149
Total for Vice President for Student Affairs and Enrollment Management				\$ 4	\$ 135,493	\$ 135,497	\$ 135,493
Grand Total				\$ 64	\$ 1,217,573	\$ 1,217,641	\$ 1,217,573
Net Salary Budget Increase to Unfreeze Non-Faculty Positions							\$ 1,217,573

South Texas College
Salary Reserve Pool - New Positions and Adjustments to Existing Positions
for FY 2021-2022 Approved by the President and Continued for FY 2022 - 2023
September 15, 2021

#	Position #		Current Salary	Salary Adjustment	Adjusted Salary Budget	Impact to Budget
Vice President for Finance and Administrative Services						
1	623160	COVID-19 Prevention and Response Manager	\$ -	\$ 21,000	\$ 21,000	\$ 21,000
2	623160	COVID-19 Prevention and Response Manager - Cellphone Stipend	\$ -	\$ 450	\$ 450	\$ 450
3	New	Assistant Director of Facilities Operation and Maintenance	\$ -	\$ 68,750	\$ 68,750	\$ 68,750
4	701340	Exec VP Education Program & Student Achievement - Vacant	\$ 134,375	\$ 60,000	194,375	\$ 60,000
Total for Vice President for Finance and Administrative Services			\$ 134,375	\$ 150,200	\$ 284,575	\$ 150,200
Grand Total			\$ 134,375	\$ 150,200	\$ 284,575	\$ 150,200
Net Salary Budget Increase to Fund Instructional Pool						\$ 150,200

South Texas College
Additional Request to Transfer Funds from Salary Reserve Pool to Instructional Pool
for FY 2021-2022 - Approved by the President
September 15, 2021

#	Position #	Title	Current Salary	Salary Adjustment	Adjusted Salary Budget	Impact to Budget
Vice President for Academic Affairs						
1	210200	VPAA Reserve Pool	\$ 2,265,739	417,384	\$ 2,683,123	\$ 417,384
Total for Vice President for Academic Affairs			\$ 2,265,739	\$ 417,384	\$ 2,683,123	\$ 417,384
Grand Total			\$ 2,265,739	\$ 417,384	\$ 2,683,123	\$ 417,384
Net Salary Budget Increase to Fund Instructional Pool						\$ 417,384

South Texas College
 FY 2021 - 2022 Budget Amendment - Request to Unfreeze Positions
 February 22, 2022

#	Position #	Title	Current Salary	Salary Adjustment	Adjusted Salary Budget	Impact to Budget
1	700134	Dual Credit Enrollment Specialist	\$ 2	\$ 35,018	\$ 35,020	\$ 35,018
2	705610	Dual Credit Enrollment Specialist	\$ 2	\$ 32,780	\$ 32,782	\$ 32,780
3	700112	Dual Credit Enrollment Specialist	\$ 2	\$ 33,622	\$ 33,624	\$ 33,622
4	700207	Reporting Analyst I	\$ 2	\$ 48,123	\$ 48,125	\$ 48,123
5	701393	Application Specialist	\$ 2	\$ 31,928	\$ 31,930	\$ 31,928
6	710262	Computer Inventory Spec	\$ 2	\$ 36,533	\$ 36,535	\$ 36,533
7	710395	Application Specialist	\$ 2	\$ 35,008	\$ 35,010	\$ 35,008
8	708395	Computer Services Specialist	\$ 2	\$ 28,767	\$ 28,769	\$ 28,767
9	701583	General Svcs Tech	\$ 2	\$ 23,073	\$ 23,075	\$ 23,073
10	732184	Cashier	\$ 2	\$ 24,929	\$ 24,931	\$ 24,929
11	755184	Cashier	\$ 2	\$ 23,498	\$ 23,500	\$ 23,498
12	707462	Coordinator of Public Relation	\$ 2	\$ 48,122	\$ 48,124	\$ 48,122
13	700126	Student Services Spec I	\$ 2	\$ 32,202	\$ 32,204	\$ 32,202
14	700127	Career and Placement Spec	\$ 2	\$ 39,873	\$ 39,875	\$ 39,873
15	703290	Student Conduct Specialist	\$ 2	\$ 34,998	\$ 35,000	\$ 34,998
16	705190	Coord of Vet Enrollment Svcs	\$ 2	\$ 45,969	\$ 45,971	\$ 45,969
17	708191	Administrative Assistant	\$ 2	\$ 28,867	\$ 28,869	\$ 28,867
18	708332	Advisor	\$ 2	\$ 36,069	\$ 36,071	\$ 36,069
Total Positions Unfreezes			\$ 36	\$ 619,379	\$ 619,415	\$ 619,379

South Texas College
FY 2021 - 2022 Budget Amendment - New Positions Request
February 22, 2022

#	Position #	Title	Adjusted Salary Budget	Impact to Budget
Vice President for Institutional Advancement and Economic Development				
1	New	Instit Advanc and Eco Dev Admin Officer	\$ 75,625	\$ 75,625
2	New	Instit Advanc and Eco Dev Exec. Admin Asst	\$ 48,125	\$ 48,125
Total for Vice President for Institutional Advancement and Economic Development			\$ 123,750	\$ 123,750
Grand Total			\$ 123,750	\$ 123,750
Net Salary Budget Increase to FY 2021 - 2022				\$ 123,750

South Texas College

L.2

FY 2021 - 2022 Budget Amendment - Faculty Instructional Pool Funding Increase

#	Position #	Title	Current Salary	Salary Adjustment	Adjusted Salary Budget	Impact to Budget
Vice President for Academic Affairs						
1	210200	Instructional Pool Increase - VPAA Reserve Pool	\$ 2,683,123	\$ 1,000,000	\$ 3,683,123	\$ 1,000,000
Total for Vice President for Academic Affairs					\$ 3,683,123	\$ 1,000,000
Net Salary Budget Increase for Faculty Instructional Pool Funding						\$ 1,000,000

South Texas College
Deletion of Vacant Non-Faculty Position and Salary Pools and Reduction of Vacant
Non-Faculty Positions and Direct Wage Pool for FY 2022-2023

#	Position #	Title	Classification	Salary Budget Reduced or Deleted
Office of the President				
1	840362	Instructional Initiative Pool - Deleted	Pool	20,000
2	731501	Asst Director of Facilities Operation and Maintenance - Deleted	Administrative	36,250
3	723462	Copy Writer - Deleted	Professional/Technical Non-Exempt	39,885
Total for Vice President for Academic Affairs				\$ 96,135
Vice President for Institutional Advancement and Economic Development				
4	700420	Grant Mgmt. & Compl Off II/PPI - Deleted	Professional/Technical Exempt	75,805
Total for Vice President for Institutional Advancement and Economic Development				\$ 75,805
Vice President for Finance & Administrative Services				
5	702501	Staff Secretary - Reduced	Classified	11,709
6	720359	Transportation Services Pool - Reduced	DW Pool	35,381
Total for Vice President for Finance & Administrative Services				\$ 47,090
Vice President for Information Services, Planning, Performance and Strategic Initiatives				
7	738101	Library Specialist - Deleted	Professional/Technical Non-Exempt	\$ 35,513
8	700009	Library Technical Svcs Tech - Reduced	Classified	18,050
9	700056	Administrative Assistant - Deleted	Classified	33,232
10	700258	Library Tech Svcs Spec-Dig Res - Deleted	Professional/Technical Non-Exempt	40,655
Total for Vice President for Information Services, Planning, Performance and Strategic Initiatives				\$ 127,450
Vice President for Student Affairs and Enrollment Mgmt.				
11	700126	Student Services Spec I - Deleted	Professional/Tech Non-Exempt	\$ 21,111
12	700042	Student Services Spec I - Deleted	Professional/Tech Non-Exempt	\$ 29,634
13	705190	Coordinator of Vet Enrollment Services - Reduced	Professional/Tech Non-Exempt	\$ 3,727
Total for Vice President for Student Affairs and Enrollment Mgmt.				\$ 54,472
Available Funding Source Identified for New Positions, Reclassification of Vacant Positions and DW Pools				\$ 400,952
Revenue from Continuing Education to Unfreeze Position 703587				\$ 61,943
Total Salary Reduced				(462,895)
Total Impact to Budget				\$ -

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 Contract Architectural Services for the Pecan Campus Kinesiology Building Phase I
- b. Approval to Contract Architectural Services for the Pecan Campus Cooper Center for Performing Arts Building L Expansion and Renovations for the Music and Dance Programs
- c. Approval of Schematic Design of the Mid Valley Campus Workforce Program Projects
 1. Workforce Center Building D Welding Lab Expansion and Renovation
 2. Workforce Center Building D Automotive Lab Expansion
 3. Workforce Center Building D HVAC-R Classroom & Outdoor Lab Expansion
- d. Approval to Proceed with Solicitation of Construction Services for the Mid Valley Campus Workforce Program Projects
 1. Workforce Center Building D Welding Lab Expansion and Renovation
 2. Workforce Center Building D Automotive Lab Expansion
 3. Workforce Center Building D HVAC-R Classroom & Outdoor Lab Expansion
- e. Approval of Schematic Design of the Technology Campus Exterior Solar Panels Structures
- f. Approval to Proceed with Solicitation of Construction Services for the Technology Campus Exterior Solar Panels Structures

- g. Approval of Schematic Design of the Regional Center for Public Safety Excellence Two-Story Residential Fire Training Structure
- h. Approval to Proceed with Solicitation of Construction Services for the Regional Center for Public Safety Excellence Two-Story Residential Fire Training Structure
- i. Approval to Contract Construction Services for the District Wide Refinishing of Exterior Stucco & Panels
- j. Approval of Substantial and Final Completion of the Pecan Campus Information Technology Building M Generator Replacement
- k. Approval of Substantial and Final Completion of the District Wide Flooring Replacements Phase I at Pecan Campus
- l. Approval of Substantial and Final Completion of the District Wide Flooring Replacements Phase I at Mid Valley Campus
- m. Approval of Substantial Completion of the District Wide Automatic Door Openers Phase IV
- n. Approval of Final Completion of the Deferred Maintenance of District Wide Roofs at Nursing & Allied Health Campus
- o. Approval of Final Completion of the Deferred Maintenance of District Wide Roofs at Starr County Campus
- p. Approval to Renew Lease Agreement with City of Edinburg for the Fire Department Training Facility
- q. Approval of Lease Agreement with Pharr-San Juan-Alamo Independent School District for the Dr. Daniel King College & University Center and the College, Career & Technology Academy Building
- r. Approval of Facilities Usage Agreement with Mission Economic Development Corporation for the Mission Center for Education and Economic Development Sound Studio
- s. Approval of Unexpended Plant Fund – Construction Proposed Projects and Preliminary Budgets for Fiscal Year 2022 – 2023
- t. Approval of Renewals & Replacements Plant Fund Proposed Projects and Preliminary Budgets for Fiscal Year 2022 – 2023

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 – t of the Facilities Committee Consent agenda as presented.

Approval Recommended:

Dr. Ricardo J. Solis
President

Consent Agenda:

a. Approval to Contract Architectural Services for the Pecan Campus Kinesiology Building Phase I

Approval to contract architectural services for the Pecan Campus Kinesiology Building Phase I project is requested.

Purpose

Architectural services are necessary for design and construction administration services for this 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 requested by Administration to vacate the College's facilities located at the Pecan Plaza property. It has been reviewed by the Facilities Operations & Maintenance, Purchasing, and Facilities Planning & Construction Departments, Administration, the Coordinated Operations Council, the Facilities Committee, and the Board of Trustees. This project is scheduled as an educational space improvement to construct a facility for Kinesiology program instruction.

Background

The project consists of the construction of a new 12,000 square foot Kinesiology Building in between the existing Information Technology Building M and North Academic Humanities Building P at Pecan Campus.

- Design and construction of the structure to include:
 - Various Workout and Training Areas, Staff Offices, Reception, Workroom, Storage, Showers, Restrooms, and Support Service Areas
- Approximate square feet of the proposed space: 12,000 s.f.

On April 26, 2022, the Board of Trustees approved the solicitation for architectural services. Solicitation for architectural qualifications began on May 4, 2022, for the purpose of selecting an architectural firm to prepare the necessary plans and specifications for this project. A total of eighteen (18) firms received a copy of the Request for Qualifications (RFQ) and a total of seven (7) firms submitted their responses on May 19, 2022.

Timeline for Solicitation of Statements of Qualifications	
May 4, 2022	Solicitation of statements of qualifications began.
May 19, 2022	Seven (7) statements of qualifications were received.

Highest Ranked Vendor

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

The project budget is \$3,240,000 and itemized in the table below:

Pecan Campus Kinesiology Building Phase I Total Project Budget	
Budget Item	Project Total
Construction	\$2,400,000
Design	240,000
Miscellaneous	72,000
FFE	204,000
Technology	204,000
Contingency 5%	120,000
Total Project Budget	\$3,240,000

Funding Source

Funds for the Pecan Campus Kinesiology Building Phase I Project 2022-042C are available in the Unexpended Construction Plant Fund for use in FY 2021 – 2022, as approved by the Board on April 26, 2022. Additional budget transfers from unrestricted funds will be required in FY 2022-2023 to complete the projects and will be requested at a later date. The budget was developed in June 2021 and will need to be reevaluated and adjusted in the FY 2022-2023 budget due to price escalation.

Reviewers

The proposals have been reviewed by College staff from the Academic Affairs Division, Facilities Operations & Maintenance, Facilities Planning & Construction, and Purchasing departments.

Estimated Project Timeline

The project design phase is projected to last until May 2023, with construction to commence in September 2023 and Substantial Completion in May 2024.

Enclosed Documents

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

The Facilities Committee recommended Board approval to contract architectural services with Boultinghouse Simpson Gates Architects for the Pecan Campus Kinesiology Building Phase I project as presented.

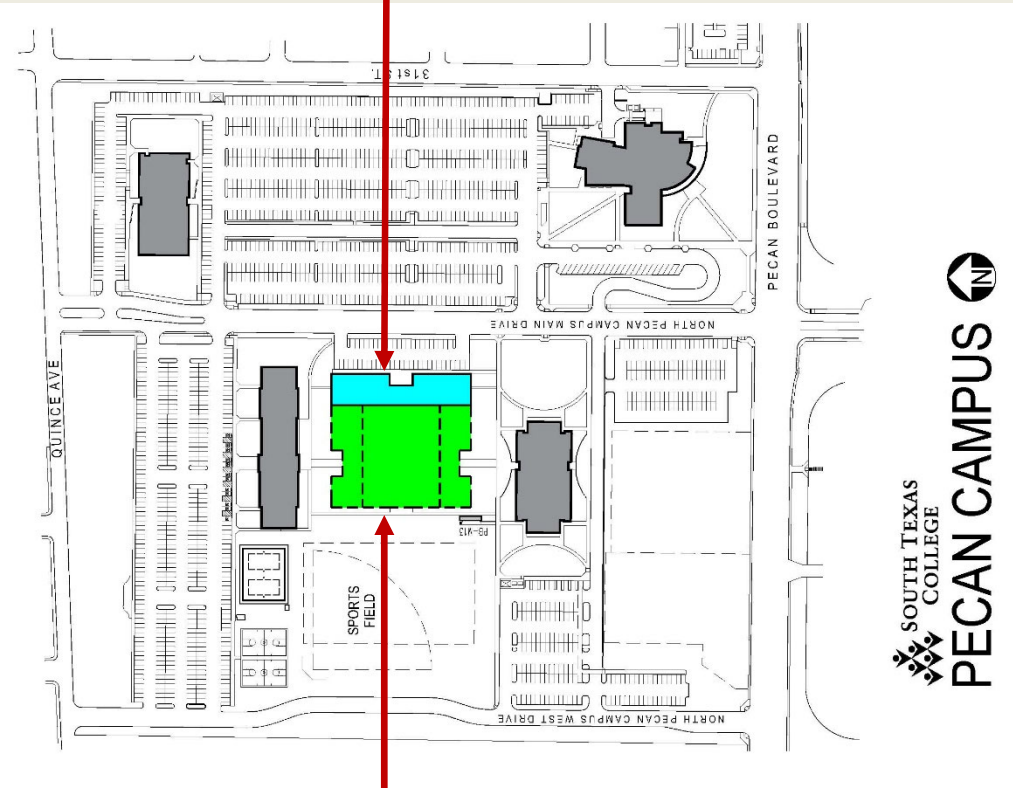
It is recommended that the Board of Trustees of South Texas College approve and authorize the following Minute Order proposed for consideration:

The Board of Trustees of South Texas College approves and authorizes contracting architectural services with Boultinghouse Simpson Gates Architects for the Pecan Campus Kinesiology Building Phase I project as presented.

Approval Recommended:

**Dr. Ricardo J. Solis
President**

**Pecan Campus
Proposed Kinesiology Building**



**FUTURE
EXPANSION
88,000 S.F.**

**KINESIOLOGY
PHASE I
12,000 S.F.**

Pecan Campus West Side Property Proposed Kinesiology Building



Requested By
Administration

Scope of Work

Construction of a new 12,000 square foot Kinesiology Building in between the existing Information Technology Building M and North Academic Humanities Building P at Pecan Campus.

Space Includes:

Various Workout and Training Areas, Staff Offices, Reception, Workroom, Storage, Showers, Restrooms, and Support Service Areas.

Estimated Total Project Budget

Construction	\$ 2,400,000
Design	240,000
Miscellaneous	72,000
FFE	204,000
Technology	204,000
Contingency	<u>120,000</u>
Total Project Budget	\$ 3,240,000

**SOUTH TEXAS COLLEGE
ARCHITECTURAL SERVICES – PECAN CAMPUS KINESIOLOGY BUILDING PHASE I
PROJECT NO. 21-22-1067**

VENDOR	Able City	Alvarado Architects & Associates, Inc.	Boullinghouse Simpson Gates Architects	CG5 Architect, LLC.	Gignac & Associates, LLP.	Rike Ogden Figueroa Alex Architects, Inc.	The Warren Group Architects, Inc.
ADDRESS	801 N Bryan Rd Ste 164	307 S Main St	3301 N McColl Rd	1314 E 22nd St	3700 N 10th St	1007 Walnut Ave	804 S Main St
CITY/STATE/ZIP	Mission, TX 78572	Donna, TX 78537	McAllen, TX 78501	Mission, TX 78572	McAllen, TX 78504	McAllen, TX 78501	McAllen, TX 78501
PHONE	956-790-0442	956-464-8258	956-630-9494	956-239-2438	956-686-0100	956-686-7771	956-994-1900
CONTACT	Aaron Hamley	Erasmio E. Alvarado III	Danny Boullinghouse	Jose C. Garcia III	Raymond Gignac	Luis A. Figueroa	Laura N. Warren

3.1 Statement of Interest

3.1.1 Statement of Interest for Project	Stated they have worked continuously in partnership with Texas Higher Ed facilities and ISDs for over 22 years.	Pointed out that their team members have prior experience working in South Texas and that the selection of the consultants was based on their relevant experience and working relationship with South Texas College.	Stated they have provided architectural services for STC for over 19 years and can assure us they will continue to provide the same immediate and thorough response to your needs as we have in the past.	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.	Pointed to the recent work the firm provided to STC and their extensive experience that they've gathered through the years. Stated they are confident in their ability to continue providing excellent service to STC.	Stated they have over 37 years of experience delivering successful projects which include assessment, renovations, expansions and repurposing of existing facilities under the most challenging scenarios.
3.1.2 History and Statistics of Firm	- Established in 2017 - Over 40 years experience with schools in Texas - Six licensed architects	- Firm founded in 1991 - Pointed out 30+ years of experience	- Firm established in 1990 - 600+ successful projects and 85% repeat client rate - Three registered architects	- 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 McAllen, Harlingen, and Corpus Christi - Established in 1988 - Over 400 successful projects for educational clients	- Established in 1949 - Office located in McAllen - Experience in educational architecture	- Established in 2004 - Office in McAllen - Provide services nation-wide - Their increase number of repeat and referred customers is due to their continued commitment to excellence
3.1.3 Narrative describing the design team's unique qualifications and specialized design experience as it relates to the project	Stated they have experience exceeding expectations on projects with similar scope for other higher education clients that includes exercise and training areas in an educational setting.	Stated that firm offers multiple services within a single source, which allows increased flexibility to react quickly to a variety of options and considerations.	Stated the firm's philosophy of being "client" oriented as much as "project" oriented.	Stated are uniquely experienced in educational administrative office design.	Pointed out the teams has a vast amount of experience designing facilities for educational clients in South Texas and the Rio Grande Valley.	Stated that for 75 years they have been dedicated to excellence in architectural services throughout the RGV and includes experience in projects dealing with kinesiology.	Indicated that the firm is known state-wide for educational and research facility design.
3.1.4 Statement of Availability and Commitment	Stated all members of the team are available to participate throughout the duration of the project.	Indicated their team is ready to begin work on the project immediately and ready to provide the proposed staff and any other resources necessary to perform architectural services for this project.	Indicated their availability and commitment to the project. Stated that project architect and project manager would be involved with the project until completed.	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.	Confirmed the availability of their team members for the duration of any project that may come available through STC.	Stated they are available to immediately implement design and construction document procedures.	Indicated their commitment to allocate the best members of the staff to STC projects.

**SOUTH TEXAS COLLEGE
ARCHITECTURAL SERVICES – PECAN CAMPUS KINESIOLOGY BUILDING PHASE I
PROJECT NO. 21-22-1067**

VENDOR	Able City	Alvarado Architects & Associates, Inc.	Boulinghouse Simpson Gates Architects	CGS Architect, LLC.	Gignac & Associates, LLP.	Rike Ogden Figueroa Alex Architects, Inc.	The Warren Group Architects, Inc.
3.2 Prime Firm							
3.2.1 Resumes of Principals and Key Members	Included resumes for the following: - Mario A. Peña, Project Director - Aaron Hanley, Project Manager - Frank Romofsky, Higher Education Facility Architect - Viviana Frank, Higher Education Facility Specialist - Ricardo Solis, Project Architect - Luis Punueda, Technical Staff/Quality Assurance - Alfonso Sepulveda, Project Manager	Included resumes for the following: - Erasmo D. Alvarado, Jr - President/Architect - Erasmo Eli Alvarado, III - Vice-President - Pedro G. Ayala - Associate/Project Manager/Designer - Mario Garza, Jr. - Project Manager/Construction Administration/Designer	Included resumes for the following: - Robert S. Simpson, Principal Architect - John Gates, Architect	Included resumes for the following: - Jose 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 - Ivan Perez - Rossello, Project Architect	Included resumes for the following staff: - Luis Figueroa, Principal/Owner - Michael E. Alex, Principal - Humberto Rodriguez, Principal/Owner	Included resumes for the following staff: - Laura Nasir Warren, President/Principal - Natanael Perez, Senior Project Manager - Crystal Chavez, Project Manager - Miguel A. Lopez, Project Manager - Nicole Reyman, Associate AIA/Architectural Intern/ Project Manager - Ayleen Marquez, Project Manager - Aurea Lopez, Project Manager
3.2.2 Project Assignments and Lines of Authority	Lines of authority and project assignments were shown in organization chart.	Duties and time assignments for each staff member were included, with 100% commitment from three of the named staff and 50% for the fourth named staff member.	Lines of authority and assignments within firm are shown in an organization chart that includes ten staff members.	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 occupancy.	Lines of authority and assignments within firm are shown in an organization chart that includes eight staff members.	Lines of authority, project assignments and estimated percent of time of involvement of (3) team members is shown in organizational chart.	Duties and time assignments for firm staff and staff from consultant firms are summarized in a table.
3.2.3 Prime Firm proximity and meeting availability	Indicated they are located in Mission, TX less than five miles from the Pecan Campus.	Firm is located in Donna, TX which is only 20 minutes away from the STC Pecan Campus.	Indicated that their local presence give them the opportunity to respond in a timely manner to any planned or unexpected meetings with STC.	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 2 miles away from the STC Pecan Campus; stated that they are able to respond immediate to owner meetings during all phases of the project with (4) on site architects in McAllen.	Firm is located in McAllen and is about 8 minutes from STC Pecan Campus.
3.2.4 Describe any litigation the prime firm is currently involved in which could affect the firm's ability to provide professional services to STC	Indicated that the firm is not involved in any litigation.	Indicated that the firm is not involved in any litigation that would affect performance under a contract with STC.	Indicated that the firm is not involved in any litigation that could affect the firm's ability to provide professional services.	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 firm has not been involved in litigation disputes.
3.3 Project Team							
3.3.1 Organization chart with Role of Prime Firm and each consultants firm	Included organization chart which showed the following consultants: - Pfluger - Programming & Design Consultant - HPG Design - Interior Design - Chanin Engineering - Structural - DBR - MEP	Included organization chart which showed the following consultants: - M Garcia Engineering - Civil - Chanin Engineering - Structural - A&G Engineering - MEP/Technology	Included organization chart which showed the following consultants: - Halif Associates - MEP - Chanin Engineering - Structural	Included organization chart which shows prime firm and its (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 included information for the following consultants: - Chanin Engineering - Structural - Trinity Engineering - MEP - DBR Engineering - Structural - DBR Engineering Consultants- MEP	Included organizational chart showing prime firm and included information for the following consultants: - Chanin Engineering - Structural - DBR Engineering - Structural - DBR Engineering Consultants- MEP

**SOUTH TEXAS COLLEGE
ARCHITECTURAL SERVICES – PECAN CAMPUS KINESIOLOGY BUILDING PHASE I
PROJECT NO. 21-22-1067**

VENDOR	Able City	Alvarado Architects & Associates, Inc.	Boulinghouse Simpson Gates Architects	CG5 Architect, LLC.	Gignac & Associates, LLP.	Rike Ogden Figueroa Alex Architects, Inc.	The Warren Group Architects, Inc.
3.4 Representative Projects							
3.4.1 Minimum of 5 projects firm has worked on	<ul style="list-style-type: none"> - Texas A&M International University Recreational Center (\$4 Million) - Laredo College Health Science Center (\$24,000,000) - City of Laredo Tennis Center at TAMU (\$7.5 Million) - Laredo ISD Sports Facilities at the Performing Arts Center (PAC) (\$4 Million) - United ISD 9th Grade Campus (\$2.5 Million) 	<ul style="list-style-type: none"> - South Texas College- Pecan Plaza Kinesiology Renovation Phase I (\$168,152) - South Texas College- Stand Volleyball Courts at Pecan Campus (\$95,532) - South Texas College- Pecan Plaza Police Department Headquarters Renovation (\$864,000) - TAMU at Kingsville- BES 100 Interiors Modifications (\$368,000) - Laredo Community College- Second Campus (\$35,000,000) - UTB Texas Southmost College- Oliveira Library Interior Renovations (\$1,700,000) 	<ul style="list-style-type: none"> - City of McAllen - McAllen Public Library and Dewey Park Trails (\$14,300,000) - South Texas College - Building K Renovations Admissions Welcome Center and Entrance (\$411,633) - UTRGV - School Of Medicine (\$4,610,972) - South Texas College - Building D Auditorium Remodel (\$565,802) - UTRGV - Annex Building Renovation (\$2,727,000) - Frost Bank - Banking Facility (\$5,986,606) 	<ul style="list-style-type: none"> - South Texas Vo-Tech - Weslaco Relocation (\$1M) - South Texas Vo- Tech- Mechanical Lab Renovation (\$300,000) - PSJA ISD - Elvis J Ballou Parking Lot and Interior Renovations including Cosmetology Lab (\$873,000) - La Joya ISD - Rosendo Benavides Elementary Roof and Interior Renovations (\$1.6M) - La Joya ISD - Kika De La Garza Elementary Roof and Interior Renovations (\$750,000) - Currently Working On: UTRGV Carozos Elementary (\$700,000) & Trevino Elementary (\$700,000) 	<ul style="list-style-type: none"> - Robstown ISD- Athletic Facility Fieldhouse Improvement: Stadium & Weight room, Scoreboard (\$3 M) - Datalogic - Administrative Office Repurpose Additions & Renovations (\$1.2M) - Region One ESC - Edinburg Administration Offices (\$10.7M) - Tuloso Midway ISD - Multipurpose Indoor Practice Facility (\$45,000,000) - Corpus Christi ISD - Veterans Memorial High School w/ Gym (\$93,204,494) - Harlingen CISD - (2) Track and Field Replacements, "Mini Stadiums" (\$1.6M) 	<ul style="list-style-type: none"> - Harlingen CISD - School of Health Professions (\$15,319,000) - Roma ISD - Roma High School Fieldhouse (\$1,848,000) - Harlingen CISD - Harlingen High School New Field House (\$1,900,000) - PSJA ISD - Southwest Early College High School (\$45,000,000) - Edinburg CISD - Career and Technical Education Center (\$23,000,000) 	<ul style="list-style-type: none"> - Pharr Research and Development Center (\$3,642,000) - City of Pharr Aquatic Park Center (\$9,800,000 of \$12,000,000 original project) - Pharr Aquatic Facility (\$23,165,208) - ECISD- Freddy Gonzalez Elementary Gym Expansion & Improvements (\$498,900) - South Texas College- Pecan Campus Student Activities & Cafeteria Bldg. (\$6,897,227)
3.5 References							
3.5.1 References for five (5) projects	<ul style="list-style-type: none"> - Laredo ISD - United ISD - Laredo College - Texas A&M International University - City of Mission Housing Authority 	<ul style="list-style-type: none"> - UTRGV - Texas Southmost College - Texas State Technical College - Kennitt ISD - Edinburg CISD - Taft ISD - Weslaco ISD 	<ul style="list-style-type: none"> - UTRGV - City of McAllen - Museum of South Texas History 	<ul style="list-style-type: none"> - Edcon Builders - PSJA ISD - La Joya ISD 	<ul style="list-style-type: none"> - Region One ESC - Del Mar College - PSJA ISD - City of Weslaco - Robstown ISD 	<ul style="list-style-type: none"> - San Benito ISD - PSJA ISD - Donna ISD - Harlingen CISD - Vanguard Academy, Beehoven Secondary Campus 	<ul style="list-style-type: none"> - Cantu Construction & Development Company - Capote International Business Park - Prime Health Care - City of Pharr - ECISD
3.6 Project Execution							
3.6.1 Summary of approach to project that addresses interaction with STC staff, management of different phases of the project, how you maintain quality control, and final project close-out.	<p>Stated that their main objective is to design for STC the most flexible, functional, cost-effective, easy-to-maintain, and innovative interior renovation as possible. Provided a detailed design phase.</p>	<p>Stated that they have implemented step-by-step procedures to ensure a project stays on schedule. Will work closely with Owner to ensure project timelines are met.</p>	<p>Stated they currently utilize Building Information Modeling (BIM).</p>	<p>Stated that they are committed to their clients' success.</p>	<p>Provided very detailed project approach process.</p>	<p>Provided detailed project approach process.</p>	<p>Stated they have a central filing system to keep all members and stakeholders involved and always informed. Clients have access to construction reports, videos and photo documentation through a secured access folder anytime.</p>
3.6.2 Willingness and ability to expedite services. Ability to supplement production.	<p>Stated their team members are willing and able to expedite design services and construction administration for the project.</p>	<p>Indicated they will supplement production capability to meet schedule demands, if and when necessary.</p>	<p>Stated they have been successful in controlling their workload so that they don't have to add staff solely to meet the demands of any project.</p>	<p>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.</p>	<p>Indicated they are able to adjust schedules and fast-track projects to meet owner deadlines.</p>	<p>Stated that they are eager and will expediate Design and Construction Administration Services for any new or potential STC project.</p>	<p>Stated they are willing and able to expedite design services and construction administration for the project. Their work load is such that they have qualified staff available to assign to our project immediately.</p>
TOTAL EVALUATION POINTS	569.60	563.60	570.00	553.20	564.20	567.00	566.00
RANKING	2	6	1	7	5	3	4

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

**SOUTH TEXAS COLLEGE
ARCHITECTURAL SERVICES – PECAN CAMPUS KINESIOLOGY BUILDING PHASE I
PROJECT NO. 21-22-1067
EVALUATION SUMMARY**

VENDOR	Able City	Alvarado Architects & Associates, Inc.	Boullinghouse Simpson Gates Architects	CG5 Architect, LLC.	Gignac & Associates, LLP.	Rike Ogden Figueroa Alex Architects, Inc.	The Warren Group Architects, Inc.
ADDRESS	801 N Bryan Rd Ste 164	307 S Main St	3301 N McColl Rd	1314 E 22nd St	3700 N 10th St	1007 Walnut Ave	804 S Main St
CITY/STATE/ZIP	Mission, TX 78572	Donna, TX 78537	McAllen, TX 78501	Mission, TX 78572	McAllen, TX 78504	McAllen, TX 78501	McAllen, TX 78501
PHONE	956-790-0442	956-464-8258	956-630-9494	956-239-2438	956-686-0100	956-686-7771	956-994-1900
CONTACT	Aaron Hanley	Erasmio E. Alvarado, III	Danny Boullinghouse	Jose C. Garcia III	Raymond Gignac	Luis A. Figueroa	Laura N. Warren
3.1 Statement of Interest (up to 100 points)							
3.1.1 Statement of interest on project	96	96	97	85	96	95	95
3.1.2 Firm History including credentials	96	95	96	94	95	94	96
3.1.3 Narrative describing the design team's unique qualifications and specialized design experience as it relates to the project	94	95	97	88	93	95	94
3.1.4 Availability and commitment of firm and its principal(s) and key professionals	93	92	93	90	90	91	93
	96	95	95	93	93	96	95
3.2 Prime Firm (up to 100 points)							
3.2.1 Resumes giving the experience and expertise principles and key members for the prime firm that will be involved in the project(s), including their experience with similar projects and the number of years with the prime firm	96	95	98	90	96	95	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).	95	96	97	93	95	94	95
3.2.3 Prime Firm proximity and meeting availability	97	97	98	94	91	98	95
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	92	91	92	90	90	91	92
	96	94	96	93	93	97	92
3.3 Project Team (up to 100 points)							
3.3.1 Organizational chart showing the roles of the prime firm and each consultant firm or individual included.	97	96	97	97	97	96	96
--Identify the consultant and provide a brief history about the consultant	95	95	96	93	94	94	94
--Describe the consultant's proposed role in the project and its related project experience	95	95	95	93	95	95	94
--List a project(s) that the prime firm and the consultant have worked together on during the last five years	95	94.60	95	92.80	94.20	94.20	93.80
--Provide a statement of the consultant's availability for the project(s)	92	91	92	90	90	91	92
--Provide resumes giving the experience and expertise of principals and key professional members for the consultant who will be assigned to the project(s)	94	94	95	91	95	95	93

**SOUTH TEXAS COLLEGE
ARCHITECTURAL SERVICES – PECAN CAMPUS KINESIOLOGY BUILDING PHASE I
PROJECT NO. 21-22-1067
EVALUATION SUMMARY**

VENDOR	Able City		Alvarado Architects & Associates, Inc.		Boultinghouse Simpson Gates Architects		CG5 Architect, LLC.		Gignac & Associates, LLP.		Rike Ogden Figueroa Allex Architects, Inc.		The Warren Group Architects, Inc.	
3.4 Representative Projects (up to 100 points)														
3.4.1 Specific data on 5 projects the prime firm provided or is providing professional services in an educational setting	97		95		96		94		99		98		97	
--Project name and location; Project Owner and contact information; Project construction cost; Project size in gross square feet; Date project was started and completed	95		95		95		93		93		93		94	
Professional services prime firm provided for the project; Project manager; Project architect; Project designer; Names of consultant firms and their expertise.	96	95.40	94	93.00	97	94.00	93	91.00	94	94.40	96	94.60	93	94.00
	92		91		92		90		90		91		93	
	97		90		90		85		96		95		93	
3.5 Five References (up to 100 points)														
3.5.1 Provide references for 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	95		90		95		93		99		94		96	
	94		93		94		92		92		93		94	
	93	94.20	91	92.60	93	94.00	93	93.20	92	94.20	93	93.60	94	94.40
	93		93		93		93		93		93		93	
	96		96		95		95		95		95		95	
3.6 Project Execution (up to 100 points)														
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.	99		98		99		99		99		99		99	
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		95		95		95		95		95		95	
	94	95.20	94	94.60	94	95.20	93	94.20	96	95.00	97	95.40	95	95.40
	92		91		92		90		90		90		93	
	96		95		96		94		95		96		95	
TOTAL EVALUATION POINTS	569.60		563.60		570.00		553.20		564.20		567.00		566.00	
RANKING	2		6		1		7		5		3		4	

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

Project Fact Sheet
6/6/2022

Project Name: Pecan Campus - Kinesiology Building Phase I				Project No. 2022-042C							
Funding Source(s): Unexpended Plant Fund											
	Total Project Budget	FY 21-22			FY 22-23			FY 23-24			Total Actual Expenditures To Date
		Project Budget	FY 21-22 Actual Expenditures	Variance of Project Budget vs. Actual Expenditures	Project Budget	FY 22-23 Actual Expenditures	Variance of Project Budget vs. Actual Expenditures	Project Budget	FY 21-22 Actual Expenditures	Variance of Project Budget vs. Actual Expenditures	
Construction:	\$ 2,400,000.00	\$ -	\$ -	\$ -	\$ 480,000.00	\$ -	\$ 480,000.00	\$ 1,920,000.00	\$ -	\$ 1,920,000.00	\$ -
Design	240,000.00	5,400.00	-	5,400.00	186,600.00	-	186,600.00	48,000.00	-	48,000.00	-
Miscellaneous:	72,000.00	7,200.00	-	7,200.00	14,400.00	-	14,400.00	50,400.00	-	50,400.00	-
FFE:	204,000.00	-	-	-	-	-	-	204,000.00	-	204,000.00	-
Technology:	204,000.00	-	-	-	-	-	-	204,000.00	-	204,000.00	-
Contingency:	120,000.00	-	-	-	60,000.00	-	60,000.00	60,000.00	-	60,000.00	-
Total:	\$ 3,240,000.00	\$ 12,600.00	\$ -	\$ 12,600.00	\$ 741,000.00	\$ -	\$ 741,000.00	\$ 2,486,400.00	\$ -	\$ 2,486,400.00	\$ -

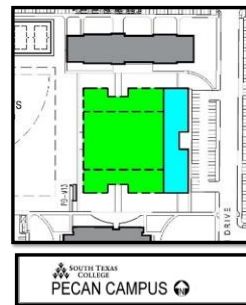
Project Team				Board Status			
Approval to Solicit Architect/Engineer:	4/26/2022	Board Approval of Schematic Design	TBD	Vendor	Contract Amount	Actual Expenditures	Variance
Architect/Engineer:	TBD				TBD	\$ -	\$ -
Contractor:	TBD			Board Acceptance	TBD	TBD	\$ -
STC FPC Project Manager:	Samuel Saldana	Final Completion	TBD	Board Acceptance	TBD	TBD	TBD
Project Description				Project Scope			
Construction of a new 12,000 square foot Kinesiology Building in between the existing Information Technology Building M and North Academic Humanities Building P at Pecan Campus.				Various Workout and Training Areas, Staff Offices, Reception, Workroom, Storage, Showers, Restrooms, and Support Service Areas.			

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	Board Approval of Final Completion Date	FFE Completion of Move In
4/26/2022	6/28/2022	11/22/2022	7/25/2023	9/25/2023	5/25/2024	6/23/2024	5/5/2024

Project Calendar of Expenditures by Fiscal Year						
Fiscal Year	Construction	Design	Miscellaneous	FFE	Tech	Project Total
2021-22	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2022-23	-	-	-	-	-	-
2023-24	-	-	-	-	-	-
Project Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Current Agenda Item

06/14/2022 Facilities Committee Meeting: Review and Recommend Action on Contracting Architectural Design Services for the Pecan Campus Kinesiology Building Phase I.



FPC Project Manager Mark Villar

FPC Asst. Director Rita Cella

FPC Director RDA

Consent Agenda:

b. Approval to Contract Architectural Services for the Pecan Campus Cooper Center for Performing Arts Building L Expansion and Renovations for the Music and Dance Programs

Approval to contract architectural services for the Pecan Campus Cooper Center for Performing Arts Building L Expansion and Renovations for the Music and Dance Programs project is requested.

Purpose

Architectural services are necessary for design and construction administration services for this 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 requested by Administration to vacate the College's facilities located at the Pecan Plaza property. It has been reviewed by the Facilities Operations & Maintenance, Purchasing, and Facilities Planning & Construction Departments, Administration, the Coordinated Operations Council, the Facilities Committee, and the Board of Trustees. This project is scheduled as an educational space improvement to construct an expansion and renovations for Music and Dance programs instruction at the Pecan Campus Cooper Center for Performing Arts.

Background

The project consists of the construction of an expansion and renovation to the Pecan Campus Cooper Center for Performing Arts Building L for the Music and Dance Programs.

- Design and construction of the expansion and renovation to include:
 - 2 Large Classrooms, Small Classroom, Faculty Studios, Piano Studio, Administrative Assistant Area, Lockers, 15 Practice Rooms, Large Rehearsal Room, Percussion Suite, Library, Storage, Dance Studio, Recording Studio, Workshop, and Support Spaces.
 - Proposed spaces:
 - Music Expansion: 12,000 s.f.
 - Dance Studio Renovation: 4,000 s.f.
 - Outdoor Workshop: 800 s.f.
- Total Square Feet: 16,800 s.f.**

On April 26, 2022, the Board of Trustees approved the solicitation for architectural services. Solicitation for architectural qualifications began on May 4, 2022, for the purpose of selecting an architectural firm to prepare the necessary plans and specifications for this project. A total of eighteen (18) firms received a copy of the Request for Qualifications (RFQ) and a total of eight (8) firms submitted their responses on May 19, 2022.

Timeline for Solicitation of Statements of Qualifications	
May 4, 2022	Solicitation of statements of qualifications began.
May 19, 2022	Eight (8) statements of qualifications were received.

Highest Ranked Vendor

Based on the evaluations of the qualifications, **Brown Reynolds Watford Architects** was the highest ranked firm.

The project budget is \$4,536,000 and itemized in the table below:

Pecan Campus Cooper Center for Performing Arts Building L Expansion and Renovations for the Music and Dance Programs Total Project Budget	
Budget Item	Project Total
Construction	\$3,360,000
Design	336,000
Miscellaneous	100,800
FFE	285,600
Technology	285,600
Contingency 5%	168,000
Total Project Budget	\$4,536,000

Funding Source

Funds for the Pecan Campus Cooper Center for Performing Arts Building L Expansion and Renovations for the Music and Dance Programs Project 2022-043C are available in the Unexpended Construction Plant Fund for use in FY 2021 – 2022, as approved by the Board on April 26, 2022. Additional budget transfers from unrestricted funds will be required in FY 2022-2023 to complete the projects and will be requested at a later date. The budget was developed in June 2021 and will need to be reevaluated and adjusted in the FY 2022-2023 budget due to price escalation.

Reviewers

The proposals have been reviewed by College staff from the Academic Affairs Division, Facilities Operations & Maintenance, Facilities Planning & Construction, Finance & Administrative Services, and Purchasing departments.

Estimated Project Timeline

The project design phase is projected to last until May 2023, with construction to commence in September 2023 and Substantial Completion in May 2024.

Enclosed Documents

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

The Facilities Committee recommended Board approval to contract architectural services with Brown Reynolds Watford Architects for the Pecan Campus Cooper Center for Performing Arts Building L Expansion and Renovations for the Music and Dance Programs project as presented.

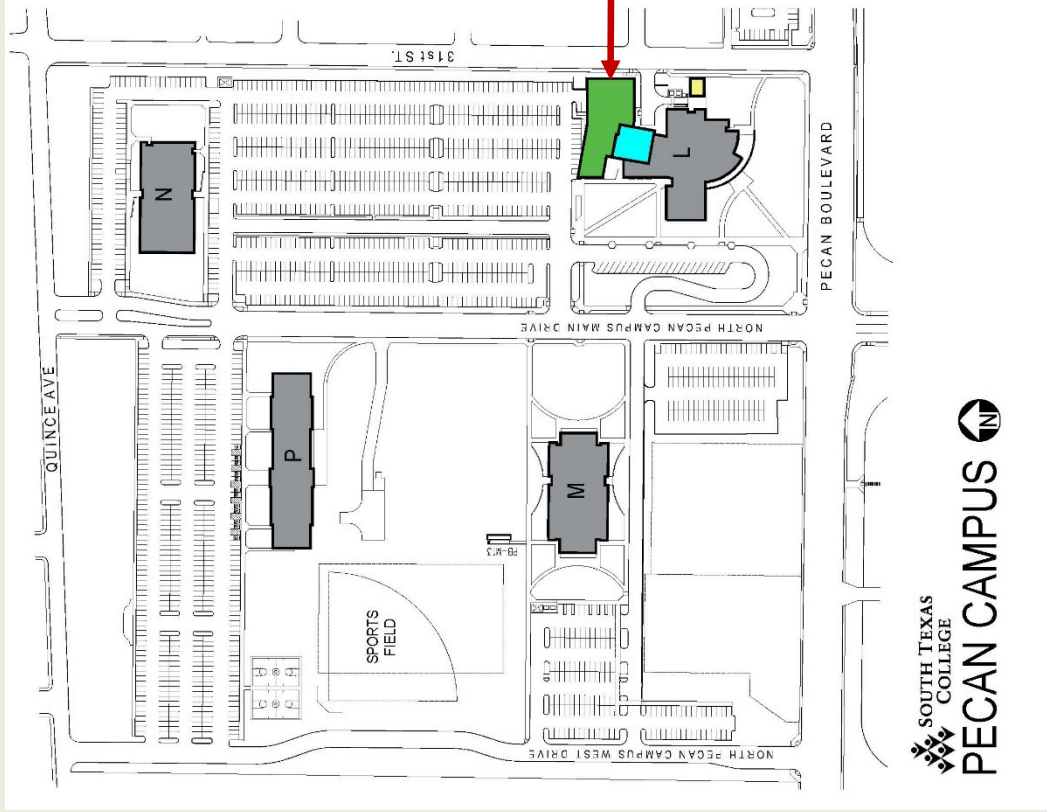
It is recommended that the Board of Trustees of South Texas College approve and authorize the following Minute Order proposed for consideration:

The Board of Trustees of South Texas College approves and authorizes contracting architectural services with Brown Reynolds Watford Architects for the Pecan Campus Cooper Center for Performing Arts Building L Expansion and Renovations for the Music and Dance Programs project as presented.

Approval Recommended:

Dr. Ricardo J. Solis
President

Pecan Campus Building L Cooper Center Proposed Music & Dance Expansion

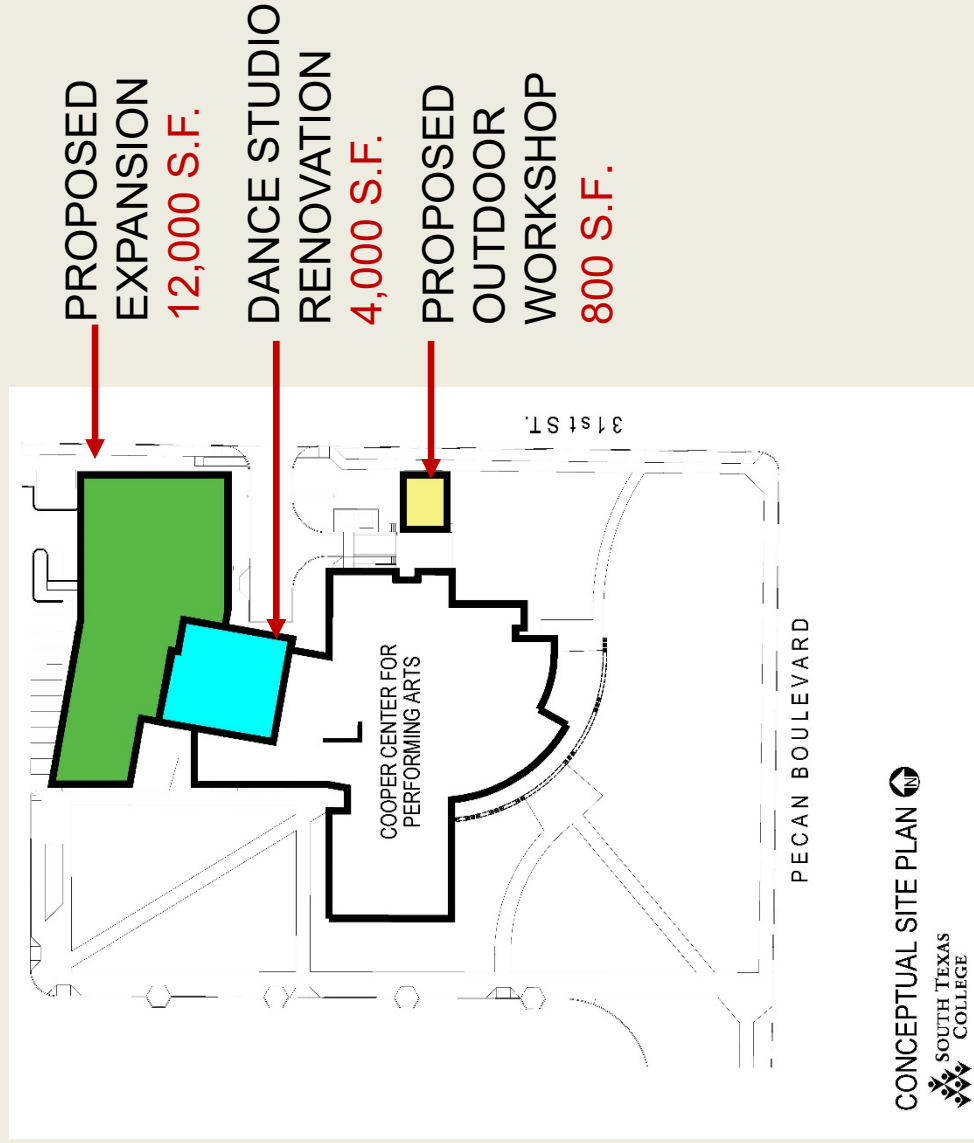


Music & Dance
Expansion
16,800 S.F.



Music and Dance Expansion

Pecan Campus Building L Cooper Center Proposed Music & Dance Expansion



Music & Dance Expansion

Pecan Campus Building L Cooper Center Proposed Music & Dance Expansion



Requested By

Music Department and Academic Affairs Division

Scope of Work

Expansion of approximately 16,800 square feet for the Pecan Campus Cooper Center for Performing Arts Building L.

Space Includes:

2 Large Classrooms, Small Classroom, Faculty Studios, Piano Studio, Administrative Assistant Area, Lockers, 15 Practice Rooms, Large Rehearsal Room, Percussion Suite, Library, Storage, Dance Studio, Recording Studio, Workshop, and Support Spaces.

Estimated Total Project Budget

Construction	\$ 3,360,000
Design	336,000
Miscellaneous	100,800
FFE	285,600
Technology	285,600
Contingency	<u>168,000</u>
Total Project Budget	\$ 4,536,000

**SOUTH TEXAS COLLEGE
ARCHITECTURAL SERVICES - PECAN CAMPUS COOPER CENTER FOR PERFORMING ARTS BUILDING L
PROJECT NO. 21-22-1068**

VENDOR	Able City	Boultinghouse Simpson Gates Architects	Brown Reynolds Watford Architects	CG5 Architect, LLC.	Gignac & Associates, LLP.	goERO International/ dba ERO Architects	Rike Ogden Figueroa Allex Architects, Inc.	The Warren Group Architects, Inc.
ADDRESS	801 N Bryan Rd	3301 N McColl Rd	3535 Travis St Ste 250	1314 E 22nd St	3700 N 10th St	P O Box 720428	1007 Walnut Ave	804 S Main St
CITY/STATE/ZIP	Mission, TX 78572	McAllen, TX 78501	Dallas, TX 75204	Mission, TX 78572	McAllen, TX 78504	McAllen, TX 78504	McAllen, TX 78501	McAllen, TX 78501
PHONE	956-790-0442	956-630-9494	214-528-8704	956-239-2438	956-686-0100	956-655-4655	956-686-7771	956-994-1900
CONTACT	Aaron Hanley	Danny Boultinghouse	Craig Reynolds	Jose C. Garcia III	Raymond Gignac	Eli R. Ochoa	Luis Figueroa	Laura N. Warren
3.1 Statement of Interest								
3.1.1 Statement of Interest for Project	Stated they have worked continuously in partnership with Texas Higher Ed facilities and ISDs for over 22 years. Pointed out that Performing arts spaces are on of their specialties.	Stated they provided architectural services for the creation of the STC Cooper Center in 2008 and are familiar with the design and construction and have the data on file. Continuity will ensure a more efficient, cost effective and timely process in providing a first class facility.	Stated that they bring a unique set of experts who understand the specialized programming, planning and design considerations for Music and Performing Arts pedagogies and educational environments for innovative teaching and rehearsal.	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.	Pointed out that they've designed STC facility projects that have included new, renovated and additional spaces over the years. Stated they are available and have sufficient staff and resources to support the requirement of the potential workload.	Pointed to the recent work the firm provided to STC and their extensive experience that they've gathered through the years. Stated they are confident in their ability to continue providing excellent service to STC.	Stated they have over 37 years of experience delivering successful projects which include assessment, renovations, expansions and repurposing of existing facilities under the most challenging scenarios.
3.1.2 History and Statistics of Firm	- Established in 2017 - Over 30 years experience with schools in Texas - They have a staff of 27 specialized in a wide range of disciplines. - Six licensed architects	- Firm established in 1990 - 600+ successful projects and 85% repeat client rate - Three registered architects	- Firm founded in 1984 - 120+ person architectural and planning firm - Extensive experience with Higher Education clients - Pointed out recognition for the high level of service and quality of work by the American Institute of Architects, the Association of General Contractors.	- 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 McAllen, Harlingen, and Corpus Christi - Established in 1988 - Over 400 successful projects for educational clients	- Founded in 2001 - Office located in McAllen - Lead and designed over 300 design and planning project - Over 50 of these projects are higher education facilities	- Established in 1949 - Office located in McAllen - Experience in educational architecture	- Established in 2004 - Office in McAllen - Provide services nation-wide - Their increase number of repeat and referred customers is due to their continued commitment to excellence
3.1.3 Narrative describing the design team's unique qualifications and specialized design experience as it relates to the project	Stated they have experience exceeding expectations on projects with similar scope for other higher education clients that includes practice and rehearsal room to recording studios, piano studios, and percussion studios.	Stated the firm's philosophy of being "client" oriented as much as "project" oriented.	Stated that they are focused on the success of South Texas College's mission and pointed out their experience in acoustically-critical spaces allows them to mitigate risk, maximize budget and create distinctive solutions that align with the strategic goals of South Texas College.	Stated that they are uniquely experienced in educational administrative office design.	Pointed out the teams has a vast amount of experience designing facilities for educational clients in South Texas and the Rio Grande Valley.	Pointed out that their team commitment to quality stems from their corporate culture emphasizing pride in performance and fast response.	Stated that for 75 years they have been dedicated to excellence in architectural services throughout the RGV. They have also provided a list of Performing Art Center experience.	Indicated that the firm is known state-wide for educational and research facility design.
3.1.4 Statement of Availability and Commitment	Stated all members of the team are available to participate throughout the duration of the project.	Indicated their availability and commitment to the project. Stated that project architect and project manager would be involved with the project until completed.	Indicated that they will not change team members during the life of a higher education project.	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.	Confirmed the availability of their team members for the duration of any project that may come available through STC.	Stated that they have 23 employees with about 150 years of combined relevant education facility experience and uses Revit 2022 BIM A360 Cloud and Bluebeam technology to allow real-time collaboration of planning and design.	Stated they are available to immediately implement design and construction document procedures.	Indicated their commitment to allocate the best members of the staff to STC projects.

**SOUTH TEXAS COLLEGE
ARCHITECTURAL SERVICES - PECAN CAMPUS COOPER CENTER FOR PERFORMING ARTS BUILDING L
PROJECT NO. 21-22-1068**

VENDOR	Able City	Boultinghouse Simpson Gates Architects	Brown Reynolds Watford Architects	CG5 Architect, LLC.	Gignac & Associates, LLP.	goERO International/ dba ERO Architects	Rike Ogden Figueroa Allex Architects, Inc.	The Warren Group Architects, Inc.
3.2 Prime Firm								
3.2.1 Resumes of Principals and Key Members	Included resumes for the following: - Mario A. Peña, Project Director - Aaron Hanley, Project Manager - Frank Rotnofsky, Higher Education Facility Architect - Viviana Frank, Higher Education Facility Specialist - Ricardo Solis, Project Architect - Luis Pruneda, Technical Staff/Quality Assurance - Alfonso Sepulveda, Project Manager	Included resumes for the following: - Robert S. Simpson, Principal Architect - John Gates, Architect	Included resumes for the following: - Craig Reynolds, Project Principal - Andres Vela, Project Architect/Construction Administrator	Included resumes for the following: - Jose 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 - Ivan Perez - Rossello, Project Architect	Included resumes for the following staff: - Eli R. Ochoa, Project Architect - Octavio Cantu, Jr., Senior Project Manager - Yesenia "Yez" Suchil, Project Manager - Roberto Pruneda, Interior Design - Joey Yzaguirre, Production Designer - Albert Chronis, Constructional Administrator	Included resumes for the following staff: - Luis Figueroa, Principal/Owner - Michael E. Alex, Principal Owner - Humberto Rodriguez, Principal/Owner	Included resumes for the following staff: - Laura Nassri Warren, President/Principal - Nataanael Perez, Senior Project Manager - Crystal Chavez, Project Manager - Miguel A. Lopez, Project Manager - Nicole Reyman, Associate - AIA/Architectural Intern/ Project Manager - Aylenn Marquez, Project Manager - Aurea Lopez, Project Manager
3.2.2 Project Assignments and Lines of Authority	Lines of authority and project assignments were shown in organization chart.	Lines of authority and assignments within firm are shown in an organizational chart that includes ten staff members.	Proposed project and time assignments were included for 5 staff members.	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 occupancy.	Lines of authority and assignments within firm are shown in an organization chart that includes eight staff members.	Lines of authority and project assignments were provided as well as reflecting key team member time on renovation project.	Lines of authority, project assignments and estimated percent of time of involvement of (3) team members is shown in organizational chart.	Duties and time assignments for firm staff and staff from consultant firms are summarized in a table.
3.2.3 Prime Firm proximity and meeting availability	Indicated they are located in Mission, TX and are less than five miles from the Pecan Campus.	Indicated that their local presence give them the opportunity to respond in a timely many to any planned or unexpected meetings with STC.	Headquarters are located in Dallas. Stated their use of remote video conferencing: Their design team though will attend scheduled meetings in-person; When unscheduled/unexpected times, Project Architect in McAllen will represent BRW and the design team.	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 minutes away from the Pecan Campus Cooper Center for Performing Arts Bldg. L. Stated that STC will have direct access to any of their principals and the team when required.	Firm is located within 2 miles away from the STC Pecan Campus; stated that they are able to respond immediately to owner meetings during all phases of the project with (3) on site architects in McAllen.	Firm is located in McAllen and is about 8 minutes from STC Pecan Campus.
3.2.4 Describe any litigation the prime firm is currently involved in which could affect the firm's ability to provide professional services to STC	Indicated that the firm is not involved in any litigation.	Indicated that the firm is not involved in any litigation that could affect the firm's ability to provide professional services.	Indicated that they are not involved in any litigation.	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.	Indicated that firm has not been involved in litigation disputes.
3.3 Project Team								
3.3.1 Organization chart with Role of Prime Firm and each consultants firm	Included organizational chart which showed the following consultants: - HPG Design - Interior Design - Chanin Engineering - Structural Engineering - BAI- Acoustical Consultant - DBR - MEP	Included organizational chart which showed the following consultants: - Half Associates - MEP - Chanin Engineering - Structural	Included organizational chart which showed the following consultants: - Kirkegaard South LLC- Acoustics/Performance Audio - Jose Guerra, Inc., MEP Engineering/Fire Protection - JQ Engineering, Structural & Civil Engineering - SMR Landscapes Architects, Landscape Architecture - Halford Busby, Cost Estimating	Included organizational chart which shows prime firm and its (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: - WJHW - Acoustical Engineering - Perez Consulting Engineering - Civil Engineering - DBR Engineering - MEP Engineering - Chanin Engineering - Structural Engineering	Included organizational chart showing prime firm and the following sub-consultant: - DBR- MEP/IT/Security/Fire Suppression - WJHW- Theatre, Acoustics, A/V, Lighting and Media	Included organizational chart showing prime firm and the following consultant: - Chanin Engineering - Structural Engineering - Trinity Engineering- MEP Engineering - M. Garcia Engineering - Civil Engineering - Studio Red Architects- Theater Consultants - Jaffee Holden, Acoustical/Audio Visual	Included organizational chart showing prime firm and included information for the following consultants: - Solorio, Inc.- Structural - MEP Solutions Engineering- MEP - Schuler Shook- Lighting Design/Theatre Planning/ Audio Video Design

**SOUTH TEXAS COLLEGE
ARCHITECTURAL SERVICES - PECAN CAMPUS COOPER CENTER FOR PERFORMING ARTS BUILDING L
PROJECT NO. 21-22-1068**

VENDOR	Able City	Boultinghouse Simpson Gates Architects	Brown Reynolds Watford Architects	CG5 Architect, LLC.	Gignac & Associates, LLP.	goERO International/ dba ERO Architects	Rike Ogden Figueroa Alex Architects, Inc.	The Warren Group Architects, Inc.
3.4 Representative Projects								
3.4.1 Minimum of 5 projects firm has worked on	- Laredo ISD - Vidal M. Trevino School of Communication and Fine Arts (\$19.3M) - Laredo ISD - Dennis E. Nixon Performing Arts Center (\$17M) - Texas A&M International Performing Arts Theater (\$4M) - Laredo College Cigarroa Science Complex (\$17,000,000) - Laredo College Health Science Center (\$24,000,000)	- STC- Cooper Center for Performing Arts Building (\$6,388,488) - City of McAllen - McAllen Public Library and Dewey Park Trails (\$14,300,000) - South Texas College - Building K Renovations Admissions Welcome Center and Entrance (\$411,633) - UTRGV - School Of Medicine (\$4,610,972) - Frost Bank - Banking Facility (\$5,986,606)	- University of North Texas - UNT College of Music Renovation (\$3,860,000) - Del Mar College - Music & Academic Building (\$45,125,000) - Texas A&M University- Music Activities Center (\$31,796,000) - Texas Tech University- Maedgen Theater Addition & Renovation (\$50,000) - Texas A&M University- Kingsville- Music Education Complex (\$40,200,000)	- South Texas Vo-Tech - Weslaco Relocation (\$1M) - South Texas Vo- Tech- Mechanical Lab Renovation (\$300,000) - PSJA ISD - Elvis J Ballew Parking Lot and Interior Renovations including Cosmetology Lab (\$873,000) - La Joya ISD - Rosendo Benavides Elementary Roof and Interior Renovations (\$1.6M) - La Joya ISD - Kika De La Garza Elementary Roof and Interior Renovations (\$750,000) Currently Working On: - ECISD Cavazos Elementary (\$700,000) & Trevino Elementary (\$700,000)	- Corpus Christi ISD - High School with Performing Arts Center & Fine Arts Wing (\$93,204,494) - Tulos Midway ISD - Performing Arts Center Addition (\$10.2M) - Tulos Midway ISD - Jim Cooper Auditorium Renovations (\$1.8M) - Maverick County - Outdoor Amphitheater (\$2.8M) - Cameron County- Isla Blanca (\$29.9M) & Andy Bowie Park Improvements & Outdoor Amphitheatre (Phase I: \$6.2M and Phase II: \$16.6M)	- Weslaco ISD- East High School Band Hall Addition (\$4,600,000) - El Paso ISD- Andres High School New Performing Arts Center Additions (\$11,000,000) - Houston ISD- E.L. Furr High School & Performing Arts Center (\$11,500,000 estimated) - Seguin ISD - Seguin High School Performing Arts Center (\$12,200,000 estimated) - South Texas College- Pecan Campus Library Renovation and Addition (\$12,400,000)	- Texas Southmost College Music Education Building (\$21,000,000) - University of St. Thomas Performing Arts Center (\$30,000,000) - McAllen Performing Arts (\$45,000,000) - San Benito ISD Performing Arts (\$14,500,000) - PSJA Southwest High School (\$45,000,000)	- Rio Grande City Grulla ISD - Performing Arts Center (\$10,000,000) - South Texas College Pecan Campus- Student Activities & Cafeteria Building (\$6,897,227) - Edinburg Conference Center (\$14,000,000) - ECISD - Cafeteria Renovations & Expansion at South Middle School (\$2,680,000) - City of Mission- CEED- Center for Education and Economic Development (\$3,602,638)
3.5 References								
3.5.1 References for five (5) projects	- Laredo ISD - United ISD - Laredo College - Texas A&M International University - City of Mission Housing Authority	- UTRGV - City of McAllen - Museum of South Texas History	- Texas A&M University- Kingsville - Texas Tech University - University of Texas at Arlington - Texas State University	- Edcon Builders - PSJA ISD - La Joya ISD	- Region One ESC - Del Mar College - PSJA ISD - City of Weslaco - Robstown ISD	- Austin ISD - San Felipe Del Rio ISD - Hidalgo County - Brownsville PUB - City of San Juan	- San Benito ISD - PSJA ISD - Donna ISD - Harlingen CISD - Vanguard Academy Beethoven Secondary Campus	- Cantu Construction & Development Company - Capote International Business Park - Prime Health Care - City of Pharr - ECISD
3.6 Project Execution								
3.6.1 Summary of approach to project that addresses interaction with STC staff, management of different phases of the project, how you maintain quality control, and final project close-out.	Stated that their main objective is to design for STC the most flexible, functional, cost-effective, easy-to-maintain, and innovative interior renovation as possible. Provided a detailed design phase.	Stated they currently utilize Building Information Modeling (BIM).	Stated that their design philosophy centers on the premise that design excellence is reflected in every aspect of a building; their process involves considering all the parameters of the project, addressing everything from aesthetics, material selection and user desires to code compliance, constructability and project schedule. Their mythology focuses on owner's objectives through collaborative process that encourages communication, understanding and consensus.	Stated that they are committed to their clients' success and that they are able to offer STC a Texas Architect as the single-point of contact and provider of professional services.	Provided very detailed project approach process.	Provided detailed project approach process.	Provided detailed project approach process.	Stated they have a central filing system to keep all members and stakeholders involved and always informed. Clients have access to construction reports, videos and photo documentation through a secured access folder anytime.
3.6.2 Willingness and ability to expedite services. Ability to supplement production.	Stated their team members are willing and able to expedite design services and construction administration for the project.	Stated they have been successful in controlling their workload so that they don't have to add staff solely to meet the demands of any project.	Indicated they are prepared to streamline and expedite their design services to the greatest extent possible to minimize the cost impact in an uncertain construction market.	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 that they are willing and able to expedite design services and construction administration for the projects.	Stated that they are eager and will to expediate Design and Construction Administration Services for any new or potential STC project.	Stated they are willing and able to expedite design services and construction administration for the project. Their work load is such that they have qualified staff available to assign to our project immediately.
TOTAL EVALUATION POINTS	566.60	566.80	568.40	551.40	564.20	568.00	565.00	564.40
RANKING	4	3	1	8	7	2	5	6

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

**SOUTH TEXAS COLLEGE
ARCHITECTURAL SERVICES - PECAN CAMPUS COOPER CENTER FOR PERFORMING ARTS BUILDING L
PROJECT NO. 21-22-1068**

VENDOR	Able City	Boultinghouse Simpson Gates Architects	Brown Reynolds Waitford Architects	CG5 Architect, LLC.	Gignac & Associates, LLP.	goERO International/ dba ERO Architects	Rike Ogden Figueroa Alex Architects, Inc.	The Warren Group Architects, Inc.
ADDRESS	801 N Bryan Rd	3301 N McColl Rd	3535 Travis St Ste 250	1314 E 22nd St	3700 N 10th St	P O Box 720428	1007 Walnut Ave	804 S Main St
CITY/STATE/ZIP	Mission, TX 78572	McAllen, TX 78501	Dallas, TX 75204	Mission, TX 78572	McAllen, TX 78504	McAllen, TX 78504	McAllen, TX 78501	McAllen, TX 78501
PHONE	956-790-0442	956-630-9494	214-528-8704	956-239-2438	956-686-0100	956-655-4655	956-686-7771	956-994-1900
CONTACT	Aaron Hanley	Danny Boultinghouse	Craig Reynolds	Jose C. Garcia III	Raymond Gignac	Eli R. Ochoa	Luis A. Figueroa	Laura N. Warren
3.1 Statement of Interest (up to 100 points)								
3.1.1 Statement of interest on project	96	96	96	94	95	96	94	96
3.1.2 Firm History including credentials	94	97	95	88	93	96	95	94
3.1.3 Narrative describing the design team's unique qualifications and specialized design experience as it relates to the project	93	92	92	90	90	92	91	92
3.1.4 Availability and commitment of firm and its principal(s) and key professionals	94	94	94	90	94	94	94	93
	96	96	100	85	96	99	95	90
3.2 Prime Firm (up to 100 points)								
3.2.1 Resumes giving the experience and expertise principles and key members for the prime firm that will be involved in the project(s), including their experience with similar projects and the number of years with the prime firm	95	96	95	93	95	95	94	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).	97	97	95	94	91	95	95	95
3.2.3 Prime Firm proximity and meeting availability	92	92	92	90	90	91	91	91
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	93	93	94	91	94	94	94	94
	96	96	99	90	96	98	95	95
3.3 Project Team (up to 100 points)								
3.3.1 Organizational chart showing the roles of the prime firm and each consultant firm or individual included.	95	95	95	93	94	95	94	94
--Identify the consultant and provide a brief history about the consultant	95	94	95	93	97	95	98	98
--Describe the consultant's proposed role in the project and its related project experience	92	92	92	90	90	92	91	91
--List a project(s) that the prime firm and the consultant have worked together on during the last five years	94	93	94	91	93	94	93	92
--Provide a statement of the consultant's availability for the project(s)	97	96	99	97	97	98	96	96
--Provide resumes giving the experience and expertise of principals and key professional members for the consultant who will be assigned to the project(s)								

SOUTH TEXAS COLLEGE
 ARCHITECTURAL SERVICES - PECAN CAMPUS COOPER CENTER FOR PERFORMING ARTS BUILDING L
 PROJECT NO. 21-22-1068

VENDOR	Able City	Boultinghouse Simpson Gates Architects	Brown Reynolds Waitford Architects	CG5 Architect, LLC.	Gignac & Associates, LLP.	goERO International/dba ERO Architects	Rike Ogden Figueroa Allex Architects, Inc.	The Warren Group Architects, Inc.
3.4 Representative Projects (up to 100 points)								
3.4.1 Specific data on 5 projects the prime firm provided or is providing professional services in an educational setting --Project name and location; Project Owner and contact information; Project construction cost; Project size in gross square feet; Date project was started and completed Professional services prime firm provided for the project; Project manager; Project architect; Project designer; Names of consultant firms and their expertise.	94	96	95	93	93	94	93	94
	95	95	97	93	97	96	98	95
	92	94	92	90	90	92	91	92
	95	94	94	91	94	94	95	93
	97	96	99	90	99	99	98	97
3.5 Five References (up to 100 points)								
3.5.1 Provide references for 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	94	93	94	92	92	93	93	94
	93	93	93	93	93	94	93	94
	93	93	93	93	93	93	93	93
	93	93	93	93	94	92	93	95
	95	95	97	93	99	94	94	96
3.6 Project Execution (up to 100 points)								
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. 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	95	95	95	95	95	95	95
	94	94	92	93	96	96	97	95
	92	92	92	90	90	92	90	92
	93	93	90	90	92	93	93	92
	99	99	99	99	99	99	99	99
TOTAL EVALUATION POINTS	566.60	566.80	568.40	551.40	564.20	568.00	565.00	564.40
RANKING	4	3	1	8	7	2	5	6

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

Project Name: Pecan Campus - Cooper Center for Performing Arts Building L Expansion and Renovations for the Music & Dance Programs		Project No.: 2022-043C									
Funding Source(s): Unexpended Plant Fund											
	Total Project Budget	FY 21-22		FY 22-23		FY 23-24		Total Actual Expenditures To Date			
		Project Budget	FY 21-22 Actual Expenditures	Variance of Project Budget vs. Actual Expenditures	Project Budget	FY 22-23 Actual Expenditures	Variance of Project Budget vs. Actual Expenditures		Project Budget	FY 23-24 Actual Expenditures	Variance of Project Budget vs. Actual Expenditures
Construction:	\$ 3,360,000.00	\$ -	\$ -	\$ -	\$ 672,000.00	\$ -	\$ 672,000.00	\$ 2,688,000.00	\$ -	\$ 2,688,000.00	\$ -
Design:	336,000.00	7,560.00	-	7,560.00	261,240.00	-	261,240.00	67,200.00	-	67,200.00	-
Miscellaneous:	100,800.00	10,080.00	-	10,080.00	20,160.00	-	20,160.00	70,560.00	-	70,560.00	-
FFE:	285,600.00	-	-	-	-	-	-	285,600.00	-	285,600.00	-
Technology:	285,600.00	-	-	-	-	-	-	285,600.00	-	285,600.00	-
Contingency:	168,000.00	-	-	-	84,000.00	-	84,000.00	84,000.00	-	84,000.00	-
Total:	\$ 4,536,000.00	\$ 17,640.00	\$ -	\$ 17,640.00	\$ 1,037,400.00	\$ -	\$ 1,037,400.00	\$ 3,480,960.00	\$ -	\$ 3,480,960.00	\$ -

Project Team		Board Status	
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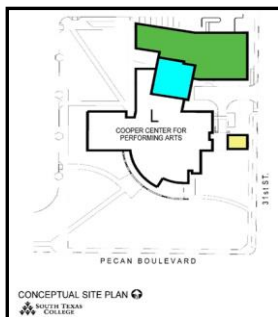
Approval to Solicit Architect/Engineer: 4/26/2022	Board Approval of Schematic Design TBD	Vendor	Contract Amount	Actual Expenditures	Variance
Architect/Engineer: TBD		TBD	\$ -	\$ -	\$ -
Contractor: TBD		TBD	\$ -	\$ -	\$ -
STC FPC Project Manager: Martin Villarreal	Substantial Completion TBD	Board Acceptance		TBD	
	Final Completion TBD	Board Acceptance		TBD	

Project Description	Project Scope
Expansion of approximately 16,800 square feet for the Pecan Campus Cooper Center for Performing Arts Building L.	2 Large Classrooms, Small Classroom, Faculty Studios, Piano Studio, Administrative Assistant Area, Lockers, 15 Practice Rooms, Large Rehearsal Room, Percussion Suite, Library, Storage, Dance Studio, Recording Studio, Workshop, and Support Spaces.

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	Board Approval of Final Completion Date	FFE Completion of Move In
4/26/2022	6/28/2022	11/22/2022	7/25/2023	9/7/2023	5/28/2024	6/25/2024	5/5/2024

Project Calendar of Expenditures by Fiscal Year						
Fiscal Year	Construction	Design	Miscellaneous	FFE	Tech	Project Total
2021-22	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2022-23	-	-	-	-	-	-
2023-24	-	-	-	-	-	-
Project Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Current Agenda Item
6/14/2022 Facilities Committee Meeting : Review and Recommend Action on Contracting Architectural Design Services for Pecan Campus - Cooper Center for Performing Arts Building L Expansion and Renovations for the Music & Dance Programs



FPC Project Manager *Martin Villarreal*

FPC Asst. Director *Rita Geller*

FPC Director *RDA*

Consent Agenda:
c. Approval of Schematic Design of the Mid Valley Campus Workforce Program Projects

Approval of schematic designs prepared by PBK Architects, Inc. for the following Mid Valley Campus Workforce Program Projects is requested.

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

Purpose

Schematic design is the first phase of basic design services provided by the project design team. In this phase, the design team prepares schematic drawings based on the Owner's project program and design meetings with staff. The approval of this phase is necessary to establish the basis on which the project design team is given authorization to proceed with design development and construction document phases.

Scheduling Priority

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

Justification

The proposed expansions and renovation at the Mid Valley Workforce Center Building D would allow for additional instruction space and storage space for the Welding and Automotive programs, and additional instruction space for Heating, Ventilation, Air Conditioning, and Refrigeration (HVAC-R) courses.

Once schematic design is approved, PBK Architects, Inc. will proceed to prepare all necessary design development drawings and specifications in preparation for the construction documents phase using College design standards as well as all applicable codes and ordinances. Construction documents will then be issued for solicitation of construction proposals. Once received, construction proposals will be evaluated and submitted to the Board of Trustees with a recommendation to award a construction contract.

Background

On October 26, 2021, the Board of Trustees approved contracting architectural services with PBK Architects, Inc. The architect has worked with College staff to develop schematic designs to meet the Workforce Program needs.

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

A. Workforce Center Building D Welding Lab Expansion and Renovation

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

- Design and construction of the expansion and renovation
- Approximate square feet of the proposed renovated space: 1,858 s.f.
- Approximate square feet of the proposed expansion space: 1,717 s.f.
- Total square feet: 3575 s.f.

B. Workforce Center Building D Automotive Lab Expansion

The project consists of constructing an expansion to provide accommodation for new fully-equipped bays with overhead doors, work spaces, storage space for equipment and tools, and the possibility for further expansion as needed. The schematic design shows the proposed new location as recommended by the architect and College staff.

- Design and construction of the expansion
- Approximate square feet of the proposed space: 3,468 s.f.

C. Workforce Center Building D HVAC-R Classroom & Outdoor Lab Expansion

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

- Design and construction of the expansion and renovation
- Approximate square feet of the proposed indoor lab space: 1,383 s.f.
- Approximate square feet of the proposed outdoor lab space: 733 s.f.
- Total square feet: 2,116 s.f.

Funding Source

Previously earmarked funds are available in the Unexpended Construction Plant Fund and were approved for use toward the Mid Valley Campus Workforce Center Building D Welding Lab Expansion and Renovation Project 2022-013C, the Mid Valley Campus Workforce Center Building D Automotive Lab Expansion Project 2022-012C, and the Mid Valley Campus Workforce Center Building D HVAC-R Classroom & Outdoor Lab Expansion Project 2022-014C in FY 2021-2022 at the June 22, 2021 Board meeting.

PBK Architects, Inc. estimates the cost of the proposed construction to exceed the construction budgets and additional funds can be budgeted in the FY 2022-2023 Unexpended Construction Plant Fund to cover the shortfalls. The construction budgets and the estimated construction costs for each project are itemized in the following table:

Mid Valley Campus Workforce Program Projects Construction Budgets and Estimated Costs			
Project	Construction Budget	Estimated Construction Cost	Variance
Workforce Center Building D Welding Lab Expansion and Renovation	\$370,000	\$707,550	(\$337,550)
Workforce Center Building D Automotive Lab Expansion	700,000	953,700	(253,700)
Workforce Center Building D HVAC-R Classroom & Outdoor Lab Expansion	400,000	421,875	(21,875)
Total Construction Budgets	\$1,470,000	\$2,083,125	(\$613,125)

Reviewers

The proposed schematic designs have been reviewed by staff from the Academic Division of Business, Public Safety, & Technology, Facilities Planning & Construction, and Facilities Operations & Maintenance departments, and the Coordinated Operations Council.

Estimated Project Timeline

The project design phase is projected to last until October 2022, with construction to commence in February 2023 and Substantial Completion in October 2023.

Enclosed Documents

PBK Architects, Inc. has developed a schematic presentation describing the proposed designs. The packet includes drawings of the site plan, floor plans, exterior views, and fact sheets.

Presenters

PBK Architects, Inc. has developed a schematic presentation describing the proposed design. Representatives from PBK Architects, Inc. attended the Facilities Committee meeting to present the schematic designs of the projects.

The Facilities Committee recommended Board approval of the proposed schematic designs of the Mid Valley Campus Workforce Center Building D Welding Lab Expansion and Renovation, Mid Valley Campus Workforce Center Building D Automotive Lab Expansion, and Mid Valley Campus Workforce Center Building D HVAC-R Classroom & Outdoor Lab Expansion projects as presented.

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

The Board of Trustees of South Texas College approves and authorizes the proposed schematic designs of the Mid Valley Campus Workforce Center Building D Welding Lab Expansion and Renovation, Mid Valley Campus Workforce Center Building D Automotive Lab Expansion, and Mid Valley Campus Workforce Center Building D HVAC-R Classroom & Outdoor Lab Expansion projects as presented.

Approval Recommended:

Dr. Ricardo J. Solis
President



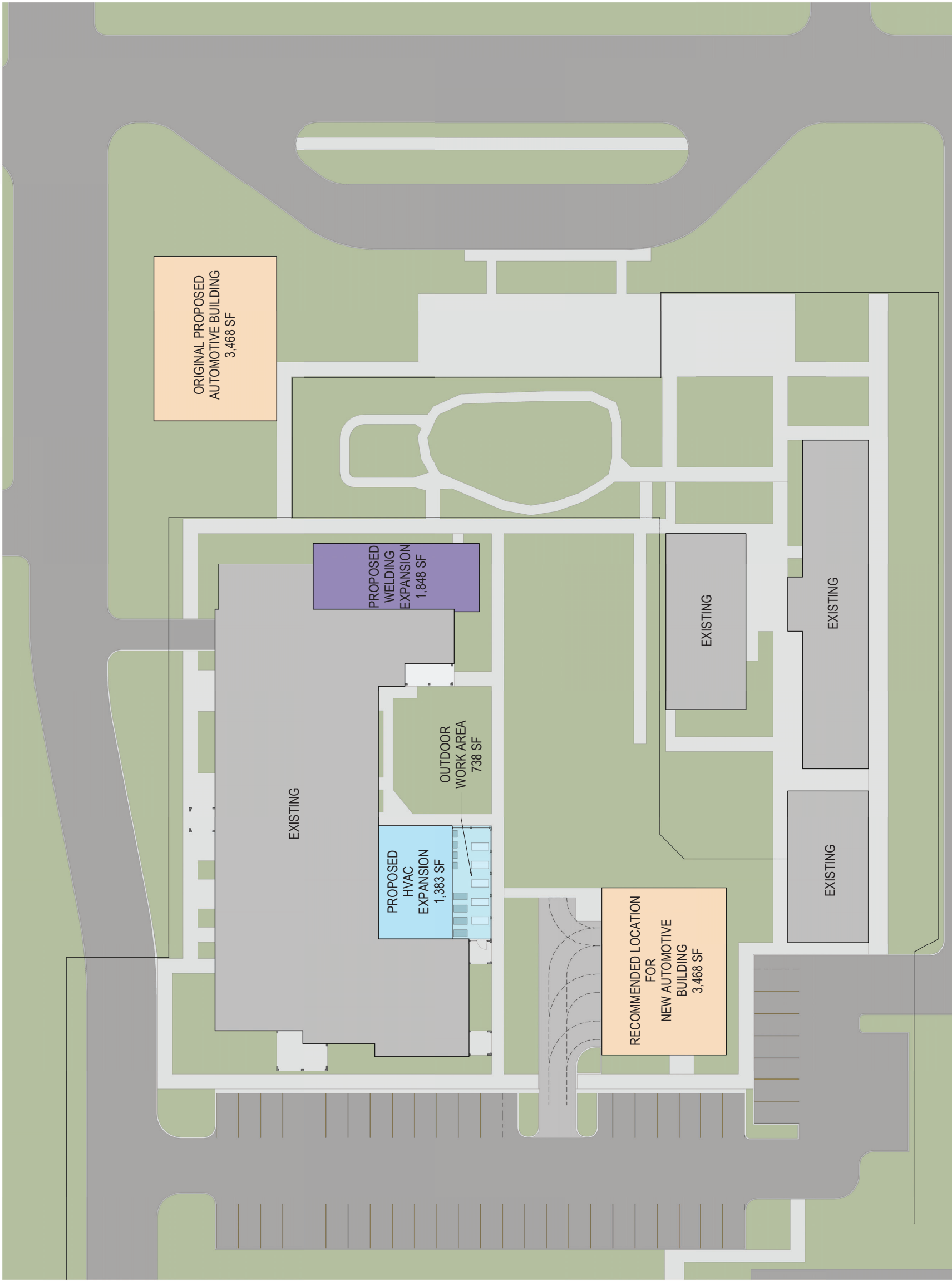
Mid Valley Campus Workforce Center Building D
Automotive Lab, HVAC-R Classroom and Outdoor Lab, and Welding Lab Expansion

South Texas College - MidValley Campus || Weslaco, Texas

**Schematic Design
Presentation**

June 2, 2022

- AUTOMOTIVE
- EXISTING BUILDING
- HVAC-R
- WELDING



Mid Valley Campus Workforce Center Building D

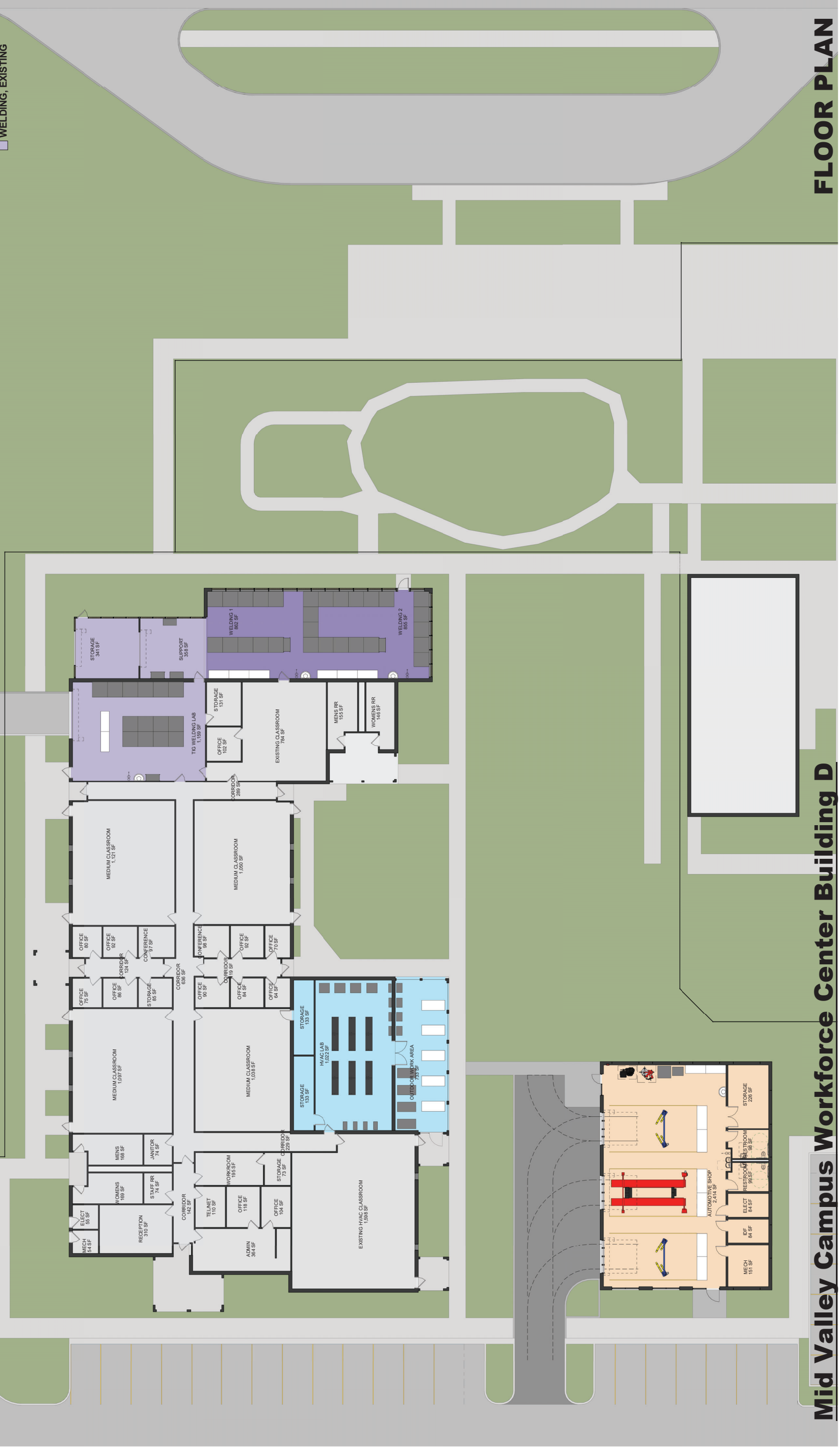
Automotive Lab, HVAC-R Classroom and Outdoor Lab, and Welding Lab Expansion

South Texas College - MidValley Campus

SITE PLAN



- AUTOMOTIVE
- EXISTING BUILDING
- HVAC-R
- WELDING
- WELDING, EXISTING



FLOOR PLAN



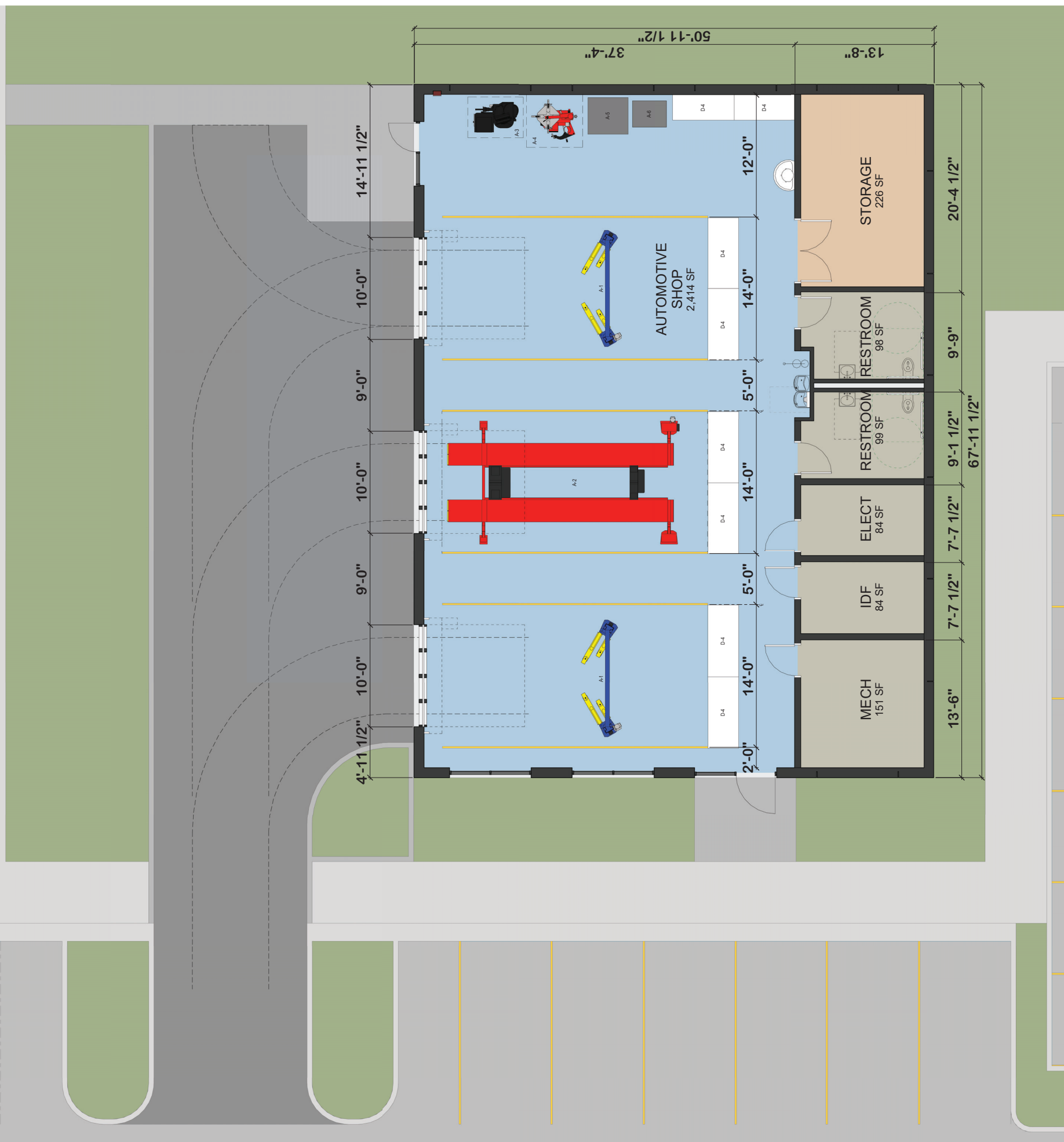
Mid Valley Campus Workforce Center Building D

Automotive Lab, HVAC-R Classroom and Outdoor Lab, and Welding Lab Expansion
 South Texas College - MidValley Campus

AUTOMOTIVE EQUIPMENT	
A-1	VEHICLE LIFT
A-2	ROTARY VEHICLE LIFT
A-3	WHEEL BALANCER
A-4	TIRE CHANGER
A-5	BRAKE LATHE ON BENCH
A-6	PARTS WASHER
D-4	WORK TABLE

FUNCTION LEGEND

- CLASSROOM
- MECHANICAL/RR
- STORAGE

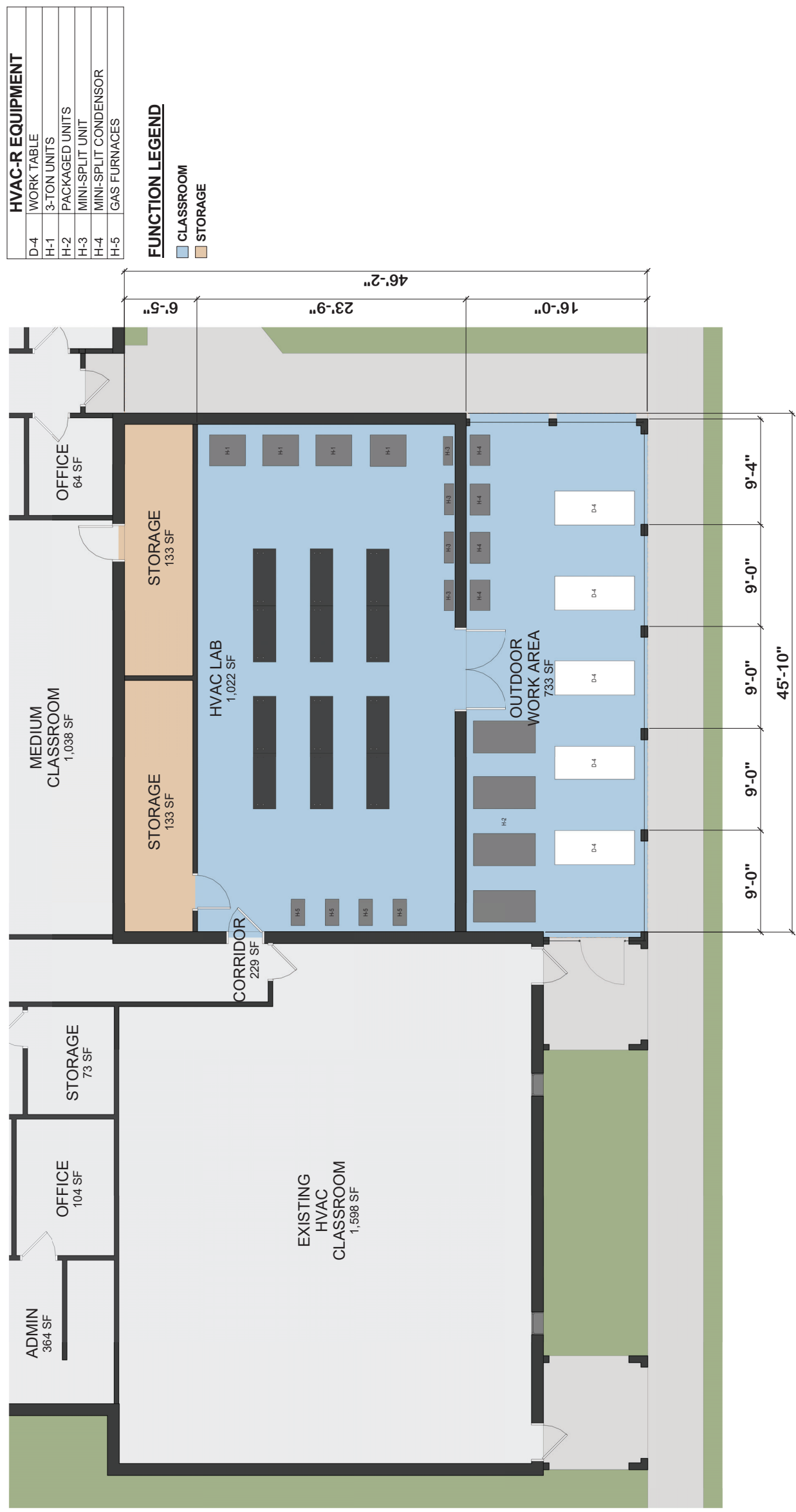


Mid Valley Campus Workforce Center Building D

Automotive Lab, HVAC-R Classroom and Outdoor Lab, and Welding Lab Expansion
 South Texas College - MidValley Campus

AUTOMOTIVE LAB EXPANSION





Mid Valley Campus Workforce Center Building D

Automotive Lab, HVAC-R Classroom and Outdoor Lab, and Welding Lab Expansion
 South Texas College - MidValley Campus

HVAC-R EXPANSION





WELDING EQUIPMENT	
D-4	WORK TABLE
W-1	GRINDING STATION
W-2	QUENCH TANK
W-3	WELDING BOOTH

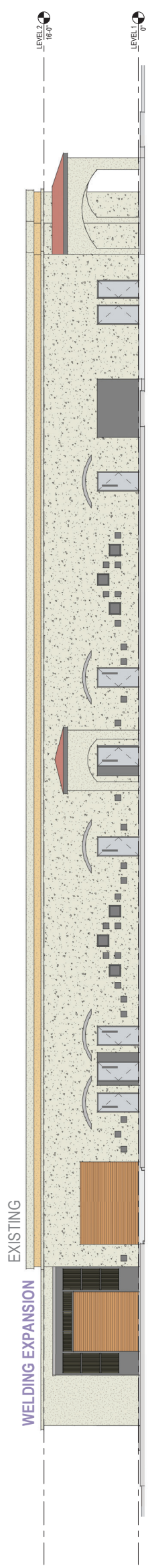
FUNCTION LEGEND	
	CLASSROOM
	STORAGE

Mid Valley Campus Workforce Center Building D

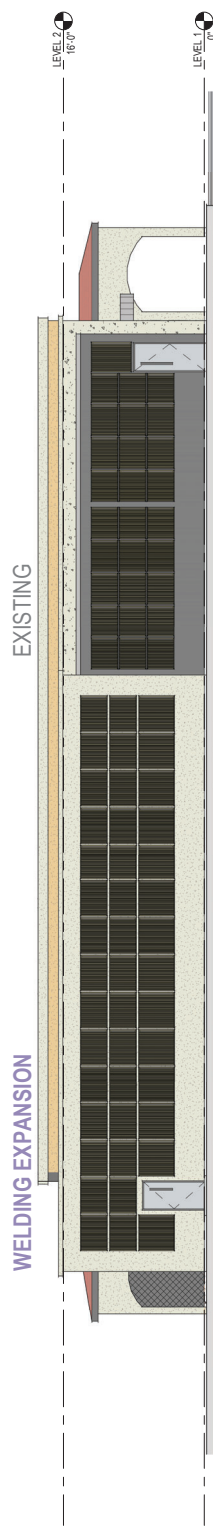
Automotive Lab, HVAC-R Classroom and Outdoor Lab, and Welding Lab Expansion
 South Texas College - MidValley Campus

WELDING EXPANSION

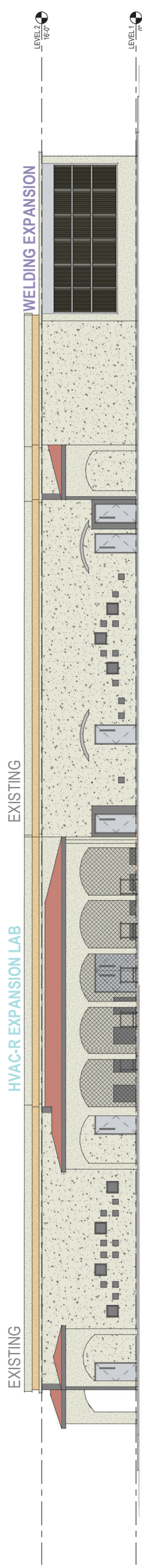




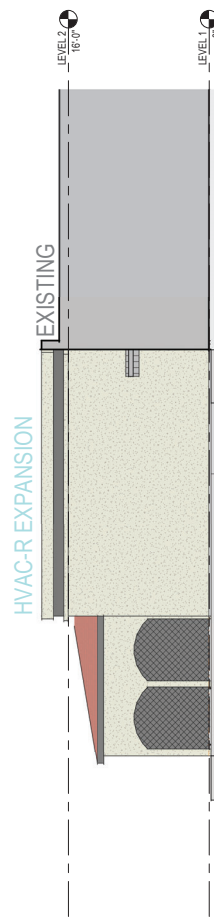
① 1/8" = 1'-0" EXTERIOR ELEVATION - NORTH EXISTING



② 1/8" = 1'-0" EXTERIOR ELEVATION - EAST



③ 1/8" = 1'-0" EXTERIOR ELEVATION - SOUTH EXISTING



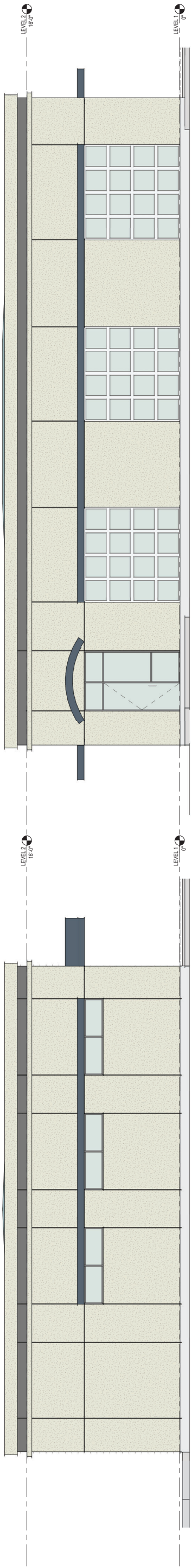
④ 1/8" = 1'-0" HVAC - EAST ELEVATION

Mid Valley Campus Workforce Center Building D

**Automotive Lab, HVAC-R Classroom and Outdoor Lab, and Welding Lab Expansion
South Texas College - MidValley Campus**

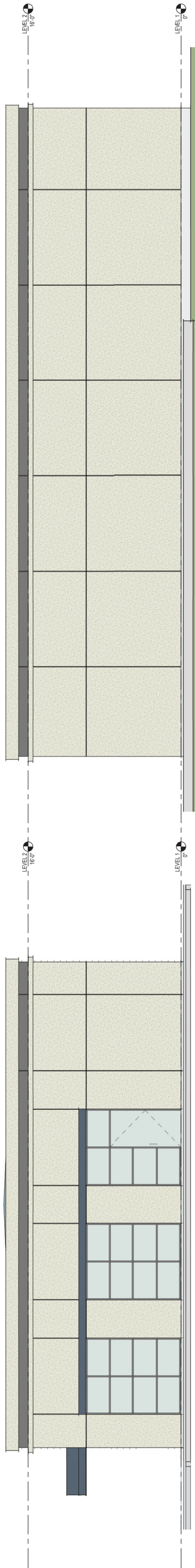
BUILDING D ELEVATIONS





4 1/4" = 1'-0" EAST ELEVATION

3 1/4" = 1'-0" NORTH ELEVATION



1 1/4" = 1'-0" AUTOMOTIVE EXPANSION - WEST ELEVATION

2 1/4" = 1'-0" SOUTH ELEVATION

Mid Valley Campus Workforce Center Building D

**Automotive Lab, HVAC-R Classroom and Outdoor Lab, and Welding Lab Expansion
South Texas College - MidValley Campus**

AUTOMOTIVE LAB EXPANSION -

ELEVATIONS





Mid Valley Campus Workforce Center Building D
Automotive Lab, HVAC-R Classroom and Outdoor Lab, and Welding Lab Expansion
South Texas College - MidValley Campus

OPTION 2



Mid-Valley Campus Workforce Center Building D

Automotive Lab, HVAC-R Classroom & Outdoor Lab and Welding Lab Expansion

South Texas College

Probable Cost of Construction

06.06.2022



A Building D:						\$2,083,125
No.	DESCRIPTION	QTY	UNIT	UNIT PRICE	SUB-TOTAL	
1	HVAC-R Expansion	1,383	SF	\$225.00	\$311,175	
2	HVAC-R Outdoor Work Area	738	SF	\$150.00	\$110,700	
3	Welding Expansion	1,906	SF	\$225.00	\$428,850	
4	Welding Renovation (TIG ,Storage & Support)	1,858	SF	\$150.00	\$278,700	
5	Automotive Building	3,468	SF	\$275.00	\$953,700	
B Total Cost:						\$2,083,125
<i>Note: *Soft costs include furniture, equipment, soil borings, materials testing, surveying, printing, TDLR Review, permits, reimbursables, and Architecture/Engineering Fees</i>						
<i>Note: Account for estimated annual construction inflation of 10% per year after 2022 to the above figures.</i>						

Project Name: MVC - Workforce Center Building D Welding Lab Expansion				Project No.: 2022-013C			
Funding Source(s): Unexpended Plant Fund							
		FY21-22		FY22-23			
	Total		Variance of		Variance of		Total Actual
	Project Budget	Project Budget	FY 21-22 Actual Expenditures	Project Budget vs. Actual Expenditures	FY 22-23 Actual Expenditures	Project Budget vs. Actual Expenditures	Expenditures To Date
Construction:	\$ 370,000.00	\$ 77,000.00	\$ -	\$ 77,000.00	\$ 293,000.00	\$ -	\$ 293,000.00
Design:	37,000.00	29,600.00	2,289.38	27,310.62	7,400.00	-	7,400.00
Miscellaneous:	12,000.00	8,000.00	-	8,000.00	4,000.00	-	4,000.00
FFE:	90,000.00	-	-	-	90,000.00	-	90,000.00
Technology:	10,000.00	-	-	-	10,000.00	-	10,000.00
Contingency 5%:	18,500.00	-	-	-	18,500.00	-	18,500.00
Total:	\$ 537,500.00	\$ 114,600.00	\$ 2,289.38	\$ 112,310.62	\$ 422,900.00	\$ -	\$ 422,900.00


Project Team				Board Status			
Approval to Solicit Architect/Engineer:	7/27/2021	Board Approval of Schematic Design:	TBD	Contract Vendor:	Actual Expenditures:	Actual Expenditures:	Variance:
Architect/Engineer:	PBK Architects	Substantial Completion:	TBD	PBK Architects	\$ 30,525.00	\$ -	\$ 30,525.00
Contractor:	TBD	Board Acceptance:	TBD	TBD	\$-	\$-	\$-
STC FPC Project Manager:	Martin Villarreal	Final Completion:	TBD	Board Acceptance:	TBD		

Project Description	Project Scope
Expand the Welding Labs in Building D, which currently shares a small space with Automotive Program.	Design and Construction of a Welding Lab Expansion for Additional 26 Welding Stations.

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	Board Approval of Final Completion Date	FFE Completion of Move In
7/27/2021	10/26/2021	6/28/2022	1/24/2023	2/8/2023	10/24/2023	11/28/2023	10/23/2023


Project Calendar of Expenditures by Fiscal Year							
Fiscal Year	Construction	Design	Miscellaneous	FFE	Tech	Project Total	
2021-22	\$ -	\$ 2,289.38	\$ -	\$ -	\$ -	\$ 2,289.38	
2022-23	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Project Total	\$ -	\$ 2,289.38	\$ -	\$ -	\$ -	\$ 2,289.38	

Current Agenda Item
06/14/2022 Facilities Committee Meeting: Review and Recommend Action on Approval of Schematic Design for the Mid Valley Campus Workforce Program Projects
 Review and Recommend Action on Authorization to Proceed with Solicitation of Construction Services for the Mid Valley Campus Workforce Program Projects




PROJECT LOCATION

MID VALLEY CAMPUS



PROPOSED WELDING LAB EXPANSION

North



FPC Project Manager *Martin Villarreal*

FPC Asst. Director *Rita Gillette*

FPC Director *RDDA*

Project Name: MVC - Workforce Center Building D Automotive Lab Expansion **Project No.** 2022-012C

Funding Source(s): Unexpended Plant Fund

	Total Project Budget	FY21-22			FY22-23			Total Actual Expenditures To Date
		Project Budget	FY 21-22 Actual Expenditures	Variance of Project Budget vs. Actual Expenditures	Project Budget	FY 22-23 Actual Expenditures	Variance of Project Budget vs. Actual Expenditures	
Construction:	\$ 700,000.00	\$ 147,000.00	\$ -	\$ 147,000.00	\$ 553,000.00	\$ -	\$ 553,000.00	\$ -
Design:	70,000.00	56,000.00	3,543.75	52,456.25	14,000.00	-	14,000.00	3,543.75
Miscellaneous:	17,500.00	5,350.00	-	5,350.00	12,150.00	-	12,150.00	-
FFE:	38,500.00	-	-	-	38,500.00	-	38,500.00	-
Technology:	59,500.00	-	-	-	59,500.00	-	59,500.00	-
Contingency 5%:	35,000.00	-	-	-	35,000.00	-	35,000.00	-
Total:	\$ 920,500.00	\$ 208,350.00	\$ 3,543.75	\$ 204,806.25	\$ 712,150.00	\$ -	\$ 712,150.00	\$ 3,543.75

Project Team		Board Status				
Approval to Solicit Architect/Engineer:	7/27/2021	Board Approval of Schematic Design	TBD	Contract Amount	Actual Expenditures	Variance
Architect/Engineer:	PBK Architects		PBK Architects	\$ 47,250.00	\$ -	\$ 47,250.00
Contractor:	TBD		TBD	\$-	\$-	\$-
STC FPC Project Manager:	Martin Villarreal	Substantial Completion	TBD	Board Acceptance	TBD	
		Final Completion	TBD	Board Acceptance	TBD	

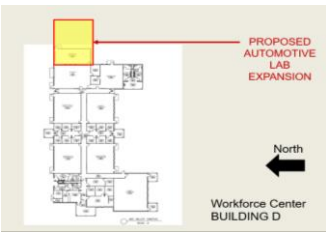
Project Description	Project Scope
Expand the Automotive Program area, which is currently sharing a small space with Welding Program. Would need to accommodate large specialized equipment.	Design and Construction of an Automotive Lab Expansion including 3 bays, storage, wash station, and eyewash.

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	Board Approval of Final Completion Date	FFE Completion of Move In
7/27/2021	10/26/2021	6/28/2022	1/24/2023	2/8/2023	10/24/2023	11/28/2023	10/23/2023

Project Calendar of Expenditures by Fiscal Year							
Fiscal Year	Construction	Design	Miscellaneous	FFE	Tech	Project Total	
2021-22	\$ -	\$ 3,543.75	\$ -	\$ -	\$ -	\$ -	\$ 3,543.75
2022-23	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Project Total	\$ -	\$ 3,543.75	\$ -	\$ -	\$ -	\$ -	\$ 3,543.75

Current Agenda Item

06/14/2022 Facilities Committee Meeting: Review and Recommend Action on Approval of Schematic Design for the Mid Valley Campus Workforce Program Projects
Review and Recommend Action on Authorization to Proceed with Solicitation of Construction Services for the Mid Valley Campus Workforce Program Projects



FPC Project Manager *Martin Villarreal*

FPC Asst. Director *Rita Geller*

FPC Director *RANA*

Project Name: MVC - Workforce Building D HVAC-R Classroom & Outdoor Lab				Project No.: 2022-014C			
Funding Source(s): Unexpended Plant Fund							
		FY21-22		FY22-23			
	Total		Variance of		Variance of		Total Actual
	Project Budget	Project Budget	FY 21-22 Actual Expenditures	Project Budget vs. Actual Expenditures	FY 22-23 Actual Expenditures	Project Budget vs. Actual Expenditures	Expenditures To Date
Construction:	\$ 400,000.00	\$ 84,000.00	\$ -	\$ 84,000.00	\$ 316,000.00	\$ -	\$ -
Design:	40,000.00	32,000.00	2,475.00	29,525.00	8,000.00	-	8,000.00
Miscellaneous:	12,000.00	8,000.00	-	8,000.00	4,000.00	-	-
FFE:	22,000.00	-	-	-	22,000.00	-	22,000.00
Technology:	34,000.00	-	-	-	34,000.00	-	34,000.00
Contingency 5%:	20,000.00	-	-	-	20,000.00	-	20,000.00
Total:	\$ 528,000.00	\$ 124,000.00	\$ 2,475.00	\$ 121,525.00	\$ 404,000.00	\$ -	\$ 400,000.00


Project Team				Board Status			
Approval to Solicit				Board Approval of Schematic Design	TBD	Contract Amount	Actual Expenditures
Architect/Engineer:	7/27/2021					PBK Architects \$ 33,000.00	\$ -
Architect/Engineer:	PBK Architects					TBD \$-	\$-
Contractor:	TBD			Substantial Completion	TBD	Board Acceptance	TBD
STC FPC Project Manager:	Martin Villarreal			Final Completion	TBD	Board Acceptance	TBD

Project Description	Project Scope
Add exterior space adjacent to Building D, for 5 work benches, 2 gas storage cabinets, and 1 classroom.	Design and construction of HVAC-R Classroom and Outside Covered Area for brazing instruction and equipment storage.


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	Board Approval of Final Completion Date	FFE Completion of Move In
7/27/2021	10/26/2021	6/28/2022	1/24/2023	2/8/2023	10/24/2023	11/28/2023	10/23/2023

Project Calendar of Expenditures by Fiscal Year							
Fiscal Year	Construction	Design	Miscellaneous	FFE	Tech	Project Total	
2021-22	\$ -	\$ 2,475.00	\$ -	\$ -	\$ -	\$ 2,475.00	
2022-23	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Project Total	\$ -	\$ 2,475.00	\$ -	\$ -	\$ -	\$ 2,475.00	

Current Agenda Item
06/14/2022 Facilities Committee Meeting: Review and Recommend Action on Approval of Schematic Design for the Mid Valley Campus Workforce Program Projects
 Review and Recommend Action on Authorization to Proceed with Solicitation of Construction Services for the Mid Valley Campus Workforce Program Projects




PROJECT LOCATION



North

PROPOSED HVAC-R LAB EXPANSION



FPC Project Manager *Martin Villarreal*

FPC Asst. Director *Rita Cella*

FPC Director *RDA*

Consent Agenda:
d. Approval to Proceed with Solicitation of Construction Services for the Mid Valley Campus Workforce Program Projects

Approval of authorization to proceed with the solicitation of construction services for the following Mid Valley Campus Workforce Program Projects is requested.

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

Construction services are necessary to construct the Workforce Program renovations and expansions. If solicitation is approved, documents will be issued for solicitation of construction proposals. Once received, construction proposals will be evaluated and submitted to the Board of Trustees with a recommendation to award a construction contract.

Background

On October 26, 2021, the Board of Trustees approved contracting architectural services with PBK Architects, Inc. to design the Workforce Program Projects. PBK Architects, Inc. estimates the cost of the proposed construction to exceed the construction budgets and additional funds can be budgeted in the FY 2022-2023 Unexpended Construction Plant Fund to cover the shortfalls. On June 22, 2021, the Board approved the use of Unexpended Plant funds previously earmarked for the proposed Workforce Program projects at the Mid Valley Campus.

The total project budgets are as follows:

Mid Valley Campus Workforce Building D Projects Construction Budgets				
Budget Item	Welding Lab Expansion and Renovation	Automotive Lab Expansion	HVAC-R Classroom & Outdoor Lab Expansion	Total
Construction	\$370,000	\$700,000	\$400,000	\$1,470,000
Design	37,000	70,000	40,000	147,000
Miscellaneous	12,000	17,500	12,000	41,500
FFE	90,000	38,500	22,000	150,500
Technology	10,000	59,500	34,000	103,500
Contingency 5%	18,500	35,000	20,000	73,500
Total Project Budgets	\$537,500	\$920,500	\$528,000	\$1,986,000

PBK Architects, Inc. will begin working on the development of the construction plans and specifications. Upon completion of the documents, the College would begin the process of the solicitation for construction services of the welding lab expansion project.

The Facilities Committee recommended Board approval to proceed with the solicitation of construction services for the Mid Valley Campus Workforce Center Building D Welding Lab Expansion and Renovation, Mid Valley Campus Workforce Center Building D Automotive Lab Expansion, and Mid Valley Campus Workforce Center Building D HVAC-R Classroom & Outdoor Lab Expansion projects as presented.

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

The Board of Trustees of South Texas College approves and authorizes proceeding with the solicitation of construction services for the Mid Valley Campus Workforce Center Building D Welding Lab Expansion and Renovation, Mid Valley Campus Workforce Center Building D Automotive Lab Expansion, and Mid Valley Campus Workforce Center Building D HVAC-R Classroom & Outdoor Lab Expansion projects as presented.

Approval Recommended:

Dr. Ricardo J. Solis
President

Consent Agenda:
e. Approval of Schematic Design of the Technology Campus Exterior Solar Panels Structures

Approval of schematic design prepared by SAMES, Inc. for the Technology Campus Exterior Solar Panels Structures project is requested.

Purpose

Schematic design is the first phase of basic design services provided by the project design team. In this phase, the design team prepares schematic drawings based on the Owner's project program and design meetings with staff. The approval of this phase is necessary to establish the basis on which the project design team is given authorization to proceed with design development and construction document phases.

Scheduling Priority

This project has been requested by the Construction and Building Technologies Program. It has been reviewed by the Facilities Planning & Construction department, Administration, the Facilities Committee, and the Board of Trustees. This project is scheduled as an educational space improvement to provide a structure for instruction and demonstration.

Justification

Once schematic design is approved, SAMES, Inc. will proceed to prepare all necessary design development drawings and specifications in preparation for the construction documents phase using College design standards as well as all applicable codes and ordinances. Construction documents will then be issued for solicitation of construction proposals. Once received, construction proposals will be evaluated and submitted to the Board of Trustees with a recommendation to award a construction contract.

Background

On December 14, 2021, the Board of Trustees approved contracting architectural services with SAMES, Inc. for this project. The architect has worked with College staff to develop a schematic design to meet the program's current needs.

The project consists of constructing two standalone structures to provide a space for instruction and training of installing solar panels.

- Design and construction of the two (2) structures
- Each structure to hold twelve (12) solar panels each, for a total of twenty-four (24)
- Approximate combined square feet of the proposed spaces: 975 s.f.

The construction budget and the estimated construction cost for the project are shown in the following table:

Technology Campus Exterior Solar Panels Structures Construction Budget and Estimated Cost		
Construction Budget	Estimated Construction Cost	Variance
\$88,200.00	\$175,151.89	(\$86,951.89)

Funding Source

Funds for the Technology Campus Exterior Solar Panels Structures Project 2022-008C are budgeted in the FY 2021-2022 Unexpended Construction Plant Fund. The total construction budget is \$88,200. SAMES, Inc. has estimated the construction costs to be \$175,151.89. Additional funds may be budgeted in the FY 2022-2023 Unexpended Construction Plant Fund to cover the estimated shortfall.

Reviewers

The proposed schematic design has been reviewed by staff from the Division of Business, Public Safety, & Technology, Facilities Planning & Construction department, Facilities Operations & Maintenance department, and the Coordinated Operations Council.

Estimated Project Timeline

The project design phase is projected to last until July 2022, with construction to commence in October 2022 and Substantial Completion in December 2022.

Enclosed Documents

SAMES, Inc. has developed a schematic presentation describing the proposed design. The packet includes drawings of the site plans, a floor plan, exterior views, and fact sheet.

Presenters

SAMES, Inc. has developed a schematic presentation describing the proposed design. Representatives from SAMES, Inc. attended the Facilities Committee meeting to present the schematic design of the project.

The Facilities Committee recommended Board approval of the proposed schematic design of the Technology Campus Exterior Solar Panels Structures project as presented.

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

The Board of Trustees of South Texas College approves and authorizes the proposed schematic design of the Technology Campus Exterior Solar Panels Structures project as presented.

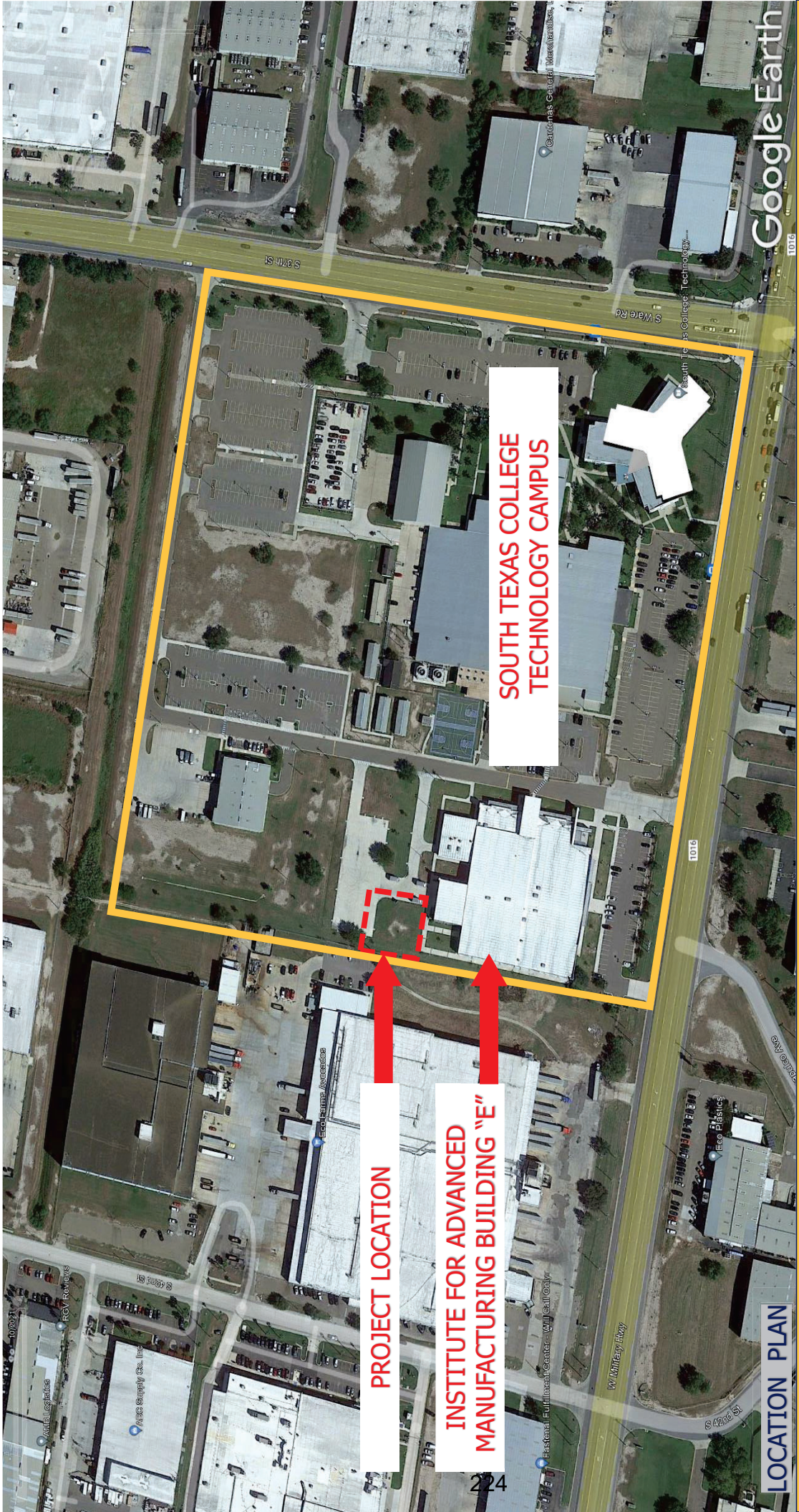
Approval Recommended:

Dr. Ricardo J. Solis
President



SOLAR PANEL STRUCTURE

100% SCHEMATIC DESIGN
MAY 27, 2022



Google Earth

PROJECT LOCATION

INSTITUTE FOR ADVANCED
MANUFACTURING BUILDING "E"

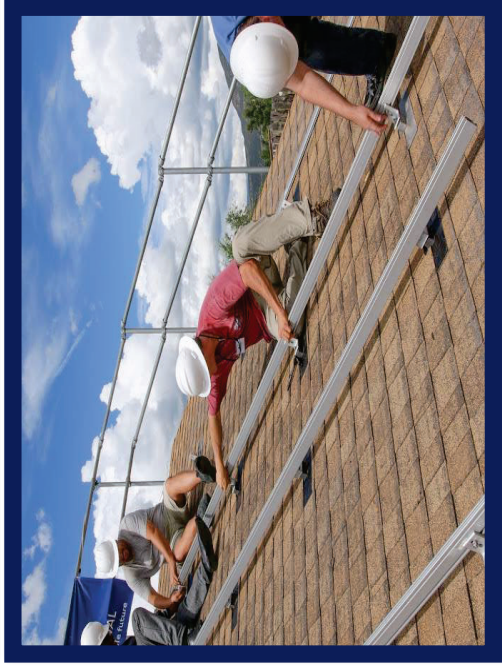
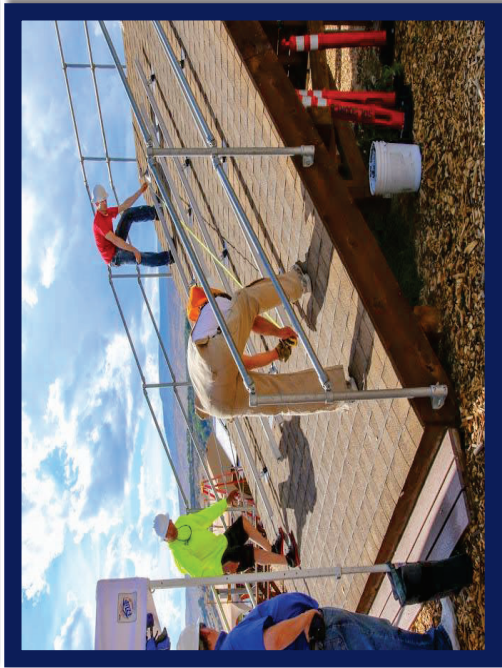
SOUTH TEXAS COLLEGE
TECHNOLOGY CAMPUS

LOCATION PLAN

SOLAR PANEL STRUCTURE

100% SCHEMATIC DESIGN
MAY 27, 2022



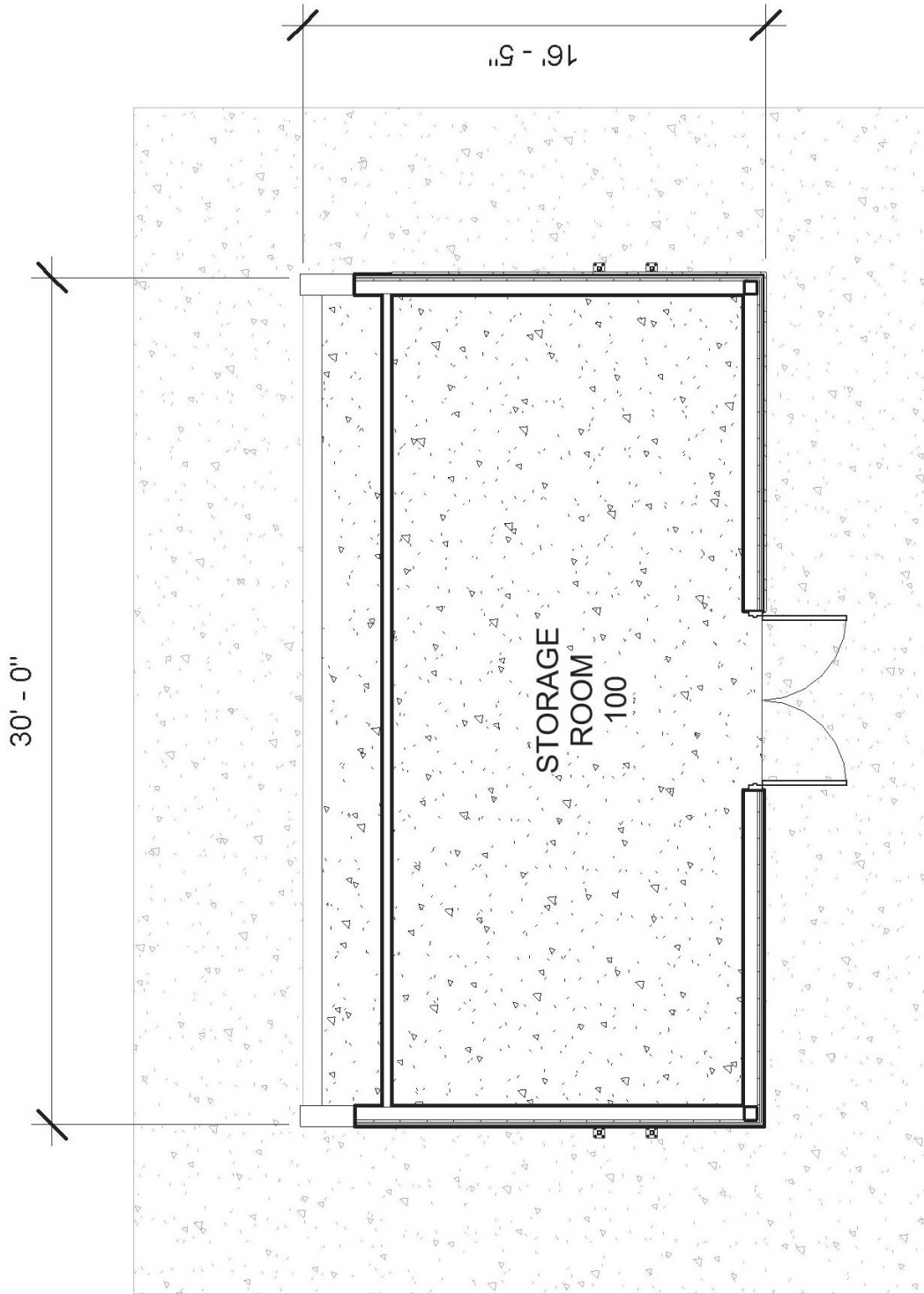


PRECEDENT

SOLAR PANEL STRUCTURE

100% SCHEMATIC DESIGN
MAY 27, 2022



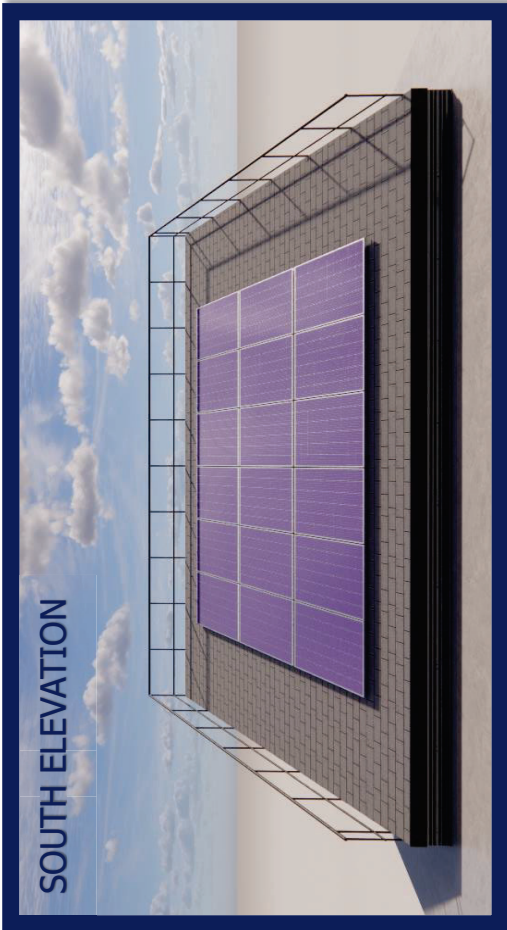


FLOOR PLAN

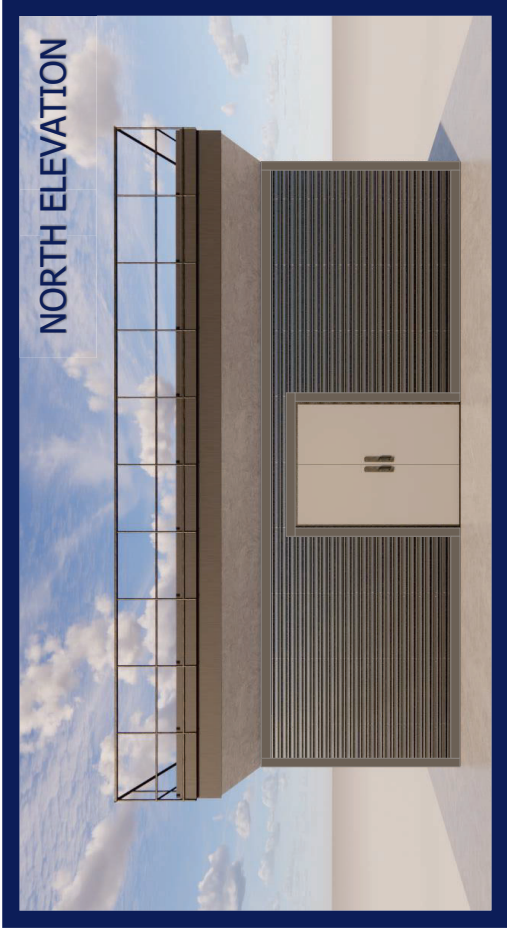
SOLAR PANEL STRUCTURE

100% SCHEMATIC DESIGN
MAY 27, 2022





SOUTH ELEVATION



NORTH ELEVATION



EAST ELEVATION

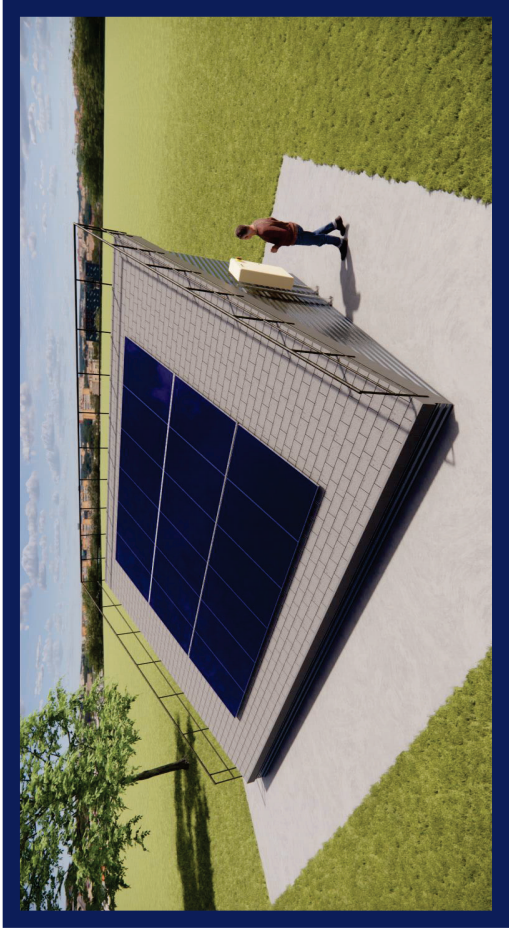


WEST ELEVATION

SOLAR PANEL STRUCTURE

100% SCHEMATIC DESIGN
MAY 27, 2022





PERSPECTIVE #1



PERSPECTIVE #2

SOLAR PANEL STRUCTURE

100% SCHEMATIC DESIGN
MAY 27, 2022



2 SOLAR PANEL STRUCTURES

OWNERS CONSTRUCTION BUDGET	\$ 88,200.00
PROBABLE ESTIMATED COST OF CONSTRUCTION	\$ 175,151.89
COST DIFFERENCE (OVERAGE)	\$ 86,951.89

PROBABLE ESTIMATED COST OF CONSTRUCTION

SOLAR PANEL STRUCTURE

100% SCHEMATIC DESIGN
MAY 27, 2022



Project Name: Technology Campus - Solar Panel Structures		Project No. 2022-008C						
Funding Source Unexpended Plant Fund								
		FY 21-22			FY 22-23			
	*Total Project Budget	FY 21-22		Variance of Project Budget vs. Actual Expenditures	*FY 22-23		Variance of Project Budget vs. Actual Expenditures	Total Actual Expenditures To Date
		Project Budget	Actual Expenditures	Expenditures	Project Budget	Actual Expenditures		
Construction:	\$ 88,200.00	\$ 88,200.00	\$ -	\$ 88,200.00	\$ 175,200.00			\$ -
Design:	8,400.00	8,400.00	-	8,400.00	17,000.00			-
Miscellaneous:	6,500.00	6,500.00	446.37	6,053.63	6,500.00			446.37
FFE:	-	-	-	-	-			-
Technology:	-	-	-	-	-			-
Total:	\$ 103,100.00	\$ 103,100.00	\$ 446.37	\$ 102,653.63	\$ 198,700.00	\$ -	\$ -	\$ 446.37

*Budget will be adjusted per the new FY23 Budget

Project Team		Board Status					
Approval to Solicit Architect/Engineer:	9/28/2021						
Architect/Engineer:	Sames Inc.	Board Approval of Schematic Design	TBD	Vendor	Contract Amount	Actual Expenditures	Variance
Contractor:	TBD			Sames, Inc.	\$ 10,584.00	\$ -	\$ 10,584.00
STC FPC Project Manager:	Samuel Saldana	Substantial Completion	TBD	Board Acceptance	TBD		
		Final Completion	TBD	Board Acceptance	TBD		

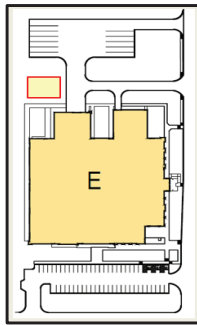
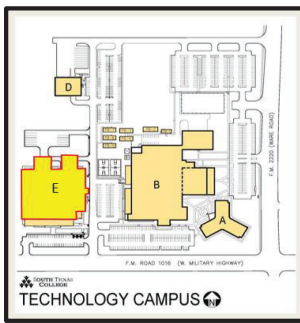
Project Description	Project Scope
Need two structures simulating a residential roof to train students how to install Solar Panels on a roof.	Design and Construction of Solar Panel Structures. Two free standing structures to be use to instruct students on the installation of solar panels, and a storage space for solar panels.

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	Board Approval of Final Completion Date	FFE Completion of Move In
9/28/2021	12/14/2021	6/28/2022	9/27/2022	10/15/2022	12/15/2022	1/25/2023	N/A

Project Calendar of Expenditures by Fiscal Year							
Fiscal Year	Construction	Design	Misc.	FFE	Tech	Project Total	
2021-22	\$ -	\$ -	\$ 446.37	\$ -	\$ -	\$ 446.37	
2022-23	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Project Total	\$ -	\$ -	\$ 446.37	\$ -	\$ -	\$ 446.37	

Current Agenda Item

06/14/2022 Facilities Committee Meeting: Review and Recommend Action on Schematic Design of the Technology Campus Exterior Solar Panel Structures.
Review and Recommend Action on Authorization to Proceed with Solicitation of Construction Services for the Technology Campus Exterior Solar Panel Structures.



FPC Project Manager Rita Cella

FPC Asst. Director Rita Cella

FPC Director RMA

Consent Agenda:
**f. Approval to Proceed with Solicitation of Construction Services for the
Technology Campus Exterior Solar Panels Structures**

Approval of authorization to proceed with the solicitation of construction services for the Technology Campus Exterior Solar Panels Structures project is requested.

Construction services are necessary to construct the standalone structures for solar panel installation training. If solicitation is approved, documents will be issued for solicitation of construction proposals. Once received, construction proposals will be evaluated and submitted to the Board of Trustees with a recommendation to award a construction contract.

Background

On December 14, 2021, the Board of Trustees approved contracting architectural services with SAMES, Inc. to design the solar panels structures. SAMES, Inc. estimates the cost of the proposed construction to exceed the construction budget and additional funds can be budgeted in the FY 2022-2023 Unexpended Construction Plant Fund to cover the shortfall. The total project budget is \$103,100 which includes funds for construction, design, and miscellaneous costs.

Technology Campus Exterior Solar Panels Structures Total Project Budget	
Budget Item	Project Total
Construction	\$88,200
Design	8,400
Miscellaneous	6,500
Total Project Budget	\$103,100

SAMES, Inc. will begin working on the development of the construction plans and specifications. Upon completion of the documents, the College would begin the process of the solicitation for construction services.

The Facilities Committee recommended Board approval to proceed with the solicitation of construction services for the Technology Campus Exterior Solar Panels Structures project as presented.

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

The Board of Trustees of South Texas College approves and authorizes proceeding with the solicitation of construction services for the Technology Campus Exterior Solar Panels Structures project as presented.

Approval Recommended:

**Dr. Ricardo J. Solis
President**

Consent Agenda:
**g. Approval of Schematic Design of the Regional Center for Public Safety
Excellence Two-Story Residential Fire Training Structure**

Approval of schematic design prepared by Martinez Architects for the Regional Center for Public Safety Excellence Two-Story Residential Fire Training Structure project is requested.

Purpose

Schematic design is the first phase of basic design services provided by the project design team. In this phase, the design team prepares schematic drawings based on the Owner's project program and design meetings with staff. The approval of this phase is necessary to establish the basis on which the project design team is given authorization to proceed with design development and construction document phases.

Scheduling Priority

This project has been requested by the Regional Center for Public Safety Excellence staff. It has been reviewed by the Facilities Planning & Construction department, Administration, the Coordinated Operations Council, the Facilities Committee, and the Board of Trustees. This project is scheduled as an educational space improvement to provide a two-story structure for instruction and training in fire science in a residential setting using fire training elements and live fire props.

Justification

Once schematic design is approved, Martinez Architects will proceed to prepare all necessary design development drawings and specifications in preparation for the construction documents phase using College design standards as well as all applicable codes and ordinances. Construction documents will then be issued for solicitation of construction proposals. Once received, construction proposals will be evaluated and submitted to the Board of Trustees with a recommendation to award a construction contract.

Background

On January 25, 2022, the Board of Trustees approved contracting architectural services with Martinez Architects for this project. The architect has worked with College staff to develop a schematic design to meet the program's current needs.

The project consists of constructing a fire training structure equipped with live fire props for instructional training on extinguishing fires in residential structures. The project also includes a restroom facility for code compliance to serve the adjacent training facilities as recommended by the architect. The architect estimates the restroom facility will add \$126,000 in building costs that were not part of the original scope and budget.

- Design and construction of the two-story structure: 2,205 s.f.
- Design and construction of the restroom facility: 722 s.f.
- Total approximate square feet: 2,927 s.f.

The architect has provided an estimate of the probable construction costs shown in the table below:

Regional Center for Public Safety Excellence Two-Story Residential Fire Training Structure	
Project Item	Estimated Construction Cost
Site Improvements (including restroom facility)	\$430,630
On-site Utilities	55,000
Off-site Improvements	15,000
Two-Story Fire Training Structure	336,600
Fire Training Props & High Temperature Lining	456,022
General Conditions/Requirements	161,657
Contractor Payments, Permits, and Contingency	226,319
Total	\$1,681,228

The construction budget and the estimated construction cost for the project are shown in the following table:

Regional Center for Public Safety Excellence Two-Story Residential Fire Training Structure Construction Budget and Estimated Cost		
Construction Budget	Estimated Construction Cost	Variance
\$1,250,000	\$1,681,228	(\$431,228)

Funding Source

Funds for the Regional Center for Public Safety Excellence Two-Story Residential Fire Training Structure Project 2022-015C are budgeted in the FY 2021-2022 Unexpended Construction Plant Fund. The total construction budget is \$1,250,000. Martinez Architects has estimated the construction costs to be \$1,681,228. Additional funds may be budgeted in the FY 2022-2023 Unexpended Construction Plant Fund to cover the estimated shortfall.

Reviewers

The proposed schematic design has been reviewed by staff from the Division of Business, Public Safety, & Technology, Facilities Planning & Construction department, Facilities Operations & Maintenance department, and the Coordinated Operations Council.

Estimated Project Timeline

The project design phase is projected to last until October 2022, with construction to commence in January 2023 and Substantial Completion in September 2023.

Enclosed Documents

Martinez Architects has developed a schematic presentation describing the proposed design. The packet includes drawings of the site plans, floor plans, exterior views, and fact sheet.

Presenters

Martinez Architects has developed a schematic presentation describing the proposed design. Representatives from Martinez Architects attended the Facilities Committee meeting to present the schematic design of the project.

The Facilities Committee recommended Board approval of the proposed schematic design of the Regional Center for Public Safety Excellence Two-Story Residential Fire Training Structure project as presented.

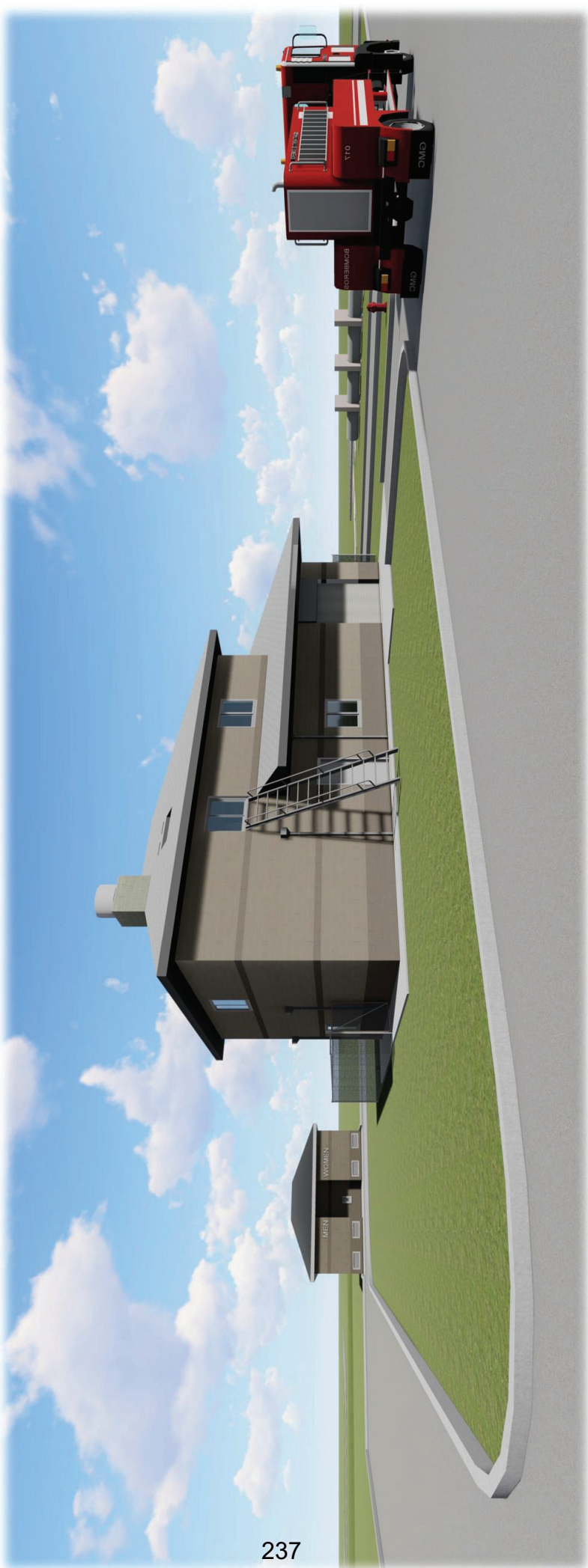
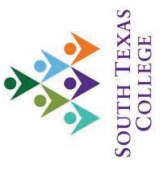
It is recommended that the Board of Trustees of South Texas College approve and authorize the following Minute Order proposed for consideration:

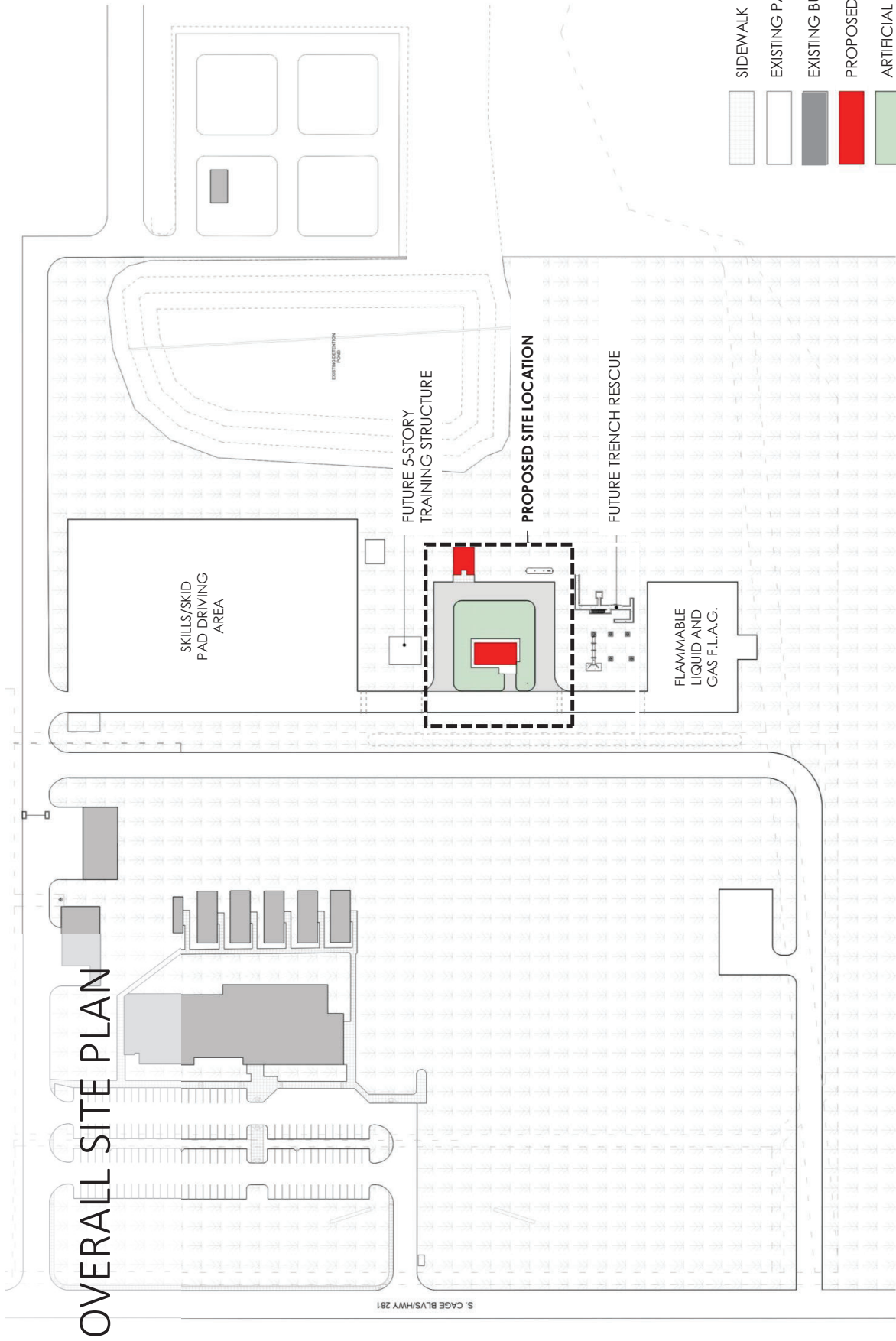
The Board of Trustees of South Texas College approves and authorizes the proposed schematic design of the Regional Center for Public Safety Excellence Two-Story Residential Fire Training Structure project as presented.

Approval Recommended:

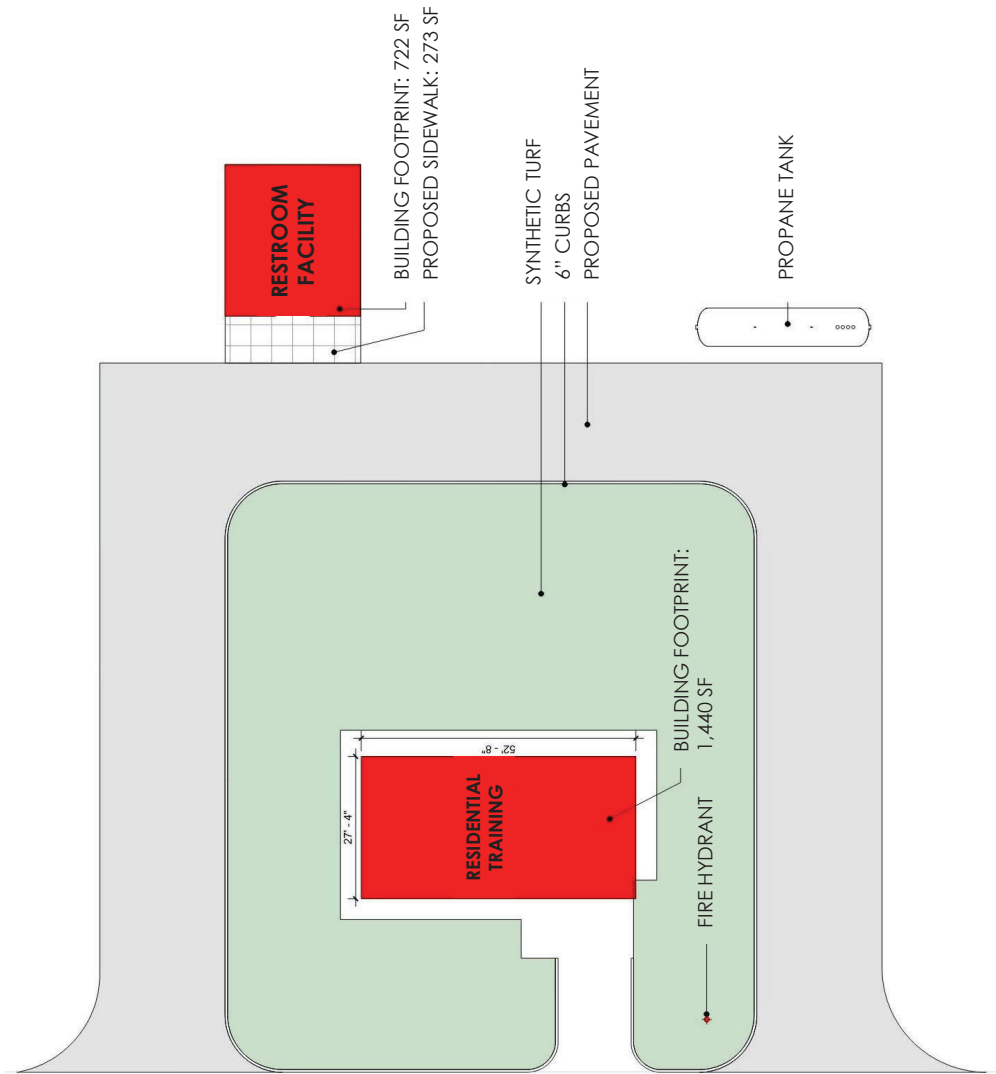
Dr. Ricardo J. Solis
President

REGIONAL CENTER FOR PUBLIC SAFETY EXCELLENCE
RESIDENTIAL TRAINING STRUCTURE + RESTROOM FACILITY



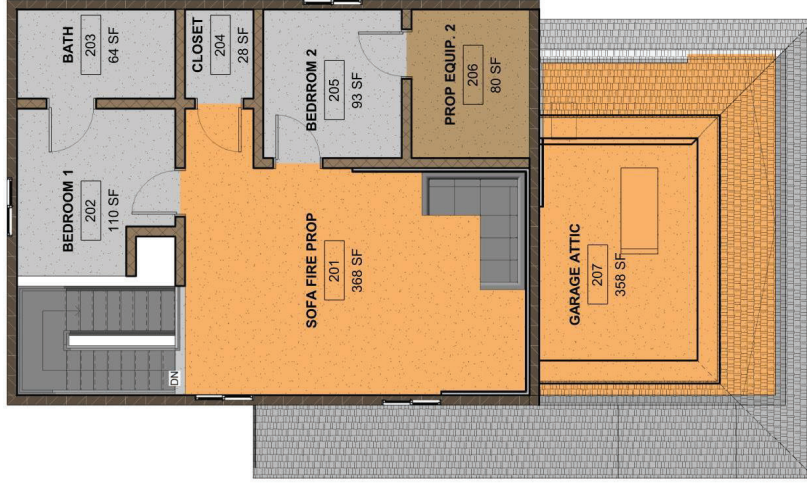
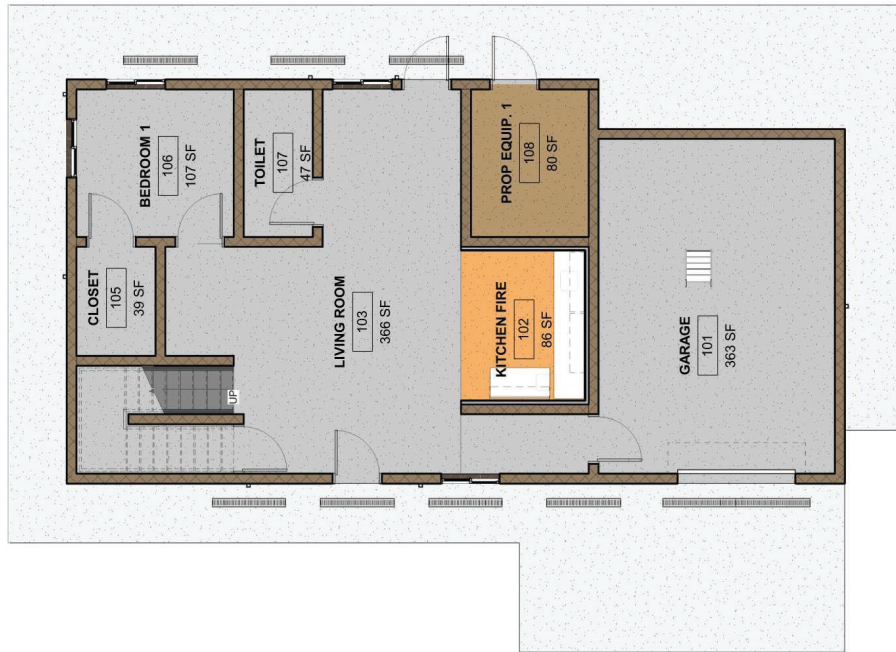


ENLARGED SITE PLAN

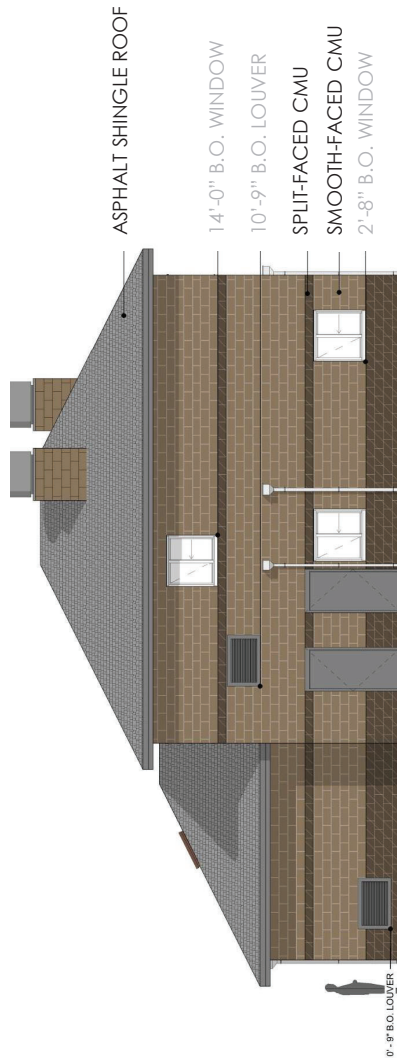




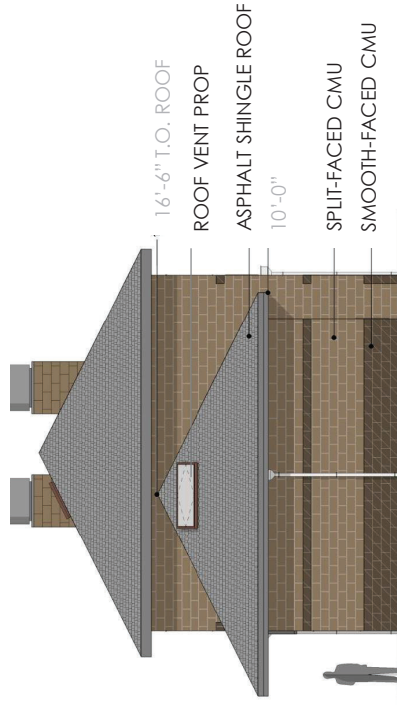
RESIDENTIAL TRAINING STRUCTURE FLOOR PLAN



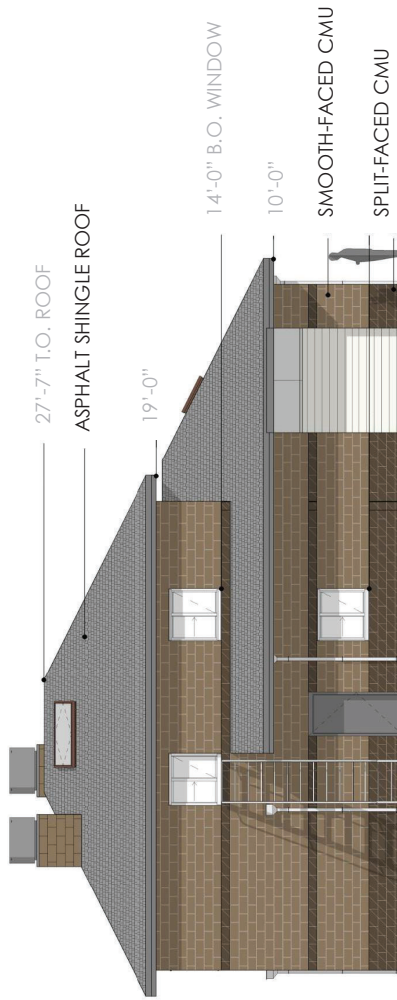
RESIDENTIAL TRAINING STRUCTURE ELEVATIONS



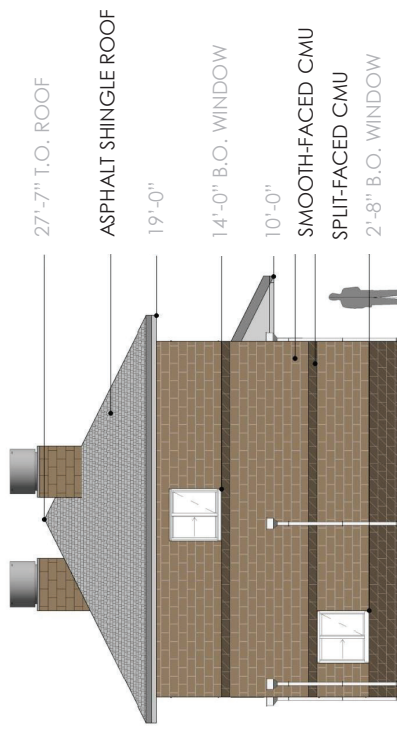
EAST ELEVATION



SOUTH ELEVATION

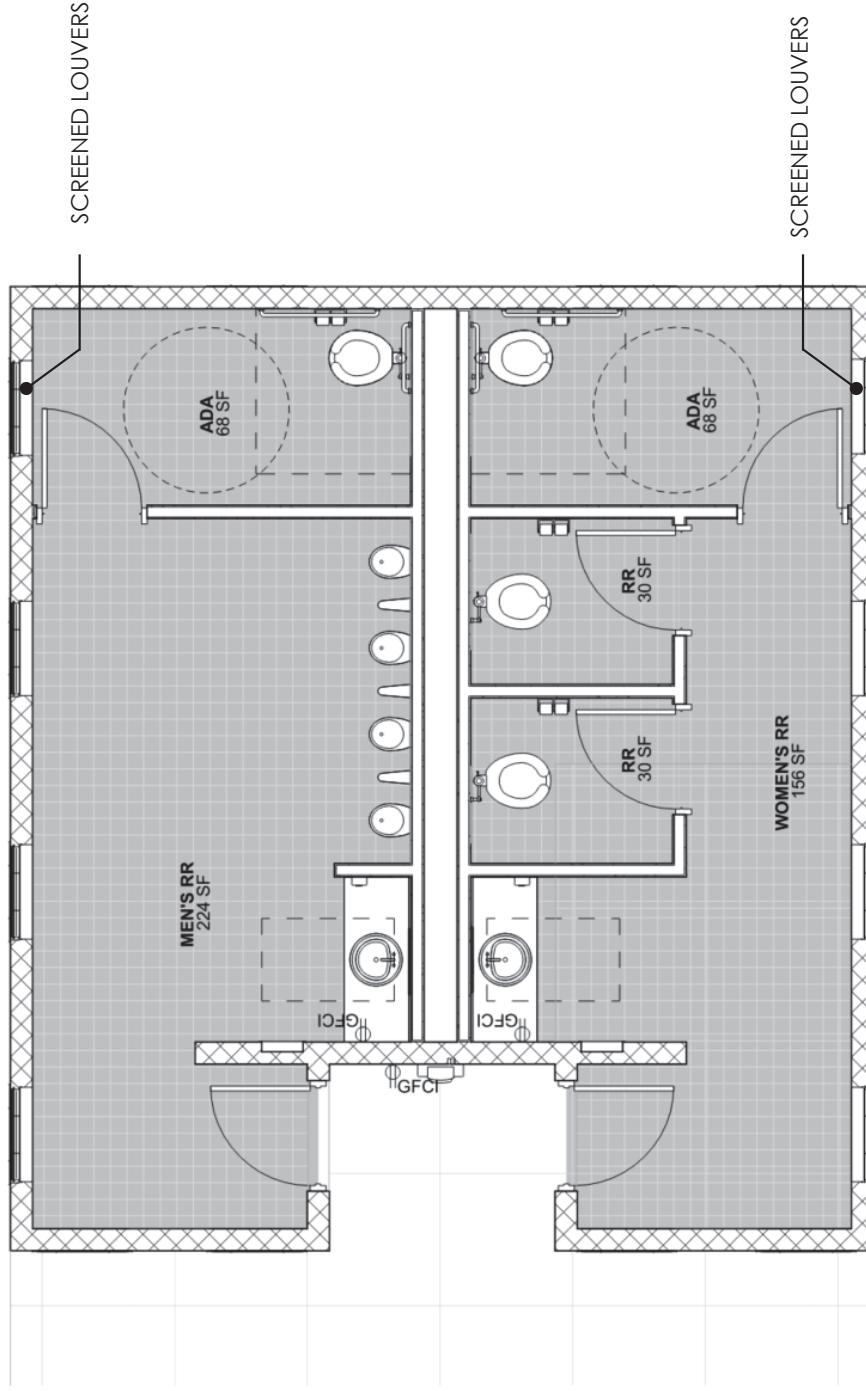


WEST ELEVATION



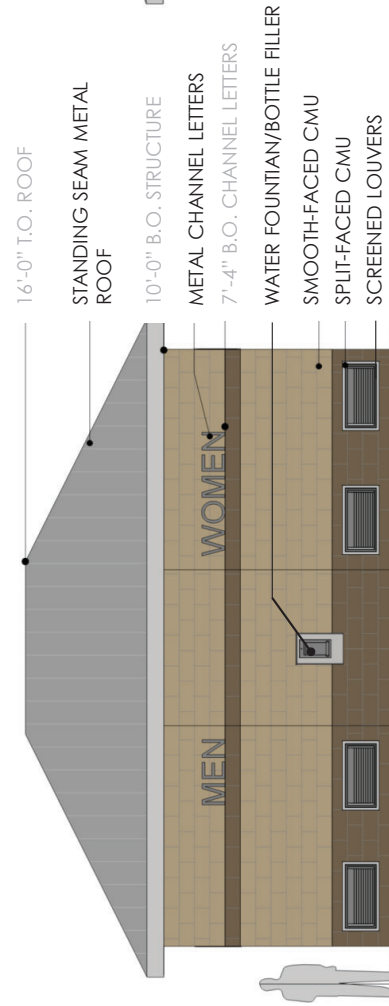
NORTH ELEVATION

RESTROOM FACILITY FLOOR PLAN

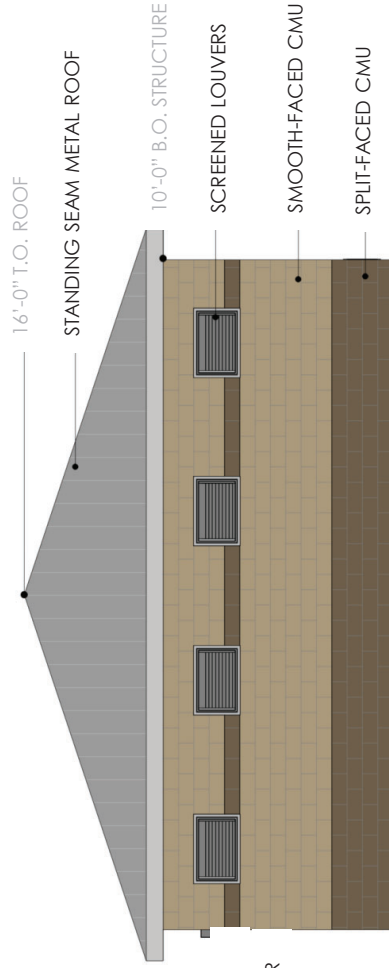


NET AREA: 576 SF
GROSS AREA: 722 SF

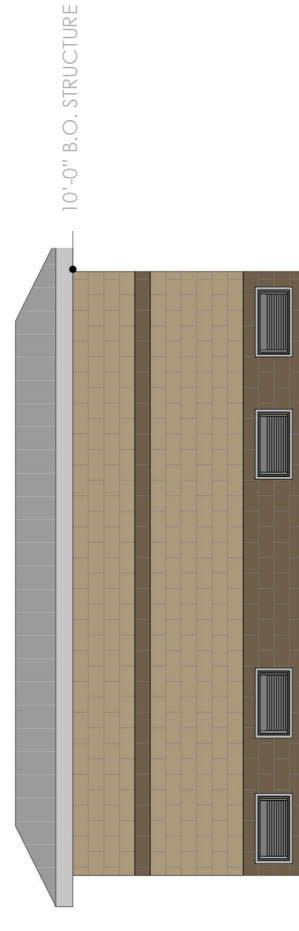
RESTROOM FACILITY ELEVATIONS



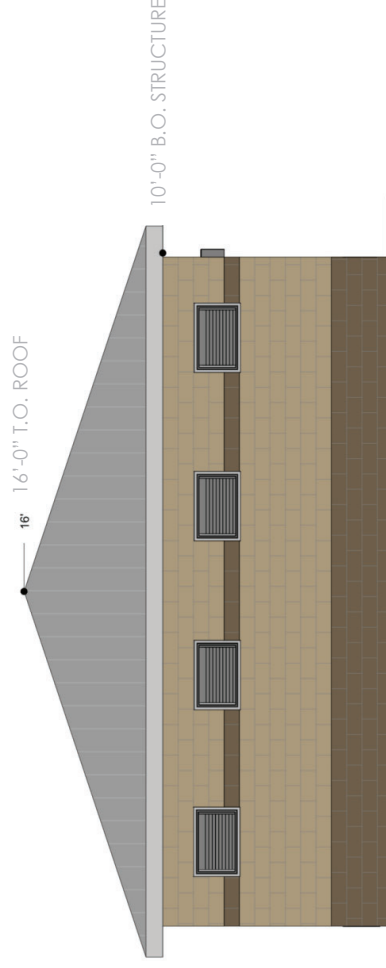
WEST ELEVATION



SOUTH ELEVATION



EAST ELEVATION



NORTH ELEVATION

COST ESTIMATE



A. Site Improvements	QUANT	UNIT	COST	TOTAL
Site Clearing and Grading	26250	SF	\$2.50	\$65,625
H2 Rated Concrete Paving (8" Reinf.)	12500	SF	\$11.50	\$143,750
Concrete Slab on Grade (5" Reinf.)	9834	SF	\$7.50	\$73,755
Site Lighting	4	Unit	\$3,500	\$14,000
Site Clarifier (5,000 Gallon)	1	Unit	\$7,500	\$7,500
Toilet Room Structure	720	SF	\$175	\$126,000
			Sub Total: \$	430,630

B. On-Site Utilities	QUANT	UNIT	COST	TOTAL
Fire Hydrants	2	Unit	\$7,500	\$15,000
Above Ground Propane tanks (2,000 Gal)	1	Unit	\$7,500	\$7,500
Domestic Water Extension	1	Unit	\$7,500	\$7,500
Sewer Extension	1	Unit	\$15,000	\$15,000
Electrical Extension	1	Unit	\$10,000	\$10,000
			Sub Total: \$	55,000

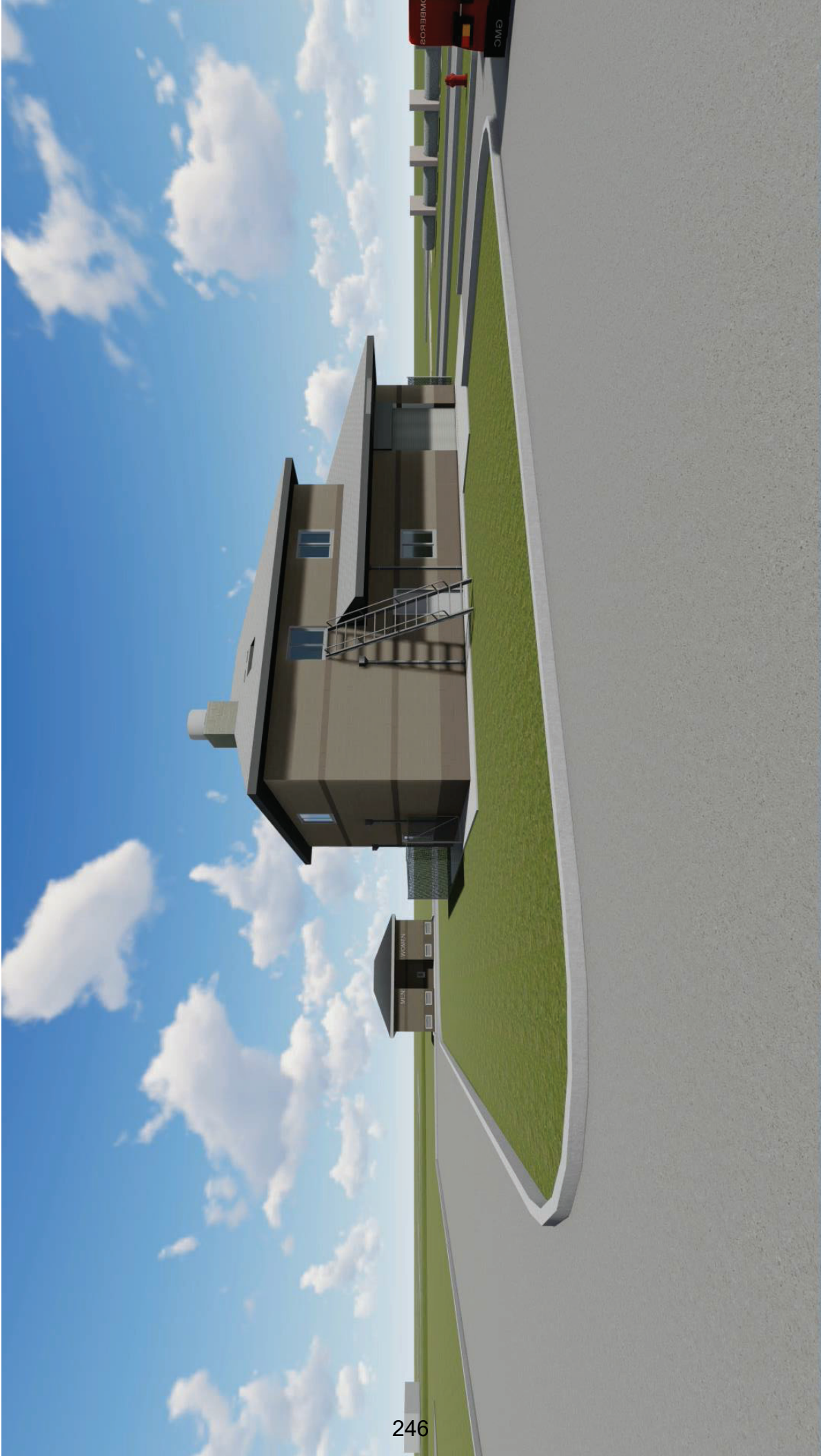
C. Off-Site Improvements	QUANT	UNIT	COST	TOTAL
Underground Misc. Utilities	1	Unit	\$15,000	\$15,000
			Sub Total: \$	15,000

D. 2-Story Fire Training Structure	QUANT	UNIT	COST	TOTAL
Building Concrete	2400	SF	\$40	\$96,000
Masonry	2400	SF	\$60	\$144,000
Rough Carpentry	1	Unit	\$15,000	\$15,000
Waterproofing/Damproofing	2400	Unit	\$2	\$3,600
Doors & Windows	15	Unit	\$1,500	\$22,500
Overhead Coiling Door	1	Unit	\$7,500	\$7,500
Painting	2400	SF	\$5	\$12,000
Electrical Systems	2400	SF	\$13	\$30,000
Plumbing	2400	SF	\$3	\$6,000
Mechanical (Included in Fire Props)	0	SF	\$7,500	\$0
			Sub Total: \$	336,600


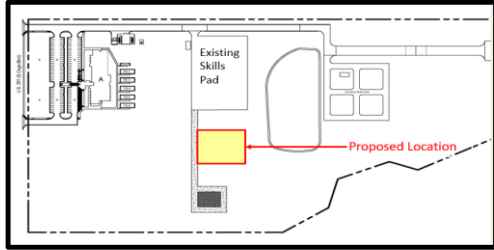
E. Fire Training Props & High Temp Lining	QUANT	UNIT	COST	TOTAL
Live Fire Kitchen Prop	1	Unit	\$160,000	\$160,000
Kitchen HTL (1st Floor)	284	SF	\$74	\$21,016
Live Fire Bedroom Prop w/ Rollover	1	Unit	\$160,000	\$160,000
Bedroom HTL (2nd Floor)	794	SF	\$74	\$58,756
Residential Window Fire Prop	1	Unit	\$48,000	\$48,000
Smoke Generators	3	Unit	\$2,750	\$8,250
			Sub Total: \$	456,022

COST ESTIMATE SUMMARY

Summary of Costs					
A. Site Improvements					\$430,630
B. On-Site Utilities					\$55,000
C. Off-Site Improvements					\$15,000
D. 2-Story Fire Training Structure					\$336,600
E. Fire Training Props & High Temp Lining					\$456,022
			Training Structures and Site Improvement Total:		\$ 1,293,252
Projected Project Costs			Percent		TOTAL
1	General Conditions		7.5%		\$96,994
2	General Requirements		5.0%		\$64,663
3	Bonds, Insurance and Permits		2.5%		\$32,331
4	GC Overhead & Profit		5.0%		\$64,663
5	Total Project Contingency		10.0%		\$129,325
			Project Construction Costs Sub Total:		\$ 387,976
	OVERALL PROJECTED PROJECT COST				\$ 1,681,228



Project Fact Sheet
6/9/2022

Project Name: Regional Center for Public Safety Excellence - Two Story Fire Training Structure		Project No.: 2022-015C						
Funding Source(s): Unexpended Plant Fund								
		FY 21-22		FY 22-23		Variance of		
	Total		FY 21-22	Variance of Project	FY 22-23	Project Budget	Total Actual	
	Project Budget	Project Budget	Actual Expenditures	Budget vs. Actual Expenditures	Actual Expenditures	vs. Actual Expenditures	Expenditures To Date	
Construction:	\$ 1,250,000.00	\$ 250,000.00		\$ 250,000.00	\$ 1,000,000.00	\$ 1,000,000.00	\$ -	
Design	125,000.00	100,000.00		100,000.00	68,750.00	\$ 68,750.00	-	
Miscellaneous:	31,250.00	31,250.00	159.67	\$ 31,090.33	31,000.00	\$ 31,000.00	159.67	
FFE:	68,750.00	-		\$ -	68,750.00	\$ 68,750.00	-	
Technology:	106,250.00	-		\$ -	106,250.00	\$ 106,250.00	-	
Total:	\$ 1,581,250.00	\$ 381,250.00	\$ 159.67	\$ 381,090.33	\$ 1,274,750.00	\$ -	\$ 1,274,750.00	
Project Team		Board Status						
Approval to Solicit Architect/Engineer:	9/28/2021	Board Approval of Schematic Design		TBD	Vendor	Contract Amount	Actual Expenditures	Variance
Architect/Engineer:	Martinez Architects				Martinez Architects	\$ 118,750.00	\$ -	\$ -
Contractor:	TBD	Substantial Completion		TBD	TBD	\$ -	\$ -	\$ -
STC FPC Project Manager:	Samuel Saldana	Final Completion		TBD	Board Acceptance	TBD		
Project Description				Project Scope				
Design and Construction of a two story Fire training structure.				Construction of a 2-story residential building to be used as a fire training structure, including several fire training elements and live fire props.				
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	Board Approval of Final Completion Date	FFE Completion of Move In	
9/28/2021	1/25/2022	6/28/2022	12/13/2022	1/15/2023	9/25/2023	10/22/2023	N/A	
Project Calendar of Expenditures by Fiscal Year								
Fiscal Year	Construction	Design	Miscellaneous	FFE	Tech	Project Total		
2020 -21	-	-	-	-	-	\$ -		
2021-22	-	-	159.67	-	-	\$ 159.67		
2022-23	-	-	-	-	-	\$ -		
Project Total	\$ -	\$ -	\$ 159.67	\$ -	\$ -	\$ 159.67		
6/14/2022 Facilities Committee Meeting: Review and Recommend Action on Schematic Design of the Regional Center for Public Safety Excellence - Two Story Fire Training Structure								
Review and Recommend Action on Authorization to Proceed with Solicitation of Construction Services for the Regional Center for Public Safety Excellence - Two Story Fire Training Structure								
 <p>Proposed Location</p>				 <p>Proposed Location</p>				

FPC Project Manager

Rita Cella

FPC Asst. Director

Rita Cella

FPC Director

RDA

Consent Agenda:

h. Approval to Proceed with Solicitation of Construction Services for the Regional Center for Public Safety Excellence Two-Story Residential Fire Training Structure

Approval of authorization to proceed with the solicitation of construction services for the Regional Center for Public Safety Excellence Two-Story Residential Fire Training Structure project is requested.

Construction services are necessary to construct the standalone structures for solar panel installation training. If solicitation is approved, documents will be issued for solicitation of construction proposals. Once received, construction proposals will be evaluated and submitted to the Board of Trustees with a recommendation to award a construction contract.

Background

On December 14, 2021, the Board of Trustees approved contracting architectural services with Martinez Architects to design the solar panels structures. Martinez Architects estimates the cost of the proposed construction to exceed the construction budget and additional funds can be budgeted in the FY 2022-2023 Unexpended Construction Plant Fund to cover the shortfall. The total project budget is \$1,581,250 and itemized in the table below:

Regional Center for Public Safety Excellence Two-Story Residential Fire Training Structure Total Project Budget	
Budget Item	Project Total
Construction	\$1,250,000
Design	125,000
Miscellaneous	31,250
FFE	68,750
Technology	106,250
Total Project Budget	\$1,581,250

Martinez Architects will begin working on the development of the construction plans and specifications. Upon completion of the documents, the College would begin the process of the solicitation for construction services of the welding lab expansion project.

The Facilities Committee recommended Board approval to proceed with the solicitation of construction services for the Regional Center for Public Safety Excellence Two-Story Residential Fire Training Structure project as presented.

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

The Board of Trustees of South Texas College approves and authorizes proceeding with the solicitation of construction services for the Regional Center for Public Safety Excellence Two-Story Residential Fire Training Structure project as presented.

Approval Recommended:

Dr. Ricardo J. Solis
President

Consent Agenda:

i. Approval to Contract Construction Services for the District Wide Refinishing of Exterior Stucco & Panels

Approval to contract construction services for the District Wide Refinishing of Exterior Stucco & Panels project is requested.

Purpose

The procurement of a contractor will provide for construction services necessary for the project.

Scheduling Priority

This project is part of the Deferred Maintenance plan developed by the Facilities Operations & Maintenance and Facilities Planning & Construction departments. It has been reviewed by the Facilities Planning & Construction and Facilities Operations & Maintenance departments, and Administration. It is scheduled as a non-educational improvement to refinish the stucco façades.

Background

On June 22, 2021, the Board approved this project as part of the College's Renewals & Replacements projects.

Solicitation of competitive sealed proposals for this project began on May 11, 2022. A total of two (2) sets of construction documents were issued to vendors. A total of two (2) proposals were received on June 2, 2022.

Timeline for Solicitation of Competitive Sealed Proposals	
May 11, 2022	Solicitation of competitive sealed proposals began.
May 26, 2022	Two (2) proposals were received.

Highest Ranked Vendors

College staff reviewed and evaluated the competitive sealed proposal and recommend **Noble Texas Builders** in the amount of \$139,255 for the Pecan Campus and \$9,095 for the Pecan Plaza, and **Terra Fuerte Construction, LLC** in the amount of \$353,996 for the Mid Valley Campus and \$275,235 for the Starr County Campus as the highest ranked vendors.

Funding Source

Project Location	Highest Ranked Vendor	Original Construction Budget	Highest Ranked Proposal Amount	Original Budget Variance
Pecan Campus	Noble Texas Builders	\$130,000	\$148,350	(\$18,350)
Pecan Plaza	Noble Texas Builders	25,000	9,095	15,905
Mid Valley Campus	Terra Fuerte Construction, LLC	180,000	353,996	(173,996)
Starr County Campus	Terra Fuerte Construction, LLC	200,000	275,235	(75,235)
Total Amount		\$535,000	\$786,676	(\$251,676)

Funds for the District Wide Refinishing of Exterior Stucco & Panels Project 2022-016R are budgeted in the FY 2021-2022 Renewals & Replacements Fund in the amount of \$535,000 for construction. Additional funds may be budgeted in the FY 2022-2023 Unexpended Construction Plant Fund to cover the estimated shortfall.

Reviewers

The proposals have been reviewed by College staff from the Facilities Planning & Construction, Maintenance & Operations, and Purchasing departments.

Estimated Project Timeline

Construction for this project is to commence in July 2022 and Substantial Completion in December 2022.

Enclosed Documents

Site plans of the project are included in the packet. The evaluation team members completed evaluations for the firms and prepared the scoring and ranking summary.

The Facilities Committee recommended Board approval to contract construction services with Noble Texas Builders in the amount of \$139,255 for the Pecan Campus and \$9,095 for the Pecan Plaza, and Terra Fuerte Construction, LLC in the amount of \$353,996 for the Mid Valley Campus and \$275,235 for the Starr County Campus for the District Wide Refinishing of Exterior Stucco & Panels as presented.

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

The Board of Trustees of South Texas College approves and authorizes contracting construction services with Noble Texas Builders in the amount of \$139,255 for the Pecan Campus and \$9,095 for the Pecan Plaza, and Terra Fuerte Construction, LLC in the amount of \$353,996 for the Mid Valley Campus and \$275,235 for the Starr County Campus for the District Wide Refinishing of Exterior Stucco & Panels as presented.

Approval Recommended:

Dr. Ricardo J. Solis
President



**SOUTH TEXAS
COLLEGE**

District Wide - Repainting of Stucco Buildings

District Wide Pecan Campus Building L, N & M Project Site



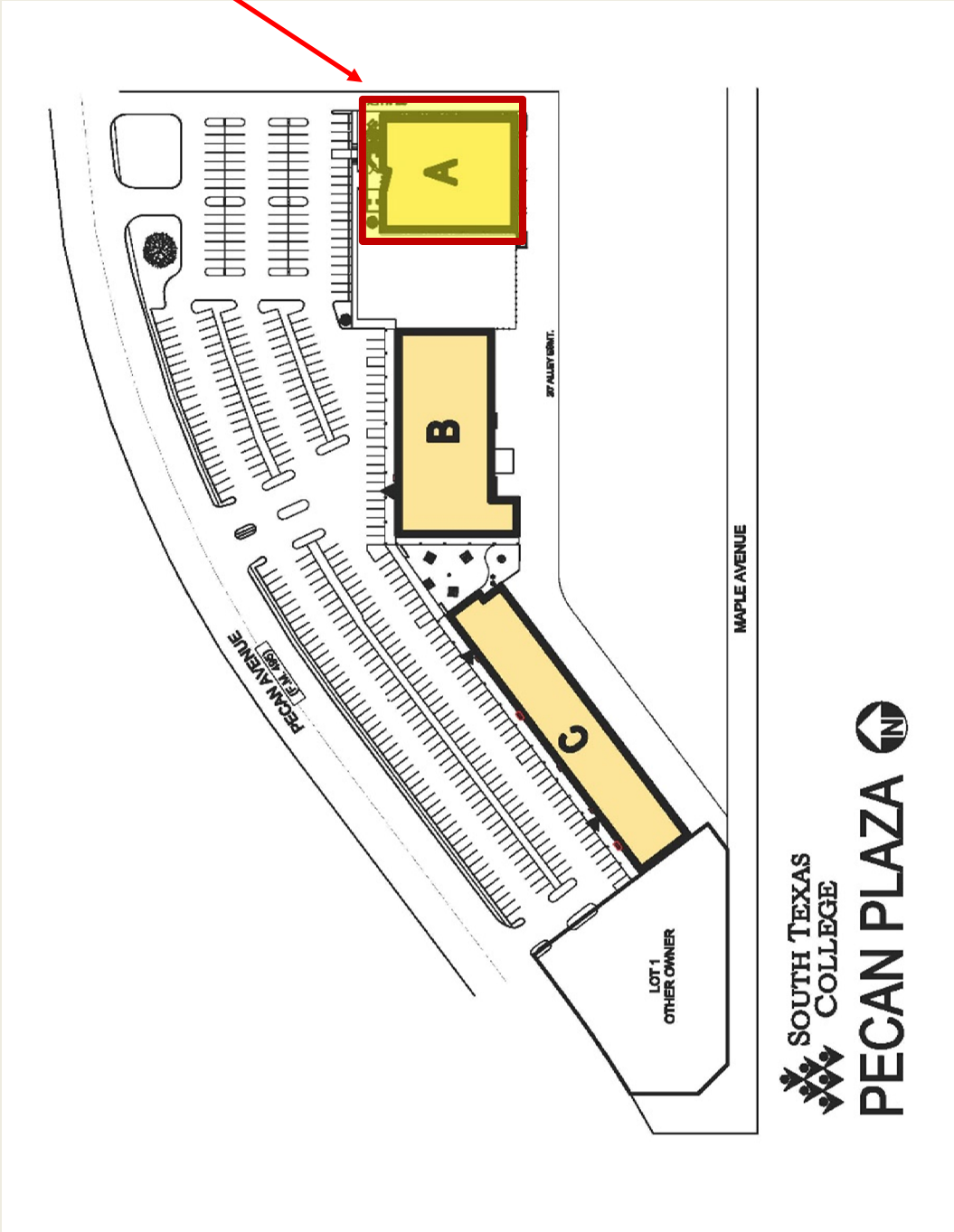
Support Services-
Building N

Cooper Center
for Performing
Arts - Building L

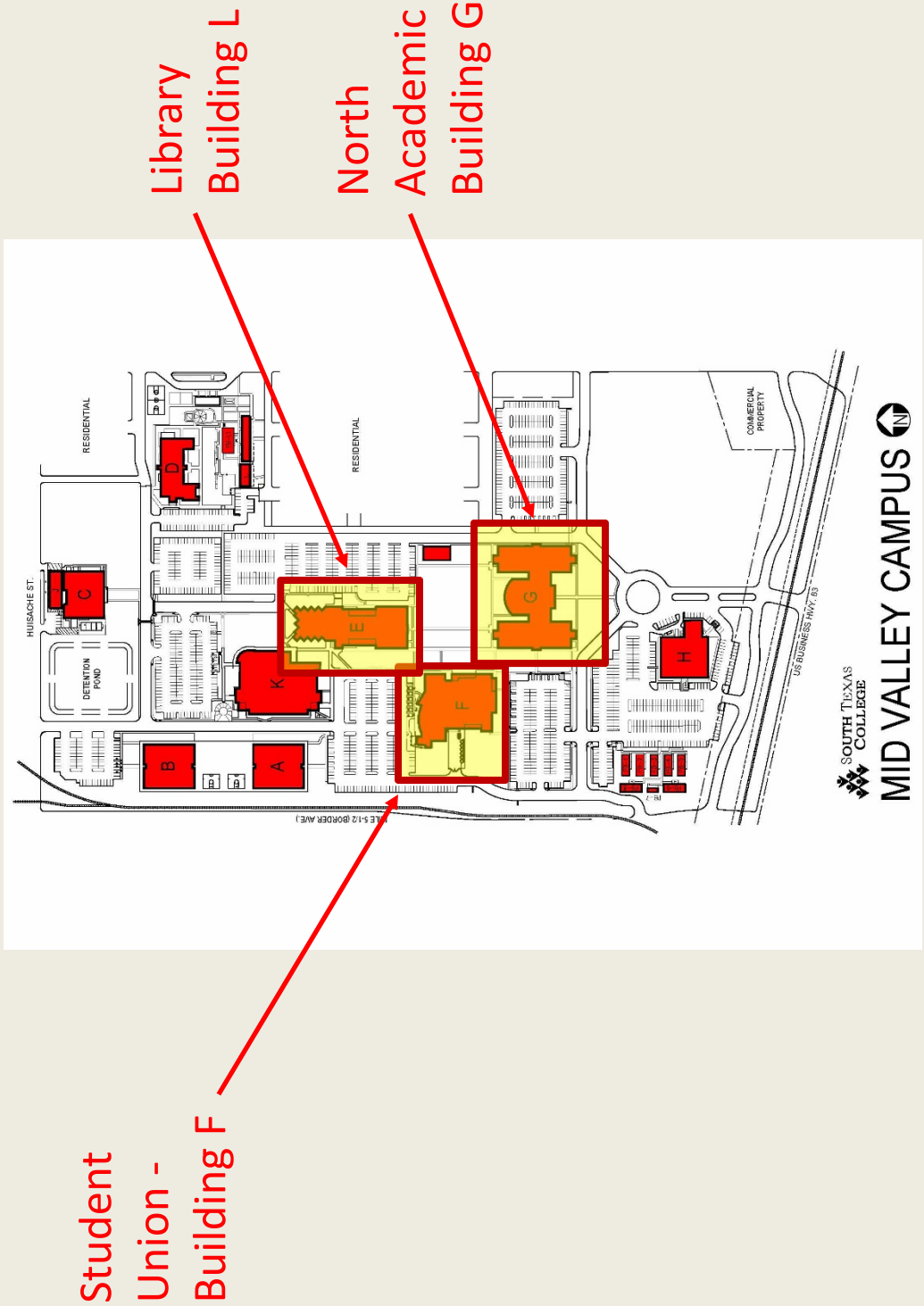
Information
Technology -
Building M



District Wide Pecan Plaza Building A Project Site



District Wide Mid Valley Campus Building F, G & E Project Site





**District Wide
Starr County Campus Building G, H, K, L, D, P & E Project Site**

**Student Service
Building G &
Student Activities
Center -Building H**

**Workforce Center -
Building D**

**South Academic
Building E**

**Physical Plant -
Building P**

**Library- Building K &
Health Professions -
Building L**



District Wide Pecan Campus Buildings L, N and M



Building L



Building M



Building N

District Wide

Pecan Plaza Building A Human Recourses



Building A

District Wide Mid Valley Campus Buildings F, G and E Photos



Building F



Building G



Building E

District Wide Starr County Campus Buildings G, H, K, and L



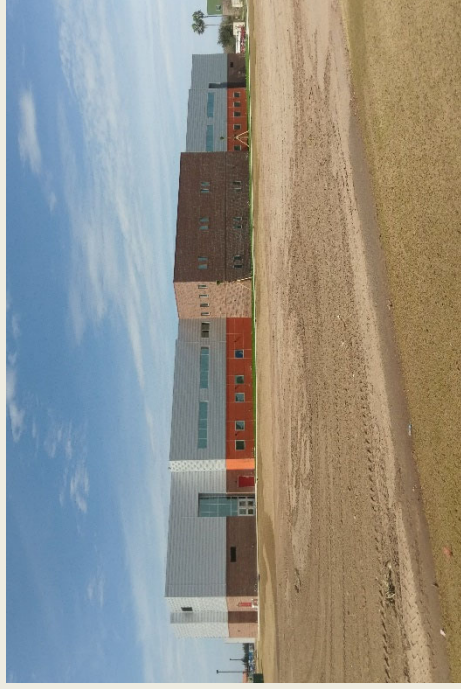
Building G



Building H



Building K



Building L

District Wide Starr County Campus Buildings E, D and P



Building E



Building D



Building P

**SOUTH TEXAS COLLEGE
DISTRICT-WIDE REPAINTING OF EXTERIOR STUCCO AND PANELS (PECAN CAMPUS, MID
VALLEY CAMPUS, STARR COUNTY CAMPUS, AND PECAN PLAZA)
PROJECT NO. 21-22-1070**

NAME		Noble Texas Builders	Terra Fuerte Construction, LLC.
ADDRESS		108 S Main St	P O Box 5657
CITY/STATE/ZIP		La Feria, TX 78559	McAllen, TX 78502
PHONE		956-277-0708	956-358-4041
FAX		956-277-0705	
CONTACT		Eric Delgado	Rolando Leal
#	Description	Proposed	Proposed
Pecan Campus			
1	Pecan Campus Building L - Copper Center for Performing Arts	\$ 80,252.00	\$ 76,348.00
2	Pecan Campus Building M - Information Technology Building	\$ 25,338.00	\$ 34,109.00
3	Pecan Campus Building N - Support Services	\$ 6,008.00	\$ 10,577.00
4	Pecan Campus Total Base Bid Amount:	\$ 111,598.00	\$ 121,034.00
Pecan Campus Alternate			
5	Pecan Campus Building L - Copper Center for Performing Arts	\$ 100,141.00	\$ 80,235.00
6	Pecan Campus Building M - Information Technology Building	\$ 31,617.00	\$ 35,845.00
7	Pecan Campus Building N - Support Services	\$ 7,497.00	\$ 11,116.00
Pecan Campus Total Alternate Base Bid Amount:		\$ 139,255.00	\$ 127,196.00
8	Begin Work Within	10 Working Days	10 Working Days
9	Completion of Work Within	40 Calendar Days	45 Calendar Days
Total Evaluation Points		89.8	89.62
Ranking		1	2
Pecan Plaza			
10	Pecan Plaza Building A - Human Resources	\$ 7,298.00	\$ 15,717.00
Pecan Plaza Total Base Bid Amount:		\$ 7,298.00	\$ 15,717.00
Pecan Plaza Alternate			
11	Pecan Plaza Building A - Human Resources	\$ 9,095.00	\$ 16,900.00

**SOUTH TEXAS COLLEGE
DISTRICT-WIDE REPAINTING OF EXTERIOR STUCCO AND PANELS (PECAN CAMPUS, MID
VALLEY CAMPUS, STARR COUNTY CAMPUS, AND PECAN PLAZA)
PROJECT NO. 21-22-1070**

NAME		Noble Texas Builders	Terra Fuerte Construction, LLC.
ADDRESS		108 S Main St	P O Box 5657
CITY/STATE/ZIP		La Feria, TX 78559	McAllen, TX 78502
PHONE		956-277-0708	956-358-4041
FAX		956-277-0705	
CONTACT		Eric Delgado	Rolando Leal
#	Description	Proposed	Proposed
Pecan Plaza Total Alternate Base Bid Amount:		\$ 9,095.00	\$ 16,900.00
12	Begin Work Within	10 Working Days	10 Working Days
13	Completion of Work Within	14 Calendar Days	45 Calendar Days
Total Evaluation Points		93.7	64.79
Ranking		1	2
Mid Valley Campus			
14	Mid Valley Campus Building E - Library	\$ 95,202.00	\$ 53,367.00
15	Mid Valley Campus Building F - Student Union	\$ 54,084.00	\$ 41,151.00
16	Mid Valley Campus Building G - North Academic	\$ 309,266.00	\$ 237,938.00
Mid Valley Campus Total Base Bid Amount:		\$ 458,552.00	\$ 332,456.00
Mid Valley Campus Alternate			
17	Mid Valley Campus Building E - Library	\$ 118,796.00	\$ 56,825.00
18	Mid Valley Campus Building F - Student Union	\$ 67,489.00	\$ 43,817.00
19	Mid Valley Campus Building G - North Academic	\$ 385,863.00	\$ 253,354.00
Mid Valley Campus Total Alternate Bid Amount:		\$ 572,148.00	\$ 353,996.00
20	Begin Work Within	10 Working Days	10 Working Days
21	Completion of Work Within	45 Calendar Days	60 Calendar Days
Total Evaluation Points		76.54	88.65
Ranking		2	1

**SOUTH TEXAS COLLEGE
DISTRICT-WIDE REPAINTING OF EXTERIOR STUCCO AND PANELS (PECAN CAMPUS, MID
VALLEY CAMPUS, STARR COUNTY CAMPUS, AND PECAN PLAZA)
PROJECT NO. 21-22-1070**

NAME		Noble Texas Builders	Terra Fuerte Construction, LLC.
ADDRESS		108 S Main St	P O Box 5657
CITY/STATE/ZIP		La Feria, TX 78559	McAllen, TX 78502
PHONE		956-277-0708	956-358-4041
FAX		956-277-0705	
CONTACT		Eric Delgado	Rolando Leal
#	Description	Proposed	Proposed
Starr County Campus			
22	Starr County Campus Building D - Workforce Center	\$ 60,837.00	\$ 42,796.00
23	Starr County Campus Building E - South Academic	\$ 76,975.00	\$ 95,037.00
24	Starr County Campus Building G - Student Services	\$ 20,751.00	\$ 25,647.00
25	Starr County Campus Building H - Student Activities Center	\$ 29,270.00	\$ 31,820.00
26	Starr County Campus Building K - Library	\$ 20,954.00	\$ 14,550.00
27	Starr County Campus Building L - Health Professions and Sciences	\$ 23,788.00	\$ 25,969.00
28	Starr County Campus Building P - Physical Plant	\$ 18,025.00	\$ 25,707.00
Starr County Campus Total Base Bid Amount:		\$ 250,600.00	\$ 261,526.00
Starr County Campus Alternate			
29	Starr County Campus Building D - Workforce Center	\$ 75,914.00	\$ 45,016.00
30	Starr County Campus Building E - South Academic	\$ 96,051.00	\$ 100,029.00
31	Starr County Campus Building G - Student Services	\$ 25,894.00	\$ 26,994.00
32	Starr County Campus Building H - Student Activities Center	\$ 36,523.00	\$ 33,491.00
33	Starr County Campus Building K - Library	\$ 26,147.00	\$ 15,314.00
34	Starr County Campus Building L - Health Professions and Sciences	\$ 29,684.00	\$ 27,333.00
35	Starr County Campus Building P - Physical Plant	\$ 22,492.00	\$ 27,058.00
Starr County Campus Total Alternate Bid Amount:		\$ 312,705.00	\$ 275,235.00

**SOUTH TEXAS COLLEGE
DISTRICT-WIDE REPAINTING OF EXTERIOR STUCCO AND PANELS (PECAN CAMPUS, MID
VALLEY CAMPUS, STARR COUNTY CAMPUS, AND PECAN PLAZA)
PROJECT NO. 21-22-1070**

NAME		Noble Texas Builders	Terra Fuerte Construction, LLC.
ADDRESS		108 S Main St	P O Box 5657
CITY/STATE/ZIP		La Feria, TX 78559	McAllen, TX 78502
PHONE		956-277-0708	956-358-4041
FAX		956-277-0705	
CONTACT		Eric Delgado	Rolando Leal
#	Description	Proposed	Proposed
36	Begin Work Within	10 Working Days	10 Working Days
37	Completion of Work Within	65 Calendar Days	90 Calendar Days
Total Evaluation Points		88.31	88.45
Ranking		2	1
38	Bid Bond Provided	Yes	Yes
TOTAL AMOUNT PROPOSED		\$ 828,048.00	\$ 730,733.00
TOTAL ALTERNATE AMOUNT PROPOSED		\$ 1,033,203.00	\$ 773,327.00
Summary			
Pecan Campus - Alternate		\$ 139,255.00	
Pecan Plaza - Alternate		\$ 9,095.00	
Mid Valley Campus - Alternate			\$ 353,996.00
Starr County Campus - Alternate			\$ 275,235.00

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

**SOUTH TEXAS COLLEGE
DISTRICT-WIDE REPAINTING OF EXTERIOR STUCCO AND PANELS - PECAN CAMPUS
PROJECT NO. 21-22-1070
EVALUATION SUMMARY**

VENDOR		Noble Texas Builders		Terra Fuerte Construction, LLC.	
ADDRESS		108 S Main St		P O Box 5657	
CITY/STATE/ZIP		La Feria, TX 78559		McAllen, TX 78502	
PHONE		956-277-0708		956-358-4041	
FAX		956-277-0705			
CONTACT		Eric Delgado		Rolando Leal	
1	The Respondent's price proposal. (up to 45 points)	41.1	41.1	45	45
		41.1		45	
		41.1		45	
		41.1		45	
		41.1		45	
2	The Respondent's experience and reputation. (up to 10 points)	8	8.8	7	8.4
		9		9	
		9		8	
		9		9	
		9		9	
3	The quality of the Respondent's goods or services. (up to 10 points)	8	8.6	8	8.6
		8		8	
		9		9	
		9		9	
		9		9	
4	The Respondent's safety record (up to 5 points)	4.5	4.1	3	2.2
		4		2	
		4		2	
		4		2	
		4		2	
5	The Respondent's proposed personnel. (up to 8 points)	7	7.2	7	7
		7		7	
		7		7	
		8		7	
		7		7	
6	The Respondent's financial capability in relation to the size and scope of the project. (up to 9 points)	8	8	8	8
		8		8	
		8		8	
		8		8	
		8		8	
7	The Respondent's organization and approach to the project. (up to 6 points)	5	5	4	4.2
		5		4	
		5		5	
		5		4	
		5		4	
8	The Respondent's time frame for completing the project. (up to 7 points)	7	7	6.22	6.22
		7		6.22	
		7		6.22	
		7		6.22	
		7		6.22	
TOTAL EVALUATION POINTS		89.8		89.62	
RANKING		1		2	

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

**SOUTH TEXAS COLLEGE
DISTRICT-WIDE REPAINTING OF EXTERIOR STUCCO AND PANELS - PECAN PLAZA
PROJECT NO. 21-22-1070
EVALUATION SUMMARY**

VENDOR		Noble Texas Builders		Terra Fuerte Construction, LLC.	
ADDRESS		108 S Main St		P O Box 5657	
CITY/STATE/ZIP		La Feria, TX 78559		McAllen, TX 78502	
PHONE		956-277-0708		956-358-4041	
FAX		956-277-0705			
CONTACT		Eric Delgado		Rolando Leal	
1	The Respondent's price proposal. (up to 45 points)	45	45	24.22	24.22
		45		24.22	
		45		24.22	
		45		24.22	
		45		24.22	
2	The Respondent's experience and reputation. (up to 10 points)	8	8.8	7	8.4
		9		9	
		9		9	
		9		8	
		9		9	
3	The quality of the Respondent's goods or services. (up to 10 points)	8	8.6	8	8.6
		8		8	
		9		9	
		9		9	
		9		9	
4	The Respondent's safety record (up to 5 points)	4.5	4.1	3	2.2
		4		2	
		4		2	
		4		2	
		4		2	
5	The Respondent's proposed personnel. (up to 8 points)	7	7.2	7	7
		7		7	
		7		7	
		8		7	
		7		7	
6	The Respondent's financial capability in relation to the size and scope of the project. (up to 9 points)	8	8	8	8
		8		8	
		8		8	
		8		8	
		8		8	
7	The Respondent's organization and approach to the project. (up to 6 points)	5	5	4	4.2
		5		4	
		5		4	
		5		5	
		5		4	
8	The Respondent's time frame for completing the project. (up to 7 points)	7	7	2.17	2.17
		7		2.17	
		7		2.17	
		7		2.17	
		7		2.17	
TOTAL EVALUATION POINTS		93.7		64.79	
RANKING		1		2	

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

**SOUTH TEXAS COLLEGE
DISTRICT-WIDE REPAINTING OF EXTERIOR STUCCO AND PANELS - MID VALLEY CAMPUS -
PROJECT NO. 21-22-1070
EVALUATION SUMMARY**

VENDOR		Noble Texas Builders		Terra Fuerte Construction, LLC.	
ADDRESS		108 S Main St		P O Box 5657	
CITY/STATE/ZIP		La Feria, TX 78559		McAllen, TX 78502	
PHONE		956-277-0708		956-358-4041	
FAX		956-277-0705			
CONTACT		Eric Delgado		Rolando Leal	
1	The Respondent's price proposal. (up to 45 points)	27.84	27.84	45	45
		27.84		45	
		27.84		45	
		27.84		45	
		27.84		45	
2	The Respondent's experience and reputation. (up to 10 points)	8	8.8	7	8.4
		9		9	
		9		8	
		9		9	
		9		9	
3	The quality of the Respondent's goods or services. (up to 10 points)	8	8.6	8	8.6
		8		8	
		9		9	
		9		9	
		9		9	
4	The Respondent's safety record (up to 5 points)	4.5	4.1	3	2.2
		4		2	
		4		2	
		4		2	
		4		2	
5	The Respondent's proposed personnel. (up to 8 points)	7	7.2	7	7
		7		7	
		7		7	
		8		7	
		7		7	
6	The Respondent's financial capability in relation to the size and scope of the project. (up to 9 points)	8	8	8	8
		8		8	
		8		8	
		8		8	
		8		8	
7	The Respondent's organization and approach to the project. (up to 6 points)	5	5	4	4.2
		5		4	
		5		5	
		5		4	
		5		4	
8	The Respondent's time frame for completing the project. (up to 7 points)	7	7	5.25	5.25
		7		5.25	
		7		5.25	
		7		5.25	
		7		5.25	
TOTAL EVALUATION POINTS		76.54		88.65	
RANKING		2		1	

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

**SOUTH TEXAS COLLEGE
DISTRICT-WIDE REPAINTING OF EXTERIOR STUCCO AND PANELS - STARR COUNTY
CAMPUS - PROJECT NO. 21-22-1070
EVALUATION SUMMARY**

VENDOR		Noble Texas Builders		Terra Fuerte Construction, LLC.	
ADDRESS		108 S Main St		P O Box 5657	
CITY/STATE/ZIP		La Feria, TX 78559		McAllen, TX 78502	
PHONE		956-277-0708		956-358-4041	
FAX		956-277-0705			
CONTACT		Eric Delgado		Rolando Leal	
1	The Respondent's price proposal. (up to 45 points)	39.61	39.61	45	45
		39.61		45	
		39.61		45	
		39.61		45	
		39.61		45	
2	The Respondent's experience and reputation. (up to 10 points)	8	8.8	7	8.4
		9		9	
		9		8	
		9		9	
		9		9	
3	The quality of the Respondent's goods or services. (up to 10 points)	8	8.6	8	8.6
		8		8	
		9		9	
		9		9	
		9		9	
4	The Respondent's safety record (up to 5 points)	4.5	4.1	3	2.2
		4		2	
		4		2	
		4		2	
		4		2	
5	The Respondent's proposed personnel. (up to 8 points)	7	7.2	7	7
		7		7	
		7		7	
		8		7	
		7		7	
6	The Respondent's financial capability in relation to the size and scope of the project. (up to 9 points)	8	8	8	8
		8		8	
		8		8	
		8		8	
		8		8	
7	The Respondent's organization and approach to the project. (up to 6 points)	5	5	4	4.2
		5		4	
		5		5	
		5		4	
		5		4	
8	The Respondent's time frame for completing the project. (up to 7 points)	7	7	5.05	5.05
		7		5.05	
		7		5.05	
		7		5.05	
		7		5.05	
TOTAL EVALUATION POINTS		88.31		88.45	
RANKING		2		1	

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

Project Fact Sheet
6/9/2022

Project Name:	District Wide - District Wide Refinishing of Exterior Stucco & Panels - Pecan Campus					Project No.	2022-016R
Funding Source(s):	Renew and Replacement Fund						
	FY21-22			FY22-23			
	<u>FY 21-22</u>	<u>Variance of</u>		<u>FY 22-23</u>	<u>Variance of</u>		<u>Total Actual</u>
	<u>Project Budget</u>	<u>Project Budget</u>	<u>vs. Actual</u>	<u>Project Budget</u>	<u>Project Budget</u>	<u>vs. Actual</u>	<u>Expenditures</u>
	<u>Actual</u>	<u>Expenditures</u>	<u>Expenditures</u>	<u>Actual</u>	<u>Actual</u>	<u>Expenditures</u>	<u>To Date</u>
Construction:	\$ 130,000.00	\$ -	\$ 130,000.00	\$ 130,000.00	\$ -	\$ 130,000.00	\$ -
Design	13,000.00	-	13,000.00	-	-	-	-
Miscellaneous:	7,000.00	-	7,000.00	7,000.00	-	7,000.00	-
FFE:	-	-	-	-	-	-	-
Technology:	-	-	-	-	-	-	-
Total:	\$ 150,000.00	\$ -	\$ 150,000.00	\$ 137,000.00	\$ -	\$ 137,000.00	\$ -

Project Team		Board Status					
Approval to Solicit Architect/Engineer:	N/A	Board Approval of Schematic Design	NA	Vendor	Contract Amount	Actual Expenditures	Variance
Architect/Engineer:	N/A			TBD	\$ -	\$ -	\$ -
Contractor:	TBD			TBD	\$ -	\$ -	\$ -
STC FPC Project Manager:	Samuel Saldana	Substantial Completion	TBD	Board Acceptance	TBD		
		Final Completion	TBD	Board Acceptance	TBD		

Project Description	Project Scope
Refinishing of Exterior Stucco and Panels for Building(s) - Building L Cooper Center for Performing Arts - Building M Information Technology - Building N Institutional Support Services	Refinishing of Building L, Building M and Building N Exterior Stucco and Panels as indicated by the construction documents

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 Approved Substantial Completion Date	Board Approved Final Completion Date	FFE Completion of Move In
10/27/2020	N/A	N/A	6/28/2022	7/15/2022	12/15/2022	1/15/2023	N/A

Project Calendar of Expenditures by Fiscal Year							
Fiscal Year	Construction	Design	Miscellaneous	FFE	Tech	Project Total	
2021-22	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2022-23	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Project Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Current Agenda Item

06/14/2022 Facilities Committee Meeting: Review and Recommend Action on Contracting Construction Services for the District Wide Refinishing of Exterior Stucco and Panels.



PECAN CAMPUS



BUILDING L



BUILDING M



BUILDING N

FPC Project Manager *Alfonso Villarreal*

FPC Asst. Director *Rita Cella*

FPC Director *RDA*

Project Fact Sheet
6/9/2022

Project Name:	District Wide - District Wide Refinishing of Exterior Stucco & Panels - Pecan Plaza						Project No.	2022-020R
Funding Source(s):	Renew and Replacement Fund							
	FY21-22			FY21-22				
	FY 21-22		Variance of	FY 21-22		Variance of	Total Actual Expenditures To Date	
	Project Budget	Actual Expenditures	Project Budget vs. Actual Expenditures	Project Budget	Actual Expenditures	Project Budget vs. Actual Expenditures		
Construction:	\$ 25,000.00	\$ -	\$ 25,000.00	\$ 9,000.00	\$ -	\$ 9,000.00	\$ -	
Design	2,500.00	-	2,500.00	-	-	-	-	
Miscellaneous:	3,000.00	-	3,000.00	3,000.00	-	3,000.00	-	
FFE:	-	-	-	-	-	-	-	
Technology:	-	-	-	-	-	-	-	
Total:	\$ 30,500.00	\$ -	\$ 30,500.00	\$ 12,000.00	\$ -	\$ 12,000.00	\$ -	

Project Team		Board Status					
Approval to Solicit Architect/Engineer:	N/A	Board Approval of Schematic Design	NA	Vendor	Contract Amount	Actual Expenditures	Variance
Architect/Engineer:	N/A			TBD	\$ -	\$ -	\$ -
Contractor:	TBD	Substantial Completion	TBD	Board Acceptance	TBD		
STC FPC Project Manager:	Samuel Saldana	Final Completion	TBD	Board Acceptance	TBD		

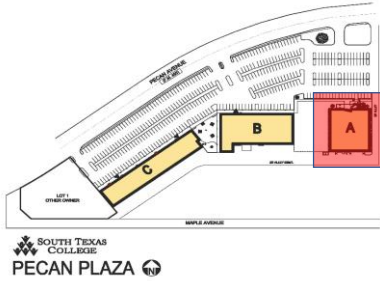
Project Description	Project Scope
Refinishing of Exterior Stucco and Panels for Building(s) - Building A Human Resources	Refinishing of Building A at Pecan Plaza for the exterior curved wall.

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 Approved Substantial Completion Date	Board Approved Final Completion Date	FFE Completion of Move In
10/27/2020	N/A	N/A	6/28/2022	7/15/2022	12/15/2022	1/15/2023	N/A

Project Calendar of Expenditures by Fiscal Year							
Fiscal Year	Construction	Design	Miscellaneous	FFE	Tech	Project Total	
2021-22	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2022-23	-	-	-	-	-	-	\$ -
Project Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Current Agenda Item

06/14/2022 Facilities Committee Meeting: Review and Recommend Action on Contracting Construction Services for the District Wide Refinishing of Exterior Stucco and Panels.



BUILDING A

FPC Project Manager *Mark Villal*

FPC Asst. Director *Rita Cella*

FPC Director *RDA*

Project Fact Sheet
6/9/2022

Project Name: District Wide - District Wide Refinishing of Exterior Stucco & Panels - Starr County Campus		Project No.: 2017-020R					
Funding Source(s): Renew and Replacement Fund							
	FY21-22		FY22-23				
	FY 21-22	Variance of	FY 22-23	Variance of			
	Project Budget	Project Budget	Project Budget	Project Budget			
	Actual	vs. Actual	Actual	vs. Actual			
	Expenditures	Expenditures	Expenditures	Expenditures		Total Actual	
						To Date	
Construction:	\$ 200,000.00	\$ -	\$ 200,000.00	\$ 250,000.00	\$ -	\$ 250,000.00	\$ -
Design	20,000.00	-	20,000.00	-	-	-	-
Miscellaneous:	3,000.00	-	3,000.00	3,000.00	-	3,000.00	-
FFE:	-	-	-	-	-	-	-
Technology:	-	-	-	-	-	-	-
Total:	\$ 223,000.00	\$ -	\$ 223,000.00	\$ 253,000.00	\$ -	\$ 253,000.00	\$ -

Project Team		Board Status	
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Approval to Solicit Architect/Engineer: N/A	Board Approval of Schematic Design NA	Vendor	Contract Amount	Actual Expenditures	Variance
Architect/Engineer: N/A		TBD	\$ -	\$ -	\$ -
Contractor: TBD	Substantial Completion TBD	Board Acceptance		TBD	
STC FPC Project Manager: Samuel Saldana		Final Completion	Board Acceptance		TBD

Project Description	Project Scope
Refinishing of Exterior Stucco and Panels for Building(s) - Building D Workforce Center - Building E South Academic - Building G Student Services - Building H Student Activities Center - Building K Library - Building L Health Professions and Sciences - Building P Physical Plant	Refinishing of Building D, Building E, Building G, Building H, Building K, Building L and Building P Exterior Stucco and Panels as indicated by the construction documents.

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 Approved Substantial Completion Date	Board Approved Final Completion Date	FFE Completion of Move In
10/27/2020	N/A	N/A	6/28/2022	7/15/2022	12/15/2022	1/15/2023	N/A

Project Calendar of Expenditures by Fiscal Year							
Fiscal Year	Construction	Design	Miscellaneous	FFE	Tech	Project Total	
2021-22	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2022-23	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Project Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Current Agenda Item

06/14/2022 Facilities Committee Meeting: Review and Recommend Action on Contracting Construction Services for the District Wide Refinishing of Exterior Stucco and Panels.

FPC Project Manager *Samuel Saldana*

FPC Asst. Director *Rita Cella*

FPC Director *RDA*

Consent Agenda:

j. Approval of Substantial and Final Completion of the Pecan Campus Information Technology Building M Generator Replacement

Approval of substantial and final completion of the Pecan Campus Information Technology Building M Generator Replacement Project is requested.

Project		Completion Recommended	Date Received
1.	Pecan Campus Information Technology Building M Generator Replacement Project No. 2020-014R Engineer: Half Associates, Inc. Contractor: Metro Electric, Inc.	Substantial Completion	April 5, 2022
		Final Completion Recommended	May 25, 2022

This project was submitted as a Renewals & Replacements project by the IS&P Division in 2019, and was reviewed by the Facilities Operations & Maintenance, Facilities Planning & Construction, and Information Technology departments, Administration, the Coordinated Operations Council, the Facilities Committee, and the Board of Trustees. It was scheduled as a high priority project to upgrade the power supply redundancy to a backup generator that provides continuous power without the need to refuel.

College staff visited the site and developed a construction punch list on April 23, 2022. A Certificate of Substantial Completion has been issued. Final Completion, including punch list items, was accomplished as required in the Owner/Contractor agreement for this project. It is recommended that substantial and final completion and release of final payment for this project with Metro Electric, Inc. be approved. The original cost approved for this project was \$137,556.

The following table summarizes the current budget status:

Pecan Campus Information Technology Building M Generator Replacement					
Construction Budget	Approved Proposal Amount	Net Total Change Orders	Current Project Cost	Previous Amount Paid	Remaining Balance
\$250,000	\$137,556.00	\$3,620.00	\$141,176.00	\$134,117.20	\$7,058.80

On May 25, 2022, Facilities Planning & Construction staff inspected the site to confirm that all punch list items were completed.

Enclosed Documents

A copy of the Substantial Completion Certificate, the Final Completion Letter, and photos are included for the Board's review and information.

The Facilities Committee recommended Board approval of substantial and final completion and release of final payment of \$7,058.80 to Metro Electric, Inc. for the Pecan Campus Information Technology Building M Generator Replacement as presented.

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

The Board of Trustees of South Texas College approves and authorizes substantial and final completion and release of final payment of \$7,058.80 to Metro Electric, Inc. for the Pecan Campus Information Technology Building M Generator Replacement as presented.

Approval Recommended:

Dr. Ricardo J. Solis
President



Pecan Campus Information Technology Building M Generator Replacement



AIA® Document G704® – 2017

MAY 11 2022 AM 9:

Certificate of Substantial Completion

PROJECT: *(name and address)*
South Texas College Pecan Campus
RFP #20-21-1044
Building "M" Generator Replacement

CONTRACT INFORMATION:
Contract For: General Construction
Date: 5/24/2021

CERTIFICATE INFORMATION:
Certificate Number: 001
Date: 4/5/2022

OWNER: *(name and address)*
South Texas College
3201 W. Pecan
McAllen, Texas 78501

ARCHITECT: *(name and address)*
Halff Associates
5000 W. Military
McAllen, Texas 78503

CONTRACTOR: *(name and address)*
Metro Electric
1901 Industrial Dr.
McAllen, Texas 78504

The Work identified below has been reviewed and found, to the Architect's best knowledge, information, and belief, to be substantially complete. Substantial Completion is the stage in the progress of the Work when the Work or designated portion is sufficiently complete in accordance with the Contract Documents so that the Owner can occupy or utilize the Work for its intended use. The date of Substantial Completion of the Project or portion designated below is the date established by this Certificate.

(Identify the Work, or portion thereof, that is substantially complete.)

Entire Work

<u>Halff Associates</u> ARCHITECT <i>(Firm Name)</i>	 SIGNATURE	Ray Peynado, PE Electrical Engineer PRINTED NAME AND TITLE	<u>4/5/2022</u> DATE OF SUBSTANTIAL COMPLETION
--	---	---	--

WARRANTIES

The date of Substantial Completion of the Project or portion designated above is also the date of commencement of applicable warranties required by the Contract Documents, except as stated below:

(Identify warranties that do not commence on the date of Substantial Completion, if any, and indicate their date of commencement.)

n/a

WORK TO BE COMPLETED OR CORRECTED

A list of items to be completed or corrected is attached hereto, or transmitted as agreed upon by the parties, and identified as follows:

(Identify the list of Work to be completed or corrected.)

n/a

The failure to include any items on such list does not alter the responsibility of the Contractor to complete all Work in accordance with the Contract Documents. Unless otherwise agreed to in writing, the date of commencement of warranties for items on the attached list will be the date of issuance of the final Certificate of Payment or the date of final payment, whichever occurs first. The Contractor will complete or correct the Work on the list of items attached hereto within n/a (n/a) days from the above date of Substantial Completion.

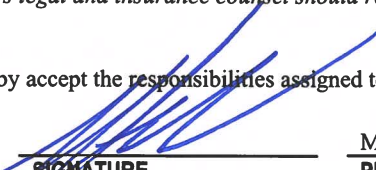
Cost estimate of Work to be completed or corrected: \$n/a

The responsibilities of the Owner and Contractor for security, maintenance, heat, utilities, damage to the Work, insurance, and other items identified below shall be as follows:

(Note: Owner's and Contractor's legal and insurance counsel should review insurance requirements and coverage.)

n/a

The Owner and Contractor hereby accept the responsibilities assigned to them in this Certificate of Substantial Completion:

<u>Metro Electric</u> CONTRACTOR <i>(Firm Name)</i>	 SIGNATURE	Michael Gerdes, President PRINTED NAME AND TITLE	<u>5.5.22</u> DATE
<u>South Texas College</u> OWNER <i>(Firm Name)</i>	SIGNATURE	Dr. Ricardo Solis, President PRINTED NAME AND TITLE	DATE



May 25, 2022

Mr. Ricardo De La Garza
Director Facilities Planning and Construction
South Texas College
3200 W Pecan Blvd
McAllen, Texas 78501

RE: 38018 South Texas College Building "M" Generator Replacement – Final Completion

Dear Mr. De La Garza:

As of May 25, 2022, Metro Electric has completed construction and has addressed all punch list items for this project.

To the best of my knowledge, the work has been performed in accordance with the contract documents and I recommend final acceptance.



Please feel free to contact our office if you have any questions.

Sincerely,

HALFF ASSOCIATES, INC.

Ray Peynado, PE
Electrical Engineer

cc: file

Project Name: Pecan Campus - Information Technology Building M Generator Replacement				Project No.: 2020-14R						
Funding Source(s): Renewals & Replacement Fund										
	**FY19-20			FY 20-21			FY 21-22			
	<u>FY 19-20 Actual</u>	<u>Variance of Project Budget vs. Actual Expenditures</u>		<u>FY 20-21 Actual</u>	<u>Variance of Project Budget vs. Actual Expenditures</u>		<u>FY 21-22 Actual</u>	<u>Variance of Project Budget vs. Actual Expenditures</u>	<u>Total Actual Expenditures To Date</u>	
	<u>Project Budget</u>	<u>Expenditures</u>	<u>Expenditures</u>	<u>Project Budget</u>	<u>Expenditures</u>	<u>Expenditures</u>	<u>Project Budget</u>	<u>Expenditures</u>	<u>Expenditures</u>	
Construction:	\$ 250,000.00	\$ -	\$ 250,000.00	\$ -	\$ -	\$ -	\$ 150,000.00	\$ 134,117.20	\$ 15,882.80	
Design:	25,000.00	-	25,000.00	-	11,970.00	(11,970.00)	5,000.00	-	5,000.00	
Miscellaneous:	5,000.00	820.40	4,179.60	-	657.23	(657.23)	1,000.00	694.10	305.90	
FFE:	-	-	-	-	-	-	-	-	-	
Technology:	-	-	-	-	-	-	-	-	-	
Total:	\$ 280,000.00	\$ 820.40	\$ 279,179.60	\$ -	\$ 12,627.23	\$ (12,627.23)	\$ 156,000.00	\$ 134,811.30	\$ 21,188.70	
**The generator replacement was placed on hold for FY19-20.										
Project Team				Board Status						
Approval to Solicit Architect/Engineer:	10/29/2019			Board Approval of Schematic Design						
Architect/Engineer:	Half Associates, Inc.									
Contractor:	Metro Electric			Substantial Completion						
				4/29/2022						
STC FPC Project Manager:	Samuel Saldana			Final Completion						
				5/29/2022						
Project Description				Project Scope						
Replace the existing diesel generator with a natural gas generator that provides continuous power without the need to refuel.				Replacement of existing diesel generator with a nature gas generator, and providing new natural gas service to the new generator.						
Projected Timeline										
Board Approval to Solicit Architect/Engineer	Board Approval of Architect/Engineer	Board Approval of Schematic Design	Construction Start Date			Board Approval of Substantial Completion Date	Board Approval of Final Completion Date	FFE Completion of Move In		
10/29/2019	2/25/2020	N/A	9/22/2021			6/28/2022	6/28/2022	N/A		
Project Calendar of Expenditures by Fiscal Year										
Fiscal Year	Construction		Design	Miscellaneous	FFE	Tech	Project Total			
2019-20	\$ -		\$ 11,970.00	\$ 820.40	\$ -	\$ -	\$ 12,790.40			
2020-21	-		-	657.23	-	-	\$ 657.23			
2021-22	134,117.20		-	694.10	-	-	\$ 134,811.30			
Project Total	\$ 134,117.20		\$ 11,970.00	\$ 2,171.73	\$ -	\$ -	\$ 148,258.93			
Current Agenda Item										
6/14/2022 Facilities Committee Meeting: Review and Recommend Action on Substantial and Final Completion for the Pecan Campus Building M Generator Replacement										
										

FPC Project Manager

Rita Collier

FPC Asst. Director

Rita Collier

FPC Director

Rita Collier

Consent Agenda:

k. Approval of Substantial and Final Completion of the District Wide Flooring Replacements Phase I at Pecan Campus

Approval of substantial and final completion of the District Wide Flooring Replacements Phase I at Pecan Campus is requested.

Project		Completion Recommended	Date Received
1.	District Wide Flooring Replacements Phase I at Pecan Campus Project No. 2022-032R Contractor: Diaz Floors & Interiors	Substantial Completion	June 3, 2022
		Final Completion Recommended	June 7, 2022

This project was part of the Deferred Maintenance plan developed by the Facilities Operations & Maintenance and Facilities Planning & Construction departments. The project has been reviewed by the Facilities Planning & Construction and Facilities Operations and Maintenance departments, the President’s Cabinet, and the Coordinated Operations Council, the Facilities Committee, and the Board of Trustees. This project was scheduled as a routine improvement to replace flooring in buildings district wide as necessary.

College staff visited the site and developed a construction punch list on June 3, 2022. A Certificate of Substantial Completion has been issued. Final Completion, including punch list items, was accomplished as required in the Owner/Contractor agreement for this project. It is recommended that substantial and final completion and release of final payment for this project with Diaz Floors & Interiors be approved. The original cost approved for this project was \$242,989.60.

The following table summarizes the current budget status:

District Wide Flooring Replacements Phase I at Pecan Campus South Academic Building J					
Construction Budget	Approved Proposal Amount	Net Total Change Orders	Current Project Cost	Previous Amount Paid	Remaining Balance
\$500,000.00	\$242,989.60	\$0	\$242,989.60	\$124,800.00	\$118,189.60

On June 7, 2022, Facilities Planning & Construction staff inspected the site to confirm that all punch list items were completed.

Enclosed Documents

A copy of the Substantial Completion Certificate, the Final Completion Letter, and photos are provided for the Board’s review and information.

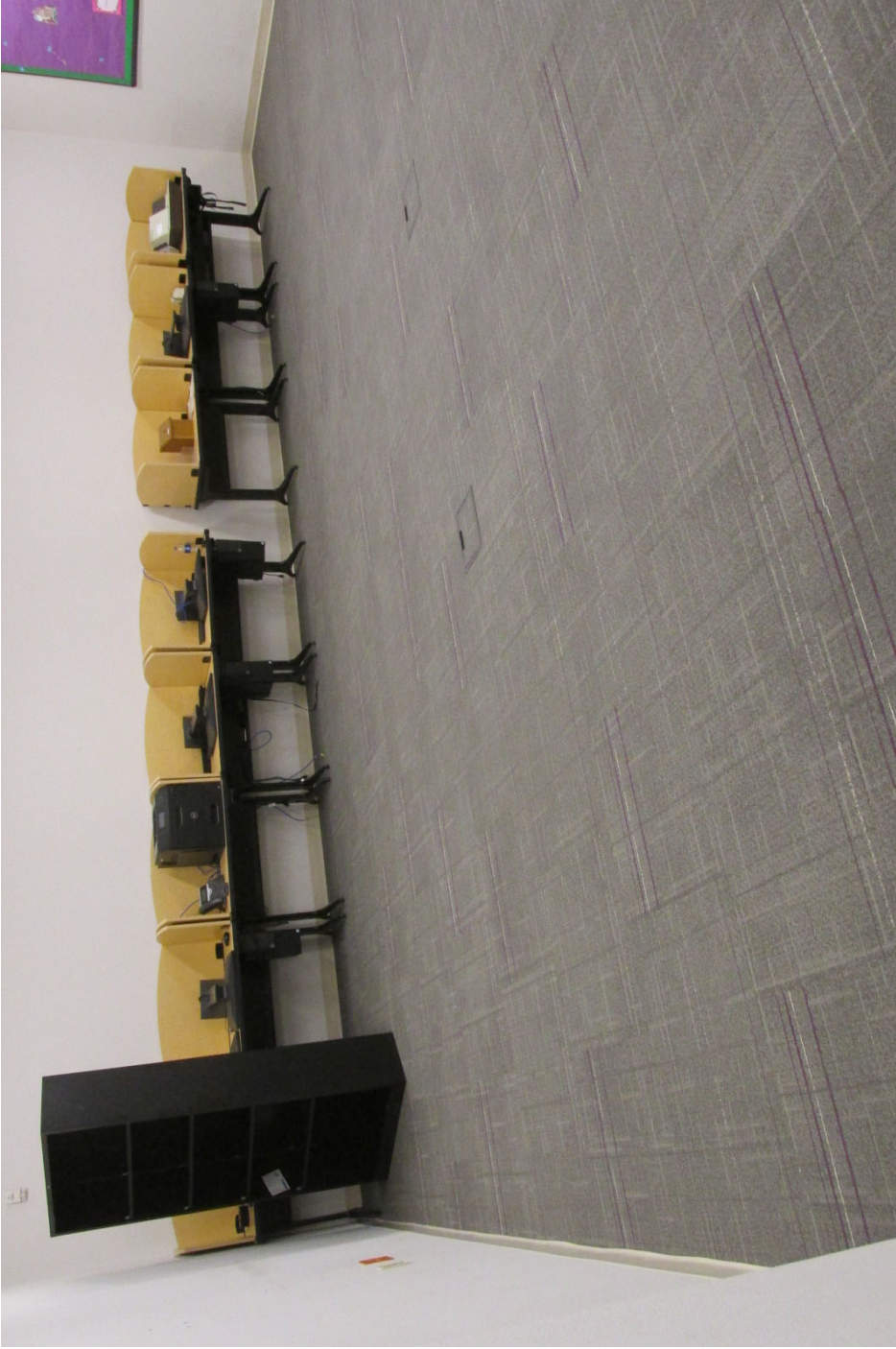
The Facilities Committee recommended Board approval of substantial and final completion and release of final payment of \$118,189.60 to Diaz Floors & Interiors for the District Wide Flooring Replacements Phase I at Pecan Campus as presented.

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

The Board of Trustees of South Texas College approves and authorizes substantial and final completion and release of final payment of \$118,189.60 to Diaz Floors & Interiors for the District Wide Flooring Replacements Phase I at Pecan Campus as presented.

Approval Recommended:

Dr. Ricardo J. Solis
President



District Wide Flooring Replacements
Pecan Campus South Academic Building J



District Wide Flooring Replacements Pecan Campus South Academic Building J

Substantial Completion Acceptance

JUN 6 2022 PM 3:57

Project Name: District Wide Flooring Replacement (Pecan Campus Building J)
Project No.: 21-22-1014
Owner: South Texas College
Contractor: Diaz Floors & Interiors
A/E Firm: N/A

Scope of Work Covered by This Acceptance:

Carpet Tile at Offices, Conference Room, and Quite Room.

Effective Date of Acceptance: 5/31/2022

This constitutes the Owner's acceptance for Beneficial Occupancy: Yes No

In accordance with plans and specifications of the Contract, this is to confirm the results of the substantial completion inspection(s). The "punch list(s)" of items remaining to be completed or corrected as of the effective date of this acceptance, is formally issued under separate cover. It is expressly understood that the failure to include any items on such list (s) does not alter the responsibility of the Contractor to complete all Work in accordance with the Contract Documents. In accordance with the Contract, the Date of Substantial Completion is that Date jointly certified by the Architect/Engineer, owner and Contractor that the Work is sufficiently completed for the Owner to utilize it, or designated portion thereof, for the intended purpose.

As of the effective date noted above, the Contractor is relieved of the responsibilities for utilities, maintenance, security, custodial services, and insurance coverage, which may pertain specifically to the Work, covered by this acceptance. The Contractor remains responsible; however, to maintain full insurance coverage as required by the Contract for any areas of the project not yet accepted, and such coverage as may be necessary for its employees and subcontractors while engaged in completion of the punch list items as identified above.

The Owner and A/E will continue to inspect the entire project, including the work accepted herein, until final completion and acceptance of all elements of the work. This inspection will cover such defects as may have been overlooked as well as the items currently remaining on the punch list (s). The date of Substantial Completion Acceptance of the Project or portion designated above is the date of issuance established by this document, which is also the date of commencement of applicable warranties required by the Contract Documents.

The Contractor shall complete/correct the items identified on the punch list(s) within _____
Calendar days from the Effective Date of this Acceptance.
ANDRES DIAZ - Pres. Andres Diaz 6/6/22
Printed Name and Title Signature Date

The Architect/Engineer agrees that the Work noted in this Acceptance is sufficiently complete to be used as intended.
N/A

Printed Name and Title Signature Date

With the exception of those items noted on the attached "punch list(s)", the Owner accepts the Work designated herein as Substantially Complete as of the Effective Date of this Acceptance.

Printed Name and Title Signature Date





P.O. BOX 9701
McAllen, TX 78502-9701

Facilities Planning & Construction
3200 W. Pecan Blvd. • McAllen, TX 78501

(956) 872-3737
(956) 872-3747

June 08, 2022

South Texas College
3200 W. Pecan Blvd., Bldg N. Suite 179
McAllen, TX 78501




Re: District Wide Flooring Replacements Pecan Campus

As of June 07, 2022, Diaz Flooring has completed all work associated with the District Wide Flooring Replacements Pecan Campus project. All punch list items have been corrected. STC Facilities Planning and Construction recommends Final Completion of the project and recommends release of final payment.

If you have any questions, please contact our office.

Sincerely,

Rick de la Garza, Director
Facilities Planning & Construction
3200 W. Pecan Blvd., Bldg. N. Suite 179
McAllen, TX 78501
Phone: 956-872-3737
Fax: 956-872-3747

Diaz Flooring		District Wide - Flooring Replacement Phase I				Project No.		2022-032R			
Funding Source(s):		Renewals & Replacements Fund									
		FY 21-22									
		* FY 21-22		Variance of				Total Actual			
		Project Budget		Project Budget		vs. Actual		Expenditures To			
		Actual		Actual		Expenditures		Date			
		Expenditures		Expenditures		Expenditures		Expenditures			
Construction:		\$ 500,000.00	\$ 247,921.00	\$ 252,079.00				\$ 247,921.00			
Design		-	-	-				-			
Miscellaneous:		4,000.00	394.23	3,605.77				394.23			
FFE:		-	-	-				-			
Technology:		-	-	-				-			
Total:		\$ 504,000.00	\$ 248,315.23	\$ 255,684.77				\$ 248,315.23			
		* Expenditures to date \$17,330 for replacement of MVC Bldg. C Rubber Flooring, and \$55,028 for PCN Bldg. D as separate projects									
Project Team		Board Status									
Approval to Solicit :	6/22/2021	Board Approval of Schematic Design		NA	Location		Contract Amount	Actual Expenditures	Variance		
Architect/Engineer:	N/A	Design			*PCN Bldg. D	Diaz Flooring	\$ 5,028.00	\$ 5,028.00	\$ -		
Contractor:	Terra Fuerte Construction, LLC	Substantial Completion			PCN Bldg. J	Diaz Flooring	\$ 242,989.60	\$ 124,800.00	\$ 118,189.60		
Contractor:	Diaz Flooring	Final Completion		06/03/22	MVC Bldg. F	Diaz Flooring	\$ 6,060.00	\$ 6,060.00	\$ -		
					*MVC Bldg. C	Diaz Flooring	\$ 17,330.00	\$ 17,330.00	\$ -		
					MVC Bldg. F	Diaz Flooring	\$ 40,740.00	\$ 38,703.00	\$ 2,037.00		
					Starr Bldg. H	Terra Fuerte Construction, LLC	\$ 56,000.00	\$ 56,000.00	\$ -		
					Starr Bldg. H - 04/01/22						
					MVC Bldg. F - 05/18/22						
					PCN Bldg. J - 05/31/22	Board Acceptance	Starr Bldg. H - 04/26/22				
STC FPC Project Manager:	David Valdez				Starr Bldg. H - 04/07/22						
					MVC Bldg. F - 05/24/22						
					PCN Bldg. J - 06/03/22	Board Acceptance	Starr Bldg. H - 04/26/22				
Project Description		Project Scope									
Replacing various flooring material district wide due to flooring reaching their life expectancy. Request for Proposals or Request for Quotes are issued depending on the estimated construction cost.		Every fiscal year, different facilities are scheduled to have the flooring replaced. Maintenance developed a flooring priority schedule determining which flooring material needs to be replaced. Average six flooring replacements per fiscal year.									
Projected Timeline											
Board Approval 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				
6/22/2021	N/A	N/A	11/23/2021	3/1/2022	7/26/2022	8/23/2022	N/A				
Project Calendar of Expenditures by Fiscal Year											
Fiscal Year	Construction	Design	Miscellaneous	FFE	Tech	Project Total					
2021-22	247,921.00	-	394.23	-	-	\$ 248,315.23					
Project Total	\$ 247,921.00	\$ -	\$ 394.23	\$ -	\$ -	\$ 248,315.23					
Current Agenda Item											
06/14/22: Facilities Committee Meeting: Review and Recommend Action on Substantial and Final Completion of the District Wide Flooring Replacements Phase I at Pecan Campus Building J and Mid Valley Campus Building F.											
		Pecan Campus				Mid-Valley Campus				Starr County Campus	

FPC Project Manager David A. Valdez

FPC Asst. Director Rita Geller

FPC Director RDA

Consent Agenda:

I. Approval of Substantial and Final Completion of the District Wide Flooring Replacements Phase I at Mid Valley Campus

Approval of substantial and final completion of the District Wide Flooring Replacements Phase I at Mid Valley Campus is requested.

Project		Completion Recommended	Date Received
1.	District Wide Flooring Replacements Phase I at Mid Valley Campus Project No. 2022-032R Contractor: Diaz Floors & Interiors	Substantial Completion	April 5, 2022
		Final Completion Recommended	May 24, 2022

This project was part of the Deferred Maintenance plan developed by the Facilities Operations & Maintenance and Facilities Planning & Construction departments. The project has been reviewed by the Facilities Planning & Construction and Facilities Operations and Maintenance departments, the President’s Cabinet, and the Coordinated Operations Council, the Facilities Committee, and the Board of Trustees. This project was scheduled as a routine improvement to replace flooring in buildings district wide as necessary.

College staff visited the site and developed a construction punch list on May 18, 2022. A Certificate of Substantial Completion has been issued. Final Completion, including punch list items, was accomplished as required in the Owner/Contractor agreement for this project. It is recommended that substantial and final completion and release of final payment for this project with Diaz Floors & Interiors be approved. The original cost approved for this project was \$40,740.

The following table summarizes the current budget status:

District Wide Flooring Replacements Phase I at Mid Valley Campus Student Union Building F					
Construction Budget	Approved Proposal Amount	Net Total Change Orders	Current Project Cost	Previous Amount Paid	Remaining Balance
\$500,000	\$40,740	\$0	\$40,740	\$38,703	\$2,037

On May 27, 2022, Facilities Planning & Construction staff inspected the site to confirm that all punch list items were completed.

Enclosed Documents

A copy of the Substantial Completion Certificate, the Final Completion Letter, and photos are provided for the Board’s review and information.

The Facilities Committee recommended Board approval of substantial and final completion and release of final payment of \$2,037 to Diaz Floors & Interiors for the District Wide Flooring Replacements Phase I at Mid Valley Campus as presented.

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

The Board of Trustees of South Texas College approves and authorizes substantial and final completion and release of final payment of \$2,037 to Diaz Floors & Interiors for the District Wide Flooring Replacements Phase I at Mid Valley Campus as presented.

Approval Recommended:

Dr. Ricardo J. Solis
President



District Wide Flooring Replacements
Mid Valley Campus Student Union Building F



District Wide Flooring Replacements
Mid Valley Campus Student Union Building F



District Wide Flooring Replacements
Mid Valley Campus Student Union Building F

Substantial Completion Acceptance

Project Name: District Wide Flooring Replacement (Mid Valley Campus Building F)

Project No.: 21-22-1014

Owner: South Texas College

Contractor: Diaz Flooring

A/E Firm: N/A

Scope of Work Covered by This Acceptance:

Carpet Tile at Offices, Conference Room, and Quite Room.

Effective Date of Acceptance: 5/18/2022

This constitutes the Owner's acceptance for Beneficial Occupancy: Yes No

In accordance with plans and specifications of the Contract, this is to confirm the results of the substantial completion inspection(s). The "punch list(s)" of items remaining to be completed or corrected as of the effective date of this acceptance, is formally issued under separate cover. It is expressly understood that the failure to include any items on such list (s) does not alter the responsibility of the Contractor to complete all Work in accordance with the Contract Documents. In accordance with the Contract, the Date of Substantial Completion is that Date jointly certified by the Architect/Engineer, owner and Contractor that the Work is sufficiently completed for the Owner to utilize it, or designated portion thereof, for the intended purpose.

As of the effective date noted above, the Contractor is relieved of the responsibilities for utilities, maintenance, security, custodial services, and insurance coverage, which may pertain specifically to the Work, covered by this acceptance. The Contractor remains responsible; however, to maintain full insurance coverage as required by the Contract for any areas of the project not yet accepted, and such coverage as may be necessary for its employees and subcontractors while engaged in completion of the punch list items as identified above.

The Owner and A/E will continue to inspect the entire project, including the work accepted herein, until final completion and acceptance of all elements of the work. This inspection will cover such defects as may have been overlooked as well as the items currently remaining on the punch list (s). The date of Substantial Completion Acceptance of the Project or portion designated above is the date of issuance established by this document, which is also the date of commencement of applicable warranties required by the Contract Documents.

The Contractor shall complete/correct the items identified on the punch list(s) within _____ Calendar days from the Effective Date of this Acceptance.

Andres Diaz Andres Diaz 5-24-2022
 Printed Name and Title Signature Date

The Architect/Engineer agrees that the Work noted in this Acceptance is sufficiently complete to be used as intended.

N/A _____
 Printed Name and Title Signature Date

With the exception of those items noted on the attached "punch list(s)", the Owner accepts the Work designated herein as Substantially Complete as of the Effective Date of this Acceptance.

 Printed Name and Title Signature Date





P.O. BOX 9701
McAllen, TX 78502-9701

Facilities Planning & Construction
3200 W. Pecan Blvd. • McAllen, TX 78501

(956) 872-3737
(956) 872-3747

May 25, 2022

South Texas College
3200 W. Pecan Blvd., Bldg N. Suite 179
McAllen, TX 78501

Re: District Wide Flooring Replacements Mid Valley Campus




As of May 24, 2022, Diaz Flooring has completed all work associated with the District Wide Flooring Replacements Mid Valley Campus project. All punch list items have been corrected. STC Facilities Planning and Construction recommends Final Completion of the project and recommends release of final payment.

If you have any questions, please contact our office.

Sincerely,

Rick de la Garza, Director
Facilities Planning & Construction
3200 W. Pecan Blvd., Bldg. N. Suite 179
McAllen, TX 78501
Phone: 956-872-3737
Fax: 956-872-3747

Project Fact Sheet
6/9/2022

Diaz Flooring		District Wide - Flooring Replacement Phase I				Project No.		2022-032R		
Funding Source(s):		Renewals & Replacements Fund								
		FY 21-22								
		* FY 21-22		Variance of						
		Total		Project Budget		vs. Actual		Total Actual		
		Project Budget		Actual Expenditures		Expenditures		Expenditures To		
								Date		
Construction:		\$ 500,000.00	\$ 247,921.00	\$ 252,079.00				\$ 247,921.00		
Design		-	-	-				-		
Miscellaneous:		4,000.00	394.23	3,605.77				394.23		
FFE:		-	-	-				-		
Technology:		-	-	-				-		
Total:		\$ 504,000.00	\$ 248,315.23	\$ 255,684.77				\$ 248,315.23		
		* Expenditures to date \$17,330 for replacement of MVC Bldg. C Rubber Flooring, and \$55,028 for PCN Bldg. D as separate projects								
Project Team		Board Status								
Approval to Solicit :	6/22/2021	Board Approval of Schematic Design		NA	Location		Contract Amount		Actual Expenditures	
Architect/Engineer:	N/A	Design			Vendor				Variance	
Contractor:	Terra Fuerte Construction, LLC				*PCN Bldg. D		Diaz Flooring	\$ 5,028.00	\$ 5,028.00	\$ -
Contractor:	Diaz Flooring				PCN Bldg. J		Diaz Flooring	\$ 242,989.60	\$ 124,800.00	\$ 118,189.60
					*PCN Bldg. N		Diaz Flooring	\$ 6,060.00	\$ 6,060.00	\$ -
					*MVC Bldg. C		Diaz Flooring	\$ 17,330.00	\$ 17,330.00	\$ -
					MVC Bldg. F		Diaz Flooring	\$ 40,740.00	\$ 38,703.00	\$ 2,037.00
					Starr Bldg. H		Terra Fuerte Construction, LLC	\$ 56,000.00	\$ 56,000.00	\$ -
				Starr Bldg. H - 04/01/22						
				MVC Bldg. F - 05/18/22						
				PCN Bldg. J - 05/31/22						
				Substantial Completion			Board Acceptance	Starr Bldg. H - 04/26/22		
STC FPC Project Manager:	David Valdez			Starr Bldg. H - 04/07/22						
				MVC Bldg. F - 05/24/22						
				PCN Bldg. J - 06/03/22			Board Acceptance	Starr Bldg. H - 04/26/22		
				Final Completion						
Project Description		Project Scope								
Replacing various flooring material district wide due to flooring reaching their life expectancy. Request for Proposals or Request for Quotes are issued depending on the estimated construction cost.		Every fiscal year, different facilities are scheduled to have the flooring replaced. Maintenance developed a flooring priority schedule determining which flooring material needs to be replaced. Average six flooring replacements per fiscal year.								
Projected Timeline										
Board Approval 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			
6/22/2021	N/A	N/A	11/23/2021	3/1/2022	7/26/2022	8/23/2022	N/A			
Project Calendar of Expenditures by Fiscal Year										
Fiscal Year	Construction	Design	Miscellaneous	FFE	Tech	Project Total				
2021-22	247,921.00	-	394.23	-	-	\$ 248,315.23				
Project Total	\$ 247,921.00	\$ -	\$ 394.23	\$ -	\$ -	\$ 248,315.23				
Current Agenda Item										
06/14/22: Facilities Committee Meeting: Review and Recommend Action on Substantial and Final Completion of the District Wide Flooring Replacements Phase I at Pecan Campus Building J and Mid Valley Campus Building F.										
 <p>Pecan Campus</p>			 <p>Mid-Valley Campus</p>			 <p>Starr County Campus</p>				

FPC Project Manager David A. Valdez

FPC Asst. Director Rita Geller

FPC Director RDA

Consent Agenda:
m. Approval of Substantial Completion of the District Wide Automatic Door Openers Phase IV

Approval of substantial completion of the District Wide Automatic Door Openers Phase IV is requested.

	Project	Completion Recommended	Date Received
1.	District Wide Automatic Door Openers Phase IV Project No. 2020-019C Engineer: Ethos Engineering Contractor: R. E. Friedrichs Company	Substantial Completion Recommended	May 5, 2022

This project was initiated to provide various building entrances with accessibility upgrades. It has been reviewed by the Facilities Planning & Construction and Facilities Operations & Maintenance departments, and Administration. This project was scheduled as a necessary improvement to install automatic door openers to improve access to building entrances district wide for users with disabilities, who may have difficulties opening doors, and for assisting safety precautions. This is the fourth and final phase of this project to upgrade all College facilities.

College staff visited the site and developed a construction punch list on May 5, 2022. A Certificate of Substantial Completion has been issued. Substantial Completion was accomplished within the time allowed in the Owner/Contractor agreement for this project by R. E. Friedrichs Company. The original cost approved for this project was \$53,000.

The following table summarizes the current budget status:

District Wide Automatic Door Openers Phase IV					
Construction Budget	Approved Proposal Amount	Net Total Change Orders	Current Project Cost	Previous Amount Paid	Remaining Balance
\$60,000	\$53,000	\$0	\$53,000	\$0	\$53,000

Enclosed Documents

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

The Facilities Committee recommended Board approval of substantial completion of the District Wide Automatic Door Openers Phase IV as presented.

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

The Board of Trustees of South Texas College approves and authorizes substantial completion of the District Wide Automatic Door Openers Phase IV as presented.

Approval Recommended:

**Dr. Ricardo J. Solis
President**



District Wide Automatic Door Openers Phase IV Nursing and Allied Health Building A

AIA® Document G704® – 2017

Certificate of Substantial Completion

PROJECT: <i>(name and address)</i> STC Automatic Door Phase IV	CONTRACT INFORMATION: Contract For: Automatic Door Date: October 25, 2021	CERTIFICATE INFORMATION: Certificate Number: 001 Date: May 11, 2022
OWNER: <i>(name and address)</i> South Texas College 3200 W. Pecan Blvd. McAllen, TX 78501	ARCHITECT: <i>(name and address)</i> Ethos Engineering 1126 South Commerce Harlingen, TX 78550	CONTRACTOR: <i>(name and address)</i> R.E. Friedrich Company 3409 S. Jackson Road Pharr, TX 78577

The Work identified below has been reviewed and found, to the Architect's best knowledge, information, and belief, to be substantially complete. Substantial Completion is the stage in the progress of the Work when the Work or designated portion is sufficiently complete in accordance with the Contract Documents so that the Owner can occupy or utilize the Work for its intended use. The date of Substantial Completion of the Project or portion designated below is the date established by this Certificate.
(Identify the Work, or portion thereof, that is substantially complete.)

South Texas District Wide Automatic Door Openers Phase IV

<u>Ethos Engineering</u> ARCHITECT <i>(Firm Name)</i>	 SIGNATURE	<u>Cesar Gonzalez,, Principal</u> PRINTED NAME AND TITLE	<u>May 5, 2022</u> DATE OF SUBSTANTIAL COMPLETION
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WARRANTIES

The date of Substantial Completion of the Project or portion designated above is also the date of commencement of applicable warranties required by the Contract Documents, except as stated below:
(Identify warranties that do not commence on the date of Substantial Completion, if any, and indicate their date of commencement.)

WORK TO BE COMPLETED OR CORRECTED

A list of items to be completed or corrected is attached hereto, or transmitted as agreed upon by the parties, and identified as follows:
(Identify the list of Work to be completed or corrected.)


See attached Field Report #2: 2022-05-05 STC DW Auto Doors IV Field Report 02

The failure to include any items on such list does not alter the responsibility of the Contractor to complete all Work in accordance with the Contract Documents. Unless otherwise agreed to in writing, the date of commencement of warranties for items on the attached list will be the date of issuance of the final Certificate of Payment or the date of final payment, whichever occurs first. The Contractor will complete or correct the Work on the list of items attached hereto within Thirty (30) days from the above date of Substantial Completion.





Cost estimate of Work to be completed or corrected: \$9,775.00 (7500.00 allowance + \$2275.00 retainage)

The responsibilities of the Owner and Contractor for security, maintenance, heat, utilities, damage to the Work, insurance, and other items identified below shall be as follows:
(Note: Owner's and Contractor's legal and insurance counsel should review insurance requirements and coverage.)

The Owner and Contractor hereby accept the responsibilities assigned to them in this Certificate of Substantial Completion:

<u>R.E. Friedrich Company</u> CONTRACTOR <i>(Firm Name)</i>	 SIGNATURE	<u>Fred Llanos</u> PRINTED NAME AND TITLE	<u>5-17-22</u> DATE
<u>South Texas College</u> OWNER <i>(Firm Name)</i>	_____ SIGNATURE	_____ PRINTED NAME AND TITLE	_____ DATE

Project Fact Sheet
6/9/2022

Project Name: District Wide - Automatic Door Openers Phase IV			Project No.: 2020-019C				
Funding Source(s): Unexpended Plant Fund							
	FY19-20		FY 20-21		FY 21-22		
	<u>Variance of Project Budget vs. Actual Expenditures</u>		<u>Variance of Project Budget vs. Actual Expenditures</u>		<u>Variance of Project Budget vs. Actual Expenditures</u>		
	<u>FY 19-20 Project Budget</u>	<u>FY 19-20 Actual Expenditures</u>	<u>FY 20-21 Project Budget</u>	<u>FY 20-21 Actual Expenditures</u>	<u>FY 21-22 Project Budget</u>		
	<u>Actual Expenditures</u>	<u>vs. Actual Expenditures</u>	<u>Actual Expenditures</u>	<u>vs. Actual Expenditures</u>	<u>Actual Expenditures</u>		
Construction:	\$ 85,000.00	\$ -	\$ 85,000.00	\$ -	\$ 60,000.00		
Design	8,500.00	-	8,500.00	5,567.50	2,000.00		
Miscellaneous:	2,500.00	879.00	1,621.00	1,620.00	-		
FFE:	-	-	-	-	-		
Technology:	-	-	-	-	-		
Total:	\$ 96,000.00	\$ 879.00	\$ 95,121.00	\$ 5,567.50	\$ 62,000.00		
					\$ 6,446.50		
Project Team			Board Status				
Approval to Solicit Architect/Engineer:	10/29/2019		Board Approval of Schematic Design	NA	Contract Amount		
Architect/Engineer:	Ethos Engineering, LLC				Actual Expenditures		
Contractor:	R.E. Friedrich Co.				Variance		
STC FPC Project Manager:	Samuel Saldana		Substantial Completion	TBD	Board Acceptance		
			Final Completion	TBD	TBD		
Project Description			Project Scope				
Provide automatic door openers district wide to main entrances to assist with easier accessibility for students and staff.			Add eight (8) automatic door openers district wide to the Pecan, Mid Valley, Nursing & Allied Health, and Starr County campuses to complete the final phase for this project.				
Projected Timeline							
Board Approval to Solicit Architect/Engineer	Board Approval of Architect / Engineer	Board Approval of Schematic Design	Board Approval of Contractor	Construction Start Date	Board Approved Substantial Completion Date	Board Approved Final Completion Date	FFE Completion of Move In
10/27/2020	5/26/2020	N/A	7/27/2021	10/25/2021	6/28/2022	7/26/2022	N/A
Project Calendar of Expenditures by Fiscal Year							
Fiscal Year	Construction	Design	Miscellaneous	FFE	Tech	Project Total	
2019-20	\$ -	\$ -	\$ 879.00	\$ -	\$ -	\$ 879.00	
2020-21	-	5,567.50	-	-	-	5,567.50	
2021-22	-	-	-	-	-	-	
Project Total	\$ -	\$ 5,567.50	\$ 879.00	\$ -	\$ -	\$ 6,446.50	
Current Agenda Item							
06/14/2022 Facilities Committee Meeting: Review and Recommend Action on Approval of Substantial Completion for the District Wide Automatic Doors Phase IV.							
 <p>Mid-Valley</p>		 <p>Nursing & Allied Health</p>		 <p>Pecan Campus</p>		 <p>Starr County Campus</p>	

FPC Project Manager *Rita Cella*

FPC Asst. Director *Rita Cella*

FPC Director *RMA*

Consent Agenda:
**n. Approval of Final Completion of the Deferred Maintenance of District Wide
 Roofs at Nursing & Allied Health Campus**

Approval of final completion of the Deferred Maintenance of District Wide Roofs at Nursing and Allied Health Campus is requested.

	Project	Completion Recommended	Date Received
1.	Deferred Maintenance of District Wide Roofs at Nursing and Allied Health Campus Project No. 2019-030R Architect: BEAM Professionals Contractor: American Roofing, USA	Final Completion Recommended	May 10, 2022

This renewals & replacements project is part of the district wide deferred maintenance plan, and has been 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 Nursing and Allied Health Campus.

Final Completion, including punch list items, was accomplished as required in the Owner/Contractor agreement for this project. It is recommended that final completion and release of final payment for this project with American Roofing, USA be approved. The original cost approved for this project was \$266,000.

The following table summarizes the current budget status:

Deferred Maintenance of District Wide Roofs at Dr. Ramiro R. Casso Nursing and Allied Health Campus					
Construction Budget	Approved Proposal Amount	Net Total Change Orders	Current Project Cost	Previous Amount Paid	Remaining Balance
\$266,000.00	\$266,000.00	(\$21,520.00)	\$244,480	\$227,354.00	\$17,126

On May 9, 2022, BEAM Professionals verified that all punch list items were completed.

Enclosed Documents

A copy of the final completion letter and photos are provided for the Board's review and information.

The Facilities Committee recommended Board approval of final completion and release of final payment of \$17,126 to American Roofing, USA for the Deferred Maintenance of District Wide Roofs at Nursing and Allied Health Campus as presented.

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

The Board of Trustees of South Texas College approves and authorizes final completion and release of final payment of \$17,126 to American Roofing, USA for the Deferred Maintenance of District Wide Roofs at Nursing and Allied Health Campus as presented.

Approval Recommended:

Dr. Ricardo J. Solis
President



District Wide Deferred Maintenance of Roofs at Nursing and Allied Health Campus



District Wide Deferred Maintenance of Roofs at Nursing and Allied Health Campus

May 10, 2022

Mr. Ricardo De la Garza, Associate AIA
Director of Facilities Planning & Construction
South Texas College
PO Box 9701
McAllen, Texas 78502

VIA: EMAIL

RE: STC Nursing Allied & Health Deferred Maintenance District Wide Roofs
BEAM Project Number: 20265R

Dear Mr. De la Garza,

As of today, American Contracting USA, Inc. has completed all work associated with the Nursing Allied & Health campus project. A Final Walkthrough was conducted with STC, BEAM Professionals, and American Contracting USA, Inc. All punch list items have been corrected and all Change Order work has been completed. All Close Out documents and as-builts have been submitted, they are currently under review, and they will be turned into STC for their records.

To the best of our knowledge, all work has been completed and performed in accordance with the Contract Documents. BEAM Professionals recommends Final Acceptance being awarded to American Contracting USA, Inc. on the project.

If you have any questions or if we can be of any further assistance, please do not hesitate to contact our office at (210) 638-7240.

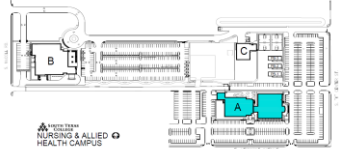
Sincerely,



A. Todd Scrimsher
Vice President, Texas

cc: Robert Cuellar, STC
Martin Villareal, STC
Eddie Fuentes, American Contracting USA, Inc.
Mike Trujillo, The Garland Company, Inc.

Project Fact Sheet
6/6/2022

Project Name: District Wide - Deferred Maintenance of District Wide Roofs Nursing & Allied Health Campus						Project No. 2019-030R					
Funding Source(s): Renewals & Replacements Fund											
	FY 19-20			FY 20-21			FY 21-22			Total Actual Expenditures To Date	
	FY 19-20 Project Budget	FY 19-20 Actual Expenditures	Variance of Project Budget vs. Actual Expenditures	FY 20-21 Project Budget	FY 20-21 Actual Expenditures	Variance of Project Budget vs. Actual Expenditures	FY 21-22 Project Budget	FY 21-22 Actual Expenditures	Variance of Project Budget vs. Actual Expenditures		
Construction:	\$ 250,000.00	\$ -	250,000.00	\$ 150,000.00	\$ 94,484.15	55,515.85	\$ 199,500.00	\$ 132,869.85	66,630.15	\$ 227,354.00	
Design:	25,000.00	1,076.93	23,923.07	10,108.00	10,893.75	(785.75)	2,600.00	2,100.00	500.00	14,070.68	
Miscellaneous:	5,000.00	-	5,000.00	5,000.00	109.40	4,890.60	4,891.00	-	4,891.00	109.40	
FFE:	-	-	-	-	-	-	-	-	-	-	
Technology:	-	-	-	-	-	-	-	-	-	-	
Total:	\$ 280,000.00	\$ 1,076.93	\$ 278,923.07	\$ 165,108.00	\$ 105,487.30	\$ 59,620.70	\$ 206,991.00	\$ 134,969.85	\$ 72,021.15	\$ 241,534.08	
*Fee for roof evaluation study @ \$1,076.93 FY19-20			Original total design estimate of \$250,000 includes: 5.25% for design services @ \$13,125.								
Project Team						Board Status					
Approval to Solicit Architect/Engineer: 1/29/2019						Vendor					
Architect/Engineer: BEAM Professionals, a PBK Company						Contract Amount					
Contractor: American Contracting USA (Nursing & Allied Health Campus)						Actual Expenditures					
STC FPC Project Manager: Martin Villarreal						Variance					
Project Description						Project Scope					
Maintenance of 1 roof for building A at Nursing and Allied Health Campus due to roof reaching its life expectancy of 20 years						Provide roof coating system at Nursing Allied Health Campus-NAH West & Simulation Center Building A					
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	Board Approval of Final Completion Date	FFE Completion of Move In				
1/29/2019	5/30/2019	8/25/2020	4/27/2021	6/15/2021	1/25/2022	6/28/2022	N/A				
Project Calendar of Expenditures by Fiscal Year											
Fiscal Year	Construction	Design	Miscellaneous	FFE	Technology	Project Total					
2018-19	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -					
2019-20	-	1,076.93	-	-	-	\$ 1,076.93					
2020-21	94,484.15	10,893.75	-	109.40	-	\$ 105,487.30					
2021-22	132,869.85	2,100.00	-	-	-	\$ 134,969.85					
Project Total	\$ 227,354.00	\$ 14,070.68	\$ 109.40	\$ -	\$ -	\$ 241,534.08					
Current Agenda Item											
6/14/2022 Facilities Committee Meeting: Review and Recommend Action on Final Completion of the Deferred Maintenance of District Wide Roofs at Nursing & Allied Health Campus.											
											

FPC Project Manager

Martin Villarreal

FPC Asst. Director

Rita Geller

FPC Director

RADA

Consent Agenda:
**o. Approval of Final Completion of the Deferred Maintenance of District Wide
 Roofs at Starr County Campus**

Approval of final completion of the Deferred Maintenance of District Wide Roofs at Starr County Campus is requested.

	Project	Completion Recommended	Date Received
1.	District Wide Roofs at Starr County Campus Project No. 2019-030R Architect: BEAM Professionals Contractor: Sechrist-Hall Company	Final Completion Recommended	May 20, 2022

This renewals & replacements project is part of the district wide deferred maintenance plan, and has been 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 Starr County Campus.

Final Completion, including punch list items, was accomplished as required in the Owner/Contractor agreement for this project. It is recommended that final completion and release of final payment for this project with Sechrist-Hall Company be approved. The original cost approved for this project was \$862,055.

The following table summarizes the current budget status:

Deferred Maintenance of District Wide Roofs at Starr County Campus					
Construction Budget	Approved Proposal Amount	Net Total Change Orders	Current Project Cost	Previous Amount Paid	Remaining Balance
\$770,000.00	\$862,055.00	\$0.00	\$862,055.00	\$775,837.59	\$86,217.41

On May 20, 2022, BEAM Professionals verified that all punch list items were completed.

Enclosed Documents

A copy of the final completion letter and photos are provided for the Board’s review and information.

The Facilities Committee recommended Board approval of final completion and release of final payment of \$86,217.41 to Sechrist-Hall Company for the Deferred Maintenance of District Wide Roofs at Starr County Campus as presented.

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

The Board of Trustees of South Texas College approves and authorizes final completion and release of final payment of \$86,217.41 to Sechrist-Hall Company for the Deferred Maintenance of District Wide Roofs at Starr County Campus as presented.

Approval Recommended:

Dr. Ricardo J. Solis
President



District Wide Deferred Maintenance of Roofs at Starr County Campus



District Wide Deferred Maintenance of Roofs at Starr County Campus

6316 N. 10th Street, Bldg. A, Suite 1
McAllen, Texas 78504
Phone: 956-687-1330
Fax: 956-687-1331
www.BEAMProf.com

June 1, 2022

VIA: E-MAIL



Mr. Ricardo De la Garza, Associate AIA
Director of Facilities Planning & Construction
South Texas College
PO Box 9701
McAllen, Texas 78502

RE: STC Starr County Deferred Maintenance District Wide Roofs
BEAM Professionals Project No. 20265R

Dear Mr. De la Garza:

As of May 20, 2022, Sechrist-Hall Company has completed all work associated with the Starr County campus project. A Final Walkthrough was conducted with STC, BEAM Professionals and Sechrist Hall Company. All punch list items have been corrected and all Change Order work has been completed. All Close Out documents and as-builts have been submitted, they are currently under review, and they will be turned into STC for their records.

To the best of our knowledge, all work has been completed and performed in accordance with the Contract Documents. BEAM Professionals recommends Final Acceptance being awarded to Sechrist-Hall Company on the project.

If you have any questions or if we can be of any further assistance, please do not hesitate to contact our office at (210) 638-7240.

Sincerely,

A handwritten signature in blue ink that reads "A. Todd Scrimsher". The signature is written in a cursive, flowing style.

A. Todd Scrimsher, RA
Vice President, Texas

cc: Robert Cuellar, STC
Martin Villareal, STC
Carlos Coronado, Sechrist-Hall Company.
Mike Trujillo, The Garland Company, Inc.
File 5A

Project Fact Sheet
6/6/2022

Project Name: District Wide - Deferred Maintenance of District Wide Roofs Starr County Campus				Project No.: 2019-030R					
Funding Source(s): Renewals & Replacements Fund									
	FY 19-20		FY 20-21			FY 21-22			
	FY 19-20 Project Budget	Variance of Project Budget vs. Actual Expenditures	FY 20-21 Project Budget	Variance of Project Budget vs. Actual Expenditures	FY 21-22 Project Budget	Variance of Project Budget vs. Actual Expenditures	Total Actual Expenditures To Date		
Construction:	\$ 770,000.00	\$ -	\$ 770,000.00	\$ 770,000.00	\$ 770,000.00	\$ 770,000.00	\$ 775,837.59	\$ 775,837.59	
Design:	77,000.00	8,615.38	68,384.62	49,569.00	33,552.75	16,016.25	9,700.00	2,829.74	
Miscellaneous:	5,000.00	-	5,000.00	5,000.00	109.41	4,890.59	5,000.00	-	
FFE:	-	-	-	-	-	-	-	-	
Technology:	-	-	-	-	-	-	-	-	
Total:	\$ 852,000.00	\$ 8,615.38	\$ 843,384.62	\$ 824,569.00	\$ 33,662.16	\$ 790,906.84	\$ 661,255.00	\$ 778,667.33	\$ (117,412.33)
*Fee for roof evaluation study @ \$8,615.38 FY 19-20			Original total design estimate of \$770,000 includes: 5.25% for design services @ \$40,425.						
Project Team				Board Status					
Approval to Solicit Architect/Engineer: 1/29/2019				Board Approval of Schematic Design: 8/25/2020					
Architect/Engineer: BEAM Professionals, a PBK Company				Vendor: *BEAM Professionals (Evaluation Study)					
Sechrist-Hall (Starr County Campus)				Contract Amount: \$ 8,615.38					
Contractor:				Actual Expenditures: \$ 8,615.38					
				Variance: \$ -					
				BEAM Professionals (Starr County Campus)					
				Contract Amount: \$ 40,425.00					
				Actual Expenditures: \$ 36,382.49					
				Variance: \$ 4,042.51					
STC FPC Project Manager: Martin Villarreal				Board Acceptance: 5/24/2022					
				Board Acceptance: TBD					
Project Description				Project Scope					
Maintenance of 8 roofs for various buildings at Starr County Campus due to roofs reaching their life expectancy of 20 years				Provide roof coating system at Starr County Campus-Administration/Bookstore Building A, Center for Learning Excellence Building B, North Academic Building C, Workforce Center Building D, South Academic Building E, Cultural Arts Center Building F, Student Services Building G, and Student Activities Center Building H .					
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	Board Approval of Final Completion Date	FFE Completion of Move In		
1/29/2019	5/30/2019	8/25/2020	4/27/2021	6/15/2021	5/24/2022	6/28/2022	N/A		
Project Calendar of Expenditures by Fiscal Year									
Fiscal Year	Construction	Design	Miscellaneous	FFE	Technology	Project Total			
2018-19	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
2019-20	-	8,615.38	-	-	-	-	8,615.38		
2020-21	-	33,552.75	109.41	-	-	-	33,662.16		
2021-22	775,837.59	2,829.74	-	-	-	-	778,667.33		
Project Total	\$ 775,837.59	\$ 44,997.87	\$ 109.41	\$ -	\$ -	\$ -	\$ 820,944.87		
Current Agenda Item									
06/14/2022 Facilities Committee Meeting: Review and Recommend Action on Final Completion of the Deferred Maintenance of District Wide Roofs at Starr County Campus									



FPC Project Manager Martin Villarreal

FPC Asst. Director Rita Geller

FPC Director R. R. A.

Consent Agenda:
p. Approval to Renew Lease Agreement with City of Edinburg for the Fire Department Training Facility

Approval of the renewal of the facility lease agreement with the City of Edinburg for use of the Edinburg Fire Department Training facility by South Texas College is requested.

Purpose

Authorization is being requested to renew the current facility lease agreement for use by the fire science program.

Justification

The continuation of the lease of this facility is needed to continue to accommodate fire science programs being offered by South Texas College.

Background

At the June 25, 2019 Board meeting, the Board approved the initial facility lease agreement with the City of Edinburg for the period of September 1, 2019 to May 31, 2020 with the option to renew for three successive terms. The Board approved the second renewal at the April 27, 2021 Board meeting. Staff from the fire science program has expressed interest in continuing to lease this space. Staff recommends approval of the third renewal of the facility lease agreement for use starting September 1, 2022 to May 31, 2023.

Facility	Initial Term	Optional Renewal Periods	Lease Cost
City of Edinburg Fire Department Training Facility	9/1/19 – 5/31/20	9/1/20-5/31/21 9/1/21-5/31/22 9/1/22-5/31/23	Up to \$13,000 per academic semester plus materials used

Funding Source

Funds for these expenditures are budgeted in the Facilities Lease budget for FY 2021-2022.

The Facilities Committee recommended Board approval to renew the facility lease agreement with the City of Edinburg for use of the Edinburg Fire Department by South Texas College for the period of September 1, 2022 to May 31, 2023 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 renewal of the facility lease agreement with the City of Edinburg for use of the Edinburg Fire Department by South Texas College for the period of September 1, 2022 to May 31, 2023 as presented.

Approval Recommended:

Dr. Ricardo J. Solis
President

Consent Agenda:

q. Approval of Lease Agreement with Pharr-San Juan-Alamo Independent School District for the Dr. Daniel King College & University Center and the College, Career & Technology Academy Building

Approval of the facility lease agreement with Pharr-San Juan-Alamo Independent School District (PSJA ISD) for use of space in the Dr. Daniel King College & University Center (DKCUC) and the College, Career & Technology Academy (CCTA) Building in Pharr by South Texas College is requested.

Purpose

Authorization is being requested to enter a new facility lease agreement for the use of classroom facilities by South Texas College.

Justification

The initiation of the lease of this facility is needed to accommodate classes being offered by South Texas College.

Background

The College will be utilizing space in the DKCUC for general classrooms, student support office space, and instruction for Emergency Medical Technicians (EMTs), Welding, and the Culinary Arts. The CCTA will be used for Cosmetology classrooms, labs, and related facilities.

Staff recommends approval of the facility lease agreement for the term of August 12, 2022 to August 16, 2024. The lease payment will be \$4,000.00 per semester (Fall, Spring, and Summer) for up to 100 students enrolled in a given semester, and \$40 per student enrolled in excess of the 100-student threshold.

Facility	Term	Anticipated Lease Cost
PSJA ISD – DKCUC and CCTA	8/12/22 – 8/16/24	\$4,000.00 per semester \$40 per student over 100-student threshold

Funding Source

Funds for these expenditures are budgeted in the Facilities Lease budget for FY 2022-2023.

The Facilities Committee recommended Board approval of the proposed classroom lease agreement with PSJA ISD for use of the DKCUC and CCTA facilities by South Texas College for the period of August 12, 2022 to August 16, 2024 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 classroom lease agreement with PSJA ISD for use of the DKCUC and CCTA facilities by South Texas College for the period of August 12, 2022 to August 16, 2024 as presented.

Approval Recommended:

Dr. Ricardo J. Solis
President

Consent Agenda:

r. Approval of Facilities Usage Agreement with Mission Economic Development Corporation for the Mission Center for Education and Economic Development Sound Studio

Approval to enter into a Facilities Usage Agreement with the Mission Economic Development Corporation (MEDC) for use of the Mission Center for Education and Economic Development (CEED) Sound Studio is requested.

Purpose

Authorization is requested to enter into a Facilities Usage Agreement with MEDC for the use of the Sound Studio suite at the Mission CEED building.

Justification

The CEED’s sound studio suite is equipped with high-quality and advanced audio recording and sound production technology. This suite would provide a workspace for South Texas College faculty to train College staff on the use of recording equipment; recording audio; other associated professional development activities; and for music students and instructors to record audition material, lesson assignments, and performances.

The proposed agreement would provide up to ten (10) hours per week of access to the studio, at a variable schedule as determined by the College and approved by administration at the CEED.

Term

The proposed agreement would be for the period of September 1, 2022 to August 31, 2023, with payments of \$500.00 per month at a total cost of \$6,000. The agreement allows for subsequent renewal terms, which would be presented for Board approval as appropriate.

Facility	Term	Anticipated Lease Cost
MEDC CEED Sound Studio	9/1/22 – 8/31/23	\$6,000.00 per year

Funding Source

Funds for this agreement are budgeted for inclusion in the Facilities Lease budget for FY 2022 - 2023.

The Facilities Committee recommended Board approval of the proposed Facilities Usage Agreement with the MEDC for use of the CEED Building Sound Studio Suite for the period from September 1, 2022 through August 31, 2023, at a cost of \$6,000.

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 Facilities Usage Agreement with the MEDC for use of the CEED Building Sound Studio Suite for the period from September 1, 2022 through August 31, 2023, at a cost of \$6,000.

Approval Recommended:

Dr. Ricardo J. Solis
President

Consent Agenda:

s. Approval of Unexpended Plant Fund – Construction Proposed Projects and Preliminary Budgets for Fiscal Year 2022 – 2023

Approval of the Unexpended Plant Fund – Construction Proposed Projects and Preliminary Budgets for FY 2022 – 2023 is requested.

Mary Elizondo and Ricardo de la Garza coordinated the development of the proposed Unexpended Plant Fund - Construction Projects budgeted for FY 2022 - 2023. The proposed projects listed are managed by the College's Facilities Planning & Construction Department staff.

The definitions below provide a brief description of the Construction Projects and funding source:

Unexpended Plant Fund

The College utilizes the Unexpended Plant Fund to budget and fund new construction and renovation projects termed Capital Improvements Projects (CIPs).

The College's construction fund projects are identified on an annual basis through a broad-based involvement of Administration, President's Administrative Staff, and the Coordinated Operations Council to determine facilities needs and priorities.

Capital Improvements Projects

The CIPs are projects requested and reviewed by College personnel for new renovation and construction. In the CIP process, the College's administrative staff, in conjunction with their respective department/division staff, identify facility improvement needs and justifications. The various needs are described on a CIP form which includes a project description and evaluation criteria. The evaluation criteria requires the requestor to provide written statements describing how the proposed improvement supports the College's Strategic Directions. This CIP process was developed in order to prioritize improvements, provide an equitable opportunity, and provide an integrated planning process supporting the College mission and related priorities.

The proposed preliminary project budgets include the following budget categories: Construction; Design; Furniture, Fixtures, & Equipment (FFE); Miscellaneous Items; and Technology Equipment. The Miscellaneous items include materials testing, surveys, cost of advertisement, cost of printing, and related fees required by the governing authorities.

Funding Source

Upon Board approval, the proposed projects will be included in the Unexpended Plant Fund - Construction Fund budget for use in FY 2022-2023.

Presenters

Mary Elizondo, Vice President of the Finance & Administrative Services Division, and Ricardo de la Garza, Director of Facilities Planning & Construction, attended the June 14, 2022 Facilities Committee meeting to address questions related to the proposed projects and budget.

Enclosed Documents

A report summarizing the proposed preliminary Unexpended Plant Funds Construction projects and budgets for FY 2022 - 2023 is provided for the Board's review and information.

The Facilities Committee recommended Board approval of the Unexpended Plant Fund – Construction proposed projects and preliminary budgets for FY 2022 - 2023.

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 Unexpended Plant Fund – Construction proposed projects and preliminary budgets for FY 2022 - 2023.

Approval Recommended:

Dr. Ricardo J. Solis
President

South Texas College
Unexpended Plant Fund - Capital Improvement Projects
FY23 Proposed Projects and Budget

#	Project Name	Construction	Design	Misc.	F.F.E.	Tech.	Security	FY23 Continued Projects	FY23 New Projects	FY23 Total Project Budget	20% Cost Escalation	FY23 Grand Total Project Budget
A. Pecan Campus												
1	Library Building F Renovation Renovation and expansion of the existing Library Building F.	\$ 2,191,707	\$ 315,606	\$ 50,000	\$ -	\$ -	\$ -	\$ 2,557,313	\$ -	\$ 2,557,313	\$ 511,462.60	\$ 3,068,776
2	New Continuing Education Building Construct a new Continuing Education Building at the Pecan Campus west property.	-	480,630	42,660	-	-	-	523,290	-	523,290	104,658	627,948
3	Ann Richards Administration Building A Renovation Renovation of existing space for the President's Office Suite.	465,000	26,500	1,300	110,000	36,000	-	638,800	-	638,800	127,760	766,560
4	North Academic and Humanities Building P Renovations for the Accountability, Risk, & Compliance and Institutional Equity Departments Renovate (3) existing classrooms and multipurpose space for the Accountability, Risk, & Compliance and Institutional Equity Departments.	630,000	71,100	4,500	110,000	50,000	-	865,600	-	865,600	173,120	1,038,720
5	Kinesiology Building Q Construct a new Kinesiology Building (Phase I) at the North side of the Pecan Campus.	240,000	186,600	42,660	14,400	-	-	483,660	-	483,660	96,732	580,392
6	Cooper Center for Performing Arts Building L Music and Expansion and Renovations Renovation and expansion of the existing Cooper Center for Performing Arts Building L.	336,000	261,240	21,160	-	-	-	618,400	-	618,400	123,680	742,080
7	Business and Science Building G Engineering Lab Renovation Renovation existing classrooms and labs into two engineering labs.	-	30,000	5,000	-	-	-	-	35,000	35,000	7,000	42,000
8	Ann Richards Administration Building A Additional Parking Lot Addition of a small parking lot to the West side of Building A for Administration and Visitors.	130,000	20,000	50,000	-	-	-	-	200,000	200,000	40,000	240,000
9	Testing Center Addition Addition to the New Continuing Education Building.	-	75,938	4,500	-	-	-	-	80,438	80,438	16,087.60	96,526
Pecan Campus Subtotal		\$ 3,992,707	\$ 1,467,614	\$ 221,780	\$ 234,400	\$ 86,000	\$ -	\$ 5,687,063	\$ 315,438	\$ 6,002,501	\$ 1,200,500	\$ 7,203,001
B. Pecan Plaza												
10	Human Resources Building A Renovations Renovate offices on the west side of the Human Resources Building A vacated by Institutional Research & Effectiveness and Research & Analytical Services Departments.	-	-	600	-	-	-	600	-	600	-	600
Pecan Plaza Subtotal		\$ -	\$ -	\$ 600	\$ -	\$ -	\$ -	\$ 600	\$ -	\$ 600	\$ -	\$ 600

South Texas College
Unexpended Plant Fund - Capital Improvement Projects
FY23 Proposed Projects and Budget

#	Project Name	Construction	Design	Misc.	F.F.E.	Tech.	Security	FY23 Continued Projects	FY23 New Projects	FY23 Total Project Budget	20% Cost Escalation	FY23 Grand Total Project Budget
C. Mid Valley Campus												
11	Workforce Center Building D Welding Expansion Design and construction of a welding lab expansion for additional welding stations at the Workforce Center Building D.	\$ 566,040	\$ 35,333	\$ 11,400	\$ 90,000	\$ 18,500	\$ -	\$ 721,273	\$ -	\$ 721,273	\$ 144,254.60	\$ 865,528
12	Workforce Center Building D Automotive Lab Expansion Design and construction of automotive lab expansion which includes 2 bays, wash station, eye wash, mechanical, electrical, and custodial room.	762,960	37,208	17,500	38,500	59,500	-	915,668	-	915,668	183,134	1,098,802
13	Workforce Center Building D HVAC-R Classroom and Outdoor Covered Area Design and construction of HVAC Classroom and Outside Covered Area for brazing instruction and equipment storage on the east side of the Workforce Center Building D.	337,500	20,368	12,000	22,000	34,000	-	425,868	-	425,868	85,173.60	511,042
14	Center for Learning Excellence Building A Renovation of Existing Cafeteria to Culinary Arts Instructional Kitchen Renovate existing former cafeteria inside Center for Learning Excellence Building A to a culinary arts lab and dining/catering lab.	418,000	4,099	6,000	15,000	45,000	-	488,099	-	488,099	-	488,099
Mid Valley Campus Subtotal		\$ 2,084,500	\$ 97,008	\$ 46,900	\$ 165,500	\$ 157,000	\$ -	\$ 2,550,908	\$ -	\$ 2,550,908	\$ 412,562	\$ 2,963,470
D. Technology Campus												
15	Exterior Solar Panels Structures Construction of two free-standing structures to be used for instructional purposes on the north side of Institute for Advanced Manufacturing Building E.	\$ 175,200	\$ 17,024	\$ 6,000	\$ -	\$ -	\$ -	\$ 198,224	\$ -	\$ 198,224	\$ 39,645	\$ 237,869
16	Welding Lab Building F Construction of a new building to be used for instructional purposes on the north side of Advanced Technical Careers Building B.	-	100,400	22,000	-	-	-	122,400	-	122,400	24,480	146,880
17	Truck Driving Range Expansion Expand the existing truck driving skills pad to meet state requirements.	28,350	10,000	3,000	-	-	-	-	41,350	41,350	8,270	49,620
18	Institute for Advanced Manufacturing Building E Collaboration Lab Convert existing storage space into a training lab for instructional use.	250,000	25,000	5,000	-	5,000	-	-	285,000	285,000	57,000	342,000
Technology Campus Subtotal		\$ 453,550	\$ 152,424	\$ 36,000	\$ -	\$ 5,000	\$ -	\$ 320,624	\$ 326,350	\$ 646,974	\$ 129,395	\$ 776,369
E. Nursing and Allied Health Campus												
19	East Building A Occupational Therapy Kitchen Lab Expansion Renovate existing kitchen lab, bathroom, and media lab inside NAH East Building A to allow more room for instruction.	\$ 90,000	\$ 2,760	\$ 1,000	\$ 3,000	\$ -	\$ -	\$ 96,760	\$ -	\$ 96,760	\$ 19,352	\$ 116,112
20	East Building A Conversion of Radiology Lab to Multipurpose Skills Lab Renovate existing Radiology lab inside NAH East Building A to a Multipurpose Skills Lab for instruction.	-	9,106	1,000	-	-	-	-	10,106	10,106	2,021.15	12,127
21	East Building A Breakroom and Offices Expansion Renovate existing offices to include additional offices and breakroom.	-	8,250	1,000	-	-	-	-	9,250	9,250	1,850	11,100
Nursing and Allied Health Campus Subtotal		\$ 90,000	\$ 20,116	\$ 3,000	\$ 3,000	\$ -	\$ -	\$ 96,760	\$ 19,356	\$ 116,116	\$ 23,223	\$ 139,339

South Texas College
Unexpended Plant Fund - Capital Improvement Projects
FY23 Proposed Projects and Budget

#	Project Name	Construction	Design	Misc.	F.F.E.	Tech.	Security	FY23 Continued Projects	FY23 New Projects	FY23 Total Project Budget	20% Cost Escalation	FY23 Grand Total Project Budget
F. Starr County Campus												
22	Workforce Center Building D Welding Expansion Design and Construction of Welding Lab Expansion for Additional Welding Stations at the Workforce Center Building D.	\$ 355,200	\$ 6,394	\$ 11,000	\$ 15,000	\$ 8,000	\$ -	\$ 395,594	\$ -	\$ 395,594	\$ 79,119	\$ 474,713
23	Workforce Center Building D Automotive Expansion Design and Construction of Automotive Lab Expansion including 2 bays, storage, wash station, eyewash, mechanical room, electrical room, custodial room, and covered walkway connecting to the Workforce Center Building D.	902,948	13,650	5,500	-	-	-	922,098	-	922,098	184,420	1,106,518
24	North Academic Building C HVAC-R Outdoor Covered Area Design and Construction of HVAC Outside Covered Area for brazing instruction, equipment storage, and additional electrical/data in classrooms C312, C313, C314, C315 inside the North Academic Building C.	277,576	13,802	5,500	-	-	-	296,878	-	296,878	59,376	356,254
Starr County Campus Subtotal		\$ 1,535,724	\$ 33,846	\$ 22,000	\$ 15,000	\$ 8,000	\$ -	\$ 1,614,570	\$ -	\$ 1,614,570	\$ 322,914	\$ 1,937,484
G. Regional Center for Public Safety Excellence												
25	Canopy for Safety Training Vehicles Provide a covered structure for the fire truck and police vehicles.	405,000	7,887	8,164	\$ -	\$ -	\$ -	\$ 421,051	\$ -	\$ 421,051	\$ 84,210	\$ 505,261
26	Canopy for Students/Instructors Provide a canopy for students and instructors to perform pre/post check routines under a shaded structure.	144,000	4,583	6,495	-	-	-	155,078	-	155,078	31,016	186,094
27	Chiller Installation Connection of existing relocated chiller to provide campus redundancy.	20,000	2,000	-	-	-	-	22,000	-	22,000	-	22,000
28	Fire Training Area Provide a concrete pad, associated fire line infrastructure, access drive, and a self contained fire training trailer for the Fire Science program.	284,173	10,418	1,095	-	-	-	295,686	-	295,686	59,137	354,823
29	Perimeter Fencing Provide a perimeter security fence.	168,000	5,000	20,000	-	-	-	193,000	-	193,000	38,600	231,600
30	Skills Pad and EVOG Lighting Installation of Skills Pad and Emergency Vehicle Operator Course site lighting.	294,000	3,920	16,000	-	-	-	313,920	-	313,920	62,784	376,704
31	Two-Story Residential Fire Training Structure Design and construction of a two-story residential fire training structure for Fire Science, Law Enforcement, and Continuing Education programs.	1,000,000	68,750	31,000	68,750	106,250	-	1,274,750	-	1,274,750	254,950	1,529,700
Regional Center for Public Safety Excellence Subtotal		\$ 2,315,173	\$ 102,558	\$ 82,754	\$ 68,750	\$ 106,250	\$ -	\$ 2,675,485	\$ -	\$ 2,675,485	\$ 530,697	\$ 3,206,182

South Texas College
Unexpended Plant Fund - Capital Improvement Projects
FY23 Proposed Projects and Budget

#	Project Name	Construction	Design	Misc.	F.F.E.	Tech.	Security	FY23 Continued Projects	FY23 New Projects	FY23 Total Project Budget	20% Cost Escalation	FY23 Grand Total Project Budget
H. District Wide												
32	Fence Enclosures Provide enclosures for miscellaneous mechanical equipment for all campuses.	\$ 35,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 35,000	\$ -	\$ 35,000	\$ -	\$ 35,000
33	Outdoor Furniture Provide new outdoor furniture for all campuses.	-	-	-	25,000	-	-	25,000	-	25,000	-	25,000
34	Land and Facility Purchases Purchasing of potential land and facility acquisitions.	5,500,000	-	-	-	-	-	5,500,000	-	5,500,000	500,000	6,000,000
35	Renovations and Contingencies Projects which may arise unexpectedly for all campuses and project contingencies.	750,000	75,000	18,750	41,250	63,750	-	948,750	-	948,750	-	948,750
36	Facility Signage Provide various building signage types (i.e. building name lettering, exterior/interior wayfinding signage) for all campuses.	50,000	-	-	-	-	-	50,000	-	50,000	-	50,000
37	Removal of Existing Trees Removal of any existing trees for all campuses.	25,000	-	900	-	-	-	25,900	-	25,900	-	25,900
District Wide Subtotal		\$ 6,360,000	\$ 75,000	\$ 19,650	\$ 66,250	\$ 63,750	\$ -	\$ 6,584,650	\$ -	\$ 6,584,650	\$ 500,000	\$ 7,084,650
FY23 Proposed Project Budget Totals		\$ 16,727,654	\$ 1,938,566	\$ 432,684	\$ 552,900	\$ 426,000	\$ -	\$ 19,416,660	\$ 661,144	\$ 20,077,804	\$ 3,096,491	\$ 23,174,295

*Note: Projects part of FY22 Comprehensive Plan Budget

**Note: As funding becomes available for the project.

Consent Agenda:

t. Approval of Renewals & Replacements Plant Fund Proposed Projects and Preliminary Budgets for Fiscal Year 2022 – 2023

Approval of the Renewals & Replacements Plant Fund Proposed Projects and Preliminary Budgets for FY 2022 - 2023 is requested.

Mary Elizondo and Ricardo de la Garza coordinated the development of the proposed Renewals & Replacements Projects budgeted for FY 2022 - 2023. The proposed projects listed are not related to the Capital Improvement Projects and are managed by the College's Facilities Planning & Construction Department staff.

Renewals and Replacements Fund

Personnel from the College's Facilities Operations and Maintenance Department and the Facilities Planning & Construction Department work together to identify deferred maintenance projects. These efforts result in a five-year plan which is updated on an annual basis and includes capital renewal and replacement construction projects needed at each campus. Using this five-year deferred maintenance plan, a Renewals and Replacements budget is prepared each year to address the deferred maintenance planned needs for the following fiscal year.

Enclosed Documents

A report summarizing the proposed Renewals and Replacements projects and budgets proposed for FY 2022 - 2023 is provided for the Board's review and information.

Funding Source

Upon Board approval, the proposed projects will be included in the Renewals and Replacements Plant Fund budget for use FY 2022 - 2023.

Presenters

Mary Elizondo, Vice President of the Finance & Administrative Services Division, and Ricardo de la Garza, Director of Facilities Planning & Construction, attended the June 14, 2022 Facilities Committee meeting to address questions related to the proposed projects and budget.

The Facilities Committee recommended Board approval of the Renewals & Replacements Plant Fund proposed projects and preliminary budgets for FY 2022 - 2023.

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 Renewals & Replacements Plant Fund proposed projects and preliminary budgets for FY 2022 - 2023.

Approval Recommended:

Dr. Ricardo J. Solis
President

**South Texas College
Unexpended Plant Fund - Renewals and Replacements Projects
FY23 Proposed Projects and Budget**

#	Project Name	Construction	Design	Misc.	F.F.E.	Tech.	Security	FY23 Continued Projects	FY23 New Projects	FY23 Total Project Budget	20% Cost Escalation	FY23 Grand Total Project Budget
A. Pecan Campus												
1	Student Activities Center Building H Data Cabling Infrastructure Replacement Replace existing data cabling at Student Activities Center Building H with new upgraded cabling to meet current standards.	\$ 150,000	\$ -	-	-	-	-	\$ 150,000	\$ -	\$ 150,000	\$ 30,000	\$ 180,000
2	Reseeding and Regrading of Athletic Fields Evaluate and repair any issues on the existing athletic field, including reseeding and regrading.	50,000	-	-	-	-	-	50,000	-	50,000	10,000	60,000
3	Stucco Repainting Repainting of existing exterior stucco walls Cooper Center For Performing Arts Building L, Information Technology Building M, Institutional Support Services Building N,	130,000	-	7,000	-	-	-	137,000	-	137,000	-	137,000
4	Resurfacing of East Drive Resurface existing east drive located at the 29th street east entrance and east of Student Services Building K.	250,000	5,000	9,000	-	-	-	264,000	-	264,000	52,800	316,800
5	South Academic Building J Generator Replacement Replacement of the existing generator at South Academic Building J with a new generator.	250,000	13,813	6,250	-	-	-	270,063	-	270,063	54,013	324,076
6	Library Building F Exterior Building Envelope Remediation Remediation of existing building envelope.	100,000	10,000	15,000	-	-	-	-	125,000	125,000	25,000	150,000
Pecan Campus Subtotal		\$ 930,000	\$ 28,813	\$ 37,250	\$ -	\$ -	\$ -	\$ 871,063	\$ 125,000	\$ 996,063	\$ 171,813	\$ 1,167,876
B. Pecan Plaza												
7	Stucco Repainting Repainting of existing exterior stucco at Human Resources Building A.	\$ 9,000	\$ -	\$ 3,000	\$ -	\$ -	\$ -	\$ 12,000	\$ -	\$ -	\$ -	\$ 12,000
Pecan Plaza Campus Subtotal		\$ 9,000	\$ -	\$ 3,000	\$ -	\$ -	\$ -	\$ 12,000	\$ -	\$ -	\$ -	\$ 12,000

**South Texas College
Unexpended Plant Fund - Renewals and Replacements Projects
FY23 Proposed Projects and Budget**

#	Project Name	Construction	Design	Misc.	F.F.E.	Tech.	Security	FY23 Continued Projects	FY23 New Projects	FY23 Total Project Budget	20% Cost Escalation	FY23 Grand Total Project Budget
C. Mid Valley Campus												
8	Stucco Repainting and Exterior Upgrades Repainting of existing exterior stucco at Library Building E, Student Union Building F, Business and Science Building G, and South Academic Building H.	\$ 320,000	\$ -	\$ 3,000	\$ -	\$ -	\$ -	\$ 323,000	\$ -	\$ 323,000	\$ -	\$ 323,000
9	South Academic Building H Repair of Damaged Roof and Interior Areas Repair damaged roof and interior areas of the South Academic Building H.	630,000	40,163	25,000	-	-	-	695,163	-	695,163	139,033	834,196
10	North Academic Bldg. G Analog to Digital Conversion Ph II Replace all existing audio visual equipment with new upgraded cabling inside North Academic Building G to meet current standards.	695,000	-	-	25,000	-	-	-	720,000	720,000	-	720,000
11	North Academic Bldg. G Data Cabling Infrastructure Replacement Replace all existing audio visual equipment with new upgraded cabling inside North Academic Building G to meet current standards.	425,000	-	-	-	-	-	-	425,000	425,000	-	425,000
Mid Valley Campus Subtotal		\$ 2,070,000	\$ 40,163	\$ 28,000	\$ 25,000	\$ -	\$ -	\$ 1,018,163	\$ 1,145,000	\$ 2,163,163	\$ 139,033	\$ 2,302,196
D. Nursing & Allied Health Campus												
12	NAH East Building A West Side Window Waterproofing Provide proper waterproofing for windows on west side of NAH East Building A to prevent water infiltration.	\$ 65,000	\$ 15,000	\$ 10,000	\$ -	\$ -	\$ -	\$ 90,000	\$ -	\$ 90,000	\$ 18,000	\$ 108,000
13	NAH East Building A Westside Elevators Refurbishment Upgrade of existing elevator and cab inside NAH East Building A.	250,000	-	-	-	-	-	250,000	-	250,000	50,000	300,000
14	NAH East Building A Stair Repairs and Replacement Repair and replace existing stairs of the NAH East Building A.	15,250	600	-	-	-	-	15,850	-	15,850	-	15,850
15	NAH East Building A Generator Replacements Replacement of the two (2) existing generators at East Building A with new generators.	375,000	20,719	9,500	-	-	-	405,219	-	405,219	81,044	486,263
Nursing and Allied Health Campus Subtotal		\$ 705,250	\$ 36,319	\$ 19,500	\$ -	\$ -	\$ -	\$ 761,069	\$ -	\$ 761,069	\$ 149,044	\$ 910,113
E. Technology Campus												
16	Emerging Technologies Bldg. A Analog to Digital Conversion Replace all existing audio visual equipment with new upgraded cabling inside Emerging Technologies Building A to meet current standards.	\$ 490,000	\$ -	\$ -	\$ 25,000	\$ -	\$ -	\$ -	\$ 515,000	\$ 515,000	\$ -	\$ 515,000
17	Advanced Technical Careers Bldg. B Atrium Repainting Repainting of existing interior areas inside the Advanced Technical Careers Building B.	60,000	-	-	-	-	-	-	60,000	60,000	12,000	72,000

**South Texas College
Unexpended Plant Fund - Renewals and Replacements Projects
FY23 Proposed Projects and Budget**

#	Project Name	Construction	Design	Misc.	F.F.E.	Tech.	Security	FY23 Continued Projects	FY23 New Projects	FY23 Total Project Budget	20% Cost Escalation	FY23 Grand Total Project Budget
	Technology Campus Subtotal	\$ 550,000	\$ -	\$ -	\$ 25,000	\$ -	\$ -	\$ -	\$ 575,000	\$ 575,000	\$ 12,000	\$ 587,000

**South Texas College
Unexpended Plant Fund - Renewals and Replacements Projects
FY23 Proposed Projects and Budget**

#	Project Name	Construction	Design	Misc.	F.F.E.	Tech.	Security	FY23 Continued Projects	FY23 New Projects	FY23 Total Project Budget	20% Cost Escalation	FY23 Grand Total Project Budget
F. Starr County Campus												
18	Stucco Repainting Repainting of existing exterior stucco walls on Buildings D , E, G, H, L, K, P	\$ 250,000	\$ -	\$ 3,000	\$ -	\$ -	\$ -	\$ 253,000	\$ -	\$ 253,000	\$ -	\$ 253,000
19	Administration/Bookstore Building A Data Cabling Infrastructure Replacement Replace existing data cabling at Administration/Bookstore Building A with new upgraded cabling to meet current standards.	60,000	-	-	-	-	-	60,000	-	60,000	-	60,000
20	Center for Learning Excellence Building B Data Cabling Infrastructure Replacement Replace existing data cabling at Center for Learning Excellence Building B with new upgraded cabling to meet current standards.	60,000	-	-	-	-	-	60,000	-	60,000	-	60,000
21	North Academic Building C Data Cabling Infrastructure Replacement Replace existing data cabling at North Academic Building C with new upgraded cabling to meet current standards.	60,000	-	-	-	-	-	60,000	-	60,000	-	60,000
Starr County Campus Subtotal		\$ 430,000	\$ -	\$ 3,000	\$ -	\$ -	\$ -	\$ 433,000	\$ -	\$ 433,000	\$ -	\$ 433,000

**South Texas College
Unexpended Plant Fund - Renewals and Replacements Projects
FY23 Proposed Projects and Budget**

#	Project Name	Construction	Design	Misc.	F.F.E.	Tech.	Security	FY23 Continued Projects	FY23 New Projects	FY23 Total Project Budget	20% Cost Escalation	FY23 Grand Total Project Budget
G. District Wide												
22	Renewals and Replacements Replace/Renew any miscellaneous equipment, material, etc. for all campuses.	\$ 150,000	\$ -	\$ 1,000	-	-	-	\$ 151,000	\$ -	\$ 151,000	\$ -	\$ 151,000
23	Fire Alarm Panel Replacement/Upgrade Replace/Upgrade existing fire alarm panels for all campuses.	100,000	-	2,500	-	-	-	102,500	-	102,500	20,500	123,000
24	Interior LED Lighting Upgrade Upgrade of existing interior light fixtures to LED for all campuses.	110,000	-	-	-	-	-	110,000	-	110,000	22,000	132,000
25	Exterior Walkway LED Lighting Upgrade Upgrade of existing exterior light fixtures to LED for all campuses.	50,000	-	-	-	-	-	50,000	-	50,000	10,000	60,000
26	Building Automation Systems Upgrade Upgrade of existing building systems controls for all campuses.	75,000	-	1,500	-	-	-	76,500	-	76,500	15,300	91,800
27	Flooring Replacement Replacement of existing flooring for all campuses.	500,000	-	4,000	-	-	-	504,000	-	504,000	-	504,000
28	HVAC Replacement and Upgrade Replace/Upgrade of existing HVAC equipment for all campuses.	300,000	25,000	-	-	-	-	325,000	-	325,000	65,000	390,000
29	Exterior Lighting Upgrade Upgrade of existing exterior light fixtures for all campuses.	250,000	25,000	4,000	-	-	-	279,000	-	279,000	55,800	334,800
30	Water Tower Logo Replacements Replace/Renew College Logo on existing City of McAllen Water Towers.	80,000	-	-	-	-	-	80,000	-	80,000	16,000	96,000
31	Outdoor Furniture Replace existing outdoor furniture district wide.	25,000	-	-	-	-	-	25,000	-	25,000	-	25,000
District Wide Subtotal		\$ 1,640,000	\$ 50,000	\$ 13,000	\$ -	\$ -	\$ -	\$ 1,703,000	\$ -	\$ 1,703,000	\$ 204,600	\$ 1,907,600
FY23 Proposed Project Budget Totals		\$ 6,334,250	\$ 155,295	\$ 103,750	\$ 50,000	\$ -	\$ -	\$ 4,798,295	\$ 1,845,000	\$ 6,631,295	\$ 676,489	\$ 7,319,784

Review and Action as Necessary on Proposed Changes to the Scope of the Pecan Campus Library Building F Expansion and Renovation Project

Approval of the proposed changes to the scope of Pecan Campus Library Building F Expansion and Renovation project is requested.

Purpose

College staff has proposed a revision of the scope of the project. Revisions are necessary due to reevaluated needs of the College and construction cost reduction.

Justification

Approval of the proposed changes to the scope are necessary for the architect to redesign the plans and specifications for the proposed revised scope.

Scheduling Priority

This project was requested by Library staff based on meeting future Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) requirements. This project has been previously reviewed by Library and College staff, the Coordinated Operations Council, the President's Cabinet, the Facilities Committee, and the Board of Trustees. This project is scheduled as an educational space improvement to enhance Library and Learning Support Services, add additional space for students and staff, and make more efficient and effective use of space.

Background

On February 23, 2021, the Board of Trustees approved the schematic design of the project as designed by ERO Architects. On September 28, 2021, the Board approved an increase in the construction budget, proposed design changes from Administration and College staff, and additional design services with ERO Architects.

College staff and Administration have since reevaluated the needs for the facility. Dr. Jesus H. Campos, Dean of Library & Learning Support Services, and the Library staff prepared a revised scope of work for the project while still addressing the needs of the SACSCOC requirements which has been discussed and provided to the architect.

The revised scope would require additional architectural services to design a new layout, which would not include an expansion to the building as previously planned. The spaces to be renovated and redesigned would be within the square footage of the existing facility, would not require demolition of the majority of the existing library, and instead be limited to a series of space modifications.

Below is the revised scope proposed by College staff and Administration:

- Existing Building Square Feet:
 - First Floor (Existing) 46,064 sf
 - Second Floor (Existing) 19,962 sf
 - Total Square Feet 66,026 sf

- **First Floor**
 - Collections
 - Makerspace
 - Extended Hours Open Computer Lab
 - Open Labs
 - Multipurpose Library Instruction/Meeting Room
 - Collaboration Areas
 - Study Rooms
 - Communication Studio
 - Help Desks
 - Staff Support Area
 - Support Spaces - Restrooms

- **Second Floor**
 - Study Rooms
 - Quiet Study Area
 - Testing Area
 - Staff Offices
 - Support Spaces - Restrooms

The architect has developed a presentation outlining the reduced scope as requested by College staff. The layouts indicate the various spaces that are proposed to be remediated, renovated and/or remodeled.

Based on the currently approved schematic design, the architect's latest estimate of the probable construction cost is \$14,259,213. The revised scope, as proposed by Administration and College staff, would reduce the estimated construction cost significantly.

The proposed revised scope would result in savings from construction and soft costs of approximately \$8,400,000 and \$2,865,000 respectively, totaling \$11,265,000 in cost reduction. The proposed construction budget for the revised scope would be reduced to \$4,000,000. The architect has also provided an option to include additional construction upgrades totaling \$7,526,000 which is described in the architect's presentation. This option is for the Committee's review and consideration.

The following table shows the original project budget, the revised project budget, a current probable construction cost provided by the architect, and the proposed project budget based on the revised scope as outlined by Library staff.

Pecan Campus Library Building F Renovation and Expansion				
	Original Total Project Budget FY19-20	Current Total Project Budget FY21-22	Total Project Budget Based on Architect's Probable Cost of Construction May 2022	Proposed Total Project Budget – Based on Library Revised Scope
Construction	\$11,500,00	\$12,400,000	\$14,259,213	\$4,000,000
Design	1,150,000	1,240,000	1,425,921	400,000
Miscellaneous	345,000	345,000	427,776	150,000
FFE	920,000	1,095,000	1,283,329	450,000
Technology	1,035,000	1,335,000	1,283,329	450,000
Contingency	600,000	600,000	600,000	300,000
Total Project Budget	\$15,550,000	\$17,015,000	\$19,279,569	\$5,750,000
Cost Per Square Foot	\$160/sf	\$172/sf	\$198/sf	\$61/sf

Design Cost

Additional architectural services for the redesign of the renovation will be necessary. The architect's fee percentage will be reduced, considering that the Library staff has already prepared the preliminary layout for the revised scope. Approval from the Board will be requested for the additional design services and fees.

Funding Source

Funds for the Pecan Campus Library Building F Renovation and Expansion Project 2016-018C are budgeted in the Unexpended Construction Plant Fund for use in FY 2021 - 2022.

Below are the funds allocated for FY 2021 - 2022.

Pecan Campus Library Building F Renovation and Expansion Fiscal Year 2021 - 2022 Budget	
Construction Budget	Amount
Construction	\$3,375,000
Design	323,000
Miscellaneous	80,000
Total FY 21 - 22 Budget	\$3,778,000

Additional funds will be budgeted for the remainder of the project in subsequent fiscal years.

Reviewers

The proposed scope changes have been reviewed by Administration and College staff from the Library and Learning Support Services group and the Facilities Planning & Construction department.

Enclosed Documents

Enclosed is the revised scope of work for the Committee's review and information.

Presenters

Representatives from ERO Architects attended the Facilities Committee meeting to present and respond to any questions. Mr. Eli Ochoa discussed the strategy used to reduce the scope of the project, while still addressing the learning resources needs identified by staff, based upon prior assessments.

Administration recommended that the reduced scope focus on the need to improve learning resources including study areas, collaborative areas, and other items to support the success of student learning, and consistent with the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) accrediting standards.

The Facilities Committee reviewed this item, but did not make a recommendation for Board action.

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 revisions to the scope of work for the Pecan Campus Library Building F Expansion and Renovation as presented.

Approval Recommended:

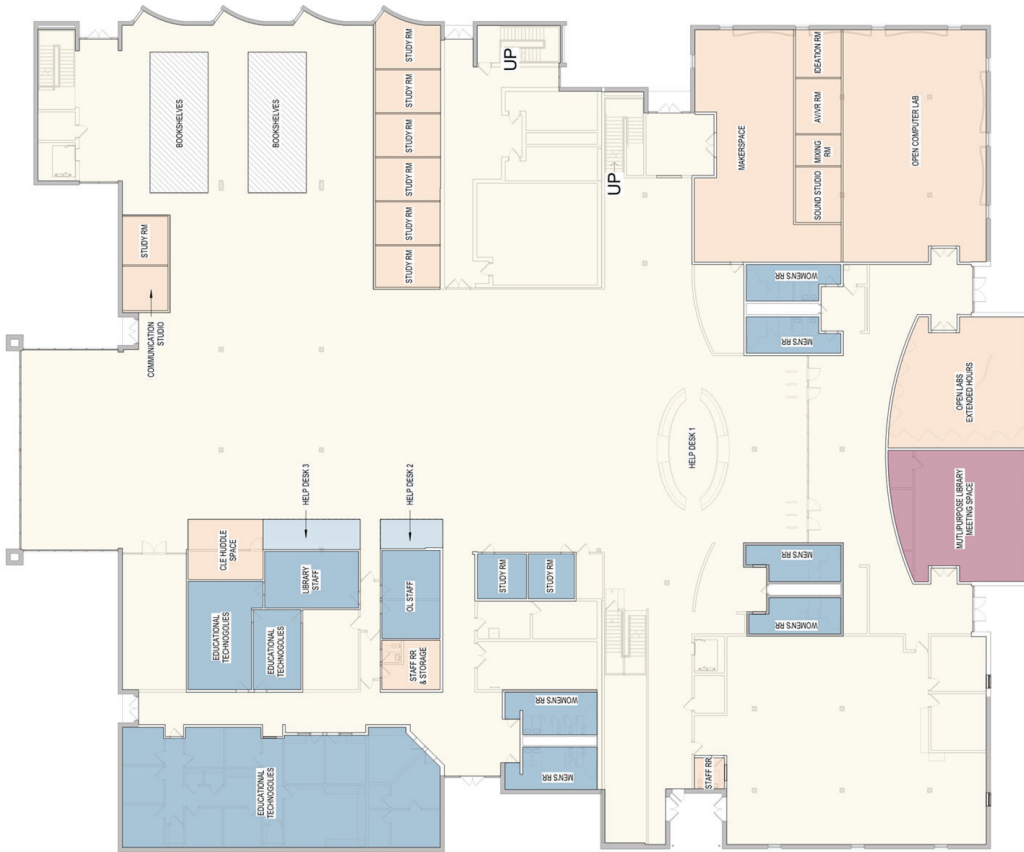
Dr. Ricardo J. Solis
President



**RENOVATION AND EXPANSION OF THE
EXISTING PECAN CAMPUS LIBRARY PROJECT**

REDUCED SCOPE

- REMEDIATION
- RENOVATION
- REMODEL



REDUCED SCOPE 1ST FLOOR

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- REMEDIATION
- RENOVATION
- REMODEL



- REMEDIATION
- RENOVATION
- REMODEL



REDUCED SCOPE + UPGRADES 2ND FLOOR

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SCOPE	ROM
REDUCED SCOPE	\$3,983,000
REDUCED SCOPE + UPGRADES	\$7,526,000



* - Does not include any roof or exterior window repairs

SCOPE	\$4 M (\$4.4 M)	\$7.5 M (\$8.3 M)
Selective exterior closure scope (patch and repair only)	✗	✓
Interior partitions per presentation layout	✓	✓
Glazing per presentation layout	✓	✓
Doors per presentation layout	✓	✓
Restroom Upgrades	✓	✓
Paint	Partial	✓
Acoustical Panels	✓	✓
Flooring and base	Partial	✓
2'x2' Ceiling tile	Partial	✓
Selective specialty ceiling	✗	✓
Selective Plumbing	✓	✓
Mechanical Units	✗	✓
Mechanical Distribution	Partial	✓
Fire Sprinkler System	✓	✓
Selective Electrical	✓	✓
Selective Demo	✓	✓



SCOPE

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1. BOARD APPROVAL FOR NEW SCOPE
2. DEVELOPMENT OF FEE PROPOSAL
3. APPROVAL OF FEE PROPOSAL
4. APPROVAL OF SCHEDULE
5. START OF CONSTRUCTION DOCUMENTS

QUESTIONS

Project Fact Sheet
6/6/2022

Project Name: Pecan Campus - Library Building F Renovation		Project No. 2016-018C								
Funding Source(s): Unexpended Plant Fund										
	* REVISED Project Budget	FY 18-19		FY19-20			FY 20-21		Total Actual Expenditures To Date	
		Project Budget	FY 18-19 Actual Expenditures	Project Budget	FY 19-20 Actual Expenditures	Variance of Project Budget vs. Actual Expenditures	Project Budget	FY 20-21 Actual Expenditures		Variance of Project Budget vs. Actual Expenditures
Construction:	\$ 12,400,000.00	\$ -	\$ -	\$ 500,000.00	\$ -	\$ 500,000.00	\$ 500,000.00	\$ -	\$ 500,000.00	
Design:	1,240,000.00	495,000.00	-	847,500.00	129,077.87	718,422.13	842,266.00	337,207.96	505,058.04	
Miscellaneous:	345,000.00	1,032.80	703.20	101,000.00	-	101,000.00	100,000.00	15,715.80	84,284.20	
FFE:	1,095,000.00	-	-	-	-	-	-	-	-	
Technology:	1,335,000.00	-	-	-	-	-	-	-	-	
Contingency:	600,000.00	-	-	-	-	-	-	-	-	
Total:	\$ 17,015,000.00	\$ -	\$ 703.20	\$ 1,448,500.00	\$ 129,077.87	\$ 1,319,422.13	\$ 1,442,266.00	\$ 352,923.76	\$ 1,089,342.24	
	* FY21-22 Project Budget	FY 21-22		FY22-23			FY23-24		Total Actual Expenditures To Date	
		Actual Expenditures	Variance of Project Budget vs. Actual Expenditures	Project Budget	FY 22-23 Actual Expenditures	Variance of Project Budget vs. Actual Expenditures	Project Budget	FY 23-24 Actual Expenditures		Variance of Project Budget vs. Actual Expenditures
Construction:	\$ 3,375,000.00	\$ -	\$ 3,375,000.00	\$ 7,550,000.00	\$ -	\$ 7,550,000.00	\$ 575,000.00	\$ -	\$ 575,000.00	\$ -
Design:	323,000.00	374,298.50	(51,298.50)	274,975.00	-	274,975.00	57,500.00	-	57,500.00	840,584.33
Miscellaneous:	80,000.00	314.71	79,685.29	231,088.00	-	231,088.00	17,250.00	-	17,250.00	16,733.71
FFE:	-	-	-	874,000.00	-	874,000.00	46,000.00	-	46,000.00	-
Technology:	-	-	-	983,250.00	-	983,250.00	51,750.00	-	51,750.00	-
Contingency:	-	-	-	570,000.00	-	570,000.00	30,000.00	-	30,000.00	-
Total:	\$ 3,778,000.00	\$ 374,613.21	\$ 3,403,386.79	\$ 10,483,313.00	\$ -	\$ 10,483,313.00	\$ 777,500.00	\$ -	\$ 777,500.00	\$ 857,318.04
* Construction Estimate revised and approved by the Board on 9/28/21 to \$12.4 Million										
Project Team				Board Status						
Approval to Solicit Architect/Engineer:	4/23/2019			Board Approval of Feasibility Study	9/22/2020					
Architect/Engineer:	ERO Architects			Board Approval of Schematic Design	2/23/2021			Vendor Contract Amount Actual Expenditures Variance		
Contractor:	TBD							goERO International, LLC	\$ 958,835.00	\$ 840,584.33
STC FPC Project Manager:	David Valdez			Substantial Completion	TBD			Board Approval of South Façade	3/30/2021	
				Final Completion	TBD			Board Acceptance	TBD	
Project Description				Project Scope						
Renovation and expansion of the existing Pecan Campus Library.				Project includes the complete renovation of the existing facility with a proposed expansion to the South.						
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	Board Approval of Final Completion Date	FFE Completion of Move In			
4/23/2019	11/26/2019	2/23/2021	8/29/2022	09/2022	10/2023-04/2024	11/2023-05/2024	12/2023-06/2024			
Project Calendar of Expenditures by Fiscal Year										
Fiscal Year	Construction	Design	Miscellaneous	FFE	Tech	Project Total				
2018-19	\$ -	\$ -	\$ 703.20	\$ -	\$ -	\$ 703.20				
2019-20	-	129,077.87	-	-	-	\$ 129,077.87				
2020-21	-	337,207.96	15,715.80	-	-	\$ 352,923.76				
2021-22	-	374,298.50	314.71	-	-	\$ 374,613.21				
Project Total	\$ -	\$ 840,584.33	\$ 16,733.71	\$ -	\$ -	\$ 857,318.04				
Current Agenda Item										
06/14/2022 Facilities Committee Meeting: Review and Recommend Action on Additional Design Services for Revised Scope of the Pecan Campus Building F Renovation and Expansion.										
										

FPC Project Manager David A. Valdez

FPC Asst. Director

Rita Geller

FPC Director

RDA

Review and Action as Necessary on Schematic Design on Schematic Design of the Pecan Campus Ann Richards Administration Building A Renovation for the President's Office

Approval of schematic design prepared by The Warren Group Architects, Inc. for the Pecan Campus Ann Richards Administration Building A Renovation for the President's Office project is requested.

Purpose

Schematic design is the first phase of basic design services provided by the project design team. In this phase, the design team prepares schematic drawings based on the Owner's project program and design meetings with staff. The approval of this phase is necessary to establish the basis on which the project design team is given authorization to proceed with design development and construction document phases.

Scheduling Priority

This project was requested by the College President 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 Building A for the College President's Office.

Justification

Once schematic design is approved, The Warren Group Architects, Inc. will proceed to prepare all necessary design development drawings and specifications in preparation for the construction documents phase using College design standards as well as all applicable codes and ordinances. Construction documents will then be issued for solicitation of construction proposals. Once received, construction proposals will be evaluated and submitted to the Board of Trustees with a recommendation to award a construction contract.

Background

On April 26, 2022, the Board of Trustees approved contracting architectural services with The Warren Group Architects, Inc. for this project. The architect has worked with College staff to develop a schematic design to meet the President's current needs.

The renovation consists 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.

The construction budget and the estimated construction cost for the project are shown in the following table:

Pecan Campus Ann Richards Administration Building A Renovation for the President's Office Construction Budget and Estimated Construction Cost		
Construction Budget	Estimated Construction Cost	Variance
\$465,000.00	\$465,148.00	(\$148.00)

Funding Source

Funds for the Pecan Campus Ann Richards Administration Building A Renovation for the President's Office Project 2022-040C are budgeted in the FY 2021-2022 Unexpended Construction Plant Fund. The total construction budget is \$465,000.00. The Warren Group Architects, Inc. has estimated the construction costs to be \$465,148.00.

Reviewers

The proposed schematic design has been reviewed by staff from the Facilities Planning & Construction department and Administration.

Estimated Project Timeline

The project design phase is projected to last until September 2022, with construction to commence in October 2022 and Substantial Completion in April 2023.

Enclosed Documents

The Warren Group Architects, Inc. has developed a schematic presentation describing the proposed design. Enclosed are drawings of the floor plans, and fact sheet.

Presenters

Representatives from The Warren Group Architects, Inc. attended the Facilities Committee meeting to present the schematic design of the project.

This item was not presented to the Facilities Committee, and is presented without a Committee recommendation.







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

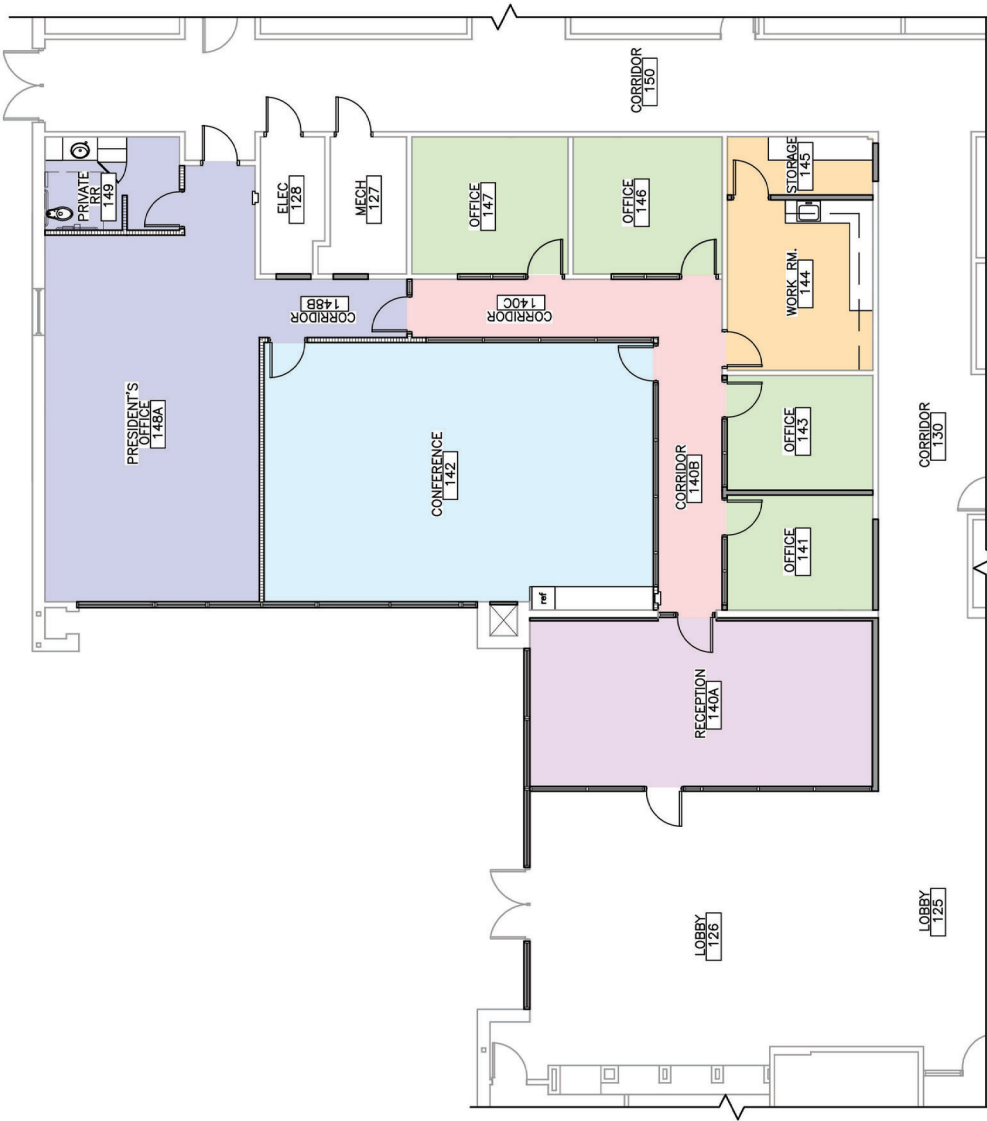
The Board of Trustees of South Texas College approves and authorizes the proposed schematic design of the Pecan Campus Ann Richards Administration Building A Renovation for the President's Office project as presented.

Approval Recommended:

Dr. Ricardo J. Solis
President

PLAN LEGEND

	RECEPTION AREA
	PRIVATE CORRIDOR
	CONFERENCE ROOM
	WORK ROOM
	OFFICES
	PRESIDENT'S OFFICE WITH PRIVATE BATHROOM







CONCEPTUAL FLOOR PLAN
 06-22-2022
 SCALE: 3/32" = 1'-0"
 PROJECT NO. 1322201

RENOVATIONS OF THE PRESIDENT'S OFFICES SOUTH TEXAS COLLEGE PECAN CAMPUS BUILDING "A"



FLOOR PATTERN PLAN LEGEND

-  CPT-1
MANUFACTURER: MANNINGTON
LINE/BRAND: SUMMIT
COLOR: NATIVE
-  CPT-2
MANUFACTURER: MOHAWK
LINE/BRAND: MELLOWD
COLOR: SOLITUDE
-  LVT-1
MANUFACTURER: MANNINGTON
LINE/BRAND: NO RESERVATIONS
XPRESS-WOOD
COLOR: BRAZEN
-  PT-1
MANUFACTURER: DALTILE
LINE/BRAND: KEYSTONES
COLOR: SUEDE GRAY SPEC



CONCEPTUAL
FLOOR PATTERN PLAN
06-22-2022
SCALE: 3/32" = 1'-0"
PROJECT NO. 1322201

RENOVATIONS OF THE PRESIDENT'S OFFICES
SOUTH TEXAS COLLEGE PECAN CAMPUS BUILDING "A"





OPINION OF PROBABLE COSTS

STC - PRESIDENT'S OFFICE RENOVATIONS

JUN/22/2022 THE WARREN GROUP ARCHITECTS, INC.

A	B	C	E
DIVISION	DESCRIPTION OF WORK	SCHEDULED VALUE	NOTES
1	GENERAL CONDITIONS		
	SWPPP		N/A
	BUILDING PERMIT	\$ 4,500.00	
	MATERIAL TESTING	\$ 2,400.00	
	ASBESTOS TESTING (FOR DEMO SCOPE)	\$ 1,200.00	
2	SITE WORK		
	LANDSCAPE ALLOWANCE - REPLENISH EXISTING	\$ 3,200.00	
	TERMITE TREATMENT AT PERIMETER AREAS	\$ 2,498.00	
3	CONCRETE		
	CONCRETE PATCHING	\$ 2,000.00	ALLOWANCE
4	MASONRY WALLS		
	N/A		NIC
5	STEEL AND MISCELLANEOUS METALS		
	MISCELLANEOUS STEEL	\$ 1,600.00	
6	CARPENTRY		
	ROUGH CARPENTRY	\$ 1,200.00	
	FINISHED CARPENTRY	\$ 8,250.00	
7	THERMAL & MOISTURE		
	ROOF PATCH AND HVAC CURB FOR NEW UNIT	\$ 2,480.00	
8	DOORS AND WINDOWS		
	SOLID CORE PLAM DOORS W/ LITE KIT (\$1600/EACH)	\$ 6,400.00	
	ALUMINUM DOORS AT OFFICES AND ENTRYWAY	\$ 14,700.00	
	HARDWARE (\$600 EACH)	\$ 7,200.00	
	PANIC DEVICES (\$2000 EA)	\$ 4,000.00	
	SINGLE PANE, INTERIOR STOREFRONT	\$ 53,500.00	\$90/SF
	CARD READERS		NIC
9	FINISHES		
	GYPSPUM BOARD WALLS OVER 3 5/8" MTL. STUDS (\$4.75/SF)	\$ 8,220.00	
	GYPSPUM BOARD CEILINGS AND SOFFIT (\$3.25/S.F.)	\$ 750.00	
	INTERIOR PAINT, TAPE AND FLOATING (\$2.70/S.F.)	\$ 16,724.00	
	ACCOUSTICAL CEILING ON SUSPENSION SYSTEM	\$ 21,645.00	
	1"x1" PORCELAIN TILE (\$5.50/SF)	\$ 528.00	
	CERAMIC TILE AT RESTROOM WALLS	\$ 1,260.00	\$3.5/SF
	CARPET TILE (\$7.5/SF) NOTED AS CPT 1	\$ 24,208.00	PRESIDENT'S SUITE AND CONFERENCE ROOM
	CARPET TILE (\$6.5/SF) NOTED AS CPT 2	\$ 15,940.00	
	LUXURY VINYL TILE	\$ 11,100.00	
	DRY-FALL PAINT OVER EXPOSED STRUCTURE AT RECEPTION AREA	\$ 680.00	
10	MISCELLANEOUS		
	INTERIOR SIGNAGE - ACCESSIBLE	\$ 480.00	
	SOUND ATTENUATION BLANKETS	\$ 3,776.00	OVER CLOUD SYSTEM, CONFERENCE AND PRESIDENT'S OFFICE CLG.
	FIRE EXTINGUISHER CABINETS (\$650 EACH)	\$ 1,950.00	
	RESTROOM ACCESSORIES	\$ 850.00	
	OTHER RR ACCESSORIES	\$ 400.00	
	CEILING CLOUD SUSPENSION SYSTEM AT RECEPTION AREA	\$ 11,600.00	
11	EQUIPMENT		
	APPLIANCE AND MISC EQUIPMENT ALLOWANCE	\$ 5,600.00	UNDERCOUNTER REFRIGERATOR AND R.O. SYSTEM
	TV MOUNTING BRACKETS	\$ 900.00	
	FLAT SCREEN TV ALLOWANCE	NIC	BY STC
12	FURNISHINGS		
	UNDER SEPARATE CONTRACT		NIC
13	SPECIAL CONSTRUCTION		
	N/A		N/A
15	MECHANICAL		
	PLUMBING	\$ 18,420.00	
	HVAC	\$ 38,600.00	ADJUSTMENT OF EXISTING PLUS A 1 TON UNIT
	SECURITY CAMERA ALLOWANCE	NIC	BY STC SEPARATE
	ELECTRICAL	\$ 53,280.00	USE EXISTING PANELS
	IT ALLOWANCE	\$ 15,000.00	
	FIRE SUPPRESSION SYSTEM ADJUSTMENT TO FIT NEW LAY-OUT	\$ 5,828.00	
	FIRE ALARM SYSTEM	\$ 4,995.00	
	GENERATOR ALLOWANCE	NIC	NIC
	G.C. OVERHEAD, PROFIT & GENERAL CONDITIONS (10%)	\$ 42,286.00	BASE COST AT \$422,862
	CONTINGENCY	\$ 45,000.00	
	TOTAL	\$ 465,148.00	
	NO TAXES INCLUDED		

Review and Action as Necessary to Proceed with Solicitation of Construction Services for the Pecan Campus Ann Richards Administration Building A Renovation for the President’s Office

Approval of authorization to proceed with the solicitation of construction services for the Pecan Campus Ann Richards Administration Building A Renovation for the President’s Office project is requested.

Construction services are necessary to construct the standalone structures for solar panel installation training. If solicitation is approved, documents will be issued for solicitation of construction proposals. Once received, construction proposals will be evaluated and submitted to the Board of Trustees with a recommendation to award a construction contract.

Background

On April 26, 2022, the Board of Trustees approved contracting architectural services with The Warren Group Architects, Inc. for this project. The Warren Group Architects, Inc. estimates the cost of the proposed construction to be within the construction budget. The total project budget is \$660,000 which includes funds for construction, design, miscellaneous, furniture, fixtures, and equipment (FFE), and technology costs.

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

The Warren Group Architects, Inc. will begin working on the development of the construction plans and specifications. Upon completion of the documents, the College would begin the process of the solicitation for construction services.

This item was not presented to the Facilities Committee, and is presented without a Committee recommendation.

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

The Board of Trustees of South Texas College approves and authorizes proceeding with the solicitation of construction services for the Pecan Campus Ann Richards Administration Building A Renovation for the President's Office project as presented.

Approval Recommended:

Dr. Ricardo J. Solis
President

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

The Facilities Planning and Construction staff prepared the attached design and construction update. This update summarizes the status of each capital improvement and renewals & replacements project currently in progress, 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 Board.

South Texas College
Monthly Construction Report
Fiscal Year 2021 - 2022
As of June 9, 2022

Total Project Budget Summary	FY22 Unexpended Plant Fund	FY22 Renewals & Replacements Fund
Total Construction Project Budget	\$ 12,639,709	\$ 6,590,868
Budget Amendment	48,218	-
Previously Approved Projects from September - May 2022	(7,989,944)	(3,029,813)
Proposed Projects for the Month of June 2022	-	-
Total Project Budget Balance	\$ 4,697,983	\$ 3,561,055

Project Reference #	Project Name	Total Project Budget/Actual*	
		CIP Fund	R&R Fund
Board Approved on September 28, 2021			
2022-036C	Technology Campus Advanced Technical Careers Building B Welding Lab Expansion	\$ 127,500	\$ -
2016-018C	Pecan Campus Library Building F Renovation and Expansion	3,778,000	-
2022-008C	Technology Campus Exterior Solar Panel Structure	103,100	-
2022-004C	Nursing and Allied Health Campus East Building A Occupational Therapy Kitchen Lab Expansion	73,500	-
2022-010C	Regional Center for Public Safety Excellence Skills Pad and EVOC Lighting	342,000	-
2022-015C	Regional Center for Public Safety Excellence Two-Story Residential Fire Training Structure	381,250	-
2020-017R	Pecan Campus Resurfacing of East Drive	-	92,000
2020-019R	Pecan Campus South Academic Building J Generator Replacement	-	76,250
2016-019R	Nursing and Allied Health Campus NAH East Building A Generator Replacement	-	422,000
Total Board Approved on September 28, 2021		\$ 4,805,350	\$ 590,250
Board Approved on October 26, 2021			
2022-038R	Mid Valley Campus South Academic Building H Repair and Renovations of Damaged Roof and Interior Areas	\$ -	\$ 985,700
2022-013C	Mid Valley Campus Workforce Center Building D Welding Lab Expansion and Renovation	114,600	-
2022-012C	Mid Valley Campus Workforce Center Building D Automotive Lab Expansion	208,350	-

South Texas College
Monthly Construction Report
Fiscal Year 2021 - 2022
As of June 9, 2022

Project Reference #	Project Name	Total Project Budget/Actual*	
		CIP Fund	R&R Fund
2022-014C	Mid Valley Campus Workforce Center Building D HVAC-R Labs Expansion and Renovation	124,000	-
2022-002C	Mid Valley Campus Learning Excellence Building A Culinary Arts Labs Renovation	110,745	-
2022-005C	Starr County Campus Workforce Center Building D Automotive Lab Expansion	243,100	-
2022-007C	Starr County Campus North Academic Building C HVAC-R Labs Expansion and Renovation	31,700	-
2022-007C	Pecan Plaza West Building C Kinesiology Storage and Restroom Renovations - CO	55,000	-
2019-030R	District Wide Deferred Maintenance of Roofs at the Mid Valley Campus	-	573,872
2019-030R	District Wide Deferred Maintenance of Roofs at the Nursing and Allied Health Campus	-	206,991
2020-008C	Pecan Campus Business and Science Building G Conversion of Two (2) Classrooms to Geology Labs Project - CO	14,450	-
Total Board Approved on October 26, 2021		\$ 901,945	\$ 1,766,563
Board Approved on November 23, 2021			
2022-006C	Starr County Campus Workforce Center Building D Welding Lab Expansion - CO	\$ 139,000	\$ -
2022-032R	District Wide Flooring Replacements Phase I at Pecan Campus, Mid Valley Campus, and Starr County Campus - CO	-	504,000
Total Board Approved on November 23, 2021		\$ 139,000	\$ 504,000
Board Approved on December 14, 2021			
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	-
Total Board Approved on December 14, 2021		\$ 170,000	\$ 169,000

South Texas College
Monthly Construction Report
Fiscal Year 2021 - 2022
As of June 9, 2022

Project Reference #	Project Name	Total Project Budget/Actual*	
		CIP Fund	R&R Fund
Board Approved on January 25, 2022			
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	-
Total Board Approved on January 25, 2022		\$ 234,599	\$ -
Board Approved on March 8, 2022			
2022-040C	Pecan Campus Ann Richards Administration Building A Renovation for the President's Office	660,000	-
Total Board Approved on March 8, 2022		\$ 660,000	\$ -
Board Approved on March 29, 2022			
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	\$ -
Total Board Approved on March 29, 2022		\$ 1,034,110	\$ -
Board Approved on April 26, 2022			
2022-042C	Pecan Campus Kinesiology Building Phase I	12,600	\$ -
2022-043C	Pecan Campus Cooper Center for Performing Arts Building L Expansion and Renovations for the Music and Dance Programs	17,640	\$ -
2022-044C	Pecan Campus Department of Public Safety Building	14,700	\$ -
Total Board Approved on April 26, 2022		\$ 44,940	\$ -
Current Total Project Budget		\$ 7,989,944	\$ 3,029,813

South Texas College
Unexpended Plant Fund - Capital Improvement Projects (CIP)
Project Status
FY 2021 - 2022

#	Projects	FPC Project Managers	Not Started	Project Development	Design Phase	Bidding and Negotiations	Construction Phase	Substantial Completion	Final Completion	Move In	Completed	Total Project Budget	Amount Paid	Total Project Balance	FY2022 Budget	Priority Status	Upcoming Board Meeting Item	Architect/Engineering Firm	Contractor
Pecan Campus																			
1	Business and Science Building G Classroom Renovation	SS									●	\$ 179,677	\$ 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
3	Library Building F Renovation and Expansion	DV			●							\$ 4,289,187	\$ 857,318	\$ 3,431,869	\$ 3,778,000	High	June 2022	Approval of Proposed Changes to Project Scope	ERO Architects
4	New Continuing Education Building	TBD		●								\$ 398,160	\$ -	\$ 398,160	\$ 398,160	Low	TBD	TBD	TBD
5	Ann Richards Administration Building A Renovation of Administration Offices	DV			●							\$ 660,000	\$ 1,199	\$ 658,801	\$ 660,000	Low	July 2022	Approval of Schematic Design	The Warren Group Architects
6	North Academic Humanities Building P Renovations for Administrative and Support Services Office	DV			●							\$ 1,034,110	\$ 456	\$ 1,033,654	\$ 1,034,110	Low	August 2022	Approval on Contracting Schematic Design	Able City, LLC
7	Pecan Campus Kinesiology Building Phase I	SS			●							\$ 3,240,000	\$ -	\$ 3,240,000	\$ 3,240,000	Low	June 2022	Approval of Architectural Services	TBD
8	Cooper Center for Performing Arts Building L Expansion and Renovations for the Music and Dance Programs	MV			●							\$ 4,536,000	\$ -	\$ 4,536,000	\$ 4,536,000	Low	June 2022	Approval of Architectural Services	TBD
Pecan Campus Subtotal												\$ 6,587,334	\$ 1,036,468	\$ 5,550,866	\$ 5,910,920				
Pecan Plaza																			
9	West Building C Kinesiology Renovation	MV									●	\$ 207,841	\$ 189,248	\$ 18,593	\$ 55,000	Completed	N/A	Alvarado Architects & Assoc.	Tri-Gen Construction
10	East Building B Dance Studio Improvements	SS	●									\$ 51,250	\$ -	\$ 51,250	\$ 51,250	Low	TBD	TBD	TBD
11	Human Resources Building A Renovation	RG									●	\$ 15,108	\$ 24,240	\$ (9,132)	\$ 5,000	Completed	N/A	N/A	O&M
Pecan Plaza Subtotal												\$ 274,199	\$ 213,488	\$ 60,711	\$ 111,250				
Mid-Valley Campus																			
12	Workforce Center Building D Welding Expansion	MV			●							\$ 114,600	\$ 2,289	\$ 112,311	\$ 114,600	High	June 2022	Approval of Schematic Design	PBK Architects
13	Workforce Center Building D Automotive Lab Expansion	MV			●							\$ 208,350	\$ 3,544	\$ 204,806	\$ 208,350	High	June 2022	Approval of Schematic Design	PBK Architects
14	Workforce Center Building D HVAC-R Classroom and Outdoor Covered Area	MV			●							\$ 124,000	\$ 2,475	\$ 121,525	\$ 124,000	High	June 2022	Approval of Schematic Design	PBK Architects
15	Center for Learning Excellence Building A Renovation of Existing Cafeteria to Culinary Arts Instructional Kitchen	MV					●					\$ 110,745	\$ 31,522	\$ 79,223	\$ 110,745	High	December 2022	Approval of Substantial Completion	Boultinghouse Simpson Gates Architects
Mid Valley Campus Subtotal												\$ 557,695	\$ 39,830	\$ 517,865	\$ 557,695				

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	
Technology Campus																				
16	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	
17	Welding Lab Expansion Building	SS			●							\$ 115,800	\$ 456	\$ 115,344	\$ 115,800	High	July 2022	Approval of Schematic Design	EGV Architects	TBD
18	Advanced Technical Careers Building B Automotive Lab Exhaust System	MV	●									\$ 200,500	\$ -	\$ 200,500	\$ 200,500	Low	TBD	TBD	Ethos Engineering, LLC	TBD
19	Exterior Solar Panels Structure	SS			●							\$ 103,100	\$ 446	\$ 102,654	\$ 103,100	High	June 2022	Approval of Schematic Design	SAMES, Inc	TBD
Technology Campus Subtotal												\$ 591,595	\$ 12,902	\$ 578,693	\$ 546,900					
Nursing and Allied Health Campus Subtotal																				
20	East Building A Student Services Renovation	SS									●	\$ 425	\$ 327,633	\$ (327,208)	\$ 425	Completed	N/A	Gignac & Associates, LLP	Holchemont	
21	East Building A Occupational Therapy Kitchen Lab Expansion	SS			●							\$ 73,500	\$ 456	\$ 73,044	\$ 73,500	High	TBD	TBD	Negrete & Kolar Architects, LLP	TBD
Nursing and Allied Health Campus Subtotal												\$ 73,925	\$ 328,089	\$ (254,164)	\$ 73,925					
Starr County Campus																				
22	Workforce Center Building D Welding Expansion	MV				●						\$ 139,000	\$ 1,892	\$ 137,108	\$ 139,000	High	July 2022	Approval of Construction Services	Gignac & Associates, LLP	TBD
23	Workforce Building D Automotive Expansion	MV			●							\$ 243,100	\$ 8,610	\$ 234,490	\$ 243,100	High	August 2022	Approval of Construction Services	Able City, LLC	TBD
24	North Academic Building C HVAC-R Classroom and Outdoor Covered Area	MV			●							\$ 31,700	\$ 1,344	\$ 30,356	\$ 31,700	High	August 2022	Approval of Construction Services	Able City, LLC	TBD
Starr County Campus Subtotal												\$ 413,800	\$ 11,846	\$ 401,954	\$ 413,800					

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	
Regional Center for Public Safety Excellence																				
25	Target Range	DV			●							\$ 870,627	\$ 61,519	\$ 809,108	\$ 815,000	Low	TBD	TBD	PBK Architects	TBD
26	Canopy for Safety Training Vehicles	DV			●							\$ 79,924	\$ 1,828	\$ 79,764	\$ 79,833	High	August 2022	Approval of Construction Services	Gignac & Associates, LLP	TBD
27	Canopy for Students/Instructors	DV			●							\$ 67,424	\$ 3,497	\$ 67,264	\$ 67,333	High	August 2022	Approval of Construction Services	Gignac & Associates, LLP	TBD
28	Chiller Installation	MV				●						\$ 170,000	\$ 13,788	\$ 157,262	\$ 158,250	High	August 2022	Approval of Substantial Completion	Half Associates, Inc	Johnson Controls
29	Fire Training Area	DV			●							\$ 97,524	\$ 3,497	\$ 97,364	\$ 97,433	High	August 2022	Approval of Construction Services	Gignac & Associates, LLP	TBD
30	Site Drainage Improvements	DV								●		\$ 230,885	\$ 167,199	\$ 63,686	\$ 179,380	Completed	N/A		Perez Consulting Engineers	McAllen Multi Service
31	Perimeter Fencing	DV	●									\$ 193,000	\$ -	\$ 193,000	\$ 193,000	Low	TBD	TBD	TBD	TBD
32	Skills Pad and EVOG Lighting	SS			●							\$ 342,000	\$ 4,388	\$ 341,532	\$ 342,000	High	July 2022	Approval of Construction Services	DBR	TBD
33	Two-Story Residential Fire Training Structure	SS			●							\$ 381,250	\$ 195	\$ 381,055	\$ 381,250	Medium	June 2022	Approval of Schematic Design	Martinez Architects	TBD
Regional Center for Public Safety Excellence Subtotal												\$ 2,432,634	\$ 255,912	\$ 2,190,035	\$ 2,313,479					
District Wide																				
34	Fence Enclosures	MV	●									\$ 35,000	\$ -	\$ 35,000	\$ 35,000	Completed	N/A		N/A	TBD
35	Outdoor Furniture	HTM		●								\$ 25,000	\$ -	\$ 25,000	\$ 25,000	Low	N/A		N/A	TBD
36	Land	N/A	N/A									\$ 3,000,000	\$ -	\$ 3,000,000	\$ 3,000,000	N/A	N/A		N/A	N/A
37	Renovation and Contingencies	N/A	N/A									\$ 948,750	\$ 283	\$ 948,467	\$ 948,750	N/A	N/A		N/A	TBD
38	Campus Master Plan	TBD		●								\$ 375,000	\$ -	\$ 375,000	\$ 375,000	High	TBD	TBD	TBD	N/A
39	Automatic Doors Phase IV	SS						●				\$ 67,568	\$ 6,176	\$ 61,392	\$ 62,000	High	June 2022	Approval of Substantial Completion	Ethos Engineering, LLC	R.E. Friedrichs Company
40	Facility Signage	DV	●									\$ 50,000	\$ -	\$ 50,000	\$ 50,000	Low	N/A		N/A	TBD
41	Removal of Existing Trees	TBD	●									\$ 25,900	\$ -	\$ 25,900	\$ 25,900	Low	N/A		N/A	TBD
District Wide Subtotal												\$ 4,527,218	\$ 6,459	\$ 4,520,759	\$ 4,521,650					
Totals			12	3	6	0	8	1	0	0	5	\$ 15,458,400	\$ 1,904,994	\$ 13,566,718	\$ 14,449,619					

South Texas College
Renewal and Replacement Projects
Project Status
FY 2021 - 2022

#	Projects	FPC Project Manager	Not Started	Project Development	Design Phase	Bidding and Negotiations	Construction Phase	Substantial Completion	Final Completion	Move In	Completed	Total Project Budget	Amount Paid	Total Project Balance	FY2022 Budget	Priority Status	Upcoming Board Meeting Item	Architect/Engineering Firm	Contractor	
Pecan Campus																				
1	Ann Richards Building A Data Cabling Infrastructure Replacement	RC									●	\$ 80,000	\$ 11,494	\$ 68,506	\$ 80,000	High	TBD	TBD	TBD	TBD
2	Art Building B Data Cabling Infrastructure Replacement	RC									●	\$ 40,000	\$ 6,821	\$ 33,179	\$ 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	\$ 148,259	\$ 20,995	\$ 156,000	High	June 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	\$ 46	\$ 149,954	\$ 150,000	High	June 2022	Approval of Construction Services	TBD	TBD
7	Resurfacing of East Drive	SS			●							\$ 92,000	\$ 456	\$ 91,544	\$ 92,000	High	July 2022	Approval of Construction Services	Perez Consulting Engineers	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	\$ 228	\$ 76,022	\$ 76,250	High	July 2022	Approval of Construction Services	DBR	TBD
Pecan Campus Subtotal												\$ 907,504	\$ 167,304	\$ 740,200	\$ 894,250					
Pecan Plaza																				
10	Stucco Repainting	SS				●						\$ 30,500	\$ 46	\$ 30,454	\$ 30,500	High	June 2022	Approval of Construction Services	TBD	TBD
Pecan Plaza Subtotal												\$ 30,500	\$ 46	\$ 30,454	\$ 30,500					
Mid Valley Campus																				
11	Roofing Deferred Maintenance	MV									●	\$ 805,309	\$ 738,431	\$ 66,878	\$ 573,872	High	N/A		Beam Professionals	Argio Roofing
12	North Academic Building G Analog to Digital Conversion	RC					●					\$ 562,000	\$ 194,677	\$ 367,323	\$ 562,000	Low	TBD	TBD	TBD	TBD
13	Stucco Repainting and Exterior Upgrades	SS				●						\$ 200,000	\$ 46	\$ 199,954	\$ 200,000	Low	June 2022	Approval of Construction Services	TBD	TBD
14	South Academic Building H Repair & Renovations of Damaged Roof and Interior Areas	DV			●							\$ 985,700	\$ 456	\$ 985,244	\$ 985,700	Low	TBD	TBD	Milnet Architectural Services	TBD
Mid Valley Campus Subtotal												\$ 2,553,009	\$ 933,610	\$ 1,619,399	\$ 2,321,572					

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	
Dr. Ramiro R. Casso Nursing & Allied Health Campus																				
15	NAH East Building A Westside Window Waterproofing	RC	●									\$ 65,000	\$ -	\$ 65,000	\$ 65,000	Low	TBD	TBD	TBD	TBD
16	NAH East Building A Westside Elevators Refurbishment	RC/O&M				●						\$ 200,000	\$ -	\$ 200,000	\$ 200,000	Medium	TBD	TBD	N/A	Oracle Elevator
17	NAH East Building A Roofing Deferred Maintenance	MV							●			\$ 286,077	\$ 241,534	\$ 44,543	\$ 206,991	High	June 2022	Approval of Final Completion	BEAM Professionals	American Contracting USA
18	NAH East Building A Exterior Stair Repairs and Replacement	SS					●					\$ 283,000	\$ 13,437	\$ 269,563	\$ 280,000	High	July 2022	Approval of Substantial Completion	Chanin Engineering, LLC	5 Star GC Construction, LLC
19	NAH East Building A Generator Replacements	SS			●							\$ 422,000	\$ 228	\$ 421,772	\$ 422,000	Low	TBD	TBD	TBD	TBD
Nursing and Allied Health Campus Subtotal												\$ 1,256,077	\$ 255,199	\$ 1,000,878	\$ 1,173,991					
Starr County Campus																				
20	Stucco Repainting	SS				●						\$ 223,000	\$ 46	\$ 222,954	\$ 223,000	High	June 2022	Approval of Construction Services	TBD	TBD
21	Roofing Deferred Maintenance	MV							●			\$ 702,320	\$ 823,370	\$ (121,050)	\$ 661,255	High	June 2022	Approval of Final Completion	Beam Professionals	Sechrist Hall
22	Administration/Bookstore Building A Data Cabling Infrastructure Replacement	RC	●									\$ 60,000	\$ -	\$ 60,000	\$ 60,000	High	TBD	TBD	TBD	TBD
23	Center for Learning Excellence Building B Data Cabling Infrastructure Replacement	RC	●									\$ 60,000	\$ -	\$ 60,000	\$ 60,000	High	TBD	TBD	TBD	TBD
24	North Academic Building C Data Cabling Infrastructure Replacement	RC	●									\$ 60,000	\$ -	\$ 60,000	\$ 60,000	High	TBD	TBD	TBD	TBD
Starr County Campus Subtotal												\$ 1,105,320	\$ 823,416	\$ 281,904	\$ 1,064,255					
District Wide																				
26	Renewals & Replacements	N/A	N/A									\$ 484,135	\$ -	\$ 484,135	\$ 151,000	N/A	N/A		N/A	N/A
27	Fire Alarm Panel Replacement/Upgrade	RC/O&M		●								\$ 201,963	\$ -	\$ 201,963	\$ 182,500	Low	N/A		N/A	TBD
28	Interior LED Lighting Upgrade	RC/O&M		●								\$ 577,945	\$ -	\$ 577,945	\$ 110,000	Low	N/A		N/A	TBD
29	Ext. Walkway LED Lighting Upgrade	RC/O&M		●								\$ 98,443	\$ -	\$ 98,443	\$ 49,000	Low	N/A		N/A	TBD
30	Building Automation Systems Upgrade	RC/O&M		●								\$ 174,048	\$ -	\$ 174,048	\$ 76,500	Low	N/A		N/A	TBD
31	Flooring Replacement	DV/HTM							●			\$ 756,380	\$ 203,552	\$ 552,828	\$ 504,000	Medium	June 2022	Approval of Substantial and Final Completion	N/A	TBD
32	HVAC Replacement and Upgrade	RC/O&M		●								\$ 829,910	\$ -	\$ 829,910	\$ 660,000	Low	TBD		N/A	TBD
33	Exterior Lighting Upgrade	RC/O&M		●								\$ 324,912	\$ -	\$ 324,912	\$ 279,000	Low	N/A		N/A	TBD
34	Water Tower Logo Replacements	DV	●									\$ 80,000	\$ -	\$ 80,000	\$ 80,000	N/A	TBD		N/A	TBD
District Wide Subtotal												\$ 3,527,736	\$ 203,552	\$ 3,324,184	\$ 2,092,000					
Totals		0	4	6	2	3	2	0	3	0	1	\$ 9,380,146	\$ 2,383,127	\$ 6,997,019	\$ 7,576,568					

Consideration and Approval of Checks and Financial Reports

Board action is requested to approve the checks for release and the financial reports for the month of May 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 **May 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 May 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 May 2022.
- 2) Release of Checks for \$125,000.00 and Above
Board of Trustees Approval Required for May 2022.
- 3) Release of Checks for \$125,000.00 and Above
Released Prior to Board Approval for May 2022.
- 4) Release of Construction Fund Checks for May 2022.
- 5) Quarterly Investment Report and Money Market Accounts for May 2022.
- 6) Summary of Revenues for May 2022.
- 7) Summary of State Appropriations Revenue for May 2022.
- 8) Summary of Property Tax Revenue for May 2022.
- 9) Summary of Expenditures by Classification for May 2022.
- 10) Summary of Expenditures by Function for May 2022.
- 11) Summary of Auxiliary Fund Revenues and Expenditures for May 2022.
- 12) Summary of Grant Revenues and Expenditures for May 2022.
- 13) Summary of Bid Solicitations.
- 14) Summary of Purchase Orders.

Announcements

A. Next Meetings:

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

B. Other Announcements:

- The College will be closed on Monday, July 4, 2022, in observance of Independence Day.