



**SOUTH TEXAS
COLLEGE**

**Board of Trustees
Regular Board Meeting**

**Tuesday, August 23, 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, August 23, 2022 @ 5:30 p.m.
Ann Richards Administration Building Board Room
Pecan Campus, McAllen, Texas 78501

AGENDA

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

COVID-19 Public Health / Attendance Measures

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

- I. Call Meeting to Order**
- II. Determination of Quorum**
- III. Invocation**
- IV. Public Comments**
- V. Presentations..... 8**
 - 1. Recognition of Dr. Ricardo J. Solis for First Year of Presidency
 - 2. Presentation on Public Relations & Marketing
- VI. Update by the College President..... 9**
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 - 2. Approval and Acceptance of Grant Award 46 - 49
 - 1) Texas Department of Agriculture, Child and Adult Care Food Program Application Renewal in the amount of \$50,526.70
 - 2) Texas Workforce Commission, Information Technology (IT) Registered Apprenticeship Expansion Grant in the amount of \$119,886
 - 3) Texas Workforce Commission, Building Construction Trades Training Project in the amount of \$60,000

- 4) Texas Workforce Commission, Explore STEM! for Students with Disabilities additional funds in the amount of \$40,022
- 5) Texas Higher Education Coordinating Board, Texas Reskilling and Upskilling through Education (TRUE) Grant Program, in the amount of \$385,500
- 6) Region One Education Service Center, Adult Education and Family Literacy ACT Service Agreement, in the amount of \$226,649.64
- 7) The John G. and Marie Stella Kenedy Memorial Foundation, Scholarship in the amount of \$15,000
- 8) Any Additional Grant(s) Pending Official Award

VIII. Consideration and Action on New Items

- 1. Initial Review and Discussion of Proposed Policies for Adoption and Retirement of Current Policies 50 - 53
 - A-1. Adopt New Policy: AB College District – Name and Definitions
 - A-2. Retire Current Policy #1000: Preamble & Definitions

 - B-1. Adopt New Policy: BA Board Legal Status

 - C-1. Adopt New Policy: BBB Board Members - Elections
 - C-2. Retire Current Policy #1300: Single-Member Districts
 - C-3. Retire Current Policy #1400: Elections
 - C-4. Retire Current Policy #1410: Oath of Office

 - D-1. Adopt New Policy: BBD Board Members – Orientation and Training
 - D-2. Retire Current Policy #1520: Orientation and Training of Trustees

 - E-1. Adopt New Policy: BBE Board Members - Authority
 - E-2. Retire Current Policy #1001: Authority & Functions of the Board, Committees and Individual Trustees
 - E-3. Retire Current Policy #1630: Texas Open Meetings Act

 - F-1. Adopt New Policy: BBF Board Members - Ethics
 - F-2. Retire Current Policy #1020: Goals for Trustees
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 - G-1. Adopt New Policy: BBG Board Members – Compensation and Expenses
 - G-2. Retire Current Policy #1530: Compensation and Expenses

 - H-1. Adopt New Policy: BBH Board Members – Conventions, Conferences, and Workshops

 - I-1. Adopt New Policy: BCA Board Internal Organization – Board Officers and Officials
 - I-2. Retire Current Policy #1100: Board Officers

 - J-1. Adopt New Policy: BCB Board Internal Organization – Board Committees
 - J-2. Retire Current Policy #1110: Board Committees

- K-1. Adopt New Policy: BCC Board Internal Organization - Attorney
- K-2. Retire Current Policy #2200: Legal Counsel

- L-1. Adopt New Policy: BCG Board Internal Organization – Board Evaluation

- M-1. Adopt New Policy: BD Board Meetings
- M-2. Retire Current Policy #1610: Types of Meetings
- M-3. Retire Current Policy #1620: Meeting Procedures
- M-4. Retire Current Policy #1625: Notice of Meeting: Contents of Notice
- M-5. Retire Current Policy #1640: Agenda
- M-6. Retire Current Policy #1645: Consent Agenda
- M-7. Retire Current Policy #1650: Quorum
- M-8. Retire Current Policy #1660: Minutes

- N-1. Adopt New Policy: BDB Board Meetings – Public Participation

- O-1. Adopt New Policy: BE Policy and Bylaw Development
- O-2. Retire Current Policy #1700: Board Policies
- O-3. Retire Current Policy #2300: Developing, Recommending, and Implementing Policy

- P-1. Adopt New Policy: BFA Chief Executive Officer Qualifications and Duties
- P-2. Retire Current Policy #1010: Authority & Functions of the College President
- P-3. Retire Current Policy #Policy 2100: Duties and Responsibilities of the President
- P-4. Retire Current Policy #Policy 2110: Qualifications of the President

- Q-1. Adopt New Policy: BFD Chief Executive Officer – Retirement or Resignation
- Q-2. Retire Current Policy #2160: Retirement or Resignation of the President

Policies Retired with No New Policy Adopted:

- R-1. Retire Current Policy #1011: Relationship Between Board and President
- S-1. Retire Current Policy #1200: Qualifications for Service as Trustee
- T-1. Retire Current Policy #1210: Resignation of Trustee
- U-1. Retire Current Policy #1220: Vacancy on the Board of Trustees
- V-1. Retire Current Policy #1230: Removal from Office
- W-1. Retire Current Policy #1511: Trustee Duty to Disclose Substantial Interests in a Business Entity or in Real Estate; Disclosure Requirements and Abstention
- X-1. Retire Current Policy #1512: Nepotism: Public Officials
- Y-1. Retire Current Policy #1670: Executive Sessions
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 - 1) Campus Dining Services – Food Trucks (Solicit)
 - 2) District Wide Network Equipment Upgrade (Solicit)
 - 3) Purchase of Portable Air Purifiers (Solicit)
 - B. Purchases and Renewals (B-a. Technology Items)
 - 4) Banner Application Maintenance Agreement (Renewal)
 - 5) Communication Software Agreement (Renewal): renew the communication software agreement with Hit Labs, Inc. (Lehi, UT), a sole source vendor, for the period beginning September 1, 2022 through August 31, 2023, at an estimated amount of \$75,038.91;
 - 6) Data Hosting and Maintenance Agreement (Renewal)
 - 7) Data Storage Hardware Maintenance Agreement (Renewal)
 - 8) Email Backup Online License Subscription (Renewal)
 - 9) Email Security Software License Agreement (Renewal)
 - 10) Enterprise Software Licenses and Maintenance Agreements (Renewal)
 - 11) Internet Service Agreement – District Wide (Renewal)
 - 12) Network Hardware and Software Maintenance Agreement (Renewal)
 - 13) Oracle License Maintenance Agreement (Renewal)
 - 14) Public Website Hosting Services Agreement (Renewal)
 - 15) Server Hardware Maintenance and Support Agreement (Renewal)
 - 16) Support Services Agreement (Renewal)
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A. Next Meetings:

- Tuesday, September 13, 2022
 - 3:00 p.m. – Education and Workforce Development Committee
 - 4:00 p.m. – Facilities Committee
 - 5:00 p.m. – Finance, Audit, and Human Resources Committee

August 23, 2022 Regular Board Meeting @ 5:30 p.m.

- Tuesday, September 27, 2022
 - 5:30 p.m. – Regular Board Meeting

B. Other Announcements:

- The College will be closed on Monday, September 5, 2022, in observance of Labor Day.
- Wednesday, September 7, 2022 is Fall 2022 Census Day
- The College will be closed Friday, September 23, 2022 to conduct College Wide Professional and Organizational Development Day.

Presentations

1. Recognition of Dr. Ricardo J. Solis for First Year of Presidency

On July 15, 2021, Dr. Ricardo J. Solis commenced his duties as President of South Texas College.

Dr. Solis has brought with him a strong drive for economic development and partnership building, and is leading South Texas College to remain the premiere institution to provide workforce skills training and higher education access and success in South Texas.

Ms. Rose Benavidez, Chairman of the Board of Trustees, and her fellow trustees will be provided the opportunity to reflect on his accomplishments in this first year, and look forward to many more years with Dr. Solis.

PR & Marketing will share a brief video recognizing Dr. Solis' first year of service at South Texas College.

2. Presentation on Public Relations and Marketing

Ms. Lynda Lopez, Executive Director for Public Relations and Marketing, will provide a preview of the ongoing rebranding initiative, including a discussion of temporary branding colors and ongoing marketing efforts.

Ms. Lopez' presentation will include a discussion of significant increases in the College's Advertising Value Equivalency (AVE), which measures the College's exposure to readers or viewers of traditional and social media at no cost to the College. This AVE is a cost-effective method to improve the public awareness of the College, and is achieved through effective communication strategies and strong relationship building with media partners.

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

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) July 26, 2022 Regular Board Meeting
- 2) August 9, 2022 Special Board Meeting

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

The Board of Trustees of South Texas College approves and adopts the Minutes for the July 26, 2022 Regular Board Meeting and the August 9, 2022 Special Board Meeting as presented.

Approval Recommended:

Dr. Ricardo J. Solis
President

**SOUTH TEXAS COLLEGE
BOARD OF TRUSTEES REGULAR MEETING
Tuesday, July 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 Tuesday, July 26, 2022 in the Ann Richards Administration Building Board Room at the Pecan Campus in McAllen, Texas. The meeting commenced at 5:37 p.m. with Ms. Rose Benavidez presiding.

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

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

Members absent: Mr. Rene Guajardo

Also present: Dr. Ricardo J. Solis (via teleconference), Mr. Javier Villalobos, Mrs. Mary Elizondo, Dr. David Plummer, Mr. Matthew Hebbard, Dr. Anahid Petrosian, Dr. Rodney Rodriguez, Ms. Lynda Lopez, Mr. Rick De la Garza, Mrs. Rebecca Cavazos, Dr. Carlos Margo, Mr. George McCaleb, Ms. Olivia De La Rosa, Mr. Lucio Gonzalez, Dr. Virginia Champion, Mrs. Laura Requena, Ms. Alicia Correa, Ms. Myriam Lopez, Mr. Frank Jason Gutierrez, Mr. Ken Lyons, Dr. Rebecca De Leon, Mr. Tony Matamoros, Ms. Samantha Uriegas, Ms. Brenda Munoz, Mr. Arturo Solano, Mrs. Gardena Perez, Mrs. Kelly Salazar, and Mr. Andrew Fish.

Determination of a Quorum

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

Invocation

Dr. Virginia Champion, Executive Director for Resource Development, Management, and Compliance, said the invocation.

Public Comments

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

Presentations

1. Recognition of Dr. Ricardo J. Solis for First Year of Presidency

On July 15, 2021, Dr. Ricardo J. Solis commenced his duties as President of South Texas College.

Dr. Solis has brought with him a strong drive for economic development and partnership building, and is leading South Texas College to remain the premiere institution to provide workforce skills training and higher education access and success in South Texas.

Dr. Solis was unable to attend the July 26, 2022 meeting in person. The Board postponed the recognition for the following Regular Board Meeting in August 2022.

2. Presentation on *A Night with the Stars Gala*

Dr. Anahid Petrosian, Interim Vice President for Academic Affairs, presented on the upcoming *A Night with the Stars Gala*, which would raise funds for the Valley Scholars Program on October 13, 2022 at the Corinthian Event Center in Mission, from 6 – 9 p.m. This would be the first in-person gala since 2019.

Dr. Petrosian provided a highlight of funds raised in previous years, and the benefits provided to over 1,000 students participating in the Valley Scholars Program since its inception in 1997. Benefits to Valley Scholars include scholarships of up to \$2,000, mentorship in academics, leadership skills development, and community service.

Dr. Petrosian also provided donorship information, and encouraged everyone to consider supporting this worthy cause.

3. Presentation of the Delinquent Tax Collection Report for the Period Ending May 31, 2022

Ms. Kelly R. Salazar from Linebarger Goggan Blair & Sampson, LLP, provided the Board with the Delinquent Tax Collection Report for the period of March 1, 2022 through May 31, 2022.

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

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, was unable to attend the meeting in person, and the update was postponed.

No action was requested.

Approval of Board Meeting Minutes

The following Board Meeting Minutes were submitted for approval:

- 1) June 28, 2022 Regular Board Meeting
- 2) July 13, 2022 Board Work Session
- 3) July 13, 2022 Regular Board Meeting

Upon a motion by Mr. Danny Guzman and a second by Mrs. Victoria Cantú, the Board of Trustees of South Texas College approved and adopted the Minutes for the June 28, 2022 Regular Board Meeting, July 13, 2022 Board Work Session, and July 13, 2022 Special Board Meeting as presented. The motion carried.

Approval and Authorization to Accept Grant Awards and Agreements

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

1. Texas Higher Education Coordinating Board, Accelerating Student Success Planning Grant, in the amount of \$50,000.00

Funding from this grant would help to expand existing re-engagement initiatives by developing and institutionalizing a comprehensive re-engagement support plan for students that have some college hours but no credentials. This grant would help provide enrollment staff with professional growth opportunities to increase knowledge for developing a comprehensive re-engagement plan, and it would expand existing institutional resources through the acquisition of emerging technologies that were intentionally designed to re-engage students. The grant period for this grant was from the date of execution to October 15, 2023.

This award aligned with Strategic Goal 4: Foster Student Success, by providing students with accessible pathways and effective support structures that promote persistence, educational attainment, academic achievement, and personal and professional growth.

2. Texas Workforce Commission, Apprenticeship Texas Expansion Grant in the amount of \$593,934.00

Funding from this grant would help accelerate the expansion of apprenticeship programs for new and existing employers in key industry clusters and increase the marketability of the Apprenticeship Expansion program. This expansion included adding 297 new Apprentices, creating 7 new Registered Apprenticeships, expanding upon 6 Registered Apprenticeships, and creating 2 new Pre-Apprenticeships. This program would support the following state-prescribed targeted industries, including Advanced Manufacturing, Information and Computer Technology, Business Management and Operation, Construction, Healthcare and Information, and Computer Technology. The grant period was from July 18, 2022 to January 17, 2024.

This award aligned with Strategic Direction #3: Creating Educational Opportunities for Students, by offering credentialing opportunities that align with emerging workforce needs.

3. Department of Labor, Wagner-Peyser 7 (b), Texas Talent Grant Program in the amount of \$254,167.00

Funding from this grant would help to increase knowledge of safety, maintenance, robotics, and automation for 72 students that were enrolled in the Maintenance Repair program. Completion of this program would result in Manufacturing Skill Standards Council (MSSC) Certifications that included Certified Production Technician (CPT) in Safety, Certified Production Technician (CPT) in Maintenance, Factory Automation Numerical Control (FANUC)/National Occupational Competency Testing Institute (NOCTI) Level I Robot Operator and FESTO, National Coalition of Certification Centers (NC3) Programmable Logic Controller Certification programs. The period of this grant was from September 1, 2022 to August 2023.

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

4. Bank of America, South Texas College Progresando Grant in the amount of \$250,000.00

Funding from this program would help increase Hispanic-Latino representation in careers in health care and would also support enrollment efforts to expand the college's institution's capacity to meet workforce demands. The South Texas College Foundation would receive \$50,000 from this grant to help students enroll in healthcare programs by covering license and test fees. The remaining \$200,000 would be used by the Department of Continuing, Professional, and Workforce Education to hire a Healthcare Instructor and two Student Success Specialists to support students in GED/non-credit Healthcare Pathway Programs. Funds would also be used for curriculum development and to develop a non-credit to credit the Healthcare Pathway program. The period for this grant was from August 1, 2022 to August 31, 2024.

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

5. The Texas Higher Education Coordinating Board, Perkins Basic Grant Program funds in the amount of \$2,096,120.00

This award focused on improving the academic and technical achievement of Career and Technical Education (CTE) students, strengthening the connections between secondary, and postsecondary education, employer engagement, and improving accountability. Funds would be used for instructional equipment, instructional supplements, professional development, CTE personnel, datahub software, and other program activities in the Divisions of Academic Affairs, Student Affairs and Enrollment Management, Information Services, Planning, Performance, and Strategic Initiatives, and in Institutional Advancement and Economic Development. This formula-based allocation supported the Perkins V Act Postsecondary Level Core Indicators: Postsecondary Placement, Earned Recognized Postsecondary Credential, and Non-traditional Program Concentration, based on strategies aligned to the College's Comprehensive Local Needs Assessment. The award period was from September 1, 2022 to August 31, 2023.

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

6. Department of Commerce, Economic Development Administration (EDA), American Rescue Plan Economic Adjustment Assistance Program grant in the amount of \$1,500,000.00

The Economic Development Administration's investment would fund outside work that would be on the property adjacent to a new South Texas College Continuing Education building to be constructed with institutional funds in the City of McAllen. This grant aligned to the 2019-2024 Lower Rio Grande Valley Regional Strategic Plan by supporting workforce development programs to successfully prepare a well-educated, highly-skilled professional and technical workforce to meet the demands of regional industry growth. The federal EDA investment amounted to 80% of the total project costs. South Texas College's match contribution in the amount of \$375,000 met the federal match requirement of 20% of the project, which totals to \$1,875,000. The match funds would be funded by South Texas College's Department of Continuing Professional and Workforce Education reserve fund. Funds would cover the costs of site work, parking lot and drive, and landscaping for this project. South Texas College's Department of Facilities Planning and Construction would oversee this project. The grant period for this project was from the date of execution of the federal grant award agreement for 60 months from the date of award.

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

7. Higher Education Emergency Relief Fund (HEERF) III Supplemental Support under American Rescue Plan (SSARP) Program award in the amount of \$6,803,772.00

The SSARP program supported public and private nonprofit IHEs that the Secretary of Education determines have, after allocating other funds available under HEERF III, the greatest unmet needs related to the coronavirus. South Texas College's award fell under the grant's Absolute Priority #4, which was for community colleges and rural institutions of higher education serving a high percentage of low-income students and experiencing enrollment decline. Under Absolute Priority #4, the institution must use at least 50 percent of funds (or \$3,401,886) awarded for Emergency Financial Aid Grants to Students, which may be used for any component of the student's cost of attendance or for emergency costs that arise due to coronavirus, such as tuition, food, housing, healthcare (including mental health care), or child care.

Emergency Financial Aid Grants must be distributed consistent with section 314C of CRRSAA (Coronavirus Response and Relief Supplemental Appropriations Act, 2021). The College may also use a portion of funds for institutional costs to defray expenses associated with coronavirus (including lost revenue, reimbursement for expenses already incurred, technology costs associated with a transition to distance education, faculty and staff trainings, and payroll). The funding period for this grant was from July 14, 2022 to July 13, 2023.

This award aligned with Strategic Goal 4, Foster Student Success, by providing students with access and support that promotes persistence, educational attainment, and personal growth.

8. Texas Workforce Commission, Skills for Small Business Fund, additional funds in the amount of \$208,000.00

This award would provide training for employees of small businesses with less than 100 employees. Funds would be used to cover tuition and fees for course offerings provided by South Texas College's Department of Continuing, Professional and Workforce Education and the Institute for Advanced Manufacturing in an amount up to \$1,800 in a 12-month period for a new employee and up to \$900 for an existing employee. Courses in accounting, computers, strategic management, safety, medical front office skills, and customer service would be offered. In addition, \$40,000 of the funds were set aside to provide training for employees of childcare centers. The funding period was from February 1, 2022 to January 31, 2023.

This grant aligned to Strategic Direction #1, Lead Community Engagement, by aligning educational opportunities with community and workforce needs through training that will help employees increase their economic and social mobility.

Summary of Grant Award Funding

The presented grants would provide up to \$11,755,993.00 in funding for the college to provide services and opportunities throughout the region.

Upon a motion by Mrs. Victoria Cantú 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, Accelerating Credentials Planning Grant, in the amount of \$50,000.00
2. Texas Workforce Commission, Apprenticeship Texas Expansion Grant in the amount of \$593,933.76
3. Department of Labor, Wagner-Pyser 7 (b), Texas Talent Grant Program in the amount of \$254,167.00
4. Bank of America, South Texas College Progresando Grant in the amount of \$250,000.00
5. The Texas Higher Education Coordinating Board, Perkins Basic Grant Program funds in the amount of \$2,096,120.00
6. Department of Commerce, Economic Development Administration (EDA), American Rescue Plan Economic Adjustment Assistance Program grant in the amount of \$1,500,000.00
7. Higher Education Emergency Relief Fund (HEERF) III Supplemental Support under American Rescue Plan (SSARP) Program award in the amount of \$6,803,772.00
8. Texas Workforce Commission, Skills for Small Business Fund, additional funds in the amount of \$208,000.00

The motion carried.

Approval and Adoption of Proposed FY 2022 – 2023 Board and Board Committee Meeting Schedule

The Board of Trustees for South Texas College was asked to approve and adopt the following schedule of Board and Board Committee meetings for the period from September 2022 through September 2023.

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

Month	Committee Meeting Date	Board Meeting Date
September 2022	September 13, 2022	September 27, 2022
October 2022	October 11, 2022	October 18, 2022
November 2022	November 8, 2022	November 22, 2022
December 2022	December 6, 2022	December 13, 2022
January 2023	January 17, 2023	January 31, 2023

<u>Month</u>	<u>Committee Meeting Date</u>	<u>Board Meeting Date</u>
February 2023	February 14, 2023	February 28, 2023
March 2023	March 7, 2023	March 28, 2023
April 2023	April 11, 2023	April 25, 2023
May 2023	May 9, 2023	May 23, 2023
June 2023	June 13, 2023	June 27, 2023
July 2023	July 11, 2023	July 25, 2023
August 2023	August 8, 2023	August 22, 2023
September 2023	September 12, 2023	September 26, 2023

A full calendar view of the proposed Committee and Board meeting schedule was provided in the packet for the Board’s information.

There may be some variation during the scheduled period, to accommodate agenda items for scheduled meetings as necessary. This schedule was reviewed by during the July 12, 2022 Committee meetings, and all three committees recommended approval.

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Mrs. Victoria Cantú, the Board of Trustees of South Texas College approved and adopted the Board and Board Committee meeting schedule for FY 2022 - 2023 as presented. The motion carried.

Review and Action as Necessary on Quarterly Investment Report for Quarter Ending May 31, 2022

A report on the College’s Quarterly Investment Report for the Quarter May 31, 2022, was presented. The Board was asked to approve the Investment Report as presented.

Purpose – Ms. Susan Anderson from Valley View Consulting, L.L.C. presented the status of the College’s Quarterly Investment Report for the Quarter Ended May 31, 2022 at the meeting. Ms. Anderson presented an overview of the investments, the annual interest earnings, the quarterly interest earnings, and the economic overview.

Justification – The report provided a brief review and update of the College’s Quarterly Investment Report for the Quarter Ended May 31, 2022 to the College’s Board of Trustees.

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

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

Enclosed Documents – A copy of the Quarterly Investment Report for the Quarter Ended May 31, 2022 was provided in the packet for the Board’s information and review.

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

Upon a motion by Mr. Paul R. Rodriguez and a second by Mrs. Victoria Cantú, the Board of Trustees of South Texas College approved and authorized the Quarterly Investment Report for the Quarter Ended May 31, 2022, as presented. The motion carried.

Review of Presentations to the Education and Workforce Development Committee

a. Presentation and Discussion of South Texas College Basic Needs Supports

Mr. Matthew Hebbard, Vice President for Student Affairs and Enrollment Management, 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 presented on South Texas College’s extensive offerings of Basic Needs Supports.

Mr. Hebbard began with an overview of the diverse types of basic needs that can present challenges for students, including issues such as food or housing security, child care, technology and supplies, or other vital support structures.

Mr. Hebbard highlighted the College’s participating in the #RealCollegeTX Project, in conjunction with the Texas Association of Community Colleges and The Hope Center. This led into a review of a Gap Analysis that identified existing services that STC offers to help students address their basic needs, and also identified opportunities to strengthen or develop new support services.

Mr. Hebbard also discussed the next steps in the College’s partnership with The Hope Center and the development of other resources that will connect students to existing services, and allow the College to further improve its support of all students.

b. Presentation and Discussion of South Texas College Summer Camps Offered in 2022

Dr. Rebecca De Leon, Dean for Dual Credit Programs & School District Partnerships, and Ms. Olivia De La Rosa, Director of Continuing, Professional and Workforce Education, presented on the College's Summer Camp offerings in 2022.

Summer Camps have been a successful strategy to engage prospective and current students and partner with local school districts to provide a variety of educational and fun activities throughout our service area.

This year, many of the camps have returned to providing in-person and hands-on experiences, while some have benefitted from online platforms.

Dr. De Leon and Ms. De La Rosa reviewed the 18 Camps offered through 45 sessions in June and July 2022, in subjects in:

- Art;
- Music;
- Science & Engineering;
- Workforce & Technology;
- Leadership; and
- Other Continuing Education offerings

The presentation included a review of marketing efforts, including the dedicated website at www.southtexascollege.edu/summer-camps, and an overview of the registration process and pricing structure for camps.

c. Presentation and Discussion of Continuing, Professional and Workforce Education at South Texas College

Ms. Olivia De La Rosa, Director of Continuing, Professional and Workforce Education provided a presentation on the robust programs offered by the Office of Continuing, Professional and Workforce Education at South Texas College.

The Office of Continuing, Professional, and Workforce Education (CPWE) provides a wide variety of non-credit programs that serve a large number of students in the region. These programs are a critical component of the College's strategic workforce initiatives, and include pathways that can help students earn a GED and industry-based credential, and then build upon that success to enter into a credit-bearing program.

Ms. De La Rosa reviewed the history, mission and vision of CPWE at South Texas College, including a survey of current programs and the students served. She provided details on the non-credit to credit pathways that offer tremendous

opportunities for previously underserved individuals to develop and attain goals for life-changing careers.

Ms. De La Rosa also highlighted her team's role supporting GED attainment for adults lacking their high school diploma and seeking new opportunities.

The presentation concluded with a review of new programs under development to meet critical local need for short term credentials in the Rio Grande Valley.

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 Education and Workforce Development Committee

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

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

All trustees were given the opportunity to ask the item be removed from the Consent Agenda for further discussion. Otherwise, the Board was asked to formally act on the full consent agenda, according to the details and recommended action presented for the item in the following pages

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

- a. Approval of Proposed Joint Admission Agreement with UTRGV

Upon a motion by Mrs. Victoria Cantú and a second by Mr. Danny Guzman, the Board of Trustees of South Texas College approved and authorized item a of the Education and Workforce Development Committee Consent Agenda as presented. The motion carried.

a. Approval of Proposed Joint Admission Agreement with UTRGV

Administration at South Texas College (STC) and at the University of Texas Rio Grande Valley (UTRGV) have agreed that both institutions, and their students, would benefit greatly from a seamless approach to admission to both institutions, built upon data-sharing that will facilitate transition and analysis of student performance.

The proposed joint admission agreement would include:

1. A pathway will be created to help students who are not eligible for admission at UTRGV to complete coursework at STC to earn admission to UTRGV.
2. Students who enroll directly with STC with an intention to transfer to UTRGV will be provided the opportunity to participate in the STC-UTRGV Admission Program to ease that transfer process.

While at STC, joint admission students would be required to meet college readiness standards, earn 30 to 60 credit hours at STC while maintaining a 2.0 GPA and other requirements, and attend UTRGV orientation for the intended term of their transfer.

The agreement would outline the responsibilities of STC and UTRGV to share student data in compliance with the protocols and policies of both institutions and relevant laws.

Both institutions anticipated that this partnership would provide a significant benefit to students in the STC to UTRGV pipeline, and would support higher education access, success, and completion in the region.

The Education and Workforce Development Committee recommended Board approval for the College President to finalize negotiations and execute a joint admission agreement with UTRGV as proposed.

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

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 Award of Proposal for the Student / Faculty Medical Professional Liability Insurance, Voluntary Student Accident Insurance, Workforce Training Programs Student Accident Insurance, and Business, Public Safety & Technology Student Accident Insurance
- b. Approval of Award of Proposals for Property / Inland Marine / Boiler & Machinery, Crime, School Leaders E&O, General Liability, Law Enforcement Liability, Automobile, Workers Compensation, Foreign Liability, and Reject Proposal for Cyber Liability Insurance
- c. Approval of Award of Proposals, Purchases, Renewals, and Interlocal Agreements
- d. Approval to Disposal of Automotive Technology Program Donated Vehicles
- e. Approval of Proposed Budget Amendment for FY 2021 - 2022

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

Consent Agenda:

a. Approval of Award of Proposal for the Student / Faculty Medical Professional Liability Insurance, Voluntary Student Accident Insurance, Workforce Training Programs Student Accident Insurance, and Business, Public Safety & Technology Student Accident Insurance

Approval was requested to award the student insurance proposal for Student / Faculty Medical Professional Liability Insurance, Voluntary Student Accident Insurance, Workforce Training Programs Student Accident Insurance and Business, Public Safety & Technology Student Accident Insurance.

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

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

- Workforce Training Programs Student Accident Insurance – provides coverage for those students enrolled in the Continuing Education Training Programs
- Business, Public Safety & Technology Student Accident Insurance – provides coverage for those students enrolled in the Business, Public Safety & Technology programs.

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

The College's Insurance Consultant, Mr. Chase Carlisle, attended the July 12, 2022 Finance, Audit, and Human Resources Committee meeting to address questions from the Committee.

Mr. Carlisle recommended the following awards:

- **Student / Faculty Medical Professional Liability Insurance:**
Affinity Insurance Services, Inc. / American Casualty Company of Reading, PA for the period beginning August 26, 2022 through August 26, 2023. The premium is \$23,750 which is approximately \$10 per student. The recommendation is based on 2,375 students with limits of \$1,000,000 per occurrence / \$5,000,000 aggregate. **The cost for the Medical Professional Liability Insurance is paid by the students enrolled in the Nursing Allied Health and Child Development programs. The College and Faculty are insured parties at no additional cost to the student or to the College.**
 - The cost per student (\$10) is the same as the year prior.
 - The carrier remains unchanged from the year prior.
 - Students enrolled in the Nursing Allied Health and Child Development programs are automatically enrolled for this coverage.
- **Voluntary Student Accident Insurance:**
Student Insurance Plans / Pan American Life Insurance for the period beginning August 26, 2022 through August 26, 2023. The student accident insurance limit is \$25,000. **This is a voluntary product, so there is no cost to the College (same as year prior).**
 - The carrier is different from the year prior.
 - Should a student elect to purchase this voluntary coverage, the costs to him/her would be as follows (costs are same as year prior):
 - \$71.25 for school time coverage
 - \$152.00 for full time (24 hour) coverage
 - \$8.55 for dental coverage

- **Workforce Training Programs Student Accident Insurance:**
Student Insurance Plans / Pan American Life Insurance for the period beginning August 26, 2022 through August 26, 2023. The student accident insurance coverage limit is \$25,000. The annual premium is \$2,700 and includes all participants. The Workforce Training premium is based on 496 participants. These participants are enrolled in non-credit Continuing Education Training Programs such as Phlebotomy, Welding, Emergency Care Assistant, and Building Trades. **The premium is paid by the students.**
 - The premium is the same as the year prior.
 - The carrier is different from the year prior.
 - The premium is \$2,700 based on an *estimated* 496 participants (approximately \$5.06 per student) in the workforce training programs. Actual cost per student will be determined once enrollment numbers are received.
 - Participants in non-credit Continuing Education Training Programs are automatically enrolled for this coverage.

- **Business, Public Safety & Technology Student Accident Insurance:**
Student Insurance Plans / Pan American Life Insurance for the period beginning August 26, 2022 through August 26, 2023. The student accident insurance coverage limit is \$25,000. The annual premium is \$15 per student and is based on 1,833 participants. Participants are enrolled in Business, Public Safety & Technology programs. The premium is paid by the students.
 - This is a new line of coverage for students enrolled in Business, Public Safety & Technology programs
 - Students in Business, Public Safety & Technology programs are automatically enrolled for this coverage.

Background – Proposal documents were advertised on April 20, 2022 and April 27, 2022 and issued to nine (9) vendors. Three (3) responses were received on May 5, 2022 and were evaluated by Mr. Chase Carlisle, Insurance Consultant.

Reviewers – This item was reviewed by Mr. Chase Carlisle, Insurance Consultant, Mrs. Mary Elizondo, Vice President for Finance and Administrative Services, Mr. Frank Jason Gutierrez, Director of Accountability, Risk, and Compliance, Mr. Ken Lyons, Risk Manager, and Rebecca Cavazos, Director of Purchasing.

Enclosed Documents - The recommendations provided by Mr. Chase Carlisle were included in the packet for the Board's information and review.

The Finance, Audit, and Human Resources Committee recommended Board approval of the proposal awards for Student / Faculty Medical Professional Liability Insurance, Voluntary Student Accident Insurance, Workforce Training Programs Student Accident Insurance, and Business, Public Safety & Technology Student Accident Insurance as presented.

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

Consent Agenda:

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

Approval was requested to award the proposals for Property / Inland Marine / Boiler & Machinery, Crime, School Leaders E&O, General Liability, Law Enforcement Liability, Automobile, Workers Compensation, Foreign Liability, and reject proposal for Cyber Liability Insurance for the period beginning September 1, 2022 through August 31, 2023 at a total cost of **\$1,608,080**.

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

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

The College's Insurance Consultant, Mr. Chase Carlisle, attended the July 12, 2022 Finance, Audit, and Human Resources Committee meeting to address questions from the Committee. Mr. Carlisle recommended the following awards:

- **Property / Inland Marine / Boiler & Machinery**
 - ⇒ Request award of Property / Inland Marine / Boiler & Machinery Insurance coverage to The Hartford Fire Insurance Co. (Montalvo) at a total cost of **\$1,098,386**. The policy offers a 5% wind/hail deductible.
 - ⇒ Flood insurance is included with a deductible of \$100,000 for Zones X and C and \$500,000 for Zone B. The deductible applies per occurrence and not per building.
 - ⇒ The proposed premium of \$1,098,386 represents an increase of 7.9% from the prior year which is considered in line with the current marketplace.
 - ⇒ The carrier remains unchanged from the prior year.

- **Crime Insurance**
 - ⇒ Request award of Crime Insurance coverage to The Hartford Fire Insurance Co. (Montalvo) at a cost of **\$7,988**.
 - ⇒ The proposed premium of \$7,988 represents a decrease of 6.9% from the prior year.
 - ⇒ The carrier is different from the prior year.

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

⇒ The College's exposure is shown in the table below:

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

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

⇒ School Leaders E&O, General Liability, Law Enforcement Liability, Automobile Insurance to Texas Association of School Boards (TASB) at a cost of **\$224,806**.

⇒ The proposed premium of \$224,806 represents an increase of 1.4% from the prior year.

⇒ The TASB proposal is contingent upon concurrent participation in the Auto, Liability and Workers Compensation programs proposed.

⇒ The carrier remains unchanged from the prior year.

- **Workers Compensation Insurance**

⇒ Workers Compensation Insurance to Texas Association of School Boards (TASB) at a total cost of **\$268,699**.

⇒ The proposed premium of \$268,699 represents a decrease of 1.8% from the prior year.

⇒ The carrier remains unchanged from the prior year.

- **Foreign Liability Insurance**

⇒ Foreign Liability Insurance to ACE American Insurance Co. (Montalvo) at a total cost of **\$8,201**.

⇒ Due to employee travel to Mexico, the purchase of an international insurance policy is recommended.

⇒ Foreign Liability Insurance provides General Liability, Auto, Accidental Death & Dismemberment, and Property coverage in specific countries for employees during the normal scope of business, College-owned vehicles, vehicles leased by

South Texas College, and equipment. General Liability includes the following limits:

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

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

⇒ The carrier remains unchanged from the prior year.

• **Cyber Liability Insurance**

⇒ One proposal was received for Cyber Liability Insurance from Texas Association of School Boards (TASB). TASB offered \$1,000,000 of coverage however per the Insurance Consultant, this is not a sufficient limit for the College in today's world. It is requested that this proposal be rejected.

⇒ As such, College staff will work with the Insurance Consultant to solicit a new request for proposal for Cyber Liability Insurance which will be presented at the August 23, 2022 Board of Trustees Meeting.

The total recommended award to Montalvo was **\$1,114,575**. The total recommended award to TASB was **\$493,505**.

	TASB	Montalvo
Property / Inland Marine and Boiler & Machinery		\$1,098,386
Crime		\$7,988
School Leaders E&O, General Liability, Law Enforcement	\$162,128	
Automobile	\$62,678	
Workers Compensation	\$268,699	
Foreign Liability		\$8,201
TOTAL	\$493,505	\$1,114,575
Grand Total	\$1,608,080	

Background – Proposal documents were advertised on May 4, 2022 and May 11, 2022 and issued to thirteen (13) vendors. Three (3) responses were received on June 8, 2022 and were evaluated by Mr. Chase Carlisle, Insurance Consultant, Accountability, Risk and Compliance, and the Purchasing Department.

Funding Source - Funds for this expenditure were budgeted in the Insurance and Benefits budgets for FY 2022 - 2023, pending Board approval of the budget.

Reviewers – This item was reviewed by Mr. Chase Carlisle, Insurance Consultant, Mrs. Mary Elizondo, Vice President for Finance and Administrative Services, Mr. Frank Jason Gutierrez, Director of Accountability, Risk, and Compliance, Mr. Ken Lyons, Risk Manager, and Rebecca Cavazos, Director of Purchasing.

Enclosed Documents – The recommendations and spreadsheets provided by Mr. Chase Carlisle were included in the packet for the Board’s information and review.

The Finance, Audit, and Human Resources Committee recommended Board approval to award the proposals for Property / Inland Marine / Boiler & Machinery (\$1,098,386), Crime (\$7,988), School Leaders E&O, General Liability, Law Enforcement Liability, Automobile (\$224,806), Workers Compensation (\$268,699), and Foreign Liability (\$8,201) Insurance for the period September 1, 2022 through August 31, 2023 at a total cost of **\$1,608,080** and reject the proposal for Cyber Liability Insurance.

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

Consent Agenda:

c. Approval of Award of Proposals, Purchases, Renewals, and Interlocal Agreements

Approval of the following award of proposals, purchases, renewals, and interlocal agreements was requested.

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

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

A. Award of Proposals

- 1) **Childcare Services (Award):** award the proposal for childcare services for the period beginning September 1, 2022 through August 31, 2023, at an estimated total Carl Perkins Grant amount of \$105,500.00. The fifty-six (56) qualifying vendors are as follows:

Vendors (City, State)		
Angel Keepers (Alamo, TX) (New)	Blessings Learning Academy of Alamo, TX, Inc. (Alamo, TX)	iKids Academy (Alamo, TX)
Kids Point Academy (Alamo, TX) (New)	Kid’z First Child Care Center, Inc. #2 (Alton, TX)	Garza’s Childcare and Development Center (Donna, TX)
Stepping Stones Day Care II (Donna, TX)	All About Kids Learning Center, LLC. (Edcouch, TX) (New)	Alma’s Daycare Center (Edinburg, TX) (New)

Vendors (City, State)			
Brighter Learning Center (Edinburg, TX)	Future Center	Genesis Learning Center (Edinburg, TX)	My Little Tree House Learning Center (Edinburg, TX) (New)
The Children's College Learning Center (Edinburg, TX)		TCCLC North, Inc. (Edinburg, TX)	The Learning Journey Day School (Edinburg, TX)
VIP Learning Center (Edinburg, TX)		Bright Smiles Learning Center (Elsa, TX) (New)	Busy Bee Beehive Learning Center, LLC. (Elsa, TX)
Adventureland Academy #2, LLC. (McAllen, TX) (New)		Brackenridge Children's Center, LLC. (McAllen, TX)	Bright Beginnings (McAllen, TX)
Easter Seals Child Development (McAllen, TX)		Little Rockets Academy (McAllen, TX) (New)	Little Shining Star Daycare, Inc. (McAllen, TX)
Magic Child Development Daycare (McAllen, TX) (New)		MommyLand Bilingual Academy (McAllen, TX)	The Giving Tree S.T.E.M. Childcare, LLC. (McAllen, TX) (New)
Tony's Playhouse Discovery Center (McAllen, TX)		City Kids Academy (Mercedes, TX) (New)	Tiny Steps Learning Center (Mercedes, TX) (New)
Bright Beginnings Learning Center (Mission, TX)		His Little Ones Preschool and Daycare, LLC. (Mission, TX) (New)	Honey's Little Bee's Learning Center (Mission, TX)
Kidz Crusade Academy, LLC. (Mission, TX)		Little Lobos Daycare (Mission, TX) (New)	Little World Daycare and Learning Center, LLC. (Mission, TX) (New)
Love Bugs CEC (Mission, TX)		Martha A. Garcia Registered Childcare (Mission, TX)	Ready, Set, and Learn Daycare (Mission, TX)
Children's Garden Daycare (Palmview, TX)		Fisher Kids Academy (Palmview, TX)	Lily's Little Kids (Palmview, TX)
Palmview Academy (Palmview, TX) (New)		Campanitas Day Care (Pharr, TX)	Evelyn N.K. Sackey-Walker (Pharr, TX) (New)
Futuros Lideres Learning Center (Pharr, TX)		Kids Academy Daycare (Pharr, TX)	Kids Academy Daycare Center #2 (Pharr, TX)
Little Explorers Development & Learning Center (Pharr, TX) (New)		Little Treasures Learning Center, LLC. (Pharr, TX) (New)	Royal Education Center (Pharr, TX)

Vendors (City, State)		
Kami's Cuddling Center (Rio Grande City, TX)	Learning Zone (Rio Grande City, TX)	Learning Zone II (Rio Grande City, TX)
El Shaddi International Christian Day Care Center (Weslaco, TX)	Little Miracles Learning Center, LLC. (Weslaco, TX)	

- 2) **General Purpose Printing (Award):** award the proposal for general purpose printing for the period beginning September 1, 2022 through August 31, 2023, at an estimated total amount of \$100,000.00, which is based on prior year expenditures. The vendors are as follows:

Vendor	Vendor
Border Press, Inc. (Brownsville, TX)	Capital Spectrum/ dba Communications Specialist, Inc. (Buda, TX)
Copy Craft/ dba Slate Group (Lubbock, TX) (New)	Copy Plus, LLC. (McAllen, TX)
FedEx Office and Print Services, Inc. (Plano, TX)	Gateway Printing (Edinburg, TX)
Promo Universal, LLC. (Corpus Christi, TX)	San Antonio Printing (McAllen, TX)
Taylor Print and Visual Impressions, Inc. (North Mankato, MN)	UBEO, LLC./ dba Copy Zone (McAllen, TX)

- 3) **Travel Services (Award):** award the proposal for travel services to **Echo Travel Agency** (Edinburg, TX), for the period beginning September 1, 2022 through August 31, 2023, with two one-year options to renew, at a service fee of \$35.00 per airline ticket;

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

- 4) **Welding Gases, Metals, and Supplies (Renewal):** renew the welding gases, metals, and supplies contracts for the period beginning October 1, 2022 through September 30, 2023, at an estimated total amount of \$130,000.00, which is based on prior year expenditures. The vendors are as follows:

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

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

- 5) Air Condition Filters and Installation (Purchase):** purchase air condition filters and installation from **Joe W. Fly Company, Inc.** (Dallas, TX/Harlingen, TX), a Texas Association of School Boards – Buyboard and The Interlocal Purchasing System (TIPS) approved vendor, for the period beginning September 1, 2022 through August 31, 2023, at an estimated total monthly amount of \$14,166.00 and an estimated total amount of \$169,992.00, which is based on prior year expenditures;
- 6) Building Automation Control Equipment, Parts, and Equipment Maintenance (Purchase):** purchase building automation control equipment, parts, and equipment maintenance from **Siemens Industry, Inc.** (Buffalo Grove, IL/La Feria, TX), a Sourcewell and The Interlocal Purchasing System (TIPS) purchasing cooperative approved vendor, for the period beginning September 1, 2022 through August 31, 2023, at an estimated total amount of \$95,000.00, which is based on prior year expenditures;
- 7) Chiller Chemicals and Maintenance (Purchase):** purchase chiller chemicals and maintenance from **Kurita America, Inc.** (Minneapolis, MN), a State of Texas Purchasing and Support Services (TPASS) – Term Contract approved vendor, for the period beginning September 1, 2022 through August 31, 2023, at an estimated total amount of \$87,000.00, which is based on prior year expenditures;
- 8) Heating, Ventilation, and Air Conditioning (HVAC) Related Services (Purchase):** purchase heating ventilation, and air conditioning (HVAC) related services from **Pro Tech Mechanical, Inc.** (Corpus Christi, TX), The Interlocal Purchasing System (TIPS) purchasing cooperative approved vendor, for the period beginning August 26, 2022 through August 25, 2023, at an estimated total amount of \$50,000.00, which is based on prior year expenditures;
- 9) Library Furniture Upholstery Services (Purchase):** purchase library furniture upholstery and repair services from **Library Design Systems, Inc.** (Houston, TX), a Texas Association of School Boards – Buyboard approved vendor, for the period beginning August 1, 2022 through July 31, 2023, at an estimated amount of \$50,000.00;
- 10) Parts and Supplies (Purchase):** purchase parts and supplies from **W. W. Grainger, Inc. / dba Grainger** (Austin, TX/McAllen, TX), a State of Texas Multiple Award Schedule (TXMAS), Sourcewell, and the Texas Association of School Boards – Buyboard purchasing cooperative approved vendor, for the period beginning September 1, 2022 and August 31, 2023, at an estimated total amount of \$120,000.00, which is based on prior year expenditures;
- 11) Public Adjuster Services Agreement (Purchase):** purchase a public adjuster services agreement with **The Beneke Company Adjusters International** (Austin, TX) (New), a sole source vendor, for the period beginning August 1, 2022 through December 31, 2022, at an estimated total amount of \$50,000.00;
- 12) Commercial Card Services (Accounts Payable Card) (Renewal):** renew the commercial card services (accounts payable card) contract with **PNC Bank** (McAllen, TX), for the period beginning September 1, 2022 through August 31, 2023, at no charge to the College;
- 13) Elevator Maintenance Agreement (Renewal):** renew the elevator maintenance agreement with **Otis Elevator Company** (Dallas, TX), a Texas Association of School Boards – Buyboard purchasing cooperative approved vendor, for the

period beginning September 1, 2022 through August 31, 2023, at an estimated total amount of \$100,000.00, which is based on prior year expenditures;

14)Office Supplies (Renewal): renew the office supplies contracts for the period beginning October 1, 2022 through September 30, 2023, at an estimated total amount of \$300,000.00, which is based on prior year expenditures. The vendors are as follows:

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

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

15)Online Digital Portfolio Application (Purchase): purchase an online digital portfolio application from **MeshNet, Inc./ dba MeshNet Licensing, Inc.** (Philadelphia, PA) (New), a sole source vendor, for the period beginning August 1, 2022 through July 31, 2025, at a total amount of \$137,500.00. The annual payments are as follows: Year 1: \$49,500.00, Year 2: \$44,500.00, and Year 3: \$43,500.00;

16)Service for Mobile Devices (Renewal): renew the service for mobile devices with **AT&T Mobility, LLC.** (Carol Stream, IL), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning September 1, 2022 through December 31, 2022, at an estimated total amount of \$52,480.00;

17)Syllabus Management Software (Renewal): renew the syllabus management software agreement with **Intellidemia, Inc.** (New York, NY), for the period beginning October 1, 2022 through September 30, 2023, at a total amount of \$21,000.00;

C. Interlocal Agreements

18)Professional Development Services (Interlocal Agreement/Renewal): renew the professional development services with **Region One Education Service Center** (Edinburg, TX), through an interlocal agreement, for the period beginning September 1, 2022 through August 31, 2023, at a total amount of \$18,250.00;

19)Contract Training Agreement (Interlocal Agreement): approve a contract training agreement with **McAllen Independent School District** (McAllen, TX), through an interlocal agreement, for the period beginning August 1, 2022 through July 31, 2023, at no charge to the College;

Recommend Action - The total for all award of proposals, purchases, renewals, and interlocal agreements is \$1,586,722.00.

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

Consent Agenda:

d. Approval to Disposal of Automotive Technology Program Donated Vehicles

Approval on disposal of three (3) automotive technology program donated vehicles from Ford Motor Company was requested.

Purpose – The Automotive Program in the Division of Business, Public Safety, and Technology and Fixed Asset/Inventory Department requested approval for the disposal of three (3) instructional vehicles donated by Ford Motor Company as per Policy #5125: Disposal of Surplus Property and for these assets to be removed from the College's fixed assets ledger as presented.

Justification – After many years of use, the vehicles were no longer beneficial for student instruction due to the age of the vehicles and change in technology.

The Ford Motor Company vehicle donation program required that all donated vehicles that are no longer beneficial for student instruction be returned to or transferred at the time of disposal. When Ford Motor Company donates these vehicles to the College, it is with the understanding that the vehicles are strictly for student instruction and not to be driven on the road. In order for Ford Motor Company to assure that these vehicles will never be driven on the road, they require all instructional institutions return or transfer to an entity designated by the Ford Motor Company.

Ford Motor Company requested that these vehicles be transferred to the McAllen Fire Department.

Enclosed Documents - A listing of the vehicles to be disposed/returned/transferred was included in the packet for Board's information and review.

Mary Elizondo, Vice President for Finance and Administrative Services and Becky Cavazos, Director of Purchasing, attended the July 12, 2022 Finance, Audit, and Human Resources Committee meeting to address any questions by the committee.

The Finance, Audit, and Human Resources Committee recommended Board approval of the disposal of three (3) automotive technology program donated from Ford Motor Company to the McAllen Fire Department and for these assets to be removed from the College's fixed assets ledger as presented.

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

Consent Agenda:

e. Approval of Proposed Budget Amendment for FY 2021 – 2022

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

The proposed budget amendment was necessary to fund and process transfers from the Unrestricted Fund to the Plant Funds for the purpose of funding capital improvement projects and deferred maintenance.

As a result of the proposed budget amendment, the total budgeted revenues and expenditures/fund balance for the Unrestricted and Plant Funds for Fiscal Year 2021 – 2022 would increase as follows:

**Fiscal Year 2021 - 2022
 Budgeted Revenues and Expenditures/Fund Balance Net Effect**

Fund	Exh.	Amended Budget	Proposed Amendment	Amended Budget
Unrestricted Fund	A	\$191,234,348	\$3,000,000	\$194,234,348
Unexpended Plant Fund – Construction	B	17,239,709	-	17,239,709
Renewals and Replacements Plant Fund	C	6,590,868	-	6,590,868

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

The budget amendment was proposed as follows:

1. Budget Amendment – Increase Unrestricted Fund Balance Carryover and Increase Unrestricted Fund Balance Transfer to Plant Funds

A budget amendment was proposed to increase the Unrestricted Fund Balance Carryover Allocations by \$3,000,000 for the purpose of transferring funds from the Unrestricted Fund Balance to the Unexpended Plant Fund - Construction and to the Renewals and Replacements Plant Fund, as follows:

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

Fund	Amended Budget	Proposed Amendment	Amended Budget
Unexpended Plant Fund – Construction	\$4,345,336	\$2,000,000	\$6,345,336
Renewals and Replacements Plant Fund	-	1,000,000	1,000,000

The budget amendment was proposed to transfer out from the Unrestricted Fund to the Unexpended Plant Fund – Construction and to the Renewals and Replacements Plant Fund in the amounts of \$2,000,000 and \$1,000,000, respectively.

2. Budget Amendment – Transfer Fund Balance from the Unrestricted Fund to the Plant Funds

A budget amendment was proposed to transfer fund balance from the Unrestricted Fund to the Plant Funds for the purpose of funding capital improvement projects and deferred maintenance, as follows:

- Transfer to the Unexpended Plant Fund - Construction from the Unrestricted Fund in the amount of \$2,000,000
- Transfer to the Renewals and Replacements Plant Fund from the Unrestricted Fund in the amount of \$1,000,000.

3. Summary of Proposed Transfer from Unrestricted Fund to Plant Funds

**Fiscal Year 2021 - 2022
 Summary of Proposed Transfers to Plant Funds**

Fund	Original Budget Transfer In/(Out)	Amendment Transfer In/(Out)	Amended Budget Total Transfer In/(Out)
Unrestricted Fund	\$ (3,500,000)	\$ (3,000,000)	\$ (6,500,000)
Unexpended Plant Fund - Construction	\$ 3,500,000	\$ 2,000,000	\$ 5,500,000
Renewals and Replacements Plant Fund	\$ -	\$ 1,000,000	\$ 1,000,000

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

Mrs. Mary Elizondo, Vice President for Finance and Administrative Services, presented the Proposed Budget Amendment for FY 2021 – 2022 to the Finance, Audit, and Human Resources Committee at their July 12, 2022 meeting.

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

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

Discussion and Action as Necessary to Implement a Four-and-a-Half-Day Work Week Schedule Starting August 1, 2022 and Ending on August 31, 2023

Approval to extend the current pilot four-and-a-half-day work week schedule starting August 1, 2022 and ending August 31, 2023, was requested.

Purpose – To revise working hours starting on August 1, 2022 and ending on August 31, 2023, to a four-and-a-half-day work week schedule, while still meeting the forty (40) hour work week requirement. This time period will address the entire Fiscal Year of 2022-2023.

Justification – The modified work week schedule is a common practice in community colleges and is recognized as a cost reduction measure and an incentive for employees.

Background – On April 13, 2022, a survey was released to all employees to gain feedback regarding interest in the four-and-a-half-day work week. Feedback was positive and the four-and-a-half-day work week pilot was launched on May 16, 2022 after Board approval at the May 12, 2022 Special Board meeting.

A second survey was released on June 27, 2022 to gain feedback from employees regarding the actual experience of the four-and-a-half-day work week. Feedback was again positive and 83% of employees who responded showed interest in extending the schedule and 7% of employees responded that they were neutral.

The survey was issued and the responses provided valuable feedback on the following items:

- Employee Satisfaction Factors
 - Work Productivity (Exhibit A-1)
 - Work/Life Balance (Exhibit A-2)
 - Lunch Schedules (Exhibit A-3)
 - Longer Weekend (Exhibit A-4)
 - Employee Morale (Exhibit A-5)
- Extension to Fall Semester (Exhibit B)
- Extension to Spring Semester (Exhibit C)

All employees of the College were asked to participate in the survey and 465 responses were received by July 1st.

The results are shown graphically on Exhibits A through C, that were included in the packet.

Recommendation – Administration recommended that employees work with their supervisors to continue implementing the four-and-a-half-day work week based on one of the previously approved schedules below while ensuring coverage of operations.

- Monday – Thursday 8:00am – 5:30pm (Half hour Lunch)
- Monday – Thursday 7:30am – 5:00pm (Half hour Lunch)
- Monday – Thursday 7:45am – 5:15pm (Half hour Lunch)
- Monday – Thursday 8:00am – 6:00pm (Full hour Lunch)

Exceptions outside these schedules would be made at the discretion and approval of the supervisor.

Reviewers - The proposed modified work week schedule was reviewed by administrative staff and cabinet members.

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

On July 12, 2022, the Finance, Audit, and Human Resources Committee did not make a recommendation on this item, asking that it be presented for deliberation by the full Board of Trustees.

At the July 26, 2022 Regular Board Meeting, the Board requested additional information, specifically regarding potential adverse impact to the students, if this schedule were to be extended through the following year.

Upon a motion by Mrs. Dalinda Gonzalez-Alcantar and a second by Mrs. Victoria Cantú, the Board of Trustees of South Texas College approved and authorized an extension of the four-and-a-half-day work week for two weeks, to provide time for further review, asking for an update at the August 9, 2022 Special Board Meeting. The motion carried.

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

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

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

All trustees were provided the opportunity to ask the item be removed from the Consent Agenda for further discussion. Otherwise, the Board was asked to formally act on the full consent agenda, according to the details and recommended action presented for the item in the following pages

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

- b. Approval of Final Completion of the District Wide Automatic Door Openers Phase IV

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 item a of the Facilities Committee Consent Agenda as presented. The motion carried.

Consent Agenda:

a. Approval of Final Completion of the District Wide Automatic Door Openers Phase IV

Approval of final completion of the District Wide Automatic Door Openers Phase IV was 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	Final Completion Recommended	July 7, 2022

This project was initiated to provide various building entrances with accessibility upgrades. It was 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 was the fourth and final phase of this project to upgrade all College facilities.

Final Completion, including punch list items, was accomplished as required in the Owner/Contractor agreement for this project. It was recommended that final completion and release of final payment for this project with R. E. Friedrichs Company be approved. 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	\$43,225	\$9,775

On July 7, 2022, Ethos Engineering verified that all punch list items were completed.

Enclosed Documents

A copy of the final completion letter and photos were provided for the Board’s review and information.

The Facilities Committee recommended Board approval of final completion and release of final payment of \$9,775 to R. E. Friedrichs Company for the District Wide Automatic Door Openers Phase IV as presented.

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

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

The Facilities Planning and Construction staff provided a design and construction update. This update summarized the status of each capital improvement and renewals & replacements project currently in progress, 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.

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 June 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 **June 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 June 2022. The motion carried.

Announcements

A. Next Meetings:

- Tuesday, August 9, 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, August 23, 2022
 - 5:30 p.m. – Regular Board Meeting

Adjournment

There being no further business to discuss, the Regular Meeting of the South Texas College Board of Trustees adjourned at 6:44 p.m.

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

X_____

Mrs. Victoria Cantú

Board Secretary

**SOUTH TEXAS COLLEGE
BOARD OF TRUSTEES SPECIAL MEETING
Tuesday, August 9, 2022 @ 5:30 p.m.
Ann Richards Administration Building Board Room
Pecan Campus, McAllen, Texas 78501**

Minutes

Call Meeting to Order:

The Special Board Meeting of the South Texas College Board of Trustees was held on Tuesday, August 9, 2022 in the Ann Richards Administration Building Board Room at the Pecan Campus in McAllen, Texas. The meeting commenced at 5:33 p.m. with Ms. Rose Benavidez presiding.

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

Members absent: Mrs. Victoria Cantú

Also present: Dr. Ricardo J. Solis, Mr. Javier Villalobos, Mrs. Mary Elizondo, Mr. Matthew Hebbard, Dr. Rodney Rodriguez, Mrs. Becky Cavazos, Mrs. Laura Requena, Ms. Alicia Correa, Mr. Rick De La Garza, Mr. George McCaleb, Dr. Jesus Campos, Mrs. Myriam Lopez, Mr. Khalil Abdullah, Mrs. Lynda Lopez, Ms. Gardenia Perez, and Mr. Andrew T. Fish.

Determination of a Quorum

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

Public Comments

Dr. Rodney Rodriguez provided a brief update on behalf of the South Texas College Foundation.

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

**Discussion and Action as Necessary to Extend the Current Pilot for the
Four-and-a-Half-Day Work Week Schedule Starting August 1, 2022 and
Ending on August 31, 2023**

Approval to extend the current pilot four-and-a-half-day work week schedule starting August 1, 2022 and ending August 31, 2023, was requested.

Purpose – To revise working hours starting on August 1, 2022 and ending on August 31, 2023, to a four-and-a-half-day work week schedule, while still meeting the forty (40) hour work week requirement. This time period will address the entire Fiscal Year of 2022-2023.

Justification – The modified work week schedule is a common practice in community colleges and is recognized as a cost reduction measure and an incentive for employees.

Background – On April 13, 2022, a survey was released to all employees to gain feedback regarding interest in the four-and-a-half-day work week. Feedback was positive and the four-and-a-half-day work week pilot was launched on May 16, 2022 after Board approval at the May 12, 2022 Special Board meeting. At that May 2022 meeting, the Board instructed administration to provide an update and any recommendation regarding potential extension of the schedule into the following academic year.

To prepare the Board update, second survey was released on June 27, 2022 to gain feedback from employees regarding the actual experience of the four-and-a-half-day work week. Feedback was again positive and 83% of employees who responded showed interest in extending the schedule and 7% of employees responded that they were neutral.

At the July 26, 2022 Regular Board Meeting, the Board requested additional information, specifically regarding potential adverse impact to the students, if this schedule were to be extended through the following year. The Board approved an extension of the four-and-a-half-day work week for two weeks, to provide time for further review, asking for an update at the August 9, 2022 Special Board Meeting.

Anticipated Student Impact

Administration continually collects and monitors student traffic, including usage of specific resources and services and periods of high demand. Areas that see periods of high demand include registration, advising, and financial aid during enrollment periods, and library and tutoring services throughout the academic semester.

Prior to any four-and-a-half-day work week scheduling, administration provided teams the flexibility to schedule as necessary to meet anticipated student demand, including extended hours into evenings and on weekends as necessary. During the recent pilot period utilizing the four-and-a-half-day work week, leadership continued to monitor traffic to ensure students' needs were met.

Online and after-hours services are also provided to ensure student requests for services are received, tracked, and responded to by appropriate departments.

Administration has noted that historically, there has been a very low demand for student facing services on Friday afternoons throughout most of the year. During those periods when high student demand is expected, flexible scheduling is routinely used to meet that demand.

Additionally, online and on-call options are provided to students who require services after-hours, including on Friday afternoons.

Administration anticipated no significant negative impact to students from the proposed continuation of the four-and-a-half-day work week into the Fall 2022 semester or beyond.

While the data was not yet ready at the time of publication of meeting packet, Matthew Hebbard, Vice President for Student Affairs and Enrollment Management, and Dr. Jesus Campos, Dean for Library and Learning Support Services, attended the August 9, 2022 Finance, Audit and Human Resources Committee to review current data regarding the booking of appointments for financial aid and enrollment offices to help identify trends in student traffic during a high-enrollment period and utilization of Library, CLE, and open labs resources.

Adjustments to schedules would be made at the discretion and approval of individual supervisors responsible to ensure students' needs are met, and monitored by executive administration.

On August 9, 2022, the Finance, Audit, and Human Resources Committee recommended Board approval to extend the current four-and-a-half-day work week schedule for August 1, 2022 through August 31, 2023.

Reviewers - The proposed modified work week schedule was reviewed by administrative staff and cabinet members.

Mary Elizondo, Vice President for Finance and Administrative Services, and Matthew Hebbard, Vice President for Student Affairs and Enrollment Management, attended the Meeting to address any questions by the trustees.

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 extending the current four-and-a-half-day work week schedule for August 1, 2022 through August 31, 2023. The motion carried.

Announcements

A. Next Meetings:

- Tuesday, August 23, 2022
 - 4:00 p.m. – Finance, Audit, and Human Resources Committee Meeting
 - 5:00 p.m. – Public Hearing and Special Board Meeting
 - 5:30 p.m. – Regular Board Meeting

Adjournment

There being no further business to discuss, the Special Meeting of the South Texas College Board of Trustees adjourned at 5:56 p.m.

I certify the foregoing are the true and correct minutes of the Tuesday, August 9, 2022 Special Board Meeting of the South Texas College Board of Trustees.

X _____

Mrs. Victoria Cantú

Board Secretary

Approval and Authorization to Accept Grant Awards and Agreements

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

1. Texas Department of Agriculture, Child and Adult Care Food Program Application Renewal in the amount of \$50,526.70

This award provides reimbursements for nutritious meals and snacks for eligible children who are enrolled for care at the South Texas College Mid Valley Child Development Center. Authorization is requested to use the grant funds for reimbursement of the meals served, preparation of reports, and other activities related to this grant, not exceeding the amount awarded. The funding period is from October 1, 2022 to September 30, 2023.

This award aligns with Strategic Direction #4, Foster Student Success, by providing effective support structures for students that promote persistence, educational attainment, and academic achievement.

2. Texas Workforce Commission, Information Technology (IT) Registered Apprenticeship Expansion Grant in the amount of \$119,886

This award will help to create work-based learning opportunities for students in the Registered IT Apprenticeship Expansion Program (RAP). This program will engage approximately six IT-related businesses in the region to help support the state's prescribed target IT occupations, Computer User Support Specialist and Computer Network Specialist. The apprenticeship expansion program will offer students an opportunity to work toward a nationally recognized credential and help them gain the necessary skills and knowledge needed to be workforce ready. The funding period for this grant is from August 1, 2022 to July 31, 2023.

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

3. Texas Workforce Commission, Building Construction Trades Training Project in the amount of \$60,000

Funding from this program will help at least 20 participants in the Electrician Technician Construction Trades Industry earn (3) three Industry Building Certifications (IBC) such as the National Center for Construction Education and Research (NCCER) Core Curriculum, the OSHA-30 Safety Certification and the NCCER Electric Level 1 Certification. In addition, this 211-hour program will lead to additional IBCs, such as NCCER Electrical Level 2, NCCER Electrical Level 4, Electrician Technology certificate, and Electrician Technology Associates degrees. The aligns with one or more Target Occupations in BCT for the Electrician Technician and Construction Trades to help meet the needs of Texas employers

in the Local Workforce Development Area. The funding period for this grant is from August 25, 2022 to November 30, 2023.

This grant is aligned to Strategic Direction #3, Access and Success, by offering comprehensive academic and technical programs that are responsive to a regional workforce and high-demand occupation training that leads to gainful employment opportunities.

4. Texas Workforce Commission, Explore STEM! for Students with Disabilities additional funds in the amount of \$40,022

The additional funds for this grant are based on the year two work plan that was originally submitted to the agency in December of 2021. The original award amount of \$31,000 was approved by the board of directors in March of 2021 and awarded to the Institute for Advanced Manufacturing (IAM) to provide STEM-based summer camps for students ages 14-22. Explore STEM camps are designed to provide students with disabilities the opportunity to learn about STEM occupations through hands-on modalities. This grant allows IAM an opportunity to work with students with disabilities, enhance their learning experience through interactive learning, and encourage students to persist in STEM-related studies. The funding period is from March 1, 2021 to December 31, 2022.

This grant is aligned to Strategic Direction #1, Lead Community Engagement, by providing middle and high school students with disabilities the opportunity to engage in coherent educational experiences through Science, Technology, Engineering and Math (STEM) learning camps that encourage them to pursue higher education in STEM-related occupations.

5. Texas Higher Education Coordinating Board, Texas Reskilling and Upskilling through Education (TRUE) Grant Program, in the amount of \$385,500

This grant will support a training program for two in demand mechanic occupations that include Heating, Ventilation, Air Conditioning (HVAC), and Bus/Truck Mechanics. These two programs are considered target occupations by the Lower RGV Workforce Development Board (Workforce Solutions) and credibly viewed as high value/high need fields. The funding period for this grant is upon execution of the contract to August 31, 2023.

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

6. Region One Education Service Center, Adult Education and Family Literacy Act Service Agreement, in the amount of \$226,649.64

This agreement provides funding for post-secondary education/training services through an Integrated Education and Training model for 82 students. The college's Department of Continuing, Professional and Workforce Education will provide

Adult Basic Education and Adult Secondary Education instructional services training in Educational Aide, Forklift Operator, Structural Welding, and Medical Office Specialist. The funding period is from July 1, 2022 to June 30, 2023.

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

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

Funding from the Kenedy Memorial Foundation will provide scholarships for students in need of financial assistance to help support the completion of an Associate of Applied Science Degree in a technical field. The Division of Business, Public Safety, and Technology Department will manage the dissemination of these funds to students with support from Financial Aid Services at South Texas College (STC). The funding period is from September 1, 2022 to August 31, 2023.

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

8. Any Additional Grants Pending Official Award

Summary of Grant Award Funding

The presented grants will provide up to **\$897,584.34** in funding for the college to provide services and opportunities throughout the region.

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

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

- 1. Texas Department of Agriculture, Child and Adult Care Food Program Application Renewal in the amount of \$50,526.70**
- 2. Texas Workforce Commission, Information Technology (IT) Registered Apprenticeship Expansion Grant in the amount of \$119,886**
- 3. Texas Workforce Commission, Building Construction Trades Training Project in the amount of \$60,000**
- 4. Texas Workforce Commission, Explore STEM! for Students with Disabilities additional funds in the amount of \$40,022**

- 5. Texas Higher Education Coordinating Board, Texas Reskilling and Upskilling through Education (TRUE) Grant Program, in the amount of \$385,500**
- 6. Region One Education Service Center, Adult Education and Family Literacy ACT Service Agreement, in the amount of \$226,649.64**
- 7. The John G. and Marie Stella Kenedy Memorial Foundation, Scholarship in the amount of \$15,000**

Approval Recommended:

Dr. Ricardo J. Solis
President

Initial Review and Discussion of Proposed Policies for Adoption and Retirement of Current Policies

The Board of Trustees is asked to review and discuss the proposed policies for adoption and the proposed policies for retirement. For the August 23, 2022 Regular Board Meeting, this item is presented for discussion only, and no action is requested.

Purpose – The proposed adoption of new policies and retirement of current policies is necessary to align with the Texas Association of School Boards (TASB) policy manual.

Justification – The request to adopt and retire policies is needed to align the policies with the comprehensive, current, and legally sound policy manual, to strengthen the policies’ language, and transition policies to a standardized format. The adoption of new and/or retired policies are as follows:

Adopt New Policy	Retired Policy(ies)
A-1. AB College District – Name and Definitions	A-2. Policy #1000: Preamble & Definitions <ul style="list-style-type: none"> • Replaced by AB (Local), BA (Local), and BBB (Local)
B-1. BA Board Legal Status	
C-1. BBB Board Members - Elections	C-2. Policy #1300: Single-Member Districts <ul style="list-style-type: none"> • Replaced by BBB (Local) C-3. Policy #1400: Elections <ul style="list-style-type: none"> • Replaced by BBB (Local) C-4. Policy #1410: Oath of Office <ul style="list-style-type: none"> • Replaced by BBB (Legal)
D-1. BBD Board Members – Orientation and Training	D-2. Policy #1520: Orientation and Training of Trustees <ul style="list-style-type: none"> • Replaced by BBD (Local) and BBH (Local)
E-1. BBE Board Members - Authority	E-2. Policy #1001: Authority & Functions of the Board, Committees and Individual Trustees <ul style="list-style-type: none"> • Replaced by BBE (Local) and BCG (Local) E-3. Policy #1630: Texas Open Meetings Act <ul style="list-style-type: none"> • Replaced by BBE (Local) and BDB (Local)
F-1. BBF Board Members - Ethics	F-2. Policy #1020: Goals for Trustees <ul style="list-style-type: none"> • Replaced by BBF (Local) F-3. Policy #1510: Code of Ethics for Board Members <ul style="list-style-type: none"> • Replaced by BBF (Local)

Adopt New Policy	Retired Policy(ies)
G-1. BBG Board Members – Compensation and Expenses	G-2. Policy #1530: Compensation and Expenses <ul style="list-style-type: none"> • Replaced by BBG (Local)
H-1. BBH Board Members – Conventions, Conferences, and Workshops	
I-1. BCA Board Internal Organization – Board Officers and Officials	I-2. Policy #1100: Board Officers <ul style="list-style-type: none"> • Replaced by BCA (Local)
J-1. BCB Board Internal Organization – Board Committees	J-2. Policy #1110: Board Committees <ul style="list-style-type: none"> • Replaced by BCB (Local)
K-1. BCC Board Internal Organization – Attorney	K-2. Policy #2200: Legal Counsel <ul style="list-style-type: none"> • Replaced by BCC (Local)
L-1. BCG Board Internal Organization – Board Evaluation	
M-1. BD Board Meetings	M-2. Policy #1610: Types of Meetings <ul style="list-style-type: none"> • Replaced by BD (Local) M-3. Policy #1620: Meeting Procedures <ul style="list-style-type: none"> • Replaced by BD (Local) and BDB (Local) M-4. Policy #1625: Notice of Meeting: Contents of Notice <ul style="list-style-type: none"> • Replaced by BD (Local) M-5. Policy #1640: Agenda <ul style="list-style-type: none"> • Replaced by BD (Local) M-6. Policy #1645: Consent Agenda <ul style="list-style-type: none"> • Replaced by BD (Local) M-7. Policy #1650: Quorum <ul style="list-style-type: none"> • Replaced by BD (Local) M-8. Policy #1660: Minutes <ul style="list-style-type: none"> • Replaced by BD (Local)
N-1. BDB Board Meetings – Public Participation <ul style="list-style-type: none"> • Administration requests Board feedback on whether to include or delete language requiring that anyone who wishes to address the Board in Public Comment must give prior indication of the topic or agenda item they wish to discuss. 	

Adopt New Policy	Retired Policy(ies)
O-1. BE Policy and Bylaw Development	O-2. Policy #1700: Board Policies <ul style="list-style-type: none"> • Replaced by BE (Local) O-3. Policy #2300: Developing, Recommending, and Implementing Policy <ul style="list-style-type: none"> • Replaced by BE (Local)
P-1. BFA Chief Executive Officer Qualifications and Duties	P-2. Policy #1010: Authority & Functions of the College President <ul style="list-style-type: none"> • Replaced by BFA (Local) P-3. Policy #Policy 2100: Duties and Responsibilities of the President <ul style="list-style-type: none"> • Replaced by BFA (Local) P-4. Policy #Policy 2110: Qualifications of the President <ul style="list-style-type: none"> • Replaced by BFA (Local) and Move to Procedure
Q-1. BFD Chief Executive Officer – Retirement or Resignation	Q-2. Policy #2160: Retirement or Resignation of the President <ul style="list-style-type: none"> • Replaced by BFD (Local)

The following policies are also recommended for retirement. They are duplicative with existing legal policies as maintained for South Texas College by TASB, or TASB recommends transitioning to a procedure, as deemed appropriate, by College staff based on internal operations and functions:

- R-1. Retire Current Policy #1011: Relationship Between Board and President
 - TASB recommends development as a Procedure Document instead of a Board Policy

- S-1. Retire Current Policy #1200: Qualifications for Service as Trustee
 - Replaced by BBA (Legal) – Board Members – Eligibility/Qualifications

- T-1. Retire Current Policy #1210: Resignation of Trustee
 - Replaced by BBC (Legal) – Board Members – Vacancies and Removal from Office

- U-1. Retire Current Policy #1220: Vacancy on the Board of Trustees
 - Replaced by BBC (Legal) – Board Members – Vacancies and Removal from Office

- V-1. Retire Current Policy #1230: Removal from Office
 - Replaced by BBC (Legal) – Board Members – Vacancies and Removal from Office

- W-1. Retire Current Policy #1511: Trustee Duty to Disclose Substantial Interests in a Business Entity or in Real Estate; Disclosure Requirements and Abstention
 - Replaced by BBFA (Legal) – Conflict of Interest Disclosures

- X-1. Retire Current Policy #1512: Nepotism: Public Officials
 - Replaced by DBE (Legal) – Employment Requirements and Restrictions – Nepotism

- Y-1. Retire Current Policy #1670: Executive Sessions
 - Replaced by BDA (Legal) – Board Meetings – Closed Meetings

- Z-1. Retire Current Policy #1671: Executive Session Certified Agenda
 - Replaced by BDA (Legal) – Board Meetings – Closed Meetings

- AA-1. Retire Current Policy #1800: Position on Legislative Matters
 - TASB recommends development as a Procedure Document instead of a Board Policy

Background – On March 31, 2020, the Board of Trustees approved an interlocal agreement with TASB for Policy Management Service. Throughout FY 2022 and FY 2023, current College board policies will be reviewed, retired, and transitioned into the TASB formatted policies. TASB will then provide a comprehensive, current, and legally sound Policy Manual.

Reviewers – The new and retired policies have been reviewed by staff, administrators, TASB staff, College staff, and STC Legal Counsel.

Enclosed Documents - The new and or retired policies follow in the packet for the Committee's information and review.

Andrew Fish, Board Relations Officer, and Gardenia Perez, Chief of Staff, will be present at the Meeting to address questions by the Trustees.

No action is requested at this time. Any feedback received from the Board of Trustees will be reviewed with administration, legal counsel, and TASB, and incorporated into policies proposed for Board action on September 27, 2022.

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

a. Review and Discussion of South Texas College Proposed 2022 Tax Year Tax Rate

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

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

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

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

Use of Interest and Sinking Reserve Funds

The Vice President for Financial Administrative Services and Business Office staff met with Estrada Hinojosa & Company, Inc. to address options to continue using the Interest and Sinking reserved funds available. The following options were discussed with Estrada Hinojosa & Company, Inc.:

- Option 1 – Use the Interest and Sinking reserve funds to lower the debt tax rate.
- Option 2 – Do not use the Interest and Sinking reserve for potential bond election to be held prior to FY 2024-2025 when the tax rate will decrease because two bond issuances will be paid off resulting in a decreased debt requirement.

Option 1 is based on the use of Interest and Sinking reserve funds to lower the debt tax rate. The table below reflects \$2,600,000 Interest and Sinking reserve funds used for the bond payments which results in a rate of \$0.0227:

	M&O RATE	DEBT RATE	RATE	REVENUE
No-New-Revenue Tax Rate (Formerly Effective Tax Rate)			\$0.1572	\$79,363,113
Voter-Approval Tax Rate (Formerly Rollback Tax Rate)	\$0.1388	\$0.0227	\$0.1615	\$81,351,314
Proposed Tax Rate	\$0.1388	\$0.0227	\$0.1615	\$81,351,314

Option 2 is based on zero use of Interest and Sinking reserve funds for the debt tax rate. With this option, the debt tax rate will collect the amount necessary to fully fund all debt service payments. The table below reflects zero use of Interest and Sinking reserve funds for bond payments which results in a debt tax rate of \$0.0282:

	M&O RATE	DEBT RATE	RATE	REVENUE
No-New-Revenue Tax Rate (Formerly Effective Tax Rate)			\$0.1572	\$79,363,113
Voter-Approval Tax Rate (Formerly Rollback Tax Rate)	\$0.1388	\$0.0282	\$0.1670	\$83,894,361
Proposed Tax Rate	\$0.1388	\$0.0282	\$0.1670	\$83,894,361

The debt tax rate of both options is lower than the current debt tax rate of \$0.0315. As shown in the tables above, the debt tax rate with option 1 (\$0.0227) is lower than debt tax rate of option 2 (\$0.0282) by \$0.0055.

The proposed maintenance and operations (M&O) tax rate of \$0.1388 is the maximum rate that the College can adopt to not exceed the voter-approval tax rate and not be required to hold an election to vote on the proposed tax rate.

South Texas College is required to hold a public hearing and publish special notices before adopting the proposed tax rate of either \$0.1615 or \$0.1670 since this tax rate does exceed the no-new-revenue tax rate but does not exceed the voter-approval tax rate.

In fiscal year 2022, South Texas College held a public hearing and published special notices before adopting the tax rate of \$0.1715, \$0.1400 cents for M&O and \$0.0315 for I&S.

The Notice of 2022 Tax Rates and a presentation on Proposed 2022 Property Tax Rate follow in the packet for the Board's information and review.

Dr. Miguel De Los Santos, Estrada Hinojosa & Company, Inc. will be present to discuss the options of using the Interest and Sinking Reserve funds.

Notice about 2022 Tax Rates

Property tax rates in South Texas College.

This notice concerns the 2022 property tax rates for South Texas College. This notice provides information about two tax rates used in adopting the current tax year's tax rate. The no-new-revenue tax rate would impose the same amount of taxes as last year if you compare properties taxed in both years. In most cases, the voter-approval tax rate is the highest tax rate a taxing unit can adopt without holding an election. In each case, these rates are calculated by dividing the total amount of taxes by the current taxable value with adjustments as required by state law. The rates are given per \$100 of property value.

This year's no-new-revenue tax rate	\$0.1572/\$100
This year's voter-approval tax rate	\$0.1615/\$100

To see the full calculations, please visit South Texas College for a copy of the Tax Rate Calculation Worksheet.

Unencumbered Fund Balances

The following estimated balances will be left in the taxing unit's accounts at the end of the fiscal year. These balances are not encumbered by corresponding debt obligation.

Type of Fund	Balance
Interest and Sinking Account	15,156,973

Current Year Debt Service

The following amounts are for long-term debts that are secured by property taxes. These amounts will be paid from upcoming property tax revenues (or additional sales tax revenues, if applicable).

Description of Debt	Principal or Contract Payment to be Paid from Property Taxes	Interest to be Paid from Property Taxes	Other Amounts to be Paid	Total Payment
Limited Tax Bonds, Series 2014	2,760,000	138,000	0	2,898,000
Limited Tax Bonds, Series 2015	5,465,000	445,450	0	5,910,450
Limited Tax Refunding Bonds, Taxable Series 2020	375,000	1,680,850	0	2,055,850
Limited Tax Refunding Bonds, Taxable Series 2021	235,000	2,099,223	0	2,334,223

Total required for 2022 debt service	\$13,198,523
- Amount (if any) paid from funds listed in unencumbered funds	\$2,600,000
- Amount (if any) paid from other resources	\$0
- Excess collections last year	\$0
= Total to be paid from taxes in 2022	\$10,598,523
+ Amount added in anticipation that the unit will collect only 100.94% of its taxes in 2022	\$-98,699
= Total debt levy	\$10,499,824

This notice contains a summary of actual no-new-revenue and voter-approval calculations as certified by Mary G. Elizondo, Vice President for Finance and Administrative Services on 08/18/2022 .

Visit [Texas.gov/PropertyTaxes](https://www.texas.gov/PropertyTaxes) to find a link to your local property tax database on which you can easily access information regarding your property taxes, including information about proposed tax rates and scheduled public hearings of each entity that taxes your property.

The 86th Texas Legislature modified the manner in which the voter-approval tax rate is calculated to limit the rate of growth of property taxes in the state.

Notice about 2022 Tax Rates

Property tax rates in South Texas College.

This notice concerns the 2022 property tax rates for South Texas College. This notice provides information about two tax rates used in adopting the current tax year's tax rate. The no-new-revenue tax rate would impose the same amount of taxes as last year if you compare properties taxed in both years. In most cases, the voter-approval tax rate is the highest tax rate a taxing unit can adopt without holding an election. In each case, these rates are calculated by dividing the total amount of taxes by the current taxable value with adjustments as required by state law. The rates are given per \$100 of property value.

This year's no-new-revenue tax rate	\$0.1572/\$100
This year's voter-approval tax rate	\$0.1670/\$100

To see the full calculations, please visit South Texas College for a copy of the Tax Rate Calculation Worksheet.

Unencumbered Fund Balances

The following estimated balances will be left in the taxing unit's accounts at the end of the fiscal year. These balances are not encumbered by corresponding debt obligation.

Type of Fund	Balance
Interest and Sinking Account	15,156,973

Current Year Debt Service

The following amounts are for long-term debts that are secured by property taxes. These amounts will be paid from upcoming property tax revenues (or additional sales tax revenues, if applicable).

Description of Debt	Principal or Contract Payment to be Paid from Property Taxes	Interest to be Paid from Property Taxes	Other Amounts to be Paid	Total Payment
Limited Tax Bonds, Series 2014	2,760,000	138,000	0	2,898,000
Limited Tax Bonds, Series 2015	5,465,000	445,450	0	5,910,450
Limited Tax Refunding Bonds, Taxable Series 2020	375,000	1,680,850	0	2,055,850
Limited Tax Refunding Bonds, Taxable Series 2021	235,000	2,099,223	0	2,334,223

Total required for 2022 debt service	\$13,198,523
- Amount (if any) paid from funds listed in unencumbered funds	\$0
- Amount (if any) paid from other resources	\$0
- Excess collections last year	\$0
= Total to be paid from taxes in 2022	\$13,198,523
+ Amount added in anticipation that the unit will collect only 100.94% of its taxes in 2022	\$-122,911
= Total debt levy	\$13,075,612

This notice contains a summary of actual no-new-revenue and voter-approval calculations as certified by Mary G. Elizondo, Vice President for Finance and Administrative Services on 08/18/2022 .

Visit [Texas.gov/PropertyTaxes](https://www.texas.gov/PropertyTaxes) to find a link to your local property tax database on which you can easily access information regarding your property taxes, including information about proposed tax rates and scheduled public hearings of each entity that taxes your property.

The 86th Texas Legislature modified the manner in which the voter-approval tax rate is calculated to limit the rate of growth of property taxes in the state.

Proposed 2022 Property Tax Rates

Finance, Audit, and Human Resources Committee
August 9, 2022



1

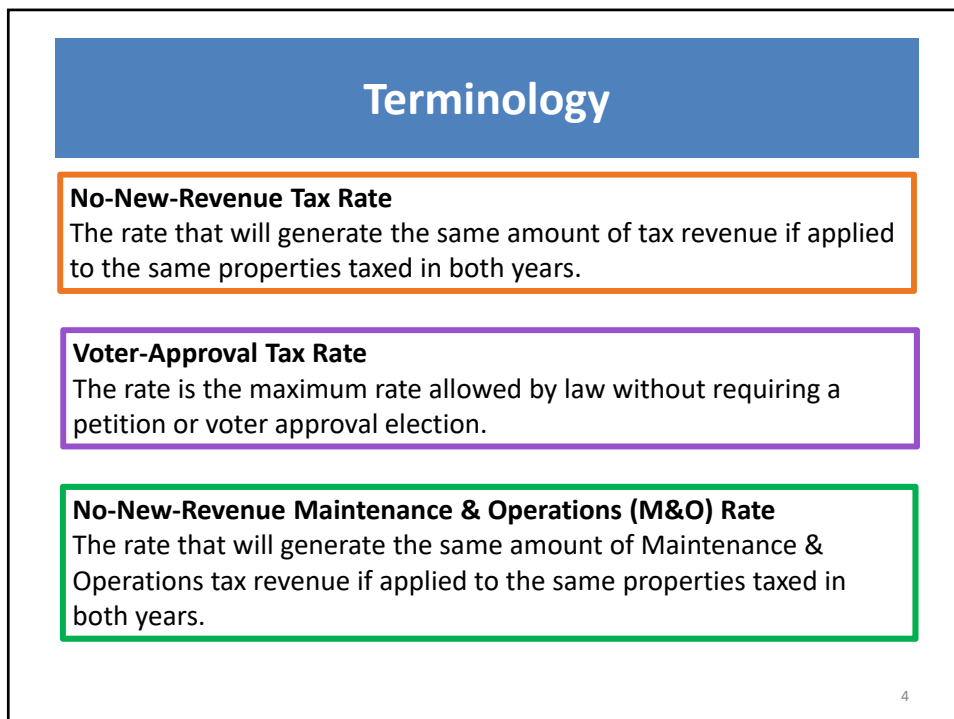
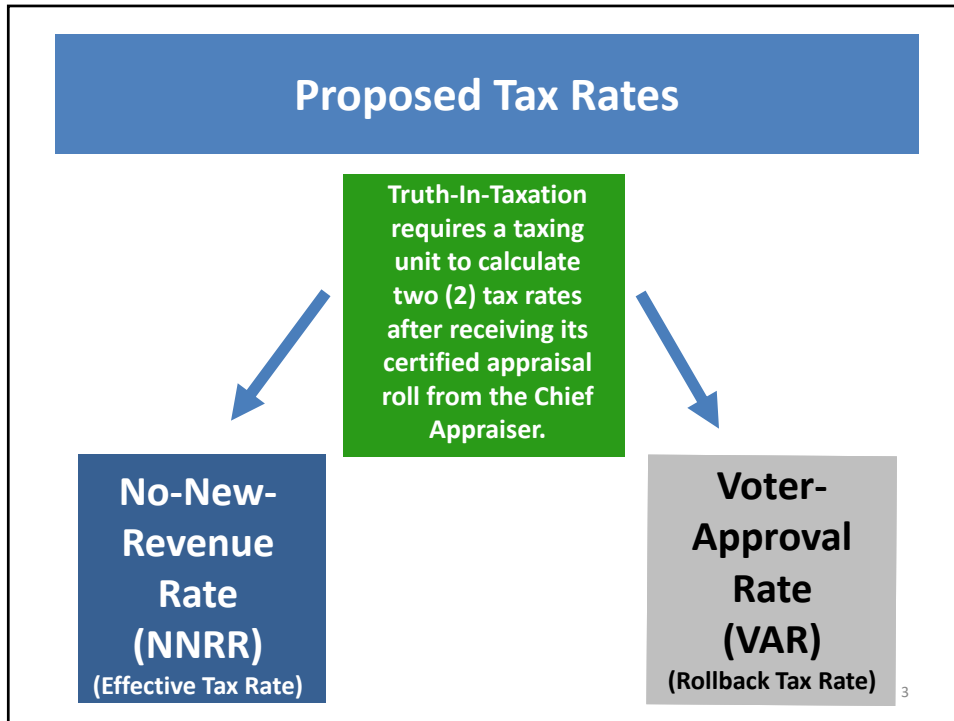
Proposed Tax Rates



Chapter 26 of the Property Tax Code requires taxing units to comply with truth-in-taxation laws in adopting the tax rate.

Truth in taxation is designed to inform the public of increases in total tax revenues assessed by taxing units.

2



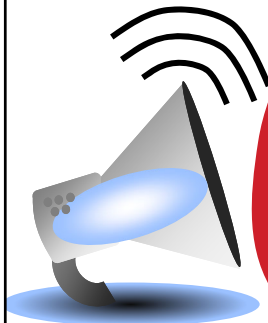
Special Notices & Public Hearing Requirement

A taxing unit must publish special notices and hold one public hearing before adopting a tax rate if the taxing unit proposes a tax rate that:

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

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Option 1: Proposed Total Tax Rate: \$0.1615



The College is required to hold one public hearing and publish special notices before adopting the proposed tax rate since the proposed rate (\$0.1615) does exceed the lower of:

- the no-new-revenue rate of (\$0.1572) but does not exceed
- the voter-approval rate of (\$0.1615)

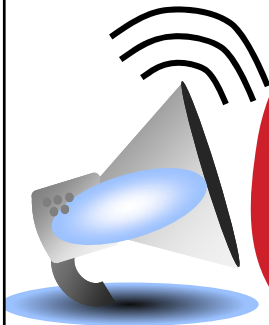
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Option 1 - Tax Rates Calculations

	M&O Rate	Debt Rate	Rate	Revenue
No-New-Revenue Rate (Formerly Effective Tax Rate)			\$0.1572	\$79,363,113
Voter-Approval Rate (Formerly Rollback Tax Rate)	\$0.1388	\$0.0227	\$0.1615	\$81,351,314
Proposed Tax Rate	\$0.1388	\$0.0227	\$0.1615	\$81,351,314

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Option 2: Proposed Total Tax Rate: \$0.1670



The College is required to hold one public hearing and publish special notices before adopting the proposed tax rate since the proposed rate (\$0.1670) does exceed the lower of:

- the no-new-revenue rate of (\$0.1572) but does not exceed
- the voter-approval rate of (\$0.1670)

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Option 2 - Tax Rates Calculations

	M&O Rate	Debt Rate	Rate	Revenue
No-New-Revenue Rate (Formerly Effective Tax Rate)			\$0.1572	\$79,363,113
Voter-Approval Rate (Formerly Rollback Tax Rate)	\$0.1388	\$0.0282	\$0.1670	\$83,894,361
Proposed Tax Rate	\$0.1388	\$0.0282	\$0.1670	\$83,894,361

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Required Steps

- July 25, 2022 – Deadline for chief appraiser to certify rolls to taxing units
- Certification of anticipated collection rate by collector
- Calculation of no-new-revenue and voter-approval tax rates
- August 23, 2022 – Meeting of governing body to discuss tax rate
- August 23, 2022 – The recommended proposed tax rate does exceed the lower of the no-new-revenue but does not exceed the voter-approval tax rate, take record vote and schedule one public hearing
- August 24, 2022 – Notice About 2022 Tax Rates published on South Texas College website

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Required Steps

- September 14, 2022 – Publish Notice of Public Hearing on Tax Increase
- September 23, 2022 – Schedule and announced meeting to adopt tax rate
- September 27, 2022 – Public Hearing
- September 27, 2022 – Meeting to adopt tax rate

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Thank You Questions?



12

**Conduct a Record Vote to Schedule a Public Hearing Regarding
 Adoption of the Proposed Tax Rate that Exceeds the No-New-
 Revenue Tax Rate and/or the Voter-Approval Tax Rate**

Approval by record vote to schedule a public hearing regarding adoption of the proposed tax rate that exceeds the no-new-revenue tax rate and/or the voter-approval tax rate is requested.

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

Option 1 – based on use of \$2,600,000 Interest and Sinking reserve funds

	M&O RATE	DEBT RATE	RATE	REVENUE
No-New-Revenue Tax Rate (Formerly Effective Tax Rate)			\$0.1572	\$79,363,113
Voter-Approval Tax Rate (Formerly Rollback Tax Rate)	\$0.1388	\$0.0227	\$0.1615	\$81,351,314
Proposed Tax Rate	\$0.1388	\$0.0227	\$0.1615	\$81,351,314

Option 2 – based on zero use of Interest and Sinking reserve funds

	M&O RATE	DEBT RATE	RATE	REVENUE
No-New-Revenue Tax Rate (Formerly Effective Tax Rate)			\$0.1572	\$79,363,113
Voter-Approval Tax Rate (Formerly Rollback Tax Rate)	\$0.1388	\$0.0282	\$0.1670	\$83,894,361
Proposed Tax Rate	\$0.1388	\$0.0282	\$0.1670	\$83,894,361

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

The Notice of Public Hearing and the Roll Call Vote of Members of the Board form follow in the packet for the Committee’s information and review.

The Finance, Audit, and Human Resources Committee will meet on August 23, 2022, and will be asked to recommend Board approval by record vote to schedule a public hearing, and to identify the tax rate to be considered at that hearing.

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 by record vote to schedule a public hearing, on September 27, 2022 at 5:15 PM before adopting the proposed tax rate of either \$0.1615 or \$0.1670 which exceeds the no-new-revenue rate and/or the voter-approval tax rate.

Approval Recommended:

Dr. Ricardo J. Solis
President

NOTICE OF PUBLIC HEARING ON TAX INCREASE

A tax rate of \$0.1615 per \$100 valuation has been proposed by the governing body of South Texas College.

PROPOSED TAX RATE	\$0.1615 per \$100
NO-NEW-REVENUE TAX RATE	\$0.1572 per \$100
VOTER-APPROVAL TAX RATE	\$0.1615 per \$100

The no-new-revenue tax rate is the tax rate for the 2022 tax year that will raise the same amount of property tax revenue for South Texas College from the same properties in both the 2021 tax year and the 2022 tax year.

The voter-approval rate is the highest tax rate that South Texas College may adopt without holding an election to seek voter approval of the rate.

The proposed tax rate is greater than the no-new-revenue tax rate. This means that South Texas College is proposing to increase property taxes for the 2022 tax year.

A PUBLIC HEARING ON THE PROPOSED TAX RATE WILL BE HELD ON September 27, 2022 AT 5:15 PM AT South Texas College Board Room Annex Bldg 2nd Floor 3201 W. Pecan, McAllen, Texas.

The proposed tax rate is not greater than the voter-approval tax rate. As a result, South Texas College is not required to hold an election at which voters may accept or reject the proposed tax rate. However, you may express your support for or opposition to the proposed tax rate by contacting the members of the South Texas College of South Texas College at their offices or by attending the public hearing mentioned above. YOUR TAXES OWED UNDER ANY OF THE RATES MENTIONED ABOVE CAN BE CALCULATED AS FOLLOWS:

$$\text{Property tax amount} = (\text{tax rate}) \times (\text{taxable value of your property}) / 100$$

FOR the proposal:

AGAINST the proposal:

PRESENT and not voting:

ABSENT:

Visit [Texas.gov/PropertyTaxes](https://www.texas.gov/PropertyTaxes) to find a link to your local property tax database on which you can easily access information regarding your property taxes, including information about proposed tax rates and scheduled public hearings of each entity that taxes your property.

The 86th Texas Legislature modified the manner in which the voter-approval tax rate is calculated to limit the rate of growth of property taxes in the state.

The following table compares the taxes imposed on the average residence homestead by South Texas College last year to the taxes proposed to be imposed on the average residence homestead by South Texas College this year.

	2021	2022	Change
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Total tax rate (per \$100 of value)	\$0.1715	\$0.1615	decrease of -0.0100, or -5.83%
Average homestead taxable value	\$94,462	\$111,009	increase of 16,547, or 17.52%
Tax on average homestead	\$162.00	\$179.28	increase of 17.28, or 10.67%
Total tax levy on all properties	\$70,908,004	\$74,673,109	increase of 3,765,105, or 5.31%

For assistance with tax calculations, please contact the tax assessor for South Texas College at 956-872-3558 or marye@southtexascollege.edu, or visit www.southtexascollege.edu for more information.

NOTICE OF PUBLIC HEARING ON TAX INCREASE

A tax rate of \$0.1670 per \$100 valuation has been proposed by the governing body of South Texas College.

PROPOSED TAX RATE	\$0.1670 per \$100
NO-NEW-REVENUE TAX RATE	\$0.1572 per \$100
VOTER-APPROVAL TAX RATE	\$0.1670 per \$100

The no-new-revenue tax rate is the tax rate for the 2022 tax year that will raise the same amount of property tax revenue for South Texas College from the same properties in both the 2021 tax year and the 2022 tax year.

The voter-approval rate is the highest tax rate that South Texas College may adopt without holding an election to seek voter approval of the rate.

The proposed tax rate is greater than the no-new-revenue tax rate. This means that South Texas College is proposing to increase property taxes for the 2022 tax year.

A PUBLIC HEARING ON THE PROPOSED TAX RATE WILL BE HELD ON September 27, 2022 AT 5:15 PM AT South Texas College Board Room Annex Bldg 2nd Floor 3201 W. Pecan, McAllen, Texas.

The proposed tax rate is not greater than the voter-approval tax rate. As a result, South Texas College is not required to hold an election at which voters may accept or reject the proposed tax rate. However, you may express your support for or opposition to the proposed tax rate by contacting the members of the South Texas College of South Texas College at their offices or by attending the public hearing mentioned above. YOUR TAXES OWED UNDER ANY OF THE RATES MENTIONED ABOVE CAN BE CALCULATED AS FOLLOWS:

$$\text{Property tax amount} = (\text{tax rate}) \times (\text{taxable value of your property}) / 100$$

FOR the proposal:

AGAINST the proposal:

PRESENT and not voting:

ABSENT:

Visit [Texas.gov/PropertyTaxes](https://www.texas.gov/PropertyTaxes) to find a link to your local property tax database on which you can easily access information regarding your property taxes, including information about proposed tax rates and scheduled public hearings of each entity that taxes your property.

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The following table compares the taxes imposed on the average residence homestead by South Texas College last year to the taxes proposed to be imposed on the average residence homestead by South Texas College this year.

	2021	2022	Change
--	------	------	--------

Total tax rate (per \$100 of value)	\$0.1715	\$0.1670	decrease of -0.0045, or -2.62%
Average homestead taxable value	\$94,462	\$111,009	increase of 16,547, or 17.52%
Tax on average homestead	\$162.00	\$185.39	increase of 23.39, or 14.44%
Total tax levy on all properties	\$70,908,004	\$77,216,156	increase of 6,308,152, or 8.90%

For assistance with tax calculations, please contact the tax assessor for South Texas College at 956-872-3558 or marye@southtexascollege.edu, or visit www.southtexascollege.edu for more information.

Roll Call Vote of Members of the Board

Take Record Vote to Schedule A Public Hearing for Proposed Tax Rate that Exceeds the No-New-Revenue Tax Rate and it is less than or equal to the Voter-Approval Tax Rate

Public Hearing – September 27, 2022 at 5:15 p.m.

August 23, 2022

Rose Benavidez:	Yea _____	Nay _____	Absent _____
Alejo Salinas, Jr.:	Yea _____	Nay _____	Absent _____
Victoria Cantú:	Yea _____	Nay _____	Absent _____
Paul R. Rodriguez:	Yea _____	Nay _____	Absent _____
Dalinda Gonzalez-Alcantar:	Yea _____	Nay _____	Absent _____
Rene Guajardo:	Yea _____	Nay _____	Absent _____
Danny Guzman:	Yea _____	Nay _____	Absent _____

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.

On August 9, 2022, the Finance, Audit, and Human Resources Committee recommended Board approval of revised evaluation criteria for competitive procurement of products, services, and products and services. Administration continues to review questions raised during the Committee discussion with Legal Counsel, and recommends no Board action at this time.

Administration will return to the Finance, Audit, and Human Resources Committee for additional discussion and revisions as necessary

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 Solicitation of Proposals, Purchases, Renewals, and Interlocal Agreement
- b. Approval of Vendor Registration on the Electronic Bids and Proposals System for Receiving Notification of College Solicitations
- c. Acceptance of Internal Auditor's Annual Statement of Organizational Independence
- d. Approval of Internal Audit Charter
- e. Approval of Proposed Projects for Internal Auditor 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 approve and authorize items a – e of the Finance, Audit, and Human Resources Committee Consent Agenda as presented.

Approval Recommended:

Dr. Ricardo J. Solis
President

Consent Agenda:

a. Approval of Solicitation of Proposals, Purchases, Renewals, and Interlocal Agreement

Approval of the following solicitation of proposals, purchases, renewals, and interlocal agreement is requested.

The Director of Purchasing has reviewed each item and recommends approval as follows:

A. Solicitation of Proposals

1) Campus Dining Services - Food Trucks (Solicit)

Solicit a request for proposals for campus dining services – food trucks for the Starr County Campus and the Regional Center for Public Safety Excellence for services as needed.

Purpose – Facilities Operations and Maintenance and the Purchasing Department are requesting campus dining services – food trucks to provide services from Monday through Friday, starting at 8:00 a.m. until 2:00 p.m.

Justification and Benefit – Food Services must be available for the South Texas College faculty, staff, students, and the community at each campus.

Background – A request for proposals for campus dining and food truck services was previously solicited and the College did not receive any responses for food trucks at these locations.

2) District Wide Network Equipment Upgrade (Solicit)

Solicit a request for proposals for the district wide network equipment upgrade using the Higher Education Emergency Relief Funds (HEERF) grant, at a total amount of \$900,000.00.

Purpose – Information Technology is requesting to purchase network equipment and installation services for the district wide upgrade of its wireless network.

Justification and Benefit – The equipment upgrade will improve the wireless connectivity and capacity inside all the South Texas College facilities.

Funds for this expenditure are budgeted in the Higher Education Emergency Relief Funds (HEERF) grant budget for FY 2022 – 2023, pending Board approval of the budget.

3) Purchase of Portable Air Purifiers (Solicit)

Solicit a request for proposals for the purchase of portable air purifiers using the Higher Education Emergency Relief Funds (HEERF) grant, at a total amount of \$200,000.00.

Purchase – Academic Affairs, Finance and Administrative Services, Information Services, Planning, Performance and Strategic Initiatives, and Student Services and Enrollment

Management, are requesting to purchase two hundred (200) air purifiers for classrooms, common areas, and libraries.

Justification and Benefit – As the Fall 2022 and Spring 2023 semesters begin, the portable air purifiers will create and maintain a safer environment for students, faculty, and staff and reduce the spread of COVID-19. The two (2) different models requested are necessary due to the varying conditions of the environment in which they will be placed.

Background – On August 24, 2021, the Board of Trustees approved the purchase of one hundred twenty-five (125) portable air purifiers for classrooms. On January 25, 2022, the Board of Trustees awarded the purchase of four hundred (400) portable air purifiers for classrooms and labs. The additional two hundred (200) portable air purifiers are needed for the remaining classrooms, common areas, and libraries throughout the district in preparation for increased face-to-face instruction in the Fall Semester. In addition, on July 13, 2022 the Board of Trustees approved the cancellation of the planned District Wide Air Handler Replacements project scheduled due to the completion date being after the end date of the use of the Higher Education Relief Funds (HEERF) grant.

Funds for this expenditure are budgeted in the Higher Education Emergency Relief Funds (HEERF) grant budget for FY 2022 – 2023, pending Board approval of the budget.

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

4) Banner Application Maintenance Agreement (Renewal)

Renew the Banner application maintenance agreement with Ellucian, Inc. through **Texas A&M University – Corpus Christi** (Corpus Christi, TX), acting by and through the State of Texas Department of Information Resources (DIR) for the Texas Connection Consortium (TCC), for the period beginning September 1, 2022 through August 31, 2023, at an estimated total amount of \$415,774.05.

Purpose – Information Technology is requesting to renew the Banner application maintenance and support for the Banner applications and existing third party applications that work with the Banner system.

Justification and Benefit – The applications included in the renewal agreement are as follows:

Applications		
Banner Financial Aid	Banner Finance	Banner Finance Self-Service
Banner Human Resources	Banner Employee Self-Service	Banner Student
Banner Student Self-Service	Banner Faculty (and Advisor) Self-Service	Electronic Data Interchange (EDI) Smart

Applications		
Banner Workflow	Campus Loan Manager (CLM) (Campus Receivables Collector)	Luminis Basic
Banner Recruiting and Admission Performance	Ellucian Degree Works	Ellucian Degree Works Transfer Equivalency
Ellucian Mobile Platform Edition	Ellucian Intelligent Learning Platform	Financial Aid FM Need Analysis
Xtender Solutions	Application Xtender	AppWorx
Document Management Suite	Application Xtender Test Bundle	Banner Enterprise Job Scheduler
Application Xtender Web Services	Banner Document Management Suite	

The Banner system applications collaborate across departments in fulfilling the day-to-day operations and improving processes for faculty, staff, and students. The three (3) main systems are Banner Finance, Banner Human Resources, and Banner Student.

The agreement is a standing maintenance agreement with Ellucian, a sole source vendor. The contract is purchased through the Texas Connection Consortium (TCC) in order to purchase at a substantially discounted rate.

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

5) Communication Software Agreement (Renewal)

Renew the communication software agreement with **Hit Labs, Inc.** (Lehi, UT), a sole source vendor, for the period beginning September 1, 2022 through August 31, 2023, at an estimated total amount of \$75,038.91.

Purpose – Distance Education is requesting to renew the communication software agreement, which is used with Blackboard for communication with students taking online courses.

Justification and Benefit – The communication software connects student and instructors with real-time chat, group video chat, allow for announcements, provides message language translation, file sharing and storage, and task management. It supports the student in learning faster, working smarter, and the ability to communicate seamlessly. In addition, this software has instant translation so the instructor or student can create a message in English and the reader can enable the option to see that message in multiple language options. Given our large number of English Second Language (ESL) students, this tool is a valuable option for student-instructor interactions.

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

6) Data Hosting and Maintenance Agreement (Renewal)

Renew the data hosting and maintenance agreement with **TouchNet Information Systems, Inc.** (Atlanta, GA), a sole source vendor, for the period beginning September 1, 2022 through August 31, 2023, at a total amount of \$259,763.00.

Purpose – Information Technology is requesting to renew the annual data hosting and maintenance services for the College’s cashiering system.

Justification and Benefit - The data hosting services provide a data-secure environment for all payments received at the College. All personal, bank, and credit card information must be stored in a Payment Card Industry (PCI) certified data center to prevent fraud. The maintenance covers support issues for the cashiering system including online payments by credit cards and checks and for the equipment used by South Texas College staff.

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

7) Data Storage Hardware Maintenance Agreement (Renewal)

Renew the data storage hardware maintenance agreement with **Dell Marketing, LP.** (Dallas, TX), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning August 1, 2022 through August 31, 2023, at a total estimated amount of \$34,242.22.

Purpose – Information Technology is requesting to renew the maintenance agreement for the College’s data storage devices for virtual desktops infrastructure (VDI) and Banner systems.

Justification and Benefit – The storage device provides a central location to store the virtual desktops and the Banner applications that support student and faculty district wide. The maintenance includes twenty-four (24) hour, year-round support for the hardware and software.

Funds for this expenditure are budgeted in the Systems and Networking budget for FY 2022 – 2023, pending Board approval of the budget.

8) Email Backup Online License Subscription (Renewal)

Renew the email backup online license subscription with **Software House International (SHI) Government Solutions** (Austin, TX), a State of Texas Department of Information

Resources (DIR) approved vendor, for the period beginning August 31, 2022 through August 30, 2023, at an estimated amount of \$37,141.01.

Purpose – Information Technology is requesting to renew the email backup online license subscription, which supports email retention and archiving for faculty, staff, and students. Justification and Benefit – This subscription provides the functionality to backup, archive, and restore emails online. The subscription will allow a longer retention period and provides recovery of emails.

Funds for this expenditure are budgeted in the Systems and Networking budget for FY 2022 – 2023, pending Board approval of the budget.

9) Email Security Software License Agreement (Renewal)

Renew the email security software license agreement with **Software House International (SHI) Government Solutions** (Austin, TX), The Interlocal Purchasing System (TIPS) approved vendor, for the period beginning September 30, 2022 through September 29, 2023, at a total estimated amount of \$41,260.62.

Purpose – Information Security is requesting to renew the email security cloud solution, Proofpoint, to protect the College’s Office 365 email services from inbound cyber-attacks, and to protect email users from malware, spam, and phishing attempts. This software also provides secure messaging capabilities to be able to send sensitive data through email.

Justification and Benefit – Email is widely used as a method to deliver malware, phishing attempts, and is constantly targeted by spammers. The College needs to protect the service with a tool that provides protection against these threats. This license provides a service for sharing sensitive information securely with trusted parties and can greatly reduce the probability of a successful phishing attempt.

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

10) Enterprise Software Licenses and Maintenance Agreements (Renewal)

Renew the enterprise software licenses and maintenance agreements with **Software House International (SHI) Government Solutions** (Austin, TX), a Purchasing Association of Cooperative Entities (PACE), Texas Association of School Boards – Buyboard, and The Interlocal Purchasing System (TIPS) approved vendor, for the period beginning September 1, 2022 through September 20, 2023, at an estimated total amount of \$93,396.89.

Purpose – Information Technology (IT) is requesting to renew various enterprise software licenses and maintenance agreements used on computers at all campuses, ticketing

system licenses used by the Information Services and Planning (IS&P) Help Desk, monitoring and alert system licenses used to monitor the College's Information Systems.

Justification and Benefit – The enterprise software licenses are installed on the student lab computers and classroom computers throughout all the College's campuses and remote sites. The software retains the computer's original settings and configurations in order to keep them running efficiently and to prevent hardware failures or downtime. The ticketing system licenses are used by the IT Service Desk to keep track of any technical support issue and assistance called in by South Texas College faculty, staff, and students.

IT uses the monitoring and alert system to continuously monitor all systems (servers and switches) to prevent any service interruptions for faculty, staff, and students.

Funds for this expenditure are budgeted in the Information Technology Project Management, Risk and Security, Client Services, and Technology Support Services budgets for FY 2022 – 2023, pending Board approval of the budget.

11)Internet Service Agreement – District Wide (Renewal)

Renew the internet service agreement – district wide with Charter Communications Operating, LLC./dba Spectrum Gulf Coast through the State of Texas **Department of Information Resources (DIR) – TEXAN** (Austin, TX), for the period beginning September 1, 2022 through August 31, 2023, at an estimated monthly total amount of \$15,000.00 and estimated annual total amount of \$180,000.00.

Purpose – Information Technology is requesting to renew the agreement for direct internet service to the Pecan Campus Building M Data Center. This service is also distributed throughout the College district from the Pecan Campus.

Justification and Benefit – The service will be utilized by student, faculty, and staff to access the internet for use in classrooms, labs, and offices at all campuses and centers.

Funds for this expenditure are budgeted in the Systems and Networking budget for FY 2022 – 2023, pending Board approval of the budget.

12)Network Hardware and Software Maintenance Agreement (Renewal)

Renew the network hardware and software maintenance agreement with **Netsync Network Solutions, Inc.** (Houston, TX), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning September 1, 2022 through August 31, 2023, at a total amount of \$139,248.59.

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

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

Funds for this expenditure are budgeted in the Systems and Networking budget for FY 2022 – 2023, pending Board approval of the budget.

13) Oracle License Maintenance Agreement (Renewal)

Renew the Oracle license maintenance agreement with **Oracle America, Inc.** (Dallas, TX), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning September 1, 2022 through August 31, 2023, at a total amount of \$550,248.65.

Purpose – Information Technology is requesting to renew the support for database licenses, database security licenses, and database backup licenses at a quantity of 24,318 for each type of license, which is used for the College’s administrative computing system.

Justification and Benefit – The support services include maintenance and upgrades to the database licenses. The upgrades are needed so that the College stays up to date with the latest version of the software that supports the Banner system as well as other enterprise level software throughout the College.

Funds for this expenditure are budgeted in the Systems and Networking budget for FY 2022 – 2023, pending Board approval of the budget.

14) Public Website Hosting Services Agreement (Renewal)

Renew the public website hosting services agreement with **Rackspace US, Inc.** (San Antonio, TX), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning September 1, 2022 through August 31, 2023, at a total estimated amount of \$79,999.92.

Purpose – Information Technology is requesting to renew the agreement for the College’s public website hosting services.

Justification and Benefit – The public website hosting service hosts the South Texas College public and library websites in a secure off-site location. The maintenance agreement provides 24/7 technical support and the ability to keep the websites running during events such as hurricanes or routine systems maintenance. The service also

provides redundancy to the College's public website in the event of a shutdown of computing resources at the College.

Funds for this expenditure are budgeted in the Systems and Networking budget for FY 2022 – 2023, pending Board approval of the budget.

15) Server Hardware Maintenance and Support Agreement (Renewal)

Renew the server hardware maintenance and support agreement with **Dell Marketing, LP.** (Dallas, TX), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning September 1, 2022 through August 31, 2023, at a total amount of \$147,724.67.

Purpose – Information Technology is requesting to renew the server hardware maintenance and support agreement for the Dell servers.

Justification and Benefit – The Dell hardware maintenance agreement supports and maintains the College's computer servers that include the servers used for the security cameras. The agreement provides twenty-four (24) hour, year-round support.

Funds for this expenditure are budgeted in the Systems and Networking budget for FY 2022 – 2023, pending Board approval of the budget.

16) Support Services Agreement (Renewal)

Renew the support services agreement with **Ellucian Company, LP.** (Fairfax, VA), a sole source vendor, for the period beginning September 1, 2022 through August 31, 2023, at an estimated total amount of \$31,186.00.

Purpose – Information Technology is requesting to renew the support services advantage plus agreement for the Banner applications and existing third-party applications that work the Banner system.

Justification and Benefit – The extended support services add another level of service to the existing maintenance program the College has from Ellucian. This extended plan provides 24/7 support which covers weekends and after normal business hours Monday through Friday. It provides a faster response time and priority case escalation to any Banner related issues that may occur during hours outside of normal business hours.

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

17) System Appliances Maintenance Agreement (Renewal)

Renew the system appliances maintenance agreement with **Netsync Network Solutions, Inc.** (Houston, TX), a State of Texas Department of Information Resources (DIR) approved

vendor, for the period beginning **September** 1, 2022 through August 31, 2023, at an estimated total amount of \$22,437.20.

Purpose – Information Technology is requesting to renew the hardware maintenance agreement for the F5 system appliances.

Justification and Benefit - The F5 system appliances provide high availability, security, and performance for critical business applications such as Luminis, JagPride, Outlook Web Access, JagParking, and Dual Enrollment. The agreement covers the maintenance and technical support of the appliances and provides twenty-four (24) hour, year-round support.

Funds for this expenditure are budgeted in the Systems and Networking budget for FY 2022 – 2023, pending Board approval of the budget.

C. Interlocal Agreement

18) Service Agreement (Interlocal Agreement)

Approve a service agreement with **Hidalgo County - Women, Infants, and Children (WIC) Program** (Edinburg, TX), through an interlocal agreement, for the period beginning September 1, 2022 through August 31, 2023, at no charge to the College.

Purpose – Counseling and Student Access Services is requesting to enter into an agreement to provide nutrition education programs for student, faculty, and staff on a monthly basis.

Justification and Benefit – The education programs will include supplemental foods, health care referrals, and nutrition education for pregnant, breastfeeding, and postpartum women as well as infants and children up to age five (5). A mobile unit will provide monthly on-site services to qualifying STC students, faculty, and staff at the various STC campuses.

Recommendation

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

A. Solicitation of Proposals

- 1) Campus Dining Services – Food Trucks (Solicit):** solicit a request for proposals for campus dining services – food trucks for the Starr County Campus and the Regional Center for Public Safety Excellence for services as needed;
- 2) District Wide Network Equipment Upgrade (Solicit):** solicit a request for proposals for the district wide network equipment upgrade using the Higher Education Emergency Relief Funds (HEERF) grant, at a total amount of \$900,000.00;

- 3) **Purchase of Portable Air Purifiers (Solicit):** solicit a request for proposals for the purchase of portable air purifiers using the Higher Education Emergency Relief Funds (HEERF) grant, at a total amount of \$200,000.00;

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

- 4) **Banner Application Maintenance Agreement (Renewal):** renew the Banner application maintenance agreement with Ellucian, Inc. through **Texas A&M University – Corpus Christi** (Corpus Christi, TX), acting by and through the State of Texas Department of Information Resources (DIR) for the Texas Connection Consortium (TCC), for the period beginning September 1, 2022 through August 31, 2023, at an estimated total amount of \$415,774.05;
- 5) **Communication Software Agreement (Renewal):** renew the communication software agreement with **Hit Labs, Inc.** (Lehi, UT), a sole source vendor, for the period beginning September 1, 2022 through August 31, 2023, at an estimated amount of \$75,038.91;
- 6) **Data Hosting and Maintenance Agreement (Renewal):** renew the data hosting and maintenance agreement with **TouchNet Information Systems, Inc.** (Atlanta, GA), a sole source vendor, for the period beginning September 1, 2022 through August 31, 2023, at a total amount of \$259,763.00;
- 7) **Data Storage Hardware Maintenance Agreement (Renewal):** renew the data storage hardware maintenance agreement with **Dell Marketing, LP.** (Dallas, TX), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning August 1, 2022 through August 31, 2023, at a total estimated amount of \$34,242.22;
- 8) **Email Backup Online License Subscription (Renewal):** renew the email backup online license subscription with **Software House International (SHI) Government Solutions** (Austin, TX), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning August 31, 2022 through August 30, 2023, at an estimated amount of \$37,141.01;
- 9) **Email Security Software License Agreement (Renewal):** renew the email security software license agreement with **Software House International (SHI) Government Solutions** (Austin, TX), The Interlocal Purchasing System (TIPS) approved vendor, for the period beginning September 30, 2022 through September 29, 2023, at a total estimated amount of \$41,260.62;
- 10) **Enterprise Software Licenses and Maintenance Agreements (Renewal):** renew the enterprise software licenses and maintenance agreements with **Software House International (SHI) Government Solutions** (Austin, TX), a Purchasing Association of Cooperative Entities (PACE), Texas Association of School Boards – Buyboard, and The Interlocal Purchasing System (TIPS) approved vendor, for the period beginning September 1, 2022 through September 20, 2023, at an estimated total amount of \$93,396.89;
- 11) **Internet Service Agreement – District Wide (Renewal):** renew the internet service agreement – district wide with Charter Communications Operating, LLC./dba Spectrum Gulf Coast, through the State of Texas **Department of Information Resources (DIR) – TEXAN** (Austin, TX), for the period beginning September 1, 2022 through August 31, 2023, at an estimated monthly total amount of \$15,000.00 and estimated annual total amount of \$180,000.00;

- 12) Network Hardware and Software Maintenance Agreement (Renewal):** renew the network hardware and software maintenance agreement with **Netsync Network Solutions, Inc.** (Houston, TX), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning September 1, 2022 through August 31, 2023, at a total amount of \$139,248.59;
- 13) Oracle License Maintenance Agreement (Renewal):** renew the Oracle license maintenance agreement with **Oracle America, Inc.** (Dallas, TX), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning September 1, 2022 through August 31, 2023, at a total amount of \$550,248.65;
- 14) Public Website Hosting Services Agreement (Renewal):** renew the public website hosting services agreement with **Rackspace US, Inc.** (San Antonio, TX), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning September 1, 2022 through August 31, 2023, at a total estimated amount of \$79,999.92;
- 15) Server Hardware Maintenance and Support Agreement (Renewal):** renew the server hardware maintenance and support agreement with **Dell Marketing, Inc.** (Dallas, TX), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning September 1, 2022 through August 31, 2023, at a total amount of \$147,724.67;
- 16) Support Services Agreement (Renewal):** renew the support services agreement with **Ellucian Company, LP.** (Fairfax, VA), a sole source vendor, for the period beginning September 1, 2022 through August 31, 2023, at an estimated total amount of \$31,186.00;
- 17) System Appliances Maintenance Agreement (Renewal):** renew the system appliances maintenance agreement with **Netsync Network Solutions, Inc.** (Houston, TX), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning September 1, 2022 through August 31, 2023, at an estimated total amount of \$22,437.20.

C. Interlocal Agreement

- 18) Service Agreement (Interlocal Agreement):** approve a service agreement with **Hidalgo County - Women, Infants, and Children (WIC) Program** (Edinburg, TX), through an interlocal agreement, for the period beginning September 1, 2022 through August 31, 2023, at no charge to the College.

Recommend Action - The total for all solicitation of proposals, purchases, renewals, and interlocal agreement is \$3,207,461.73.

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

The Board of Trustees of South Texas College approves and authorizes the solicitation of proposals, purchases, renewals, and interlocal agreement totaling \$3,207,461.73 as presented.

Approval Recommended:

Dr. Ricardo J. Solis
President

Consent Agenda:

b: Approval of Vendor Registration on the Electronic Bids and Proposals System for Receiving Notification of College Solicitations

Approval of vendor registration on the Electronic Bids and Proposals System for receiving notification of College Solicitations will be requested at the August 23, 2022 Board of Trustees meeting.

Purpose – To allow vendors the option to register on the College’s Electronic Bids and Proposal System, Bonfire, to receive notifications of College solicitations. Vendors will be notified via email when solicitations of the services or products they are registered for are available. Vendors also receive due date reminders via email from the System.

Justification – The College’s Bonfire Electronic Bids and Proposal System that is currently used for the online evaluation of bids and proposals by the evaluation committee and to store and manage contracts electronically, may also be used as an option to notify registered vendors of College solicitations, such as Request for Proposals (RFPs) or Request for Qualifications (RFQs).

Background - On May 10, 2022, the Facilities Committee members instructed Administration to discontinue the practice of using vendor information previously gathered entirely and solely rely on the legally required public advertisement for issuing bids, proposals, and qualifications.

Due to the recent decline in vendor responses to College solicitations, Administration is requesting that in addition to the required advertisement, vendors be granted the option to register online in the College’s Bonfire system to receive email notifications of the solicitations. Once registered in the system, vendors will receive email notifications of solicitations related to their selected commodities

The Purchasing Department purchased the Bonfire system in November 2020 to receive bids and proposals electronically, conduct committee online evaluations, and maintain and manage contracts. The system is not currently used to receive bids and proposals electronically.

The vendors that do not wish to register online, may submit a hard copy of the registration information to the Purchasing Department via email, mail, or in person.

The College’s Bonfire Electronic Bids and Proposal System includes an online training and vendor help center. The vendor help center provides a response to any questions and a list of frequently asked questions. The Purchasing Department will also provide a monthly vendor training session, which will be held in-person at the Pecan Campus. This training will be recorded and made available on the STC Purchasing Department website.

Enclosed Documents - The National Institute of Government Purchasing (NIGP) list of commodity codes follows in the packet for Board's information and review.

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

The Finance, Audit, and Human Resources Committee recommended Board approval of the vendor registration on the Electronic Bids and Proposals System for receiving notification of College Solicitations 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 vendor registration on the Electronic Bids and Proposals System for receiving notification of College Solicitations as presented.

Approval Recommended:

Dr. Ricardo J. Solis
President

National Institute of Government Purchasing (NIGP) Commodity Codes

Products & Services
Sub-Categories

NIGP
Code

005 00	ABRASIVES
010 00	ACOUSTICAL TILE, INSULATING MATERIALS, AND SUPPLIES
015 00	ADDRESSING, COPYING, MIMOGRAPH, AND SPIRIT DUPLICATING MACHINE SUPPLIES; CHEMICALS, INKS, PAPER, ETC.
020 00	AGRICULTURAL EQUIPMENT, IMPLEMENTS, AND ACCESSORIES (SEE CLASS 022 FOR PARTS)
022 00	AGRICULTURAL EQUIPMENT AND IMPLEMENT PARTS
020 89	AGRICULTURAL EQUIPMENT, IMPLEMENTS, AND ACCESSORIES (SEE CLASS 022 FOR PARTS)
025 00	AIR COMPRESSORS AND ACCESSORIES
031 00	AIR CONDITIONING; HEATING, AND VENTILATING EQUIPMENT, PARTS AND ACCESSORIES (SEE CLASS 740 ALSO)
045 00	APPLIANCES AND EQUIPMENT, HOUSEHOLD TYPE
050 00	ART EQUIPMENT AND SUPPLIES
060 00	AUTOMOTIVE AND TRAILER EQUIPMENT AND PARTS
065 00	AUTOMOTIVE AND TRAILER BODIES, BODY ACCESSORIES, AND PARTS
070 00	AUTOMOTIVE VEHICLES AND RELATED TRANSPORTATION EQUIPMENT (INCLUDING TRAILERS) (EFFECTIVE 1-1-06 THIS CLASS INACTIVATED, REFER TO CLASSES 071, 072 AND 073)
071 00	AUTOMOBILES, SCHOOL BUSES, SUVS, AND VANS (INCLUDING DIESEL, GASOLINE, ELECTRIC, HYBRID, AND ALL OTHER FUEL TYPES)
072 00	TRUCKS (Incl. Diesel, Gasoline, Electric, Hybrid, and Alternative Fuel Units)
073 00	TRAILERS
075 00	AUTOMOTIVE SHOP AND RELATED EQUIPMENT AND SUPPLIES
080 00	BADGES, AWARDS, EMBLEMS, NAME TAGS AND PLATES, JEWELRY, ETC.
085 00	BAGS, BAGGING, TIES, AND EROSION SHEETING, ETC.
100 00	BARRELS, DRUMS, KEGS, AND CONTAINERS
105 00	BEARINGS (SEE CLASS 060 FOR WHEEL BEARINGS)
110 00	BELTS AND BELTING; AUTOMOTIVE AND INDUSTRIAL
120 00	BOATS, MOTORS, AND MARINE EQUIPMENT
135 00	BRICKS, CLAY, REFRACTORY MATERIALS, STONE, AND TILE PRODUCTS
145 00	BRUSHES (SEE CLASS 485 FOR JANITORIAL TYPE)
150 00	BUILDER'S SUPPLIES
155 00	BUILDINGS AND STRUCTURES: FABRICATED AND PREFABRICATED
165 00	CAFETERIA AND KITCHEN EQUIPMENT, COMMERCIAL
175 00	CHEMICAL LABORATORY EQUIPMENT AND SUPPLIES
192 00	CLEANING COMPOSITIONS, DETERGENTS, SOLVENTS, AND STRIPPERS - PREPACKAGED
195 00	CLOCKS, WATCHES, TIMEPIECES, JEWELRY AND PRECIOUS STONES
200 00	CLOTHING: ATHLETIC, CASUAL, DRESS, UNIFORM, WEATHER AND WORK RELATED
201 00	CLOTHING ACCESSORIES (SEE CLASS 800 FOR SHOES AND BOOTS)
204 00	COMPUTER HARDWARE AND PERIPHERALS FOR MICROCOMPUTERS
206 00	COMPUTER HARDWARE AND PERIPHERALS FOR MINI AND MAIN FRAME COMPUTERS
207 00	COMPUTER ACCESSORIES AND SUPPLIES
208 00	COMPUTER SOFTWARE FOR MICROCOMPUTERS (PREPROGRAMMED)
209 00	COMPUTER SOFTWARE FOR MINI AND MAINFRAME COMPUTERS (PREPROGRAMMED)
210 00	CONCRETE AND METAL PRODUCTS, CULVERTS, PILING, SEPTIC TANKS, ACCESSORIES AND SUPPLIES
220 00	CONTROLLING, INDICATING, MEASURING, MONITORING, AND RECORDING INSTRUMENTS AND SUPPLIES
225 00	COOLERS; DRINKING WATER (WATER FOUNTAINS)
250 00	DATA PROCESSING CARDS AND PAPER
255 00	DECALS AND STAMPS

280 00 ELECTRICAL CABLES AND WIRES (NOT ELECTRONIC)
 285 00 ELECTRICAL EQUIPMENT AND SUPPLIES (EXCEPT CABLE AND WIRE)
 287 00 ELECTRONIC EQUIPMENT, COMPONENTS, PARTS, AND ACCESSORIES (SEE CLASS 730 FOR TESTING OR ANALYZING TYPE)
 295 00 ELEVATORS, ESCALATORS, AND MOVING WALKS (BUILDING TYPE)
 305 00 ENGINEERING AND ARCHITECTURAL EQUIPMENT, SURVEYING EQUIPMENT, DRAWING INSTRUMENTS, AND SUPPLIES
 310 00 ENVELOPES, PLAIN (SEE CLASSES 525, 615, 640, 655, 665, AND 966 FOR OTHER TYPES)
 312 00 ENVIRONMENTAL PROTECTIVE EQUIPMENT (INSIDE AND OUTSIDE)
 315 00 EPOXY BASED FORMULATIONS FOR ADHESIVES, COATINGS, AND RELATED AGENTS
 318 00 FARE COLLECTION EQUIPMENT AND SUPPLIES
 320 00 FASTENERS: BOLTS, NUTS, PINS, RIVETS, SCREWS, ETC. (INCL. PACKAGING, STRAPPING AND TYING EQUIPMENT AND SUPPLIES)
 330 00 FENCING
 335 00 FERTILIZERS AND SOIL CONDITIONERS
 340 00 FIRE PROTECTION EQUIPMENT AND SUPPLIES
 345 00 FIRST AID AND SAFETY EQUIPMENT AND SUPPLIES (EXCEPT NUCLEAR AND WELDING)
 350 00 FLAGS, FLAG POLES, BANNERS, AND ACCESSORIES
 360 00 FLOOR COVERING, FLOOR COVERING INSTALLATION AND REMOVAL EQUIPMENT, AND SUPPLIES
 365 00 FLOOR MAINTENANCE MACHINES, PARTS, AND ACCESSORIES
 390 00 FOODS: PERISHABLE
 395 00 FORMS, CONTINUOUS: COMPUTER PAPER, FORM LABELS, SNAP-OUT FORMS, AND FOLDERS FOR FORMS
 400 00 FOUNDRY CASTINGS, EQUIPMENT, AND SUPPLIES
 405 00 FUEL, OIL, GREASE AND LUBRICANTS
 420 00 FURNITURE: CAFETERIA, CHAPEL, DORMITORY, HOUSEHOLD, LIBRARY, LOUNGE, SCHOOL
 425 00 FURNITURE: OFFICE
 430 00 GASES, CONTAINERS, EQUIPMENT: LABORATORY, MEDICAL, AND WELDING
 440 00 GLASS AND GLAZING SUPPLIES
 445 00 HAND TOOLS (POWERED AND NON-POWERED), ACCESSORIES AND SUPPLIES
 450 00 HARDWARE AND RELATED ITEMS
 460 00 HOSE, ACCESSORIES, AND SUPPLIES: INDUSTRIAL, COMMERCIAL, AND GARDEN
 475 00 HOSPITAL, SURGICAL, AND MEDICAL RELATED ACCESSORIE
 485 00 JANITORIAL SUPPLIES, GENERAL LINE
 493 00 LABORATORY EQUIPMENT, ACCESSORIES, AND SUPPLIES: BIOCHEMISTRY, CHEMISTRY, ENVIRONMENTAL SCIENCE, ETC.
 495 00 LABORATORY AND FIELD EQUIPMENT AND SUPPLIES: BIOLOGY, BOTANY, GEOLOGY, MICROBIOLOGY, ZOOLOGY, ETC.
 515 00 LAWN MAINTENANCE EQUIPMENT AND ACCESSORIES (SEE CLASS 020 FOR AGRICULTURAL TYPES)
 540 00 LUMBER, SIDING, AND RELATED PRODUCTS
 545 00 MACHINERY AND HARDWARE, INDUSTRIAL
 550 00 MARKERS, PLAQUES AND TRAFFIC CONTROL DEVICES
 560 00 MATERIAL HANDLING, CONVEYORS, STORAGE EQUIPMENT AND ACCESSORIES
 570 00 METALS: BARS, PLATES, RODS, SHEETS, STRIPS, STRUCTURAL SHAPES, TUBING, AND FABRICATED ITEMS
 578 00 MISCELLANEOUS PRODUCTS (NOT OTHERWISE CLASSIFIED)
 595 00 NURSERY (PLANTS) STOCK, EQUIPMENT, AND SUPPLIES
 600 00 OFFICE MACHINES, EQUIPMENT, AND ACCESSORIES
 605 00 OFFICE MECHANICAL AIDS, SMALL MACHINES, AND APPARATUSES
 610 00 OFFICE SUPPLIES: CARBON PAPER AND RIBBONS, ALL TYPES
 615 00 OFFICE SUPPLIES, GENERAL
 620 00 OFFICE SUPPLIES: ERASERS, INKS, LEADS, PENS, PENCILS, ETC.
 625 00 OPTICAL EQUIPMENT, ACCESSORIES, AND SUPPLIES
 630 00 PAINT, PROTECTIVE COATINGS, VARNISH, WALLPAPER, AND RELATED PRODUCTS
 635 00 PAINTING EQUIPMENT AND ACCESSORIES
 640 00 PAPER AND PLASTIC PRODUCTS, DISPOSABLE

645 00 PAPER (FOR OFFICE AND PRINT SHOP USE)
650 00 PARK, PLAYGROUND, RECREATIONAL AREA AND SWIMMING POOL EQUIPMENT AND SUPPLIES
655 00 PHOTOGRAPHIC EQUIPMENT, FILM; AND SUPPLIES (NOT GRAPHIC ARTS, MICROFILM, AND X-RAY)
658 00 PIPE, TUBING, AND ACCESSORIES (NOT FITTINGS)
659 00 PIPE AND TUBING FITTINGS
665 00 PLASTICS, RESINS, FIBERGLASS: CONSTRUCTION, FORMING, LAMINATING, AND MOLDING EQUIPMENT, ACCESSORIES, AND SUPPLIES
670 00 PLUMBING EQUIPMENT, FIXTURES, AND SUPPLIES
675 00 POISONS: AGRICULTURAL AND INDUSTRIAL
680 00 POLICE AND PRISON EQUIPMENT AND SUPPLIES
690 00 POWER GENERATION EQUIPMENT, ACCESSORIES, AND SUPPLIES
691 00 POWER TRANSMISSION EQUIPMENT (ELECTRICAL, MECHANICAL, AIR AND HYDRAULIC)
700 00 PRINTING PLANT EQUIPMENT AND SUPPLIES (EXCEPT PAPER)
715 00 PUBLICATIONS, AUDIOVISUAL MATERIALS, BOOKS, TEXTBOOKS (PREPARED MATERIALS ONLY)
720 00 PUMPING EQUIPMENT AND ACCESSORIES
RADIO COMMUNICATION, TELEPHONE, AND TELECOMMUNICATION EQUIPMENT, ACCESSORIES, AND SUPPLIES (SEE CLASS 840 FOR TELEVISION EQUIPMENT)
725 00 EQUIPMENT)
730 00 RADIO COMMUNICATION AND TELECOMMUNICATION TESTING, MEASURING, AND ANALYZING EQUIPMENT, ACCESSORIES AND SUPPLIES
735 00 RAGS, SHOP TOWELS, AND WIPING CLOTHS
740 00 REFRIGERATION EQUIPMENT AND ACCESSORIES
745 00 ROAD AND HIGHWAY BUILDING MATERIALS (ASPHALTIC)
750 00 ROAD AND HIGHWAY BUILDING MATERIALS (NOT ASPHALTIC)
755 00 ROAD AND HIGHWAY ASPHALT AND CONCRETE HANDLING AND PROCESSING EQUIPMENT
756 00 SPREADERS
760 00 ROAD AND HIGHWAY EQUIPMENT: EARTH HANDLING, GRADING, MOVING, PACKING, ETC.
765 00 ROAD AND HIGHWAY EQUIPMENT (EXCEPT EQUIPMENT IN CLASSES 755 AND 760)
770 00 ROOFING MATERIALS AND SUPPLIES
775 00 SALT (SODIUM CHLORIDE) (SEE CLASS 393 FOR TABLE SALT)
780 00 SCALES AND WEIGHING APPARATUS (SEE 175-08 FOR LABORATORY BALANCES)
790 00 SEED, SOD, SOIL, AND INOCULANTS
800 00 SHOES AND BOOTS
801 00 SIGNS, SIGN MATERIALS, SIGN MAKING EQUIPMENT, AND RELATED SUPPLIES
803 00 SOUND SYSTEMS, COMPONENTS, AND ACCESSORIES: GROUP INTERCOM, MUSIC, PUBLIC ADDRESS, ETC.
810 00 SPRAYING EQUIPMENT (EXCEPT HOUSEHOLD, NURSERY PLANT, AND PAINT)
815 00 STEAM AND HOT WATER FITTINGS, ACCESSORIES, AND SUPPLIES
820 00 STEAM AND HOT WATER BOILERS AND STEAM HEATING EQUIPMENT
830 00 TANKS (METAL, PLASTIC, WOOD, AND SYNTHETIC MATERIALS): MOBILE, PORTABLE, STATIONARY, AND UNDERGROUND TYPES
832 00 TAPE (NOT DATA PROCESSING MEASURING, OPTICAL, SEWING, SOUND, OR VIDEO)
840 00 TELEVISION EQUIPMENT AND ACCESSORIES
845 00 TESTING APPARATUS AND INSTRUMENTS (NOT FOR ELECTRICAL OR ELECTRONIC MEASUREMENTS)
850 00 TEXTILES, FIBERS, HOUSEHOLD LINENS, AND PIECE GOODS
860 00 TICKETS, COUPON BOOKS, SALES BOOKS, STRIP BOOKS, ETC.
863 00 TIRES AND TUBES (INCL. RECAPPED/RETRADED TIRES)
865 00 TWINE AND STRING
880 00 VISUAL EDUCATION EQUIPMENT AND SUPPLIES (EXCEPT PROJECTION LAMPS -SEE CLASS 285)
885 00 WATER AND WASTEWATER TREATING CHEMICALS
WATER SUPPLY, GROUNDWATER, SEWAGE TREATMENT, AND RELATED EQUIPMENT (NOT FOR AIR CONDITIONING, STEAM BOILER, OR LABORATORY REAGENT WATER)
890 00 REAGENT WATER)
895 00 WELDING EQUIPMENT AND SUPPLIES
906 00 ARCHITECTURAL SERVICES, PROFESSIONAL

907 00 ARCHITECTURAL AND ENGINEERING SERVICES, NON-PROFESSIONAL
 909 00 BUILDING CONSTRUCTION SERVICES, NEW (INCL. MAINTENANCE AND REPAIR SERVICES)
 910 00 BUILDING MAINTENANCE, INSTALLATION AND REPAIR SERVICES
 912 00 CONSTRUCTION SERVICES, GENERAL (INCL. MAINTENANCE AND REPAIR SERVICES)
 913 00 CONSTRUCTION SERVICES, HEAVY (INCL. MAINTENANCE AND REPAIR SERVICES)
 914 00 CONSTRUCTION SERVICES, TRADE (NEW CONSTRUCTION)
 915 00 COMMUNICATIONS AND MEDIA RELATED SERVICES
 918 00 CONSULTING SERVICES
 920 00 DATA PROCESSING, COMPUTER, PROGRAMMING, AND SOFTWARE SERVICES
 925 00 ENGINEERING SERVICES, PROFESSIONAL
 926 00 ENVIRONMENTAL AND ECOLOGICAL SERVICES
 928 00 EQUIPMENT MAINTENANCE AND REPAIR SERVICES FOR AUTOMOBILES, TRUCKS, TRAILERS, TRANSIT BUSES AND OTHER VEHICLES
 EQUIPMENT MAINTENANCE AND REPAIR SERVICES FOR AGRICULTURAL, CONSTRUCTION, HEAVY INDUSTRIAL, MATERIAL HANDLING, AND ROAD AND
 HIGHWAY EQUIPMENT
 929 00 EQUIPMENT MAINTENANCE AND REPAIR SERVICES FOR LAUNDRY, LAWN, PAINTING, PLUMBING, AND SPRAYING EQUIPMENT
 934 00 EQUIPMENT MAINTENANCE AND REPAIR SERVICES FOR GENERAL EQUIPMENT
 936 00 EQUIPMENT MAINTENANCE AND REPAIR SERVICES FOR COMPUTERS, OFFICE, PHOTOGRAPHIC, AND RADIO/TELEVISION EQUIPMENT
 939 00 EQUIPMENT MAINT., REPAIR, AND RELATED SERVICES FOR POWER GENERATION AND TRANSMISSION EQUIP.
 941 00 FINANCIAL SERVICES
 946 00 HEALTH RELATED SERVICES (FOR HUMAN SERVICES SEE CLASS 952)
 948 00 HUMAN SERVICES
 952 00 INSURANCE AND INSURANCE SERVICES (ALL TYPES)
 953 00 LAUNDRY AND DRY CLEANING SERVICES
 954 00 LIBRARY SERVICES (INCL. RESEARCH AND SUBSCRIPTION SERVICES)
 956 00 MANAGEMENT SERVICES
 958 00 MARINE CONSTRUCTION AND RELATED SERVICES; MARINE EQUIPMENT MAINTENANCE AND REPAIR
 959 00 MISCELLANEOUS SERVICES, NO. 1 (NOT OTHERWISE CLASSIFIED)
 961 00 MISCELLANEOUS SERVICES, NO. 2 (NOT OTHERWISE CLASSIFIED)
 962 00 NON-BIDDABLE MISCELLANEOUS ITEMS
 963 00 PRINTING PREPARATIONS: ETCHING, PHOTOENGRAVING, AND PREPARATION OF MATS, NEGATIVES AND PLATES
 965 00 PRINTING AND TYPESETTING SERVICES
 966 00 PUBLIC WORKS AND RELATED SERVICES
 968 00 REAL PROPERTY RENTAL OR LEASE
 971 00 RENTAL OR LEASE SERVICES OF AGRICULTURAL, AIRCRAFT, AIRPORT, AUTOMOTIVE, MARINE, AND HEAVY EQUIPMENT
 975 00 RENTAL OF CONSTRUCTION TOOLS
 977 00 RENTAL OR LEASE SERVICES OF ENGINEERING, HOSPITAL, LABORATORY, PRECISION INSTRUMENTS, REFRIGERATION, SCALES, AND TESTING EQUIPMENT
 979 00 RENTAL OR LEASE SERVICES OF GENERAL EQUIPMENT (HVAC, ATHLETIC, FIRE AND POLICE PROTECTION, ETC.)
 981 00 RENTAL OR LEASE SERVICES OF CLOTHING, JANITORIAL, LAUNDRY, LAWN, PAINTING, SPRAYING, LABORATORY AND TEXTILE EQUIPMENT
 983 00 RENTAL OR LEASE SERVICES OF COMPUTERS, DATA PROCESSING, AND WORD PROCESSING EQUIPMENT
 984 00 RENTAL OR LEASE SERVICES OF OFFICE, PHOTOGRAPHIC, PRINTING, RADIO/TELEVISION/TELEPHONE EQUIPMENT
 985 00 ROADSIDE, GROUNDS, RECREATIONAL AND PARK AREA SERVICES
 988 00 SAMPLING AND SAMPLE PREPARATION SERVICES (FOR TESTING)
 989 00 SECURITY, FIRE, SAFETY, AND EMERGENCY SERVICES (INCLUDING DISASTER DOCUMENT RECOVERY)
 990 00 TESTING SERVICES - GENERAL
 992 00 SALES, TABULATING CARDS, USED

Consent Agenda:
**c. Acceptance of Internal Auditor's Annual Statement of
Organizational Independence**

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

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

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

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

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

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

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

Approval Recommended:

Dr. Ricardo J. Solis
President



Office of Internal Audits

3201 W. Pecan Blvd.
McAllen, TX 78501
(956) 872-6709
kabdullah@southtexascollege.edu

Internal Auditor's Annual Statement of Organizational Independence

As required by the Institute of Internal Auditor's (IIA) *International Standards for the Professional Practice of internal Auditing (Standards)*, The chief audit executive (CAE)¹ "must confirm to the board, at least annually, the organizational independence of the internal audit activity" (Attribute Standard 1110); and "must communicate and interact directly with the board" (Attribute Standard 1111); and "should discuss the Mission of Internal Audit and the mandatory elements of the International Professional Practices Framework with senior management and the board" (Attribute Standard 1010);

In conjunction with the Internal Auditor's responsibilities for coordinating the effective auditing and reporting audit activities to South Texas College's Finance, Audit, and Human Resources Committee, the Internal Auditor will report annually to the Finance, Audit, and Human Resources Committee on the following statements to fulfill adherence with IIA *Standards*.

Internal Auditor: Khalil M. Abdullah

Institution: South Texas College

I confirm that an annual departmental process is in place to certify that South Texas College's internal auditors, including myself, will comply with the IIA *Standards* and Code of Ethics, which contains guidance on confidentiality. This process includes a discussion with Finance, Audit, and Human Resources Committee as appropriate.

I confirm the organizational independence of the internal audit activity at the institution. In addition, I confirm that an annual departmental process is in place to certify that South Texas College's internal auditors, including myself, have reviewed personal situations with respect to the institution and are not aware of any circumstances that might impair our ability to be independent and objective on any audit or that might lead others to question it.

I understand that I am responsible to make timely written notification to the Finance, Audit, and Human Resources Committee in the event any circumstances arise during the course of the year that might impair or appear to impair independence.

I am receiving support for audit activities from the President, Vice Presidents, and other employees of South Texas College to provide the necessary audit services, with the following exception(s):

Signature: Khalil M. Abdullah

Date: 6/8/2022

¹ The Chief Audit Executive (CAE) describes the person responsible for effectively managing the internal audit activity. At South Texas College, those responsibilities reside with the Internal Auditor.

Institute of Internal Auditor's (IIA)

Mission of Internal Audit:

To enhance and protect organizational value by providing risk-based and objective assurance, advice, and insight.

Definition of Internal Auditing:

Internal auditing is an independent, objective assurance and consulting activity designed to add value and improve an organization's operations. It helps an organization accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control, and governance processes.

Code of Ethics:

The purpose of The Institute's Code of Ethics is to promote an ethical culture in the profession of internal auditing.

Principles

Internal auditors are expected to apply and uphold the following principles:

1. Integrity – The integrity of internal auditors establishes trust and thus provides the basis for reliance on their judgment.
2. Objectivity – Internal auditors exhibit the highest level of professional objectivity in gathering, evaluating, and communicating information about the activity or process being examined. Internal auditors make a balanced assessment of all the relevant circumstances and are not unduly influenced by their own interests or by others in forming judgments.
3. Confidentiality – Internal auditors respect the value and ownership of information they receive and do not disclose information without appropriate authority unless there is a legal or professional obligation to do so.
4. Competency – Internal auditors apply the knowledge, skills, and experience needed in the performance of internal audit services.

Rules of Conduct

Integrity:

Internal auditors...

- 1.1 Shall perform their work with honesty, diligence, and responsibility.
- 1.2 Shall observe the law and make disclosures expected by the law and the profession.
- 1.3 Shall not knowingly be a part to any illegal activity or engage in acts that are discreditable to the profession of internal auditing or to the organization.
- 1.4 Shall respect and contribute to the legitimate and ethical objectives of the organization

Objectivity:

Internal auditors...

- 2.1 Shall not participate in any activity or relationship that may impair or be presumed to impair their unbiased assessment. This participation includes those activities or relationships that may be in conflict with the interests of the organization.
- 2.2 Shall not accept anything that may impair or be presumed to impair their professional judgment.
- 2.3 Shall disclose all material facts known to them that, if not disclosed, may distort the reporting of activities under review.

Confidentiality:

Internal auditors...

- 3.1 Shall be prudent in the use and protection of information acquired in the course of their duties.
- 3.2 Shall not use information for any personal gain or in any manner that would be contrary to the law or detrimental to the legitimate and ethical objectives of the organization.

Competency:

Internal auditors...

- 4.1 Shall engage only in those services for which they have the necessary knowledge, skills, and experience.
- 4.2 Shall perform internal audit services in accordance with the *International Standards for the Professional Practice of Internal Auditing*.
- 4.3 Shall continually improve their proficiency and the effectiveness and quality of their services.

Consent Agenda:
d. Approval of Internal Audit Charter

Approval of the Internal Audit Charter for the period of September 1, 2022 through August 31, 2023 is requested.

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

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

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

Enclosed Documents – The Internal Audit Charter follows in the packet for the Board’s review and discussion.

Dr. Ricardo J. Solis, President, Mary Elizondo, Vice President for Finance and Administrative Services, and Khalil Abdullah, Internal Auditor, attended the August 9, 2022 Finance, Audit, and Human Resources Committee meeting to address any questions by the committee.

The Finance, Audit, and Human Resources Committee recommended Board approval of the Internal Audit Charter for the period of September 1, 2022 through August 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 the Internal Audit Charter for the period of September 1, 2022 through August 31, 2023 as presented.

Approval Recommended:

Dr. Ricardo J. Solis
President

**SOUTH TEXAS COLLEGE
INTERNAL AUDIT CHARTER
EFFECTIVE SEPTEMBER 1, 2022**

INTRODUCTION

Internal Auditing is an independent and objective assurance and consulting activity that is guided by a philosophy of adding value to improve the operations of the College. It assists the College in accomplishing its objectives by bringing a systematic and disciplined approach to evaluate and improve the effectiveness of the organization's risk management, governance, and internal controls.

ROLE

The internal audit function is established by the College Board of Trustees, Finance, Audit, and Human Resources Committee (hereafter referred to as the Board). The internal audit function's responsibilities are defined by the Board as part of their oversight role.

AUTHORITY

The internal audit function, with strict accountability for confidentiality and safeguarding records and information, is authorized full, free, and unrestricted access to any and all of the College's property, records (manual or electronic), and personnel pertinent to carrying out authorized engagements. All employees are requested to assist the internal audit function in fulfilling its roles and responsibilities. The internal audit function will also have free and unrestricted access to executive management and the Board.

INDEPENDENCE & OBJECTIVITY

The internal audit function will remain free from interference by any element in the organization, including matters of audit selection, scope, procedures, frequency, timing, or report content to permit maintenance of a necessary independent and objective mental attitude. Internal auditors will have no direct operational responsibility or authority over any of the activities audited. Accordingly, they will not implement internal controls, develop procedures, install systems, prepare records, or engage in any other activity that may impair the internal auditor's independence or objectivity. Internal auditors are not authorized to perform any operational duties, initiate or approve accounting transactions external to the internal audit function, or direct the activities of any employee not employed by the internal audit function, except to the extent such employees have been appropriately assigned to auditing teams or otherwise assist the internal audit function. Internal auditors must exhibit the highest level of professional objectivity in gathering, evaluating, and communicating information about the activity or process being examined. Internal auditors must make a balanced assessment of all the relevant circumstances and not be unduly influenced by their own interests or by others in forming judgments.

The Internal Auditor will confirm to the Board, at least annually, the organizational independence of the internal audit activity.

INTERNAL AUDIT PLAN

At least annually, the Internal Auditor will submit to senior management and the Board an internal audit plan for review and approval. The internal audit plan will consist of a work schedule as well as budget and resource requirements for the next fiscal year. The Internal Auditor will communicate the impact of resource limitations and significant interim changes to senior management and the Board. The internal audit plan will be developed based on a prioritization of the audit universe using a risk-based methodology, including input of senior management and the Board. The Internal Auditor will review and adjust the plan, as necessary, in response to changes in the College's risks, operations, programs, systems, and internal controls. Any significant deviation from the approved internal audit plan will be communicated to senior management and the Board.

ORGANIZATION

The Internal Auditor will report functionally to the President and the Board and administratively (i.e. day to day operations) to the Vice President of Finance and Administrative Services.

The Board will

- Approve the internal audit charter;
- Approve the risk-based annual audit plan;
- Approve decisions regarding the appointment and removal of the Internal Auditor;
- Approve the remuneration of the Internal Auditor;
- Complete an annual performance appraisal of the Internal Auditor;
- Approve the internal audit budget and resource plan;
- Receive communications from the Internal Auditor on the internal audit activity's performance relative to its plan and other matters; and
- Make appropriate inquiries of management and the Internal Auditor to determine whether there are inappropriate scope or resource limitations.

The Internal Auditor will communicate and interact directly with the Board, including in executive sessions and between Board meetings as appropriate.

SCOPE OF ACTIVITIES

Assurance Services are objective examinations of evidence for the purpose of providing an independent assessment. The scope of work for assurance services is to determine whether the College's risk management, governance, and control processes as designed and represented by management, is adequate and functioning in a manner to help ensure:

- Risks are appropriately identified and managed;
- Significant financial, managerial, and operating information is accurate, reliable, and timely;
- Employees' actions are in compliance with policies, standard, procedures, and applicable laws and regulations;

- Resources are acquired economically, used efficiently, and adequately protected;
- Established objectives and goals are met and whether operations or activities are being conducted as planned;
- Quality and continuous improvement are fostered in the institution's control process.

Consulting Services are advisory and include other service activities such as counsel, advice, facilitation, training, and participation on standing or temporary management committees or project teams. The objective of consulting services is to add value in the development or modification of organization processes, procedures, and controls to minimize risk and achieve department objectives. Accepted consulting engagements will be included in the audit plan.

STANDARDS OF AUDIT PRACTICE

The internal audit function will govern itself by adherence to The Institute of Internal Auditors' mandatory guidance including the Definition of Internal Auditing, the Code of Ethics, and the International Standards for the Professional Practice of Internal Auditing (Standards). This mandatory guidance constitutes principles of the fundamental requirements for the professional practice of internal auditing and for evaluating the effectiveness of the internal audit activity's performance. The Institute of Internal Auditors' Practice Advisories, Practice Guides, and Position Papers will also be adhered to as applicable to guide operations. In addition, the internal audit activity will adhere to the College's relevant policies and procedures and the internal audit activity's audit manual.

RESPONSIBILITIES

The Internal Auditor has a responsibility to:

- Develop a flexible, annual work plan using an appropriate risk-based methodology, including any risks or control concerns identified by management, and submit that plan to the President, and the Board of Trustees' Finance, Audit, and Human Resources Committee for review and approval as well as periodic updates;
- Implement the annual work plan, as approved by the Finance, Audit, and Human Resources Committee;
- Issue periodic reports to the President and the Finance, Audit, and Human Resources Committee summarizing results of audit activities, annual work plans, sufficiency of office resources, and emerging trends and successful practices in internal auditing;
- Review systems to verify compliance with established policy, procedures, and applicable regulations;
- Review compliance with guidelines for ethical professional conduct.
- Maintain a follow-up process to monitor management actions on reported engagement observations and whether recommendations have been effectively implemented;
- Identify indicators of fraud and facilitate the investigation of suspected fraudulent activities within the organization;
- Act as liaison between the College and external auditors, including the review of their findings and the follow-up on necessary corrective action;

RESPONSIBILITIES (Cont.)

- Identify necessary training to improve the knowledge, skills, and competencies necessary for the internal auditors to have sufficient proficiency for auditing with the organization and maintaining professional certifications;
- Obtain competent advice and assistance necessary for the engagement when needed or decline the engagement;
- Ensure that an external review of the internal audit function in accordance with the Standards is conducted at least once every five years.
- Evaluate specific operations at the request of the Finance, Audit, and Human Resources Committee or the President, as appropriate.

QUALITY ASSURANCE AND IMPROVEMENT PROGRAM

The internal audit function will maintain a quality assurance and improvement program that covers all aspects of the internal audit activity. The program will include an evaluation of the internal audit function's conformance with the Definition of Internal Auditing and the IIA Standards and an evaluation of whether internal auditors apply the Code of Ethics. The program also assesses the efficiency and effectiveness of the internal audit function and identifies opportunities for improvement. The Internal Auditor will communicate to senior management and the Board on the internal audit activity's quality assurance and improvement program, including results of ongoing internal assessments and external assessments conducted at least every five (5) years.

The results of internal audit reviews as well as a report on Internal Audit's activities shall be presented to the President, and the Board of Trustees. The report shall include:

- 1) Internal audit finding(s);
- 2) Internal audit recommendation(s);
- 3) Management response(s);
- 4) Date of implementation of audit recommendation(s).

The Internal Auditor verifies corrective action has been taken by management and reports on the corrective action to the Board of Trustees' Finance, Audit, and Human Resources Committee.

Khalil M. Abdullah
Internal Auditor

Date

Maria G. Elizondo
Vice President for Finance and Administrative Services

Date

Dr. Ricardo J. Solis
President

Date

Rene Guajardo
Chair, Finance, Audit, and Human Resources Committee

Date

Rose Benavidez
Chair, Board of Trustees

Date

Consent Agenda:
e. Approval of Proposed Projects for Internal Auditor for FY 2022 – 2023

Approval of proposed projects for the Internal Auditor for FY 2022 - 2023 is requested.

Purpose – Staff is recommending projects for the Board’s consideration for the Internal Auditor’s review for Fiscal Year 2022 - 2023. The projects listed below are proposed as the assignments for the Internal Auditor.

- FY 2022 - 2023 (Scheduled)
 1. Fraud Survey
 2. Financial Aid – Federal Awards
 3. Faculty Overloads & Stipends
 4. Business Continuity / Disaster Recovery
 5. Title IX
 6. HR Processes – Employee Hiring and Staffing
 7. Emergency Medical Technology (EMT) Program
 8. Surprise Cash Counts
 9. Purchasing – Proposal Evaluation Criteria
 10. Quality Assurance Review – External QAR

Enclosed Documents - The list of Internal Audits conducted for FY 2012 through FY 2022 follows in the packet for the Board’s information and review.

Dr. Ricardo J. Solis, President, Mary Elizondo, Vice President for Finance and Administrative Services, and Khalil Abdullah, Internal Auditor, attended the August 9, 2022 Finance, Audit, and Human Resources Committee meeting to address any questions by the committee.

The Finance, Audit, and Human Resources Committee recommended Board approval of the proposed projects for the Internal Auditor for FY 2022 - 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 the proposed projects for the Internal Auditor for FY 2022 - 2023 as presented.

Approval Recommended:

Dr. Ricardo J. Solis
President

**South Texas College
Internal Auditing Services for the Period of FY 2013 through FY 2023**

	Audit Area	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023
1	Fraud Survey	10/18/12	11/08/13	Complete	Complete	12/07/16	10/18/17	10/22/18	10/08/19	10/12/20	10/06/21	Proposed
2	Fraud Hotline Calls/Investigations		10/29/13									
3	Cash -Controls and safeguards -Bank Reconciliation -Check and deposit preparation											
4	Cash -Bank Reconciliation											
5	Surprise Cash Counts and Cash Handling Controls over Student Tuition and Fees Collection		Requested- Not Performed	Requested- Not Performed	Requested- Not Performed	11/04/16						Proposed
6	Food Services Department Cash Handling Procedures			Requested - Not Performed	Requested - Not Performed	11/04/16						
7	Student Receivables/ Third Party -Billing -Collections -Reconciliation											
8	Scholarship Funds -Valley Scholars -Pledges -Awards -Other Scholarships	08/22/13										
9	Grants- Title V											
10	Grants- Wired											
11	Grants - Federal Work-study, Federal Pell Grant, Carl Perkins, and Workforce Investment Act											
12	Property Taxes -Rec. & Rollback Taxes		Requested- Not Performed	Requested- Not Performed								
13	Property Taxes - Internal Controls of Hidalgo and Starr County Tax Assessor- Collector's Offices				Requested - Not Performed	06/20/17						
14	AP - Operations / Prompt Pmt. Act											
15	AP - Commercial Card Use						Requested - In Progress	01/29/19				
16	Fuel Card Use						Requested - In Progress	10/23/18				
17	Travel							Requested - Not Performed	Requested - Not Performed	Requested - Not Performed	Requested - Not Performed	
18	Mileage Reimbursement Procedures			Requested - Not Performed	Requested - Not Performed	02/17/17						
19	Purchasing Contracts -Solicitation/Renewal Process -Record keeping									Requested - Not Performed	07/12/22	Proposed
20	Financial Aid - State Awards	05/07/13					Requested - Not Performed	In Process	01/07/20			
21	Financial Aid - Federal Awards									Requested - Not Performed	Requested - Not Performed	Proposed

**South Texas College
Internal Auditing Services for the Period of FY 2013 through FY 2023**

	Audit Area	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023
23	Investments -Compliance -Collateral Documentation -Transfers for Debt Service -System for Monitoring Maturities											
24	Debt Service -Bond Payments -Continuing Disclosure Requirements -Arbitrage -Bond Restrictions											
25	Human Resources and Payroll -Compliance & Controls											
26	HR - Human Resources- Employment Eligibility Verification Form I-9 (U.S. Citizenship and Immigration Services)		Requested - Not Performed	Requested - Not Performed	Requested - Not Performed	02/17/17						
27	HR Processes - Faculty Credentials							Requested - Not Performed	In Process	In Process	06/10/22	
28	HR Processes - Employee Hiring & Staffing											Proposed
29	TimeClock Plus [Time Keeping System Compliance] -Departmental Timeforce Procedures		Requested - Not Performed	Requested - Not Performed	Requested - Not Performed	Requested - Not Performed	Requested - In Progress	10/04/18				
30	TimeClock Plus [Time Keeping System Compliance] -Internal Control Procedures											
31	Fixed Assets		Requested- Not Performed	Requested- Not Performed	Requested- Not Performed		11/08/17					
32	Continuing Professional and Workforce Education Department											
33	Facilities, Operation & Maintenance- Workorders and Purchase Orders	07/18/13										
34	Custodial Services- Work Orders, Purchase Orders and Inventory		Requested - Not Performed	Requested - Not Performed	Requested - Not Performed	Requested - Not Performed		06/06/19				
35	Enrollment Audit (Traditional and Continuing Education)						Requested - In Progress	07/26/18				
36	Student Activities & Wellness			Requested - Not Performed	Requested - Not Performed		12/01/17					
37	Memorandum of Understanding [MOU] -Early College High Schools -Dual Credit							Requested - Not Performed	In Process	01/11/21		
38	Blueprint Expectations for Early College High Schools							Requested - Not Performed	Requested - Not Performed			
39	Science Lab Safety and Storage Compliance							Requested - Not Performed	In Process	In Process	06/10/22	
40	Red Flag Rules											
41	IT Security and Procedures		09/05/13									Requested - Not Performed
42	IT - Business Continuity / Disaster Recovery											
43	Texas Administrative Code Sec. 202											
44	Banner Computer System Security and Access			Requested - Not Performed	Requested - Not Performed	Requested - Not Performed	Requested - Not Performed	In Process	In Process	01/11/21		
45	Instructional Technologies Inventory		Requested - Not Performed	11/06/14								
46	Copiers											

**South Texas College
Internal Auditing Services for the Period of FY 2013 through FY 2023**

	Audit Area	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023
47	Cell Phones											
48	Clery Act, and VAWA						Requested - Not Performed	In Process	07/14/20			
49	Title IX								Requested - Not Performed	Requested - Not Performed		Proposed
50	Internal Assessment of the Office of Internal Audits - (QAIP)									07/13/21		
51	External Assessment of the Office of Internal Audits - (QAIP)									Requested - Not Performed	Requested - Not Performed	
52	Faculty Overloads & Stipends									Requested - Not Performed	Requested - Not Performed	Proposed
53	Teacher Retirement System (TRS)									Proposed	11/15/21	
54	Emergency Medical Technology (EMT) Program										Requested - Not Performed	Proposed
55	Child and Adult Care Food Program - Application Process								10/01/19			
56	SAO - Catch the Next Complaint: 20-0044								11/07/19			
57	CARES Act Compliance								In Process	08/26/20		
	Total Number of Audits Completed	4	3	1	0	6	4	6	6	5	4	

Other Activities

- Annual Financial Report (CAFR)
- Risk Assessment & Audit Plan
- Internal Audit Annual Report

**Review and Action as Necessary on Contract Training Agreement
with Pharr-San Juan-Alamo Independent School District**

The Board of Trustees is asked to approve a contract training agreement with **Pharr San Juan Alamo Independent School District** (Pharr, TX), an interlocal agreement, for the period beginning August 15, 2022 through July 31, 2023, at no charge to the College.

Purpose – Continuing, Professional, and Workforce Education is requesting to enter into a training agreement in the amount of \$75,625.00 with the PSJA ISD Department of Career and Technical Education for the FY2022 – 2023 school year.

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

This item was not available for presentation to the Finance, Audit, and Human Resources Committee. It is presented to the Board 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 a training agreement in the amount of \$75,625.00 with the PSJA ISD Department of Career and Technical Education for the FY2022 – 2023 school year.

Approval Recommended:

Dr. Ricardo J. Solis
President

Review and Action as Necessary on Award of Proposal for Cyber Liability Insurance

Approval is requested to award the proposal for Cyber Liability Insurance for the period beginning September 1, 2022 through August 31, 2023 at a total cost of \$50,000.00.

Purpose - The purpose of cyber liability insurance is to help the College recover from potential financial losses caused by cyberattacks and data breaches.

Justification - Companies have an obligation to keep their customers' protected health information and personally identifiable information confidential. They may face potential liability if the information is exposed in a data breach. This coverage protects the College for liability to others and reimburses for expenses related to a data breach.

The College's Insurance Consultant, Mr. Chase Carlisle, will attend the August 23, 2022 Board meeting to address questions from the Board. Mr. Carlisle recommends the following award:

Cyber Liability Insurance

- Request to award Cyber Liability Insurance to Homeland Insurance Company of New York (Arthur J. Gallagher Risk Management Services, Inc.), at a total cost of \$50,000.00.
- Coverage includes (but is not limited to) invoice manipulation, data recovery costs, funds transfer fraud, etc.
- Limit of liability is \$2,000,000.
- The proposed premium of \$50,000.00 represents a decrease of 3.6% from the prior year.
- The carrier is different from the prior year.
- Some sub-limits are lower than last year.

Background – Proposal documents were advertised on July 27, 2022 and August 3, 2022. Three (3) responses were received on August 11, 2022 but one (1) response was incomplete, therefore, not evaluated. The proposals were evaluated by Mr. Chase Carlisle, Insurance Consultant, Accountability, Risk and Compliance, and the Purchasing Department.

Funding Source – Funds for this expenditure are budgeted in the Insurance and Benefits budgets for FY 2022 - 2023, pending Board approval of the budget.

Reviewers – This item was reviewed by Mr. Chase Carlisle, Insurance Consultant, Mrs. Mary Elizondo, Vice President for Finance and Administrative Services, Mr. Frank Jason Gutierrez, Director of Accountability, Risk, and Compliance, Mr. Ken Lyons, Risk

Manager, Mr. Luis Gonzalez, Chief Information Security Officer, and Rebecca Cavazos, Director of Purchasing.

Enclosed Documents – The recommendations and spreadsheets provided by the insurance consultant follow in the packet for the Board’s information and review.

The Finance, Audit, and Human Resources Committee did not review this item, as proposals were received past the date of the Committee meeting.

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 awarding the proposal for Cyber Liability Insurance to Homeland Insurance Company of New York (Arthur J. Gallagher Risk Management Services, Inc.) for the period September 1, 2022 through August 31, 2023, at a total cost of \$50,000.00.

Approval Recommended:

Dr. Ricardo J. Solis
President



August 17, 2022

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

**RE: Cyber Liability Insurance
Effective September 1, 2022**

Dear Ms. Elizondo,

Two complete proposals were received by the college in reference to Cyber Liability Insurance. The following options were submitted:

Montalvo Insurance Agency

AIG Specialty Insurance Company (AXV)
Annual Premium \$65,106
\$2,000,000 Limit of Liability

Arthur J. Gallagher Risk Management Services, Inc.

Homeland Insurance Company of New York (A+ XV)
Annual Premium of \$50,000
\$2,000,000 Limit of Liability

Recommendation:

On behalf of South Texas College, we recommend the purchase for Cyber Liability Insurance from Arthur J. Gallagher Risk Management Services, Inc. for the policy term September 1, 2022 through August 31, 2023 at a total premium of \$50,000.00.

Sincerely,

Chase Carlisle, CIC, CMIP, CPCU
Vice President



**SOUTH TEXAS COLLEGE
CYBER LIABILITY INSURANCE
PROJECT NO. 22-23-1015**

	Option 1	Option 2
COMPANY	Arthur J. Gallagher Risk Management Services, Inc.	Arthur J. Gallagher Risk Management Services, Inc.
ADDRESS	418 E Tyler Ave Ste B Harlingen, TX 78550	418 E Tyler Ave Ste B Harlingen, TX 78550
CITY/STATE/ZIP	Harlingen, TX 78550	Harlingen, TX 78550
CONTACT	David Calvillo	David Calvillo
CYBER LIABILITY INSURANCE	Proposed	Proposed
Insurance Company	Homeland Insurance Company of New York	Ace American Ins Co
A.M. Best Rating	A+ XV	A++ XV
Admitted/Non Admitted	Non Admitted	Admitted
Cyber Liability	\$ 2,000,000	\$ 1,000,000
Legal, Forensic, & Public Relations Crisis/Management	\$ 1,500,000	Included
First Party Loss		
Business Interruption Loss (resulting from Security Breach)	\$ 2,000,000	\$ 1,000,000
Payment Card Liability	\$ 1,000,000	\$ 1,000,000
Cyber Extortion Loss	\$ 2,000,000	\$ 1,000,000
Data Recovery Costs	\$ 2,000,000	\$ 1,000,000
Liability Coverage		
Data & Network Liability	\$ 2,000,000	\$ 1,000,000
Regulatory Defense & Penalty	\$ 2,000,000	\$ 1,000,000
Payment Card Liability	\$ 2,000,000	\$ 1,000,000
Media Liability	\$ 2,000,000	\$ 1,000,000
eCrime Coverage		
Fraudulent Instruction	\$ 250,000	\$ 250,000
Funds Transfer Fraud	\$ 250,000	\$ 250,000
Telephone Fraud	\$ 250,000	\$ 250,000
Retention		
Legal, Forensic & Public Relations Crisis/Management	\$ 10,000	\$ 150,000
Business Interruption Waiting Period	8 hours	8 hours plus \$150,000
Continuity Date	Full Prior Acts	TBD
Other Coverage Requested		
Reputational Loss	\$ 2,000,000	\$ 250,000
Computer Hardware Replacement Cost	\$ 2,000,000	\$ 1,000,000
Crypto-jacking Endorsement	\$ 250,000	\$ no
Invoice Manipulation Coverage	\$ 250,000	\$ no
TOTAL PROPOSAL AMOUNT	\$ 31,632.00	\$ 72,568.00
TOTAL EVALUATION POINTS	95.5	****
RANKING	1	****

****Gallagher Risk Mgmt Option 2 did not meet the required specifications, therefore not evaluated.
The Director of Purchasing has reviewed all the responses and evaluations completed.

**SOUTH TEXAS COLLEGE
CYBER LIABILITY INSURANCE
PROJECT NO. 22-23-1015
EVALUATION SUMMARY**

VENDOR		Arthur J. Gallagher Risk Management Services. Inc.		Montalvo Insurance Agency	
ADDRESS		418 E Tyler Ave Ste B		208 S Texas Ave	
CITY/STATE/ZIP		Harlingen, TX 78550		Weslaco, TX 78596	
CONTACT		David Calvillo		Ramon Montalvo	
1	The purchase price. (up to 60 points)	60	60	46.07	46.07
		60		46.07	
		60		46.07	
		60		46.07	
2	The reputation of the vendor and the vendor's goods or services. (up to 8 points)	7	7	7	7.25
		7		8	
		7		7	
		7		7	
3	The quality of the vendor's goods and/or services. (up to 14 points)	14	13.25	9	11.25
		14		14	
		12		10	
		13		12	
4	The extent to which the vendor's goods and/or services meet the College's needs. (up to 14 points)	14	13.25	10	10
		14		12	
		12		9	
		13		9	
5	The vendor's past relationship with the College. (up to 3 points)	2	2	3	3
		2		3	
		2		3	
		2		3	
6	The impact on the ability of the College to comply with laws relating to Historically Underutilized Businesses. (up to 1 point)	0	0	0	0
		0		0	
		0		0	
		0		0	
TOTAL EVALUATION POINTS		95.5		77.57	
RANKING		1		2	

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

Review of Updates to the Facilities Committee

a. Review and Update on Project Scope Location for the Pecan Campus North Academic Humanities Building P Renovations for the Accountability, Risk, and Compliance Department and the Office of Institutional Equity

An update on the project scope location for the Pecan Campus North Academic Humanities Building P Renovations for the Accountability, Risk, and Compliance (ARC) Department and the Office of Institutional Equity (OIE) was discussed at the August 9, 2022 Facilities Committee meeting.

Purpose

College Administration reported a proposed change of scope regarding the relocation of the project from the west side to the east side of the Pecan Campus North Academic Humanities Building P.

Justification

A change in scope was required to reorient the design of the project due to a change in department relocation needs.

Background

On May 26, 2022, the Board of Trustees approved contracting architectural services with Able City, LLC. The project scope included the renovation of the Pecan Campus North Academic Humanities Building P for the relocation of staff from Pecan Campus Ann Richards Administration Building D.

Staff from the ARC department and the OIE would be relocated to the east side of the third floor of Building P in lieu of the west side as originally planned to accommodate Academic Affairs needs. The existing classrooms were identified as available for office conversion by the Academic Affairs Division.

The proposed scope of work is summarized as follows:

- Interior design and construction of the renovation
- Approximate square feet: 4,551 sf.

The total revised budget is itemized in the table below:

Pecan Campus North Academic Humanities Building P Renovation for the ARC and the OIE Total Revised Project Budget	
Budget Item	Revised Project Budget
Construction	\$455,100
Design	45,510
Miscellaneous	5,000
FFE	90,000
Technology	50,000
Contingency	91,020
Total	\$736,630

Enclosed Documents

The packet included a presentation of the project with the revised scope location and a preliminary layout of the space for the Committee's review and information.

b. Review and Update on Proposed Modifications and Phases for the Pecan Campus Library Building F

Plans for the proposed modifications and phases for the Pecan Campus Library Building F Expansion and Renovation project were reviewed and discussed at the August 9, 2022 Facilities Committee Meeting.

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 a revision of the proposed project and an increase in the construction budget, proposed design changes from Administration and College staff. The estimated cost of the Pecan Campus Library Building F Renovation and Expansion exceeded available funding and current construction priorities for the College.

As discussed at the July 12, 2022 Facilities Committee meeting, College staff proposes that the project proceed as a series of internal space modification projects and possible smaller capital improvement projects over the next few years beginning with those deficiencies in the existing building that limit the adequacy and appropriateness of the facility to meet user needs. This targeted and phased approach addressing key improvement needs will help ensure ongoing compliance with the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) requirements while at the same time providing substantial savings to the College. The Facilities Committee requested for staff to provide more information about the plan. The planned phases and timeline are as follows:

Phase I – FY 2022-2023:

- Create silent study area on 2nd floor
- Build two (2) staff offices on 2nd floor
- Convert two (2) staff offices on 1st floor into group study rooms
- Enhance capacity of extended hours room as a self-service open computer lab
- Convert a room into a multipurpose training, meeting, and event room
- Repaint the Open Lab on the 1st floor

Phase II – FY 2023-2024:

- Create seven group study rooms on 1st floor by relocating one of three compact shelving systems to the Technology Campus Library and consolidating operations of two 1st floor service desks
- Create a Center for Learning Excellence (CLE) communications studio and an adjoining study room along the north wall of the 1st floor

- Add power to CLE writing center area
- Repaint Educational Technologies spaces

Phase III – FY 2024-2025:

- Create a staff office within the Learning Commons and Open Labs administrative area
- Convert a room into a CLE Writing Center huddle room
- Remodel instructional lab, staff office, and door placement along administrative area walkway to improve staff workspace capacity and improve operational workflow
- Create a makerspace to provide resources and services aligned with evolving curriculum needs

Funding Source

Funds would be available in the FY 2022-2023 Unexpended Plant Fund for proposed Phase I.

Enclosed Documents

A presentation of the proposed modifications and phases was provided for the Committee's review and information.

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

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

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

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

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

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

- a. Approval to Proceed with Solicitation of Civil Engineering Services for a Subdivision Plat for the Pecan Campus West Property
- b. Approval to Proceed with Solicitation of Architectural Services and Selection of a Location for the Pecan Campus Continuing Education Building
- c. Approval to Terminate the Architectural Services Contract with ERO Architects and Cancellation of the Pecan Campus Library Building F Renovation and Expansion
- d. Approval of Schematic Design of the Technology Campus Master Plan Phase I Welding Lab Building F
- e. Approval to Contract Construction Services for the Starr County Campus Workforce Center Building D Welding Lab Expansion

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 – e of the Facilities Committee Consent Agenda as presented.

Approval Recommended:

Dr. Ricardo J. Solis
President

Consent Agenda:

a. Approval to Proceed with Solicitation of Civil Engineering Services for a Subdivision Plat for the Pecan Campus West Property

Approval of authorization to proceed with the solicitation of a Request for Qualifications (RFQ) for civil engineering services for a subdivision plat for the Pecan Campus West Property is requested.

Purpose

The Board is asked to approve the solicitation of civil engineering services for the development of a subdivision plat.

Justification

In order for the City of McAllen to authorize future construction projects on the Pecan Campus West Property, a subdivision plat must be prepared and recorded with the County of Hidalgo. Solicitation of Request for Qualifications (RFQ) for civil engineering services is necessary to procure a design team to prepare the subdivision plat. Once the statements of qualifications are received, an evaluation team would evaluate the responses using the currently approved procurement process and propose an engineer to the Facilities Committee at a later date.

Background

The Board of Trustees is asked to approve the solicitation of architectural services for a new Continuing Education Building to be constructed at the Pecan Campus West Property. The West Property has not previously been platted and therefore a subdivision plat is required before new construction can proceed.

Funding Source

Funds for these services are available in the FY 2022-2023 Unexpended Plant Fund.

Enclosed Documents

A property map is enclosed for the Committee's review and information.

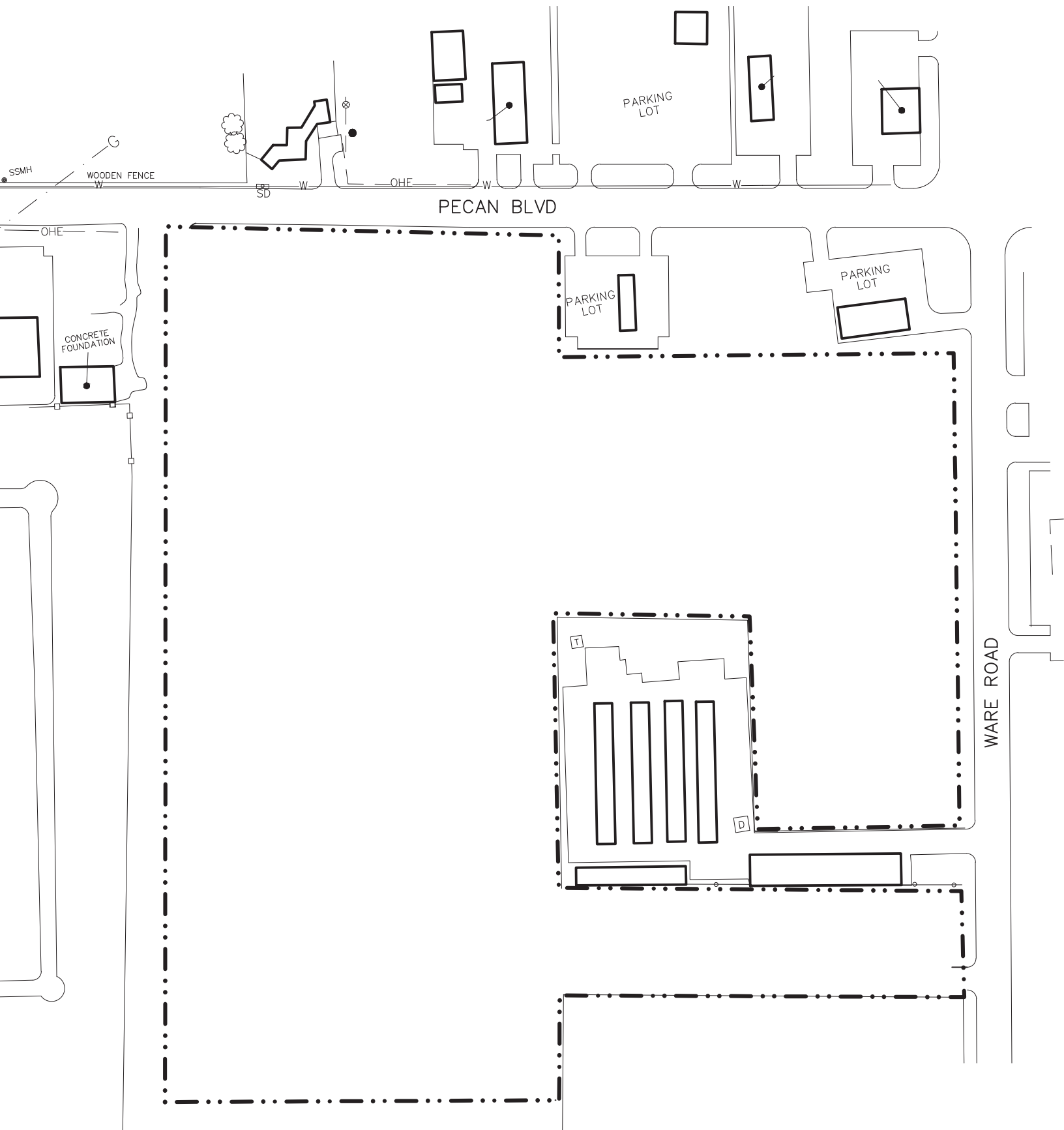
The Facilities Committee recommended Board approval to solicit civil engineering services for a subdivision plat for the Pecan Campus West Property project as presented.

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 solicitation of civil engineering services for a subdivision plat for the Pecan Campus West Property project as presented.

Approval Recommended:

Dr. Ricardo J. Solis
President



WEST PECAN - SITE PLAN 



 PROPERTY LINE

Consent Agenda:

b. Approval to Proceed with Solicitation of Architectural Services and Selection of a Location for the Pecan Campus Continuing Education Building

Approval of authorization to proceed with the publication of a Request for Qualifications (RFQ) to solicit architectural services for the Pecan Campus Continuing Education Building, contingent upon execution of a grant award contract with the Economic Development Administration (EDA), and the selection of a location option is requested.

Purpose

The Board is asked to approve the solicitation of architectural services for a new Continuing Education building at the Pecan Campus –West Property.

Justification

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

Scheduling Priority

This project was requested by the Continuing Education Department. It has been reviewed by the Facilities Operations & Maintenance, Purchasing, and Facilities Planning & Construction departments, Administration, and the Coordinated Operations Council. This project is scheduled as an educational improvement to construct a new facility for the Continuing Education Program.

Background

The Continuing Education (CE) Program was awarded a grant by the EDA to partially fund the construction of a 10,000 square foot facility for CE instruction and training. The CE Program has since requested to add an additional 10,000 square feet to the building due to the College's intention to vacate staff from their current location at Pecan Plaza. The approval of the grant and the plan to relocate CE from Pecan Plaza have prompted the prioritization of the project.

The proposed Continuing Education Building would be located at the Pecan Campus – West Property, which is a currently undeveloped property located west of Ware Road and south of Pecan Boulevard. It would provide the following spaces:

- Nine (9) classrooms
- Seven (7) labs
- Ten (10) offices
- Storage spaces
- Administrative work areas
- Conference room
- Cashier space
- Student lounge

- Breakroom
- Registration space
- Trainer space
- Support spaces

The Testing Center will also be relocated from Pecan Plaza and included as part of the proposed Continuing Education Building. The Testing Center area would contain the following spaces:

- Two (2) testing labs
- Three (3) offices
- Administrative work area
- Waiting area
- Storage space

The proposed scope of work is summarized as follows:

- Design and construction of the Continuing Education Building
- Sitework: Parking, drives, utilities, and infrastructure
- Approximate square feet: 24,500 s.f.

The total project budget is \$8,684,718 and itemized in the table below:

Pecan Campus Continuing Education Building Total Project Budget	
Budget Item	Budget Amount
Construction	\$6,257,850
Design	625,785
Miscellaneous	167,361
FFE	495,855
Technology	512,082
Owner Contingency	625,785
Total Project Budget	\$8,684,718

Funding Source

Funds for the Pecan Campus Continuing Education Building Project 2021-002C are budgeted in the Unexpended Construction Plant Fund for available use in FY 2021-2022.

Of the \$8,684,718 total project budget, the College has budgeted \$7,184,718 in the Unexpended Construction Plant Fund as part of the Capital Improvement Proposal (CIP) and funds in the amount of \$1,500,000 from an Economic Development Administration (EDA) grant will be included as part of the project budget. The EDA grant was awarded to the College and accepted by the Board on July 26, 2022 and is pending execution of the grant award contract.

Estimated Project Timeline

The project design phase, which includes the approval of a design firm, is projected to last until August 2023, with construction to commence in November 2023 and Substantial Completion in September 2024.

Enclosed Documents

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

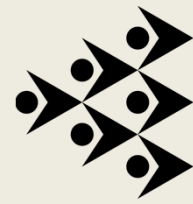
The Facilities Committee recommended Board approval to solicit architectural services for the Pecan Campus Continuing Education Building, contingent upon execution of a grant award contract with the Economic Development Administration (EDA), and the selection of a location option for the building as 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 solicitation of architectural services for the Pecan Campus Continuing Education Building, contingent upon execution of a grant award contract with the Economic Development Administration (EDA), and the selection of a location option for the building as presented.

Approval Recommended:

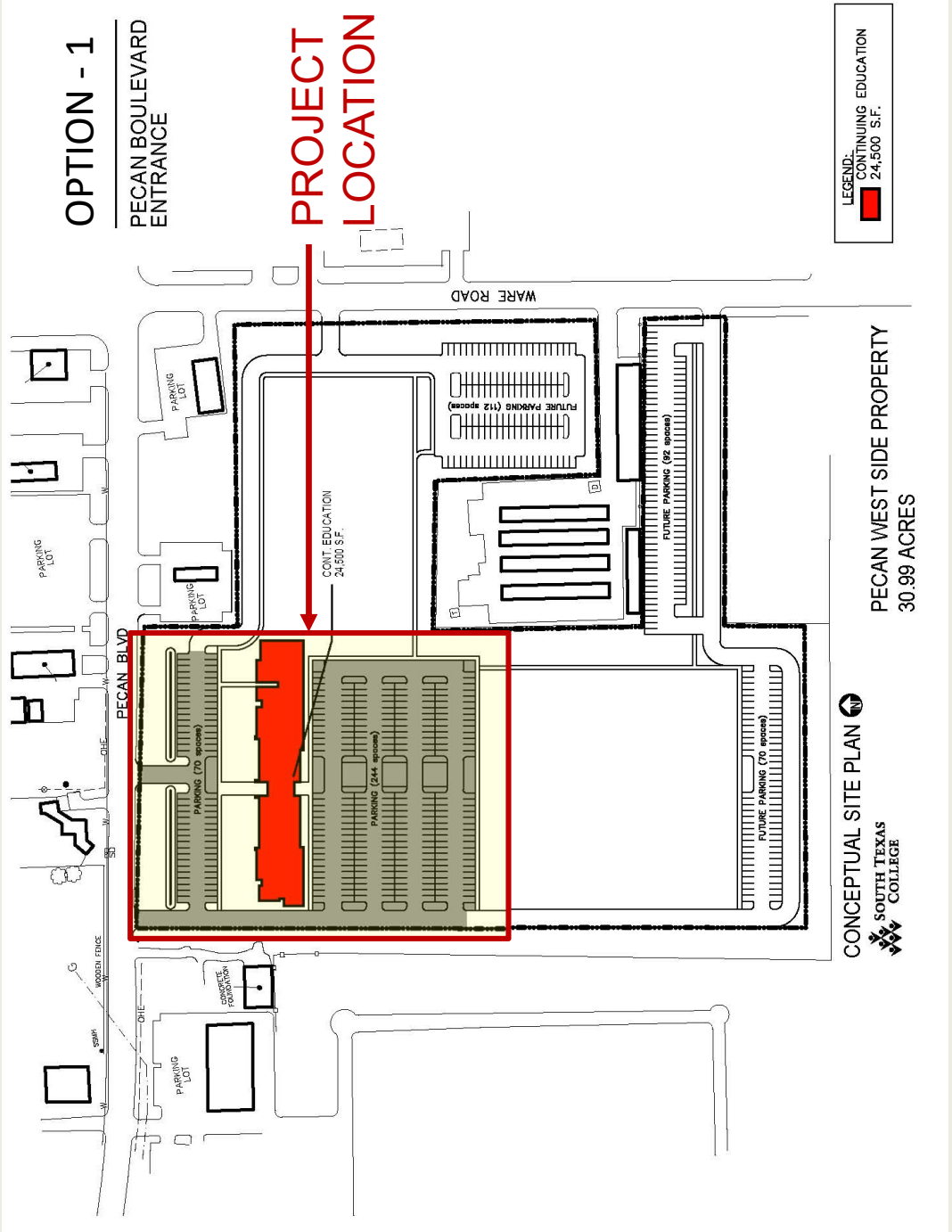
Dr. Ricardo J. Solis
President



**SOUTH TEXAS
COLLEGE**

Proposed Pecan West Property Continuing Education Building

Proposed Pecan West Property Continuing Education Building Proposed Project Location



**Proposed Pecan West Property
Continuing Education Building
Proposed Project Location**

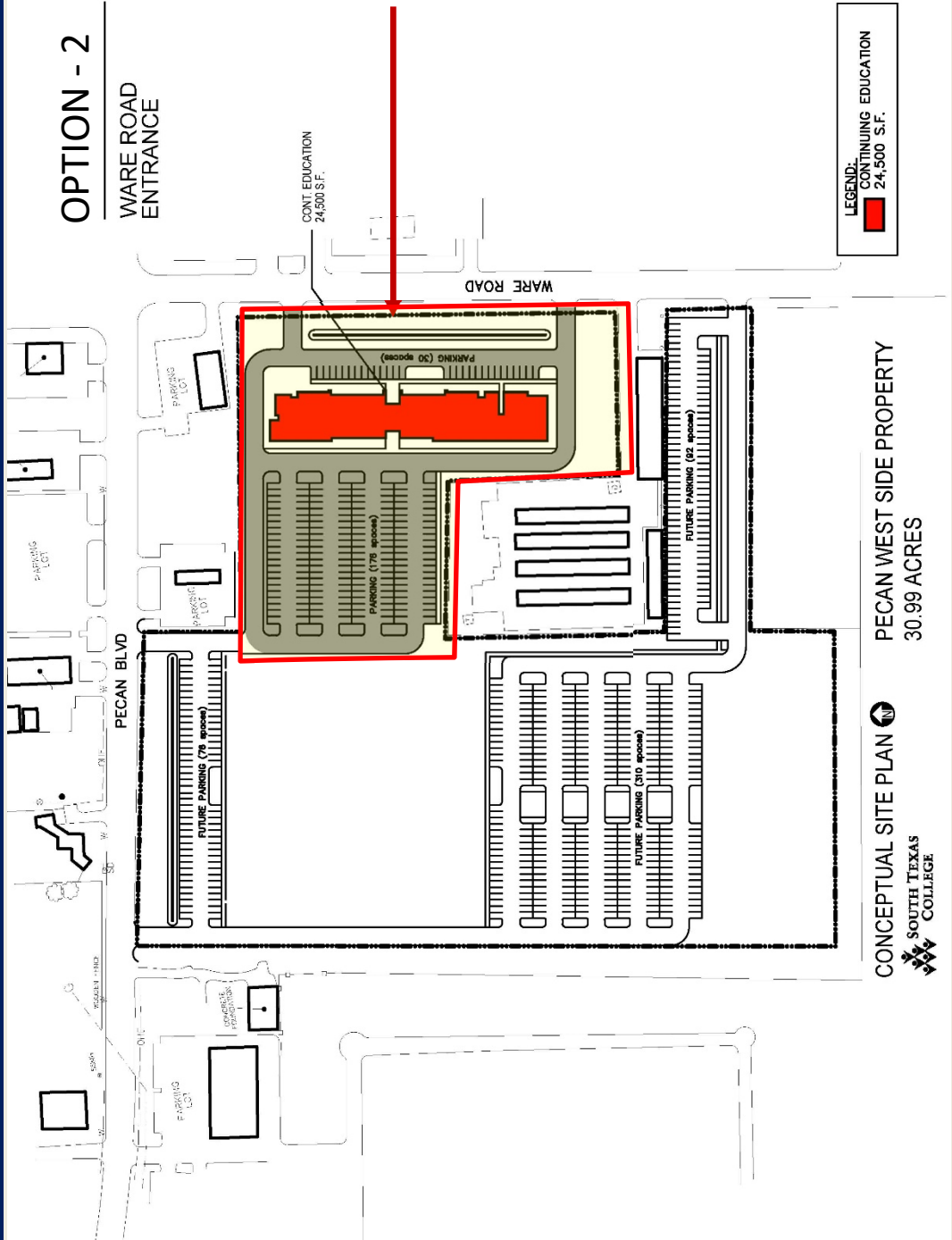


View Looking South from Pecan Boulevard

Proposed Pecan West Property Continuing Education Building Proposed Project Location



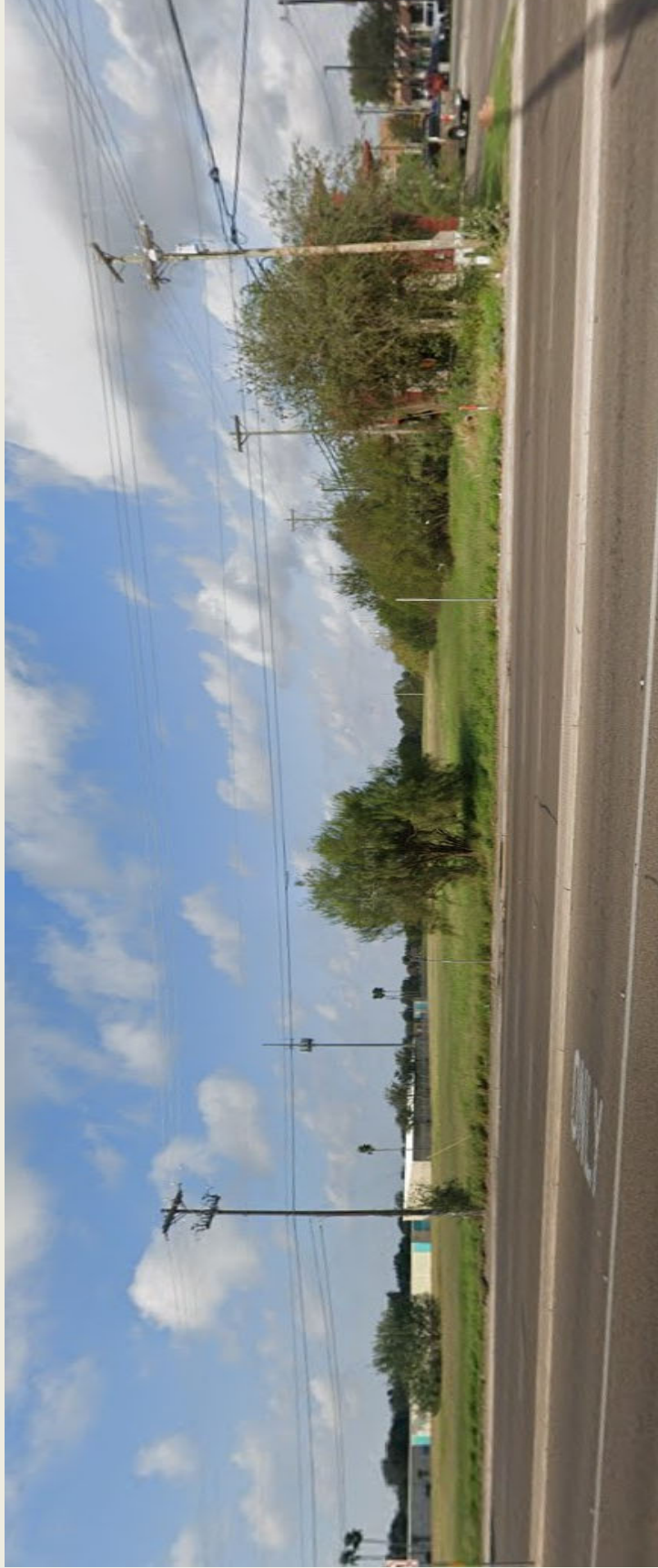
PROJECT LOCATION



**Proposed Pecan West Property
Continuing Education Building
Proposed Project Location**



**SOUTH TEXAS
COLLEGE**



View Looking West from Ware Road

Proposed Pecan West Property Continuing Education Building Proposed Scope & Budget



Scope of Work

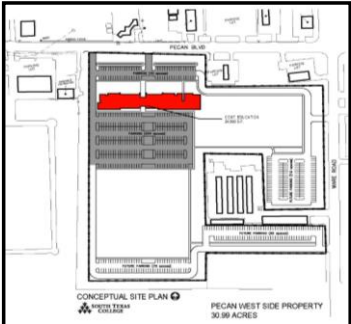
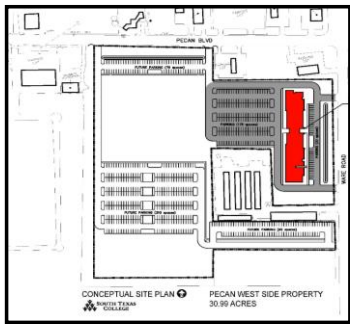
Design and Construction of a new Continuing Education Building for the Continuing Education program with classrooms, training labs, computer labs, staff & faculty offices, and support spaces.

Total Square Feet Area = 24,500 s.f.

Estimated Construction Cost per Square Foot = \$225/sq.ft.

Estimated Total Project Budget

Construction	\$ 6,257,850
Design	625,785
Miscellaneous	167,361
FFE	495,855
Technology	512,082
<u>Contingency 10%</u>	<u>625,785</u>
Total Project Budget	\$ 8,684,718

Project Name: Pecan Campus - Continuing Education Building		Project No. 2021-002C																	
Funding Source(s): Unexpended Plant Fund																			
		FY 21-22		FY 22-23*															
	Total	FY 21-22		FY 22-23															
	Project Budget	Project Budget	Actual Expenditures	Variance of Project Budget vs. Actual Expenditures	Project Budget	Actual Expenditures	Variance of Project Budget vs. Actual Expenditures												
Construction:	\$ 6,257,850.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -												
Site Work:	-	-	-	-	480,630.00	-	480,630.00												
Design:	625,785.00	355,500.00	-	355,500.00	42,660.00	-	42,660.00												
Miscellaneous:	167,361.00	42,660.00	-	42,660.00	-	-	-												
FFE:	495,855.00	-	-	-	-	-	-												
Technology:	512,082.00	-	-	-	-	-	-												
Total:	\$ 8,058,933.00	\$ 398,160.00	\$ -	\$ 398,160.00	\$ 523,290.00	\$ -	\$ 523,290.00												
*Pending Board Approval of FY23 Budget																			
		FY 23-24		FY 23-24		Total Actual Expenditures To Date													
		Project Budget	Actual Expenditures	Variance of Project Budget vs. Actual Expenditures			Date												
Construction:		\$ 5,031,870.00	\$ -	\$ 5,031,870.00			\$ -												
Site Work:		745,350.00	-	745,350.00			-												
Design:		583,125.00	-	583,125.00			-												
Miscellaneous:		167,361.00	-	167,361.00			-												
FFE:		495,855.00	-	495,855.00			-												
Technology:		512,082.00	-	512,082.00			-												
Total:		\$ 7,535,643.00	\$ -	\$ 7,535,643.00			\$ -												
Project Team				Board Status															
Approval to Solicit Architect/Engineer:	TBD	Board Approval of Schematic Design		TBD	<table border="1" style="width: 100%;"> <thead> <tr> <th>Vendor</th> <th>Contract Amount</th> <th>Actual Expenditures</th> <th>Variance</th> </tr> </thead> <tbody> <tr> <td>TBD</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ -</td> </tr> <tr> <td>TBD</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ -</td> </tr> </tbody> </table>			Vendor	Contract Amount	Actual Expenditures	Variance	TBD	\$ -	\$ -	\$ -	TBD	\$ -	\$ -	\$ -
Vendor	Contract Amount			Actual Expenditures				Variance											
TBD	\$ -			\$ -				\$ -											
TBD	\$ -	\$ -	\$ -																
Architect/Engineer:	TBD																		
Contractor:	TBD																		
STC FPC Project Manager: David Valdez				Substantial Completion	TBD	Board Acceptance	TBD												
				Final Completion	TBD	Board Acceptance	TBD												
Project Description				Project Scope															
Design and construction of a new facility for Continuing Education.				Design and construction of a new 20,000 square foot facility to provide classroom and office space for the programs serviced by Continuing Education.															
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												
8/23/2022	10/25/2022	TBD	TBD	TBD	TBD	TBD	TBD												
Project Calendar of Expenditures by Fiscal Year																			
Fiscal Year	Construction	Site Work	Design	Miscellaneous	FFE	Tech	Contingency	Project Total											
2021-22	-	-	-	-	-	-	-	\$ -											
2022-23	-	-	-	-	-	-	-	\$ -											
Project Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -											
Current Agenda Item																			
08/09/2022 Facilities Committee Meeting: Review and Recommend Action on Authorization to Proceed with Solicitation of Architectural Services for the Pecan Campus Continuing Education Building																			
08/09/2022 Facilities Committee Meeting: Review and Recommend Action on Authorization to Proceed with Solicitation of Civil Engineering Services for a Subdivision Plat for the Pecan Campus West Property																			
																			

FPC Project Manager David A. Valdez

FPC Asst. Director Rita Geller

FPC Director RDA

Consent Agenda:

c. Approval to Terminate the Architectural Services Contract with ERO Architects and Cancellation of the Pecan Campus Library Building F Renovation and Expansion

Approval to terminate the architectural services contract with ERO Architects, Inc. and cancel the Pecan Campus Library Building F Renovation and Expansion project is requested.

Purpose

College Administration is requesting that the Board officially terminate any contractual obligations with ERO Architects regarding Pecan Campus Library Building F Renovation and Expansion Project 2016-018C and cancel the project.

Justification

Approval of the termination is necessary because the services of the architect will no longer be needed due to the Library and Learning Support Services Department's and Administration's proposal to cancel the project after an evaluation of College and student needs.

Background

On June 25, 2019, the Board approved contracting architectural design services with ERO Architects to serve as the architect of record for this project. The College has reevaluated the scope needed for this project, and determined the College would benefit more greatly from canceling the project and moving forward instead with a series of internal space modification projects and possible smaller capital improvement projects.

The total project budget for the Pecan Campus Library Building F Renovation and Expansion Project was \$17,015,000.00. The remaining project budget is \$16,114,339.99. The expenditures in the amount of \$857,318.04 were for design, testing, and advertising services. An additional \$43,341.97 is still owed to the architect for design services performed. The architect will not be paid for the construction administration services phase. No further expenditures or encumbrances are expected.

The remaining budgets for the project are summarized in the table below:

Pecan Campus Library Building F Renovation and Expansion				
Item	Total Project Budget	Expenses	Pending Payments	Balance of Project Budget
Construction	\$12,400,000.00	\$0.00	\$0.00	\$12,400,000.00
Design	1,240,000.00	840,584.33	43,341.97	356,073.70
Miscellaneous	345,000.00	16,733.71	0.00	328,266.29
FFE	1,095,000.00	0.00	0.00	1,095,000.00
Technology	1,335,000.00	0.00	0.00	1,335,000.00
Contingency	600,000.00	0.00	0.00	600,000.00
Total	\$17,015,000.00	\$857,318.04	\$43,341.97	\$16,114,339.99

Enclosed Documents

A fact sheet is enclosed for the Board's review and information.

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.

The Facilities Committee recommended Board approval of the termination of the architectural services contract with ERO Architects and the cancellation of the Pecan Campus Library Building F Renovation and Expansion project as presented.

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

The Board of Trustees of South Texas College approves and authorizes the termination of the architectural services contract with ERO Architects and the cancellation of the Pecan Campus Library Building F Renovation and Expansion project as presented.

Approval Recommended:

Dr. Ricardo J. Solis
President

Consent Agenda:

d. Approval of Schematic Design of the Technology Campus Master Plan Phase I Welding Lab Building F

Approval of schematic design prepared by EGV Architects, Inc. for the Technology Campus Master Plan Phase I Welding Lab Expansion Building F 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 Division of Business, Public Safety, and Technology. It has been reviewed by the Facilities Operations & Maintenance, Purchasing, and Facilities Planning & Construction departments, Administration, and the Coordinated Operations Council. This project is scheduled as an educational improvement to accommodate the current and future needs of the welding program.

Justification

Once schematic design is approved, EGV 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 February 22, 2022, the Board of Trustees approved contracting architectural services with EGV Architects, 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 a new facility that will provide sixty (60) additional welding stations, storage space, office space, and support space.

- Square feet: 6,413 s.f.

The construction budget and the estimated construction cost for the project are shown in the following table:

Technology Campus Master Plan Phase I Welding Lab Expansion Building F Construction Budget and Estimated Cost		
Construction Budget	Estimated Construction Cost	Variance
\$1,204,000	\$1,795,640	(\$591,640)

Funding Source

Funds for the Technology Campus Master Plan Phase I Welding Lab Expansion Building F Project 2022-036C are budgeted in the FY 2021-2022 Unexpended Construction Plant Fund. The total construction budget is \$1,204,000. EGV Architects, Inc. has estimated the construction costs to be \$1,795,640. Additional funds are available in the FY 2022-2023 Unexpended Construction Plant Fund to cover the estimated shortfall, in the form of budget transfers from funds available in other projects.

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 January 2023, with construction to commence in May 2023 and Substantial Completion in February 2024.

Enclosed Documents

EGV Architects, Inc. has developed a schematic presentation describing the proposed design. The packet includes drawings of the site plans, a floor plan, exterior views, and a fact sheet.

Presenters

Representatives from EGV Architects, 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 Master Plan Phase I Welding Lab Expansion Building F 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 Master Plan Phase I Welding Lab Expansion Building F project as presented.

Approval Recommended:

Dr. Ricardo J. Solis
President

SOUTH TEXAS COLLEGE

TECHNOLOGY CAMPUS

WELDING LAB

BUILDING F

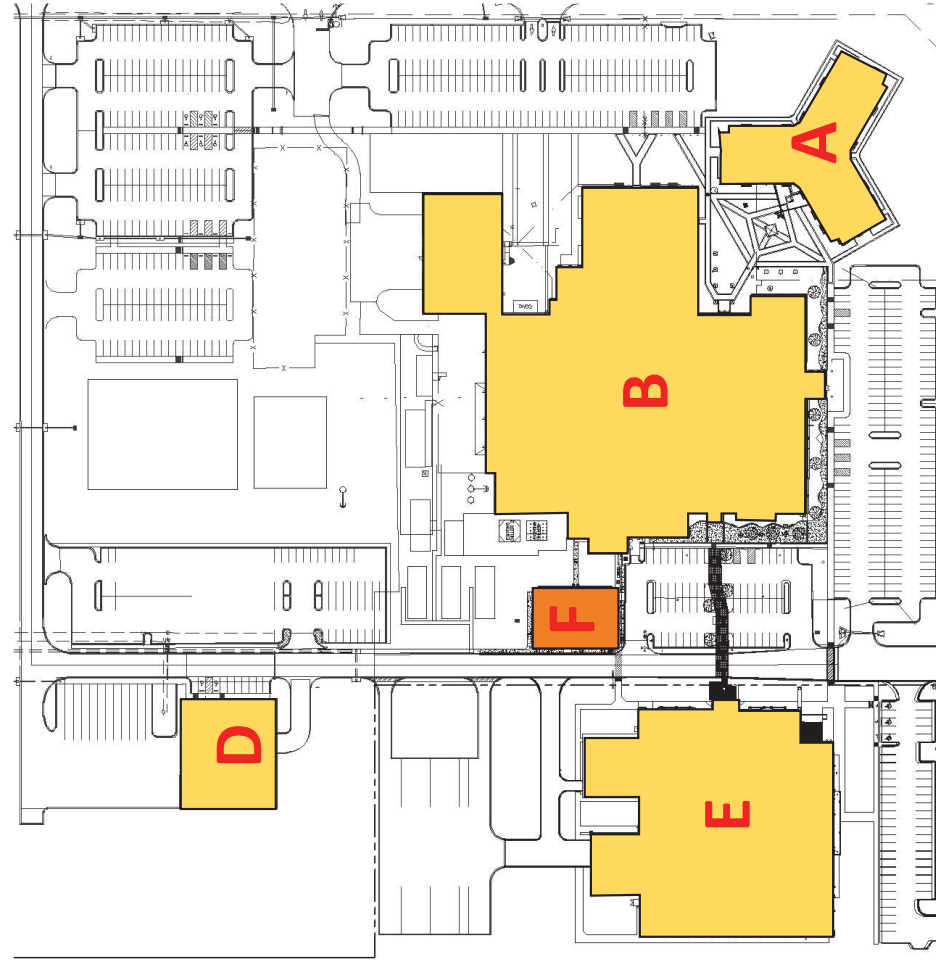
AUGUST 09, 2022



SOUTH TEXAS
COLLEGE



ARCHITECTS, INC.

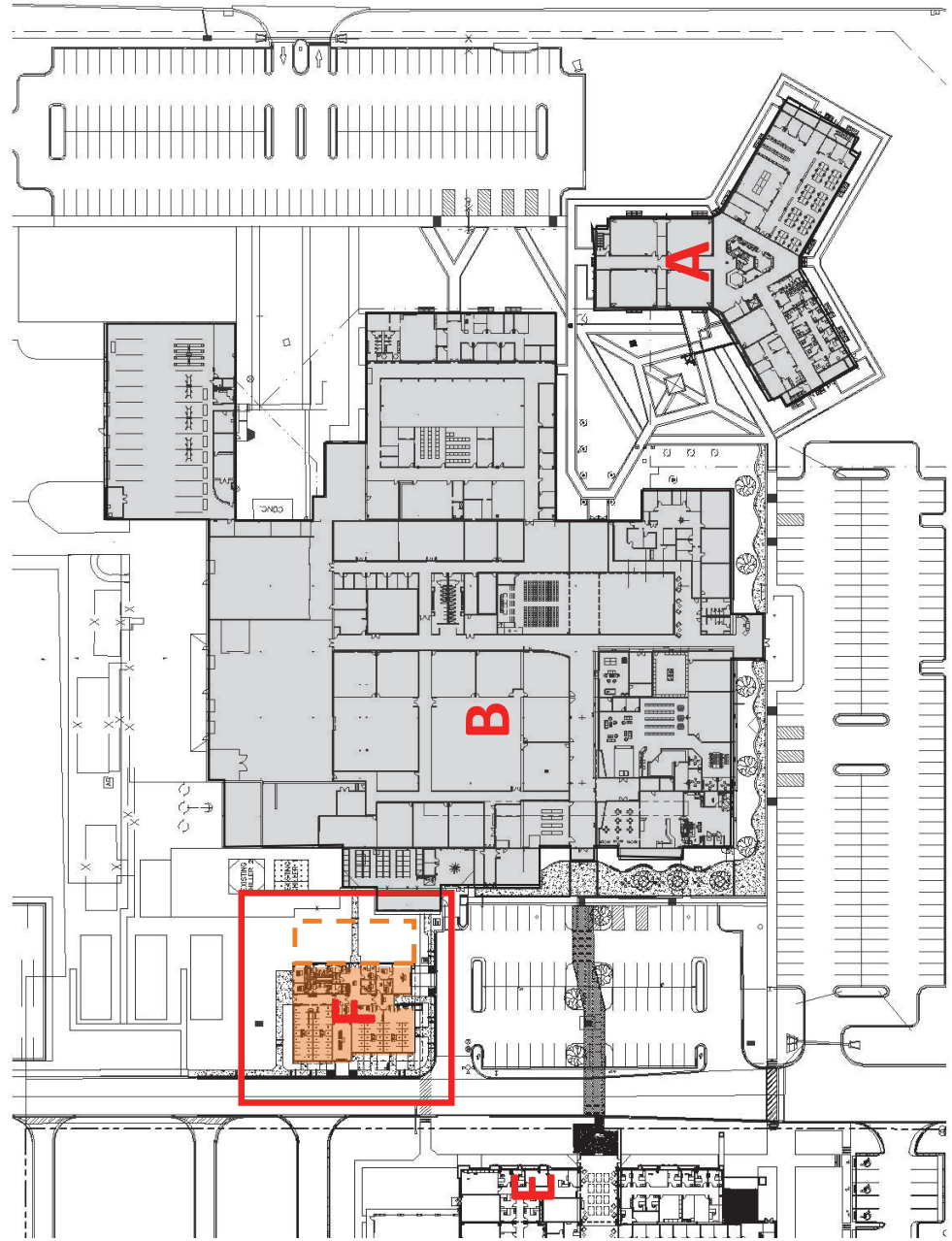


LEGEND	
A	EMERGING TECHNOLOGIES
B	ADVANCED TECHNICAL CAREERS
D	SHIPPING AND RECEIVING
E	INSTITUTE FOR ADVANCED MANUFACTURING
F	PROPOSED WELDING BUILDING F

OVERALL SITE PLAN 









LEGEND

-  PROPOSED WELDING LAB BUILDING F
-  FUTURE WELDING EXPANSION

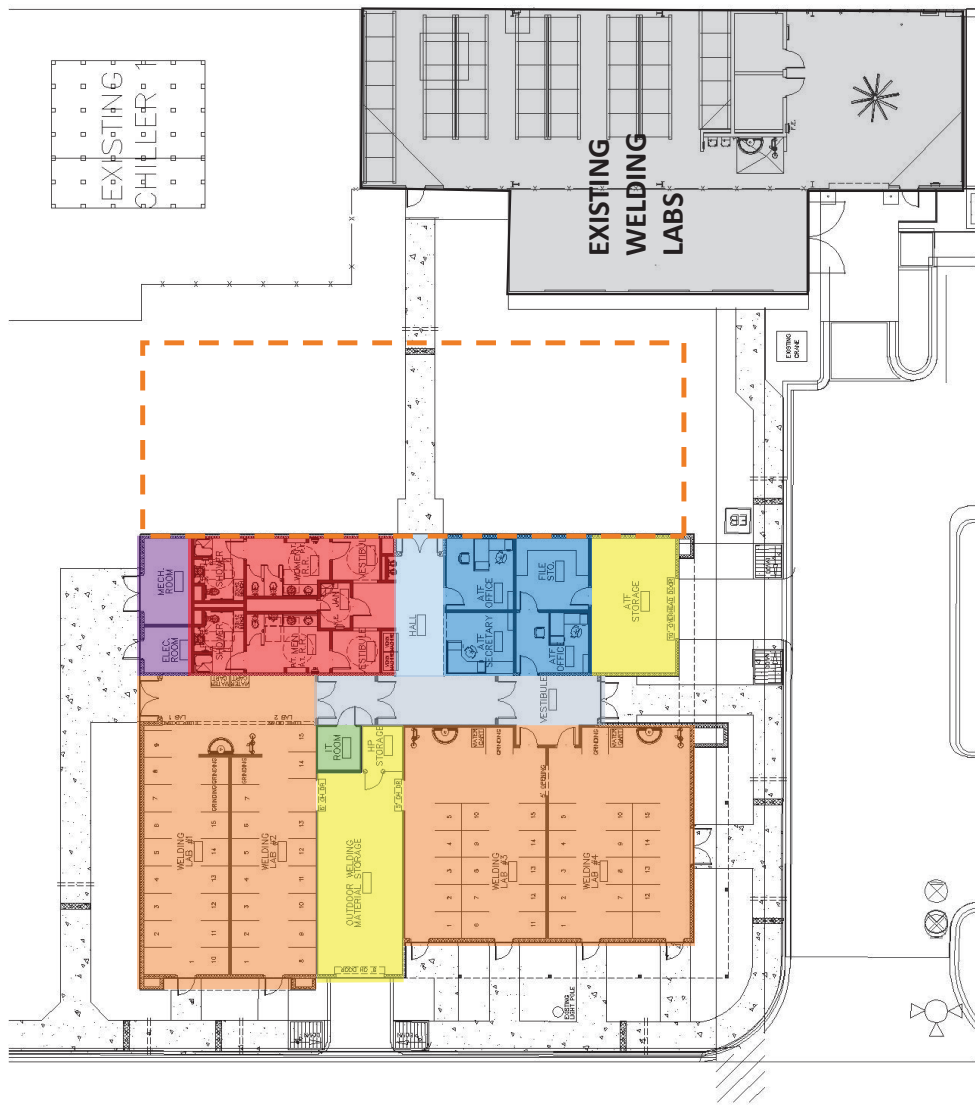


SITE PLAN: WELDING

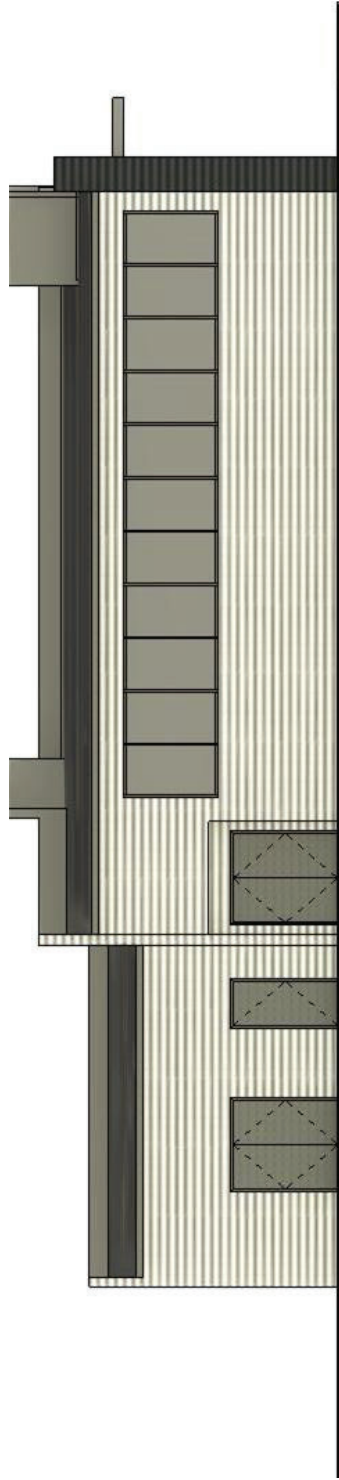
LEGEND

	PROPOSED WELDING LABS
	PROPOSED RESTROOMS
	PROPOSED OFFICES
	PROPOSED MEP ROOMS
	PROPOSED STORAGE
	PROPOSED IT ROOM
	PROPOSED HALL
	FUTURE WELDING EXPANSION

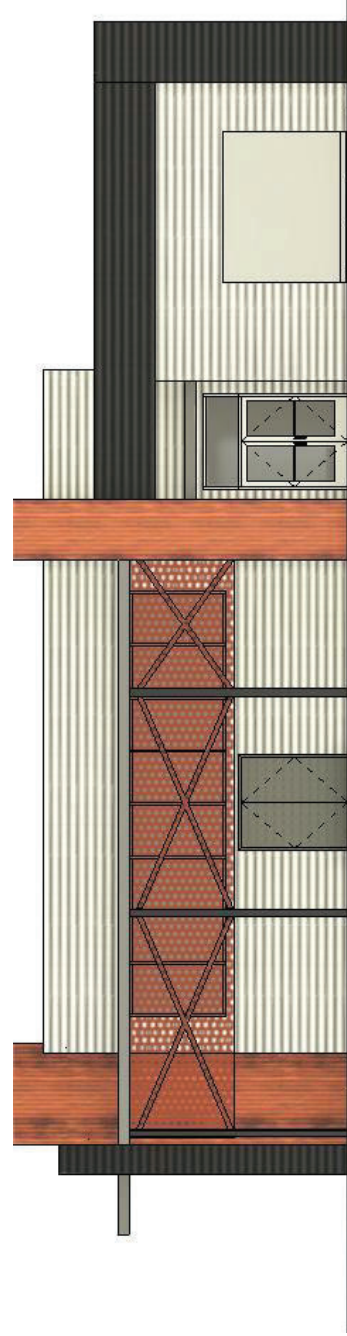
BUILDING SQUARE FEET 6,413
PRELIMINARY COST ESTIMATE:
\$1,795,640 WELDING



PROPOSED FLOOR PLAN: 



NORTH ELEVATION

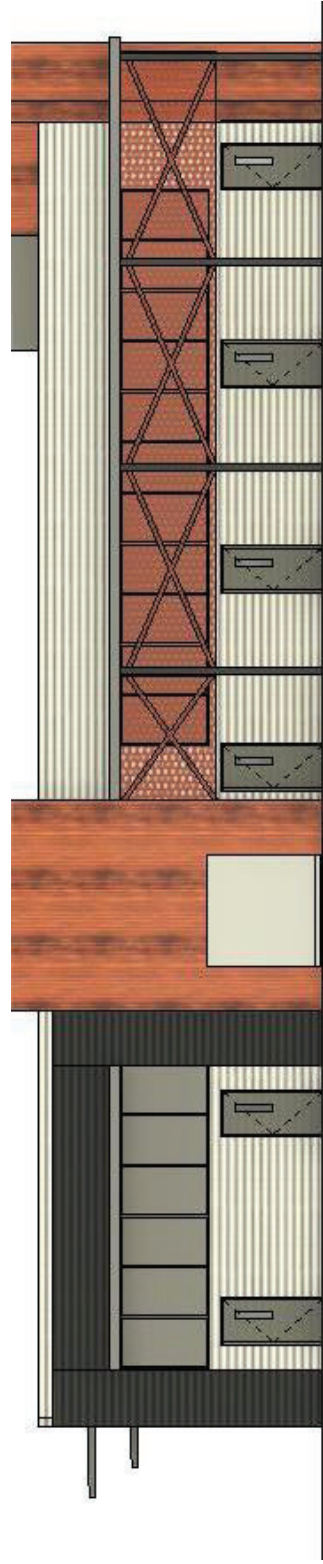


SOUTH ELEVATION

PROPOSED ELEVATIONS:



EAST ELEVATION



WEST ELEVATION

PROPOSED ELEVATIONS:

WEST VIEW



SOUTH VIEW



Project Name: Technology Campus Phase I Welding Lab Expansion Building		Project No. 2022-036C						
Funding Source Unexpended Plant Fund								
		FY 21-22		*FY 22-23				
	Total		FY 21-22 Actual	Variance of Project		FY 22-23 Actual	Variance of Project	Total Actual
	Project Budget	Project Budget	Expenditures	Budget vs. Actual	Expenditures	Project Budget	Expenditures	Expenditures
Construction:	\$ 1,204,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Design:	\$ 120,400.00	105,000.00	-	-	\$ 100,400.00	\$ -	\$ -	-
Miscellaneous:	\$ 30,100.00	22,500.00	456.12	-	\$ 22,000.00	\$ -	\$ -	456.12
FFE:	\$ 102,340.00	-	-	-	\$ -	\$ -	\$ -	-
Technology:	\$ 102,340.00	-	-	-	\$ -	\$ -	\$ -	-
Total:	\$ 1,559,180.00	\$ 127,500.00	\$ 456.12	\$ -	\$ 122,400.00	\$ -	\$ -	\$ 456.12

*Pending Board approval of FY 23 Budget

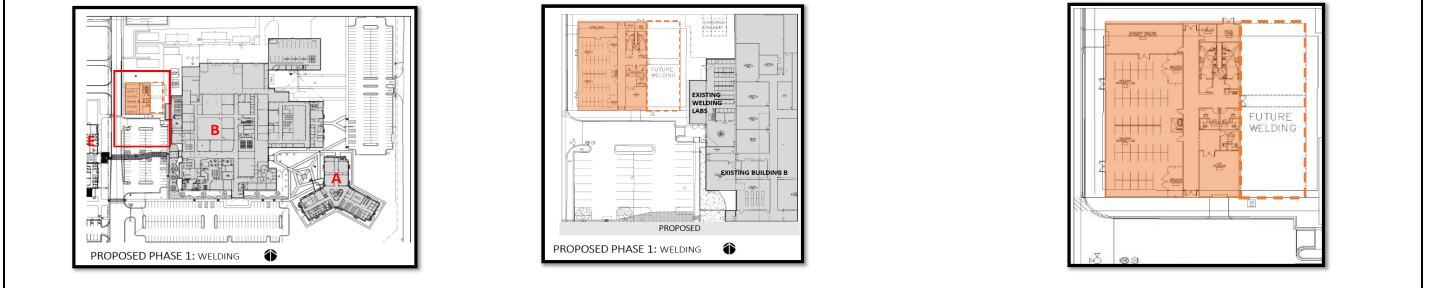
Project Team		Board Status				
Approval to Solicit Architect/Engineer: 9/28/2021	Architect/Engineer: EGV Architects	Board Approval of Schematic Design TBD	Vendor	Contract Amount	Actual Expenditures	Variance
Contractor: TBD			EGV Architects	\$ 75,250.00	\$ -	\$ 75,250.00
			TBD	\$ -	\$ -	\$ -
STC FPC Project Manager: Samuel Saldana		Substantial Completion TBD	Board Acceptance	TBD		
		Final Completion TBD	Board Acceptance	TBD		

Project Description	Project Scope
New Building for the welding program to the west of Building B. 60 new welding stations, outdoor storage area, indoor ATF storage area, offices and restrooms	Development of a new building for the welding program to include welding lab for 60 new welding stations, restrooms, offices, indoor and outdoor storage areas

Projected Timeline							
Board Approval to Solicit Architect/Engineer	Board Approval of Architect / Engineer	Board Approval of Schematic Design	Board Approval of Contractor	Constuction Start Date	Board Approval of Substantial Completion Date	Board Approval of Final Completion Date	FFE Completion Date of Move In
9/28/21	2/22/22	8/23/22	3/28/23	5/1/23	2/27/24	3/27/24	4/27/24

Project Calendar of Expenditures by Fiscal Year							
Fiscal Year	Construction	Design	Misc.	FFE	Tech	Project Total	
2022-22	\$ -	\$ -	\$ 456.12	\$ -	\$ -	\$ 456.12	
2021-23	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Project Total	\$ -	\$ -	\$ 456.12	\$ -	\$ -	\$ 456.12	

Current Agenda Item
8/09/2022 - Facilities Committee - Review and Recommend Action on Approval of Schematic Design of the Technology Campus Master Plan Phase I Welding Lab Building F



FPC Project Manager SPF FPC Asst. Director Rita Geller FPC Director RADA

Consent Agenda:

e. Approval to Contract Construction Services for the Starr County Campus Workforce Center Building D Welding Lab Expansion

Approval to contract construction services for the Starr County Campus Workforce Center Building D Welding Lab Expansion project is requested.

Purpose

The procurement of a contractor will provide for construction services necessary for the project.

Scheduling Priority

This project was submitted by the Business, Public Safety, and Technology Division in 2019, and was reviewed by the Facilities Planning & Construction department, the Welding Program, the Coordinated Operations Council, Administration, the Facilities Committee, and the Board of Trustees. It is scheduled as an educational space improvement to provide more welding stations for the existing Welding Lab.

Background

On November 23, 2021, the Board approved the schematic design of this project as prepared by Gignac & Associates, LLP.

Solicitation of competitive sealed proposals for this project began on June 15, 2022. A total of four (4) sets of construction documents were issued to plan rooms and a vendor. A total of one (1) proposal was received on July 28, 2022.

Timeline for Solicitation of Competitive Sealed Proposals	
June 15, 2022	Solicitation of competitive sealed proposals began.
July 28, 2022	One (1) proposal was received.

Highest Ranked Vendor

College staff reviewed and evaluated the competitive sealed proposal and recommend **Kimber 1985** as the highest ranked in the amount of \$1,070,000.

Funding Source

Source of Funding	Original Construction Budget	Highest Ranked Proposal Kimber 1985	Original Budget Variance
Unexpended Construction Plant Fund	\$355,200	\$1,070,000	(\$714,800)
Total Amount	\$355,200	\$1,070,000	(\$714,800)

Funds for the Starr County Campus Workforce Center Building D Welding Lab Expansion Project 2022-006C are budgeted in the Unexpended Construction Plant Fund for available use in FY 2021-2022 in the amount of \$355,200 for construction. Additional funds are available in the FY 2022-2023 Unexpended Construction Plant Fund to cover the shortfall, in the form of budget transfers from funds available in other projects.

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 September 2022 and Substantial Completion in July 2023.

Enclosed Documents

A presentation of the project is included within the packet. The evaluation team members completed evaluations for the firms and prepared the enclosed scoring and ranking summary.

The Facilities Committee recommended Board approval to contract construction services with Kimber 1985 in the amount of \$1,070,000 for the Starr County Campus Workforce Center Building D Welding Lab Expansion project as presented.

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

The Board of Trustees of South Texas College approves and authorizes contracting construction services with Kimber 1985 in the amount of \$1,070,000 for the Starr County Campus Workforce Center Building D Welding Lab Expansion project as presented.

Approval Recommended:

Dr. Ricardo J. Solis
President



SOUTH TEXAS
COLLEGE

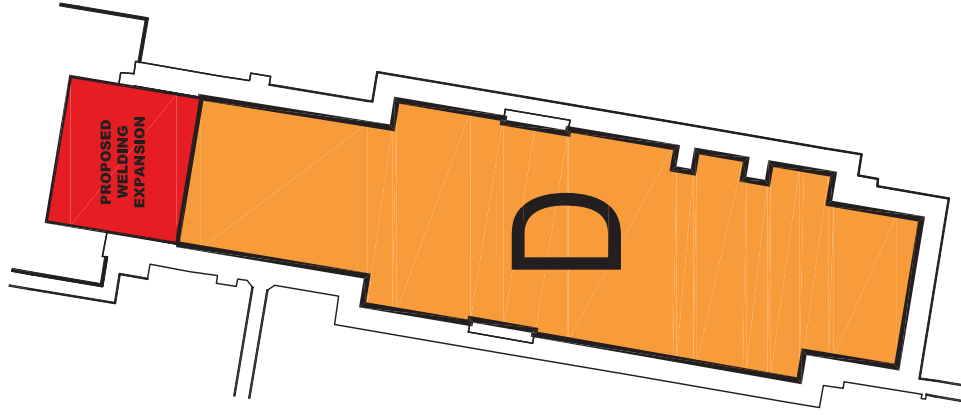
SCHEMATIC DESIGN STARR COUNTY CAMPUS WELDING LAB EXPANSION

NOVEMBER 2, 2021



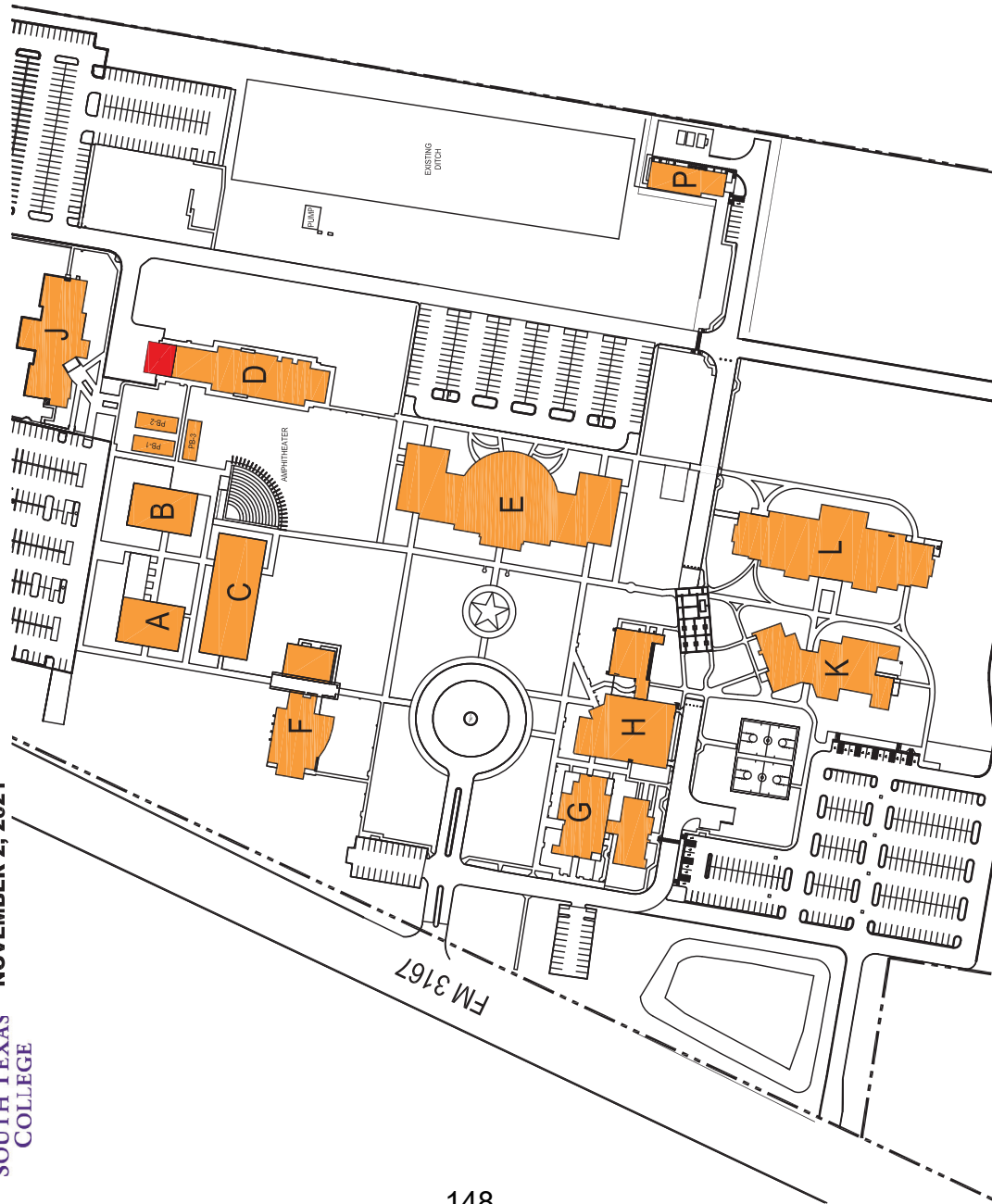
STC STARR COUNTY CAMPUS WELDING LAB EXPANSION

NOVEMBER 2, 2021



2

ENLARGED SITE PLAN
NOT TO SCALE



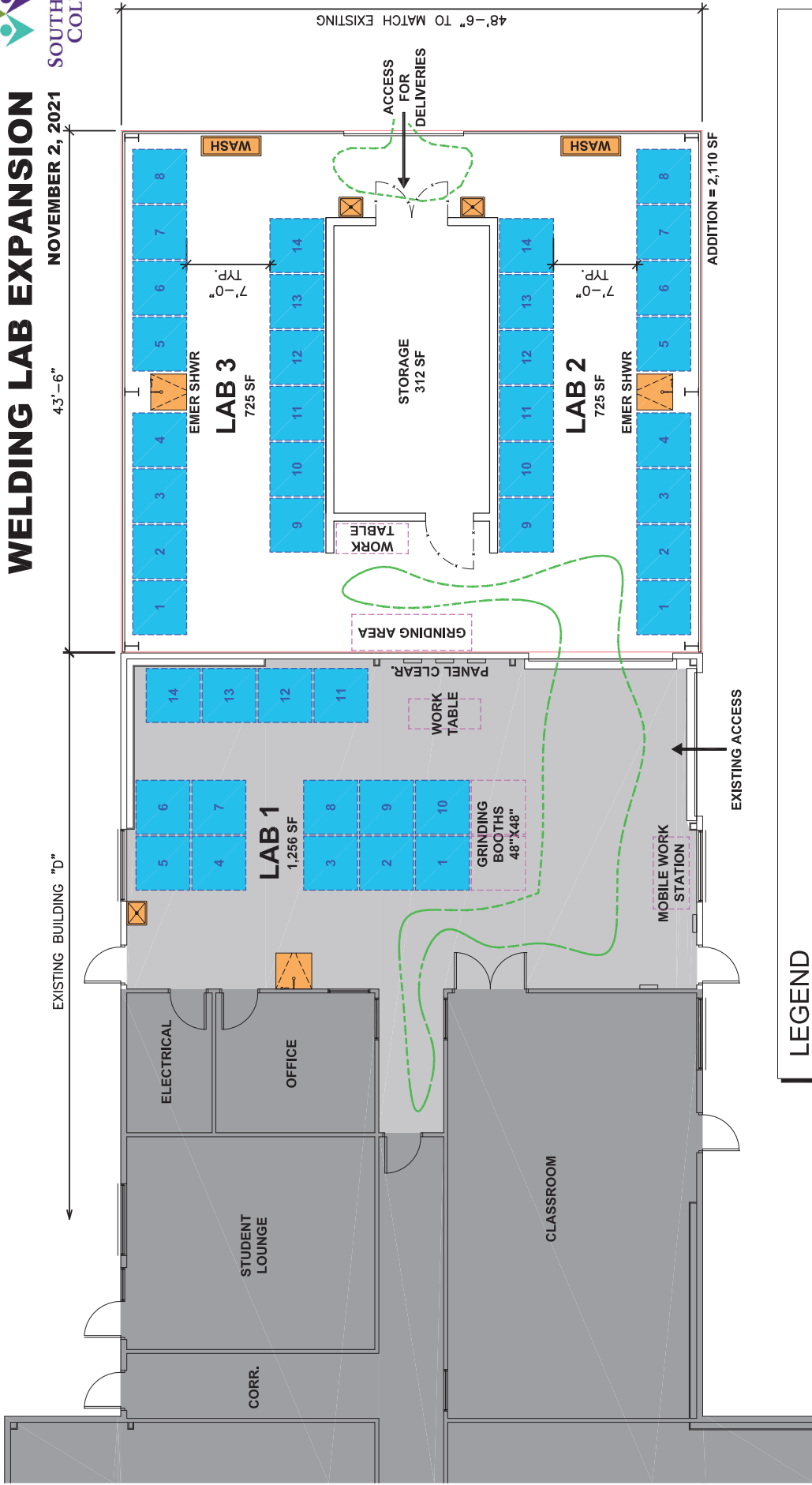
1

CAMPUS SITE PLAN
NOT TO SCALE



STC STARR COUNTY CAMPUS WELDING LAB EXPANSION

NOVEMBER 2, 2021



LEGEND

- EXISTING AREA WITH NO SCOPE
- EXISTING AREA WITH SCOPE
- ADDITION
- CIRCULATION AREA
- 54" x 54" WELDING BOOTH
- EQUIPMENT BY OWNER
- PLUMBING FIXTURES

PROPOSED PLAN
NOT TO SCALE

1

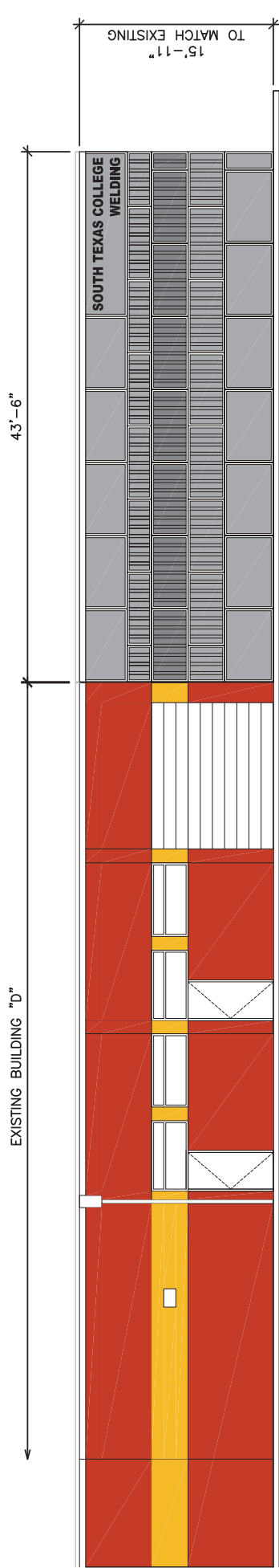
TRUE NORTH



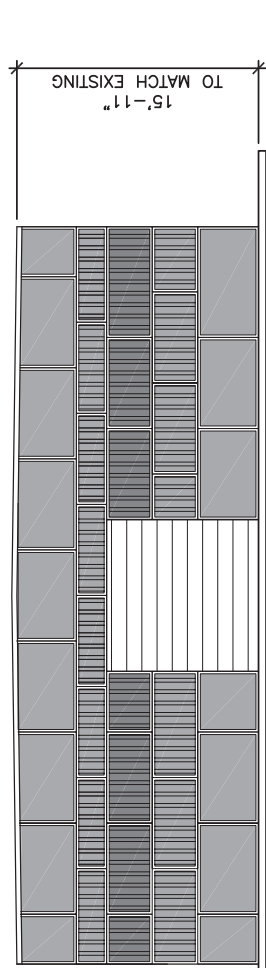
STC STARR COUNTY CAMPUS WELDING LAB EXPANSION

NOVEMBER 2, 2021

SOUTH TEXAS
COLLEGE



2 EAST ELEVATION
NOT TO SCALE



1 NORTH ELEVATION
NOT TO SCALE

**SOUTH TEXAS COLLEGE
STARR COUNTY CAMPUS WELDING LAB EXPANSION
PROJECT NO. 21-22-1072**




NAME		Kimber 1985
ADDRESS		302 S Taylor Rd
CITY/STATE/ZIP		Mission, TX 78572
PHONE		956-606-4436
FAX		956-715-3356
CONTACT		Joshua Belgium
#	Description	Proposed
1	Base Bid: Starr County Campus Welding Lab Expansion	\$ 1,070,000.00
2	Alternate 1: Deduct - Proposal Ruskin Company Wind Driven Rain Resistant Stationary Louver Model EME220DD	\$ (10,000.00)
3	Alternate 2: Add - Proposal Ruskin ELM6WD Drainable Adjustable Warehouse Louver Extruded Aluminum	\$ 70,000.00
4	Begin Work Within	14 Working Days
5	Completion of Work Within	220 Calendar Days
TOTAL AMOUNT PROPOSED		\$ 1,070,000.00
TOTAL EVALUATION POINTS		89.5
RANKING		1

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

**SOUTH TEXAS COLLEGE
STARR COUNTY CAMPUS WELDING LAB EXPANSION
PROJECT NO. 21-22-1072
EVALUATION SUMMARY**

VENDOR		Kimber 1985	
ADDRESS		302 S Taylor Rd	
CITY/STATE/ZIP		Mission, TX 78572	
PHONE		956-606-4436	
FAX		956-715-3356	
CONTACT		Joshua Belgum	
1	The Respondent's price proposal. (up to 45 points)	45	45
		45	
		45	
		45	
		45	
2	The Respondent's experience and reputation. (up to 10 points)	7	7.2
		8	
		5	
		8	
		8	
3	The quality of the Respondent's goods or services. (up to 10 points)	7	7.7
		8.5	
		7	
		8	
		8	
4	The Respondent's safety record (up to 5 points)	4	4
		4	
		4	
		4	
		4	
5	The Respondent's proposed personnel. (up to 8 points)	7	6.8
		7	
		7	
		6	
		7	
6	The Respondent's financial capability in relation to the size and scope of the project. (up to 9 points)	7	7
		7	
		7	
		7	
		7	
7	The Respondent's organization and approach to the project. (up to 6 points)	5	4.8
		5	
		5	
		5	
		4	
8	The Respondent's time frame for completing the project. (up to 7 points)	7	7
		7	
		7	
		7	
		7	
TOTAL EVALUATION POINTS		89.5	
RANKING		1	

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

Project Name: Starr County Campus - Workforce Building D Welding Lab Expansion				Project No. 2022-006C						
Funding Source(s): Unexpended Plant Fund										
		FY 19-20			FY 20-21			FY 21-22		
			Variance of			Variance of			Variance of	
			Project Budget			Project Budget			Project Budget	
			Actual			Actual			Actual	
			vs. Actual			vs. Actual			vs. Actual	
			Expenditures			Expenditures			Expenditures	
Construction:	\$ 355,200.00	\$ 150,000.00	\$ -	\$ 150,000.00	\$ 150,000.00	\$ -	\$ 150,000.00	\$ 75,000.00	\$ -	\$ 75,000.00
Other Construction Costs										
Design	35,520.00	15,000.00	-	15,000.00	15,000.00	-	15,000.00	30,000.00	25,574.40	4,425.60
Miscellaneous:	15,000.00	3,200.00	820.40	2,379.60	5,000.00	-	5,000.00	11,000.00	1,438.01	9,561.99
FFE:	165,000.00	50,000.00	-	50,000.00	50,000.00	-	50,000.00	15,000.00	-	15,000.00
Technology:	10,000.00	10,000.00	-	10,000.00	10,000.00	-	10,000.00	8,000.00	-	8,000.00
Total:	\$ 580,720.00	\$ 228,200.00	\$ 820.40	\$ 227,379.60	\$ 230,000.00	\$ -	\$ 230,000.00	\$ 139,000.00	\$ 27,012.41	\$ 111,987.59
		FY 22-23*								
			Variance of							
			Project Budget							
			Actual							
			vs. Actual							
			Expenditures							
Construction:	\$ 355,200.00	\$ -	\$ -	\$ 355,200.00						
Design	6,394.00	-	-	6,394.00						25,574.40
Miscellaneous:	11,000.00	-	-	11,000.00						2,258.41
FFE:	15,000.00	-	-	15,000.00						-
Technology:	8,000.00	-	-	8,000.00						-
Total:	\$ 395,594.00	\$ -	\$ -	\$ 395,594.00						\$ 27,832.81
*Pending Board Approval of FY23 Budget										
Project Team					Board Status					
Approval to Solicit Architect/Engineer:	9/24/2019				Board Approval of Schematic Design:	11/23/2021	Vendor	Contract Amount	Actual Expenditures	Variance
Architect/Engineer:	Gignac Associates						Gignac	\$ 31,968.00	\$ 25,574.40	\$ 6,393.60
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					
Renovation of Room D1.128 and outdoor welding labs.					Original Scope: Expansion of existing welding lab to add approximately 1,000 sq ft to accommodate ten (10) more welding stations. The existing space will be renovated to incorporate automotive lab space and welding lab space. Revised Scope: Design and Construction of Welding lab Expansion for Additional (22) Welding Stations, storage room, mobile work station area, wash basin work area, and grinding station area.					
Projected Timeline										
Board Approval 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			
9/24/2019	12/10/2019	11/23/2021	9/27/2022	9/28/2022	9/26/2023	10/24/2023	9/26/2023			
Project Calendar of Expenditures by Fiscal Year										
Fiscal Year	Construction	Design	Miscellaneous	FFE	Tech	Project Total				
2019-20	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				
2020-21	-	-	-	-	-	\$ -				
2021-22	-	-	1,438.01	-	-	\$ 1,438.01				
2022-23	-	-	-	-	-	\$ -				
Project Total	\$ -	\$ -	\$ 1,438.01	\$ -	\$ -	\$ 1,438.01				
Current Agenda Item										
N/A										
  										

FPC Project Manager Martin Villarreal

FPC Asst. Director Rita Cella

FPC Director R. D. A.

Review and Action as Necessary to Contract Construction Services for the Pecan Campus Ann Richards Administration Building A Renovation for the President’s Office

Approval to contract construction services for the Pecan Campus Ann Richards Administration Building A Renovation for the President’s Office is requested.

Purpose

The procurement of a contractor will provide for construction services necessary for the Pecan Campus Ann Richards Administration Building A Renovation for the President’s Office.

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, Administration, the Facilities Committee, and the Board of Trustees. This project is scheduled as a non-educational improvement to renovate areas of Building A for the College President’s Office.

Background

On April 26, 2022, the Board approved contracting architectural services with The Warren Group Architects, Inc. On June 28, 2022, the Board approved the schematic design from The Warren Group Architects, Inc. The project consists of demolishing the existing spaces, formerly occupied by the Distance Learning department, and renovating them to accommodate the Office of the President.

Solicitation of competitive sealed proposals for this project began on July 27, 2022. Construction documents were issued to three (3) plan rooms. A total of two (2) proposals were received on August 11, 2022.

Timeline for Solicitation of Competitive Sealed Proposals	
July 27, 2022	Solicitation of competitive sealed proposals began.
August 11, 2022	Two (2) proposals were received.

Highest Ranked Vendor

College staff included a construction alternate in the solicitation for replacing and renovating the main entrance lobby area ceiling of Building A. College staff reviewed and evaluated the competitive sealed proposals and recommend **CRC Development & Construction Co., LLC.** as the highest ranked in the amount of \$682,000, which includes \$632,000 for the base bid and \$50,000 for Alternate #1.

Funding Source

Source of Funding	Construction Budget	Highest Ranked Base Bid Proposal CRC Development & Construction Co., LLC.	Alternate #1	Construction Budget Variance
Unexpended Construction Plant Fund	\$465,000	\$632,000	\$50,000	(\$217,000)
Total Amount	\$465,000	\$632,000	\$50,000	(\$217,000)

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 in the amount of \$465,000 for construction. Additional funds are available in the FY 2021-2022 Unexpended Construction Plant Fund to cover the shortfall.

Reviewers

The proposals have been reviewed by The Warren Group Architects, Inc and College staff from the Facilities Planning & Construction, Facilities Operations & Maintenance, and Purchasing departments.

Enclosed Documents

A presentation of the proposed project is included in the packet. The evaluation team members completed evaluations for the firms and prepared the enclosed scoring and ranking summary.







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 CRC Development & Construction Co., LLC in the amount of \$682,000 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

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"



**SOUTH TEXAS COLLEGE
ANN RICHARDS ADMINISTRATION - PECAN CAMPUS BUILDING A
RENOVATION OF ADMINISTRATION OFFICES
PROJECT NO. 22-23-1010
EVALUATION SUMMARY**

VENDOR		CRC Development & Construction Co., LLC.		Kimber 1985, LLC.	
ADDRESS		2016 S 45th St		302 S Taylor Rd	
CITY/STATE/ZIP		McAllen, TX 78503		Mission, TX 78572	
PHONE		208-972-1192		956-606-4436	
CONTACT		Carlo Cantu		Joshua Belgium	
1	The Respondent's price proposal. (up to 45 points)	45	45	31.15	31.15
		45		31.15	
		45		31.15	
		45		31.15	
		45		31.15	
2	The Respondent's experience and reputation. (up to 10 points)	6	6.5	7	8.2
		6		10	
		6		8	
		7.5		8	
		7		8	
3	The quality of the Respondent's goods or services. (up to 10 points)	8	6.8	8.5	8.5
		6		10	
		6		8	
		7		8	
		7		8	
4	The Respondent's safety record (up to 5 points)	3.5	3.5	4	4
		3		5	
		4		3	
		4		4	
		3		4	
5	The Respondent's proposed personnel. (up to 8 points)	6	5.6	7	6.6
		5		7	
		6		6	
		6		7	
		5		6	
6	The Respondent's financial capability in relation to the size and scope of the project. (up to 9 points)	8	6.3	7	7.5
		5		8	
		6.5		7.5	
		6		8	
		6		7	
7	The Respondent's organization and approach to the project. (up to 6 points)	4.5	4.3	5	5
		4		6	
		5		5	
		4		5	
		4		4	
8	The Respondent's time frame for completing the project. (up to 7 points)	5.64	5.64	7	7
		5.64		7	
		5.64		7	
		5.64		7	
		5.64		7	
TOTAL EVALUATION POINTS		83.64		77.95	
RANKING		1		2	

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

**SOUTH TEXAS COLLEGE
ANN RICHARDS ADMINISTRATION - PECAN CAMPUS BUILDING A
RENOVATION OF ADMINISTRATION OFFICES
PROJECT NO. 22-23-1010**

NAME		CRC Development & Construction Co., LLC.	Kimber 1985, LLC.
ADDRESS		2016 S 45th St	302 S Taylor Rd
CITY/STATE/ZIP		McAllen, TX 78503	Mission, TX 78572
PHONE		208-972-1192	956-606-4436
CONTACT		Carlo Cantu	Joshua Belgium
#	Description	Proposed	Proposed
1	Base Bid: Ann Richards Administration - Pecan Campus Building A Renovation of Administration Offices	\$ 632,000.00	\$ 923,000.00
2	Begin Work Within	5 Working Days	5 Working Days
3	Completion of Work Within	150 Calendar Days	120 Calendar Days
4	Alternate 1: Remove and replace ceiling, suspension system and lighting at lobby 126 and install new ceiling, lighting, and mechanical adjustments at this area. Refer reflected ceiling plan and electrical drawings.	\$ 50,000.00	\$ 62,000.00
5	Alternate 1: Begin Work Within	5 Working Days	5 Working Days
6	Alternate 1: Completion of Work Within	150 Calendar Days	120 Calendar Days
7	Alternate 2: Provide and install added 6'-0" storefront windows as noted on window type "B" on sheet A6.11. Note: Base bid includes lower portion of storefront and wall type "G" above.	\$ 25,000.00	\$ 42,000.00
8	Alternate 2: Begin Work Within	5 Working Days	5 Working Days
9	Alternate 2: Completion of Work Within	150 Calendar Days	120 Calendar Days
TOTAL AMOUNT PROPOSED		\$ 632,000.00	\$ 923,000.00
TOTAL AMOUNT PROPOSED W/ALTERNATE		\$ 682,000.00	
TOTAL EVALUATION POINTS		83.64	77.95
RANKING		1	2

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

Project Fact Sheet
8/17/2022

Project Name: Pecan Campus - Ann Richards Administration Building A Renovation for the President's Office		Project No. 2022-040C					
Funding Source(s): Unexpended Plant Fund							
		FY 21-22		FY 22-23*			
	Total Project Budget	Project Budget	Actual Expenditures	Variance of Project Budget vs. Actual Expenditures	FY 22-23 Actual Expenditures	Variance of Project Budget vs. Actual Expenditures	Total Actual Expenditures To Date
Construction:	\$ 465,000.00	\$ -	\$ -	\$ -	\$ 465,000.00	\$ -	\$ -
Design	46,500.00	37,200.00	-	37,200.00	26,500.00	6,277.50	6,277.50
Miscellaneous:	2,500.00	1,200.00	1,198.96	1.04	1,300.00	-	1,198.96
FFE:	110,000.00	-	-	-	110,000.00	-	-
Technology:	36,000.00	-	-	-	36,000.00	-	-
Total:	\$ 660,000.00	\$ 38,400.00	\$ 1,198.96	\$ 37,201.04	\$ 638,800.00	\$ 6,277.50	\$ 7,476.46
				*Pending Board Approval of FY23 Budget			

Project Team		Board Status				
Approval to Solicit Architect/Engineer:	3/8/2022	Board Approval of Schematic Design 06/28/2022	Vendor	Contract Amount	Actual Expenditures	Variance
Architect/Engineer:	The Warren Group Architects		The Warren Group Architects	\$ 41,850.00	\$ 6,277.50	\$ 35,572.50
Contractor:	TBD		TBD	\$ -	\$ -	\$ -
STC FPC Project Manager:	David Valdez	Substantial Completion TBD	Board Acceptance	TBD		
		Final Completion TBD	Board Acceptance	TBD		

Project Description	Project Scope
Renovation of the Pecan Campus Ann Richards Administration Building A Renovation for the President's Office.	Renovation of approximately 3100 square feet of Office Space in Pecan Campus Ann Richards Administration Building A for the President's Office Area. Space to contain President's Office, 4 Staff Offices, Conference Room, Reception, Workroom, Storage and Private Restroom.

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
3/8/2022	4/26/2022	6/28/2022	8/23/2022	9/12/2022	2/22/2023	3/22/2023	3/22/2023

Fiscal Year	Construction	Design	Miscellaneous	FFE	Tech	Project Total
2021-22	-	-	1,198.96	-	-	1,198.96
2022-23	-	6,277.50	-	-	-	6,277.50
Project Total	\$ -	\$ 6,277.50	\$ 1,198.96	\$ -	\$ -	\$ 7,476.46

Current Agenda Item
08/23/2022 Board Meeting: Review and Recommend Action on Contracting Construction Services for the Ann Richards Administration Building A Renovation of Administrative Offices.



FPC Project Manager David A. Valdez

FPC Asst. Director

Rita Cella

FPC Director

RDA

Review and Action to Approve Annual Facility Usage Agreements

Approval of the FY 2022 – 2023 annual facility usage agreements for use by the Kinesiology Program is requested.

Purpose

Approval of annual facility usage agreements for various locations that host student instruction will be requested for FY 2022 – 2023.

Justification

Various locations are needed to accommodate the Kinesiology program courses offered at South Texas College. The facilities needed are course specific (ex. golf, swimming, tennis, bowling, etc.).

Background

The College leases facilities on an annual basis which are used for various instructional purposes. The facilities will provide for Bowling, Golf, Basketball, Volleyball, Swimming, Softball, Soccer, Flag Football, and Tennis courses in the Kinesiology Program for the Fall 2022, Spring 2023, and Summer 2023 semesters. In FY 2021 - 2022 a total of 1,299 students enrolled in Kinesiology courses and a Physical Education Special Activity fee of \$55 was charged per student for each course taken. A total of \$21,559.00 was spent on facility usage fees in FY 2021 - 2022.

The following includes examples of facilities at which kinesiology courses may be offered.

- City of McAllen
 - Boys and Girls Club Othal Brand Center
 - Boys and Girls Club Roney Center
 - Boys and Girls Club Pool
 - Las Palmas Park
 - Los Encinos Park Tennis Courts
 - Municipal Baseball Complex
 - Municipal Pool
 - Palm View Golf Course
 - Parks and Recreation Bicentennial Soccer Field
 - Westside Park
- City of Mission
 - Bannworth Park
 - Parks & Recreation North Side Pool
- City of Weslaco
 - Weslaco City Park
 - Harlon Block Park (Weslaco, TX)
- Main Event (Pharr, TX)
- Flamingo Bowl (McAllen, TX)
- McAllen ISD – McAllen High School Tennis Courts

Additional facilities may be required at which the Kinesiology program may offer courses due to unforeseen circumstances. In these circumstances, the President will be asked to review and approve the use of various facilities as needed, pursuant to Policy 6130.

Funding Source

Funds will be budgeted in the proposed FY 2022 - 2023 Physical Education Facility Rental 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 the FY 2022 – 2023 annual facility usage agreements for use by the Kinesiology program 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
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	August 2022	Review and Update Proposed Modifications; Approval to Terminate Architectural Services	ERO Architects
4	New Continuing Education Building	TBD		●								\$ 398,160	\$ -	\$ 398,160	\$ 398,160	Low	August 2022	Approval to Solicit for Architectural Services	TBD
5	Ann Richards Administration Building A Renovation of Administration Offices	DV			●							\$ 660,000	\$ 7,476	\$ 652,524	\$ 660,000	Low	August 2022	Approval of Construction Services	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	October 2022	Approval of Schematic Design	Able City, LLC
7	Pecan Campus Kinesiology Building Phase I	SS			●							\$ 3,240,000	\$ 446	\$ 3,239,554	\$ 3,240,000	Low	November 2022	Approval of Schematic Design	Boultinghouse Simpson Gates Architects
8	Cooper Center for Performing Arts Building L Expansion and Renovations for the Music and Dance Programs	MV			●							\$ 4,536,000	\$ 456	\$ 4,535,544	\$ 4,536,000	Low	November 2022	Approval of Schematic Design	DRW Architects
Pecan Campus Subtotal												\$ 6,587,334	\$ 1,042,746	\$ 5,544,588	\$ 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	December 2022	Approval of Construction Services	PBK Architects
13	Workforce Center Building D Automotive Lab Expansion	MV			●							\$ 208,350	\$ 6,733	\$ 201,617	\$ 208,350	High	December 2023	Approval of Construction Services	PBK Architects
14	Workforce Center Building D HVAC-R Classroom and Outdoor Covered Area	MV			●							\$ 124,000	\$ 2,475	\$ 121,525	\$ 124,000	High	December 2023	Approval of Construction Services	PBK Architects
15	Center for Learning Excellence Building A Renovation of Existing Cafeteria to Culinary Arts Instructional Kitchen	MV					●					\$ 110,745	\$ 88,871	\$ 21,874	\$ 110,745	High	December 2022	Approval of Substantial Completion	Boultinghouse Simpson Gates Architects
Mid Valley Campus Subtotal												\$ 557,695	\$ 100,368	\$ 457,327	\$ 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	August 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	\$ 1,184	\$ 101,916	\$ 103,100	High	October 2022	Approval of Construction Services	SAMES, Inc	TBD
Technology Campus Subtotal												\$ 591,595	\$ 13,640	\$ 577,955	\$ 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	\$ 4,551	\$ 68,949	\$ 73,500	High	September 2022	Approval of Construction Services	Negrete & Kolar Architects, LLP	TBD
Nursing and Allied Health Campus Subtotal												\$ 73,925	\$ 332,183	\$ (258,258)	\$ 73,925					
Starr County Campus																				
22	Workforce Center Building D Welding Expansion	MV				●						\$ 139,000	\$ 27,903	\$ 111,097	\$ 139,000	High	August 2022	Approval of Construction Services	Gignac & Associates, LLP	TBD
23	Workforce Building D Automotive Expansion	MV				●						\$ 243,100	\$ 8,747	\$ 234,353	\$ 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	\$ 1,481	\$ 30,219	\$ 31,700	High	August 2022	Approval of Construction Services	Able City, LLC	TBD
Starr County Campus Subtotal												\$ 413,800	\$ 38,131	\$ 375,669	\$ 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	September 2022	Approval of Construction Services	Gignac & Associates, LLP	TBD
27	Canopy for Students/Instructors	DV				●						\$ 67,424	\$ 3,497	\$ 67,264	\$ 67,333	High	September 2022	Approval of Construction Services	Gignac & Associates, LLP	TBD
28	Chiller Installation	MV					●					\$ 170,000	\$ 13,788	\$ 157,262	\$ 158,250	High	September 2022	Approval of Substantial Completion	Half Associates, Inc	Johnson Controls
29	Fire Training Area	DV				●						\$ 97,524	\$ 3,497	\$ 97,364	\$ 97,433	High	September 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 EVOC Lighting	SS			●							\$ 342,000	\$ 12,473	\$ 341,532	\$ 342,000	High	September 2022	Approval of Construction Services	DBR	TBD
33	Two-Story Residential Fire Training Structure	SS			●							\$ 381,250	\$ 195	\$ 381,055	\$ 381,250	Medium	November 2022	Approval of Construction Services	Martinez Architects	TBD
Regional Center for Public Safety Excellence Subtotal												\$ 2,432,634	\$ 263,997	\$ 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	AR		●								\$ 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	\$ 49,401	\$ 18,167	\$ 62,000	High	July 2022	Approval of Final Completion	Ethos Engineering, LLC	R.E. Friedrichs Company
40	Facility Signage	DV	●									\$ 50,000	\$ 2,135	\$ 47,865	\$ 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	\$ 51,819	\$ 4,475,399	\$ 4,521,650					
Totals			12	3	6	0	8	1	0	0	5	\$ 15,458,400	\$ 2,056,372	\$ 13,423,425	\$ 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	\$ 156,054	\$ 13,200	\$ 156,000	High	N/A	Half Associates, Inc	Metro Electric, Inc.	
5	Reseeding and Regrading of Athletic Fields	DV				●						\$ 125,000	\$ 409	\$ 124,591	\$ 125,000	High	TBD	TBD	TBD	TBD
6	Stucco Repainting	SS					●					\$ 150,000	\$ 109	\$ 149,891	\$ 150,000	High	TBD	Approval of Substantial Completion	TBD	Noble Texas Builders
7	Resurfacing of East Drive	SS			●							\$ 92,000	\$ 456	\$ 91,544	\$ 92,000	High	November 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	\$ 10,599	\$ 14,401	\$ 25,000	High	TBD	TBD	TBD	TBD
9	South Academic Building J Generator Replacement	SS			●							\$ 76,250	\$ 228	\$ 76,022	\$ 76,250	High	September 2022	Approval of Construction Services	DBR	TBD
Pecan Campus Subtotal												\$ 907,504	\$ 186,170	\$ 721,334	\$ 894,250					
Pecan Plaza																				
10	Stucco Repainting	SS					●					\$ 30,500	\$ 109	\$ 30,391	\$ 30,500	High	TBD	Approval of Substantial Completion	TBD	Noble Texas Builders
Pecan Plaza Subtotal												\$ 30,500	\$ 109	\$ 30,391	\$ 30,500					
Mid Valley Campus																				
11	Roofing Deferred Maintenance	MV									●	\$ 805,309	\$ 776,639	\$ 28,670	\$ 573,872	Completed	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	\$ 109	\$ 199,891	\$ 200,000	Low	TBD	Approval of Substantial Completion	TBD	Terra Fuerte, LLC
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	\$ 971,881	\$ 1,581,128	\$ 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	\$ 259,412	\$ 26,665	\$ 206,991	Completed	N/A	BEAM Professionals	American Contracting USA	
18	NAH East Building A Exterior Stair Repairs and Replacement	SS					●					\$ 283,000	\$ 15,237	\$ 267,763	\$ 280,000	High	September 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	September 2022	Approval of Construction Services	TBD	TBD
Nursing and Allied Health Campus Subtotal												\$ 1,256,077	\$ 274,877	\$ 981,200	\$ 1,173,991					
Starr County Campus																				
20	Stucco Repainting	SS					●					\$ 223,000	\$ 109	\$ 222,891	\$ 223,000	High	TBD	Approval of Substantial Completion	TBD	Terra Fuerte, LLC
21	Roofing Deferred Maintenance	MV									●	\$ 702,320	\$ 860,858	\$ (158,538)	\$ 661,255	Completed	N/A	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	\$ 860,967	\$ 244,353	\$ 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	\$ 17,416	\$ 81,027	\$ 49,000	Low	N/A		N/A	TBD
30	Building Automation Systems Upgrade	RC/O&M		●								\$ 174,048	\$ 11,577	\$ 162,471	\$ 76,500	Low	N/A		N/A	TBD
31	Flooring Replacement	DV									●	\$ 756,380	\$ 368,142	\$ 388,238	\$ 504,000	Medium	N/A		N/A	Terra Fuerte, LLC Diaz Flooring, Inc.
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	\$ 397,135	\$ 3,130,601	\$ 2,092,000					
Totals		0	4	6	2	1	3	0	0	0	5	\$ 9,380,146	\$ 2,691,139	\$ 6,689,007	\$ 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 July 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 **July 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 July 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 July 2022.
- 2) Release of Checks for \$125,000.00 and Above
Board of Trustees Approval Required for July 2022.
- 3) Release of Checks for \$125,000.00 and Above
Released Prior to Board Approval for July 2022.
- 4) Release of Construction Fund Checks for July 2022.
- 5) Quarterly Investment Report and Money Market Accounts for July 2022.
- 6) Summary of Revenues for July 2022.
- 7) Summary of State Appropriations Revenue for July 2022.
- 8) Summary of Property Tax Revenue for July 2022.
- 9) Summary of Expenditures by Classification for July 2022.
- 10) Summary of Expenditures by Function for July 2022.
- 11) Summary of Auxiliary Fund Revenues and Expenditures for July 2022.
- 12) Summary of Grant Revenues and Expenditures for July 2022.
- 13) Summary of Bid Solicitations.
- 14) Summary of Purchase Orders.

Update and Action as Necessary Regarding Pending Litigation

Mr. Eduardo Garza from Esparza & Garza, L.L.P., will provide an update to the Board on pending legal action taken against the College:

a. Cause No. CL-21-0901-E; Deborah K. Villalon vs. South Texas College

Legal action was taken against the College by Deborah K. Villalon. The lawsuit was submitted to the College's insurance carrier, TASB. TASB assigned Eduardo Garza from Esparza & Garza, L.L.P to handle the case.

Mr. Garza will provide an update in executive session.

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.

Approval Recommended:

Dr. Ricardo J. Solis
President

Announcements

A. Next Meetings:

- Tuesday, September 13, 2022
 - 3:00 p.m. – Education and Workforce Development Committee
 - 4:00 p.m. – Facilities Committee
 - 5:00 p.m. – Finance, Audit, and Human Resources Committee
- Tuesday, September 27, 2022
 - 5:30 p.m. – Regular Board Meeting

B. Other Announcements:

- The College will be closed on Monday, September 5, 2022, in observance of Labor Day.
- Wednesday, September 7, 2022 is Fall 2022 Census Day
- The College will be closed Friday, September 23, 2022 to conduct College Wide Professional and Organizational Development Day.